How to Submit an Essay to the OWL

1. Access the Collin College home page: [www.collin.edu](http://www.collin.edu).
2. Under the tabs listed across the top, choose “Student Resources.” A drop down menu will appear.
4. On the Writing Center home page, choose “Access OWL” up and to the right beneath the OWL logo: [http://www.collin.edu/studentresources/writingcenter/onlinetutor.html](http://www.collin.edu/studentresources/writingcenter/onlinetutor.html).
5. Choose the hot link “Three Day Turnaround.” Under the DropBox logo.

The following submission page will pop up:

7. Students must complete the submission page, using ONLY their Cougarmail addresses (all other email addresses will be discarded unopened). Students cut and paste their essays into the space provided, and then click the “Submit Form” button at the bottom.
8. Typically, students will receive a response with feedback within three days, four days during the last five weeks of each full semester.
9. Feedback will be available in Track Changes under the “Review” tab in Word.
10. Any comments/questions should be directed to either [OWL@collin.edu](mailto:OWL@collin.edu) or 972-881-5843.