



Formatting Essays

Students now have the option to format and publish their essays. Formatting will not affect essay scores.

When students are finished revising their essays, they can move to the formatting page by clicking the *Format* button. Instructors can choose on which draft the *Format* button will appear by going to the prompt's advanced options.

Essays to be formatted will appear on a page with formatting tools, such as font, cut, paste, bold, italics, underlining, and line height. Changes made to an essay on the formatting page will not affect scores for the essays.

Students may choose to add footnotes, in-text citations, and/or a Works Cited page. The essays will be saved to student portfolios and can also be printed from the formatting page.