



# QEC Self-Learning Software Manual

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## Introduction

**QEC** 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 the learner's skills. Features include:

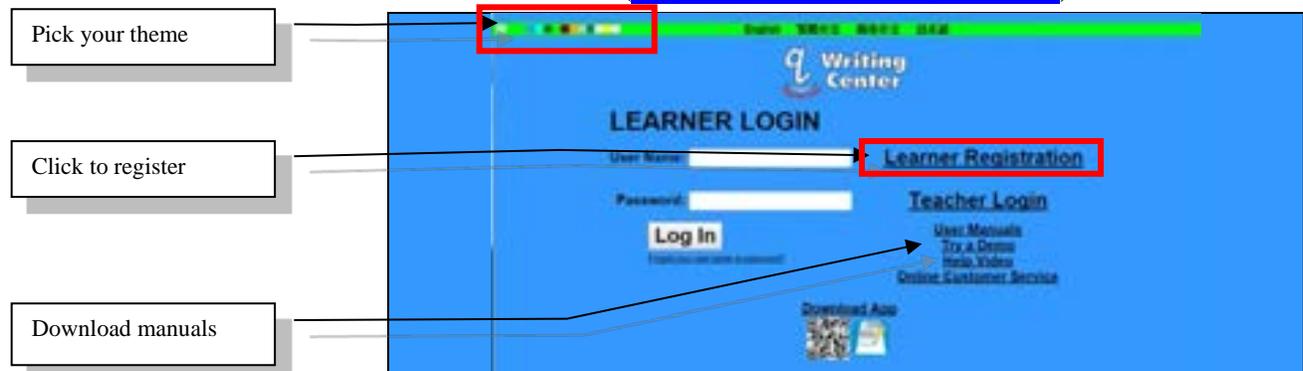
- Redrafting and process writing are encouraged through reassigning work so that students can correct and edit based on computer and teacher feedback. This improves learning and achieves the goal of **doing by learning, learning by doing, and improving through doing**.
- **QEC** is totally online, in the cloud, no need to install or download software. In addition, after logging in, the user can download the **QEC** ebooks.
- Learners can change interface language at any time for a localized experience.
- The learner's work and rework are automatically saved. Furthermore, **QEC** 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.
- **QEC** 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 QEC, 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>)



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

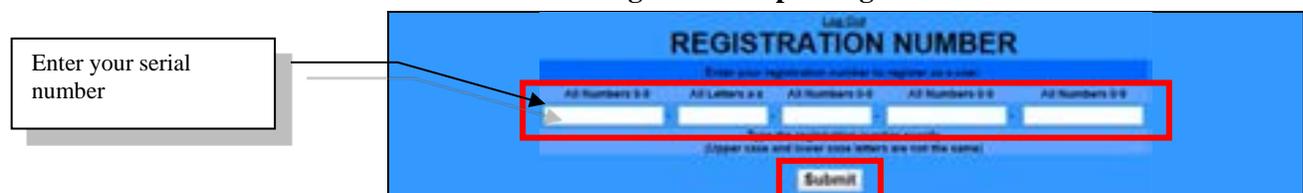
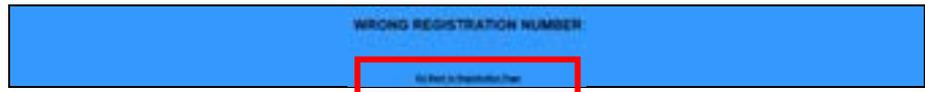
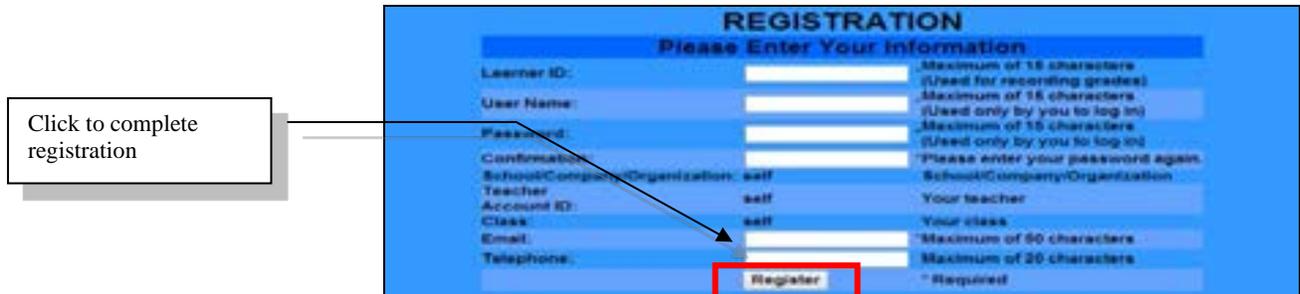


Figure 1-3: Wrong Registration Number



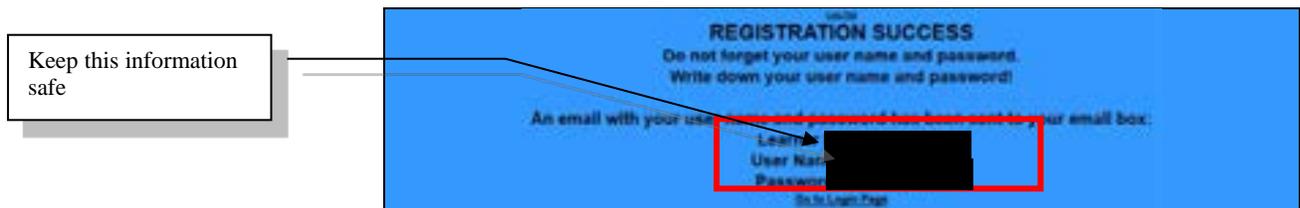
3. Fill in the user’s basic information. Fields marked with asterisk (\*) are required to be completed. After inputting your registration information, click “**Register**,” as seen in Figure 1-4.

Figure 1-4: Enter the Basic Information



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



## B. Log In

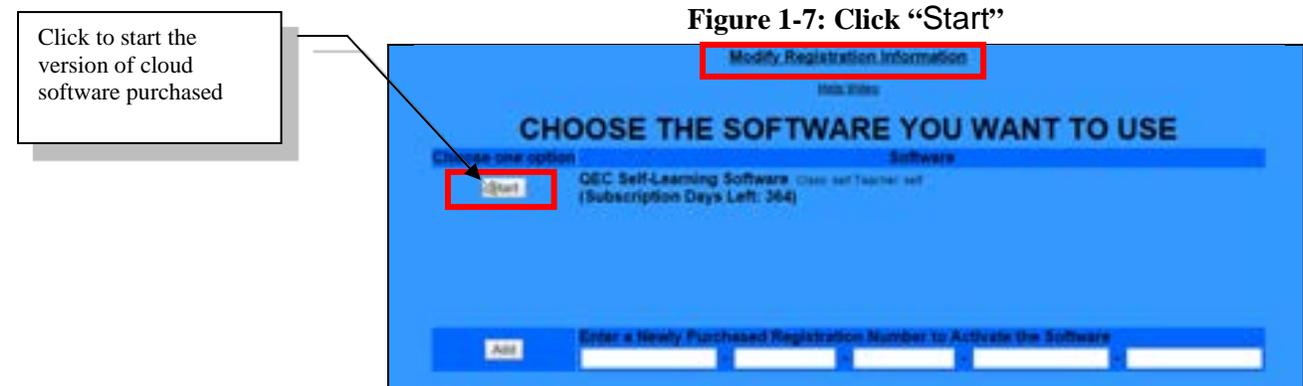
Type your user name and password at the homepage page of QBook Writing Center (<https://writingcenter.qbook.org>) to log into the system, as shown in Figure 1-6.

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



Click “**Start**” in front of the “**QEC 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](mailto: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”



When using **QEC** 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

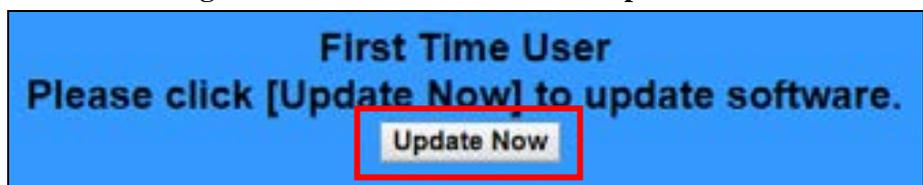
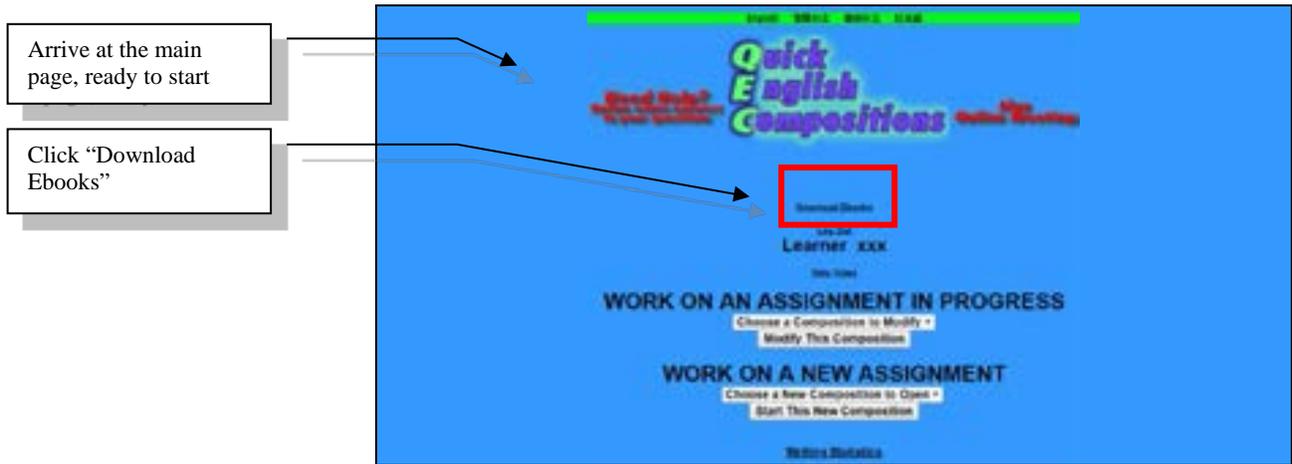


Figure 1-9: Main Page



## Chapter 2: Write Compositions

### A. Begin on a New Composition

Use the drop-down menu to choose a new composition and then click “**Start This New Composition**” to begin writing, as shown in Figure 2-1. Each essay type can be used in up to nine different compositions, for example, Augmentation 1-9.

Figure 2-1: Writing a New Composition

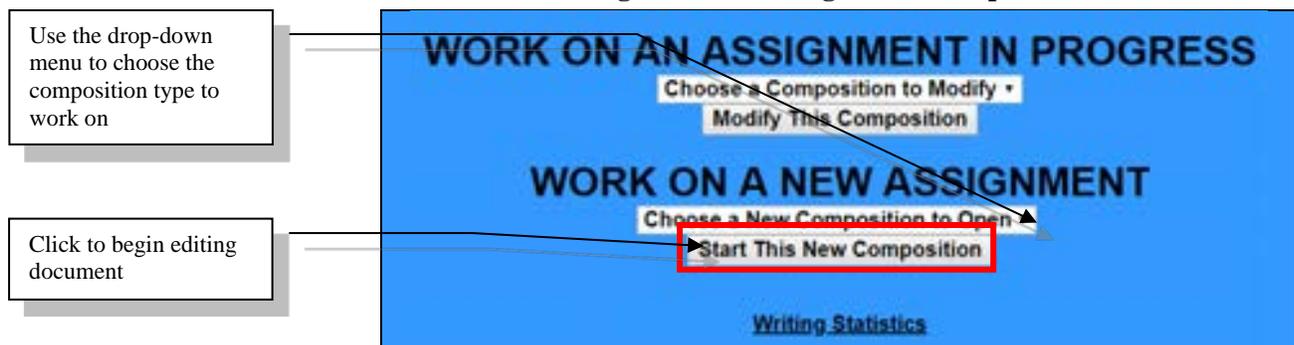


Figure 2-2: A New Composition Ready to Begin Work



#### System settings include:

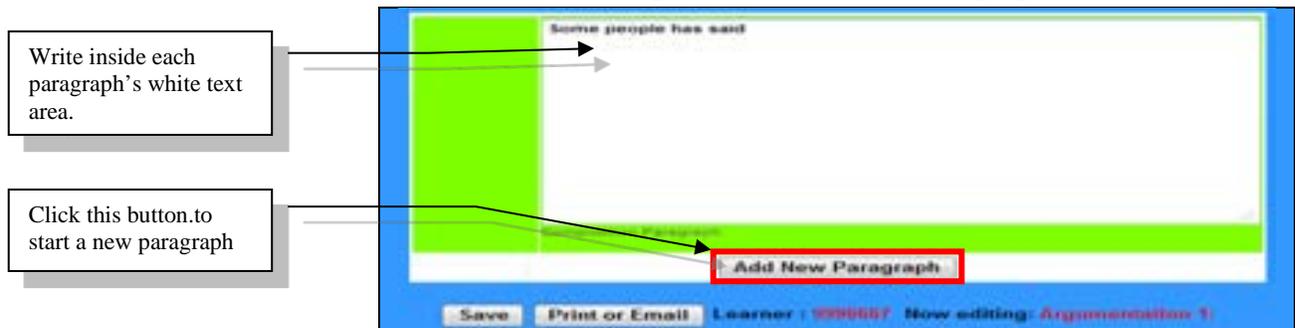
1. The system can only accept English words and English punctuation marks.
2. The cursor will move to the next line automatically.
3. If you use Chrome, Firefox, or Safari browser, misspelled words will be underlined in red when editing a paragraph. To correct a misspelled word, right-click on it, and 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).

#### Body of the Composition

You can click “**Add New Paragraph**” to start a new paragraph, as shown in Figure 2-3. When the paragraph changes in color, to a green background, you can click to begin writing/editing inside the white

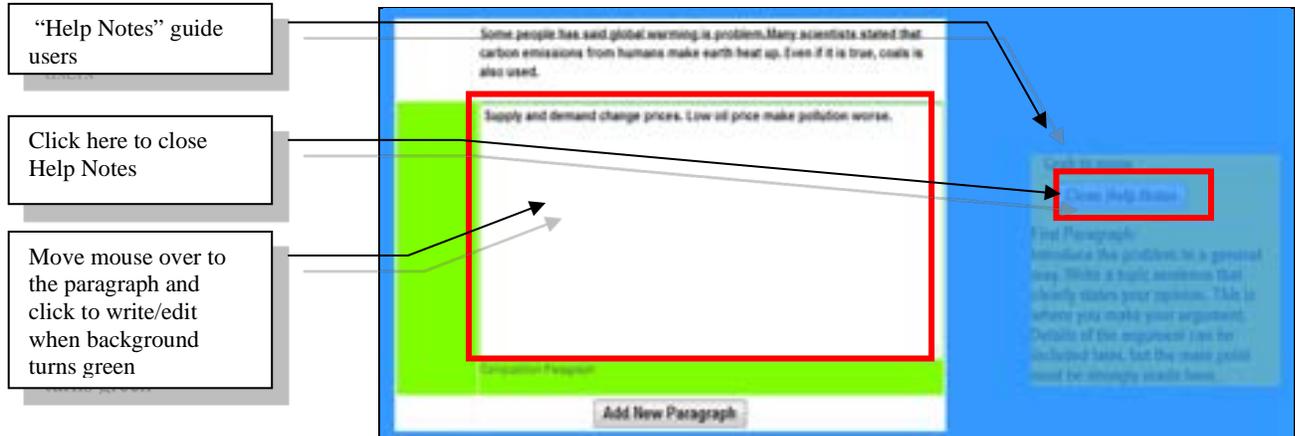
area, as shown in Figure 2-4. You can write any paragraph by moving the cursor near to the words “**Composition Paragraph**” or edit words you have previously written.

**Figure 2-3: Add a New Paragraph**



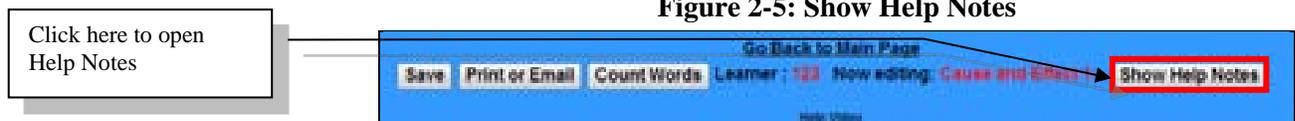
The yellow box on the right, “**Help Notes**,” will automatically pop up, as shown in Figure 2-7. “**Help Notes**” provide writing guidelines, including computer assisted instructions on writing style, content, and format, with examples specific to the essay or the paragraph being worked on. “**Help Notes**” can be dragged to any place on the screen you like. You can close and open “**Help Notes**” any time.

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



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**



### 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.

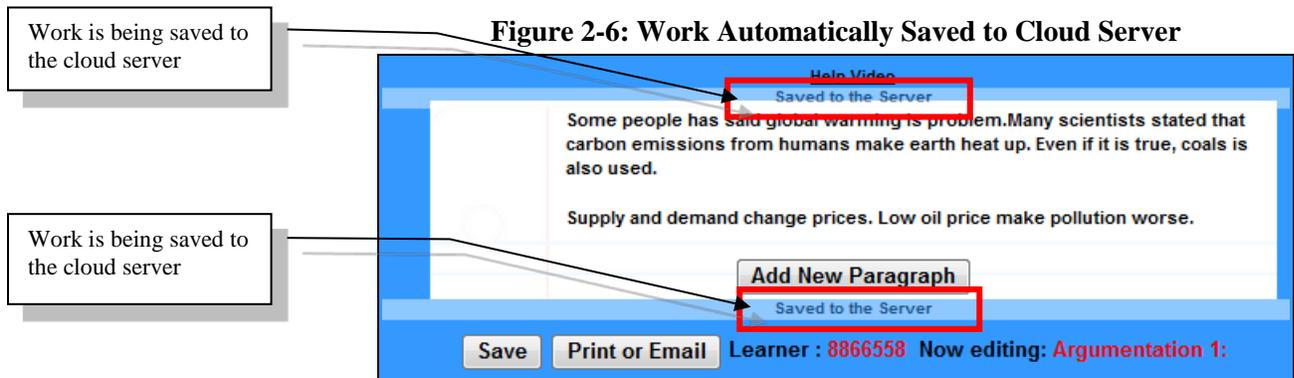


Figure 2-6: Work Automatically Saved to Cloud Server

Another way to save your work is to click the “**Save**” button, as shown in Figure 2-7.

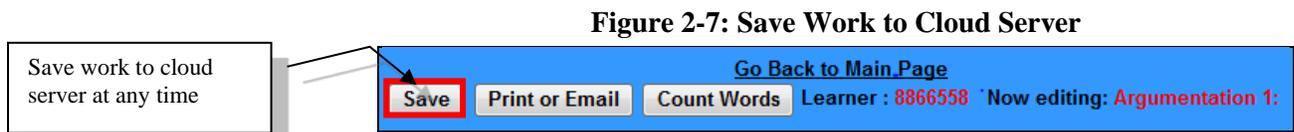


Figure 2-7: Save Work to Cloud Server

### Print or Email

You can also use the “**Print or Email**” function to print or email your composition.

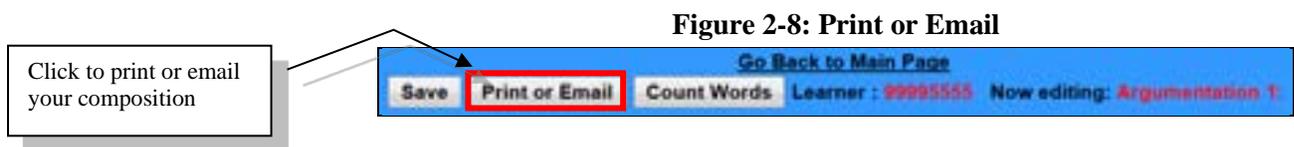


Figure 2-8: Print or Email

### Count Words

You can utilize the “**Count Words**” function to count words in the body of your composition, 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

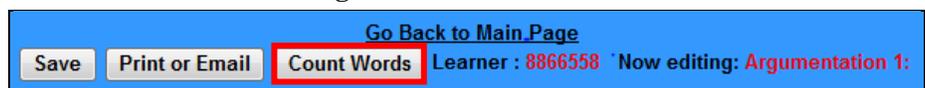
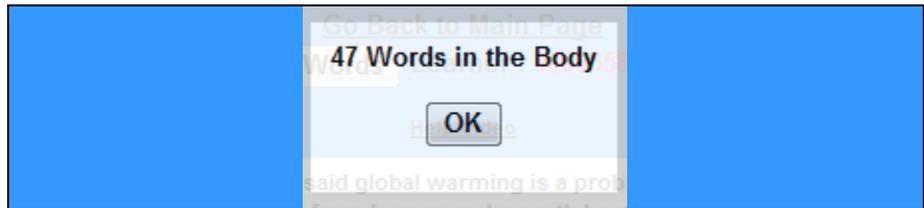


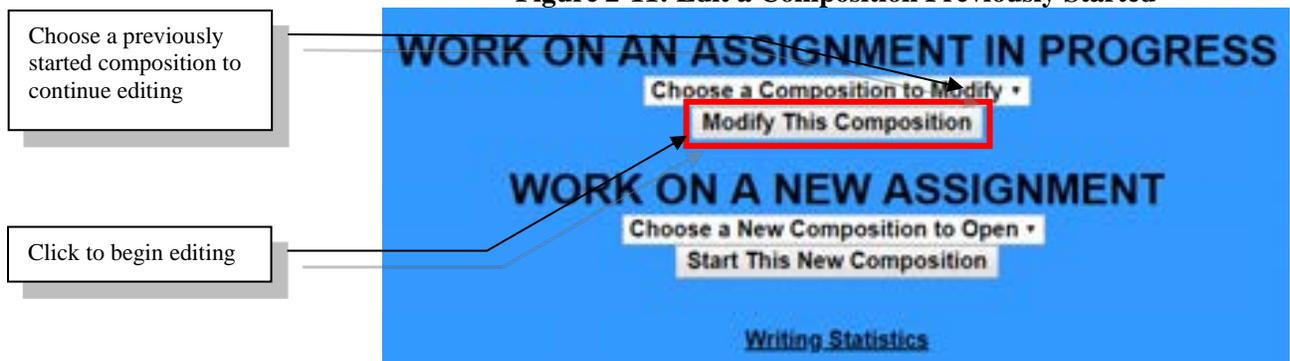
Figure 2-10: Total Words in the Body



## B. Work on a Composition 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 Composition**” to continue editing the essay previously started, as shown in Figure 2-11.

Figure 2-11: Edit a Composition Previously Started



## Chapter 3: Cloud Auto Check & Revise

### A. Cloud Auto Check

You can initiate Cloud Auto Check any time, and 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

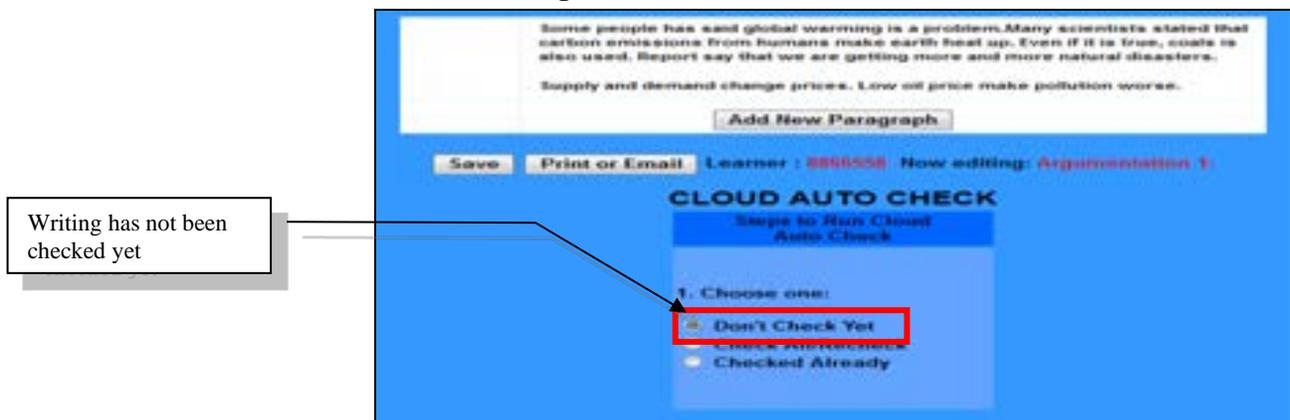
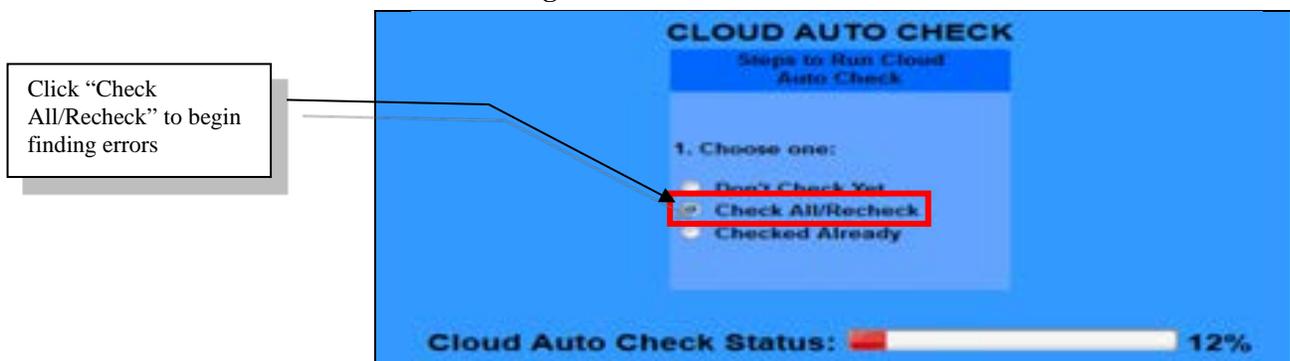


Figure 3-2: Cloud Auto Check: Check All/Recheck



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 composition, making any changes, then you can click “**Check All/Recheck**” again, to keep the error check up to date.

Figure 3-3: Checked Already

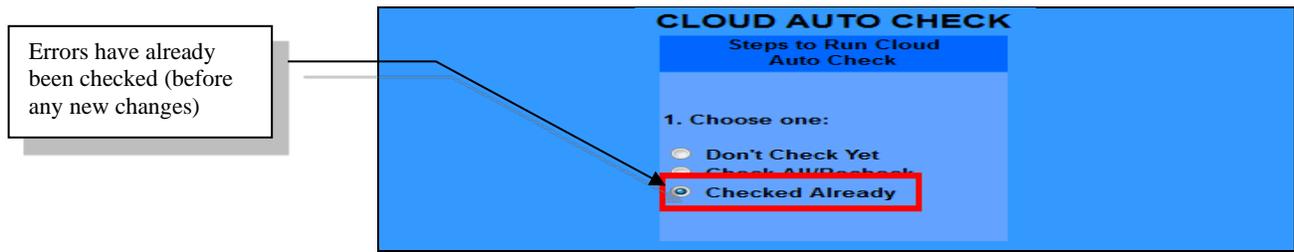
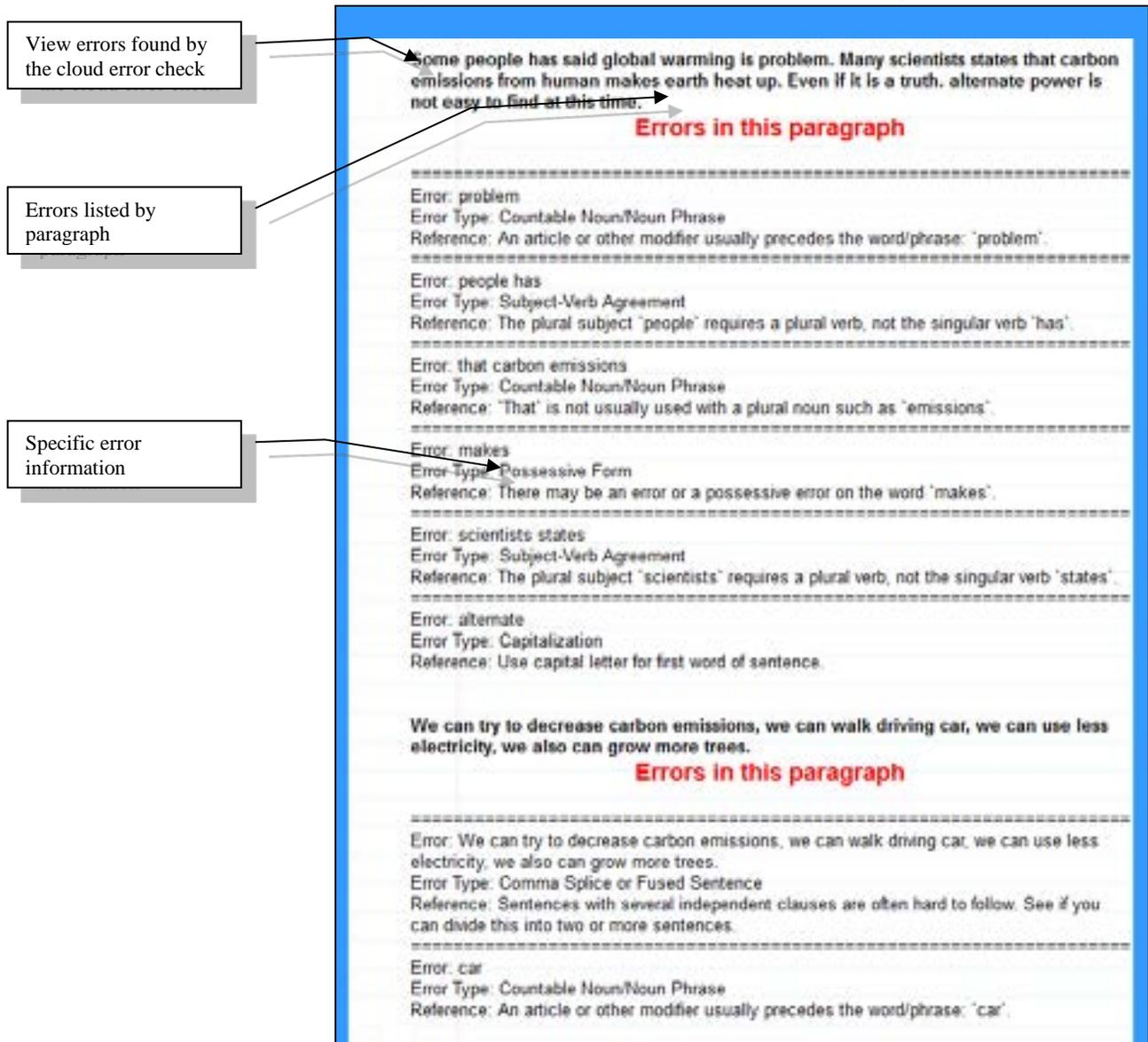


Figure 3-4: Details of Errors: Error, Error Type, and Reference



## B. Correct Mistakes & Rewrite

You can correct mistakes and/or rewrite the composition 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



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

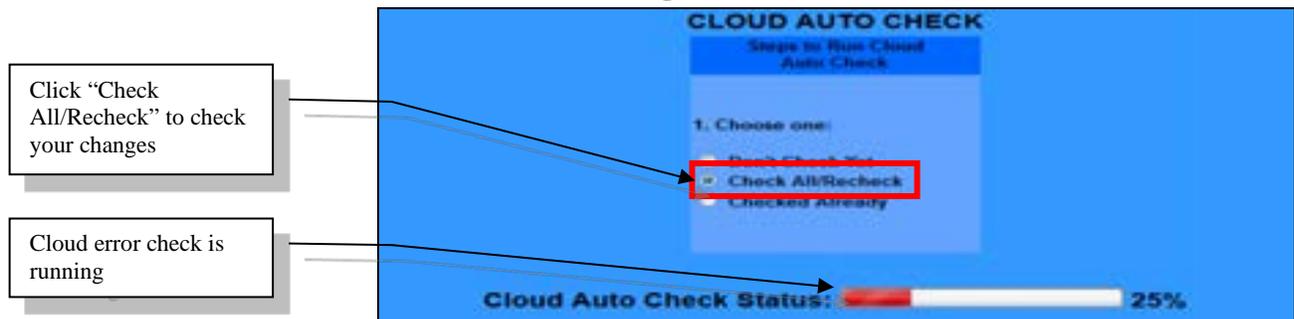


Figure 3-7: Results from Cloud Auto Recheck

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



### C. Clear Errors Found by Cloud Auto Check

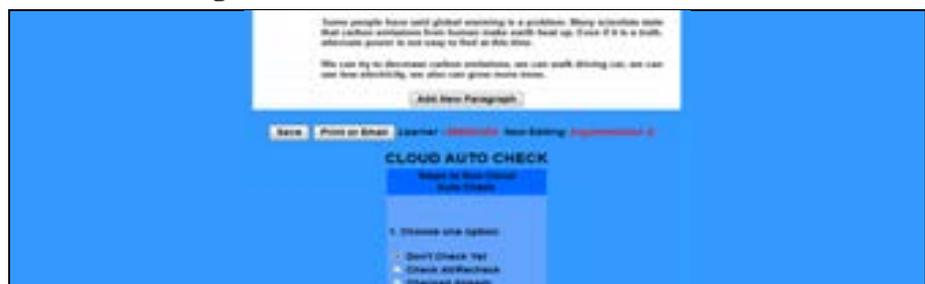
If you want to clear the error details found by Cloud Auto Check, click the radio button in front of “**Don’t Check Yet**” and then refresh the page. Errors found by Cloud Auto Check will be gone, and only your writing contents remain.

Figure 3-9: Clear Errors Found by Cloud Auto Check

Click “Don’t Check Yet” to clear list of



Figure 3-10: 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 Figure3-10. 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 Figure3-11. Lastly, click “**Go Back to Main Page**” or “**Log Out**.”

Figure 3-10: Click “Save” to End or Take a Break from Practicing

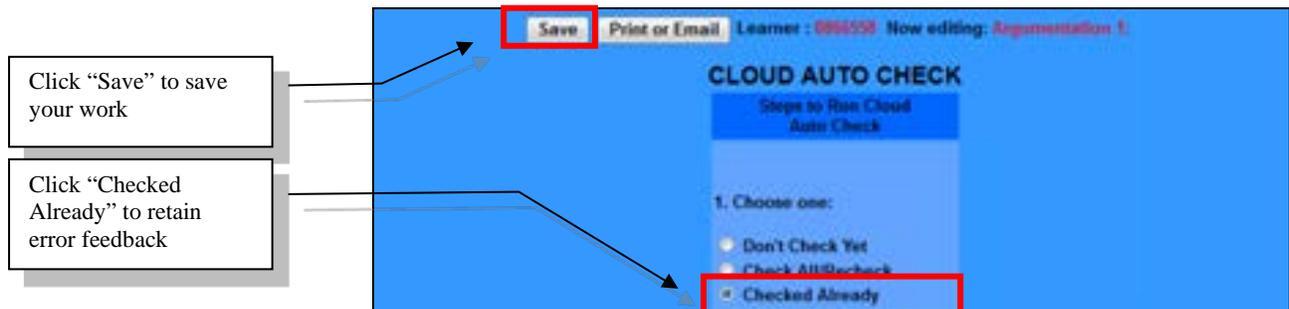
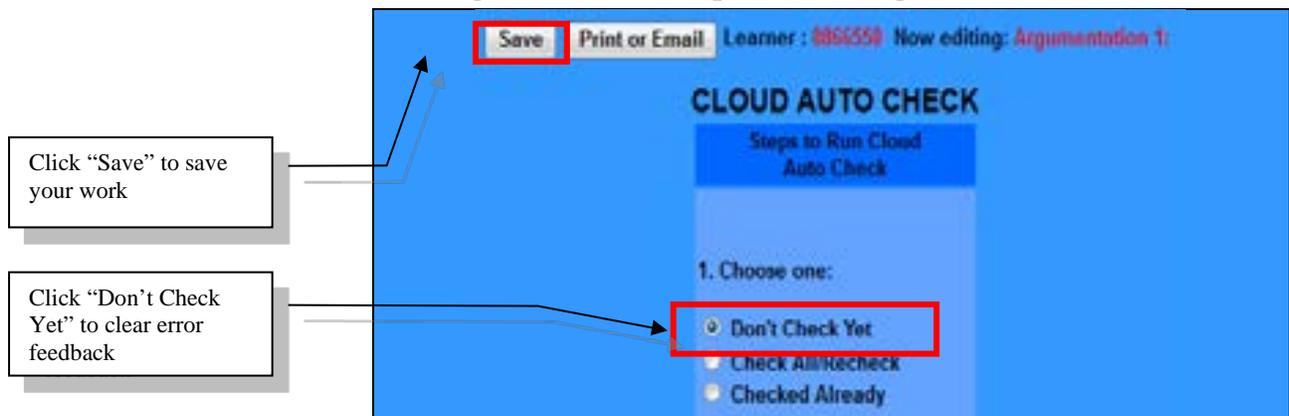


Figure 3-11: Just Keep Your Writing without Checked Errors



Later, if you want to continue to work on this specific composition, use the drop-down menu below “**WORK ON A COMPOSITION IN PROGRESS**” to choose the composition and then click “**Modify This Composition**” to edit this composition, 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”

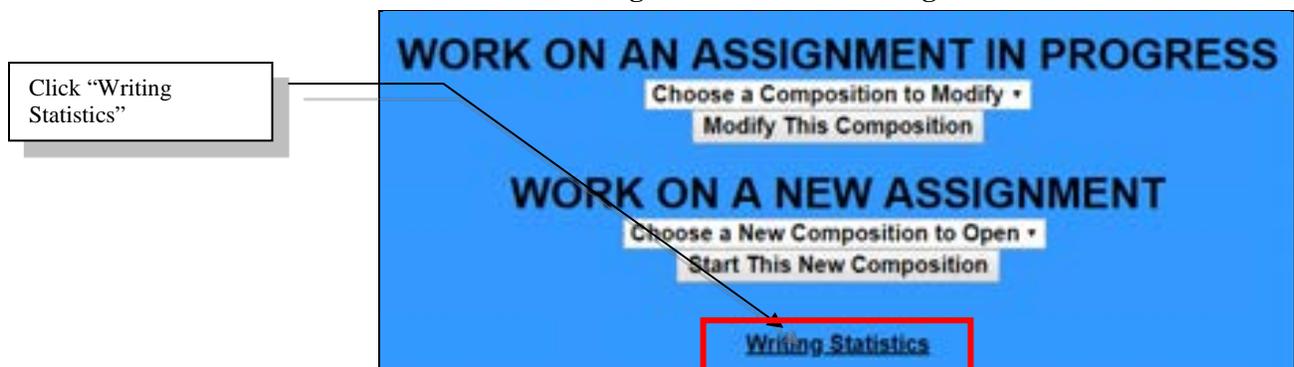
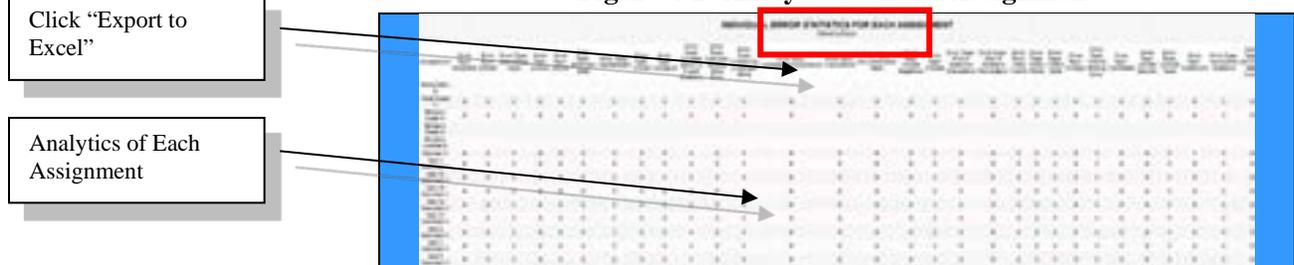


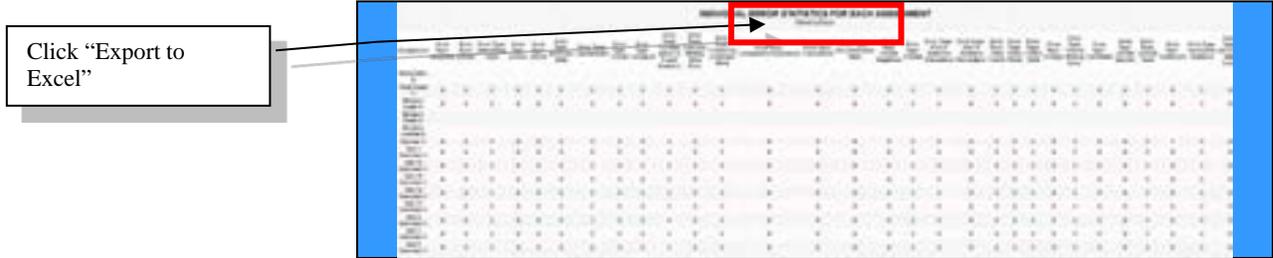
Figure 4-2: Analytics of Each Assignment



### B. Export Data and Save in Excel

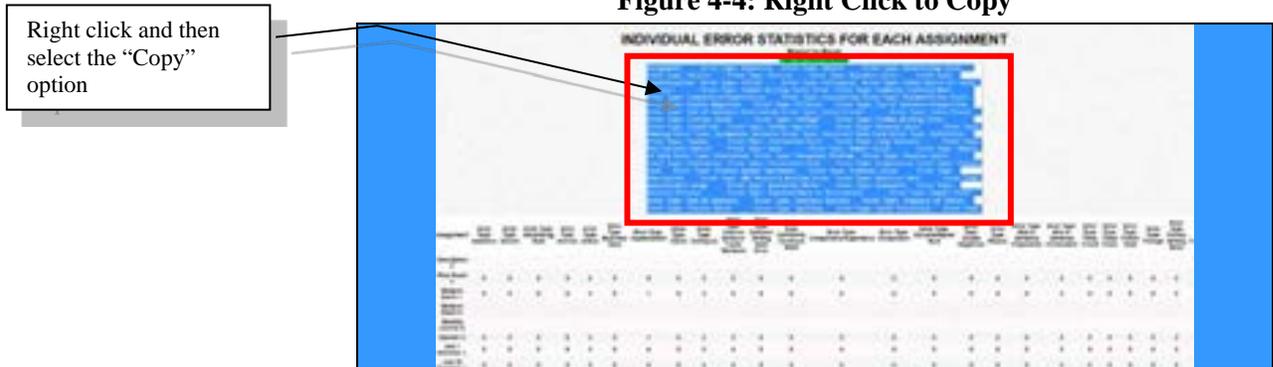
After clicking “**Export to Excel**,” as shown in Figure 4-3, move the cursor inside the shaded area below the “**Copy and Paste into Excel**,” as shown in Figure 4-4. Right click in the shaded area and then select the “**Copy**” option. You can now paste the data into an Excel sheet and save the data, as shown in Figure 4-5. This information enables you to accurately track progress.

Figure 4-3: Click "Export to Excel"



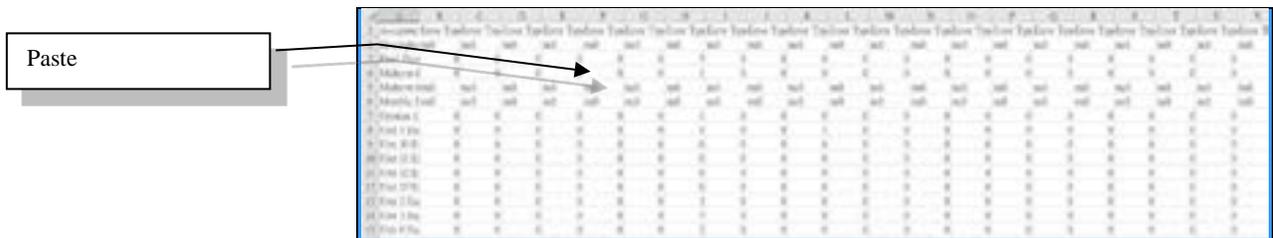
Click "Export to Excel"

Figure 4-4: Right Click to Copy



Right click and then select the "Copy" option

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?

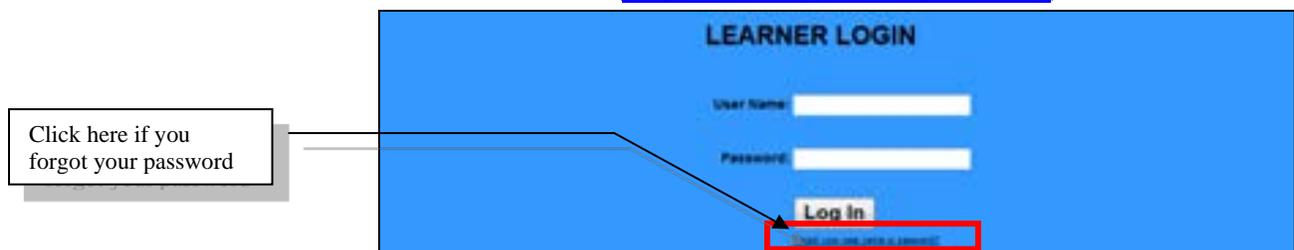
Ans.: After logging in, you can click “**Modify Registration Information**” to change your learner ID number, password, email address, and telephone number. However, your user name cannot be changed.

## B. Forgot User Name or Password

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

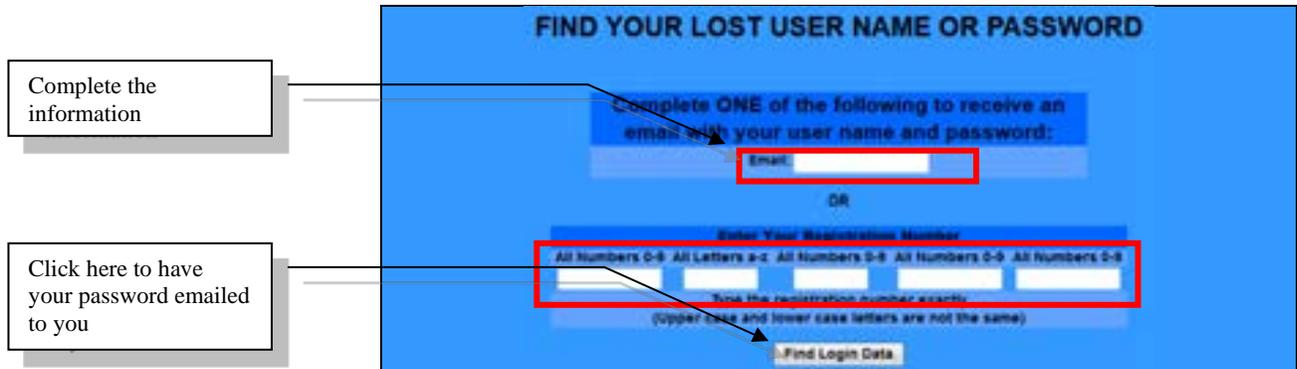
Ans.: Please go to **QBook Writing Center** and click “**Forgot your user name or password?**” below the “**Log In**,” as shown in Figure 4-1.

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



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**



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**

