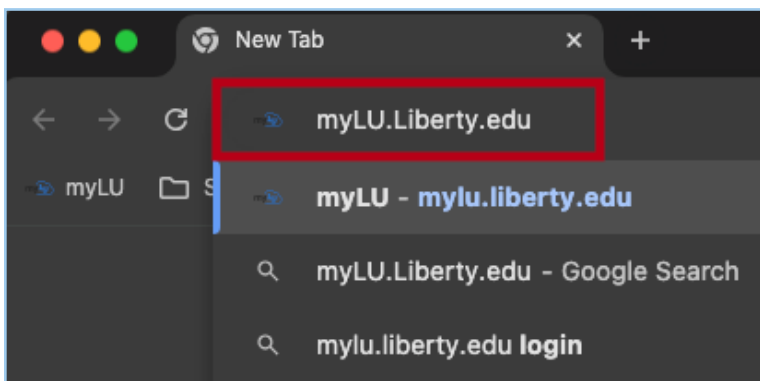# LIBERTY UNIVERSITY

QuadC Student Training Guide

In this training document, you'll learn how to navigate the QuadC Dashboard, submit assignments for draft review, and schedule live tutoring sessions.

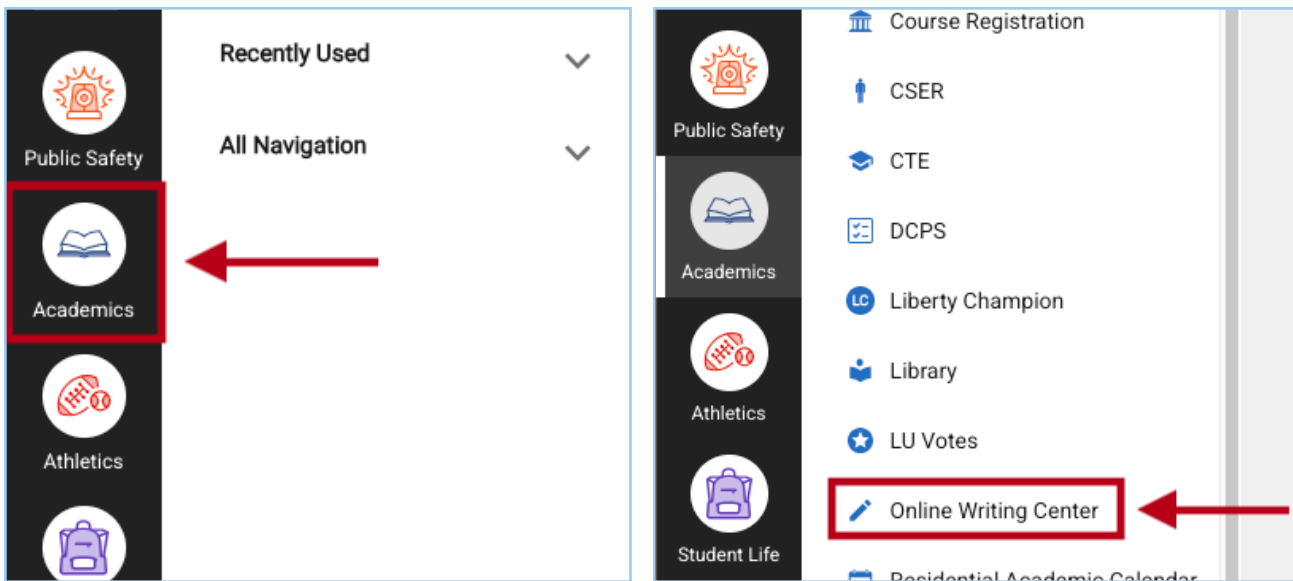This document contains the following sections:

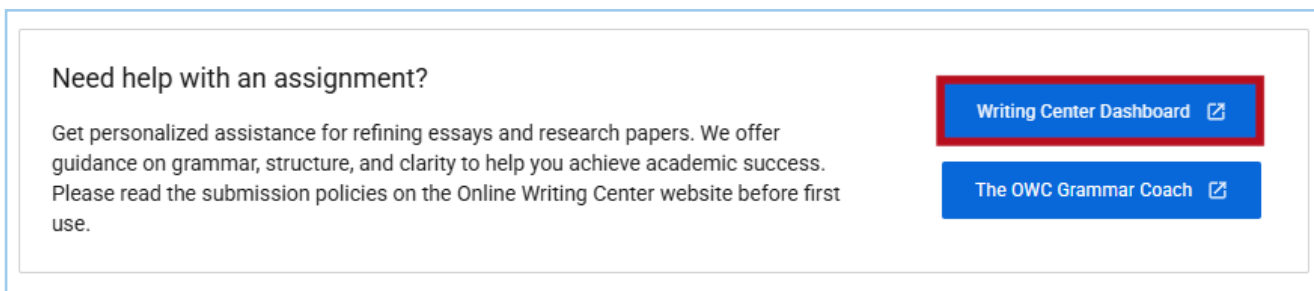## How to Access the Online Writing Center Dashboard

1. To begin, navigate to myLU.Liberty.edu.

2. Open the **Academics Set** and then select **Online Writing Center**.

3. From the **Need help with an assignment?** section, click the **Writing Center Dashboard** button.
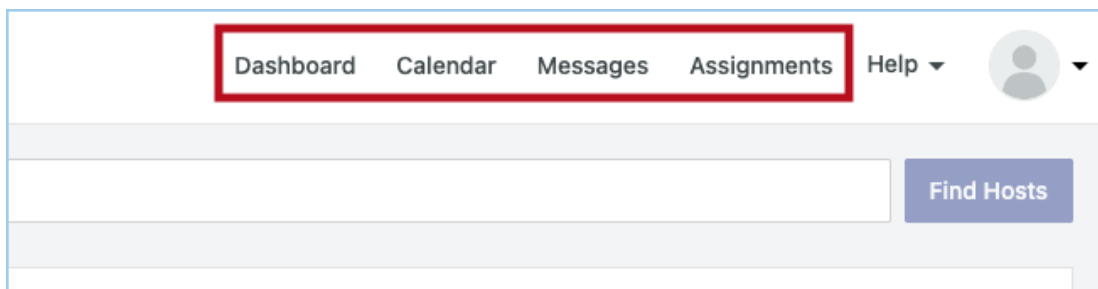

Note: Before using the Writing Center Dashboard, please review the submission policies on the OWC website.

How to Navigate the Dashboard Tabs

1. At the top of the dashboard, you'll see the navigation menu, where you can access your **Dashboard**, **Calendar**, **Messages**, and **Assignments** tabs.


Note: While there are other tabs within the dashboard, use the Assignments tab for all assignment submissions and tutoring scheduling.
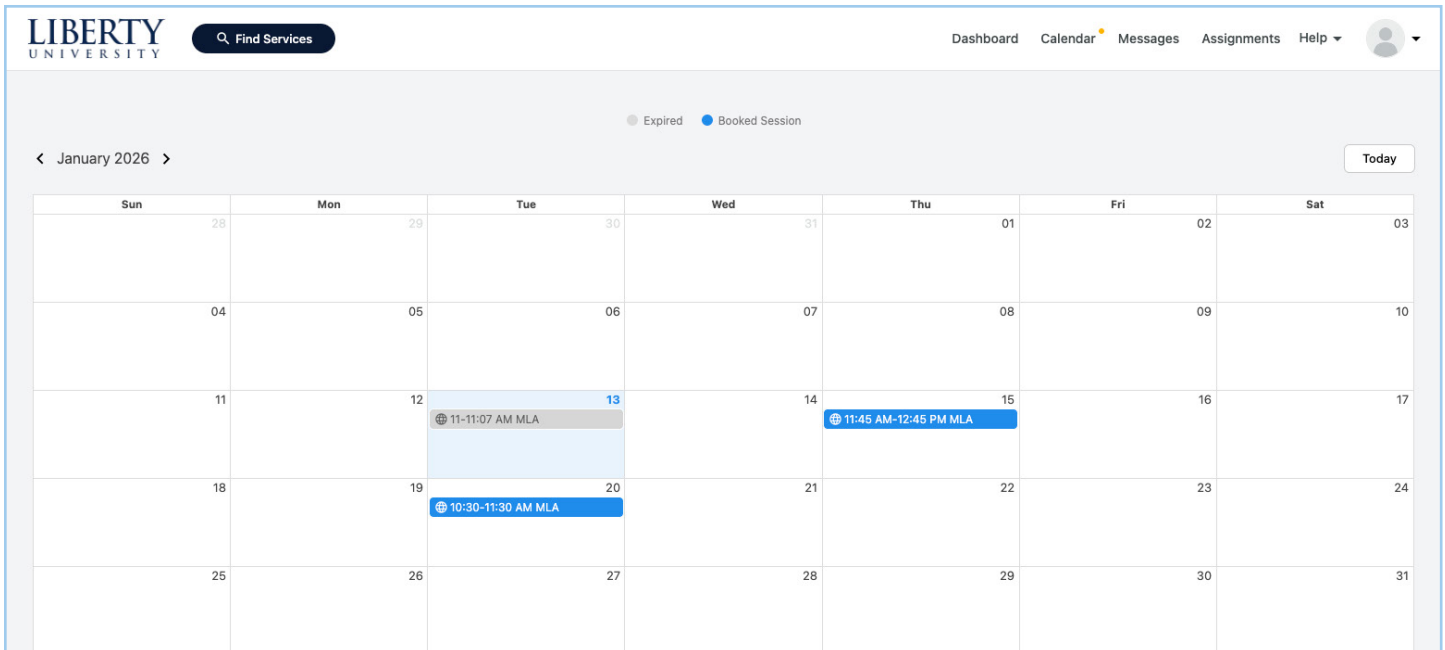
2. From the navigation menu, you can also access **Help** resources and your **Profile**.
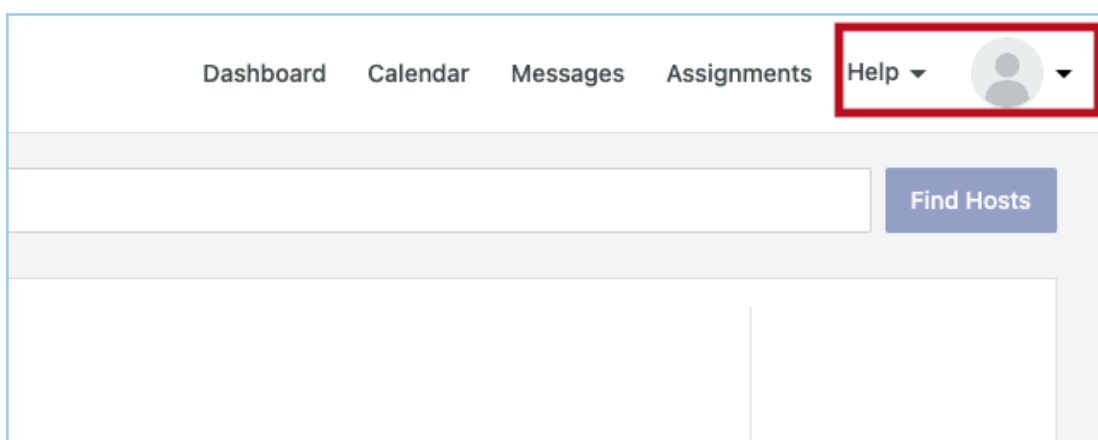
3. Select the **Dashboard** tab to see an overview of your tutoring activity, quick links to Student Account and Account Settings, and a list of tutors or hosts assigned to you.
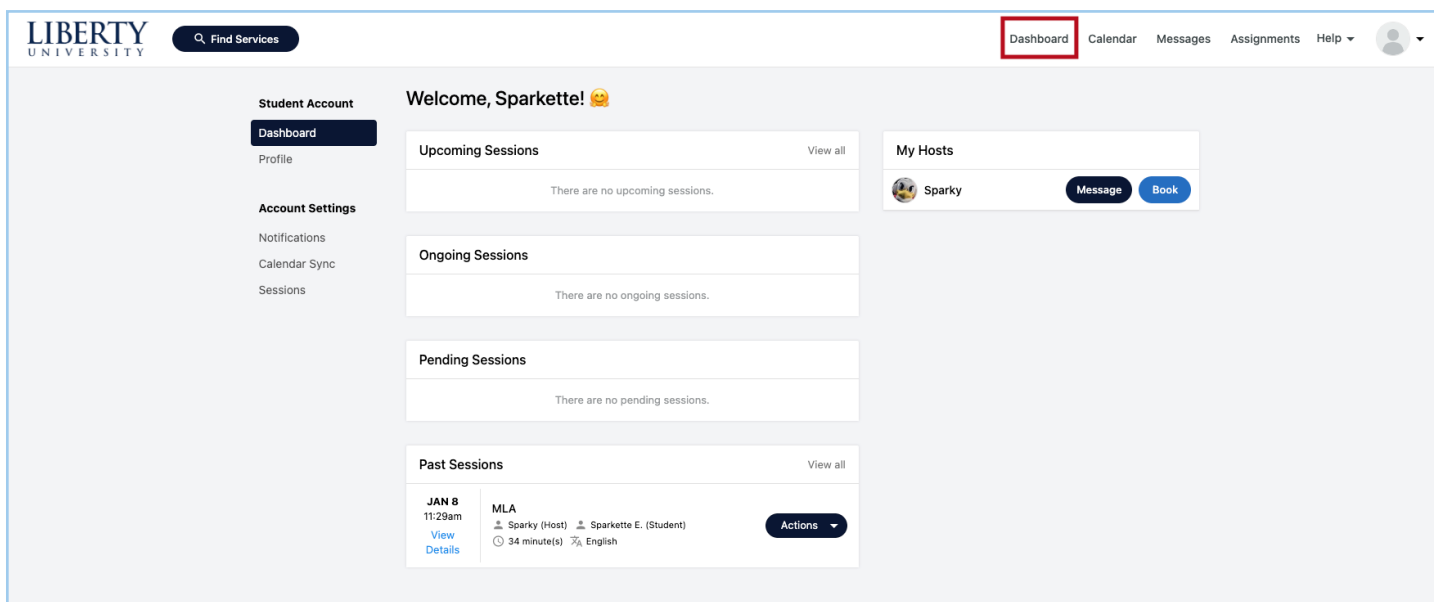
4. Select the **Calendar** tab to view your live tutoring sessions, including upcoming, current, and past bookings.

5. Click a booking in the calendar to view **session details**, **reviews**, and **notes**.
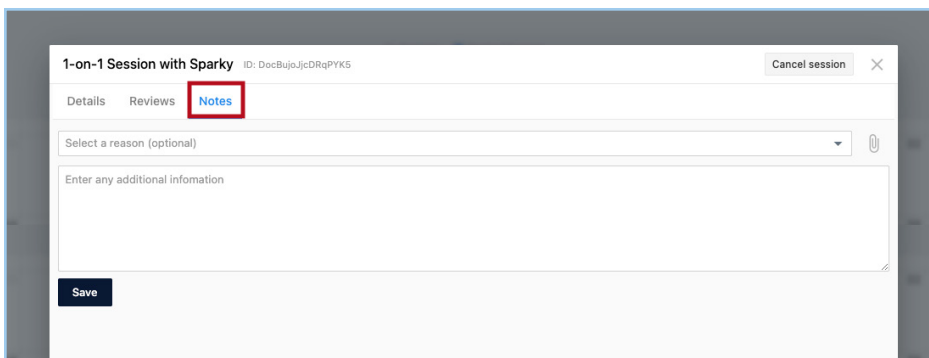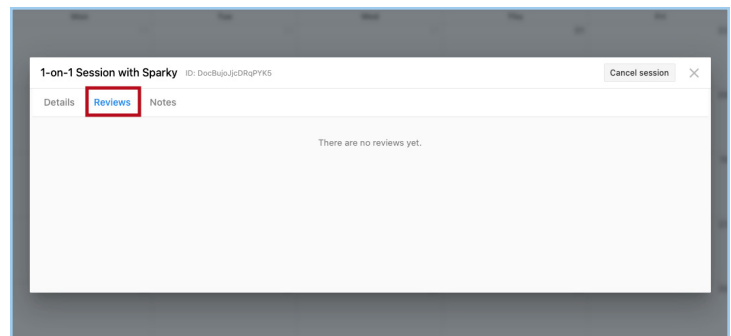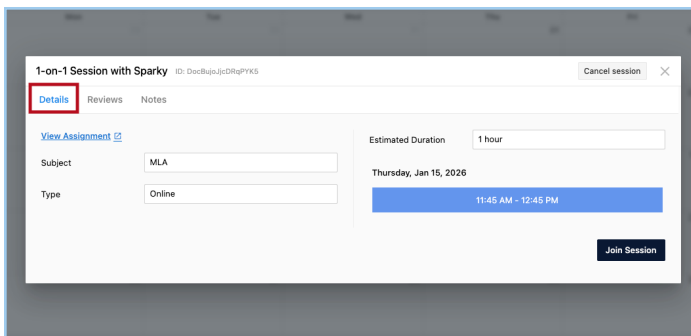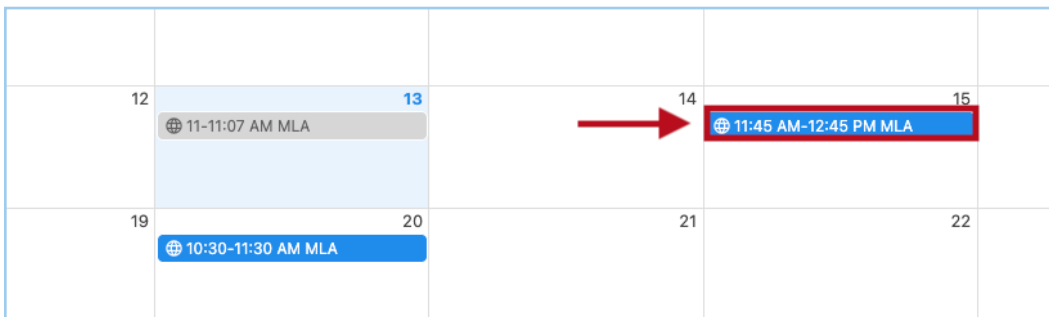
6. Select the **Messages** tab to view your message inbox. Please note that you should not use this or any dashboard chat features to contact your tutors, as messages are not actively monitored. For questions about your tutor reviews or sessions, email OnlineWriting@Liberty.edu. For quick formatting or grammar questions, you can also use the chat feature on our official website.

7. Use the **Assignments** tab to submit your assignments for draft reviews and session reviews, schedule live tutoring sessions, access completed assignment reviews, and find marked up assignments.

Note: Draft Reviews are assignment submissions reviewed by a tutor. Session Reviews are assignment submissions reviewed with a tutor during a live tutoring session.

How to Filter the Assignments Tab

1. By default, the **Assignments** tab displays the following information for each submission:
   A. **Assignment Number**
   B. **Last Update Date**
   C. **Assistance Type**
   D. **Details**
   E. **Created By**
   F. **Assigned To**
   G. **Submit Date**
   H. **Status**

2. To filter submissions by **Assignment Number(#)**, enter a value in the **Assignment Number** field.

3. To sort submissions by most recent update or submission date, select the **Last Update** or **Submit Date** field and choose a date from the calendar.
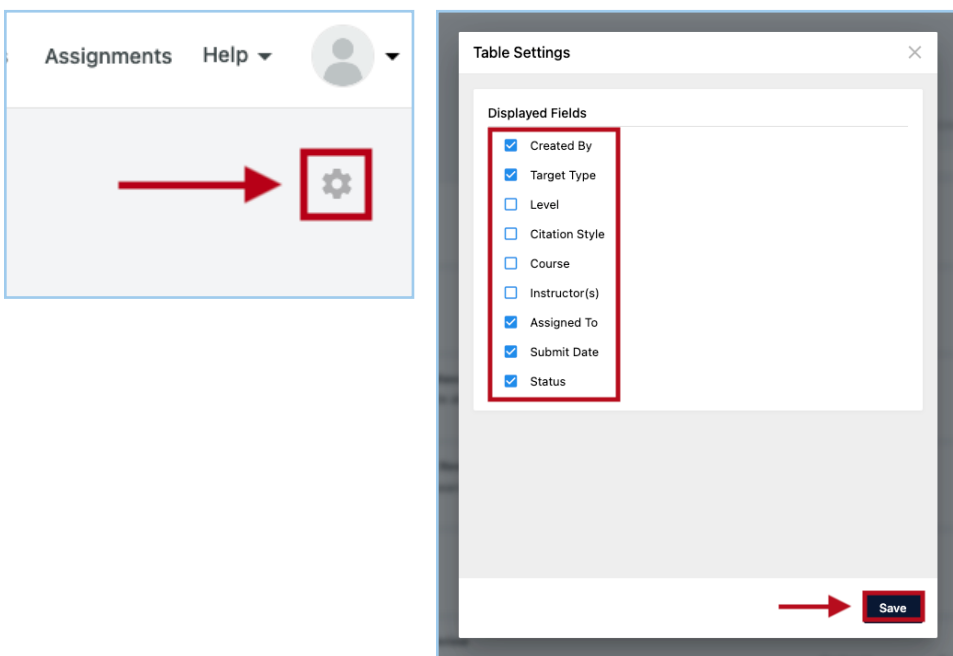
4. To filter submissions by **Assistance Type**, choose an option from the dropdown menu.
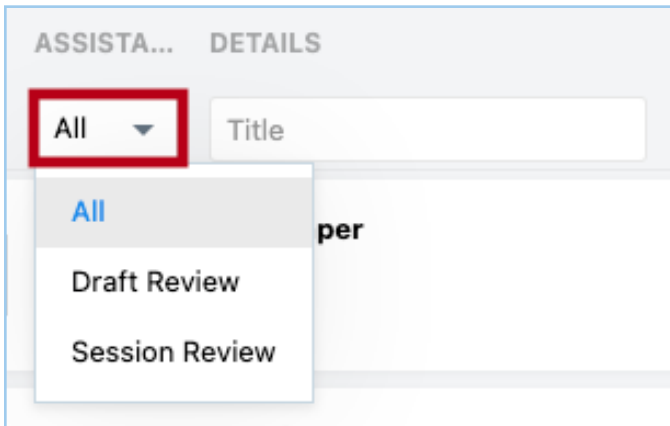
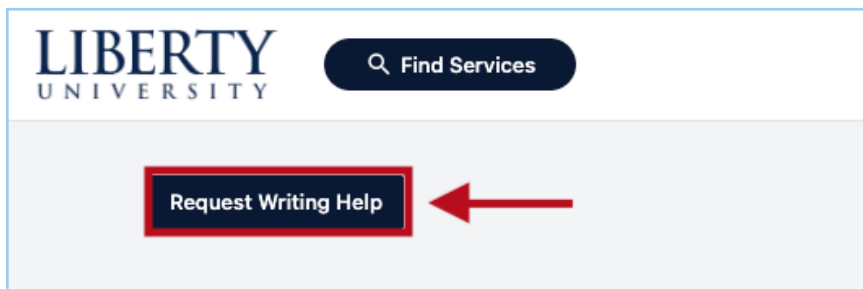5. To search for a submission by title, enter the name of the assignment in the **Details** field.
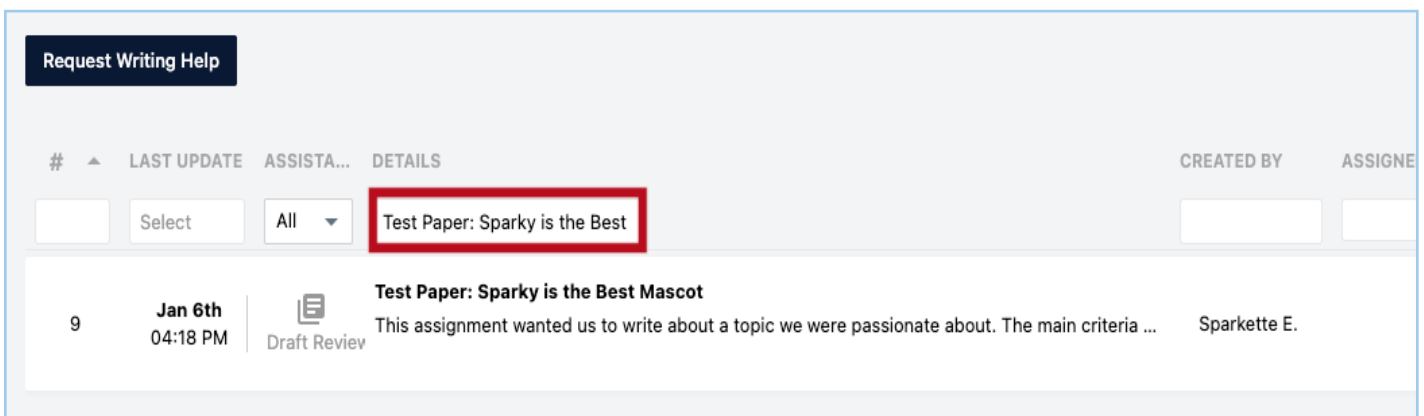
6. To customize the table view, select the **gear icon**, update the table settings, then click **Save** to apply your changes.
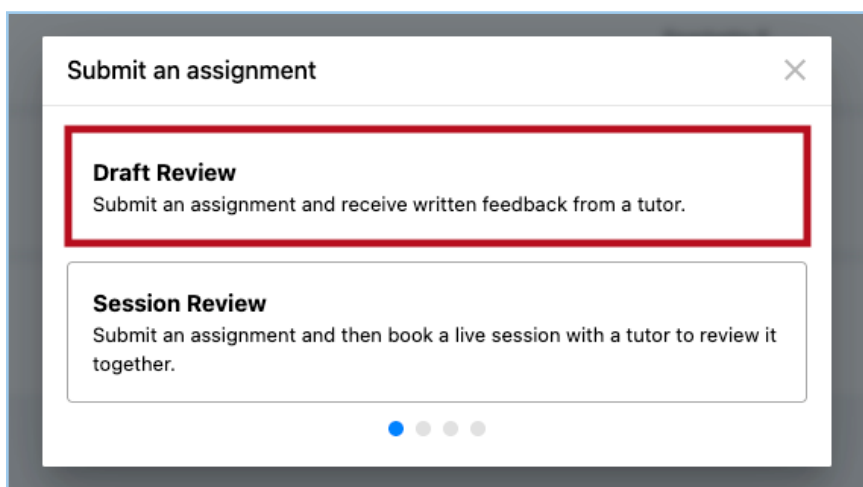
1. To submit a **Draft Review**, go to the Assignments tab and select **Request Writing Help**.
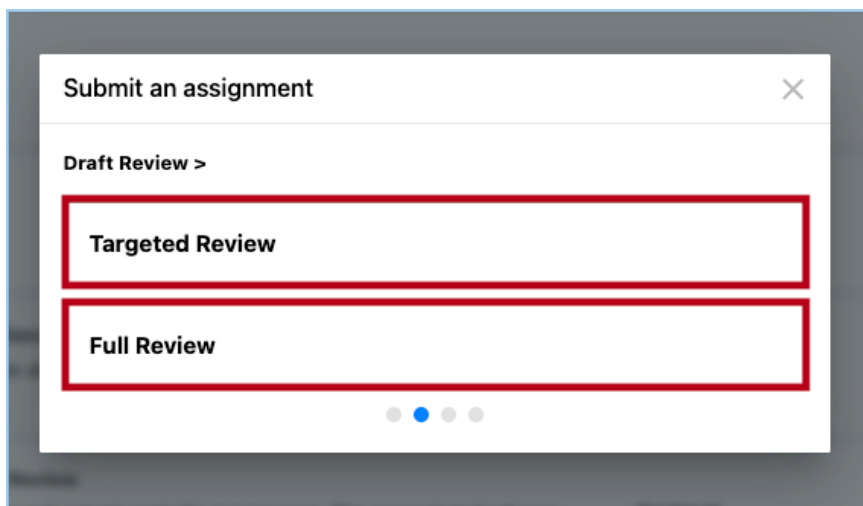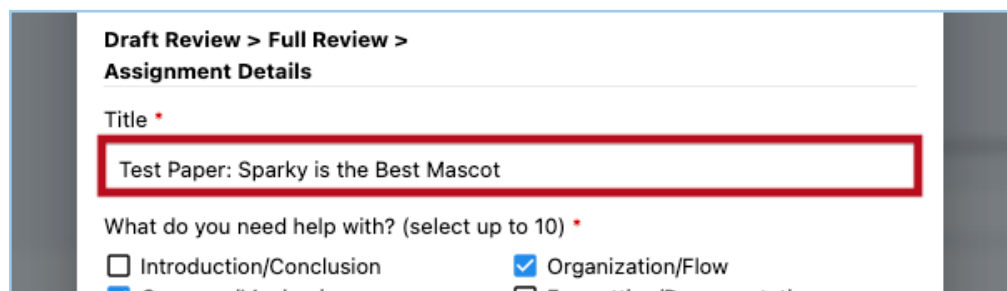

2. Select **Draft Review**.

Note: A Draft Review is an assignment submissions reviewed by a tutor.

3. Choose a review type: **Targeted Review** or **Full Review**.

Note: A Targeted Review focuses on grammar and formatting. A Full Review focuses on the entire assignment, from grammar and formatting to structural flow, organization, style, and more.

4. In the **Title** field, enter the assignment name or type.
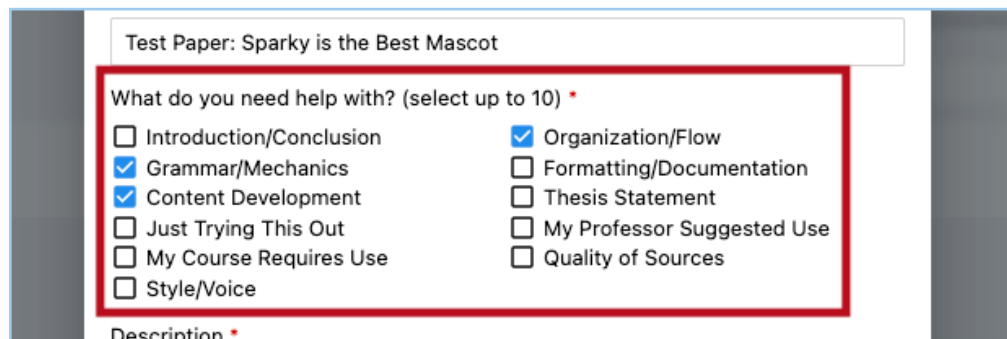
5. In the **What do you need help with?** section, select the areas you would like reviewed.

Note: For Full Review submissions, you can select up to 10 areas.

6. In the **Description** field, provide important instructions or details about the assignment.
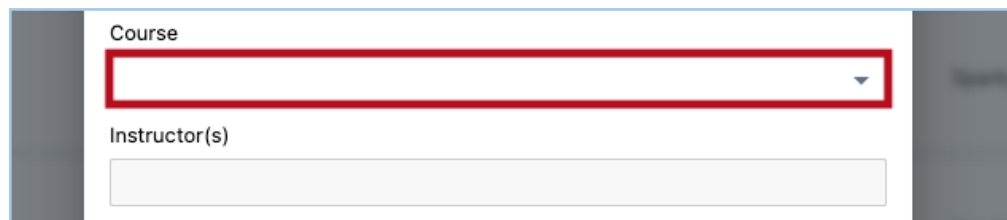

7. Use the **Course** dropdown menu to select the related course. Once selected, the instructor's name will automatically appear.

8. From the **Citation Style** menu, choose a writing format used in your assignment.

9. In the **Submission Details** section, drag and drop your document or select **Browse** to upload your file. Then click **Submit**.

10. After submitting, you will receive an email confirming that your Draft Review request has been received and is being processed.

Note: You will continue to receive email updates as your submission moves through the review process. If you do not see the emails in your inbox, please check your spam folder.
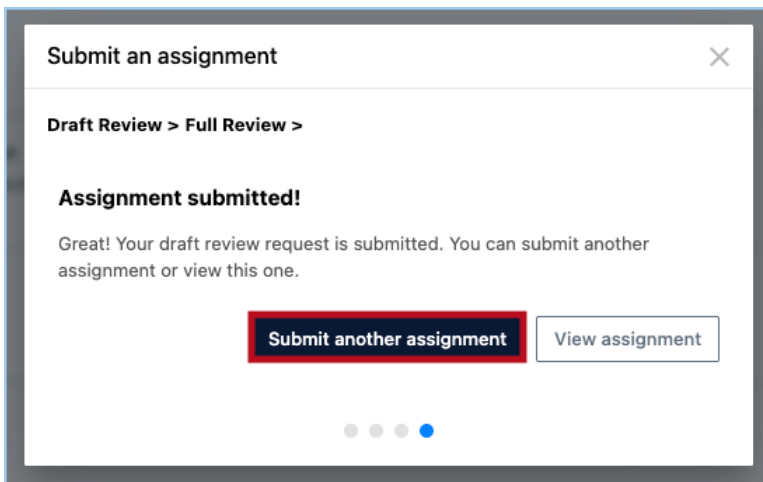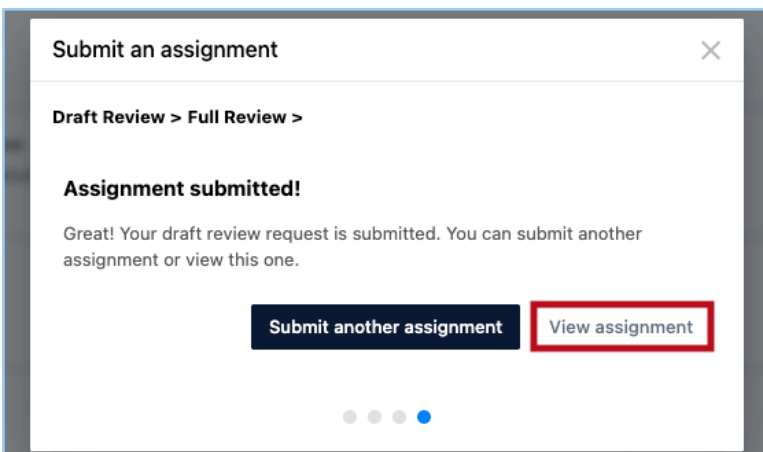
1. After submitting a Draft Review, you'll be prompted to submit another assignment or view your current submission.
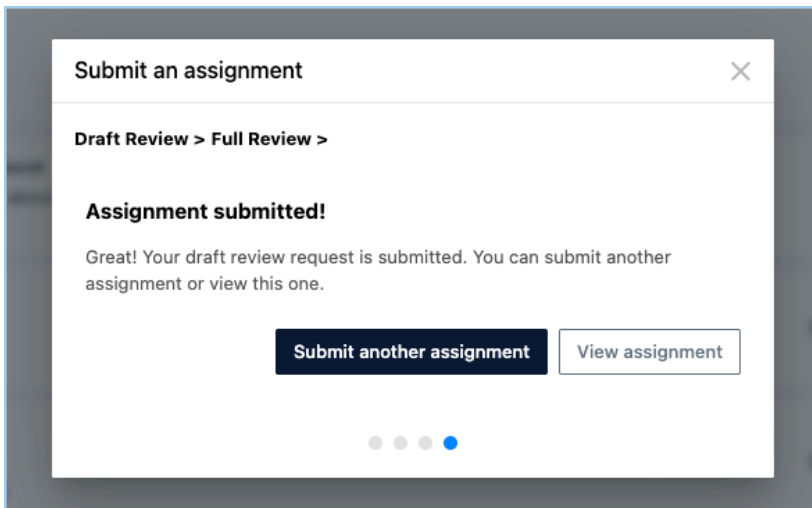
2. Click **Submit Another Assignment** to start a new submission.

3. Click **View Assignment** to open your recent submission.

4. On the submission details page, you can review information such as **Assignment Details**, **Number of Submissions**, **Status**, **Assistance Type**, and **Assigned To**.

Note: If your submission is still pending approval, a tutor will not be listed in the Assigned To field.

5. Select **Edit** to update your assignment details.

6. To cancel a Draft Review, select **Cancel**, then choose **Yes** to confirm.
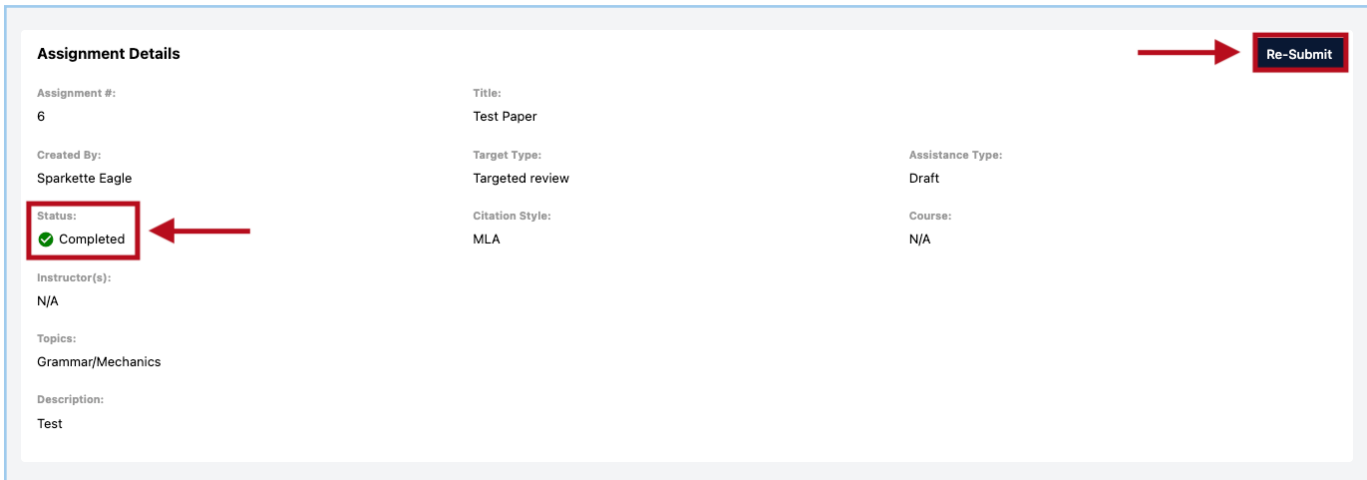
7. If your Draft Review is complete and you've made changes you'd like reviewed, open the completed assignment and select **Re-submit**.
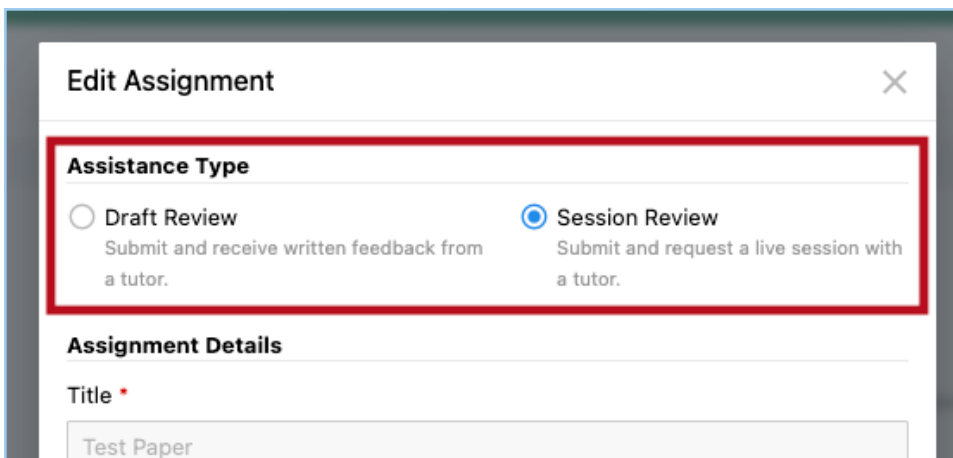
8. Select an **Assistance Type**.
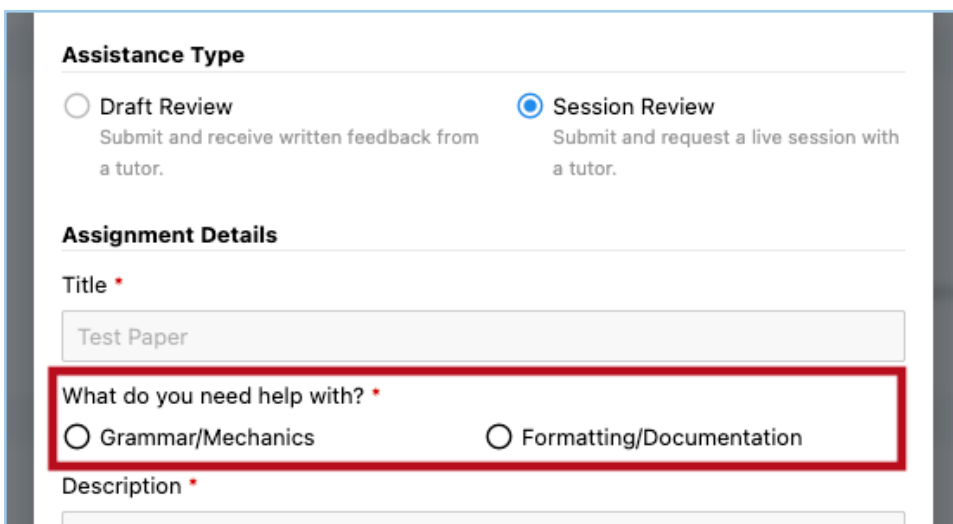
9. In the **What do you need help with?** section, choose the areas you would like reviewed.

Note: For Full Review submissions, you can select up to 10 areas.

10. In the **Submission Details** section, upload your updated document, then click **Submit**.

11. After resubmitting, you will receive an email confirming that your request is being processed. The assignment's completion status will update to **Pending**, and the number of submissions will increase by one.

Note: You'll receive an email that a new assignment submission has been submitted. You'll continue to receive email updates as your submission moves through the review process. If you do not see the emails in your inbox, please check your spam folder.

12. If your Draft Review has been **disapproved** and you need to resubmit, review the reason it was not approved.

Note: Depending on the reason listed in the comments, resubmission may not be allowed.

13. Make the necessary changes per the comments, then resubmit your assignment.

Note: After resubmitting, you will receive an email confirming that your Draft Review request has been received and is being processed. You'll continue to receive email updates as your submission moves through the review process. If you do not see the emails in your inbox, please check your spam folder.
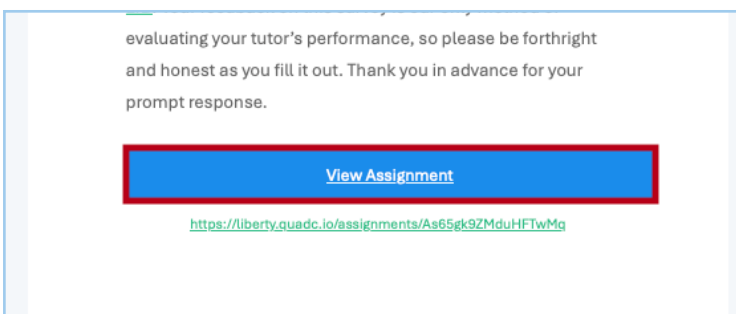
1. After your Draft Review or Session Review is complete, you'll receive an email with a link to the satisfaction survey. Click the **link** in the email to open the survey.
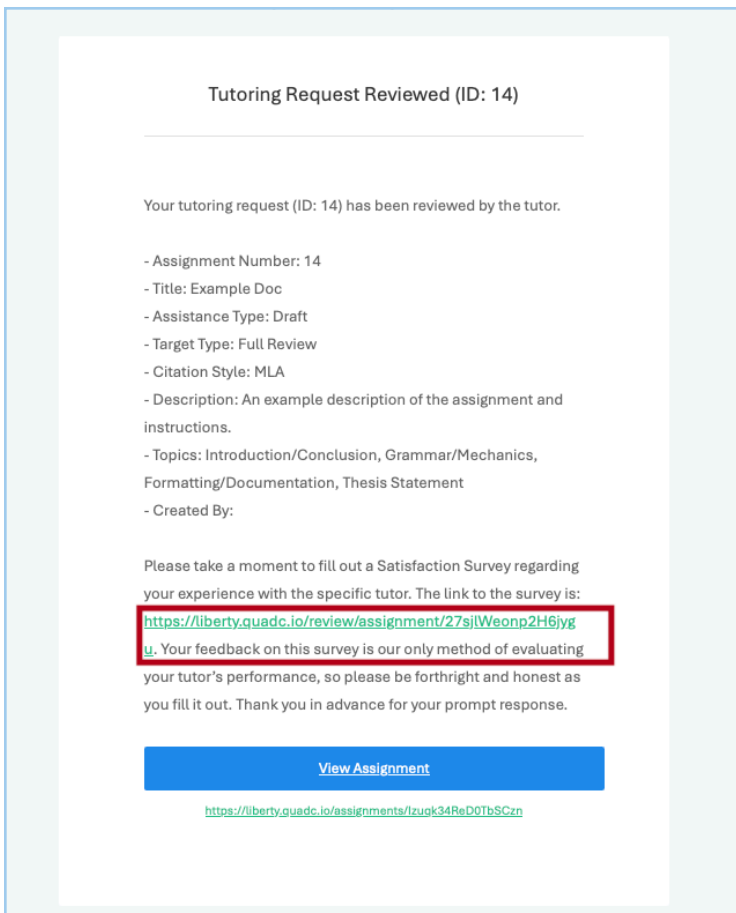
2. You can also access the survey by selecting the **View Assignment** button in the email or navigating to the assignment in the Assignments tab.

3. Then select the **Satisfaction Survey** button.

Note: This button will be available after your tutor has finished their review and your assignment has been marked complete.

4. Leave an optional **comment** for your tutor.

5. Use the **dropdown menus** to choose your rating for each survey question, then click **Submit**.

1. To submit a **Session Review**, go to the Assignments tab and select **Request Writing Help**.

2. Select **Session Review**.
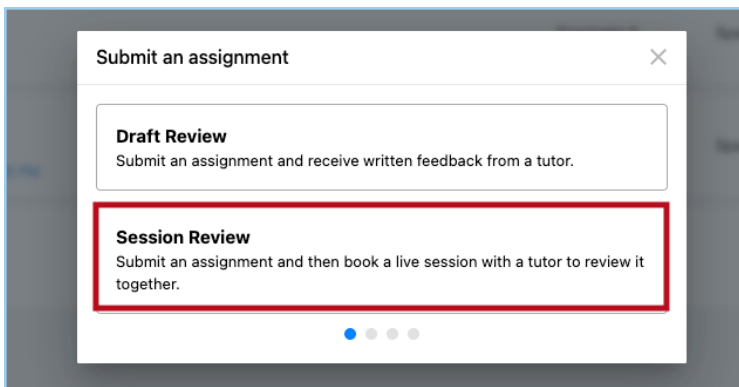
Note: A Session Reviews are assignment submissions reviewed with a tutor during a live tutoring session.

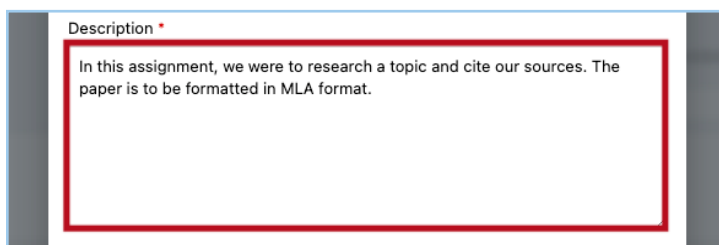3. In the **Title** field, enter the name or type of your assignment.

4. In the **What do you need help with?** section, select the areas you would like reviewed.
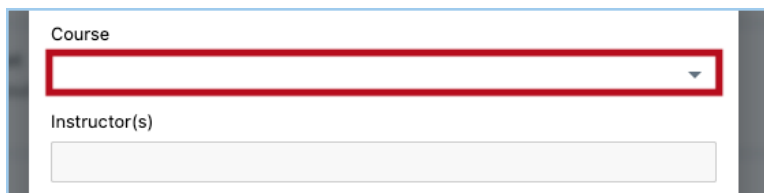

Note: For Full Review submissions, you can select up to 10 areas.

5. In the **Description** field, provide important instructions or details about your assignment.
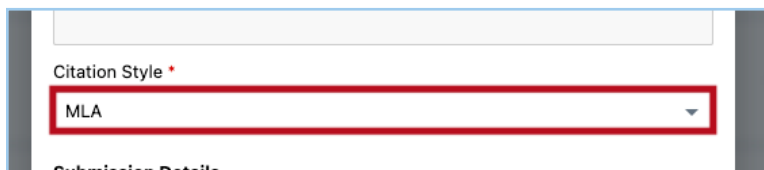
Description *

In this assignment, we were to research a topic and cite our sources. The paper is to be formatted in MLA format.

6. Use the **Course** dropdown menu to select the course related to your assignment. Once a course has been picked, the Instructor's name will populate in the box below.
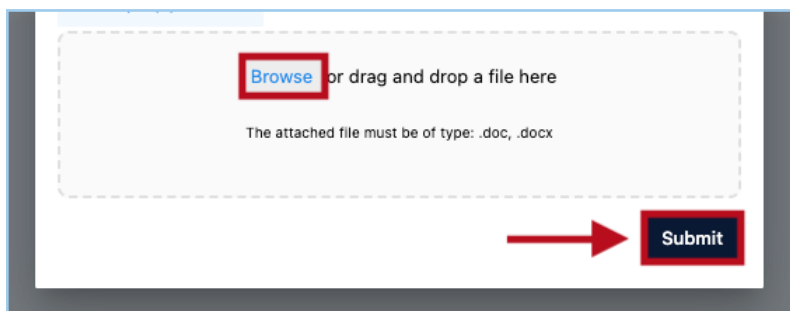
Course

Instructor(s)

7. From the **Citation Style** menu, select a writing format for the assignment.
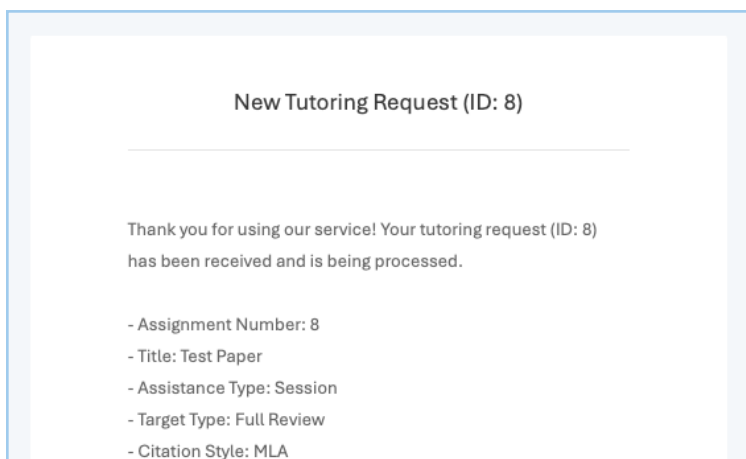
Citation Style *

MLA

Submission Details

8. In the **Submission Details** section, upload your updated document, then click **Submit**.

Browse or drag and drop a file here

The attached file must be of type: .doc, .docx

Submit

9. Once submitted, you will receive an email notification stating that your tutoring request has been received and is being processed.

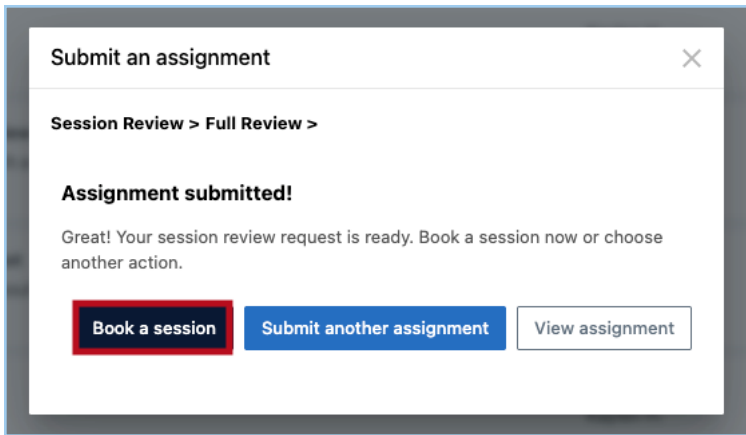New Tutoring Request (ID: 8)

Thank you for using our service! Your tutoring request (ID: 8) has been received and is being processed.

- Assignment Number: 8
- Title: Test Paper
- Assistance Type: Session
- Target Type: Full Review
- Citation Style: MLA

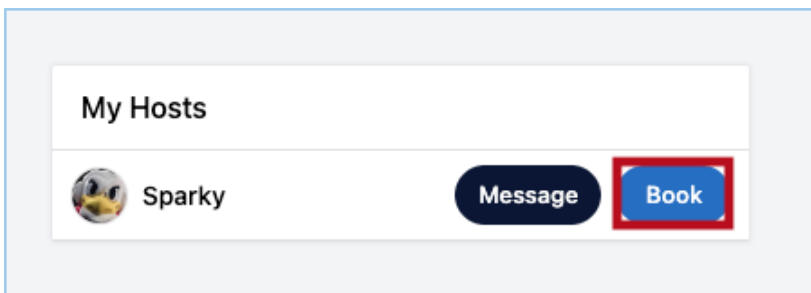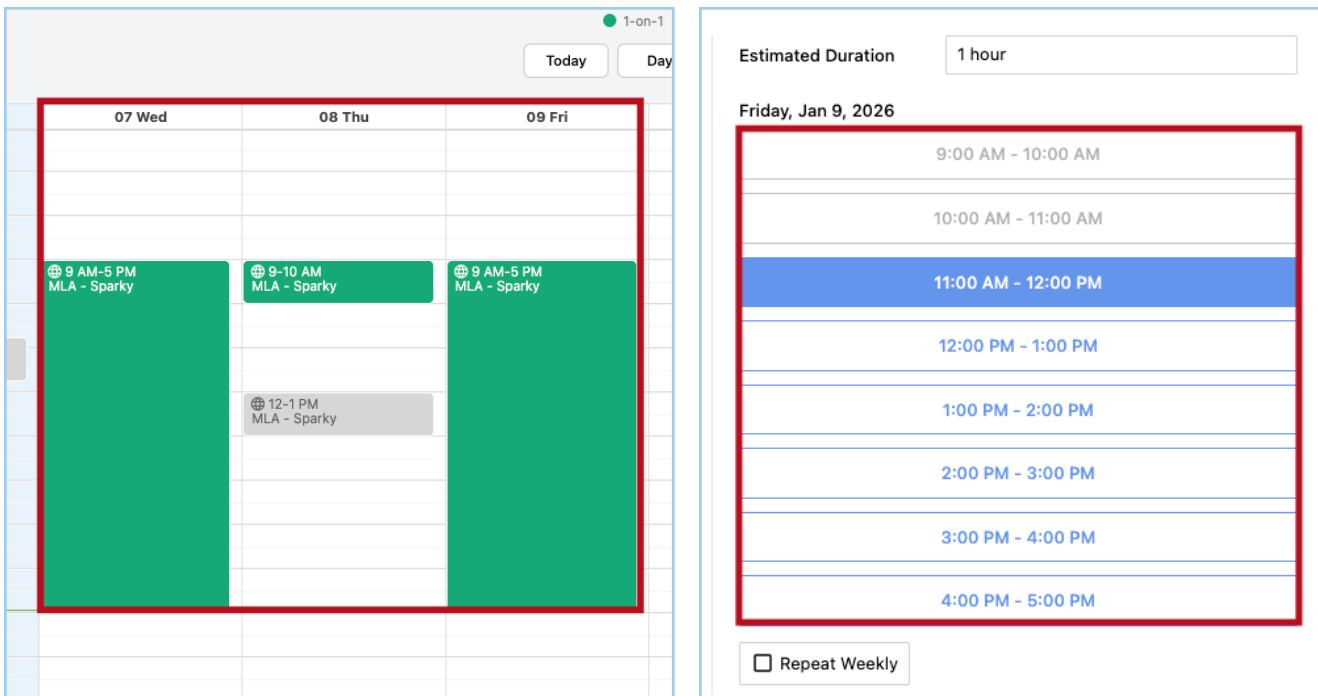1. After submitting your assignment for session review, you can click the **Book a session** button to schedule with a tutor.
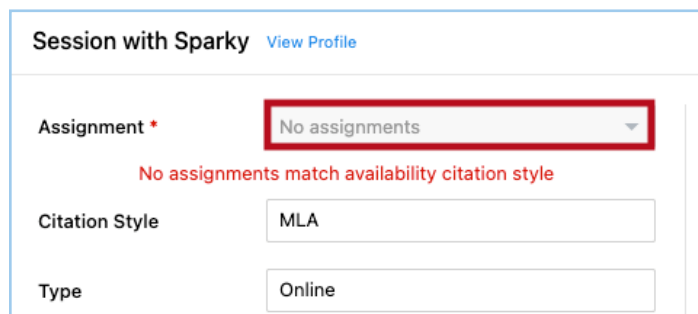

2. You can also book a session with a tutor by navigating to your dashboard and clicking **Book** under the My Hosts section.

3. Using the calendar scheduler, select the **date** and **time** from the tutor's available time slots.

4. In the **Assignment** field, select the assignment you want to review during the session.
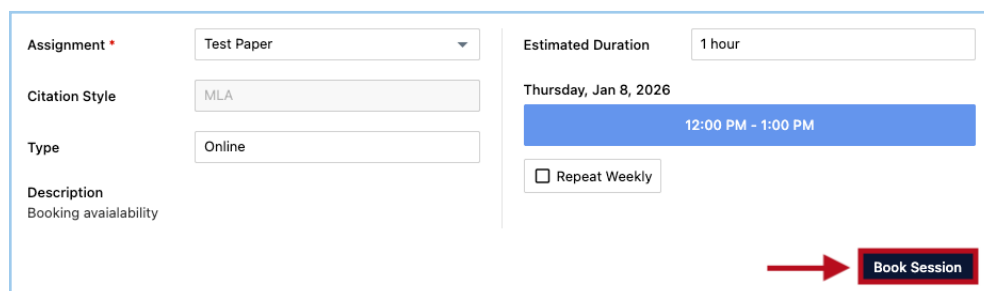
Note: You must have an assignment that fits the citation style of the tutor's available sessions to book a session. If you do not have an assignment that meets the criteria, you will not be able to book a session.

5. Then select **Book Session**.
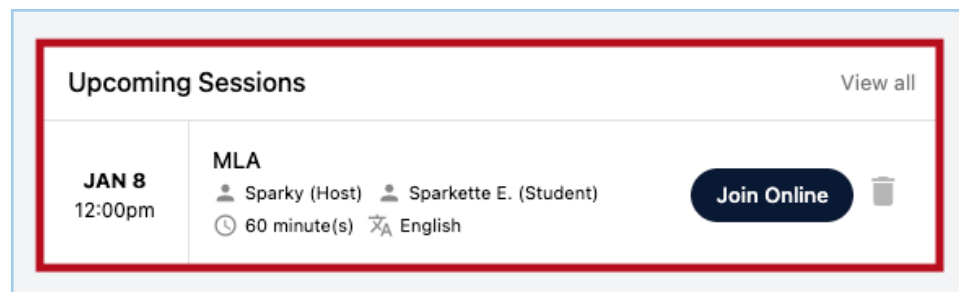
6. Once a session is successfully booked, the booking will appear in the **Upcoming Sessions** section of your dashboard.

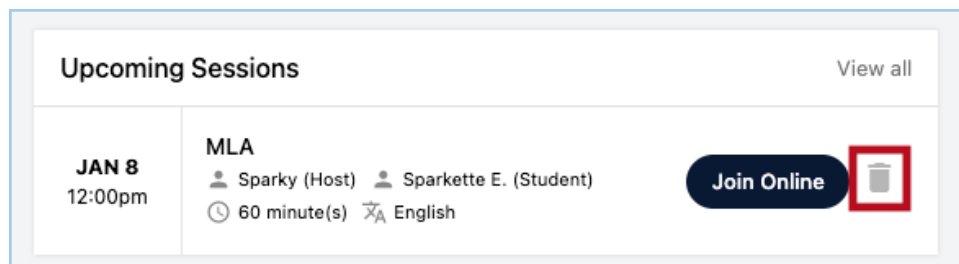**Note: You will also receive an email notification that your tutoring request has been received and is being processed.**

7. To cancel a session, click the **trash can** icon.

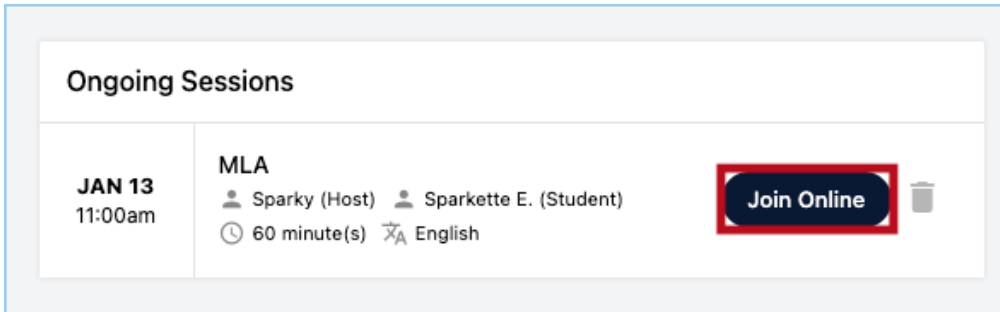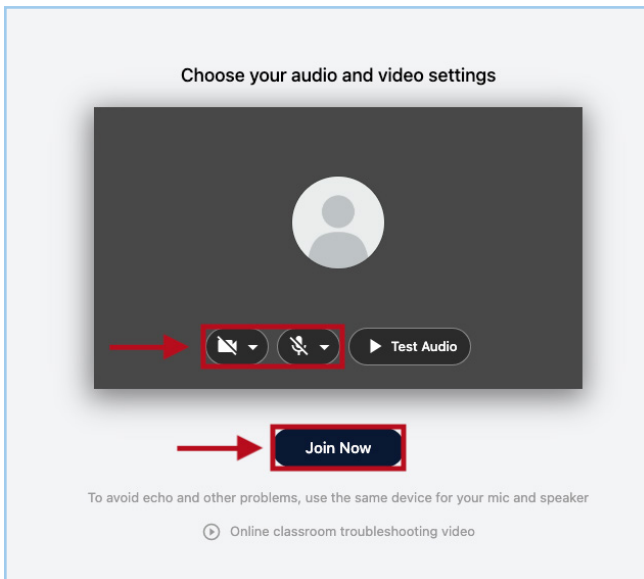**Note: You can cancel a session at any time, including during the scheduled session time.**

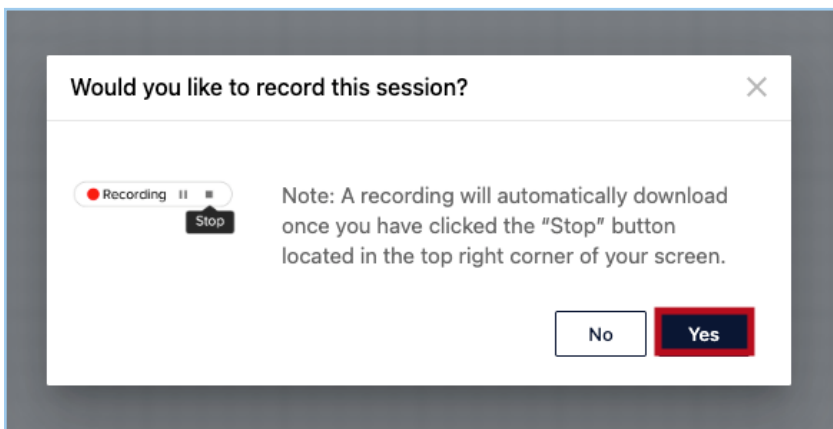1. Select **Join Online** to join your session.

Note: You can join a session up to 10 minutes before the scheduled start time.

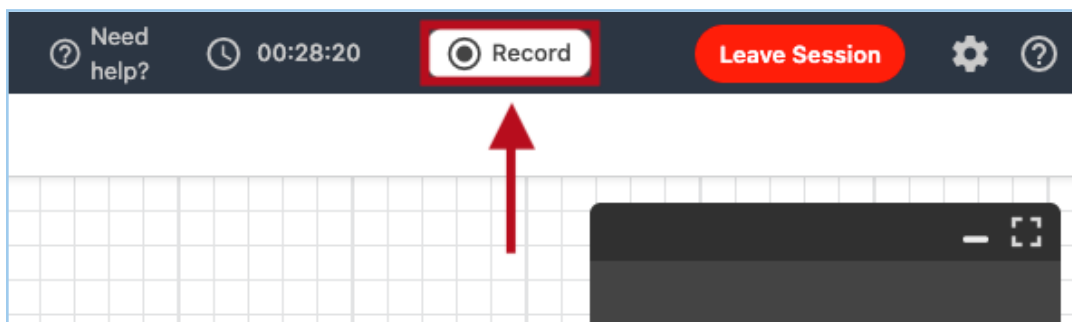2. Set your **audio** and **video** preferences, then click **Join Now**.

3. When you enter the virtual classroom, you'll be asked if you want to record your session. Select **Yes** to begin the recording.
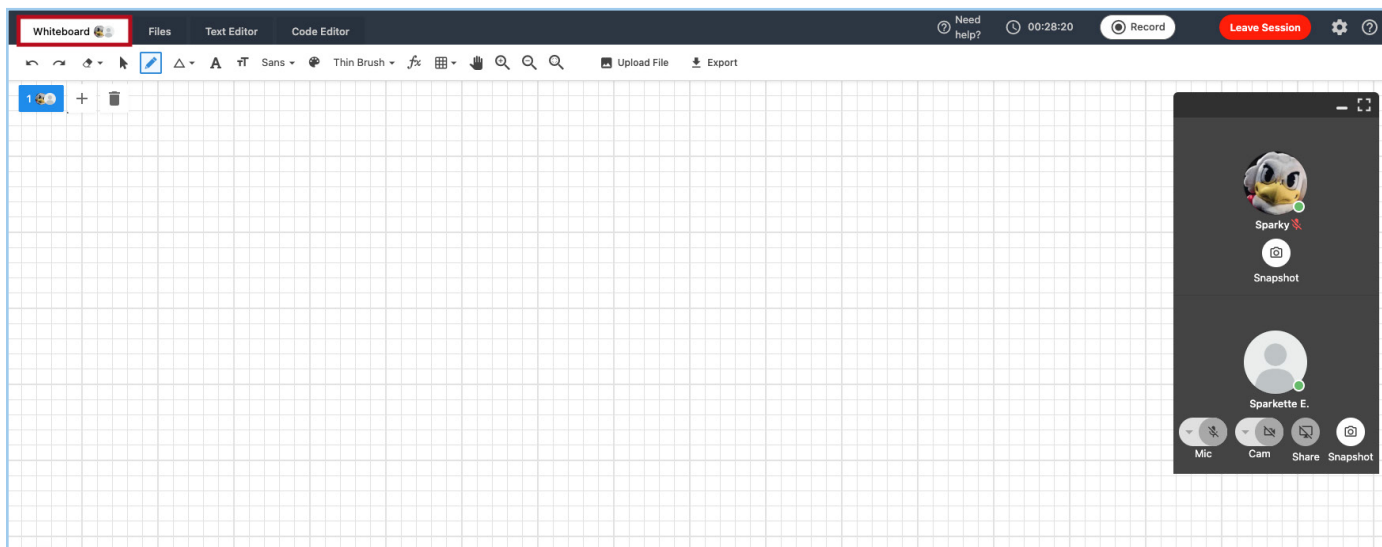

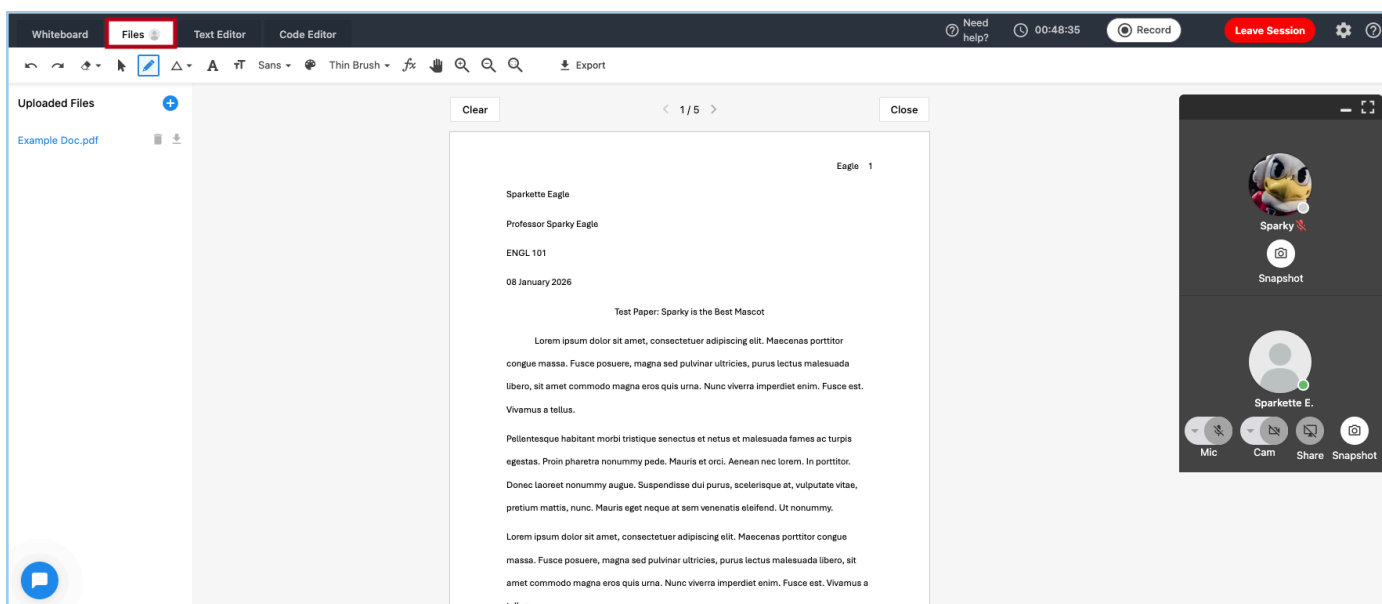**Note: It is recommended to record sessions.**

4. If you do not start recording, you can begin recording at any time by selecting the **Record** button.

5. Use the **Whiteboard** tab to collaborate with your tutor by drawing, adding text, and inserting images.
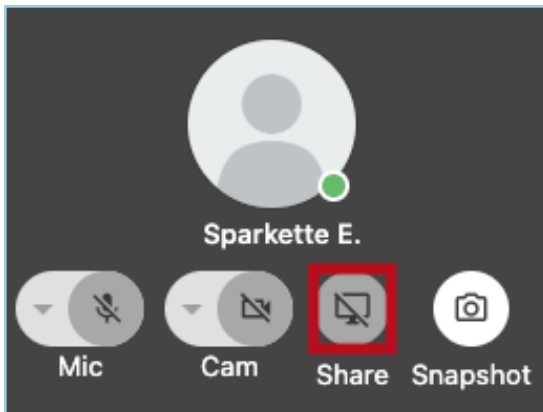

6. Use the **Files** tab to upload documents or paste website links to share during your session.
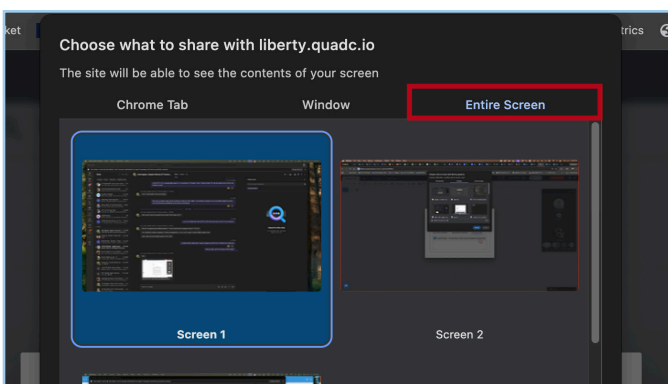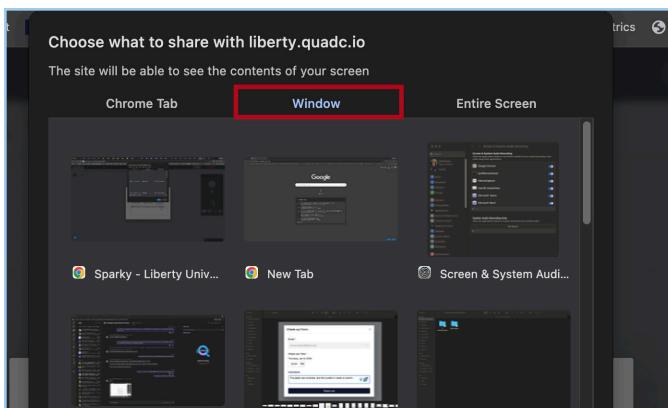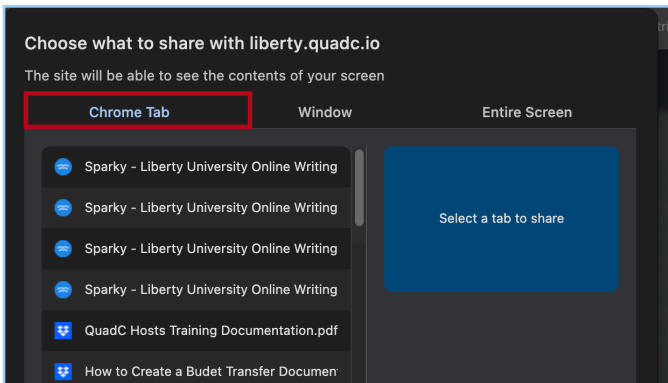

Note: Only PDF files can be shared in the Files tab. DOCX files may be uploaded, but are not currently supported for sharing in the virtual classroom.

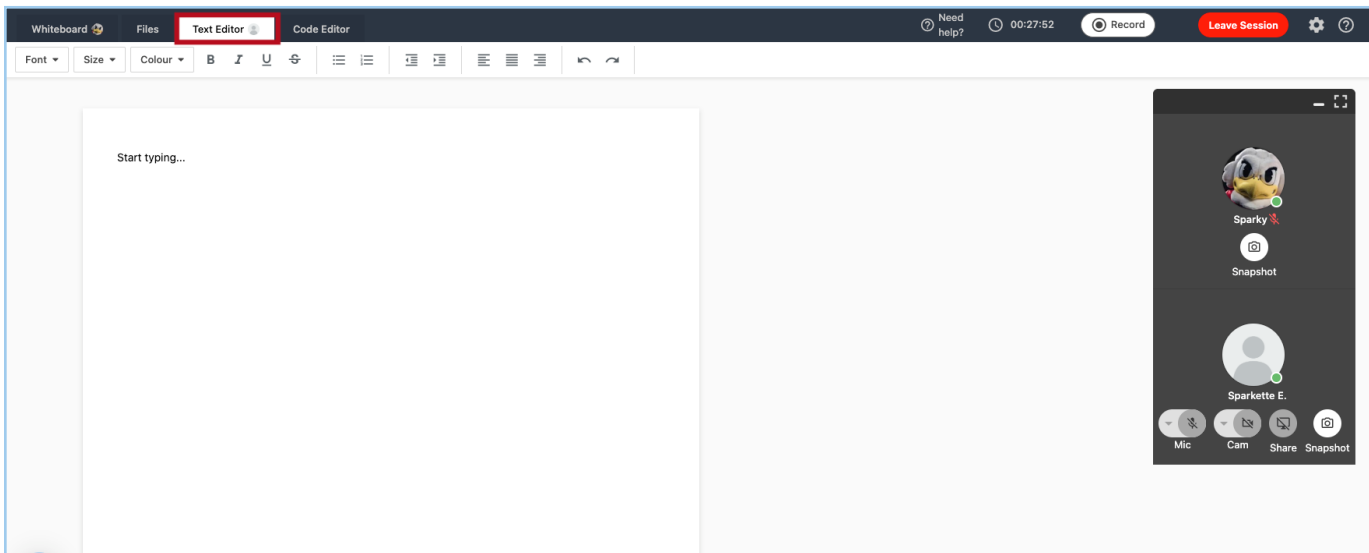7. You can also share assignments by clicking the **share icon**.

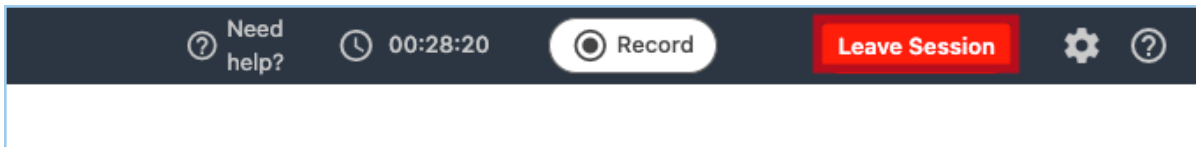**Note: It is recommended to use this method of sharing assignments during sessions.**

8. Then select to share a **Tab**, **Window**, or your **Entire Screen**.

9. You can use the **Text Editor** as an additional avenue for collaborating with your tutor or to take notes.
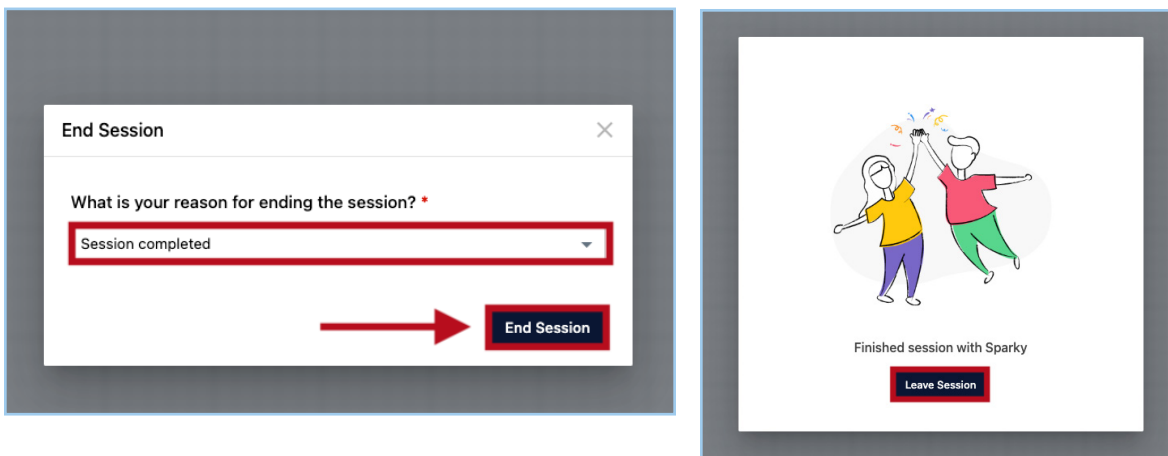

10. When your session ends, or if it ends early, you can leave the session using the **Leave Session** button.

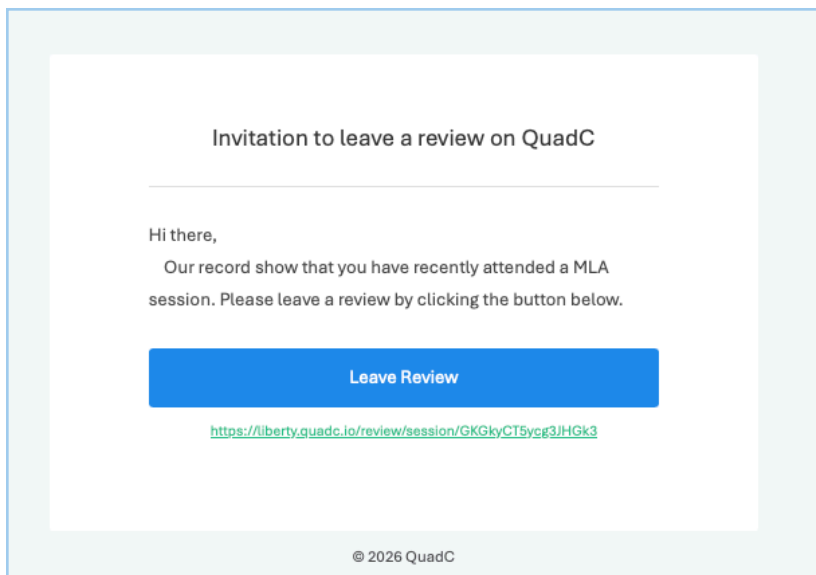**Note: You can leave a session at any time.**

11. Choose a reason, and click **End Session.** Then select **Leave Session** to finish leaving your session.
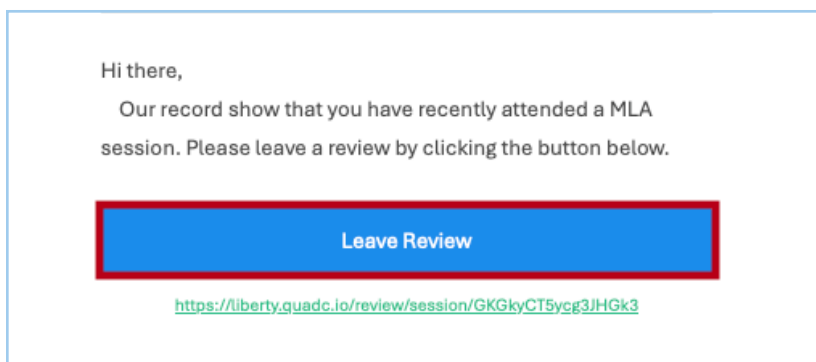
1. After completing a live tutoring session, you'll receive an email asking for your feedback.
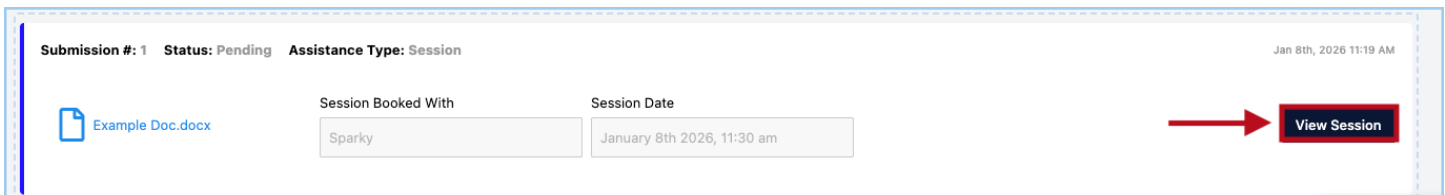

2. From the email, click the **Leave Review** button.

3. You can also submit a review by opening the assignment you reviewed in the **Assignments** tab.

4. Select **View Session**.

5. Under the **Reviews** tab, click **Add Review**.

6. Choose your rating for your tutor, leave a comment, and then click **Save**.

Need Assistance?

For help using the Online Writing Center Dashboard, review the resources available in the Help option in the navigation menu.

For Online Writing Center resources, links, and contact information, visit the OWC app in myLU.

For immediate questions about tutor reviews or sessions, contact the Online Writing Center at OnlineWriting@Liberty.edu.