# USF WRITES

## Instructor Manual

**Version 1.6**

**Updated: August 2024**

# Content

# Terminology

**All Courses Page:** After logging in, the All Courses page is the first page displayed to instructors. This page shows all

**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:**
Course Tiles, which are white text in a green background.

**Project Tiles:**
which are black text in a gray background.

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

# 1.Login Page

## 1.1. Login

-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.

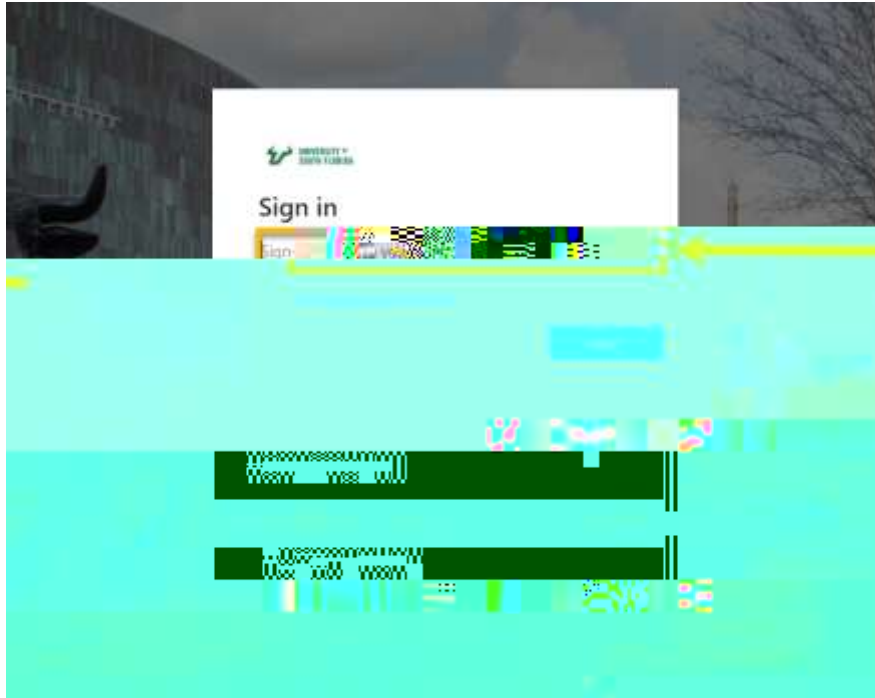Once you sign in, you will be routed back to USF Writes.

**Step 1:** Open **USF Writes** website at https://usfwrites.usf.edu/.

**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)
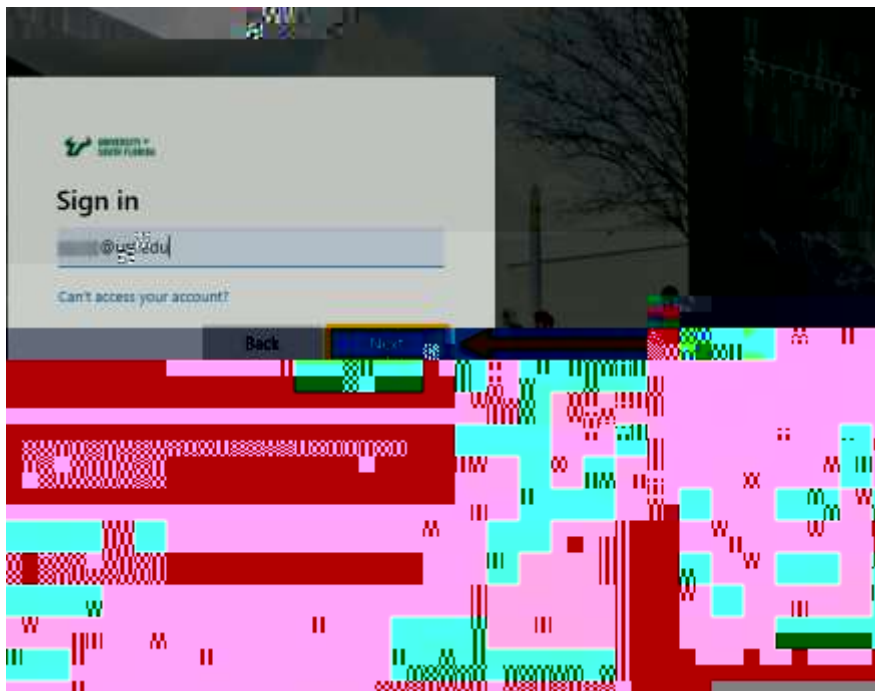
Pick an account:
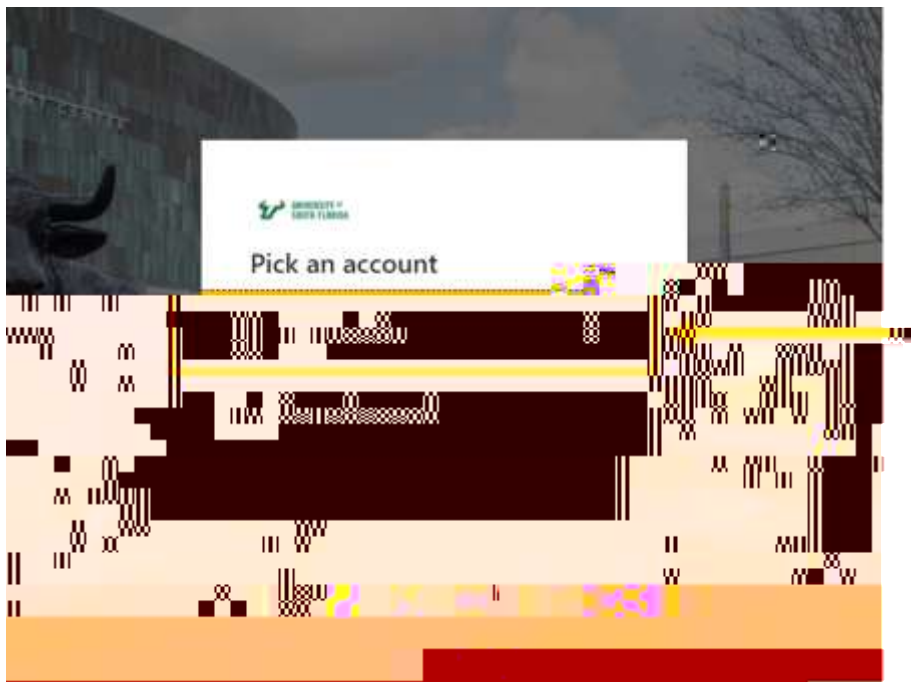
Or sign in with NetID and @usf.edu:



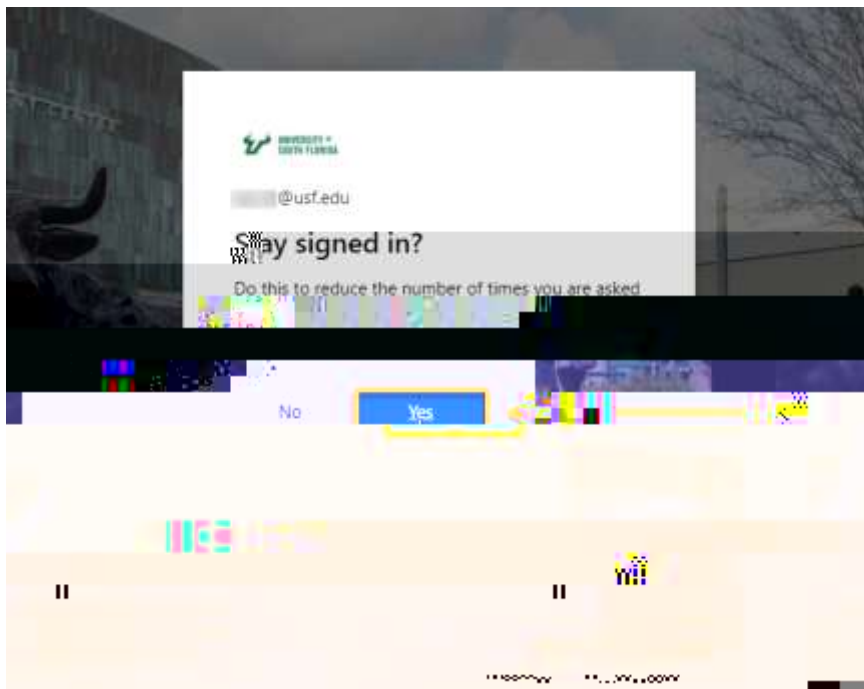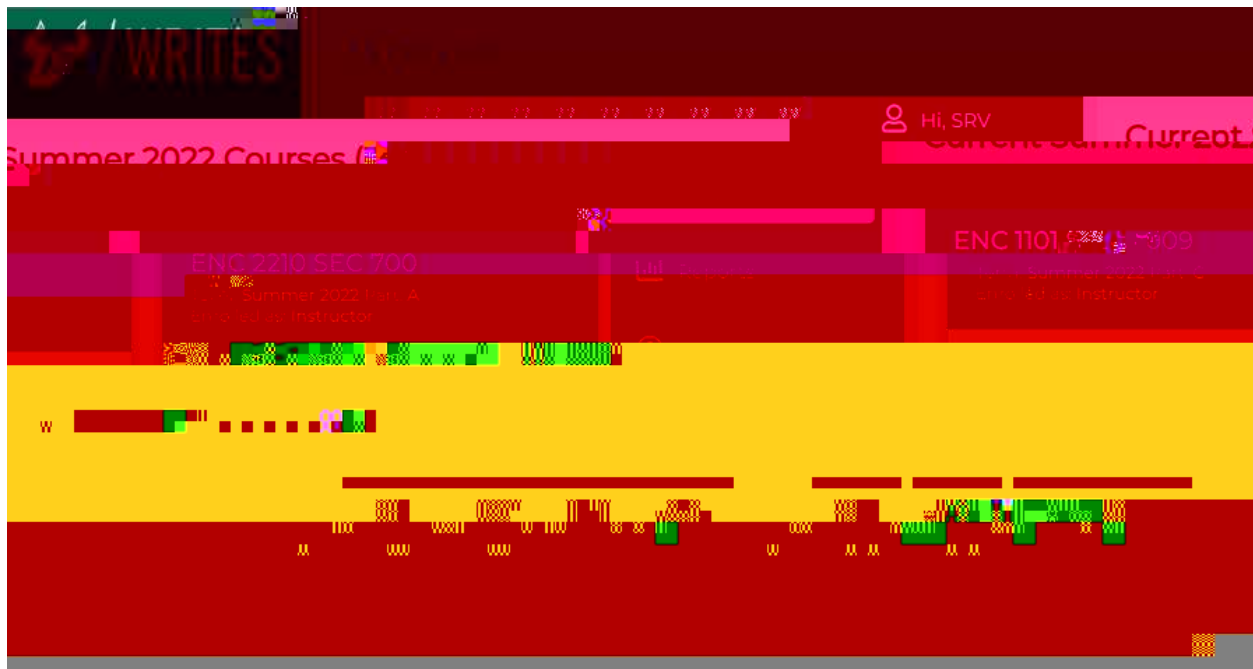You **MUST** enter your username as

And select [**Next**]:

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



**Step 6:** 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: https://netid.usf.edu/

# 1.3.    Profile Not Found

If the system does not recognize you as an instructor 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**]:
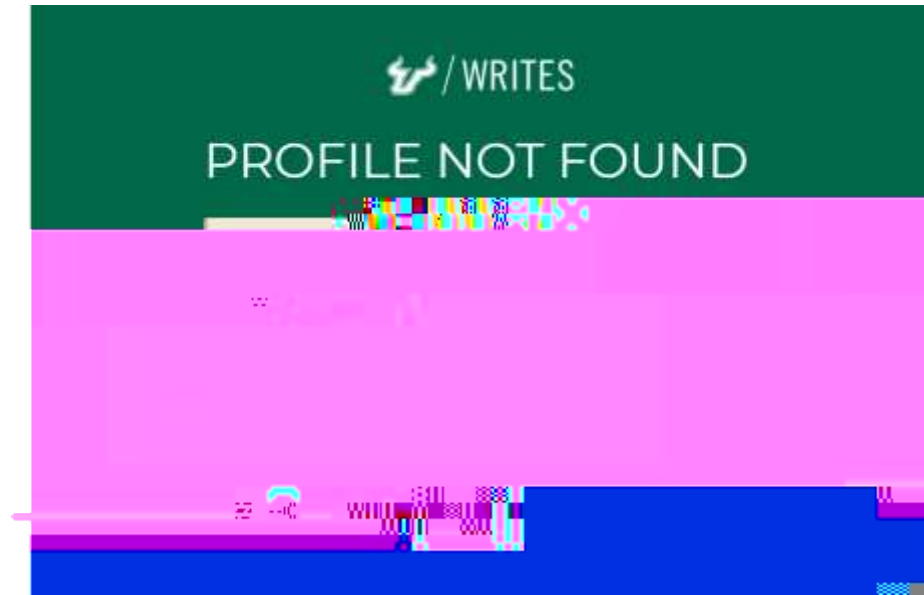


**Step 2:** Fill out the Contact Support form and [**Submit**]:
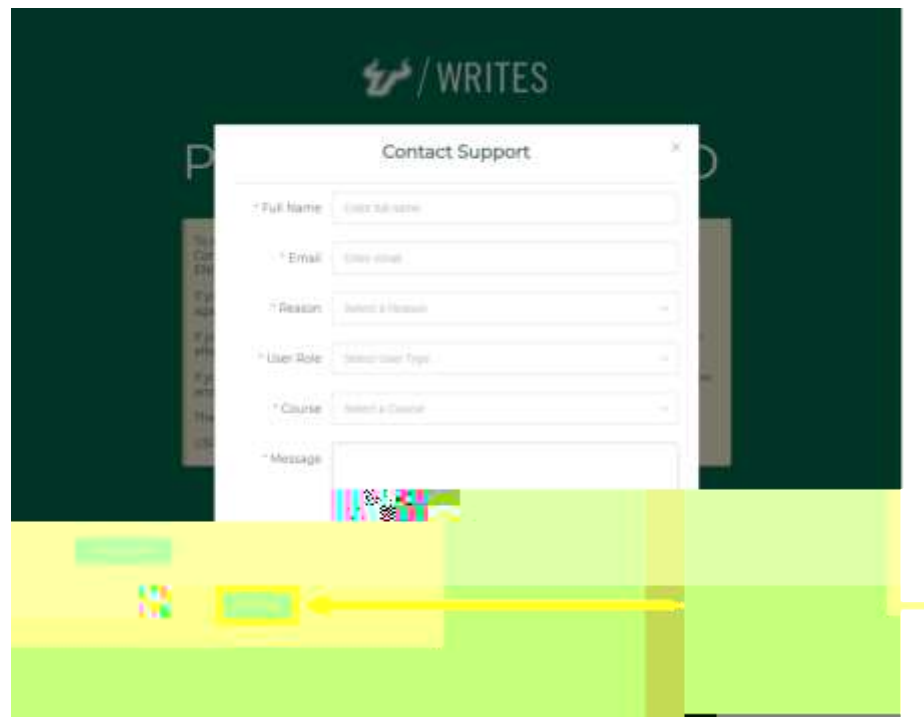
# 1.4.    Contact Support

This feature allows instructors to send support tickets to the USF Writes support team.

**Step 1**: Access the **Contact Support** form from the left Menu Bar form

**Step 3:** Once the form has been accessed, enter all mandatory fields in the **Contact Support** form and

# 3. All Courses page

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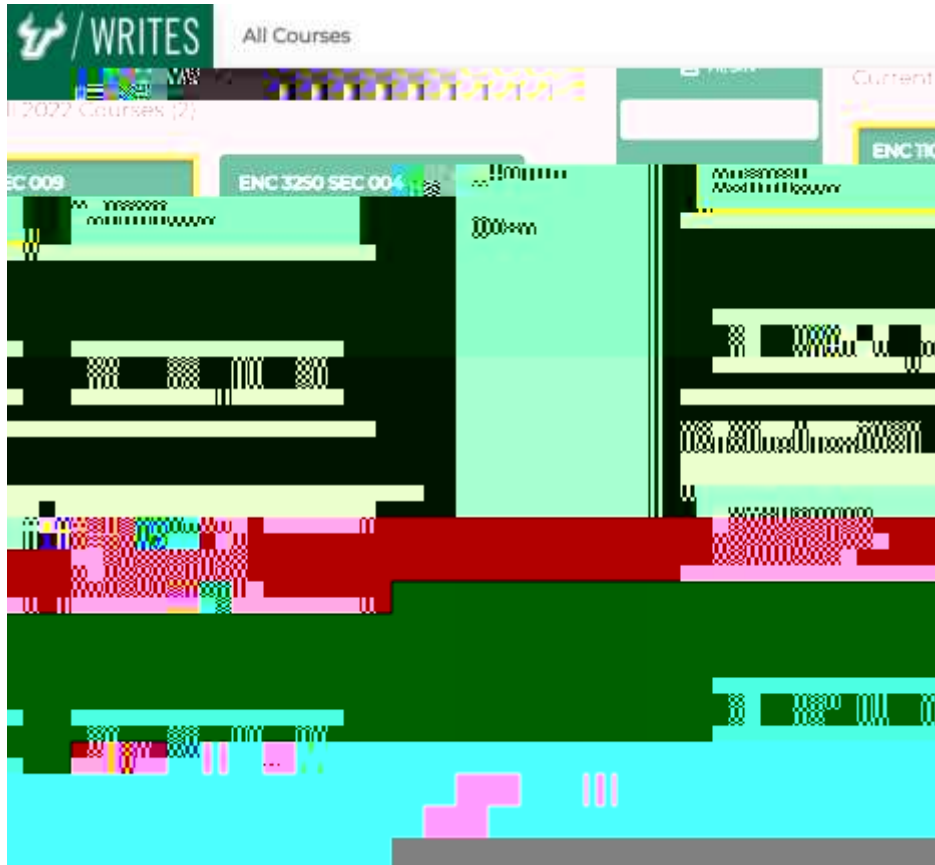


You can navigate to a specific course by clicking on the course tile or using the control buttons to go directly to a course page.

The control buttons are as follows:

 Takes you to the **Projects** page of the selected course.

 Takes you to the **Scoring** page of the selected course.

 Takes you to the **Collective Feedback** page of the selected course.

 Takes you to the **Peer Review Formation** page of the selected course.
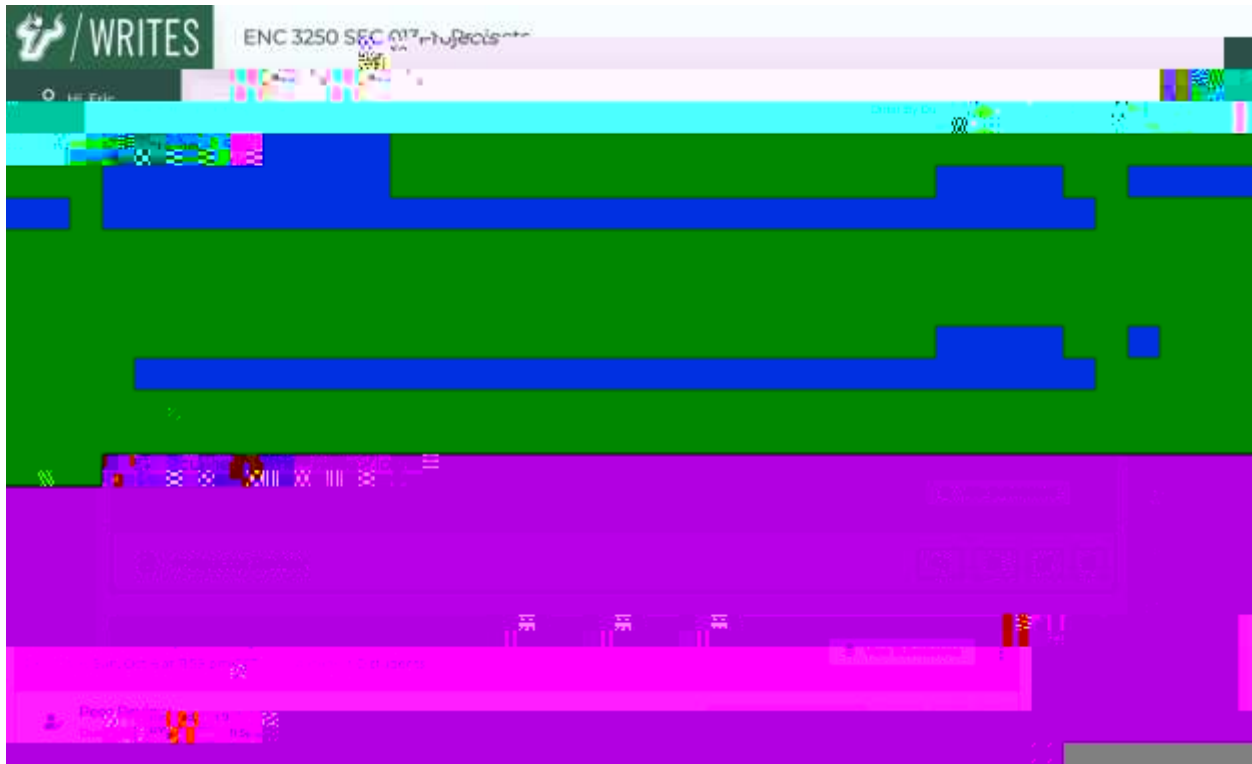
# 4.Projects
## 4.1.　Projects Page

After selecting a course, the next page displayed to you is the **Projects** page. This page shows all the active projects in the course. It also allows instructors to manage the project template of the course by viewing project details, adding new projects, and editing/deleting existing projects.

To access the **Projects** page, follow these steps:

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



**Step 2:** The **Projects** page is displayed below:

There is always one control button in each **Project Tile**:

> **[View Submissions]**: View all student submissions and scores for the selected project.

Additionally, if the Project is a Group Project you will see the **[Group Formation]** button which is described in detail [here](#)
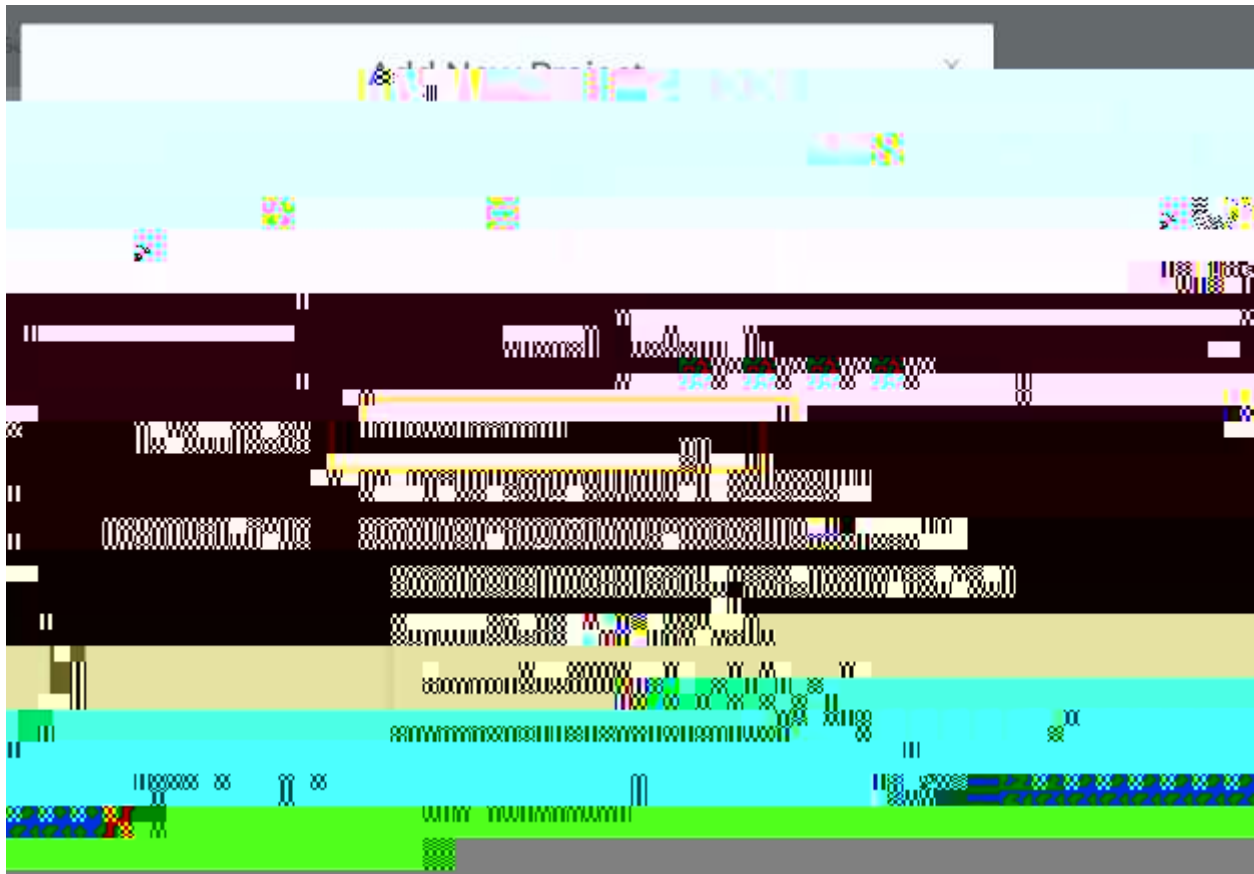
**Step 3**: Select the Project Due Date.
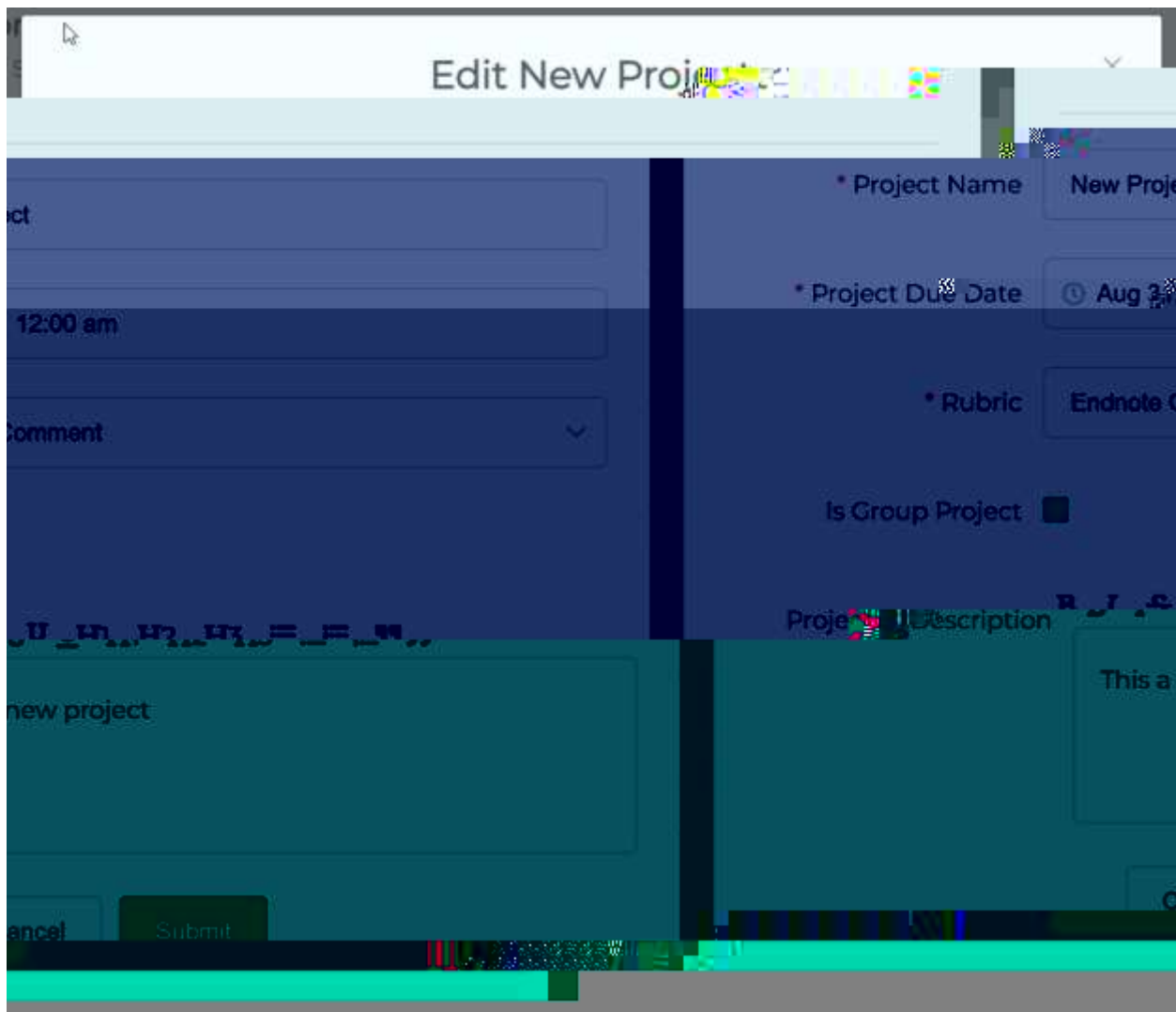
**Step 4**: Select a default project **"**                                    -down list.

**Step 7:** Click the **[Submit]** button.

Project Description

This a new project
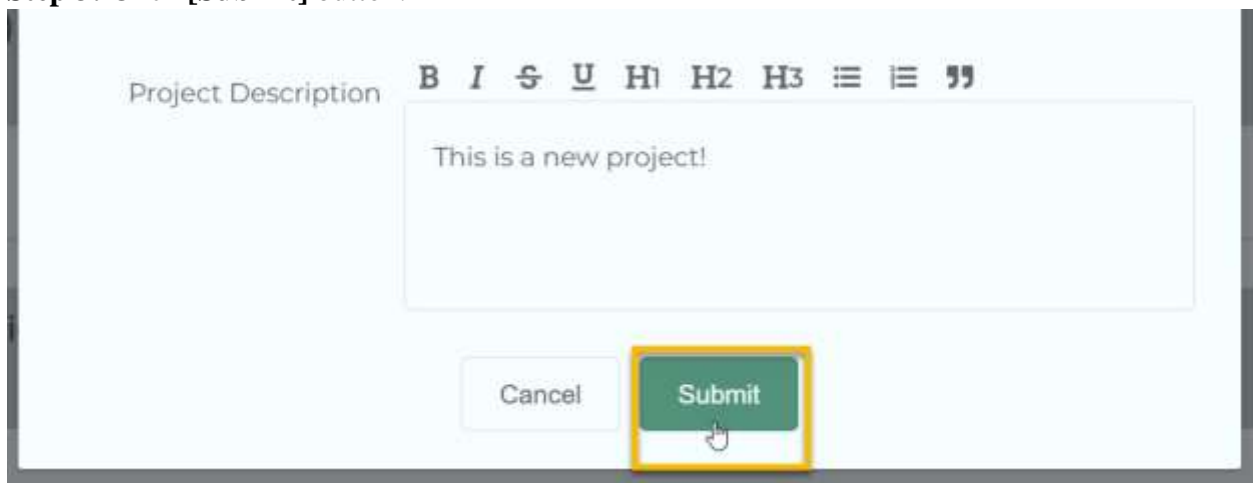
Submit

Cancel

0 students

New Projects are always created with a default Instructor Review task

## 4.3.    Edit Existing Project

**Step 1:** To edit an existing project, click on the **[Kebab More Options]** button (three vertical

**Step 3:** Click **[Submit]** button:

# 4.4.　Delete Existing Project

**Step 1:** To delete project, click on the **[Kebab More Options]** button (three vertical ellipses) on the right side of the project you would like to delete and select the **[Delete Project]** icon
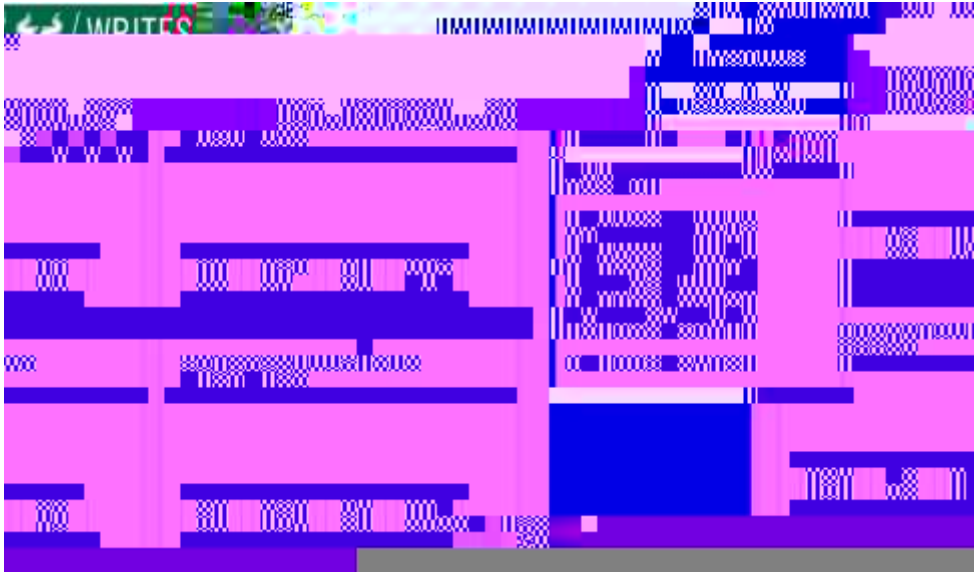


**Step 2:** Confirm that you want to delete the project by clicking the **[OK]** button.

## 4.5.    View Submissions

submission.

**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:** Click [**View Submissions**] in the **Score Book**.



**Step 3:** The **Student Submissions** page is displayed as follows:

The **Student Submissions** table includes the following information:

Student Name
- o   Full name of students in the course ordered by last name.

Self Review Submission
- o   Status: No submission or submitted. The status shows if a student has or has not submitted     elf Review.
- o   Action: Click on the **View** button to see the   Self Review Submission.

Peer Review Submission
- o   Status: No submission, In Progress, or Completed. The status shows if a student has/ has not or is in the process of completing their peer review.
- o   Action: Click on the View button to see Peer Review Submission.

Project Submission
- o   Submission Status: No submission or Submitted. The status shows if a student has or has not submitted a paper for the project.
- o   Scoring Status: In Progress or Scored. This status shows if the instructor has scored the student paper.
- o   Action:

  View: View feedback

  Continue: Continue scoring

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the **Student Submission** page is displayed as follows:

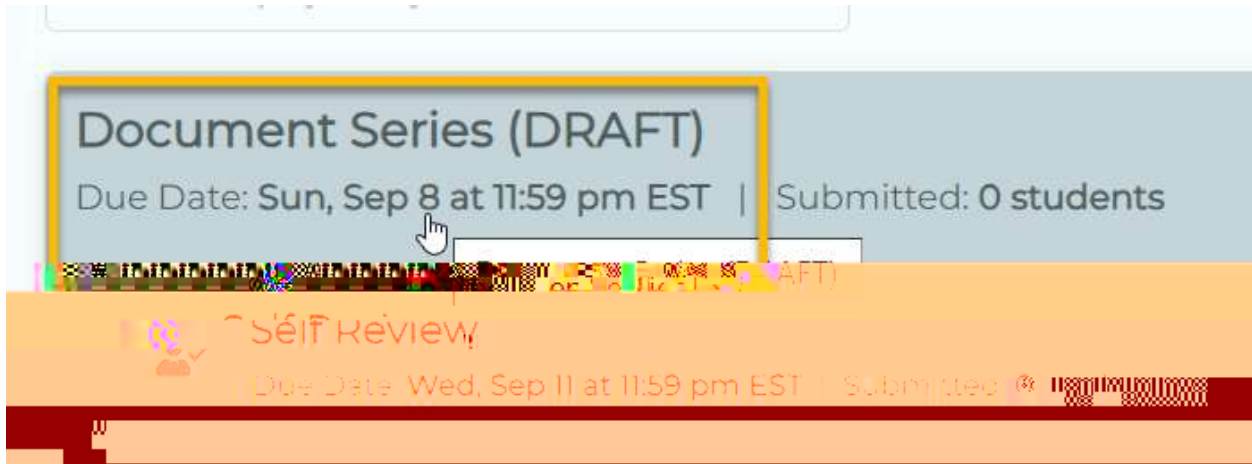The **Student Submissions** table includes the following information:

Group Name(s)
- o List of all groups that are setup
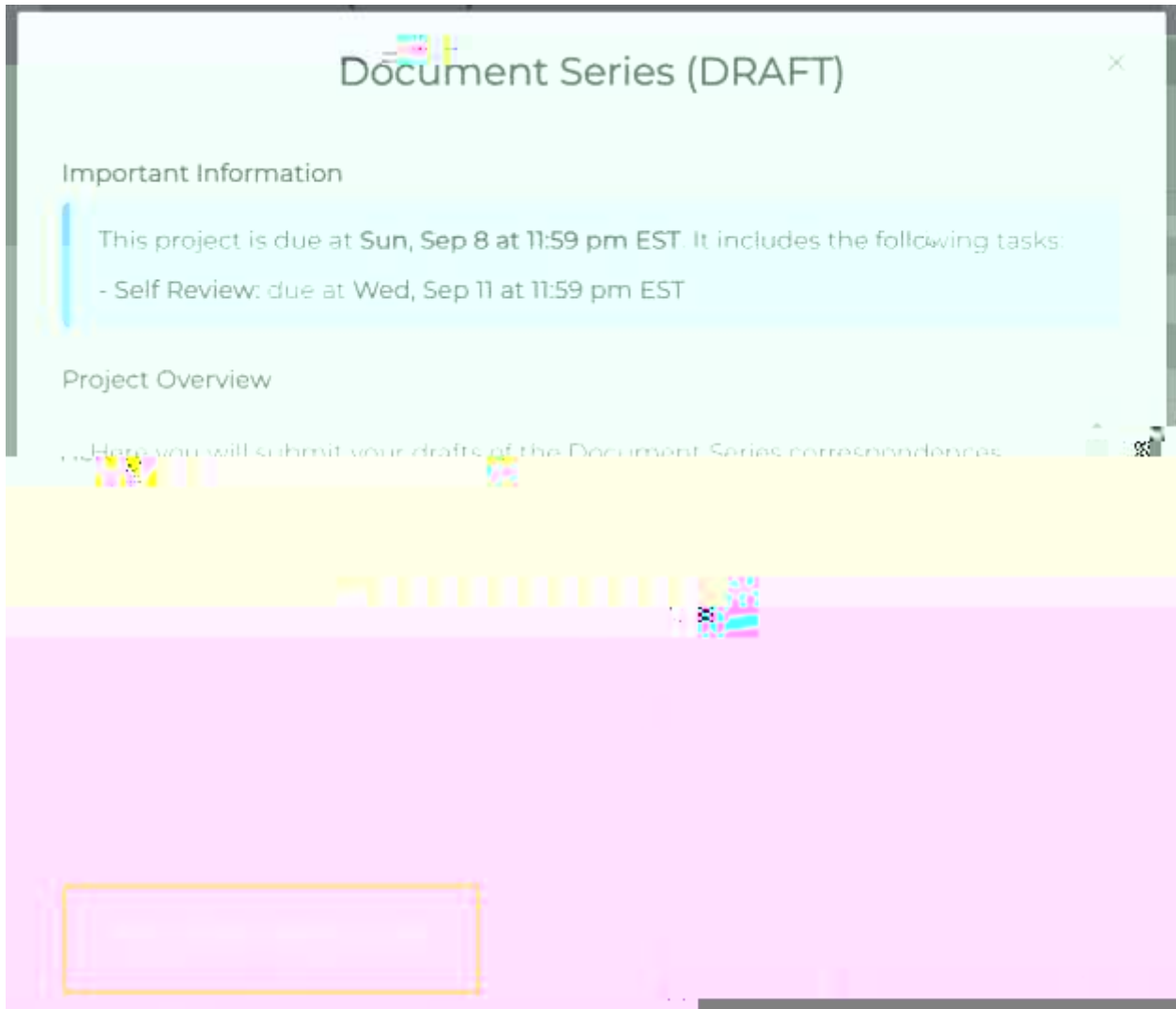
# 4.6. View Scores

This feature allows instructors to see the **Holistic Scores**
Tasks.

**Step 1:** Select a Project and click on the **Project Title**:



**Step 2:** Click on **[View Student Holistic Scores]** in the **Projects Title** page.

## Document Series (DRAFT)

### Important Information

This project is due at **Sun, Sep 8 at 11:59 pm EST**. It includes the following tasks:

- Self Review: due at Wed, Sep 11 at 11:59 pm EST

### Project Overview

...Here you will submit your drafts of the Document Series correspondences...

**Step 3:** The **Student Scores** page is as follows:

The table contains the following data:

> Student Name: Full name of the students in the course ordered by last name.
> Self Review Holistic Score: Holistic Score that the student gave themself.
> Peer Review Holistic Score: Holistic Scores given by team members. The name of the members and the associated scores will be displayed.
> Instructor Holistic Score: Holistic Score given by the instructor.

**Student Scores** page is as follows:



The table contains the following data:

Group Name: List of all groups that are setup in  Group Project Team Formation.
Group Members: List of all students in the group.
Self Review Holistic Score: Holistic Score that the student gave themself.
Peer Review Holistic Score: Holistic Scores given by team members. The name of the members and the associated scores will be displayed.
Instructor Holistic Score: Holistic Score given by the instructor.

**Tips:**

Not Given: Scoring has already been submitted but no holistic score given.
Score: From 1 to 6, the Holistic Score given by the reviewer(s).

# 5.View as a Student

Instructors can view and act as any of their students that have subscribed to the course. To access the student view, follow these steps:

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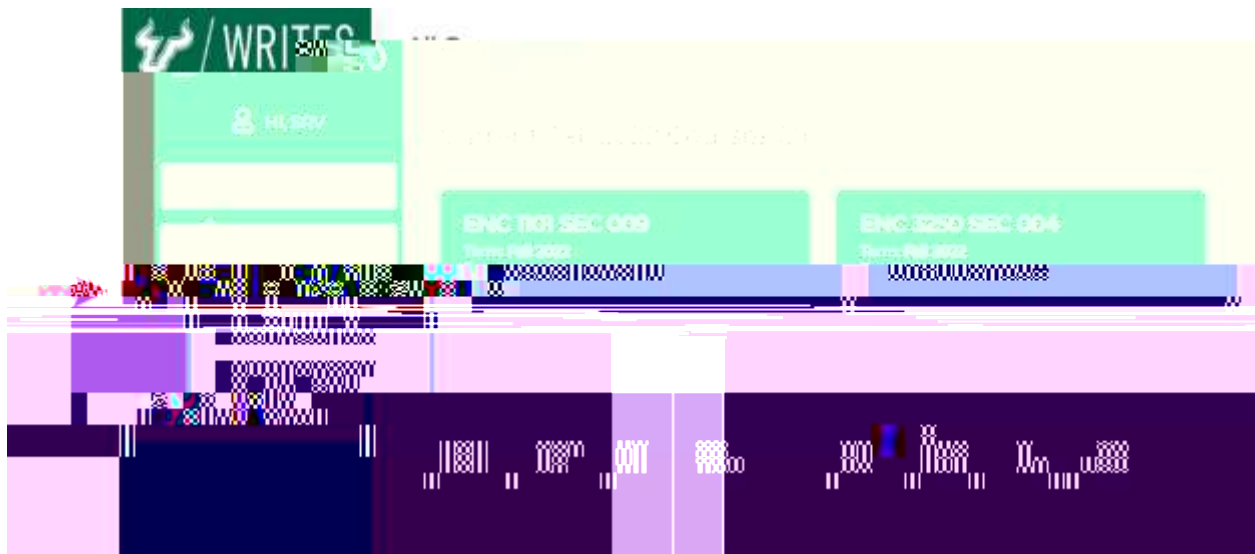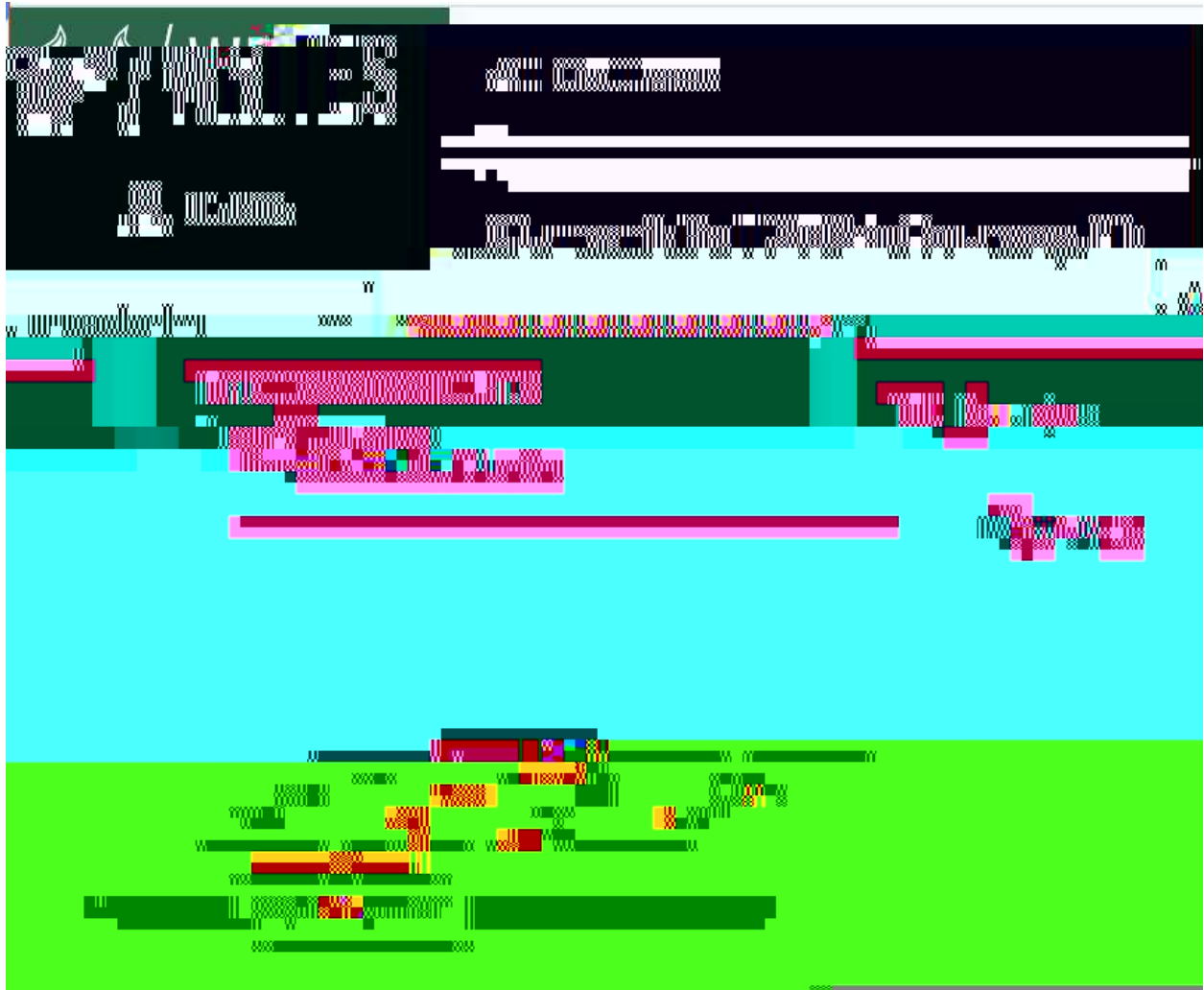


**Step 2**: Select a student in the **View as Student** drop-down list.
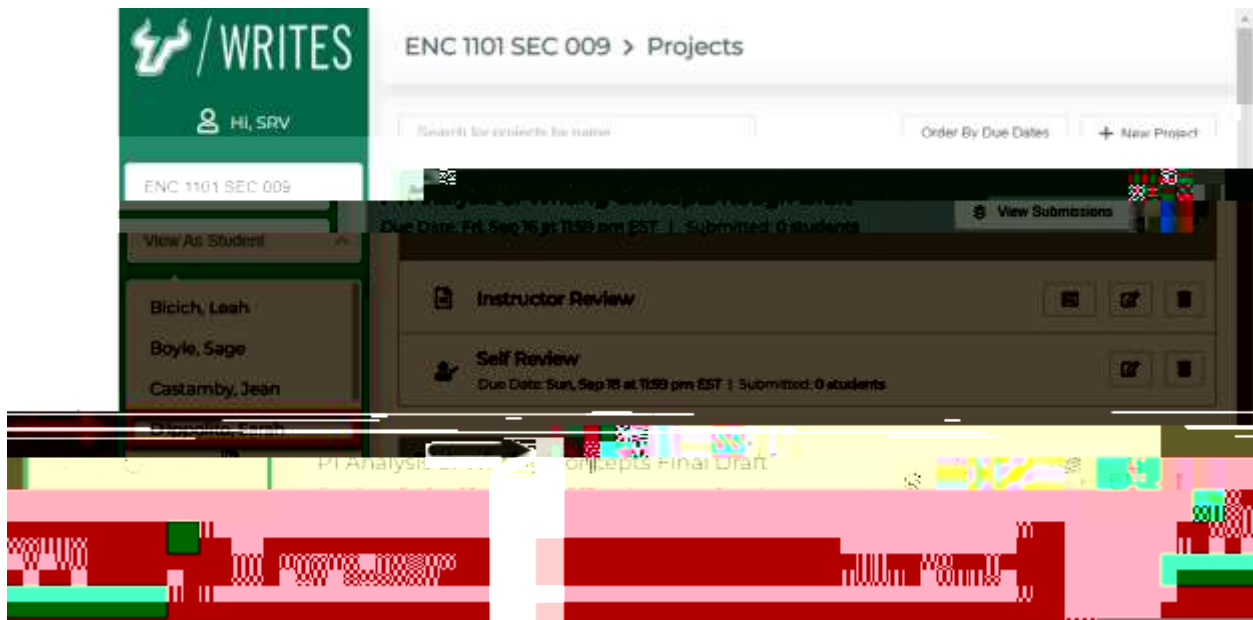
**Step 3**: To use the system as a student, review the **Student Manual**.

**Step 2:** In the **All Courses** page, click on the **Score Center** icon in a selected course to score students papers in that course:



**Step 3**: Or if you are already viewing a selected course there are two additional ways to go to the **Scoring** page:

a. On the left menu bar, click on [**Score Center**]. You will then be navigated to the **Scoring** page.

b.  Select the **[View Submissions] icon** on any project to see the student    submissions status of the selected project.
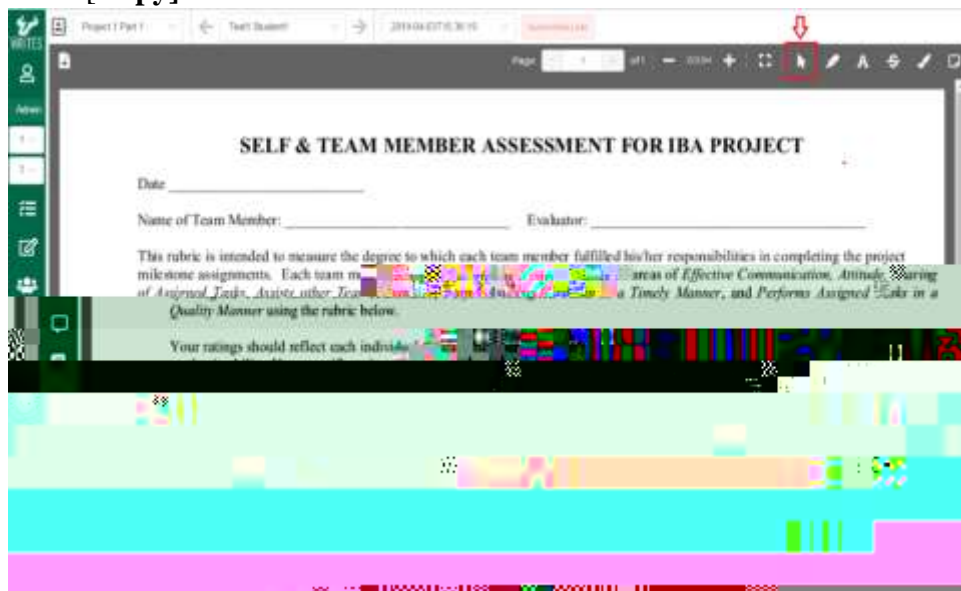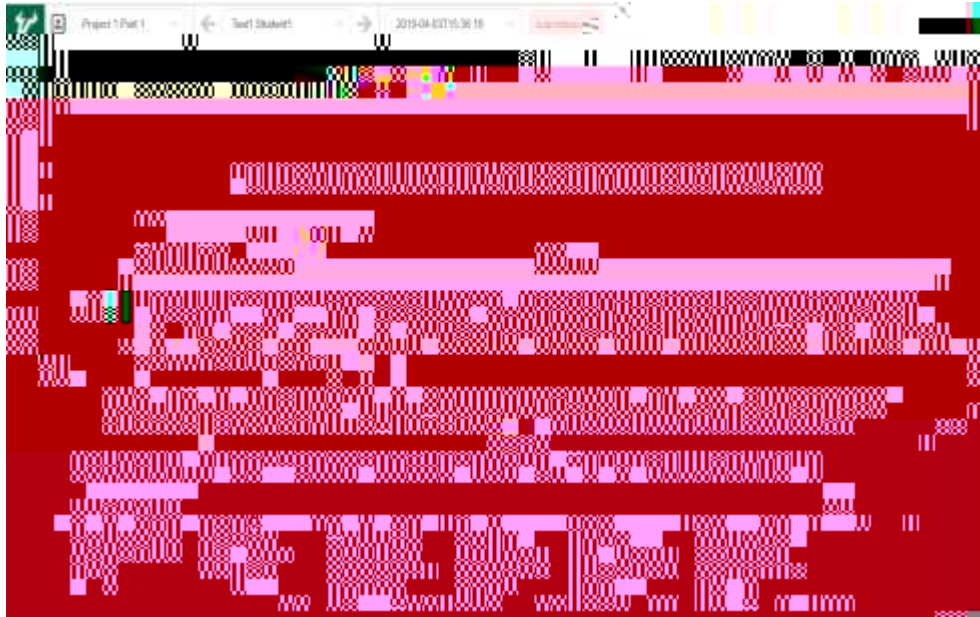
# 6.1 Markup Tools

Using the **Markup Tools** for scoring a student paper.
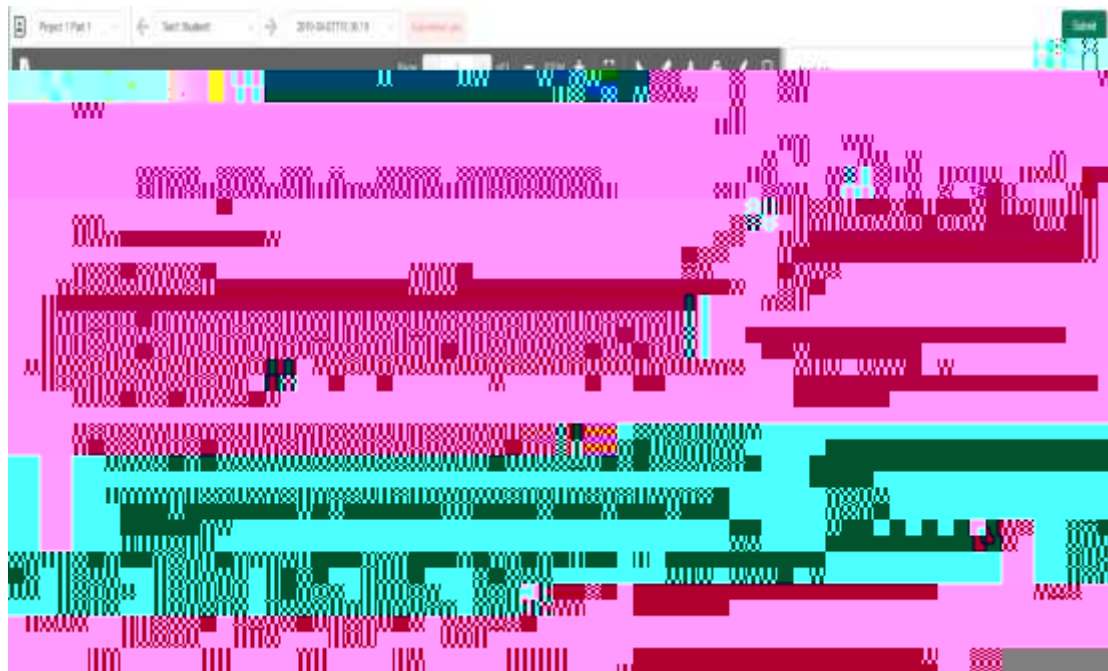
**I.    Copy Text**

**Step 1:** Click on [**Copy**] icon  .



**Step 2:** Click and drag across the text to highlight, then use **Ctrl + C** to copy text.
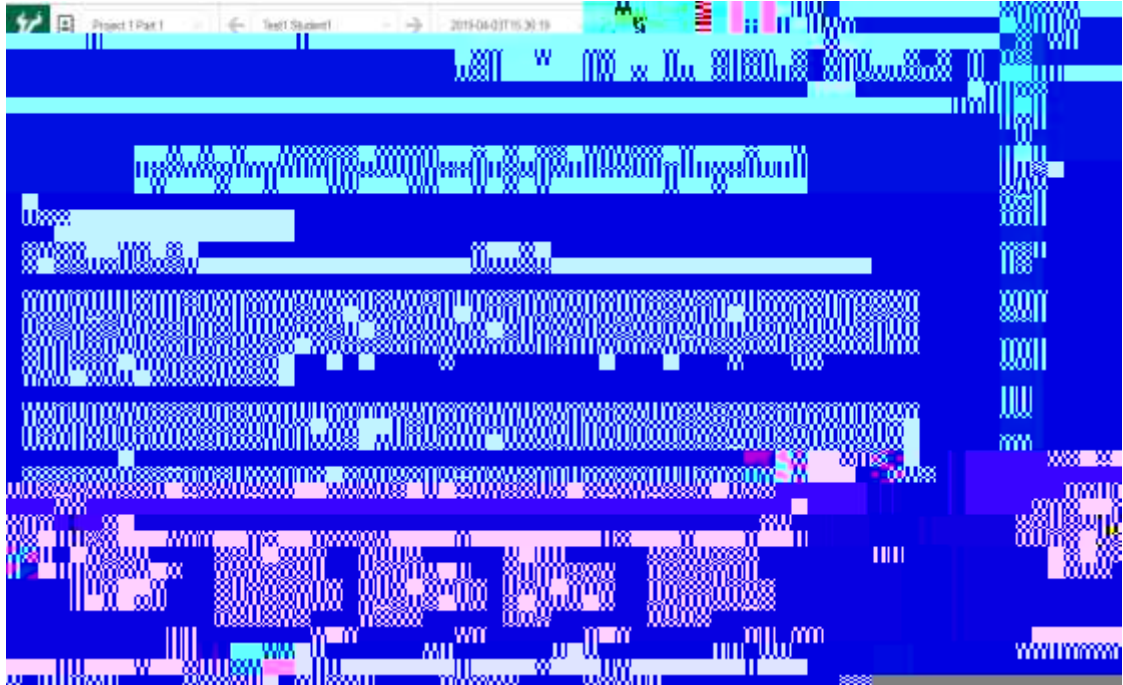
**Step 3:** Use **Ctrl V** to paste copied text                    comment section.



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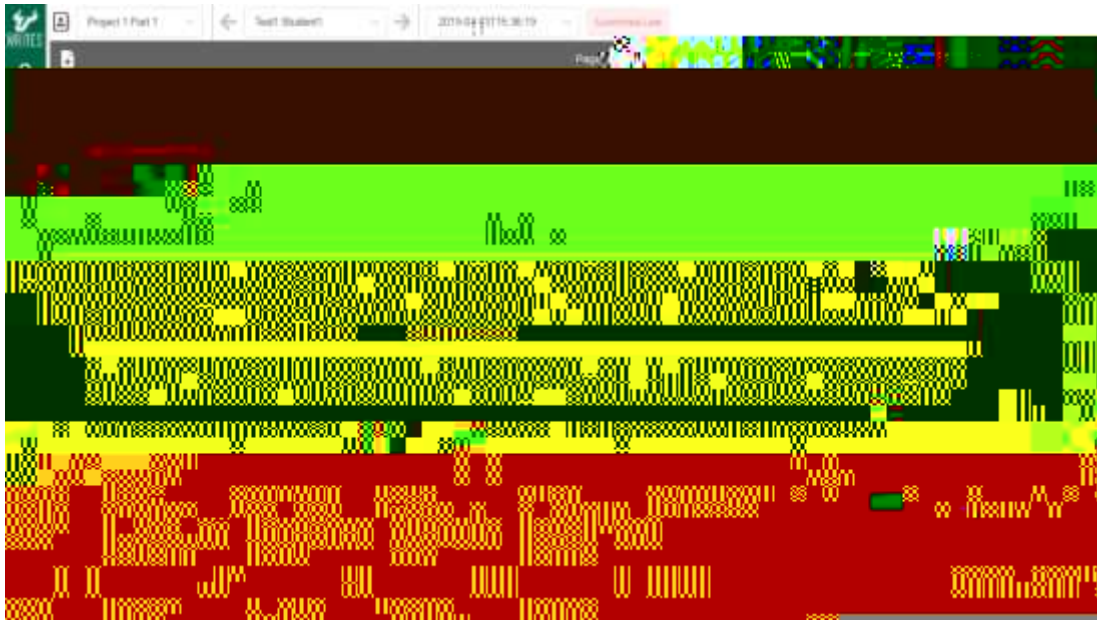
II.    **Highlight**

**Step 1:** Click on the **[Highlight]** icon  .



**Step 2:** Click and drag across the text to highlight.
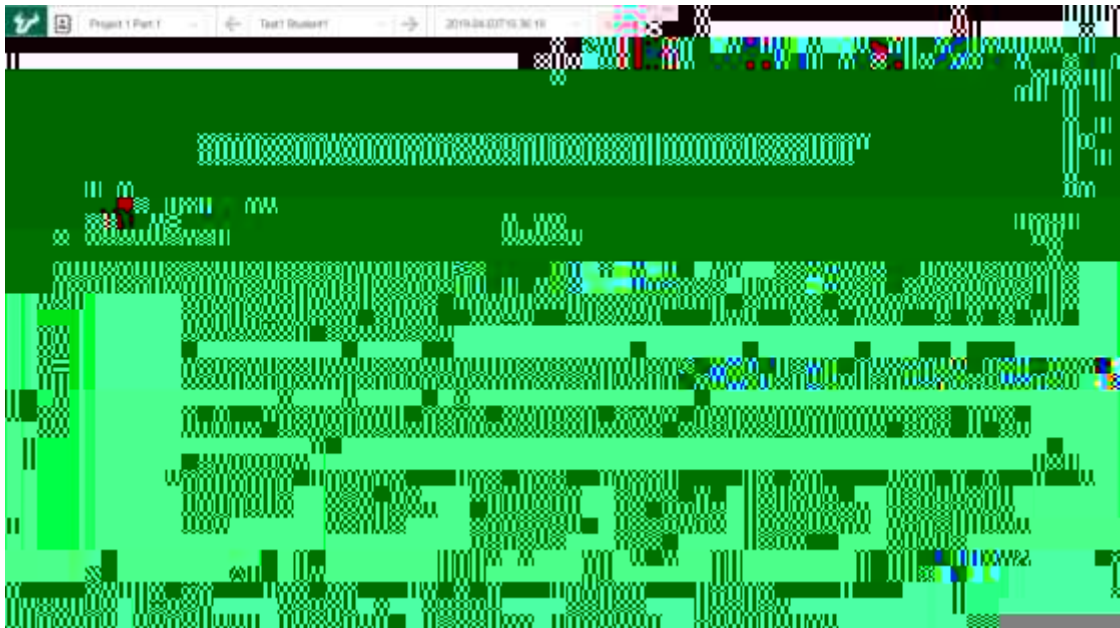
**Step 3:** Double click to the
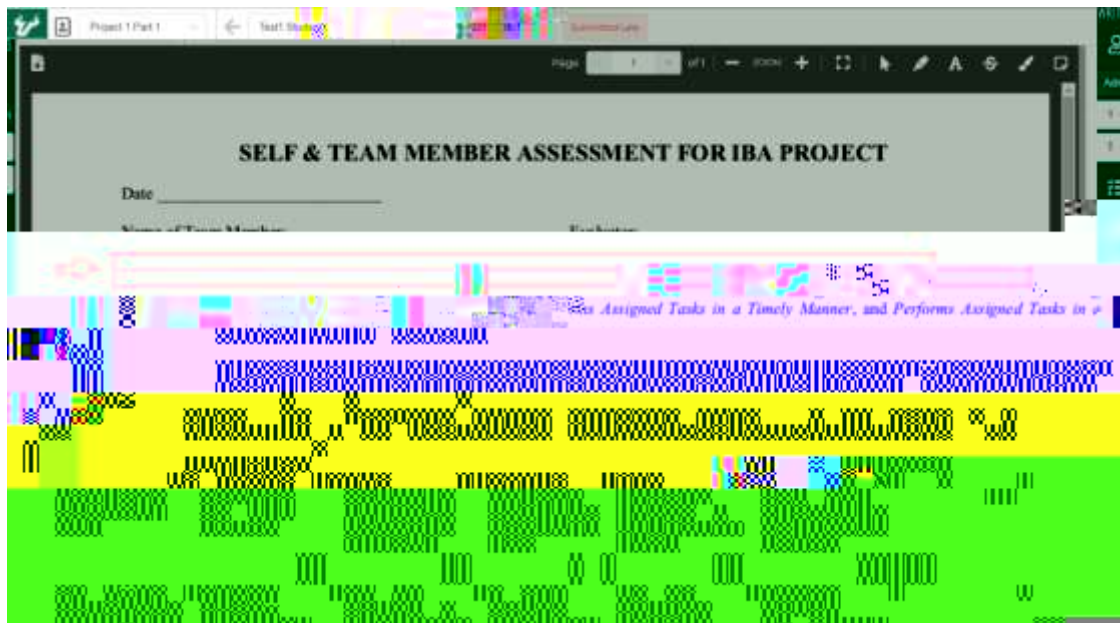
Section   to

### III.     Free Text

**Step 1:** Click on the [**Free Text**] icon .



**Step 2:** Click and drag on the paper to create a text box.
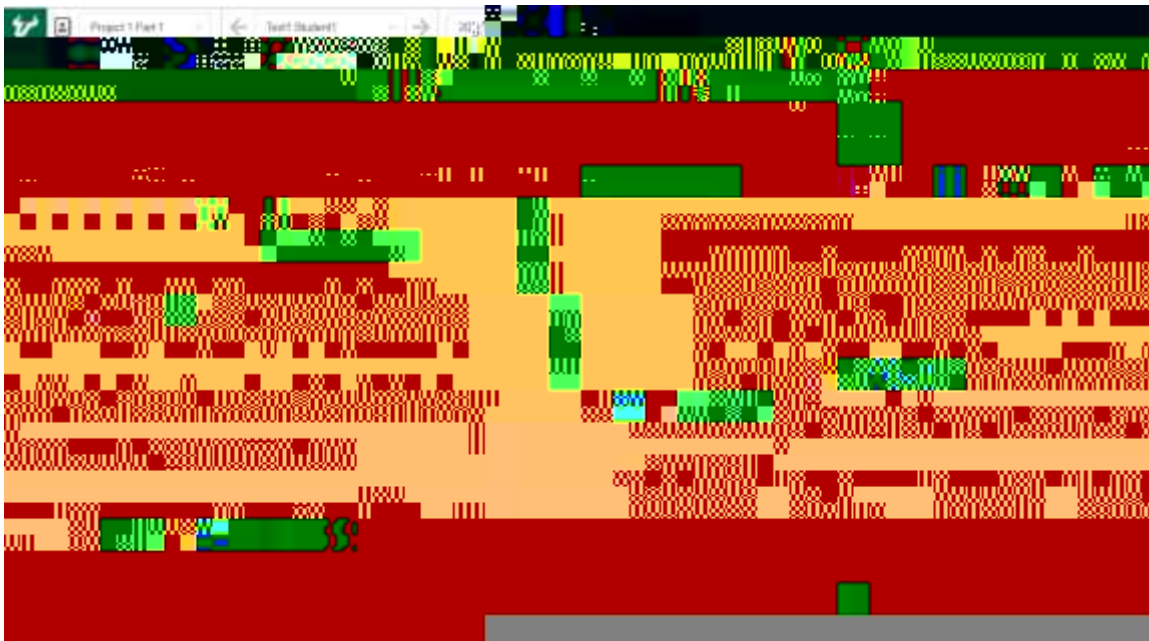
**Step 2:** Click and drag across the text.



## V.   Free Draw

**Step 1:** Click on the **[Free Draw]** icon .
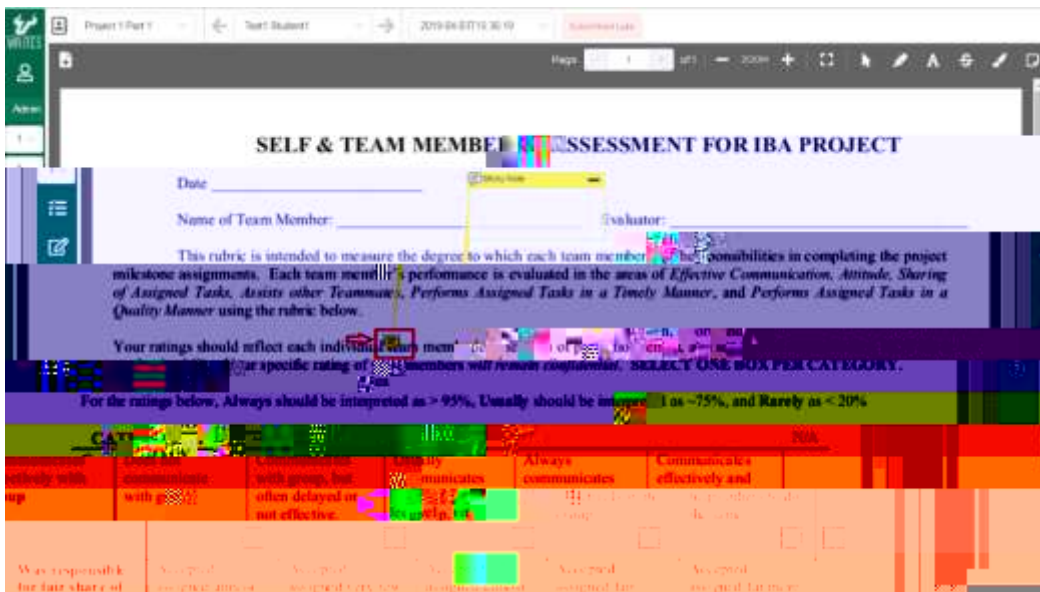
**Step 2:** Draw on the paper.



### VI. Sticky Note

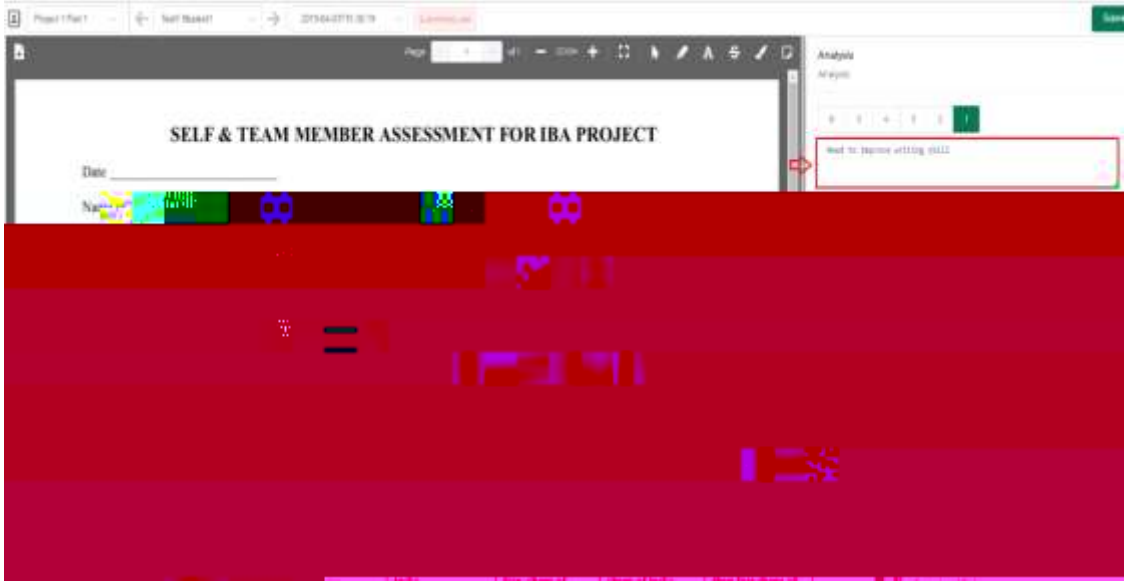**Step 1:** Click on the [**Sticky Note**] icon .

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



**Step 3:** Enter text on the **"**Sticky

2. **Adding Comments:** The instructor can add comments to each rubric criteria by inputting texts to the textbox area under the score bar.
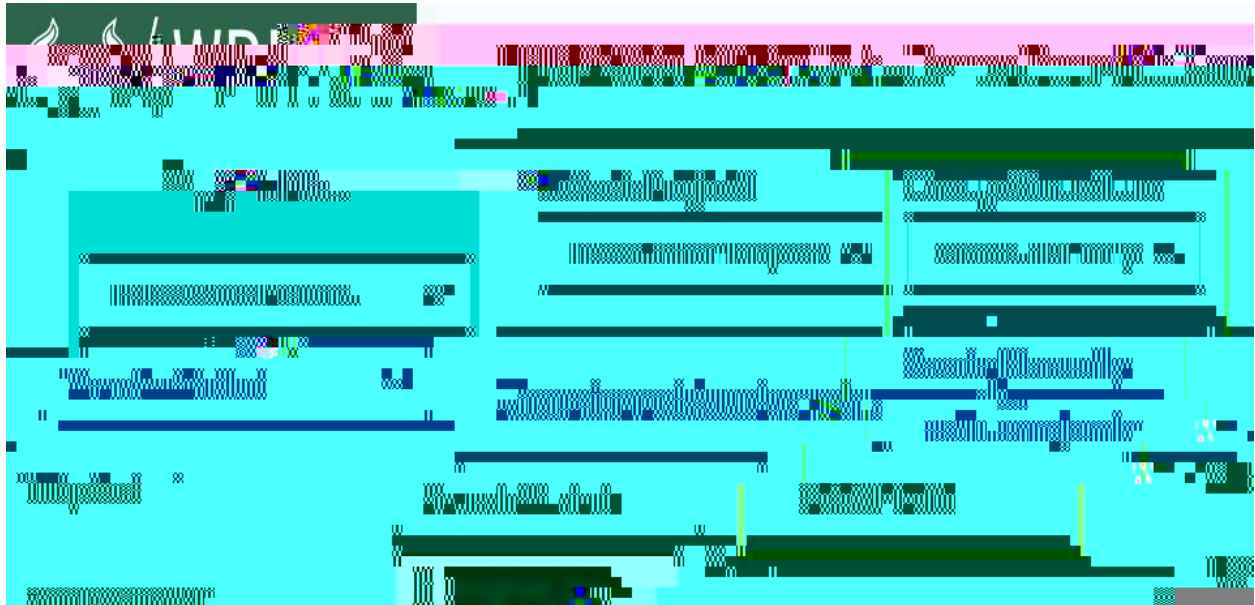
# 6.3 Submitting Feedback

After finishing grading, click on the **[Submit]** button to submit the feedback. At this point, the student can view instructor feedback.



**Tip:** To select another project or student paper for scoring, use the **Project Selection** drop-down menu, **Student Selection** drop-down, and the **Next** and **Previous** arrows buttons.

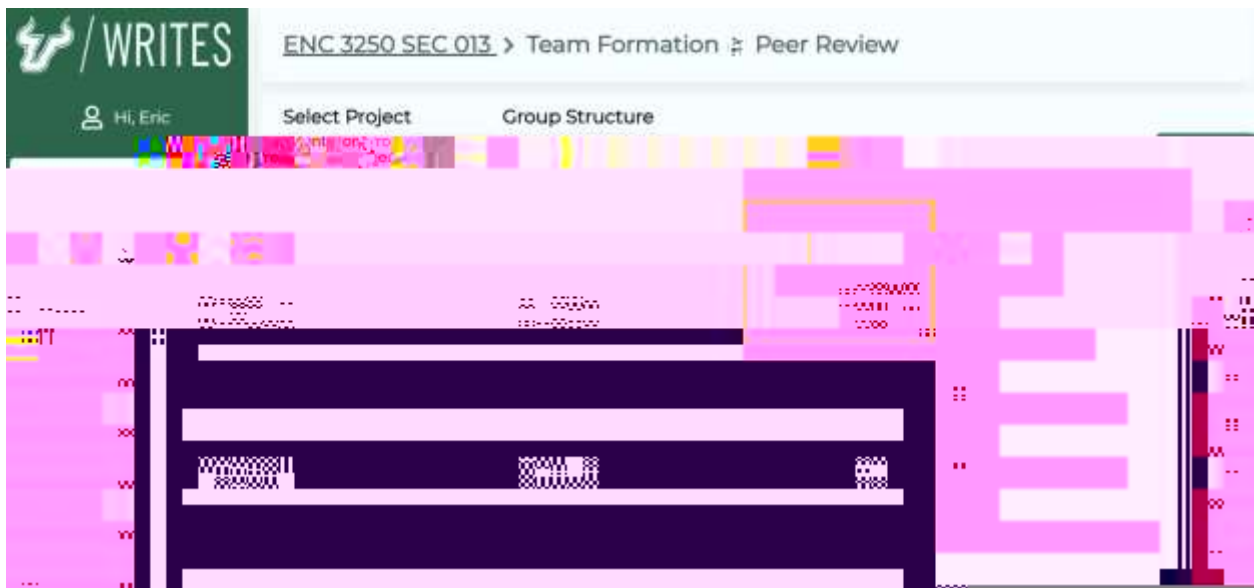**Step 3:** Select the **Group Structure**.



There are four ways to create a Peer Review group:

1. **Create Manually:**
   a. After selecting **Create Manual** as the **Group Structure**, click on the **[Add Group]** button.
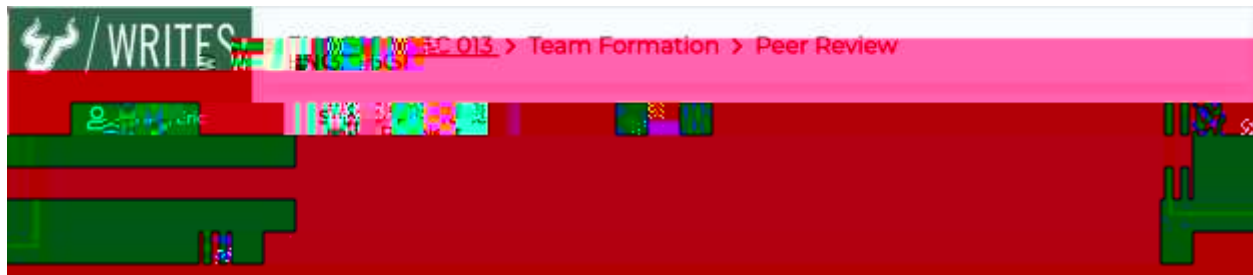
**Tip:** You can create as many groups as you want but the number of groups must be smaller than the number of students divided two (at least two students in a group).



   b. Manually drag and drop students into peer review groups.
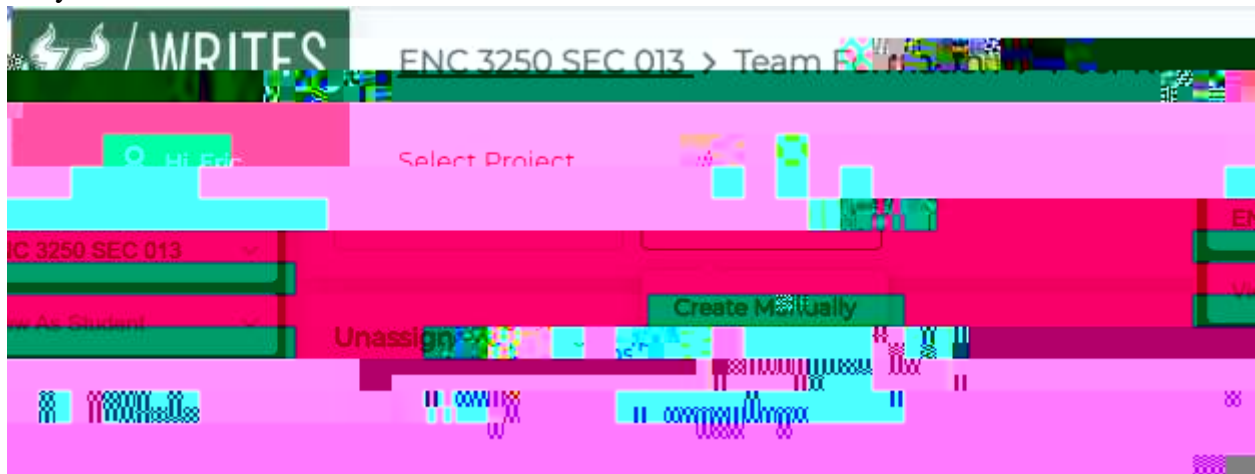
Unassigned Students ( Groups (2)

| Search Student | Group 1 | 0 students |
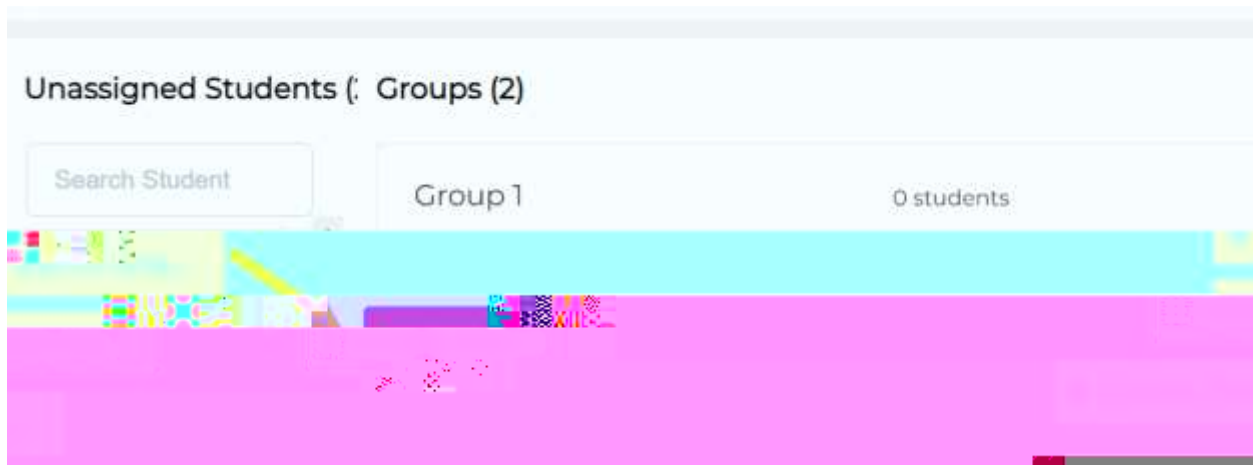
c. Click [**Submit**] to generate the peer review group.

WRITES    013 > Team Formation > Peer Review

**Tip:** To remove a created group, click on the **[X]** button:
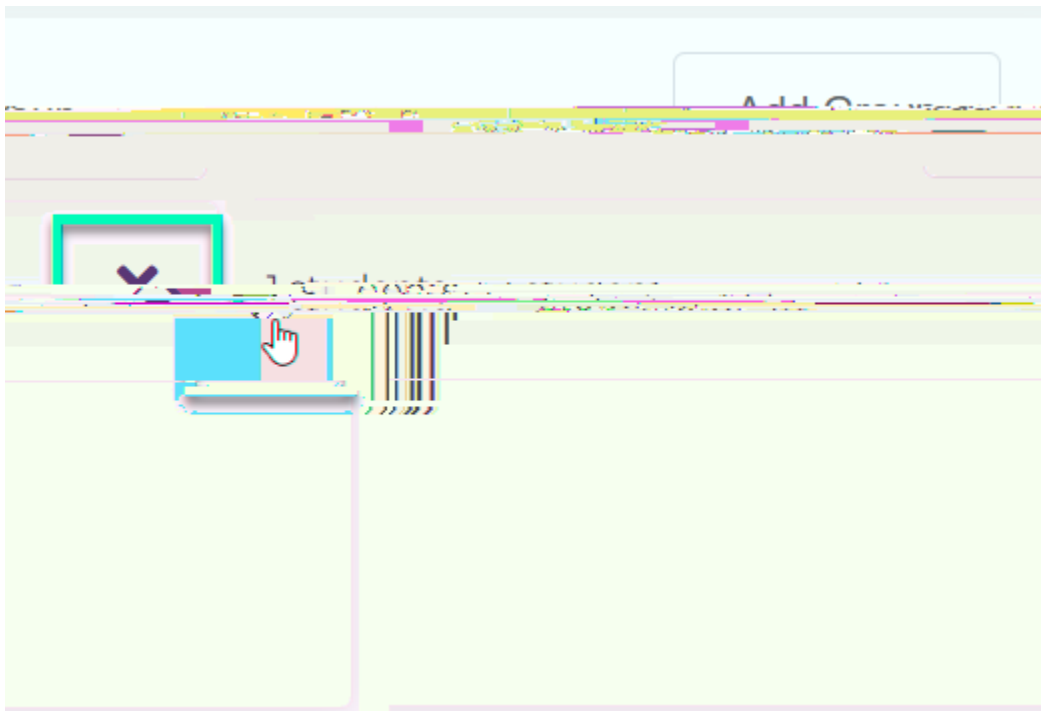
2. **Split Randomly**: The system will automatically assign students into the number of groups you have selected.



a. After selecting **Split Randomly** as the **Group Structure**, click on the **up and down arrows** to increase/decrease the number of groups the system will assign students into:
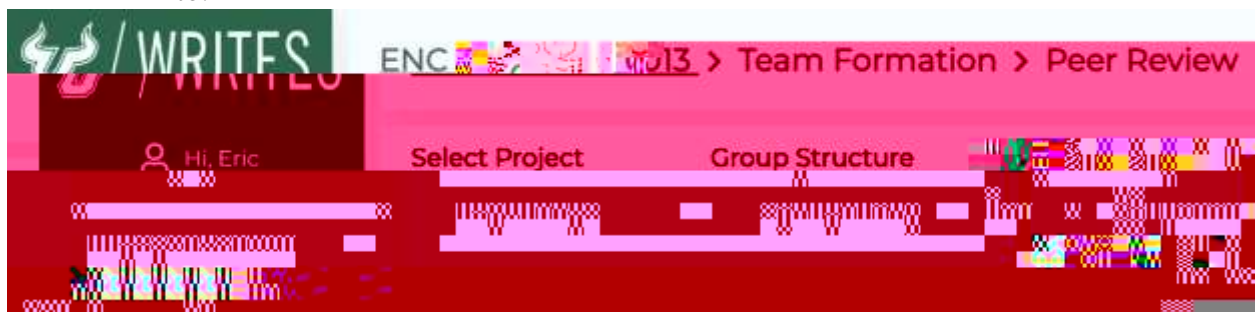


b. Press the **[Submit]** button to save your Peer Teams:

3.  **Copy From**: Assign the same peer review groups as a selected previous project.

**Tip:** You may only copy Peer Teams from similar Project types: personal to personal, or group to group. You cannot copy group Peer Teams to individual Peer Teams or vice versa.

    a.  After selecting [**Copy From**] at **Group Structure**, select a project which you want to copy peer r

4. **Copy To:** Assign the same peer review groups TO a selected project. If there are Projects with Peer Group Tasks that do not have defined Peer Groups, you may copy an existing formation to that Project.

    a.   Select the Peer Review Project to assign this formation to:



    b.   Click the **[Submit]** button:



**Tip**: Students who are marked in red are those who have not submitted the project.
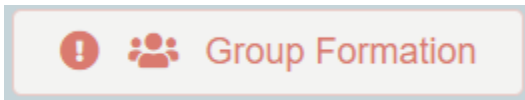
# 7.2.    Group Project Team Formation

Instructors can assign students into groups for group projects. After placing students in groups, one member of the group will upload a document for the entire team.

**Step 1**: There are two ways to form groups for a Project:

  a.  Click on the **[Group Formation]** icon on a selected Project:
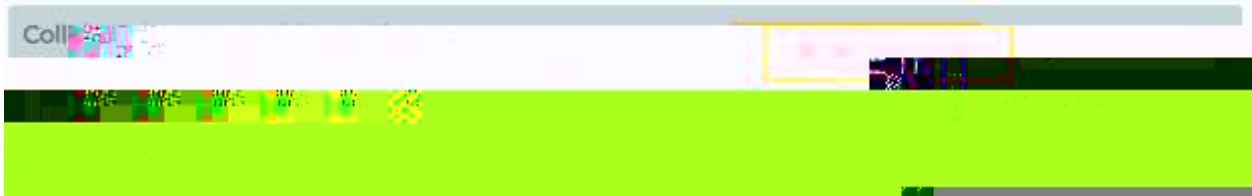


**Tip:** If the Peer Review Team Formation has NOT been completed the **[Team Formation]** icon on the associated Project will be highlighted RED and contain an exclamation point:



If Peer Group Team Formation HAS been completed it will be highlighted GREEN with a check mark:
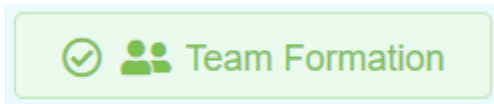


  b.  On the left menu bar, click on the **[Team Formation]** section and select **[Group Project]**.
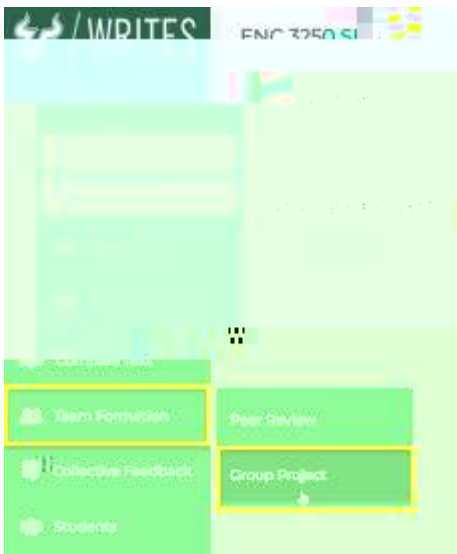
**Step 2:** If there are multiple Group Projects a project from the **Select Project** drop-down list:
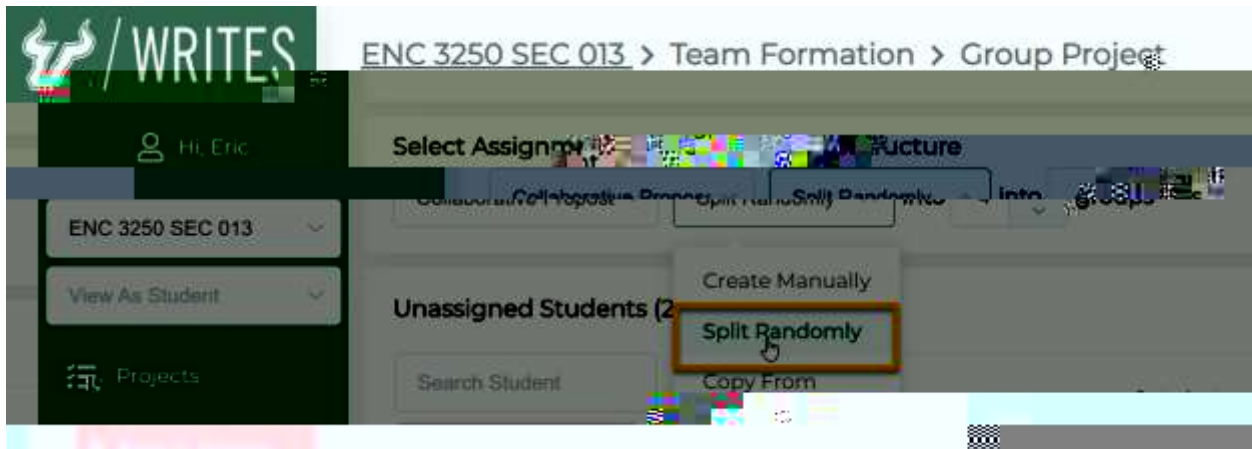


**Step 3:** Select the **Group Structure**.



There are four ways to create a group:

1. **Create Manually**:
   a. After selecting **Create Manual** as the **Group Structure**, click on the **[Add Group]** button.

**Tip:** You can create as many groups as you want but the number of groups must be smaller than the number of students divided by two (at least two students in a group).

    b.  Manually drag and drop students into groups.

2. **Split Randomly**: Select number of groups and the system will assign students automatically.



    a. After selecting **Split Randomly** as the **Group Structure**, click on the **up and down arrows** to increase/decrease the number of groups the system will assign students into:
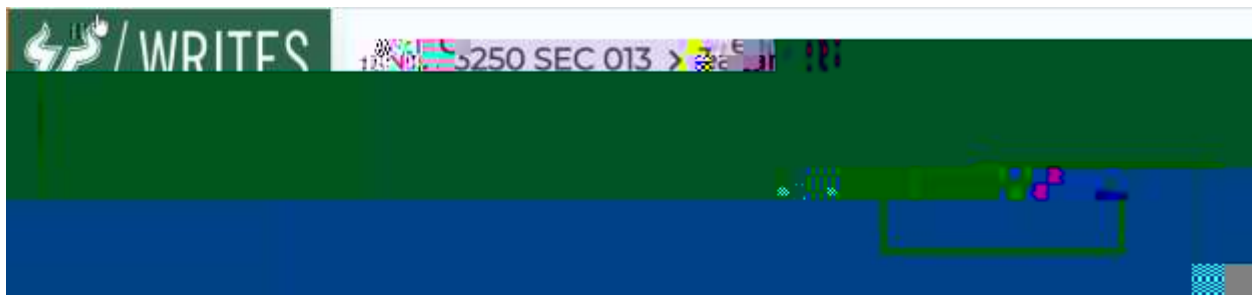


    b. Press the **[Submit]** button to save your Group:

d.  Click the **[Submit]** button:



**Tip**: Students who are marked in red are those who have not submitted the project.

# 7.3. Group Peer Review Team Formation

In a group project, peer review activity will be performed by groups instead of individual students. Students will need to be assigned in a group in the group project **[Team Formation]** before groups can be assigned into peer review teams. Students in a group will not be able to do group peer review until their group is assigned into a peer review team.
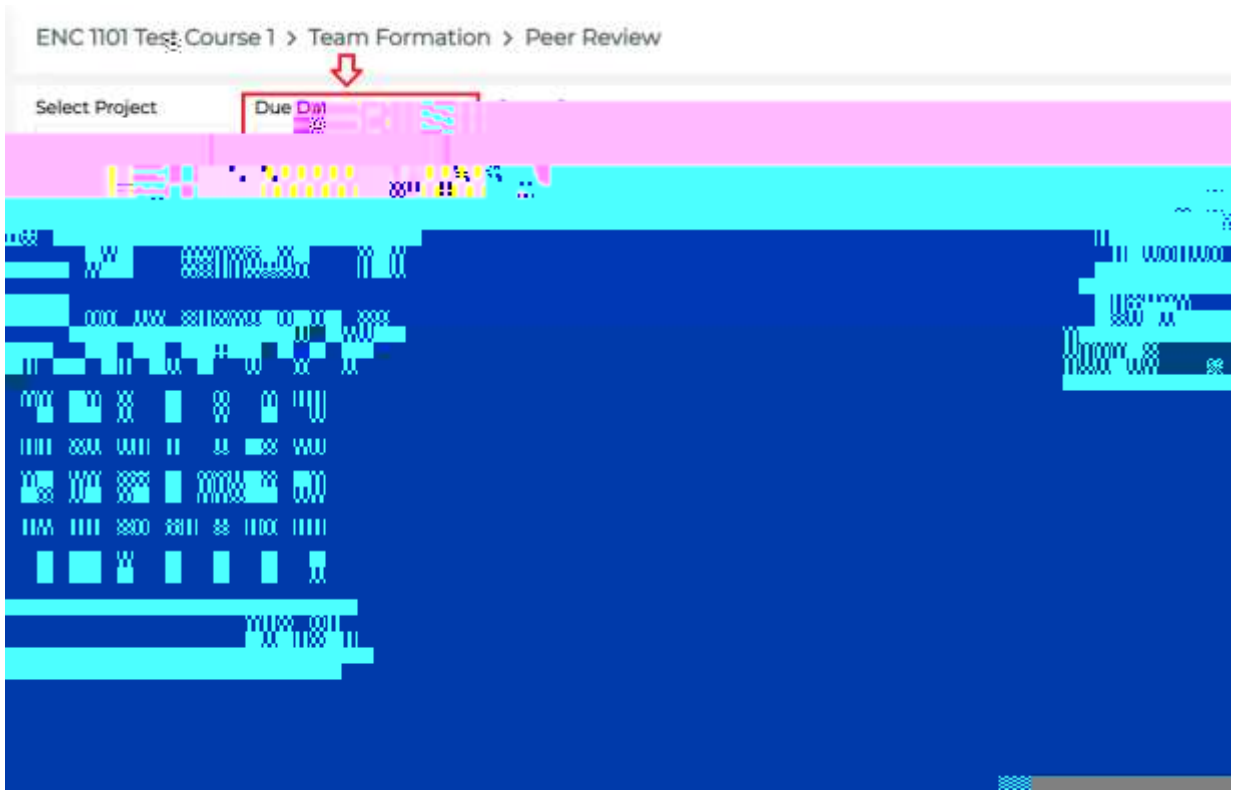


**Step 1:** On the Group Project to with Peer review Task click on the [**Team Formation**] button:



**Step 2:** Select a group project from the **Select Project** drop-down list.
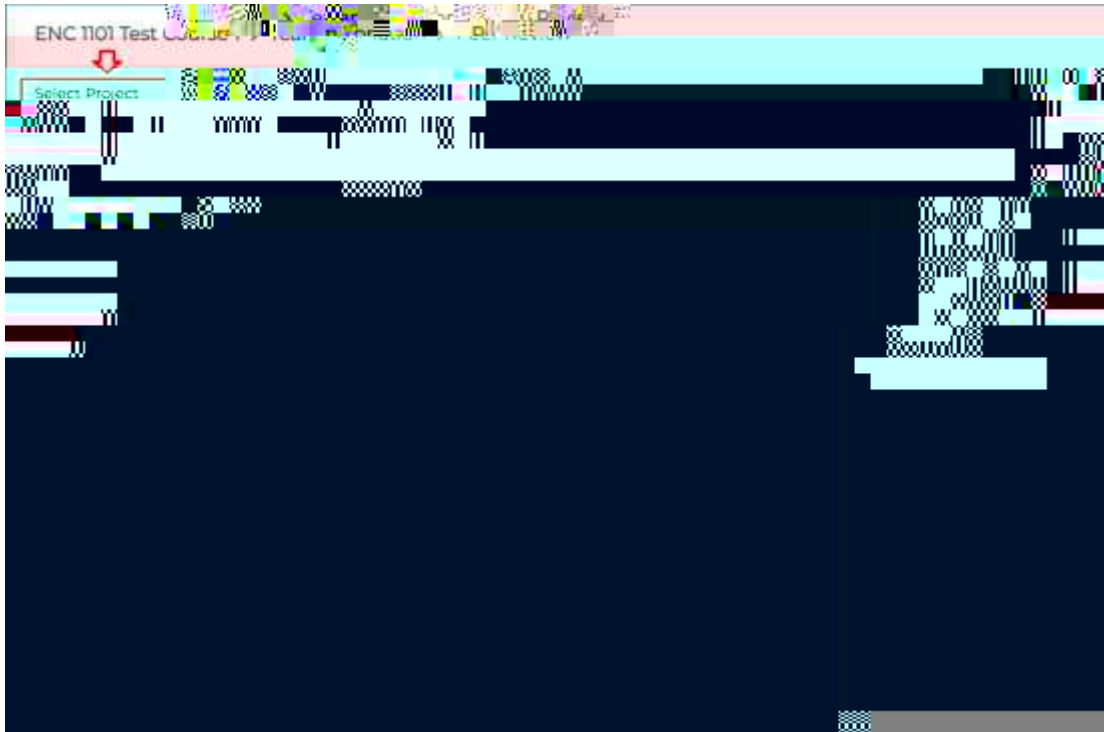
**Step 3:** Select the due date from the **Due Date** drop-down list.

**Step 4:** Select the **Group Structure**.

There are three ways to set up group peer review teams    refer to **Group Structure**.

**Tip**
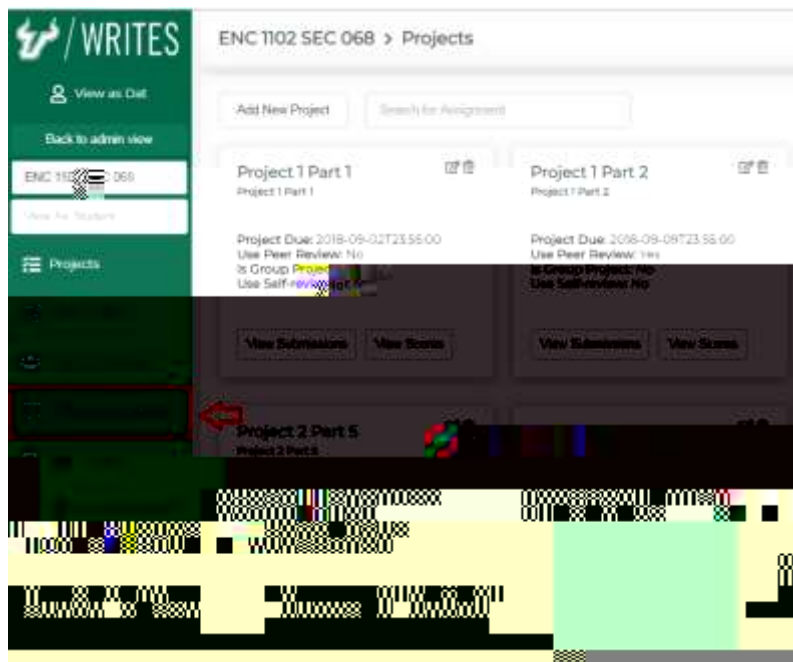
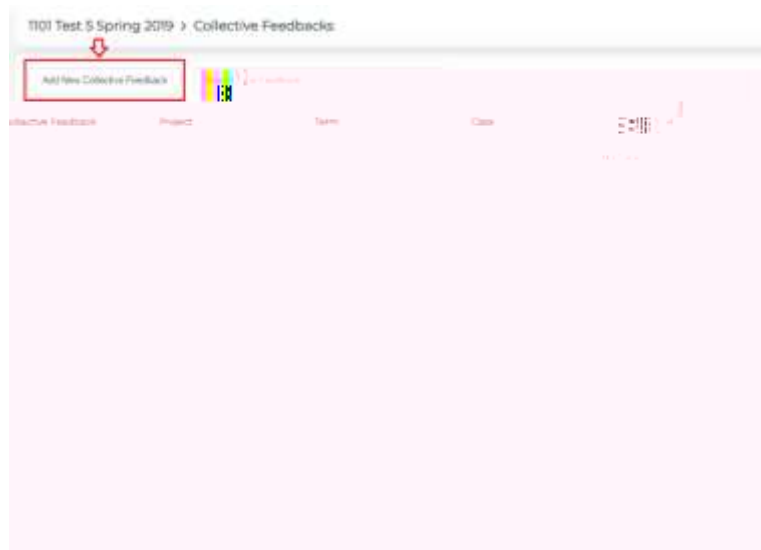# 8.Collective Feedback File (CFF)

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.
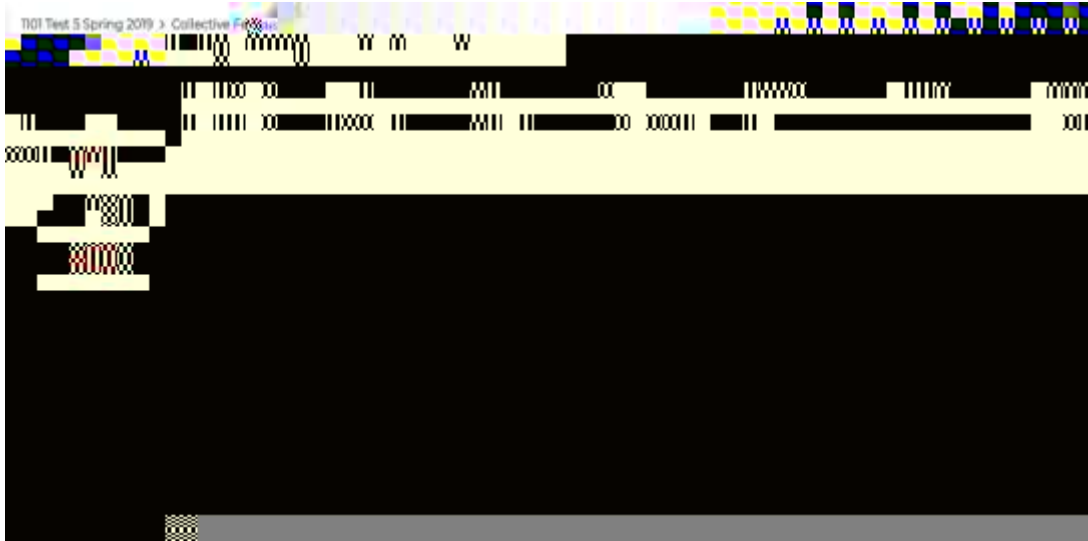
## 8.1. Create New CFF

**Step 1:** On the left menu bar, click on **[Collective Feedback File]** to go to the **CFF** page.
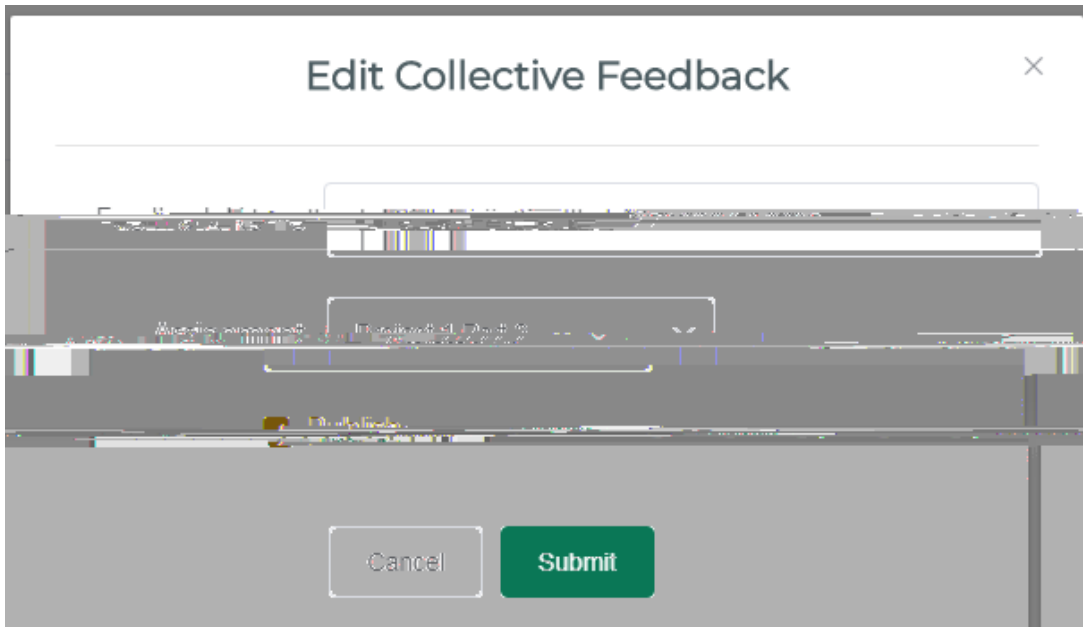


**Step 2:** Click on the [**Add New Collective Feedback File**] button to add new CFF.
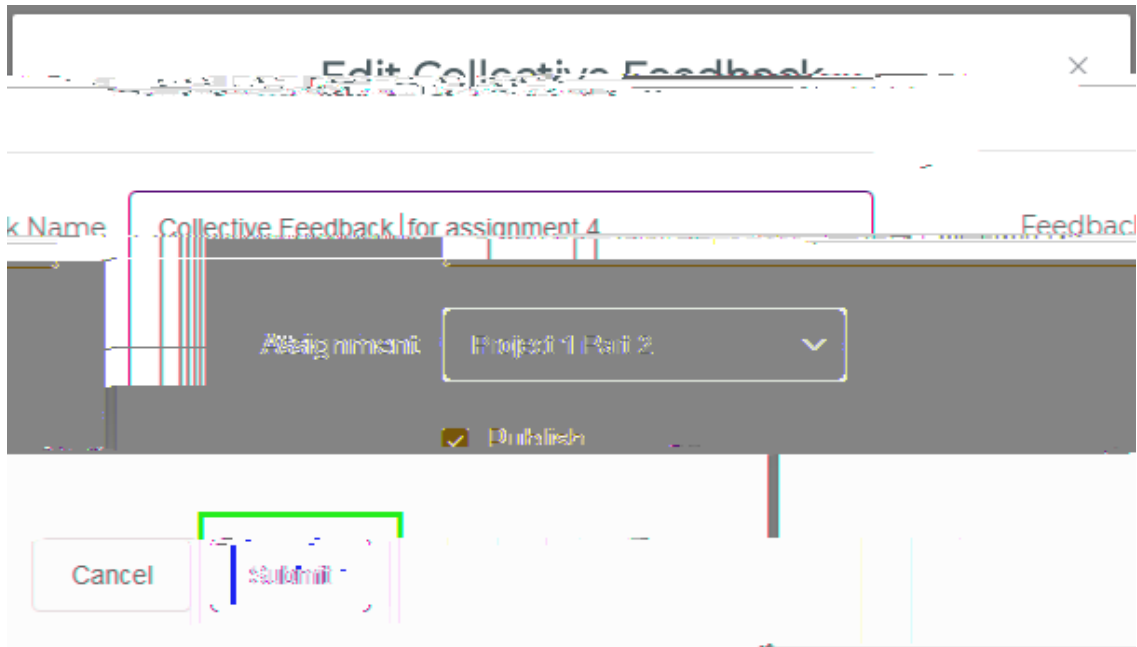
**Step 3:** Fill all mandatory fields, including:

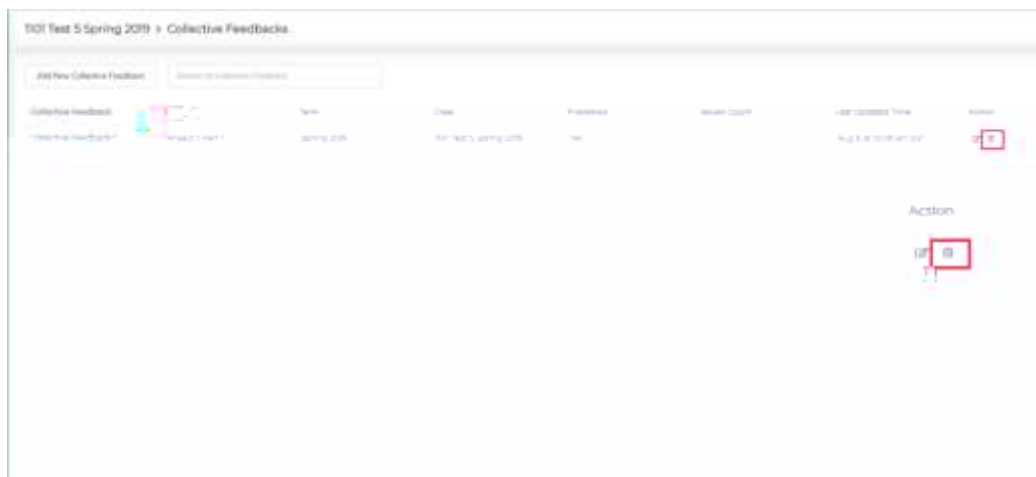**Step 2**: Edit Feedback in the **Edit Collective Feedback** box.



**Step 3**: Click on the **[Submit]** button to submit your changes.

## 8.3.    Delete CFF
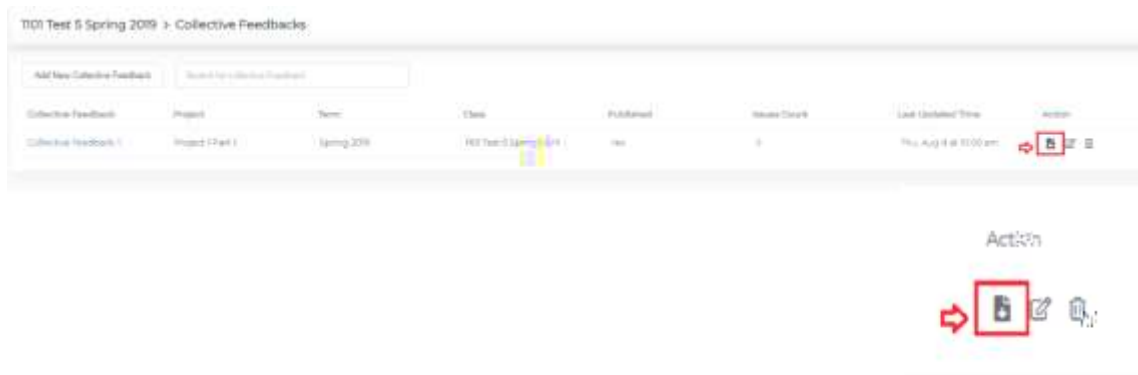
**Step 1:** Click on **[Delete]** icon 🗑 to delete a CFF.



**Step 2**: Click on the **[Submit]** button to confirm delete action.

## 8.4. Download CFF

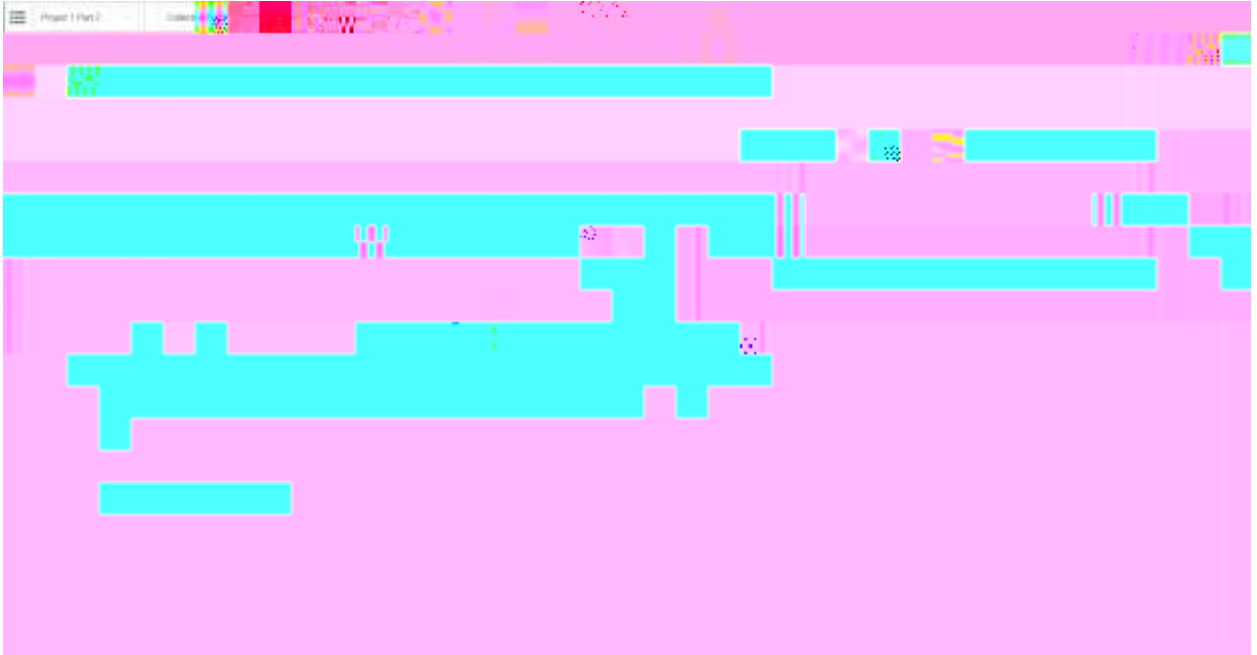**Step 1:** Click on **[Download]** icon  to download a CFF.



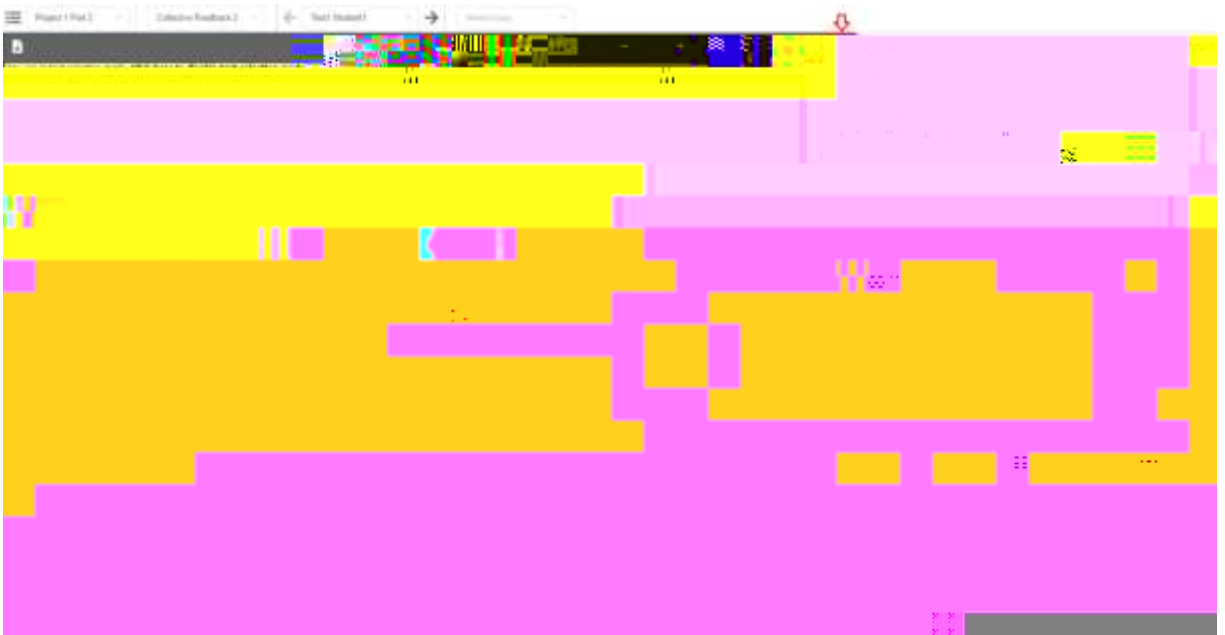## 8.5. Add New Issue

**Step 1:** In the **CFF**

**Step 4**: To add a new issue, fill all mandatory fields in the right-side panel.

1. Input   Issue Name.

4.  Use the crop icon [crop icon] to drag a picture from student paper then use Ctrl V to add to [**Student Example**], [**Summary**] or [**Explanation**] sections.



5.  Use the **Text Editor** tool to add comments to the [**Student Example], [Summary] or [Explanation**] sections. These fields are also required to create a new issue.
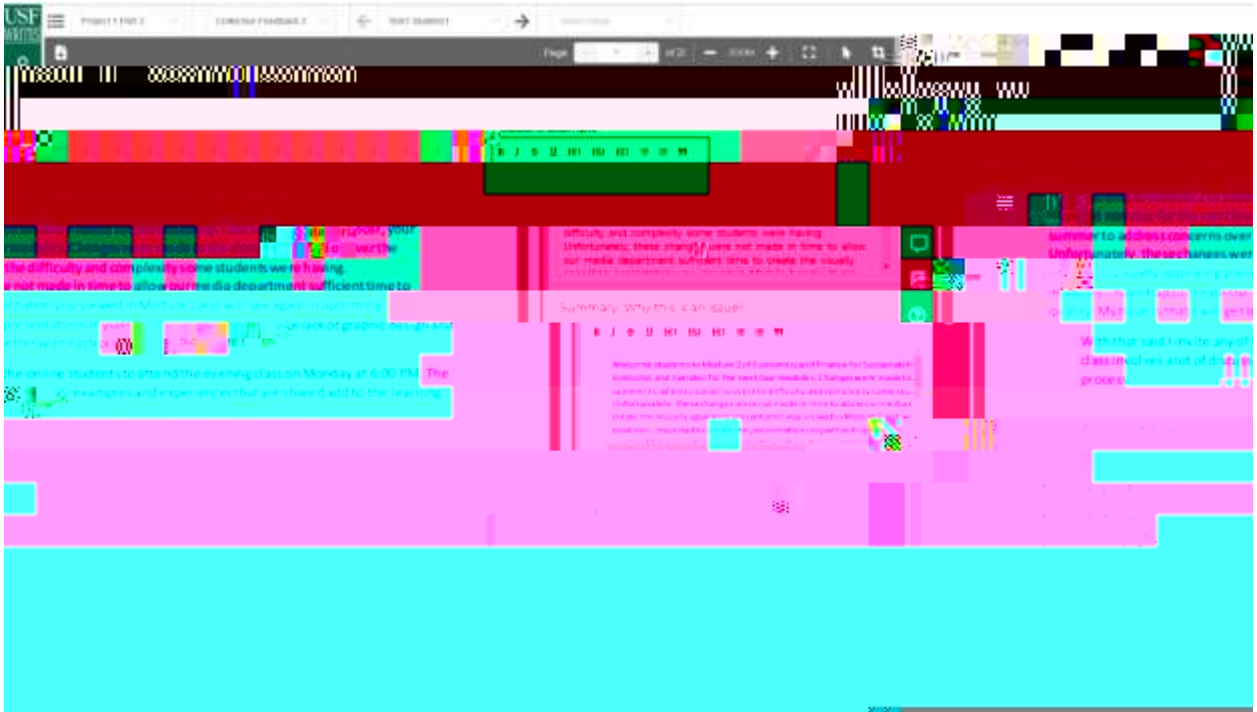
**B** : Bold

*I* : Italic

S̶ : Strike through

U̲ : Underline

H1 : Heading level 1

H2 : Heading level 2

H3 : Heading level 3

≡ : Unordered list

≡ : Ordered list

,, : Quote

**Step 5:** All issues are auto saved into the system, but you will need to click on the [**Submit**] button to activate the newly created issue.
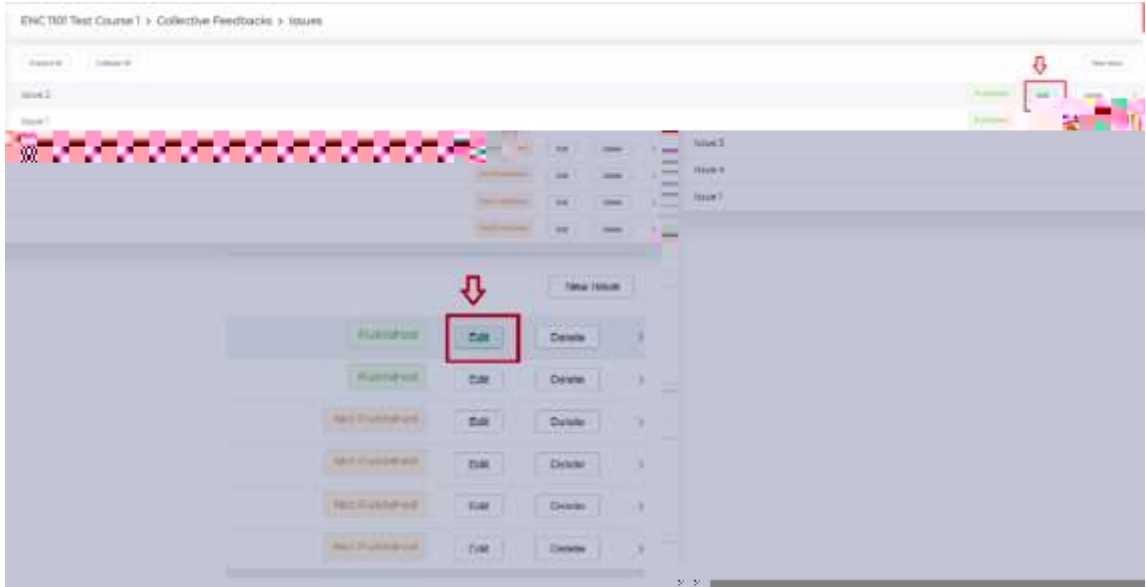
**Step 2**: To edit other existing issues, use the **[Select an Issue]** drop-down list on the upper right side of the top menu bar. The associated paper will be populated after selection.
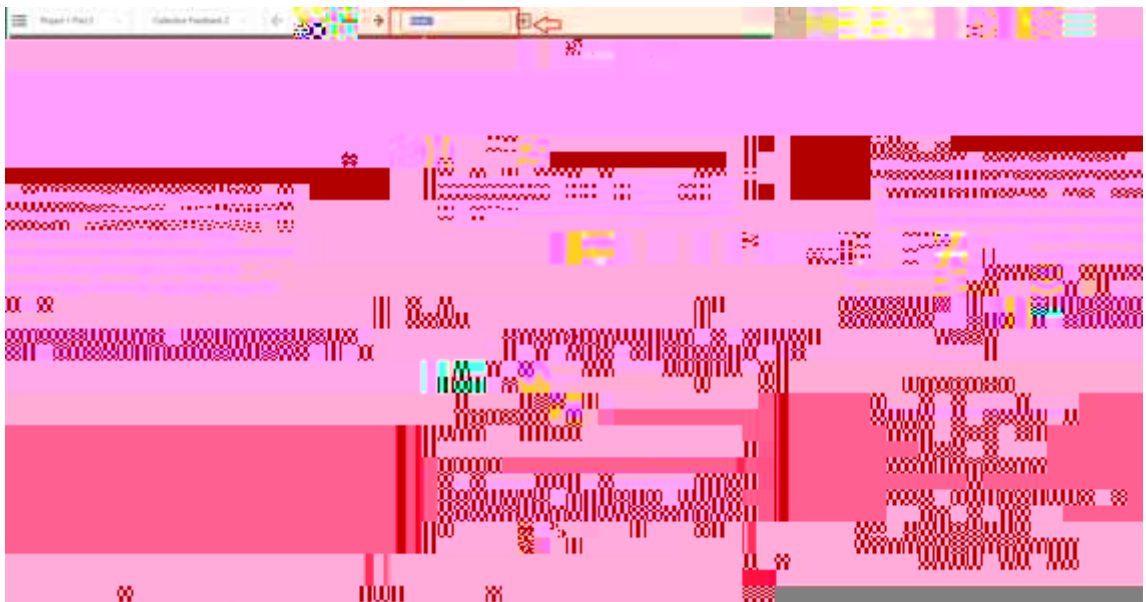


**Step 3:** Make the change on the selected issue then click on the **[Submit]** button to submit the changes.

1. IDS 6235

and finance for Sustainability. I am Michael Spencer, your instructor and narrator for the next four modules. Changes were made to the class material over the summer to address concerns over the difficulty and complexity some students were having.

2. Course focus

ook with a few supplemental slides fro...

Issue Name

Issue Category

Student Example

Welcome students to Module 2 of Economics and finance for Sustainability. I am Michael Spencer, your instructor and narrator for the next four modules. Changes were made to the class material over the summer to address concerns over the difficulty and complexity some students were having. Unfortunately, these changes are not easy to...
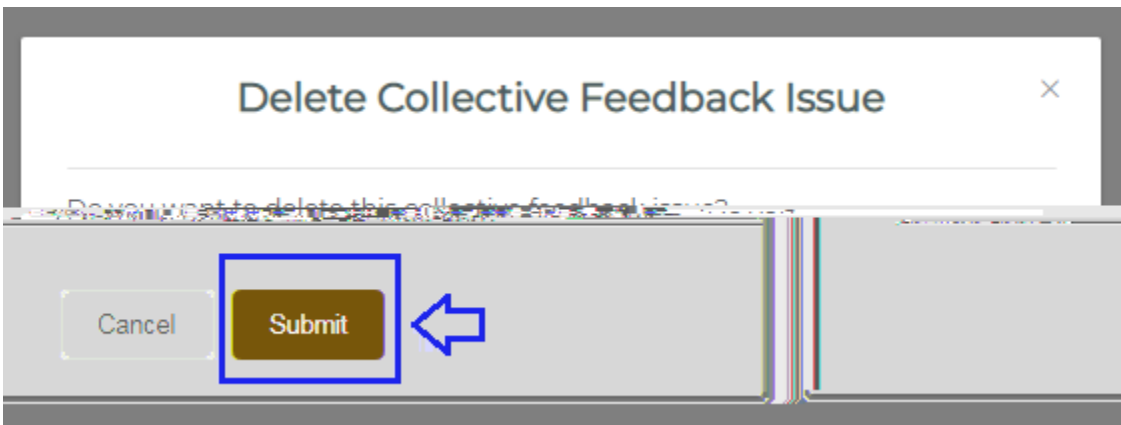
## 8.7. Delete Issue in CFF

**Step 1:** On the **Issue** page, click on the **[Delete]** button inside the issue that you want to delete.
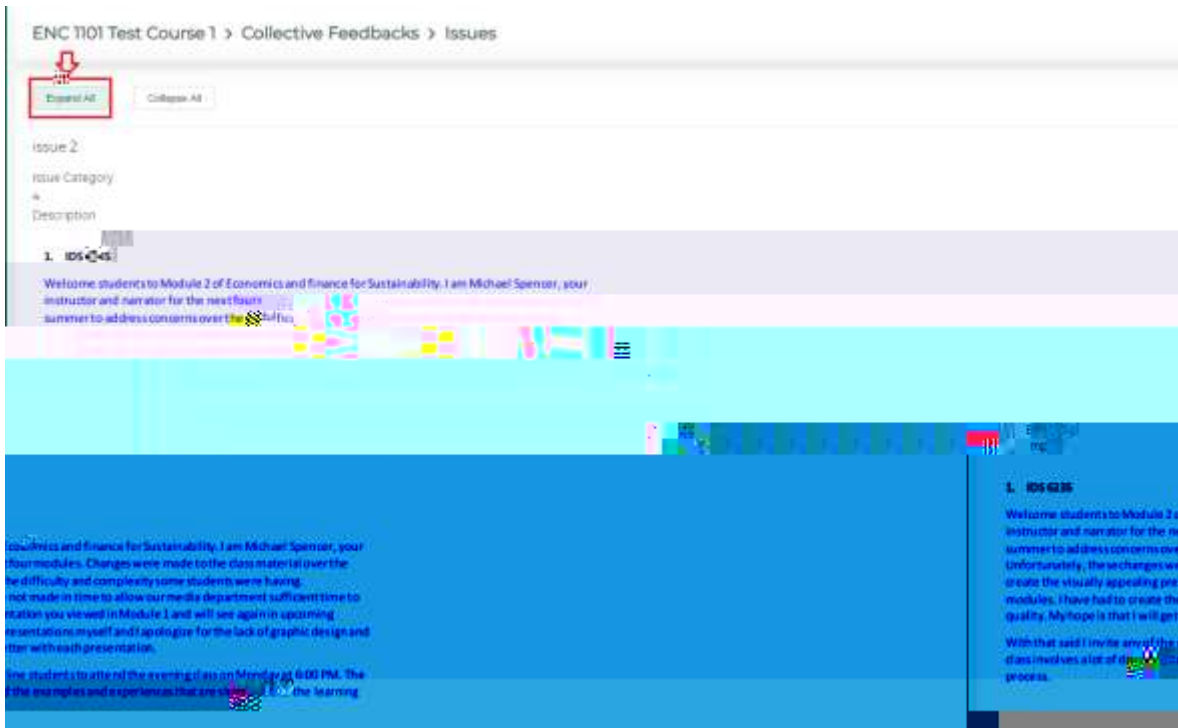


**Step 2**: Click on the [**Submit**] button to confirm the action.

# 8.8.    7.8 Expand/Collapse Issues

**Step 1**: Click on the **[Expand All]** button to expand all issues in the page.



**Step 2:** Click on the **[Collapse All]** button to see a shortcut of all issues.

# 9.E-Texts

**Beginning Fall 2024 E-Texts are no longer available through USF Writes. You should have access to them through your Canvas shell. If you have previously taken a PTC course you should still have access as per the instructions below.**

This section is for PTC courses only.

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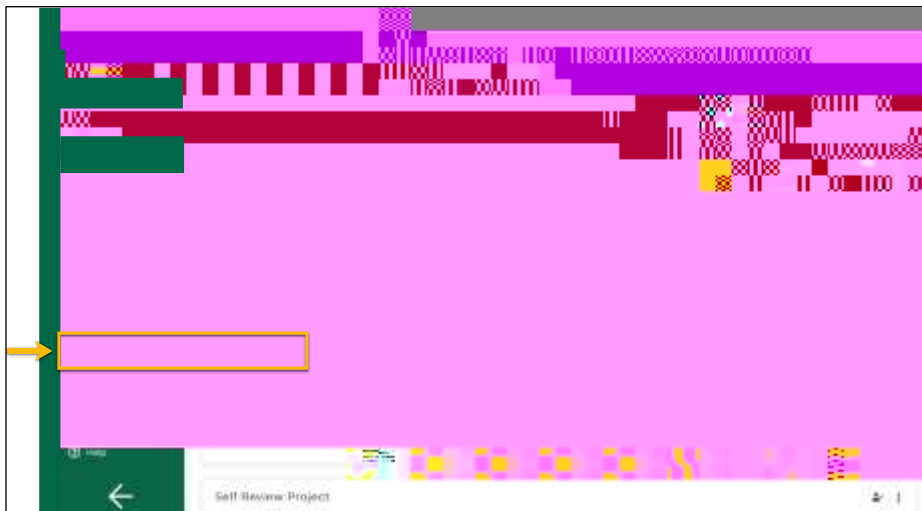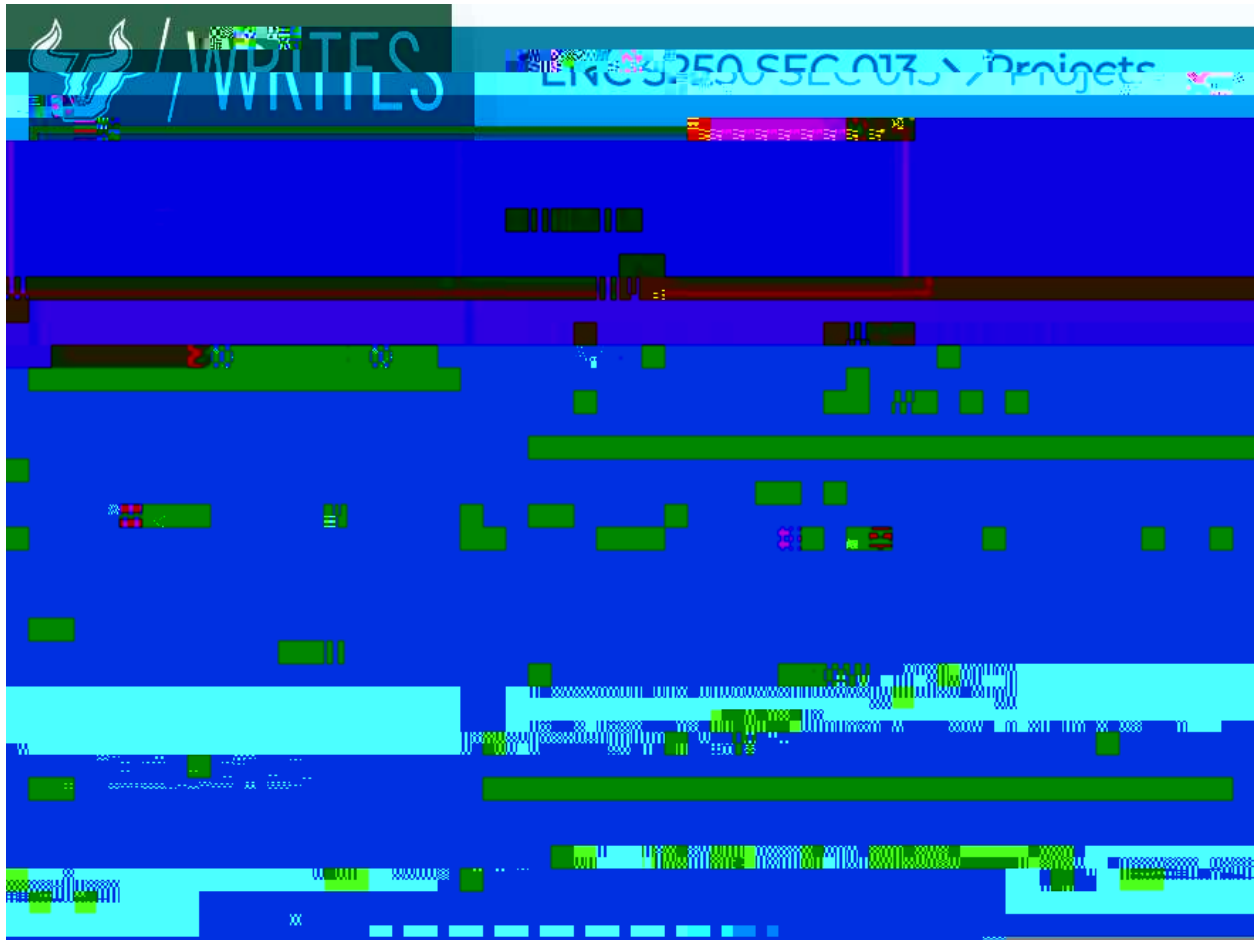


**Step 2**: The e-book reading page is displayed as below:

# 10. Sign Out/Log out

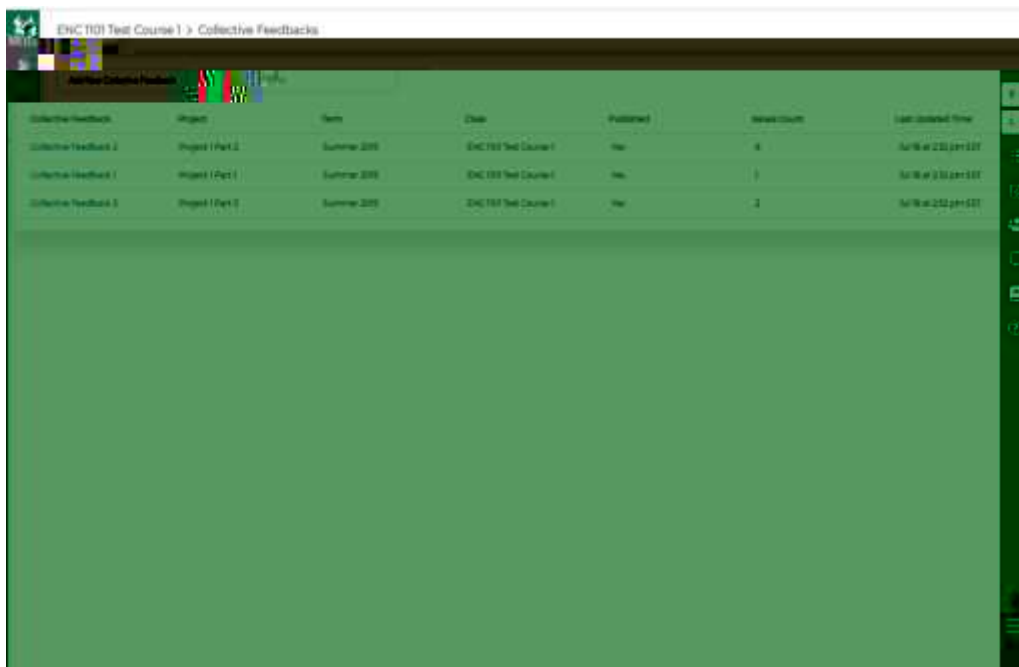To logout from USF Writes, click on **[Your Name]** and select **[Sign out].**

# 11. Expand/Collapse Left Menu Bar

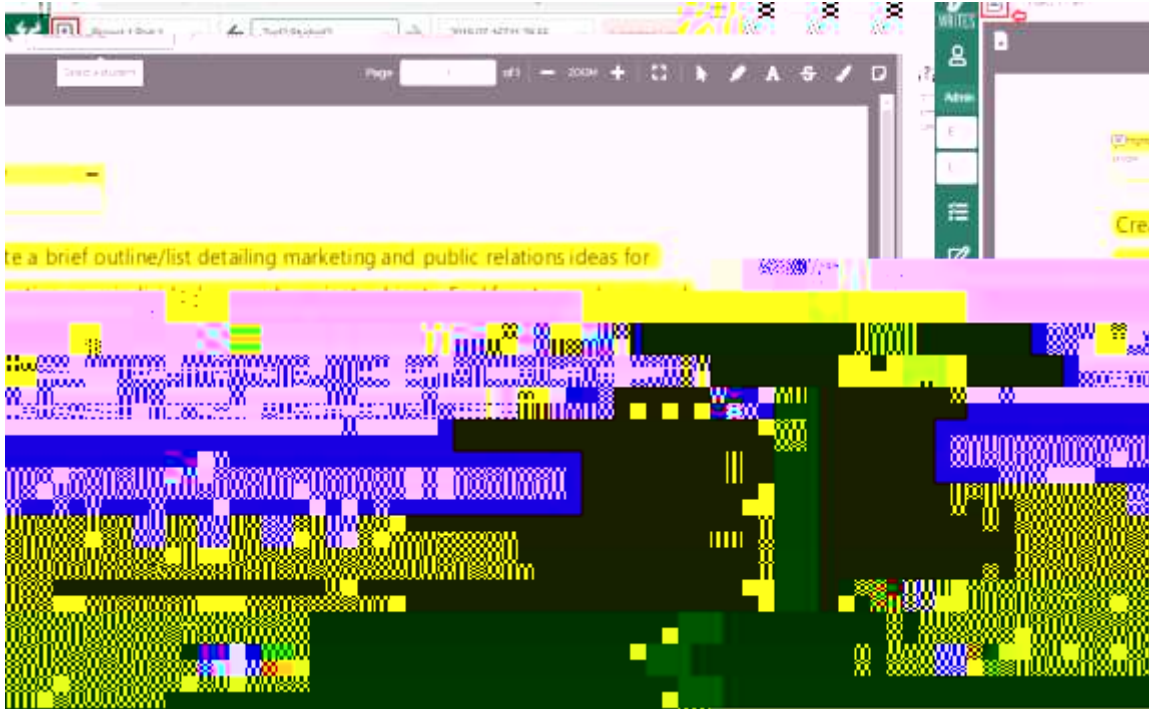**Step 1**: In order to collapse the left menu bar, click on the **[Collapse]** icon [icon] .



**Step 2:** In order to expand the left menu bar, click on the **[Expand]** icon [icon] .

# 12. Back to Previous Page

Click on the **[Back]** icon to go to the previous page.

# 13. Students

With a Course selected, the Students subpage displays all enrollments, their subscription status, and preferred display name.

**Step 1:** Click on the **[Students]** button on the left menu bar:

Students enrollment page:

## 13.1. Set a student's preferred display name

A

The preferred name will be displayed on all pages and menus of USF Writes. If you find an instance of the incorrect name, please notify USF Writes Tech.
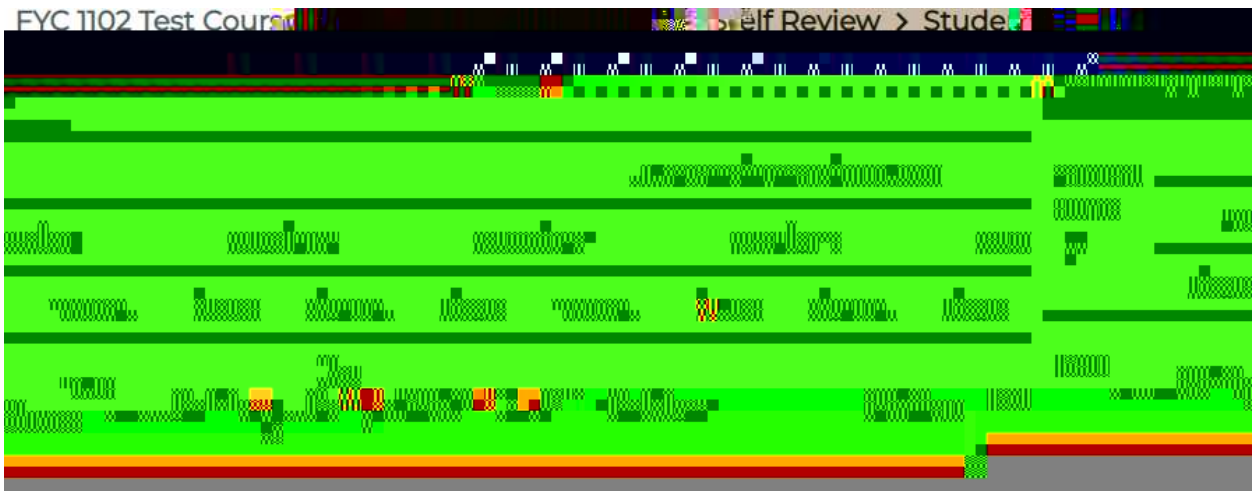
FYC 1102 Test Course 0002 > Position Paper Self Review > Student Submissions

| Student Name ⇕ | Self Review Submission | | Project Submission | | |
| --- | --- | --- | --- | --- | --- |
| | Status | Action | Submission Status | Scoring Status | Action |
| Test1, Dot | Completed | View | Submitted | Scored | View |

Position Paper Self R ∨    Test1, Dot ∨ →    Fri. Sep 4 at 12:19 am
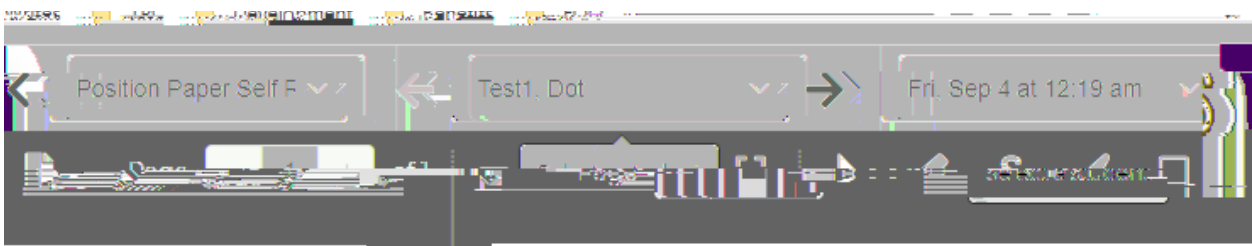
# 14. Canvas
## 14.1. Canvas Integration

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

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

To enable submission replication, instructors must complete a one-time synchronization that associates a USF Writes project with a Canvas assignment.

Synchronization must be repeated for each project that will be enabled for submission replication.

This process must be repeated for each course in which Canvas Integration is desired.
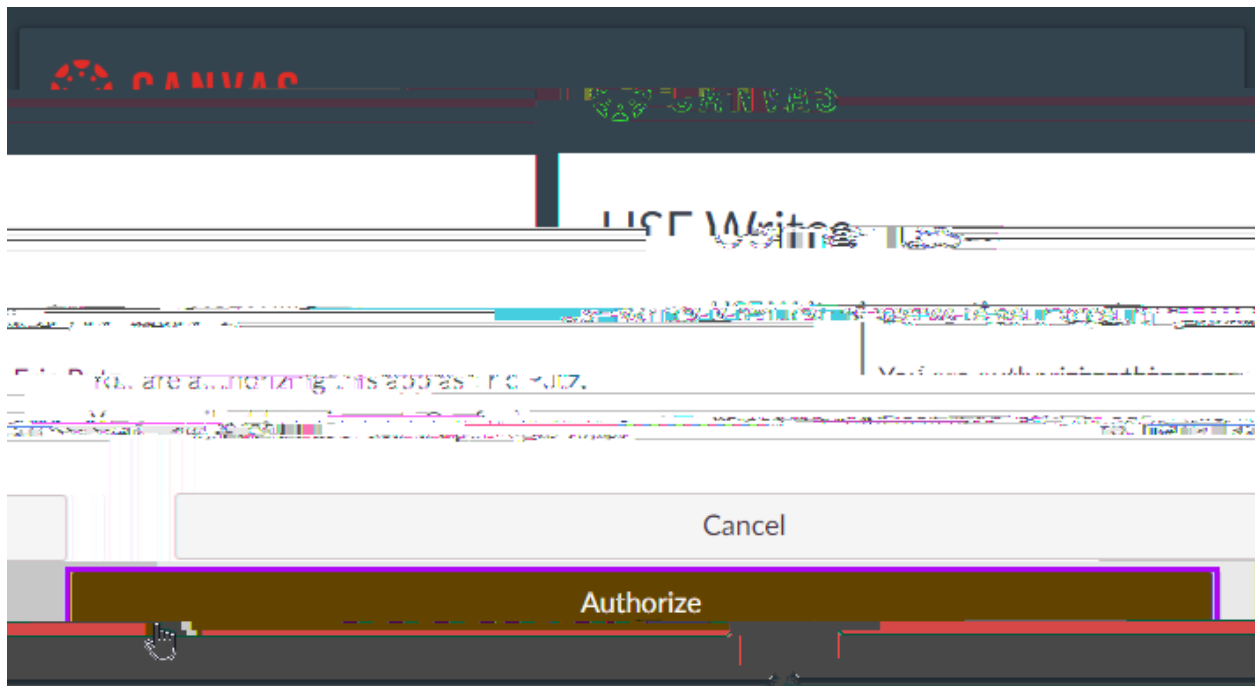
**Step 1:** From a selected USF Writes project, click on the **[Kebab More Options]** button (three vertical ellipses) on the right side of the project:
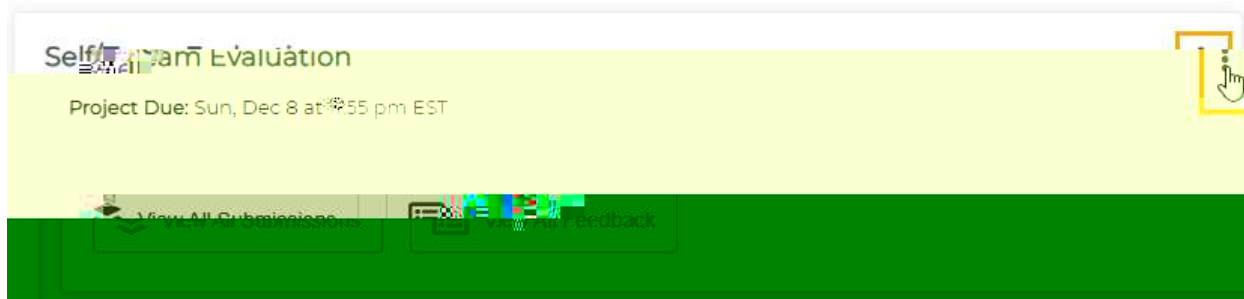


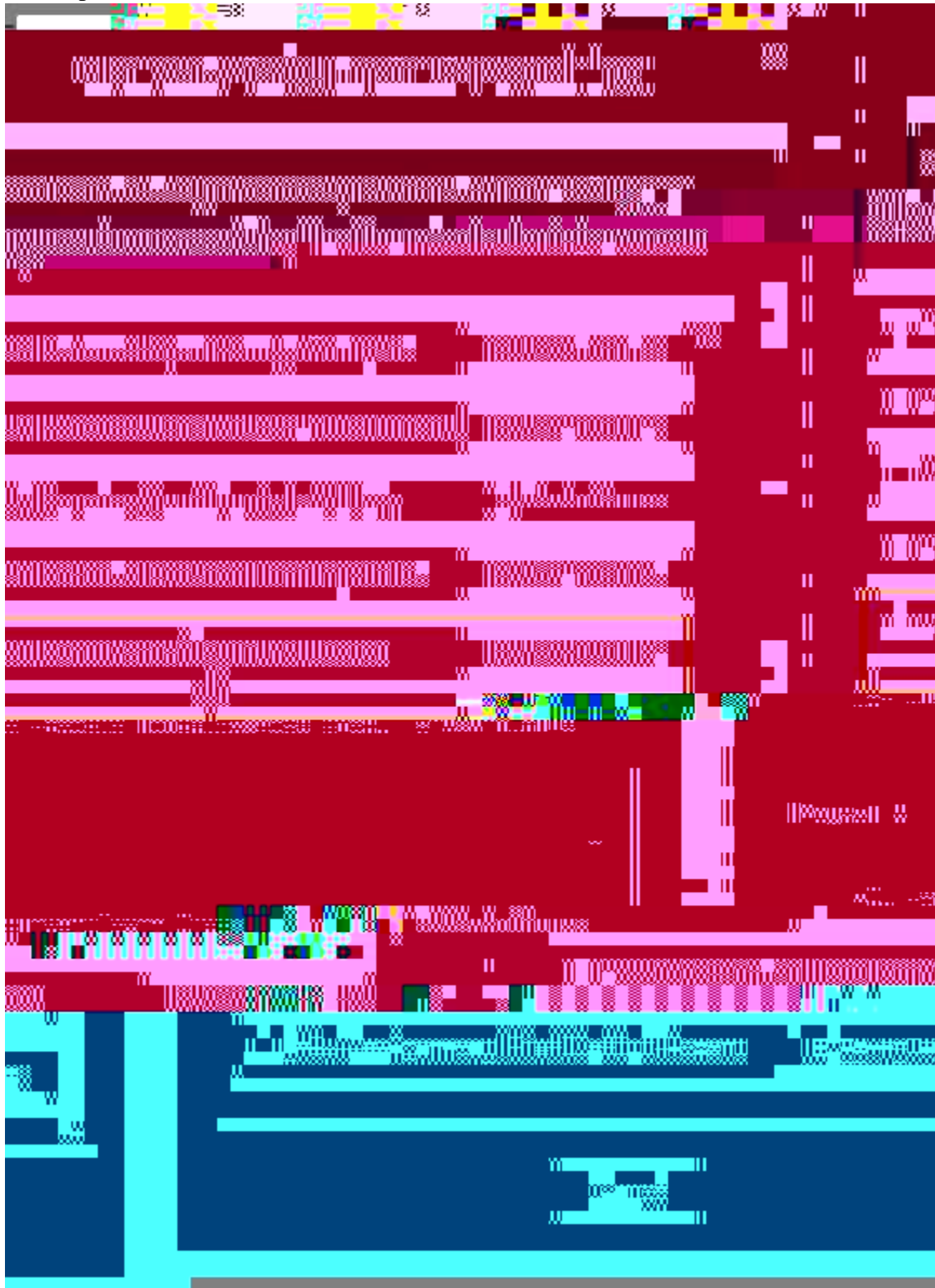**Step 2:** In the Kebab More Options menu click on **[Sync with Canvas]:**
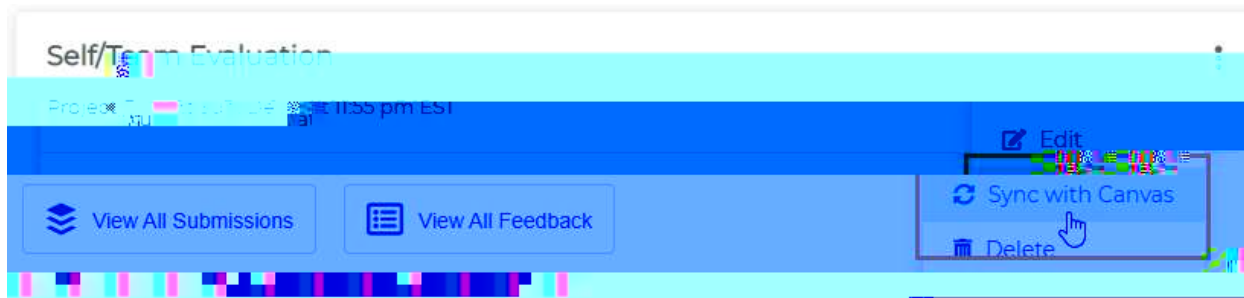
**Step 3:** Authorize USF Writes access to Canvas by clicking on the **[Authorize]** button:

**Step 4:** You will be returned to USF Writes to select the corresponding Canvas assignment from the dropdown:



Names in Canvas assignments are similar to projects in USF Writes. Only Canvas assignments with online file upload submission type will be shown.

You may view a Canvas assignment to confirm the correctness of the association before synching by clicking on the **[View in Canvas]** button:

A new tab will open.94W*ñBT/F1 12 Tf1 0 0 1 261.77 708.84 Tm0 g0 G[(c)4(onfir)4(m t)-3(he)] TETQq0.0000

**Step 6:** With the correct assignment selected, press the **[Sync]** button, which will complete the synchronization process:
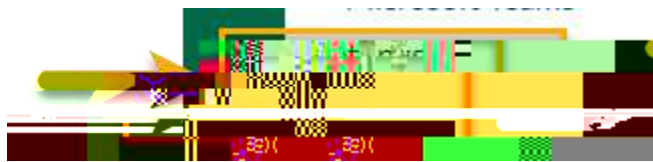
Synchronization is complete and the Project will now display the Canvas Sync icon:



# 14.2. Adding USF Writes to Canvas Navigation Menu

**Step 1:** In Canvas, go to [**Settings**]:



**Step 2:** Then select the [**Navigation**] tab:



**Step 3:** Scroll down to the disabled links (the ones that don't show in the left menu) and find "USF Writes.":

**Step 4:** Drag the "USF Writes" link up to the active links (the ones that a visible in the left menu) and place it the order you want it to display:

**Step 5:** Poke [**Save**] at the bottom of the Settings scre/F32 0 612 792 reW⁕ṅBTSo/F200912l78tt Settings scre/F3