emended

User Guide for *Instructors*

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1 Welcome to Emended

For students, meaningful feedback greatly enhances learning and empowers them to surpass goals instead of only reaching them! Emended makes giving timely, personalised feedback on student work easy and rewarding. This guide-made-simple helps you to get started on doing just that.

If you're new to Emended, here are a few suggestions:

- Quickly read over some of the basics in [Getting started](#) and [Finding your way around](#)
- See for yourself how easy and efficient [Giving feedback on the commenting page](#) in Emended is
- Discover how to share Emended with your students by [Creating workspaces and tasks plus inviting students](#)

While you wait for your first submissions to come in, take a moment to:

- Develop your ready-to-use comments and pick up the essentials of [Managing your templates and collections](#)
- Read about [Using Emended as a member of a team](#) or even starting your own, [Generating reports on your feedback](#), and, the always handy, [Modifying your personal account settings](#)

If you have questions that are not addressed in this guide, visit our Blog's [How to …?](#) category, or leaf through our [User Guide for *Students*](#) and [User Guide for *Team admins*](#). In any case, you can always send an email to support@emended.com. We're happy to help!

Your Emended Team

2 Getting started

Emended is a web-based application that works in most browsers, which means you don't need to download or install any extra software on your computer. Getting an Emended *Instructor* account is easy - receive and accept an invitation to join a team, connect to Emended from within your Learning Management System (more on your LMS and Emended in [Accessing Emended from your LMS](#)), or simply [sign up for your 30-day free trial](#).

In getting you acquainted with building up ready-to-use comments, Emended now offers unlimited use of two sets of sample templates in English to personalise as you see fit. In the case that English is your language of instruction, that means 60+ ready-to-use comments are already yours and each ready to help you give feedback! Sample templates for additional languages are coming soon!

3 Finding your way around

Once you're logged in to your account, navigation in Emended is quick and simple.

The **Title bar** at the top of the page gives you access to switching between your own **Roles** or **Spaces** (more on that below). Across from your [**Role|Space**] in the top-right corner is your Emended username. By clicking [**Your username**], you're able to access **Your account** for [Modifying your personal account settings](#), change between site languages of Finnish or English, and lastly when ready, log out from your session with Emended.

Just below the **Title bar**, the **Menu bar** links you to your **Homepage**, **Workspaces**, **Templates** and **Reports**. Under your **Homepage** is where you'll find your

smart-access *Dashboard* - a live display of all student submissions including details that we'll get more into below.

3.1 User roles in Emended

As we've already covered, next to the Emended logo in the **Title bar** is your current **Role**. While the role of *Participant* (student-users) can make workspace enrollments, access tasks, create/send submissions, read feedback, and then even generate reports on what comments they've received, you'll notice that your natively assigned role of *Instructor* (for teacher-users) can do a lot more than that - from creating *Templates*, workspaces and tasks to granting student access to workspaces and giving feedback on submissions.

> **Quick tip**: To see what your students see, show them how to do something, or join any workspace just like a student would, try out *Participant* view by clicking on your current role in the **Title bar** and switching between roles from the drop-down. This level of user flexibility is teachers-only.

If you happen to be a member of a team in Emended, you might also have the additional role of *Team admin*. Skip ahead to [Using Emended as a member of a team](#) to learn more about using Emended as a team member.

3.2 Individual vs. team spaces

So a role is *what* you do. But *where* you do it? That's your **Space**.

The drop-down in the **Title bar** actually displays both your current role *and* space. Once you click 'Switch role or space', you reach your **Portal page**, which shows all the spaces you have access to, plus your roles in those spaces.

Every *Instructor* has an individual space and in that space you'll find both sample *Templates* and your own. If you're a member of a team, then you'll have an additional space for every team you're a part of, where you'll see not only your own *Templates* but also those that are shared with you by that team. When using Emended as a team, there's even an option to be signed in to Emended automatically by just clicking a link from within your LMS! Check out [Accessing Emended from your LMS](#) to see if Emended's LMS integration is the login solution you've been looking for.

Manage your spaces well because workspaces in your individual space won't be accessible from any team spaces, and vice versa. Student access to a specific workspace depends, in the first place, on your creating them in the right space!

3.3 Your smart-access dashboard

From **Home**, your smart-access *Dashboard* sits front and centre. Disciplined in the art of keeping track of student submissions, your *Dashboard* automatically sorts content by whether an item is **Pending**, **Received**, **Reviewed** or **Done** and the number shown for each of these categories is exactly how many submissions of each there are for the space you're presently working in.

Below the *Dashboard*, you'll see a submissions list for whichever category is currently selected. Accessing a submitted assignment directly or later viewing its history in detail are only a click away, leaving every step of the process at your fingertips.

> **Quick tip**: To view at any point any version of an assignment or even the feedback you've provided, open that assignment's *Task history* by simply clicking its author's name! *Task history* also provides you with an activity log

showing the dates and times of relevant events throughout a submission's lifecycle.

As for the categories themselves, **Pending** simply means a student hasn't yet submitted an assignment, while **Received** shows they have and are awaiting your feedback; meaning that after commenting on it (**Reviewed**), **Done** will show you that the student has received the assignment back and opened it. If and when you choose a **Multi-submission workflow** requiring your students to make multiple submissions to a task (see Creating and editing tasks for **Task workflow** details), a submission simply returns to **Pending** and repeats the first three steps until the last round, where the workflow's final submission passes from **Reviewed** to **Done**.

> **Quick tip**: To learn about the new filter options recently added to the *Dashboard*, read Emended's smart-access dashboard is now every teacher's personal assistant.

There's no place like **Home**, but other places you'll want to visit include Sections 4-8 of this guide for easy-to-read introductions on Emended's **Commenting page**, **Workspaces**, **Templates**, *Teams*, and **Reports**!

Now that you know your way around, let's talk commenting, Emended-style!

4 Giving feedback on the commenting page

To see all submissions awaiting feedback, go to **Home** and set your **Dashboard** to **Received**. The submissions list below now shows all submissions ready to be commented on as well as those currently mid-feedback that you'll be returning to. To narrow the list down even further, simply filter by workspace or task.

Ready to comment on a submission? Finding it from your **Received** list and clicking either 'Start feedback' or 'Continue feedback' (in case you've already started but didn't finish commenting) takes you to Emended's **Commenting page**.

> **Quick tip:** Because you won't have any pending submissions when first getting started, Emended lets you send yourself a test submission while at the same time seeing how Emended works via the *Participant* role. Simply create a test workspace with at least one task and then create an **Access code** for that workspace. Clicking the link generated by the **Access code** to enroll in your own test workspace will automatically switch your role to *Participant*. You can now send yourself a test submission and later from your *Instructor* role, even give feedback on it!

Before reading a submission, you can adjust the size and spacing of the text to what's best for you by simply clicking on the **TT**-icon at the top-left. If you're also one of the millions of people who find themselves easily distracted, no problem - try the 'Fullscreen' button just above the **Overall comment** field. Clicking it one more time will return the screen to normal view.

4.1 Commenting on submissions

Because Emended lets you save your most-used comments as *Templates* for one-click reuse later, commenting on a submission is as easy as highlighting a word or section of text with your mouse and selecting the relevant *Template* from the drop-down that automatically pops up.

Your options with the **Commenting menu** are many. You can switch between your different *Collections* of *Templates* in addition to filtering for a specific *Template* by entering a related term in the *Text field*. Or simply scroll and browse. Not sure about a certain *Template*? Hover over it for a quick preview tile.

Quick tip: Should you have access to a team in Emended, some of your *Templates* might be marked with the 👥 icon. These *Templates* have been shared with you by a *Team admin* (for more on how *Team templates* work, see [Team space basics incl. shared templates](#)).

In case none of your *Templates* fit the problem you want to comment on, you can give a unique comment. Simply type your comment in the *Text field* and press 'Enter' or click 'Create unique comment'. Or, if you'd like to save your new comment for reuse, click instead 'New template' and you'll be able to create a new *Template* from scratch (for more info on how to create *Templates*, see [Managing your templates and collections](#)). And if you'd like to modify an existing *Template* on the spot, no problem - again, hover over the *Template* but this time click the ✏️ icon to the right.

Quick tip: For unique comments of length or detail, it's a good idea to create the comment from its own *Description box*. From there, the freedom to type and options for formatting are handily at your disposal! To create a unique comment in this way, start typing in the *Text field* and press 'Enter' or click 'Create unique comment' as soon as you've entered your first few words. Next, find and open the newly created comment from the right window panel, then finish it from the *Description box* that appears.

Whenever you use a *Template* for making a comment, personalising it always adds a nice touch. Clicking the comment from the right window panel and just starting to type in the *Description box* will give you the opportunity to provide students with personalised guidance, without actually changing the *Template* itself.

Commenting on submissions in a nutshell can be as fast as *highlight*, *select a Template*, *personalise* if you'd like, and move on. With every change you make being automatically saved, it really is that simple.

If you'd like to undo a correction or comment, return to and click the highlighted text or select the comment from the right window panel; from the top-right corner of the *Template* prompt that appears, just click 'delete'.

> **Quick tip**: To make for easy reading after highlighting and commenting on a section of text (that is, 90 or more characters), a blue bar will appear to the side of the commented text instead of staying highlighted. To see how your feedback appears, simply hover over the bar after commenting.

4.2 Keeping track of your feedback

For keeping track of all your feedback, there are two ways at any given point for you to see what comments you've made:

- On the right side of the **Commenting page**, you'll see your feedback appear in real time and list automatically by the number; each item can be clicked to be re-read, or simply click the highlighted text in the submission itself to see its comment on the right, and

- Below the submission text, you'll find the **Summary of comments**, which is a by-the-second snapshot of every correction and/or comment with speed, resourcefulness and readability in mind.

> **Quick tip**: To review the comments you've made, let Emended walk you through it! Simply go to the right side of the **Commenting page** and click down the column of *Templates*. One by one, each click shows you a highlighted part of the actual text, while taking you in order and in seconds from one comment to the next.

4.3 Live statistics on comments given

Although available anytime, there is no better opportunity than after commenting on a submission to see how your comments break down statistically. You can do this by scrolling to the top of the **Commenting page** and clicking the 'Stats' button.

Stats presents a live statistical overview of how often you use which comment types, categories, *Templates*, and unique comments with respect to the currently opened submission. To return to the **Commenting page**, just click the 'Comments' button .

Considering *Stats* helps you in not only identifying your own style of evaluation but also in seeing where a student's strengths or weaknesses lie. With that, *Stats* can ultimately help you share with your student a general impression of their work in the **Overall comment** box.

> **Quick tip**: See [Generating reports on your feedback](#) for unique statistics reaching all corners of the space you're currently working in, including course and submission stats filterable by task or student and a breakdown of which templates you're actually using and how often!

4.4 The overall comment and submitting feedback

The last stop before clicking 'Submit' and sending your feedback to students, the **Overall comment** is where you can write a general assessment of what they've submitted in addition to assigning grades or points. Not to mention offering up encouragement and of course critique! Comments here can be an effective tool for you delivering to-the-point, constructive feedback to your students as it will be the first thing they see upon reopening their work.

5 Creating workspaces and tasks plus inviting students

Workspaces are exactly what they sound like - spaces for your work. In Emended these spaces are conveniently online, so think of them as a one-stop shop for course content and activity, as well as teacher-student interaction! Hosting all your current, ongoing courses, workspaces are entirely active for now, but in later versions keep an eye out for the ability also to archive them.

5.1 Creating and editing workspaces

To build your own workspace, just select **Workspaces** from the **Menu bar** and click 'Create workspace' from the top-right corner. You have up to 50 characters to name your workspace whatever you like, and then the option of giving it some personality with a description. You can update these at any time by later clicking the 'Edit' button just below the workspace name on your workspace main page.

> **Quick tip**: How you describe your workspaces is up to you but it's never a bad idea to make sure they're easy to recognise! And if you have a general course description written up elsewhere, this would be the perfect place to bring it over.

Next is bringing a workspace to life and the two things that essentially make that happen: tasks and students, or *Participants* in Emended.

5.2 Creating and editing tasks

On your workspace main page, scroll to the *Task in workspace* tile and click the 'Create a task' button from the tile's top-right corner to get started on doing just that - creating tasks! As with creating a workspace, you'll first give the task a name and student-friendly description. By hitting 'Next' you're letting your students know two more things about the task: **Task workflow** and deadline(s).

The **Task workflow** is how many submissions you intend on your students making for a given task. Emended's workflow for tasks is uniquely dynamic in that there are three workflows to choose from. They are:

1. *One submission*

    Your students each make one submission to a task and each submission gets commented on by you as final.

2. *Specified number of submissions*

    Your students submit a specific number of submissions to a particular task and each submission gets commented on by you to provide feedback for the next, until the workflow is completed; this option encourages students to engage in the feedback provided when writing the next submission and works well if you know from the beginning how many submissions you'd like your students to make.

3. *Unspecified number of submissions*

    Your students submit an indefinite number of submissions to a particular task and each submission gets commented on by you to provide feedback for the next submission; this option also encourages students to engage in the feedback provided when writing the next submission but works best if you're unsure before the task is created how many submissions you'd like your students to make.

After setting the **Task workflow**, check then *Specify a deadline* if you'd like to give students due date(s) for the task. Clicking the icon at the end of the text box pulls up your **Deadline editor**, where you can interactively set all deadlines for a specific task.

> **Quick tip**: To devise tasks with an open, adjustable plan on how students actually turn in their assignments, try workflow options 2 or 3 - your **Multi-submission workflows**! These flexible workflows require students to resubmit an assignment a specified number of times or, for maximal flexibility, an unspecified number of times that you ultimately decide later. Resubmitting written work in effect promotes student corrections that more consistently follow from feedback you've already given them.

Clicking 'Create' publishes the task to the workspace and under the *Task workflow* tile you can see what you've set for the workflow, including how many revisions are expected after feedback and the deadlines, where applicable, for each. Change these details at any time by, just above that in the top-right corner, clicking 'Modify deadline'.

> **Quick tip**: All deadlines in Emended are soft, meaning students will always be able to upload submissions, however late. An assignment's *Task history* (accessed by clicking the author's name) will show you down to the minute when a submission was made, allowing you easily to identify any submission that failed to be turned in on time.

Congrats on having just created a **Task workflow**! Now for the last step - connect your students to the workspace.

5.3 Inviting students

In getting students to your workspace, you provide them with either an **Access code** or a link. When clicking 'Create access code' from the top-right corner of the *Access code* tile on the workspace main page, both an 8-digit code and link will be generated. Simply provide the link or **Access code** to your students en masse (that is, for example, by email or within a general course description elsewhere) to have *Participants* successfully enrolling in the workspace. If for any reason you'd like to render a code invalid, just click 'Revoke access code' from the same top-right corner you originally created the code!

> **Quick tip**: If you'd like to see what your students will see and even make your own submissions to a task, go ahead and click the link generated with the **Access code** and enroll! You'll notice that Emended automatically switches your role to *Participant*.

5.4 Utilising your workspaces

Everything you've done in your workspace up to this point is summarised on and reachable from the workspace main page at **Workspaces** > *Choose a workspace*.

All tasks are listed under *Tasks in workspace*. The *Participants* list just below this includes those students who've accepted your invite and successfully enrolled in the workspace. You can access all submissions to a task under *Tasks in workspace > Choose a task > Submissions to task*. Once there, go ahead and click a student's name from the submissions list to open a *Task History* for that submission, which gives you access to any version of an assignment including the feedback you've given! *Task history* itself is an A-Z chronology of a student's submissions for a

specific task, including an activity log showing the dates and times of relevant events throughout a task's lifecycle.

If you're happy with a workspace and would like to use it as a foundation for however many others just like it, click the 'Duplicate' button from the top tile of that workspace's main page. From the same location, use 'Edit' to rename the new workspace or to update its description. All tasks can be edited or deleted as well by first opening a task from *Tasks in workspace* and then clicking the buttons 'Edit' or 'Remove' from under that task's name. And this of course works exactly the same way in all workspaces - original or duplicated however many times over!

Want to get rid of a workspace? Simple. Open the workspace and then click 'Remove' from under its name to delete it. Make sure that you really want to delete a workspace because once deleted, you and your students will lose access to all workspace content, including submissions and comments!

6 Managing your templates and collections

Templates are your most frequently relied-on comments, ready for reuse in a click of the mouse!

As an *Instructor*, you get to work with *Templates* individually while also as sets, or *Collections*, where they're grouped together by a target language-level or goal (exactly like a course!). This section is all about the actions and management of these two tools, including being able to create, edit, and remove both *Templates* and *Collections* in addition to adding other *Templates* (Importing) as well as downloading your own to a desktop or backup device for safekeeping or sharing at a later time (Exporting).

If you're new to Emended, take note that you already have access to *Templates* by way of two sample *Collections*. While both samples are currently for the teaching of English, sample *Collections* for other languages are coming soon! And if you signed up for Emended through the joining of a team, you might have access to even more *Templates*, depending on what's being shared amongst that team. *Templates* and *Collections* marked with 👥 are designated for just that - team-use. See [Using Emended as a member of a team](#) for more on what *Teams* are and how *Team templates* and *collections* work.

6.1 Creating and editing templates

For a universal view of all your *Templates*, just click **Templates** from the **Menu bar**. Not sure about a certain *Template* you see? Hover over it for a quick preview tile! If you'd like to search for a specific *Template*, enter a partial-to-full name or even a related term into the *Text field* that reads *Filter templates*.

In the *All templates* drop-down menu just above that, you can switch between sets of *Templates*, or *Collections*. Again, a *Collection* is a great idea if you'd like to associate *Templates* that all serve a common purpose or share a central theme - more on that below! While switching, the *Templates* shown are simply what belong to the *Collection* currently selected.

To create a new *Template*, click 'Create template' at the top of the page. You'll recognise the tile that pops up as your **Template editor**. While the only mandatory field is a *Template* name (up to 35 characters), you can also categorise and tag your *Template*, or assign it to an already existing *Collection*. Most importantly, use the description to explain and characterise the *Template* for your students (as this is what they'll see when you use it for commenting!) with the help of basic formatting features - **bold**, *italics*, bullet points etc; you even have the option to include links to online learning resources such as dictionaries, grammar rules, exercises, and more.

Then, click 'Create' and voilà! Your newly created *Template* is ready to help you give immediate feedback.

To edit or delete a *Template*, just find it and click! The tile that pops up to the right is again your **Template editor** and allows you to edit details like name, description, and search tags as well as discarding it all together.

> **Quick tip**: You can even create a *Template* while commenting on a submission - scroll up to Section 4.1 to see how easy it is! And for more on creating *Templates*, visit How to create templates in Emended for timely, personal feedback.

6.2 Creating and editing collections

So, you're comfortable with creating, editing and removing individual *Templates* but what about an entire set of them…and all at once? A set of *Templates*, or *Collection*, is an easy way of leveraging *Templates* for a common language-level or unifying goal, such as writing to a specific standard or on a range of topics. Whatever your course or language of instruction may be, a *Collection* can be created specific to your intended audience.

Your 'Manage collections' button has got you covered in successfully doing just that. Here, you can start a new *Collection* in seconds by clicking 'Create collection' and then entering a name and description into the **Collection editor** tile that pops up. Or, you can skim through your existing *Collections* as they appear on the right side of the page.

Wish to add one or more *Templates* to a *Collection*? No problem! Drag the ones you like from the left *Templates* box and drop them into the relevant *Collection* box on the right. A *Template* can also be in as many *Collections* as you like, so don't worry

about oversharing. To remove *Templates* from a *Collection*, click the 'x' at the end of any *Template*.

> **Quick tip**: In this *Collection* view, hovering with your mouse over the eye icon highlights all *Templates* under that *Collection*, while clicking it will keep it that way so you're free to work with the mouse elsewhere. Reclick the icon to undo *Template* highlighting.

Need to update a *Collection* name or description? Got a newer *Collection* and no longer need an older one? Try the ✏ icon at the top-right of each *Collection* box.

> **Quick tip**: When deleting a *Collection*, none of the *Templates* themselves will be deleted! Only the way those *Templates* are grouped together under that *Collection*'s name will be removed.

To return to managing individual *Templates* themselves, just click 'Manage templates' at the top of the page.

6.3 Importing/exporting templates

To import *Templates*, simply click 'Import from file' and then select any file in JSON file format, followed by clicking 'open'. You can check and uncheck at that point which *Templates* actually to import and which not to. Clicking 'Finish import' at the bottom of the page confirms your choices to be imported and to make finding these new *Templates* easy, Emended automatically puts them into a collection for you under a default name of Imported [Date+Time]. This auto-collection option can also be disabled by unchecking the corresponding box on the final import page while the default name can similarly be changed to anything you like before finalising the import process.

Quick tip: *Templates* with incompatible elements, such as overly long names, won't be successfully imported to Emended. Those *Templates* will appear at the bottom of the page that lists all *Templates*.

Clicking 'Export to file' works much the same way as importing but does so in reverse - next, you'll uncheck any *Templates* you don't want to create into a file (including ticking *Select all* or *Select none* to help you get that done even faster) and then click 'OK' at the bottom of the page to confirm saving a file, which (depending on your browser settings) can be to a default download folder or hard-drive location of your choosing.

7 Using Emended as a member of a team

Teams in Emended are more than just a cost-effective option if you need more than one licence; they offer exclusive features such as *Team templates* and optional LMS integration that facilitate teacher-to-teacher collaboration, helping you optimize the efficiency of an entire team while elevating the user experience for teachers and students alike.

In this section, you'll get to know the basics of joining and creating teams as well as the different user roles you can take on as a team member. You'll also learn how you can benefit from *Templates* and *Collections* shared by a team, and how these are different from your own *Templates* and *Collections*. Last but not least, we'll let you know why automatic logins to Emended in just a single click from your LMS are something you'll want to benefit from and how you go about doing that!

7.1 Becoming a team member

There are two options to become a member of a team - joining an existing team, or creating your own.

Joining a team usually requires an invitation from an administrator (or, *Team admin*) of an already existing team. *Team* invitations come in the form of a link that is sent via email. For current users, you'll log in via the link to get the process underway; for new users, the link will first guide you through the creation of your own account with Emended.

> **Quick tip:** In case there's already a link/button to Emended in your LMS, you don't need to wait for a team invitation! You can join your colleagues by simply clicking the link and completing the login process that follows. And this works even if you don't have an Emended account yet. Read more on how to access Emended from your LMS at the end of this section.

In addition to joining an existing team, you can also start your own! The initial 30-day period is free for any new team and includes full teacher access for up to 100 users, so you can freely invite your colleagues to come aboard. To create a team, go to **Your account** > *Teams* and click 'Create new team'. Or, if you don't yet have an Emended account, simply choose the team trial option when signing up here for your free trial.

7.2 User roles in the team space

Currently, there are two user roles for every team in Emended: *Instructor* and *Team admin*. Every team member has an *Instructor* role and thus access to privileges like creating and/or modifying their own *Templates*, workspaces and tasks as well as

inviting students to enroll and giving feedback on their submissions. Additionally, any team member can receive the role of *Team admin* from another *Team admin*, which allows them, for example, to invite other members and in turn change their roles, share *Templates*, and manage subscriptions. For more on the *Team admin* role, see our [User Guide for *Team admins*](#).

> **Quick tip:** To make sure there's always someone able to manage a team, the user creating a team automatically receives the role of *Owner*. This is basically the same as *Team admin*, with the only exception being the *Owner* role cannot be removed and/or given to another team member.

7.3 Team space basics incl. shared templates

Particularly when in the *Instructor* role, you need to mind which space you're working under. Unlike your individual space, team spaces have exclusive features like *Team templates* that are shared by and accessible only to members of that team. Flagship actions in Emended, like creating workspaces, designing tasks, or checking up on submissions and commenting on them, work however just as they do in your individual space.

> **Quick tip**: If you find yourself unsuccessfully looking for a team workspace or *Template*, make sure you're not looking under your own space! Individual and team spaces are two separate areas of activity. So, if *Participants* are looking for a team workspace to enroll in, they'll simply never find it if you accidentally created it in your own space. And if you're a member of multiple teams, ensure you know which team space you're working under! See more on this in Section 2.

Because certain content belongs to a team, you being a current member of that team determines your access to it. You'll lose access to workspaces or *Team templates*,

for example, that belong to a team if you are no longer a part of that team. For submissions in this case, your students will however retain access to them as well as any commentary they've been given.

You've learnt how *Team templates* are only available under that team's workspace and that if you're no longer a team member, you no longer have access to a team's *Templates*. Adding to that, *Team Admins* can share *Collections* (sets of *Templates*) with any and all members of your team. As an *Instructor* on a team, you'll see from both the **Commenting menu** and **Templates** that shared *Templates* are marked for team ownership with 👥 and also cannot be modified or removed from the *Collections* they belong to, as these actions are *Team admin*-only. Likewise, *Team collections* similarly marked for such are indeed shared amongst the team but can in fact only be modified by a *Team admin*.

Team templates are, in other words, read-only to *Instructors*, but the good news is you can still personalise each as you see fit! If you remember from Commenting on submissions, clicking the *Template* you've commented with from the right window panel and just starting to type in the *Description box* will give you the opportunity to provide students with personalised guidance, without actually changing any *Templates* themselves.

To learn more about the benefits of *Team templates*, read New in Emended: Sharing templates with your team.

7.4 Accessing Emended from your LMS

If your team has a PREMIUM subscription, you can access Emended in just a click of a link from your Learning Management System (LMS) and that means one less login to manage. LMS platforms like Moodle and Blackboard can automatically log you in to Emended if the team you're on has already been connected to your LMS by

a *Team admin*. And the convenience of single-click access to Emended doesn't stop with teachers - your students benefit too!

When accessing Emended from your LMS for the first time, you'll have to verify first the email address you're using for your LMS account and, second, connect your Emended account - whether an existing account or a new one - to your LMS account. Once these accounts are paired, you can access Emended in a single click and without having to log in separately.

- If you do already have an Emended account:
    - Log in to Emended either through Google or by entering your email and password. As soon as you're logged in, click 'Connect my account' and you'll automatically be added to the team (if you haven't joined already) and taken to the team dashboard.

- If you don't yet have an Emended account:
    - You'll need to create an account either by clicking the Google button to sign up with a Google account, or by signing up for an account locally with just your email address. In this case, you'll receive a link in your email inbox that takes you to the account registration page. Enter a password and click 'Start using Emended' to finish registering, at which point you'll automatically be added to the team and taken to the team dashboard.
    - For users who signed up via Google, you'll be directed to the account registration page right after signing up and, after registering, automatically added to the team and also taken to your team dashboard.

8 Generating reports on your feedback

The last stop on your **Menu bar** is **Reports**.

As a teacher, part of your job is to identify what particular students struggle with (*Is the problem verbs or tenses? ...adjectives or vocabulary?*), while second-guessing yourself can seem just as much a part of that process. A feature better explored than explained, **Reports** is where you see an up-to-date, visual breakdown of answers to questions just like these; that is, statistics on the *Templates* and comments you use in your own feedback.

Emended's **Reports** simplifies things by capturing only the data of the space you're logged in to (e.g., an individual or, if a member, team space) and presents statistics purely on what you're interested in seeing. So, click either 'Comments I've given' to see how you yourself uniquely comment, or then 'My templates' to get a more categorical look at your own individual *Templates* plus those of any team space you may or may not be currently working in.

The neatest thing about viewing *Comments I've given* is the organisation Emended offers you - being as general or specific as you want in seeing your data by using the *Filter* function. Expanding the *Filter* by clicking 'show' and checking or unchecking options like *Workspace*, *Task* or *Author* lets you narrow down comments to what you've made only within one workspace or across many, on any number of tasks, and even for students individually! Before reviewing your results, click 'hide' when finished if you'd like to minimise the *Filter* feature for a cleaner page view. Evaluating yourself as a teacher or following up on a student and seeing progress in a bigger picture couldn't be easier or more accurate.

Check out for yourself the visuals, dynamic filter options and more by clicking **Reports** from the **Menu bar**!

9 Modifying your personal account settings

Your account is exactly what you think it is - the place you go to manage your account with Emended. No matter what your current role is or under what space you're working, clicking [**Your username**] from the **Title bar** accesses your personal account settings:

- *Profile:* Check or change your username and email address; the email address shown here is where we'll send obligatory system emails like when we're helping you change your password

- *Authentication:* Update your password or (for users who until now have only logged in with their Google account) click the option for creating one

- *Current subscription:* View the subscription status of your individual space as well as the status (active/inactive) of any team space(s) you may have access to

- *Subscription history:* View the subscription history of your individual space

- *Notifications:* Manage preferences for receiving email notifications for both your *Instructor* and *Participant* roles

- *Teams:* Oversee any and all teams you have access to, plus the options of creating a new team or leaving a current one for non-admins (see 'view details')