WRITION

Writion for Students

No more documents, notes and lost contacts scattered all over the place. Writion, a project management tool, puts everything in one place.

Getting started

> **Before you start your assignment,** go to **My Papers** and check your paper has been approved by your lecturer.

Your first assignment

Click **+ New Project** > **Assignments**, then choose **Student**. Assignments > Student is all set up so you can do your assignment.

> **The only thing you can't do in Writion is actually write your assignment here!**

Stages

Let's walk through your assignment, starting at Stages. Stages has various stages within it that lead you through each part of your project. You will find checklists at each section to guide you through the things you should be thinking about as you complete your assignment.

Within the **Research** stage you will find **Key sources** and the **AI use log**. Use Key sources to record the sources you used, and the AI use log to record any AI tools you used. You can print them out should you need to give a copy to your lecturer.

Notes

Need a place to jot down ideas, things to remember, or maybe what you agreed with other students for a group assignment? Use Notes.

You can use the microphone to record your notes if you don't want to type them in.

Documents

This is **not** where you write your assignment. It's where you link to wherever you created your document, such as Google Docs.

What sort of items can you link within Documents?

- Website URLs
- OneDrive and Google Docs
- Files on your computer
- Even a note to remind you they're in a box under your bed!

Because Writion is a web-based app, for items such as OneDrive and documents stored on your computer you will need to copy their path. This is because of your computer's security, not the app — and Writion shows you how, step by step.

The **Document Record** holds a record of all your document links. A good practice is to save different versions of your assignment. That way you can see the progress of your assignment, rather than a single document which doesn't show the progress of your work.

Contacts

Use Contacts to add people to your assignments, such as your lecturer or your group members.

Submissions

This section lets you note when your project was submitted, and to whom. It's also where you'll find the **Stage Journey Report** and the **Provenance Report**. Attach the Stage Journey Report to your assignment — it lets your lecturers know you used Writion.

Show your working process

Writion is a project management tool for students and writers. It helps you demonstrate how you work, simply by using it for your assignment.

> Writion is about the **process** — the provenance of your work. **The data is yours** and isn't held by your university. You choose to share it or not.

How can it help?

If you ever need to provide evidence of how you did your assignment, start with the **Stage Journey Report**. This is a brief, single-page document that lets your lecturer know you used Writion, and how. It shows them you have used Writion and can provide evidence of how you worked — "your workings" — should questions arise about your work.

If you need evidence of the work you put into an assignment, you can build it up in layers, straight from Writion:

Layer	Report or log	What it shows
1	**Stage Journey Report**	That you used Writion, and how. A brief, single-page document — attach a copy to your assignment.
2	**Document Record**	All the links to the documents you created or used — and a great place to find a missing document, or older versions of your assignment.
3	**Key sources**	The citations and other sources you used (in the Research stage).
4	**AI use log**	Your own record of any AI tools you used — should any of your lecturers need to know.
5	**Provenance Report**	The last layer, which ties them all together. It is just metadata — there are no words you wrote in it.

The Provenance Report is **free for students**, and Writion sends it straight to your lecturer as a secure link — with a copy to you.

> **Now, if you are ever questioned about your work,** at the touch of a button you can support your case — not through surveillance, but through authorship and your own workings.