Blackboard User Guide for EW Submission

Step 1: Accessing the EWR site on Learn@PolyU with your NetID and NetPassword

Step 2: Submitting your Draft 1 plan or Draft 2 through Turnitin on the homepage

Step 3: Submitting your second draft feedback reflection

Step 4: Viewing your ELC teacher's feedback

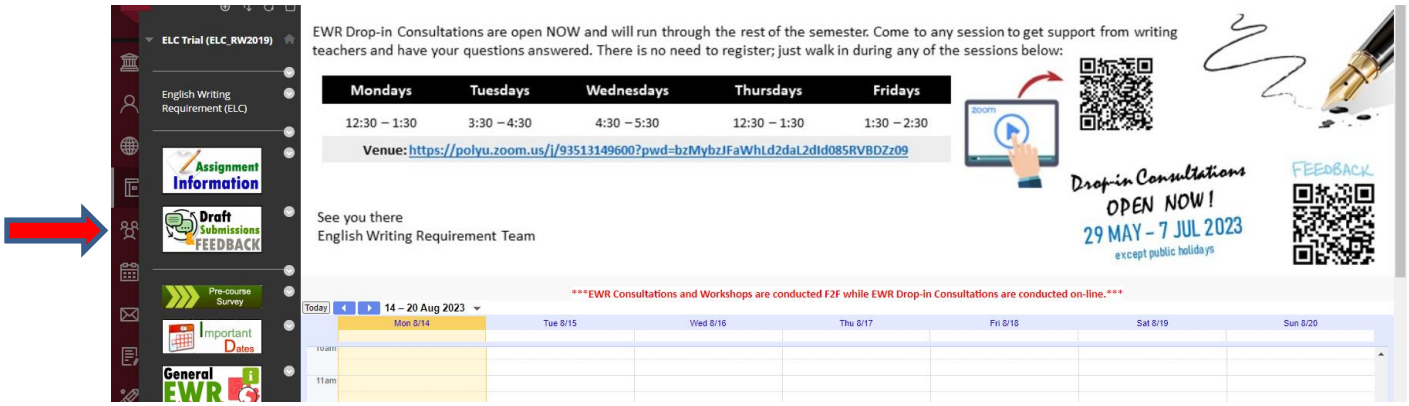
Step 1: Accessing the EWR site on Learn@PolyU with your NetID and NetPassword

If you have enrolled in any subject with a Writing and Reading Requirement, you should be enrolled in an EW course on Learn@PolyU with course code " [SUBJECT CODE]_[YearSem]_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.

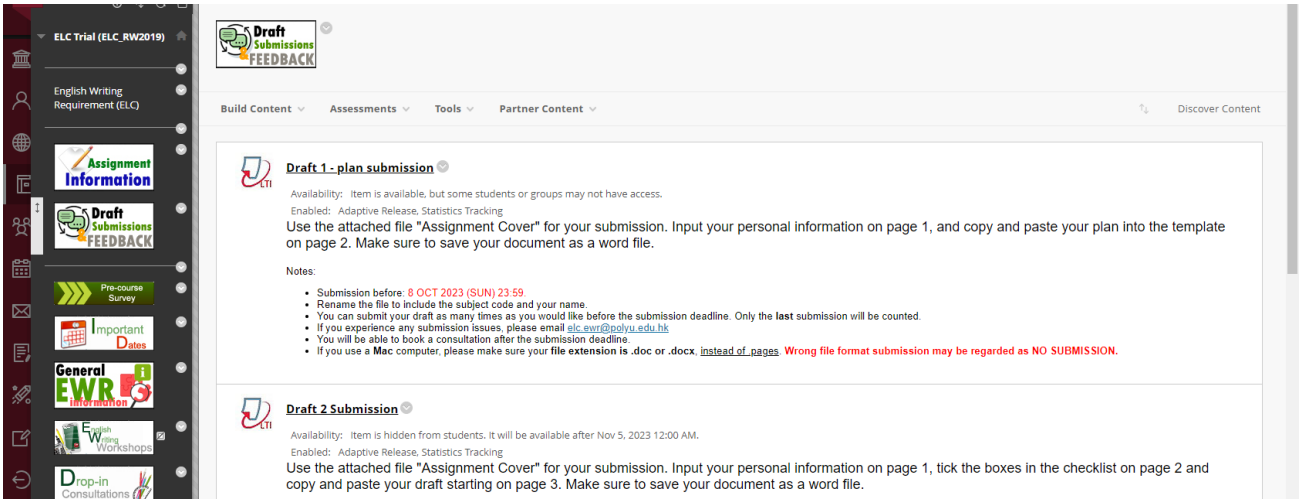
To access Learn@PolyU, please visit http://learn.polyu.edu.hk and login with your username and password.

Step 2: Submitting your Draft 1 plan or Draft 2 through Turnitin on the homepage

On the corresponding course home page, you should see the following in the main window. Click on “Draft Submission & Feedback”.



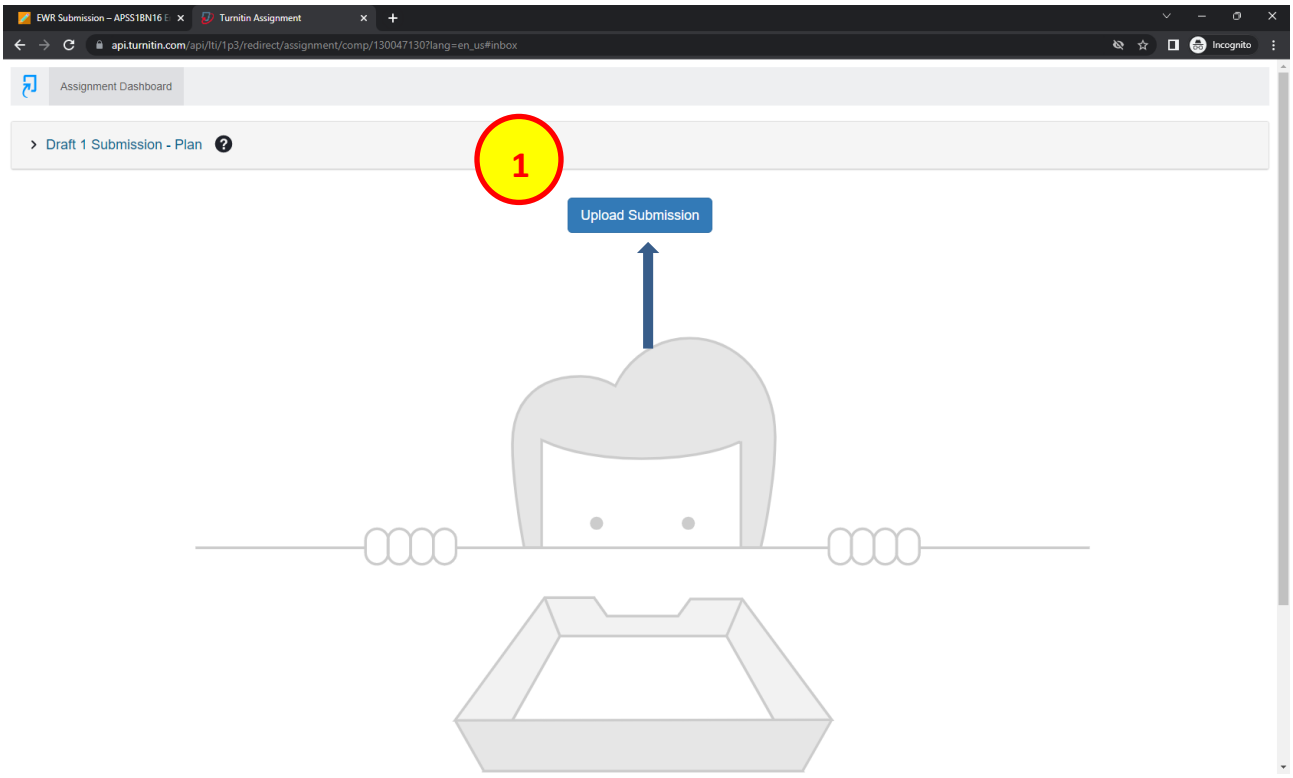
After clicking on “Draft Submission & Feedback”, you will select either “Draft 1 – plan submission” or “Draft 2 submission”. Please ensure that you also include the plan template (Draft 1) or the assignment cover + checklist (Draft 2).

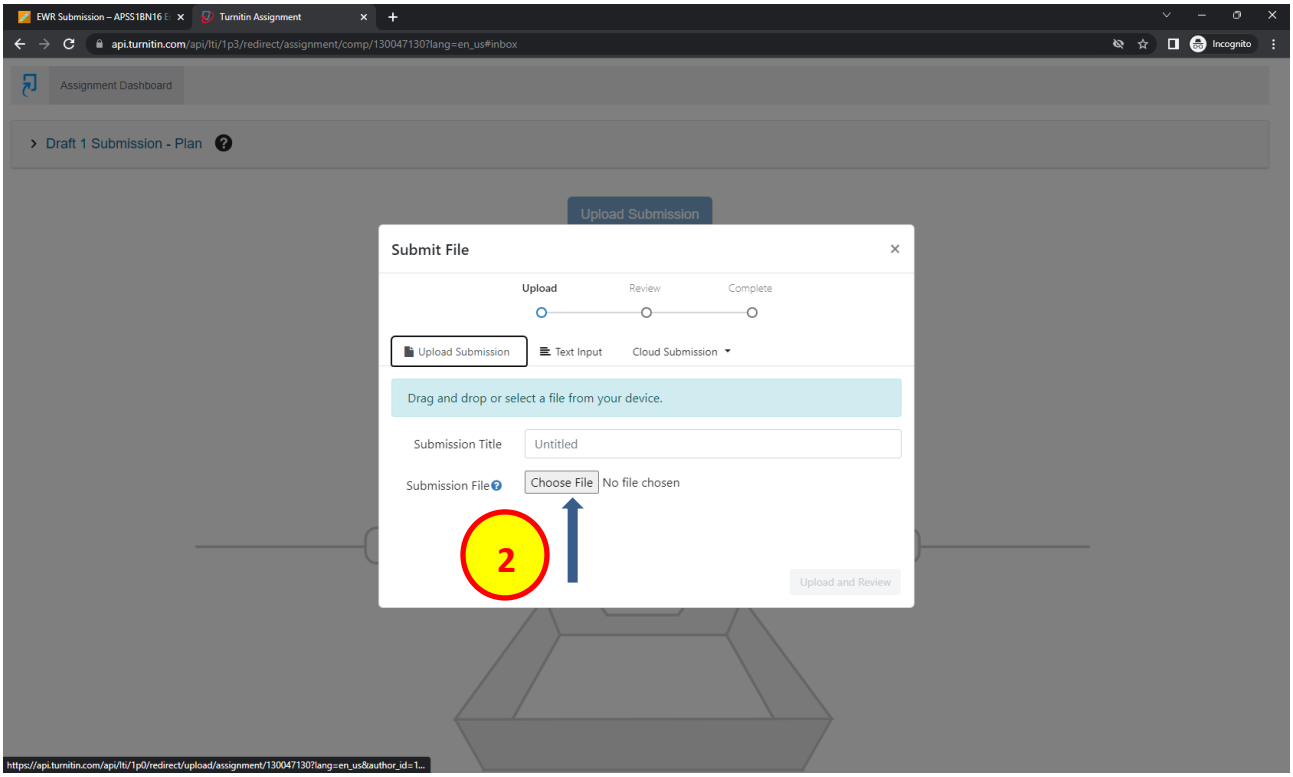


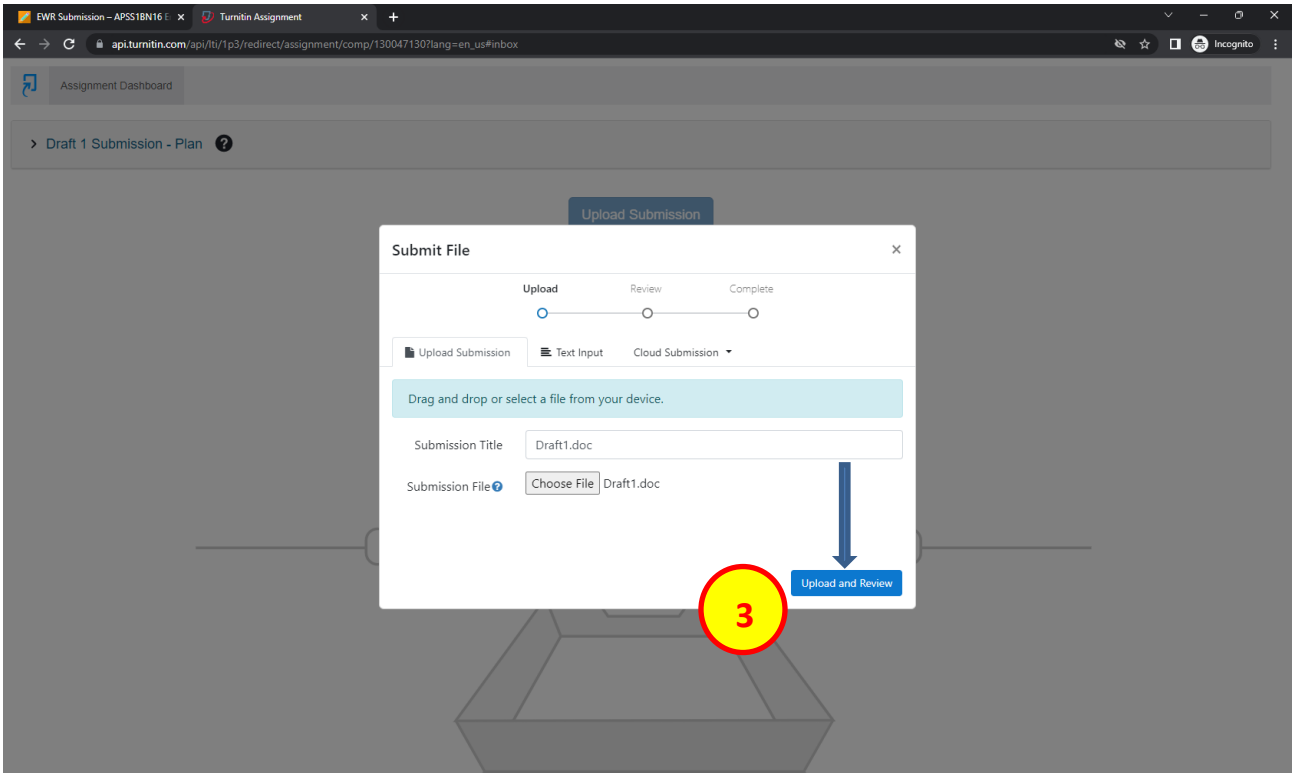
ATTENTION:

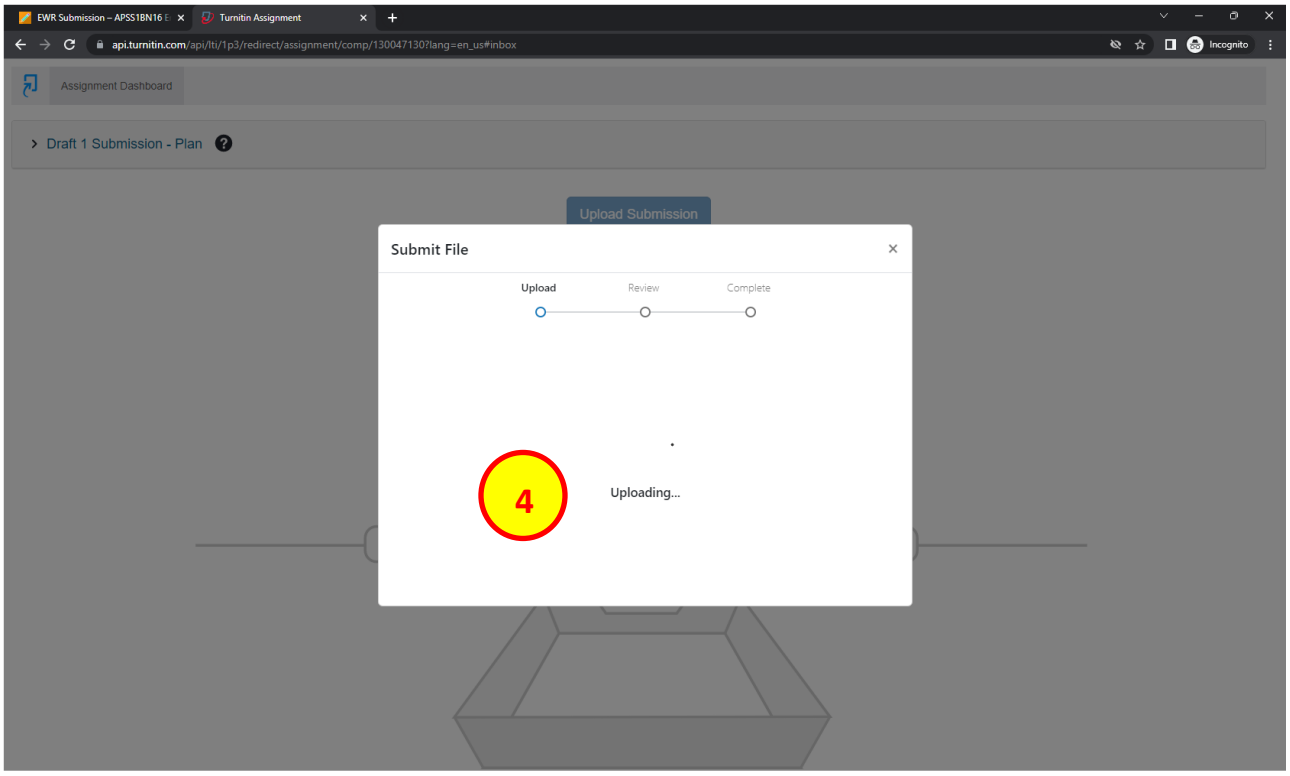
1. Assignments in Microsoft Word format are preferred for giving feedback on.
2. If you use a Mac computer, please make sure your file extension is **.doc or .docx**, **instead of .pages**. Wrong file format submission may be **regarded as NO SUBMISSION**.
3. Please submit Draft 1 and Draft 2 on the ELC's EWR 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.

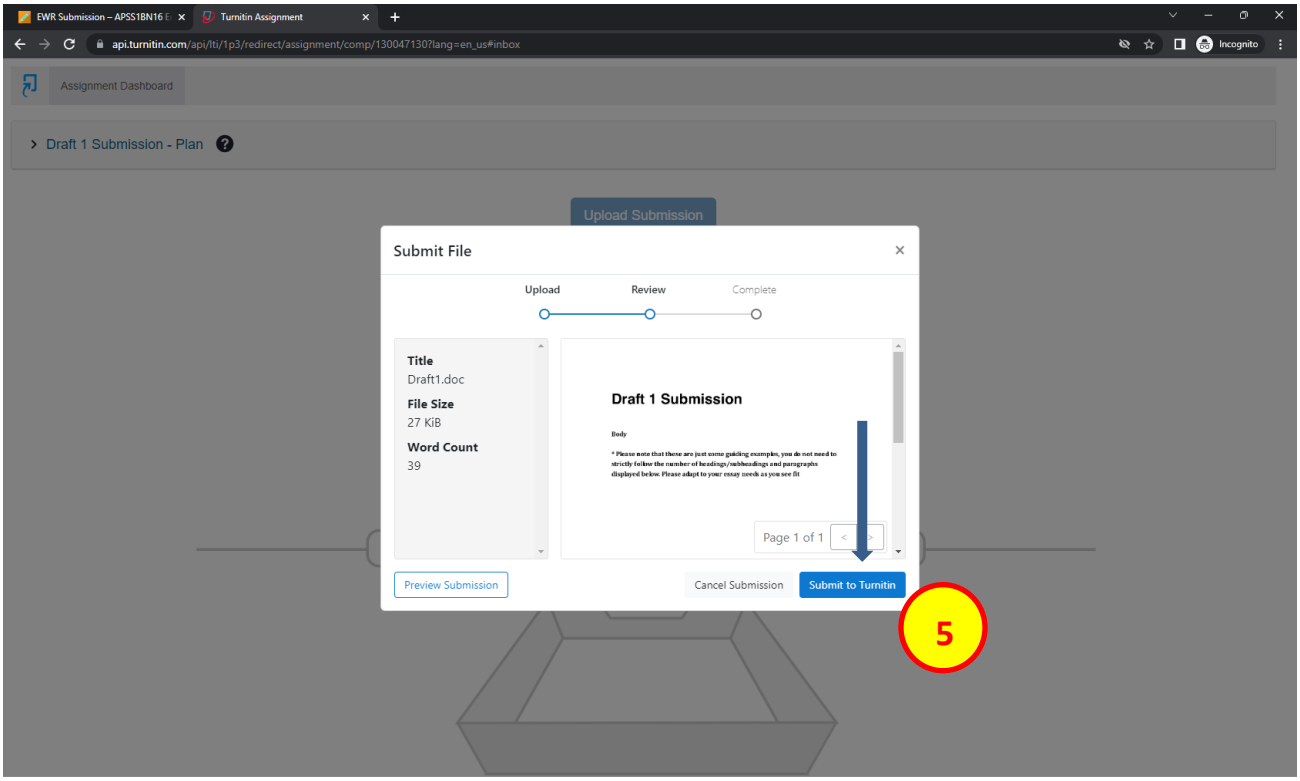
When submitting to Turnitin, you will see the following pages. Follow the prompts to upload your draft.



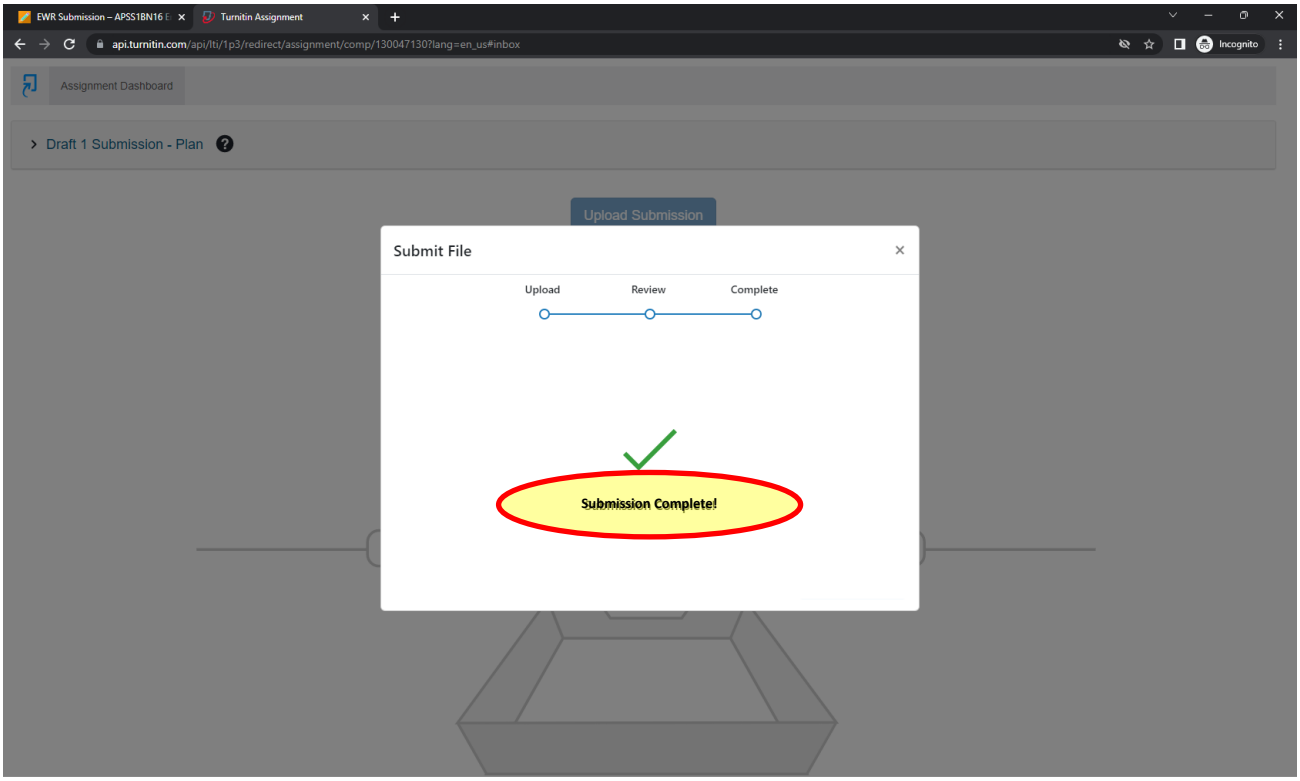

EWR Submission – APSS1BN16 E
Turnitin Assignment
api.turnitin.com/api/lti/1p3/redirect/assignment/comp/130047130?lang=en_us#inbox
Incognito
Assignment Dashboard
Draft 1 Submission - Plan
Upload Submission
Submit File
Upload
Review
Complete
Upload Submission
Text Input
Cloud Submission
Drag and drop or select a file from your device.
Submission Title
Untitled
Submission File
Choose File
No file chosen
2
Upload and Review
https://api.turnitin.com/api/lti/1p0/redirect/upload/assignment/130047130?lang=en_us&author_id=1...


EWR Submission – APSS1BN16 E
Turnitin Assignment
api.turnitin.com/api/lti/1p3/redirect/assignment/comp/130047130?lang=en_us#inbox
Incognito
Assignment Dashboard
Draft 1 Submission - Plan
Upload Submission
Submit File
Upload
Review
Complete
Upload Submission
Text Input
Cloud Submission
Drag and drop or select a file from your device.
Submission Title
Draft1.doc
Submission File
Choose File
Draft1.doc
Upload and Review
3

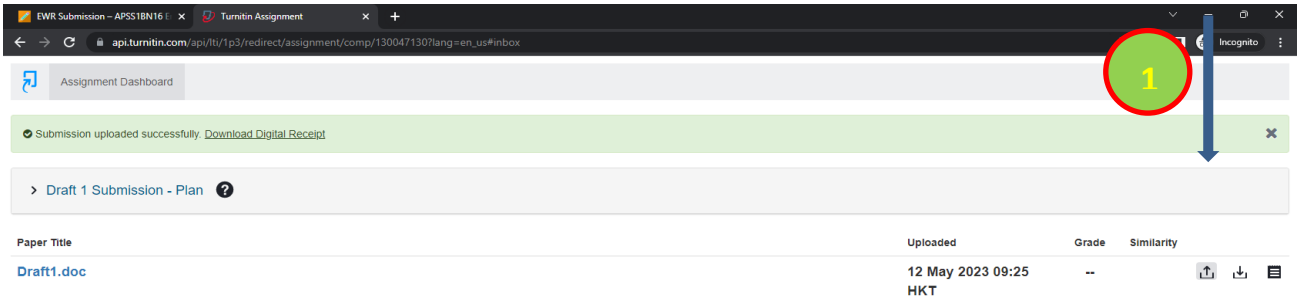

EWR Submission – APSS1BN16 E
Turnitin Assignment
api.turnitin.com/api/lti/1p3/redirect/assignment/comp/130047130?lang=en_us#inbox
Incognito
Assignment Dashboard
Draft 1 Submission - Plan
Upload Submission
Submit File
Upload
Review
Complete
4
Uploading...


EWR Submission – APSS1BN16 E
Turnitin Assignment
api.turnitin.com/api/lti/1p3/redirect/assignment/comp/130047130?lang=en_us#inbox
Incognito
Assignment Dashboard
Draft 1 Submission - Plan
Upload Submission
Submit File
Upload
Review
Complete
Title
Draft1.doc
File Size
27 KiB
Word Count
39
Draft 1 Submission
Body
Page 1 of 1
Preview Submission
Cancel Submission
Submit to Turnitin
5

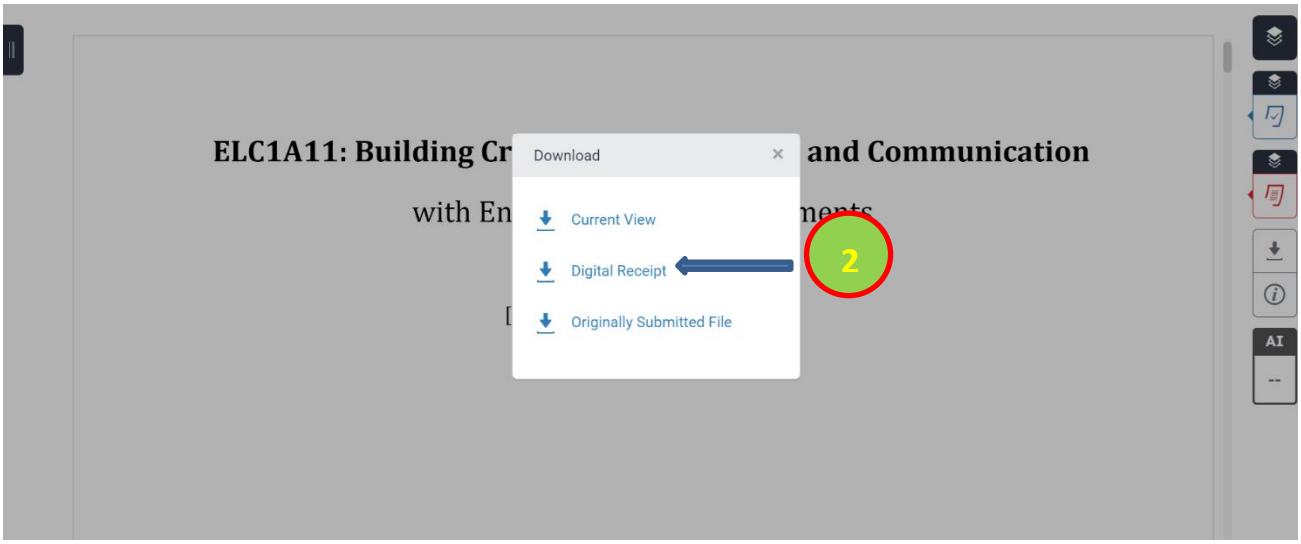
Ensure that your submission is completed as shown below after following the 5 steps above.



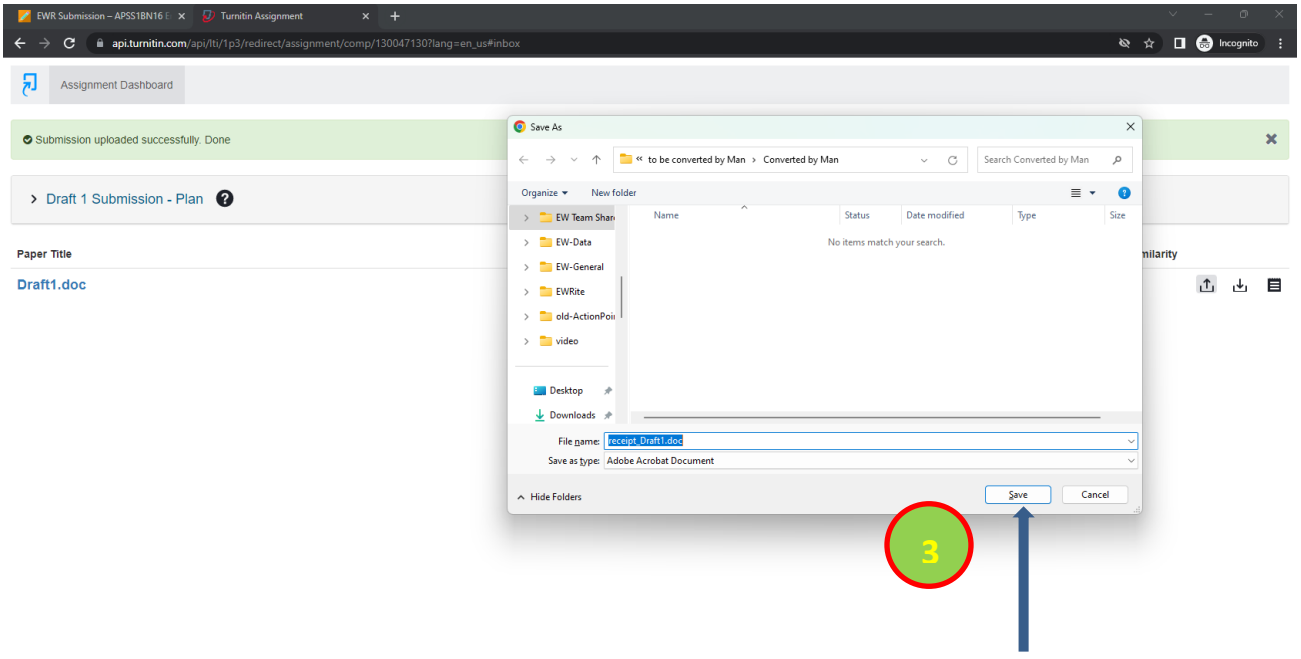
You should also download the digital receipt of your Turnitin submission. Do this by following the pages below. First, click on the download button shown by the arrow below.



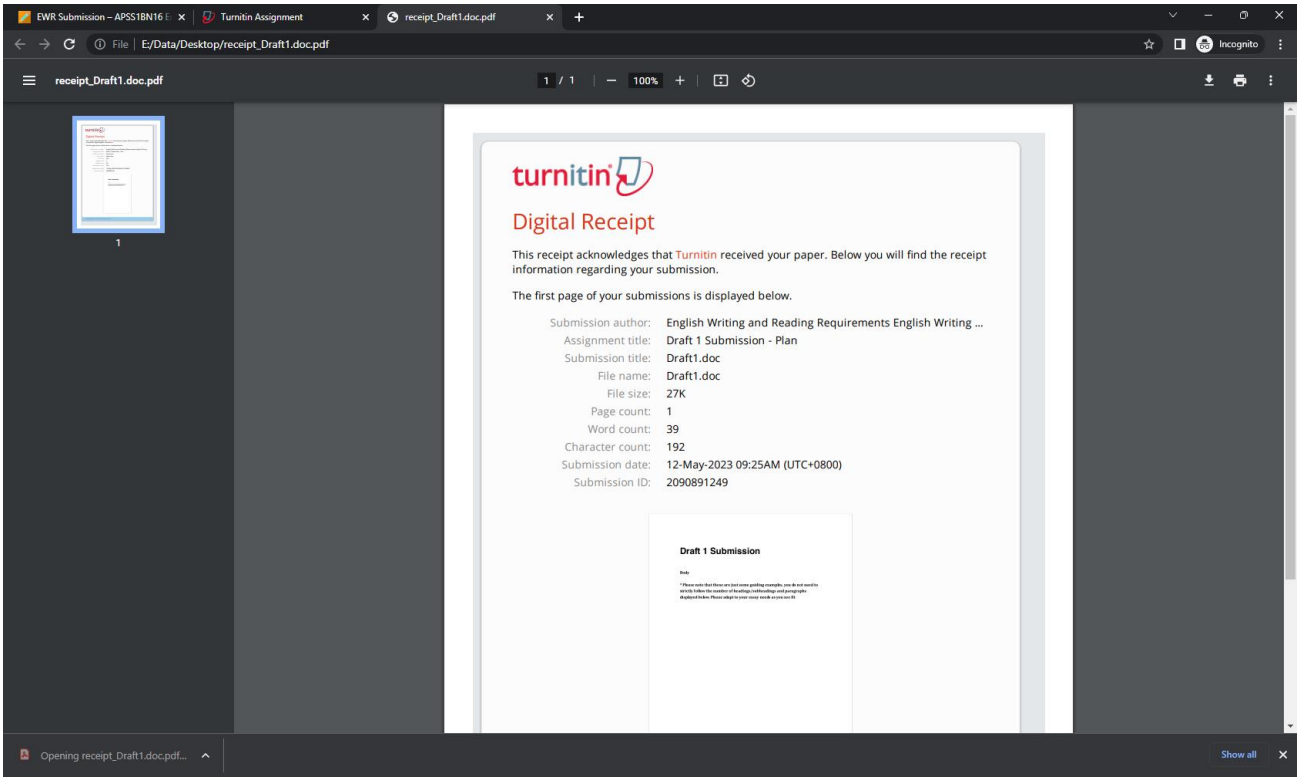
Then, you need to click on “Digital Receipt”.



Next, save the digital receipt.

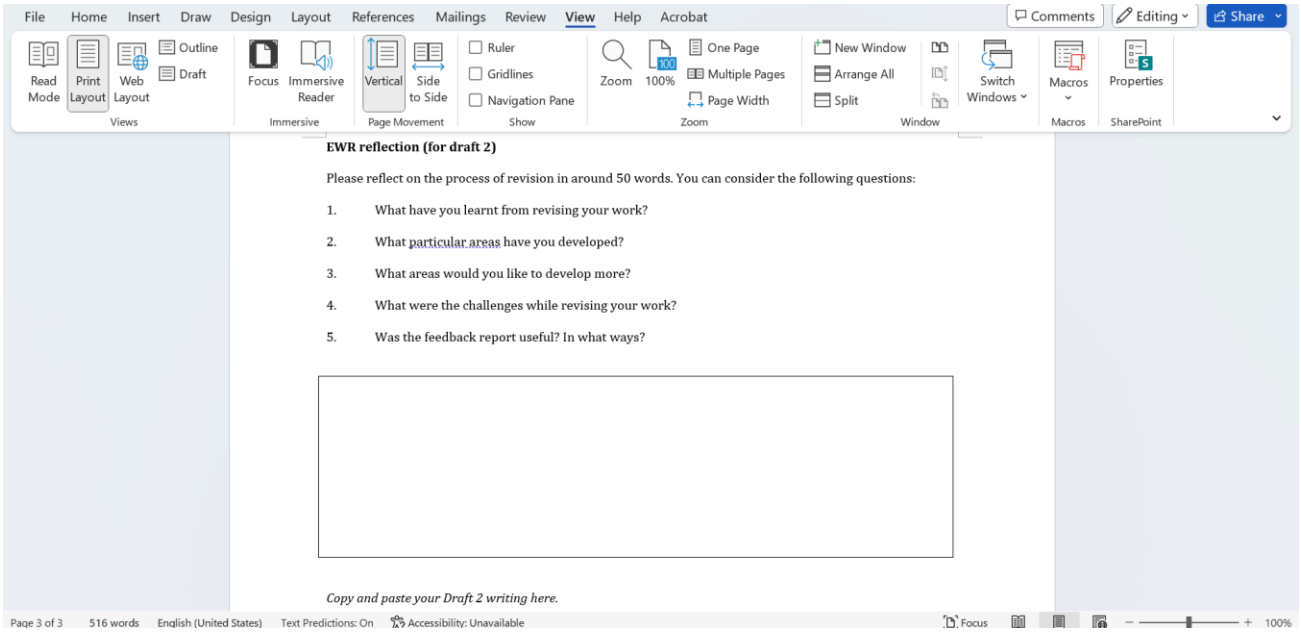


You should also check that your digital receipt has been successfully saved as shown below.



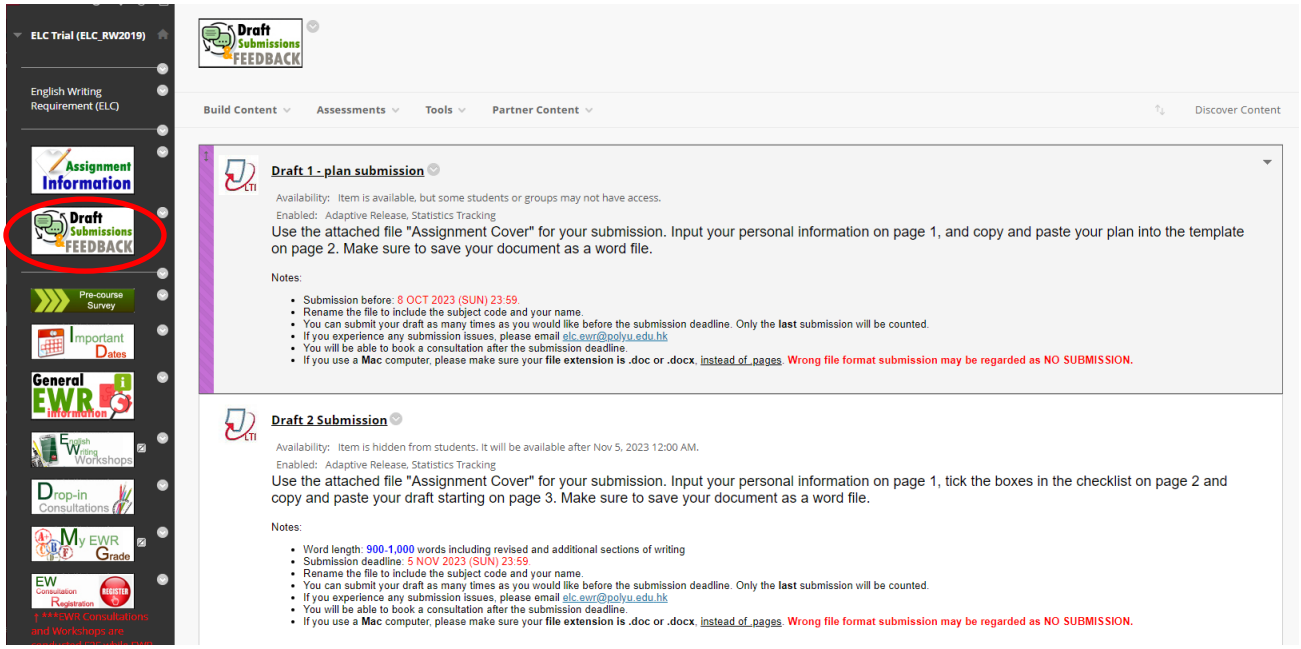
Step 3: Submitting your Draft 2 feedback reflection

For Draft 2, you need to submit your reflection. First, download the Draft 2 checklist, complete it, and then complete the EWR reflection. You will then copy and paste your Draft 2 underneath your reflection.

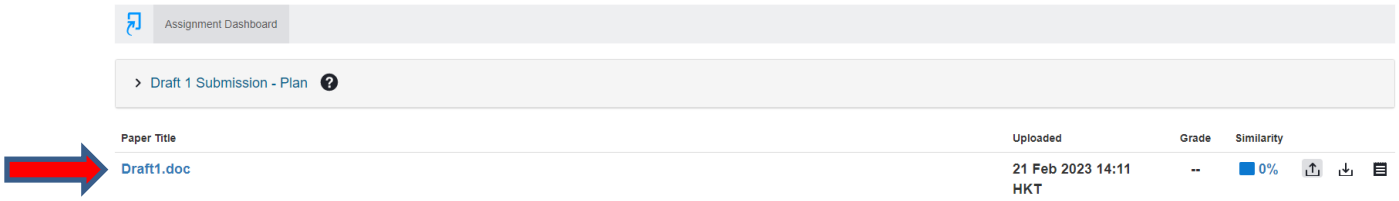


Step 4: Viewing your ELC teacher's feedback

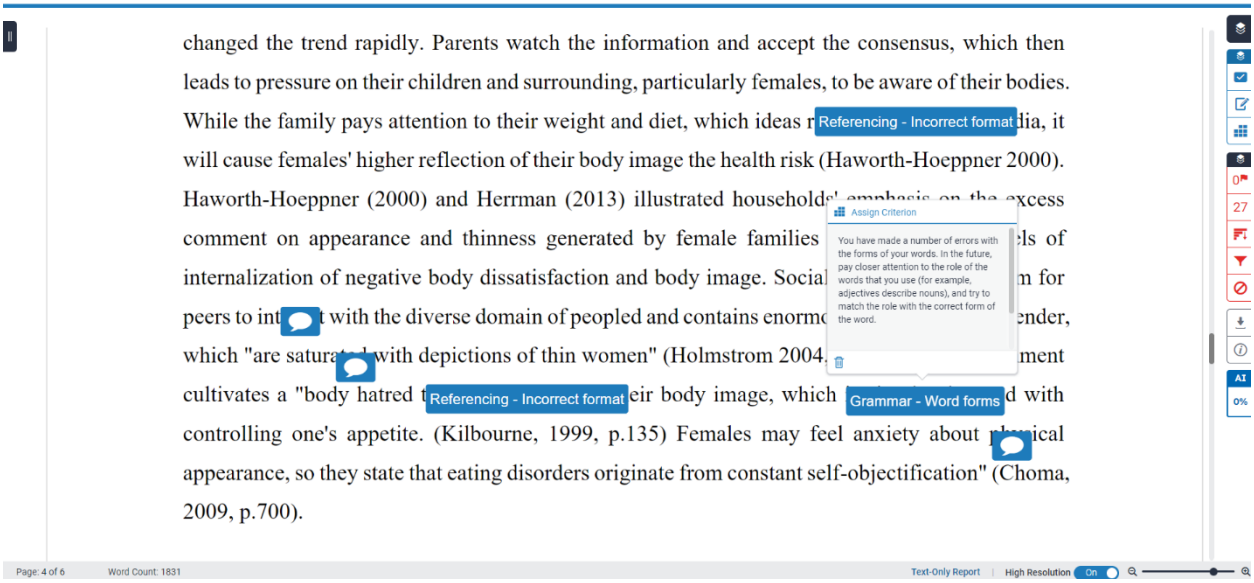
To read your ELC teacher's comments, go to the "Draft Submission & Feedback" page.



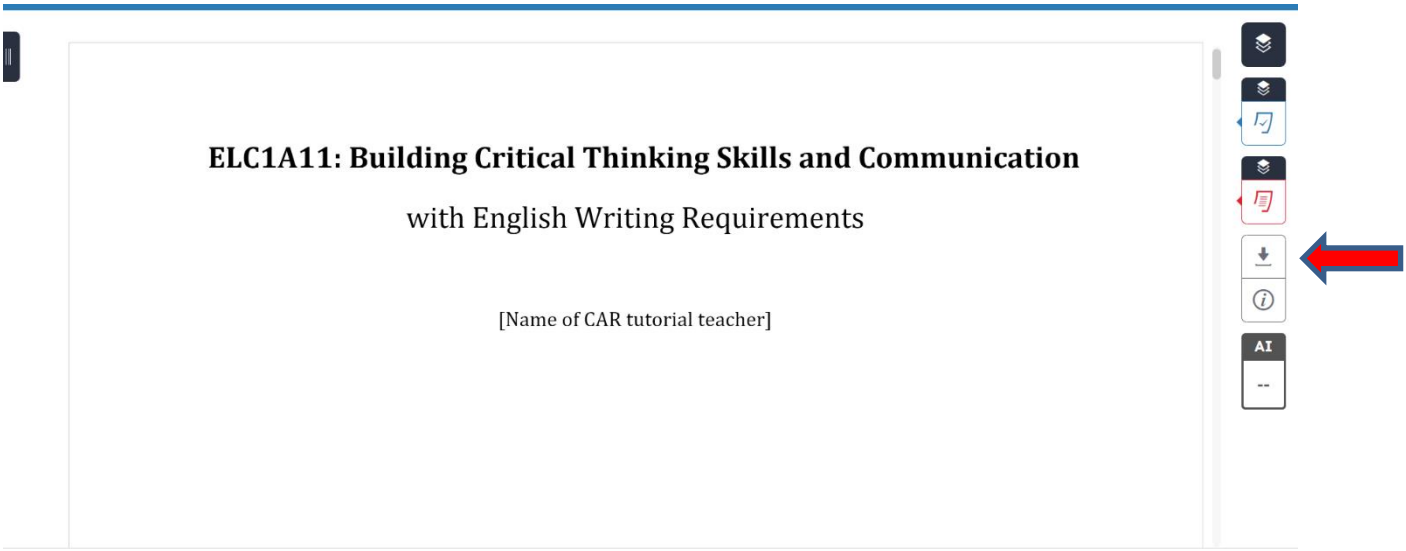
Then click the corresponding link of the assignment (i.e. Draft 1 – plan submission / Draft 2 Submission). You will see a Turnitin page pop up similar to below--click on your submission file link:

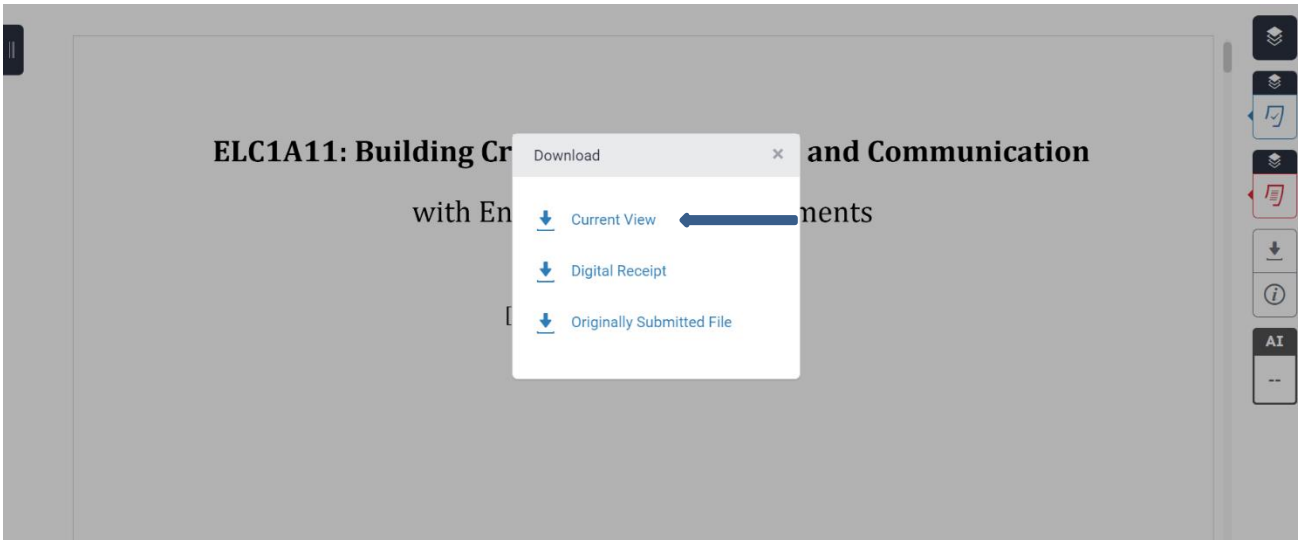


Then scroll down your draft and click on each comment bubble to view the details.



You can also generate a feedback report in pdf. Click on the download button shown by the arrow below, and then click “Current View”. You will be able to read your ELC teacher’s comments within your writing.





PAGE 3

Comment 1

The Introduction: Your introduction is not very effective. Please keep in mind that an introduction is like a road map of the main things you will discuss in your entire report. It provides (1) the issue background with term definitions, if necessary, (2) an overall objective of your essay and (3) an overview of your essay (how it will be structured).

PAGE 4

Comment 2

Paragraph Length: This paragraph has appeared to have been too short. You are recommended to write around 8 to 12 lines for a well-established body paragraph that contains a topic sentence, your discussion with reference to sources and a concluding sentence.

Comment 3

Using "But" in the sentence beginning is too informal.

Comment 4