

QEC Learner Manual

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Chapter 1: Log In

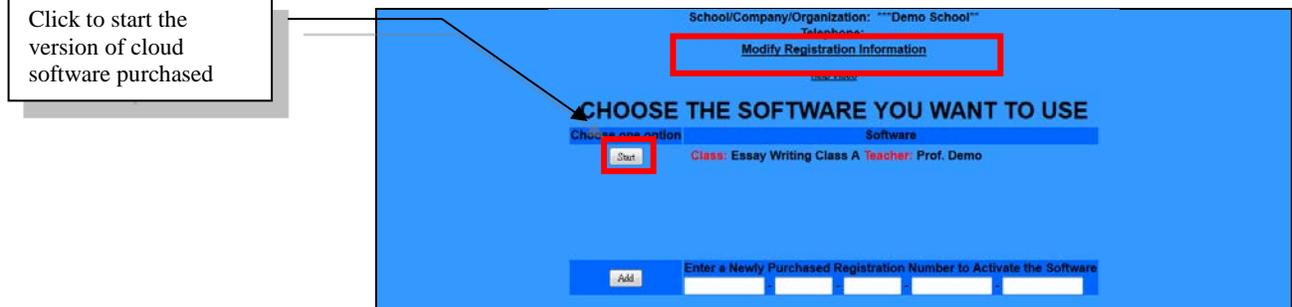
A. Log In

After you log into your school system, you can access QBook Writing Center by clicking the link logo: to log into the system, as shown in Fig. 1-1.

Fig. 1-1: Homepage of QBook Writing Center



Fig. 1-2: Click “Start”



Click to start the version of cloud software purchased

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 Fig. 1-3. This screen will not show up in subsequent logins; rather, you will be taken to the main page, as in Fig. 1-4.

Fig. 1-3: First-time Users Click Update Now



Click Update Now for first-time users

Fig. 1-4: Main Page

Arrive at the main page, ready to start



Chapter 2: Write Homework

A. Compose

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 Fig. 2-1. Moreover, for any assignment that is due within the next two days, QBook Writing Center will automatically send you an email reminder.

Fig. 2-1 Assignments That Have Been Assigned

Prof. Wang has opened the following assignments

Assignment Type	Start Date	Due Date	Days Left	Instructions from Teacher
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.

Check if there is any new assignment or not.

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 Fig. 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 Fig. 2-3.

Fig. 2-2: Writing a New 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

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

Click to open the composition

Fig. 2-3: Unassigned Jobs Cannot Be Worked on

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

Press OK to continue.

English Composition Writing I Class

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

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

Fig. 2-4: Teacher's Message/ Instructions

Message/instructions from your teacher

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

System settings include:

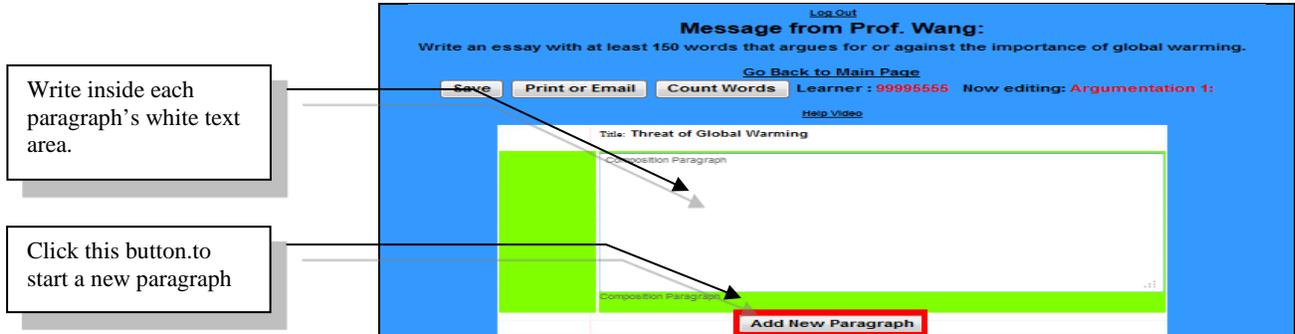
1. The system can only accept English words and English punctuation marks.
2. The cursor will move to the next line automatically.
3. If you use Chrome, Firefox, or Safari browser, misspelled words will be underlined in red when editing a paragraph. To correct a misspelled word, right-click on it, and 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 Fig. 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 Fig. 2-6. You can write any paragraph by moving

the cursor near to the words “**Composition Paragraph**” or edit words you have previously written.

Fig. 2-5: Add a New Paragraph

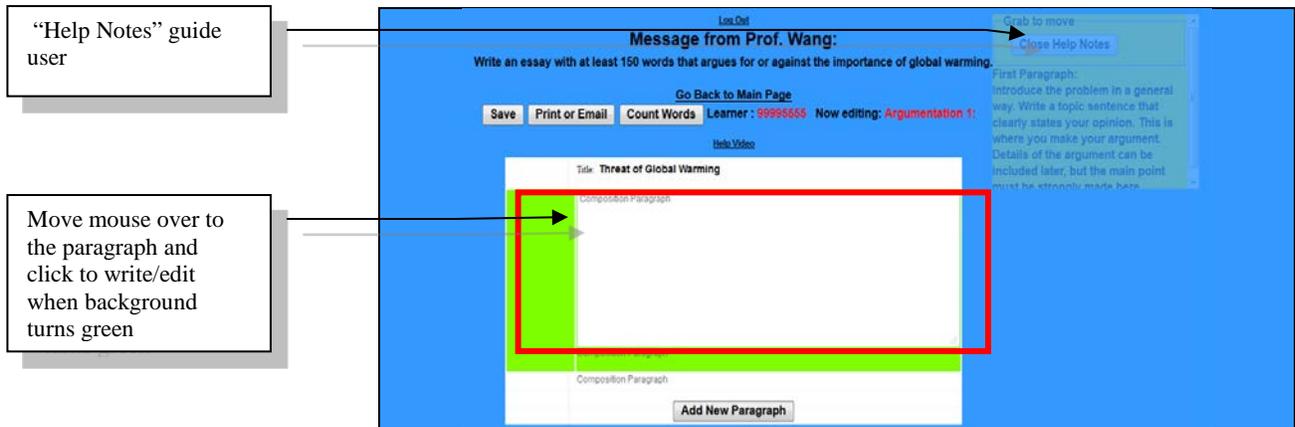


Write inside each paragraph's white text area.

Click this button to start a new paragraph

The yellow box on the right, “**Help Notes**,” will automatically pop up, as shown in Fig. 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.

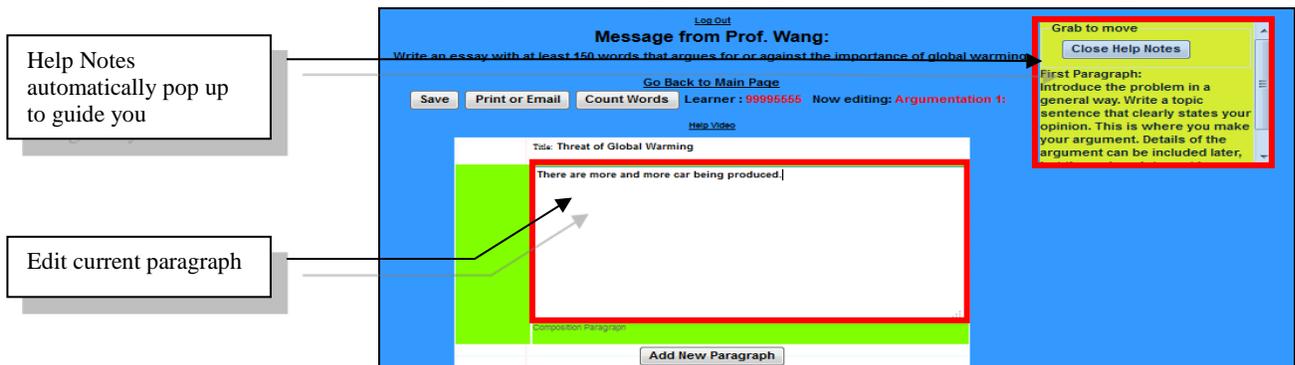
Fig. 2-6: Move Cursor and Click to Write When Background is Green



“Help Notes” guide user

Move mouse over to the paragraph and click to write/edit when background turns green

Fig. 2-7: Editing Paragraphs with Help Notes Guiding Users



Help Notes automatically pop up to guide you

Edit current paragraph

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

Fig. 2-8: Help Notes

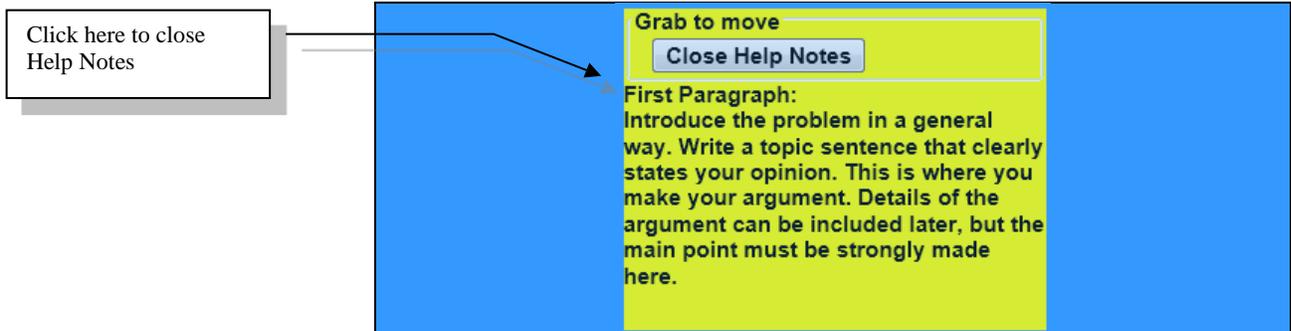
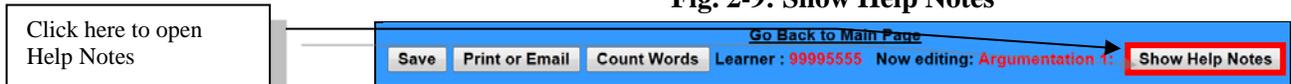


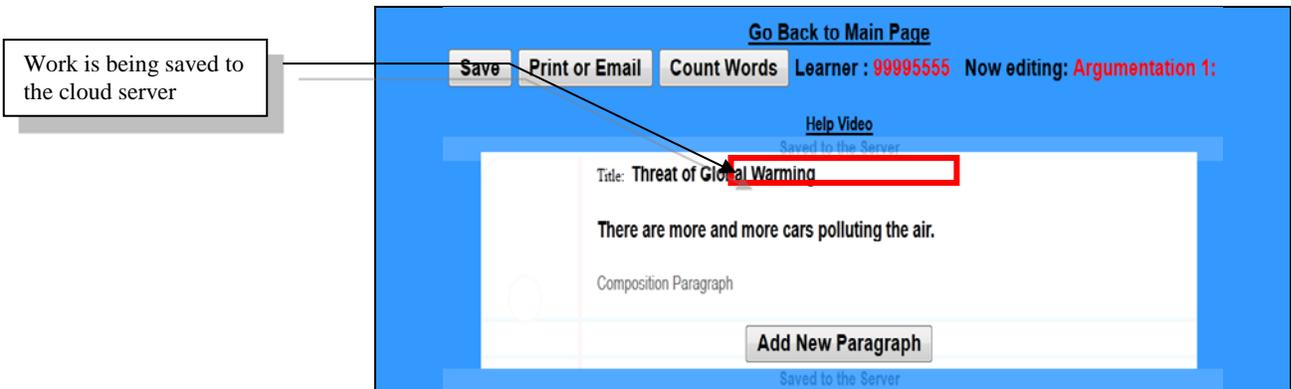
Fig. 2-9: Show Help Notes



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 Fig. 2-10. There is no need for you to upload your work to your teacher.

Fig. 2-10: Work Automatically Saved to Cloud Server



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

Fig. 2-11: Save Work to Cloud Server

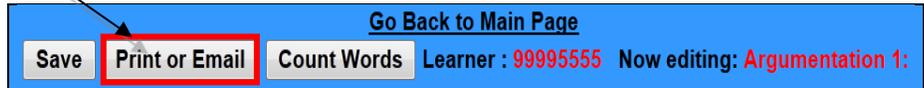


Print or Email

You can also use the “**Print or Email**” function to print or email your composition.

Click to print or email your composition

Fig. 2-12: Print or Email



Count Words

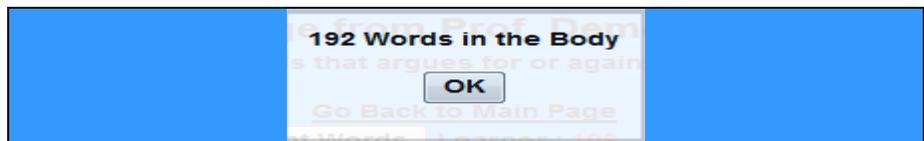
Teachers often require a minimum number of words for each assignment. You can utilize the “**Count Words**” function to count words in the body of your composition, as shown in Fig. 2-13. A screen will pop-up and show the number of words in your body, as shown in Fig. 2-14.

Click to count words in the body

Fig. 2-13: Count Words



Fig. 2-14: Total Words in the Body



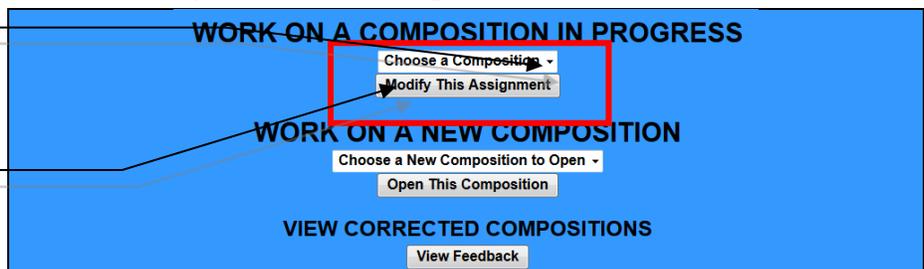
B. Work on a Composition in Progress

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 Fig. 2-15.

Fig. 2-15: Edit a Composition Previously Started

Choose a previously started composition to continue editing

Click to begin editing

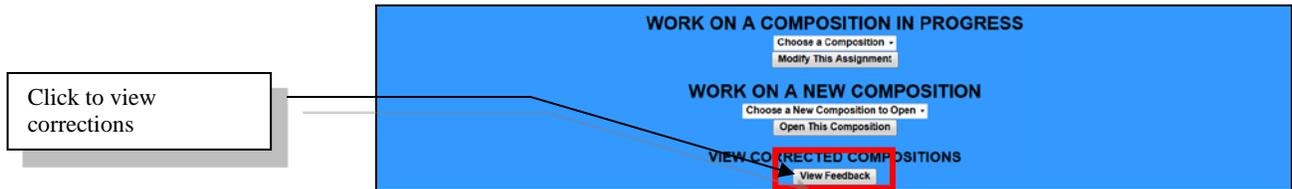


Chapter 3: View Corrected Compositions

A. View Corrections

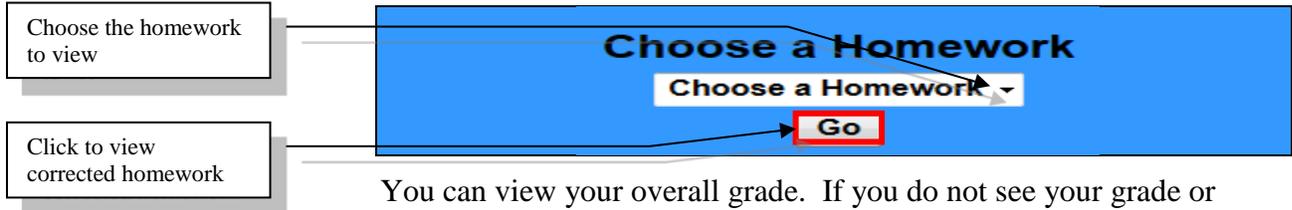
Click on “**View Feedback**” to view corrected compositions, as shown in Fig. 3-1.

Fig. 3-1: View Feedback



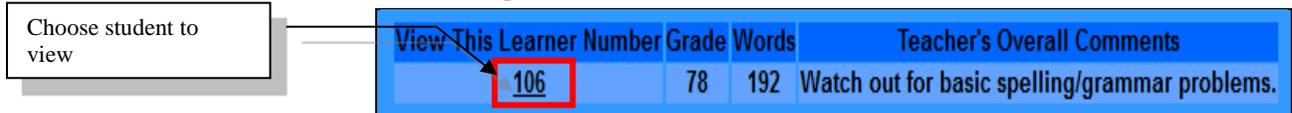
Then, at the screen that appears, use the drop-down menu to choose the specific homework you want to view and then click “**Go**,” as shown in Fig. 3-2.

Fig. 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.

Fig. 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 Fig. 3-5. Also, the teacher might give extra addition/subtraction points and comments for the overall letter, as shown in Fig. 3-6.

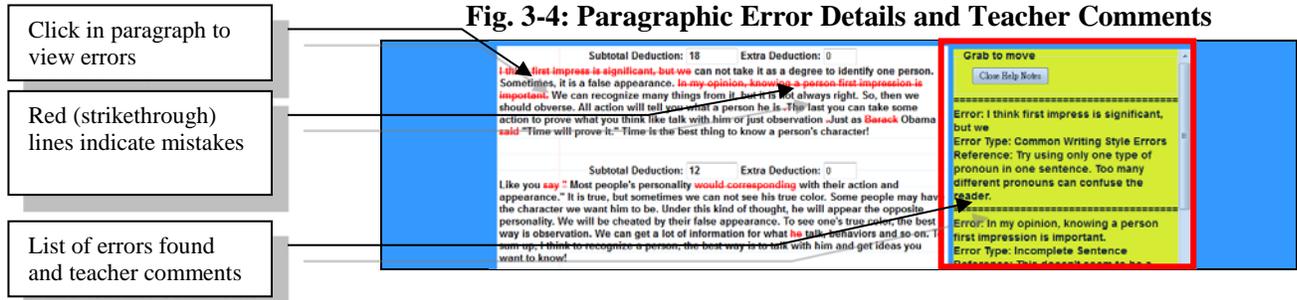


Fig. 3-4: Paragraphic Error Details and Teacher Comments

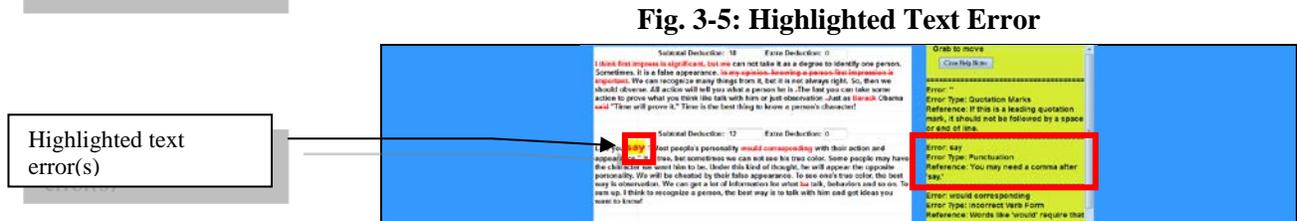


Fig. 3-5: Highlighted Text Error

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. 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 Fig. 2-15. You can open two browser windows, as shown in Fig. 3-6, in order to correct mistakes and/or rewrite the composition based on cloud and teacher feedback.

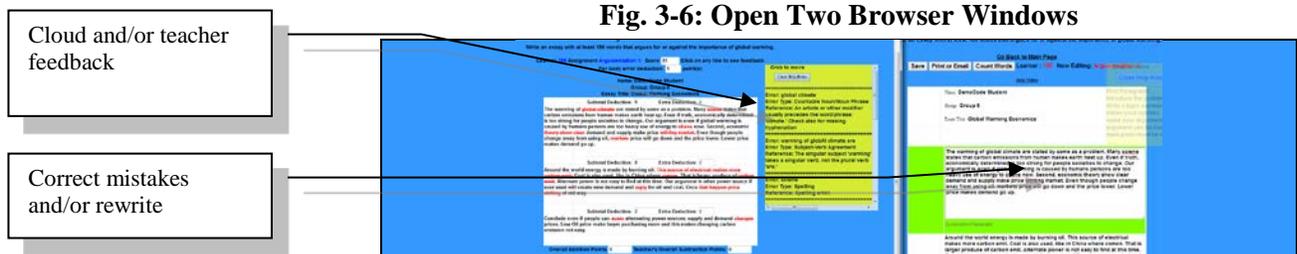


Fig. 3-6: Open Two Browser Windows

Chapter 4: Frequently Asked Questions

A. 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.

B. 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.