

SEEK Learning Center

Online Paper Review Service

Dear **SEEK Students**,

We are pleased to offer the “**Online Paper Review Service**”. This is an online academic support system that allows you to email the **SEEK Learning Center** your papers and essays for review by one of our English/Writing Tutors. Here is how the online review service works:

1. Save your research paper, essay, journal 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. An English/Writing tutor will make comments regarding the content, organization, direction and grammar of your paper using **Microsoft Word Track Changes** utility, and will send the written assignment back to you via email as an attachment. (*Please note: if your paper is submitted as a PDF or Google Doc, we may ask that you resubmit as a Word document for quicker review*).
3. You will then check your email and retrieve your paper and accept/decline the Tutor’s comments with **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. If further assistance is required, you may resubmit the reviewed document with specific questions or visit the **SEEK Learning Center** in person and meet with an English/Writing tutor at your convenience.
4. 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 or visit the **SEEK Learning Center** in the *Old Gym, Room #212*.
5. For information on how to activate and use **Track Changes** in **Microsoft Word** please click on the following **YouTube** resource videos according to the *version* of **Microsoft Word** you have:
 - ❖ [How to use Track Changes in Microsoft Word version 2010](#)
 - ❖ [How to use Track Changes in Microsoft Word version 2013](#)
 - ❖ [How to use Track Changes in Microsoft Word version 2016](#)