USF WRITES

Student Manual

Version 1.4

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Terminology

All Courses Page: After logging in, the All Courses page is the first page displayed to instructors. This page shows all the instructor's enrolled courses ordered by term.

Button: Displayed in boldface brackets (i.e. **[Submit]**), buttons represent clickable content within a page.

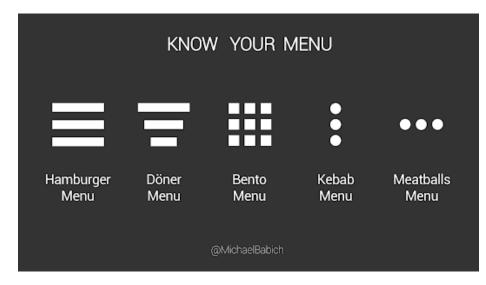
Collective Feedback File (CFF): A collection of issues in student writing for a particular project. Instructors create CFFs and provide these to their students for review at the end of a scoring period.

Course Tiles: Found in the "All Courses" page, the header of each course will be displayed in Course Tiles, which are white text in a green background.

Project Tiles: Found in the "Projects" page, each project will be displayed in Project Tiles, which are black text in a white background.

Tip(s): Supporting information needed to complete the various tasks or instructions.

USF NetID or NetID: Each USF student and instructor will need to retrieve their USF NetID from the university. Visit <u>USF's website</u> for more information.



Know Your Menu:

1. Single Sign-On

1.1 USF Single Sign-On

USF Writes now uses the Universities' NetID Single Sign-On (SSO) for authentication. If you are already signed into a university system, such as MyUSF or Canvas, you will be automatically signed into USF Writes.

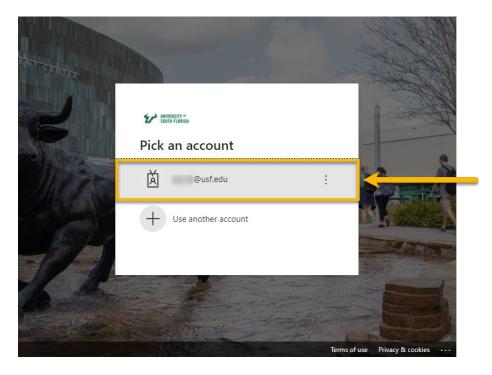
If you are not currently signed into a university system, you will be redirected to a Microsoft page that will prompt you to login using your USF email address.

Once you sign in, you will be routed back to USF Writes.

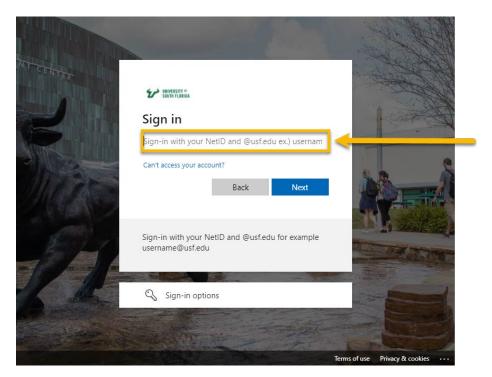
Step 1: Open USF Writes website at <u>https://usfwrites.usf.edu/.</u>

Step 2: You will see one of two login windows. One will ask you to pick your account. The other will require you to Sign-in with your USF email (NetID and @ usf.edu)

Pick an account:

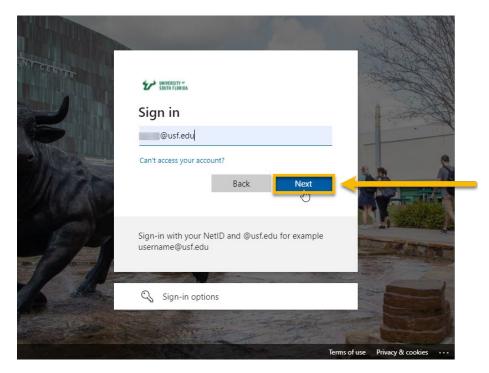


Or sign in with NetID and @usf.edu:

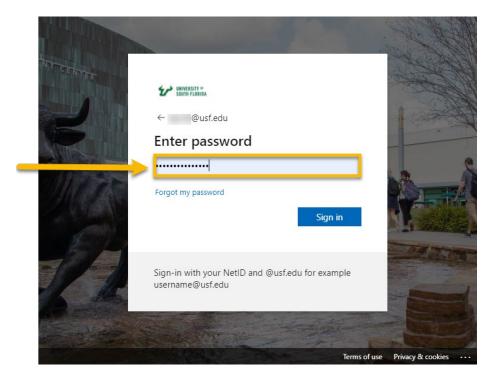


You MUST enter your username as NETID@usf.edu

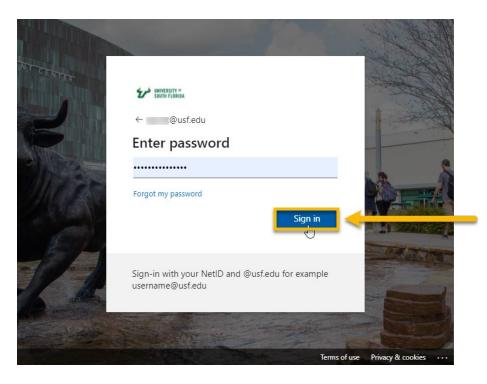
And select [Next]:



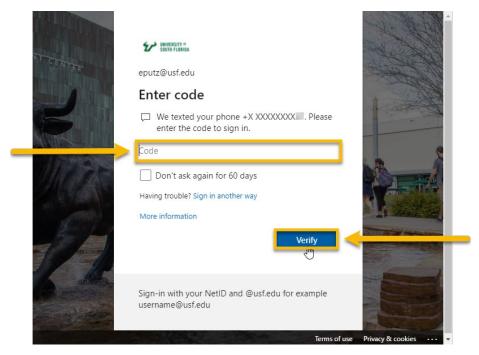
Step 3: Enter your Password:



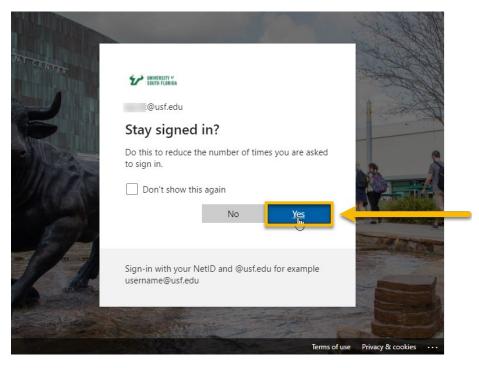
Step 4: Click on the [Sign In] button:



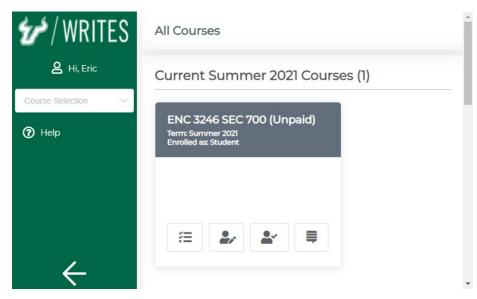
Step 5: If you have enabled **MULTIFACTOR AUTHENTICATION (MFA)** you will be prompted to enter the code and select [**Verify**]:



Step 5: Stay signed in select [Yes]:



You will then be redirected back to USF Writes:



1.2 USF NetID problems

If you are having problems with your NetID and Single Sign On (SSO) please contact USF IT at help@usf.edu.

For more information regarding SSO see: <u>https://www.usf.edu/it/documentation/netid.aspx</u>

1.3 Profile Not Found

If the system does not recognize you as a student enrolled in an applicable ENC English course, you will see the "PROFILE NOT FOUND" page. Please wait 24 hours and try again or contact support.

Step 1: If your profile is not found, contact USF Writes by selecting [Contact Us]:



Step 2: Fill out the Contact Support form and [Submit]:

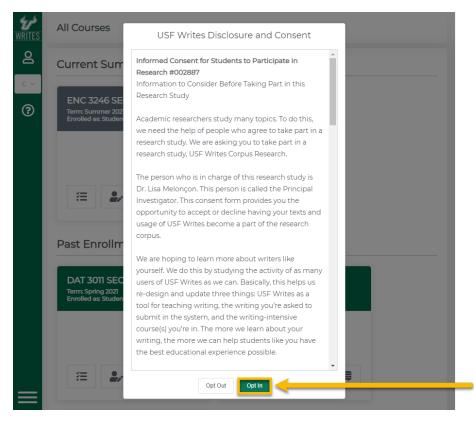
	Contact Support	×)
• Full Name	Enter full name		_
* Email	Enter email		
* Reason	Select a Reason		
• User Role	Select User Type	~	1 200
* Course	Select a Course		
* Message			
	I	h	
Upload Files	Click to upload		

2. USF Writes Disclosure and Consent

You may select to either opt in or opt out for your anonymous work to be used for research purposes.

Should you agree to opt in and allow researchers to use your writing for research purposes, your writing will be anonymized and shared among researchers. No writing shared with researchers will be connected to your identity in any way. Learn more about **the research** using USF Writes.

Step 1: Click [Opt In] to allow researchers to use your anonymous data or [Opt Out] to deny:



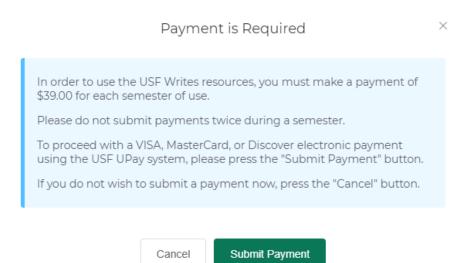
3. Subscribing

3.1 TouchNet Payment

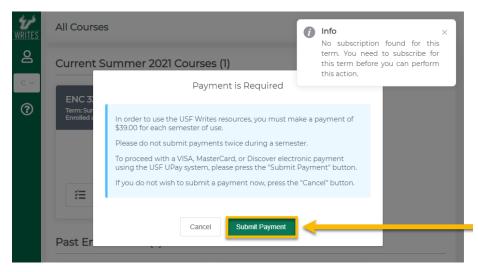
You must subscribe to USF Writes at the start of each semester in which you are enrolled in a course that utilizes it. Currently, the only payment methods accepted are Debit or Credit cards. BAPP is not supported. Unsubscribed projects are denoted by their gray background and the words (Unpaid) in the course heading:

WRITES	All Courses
٤	Current Summer 2021 Courses (1)
С ~	ENC 3246 SEC 700 (Unpaid)
3	Term: Summer 2021 Enrolled as: Student

If you have not subscribed, you will see the **Payment is Required** popup when selecting a course:



Step 1: Click on the [Submit Payment] button which will take you to TouchNet Payment:



Step 2: Complete the payment form and press [Continue]:

	0 0
Payment	Confirmation Receipt
ayment Information	* Indicates required information
fotal:	\$39.00
Payment Method:*	Credit Card 🗸
DISCHIEF COMPANY	
ccount Information	* Indicates required information
Credit Card Type:	Visa v
Account Number:	41111111111111
Expiration Date:"	09 🗸 2021 👻
Security Code:	123
Name on Card:	 View Example
Name on Card:"	Stu Dent
illing Information	* Indicates required information
Street Address 1:*	123 Main St
Street Address 2:	
City:"	Tampa
State:"	Florida
Zip Code:"	33601
Country:*	United States 👻
ontact Information	* Indicates required information
imail:*	student@usf.edu
	(555) 555-5555
Day Phone:	(555) 555-5555
Day Phone: Night Phone:	
	(555) 555-5555

Step 3: Verify your information and again select [**Continue**] to complete your payment transaction and receive your receipt:

💅 / WRI ⁻	TES 💅	UNIVERSITY of SOUTH FLORIDA A Preeminent Research University
	0	
Payment	Confirmation	Receipt
Confirmation		đ
Amount:	\$39.00	
Date and Time:	7/22/21 1:24 PM	
Name on Card:	Stu Dent	
Account Number:	xxxxxxxxxxxxx1111	
Back		Cancel this payment transaction.
Source -		control dis payment durisactions

Step 4: View or print your receipt and return to USF Writes by clicking the [**Thank you for your payment. Click here to Continue**] button:

🖅 / WRITES	5 2	UNIVERSITY of SOUTH FLORIDA A Preeminent Research University
	-0	
Payment	Confirmation	Receipt
'hank you! This is your receipt. nank you. Please print this receipt for your records.		
Amount:	\$39.00	
Total:	\$39.00	
Date and Time:	7/22/21 1:24 PM	
Name on Card:	Stu Dent	
Account Number:	xxxxxxxxxxxxxx1111	
Card Type:	Visa	
Reference Number:	20210722000000	
System Tracking ID:	337214	
*** Card Not Present ***		
	Print Receipt	Thank you for your payment. Click here to continue.

3.2 TouchNet Payment Issues

If you have an issue with the payment process, please:

- Try again and make sure the card and billing information is entered correctly.
- Use a different payment method.
- Switch to another web browser.

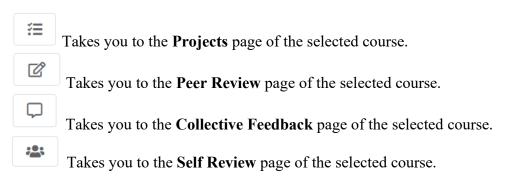
If none of the above methods fix the issue, please contact TouchNet customer service for further support.

4. All Courses

After logging in, the first page displayed to students is the **All Courses** page. This page shows all the student's enrolled courses by term. See <u>Terminology</u> page for tile distinctions.

€ / WRITES	All Courses
A Hi, Eric	Current Summer 2021 Courses (1)
Course Selection V	ENC 3246 SEC 700
 E-Texts Help 	Term: Summer 2021 Enrolled as: Student
\leftarrow	

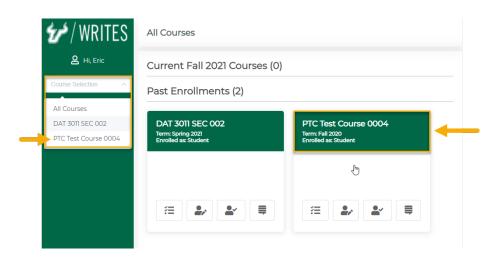
You can navigate to a specific course by clicking on the course tile or using the control buttons to go directly to a course page. The control buttons are as follows:



5. Projects

After selecting a course, it will redirect to the **Projects** page. This page shows all active projects in the course. See <u>Terminology</u> page for tile distinctions.

Step 1: Select a course by choosing one in the **Course Selection** drop-down list or clicking on a course tile in the **All Courses** page.



Step 2: The Projects page is displayed as below:

✓ / WRITES	PTC Test Course 0004 > Projects	
Hi, Eric PTC Test Course 0004	PTC Practice Upload Project Due Date: Sun, Aug 30 at 11:59 pm EST	
	Submit Project DRAFTDocument Series Project Due Date: Sun, Sep 6 at 11:59 pm EST. ∅ Self Review Due Date: Thu, Aug 27 at 2:54 pm EST. ∅ Appraisal Due Date: Sat, Jan 30 at 12:00 am EST. ∅	. ♦
÷	Re-submit Project View Feedback Self Review Appraisal	

There are multiple control buttons in each **Project Tile**. They are as follows:

IUpload] button: Click on this button to upload a file for the selected project.
 IDownload Latest Submission] button: Click on this button to download the latest submission for the selected project.
 IPeer Review] button: Click on this button to review your peers' projects.
 ISelf Review] button: Click on this button to review your own project.
 IView Feedback] button: Click on this button to view feedback for your project.

Step 3: To view a project detail, click on any part in a project tile:

ic	
0004	PTC Practice Upload
	Submit Project

The project detail dialog shows information regarding project due date, activities, and overview:

Impor	tant Information	
Thi	s project is due at Sun, Aug 30 at 11:59 pm EST . It includes no sub-tasks.	
Projec	t Overview	
goal • To c	Purchasing access to the required textbook <i>A Rhetorical Approach to Workplace Writing (RAWWr), 7th ed.</i> , and the corresponding short assignments and exercises you'll be completing as part of your coursework throughout the semester through USF Writes. Saving a file as a PDF and uploading that document to USF Writes.	*
	se answer the following question:	•

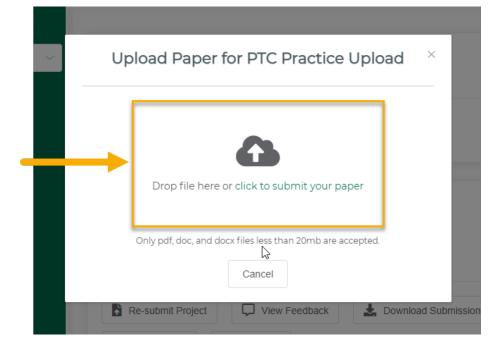
6. Submit Project

6.1 Submit Individual Project

Step 1: In the Projects page, click on the [Submit Project] icon to see the Upload Project box.

💅 / WRITES	PTC Test Course 0004 > Projects	<u> </u>
은 Hi, Eric		1
PTC Test Course 0004 🛛 🗸	PTC Practice Upload Project Due Date: Sun, Aug 30 at 11:59 pm EST	
⑦ Help	Submit Project	
	DRAFTDocument Series ▲ ④ Project Due Date: Sup Sep 6 at 1159 pm EST ④	

Step 2: In the Upload Project box, click on the [Upload] icon to select a file.



Step 3: Select a file and click the [Open] button.

← → ~ ↑ 🛄 > Th	is PC → Desktop		✓ Ŭ ,○ Si	arch Desktop
Organize 👻 New fold	er			III 🕶 🔲 😮
∧ ★ Quick access	Name	Date modified	Type	ize
	🔟 The great American story 2	3/24/2021 11:31 AM	Microsoft Word D	12 KB
📃 Desktop 🚿	🔟 The great American story 3	3/24/2021 11:47 AM	Microsoft Word D	12 KB
🕂 Downloads 🖈	💼 The great American story	10/14/2020 5:19 PM	Microsoft Word D	12 KB
🔮 Documents 🖈	43			
📰 Pictures 🛛 🖈				
My Documer 🖈				
Images				
Manuals				
Personal 🗸				
	ame:		~ Custon	Files

Step 4: Click on the [Submit] button to submit the project.

~	Upload Paper for PTC Practice Upload \times
	Drop file here or click to submit your paper Only pdf, doc, and docx files less than 20mb are accepted.
	The great American story.docx
	Cancel

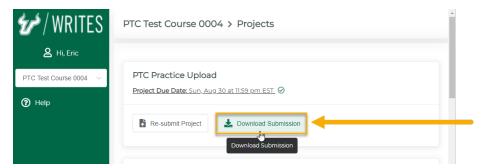
Tips:

• To cancel submission, click on the [Cancel] button.

After you click the **[Submit]** button, the system will display a message notifying whether the submission was successful or not on the right sight corner.

€ / WRITES	PTC Test Course 0004 > Projects	Success ×
A Hi, Eric	L3	successfully.
PTC Test Course 0004	PTC Practice Upload Project Due Date: Sun, Aug 30 at 1159 pm EST.	
	Re-submit Project 🛃 Download Submiss	ion

Check your submission. To review/check your submission, click on the [**Download Submission**] button:



To re-submit the project, click on the [Re-Submit Project] icon.

WRITES B	PTC Test Course 0004 > Projects		
₽ ∨ ?	PTC Practice Upload Project Due Date: Sun_Aug 30 at 1159 pm EST @		
	Re-submit Project		
	DRAFTDocument Series	e o	

6.2 Upload Group Project

Any student can upload a project for their group in the **Project**'s page.

Tips:

- Only PDF, DOC, and DOCX files less than 20mb are accepted.
- After being assigned a group, one member of the group will upload a document for the entire team.
- The latest submission will be applied for the whole team.

Step 1: In the Project page, click on the [Submit Project] icon to upload paper for your team.

✓ / WRITES	Submit Project	•
B Hi, Eric	Self/Team Evaluation Project Due Date: Wed. Dec 2 at 11:59 pm EST	
() Help	Submit Project	
	Revision Planning Slides Project Due Date: Sun. May 2 at 11:59 pm EST	: <u>2</u> :
	Submit Project	
\leftarrow	Submit Project	ļ
Step 2: In the Up	load Project box, click on the [Upload] icon	to select a file.
	t Due Date: Wed, Dec 2 at 11:59.pm EST	
	bad Paper for Revision Planning Slides	-
	Drop file here or click to submit your paper	
	Only pdf, doc, and docx files less than 20mb are accepted.	
	Cancel	
- Nevi	sion Flanning Slides	

Step 3: Select a file and click on the [Open] button.

Open				×
\rightarrow \checkmark \uparrow \blacksquare > This	s PC > Desktop		✓ ບ ,○ Sea	rch Desktop
ganize 👻 New folde	r			📰 🔻 🔟 ?
🔒 TechComm Pro <u>c</u> ^	Name	Date modified	Type Siz	e
TechSmith	💼 The great American story 2	3/24/2021 11:31 AM	Microsoft Word D	12 KB
TPGi	The great American story 3	3/24/2021 11:47 AM	Microsoft Word D	12 KB
USF Writes	💼 The great American story	10/14/2020 5:19 PM	Microsoft Word D	12 KB
USF Writes Meet				
OneDrive - Univer				
This PC				
🧊 3D Objects				
📃 Desktop 🗸 🗸				
File na	me:		~ Custom	Files ~
			Ope	en 🛛 🚽 💼

Step 4: Click on the [Submit] button to submit your project.

	Project Due Date: Wed, Dec 2 at 11:59 pm EST	
~	Upload Paper for Revision Planning Slides $^{ imes}$	
	Drop file here or click to submit your paper Only pdf, doc, and docx files less than 20mb are accepted.	

Tips:

• To cancel submission, click on the [Cancel] button.

After students click the **Submit** button, the system will display a message notifying whether the submission was successful or not on the right side corner.

WRITES / WRITES ی hi, eric	FINALRecommendation Report Project Due Date: Wed. Dec 2 at 11:59 pm EST	Success Your paper was su successfully.	× ubmitted
PTC Test Course 0004 V	Submit Project		

To review/check your submission, click on the [Download] button:

💅 / WRITES		^
	FINALRecommendation Report	
A Hi, Eric	Project Due Date: Wed_Dec 2 at 11:59 pm EST	
PTC Test Course 0004 V	Submit Project	
	Self/Team Evaluation Project Due Date: Wed_Dec 2 at 11:59 pm EST	
	Submit Project	
	Revision Planning Slides Project Due Date: Sun, May 2 at 11:59 pm EST. Ø	
← _	Re-submit Project	

To re-submit your project, click on the [Re-Submit] button:

WRITES & hi, eric	FINALRecommendation Report Project Due Date: Wed, Dec 2 at 11:59 pm EST	
PTC Test Course 0004 V	Submit Project	
	Self/Team Evaluation Project Due Date: Wed_Dec 2 at 11:59 pm EST	
	Submit Project	
	Revision Planning Slides Project Due Date: Sun, May 2 at 11:59 pm EST. @	10
	🔥 Re-submit Project 🛃 Download Submission	

6.3 Canvas Integration

This feature is currently enabled for limited use and may not be available to all students.

Canvas integration replicates your project submission in USF Writes to a corresponding, synchronized assignment in Canvas, alleviating the need for dual submissions in both applications.

If this feature is available you will see the Canvas icon next to the Project title:

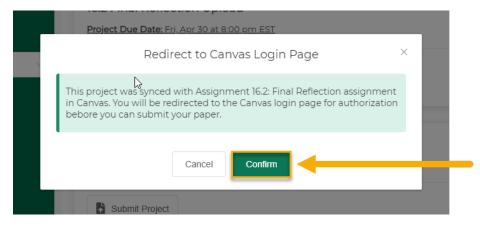
💅 / WRITES	Practice Upload Self Review	₽ [0]
A Hi, Eric	Project Due Date: Sun, Feb 21 at 8:00 pm EST. Self Review Due Date: Thu, Jan 7 at 9:48 am EST. ⊘	_
DAT 3011 SEC 002 V		

Your first submission to a synchronized canvas assignment will require you to authorize Canvas (give it permission) to interact with USF Writes. This only needs to be completed once each term.

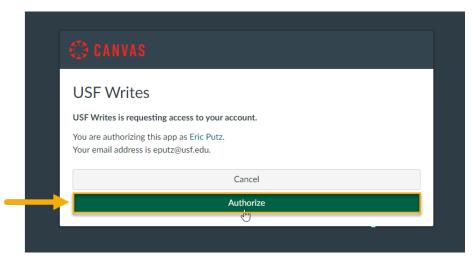
Step 1: Select a project which has the Canvas icon and click on the **[Submit Project]** button to submit your project:



Step 2: The Redirect to canvas Login Page will popup. Select [Confirm]



Step 3: Authorize USF Writes access to Canvas by clicking on the [Authorize] button:

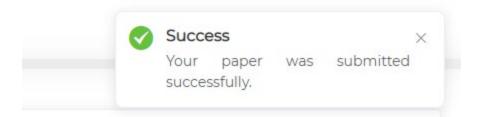


Step 4: You will be returned to USF Writes to upload your paper:

WRITES	DAT 3011 SEC 002 > Projects	
ط Hi, Eric		
DAT 3011 SEC 002 🛛 🗸	Upload Paper for 16.2 Final Reflection \times Upload	≗⁄≗∕⊙
U neip	This project was synced with <u>Assignment 16.2: Final Reflection</u> assignment in Canvas. Your paper will be submitted in both USF Writes and Canvas.	
	App Drop file here or click to submit your paper Only pdf, doc, and docx files less than 20mb are accepted. Cancel	raisal
\leftarrow	Canvas Integration Demo 2	2º 0

For help with uploading see 6. Submit Project

Step 7: Upon successful upload – your project will have been submitted to both USF Writes and the corresponding Canvas Assignment.



Successful USF Writes submission

💅 / WRITES	DAT 3011 SEC 002 > Projects
A Hi, Eric	
Back to admin view	Practice Upload Self Review
DAT 3011 SEC 002 \sim	Due Date: Sun. Feb 21 at 8:00 pm EST Submitted at: Fri, Jan 8 at 11:31 am EST Self Review Due Date: Thu, Jan 7 at 9:48 am
🚝 Projects	Re-submit Project
🎒 Peer Review	

Successful Canvas submission

		✓ Submitted!
25 Submitting a text entry box or a file upload A	wailable until Jan 12 at 8pm	Jan 8 at 11:31am Submission Details
		Download This is a
, ,,,		sponses to each of the Comments: No Comments
eta	etails closely and carefully, preview all the readings and assign esponses should be in a complete sentence and follow convert	S Submitting a text entry box or a file upload Available until Jan 12 at 8pm ttals closely and carefully, preview all the readings and assignments for Project 1. Once you have digested the material, post your considered res seponses should be in a complete sentence and follow conventions of formal, academic writing. (location and device)? Where will you write and save/store your assignments (hardware and software)?

USF	≡ DAT3011.00252	21 > Assignments > Assignment 1.1: Project One Overview >	
Account	Home Syllabus	Submission Details	Grade: / 25
Dashboard	Modules Assignments	Assignment 1.1: Project One Overview Eric Putz (He/Him) submitted Jan 8 at 11:31am	Re-submit Assignment
Courses Calendar	USF Writes Quizzes Discussions	This is a test.decx 11.5 x8 Vew Feedback	Add a Comment:
	Grades People		Media Comment Attach File Save
History Commons	Chat Microsoft Teams (Early Access)		
⑦ Help			

Further project submissions require no additional steps. When submitting a paper to another project with an associated Canvas assignment the process will work seamlessly and without requiring any interaction on your part.

7. Self Review

7.1 Self Review for Individual Project

This feature enables students to review their own papers for a project. This activity is normally completed before the instructor reviews the student's paper.

Tips:

- 1. When you score your own paper, click on the **[Submit]** button when the scoring is completed. By default, the **[Submit]** button will be greyed out and disabled.
 - The **[Submit]** button will turn red when a student starts adding scores or comments. It will stay red and the scoring status will be "In Process" until it is clicked. Instructors cannot see student's scoring progress.
 - Once the **[Submit]** button is clicked, the button will turn green, and the scoring status will be updated to "Scored." Instructors can view the student "Self Review" at this point.
- 2. There is no need to save work before navigating away because work will be auto saved.

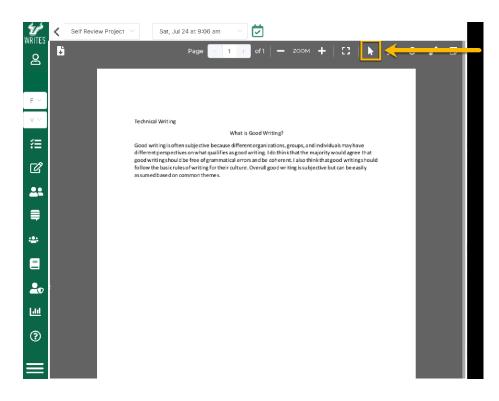
Step 1: On the Project's page, click on the [Self Review] icon in a project tile to complete self review.

₩ / WRITES	Features Demonstration Course > Projects	
온 View as Lity	Self Review Project Project Due Date: Mon, Jun 28 at 10:19 an EST @	21
Basse, Lily	Self Review Due Date: Mon, FebB at 2:48 pm EST	
	Group Project Project Due Date: Mon, Jul 12 at 1019 am 1 St. @	<u>12</u> 1
	🖹 Re-submit Project 🔍 🖓 View Feedback 🌳 🛓 Download Submission	
	Instructor Review Project Project Due Date: Mon_3.m 21 at 10:39 am 1.51 Ø	
\leftarrow	🖺 Re-submit Project 💭 View Foodback 🎴 🕹 Download Submission	

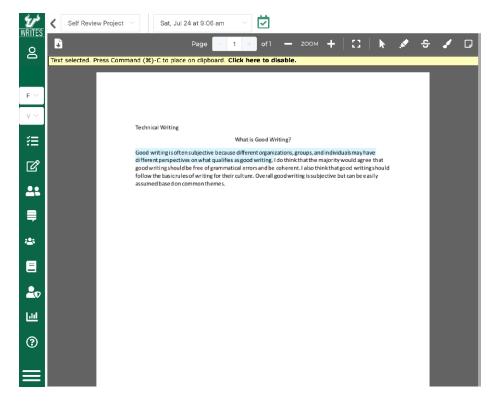
7.2 Markup Tools.

I. Copy Text

Step 1: Click on the [Copy] icon .



Step 2: Click and drag across the text to highlight, then use Ctrl + C or right click to copy text.



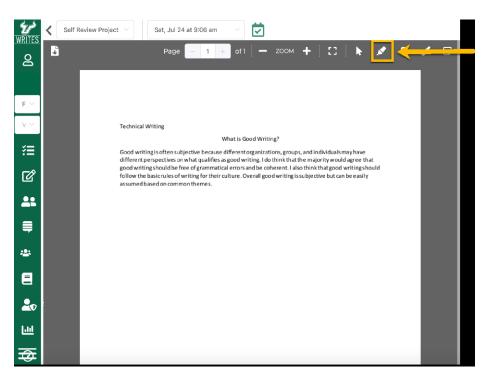
Step 3: Use Ctrl + V or right click to paste the copied part to the Rubric section.

WRITES -	✓ Salf Review Project ∨ Sat, Jul 24 at 9:06 am ∨	Submit
8	🖹 Pago 🔁 1 🕡 of 1 — 2004 + 🗂 🕨 🖋 🗲 🖌 D Toxt selected. Press Command (#)-C to place on elipboard. Click here to disable.	Statement
F \sim		EGMRSUZ
$V \sim$	Tedmical Writing	Good writing is often subjective because different organizations, groups, and individuals may have different perspectives on what qualifies as good writing.
í I	What is Good Writing? Good writing is after subjective beause different organization, groups, and individual may have after preparatives on what wall first agood writing (a do think that the major ity would agree that	
ي ۲	pool writingshould be free of garametical errors and to other srit. Jalo think has good writingshould follow the backlosel softwing for the struture. Overall good writing is subjective but can be easily assumed based on common there is.	Support
≡		E G M R S U Z
*		
∎ ₽		Refutation
١.		EGMRSUZ
0		Enter text here
\equiv		Conventions

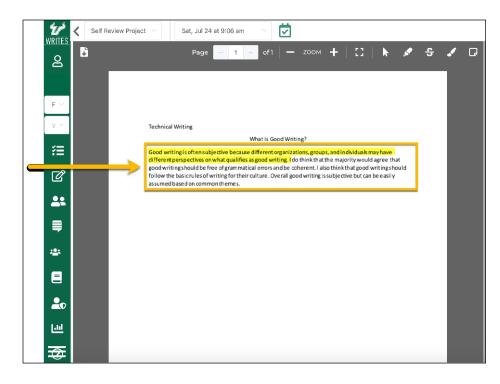
Tip: To stop using the markup tool, click on the yellow disable panel at the top of the document.

II. Highlight

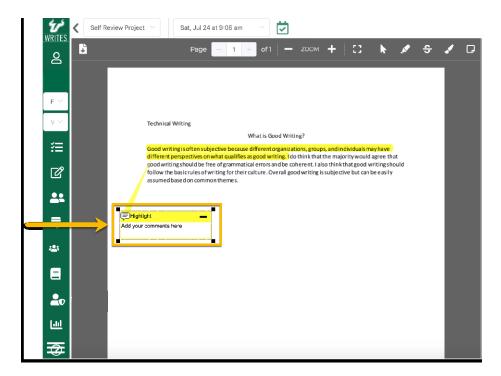
Step 1: Click on the [Highlight] icon



Step 2: Click and drag across the text to highlight.

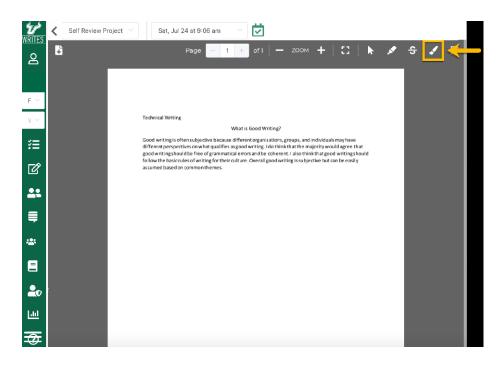


Step 3: Double click [Highlight Section] to add comments.

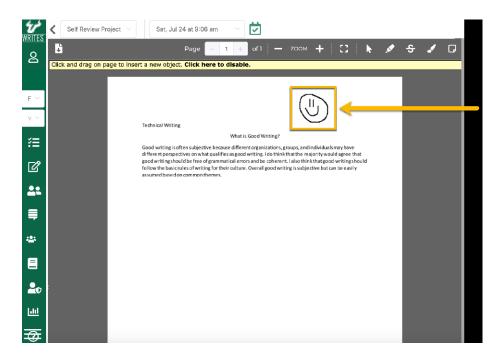


III. Free Draw

Step 1: Click on the [Free Draw] icon A.



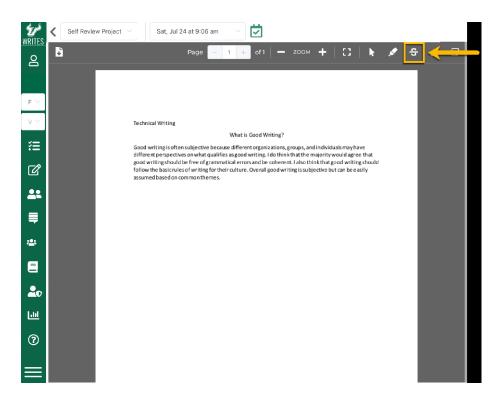
Step 2: Click and drag on the project to create a text box.



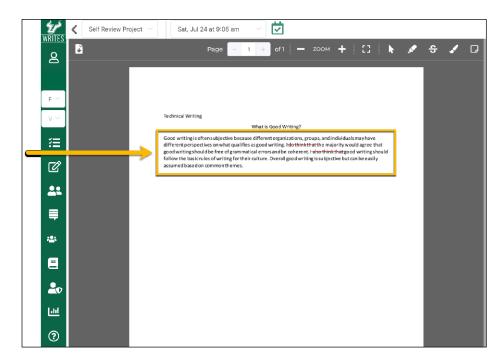
Step 3: Add your comments to the textbox.

IV. Strikethrough

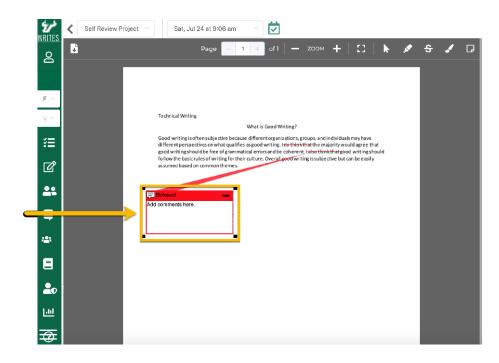
Step 1: Click on the [Strikethrough] icon .



Step 2: Click and drag across the text.

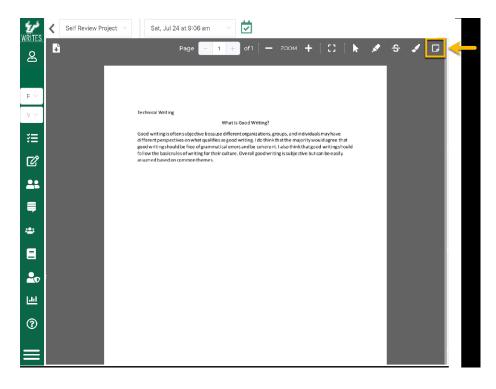


Step 3: Add comments in the box.



V. Sticky Note

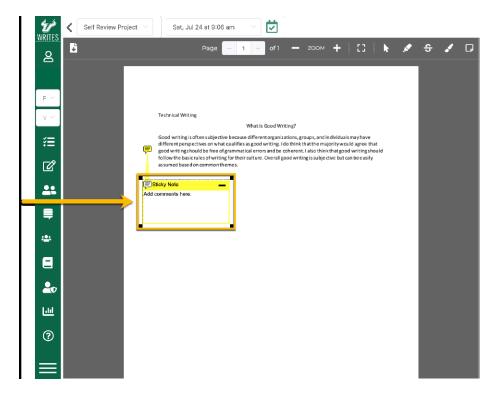
Step 1: Click on [Sticky Note] icon



Step 2: Click where you want Sticky Note to appear.

کری WRITES	s Self Review Project \checkmark Sat, Jul 24 at 9:06 am \checkmark			
8	Page - 1 + of1 - 200M + [] 🕨	×	S	D
F ~	Technical Writing			
V ~	What is Good Writing?			
ĭ≡	Good writing is often subjective because different organizations, groups, and individuals may have			
_	good writing should be free of grammatical errors and be coherent. I also think that good writing should			
Ľ	assumed based on common themes.			
<u>.</u>	Stoky Noto			
	Add comments here.			
-2:				
-				
20				
60				
?				

Step 3: Enter text to Sticky Note.

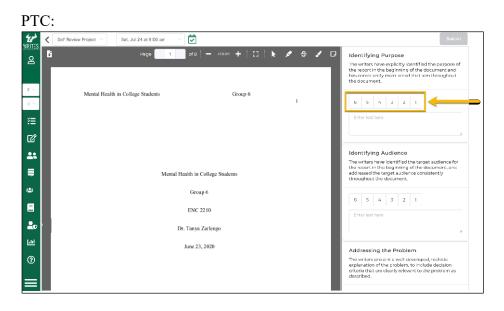


Tip: There are two ways to delete an annotated object from a paper. You can right click on the object and select [**Delete Object**], or select the object and click the [**Del**] button in the keyboard.

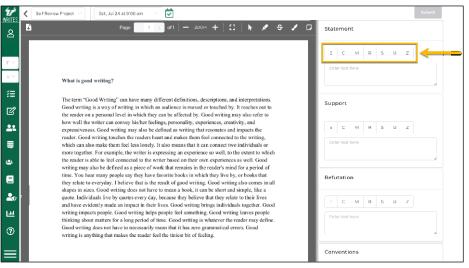
7.3 Rubric

Students can also provide scores and comments for each rubric criterion.

Step 1: Students can add **Scores** to each rubric criteria by selecting a number from 1 to 6 in the score bar.

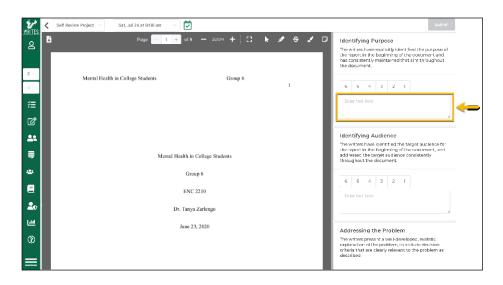


FYC:



Step 2: Students can also add **Comments** to each rubric criterion by inputting text to the textbox area under the score bar.

PTC:



FYC:

٤r ⁵	🗶 Self Review Project \vee Sat. Jul 24 at 9:06 am \vee 👿	Submit
WRITES <u>e</u>	B rugo 1 of − 2004 + C k 2 S 2 D	Statement
F ~		E G M H S U Z
v ~	What is good writing?	←
:≣ 12	The term "Good Writing" can have many different definitions, descriptions, and interpretations. Good writing is a way of writing in which an audience is moved or touched by. It reaches out to the reader on a personal level in which they can be affected by. Good writing may also refer to	Support
**	how word the writer can convey his/sec feelings, personally, experiences, excetivity, and how word the writer can convey his/sec feelings, personally, experiences, excetivity, and expressiveness. Good writing may also be defined as writing that resonates and impacts the reader. Good writing tuckeds the readers heart and makes them feel connected to the writing.	E G M R S U Z
-	which can also make them feel less londy. It also means that it can connect two infinite generations are the set of the s	Enter text here
*	writing may also be det beinnesse an under weak out and the second of th	Refutation
20	they team to very any intervent want is no team to grow writing. Dood writing any Coulds in an shapes in sizes. Good writing does not have to mean a book, it can be short and simple, like a quote. Individuals live by quotes every day, because they believe that they relate to their lives and have evidently under a rimgent of more lives. Good writing brins michtiguinals together. Good	E G M R S U Z
ш	writing impacts people. Good writing helps people feel something, Good writing leaves people thinking about matters for a long period of time. Good writing is whatever the reader may define.	Enter text here
0	Good writing does not have to necessarily mean that it has zero grammatical errors. Good writing is anything that makes the reader feel the timiest bit of feeling.	
\equiv		Conventions

Step 3: After you finish scoring, click on the [Submit] button to submit the feedback. At this point, the instructor can view your Self Review submission.

7.4 Self Review for a Group Project

In a group project, this feature enables groups to review their own paper. Students will need to be assigned to a group before they can upload a paper and perform self review.

Step 1: On the Projects page, click on [Self Review] icon in a group project tile to start doing Self Review.

i S	Features Demonstration Course > Projects	
	Instructor Review Project Project Due Date: Mon.Jun.71.8.103 am 1/51. @	
	Project Live Jate: Mon Jun / La Arts Art San 1.5.1	
	Group Project Project Date Tru, New 20 at 1200 are EST. Ø	11 11
	Self Review Due Date: Thu, Nox 30 at 1200 um FST	
	Collective Feedback Project Project Due Date: Mon. Jul 26at 1079 am EST ⊚	

Step 2: Perform self review for your group paper using Rubric Criteria and Markup Tools.

8. Peer Review 8.1 Peer Review for Individual Project

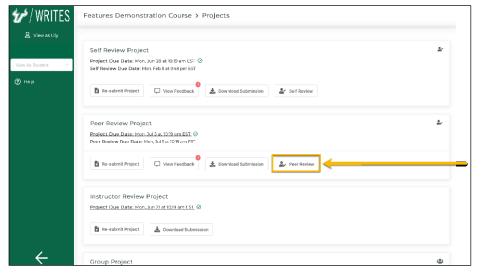
This feature allows students in a peer review group to give feedback on each other's projects.

Tips:

- 1. When you score a paper, click on the [**Submit**] button when the scoring is completed. By default, the [**Submit**] button will be greyed out and disabled.
 - The **[Submit]** button will turn red when a student starts adding scores or comments. It will stay red, and the scoring status will be "In Process" until it is clicked. Instructors cannot see a student's scoring progress.
 - Once the **[Submit]** button is clicked, the button will turn green and the scoring status will be updated to "Scored." Instructors are allowed to view the student peer review at this point.

in a project tile to start.

2. There is no need to save work before navigating away because work will be auto saved.



Step 1: On the Project page, click on the peer review icon

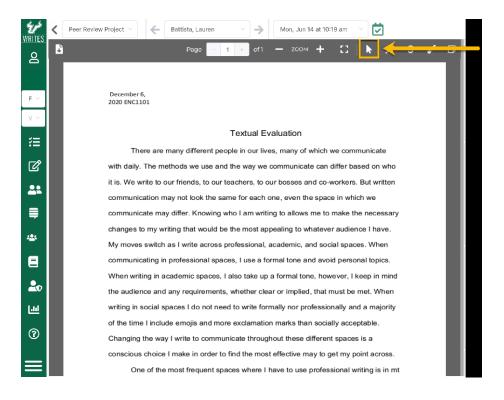
-2

Step 2: Review your peer's projects using Rubric Criteria and Markup Tools .

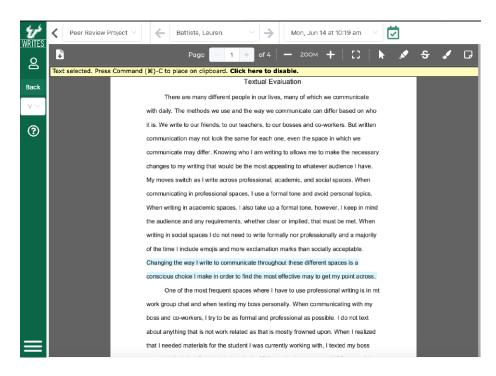
8.2 Markup Tools

I. Copy Text

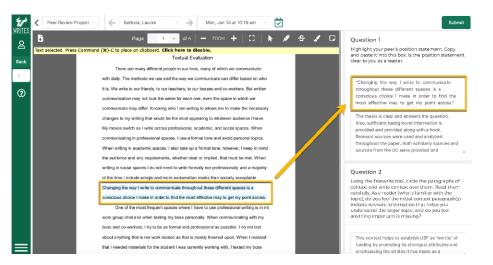
Step 1: Click on [Copy] icon



Step 2: Click and drag across the text to highlight then use Ctrl + C to copy text.

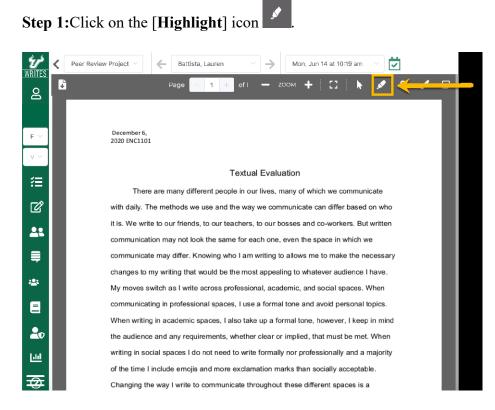


Step 3: Use Ctrl + V to paste copied part to Rubric section

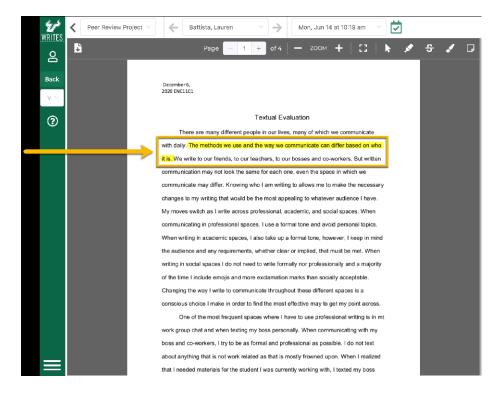


Tip: To stop using the markup tool, click on the yellow disable panel in the top of the document.

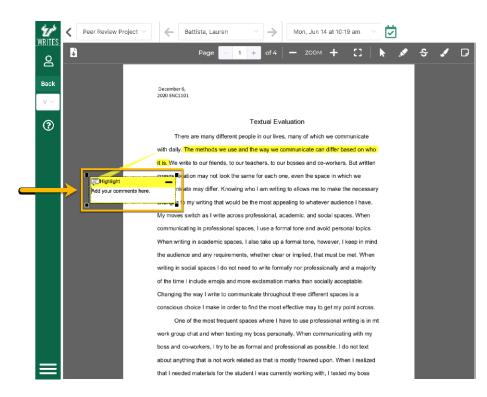
II. Highlight



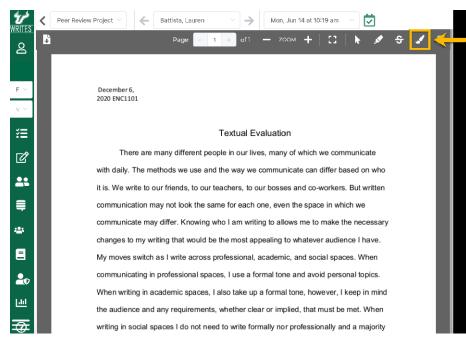
Step 2: Click and drag across the text to highlight.



Step 3: Double click to Highlight Section to add comments.



Step 1: Click on [Free Text] icon A



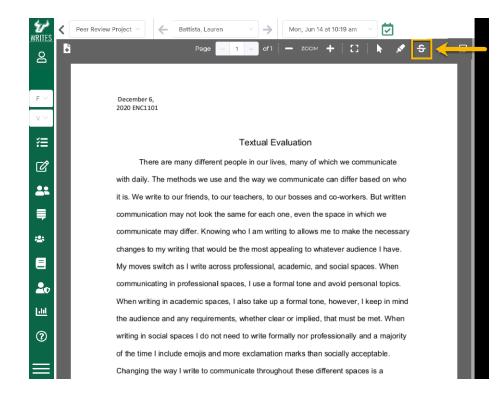
Step 2: Click and drag on the project to create a text box.

ک WRITES	<	Peer Review Project \vee 🛛 🧲 Battista, Lauren	✓ → Mon, Jun 14 at 10:19 am ✓ ☑
P F		December 6, 2020 ENC1101	
$v \sim$			Textual Evaluation
?≡		There are many different peop	ole in our lives, many of which we communicate
ľ			the way we communicate can differ based on who achers, to our bosses and co-workers. But written
2 2			e for each one, even the space in which we
₽		communicate may differ. Knowing whether the second se	no I am writing to allows me to make the necessary
*		, , ,	the most appealing to whatever audience I have. ofessional, academic, and social spaces. When
		communicating in professional space	es, I use a formal tone and avoid personal topics.
20		When writing in academic spaces, I a	also take up a formal tone, however, I keep in mind
		the audience and any requirements,	whether clear or implied, that must be met. When
<u>1411</u>		writing in social spaces I do not need	to write formally nor professionally and a majority
Ð		of the time I include emojis and more	exclamation marks than socially acceptable.

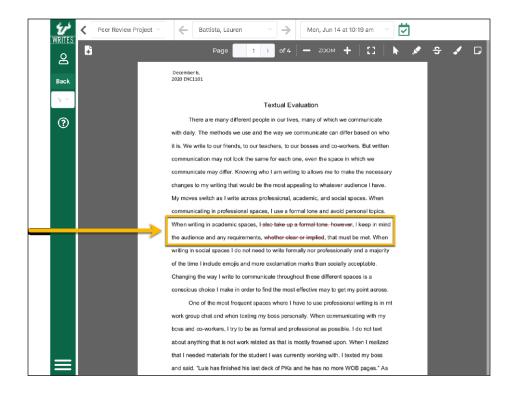
Step 3: Add your comments to the textbox.

IV. Strikethrough

Step 1: Click on the [Strikethrough] icon 5.



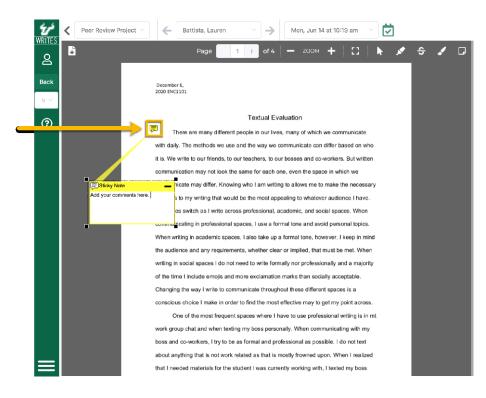
Step 2: Click and drag across the text.



V. Sticky Note

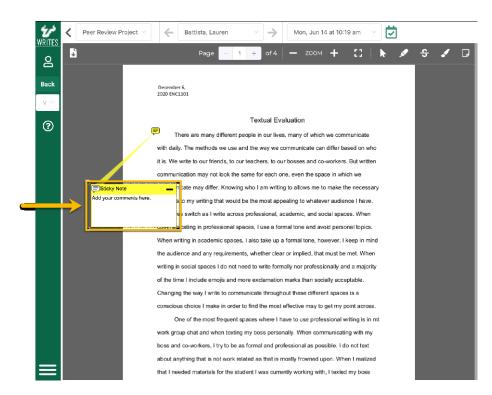
Step 1: Click on [Sticky Note] icon

WRITES	<	Peer Review Project $^{\checkmark}$	← Batt	tista, Lauren	~ ->	Mon, Ju	n 14 at 10:	19 am				
g	F			Page –	1 + of	— 700	м 🕂	10	k 🖉	÷	1	÷
F $^{\vee}$		December 6, 2020 ENC110										
$_{\rm V} \sim$												
≋≣					Textual	Evaluation						
Ľ		The	re are many	y different p	eople in our	ives, many c	of which	we comn	nunicate			
		with daily.	The method	ds we use a	nd the way v	e communic	cate can	differ bas	sed on who			
22		it is. We wr	ite to our fri	iends, to ou	r teachers, to	our bosses	and co-	workers.	But written			
		communica	ition may n	ot look the s	same for eac	h one, even	the spac	e in whic	h we			
		communica	ite may diff	er. Knowing	y who I am w	riting to allow	vs me to	make the	e necessar	y		
· ·· ·		changes to	my writing	that would	be the most	appealing to	whateve	r audien	ce I have.			
		My moves :	switch as I	write across	s professiona	l, academic,	and soc	ial space	es. When			
20		communica	iting in prof	fessional spa	aces, luse a	formal tone	and avo	id persor	nal topics.			
		When writin	ng in acade	emic spaces	, I also take	up a formal t	one, how	vever, I k	eep in mind	ł		
<u>[ad</u>		the audiend	e and any	requiremen	ts, whether o	lear or impli	ed, that r	must be r	met. When			
?		writing in so	ocial space	s I do not ne	eed to write f	ormally nor p	orofessio	nally and	d a majority			
		of the time	l include er	mojis and m	ore exclama	tion marks th	nan socia	ally accep	otable.			
		Changing t	he way I wr	rite to comm	unicate thro	ughout these	e differen	t spaces	is a			



Step 2: Click where you want Sticky Note to appear.

Step 3: Enter text to Sticky Note.



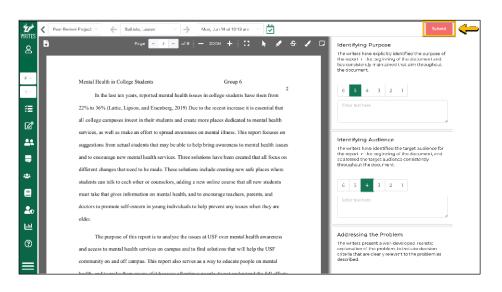
Tip: There are two ways to delete an annotated object from a paper. You can right click on the object and select [**Delete Object**], or select the object and click the **Del** key in the keyboard.

8.3 Use Rubric

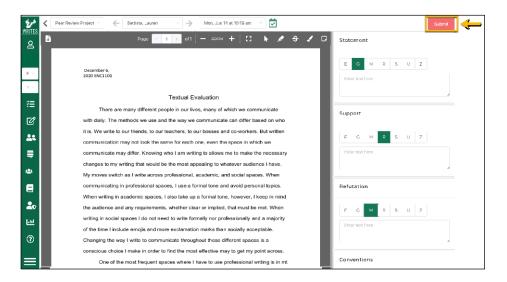
Students can also provide scores and comments for each rubric criterion.

Step 1: Add "Scores": Students can add "Scores" to each rubric criterion by selecting numbers from 1 to 6 in the score bar.

PTC:



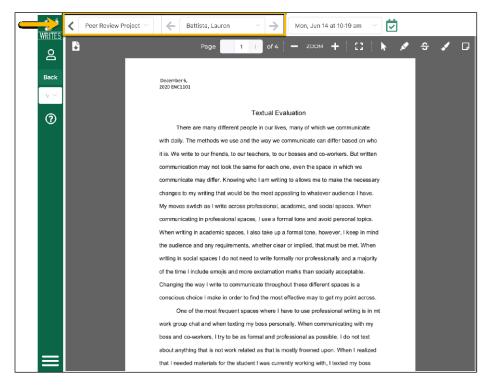
FYC:



Step 2: Add **Comments:** Students can add **Comments** to each rubric criterion by inserting texts to the textbox area under the score.

Step 3: After finishing scoring, click on the [Submit] button to submit the feedback. At this point, your peer can view your feedback.

Step 4: To select another project or peer project for scoring, use the **Project Selection** dropdown menu, **Student Selection** drop-down menu, and the **Next** and **Previous** arrows.

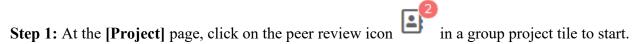


8.4 Peer Review for Group Project

Tips:

- 1. In a group project, this feature allows groups to review other groups' papers in a peer review team.
- 2. When a student in a group scores papers, they need to click on the **[Submit]** button when the scoring is completed. By default, the **[Submit]** button will be greyed out and disabled.
 - The [Submit] button will turn red when students start adding scores or comments. It will stay red, and the scoring status will be "In Process" until it is clicked. Instructors cannot see the group's scoring progress.

- Once the **[Submit]** button is clicked, the button will turn green and the scoring status will be updated to "Scored." Instructors can view the group's peer review at this point.
- 3. There is no need to save work before navigating away because work will be auto saved.



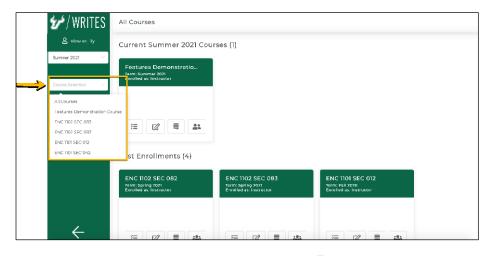
WRITES	Features Demonstration Course > Projects	
Back	Instructor Review Project	
?	🛱 Re-submit Project 💭 Vlow Foodback 🐣 素 Download Submission	
	Group Project Project Due Date: Mon, Jul 12 at 10/3 am EST. Ø Peer Review Due Date: Mon, Jul 12 at 10/3 am EST	2, 121
	🛱 Ro-submit Project 💭 View Feedback 🔮 🛓 Download Submission	-
	Collective Feedback Project Project Date Date, MaryJul Z6 at 1028 atr FST. ©	
	🔓 Re-submit Project 🛓 Download Submission	

Step 2: Review other groups' papers using Rubric Criteria and Markup Tools.

9. View Scores & Feedback

To see instructor and peer feedback for a particular project, you need to follow these steps below:

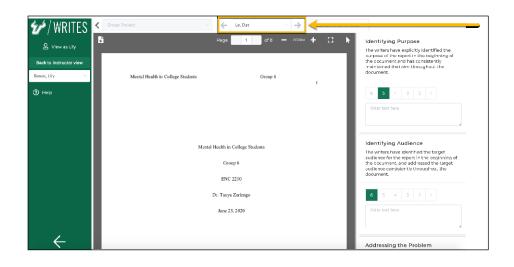
Step 1: Select a course from the All Courses or Course Selection menu.



Step 2: Click on the [View Feedback] icon Under Project Name.

€¢ / WRITES	Features Demonstration Course > Projects	
& View as Lity Back to Instructor view Basso, Lily ~ @ Help	Instructor Review Project Project Due Date: Mon, Jun 21 at 10:03 am EST @ Ro-submit Project View Feedback Journload Submission	
	Croup Project Project Date: Non. 3xt 12xt 1019 arm EST. @ Utew Foodback Utew Foodback Utew Foodback	221
	Collective Feedback Project Project Due Date: Mon, Ju 26 at 1029 am EST @	
÷	Re-submit Project Download Submission Self Review Project Project Date: Mon. Jun 28 at 1019 am 151 0 Self Review Date: Mon. Jun 28 at 1019 am 151 0 Self Review Date: Mon. Jun 28 at 1019 am 151 0	Ŀ

Step 3: Use the Reviewer Selection drop-down list to view feedback from other reviewers.



10. Collective Feedback File (CFF)

A Collective Feedback File (CFF) is a collection of issues in student writing for a particular project. Instructors create CFFs and provide these to their students for review at the end of a scoring period.

10.1 CFF Screen

Step 1: On the left menu bar, click on [Collective Feedback].

	龙 / WRITES	Features Demonstration Course > Projects	
	A H.Haley	Add New Project Order By Due Dates	
	Features Demonstration $$	Instructor Review Project Project Dire Mer, Lin 21470194m rol	÷
	7 Frojects	S View All Submissions	
	Score Center		
	🚉 Team Formation	Group Project Project Dec Mar. Jul 12 aut 019 am EST	a. :
\rightarrow	Collective Readback		
	📇 Students	S View All Submissions	
	E-Texts		
	🔓 Admin Taols	Collective Feedback Project Project Due: Mor. J.al 26 at 10:19 am E5"	:
	HI Reports		
	(2) Наір	📚 View All Submissions 🔚 View All Feedback	
	\leftarrow	Self Review Project	₽ 1

Step 2: [Collective Feedback] page is displayed as below:

💅 / WRITES	Features De	monstration C	ourse > Coll	ective Feedba	cks		
은 Hi, Haley	Search for collect	ive Feedback					
Features Demonstration \vee	Collective Feedback \$	Project Name ¢	Term ≑	Class 🗘	Issues Count	Last Updated Time	Action
View As Student	Collective Feedback 1	Collective Feedback Project	Summer 2021	Features Demonstration Course	3	Mon, Jun 14 at 10:19 am	5
🕼 Score Center	Collective Foodback 2	Student Appraisal Project	Summer 2021	Features Demonstration Course	4	Mon, Jun 14 at 10:19 am	Đ
Collective Feedback							
🚔 Students							
E-Texts							
🚑 Admin Tools							
🔟 Reports							
③ Help ←							

10.2 View CFF

Step 1: To view a CFF, click on a Collective Feedback tile.

😤 Hi, Haley	Search for collect	tive Feedback					
Features Demonstratior \vee	Collective Feedback \$	Project Name	Term ¢	Class \$	Issues Count	Last Updated Time	Action
View As Student ✓ ;= Projects	Collective Feedback 1	Collective Feedback Project	Summer 2021	Features Demonstration Course	3	Mon, Jun 14 at 10:19 am	Ŀ
Score Center	Collective Feedback 2	Student Appraisal Project	Summer 2021	Features Demonstration Course	4	Mon, Jun 14 at 10:19 am	Ŀ
Collective Feedback							
📇 Students							
E-Texts							
🚑 Admin Tools							
네 Reports							

Step 2: All "Issues" in Collective Feedback page is displayed as below:

💅 / WRITES	Features Demonstration Course > Collective Feedbacks > Issues
🖉 Hi, Haley	Expand All Collapse All
	Never Assume Privacy
Features Demonstration $ \simeq $	Information to Act
	Memo: Structure
Y≡ Projects	
C Score Center	
22 Team Formation	
Collective Feedback	
😂 Students	
E-Texts	
🛓 Admin Tools	

Step 3: To view the "Issue Details," click on the title of each "Issue."

💅 / WRITES	Features Demonstration Course > Collective Feedbacks > Issues
은 Hi, Haley	Expand All Collapse All Never Assume Privacy
Features Demonstration 🔗	Information to Act
	Memo: Structure
ž⊟ Projects	
🖉 Score Center	
2. Team Formation	
Collective Feedback	
😫 Students	
E-Texts	
20 Admin Tools	
Lill Reports	

All details of the selected "Issue" are displayed as below:

💅 / WRITES	Features Demonstration Course > Collective Feedbacks > Issues
요 Hi, Haley	Expand All Collapse All
	Never Assume Privacy
Features Demonstratior $ imes $	Issue Category Geneticstent Sludent Fample
	in a Morra
🚝 Projects	The involved employee is being placed on a temporary probation until training is complete.
Score Center	Summary: Why this is an issue?
La Team Formation	Gene impacts circulation A memo is dissigned to be a partic document, freely siculated and posted. Always consider what has the information you include a appropriate for public know edge.
Collective Feedback	Explanation: How to Improve?
Collective Feedback	information in the memo should not include disc plinary action, even if the employee is unnamed.
📇 Students	Content should be limited to the information that impacts all employees—policy change, rason, implementation.
E-Texts	Information to Act
🛂 Admin Tools	Memo: Structure
네 Reports	
(?) ныр 🗲	

Step 4: To expand all issue details, click on the **[Expand All]** button. To collapse all issue details, click on the **[Collapse All]** button.

💅 / WRITES	Features Demonstration Course > Collective Feedbacks > Issues
<u> </u>	Lippind All Collapse All
	Never Assume Privacy
Features Demonstration \leq	Issue Category GeneContent Student Example
	Ina Merra
Projects	The involved employee is being placed on a temporary probation until training is complete.
🖉 Score Center	Summary Why this is an issue?
🚉 Team Formation	Gene impacts circulation. A memo is designed to be a public document, treely circulated and posted. Always consider whether the information you include is appropriate for public importance of the public document.
Collective Feedback	Explanation: How to Improve? Information in the memorial book include disciplinary action, even if the employee: summaned.
🖴 Students	Content should be limited to the information that impacts a liemologeespoilcy change, reason, implementation.
E-Texts	Information to Act
上 Admin Tools	Memo: Structure
Lini Reports	

10.3 Download Collective Feedback

Step 1: Click on the [**Download**] icon **b**eside the CFF you want to download.

💅 / WRITES	WRITES <u>Features Demonstration Course</u> > Collective Feedbacks						
은 Hi, Haley	Search for collecti	ve Feedback					
Features Demonstration \vee	Collective Feedback 🗢	Project Name	Term ≑	Class 💠	Issues Count	Last Updated Time	Action
View As Student V	Collective Feedback 1	Collective Feedback Project	Summer 2021	Features Demonstration Course	3	Mon, Jun 14 at 10:19 am	6
C Score Center	Collective Feedback 2	Student Appraisal Project	Summer 2021	Features Demonstration Course	4	Mon, Jun 14 at 10:19 am	Đ
Collective Feedback							_
📇 Students							
E-Toxts							
🚑 Admin Tools							
📶 Reports							

11. E-Texts

This section is for PTC only.

Step 1: Click on [E-Text] on the left menu bar and select the book that you want to access.

🗌 💅 / WRITE	Features Demonstration Course > Projects	
온 HiHaley	Add New Project Order By Due Dates	
Features Demonstratio	Instructor Review Project Project Due: Mon Jun 21 at 1000 am EST	÷
∰ Projects	S Vew All Submissions	
🗹 Score Center		
21 Team Formation	Group Project Project Due: Men Jul Dat 10% and FST	444 - 3
📮 Col ortivo Fendis	nck	
221 Students	Vew All Sclumissions III View All Foodback	
E F-Texts	RAWWIT 7.1	
🎝 Admin Tools	Project Due: Mon Ju 26 at 1012 an IST	-
Ltd Reports	S Vew All Submissions 🖽 View All Feedback	
(2) Help	V VW AII SLOTTISSIONS EE VIEW AII HEEDBACK	
÷	Salf Raview Project	±- ∓

Step 2: The e-book reading page is displayed as below.

💅 / WRITES		Page	1 I оf 252 — 200м 🕂	5
은 Hi, Hakoy		Contents		
	1 of 232	1. What is PTC?		
E Projects	Grane 1 Virtus Administrati Delmat Companya administrati Delmat	4. Audience		
	Jandaraman	5. Document Design		
C Score Center	A second	6. Visual Design		
B score conten	And	7. Ethics in PTC		
	A construction of the second s	8. Usability		
🚑 Team Formation	2629	9. Accessibility		
	7875	10. Writing Process		
Collective Feedback		11. Organizing Information		
Collective Feedback		12. Writing Style		
		14. Letters		
📇 Students	and a sub-training to the sub- metric sub-training to the sub- rest sub-training to the sub- training to the sub- training to the sub-	15. Marries		
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Admin Tools		20. Reports		
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(?) Help	Provide and the second			
\leftarrow	4 of 252			

12. Sign Out/Log out

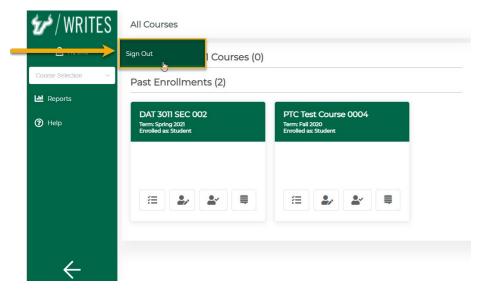
When you sign out you will be logged out of the university's Single Sign On system. You will need to log in again to use other USF applications like Canvas, or MyUSF.

To logout from USF Writes,

Step 1: click on [Hi, Your Name]:

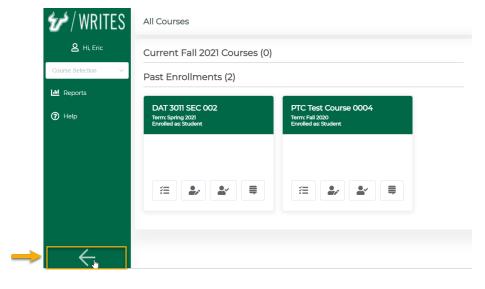
	💅 / WRITES	All Courses			
->	ط Hi, Eric	Sign Out 1 Courses (0)			
	Course Selection 🗸	Past Enrollments (2)			
	🔟 Reports				
	⑦ Help	DAT 3011 SEC 002 Term: Spring 2021 Enrolled as: Student	PTC Test Course 0004 Term: Fall 2020 Enrolled as Student		
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Step 2: and select [Sign Out].



13. Expand/Collapse left menu bar

Step 1: To collapse left menu bar, click on the [Collapse] icon <



Step 2: To expand left menu bar, click on the [Expand] icon

