

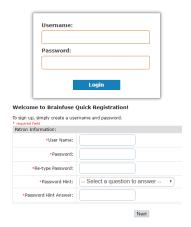
How to Use the Brainfuse Writing Lab

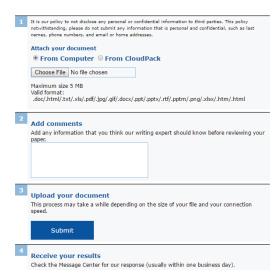
CREATING A BRAINFUSE LEARNING ACCOUNT

To use the Brainfuse Writing Lab, you will need to create a learning account.

- 1. Click on the blue sign up link.
- 2. Choose your username and type it in the box.
- 3. Choose your password, type it in the box and retype to confirm.
- 4. Choose a password hint question and answer.
- Click next to register your account.

Important Notes: Brainfuse does not require any personal information when creating an account. Be sure to remember or write down your username and password.





SENDING YOUR DOCUMENT

- 1. Click on the Writing Lab. (If you are not logged in, you will be prompted to do so.)
- 2. To attach the document you wish to send, click on Choose File. This will open a window where you can browse for the file on vour computer or Cloudpack (Brainfuse virtual storage).
- 3. In the box you can add comments that will be helpful for your tutor while reviewing your paper. For example, you may want your tutor to focus on a particular aspect of your writing or explain the details of your assignment.
- 4. To send your file to the Brainfuse writing experts, click submit.
- 5. After submitting your paper, you will receive a message letting you know that the paper will be returned to your Brainfuse message center, usually within one business day.

RETRIEVING AND ABOUT YOUR FEEDBACK

- In the message center, you will see your submissions and the feedback from your tutor. The tutor comments and any attached documents appear in the blue area.
- At the top of the feedback you will see the tutor response including an overview and comments about your introduction & conclusion, development, organization, grammar and mechanics, and formatting.
- 3. As you scroll through your paper, you will see some specific comments throughout the text in a different color, usually blue and separated from your paper in brackets for easy review.

