QBL Learning Software

Manual

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Introduction

QBL 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 enabled. This improves learning and achieves the goals of learning by doing, doing by learning, 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.
- learners can complete assignments from anywhere, no need to use a computer lab because work can be accessed through any wireless connection, such as smartphones, tablets, and notebooks.
- All assignments are automatically saved and turned in to the teacher, no need to upload, email, or print out homework.
- For any assignment that is due within the next two days, QBook Writing Center will automatically send an email reminder to every individual learner.
- 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.
- All learners can practice writing simultaneously.
- **QBL** increases the instructional value of the teacher's effort. After teacher assessment, learners can view others' contents, grades, and teacher feedback; in fact, learners can learn by seeing what others have done.
- 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 "here" to register

Download manuals
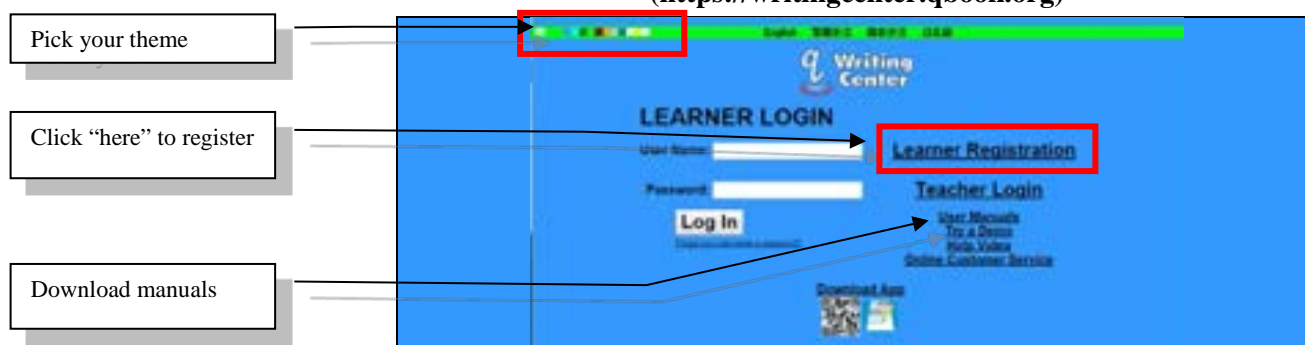
2. Please type in the registration number exactly and pay attention to the capitals and lower case letters. Next, click the "**Submit**" button, as shown in Figure 1-2. If the registration number is not correctly entered, you will be taken to a warning page, as shown in Figure 1-3; click "**Go Back to 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.
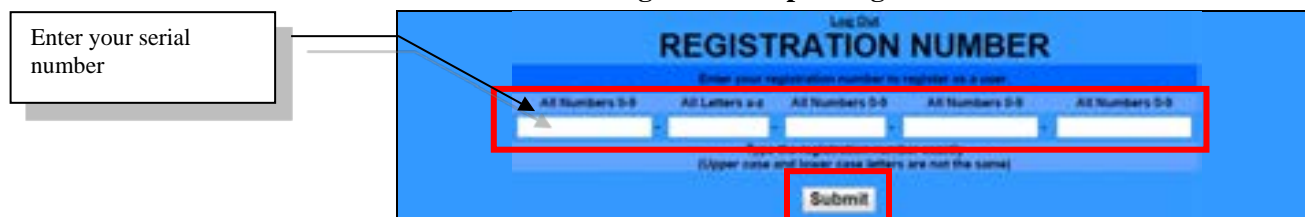
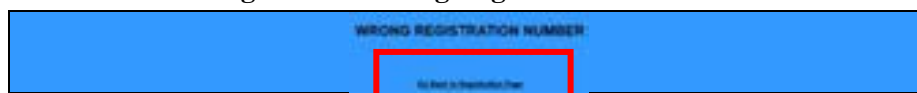**Figure 1-2: Input Registration Number**

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

Complete required information

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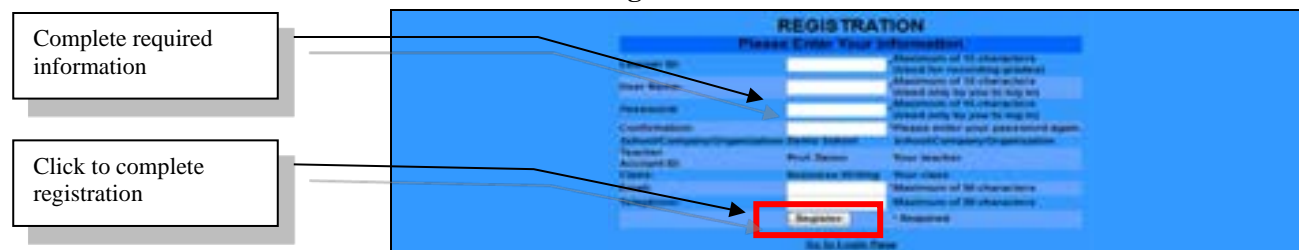
4. After successful registration, the screen will display your user name and password. You are encouraged to write down and remember this information, as shown in Figure 1-5. Simultaneously, the system will email this registration information to you (emailed to the email address supplied during registration).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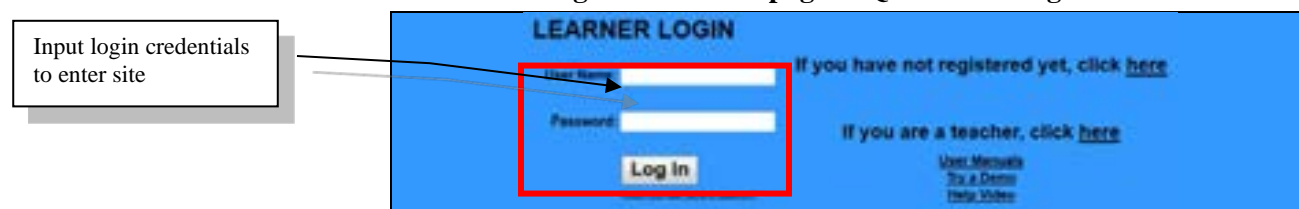
Figure 1-5: Successful Registration

Keep this information safe
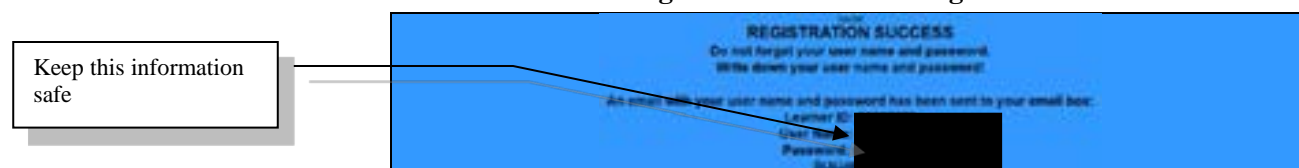
B. Log In

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

Input login credentials to enter site

You can click "**Modify Registration Information**" to change your registration information (except user name). Click "**Start**" on the left side of class and teacher names to enter the system, as shown in Figure

1-7. 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 "S̲tart**"**

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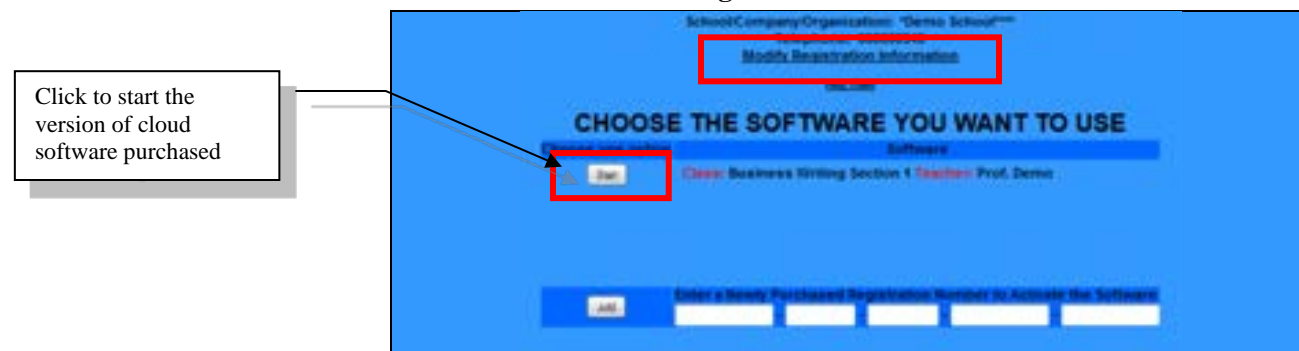
When using **QBL** for the first time, you will see a screen asking you to update the system; click "**Update Now**" to update, as shown in Figure 1-8. This screen will not show up in subsequent logins; rather, you will be taken to the main page, as in Figure 1-9. Moreover, you can click "**Download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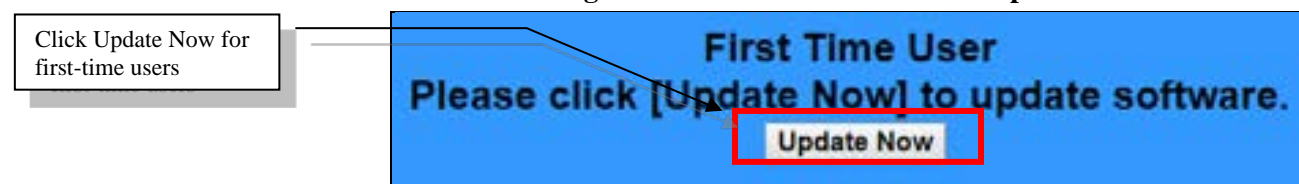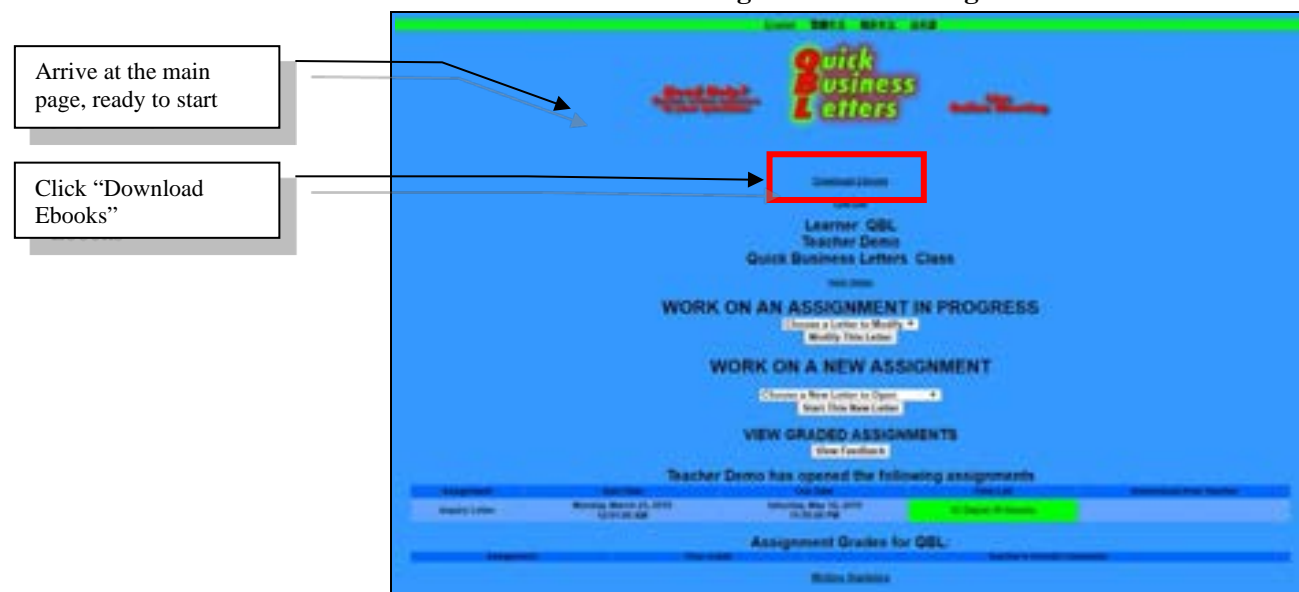
Figure 1-8: First-time Users Click Update Now

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 Homework

A. Begin on a New Assignment

First, view the teacher's assigned homework list to see the assignments, start dates, expiration dates, number of days left, and teacher's instructions, as shown in Figure 2-1. Moreover, for any assignment that is due within the next two days, QBook Writing Center will automatically send you an email reminder.

Figure 2-1 Assignments That Have Been Assigned

Check if there is any new assignment or not.

If there is a new assignment, you can choose to work on a new letter. Use the drop-down menu to choose the newly assigned homework and then click "**Start This New Letter**" to begin writing, as shown in Figure 2-2. If the essay type is not assigned yet, a notice will tell you the assignment "**CANNOT be worked on now**," as shown in Figure 2-3.

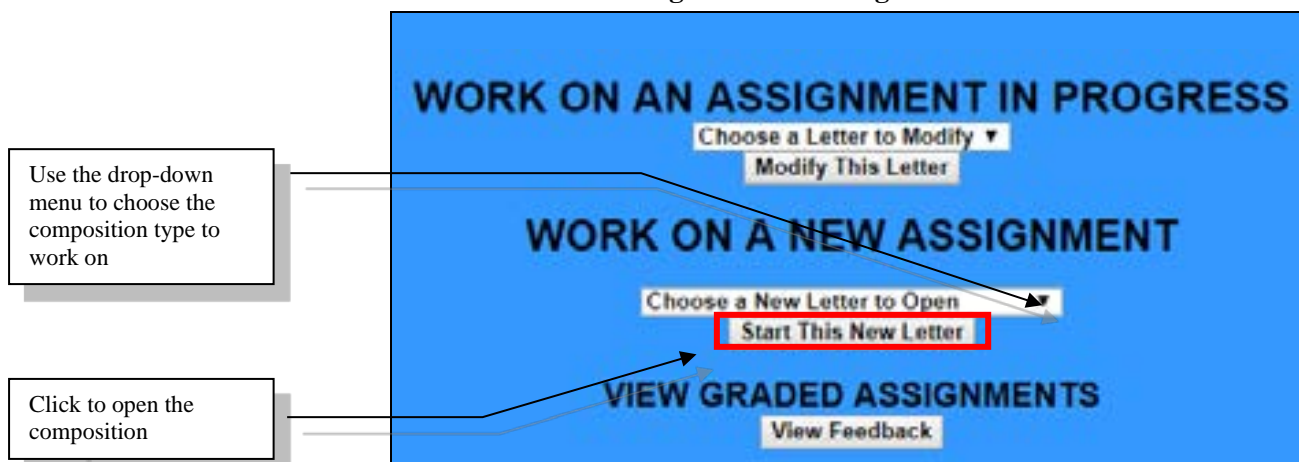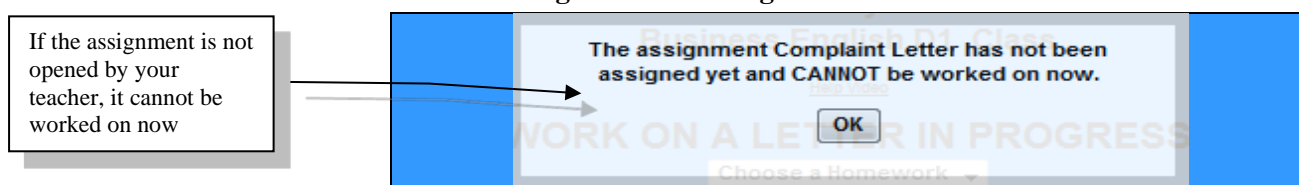**Figure 2-2: Writing a New Letter**

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

Click to open the composition

Figure 2-3: Unassigned Jobs Cannot Be Worked on

If the assignment is not opened by your teacher, it cannot be worked on now

Areas of a Letter

A letter is divided into four main areas: heading, opening, body, and closing. Table 2-1 shows the details of each area. The teacher may assign a letter with or without heading, opening and closing. In other words, you may have to write the whole letter, including each part of a letter, as shown in Figure 2-4, or you may just need to write the body of a letter, as shown in Figure 2-5.

Table 2-1: Parts of a Letter

Area		Part
Heading	Sender's information	1. Sender's name, address, email address, website, telephone, etc. 2. Date 3. Special notation
Opening	Receiver's information	1. Receiver's name and address 2. Attention 3. Salutation 4. Subject
Body	Body content	Body paragraphs
Closing	Ending information	1. Complimentary closing 2. Signature 3. Name of the person who writes this letter 4. Job title 5. Reference initials 6. Enclosure

Figure 2-4: Write a Whole Letter

System Settings

Message/instructions from your teacher

Heading
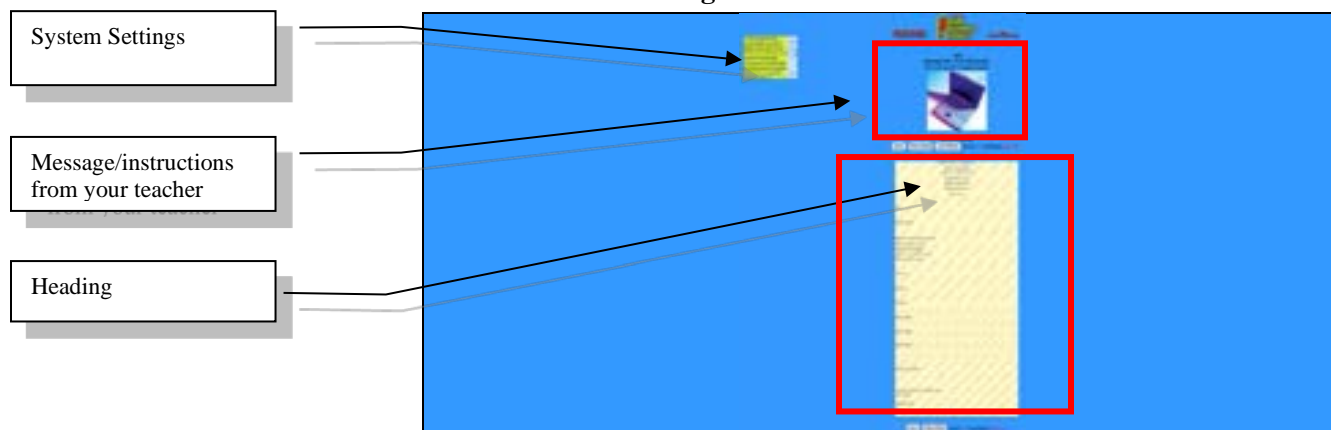
Homework Message/Instructions

After a new letter is opened, any message or instructions from the teacher will be displayed at the top of the page, as shown in Figure 2-5. It is suggested that you read homework message/instructions clearly before writing in order to meet the teacher's requirements.

Figure 2-5: Only Write the Body of a Letter

System Settings

Message/instructions from your teacher

Only need to write the body
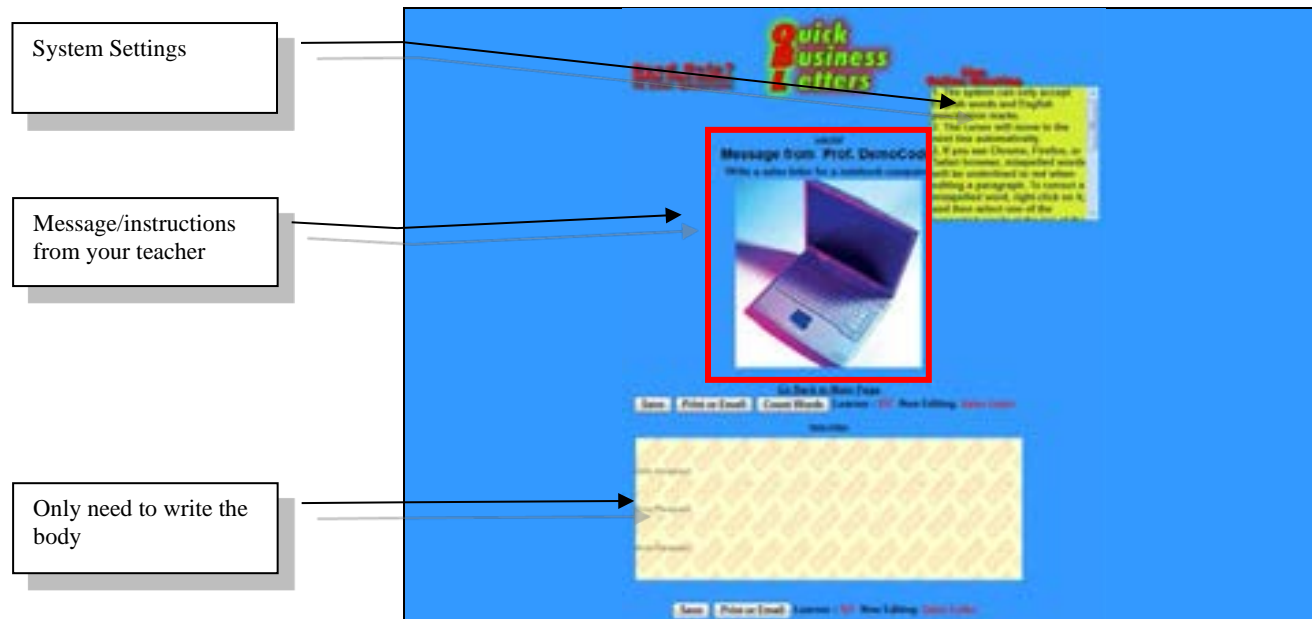
System settings include:

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 browser, 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).**
4. **According to the situational needs of learning, the system enables teachers to allow or disallow students to paste text from other programs or to share homework and feedback.**

Move the cursor to any line. When the line/paragraph changes in color, to a green background, you can click to begin writing inside the white area as shown in Figure 2-6~7.
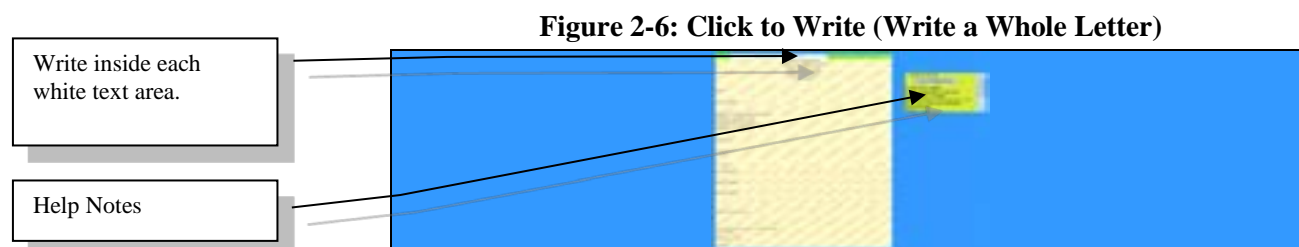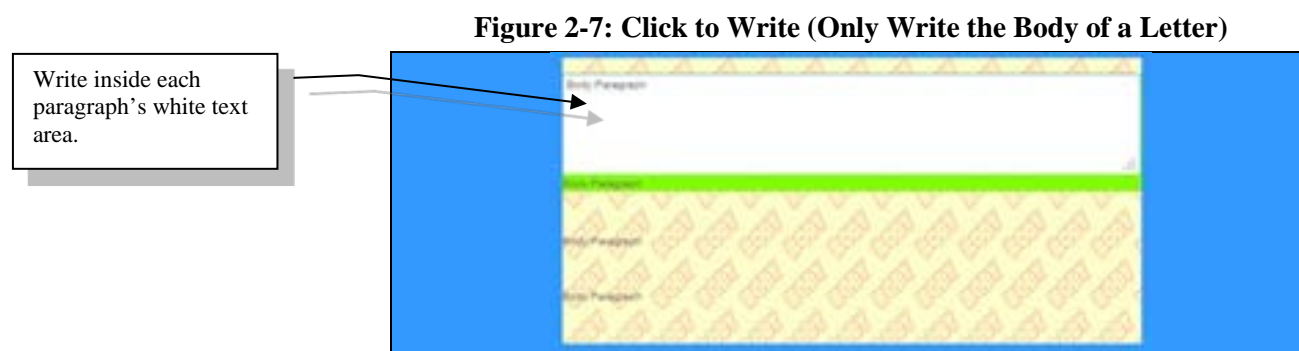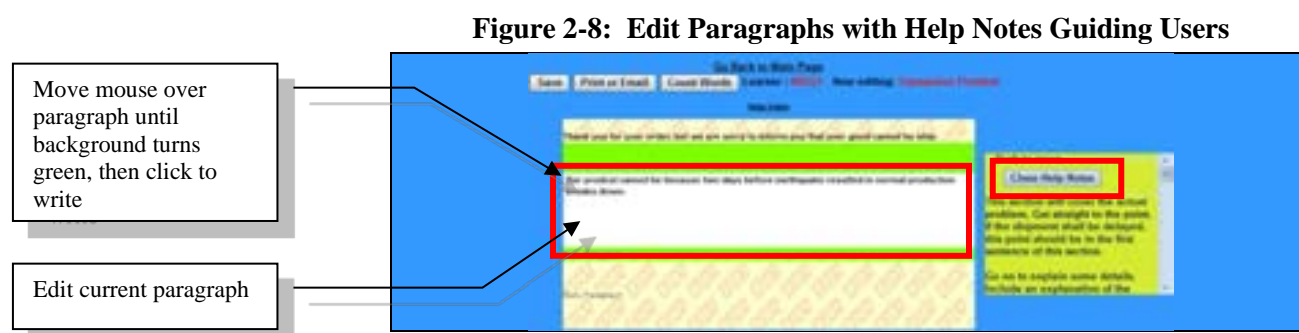
Figure 2-6: Click to Write (Write a Whole Letter)

Write inside each white text area.

Help Notes

Figure 2-7 shows that the white text area is for writing your first paragraph; click near to the words "**Body Paragraph**" to start.

Figure 2-7: Click to Write (Only Write the Body of a Letter)

Write inside each paragraph's white text area.

You can write any paragraph by moving the cursor near to the words "**Body Paragraph**" or edit words you have previously written. When the line/paragraph changes in color, to a green background, you can then begin writing inside the white area, as shown in Figure 2-6~7. 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 2-8: Edit Paragraphs with Help Notes Guiding Users

Move mouse over paragraph until background turns green, then click to write

Edit current paragraph

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 2-9.

Figure 2-9: Show Help Notes

Click here to open
Help Notes

B. 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 2-10. There is no need for you to upload your work to your teacher.
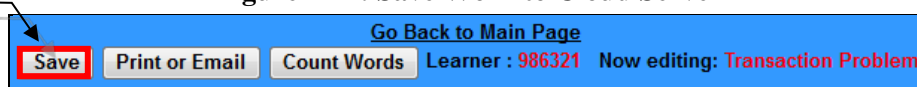
Figure 2-10: Work Automatically Saved to Cloud Server

Work is being saved to
the cloud server

Another way to save your work is to click the "**Save**" button, as shown in Figure 2-11.

Figure 2-11: Save Work to Cloud Server

Save work to cloud
server at any time

C. Print or Email

You can also use the "**Print or Email**" function to print or email your letter, as shown in Figure 2-12 and Figure 2-12~1.

Figure 2-12: Print or Email

Click to print or email your composition

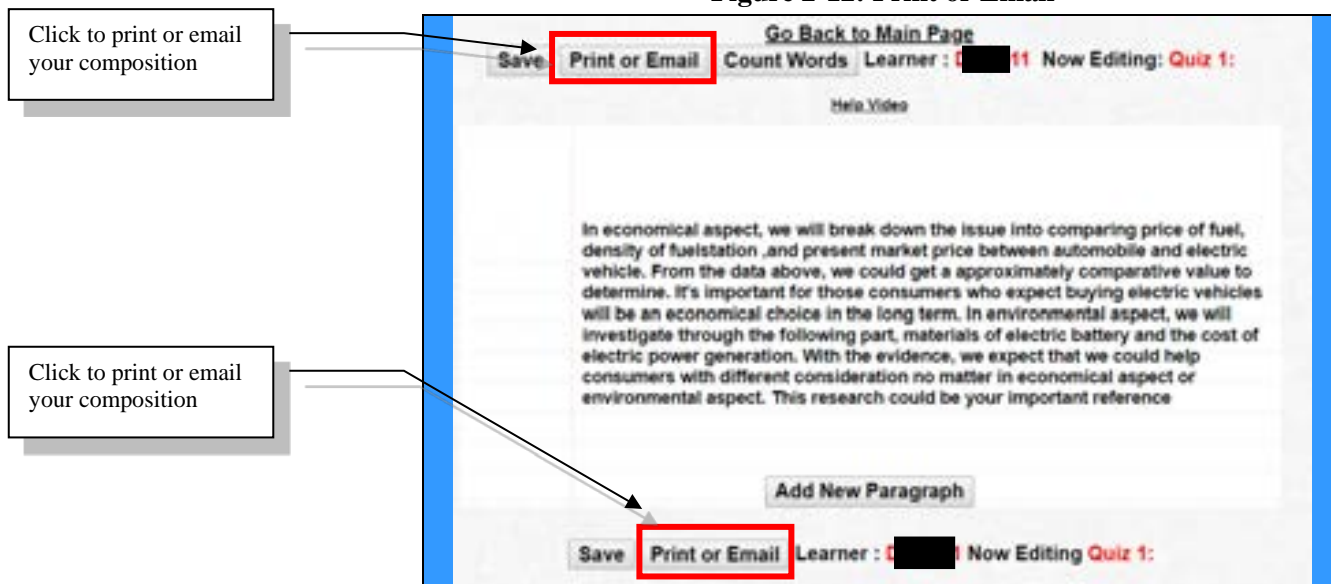Click to print or email your composition

Figure 2-12-1: Print or Email

D. Count Words

Teachers often require a minimum number of words for each assignment. You can utilize the "**Count Words**" function to count words in the body of your letter, as shown in Figure 2-13. A screen will pop-up and show the number of words in your body, as shown in Figure 2-14.

Figure 2-13: Count Words
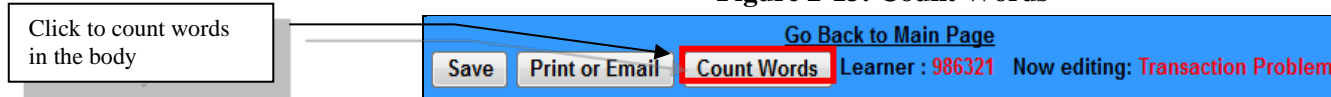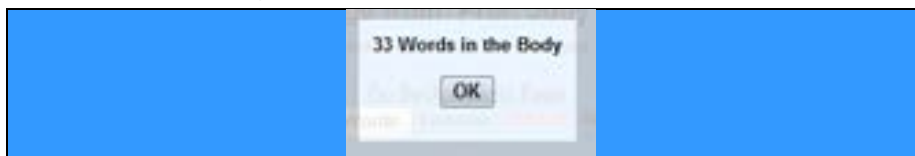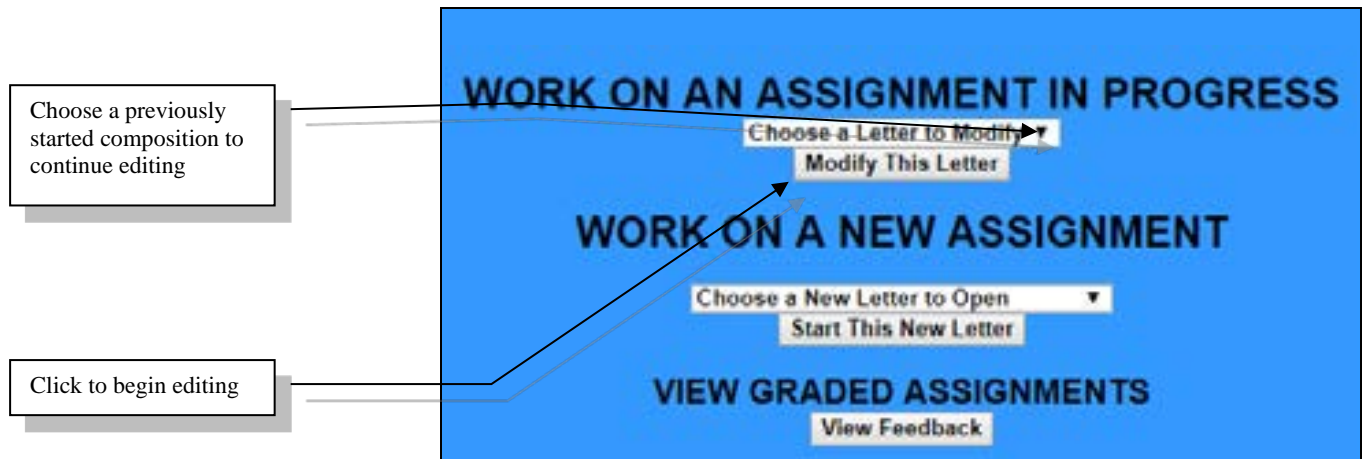
Click to count words in the body

Figure 2-14: Total Words in the Body

E. Work on a Composition in Progress

Before the due date, 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 2-15.

Figure 2-15: Edit a Composition Previously Started

Choose a previously started composition to continue editing

Click to begin editing

WORK ON AN ASSIGNMENT IN PROGRESS
Choose a Letter to Modify
Modify This Letter

WORK ON A NEW ASSIGNMENT
Choose a New Letter to Open
Start This New Letter

VIEW GRADED ASSIGNMENTS
View Feedback

Chapter 3: View Grades & Revise Homework

A. View Grades

Click on "**View Feedback**" to view graded letters, as shown in Figure 3-1.

Figure 3-1: View Feedback

Click to view corrections
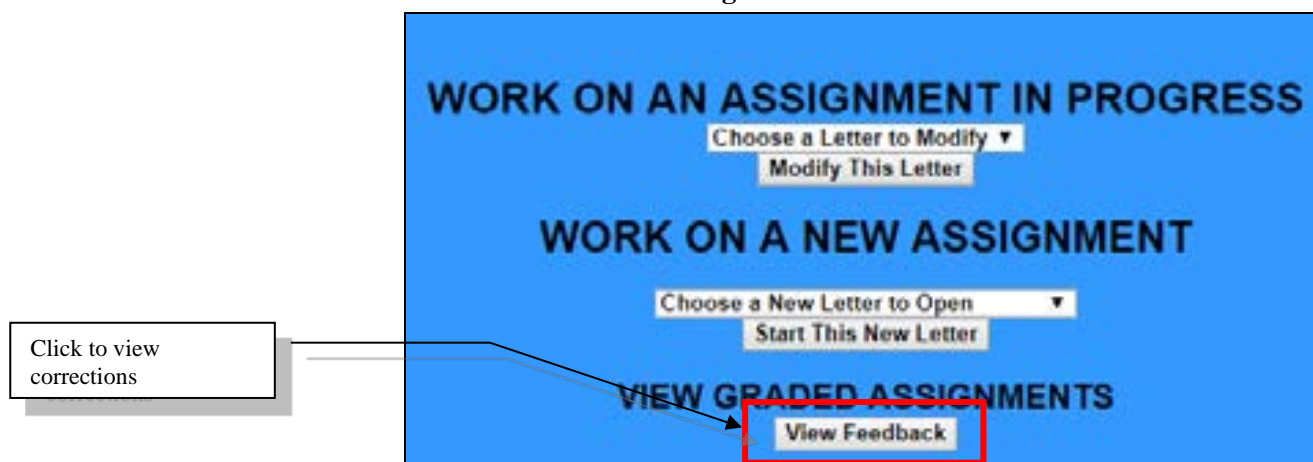
Then, at the screen that appears, use the drop-down menu to choose the specific homework you want to view and then click "**Go**," as shown in Figure 3-2.

Figure 3-2: Select the Desired Homework to View

Choose the assignment to view

Click to view graded homework
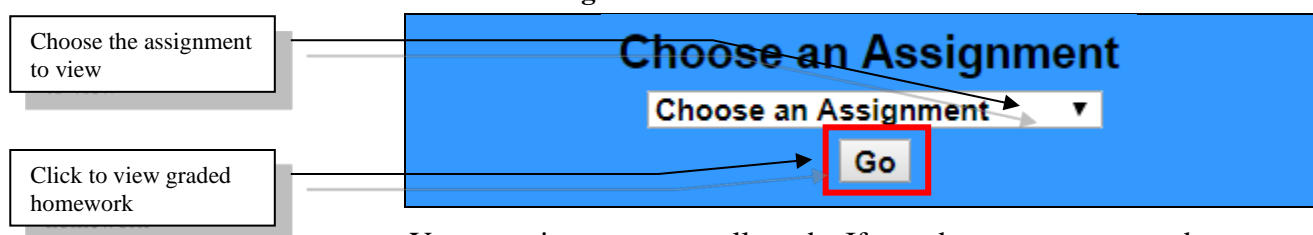
You can view your overall grade. If you do not see your grade or homework, it means that the teacher has not released your grade to you. If you still see your old grade and feedback after redrafting or rewriting, it denotes that the teacher is still regrading. If the teacher allows students to share homework and feedback, click any student ID number to view that student's homework content, grade, Cloud Auto Checked errors, and comments from the teacher. After viewing, click "**Go Back to Main Page**" to return to main page.

Figure 3-3: View Individual's Homework and Grade Results

Choose student to view

View This Learner Number	Grade	Words	Teacher's Overall Comments
107	76	198	Good start.

In each paragraph, the teacher might have extra deduction points and/or comments. You can move the cursor over any paragraph of the homework, and a yellow "**Help Notes**" window, showing error details and/or teacher comments, will appear, as shown in Figure 3-4-1. When moving the cursor to the error you want to review, the text error of the homework at the left column will be highlighted in yellow color to facilitate locating the error, as shown in Figure 3-4-2. Also, the teacher might give extra addition/subtraction points and comments for the overall letter, as shown in Figure 3-5.
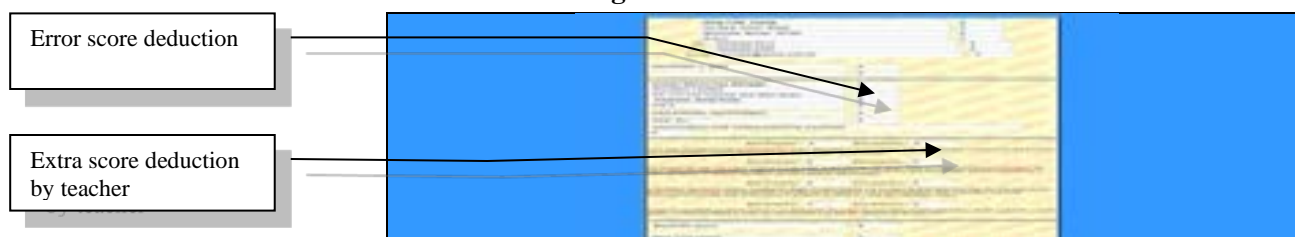
Figure 3-4: Content and Deduction Points

Error score deduction

Extra score deduction by teacher

Figure 3-4-1: Paragraphic Error Details and Teacher Comments

Red (strikethrough) lines indicate mistakes

Click in paragraph to view errors

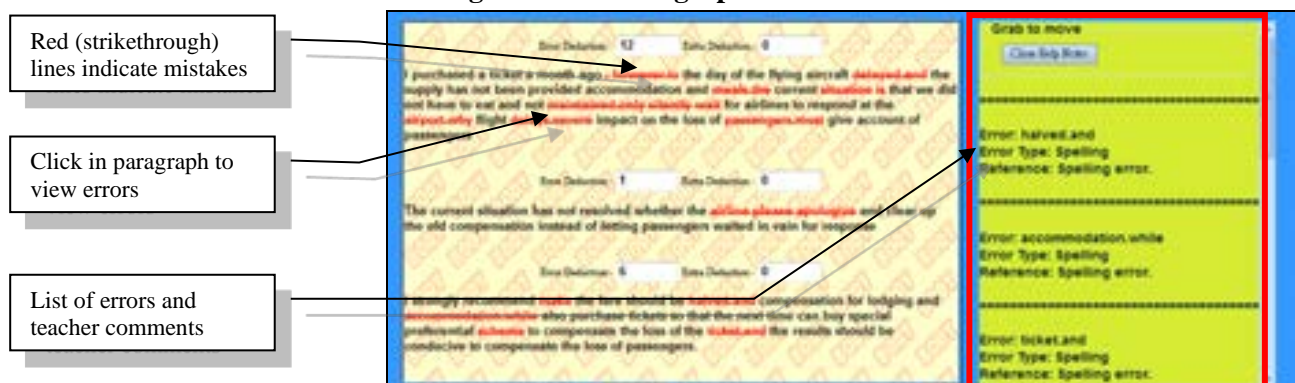List of errors and teacher comments

Figure 3-4-2: Highlighted Text Error(s)

Highlighted text error(s)
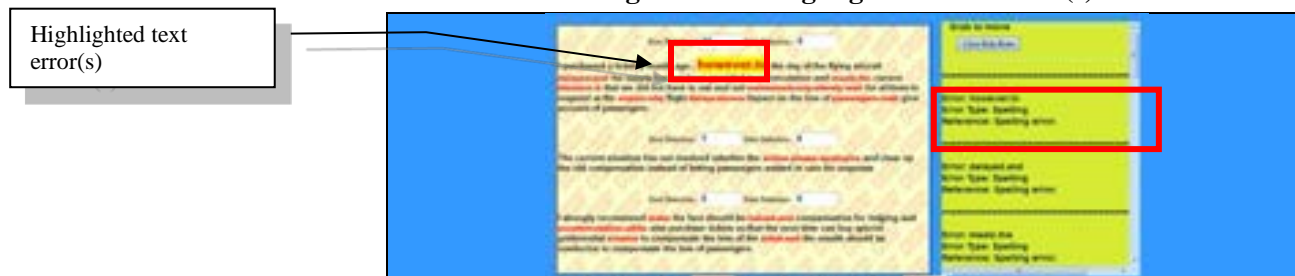
Figure 3-5: Overall Teacher Comments and Addition/Subtraction Points

Score subtractions and additions for the overall composition

Teacher's Overall Addition Points: 3   Teacher's Overall Subtraction Points: 0

Now Viewing: Application Letter from Learner 107
Teacher's Overall Comments

Good start.

Teacher's overall comments
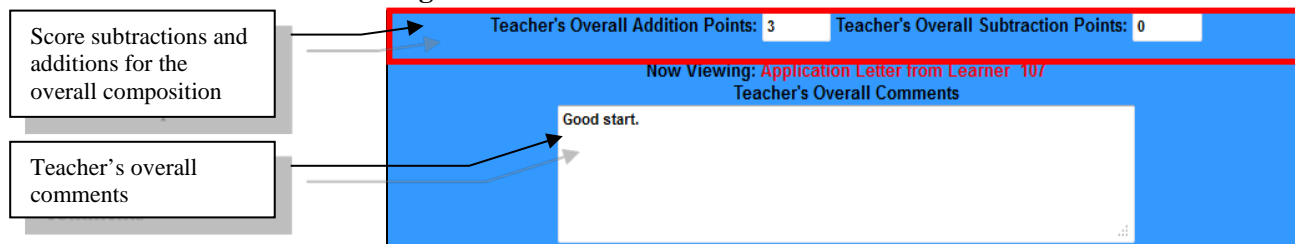
After viewing an individual homework's detailed feedback, click "**Go Back to Previous Page**" to return to main page.

B. Print and Save Graded Homework

You can click "**Print**" to view all the written contents and feedback, as shown in Figure 3-6. Moreover, you can use the "**File**" menu to print or copy and paste the contents to another file.

Figure 3-6: Click "Print"

Click "**Print**"
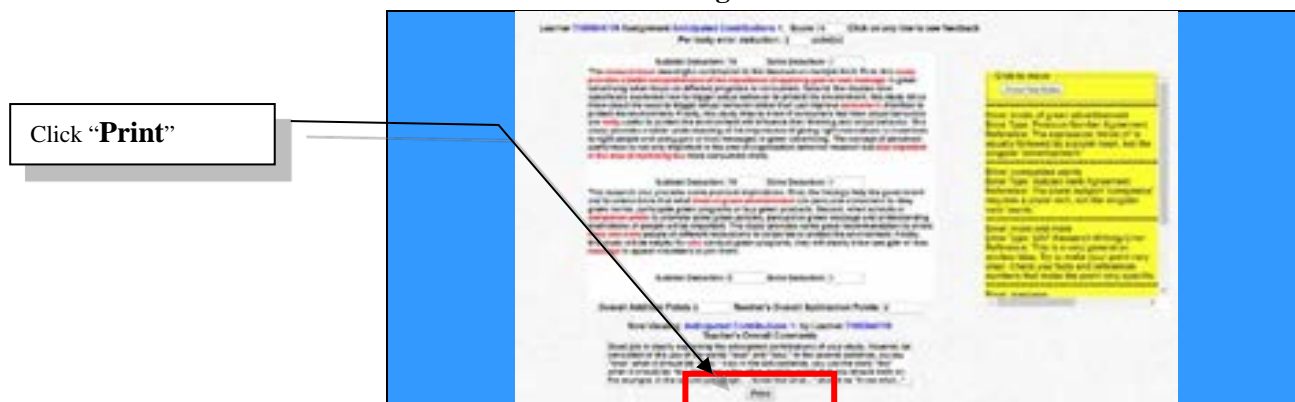
Figure 3-6-1: Print and Save Graded Homework

C. View Homework Analytics

Click "**Writing Statistics**," at the bottom of the class management page, as shown in Figure 3-7, to run the AI analysis of students' error types. After the analysis is complete, the page will display error statistics for each assignment, as shown in Figure 3-8, to enable you to have a good grasp of learning bottlenecks.

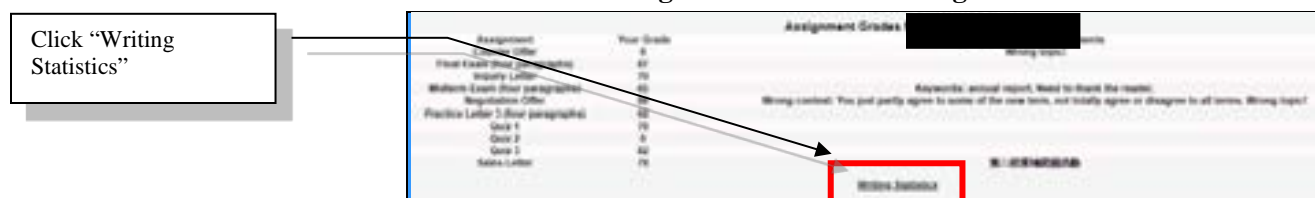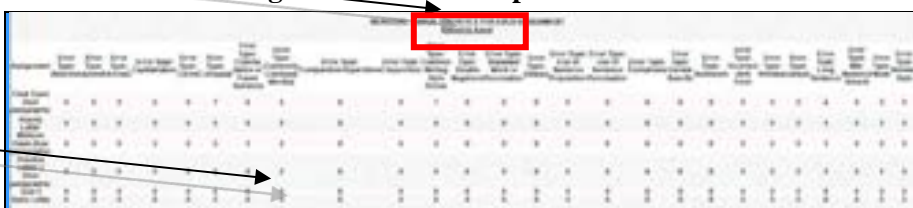**Figure 3-7: Click "Writing Statistics"**

Click "Writing Statistics"

Click "Export to Excel"

**Figure 3-8: Click "Export to Excel"**

Analytics of Each Assignment

After clicking "**Export to Excel**," move the cursor inside the shaded area below the "**Copy and Paste into Excel**," as shown in Figure 3~8. 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 3-9. This information enables you to accurately track progress.

Figure 3-9: Right Click to Copy

Right click and then select the "Copy" option

Figure 3-10: Paste into an Excel Sheet

Paste
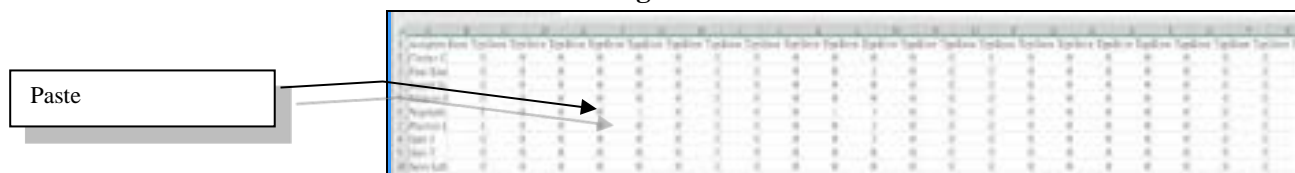
D. Correct Mistakes & Rewrite

The teacher might extend the due date to reassign the same homework for you and classmates to correct mistakes, edit, and rewrite the letter in order to achieve the goals of learning by doing, doing by learning, and improving through doing. In such a case, you can, at any time, use the drop-down menu to choose the work in progress letter at the main page, by clicking "**Modify This Letter**," as shown in Figure 2-15. You can open two browser windows, as shown in Figure 3-11, in order to correct mistakes and/or rewrite the composition based on cloud and teacher feedback.

Figure 3-11: Open Two Browser Windows

Cloud and/or teacher feedback

Correct mistakes and/or rewrite
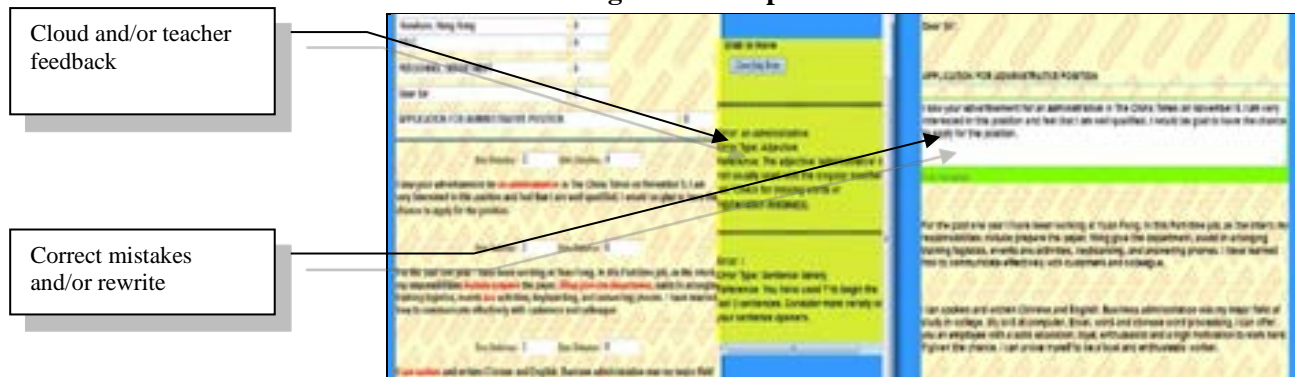
Chapter 4: Frequently Asked Questions

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 via email (qbook@qbook.org) or Skype (qbook.service).

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
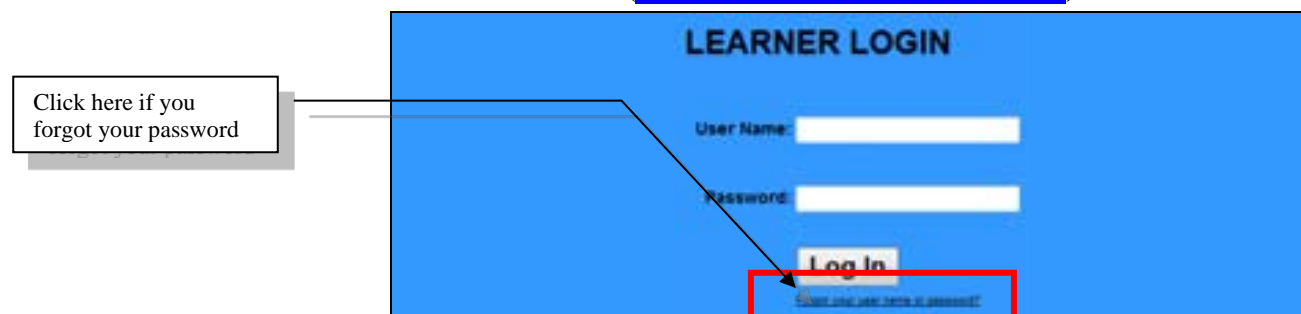
Next, fill in the correct information in the following fields as shown in Figure 4-2, and next click "**Find Login Data**."

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, and 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

C. Write Homework

Q: How come I cannot start to write or modify homework?

Ans..: If the teacher has not assigned the specific homework or if the specific homework is past due, you will not be able to write or modify that homework.

Q: How can I save an unfinished letter?

Ans.: Moving your cursor or clicking outside of a paragraph will trigger the cloud system to automatically save your work to the cloud server. Also, you can click "**Save**" to save your writing at any time.

D. View Graded Compositions

Q: What does ">" mean?

Ans.: **>** indicates the homework has been further graded with no teacher's overall comments.

Q: Why is my score is 0?

Ans.: A score of 0 may be because you did not write enough words to reach the minimum requirement of words for the assignment. Another reason may be that you have too many mistakes in your letter.