



---

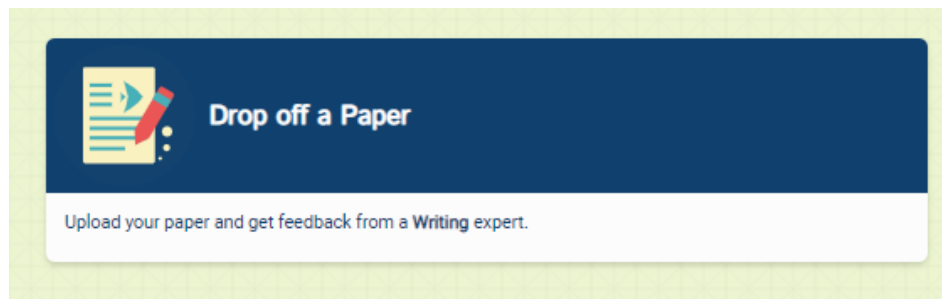
## *Piscès for Paper Review*

---

### Student Paper Submission

---

To drop off a paper, a student selects the “Drop off a Paper” option from his or her dashboard.



This takes the student to a form. On the first page of the form, the student is asked for the title of the paper, a description of the writing assignment, and has an option to denote that English is not his or her first language.

A screenshot of a web form titled "Basic Information" in a dark blue header bar. The form has a light green background with a subtle grid pattern. It contains three main sections: 1. "Paper Name" with a text input field containing "Causes of the Great Depression" and a "70 characters remaining" indicator. 2. "Tell us about your assignment and how we can help" with a larger text area containing a sample description of a paper about the Great Depression and an "89 characters remaining" indicator. 3. A checkbox labeled "English is not my first language." which is currently unchecked. A dark blue button with the text "> Next" is located at the bottom right of the form.

On the next page of the form, the student can select two areas of feedback for the writing tutor to focus on, the citation style of the paper, the type of paper, and whether there is a page length requirement.

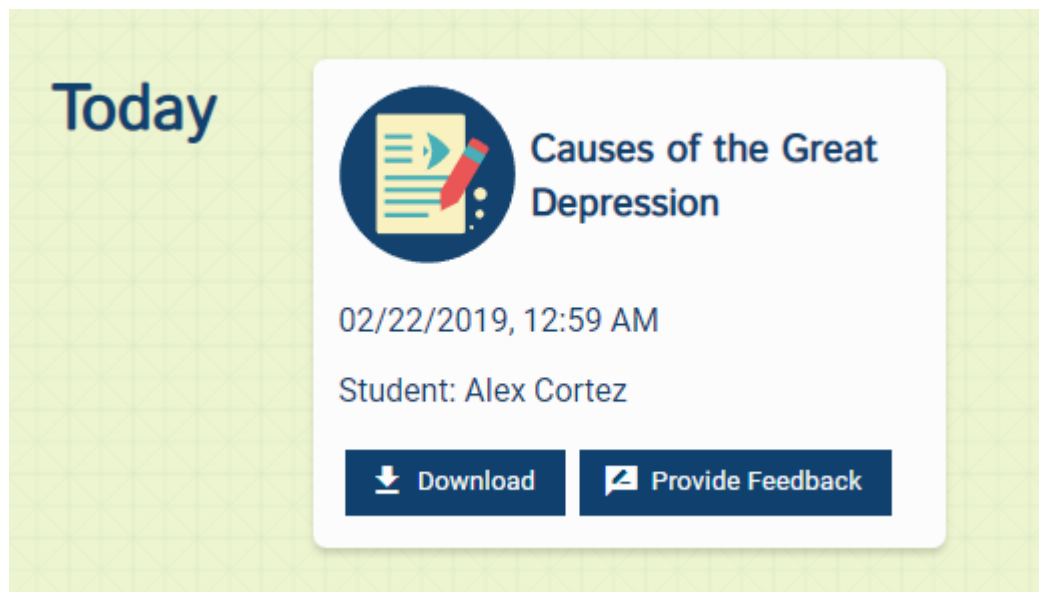
The screenshot shows the 'Format' tab of a writing tutor interface. At the top, there are three tabs: 'Basic Information', 'Format', and 'File'. The 'Format' tab is active. Below the tabs, there is a section titled 'Select two areas of feedback.' with a list of checkboxes. The checkboxes for 'Focus/Thesis Statement' and 'Word Choice' are checked. Below this, there is a 'Citation Style' dropdown menu set to 'APA'. To the right, there is a 'Paper Type' dropdown menu with a list of options: 'Narrative', 'Persuasive/Argumentative', 'Research' (highlighted), 'Comparison', 'Descriptive', 'Exploratory', 'Annotated Bibliography', and 'Other (please describe in your paper description)'. Below the 'Citation Style' dropdown, there is a section titled 'How long should your paper be?' with a text input field set to '0' and a 'Pages' dropdown menu. At the bottom left, there is a '< Previous' button.

On the last page of the form, the student selects the paper to upload. The paper can be a PDF or a Word document.

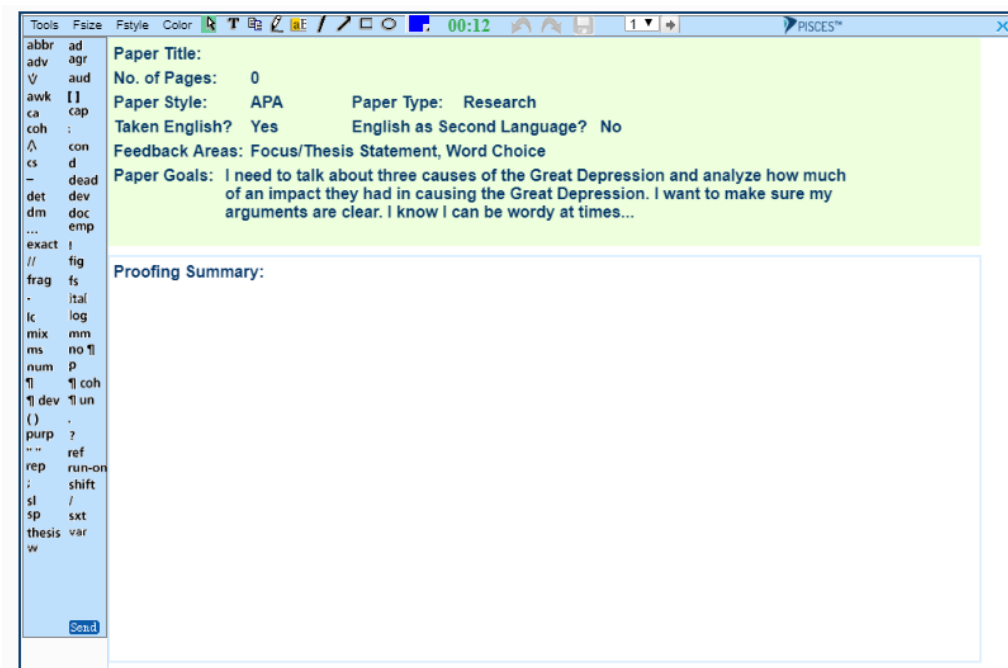
The screenshot shows the 'File' tab of a writing tutor interface. At the top, there are three tabs: 'Basic Information', 'Format', and 'File'. The 'File' tab is active. Below the tabs, there is a section titled 'Drag and Drop or Upload Paper'. In the center, there is a large dark blue box with the text 'Drop Your File Here' and an upward-pointing arrow. Below this box, there is a 'Choose A File' button. Below the button, there is a file name 'The Great Depression Causes.pdf'. At the bottom left, there is a '< Previous' button. At the bottom right, there is a 'Drop Off Your Paper' button with a checkmark icon.

## Providing Feedback for a Dropped-Off Paper

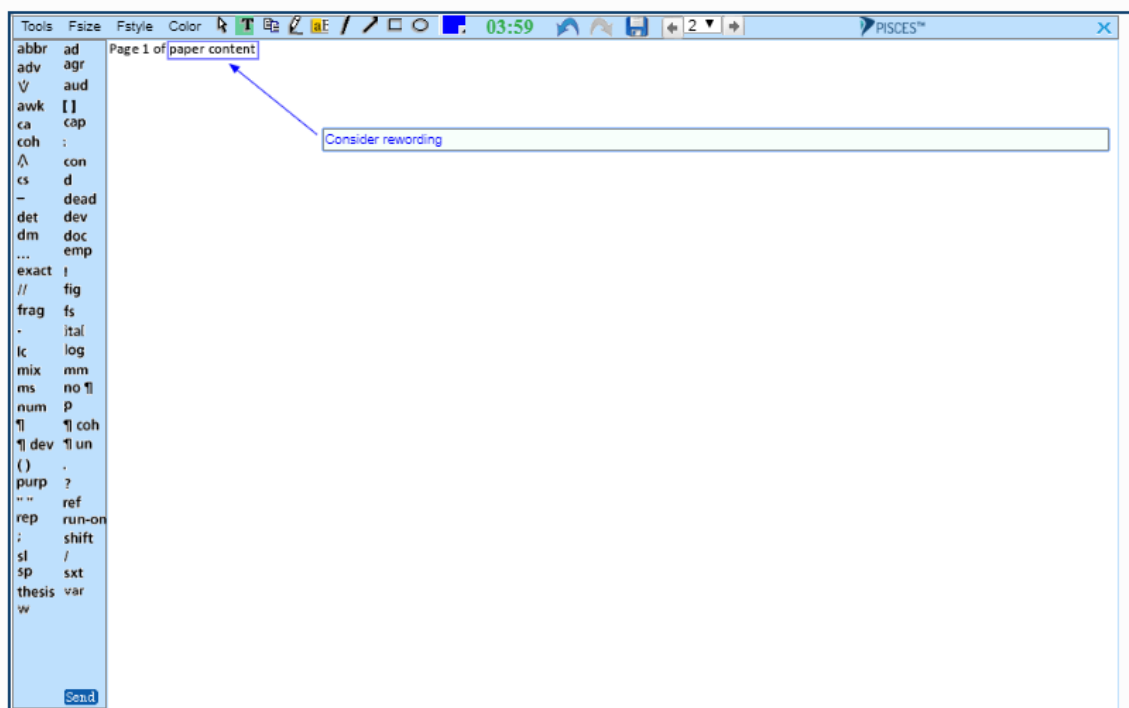
A few minutes after the student uploads his or her paper, it will be available for you to review. To start your review, select the “Provide Feedback for Dropped-Off Papers” option from your dashboard.



Selecting the download button will cause the original PDF or Word document to download. Selecting the button to provide feedback opens the paper-review version of the Pisces drawing canvas, as shown below. Note that the first page contains information from the form the student filled out, as well as space to put a summary of your feedback.



Use the drop-down menu or right arrow at the top of the canvas to move through the different pages of the paper. You can then use the proofing stamps on the left and the tools at the top of the board to create inline comments.



When you are ready to send your review back to the student, select the “Send” button in the lower-left corner. The review will be returned to the student as a PDF. Both you and the student can view the returned paper in the locker. To get to your locker, select the locker option from your dashboard.

