QBL Self-Learning Software

Manual

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Introduction

QBL self-learning 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 learners' skills. 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 **doing by learning, learning by doing, and improving through doing**.
- QBL is totally online, in the cloud, no need to install or download software. In addition, after logging in, the user can download the QBL ebooks.
- Learners can change interface language at any time for a localized experience.
- The learner's work and rework are automatically saved. Furthermore, QBL can quickly, accurately, and impartially cloud auto check the learner's work and/or rework.
- Each writing type can be used in up to nine different assignments per class.
- Each essay type includes Help Notes, containing built-in writing guidelines on writing style, content, and format with examples to guide learners in practicing writing.
- QBL provides a Help Video with a 60-second demonstration on every page.
- Learners can collect, track, and analyze their own homework details, helping to focus on weak points.
- Big Data Analytics: Available error statistics for each assignment enable the individual learner to accurately target weaknesses to improve. Learners can collect, track, and analyze their own writing details, helping to understand and overcome learning bottlenecks.

Chapter 1: Register & Log In

A. Register

1. First, you can pick your theme by clicking one of the colors on the top left. Before using **QBL**, you need to first register. If you are the first time user, go to Click "**Learner Registration**" to register, as shown in Figure 1-1. If you are already a registered user of any QBook software, log in first and then key in your new registration number below "Enter your registration number to register as a user." In addition, QBook Writing Center App enables 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)

Pick your theme

Click to register

Download manuals
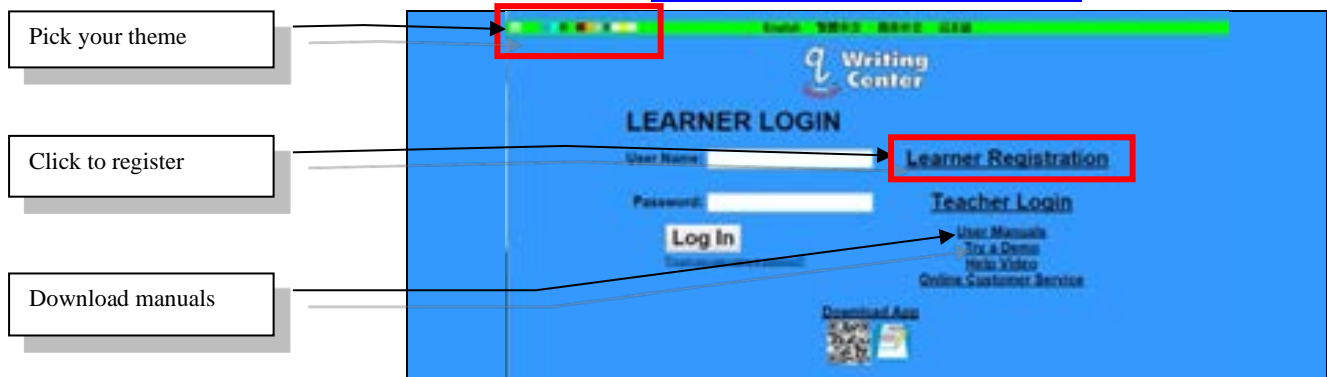
2. Please type in the registration number exactly and pay attention to the capitals and lower case letters. Next, click the "**Submit**" button, as shown in Figure 1-2. If the registration number is not correctly entered, you will be taken to a warning page, as shown in Figure 1-3; click "**Go Back to Login Page**" to re-enter or check your registration number. You can stick the registration number sticker on the book for the purpose of future inquiries about your user name and password.

Figure 1-2: Input Registration Number
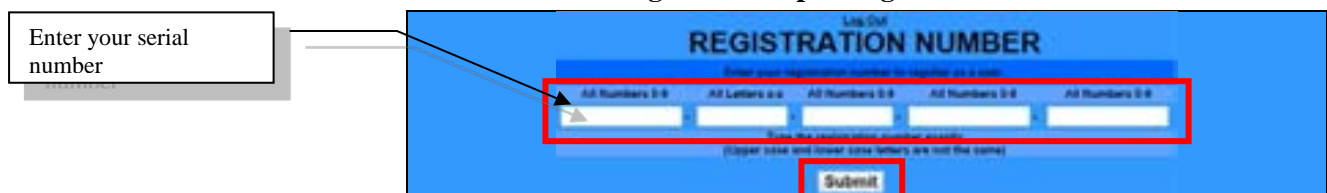
Enter your serial number

Figure 1-3: Wrong Registration Number

3. Fill in the user's basic information. Fields marked with asterisk (*) are required to be completed. After inputting your registration information, click "**Register**," as seen in Figure 1-4.

**Figure 1-4: Enter the Basic Information**

Click to complete registration

4. After successful registration, the screen will display your user name and password. You are encouraged to write down and remember this information, as shown in Figure 1-5. Simultaneously, the system will email this registration information to you (emailed to the email address supplied during registration). Please keep the email for future reference.
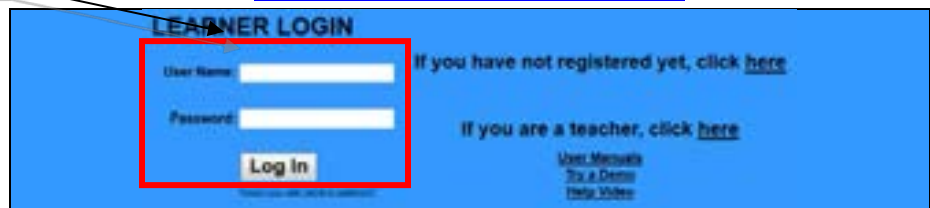
Figure 1-5: Successful Registration

Keep this information safe
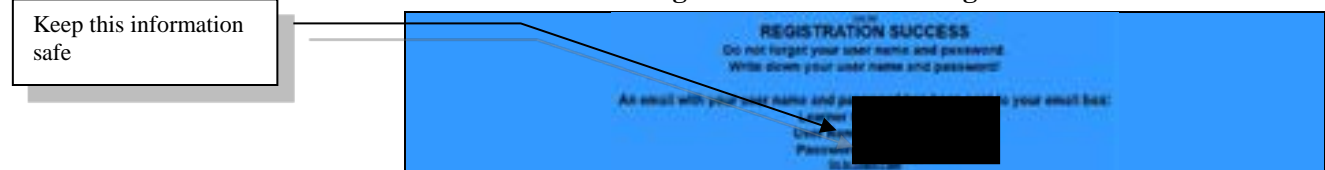
B. Log In

Type your user name and password at the homepage page of QBook Writing Center (https://writingcenter.qbook.org) to log into the system, as shown in Figure 1-6.

**Figure 1-6: Homepage of QBook Writing Center
(https://writingcenter.qbook.org)**

Input login credentials to enter site

You can click "**Modify Registration Information**" to change your registration information (except user name). Click "**Start**" in front of the "**QBL Self-Learning Software**" to enter the system, as shown in Figure 1-7. If you are interested in other QBook cloud software systems, please email qbook@qbook.org to make a purchase or learn more. To activate any additional software, key in the registration number at the right side of the software name and then click "**Add**."

Figure 1-7: Click "Start"

Click to start the version of cloud software purchased

When using **QBL** for the first time, you will see a screen asking you to update the system; click "**Update Now**" to update, as shown in Figure 1-8. This screen will not show up in subsequent logins; rather, you will be taken to the main page, as shown in Figure 1-9. Moreover, you can click "**Download Ebooks**" to download ebooks, as shown in Figure 1-9.

Figure 1-8: First-time Users Click Update Now

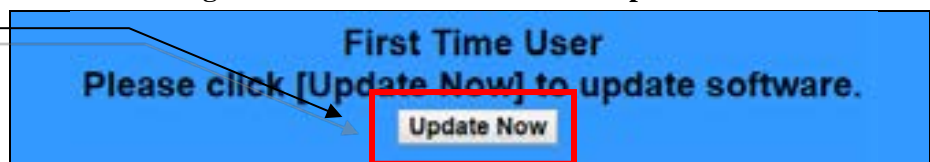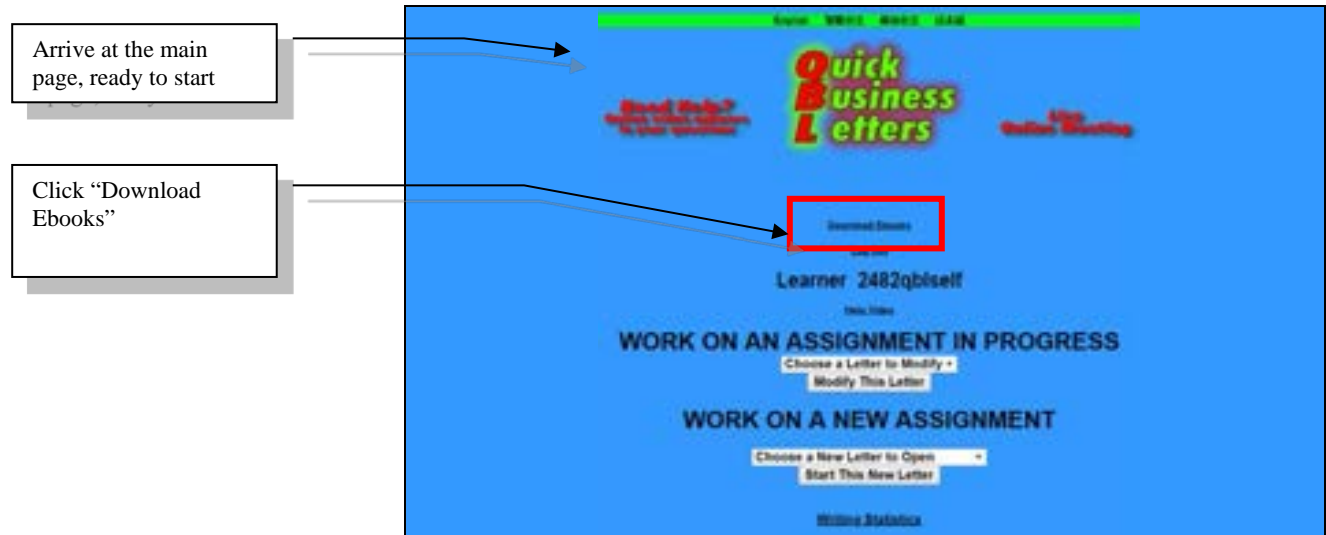Click "Update Now" for first-time users

Figure 1-9: Main Page

Arrive at the main page, ready to start

Click "Download Ebooks"

Chapter 2: Write Letters

A. Begin on a New Letter

Use the drop-down menu to choose a new letter and then click "**Start This New Letter**" to begin writing, as shown in Figure 2-1.
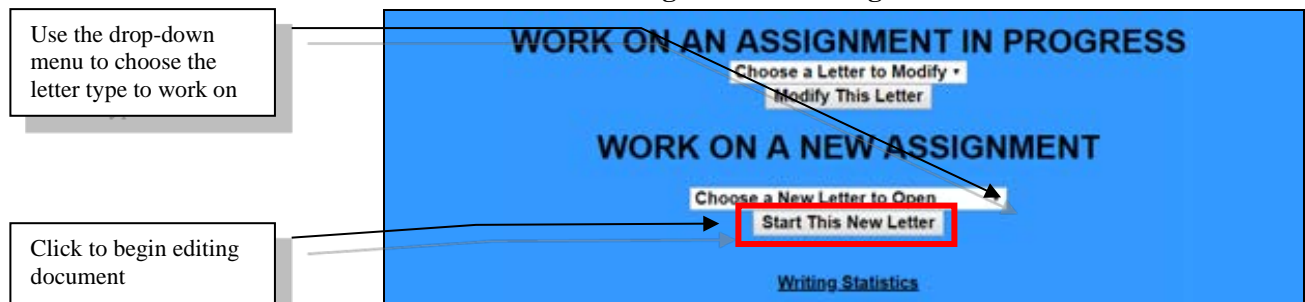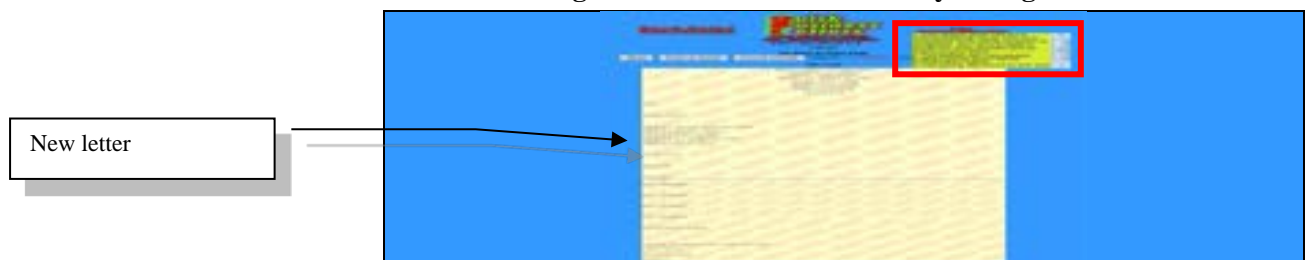
Figure 2-1: Writing a New Letter

Use the drop-down menu to choose the letter type to work on

Click to begin editing document

Figure 2-2: A New Letter Ready to Begin Work

New letter

System settings include:
1. **The system can only accept English words and English punctuation marks.**
2. **The cursor will move to the next line automatically.**
3. **If you use Chrome, Firefox, or Safari, 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).**

Parts of the Letter

You can write any part or paragraph by moving the cursor near to the name of the letter part or the words "**Body Paragraph**" or edit words you have previously written. When the line or the paragraph changes in color, to a green background, you can click to begin writing/editing inside the white area, as shown in Figure 2-3~4.
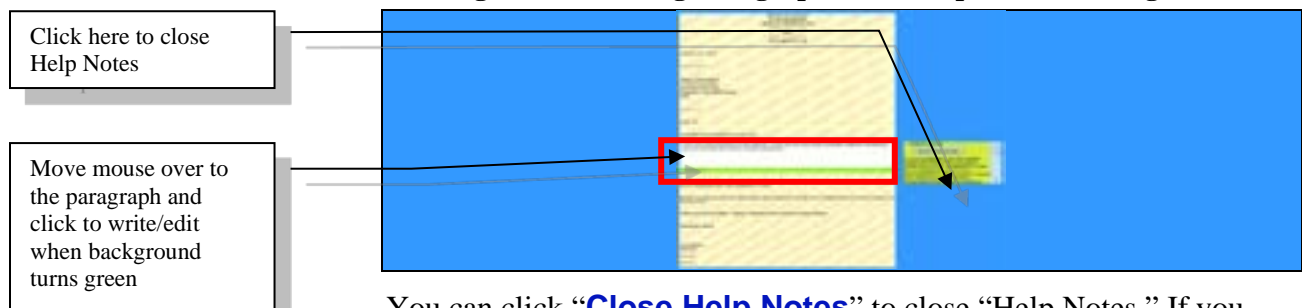
Figure 2-3: Write Letter Parts

Write inside white text area.

The yellow box on the right, "**Help Notes**," will automatically pop up. "**Help Notes**" provide writing guidelines, including computer assisted instructions on writing style, content, and format, with examples specific to the letter, the letter part, or the paragraph being worked on. "**Help Notes**" can be dragged to any place of the screen you like. You can close and open "**Help Notes**" any time.

Figure 2-4: Editing Paragraphs with Help Notes Guiding Users

Click here to close Help Notes

Move mouse over to the paragraph and click to write/edit when background turns green

You can click "**Close Help Notes**" to close "Help Notes." If you want to open "**Help Notes**" again, click "**Show Help Notes**," as shown in Figure 2-5.

Figure 2-5: Show Help Notes

Click here to open Help Notes
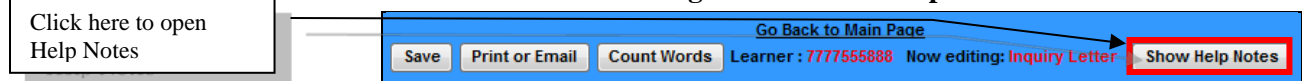
Save

This system has an auto saving function. When you click outside the paragraph you are working on, all your work will automatically save to the cloud server. When "**Saved to the Server**" appears, your writing content has been automatically saved, as shown in Figure 2-6. There is no need for you to upload your work to your teacher.
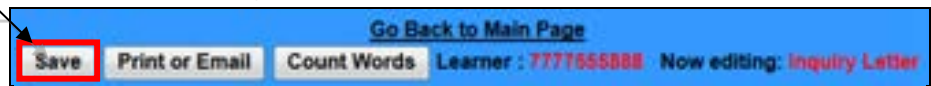
Figure 2-6: Work Automatically Saved to Cloud Server
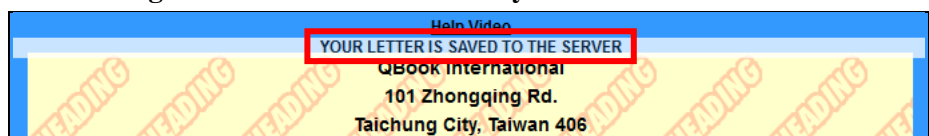
Another way to save your work is to click the "**Save**" button, as shown in Figure 2-7.

Figure 2-7: Save Work to Cloud Server

Save work to cloud server at any time

Print or Email

You can also use the "**Print or Email**" function to print or email your letter.

Figure 2-8: Print or Email

Click to print or email your letter
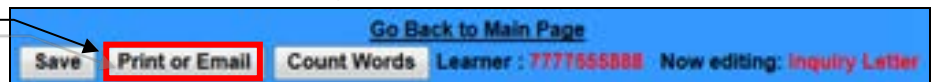
Count Words

You can utilize the "**Count Words**" function to count words in the body of your letter, as shown in Figure 2-9. A screen will pop-up and show the number of words in your body, as shown in Figure 2-10.
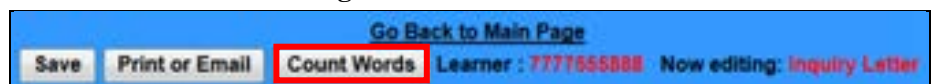
Figure 2-9: Count Words


Figure 2-10: Total Words in the Body

B. Work on a Letter in Progress

You can, at any time, use the drop-down menu to choose the work in progress on the main page. Click "**Modify This Letter**" to continue editing the essay previously started, as shown in Figure 2-11.

Figure 2-11: Edit a Letter Previously Started

Choose a previously started letter to continue editing

Click to begin editing
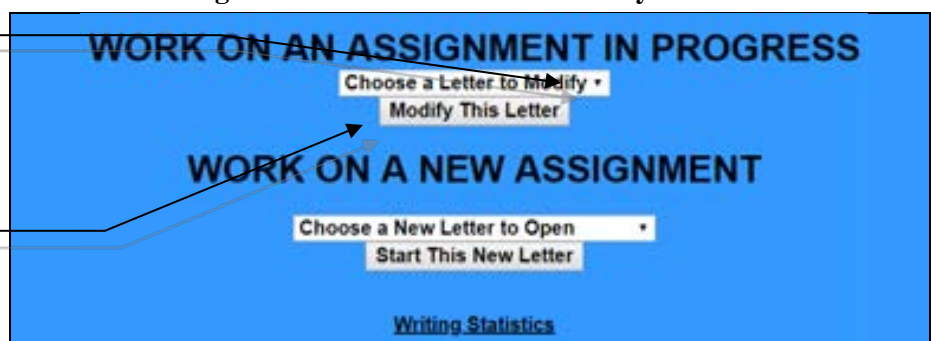
Chapter 3: Cloud Auto Check & Revise

A. Cloud Auto Check

You can initiate Cloud Auto Check any time, and the body of your writing or rewriting can be checked instantly. The blue radio button is on "**Don't Check Yet**" if the current writing has not been automatically checked yet, as shown in Figure 3-1. If you want to Cloud Auto Check writing or rewriting, click the radio button in front of the "**Check All/Recheck**." Cloud Auto Check will start checking your writing for errors.

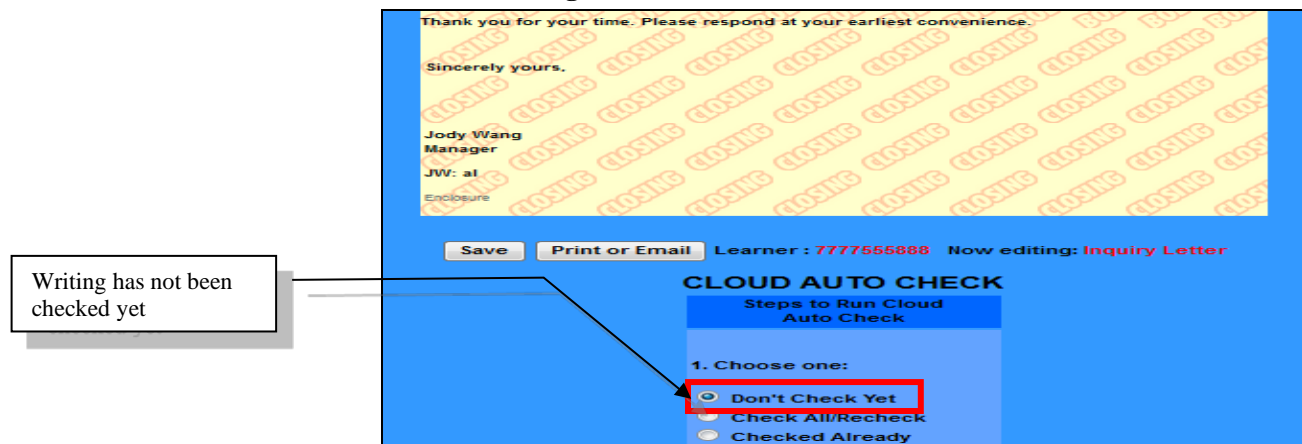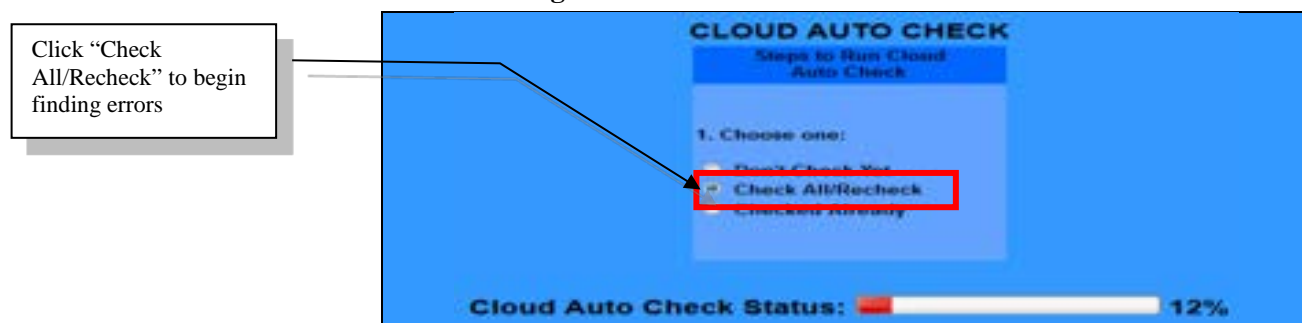**Figure 3-1: Cloud Auto Check: Don't Check Yet**

Writing has not been checked yet

Figure 3-2: Cloud Auto Check: Check All/Recheck

Click "Check All/Recheck" to begin finding errors

After finishing Cloud Auto Check, the radio button in front of "**Checked Already**" will turn blue, as shown in Figure 3-3, and "Errors in this paragraph" will appear below each paragraph, showing each error's details, as shown in Figure 3-4. If you edit the letter, making any changes, then you can click "**Check All/Recheck**" again, to keep the error check up to date.
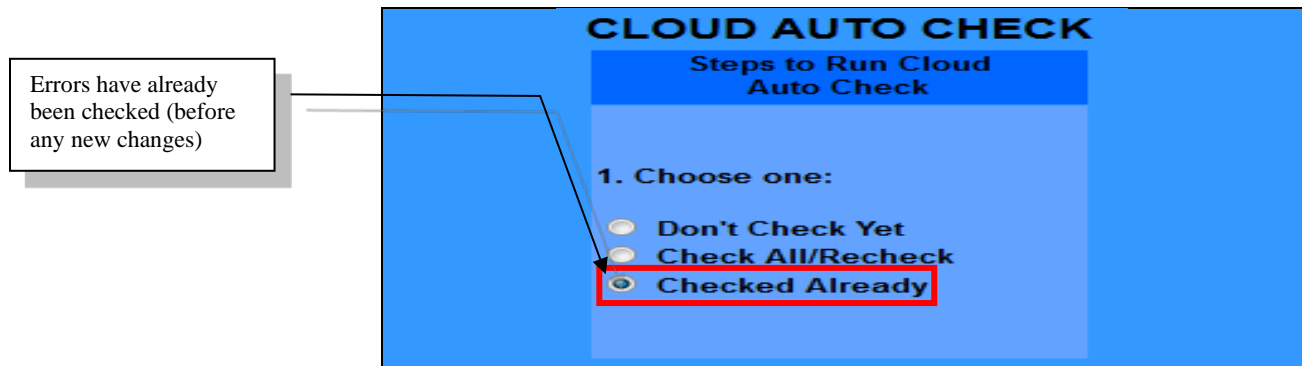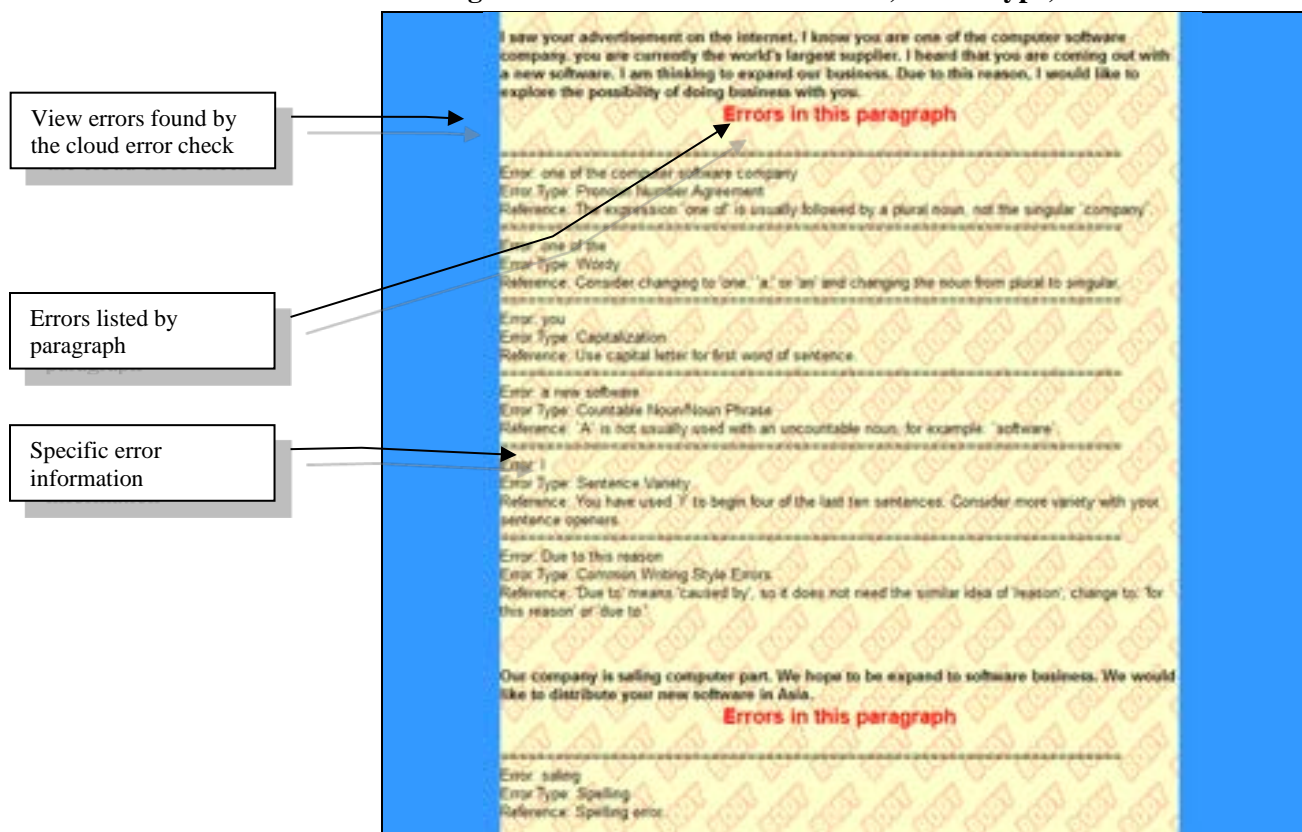
Figure 3-3: Checked Already

Errors have already been checked (before any new changes)

Figure 3-4: Details of Errors: Error, Error Type, and Reference

View errors found by the cloud error check

Errors listed by paragraph

Specific error information

B. Correct Mistakes & Rewrite

You can correct mistakes and/or rewrite the letter based on cloud feedback. First, move your cursor over the paragraph you want to edit. When the paragraph changes in color, to a green background, you can click to begin rewriting/editing inside the white area, according to the paragraphic errors (in green color) found by Cloud Auto Check, as shown in Figure 3-5. In doing so, Redrafting and process writing are

enabled. This improves learning and achieves the goals of learning by doing, doing by learning, and improving through doing.

Figure 3-5: Correct Mistakes & Rewrite

Correct errors/rewrite

Error details for the paragraph

After finishing correcting or rewriting, click the radio button in front of "**Check All/Recheck**," and Cloud Auto Check will begin rechecking your writing, as shown in Figure 3-6.
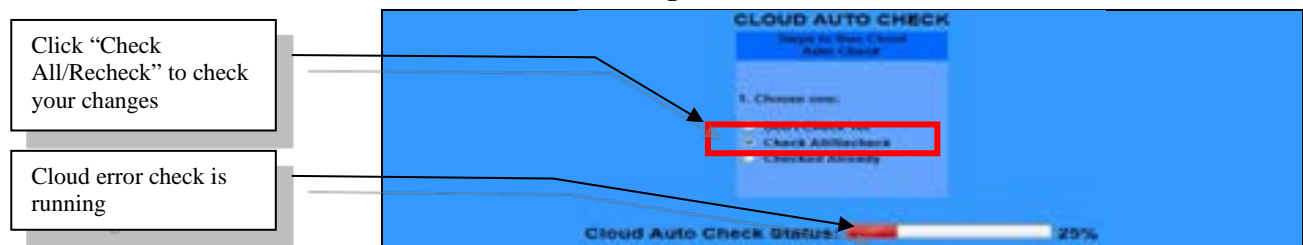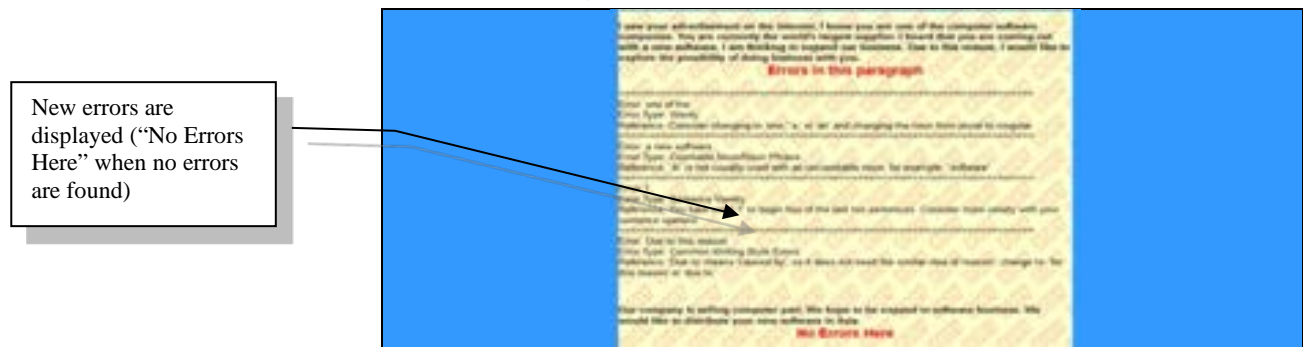
Figure 3-6: Cloud Auto Recheck

Click "Check All/Recheck" to check your changes

Cloud error check is running

Figure 3-7: Results from Cloud Auto Recheck

New errors are displayed ("No Errors Here" when no errors are found)

C. Clear Errors Found by Cloud Auto Check

If you want to clear the error details found by Cloud Auto Check, click the radio button in front of "**Don't Check Yet**" and then refresh the page. Errors found by Cloud Auto Check will be gone, and only your writing contents remain.

Figure 3-8: Clear Errors Found by Cloud Auto Check

Click "Don't Check Yet" to clear list of errors.

Figure 3-9: Marks of Found Errors Cleared

D. End or Take a Break from Practicing

When you want to end or take a break from practicing writing or rewriting, click "**Save**" if you want to keep both your writing contents and results from Cloud Auto Recheck, as shown in Figure 3-10. On the other hand, if you just want to keep your writing content, but not the Cloud Auto Recheck results, click the radio button in front of "**Don't Check Yet**" and then click "**Save**," as shown in Figure 3-11. Lastly, click "**Go Back to Main Page**" or "**Log Out**."

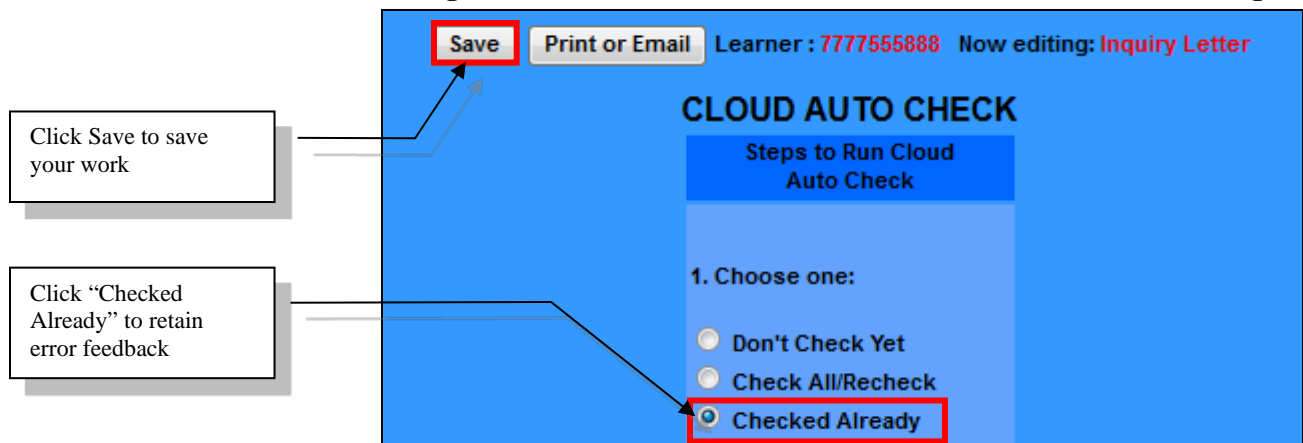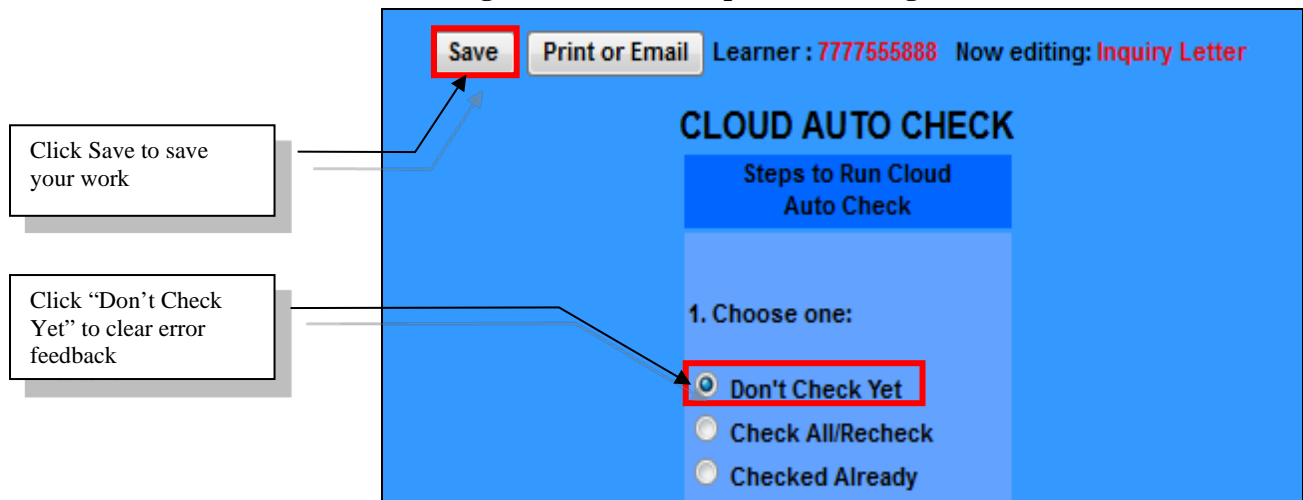**Figure 3-10: Click "Save" to End or Take a Break from Practicing**

Click Save to save your work

Click "Checked Already" to retain error feedback

Figure 3-11: Just Keep Your Writing without Checked Errors

Click Save to save your work

Click "Don't Check Yet" to clear error feedback

Later, if you want to continue to work on this specific letter, use the drop-down menu below "**WORK ON A LETTER IN PROGRESS**" to choose the letter and then click "**Modify This Letter**" to edit this letter, as shown in Figure 2-11.

Chapter 4: Writing Statistics

A. **AI Analytics**

Click "**Writing Statistics**," at the bottom of the class management page, as shown in Figure 4-1, to run the AI analysis of error types. After the analysis is complete, the page will display error statistics for each writing. You can view individual analytics of each writing practice, as shown in Figure 4-2, to enable you to have a good grasp of learning bottlenecks.
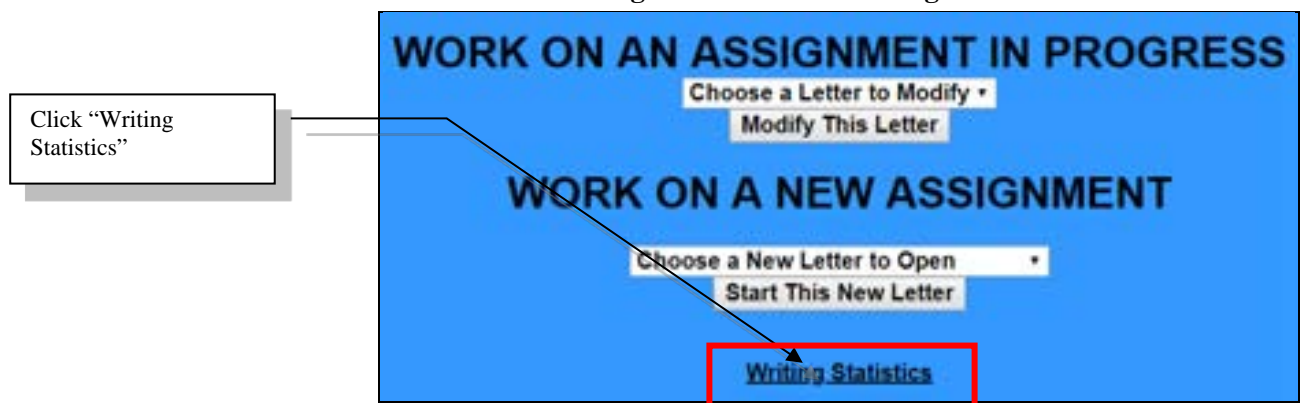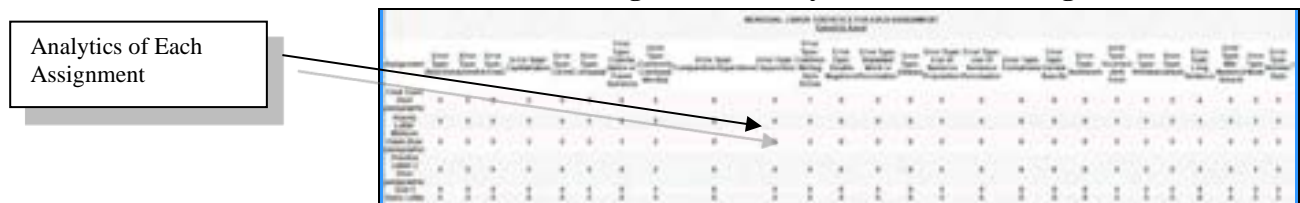
Figure 4-1: Click "Writing Statistics"

Click "Writing Statistics"

Figure 4-2: Analytics of Each Writing

Analytics of Each Assignment

B. Export Data and Save in Excel

After clicking "**Export to Excel**," as shown in Figure 4-3, move the cursor inside the shaded area below the "**Copy and Paste into Excel**," as shown in Figure 4-4. 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 progress.

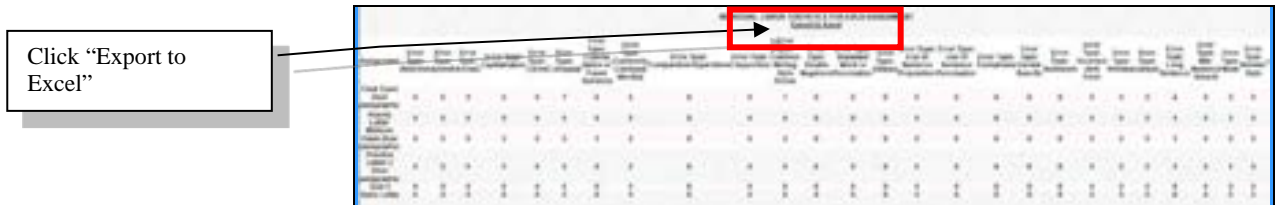**Figure 4-3: Click "Export to Excel"**

Click "Export to Excel"
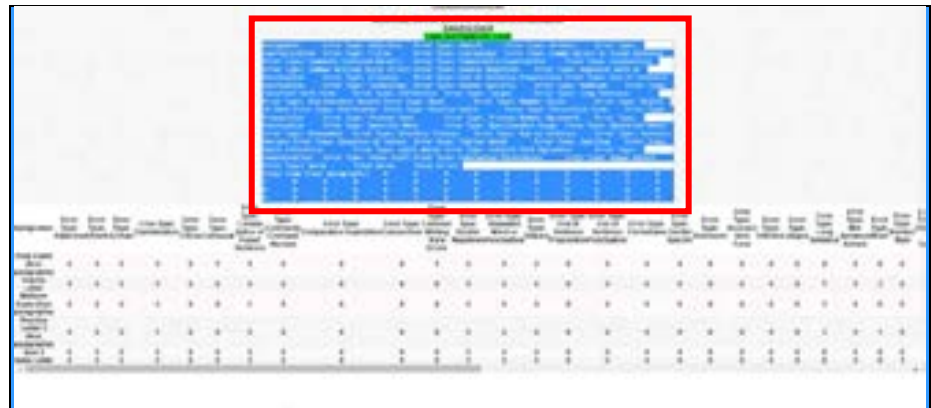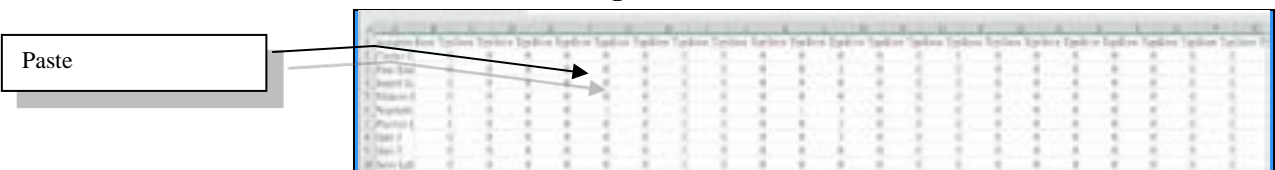
Figure 4-4: Right Click to Copy

Figure 4-5: Paste into an Excel Sheet

Paste

Chapter 5: Frequently Asked Questions

A. Register

Q: What shall I do when I cannot register successfully?

Ans.∶ First, please make sure you type in your registration number exactly, paying attention to the upper and lower case letters. If you fail to register after trying a few times, please contact QBook (qbook@qbook.org).

Q: Can one registration number be used for all the cloud software programs?

Ans.: Each registration number is just for one type of cloud software.

Q: After registration, can I change my user name and/or password?

Ans.: After logging in, you can click "**Modify Registration Information**" to change your learner ID number, password, email address, and telephone number. However, your user name cannot be changed.

B. Forgot User Name or Password

Q: I forgot my user name and/or password. What can I do?

Ans.: Please go to **QBook Writing Center** and click "**Forgot your user name or password?**" below the "**Log In**," as shown in Figure 4-1.

Figure 4-1: Homepage of QBook Writing Center
(https://writingcenter.qbook.org)

Click here if you forgot your password
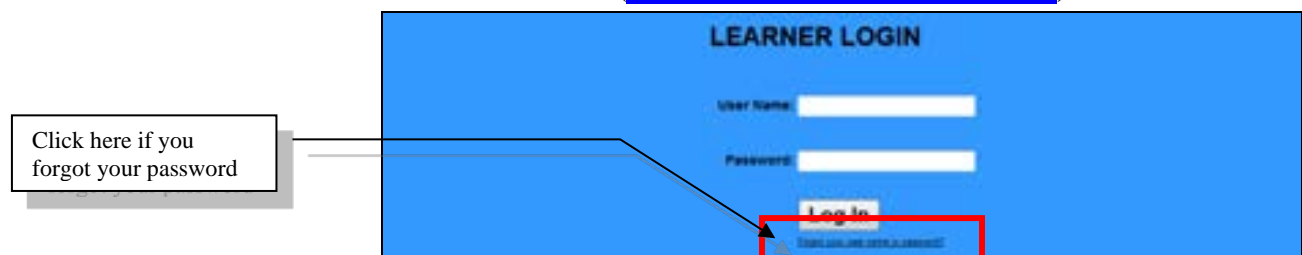
Next, fill in the correct information in the following fields as shown in Figure 4-2, and then click "**Find Login Data**."

Figure 4-2: Find Your Lost User Name or Password

Complete the
information

Click here to have
your password emailed
to you

If the data is correct, the database will return a "**Data Found**"
message, as shown in Figure 4-4. Your user name and password have
been sent to your email box.

Figure 4-4: User Name and Password Found and Sent to User

If the data input is incorrect or incomplete, the system will display
"**DATA NOT FOUND**." You can click "**Try Again**," as shown in
Figure 4-6, to re-enter the correct information.

Figure 4-6: Data Not Found

Try again