The Writing Center Introduces DIGITAL FILING CABINET With Air Print Capability

What is the Digital Filing Cabinet?
The Digital Filing Cabinet is a database on Google Drive accessible through the learning center iPads. The drive is filled with useful handouts on writing issues which tutors can use to facilitate tutoring sessions and empower student learners.

Air Print Capability
The learning center iPads are connected wirelessly to a printer located in the writing center. With the simple tap of an icon on the iPad screen, tutors are able to “air print” documents directly from the iPads.

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Digital Filing Cabinet: Purpose

Tutoring writing is a complex and demanding task. The writing tutor must distinguish between what a student asks of them and what they are supposed to do as a tutor. They must navigate between the demands of specific tutoring sessions and the limits of their own knowledge. The Digital Filing Cabinet is designed to facilitate tutoring sessions by providing a resource to deepen tutor knowledge, lend direction and content to the session, and give the student a concrete learning tool that can reinforce their learning beyond the session.

“We are not here to proofread papers; we are not here to teach students content; we are here to enable student learning through guided tutoring sessions and the introduction of valuable resources.”

-Timothy D. Smith, Learning Center Specialist

In the learning center we help students with higher order and lower order concerns as they apply to their papers and the writing process. However, we do not want to fix their papers for them. When a student comes into the writing center and asks a tutor to fix their grammar or proofread their paper, the tutor is justified in explaining that this is not what we do in the writing center, but it should never stop there.

What the tutor CAN do is review the paper and identify concerns in the paper, either higher order concerns like development and organization or lower order concerns like grammar and punctuation. A tutoring session should not attempt to “fix” all or any of these issues; instead, the session should focus on guiding a student to a better understand of the problems common to their writing and move them toward mastery of the issue.

This is where the Digital Filing Cabinet serves its purpose. The handouts and worksheets in this Google Drive provide tutors with examples and definitions of key terms and topics they can use to support their own understanding of an issue and to illustrate that issue to a student.
Digital Filing Cabinet: Access

To access the digital filing cabinet
1. Go to Google.com
2. Click on the apps icon in the upper right
3. Click on Google Drive logo in the drop-down box
4. Log in with the following username and password. *You can also access the drive from the Google Drive App on the iPad*
   Username: Hacclanc@gmail.com
   Password: tutor123.

Navigation

Upon logging into the Google Drive you will find a number of folders.

The English Tutors folder contains training documents and the Writing Center Handbook.

The English Handouts folder makes up the majority of the Digital Filing Cabinet. This is where you will find a catalogue of folders covering many aspects of writing and the writing process.

To access handouts pertaining to an issue that arises in a specific tutoring session, simply locate the general folder that contains that topic and click on the folder to bring up another list of folders with more specific categories. Click on one of these folders to bring up a page filled with all of the documents available on that topic.

Air Printing

To air print a document from the iPad:

1. Tap the “share” icon in the top right corner of the screen
2. Then scroll to the right though the options at the bottom of the drop down menu until you find the print icon
3. Tap the print icon
4. Tap on “select printer” and select “Learning Center AirPrint”
5. Your document will print on the writing center printer.

*Note: You cannot print to this printer from the computers*