# **USF WRITES**

# **Instructor Manual**

#### Version 1.6

Updated: August 2024

## Content

Τe	rminol	ogy	4
1.	Logi	n Page	5
	1.1.	Login	5
	1.2.	USF NetID problems	9
	1.3.	Profile Not Found	10
	1.4.	Contact Support	11
2.	USF	Writes Disclosure and Consent	13
3.	All C	Courses page	14
4.	Proje	ects	15
	4.1.	Projects Page	15
	4.2.	Create New Project	18
	4.3.	Edit Existing Project	23
	4.4.	Delete Existing Project	25
	4.5.	View Submissions	26
	4.6.	View Scores	29
5.	View	v as a Student	32
6.	Scor	e Paper	34
	6.1 Ma	rkup Tools	37
	6.2 Ru	bric Criteria	45
7.	Tean	n Formations	48
	7.1.	6.1 Peer Review Team Formation	48
	6.2 Gro	oup Project Team Formation	55
	6.3 Gro	oup Peer Review Team Formation	61
8.	Colle	ective Feedback File (CFF)	64
	8.1.	Create New CFF	64
	8.2.	Edit CFF	66

8.3.	Delete CFF	68
8.4.	Download CFF	69
8.5.	Add New Issue	69
8.6.	Edit Issue in CFF	75
8.7.	Delete Issue in CFF	
8.8.	7.8 Expand/Collapse Issues	79
9. E	C-Texts	80
10.	Sign Out/Log out	81
11.	Expand/Collapse Left Menu Bar	
12.	Back to Previous Page	83
13.	Students	
		86
14.	Canvas	
14.1	1. 13.1 Canvas Integration	88
13.2	2 Adding USF Writes to Canvas Navigation Menu	

# 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.

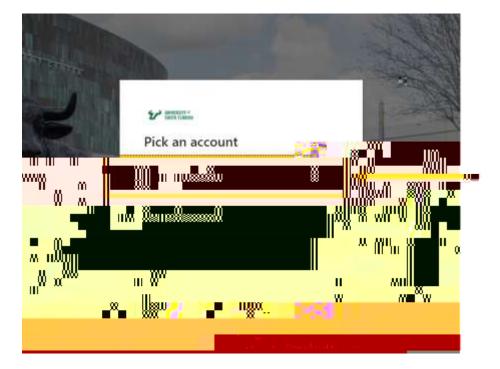
If you are not currently signed into a university system, you will be redirected to a Microsoft page that will prompt you to login using your USF email address.

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:

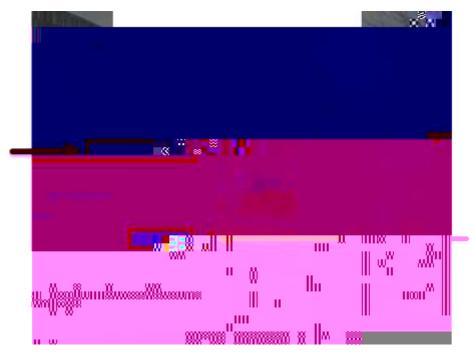


You **MUST** enter your username as

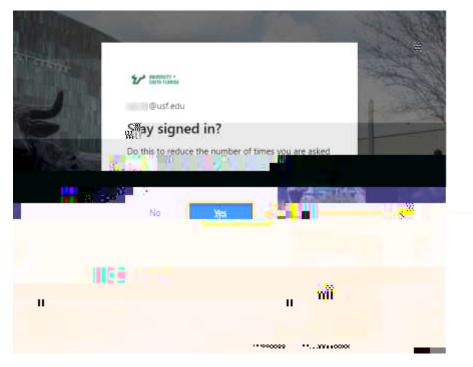
And select [Next]:



**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:

	A Hi, SRV	
Summer 2022 Courses 🕞		
		×* 🔓 - 1909
ENC 22/0 SEC 700		
na 88 waa 0000° ay 10 <sup>0</sup> waa 1000° ah		
	a n mann n n sum	8 <mark>811</mark>

#### **1.2. USF NetID problems**

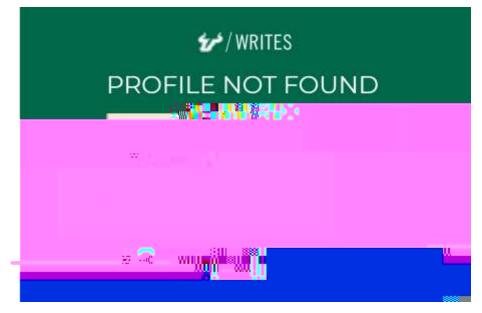
If you are having problems with your NetID and Single Sign On (SSO) please contact USF IT at help@usf.edu.

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

### **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]:

P	Contact Support	×	)
-	CHICKENER		
Email	Const cloud .		
The Person	Sector & Barrach		
* Liter Role	Second Second Provi		
100	Second a Country		
- Message			
N		-	

### **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 Baform

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

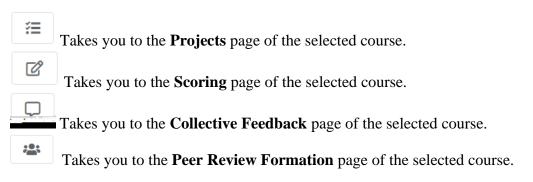
# 3. All Courses page

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.

WRITES All Courses		
2022 Courses (2)	<b>T</b> TTTTT -	 Current i
		Wu w yos
		<u>10 011 01</u>

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:



# **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.



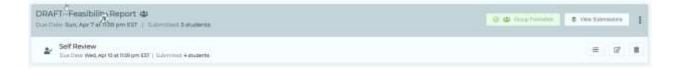
Step 2: The Projects page is displayed below:

WRITES ENC 3250 SEC Miler Secular	
s S I S S Run x nu S I <sup>S</sup>	

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 <u>here</u>

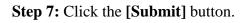


. Jw Projec		- <b>8</b>					
ct						- Projec	t Name – New Proje
		na da sec					
<b>a</b> n a <b>r Turc</b> ú		004 HII 000 XII	Ø i	U H D DN	8 Xu	1 V 1	
oonw M	000 A.	D <b>II</b>	نہ اللہ 2000ء MB				
	-				<u>" II II I</u>	1	

Step 3: Select the Project Due Date.









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

Edit New F	
ct	* Project Name New Project
12:00 am	* Project Due Date 🕓 Aug 👔
Comment ~	* Rubric Endnote (
	Is Group Project
_n_m'mi mi = 'm 'm' `	Proje Bullescription
new project	This a
ancel Submit	

Step 3: Click [Submit] button:

Project Description	в	I	S	<u>U</u>	H۱	H2	H3	≣	IΞ	55		_
	TI	his i	sar	new	proje	ct!						
			Cano	cel		Subm	iit					
	_		_	_		Ð	_		_		_	

#### 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 <sup>'</sup>



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



### 4.5. View Submissions

	54	- Childrenson			
arz name					
	ł.				
1					

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

Student Name

• Full name of students in the course ordered by last name.

Self Review Submission

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

Peer Review Submission

- 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** 

- Submission Status: No submission or Submitted. The status shows if a student has or has not submitted a paper for the project.
- 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

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

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

Group Name(s)

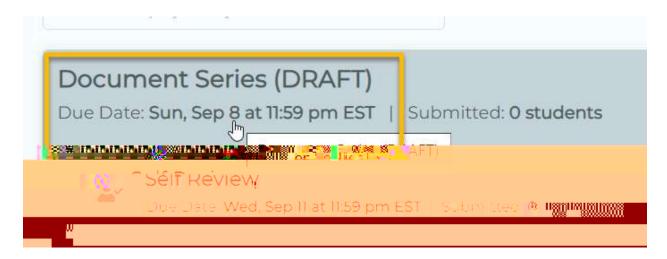
• List of all groups that are setup

### 4.6. View Scores

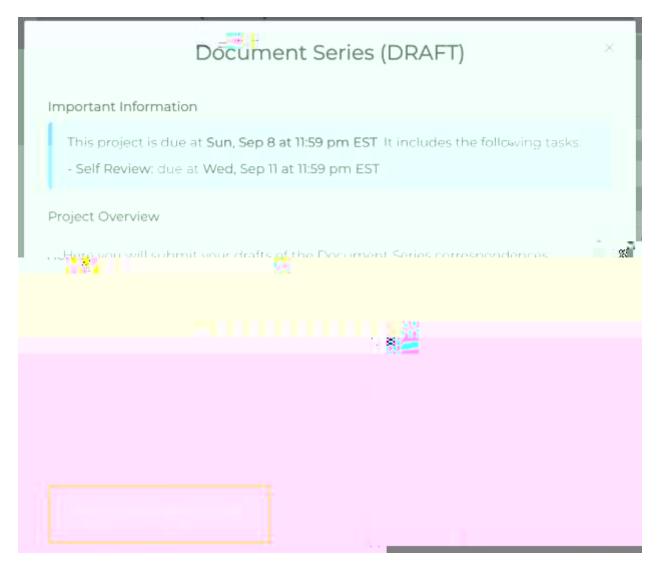
This feature allows instructors to see the Holistic Scores

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.



Step 3: The Student Scores page is as follows:

- THE THE THE REAL OF PROJECT FRAME TO SUBTRIES		uuuu
1999999999999999		
U""ä	N	u <sup>20</sup> 00/
		_
		1188008811

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:

Strouge Adventions 1. (Audient) Text) 3. Studient) Text2	her Devices Hubble Score	Num Streets Hulletin Letter	test water Renders Hollads, S
Tilling Nguyen			9/
1 (Dudam(3 Test)) 2 Tautesta Testa 3 Studen(3 Testa			
	1 Dudent3 Test3 3 Dudenta Testa	1 Boudwerds Teerd) 2 Boudwerds Teerda	1 Rouders3 Nord3 2 Readers4 Tetra

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.

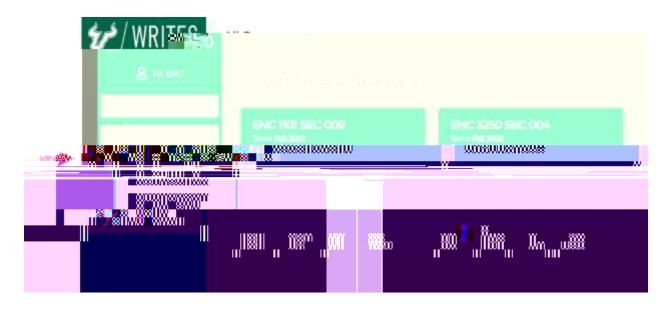
#### **Tips:**

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).

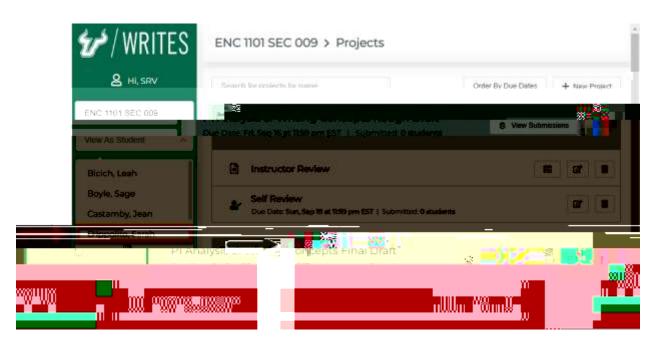
### 5.View as a Student

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.

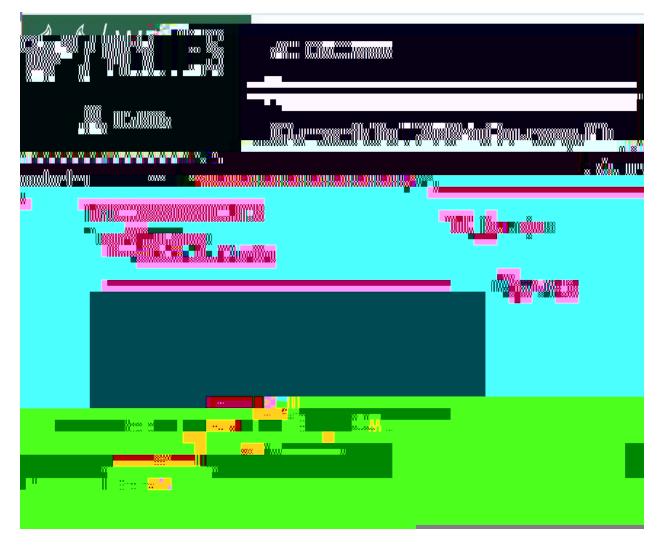


Step 2: Select a student in the View as Student drop-down list.



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.

ENC 3250 SEC 013 >	Document Series (		
Uiiiiullu <mark>oiiiilleessa</mark> Nullees		suumisümeninus	n <mark>aollinn</mark> usm-n
		Muu W W 	
<u> </u>			

### 6.1 Markup Tools

Using the **Markup Tools** for scoring a student paper.

I. Copy Text

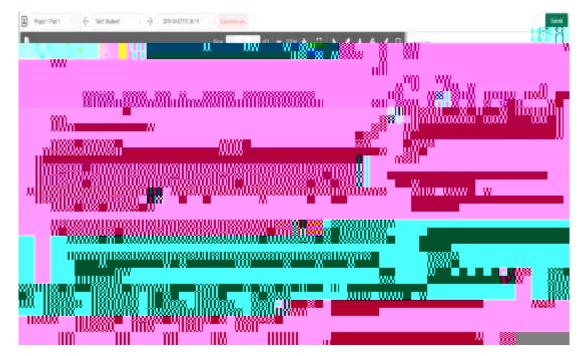
WRITES	tiPeti - € Tetthaiet - Э	30.00.07630.5	
a 📍		100 - 1 - 11 -	*** + 12 N / A ÷
Advert			
1 m	SELF & TEAM M	IEMBER ASSESSMENT FOR II	BA PROJECT
1.1	Date		5-0000333970-91 <b>1</b> 2
æ	Name of Team Member:	Evaluator:	
12	This schele is intended to execute the damp	e to which each team member fulfilled his/her re	monibilities in constation the molect
181	milestone assignments. Each team m	areas of a second s	Effective Communication, Attitude, Mar
	Or Anipred Later, Anapte other Jew Quality Manner using the rubric below	na 1947 na 644 King Albertan Ina Tondy J L	Januer, and Performs Assigned State is
8 - <b>4</b> - 1	Your ratings should reflect each indiv		
		W.	
1.1	49 - 49		
		<i>₩</i>	

**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

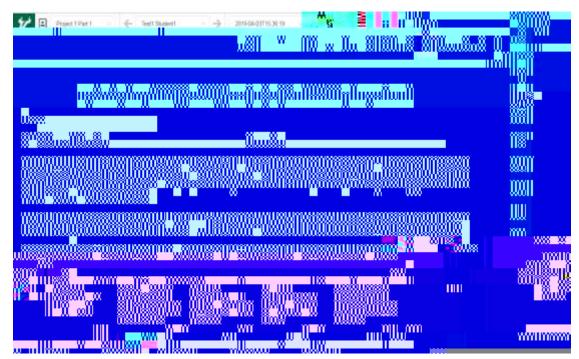
comment section.



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

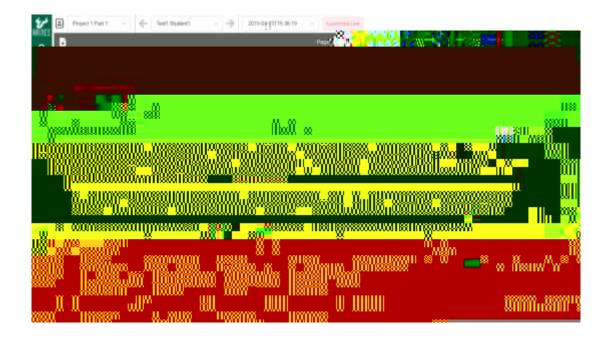
II. Highlight

#### Step 1: Click on the [Highlight] icon



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

**Step 3:** Double click to the



#### III. Free Text

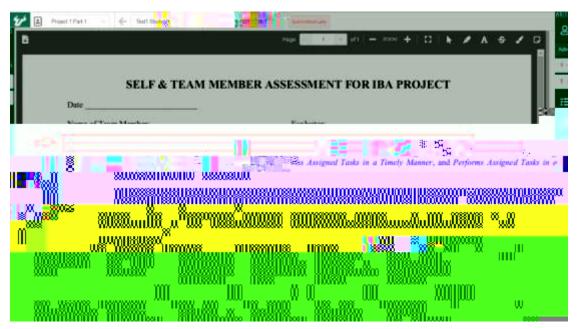
Step 1: Click on the [Free Text] icon A.

STATUS TO A 20 MILARIO REASON AT SOUTH A DATA AND A DATA	U
*	
ie 🐂 eraing of your team members a eraing of your team members a	

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



Step 2: Click and drag across the text.

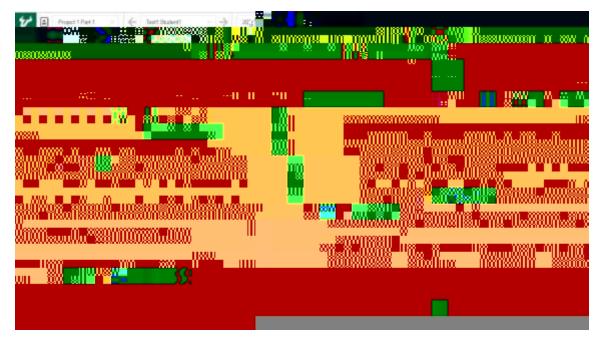


#### V. Free Draw

Step 1: Click on the [Free Draw] icon

	ů.
ш	
	-

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.

		Haga	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		<del>9</del> .
	SELF & TE	AM MEMBEL A SSESS	MENT FOR IBA	PROJECT	
	Date	Elsen her -			
≡ .	Name of Taxas Marshar		hutor:		
~	Name of Team Member:	110	-7/0 55		1
2		sure the degree to which each team men			
mi	estore assignments. Each team men	of it's performance is evaluated in the a	eas of Agertive Communica	mon, Antimate, Sharing	
d Q	Assigned Tasks, Assists other Team ality Manner using the rubric below.	nutes, Performs Assigned Tasks in a To	nely Manner, and Perform	s Assigned Tasks in a	
d Q	Assigned Tasks, Assists other Team ality Manner using the rubric below.	ni in performance is evaluated in the a name. Performs davigned Tasks in a To Althout mem to be a set of the bo Hammbers will remain comparation	nely Manner, and Perform	s Assigned Tasks in a	
of On Yo	Assigned Tasks, Assists other Team altry Manner using the rahme below ur ratings should reflect each individu	nutes, Performs Assigned Tasks in a To	nety Mauner, and Perform	s Assigned Tasks in a	
of On Yo	Assigned Tasks, Assists other Team ality Manner using the rabric below ur ratings should inflect each individ ratings blow, Always should be inter-	Maney, Performs Assigned Tasks in a To Pathon mem - to a Pathon of Party in Bacabara will remove conjugation	nety Mauner, and Perform	s Assigned Tasks in a	
d Qu Yu	Assigned Tasks, Assists other Team altry Manner using the rahme below ur ratings should reflect each individu	Maney, Performs Assigned Tasks in a To Pathon mem - to a Pathon of Party in Bacabara will remove conjugation	nely Manner, and Perform	s Assigned Tasks in a	
Tor the	Assigned Tarks, Arasists other Team altry Manner using the rathers below. ut ratings should millect each individu millings below, Always should be inter assigned to the state of the state of the state assigned to the state of	manex. Performs dasigned Tasks in a To Remote mem for a monotone contraction Remote as > 95%. Unable should be imported in a set of the set	nety Mauney, and Perform on a second second second second second secon	s Assigned Tasks in a	
Tor the	Assigned Tasks, Assists other Team ality Manner using the rabric below ur ratings should inflect each individ ratings blow, Always should be inter-	manex. Performs dasigned Tasks in a To Remote mem for a monotone contraction Remote as > 95%. Unable should be imported in a set of the set	nety Manney, and Perform on a contract of the second second secure of the second sec	s Assigned Tasks in a	

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

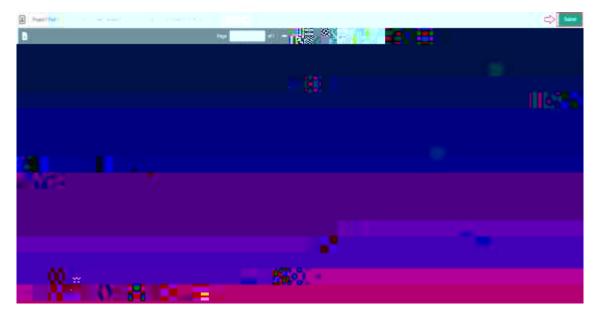


2. Adding Comments: The instructor can add comments to each rubric criteria by inputting texts to the textbox area under the score bar.

harrier – é-	hei Banet — 👌 2006-201		1 / 1 5 / 0	Analysis Analysis	
Dee	SELF & TEAM MEMB	ER ASSESSMENT FOR IBA PROJEC	T.	e t + t t t	_
Nation	<b>***</b>	<b>8</b> 🗰			
	W.				

# 6.3 Submitting Feedback

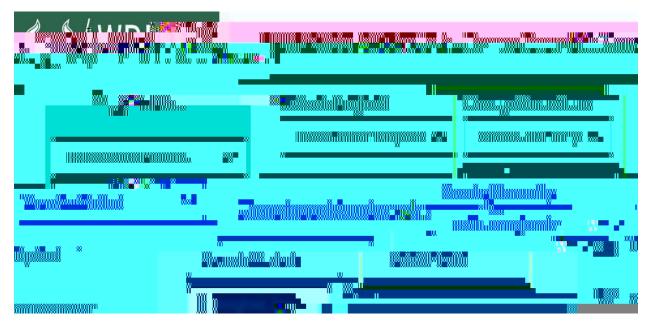
After finishing grading, click on the **[Submit]** button to submit the feedback. At this point, the student can view instructor feedback.



**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>ک</b> / WI	RITES ENC 3250 SE	<u>EC 013</u> > Team Formation	≱ Peer Review	
은 네.	Eric Select Project	Group Structure		
:: ::				
~ ~ ~				

b. Manually drag and drop students into peer review groups.

Unassigned Student	ts (. Groups (2)		
	Group 1	0 students	
	× 2		

c. Click [**Submit**] to generate the peer review group.

WRITE St	Team	n Formation > Peer Review	
erter serte		<b>8-0</b>	11 <u>8</u> s

**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:

🗲 🆢 / WRITESJ	ENC S S S	013 > Team Formatio	on > Peer Review
	Select Project		
	14		

#### 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.

n n	

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

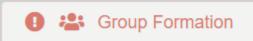
Instructors can assign students into groups for group projects. After placing students in groups, one member of the group will upload a document for the entire team.

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

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

Collecter	
	_

**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**.

il con	Select Assignm	ent Group Strug	

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.

WRITES	ENC 3250 SEC 013 > Team Formation > Group Project
😤 Hi, Eric	Select Assignment in the second Ructure
ENC 3250 SEC 013 ~	Consumer Nothogosters Despection Solly Dandywice into
View As Student 🗸 🗸	Create Manually Unassigned Students (2
🗐 Projects	Search Student Copy From

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:

🖋 / WRITFS	18 5250 SEC 013 > 3 5 10 10	

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

💅 / WRITES	ENC 3250 SEC 013 > 1	Feam Formation	Group Radia		
		Structure Reducty into 4	groups		Submit
<b>- 305</b> 0		silosson	III III	Unassigned Sk	
00000000	1180		: Na		******

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

WPJTC25	<u>๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛</u>	
& Hi, Eric	Select Assignment Group Structure Copy To 👁	
ENC 3250 SEC 013	Collaborative Propos: Create Manually Collaborative P.	Unassigned
Students (0) Groups (4)	And Broup	onassignet

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.

✓/WRITES	ENC 1102 SEC 068	> Projects		
& View as Det	Add New Project	lean)) for Ariogeneert		
EAC 15	Project 1 Part 1 Project 1 Part 1	a e	Project 1 Part 2 Project 1 Part 2	of E
FE Projects	Project Diae: 2018-09-02 Use Peer Review: No Its Group Project Use Salf-review: Its	723-55-00	Project Due 2008-09-097 Use Peer Review: 199	23.58-00
1 1	Man Berninkers   5		Mer Streems . Me	a Sama
	Project 2 Parts	d'u		1000
		100888 Visi	an s a se	
		0"" 		

Step 2: Click on the [Add New Collective Feedback File] button to add new CFF.

101 Test 5 Spring 2019 > Col			
Addres Colorie Fredals	tares	Case	ERIEL A

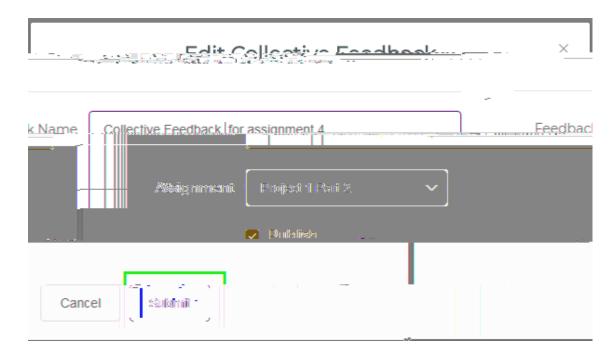
Step 3: Fill all mandatory fields, including:

TIOT Tweet & Spring 2019 > Collective Feetback	m w		
		α	
<sup>2001</sup> <b>Mulliane</b> 11 mart - Andrea II mur samanissa	11 <b></b> WII 11		.001

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

Edit Collective Feedback	×
Cancel Submit	

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

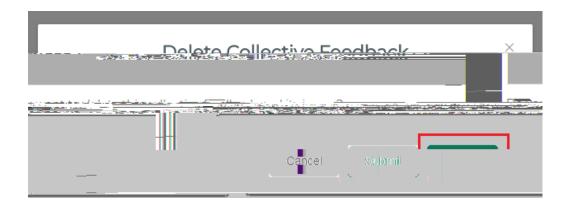


## 8.3. Delete CFF

**Step 1:** Click on **[Delete]** icon <sup>(1)</sup> to delete a CFF.

Notice Instants	124	·w	Case .	P-0030444	 100.000000000000000	1000
	weat 1 with	30779 J.D	to see any 20	-	Aug La contractor	: (=
					Activ	
					eit.	0

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.

Add New Scheduler Treebach	Theorem State of State State State						
Column Familianti	Hand .	Term.	(Den-	Published	States Starts	and Galatine Trees	-
Colorine Presson (	100000 (2004)	Jamp 2011	Hermanita and the	-	+	744, App 4 (4 103) are:	-

Action



#### 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.

85
6

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

B Partiel - Indefedant - (- 1		<u>e</u>
N=		n an
		8 ( 9 ) 9 ( 9 )

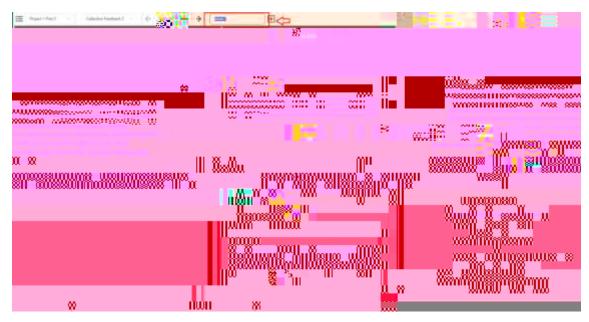
5. Use the **Text Editor** tool to add comments to the [**Student Example**], [**Summary**] or [**Explanation**] sections. These fields are also required to create a new issue.

: Bold

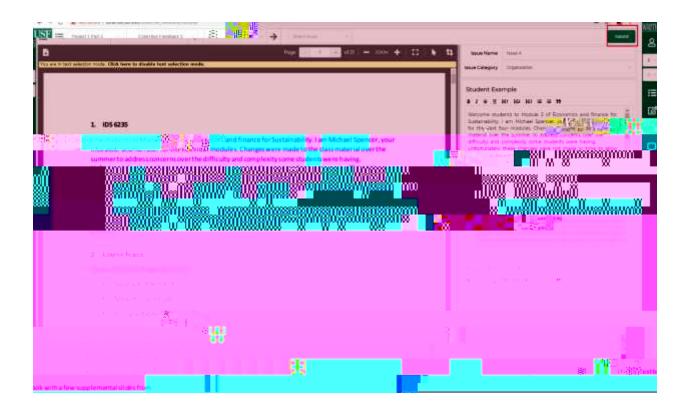
: Italic

NC 1101 Test Course 1 >. Collective F	andvaries a Dessen					
ing their resid constraint in a consecutive re-	resources / course					
ante limate						0
ind.						And I want
				_	lune1	Aprent.
******	******		7			
				=		
			New York	-		
		<u>v</u>		-		
	Alassieine	5.8	Datelle	3		
	Ramping .		41101			
	(Perint Maria	CR	Ceste	2 E		
	And Dunner or .	0.0	Dulute			
			Deam			
	The second					
	444 0100000	Call.	Dear			
	Not Colored	E.M.	Debite	2		

**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.

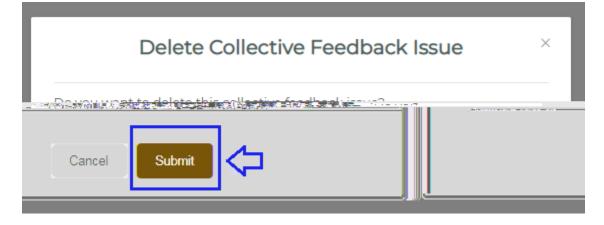


#### 8.7. Delete Issue in CFF

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

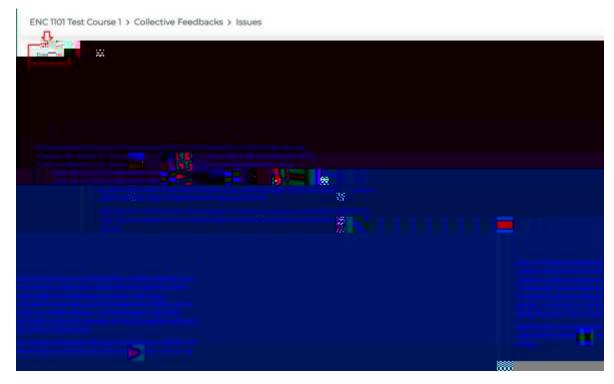


Step 2: Click on the [Submit] button to confirm the action.

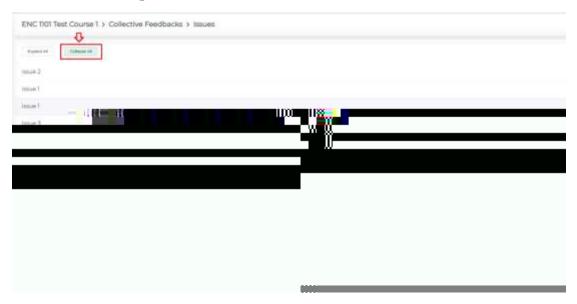


### 8.8. 7.8 Expand/Collapse Issues

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].

			<sup>ر آلي</sup> دين	ete 🛌
		inter de de de de te		
W	<mark>Jergy</mark> solfilestichtijjiitun <mark>1</mark> 1°0 <mark>1</mark>		800 m xii iin x	338 M

# 11. Expand/Collapse Left Menu Bar

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



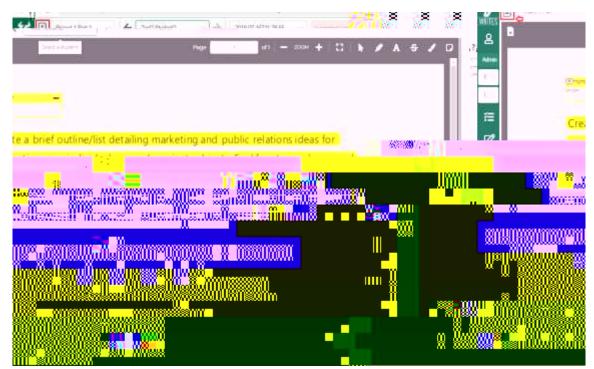
Step 2: In order to expand the left menu bar, click on the [Expand] icon

The Part - Annual Contraction - Annual - Annua	Anterindent Anterint Detti Sectore An I Arterint	President formally bottletaver reading to bottletaver	Anterination (April Derivation Decision Sec. ) Activitient	malashari musi Peti Sama 200 Docto Sachari Ina I Sachari Sachari	In the second se	International In	ninement man (App) Server200 Doc1019e12ares inc. ) Setterplayer30	namenter ( manifest ( form 20) Doc10 Million ( m. ) Schwälter (	Non-Indiana 2		-	200	(Name of Contract	NUCC	Lat. Interest first
enalisetes) Hanifes) larez 20 DC01961avel in ) brite Star	enalisetes) manifest large 20 DCIII/erCovel ne. ) talke 202	Hanner Internet Contractions in Additional	enaliseter) Hanifett formeditt bottliferlaver in i forbedidet	nalisebel HypriPeri Greezili DCIIISeCovel No. ) Millerillard	eneliedet) Hall/Art (Arre-201 DCIII/WCANE) He ) Arte/Darit	enaliseful) Post (Pert Livre 20) DCIII Section ( 16) ) bill of Darid	elinetier ( High (Per) (Annu 20) DC (1156 Davie) (His ) An Bar (12an (11	namenter manifest forme 200 DC00 Mellowi (n. ) to Bar (Bartis			June 211	District Sectore (	~	- A.	Artist 211 (mill)
anna Paralash Pengel Per I barren 201 De 191 be (sener) na 1 brita 202 e	lana Padad I Pegel Fer 1 Surve 201 2013 Tel Sarel in 1 Scille 2022	S Prepri l Per I Summe 2019 Bol 109 Sec Cause I we 3 Soc Data Sec Caus	Income Provided & Propert (Part 8 Annume 2019 Exc (1917 Test Causer) we 3 Mol Res 2022 pert	No. No. 2010 100 100 100 100 100 100 100 100 10	ene hydras 1 Propri Per 1 Server 200 Dig 10 bei barret i ne i Sin di Saria 1 Server 200 Server 200 Server 200 S	were Teelines I Ingel Frei I Innere 200 200 100 2000 in 1 Inn 2 Inner 200 200 200 200 200 200 200 200 200 20	e Nedeza 1 Negel I Per 1 Lemme 201 2011 Nel Level ne 1 Scille 22224103	See Needland 1 Propert Mark 1 Norme 2015 Norm 1 Norma 2015	toma institut (		1497-14 201	DC 133 Set Done 1	-		10 W # 2 10 201 10
									ante factori i	Propert Chart 2	Latera 221	EVE TAT Set Caurie 1	~	1.1	N/16 # 25224+537

=

## **12. Back to Previous Page**

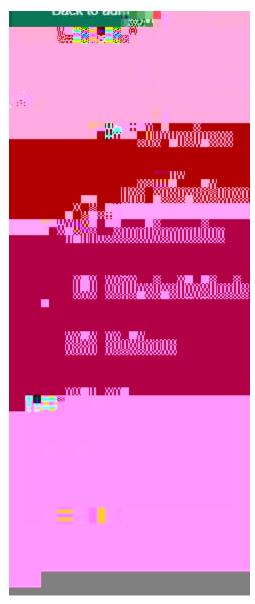
Click on the **[Back]** icon to go to the previous page.



# 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:

A View as Ashely	Research for situation					
Back to admin view	Student Name #	Preferred First Name #	Display Name 3	Subscription State		
ENC 1102 SEC 017 -	Addis, Arianna	Arianna	Addis, Arianna	Her Not Schoothed;		:
Vew AL Stohm -	Alterna Abethous	Alertica		00 <b>- 1</b>		
					96 <u>82 -</u> # 260	

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

А

EYC 117 2 (25t Course 0001 5 10		
Tear Dor Provide Contract Contract	Tenti Dat I	

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 <u>USF Writes Tech</u>.

FYC 1102 Te	est Course			M <mark>an M</mark> an		Review >			มพิเม็กอาปีร
				sil <b>l</b> i		• 500.•00.00.00	20		
analaa		*008¥	181100		1998	lars		ww.	
"0000000 <mark>0</mark>		and the second s		""		and and a second se			11 <mark>0</mark> 0000
		. ( <b>7</b> 11)				U.U.			_100***

E	2 Test Cou	Irse 0002 > Posit	tion Paper Sel	f Review > Studen	t Submissions	
	Film suffering and by surve					
	Student Name #	Self Review S	ubmission		Project Submission	
		Status	Action	Submission Status	Scoring Status	Action
=1	Testl, Dot	Completed	View	Submitted	Scored	View

222585	Suit		•~
Position Paper Self F 🗸 🖉	Test1, Dot	✓ Fri. Sep 4 at 12:19 am	-53
			<u>ק</u> [[

## 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]:

Self/ <mark>Tenn</mark> Evaluation		
Projece 🔚 💳 to suite diffe 🎬	11:55 pm EST	😰 Edit
SView All Submissions	View All Feedback	Sync with Canvas
	- Vien / In / Counter	

575 CANVAC		
		/f
	Cancel	
	Authorize	

**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\*nBT/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:

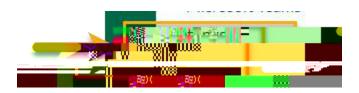
IL I A I	
-	
14	
-	an <mark>haine an </mark>
ш	
	ົພສິມາສິ <sup>110</sup> ີ ສ <mark>ິມສະ</mark> ແນນ ການການເປັນການ



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\*hBTSo/F200912178tt Settings scre/F3