

# Blackboard User Guide for EW Submission

---

**Step 1 :** Accessing [EW site](#) on Learn@PolyU with your NetID and NetPassword

**Step 2:** Submit your first draft through the **“ELC Assessment Feedback Platform” block** on the homepage

- 2.1 Click on the “Draft 1 Submission” link.
- 2.2 Upload your **MS document** (.doc or .docx) through the “Attach File” section under “ASSIGNMENT SUBMISSION”.
- 2.3 Click “Submit” button after all necessary file(s) is/are attached.

**Step 3:** Click on the **“Feedback Report” link** through the English Writing Requirement block on the homepage to view your first draft report

**Step 4:** Submit your first draft feedback reflection

- 4.1 Click on the **“Feedback Reflection” link** on the **“ELC Assessment Feedback Platform” block** on the subject homepage.
- 4.2 Evaluate your achievement on each action point your ELC tutor given on your first draft
- 4.3 Write a short reflection in the “Student’s Feedback” section according to the given instructions.
- 4.4 Click “Save” to submit your reflection.

**Step 5:** Submit your revised draft through the English Writing Requirement block on the homepage

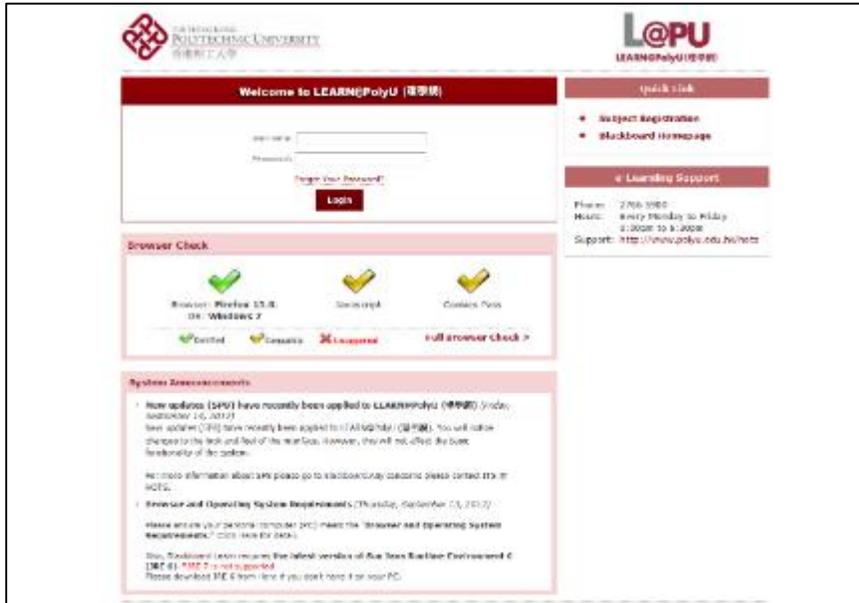
- 5.1 Click on the “Draft 2 Submission” link
- 5.2 Upload your **MS document** (.doc or .docx) through the “Attach File” section under “ASSIGNMENT SUBMISSION”
- 5.3 Click “Submit” button after all necessary file(s) is/are attached

**Step 6:** Click on the **“Progress Report” link** through the English Writing Requirement block on the homepage to view your revised draft report

## Step 1 – Accessing EW on Learn@PolyU

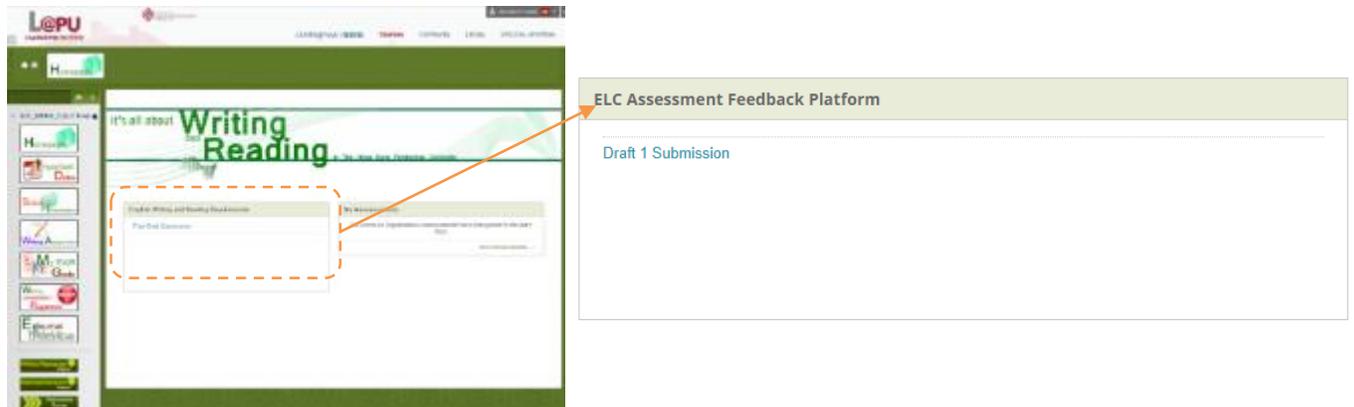
If you have enrolled in any subject with a Writing and Reading Requirement, you should be enrolled to a EW course on Learn@PolyU with course code " [SUBJECT CODE]\_20191\_RW: English Writing and Reading Requirement" e.g. "ELC1A01\_20191\_RW: English Writing and Reading Requirement ". Your username and password will be the same as your NetID and NetPassword.

To access Learn@PolyU, please visit <http://learn.polyu.edu.hk> and login with your username and password.



## Step 2 – Submit your draft through the English Writing Requirement block

On the corresponding course home page, you should see the following “**ELC Assessment Feedback Platform**” block in the main window.



**2.1** You should click on the “Draft 1 Submission”, and you will be brought to the draft submission page below:

The screenshot displays the 'Upload Assignment: Draft 1 Submission' page on the L@PU Learning Portal. The page is divided into several sections:

- ASSIGNMENT INFORMATION:** Shows the due date as 'Monday, June 11, 2016 11:50 PM' and 'Points Possible: 0'.
- Instructions:** A text box explains that users should use the attached 'Assignment Cover' file, input personal information on page 1, tick boxes in the checklist on page 2, and copy/paste their draft on page 3. It also includes a list of rules: word length (100 words), submission deadline (11 Jun 2016 10:00:00), file naming conventions, submission frequency (only the last submission counts), email contact for issues, and a warning that wrong file formats may result in a 0 submission.
- ASSIGNMENT SUBMISSION:** Contains a 'Test Submission' field with a 'Submit' button. Below it is an 'Attach Files' section with a dashed border and three buttons: 'Browse My Computer', 'Browse Content Collection', and 'Browse Dropbox'. A red arrow points to the 'Browse My Computer' button.
- Footer:** Includes a note: 'When finished, make sure to click Submit. Optionally, click Save as Draft to save changes and continue working later, or click Cancel to quit without saving changes.' and buttons for 'Cancel', 'Save Draft', and 'Submit'.

**2.2** Go to “Attach file” under “ASSIGNMENT SUBMISSION” and click “Browse My Computer”, it will then open a pop up window with a local file selection dialog box ① where you can select your first draft document to be submitted.



Once you select the proper draft document, you can click “Open” to proceed.

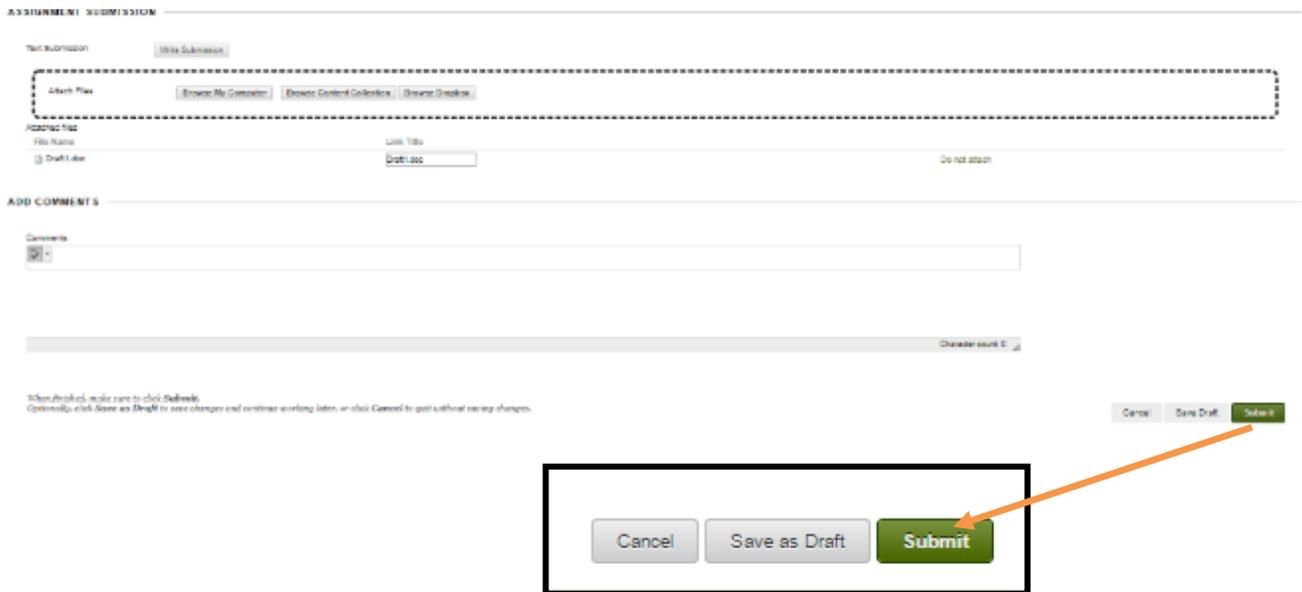
Your selected file will then be shown in the draft submission form as below:



**⚠ ATTENTION:**

1. Do not write or paste any text in the text boxes on this page. Scroll down to attach assignment saved as **MS Word** file. Only assignments in Microsoft Word format will be accepted and given feedback on.
2. If you use a Mac computer, please make sure your file extension is **.doc or .docx, instead of .pages**. Wrong file format submission may be regarded as NO SUBMISSION.
3. Please submit your assignment on the ELC's English Writing and reading Requirements course site and NOT on your own subject site.
4. Every new attempt (submission) will override the previous one, so please make sure all submission file(s) is/are included in each SINGLE attempt

**2.3** Once you can see the uploaded file, click "Submit" on the bottom right to complete your first draft submission.

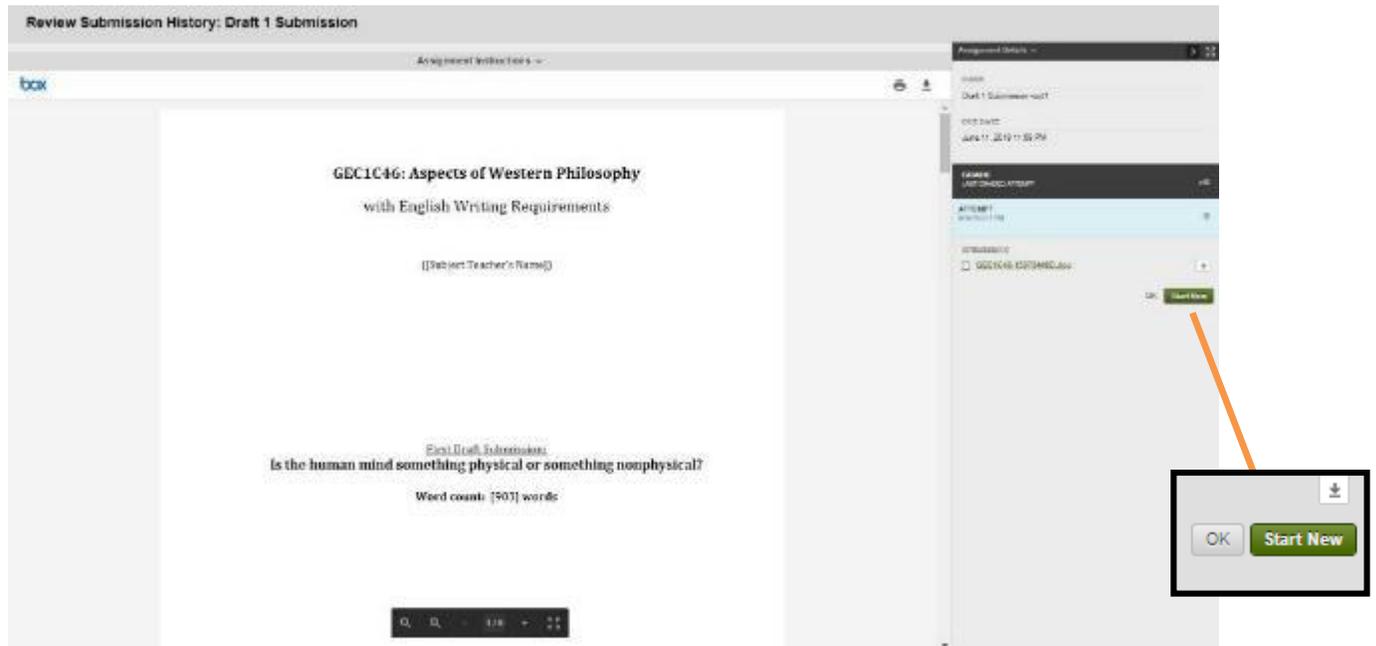


You will see the submitted file on your screen.



IF YOU DO NOT SEE THE FILE ON SCREEN, ITS NOT SUBMITTED. SUBMIT AGAIN. You are allowed unlimited submission attempts before the deadline. IF YOU CANNOT, NOTIFY YOUR TEACHER.

If you need to resubmit before the deadline, you should click on the “Draft 1 Submission”, but the draft submission page will be different from the first attempt as below:



Click on the “Start New” button and repeat steps before for resubmission.

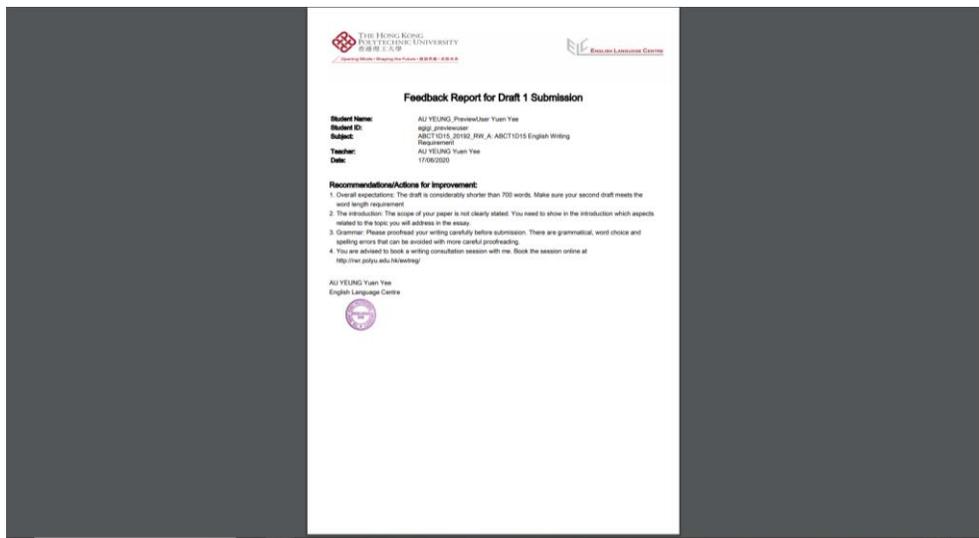
### Step 3 – View your first draft report through the English Writing Requirement block

---

Once the report is ready after the report release date, you should see three links in the “ELC Assessment Feedback Platform” block.



To view your first draft report, you can click on the “Feedback Report” link and it opens up a report in PDF format which can be printed and saved locally.



Based on the action points given in the first draft report, you should continue editing your draft for the second submission.

## Step 4 – Submit your first draft feedback reflection through the English Writing Requirement block.

**4.1** First draft feedback reflection aims to help students evaluate their own progress related to the action points in the feedback report. To complete the reflection form, you should click on the “Feedback Reflection” link.



**4.2** On the reflection page, evaluate yourself by selecting proper option for each action point ①.

**4.3** In the textbox ②, write a brief reflection ③ following the instructions given.

### First Draft Reflection

1. First Draft Action Points

Action Point(s)	Reflection
1. Avoid starting sentences with conjunctions such as “and”, “but”, “so”. In academic writing it is not considered good style to start sentences with “and”, “but” or “so”. These words are usually used to connect clauses together within a sentence. There are many formal alternatives to these words including “also”, “however” and “thus”.	<input type="radio"/> Very Successful <input type="radio"/> Successful <input type="radio"/> Achieved to a certain extent <input type="radio"/> Need to work harder <input type="radio"/> Couldn't revise at all
2. Use correct verbs to refer to nouns. There are a number of subject-verb agreement errors. Agreement means that the verb changes depending on the type of noun it refers to. For example, “the research shows that” is correct, “the research show that” is wrong. The grammar rules for agreement are reasonably simple. Visit <a href="http://elc.psu.edu/hill/lexercises/ivs.aspx">http://elc.psu.edu/hill/lexercises/ivs.aspx</a> for explanation. In many cases, these mistakes are due to carelessness rather than misunderstanding of grammar. If you seem to make this sort of mistake frequently, it is a good idea to identify all the subject / verb pairs in your drafts and make sure they agree.	<input type="radio"/> Very Successful <input type="radio"/> Successful <input type="radio"/> Achieved to a certain extent <input type="radio"/> Need to work harder <input type="radio"/> Couldn't revise at all
3. Pay attention to the feedback given on your first draft. You have made the same kind of mistakes that were highlighted in the feedback on your previous draft. In order to improve your writing you need to pay careful attention to feedback and identify problem areas in your language. Make sure you check subsequent work carefully for these errors and correct them. If you do not fully understand the grammar, you need to do some independent language work in the CILL.	<input type="radio"/> Very Successful <input type="radio"/> Successful <input type="radio"/> Achieved to a certain extent <input type="radio"/> Need to work harder <input type="radio"/> Couldn't revise at all
4. Check your spelling before submitting your work. There are a number of spelling mistakes in your work. A spell check in MS Word would be an easy way to spot some of these mistakes. However, do not rely totally on a spell-checker as it will not be able to find all the mistakes (e.g. mixing up the words from / form).	<input type="radio"/> Very Successful <input type="radio"/> Successful <input type="radio"/> Achieved to a certain extent <input type="radio"/> Need to work harder <input type="radio"/> Couldn't revise at all

2. Student Reflection

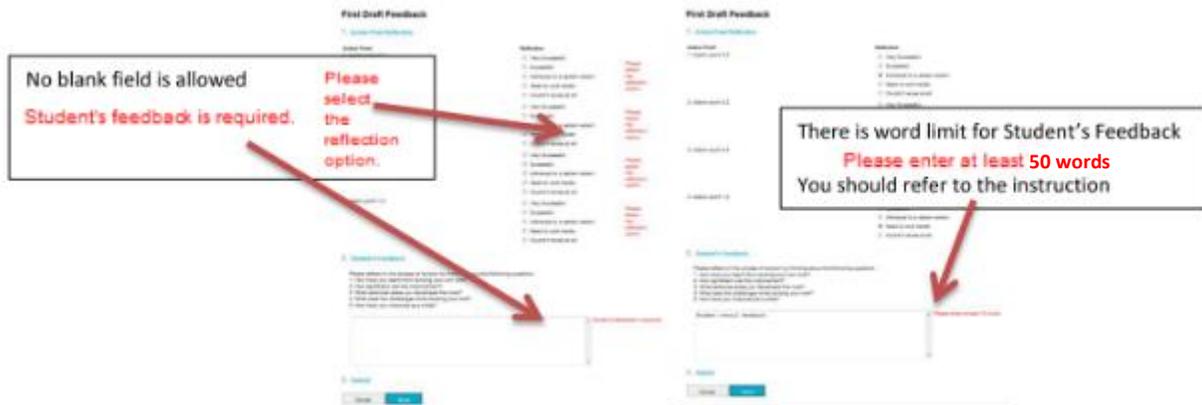
Please reflect on the process of revision in around 50 words. You can consider the following questions:

1. What have you learnt from revising your work?
2. What particular areas have you developed?
3. What areas would you like to develop more?
4. What were the challenges while revising your work?
5. Was the feedback report useful? In what ways?

Word Count:    Spell Check

Cancel    Submit

For any improper input when you tried to save the form, you will receive corresponding error message as below:



Once you have completed the reflection section, click the “Submit” button to proceed. You will be brought to a summary review page. Review the details and if there is no problem, the reflection section is done. Like first draft submission, you are allowed to edit this section unlimited times before the submission deadline.

### First Draft Reflection

The following feedback has been added successfully.

First Draft Review Points	Advised Point(s)	Reflection
	<ol style="list-style-type: none"> <li>Avoid starting sentences with conjunctions such as "and", "but", "so". In academic writing it is not considered good style to start sentences with "and", "but" or "so". These words are usually used to connect clauses together within a sentence. There are many formal alternatives to these words (including "and", "but" and "so") which you should use for explanation. In many cases, these alternatives are also better alternatives when they show a deeper understanding of grammar. If you need to make the sort of clause necessary, it is a good idea to identify the subject / verb parts in your texts and make sure they agree.</li> <li>Use correct verbs to refer to nouns. There are a number of subject-verb agreement errors. Agreement means that the verb changes depending on the type of noun it refers to. For example, "The research shows that" is correct, "The research know that" is wrong. The grammar rules for agreement will be mentioned in the Unit 100 (and also in the feedback section for explanation). In many cases, these mistakes are due to a general lack of understanding of grammar. If you need to make the sort of clause necessary, it is a good idea to identify the subject / verb parts in your texts and make sure they agree.</li> <li>Pay attention to the feedback given on your first draft. You may make the same kind of mistakes that were highlighted in the feedback on your previous draft. In order to improve your writing you need to pay careful attention to feedback and identify problem areas in your language. Make sure you read carefully and then identify the areas and correct them. If you do not fully understand the grammar, you need to do some independent language work in the CLU.</li> <li>Check your spelling before submitting your work. There are a number of spelling mistakes in your work. A spell check in MS Word could be an easy way to spot some of these mistakes. However, do not rely totally on a spell checker as it will not be able to find all the mistakes (e.g. mixing up the words fight / flight).</li> </ol>	<p>Need to use the word</p> <p>Advanced to a certain extent</p> <p>Don't really</p> <p>Spelling mistakes</p>
<b>Student Reflection:</b>	Check your spelling before submitting your work. There are a number of spelling mistakes in your work. A spell check in MS Word could be an easy way to spot some of these mistakes. However, do not rely totally on a spell checker as it will not be able to find all the mistakes (e.g. mixing up the words fight / flight).	

## Step 5 – Submit your revised draft through the English Writing Requirement block

Now, you should return to the home page of the course site, i.e. where you can find the “ELC Assessment Feedback Platform” block.

### ELC Assessment Feedback Platform

---

[Feedback Report](#)

---

[Feedback Reflection](#) **Not Submitted**

---

[Draft 2 Submission](#)

**5.1** To submit your second draft, click on the “Draft 2 Submission” link and you will be brought to the draft submission page below:

### Upload Assignment: Draft 2 Submission

---

**ASSIGNMENT INFORMATION**

Deadline Monday, January 29, 2018 11:00 PM	Points Possible 10
--	-----------------------

- Use the attached file “Assignment Cover” (will be applied) for your submission. Input your personal information on page 1, tick the boxes in the checklist on page 2 and copy and paste your draft on page 3. Make sure to save your document as a word file. To submit, click on the “Browse My Computer” button below.
- Submit your First Draft, Feedback Reflection. Use the link on the homepage.

**NOTE:**

- Word length: 1,500 words including revised and additional sections of writing.
- Submit on deadline: At least 24 hours before the deadline. Late submission after the deadline will be regarded as **Late submission**.
- Rename the file to include the subject code and your name.
- Do not submit your draft as many times as you could be before the submission deadline. Only the last submission will be marked.
- If you experience any submission issue, please email [enw@ucsf.edu](mailto:enw@ucsf.edu).
- You will be able to track a submission after the submission deadline.
- If you use a Mac computer, please make sure your file extension is **.doc** or **.docx** instead of **.pages**. Wrong file format submission may be regarded as **NO SUBMISSION**.

Upload your MSWord assignment here. Do not cut and paste in the comments. Any text in comments box will not be marked.

---

**ASSIGNMENT SUBMISSION**

Text Editor [Add a Link](#)

Attach File [Browse My Computer](#) [Browse Content Collection](#) [Browse My Sites](#)

---

**ADD COMMENTS**

Comments

---

When finished, make sure to click **Marked**.  
Openly: do not save as Draft to save changes and prevent linking back on disk-based to get without saving changes.

[Cancel](#) [Save Draft](#) [Submit](#)

**5.2** Go to “Attach file” under “ASSIGNMENT SUBMISSION” and click “Browse My Computer”, it will then open a pop up window with a local file selection dialog box ① where you can select your first draft document to be submitted.



Once you select the proper draft document, you can click “Open” to proceed.

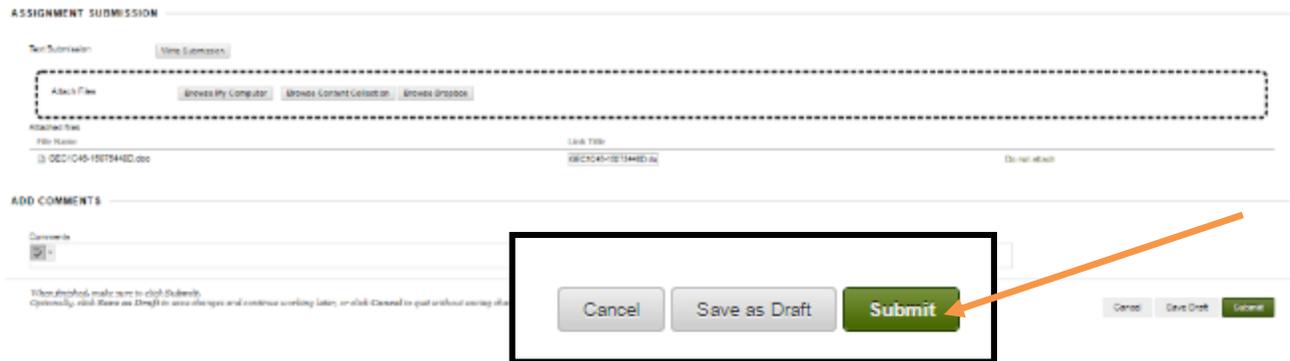
Your selected file will then be shown in the draft submission form as below:



**⚠ ATTENTION:**

1. Do not write or paste any text in the text boxes on this page. Scroll down to attach assignment saved as **MS Word** file. Only assignments in Microsoft Word format will be accepted.
2. If you use a Mac computer, please make sure your file extension is **.doc or .docx, instead of .pages**. **Wrong file format submission may be regarded as NO SUBMISSION.**
3. Please submit your assignment on the ELC's English Writing and reading Requirements course site and NOT on your own subject site.
4. Every new attempt (submission) will override the previous one, so please make sure all submission file(s) is/are included in each SINGLE attempt

**5.3** Once you can see uploaded file, click "Submit" on the bottom right to complete your first draft submission.



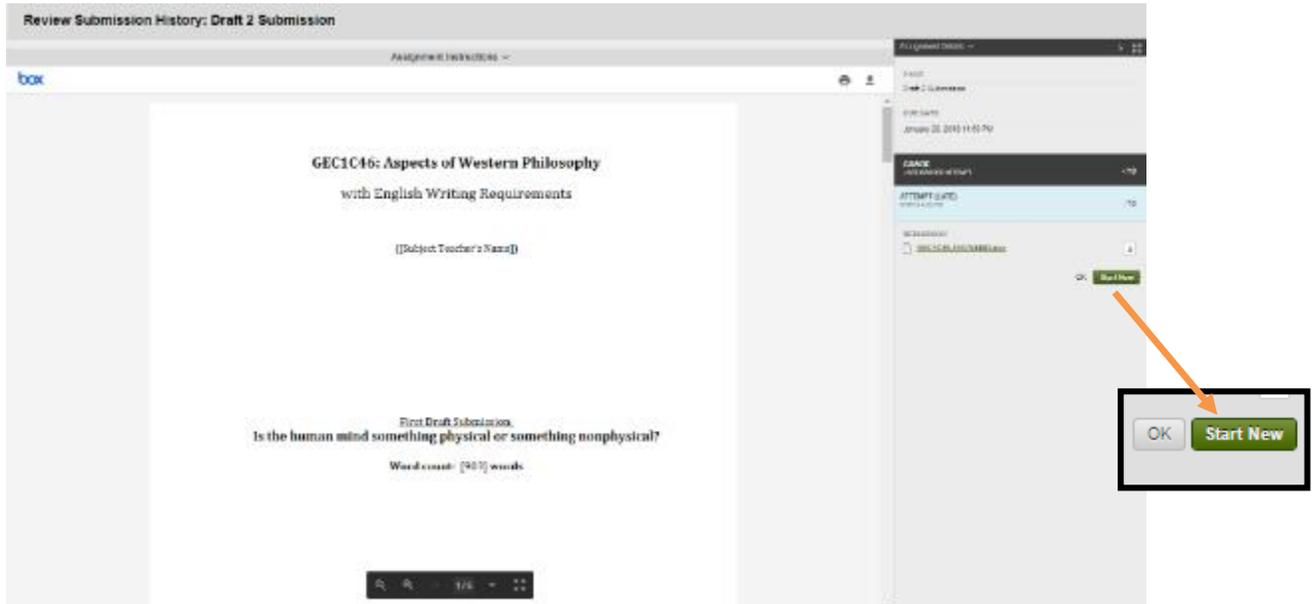
**⚠ ATTENTION:**

You will see the submitted file on your screen.



IF YOU DO NOT SEE THE FILE ON SCREEN, IT'S NOT SUBMITTED. SUBMIT AGAIN. You are allowed unlimited submission attempts before the deadline. IF YOU CANNOT, NOTIFY YOUR TEACHER.

For resubmission before the deadline, you should click on the “Draft 2 Submission”, but the draft submission page will be different from the first attempt as below:



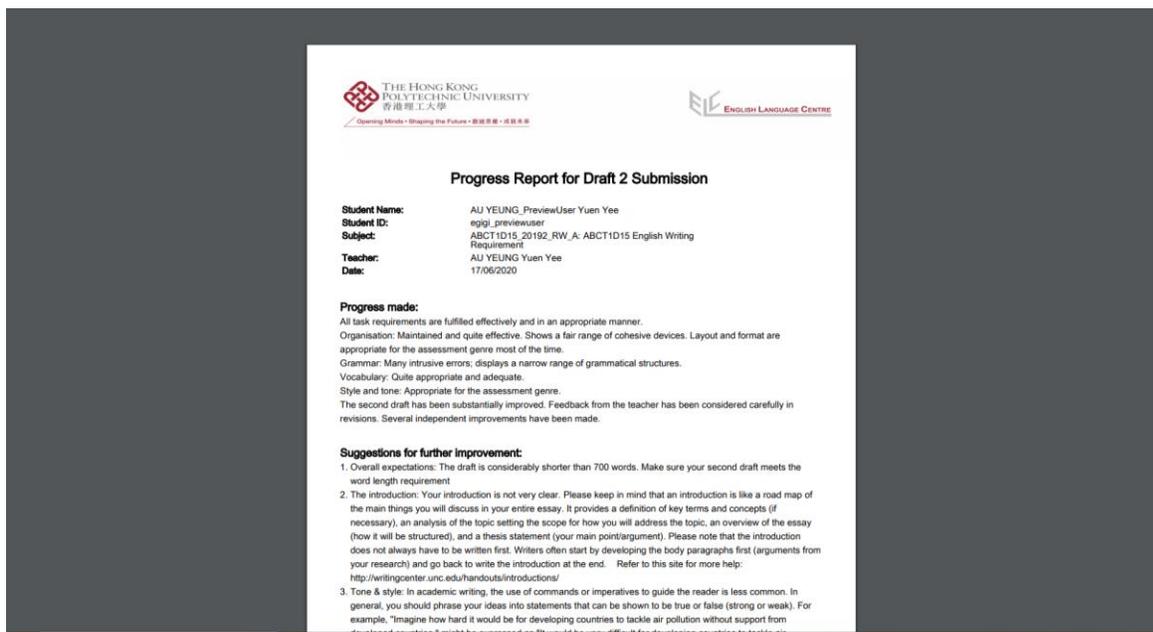
Click on the “Start New” button and repeat steps before for resubmission.

## Step 6 – View your revised draft report through the English Writing Requirement block

Once the report is ready after the report release date, you should see one more link in the “ELC Assessment Feedback Platform” block.



To view your second draft report, you can click on the “Progress Report” link and it opens up a report in PDF format which can be printed and saved locally.



The Progress Report includes teacher’s comment on your progress made in the second draft (based on the first draft action points) and suggestion on further action points for improvement. Based on the action points given in the second draft report, you should continue editing your draft for the final submission.