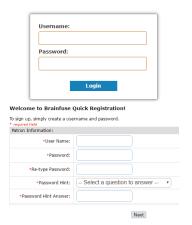# How to Use the Brainfuse Writing Lab
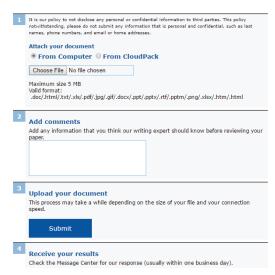
CREATING A BRAINFUSE LEARNING ACCOUNT

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.

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.