USF WRITES

Student Manual

Version 1.5

Updated: August 2024

Table of Content

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 USF's website for more information.

Know Your Menu:
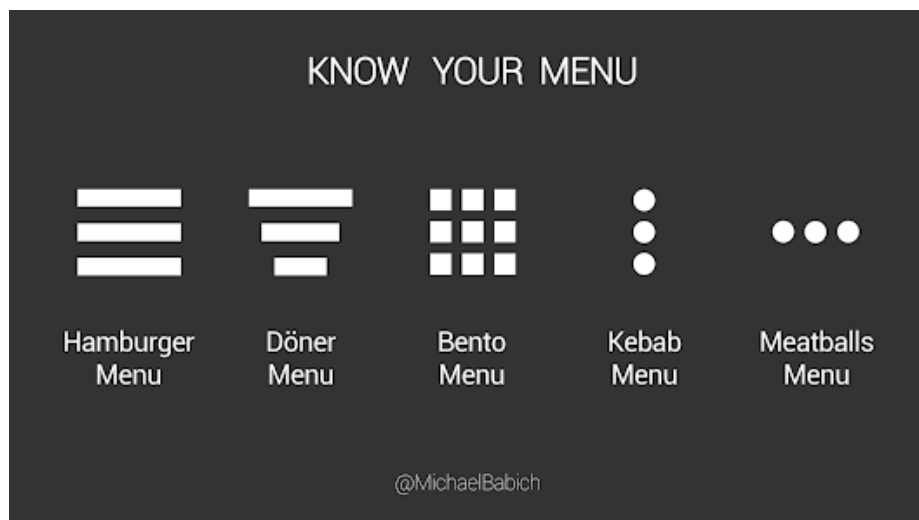
1. Single Sign-On

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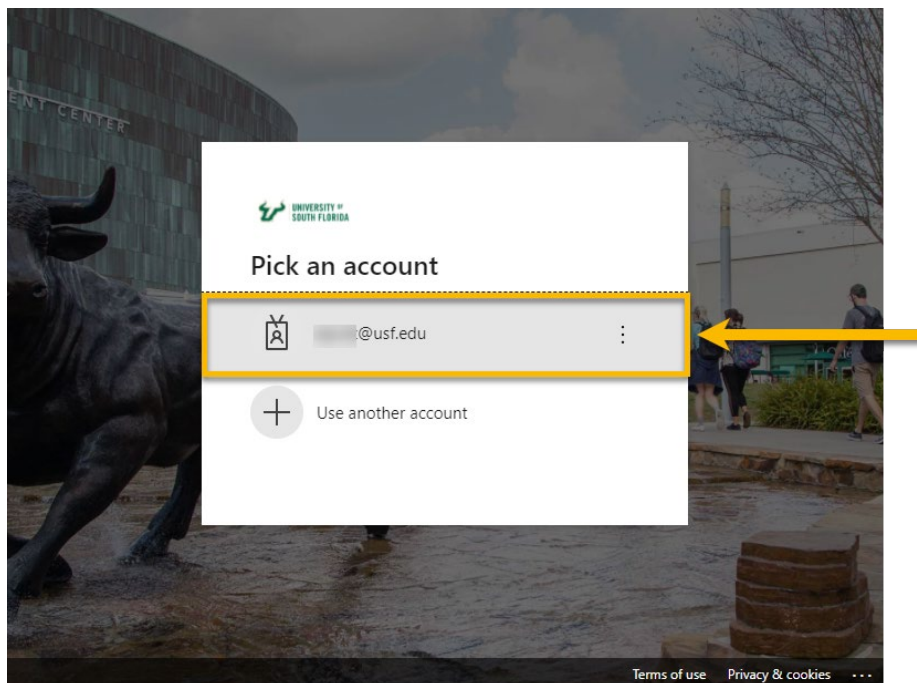
If you are not currently signed into a university system, you will be redirected to a Microsoft page that will prompt you to login using your USF email address.
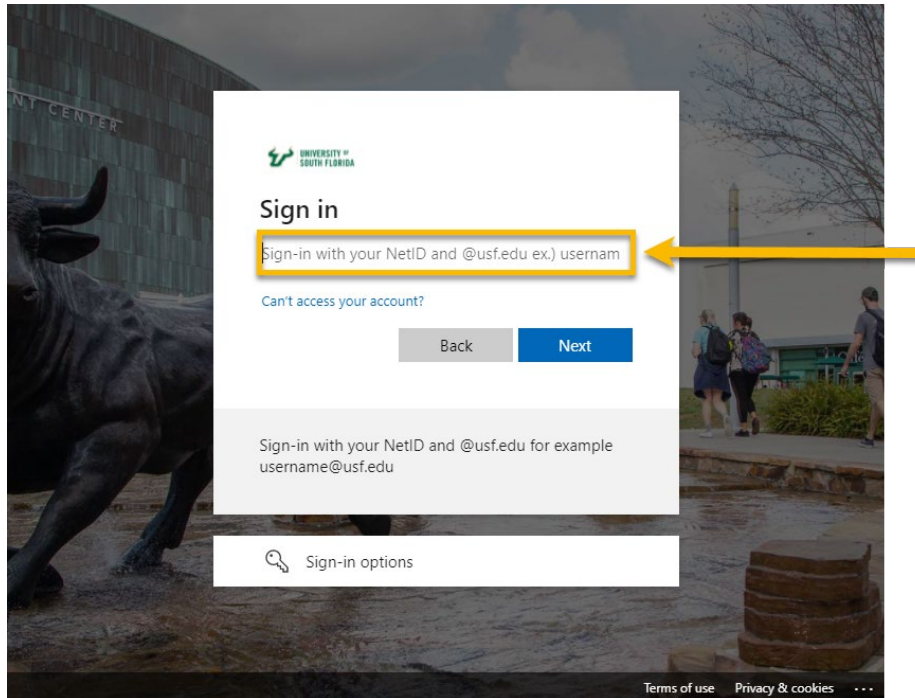
Once you sign in, you will be routed back to USF Writes.

Step 1: Open **USF Writes** website at 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)
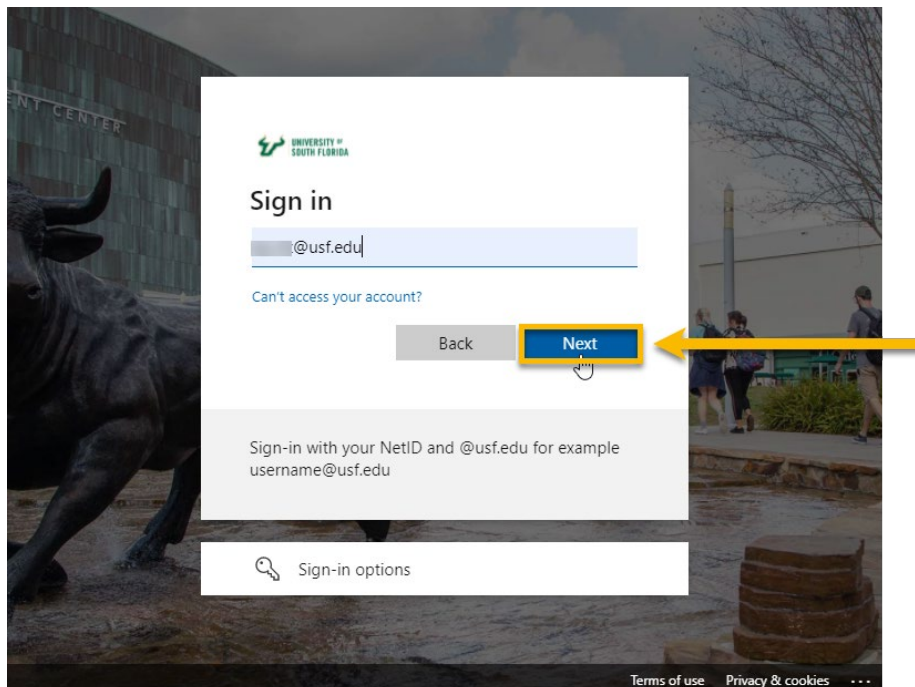
Pick an account:

Or sign in with NetID and @usf.edu:

You **MUST** enter your username as NETID@usf.edu
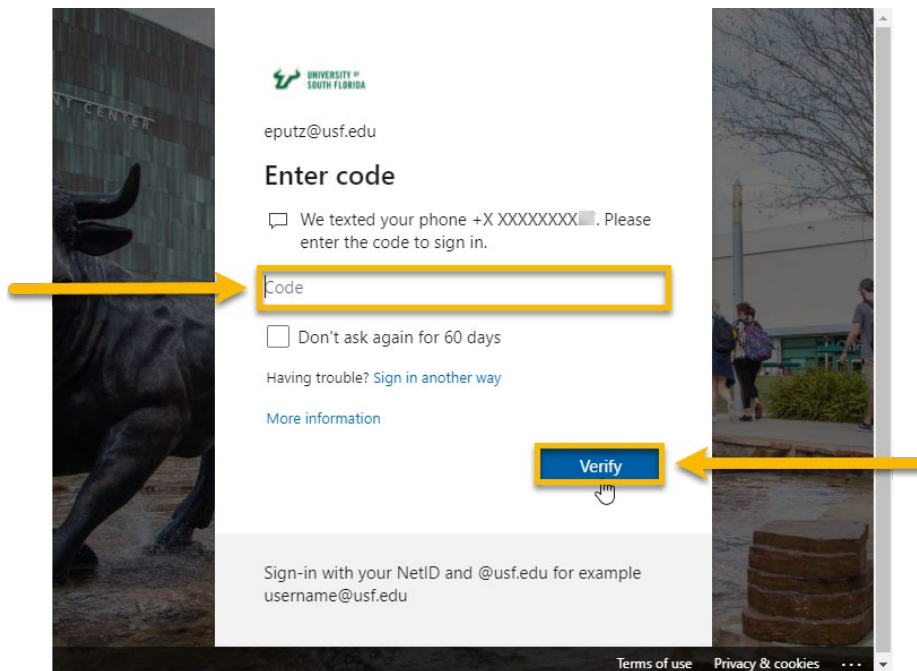
And select [**Next**]:

Step 3: Enter your **Password**:
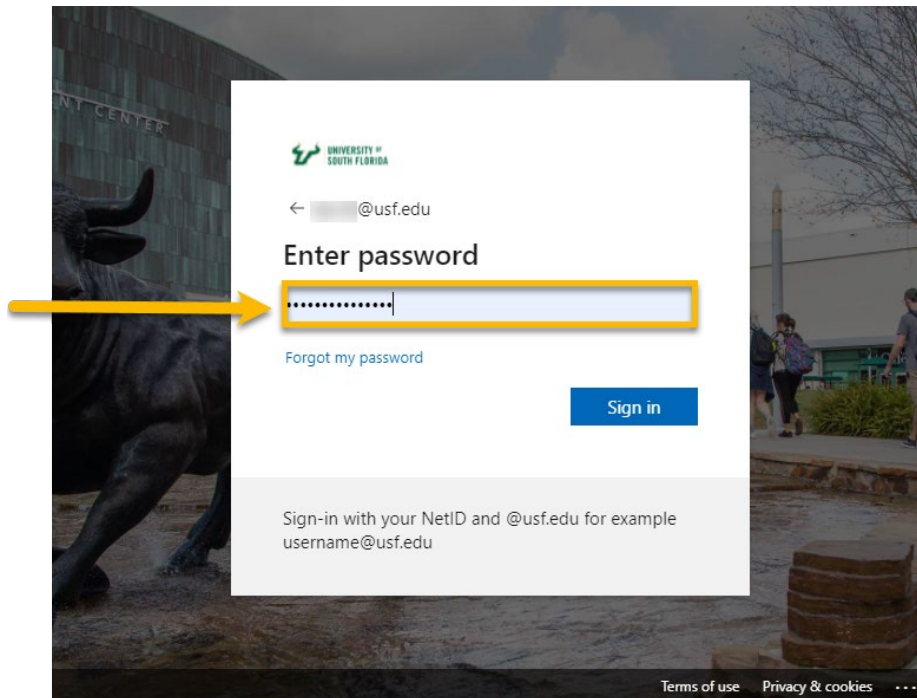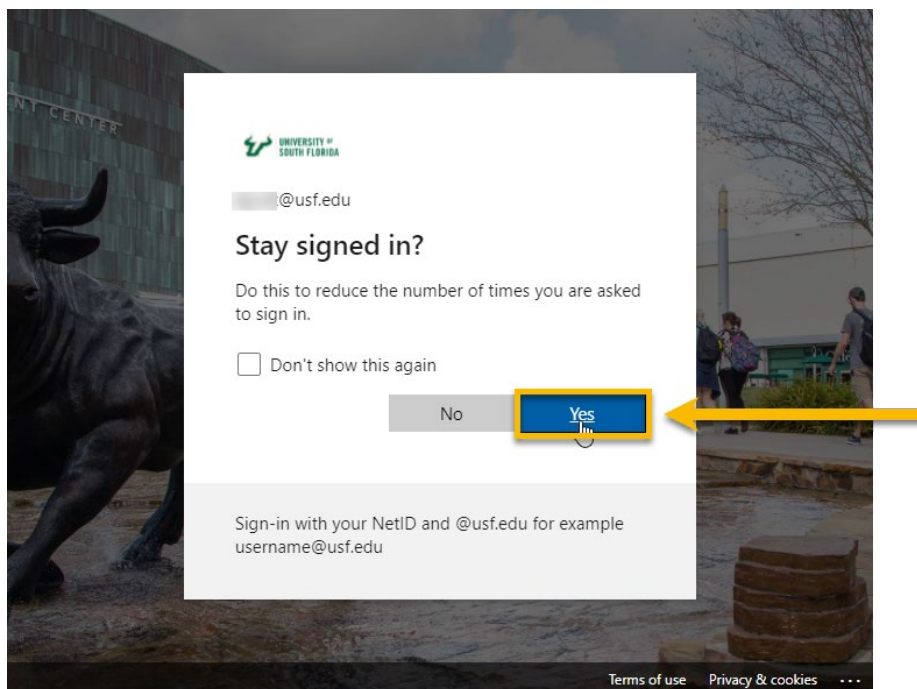

Step 4: Click on the [**Sign In**] button:
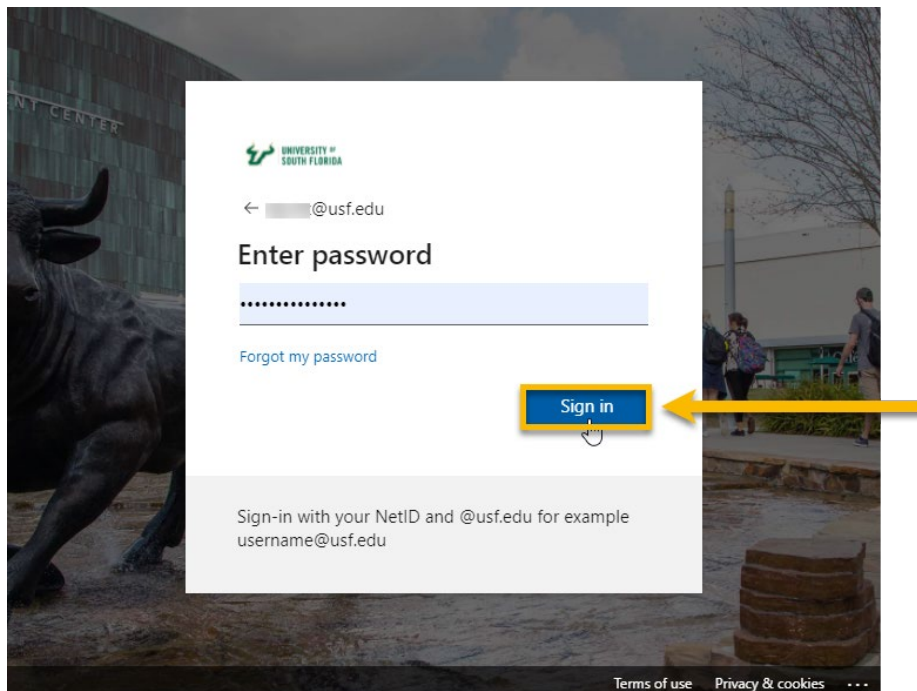
Step 5: If you have enabled **MULTIFACTOR AUTHENTICATION (MFA)** you will be prompted to enter the code and select [**Verify**]:
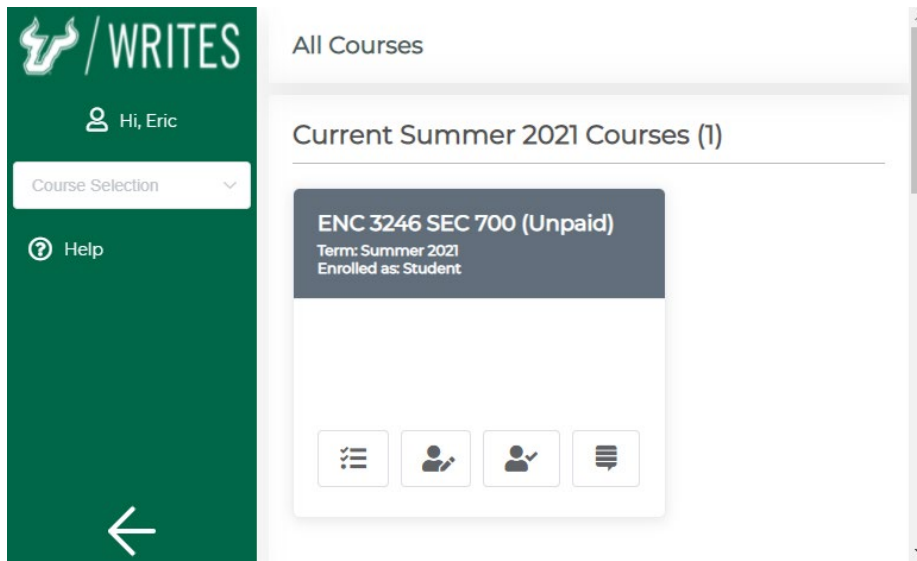

Step 5: Stay signed in select [**Yes**]:

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: https://www.usf.edu/it/documentation/netid.aspx

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**]:

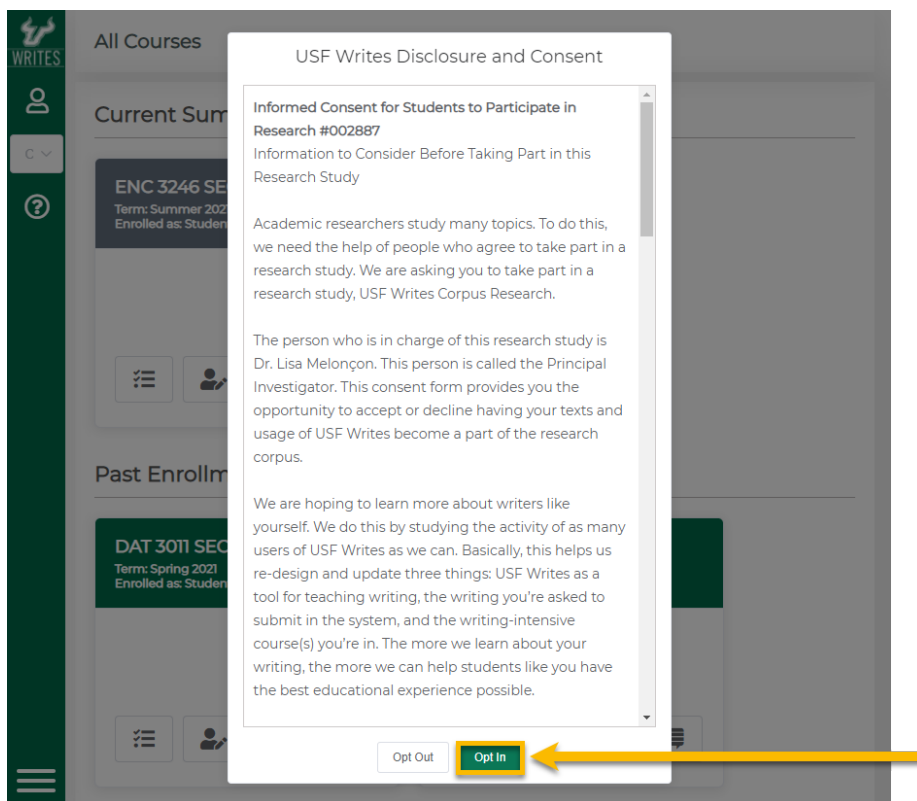**Step 2:** Fill out the Contact Support form and [**Submit**]:
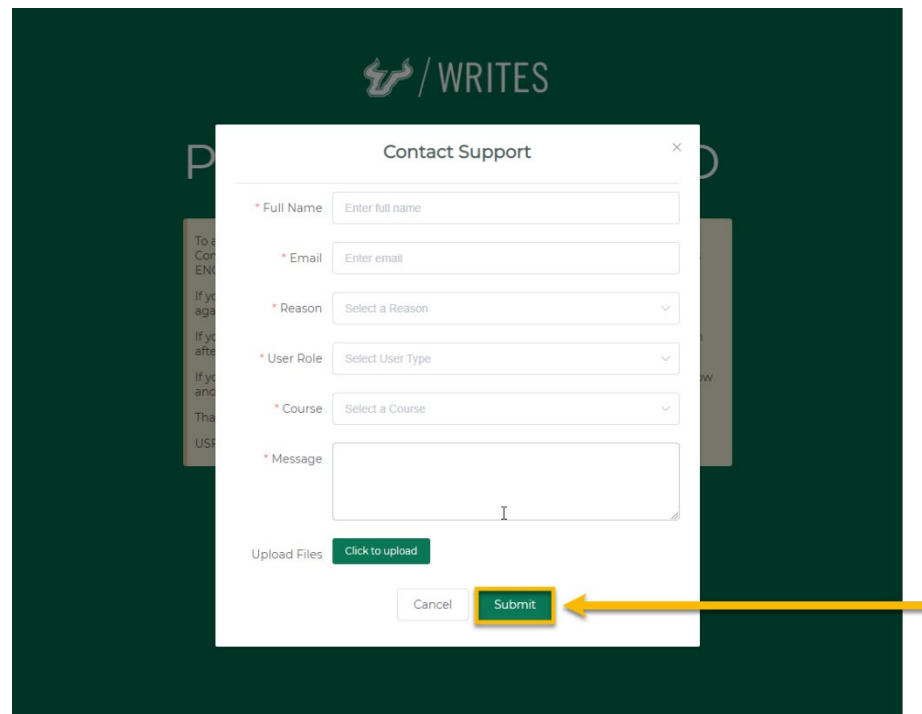
2. USF Writes Disclosure and Consent

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

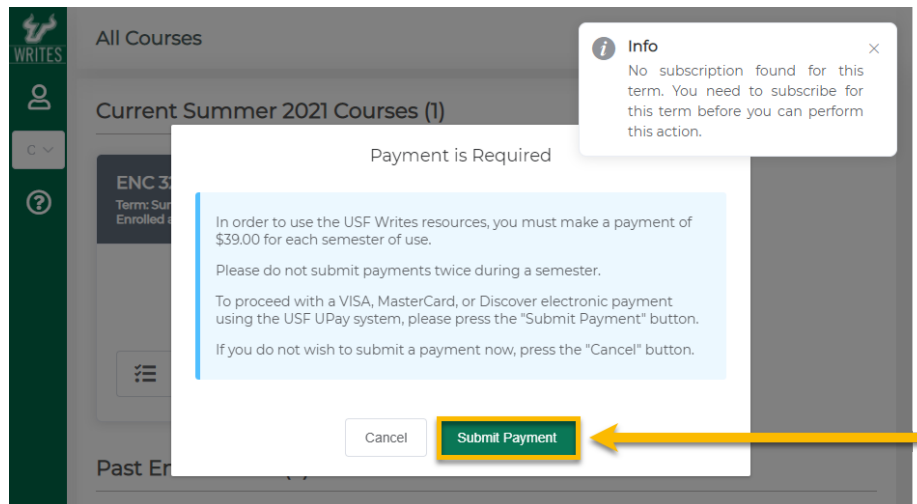You must subscribe to USF Writes at the start of each semester in which you are enrolled in a course that utilizes it. Currently, the only payment methods accepted are Debit or Credit cards. BAPP is not supported. Unsubscribed projects are denoted by their gray background and the words (Unpaid) in the course heading:
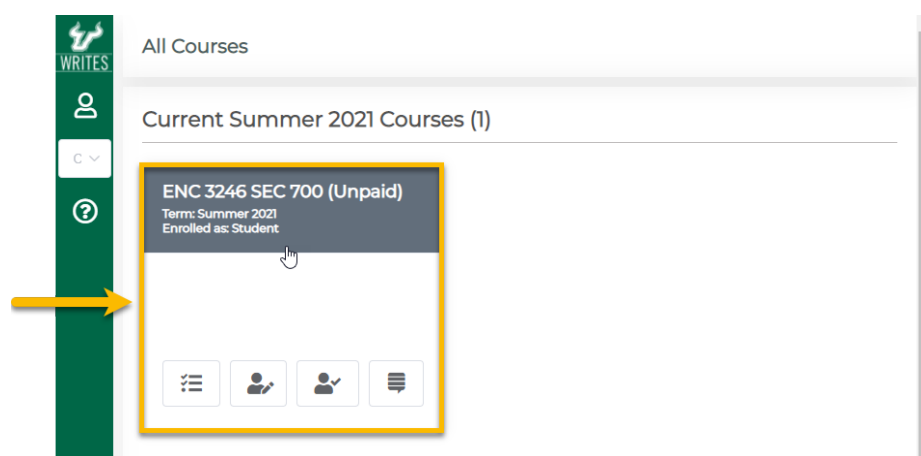
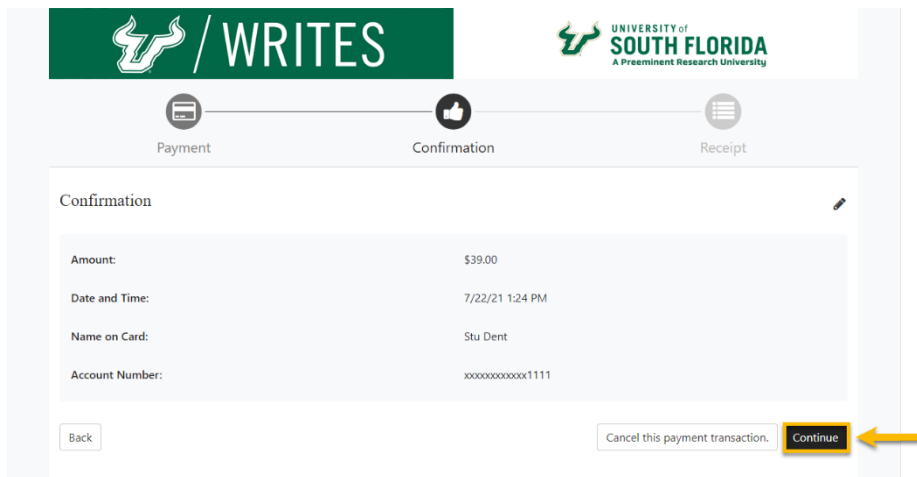If you have not subscribed, you will see the **Payment is Required** popup when selecting a course:
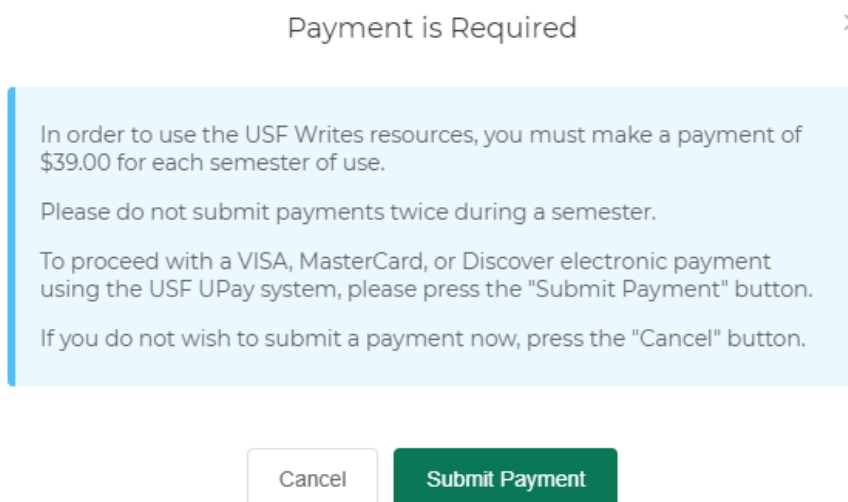
Step 1: Click on the **[Submit Payment]** button which will take you to TouchNet Payment:

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

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

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:

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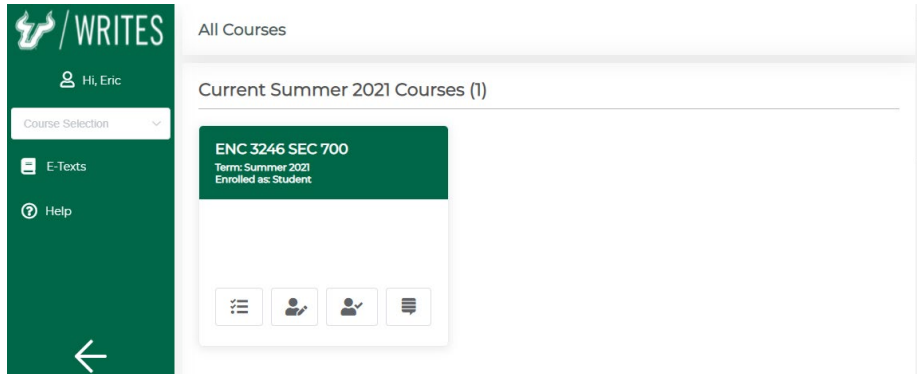
You can navigate to a specific course by clicking on the course tile or using the control buttons to go directly to a course page. The control buttons are as follows:

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

Takes you to the **Peer Review** page of the selected course.

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

Takes you to the **Self Review** page of the selected course.

5. Projects

After selecting a course, it will redirect to the **Projects** page. This page shows all active projects in the course. See **Terminology** 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.
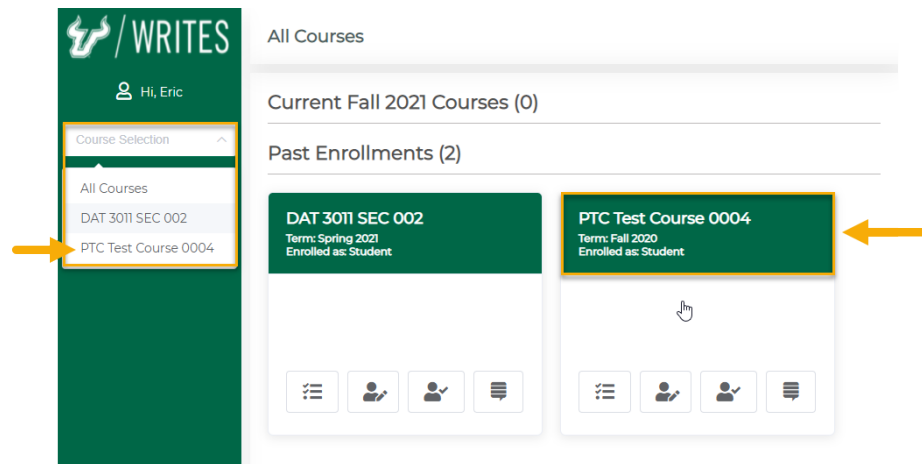
Step 2: The **Projects** page is displayed as below:

There are multiple control buttons in each **Project Tile**. They are as follows:
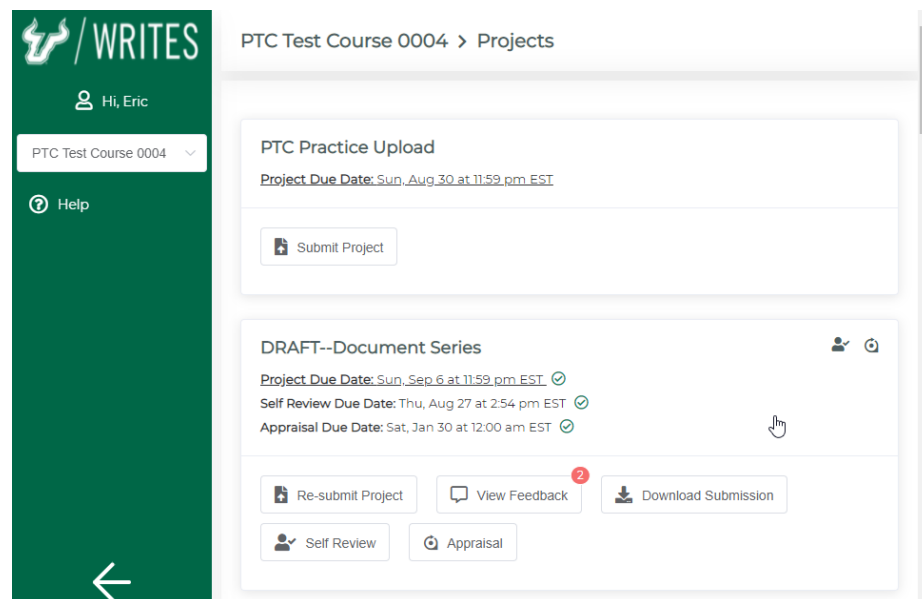
[Upload] button: Click on this button to upload a file for the selected project.

[Download Latest Submission] button: Click on this button to download the latest submission for the selected project.

[Peer Review] button: Click on this button to review your peers' projects.
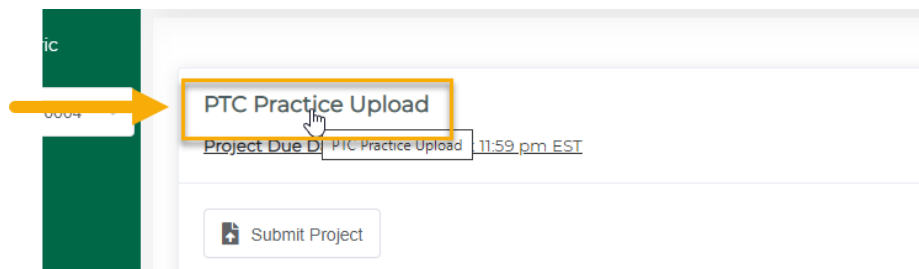
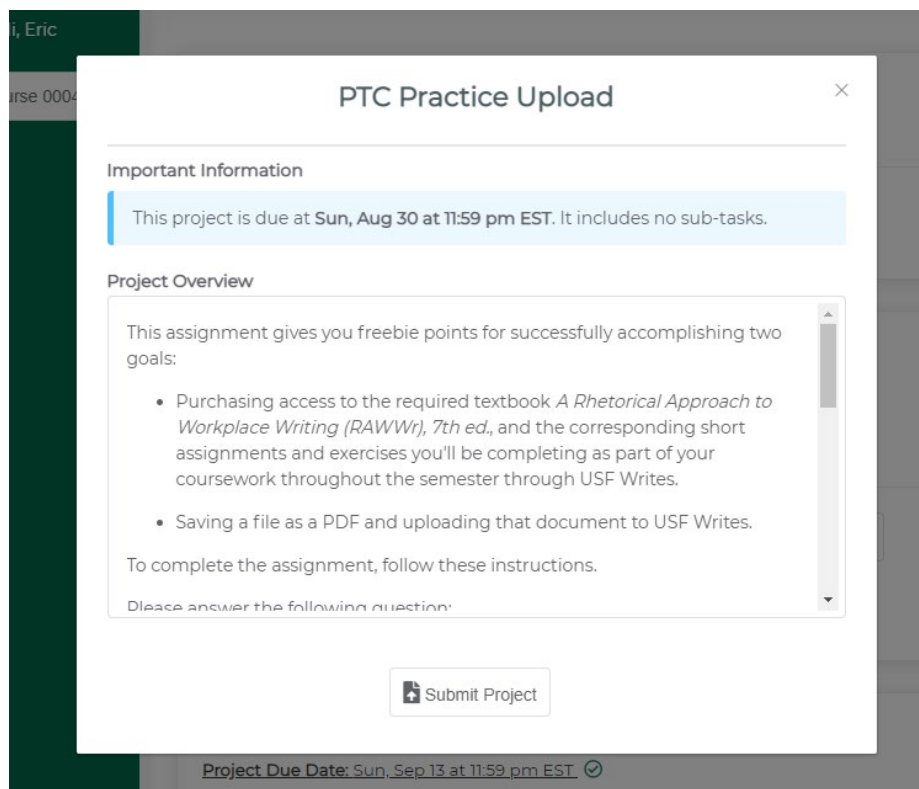**[Self Review]** button: Click on this button to review your own project.

[View 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:
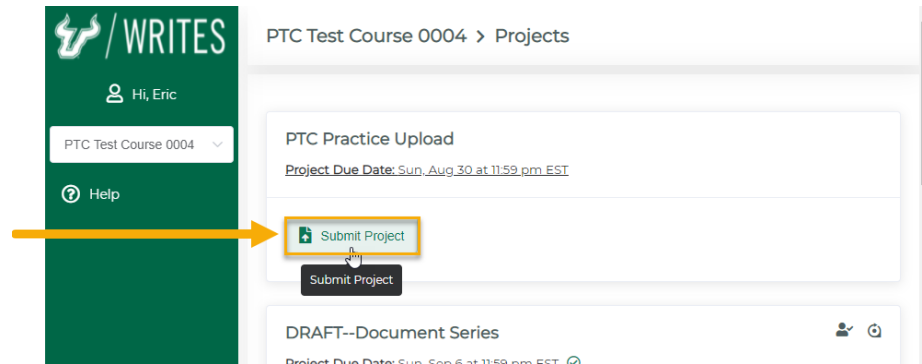

The project detail dialog shows information regarding project due date, activities, and overview:
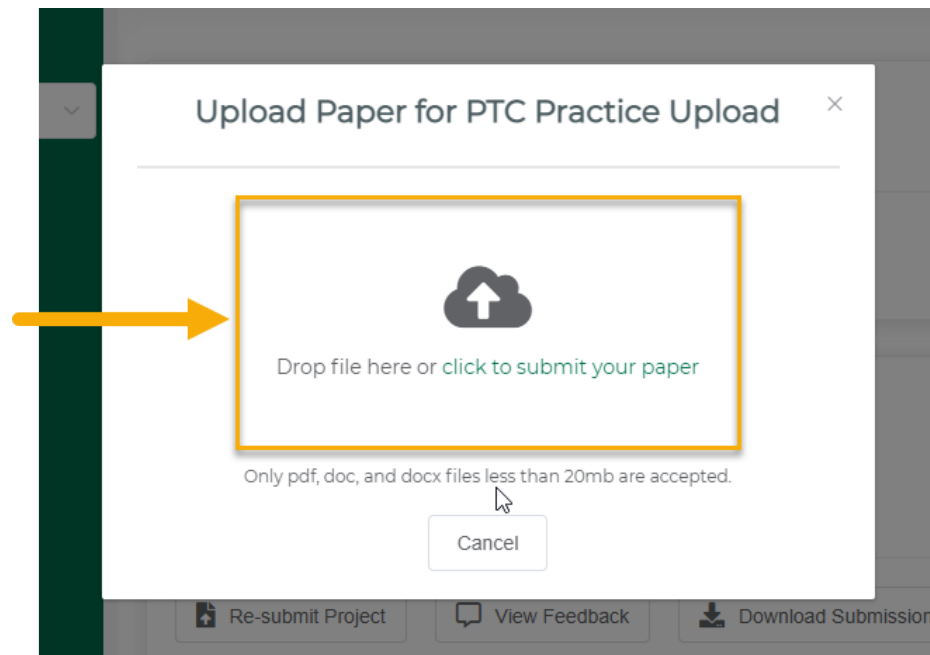
6. Submit Project
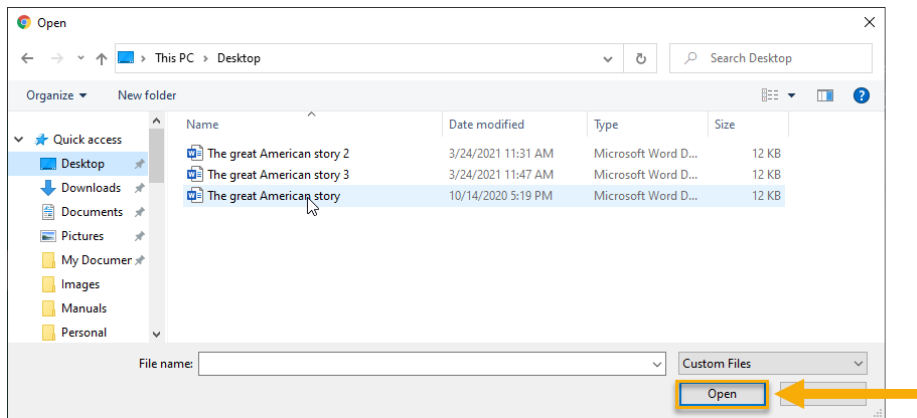
6.1 Submit Individual Project

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

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.

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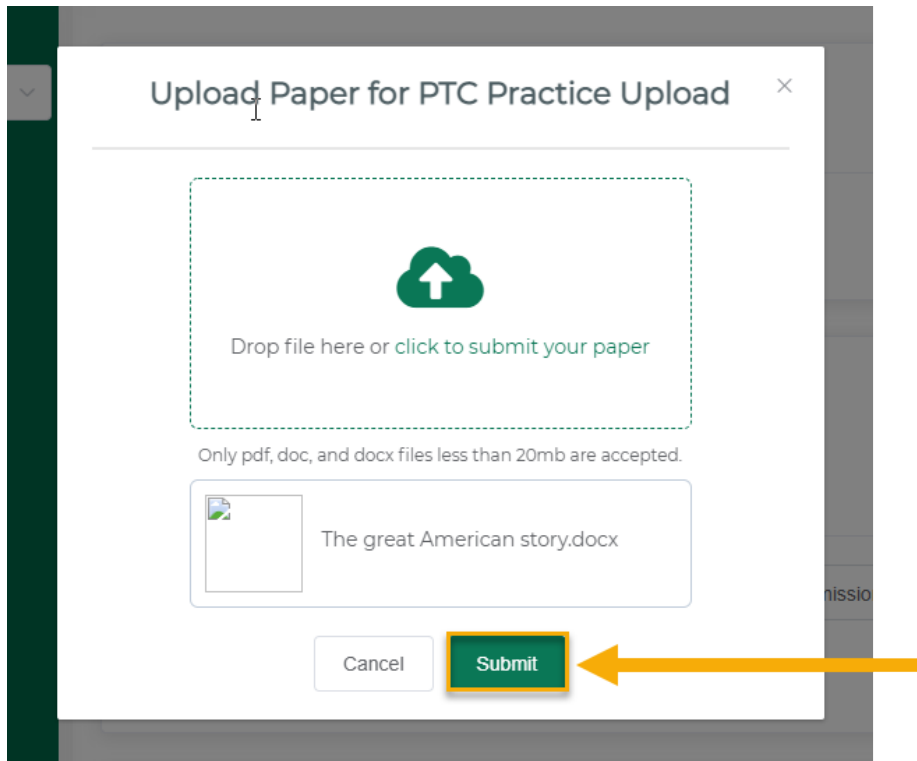
Tips:

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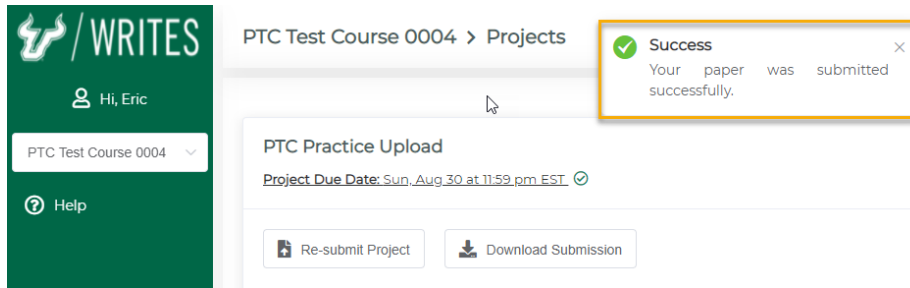
Check your submission. To review/check your submission, click on the [**Download Submission**] button:

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

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 [icon] to upload paper for your team.
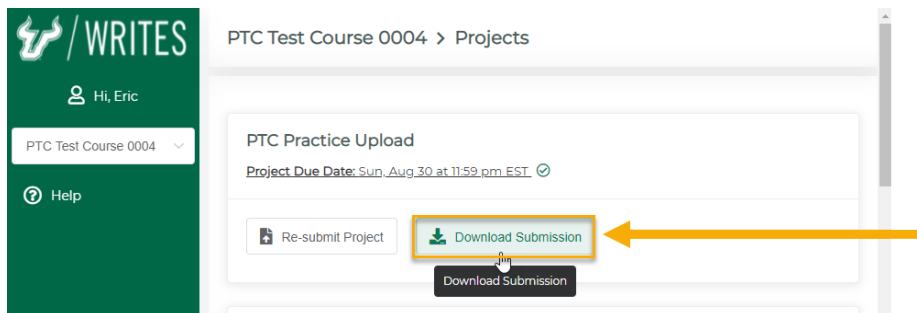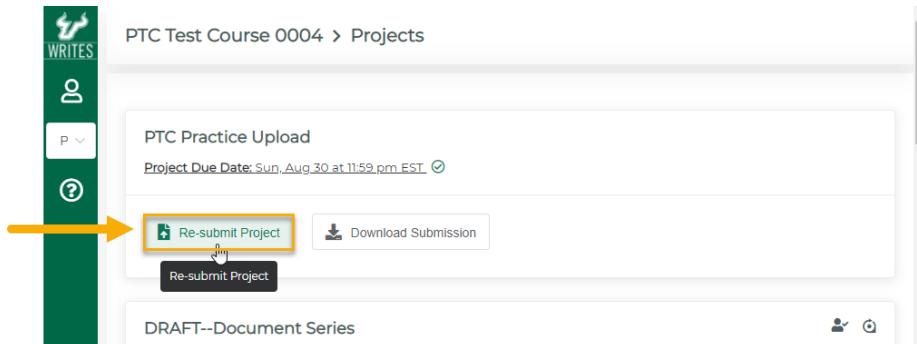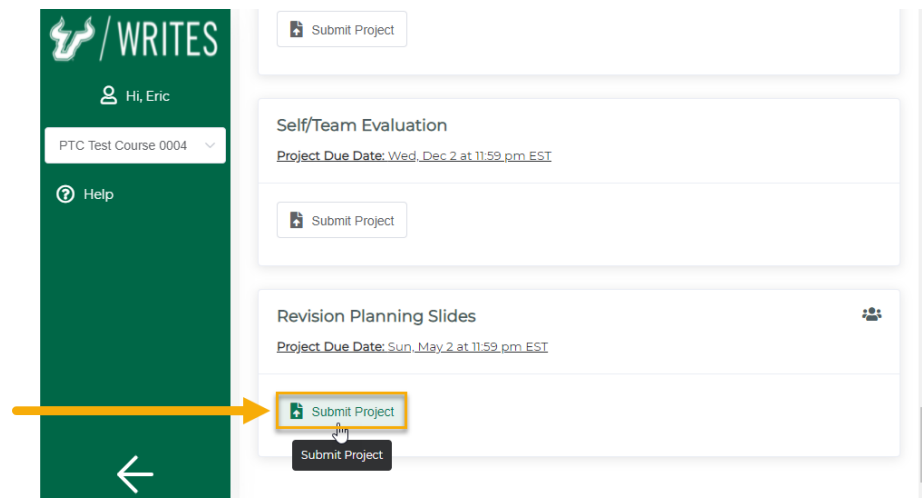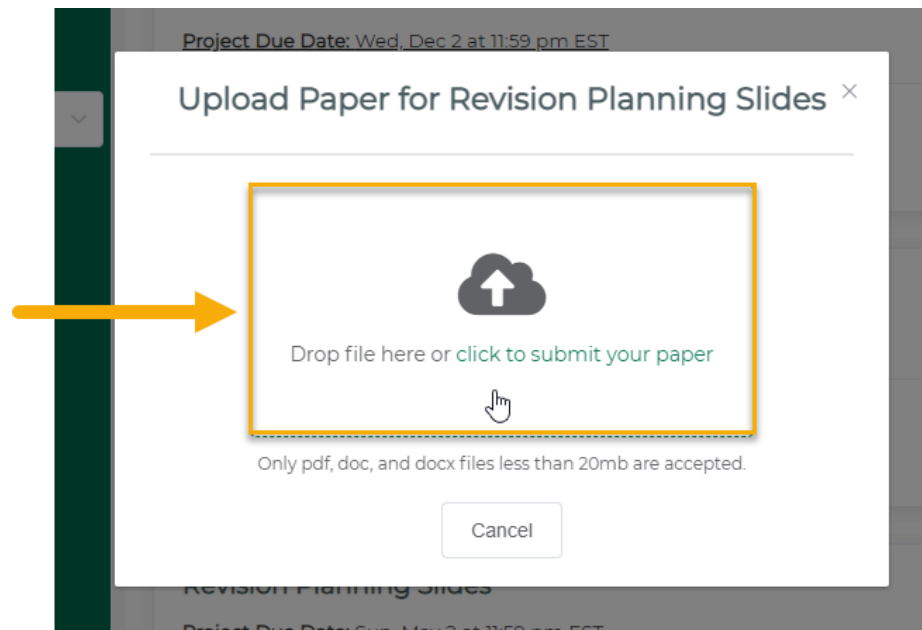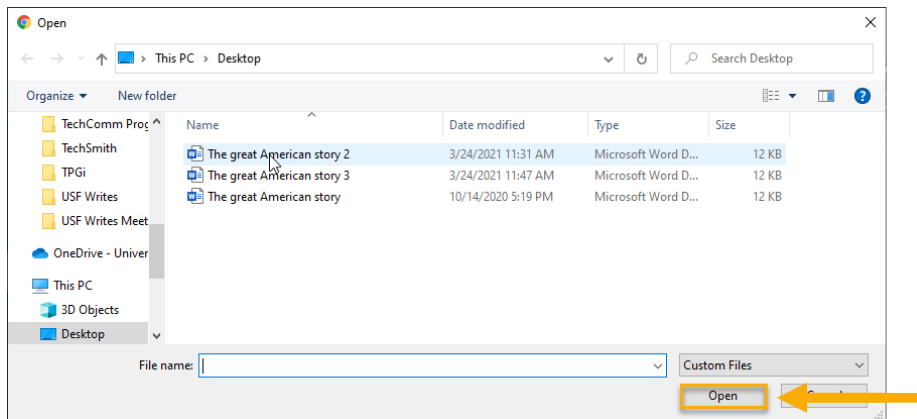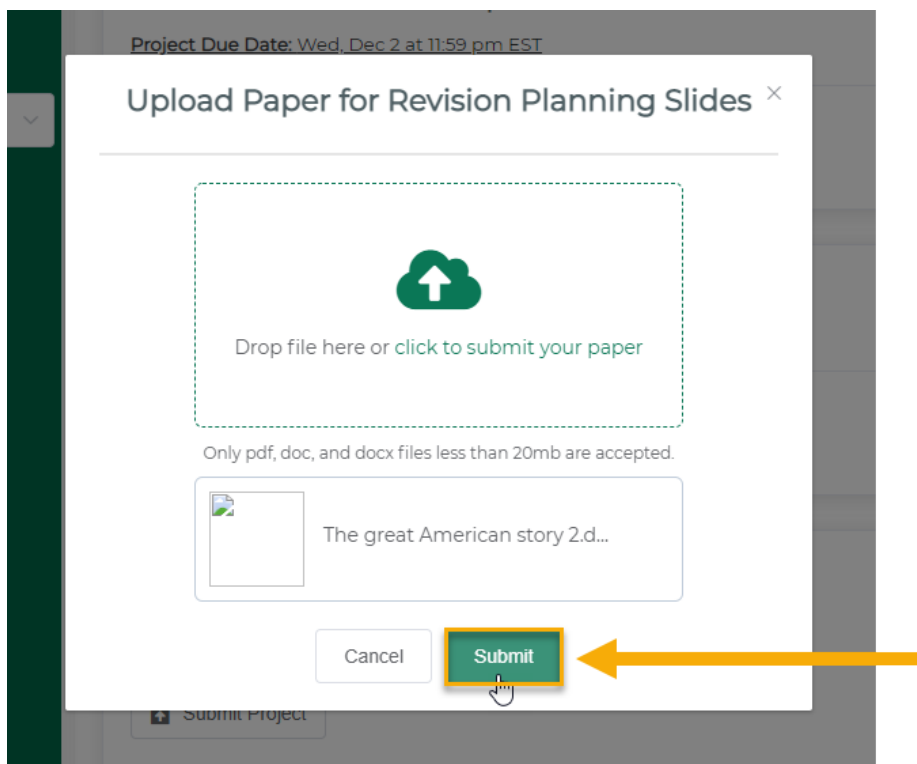

Step 2: In the **Upload Project** box, click on the **[Upload]** icon [icon] to select a file.

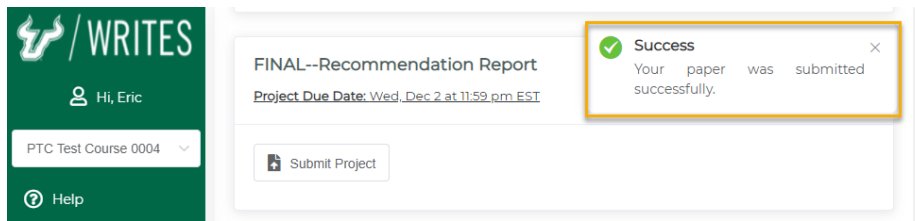**Step 3:** Select a file and click on the **[Open]** button.

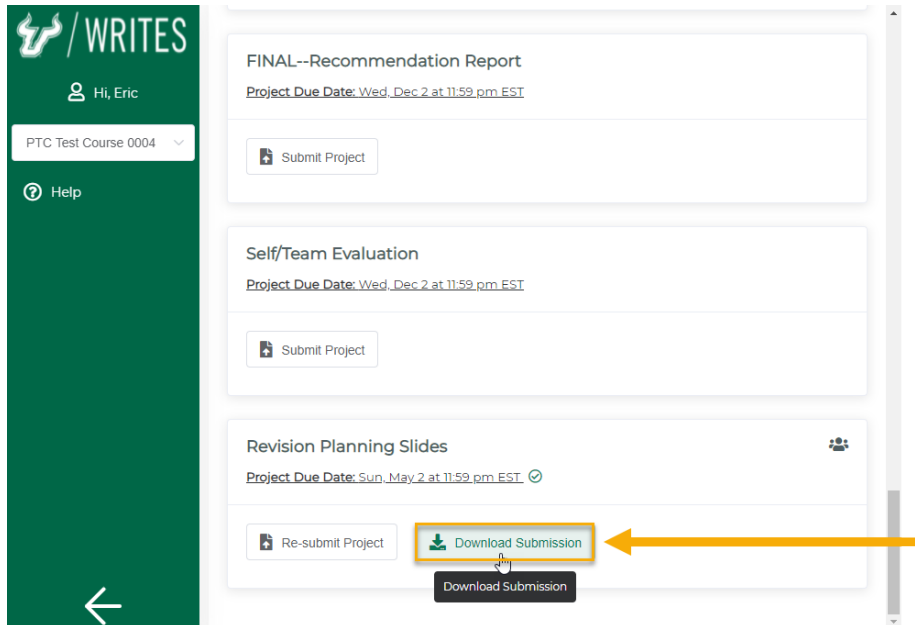**Step 4:** Click on the **[Submit]** button to submit your project.

Tips:

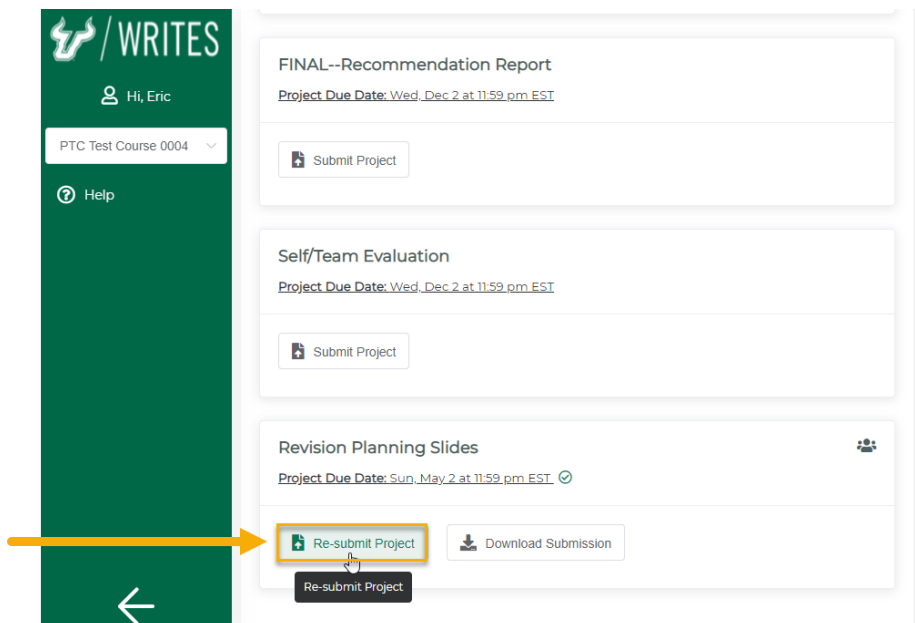- To cancel submission, click on the **[Cancel]** button.

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.

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

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

6.3 Canvas Integration

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

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:
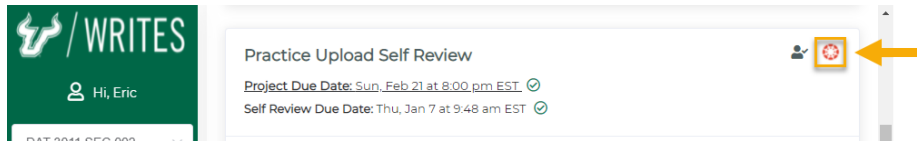
Your first submission to a synchronized canvas assignment will require you to authorize Canvas (give it permission) to interact with USF Writes. This only needs to be completed once each term.
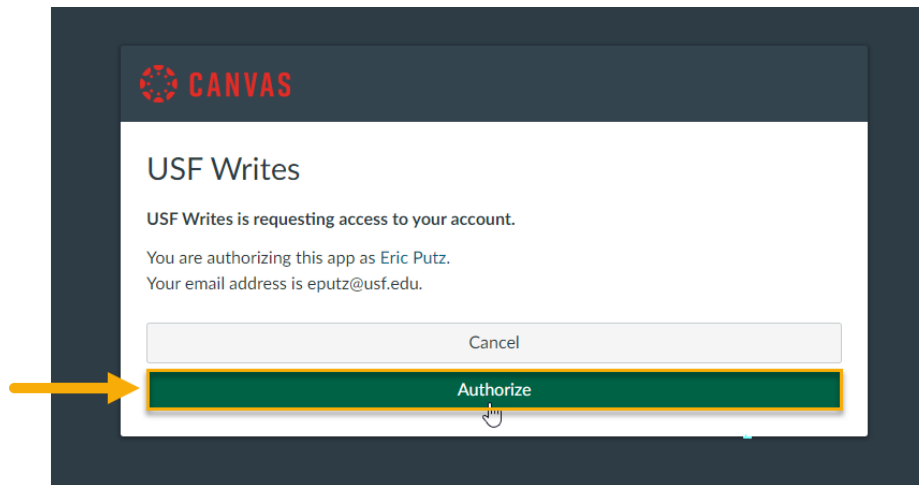
Step 1: Select a project which has the Canvas icon and click on the **[Submit Project]** button to submit your project:
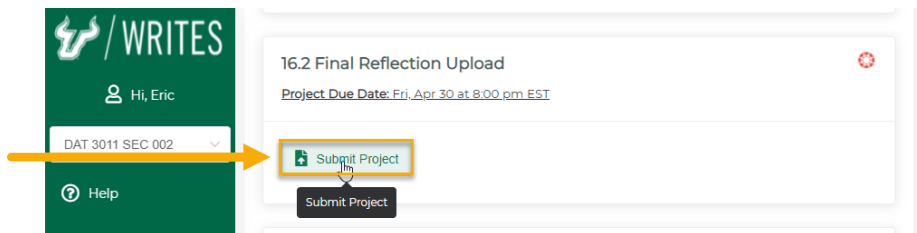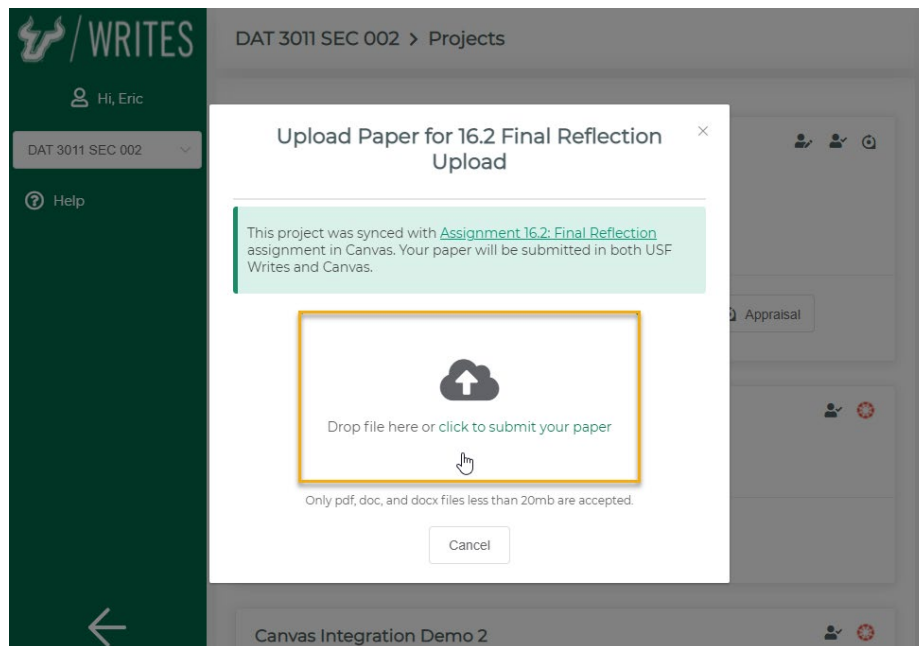

Step 2: The Redirect to canvas Login Page will popup. Select **[Confirm]**
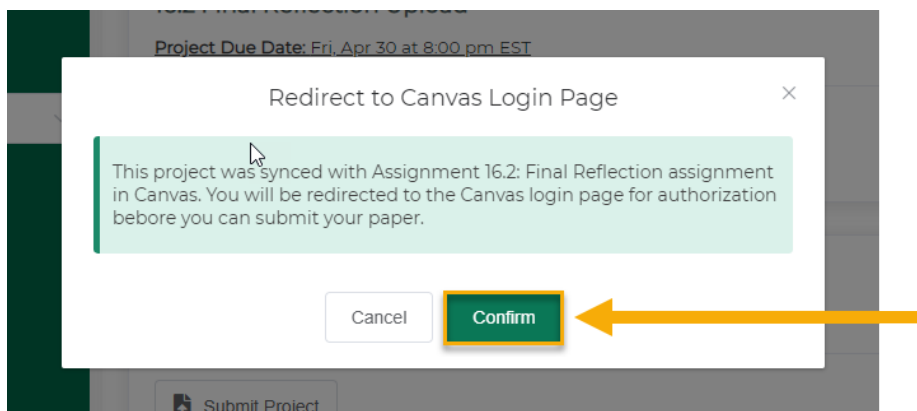
Step 3: Authorize USF Writes access to Canvas by clicking on the **[Authorize]** button:
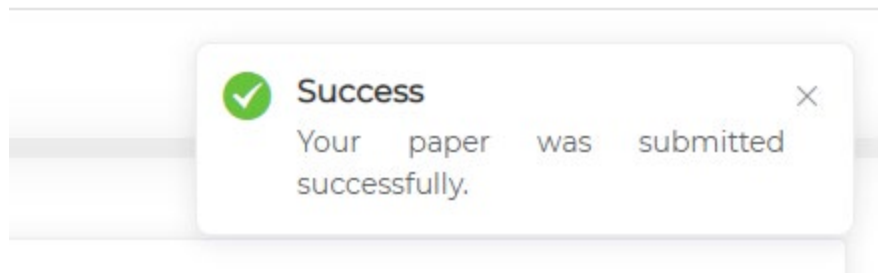

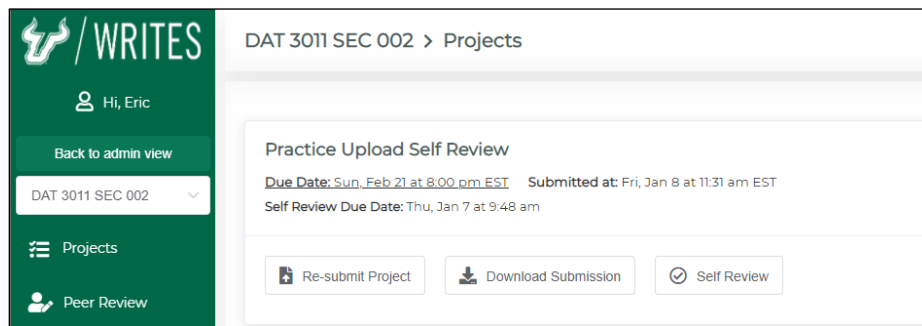**Step 4:** You will be returned to USF Writes to upload your paper:

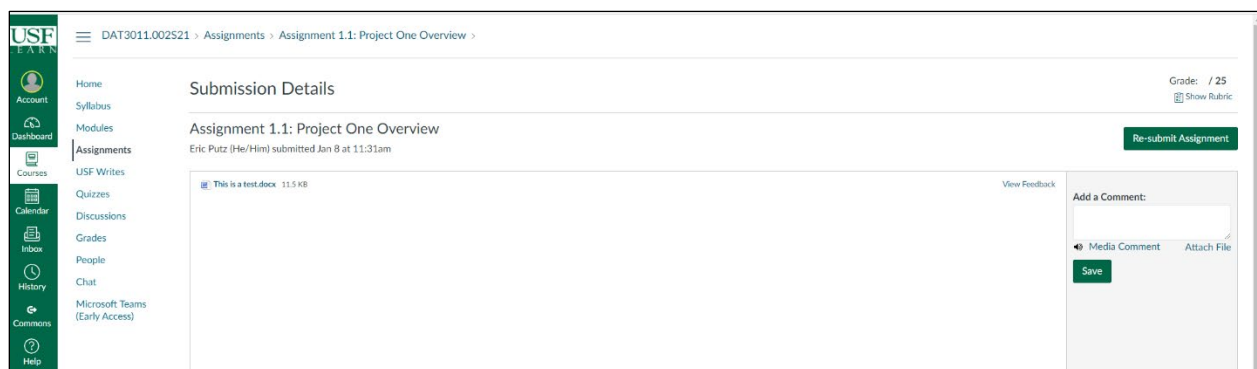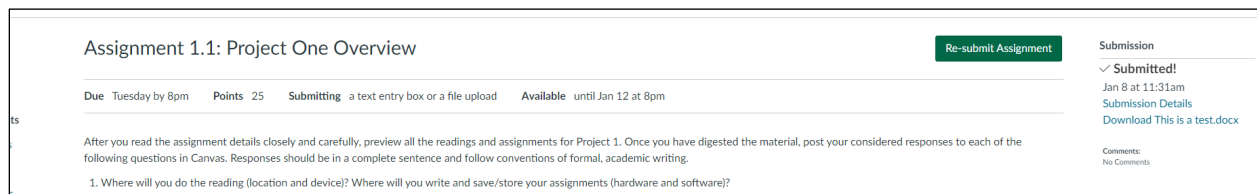For help with uploading see 6. Submit Project

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

Successful USF Writes submission

Successful Canvas submission

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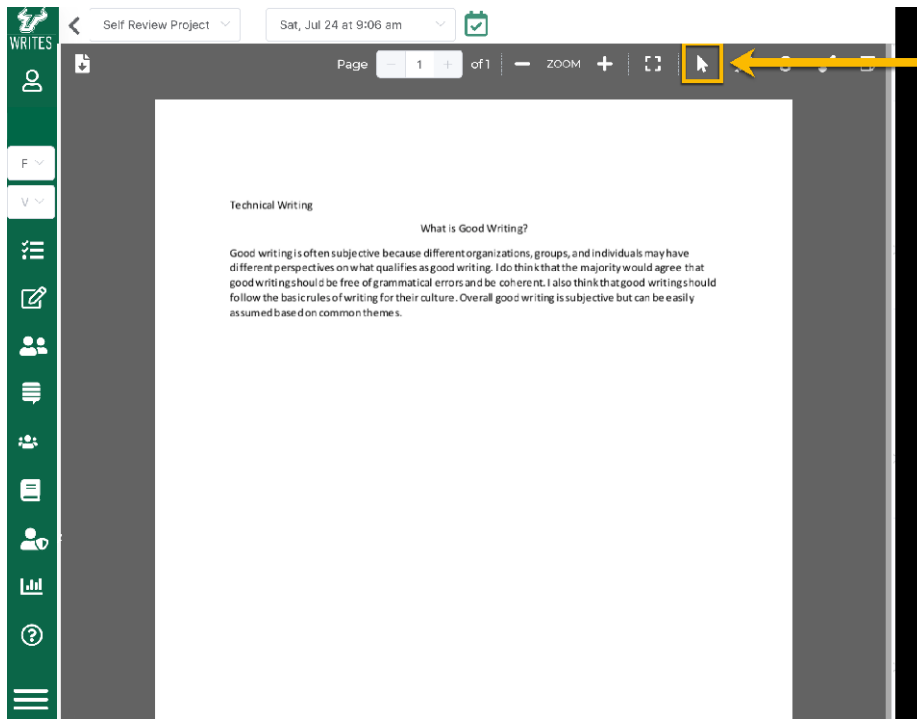
Step 1: On the **Project**'s page, click on the **[Self Review]** icon ⊘ in a project tile to complete self review.
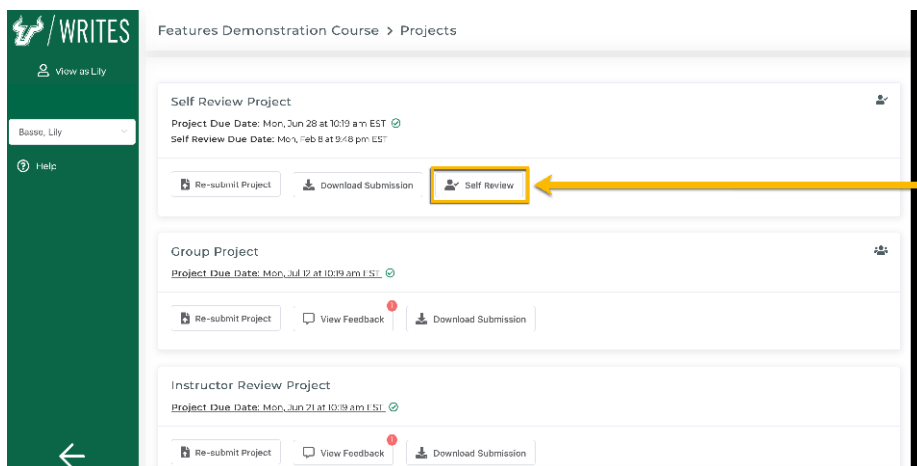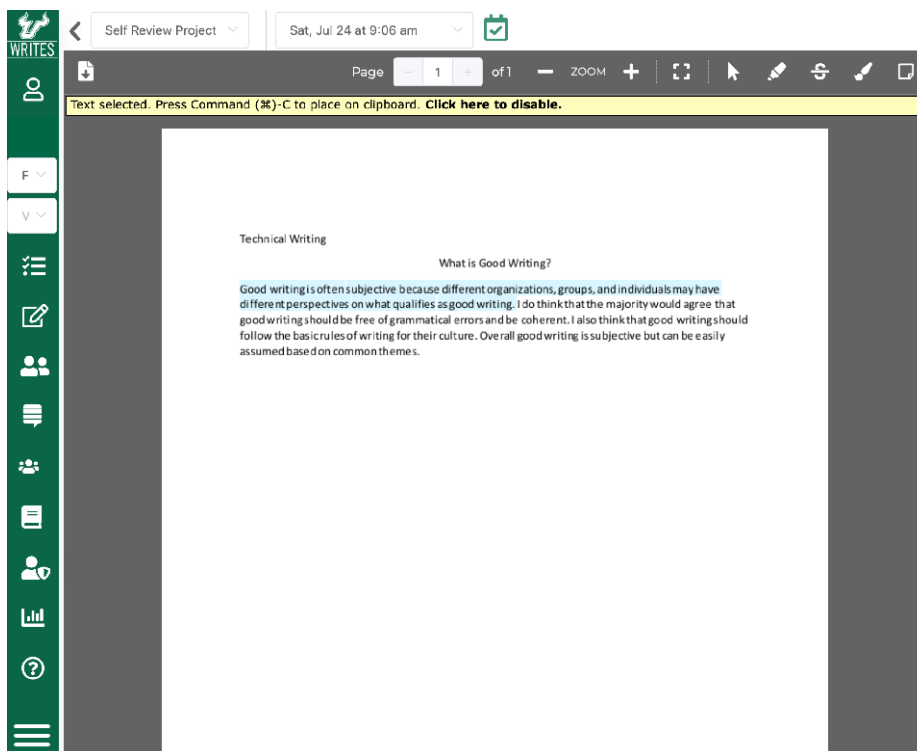

7.2 Markup Tools.

I.   Copy Text

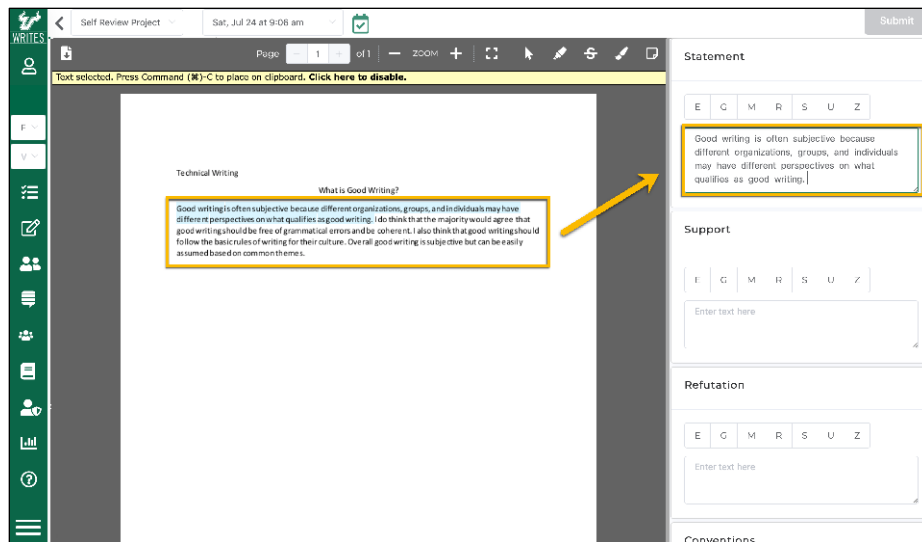**Step 1:** Click on the **[Copy]** icon .

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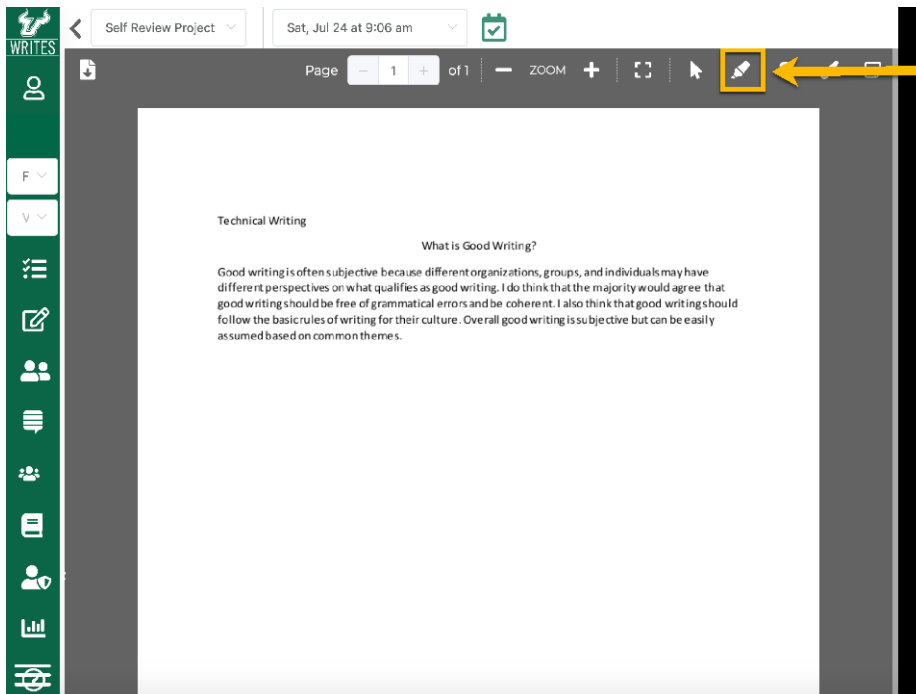

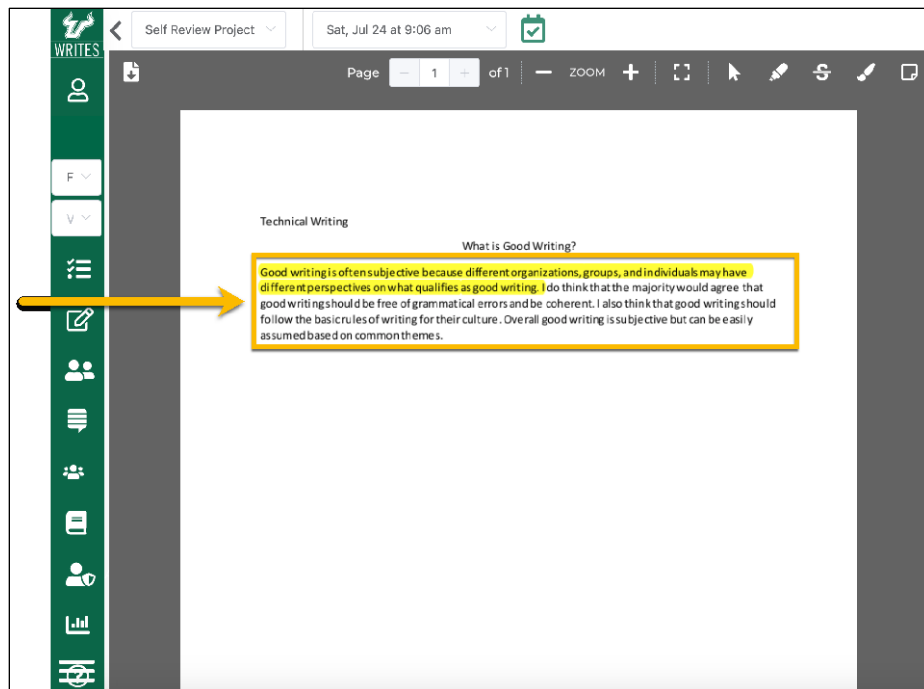**Step 3:** Use **Ctrl + V** or right click to paste the copied part to the Rubric section.

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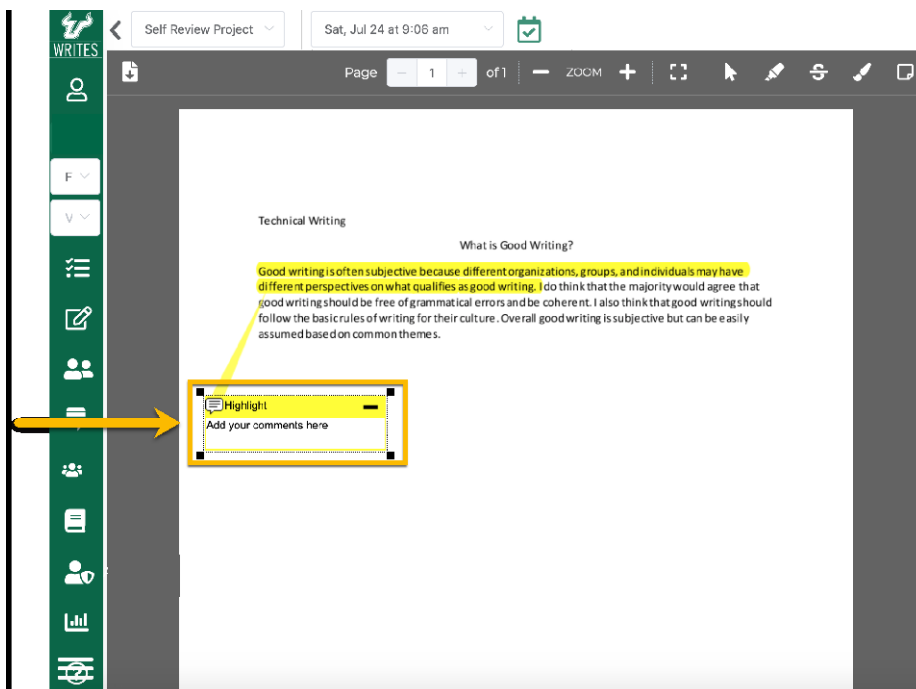
II.   Highlight

Step 1: Click on the [**Highligh**t] icon .

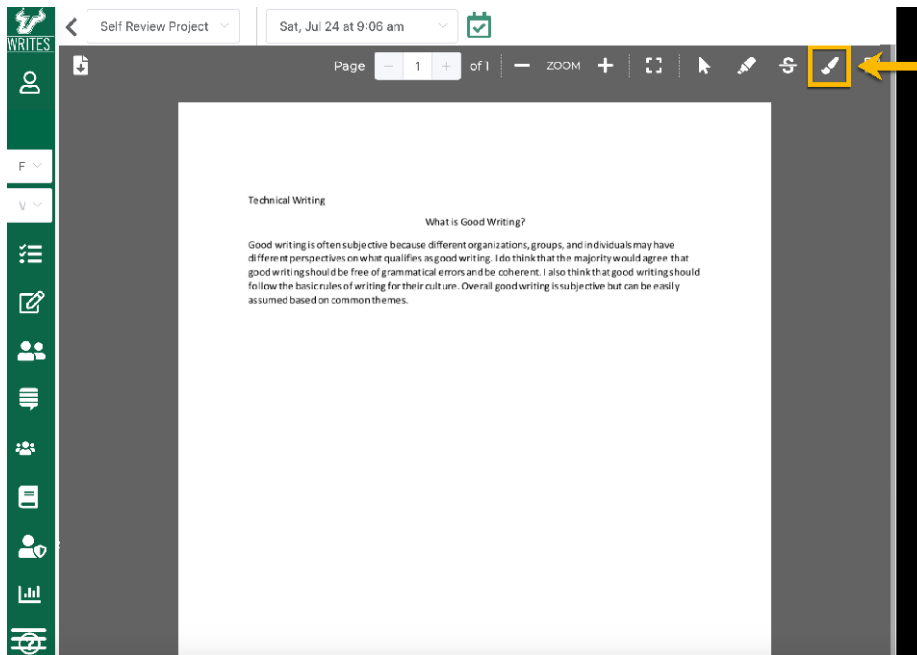**Step 2:** Click and drag across the text to highlight.

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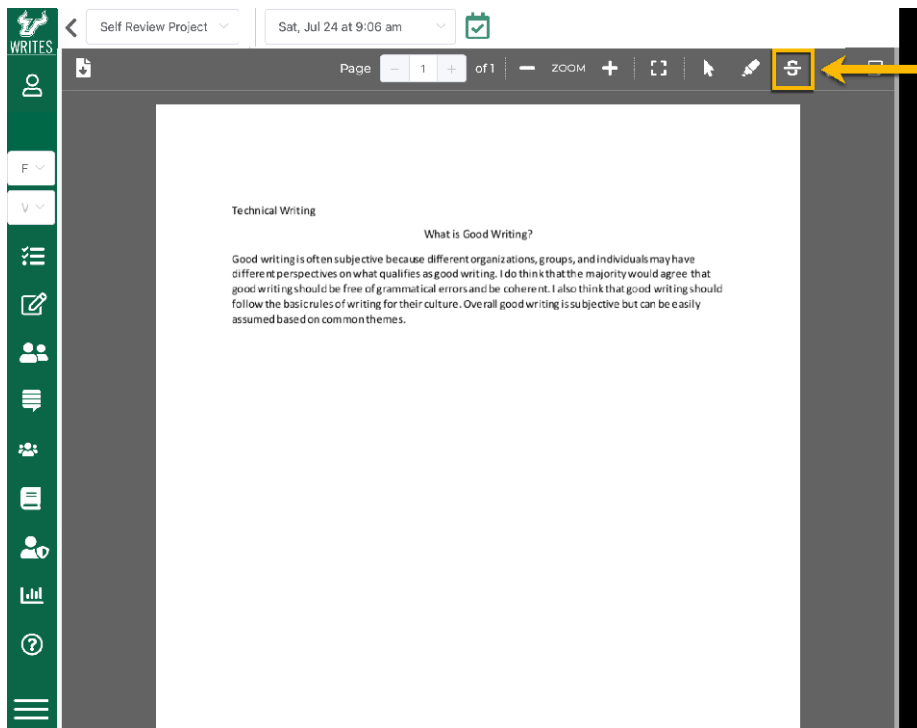

III.   Free Draw

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

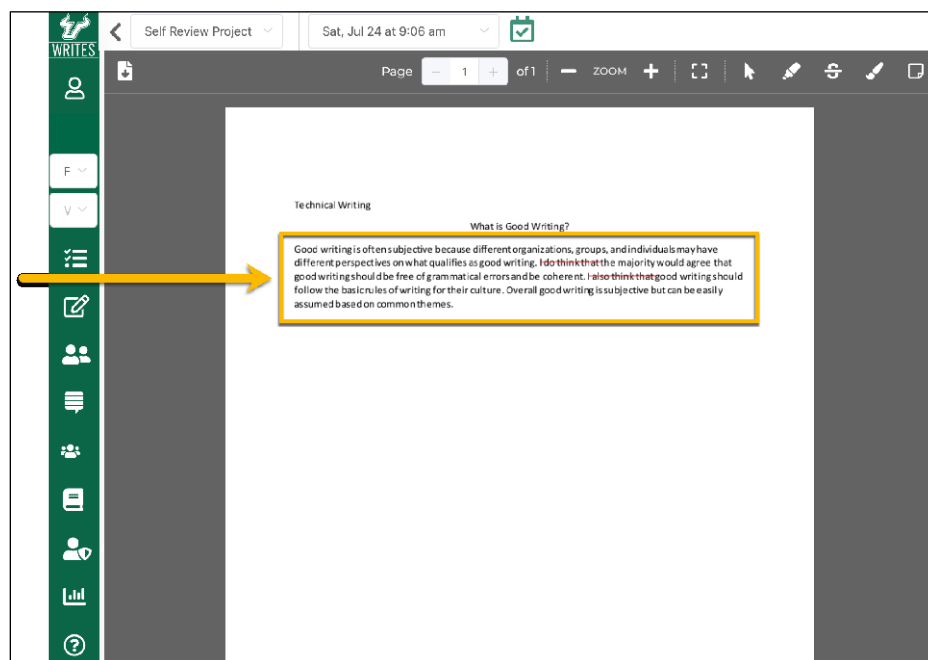**Step 2:** Click and drag on the project to create a text box.
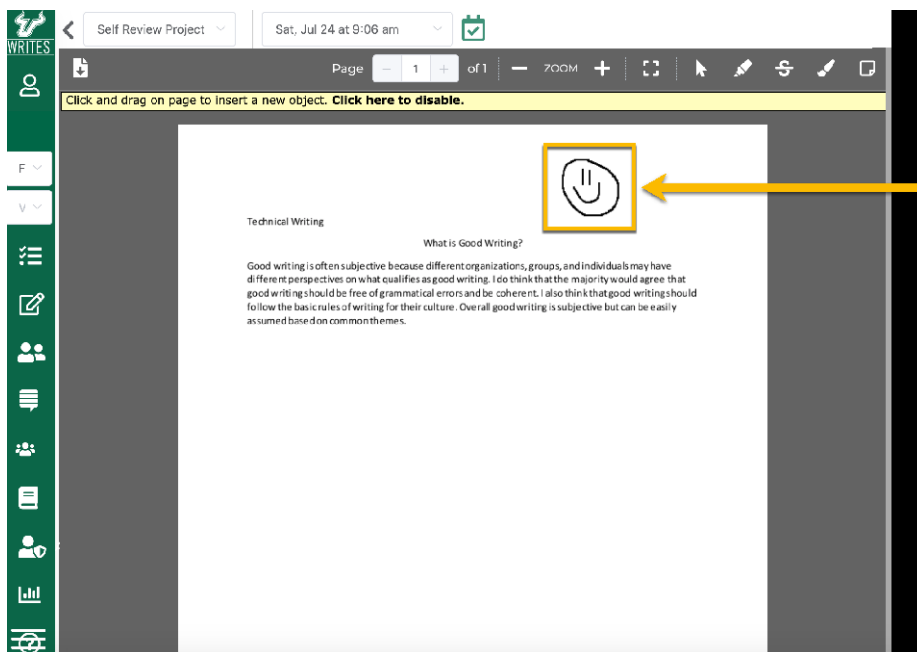
Step 3: Add your comments to the textbox.
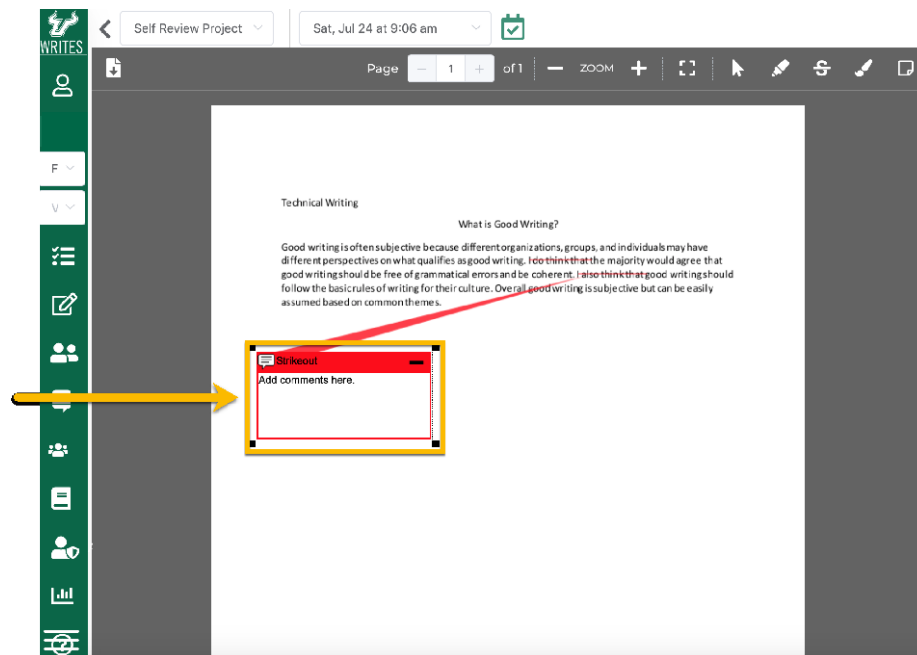
IV.   Strikethrough

Step 1: Click on the **[Strikethrough]** icon .
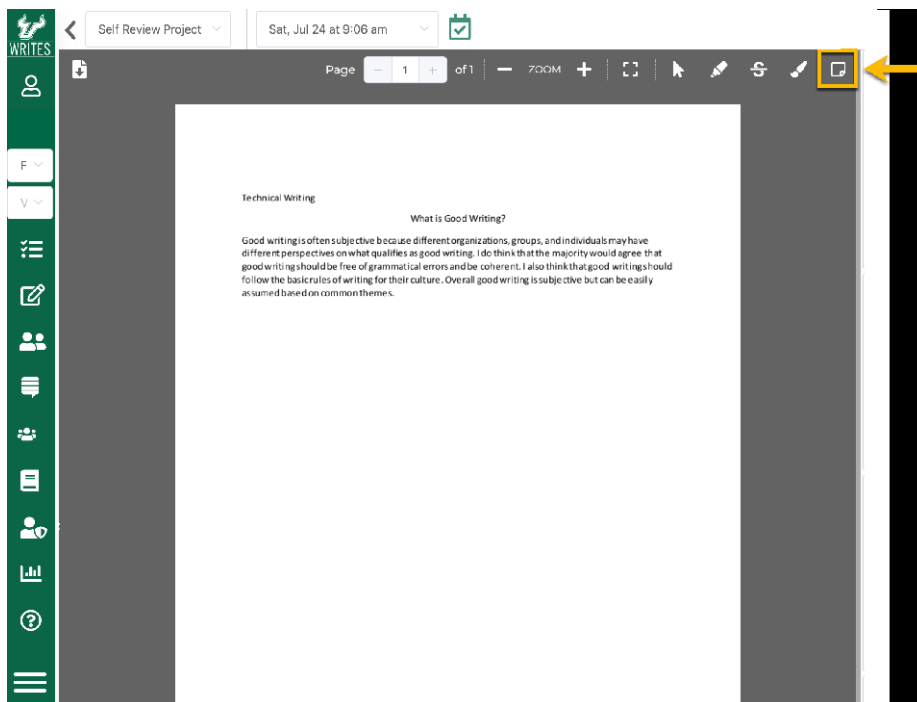
Step 2: Click and drag across the text.
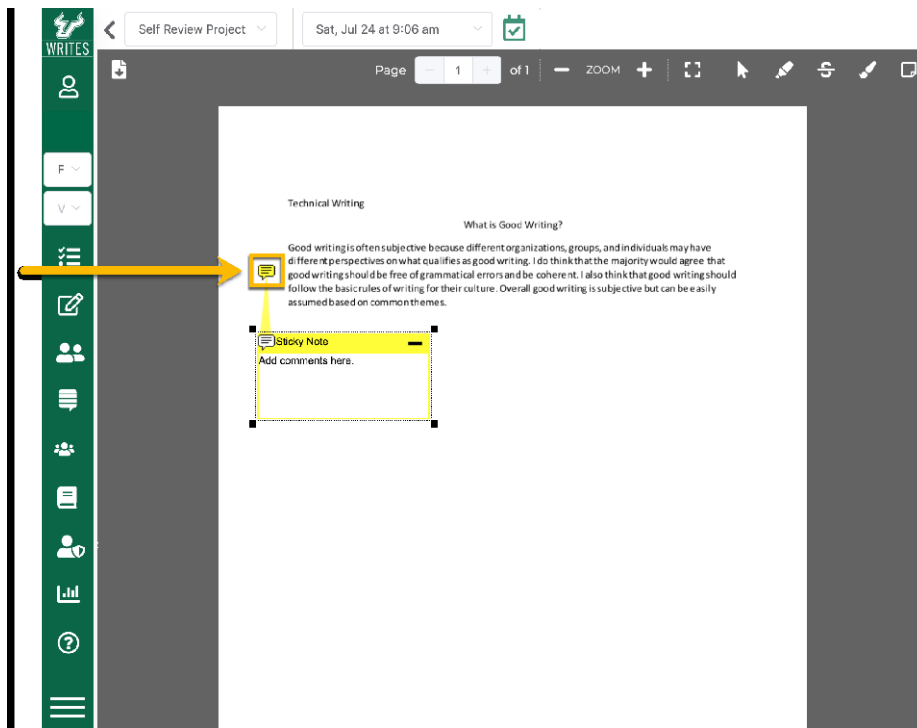

Step 3: Add comments in the box.
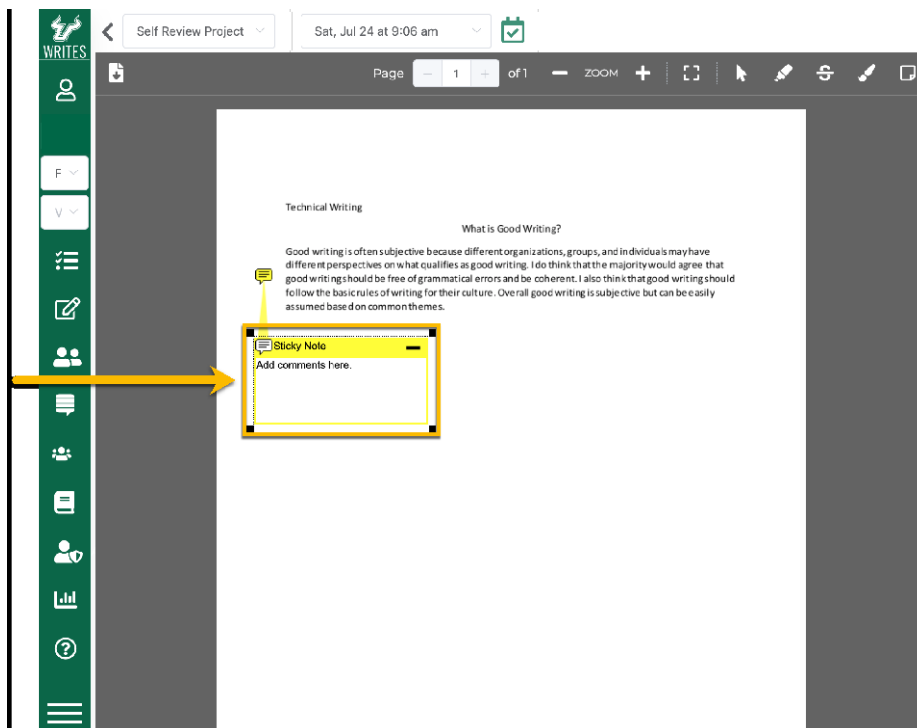
V. Sticky Note

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

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

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.

PTC:

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:

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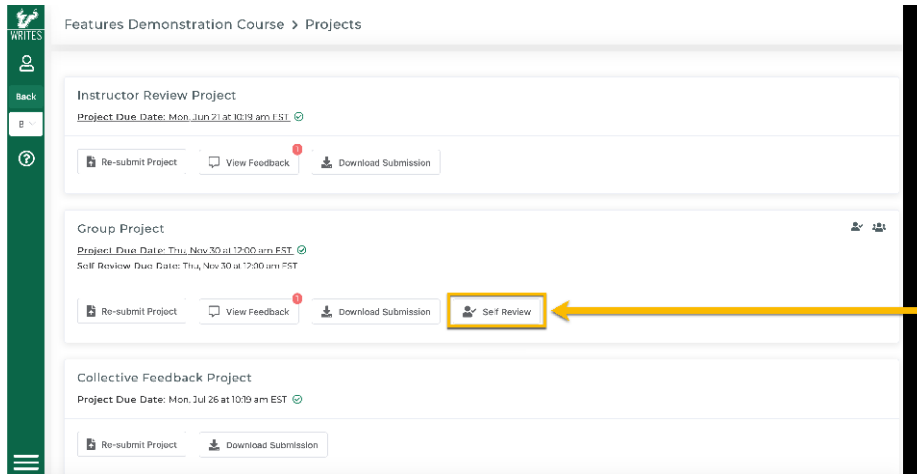
Step 2: Perform self review for your group paper using **Rubric Criteria** and **Markup Tool**s.

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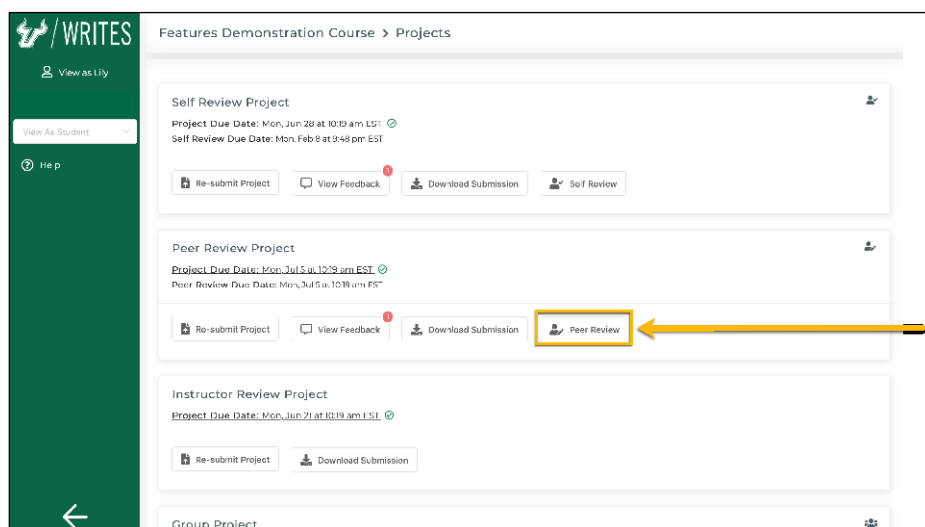2. There is no need to save work before navigating away because work will be auto saved.

Step 1: On the **Project** page, click on the peer review icon in a project tile to start.
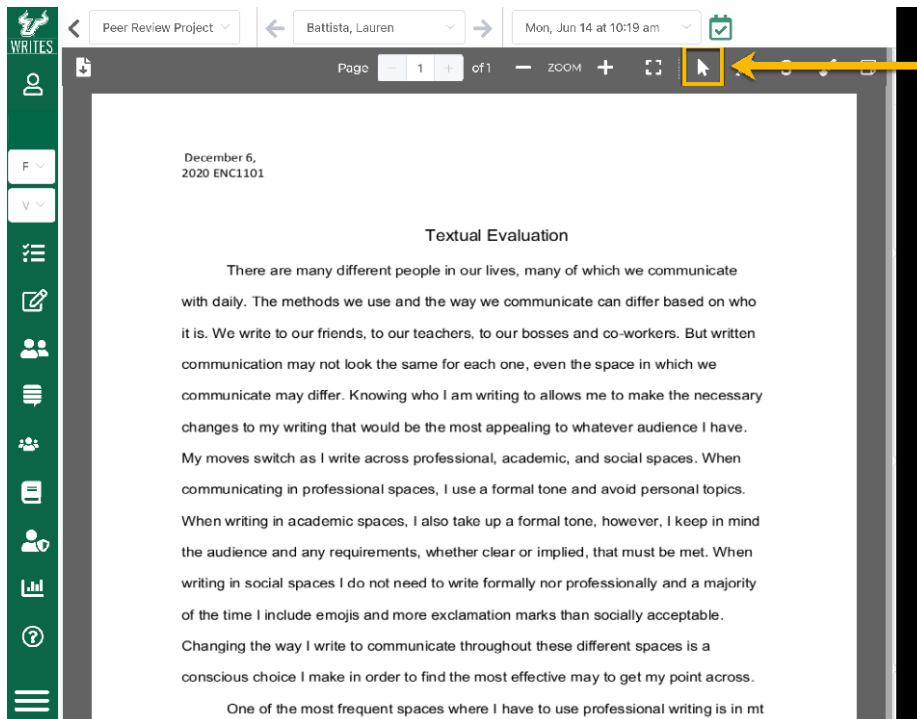

Step 2: Review your peer's projects using **Rubric Criteria** and **Markup Tools** .

8.2 Markup Tools

I.   Copy Text

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

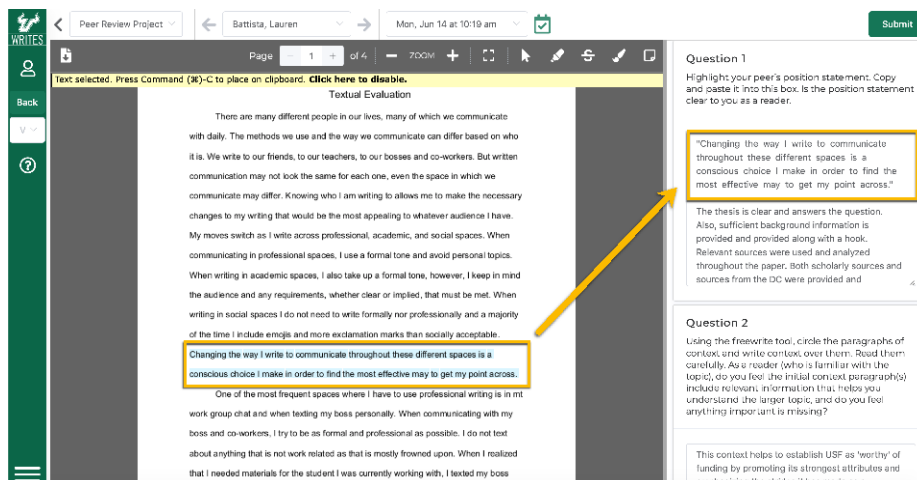**Step 2:** Click and drag across the text to highlight then use **Ctrl + C** to copy text.
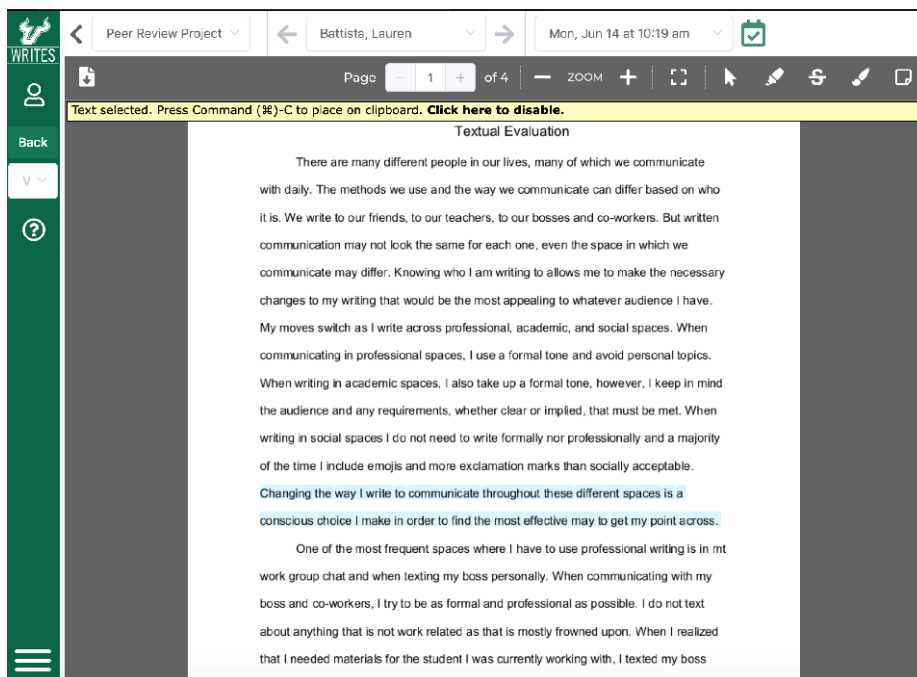
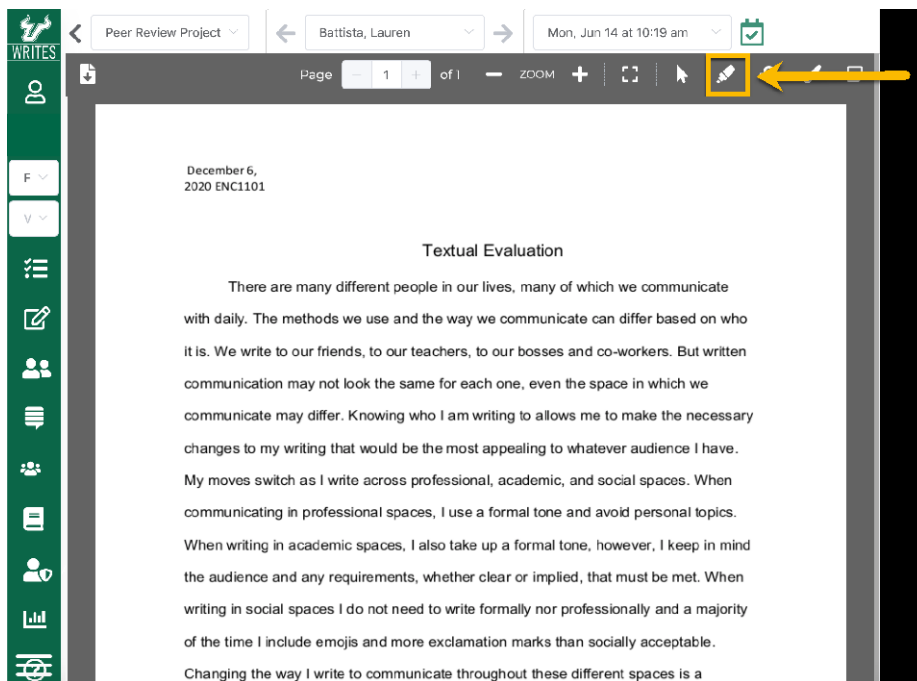**Step 3:** Use **Ctrl + V** to paste copied part to **Rubric** section

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

II.   Highlight

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

Step 2: Click and drag across the text to highlight.
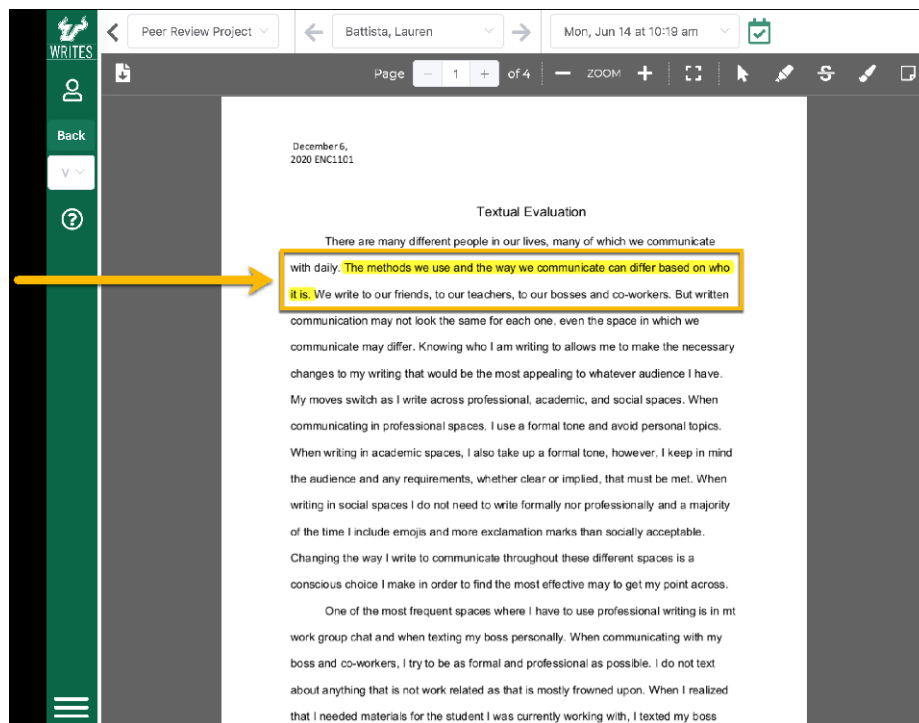
Step 3: Double click to **Highlight Section** to add comments.
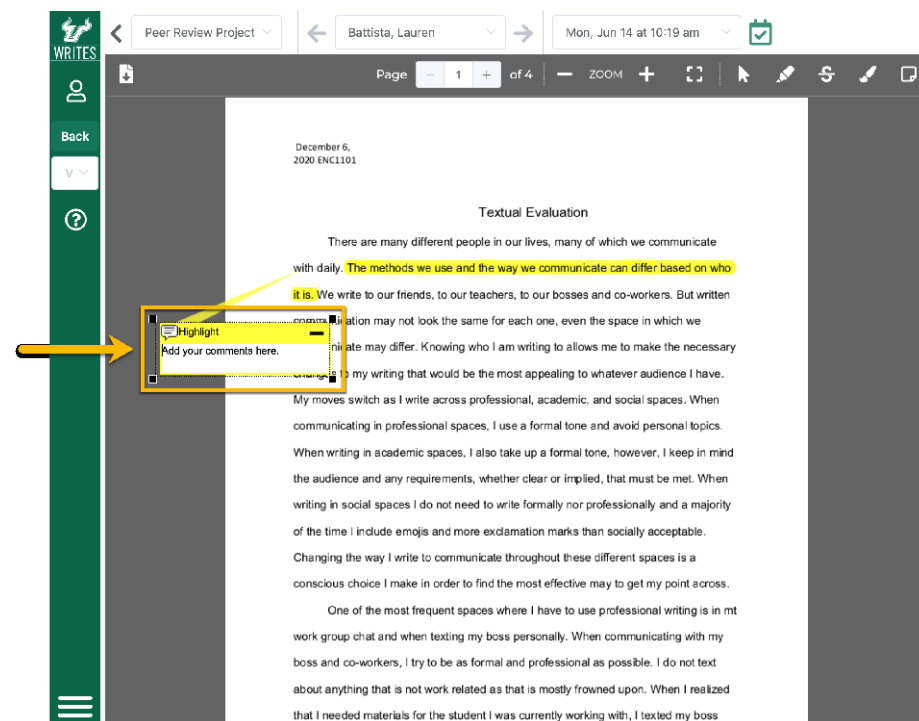
III.   Free Text

Step 1: Click on [**Free Text**] icon A .
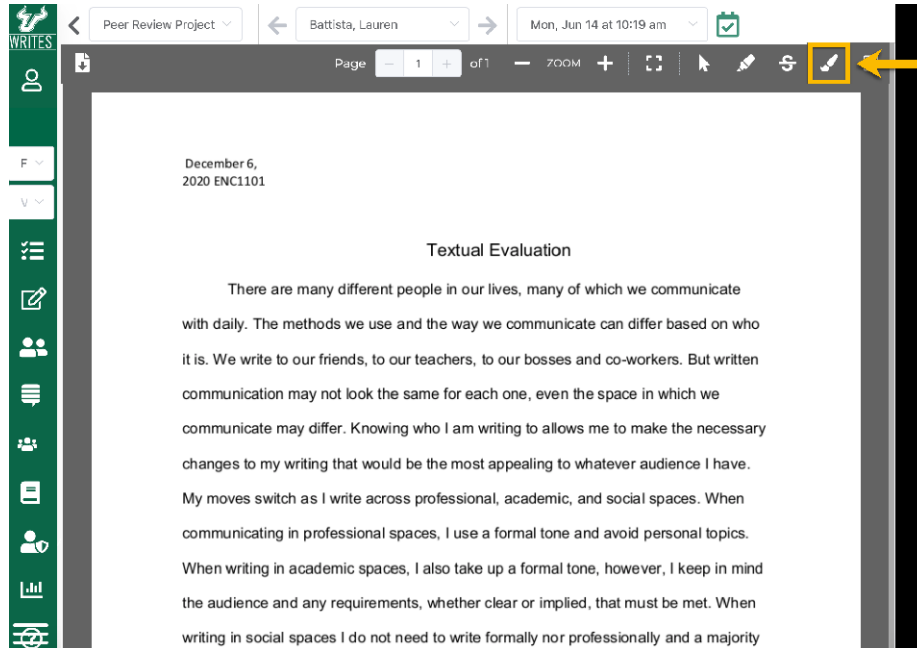
Step 2: Click and drag on the project to create a text box.
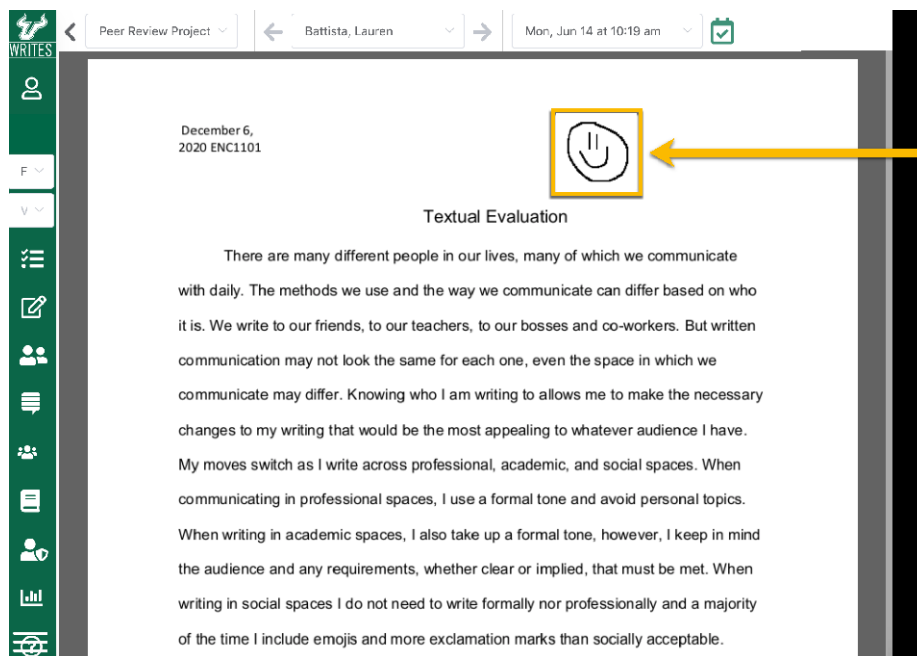
Step 3: Add your comments to the textbox.

IV. Strikethrough

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

Step 2: Click and drag across the text.

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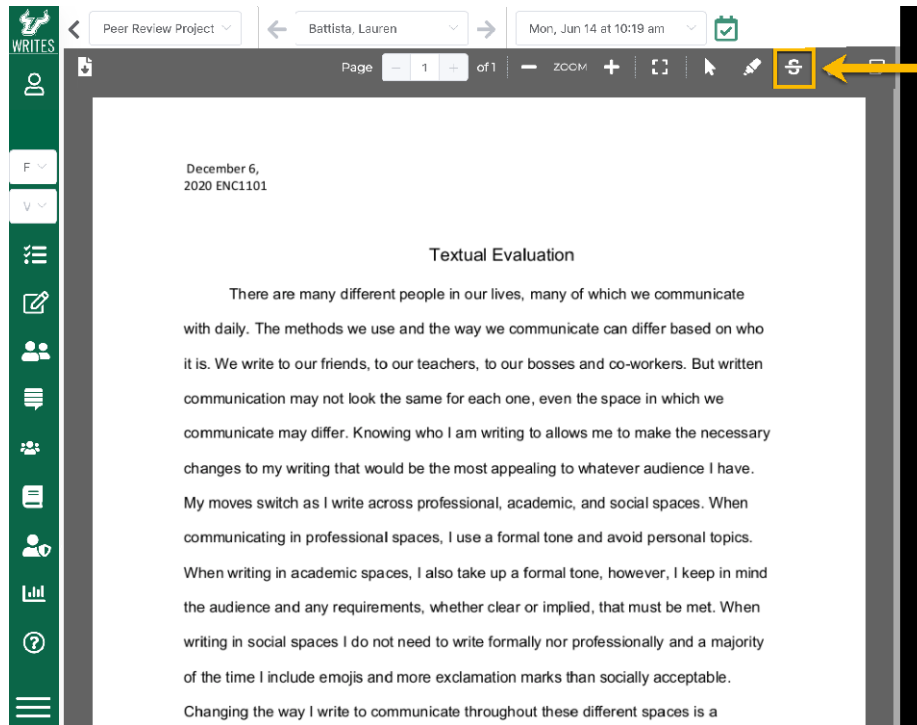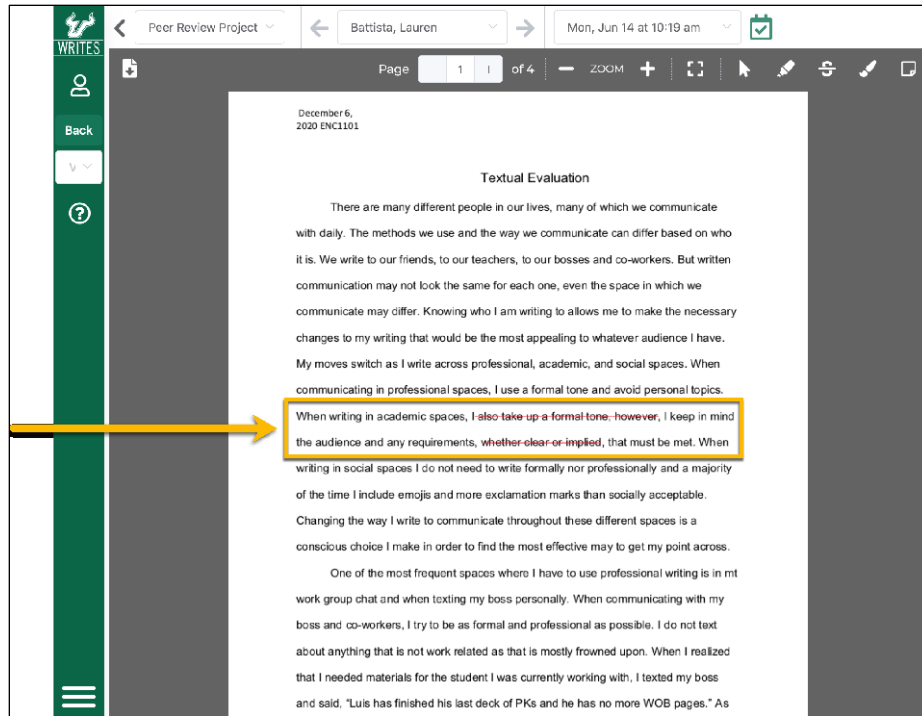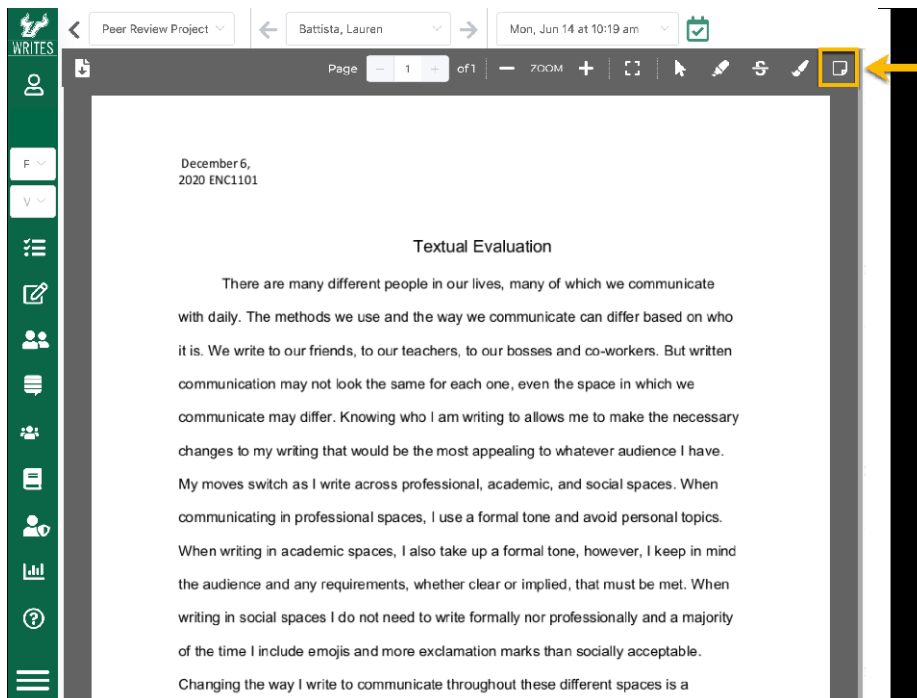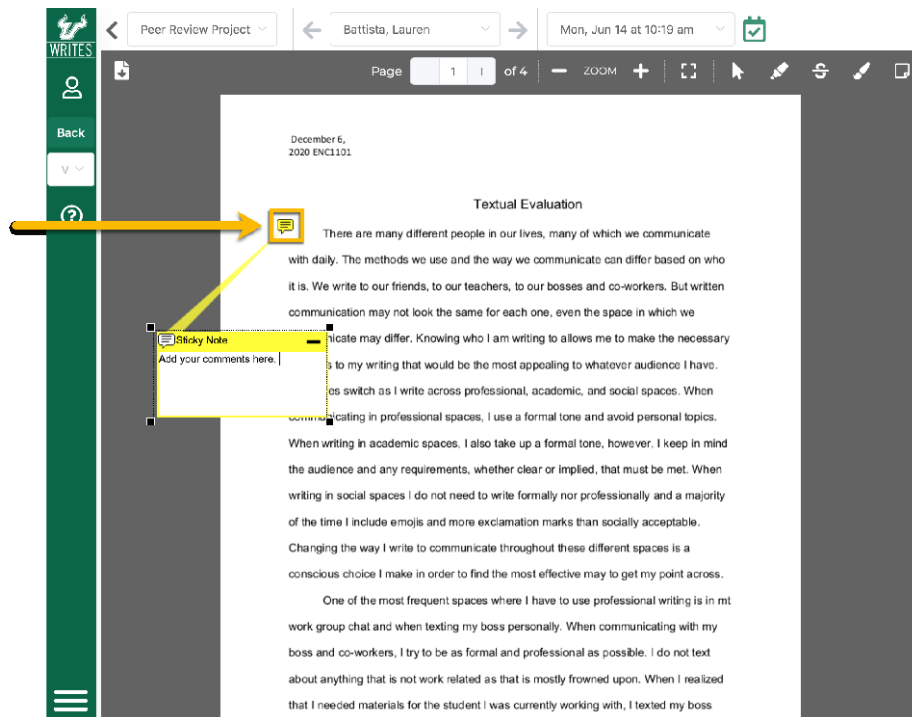
Step 1: Click on [**Sticky Note**] icon .

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

Step 3: Enter text to **Sticky Note.**
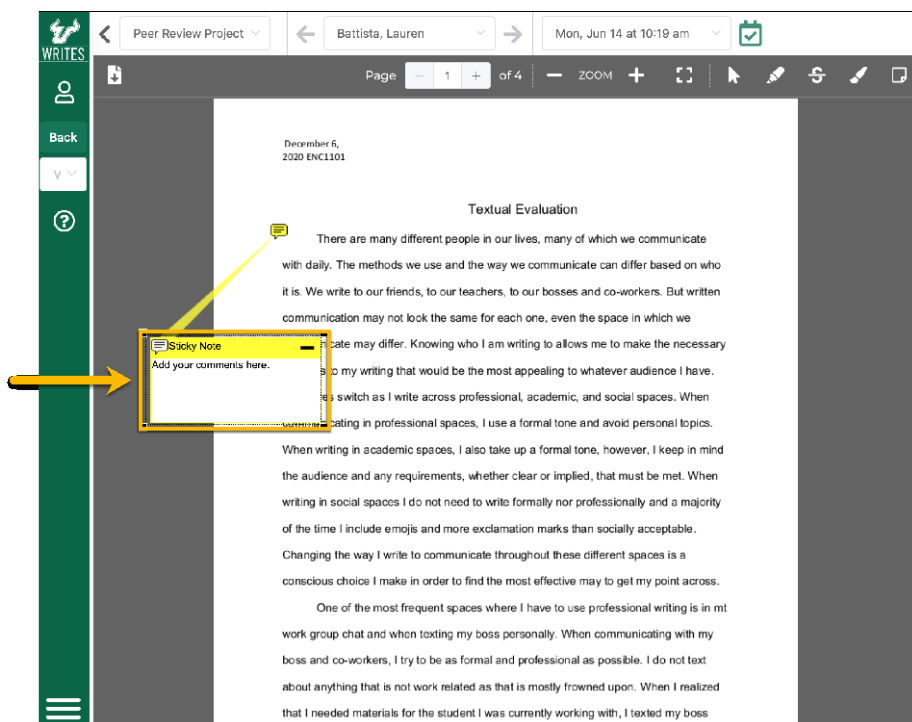
Tip: There are two ways to delete an annotated object from a paper. You can right click on the object and select [**Delete Object**], or select the object and click the **Del** key in the keyboard.

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** drop-down menu, **Student Selection** drop-down menu, and the **Next** and **Previous** arrows.
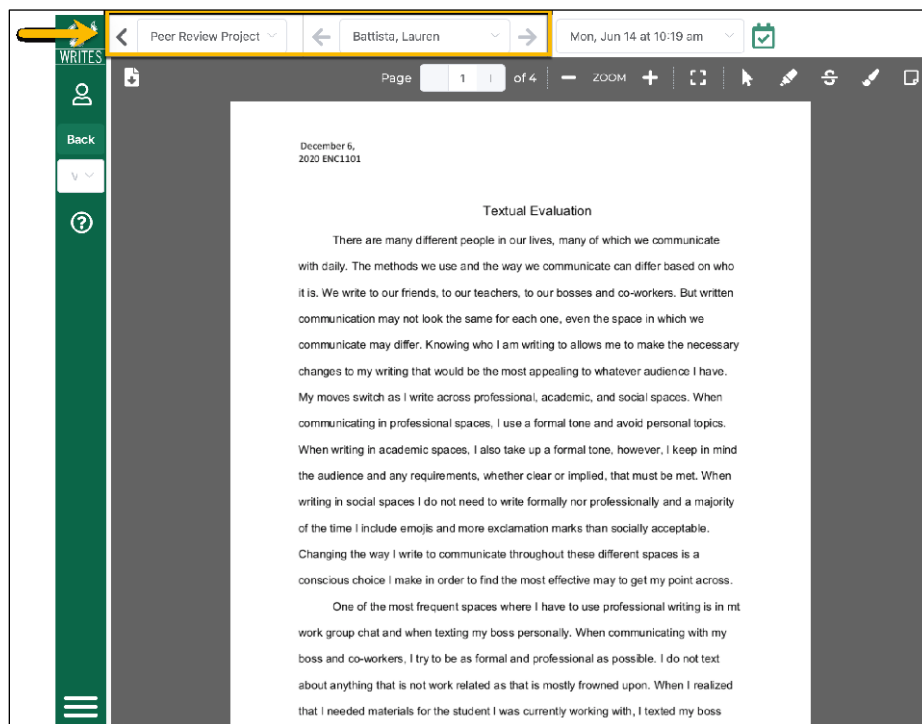
8.4 Peer Review for Group Project

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.

Step 1: At the **[Project]** page, click on the peer review icon in a group project tile to start.
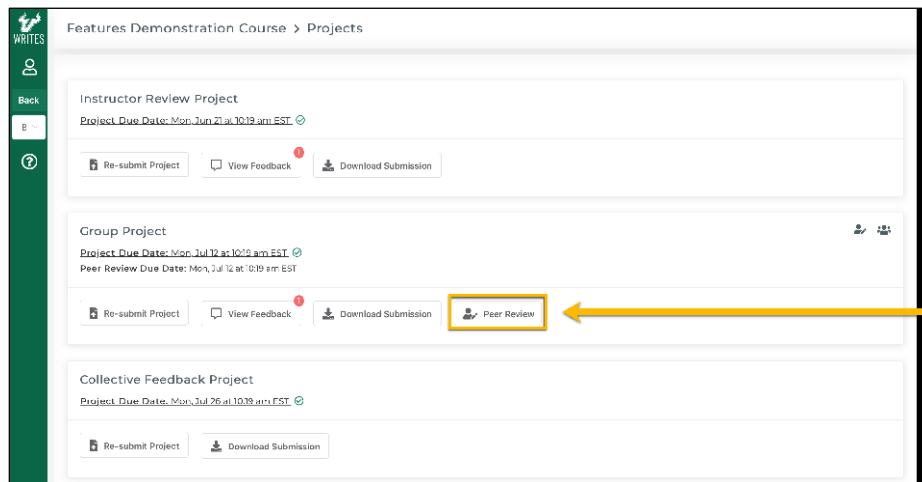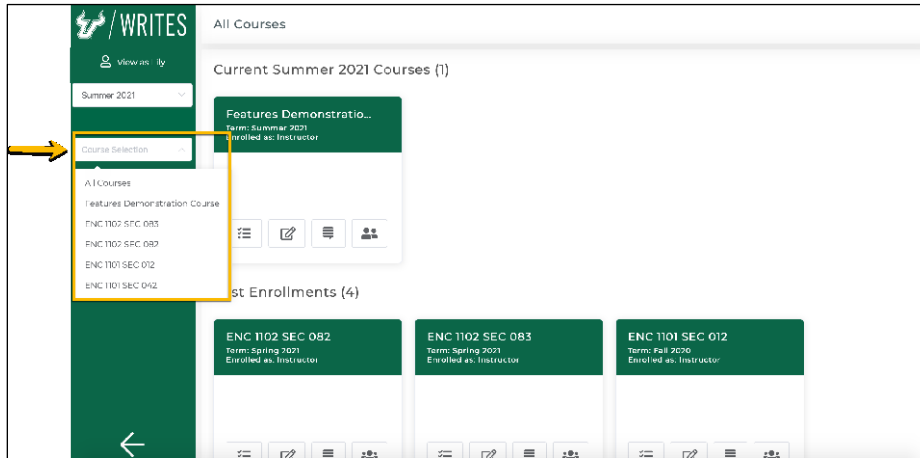

Step 2: Review other groups' papers using **Rubric Criteria** and **Markup Tools**.
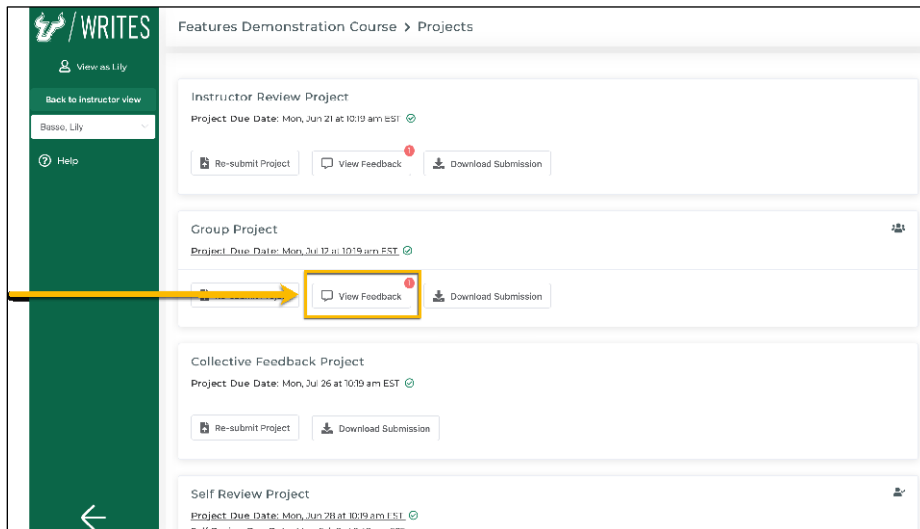
9. Self Appraisal

10. 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**.

Step 3: Use the **Reviewer Selection** drop-down list to view feedback from other reviewers.
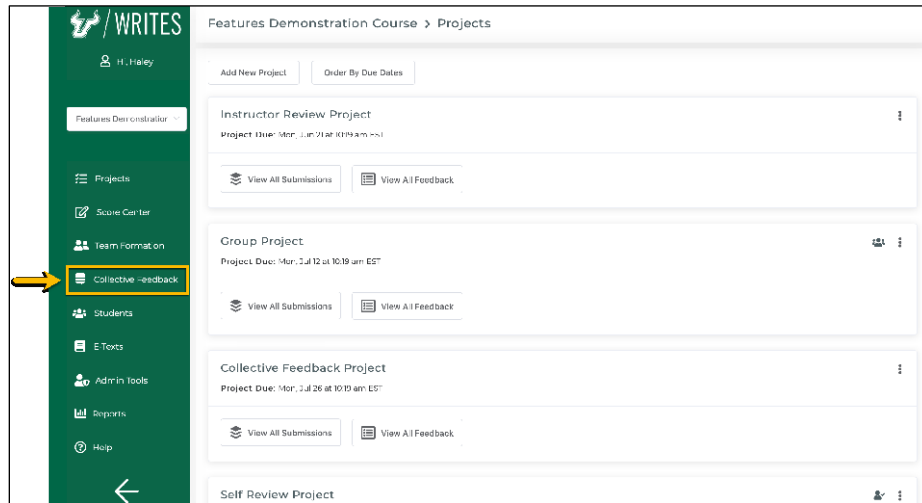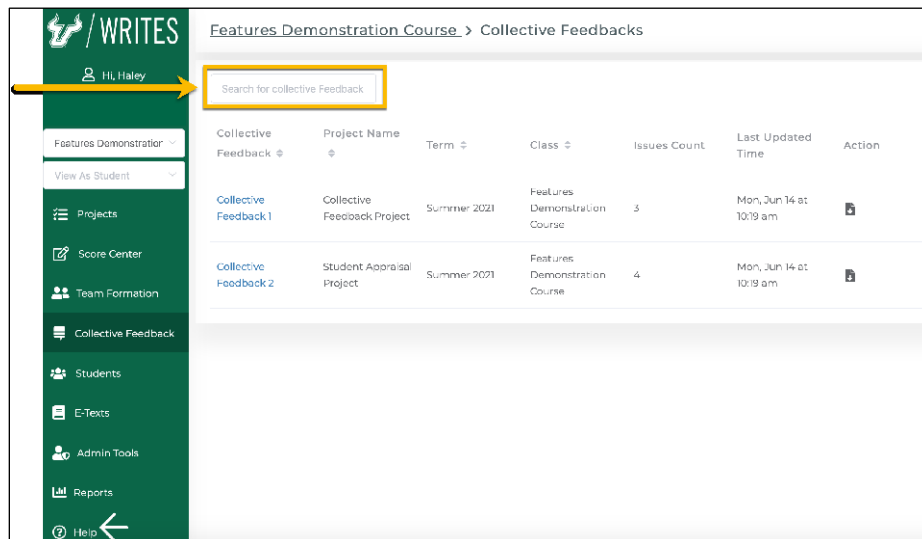
11. Collective Feedback File (CFF)

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.

11.1 CFF Screen

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

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

11.2 View CFF

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

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

Step 3: To view the "Issue Details," click on the title of each "Issue."
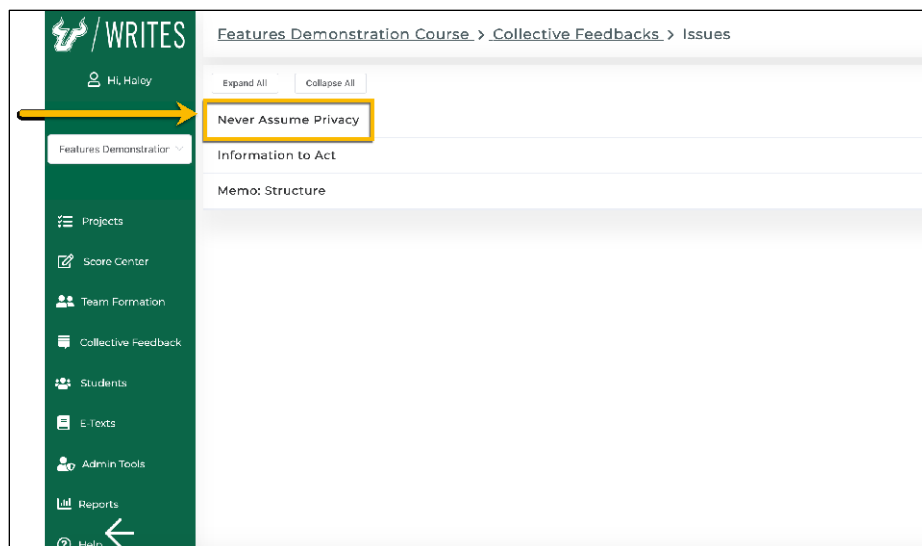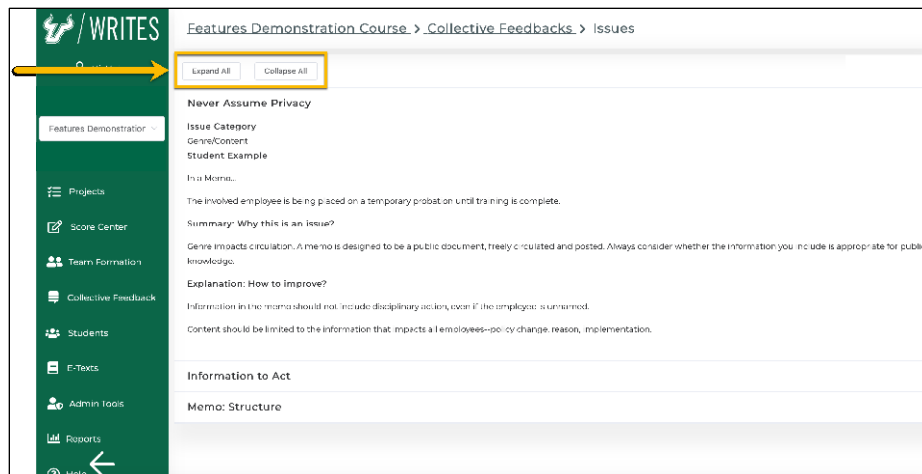
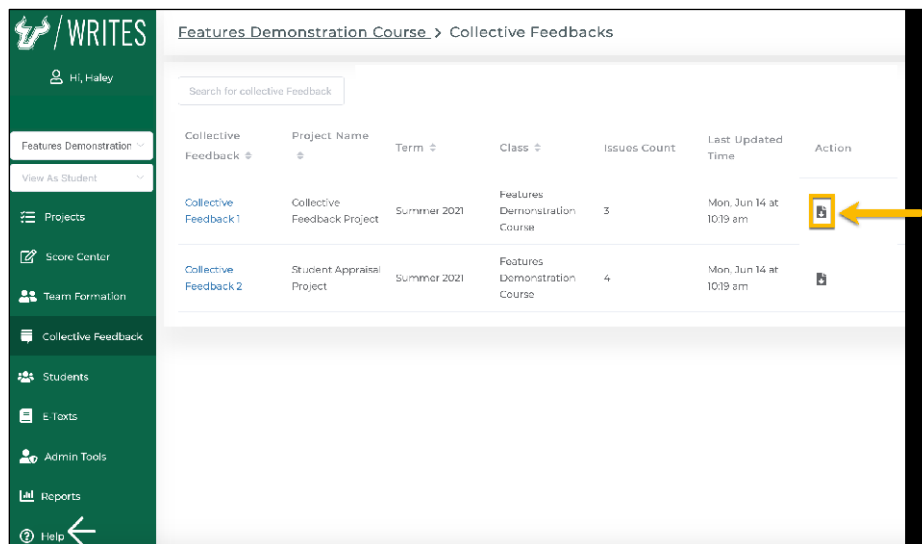All details of the selected "Issue" are displayed as below:
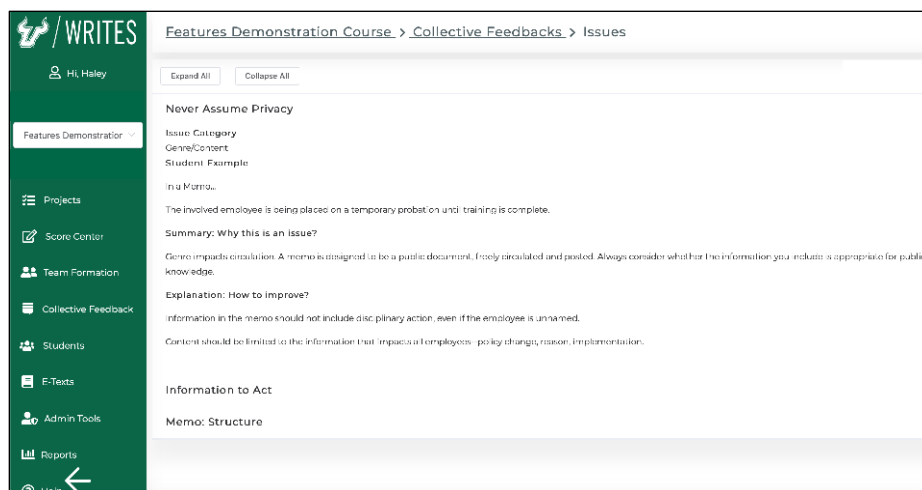
Step 4: To expand all issue details, click on the [**Expand All**] button. To collapse all issue details, click on the [**Collapse All**] button.

11.3 Download Collective Feedback

Step 1: Click on the [**Download**] icon beside the CFF you want to download.
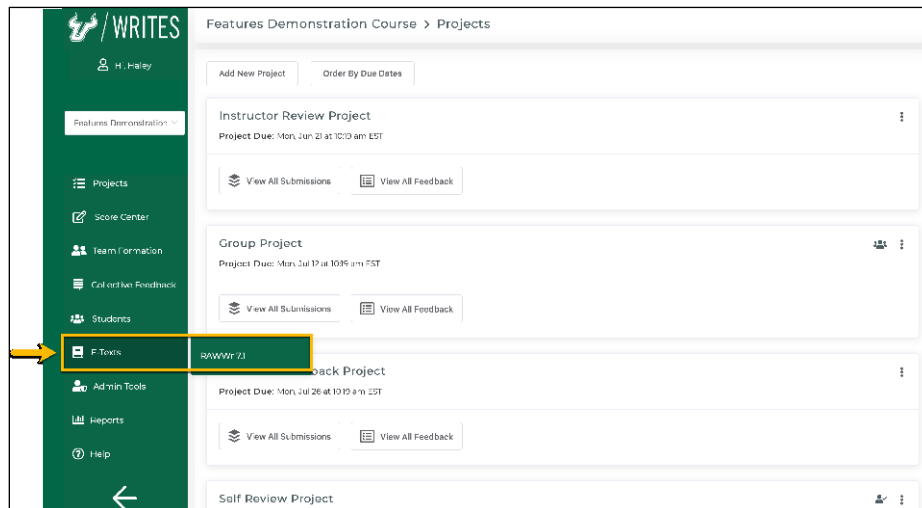
12. E-Texts

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

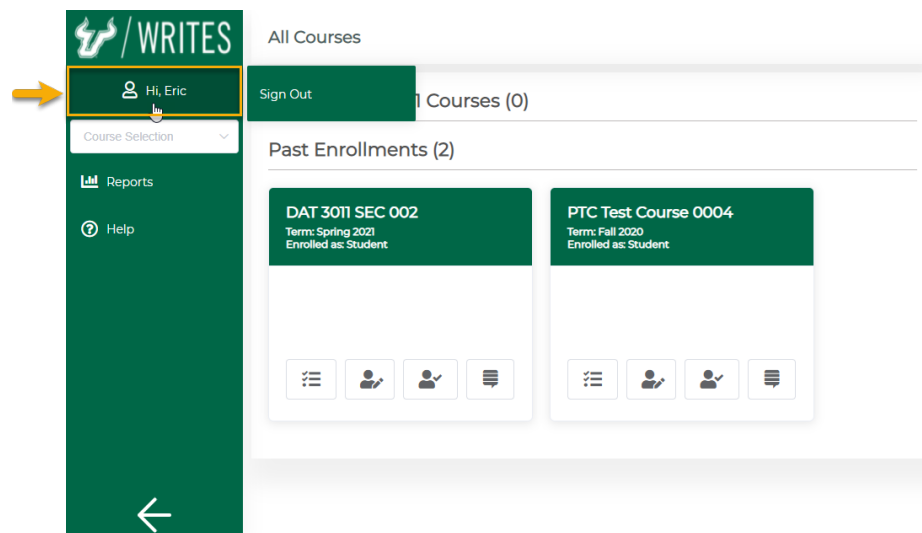**Step 2**: The e-book reading page is displayed as below.
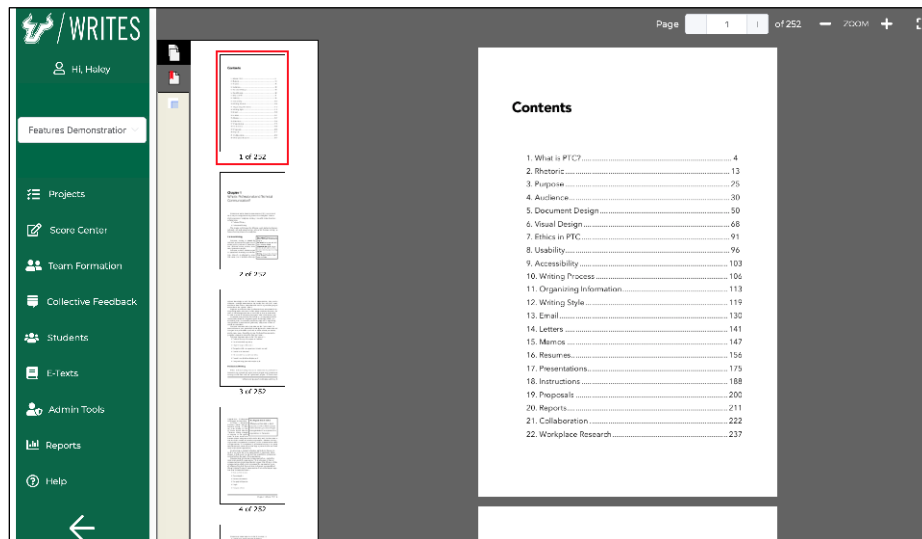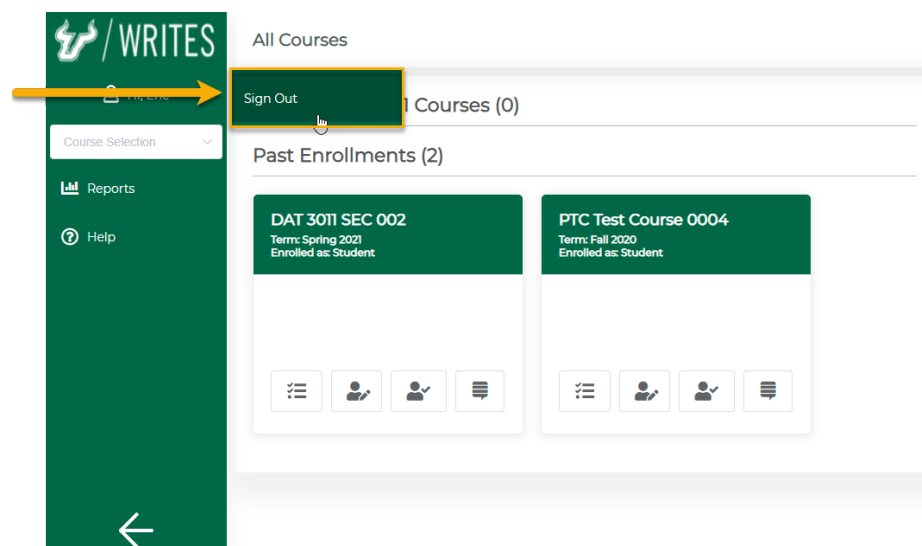
13. Sign Out/Log out

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.

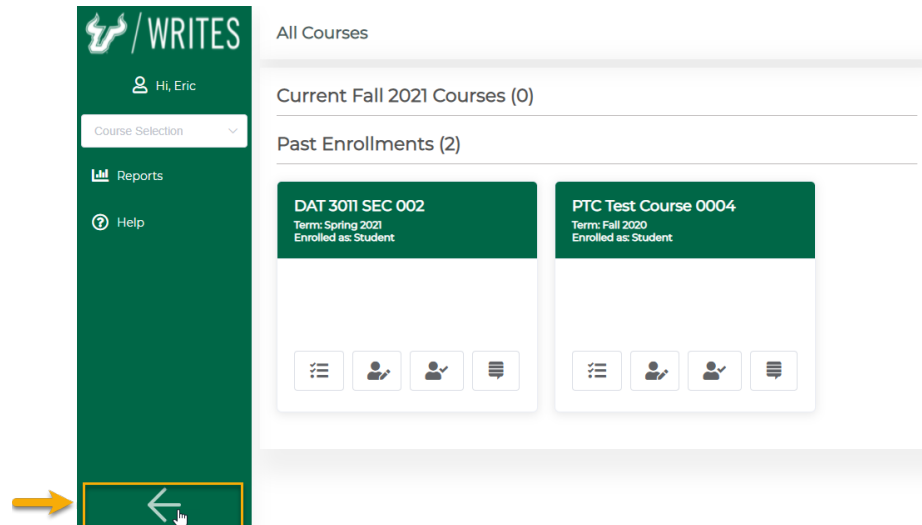To logout from USF Writes,

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

Step 2: and select **[Sign Out]**.

14. 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 ☰.