Open an Essay

1. Open or create an essay

As instructed by your professor, open the essay assigned to your team by entering the URL provided into the browser address bar.

Edit the Essay

2. Title your essay

If you created a new essay, type your title into the **Essay Title section**.

3. Rearrange text boxes

To **move a text box**, simply **drag and drop** it to where you think it should go. This will update the order in real-time on your screen.

4. Add text boxes

If your assignment allows for adding text, type your new text into the **Add Paragraph box** on the right side of the screen. Once you are satisfied with your text, select Send and your new text box will be created and **added to the end of the essay**.

5. Delete text boxes

If your assignment allows for deleting text, hover your cursor over the text box you want to delete. **Hovering will pop-up an X** just outside the top-right corner of the text box. Clicking this X will delete this text box from your essay.

Communicate with Your Team

6. Leave comments

Leave a comment for every edit you make, otherwise your team may unknowingly change your edit without considering your reasoning.

- To leave a comment, select the **blue button with a single dialogue box** (right circle) on the text box you want to leave a comment on. A pop-up will appear where you can type your comment and then select Save.

7. View comments

Always read the comments for a text box before editing, otherwise you may overlook a team member's reason for why it is where it is.

- To view comments, select the **blue button with two dialogue boxes** (left circle) on the text box you want to see the comments for. A pop-up will appear where you can view the text that is being discussed, as well as a list comments.

8. View the version history

Open the Version History by selecting the **blue history button** (top-left of screen). Here you can view:

- Comments
- Paragraphs Rearranged
- Paragraphs Added/Deleted

Save

9. Save progress

Your edits will not be saved until you **select Save Progress**. Always remember to **save and then close out the browser tab** after every editing session to make sure that everyone is always viewing the most up-to-date version.

Repeat

10. Take turns editing and commenting

Continue to alternate working on the essay until every team member has had a chance to make all their edits and comments, and agree that the essay is ready to turn in.

Submit

11. Turn in your essay

Once all team members agree that your essay is ready to turn in, simply **tell your instructor** that your essay is ready to be reviewed.