



# 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.
5. 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.*

Username:

Password:

### Welcome to Brainfuse Quick Registration!

To sign up, simply create a username and password.

\* required field

Patron Information:

\*User Name:

\*Password:

\*Re-type Password:

\*Password Hint: -- Select a question to answer --

\*Password Hint Answer:

- 1 It is our policy to not disclose any personal or confidential information to third parties. This policy notwithstanding, please do not submit any information that is personal and confidential, such as last names, phone numbers, and email or home addresses.
 

Attach your document

From Computer  From CloudPack

Choose File No file chosen

Maximum size 5 MB  
Valid format:  
.doc/.html/.txt/.xls/.pdf/.jpg/.gif/.docx/.ppt/.pptx/.rtf/.pptm/.png/.xlsx/.htm/.html
- 2 Add comments
 

Add any information that you think our writing expert should know before reviewing your paper.
- 3 Upload your document
 

This process may take a while depending on the size of your file and your connection speed.
- 4 Receive your results
 

Check the Message Center for our response (usually within one business day).

## 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 your 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

1. 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.
2. 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.

### Message Center

#### ★ Message History:

1477177612683.jpg

From: bucks100

Sat 10/22/2016 7:07 PM

Math 2016.docx

From: bucks100

Please help me with my conclusion. For demo - no edits

Wed 8/17/2016 10:17 AM

[Question](see below)

From: TutorMagdalena

Thank you for using Brainfuse! Because this is a demo, we are now closing out the submission. If you have any additional questions about our services, please contact info@brainfuse.com.

Wed 8/17/2016 3:35 PM

Brainfuse is supported with funds provided by the Institute of Museum and Library Services, administered by the Library of Virginia.

