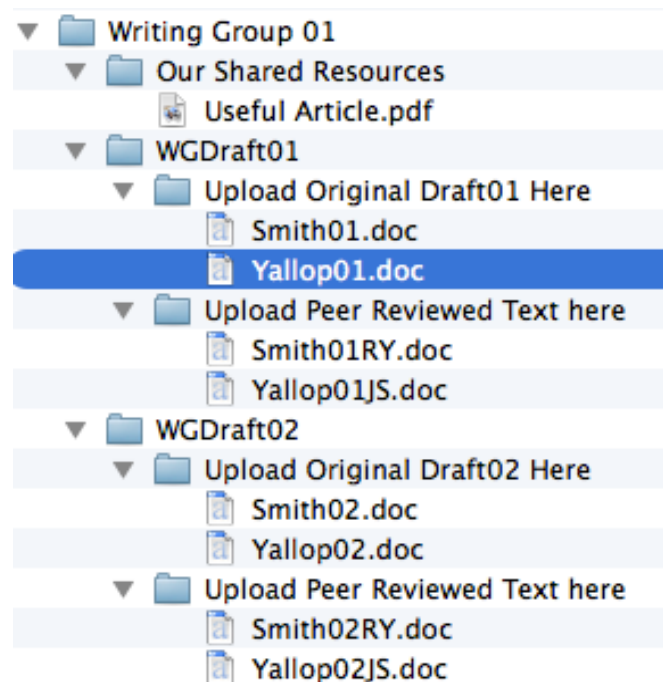


Organising your writing group folder

Access to your ownCloud (nextCloud) folder please see the computer helpdesk guideline <https://wiki.ut.ee/pages/viewpage.action?pageId=30837158>

Suggested ways on organising your folders in ownCloud (<http://owncloud.ut.ee>)

You can all create and organise folders and files in your writing group folder. The only thing you cannot do is delete files. How you do this is entirely your group's decision. However, we strongly suggest that you take some time to organise and name your files and folders logically so that everyone in your group understands the system and can locate the needed files. One such way you could do this is given below:



Purpose of using OwnCloud

The purpose of using OwnCloud is twofold

- (i) As a preparation for the feedback for the writing group meeting; and
- (ii) Evidence of your writing and analysis of texts; and
- (iii) Final course assessment.

Having a comprehensive record of your drafts will help you to talk about writing, and understand better your analytical skills when diagnosing writing (your writing and your peers' writing). In other words, this writing process will increase your understanding of the criteria for good writing.