iPASS
Quicklook!
for students
An easy-to-use guide
to the
iPASS e-learning system

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The iPASS Quicklook! sees light due to the creative efforts of the following persons in conceiving, testing, and modifying the iPASS system:

**Dion Pincus**  
Director, Campus Writing Center

**Bridget Orozco**  
Assistant Director, Campus Writing Center

**Mark Rabinovich**  
iPASS Web Developer

**Allen Rabinovich**  
iPASS Web Designer

**Joseph Labozetta**  
e-Tutor Coordinator

**Emily Rose Berliner**  
iPASS Editing Associate

and all of the CWC tutors and students who have contributed their thoughts and ideas to help make iPASS a working reality for the QCC community

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**What is iPASS?**

iPASS is a completely free, web-based e-learning system to help QCC students with their writing. Students can use iPASS to get feedback on their papers.

The iPASS system is asynchronous, meaning students and tutors do not need to be online at the same time because it is not a live service. QCC students can submit paper drafts or revisions to iPASS, and an e-tutor will respond within 48 hours.

If you have any questions about iPASS, please call the Campus Writing Center at 718-631-6663 or send an email to iPASS@qcc.cuny.edu.
Getting Started

Using iPASS for the first time

Students no longer need to register for an iPASS account. All current QCC students who have a Tigermail account already have an iPASS account! Just follow these steps:

1. Go to www.qcc.cuny.edu/iss/iPASS

2. Click on “I am a QCC Student.”

3. Then, just enter the same *username and password you use when you log in to your QCC Tigermail account and click “login.”

For example, if your Tigermail is JDoee99@tigermail.qcc.cuny.edu, your iPASS username will be “JDoee99”

*If you don’t have a Tigermail account, click “here” for information on how to get one!
When you log in, iPASS will take you to the Writing Clinic section.

**Writing Clinic**

What is the Writing Clinic?

This is where you can:

- submit your writing assignments to an e-tutor
- check your e-tutors’ feedback

Let’s look at those options one at a time.

**How to submit a new writing assignment to an e-tutor**

STEP 1:

Click here to send your writing to an e-tutor!
STEP 2:

What class is this paper for? (iPASS knows which courses you're currently taking!)

After selecting your course, click “Continue.”

STEP 3:

If you’re submitting a resume, cover letter, or scholarship essay, select that option, then click “continue!”

If your course is not listed, click “Other” and then click “Continue.”

The next page will allow you to select your course.

Don’t forget to click “Continue” again when you are done!
STEP 4:

Give your assignment a brief title like “Nursing Care Plan” or “Analysis of Macbeth.”

Here’s where you tell your e-tutor what your professor asked you to do.
This helps the e-tutor know if your paper fulfills the assignment.

Upload your paper to iPASS by clicking “Choose File.” Browse your computer and select the file you want to send to an e-tutor.

If you have trouble uploading your paper, you can type (or copy and paste) it here.

What do you think about your writing? What do you want to find out?

Remember: the more specific you are, the more helpful your e-tutor can be!

Is this your first draft? Second? Third? If this is your second or third draft, the e-tutor will look at your previous drafts to give you the best possible feedback!

Don’t forget to click “Submit” when you’re done!
After you submit a writing assignment to an e-tutor, you can expect a response in less than 48 hours.

How do you see your e-tutor’s response? It’s easy!

When you log back into iPASS, just go straight to Writing Clinic.

STEP 1:

Click here to read your e-tutor’s comments!
After you click on “I want to see my e-tutors’ feedback,” you’ll see a list of all the assignments you’ve submitted, the dates, and whether your e-tutors’ responses are ready yet.

STEP 2:

If an e-tutor hasn’t started working on your writing yet, you can cancel it.

Click a title to see your writing and your e-tutor’s comments. **Purple** titles mean you’ve already checked the comments; **blue** titles mean you haven’t seen them yet.

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