



## Online Writing Help: From any Internet Connection

You have written a draft of your assignment but know that it needs more work, or maybe you just want professional guidance to help improve the overall quality of your writing. **With SMARTHINKING, you can receive help!**

### Follow these steps to get started:

- Login to MyAVC: <http://myavc.avc.edu>
- Go to your My Courses tab. **Note: For Fall 2015, you must be registered in one of these AVC courses to access SMARTHINKING: English 097, 099, or 101.**  
***A total of four papers may be submitted during the term.***
- Click the SMARTHINKING link in the side bar.
- Read the instructions and enter your username (your AVC Email address) and password (your 900 number) to get connected to SMARTHINKING.

#### Technology Requirements

- **OS:** Windows XP/Vista/8, Mac 10.4+
- **Browser:** Internet Explorer 7/8, Firefox 3.0+, Google Chrome, Safari
- **Connection:** Minimum 256 kbps or faster
- **Cookies/Javascript** should be enabled. If you need to install Java, go to <http://www.java.com>, and follow the instructions for the free download.

#### Trouble shooting tips

- **Popup Blockers** must be configured to allow [www.smarthinking.com](http://www.smarthinking.com). Learn how to configure your browser's popup blocker to allow smarthinking.com at <http://smarthinking.host4kb.com/article/AA-00207/7/Technical/How-to-allow-pop-ups-for-Smarthinking-site.html>.
- **Flash®** Version 9.0.28 or higher. If you need to install Flash®, go to <http://www.adobe.com>, and follow the instructions for the free download.

Need help using SMARTHINKING? E-mail Customer Support at [support@smarthinking.com](mailto:support@smarthinking.com) or call (888) 430-7429 ext. 1.

#### Suggestions:

- **Meet with an Antelope Valley College Writing Center tutor the first time you use SMARTHINKING.**
- **AFTER you receive your paper back from SMARTHINKING, see a Writing Center tutor for help with understanding the written comments and suggestions.**
- **Allow yourself time to submit your paper to SMARTHINKING and to receive it at least 2-3 days before your instructor's due date. This will allow you time to meet with a Writing Center tutor, to revise the draft of your paper, and to turn it in on time.**

**There are no SMARTHINKING live sessions with a tutor. For most essays you submit, responses are typically provided in about 24 hours. Plan your time well!**

**Note: You are limited to submitting four (4) drafts of papers for any AVC class in which you are enrolled, not per assignment, but for the whole term. Choose wisely. Your instructors cannot require you to use SMARTHINKING, but can encourage you to do so.**

(OVER)



## Submit Your Writing

When you have completed a draft of an essay or research paper, submitting it to the **SMARTHINKING** Essay Center will allow you to have your work reviewed by a **SMARTHINKING** online tutor/E-structor. The personalized response you receive can be used to guide any changes you make to your work. Responses typically consist of a summary of the strengths and weaknesses of your writing as well as comments in your paper. They are provided in about **24** hours and will appear in your **Inbox** under **My Filing Cabinet**.

To begin, select **Writing Center** and then choose **Essay Center** for standard essay review. Choose **Grammar & Documentation Review** for grammar and mechanics, sentence structure, word choice, and documentation. You will be automatically directed to the submission page. **Important note: Only a total of four (4) drafts of papers can be submitted during the term.**

Next, complete the form. As you are doing so, please take special note of the following:

- Fill in all the fields listed in **red**.
- Enter the course level/title. Example: English 099 – Intermediate Composition
- Enter the professor's name, date the paper is due, and draft number.
- Enter the title and a description of your assignment, which should **exactly** match the description provided by your instructor in order for the tutor/E-structor to be able to confirm that your work matches the requirements of the assignment.
- If you are requesting help with referencing/citations for a research paper, mention which citation style you are using. **SMARTHINKING** supports both MLA and APA styles.
- If you are not sure what type of help to request, the goals of your assignment may provide some guidance. Also, know that **SMARTHINKING** will make sure that the review of your work provides you with information needed to revise it and to improve the quality of your writing, but seek help from an AVC Writing Center tutor if you need further clarification.

Choose the type of tutor/E-structor you would like to review your writing. Choices include **First Available or ESL Specialist**. The time required to review your essay (**24 hours**) is the same for each of these tutor groups. The last step in the process is to upload and submit your assignment. You will see a screen confirming your submission, and an entry will appear in your **Personal Archive** page.

*To retrieve your essay, go to your Personal Archive from your SMARTHINKING home page. Locate your essay and click on the name of the essay. You will see the tutor/E-structor's comments on your essay, organized by the areas in which you asked for help and a link to the "marked-up" version of the essay. To download, click on the blue "Markup" text under the response bar. Save the document on your hard drive or flash drive.*

*Please note that on the SMARTHINKING Home Page you can also choose Academic Resources to access study guides for accounting, math, and writing as well as study skills manuals that provide information on studying, note taking, and test taking.*

*For additional help, come to the AVC Writing Center. We are located in the northwest corner of the Learning Center on the Lancaster campus and on the second floor, Room SV3M, at the Palmdale Center.*