

QEC Learner Manual

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Chapter 1: Log In

First, log into the Reading and Writing System of NTOU (<http://140.121.102.109/www/login.php?weblink=system>).

Figure 1-1: Log into the Reading and Writing System of NTOU

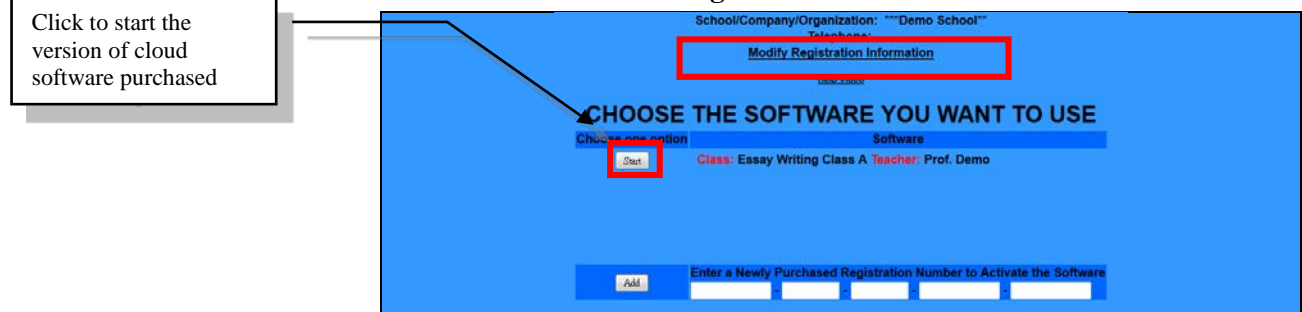


After logging into your school system, you can access QBook Writing Center by clicking the logo link, as shown in Figure 1-2.

Figure 1-2: Click the Logo Link



Figure 1-3: Click “Start”



When using QEC for the first time, you will see a screen asking you to update the system; click “Update Now” to update, as shown in

Figure 1-4. This screen will not show up in subsequent logins; rather, you will be taken to the main page, as in Figure 1-5.

Figure 1-4: First-time Users Click Update Now

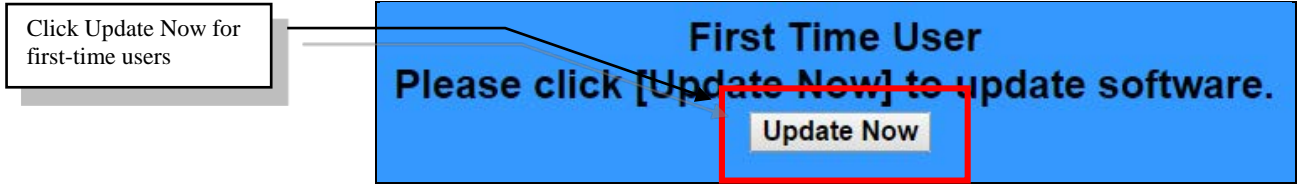


Figure 1-5: Main Page



Chapter 2: Write Homework

A. Begin on a New Assignment

First, view the teacher’s assigned homework list to see the assignments, start dates, expiration dates, number of days left, and teacher’s instructions, as shown in Figure 2-1. Moreover, for any assignment that is due within the next two days, QBook Writing Center will automatically send you an email reminder.

Figure 2-1 Assignments That Have Been Assigned

Check if there is any new assignment or not.

Prof. Wang has opened the following assignments				Instructions from Teacher
Assignment	Start Date	Due Date	Days Left	
Argumentation 1:	4/1/2013	4/18/2013 Before Midnight (24:00)	17	Write an essay with at least 150 words that argues for or against the importance of global warming.

If there is a new assignment, you can choose to work on a new composition. Use the drop-down menu to choose the newly assigned homework and then click “**Open This Composition**” to begin writing, as shown in Figure 2-2. If the essay type is not assigned yet, a notice will tell you the assignment “**CANNOT be worked on now,**” as shown in Figure 2-3.

Figure 2-2: Writing a New Composition

Use the drop-down menu to choose the composition type to work on

Click to open the composition

WORK ON A COMPOSITION IN PROGRESS

Choose a Composition ▾

Modify This Assignment

WORK ON A NEW COMPOSITION

Choose a New Composition to Open ▾

Open This Composition

VIEW CORRECTED COMPOSITIONS

View Feedback

Figure 2-3: Unassigned Jobs Cannot Be Worked on

If the assignment is not opened by your teacher, it cannot be worked on now

The assignment Exposition 1: has not been assigned yet and CANNOT be worked on now.

OK

Homework Message/Instructions

After a new composition is opened, any message or instructions from the teacher will be displayed at the top of the page, as shown in Figure

2-4. It is suggested that you read homework message/instructions clearly before writing in order to meet the teacher's requirements.

Figure 2-4: Teacher's Message/ Instructions

The screenshot shows the 'Quick English Compositions' interface. At the top, there is a logo and navigation links like 'Need Help?' and 'Sign Out'. A central message box, titled 'Message from Prof. Demo:', contains the instruction: 'Write an essay (at least 150 words) that argues for or against the importance of global war'. Below the message is a red-bordered box containing a picture of clouds. To the right of the message box, a yellow box lists system settings: '1. The system can only accept English words and English punctuation marks.', '2. The cursor will move to the next line automatically.', and '3. If you use Chrome, Firefox, or Safari browser, misspelled words will be underlined in red when editing a paragraph. To correct a misspelled word, right-click on it, and then select one of the...'. Below the message box, there are buttons for 'Save', 'Print or Email', 'Count Words', and 'Go Back to Main Page'. A 'Help Video' link is also present. At the bottom, there is a form for 'Essay Title' and 'Composition Paragraph', with an 'Add New Paragraph' button. The interface also shows 'Learner : 33232323' and 'Now Editing: Argumentation 1'.

Message/instructions from your teacher

Type in your essay title and/or other information required by your teacher

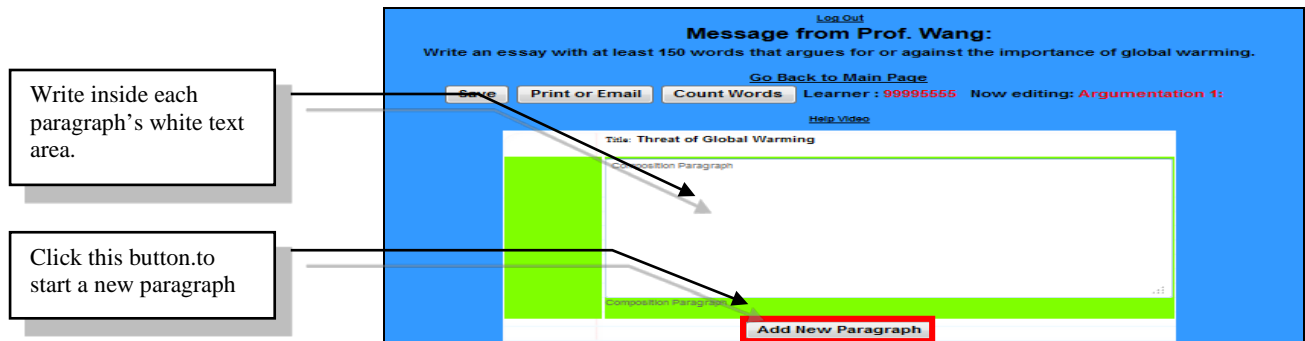
System settings include:

1. The system can only accept English words and English punctuation marks.
2. The cursor will move to the next line automatically.
3. If you use Chrome, Firefox, or Safari browser, misspelled words will be underlined in red when editing a paragraph. To correct a misspelled word, right-click on it, and then select one of the suggested words at the top of the menu (Note: The in-browser spell-checker must be activated and set to the correct language).
4. According to the situational needs of learning, the system enables teachers to allow or disallow students to paste text from other programs or to share homework and feedback.

Body of the Composition

You can click “**Add New Paragraph**” to start a new paragraph, as shown in Figure 2-5. When the paragraph changes in color, to a green background, you can click to begin writing/editing inside the white area, as shown in Figure 2-6. You can write any paragraph by moving the cursor near to the words “**Composition Paragraph**” or edit words you have previously written.

Figure 2-5: Add a New Paragraph



The yellow box on the right, “**Help Notes**,” will automatically pop up, as shown in Figure 2-7. “**Help Notes**” provide writing guidelines, including computer assisted instructions on writing style, content, and format, with examples specific to the essay or the paragraph being worked on. “**Help Notes**” can be dragged to any place on the screen you like. You can close and open “**Help Notes**” any time.

Figure 2-6: Move Cursor and Click to Write When Background is Green

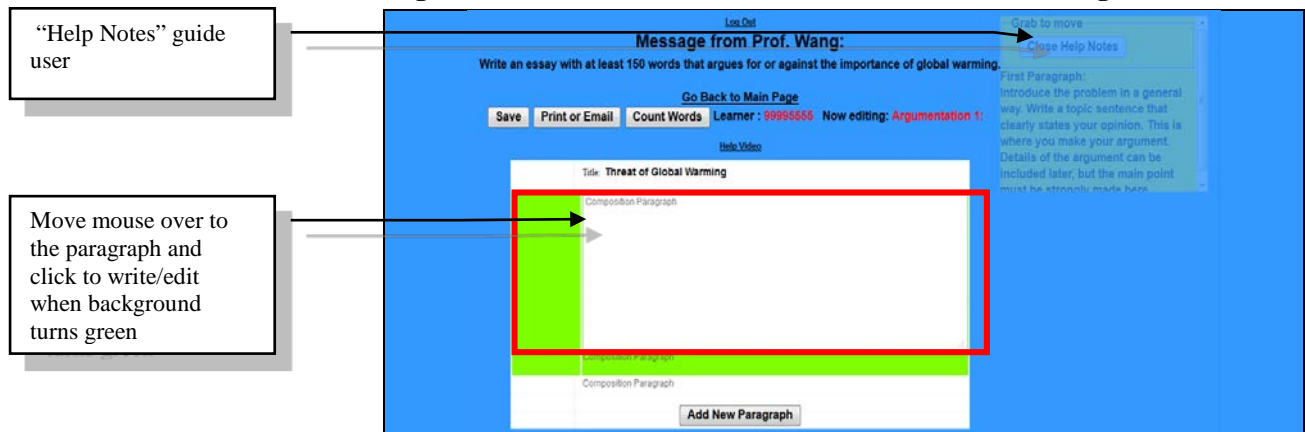
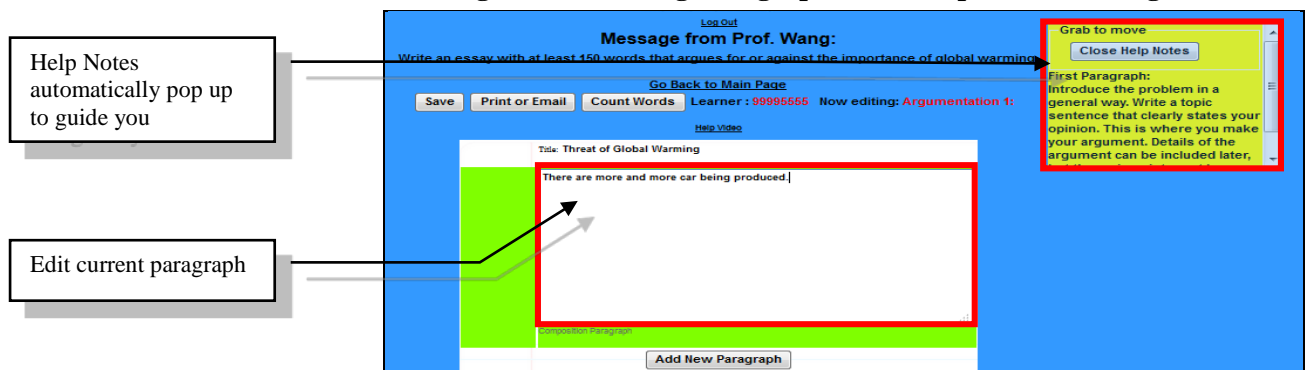


Figure 2-7: Editing Paragraphs with Help Notes Guiding Users



You can click “**Close Help Notes**” to close “**Help Notes**,” as shown in Figure 2-8. If you want to open “**Help Notes**” again, click “**Show Help Notes**,” as shown in Figure 2-9.

Figure 2-8: Help Notes

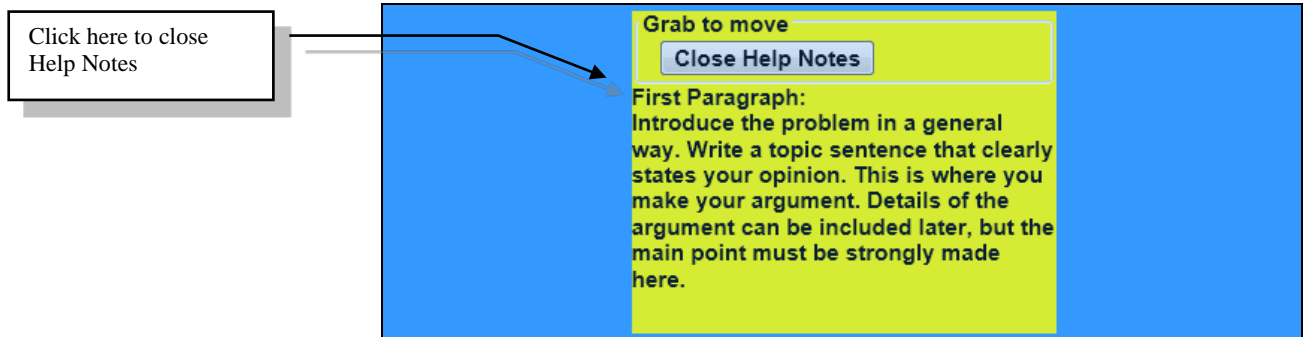
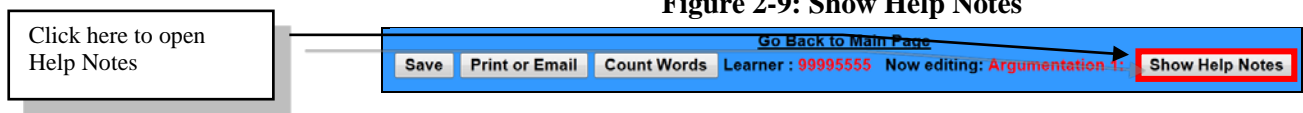


Figure 2-9: Show Help Notes



B. Save

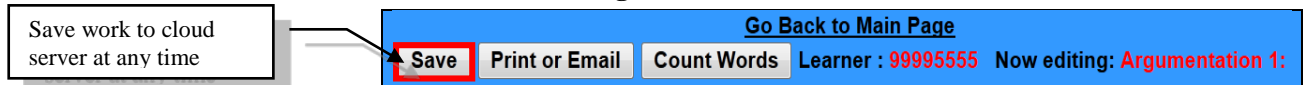
This system has an auto saving function. When you click outside the paragraph you are working on, all your work will automatically save to the cloud server. When “**Saved to the Server**” appears, your writing content has been automatically saved, as shown in Figure 2-10. There is no need for you to upload your work to your teacher.

Figure 2-10: Work Automatically Saved to Cloud Server



Another way to save your work is to click the “**Save**” button, as shown in Figure 2-11.

Figure 2-11: Save Work to Cloud Server



C. Print or Email

You can also use the “**Print or Email**” function to print or email your letter, as shown in Figure 2-12 and Figure 2-12~1.

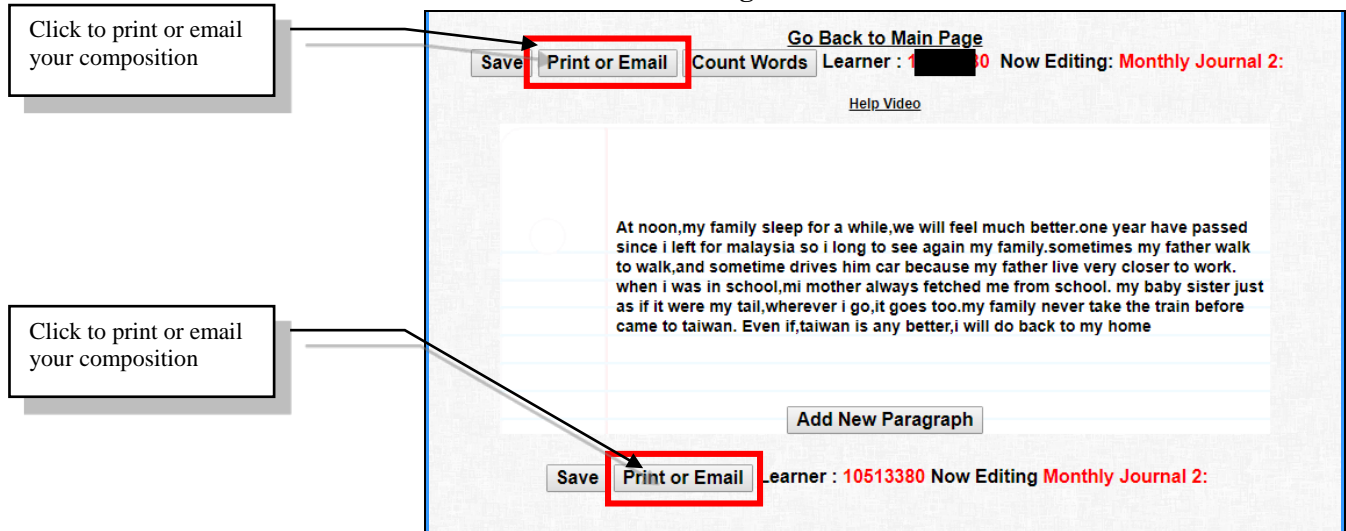
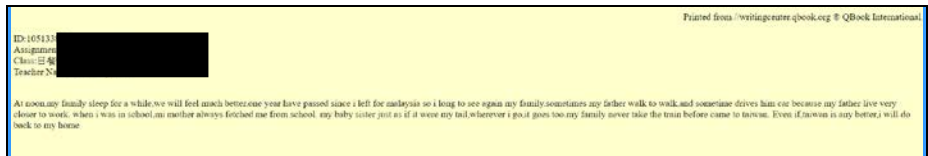


Figure 2-12: Print or Email

Figure 2-12-1: Print or Email



D. Count Words

Teachers often require a minimum number of words for each assignment. You can utilize the “**Count Words**” function to count words in the body of your composition, as shown in Figure 2-13. A screen will pop-up and show the number of words in your body, as shown in Figure 2-14.

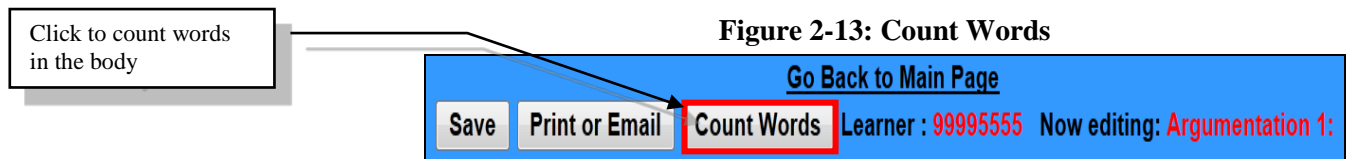
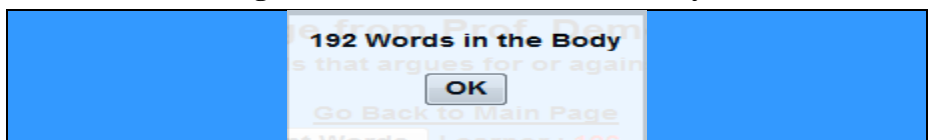


Figure 2-13: Count Words

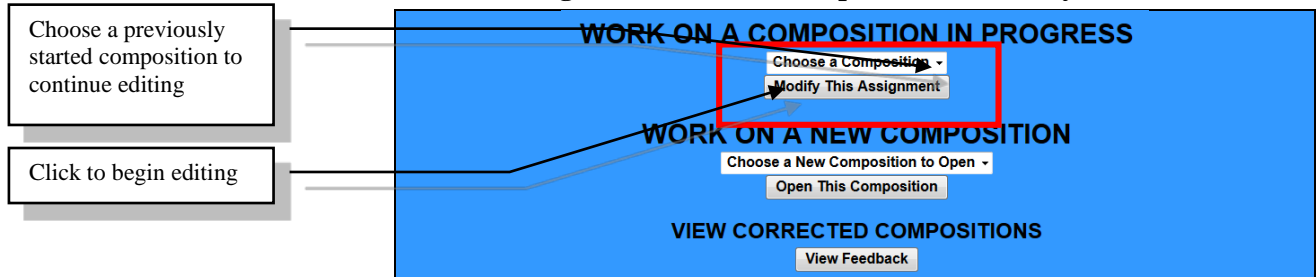
Figure 2-14: Total Words in the Body



E. Work on a Composition in Progress

Before the due date, you can, at any time, use the drop-down menu to choose the work in progress on the main page. Click “**Modify This Composition**” to continue editing the essay previously started, as shown in Figure 2-15.

Figure 2-15: Edit a Composition Previously Started

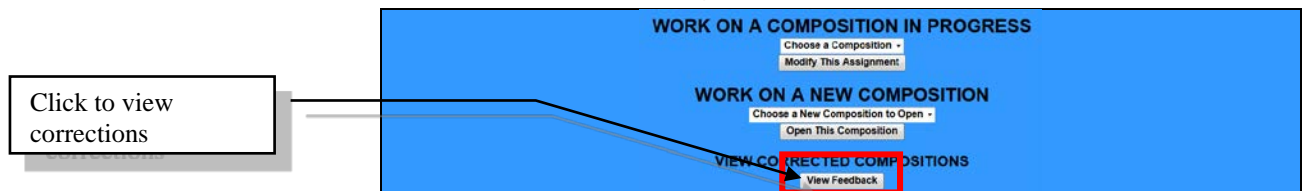


Chapter 3: View Grades & Revise Homework

A. View Grades

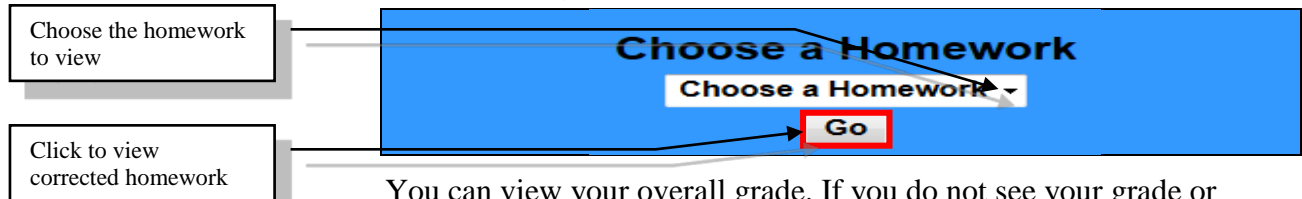
Click on “**View Feedback**” to view corrected compositions, as shown in Figure 3-1.

Figure 3-1: View Feedback



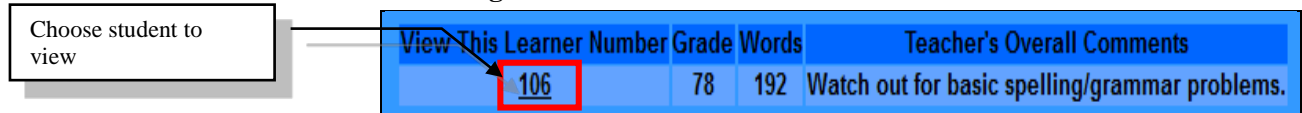
Then, at the screen that appears, use the drop-down menu to choose the specific homework you want to view and then click “**Go**,” as shown in Figure 3-2.

Figure 3-2: Select the Desired Homework to View



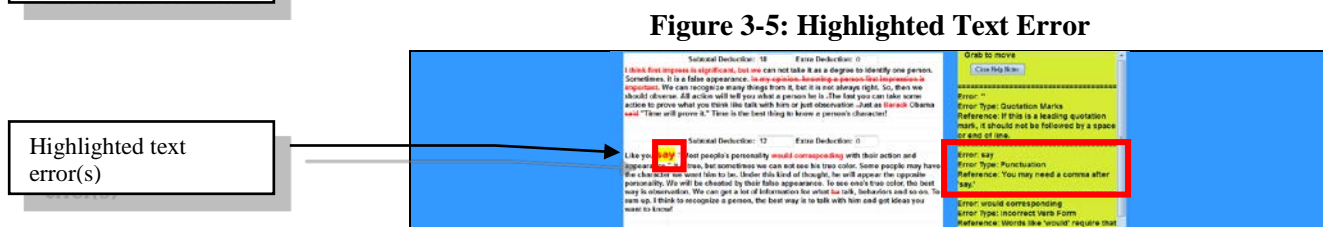
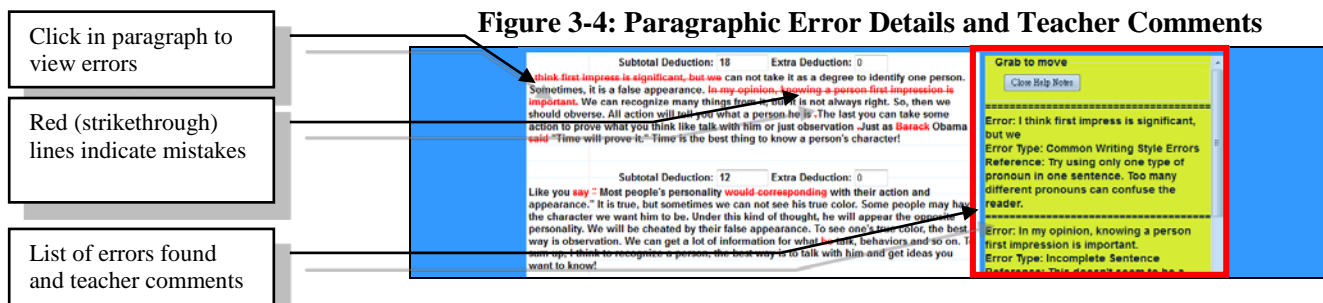
You can view your overall grade. If you do not see your grade or homework, it means that the teacher has not released your grade to you. If you still see your old grade and feedback after redrafting or rewriting, it denotes that the teacher is still regrading. If the teacher allows students to share homework and feedback, click any student ID number to view that student’s homework content, grade, Cloud Auto Checked errors, and comments from the teacher. After viewing, click “**Go Back to Main Page**” to return to main page.

Figure 3-3: View Individual’s Homework and Grade Results



In each paragraph, the teacher might have extra deduction points and/or comments. You can move the cursor over any paragraph of the homework, and a yellow “Help Notes” window, showing error details and/or teacher comments, will appear. When moving the cursor to the error you want to review, the text error of the homework at the left column will be highlighted in yellow color to facilitate locating the error, as shown in Figure 3-5. Also, the teacher might give extra

addition/subtraction points and comments for the overall letter, as shown in Figure 3-6.



You can click “**Print**” to view all the written contents and feedback. Moreover, you can use the FILE menu to PRINT or copy and paste the contents to another file. After viewing an individual homework’s detailed feedback, click “**Go Back to Previous Page**” to return to main page.

B. Print and Save Graded Homework

You can click “**Print**” to view all the written contents and feedback, as shown in Figure 3-6. Moreover, you can use the “**File**” menu to print or copy and paste the contents to another file.

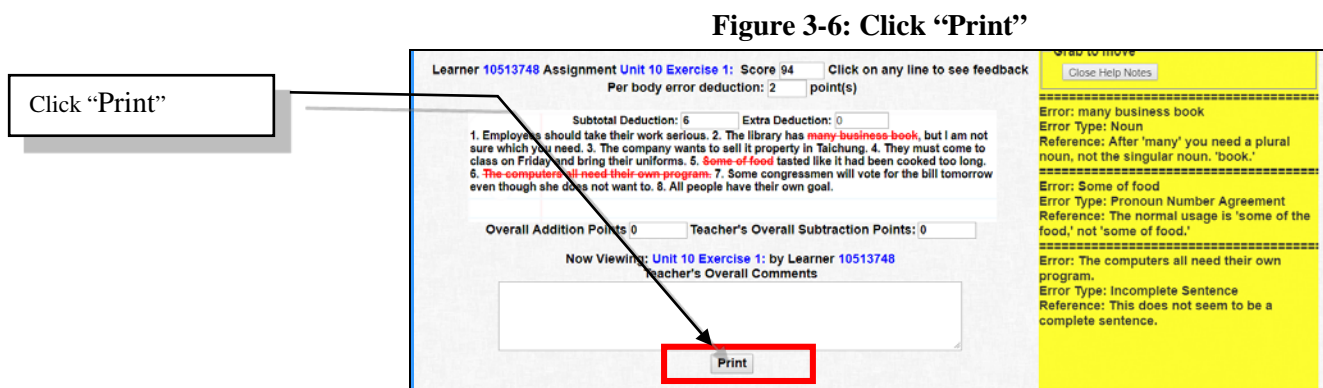


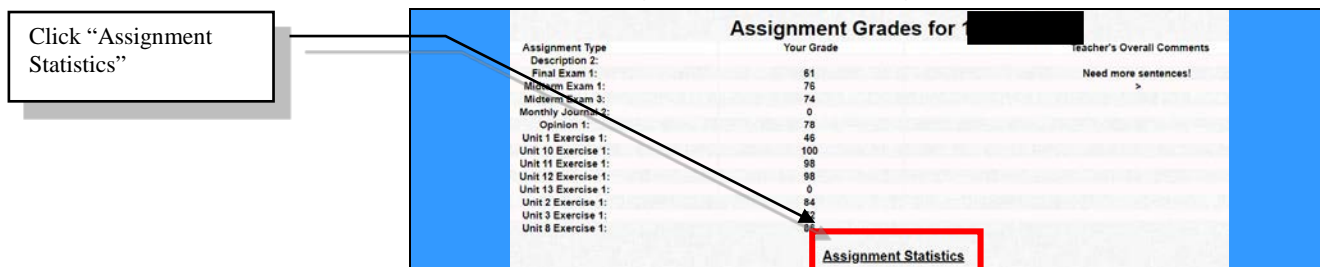
Figure 3-6-1: Print and Save Graded Homework



C. View Homework Analytics

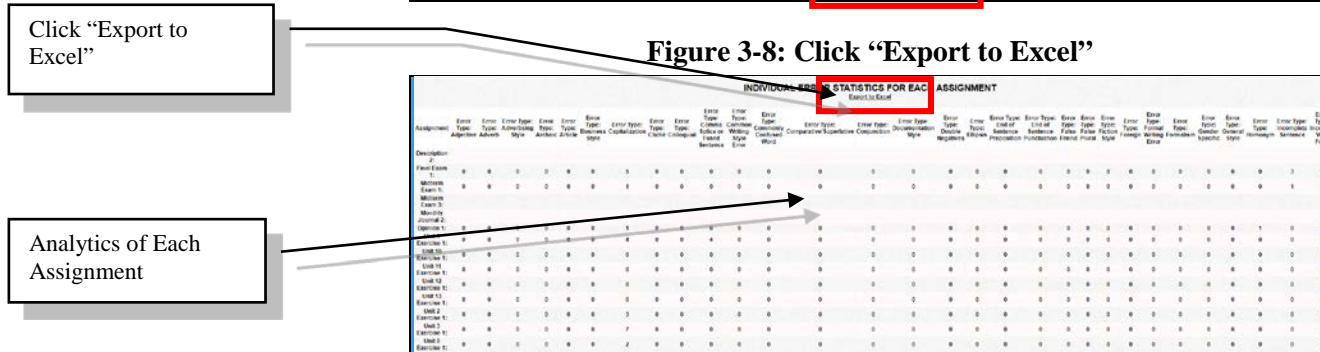
Click “**Assignment Statistics**,” at the bottom of the class management page, as shown in Figure 3-7, to run the AI analysis of students’ error types. After the analysis is complete, the page will display error statistics for each assignment, as shown in Figure 3-8, to have a good grasp of learning bottlenecks.

Figure 3-7: Click “Assignment Statistics”



Click “Assignment Statistics”

Figure 3-8: Click “Export to Excel”



Click “Export to Excel”

Analytics of Each Assignment

After clicking “**Export to Excel**,” move the cursor inside the shaded area below the “**Copy and Paste into Excel**,” as shown in Figure 3~8. Right click in the shaded area and then select the “**Copy**” option. You can now paste the data into an Excel sheet and save the data, as shown in Figure 3-9. This information enables you to accurately track progress.

Figure 3-9: Right Click to Copy

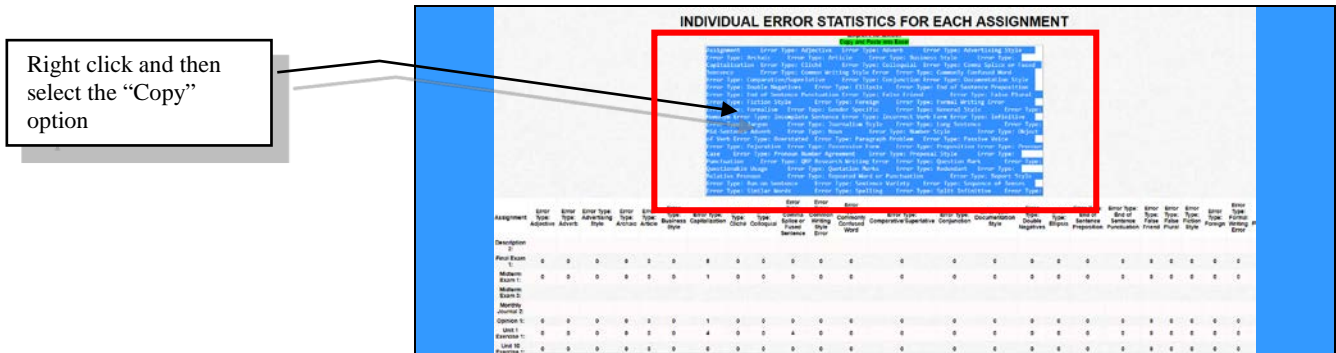
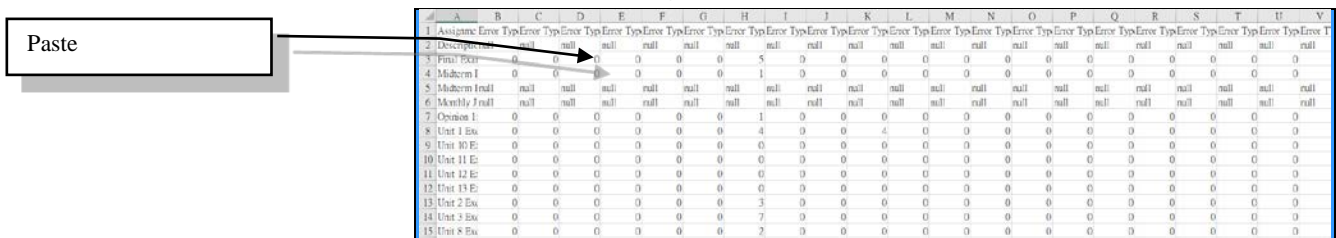


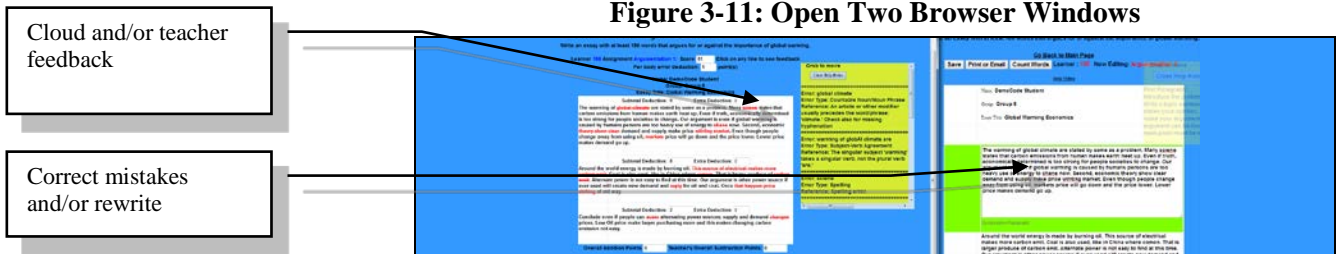
Figure 3-10: Paste into an Excel Sheet



D. Correct Mistakes & Rewrite

The teacher might extend the due date to reassign the same homework for you and classmates to correct mistakes, edit, and rewrite the composition in order to achieve the goals of learning by doing, doing by learning, and improving through doing. In such a case, you can, at any time, use the drop-down menu to choose the work in progress composition at the main page, by clicking **“Modify This Composition,”** as shown in Figure 2-15. You can open two browser windows, as shown in Figure 3-11, in order to correct mistakes and/or rewrite the composition based on cloud and teacher feedback.

Figure 3-11: Open Two Browser Windows



Chapter 4: Frequently Asked Questions

A. Register

Q: What shall I do when I cannot register successfully?

Ans.: First, please make sure you type in your registration number exactly, paying attention to the upper and lower case letters. If you fail to register after trying a few times, please contact QBook via email (qbook@qbook.org) or Skype (qbook.service).

Q: Can one registration number be used for all the cloud software programs?

Ans.: Each registration number is just for one type of cloud software.

Q: After registration, can I change my user name and/or password?

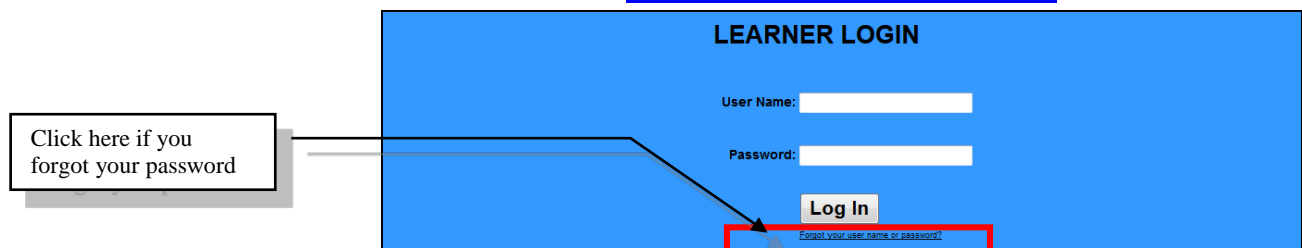
Ans.: After logging in, you can click “[Modify Registration Information](#)” to change your learner ID number, password, email address, and telephone number. However, your user name cannot be changed.

B. Forgot User Name or Password

Q: I forgot my user name and/or password. What can I do?

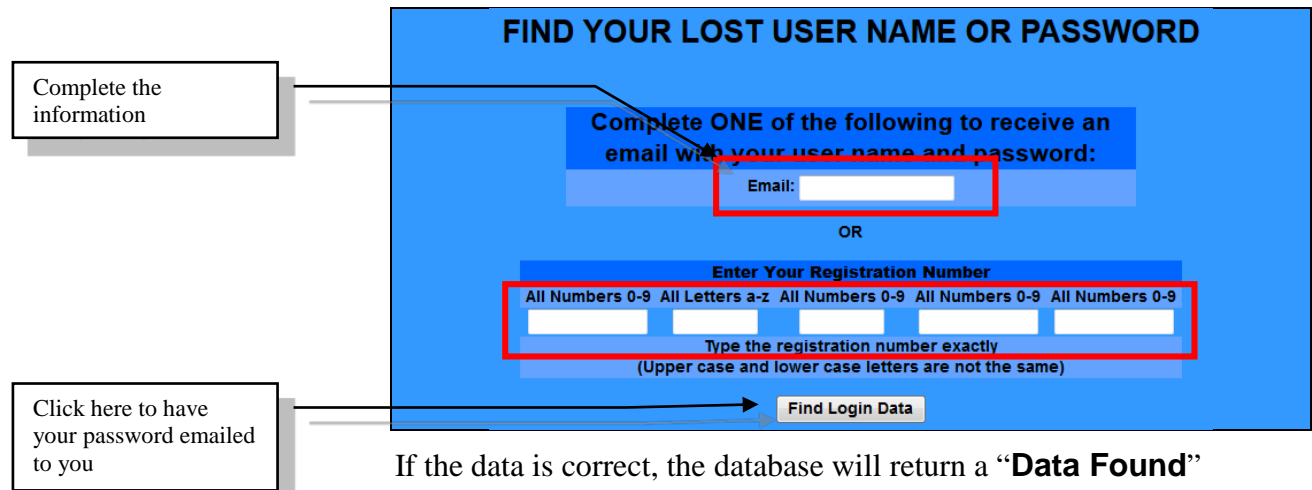
Ans.: Please go to **QBook Writing Center** and click “[Forgot your user name or password?](#)” below the “**Log In**,” as shown in Figure 4-1.

Figure 4-1: Homepage of QBook Writing Center
(<https://writingcenter.qbook.org>)



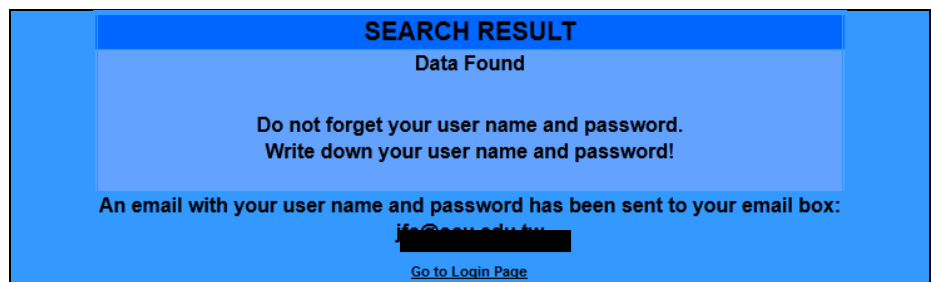
Next, fill in the correct information in the following fields as shown in Figure 4-2, and next click “[Find Login Data.](#)”

Figure 4-2: Find Your Lost User Name or Password



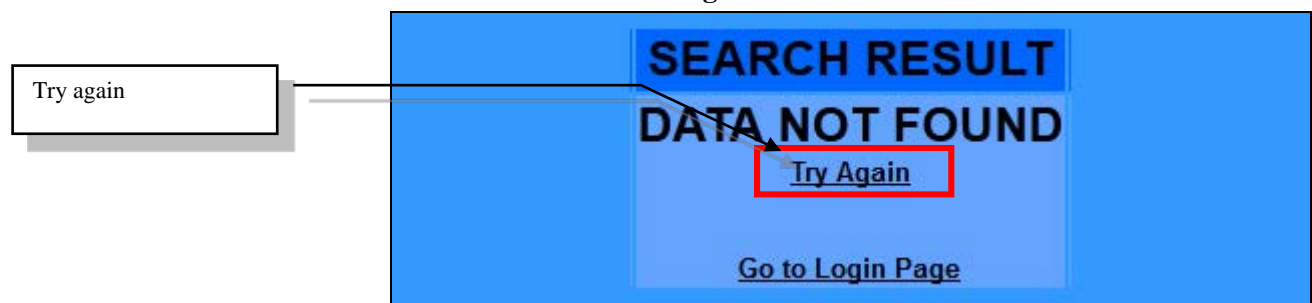
If the data is correct, the database will return a “**Data Found**” message, as shown in Figure 4-4. Your user name and password have been sent to your email box.

Figure 4-4: User Name and Password Found and Sent to User



If the data input is incorrect or incomplete, the system will display “**DATA NOT FOUND.**” You can click “[Try Again,](#)” as shown in Figure 4-6, to re-enter the correct information.

Figure 4-6: Data Not Found



C. Write Homework

Q: How come I cannot start to write or modify homework?

Ans.: If the teacher has not assigned the specific homework or if the specific homework is past due, you will not be able to write or modify that homework.

Q: How can I save an unfinished composition?

Ans.: Moving your cursor or clicking outside of a paragraph will trigger the cloud system to automatically save your work to the cloud server. Also, you can click “**Save**” to save your writing at any time.

D. View Corrected Compositions

Q: What does “>” mean?

Ans.: > indicates the homework has been further graded with no teacher's overall comments.

Q: Why is my score is 0?

Ans.: A score of 0 may be because you did not write enough words to reach the minimum requirement of words for the assignment. Another reason may be that you have too many mistakes in your composition.