Using the Smarthinking Online Essay Centre

Student User Guide

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1. What is Smarthinking?

The Smarthinking Online Essay Centre gives students access to a personal 'account' in the online Smarthinking system, where they can upload a draft of their assignment, along with the assignment question and marking criteria. Within 48 hours, students receive detailed, personalised feedback on their draft assignment from a professional tutor.

2. Accessing Smarthinking

Smarthinking is available from within the online class space for selected units/modules.

**Login to your online class space**

In the top section of your online class space you will find two links, pictured below:

- **Logs you in to your Smarthinking account**
- **More information about the Smarthinking Service**

‘Click on the Smarthinking Assignment Feedback’ link, you will automatically be logged in to your account in Smarthinking system. If you see the system message below, click continue.
3. The Smarthinking Home Page

The picture below shows the areas of the Smarthinking home page that you will be using and the functions they perform:

- **Logout when you are finished.**
- **‘Manage Account’** – Allows you to change your personal details.
- **‘Writing Center’** – Gives you access to upload your draft assignment to the online ‘Essay Centre’.
- **‘Your Writing Submissions’** – Contains your reviewed assignment & feedback.
4. Submitting your assignment for review

When you have completed a draft of your assignment you can submit it to a Smarthinking e-tutor for review and receive personalised feedback within 24-48 hours.

Note: this service is intended to assist you to build strong writing skills and does not replace the marking or feedback provided by your teacher. You still need to submit your assignment in your online class space by the nominated due date.

Step 1: Select ‘Writing Center’

Step 2: Select ‘Essay Centre’
Step 3: Complete the online form. You will be asked to fill out a number of details about your assignment, including:

- Unit code and name
- Educator/Lecturer name
- Due Date
- Draft number
- Title of the assignment
Step 4: Upload your assignment and other information to Smarthinking

- Copy and paste the assignment question into the designation box.
- Describe the help you are looking for areas in your assignment you are concerned about
- Choose two areas from the list provided
- Browse your computer an upload your assignment file in word format.

The assignment description must exactly match that provided by your teacher to ensure accurate feedback.

Type in any specific feedback you require e.g. Essay structure, referencing.

Choose two areas for which you would like specific feedback on your assignment.

Upload your draft assignment by browsing for it on your computer. Attach the file, then press 'submit'.

You will be asked to confirm your submission on the next screen.
5. Retrieving your feedback response from Smarthinking

Within 24-48 hours you will receive notification via email that feedback on your assignment has been provided by an e-tutor. To view the feedback:

- Login to Smarthinking
- Click on ‘Your Writing Submissions’
- Open and view your feedback file when it is showing the status returned.
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