

I'm your writing coach for the 2021-22 season. Given then unusual nature of this pandemic year, I will be coaching exclusively via Brightspace, and the submission process is slightly different than in previous years.

There are a couple of traps in Brightspace to watch out for once you are enrolled:

#1/ It is possible to book a session in the past, which should be avoided because time moves forward and this will present some problems.

#2/ It is possible to submit a paper without booking a session, but nothing will draw my attention to this paper and so it will sit forlorn and abandoned in the bowels of Brightspace for all eternity.

Step 1: Enroll in the Humanities Writing Coach Course

Log in to Brightspace

Go to the Carleton Brightspace home page

Click "Discover" (White letters black Nav Bar)

In the search bar enter "Humanities Writing Coach"

Or Alternately cut and paste this URL:

<https://brightspace.carleton.ca/d2l/le/discovery/view/course/102478>

Enroll yourself in the course

Step 2: Book a session by enrolling in a group

In Brightspace click "Tools" in the navbar

In the dropdown menu choose => Groups

View Available Groups (Blue Button)

Click blue hyperlink to join group

You have now booked a session and can submit your work

Step 3: Submit your work

Click "Tools" in the navbar

In the Dropdown menu choose => Assignments

Blue hyperlink: "Submit your paper here"

Grey box: Add a File

Drag and drop or click the Grey box "Upload" and then the Blue box "Add"

Click the Blue box "Submit"

Your coach will read your work and return it to you via email with comments and suggestions.

Papers must be submitted in PDF format.