

WTE 2.0

User Manual



The Most Advanced Educational
Writing Tool on the Planet





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STUDENT START UP Quick Guide



Logging On

WTE web address: writethatessay.org

Use the student log in details

Click blue 'Login' button

Welcome from Dr Ian Hunter to WTE 2.0
and your writing journey.



Onboarding Questionnaire

A useful qualitative questionnaire that provides a snapshot of student beliefs and attitudes toward their writing ability.

Where are you now?

For the following, how do you see yourself as a writer?

	Not really	A little bit	Usually	Absolutely
I like writing	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
I have better writing skills today than 12 months ago	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can self-edit to improve my own writing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
I feel confident about writing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
I see myself as a good writer	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Next

First-time User Writing Task

Here, you choose your preferred question. Encourage your students to take their time and pick a topic that interests them.

Your writing challenge. What topic will you pick?

SINGLE BELLS
If you could spend Christmas anywhere in the world, where would it be and WHY?

PAPER BAG LOVERS
If your local beach doesn't look like this, why is sustainability a problem? Why should local and global citizens have to make such a fuss?

LIFE ON MARS
Many people talk about life on Mars, but is it really possible? Is it even a good idea? Using examples, what do you think?

GRANDPA'S WEEKEND SECRET
Can you be too old for extreme sports? Henry's (Grandpa) doesn't think so. But is that really a good idea? Perhaps, he is better at home reading a book.

HACKER
Should computers' hacking really be a crime? Shouldn't we be rewarding such ingenuity?

PARADISE LOST
It's another beautiful day in Paradise. Or is it? What happens next? Tell us, then... if you dare.

The next screen is for taking notes. Encourage students to jot down a few notes before they write on their question.

Good topic choice. Now make some notes.

Single Bells
If you could spend Christmas anywhere in the world, where would it be and WHY?

Christmas is the best time of year.

We go to the lights in the city.

My family has a great Christmas dinner.

I love giving presents.

My whole family gets together at Christmas.

Think about notes for your topic. Click continue when you're ready.

Continue

Notes

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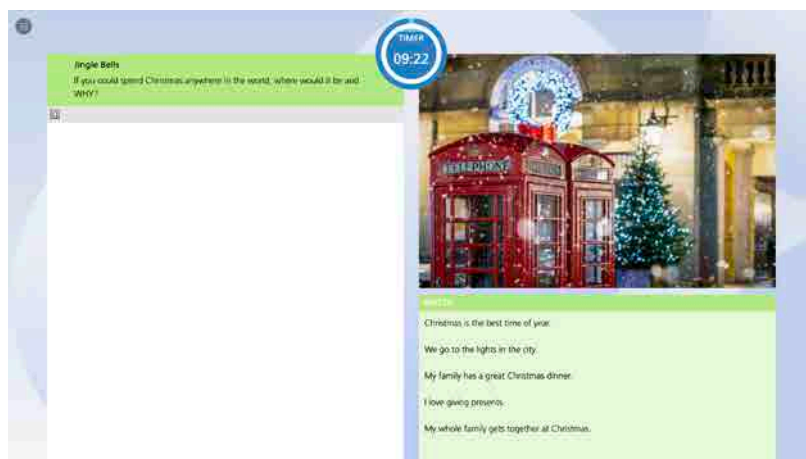
Notes

First-time User Writing Task (continued)

Once you have completed your notes, you will click on the start button to commence a 10 minute writing sample.



During the 10-minute writing task, students cannot leave the screen or cut and paste material in from outside files.



At the conclusion of 10 minutes, the timer will automatically stop, and the work will be sent off for processing by the WTE brain.



How did you do? Your Results

Students will receive their first Artificial Intelligence feedback from WTE on their writing. Take some time and explain the measures.



Choose your Character.

Now, choose your character for the site—they're really cool. Have a look at the three different fashion styles using the 1,2,3 buttons.



Your chosen character will always appear on the main dashboard of the site.



Notes

STUDENT DASHBOARD

Quick Guide

Top navigation bar

The top navigation bar drives the software. Each of the central icons take you to a specific aspect of the site. Clicking on the home icon (top left) always returns you to this dashboard.



Central navigation panel

The central panel icons are fast entry points to the key areas. Once students and teachers have selected their characters, they will be customised onto the dashboard.





Getting Home

Clicking this icon, on any screen, will bring you back to the dashboard.



Writing Tool

Opens up the suite of writing tools for you to select the most appropriate tool for your task.



Tasks

This icon takes you to any tasks that have been sent out by your teacher. As a teacher this is your task builder.



Work

Your complete work filing system. Find all current and completed work.



Learn

This is where you will discover modules full of Dr Hunter's instructional videos, information, quizzes, and tasks to make you a better writer.



Performance

At any stage, you can see where you've been and how you are going with your writing.



Classes Icon

This is where you will find your timetable classes.



Account

This is where you can customise and edit your information.



Notifications Icon

This is the communication tool between the teacher and student.

Notes



Classes Icon

Students can self-enrol in classes that teachers have created. Students click on 'Add Class'.

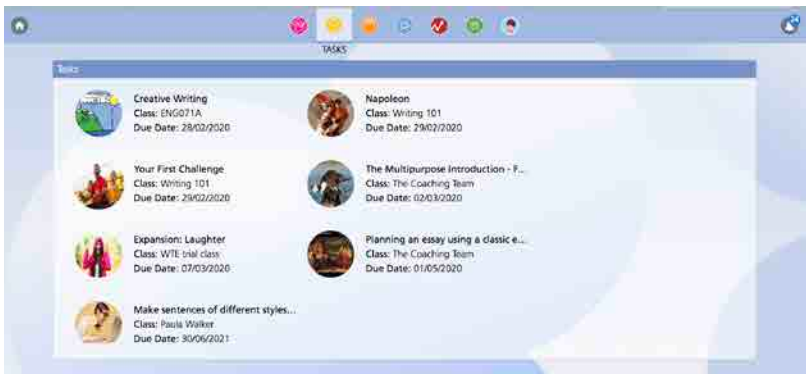


They can search by using keywords such as class name, teacher name, year level. Once they have activated the correct class, simply click 'Done'. They are now part of the class.



Task Icon

This icon takes the student to the active tasks that have been sent out by their teacher. Simply click on the desired task icon to open the file.





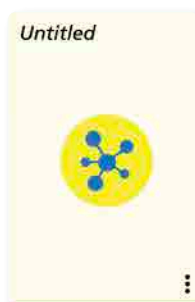
Work Icon

This area automatically stores all of your work.
For ease, recent files are situated in the top panel.

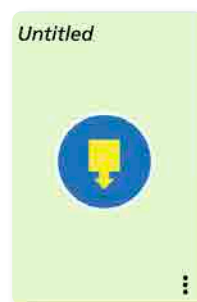


Using colour and icons, the system indicates the status of the file.
Writing tasks are stored in searchable class folders.

Notes



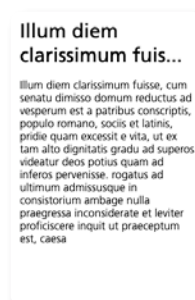
Mind Map



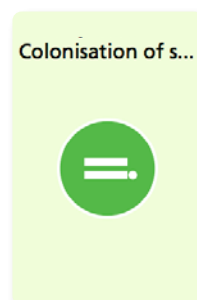
Box Plan



Class Folder



Writing Task



Sentence Builder



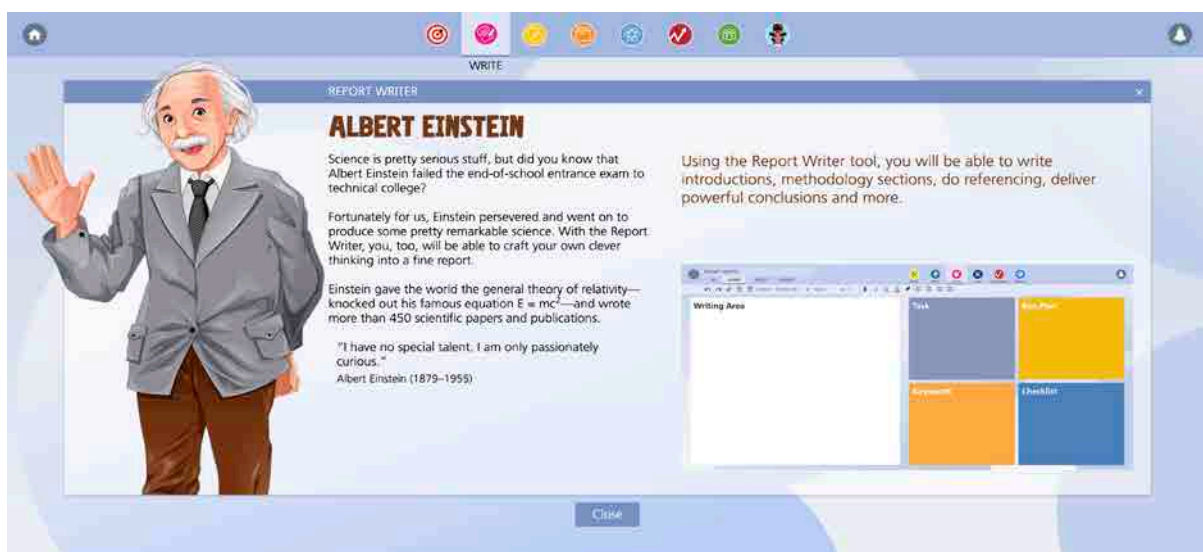
Paragraph Creator

Writing Tools

This is the main entry portal to the suite of writing tools. The student can select to create, plan, or just write.

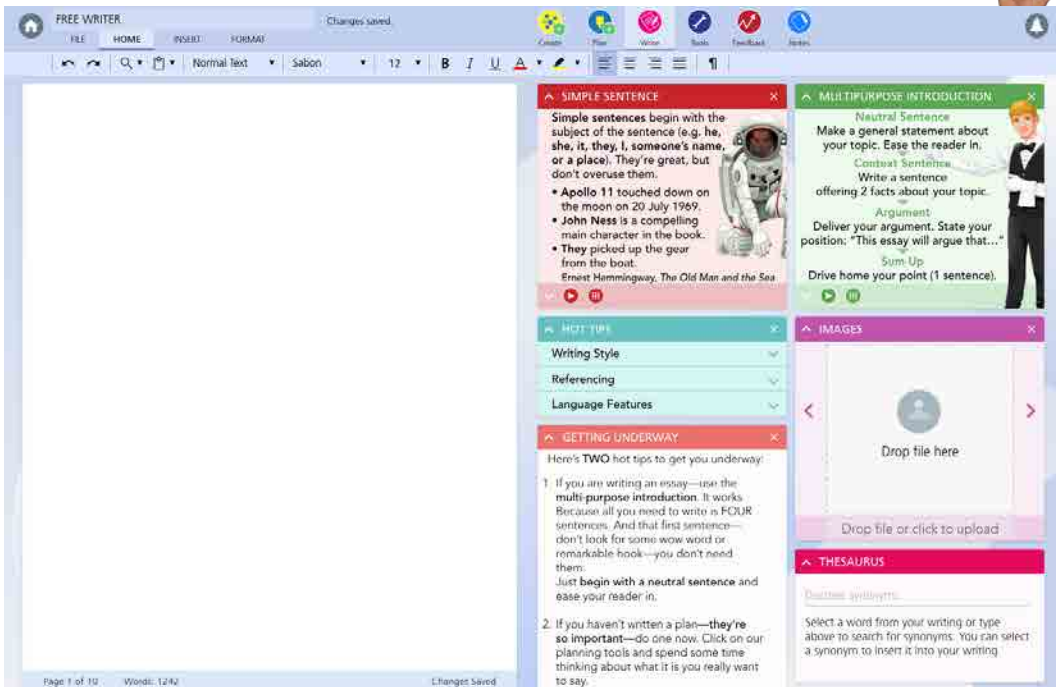


Clicking on the question mark reveals a short biography of each character, what this tool is suitable for, and an image profile of the writing template. When you are happy with your choice, simply click on the character to enter the writing tool.



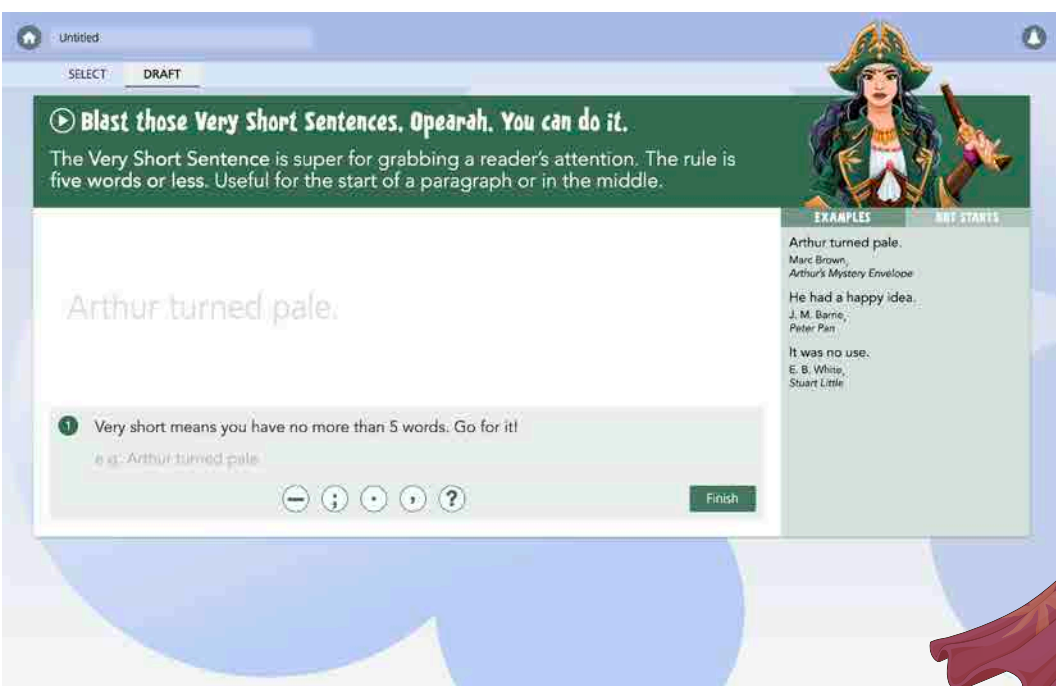
Free Writer

This writing tool allows you to write whatever you like—pick the writing support tools that you desire—and venture wherever your imagination may lead.



Sentence Builder

Sentence Builder teaches you the 12 classic sentences in Dr Hunter's writing system. From the Very Short Sentence to the W-Start—they're all there, along with tips and examples from other great writers.



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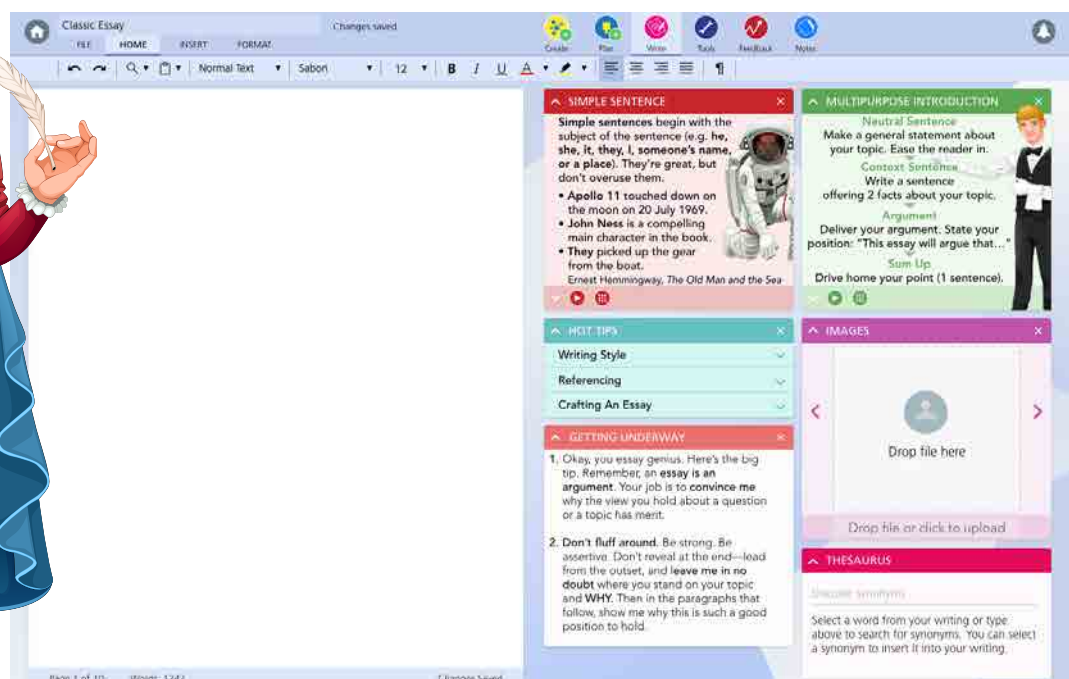
Paragraph Creator

Paragraph Creator teaches you some of Dr Hunter's cool paragraphs—from the clear Lawyer to the powerful Hammer to the artistry of the Slam Dunk—expand your ability to cast a paragraph and begin to deliver great writing.



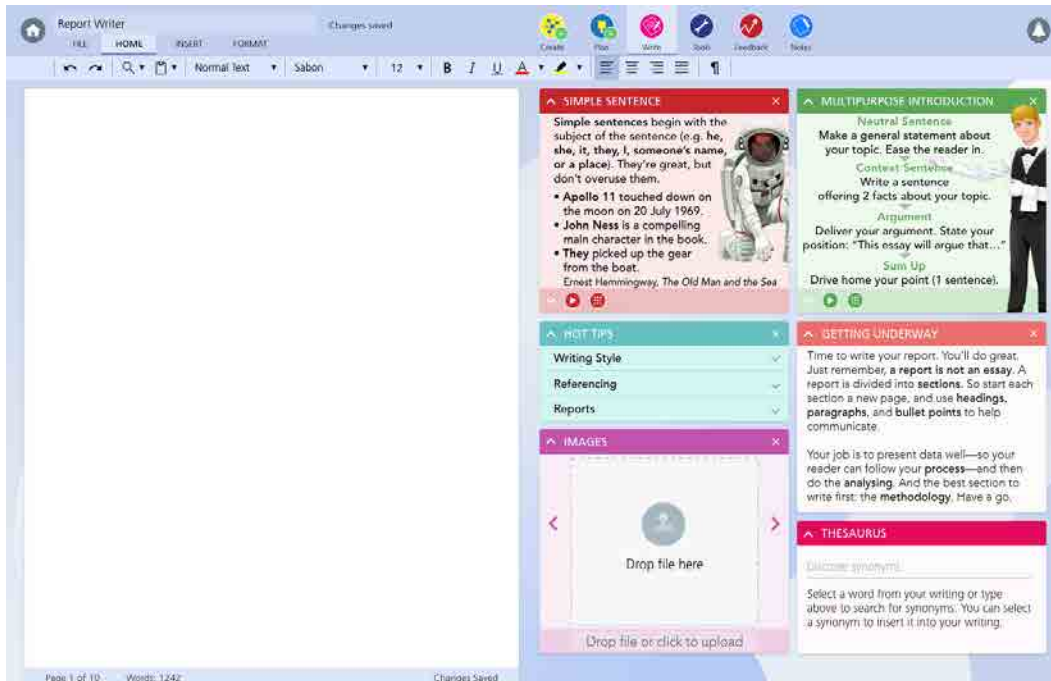
Classic Essay

In the Classic Essay tool, you will learn how to do just that—with everything from how to craft a great introduction, to clever essay structures, to using quotes and referencing, all in one handy location.



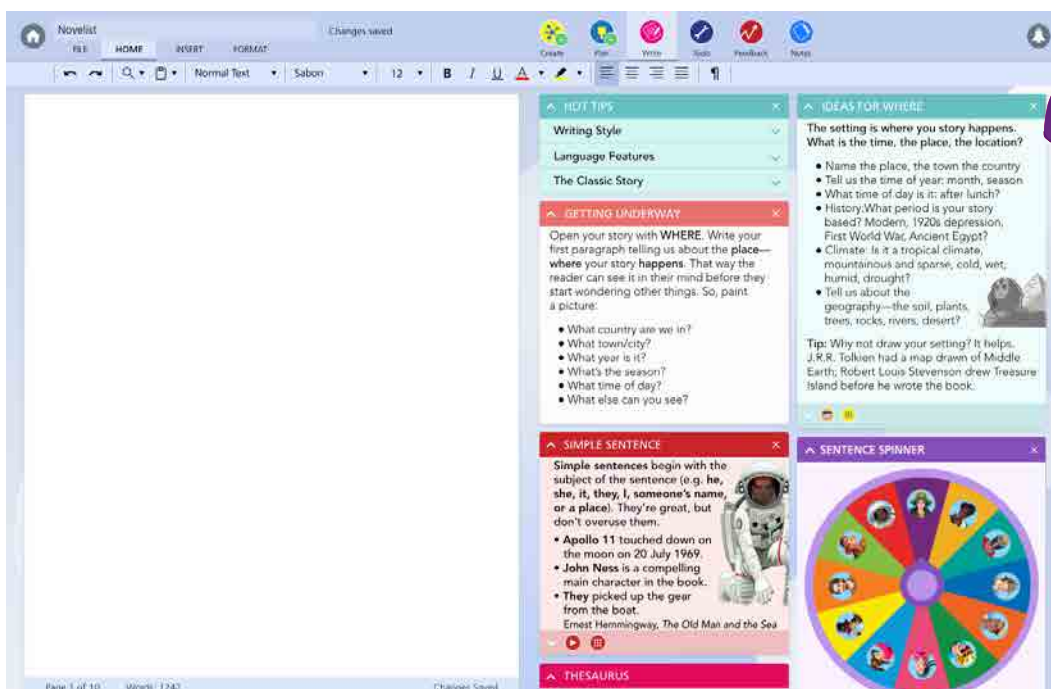
Report Writer

Using the Report Writer tool, you will be able to write introductions, methodology sections, do referencing, deliver powerful conclusions, and more.



The Novelist

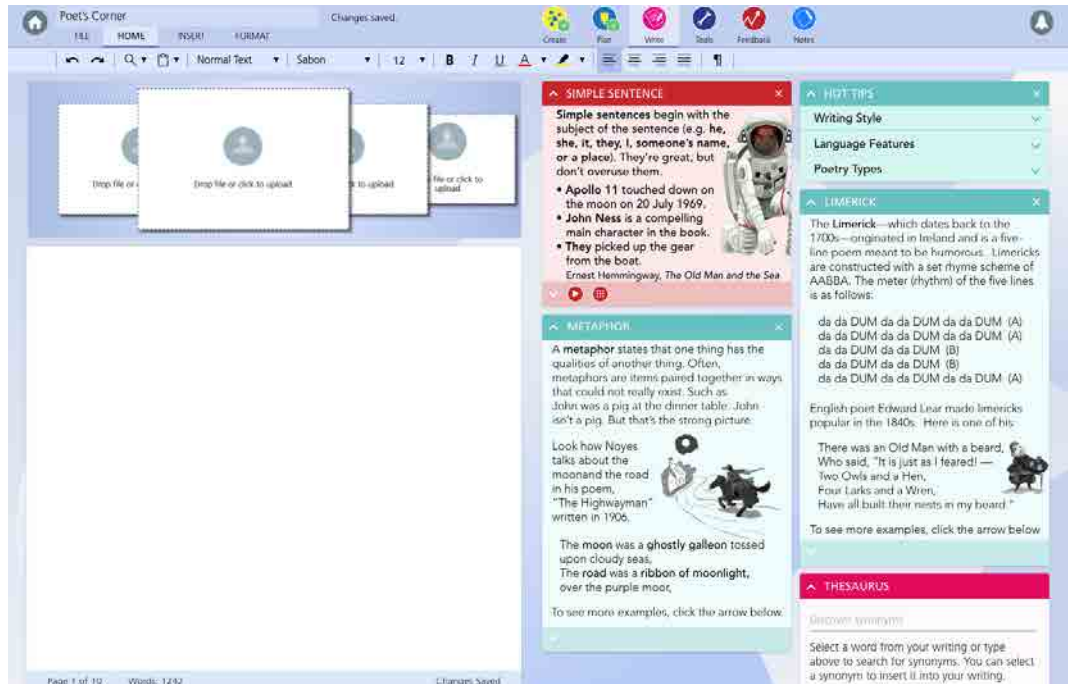
The Novelist writing tool is packed with all sorts of goodies to help you, too, master the craft. From tips on developing characters, to crafting scenes, to classic plot structures—it's all there.



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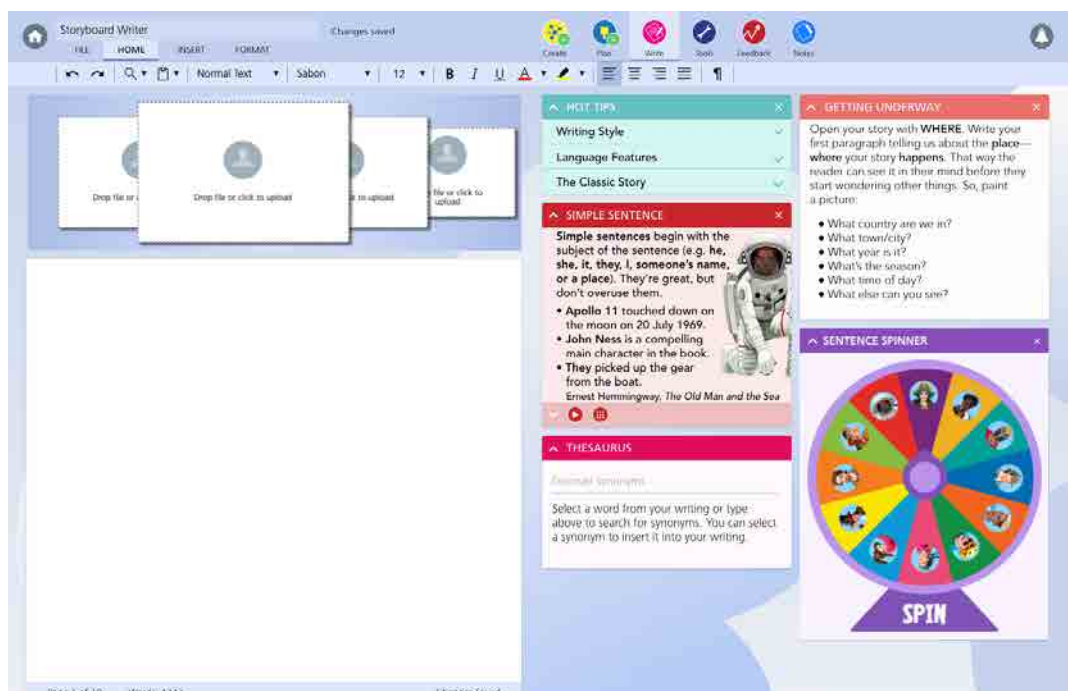
Poet's Corner

Poet's Corner allows you to craft your own fabulous poetry. From sonnets to cinquains to free verse, you will learn all the skills you need. And those tricky things like similes and metaphors and onomatopoeia—that no one can ever spell—yep, they're all there, too.



Storyboard Writer

Storyboard Writer allows you to build stories just like Beatrix did—using images as the basis of your story. Here, you can create your own image board and work from a series of pictures.





Doing a Task

From the task icon, you can access all tasks sent to you. Click on the task, and it will automatically open at the pre-set writing stage. Any task can be set to open at any of the three stages of the writing tool: Mind Map, Box Plan, and/or Writing Tool. The following sample task demonstrates each of these three stages.



Sample Task: Create Icon

At this stage the task is set to open at the Mind map tool.

The mind map will open with the task tile and the image tile active. Students click on the Mind Map bubbles to activate and enlarge in readiness for ideas to be added.



The student can then rank their 3 best ideas by dragging the stars onto the appropriate bubble. The stars then adopt the colour of the bubble, and the header is ranked on the screen.



These 3 ideas will follow through in to the planning phase. At any stage, the student can return directly to the Mind Map by clicking the 'Create' icon in the top navigation bar.

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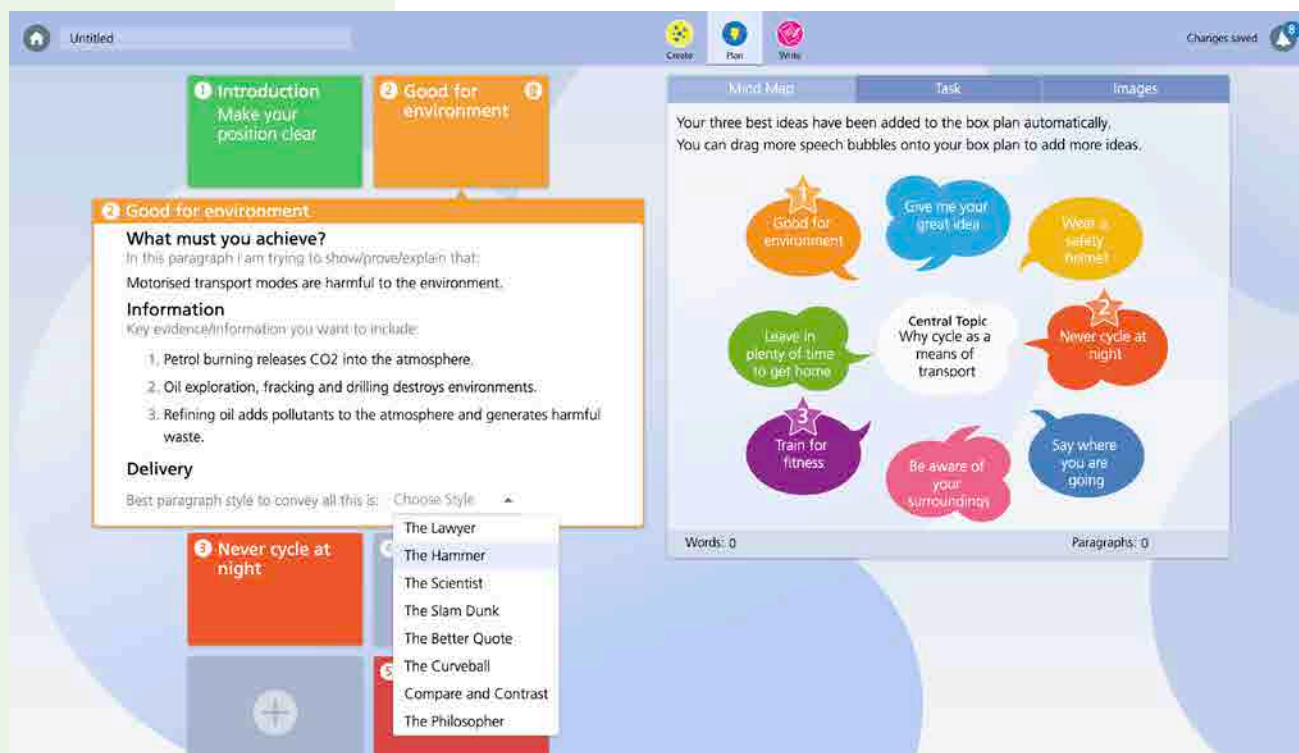
Sample Task: Plan Icon

This allows you to plan and sequence your work.

Drag and drop—no need to retype the text—straight from your Mind Map onto the appropriate paragraph box.



The colours of the Mind Map are adopted by the Box Plan. The drag and drop functionality allows you to easily reorder your work. If you require additional boxes to your plan, simply click on the 'add' sign.



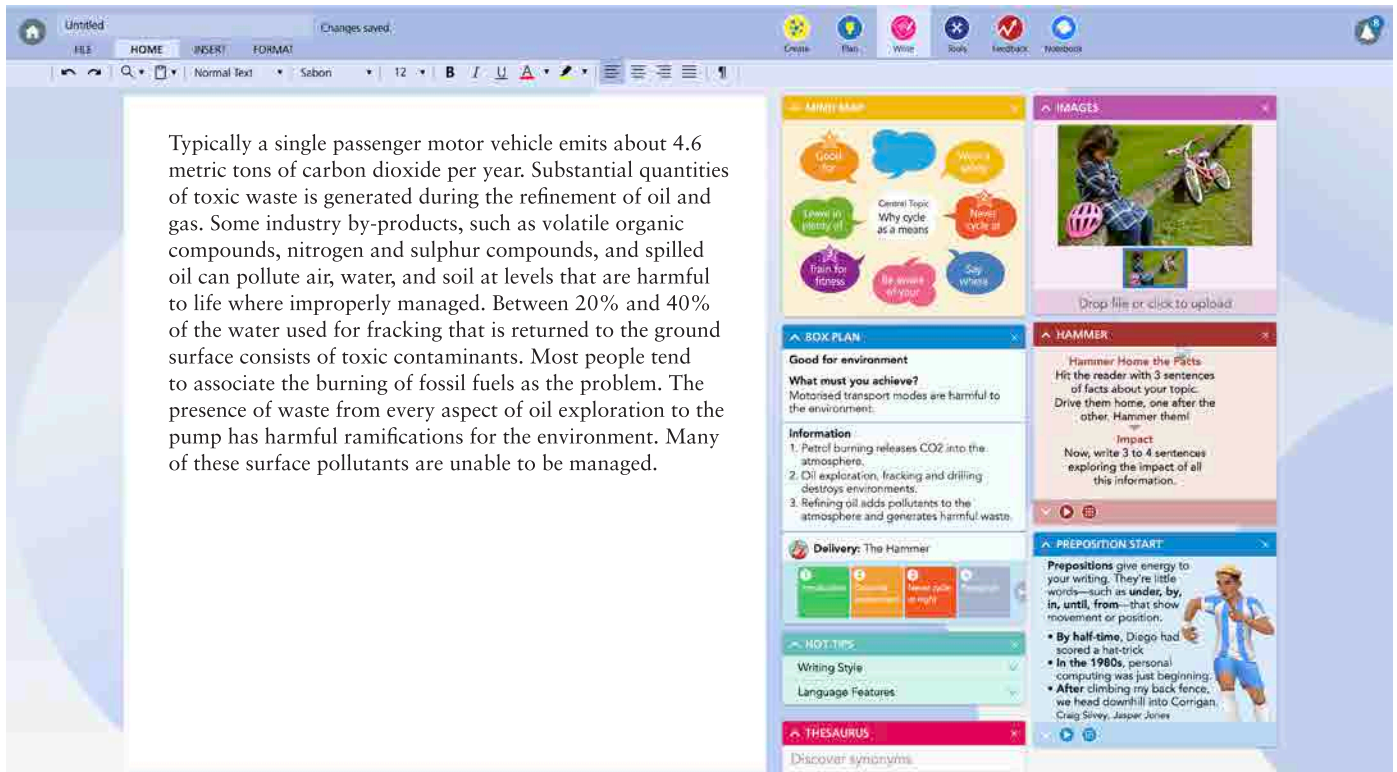
Now, just click on the appropriate box and the editable planner will expand ready for you to add more detail. Considering your information, choose the relevant paragraph style.



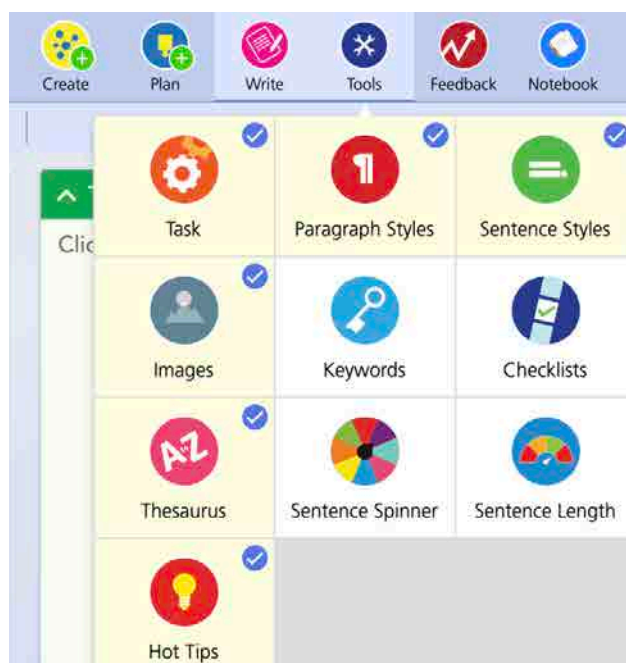
Sample Task: Writing Icon

This is where the magic happens!

For ease of navigation, each of the 8 writing tools has a similar look and feel. However, each has its unique focus with timely interactive tailored writing support tools: ‘Tools’, ‘Feedback’, and ‘Notebook’.



The ‘Tools’ icon provides a drop down menu of specific writing support tools. If selected, they join the existing tiles on the right-hand side of the screen.



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The 'Feedback' icon gives immediate feedback on the writing piece—some things you are doing well and some you need to work on. The student can action the feedback in the text and then reselect the icon to repeat the process.



The 'Notebook' icon is a handy resource. Here, the student can start to build their own personal resources, using notes, images, and other relevant information.





Overall Performance

Notes

The 'Performance' icon shows where you've been and how you are going. WTE 2.0 takes into account the age and writing level of the individual and provides personal targets. The more you write on the tool, the more accurate the information becomes.



Module	Content Quiz	Writing Quiz	Overall Score
The Simple Sentence			40%
Module Quiz			
Writing Quiz	20/20		
Adverb at the Front			13%
Module Quiz			
Writing Quiz	4/18	2/20	
Lead with a Preposition			32%



Student Account

The student can customise and edit their information. Ensure students change their password on entry.

The Student Account page allows users to edit their profile and password. It includes a large illustration of a samurai character on the left and a form on the right with the following sections:

- Change email:** A field for the current email address (student@brandon.school.nz) and a button to change it.
- Change password:** Fields for current password, new password, and confirm new password, with a button to change the password.
- Avatar selection:** A grid of 24 different avatars for the user to choose from.

TEACHER DASHBOARD

Quick Guide

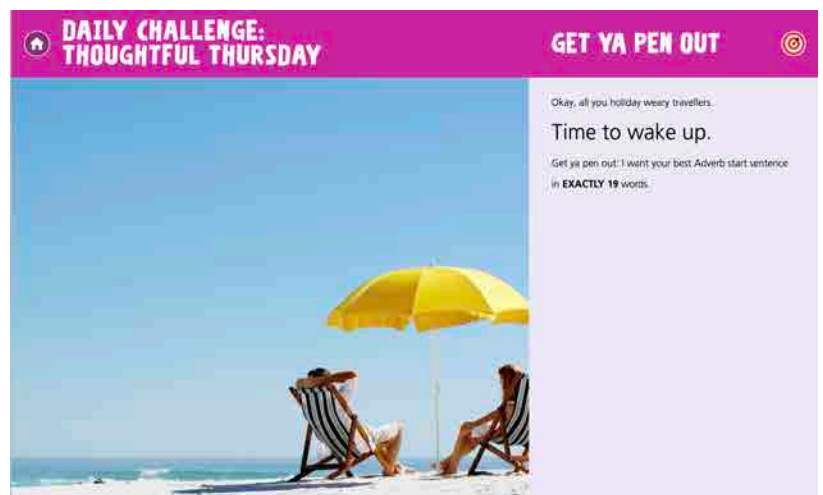
Top and central navigation bars

These navigation bars drive the software. Each of the central icons take you to a specific aspect of the site. Clicking on the home icon (top left) always returns you to this dashboard. The Teacher Dashboard has the additional 'Daily Challenge' icon in the top bar.



Daily Challenge

Each day, the teacher has a pre-set daily writing challenge. Regardless if it is 'Tricky Tuesday' or 'Thoughtful Thursday', there will be a brand new task ready to go. These tasks are created to be relevant to your classes year level.





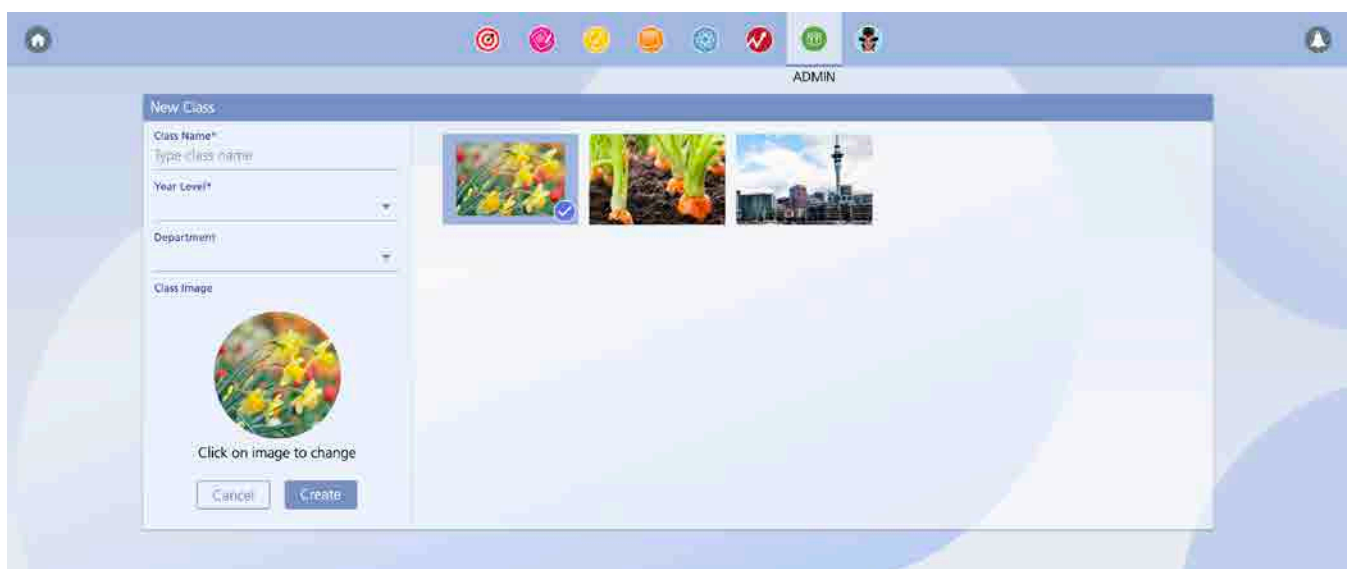
Admin Icon

The teachers are able to create classes, assign tasks, and manage student accounts. A snapshot of student performance is indicated by the coloured circle. Clicking on an individual student will bring up their individual learning profile.



How to Create a Class

Simply click on 'Create Class' icon and add your appropriate class details. Click 'Create'.



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Click on the name of your new class to open it.



Populate your class by clicking on the 3 vertical action dots and selecting 'Edit Class'.



Where it says 'Student Search', begin to write the name of a student. Students with that name will appear in a dropdown menu for you to select. Click 'Save' once all students have been selected. Hot Tip: Getting students to self-enrol can save you a lot of time. As long as you have created a class, students are able to self-enrol. Teachers can add or remove students when in the Edit Class page.

Accessing Student Profile Information

Click on any student's avatar



Performance Profile.

A view of each student's overall performance across all writing tasks done on the tool. Performance scorecard shows customised personal writing results including: sentence length, word count, mastery of sentence styles, spelling, writing strength, paragraph lengths, fluency, precision, videos-watched, and progress through the modules. Click on each panel to reveal helpful information. Finally, there is an overall graph showing writing strength capabilities.



Learning Journey

Information about the module quizzes and story quizzes completed by the students. The top percentage is across all tasks in that module.

The Learning Journey dashboard for Johnny John shows the following data:

Module	Content Quiz	Writing Quiz	Overall Score
How to Write a Sentence	0%	0%	0%
Module Quiz	0%	0%	0%
Sentence as a Train	0%	0%	0%
Module Quiz	0%	0%	0%
The Simple Sentence	0%	0%	0%
Module Quiz	0%	0%	0%
Visiting Paris	0%	0%	0%
The Very Short Sentence	0%	0%	0%
Module Quiz	0%	0%	0%
Funny Foods	0%	0%	0%
Adverbs at the Front	0%	0%	0%

Speech bubble: Opearah, here are the key writing skills we want Johnny to master this year.

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Account information

This is where you can unlock and reset student passwords.

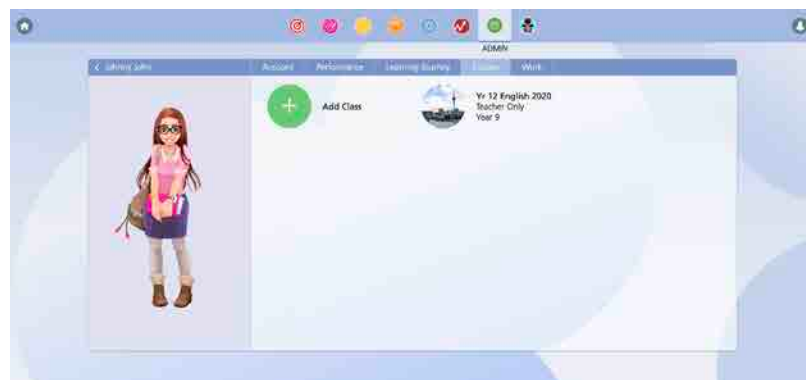
The screenshot shows the 'ADMIN' interface with the 'Account' tab selected. On the left is a cartoon avatar of a girl with black hair and a white bow, wearing a black top and red skirt. The right side contains a form with the following fields:

First Name*	Brenda	Year Level*	6
Last Name*	Apanui	Email*	brenda@wteschool.org
Writing Level*	Advanced	Username*	brenda@wteschool.org
Unique ID	Type unique ID (optional)	Password	Type password
NSN	Type NSN (optional)	Confirm Password	Type confirm password

At the bottom right are 'Cancel' and 'Save' buttons.

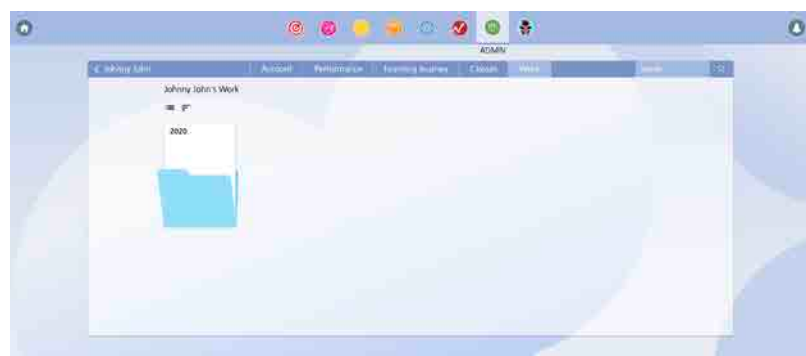
Classes

You can see which classes each student has enrolled in.



Work

You have access to all the work done by the student, whether set by you or not. This is where a student's filing skills are important.



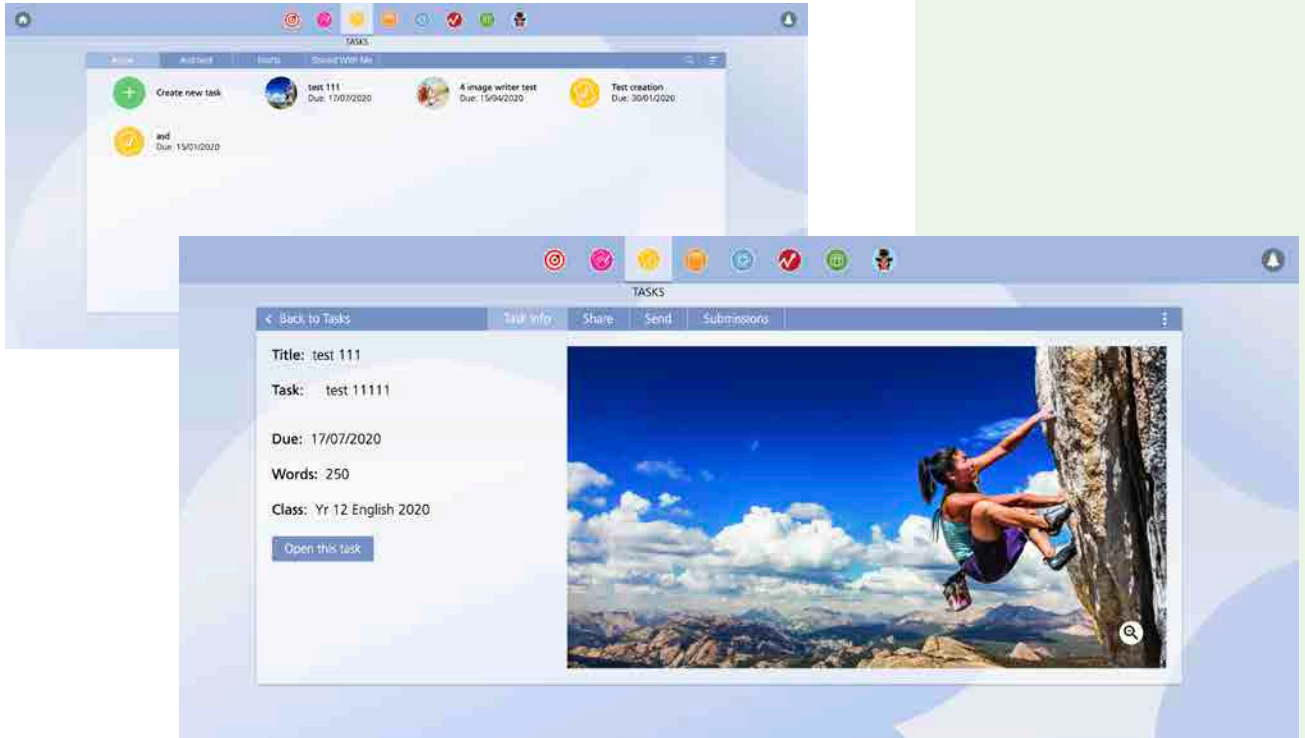
Notes



Tasks Icon

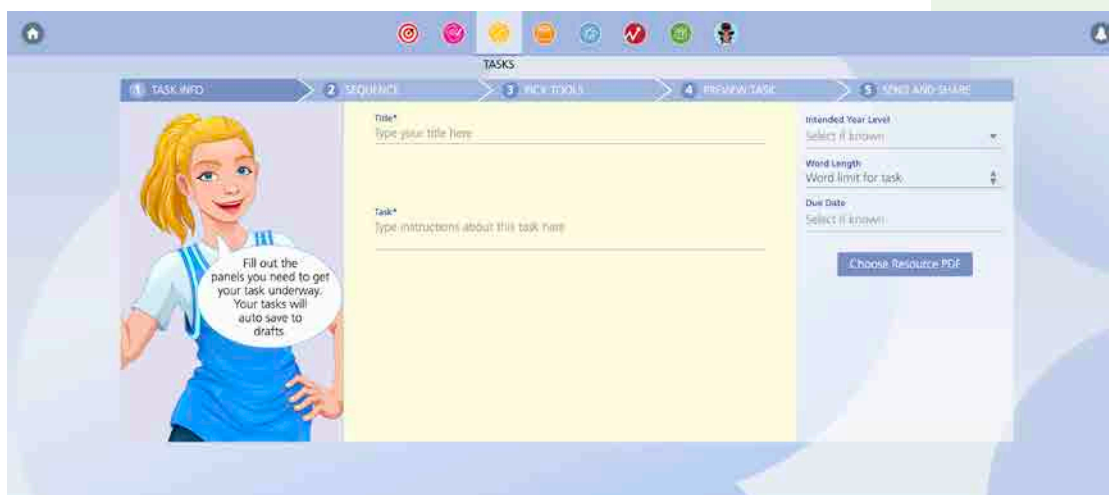
Notes

Click on a task name to view further details.



Task Creation Screen 1: Task Info.

Click on 'Create New Task'. This will take you to the task building sequence. In the 'Task info', there are certain fields * that must be filled, including a due date. If a PDF is attached, this will be visible for the students at all stages of the writing process.



Notes

Task Creation Screen 2: Sequence.

Here, you can decide which components of the writing process you wish to incorporate in this task. Tick the box if you want your task to start from the 'Mind Map'.



The 'Edit Box Plan' allows you to decide how many paragraphs you want your students to write. You can add and remove paragraphs here using the plus icon and the dustbin icon.



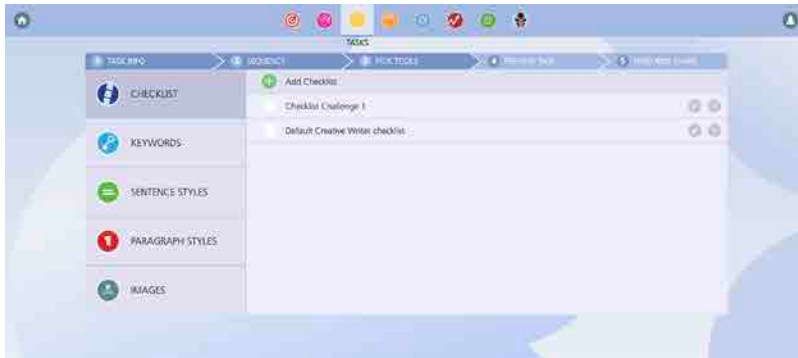
The 'Select Writing Tool' prompts you to select your writing tools. The default writing tool is 'Freewriter'. Click through the different tools to display the student experience.



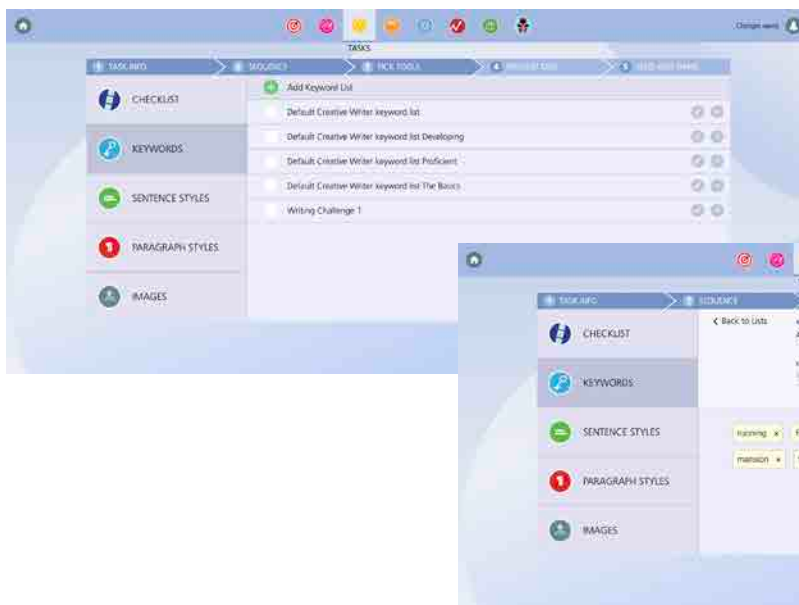
Task Creation Screen 3: Pick Tools.

Create a checklist for students to edit and proof-read their work.

Notes



Create a keyword list for students to use.



Identify sentence types for students to use.



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Identify paragraph types for students to use.

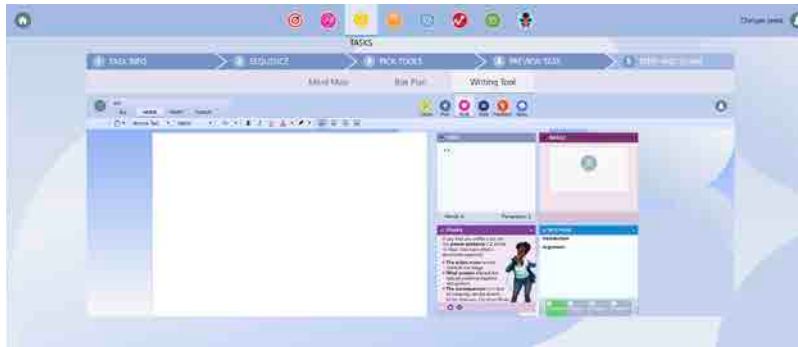


Choose an image(s) from WTE Gallery or from your own device.



Task Creation Screen 4: Preview Task

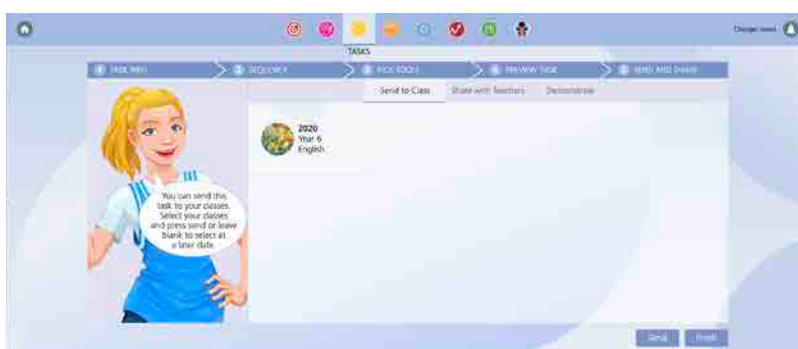
You can look through each screen you have created for your students. Depending on the Writing Tool you have chosen, you may not be able to view all tiles e.g. keywords. Students will be able to access these through the 'Tools' icon on the final writing screen.



Notes

Task Creation Screen 5: Send and Share

Click on a class then click 'Send' to send to students. You can also share tasks with other Teachers by clicking 'Share'. If you just want to save it to drafts, then click 'Finish'. Important: if you don't click 'Finish', your hard work will not be saved.



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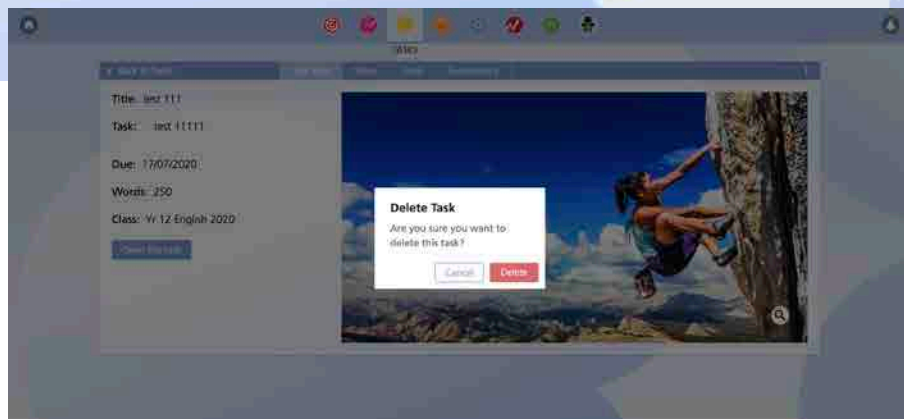
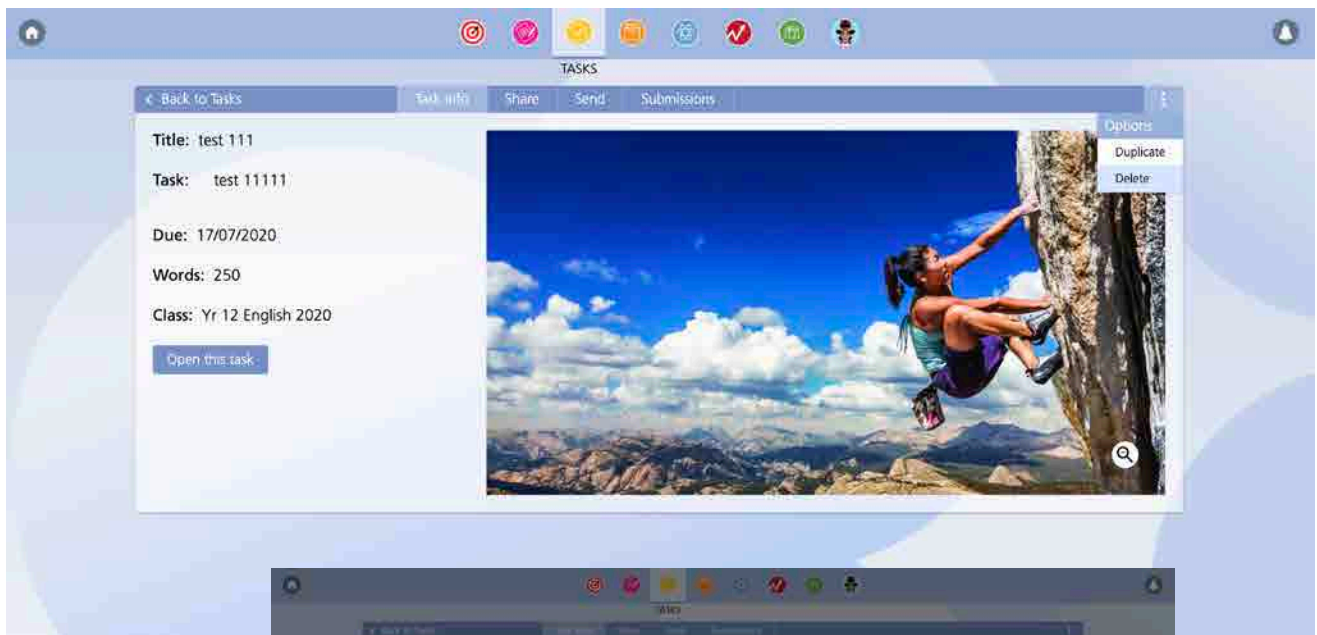
Notes

Duplicating or Deleting Tasks

Once a task has been created, and even sent, you can delete it if necessary. Click on the task you want to delete or duplicate. This can be in any of the task categories: Active, Archived, Drafts, or Shared With Me.



Click on the three action dots in the top-right and select either 'Duplicate' or 'Delete'. Duplicated items will go into your 'Shared With Me' folder and 'Drafts' folder.

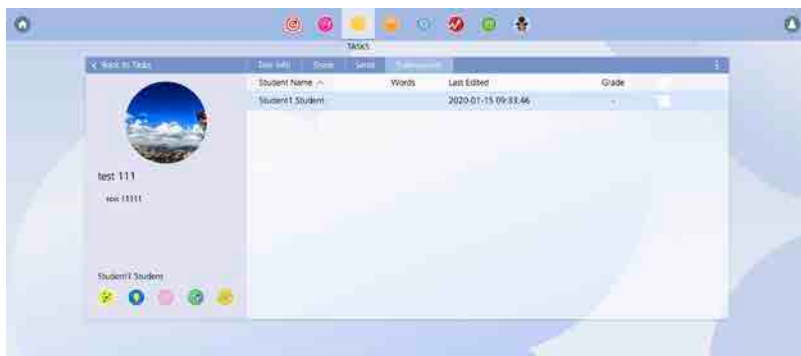


Using the Marking Tool

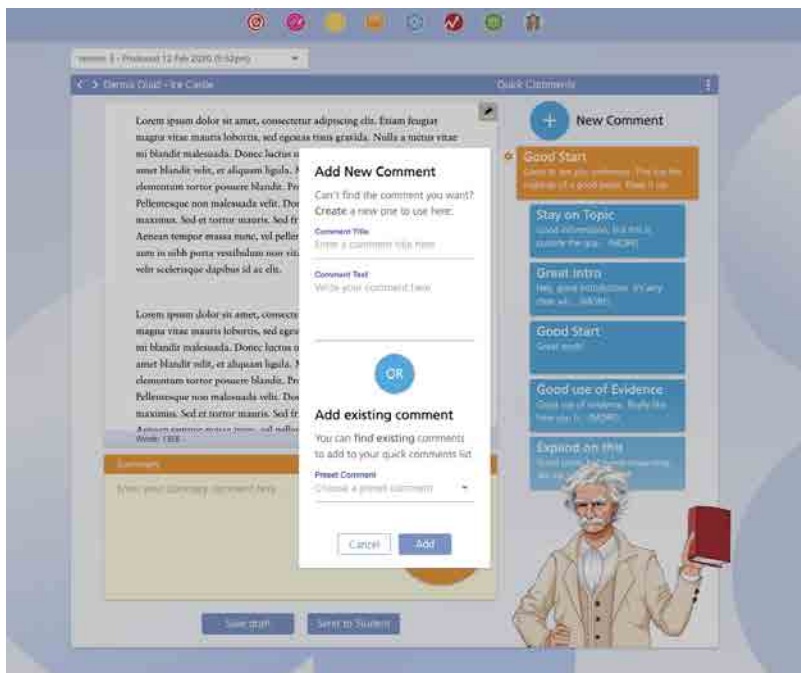
In 'Active' tasks, click the task you want to mark.



Now click the 'Submissions' tab. Select the student you wish to mark first. A row of icons will appear bottom left.



Click the green 'Mark' icon. In the marking tool, you can add comments and highlight text.



Once you have finished marking, click 'Send to Student' and the student will get a notification to look at your feedback. Use the arrow at top right of screen to move to the next student in the list.

Notes

GOING DEEP

Notes

How Sentence Builder works

Sentence Builder teaches you the 12 classic sentences in Dr Hunter's writing system. From the Very Short Sentence to the W-Start—they're all there, along with tips and examples from other great writers.



Select the sentence style you wish to master and click 'Star'.

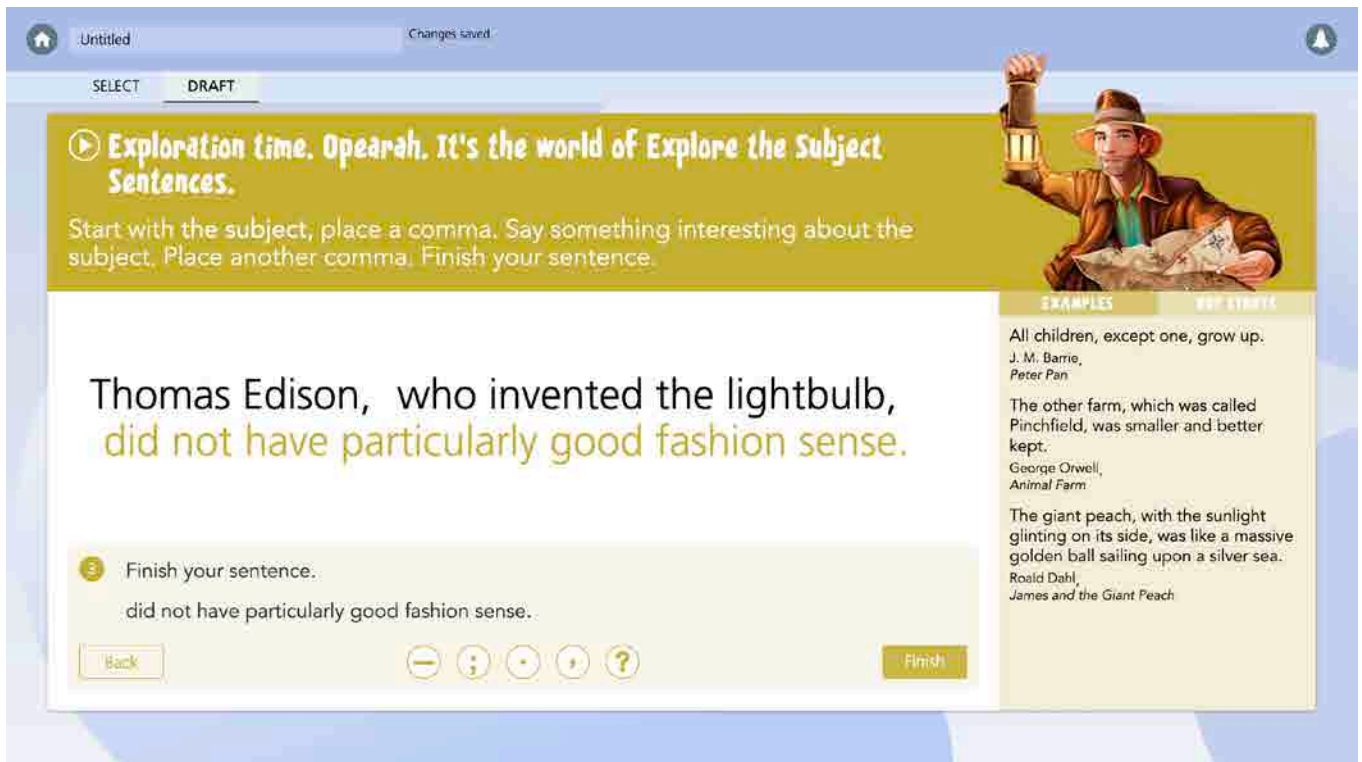


Click on the 'Video' icon in the top left to get support and tips.

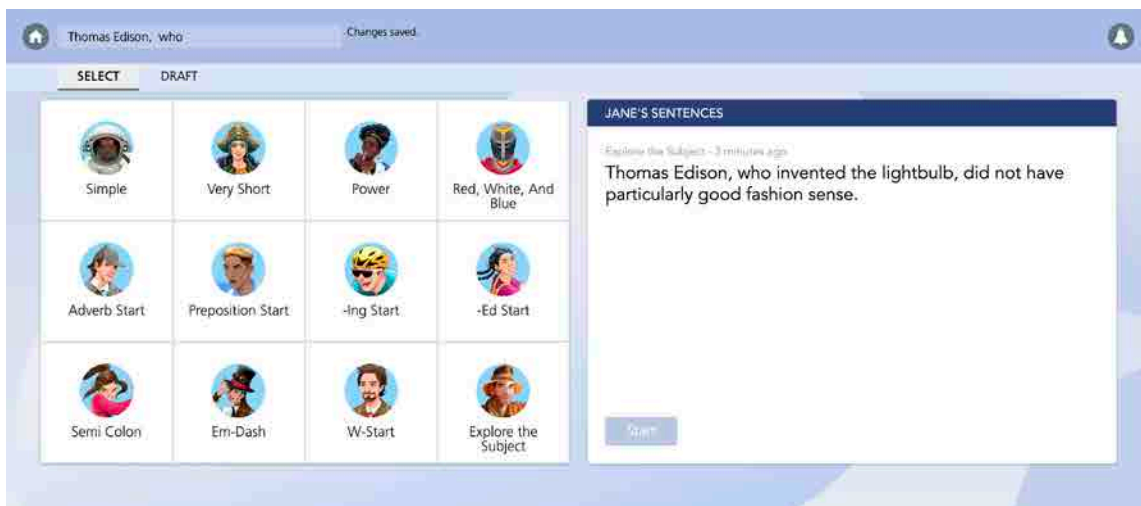


Follow the step by step instructions to master the sentence style.

Select the 'Finish' button to post your sentence and return to the sentence selector screen.



If you want to edit your sentence at any stage, simply click on the text and it will appear back in the sentence builder.

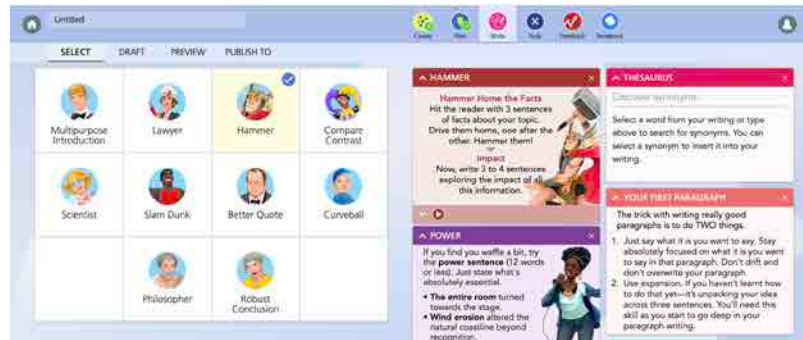


Notes

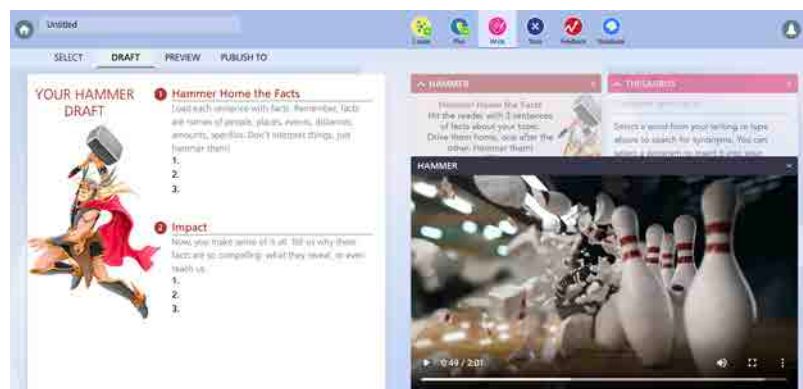
Notes

How Paragraph Creator works

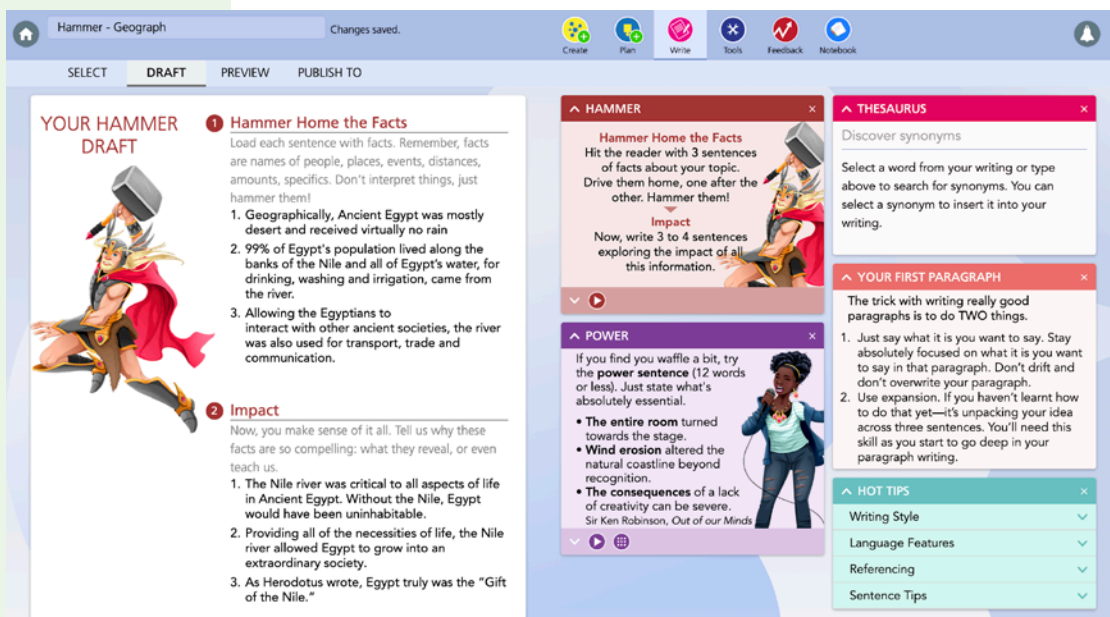
Paragraph Creator teaches you some of Dr Hunter's cool paragraphs—from the clear Lawyer to the powerful Hammer to the artistry of the Slam Dunk—expand your ability to cast a paragraph and begin to deliver great writing.



Select the paragraph style you wish to master and click the 'Draft' button.



Click on the 'Video' icon in the top left of the paragraph tile to get support and tips.



Follow the step by step instructions to master the paragraph style.

Select the 'Preview' button to view your completed paragraph.

Hammer - Geograph Changes saved.

SELECT DRAFT **PREVIEW** PUBLISH TO

YOUR HAMMER PREVIEW

Geographically, Ancient Egypt was mostly desert and received virtually no rain. 99% of Egypt's population lived along the banks of the Nile and all of Egypt's water, for drinking, washing and irrigation, came from the river. Allowing the Egyptians to interact with other ancient societies, the river was also used for transport, trade and communication. The Nile river was critical to all aspects of life in Ancient Egypt. Without the Nile, Egypt would have been uninhabitable. Providing all of the necessities of life, the Nile river allowed Egypt to grow into an extraordinary society. As Herodotus wrote, Egypt truly was the "Gift of the Nile."

HAMMER

Hammer Home the Facts
Hit the reader with 3 sentences of facts about your topic. Drive them home, one after the other. Hammer them!

Impact
Now, write 3 to 4 sentences exploring the impact of all this information.

POWER

If you find you waffle a bit, try the **power sentence** (12 words or less). Just state what's absolutely essential.

- The entire room turned towards the stage.
- Wind erosion altered the natural coastline beyond recognition.
- The consequences of a lack of creativity can be severe. Sir Ken Robinson, *Out of our Minds*

THESAURUS

Discover synonyms

Select a word from your writing or type above to search for synonyms. You can select a synonym to insert it into your writing.

YOUR FIRST PARAGRAPH

The trick with writing really good paragraphs is to do TWO things.

1. Just say what it is you want to say. Stay absolutely focused on what it is you want to say in that paragraph. Don't drift and don't overwrite your paragraph.
2. Use expansion. If you haven't learnt how to do that yet—it's unpacking your idea across three sentences. You'll need this skill as you start to go deep in your paragraph writing.

HOT TIPS

- Writing Style
- Language Features
- Referencing
- Sentence Tips

Once you are happy with your paragraph, select 'Publish To' – your paragraph can be published as a new piece or inserted into an existing piece of work.

Hammer - Geograph Changes saved.

SELECT DRAFT PREVIEW **PUBLISH TO**

You can send this paragraph to an existing file or create your own. Your most recent files are shown below.

Create New File
Type a title

OR

Search for existing file
Type keyword

Irrigation in Egypt Assignment 1 Climate Change

Untitled

Send

HAMMER

Hammer Home the Facts
Hit the reader with 3 sentences of facts about your topic. Drive them home, one after the other. Hammer them!

Impact
Now, write 3 to 4 sentences exploring the impact of all this information.

RED, WHITE, AND BLUE

Use the **red, white, and blue** sentence when you have several ideas to convey about a topic. The rule: place a comma before the 'and' of your final item.

- The castle defenders were tough, resilient, and woefully unprepared.
- Langdon gathered his things, thanked the pilots, and stepped out of the jet's luxurious interior onto the foldout staircase. Dan Brown, *The Lost Symbol*

THESAURUS

Discover synonyms

Select a word from your writing or type above to search for synonyms. You can select a synonym to insert it into your writing.

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