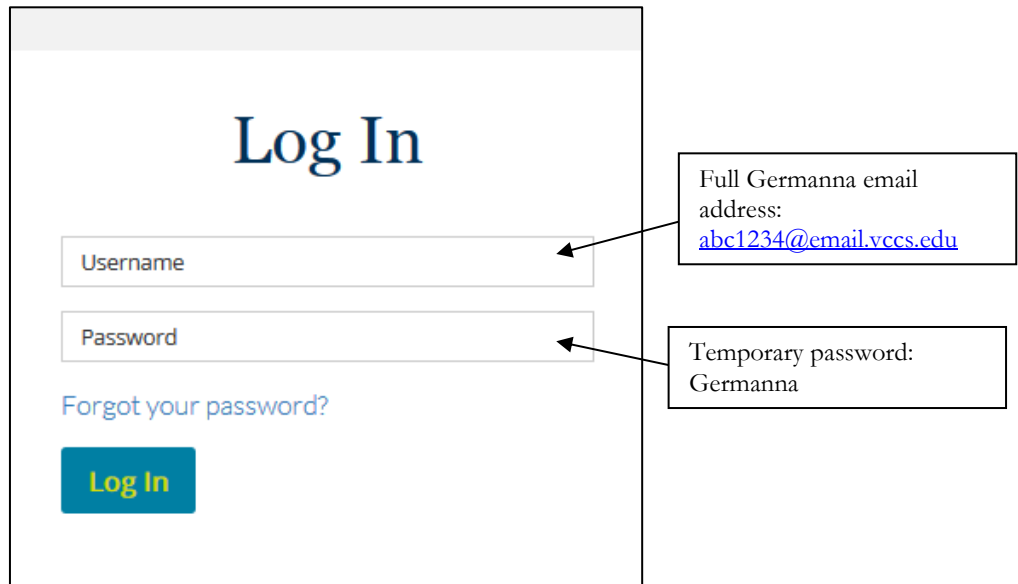


Smarthinking Online Tutoring Resources for Germanna Students

Germannna Community College students have access to an online tutoring service called Smarthinking, which is available 24 hours per day, 7 days per week. Smarthinking can be accessed with any computer or mobile device connected to the internet. This handout introduces Smarthinking, explains how to log into Smarthinking, and provides an overview of Smarthinking's resources, including a list of all the writing resources found in Smarthinking.

Logging in to Smarthinking:

As a Germanna student, you can log into Smarthinking by visiting <http://services.smarthinking.com> or <http://www.germannna.edu/tutoring/smarthinking-online-tutoring>. On the login page, type in your **full student email address** as your username. Your email address is your *MyGCC* username followed by the domain name: @email.vccs.edu. If you have never used Smarthinking before, use the temporary password *Germannna*.

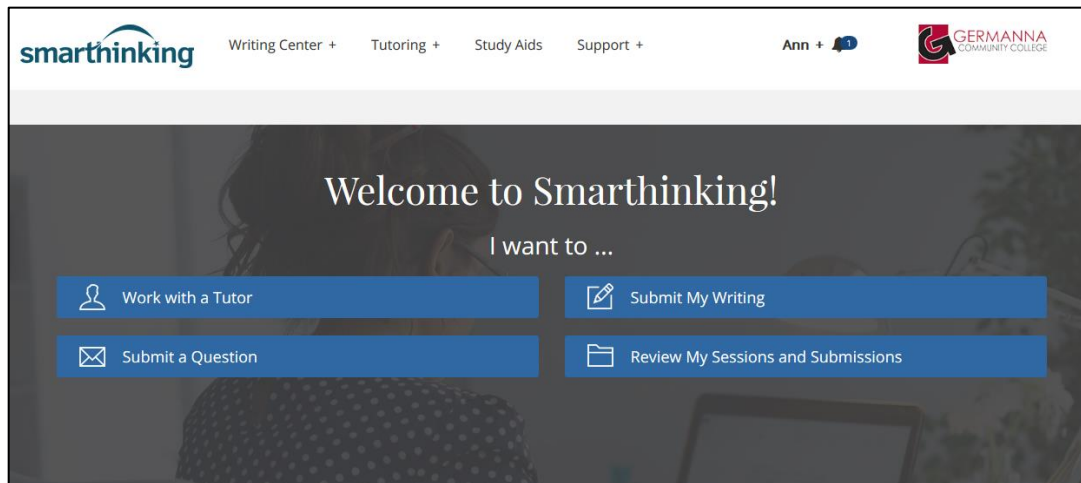


The screenshot shows the Smarthinking login interface. At the top, the text "Log In" is displayed in a large, blue, serif font. Below this, there are two input fields: "Username" and "Password". A blue link "Forgot your password?" is positioned below the password field. At the bottom of the form is a blue button with the text "Log In" in yellow. Two callout boxes with arrows point to the input fields: the first points to the Username field and contains the text "Full Germanna email address: abc1234@email.vccs.edu"; the second points to the Password field and contains the text "Temporary password: Germanna".

After logging in, click on your name in the top menu bar and select *Manage Account* to change your password from the temporary password to one that you will remember.

You will now be able to see all of Smarthinking's services.

Overview of Smarthinking's Services:



Writing Center: Submit an essay, paragraph, or other writing assignment to the Writing Center and receive in-depth feedback in 24-48 hours. You can find returned papers in *My Sessions and Submissions*. For more information on submitting an essay, [watch this video tutorial](#), available on our website at www.germannna.edu/tutoring/smarthinking-online-tutoring/.

Drop-in Tutoring: Connect instantly with a tutor in mathematics, writing, reading, chemistry, biology, Spanish, Business, Information Technology (IT), and more. Using the interactive whiteboard, you can talk to a tutor without an appointment. [Watch this video tutorial](#) on our website for more information.

Scheduled Tutoring: Reserve time to work with a tutor. Many more subjects are available in scheduled tutoring than in drop-in tutoring. You can also opt to have an audio session for some subjects (using a built-in microphone or microphone headset on your computer). Scheduled sessions have to be reserved at least 48 hours in advance. [A video tutorial](#) on scheduling sessions is available on our website.

Offline Questions: Submit an offline question at any time and receive feedback within about 24 hours. This is a good option if you do not have time for a tutoring session but feel stuck on a homework problem or concept.

Study Aids: Find a Writer's Handbook, mathematics video tutorials, an accounting glossary, a study skills manual, and digital supplemental content in the Study Aids section of Smarthinking's website. A list of subjects covered in the Smarthinking Writer's Handbook is listed on the next page of this handout.

Contents of Smarthinking's Writer's Handbook:

Understanding Your Writing Assignment			
Analyzing the Prompt	Writing a Narrative	Writing a Descriptive Essay	Writing a Definition Essay
Writing a Cause and Effect Essay	Writing a Process Essay	Writing a Classification Essay	Writing a Compare and Contrast Essay
Writing an Argument Essay	Tools for Arguing	Writing an Exemplification/Illustration Essay	Writing Literary Analyses and Explications
Film and Television Analyses	Rhetorical Analyses	Evaluations and Reviews	Annotated Bibliographies
Literature Reviews	Proposals	Abstracts	Writing Scientific or Technical Reports
Business Reports	Resume Writing	Cover and Thank You Letters	Writing Memos
Business, Complaint, and Suggestion Letters	Personal Statement, College Application, and Scholarship Essays	Short Fiction	Poetry
Digital Portfolios	Analyzing Your Audience	Audience Types	Recognizing and Overcoming Writer's Block
Preparing to Write Your Essay			
Using Invention Methods	Choosing the Right Topic	Completing the Research Process	Reading Critically to Gather Information
Using the Internet Wisely	Using the Library Wisely	Conducting Field Research	Conducting Interviews
Evaluating Sources	Using Your Sources Wisely	Documentation	MLA Style
APA Style	Chicago/Turabian Style	Developing Ideas	Developing a Thesis
Drafting Your Essay			
Formal and Informal Outlines	Effective Introductions	Strong Conclusions	Clear Topic Sentences
Powerful Body Paragraphs	Smooth Transitions	The One-Paragraph Essay	Moving From the Rough to the Presentation Draft

Editing, Grammar, and Mechanics			
Revising Content	Editing and Proofreading	Nouns	Personal Pronouns
Pronouns	Verbs	Adjectives	Adverbs
Prepositions	Articles and Other Determiners	Conjunctions	Subjects
Count and Noncount Nouns	Gerunds	Pronoun-Antecedent Agreement	Predicates
Subject-Verb Agreement	Simple Verb Tenses	Verb Tenses: Progressive and Perfect	Verb Tense Shifts
Being and Linking Verbs	Irregular Verbs	Helping Verbs	Infinitives
Participles	End Punctuation	Colons	Semicolons
Commas	Apostrophes	Quotation Marks	Hyphens and Parentheses
Dashes, Slashes, Brackets, and Ellipses	Capitalization	Spelling Strategies	Independent Clauses
Dependent Clauses	Independent Clauses	Dependent Clauses	Complete Sentences
Sentence Types	Incomplete Sentences: Fragments	Comma Splices and Run-ons	Parallel Structure
Using Modifiers Precisely	Sentence Unity and Clarity	Sentence Variety	Building Your Writing Style
Point of View	Consistent Tone and Voice	Word Choice	Formal and Informal Language
Wordiness	Active and Passive Voice	Choosing the Right Subject	Figurative Language
Using Resources			
Using a Computer's Checker Tool	Keeping a Writer's Error Log	Using a Dictionary and Thesaurus	Glossary of Writing Terms