

## **Blackboard User Guide for EW Submission**

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**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

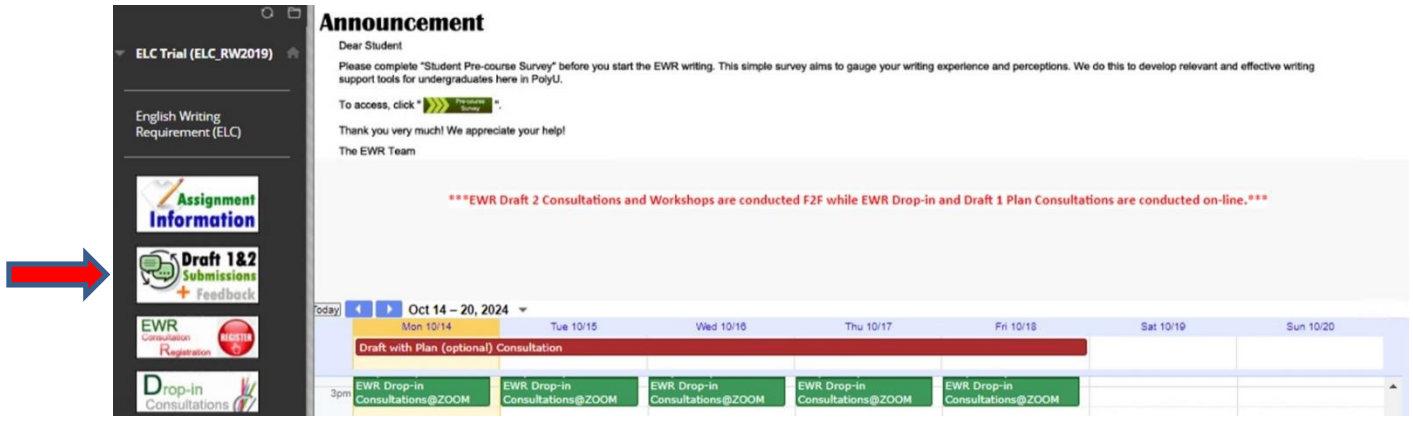
If you have enrolled in any subject with a Writing and Reading Requirement, you should be enrolled in an EW course on Learn@PolyU with course code "[SUBJECT CODE]\_[YearSem]\_RW: English Writing and Reading Requirement" e.g. "ELC1A01\_20191\_RW: English Writing and Reading Requirement". Your username 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.

The screenshot displays the Learn@PolyU login interface. At the top left is the PolyU logo and name. The main header reads "Welcome to LEARN@PolyU (學習網)". Below this is a login form with "Username" and "Password" input fields, a "Forgot Your Password?" link, and a "Login" button. To the right, there are "quick links" for "Subject Registration" and "Blackboard Homepage", and a "Learning Support" section with contact details: Phone: 2766 3968, Hours: 9:00am Monday to Friday, 2:00PM to 4:00PM, and Support: <http://www.polyu.edu.hk/learn>. A "Browser Check" section shows three browser icons: Internet Explorer 10.0.9 (OS: Windows 7) with a green checkmark and "Correct" status; Google Chrome with a yellow checkmark and "Correct" status; and Mozilla Firefox with a red X and "Not supported" status. Below this is a "System Announcements" section with text regarding updates to the system and browser requirements.

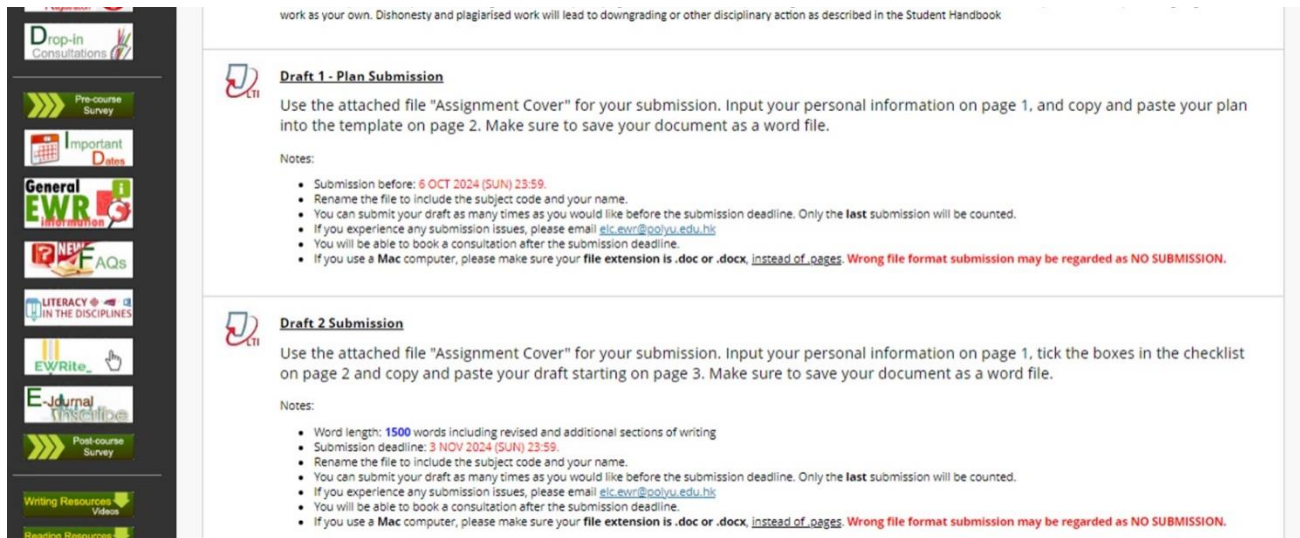
## Step 2: Submitting your Draft 1 plan or Draft 2 through Turnitin on the homepage

On the corresponding course home page, you should see the following in the main window. Click on “Draft 1&2 Submissions + Feedback”.



The screenshot shows the ELC Trial homepage. On the left sidebar, there are several navigation buttons: 'Assignment Information', 'Draft 1&2 Submissions + Feedback' (highlighted with a red arrow), 'EWR Consultation Registration', and 'Drop-in Consultations'. The main content area features an 'Announcement' from the EWR Team, a calendar for 'Oct 14 – 20, 2024', and a table of consultation sessions. The calendar shows 'Draft with Plan (optional) Consultation' on Monday, October 14th, and 'EWR Drop-in Consultations@ZOOM' sessions on Monday through Friday.

After clicking on “Draft 1&2 Submissions + 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).

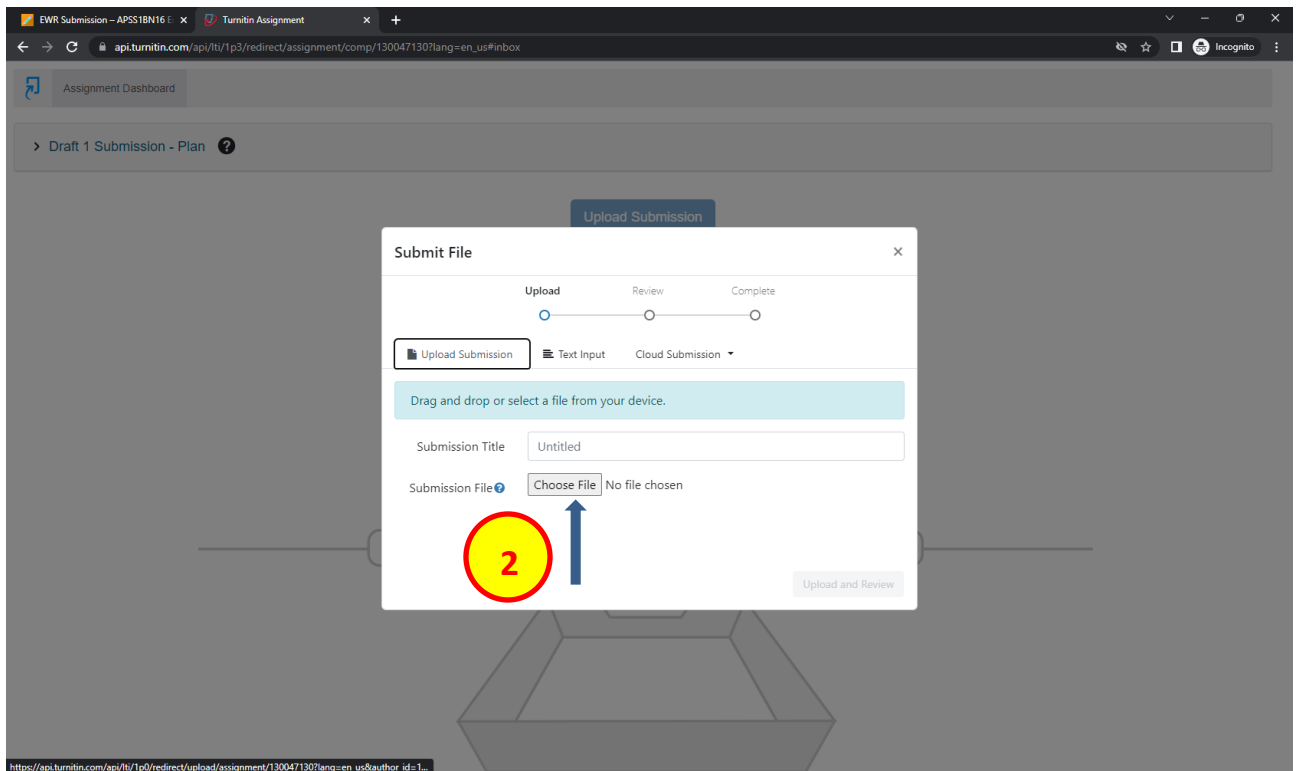
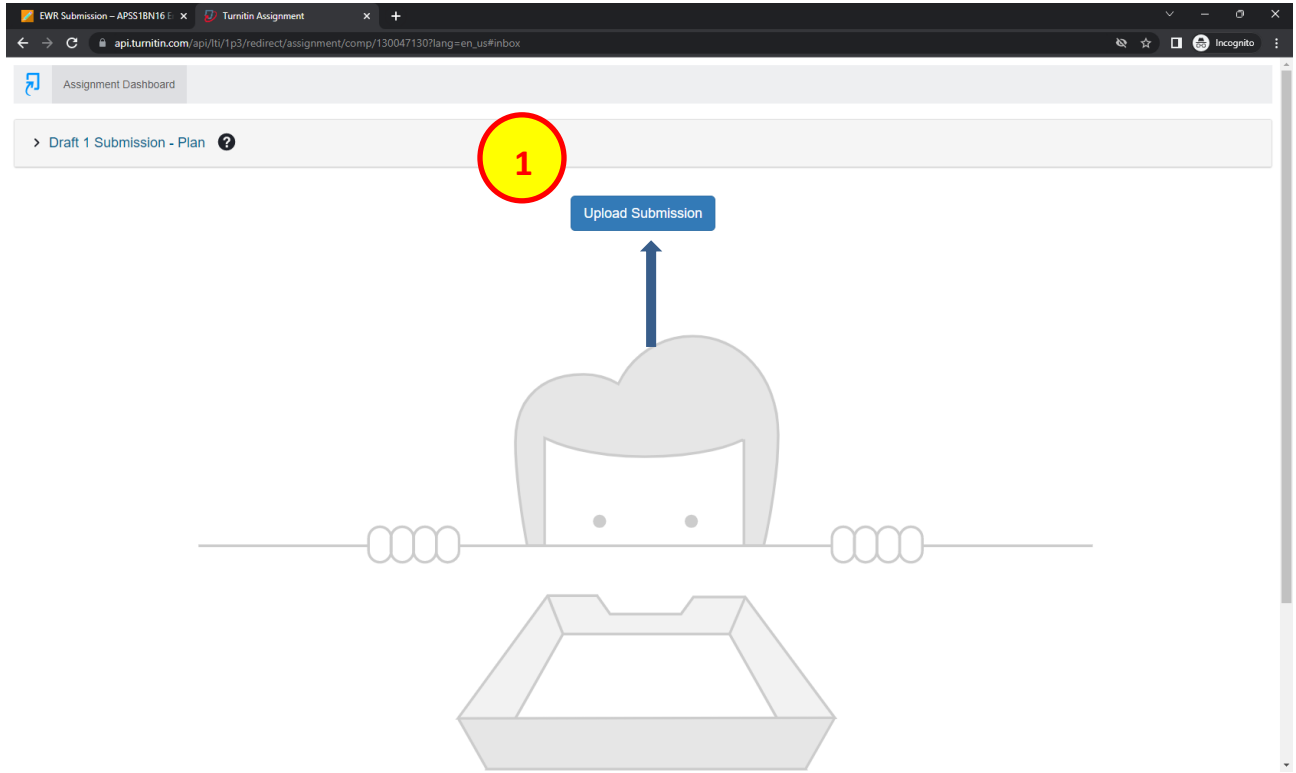


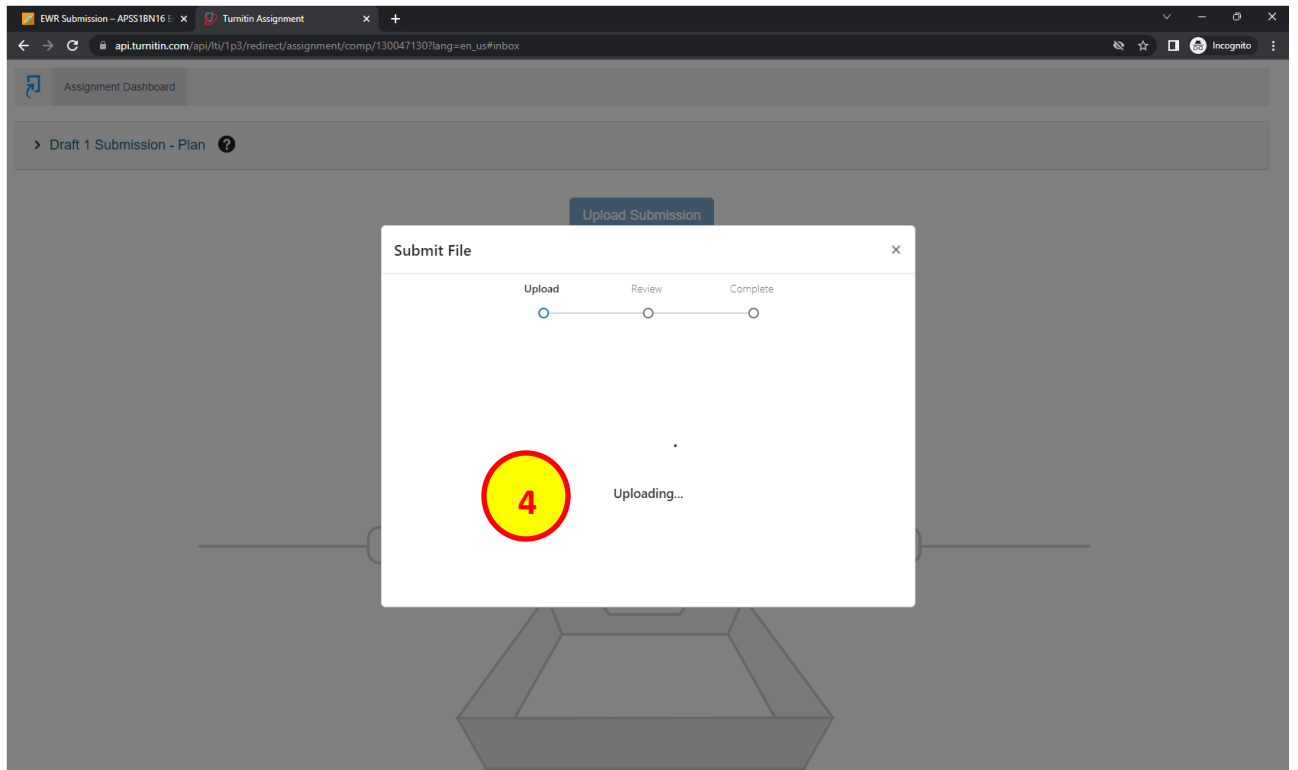
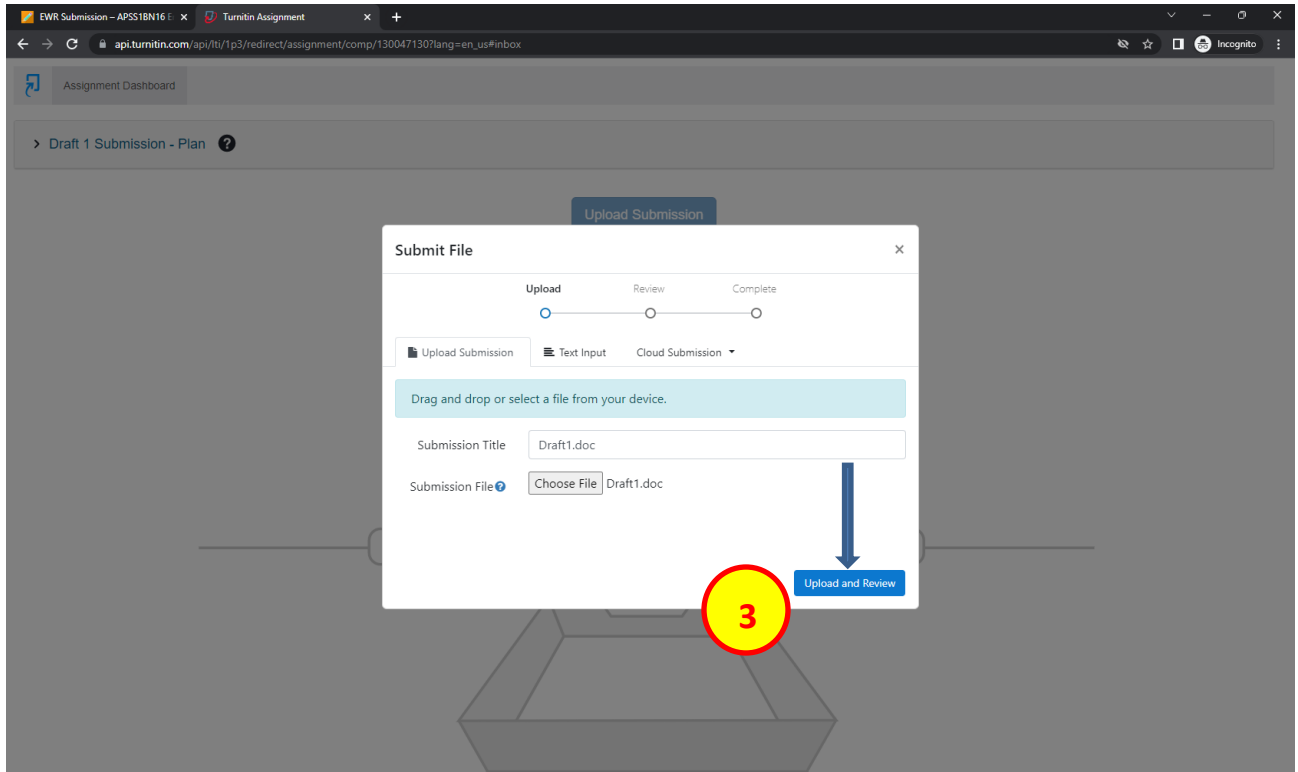
The screenshot shows the EWR submission page. On the left sidebar, there are several navigation buttons: 'Drop-in Consultations', 'Pre-course Survey', 'Important Dates', 'General EWR Information', 'FAQs', 'LITERACY IN THE DISCIPLINES', 'EWRite', 'EJournal', 'Post-course Survey', 'Writing Resources Video', and 'Reading Resources'. The main content area features instructions for 'Draft 1 - Plan Submission' and 'Draft 2 Submission'. The 'Draft 1 - Plan Submission' section includes a note about using the 'Assignment Cover' template and a list of notes. The 'Draft 2 Submission' section includes a note about using the 'Assignment Cover' template and a list of notes.

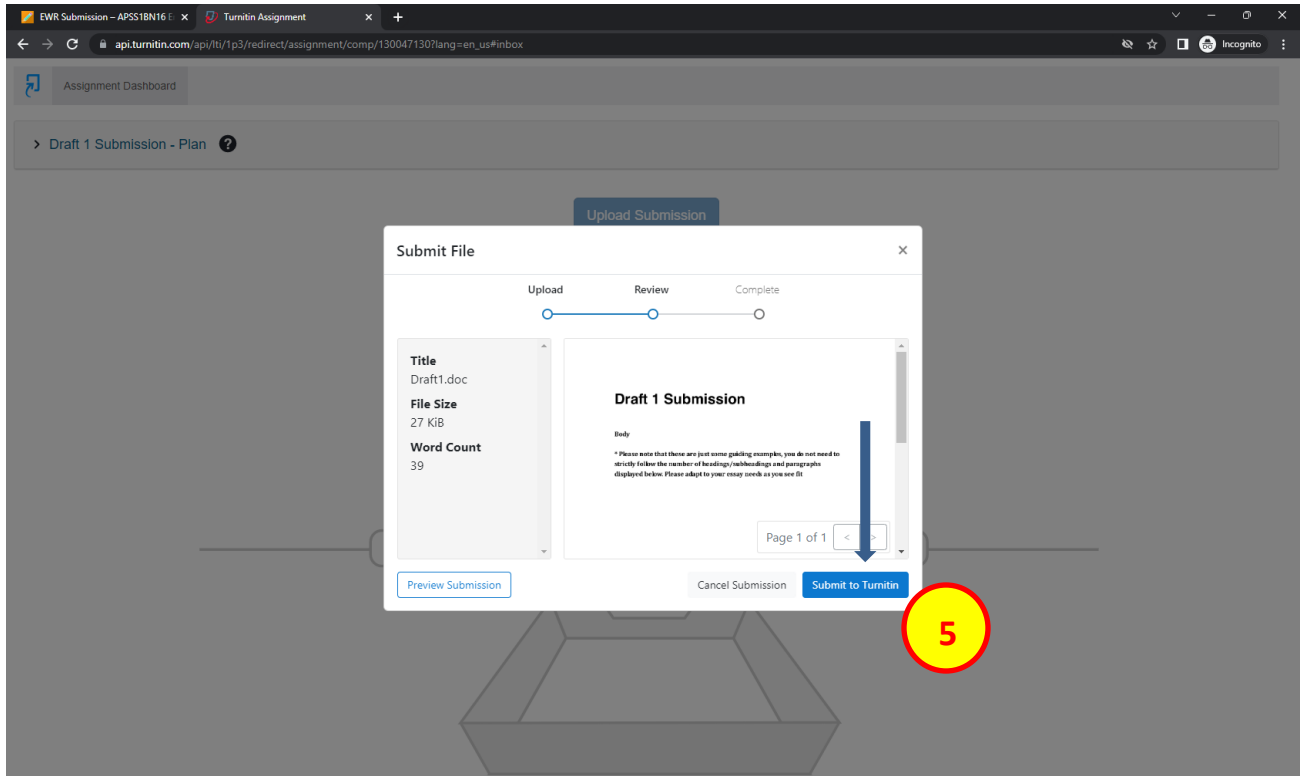
### ATTENTION:

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.

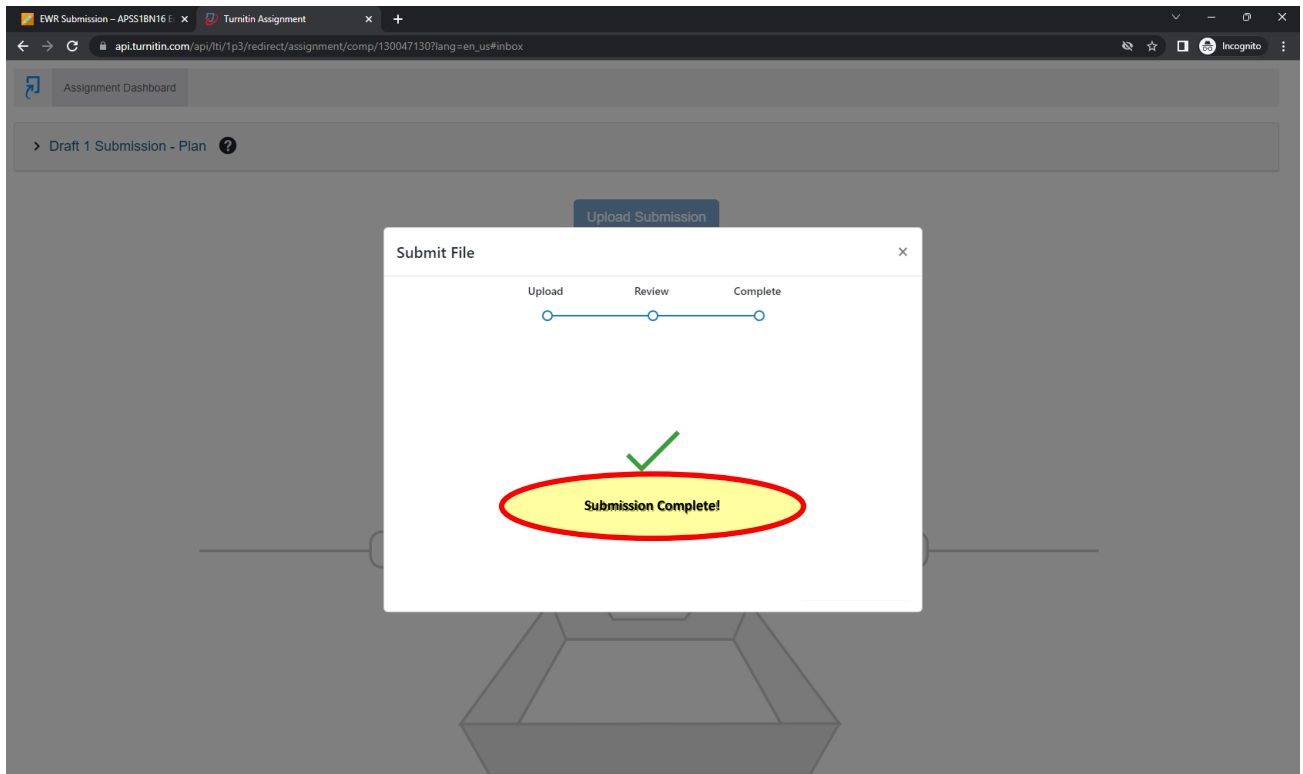
When submitting to Turnitin, you will see the following pages. Follow the prompts to upload your draft.



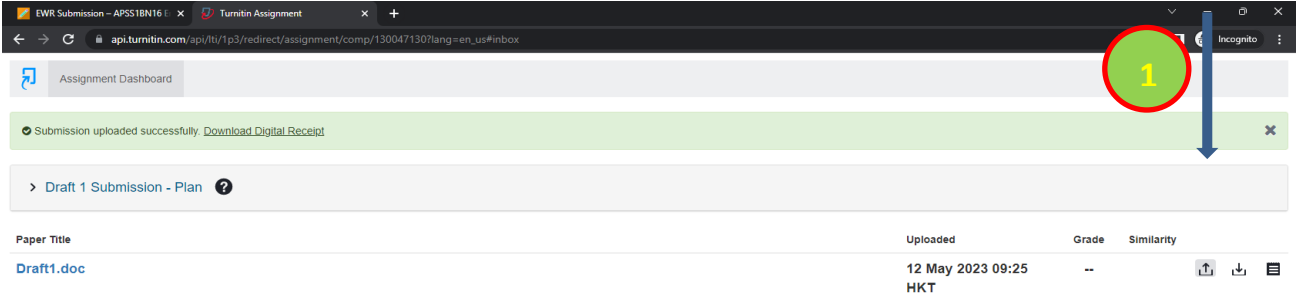




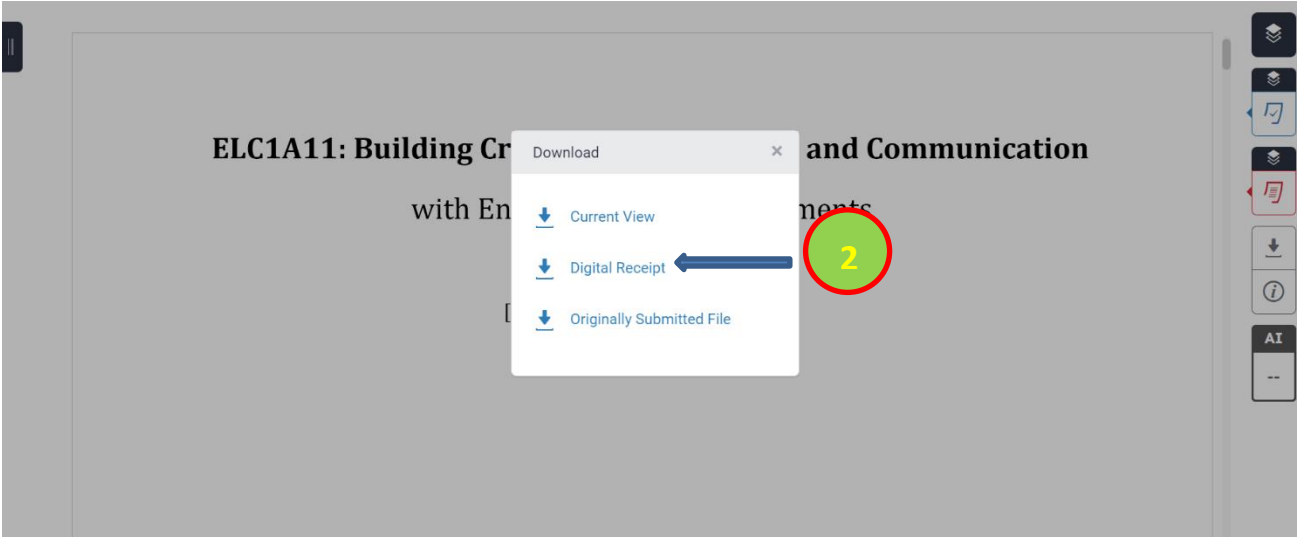
Ensure that your submission is completed as shown below after following the 5 steps above.



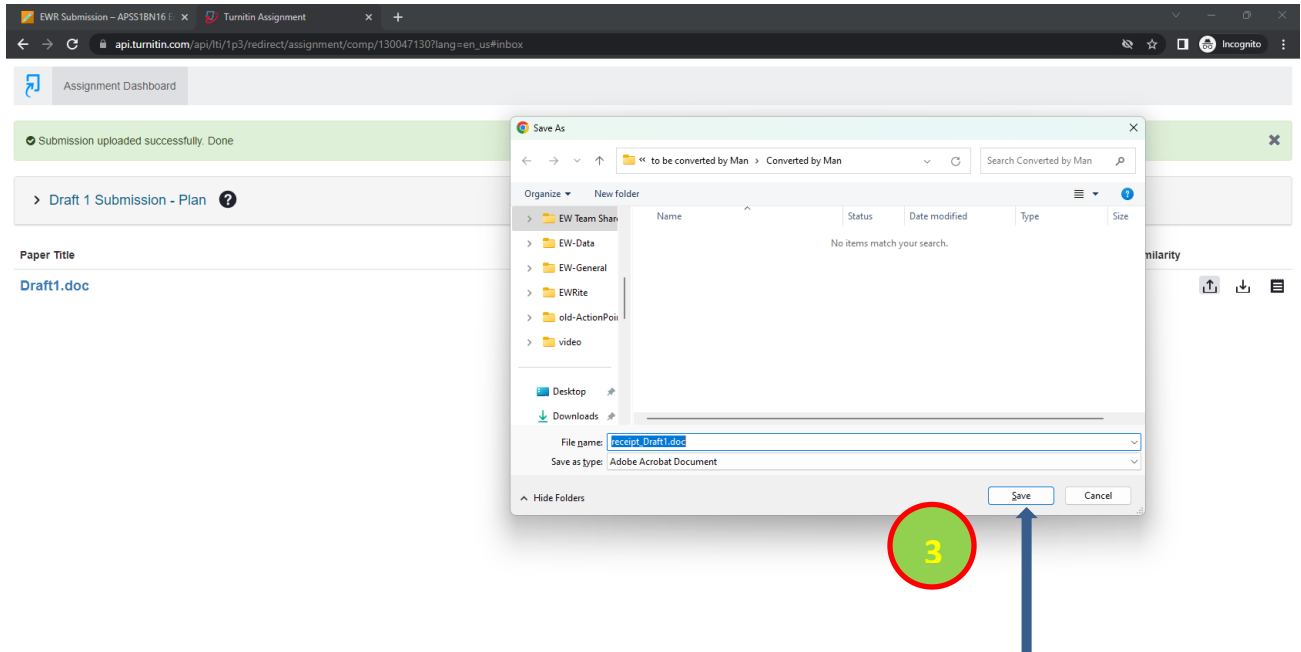
You should also download the digital receipt of your Turnitin submission. Do this by following the pages below. First, click on the download button shown by the arrow below.



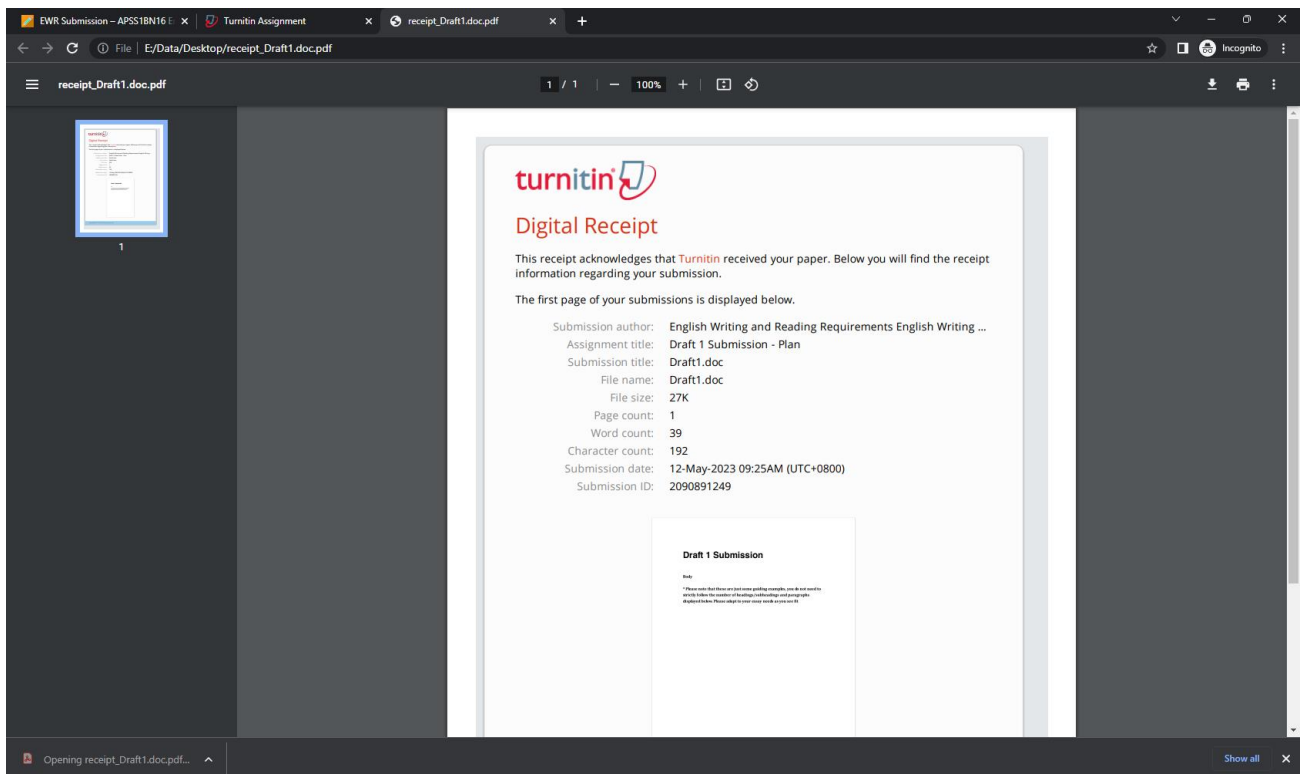
Then, you need to click on "Digital Receipt".



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.

The screenshot shows the Microsoft Word interface with the 'View' ribbon selected. The ribbon includes options for Read Mode, Print Layout, Web Layout, Draft, Focus, Immersive Reader, Vertical, Side to Side, Ruler, Gridlines, Navigation Pane, Zoom (100%), One Page, Multiple Pages, Page Width, New Window, Arrange All, Split, Switch Windows, Macros, and Properties. The main content area displays the following text:

**EWR reflection (for draft 2)**

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?

Below the list is a large empty rectangular box for writing the reflection.

Copy and paste your Draft 2 writing here.

The status bar at the bottom indicates: Page 3 of 3, 516 words, English (United States), Text Predictions: On, Accessibility: Unavailable, and a zoom level of 100%.

## Step 4: Viewing your ELC teacher's feedback

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

The screenshot shows the ELC Trial (ELC\_RW2019) interface. On the left sidebar, the 'Draft Submissions FEEDBACK' menu item is circled in red. The main content area displays two draft submission instructions:

- Draft 1 - plan submission**  
Availability: Item is available, but some students or groups may not have access.  
Enabled: Adaptive Release, Statistics Tracking  
Use the attached file "Assignment Cover" for your submission. Input your personal information on page 1, and copy and paste your plan into the template on page 2. Make sure to save your document as a word file.  
Notes:
  - Submission before: 8 OCT 2023 (SUN) 23:59
  - Rename the file to include the subject code and your name
  - You can submit your draft as many times as you would like before the submission deadline. Only the last submission will be counted.
  - If you experience any submission issues, please email [elc\\_ewr@polyu.edu.hk](mailto:elc_ewr@polyu.edu.hk)
  - You will be able to book a consultation 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.
- Draft 2 Submission**  
Availability: Item is hidden from students. It will be available after Nov 5, 2023 12:00 AM.  
Enabled: Adaptive Release, Statistics Tracking  
Use the attached file "Assignment Cover" 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 starting on page 3. Make sure to save your document as a word file.  
Notes:
  - Word length: 900-1,000 words including revised and additional sections of writing
  - Submission deadline: 5 NOV 2023 (SUN) 23:59
  - Rename the file to include the subject code and your name
  - You can submit your draft as many times as you would like before the submission deadline. Only the last submission will be counted.
  - If you experience any submission issues, please email [elc\\_ewr@polyu.edu.hk](mailto:elc_ewr@polyu.edu.hk)
  - You will be able to book a consultation 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.

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:

The screenshot shows the Turnitin Assignment Dashboard. The table below displays the submission details:

Paper Title	Uploaded	Grade	Similarity
Draft1.doc	21 Feb 2023 14:11 HKT	--	0%

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

changed the trend rapidly. Parents watch the information and accept the consensus, which then leads to pressure on their children and surrounding, particularly females, to be aware of their bodies. While the family pays attention to their weight and diet, which ideas r [Referencing - Incorrect format]ia, it will cause females' higher reflection of their body image the health risk (Haworth-Hoeppner 2000). Haworth-Hoeppner (2000) and Herrman (2013) illustrated household' emphasis on the excess comment on appearance and thinness generated by female families [Referencing - Incorrect format] of internalization of negative body dissatisfaction and body image. Social [Referencing - Incorrect format] m for peers to int [Referencing - Incorrect format] t with the diverse domain of people and contains enorm [Referencing - Incorrect format] d with which "are saturated [Referencing - Incorrect format] with depictions of thin women" (Holmstrom 2004. [Referencing - Incorrect format] ment cultivates a "body hatred [Referencing - Incorrect format] their body image, which [Referencing - Incorrect format] d with Grammar - Word forms controlling one's appetite. (Kilbourne, 1999, p.135) Females may feel anxiety about [Referencing - Incorrect format] physical appearance, so they state that eating disorders originate from constant self-objectification" (Choma, 2009, p.700).

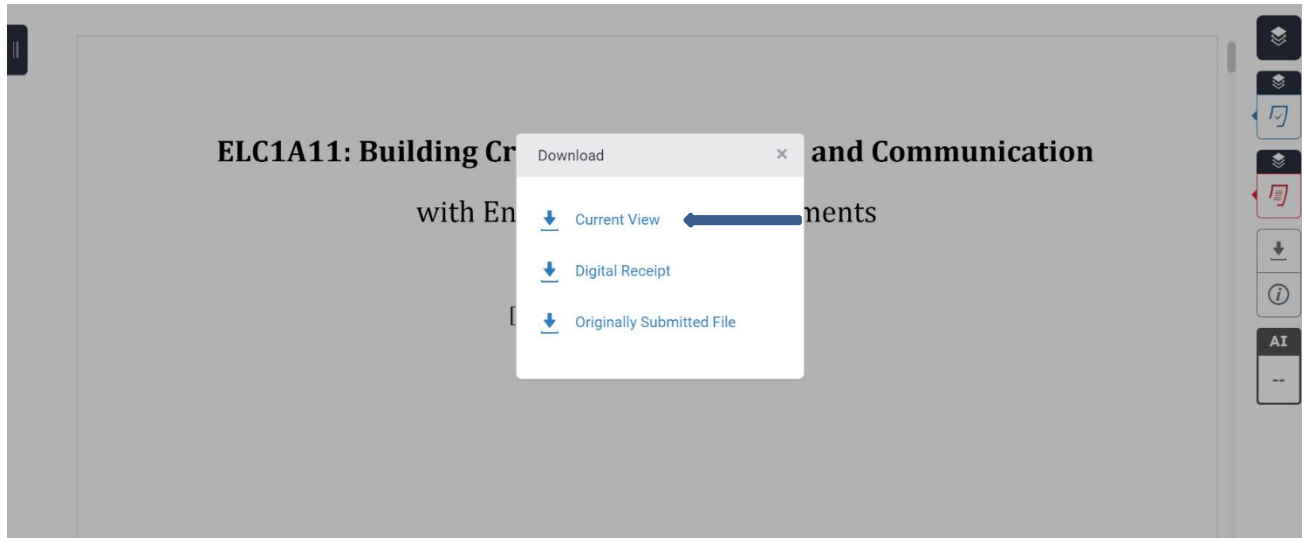
Page: 4 of 6 Word Count: 1831 Text Only Report High Resolution On

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.

**ELC1A11: Building Critical Thinking Skills and Communication**  
with English Writing Requirements

[Name of CAR tutorial teacher]

Download button highlighted with a red arrow.



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### 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).

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### 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