

# QTR Teaching Software Manual

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## Introduction

**QTR** teaching software as a service (SaaS) is a cloud software platform that can be used in IE, Google Chrome, Firefox, Apple Safari, as well as on iPads, Android tablets, and smartphones, to increase students' skills while decreasing teacher workload. Features include:

- Redrafting and process writing are encouraged through reassigning work so that students can correct and edit based on computer and teacher feedback. This improves learning and achieves the goal of **teaching by doing, learning by doing, and improving through doing**.
- **QTR** is totally online, in the cloud, no need to install or download software. In addition, after logging in, the user can download the **QTR** ebook.
- For any assignment that is due within the next two days, QBook Writing Center will automatically send an email reminder to each student.
- Users can change interface language at any time for a localized experience.
- According to the situational needs of teaching, the system enables teachers to allow or disallow students to paste text from other programs or to share homework and feedback.
- Teachers can set required minimum words in the body, and the system allows students to write as many words as they want.
- More than 600 theme images are ready for you to use in assignments. You also can embed teaching videos.
- Frequently used teacher feedback, comments, and notes are stored for each teacher to easily insert into student work at any time—reducing grading time and effort. This individualized teacher feedback is fully customizable.
- Each writing type can be used in up to nine different assignments per class.
- Each writing types includes **Help Notes**, containing built-in writing guidelines on writing style, content, and format with examples to guide learners in practicing writing.
- **QTR** can quickly cloud auto grade a large number of assignments/reassignments and provide feedback, resulting in easing teachers' grading burden. Teachers can then focus more on understanding individual students' learning progress and bottlenecks as well as providing consultation on overall contextual feedback.
- **QTR** provides error type frequency tracking that can be used for instructional developments, teaching evaluations, and researches.

## Chapter 1: Log In

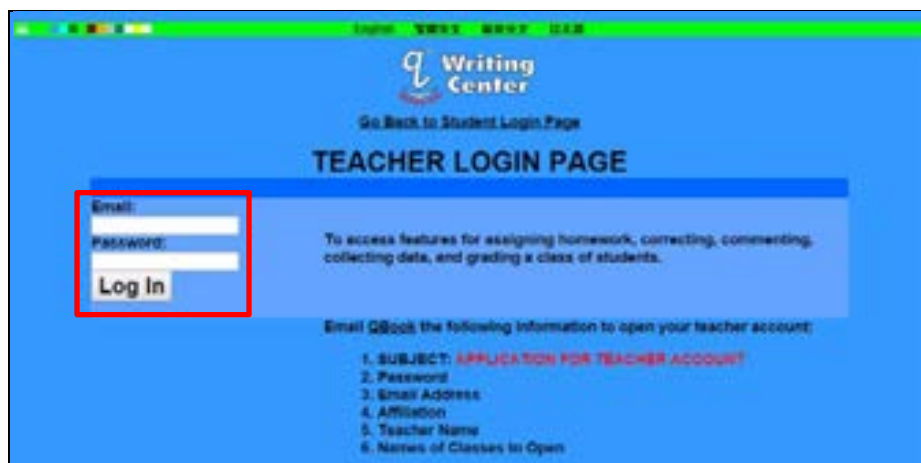
First, you can pick your theme by clicking one of the colors on the top left. Afterward, click “**Teacher Login**” to go to the teachers’ login page, as shown in Figure 1-1. In addition, QBook Writing Center App enables teachers and learners to use any of the QBook's writing programs from anywhere on their Android tablets or smartphones.

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



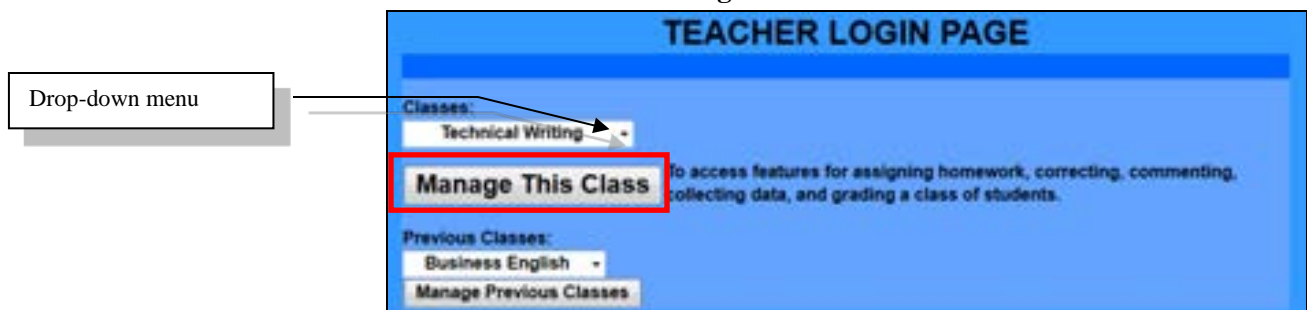
Enter your email address and password, and then click “**Log In**” to log into the class management page, as shown in Figure 1-2.

**Figure 1-2: Log In**



After logging in, choose the class you want to manage, and then click “**Manage This Class,**” as shown in Figure 1-3.

Figure 1-3: Choose Class



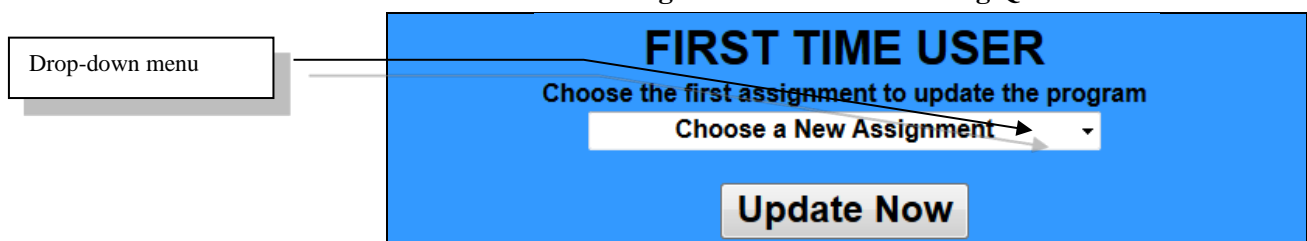
Afterwards, click the **QTR** logo or “**CLICK TO USE QTR**” area, as shown in Figure 1-4.

Figure 1-4: Click to Use QTR



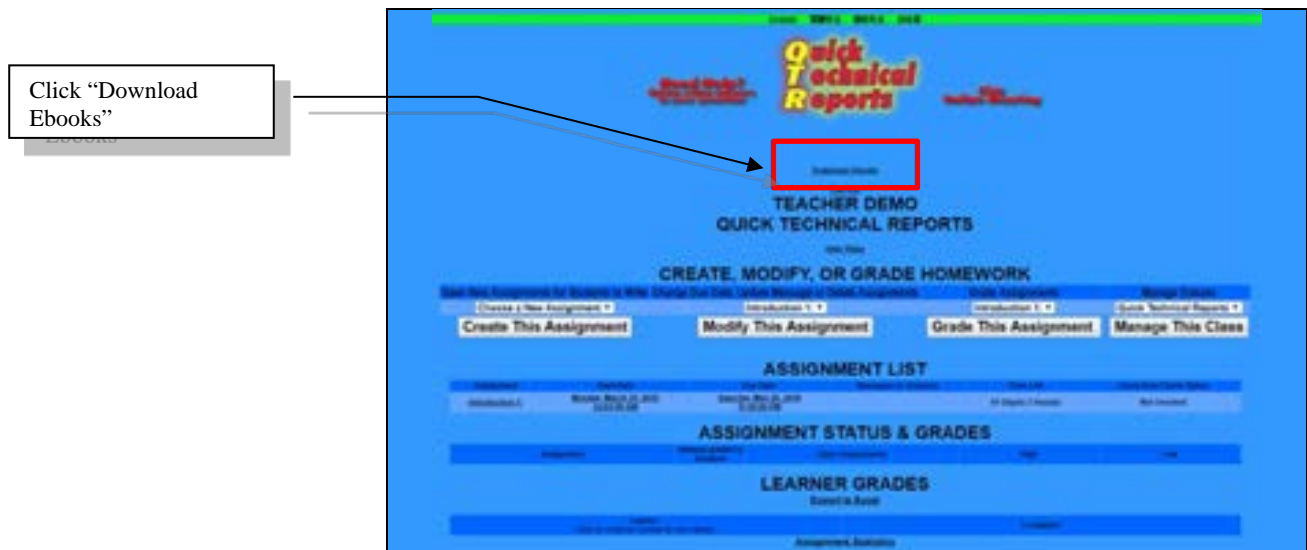
If this is your first time using **QTR**, the screen will show “**FIRST TIME USER**,” select the homework to initiate and update **QTR** in the drop-down menu, as shown in Figure 1-5. If this is not your first time using **QTR**, the screen in Figure 1-5 will not pop up, and you will be directly taken to the class management page, as shown in Figure 1-6.

Figure 1-5: First Time Using QTR



Moreover, you can click “**Download Ebooks**” to download ebooks, as shown in Figure 1-6.

Figure 1-6: Class Management Page



The class management page has the following operational items:

**CREATE, MODIFY, OR GRADE HOMEWORK:** Teachers can choose to open a new assignment for students, change due dates, update messages or delete assignments, grade assignments, or manage all **QTR** classes.

**ASSIGNMENT LIST:** This list shows assignment types, start dates, due dates, messages to students, days left, and cloud auto check status of assignments.

**ASSIGNMENT STATUS & GRADES:** This table shows the number of assignments students have opened (including just started, half-finished, and finished assignments), highest grade and lowest grade for individual assignment types.

**LEARNER GRADES:** All learners' grades are listed here. You can export grades to an Excel sheet. In addition, you can click on the individual student's number in the "Learner" column to obtain his/her contact information, as shown in Figure 1-6-1.

Figure 1-6-1: Student Contact Information

Student Contact Information			
ID	User Name	Email	Phone
N132	qudemo	j@gmail.com	24820782

**ASSIGNMENT STATISTICS:** Error type frequency tracking that can be used for each assignment to identify and eliminate bottlenecks to student learning.

## Chapter 2: Assign Homework

### A. Create Homework

Each assignment type can be used in up to nine different assignments per class. Also, if the drop-down menu does not contain the composition you want, you can choose “**Other Technical Report**” to set up the assignment.

On the left “**Open New Assignments for Students to Write**” column, use the drop-down menu to select the assignment type for the new homework. Next, click “**Create This Assignment**,” as shown in Figure 2-1.

Figure 2-1: Creating a New Assignment for Student Writing



You can set details of the assignment on the next page, including:

**Select an image (that) students will see for the assignment:** You can attach a theme image.

**Start Date:** The date students can start to work on this specific assignment.

**Due Date:** After the due date, students cannot work on the assignment anymore.

**Title or heading lines assigned by the teacher for students to fill in (up to three):** If you want students to have their individual titles or headings for the Assignment type, you can indicate that here, such as Assignment title, group name, student name, etc. The title or heading lines will appear at the top of the body of the assignment writing area for students when they open the assignment.

**Message (that) students will see when starting work on this assignment:** You can give students specific instruction about the homework, such as minimum words for the assignment. Students will see this message when they open the assignment.

**Do not allow students to paste text from other programs:** If you click this, students will not be able to copy and paste text from other program.

**Allow students to paste text from other programs:** If you click this, students will be able to copy and paste text from other program.

**Figure 2-2-1: Setting Start Date, Due Date and Instructions**

The screenshot shows a blue interface for setting assignment details. On the left, five callout boxes point to specific features: 'Select a theme image' points to a button at the top; 'Set dates' points to a red-bordered box containing the text 'Select an image students see for this assignment'; 'Set title or heading lines' points to a text input field; 'Message and instructions to students' points to a larger text input area; and 'Allow or disallow students to paste text from other programs' points to a radio button option at the bottom right. The interface includes fields for 'Start Date' and 'Due Date', both currently set to 'Date Not Set Yet', and a 'Save' button at the bottom.

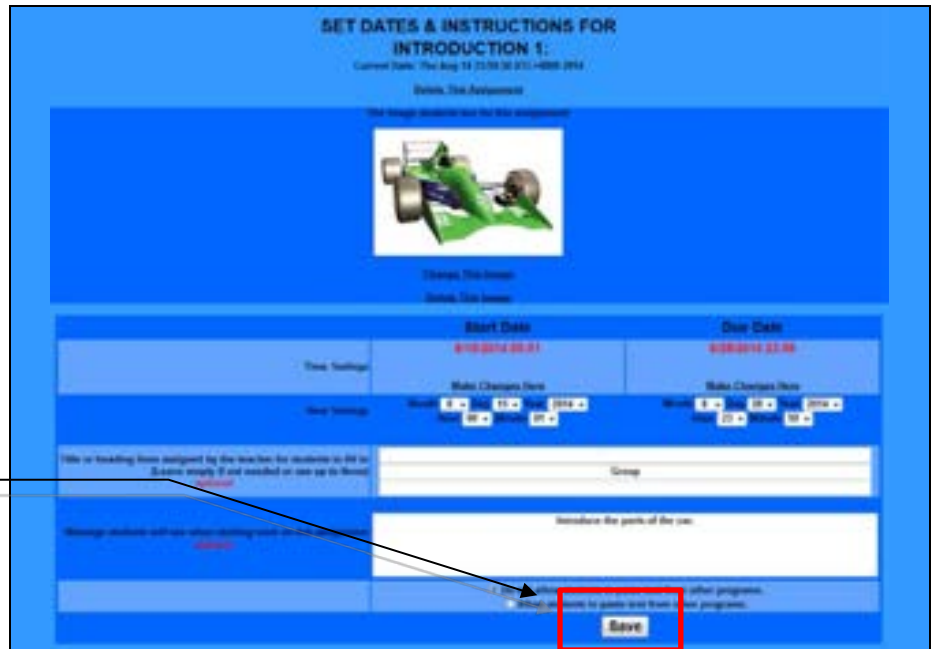
If you want to attach a theme image for the assignment, you can click **“Select an image (that) students will see for the assignment.”** After that, click one of the image themes, and then click the image you want.

**Figure 2-2-2: Setting Start Date, Due Date and Instructions**

The screenshot displays a grid of various small images on a blue background. On the left, two callout boxes point to the grid: 'Select a theme' points to the top row of images, and 'Select an image' points to a specific image in the second row. The grid contains a wide variety of subjects, including buildings, vehicles, nature, and abstract shapes.

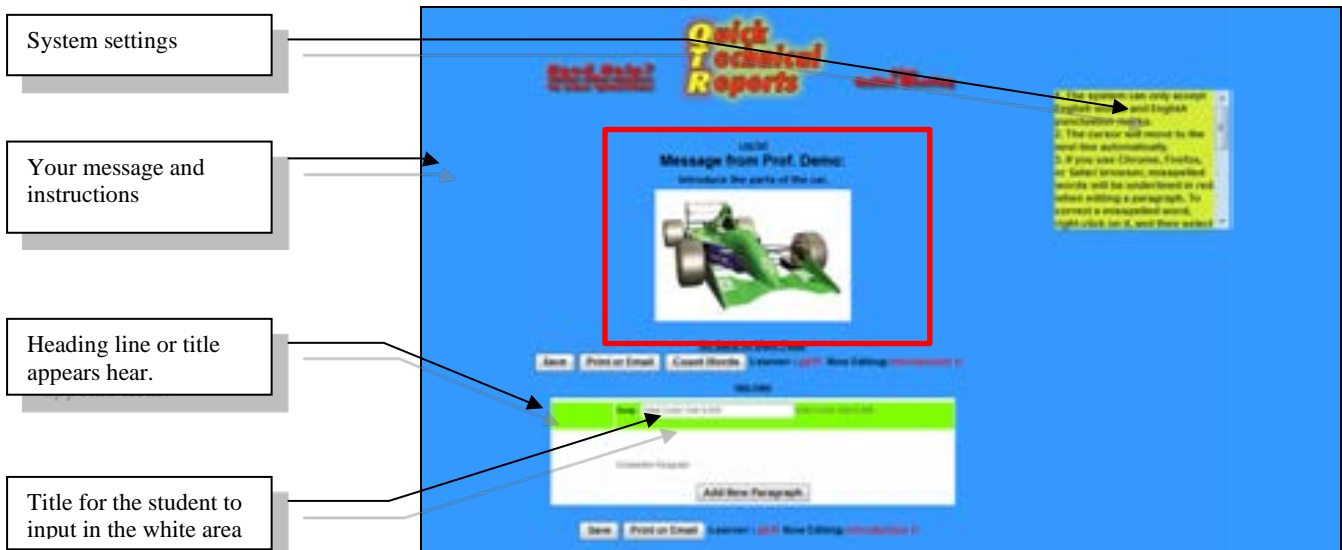


Figure 2-2-3: Setting Start Date, Due Date and Instructions



After finishing the assignment settings, click “Save.” Below are the assignment settings students will see when working on the assignment.

Figure 2-3: Writing Page of Students



**Note: This system does not permit students to directly paste text from other windows or programs into a writing assignment. Every word must be input in order to increase student exposure to the writing process and improve writing skills.**

If the students use Chrome, Firefox, or Safari browser, misspelled words will be underlined in red when editing a paragraph. To correct a

misspelled word, right-click on it, and then select one of the suggested words at the top of the menu (Note: The in-browser spell-checker must be activated and set to the correct language).

Steps to embed teaching videos: 1. Click “**SHARE**” (Figure 2-4-1). 2. Click “**EMBED**” (Figure 2-4-2). 3. Click “**COPY**,” and then the copied link will now be shaded (Figure 2-4-3). 4. In the “Message students will see when starting work” area, paste (Ctrl + V) the link (Figure 2-4-4). 5. The embedded video can be seen, and clicked, on the main page by both teachers and students. Within each assignment, the embedded teaching video is also available to click and play (Figure 2-4-5).

Figure 2-4-1: Click “SHARE”

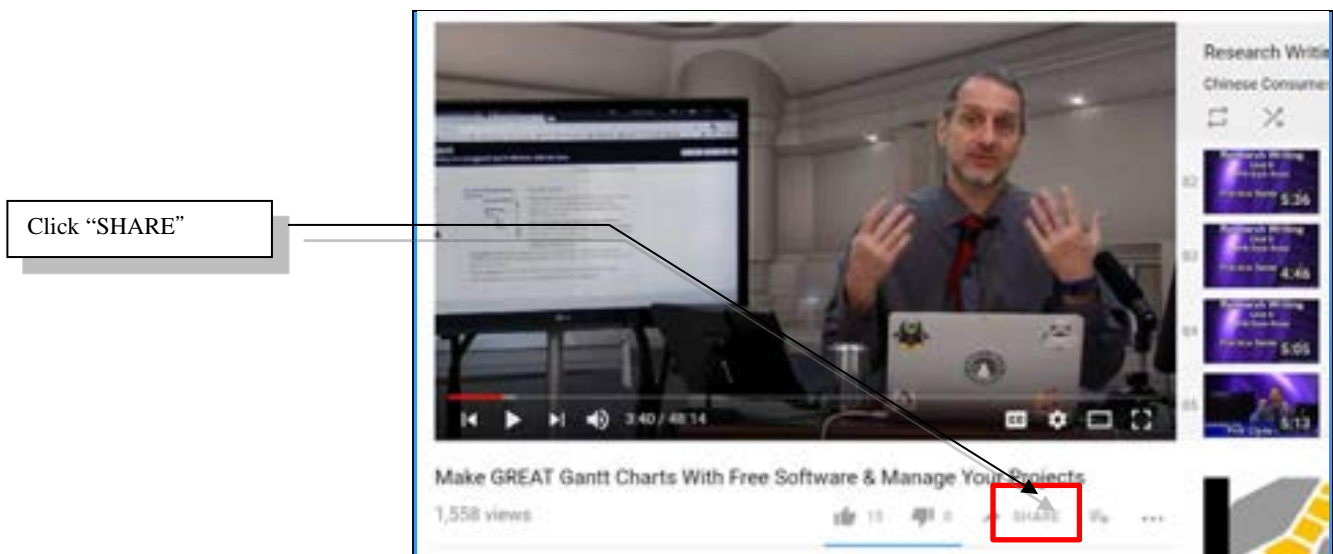


Figure 2-4-2: Click “EMBED”



Figure 2-4-3: Click “COPY”



Figure 2-4-4: Paste to the Message Area

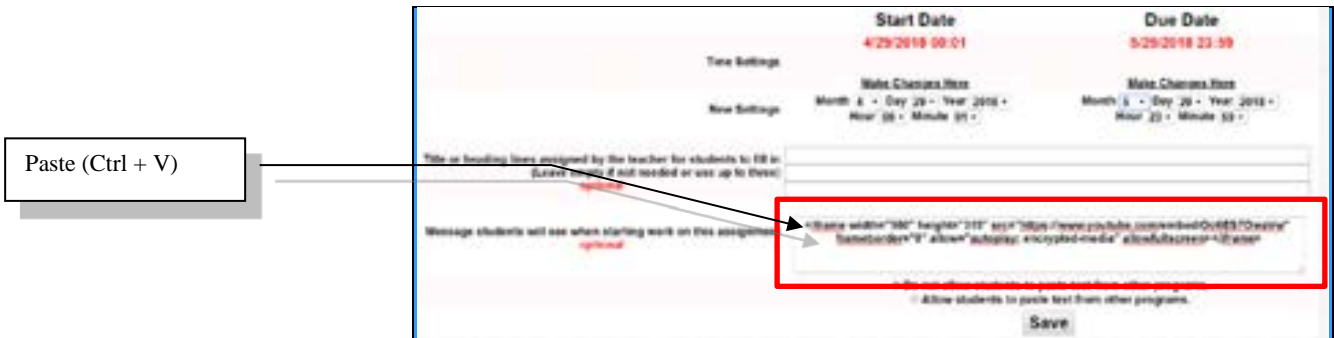
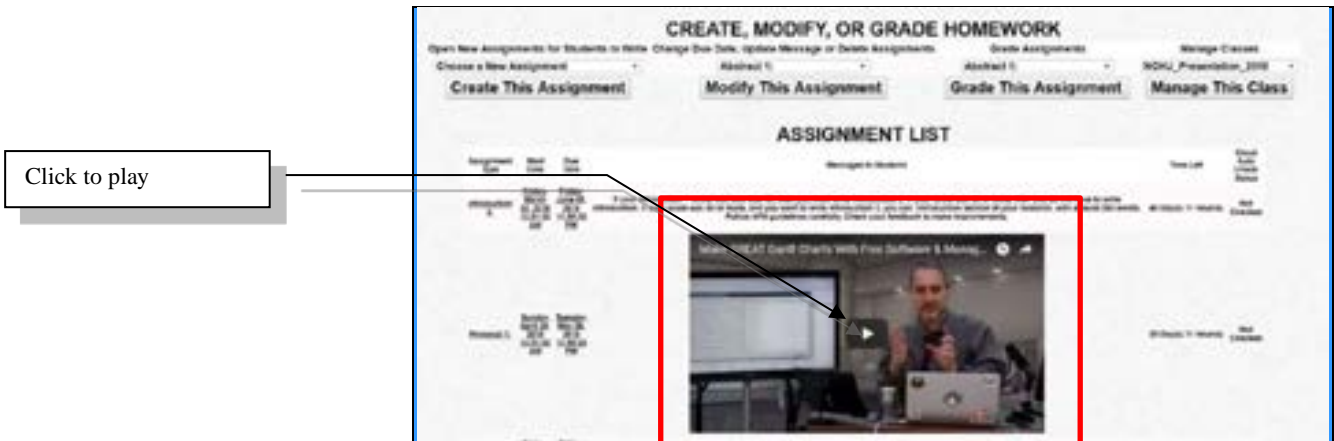


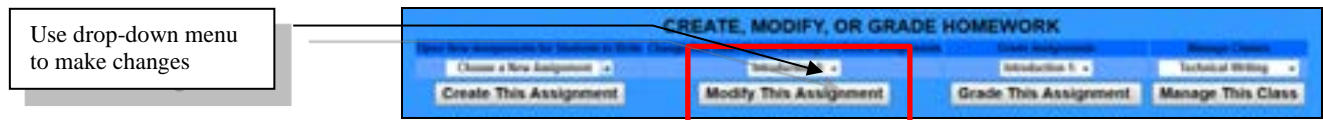
Figure 2-4-5: Click to Play the Teaching Video



## B. Modify Homework

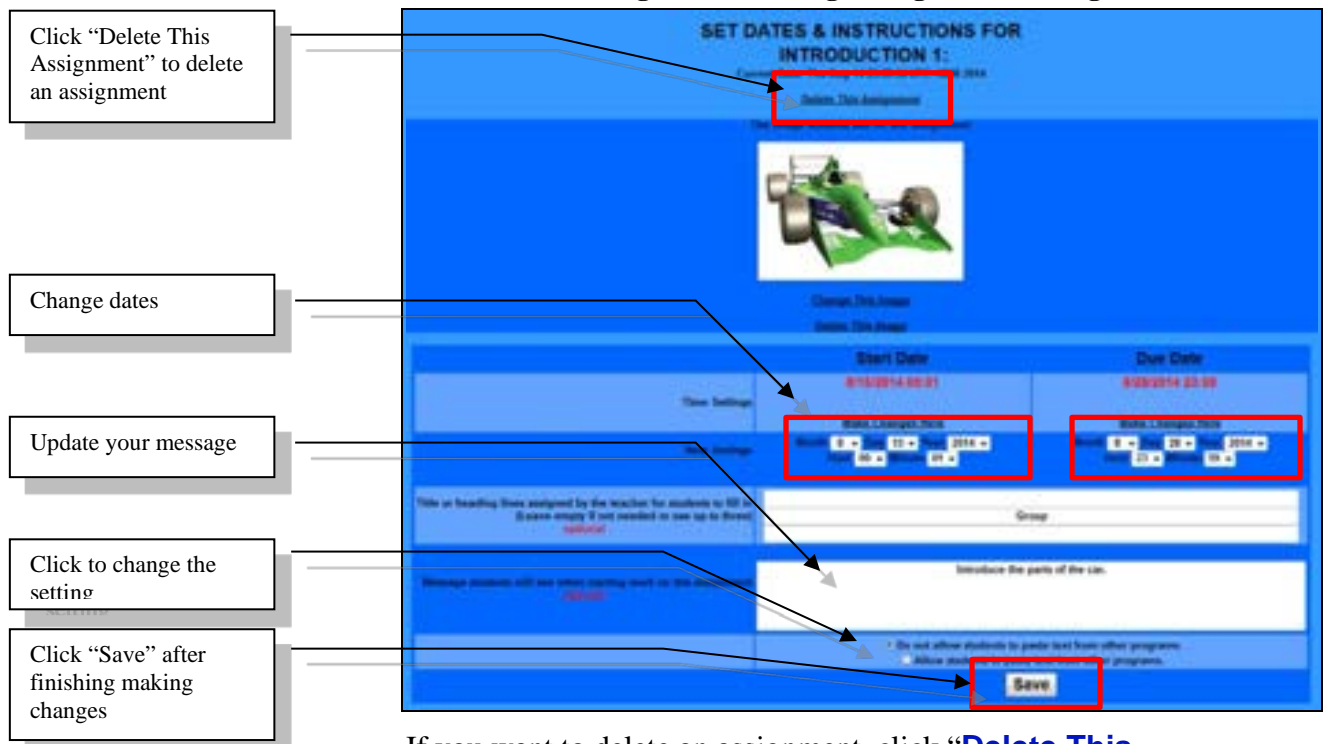
If you want to change assignment settings or delete an assignment, use the drop-down menu and select the specific assignment to make changes to or delete. Next, click **“Modify This Assignment,”** as shown in Figure 2-5.

**Figure 2-5: Change Assignment Settings or Delete an Assignment**



After making changes, click **“Save”** to save changes as shown in Figure 2-6.

**Figure 2-6: Change Assignment Settings**



If you want to delete an assignment, click **“Delete This Assignment”** and then confirm deletion, by clicking **“Delete Now.”** If an assignment is deleted, data for the deleted assignment cannot be restored. Moreover, for any assignment that is due within the next two days, QBook Writing Center will automatically send an email reminder to each student.

## Chapter 3: Grade Homework

### A. Instant Feedback

At the “Grade Assignments” column, on the class management page, use the drop-down menu to choose the specific homework you want to monitor or provide instant feedback on. Next, click “Grade This Assignment,” as shown in Figure 3-1, and you will be taken to the homework grading page where you can click individual student ID numbers to view any student’s writing during class. In addition, you can move the cursor over any paragraph of the student’s homework, and that paragraph will be magnified and highlighted, as shown in Figure 3-3.

Figure 3-1: Grade Assignments

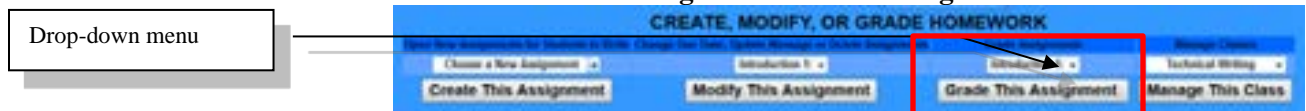


Figure 3-2: View Any Student’s Writing during Class

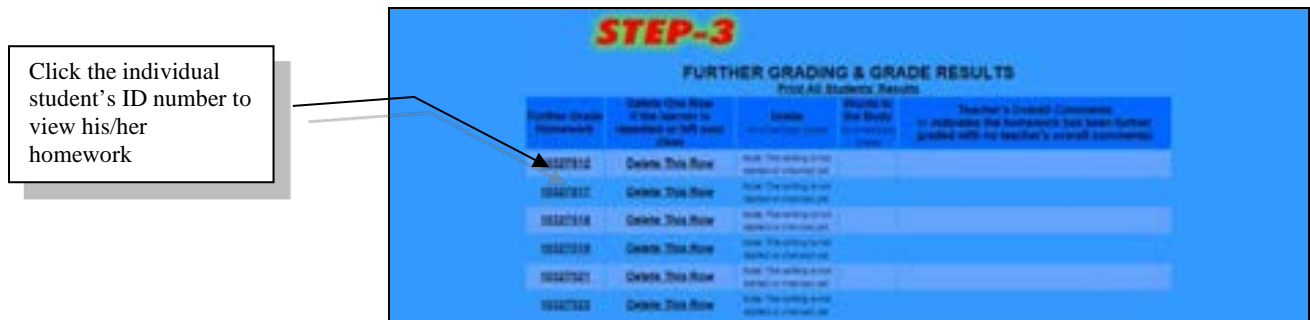
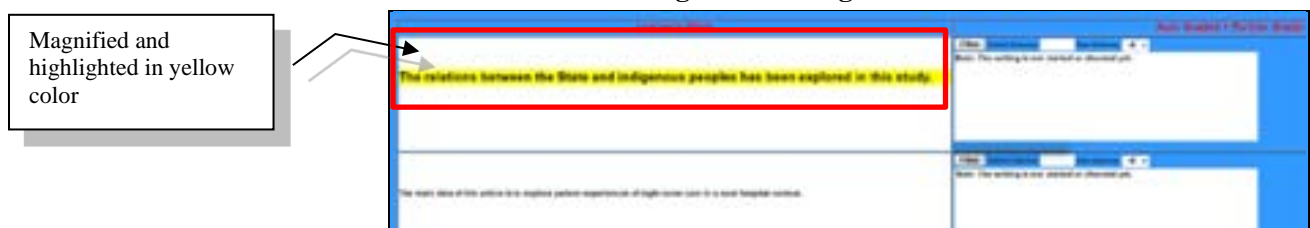
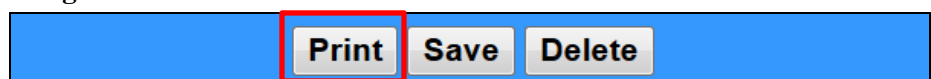


Figure 3-3: Magnified Font Size



You can click “Print” to view or print all the written contents. Moreover, you can use the “File” menu to print or copy and paste the contents to another file.

Figure 3-3-1: Click “Print” to View or Print All the Written Contents



## B. Step-1 of Grading: Cloud Auto Check

At the “**Grade Assignments**” column, on the class management page, use the drop-down menu to choose the specific homework you want to grade. Next, click “**Grade This Assignment,**” as shown in Figure 3-1.

The Step-1 area shows “**Don’t Check Yet**” if the homework has not been automatically graded yet, as shown in Figure 3-3. If no students have completed this assignment, there will be a red sentence: “**No students have completed this assignment,**” as shown in Figure 3-4, which means Cloud Auto Check cannot be started yet. If you want to Cloud Auto Check an assignment, or reassignment, that is not due or past due, click the radio button in front of the “**Check All/Recheck**” and then click “**SAVE.**” Cloud Auto Check will start grading the whole class’s homework, as shown in Figure 3-6. Cloud Auto Check can detect 73 types of writing errors, as shown in Figure 3-7. On the right side “**Frequently Asked Questions**” column, if you click the individual question, the answer will appear. Click the question again, and the answer will hide inside the question, as shown in Figure 3-8.

Figure 3-4: Cloud Auto Check: Don’t Check Yet

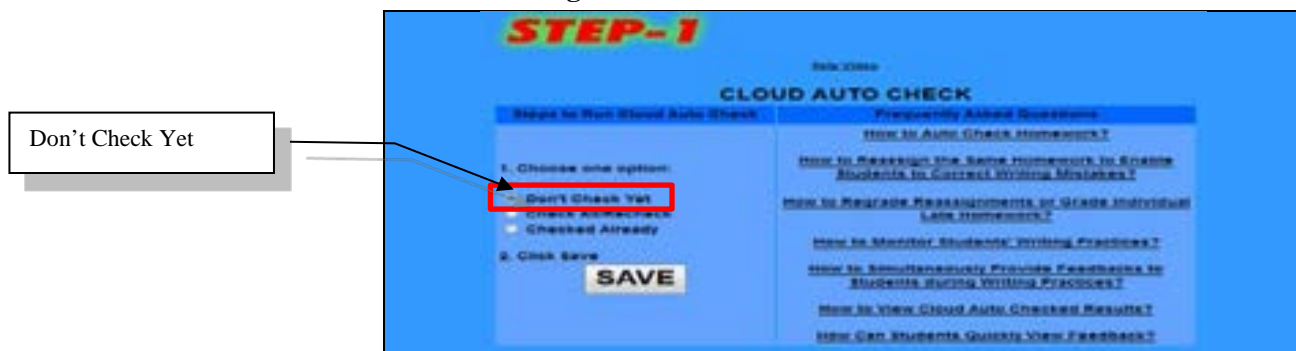


Figure 3-5: No Students Have Completed This Assignment

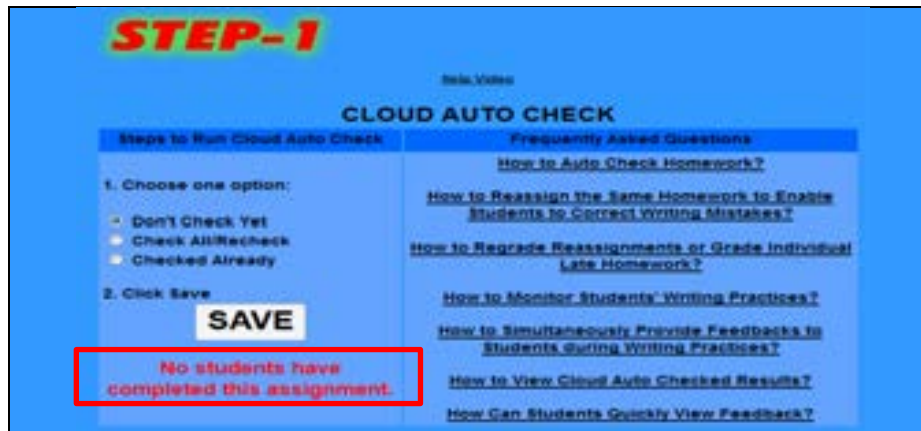


Figure 3-6: Cloud Auto Check: Check All/Recheck



Figure 3-7: Cloud Auto Check Can Detect 73 Types of Writing Errors

1. Abbreviation	25. Formal Writing Error	50. QRP Research Writing Error
2. Adjective	26. Formalism	51. Question Mark
3. Adverb	27. Gender Specific	52. Questionable Usage
4. Advertising Style	28. General Style	53. Quotation Marks
5. Archaic	29. Homonym	54. Redundant
6. Article	30. Incomplete Sentence	55. Relative Pronoun
7. Business Style	31. Incorrect Verb Form	56. Repeated Word or Punctuation
8. Capitalization	32. Infinitive	57. Report Style
9. Cliche	33. Jargon	58. Run-on Sentence
10. Colloquial	34. Journalism Style	59. Sentence Variety
11. Comma Splice or Fused Sentence	35. Long Sentence	60. Sequence of Tenses
12. Common Writing Style Error	36. Mid-Sentence Adverb	61. Similar Words
13. Commonly Confused Word	37. Noun	62. Spelling
14. Comparative/Superlative	38. Number Style	63. Split Infinitive
15. Conjunction	39. Object of Verb	64. Split Words
16. Documentation Style	40. Overstated	65. Subject-Verb Agreement
17. Double Negatives	41. Paragraph Problem	66. Subordination
18. Ellipsis	42. Passive Voice	67. Teacher Custom Error
19. End of Sentence Preposition	43. Pejorative	68. Technical Style
20. End of Sentence Punctuation	44. Possessive Form	69. Tense Shift
21. False Friend	45. Preposition	70. Trademark
22. False Plural	46. Pronoun Case	71. Unbalanced Parentheses
23. Fiction Style	47. Pronoun Number Agreement	72. Vague Adverb
24. Foreign	48. Proposal Style	73. Wordy
	49. Punctuation	

Figure 3-8: Cloud Auto Check: Frequently Asked Questions



When “**Cloud Auto Check Status**” reaches 100%, the whole class has just been Cloud Auto Checked, as shown in Figure 3-9.

Figure 3-9: Cloud Auto Check Finished



After completing Cloud Auto Check, click any individual student ID number in the “**Further Grade Homework**” column, in the Step-3 area, to view a student’s writing and the errors found by Cloud Auto Check. If you do not want to give grades yet, click “**Go Back to Previous Page (No Change Here)**” and do not click “**Save.**”

## C. Step-2 of Grading: Easy Grade

Cloud Auto Check must first be run before beginning Easy Grade. Click “**Set per error deduction points and required minimum**”



words” to set grading criteria. Also, you can set to allow or disallow students to share homework and feedback, as shown in Figure 3-10~11.

After setting deduction point(s) and minimum words, click “**EASY GRADE HOMEWORK**,” and the QTR system will cloud auto-calculate the scores, as shown in Figure 3-12. Grades and words in the body of each letter assignment will appear below the section “**FURTHER GRADING & GRADE RESULTS**” within Step-3. If words in the body, for any individual student, are below your minimum word setting, the grade will appear as 0. This means attention may be needed or you may want to conduct detailed grading, such as extra deductions, for such a case. If per error deduction point(s) and required minimum words in the body are not set, a screen will pop up, showing: “**Please set per body error deduction point(s) and required minimum words in the body.**” Click “**OK**” to return to set grading criteria.

Figure 3-10: Setting Grading Criteria

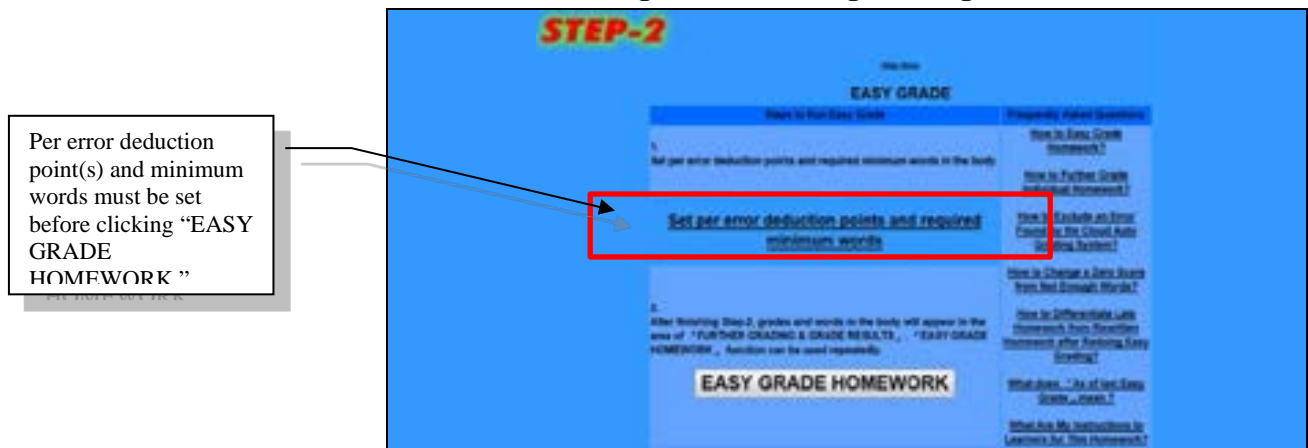


Figure 3-11: Setting per Error Deduction and Word Limit

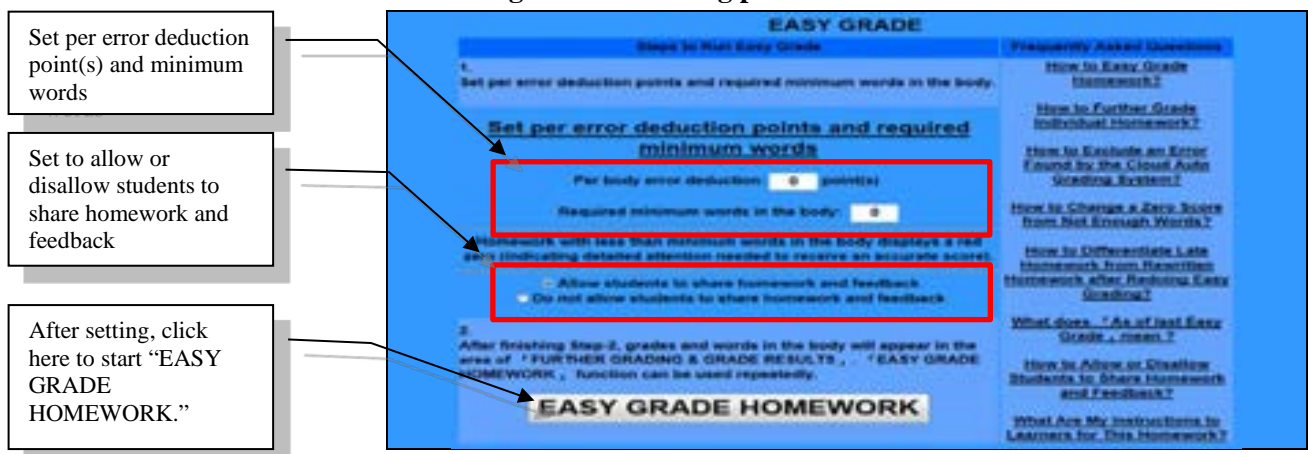
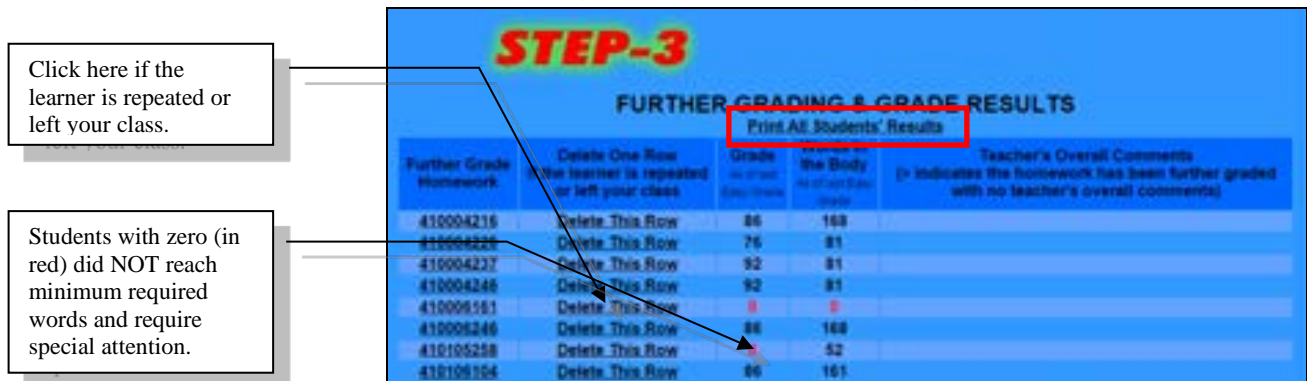


Figure 3-12: Further Grading & Grade Results



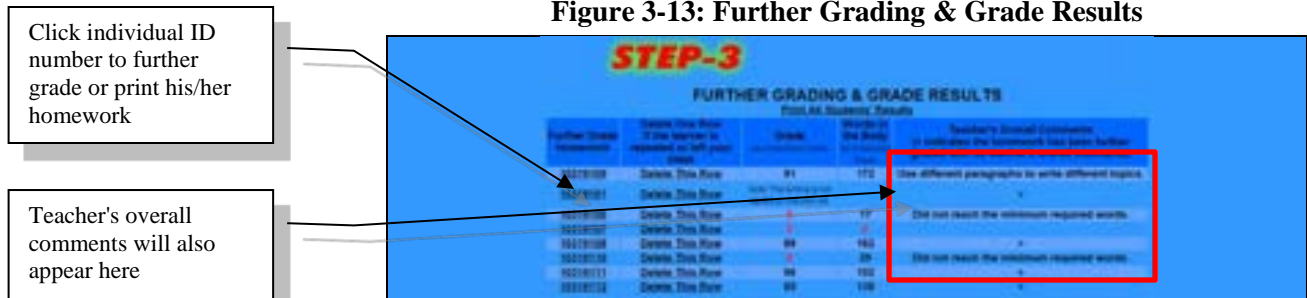
If you just want to increase the frequency of writing practices, you can end at Step-2; there is no need to go on to Step-3. After finishing Step-2, you can click individual ID numbers below “**Further Grade Homework**” to review this student’s errors. If you do not want to change this student’s grades or further grade the homework, just click “**Go Back to Previous Page (No Change Here)**.” You can click “**Print All Students’ Results**” to print out the whole class.

When “Note: The writing is not started or checked yet” appears, it means that you conducted Step-1 and Step-2 before the assignment deadline and the student has worked on the assignment after your grading. You can rerun Step-1~2 or Step-1~3 of grading as needed. If this is a late homework, click the individual ID number below the “Further Grade Homework” at the FURTHER GRADING & GRADE RESULTS (Step-3) section. Second, click “Run Cloud Auto Recheck for This Learner” below the “Teacher's Overall Comments” section. Finally, click the radio button in front of “Recheck This Learner.”

### D. Step-3 of Grading: Further Grade

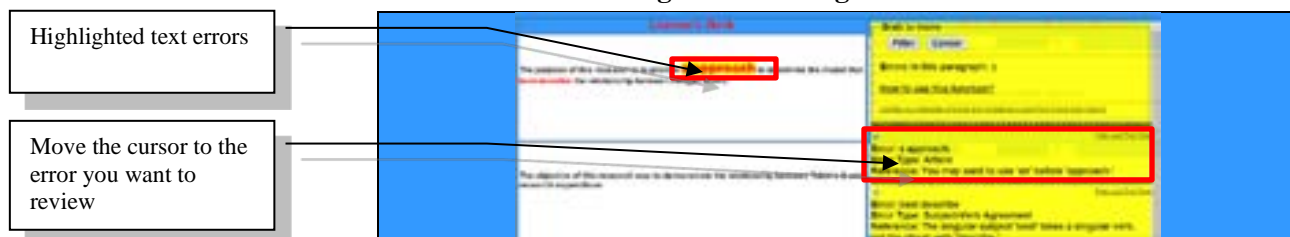
After finishing Step-2, you can see details of grade results in the Step-3 area. If you want to further grade homework, you can click individual ID numbers below “**Further Grade Homework**,” as shown in Figure 3-13.

Figure 3-13: Further Grading & Grade Results



The student’s original writing is shown on left column, and the right “Auto Graded + Further Grade” column exhibits each paragraph’s “Subtotal Deduction” from Easy Grade, depicting each “Error,” “Error Type,” and “Reference.” You can also give an “Extra Deduction” if needed. After moving the cursor to each paragraph’s feedback space, two yellow screens will show up: a list of error details and a feedback assistant. When moving the cursor to the error you want to review, the text error of the homework at the left column will be highlighted in yellow color to facilitate locating the error, as shown in Figure 3-14. You can click “Cancel” to close the list of error details or click “Close Feedback Assistant” to close the feedback assistant.

Figure 3-14: Magnified Font Size



There are two ways of further grading the homework:

1. **Select a text error, provide feedback with point(s) deduction:**

Move the cursor to the beginning of the text error and then drag the cursor to the end of the text error, as shown in Figure 3-15. A yellow box will appear. The top is the text error you chose, and the bottom is the place to provide feedback, as shown in Figure 3-16.

Figure 3-15: Select a Text Error to Create Feedback

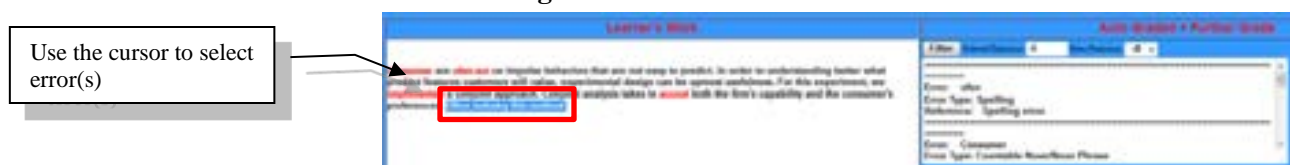


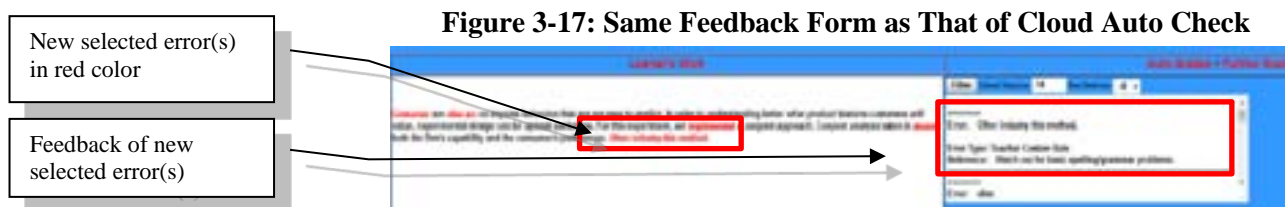
Figure 3-16: Create Feedback for the Selected Text Error



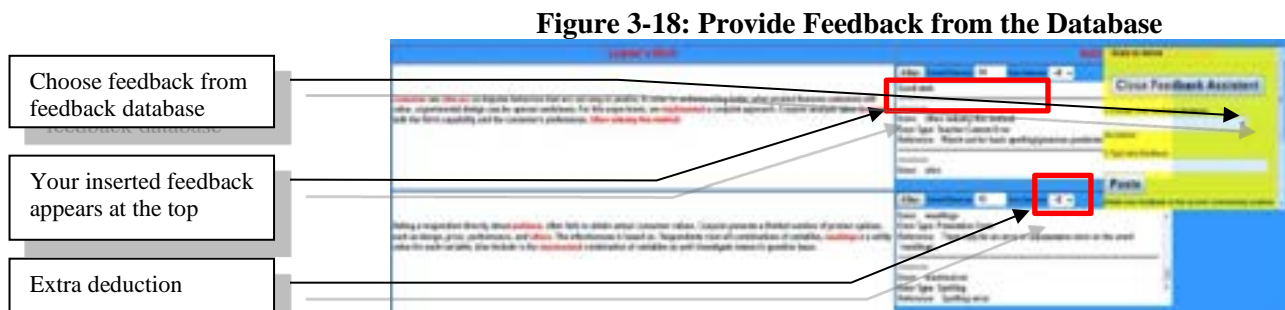
You can select feedback comments from feedback database in the drop-down menu below “**Choose from feedback database**” to save time typing. Moreover, you can click “**Edit Feedback**” to edit your feedback database. If there are no suitable feedback comments in the database, you can input new comments below “**Type new feedback**” and then click “**Paste.**” The new feedback comments will appear at the top of each paragraph’s all feedback comments, and its form is the same as that of the Cloud Auto Check, as shown in Figure 3-17:

Error: **Your selected text**  
 Error Type: Teacher Custom Rule  
 Reference: **Comments you typed in or chose from your database**

Per body error deduction point(s) is exactly the same as that of the Easy Grade setting.

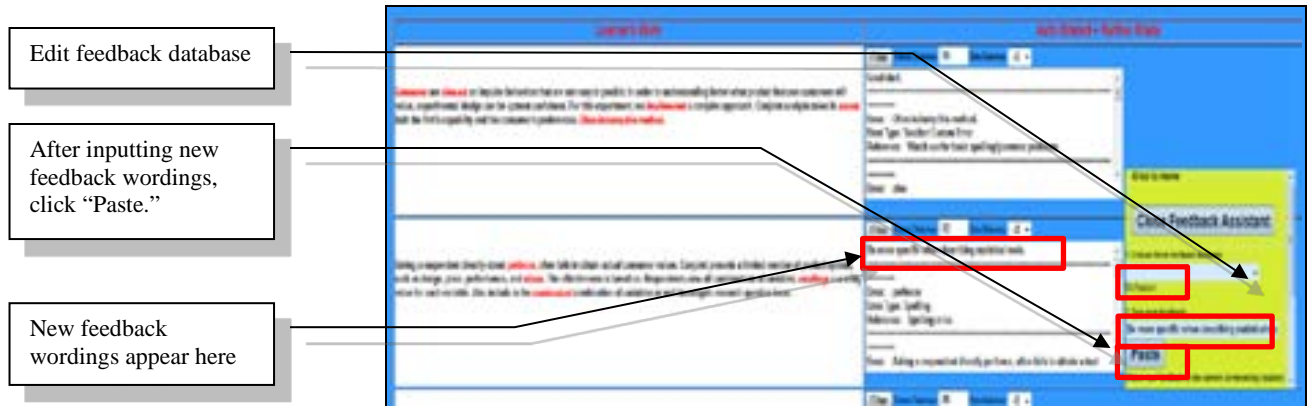


2. **Provide feedback without any point deduction:** If you just want to provide paragraphic comments without any point deduction, you can select feedback comments from feedback database in the drop-down menu below “**Choose from feedback database**” to save time typing. If there are no suitable feedback comments in the database, you can input new comments below “**Type new feedback**” and then click “**Paste.**” The feedback comments will appear at the top of all feedback comments. Moreover, you can click “**Edit Feedback**” to edit your feedback database.



In addition, you can click “**edit feedback**” to edit your feedback database.

Figure 3-19: Type New Feedback Comments



“**Feedback Assistant**” will follow you as you move over paragraphs; this makes it easy for you to add comments through the “**Feedback Assistant**.” You can also move the “**Feedback Assistant**” right or left. Moreover, you can close the “**Feedback Assistant**” simply by clicking “**Close Feedback Assistant**.” When you want to open the “**Feedback Assistant**,” you just need to click “**Show Feedback Assistant**.”

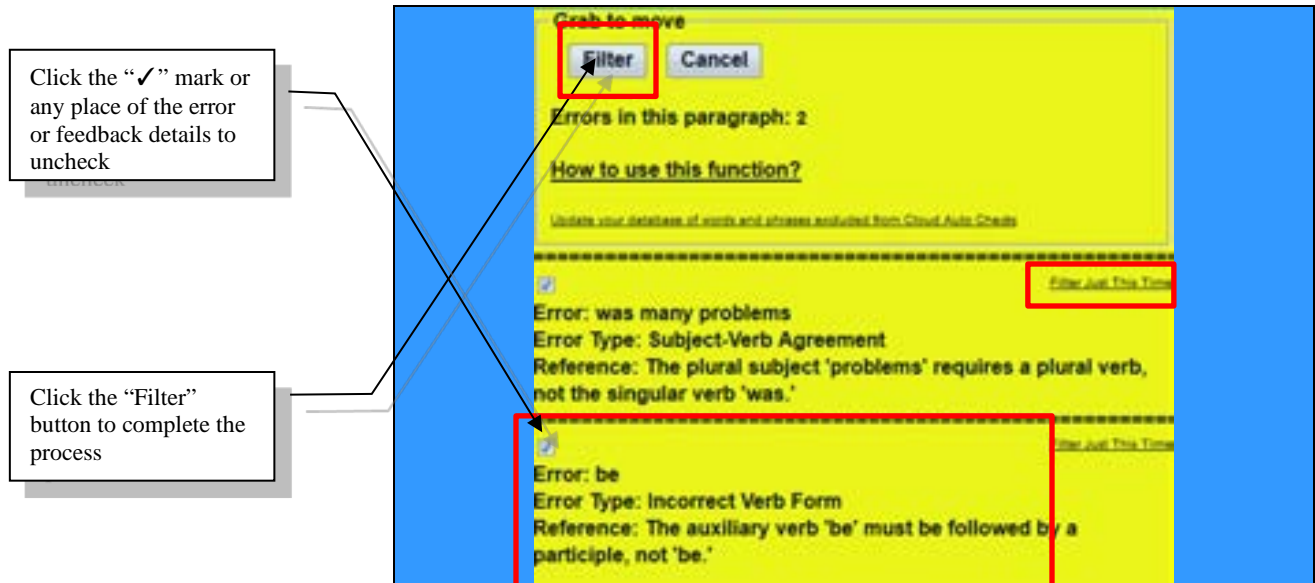
Click “**Filter**” or any place inside each paragraph’s feedback space; that paragraph’s list of error details will appear. To exclude an error or feedback comments, click the “✓” mark or any place of the error or feedback details, and then click “**Filter**” to complete the filtering process. The error and corresponding deduction point(s) will be removed. If you want to cancel any extra deduction point(s), you can do so manually, by accessing the drop-down deduction menus, as shown in Figure 3-20.

Figure 3-20: Filter



When moving the cursor to the error you want to review, the text error of the student’s homework at the left column will be highlighted in yellow color to facilitate locating the error, as shown in Figure 3-21.

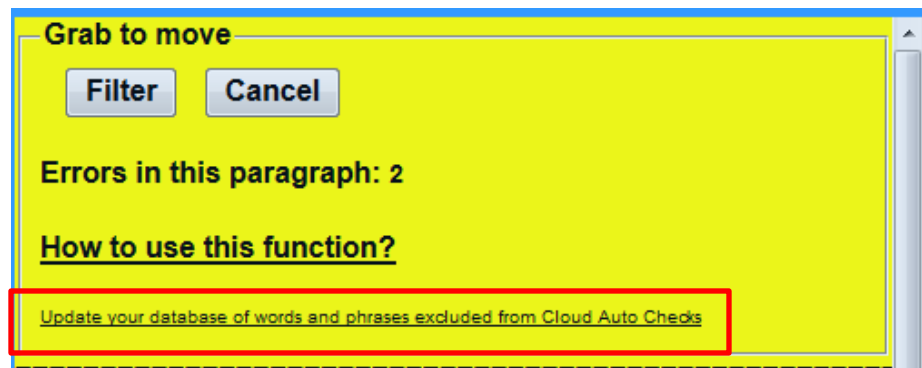
Figure 3-21: Details of Filter Options



Any word or phrase that you have filtered will automatically be included in the database for future uses. Please run Steps 1 and 2 if you want the word or phrase to be excluded from present checking for the whole class, or you can click **“Run Cloud Auto Recheck for This Learner”** for an individual student). You can click **“Update your database of words and phrases excluded from Cloud Auto Checks”** to update your database, as shown in Figure 3-21-1.

If you just want to exclude a found error for one time only, click the **“Filter Just This Time”** text at the top right hand side of the specific error. The learner's score will be increased accordingly. Future Auto Grading will still find this error, and deduct points as usual.

Figure 3-21-1: Update Your Database of Words and Phrases Excluded from Cloud Auto Checks



Wordings of excluded words and phrases can only be removed and cannot be modified. Uncheck to remove from future filtering, as

shown in Figure 3-21-2. Click “**Save**,” and the database will be updated.

**Figure 3-21-2: Uncheck to Remove Words and Phrases Excluded from Cloud Auto Checks**



You can also give overall comments and overall addition/subtraction points, as shown in Figure 3-22~23. In the yellow “**Feedback Assistant**” area, you can select the feedback comments in the drop-down menu under “**Choose from feedback database.**” If there is no suitable comment in the database and you do not want to save the new overall comments you are about to input, just type your comments directly into the white box below “**Teacher’s Overall Comments.**” In addition, you can click “**Run Cloud Auto Recheck for This Learner.**” Then, click the radio button in front of “**Recheck This Learner**” to recheck and regrade this learner’s homework or retrieve errors that you filtered.

If you want your comments to be available for future usages (from your feedback database), type your comments into the “**Feedback Assistant**” below “**Type new feedback**” and then click “**Paste**”; the comments will appear in the white box below “**Teacher’s Overall Comments**” and will be saved to the bottom of the database comments. Click “**Save**,” and the grading details will be updated.

**Figure 3-22: Choose from Feedback Database**

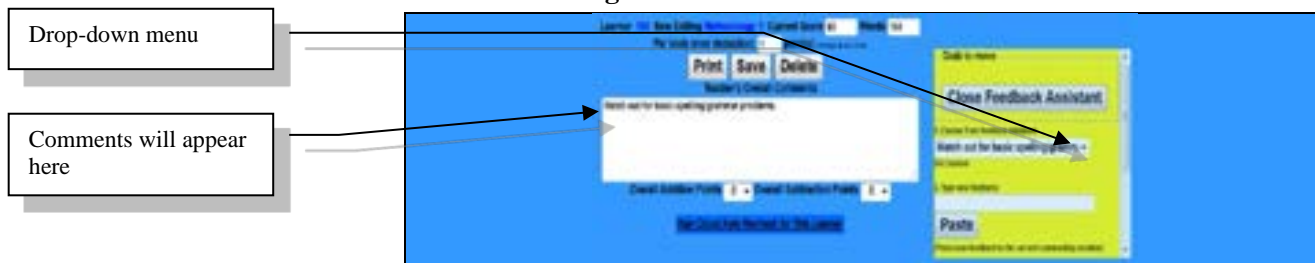
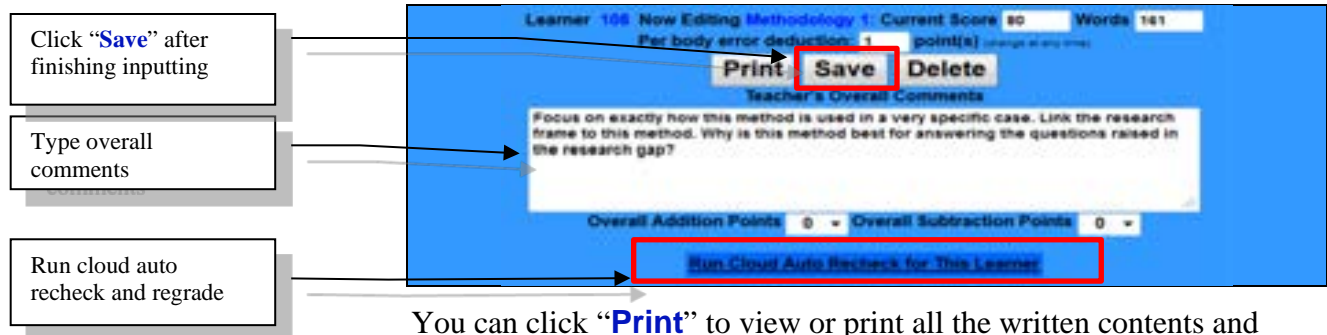
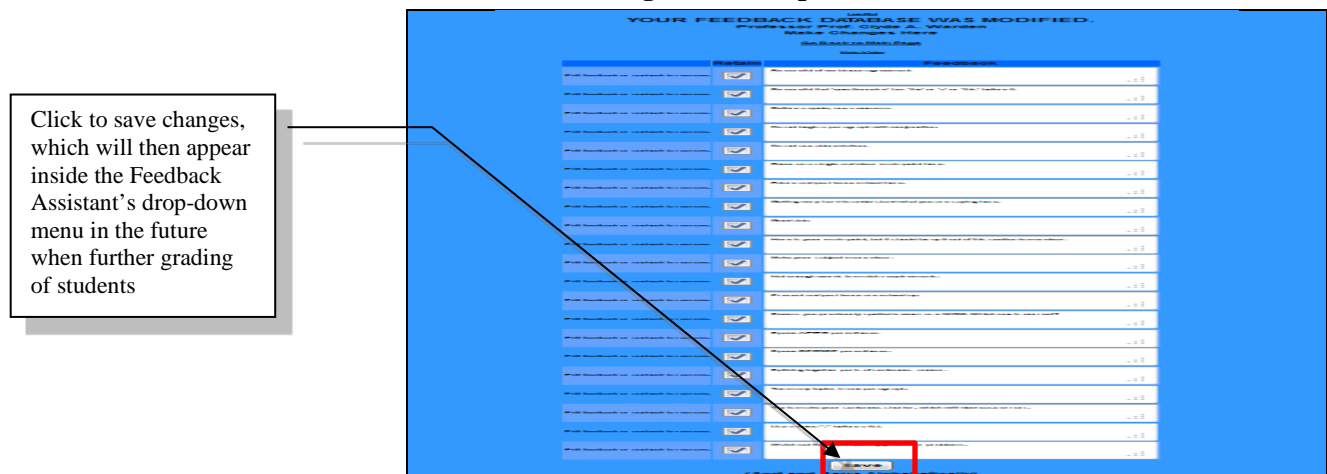


Figure 3-23: Teacher's Overall Comment



You can click “**Print**” to view or print all the written contents and feedback. Moreover, you can use the FILE menu to PRINT or copy and paste the contents to another file. If you have input new feedback comments below “**Type new feedback**” and clicked “**Save**,” you will be taken to the “**YOUR FEEDBACK DATABASE WAS MODIFIED**” page, where you can edit, make changes, or confirm changes that you have just made by typing in new feedback comments (New typed in comments appear at the bottom of the list). Click “**Save**,” and the database will be updated, as shown in Figure 3-24.

Figure 3-24: Update Feedback Database



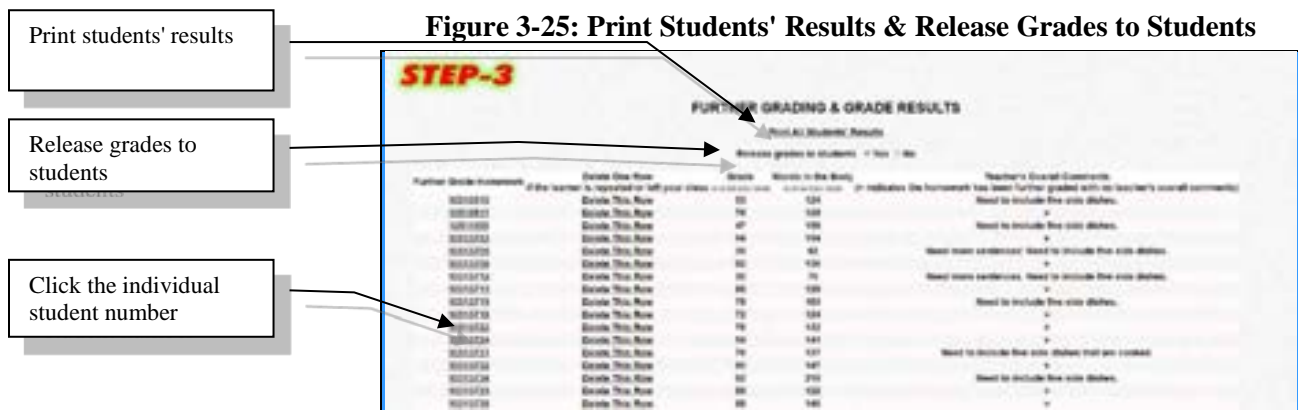
## E. Print Students' Results & Release Grades to Students

Click “**Print All Students' Results**” and the system will output a PDF document containing all students' homework, including AI generated feedback as well as any feedback from you or the teaching assistant. You can print out the PDF or download and save the PDF file for future reference. In addition, you also can extract and save individual student's result by opening the PDF in a PDF editor, like Adobe Acrobat Professional (Pro). Another way to print an individual's result is to click the individual student number in the “**Further Grade Homework**” column, below **Step-3**. After entering



into the individual student’s further grading area, click **“Print”** to print out the individual homework.

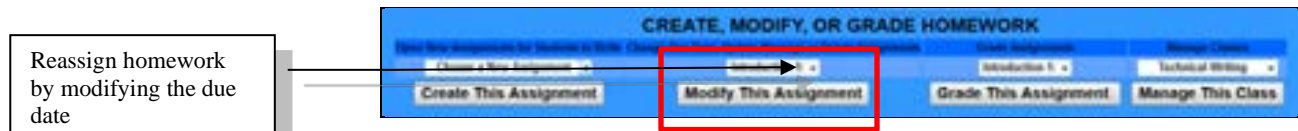
The default choice for **“Release Grades to Students”** is **Yes**. If you do not yet want to release grades to students, click the radio button in front of **No**, as shown in Figure 3-25.



## F. Reassign & Regrade Homework

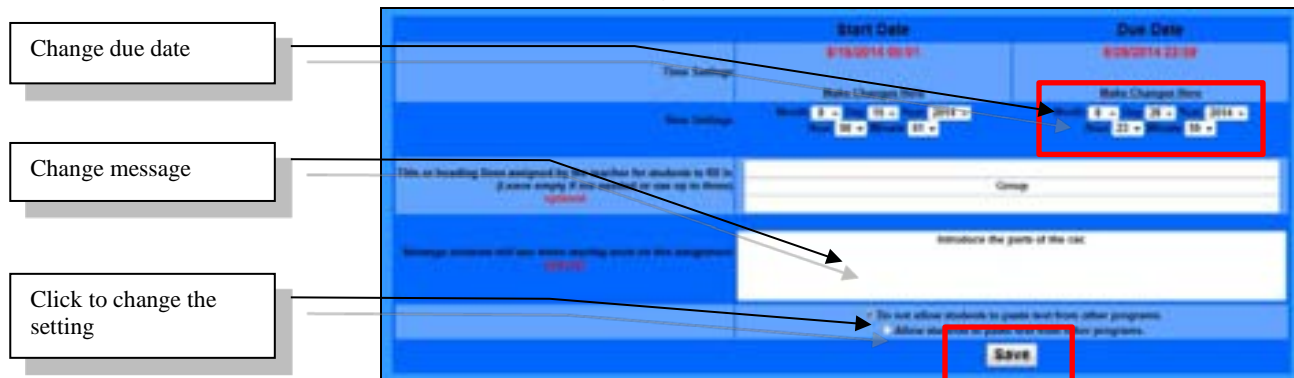
If you want students to correct their mistakes or rewrite homework in order to achieve the goals of teaching by doing, learning by doing, and improving through doing, you can reassign the same homework. On the main page, select the homework, in the drop-down menu, and then click **“Modify This Assignment,”** as shown in Figure 3-26.

**Figure 3-26: Change Due Date, Update Message or Delete Homework**



You can now extend the due date and click **“Save,”** as shown in Figure 3-27. Students can now correct and edit the original assignment based on computer and teacher feedback.

Figure 3-27: Extend the Due Date



After your students have completed the reassignment, conduct Step-1 and Step-2 to complete grading again, thus, to finish the reassignment grades. Your comments, extra deduction points, and overall addition/subtraction points, from the first assignment, will remain intact while conducting Step-1 and Step-2 of grading for this reassignment. You can now manually change your comments, extra deduction points, and overall addition/subtraction points.

If you want to keep the original homework and the grading results, you can open a new homework redrafting work. For example, the just finished homework is: Body 1, so you can open a new homework: Body 2, for the rewrite. Students can open two browser windows in order to see their previous work while creating the redraft.

## Chapter 4: Assignment Statistics

### A. AI Analytics

Click “**Assignment Statistics**,” at the bottom of the class management page, as shown in Figure 4-1, to run the AI analysis of students’ error types. After the analysis is complete, the page will display error statistics for each assignment. You can view both overall class and individual analytics of each assignment, as shown in Figure 4-2, to have a good grasp of class writing issues so that you can provide more targeted and customized coaching to students. Furthermore, any individual student can also check his/her AI analytics for each assignment by clicking “**Assignment Statistics**” at the bottom of his/her homework management page.

Figure 4-1: Click “Assignment Statistics”

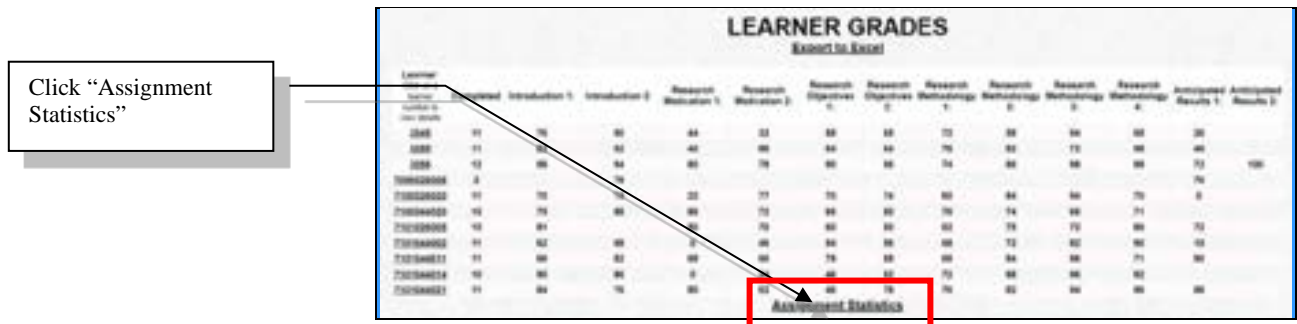
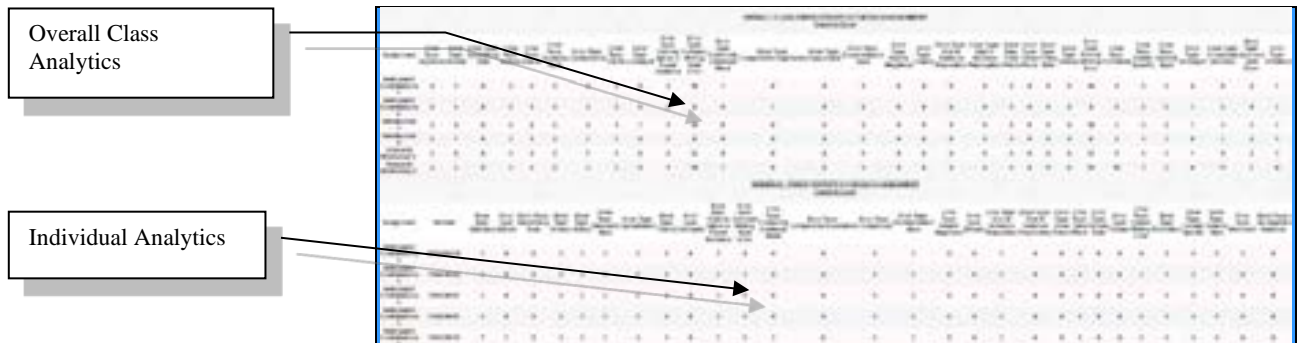


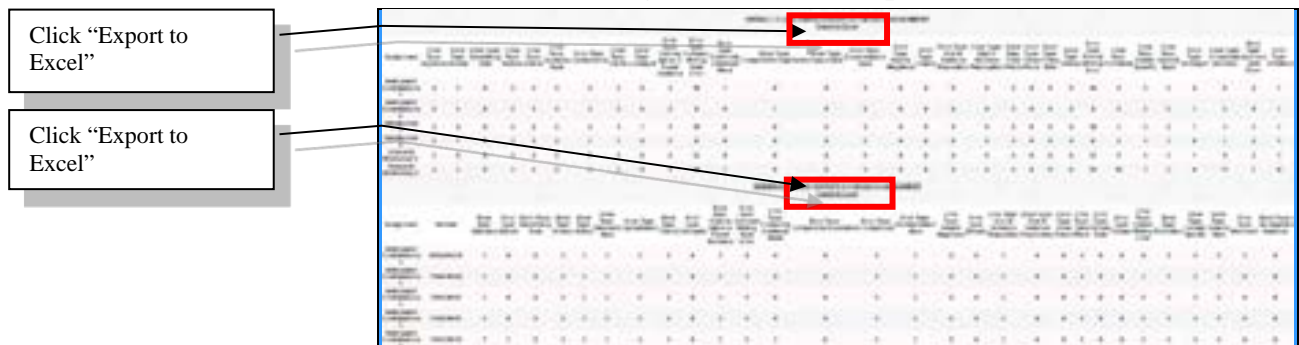
Figure 4-2: Overall Class and Individual Analytics of Each Assignment



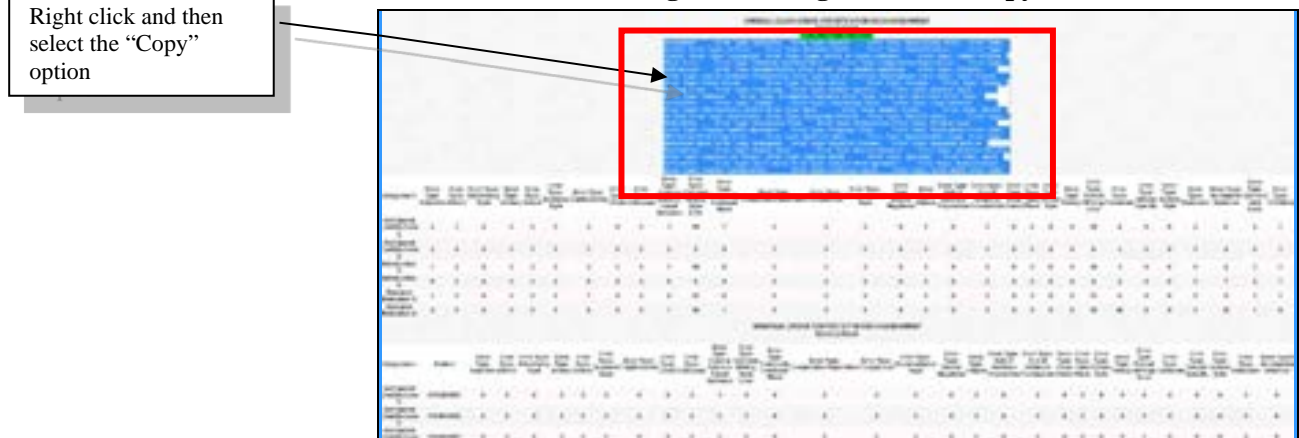
## B. Export Data and Save in Excel

After clicking “**Export to Excel**,” move the cursor inside the shaded area below the “**Copy and Paste into Excel**,” as shown in Figure 4-3~4. Right click in the shaded area and then select the “**Copy**” option. You can now paste the data into an Excel sheet and save the data, as shown in Figure 4-5. This information enables you to accurately track student progress and use data for more advanced statistical analysis for teaching and research.

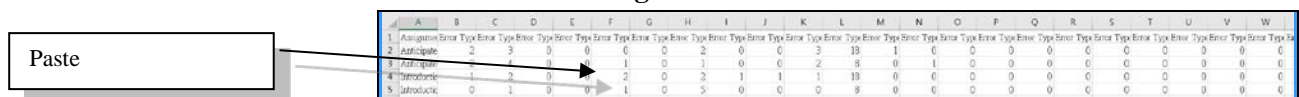
**Figure 4-3: Click “Export to Excel”**



**Figure 4-4: Right Click to Copy**



**Figure 4-5: Paste into an Excel Sheet**



## Chapter 5: Frequently Asked Questions

### A. Log In

#### **Q: How do I apply for a teacher's account?**

Ans.: Email QBook the following information to open your teacher account:

1. SUBJECT: APPLICATION FOR TEACHER ACCOUNT
2. Password
3. Email Address
4. Affiliation
5. Online Name Students Will See (This is best to be longer and more clear, for example: Judy Chen is better than Chen)
6. Names of Classes to Open (Any number of classes can be opened under your account)

#### **Q: How to change my password?**

Ans.: Please contact QBook via email ([qbook@qbook.org](mailto:qbook@qbook.org)) or Skype (qbook.service), and the QBook MIS staff will change for you.

#### **Q: After registration, can students modify their registration information?**

Ans.: After logging in, the student can click “**Modify Registration Information**” to change his/her learner ID number, password, email address, and telephone number. However, his/her user name cannot be changed.

### B. Assign/Modify Homework

#### **Q: What is the time of the due date?**

Ans.: The time of due date is 11:59 P.M. of the due date. Students can go online to write homework before that time. After that time, however, no more changes to the homework can be made.

## C. Grade Homework

### **Q: What is the procedure of grading?**

Ans.: There are three steps for grading.

1. Step-1: Cloud Auto Grade for the system to catch mistakes.
2. Step-2: Easy Grade. Step-1 must be run before Step-2. If you just want students to practice more writing. These two steps will be enough.
3. Step-3: If you want to further grade students more thoroughly, you continue on to Step-3.

### **Q: Will previous record be erased if I run Cloud Auto Grade again?**

Ans.: Yes. The record from a previous Cloud Auto Grade will be erased except your comments, extra deductions, overall comments, and overall addition/subtraction points. These will be retained until you manually change or delete them by individually clicking on student numbers under Further Grade Homework.

### **Q: Can I create my own comments when doing further grading and then save my comments to my own database for future quick use?**

Ans.: Yes. You can do this inside the yellow “Feedback Assistant” area.

### **Q: Can a student turn in homework late after the assigned deadline and be graded individually without checking the whole class?**

Ans.: Yes. You can extend the homework deadline for a short time, to allow late students to complete their assignments. After the student finish the late homework, click the individual ID number below the “**Further Grade Homework**” at the **FURTHER GRADING & GRADE RESULTS** (Step-3) section. Then, click “**Run Cloud Auto Recheck for This Learner**” below the “**Teacher's Overall Comments**” section. Finally, click the radio button in front of “**Recheck This Learner.**” Error checking and grading will be completed only for this student.

**Q: Can I recheck and regrade individual students without checking the whole class?**

Ans.: Yes. First, click the individual ID number below the “**Further Grade Homework**” at the **FURTHER GRADING & GRADE RESULTS** (Step-3) section. Second, click “**Run Cloud Auto Recheck for This Learner**” below the “**Teacher's Overall Comments**” section. Finally, click the radio button in front of “**Recheck This Learner.**” Error checking and grading will be completed only for this student.

**Q: Can I retrieve errors that I filtered for an individual student?**

Ans.: Yes. First, click the individual ID number below the “**Further Grade Homework**” at the **FURTHER GRADING & GRADE RESULTS** (Step-3) section. Second, click “**Run Cloud Auto Recheck for This Learner**” below the “**Teacher's Overall Comments**” section. Finally, click the radio button in front of “**Recheck This Learner.**” Afterward, all original errors will be returned.

**Q: What are the differences between extra deduction at each paragraph and overall addition/subtraction?**

Ans.: Extra deduction at each paragraph is for an individual paragraph’s extra deduction points. Overall addition/subtraction points are for the whole composition.

**Q: What can I do when “Note: The writing is not started or checked” appears?**

Ans.: You can use one of the followings two options:

1. If you have not graded the class yet, run Step-1~2 or Step-1~3 of grading as needed. Also, if you want to regrade the reassignment, you can rerun Step-1~2 or Step 1~3 of grading as needed.
2. If this is a late homework, click the individual ID number below the “**Further Grade Homework**” at the **FURTHER GRADING & GRADE RESULTS** (Step-3) section. Second, click “**Run Cloud Auto Recheck for This Learner**” below the “**Teacher's Overall Comments**” section. Finally, click the radio button in front of “**Recheck This Learner.**”