QEC Teaching Software

Manual

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Introduction

QEC teaching 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 students' skills while decreasing teacher workload. 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 teaching by doing, 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.
- For any assignment that is due within the next two days, QBook Writing Center will automatically send an email reminder to each student.
- Users can change interface language at any time for a localized experience.
- According to the situational needs of teaching, the system enables teachers to allow or disallow students to paste text from other programs or to share homework and feedback.
- Teachers can set required minimum words in the body, and the system allows students to write as many words as they want.
- More than 600 theme images are ready for you to use in assignments. You also can embed teaching videos.
- Frequently used teacher feedback, comments, and notes are stored for each teacher to easily insert into student work at any time— reducing grading time and effort. This individualized teacher feedback is fully customizable.
- Each composition type can be used in up to nine different assignments per class.
- Each composition type includes **Help Notes**, containing built-in English composition writing guidelines.
- QEC can quickly cloud auto grade a large number of assignments/reassignments and provide feedback, resulting in easing teachers' grading burden. Teachers can then focus more on understanding individual students' learning progress and bottlenecks as well as providing consultation on overall contextual feedback.
- QEC provides error type frequency tracking that can be used for instructional development and research.

Chapter 1: Log In

First, you can pick your theme by clicking one of the colors on the top left. Afterward, click "**Teacher Login**" to go to the teachers' login page, as shown in Figure 1-1. In addition, QBook Writing Center App enables teachers and 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 enter the teacher login page

Download manuals
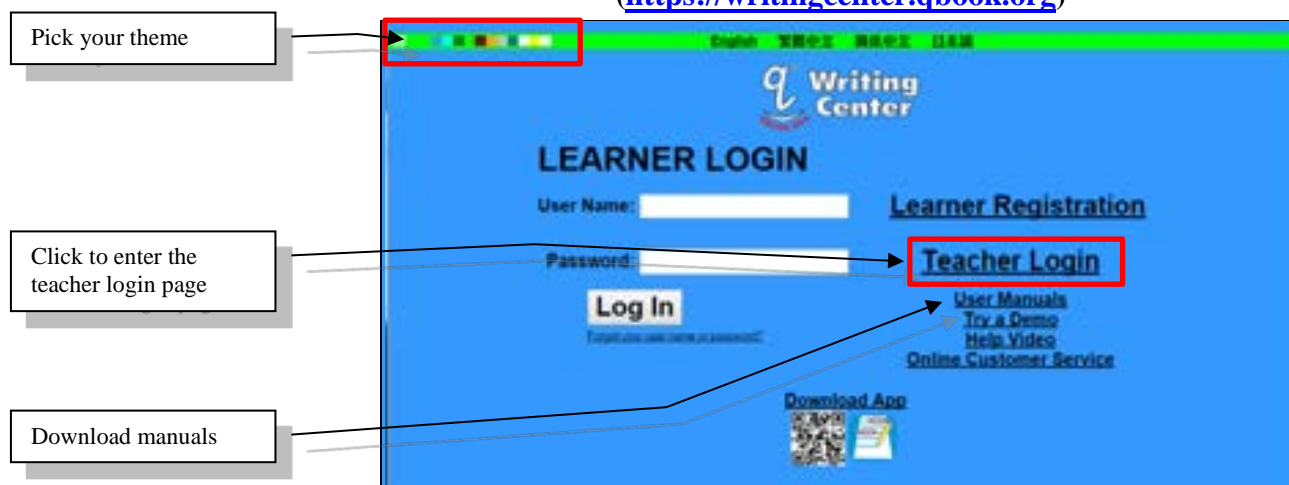
Enter your email address and password, and then click "**Log In**" to log into the class management page, as shown in Figure 1-2.
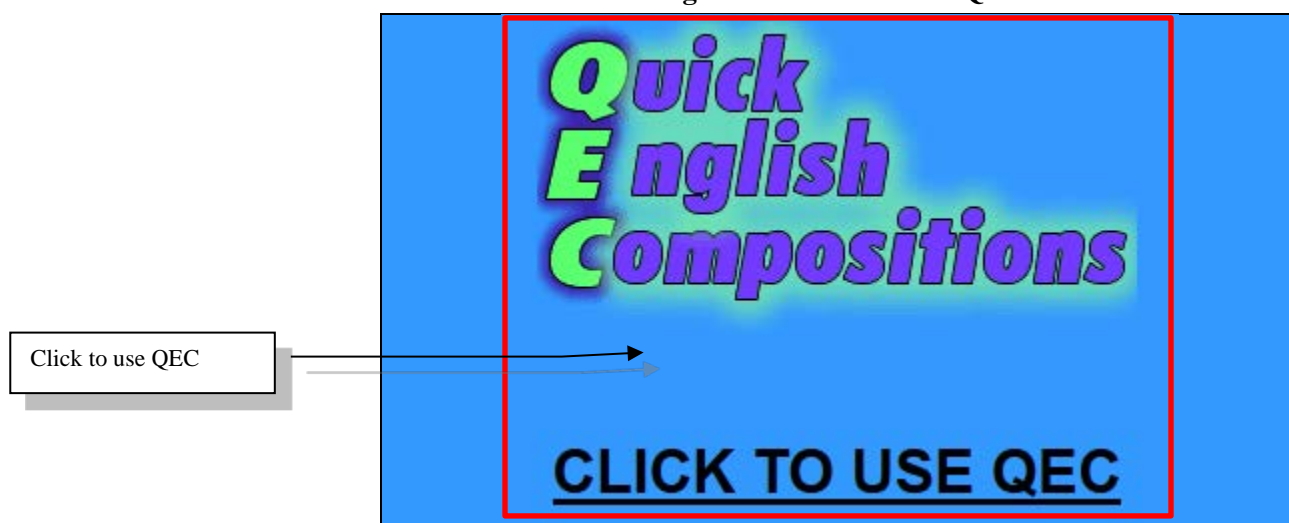
Figure 1-2: Log In

After logging in, choose the class you want to manage, and then click "**Manage This Class**," as shown in Figure 1-3.

Figure 1-3: Choose a Class
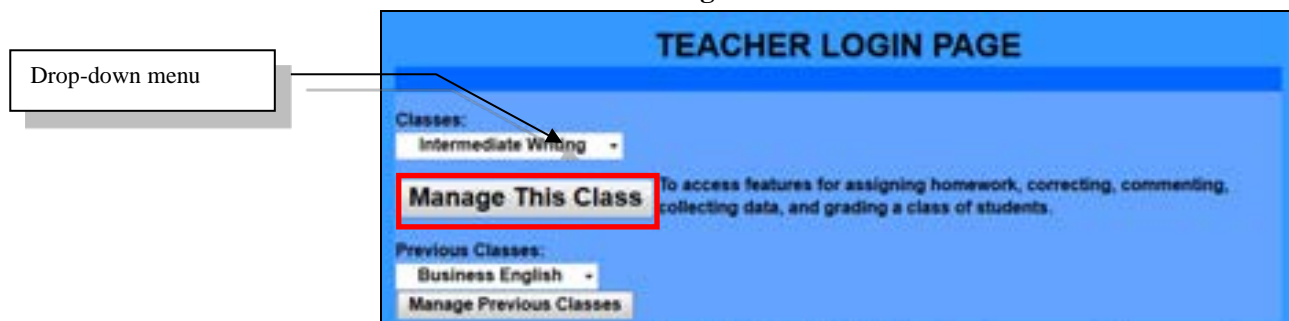
Drop-down menu

Afterwards, click the **QBOOK** logo or "**CLICK TO USE QEC**" area, as shown in Figure 1-4.

Figure 1-4: Click to Use QEC

Click to use QEC

If this is your first time using **QEC**, the screen will show "**FIRST TIME USER**," select the homework to initiate and update **QEC** in the drop-down menu, as shown in Figure 1-5. If this is not your first time using **QEC**, the screen in Figure 1-5 will not pop up, and you will be directly taken to the class management page, as shown in Figure 1-6.

Figure 1-5: First Time Using QEC

Drop-down menu
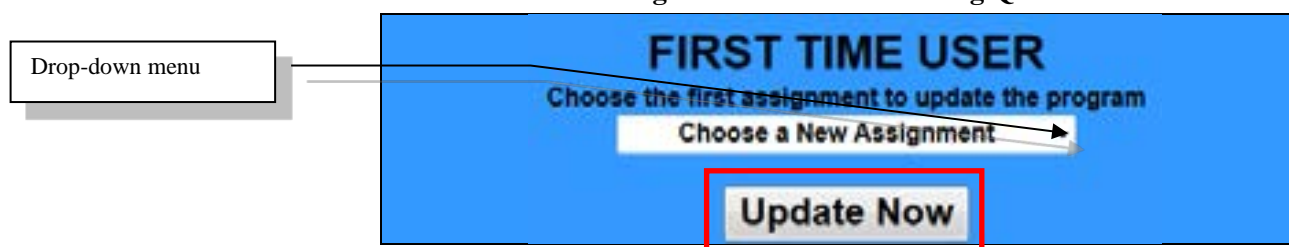
Moreover, you can click "**Download Ebooks**" to download ebooks, as shown in Figure 1-6.

Figure 1-6: **Class Management Page**

Click "Download
Ebooks"
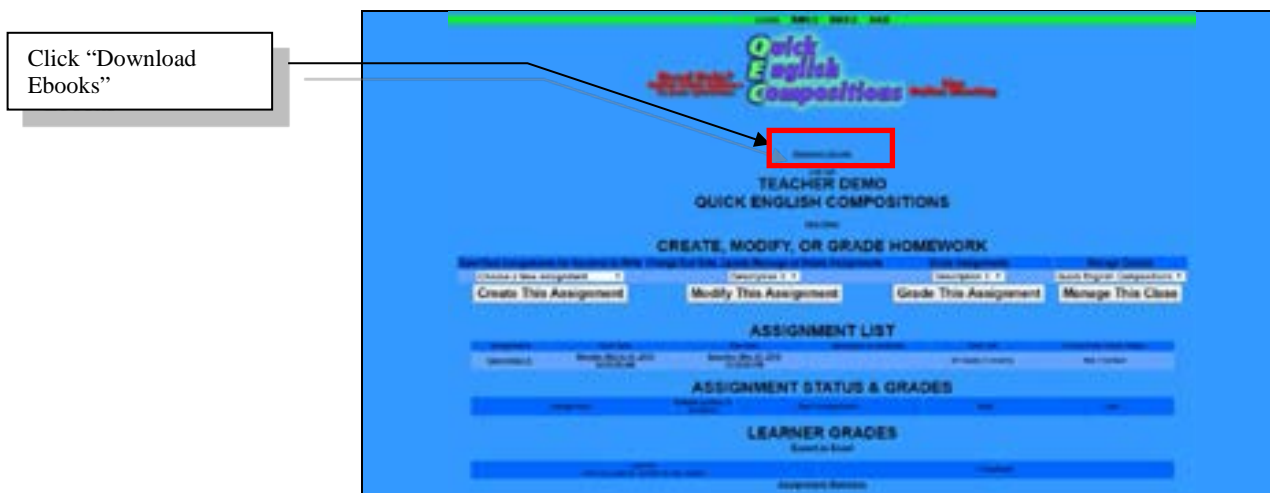
The class management page has the following operational items:

CREATE, MODIFY, OR GRADE HOMEWORK: Teachers can
choose to open a new assignment for students, change due dates,
update messages or delete assignments, grade assignments, or manage
all **QEC** classes.

ASSIGNMENT LIST: This list shows assignment types, start dates,
due dates, messages to students, days left, and cloud auto check status
of assignments.

ASSIGNMENT STATUS & GRADES: This table shows the number
of assignments students have opened (including just started, half-
finished, and finished assignments), highest grade and lowest grade for
individual assignment types.

LEARNER GRADES: All learners' grades are listed here. You can
export grades to an Excel sheet. In addition, you can click on the
individual student's number in the "Learner" column to obtain his/her
contact information, as shown in Figure 1-6-1.

Figure 1-6-1: **Student Contact Information**

ID	User Name	Email	Phone
N132	qsrdemo	jf@gmail.com	24820782

ASSIGNMENT STATISTICS: Error type frequency tracking that can
be used for each assignment to identify and eliminate bottlenecks to
student learning.

Chapter 2: Assign Homework

A. Create Homework

Each composition type can be used in up to nine different assignments per class. Also, if the drop-down menu does not contain the composition you want, you can choose "**Other Composition Type**" to set up the assignment.

On the left "**Open New Assignments for Students to Write**" column, use the drop-down menu to select the composition type for the new homework. Next, click "**Create This Assignment**," as shown in Figure 2-1.
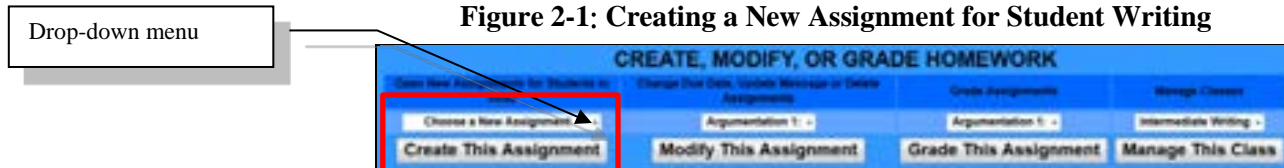
Figure 2-1: Creating a New Assignment for Student Writing

Drop-down menu

You can set details of the assignment on the next page, including:

Select an image (that) students will see for the assignment: You can attach a theme image.

Start Date: The date students can start to work on this specific assignment.

Due Date: After the due date, students cannot work on the assignment anymore.

Title or heading lines assigned by the teacher for students to fill in (up to three): If you want students to have their individual titles or headings for the composition type, you can indicate that here, such as composition title, group name, student name, etc. The title or heading lines will appear at the top of the body of the assignment writing area for students when they open the assignment.

Message (that) students will see when starting work on this assignment: You can give students specific instruction about the homework, such as minimum words for the assignment. Students will see this message when they open the assignment. Also, you can pick from "**See Topic Suggestions**," and then the picked topic will appear in the white box.

Do not allow students to paste text from other programs: If you click this, students will not be able to copy and paste text from other program.

Allow students to paste text from other programs: If you click this, students will be able to copy and paste text from other program.

Figure 2-2-1: Setting Start Date, Due Date and Instructions

Select a theme image

Set dates, hours and minutes

Set title or heading lines

Pick from "See Topic Suggestions"

Type message

Allow or disallow students to paste text from other programs

If you want to attach a theme image for the assignment, you can click "**Select an image (that) students will see for the assignment**." After that, click one of the image themes, and then click the image you want.

Figure 2-2-2: Select an Image Students See for the Assignment

Select a theme

Select an image

Figure 2-2-3: Setting Start Date, Due Date and Instructions

After finishing setting, click here.

After finishing the assignment settings, click "**Save**." Below are the assignment settings students will see when working on the assignment.

Figure 2-3: Writing Page of Students

System settings

Your message

Heading line or title

Title for the student to input in the white area

If the students 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).

Steps to embed teaching videos: 1. Click "**SHARE**" (Figure 2-4-1). 2. Click "**EMBED**" (Figure 2-4-2). 3. Click "**COPY**," and then the copied link will now be shaded (Figure 2-4-3). 4. In the "Message students will see when starting work" area, paste (Ctrl + V) the link (Figure 2-4-4). 5. The embedded video can be seen, and clicked, on the main page by both teachers and students. Within each assignment, the embedded teaching video is also available to click and play (Figure 2-4-5).
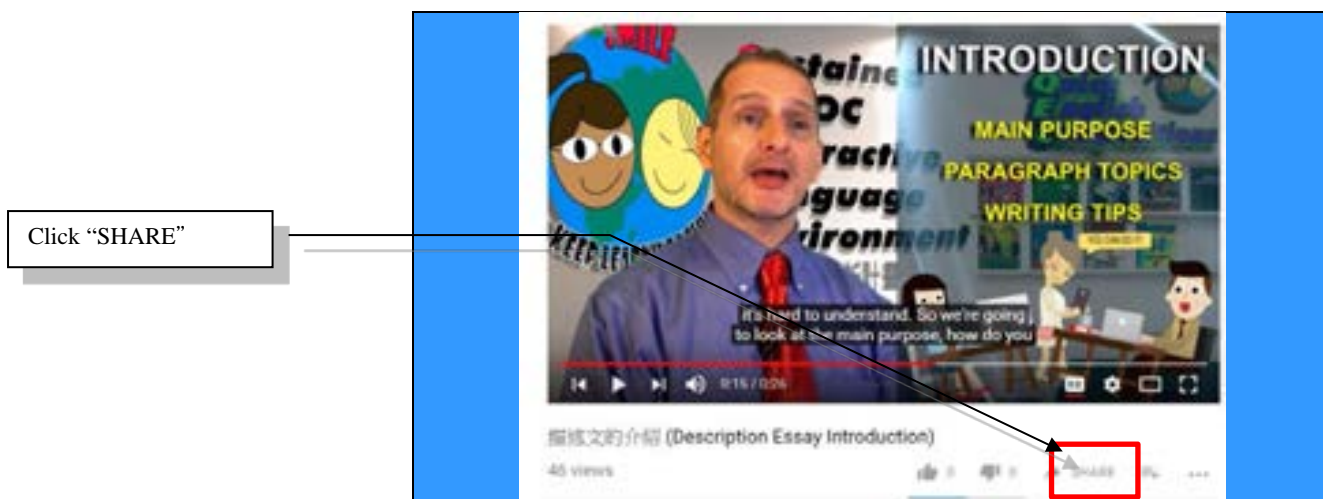
Figure 2-4-1: Click "SHARE"

Figure 2-4-2: Click "EMBED"

Figure 2-4-3: Click "COPY"

Click "COPY"

Figure 2-4-4: Paste to the Message Area

Paste (Ctrl + V)
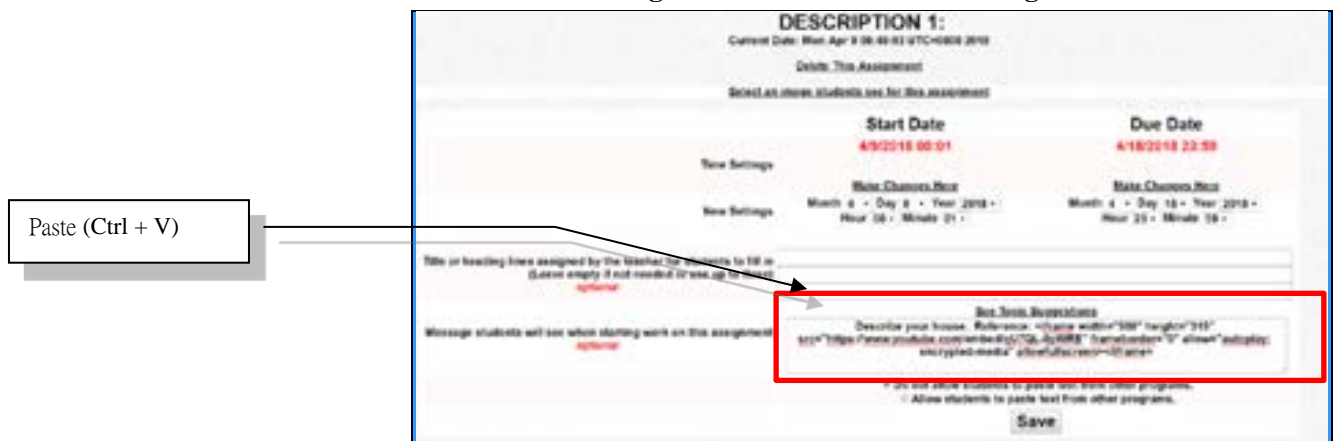
Figure 2-4-5: Click to Play the Teaching Video

Click to play
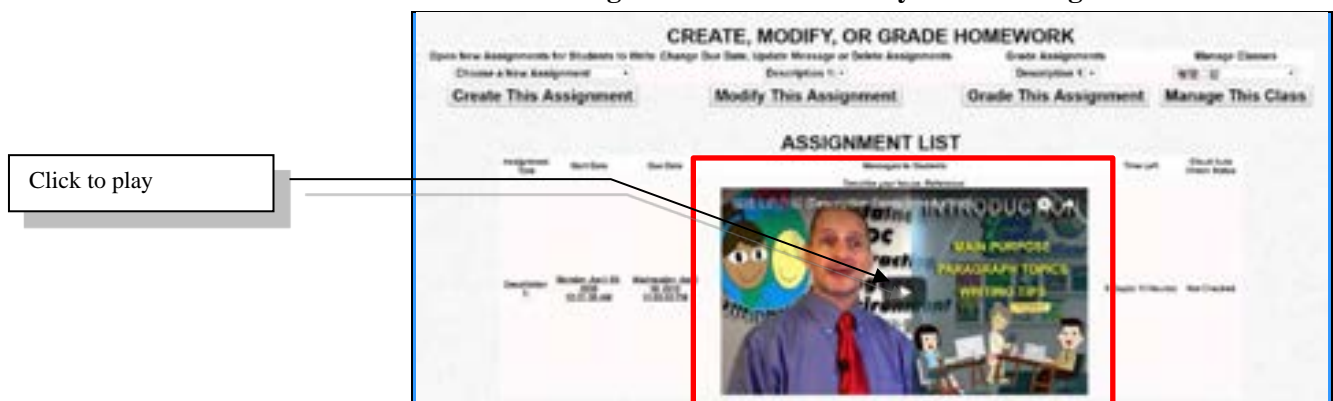
B. Modify Homework

If you want to change assignment settings or delete an assignment, use the drop-down menu and select the specific assignment to make changes to or delete. Next, click "**Modify This Assignment**," as shown in Figure 2-5.

Figure 2-5: Change Assignment Settings or Delete an Assignment

Use drop-down menu to make changes
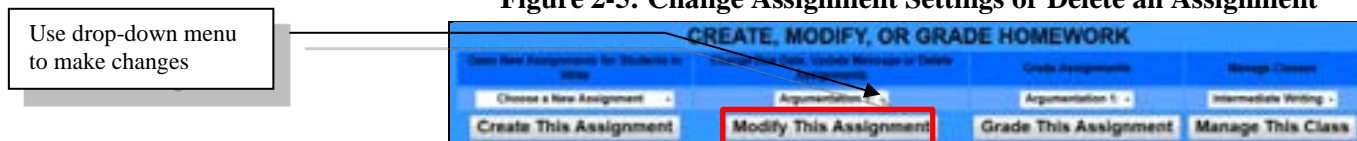
After making changes, click "**Save**" to save changes as shown in Figure 2-6.

Figure 2-6: Change Assignment Settings

Click "Delete This Assignment" to delete an assignment

Click here to change time

Update your message

Click to change the setting
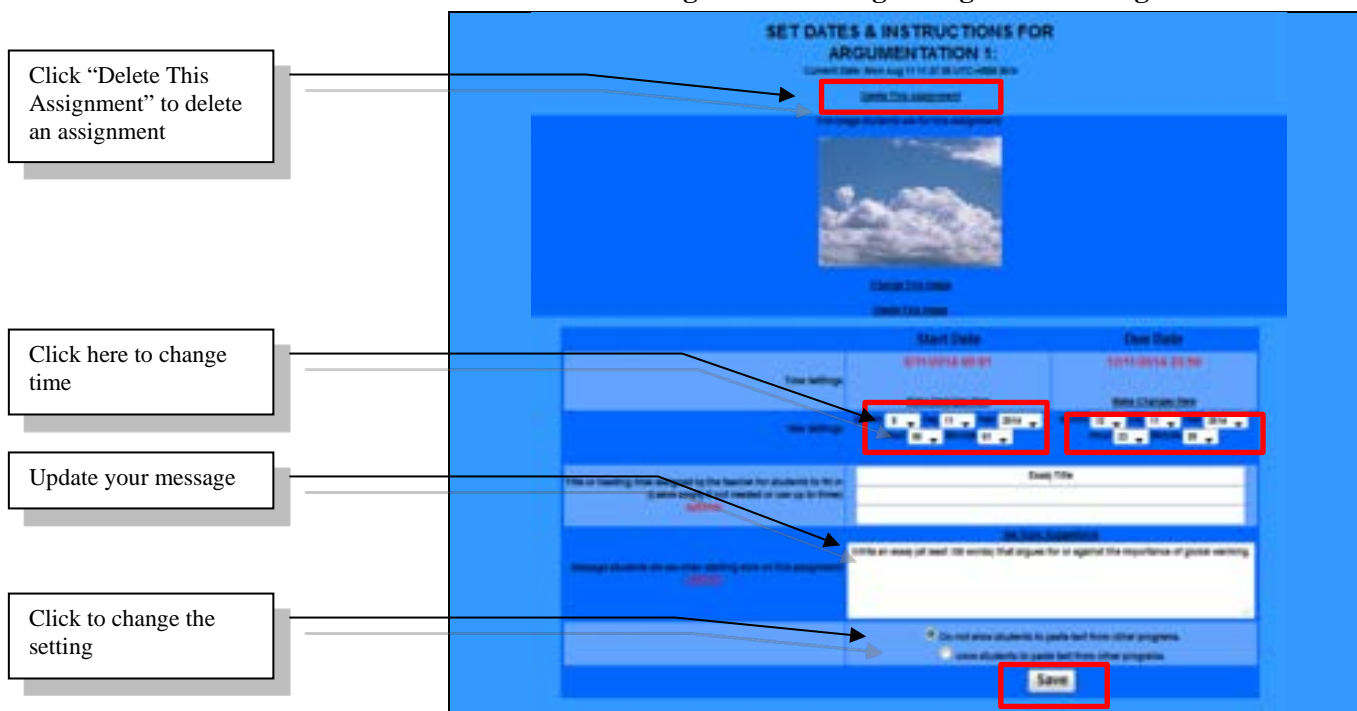
If you want to delete an assignment, click "**Delete This Assignment**" and then confirm deletion, by clicking "**Delete Now**." If an assignment is deleted, data for the deleted assignment cannot be restored. Moreover, for any assignment that is due within the next two days, QBook Writing Center will automatically send an email reminder to each student.

Chapter 3: Grade Homework

A. Instant Feedback

At the "**Grade Assignments**" column, on the class management page, use the drop-down menu to choose the specific homework you want to monitor or provide instant feedback on. Next, click "**Grade This Assignment,**" as shown in Figure 3-1, and you will be taken to the homework grading page where you can click individual student ID numbers to view any student's writing during class. In addition, you can move the cursor over any paragraph of the student's homework, and that paragraph will be magnified and highlighted, as shown in Figure 3-3.

Figure 3-1: Grade Assignments

Drop-down menu
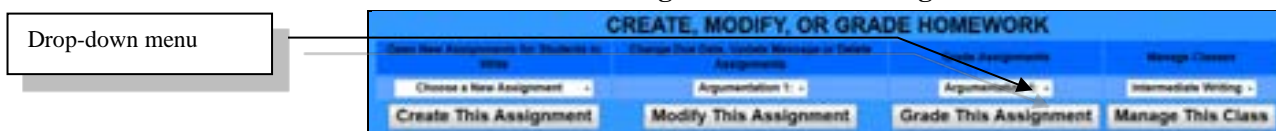
Figure 3-2: View Any Student's Writing during Class

Click the individual student's ID number to view his/her homework
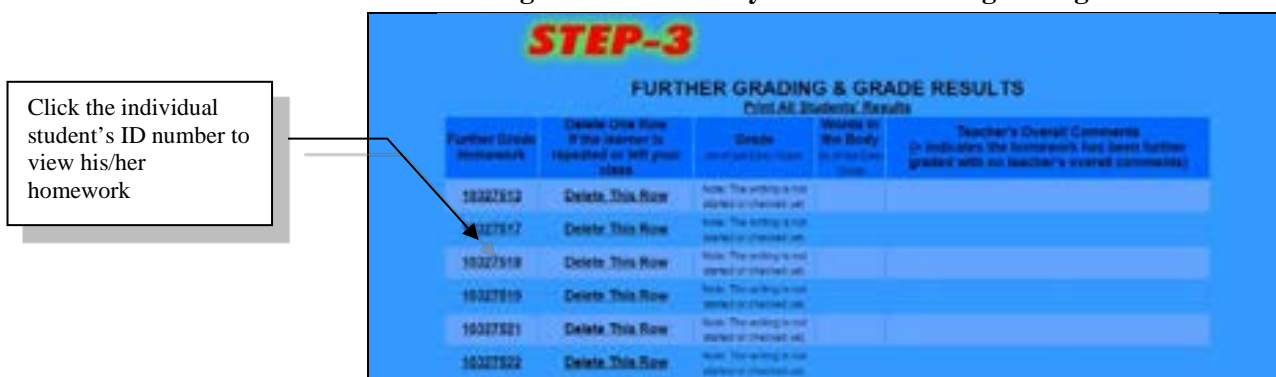
Figure 3-3: Magnified Font Size

Magnified and highlighted in yellow color

You can click "**Print**" to view or print all the written contents. Moreover, you can use the "**File**" menu to print or copy and paste the contents to another file.

Figure 3-3-1: Click "Print" to View or Print All the Written Contents
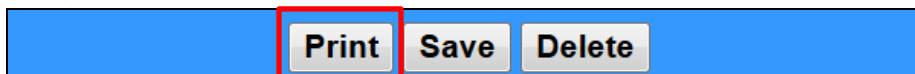
B. Step-1 of Grading: Cloud Auto Check

At the "**Grade Assignments**" column, on the class management page, use the drop-down menu to choose the specific homework you want to grade. Next, click "**Grade This Assignment,**" as shown in Figure 3-1.

The Step-1 area shows "**Don't Check Yet**" if the homework has not been automatically graded yet, as shown in Figure 3-4. If no students have opened or completed this assignment, there will be a red sentence: "**No students have completed this assignment,**" as shown in Figure 3-5, which means Cloud Auto Check cannot be started yet. If you want to Cloud Auto Check an assignment or reassignment that is not due or past due, click the radio button in front of the "**Check All/Recheck**" and then click "**SAVE**." Cloud Auto Check will start grading the whole class's homework, as shown in Figure 3-6. Cloud Auto Check can detect 73 types of writing errors, as shown in Figure 3-7. On the right side "**Frequently Asked Questions**" column, if you click the individual question, the answer will appear. Click the question again, and the answer will hide inside the question, as shown in Figure 3-8.

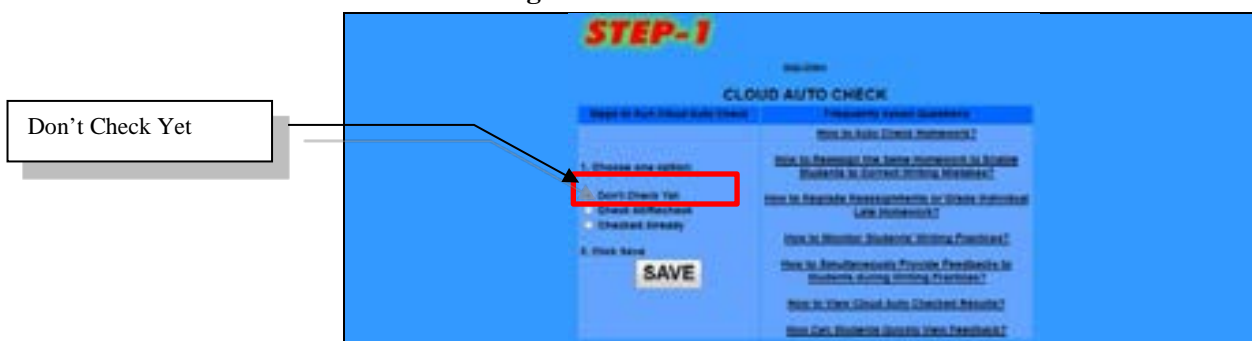**Figure 3-4: Cloud Auto Check: Don't Check Yet**
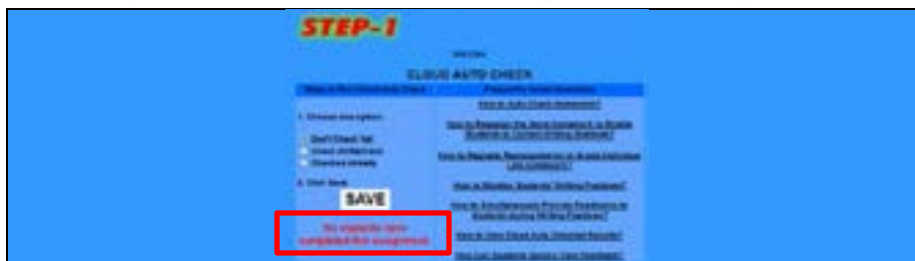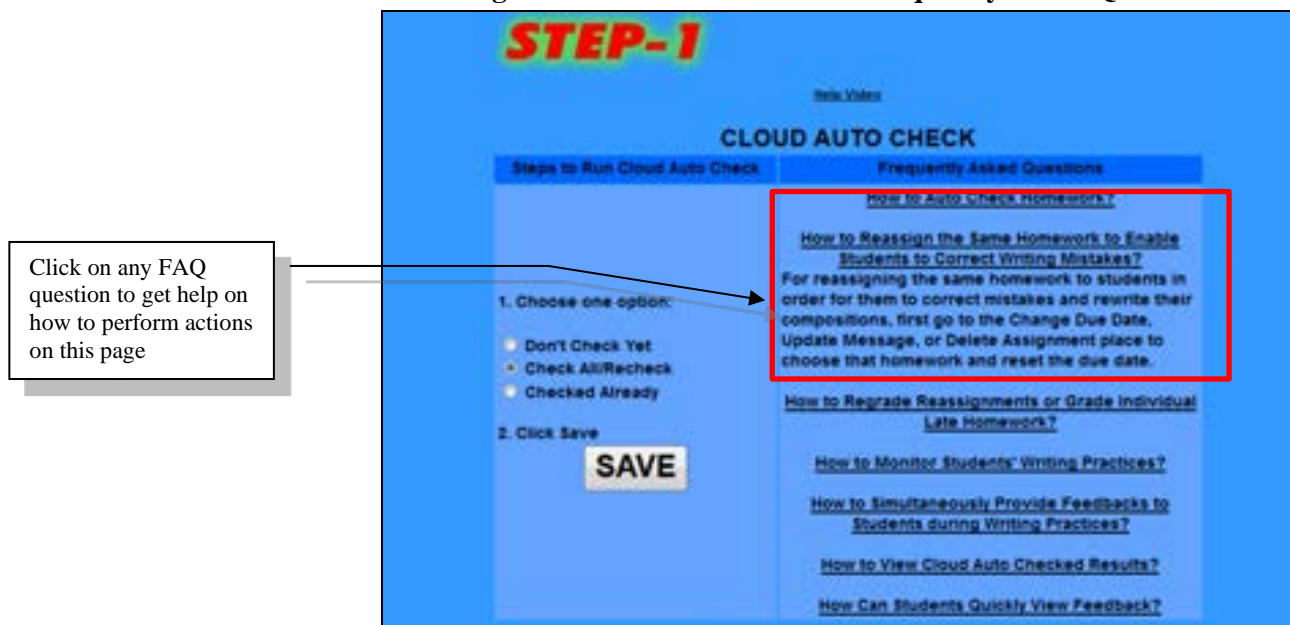

Don't Check Yet

Figure 3-5: No Students Have Completed This Assignment

Figure 3-6: Cloud Auto Check: Check All/Recheck

**Figure 3-7: Cloud Auto Check Can Detect 73 Types of Writing Errors**

1.	Abbreviation	25.	Formal Writing Error	50.	QRP Research Writing Error
2.	Adjective	26.	Formalism	51.	Question Mark
3.	Adverb	27.	Gender Specific	52.	Questionable Usage
4.	Advertising Style	28.	General Style	53.	Quotation Marks
5.	Archaic	29.	Homonym	54.	Redundant
6.	Article	30.	Incomplete Sentence	55.	Relative Pronoun
7.	Business Style	31.	Incorrect Verb Form	56.	Repeated Word or Punctuation
8.	Capitalization	32.	Infinitive	57.	Report Style
9.	Cliche	33.	Jargon	58.	Run-on Sentence
10.	Colloquial	34.	Journalism Style	59.	Sentence Variety
11.	Comma Splice or Fused	35.	Long Sentence	60.	Sequence of Tenses
	Sentence	36.	Mid-Sentence Adverb	61.	Similar Words
12.	Common Writing Style Error	37.	Noun	62.	Spelling
13.	Commonly Confused Word	38.	Number Style	63.	Split Infinitive
14.	Comparative/Superlative	39.	Object of Verb	64.	Split Words
15.	Conjunction	40.	Overstated	65.	Subject-Verb Agreement
16.	Documentation Style	41.	Paragraph Problem	66.	Subordination
17.	Double Negatives	42.	Passive Voice	67.	Teacher Custom Error
18.	Ellipsis	43.	Pejorative	68.	Technical Style
19.	End of Sentence Preposition	44.	Possessive Form	69.	Tense Shift
20.	End of Sentence Punctuation	45.	Preposition	70.	Trademark
21.	False Friend	46.	Pronoun Case	71.	Unbalanced Parentheses
22.	False Plural	47.	Pronoun Number Agreement	72.	Vague Adverb
23.	Fiction Style	48.	Proposal Style	73.	Wordy
24.	Foreign	49.	Punctuation		

Figure 3-8: Cloud Auto Check: Frequently Asked Questions

Click on any FAQ question to get help on how to perform actions on this page

When "**Cloud Auto Check Status**" reaches 100%, the whole class has just been Cloud Auto Checked, as shown in Figure 3-9.

Figure 3-9: Cloud Auto Check Finished
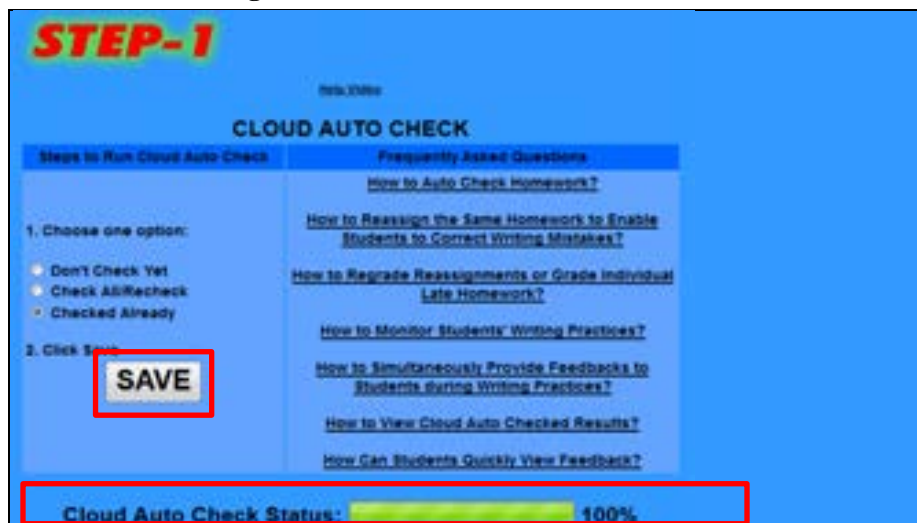
After completing Cloud Auto Check, click any individual student ID number in the "**Further Grade Homework**" column, in the Step-3 area, to view a student's writing and the errors found by Cloud Auto Check. If you do not want to give grades yet, click "**Go Back to Previous Page (No Change Here)**" and do not click "**Save**."

C. Step-2 of Grading: Easy Grade

Cloud Auto Check must first be run before beginning Easy Grade. Click "**Set per error deduction points and required minimum words**" to set grading criteria. Also, you can set to allow or disallow students to share homework and feedback, as shown in Figure 3-10~11.

After setting deduction point(s) and minimum words, click "**EASY GRADE HOMEWORK**," and the QEC system will cloud auto-calculate the scores, as shown in Figure 3-12. Grades and words in the body of each letter assignment will appear below the section "**FURTHER GRADING & GRADE RESULTS**" within Step-3. If words in the body, for any individual student, are below your minimum word setting, the grade will appear as 0. This means attention may be needed or you may want to conduct detailed grading, such as extra deductions, for such a case. If per error deduction point(s) and required minimum words in the body are not set, a screen will pop up, showing: "**Please set per body error deduction point(s) and required minimum words in the body**." Click "**OK**" to return to set grading criteria.

Figure 3-10: Setting Grading Criteria

Per error deduction point(s) and minimum words must be set before clicking "EASY GRADE HOMEWORK."
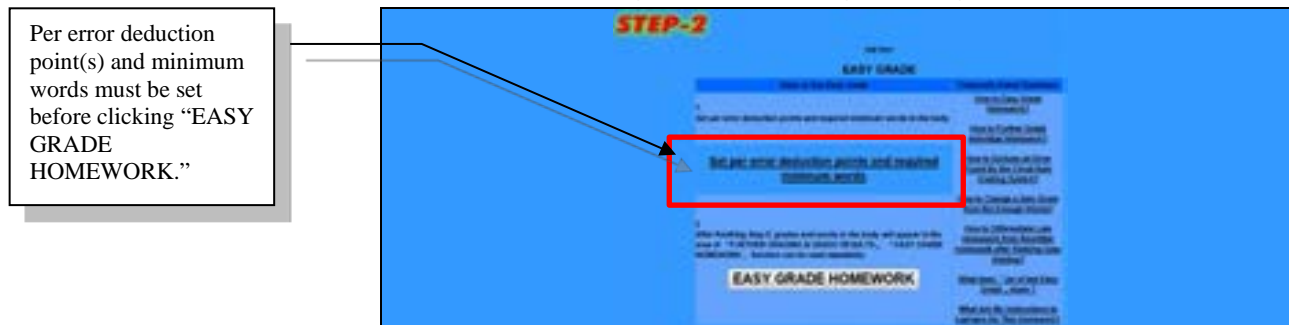
Figure 3-11: Setting per Error Deduction and Word Limit

Set per error deduction point(s) and minimum words

Set to allow or disallow students to share homework and feedback

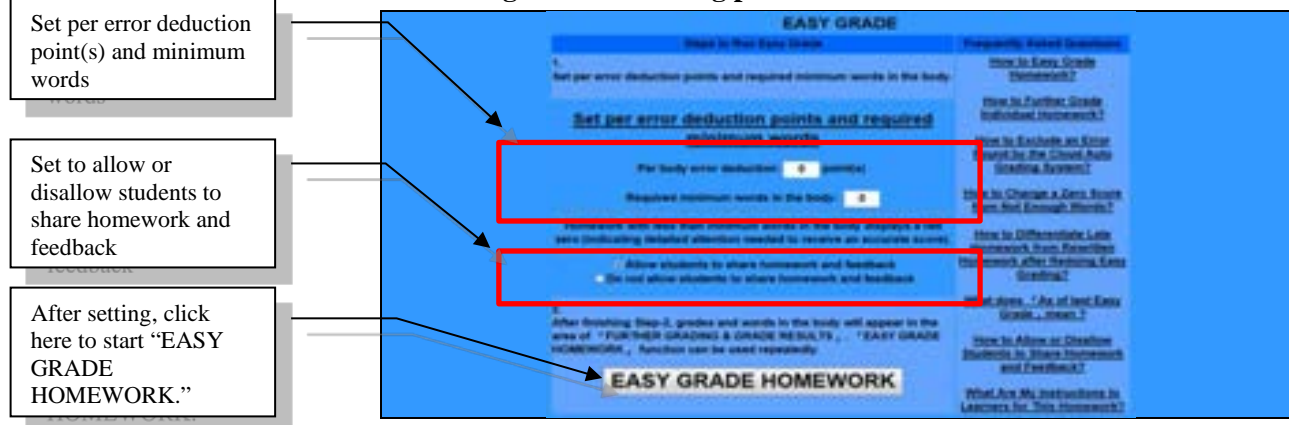After setting, click here to start "EASY GRADE HOMEWORK."

Figure 3-12: Further Grading & Grade Results

Click here if the learner is repeated or left your class.

Students with zero (in red) did NOT reach minimum required words and require special attention.

If you just want to increase the frequency of writing practices, you can end at Step-2; there is no need to go on to Step-3. After finishing Step-2, you can click individual ID numbers below "**Further Grade Homework**" to review this student's errors. If you do not want to change this student's grades or further grade the homework, just click "**Go Back to Previous Page (No Change Here).**" You can click "**Print All Students' Results**" to print out the whole class.

When "Note: The writing is not started or checked yet" appears, it means that you conducted Step-1 and Step-2 before the assignment deadline and the student has worked on the assignment after your grading. You can rerun Step-1~2 or Step-1~3 of grading as needed. If this is a late homework, click the individual ID number below the "Further Grade Homework" at the FURTHER GRADING & GRADE RESULTS (Step-3) section. Second, click "Run Cloud Auto Recheck for This Learner" below the "Teacher's Overall Comments" section. Finally, click the radio button in front of "Recheck This Learner."

D. Step-3 of Grading: Further Grade

After finishing Step-2, you can see details of grade results in the Step-3 area. If you want to further grade homework, you can click individual ID numbers below "**Further Grade Homework**," as shown in Figure 3-13.

**Figure 3-13: Further Grading & Grade Results**

Click individual ID number to further grade or print his/her homework

Teacher's overall comments will also appear here

The student's original writing is shown on left column, and the right "**Auto Graded + Further Grade**" column exhibits each paragraph's "**Subtotal Deduction**" from Easy Grade, depicting each "**Error**," "**Error Type**," and "**Reference**." You can also give an "**Extra Deduction**" if needed. After moving the cursor to each paragraph's feedback space, two yellow screens will show up: a list of error details and a feedback assistant. 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 3-14. You can click "**Cancel**" to close the list of error details or click "**Close Feedback Assistant**" to close the feedback assistant.

Figure 3-14: Highlighted Text Error

Highlighted text errors

Move the cursor to the error you want to review
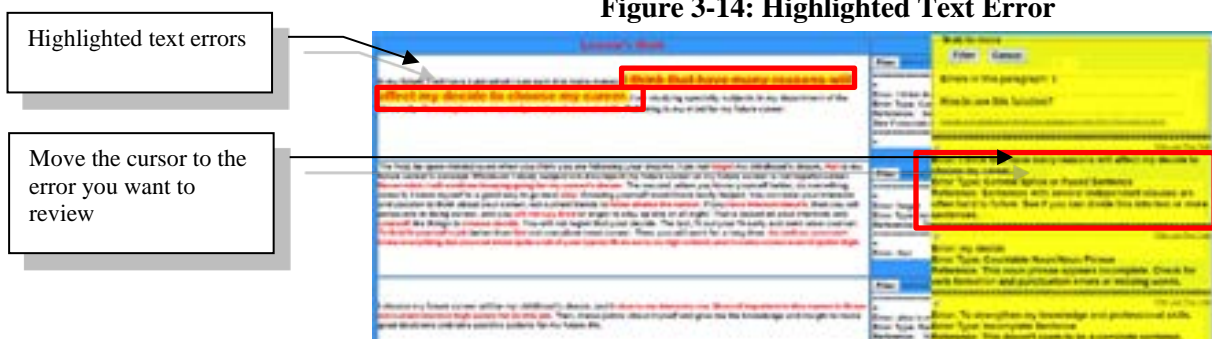
There are two ways of further grading the homework:

1. Select a text error, provide feedback with point(s) deduction:

    Move the cursor to the beginning of the text error and then drag the cursor to the end of the text error, as shown in Figure 3-15. A yellow box will appear. The top is the text error you chose, and the bottom is the place to provide feedback, as shown in Figure 3-16.
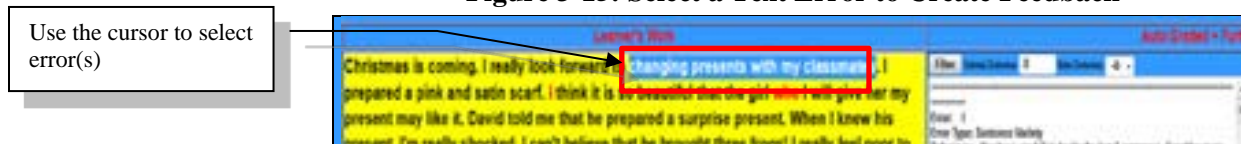
Figure 3-15: Select a Text Error to Create Feedback

Use the cursor to select error(s)

Figure 3-16: Create Feedback for the Selected Text Error

You can select feedback comments from feedback database in the drop-down menu below "**Choose from feedback database**" to save time typing. Moreover, you can click "**Edit Feedback**" to edit your feedback database. If there are no suitable feedback comments in the database, you can input new comments below "**Type new feedback**" and then click "**Paste**." The new feedback comments will appear at the top of each paragraph's all feedback comments, and its form is the same as that of the Cloud Auto Check, as shown in Figure 3-17:

Error: Your selected text
Error Type: Teacher Custom Rule
Reference: Comments you typed in or chose from your database

Per body error deduction point(s) is exactly the same as that of the Easy Grade setting.

Figure 3-17: Same Feedback Form as That of Cloud Auto Check

New selected error(s) in red color

Feedback of new selected error(s)

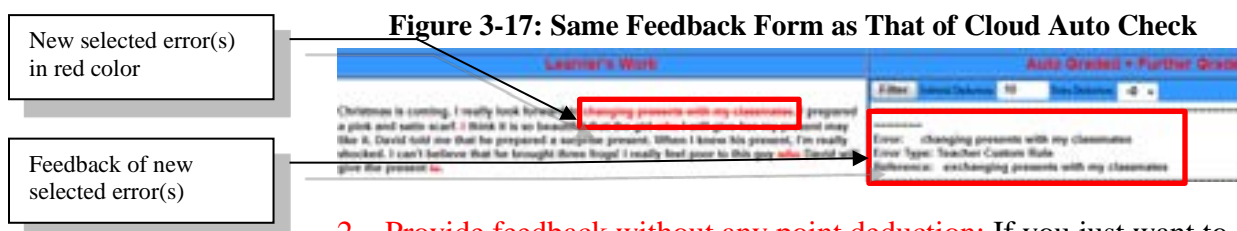2. Provide feedback without any point deduction: If you just want to provide paragraphic comments without any point deduction, you can select feedback comments from feedback database in the drop-down menu below "**Choose from feedback database**" to save time typing. If there are no suitable feedback comments in the database, you can input new comments below "**Type new feedback**" and then click "**Paste**." The feedback comments will appear at the top of all feedback comments. Moreover, you can click "**Edit Feedback**" to edit your feedback database.

Figure 3-18: Provide Feedback from the Database

Choose feedback from feedback database

Your inserted feedback appears at the top

Extra deduction
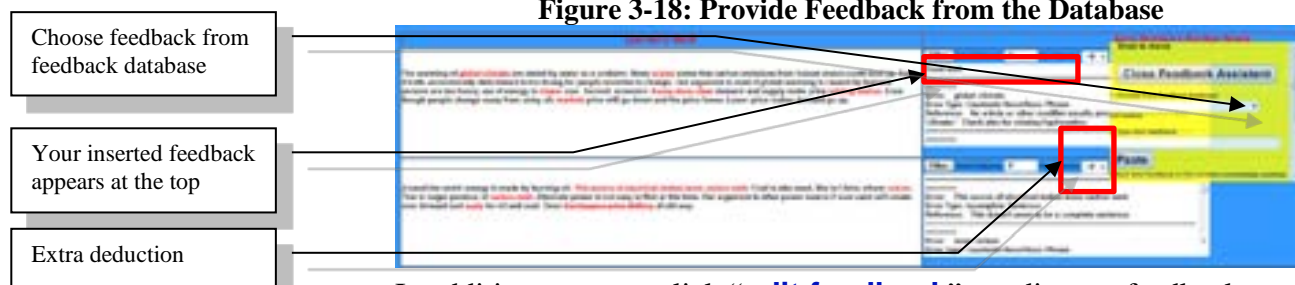
In addition, you can click "**edit feedback**" to edit your feedback database.

Figure 3-19: Type New Feedback Comments

Edit feedback database

After inputting new feedback wordings, click "Paste."

New feedback wordings appear here
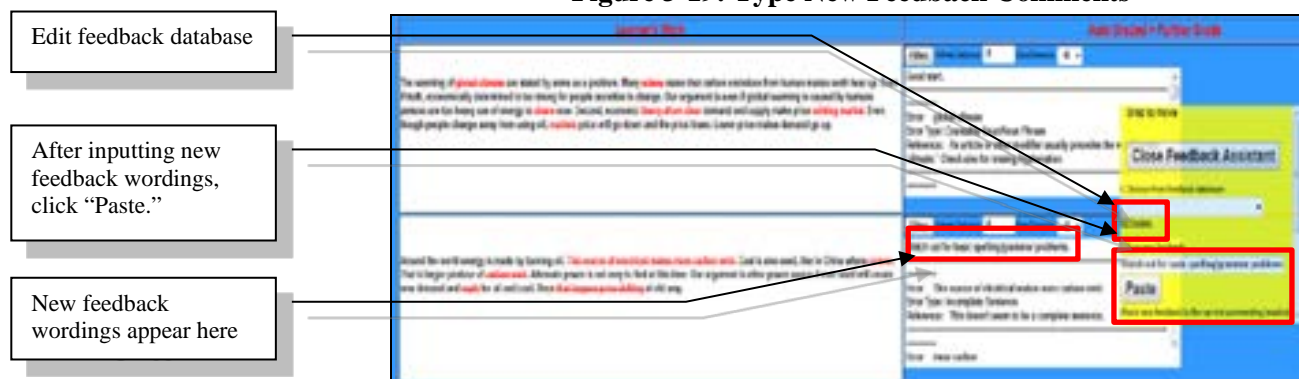
"**Feedback Assistant**" will follow you as you move over paragraphs; this makes it easy for you to add comments through the "**Feedback Assistant**." You can also move the "**Feedback Assistant**" right or left. Moreover, you can close the "**Feedback Assistant**" simply by clicking "**Close Feedback Assistant**." When you want to open the "**Feedback Assistant**," you just need to click "**Show Feedback Assistant.**"

Click "**Filter**" or any place inside each paragraph's feedback space; that paragraph' list of error details will appear. To exclude an error or feedback comments, click the "✓" mark or any place of the error or feedback details, and then click "**Filter**" to complete the filtering process. The error and corresponding deduction point(s) will be removed. If you want to cancel any extra deduction point(s), you can do so manually, by accessing the drop-down deduction menus, as shown in Figure 3-20.

Figure 3-20: Filter

Click "**Filter**" or any place inside each paragraph's feedback space
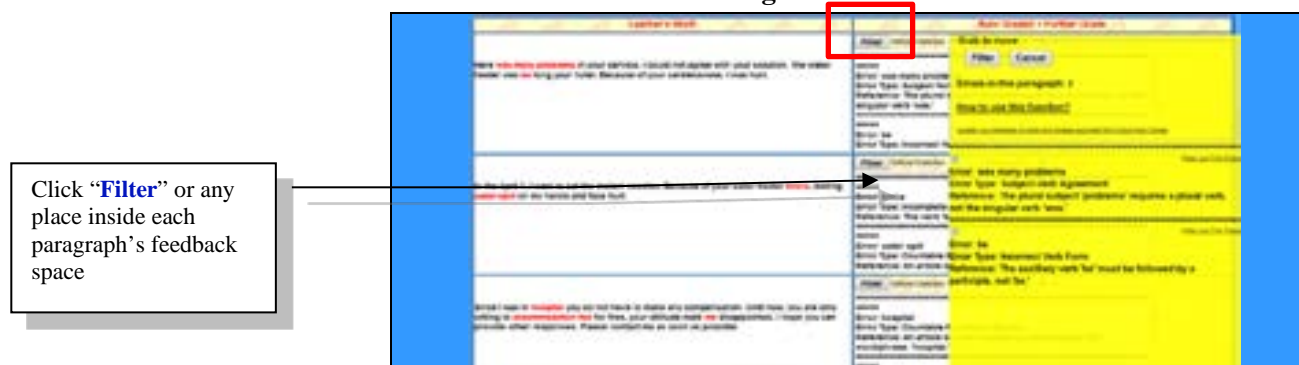
When moving the cursor to the error you want to review, the text error of the student's homework at the left column will be highlighted in yellow color to facilitate locating the error, as shown in Figure 3-21.

Figure 3-21: Details of Filter Options

Click the "✓" mark or any place of the error or feedback details to uncheck

Click the "Filter" button to complete the process
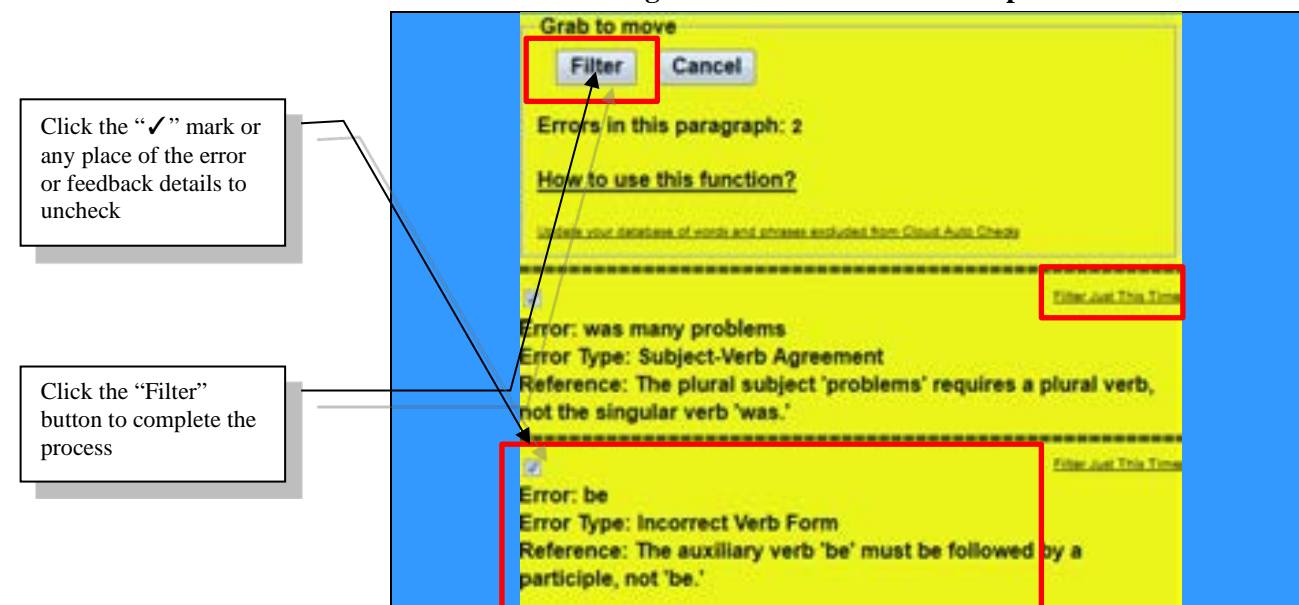
Any word or phrase that you have filtered will automatically be included in the database for future uses. Please run Steps 1 and 2 if you want the word or phrase to be excluded from present checking for the whole class, or you can click "**Run Cloud Auto Recheck for This Learner**" for an individual student). You can click "**Update your database of words and phrases excluded from Cloud Auto Checks**" to update your database, as shown in Figure 3-21-1.

If you just want to exclude a found error for one time only, click the "**Filter Just This Time**" text at the top right hand side of the specific error. The learner's score will be increased accordingly. Future Auto Grading will still find this error, and deduct points as usual.

Figure 3-21-1: Update Your Database of Words and Phrases Excluded from Cloud Auto Checks
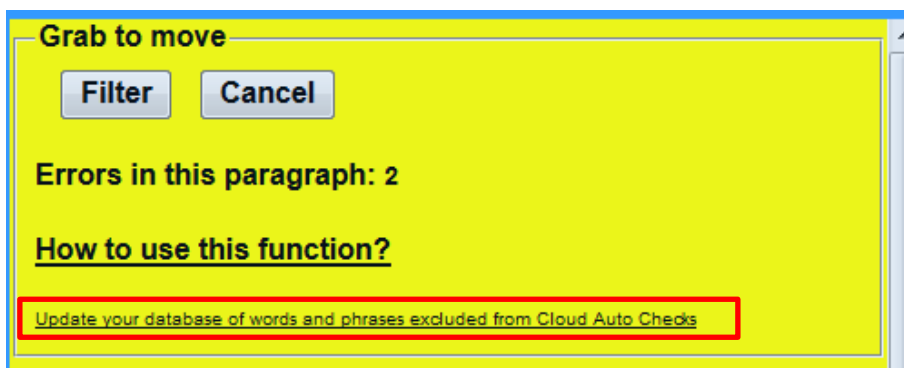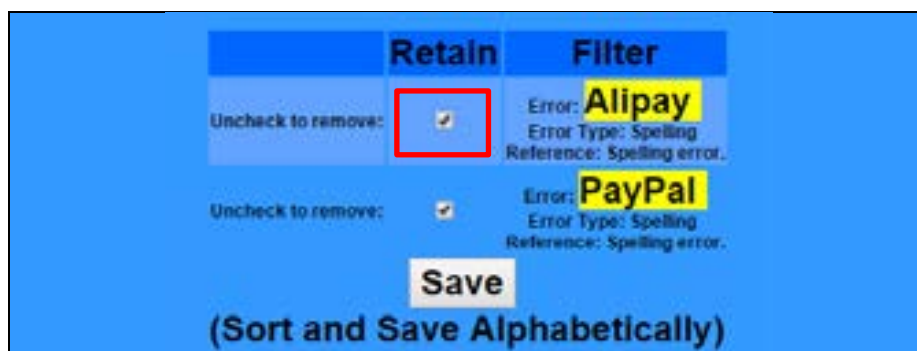

Wordings of excluded words and phrases can only be removed and cannot be modified. Uncheck to remove from future filtering, as shown in Figure 3-21-2. Click "**Save**," and the database will be updated.

Figure 3-21-2: Uncheck to Remove Words and Phrases Excluded from Cloud Auto Checks

You can also give overall comments and overall addition/subtraction points, as shown in Figure 3-22~23. In the yellow "**Feedback Assistant**" area, you can select the feedback comments in the drop-down menu under "**Choose from feedback database**." If there is no suitable comment in the database and you do not want to save the new overall comments you are about to input, just type your comments directly into the white box below "**Teacher's Overall Comments**." In addition, you can click "**Run Cloud Auto Recheck for This Learner**." Then, click the radio button in front of "**Recheck This Learner**" to recheck and regrade this learner's homework or retrieve errors that you filtered.

If you want your comments to be available for future usages (from your feedback database), type your comments into the "**Feedback Assistant**" below "**Type new feedback**" and then click "**Paste.**" The comments will appear in the white box below "**Teacher's**

Overall Comments" and will be saved to the bottom of the database comments. Click "**Save**," and the grading details will be updated. You can click "**Print**" to view or print all the written contents and feedback. Moreover, you can use the FILE menu to PRINT or copy and paste the contents to another file.

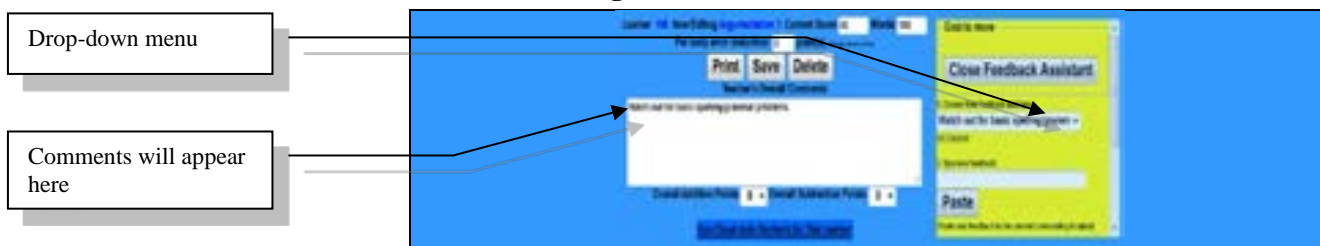**Figure 3-22: Choose from Feedback Database**

Drop-down menu

Comments will appear here

Figure 3-23: Teacher's Overall Comment

Click "Save" after finishing inputting

Type overall comments

Run cloud auto recheck
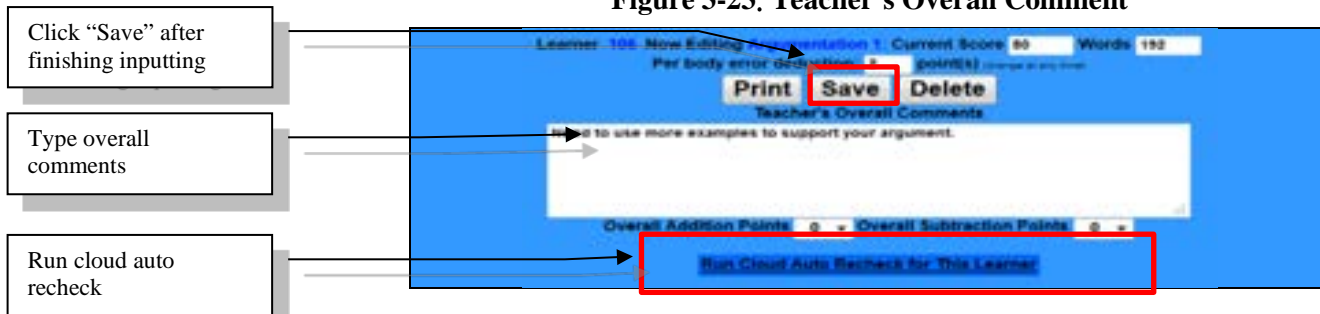
If you have input new feedback comments below "**Type new feedback**" and clicked "**Save**," you will be taken to the "**YOUR FEEDBACK DATABASE WAS MODIFIED**" page, where you can edit, make changes, or confirm changes that you have just made by typing in new feedback comments (New typed in comments appear at the bottom of the list). Click "**Save**," and the database will be updated, as shown in Figure 3-24.

Figure 3-24: Update Feedback Database

Click to save changes, which will then appear inside the Feedback Assistant's drop-down menu in the future when further grading of students
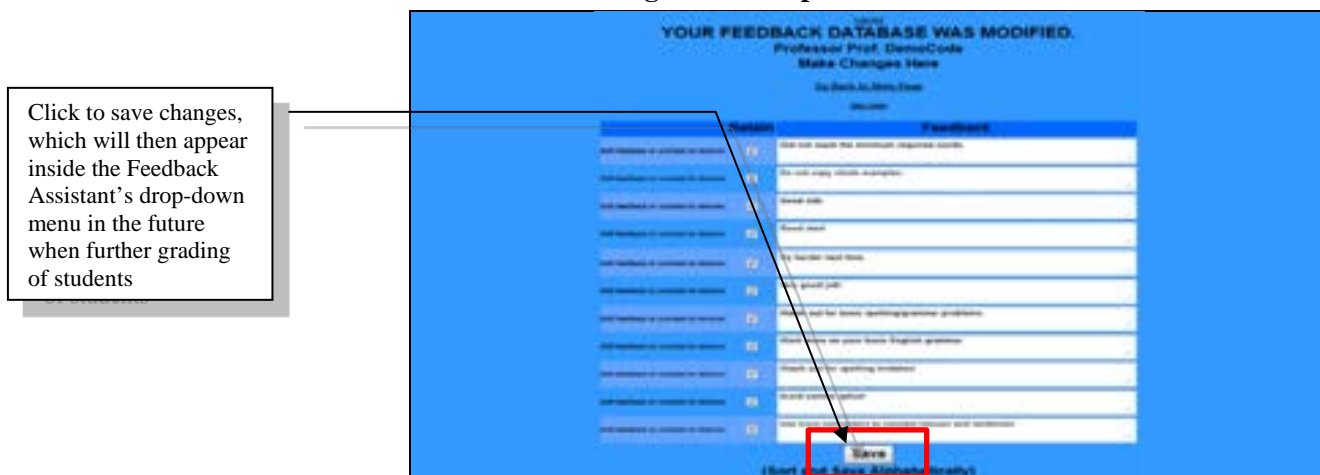
E. Print Students' Results & Release Grades to Students

Click "**Print All Students' Results**" and the system will output a PDF document containing all students' homework, including AI generated feedback as well as any f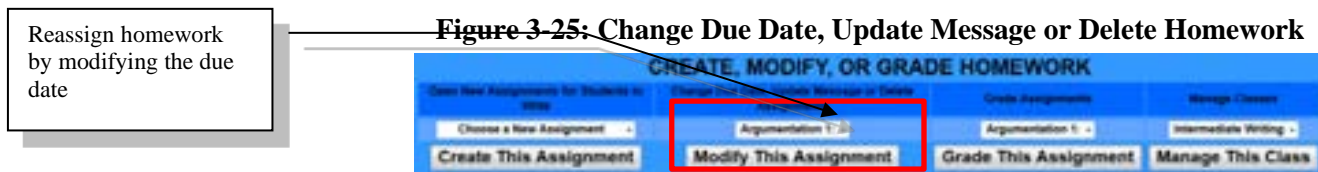eedback from you or the teaching assistant. You can print out the PDF or download and save the PDF file for future reference. In addition, you also can extract and save individual student's result by opening the PDF in a PDF editor, like Adobe Acrobat Professional (Pro). Another way to print an individual's result is to click the individual student number in the "**Further Grade Homework**" column, below Step-3. After entering into the individual student's further grading area, click "**Print**" to print out the individual homework.

The default choice for "**Release Grades to Students**" is **Yes**. If you do not yet want to release grades to students, click the radio button in front of **No**, as shown in Figure 3-25.

Print students' results

Figure 3-25: Print Students' Results & Release Grades to Students

Release grades to students

Click the individual student number
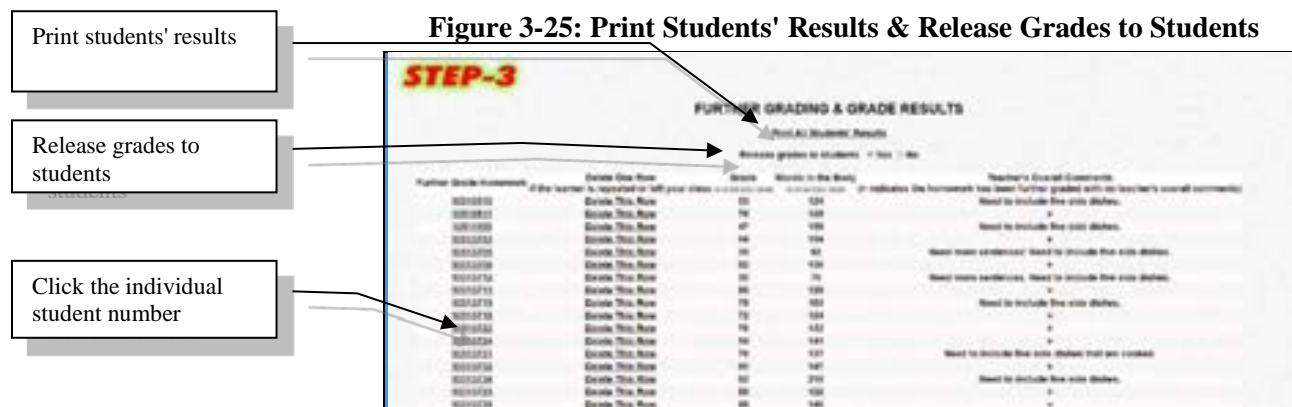
F. Reassign & Regrade Homework

If you want students to correct their mistakes or rewrite homework in order to achieve the goals of teaching by doing, learning by doing, and improving through doing, you can reassign the same homework. On the main page, select the homework, in the drop-down menu, and then click "**Modify This Assignment,**" as shown in Figure 3-25.

Reassign homework by modifying the due date

Figure 3-25: Change Due Date, Update Message or Delete Homework

You can now extend the due date and click "**Save**," as shown in Figure 3-26. Students can now correct and edit the original assignment based on computer and teacher feedback.

Figure 3-26: Extend the Due Date

Change due date

Change message

Click to change the setting
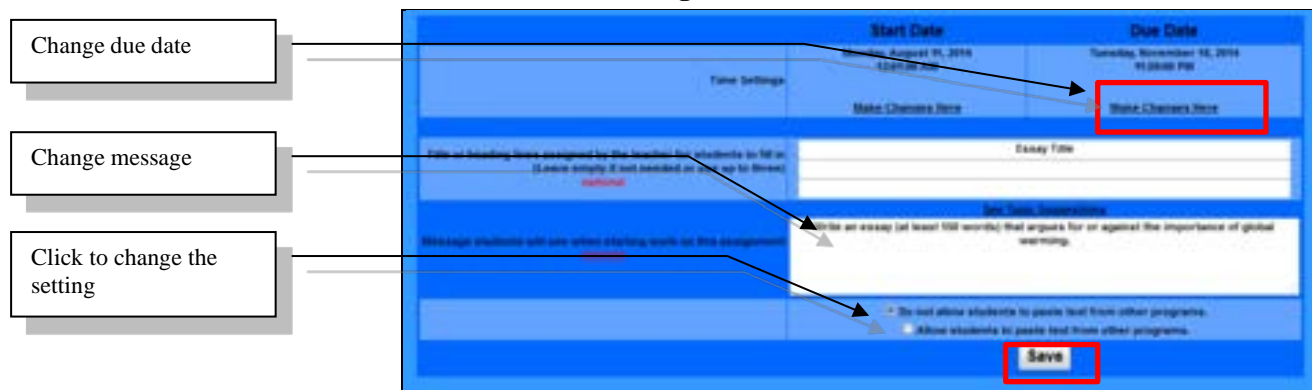
After your students have completed the reassignment, conduct Step-1 and Step-2 to complete grading again, thus, to finish the reassignment grades. Your comments, extra deduction points, and overall addition/subtraction points, from the first assignment, will remain intact while conducting Step-1 and Step-2 of grading for this reassignment. You can now manually change your comments, extra deduction points, and overall addition/subtraction points.

If you want to keep the original homework and the grading results, you can open a new homework redrafting work. For example, the just finished homework is: Description 1, so you can open a new homework: Description 2, for the rewrite. Students can open two browser windows in order to see their previous work while creating the redraft.

Chapter 4: Assignment Statistics

A. AI Analytics

Click "**Assignment Statistics**," at the bottom of the class management page, as shown in Figure 4-1, to run the AI analysis of students' error types. After the analysis is complete, the page will display error statistics for each assignment. You can view both overall class and individual analytics of each assignment, as shown in Figure 4-2, to have a good grasp of class writing issues so that you can provide more targeted and customized coaching to students. Furthermore, any individual student can also check his/her AI analytics for each assignment by clicking "**Assignment Statistics**" at the bottom of his/her homework management page.
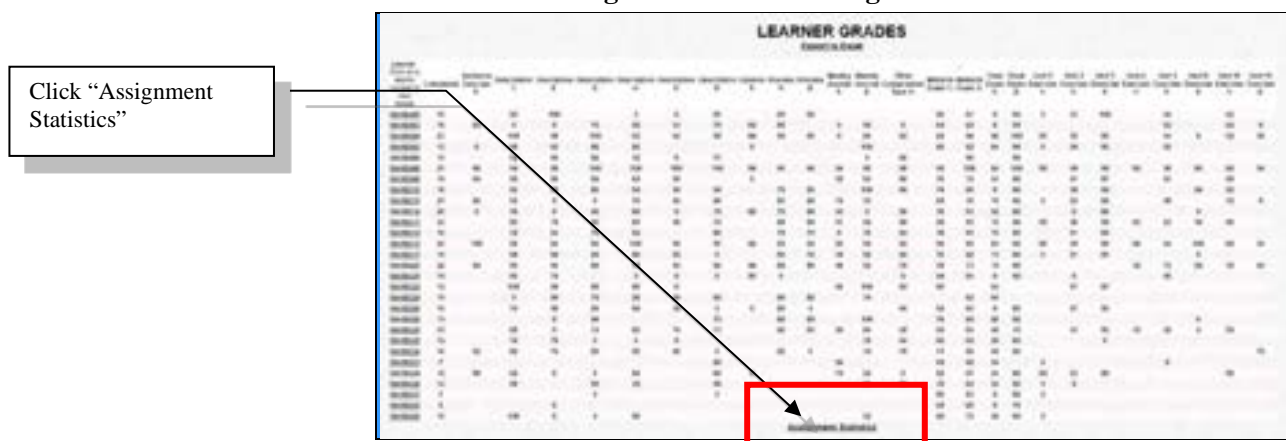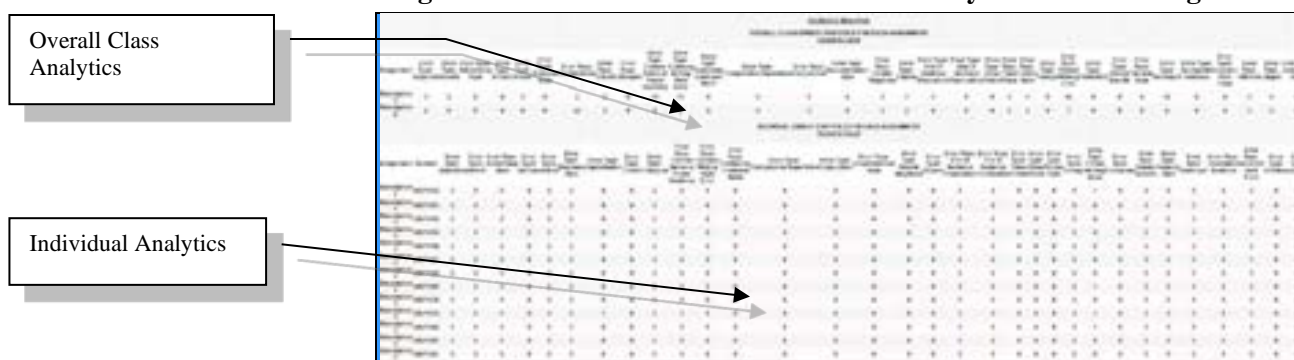
Figure 4-1: Click "Assignment Statistics"

Figure 4-2: Overall Class and Individual Analytics of Each Assignment

B. Export Data and Save in Excel

After clicking "**Export to Excel**," move the cursor inside the shaded area below the "**Copy and Paste into Excel**," as shown in Figure 4-3~4. 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 student progress and use data for more advanced statistical analysis for teaching and research.
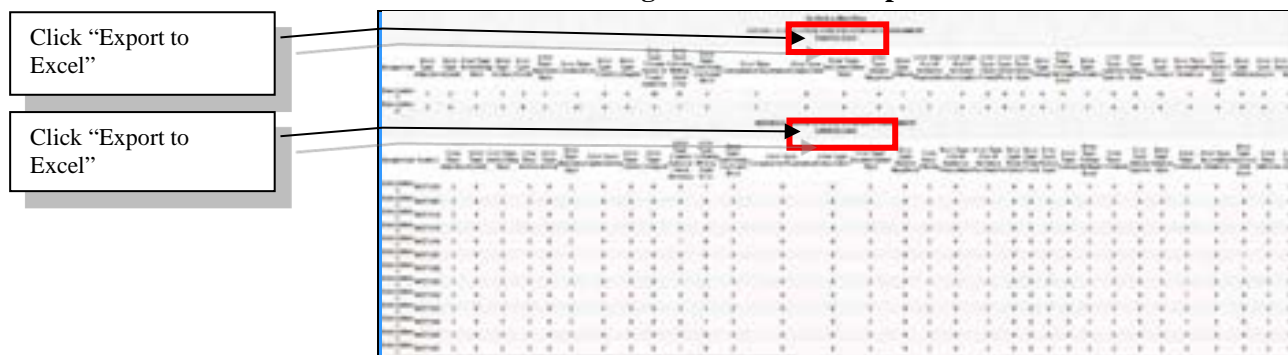
Figure 4-3: Click "Export to Excel"

Click "Export to Excel"

Click "Export to Excel"

Figure 4-4: Right Click to Copy

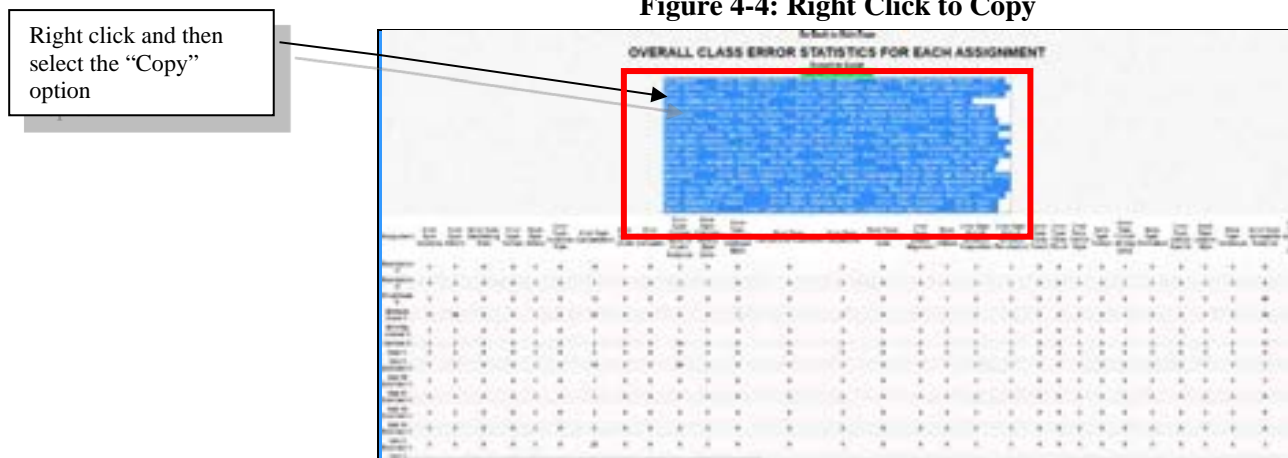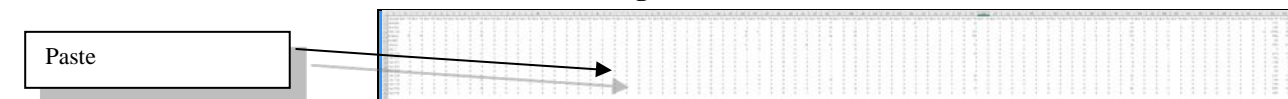Right click and then select the "Copy" option

Figure 4-5: Paste into an Excel Sheet

Paste

Chapter 5: Frequently Asked Questions

A. Log In

Q: How do I apply for a teacher's account?

Ans.: Email QBook the following information to open your teacher account:

1. SUBJECT: APPLICATION FOR TEACHER ACCOUNT
2. Password
3. Email Address
4. Affiliation
5. Online Name Students Will See (This is best to be longer and more clear, for example: Judy Chen is better than Chen)
6. Names of Classes to Open (Any number of classes can be opened under your account)

Q：How to change my password?

Ans.: Please contact QBook via email (qbook@qbook.org) or Skype (qbook.service), and the QBook MIS staff will change for you.

Q：After registration, can students modify their registration information?

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

B. Assign/Modify Homework

Q: What is the time of the due date?

Ans.: The time of due date is 11:59 P.M. of the due date. Students can go online to write homework before that time. After that time, however, no more changes to the homework can be made.

C. Grade Homework

Q: What is the procedure of grading?

Ans.: There are three steps for grading.

1. Step-1: Cloud Auto Grade for the system to catch mistakes.
2. Step-2: Easy Grade. Step-1 must be run before Step-2. If you just want students to practice more writing. These two steps will be enough.
3. Step-3: If you want to further grade students more thoroughly, you continue on to Step-3.

Q: Will previous record be erased if I run Cloud Auto Grade again?

Ans.: Yes. The record from a previous Cloud Auto Grade will be erased except your comments, extra deductions, overall comments, and overall addition/subtraction points. These will be retained until you manually change or delete them by individually clicking on student numbers under Further Grade Homework.

Q: Can I create my own comments when doing further grading and then save my comments to my own database for future quick use?

Ans.: Yes. You can do this inside the yellow "Feedback Assistant" area.

Q: Can a student turn in homework late after the assigned deadline and be graded individually without checking the whole class?

Ans.: Yes. You can extend the homework deadline for a short time, to allow late students to complete their assignments. After the student finish the late homework, click the individual ID number below the "**Further Grade Homework**" at the **FURTHER GRADING & GRADE RESULTS** (Step-3) section. Then, click "**Run Cloud Auto Recheck for This Learner**" below the "**Teacher's Overall Comments**" section. Finally, click the radio button in front of "**Recheck This Learner**." Error checking and grading will be completed only for this student.

Q: Can I recheck and regrade individual students without checking the whole class?

Ans.: Yes. First, click the individual ID number below the **"Further Grade Homework**" at the **FURTHER GRADING & GRADE RESULTS** (Step-3) section. Second, click "**Run Cloud Auto Recheck for This Learner**" below the "**Teacher's Overall Comments**" section. Finally, click the radio button in front of "**Recheck This Learner**." Error checking and grading will be completed only for this student.

Q: Can I retrieve errors that I filtered for an individual student?

Ans.: Yes. First, click the individual ID number below the "**Further Grade Homework**" at the **FURTHER GRADING & GRADE RESULTS** (Step-3) section. Second, click "**Run Cloud Auto Recheck for This Learner**" below the "**Teacher's Overall Comments**" section. Finally, click the radio button in front of "**Recheck This Learner**." Afterward, all original errors will be returned.

Q: What are the differences between extra deduction at each paragraph and overall addition/subtraction?

Ans.: Extra deduction at each paragraph is for an individual paragraph's extra deduction points. Overall addition/subtraction points are for the whole composition.

Q: What can I do when" Note: The writing is not started or checked" appears?

Ans.: You can use one of the followings two options:
1. If you have not graded the class yet, run Step-1~2 or Step-1~3 of grading as needed. Also, if you want to regrade the reassignment, you can rerun Step-1~2 or Step-1~3 of grading as needed.
2. If this is a late homework, click the individual ID number below the **"Further Grade Homework**" at the **FURTHER GRADING & GRADE RESULTS** (Step-3) section. Second, click "**Run Cloud Auto Recheck for This Learner**" below the "**Teacher's Overall Comments**" section. Finally, click the radio button in front of "**Recheck This Learner**."