

# 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 other written homework assignments for review by one of our English/Writing Tutors. Here is how the online review process works:

1. Save your paper, essay or written assignment as a Microsoft Word Document and email it as an attachment to: [seek.tutoring@lehman.cuny.edu](mailto:seek.tutoring@lehman.cuny.edu)  
In the Subject Line of the email write: **Request for Online Review**
2. Your written assignment will then be forwarded to an English/Writing Tutor 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.
4. You will then check your email and retrieve your paper and review the SEEK 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. The service is available **Monday thru Thursday from 10am – 3pm**. Papers received during these days and times will be reviewed and returned with comments to the student within **48 hours**. *\*Please note, Papers submitted after 3:00pm will not be retrieved or reviewed until the next day. Also, papers submitted on Thursday after 3pm, or anytime on Friday, Saturday, or Sunday, will be reviewed the following Monday. \**

6. For more information about the “comments feature” and “track changes” in Microsoft Word, please refer to the following resource:

<https://www.youtube.com/watch?v=m7tmsWN6uH0>

7. If you have any questions about this service please send an email to [seek.learning@lehman.cuny.edu](mailto:seek.learning@lehman.cuny.edu)

