



CriterionSM

The Criterion User Manual



Administrator's Edition

*Criterion*SM Online Writing Evaluation v4.0
For Elementary, Middle, and High Schools
Released August 8, 2005

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Welcome to CriterionSM Online Writing Evaluation, a web-based service that evaluates a Student's writing skills and provides instant score reporting and diagnostic feedback to both the instructor and student.

Criterion utilizes automated scoring technologies to provide students with instant score and writing analysis feedback on writing samples they submit. The *Criterion* user interface enables quick access to numerous features, including a holistic score based on nationally recognized standards and detailed diagnostic feedback, provided in an annotated version of the student's writing sample.

Students can access a password-protected website, submit essays on topics assigned by their instructor, and then receive an overall holistic score from *e-rater*[®], a proprietary automated scoring engine developed by Educational Testing Service. Students also receive online diagnostic feedback from *Critique*SM **Writing Analysis Tools**, also developed by Educational Testing Service to analyze elements of grammar, usage, mechanics, style, and organization and development. Potential errors from these categories are identified within the essay itself, and targeted feedback is offered for each identified error.

Criterion captures and displays actual errors and features within the student's essay, including fragments, agreement errors, misspellings, sentences containing errors of commonly confused words, and sentences missing initial capitalization and final punctuation. Heuristic-based diagnostic feedback helps students focus on their errors and features as they revise their essays, while a work-in-progress revision capability allows them to make revisions as they review each category of feedback. Students can ask instructors for advice about an error or feature by writing questions and comments and attaching them to a particular essay.

Instructors can also insert their own comments about the essay both within the essay and in a message board. *Criterion* also provides students with online access to a comprehensive *Writer's Handbook* with reference materials on how to improve their writing. All of this feedback is designed so that the student can utilize it along with the revision capability.

All of the student's writing, scores, annotated feedback, and instructor comments are saved to a secure virtual portfolio that both the instructor and student can access.

The *Criterion* library of topics spans elementary school, middle school, high school, and college levels. In addition, instructors can create and assign their own writing tasks utilizing an Instructor Topic unscored or Instructor Topic scored functions.

The *Administrator's Edition* of the *User Manual* is intended to support administrators who will utilize the *Criterion* management and reporting tools to monitor usage and productivity. It contains a step-by-step overview of all essential functions in *Criterion*, and is illustrated with screen captures of the system to help District Administrators navigate through the application.

There are separate editions of this *User Manual* for instructors, and students:

- The *Instructor's Edition* of the *Criterion User Manual* is similar to that used by district and school administrators. The primary difference is that it is intended to allow instructors to work independently as they begin using *Criterion* in their classrooms.
- The *Student Edition* of the *Criterion User Manual* provides illustrated, step-by-step instructions to help students use *Criterion* to access their online portfolios, complete their assignments, view their scores and the annotated diagnostic feedback from their instructors, and comment back to their instructors.

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1.0 INTRODUCTION

This manual contains a step-by-step overview of the essential administrative functions provided by *Criterion*SM. Administrators will utilize the *Criterion* management and reporting tools to monitor usage and productivity.

A *Criterion Administrator* must be identified as a primary contact for a *Criterion* account. As an administrator, you will create districts and/or schools for each user.

The first time you use *Criterion*, you will be required to register as a user. To do this you will need the **Access ID** and **Access Password** provided to you by the Criterion Administrator at ETS. Once you have registered, you will not be required to register again.

Space is provided below for you to record your School's **Access ID** and **Password**.



Access ID:
Access Password:

If you need assistance with the *Criterion*SM *Online Writing Evaluation* service, please email the Criterion Account Manager at criterionsupport@ets.org or call 1.877.909.6442. You may also refer to a guided web tour at www.ets.org/criterion.



NOTE: If you are an *instructor in addition to being the administrator*, you will need to register **twice**: once as an administrator and once as an instructor. (See the *Instructor's Edition* of the *Criterion User Manual*.)

2.0 GETTING STARTED

2.1 Personal Computer Specifications

To begin using *Criterion*SM, you will need an Internet connection and a web browser.

2.1.1 Network Specifications

Please provide this information to the district's computer technology specialist. The following is the recommended minimum network guideline for your local network infrastructure. *Criterion* is an online interactive application; overall performance could be affected during periods of high network traffic.

NETWORK ATTRIBUTE	MINIMUM	RECOMMENDED
LAN CONNECTIVITY	10MB	100MB
BUILDING/FACILITY BANDWIDTH	256KB	T-1 (1.54MB) OR GREATER
DESKTOP BANDWIDTH	56K	BROADBAND CONNECTION: CABLE, DSL
ROUTERS AND SWITCHES	NETWORK HUBS	CISCO 2600 AND 2900 SERIES ROUTERS/HUBS (or equivalent)
WIRING AND CABLES	CAT-5	FIBER BACKBONE TO SWITCHES

2.1.2 Specifications for PC

The *Criterion* v4.0 website will operate on personal computers as long as they meet the recommended minimum standards listed below:

HARDWARE/OS/BROWSER	MINIMUM	RECOMMENDED
DESKTOP PC or LAPTOP	PENTIUM II	PENTIUM III OR GREATER
INPUT DEVICE	KEYBOARD MOUSE	KEYBOARD MOUSE
OPERATING SYSTEM	Windows 98SE, NT4	Windows ME, 2000, XP
BROWSER: ENABLE JAVA SCRIPTING AND COOKIES	IE 5.5; NETSCAPE 6.1; Firefox 1.0.1	IE 6.0; NETSCAPE 7.2; Firefox 1.0.1
GRAPHICS ADAPTER	sVGA 800x600 RESOLUTION	sVGA 800x600 RESOLUTION
DISPLAY	ANY SVGA COLOR MONITOR	ANY 17" SVGA COLOR MONITOR OR GREATER

2.1.3 Specifications for Macintosh


The *Criterion* v4.0 website will operate on Power Macintosh and G3/G4 systems as long as they meet the recommended minimum standards listed below:

HARDWARE/OS/BROWSER	MINIMUM	RECOMMENDED
MACINTOSH	POWERMAC G3	POWERMAC G4 or G5
INPUT DEVICE	KEYBOARD MOUSE	KEYBOARD MOUSE
OPERATING SYSTEM	MAC OS 9.2, OS X 10.1	OS X 10.2 or higher
BROWSER: ENABLE COOKIES	IE 5.2; NETSCAPE 7.1; Firefox 1.0.1 & Safari 1.2.4 (compatible only with Mac OS X, not OS 9)	IE 5.2; NETSCAPE 7.1; Firefox 1.0.1 & Safari 1.3 (compatible only with Mac OS X, not OS 9)
GRAPHICS ADAPTER	Graphics 800x600	Graphics 800x600
DISPLAY	MACINTOSH MONITOR	17" MACINTOSH MONITOR

2.2 Register as a New User

1. Use the following URL to access the *Criterion Home Page*: <http://criterion.ets.org/cwe/>
2. In the *Criterion Home Page* (shown below), click on the **Go to Criterion Administrator Website** link.

2.2 Register as a New User

Welcome to  **Criterion.**
Online Writing Evaluation Service

Welcome to Criterion

Watch for an email during the next couple of weeks announcing the launch of Criterion Online Writing Evaluation Version 4.0! You will be receiving a link to the new Criterion Online Tour, a description of the new features in Criterion 4.0 and an invitation to participate in a Criterion Webinar.

CriterionSM Online Writing Evaluation

[Go to Criterion Student Website](#)

[Go to Criterion Instructor Website](#)

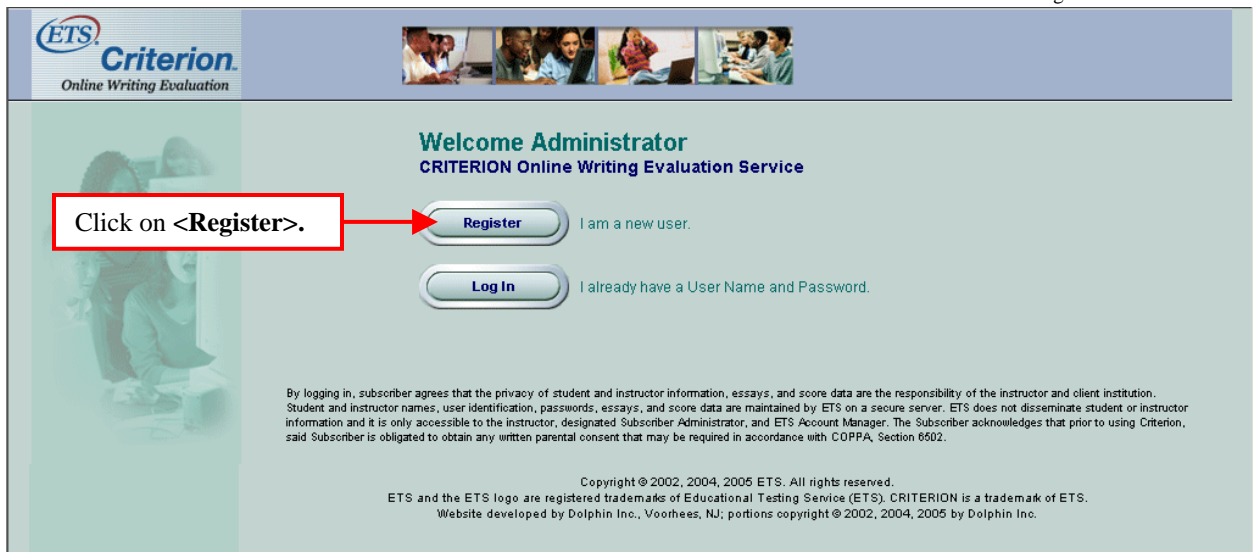
[Go to Criterion Administrator Website](#)

[Criterion News](#)

Click on this link.

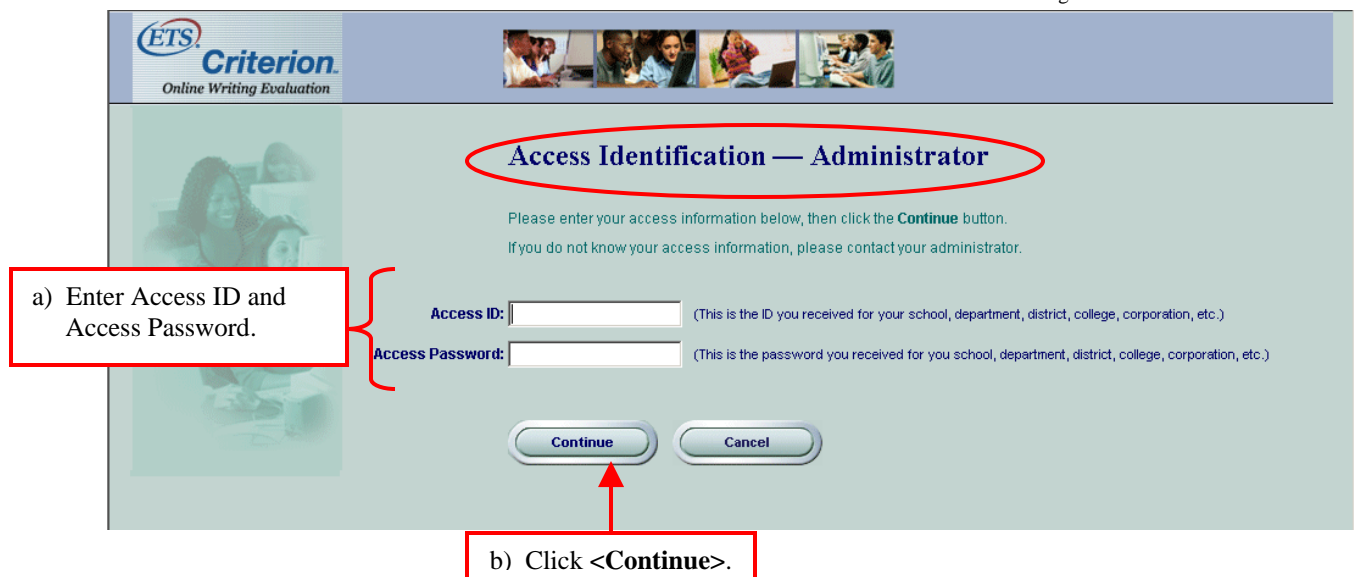
3. In the *Criterion* “Welcome Administrator” screen (shown below), click on the <Register> button.

2.2 Register as a New User



4. In the *Access Identification – Administrator* screen (see below):
 - a. Enter the Access ID and Access Password given to you by your Criterion Account Manager at ETS.
 - b. Click <Continue>.

2.2 Register as a New User



5. In the *New Administrator Registration* screen (see below):
 - a. Enter the appropriate information (e.g., User Name, Password, etc) in the fields provided. (Be sure to include your email address.)
 - b. Click **<Create Registration>**.

2.2 Register as a New User

New Administrator Registration
District: ETSDistrict1

To register for Criterion, please complete the following information. Unless specified as optional, all fields must be completed to successfully register. Click the **Create Registration** button when you are finished. **Note:** The User Name and Password you designate below must be entered whenever you access Criterion.

User Name:

Password:

Retype Password:

First Name:

Middle Initial: (Optional)

Last Name:

Email Address:

Create Registration **Cancel**

a) Enter the appropriate information in the fields provided.

b) Click **<Create Registration>**.

6. Use the space provided below to record the **User Name** and **Password** that you create for yourself. The User Name may have up to 70 characters and include numbers, letters, and symbols typically part of an email address. The Password may have up to 35 characters and include numbers, letters, spaces, and symbols.

User Name:
Password:



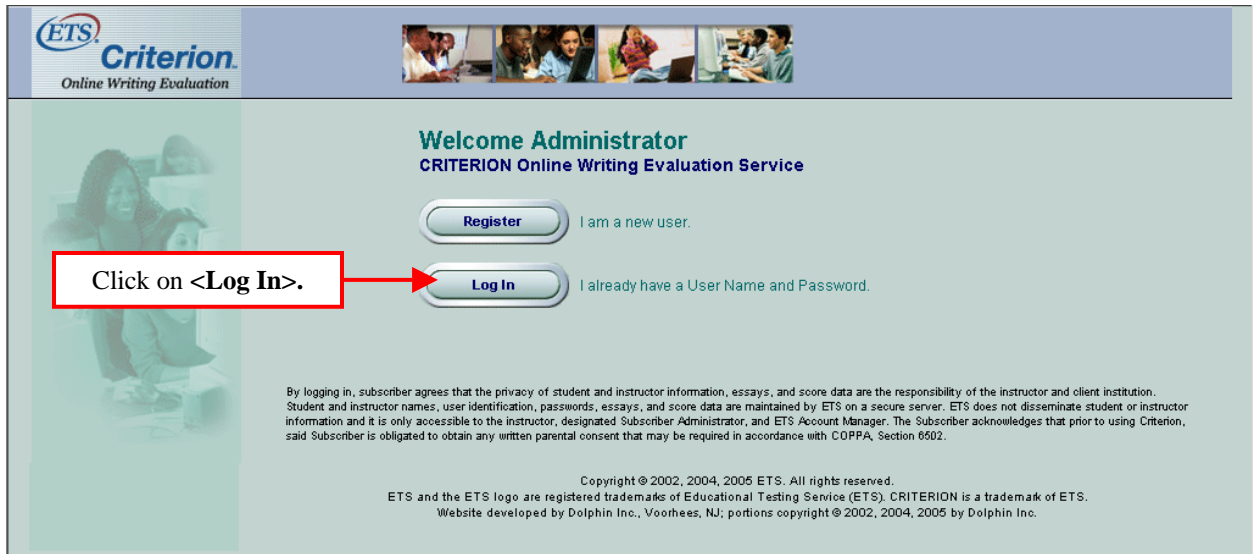
REMEMBER: You are only required to register the first time you use *Criterion*. After you have registered, you will always click on **<Log In>** when you access the *Criterion Welcome Administrator* screen and use the User ID and Password that you created to access the administrator functions and options in *Criterion*.

2.3 Log-In

You are only required to register the first time you use *Criterion*. Each time you return to *Criterion*, follow the steps below:

1. In the *Criterion Welcome Administrator* screen, click on the **<Log In>** button.

2.3 Log-In



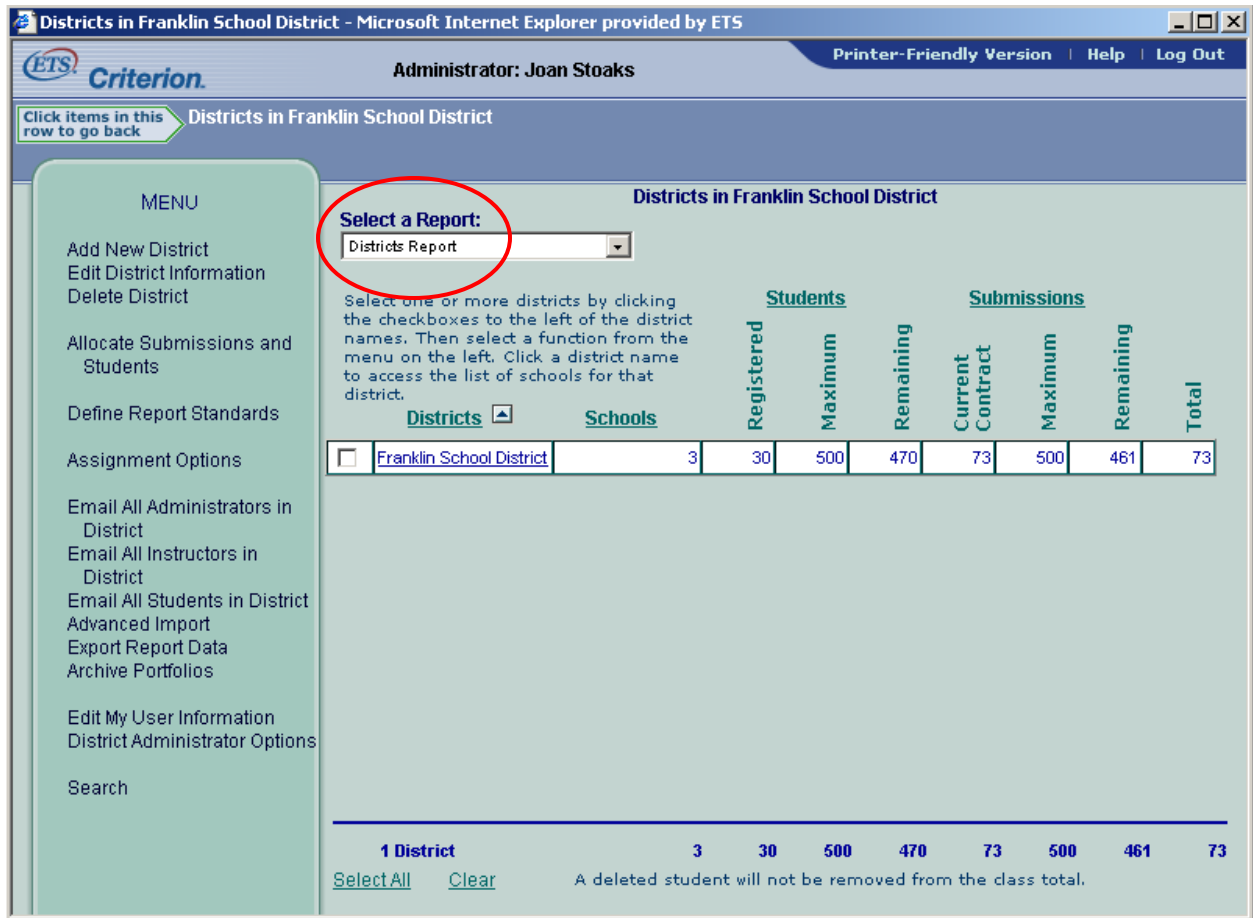
2. In the *Log In* screen, enter your User Name and Password (created when you registered), and then click **<Continue>**.

2.3 Log-In



- Your **Districts Report** screen (shown below), listing the institutions/districts assigned to you, will appear. If you do not have any institutions/districts currently assigned, a message will display indicating this.

2.3 Log In



Districts in Franklin School District

Administrator: Joan Stoaks

Click items in this row to go back

MENU

- Add New District
- Edit District Information
- Delete District
- Allocate Submissions and Students
- Define Report Standards
- Assignment Options
- Email All Administrators in District
- Email All Instructors in District
- Email All Students in District
- Advanced Import
- Export Report Data
- Archive Portfolios
- Edit My User Information
- District Administrator Options
- Search

Select a Report:

Districts Report

Select one or more districts by clicking the checkboxes to the left of the district names. Then select a function from the menu on the left. Click a district name to access the list of schools for that district.

	Districts	Schools	Students			Submissions			Total	
			Registered	Maximum	Remaining	Current Contract	Maximum	Remaining		
<input type="checkbox"/>	Franklin School District	3	30	500	470	73	500	461	73	
1 District			3	30	500	470	73	500	461	73

[Select All](#) [Clear](#)

A deleted student will not be removed from the class total.

2.4 Navigating Through the System

The various screens that comprise the *Criterion* application have a similar setup and operate in the same way. The **Home Page** for an **Administrator** is the *Districts Report* page, which is shown below.

2.4 Navigating the System

The screenshot shows the 'Districts in Franklin School District' page. At the top, the user is identified as 'Administrator: Joan Stoaks'. To the right of the user name is a navigation panel with links for 'Printer-Friendly Version', 'Help', and 'Log Out'. A 'Select a Report' dropdown menu is set to 'Districts Report'. Below this is a table with columns for 'Students' (Registered, Maximum, Remaining) and 'Submissions' (Current Contract, Maximum, Remaining), plus a 'Total' column. The table lists 'Franklin School District' with the following values: Registered: 3, Maximum: 30, Remaining: 500, Current Contract: 470, Maximum: 73, Remaining: 500, Total: 461. A summary row at the bottom shows '1 District' with the same totals. A note at the bottom states 'A deleted student will not be removed from the class total.'

1. The **User Name and Role** (e.g., administrator, instructor, student) appears at the top of the screen.
2. To the right of the User Name is the **Navigation Panel**:
 - Clicking on the **Printer-Friendly Version** link will let you print a screen or report in a printer-formatted version.
 - Clicking on the **Help** link will open and guide you simultaneously and parallel to the screen and task on which you are working.
 - Clicking on the **Log Out** link will log you out and return you to the *Criterion* log-in page. Once you have logged out of *Criterion*, you may close your browser.

- Below the User Name is the **Breadcrumb Trail** which lets you know where you are in the *Criterion* system. As you progress through the system, you can easily return to a previous screen by clicking on the link (which is underlined) in the trail.

2.4 Navigating the System

The screenshot shows the Criterion system interface in a Microsoft Internet Explorer browser window. The title bar reads "Schools in Franklin School District - Microsoft Internet Explorer provided by ETS". The page header includes the ETS logo, the word "Criterion", and the user name "Administrator: Joan Stoaks". A breadcrumb trail is located at the top of the page content, showing "Districts in Franklin School District" and "Schools in Franklin School District". A red oval highlights the breadcrumb trail, and a red box labeled "Breadcrumb Trail" points to it. A red arrow points from the "Schools in Franklin School District" link to a text box that says "Current Screen is the 'Schools' report page." Another red arrow points from the "Districts in Franklin School District" link to a text box that says "Click on this link to return to the 'Districts' report page." The main content area features a "Select a Report" dropdown menu set to "Schools Report". Below this is a table with columns for "Schools", "Classes", "Students" (Registered, Maximum, Remaining), "Submissions" (Current Contract, Maximum, Remaining), and "Total". The table lists three schools: Franklin Elementary School, Franklin High School, and Franklin Middle School. At the bottom of the table, it shows "3 Schools" and a total of 8 registered students, 30 maximum students, 500 remaining students, 470 current contract students, 73 maximum submissions, 500 remaining submissions, and 461 total submissions. A "Select All" link and a "Clear" link are provided below the table. A note at the bottom states "A deleted student will not be removed from the class total."

Schools	Classes	Students			Submissions			Total
		Registered	Maximum	Remaining	Current Contract	Maximum	Remaining	
<input type="checkbox"/> Franklin Elementary School	2	6	20	14	8			8
<input type="checkbox"/> Franklin High School	3	12			12	50	38	12
<input type="checkbox"/> Franklin Middle School	3	12	25	13	53			53
3 Schools		8	30	500	470	73	500	461

- Below the Breadcrumb Trail, the left pane of the screen shows the **MENU** options available from your home page.

2.4 Navigating the System

The screenshot shows the Criterion Administrator interface for Joan Stoaks. The breadcrumb trail at the top reads "Districts in Franklin School District". On the left, a "MENU" sidebar lists various administrative actions. The main content area is titled "Districts in Franklin School District" and includes a "Select a Report:" dropdown menu set to "Districts Report". Below this is a table with columns for "Students" (Registered, Maximum, Remaining) and "Submissions" (Current Contract, Maximum, Remaining), plus a "Total" column. The table lists "Franklin School District" with a checkbox, and a summary row at the bottom shows "1 District" with the same statistics. At the bottom of the table are "Select All" and "Clear" links.

Districts	Schools	Students			Submissions			Total	
		Registered	Maximum	Remaining	Current Contract	Maximum	Remaining		
<input type="checkbox"/> Franklin School District	3	30	500	470	73	500	461	73	
1 District		3	30	500	470	73	500	461	73

- Below the Breadcrumb Trail, the right pane of the screen lists the districts that are assigned to the Administrator. Clicking on a district name will display the schools listed for that district.
- The Administration can select a particular report to view by clicking on the drop-down menu in the *Select a Report* field in the right pane of the screen. (See **Section 8.0 – Create Reports** for information on the specific reports that are available.)
- At the bottom of the right-hand pane are two links: **Select All** and **Clear**.
 - Click **Select All** to select all of the checkboxes next to the district names.
 - Click **Clear** to deselect all of the checkboxes next to the district names.

3.0 ADD, EDIT, OR DELETE A DISTRICT

3.1 Add a District

1. Log in to your *Districts Report* page. (See *Section 2.3 – Log-In* if you do not remember how to log in.)
2. In the *MENU* field of the *Districts Report* screen, click on the **Add New District** link as shown in the example below.

3.1 Add a District

The screenshot shows the Criterion Administrator interface. On the left is a 'MENU' sidebar with 'Add New District' circled in red. A red callout box points to this menu item with the text 'Click on **Add New District**.' In the main content area, the 'Select a Report:' dropdown is also circled in red. Below it is a table with columns for 'Students' (Registered, Maximum, Remaining) and 'Submissions' (Current Contract, Maximum, Remaining), plus a 'Total' column. The table lists 'Franklin School District' with the following values: Registered: 3, Maximum: 30, Remaining: 500, Current Contract: 470, Maximum: 73, Remaining: 500, Total: 461. A summary row at the bottom shows '1 District' with the same numerical values.

	Students			Submissions			Total
	Registered	Maximum	Remaining	Current Contract	Maximum	Remaining	
<input type="checkbox"/> Franklin School District	3	30	500	470	73	500	461
1 District	3	30	500	470	73	500	461

- In the **Add New District** screen, complete the *District ID*, *District Full Name*, and *District Password* fields (see below).



NOTE: The *District ID* must be unique. The District ID will only be used for registration purposes. The District Full Name will be displayed within the website.

- Click **<Save and Return>**. The message box shown below will display indicating that the district has been added.

- Click **<OK>**. You will be returned to the *Districts Report* screen.



NOTE: If you wish to add additional districts at this time, click **<Save>** instead of **<Save and Return>**. After you click **<OK>** in response to the “District Added” message box, you will be returned to the *Add New District* screen where you can add additional districts.

3.2 Edit District Information

1. Log in to your *Districts Report* page. (See *Section 2.3 – Log-In* if you do not remember how to log in.)
2. In the *Districts Report* screen (see below):
 - a. Click in the box next to the name of the District whose information you will be editing.
 - b. Click on the **Edit District Information** link in the *MENU* field.

3.2 Edit District Info

Administrator: Joan Stoaks

Click items in this row to go back

MENU

- Add New District
- Edit District Information**
- Delete District
- Allocate Submissions and Students
- Define Report Standards
- Assignment Options
- Email All Administrators in District
- Email All Instructors in District
- Email All Students in District
- Advanced Import
- Export Report Data
- Archive Portfolios
- Edit My User Information
- District Administrator Options
- Search

Select a Report:
Districts Report

Select one or more districts by clicking the checkboxes to the left of the district names. Then select a function from the menu on the left. Click a district name to access the list of schools for that district.

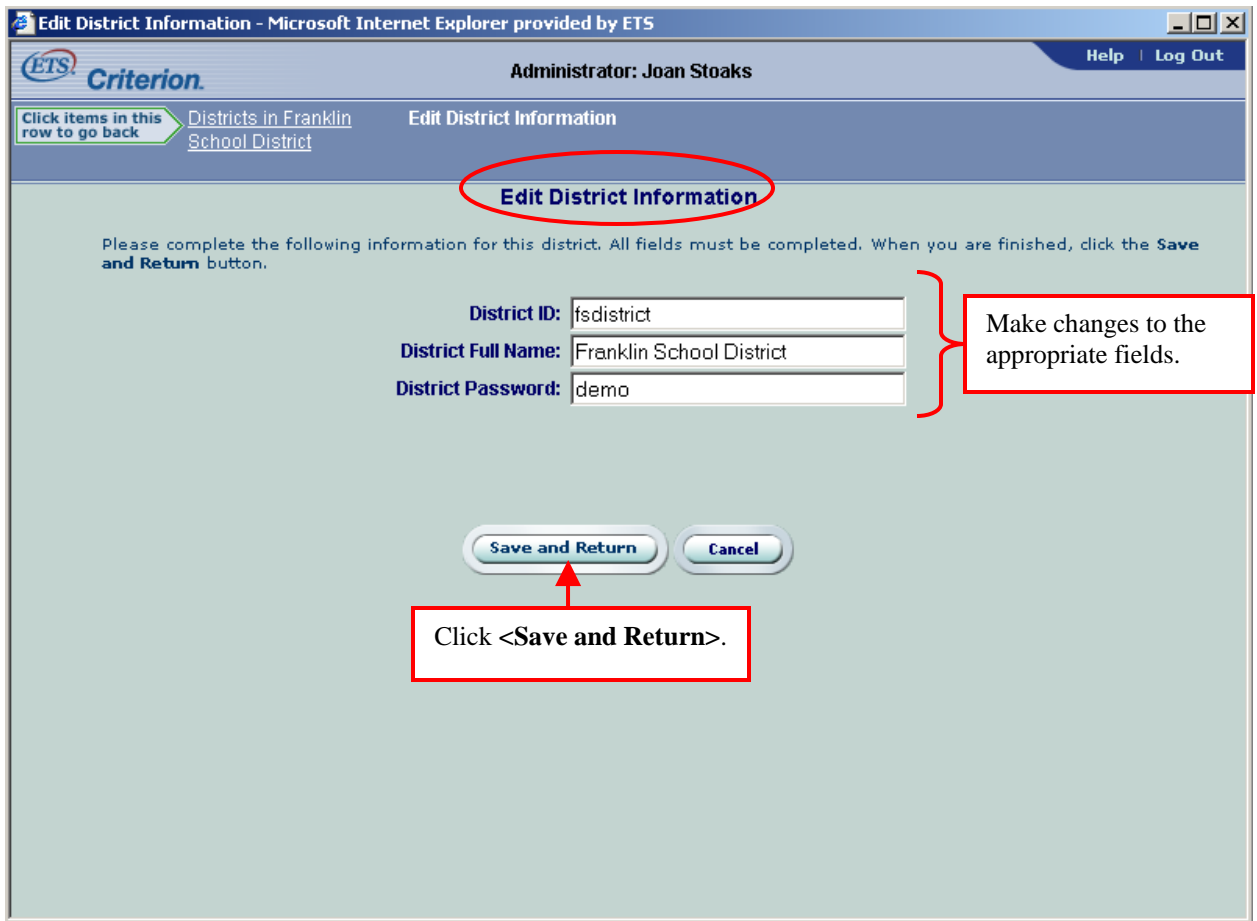
	Districts	Schools	Students			Submissions			Total
			Registered	Maximum	Remaining	Current Contract	Maximum	Remaining	
<input checked="" type="checkbox"/>	Franklin School District	3	30	500	470	73	500	461	73

1 District 3 30 500 470 73 500 461 73

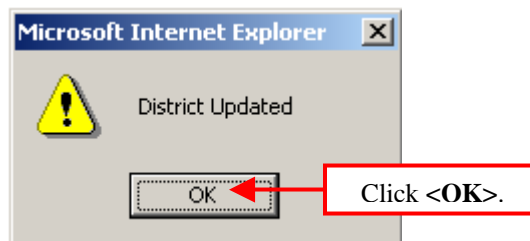
[Select All](#) [Clear](#) A deleted student will not be removed from the class total.

3. In the fields that appear in the *Edit District Information* screen (see below), make the desired revisions.

3.2 Edit District Info



4. Click **<Save and Return>**.
5. The following message box informing you that the District information has been updated will appear.

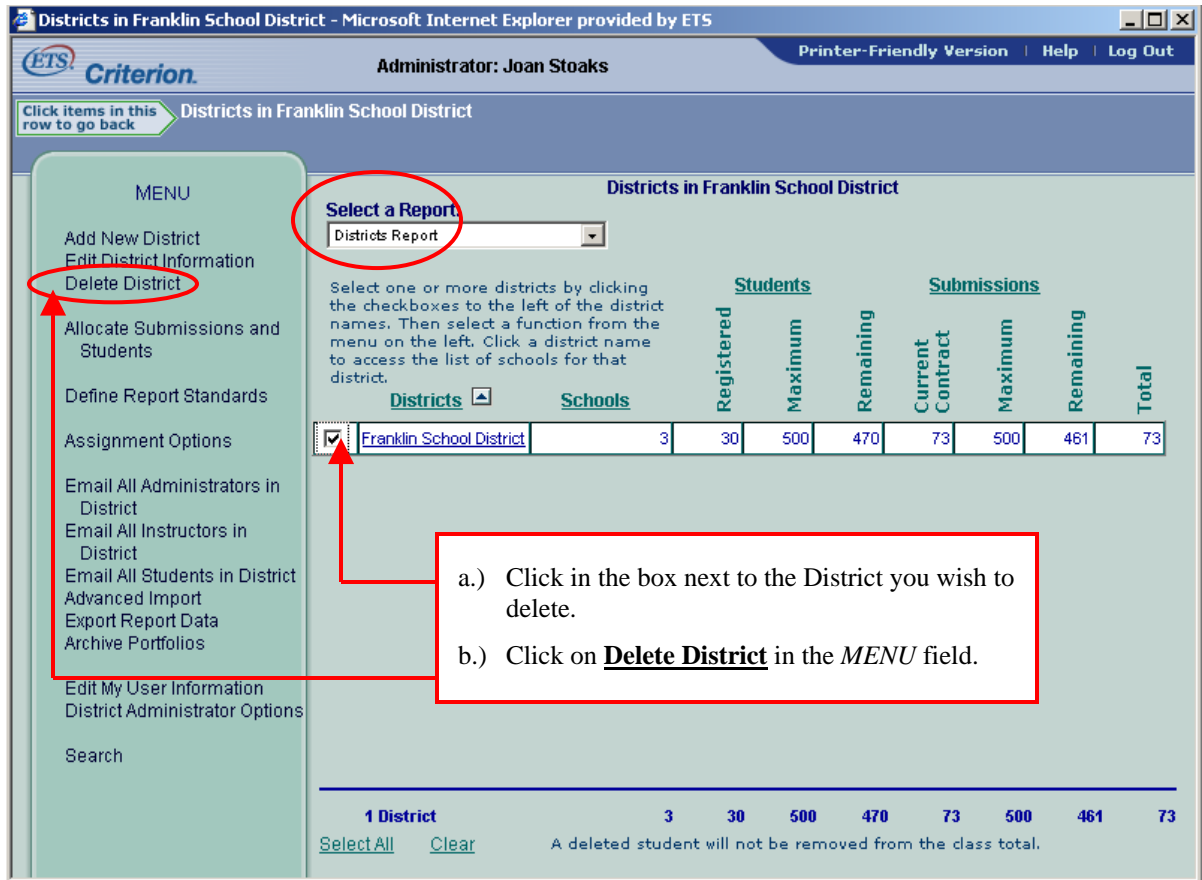


6. Click **<OK>**. You will be returned to the *Districts Report* screen.

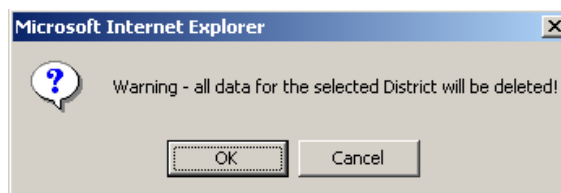
3.3 Delete a District

1. Log in to your *Districts Report* screen. (See *Section 2.3 – Log-In* if you do not remember how to log in.)
2. In the *Districts Report* screen (see below):
 - a. Click in the box next to the name of the District whose information you will be deleting.
 - b. Click on the **Delete District** link in the *MENU* field.

3.3 Delete a District



The following warning message will appear:



3. If you are certain that you want to delete the District (all data related to it will be permanently deleted), click **<OK>**. The District will be deleted and you will be returned to the *Districts Report* screen.

4.0 ADD, EDIT, OR DELETE AN ADMINISTRATOR

The Administrator can add, edit, or delete an administrator, as well as send Email directly to an administrator.

1. Log in to your *Districts Report* screen. (See *Section 2.3 – Log-In* if you do not remember how to log in.)
2. In the main section of the screen (see below):
 - a. Click in the box next to the District with which you will be working.
 - b. In the *MENU* field, click on the **District Administrator Options** link. The *District Administrators* screen will appear.

4.0 Add, Edit, or Delete an Admin

The screenshot shows the Criterion software interface for the 'Districts in Franklin School District' report. The browser title is 'Districts in Franklin School District - Microsoft Internet Explorer provided by ETS'. The user is logged in as 'Administrator: Joan Stoaks'. The interface includes a 'MENU' sidebar on the left with various options. A 'Select a Report:' dropdown menu is set to 'Districts Report'. Below this is a table with columns for 'Districts', 'Schools', 'Students' (Registered, Maximum, Remaining), and 'Submissions' (Current Contract, Maximum, Remaining), plus a 'Total' column. The table shows one district, 'Franklin School District', with 3 schools and various student and submission counts. A red box highlights the 'District Administrator Options' link in the menu, and another red box highlights the checkbox next to 'Franklin School District' in the table. A red arrow points from the second box to the first.

Districts	Schools	Registered	Maximum	Remaining	Current Contract	Maximum	Remaining	Total
<input checked="" type="checkbox"/> Franklin School District	3	30	500	470	73	500	461	73

1 District 3 30 500 470 73 500 461 73

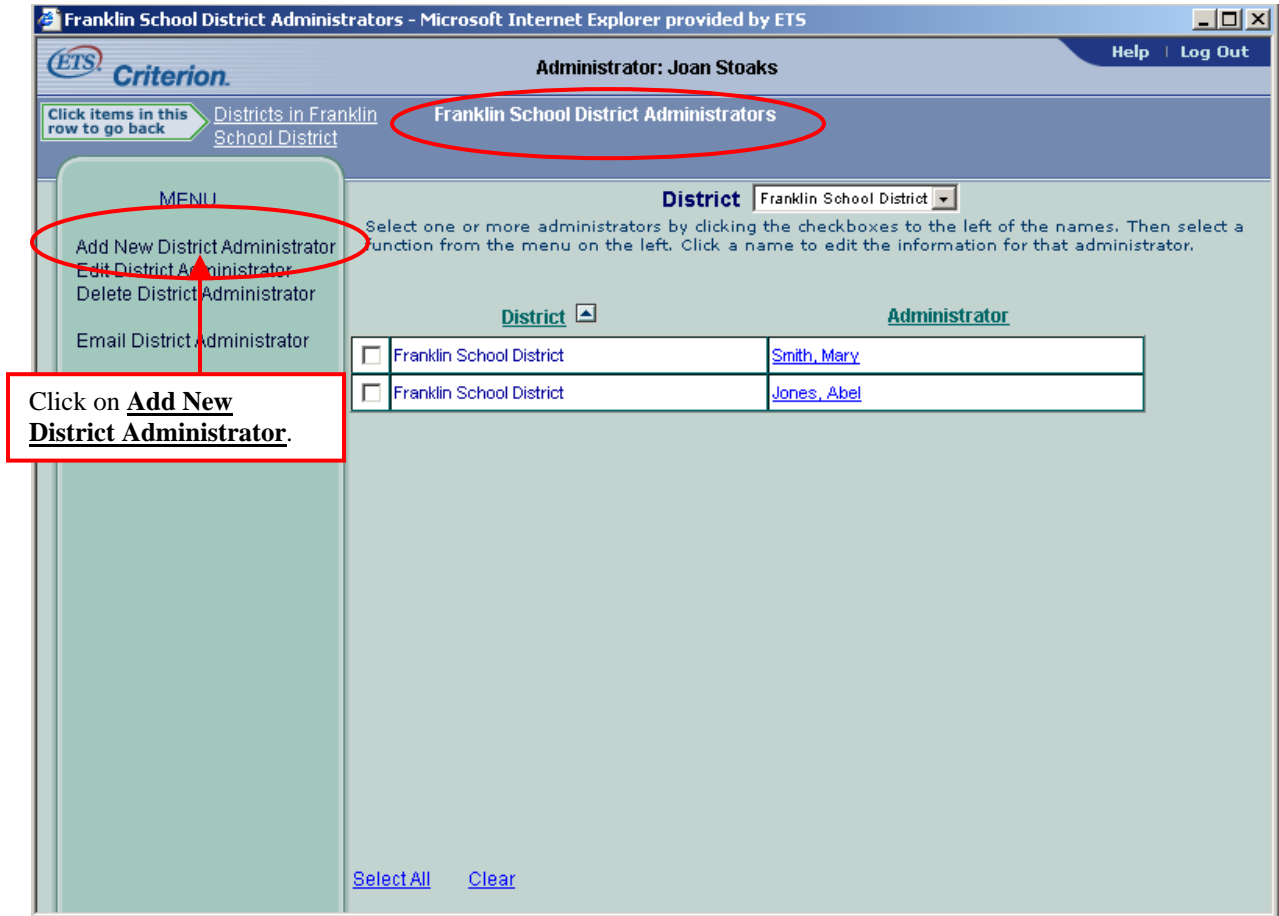
Click on **District Administrator Options**.

Click in the box next to the District with which you will be working.

4.1 Add a District Administrator

1. In the *MENU* field of the *District Administrators* screen, click on the **Add New District Administrator** link. See the example below.

4.1 Add a District Admin



2. In the *Add New Administrator* screen (see below), enter the required information in the appropriate fields. Please remember that the User Name *must be unique*.
3. Click **<Save and Return>**. The administrator will be added and you will be returned to the *District Administrators* screen.

4.1 Add a District Admin



NOTE: If you wish to add additional administrators at this time, click **<Save>**. You will be returned to the *Add New Administrator* screen where you can add additional administrators.

4.2 Edit a District Administrator

1. In the *District Administrators* screen (see below):
 - a. Click in the box next to the district of the administrator whose information you will be editing.
 - b. In the *MENU* field, click on the **Edit District Administrator** link.

4.2 Edit a District Admin

Franklin School District Administrators - Microsoft Internet Explorer provided by ETS

ETS Criterion Administrator: Joan Stoaks Help Log Out

Click items in this row to go back Districts in Franklin School District Franklin School District Administrators

MENU

- Add New District Administrator
- Edit District Administrator**
- Delete District Administrator
- Email District Administrator

District: Franklin School District

Select one or more administrators by clicking the checkboxes to the left of the names. Then select a function from the menu on the left. Click a name to edit the information for that administrator.

	District	Administrator
<input checked="" type="checkbox"/>	Franklin School District	Smith, Mary
<input type="checkbox"/>	Franklin School District	Jones, Abel

Select All Clear

Click on **Edit District Administrator.**

a.) Click in the box next to the District of the Administrator whose information you will be editing.

2. In the *Edit Administrator* screen (see below), make the desired revisions.
3. Click **<Save and Return>**. The information regarding the administrator will be updated and you will be returned to the *District Administrators* screen.

4.2 Edit a District Admin

Edit Administrator: Franklin School District

Please provide the following registration information for this district administrator. The administrator will enter the User Name and Password that you specify below to log on to Criterion. Click the **Save and Return** button when you are finished. **Note:** The User Name you provide must be unique.

Administrator User Name: fsdadmin

Password:

Retype Password:

First Name: Mary

Middle Initial: (Optional)

Last Name: Smith

Email Address: msmith@fsd.org

Click **<Save and Return>**.

Make appropriate revisions.

4.3 Delete a District Administrator

1. In the *District Administrators* screen (see below):
 - a. Click in the box next to the district of the administrator whose information you will be deleting.
 - b. In the *MENU* field, click on the **Delete District Administrator** link.

4.3 Delete a District Admin

Franklin School District Administrators - Microsoft Internet Explorer provided by ETS

ETS Criterion Administrator: Joan Stoaks Help | Log Out

Click items in this row to go back Districts in Franklin School District **Franklin School District Administrators**

MENU

- Add New District Administrator
- Edit District Administrator
- Delete District Administrator**
- Email District Administrator

District: Franklin School District

Select one or more administrators by clicking the checkboxes to the left of the names. Then select a function from the menu on the left. Click a name to edit the information for that administrator.

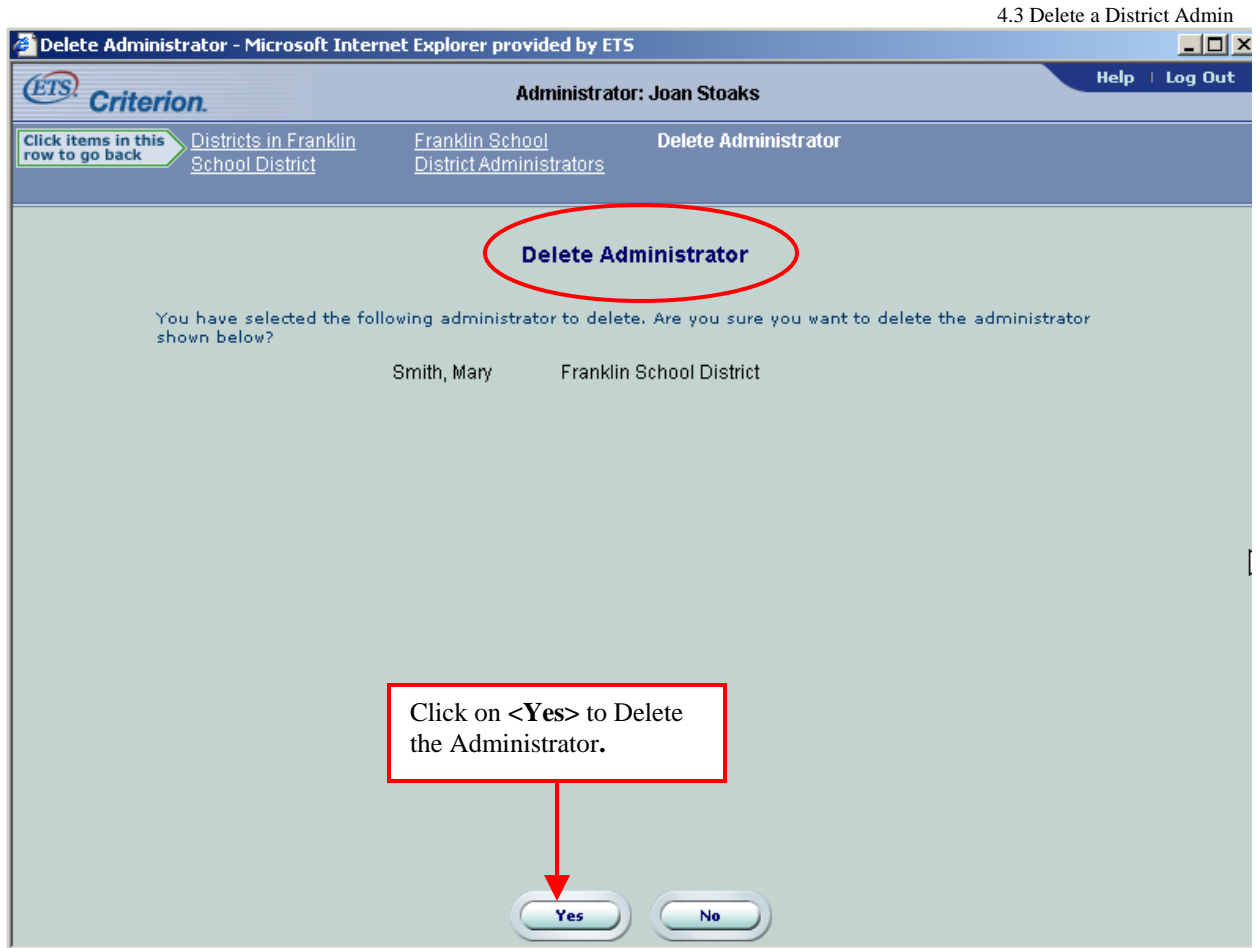
District	Administrator
<input checked="" type="checkbox"/> Franklin School District	Smith, Mary
<input type="checkbox"/> Franklin School District	Jones, Abel

Select All Clear

Click on **Delete District Administrator**.

a.) Click in the box next to the District of the Administrator whose information you will be deleting.

- In the *Delete Administrator* screen (see below), click on **<Yes>**. The information regarding the administrator will be deleted and you will be returned to the *District Administrators* screen.



5.0 ADD, EDIT, OR DELETE A SCHOOL

5.1 Add a School

1. Log in to your *Districts Report* screen. (See *Section 2.3 – Log-In* if you do not remember how to log in.)
2. In main section of the screen (see below), click on the underlined name of the District to which you will be adding a School.

5.1 Add a School

Administrators: Joan Stoaks

Click items in this row to go back

MENU

- Add New District
- Edit District Information
- Delete District
- Allocate Submissions and Students
- Define Report Standards
- Assignment Options
- Email All Administrators in District
- Email All Instructors in District
- Email All Students in District
- Advanced Import
- Export Report Data
- Archive Portfolios
- Edit My User Information
- District Administrator Options
- Search

Select a Report:
Districts Report

Select one or more districts by clicking the checkboxes to the left of the district names. Then select a function from the menu on the left. Click a district name to access the list of schools for that district.

	<u>Districts</u>	<u>Schools</u>	<u>Students</u>			<u>Submissions</u>			<u>Total</u>
			Registered	Maximum	Remaining	Current Contract	Maximum	Remaining	
<input type="checkbox"/>	<u>Franklin School District</u>	3	30	500	470	73	500	461	73

1 District 3 30 500 470 73 500 461 73

Select All Clear A deleted student will not be removed from the class total.

- In the *MENU* field of the *Schools Report* screen which appears, click on the **Add New School** link. See the example below.

5.1 Add a School

MENU

- Add New School**
- Edit School Information
- Delete School
- Assignment Options
 - All Administrators in School
 - Email All Instructors in School
 - Email All Students in School
 - Advanced Import
 - Export Report Data
 - Archive Portfolios
- Edit My User Information
- School Administrator Options
- Instructor Options
- Search

Select a Report: Schools Report

Select one or more schools by clicking the checkboxes to the left of the school names. Then select a function from the menu on the left. Click a school name to access the list of classes for that school.

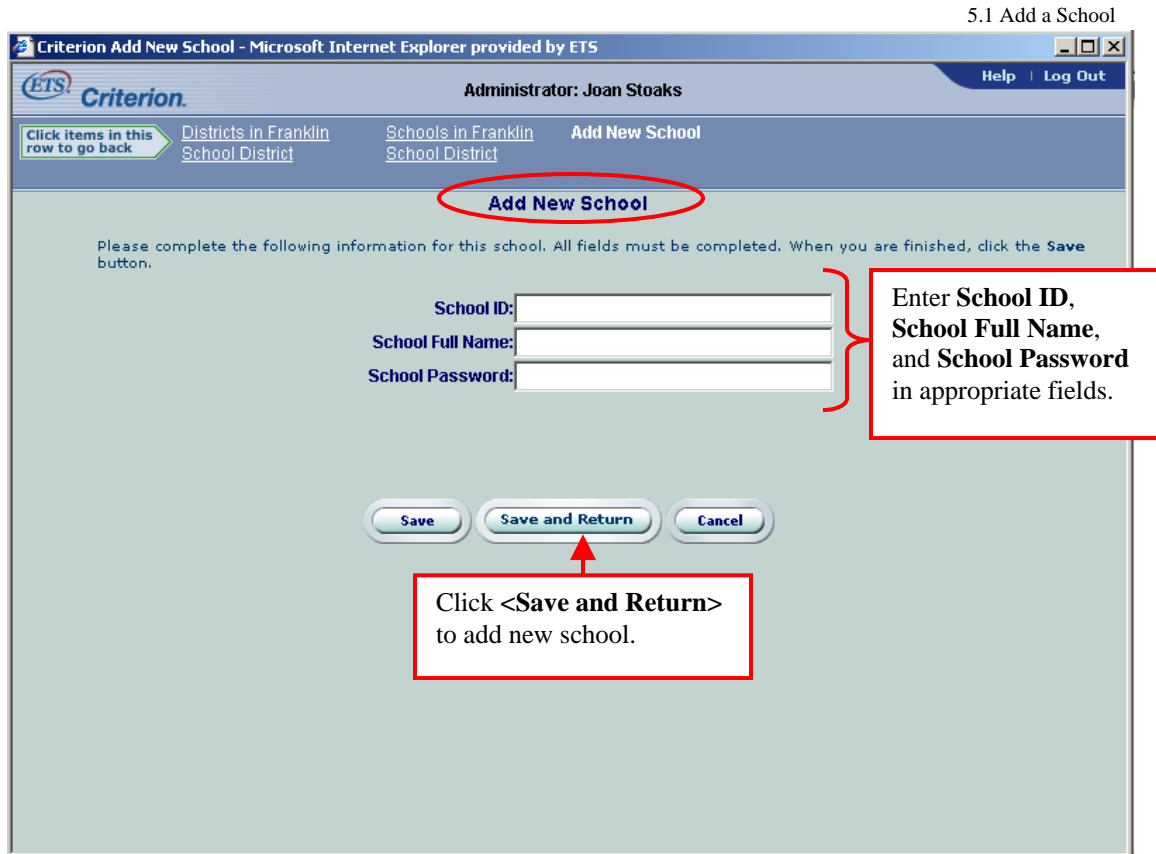
Schools	Classes	Students			Submissions			Total	
		Registered	Maximum	Remaining	Current Contract	Maximum	Remaining		
<input type="checkbox"/> Franklin Elementary School		2	6	20	14	8		8	
<input type="checkbox"/> Franklin High School		3	12			12	50	38	
<input type="checkbox"/> Franklin Middle School		3	12	25	13	53		53	
3 Schools		8	30	500	470	73	500	461	73

[Select All](#) [Clear](#) A deleted student will not be removed from the class total.

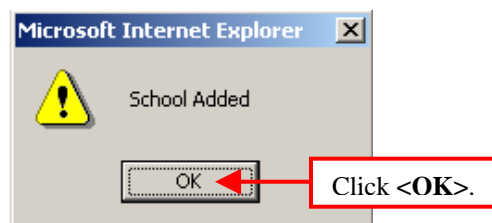
- In the **Add New School** screen, complete the *School ID*, *School Full Name*, and *School Password* fields (see below).



NOTE: The *School ID* must be unique. The School ID will only be used for registration purposes. The School Full Name will be displayed within the website.



- Click **<Save and Return>**. The message box shown below will display indicating that the school has been added.



- Click **<OK>**. You will be returned to the *Schools in District* screen.



NOTE: If you wish to add additional schools at this time, click **<Save>** instead of **<Save and Return>**. After you click **<OK>** in response to the “School Added” message box, you will be returned to the **Add New School** screen where you can add additional schools.

5.2 Edit School Information

1. Log in to your **Districts Report** screen. (See **Section 2.3 – Log-In** if you do not remember how to log in.)
2. In main section of the **Districts Report** screen (see below), click on the underlined name of the District in which you will be editing a School's information.

5.2 Edit School Info

ETS Criterion Administrator: Joan Stoaks Printer-Friendly Version Help Log Out

Click items in this row to go back Districts in Franklin School District

MENU

- Add New District
- Edit District Information
- Delete District
- Allocate Submissions and Students
- Define Report Standards
- Assignment Options
- Email All Administrators in District
- Email All Instructors in District
- Email All Students in District
- Advanced Import
- Export Report Data
- Archive Portfolios
- Edit My User Information
- District Administrator Options
- Search

Select a Report:
Districts Report

Select one or more districts by clicking the checkboxes to the left of the district names. Then select a function from the menu on the left. Click a district name to access the list of schools for that district.

		Students			Submissions				
		Registered	Maximum	Remaining	Current Contract	Maximum	Remaining	Total	
<input type="checkbox"/>	<u>Franklin School District</u>	3	30	500	470	73	500	461	73

1 District 3 30 500 470 73 500 461 73

Select All Clear A deleted student will not be removed from the class total.

3. In main section of the **Schools Report** screen (see below), click in the box next to the name of the School whose information you will be editing.
4. Click on the **Edit School Information** link under the *MENU* field.

5.2 Edit School Info

Schools in Franklin School District

Administrator: Joan Stoaks

Printer-Friendly Version | Help | Log Out

Click items in this row to go back: Districts in Franklin School District

MENU

- Add New School
- Edit School Information**
- Delete School
- Assignment Options
- Email All Administrators in School
- Email All Instructors in School
- Email All Students in School
- Advanced Import
- Export Report Data
- Archive Portfolios
- Edit My User Information
- School Administrator Options
- Instructor Options
- Search

Select a Report: Schools Report

Select one or more schools by clicking the checkboxes to the left of the school names. Then select a function from the menu on the left. Click a school name to access the list of classes for that school.

Schools	Classes	Students			Submissions			Total	
		Registered	Maximum	Remaining	Current Contract	Maximum	Remaining		
<input type="checkbox"/> Franklin Elementary School		2	6	20	14	8		8	
<input checked="" type="checkbox"/> Franklin High School		3	12			12	50	38	12
<input type="checkbox"/> Franklin Middle School		3	12	25	13	53		53	

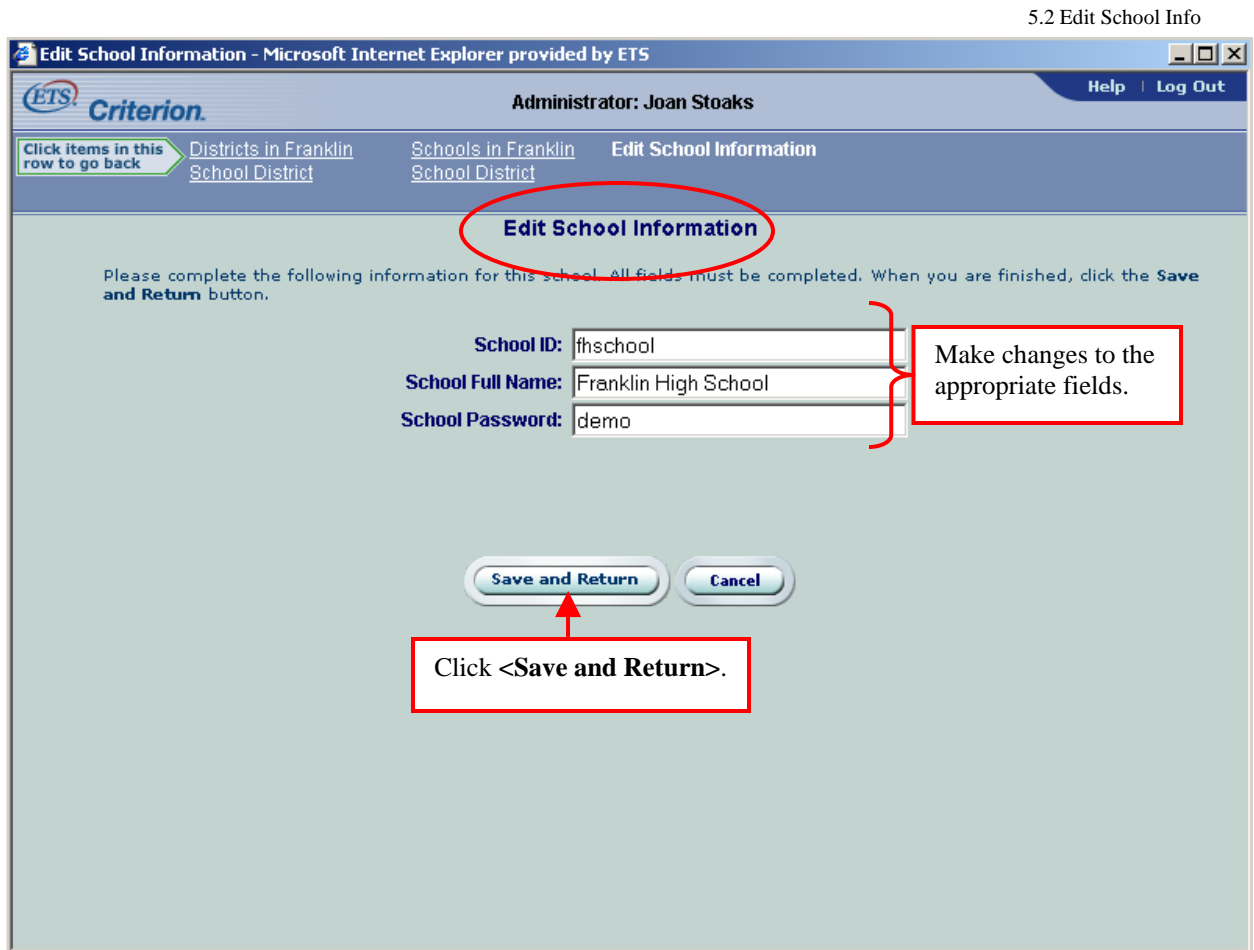
3 Schools 8 30 500 470 73 500 461 73

Select All Clear A deleted student will not be removed from the class total.

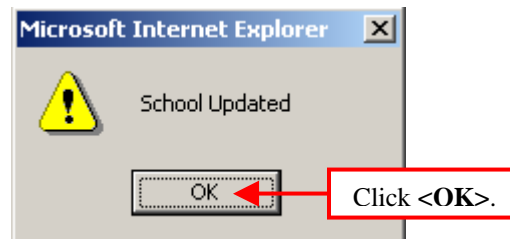
a.) Click in the box next to the School that you will be editing.

b.) Click on **Edit School Information**.

- In the fields that appear in the *Edit School Information* screen, make the desired revisions.



- Click **<Save and Return>**.
- The following message box informing you that the School information has been updated will appear.



- Click **<OK>**. You will be returned to the *Schools Report* screen.

5.3 Delete a School

1. Log in to your **Districts Report** screen. (See **Section 2.3 – Log-In** if you do not remember how to log in.)
2. In main section of the **Districts Report** screen (see below), click on the underlined name of the District from which you will be deleting a School.

5.3 Delete a School

The screenshot shows the 'Districts in Franklin School District' report screen. On the left is a 'MENU' with various administrative options. The main area features a 'Select a Report:' dropdown menu set to 'Districts Report'. Below this is a table with columns for 'Districts', 'Schools', 'Students' (Registered, Maximum, Remaining), 'Submissions' (Current Contract, Maximum, Remaining), and 'Total'. The table contains one row for 'Franklin School District'. A red circle highlights the 'Select a Report:' dropdown, and a red box with an arrow points to the underlined name 'Franklin School District' in the table. A text box below the table says 'Click on the underlined name of the District.' At the bottom, a summary row shows '1 District' and a note: 'A deleted student will not be removed from the class total.'

Districts		Students			Submissions			Total	
	Schools	Registered	Maximum	Remaining	Current Contract	Maximum	Remaining		
<input type="checkbox"/>	<u>Franklin School District</u>	3	30	500	470	73	500	461	73
1 District		3	30	500	470	73	500	461	73

3. In the **Schools Report** screen that appears (see below):
 - a. Click in the box next to the name of the School that you will be deleting.
 - b. Click on the **Delete School** link in the **MENU** field.

5.3 Delete a School

Schools in Franklin School District

Administrator: Joan Stoaks

Click items in this row to go back: [Districts in Franklin School District](#) | [Schools in Franklin School District](#)

MENU

- Add New School
- Edit School Information**
- Delete School**
- Assignment Options
- Email All Administrators in School
- Email All Instructors in School
- Email All Students in School
- Advanced Import
- Export Report Data
- Archive Portfolios
- Edit My User Information
- School Administrator Options
- Instructor Options
- Search

Select a Report: Schools Report

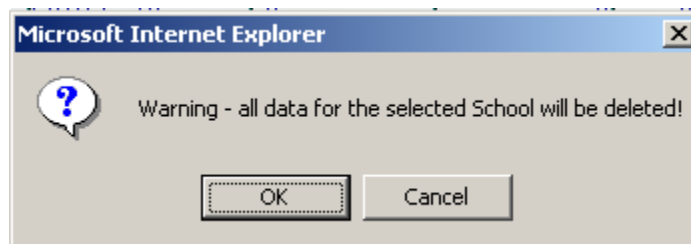
Select one or more schools by clicking the checkboxes to the left of the school names. Then select a function from the menu on the left. Click a school name to access the list of classes for that school.

	Schools	Classes	Students			Submissions			Total
			Registered	Maximum	Remaining	Current Contract	Maximum	Remaining	
<input type="checkbox"/>	Franklin Elementary School		2	6	20	14	8		8
<input checked="" type="checkbox"/>	Franklin High School		3	12			12	50	38
<input type="checkbox"/>	Franklin Middle School		3	12	25	13	53		53

3 Schools 8 30 500 470 73 500 461 73

[Select All](#) [Clear](#) A deleted student will not be removed from the class total.

4. The following **warning message** will appear:



5. If you are certain that you want to delete the School (all data related to it will be permanently deleted), click **<OK>**. The School will be deleted and you will be returned to the **Schools in District** screen.

6.0 ADD, EDIT, OR DELETE A CLASS

6.1 Add a Class

1. Log in to your *Districts Report* page. (See *Section 2.3 – Log-In* if you do not remember how to log in.)
2. In main section of the screen (see below), click on the underlined name of the District of the School to which you will be adding a Class.

6.1 Add a Class

The screenshot shows the Criterion Administrator interface. At the top, it says "Districts in Franklin School District - Microsoft Internet Explorer provided by ETS". The user is identified as "Administrator: Joan Stoaks". There are links for "Printer-Friendly Version", "Help", and "Log Out".

On the left is a "MENU" with various options like "Add New District", "Edit District Information", "Delete District", etc.

The main content area is titled "Districts in Franklin School District". It features a "Select a Report:" dropdown menu (circled in red) currently set to "Districts Report". Below this is a table with columns for "Districts", "Schools", "Registered", "Maximum", "Remaining", "Current Contract", "Maximum", "Remaining", and "Total".

	Districts	Schools	Registered	Maximum	Remaining	Current Contract	Maximum	Remaining	Total
<input type="checkbox"/>	<u>Franklin School District</u>	3	33	500	469	82	500	461	82

A red arrow points from a red-bordered box containing the text "Click on the underlined name of the District." to the underlined text "Franklin School District" in the table.

At the bottom of the table area, it shows "1 District" and "3 33 500 469 82 500 461 82". There are also links for "Select All" and "Clear", and a note: "A deleted student will not be removed from the class total."

3. In the **Schools Report** screen that appears (see below), click on the underlined name of the School to which you will be adding a Class.

6.1 Add a Class

Schools in Franklin School District

Select a Report:
Schools Report

Select one or more schools by clicking the checkboxes to the left of the school names. Then select a function from the menu on the left. Click a school name to access the list of classes for that school.

Schools	Classes	Students			Submissions			Total
		Registered	Maximum	Remaining	Current Contract	Maximum	Remaining	
<input type="checkbox"/> <u>Franklin Elementary School</u>	2	6	20	14	8			8
<input type="checkbox"/> <u>Franklin High School</u>	3	14			12	60	48	12
<input type="checkbox"/> <u>Franklin Middle School</u>	3	13	25	12	62			62

3 Schools 8 33 500 469 82 500 461 82

[Select All](#) [Clear](#) A deleted student will not be removed from the class total.

- In the *MENU* field of the *Classes Report* screen which appears, click on the **Add New Class** link. See the example below.

6.1 Add a Class

The screenshot shows the 'Classes in Franklin Middle School' interface. On the left is a 'MENU' sidebar with the following items: Add New Class, Edit Class Information, Delete Class, Assign Instructors, Print Reports, Email All Students in Class, Advanced Import, Export Report Data, Archive Portfolios, Edit My User Information, Instructor Options, and Search. The 'Add New Class' item is circled in red. A red arrow points from a box containing the text 'Click on Add New Class.' to this item. In the main content area, there is a 'Select a Report:' dropdown menu with 'Classes Report' selected, also circled in red. Below this is a table with the following data:

Classes	Students Registered	Current Contract Submissions	Total Submissions
<input type="checkbox"/> 6th Grade English-Jones	3	8	8
<input type="checkbox"/> 7th Grade English-Jones	3	3	3
<input type="checkbox"/> 8th Grade English-Jeters	7	51	51

At the bottom of the table, there is a summary row: **3 Classes**, **13**, **62**, **62**. Below this are links for 'Select All' and 'Clear', and a note: 'A deleted student will not be removed from the class total.'

5. In the *Add New Class* screen (see below):
 - a. Complete the Class ID, Class Full Name, and Class Password fields.
 - b. In the *Writer's Handbook Version* field, use the pull down menu to select the version of the **Writer's Handbook** that the class will have access to. Choices include Descriptive, Elementary, ELL, High School and College, Middle School or Spanish.
 - c. In the *Time Zone* field, use the pull down menu to select the appropriate Time Zone.
 - d. Click in the checkbox to make the appropriate dictionary available for the class. Current options are "American" and "British." (The default selection is "American.")
 - e. If you want the students in this class to be able to view each other's work, click in the box that grants this permission.

6.1 Add a Class

The screenshot shows the 'Add New Class' form in a Microsoft Internet Explorer browser window. The page title is 'Add New Class - Microsoft Internet Explorer provided by ETS'. The user is identified as 'Administrator: Joan Stoaks'. The breadcrumb trail shows 'Districts in Franklin School District', 'Schools in Franklin School District', and 'Classes in Franklin Middle School'. The 'Add New Class' link is circled in red. Below the breadcrumb trail, there is a blue bar with navigation links: 'Click items in this row to go back', 'Districts in Franklin School District', 'Schools in Franklin School District', 'Classes in Franklin Middle School', and 'Add New Class'. The main form area contains the following fields and options:

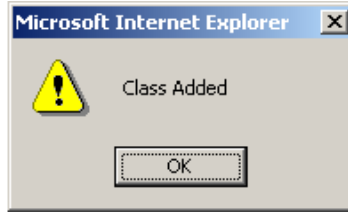
- Class ID:** Text input field.
- Class Full Name:** Text input field.
- Class Password:** Text input field.
- Writer's Handbook Version:** Pull-down menu.
- Time Zone:** Pull-down menu (currently showing '(GMT-5:00) Eastern Time (US and Canada)').
- Make the following dictionaries available to this class:**
 - American
 - British
- Students of this class can view each other's work

At the bottom of the form are three buttons: 'Save', 'Save and Return' (circled in red), and 'Cancel'. Red callout boxes with arrows point to various elements:

- Box a.) points to the Class ID, Class Full Name, and Class Password fields.
- Box b.) points to the Writer's Handbook Version pull-down menu.
- Box c.) points to the Time Zone pull-down menu.
- Box d.) points to the American and British dictionary checkboxes.
- Box e.) points to the 'Students of this class can view each other's work' checkbox.

6. At the bottom of the *Add New Class* screen, click **<Save and Return>**.

- Click **<OK>** in the message box that appears indicating that the class has been added. (See below.) You will be returned to the **Classes Report** screen.



NOTE: If you wish to add additional classes at this time, click **<Save>** instead of **<Save and Return>**. After you click **<OK>** in response to the “Class Added” message box, you will be returned to the **Add New Class** screen where you can add additional classes.

6.2 Edit Class Information

- Log in to your **Districts Report** screen. (See **Section 2.3 – Log-In** if you do not remember how to log in.)
- In main section of the screen (see below), click on the underlined name of the District of the School in which you will be editing class information.

6.2 Edit Class Info

The screenshot shows the 'Districts in Franklin School District' interface. On the left is a 'MENU' with various options. The main area has a 'Select a Report' dropdown menu set to 'Districts Report'. Below this is a table with columns for 'Students' (Registered, Maximum, Remaining) and 'Submissions' (Current Contract, Maximum, Remaining, Total). The table contains one row for 'Franklin School District' with the following values: Registered: 3, Maximum: 33, Remaining: 500, Current Contract: 469, Maximum: 82, Remaining: 500, Total: 461. A red circle highlights the 'Select a Report' dropdown, and a red box highlights the 'Franklin School District' name in the table, with an arrow pointing to it. A text box says 'Click on the underlined name of the District.'

	Students			Submissions			Total
	Registered	Maximum	Remaining	Current Contract	Maximum	Remaining	
<input type="checkbox"/> <u>Franklin School District</u>	3	33	500	469	82	500	461

3. In the **Schools Report** screen that appears (see below), click on the underlined name of the School in which you will be editing class information.

6.2 Edit Class Info

Schools in Franklin School District - Microsoft Internet Explorer provided by ETS

Administrator: Joan Stoaks

Click items in this row to go back

MENU

- Add New School
- Edit School Information
- Delete School
- Assignment Options
- Email All Administrators in School
- Email All Instructors in School
- Email All Students in School
- Advanced Import
- Export Report Data
- Archive Portfolios
- Edit My User Information
- School Administrator Options
- Instructor Options
- Search

Select a Report:
Schools Report

Select one or more schools by clicking the checkboxes to the left of the school names. Then select a function from the menu on the left. Click a school name to access the list of classes for that school.

Schools		Students			Submissions			Total
	Classes	Registered	Maximum	Remaining	Current Contract	Maximum	Remaining	
<input type="checkbox"/>	<u>Franklin Elementary School</u>	2	6	20	14	8		8
<input type="checkbox"/>	<u>Franklin High School</u>	3	14			12	60	48
<input type="checkbox"/>	<u>Franklin Middle School</u>	3	13	25	12	62		62

3 Schools 8 33 500 469 82 500 461 82

Select All Clear A deleted student will not be removed from the class total.

4. In main section of the **Classes Report** screen that appears (see below):
 - a. Click in the box next to the class whose information you will be editing.
 - b. Click on the **Edit Class Information** link in the *MENU* field.

6.2 Edit Class Info

The screenshot shows the Criterion software interface for 'Classes in Franklin Middle School'. The browser title is 'Classes in Franklin Middle School - Microsoft Internet Explorer provided by ETS'. The administrator is identified as 'Joan Stoaks'. The interface includes a navigation menu on the left with options like 'Add New Class', 'Edit Class Information', and 'Delete Class'. A 'Select a Report' dropdown menu is set to 'Classes Report'. Below this is a table with columns for 'Classes', 'Students Registered', 'Current Contract Submissions', and 'Total Submissions'. The table lists four classes: '8th Grade English-Jones', '7th Grade English-Jones', '8th Grade English-Jettens', and 'New Class'. The 'New Class' row has a checked checkbox. A text box with instructions points to the 'Edit Class Information' menu item and the checkbox for the 'New Class' row.

Classes	Students Registered	Current Contract Submissions	Total Submissions
<input type="checkbox"/> 8th Grade English-Jones	3	8	8
<input type="checkbox"/> 7th Grade English-Jones	3	3	3
<input type="checkbox"/> 8th Grade English-Jettens	7	51	51
<input checked="" type="checkbox"/> New Class	0	0	0

4 Classes 13 62 62

Select All Clear A deleted student will not be removed from the class total.

- In the **Edit Class Information** screen that appears, make revisions in the appropriate fields as shown below.

6.2 Edit Class Info

Edit Class Information

Please complete the following information for this class. All fields must be completed. When you are finished, click the **Save and Return** button.

Class ID: classexample
Class Full Name: New Class
Class Password: new
Writer's Handbook Version: Middle School
Time Zone: ((GMT-5:00) Eastern Time (US and Canada))

Make the following dictionaries available to this class:

American British

Students of this class can view each other's work

Click <Save and Return>.

- Click **<Save and Return>**.
- The following message box informing you that the class information has been updated will appear.

Class Updated

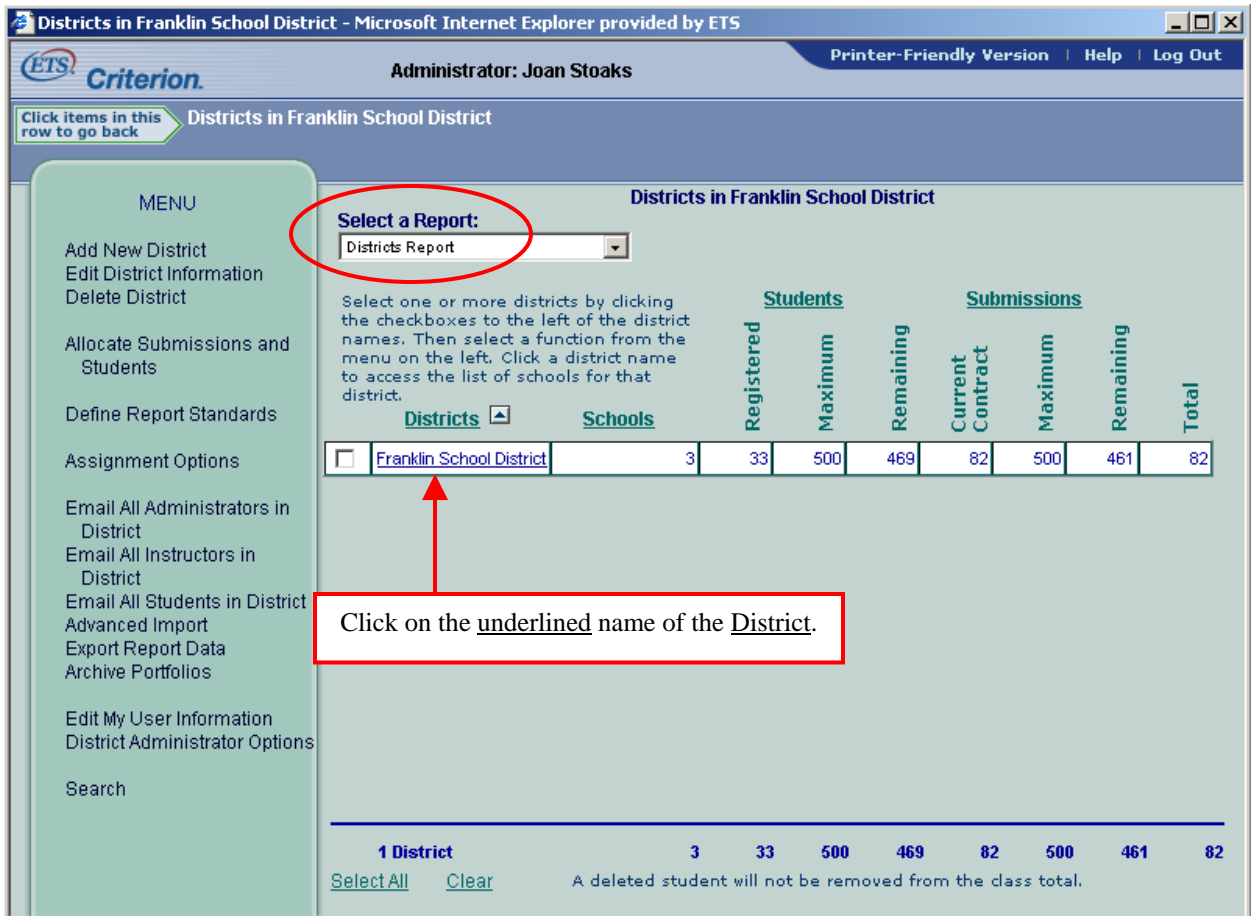
Click <OK>.

- Click **<OK>**. You will be returned to the **Classes Report** screen.

6.3 Delete a Class

1. Log in to your *Districts Report* page. (See *Section 2.3 – Log-In* if you do not remember how to log in.)
2. In the main section of the screen (see below), click on the underlined name of the District of the School from which you will be deleting a Class.

6.3 Delete a Class



The screenshot shows the Criterion Administrator interface. At the top, it says "Districts in Franklin School District - Microsoft Internet Explorer provided by ETS". The user is logged in as "Administrator: Joan Stoaks". There are links for "Printer-Friendly Version", "Help", and "Log Out".

On the left is a "MENU" with various options like "Add New District", "Edit District Information", "Delete District", etc.

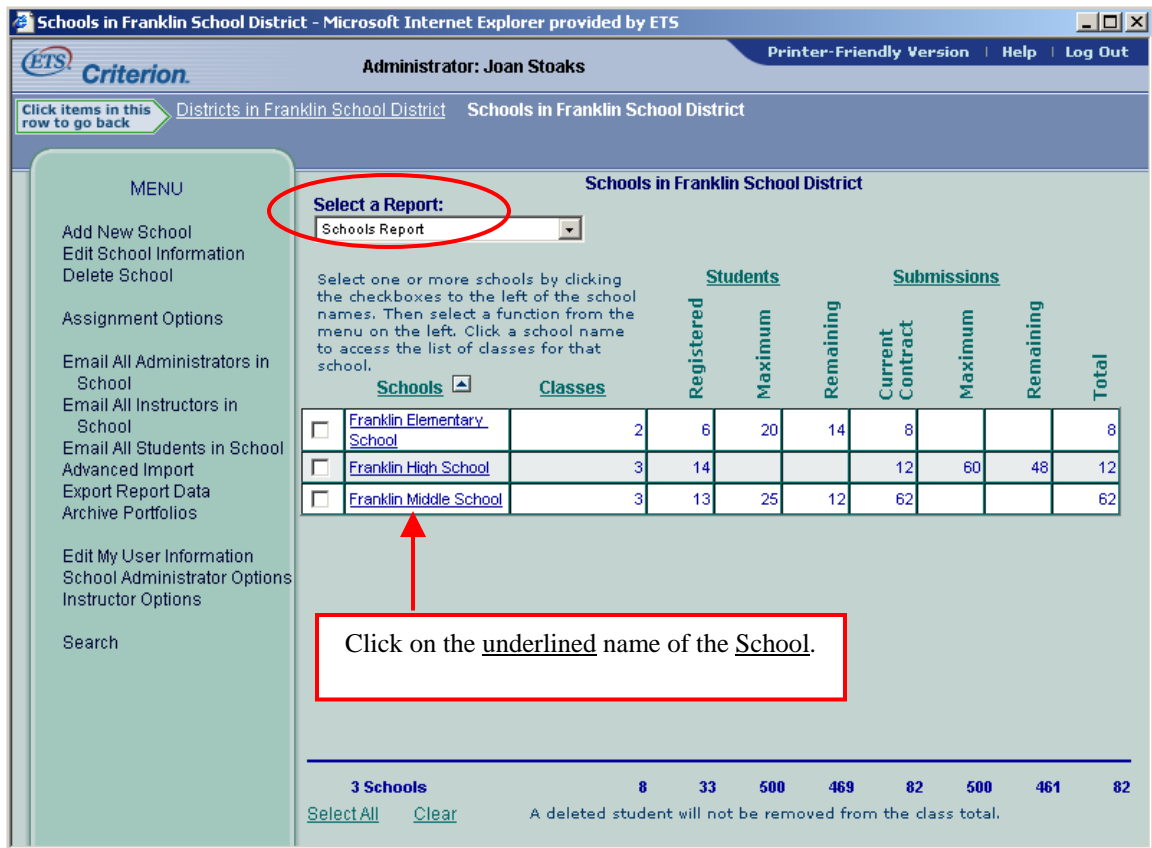
The main content area is titled "Districts in Franklin School District". It features a "Select a Report:" dropdown menu (circled in red) currently set to "Districts Report". Below this is a table with columns for "Students" (Registered, Maximum, Remaining) and "Submissions" (Current Contract, Maximum, Remaining), plus a "Total" column. The table has one row for "Franklin School District" (underlined in blue), with values: 3, 33, 500, 469, 82, 500, 461, 82. A red arrow points from a text box below to the underlined district name.

The text box contains the instruction: "Click on the underlined name of the District."

At the bottom of the table, it shows "1 District" and a total row with values: 3, 33, 500, 469, 82, 500, 461, 82. There are "Select All" and "Clear" links, and a note: "A deleted student will not be removed from the class total."

- In the **Schools Report** screen that appears (see below), click on the underlined name of the School from which you will be deleting a Class.

6.3 Delete a Class



Schools in Franklin School District - Microsoft Internet Explorer provided by ETS

Administrator: Joan Stoaks

Printer-Friendly Version | Help | Log Out

Click items in this row to go back

Districts in Franklin School District Schools in Franklin School District

MENU

- Add New School
- Edit School Information
- Delete School
- Assignment Options
- Email All Administrators in School
- Email All Instructors in School
- Email All Students in School
- Advanced Import
- Export Report Data
- Archive Portfolios
- Edit My User Information
- School Administrator Options
- Instructor Options
- Search

Select a Report: Schools Report

Select one or more schools by clicking the checkboxes to the left of the school names. Then select a function from the menu on the left. Click a school name to access the list of classes for that school.

	Classes	Students			Submissions			Total
		Registered	Maximum	Remaining	Current Contract	Maximum	Remaining	
<input type="checkbox"/> <u>Franklin Elementary School</u>	2	6	20	14	8			8
<input type="checkbox"/> <u>Franklin High School</u>	3	14			12	60	48	12
<input type="checkbox"/> <u>Franklin Middle School</u>	3	13	25	12	62			62

3 Schools 8 33 500 469 82 500 461 82

[Select All](#) [Clear](#) A deleted student will not be removed from the class total.

4. In main section of the **Classes Report** screen that appears, click in the box next to the class you will be deleting (see below).
5. Click on the **Delete Class** link in the **MENU** field.

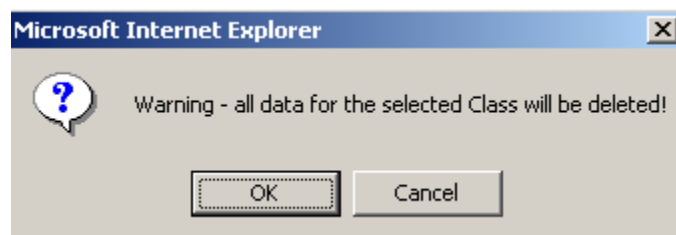
6.3 Delete a Class

The screenshot shows the 'Classes in Franklin Middle School' report interface. On the left is a 'MENU' sidebar with various options. The 'Delete Class' option is circled in red. A red arrow points from this option to a checkbox in the 'New Class' row of the class list table. A red box highlights the checkbox and contains the text: 'Click in the box next to the Class that you will be deleting. Click on **Delete Class** in the **MENU** field.'

Classes	Students Registered	Current Contract Submissions	Total Submissions
<input type="checkbox"/> 8th Grade English-Jones	3	8	8
<input type="checkbox"/> 7th Grade English-Jones	3	3	3
<input type="checkbox"/> 8th Grade English-Jettens	7	51	51
<input checked="" type="checkbox"/> New Class	0	0	0

4 Classes 13 62 62
 Select All Clear A deleted student will not be removed from the class total.

6. The following warning message will appear:



7. If you are certain that you want to delete the class (all data related to it will be permanently deleted), click **<OK>**. The class will be deleted and you will be returned to the **Classes in School** screen.

7.0 ADD, EDIT, OR DELETE AN INSTRUCTOR

7.1 Add an Instructor

1. Log in to your *Districts Report* page. (See *Section 2.3 – Log-In* if you do not remember how to log in.)
2. In main section of the screen (see below), click on the underlined name of the District of the School to which you will be adding an Instructor.

7.1 Add an Instructor

ETS Criterion Administrator: Joan Stoaks Printer-Friendly Version | Help | Log Out

Click items in this row to go back Districts in Franklin School District

MENU

- Add New District
- Edit District Information
- Delete District
- Allocate Submissions and Students
- Define Report Standards
- Assignment Options
- Email All Administrators in District
- Email All Instructors in District
- Email All Students in District
- Advanced Import
- Export Report Data
- Archive Portfolios
- Edit My User Information
- District Administrator Options
- Search

Select a Report:
Districts Report

Select one or more districts by clicking the checkboxes to the left of the district names. Then select a function from the menu on the left. Click a district name to access the list of schools for that district.

Districts		Students			Submissions			Total	
Registered	Maximum	Remaining	Current Contract	Maximum	Remaining				
<input type="checkbox"/>	<u>Franklin School District</u>	3	33	500	469	82	500	461	82

1 District 3 33 500 469 82 500 461 82

[Select All](#) [Clear](#) A deleted student will not be removed from the class total.

3. In the **Schools Report** screen that appears (see below),
 - a. Click in the box next to the School to which you will be adding an instructor
 - b. In the **MENU** field, click on the **Instructor Options** link.

7.1 Add an Instructor

Schools in Franklin School District - Microsoft Internet Explorer provided by ETS

Administrator: Joan Stoaks

Click items in this row to go back: Districts in Franklin School District Schools in Franklin School District

MENU

- Add New School
- Edit School Information
- Delete School
- Assignment Options
- Email All Administrators in School
- Email All Instructors in School
- Email All Students in School
- Advanced Import
- Export Report Data
- Archive Portfolios
- Edit My User Information
- School Administrator Options
- Instructor Options**
- Search

Select a Report: Schools Report

Select one or more schools by clicking the checkboxes to the left of the school names. Then select a function from the menu on the left. Click a school name to access the list of classes for that school.

Schools	Classes	Students			Submissions			Total
		Registered	Maximum	Remaining	Current Contract	Maximum	Remaining	
<input type="checkbox"/> Franklin Elementary School		2	6	20	14	8		8
<input type="checkbox"/> Franklin High School		3	14			12	60	48
<input checked="" type="checkbox"/> Franklin Middle School		4	13	25	12	62		62

3 Schools 9 33 500 469 82 500 461 82

Select All Clear A deleted student will not be removed from the class total.

4. In the **Instructors** screen which appears, click on the **Add New School Instructor** link under the **MENU** field. See the example below.

7.1 Add an Instructor

Franklin School District Instructors - Microsoft Internet Explorer provided by ETS

Administrator: Joan Stoaks

Click items in this row to go back: Districts in Franklin School District Schools in Franklin School District **Franklin School District Instructors**

MENU

- Add New Instructor**
- Edit Instructor
- Delete Instructor

School: Franklin Middle School

Select one or more instructors by clicking the checkboxes to the left of the names. Then select a function from the menu on the left. Click a name to edit the information for that instructor.

School	Instructor
<input type="checkbox"/> Franklin Middle School	teacher_test
<input type="checkbox"/> Franklin Middle School	Jones, John

- In the **Add New Instructor** screen (shown below), enter the required information.

7.1 Add an Instructor

Enter **required information** in appropriate fields.

Click <Save and Return>.



NOTE: The Instructor User Name must be unique.

- At the bottom of the **Add New Instructor** screen, click **<Save and Return>** to save the new instructor information and return to the **Instructors** screen.



NOTE: If you wish to add additional instructors at this time, click **<Save>** instead of **<Save and Return>**. You will be returned to the **Add New Instructor** screen where you can add additional instructors.

7.2 Edit Instructor Information

1. Log in to your *Districts Report* page. (See *Section 2.3 – Log-In* if you do not remember how to log in.)
2. In main section of the screen (see below), click on the underlined name of the District of the School in which you will be editing instructor information.

7.2 Edit Instructor Info

The screenshot shows the Criterion Administrator interface for 'Districts in Franklin School District'. The browser title is 'Districts in Franklin School District - Microsoft Internet Explorer provided by ETS'. The user is identified as 'Administrator: Joan Stoaks'. The page includes a 'MENU' on the left with options like 'Add New District', 'Edit District Information', and 'Delete District'. The main content area features a 'Select a Report:' dropdown menu set to 'Districts Report'. Below this is a table with columns for 'Districts', 'Schools', 'Students' (Registered, Maximum, Remaining), 'Submissions' (Current Contract, Maximum, Remaining), and 'Total'. The table contains one row for 'Franklin School District' with values: 3, 33, 500, 469, 82, 500, 461, 82. A red circle highlights the 'Select a Report:' dropdown, and a red box highlights the instruction 'Click on the underlined name of the District.' with an arrow pointing to the underlined text 'Franklin School District' in the table. At the bottom, it shows '1 District' and a 'Select All' button.

Districts	Schools	Students			Submissions			Total
		Registered	Maximum	Remaining	Current Contract	Maximum	Remaining	
<input type="checkbox"/> <u>Franklin School District</u>	3	33	500	469	82	500	461	82

1 District
[Select All](#) [Clear](#) A deleted student will not be removed from the class total.

3. In the **Schools Report** screen (see below):
 - a. Select the School in which you will be editing instructor information by clicking in the checkbox to the left of the school name.
 - b. In the **MENU** field, click on the **Instructor Options** link.

7.2 Edit Instructor Info

Schools in Franklin School District

Select one or more schools by clicking the checkboxes to the left of the school names. Then select a function from the menu on the left. Click a school name to access the list of classes for that school.

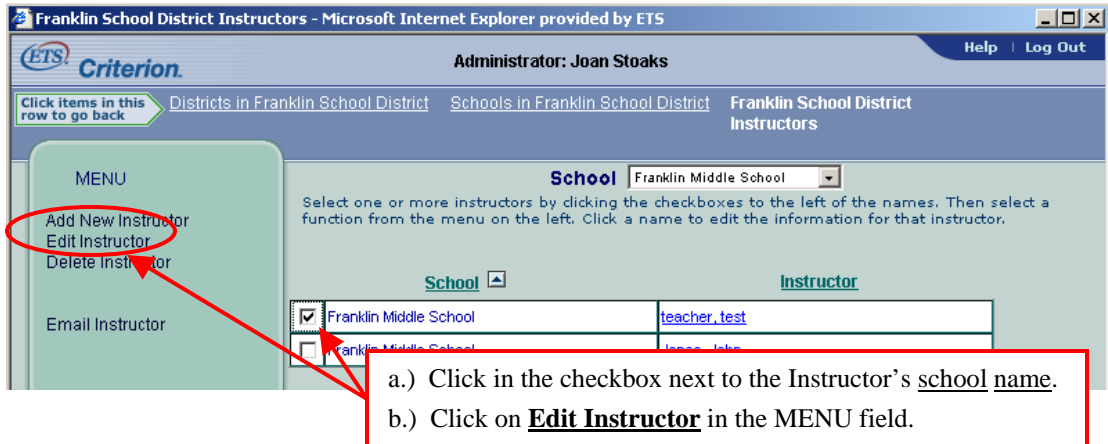
Schools	Classes	Students			Submissions			Total
		Registered	Maximum	Remaining	Current Contract	Maximum	Remaining	
<input type="checkbox"/> Franklin Elementary School	2	6	20	14	8			8
<input type="checkbox"/> Franklin High School	3	14			12	60	48	12
<input checked="" type="checkbox"/> Franklin Middle School	4	13	25	12	62			62

3 Schools 9 33 500 469 82 500 461 82

Select All Clear A deleted student will not be removed from the class total.

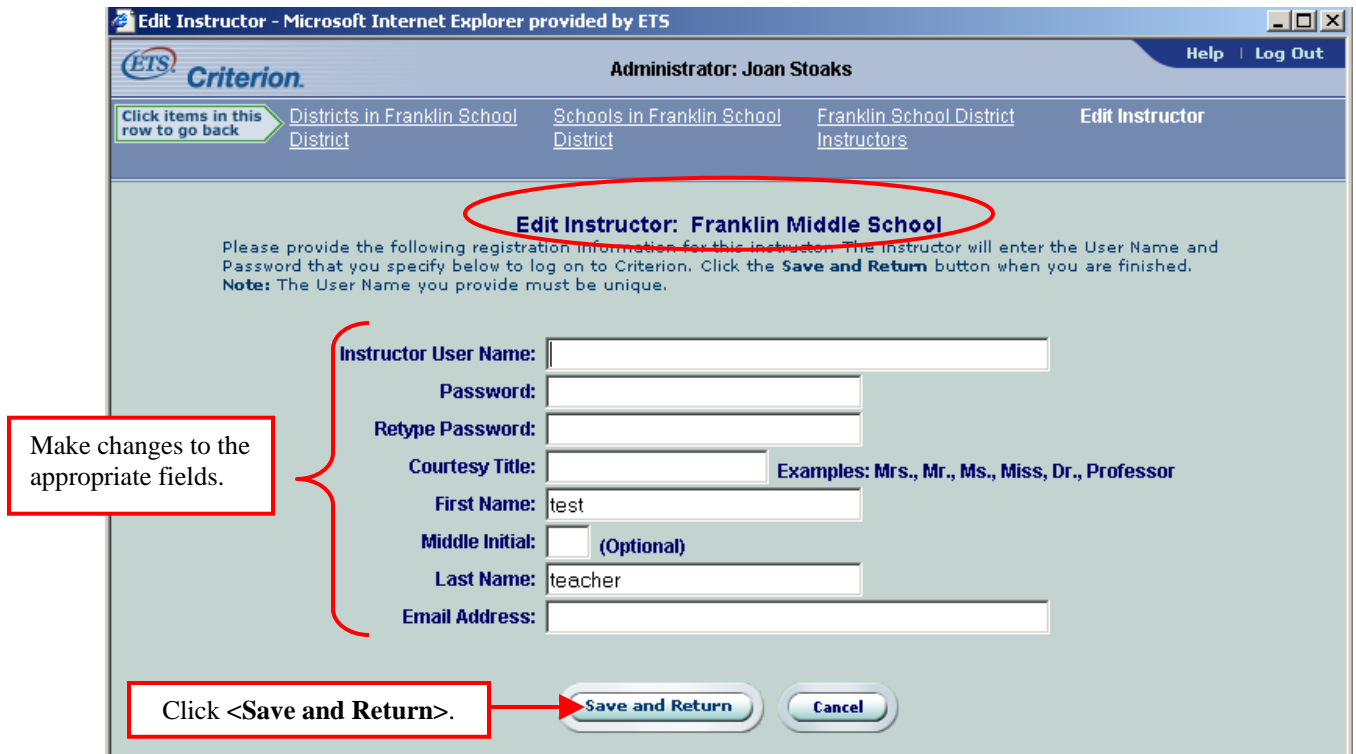
4. In the *Instructors* screen (see below):
 - a. Click in the box next to the School Name of the instructor whose information you wish to edit.
 - b. In the *MENU* field, click on the **Edit Instructor** link.

7.2 Edit Instructor Info



5. In the *Edit Instructor* screen, make the required revisions.

7.2 Edit Instructor Info



6. Click **<Save and Return>**. You will be returned to the *Instructors* screen.

7.3 Delete an Instructor

1. Log in to your *Districts Report* page. (See *Section 2.3 – Log-In* if you do not remember how to log in.)
2. In main section of the screen (see below), click on the underlined name of the District of the School from which you will be deleting an instructor.

7.3 Delete an Instructor

The screenshot shows the Criterion Administrator interface for Joan Stoaks. The page title is "Districts in Franklin School District - Microsoft Internet Explorer provided by ETS". The main content area is titled "Districts in Franklin School District" and features a "Select a Report:" dropdown menu set to "Districts Report". Below this is a table with columns for "Students" (Registered, Maximum, Remaining) and "Submissions" (Current Contract, Maximum, Remaining), plus a "Total" column. The table lists "Franklin School District" with the following values: Registered: 33, Maximum: 500, Remaining: 469, Current Contract: 82, Maximum: 500, Remaining: 461, Total: 82. A red circle highlights the "Select a Report:" dropdown, and a red box highlights the instruction "Click on the Franklin School District." with an arrow pointing to the underlined district name in the table.

		Students			Submissions			Total	
		Registered	Maximum	Remaining	Current Contract	Maximum	Remaining		
<input type="checkbox"/>	<u>Franklin School District</u>	3	33	500	469	82	500	461	82

1 District 3 33 500 469 82 500 461 82

[Select All](#) [Clear](#) A deleted student will not be removed from the class total.

3. In the **Schools Report** screen (see below):
 - a. Select the School from which you will be deleting an instructor by clicking in the checkbox to the left of the School name.
 - b. In the **MENU** field, click on the **Instructor Options** link.

7.3 Delete an Instructor

Schools in Franklin School District

Select a Report: Schools Report

Select one or more schools by clicking the checkboxes to the left of the school names. Then select a function from the menu on the left. Click a school name to access the list of classes for that school.

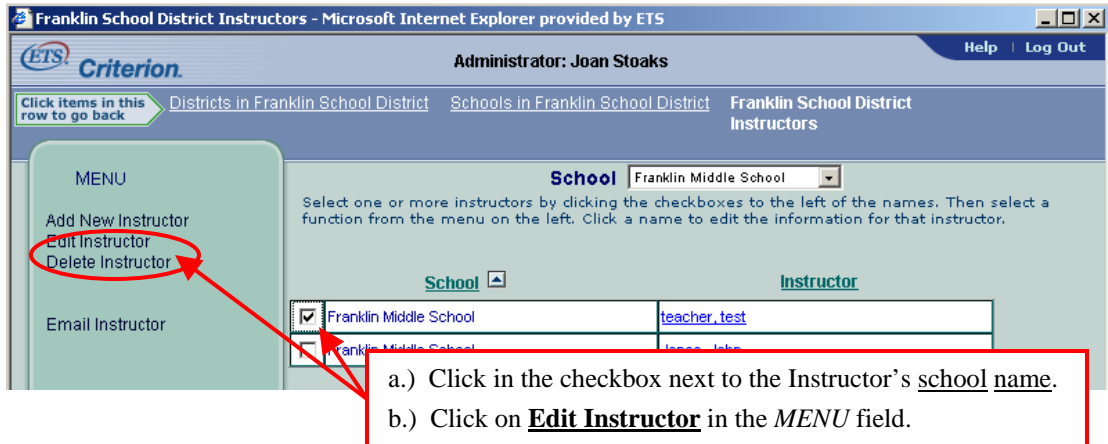
Schools	Classes	Students			Submissions			Total
		Registered	Maximum	Remaining	Current Contract	Maximum	Remaining	
<input type="checkbox"/> Franklin Elementary School	2	6	20	14	8			8
<input type="checkbox"/> Franklin High School	3	14			12	60	48	12
<input checked="" type="checkbox"/> Franklin Middle School	4	13	25	12	62			62

3 Schools 9 33 500 469 82 500 461 82

Select All Clear A deleted student will not be removed from the class total.

4. In the **Instructors** screen (see below):
 - a. Click in the box next to the School Name of the instructor whose information you wish to delete.
 - b. In the **MENU** field, click on the **Delete Instructor** link.

7.3 Delete an Instructor



5. The **Delete Instructor** screen (shown below) will appear. If you are certain that you want delete the instructor, click **<Yes>**. The instructor will be deleted and you will be returned to the **Instructor Options** screen.



8.0 ASSIGN OR REMOVE AN INSTRUCTOR

1. Log in to your *Districts Report* page. (See *Section 2.3 – Log-In* if you do not remember how to log in.)
2. In main section of the screen (see below), click on the underlined name of the District of the School where you will assign or remove an instructor.

8.0 Assign/Remove Instructor

The screenshot shows the Criterion Administrator interface. At the top, it says "Districts in Franklin School District - Microsoft Internet Explorer provided by ETS". The user is identified as "Administrator: Joan Stoaks". There are links for "Printer-Friendly Version", "Help", and "Log Out".

On the left is a "MENU" with various options like "Add New District", "Edit District Information", "Delete District", "Allocate Submissions and Students", "Define Report Standards", "Assignment Options", "Email All Administrators in District", "Email All Instructors in District", "Email All Students in District", "Advanced Import", "Export Report Data", "Archive Portfolios", "Edit My User Information", "District Administrator Options", and "Search".

The main content area is titled "Districts in Franklin School District". It features a "Select a Report:" dropdown menu set to "Districts Report". Below this is a table with columns for "Districts", "Schools", "Students" (Registered, Maximum, Remaining), "Submissions" (Current Contract, Maximum, Remaining), and "Total".

Districts		Students			Submissions			Total	
	Schools	Registered	Maximum	Remaining	Current Contract	Maximum	Remaining		
<input type="checkbox"/>	<u>Franklin School District</u>	3	33	500	469	82	500	461	82

Below the table, it shows "1 District" and "3 33 500 469 82 500 461 82". There are "Select All" and "Clear" links. A note at the bottom states: "A deleted student will not be removed from the class total."

A red circle highlights the "Select a Report:" dropdown menu. A red box with an arrow points to the underlined text "Franklin School District" in the table.

- In the **Schools Report** screen (see below) click on the underlined name of the School where you will assign or remove an instructor.

8.0 Assign/Remove Instructor

Schools in Franklin School District

Administrator: Joan Stoaks

Printer-Friendly Version | Help | Log Out

Click items in this row to go back: [Districts in Franklin School District](#) [Schools in Franklin School District](#)

MENU

- Add New School
- Edit School Information
- Delete School
- Assignment Options
- Email All Administrators in School
- Email All Instructors in School
- Email All Students in School
- Advanced Import
- Export Report Data
- Archive Portfolios
- Edit My User Information
- School Administrator Options
- Instructor Options
- Search

Select a Report:
Schools Report

Select one or more schools by clicking the checkboxes to the left of the school names. Then select a function from the menu on the left. Click a school name to access the list of classes for that school.

	Schools	Classes	Students			Submissions			Total
			Registered	Maximum	Remaining	Current Contract	Maximum	Remaining	
<input type="checkbox"/>	Franklin Elementary School	2	6	20	14	8			8
<input type="checkbox"/>	Franklin High School	3	14			12	60	48	12
<input type="checkbox"/>	Franklin Middle School	4	13	25	12	62			62

3 Schools **9** **33** **500** **469** **82** **500** **461** **82**

[Select All](#) [Clear](#) A deleted student will not be removed from the class total.

4. In the **Classes Report** screen (see below):
 - a. Click in the box next to the Class to which you will be assigning or removing an instructor.
 - b. In the MENU field, click on the **Assign Instructors** link.

8.0 Assign/Remove Instructor

Classes in Franklin Middle School - Microsoft Internet Explorer provided by ETS

Administrator: Joan Stoaks

Printer-Friendly Version | Help | Log Out

Click items in this row to go back: [Districts in Franklin School District](#) | [Schools in Franklin School District](#) | [Classes in Franklin Middle School](#)

MENU

- Add New Class
- Edit Class Information
- Delete Class
- Assign Instructors**
- Assignment Options
- Batch Print Reports
- Email All Instructors in Class
- Email All Students in Class
- Advanced Import
- Export Report Data
- Archive Portfolios
- Edit My User Information
- Instructor Options
- Search

Select a Report:
Classes Report

Select one or more classes by clicking the checkboxes to the left of the class names. Then select a function from the menu on the left. Click a class name to access the list of students for that class.

Classes	Students Registered	Current Contract Submissions	Total Submissions
<input type="checkbox"/> 6th Grade English-Jones	3	8	8
<input type="checkbox"/> 7th Grade English-Jones	3	3	3
<input type="checkbox"/> 8th Grade English-Jettens	7	51	51
<input checked="" type="checkbox"/> New Class	0	0	0

4 Classes **13** **62** **62**

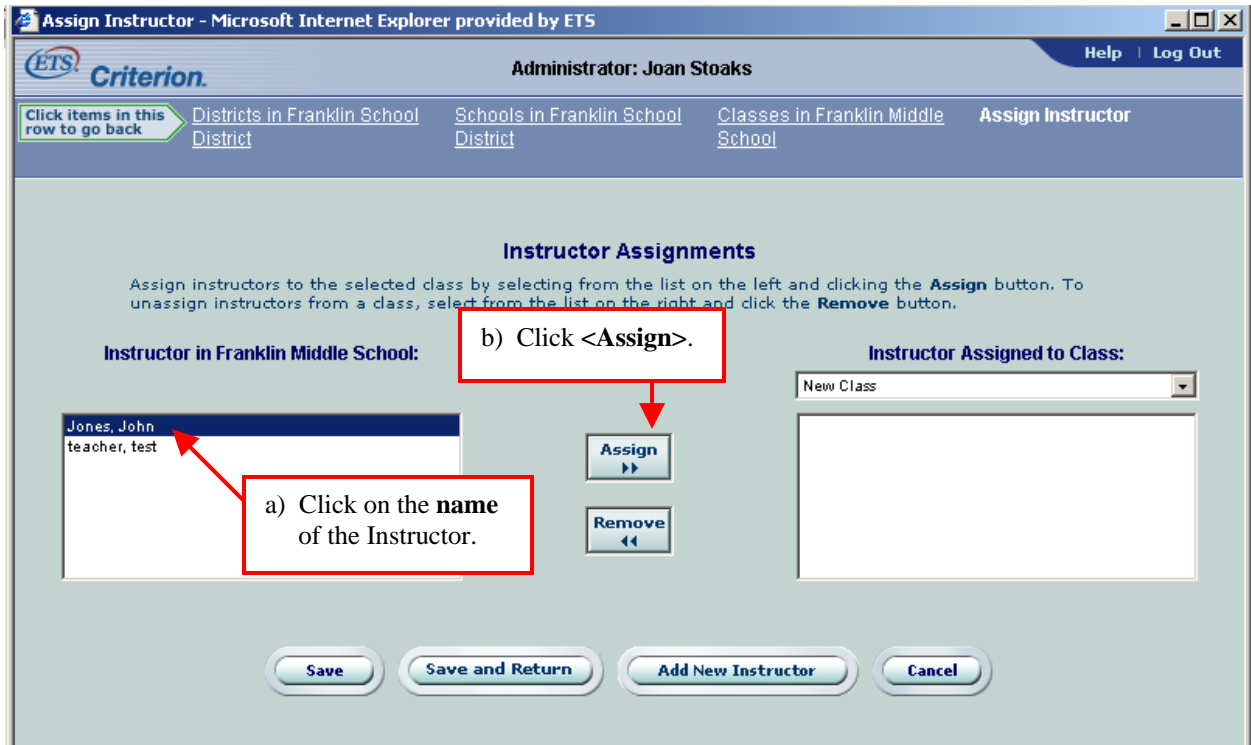
[Select All](#) [Clear](#) A deleted student will not be removed from the class total.

a.) Click in the box next to the Class where you will be assigning or removing an Instructor.
b.) Click on the **Assign Instructors**.

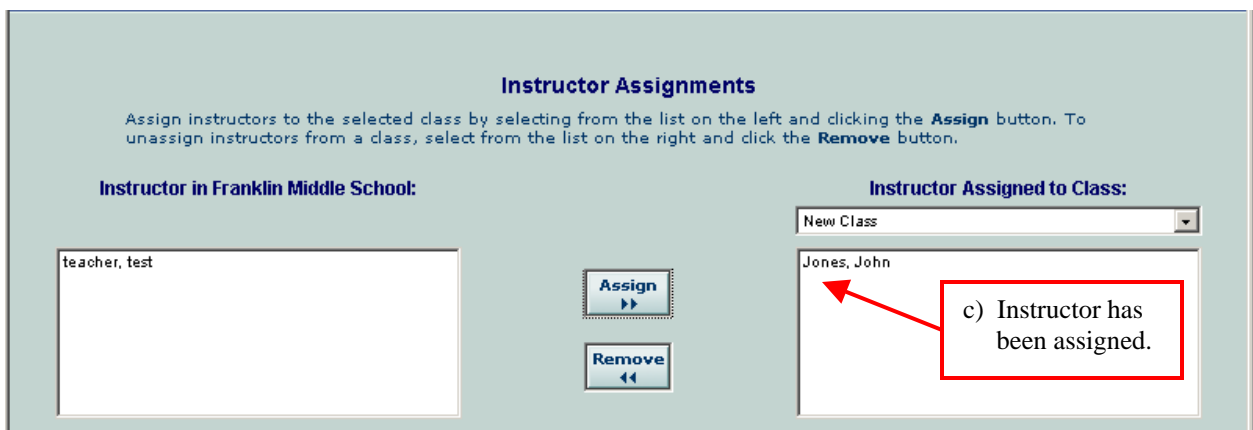
8.1 Assign an Instructor

1. In the *Instructor Assignments* screen (see below),
 - a. In the *Instructor in School* field, click on the name of the instructor you want to assign to the class.
 - b. Click on the **<Assign>** button.

8.1 Assign an Instructor



- c. The instructor's name will move to the *Instructor Assigned to Class* field as shown in the example below.



2. To save the assignment of the instructor, click **<Save and Return>**. You will be returned to the *Classes Report* screen.



NOTE: If you wish to assign additional instructors at this time, click **<Save>** instead of **<Save and Return>**. You will be returned to the **Instructor Assignments** screen where you can assign additional instructors.

3. To add a new instructor at this time, click **<Add New Instructor>**. Complete the fields in the **Add New Instructor** screen as described in **Section 7.1 – Add an Instructor**.

8.1 Assign an Instructor

8.2 Remove an Instructor

1. In the *Instructor Assigned to Class* field of the **Instructor Assignments** screen (see below), click on the name of the instructor you want to “un-assign” from the class.
2. Click on the **<Remove>** button.

8.2 Remove an Instructor

3. The instructor's name will be removed from the class and will appear in the *Instructor in [School]* field.
4. To save the removal of the instructor from the class, click **<Save and Return>**. You will be returned to the **Classes Report** screen.



NOTE: If you wish to assign additional instructors at this time, click **<Save>** instead of **<Save and Return>**. You will be returned to the **Instructor Assignments** screen where you can assign additional instructors.

9.0 ALLOCATE SUBMISSIONS AND STUDENTS

Administrators can allocate submissions and students to multiple districts and schools.

1. In the *MENU* field of the *Districts Report* screen, click on the **Allocate Submissions and Students** link as shown in the example below.

9.0 Allocate Submissions & Students

The screenshot shows the Criterion Administrator interface for 'Districts in Franklin School District'. The browser title is 'Districts in Franklin School District - Microsoft Internet Explorer provided by ETS'. The administrator is identified as 'Joan Stoaks'. The interface includes a 'MENU' on the left with various options. The 'Allocate Submissions and Students' option is highlighted with a red box and a callout that says 'Click **Allocate Submissions and Students**.' The 'Select a Report:' dropdown menu is also highlighted with a red circle and currently shows 'Districts Report'. Below the menu, there is a table with columns for 'Students' (Registered, Maximum, Remaining) and 'Submissions' (Current Contract, Maximum, Remaining), along with a 'Total' column. The table lists 'Franklin School District' with the following values: Registered: 3, Maximum: 30, Remaining: 500, Current Contract: 470, Maximum: 73, Remaining: 500, Total: 461. At the bottom, there is a summary row: '1 District' with values 3, 30, 500, 470, 73, 500, 461, 73. There are also links for 'Select All' and 'Clear', and a note: 'A deleted student will not be removed from the class total.'

2. In the *Allocate Submissions and Students to Districts* screen that appears (see below):
 - a. In the appropriate fields, supply the values for the maximum number of students **and/or** submissions for each District. Each time you enter a value, the number of remaining items will automatically recalculate.
 - b. Click **<Save and Continue>** to further distribute these among the schools in each district.

9.0 Allocate Submissions & Students

ETS Criterion Administrator: Joan Stoaks

Click items in this row to go back Districts in Franklin School District **Allocate Submissions and Students**

Allocate Submissions and Students to Districts

Supply values for the maximum number of students and/or maximum number of submissions for each district. Each time you enter a value, the number of remaining items will automatically recalculate. When you are finished allocating submissions and students, click **Save and Continue** to further distribute these among the schools in each district.

	Maximum Students	Current Students	Maximum Submissions	Current Submissions
Total Available:	500		500	
Franklin School District	<input type="text" value="500"/>	30	<input type="text" value="500"/>	39
Remaining:	<input type="text" value="0"/>		<input type="text" value="0"/>	
Total:		30		39

a) Enter the values for the maximum number of students and/or submissions for each district.

b) Click **<Save and Continue>** when you have finished making entries.

3. In the *Allocate Submissions and Students to Schools* screen that appears (see below):
 - a. In the appropriate fields, supply the values for the maximum number of students **OR** submissions for each school. Each time you enter a value, the number of remaining items will automatically recalculate.
 - b. Click **<Save and Return>**.

9.0 Allocate Submissions & Students

	Maximum Students	Current Students	Maximum Submissions	Current Submissions
Franklin School District Available:	500		500	
Franklin Elementary School	20	6		0
Franklin High School		0	60	12
Franklin Middle School	25	12		0
From Deleted Schools:	12	12	27	27
Remaining:	443		413	
Total:		30		39



NOTE: At the School level, based on contractual agreements with ETS, the Administrator can allocate **EITHER** students **OR** submissions, but **NOT** both. If such an action is attempted, the following reminder will appear onscreen:

Microsoft Internet Explorer

You can allocate either submissions or students to this school, but not both. To specify a value for this field, you must clear the value from the other column.

- The **Districts Report** screen will be updated with the allocation information as shown in the example below.

9.0 Allocate Submissions & Students

The screenshot shows the 'Districts in Franklin School District' report interface. The browser title is 'Districts in Franklin School District - Microsoft Internet Explorer provided by ETS'. The administrator is identified as 'Joan Stoaks'. The interface includes a menu on the left and a main content area with a 'Select a Report:' dropdown menu. The data table below shows the following information:

		Students			Submissions			Total	
		Registered	Maximum	Remaining	Current Contract	Maximum	Remaining		
<input type="checkbox"/>	Franklin School District	3	30	500	470	73	500	461	73
1 District		3	30	500	470	73	500	461	73

Below the table, there are links for 'Select All' and 'Clear', and a note: 'A deleted student will not be removed from the class total.'

10.0 DEFINE REPORT STANDARDS

The Administrator can define the reporting standards regarding the amount of help a student requires. This information will then appear in the *Holistic Score Summary Report* (see **Section 12.6 – Holistic Score Summary**).

1. Log in to your *Districts Report* page. (See **Section 2.3 – Log-In** if you do not remember how to log in.)
2. In the *MENU* field of the *Districts Report* screen, click on the **Define Report Standards** link as shown in the example below.

10.0 Define Report Standards

The screenshot shows the Criterion Administrator interface for 'Districts in Franklin School District'. The browser title is 'Districts in Franklin School District - Microsoft Internet Explorer provided by ETS'. The administrator is identified as 'Joan Stoaks'. A navigation menu on the left contains various options, with 'Define Report Standards' circled in red. A red arrow points from this menu item to a red-bordered box containing the text 'Click on **Define Report Standards**.' The main content area shows a 'Select a Report:' dropdown set to 'Districts Report'. Below this is a table with columns for 'Students' (Registered, Maximum, Remaining) and 'Submissions' (Current Contract, Maximum, Remaining), plus a 'Total' column. The table lists 'Franklin School District' with the following values: Registered: 3, Maximum: 30, Remaining: 500, Current Contract: 470, Maximum: 73, Remaining: 500, Total: 461. A summary row at the bottom shows '1 District' with the same numerical values. A note at the bottom states 'A deleted student will not be removed from the class total.'

10.1 Use Default Titles

1. In the *Define Report Standards* screen (see below), click on the **<Use Default Titles>** button to apply the default titles to your report standards levels. The default titles are *Doing Fine*, *Needs Some Help*, *Needs a Lot of Help*.
2. Click on the **<Set to Default Scores>** button to set the default holistic scores:
 - Holistic Score 6-Point Essays
 - Doing Fine = 5 (Anyone with 5 or 6 is doing fine)
 - Needs Some Help = 3 (Anyone with 3 or 4 needs some help)
 - Needs a Lot of Help = 1 (Anyone with 1 or 2 needs a lot of help)
 - Holistic Score 4-Point Essays
 - Doing Fine = 4 (Anyone with 4 is doing fine)
 - Needs Some Help = 3 (Anyone with 2 or 3 needs some help)
 - Needs a Lot of Help = 1 (Anyone with 1 needs a lot of help)
3. Click on **<Save Changes>**.

10.1 Use Default Titles

The screenshot shows the 'Define Report Standards' web interface. At the top, it says 'Define Report Standards - Microsoft Internet Explorer provided by ETS' and 'Administrator: Joan Stoaks'. Below that, there are navigation links for 'Districts in Franklin School District' and 'Define Report Standards'. The main content area is titled 'Define Report Standards' and contains instructions: 'Click **Use Default Titles** to apply the default names to your report standards. Click **Use Custom Titles** to clear the entries and create your own report standards titles. Define the reporting standards for your district by selecting the minimum standard for each level shown below.'

There are three red boxes with arrows pointing to specific buttons:

- 1. Click on **<Use Default Titles>**. (Points to the 'Use Default Titles' button in the 'Report Standards Titles' section.)
- 2. Click on **<Set to Default Scores>**. (Points to the 'Set to Default Scores' button at the bottom.)
- 3. Click on **<Save Changes>**. (Points to the 'Save Changes' button at the bottom.)

The interface also shows input fields for report standard titles: High Standard (Doing Fine), Medium Standard (Needs Some Help), and Low Standard (Needs a Lot of Help). Below these are sections for 'Holistic Score 6-Point Essays' and 'Holistic Score 4-Point Essays' with dropdown menus for minimum scores.

10.2 Use Custom Titles

1. In the *Define Report Standards* screen (see below), click on the **<Use Custom Titles>** button. The entry fields will be blanked out.
2. In the blank entry fields, type your own report standards titles.



NOTE: When the user clicks **Use Custom Titles** to blank out the entry fields, the titles will also be removed from the labels at the bottom of the screen. The labels at the bottom of the screen will be replaced with the new titles that the user types in the title fields. Refer to the example shown below.

3. Use the drop-down menus to custom set the holistic scores for the standards.
4. Click on **<Save Changes>**.

10.2 Use Custom Titles

Define Report Standards

Click **Use Default Titles** to apply the default names to your report standards. Click **Use Custom Titles** to clear the entries and create your own report standards titles. Define the reporting standards for your district by selecting the minimum standard for each level shown below.

Report Standards Titles:

High Standard: Above Grade Level
 Medium Standard: At Grade Level
 Low Standard: Below Grade Level

Above Grade Level
 Students with a minimum score of:

At Grade Level
 Students with a minimum score of:

Below Grade Level
 Students with a minimum score of:

	Holistic Score 6-Point Essays	Holistic Score 4-Point Essays
Above Grade Level	5	4
At Grade Level	3	3
Below Grade Level	1	1

11.0 ASSIGNMENT OPTIONS

The Administrator can create assignments, edit/view assignments, and delete assignments.

11.1 Create an Assignment

1. Log in to your *Districts Report* page. (See *Section 2.3 – Log-In* if you do not remember how to log in.)
2. Click on the Assignment Options link in the *MENU* field.

11.1 Create an Assignment

Districts in Franklin School District - Microsoft Internet Explorer provided by ETS

Administrator: Joan Stoaks

Printer-Friendly Version | Help | Log Out

Click items in this row to go back

Districts in Franklin School District

MENU

- Add New District
- Edit District Information
- Delete District
- Allocate Submissions and Students
- Define Report Standards
- Assignment Options**
- Email All Administrators in District
- Email All Instructors in District
- Email All Students in District
- Advanced Import
- Export Report Data
- Archive Portfolios
- Edit My User Information
- District Administrator Options
- Search

Select a Report: Districts Report

Select one or more districts by clicking the checkboxes to the left of the district names. Then select a function from the menu on the left. Click a district name to access the list of schools for that district.

Districts	Schools	Students			Submissions			Total	
		Registered	Maximum	Remaining	Current Contract	Maximum	Remaining		
<input type="checkbox"/> Franklin School District		3	30	500	470	73	500	461	73

1 District 3 30 500 470 73 500 461 73

Select All Clear A deleted student will not be removed from the class total.

3. In the *Assignment for Client* screen (see below), click on the Create Assignment link under the *ASSIGNMENTS MENU* field.

11.1 Create an Assignment

Assignments - Microsoft Internet Explorer provided by ETS

Administrator: Joan Stoaks

Printer-Friendly Version | Help | Log Out

Click items in this row to go back

Districts in Franklin School District

ASSIGNMENTS MENU

- Create Assignment**
- Edit/View Assignment
- Delete Assignment
- Export Report Data

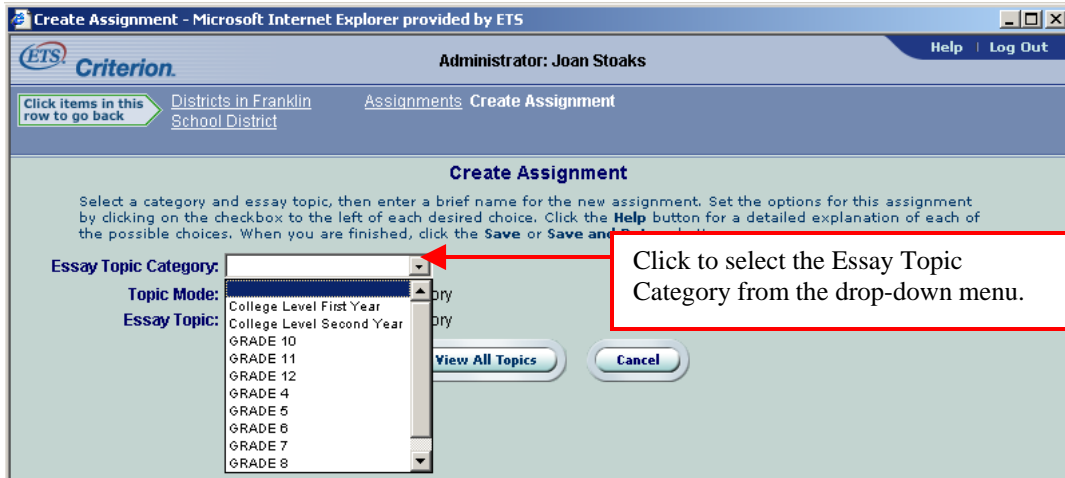
Assignment for client: Franklin School District

Select one or more assignments by clicking the checkboxes to the left of the names. Then select an Assignment function from the menu on the left. Click an assignment's name to view or edit that assignment.

Assignment Begins	Assignment Ends
-------------------	-----------------

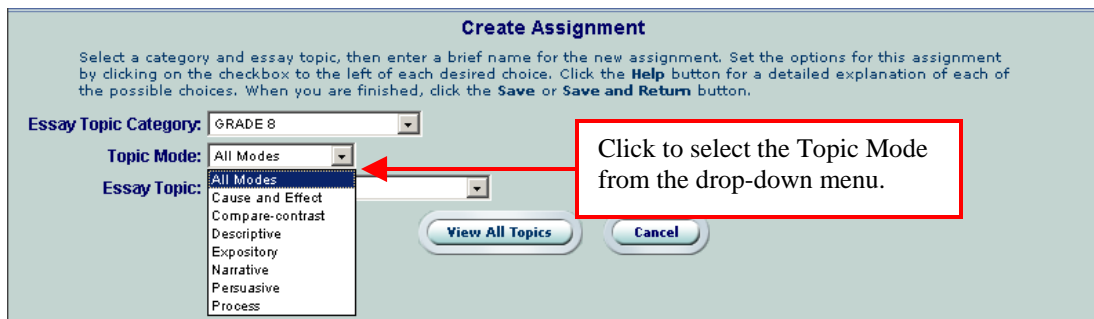
4. In the *Create Assignment* screen which appears (see below), use the drop-down menu to select the *Essay Topic Category*.

11.1 Create an Assignment



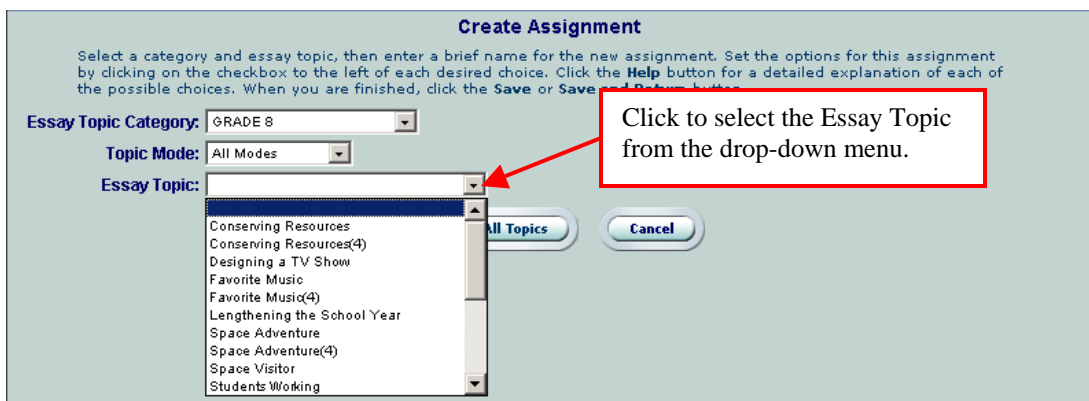
5. Use the drop-down menu to select the *Topic Mode* (see below).

11.1 Create an Assignment



6. Use the drop-down menu to select the *Essay Topic* (see below). The topics with a parenthetical 4 (4) next to them will be scored on a 4-point rubric; the remaining topics will be scored on a 6-point rubric.

11.1 Create an Assignment





NOTE: For more information about the available essay topics, click on the **<View All Topics>** button **BEFORE** you enter data in the *Essay Topic* field. You will be linked to the *Criterion* library web site, which provides in-depth descriptions of each essay topic as well as information about their associated scoring guides.

7. In the *Create Assignment* screen that appears (see below) select the options that are appropriate for your assignment.

11.1 Create an Assignment

The screenshot shows the 'Create Assignment' interface. At the top, it says 'Select a category and essay topic, then enter a brief name for the new assignment. Set the options for this assignment by clicking on the checkbox to the left of each desired choice. Click the Help button for a detailed explanation of each of the possible choices. When you are finished, click the Save or Save and Return button.' Below this are several sections: 'Essay Topic' with dropdowns for 'Category' (8th Grade), 'Topic Mode' (All Modes), and 'Essay Topic' (Designing a TV Show). The 'Question Text' field is populated with a paragraph about a public television network. The 'Assignment Name' field contains 'Designing a TV Show'. There are several checkboxes for options like 'Students Can Save Essay to Complete Later', 'Limit Students to' (with a blank input), 'Display Sample Essays To Students', 'Show Grammar Feedback', 'Show Usage Feedback', 'Show Mechanics Feedback', 'Show Style Feedback', and 'Show Organization & Development Feedback'. At the bottom, there are buttons for 'Save', 'Save and Return', 'View All Topics', 'View Instructor's Topic Guidelines', and 'Cancel'.

- a. Verify the *Essay Topic Category*, *Topic Mode*, and *Essay Topic*. If you want to make a change, you may do so by using the drop-down menus in each field.



NOTE: If you want to view all the topics available, click on the **<View All Topics>** button at the bottom of the screen.

- b. The *Question Text* field will be automatically populated based on the *Essay Topic* you have chosen.
- c. In the *Assignment Name* field, enter the title you plan to give the Assignment. (The default title for the Assignment is the *Essay Topic*.)

- d. Select the options (listed below) that you want applied to the Assignment. Do this by clicking in the boxes next to the options. A check mark indicates that the option has been selected.

11.1 Create an Assignment

Create Assignment

Select a category and essay topic, then enter a brief name for the new assignment. Set the options for this assignment by clicking on the checkbox to the left of each desired choice. Click the **Help** button for a detailed explanation of each of the possible choices. When you are finished, click the **Save** or **Save and Return** button.

Essay Topic Category: 8th Grade

Topic Mode: All Modes

Essay Topic: Designing a TV Show

"Designing a TV Show" Question Text: A public television network is seeking ideas for a new series of shows that would be educational for teenagers. The series will

Assignment Name: Designing a TV Show

This is the name the students will see when selecting an assignment. Example: Writing Practice, Week 1

Time Limit (Time Limit: 25 minutes)
 Show Warning When: 5 Minutes Remain
 Spell Checker Available

Students Can Save Essay to Complete Later
 Limit Students to [] Submission(s)
 Display Sample Essays To Students
 Show Holistic Score and Trait Levels to Students
 Do Not Show Holistic Score and Trait Levels to Students When Advisory Present
 Show Grammar Feedback
 Show Usage Feedback } With Trait Level
 Show Mechanics Feedback
 Show Style Feedback } With Trait Level
 Show Organization & Development Feedback } With Trait Level
 Start Assignment: [] [] [] Time: 12: [] [] AM EST
 Stop Assignment: [] [] [] Time: 12: [] [] AM EST

- **Time Limit:** If checked, the student(s) will be limited to 25 minutes to complete the assignment.
- **Show Warning When [] Minutes Remain:** In the field provided, enter the number of minutes remaining at which a warning should be given to students that the time limit for completing the assignment is near.
- **Spell Checker Available**
- **Students Can Save Essay to Complete Later**
- **Limit Student to [] Submission(s):** In the field provided, enter the number of times that students will be permitted to submit an essay on the same topic.
- **Display Sample Essays to Students**
- **Show Holistic Score and Trait Levels to Students**
- **Do Not Show Holistic Score and Trait Levels to Students When Advisory Present**
- **Show Grammar Feedback***

- **Show Usage Feedback***
- **Show Mechanics Feedback***
- **Show Style Feedback***
- **Show Organization and Development Feedback***
- **Start Assignment (date and time):** Use the drop-down menus to set the date and time at which the student can begin the Assignment.
- **Stop Assignment (date and time):** Use the drop-down menus to set the date and time by which the student must complete the Assignment.



***NOTE:** Feedback categories have an additional checkbox that tells *Criterion* whether or not to display the trait level message (if applicable) with the feedback. If users select the “With Trait Level” option, the associated feedback checkbox will be automatically selected since displaying a trait score will always display the corresponding trait level feedback message. Users can, however, choose to display the trait level feedback message only by selecting the “Show <Trait> Feedback” checkbox and deselecting the corresponding “With Trait Level” checkbox. These checkboxes will all default to “on.”

Since Grammar, Usage, and Mechanics are assigned a single trait level indicator, turning off the display of the trait level feedback message for a single trait, such as Grammar, automatically turns off the display of the trait level feedback message for the other two traits (Usage and Mechanics).

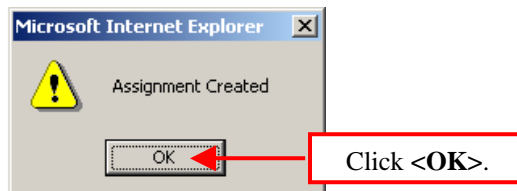


NOTE: If you have selected “**Instructor’s Topic**” as the *Essay Topic*, the screen – shown below - will look somewhat different and some of the options (detailed below) differ.

11.1 Create an Instructor’s Topic Assignment

- The *Essay Prompt* field will not be populated. You must enter your own essay prompt by typing directly in the field provided.
- You can customize the time limit allotted for the assignment. In the field provided, type over the number 30 and enter the number of minutes you want to give students to complete the essay.
- The “Show Holistic Score to Students” and “Do Not Show Score to Students When Advisory Present” options are not available.

8. After you have completed selecting your options, click **<Save and Return>**. The message box shown below will display indicating that the Assignment has been created.



9. Click **<OK>**. You will be returned to the *Assignments for Class* screen.



NOTE: If you wish to add additional assignments at this time, click **<Save>** instead of **<Save and Return>**. After you click **<OK>** in response to the “Assignment Created” message box, you will be returned to the **Create Assignment** screen where you can add additional assignments.

11.2 Edit/View Assignment

1. Log in to your **Districts Report** page. (See **Section 2.3 – Log-In** if you do not remember how to log in.)
2. In the **Districts Report** screen, click on the **Assignment Options** link in the **MENU** field.

11.2 Edit/View Assignment

The screenshot shows the Criterion Administrator interface for Joan Stoaks. The browser title is "Districts in Franklin School District - Microsoft Internet Explorer provided by ETS". The page header includes the Criterion logo, the administrator's name, and links for "Printer-Friendly Version", "Help", and "Log Out".

The main content area is titled "Districts in Franklin School District" and features a "Select a Report:" dropdown menu set to "Districts Report". Below this is a table with columns for "Students" (Registered, Maximum, Remaining) and "Submissions" (Current Contract, Maximum, Remaining), plus a "Total" column. The table lists "Franklin School District" with the following values: Registered: 3, Maximum: 30, Remaining: 470, Current Contract: 73, Maximum: 500, Remaining: 461, Total: 73.

A "MENU" sidebar on the left contains various options. The "Assignment Options" link is circled in red, and a red arrow points to it from a callout box that says "Click on **Assignment Options** in the **MENU** field."

At the bottom of the table, there is a summary row: "1 District" with values 3, 30, 470, 73, 500, 461, 73. Below this are "Select All" and "Clear" links, and a note: "A deleted student will not be removed from the class total."

3. In the *Assignment for client* screen (see below):
 - a. Select the Assignment you wish to edit or view by clicking in the checkbox to the left of the Assignment's name.
 - b. In the *MENU* field, click on the **Edit/View Assignment** link.

11.2 Edit/View Assignment

Assignments - Microsoft Internet Explorer provided by ETS

ETS Criterion Administrator: Joan Stoaks Printer-Friendly Version Help Log Out

Click items in this row to go back Districts in Franklin School District Assignments

ASSIGNMENTS MENU

- Create Assignment
- Edit/View Assignment**
- Delete Assignment
- Export Report Data

Assignment for client: Franklin School District

Select one or more assignments by clicking the checkboxes to the left of the names. Then select an Assignment function from the menu on the left. Click an assignment's name to view or edit that assignment's options.

Assignment	Topic	Assignment Begins	Assignment Ends
<input type="checkbox"/> Lengthening the School Year	Lengthening the School Year		
<input checked="" type="checkbox"/> Volunteer Work	Volunteer Work		

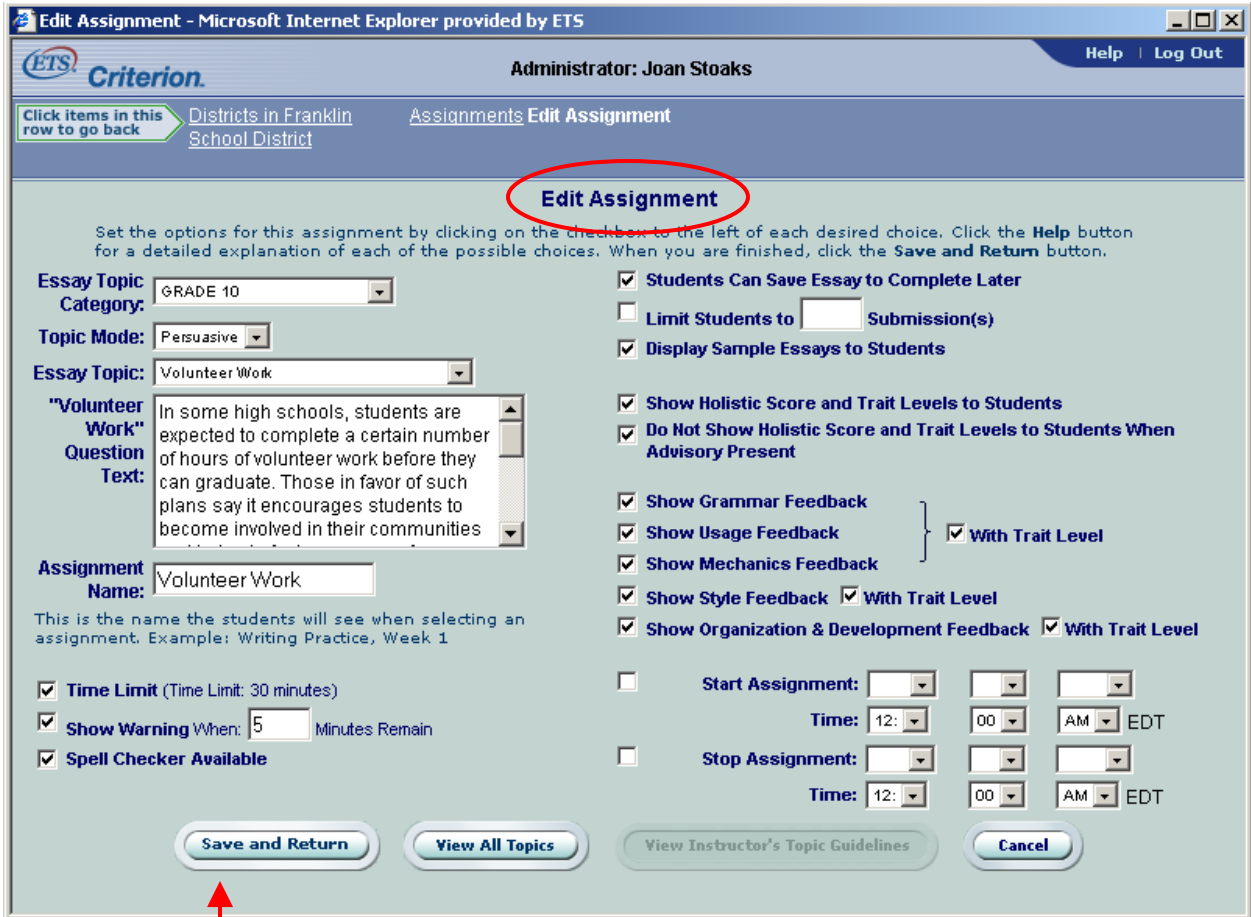
Select All Clear

a.) Select the Assignment you wish to edit by clicking in the checkbox next to the Assignment's name.

b.) Click on **Edit/View Assignment** in the *MENU* field.

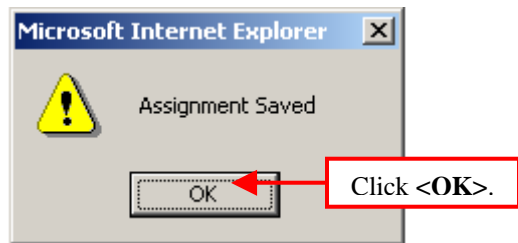
- In the fields that appear in the *Edit Assignment* screen, make the desired revisions.

11.2 Edit/View Assignment



Click <Save and Return>.

- Click <Save and Return>. The following message box will appear:



- Click <OK>. The changes will be made and you will be returned to the *Assignment for Client* screen.

11.3 Delete an Assignment

1. Log in to your *Districts Report* page. (See *Section 2.3 – Log-In* if you do not remember how to log in.)
2. In the *Districts Report* screen, click on the Assignment Options link in the *MENU* field.

11.3 Delete an Assignment

The screenshot shows the Criterion Administrator interface for Joan Stoaks. The browser title is "Districts in Franklin School District - Microsoft Internet Explorer provided by ETS". The page header includes "ETS Criterion" and "Administrator: Joan Stoaks". A navigation bar contains "Printer-Friendly Version", "Help", and "Log Out".

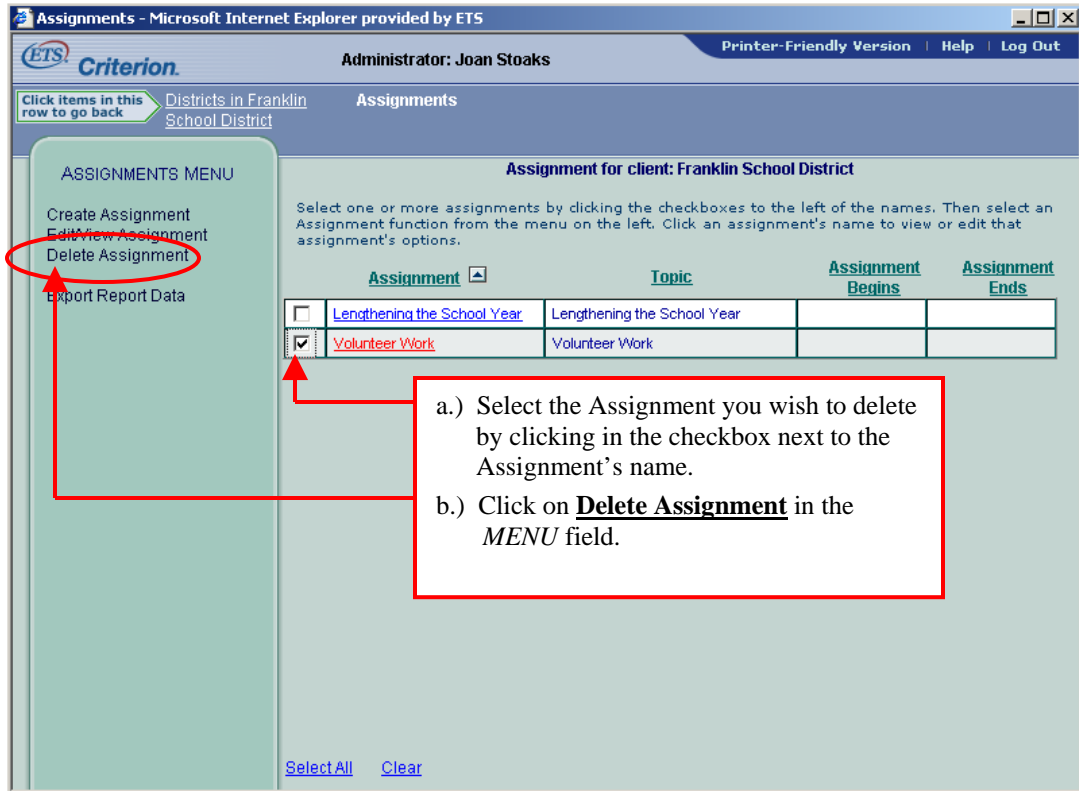
The main content area is titled "Districts in Franklin School District". It features a "Select a Report:" dropdown menu set to "Districts Report". Below this is a table with columns for "Students" (Registered, Maximum, Remaining) and "Submissions" (Current Contract, Maximum, Remaining), plus a "Total" column. The table lists "Franklin School District" with the following values: Registered: 3, Maximum: 30, Remaining: 470, Current Contract: 73, Maximum: 500, Remaining: 461, Total: 73.

A "MENU" sidebar on the left contains various options. The "Assignment Options" link is circled in red. A red box with an arrow points to this link, containing the text: "Click on Assignment Options in the *MENU* field."

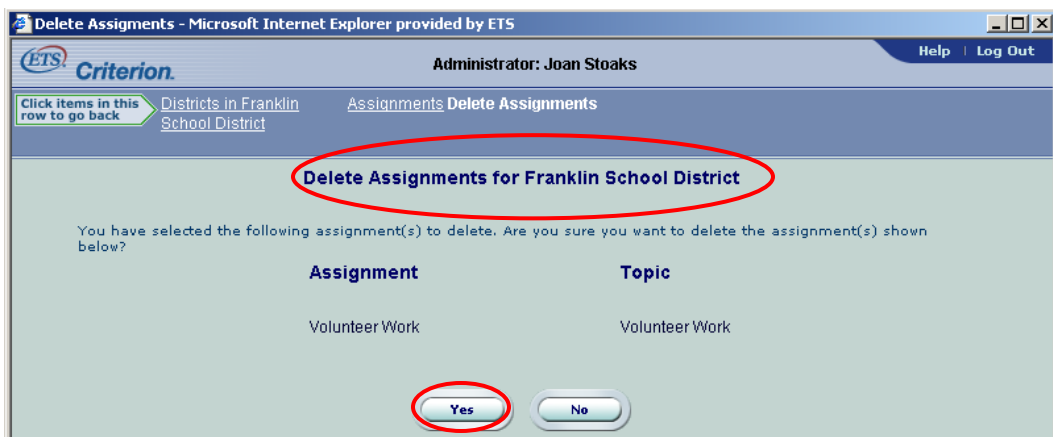
At the bottom of the table, there is a summary row: "1 District" with values 3, 30, 500, 470, 73, 500, 461, 73. Below this are "Select All" and "Clear" links, and a note: "A deleted student will not be removed from the class total."

3. In the *Assignment for client* screen (see below):
 - a. Select the Assignment you wish to delete by clicking in the checkbox to the left of the Assignment's name.
 - b. In the *MENU* field, click on the **Delete Assignment** link.

11.3 Delete an Assignment



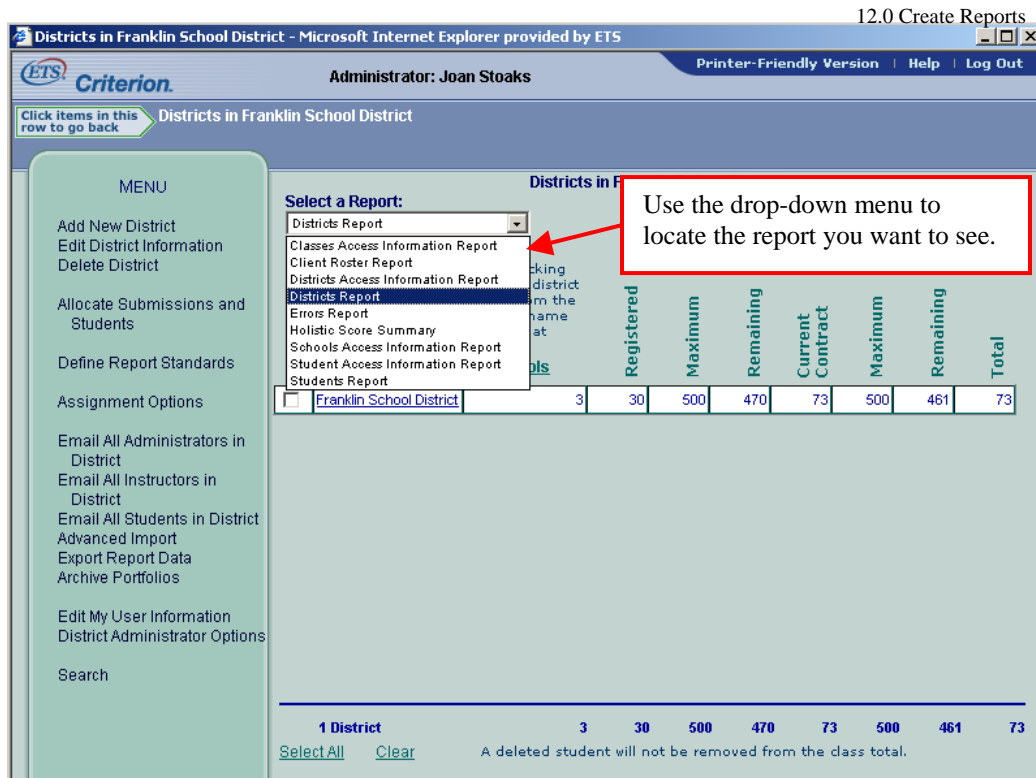
4. The *Delete Assignment* screen (shown below) will appear. If you are certain that you want delete the Assignment, click **<Yes>**. The Assignment will be deleted and you will be returned to the *Assignments for Client* screen.



12.0 CREATE REPORTS

The Administrator can create a number of reports containing information about the District, Students, etc. from the *Districts Report* screen.

1. Log in to your *Districts Report* screen. (See *Section 2.3 – Log-In* if you do not remember how to log in.)
2. In the main section of the screen (see below), scroll through the drop-down menu of the *Select a Report* field and click on the name of the report that you want to see. The following reports are available to the Administrator:
 - Districts Report (This is the default report for Administrators.)
 - Classes Access Information Report
 - Client Roster Report
 - Districts Access Information Report
 - Errors Report
 - Holistic Score Summary
 - Schools Access Information
 - Student Access Information Report
 - Students Report
 - Schools Report (available from the *Schools Report* screen)
 - District Roster Report (available from the *Schools Report* screen)



12.1 Districts Report

The **Districts Report** displays the names of the districts, their passwords, the number of schools in the district, the number of registered students, maximum number of students, remaining number of students, the number of submissions received, the maximum number of submissions, and the remaining number of submissions.

1. Follow Steps 1-2 described in *Section 12.0 – Create Reports*. The **Districts Report** screen (shown below) is the **Home Page** for an Administrator.
2. To generate the **Districts Report**, click on the **Export Report Data** link under *MENU*. Refer to *Section 15.0 – Export Report Data* for next steps.

12.1 Districts Report

Districts in Franklin School District - Microsoft Internet Explorer provided by ETS

Administrator: Joan Stoaks

Printer-Friendly Version | Help | Log Out

Click items in this row to go back

Districts in Franklin School District

MENU

- Add New District
- Edit District Information
- Delete District
- Allocate Submissions and Students
- Define Report Standards
- Assignment Options
- Email All Administrators in District
- Email All Instructors in District
- Email All Students in District
- Advanced Import
- Export Report Data
- Archive Portfolios
- Edit My User Information
- District Administrator Options
- Search

Select a Report:
Districts Report

Select one or more districts by clicking the checkboxes to the left of the district names. Then select a function from the menu on the left. Click a district name to access the list of schools for that district.

Districts	Schools	Students			Submissions			Total
		Registered	Maximum	Remaining	Current Contract	Maximum	Remaining	
<input type="checkbox"/> Franklin School District	3	30	500	470	73	500	461	73

1 District 3 30 500 470 73 500 461 73

Select All Clear A deleted student will not be removed from the class total.

12.2 Classes Access Information Report

The **Classes Access Information Report** displays the names of the classes in the district, their access IDs, and their passwords.

1. Follow Steps 1-2 described in *Section 12.0 – Create Reports*.
2. To generate the **Classes Access Information Report**, click on the **Export Report Data** link under *MENU*. Refer to *Section 15.0 – Export Report Data* for next steps.

12.2 Classes Access Information Report

The screenshot shows the Criterion Administrator interface for 'Classes in Franklin School District'. The browser title is 'Classes in Franklin School District - Microsoft Internet Explorer provided by ETS'. The administrator is identified as 'Joan Stoaks'. The page has a 'Printer-Friendly Version', 'Help', and 'Log Out' link. A navigation bar includes 'Click items in this row to go back' and 'Classes in Franklin School District'. The main content area is titled 'Classes in Franklin School District' and features a 'Select a report:' dropdown menu with 'Classes Access Information Report' selected. Below this is a table of classes with columns for 'Classes', 'Access ID', and 'Password'. The 'Export Report Data' option in the left-hand menu is circled in red, and a callout box points to it with the text 'Click Export Report Data to generate a report.'

Classes	Access ID	Password
<input type="checkbox"/> 6th Grade English-Jones	6gradefms	six
<input type="checkbox"/> 7th Grade English-Jones	7gradefms	seven
<input type="checkbox"/> 8th Grade English-Jeters	8gradefms	eight
<input type="checkbox"/> Creative Writing	creativewriting2	demo
<input type="checkbox"/> English 101	fhseenglish101	demo
<input type="checkbox"/> Expository Writing	fhsexposclass	demo
<input type="checkbox"/> Mr. Grebble's Class	grebbleclass	demo
<input type="checkbox"/> Mrs. Darnell's Class	darnellclass	demo

8 Classes
[Select All](#) [Clear](#)

12.3 Client Roster Report

The **Client Roster Report** displays the names of the students who meet the selected criteria. The selections made under *MENU* result in a report that answers the following question: "Show me all students in the district who have a holistic score of xx and more than x errors in a feedback category."

1. Follow Steps 1-2 described in *Section 12.0 – Create Reports*.
2. In the **Client Roster Report** screen (see below), use the drop-down menu in the *For Assignment* field to select the assignment for which you will create the report. (The default is **Most Recent Assignment**, but you may select a specific assignment or all assignments.)

12.3 Client Roster Report

Students in Franklin School District

Administrator: Joan Stoaks

Printer-Friendly Version | Help | Log Out

Click items in this row to go back

Students in Franklin School District

SELECT ASSIGNMENT

MENU

- Batch Print Reports
- Email Students
- Export Report Data

Show Entries With:

Holistic Score: Show scores between: 1 and 6

Only show essays with more than this many errors/comments in a feedback category. 0

Refresh Report

Select a Report: Client Roster Report

For Assignment: Most Recent Assignment

Select a client, report, and assignment from the drop-down lists above. Select one or more students by clicking the corresponding checkboxes. Then select a function from the menu on the left. Click a student to view the portfolio for that student. Click an assignment to view its details. Click **Help** to view holistic score and trait level explanations.

Student	Recent Assignment	Holistic Score	Trait Level	Grammar Errors	Usage Errors	Mechanics Errors	Style Comments	Org & Dev
<input type="checkbox"/> Abdul, Hasan								
<input type="checkbox"/> Arner, Jack	Instructor's Topic	N/A	N/A	7	6	34	N/A	3
<input type="checkbox"/> Black, Ed	Instructor's Topic	N/A	N/A	0	0	5	N/A	12
<input type="checkbox"/> Brown, Tenisha	Lengthening the School Year	5/6	-	1	0	3	-	26
<input type="checkbox"/> Cameron, Danielle	Lengthening the School Year	5/6	-	1	0	2	-	26
<input type="checkbox"/> Case, Arlene	Voter Registration	5/6	▼	5	0	34	-	7
<input type="checkbox"/> Chapman, Sus	Coast	5/6	▼	0	0	2	▼	10

Select All Clear

* Scores marked with an asterisk indicate essays that contain an advisory.
 N/A Not available or turned-off by the instructor.
 - Not reported. Trait levels are only reported when the trait needs attention.
 ▼ This trait needs attention for this essay.

SELECT STUDENTS

3. Under *MENU*, select the criteria for the report.
 - a. To show only those students whose Holistic Score is within a specific range, click in the box next to “Holistic Score” and enter the range of scores in the fields provided.
 - b. To show only those students who essays had a certain number of errors/comments, click in the box next to “Only show essays with more than this many errors/comments in a feedback category” and enter the number in the field provided.
 - c. Click on the **<Refresh Report>** button.

12.3 Client Roster Report

Select criteria for the report.

Click <Refresh Report>.

Student	Recent Assignment	Holistic Score	Trait Level	Grammar Errors	Usage Errors	Mechanics Errors	Style Comments	Org & Dev Trait Level
<input type="checkbox"/> Abdul, Hasan								
<input type="checkbox"/> Arner, Jack	Instructor's Topic	N/A	N/A	7	6	34	N/A	3
<input type="checkbox"/> Black, Ed	Instructor's Topic	N/A	N/A	0	0	5	N/A	12
<input type="checkbox"/> Brown, Tenisha	Lengthening the School Year	5/6	-	1	0	3	-	26
<input type="checkbox"/> Cameron, Danielle	Lengthening the School Year	5/6	-	1	0	2	-	26
<input type="checkbox"/> Case, Arlene	Voter Registration	5/6	▼	5	0	34	-	7
<input type="checkbox"/> Chen, Sun	Castle	5/6	▼	0	0	2	▼	10

Select All Clear
 * Scores marked with an asterisk indicate essays that contain an advisory.
 N/A Not available or turned-off by the instructor.
 - Not reported. Trait levels are only reported when the trait needs attention.
 ▼ This trait needs attention for this essay.

4. To generate the **Client Roster Report**, click on the **Export Report Data** link under *MENU*. Refer to *Section 15.0 – Export Report Data*.
5. To “batch print” the **Client Roster Report**:
 - a. Select one or more students for whom you will create the report by clicking in the box next to their name(s). (To select all the students, click on **Select All** at the bottom of the screen.)

- b. In the *MENU* field, click on the **Batch Print Reports** link.

12.3 Client Roster Report

The screenshot shows the 'Students in Franklin School District' interface. On the left, a 'MENU' box contains 'Batch Print Reports', 'Email Students', and 'Export Report Data'. A red circle highlights 'Batch Print Reports', and a red box with an arrow points to it with the text 'Click **Batch Print Reports**.' The main area has a 'Select a Report:' dropdown set to 'Client Roster Report' and a 'For Assignment:' dropdown set to 'Most Recent Assignment'. Below these are instructions: 'Select a client, report, and assignment from the drop-down lists above. Select one or more students by clicking the corresponding checkboxes. Then select a function from the menu on the left. Click a student to view the portfolio for that student. Click an assignment to view its details. Click **Help** to view holistic score and trait level explanations.' A table lists students with columns for Student, Recent Assignment, Holistic Score, Trait Level, Grammar Errors, Usage Errors, Mechanics Errors, Style, Comments, and Trait Level. The 'Batch Print Reports' link is highlighted in the menu.

- c. In the *Batch Print Reports* screen (see below), click in the circle next to the report type (Score Analysis or Feedback Analysis) that you want to print.

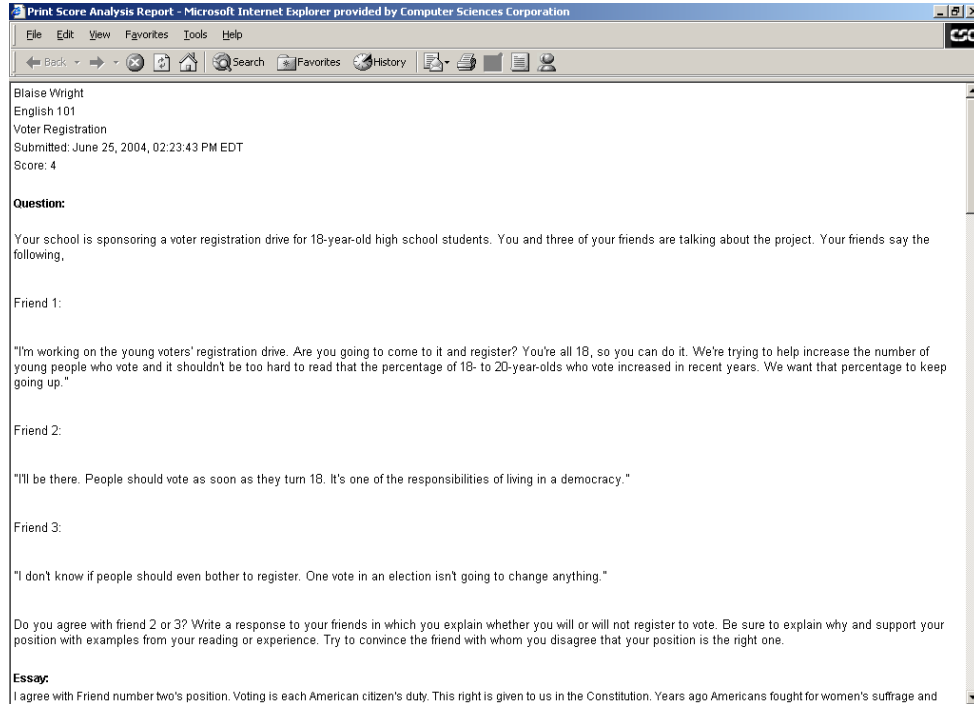
12.3 Client Roster Report

The screenshot shows the 'Batch Print Reports' screen. It contains the text: 'This function will print the reports for the students you selected on the previous screen. Select a report type, and click the **Continue** button.' There are two radio buttons: 'Print Score Analysis Report' and 'Print Feedback Analysis Report'. A red circle highlights the 'Print Score Analysis Report' radio button, and a red box with an arrow points to it with the text 'Select report type.' At the bottom, there are two buttons: 'Continue' and 'Cancel'. The 'Continue' button is circled in red.

- d. Click **<Continue>**.

- e. In the printer-friendly version of the report (see example below) that appears in a separate window, click the **<Print>** button on the browser. Note that it may not be possible to print each report on a new sheet of paper, as not all browsers support this.

12.3 Client Roster Report



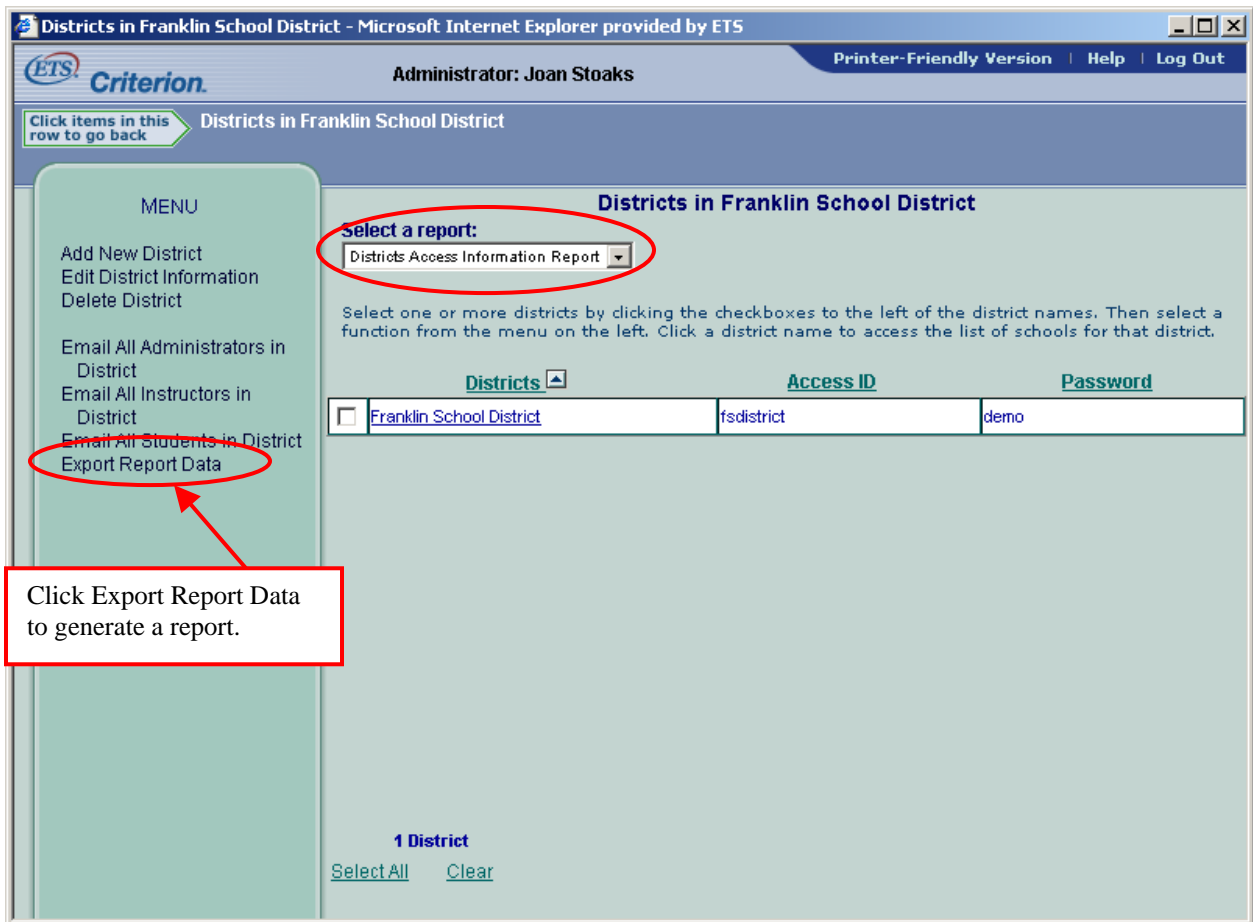
- f. When you are finished, close the browser window to return to the ***Client Roster Report*** screen.
6. To email the report to students, refer to ***Section 13.0 – Email Correspondence***.

12.4 Districts Access Information Report

The **Districts Access Information Report** displays the names of the districts, their access IDs, and their passwords.

1. Follow Steps 1-2 described in *Section 12.0 – Create Reports*.
2. To generate the **Districts Access Information Report**, click on the **Export Report Data** link under *MENU*. Refer to *Section 15.0 – Export Report Data* for next steps.

12.4 Districts Access Information Report



12.5 Errors Report

The **Errors Report** shows the percentage of class essays with errors by category (e.g., Grammar, Usage, etc.) and the number of class essays with each error type. **To view an Errors Report, an administrator must drill down to the Class level.**



NOTE: Above the Class level, an Errors Report is only available for a selected “Administrator Assignment.” (See *Section 11.0 – Assignment Options*.) If there are no administrator assignments, a message similar to the following will be displayed: *There are no administrator assignments for this <level>*.

1. Log in to your **Districts Report** screen. (See *Section 2.3 – Log-In* if you do not remember how to log in.) Click on the **name of the District** in which the class for which you will generate an Errors Report is located (see below).

12.5 Errors Report

The screenshot shows the 'Districts in Franklin School District' page. On the left is a 'MENU' with various options. The main area displays a table of districts. A dropdown menu is set to 'Districts Report'. The table has columns for 'Districts', 'Schools', 'Registered', 'Maximum', 'Remaining', 'Current Contract', 'Maximum', 'Remaining', and 'Total'. The 'Franklin School District' row is highlighted. A red box with an arrow points to the district name with the text 'Click on the name of the District.'

Districts		Students			Submissions			Total
Districts	Schools	Registered	Maximum	Remaining	Current Contract	Maximum	Remaining	Total
Franklin School District	3	30	500	470	73	500	461	73

1 District 3 30 500 470 73 500 461 73
[Select All](#) [Clear](#) A deleted student will not be removed from the class total.

- In the **Schools Report** screen, click on the name of the School in which the class is located. Refer to the example below.

12.5 Errors Report

ETS Criterion Administrator: Joan Stoaks

Click items in this row to go back: Districts in Franklin School District

Schools in Franklin School District

Select a Report:
Schools Report

Select one or more schools by clicking the checkboxes to the left of the school names. Then select a function from the menu on the left. Click a school name to access the list of classes for that school.

	Schools	Classes	Students			Submissions			Total	
			Registered	Maximum	Remaining	Current Contract	Maximum	Remaining		
<input type="checkbox"/>	Franklin Elementary School		2	6	20	14	8		8	
<input type="checkbox"/>	Franklin High School		3	12			12	60	48	12
<input type="checkbox"/>	Franklin Middle School		3	12	25	13	53			53

Click on the name of the School.

- In the **Classes Report** screen, click on the name of the Class for which you will generate the report. See the example below.

12.5 Errors Report

ETS Criterion Administrator: Joan Stoaks

Click items in this row to go back: Districts in Franklin School District Schools in Franklin School District

Classes in Franklin High School

Select a Report:
Classes Report

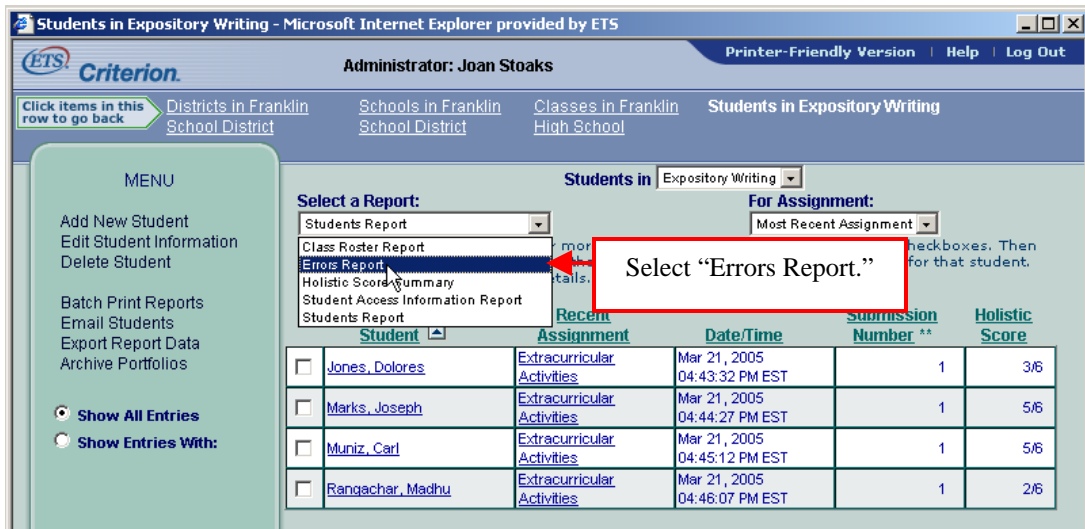
Select one or more classes by clicking the checkboxes to the left of the class names. Then select a function from the menu on the left. Click a class name to access the list of students for that class.

	Classes	Students Registered	Submissions	
			Current Contract	Total
<input type="checkbox"/>	Creative Writing	5	4	4
<input type="checkbox"/>	English 101	3	4	4
<input type="checkbox"/>	Expository Writing	4	4	4

Click on the name of the Class.

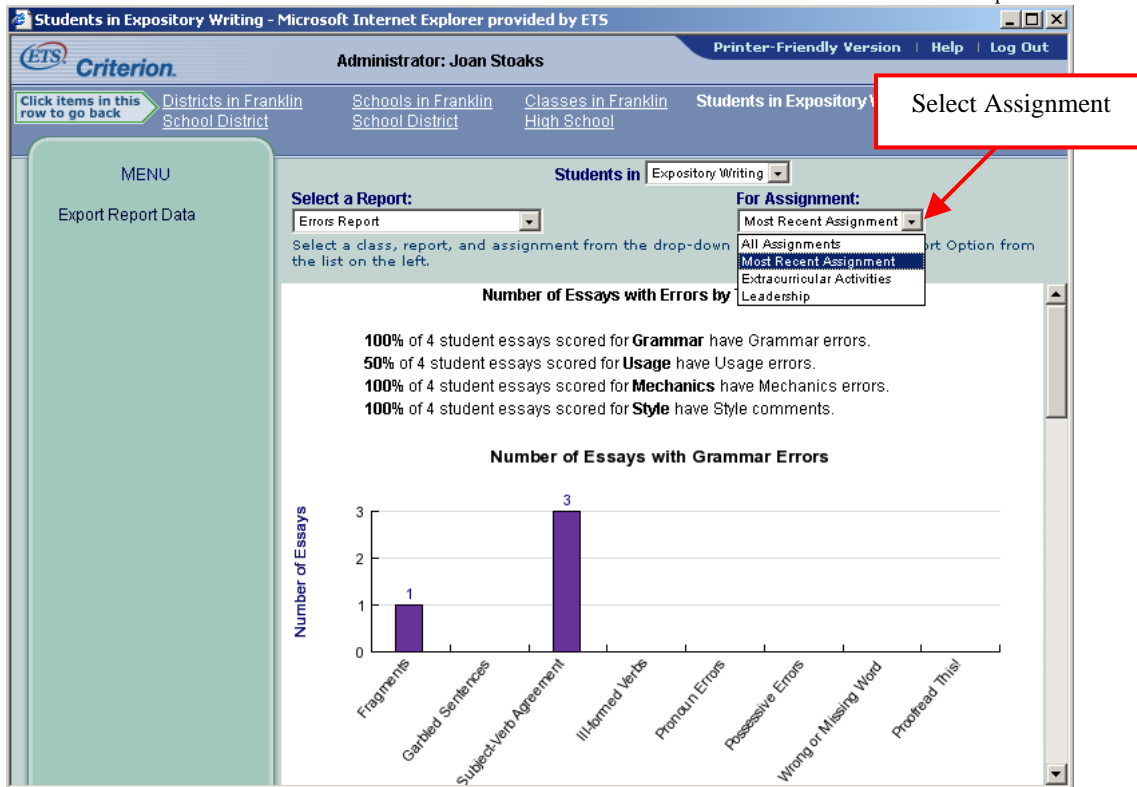
- In the *Students Report* screen, select "Errors Report" from the *Select a Report* drop-down menu (see below).

12.5 Errors Report

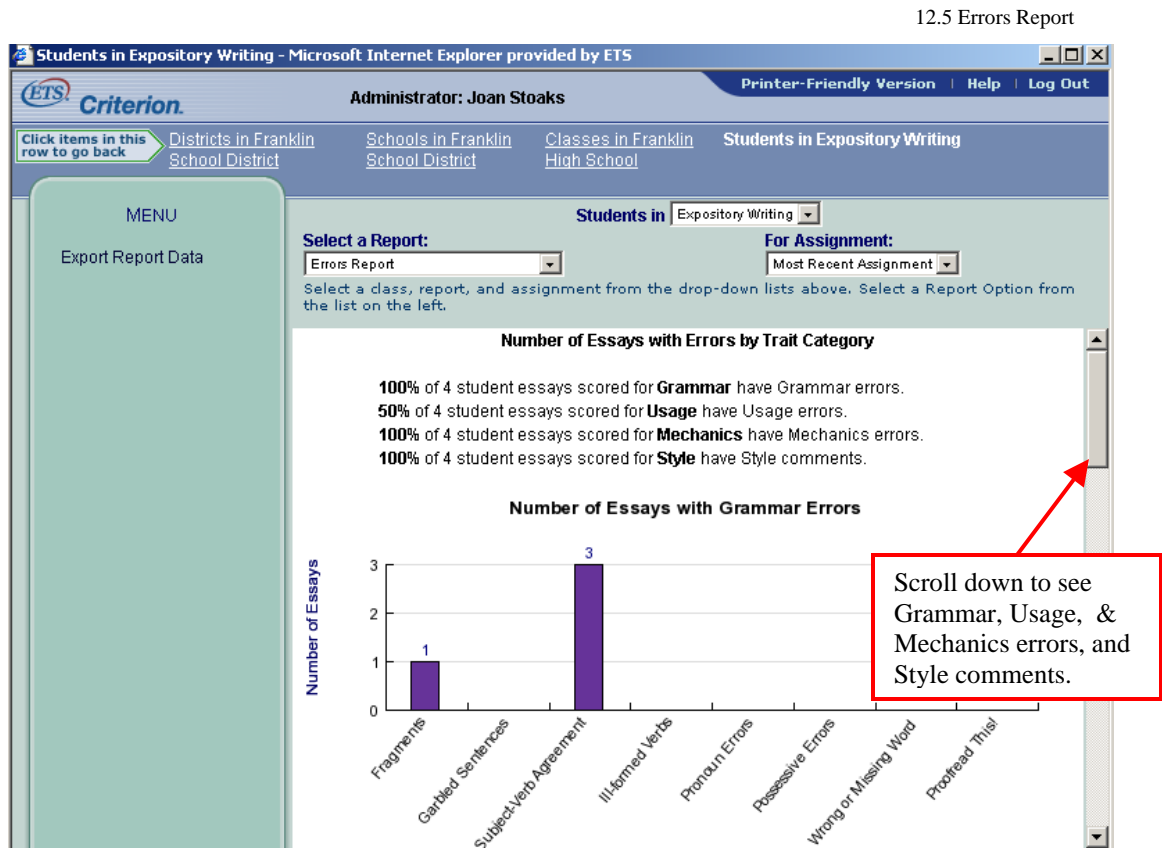


- In the *Errors Report* screen (see below), use the drop-down menu in the *For Assignment* field to select the assignment for which you will create the report. (The default is **Most Recent Assignment**, but you may select a specific assignment or all assignments.)

12.5 Errors Report



- Use the scroll bar to see the number of errors for all the trait categories.



- To generate the **Errors Report**, click on the **Export Report Data** link under *MENU* and refer to *Section 15.0 – Export Report Data* for further direction.

12.6 Holistic Score Summary

The **Holistic Score Summary Report** graphs the percent of essays with each score and the number of essays with each score. Unscored essays are not included in the report. The color coding and descriptions (Red = Needs a lot of help, Yellow = Needs some help, Green = Doing fine) are based on standards defined at the Administrator level. Clicking on a piece of the pie chart or on a column in the bar graph will display a list of students and assignments for a particular score.

1. Follow Steps 1-2 described in *Section 12.0 – Create Reports*.
2. In the *Holistic Score Summary Report* screen (see below), use the drop-down menu in the *For Assignment* field to select the assignment for which you will create the report. (The default is **Most Recent Assignment**, but you may select a specific assignment or all assignments.)

12.6 Holistic Score Detailed Report - Summary

The screenshot displays the Criterion software interface for the Holistic Score Summary Report. At the top, it shows the user is Administrator Joan Stoaks. A red box highlights the 'Select Assignment' dropdown menu. Below this, there are two main sections: 'Percent of Essays with Each Score' and 'Score Distribution and Summary Statistics'.

Percent of Essays with Each Score*

Score	Percentage
Score: 6	38.1%
Score: 5	23.8%
Score: 4	28.6%
Score: 3	4.8%
Score: 2	4.8%

Score Distribution and Summary Statistics*

Score	Number of Essays
1	0
2	1
3	1
4	6
5	5
6	8

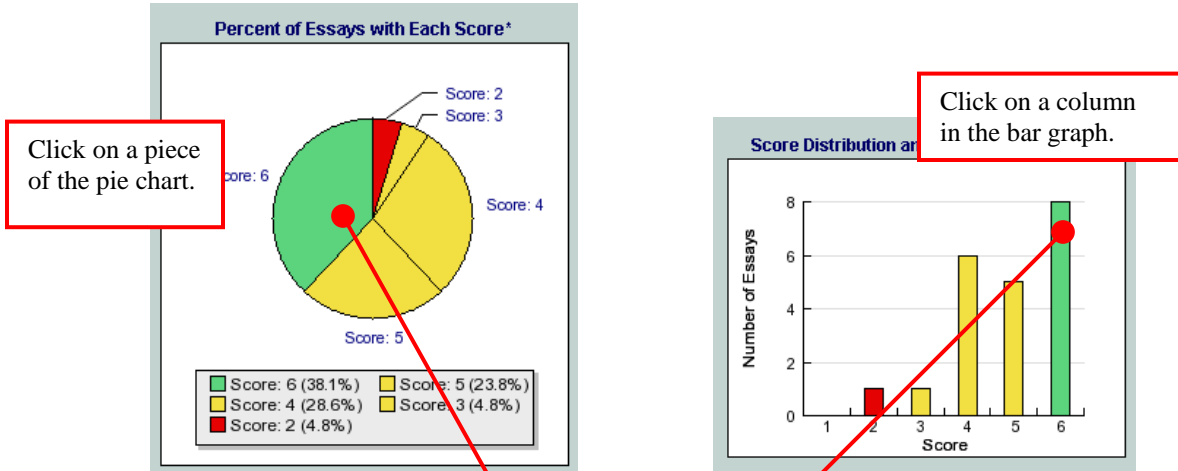
Legend for Score Distribution and Summary Statistics:

- Doing Fine (score of 6)
- Needs Some Help (score of 3 to 5)
- Needs a Lot of Help (score of 1 to 2)

* Report does not include any scores for essays with advisories. Due to rounding, the total may not equal 100%.
Total number of essays based on: 21
Mean score is 4.86.

3. To generate the **Holistic Score Summary Report**, click on the **Export Report Data** link under *MENU* in the *Holistic Score Summary Report* screen and follow the steps detailed in *Section 15.0 – Export Report Data*.

4. To generate an **Holistic Score Detailed Report** of students and assignments for a particular score:
 - a. Click on a piece of the pie chart or on a column in the bar graph as shown in the examples below.



The *Holistic Score Detailed Report* screen showing a detailed list of students and assignments associated with the score will appear

Holistic Score Detailed Report

The following list contains the list of students and assignments with a score of 6.
 Note: Graphs on the previous screen are updated daily and may not reflect the current score information displayed below.

Student	Recent Assignment	Date/Time	Submission Number**	Holistic Score
chan, Sue	Castle	Mar 21, 2005 02:08:12 PM EST	1	6/6
Chang, Sue	Home and Away	Mar 21, 2005 02:13:29 PM EST	1	6/6
Check, Alex	Castle	Mar 21, 2005 02:16:26 PM EST	1	6/6
Jones, Bobby	Writing Mentor	Mar 21, 2005 03:03:40 PM EST	1	6/6
Lewis, Jessie	Invisible Friend	Jun 25, 2004 02:40:01 PM EDT	1	6/6
Mendez, Jose	Voter Registration	Jun 25, 2004 02:32:02 PM EDT	1	6/6

** The first and most recent essay for each assignment are saved.

Buttons: **Export Report Data**, **Printer-Friendly Version**, **Help**, **Close Report**

- b. At the bottom of the *Holistic Score Detailed Report* screen, click on the **<Export Report Data>** to generate an electronic file (see *Section 15.0 – Export Report Data*) or the **<Printer-Friendly Version>** button to print out an easy-to-read hard copy of the report.

12.7 Schools Access Information Report

The **Schools Access Information Report** displays the names of the schools in a district, their access IDs, and their passwords.

1. Follow Steps 1-2 described in *Section 12.0 – Create Reports*.
2. To generate the **Schools Access Information Report**, click on the **Export Report Data** link under *MENU*. Refer to *Section 15.0 – Export Report Data* for next steps.

12.7 Schools Access Information Report

Schools in Franklin School District - Microsoft Internet Explorer provided by ETS

Administrator: Joan Stoaks

Printer-Friendly Version | Help | Log Out

Click items in this row to go back

Schools in Franklin School District

MENU

- Edit School Information
- Delete School
- Email All Administrators in School
- Email All Instructors in School
- Email All Students in School
- Export Report Data**

Select a report:

Schools Access Information Report

Select one or more schools by clicking the checkboxes to the left of the school names. Then select a function from the menu on the left. Click a school name to access the list of classes for that school.

Schools	Access ID	Password
<input type="checkbox"/> Franklin Elementary School	feschool	demo
<input type="checkbox"/> Franklin High School	fhschool	demo
<input type="checkbox"/> Franklin Middle School	fmschool	demo

3 Schools

Select All Clear

Click Export Report Data to generate a report.

3. To generate the **Schools Access Information Report**, click on the **Export Report Data** link under *MENU*. Refer to *Section 15.0 – Export Report Data* for next steps.

12.8 Student Access Information Report

For each student in the district, the **Student Access Information Report** shows the student's name, ID, password, and last log in date. You can view a student's portfolio by clicking on a student's name. Student information can also be edited and/or deleted.

1. Follow Steps 1-2 described in *Section 12.0 – Create Reports*.
2. To generate the **Student Access Information Report**, click on the **Export Report Data** link under *MENU* and refer to *Section 15.0 – Export Report Data* for further direction
3. To **email** students
 - a. Select one or more students for whom you will create the report by clicking in the box next to their name(s). (To select all the students, click on **Select All** at the bottom of the screen.)
 - b. Click on the **Email Students** link under *MENU* and refer to *Section 13.0 – Email Correspondence* for further direction

12.8 Student Access Information Report

Students in Franklin School District

Administrator: Joan Stoaks

Click items in this row to go back

MENU

- Edit Student Information
- Delete Student
- Email Students
- Export Report Data

Select a Report: Student Access Information Report

Select a client and report from the drop-down lists above. Select one or more students by clicking the corresponding checkboxes. Then select a function from the menu on the left. Click a student to view the portfolio for that student.

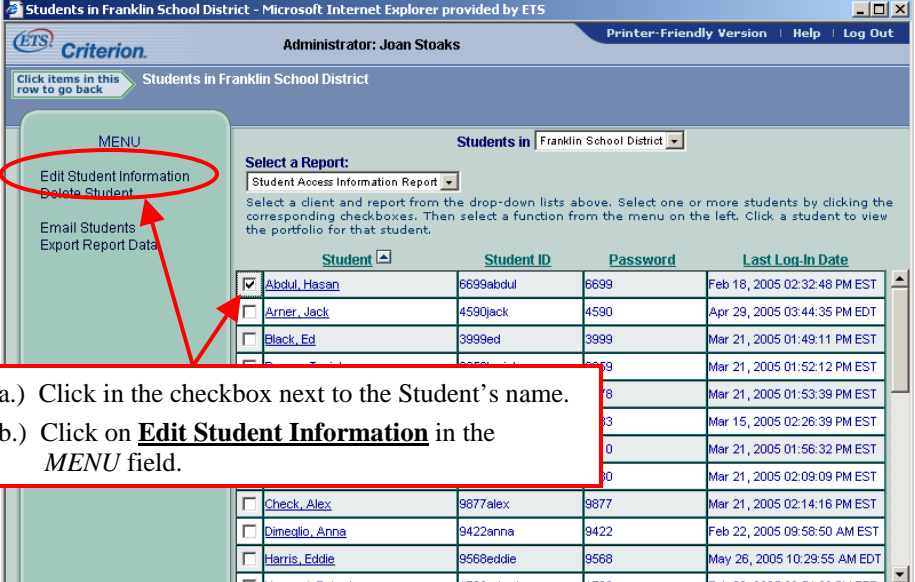
Student	Student ID	Password	Last Log-In Date
<input type="checkbox"/> Abdul, Hasan	6699abdul	6699	Feb 18, 2005 02:32:48 PM EST
<input type="checkbox"/> Arner, Jack	4590jack	4590	Apr 29, 2005 03:44:35 PM EDT
<input type="checkbox"/> Black, Ed	3999ed	3999	Mar 21, 2005 01:49:11 PM EST
<input type="checkbox"/> Brown, Tenisha	6659tenisha	6659	Mar 21, 2005 01:52:12 PM EST
<input type="checkbox"/> Cameron, Danielle	2478danielle	2478	Mar 21, 2005 01:53:39 PM EST
<input type="checkbox"/> Case, Arlene	9033arlene	9033	Mar 15, 2005 02:26:39 PM EST
<input type="checkbox"/> chan, Sue	1010sue	1010	Mar 21, 2005 01:56:32 PM EST
<input type="checkbox"/> Chang, Sue	9380sue	9380	Mar 21, 2005 02:09:09 PM EST
<input type="checkbox"/> Check, Alex	9877alex	9877	Mar 21, 2005 02:14:16 PM EST
<input type="checkbox"/> Dimeglio, Anna	9422anna	9422	Feb 22, 2005 09:58:50 AM EST
<input type="checkbox"/> Harris, Eddie	9568eddie	9568	May 26, 2005 10:29:55 AM EDT

30 Students A deleted student will not be removed from the client total.

Select All Clear

4. To **edit information** about a student:
 - a. In the **Student Access Information Report** screen, click in the checkbox next to the student's name whose information you will be editing. (NOTE: You can edit information about only one student at a time.)
 - b. In the **MENU** field, click on the **Edit Student Information** link.

12.8 Student Access Information Report



MENU

- Edit Student Information
- Delete Student
- Email Students
- Export Report Data

Select a Report:
Student Access Information Report

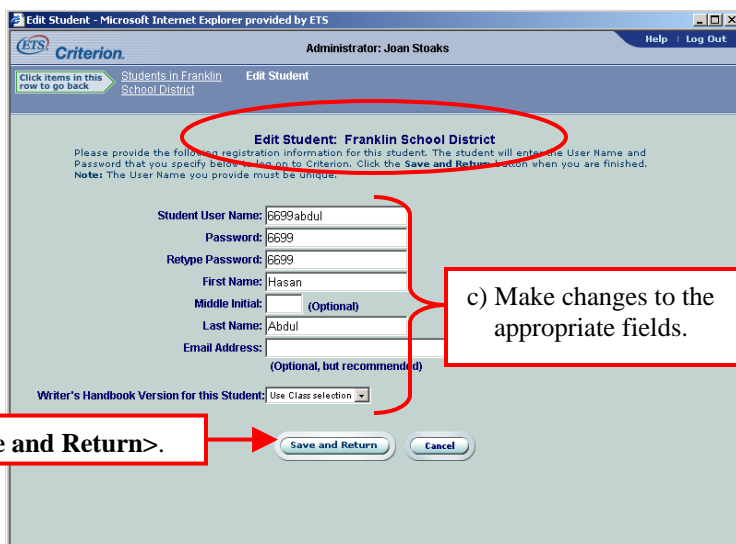
Select a client and report from the drop-down lists above. Select one or more students by clicking the corresponding checkboxes. Then select a function from the menu on the left. Click a student to view the portfolio for that student.

Student	Student ID	Password	Last Log-In Date
<input checked="" type="checkbox"/> Abdul, Hasan	6699abdul	6699	Feb 18, 2005 02:32:48 PM EST
<input type="checkbox"/> Arner, Jack	4590jack	4590	Apr 29, 2005 03:44:35 PM EDT
<input type="checkbox"/> Black, Ed	3999ed	3999	Mar 21, 2005 01:49:11 PM EST
<input type="checkbox"/>
<input type="checkbox"/> Check, Alex	9877alex	9877	Mar 21, 2005 02:14:16 PM EST
<input type="checkbox"/> Dimeglio, Anna	9422anna	9422	Feb 22, 2005 09:58:50 AM EST
<input type="checkbox"/> Harris, Eddie	9568eddie	9568	May 26, 2005 10:29:55 AM EDT

a.) Click in the checkbox next to the Student's name.
b.) Click on **Edit Student Information** in the **MENU** field.

- c. In the fields that appear in the **Edit Student** screen (see below), make the desired revisions.

Edit Student Information



Edit Student: Franklin School District

Please provide the following registration information for this student. The student will enter the User Name and Password that you specify below to log on to Criterion. Click the **Save and Return** button when you are finished. **Note:** The User Name you provide must be unique.

Student User Name: 6699abdul
 Password: 6699
 Retype Password: 6699
 First Name: Hasan
 Middle Initial: (Optional)
 Last Name: Abdul
 Email Address: (Optional, but recommended)

Writer's Handbook Version for this Student: Use Class selection

d) Click **<Save and Return>**.

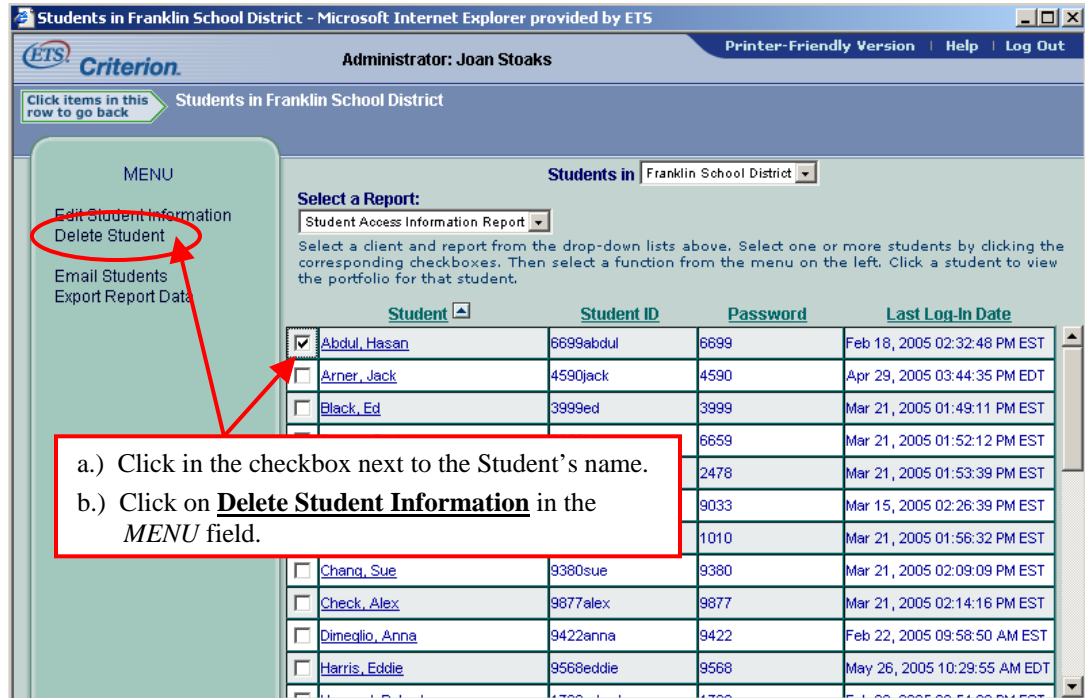
c) Make changes to the appropriate fields.

- d. Click **<Save and Return>**. You will be returned to the **Student Access Information Report** screen.

5. To delete a student's information:

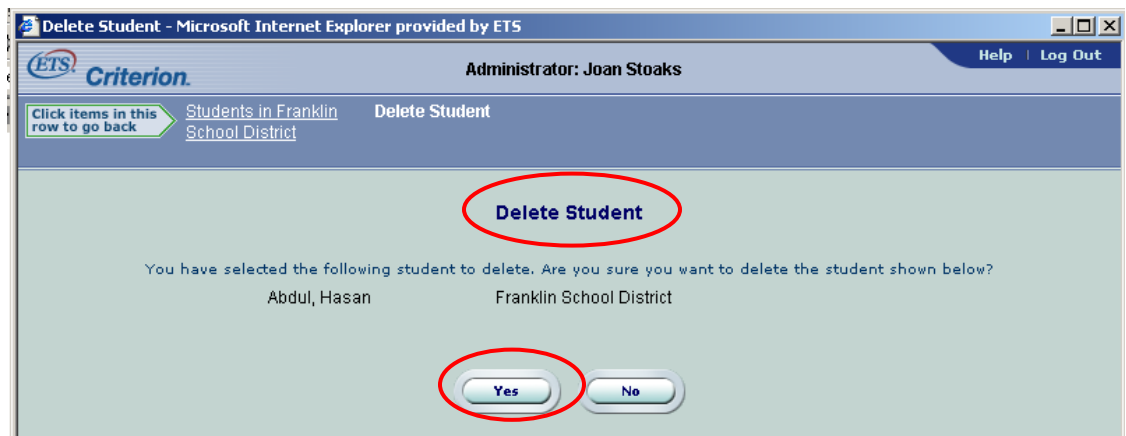
- a. In the *Student Access Information Report* screen, click in the checkbox next to the student's name whose information you will be deleting. (NOTE: You can delete information about only one student at a time.)
- b. In the *MENU* field, click on the **Delete Student Information** link.

12.8 Student Access Information Report



- c. The *Delete Student* screen (shown below) will appear. If you are certain that you want delete the student, click **<Yes>**. The student will be deleted and you will be returned to the *Student Access Information Report* screen.

Delete Student



12.9 Students Report

The **Students Report** displays student names, the title of their most recent assignment, the date/time the student last accessed the assignment, the number of submissions the student made for the assignment, and the student's holistic score. You can view a student's portfolio by clicking on a student's name. Student information can also be edited and/or deleted.

1. Follow Steps 1-2 described in *Section 12.0 – Create Reports*.
2. Under *MENU*, click either “Show All Entries or “Show Entries With.” If you select “Show Entries With,” you can display the report for a particular date range by following the directions below (see below):
 - a. Click in the box next to “Dates Between” and enter the range of dates in the fields provided.
 - b. Click in the box next to “Holistic Score” and enter the range of the scores in the fields provided.
 - c. Click on the **<Refresh Report>** button.

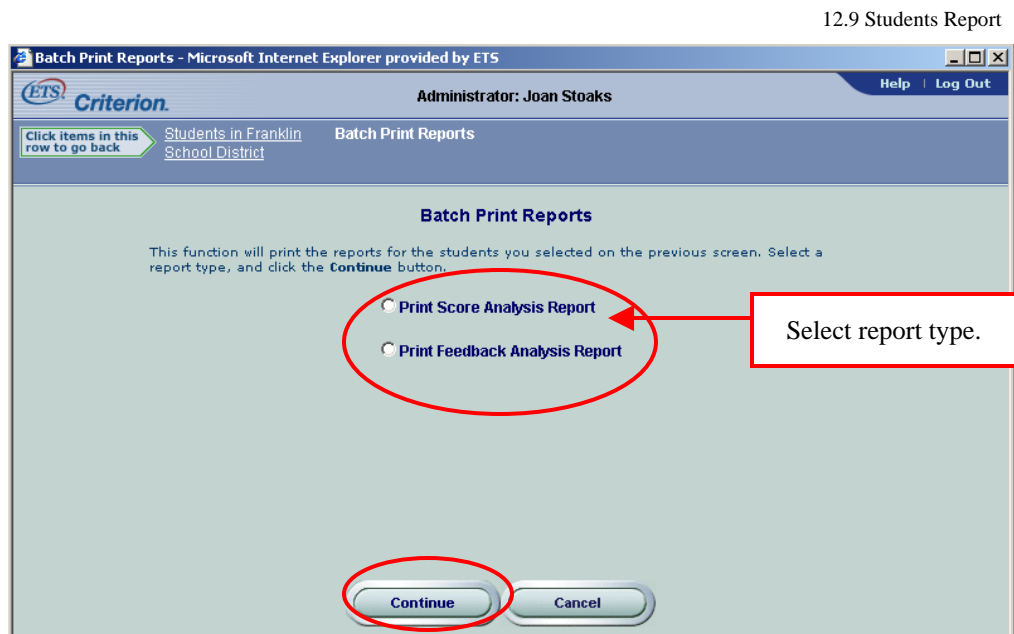
12.9 Students Report

The screenshot shows the 'Students in Franklin School District' report interface. The 'MENU' on the left includes options like 'Edit Student Information', 'Delete Student', 'Batch Print Reports', 'Email Students', 'Export Report Data', and 'Archive Portfolios'. The 'Show Entries With' section has two radio buttons: 'Show All Entries' (selected) and 'Show Entries With:'. The 'Show Entries With' section includes 'Dates Between' (Jun 25, 2004 and May 26, 2005) and 'Holistic Score: Show scores between: 1 and 5'. The 'Refresh Report' button is at the bottom of this section. The main area shows a table with columns: Student, Recent Assignment, Date/Time, Submission Number, and Holistic Score. The table lists 30 students, with the first few rows visible. A 'Refresh Report' button is located at the bottom of the table area.

Student	Recent Assignment	Date/Time	Submission Number **	Holistic Score
<input type="checkbox"/> Abdul, Hasan				
<input type="checkbox"/> Arner, Jack	Instructor's Topic	Apr 29, 2005 03:46:33 PM EDT	11	N/A
<input type="checkbox"/> Black, Ed	Instructor's Topic	Mar 21, 2005 01:49:41 PM EST	2	N/A
<input type="checkbox"/> Brown, Tenisha	Lengthening the School Year	Mar 21, 2005 01:52:51 PM EST	4	5/6
<input type="checkbox"/> Cameron, Danielle	Lengthening the School Year	Mar 21, 2005 01:55:03 PM EST	4	5/6
<input type="checkbox"/> Case, Arlene	Voter Registration	Mar 15, 2005 02:28:07 PM EST	2	5/6
<input type="checkbox"/> chan, Sue	Castle	Mar 21, 2005 02:08:12 PM EST	1	6/6
<input type="checkbox"/> Chang, Sue	Home and Away	Mar 21, 2005	1	6/6

3. To generate the **Students Report**, click on the **Export Report Data** link under *MENU*. Refer to *Section 15.0 – Export Report Data* for next steps.

4. To “**batch print**” the **Students Report**
 - a. Select one or more students for whom you will create the report by clicking in the box next to their name(s). (To select all the students, click on **Select All** at the bottom of the screen.)
 - b. In the *MENU* field, click on the **Batch Print Reports** link.
 - c. In the **Batch Print Reports** screen (see below), click in the circle next to the report type (Score Analysis or Feedback Analysis) that you want to print.



- d. Click **<Continue>**.
 - e. In the printer-friendly version of the report that appears in a separate window, click the **<Print>** button on the browser. Note that it may not be possible to print each report on a new sheet of paper, as not all browsers support this.
 - f. When you are finished, close the browser window to return to the **Students Report** screen.
5. To **email the report to students**, click on the **Email Students** link under *MENU* and refer to **Section 13.0 – Email Correspondence**.

6. To edit information about a student:
 - a. In the *Students Report* screen, click in the checkbox next to the student's name whose information you will be editing. (NOTE: You can edit information about only one student at a time.)
 - b. In the *MENU* field, click on the Edit Student Information link.

12.9 Students Report

The screenshot shows the 'Students in Franklin School District' report interface. On the left, a 'MENU' box contains several options, with 'Edit Student Information' circled in red. A red arrow points from this option to the checkbox next to the student 'Abdul, Hasan' in the main table. The table has columns for Student, Recent Assignment, Date/Time, Submission Number, and Holistic Score. A red box with white text contains the following instructions:

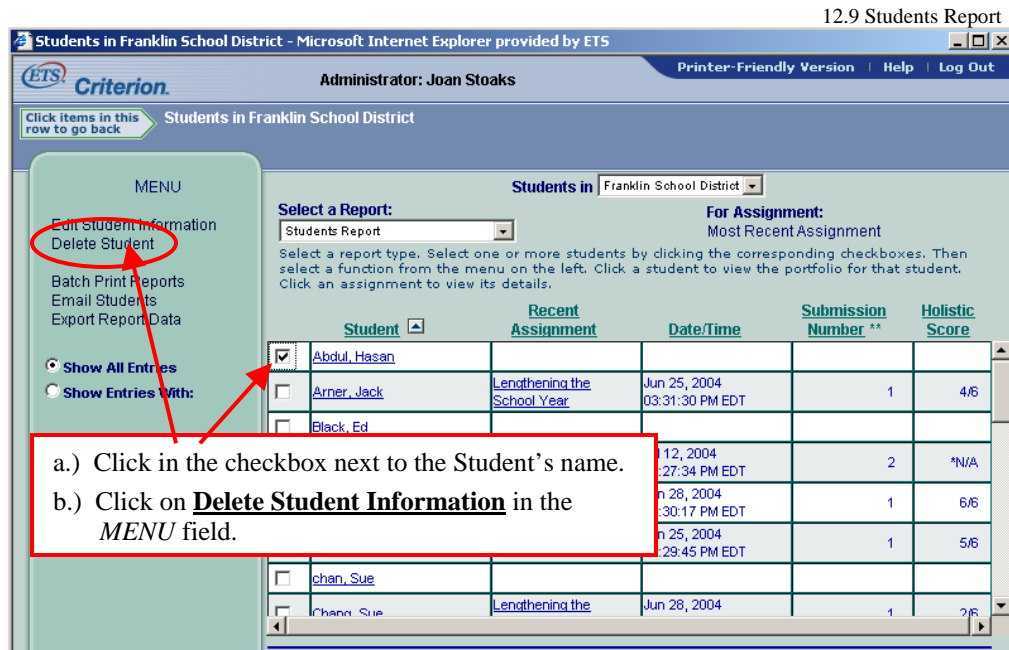
a.) Click in the checkbox next to the Student's name.
 b.) Click on Edit Student Information in the *MENU* field.

- c. In the fields that appear in the *Edit Student* screen (see below), make the desired revisions.

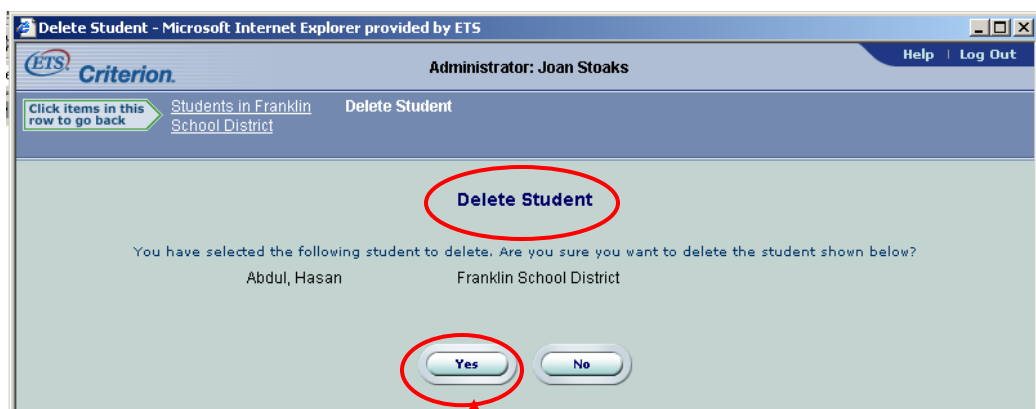
The screenshot shows the 'Edit Student Information' screen. The title 'Edit Student: Franklin School District' is circled in red. A red box with white text contains the instruction: 'c.) Make changes to the appropriate fields.' pointing to the form fields. Another red box with white text contains the instruction: 'd.) Click <Save and Return>.' pointing to the 'Save and Return' button.

- d. Click <Save and Return>. You will be returned to the *Students Report* screen.

7. To delete a student's information:
 - a. In the Student Access Information Report screen, click in the checkbox to the left of the student's name whose information you will be deleting. (NOTE: You can delete information about only one student at a time.)
 - b. In the *MENU* field, click on the **Delete Student Information** link.



- c. The **Delete Student** screen (shown below) will appear. If you are certain that you want delete the student, click **<Yes>**. The student will be deleted and you will be returned to the **Students Report** screen.



c.) Click **<Yes>**.

12.10 Schools Report

The **Schools Report** displays the names of the schools, their passwords, the number of classes in the school, the number of registered students, maximum number of students, remaining number of students, the number of submissions received, the maximum number of submissions, and the remaining number of submissions.

1. Log in to your **Districts Report** screen. (See **Section 2.3 – Log-In** if you do not remember how to log in.)
2. In main section of the screen (see below), click on the underlined name of the District for which you will run a Schools Report.

12.10 Schools Report

The screenshot shows the 'Districts in Franklin School District' interface. On the left is a 'MENU' with various administrative options. The main area features a 'Select a Report:' dropdown menu (circled in red) set to 'Districts Report'. Below this is a table with columns for 'Districts', 'Schools', and 'Students' (Registered, Maximum, Remaining) and 'Submissions' (Current Contract, Maximum, Remaining), plus a 'Total' column. The table contains one row for 'Franklin School District' (underlined in blue), with values: 3, 33, 500, 469, 82, 500, 461, 82. A red arrow points to the underlined district name, which is enclosed in a red box with the instruction: 'Click on the underlined name of the District for which you will run a Schools Report.'

	Districts	Schools	Students			Submissions			Total
			Registered	Maximum	Remaining	Current Contract	Maximum	Remaining	
<input type="checkbox"/>	<u>Franklin School District</u>	3	33	500	469	82	500	461	82
1 District		3	33	500	469	82	500	461	82

3. In the *Schools Report* screen that appears (see below), click on the **Export Report Data** link under *MENU*. Refer to *Section 15.0 – Export Report Data* for next steps.

12.10 Schools Report

Schools in Franklin School District - Microsoft Internet Explorer provided by ETS

Administrator: Joan Stoaks

Printer-Friendly Version | Help | Log Out

Click items in this row to go back: Districts in Franklin School District | Schools in Franklin School District

MENU

- Add New School
- Edit School Information
- Delete School
- Assignment Options
- Email All Administrators in School
- Email All Instructors in School
- Email All Students in School
- Advanced Import
- Export Report Data**
- Archive Portfolios
- Edit My User Information
- School Administrator Options
- Instructor Options
- Search

Select a Report: Schools Report

Select one or more schools by clicking the checkboxes to the left of the school names. Then select a function from the menu on the left. Click a school name to access the list of classes for that school.

	Schools	Classes	Students			Submissions			Total	
			Registered	Maximum	Remaining	Current Contract	Maximum	Remaining		
<input type="checkbox"/>	Franklin Elementary School	2	6	20	14	8			8	
<input type="checkbox"/>	Franklin High School	3	14			12	60	48	12	
<input type="checkbox"/>	Franklin Middle School	4	13	25	12	62			62	
3 Schools			9	33	500	469	82	500	461	82

Select All Clear

A deleted student will not be removed from the class total.

12.11 District Roster Report

The **District Roster Report** displays the names of the students who meet the selected criteria. The selections made under *MENU* result in a report that answers the following question: "Show me all students in the district who have a holistic score of xx and more than x errors in a feedback category."

1. Log in to your **Districts Report** screen. (See *Section 2.3 – Log-In* if you do not remember how to log in.)
2. In main section of the screen (see below), click on the underlined name of the District for which you will run a District Roster Report.

12.11 District Roster Report

ETS Criterion Administrator: Joan Stoaks Printer-Friendly Version | Help | Log Out

Click items in this row to go back Districts in Franklin School District

MENU

- Add New District
- Edit District Information
- Delete District
- Allocate Submissions and Students
- Define Report Standards
- Assignment Options
- Email All Administrators in District
- Email All Instructors in District
- Email All Students in District
- Advanced Import
- Export Report Data
- Archive Portfolios
- Edit My User Information
- District Administrator Options
- Search

Select a Report: Districts Report

Select one or more districts by clicking the checkboxes to the left of the district names. Then select a function from the menu on the left. Click a district name to access the list of schools for that district.

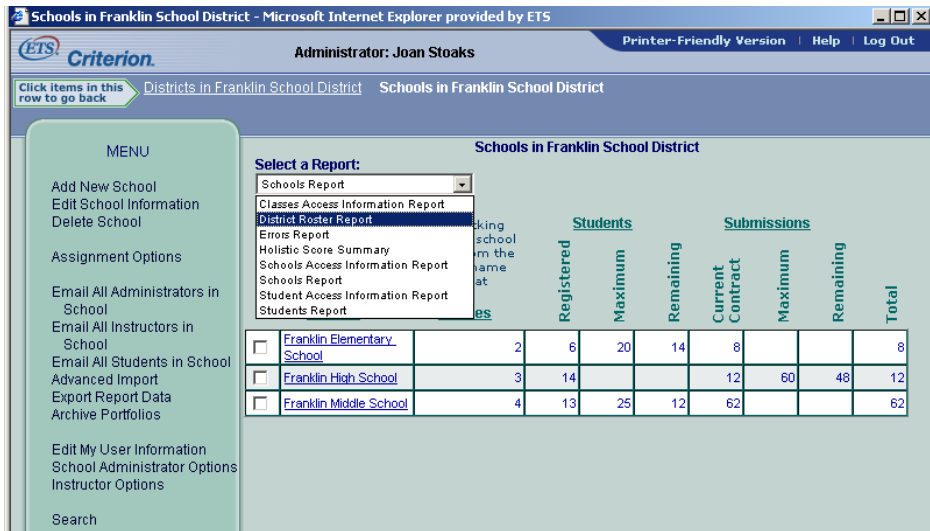
Districts	Schools	Students			Submissions			Total
		Registered	Maximum	Remaining	Current Contract	Maximum	Remaining	
<input type="checkbox"/> <u>Franklin School District</u>	3	33	500	469	82	500	461	82

1 District 3 33 500 469 82 500 461 82

Select All Clear A deleted student will not be removed from the class total.

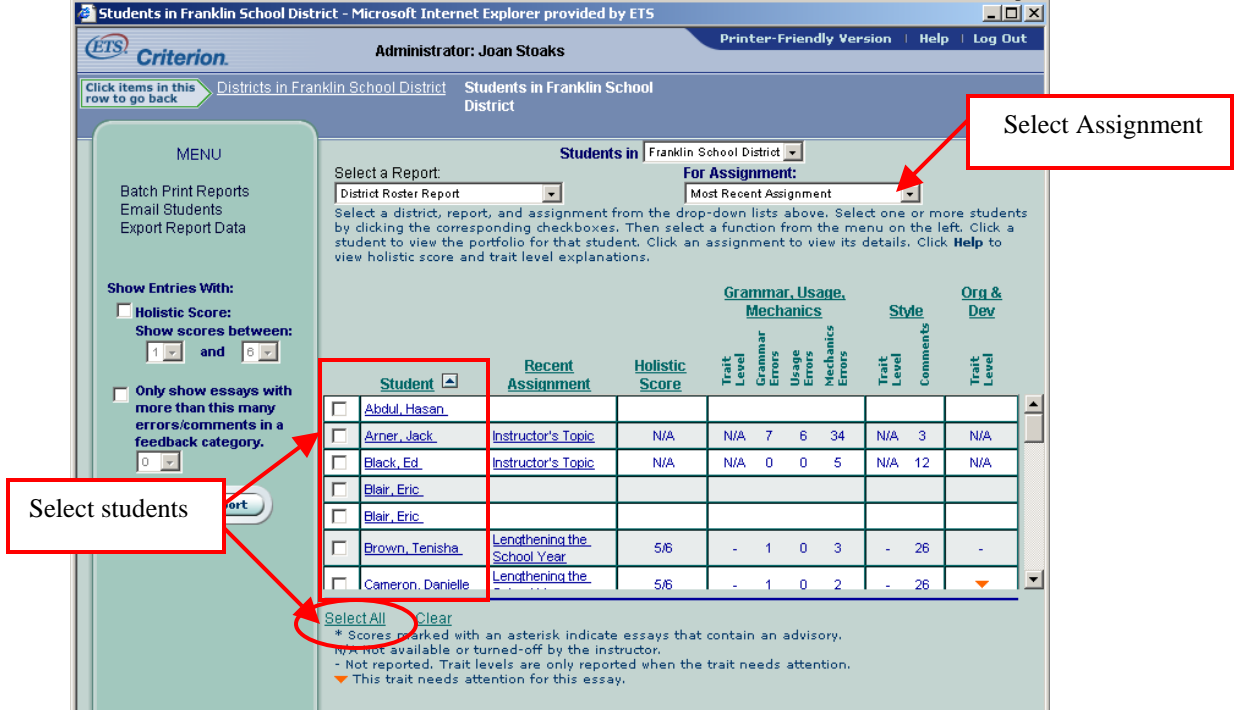
- In the *Schools Report* screen that appears (see below), use the drop-down menu in the *Select a Report* field to select the *District Roster Report*.

12.11 District Roster Report



- In the *District Roster Report* screen (see below), use the drop-down menu in the *For Assignment* field to select the assignment for which you will create the report. (The default is **Most Recent Assignment**, but you may select a specific assignment or all assignments.)

12.11 District Roster Report



5. Under *MENU*, select the criteria for the report.
 - a. To show only those students whose Holistic Score is within a specific range, click in the box next to “Holistic Score” and enter the range of scores in the fields provided.
 - b. To show only those students whose essays had a certain number of errors/comments, click in the box next to “Only show essays with more than this many errors/comments in a feedback category” and enter the number in the field provided.
 - c. Click on the **<Refresh Report>** button.

12.11 District Roster Report

Select criteria for the report.

Click <Refresh Report>.

Student	Recent Assignment	Holistic Score	Trait Level	Grammar Errors	Usage Errors	Mechanics Errors	Trait Level	Comments	Trait Level
<input type="checkbox"/> Abdul, Hasan									
<input type="checkbox"/> Arner, Jack	Instructor's Topic	N/A	N/A	7	6	34	N/A	3	N/A
<input type="checkbox"/> Black, Ed	Instructor's Topic	N/A	N/A	0	0	5	N/A	12	N/A
<input type="checkbox"/> Blair, Eric									
<input type="checkbox"/> Blair, Eric									
<input type="checkbox"/> Brown, Tenisha	Lengthening the School Year	5/6	-	1	0	3	-	26	-
<input type="checkbox"/> Cameron, Danielle	Lengthening the School Year	5/6	-	1	0	2	-	26	▼

Select All Clear

* Scores marked with an asterisk indicate essays that contain an advisory.
 N/A Not available or turned-off by the instructor.
 - Not reported. Trait levels are only reported when the trait needs attention.
 ▼ This trait needs attention for this essay.

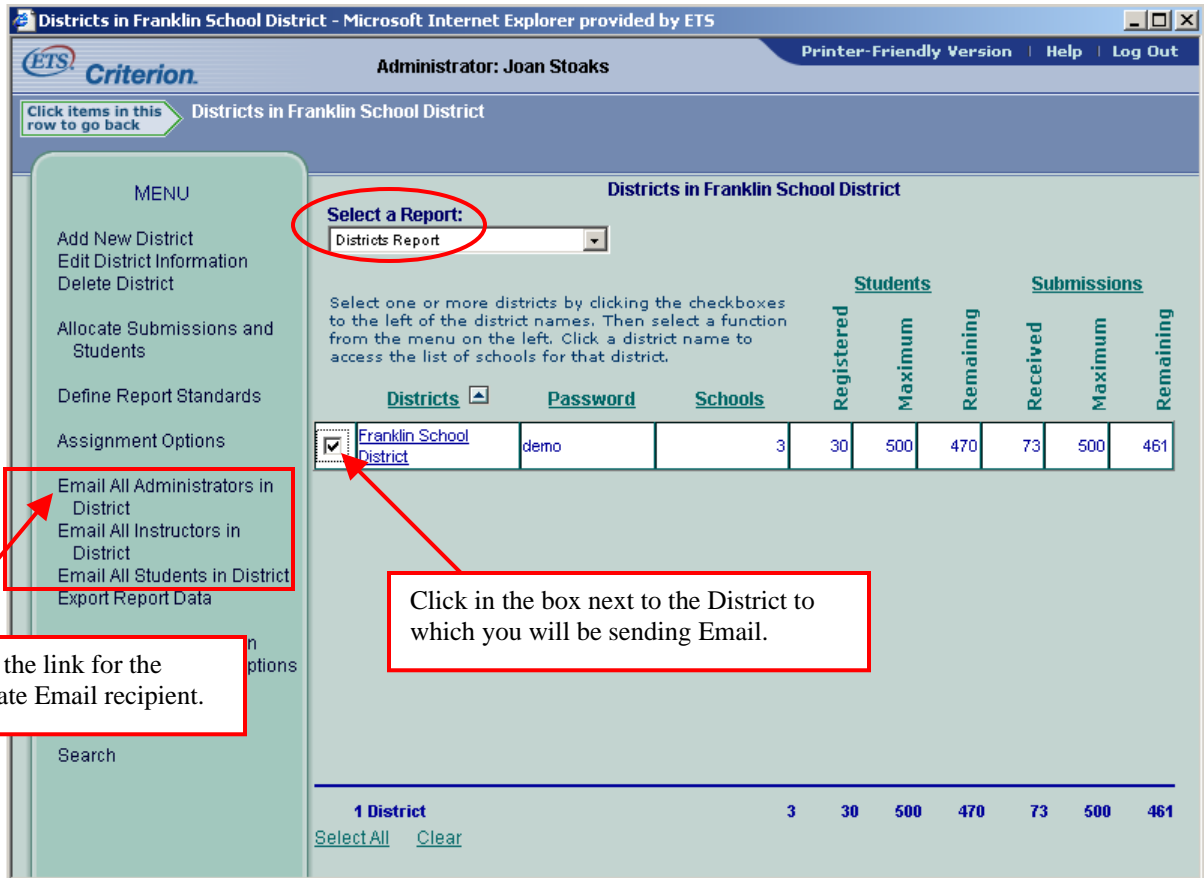
6. To generate the **District Roster Report**, click on the **Export Report Data** link under *MENU*. Refer to *Section 15.0 – Export Report Data*.

13.0 EMAIL CORRESPONDENCE

As an Administrator, you can easily Email all the administrators, instructors, or students in a District by following the steps below.

1. Log in to your *Districts Report* screen. (See *Section 2.3 – Log-In* if you do not remember how to log in.)
2. In the main section of the screen (see below), click in the box next to the District to which you will be sending Email.

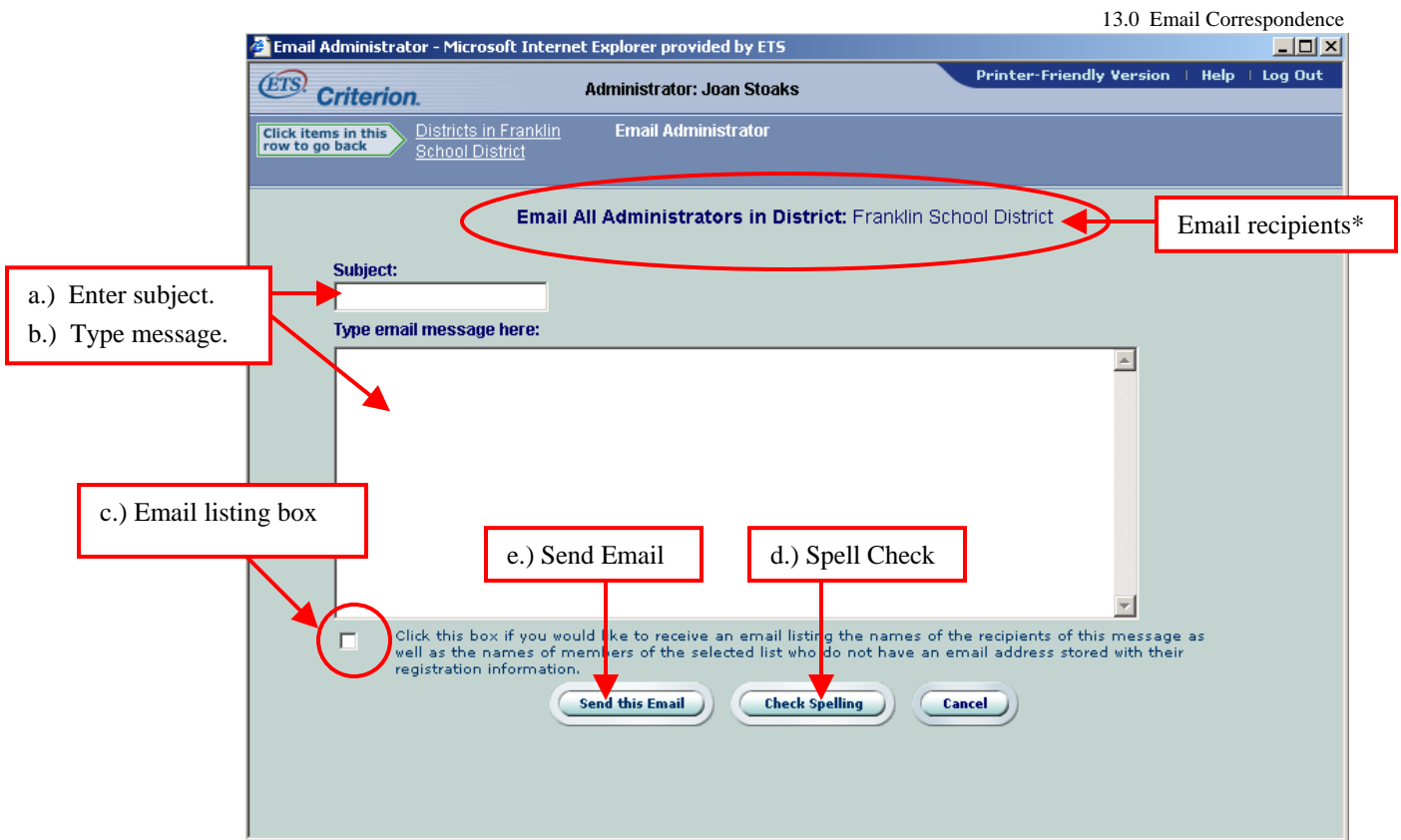
13.0 Email Correspondence



3. In the *MENU* field, of the *Districts Report* screen click on ONE of the following recipient the links:

- **Email All Administrators in District**
- **Email All Instructors in District**
- **Email All Students in District**

4. In the **Email** screen* that appears (see example below):
 - a. Enter the subject in the *Subject* field.
 - b. Type your message in the *Message* field
 - c. Click in the small box (see below) if you want to receive an Email listing the names of the message recipients as well as the names of members of the selected list who do not have an Email address stored with their registration information.
 - d. Click <Check Spelling>.
 - e. Click <Send this Email>.



***NOTE:** While the *title* of the Email screen *changes* depending on the recipients (All Administrators, All Instructors, or All Students), the *format* of the Email remains the *same*.

14.0 ADVANCED IMPORT

The **Advanced Import** feature allows you to create Districts, Schools, and Classes by importing the required data into *Criterion* from a comma-delimited (.csv) format.



NOTE: You must create classes before importing instructors and students.

1. Log in to your **Districts Report** screen. (See *Section 2.3 – Log-In* if you do not remember how to log in.)
2. In the **MENU** field, click on the **Advanced Import** link.

14.0 Advanced Import

The screenshot shows the Criterion Administrator interface for 'Franklin School District'. The browser title is 'Districts in Franklin School District - Microsoft Internet Explorer provided by ETS'. The administrator is identified as 'Joan Stoaks'. The interface includes a 'MENU' on the left and a main content area for 'Districts in Franklin School District'. In the 'MENU', the 'Advanced Import' link is circled in red. In the main content area, the 'Select a Report:' dropdown menu is also circled in red, showing 'Districts Report' selected. Below this is a table with columns for 'Districts', 'Schools', 'Registered', 'Maximum', 'Remaining', 'Current Contract', 'Maximum', 'Remaining', and 'Total'. The table contains one row for 'Franklin School District' with values: 3, 30, 500, 470, 73, 500, 461, 73. A red box with an arrow points to the 'Advanced Import' link in the menu, containing the text: 'Click on the **Advanced Import** link.'

3. In the **Advanced Import** screen that appears (see below), make the following selections:
 - a. Import Types (Select one):
 - Districts, Schools, and Classes
 - Instructors
 - Students
 - b. Class Default Options (**Note:** These will be grayed out if “Import Instructors” or “Import Students” has been selected.)
 - Time Zone (Select by using the field’s drop-down menu.)
 - Writer’s Handbook (Select by using the field’s drop-down menu.)
 - Dictionary Selection (Choices are “American” or “British.”)
 - If you want students to be able to view each other’s work, click on the appropriate box.
 - c. Import Options (Select one):
 - Import data only if all records are valid. If any record is invalid, no records will be imported (Recommended).
 - Import only the valid records from the import file.

14.0 Advanced Import

4. Click **<Browse>** to locate the file containing the information to be imported. If you know the file name and path, you may enter it directly in the *Import files* field.

5. Click on the **<Import>** button at the bottom of the screen. A progress message (indicating the total number of records being imported) and a progress bar will be displayed on screen.
 - a. If **no errors are detected in the import file**,
 - The following message will display: The import operation is complete. A total of [x] districts, [y] schools, and [z] classes were imported.
 - Click **<Return>** to go back to the **Districts Report**.
 - b. If you selected “Import data only if all records are valid” (the recommended selection) and **any errors are detected in the import file**,
 - The line number, the error, and the following message will display onscreen in bold red text: *No records were imported. Please fix the import file and try again.*
 - Click the **<Return>** button to go back to the **Districts Report**.
 - c. If you selected “Import only the valid records from the import file” and **any errors are detected in the import file**,
 - The line number, the error, and the following message will display onscreen in bold red text: The import operation is complete. A total of [n] records were imported, including [x] districts, [y] schools, and [z] classes. There were [n] errors, as reported above. The records with errors were not imported. Please fix these records and try again.
 - Click the **<Return>** button to go back to the **Districts Report**. (**NOTE:** It is recommended that you re-import only the records that had errors in order to avoid error reports of duplicate records.)



NOTE: For more detailed information on Advanced Importing, click on the “Help” tab at the top of the screen.

15.0 EXPORT REPORT DATA

1. Log in to your *Districts Report* screen. (See *Section 2.3 – Log-In* if you do not remember how to log in.)
2. In the main section of the screen (see below), click in the box next to the District for which you will be exporting Report Data.

15.0 Export Report Data

The screenshot shows the Criterion Administrator interface for the Franklin School District. The page title is "Districts in Franklin School District - Microsoft Internet Explorer provided by ETS". The administrator is identified as "Joan Stoaks". The main content area is titled "Districts in Franklin School District" and includes a "Select a Report:" dropdown menu set to "Districts Report". Below this is a table with columns for "Districts", "Schools", "Students" (Registered, Maximum, Remaining), "Submissions" (Current Contract, Maximum, Remaining), and "Total". The table shows data for "Franklin School District".

Districts	Schools	Registered	Maximum	Remaining	Current Contract	Maximum	Remaining	Total	
<input type="checkbox"/> Franklin School District		3	30	500	470	73	500	461	73

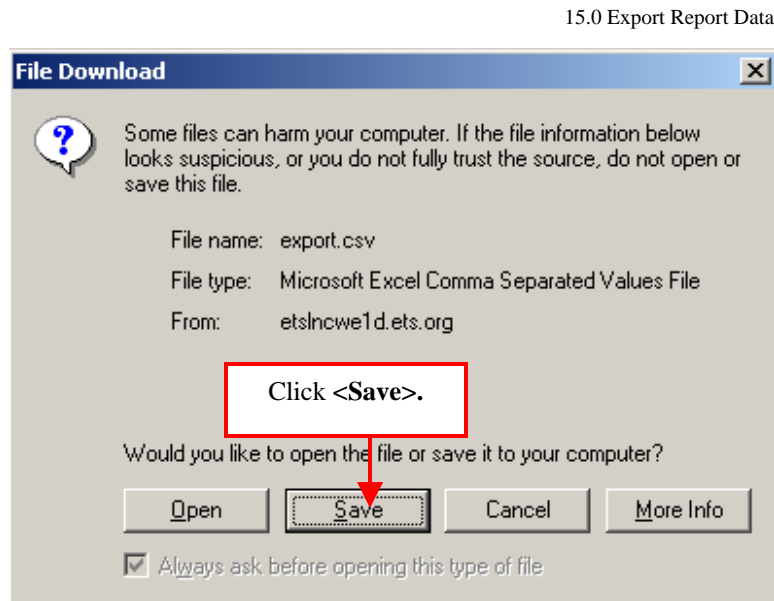
At the bottom of the table, it shows "1 District" and "3 30 500 470 73 500 461 73". There are "Select All" and "Clear" buttons, and a note: "A deleted student will not be removed from the class total."

3. In the *MENU* field, click on the Export Report Data link. The following message box will appear:

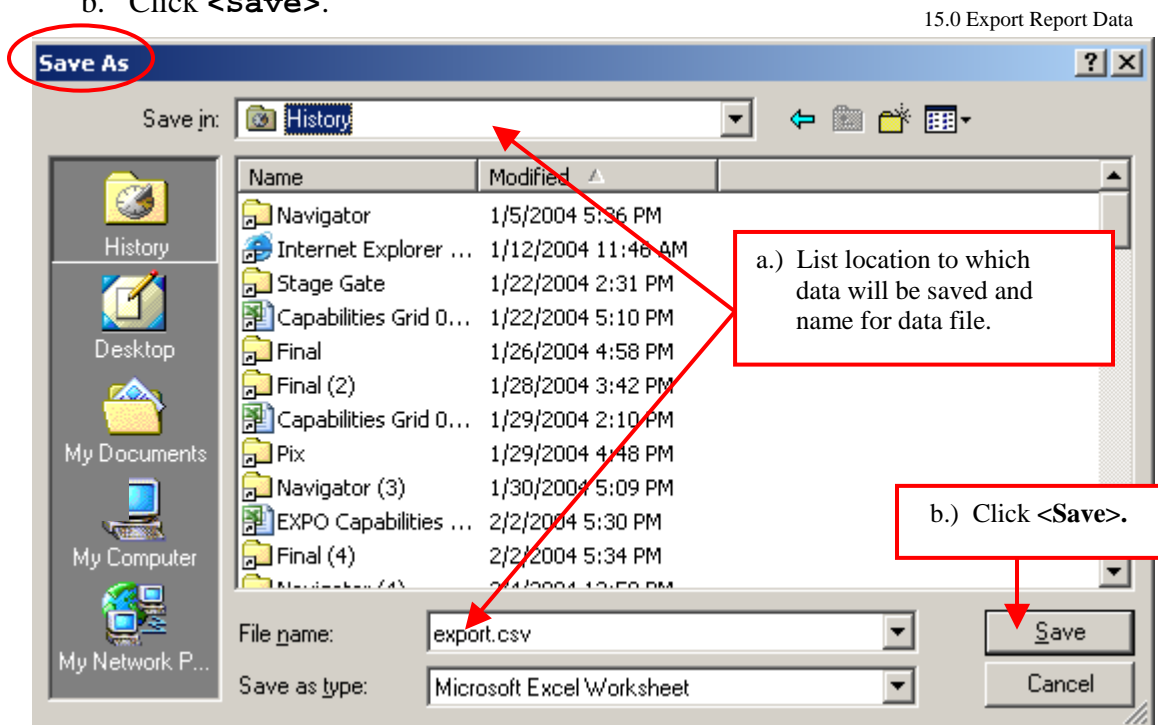
The message box is titled "Microsoft Internet Explorer" and contains the following text: "An export file will be created. The export file is in a comma-delimited format and may be opened by most text editors or spreadsheet programs. Click the OK button and, when prompted, choose to Save the file to a location on your local hard drive." At the bottom, there are "OK" and "Cancel" buttons. A red box highlights the "OK" button with the text "Click <OK>."

4. Click **<OK>** in the message box.

5. In the *File Download* screen that appears (see below), click on the <Save> button.

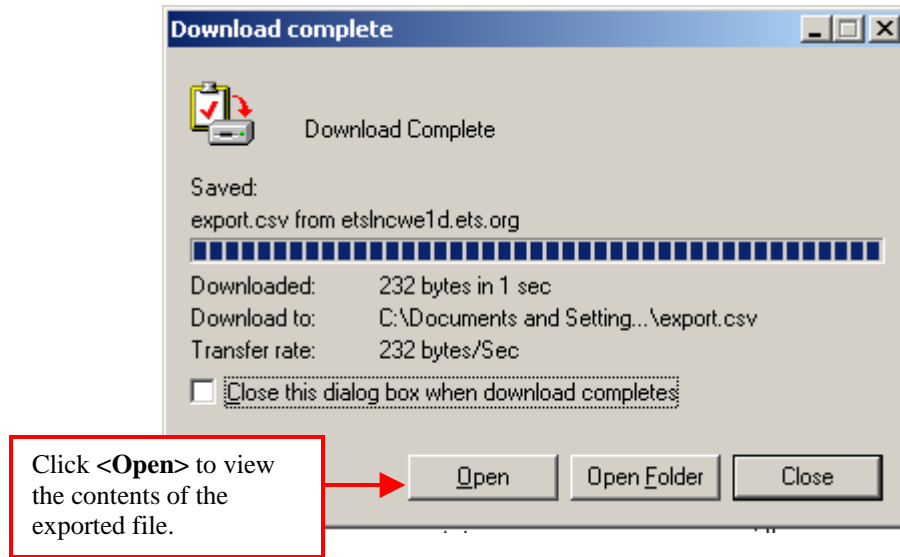


6. In the *Save As* screen that appears (see below):
 - a. In the appropriate fields, list the location where the data will be saved and the file name for the data.
 - b. Click <Save>.



- The message box shown below will appear onscreen; the file will be stored at the location you designated. To open the file after the download has been completed, click **<Open>**.

15.0 Export Report Data



- An Excel[®] spreadsheet containing the exported data will appear onscreen. See the example below.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Districts	Password	Schools	Registered	Maximum	Remaining	Received	Maximum	Remaining	Submissions					
2	ETS Districd2		1	0	10	10	0	10	10						
3	ETSDistrict1	etsdistrict1	3	1	10	9	0	10	10						
4															
5															
6															
7															
8															
9															
10															

16.0 ARCHIVE PORTFOLIOS

The Administrator can archive student portfolios.

1. Log in to your *Districts Report* screen. (See *Section 2.3 – Log-In* if you do not remember how to log in.)
2. In the main section of the screen (see below):
 - a. Click in the box next to the District with which you will be working.
 - b. In the *MENU* field, click on the Archive Portfolios link.

16.0 Archive Portfolios

The screenshot shows the Criterion Administrator interface for 'Districts in Franklin School District'. The browser title is 'Districts in Franklin School District - Microsoft Internet Explorer provided by ETS'. The administrator is identified as 'Joan Stoaks'. The interface includes a left-hand menu with various options, a 'Select a Report' dropdown menu set to 'Districts Report', and a table of districts. The table has columns for 'Districts', 'Schools', 'Registered', 'Maximum', 'Remaining', 'Current Contract', 'Maximum', 'Remaining', and 'Total'. The 'Franklin School District' is selected, and its data is displayed in the table. Red annotations highlight the 'Archive Portfolios' link in the menu and the checkbox for 'Franklin School District' in the table.

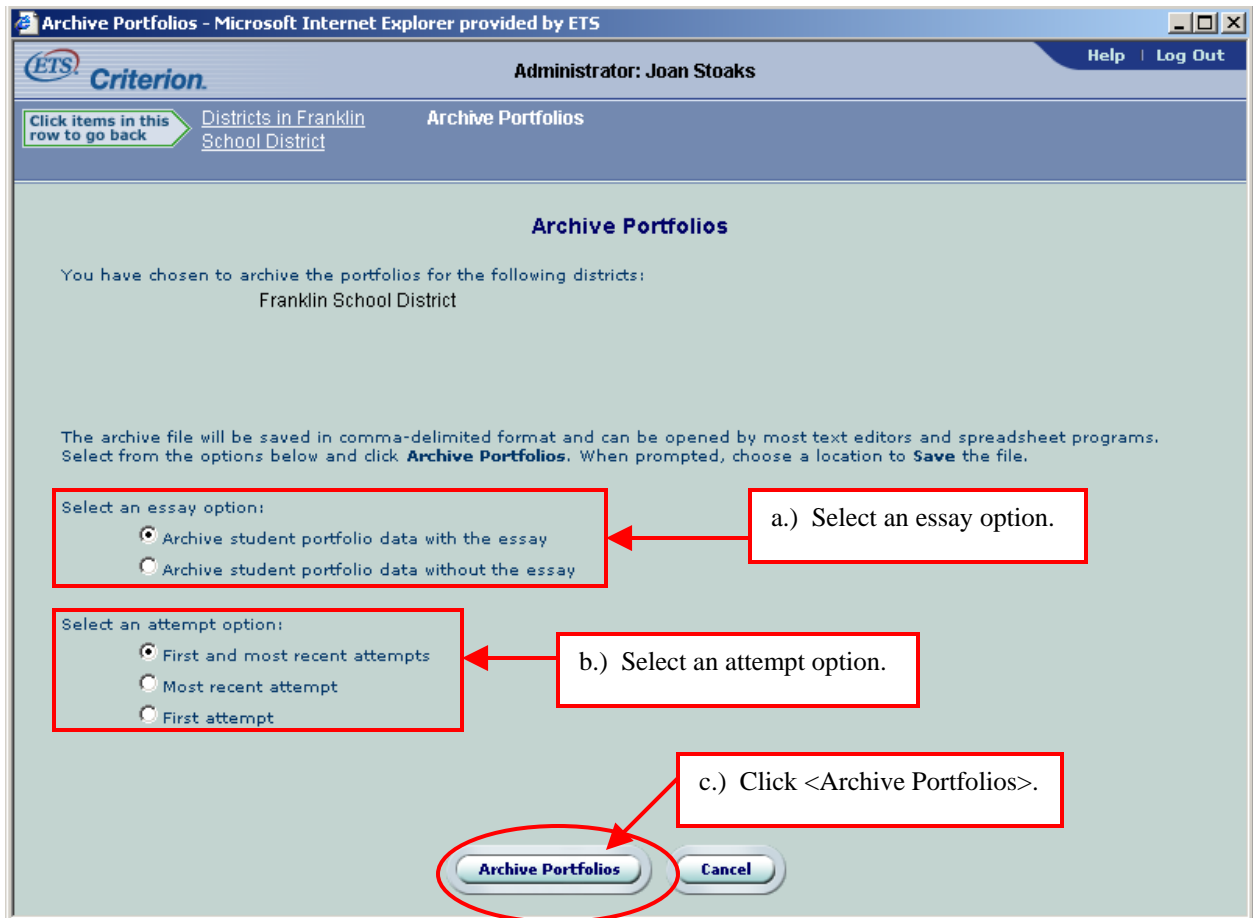
Districts	Schools	Students			Submissions			Total	
		Registered	Maximum	Remaining	Current Contract	Maximum	Remaining		
<input checked="" type="checkbox"/> Franklin School District		3	30	500	470	73	500	461	73

1 District 3 30 500 470 73 500 461 73

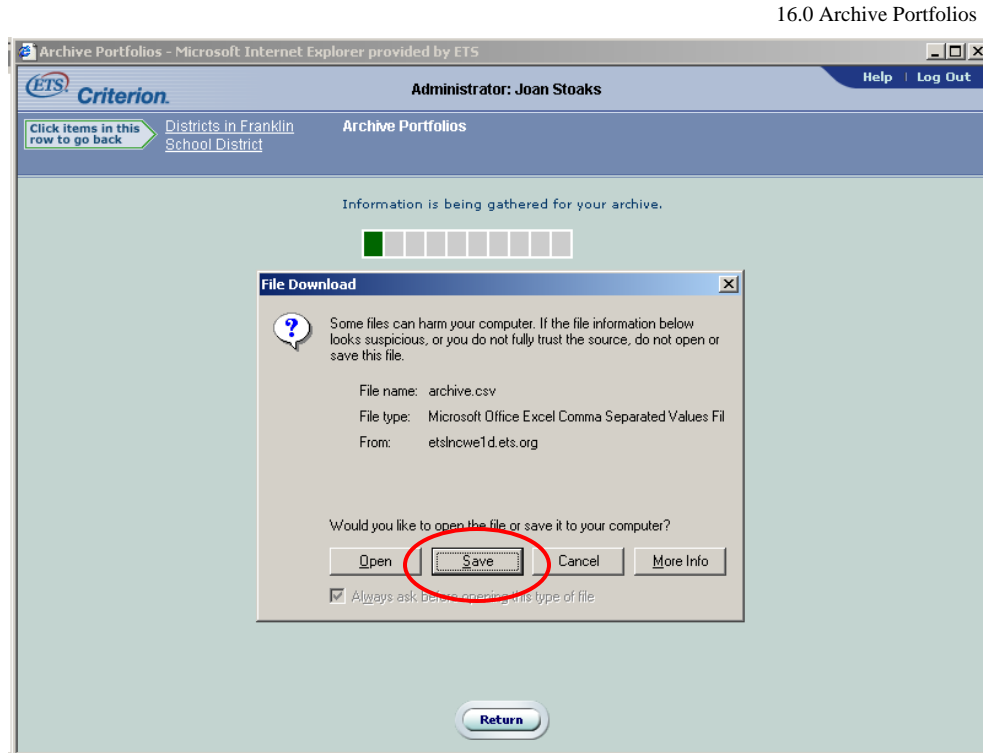
Select All Clear A deleted student will not be removed from the class total.

3. In the *Archive Portfolios* screen that appears (see below):
 - a. Select an **essay option**. You can archive student portfolio data either with or without the essay.
 - b. Select an **attempt option**. You can select the first attempt, the most recent attempt, or the first and most recent attempts.
 - c. Click **<Archive Portfolios>**.

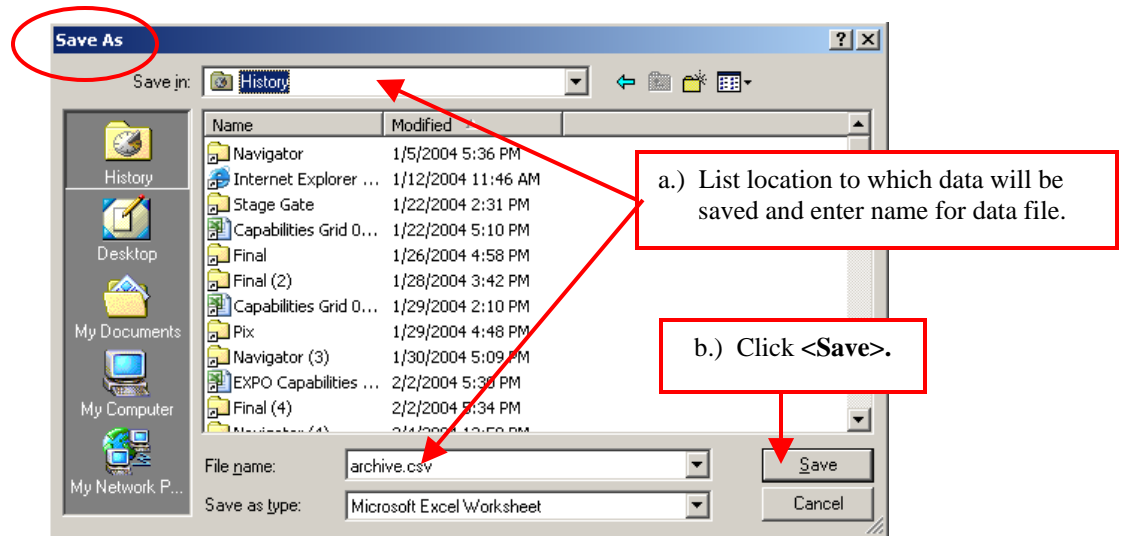
16.0 Archive Portfolios



4. In the *File Download* screen that appears (see below), click on the **<Save>** button.

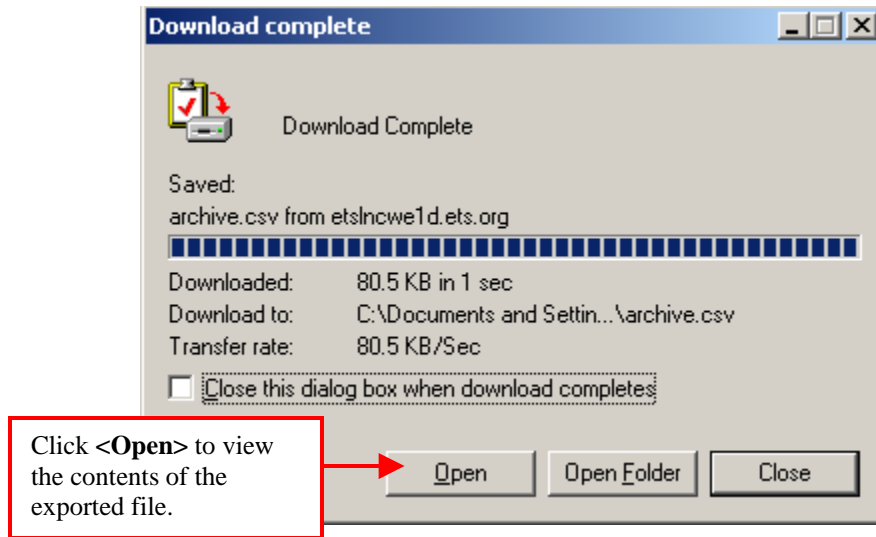


5. In the *Save As* screen that appears (see below):
 - a. In the appropriate fields, list the location where the data will be saved and the file name for the data.
 - b. Click **<Save>**.



6. The message box shown below will appear onscreen; the file will be stored at the location you designated.

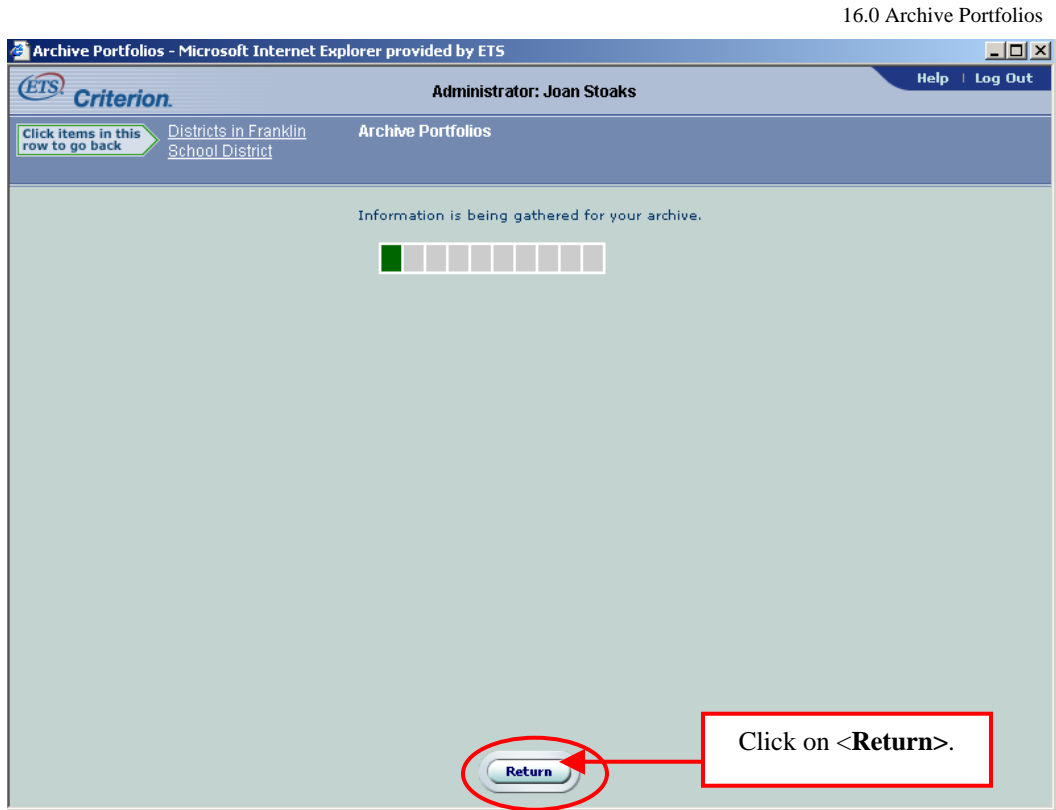
- a. To open the file after the download has been completed, click <Open>.



- b. An Excel[®] spreadsheet containing the archived data will appear onscreen. See the example below.

District	District ID	Account ID	student last	student first	student mi	Login Nam	Email	User ID	Recent As	Assignme	Advisory	Submissio	Attempt N	Work Dura
8th Grade	23026	8grade	fms Arner	Jack		4590jack		329519	Instructor's	49673	No	April 29, 20	11	1 minute 3 N/A
8th Grade	23026	8grade	fms Arner	Jack		4590jack		329519	Instructor's	49673	No	April 26, 20	1	20 second N/A
8th Grade	23026	8grade	fms Arner	Jack		4590jack		329519	Lengthenir	49674	No	March 21,	5	18 second
8th Grade	23026	8grade	fms Arner	Jack		4590jack		329519	Lengthenir	49674	No	June 25, 20	1	12 minutes
8th Grade	23026	8grade	fms Arner	Jack		4590jack		329519	Outside in	52094	No	March 22,	5	3 minutes
8th Grade	23026	8grade	fms Arner	Jack		4590jack		329519	Outside in	52094	No	February 2,	1	4 seconds
8th Grade	23026	8grade	fms Arner	Jack		4590jack		329519	Outside in	52095	No	February 2,	2	20 second
8th Grade	23026	8grade	fms Arner	Jack		4590jack		329519	Outside in	52095	No	February 2,	1	17 second
8th Grade	23026	8grade	fms Brown	Tenisha		6659tenisha		329520	Lengthenir	49674	No	March 21,	4	29 second
8th Grade	23026	8grade	fms Brown	Tenisha		6659tenisha		329520	Lengthenir	49674	No	June 28, 20	1	30 second
8th Grade	23026	8grade	fms Cameron	Danielle		2478danielle		329521	Lengthenir	49674	No	March 21,	4	5 seconds
8th Grade	23026	8grade	fms Cameron	Danielle		2478danielle		329521	Lengthenir	49674	No	June 28, 20	1	25 second
8th Grade	23026	8grade	fms Chang	Sue		9380sue		329522	Lengthenir	49674	No	March 21,	4	38 second
8th Grade	23026	8grade	fms Chang	Sue		9380sue		329522	Lengthenir	49674	No	June 28, 20	1	20 second
8th Grade	23026	8grade	fms Chang	Sue		9380sue		329522	Home and	52093	No	March 21,	1	2 minutes
8th Grade	23026	8grade	fms Dimeglio	Anna		9422anna		329523	Lengthenir	49674	No	February 2,	2	2 minutes
8th Grade	23026	8grade	fms Dimeglio	Anna		9422anna		329523	Lengthenir	49674	No	June 28, 20	1	25 second
8th Grade	23026	8grade	fms Harris	Eddie		9568eddie		329524	Instructor's	49673	No	February 1,	2	20 second N/A
8th Grade	23026	8grade	fms Harris	Eddie		9568eddie		329524	Instructor's	49673	No	February 1,	1	18 second N/A
8th Grade	23026	8grade	fms Harris	Eddie		9568eddie		329524	Lengthenir	49674	No	February 1,	5	19 second
8th Grade	23026	8grade	fms Harris	Eddie		9568eddie		329524	Lengthenir	49674	No	June 25, 20	1	9 minutes
Creative W	23023	creativewri	Jones	Dareem		6644dareem		329527	Writing Me	49677	No	March 21,	1	34 second
Creative W	23023	creativewri	Jones	Bobby		9898bobby		329528	Writing Me	49677	No	March 21,	1	3 minutes
Creative W	23023	creativewri	Rivera	Mike		8654mike		329529						
Creative W	23023	creativewri	O'Neill	Bobby		7444bobby		329530	Writing Me	49677	No	March 21,	1	2 minutes
Creative W	23023	creativewri	Simone	Amy		8787amy		329531	Writing Me	49677	Yes	March 21,	1	35 second
English 10	23021	fhse	english'Wright	Blaise		1322blaise		329532	Voter Regi	49678	No	June 25, 20	1	1 minute 2
English 10	23021	fhse	english'Case	Arlene		9033arlene		329533	Voter Regi	49678	No	March 15,	2	20 second
English 10	23021	fhse	english'Case	Arlene		9033arlene		329533	Voter Regi	49678	No	June 25, 20	1	6 seconds
English 10	23021	fhse	english'Mendez	Jose		6555jose		329534	Voter Regi	49678	No	June 25, 20	1	15 second
Expository	23022	fhsexposcl	Muniz	Carl		1455carl		329535	Extracurric	52850	No	March 21,	1	2 seconds
Expository	23022	fhsexposcl	Jones	Dolores		1499dolores		329536	Extracurric	52850	No	March 21,	1	4 seconds
Expository	23022	fhsexposcl	Marks	Joseph		1799joseph		329537	Extracurric	52850	No	March 21,	1	14 second

7. To continue working in *Criterion*, click the **<Return>** button as shown in the screen below.



17.0 EDIT MY USER INFORMATION

To edit your User Information, follow the steps below.

1. Log in to your **Districts Report** screen. (See **Section 2.3 – Log-In** if you do not remember how to log in.)
2. In the **MENU** field, click on the **Edit My User Information** link.

17.0 Edit User Info

The screenshot shows the Criterion Administrator interface for Joan Stoaks. The browser title is "Districts in Franklin School District - Microsoft Internet Explorer provided by ETS". The page header includes "ETS Criterion" and "Administrator: Joan Stoaks". A navigation bar contains "Printer-Friendly Version", "Help", and "Log Out".

The main content area is titled "Districts in Franklin School District" and features a "Select a Report:" dropdown menu set to "Districts Report". Below this is a table with columns for "Students" (Registered, Maximum, Remaining) and "Submissions" (Current Contract, Maximum, Remaining), plus a "Total" column. The table lists "Franklin School District" with the following values: Registered: 30, Maximum: 500, Remaining: 470, Current Contract: 73, Maximum: 500, Remaining: 461, Total: 73.

A left-hand "MENU" sidebar contains various options. The "Edit My User Information" link is circled in red, and a red arrow points to it from a callout box that says "Click on **Edit My User Information**." Other menu items include "Add New District", "Edit District Information", "Delete District", "Allocate Submissions and Students", "Define Report Standards", "Assignment Options", "Email All Administrators in District", "Email All Instructors in District", "Email All Students in District", "Advanced Import", "Export Report Data", "Archive Portfolios", and "Search".

At the bottom of the table, it shows "1 District" and "3" (Registered), "30" (Maximum), "500" (Maximum), "470" (Remaining), "73" (Current Contract), "500" (Maximum), "461" (Remaining), and "73" (Total). There are "Select All" and "Clear" links, and a note: "A deleted student will not be removed from the class total."

3. In the fields that appear in the *Edit Administrator* screen (see below), make the desired revisions.
4. Click **<Save and Return>**. Your information will be updated accordingly and you will be returned to the *Districts Report* screen.

17.0 Edit User Info

Edit Administrator: Franklin School District

Please provide the following registration information for this client administrator. The administrator will enter the User Name and Password that you specify below to log on to Criterion. Click the **save and Return** button when you are finished. **Note:** The User Name you provide must be unique.

Administrator User Name: franklinclientadmin

Password:

Retype Password:

First Name: Joan

Middle Initial: (Optional)

Last Name: Stoaks

Email Address: jstoaks@123.com

Click **<Save and Return>**.

18.0 SEARCH CAPABILITY

Criterion allows Administrators to search for specific information within the database.

1. Log in to your **Districts Report** screen. (See **Section 2.3 – Log-In** if you do not remember how to log in.)
2. In the **MENU** field, click on the **Search** link. The **Search** screen will appear.

18.0 Search Capability

The screenshot shows the 'Districts in Franklin School District' report page. The browser title is 'Districts in Franklin School District - Microsoft Internet Explorer provided by ETS'. The user is identified as 'Administrator: Joan Stoaks'. The page includes a navigation menu on the left and a main content area with a table of district data.

		Students			Submissions				
		Registered	Maximum	Remaining	Current Contract	Maximum	Remaining	Total	
<input type="checkbox"/>	Franklin School District	3	30	500	470	73	500	461	73

Summary: 1 District, 3 Registered, 30 Maximum, 500 Remaining, 470 Current Contract, 73 Maximum, 500 Remaining, 461 Total. A deleted student will not be removed from the class total.

3. In the **Search** screen (shown below):
 - a. Click on the desired radio button to specify the category of information you want to search for (e.g., districts, schools, etc.).
 - b. Enter the specific data you wish to search for in any of the fields.
 - c. Click on the **<Search>** button.

The screenshot shows the 'Search' screen in a Microsoft Internet Explorer browser window. The browser title is 'Search - Microsoft Internet Explorer provided by ETS'. The page header includes the ETS logo, 'Criterion', and 'Administrator: Joan Stoaks'. A navigation bar shows 'Click items in this row to go back' with links for 'Districts in Franklin School District' and 'Search'. The main content area displays 'Client: Franklin School District Search'. Below this, instructions state: 'To perform a search, select the type of information you want to find by choosing a "Search for" option. Enter the information you have available in the fields below. Then click the Search... button.' The 'Search for:' section has radio buttons for 'Districts', 'Schools', 'Classes', 'Administrators', 'Instructors', and 'Students'. The 'Administrators' option is selected. To the right are input fields for 'District Name', 'School Name', 'Class Name', 'User Name', 'Last Name' (with 'Smith' entered), 'First Name', and 'Email Address'. At the bottom are 'Search...' and 'Cancel' buttons. Red annotations include: a box around the 'Administrators' radio button with the text 'a.) Click on desired button.'; a box around the 'Search...' button with the text 'c.) Click <Search>.'; a box around the input fields with the text 'b.) Enter search data.'; and a box around the 'Client: Franklin School District Search' header.

4. The **Search Results** screen (see below) will appear.
 - a. Click on a linked (underlined) item to see a report.
 - b. To refine your search, click on the **Search** link in the *Breadcrumb Trail*.
 - c. To return to the **Districts Report** screen, click on the **Districts** link in the Breadcrumb Trail.

18.0 Search Capability

Search Results - Microsoft Internet Explorer provided by ETS

Administrator: Joan Stoaks

Printer-Friendly Version | Help | Log Out

ETS Criterion

Click items in this row to go back

Districts in Franklin School District

Search Search Results

Breadcrumb Trail

Search Results

b.) To refine your Search, click on the Search link.
c.) To return to Districts Report screen, click on the Districts link.

Click an item to see that report, or click the **Search** link in the breadcrumb trail above to refine your search.

Client	District	School	Class	Administrator	User Name	Administrative Level
<input type="checkbox"/> Franklin School District	Franklin School District			Smith, Mary	fsdadmin msmith@fsd.org	district

a.) Click on a linked item to see a report.

Select All Clear Email Selected Administrator