

CHAPTER 4: Using Emma in the First-Year Writing Program

What is Emma?

Emma is a web application designed specifically for writing and revising in academic communities. Students and instructors use Emma throughout the composing process, from brainstorming and drafting through peer review, revision, grading, and commenting. Emma organizes tools useful for multi-modal composition within a digital environment. The Emma environment, by providing both public and private spaces where students can collect their work and receive feedback from their peers and instructor, fosters an academic learning community.

Creating an account

Emma uses UGA's MyID. To create an account, open a web browser to the Emma homepage (<http://www.emma.uga.edu>) and click the **Sign in** button. Enter your MyID and password. Once you have logged in, please fill out the profile page. Enter your name carefully as you will not be able to edit it later. You may update your photo and biography at any time.

Enrolling in a course

Once you have completed your profile, please enroll in a course. Click the Enroll in a Course button and carefully enter your instructor's last name. A list of courses will come up; select your section by clicking the Enroll button (Tip: Note carefully the time of your section – many instructors teach several FYW sections). Until your instructor approves your request, your course will be listed as Pending.

Please update your Profile

Photo URL

http://www.english.uga.edu/~r1baltha/balthazor_ron_hdt.jpg

Tell us a little about yourself.

Styles **B** *I*     Size                                     

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His scholarship has appeared in Portal, The Journal of General Education, Readerly/Writerly Texts, Literary and Linguistic Computing, and ATQ. His continuing interests include Environmental Literature and Eco-criticism, Thoreau, E.O. Wilson, PHP, Symfony, and gardening. He writes a blog that offers his reflections on life in the garden: gardenhouseporch.blogspot.com

Words: 78

Your Institution

University of Georgia

Update

Courses Enrolled

Demo

Ron Balthazor , 10:00 am

Click course name to enter.

Once approved, the course will display under Courses Enrolled: click the name of the course to enter it.

The Class Workspace in Emma

Most pages in Emma will have a navigation bar across the top for the major tools in the application and a side navigation bar on the left for working within the selected tool. The first page is the Course Home Page, which includes information about the course: the upcoming events in the calendar, an announcement space, and access to the roll and your classmates' profiles.

Emma Demo Resources Projects Calendar Journal Forum Notes Portfolio Ron Balthazor

Home
 Class Roll
 SETTINGS
 Course Settings
 Manage Roll

Upcoming events

Journal Assignment Due Jun 19 2014 10:00 AM

Please post a reflection of at least 100 words on the reading for today in the Journal

Announcements Edit

Welcome to our class.

Featured Resources

html Paper 1
 html Paper 2
 html Portfolio
 html Course Home Test
 html Guidelines for Peer Review
 html Group Presentation
 html from resources

All Resources

On the top navigation bar, you see the major tools in Emma. Each will be described below.

Resources

Your instructor will post your syllabus, assignments, readings and other resources here. Note the menu on the left: you will be able to select various categories of files.

Emma ENGL 1102 Resources Projects Calendar Journal Notes

Resources

Help: Emma
 Help: WH
 ENGL 1102: Syllabus and Course Information
 ENGL 1102: Essay Assignments
 ENGL 1102: Resources for Readings
 ENGL 1102: Writing Workshop Materials
 ENGL 1102: Portfolio Resources
 ENGL 1102: Peer Reviews and Postwrites

ENGL 1102: Essay Assignments Search in list

Title	IT	Folder
html Drama Essay Assignment	Shared	ENGL 1102: Essay Assignments
html Poetry Project Assignment	Shared	ENGL 1102: Essay Assignments
html Short Story Essay Assignment	Shared	ENGL 1102: Essay Assignments

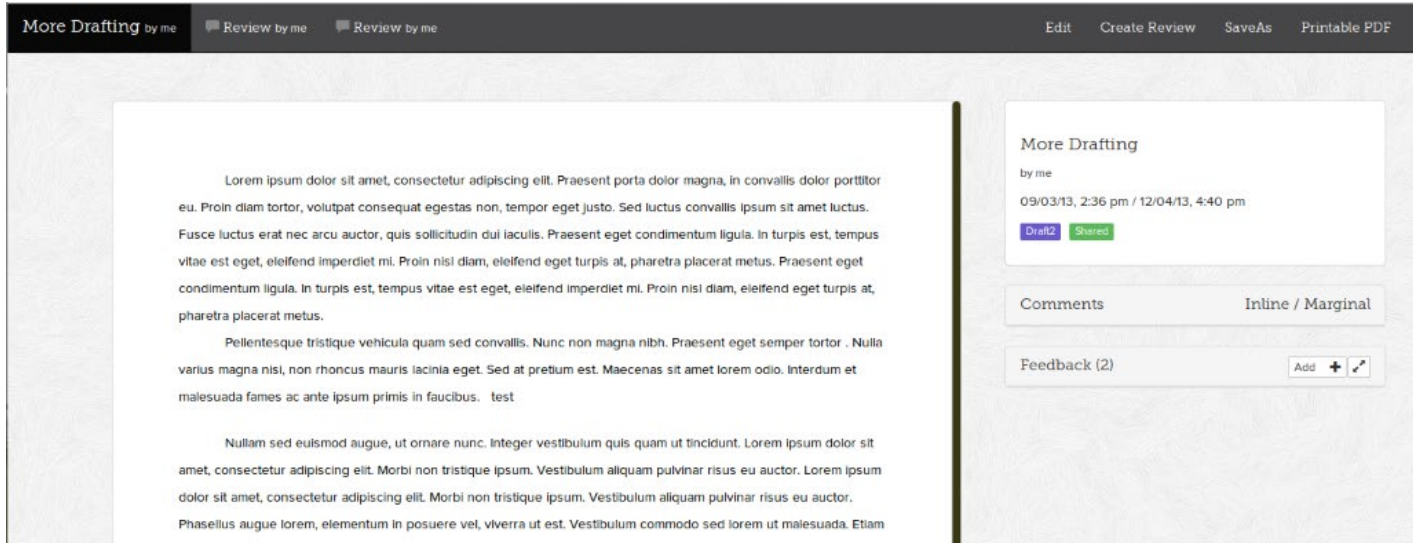
Projects

The Projects space, which is the document-collection space, is where you will do much of your work in Emma. Every document in Emma belongs to a project, and within that project, students add labels to organize their files and drafts. For example, for a Poetry Project, you might have files labeled as Draft 1, Draft 2, Peer Review, and Final. You can find your files and the files of your classmates using the various menus on the left as well as the toolbar just above the file list.

The First-Year Writing Program encourages Process Writing, a practice that emphasizes the stages of composition as much as the final documents. Emma allows you to store and label each stage easily. If you mislabel a document, you can change the label by clicking on the Settings below each file listing.

On the left navigation, you will find the Create button (which you will find for many of the tools in Emma). Clicking Create gives you a drop-down menu for choosing whether you want to create an Emma document, upload a document or other file, or create a link to other websites or documents.

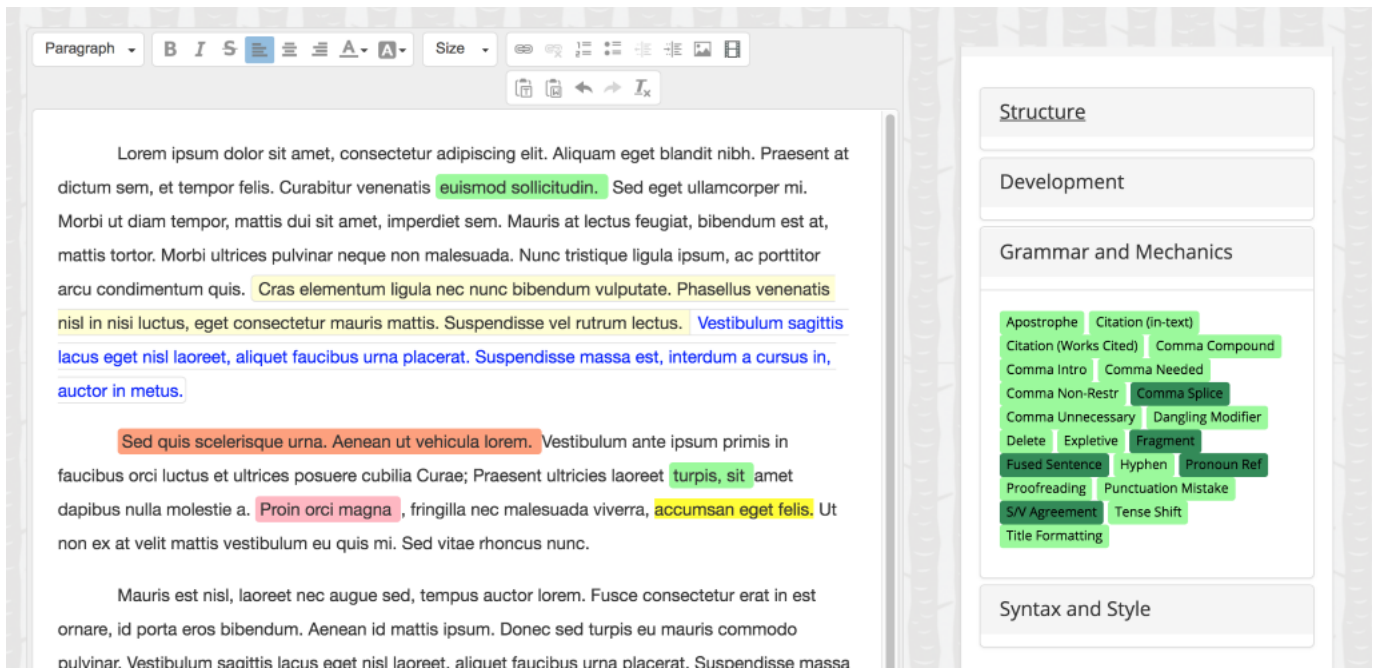
Similarly, Emma makes it easy to offer Peer Review. Find the document of the peer you would like to review by selecting Shared Files and then the name of the author on the tool-bar, open the document (or mouse over the document listing), and then click Create Review.



The Peer Review will be connected to the original file and labeled as a Peer Review Document.

To find Reviews by you or for you, click on Projects, then click on “Reviews by me” or “Reviews for me” on the left menu.

Documents created in Emma can take advantage of the application's built-in tools, which include an array of editing and formatting tools, note insertion, and built-in markup highlighting.



When your instructors read and evaluate your documents, they can include markup links to information and exercises to help you resolve grammatical, mechanical, or rhetorical issues.

The screenshot shows a document editor interface. On the left, a text block contains several lines of placeholder text. A tooltip titled "Dangling Modifier" is displayed over a highlighted sentence: "Having arrived late for practice, the coach was angry at Sally." The tooltip explains that dangling modifiers cause confusion and provides an editing strategy: "Whenever you see an -ing verb form before or after the main part of the sentence, make sure that the subject of the nearest clause performs the action." It also includes a link to a resource: "Click for more | See FYC Guide Part 2, Ch. 35: 'Sentence Order,' subheading 'Check for dangling modifiers.'" On the right, a sidebar titled "Lorem Ipsum" shows a list of markup types: Factual Topic Sentence, Analysis (Missing), Comma Compound, Comma Splice, Dangling Modifier (2), and Proofreading. The "Dangling Modifier (2)" item is highlighted in green. Below the list, there are buttons for "Comments" and "Inline / Marginal".

Calendar

The screenshot shows a course navigation menu at the top with the following items: Demo, Resources, Projects, Calendar, Journal, Forum, Notes, and Portfolio. Below the menu, there is an "Agenda" section. A single event is listed for "Jun 19 2014 10:00 AM" with a blue square icon. The event is titled "Journal Assignment Due" and includes the text: "Please post a reflection of at least 100 words on the reading for today in the Journal".

Your instructor may post assignments and deadlines in the class Calendar. There are several views, including a month display and an agenda listing that shows events for the whole term. Upcoming events are also displayed on the Course Homepage.

Journal

Emma includes several tools for low-stakes writing. The Journal, as the name suggests, is a simple place for informal writing that is seen only by you and your instructor. Click the Create button to get started. Your instructor may offer feedback on your journals; these comments will display beneath your posting.

The image shows a 'Journal Entry' form. At the top, the title 'Journal Entry' is displayed. Below it is a 'Title' field containing the text 'New Journal Entry'. Underneath the title field is a 'Body' section, which is a rich text editor. The editor's toolbar includes options for bold (B), italic (I), underline (U), strikethrough (ABC), text color (A), background color (A), font size (Size), link, unlink, list, ordered list, indent, outdent, image, table, undo, redo, and source code (I_x). The main text area of the editor is empty, with a vertical cursor at the beginning. In the bottom right corner of the editor, it says 'Words: 0'. At the bottom of the form, there are three buttons: 'Update' (blue), 'Cancel' (white with grey border), and 'Delete' (orange).

Forum

Tell me what you think
by Ron Balthazor, Jun 18 2014

about this reading:

Ron Balthazor says: Jun 18 2014 Reply Edit

Very interesting.

Ron Balthazor says: Jun 18 2014 Edit

I agree.

The Forum offers a shared writing space for conversations. Students can post comments and replies to each other within a discussion topic.

Notes

Another Note

Very interesting.

New Note

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut ut arcu laoreet, gravida mi sit amet, accumsan sapien. Donec sed dui accumsan, consequat erat vel, varius augue. Morbi turpis sapien, adipiscing id lorem quis, semper porttitor tellus. Suspendisse porttitor mi eu varius eleifend. Sed vulputate libero ut interdum volutpat. In consectetur est lorem, nec tincidunt sapien feugiat ac. Nullam quis tellus sed est tincidunt elementum ut vitae metus. Donec enim eros, laoreet non vulputate in, consequat quis est. Donec ac lectus at metus laoreet pretium. Suspendisse porttitor fringilla arcu non adipiscing. Morbi vitae purus cursus, iaculis erat vitae, ultricies augue. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae;

In the Notes space, you can collect ideas for essays, save research, or take notes in class.

Portfolio

For your final Electronic Portfolio, you will collect and construct exhibits of your work and reflect upon the composition process and other activities in your classroom learning community. To add any previously created and shared Emma file to your portfolio, just click the Add button. (Tip: Emma files **must** be Shared before they can be added to your portfolio).

FYC Standard

The standard portfolio for UGA FYC

Biography Add +

The biography is a short introduction to you, the author of the portfolio. Your instructor may specify particular information to include in your bio, but, in general, the bio should act as an author's headnote.

Images on your biography page are optional, but readers like them, so you should try to include some image that is relevant.

Introductory Reflective Essay (IRE) Add +

The most important element in your ePortfolio, the Introductory Reflective Essay (usually 750-1500 words) provides a reader with an introduction and guide to the rest of your work. A strong IRE ties together all the exhibits in your portfolio; it helps you describe and reflect on your writing processes, with your exhibits providing the supporting evidence.

Original Essay 1 Add +

(Optional)

You should check with your instructor to see whether you should post an original version of your first revised essay.

First Revised Essay Add +

An essay written for this class (ca. 750-1500 words), thoroughly revised, edited, and polished.

html Poetry Essay Remove

Original Essay 2 Add +

(Optional)

You should check with your instructor to see whether you should post an original version of your second revised essay.

Second revised essay Add +

An essay written for this class (ca. 750-1500 words), thoroughly revised, edited, and polished.

Exhibit of Revision Process Add +

This exhibit demonstrates your composing and revision process. Typically, students construct this document by copying and pasting the same or similar sections of a selected essay into a single document, adding commentary, explaining the significance of the different versions, and pointing out the changes made through successive drafts.

Technical Information

Because Emma has been designed as a multi-modal composition platform, it accepts many types of files, including those containing multimedia elements, such as images, videos, and hyperlinks. There is a 10MB size limit for files uploaded to Emma. Depending upon the file format and the browser you are using, these files may be accessed within the browser in Emma, or you may need to download them.

Files in proprietary formats—such as .doc, .wpd, or .docx—can only be downloaded and accessed using the proprietary software with which they were created; therefore, your instructor may or may not accept assignments in these formats during the course of the semester. **For the final ePortfolio, all final drafts should be created using Emma documents**

(eDocs) or should be converted to PDF. Microsoft Word documents (.doc or .docx format) will not be accepted in the ePortfolio.

Students should *always* back up their Emma documents with files saved elsewhere in their preferred document format (OpenOffice, Word, etc). Students and instructors also should remain aware that the file conversion of documents to Emma document HTML files may result in formatting changes, so check final submissions carefully. Students can get help with personal word processing solutions in the FYC Digital Learning Lab in Park Hall 118.

FYW Digital Learning Labs

The First-Year Writing Digital Learning Labs are located on the first floor of the new wing in Park Hall. We have two teaching labs:

- Park 117 has movable tables and mediascape screens, but no computers. A limited number of laptops will be available for checkout for use in the 117 during the class period. Students must bring their UGA id card to Park 118 to check out a laptop.
- Park 119 has 11 computers and two projectors.

Your instructor will let you know if you are scheduled to meet in the teaching labs.

Park 118 of the FYW Digital Learning Labs is open to First-Year Writing students and instructors every weekday 8:00-5:00. This lab has computers and a scanner that students can use to work on assignments related to their FYC classes. Students can visit Park 118 on a walk-in basis to meet with a member of our support team for technical assistance with Emma or other FYC technologies. Students can also make an appointment to meet with a Writing Center Consultant in Park 118 for assistance with their compositions. All members of our support team are experienced teachers who use Emma and other relevant FYW technologies in their own classrooms, so they are a tremendous resource for students taking FYW courses.