

## CSER SUPERVISOR DASHBOARD TRAINING DOCUMENT

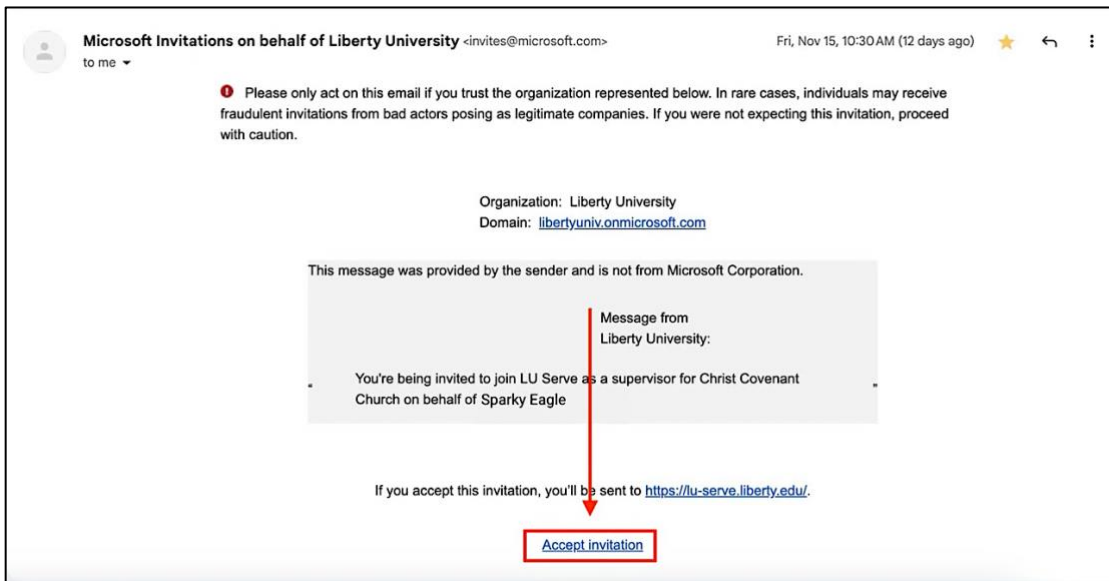
This training document provides instructions on how to use the new **CSER Supervisor Dashboard**.

The document includes the following sections:

- [Logging into the User Account](#)
- [General Dashboard Overview](#)
- [Supervisor Access Roles](#)
- [Adding a New Opportunity](#)
- [Approving a Past Term Registration](#)
- [Supervisor Functions](#)

## LOGGING INTO THE USER ACCOUNT


You will receive an email from Microsoft on behalf of Liberty University with a request to become a supervisor. To begin the setup process, click the **Accept invitation** link in the body of the email. This link takes you to the **Supervisor Dashboard** login page.



**Note:** The login experience may vary based on the type of email used:

- **Liberty.edu email user:** Log in using your Liberty email and password through the Liberty SSO process.
- **External email use (e.g., Gmail, Yahoo):** You will either receive a generated code via email or be redirected to your email provider's login page to complete the login process.

When logging in for the first time, fill out and submit the **New Supervisor Contract**. Review the information provided to LU Serve under the **Your Information** section and edit any fields that require updates.



## New Supervisor Contract

Welcome to LU Serve! Once submitted, we will review your contract and contact you once approved.

### Organization

Sparky's Events  
1971 University Blvd  
Lynchburg, VA 24502

### Your Information

First Name\*

Sparky

Last Name\*

Eagle

Email\*

sparky@sparkysevents.org

Phone\*

5555555555

Review the CSER Supervisor policy under the **Agree and Sign** section.

### Agree and Sign

As a CSER Supervisor of Liberty University students I:

- Agree to read and abide by the [CSER Supervisor Handbook](#) found on the CSER policy page.
- Understand that each student is required to fulfill a minimum of 20 hours per semester to receive a passing grade, and will provide adequate opportunity for each one to fulfill this requirement. If I require more than 20 hours over the course of the semester, I agree to inform students of this before enrolling them.
- Understand that it is my responsibility to communicate with every student at the beginning of the semester when they are to report to begin their CSER. I will immediately contact any student that fails to show up.
- Agree to properly orient each student volunteer with regard to the overall mission of this agency/organization as well as legal matters, issues of confidentiality, emergency protocol, and any other matters of importance.
- Agree to inform students, prior to their service, of any fees related to serving with my organization and to limit said fees to the cost of overhead for that student. All fees must be approved by LU Serve
- Understand that students are not to receive academic credit, scholarship, or monetary compensation for the work that they do for CSER credit.
- Understand that the student to supervisor ratio should be no greater than 50:1.
- Agree to complete the student's evaluation form and assign a final grade in a timely manner after the student has fulfilled his or her required hours. I also understand that it is each student's responsibility to complete the evaluation process and e-sign their form, and I will encourage students to do so.
- Agree not to use any students as a substitute for a paid staff position in order to reduce my organization's expenses. I will not jeopardize my organization by making the student's presence a necessity to its operations.
- Agree to hold the student accountable to his or her commitment in order to aid his or her learning of time management and integrity.
- Agree to solve any problems with the student if possible. If my efforts do not resolve the problem, I understand that I should contact LU Serve for assistance. (See contact information at top of form).
- Agree not to require the student to engage in any activity that is not compatible with Liberty University's Conduct Code or that violates the student's individual conscience. (A PDF copy of Liberty's Conduct Code will be sent upon request).
- Agree to notify LU Serve in the event that I will no longer be serving as a CSER supervisor.
- Understand that should I violate an part of this contract, I may forfeit the privilege to supervise CSER students.
- Understand that students are ineligible to receive CSER credit if they are employed by my organization or department.

By signing my name as an electronic signature:

- I certify that the information provided above is accurate
- I agree to comply with the requirements outlined above.

Signature\*

Sparky Eagle

Signature Date

11/14/2024

[Submit Contract](#)

Enter your name in the **Signature** field.

By signing my name as an electronic signature:

- I certify that the information provided above is accurate
- I agree to comply with the requirements outlined above.

Signature\*

Sparky Eagle

Signature Date

11/14/2024

Submit Contract

Select **Submit Contract**.

By signing my name as an electronic signature:

- I certify that the information provided above is accurate
- I agree to comply with the requirements outlined above.

Signature\*

Sparky Eagle

Signature Date

11/14/2024

Submit Contract

## GENERAL DASHBOARD OVERVIEW

To access the **Supervisor Dashboard**, navigate to <http://lu-serve.libery.edu>.

The dashboard navigation menu (left side of the screen) displays information and options for all supervisors.

The screenshot shows the Lu Serve Supervisor Dashboard for Sparky's Events. On the left is a navigation menu with a red border. It includes the Lu Serve logo, 'SUPERVISOR', 'MY ORGANIZATIONS' with a plus icon, 'Sparky's Events' (highlighted), 'Past Opportunities' with a clock icon, 'Sparky Eagle' with the email 'sparky@sparkysevents.org', and buttons for 'Edit Profile', 'Student', and 'Log Out'. The main content area is titled 'Sparky's Events' and has a 'View Organization Page' button. Below this are tabs for 'Opportunities' (selected) and 'Supervisors'. The 'Opportunities' section shows 'Fall 2024' and a card for 'CFAW Operations' with a person icon, 'Golden Eagle', '1/10 Registered', an 'Accepting Volunteers' button, and the dates 'August 19 - December 1'. A red arrow points from the 'MY ORGANIZATIONS' section of the navigation menu to the 'CFAW Operations' card.

**MY ORGANIZATIONS** lists all organizations you are a member of.

This close-up shows the 'MY ORGANIZATIONS' section of the navigation menu. It features the Lu Serve logo, 'SUPERVISOR', and a list of organizations. 'MY ORGANIZATIONS' is followed by a plus icon. Below it, 'Sparky's Events' is listed and highlighted with a red border.

**MY CURRENT OPPORTUNITIES** lists open opportunities that the organization has publicized.

LY

Serve

SUPERVISOR

MY CURRENT OPPORTUNITIES

CFAW Setup

CFAW Teardown

**Edit Profile** allows you to update your profile information.

LY

Serve

SUPERVISOR

MY ORGANIZATIONS

+

Sparky's Events

MY CURRENT OPPORTUNITIES

Past Opportunities

Sparky Eagle

[sparky@sparkysevents.org](mailto:sparky@sparkysevents.org)

Edit Profile

Student

Log Out

Edit Profile

First Name

Sparky

Last Name

Eagle

Email

spark@sparkysevents.org

Phone

(555) 555-5555

Update Information

Cancel

Clicking **Student** allows you to see the system from the student's perspective.

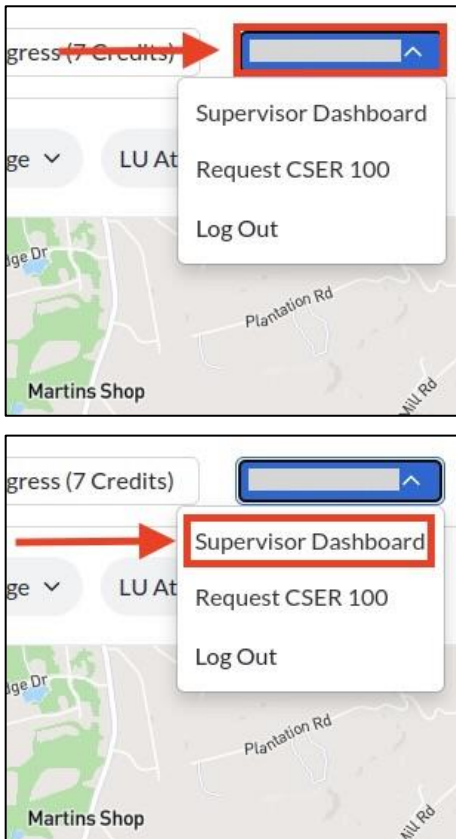
Sparky Eagle

[sparky@sparkysevents.org](mailto:sparky@sparkysevents.org)

Edit Profile

Student

To return to the Supervisor Dashboard from the student's user menu, click the profile menu from the top right of the screen, and then click Supervisor Dashboard.



## SUPERVISOR ACCESS ROLES

The new CSER dashboard has three supervisory roles: **Organization Lead Supervisor**, **Lead Opportunity Supervisor**, and **Sub-Supervisor**.

### Lead Organization

The **Organization Lead Supervisor** role is for the user who oversees the organization's CSER processes and functions. This role enables users to edit the organization's page via the **View Organization Page**, create a **New Opportunity**, or add a **New Supervisor**.

**Note:** Only one user per organization can be the **Lead Supervisor**.

### Lead Opportunity

The **Lead Opportunity Supervisor** role is for any user involved in a serving opportunity. Although this role cannot edit organizational information, it can access many features available to the **Organization Lead Supervisor** role, such as creating a **New Opportunity**, adding a **New Supervisor**, and approving **Volunteer requests**.

**Note:** Only one user may be the **Lead Supervisor** for each opportunity. This user does not necessarily have to be the Organization Lead Supervisor, although they can be.

## Sub-Supervisor

The **Sub-Supervisor** role can only make administrative changes to students in the serving opportunity for which the supervisor is assigned.

### ADDING A NEW OPPORTUNITY

Only **Organization Lead Supervisors** may create new opportunities.

To add a new opportunity, click **+ New Opportunity**.



Enter the **Title** and **Description** of the opportunity.

### New Opportunity Request

About This Opportunity

Title

Flag Football

e.g. "Scaremare Setup Crew" (transcript title limited to 30 characters)

Description

The local elementary school has asked Sparky's Events to put on a flag football tournament. We need volunteers for referees.

Tags help students discover service opportunities by improving visibility during searches. Multiple tags can be assigned to each opportunity. To add a tag, click the **Tags** field and select the appropriate tag(s) from the drop-down menu.

Tags

start typing to select a tag


Teens

Veterans Assistance and Support

Virtual

Young Adults

Tags

Young Adults 

|

start typing to select a tag

The system default will use the address associated with the organization.

**Opportunity Location**

Where will this opportunity take place? If the location varies while serving, you may use your organization's address.

☒ 1971 University Blvd  
Lynchburg, VA 24515

☐ Use a different address

To use a different address, select **Use a different address**.


**Opportunity Location**

Where will this opportunity take place? If the location varies while serving, you may use your organization's address.

☐ 1971 University Blvd  
Lynchburg, VA 24515

☒ Use a different address

Fill out the address fields for the opportunity location.

 Find Location

**Street Address**

001 Main St

**City**

Lynchburg

**State** **ZIP**

VA 24515



Select the **Start and End Dates** for the opportunity.

Start and End Dates

Start Date

End Date

10/31/2024

11/2/2024

☐ This opportunity takes

<

Nov 2024

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Volunteer Limit

We will prevent students

Number of Volunteers

1 - 1000

Select the **Volunteer Limit** for the opportunity.

Volunteer Limit

We will prevent students from requesting registration to this opportunity once the number of approved volunteers reaches this

Number of Volunteers

250

To add a supervisor to the opportunity, click **+Add Supervisor(s)**.

Supervisor(s)

+ Add Supervisor(s)

Select the Supervisor by clicking **Add** next to their name.

**Note:** Opportunities can have multiple supervisors. If a supervisor is not listed, add one by clicking **+Add Supervisor**.

Add Supervisor(s)

Q Search supervisors in this organization

Sparky Eagle

sparky@sparkysevents.org

Add

Golden Eagle

golden@sparkysevents.org

Add

Bald Eagle

bald@sparkysevents.org

Add

Mountain Eagle

mountain@sparkysevents.org

Add

Not Listed? Add a New Supervisor by Email

+ Add Supervisor

Each opportunity requires a Lead Supervisor. The Lead Supervisor assignment enables users to perform administrative duties. Click **Make Lead** to assign a user to the opportunity.

**Note:** Any supervisor assigned to the opportunity may be designated as the **Lead Supervisor**.

Supervisor(s)

Mountain Eagle  
mountain@sparkysevents.org

→

Make Lead

Remove

+ Add Supervisor(s)

Submit Request

A message pop-up will confirm that the selected user will be the opportunity's **Lead Supervisor**. Click **Submit** to confirm.

Make lead supervisor?

×

This action will make Mountain Eagle the lead supervisor for the opportunity.

Cancel

Submit

Click **Submit Request** to finish the submission process.

Supervisor(s)

Mountain Eagle  
mountain@sparkysevents.org

Lead

Remove

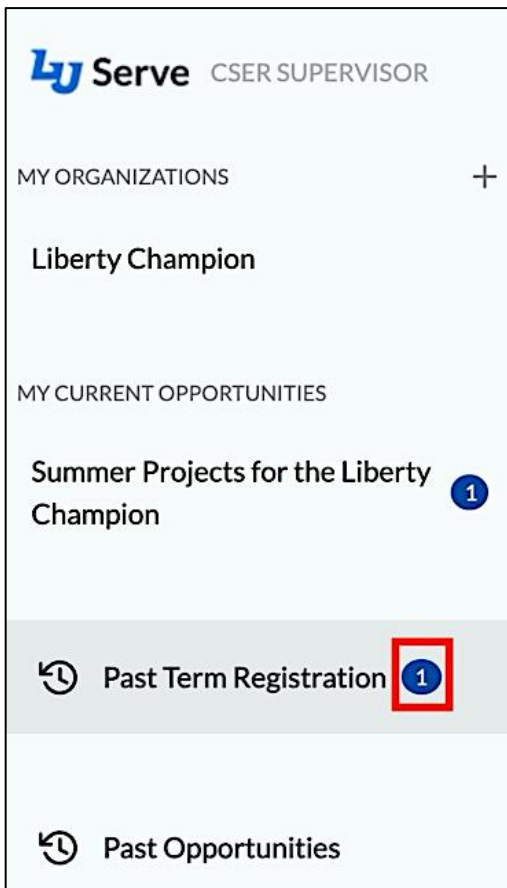
+ Add Supervisor(s)

Submit Request

## APPROVING A PAST TERM REGISTRATION

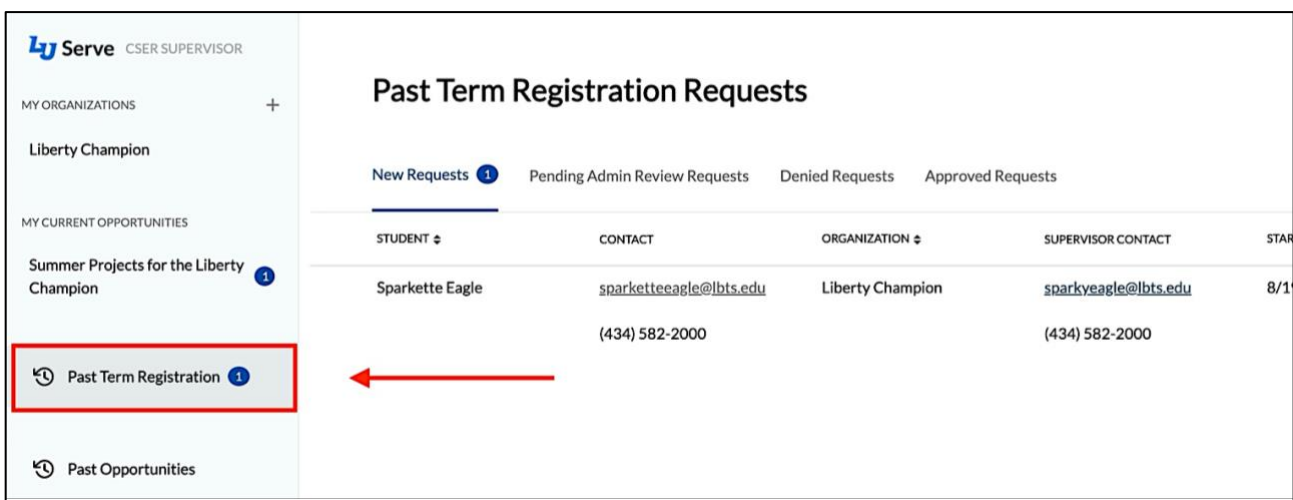
A **Past Term Registration** is used when a student has completed a CSER opportunity in a previous semester but did not register for or submit it during that term.

When approvals are pending, a numbered icon will appear next to **Past-Term Registration** in the left navigation menu. This number indicates the number of requests awaiting action.



**Note:** If the option is not visible, scroll further down the menu.

To view requests, click **Past Term Registration**.



To begin reviewing and approving new submissions, click **Review Request**.

sts		
SUPERVISOR CONTACT	START DATE ▾	END DATE ▾
<a href="mailto:sparkyeagle@bts.edu">sparkyeagle@bts.edu</a>	8/19/2024	8/27/2024
(434) 582-2000		<b>Review Request</b>

Review the submitted **Service Description** and **Work Log Hours**.

[← Back to Dashboard](#)

Past Term Service Evaluation

Sparkette Eagle Fall 2024

1

Hours

2

Performance

3

Future

4

Improvement

5

Grade

Student's Hours Logged

Confirm that the following hours logged by the student are accurate.

Service Description

Liberty Football Game Photography

Work Log Hours

Time ▾	Date ▾	Description ▾
4 Hours	08/19/2024	Took photos of the team
4 Hours	08/21/2024	Took photos of the team
4 Hours	08/23/2024	Took photos of the team
4 Hours	08/25/2024	Took photos of the team
4 Hours	08/27/2024	Took photos of the team
Total: 20 Hours		

If the information is incomplete or incorrect, click **Deny Past Term Registration** to send it back to the student.

Work Log Hours

Time ▾	Date ▾	Description ▾
4 Hours	08/19/2024	Took photos of the team
4 Hours	08/21/2024	Took photos of the team
4 Hours	08/23/2024	Took photos of the team
4 Hours	08/25/2024	Took photos of the team
4 Hours	08/27/2024	Took photos of the team
Total: 20 Hours		

Deny Past Term Registration

Continue →

To proceed with approval, click **Continue**.

Work Log Hours

Time ⌵	Date ⌵	Description ⌵
4 Hours	08/19/2024	Took photos of the team
4 Hours	08/21/2024	Took photos of the team
4 Hours	08/23/2024	Took photos of the team
4 Hours	08/25/2024	Took photos of the team
4 Hours	08/27/2024	Took photos of the team

Total: 20 Hours

Deny Past Term Registration

Continue →

Complete the **Performance** evaluation and click **Continue**.

← Back to Dashboard

Past Term Service Evaluation

Sparkette Eagle Fall 2024

1

Hours

2

Performance

3

Future

4

Improvement

5

Grade

Performance

Please rate the student's performance in the following areas:

	Poor	Fair	Acceptable	Good	Excellent
Punctuality	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Communication	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Problem Solving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Work Ethic	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Testimony/Character	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

← Previous

Continue →

Select the likelihood of **Future Recommendation** for the student and click **Continue**.

Past Term Service Evaluation

Sparkette Eagle Fall 2024

Hours

Performance

Future

Improvement

Grade

Future Recommendation

If asked by the student, how likely are you to provide the following?

	Very Unlikely	Somewhat Unlikely	Neutral	Somewhat Likely	Very Likely
Future Volunteer Opportunity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Letter of Recommendation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Reference on Resumé	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

← Previous

Continue →

For the **Are there any areas of improvement you would suggest for this student?** question, select **Yes** or **No**.

Past Term Service Evaluation

Brayden Welton Fall 2024

Hours

Performance

Future

Improvement

Grade

Are there any areas of improvement you would suggest for the student?

☒ No

☐ Yes

Use the **Do you have any other comments for the student?** field to enter any additional feedback.

Do you have any other comments for the student? (Optional)

It was a joy having Sparkette serve with us!

← Previous

Continue →

Click **Continue** to proceed to the grading section.

Are there any areas of improvement you would suggest for the student?

☒ No

☐ Yes

Do you have any other comments for the student? (Optional)

It was a joy having Sparkette serve with us!

← Previous

Continue →

Select a **grade** for the student, then click **Submit** to complete the Past Term Registration.

**Past Term Service Evaluation**

Fall 2024

Hours Performance Future Improvement **5** Grade

What grade has the student earned?

☒ A – Exceptional service and attitude

☐ B – Good service and attitude

☐ C – Acceptable service and attitude

☐ D – Poor service and attitude

☐ F – Unacceptable service or attitude

← Previous

Submit

The request will appear under the **Pending Admin Review Requests** tab.

Past Term Registration Requests					
New Requests	Pending Admin Review Requests	Denied Requests	Approved Requests		
STUDENT ⌵	CONTACT	ORGANIZATION ⌵	SUPERVISOR CONTACT	GRADE ⌵	DATE SUBMITTED ⌵
Sparkette Eagle	<a href="mailto:sparketteeagle@lbts.edu">sparketteeagle@lbts.edu</a> (434) 582-2000	Liberty Champion	<a href="mailto:sparkyeagle@lbts.edu">sparkyeagle@lbts.edu</a> (434) 582-2000	A	7/23/2025

After admin review, it will move to either the **Approved** or **Denied Requests** tab, depending on the outcome.

Past Term Registration Requests					
New Requests	Pending Admin Review Requests	Denied Requests	Approved Requests		
STUDENT ⌵	CONTACT	ORGANIZATION ⌵	SUPERVISOR CONTACT	GRADE ⌵	DATE SUBMITTED ⌵
Sparkette Eagle	<a href="mailto:sparketteeagle@lbts.edu">sparketteeagle@lbts.edu</a> (434) 582-2000	Liberty Champion	<a href="mailto:sparkyeagle@lbts.edu">sparkyeagle@lbts.edu</a> (434) 582-2000	A	7/23/2025

SUPERVISOR FUNCTIONS

The dashboard navigation menu (left side of the screen) displays all opportunities assigned to all **Supervisor** roles. The menu shows your **Organization(s)** and **Current Opportunities**. Click on the opportunity title to view the information tabs associated with the serving opportunity.

LJ Serve SUPERVISOR	
MY ORGANIZATIONS	+
LU Liberty Champion	
MY CURRENT OPPORTUNITIES	
LU Liberty Champion   Golden Eagle	



To view the organization's information, click **View Organization**. All three roles will be able to view the organization's information. However, only those with the **Lead Organization** role can make administrative changes.

LU Liberty Champion | Golden Eagle  
LU Liberty Champion

**View Organization** View Opportunity + Add Supervisor

Supervisors Active Volunteers 1 Registration Requests Dropped Users Denied Users Submitted Evaluations Announcements

NAME	EMAIL	STATUS
Sparky Eagle	sparky@sparkysevents.org	Active

To view the opportunity information, click **View Opportunity**. All three roles can view the opportunity information. However, only those with the **Lead Organization** and **Lead Opportunity** roles can make administrative changes.

LU Liberty Champion | Golden Eagle  
LU Liberty Champion

View Organization **View Opportunity** + Add Supervisor

Supervisors Active Volunteers 1 Registration Requests Dropped Users Denied Users Submitted Evaluations Announcements

NAME	EMAIL	STATUS
Sparky Eagle	sparky@sparkysevents.org	Active

Review the list of supervisors under the **Supervisors** section tab.

LU Liberty Champion | Golden Eagle  
LU Liberty Champion

View Organization View Opportunity + Add Supervisor

**Supervisors** Active Volunteers 1 Registration Requests Dropped Users Denied Users Submitted Evaluations Announcements

NAME	EMAIL	STATUS
Sparky Eagle	sparky@sparkysevents.org	Active

To add a new supervisor, click **+Add Supervisor**.

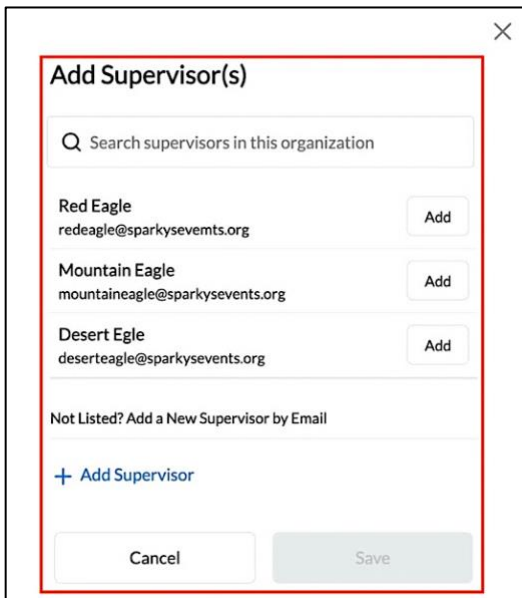
LU Liberty Champion | Golden Eagle  
LU Liberty Champion

View Organization View Opportunity **+ Add Supervisor**

Supervisors Active Volunteers 1 Registration Requests Dropped Users Denied Users Submitted Evaluations Announcements

NAME	EMAIL	STATUS
Sparky Eagle	sparky@sparkysevents.org	Active

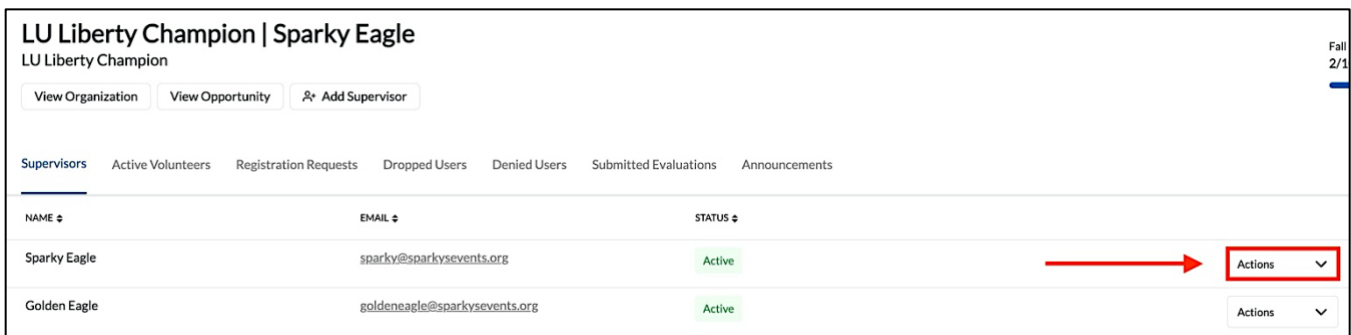
Review the list of supervisors under the **Supervisor (s)** section.



The 'Add Supervisor(s)' modal window features a search bar at the top with the placeholder text 'Search supervisors in this organization'. Below the search bar, there is a list of three existing supervisors: 'Red Eagle' with email 'redeagle@sparkysevents.org', 'Mountain Eagle' with email 'mountaineagle@sparkysevents.org', and 'Desert Eagle' with email 'deserteagle@sparkysevents.org'. Each entry has an 'Add' button to its right. At the bottom of the list, there is a section titled 'Not Listed? Add a New Supervisor by Email' with a '+ Add Supervisor' link. At the very bottom of the modal are 'Cancel' and 'Save' buttons.

To select a new **Opportunity Lead Supervisor**, click the **Actions** dropdown menu next to the user's name and select **Make Lead**.

**Note:** Only those with the **Lead Organization** and **Lead Opportunity** roles can make changes; however, anyone listed can be designated as a lead.



The page header for 'LU Liberty Champion | Sparky Eagle' includes a progress bar for 'Fall 2/1'. Below the header are tabs for 'View Organization', 'View Opportunity', and 'Add Supervisor'. A navigation bar contains links for 'Supervisors', 'Active Volunteers', 'Registration Requests', 'Dropped Users', 'Denied Users', 'Submitted Evaluations', and 'Announcements'. The main table lists supervisors with columns for NAME, EMAIL, and STATUS. Two rows are shown: 'Sparky Eagle' (email: sparky@sparkysevents.org, status: Active) and 'Golden Eagle' (email: goldeneagle@sparkysevents.org, status: Active). A red arrow points from the 'Sparky Eagle' row to its 'Actions' dropdown menu.

NAME	EMAIL	STATUS	
Sparky Eagle	sparky@sparkysevents.org	Active	Actions
Golden Eagle	goldeneagle@sparkysevents.org	Active	Actions



The page header for 'Eagle' includes a progress bar for 'Fall 2024 2/10 Registered'. Below the header are tabs for 'Supervisors', 'Dropped Users', 'Denied Users', 'Submitted Evaluations', and 'Announcements'. The main table lists supervisors with columns for EMAIL and STATUS. Two rows are shown: 'sparky@sparkysevents.org' (status: Active) and 'goldeneagle@sparkysevents.org' (status: Active). A red arrow points from the 'sparky@sparkysevents.org' row to its 'Actions' dropdown menu, which is open and shows options: 'Make Opportunity Lead' (highlighted with a red box) and 'Remove Opportunity Supervisor'.

EMAIL	STATUS	
sparky@sparkysevents.org	Active	Actions
goldeneagle@sparkysevents.org	Active	

To remove a supervisor from the organization, click **Remove** next to the user's name.

# Eagle

Fall 2024  
2/10 Registered

Supervisor

ts   Dropped Users   Denied Users   Submitted Evaluations   Announcements

EMAIL	STATUS
sparky@sparkysevents.org	Active
goldeneagle@sparkysevents.org	Active

✓ Actions

Make Opportunity Lead

Remove Opportunity Supervisor

To add a new supervisor not listed in the supervisor name menu, click **+Add Supervisor** and fill out the information for the new supervisor.

### Add Supervisor(s)

Q Search supervisors in this organization

Red Eagle  
redeagle@sparkysevents.org

Add

Mountain Eagle  
mountaineagle@sparkysevents.org

Add

Desert Egle  
deserteagle@sparkysevents.org

Add

Not Listed? Add a New Supervisor by Email

+ Add Supervisor

Cancel

Save

Enter the user's **First Name**, **Last Name**, **Email**, and **Phone number**.

### New Supervisor

The supervisor will be added to the organization once the contract is completed by the new supervisor.

First Name  
Sparky

Last Name  
Eagle

Email  
sparkyeagle@sparkysevents.org

Phone  
555-555-5550

Cancel

Send Invite

Click **Send Invite**.

Last Name

Eagle

Email

sparkyeagle@sparkysevents.org

Phone

555-555-5550

Cancel

Send Invite

All three roles can view and make administrative changes to the following tabs:

- **Active Volunteers**
- **Registration Requests**
- **Dropped Users, Denied Users**
- **Submitted Evaluations**

Only those with the **Lead Organization** and **Lead Opportunity** roles can make administrative changes to the **Supervisors** tab for the supervisor under their supervision, as well as the **Announcements** tab to post announcements for an opportunity.

CFAW Setup | Golden Eagle

Sparky's Events

View Organization

View Opportunity

+ Add Supervisor

Supervisors

Active Volunteers

Registration Requests

Dropped Users

Denied Users

Submitted Evaluations

Announcements

NAME ↕	EMAIL ↕	TIME LOGGED ↕	SUPERVISOR ↕	Export Data
Red Eagle	<a href="mailto:red eagle@liberty.edu">redeagle@liberty.edu</a>	18 Hours	No supervisor found	

## Need Assistance?

If you need assistance with the **Supervisor Dashboard**, please contact [LUServe@liberty.edu](mailto:LUServe@liberty.edu).