

USD Online Writing Center D2L Information & Response Form



UNIVERSITY OF
SOUTH DAKOTA

INSTRUCTIONS: Submit your writing and this form in the Online Writing Center dropbox at least three days before you need a response. Read carefully below.

- **Use the tab key** to move through the form and type answers. Note: If you cannot type in the form, go to the View menu and select Edit Document.
- **Save the form as a new file** with your last name in the file name (example: hansonD2Linfoform). Make sure you've filled in the form completely, *including the writer's questions near the end*.
- **Submit the piece of writing for which you want feedback and this completed D2L information form in the Online Writing Center Dropbox in D2L.** You can also submit related files such as assignment sheets and rubrics.
- Then, **log into D2L and check the Online Writing Center (OWC) Dropbox again for feedback** (look for an uploaded response form, with answers to your questions). If you don't see feedback posted after 48 hours, email the Writing Center at wcenter@usd.edu or call 605-677-5626.
- **After reading the feedback, write a reflection of 2-4 sentences** in which you discuss what you learned and what you will do next to revise. Email your reflection to wcenter@usd.edu (this is required if you want us to email an instructor that you submitted writing and read the feedback in the OWC.)

A. General Information:

Your first and last name: _____ Your USD student ID number: _____
Your **University of South Dakota** email address (not D2L): _____

B. Assignment Information:

Does your instructor need to be notified about this Writing Center session? Yes* No

*If you checked Yes: See note above under step "After reading the feedback."

Your USD instructor's name: _____ Your instructor's email address (not D2L): _____

University of South Dakota course (include title, discipline and course number, such as Composition I, ENGL 101): _____ **When is this assignment due?**

Assignment Description: Copy and paste the text from your instructor's assignment sheet in the space below. (Alternatively, you may submit the assignment sheet as a separate document.)

If you are unable to copy and paste (or attach) the assignment, provide the following information:

- What, specifically, is your assignment asking you to analyze, argue, or discuss? In other words, describe the assignment in as much detail as possible:
- What is the required length (words/pages)?
- Citation Style (MLA/APA/Chicago/something else)?

C. Your Questions (and Consultant's Responses):

Please list, in question format, one to three writing areas--NOT grammar skills--upon which you would like your consultant to focus. Examples: Have I provided enough support for my points? How can I make my thesis statement less vague? Where do I need to add transitions?

1. **Writer's question:**

a. Consultant's response:

2. **Writer's question:**

a. Consultant's response:

3. **Writer's question:**

a. Consultant's response:

Additional feedback from consultant: _____

WRITER, STOP! Have you filled out this form *completely*? Then, post your writing and this form in the Online Writing Center dropbox in D2L. Contact the Writing Center at wcenter@usd.edu if you need help.