

SEEK Learning Center

Online Review of Papers & Essays

Dear **SEEK Students**,

We are pleased to offer “**Online Review of Papers & Essays**.” This is an online academic support service that allows you to email the **SEEK Learning Center** your papers, essays and/or other written homework assignments for review by one of our English & Writing Tutors. Here is how the online review service works:

1. Save your paper, essay, written assignment etc. as a Microsoft Word document and email it as an attachment to: seek.learning@lehman.cuny.edu
In the Subject Line of the email write: Request for Online Review + Course Title
For example: **Request for Online Review – ENG 111**
2. Your written assignment will then be forwarded to one of our English/Writing Tutors who will review your assignment for grammar, spelling, overall structure and understanding.
3. The Tutor will highlight any grammatical or spelling errors in comment boxes using **Microsoft Word Track Changes** utility and will send the written assignment back to you via email as an attachment.
(Please note if you need assistance with the content of your paper you must come in person to the SEEK Learning Center in the Old Gym Room # 212).
4. You will then check your email and retrieve your paper and review the Tutor’s comments using **MS Word Track Changes**. While reviewing the Tutor’s comments you can open a back-up copy of your paper and correct it following the Tutor’s guidelines and suggestions.
5. You can email your written assignment(s) anytime; however, it will be forwarded for review by a Tutor only **Monday thru Fridays from 11:00am – 5:00pm**. While it is only during these hours that the Online Review Service will operate, we will strive to return your paper to you within **48 hours** of your initial submission. *(Please note the 48 hours does NOT include the weekends)*. If you have any questions contact us at (718) 960-7705.
6. For information on how to activate and use **Track Changes** in **Microsoft Word** please click on the following **YouTube** resource videos; please be sure to know which **version** of **Microsoft Word** you are using:
 - ❖ [How to use Track Changes in Microsoft Word version 2007](#)
 - ❖ [How to use Track Changes in Microsoft Word version 2010](#)
 - ❖ [How to use Track Changes in Microsoft Word version 2013](#)