



# eWriting Student Guide

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## Introduction

Some Edgenuity courses require students to write essays, which utilize the eWriting platform for prewriting, drafting, revising, and grading. In some cases, these steps are interspersed with instructional videos to guide students through the process and provide information about the particular essay assignment. Once students are in the revising stage of the process they are typically able to continue with their course, and return to the revising activity later, because the revising stage can potentially be very time consuming. This document serves as a guide for students who need information on the eWriting process and is written with the assumption that the student understands how to access the Virtual Classroom. For information on accessing the Virtual Classroom, please refer to the corresponding document.

## eWriting Overview

Students complete extended essays in the eWriting environment, which is designed to scaffold students through the writing process from pre-writing to the final draft. Below is a list of the resources available in eWriting.

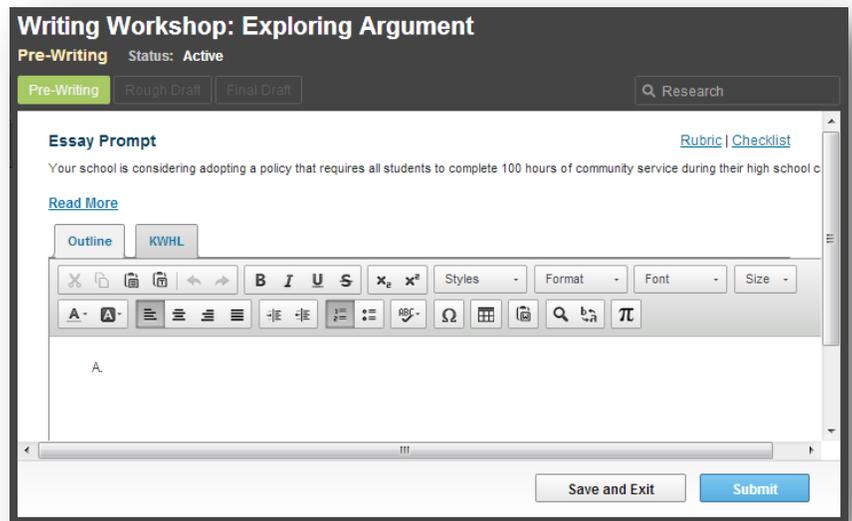
**Prompt** – Provides access to essay guidelines and instructions. Click **Read More** to expand the prompt. Click **Read Less** to collapse the prompt.

**Writing Process Tabs** – Allows students to access Pre-Writing, Rough Draft, and Final Draft. During any step of the writing process, students can access any earlier step. For example, the Pre-Writing tab is always available while students are working on their Rough Draft.

**Rubric** – Provides access to the essay rubric, so students can see how their work will be graded.

**Checklist** – Offers students a list of things to consider while writing their essay.

**Research** – Provides a basic search function for students to gather information about their topic.

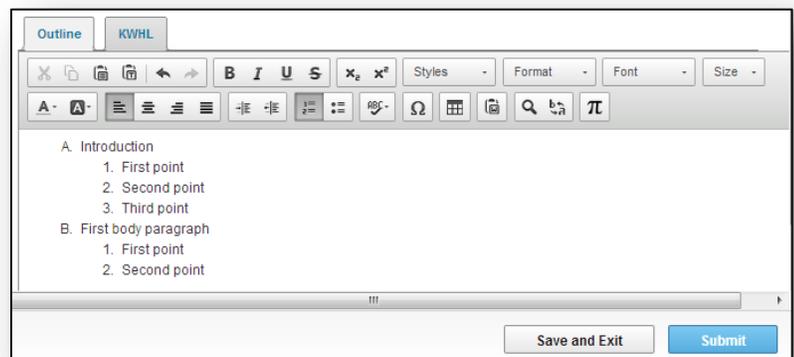


## Prewriting

The Prewriting activity allows students to map out ideas for their essay in either an outline format or a KWHL chart format, depending on which best suits their needs.

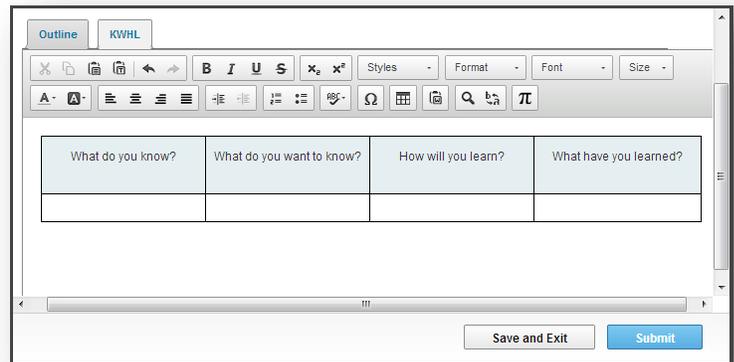
### Outline

The Outline option allows students to create a structure for their essay before they begin writing. This can be useful to determine the progression of their ideas. Students are provided with a basic set of formatting tools, such as bold, italicize, underline, strikethrough, undo and redo, and spellcheck, as well as the indent/level tools, which are used to shift between levels in their outline.



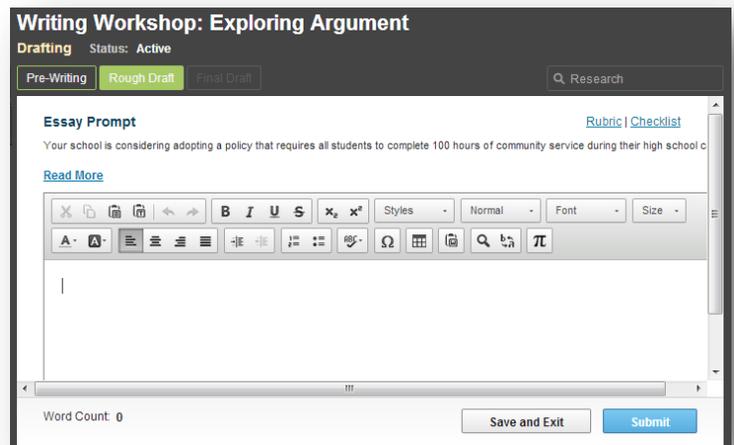
## KWHL Chart

The KWHL Chart allows students to organize their ideas into different categories; what they **Know**, what they **Want** to know, **How** they will research, and what they **Learned**. Students begin with a single row in the chart, but can add more rows by hitting the Tab key while their cursor is in the last cell or by right-clicking the table and using the menu that appears.



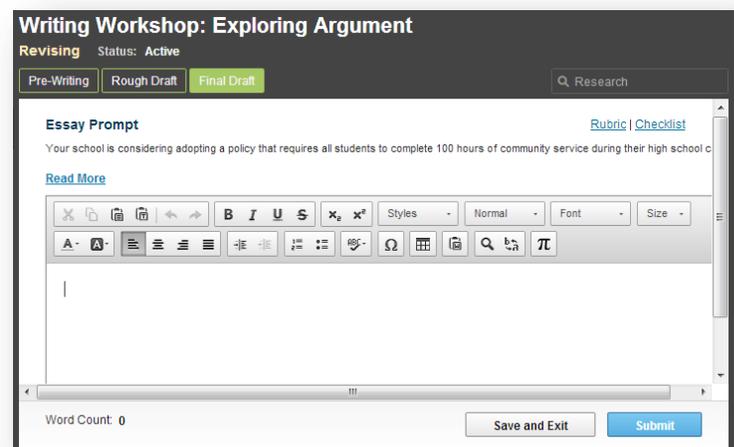
## Rough Draft

The Rough Draft step allows students to write an initial draft of their essay based on their ideas from the Pre-Writing step. Students are still able to use their prompt, rubric, checklist, and research tools and are also given a broader range of text formatting tools. Students can save their work without submitting it by clicking the **Save and Exit** button. Once students are satisfied with their Rough Draft, they can submit their work by clicking the **Submit** button. This will allow students to move on to the Final Draft.



## Final Draft

The Final Draft (or Revision) step in the eWriting process is where students finalize their essays by expanding on their Pre-Writing and Rough Draft work. Just as with the Rough Draft, students are given a broad set of text formatting tools, and can save their work without submitting it by clicking the **Save and Exit** button. In some cases, students are able to continue with the course without submitting their work, and can return to it later once they have completed their essay and are ready to submit it for a grade by clicking the **Submit** button. Students are then given a confirmation to ensure that they are actually ready to submit their work.



If an essay has been saved, but not submitted for a grade, students will be reminded of this in the Virtual Classroom Lobby with a notification stating that the course cannot be completed because of one or more ungraded essay assignments.

It is important for students to make sure that they are ready to submit their final draft for a grade before they do so. If the essay is not acceptable (possibly because it is not long enough) it will be rejected. If the essay is rejected or the student tries to submit it more than twice, the student will receive a score of zero which will be counted toward their grade for the entire course. If this happens, instructors are able to read the essay and change the grade that was automatically provided to one they feel is appropriate.

The screenshot displays a course management interface with the following elements:

- MY COURSE INFO** and **COMMUNICATIONS** tabs at the top.
- SIGN OUT** button in the top right corner.
- Start Date: 6/5/2012 Target Date: 6/5/2013** displayed below the tabs.
- Course Completed 1.9%** with a legend for **Behind** (red), **On Target** (blue), and **Ahead** (green).
- A row of 10 progress indicators, with the first one being blue (On Target) and the others grey.
- Target Completed 0%** below the progress indicators.
- Overall Grade 100%** and **Actual Grade N/A** displayed below.
- A row of 10 green progress indicators.
- A yellow warning banner with an exclamation mark icon: **You have ungraded essays, preventing you from completing this course.**
- Language Arts 10 - ELA2065** course title.
- Current Lesson:** Writing: Persuasive Essay: Our Changing Society
- Next Activity:** Rewriting Lecture
- Navigation buttons at the bottom: **Sign Out**, **Course Map**, and **Next Activity**.