

How to - Submit Library Writing Reflections

Go to the library and ask to see the list of texts available for English 101 Library Writing Reflections and sign in!

You will be asked to show your student ID card before you write your name, the date, your instructor's name, and your signature.

Read your chosen text carefully and take notes.

When you are done reading, open up a Word document and write your response.

Your response should be 100-250 words, written in MLA format. Please make sure to include your instructor's name in the heading.

Save your response as your full first name and last name.

To submit your Library Writing Reflection to The Writing Center, go to www.wallace.mywconline.com and sign-in with your Wallace email address and password from orientation.

If you do not have a WC Online account, click the "Click here to register" link.

Check the "Choose a Schedule" to make sure are logging on to the correct campus (Wallace or Sparks).

Go to the "SUBMIT Library Writing Reflections" row and click on an available (white) box to submit your response.

Click on the boxes to enter your course name, number, instructor name, and type "Submit Library Writing Reflection" in the "What would like to work on today" box.

Do NOT copy and paste your response in the appointment box; your response must be an attachment. Click on "Save Appointment," and a pop-up screen will appear. Click "Attach a File" and upload ONE Library Writing Reflection only.

Follow these steps for your next Writing Reflection submission (max 2 per semester).

Good job! Now add your Library Writing Reflection to your ENG 101 Portfolio checklist!