

QuadC Student Training Guide

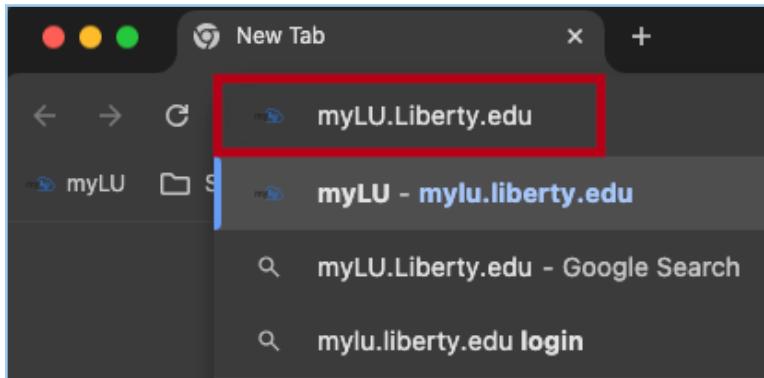
In this training document, you'll learn how to navigate the QuadC Dashboard, submit assignments for draft review, and schedule live tutoring sessions.

This document contains the following sections:

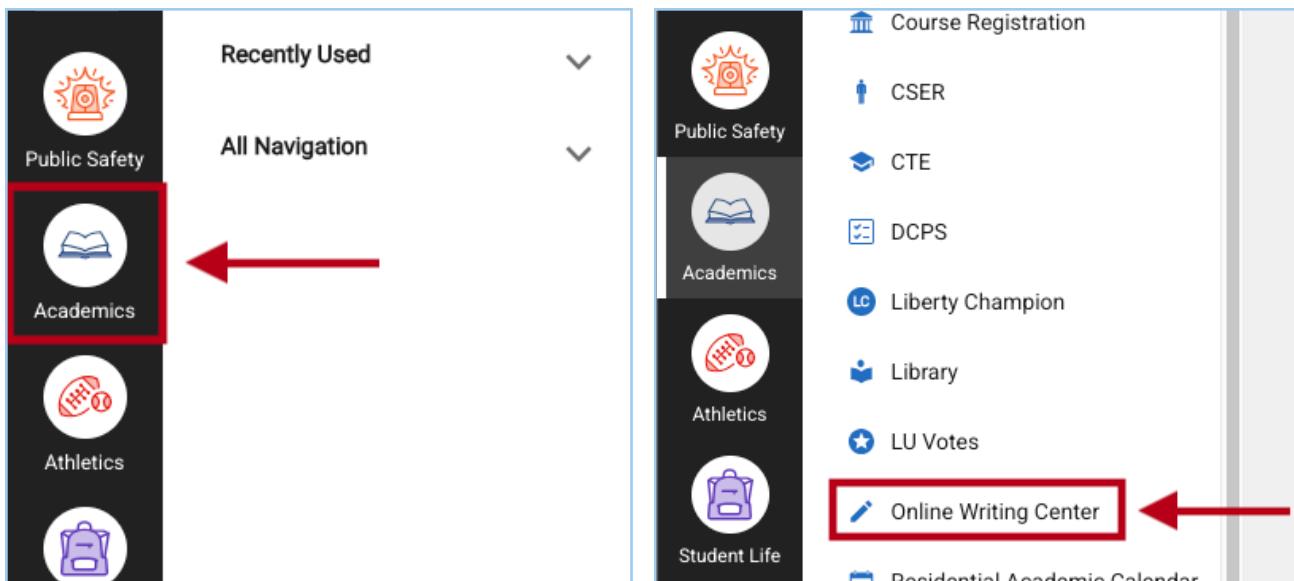
- [How to Access the Online Writing Center Dashboard](#)
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- [How to Filter the Assignments Tab](#)
- [How to Submit a Draft Review](#)
- [How to View, Edit, Cancel, and Re-Submit a Draft Review](#)
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How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

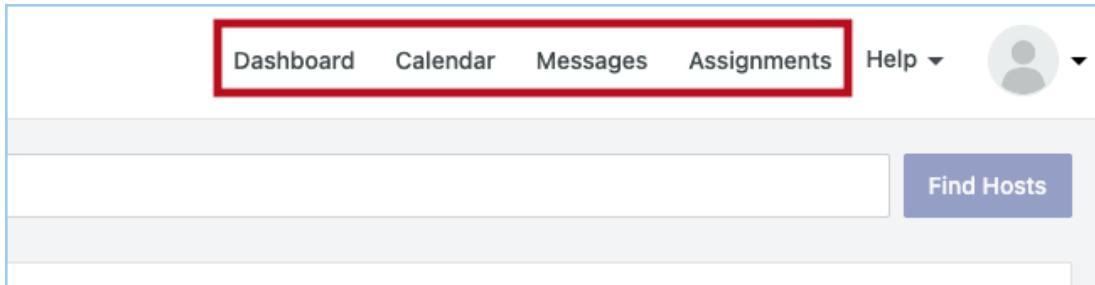
The image shows a section titled 'Need help with an assignment?'. It contains text about getting personalized assistance for refining essays and research papers, and a note to read the submission policies on the Online Writing Center website before first use. To the right are two buttons: 'Writing Center Dashboard' (highlighted with a red box and a red arrow pointing to it) and 'The OWC Grammar Coach'.

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

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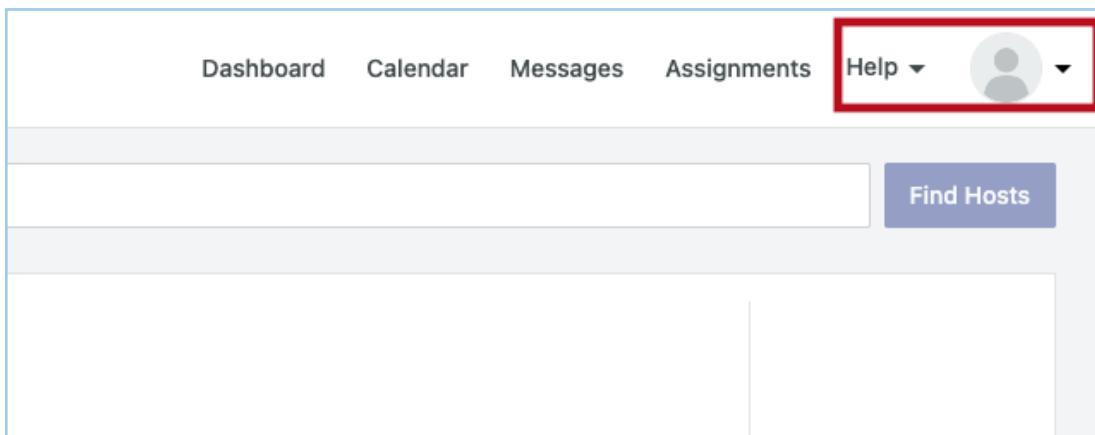
How to Navigate the Dashboard Tabs

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.

A screenshot of the dashboard interface with the 'Dashboard' tab selected. The left sidebar shows 'Student Account' with 'Dashboard' highlighted, and 'Account Settings' with 'Notifications', 'Calendar Sync', and 'Sessions'. The main content area starts with a 'Welcome, Sparkette!' message with a smiling emoji. Below it are sections for 'Upcoming Sessions' (no sessions), 'Ongoing Sessions' (no sessions), 'Pending Sessions' (no sessions), and 'Past Sessions'. The 'Past Sessions' section shows a single entry for 'JAN 8' at '11:29am' with 'MLA' as the subject. It includes 'View Details' and 'Actions' buttons. To the right, there is a 'My Hosts' section showing a host named 'Sparky' with a profile picture, a 'Message' button, and a 'Book' button.

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.

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[Find Services](#)

Dashboard Calendar **Messages** Assignments Help 

Messages

This chat is not monitored; messages sent here will receive no response. Please email onlinewriting@liberty.edu if you have questions about your tutor reviews or sessions. Visit the live chat on [our official website](#) if you have brief formatting or grammar questions.

Sparky You booked a session 10:42 am

Today

Sparkette booked a session at 10:27 am

 Sparkette E. [it's you](#)

Hi, Mr. Sparky!

I've been having problems with formating my paper.

When we meet later today, can we please review MLA formating?

Any advice will be great! :)

Sparkette booked a session at 10:42 am

Sparky    Jan 6, 3:15 PM EST

[View Profile](#)

Active Booking

No active bookings to show

[View all bookings](#)

Type a message...   

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.

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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

The screenshot shows the 'Assignments' tab with a list of submissions. Each submission row includes a number, date, title, description, created by, assigned to, submit date, and status. Above the list are filter buttons for each column: Assignment Number (#), Last Update, Assistance Type, Details, Created By, Assigned To, Submit Date, and Status. The 'Details' and 'Status' filters are highlighted with red arrows. A red box highlights the first submission row.

12	Jan 8th 11:21 AM	Example Doc Session Rev	Example document explanation.	Sparkette E.	Sparky	Jan 8th 11:19 AM	Pending
11	Jan 7th 05:53 PM	Test Paper: Topic Research and Review Session Rev	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	Test Paper: Sparky is the Best Mascot Draft Review	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

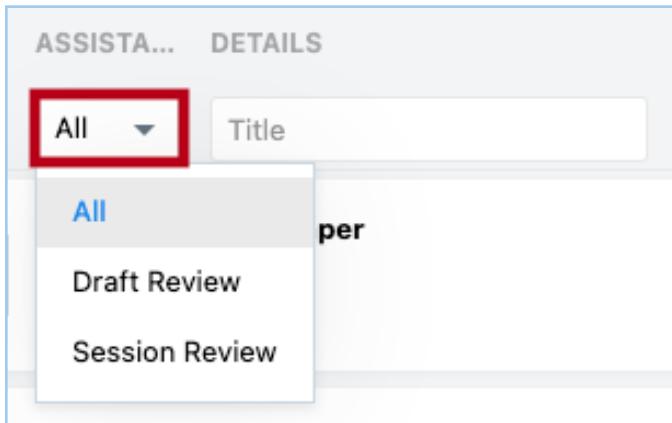
2. To filter submissions by **Assignment Number(#)**, enter a value in the **Assignment Number** field.

The screenshot shows the 'Assignment Number' filter interface. It includes a text input field with a red border, a 'Select' button, and a dropdown menu with 'All' and 'Title' options.

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.

The screenshot shows two calendar interfaces. The left calendar is for 'Last Update' and the right is for 'Submit Date'. Both calendars show months from December 2025 to January 2026. The 'Select' button in each calendar is highlighted with a red border. The 'All' dropdown and 'Title' input field are also visible above the calendars.

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.

A screenshot of an assignment list. The search bar at the top contains the text 'Test Paper: Sparky is the Best' with a red box around it. Below the search bar, the list shows an assignment titled 'Test Paper: Sparky is the Best Mascot' with a due date of 'Jan 6th 04:18 PM' and a status of 'Draft Review'. The assignment description is partially visible: 'This assignment wanted us to write about a topic we were passionate about. The main criteria ...'. The 'CREATED BY' and 'ASSIGNE' columns are also visible.

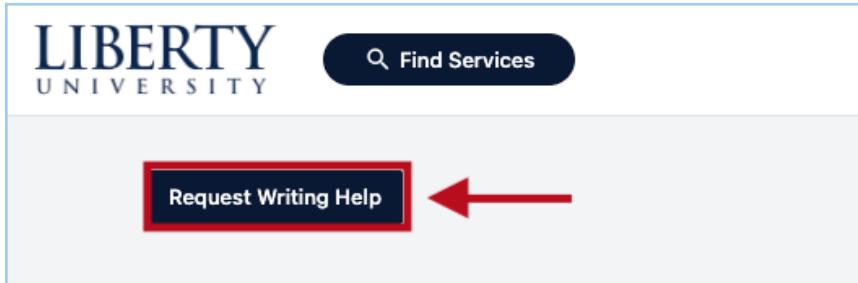
6. To customize the table view, select the **gear icon**, update the table settings, then click **Save** to apply your changes.

A screenshot showing the 'Table Settings' dialog box. The 'Displayed Fields' section contains several checkboxes, with 'Status' being the only one checked. A red arrow points from the 'gear icon' in the main interface to this dialog box. Another red arrow points to the 'Save' button at the bottom right of the dialog box.

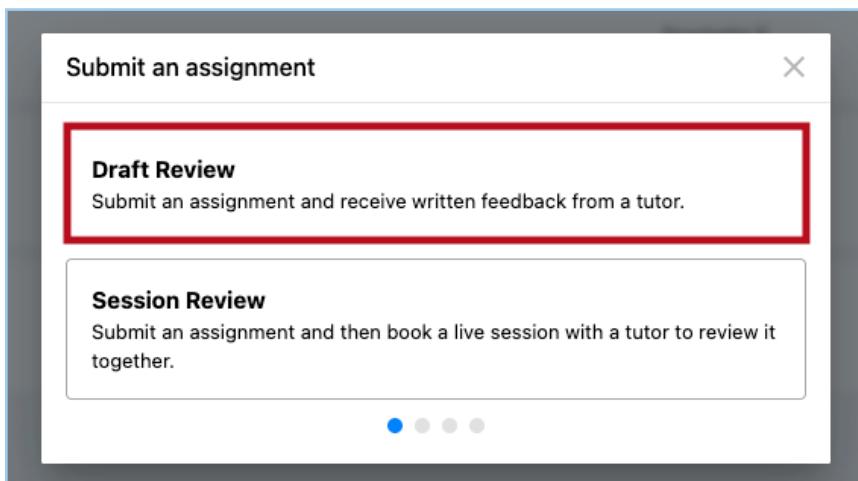
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How to Submit a Draft Review

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

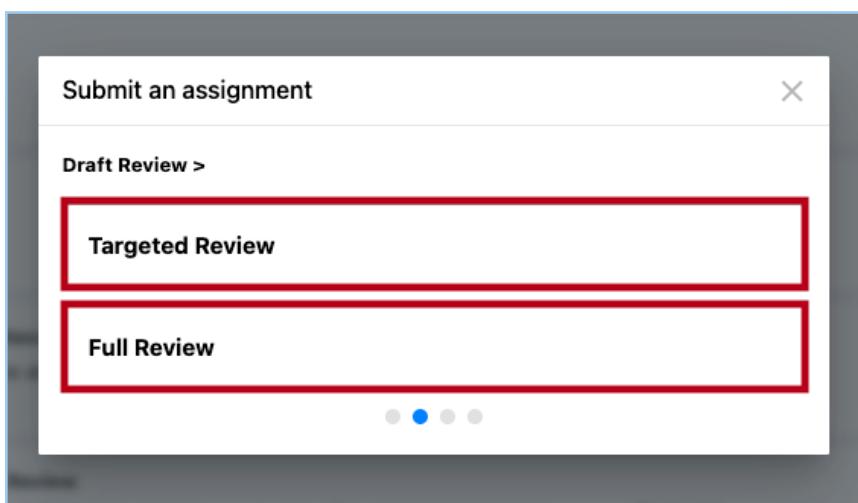


2. Select **Draft Review**.



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 *

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

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.

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 *

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

The screenshot shows a 'Submission Details' form. At the top, it says 'File *'. Below that is a dashed box containing a 'Browse' button (which is highlighted with a red box) and the text 'or drag and drop a file here'. Underneath the box, it says 'The attached file must be of type: .doc, .docx'. At the bottom right of the form is a 'Submit' button. A red arrow points from the 'Submit' button towards the right side of the page.

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

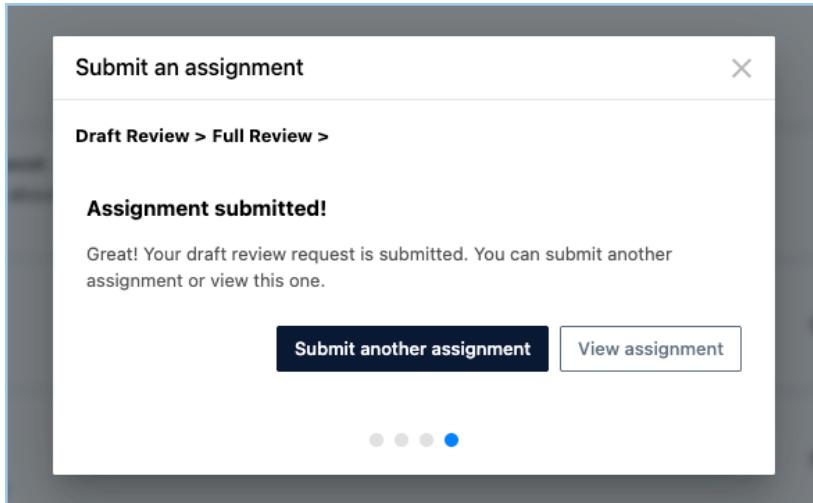
The screenshot shows an email confirmation for a 'New Tutoring Request (ID: 6)'. The email body says: 'Thank you for using our service! Your tutoring request (ID: 6) has been received and is being processed.' It then lists several details: Assignment Number: 6, Title: Test Paper, Assistance Type: Draft, Target Type: Targeted Review, Citation Style: MLA, Description: Test, Topics: Grammar/Mechanics, and Created By: (no name listed). The email continues with instructions: '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.' It also states: 'For targeted reviews where you choose only one aspect of tutor focus, feedback will be given within 24 hours from the time of submission. For full reviews, feedback will be given within 48 hours from the time of submission.' Finally, it says: '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.' At the bottom is a blue 'View Assignment' button.

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.

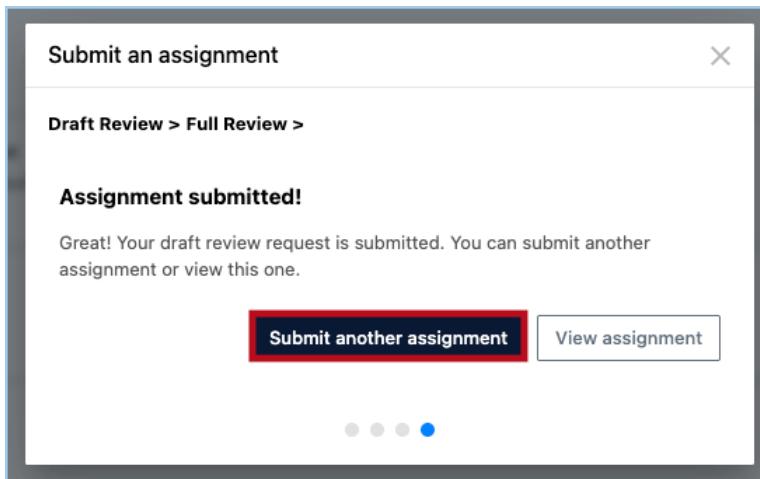
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How to View, Edit, Cancel, and Resubmit a Draft Review

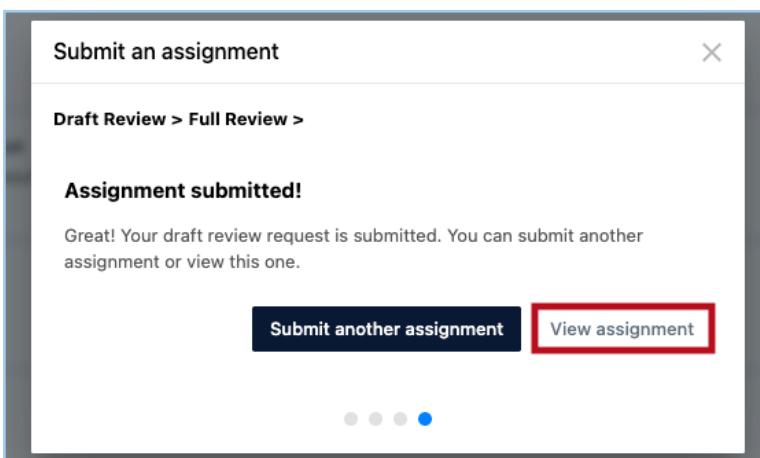
1. After submitting a Draft Review, you'll be prompted to submit another assignment or view your current submission.



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**.

The screenshot shows the 'Assignment Details' page. At the top, there are 'Cancel' and 'Edit' buttons. The page displays the following information:

Assignment Details	
Assignment #:	9
Created By:	Sparkette E.
Status:	Pending
Instructor(s):	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
File:	Test Paper.docx
Created:	Jan 6th, 2026 04:18 PM

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

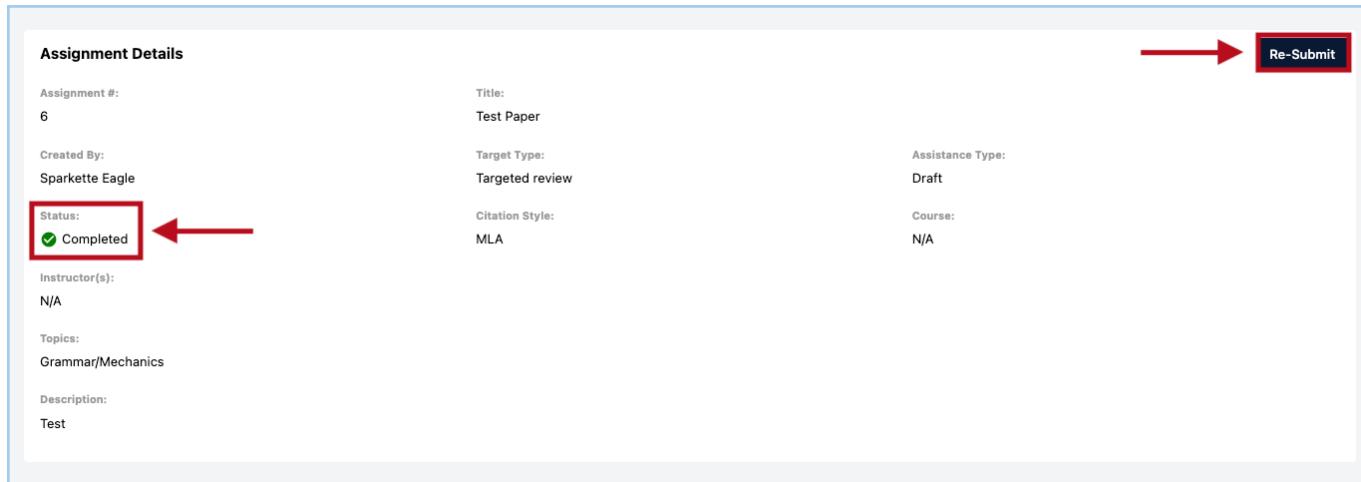
5. Select **Edit** to update your assignment details.

The screenshot shows the 'Assignment Details' page with a red arrow pointing to the 'Edit' button, which is highlighted with a red box.

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

The screenshots show the cancellation process of a draft assignment. The left screenshot shows the 'Assignments' page with a red arrow pointing to the 'Cancel' button, which is highlighted with a red box. The right screenshot shows a confirmation dialog box with the title ' Cancelling Assignment' and the message 'Are you sure you want to cancel this assignment?'. It has 'No' and 'Yes' buttons, with 'Yes' highlighted with a red box.

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

Title: Test Paper

Created By: Sparkette Eagle

Status: Completed

Target Type: Targeted review

Assistance Type: Draft

Instructor(s): N/A

Citation Style: MLA

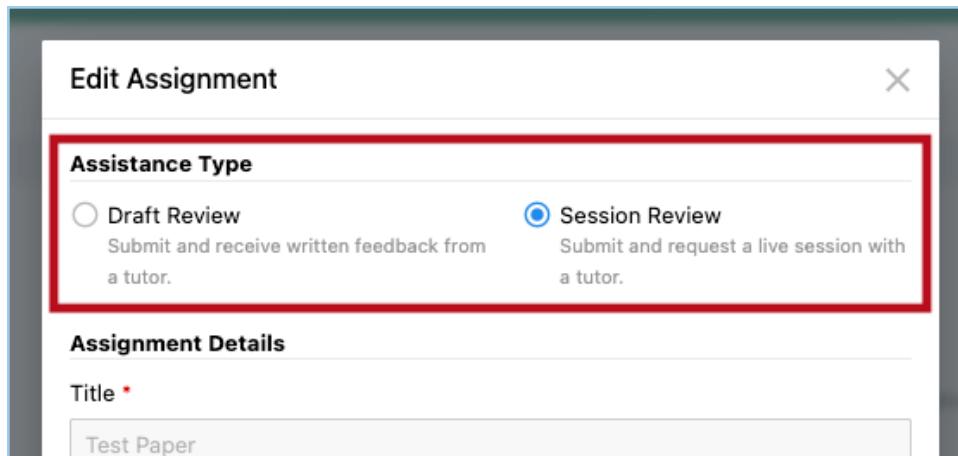
Course: N/A

Topics: Grammar/Mechanics

Description: Test

Re-Submit

8. Select an **Assistance Type**.



Edit Assignment

Assistance Type

Draft Review
Submit and receive written feedback from a tutor.

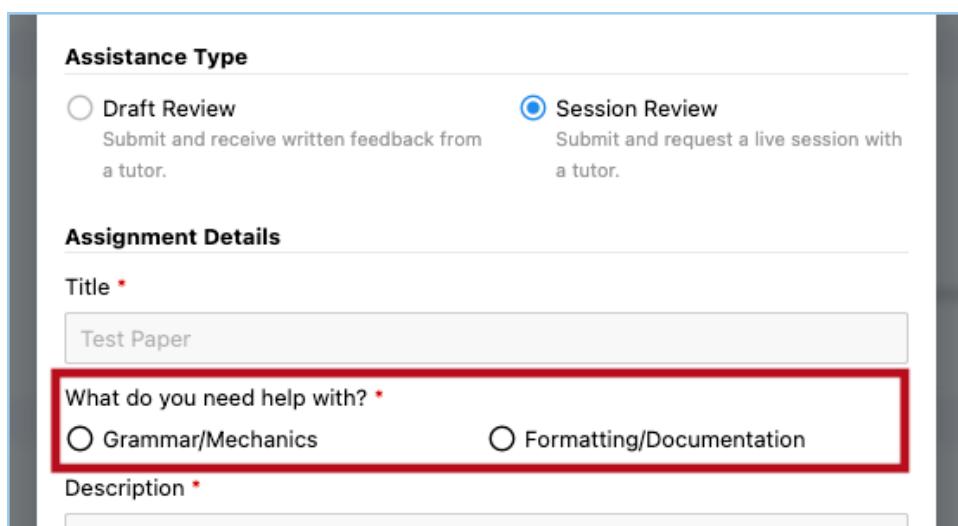
Session Review
Submit and request a live session with a tutor.

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**.

The screenshot shows a 'Submission Details' form. At the top, 'Citation Style' is set to 'MLA'. Below it, a 'File' field contains 'Test Paper.docx' with a red box and arrow highlighting it. A dashed box indicates where to 'Browse' or drag and drop a file. The text 'The attached file must be of type: .doc, .docx' is visible. At the bottom right is a red 'Submit' button.

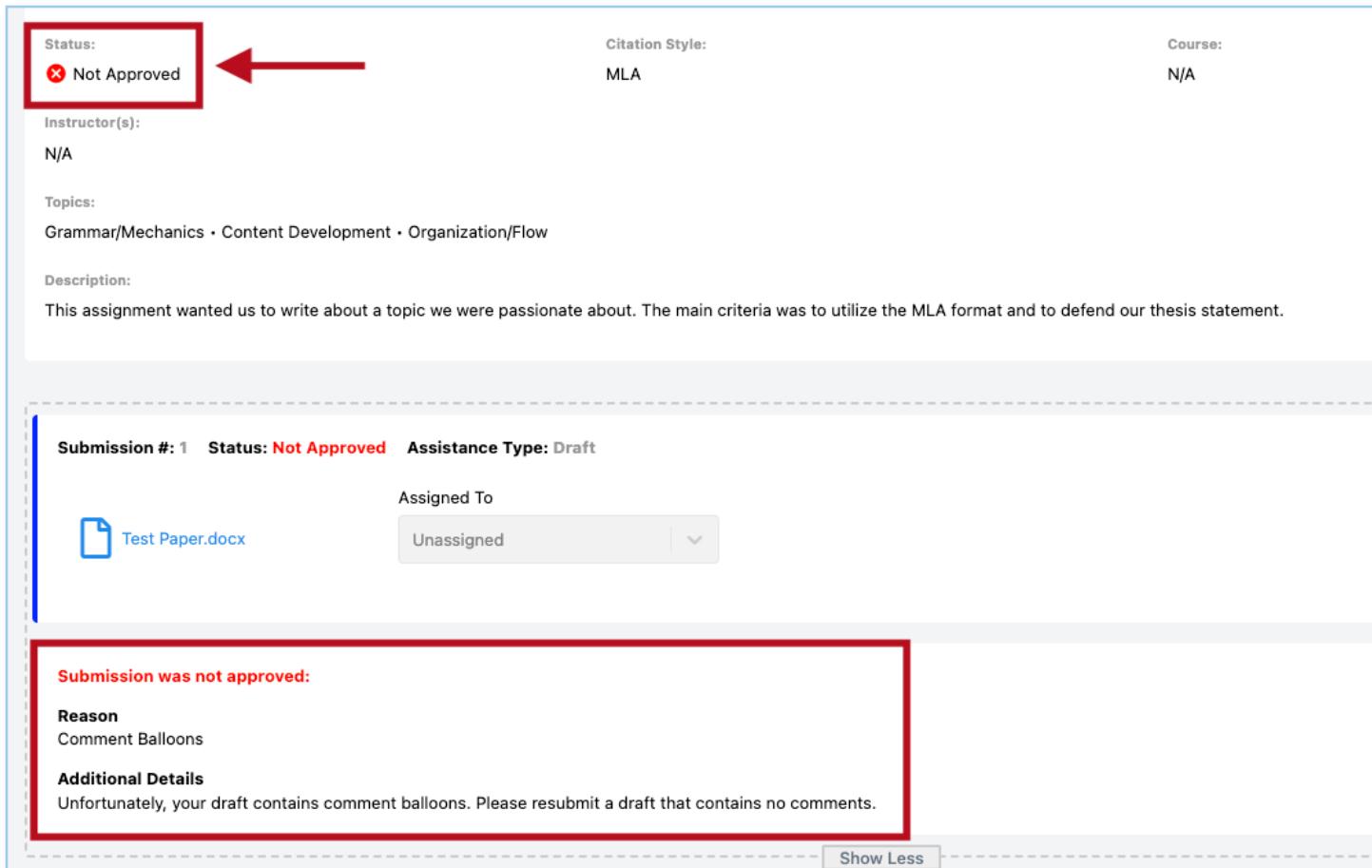
11. After resubmitting, you will receive an email confirming that your request is being processed. The assignment's completion status will update to **Pending**, and the number of submissions will increase by one.

The screenshot shows the 'Assignment Details' page. The 'Status' field is highlighted with a red box and arrow, showing 'Pending'. Other details include: Assignment #: 6, Title: Test Paper, Created By: Sparkette Eagle, Target Type: Targeted review, Assistance Type: Session, Citation Style: MLA, Course: N/A, Instructor(s): N/A, Topics: Grammar/Mechanics, and Description: Test.

The screenshot shows a confirmation message: 'Submission #: 2 Status: Pending Assistance Type: Session'. It includes a file preview for 'Test Paper.docx' and a 'Book Session' button. The entire message box is highlighted with a red border.

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.



Status: **Not Approved** Not Approved ←

Citation Style: MLA

Course: N/A

Instructor(s): 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: **Not Approved** Assistance Type: Draft

Assigned To: Unassigned

Test Paper.docx

Submission was not approved:

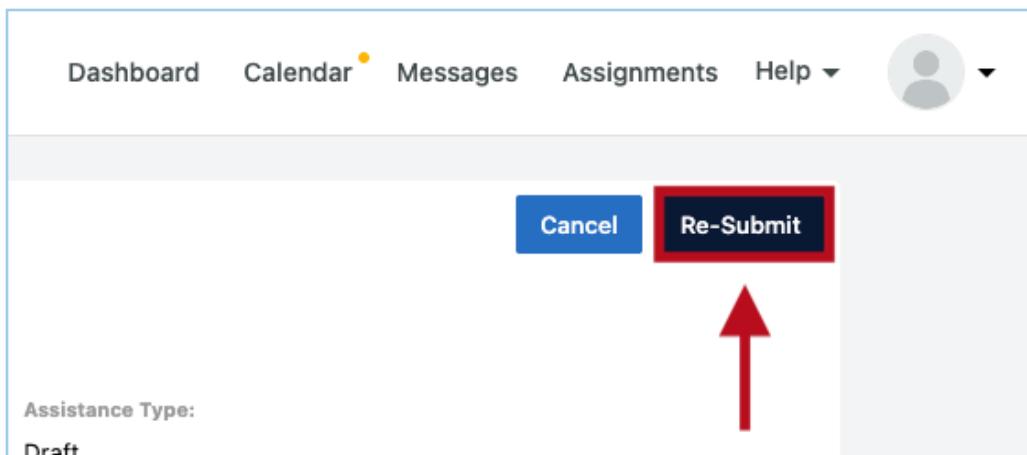
Reason: Comment Balloons

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.



Dashboard Calendar * Messages Assignments Help ▼ ▼

Cancel Re-Submit

Assistance Type: 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.

Tutoring Request Reviewed (ID: 14)

Your tutoring request (ID: 14) has been reviewed by the tutor.

- Assignment Number: 14
- Title: Example Doc
- Assistance Type: Draft
- Target Type: Full Review
- Citation Style: MLA
- Description: An example description of the assignment and instructions.
- Topics: Introduction/Conclusion, Grammar/Mechanics, Formatting/Documentation, Thesis Statement
- Created By:

Please take a moment to fill out a Satisfaction Survey regarding your experience with the specific tutor. The link to the survey is: <https://liberty.quadc.io/review/assignment/27sjlWeonp2H6jyg>

U Your feedback on this survey is our only method of evaluating your tutor's performance, so please be forthright and honest as you fill it out. Thank you in advance for your prompt response.

[View Assignment](#)

<https://liberty.quadc.io/assignments/1zuok34ReD0TbSCzn>

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.

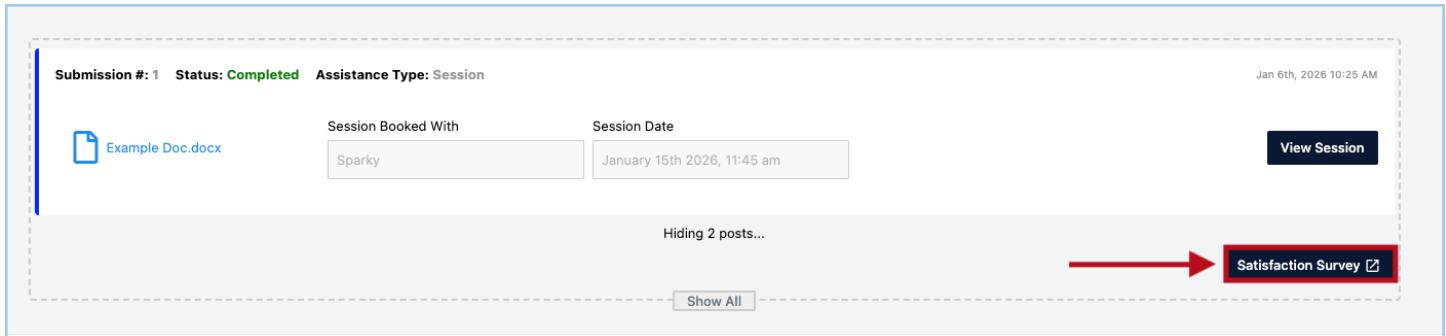
evaluating your tutor's performance, so please be forthright and honest as you fill it out. Thank you in advance for your prompt response.

[View Assignment](#)

<https://liberty.quadc.io/assignments/As65gk9ZMduHFTwMg>

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.	Completed	Jan 9th 09:45 AM	
15	Jan 13th 08:56 PM	Session Rev	Example Doc Example description of document instructions and details.	Sparkette E.	Pending	Jan 9th 09:46 AM	

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



Submission #: 1 Status: **Completed** Assistance Type: Session

Session Booked With: Sparky Session Date: January 15th 2026, 11:45 am

View Session

Hiding 2 posts... Show All

Satisfaction Survey 

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.

Satisfaction Survey

How was your experience for the assignment #14, Submission #1: "Example Doc" ?

Other comments

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 *

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

Satisfaction Survey

How was your experience for the assignment #14, Submission #1: "Example Doc" ?

Other comments

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 *

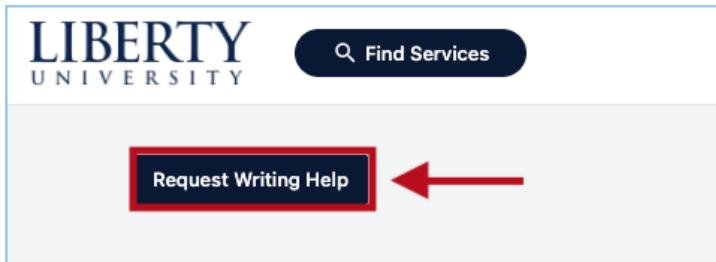
My tutor communicated effectively *

Submit 

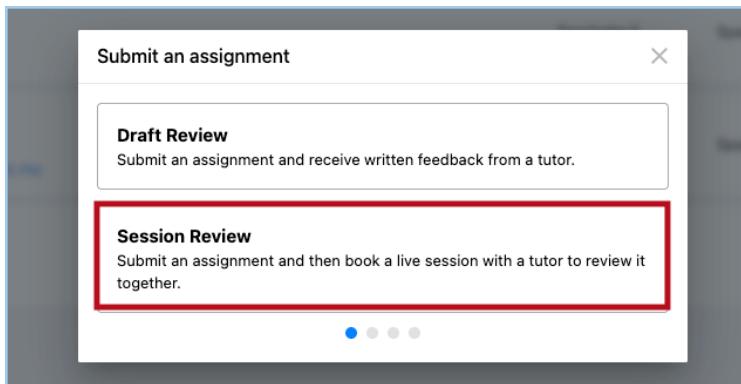
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How to Submit a Session Review

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

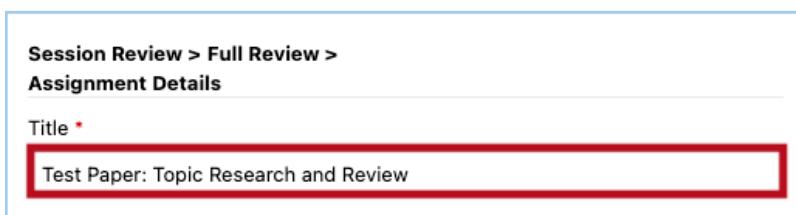


2. Select **Session Review**.

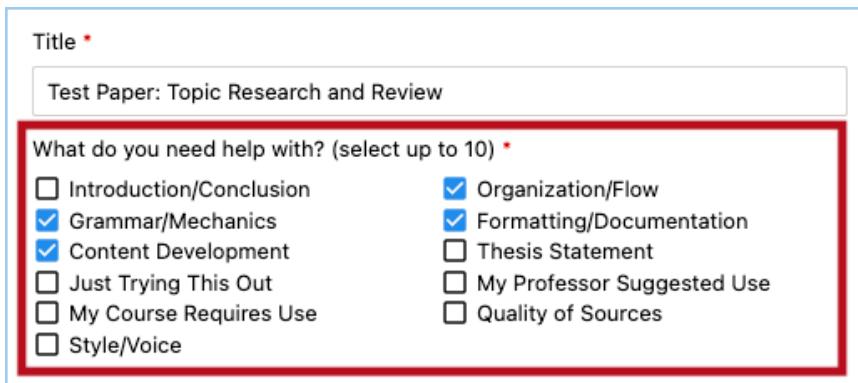


Note: A Session Reviews are assignment submissions reviewed with a tutor during a live tutoring session.

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

A screenshot of the 'Assignment Details' section. It shows a 'Title' field with the text 'Test Paper: Topic Research and Review' entered. The entire 'Title' field is highlighted with a red box.

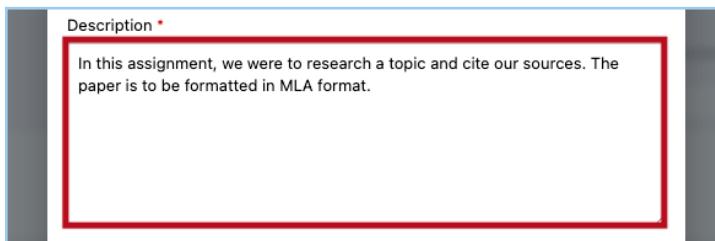
4. In the **What do you need help with?** section, select the areas you would like reviewed.

A screenshot of the 'What do you need help with?' section. It has a title 'Title *' and a 'Test Paper: Topic Research and Review' field. Below is a list of options under 'What do you need help with? (select up to 10) *'. Some options are checked with a red box around them. The checked options are: 'Organization/Flow', 'Formatting/Documentation', 'Content Development', 'Grammar/Mechanics', and 'Introduction/Conclusion'.

<input type="checkbox"/> Introduction/Conclusion	<input checked="" type="checkbox"/> Organization/Flow
<input checked="" type="checkbox"/> Grammar/Mechanics	<input checked="" type="checkbox"/> Formatting/Documentation
<input checked="" type="checkbox"/> Content Development	<input type="checkbox"/> Thesis Statement
<input type="checkbox"/> Just Trying This Out	<input type="checkbox"/> My Professor Suggested Use
<input type="checkbox"/> My Course Requires Use	<input type="checkbox"/> Quality of Sources
<input type="checkbox"/> Style/Voice	

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

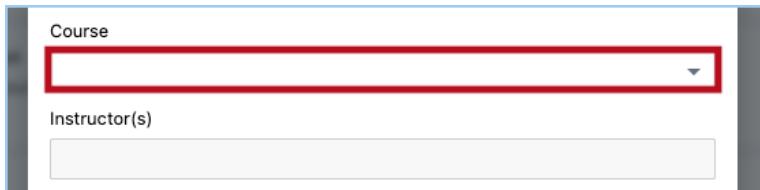
5. In the **Description** field, provide important instructions or details about your assignment.



Description *

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

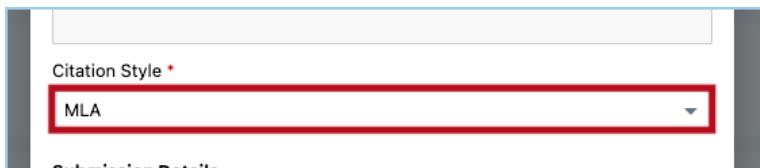
6. Use the **Course** dropdown menu to select the course related to your assignment. Once a course has been picked, the Instructor's name will populate in the box below.



Course

Instructor(s)

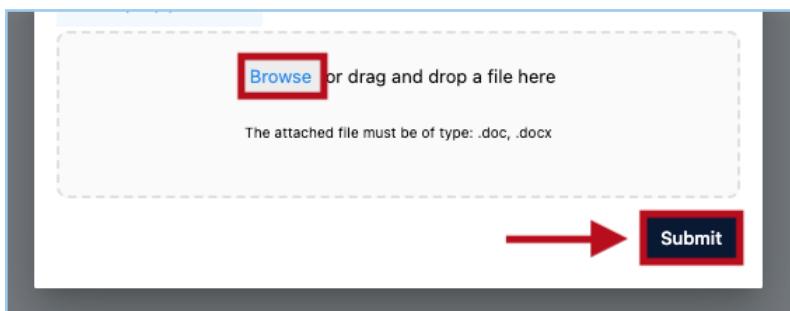
7. From the **Citation Style** menu, select a writing format for the assignment.



Citation Style *

MLA

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

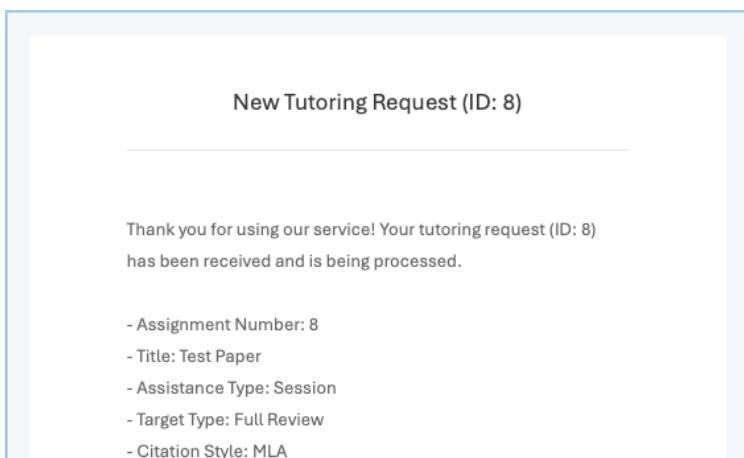


Browse or drag and drop a file here

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)

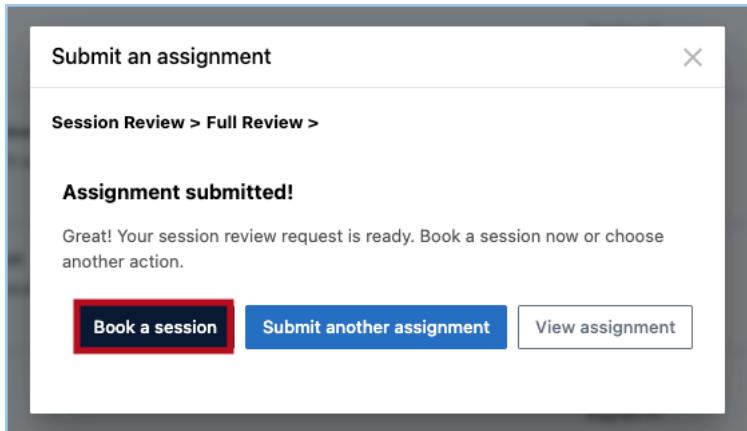
Thank you for using our service! Your tutoring request (ID: 8) has been received and is being processed.

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

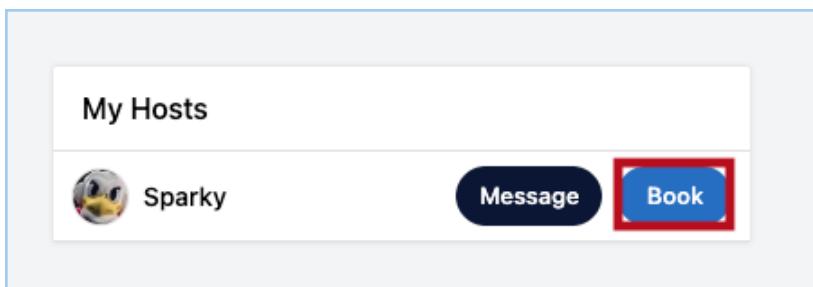
[\(Back to the Top\)](#)

How to Book a Session

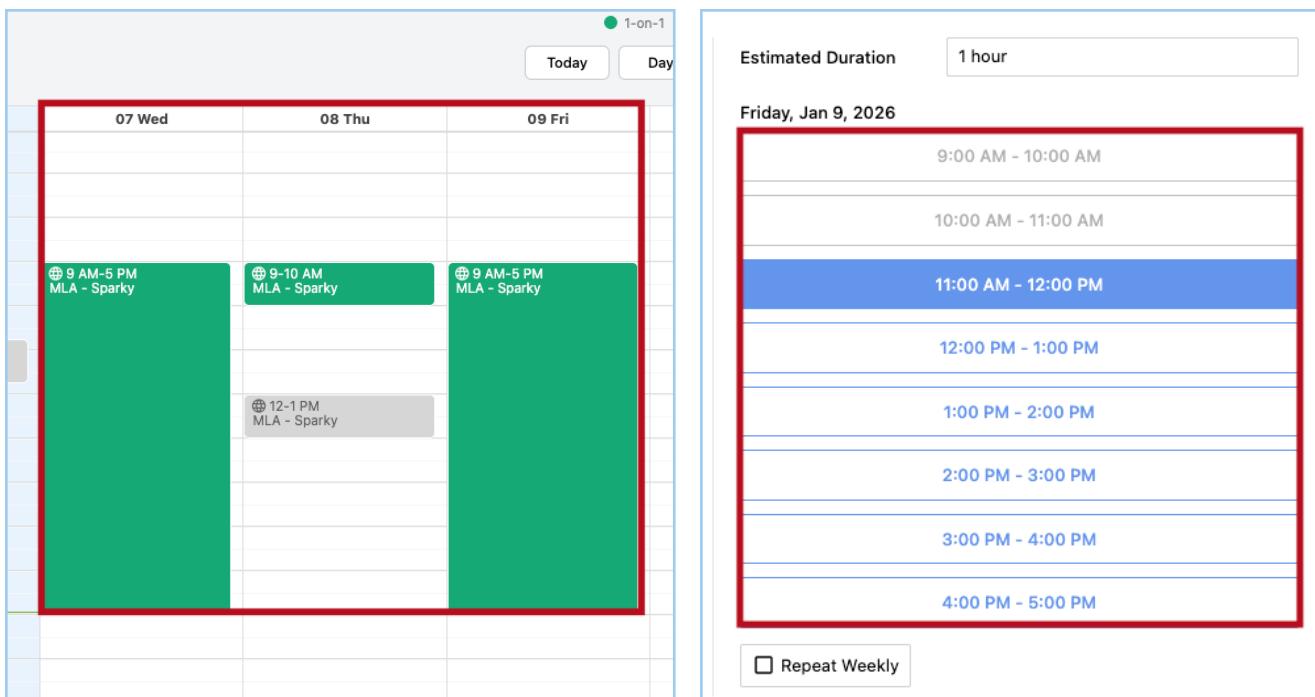
1. After submitting your assignment for session review, you can click the **Book a session** button to schedule with a tutor.



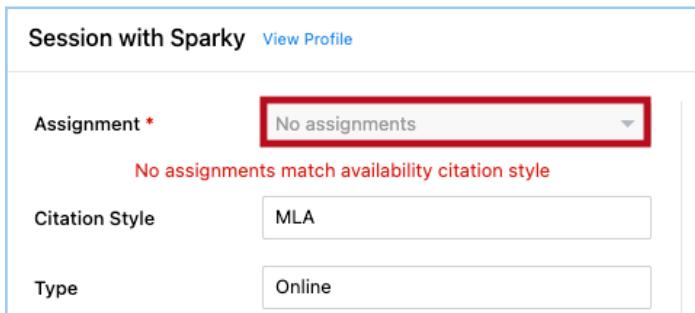
2. You can also book a session with a tutor by navigating to your dashboard and clicking **Book** under the My Hosts section.



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 *

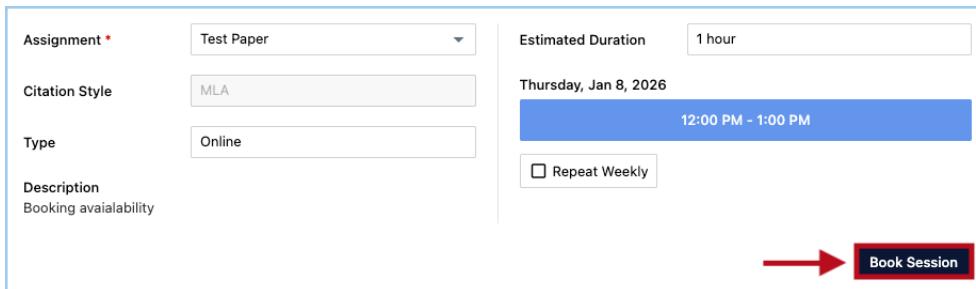
No assignments match availability citation style

Citation Style

Type

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 *

Estimated Duration

Citation Style

Type

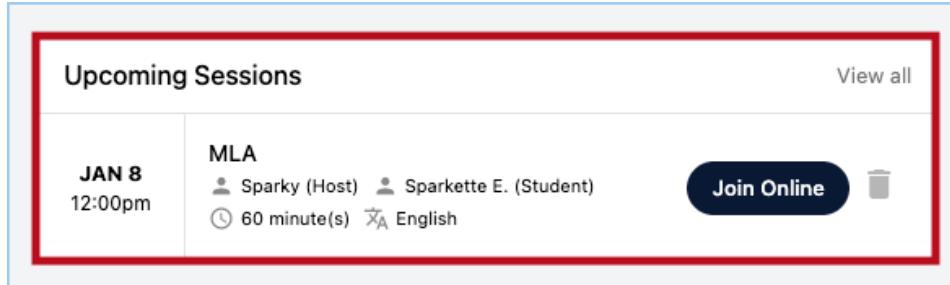
Description
Booking availability

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.

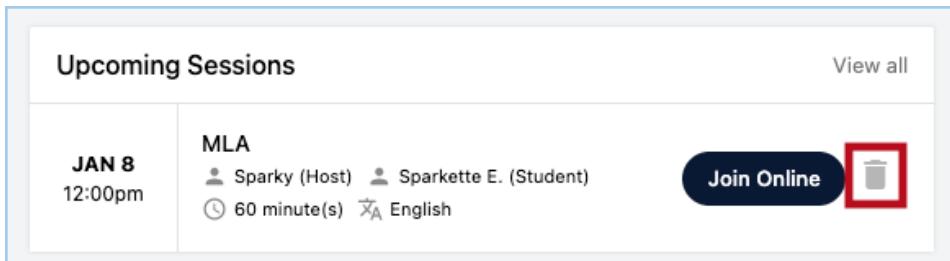


Upcoming Sessions [View all](#)

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](#)

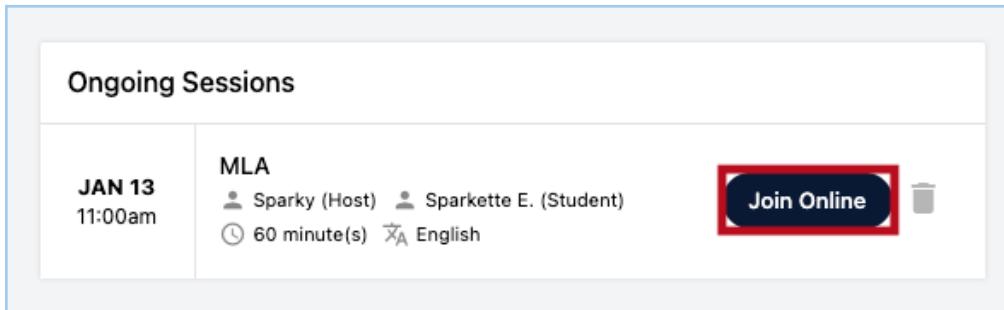
JAN 8 12:00pm	MLA Sparky (Host) Sparkette E. (Student) 60 minute(s) English	Join Online 
-------------------------	---	--

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

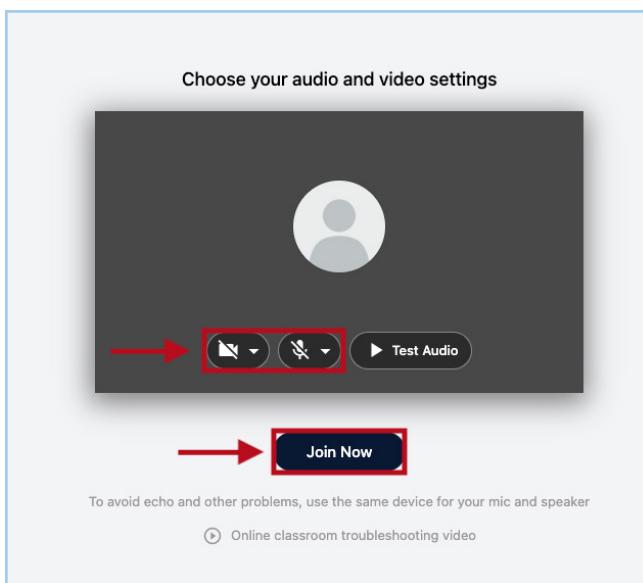
1. Select **Join Online** to join your session.



The screenshot shows a list of ongoing sessions. One session is highlighted: 'MLA' on 'JAN 13 11:00am'. The session details include 'Sparky (Host)', 'Sparkette E. (Student)', '60 minute(s)', and 'English'. A large red box surrounds the 'Join Online' button, which is located to the right of the session details.

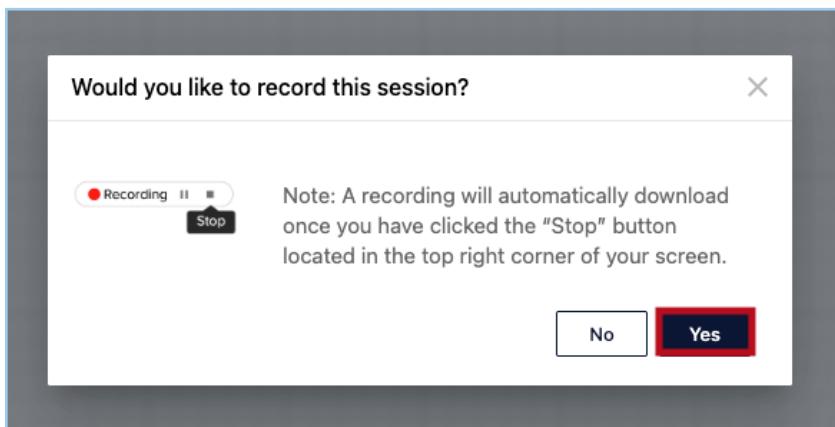
Note: You can join a session up to 10 minutes before the scheduled start time.

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



The screenshot shows a 'Choose your audio and video settings' dialog box. It features a video preview window with a person icon. Below the preview are two red arrows pointing to the audio settings: a microphone icon and a speaker icon. A third red arrow points to the 'Join Now' button at the bottom. Below the dialog, a note says: 'To avoid echo and other problems, use the same device for your mic and speaker' and a link to 'Online classroom troubleshooting video'.

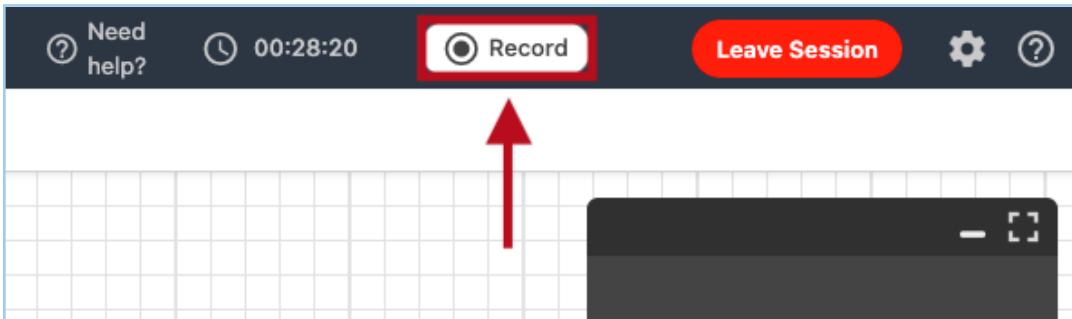
3. When you enter the virtual classroom, you'll be asked if you want to record your session. Select **Yes** to begin the recording.



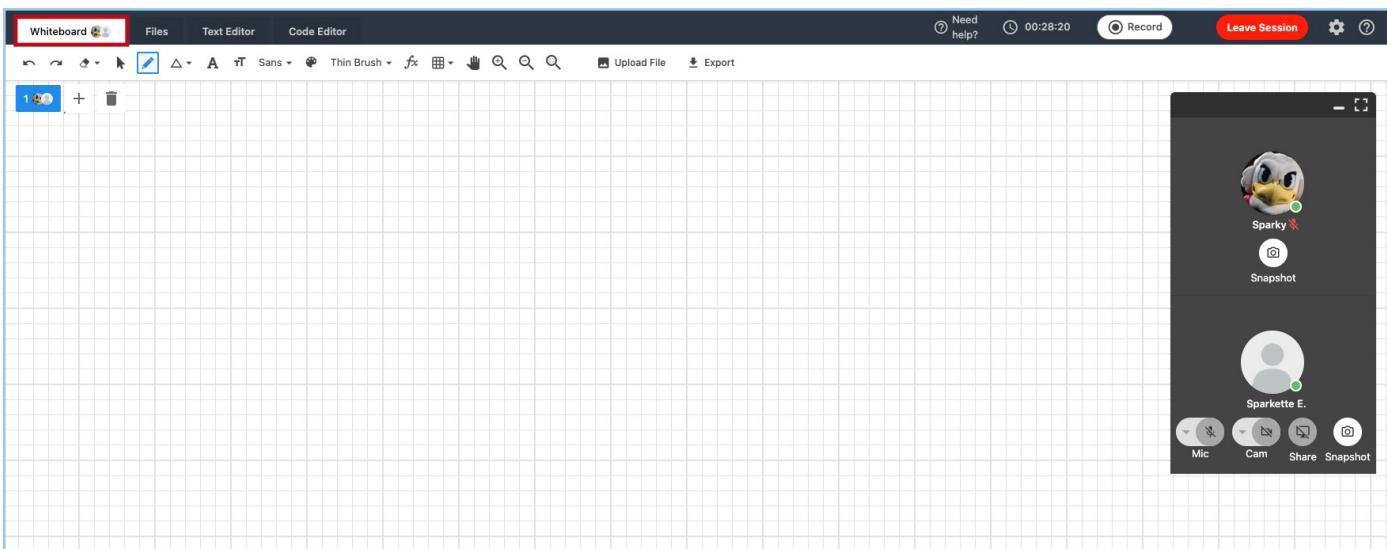
The screenshot shows a dialog box asking 'Would you like to record this session?'. It includes a recording interface with a red 'Recording' button, a 'Stop' button, and a note: 'Note: A recording will automatically download once you have clicked the "Stop" button located in the top right corner of your screen.' At the bottom are 'No' and 'Yes' buttons, with 'Yes' highlighted by a red box.

Note: It is recommended to record sessions.

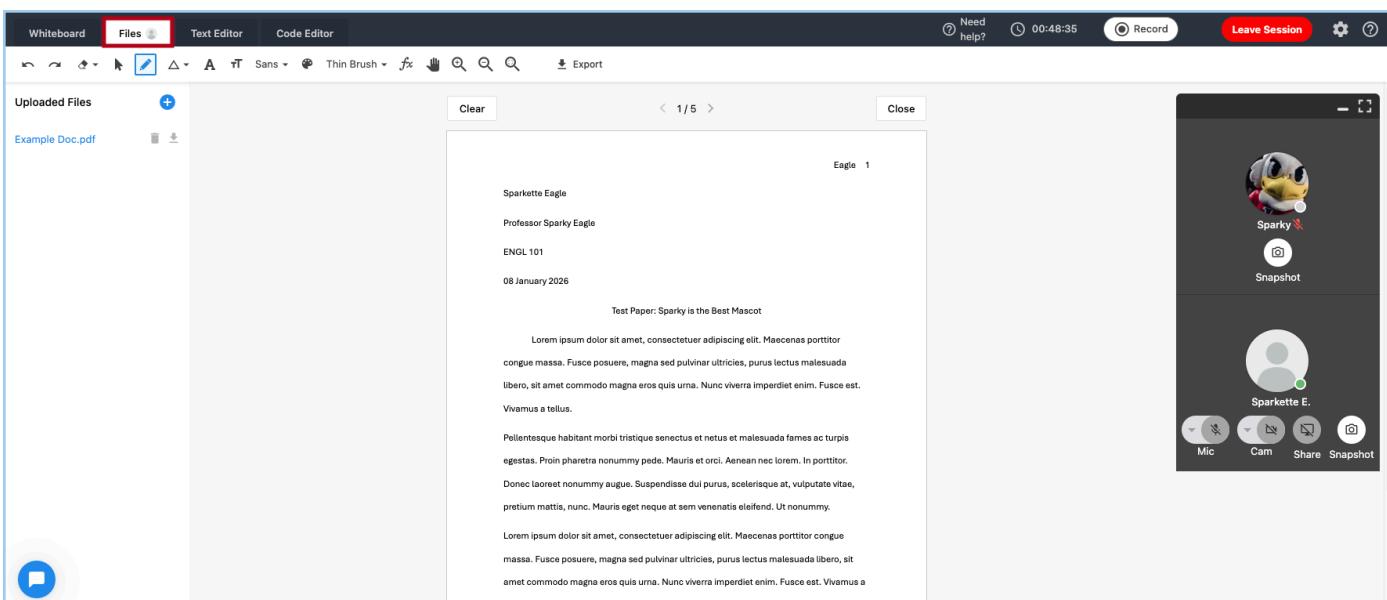
4. If you do not start recording, you can begin recording at any time by selecting the **Record** button.



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

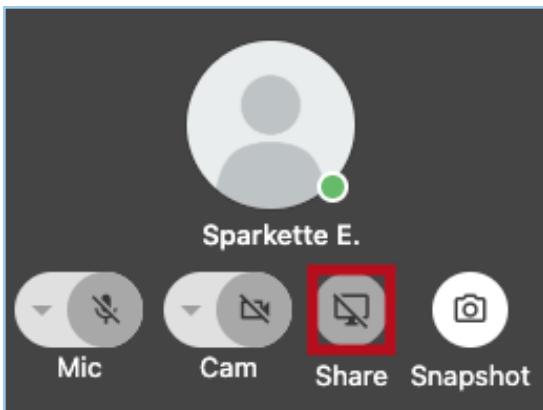


6. Use the **Files** tab to upload documents or paste website links to share during your session.



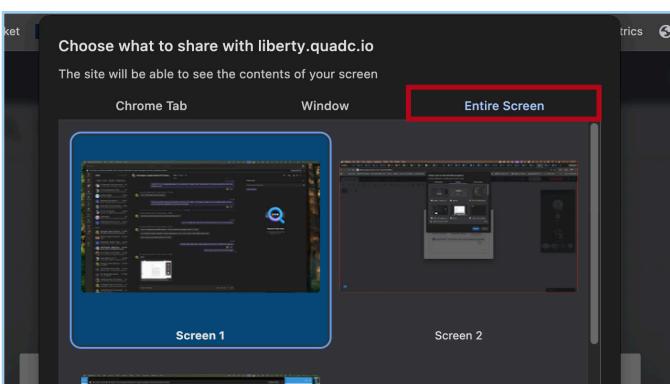
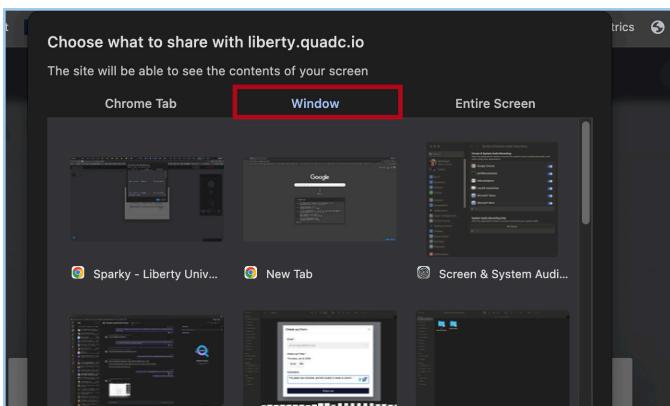
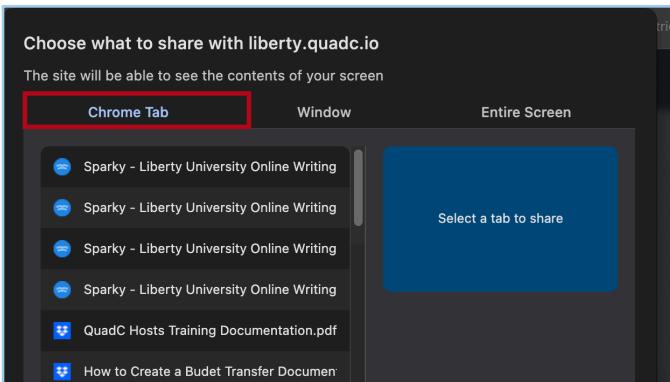
Note: Only PDF files can be shared in the Files tab. DOCX files may be uploaded, but are not currently supported for sharing in the virtual classroom.

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

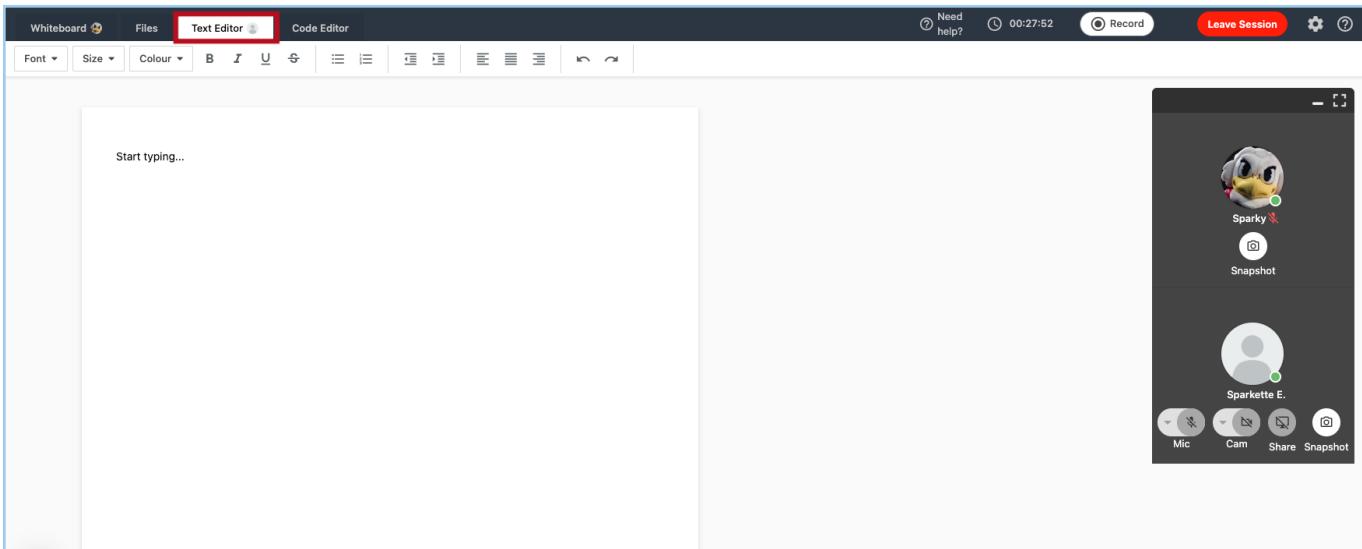


Note: It is recommended to use this method of sharing assignments during sessions.

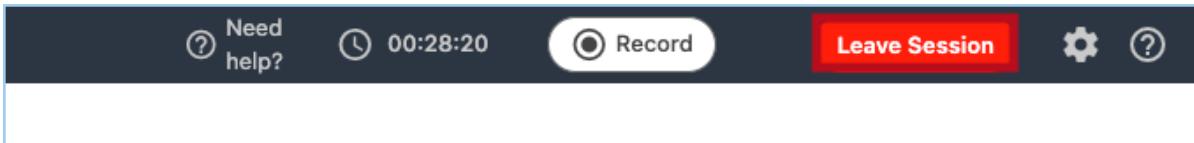
8. Then select to share a **Tab**, **Window**, or your **Entire Screen**.



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

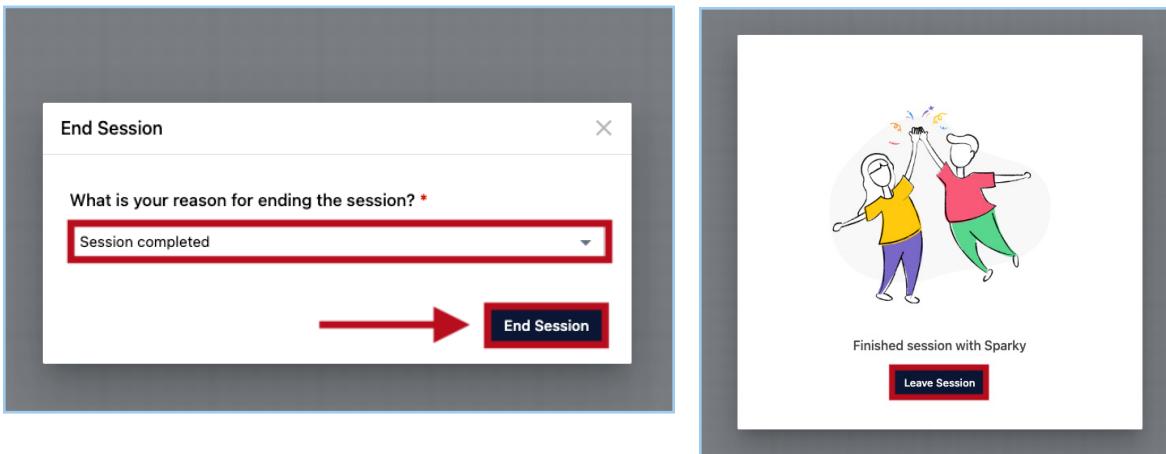


10. When your session ends, or if it ends early, you can leave the session using the **Leave Session** button.



Note: You can leave a session at any time.

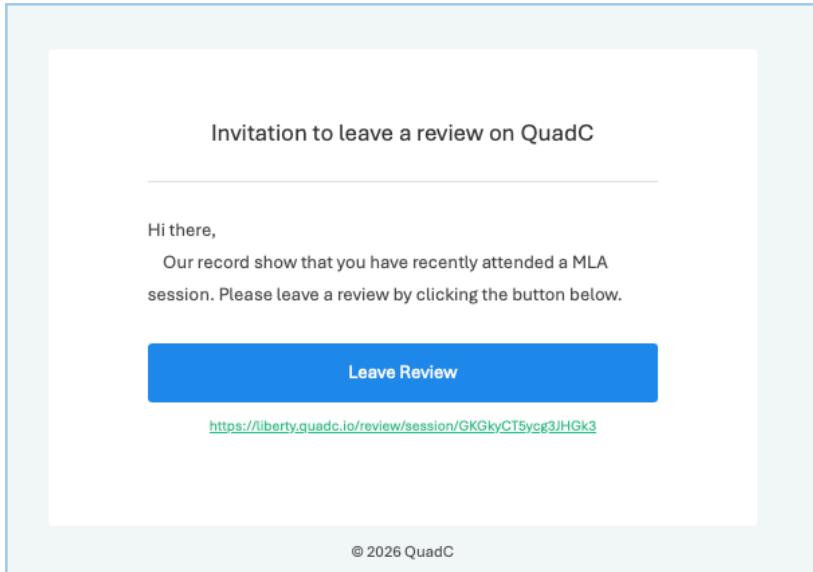
11. Choose a reason, and click **End Session**. Then select **Leave Session** to finish leaving your session.



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

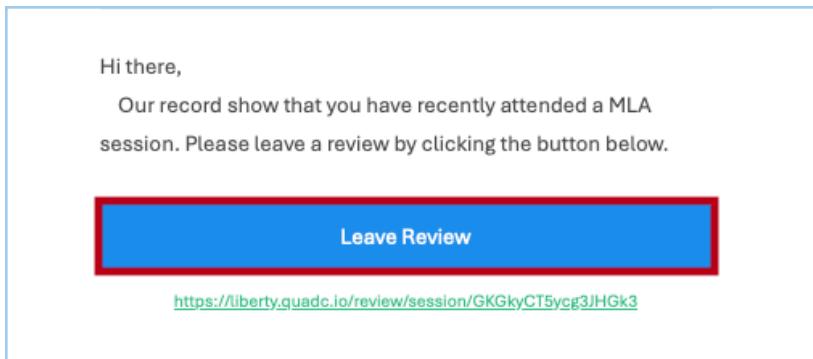
How to Submit a Review for a Session

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



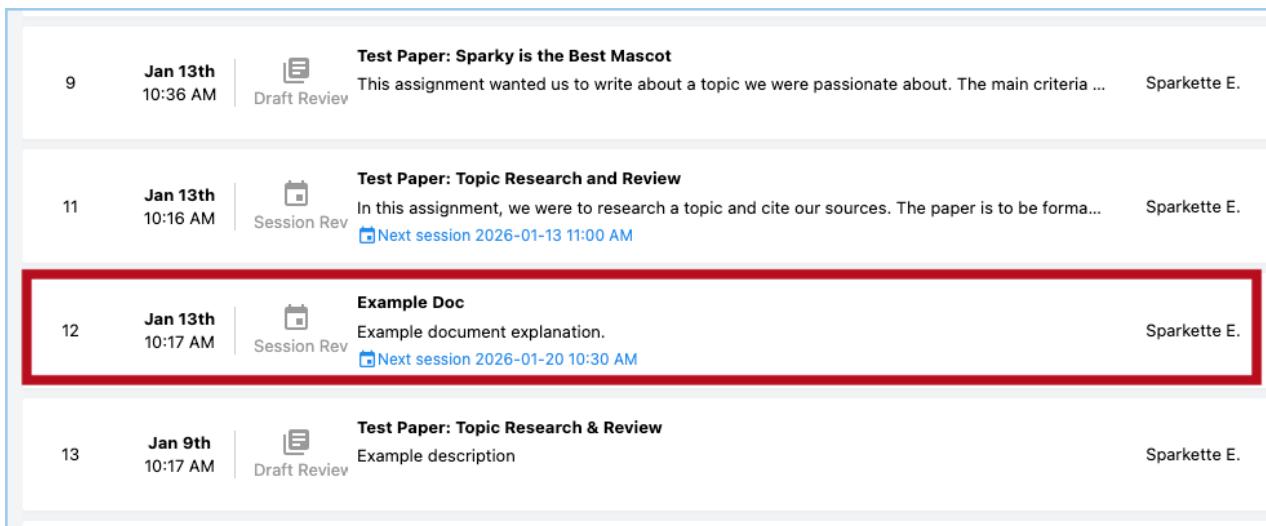
The image shows an email from QuadC. The subject line is "Invitation to leave a review on QuadC". The body of the email reads: "Hi there, Our record show that you have recently attended a MLA session. Please leave a review by clicking the button below." Below this is a blue button with the text "Leave Review" in white. Underneath the button is a URL: <https://liberty.quadc.io/review/session/GKGkyCT5ycg3JHGk3>. At the bottom of the email is the copyright notice "© 2026 QuadC".

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



The image shows the same email as above, but the "Leave Review" button is highlighted with a red border. The rest of the email content is identical to the first image.

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

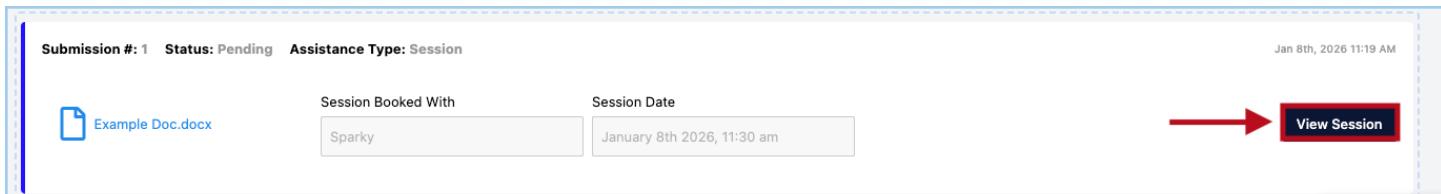


The image shows a list of assignments in a table format. The columns are: ID, Date, Time, Assignment Type, Assignment Name, Description, and Reviewer. The assignments are:

	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...	Sparkette E.
	12	Jan 13th	10:17 AM	Session Rev	Example Doc	Example document explanation. Next session 2026-01-13 11:00 AM	Sparkette E.
	13	Jan 9th	10:17 AM	Draft Review	Test Paper: Topic Research & Review	Example description	Sparkette E.

The assignment in row 12, "Example Doc", is highlighted with a red border.

4. Select **View Session**.



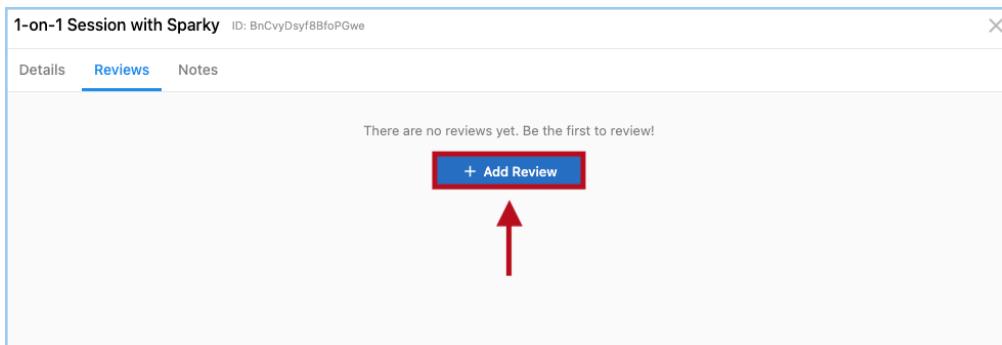
Submission #: 1 Status: Pending Assistance Type: Session

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.