

QuadC Student Training Guide

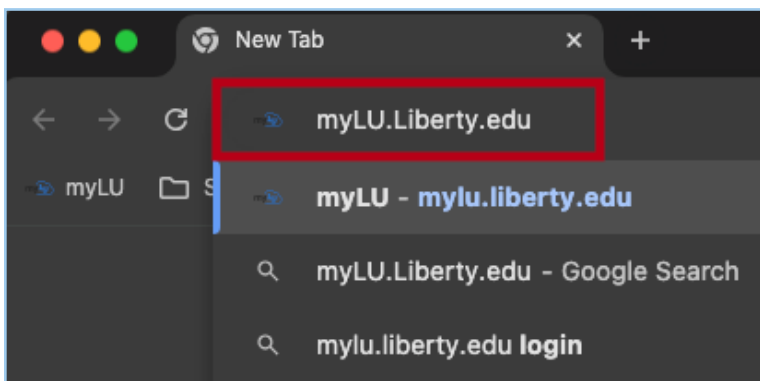
In this training document, you'll learn how to navigate the QuadC Dashboard, submit assignments for draft review, and schedule live tutoring sessions.

This document contains the following sections:

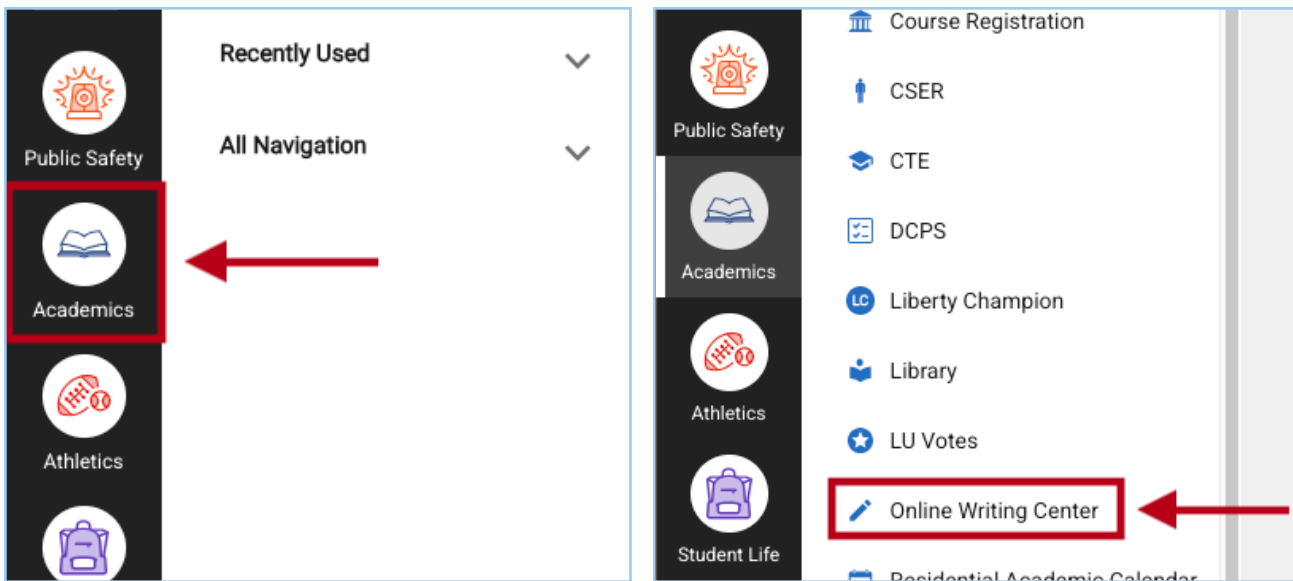
- [How to Access the Online Writing Center Dashboard](#)
- [How to Navigate the Dashboard Tabs](#)
- [How to Filter the Assignments Tab](#)
- [How to Submit a Draft Review](#)
- [How to View, Edit, Cancel, and Re-Submit a Draft Review](#)
- [How to Submit a Satisfaction Survey](#)
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How to Access the Online Writing Center Dashboard

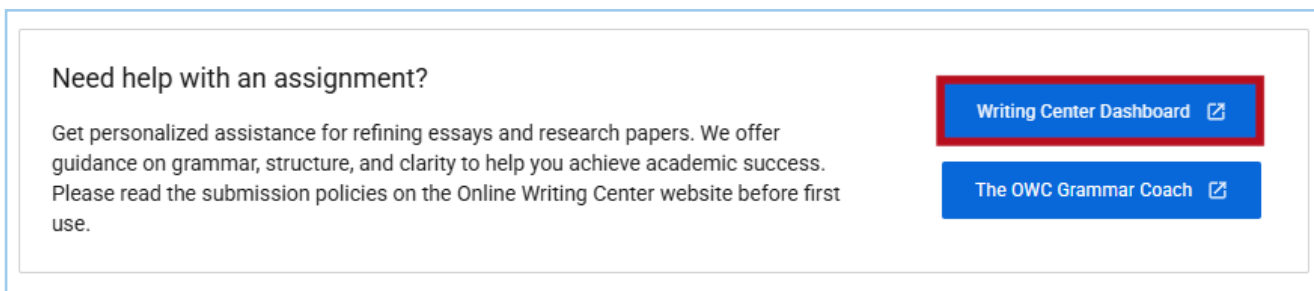
1. To begin, navigate to myLU.Liberty.edu.



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.

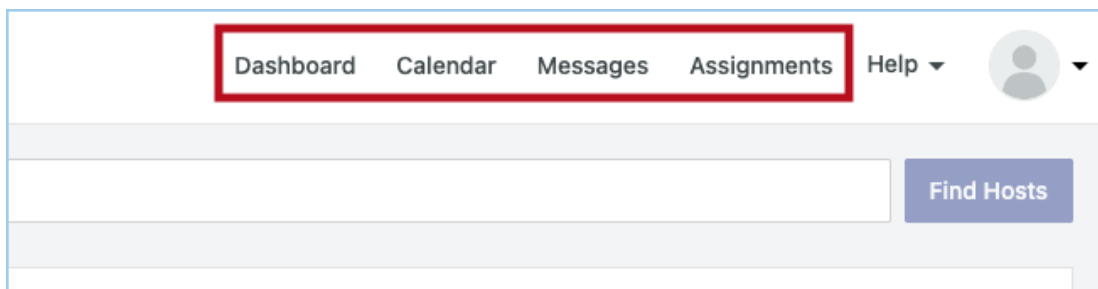


Note: Before using the Writing Center Dashboard, please review the submission policies on the [OWC website](#).

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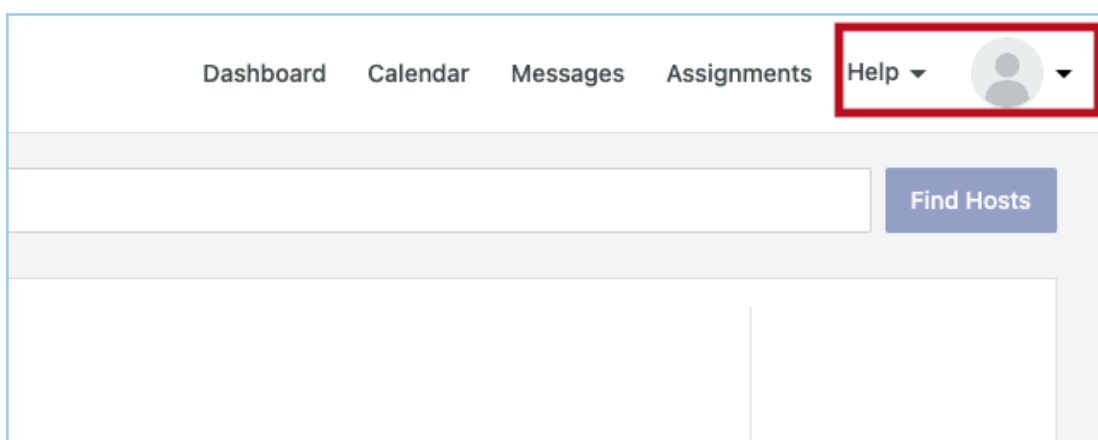
How to Navigate the Dashboard Tabs

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

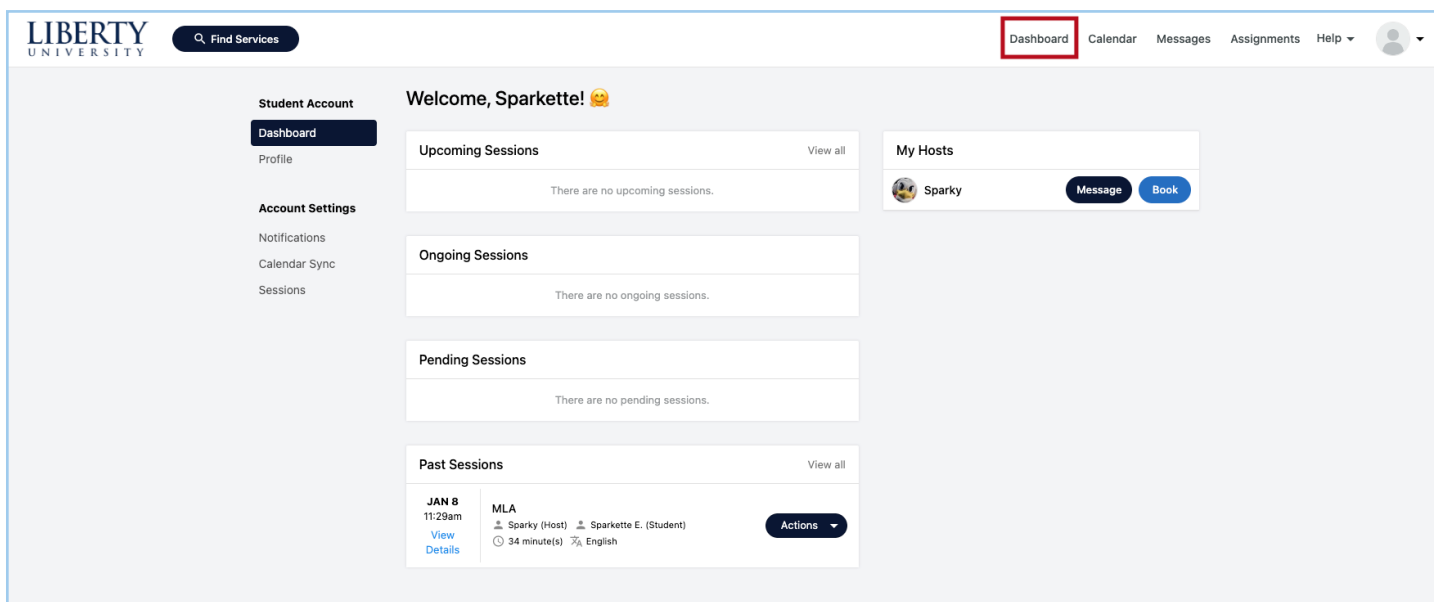


Note: While there are other tabs within the dashboard, use the Assignments tab for all assignment submissions and tutoring scheduling.

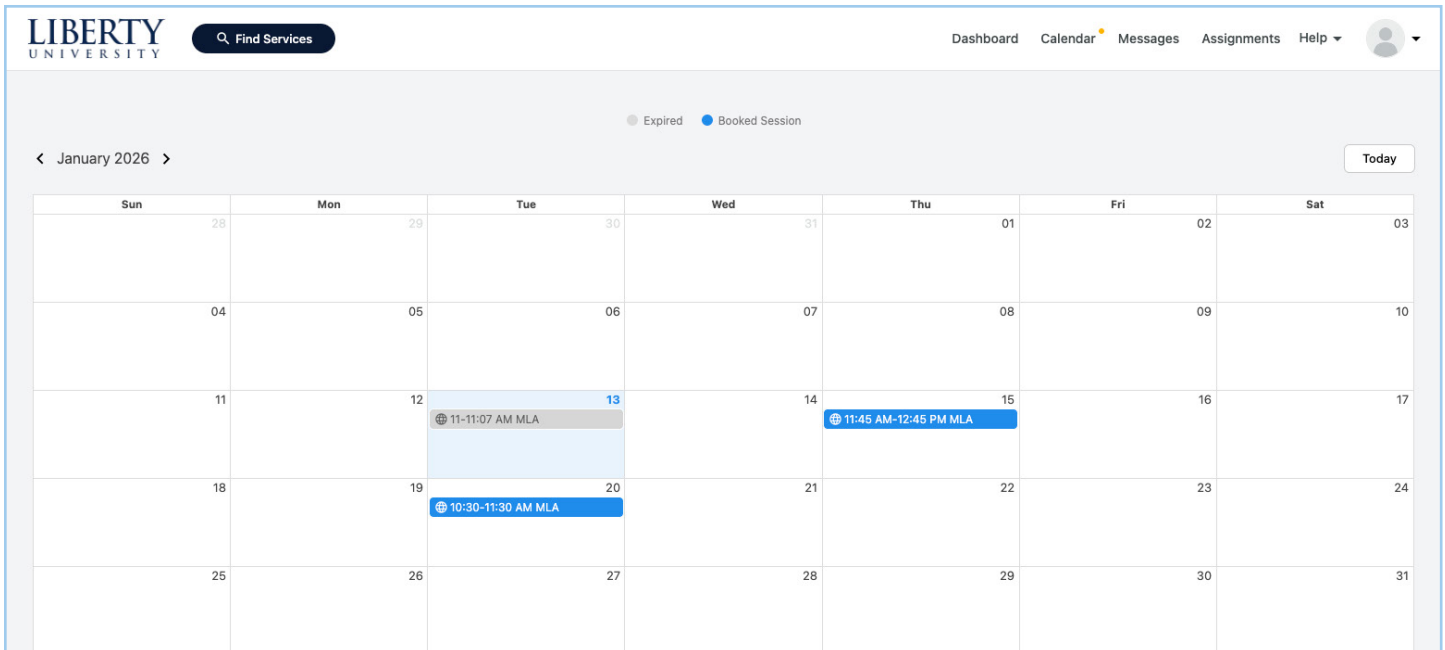
2. From the navigation menu, you can also access **Help** resources and your **Profile**.



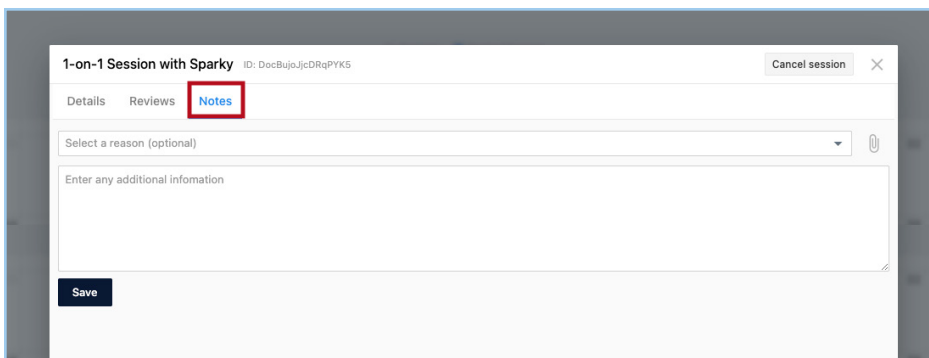
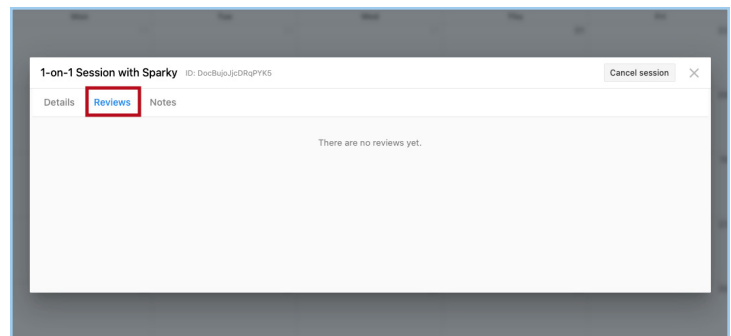
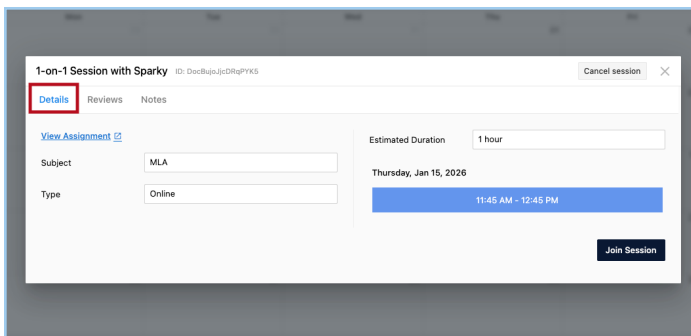
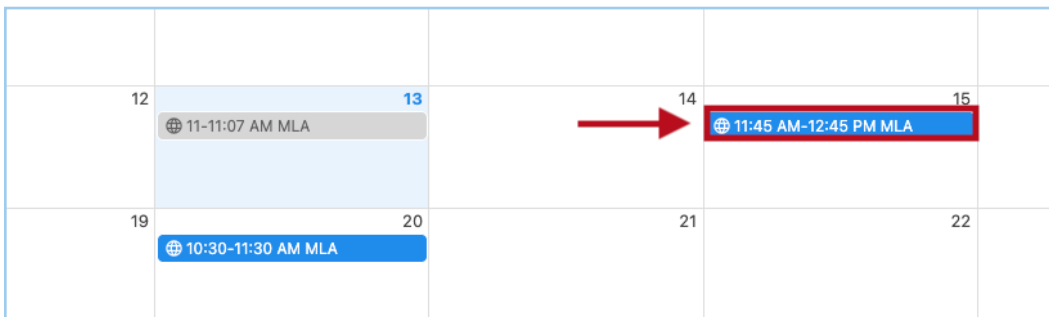
3. Select the **Dashboard** tab to see an overview of your tutoring activity, quick links to Student Account and Account Settings, and a list of tutors or hosts assigned to you.



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**.



- 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.

The screenshot shows the Liberty University Messages interface. At the top, the navigation bar includes 'Dashboard', 'Calendar', 'Messages' (highlighted), 'Assignments', and 'Help'. The main content area is titled 'Messages' and shows a chat with Sparky. A message from Sparkette E. is visible, asking for help with MLA formatting. The right sidebar shows Sparky's profile and a section for 'Active Booking' with a note that there are no active bookings to show.

- 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.

The screenshot shows the Liberty University Assignments interface. At the top, the navigation bar includes 'Dashboard', 'Calendar', 'Messages', 'Assignments' (highlighted), and 'Help'. The main content area is titled 'Request Writing Help' and shows a table of assignments. The table has columns for ID, Last Update, Assistant, Details, Created By, Assigned To, Submit Date, and Status. The table lists several assignments, including 'Example Doc', 'Test Paper: Topic Research and Review', and 'Test Paper: Sparky is the Best Mascot'.

#	LAST UPDATE	ASSISTA...	DETAILS	CREATED BY	ASSIGNED TO	SUBMIT DATE	STATUS
12	Jan 8th 11:21 AM	Session Rev	Example Doc Example document explanation.	Sparkette E.	Sparky	Jan 8th 11:19 AM	Pending
11	Jan 7th 05:53 PM	Session Rev	Test Paper: Topic Research and Review In this assignment, we were to research a topic and cite our sources. The paper is to be formatted in ...	Sparkette E.		Jan 6th 04:48 PM	Pending
9	Jan 6th 04:18 PM	Draft Review	Test Paper: Sparky is the Best Mascot This assignment wanted us to write about a topic we were passionate about. The main criteria was to ...	Sparkette E.		Jan 6th 04:18 PM	Pending
8	Jan 7th 10:53 AM	Session Rev	Test Paper Test	Sparkette E.		Jan 6th 10:40 AM	Pending
7	Jan 7th 10:53 AM	Session Rev	Test Paper Test	Sparkette E.		Jan 6th 10:25 AM	Pending

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

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How to Filter the Assignments Tab

- By default, the **Assignments** tab displays the following information for each submission:
 - Assignment Number
 - Last Update Date
 - Assistance Type
 - Details
 - Created By
 - Assigned To
 - Submit Date
 - Status

Request Writing Help

	A	B	C	D		E	F	G	H
	LAST UPDATE	ASSISTA...	DETAILS		CREATED BY	ASSIGNED TO	SUBMIT DATE	STATUS	
	Select	All	Title				Select	5 opti...	
12	Jan 8th 11:21 AM	Session Rev	Example Doc Example document explanation.		Sparkette E.	Sparky	Jan 8th 11:19 AM	Pending	
11	Jan 7th 05:53 PM	Session Rev	Test Paper: Topic Research and Review In this assignment, we were to research a topic and cite our sources. The paper is to be formatted in ...		Sparkette E.		Jan 6th 04:48 PM	Pending	
9	Jan 6th 04:18 PM	Draft Review	Test Paper: Sparky is the Best Mascot This assignment wanted us to write about a topic we were passionate about. The main criteria was to ...		Sparkette E.		Jan 6th 04:18 PM	Pending	

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

LAST UPDATE ASSISTA... DETAILS

Select All Title

- 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.

LAST UPDATE ASSISTA... DETAILS

Select All Title

December 2025 January 2026

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
30	1	2	3	4	5	6	28	29	30	31	1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31	1	2	3	25	26	27	28	29	30	31
4	5	6	7	8	9	10	1	2	3	4	5	6	7

Clear Close

SUBMIT DATE STATUS

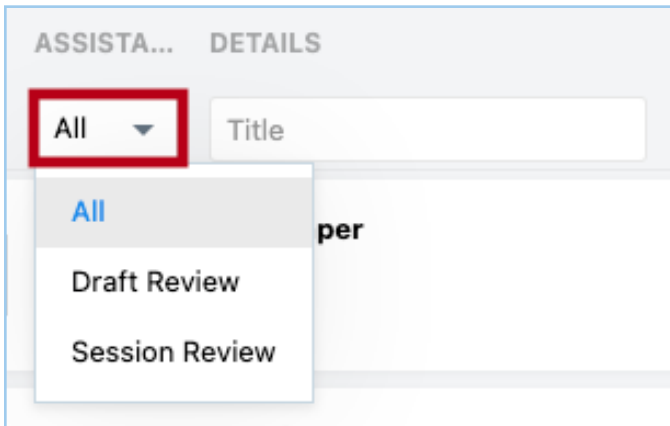
Select 5 opti...

December 2025 January 2026

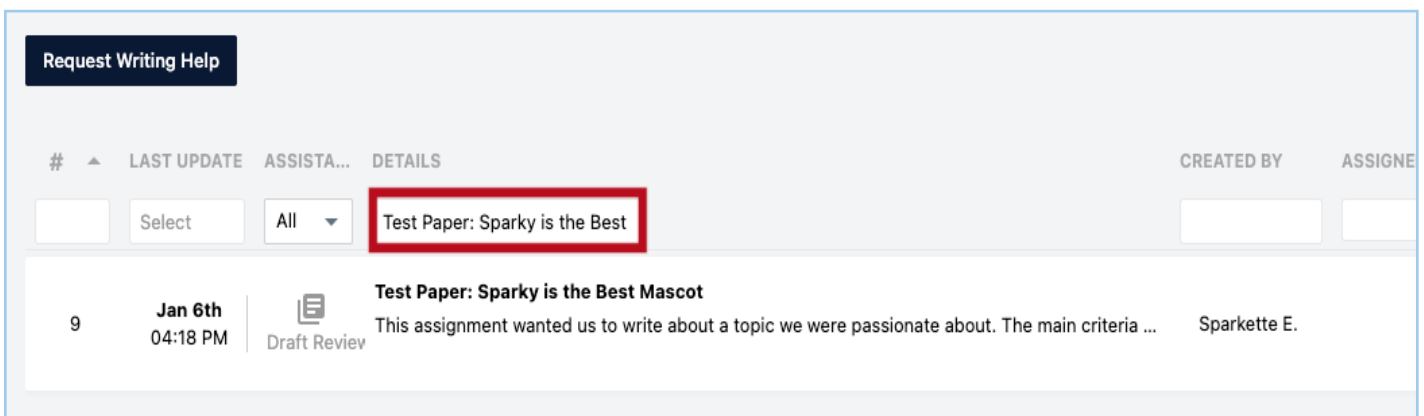
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
30	1	2	3	4	5	6	28	29	30	31	1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31	1	2	3	25	26	27	28	29	30	31
4	5	6	7	8	9	10	1	2	3	4	5	6	7

Clear Close

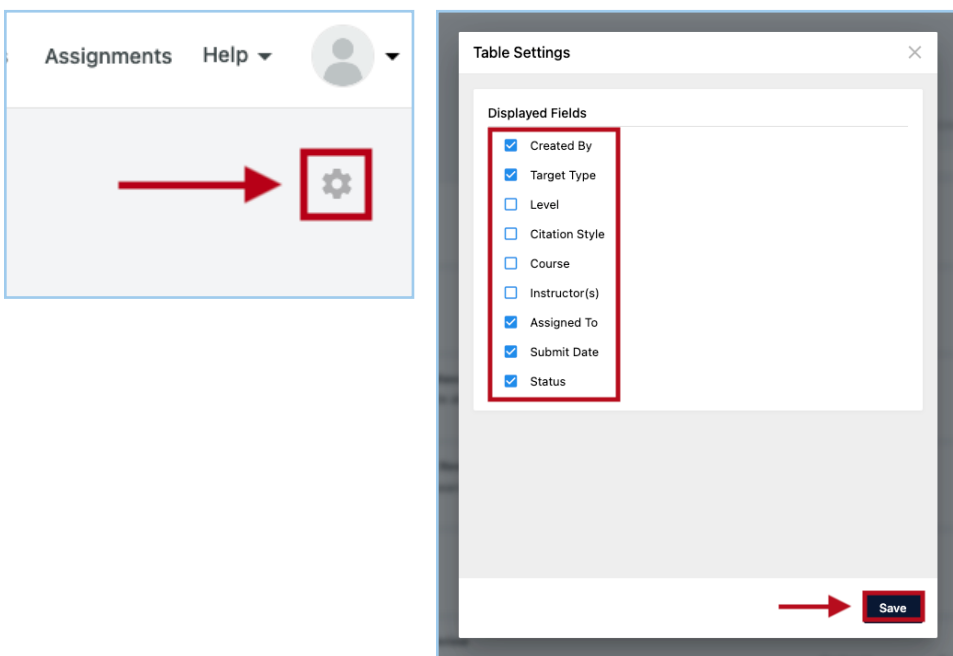
4. To filter submissions by **Assistance Type**, choose an option from the dropdown menu.



5. To search for a submission by title, enter the name of the assignment in the **Details** field.



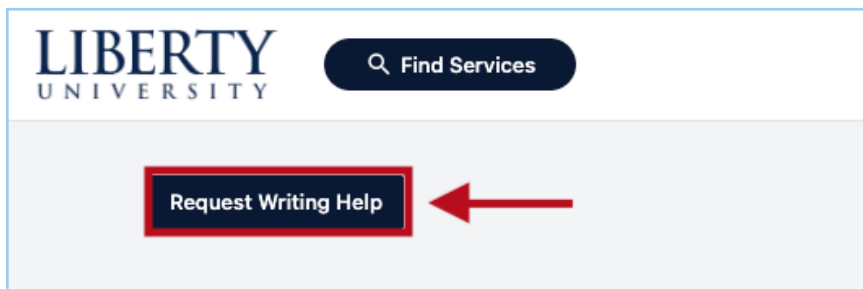
6. To customize the table view, select the **gear icon**, update the table settings, then click **Save** to apply your changes.



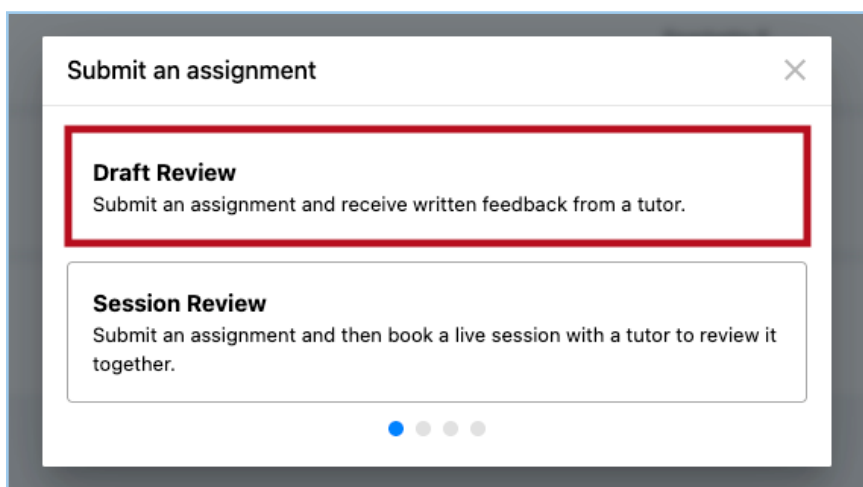
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How to Submit a Draft Review

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

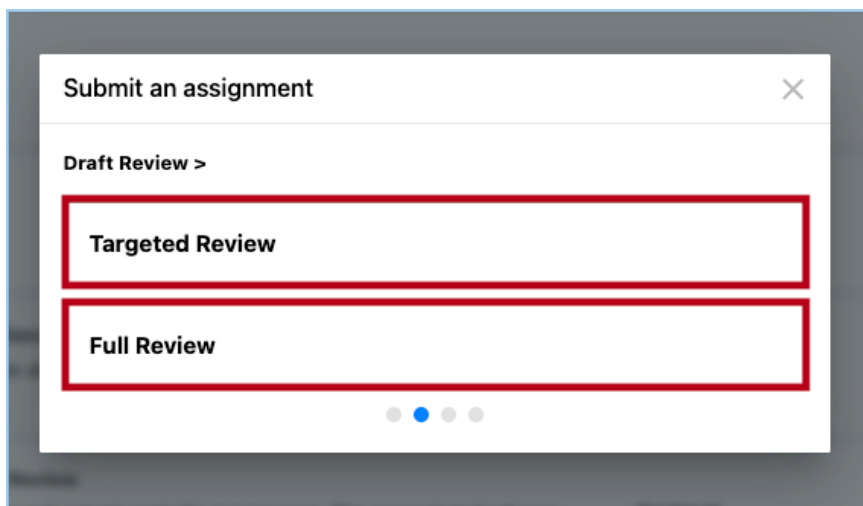


2. Select **Draft Review**.



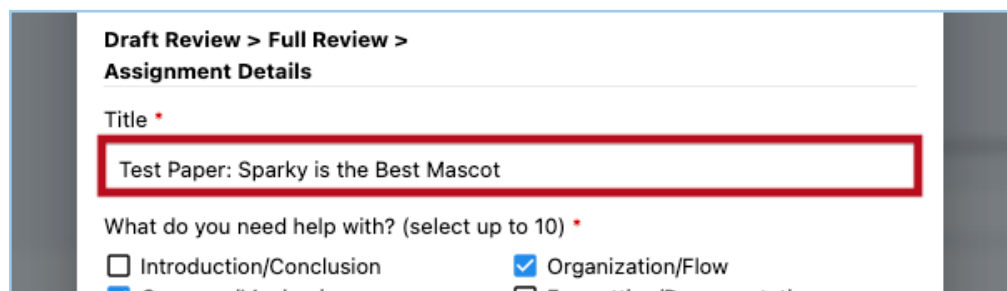
Note: A Draft Review is an assignment submissions reviewed by a tutor.

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.



Draft Review > Full Review > Assignment Details

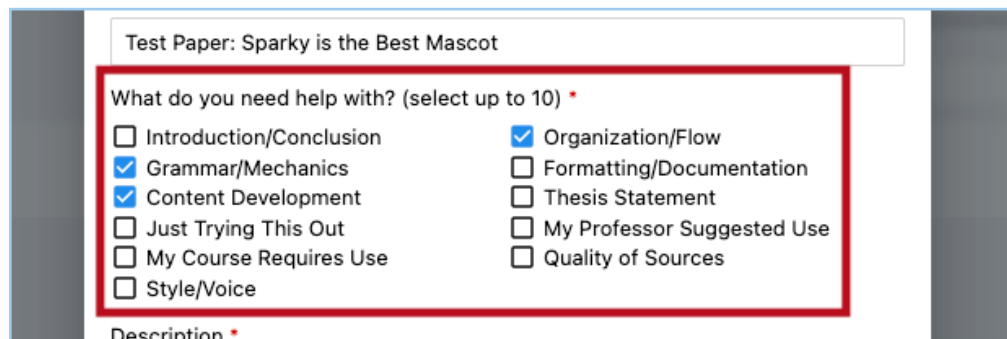
Title *

Test Paper: Sparky is the Best Mascot

What do you need help with? (select up to 10) *

☐ Introduction/Conclusion ☒ Organization/Flow

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



Test Paper: Sparky is the Best Mascot

What do you need help with? (select up to 10) *

☐ Introduction/Conclusion ☒ Organization/Flow

☒ Grammar/Mechanics ☐ Formatting/Documentation

☒ Content Development ☐ Thesis Statement

☐ Just Trying This Out ☐ My Professor Suggested Use

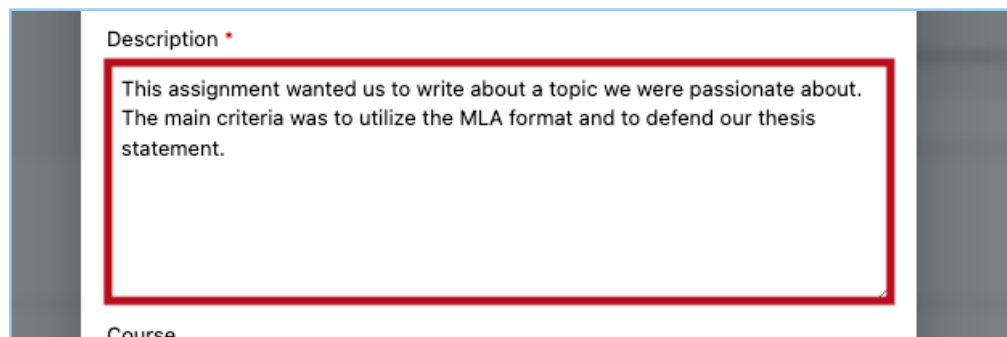
☐ My Course Requires Use ☐ Quality of Sources

☐ Style/Voice

Description *

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.

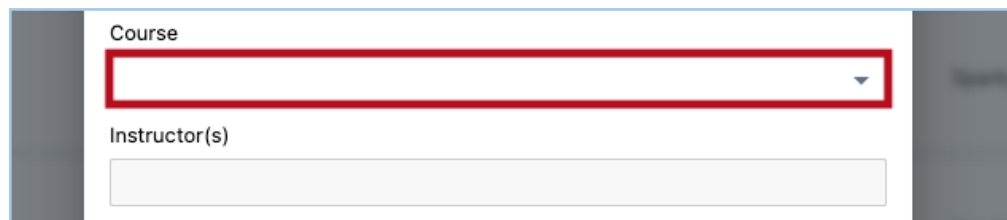


Description *

This assignment wanted us to write about a topic we were passionate about. The main criteria was to utilize the MLA format and to defend our thesis statement.

Course

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



Course

Instructor(s)

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



Citation Style *

MLA

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

Submission Details

File *

[Browse](#) or drag and drop a file here

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

Submit

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

New Tutoring Request (ID: 6)

Thank you for using our service! Your tutoring request (ID: 6) has been received and is being processed.

- Assignment Number: 6
- Title: Test Paper
- Assistance Type: Draft
- Target Type: Targeted Review
- Citation Style: MLA
- Description: Test
- Topics: Grammar/Mechanics
- Created By:

You may have submitted a paper of any length, but a maximum of 10 pages will be reviewed per draft (the first 9 pages and the first reference/bibliography page). The first 9 pages include any front matter you submit (title page, TOC, abstract, etc.). Please apply your tutor's feedback on the first 9 pages to the rest of your draft.

For targeted reviews where you choose only one aspect of tutor focus, feedback will give within 24 hours from the time of submission. For full reviews, feedback will be given within 48 hours from the time of submission.

You will be sent an email when your request has been marked complete and your paper is ready for you to access. We hope you find our service helpful as you pursue your degree.

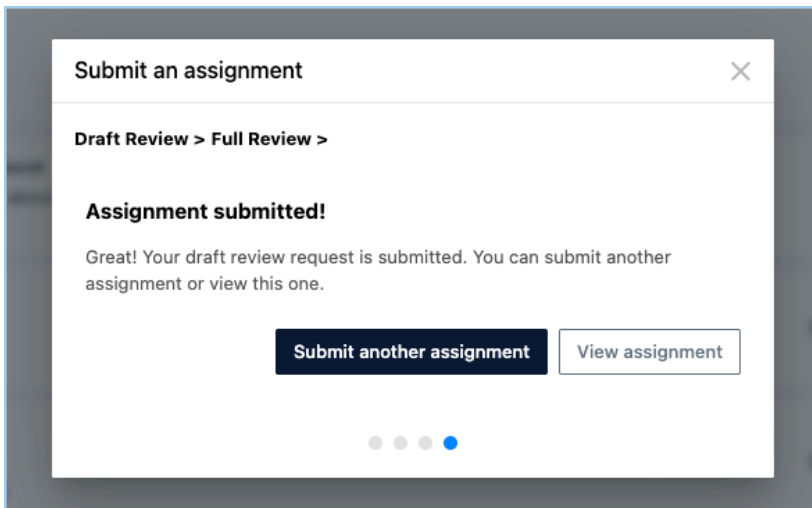
[View Assignment](#)

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.

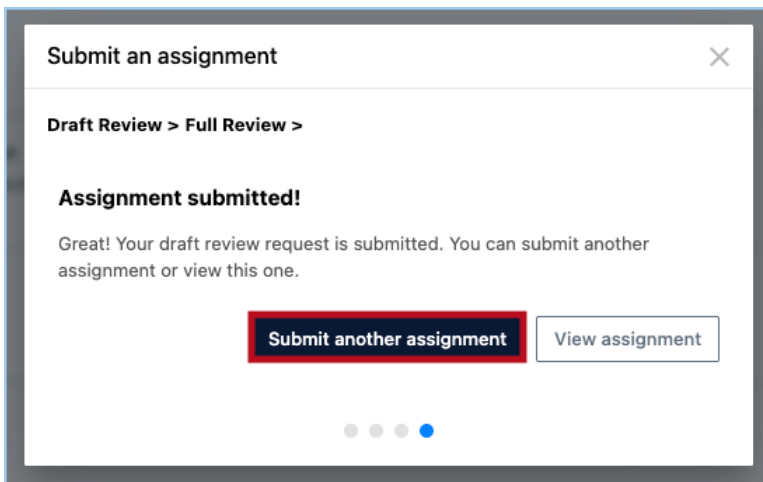
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How to View, Edit, Cancel, and Resubmit a Draft Review

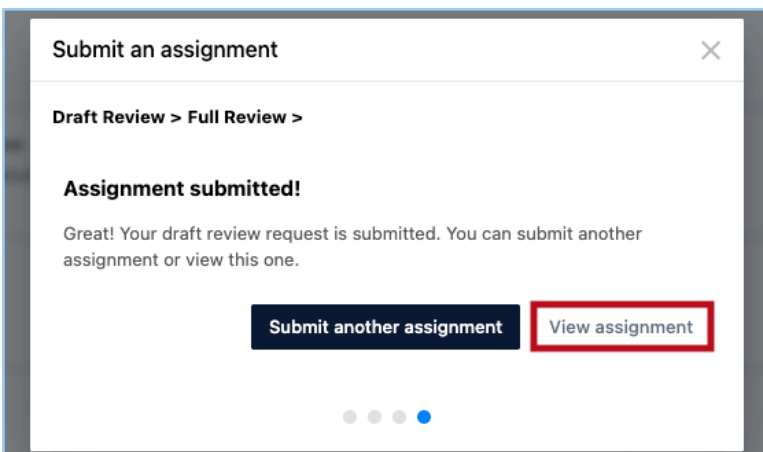
1. After submitting a Draft Review, you'll be prompted to submit another assignment or view your current submission.



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**.

Assignment Details

Assignment #: 9

Title: Test Paper: Sparky is the Best Mascot

Created By: Sparkette E.

Target Type: Full review

Assistance Type: Draft

Status: Pending

Citation Style: MLA

Instructor(s): N/A

Course: N/A

Topics: Grammar/Mechanics • Content Development • Organization/Flow

Description: This assignment wanted us to write about a topic we were passionate about. The main criteria was to utilize the MLA format and to defend our thesis statement.

Submission #1 Status: Pending Assistance Type: Draft

Assigned To: Awaiting approval

Test Paper.docx

Jan 6th, 2026 04:18 PM

Chat

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.

Dashboard Calendar Messages Assignments Help

Cancel Edit

nce Type:

6. To cancel a Draft Review, select **Cancel**, then choose **Yes** to confirm.

Calendar Messages Assignments

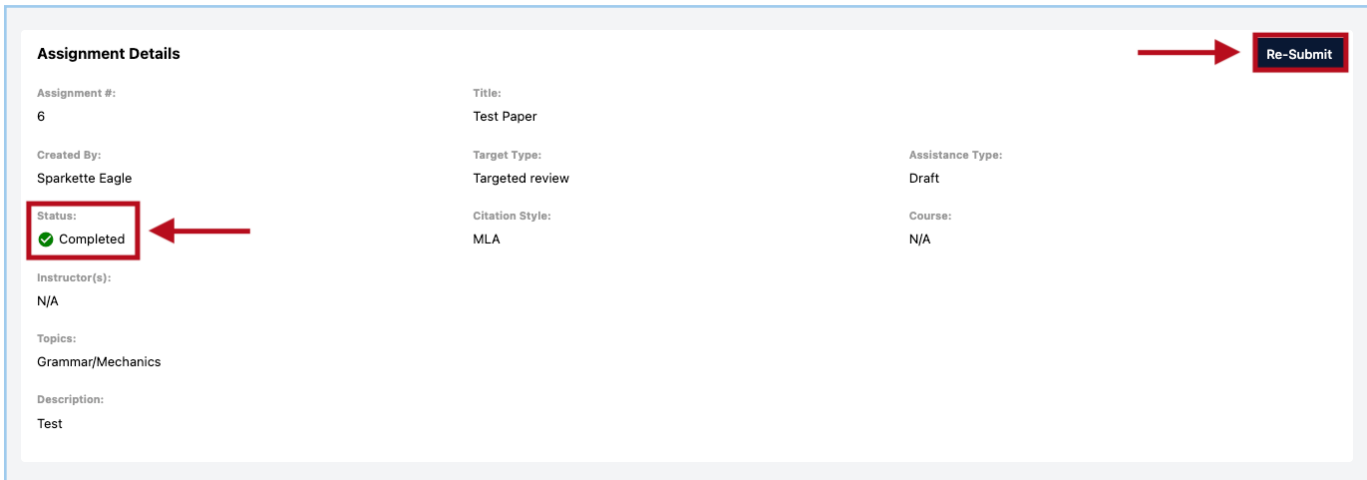
Cancel Edit

Cancelling Assignment

Are you sure you want to cancel this assignment?

No Yes

7. If your Draft Review is complete and you've made changes you'd like reviewed, open the completed assignment and select **Re-submit**.



Assignment Details

Assignment #: 6

Created By: Sparkette Eagle

Status: ☒ Completed

Instructor(s): N/A

Topics: Grammar/Mechanics

Description: Test

Title: Test Paper

Target Type: Targeted review

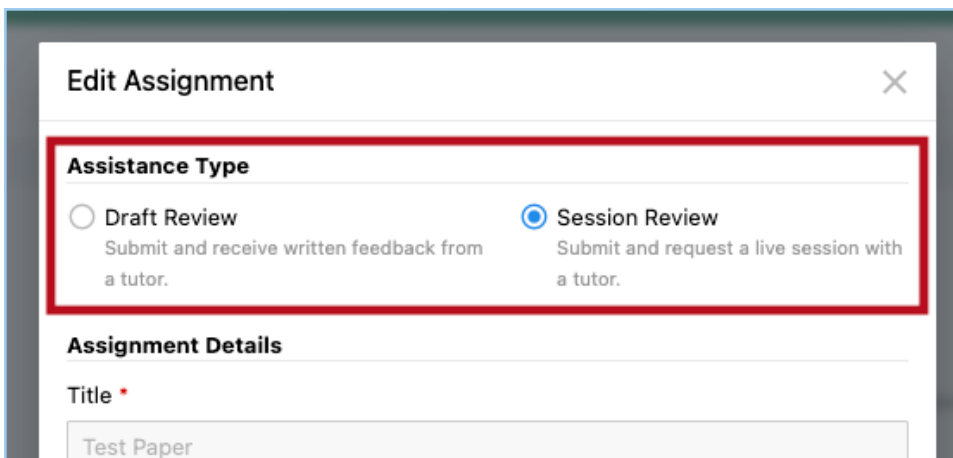
Citation Style: MLA

Assistance Type: Draft

Course: N/A

Re-Submit

8. Select an **Assistance Type**.



Edit Assignment

Assistance Type

☐ Draft Review
Submit and receive written feedback from a tutor.

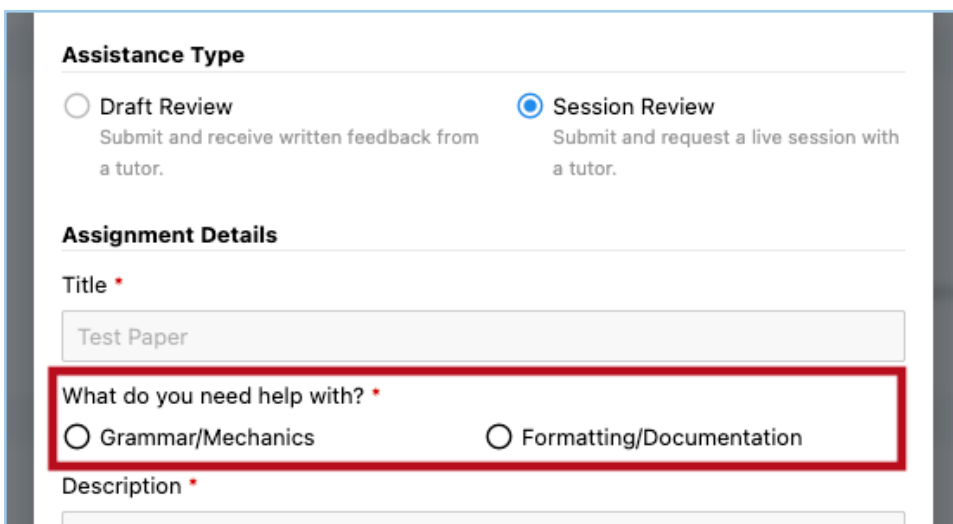
☒ Session Review
Submit and request a live session with a tutor.

Assignment Details

Title *

Test Paper

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



Assistance Type

☐ Draft Review
Submit and receive written feedback from a tutor.

☒ Session Review
Submit and request a live session with a tutor.

Assignment Details

Title *

Test Paper

What do you need help with? *

☒ Grammar/Mechanics

☐ Formatting/Documentation

Description *

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**.

Citation Style *

MLA

Submission Details

File *

Test Paper.docx X

Browse or drag and drop a file here

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

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.

Assignment Details

Assignment #:	Title:	
6	Test Paper	
Created By:	Target Type:	Assistance Type:
Sparkette Eagle	Targeted review	Session
Status:	Citation Style:	Course:
Pending	MLA	N/A
Instructor(s):		
N/A		
Topics:		
Grammar/Mechanics		
Description:		
Test		

Submission #: 2 Status: Pending Assistance Type: Session Jan 7th, 2026 03:24 PM

Test Paper.docx Book Session

Message

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.

The screenshot shows a draft review interface. At the top, the status is 'Not Approved' with a red 'x' icon, highlighted by a red box and a red arrow. Below this, the citation style is 'MLA' and the course is 'N/A'. The instructor is 'N/A'. The topics are 'Grammar/Mechanics • Content Development • Organization/Flow'. The description is 'This assignment wanted us to write about a topic we were passionate about. The main criteria was to utilize the MLA format and to defend our thesis statement.'

Submission # 1 Status: **Not Approved** Assistance Type: **Draft**

Assigned To: Unassigned

Submission was not approved:

Reason
Comment Balloons

Additional Details
Unfortunately, your draft contains comment balloons. Please resubmit a draft that contains no comments.

Show Less

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.

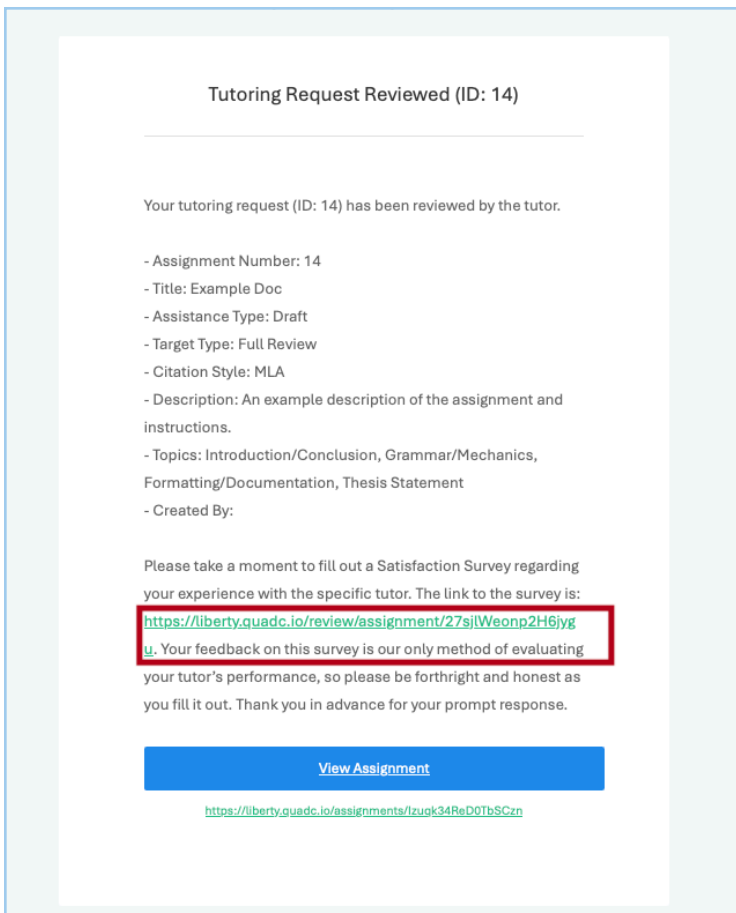
The screenshot shows a draft review interface. At the top, there are navigation links: 'Dashboard', 'Calendar', 'Messages', 'Assignments', and 'Help'. Below these, there are two buttons: 'Cancel' and 'Re-Submit'. The 'Re-Submit' button is highlighted by a red box and a red arrow. Below the buttons, the assistance type is 'Draft'.

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.

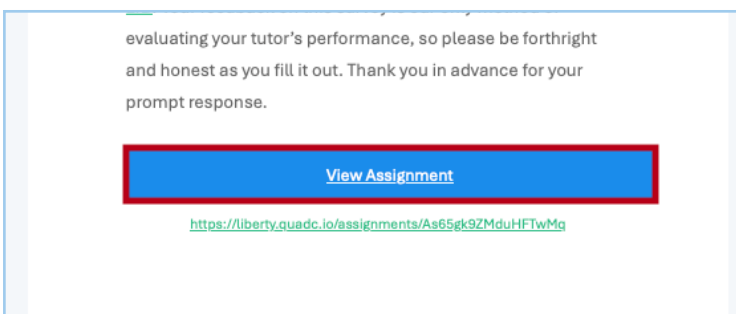
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How to Submit a Satisfaction Survey

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.



13	Jan 9th 10:17 AM	Draft Review	Test Paper: Topic Research & Review Example description	Sparkette E.	Sparky	Jan 8th 12:18 PM	In Review
14	Jan 14th 12:55 AM	Draft Review	Example Doc An example description of the assignment and instructions.	Sparkette E.		Jan 9th 09:45 AM	Completed
15	Jan 13th 08:56 PM	Session Rev	Example Doc Example description of document instructions and details.	Sparkette E.		Jan 9th 09:46 AM	Pending

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

This screenshot shows a submission page with the following details: Submission #: 1, Status: Completed, Assistance Type: Session, and a timestamp of Jan 6th, 2026 10:25 AM. It lists 'Example Doc.docx' as the document, 'Sparky' as the session booked with, and 'January 15th 2026, 11:45 am' as the session date. A 'View Session' button is present. Below this, a message says 'Hiding 2 posts...' with a 'Show All' button. A red arrow points to a 'Satisfaction Survey' button with an external link icon.

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.

The 'Satisfaction Survey' form asks for feedback on 'assignment #14, Submission #1: "Example Doc"'. It includes an 'Other comments' text area, which is highlighted with a red border. Below it are two rating questions, each with a dropdown menu: 'My assignment will be better written after receiving tutor feedback than it was before' and 'I received my tutor feedback within the time promised for my chosen review type'.

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

This screenshot shows the 'Satisfaction Survey' form with all four rating questions and their dropdown menus highlighted with red borders. The questions are: 'My assignment will be better written after receiving tutor feedback than it was before', 'I received my tutor feedback within the time promised for my chosen review type', 'My tutor understood my writing needs and concerns', and 'My tutor communicated effectively'. A red arrow points to the 'Submit' button at the bottom right.

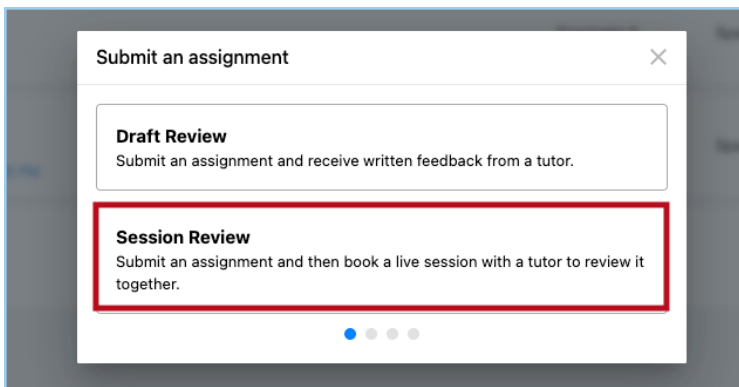
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How to Submit a Session Review

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.

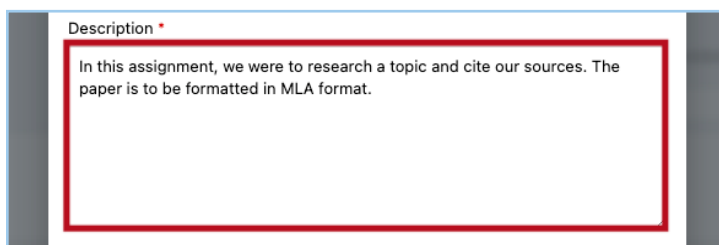
A screenshot of a web form titled 'Session Review > Full Review > Assignment Details'. It has a section labeled 'Title *' with a text input field below it. The input field contains the text 'Test Paper: Topic Research and Review'. The entire input field is highlighted with a red rectangular box.

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

A screenshot of the 'What do you need help with? (select up to 10) *' section of the form. It contains a list of checkboxes arranged in two columns. The first column includes: 'Introduction/Conclusion', 'Grammar/Mechanics', 'Content Development', 'Just Trying This Out', 'My Course Requires Use', and 'Style/Voice'. The second column includes: 'Organization/Flow', 'Formatting/Documentation', 'Thesis Statement', 'My Professor Suggested Use', and 'Quality of Sources'. The checkboxes for 'Grammar/Mechanics', 'Content Development', 'Organization/Flow', and 'Formatting/Documentation' are checked. The entire list of checkboxes is enclosed in a red rectangular box.

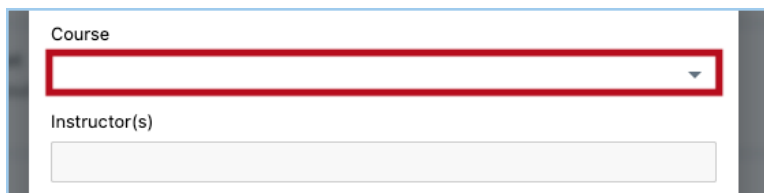
Note: For Full Review submissions, you can select up to 10 areas.

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



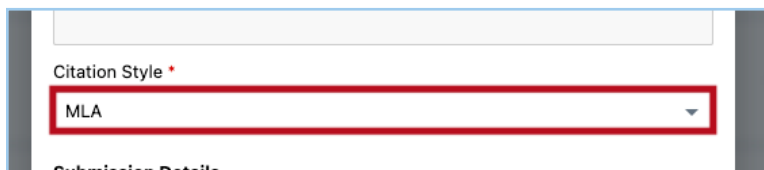
A screenshot of a form with a label "Description" followed by a red asterisk. Below the label is a large text area with a red border. Inside the text area, the text reads: "In this assignment, we were to research a topic and cite our sources. The paper is to be formatted in MLA format."

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.



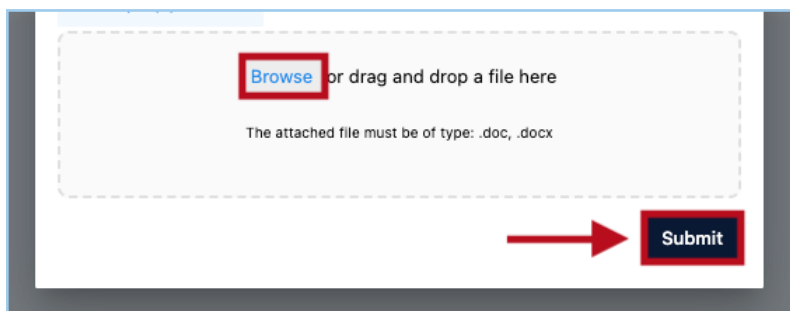
A screenshot of a form showing a "Course" dropdown menu with a red border. Below it is a text box labeled "Instructor(s)" which is currently empty.

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



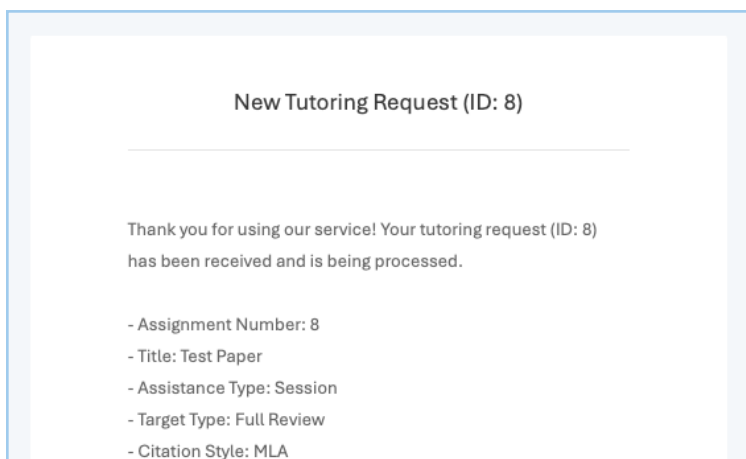
A screenshot of a form showing a "Citation Style" dropdown menu with a red border. The menu is open, and "MLA" is selected. Below the dropdown is a section labeled "Submission Details".

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



A screenshot of the "Submission Details" section. It features a dashed box containing a "Browse" button (highlighted with a red box) and the text "or drag and drop a file here". Below this, it says "The attached file must be of type: .doc, .docx". To the right of the dashed box is a red arrow pointing to a "Submit" button (also highlighted with a red box).

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

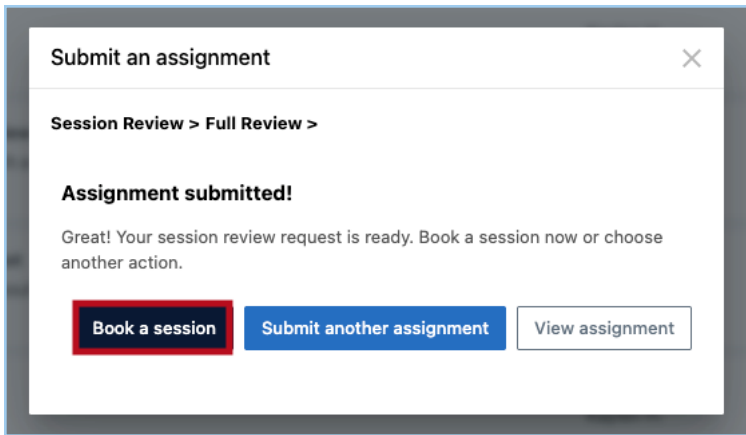


A screenshot of an email notification titled "New Tutoring Request (ID: 8)". The body of the email says: "Thank you for using our service! Your tutoring request (ID: 8) has been received and is being processed." Below this, there is a list of details: "- Assignment Number: 8", "- Title: Test Paper", "- Assistance Type: Session", "- Target Type: Full Review", and "- Citation Style: MLA".

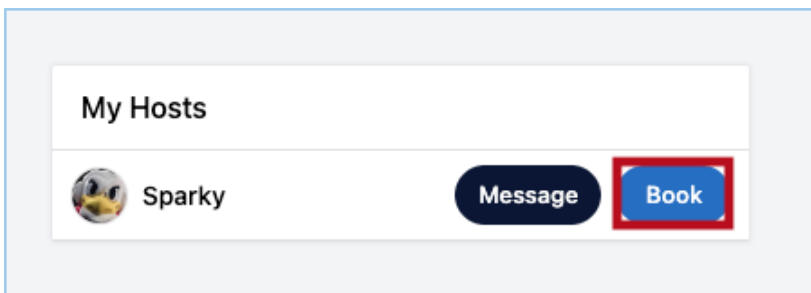
[\(Back to the Top\)](#)

How to Book a Session

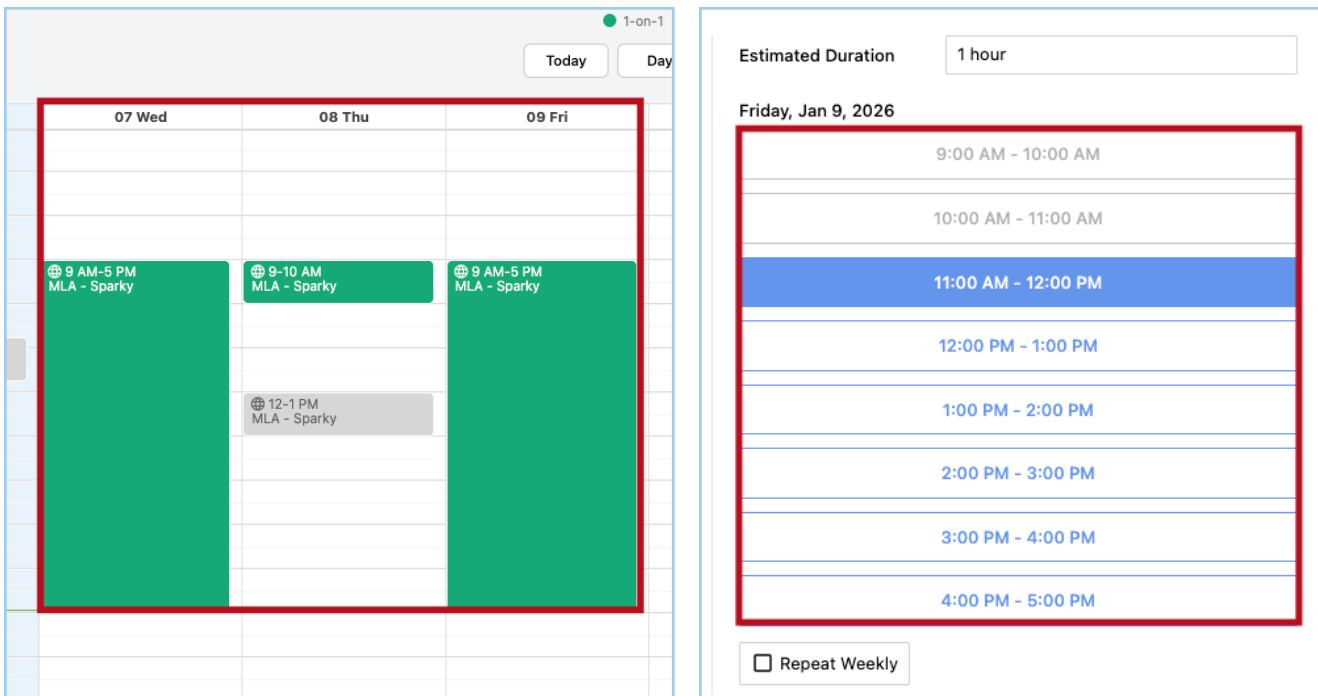
1. After submitting your assignment for session review, you can click the **Book a session** button to schedule with a tutor.



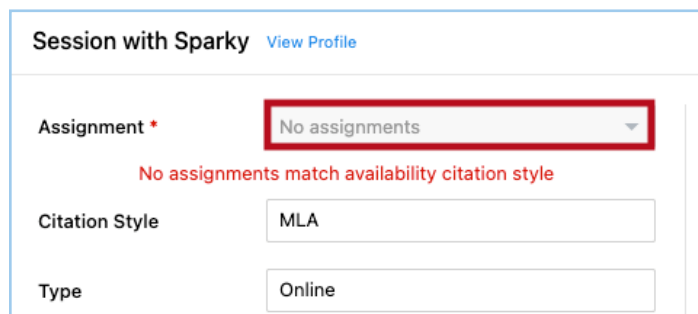
2. You can also book a session with a tutor by navigating to your dashboard and clicking **Book** under the My Hosts section.



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.



Session with Sparky [View Profile](#)

Assignment * No assignments

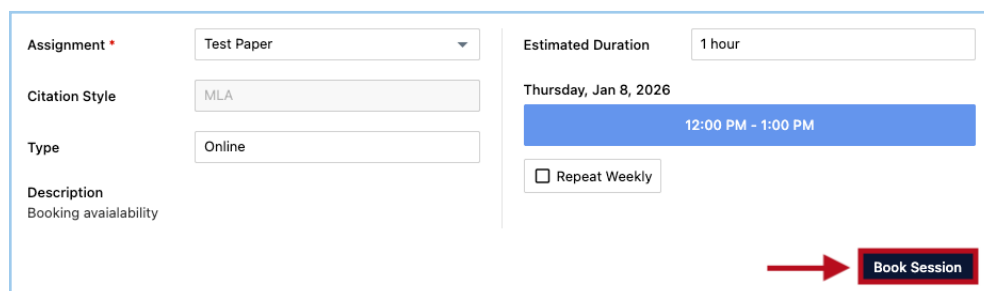
No assignments match availability citation style

Citation Style MLA

Type Online

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**.



Assignment * Test Paper

Citation Style MLA

Type Online

Description
Booking availability

Estimated Duration 1 hour

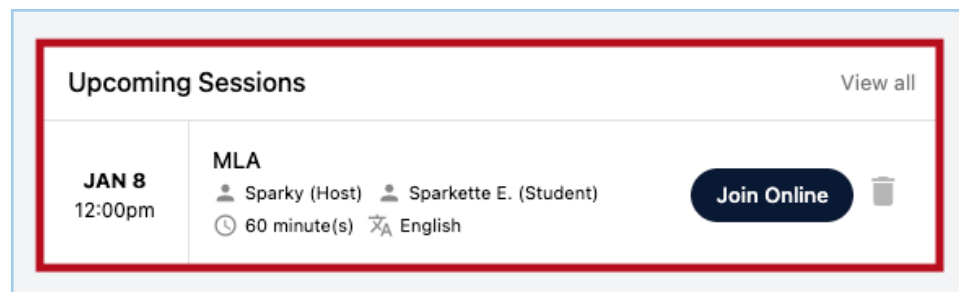
Thursday, Jan 8, 2026

12:00 PM - 1:00 PM

☐ Repeat Weekly

[Book Session](#)

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

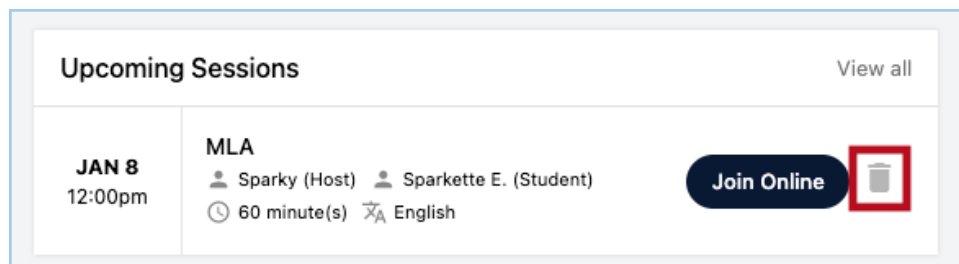


Upcoming Sessions [View all](#)

JAN 8 12:00pm	MLA Sparky (Host) Sparkette E. (Student) 60 minute(s) English	Join Online
-------------------------	--	-----------------------------

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.



Upcoming Sessions [View all](#)

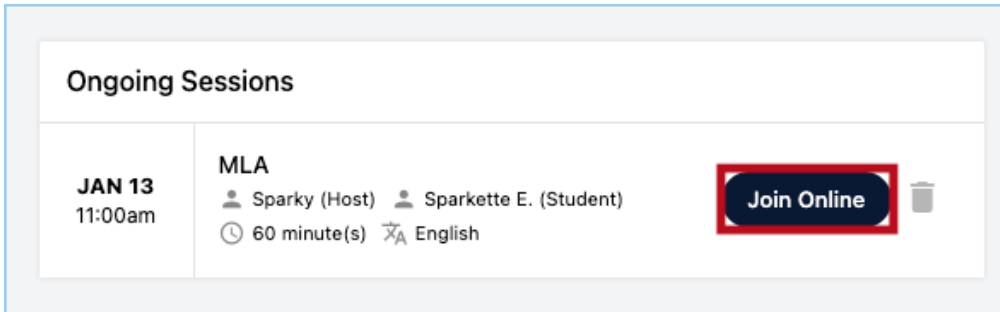
JAN 8 12:00pm	MLA Sparky (Host) Sparkette E. (Student) 60 minute(s) English	Join Online
-------------------------	--	-----------------------------

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

[\(Back to the Top\)](#)

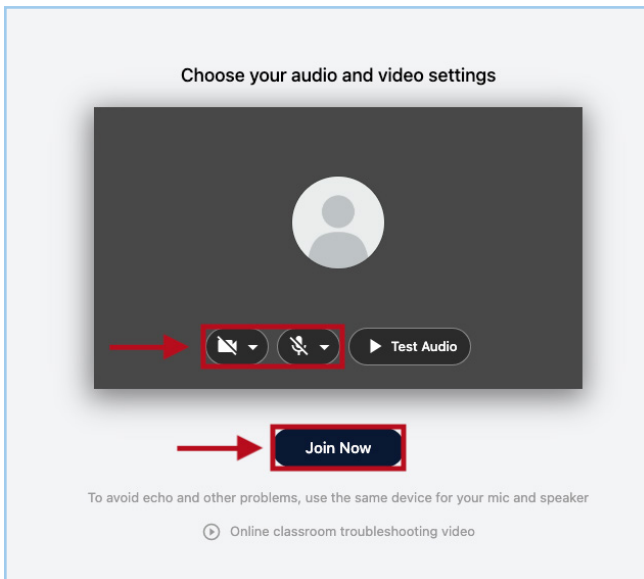
How to Join and End a Session

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

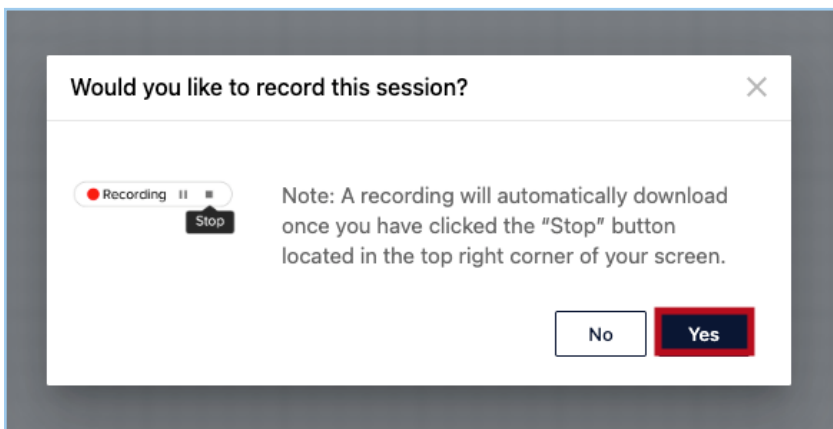


Note: You can join a session up to 10 minutes before the scheduled start time.

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

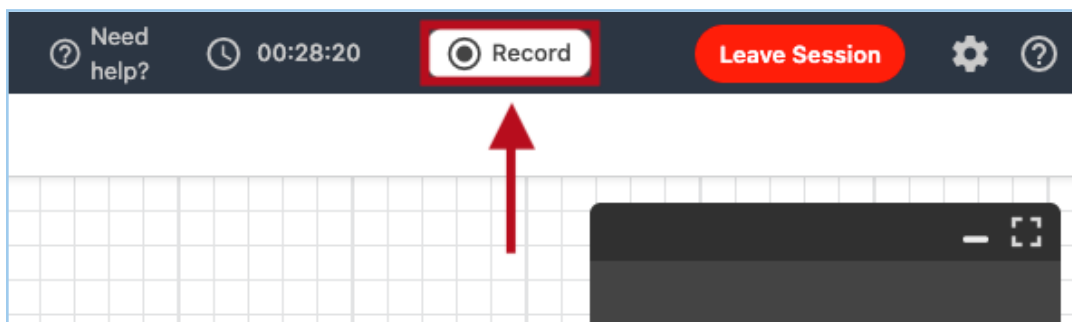


3. When you enter the virtual classroom, you'll be asked if you want to record your session. Select **Yes** to begin the recording.

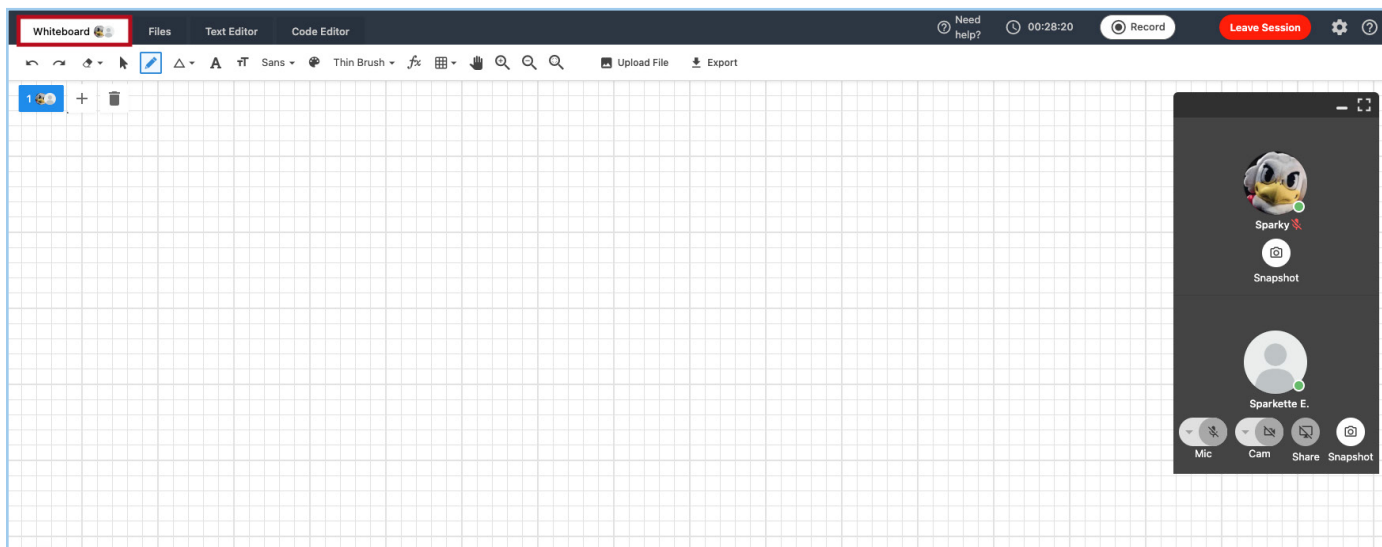


Note: It is recommended to record sessions.

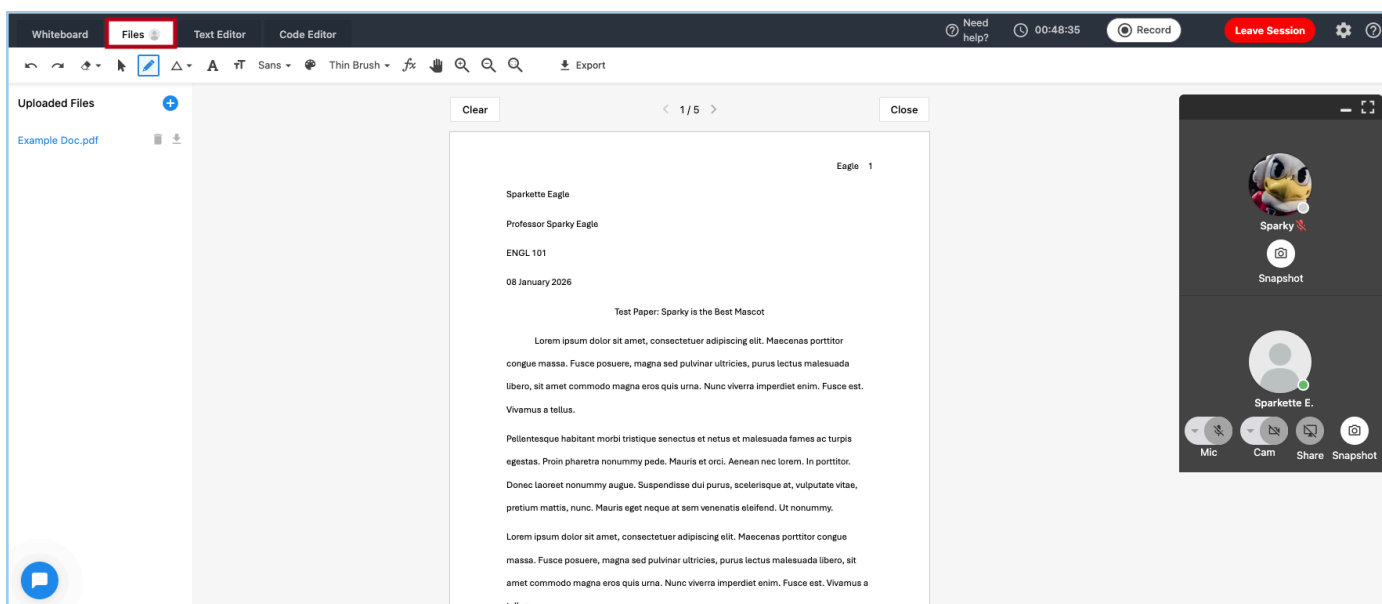
4. If you do not start recording, you can begin recording at any time by selecting the **Record** button.



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

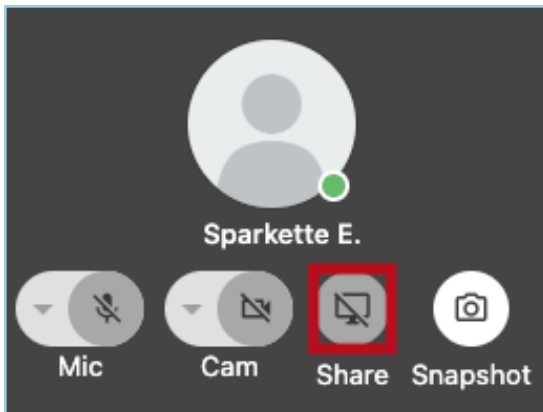


6. Use the **Files** tab to upload documents or paste website links to share during your session.



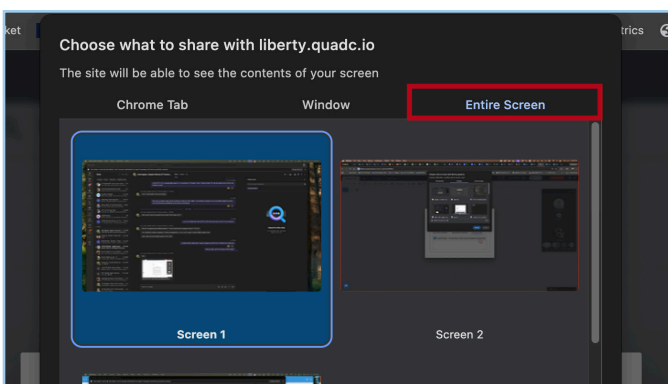
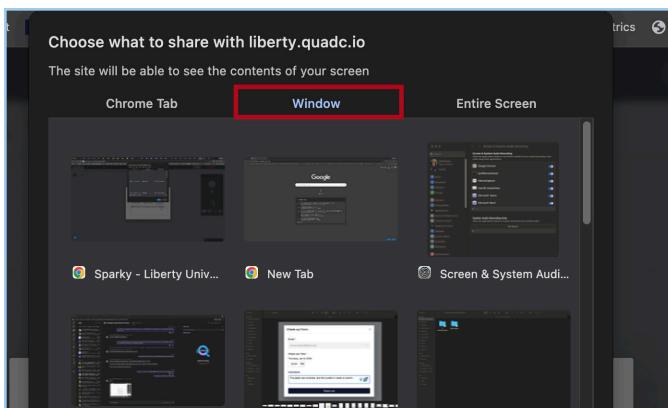
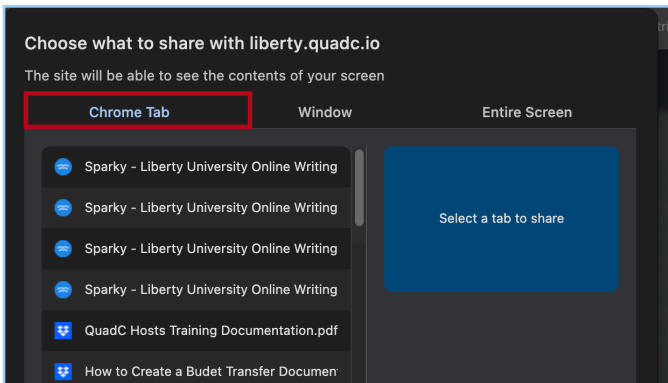
Note: Only PDF files can be shared in the Files tab. DOCX files may be uploaded, but are not currently supported for sharing in the virtual classroom.

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

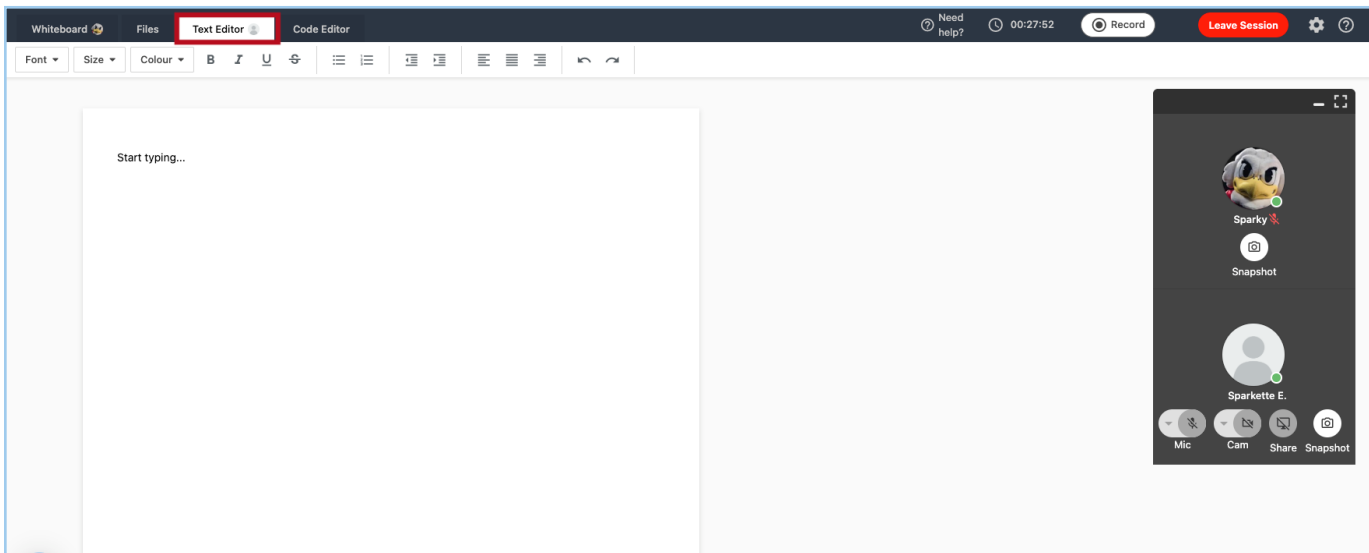


Note: It is recommended to use this method of sharing assignments during sessions.

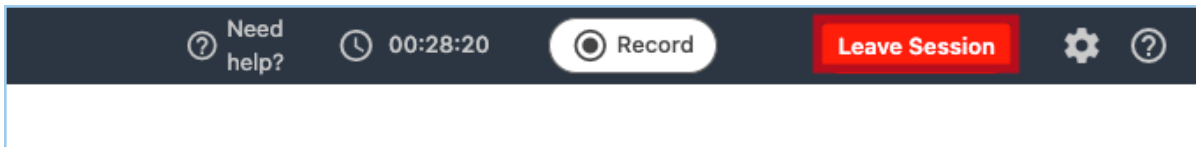
8. Then select to share a **Tab**, **Window**, or your **Entire Screen**.



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

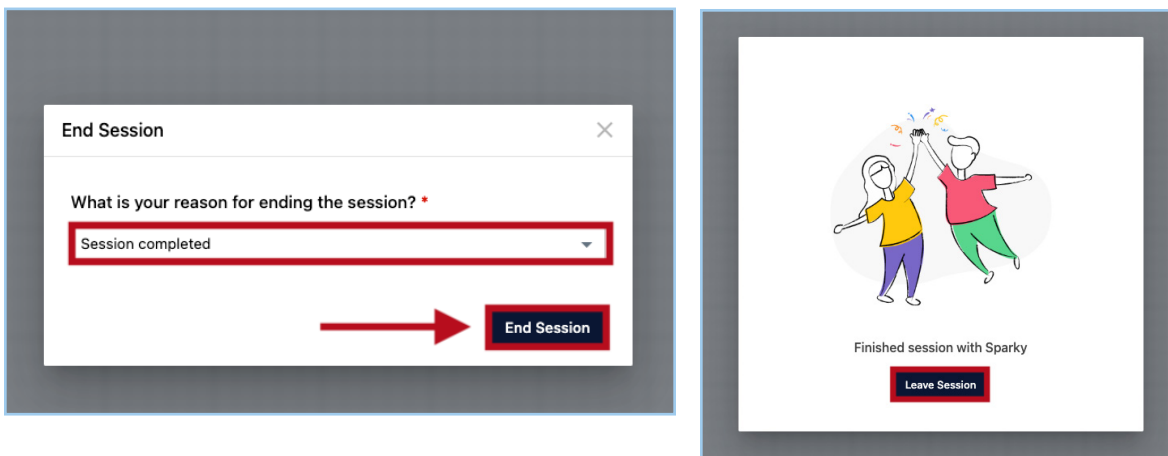


10. When your session ends, or if it ends early, you can leave the session using the **Leave Session** button.



Note: You can leave a session at any time.

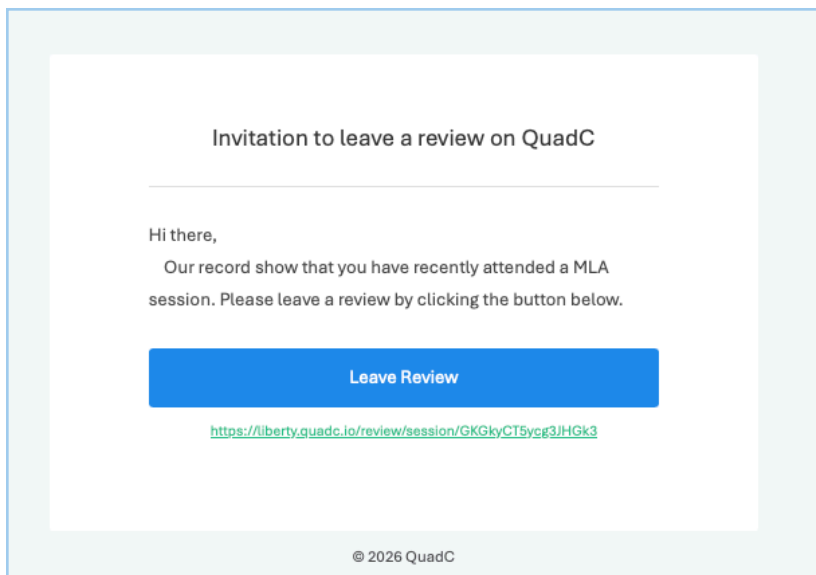
11. Choose a reason, and click **End Session**. Then select **Leave Session** to finish leaving your session.



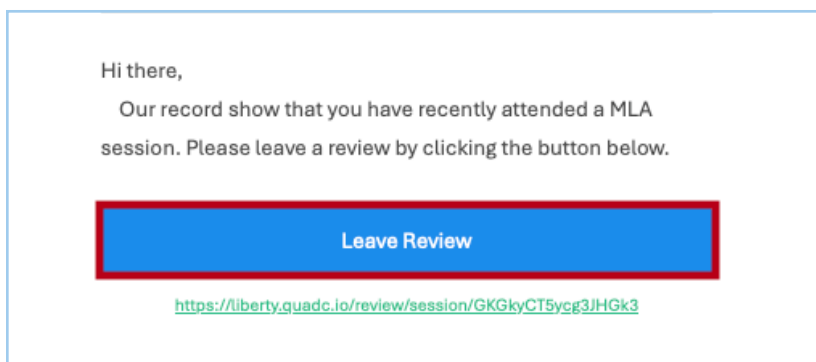
[\(Back to the Top\)](#)

How to Submit a Review for a Session





1. After completing a live tutoring session, you'll receive an email asking for your feedback.



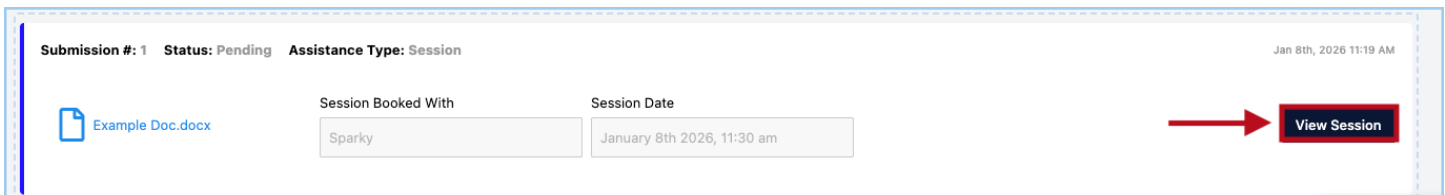
2. From the email, click the **Leave Review** button.



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

9	Jan 13th 10:36 AM	 Draft Review	Test Paper: Sparky is the Best Mascot This assignment wanted us to write about a topic we were passionate about. The main criteria ...	Sparkette E.
11	Jan 13th 10:16 AM	 Session Rev	Test Paper: Topic Research and Review In this assignment, we were to research a topic and cite our sources. The paper is to be forma... Next session 2026-01-13 11:00 AM	Sparkette E.
12	Jan 13th 10:17 AM	 Session Rev	Example Doc Example document explanation. Next session 2026-01-20 10:30 AM	Sparkette E.
13	Jan 9th 10:17 AM	 Draft Review	Test Paper: Topic Research & Review Example description	Sparkette E.

4. Select **View Session**.



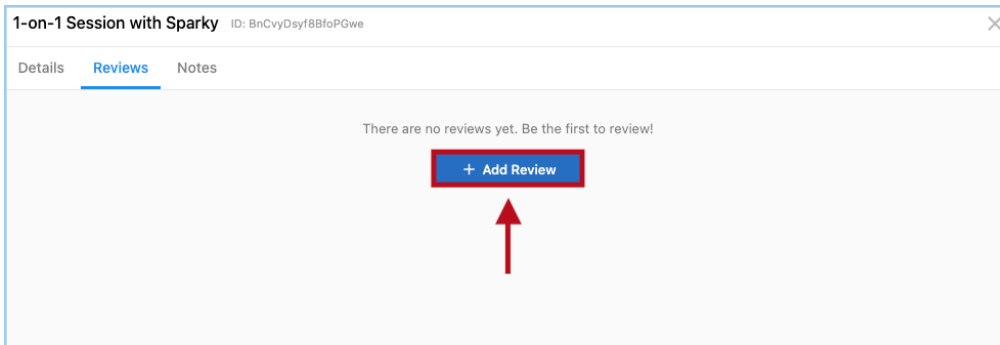
Submission #: 1 Status: Pending Assistance Type: Session Jan 8th, 2026 11:19 AM

Example Doc.docx

Session Booked With: Sparky Session Date: January 8th 2026, 11:30 am

View Session

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



1-on-1 Session with Sparky ID: BnCvyDsyf8BfoPGwe

Details **Reviews** Notes

There are no reviews yet. Be the first to review!

+ Add Review

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



LIBERTY
UNIVERSITY

Review Your "MLA" Session
January 7, 2026 10:00 AM

How would you rate your host? *

★★★★★

How confident are you in the material after this tutoring session? *

★★★★★

Any other feedback? *

The session with Mr. Sparky was helpful!

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.