



CriterionSM

The Criterion User Manual



Instructor'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. Users also receive online diagnostic feedback from **CritiqueSM 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 *Instructor's Edition* of the *Criterion User Manual* contains a step-by-step overview of all essential functions in *Criterion*. Each module is illustrated with screen captures of the system to familiarize instructors with the tool and help them navigate through the application. The manual is intended to help instructors work independently as they begin using *Criterion* in their classrooms.

There are separate editions of the *Criterion User Manual* for administrators and students:

- The *Administrator's Edition* of the *Criterion User Manual* is similar to that used by instructors. The primary difference is that it is intended to support the administrators who will utilize the system's management and reporting tools to monitor usage and productivity.
- 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 all essential functions provided by **CriterionSM**. Instructors can work independently as they begin using *Criterion* to create their classes and assign topics, add classes, change topics, access their students' writing portfolios, view student reports, and much more.

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. 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 **CriterionSM 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 the *administrator in addition to being an instructor*, you will need to register twice: once as an instructor and once as an administrator. (See the *Administrator'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 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

2.1.2 Specifications for Macintosh

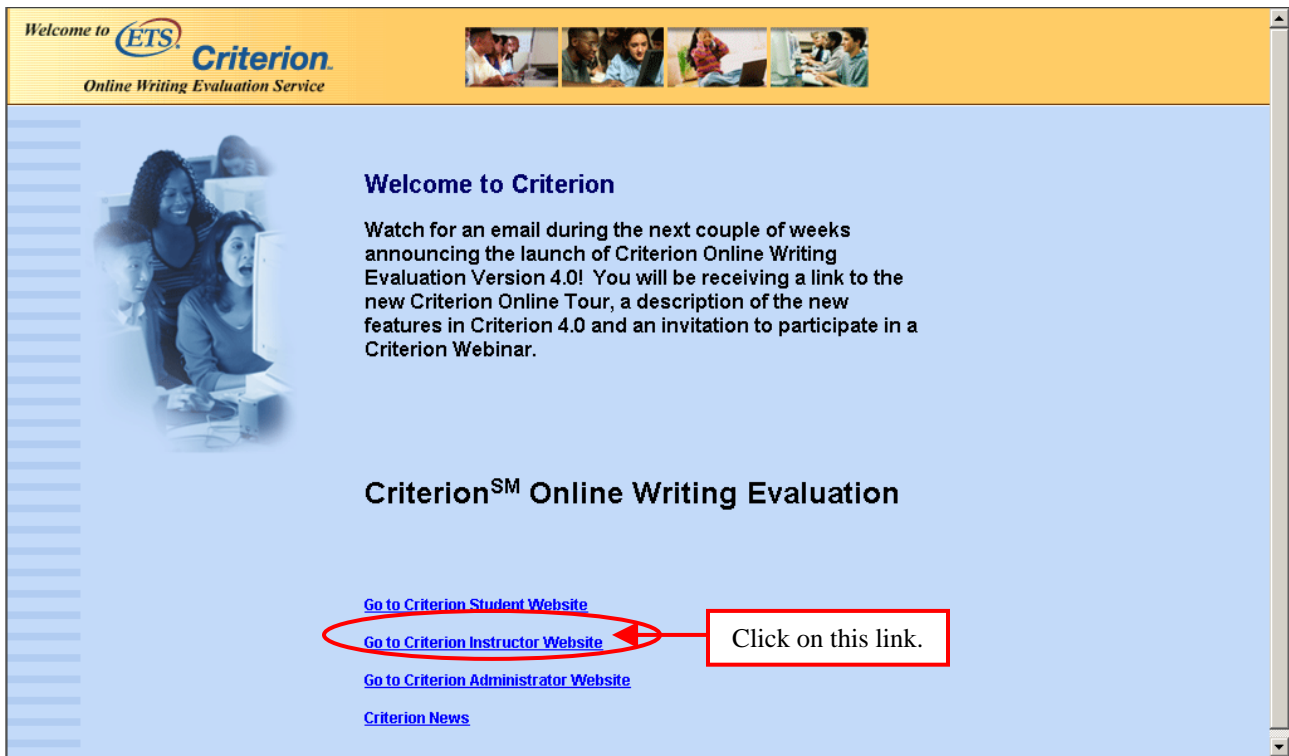
The *Criterion* v4.0 website will operate on Power Macintosh and G3/G4 systems as long as they meet the recommended minimum standards listed below:

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

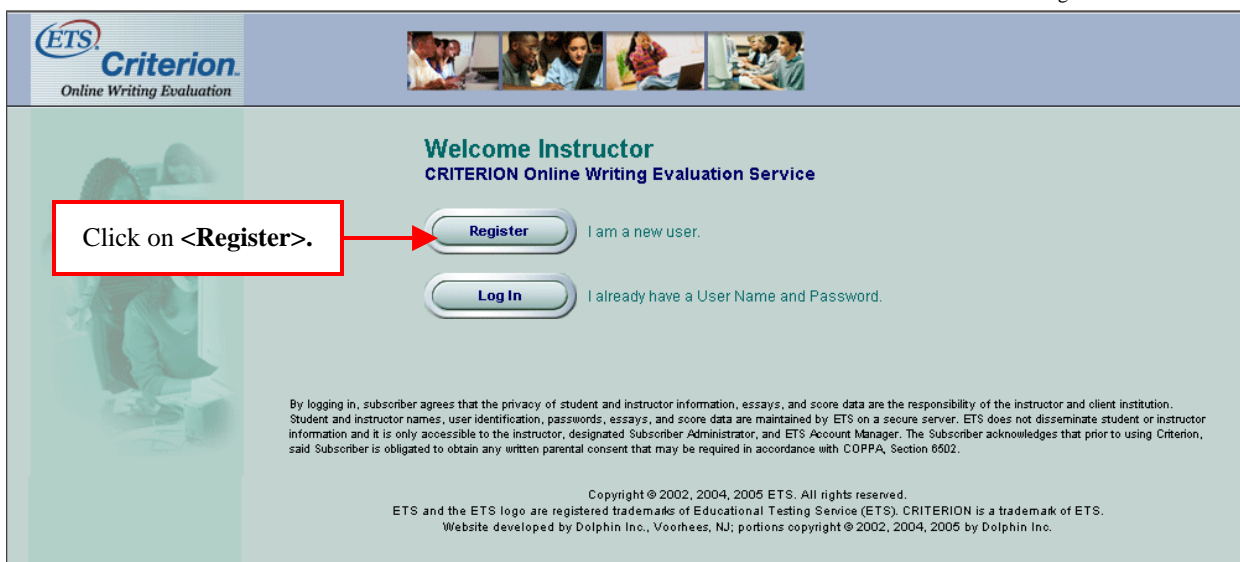
1. Use the following URL to access the *Criterion Home Page*: <http://criterion.ets.org/cwe/>
2. In the *Criterion Home Page* (shown below), click on the **Go to Criterion Instructor Website** link.

2.2 Register as a New User



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

2.2 Register as a New User



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

2.2 Register as a New User



5. In the *New Instructor 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

The screenshot shows the 'New Instructor Registration' screen. At the top, the ETS Criterion logo is on the left, and a banner image is on the right. The main heading is 'New Instructor Registration School: ETSSchool'. Below this is a paragraph of instructions: '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.' The form contains the following fields: 'User Name:', 'Password:', 'Retype Password:', 'Courtesy Title:' (with examples: Mrs., Mr., Ms., Miss, Dr.), 'First Name:', 'Middle Initial:' (with '(Optional)' in parentheses), 'Last Name:', and 'Email Address:'. At the bottom of the form are two buttons: 'Create Registration' and 'Cancel'. Red annotations include a circle around the title, a bracket around the form fields, and a box around the 'Create Registration' button with an arrow pointing to it.

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:



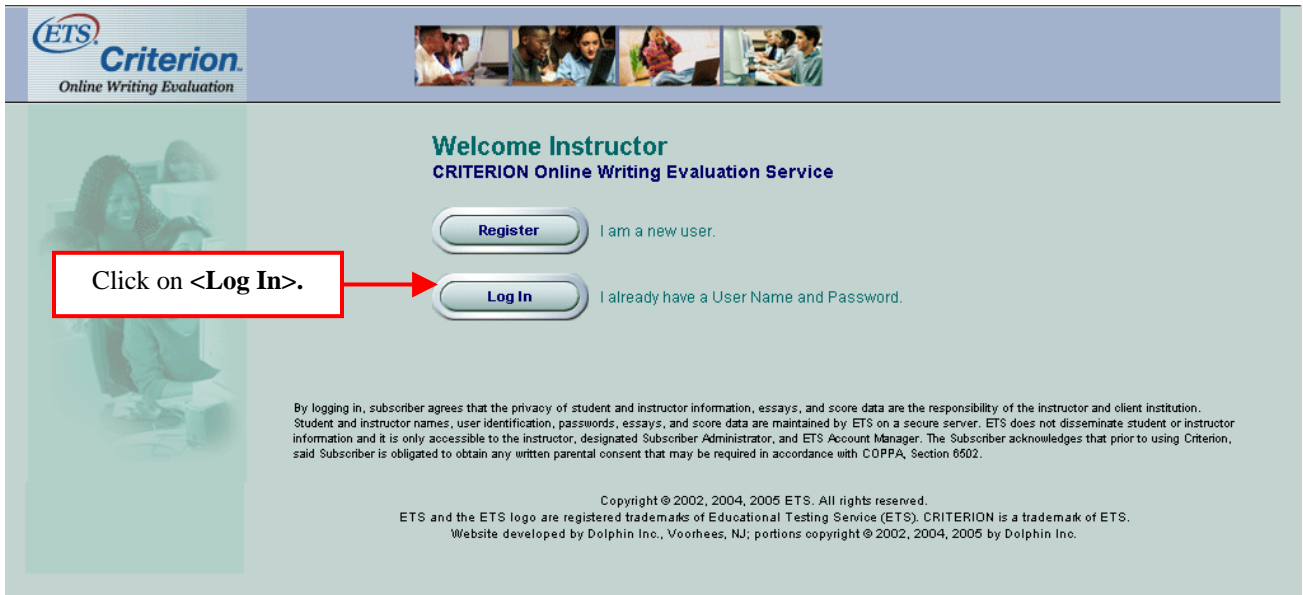
REMEMBER: You are only required to register the first time you use *Criterion*. After you have registered, you will always click on **<Log In>** when you access the *Criterion Welcome Instructor* screen and use the User ID and Password that you created to access the instructor functions and options in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



- Your **Classes Report** page, showing the classes assigned to you (the instructor), will appear (see example below). If you do not have any classes currently assigned, a message will display indicating this.

2.3 Log In

The screenshot shows the Criterion web interface for an instructor named Dana Croft. The page title is "Classes in Franklin High School". On the left is a "MENU" with various options like "Add New Class", "Assignment Options", and "Search". The main content area has a "Select a Report:" dropdown menu with "Classes Report" selected. Below this is a table of classes with columns for "Classes", "Students Registered", "Current Contract Submissions", and "Total Submissions".

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

At the bottom of the table, it shows a summary: "3 Classes", "12" students registered, "12" current contract submissions, and "12" total submissions. There are also "Select All" and "Clear" links, and a note: "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 **Instructor** is the *Classes Report* page, which is shown below.

2.4 Navigating Through the System

The screenshot displays the Criterion application interface for an instructor. The browser title is "Classes in Franklin High School - Microsoft Internet Explorer provided by ETS". The page header shows "Instructor: Dana Croft" and navigation links for "Printer-Friendly Version", "Help", and "Log Out". 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 three classes: Creative Writing (5 students, 4 submissions), English 101 (3 students, 4 submissions), and Expository Writing (4 students, 4 submissions). A summary row at the bottom shows "3 Classes", "12" students, "12" current contract submissions, and "12" total submissions. A "Search" box is located in the left-hand menu.

Classes	Students Registered	Current Contract Submissions	Total Submissions
<input type="checkbox"/> Creative Writing	5	4	4
<input type="checkbox"/> English 101	3	4	4
<input type="checkbox"/> Expository Writing	4	4	4
3 Classes	12	12	12

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 Through the System

The screenshot shows the Criterion system interface in Microsoft Internet Explorer. At the top, the browser title is "Students in Expository Writing - Microsoft Internet Explorer provided by ETS". The page header includes the ETS Criterion logo, the instructor's name "Instructor: Dana Croft", and links for "Printer-Friendly Version", "Help", and "Log Out".

The breadcrumb trail is located below the header and consists of the following links: "Click items in this row to go back", "Classes in Franklin High School", and "Students in Expository Writing". A red box labeled "Breadcrumb Trail" points to the "Students in Expository Writing" link. Another red box with an arrow points to the "Classes in Franklin High School" link, containing the text: "Click on this link to return to the 'Classes Report' page." A third red box points to the "Students in Expository Writing" link, containing the text: "Current Screen is 'Students in Expository Writing.'"

Below the breadcrumb trail, there is a "MENU" section on the left with options like "Email Students", "Export Report Data", and "Archive Portfolios". There are also radio buttons for "Show All Entries" and "Show Entries With:". The main content area features a table titled "Students in Expository Writing" with columns for "Student", "Recent Assignment", "Date/Time", "Submission Number", and "Holistic Score".

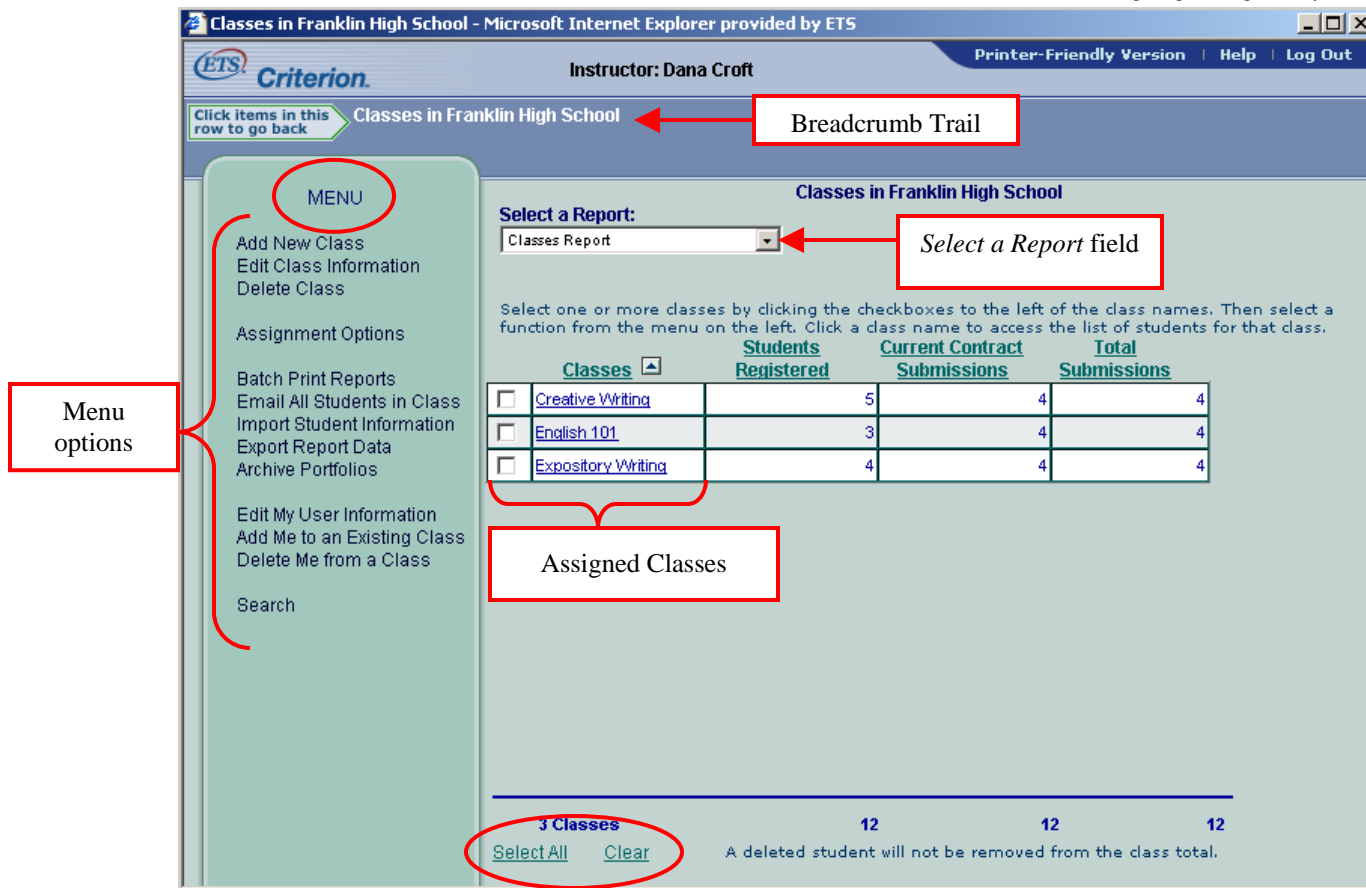
Student	Recent Assignment	Date/Time	Submission Number **	Holistic Score
<input type="checkbox"/> Jones, Dolores	Extracurricular Activities	Mar 21, 2005 04:43:32 PM EST	1	3/6
<input type="checkbox"/> Marks, Joseph	Extracurricular Activities	Mar 21, 2005 04:44:27 PM EST	1	5/6
<input type="checkbox"/> Muniz, Carl	Extracurricular Activities	Mar 21, 2005 04:45:12 PM EST	1	5/6
<input type="checkbox"/> Rangachar, Madhu	Extracurricular Activities	Mar 21, 2005 04:46:07 PM EST	1	2/6

Below the table, it says "4 Students" and "A deleted student will not be removed from the class total." There are also links for "Select All" and "Clear".

Footnote: * Scores marked with an asterisk indicate essays that contain an advisory.
 ** The first and most recent essay for each assignment is saved.
 N/A indicates that a score is not available. Click the **Help** link for details.

- Below the Breadcrumb Trail, the left pane of the screen shows the **MENU** options available from your home page. The right pane of the screen lists the classes that are assigned to the instructor. Clicking on a class name will display information about the students in the class.

2.4 Navigating Through the System



- The Instructor 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 7.0 – 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 class names.
 - Click **Clear** to deselect all of the checkboxes next to the class names.

3.0 ADD, EDIT, OR DELETE A CLASS

3.1 Add a Class

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

3.1 Add a Class

The screenshot shows the Criterion web interface for 'Classes in Franklin High School'. The browser title is 'Classes in Franklin High School - Microsoft Internet Explorer provided by ETS'. The instructor is Dana Croft. The page has a 'MENU' on the left and a main content area. In the 'MENU', 'Add New Class' is circled in red, with a callout box that says 'Click on **Add New Class**.'. In the main content area, the 'Select a Report:' dropdown menu is also circled in red and set to 'Classes Report'. Below this is a table of classes with checkboxes and columns for 'Students Registered', 'Current Contract Submissions', and 'Total Submissions'. At the bottom, a summary row shows '3 Classes', '12' students, and '12' submissions.

Classes	Students Registered	Current Contract Submissions	Total Submissions
<input type="checkbox"/> Creative Writing	5	4	4
<input type="checkbox"/> English 101	3	4	4
<input type="checkbox"/> Expository Writing	4	4	4
3 Classes	12	12	12

3. 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.

3.1 Add a Class

The screenshot shows the 'Add New Class' interface. At the top, it says 'Criterion Add New Class - Microsoft Internet Explorer provided by ETS' and 'Instructor: Dana Croft'. Below that, there are navigation links: 'Click items in this row to go back', 'Classes in Franklin High School', and 'Add New Class'. The main heading is 'Add New Class'. A note says: 'Please complete the following information for this class. All fields must be completed. When you are finished, click the Save button.' The form 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, there are three buttons: 'Save', 'Save and Return', and 'Cancel'. The 'Save and Return' button is circled in red.

4. 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.

3.2 Edit Class Information

- Log in to your **Classes Report** page. (See **Section 2.3 – Log-In** if you do not remember how to log in.)
- Click in the box next to the class whose information you will be editing (see below).
- Click on the **Edit Class Information** link in the **MENU** field.

3.2 Edit Class Info

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

Instructor: Dana Croft

Printer-Friendly Version | Help | Log Out

Click items in this row to go back

Classes in Franklin High School

MENU

- Add New Class
- Edit Class Information**
- Delete Class

Assignment Options

- Batch Print Reports
- Email All Students in Class
- Import Student Information
- Export Report Data
- Archive Portfolios

Edit My User Information

- Add Me to an Existing Class
- Delete Me from a Class

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"/> Creative Writing	5	4	4
<input type="checkbox"/> English 101	3	4	4
<input checked="" type="checkbox"/> Expository Writing	4	4	4

3 Classes 12 12 12

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

a.) Click in the box next to the Class that you will be editing.
b.) Click **Edit Class Information** in the **MENU** field.

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

3.2 Edit Class Info

Make changes to the appropriate fields.

Click <Save Changes>.

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

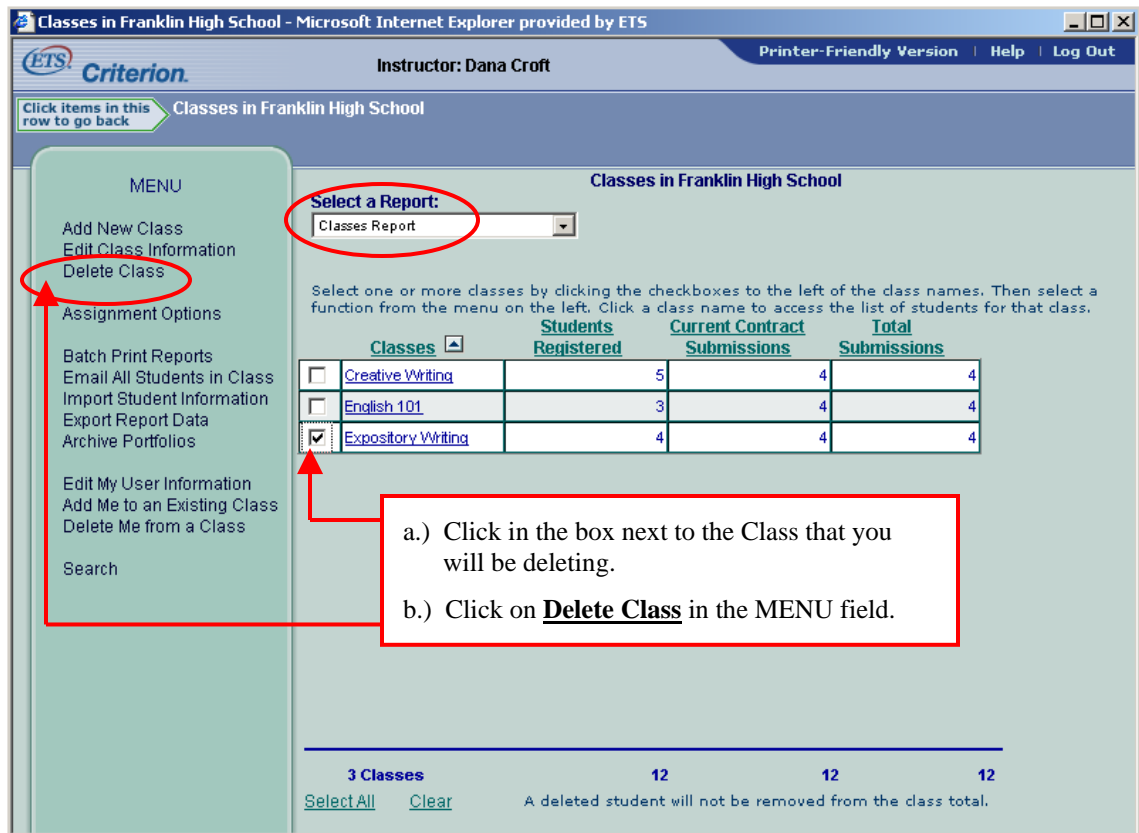
Click <OK>.

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

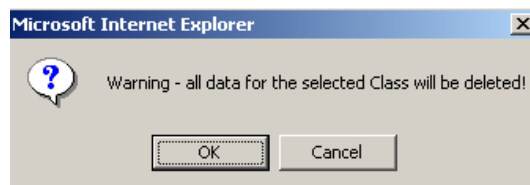
3.3 Delete a Class

1. Log in to your **Classes Report** page. (See **Section 2.3 – Log-In** if you do not remember how to log in.)
2. Click in the box next to the class you will be deleting* (see below).
3. Click on the **Delete Class** link in the **MENU** field.

3.3 Delete a Class



4. The following warning message will appear:



5. 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 Report** screen.

* Before you delete a class, you may want to use the “Archive” feature. See **Section 12.0 – Archive Portfolios** for more information.

4.0 ADD, EDIT, OR DELETE A STUDENT

4.1 Add a Student

1. Log in to your *Classes 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 class to which you will be adding a student.

4.1 Add a Student

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

Instructor: Dana Croft

Printer-Friendly Version | Help | Log Out

Click items in this row to go back

Classes in Franklin High School

MENU

- Add New Class
- Edit Class Information
- Delete Class

Assignment Options

- Batch Print Reports
- Email All Students in Class
- Import Student Information
- Export Report Data
- Archive Portfolios

Edit My User Information

- Add Me to an Existing Class
- Delete Me from a Class

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"/> <u>Creative Writing</u>	6	4	4
<input type="checkbox"/> <u>English 101</u>	3	4	4
<input type="checkbox"/> <u>Expository Writing</u>	5	4	4

Click on the underlined name of the Class.

3 Classes **14** **12** **12**

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

3. In the *Students in [Class]* screen which appears, click on the **Add New Student** link under the *MENU* field. See the example below.

4.1 Add a Student

Students in Expository Writing - Microsoft Internet Explorer provided by ETS

Instructor: Dana Croft

Printer-Friendly Version | Help | Log Out

Click items in this row to go back

Classes in Franklin High School

Students in Expository Writing

MENU

- Add New Student**
- Edit Student Information
- Delete Student
- Batch Print Reports
- Email Students

Students in Expository Writing

Select a Report: Students Report

For Assignment: Most Recent Assignment

Select a report type. 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.

Student	Recent Assignment	Date/Time	Submission Number **	Holistic Score
<input type="checkbox"/> Jones, Dolores	Extracurricular Activities	Mar 21, 2005 04:43:32 PM EST	1	3/6
<input type="checkbox"/> Marks, Joseph	Extracurricular Activities	Mar 21, 2005 04:44:27 PM EST	1	5/6
<input type="checkbox"/> Muniz, Carl	Extracurricular Activities	Mar 21, 2005 04:45:12 PM EST	1	5/6
<input type="checkbox"/> Rangachar, Madhu	Extracurricular Activities	Mar 21, 2005 04:46:07 PM EST	1	2/6

4 Students

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

Select All Clear

* Scores marked with an asterisk indicate essays that contain an advisory.
 ** The first and most recent essay for each assignment is saved.
 N/A indicates that a score is not available. Click the **Help** link for details.

4. In the *Add New Student to [Class]* screen (shown below), enter the required information.



NOTE: The Student User Name *must* be unique.

4.1 Add a Student

Enter **required information** in appropriate fields.

Click <Save and Return>.

5. At the bottom of the *Add New Student to [Class]* screen, click **<Save and Return>** to save the new student information and return to the *Students in Class* screen.



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

4.2 Edit Student Information

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

4.2 Edit Student Info

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

ETS Criterion Instructor: Dana Croft Printer-Friendly Version Help Log Out

Click items in this row to go back Classes in Franklin High School

MENU

- Add New Class
- Edit Class Information
- Delete Class

Assignment Options

- Batch Print Reports
- Email All Students in Class
- Import Student Information
- Export Report Data
- Archive Portfolios

Edit My User Information

- Add Me to an Existing Class
- Delete Me from a Class

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"/> Creative Writing	6	4	4
<input type="checkbox"/> English 101	3	4	4
<input type="checkbox"/> <u>Expository Writing</u>	5	4	4

Click on the underlined name of the Class.

3 Classes 14 12 12

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

3. In the **Students Report** screen (see below):
 - a. Click in the checkbox next to the name of the student whose information you will be editing.
 - b. In the **MENU** field, click on the **Edit Student Information** link.

4.2 Edit Student Info

The screenshot shows the 'Students in Expository Writing' interface. On the left is a 'MENU' with options: Add New Student, **Edit Student Information** (circled in red), Delete Student, Batch Print Reports, Email Students, Export Report Data, and Archive Portfolios. Below the menu are radio buttons for 'Show All Entries' and 'Show Entries With:'. In the main area, there's a 'Select a Report:' dropdown set to 'Students Report' and a 'For Assignment:' dropdown set to 'Most Recent Assignment'. Below these is a table with columns: Student, Recent Assignment, Date/Time, Submission Number, and Holistic Score. The table contains four rows, with the second row, 'Marks, Joseph', having a checked checkbox. A red box with instructions is overlaid on the bottom right of the screenshot.

Student	Recent Assignment	Date/Time	Submission Number **	Holistic Score
<input type="checkbox"/> Jones, Dolores	Extracurricular Activities	Mar 21, 2005 04:43:32 PM EST	1	3/6
<input checked="" type="checkbox"/> Marks, Joseph	Extracurricular Activities	Mar 21, 2005 04:44:27 PM EST	1	5/6
<input type="checkbox"/> Muniz, Carl	Extracurricular Activities	Mar 21, 2005 04:45:12 PM EST	1	5/6
<input type="checkbox"/> Rangachar, Madhu	Extracurricular Activities	Mar 21, 2005 04:46:07 PM EST	1	2/6

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

4 Students A deleted student will not be removed from the class total.
[Select All](#) [Clear](#)
* Scores marked with an asterisk indicate essays that contain an advisory.
 ** The first and most recent essay for each assignment is saved.
 N/A indicates that a score is not available. Click the **Help** link for details.

4. In the fields that appear in the *Edit Student* screen, make the desired revisions.

4.2 Edit Student Info

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

4.3 Delete a Student

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

4.3 Delete a Student

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

ETS Criterion Instructor: Dana Croft Printer-Friendly Version | Help | Log Out

Click items in this row to go back Classes in Franklin High School

MENU

- Add New Class
- Edit Class Information
- Delete Class

Assignment Options

- Batch Print Reports
- Email All Students in Class
- Import Student Information
- Export Report Data
- Archive Portfolios

Edit My User Information

- Add Me to an Existing Class
- Delete Me from a Class

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"/> Creative Writing	6	4	4
<input type="checkbox"/> English 101	3	4	4
<input type="checkbox"/> Expository Writing	5	4	4

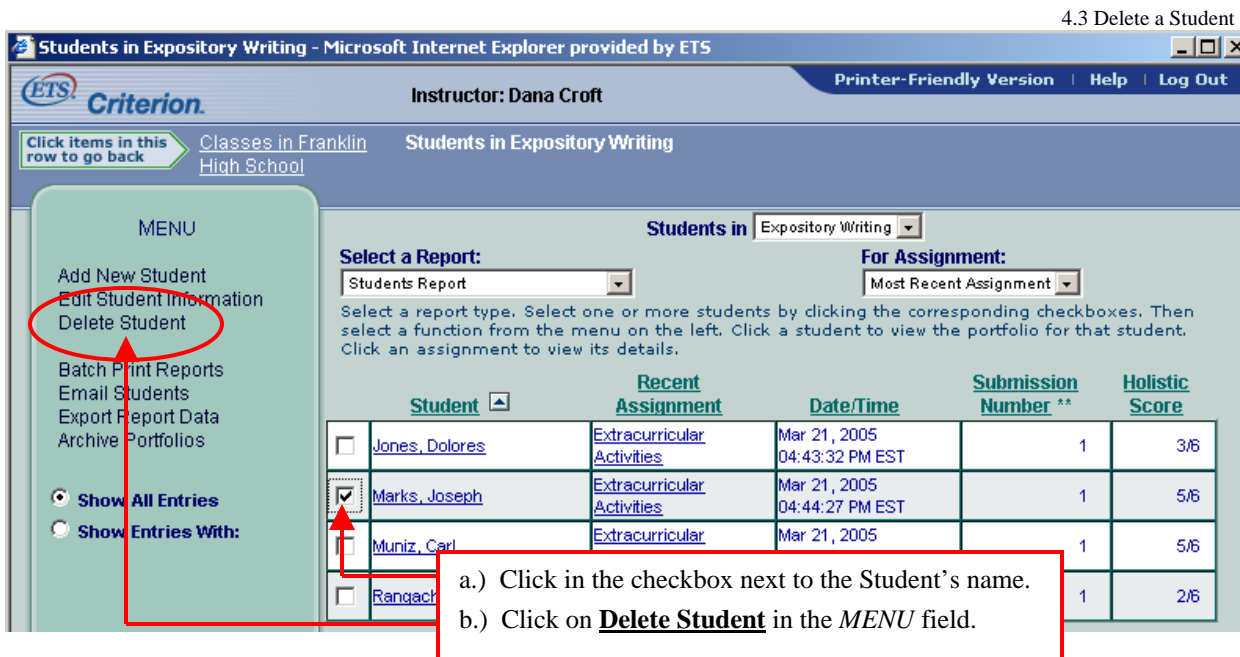
Click on the underlined name of the class.

3 Classes **14** **12** **12**

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

3. In the **Students Report** screen (see below):
 - a. Click in the checkbox next to the name of the student who you will be deleting.
 - b. In the **MENU** field, click on the **Delete Student** link.

4.3 Delete a Student



Printer-Friendly Version | Help | Log Out

Instructor: Dana Croft

Click items in this row to go back → [Classes in Franklin High School](#) [Students in Expository Writing](#)

MENU

- Add New Student
- Edit Student Information
- Delete Student**
- Batch Print Reports
- Email Students
- Export Report Data
- Archive Portfolios
- Show All Entries
- Show Entries With:

Students in Expository Writing

Select a Report: Students Report

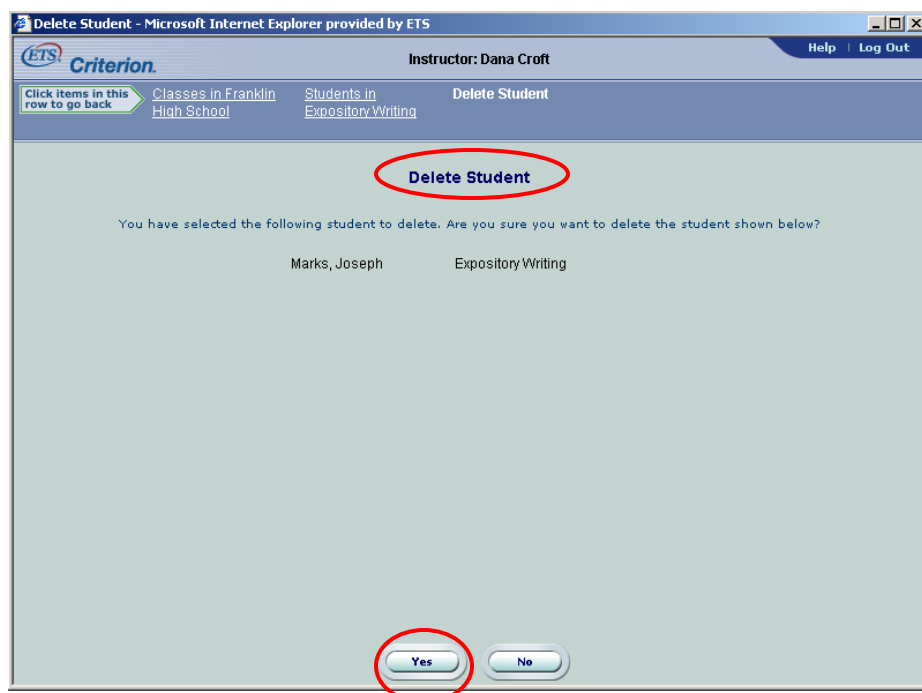
For Assignment: Most Recent Assignment

Select a report type. 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.

Student	Recent Assignment	Date/Time	Submission Number **	Holistic Score
<input type="checkbox"/> Jones, Dolores	Extracurricular Activities	Mar 21, 2005 04:43:32 PM EST	1	3/6
<input checked="" type="checkbox"/> Marks, Joseph	Extracurricular Activities	Mar 21, 2005 04:44:27 PM EST	1	5/6
<input type="checkbox"/> Muniz, Carl	Extracurricular	Mar 21, 2005	1	5/6
<input type="checkbox"/> Rangach			1	2/6

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

4. 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.



Delete Student - Microsoft Internet Explorer provided by ETS

Instructor: Dana Croft

Click items in this row to go back → [Classes in Franklin High School](#) [Students in Expository Writing](#) [Delete Student](#)

Delete Student

You have selected the following student to delete. Are you sure you want to delete the student shown below?

Marks, Joseph Expository Writing

Yes No

5.0 WORKING WITH ASSIGNMENTS

5.1 Create an Assignment

1. Log in to your *Classes Report* page. (See *Section 2.3 – Log-In* if you do not remember how to log in.)
2. Select the class for which you will be making an Assignment by clicking in the checkbox next to the name of the class (see below).
3. Click on the **Assignment Options** link in the *MENU* field.

5.1 Create an Assignment

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

Instructor: Dana Croft

Printer-Friendly Version | Help | Log Out

Click items in this row to go back

Classes in Franklin High School

MENU

- Add New Class
- Edit Class Information
- Delete Class
- Assignment Options**
- Batch Print Reports
- Email All Students in Class
- Import Student Information
- Export Report Data
- Archive Portfolios
- Edit My User Information
- Add Me to an Existing Class
- Delete Me from a Class
- 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"/> Creative Writing	5	4	4
<input type="checkbox"/> English 101	3	4	4
<input checked="" type="checkbox"/> Expository Writing	4	4	4

3 Classes 12 12 12

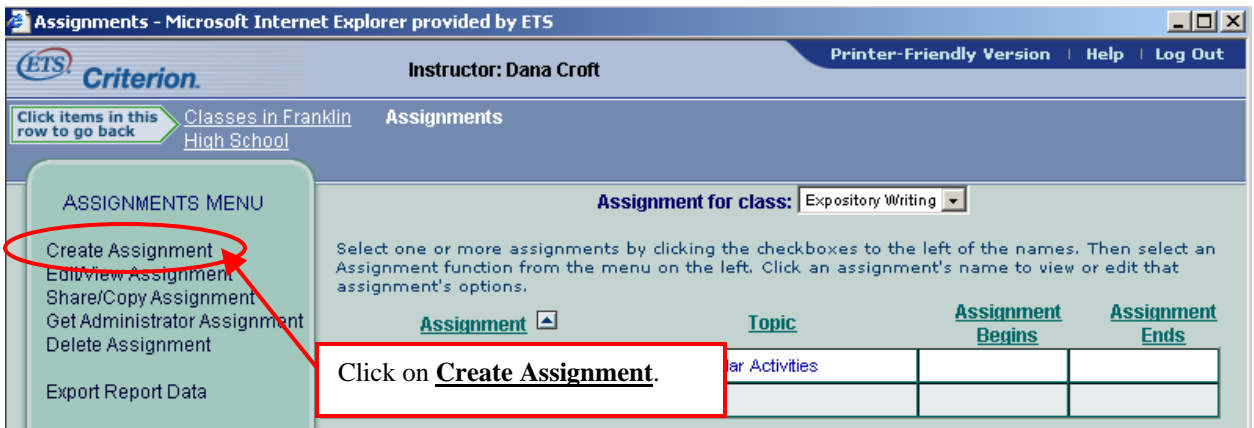
Select All Clear A deleted student will not be removed from the class total.

a.) Click in the checkbox next to the Class for which you will be creating an Assignment.

b.) Click on **Assignment Options** in the *MENU* field.

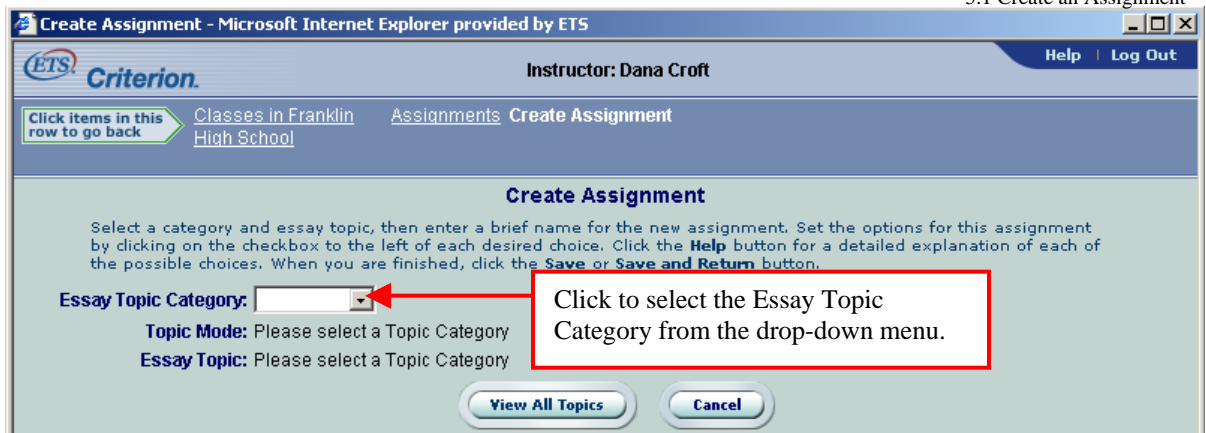
- Under the *MENU* field in the *Assignment for class* screen (see below), click on the **Create Assignment** link.

5.1 Create an Assignment



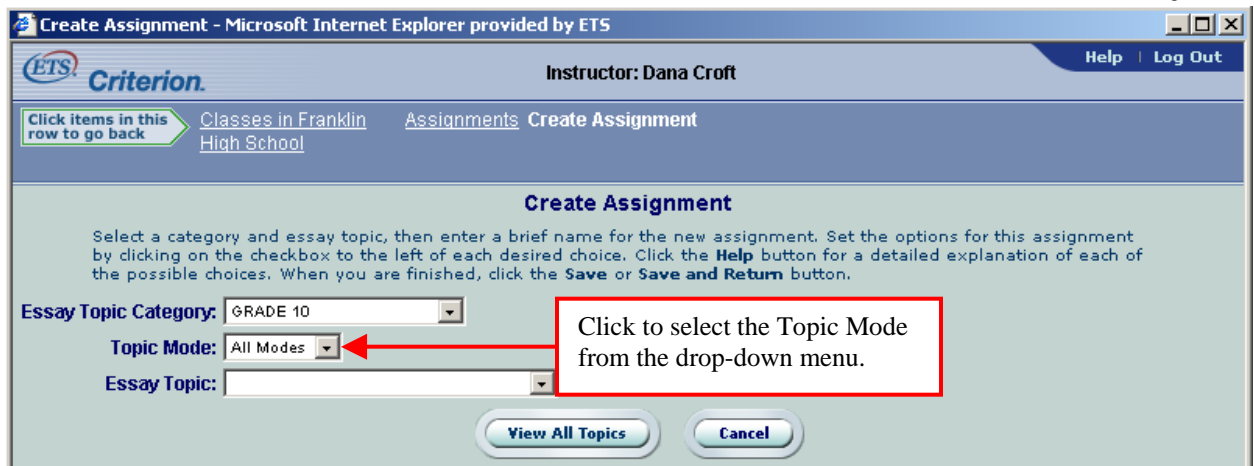
- In the *Create Assignment* screen which appears (see below), use the drop-down menu to select the *Essay Topic Category*.

5.1 Create an Assignment



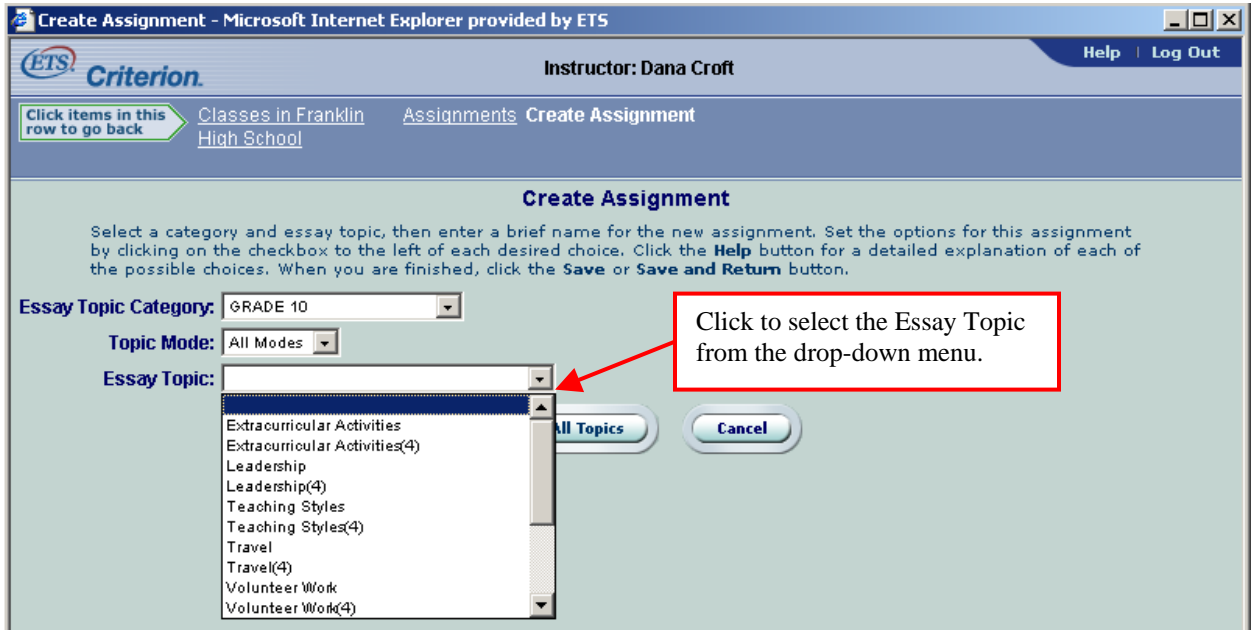
- Use the drop-down menu to select the *Topic Mode* (see below).

5.1 Create an Assignment



- 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.

5.1 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.

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

5.1 Create an Assignment

The screenshot shows the 'Create Assignment' screen in a Microsoft Internet Explorer browser. The page title is 'Create Assignment - Microsoft Internet Explorer provided by ETS'. The instructor's name is 'Dana Croft'. The breadcrumb trail is 'Classes in Franklin High School > Assignments > Create Assignment'. The main heading is 'Create Assignment'. Below the heading is a paragraph of instructions: '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.' There are three callout boxes: 'a.) Verify selections' points to the 'Essay Topic Category' (GRADE 10), 'Topic Mode' (All Modes), and 'Essay Topic' (Extracurricular Activities) dropdown menus. 'b.) Auto-populated based on Essay Topic.' points to the 'Question Text' field which contains text about extracurricular activities. 'c.) Enter title for Assignment.' points to the 'Assignment Name' text input field which contains 'Extracurricular Activities'. At the bottom are buttons for 'Save', 'Save and Return', 'View All Topics', 'View Instructor's Topic Guidelines', and 'Cancel'. There are also several checkboxes for options like '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', 'Show Usage Feedback', 'Show Mechanics Feedback', 'Show Style Feedback', 'Show Organization & Development Feedback', 'Time Limit', 'Show Warning When', 'Spell Checker Available', 'Start Assignment', and 'Stop Assignment'.

- 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.

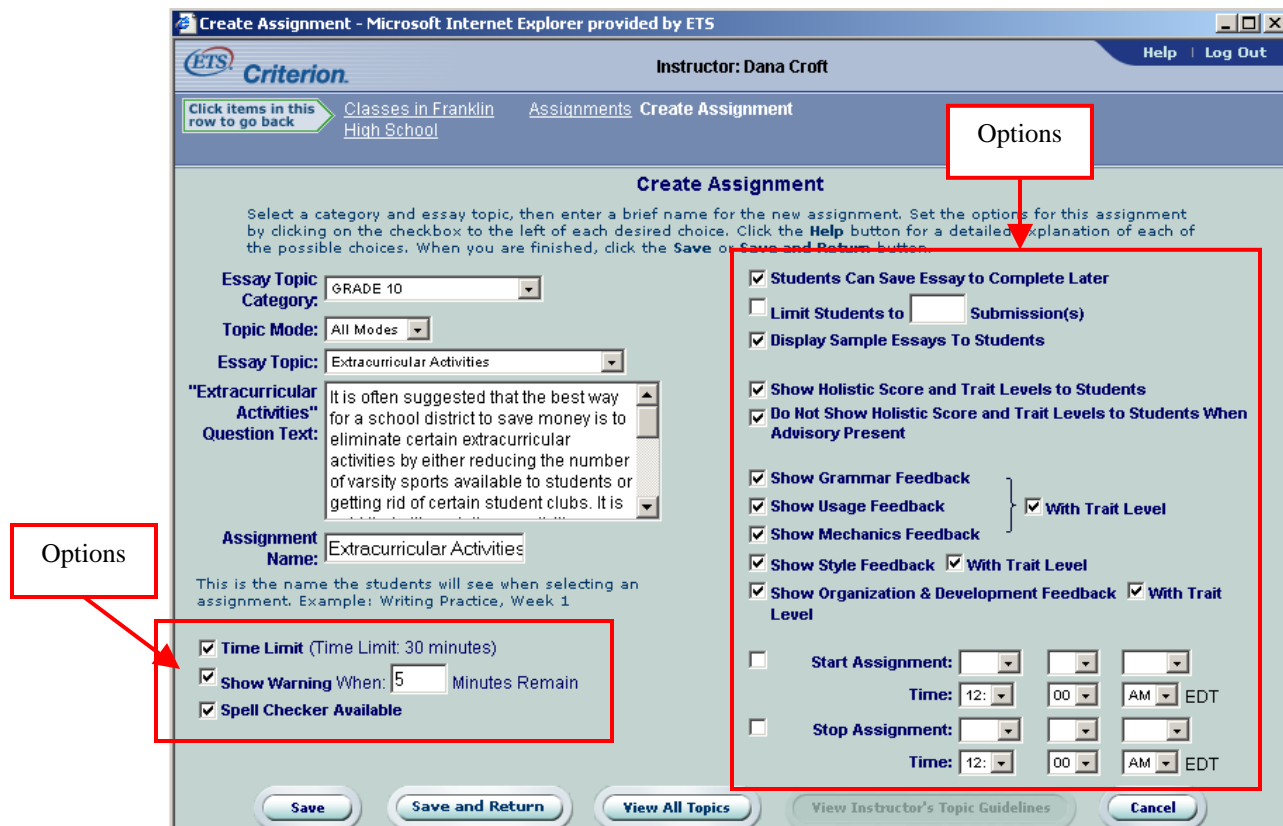


NOTE: If you want to view all the topics available, click on the **<View All Topics>** button at the bottom of the screen.

- 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 name of 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.

5.1 Create an Assignment



- **Time Limit:** If checked, the student(s) will be limited to 30 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).



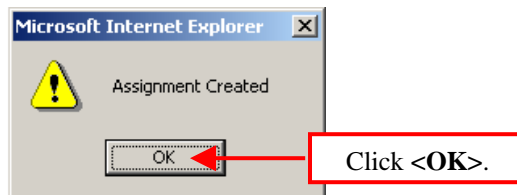
NOTE: If you have selected “**Instructor’s Topic**” as the *Essay Topic*, the screen – shown below – will look somewhat different and some of the options (detailed below) differ.

5.1 Create an Assignment – Instructor’s Topic

The screenshot shows the 'Create Assignment' interface in a Microsoft Internet Explorer browser window. The page title is 'Create Assignment - Microsoft Internet Explorer provided by ETS'. The user is identified as 'Instructor: Dana Croft'. The breadcrumb trail is 'Classes in Franklin High School > Assignments > Create Assignment'. The main heading is 'Create Assignment'. Below this, there is a paragraph of instructions: 'Select a category and essay topic, then enter a brief name for the new assignment. Set the options for this by clicking on the checkbox to the left of each desired choice. Click the Help button for a detailed explanation of the possible choices. When you are finished, click the Save or Save and Return button.' The form includes several sections: 'Essay Topic Category' (set to 'GRADE 10'), 'Topic Mode' (set to 'All Modes'), 'Essay Topic' (set to 'Instructor's Topic'), and 'Enter Essay Prompt' (an empty text area). Below these are 'Assignment Name' (set to 'Instructor's Topic') and a note: 'This is the name the students will see when selecting an assignment. Example: Writing Practice, Week 1'. There are several checkboxes: 'Time Limit' (checked, set to 30 minutes), 'Show Warning When' (checked, set to 5 minutes), and 'Spell Checker Available' (checked). On the right side, there are checkboxes for 'Students Can Save Essay to Complete Later' (checked), 'Limit Students to' (set to 1 submission), and a group of feedback options: 'Show Grammar Feedback', 'Show Usage Feedback', 'Show Mechanics Feedback', 'Show Style Feedback Without Trait Level', and 'Show Organization & Development Feedback Without Trait Level'. At the bottom, there are buttons for 'Save', 'Save and Return', 'View All Topics', 'View Instructor's Topic Guidelines', and 'Cancel'. Red callout boxes highlight specific features: 'Enter Essay Prompt text.' points to the text area; 'Customize Time Limit.' points to the 'Time Limit' checkbox and its value; 'Not available for Instructor's Topic.' points to the 'Limit Students to' and 'Do Not Show Holistic Score and Trait Levels to Students' options.

- The *Essay Prompt* field will not be populated. You must enter your own essay prompt by either typing directly in the field provided, or by cutting and pasting in an essay from another file.
- 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 and Trait Levels to Students” and “Do Not Show Holistic Score and Trait Levels to Students When Advisory Present” options are not available.

- 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.



- 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.

5.2 Edit/View an Assignment

- Log in to your *Classes Report* page. (See *Section 2.3 – Log-In* if you do not remember how to log in.)
- In the *Classes Report* screen (see below):
 - Click in the checkbox next to the name of the class for which you will be editing an Assignment.
 - In the *MENU* field, click on **Assignment Options** link.

5.2 Edit/View an Assignment

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"/> Creative Writing	5	4	4
<input type="checkbox"/> English 101	3	4	4
<input checked="" type="checkbox"/> Expository Writing	4	4	4

3 Classes 12 12 12
[Select All](#) [Clear](#) A deleted student will not be removed from the class total.

a.) Click in the checkbox next to the name of the class for which you will be editing an Assignment
 b.) Click on **Assignment Options** in the *MENU* field.

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

5.2 Edit/View an Assignment

Assignments - Microsoft Internet Explorer provided by ETS

ETS Criterion Instructor: Dana Croft Printer-Friendly Version Help Log Out

Click items in this row to go back Classes in Franklin High School Assignments

ASSIGNMENTS MENU

Create Assignment
 Edit/View Assignment
 Share/Copy Assignment
 Get Administrator Assignment
 Delete Assignment
 Export Report Data

Assignment for class: Expository Writing

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 checked="" type="checkbox"/> Extracurricular Activities	Extracurricular Activities		

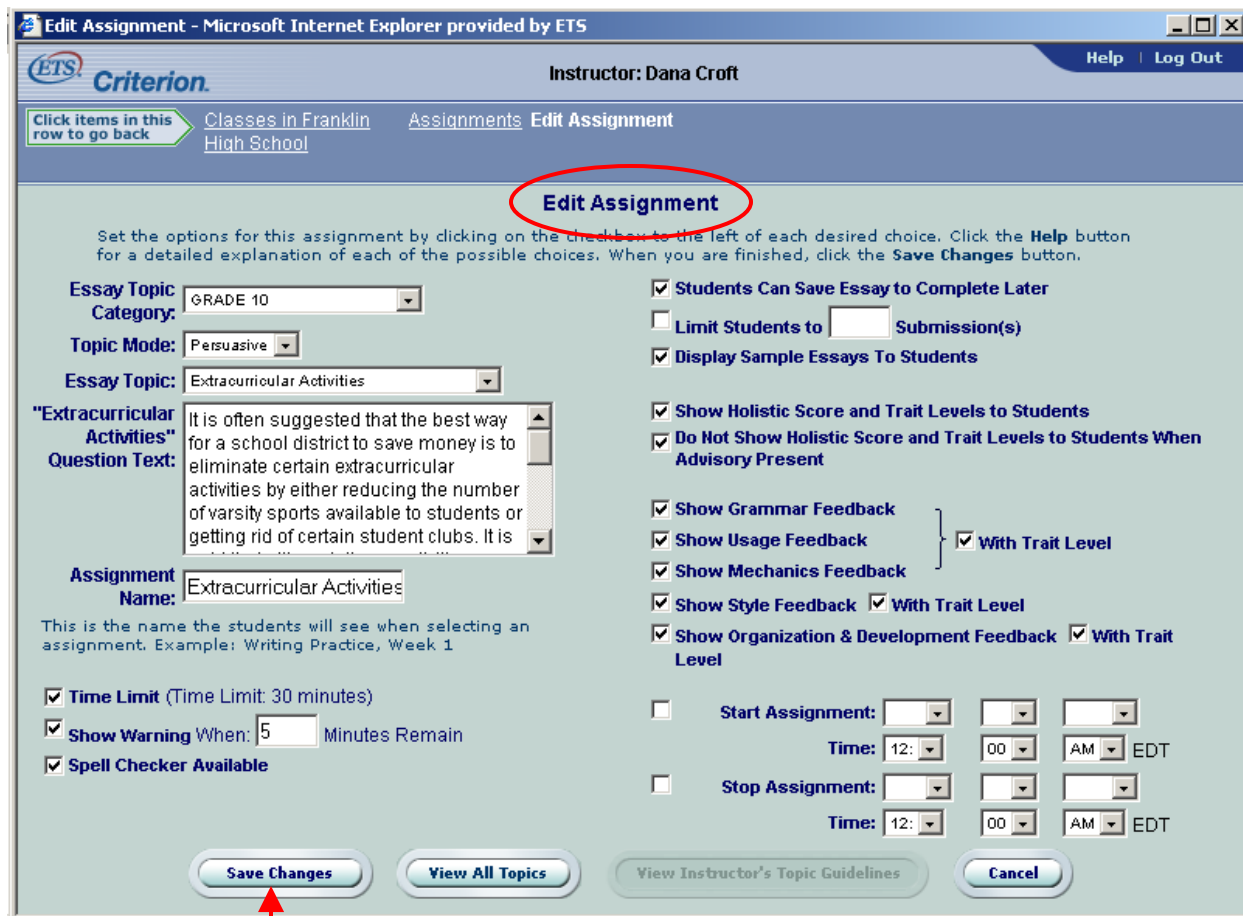
Select All Clear

a.) Click in checkbox next to the Assignment you wish to edit/view.

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

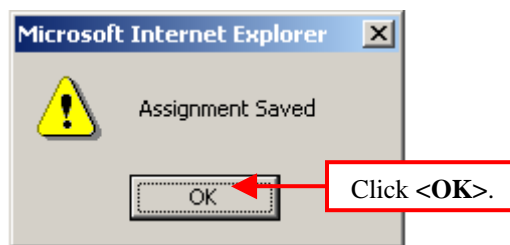
- In the fields that appear in the *Edit Assignment* screen, make the desired revisions.

5.2 Edit/View an Assignment



Click <Save Changes>.

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



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

5.3 Share/Copy Assignment

1. Log in to your **Classes Report** page. (See **Section 2.3 – Log-In** if you do not remember how to log in.)
2. In the **Classes Report** screen (see below):
 - a. Click in the checkbox next to the name of the class whose assignment you will share or copy.
 - b. In the **MENU** field, click on the **Assignment Options** link.

5.3 Share/Copy Assignment

The screenshot shows the 'Classes in Franklin High School' interface. On the left, a 'MENU' sidebar contains various options, with 'Assignment Options' circled in red. At the top, a 'Select a Report:' dropdown menu is also circled in red and set to 'Classes Report'. Below this is a table of classes with columns for 'Classes', 'Students Registered', 'Current Contract Submissions', and 'Total Submissions'. The 'Expository Writing' class has its checkbox checked, and a red arrow points from a text box to this checkbox. The text box contains the following instructions:

a.) Click in the checkbox next to the name of the class whose assignment you will share or copy.
 b.) Click on **Assignment Options** in the **MENU** field.

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

Summary: 3 Classes, 12 Registered, 12 Submissions, 12 Total Submissions.

3. In the *Assignment for Class* screen (see below):
 - a. Click in the checkbox next to the name of the assignment that you want to share or copy.
 - b. In the *MENU* field, click on the **Share/Copy Assignment** link.

5.3 Share/Copy Assignment

Assignments - Microsoft Internet Explorer provided by ETS

Criterion Instructor: Dana Croft Printer-Friendly Version Help Log Out

Click items in this row to go back Classes in Franklin High School Assignments

ASSIGNMENTS MENU

Create Assignment
 Edit/View Assignment
Share/Copy Assignment
 Get Administrator Assignment
 Delete Assignment
 Export Report Data

Assignment for class: Expository Writing

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 checked="" type="checkbox"/> Extracurricular Activities	Extracurricular Activities		

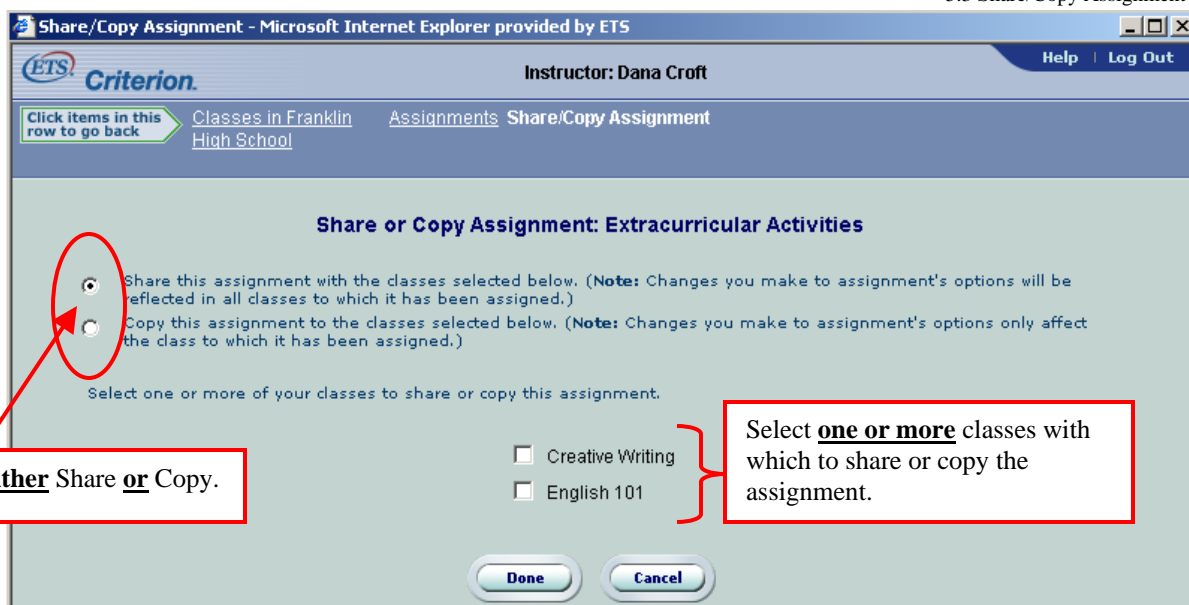
Select All Clear

a.) Click in the checkbox next to the assignment that you want to share or copy.

b.) Click on **Share/Copy Assignment** in the *MENU* field.

4. In the *Share or Copy Assignment* screen (see below), make **one** of the following selections:
 - a. Click on the button next to **<Share this assignment...>** if you want to share the assignment with other classes. *Any changes made to the assignment options for one class will be reflected in **all** the classes to which it has been assigned.*
 - b. Click on the button next to **<Copy this assignment...>** if you want to copy the assignment to other classes. *Any changes made to the assignment for one class will apply **only** to that class.*

5.3 Share/Copy Assignment



5. Click in the box(es) next to the classes to which the assignment will be shared or copied.
6. Click **<Done>**.

5.4 Get Administrator Assignment

1. Log in to your **Classes Report** page. (See **Section 2.3 – Log-In** if you do not remember how to log in.)
2. In the **Classes Report** screen (see below):
 - a. Click in the checkbox next to the name of the class for which you will be getting an Administrator Assignment.
 - b. In the **MENU** field, click on the Assignment Options link.

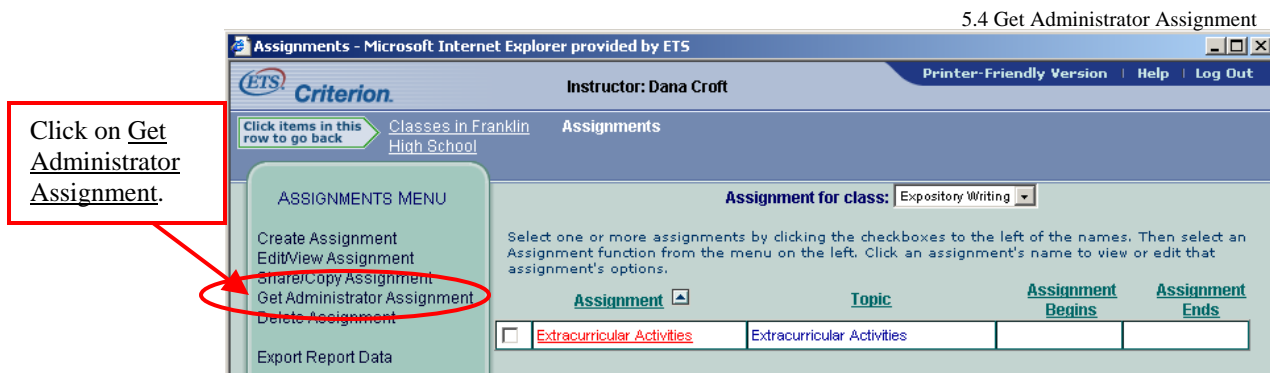
5.4 Get Administrator Assignment

The screenshot shows the 'Classes in Franklin High School' report page. The browser title is 'Classes in Franklin High School - Microsoft Internet Explorer provided by ETS'. The instructor is Dana Croft. The page has a 'MENU' sidebar on the left and a main content area. The 'MENU' sidebar includes links like 'Add New Class', 'Edit Class Information', 'Delete Class', and 'Assignment Options' (which is circled in red). The main content area has a 'Select a Report:' dropdown set to 'Classes Report'. Below this is a table of classes with columns for 'Classes', 'Students Registered', 'Current Contract Submissions', and 'Total Submissions'. The 'Expository Writing' class is selected with a checked checkbox. A red box with arrows points to the checkbox and the 'Assignment Options' link, with instructions: 'a.) Click in the checkbox next to class for which you will be getting an Administrator Assignment.' and 'b.) Click on Assignment Options in the MENU field.'

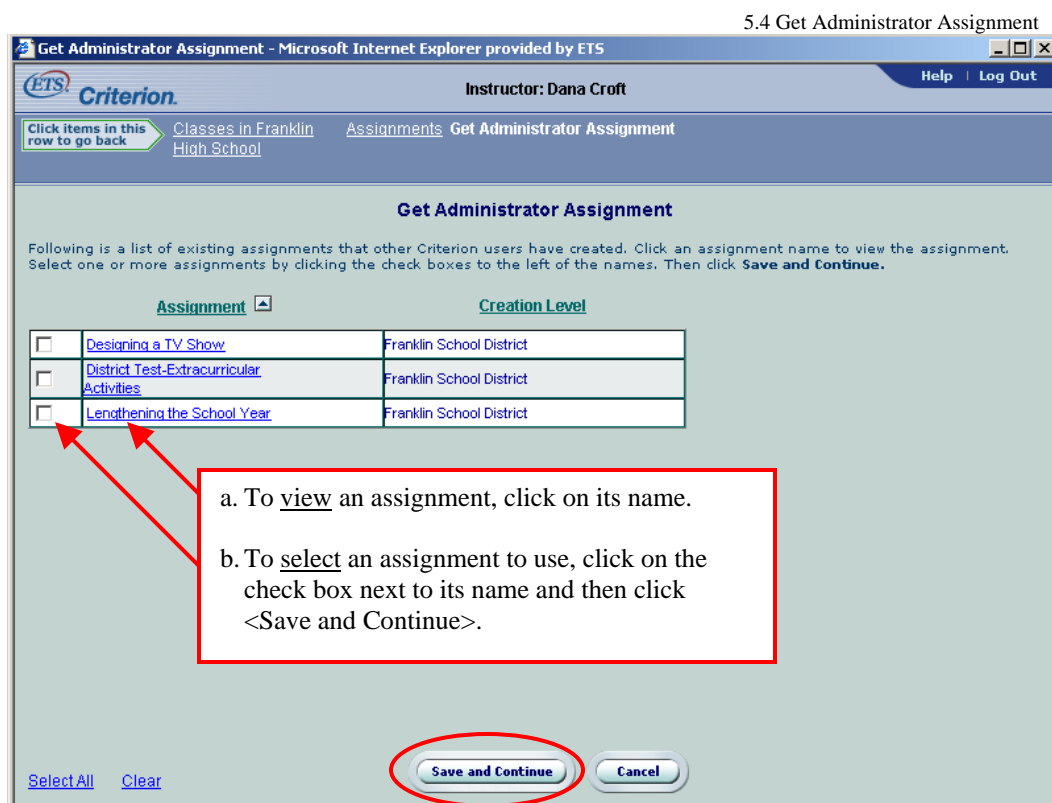
Classes	Students Registered	Current Contract Submissions	Total Submissions
<input type="checkbox"/> Creative Writing	5	4	4
<input type="checkbox"/> English 101	3	4	4
<input checked="" type="checkbox"/> Expository Writing	4	4	4

3 Classes 12 12 12
 Select All Clear A deleted student will not be removed from the class total.

3. In the *Assignment for Class* screen (see below), click on the **Get Administrator Assignment** link.



4. If the Administrator has created an assignment, it will be displayed in the *Get Administrator Assignment* screen (see below).
 - a. To view an assignment, click on its name.
 - b. To select an assignment to use with your own class, click on the check box next to the name of the assignment and then click on the **<Save and Continue>** button at the bottom of the screen.
 - c. If there are no assignments displayed, click **<Cancel>** at the bottom of the screen to return to the *Assignment for Class* screen.



5.5 Delete an Assignment

1. Log in to your **Classes Report** page. (See **Section 2.3 – Log-In** if you do not remember how to log in.)
2. In the **Classes Report** screen (see below):
 - a. Click in the checkbox next to the class from which you will be deleting an assignment.
 - b. In the **MENU** field, click on the **Assignment Options** link.

5.5 Delete an Assignment

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

Instructor: Dana Croft

Printer-Friendly Version | Help | Log Out

Click items in this row to go back

Classes in Franklin High School

MENU

- Add New Class
- Edit Class Information
- Delete Class
- Assignment Options**
- Batch Print Reports
- Email All Students in Class
- Import Student Information
- Export Report Data
- Archive Portfolios
- Edit My User Information
- Add Me to an Existing Class
- Delete Me from a Class
- 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"/> Creative Writing	5	4	4
<input type="checkbox"/> English 101	3	4	4
<input checked="" type="checkbox"/> Expository Writing	4	4	4

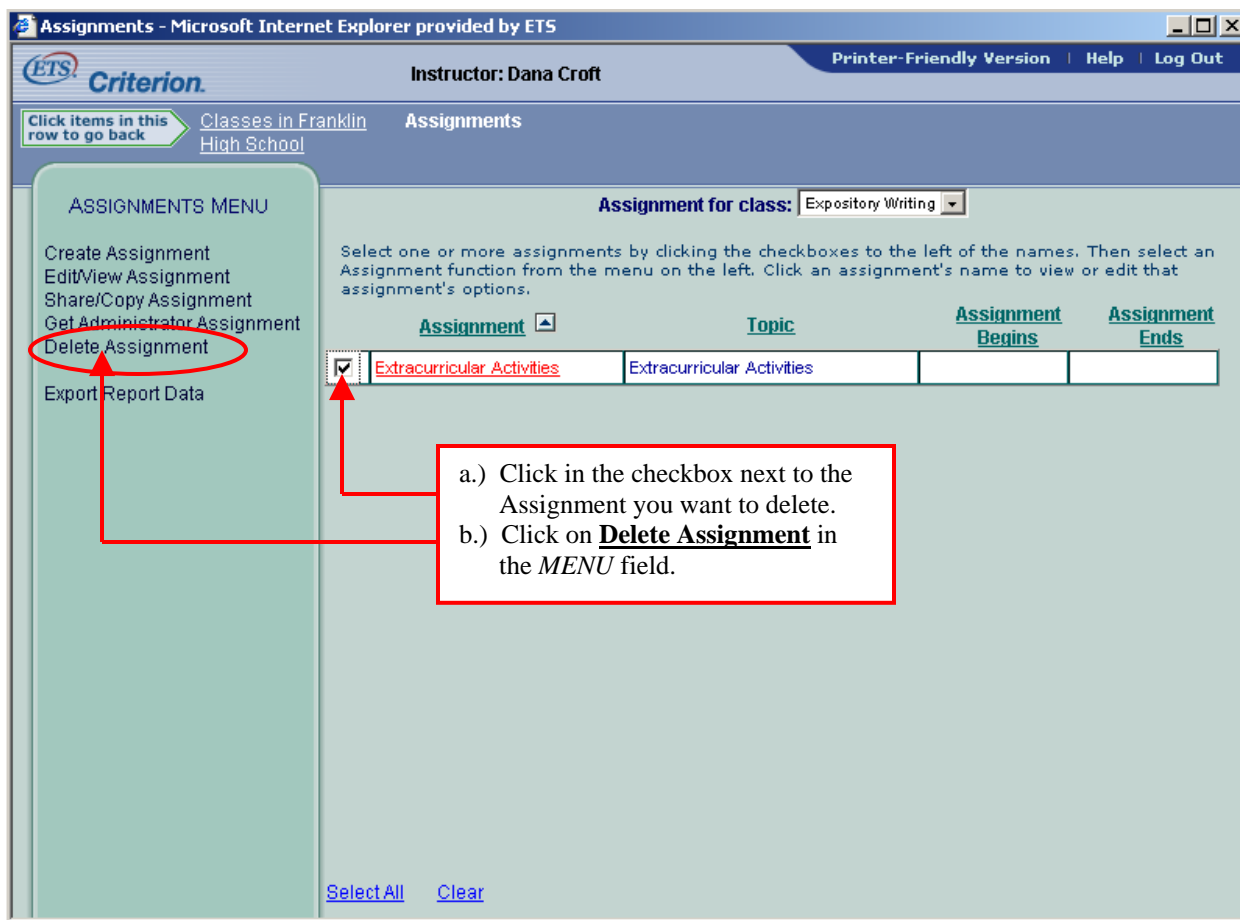
3 Classes 12 12 12

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

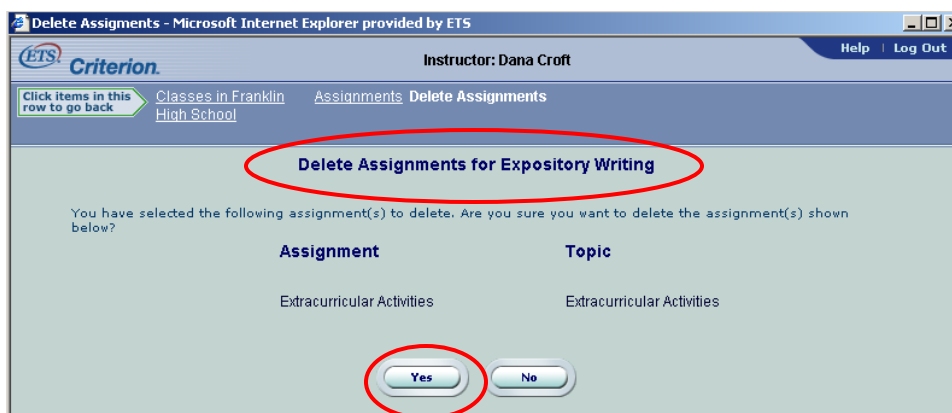
a.) Click in the checkbox next to the class from which you will be deleting an assignment.
b.) Click on **Assignment Options** in the **MENU** field.

3. In the *Assignment for Class* screen (see below):
 - a. Click in the checkbox next to the Assignment you want to delete.
 - b. In the *MENU* field, click on the **Delete Assignment** link.

5.5 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 Class* screen.



6.0 REVIEW STUDENT ASSIGNMENTS

The instructor can review the writing diagnostics created by *Criterion*, add notes to the student assignment, and/or create comments regarding student submissions. *Criterion* generates writing diagnostics for the essay in the following areas:

Grammar

- Fragments
- Garbled Sentences
- Subject-Verb Agreement
- Ill-formed Verbs
- Pronoun Error
- Possessive Error
- Wrong or Missing Word
- Proofread This!

Style

- Repetition of Words
- Inappropriate Words or Phrases
- Sentences Beginning with Coordinating Conjunctions
- Too Many Short Sentences
- Too Many Long Sentences
- Passive Voice

Mechanics

- Spelling
- Capitalize Proper Nouns
- Missing Initial Capital Letter in a Sentence
- Missing Question Mark
- Missing Final Punctuation
- Missing Apostrophe
- Missing Comma
- Hyphen Error
- Fused Words
- Compound Words
- Duplicates

Organization and Development

- Introductory Material
- Thesis Statement
- Main Ideas
- Supporting Ideas
- Conclusion
- Transitional Words and Phrases
- Other

Usage

- Wrong Article
- Missing or Extra Article
- Confused Words
- Wrong Form of Word
- Faulty Comparisons
- Preposition Error
- Nonstandard Verb or Word Form

6.1 Review Writing Diagnostics

Follow the steps below to review the writing diagnostics generated by *Criterion* for a student essay that has been completed and submitted.

1. Log in to your *Classes 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 class for which you will be reviewing student essay submissions.

6.1 Review Writing Diagnostics

The screenshot shows the Criterion software interface. At the top, it says "Classes in Franklin High School - Microsoft Internet Explorer provided by ETS". The user is identified as "Instructor: Dana Croft". There are links for "Printer-Friendly Version", "Help", and "Log Out".

On the left is a "MENU" with options like "Add New Class", "Edit Class Information", "Delete Class", "Assignment Options", "Batch Print Reports", "Email All Students in Class", "Import Student Information", "Export Report Data", "Archive Portfolios", "Edit My User Information", "Add Me to an Existing Class", "Delete Me from a Class", and "Search".

The main area is titled "Classes in Franklin High School". It has a "Select a Report:" dropdown menu currently set to "Classes Report". Below this is a table with columns: "Classes", "Students Registered", "Current Contract Submissions", and "Total Submissions".

Classes	Students Registered	Current Contract Submissions	Total Submissions
<input type="checkbox"/> <u>Creative Writing</u>	6	4	4
<input type="checkbox"/> <u>English 101</u>	3	4	4
<input type="checkbox"/> <u>Expository Writing</u>	5	4	4

At the bottom of the table, it says "3 Classes", "14", "12", and "12". There are links for "Select All" and "Clear". A note at the bottom says "A deleted student will not be removed from the class total." A red arrow points from a text box below to the underlined "Expository Writing" class name.



NOTE: Be sure that students have submitted essays by checking the *Total Submissions* field.

3. In the *Students in Class* screen (see below):
 - a. Use the drop-down menu in the *For Assignment* field to select the name of the assignment to be reviewed.
 - b. Click on the underlined name of student whose assignment you wish to review.

6.1 Review Writing Diagnostics

Students in Expository Writing - Microsoft Internet Explorer provided by ETS

Instructor: Dana Croft

Printer-Friendly Version | Help | Log Out

Click items in this row to go back: [Classes in Franklin High School](#) | [Students in Expository Writing](#)

MENU

- Add New Student
- Edit Student Information
- Delete Student
- Batch Print Reports
- Email Students
- Export Report Data
- Archive Portfolios

Show All Entries
 Show Entries With:

Select a Report: Students Report

For Assignment: Most Recent Assignment

Student	Recent Assignment	Date/Time	Submission Number **	Holistic Score
<input type="checkbox"/> <u>Jones, Dolores</u>	Extracurricular Activities	Mar 21, 2005 04:43:32 PM EST	1	3/6
<input type="checkbox"/> <u>Marks, Joseph</u>	Extracurricular Activities	Mar 21, 2005 04:44:27 PM EST	1	5/6
<input type="checkbox"/> <u>Muniz, Carl</u>	Extracurricular Activities	Mar 21, 2005 04:45:12 PM EST	1	5/6
<input type="checkbox"/> <u>Rangachar, Madhu</u>	Extracurricular Activities	Mar 21, 2005 04:46:07 PM EST	1	2/6

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

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

* Scores marked with an asterisk indicate essays that contain an advisory.
 ** The first and most recent essay for each assignment is saved.
 N/A indicates that a score is not available. Click the **Help** link for details.

- In the *Portfolio For [Student]* screen (see below), click on the underlined name of the assignment you wish to review.

6.1 Review Writing Diagnostics

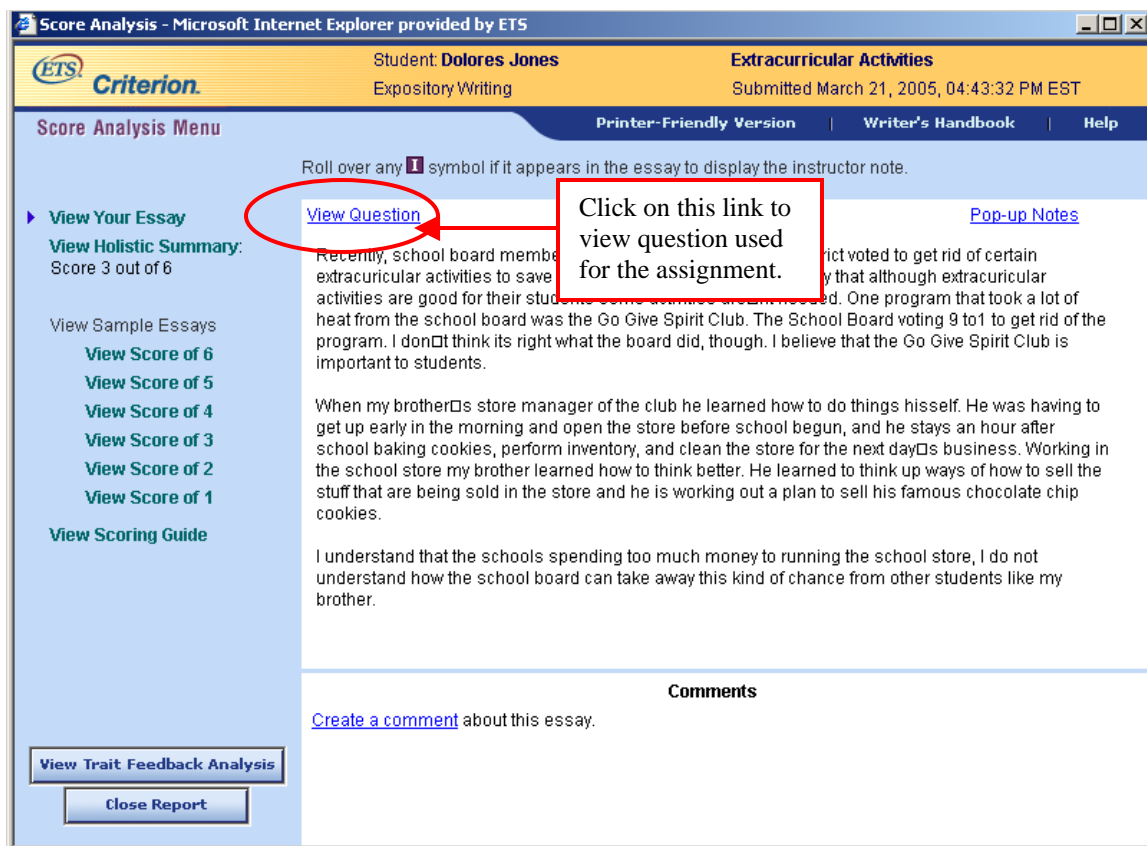
The screenshot shows the Criterion web interface for an instructor named Dana Croft. The page title is 'Jones, Dolores - Microsoft Internet Explorer provided by ETS'. The interface includes a navigation bar with 'Classes in Franklin High School' and 'Students in Expository Writing'. A 'MENU' sidebar on the left contains 'Export Report Data', 'Show All Entries', and 'Show Entries With:'. The main content area shows 'Portfolio for Jones, Dolores' with a dropdown menu. Below this is a 'Select a Report:' section with a 'Submitted Essays' dropdown. A table lists assignments with columns for 'Assignment', 'Submitted', 'Submission Number **', 'Comment to Instructor', and 'Holistic Score'. The table contains one entry: 'Extracurricular Activities' submitted on 'Mar 21, 2005 04:43:32 PM EST' with a submission number of '1' and a holistic score of '3/6'. A red circle highlights the 'Extracurricular Activities' text, and a red arrow points from it to a text box that says 'Click on the name of the assignment.'

Assignment	Submitted	Submission Number **	Comment to Instructor	Holistic Score
<u>Extracurricular Activities</u>	Mar 21, 2005 04:43:32 PM EST	1		3/6

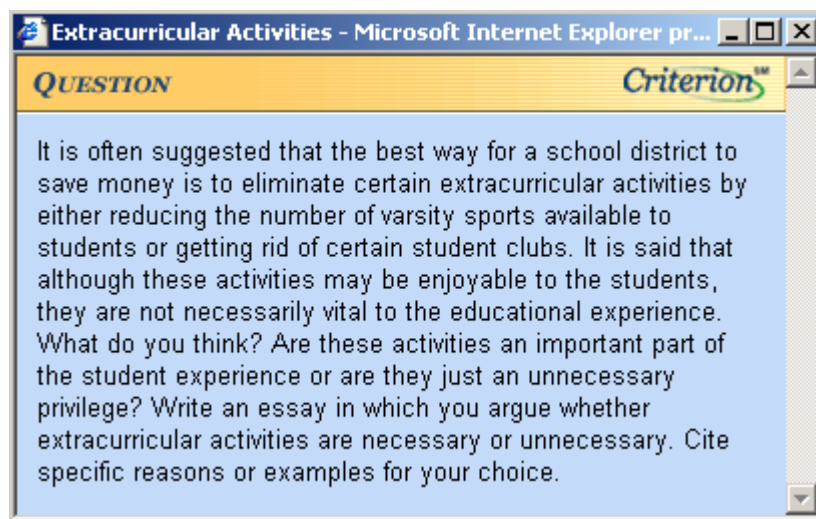
* Scores marked with an asterisk indicate essays that contain an advisory.
 ** The first and most recent essay for each assignment is saved.
 N/A indicates that a score is not available. Click the **Help** link for details.

- The *Score Analysis* screen showing the essay submitted by the student will appear (see below).

6.1 Review Writing Diagnostics



To view the essay question prompt, click on the **View Question** link (see above). The essay prompt (shown below) will appear onscreen.



6.1.1 View Holistic Summary

Click on the **View Holistic Summary** link in the *Score Analysis Menu*. The *Holistic Summary Score* screen (shown below) will appear. It contains the following information:

- The title of the essay assignment
- The suggested time it should take to complete the essay
- The actual time the student took to complete the essay (The example shows 4 seconds since the essay was pasted in from a word processor.)
- The holistic score assigned to the essay
- An explanation as to how the score was determined

6.1.1 View Holistic Summary

Assignment title, suggested time to complete essay, actual time to complete essay.

Click **View Holistic Summary**

Essay Assignment:	Extracurricular Activities
Suggested Time:	30 minutes
Time Taken	4 seconds

Holistic Score 3 out of 6

Holistic Score

Score of 3: Uneven

- Provides limited or incomplete information; may be list-like or have the quality of an outline.
- Is disorganized or provides a disjointed sequence of information.
- Exhibits uneven control over sentence structure.
- May have some inaccurate word choices.
- Contains errors in grammar and conventions that sometimes interfere with understanding.
- While a position is stated, either it is unclear or undeveloped.

Comments

[Create a comment](#) about this essay.

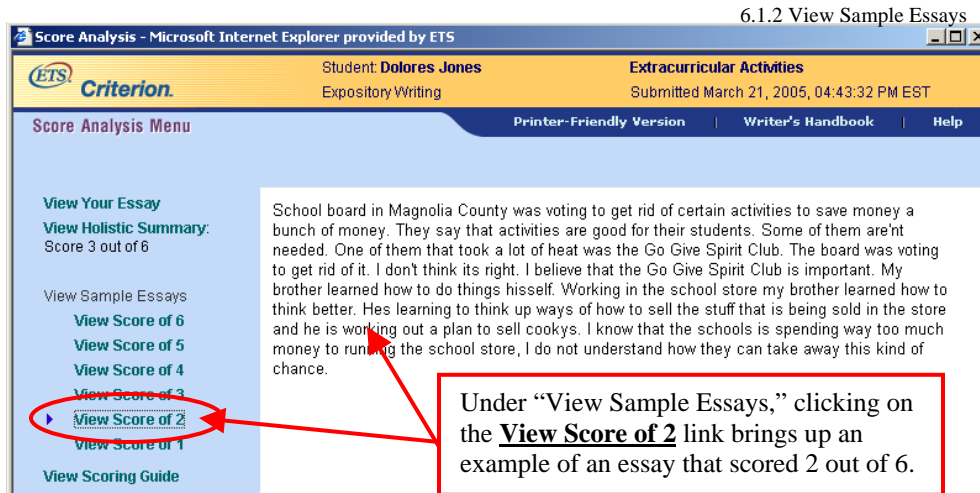
View Trait Feedback Analysis

Close Report

6.1.2 View Sample Essays

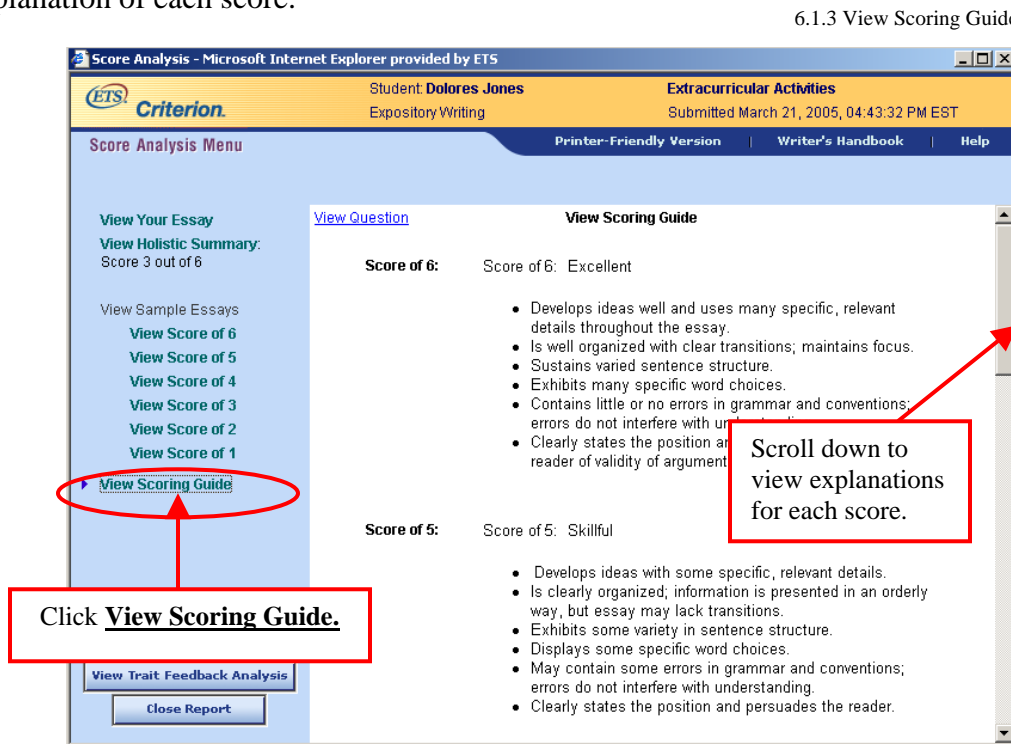
If samples of essays that received different scores have been made available, you can click on the **View Score of (1-6)** link(s) in the *Score Analysis Menu* to view them. (**NOTE:** The samples are “Read Only.”)

The graphic below shows an example of an essay that received a score of 2.



6.1.3 View Scoring Guide

To view an explanation of the guidelines used by *Criterion* for scoring essays, click on the **View Scoring Guide** link in the *Score Analysis Menu* as shown below. Use the scrollbar to access the explanation of each score.

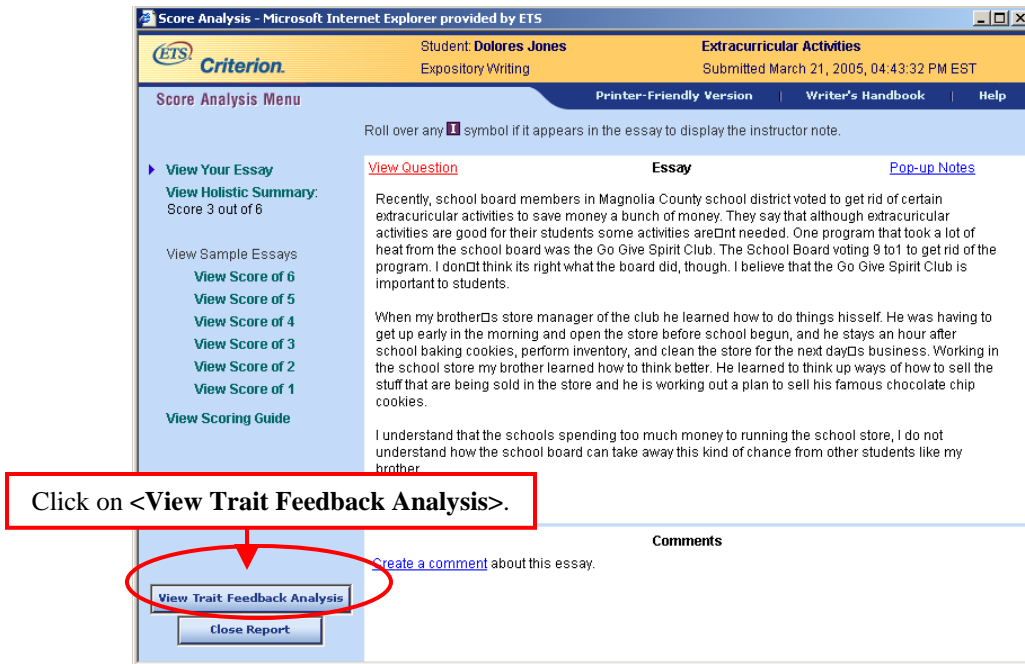


6.1.4 View Trait Feedback Analysis

Trait Feedback Analysis provides information about how the essay was scored based on the following traits: Grammar, Usage, Mechanics, Style, and Organization & Development. *Criterion* shows the errors the student has made, explains why they are errors, and offers suggestions as to how to correct them.

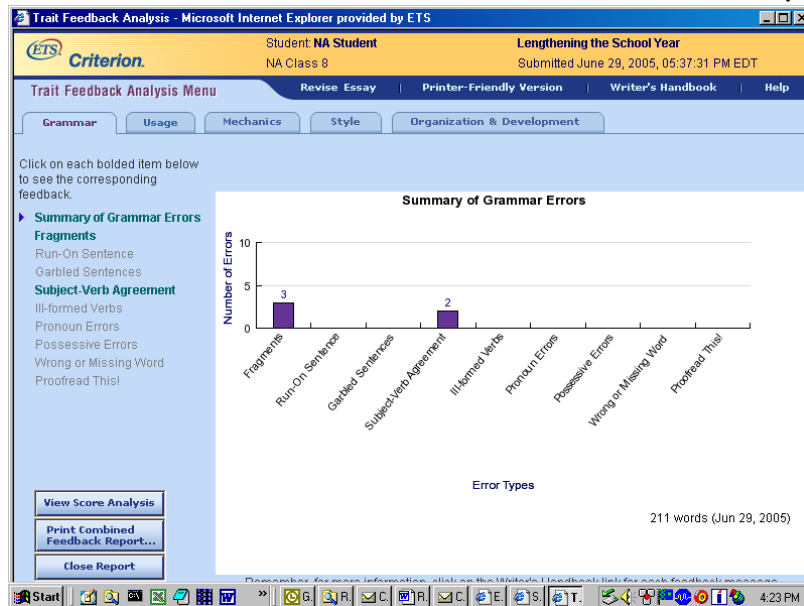
1. Click on the **<View Trait Feedback Analysis>** button in the *Score Analysis Menu* screen as shown in the example below.

6.1.4 View Trait Feedback Analysis



The *Trait Feedback Analysis Menu* screen (shown below) will appear.

6.1.4 View Trait Feedback Analysis



2. In the *Trait Feedback Analysis Menu* screen:
 - a. Click on the **trait tabs** (Grammar, Usage, Mechanics, Style, or Organization & Development) at the top of the screen to display a **Summary of Errors** for each error type. If there are no errors for a particular trait, *Criterion* will display the following message: "There are no <category name> errors."

The example below displays the **Summary of Grammar Errors** that appears under the **Grammar** trait tab. The **Summary of Errors** graph displays the number of errors for each error type in the currently selected error category.

6.1.4 View Trait Feedback Analysis – Summary of Grammar Errors

The screenshot shows the 'Trait Feedback Analysis Menu' with tabs for Grammar, Usage, Mechanics, Style, and Organization & Development. The 'Grammar' tab is selected. Below the tabs, a list of error types is shown on the left, and a bar chart titled 'Summary of Grammar Errors' is on the right. The bar chart shows the number of errors for each type: Fragments (3), Run-On Sentences (0), Garbled Sentences (0), Subject-Verb Agreement (2), Ill-formed Verbs (0), Pronoun Errors (0), Possessive Errors (0), Wrong or Missing Word (0), and Proofread This! (0). The total word count is 211 words (Jun 29, 2005).

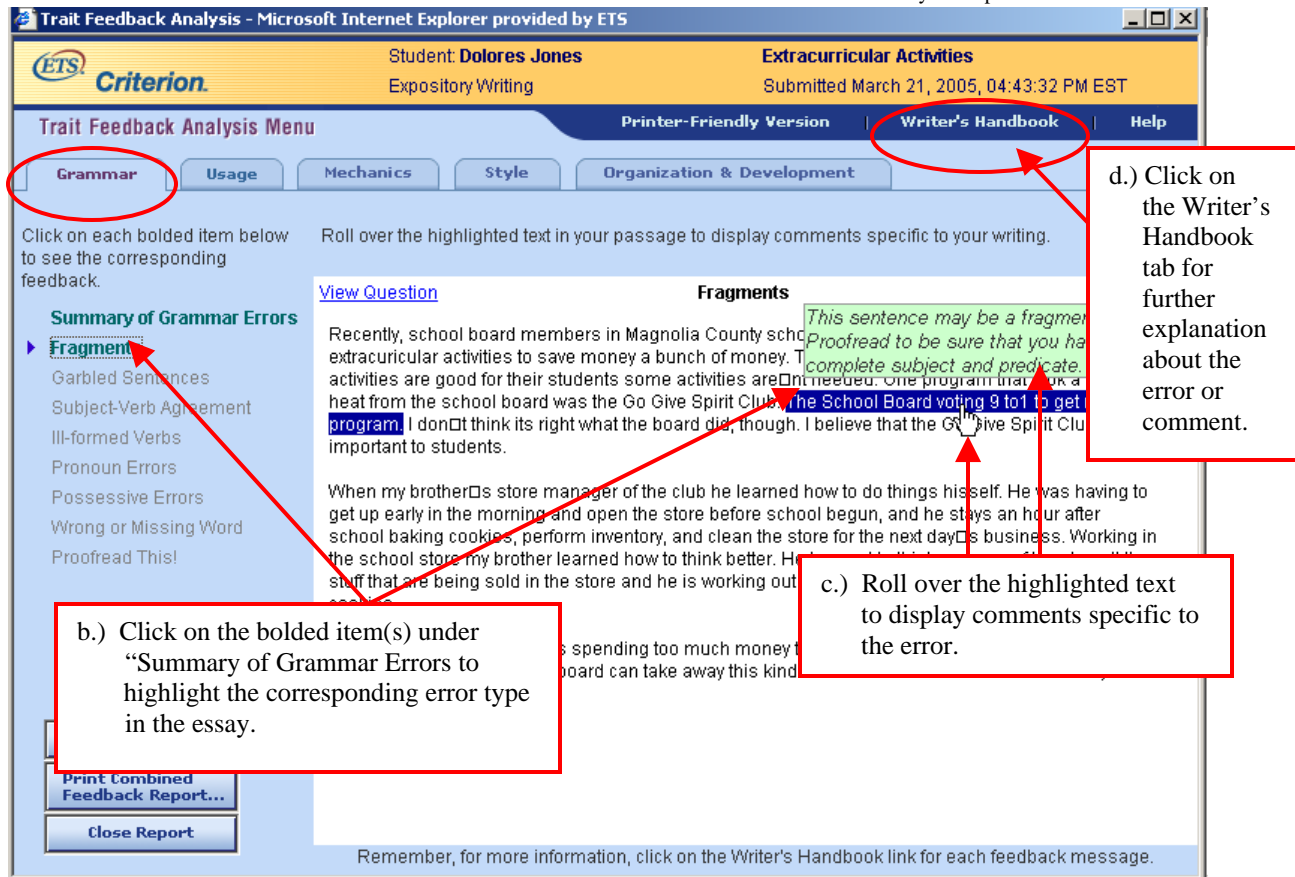
Error Type	Number of Errors
Fragments	3
Run-On Sentences	0
Garbled Sentences	0
Subject-Verb Agreement	2
Ill-formed Verbs	0
Pronoun Errors	0
Possessive Errors	0
Wrong or Missing Word	0
Proofread This!	0



NOTE: The default view for the *Trait Feedback Analysis Menu* is the *Summary of Grammar Errors* screen.

- b. To display the error types that appear in the student's essay, click on the **bolded** item(s) to the left of the screen essay (see the example below). Error types that are do not appear in the essay will be grayed out.

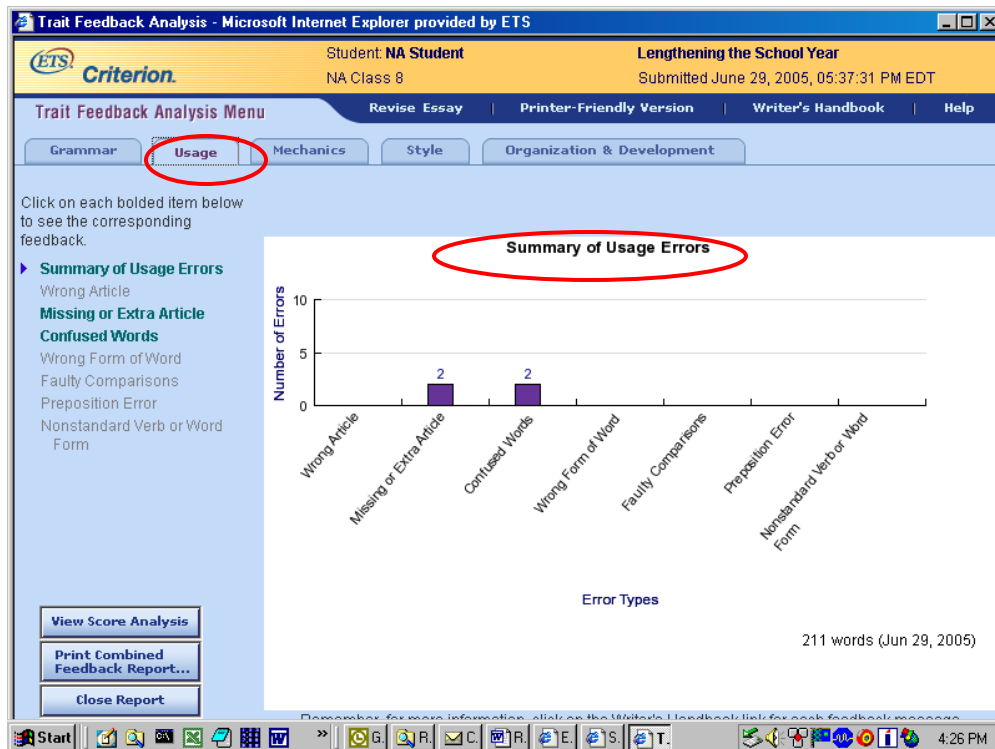
6.1.4 View Feedback Analysis – Specific Grammar Errors



- c. Roll over the highlighted text in the student's essay to display feedback in a tooltip-style text box as shown in the example above.
- d. The *Writer's Handbook* tab may be clicked on at any time for further explanation about the error or comment.

6.1.4.1 Trait Feedback Analysis – Usage Errors

Sample *Summary of Usage Errors* screen



Sample *Specific Usage Errors Feedback* screen

Confused Words

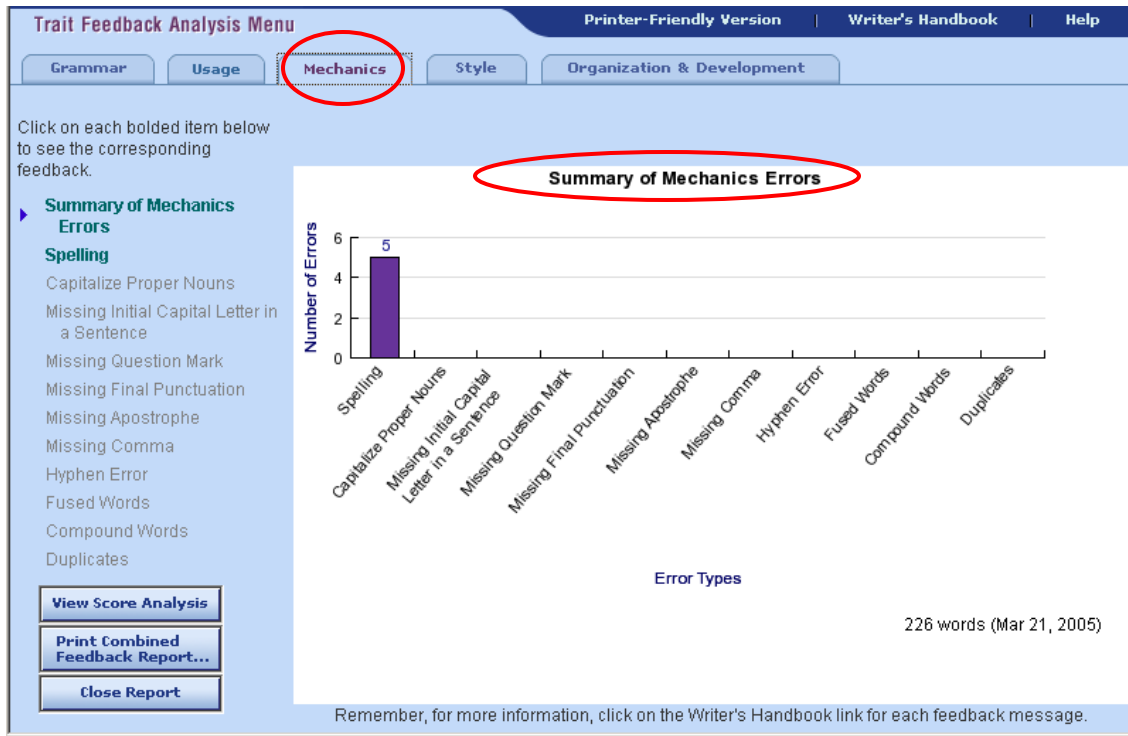
Recently, school board members in Magnolia County school district voted to get rid of certain extracurricular activities to s: *You have used its in this sentence. You may need to use it's instead.* though extracurricular activities are good for their program that took a lot of heat from the school board was the Go Give Spirit Club. The school board voting 9 to 1 to get rid of the program. I don't think it's right what the board did, though. I believe that the Go Give Spirit Club is important to students.

When my brother's store manager of the club he learned how to do things himself. He was having to get up early in the morning and open the store before school begun, and he stays an hour after school baking cookies, perform inventory, and clean the store for the next day's business. Working in the school store my brother learned how to think better. He learned to think up ways of how to sell the stuff that are being sold in the store and he is working out a plan to sell his famous chocolate chip cookies.

I understand that the schools spending too much money to running the school store, I do not understand how the school board can take away this kind of chance from other students like my brother.

6.1.4.2 Trait Feedback Analysis – Mechanics Errors

Sample *Summary of Mechanics Errors* screen



Sample *Specific Mechanics Errors Feedback* screen

Roll over the highlighted text in your passage to display comments specific to your writing.

Spelling

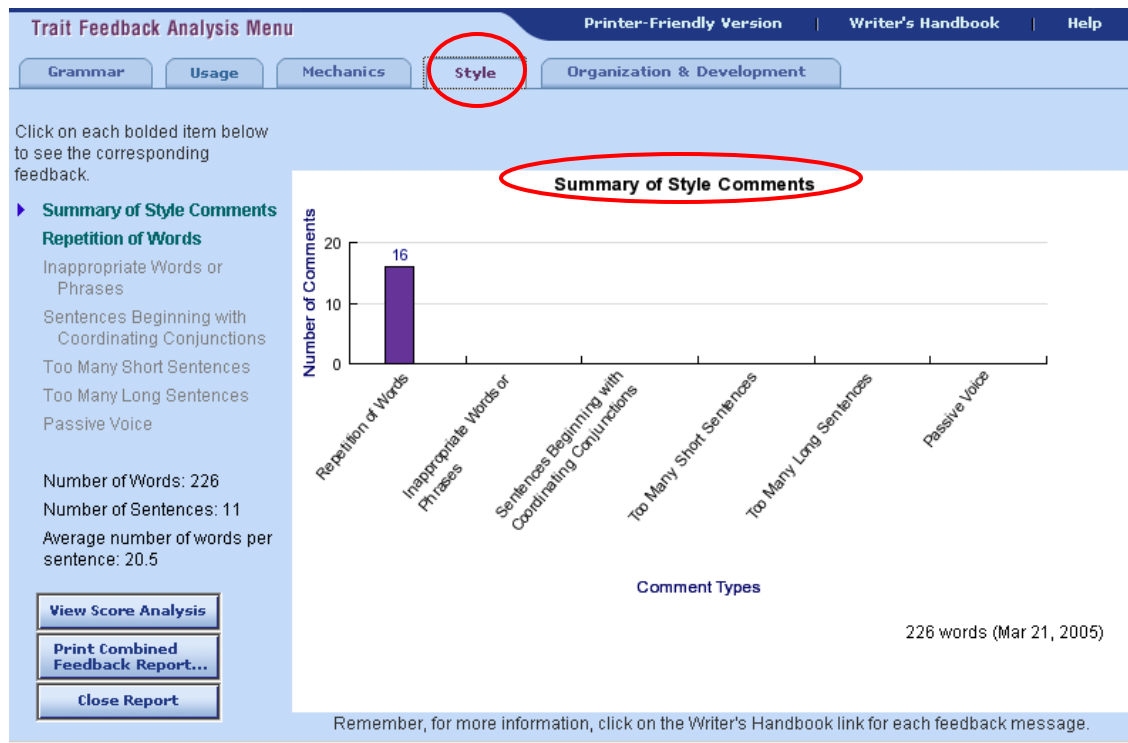
Recently, school board members in Magnolia County school district voted to get rid of certain **extracurricular** activities to save money a bunch of money. They say that although **extracurricular** activities are good for their students some activities **are not** needed. One program that **to1** get rid of **or** **spellchecker** when you proofread your Club is **work**.

When my brother's store manager of the club he learned how to do things **hissell**. He was having to get up early in the morning and open the store before school begun, and he stays an hour after school baking cookies, perform inventory, and clean the store for the next day's business. Working in the school store my brother learned how to think better. He learned to think up ways of how to sell the stuff that are being sold in the store and he is working out a plan to sell his famous chocolate chip cookies.

I understand that the schools spending too much money to running the school store, I do not understand how the school board can take away this kind of chance from other students like my brother.

6.1.4.3 Trait Feedback Analysis – Style Comments

Sample *Summary of Style Comments* screen



Sample *Specific Style Comments Feedback* screen

Trait Feedback Analysis Menu | Printer-Friendly Version | Writer's Handbook | Help

Grammar | Usage | Mechanics | **Style** | Organization & Development

Click on each bolded item below to see the corresponding feedback.

Summary of Style Comments

Repetition of Words

Inappropriate Words or Phrases

Sentences Beginning with Coordinating Conjunctions

Too Many Short Sentences

Too Many Long Sentences

Passive Voice

Number of Words: 226
 Number of Sentences: 11
 Average number of words per sentence: 20.5

[View Score Analysis](#)

[Print Combined Feedback Report...](#)

[Close Report](#)

Roll over the highlighted text in your passage to display comments specific to your writing.

[View Question](#)

Repetition of Words

Recently, **school** board members in Magnolia County **school** district voted to get rid of certain extracurricular activities to save money a bunch of money. They say that although extracurricular activities are good for their students some activities are not needed. One program that took a lot of heat from the **school** board was the Go Give Spirit Club. The **School** Board voting 9 to 1 to get rid of the program. I do not think its right what the board did though. I believe that the Go Give Spirit Club is important to students. **You have repeated these words several times in your essay. Your essay will be stronger if you vary your word choice and substitute some other words instead. Ask your instructor for advice.**

When my brother **do** things hisself. He was having to get up early in the **school** baking cookies **for the next day's** business. Working in the **school store** my brother learned how to think better. He learned to think up ways of how to sell the stuff that are being sold in the **store** and he is working out a plan to sell his famous chocolate chip cookies.

I understand that the **schools** spending too much money to running the **school store**. I do not understand how the **school** board can take away this kind of chance from other students like my brother.

Remember, for more information, click on the Writer's Handbook link for each feedback message.

6.1.4.4 Trait Feedback Analysis – Organization & Development Comments

Sample *Organization & Development Feedback – Individual Elements Feedback* screen

Trait Feedback Analysis Menu | Printer-Friendly Version | Writer's Handbook | Help

Grammar | Usage | Mechanics | Style | **Organization & Development**

Introductory Material (circled in red)

Thesis Statement
Main Ideas
Supporting Ideas
Conclusion
Transitional Words and Phrases
Other

Show individual elements
 Show all elements

View Score Analysis
Print Combined Feedback Report...
Close Report

Click on each element on the left to highlight the corresponding part of the essay. To see all the elements highlighted at once, select Show All Elements.

[View Question](#) | **Introductory Material**

Recently, school board members in Magnolia County school district voted to get rid of certain extracurricular activities to save money a bunch of money. They say that although extracurricular activities are good for their students some activities are not needed. One program that took a lot of heat from the school board was the Go Give Spirit Club. The School Board voting 9 to 1 to get rid of the program. I don't think its right what the board did, though. I believe that the Go Give Spirit Club is important to students.

Is this part of your introduction? In your introduction, you should capture the reader's interest, provide background information about your topic, and present your thesis sentence. Look in the Writer's Handbook for ways to improve your introduction.

When my brother got up early in the school store my brother learned how to think better. He learned to think up ways of how to sell the stuff that are being sold in the store and he is working out a plan to sell his famous chocolate chip cookies.

I understand that the schools spending too much money to running the school store, I do not understand how the school board can take away this kind of chance from other students like my brother.

Remember, for more information, click on the Writer's Handbook link for each feedback message.

Sample *Organization & Development Feedback – All Elements Feedback* screen

Trait Feedback Analysis Menu | Printer-Friendly Version | Writer's Handbook | Help

Grammar | Usage | Mechanics | Style | **Organization & Development**

Introductory Material
Thesis Statement
Main Ideas
Supporting Ideas
Conclusion
Transitional Words and Phrases
Other

Show individual elements
 Show all elements

View Score Analysis
Print Combined Feedback Report...
Close Report

Use the color key on the left to identify each element in your essay. To view elements one by one, select Show Individual Elements.

[View Question](#)

Recently, school board members in Magnolia County school district voted to get rid of certain extracurricular activities to save money a bunch of money. They say that although extracurricular activities are good for their students some activities are not needed. One program that took a lot of heat from the school board was the Go Give Spirit Club. The School Board voting 9 to 1 to get rid of the program. I don't think its right what the board did, though. I believe that the Go Give Spirit Club is important to students.

Is this your conclusion? A conclusion reminds the reader about your thesis, stresses the importance of the ideas you have developed, and leaves the reader with thought-provoking ideas. The Writer's Handbook can provide ideas for improving your conclusion.

When my brother got up early in the school store my brother learned how to think better. He learned to think up ways of how to sell the stuff that are being sold in the store and he is working out a plan to sell his famous chocolate chip cookies.

I understand that the schools spending too much money to running the school store, I do not understand how the school board can take away this kind of chance from other students like my brother.

Remember, for more information, click on the Writer's Handbook link for each feedback message.

6.1.5 Combined Trait Feedback Report

All the feedback about an essay can be shown in a **Combined Trait Feedback Report**.

1. In any of the *Trait Feedback Analysis* screens, click on the **<Print Combined Feedback Report...>** button on the left side of the screen. See the example below.

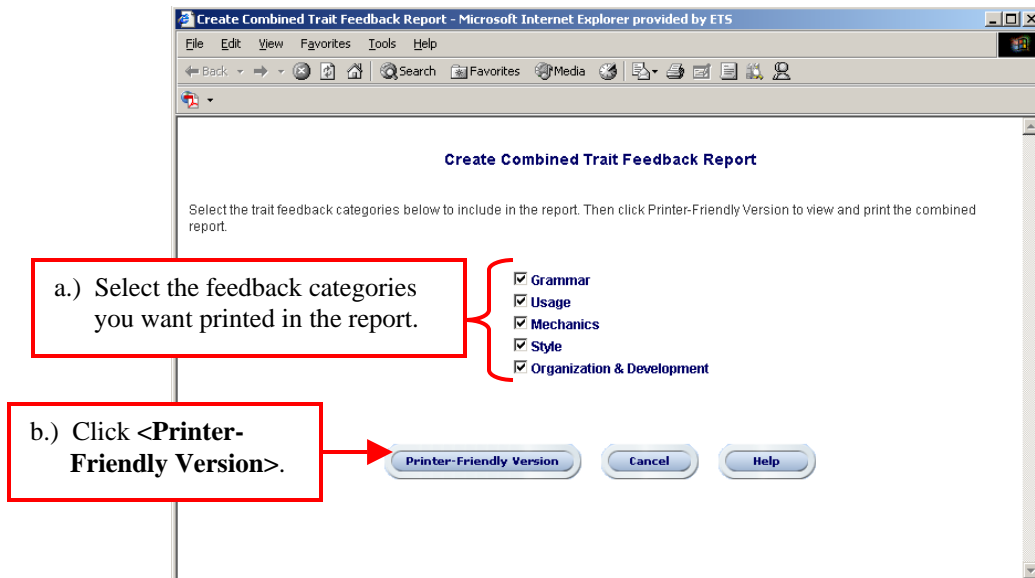
6.1.5 Combined Trait Feedback Report

The screenshot shows the 'Trait Feedback Analysis' interface in Microsoft Internet Explorer. At the top, it displays 'Student: NA Student' and 'Lengthening the School Year' with a submission date of June 29, 2005. The interface includes a 'Trait Feedback Analysis Menu' with tabs for Grammar, Usage, Mechanics, Style, and Organization & Development. A sidebar on the left lists error categories under 'Summary of Grammar Errors', with 'Fragments' and 'Subject-Verb Agreement' bolded. A bar chart titled 'Summary of Grammar Errors' shows the number of errors for each category: Fragments (3), Run-On Sentences, Garbled Sentences, Subject-Verb Agreement (2), Ill-formed Verbs, Pronoun Errors, Possessive Errors, Wrong or Missing Word, and Proofread This! (0). Below the chart, there are three buttons: 'View Score Analysis', 'Print Combined Feedback Report...' (highlighted with a red box and arrow), and 'Close Report'. A text box next to the highlighted button says 'Click <Print Combined Feedback Report...>'. The bottom right of the interface shows '211 words (Jun 29, 2005)'. The Windows taskbar at the bottom shows the time as 4:23 PM.

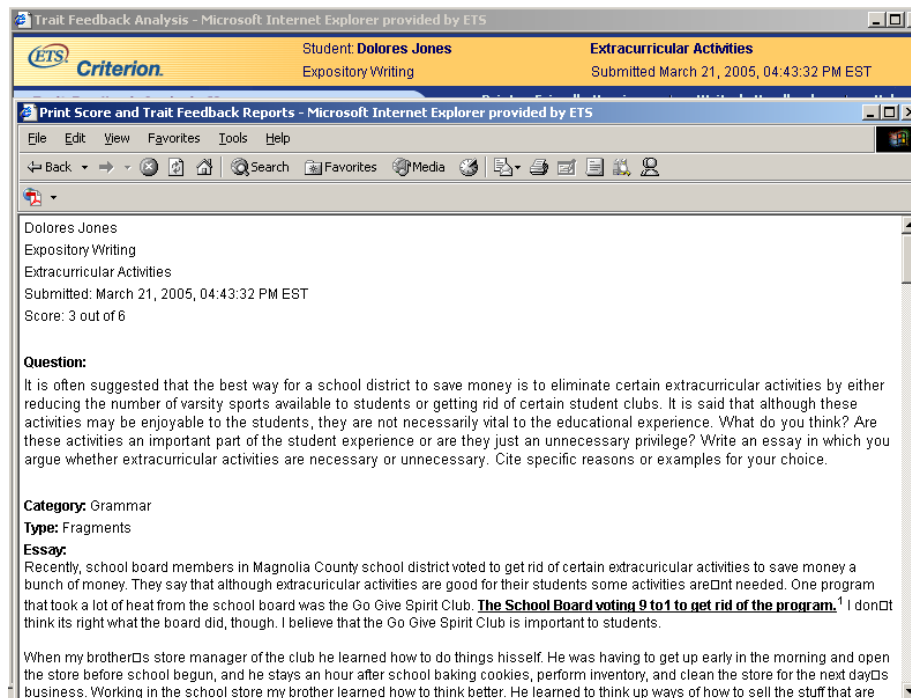
Error Type	Number of Errors
Fragments	3
Run-On Sentences	0
Garbled Sentences	0
Subject-Verb Agreement	2
Ill-formed Verbs	0
Pronoun Errors	0
Possessive Errors	0
Wrong or Missing Word	0
Proofread This!	0

2. In the *Create Combined Trait Feedback Report* screen (shown below):
 - a. Click in the boxes next to the categories that you want printed in the report. (The default shows all the boxes checked.)
 - b. Click on the **<Printer-Friendly Version>** button.

6.1.5 Combined Trait Feedback Report



A printable version of the report will appear onscreen. See the example below.



3. To obtain a hard copy of the report, either click on the printer icon or select **<Print>** from the drop-down menu under *File* in the main toolbar.

6.2 Create Pop-up Notes for a Student Assignment

Instructors can create their own “Pop-up Notes” for a Student Assignment by following the steps detailed below.

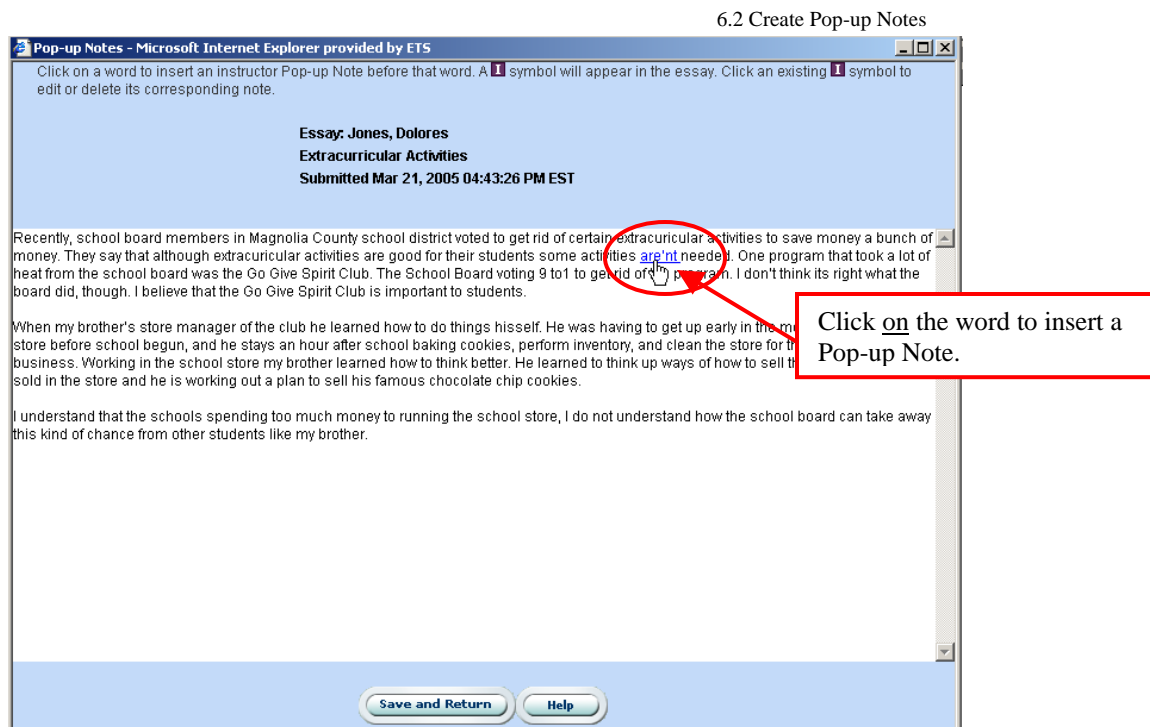
1. In the *Score Analysis* screen of a Student Essay*, click on the **Pop-up Notes** link (see below).

6.2 Create Pop-up Notes

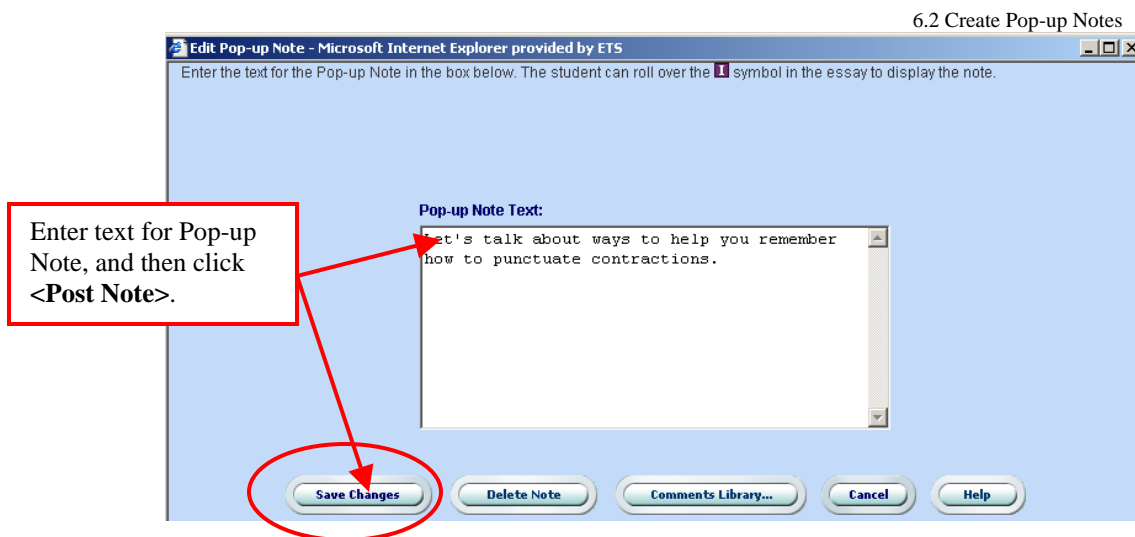


***NOTE:** Follow steps 1 – 4 in *Section 6.1 – Review Writing Diagnostics* if you do not remember how to access the *Score Analysis* screen for a Student Essay.

2. In the *Essay* screen that appears, click on a word to insert a Pop-up Note, as shown in the example below.



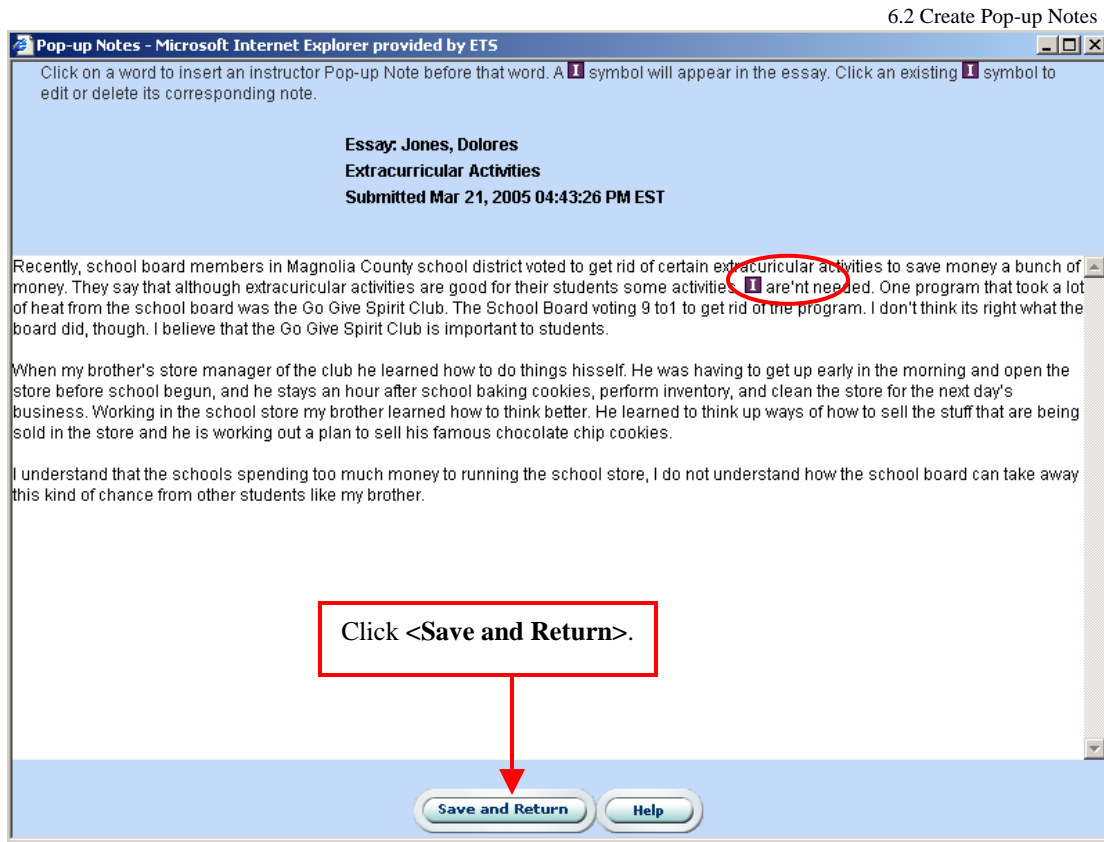
3. In the *Create Pop-up Note* screen that appears (see below), enter the text* for the Pop-up Note in the field provided.



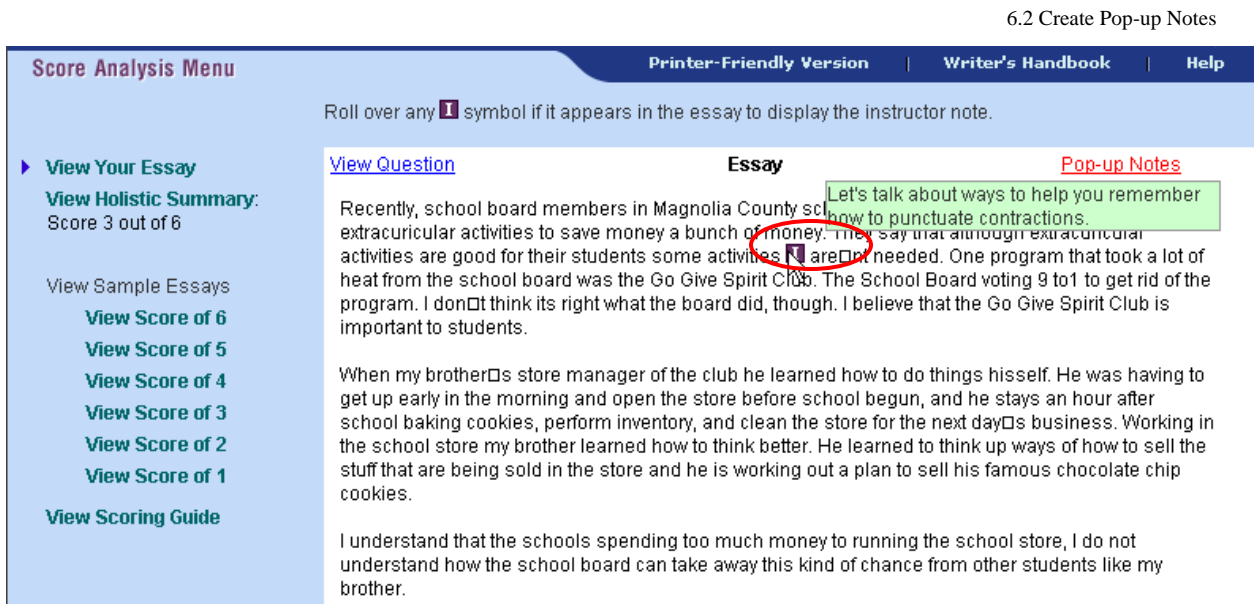
***NOTE:** By clicking on the **<Comments Library>** button you can access Standard Comment Text which can save you time when you write Pop-up Notes. See *Section 6.4 – Using the Comment Library* for further instruction.

4. Click **<Post Note>**.

5. A **I** symbol will appear before the word in the essay, as shown below. Click **<Save and Return>**.



6. When the student rolls over the **I** symbol, the Pop-up Note will be displayed as shown in the example below.



6.3 Create Comments for a Student Assignment

Instructors can write Comments about a Student Assignment by following the steps below.

1. In the *Score Analysis* screen of a Student Essay*, click on the **Create a Comment** link (see below).

6.3 Create a Comment

Score Analysis - Microsoft Internet Explorer provided by ETS

ETS Criterion

Student: Dolores Jones
Expository Writing

Extracurricular Activities
Submitted March 21, 2005, 04:43:32 PM EST

Score Analysis Menu

Roll over any **I** symbol if it appears in the essay to display the instructor note.

View Question Essay Pop-up Notes

Recently, school board members in Magnolia County school district voted to get rid of certain extracurricular activities to save money a bunch of money. They say that although extracurricular activities are good for their students some activities **I** are not needed. One program that took a lot of heat from the school board was the Go Give Spirit Club. The School Board voting 9 to 1 to get rid of the program. I don't think its right what the board did, though. I believe that the Go Give Spirit Club is important to students.

When my brother's store manager of the club he learned how to do things himself. He was having to get up early in the morning and open the store before school begun, and he stays an hour after school baking cookies, perform inventory, and clean the store for the next day's business. Working in the school store my brother learned how to think better. He learned to think up ways of how to sell the stuff that are being sold in the store and he is working out a plan to sell his famous chocolate chip cookies.

I understand that the schools spending too much money to running the school store, I do not... take away this kind of chance from other students like my

Click on <Create a Comment>.

Comments

[Create a comment](#) about this essay.

View Trait Feedback Analysis

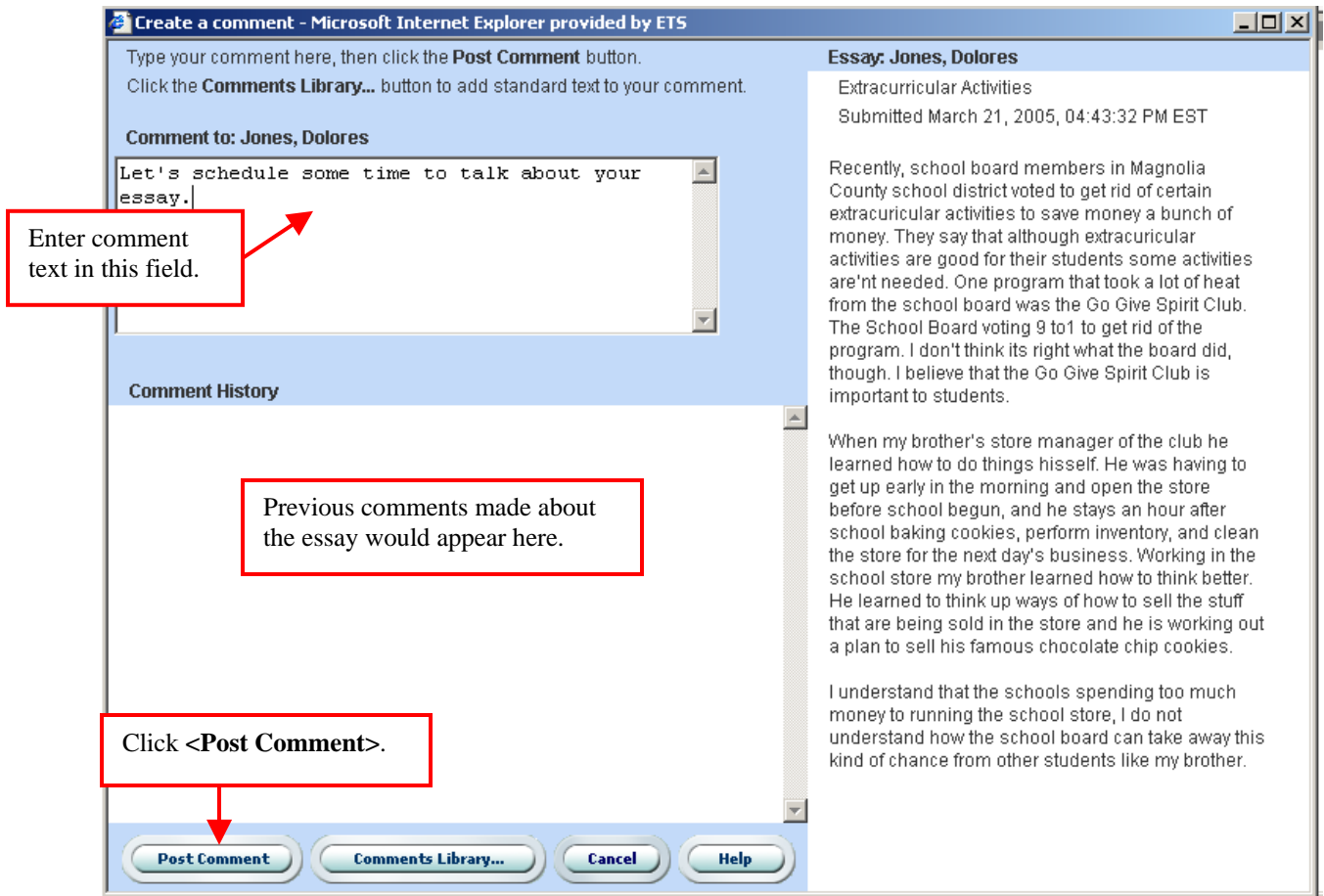
Close Report



*NOTE: Follow steps 1 – 4 in *Section 6.1 – Review Writing Diagnostics* if you do not remember how to access the *Score Analysis* screen for a Student Essay.

2. In the *Create a Comment* screen that appears (see below), enter the text* for the Comment in the field provided. A history of comments made about the essay will update as more comments are added.

6.3 Create a Comment



***NOTE:** By clicking on the **<Comments Library>** button you can access “Standard Comment Text” which can save you time when you write Comments. See *Section 6.4 – Using the Comment Library* for further instruction.

3. Click **<Post Comment>**. The *Score Analysis* screen will be updated to include the comment that has been created. See the example below.



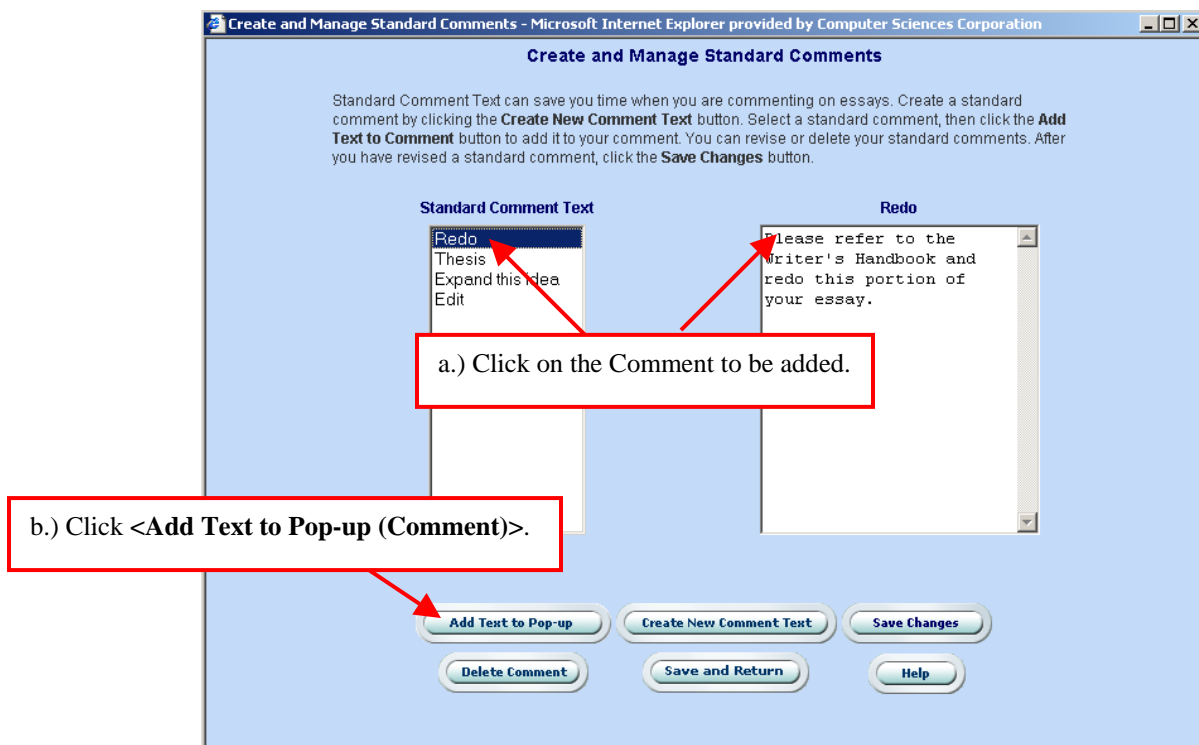
6.4 Using the Comments Library

You can save time when you are writing Pop-Up Notes or commenting on essays by using the **Standard Comment Text** stored in the Comments Library.

6.4.1 Add a Standard Comment to a Pop-up or Comment.

1. Click on the **<Comments Library>** button in either the *Create a Pop-up Note* or *Create a Comment* screen.
2. In the *Create and Manage Standard Comments* screen (see below):
 - a. Click on the desired comment in the *Standard Comment Text* field. The full text will appear in the field to the right, as shown below.
 - b. Click the **<Add Text to Pop-up (Comment)>** button to add the standard comment to the Pop-Up or Comment.
 - c. Follow the instructions for posting a Pop-up or Comment described in *Sections 6.2 or 6.3*.

6.4.1 Add a Comment



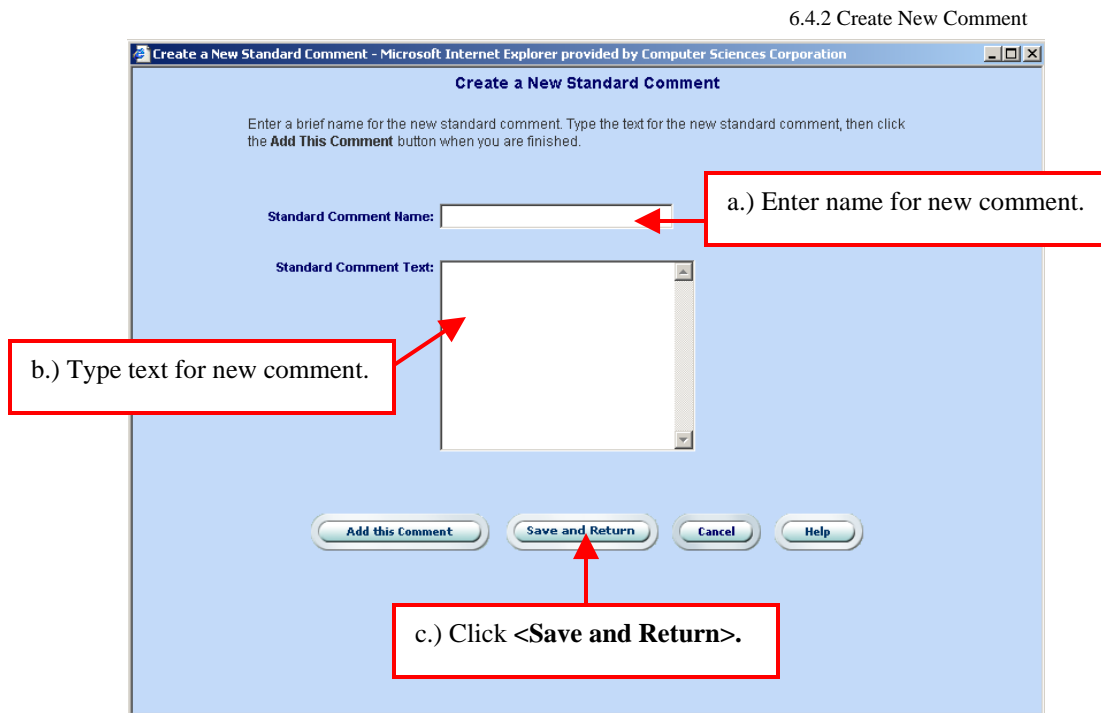
6.4.2 Create a New Standard Comment

1. Click on the **<Comments Library>** button in either the *Create a Pop-up Note* or *Create a Comment* screen.

2. In the *Create and Manage Standard Comments* screen (see below), click on the **<Create New Comment Text>** button.

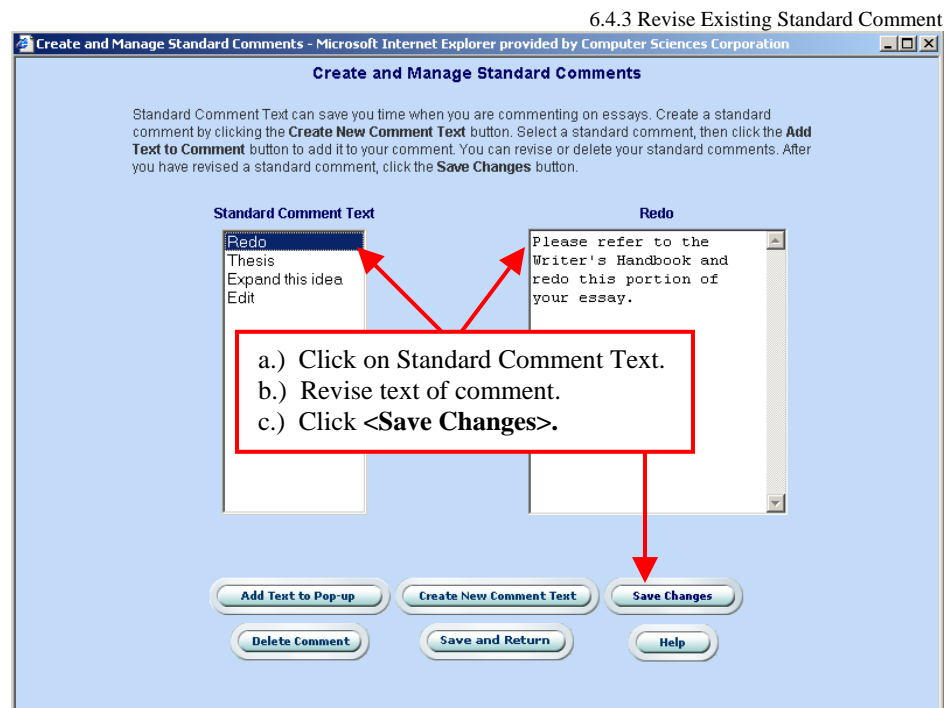


3. In the *Create a New Standard Comment* screen (see below):
 - a. Enter a brief name for the new standard comment.
 - b. Type the text for the new standard comment.
 - c. Click **<Save and Return>**.



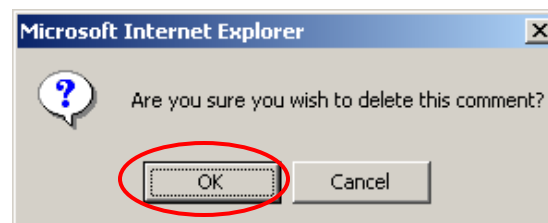
6.4.3 Revise an Existing Standard Comment

1. Click on the **<Comments Library>** button in either the *Create a Pop-up Note* or *Create a Comment* screen.
2. In the *Standard Comment Text* field of the *Create and Manage Standard Comments* screen:
 - a. Click on the name of the comment to be revised.
 - b. Revise the comment in the full text field.
 - c. Click **<Save Changes>**.



6.4.4 Delete a Standard Comment

1. Click on the **<Comments Library>** button in either the *Create a Pop-up Note* or *Create a Comment* screen.
2. In the *Create and Manage Standard Comments* screen, click on the desired comment in the *Standard Comment Text* field.
3. Click **<Delete Comment>**. In the message box that appears (see below), click **<OK>** and the standard comment will be deleted.



7.0 CREATE REPORTS

Instructors can create a number of reports containing information about Classes, Students, etc. from the *Classes Report* screen.

1. Log in to your *Classes 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 an Instructor:
 - Classes Report (This is the default report for Instructors.)
 - Classes Access Information Report
 - Errors Report
 - Holistic Score Summary
 - School Roster Report
 - Student Access Information Report
 - Students Report

7.0 Create Reports

The screenshot shows the Criterion software interface for an instructor named Dana Croft. The page title is 'Classes in Franklin High School - Microsoft Internet Explorer provided by ETS'. The interface includes a navigation menu on the left, a 'Select a Report' dropdown menu, and a table of classes with checkboxes and submission statistics.

Select a Report:

- Classes Report
- Classes Access Information Report
- Classes Report
- Errors Report
- Holistic Score Summary
- School Roster Report
- Student Access Information Report
- Students Report

Classes in Franklin High School

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

3 Classes **12** **12** **12**

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

7.1 Classes Report

The **Classes Report** displays the names of the classes in the school, the number of students registered for each class, the current number of contract submissions per class, and the total number of submissions per class.

1. To generate the **Classes Report**, first follow Steps 1-2 described in *Section 7.0 – Create Reports*.
2. Click on the **Export Report Data** link under *MENU*. Refer to *Section 11.0 – Export Report Data* for next steps.

7.1 Classes Report

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

ETS Criterion Instructor: Dana Croft Printer-Friendly Version Help Log Out

Click items in this row to go back Classes in Franklin High School

MENU

- Add New Class
- Edit Class Information
- Delete Class
- Assignment Options
- Batch Print Reports
- Email All Students in Class
- Import Student Information
- Export Report Data**
- Archive Portfolios
- Edit My User Information
- Add Me to an Existing Class
- Delete Me from a Class
- Search

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	Current Contract Submissions	Total Submissions
<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 **Export Report Data** to generate the Classes Report.

3 Classes 12 12 12

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

7.2 Classes Access Information Report

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

1. Follow Steps 1-2 described in *Section 7.0 – Create Reports*.
2. To generate the **Classes Access Information Report**, click on the **Export Report Data** link under *MENU*. Refer to *Section 11.0 – Export Report Data* for next steps.

7.2 Classes Access Information Report

The screenshot shows the Criterion web interface for 'Classes in Franklin High School'. The browser title is 'Classes in Franklin High School - Microsoft Internet Explorer provided by ETS'. The instructor is Dana Croft. The page has a 'Printer-Friendly Version | Help | Log Out' link. A 'MENU' sidebar on the left contains options: 'Add New Class', 'Edit Class Information', 'Delete Class', 'Email All Students in Class', and 'Export Report Data'. The 'Export Report Data' option is circled in red. A callout box points to it with the text: 'Click Export Report Data to generate a report.' The main content area is titled 'Classes in Franklin High School' and features a 'Select a Report:' dropdown menu set to 'Classes Access Information Report', which is also circled in red. Below this is a table of classes with checkboxes for selection. The table has columns for 'Classes', 'Access ID', and 'Password'. The classes listed are 'Creative Writing', 'English 101', and 'Expository Writing'. At the bottom, it shows '3 Classes' and 'Select All' and 'Clear' buttons.

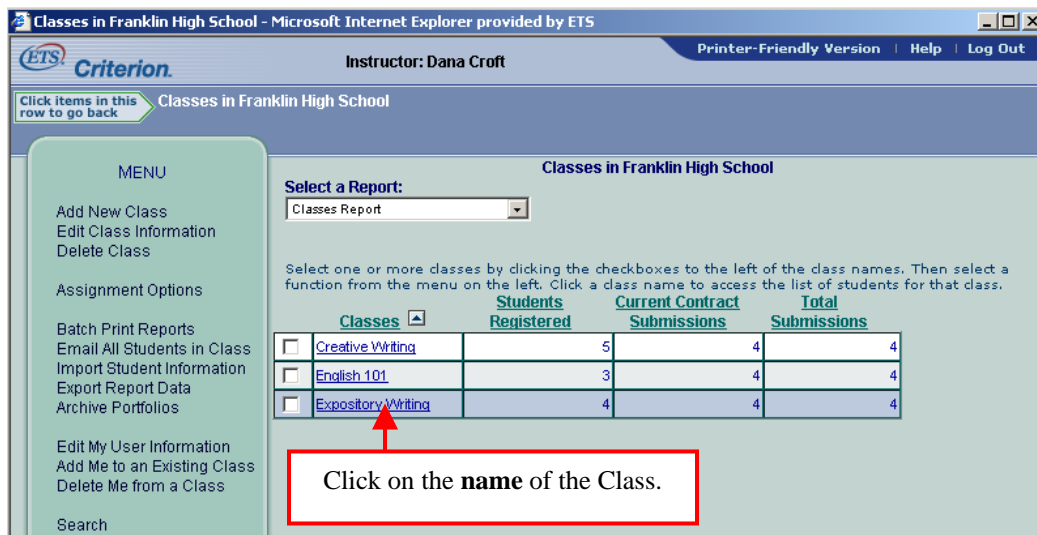
Classes	Access ID	Password
<input type="checkbox"/> Creative Writing	creativewriting2	demo
<input type="checkbox"/> English 101	fhsenglish101	demo
<input type="checkbox"/> Expository Writing	fhsexposclass	demo

7.3 Errors Report

The **Errors Report** shows the percentage of class essays with errors by trait (e.g., Grammar, Usage, etc.) and the number of class essays with each error type.

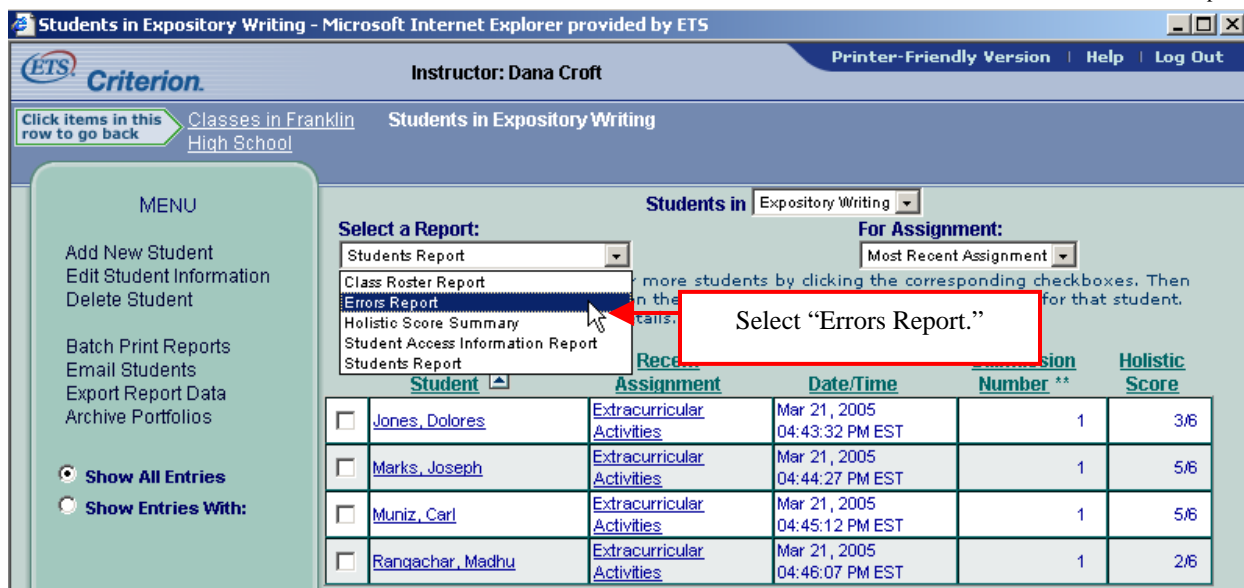
1. Log in to your **Classes Report** screen. (See **Section 2.3 – Log-In** if you do not remember how to log in.)
2. Click on the name of the Class for which you will generate the report (see below).

7.3 Errors Report



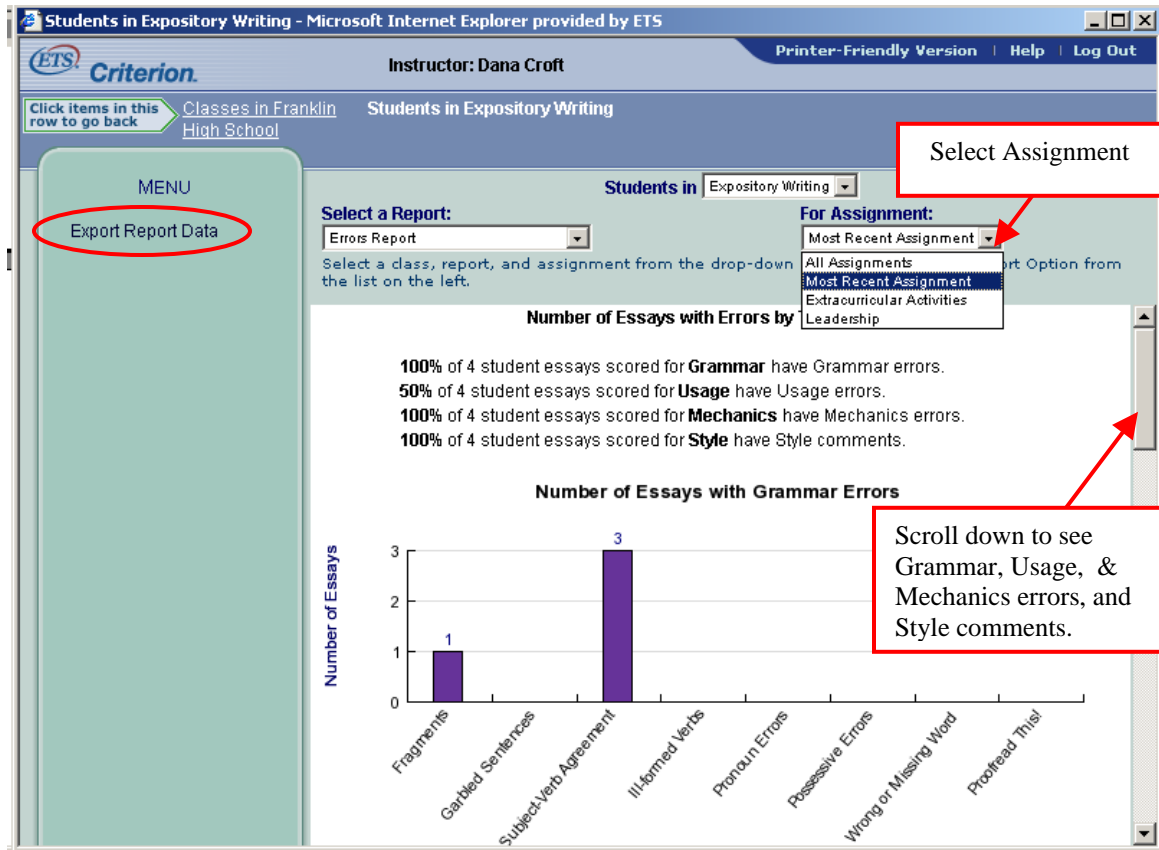
3. In the **Students Report** screen, select “Errors Report” from the *Select a Report* drop-down menu (see below).

7.3 Errors Report



4. In the **Errors Report** screen, use the drop-down menu in the *For Assignment* field to select the assignment for which you will generate the report. Refer to the example below.

7.3 Errors Report



5. Use the scroll bar to see the number of errors for all the trait categories.
6. To generate the **Errors Report**, click on the **Export Report Data** link under *MENU* and refer to *Section 11.0 – Export Report Data* for further direction.

7.4 Holistic Score Summary Report

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 7.0 – 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.)

7.4 Holistic Score Summary Report

The screenshot displays the 'Students in Franklin High School' report interface. On the left, a 'MENU' box contains a link for 'Export Report Data' which is circled in red. The main area shows 'Select a Report:' set to 'Holistic Score Summary' and 'For Assignment:' set to 'Most Recent Assignment'. A dropdown menu for 'For Assignment:' is open, showing options like 'All Assignments', 'Most Recent Assignment', 'Designing a TV Show', 'District Test-Extracurricular Activities', 'Lengthening the School Year', 'Volunteer Work', and 'Volunteer Work'. A red box labeled 'Select Assignment' with an arrow points to this dropdown. The central part of the screen features a pie chart titled 'Percent of Essays with Each Score*' and a bar chart titled 'Number of Essays by Score'. The pie chart data is as follows:

Score	Percentage
Score: 6	20.0%
Score: 5	30.0%
Score: 4	30.0%
Score: 3	10.0%
Score: 2	10.0%

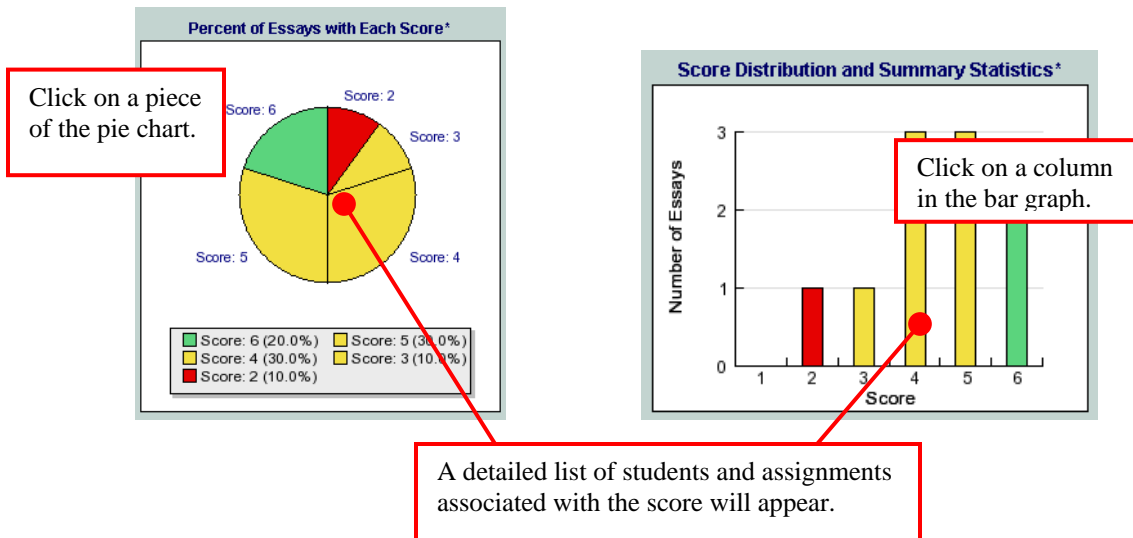
The bar chart data is as follows:

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

At the bottom, a legend identifies the colors: Green for 'Doing Fine (score of 6)', Yellow for 'Needs Some Help (score of 3 to 5)', and Red for 'Needs a Lot of Help (score of 1 to 2)'. Summary statistics indicate a total of 10 essays and a mean score of 4.40.

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 11.0 – Export Report Data*.

4. To generate a **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.



7.4 Holistic Score Detailed Report

Holistic Score Detailed Report

The following list contains the list of students and assignments with a score of 4.
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
Jones, Dareem	Writing Mentor	Mar 21, 2005 04:02:21 PM EST	1	4/6
O'Neill, Bobby	Writing Mentor	Mar 21, 2005 03:24:36 PM EST	1	4/6
Wright, Blaise	Voter Registration	Jun 25, 2004 02:23:43 PM EDT	1	4/6

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

- b. At the bottom of the **Holistic Score Detailed Report** screen, click on the **<Export Report Data>** button to generate an electronic file (see **Section 11.0 – Export Report Data**) or the **<Printer-Friendly Version>** button to print out an easy-to-read hard copy of the report.

7.5 School Roster Report

The **School 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 school who have a holistic score of xx and more than x errors in a feedback category."

1. Follow Steps 1-2 described in *Section 7.0 – Create Reports*.
2. In the *School 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.)

7.5 School Roster Report

Select Assignment

Students in Franklin High School

Select a Report: School Roster Report

For Assignment: Most Recent Assignment

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](#)

Student	Recent Assignment	Holistic Score	Trait Level	Grammar Errors	Usage Errors	Mechanics Errors	Trait Level	Comments	Trait Level
<input type="checkbox"/> Case, Arlene	Voter Registration	5/6	5	0	34	-	7	-	
<input type="checkbox"/> Jones, Bobby	Writing Mentor	6/6	-	1	5	-	0	-	
<input type="checkbox"/> Jones, Dareem	Writing Mentor	4/6	-	1	6	-	25	-	
<input type="checkbox"/> Jones, Dolores	Extracurricular Activities	3/6	-	1	5	-	16	-	
<input type="checkbox"/> Marks, Joseph	Extracurricular Activities	5/6	-	1	3	-	14	-	
<input type="checkbox"/> Mendez, Jose	Voter Registration	6/6	N/A	1	9	N/A	19	N/A	
<input type="checkbox"/>	Extracurricular								

[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.

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 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.

7.5 School 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"/> Case, Arlene	Voter Registration	5/6	5	0	34	-	7	-
<input type="checkbox"/> Jones, Bobby	Writing Mentor	6/6	-	1	0	5	-	0
<input type="checkbox"/> Jones, Dareem	Writing Mentor	4/6	-	1	1	6	-	25
<input type="checkbox"/> Jones, Dolores	Extracurricular Activities	3/6	-	1	1	5	-	16
<input type="checkbox"/> Marks, Joseph	Extracurricular Activities	5/6	-	1	0	3	-	14
<input type="checkbox"/> Mendez, Jose	Voter Registration	6/6	N/A	1	0	9	N/A	19
<input type="checkbox"/>	Extracurricular							

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 **School Roster Report**, click on **ONE** of the following links under *MENU*.
 - a. **Batch Print Reports**: Refer to *Section 8.0 – Batch Print Reports*.
 - b. **Export Report Data**: Refer to *Section 11.0 – Export Report Data*.

7.6 Student Access Information Report

For each student in the class, the **Student Access Information Report** includes 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. You can also see a student's frequency of use of *Criterion*. For example, if a student has not logged on in three weeks and an assignment due date is approaching, you can know at a glance that the student has, at best, procrastinated.

1. Follow Steps 1-2 described in *Section 7.0 – Create Reports*.
2. To generate the **Student Access Information Report**, click on the **Export Report Data** link under *MENU*. Refer to *Section 11.0 – Export Report Data*.

7.6 Student Access Information Report

The screenshot displays the 'Students in Franklin High School' interface. On the left is a 'MENU' with options: 'Edit Student Information', 'Delete Student', 'Email Students', and 'Export Report Data'. The main area shows a 'Select a Report' dropdown set to 'Student Access Information Report'. Below this is a table of students with the following columns: Student (with a link), Student ID, Password, and Last Log-In Date. A red box highlights the 'Last Log-In Date' column, and a red arrow points to it from a text box labeled 'Student's Last Log-In Date'. At the bottom, it indicates '12 Students' and includes a note: 'A deleted student will not be removed from the school total.' with 'Select All' and 'Clear' links.

Student	Student ID	Password	Last Log-In Date
<input type="checkbox"/> Case, Arlene	9033arlene	9033	Mar 15, 2005 02:28:39 PM EST
<input type="checkbox"/> Jones, Bobby	9898bobby	9898	Mar 21, 2005 03:00:23 PM EST
<input type="checkbox"/> Jones, Dareem	6644dareem	6644	Mar 21, 2005 04:01:37 PM EST
<input type="checkbox"/> Jones, Dolores	1499dolores	1499	Mar 21, 2005 04:43:13 PM EST
<input type="checkbox"/> Marks, Joseph	1799joseph	1799	Mar 21, 2005 04:44:07 PM EST
<input type="checkbox"/> Mendez, Jose	6555jose	6555	Jun 25, 2004 02:31:41 PM EDT
<input type="checkbox"/> Muniz, Carl	1455carl	1455	Mar 21, 2005 04:45:03 PM EST
<input type="checkbox"/> O'Neill, Bobby	7444bobby	7444	Mar 21, 2005 03:21:41 PM EST
<input type="checkbox"/> Rangachar, Madhu	1599madhu	1599	Mar 21, 2005 04:45:46 PM EST
<input type="checkbox"/> Riversa, Mike	8854mike	8854	Jun 13, 2005 01:36:07 PM EDT
<input type="checkbox"/> Simone, Amy	8787amy	8787	Mar 21, 2005 04:15:51 PM EST
<input type="checkbox"/> Wright, Blaise	1322blaise	1322	Jun 25, 2004 02:28:51 PM EDT

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

7.7 Students Report

The **Students Report** will display the names of the students who have been selected, 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 holistic score achieved by the student.

1. To generate the **Students Report**, first follow Steps 1-2 described in *Section 7.0 – Create Reports*.
2. In the **Students 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.)

7.7 Students Report

The screenshot shows the 'Students Report' page for Franklin High School. The browser title is 'Students in Franklin High School - Microsoft Internet Explorer provided by ETS'. The page header includes the ETS Criterion logo, the instructor's name 'Dana Croft', and links for 'Printer-Friendly Version', 'Help', and 'Log Out'. A navigation bar shows 'Students in Franklin High School' with a 'Click items in this row to go back' instruction.

On the left is a 'MENU' with options: 'Edit Student Information', 'Delete Student', 'Batch Print Reports', 'Email Students', 'Export Report Data', and 'Archive Portfolios'. There are radio buttons for 'Show All Entries' and 'Show Entries With:'.

The main content area has a 'Students in' dropdown set to 'Franklin High School'. Below it is a 'Select a Report:' dropdown set to 'Students Report'. To the right is a 'For Assignment:' dropdown set to 'Most Recent Assignment', which is highlighted with a red box and labeled 'Select Assignment'. A dropdown menu is open below it, listing assignments: 'Most Recent Assignment', 'Designing a TV Show', 'District Test-Extracurricular Activities', 'Lengthening the School Year', 'Volunteer Work', and 'Volunteer Work'. Below the dropdown is the instruction: 'Select one or more students by clicking on the checkboxes. Then click on the assignment to view its details.'

Below this is a table with columns: 'Student', 'Recent Assignment', 'Date/Time', 'Submissions', and 'Holistic Score'. The table contains 12 rows of student data:

Student	Recent Assignment	Date/Time	Submissions	Holistic Score
<input type="checkbox"/> Case, Arlene	Voter Registration	Mar 15, 2005 02:28:07 PM EST	2	5/6
<input type="checkbox"/> Jones, Bobby	Writing Mentor	Mar 21, 2005 03:03:40 PM EST	1	6/6
<input type="checkbox"/> Jones, Dareem	Writing Mentor	Mar 21, 2005 04:02:21 PM EST	1	4/6
<input type="checkbox"/> Jones, Dolores	Extracurricular Activities	Mar 21, 2005 04:43:32 PM EST	1	3/6
<input type="checkbox"/> Marks, Joseph	Extracurricular Activities	Mar 21, 2005 04:44:27 PM EST	1	5/6
<input type="checkbox"/> Mendez, Jose	Voter Registration	Jun 25, 2004 02:32:02 PM EDT	1	6/6
<input type="checkbox"/> Muniz, Carl	Extracurricular Activities	Mar 21, 2005 04:45:12 PM EST	1	5/6
<input type="checkbox"/> O'Neill, Bobby	Writing Mentor	Mar 21, 2005 03:24:36 PM EST	1	4/6

Below the table, it says '12 Students' and 'A deleted student will not be removed from the school total.' There are links for 'Select All' and 'Clear'. At the bottom, there are footnotes: '* Scores marked with an asterisk indicate essays that contain an advisory.', '** The first and most recent essay for each assignment is saved.', and 'N/A indicates that a score is not available. Click the Help link for details.'

3. 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.

7.7 Students Report

The screenshot shows the Criterion web interface for an instructor named Dana Croft. The page title is "Students in Franklin High School - Microsoft Internet Explorer provided by ETS". The main content area is titled "Students in Franklin High School" and includes a "MENU" on the left and a "Select a Report" section. The "MENU" has two radio buttons: "Show All Entries" and "Show Entries With:". The "Show Entries With:" option is selected, and its sub-menu is expanded to show "Dates Between:" and "Holistic Score: Show scores between:". The "Dates Between:" section has two date pickers: "Jun 25 2004" and "Jun 23 2005". The "Holistic Score:" section has two score pickers: "1" and "6". Below these filters is a "Refresh Report" button. The "Select a Report:" section has a dropdown menu set to "Students Report" and a "For Assignment:" dropdown set to "Most Recent Assignment". Below this is a table of student reports with columns for "Student", "Recent Assignment", "Date/Time", "Submission Number", and "Holistic Score". The table lists 12 students, including Case, Arlene; Jones, Bobby; Marks, Joseph; Mendez, Jose; Muniz, Carl; and O'Neill, Bobby. A "Refresh Report" button is also present at the bottom of the table area.

Click either “Show All Entries or Show Entries With.”

Specify dates and scores if “Show Entries With” is selected.

Click <Refresh Report>.

Student	Recent Assignment	Date/Time	Submission Number **	Holistic Score
<input type="checkbox"/> Case, Arlene	Voter Registration	Mar 15, 2005 02:28:07 PM EST	2	5/6
<input type="checkbox"/> Jones, Bobby	Writing Mentor	Mar 21, 2005 03:03:40 PM EST	1	6/6
<input type="checkbox"/>		Mar 21, 2005 04:02:21 PM EST	1	4/6
<input type="checkbox"/>		Mar 21, 2005 04:43:32 PM EST	1	3/6
<input type="checkbox"/> Marks, Joseph	Activities	Mar 21, 2005 04:44:27 PM EST	1	5/6
<input type="checkbox"/> Mendez, Jose	Voter Registration	Jun 25, 2004 02:32:02 PM EDT	1	6/6
<input type="checkbox"/> Muniz, Carl	Extracurricular Activities	Mar 21, 2005 04:45:12 PM EST	1	5/6
<input type="checkbox"/> O'Neill, Bobby	Writing Mentor	Mar 21, 2005 03:24:36 PM EST	1	4/6

12 Students A deleted student will not be removed from the school total.

Select All Clear

* Scores marked with an asterisk indicate essays that contain an advisory.
 ** The first and most recent essay for each assignment is saved.
 N/A indicates that a score is not available. Click the **Help** link for details.

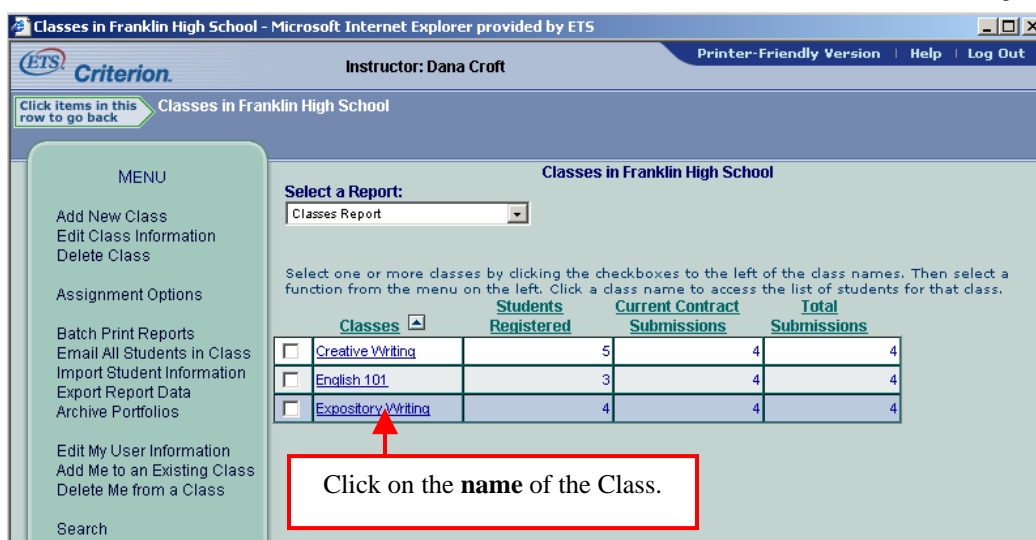
4. To generate the **Students Report**, click on ONE of the following links under *MENU*.
 - a. **Batch Print Reports**: Refer to *Section 8.0 – Batch Print Reports*.
 - b. **Export Report Data**: Refer to *Section 11.0 – Export Report Data*.

7.8 Class Roster Report

The **Class 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 class who have a holistic score of xx and more than x errors in a feedback category."

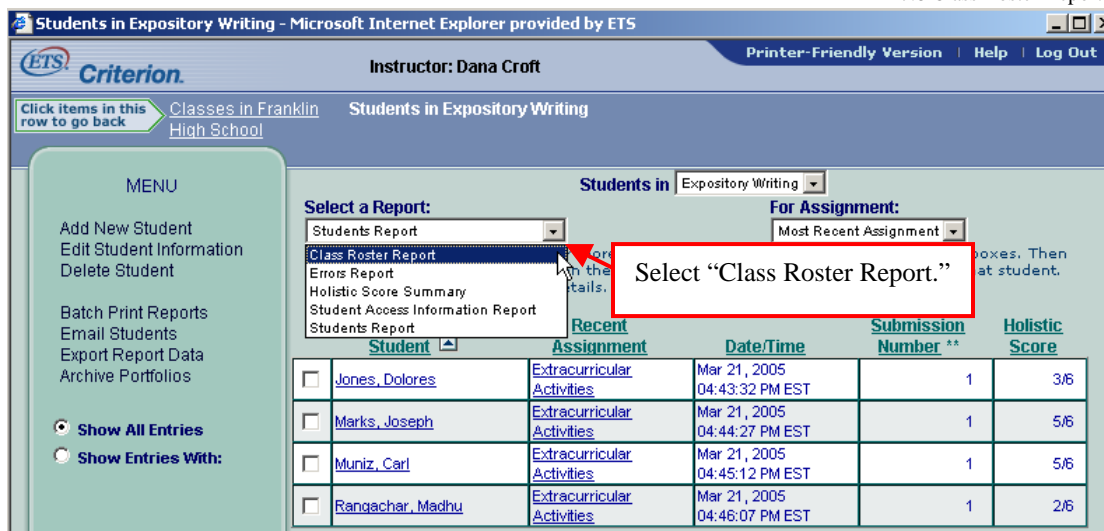
1. Log in to your **Classes Report** screen. (See **Section 2.3 – Log-In** if you do not remember how to log in.)
2. Click on the name of the Class for which you will generate the report (see below).

7.8 Class Roster Report



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

7.8 Class Roster Report



4. In the **Class Roster Report** screen, use the drop-down menu in the *For Assignment* field to select the assignment for which you will generate the report. Refer to the example below.
5. Under **MENU**, select the criteria for the report (see below).
 - 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.

7.8 Class Roster Report

The screenshot shows the 'Students in Expository Writing' interface. The 'MENU' section on the left includes options like 'Batch Print Reports', 'Email Students', and 'Export Report Data'. The 'Show Entries With:' section has checkboxes for 'Holistic Score' and 'Only show essays with more than this many errors/comments in a feedback category'. The 'For Assignment:' dropdown is set to 'Most Recent Assignment'. The table below lists students and their scores across various traits.

Student	Recent Assignment	Holistic Score	Trait Level	Grammar Errors	Usage Errors	Mechanics Errors	Style Comments	Org & Dev Trait Level
<input type="checkbox"/> Jones, Dolores	Extracurricular Activities	3/5	-	1	1	5	- 16	-
<input type="checkbox"/> Marks, Joseph	Extracurricular Activities	5/5	-	1	0	3	- 14	-
<input type="checkbox"/> Muniz, Carl	Extracurricular Activities	5/5	-	1	0	3	- 14	-
<input type="checkbox"/> Rangachar, Madhu	Extracurricular Activities	2/5	-	1	1	3	- 12	-

6. To generate the **Class Roster Report**, click on **ONE** of the following links under **MENU**.
 - a. **Batch Print Reports**: Refer to *Section 8.0 – Batch Print Reports*.
 - b. **Export Report Data**: Refer to *Section 11.0 – Export Report Data*.

8.0 BATCH PRINT REPORTS

1. Log in to your *Classes 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 class for which you will be batch printing reports.
3. In the *MENU* field, click on the **Batch Print Reports** link.

8.0 Batch Print Reports

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

Instructor: Dana Croft

Printer-Friendly Version | Help | Log Out

Click items in this row to go back

Classes in Franklin High School

MENU

- Add New Class
- Edit Class Information
- Delete Class
- Assignment Options
- Batch Print Reports**
- Email All Students in Class
- Import Student Information
- Export Report Data
- Archive Portfolios
- Edit My User Information
- Add Me to an Existing Class
- Delete Me from a Class
- 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"/> Creative Writing	5	4	4
<input type="checkbox"/> English 101	3	4	4
<input checked="" type="checkbox"/> Expository Writing	4	4	4

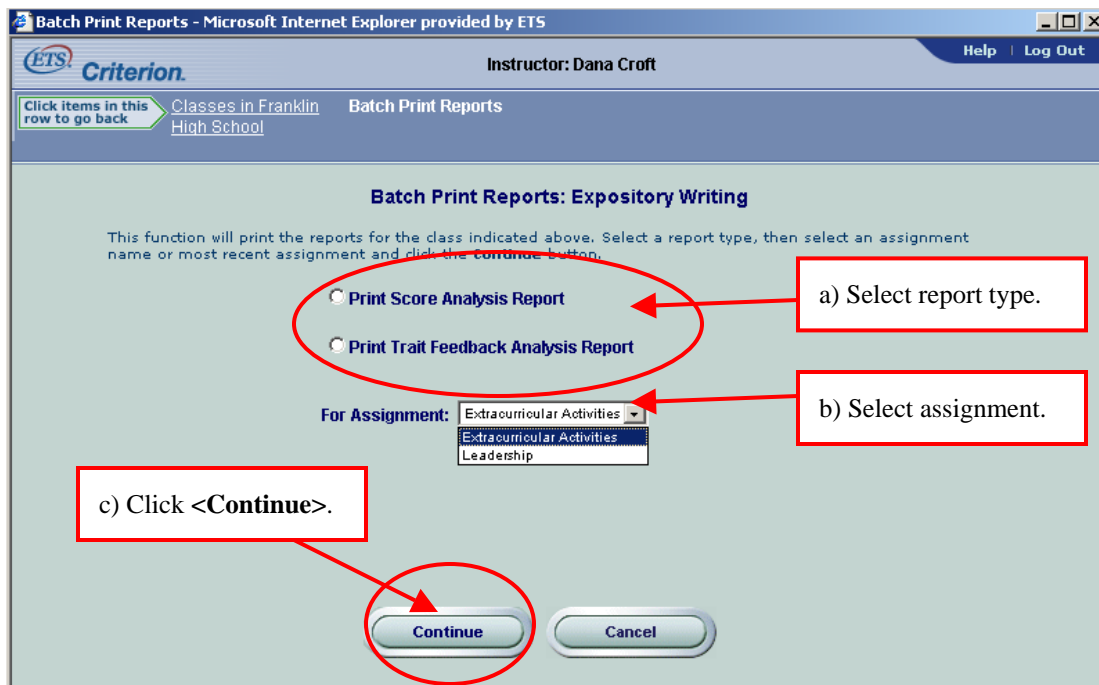
3 Classes 12 12 12

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

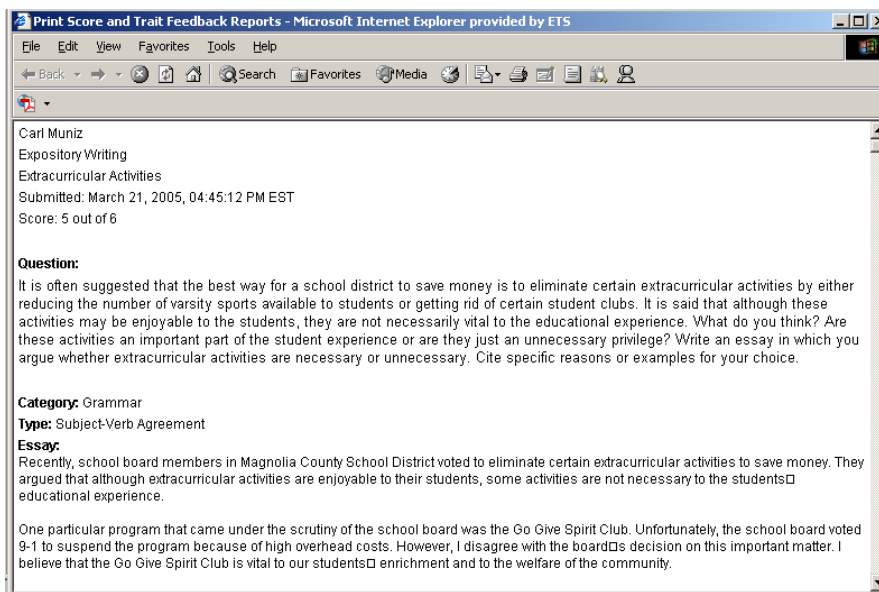
Click in the box next to the Class for which you will be batch printing reports.
Click on **Batch Print Reports** in the *MENU* field.

4. In the **Batch Print Reports** screen (see below):
 - a. Click in the circle next to the report type (Score Analysis or Feedback Analysis) that you want to print.
 - b. Select the assignment for which you will print the reports by using the drop-down menu.

8.0 Batch Print Reports



- c. Click **<Continue>**. A printer-friendly version of the report (see example below) will appear in a separate browser window with the browser toolbar available.



- d. Click the <Print> button on the browser to print the reports. Note that it may not be possible to print each report on a new sheet of paper, as not all browsers support this.
- e. Close the browser window to return to the *Classes Report* page.

9.0 EMAIL CORRESPONDENCE

9.1 Email All Students in a Class

1. Log in to your *Classes 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 class to which you will be sending Email.

9.1 Email All Students

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

ETS Criterion Instructor: Dana Croft Printer-Friendly Version | Help | Log Out

Click items in this row to go back Classes in Franklin High School

MENU

- Add New Class
- Edit Class Information
- Delete Class
- Assignment Options
- Batch Print Reports
- Email All Students in Class**
- Import Student Information
- Export Report Data
- Archive Portfolios
- Edit My User Information
- Join an Existing Class
- Leave from a Class

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"/> Creative Writing	5	4	4
<input type="checkbox"/> English 101	3	4	4
<input checked="" type="checkbox"/> Expository Writing	4	4	4

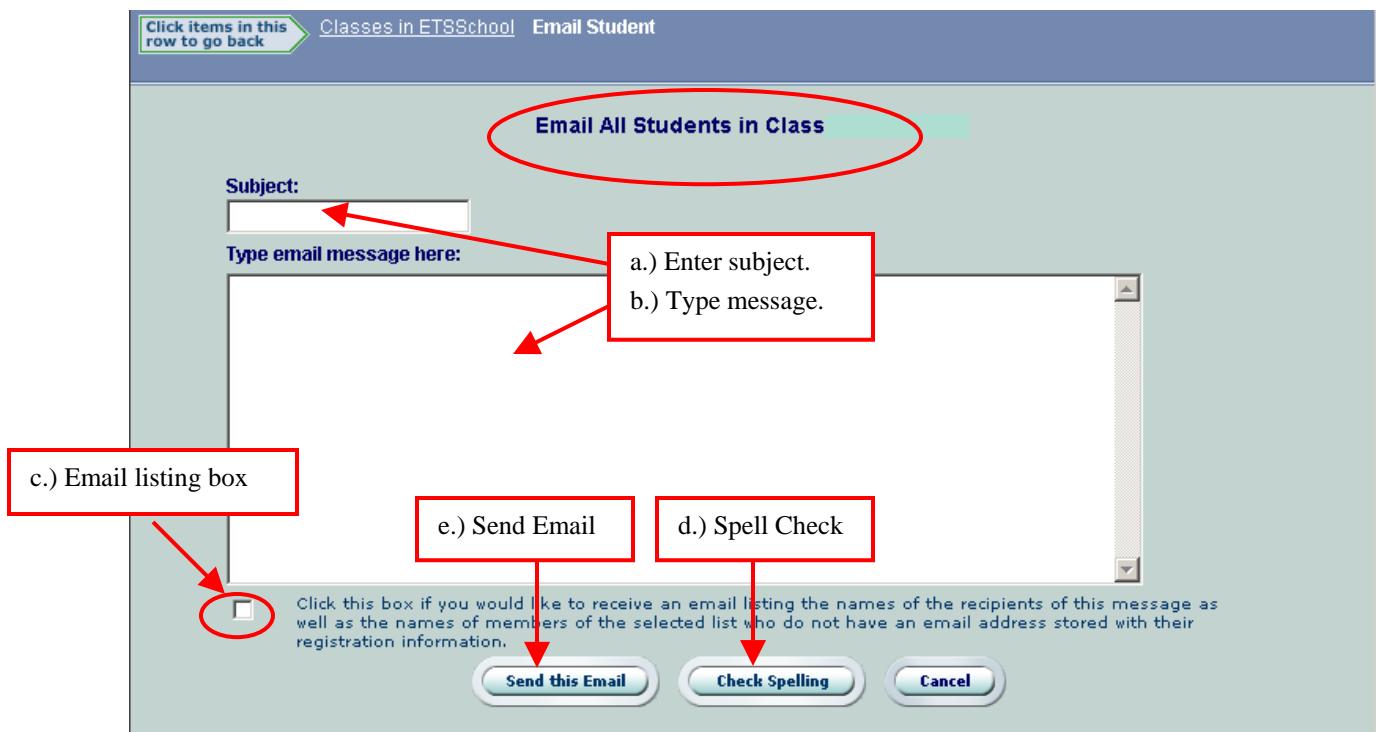
3 Classes 12 12 12

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

3. In the *MENU* field of the *Classes Report* screen, click on the Email All Students in Class link.

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>**.

9.1 Email All Students



9.2 Email Individual Students

1. Log in to your **Classes Report** page. (See **Section 2.3 – Log-In** if you do not remember how to log in.)
2. In the main section of the **Classes Report** screen (see below), click on the underlined name of the class to which the student belongs.

9.2 Email Individual Students

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

Instructor: Dana Croft

Printer-Friendly Version | Help | Log Out

Click items in this row to go back

Classes in Franklin High School

MENU

- Add New Class
- Edit Class Information
- Delete Class
- Assignment Options
- Batch Print Reports
- Email All Students in Class
- Import Student Information
- Export Report Data
- Archive Portfolios
- Edit My User Information
- Add Me to an Existing Class
- Delete Me from a Class
- 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"/> Creative Writing	6	4	4
<input type="checkbox"/> English 101	3	4	4
<input type="checkbox"/> Expository Writing	5	4	4

3 Classes 14 12 12

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

3. In the *Students in Class* screen (see below):

a. Click in the checkbox next to the student's name to whom you will be sending Email.



NOTE: If you wish to send the same Email to a selected number of students in a class, you may click in the checkboxes next to multiple names.

b. In the *MENU* field, click on the **Email Students** link.

9.2 Email Individual Students

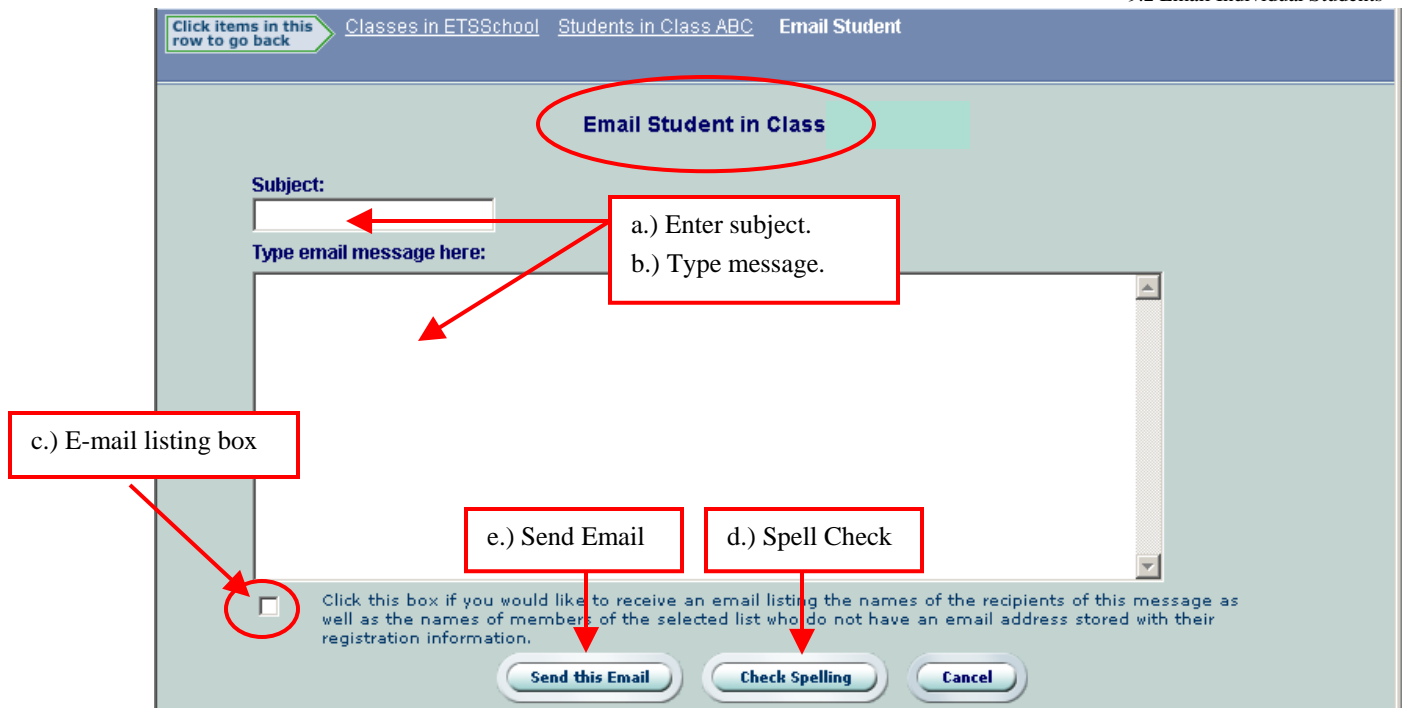
The screenshot shows the Criterion web interface for 'Students in Expository Writing'. The browser title is 'Students in Expository Writing - Microsoft Internet Explorer provided by ETS'. The instructor is Dana Croft. The page has a 'Printer-Friendly Version', 'Help', and 'Log Out' link. A navigation bar shows 'Classes in Franklin High School' and 'Students in Expository Writing'. A 'MENU' is on the left with options: 'Add New Student', 'Edit Student Information', 'Delete Student', 'Batch Print Reports', 'Email Students', 'Export Report Data', and 'Archive Portfolios'. The 'Email Students' option is circled in red. A table of students is displayed with columns: Student, Recent Assignment, Date/Time, Submission Number, and Holistic Score. The table contains four rows of student data. A red box highlights the instructions: 'a.) Click in the checkbox next to the Student(s) name(s). b.) Click on **Email Students** in the *MENU* field.'

Student	Recent Assignment	Date/Time	Submission Number **	Holistic Score
<input type="checkbox"/> Jones, Dolores	Extracurricular Activities	Mar 21, 2005 04:43:32 PM EST	1	3/6
<input type="checkbox"/> Marks, Joseph	Extracurricular Activities	Mar 21, 2005 04:44:27 PM EST	1	5/6
<input checked="" type="checkbox"/> Muniz, Carl	Extracurricular Activities	Mar 21, 2005 04:45:12 PM EST	1	5/6
<input type="checkbox"/> Rangachar, Madhu	Extracurricular Activities	Mar 21, 2005 04:46:07 PM EST	1	2/6

4 Students A deleted student will not be removed from the class total.
[Select All](#) [Clear](#)
 * Scores marked with an asterisk indicate essays that contain an advisory.
 ** The first and most recent essay for each assignment is saved.
 N/A indicates that a score is not available. Click the **Help** link for details.

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>**.

9.2 Email Individual Students



10.0 IMPORT STUDENT INFORMATION

1. Log in to your *Classes 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 class for which you will be importing student information.
3. In the *MENU* field, click on the **Import Student Information** link.

10.0 Import Student Info

The screenshot shows the Criterion web interface for an instructor. The browser title is "Classes in Franklin High School - Microsoft Internet Explorer provided by ETS". The page header includes the Criterion logo, the instructor's name "Dana Croft", and links for "Printer-Friendly Version", "Help", and "Log Out".

The main content area is titled "Classes in Franklin High School" and features a "Select a Report:" dropdown menu set to "Classes Report". Below this is a table with columns for "Classes", "Students Registered", "Current Contract Submissions", and "Total Submissions".

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

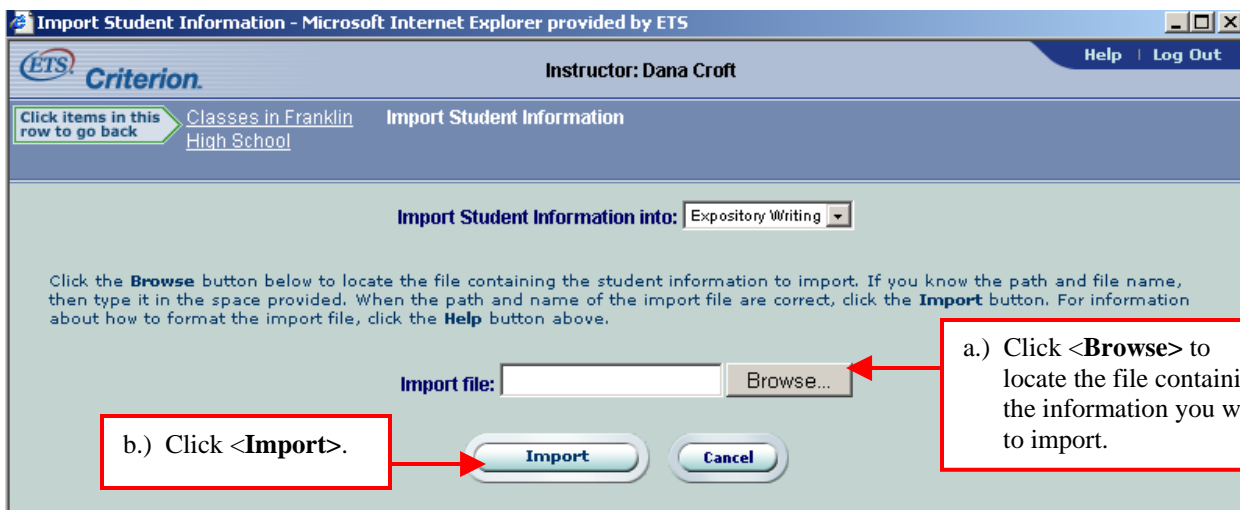
At the bottom of the table, it shows "3 Classes" with a total of "12" students and "12" submissions. There are "Select All" and "Clear" links, and a note: "A deleted student will not be removed from the class total."

The left-hand "MENU" contains several options, with "Import Student Information" circled in red. A red callout box points to this menu item with the text: "Click on **Import Student Information**."

Another red callout box points to the checked checkbox in the "Expository Writing" row of the table with the text: "Click in the box next to the Class for which you will be importing Student Information."

4. In the **Import Student Information into** screen that appears (see below):
 - a. Click on the **<Browse>** button to locate the file containing the student information you want to import. (If you know the path and file name, you may type it in the field provided.)
 - b. Click **<Import>**.

10.0 Import Student Info



- c. The information regarding the student will be imported into **Criterion**.

11.0 EXPORT REPORT DATA

1. Log in to your *Classes 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 **Export Report Data** link.

11.0 Export Report Data

The screenshot shows the Criterion web interface for 'Classes in Franklin High School'. The browser title is 'Classes in Franklin High School - Microsoft Internet Explorer provided by ETS'. The user is logged in as 'Instructor: Dana Croft'. The interface includes a 'MENU' on the left with options like 'Add New Class', 'Edit Class Information', 'Delete Class', 'Assignment Options', 'Batch Print Reports', 'Email All Students in Class', 'Import Student Information', 'Export Report Data', 'Archive Portfolios', 'Edit My User Information', and 'Add Me to an Existing Class'. The 'Export Report Data' option is circled in red. A red callout box points to it with the text 'Click on **Export Report Data**.' The main content area shows a 'Select a Report:' dropdown set to 'Classes Report'. Below this is a table of classes with columns for 'Classes', 'Students Registered', 'Current Contract Submissions', and 'Total Submissions'. The table lists three classes: 'Creative Writing', 'English 101', and 'Expository Writing'. At the bottom, it shows '3 Classes' and '12' students in each of the two submission columns. A 'Select All' and 'Clear' link are also present.

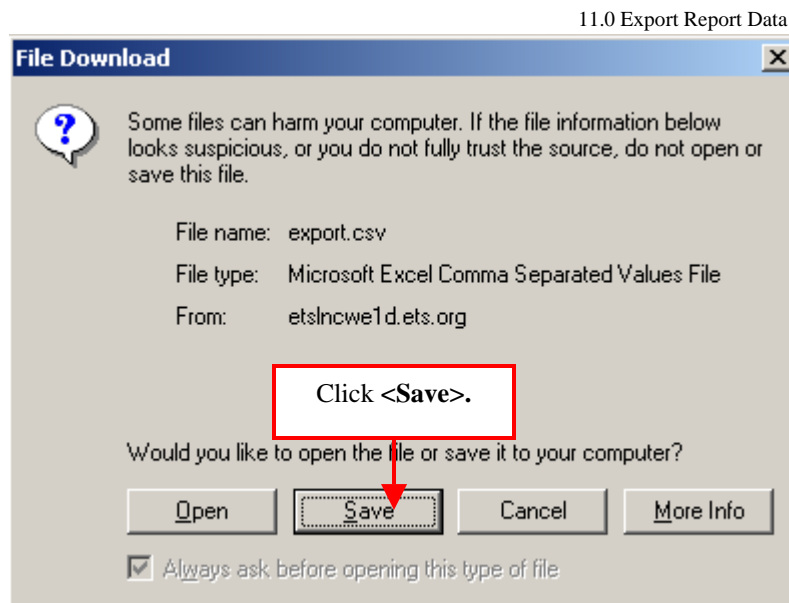
Classes	Students Registered	Current Contract Submissions	Total Submissions
<input type="checkbox"/> Creative Writing	5	4	4
<input type="checkbox"/> English 101	3	4	4
<input type="checkbox"/> Expository Writing	4	4	4

3. The following message box will appear:

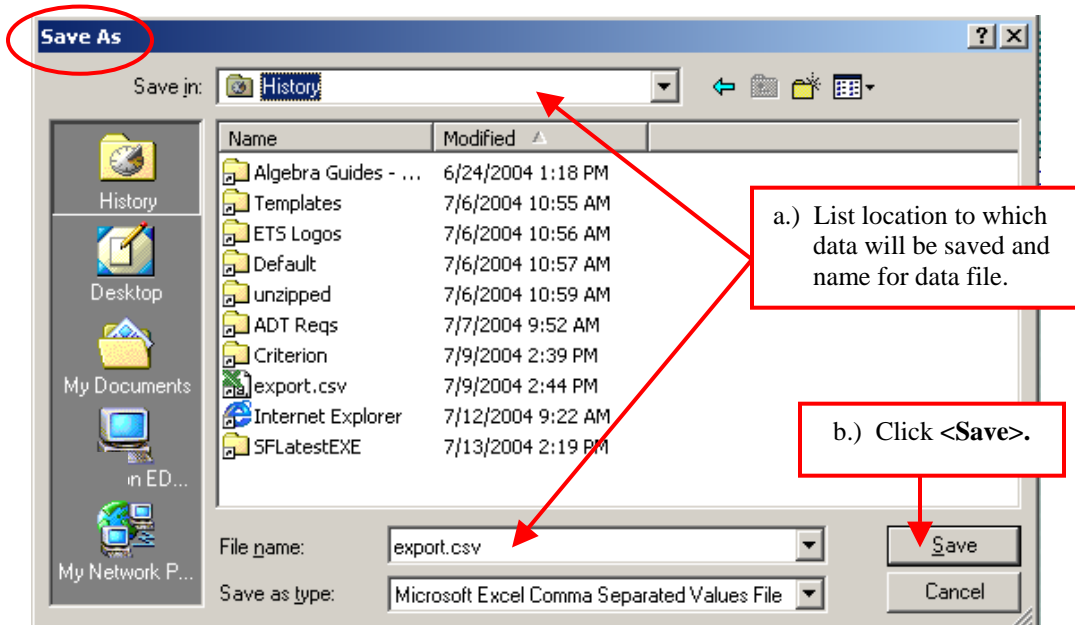
The screenshot shows a message box from Microsoft Internet Explorer. The text inside reads: 'An export file will be created. The export file is in a comma-delimited format and may be opened by most text editors or spreadsheet programs. Click the OK button and, when prompted, choose to Save the file to a location on your local hard drive.' The 'OK' button is circled in red.

4. Click <OK>.

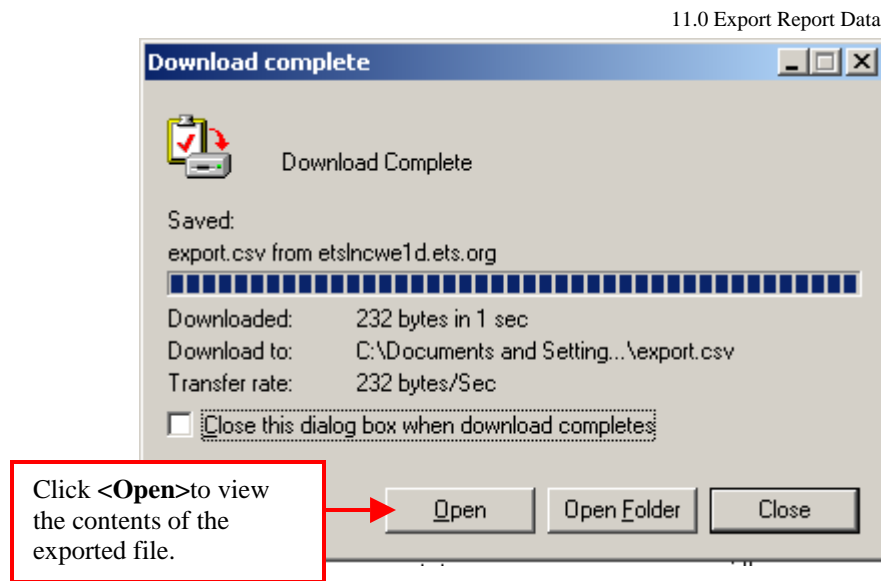
5. In the *File Download* screen that appears (see below), click on the <Save> button.



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>**.



- 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	School	Classes	Students	Current Co	Total Submissions										
2	Franklin HI	Creative W	5	4	4										
3	Franklin HI	English 10	3	4	4										
4	Franklin HI	Expository	4	4	4										

12.0 ARCHIVE PORTFOLIOS

As an Instructor, you can archive student portfolios.

1. Log in to your **Classes 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 Class with which you will be working.
 - b. In the **MENU** field, click on the **Archive Portfolios** link.

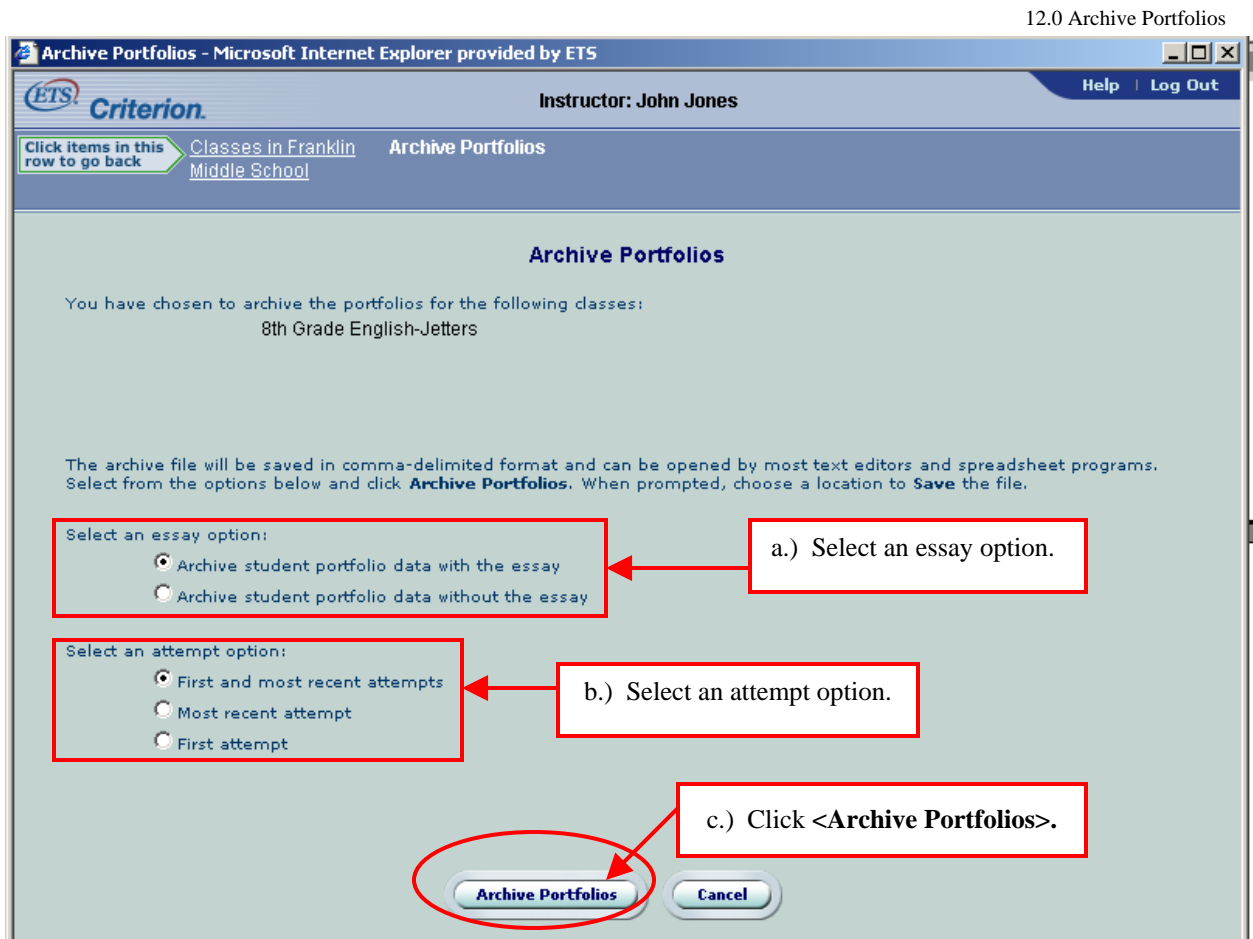
12.0 Archive Portfolios

The screenshot shows the Criterion software interface for an instructor named John Jones. The main area displays a table of classes with columns for 'Classes', 'Students Registered', 'Current Contract Submissions', and 'Total Submissions'. The '8th Grade English-Jeters' class is selected, indicated by a checked checkbox. A red callout box points to the 'Archive Portfolios' option in the left-hand menu. Another red callout box points to the checkbox for the '8th Grade English-Jeters' class, with the instruction: 'Click in the box next to the Class with which you will be working.'

Classes	Students Registered	Current Contract Submissions	Total Submissions
<input type="checkbox"/> 8th Grade English-Jones	2	1	1
<input type="checkbox"/> 7th Grade English-Jones	3	3	3
<input checked="" type="checkbox"/> 8th Grade English-Jeters	7	49	49

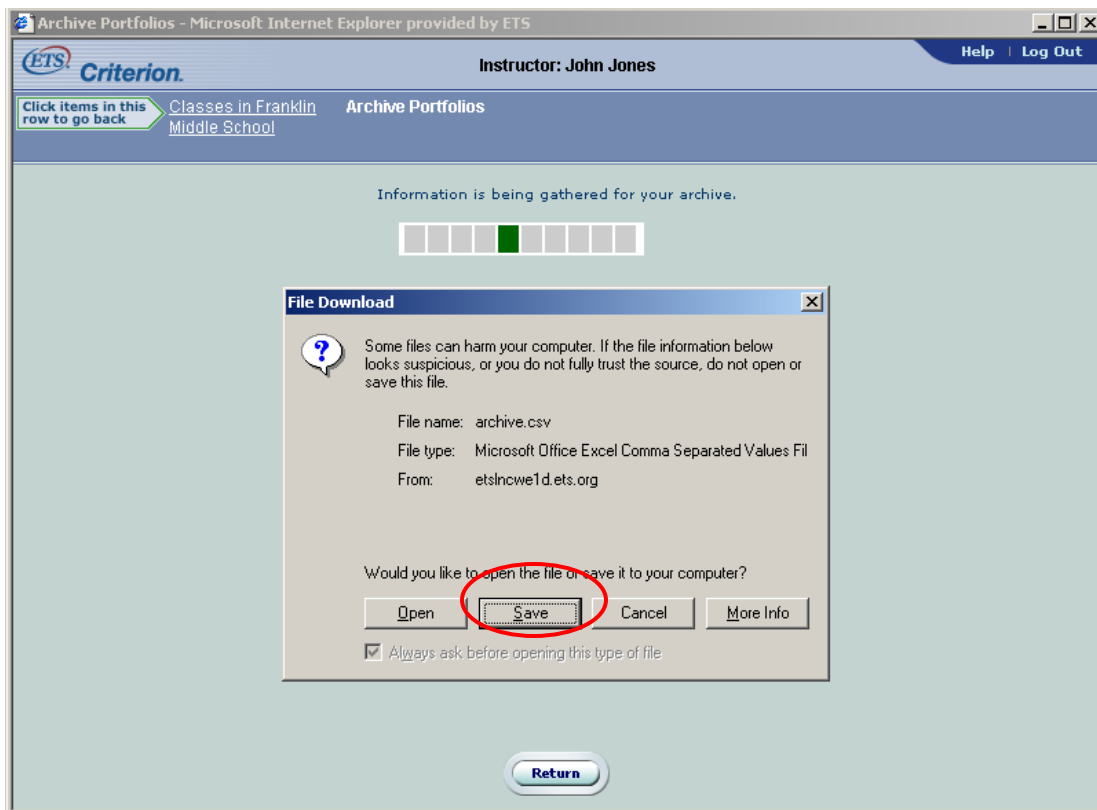
3 Classes 12 53 53
[Select All](#) [Clear](#) A deleted student will not be removed from the class total.

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>**.

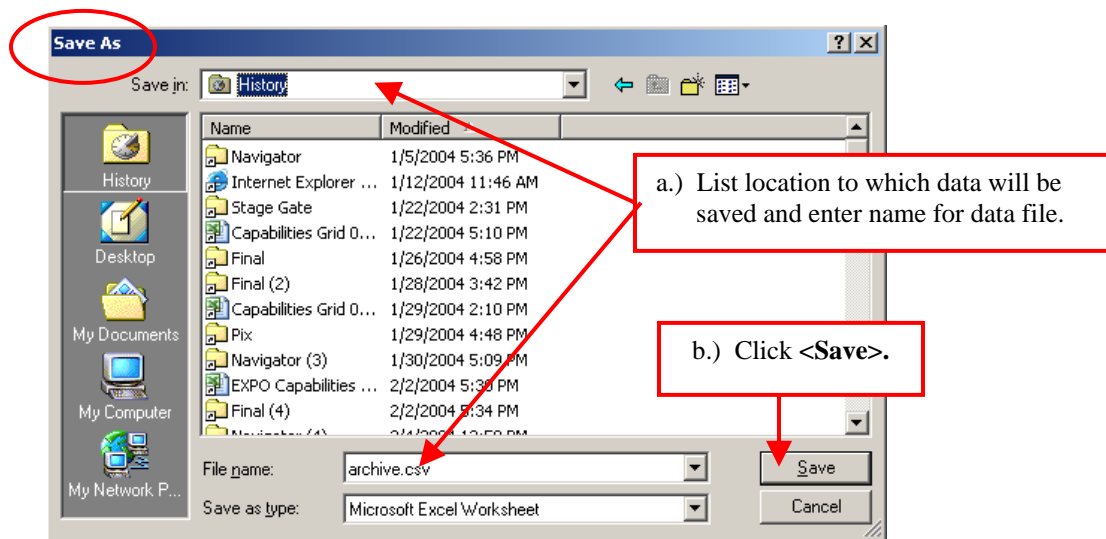


4. In the **File Download** screen that appears (see below), click on the **<Save>** button.

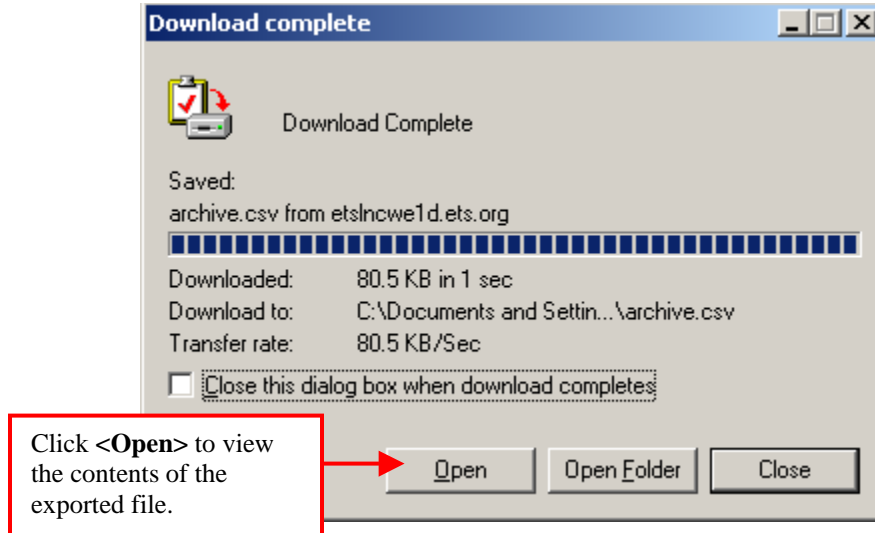
12.0 Archive Portfolios



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>**.



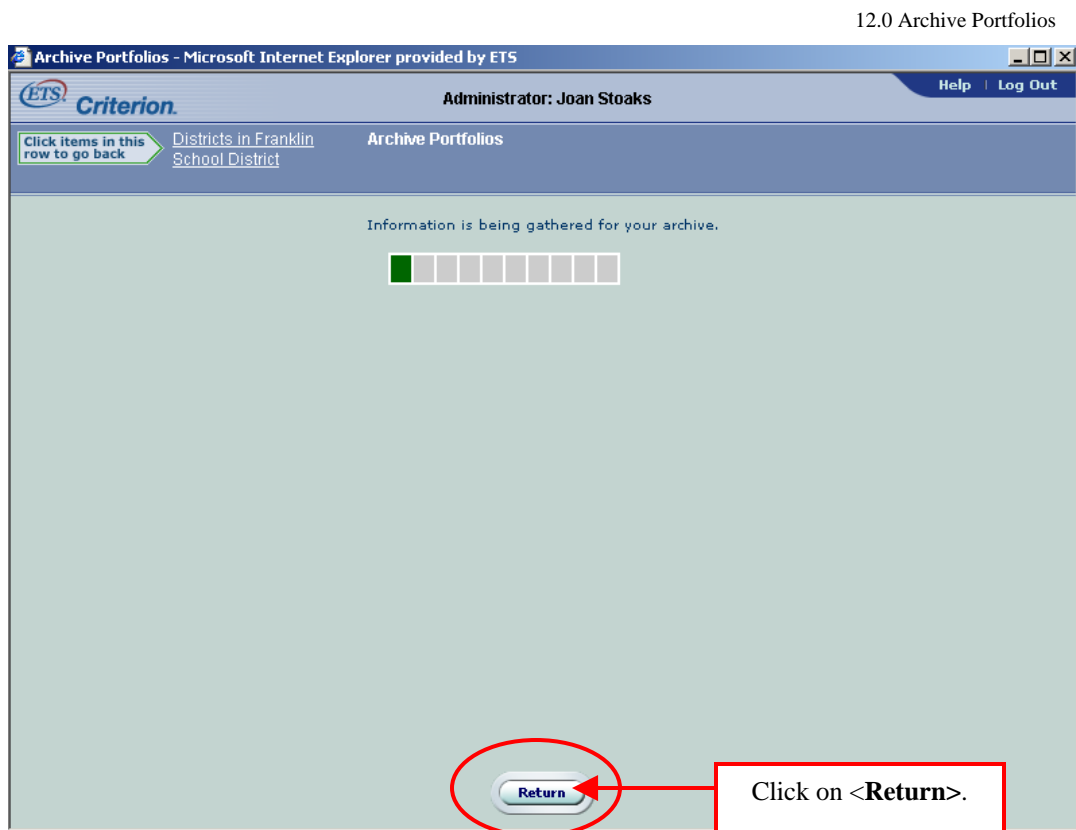
6. The message box shown below will appear onscreen; the file will be stored at the location you designated.
 - a. To open the file after the download has been completed, click **<Open>**.



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

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O		
	School	School ID	Class	Class ID	student La	student Fir	student Mi	Login Nam	Email	Recent As	Advisory	Submissio	Attempt	NiWork	Dura	Holistic	ScHo
2	Franklin M fmschool	8th Grade	8gradefms	Amer	Jack			4590jack		Instructor's No		April 29, 20	11	1 minute 3	N/A	N/A	
3	Franklin M fmschool	8th Grade	8gradefms	Amer	Jack			4590jack		Instructor's No		April 26, 20	1	20 second	N/A	N/A	
4	Franklin M fmschool	8th Grade	8gradefms	Amer	Jack			4590jack		Lengthenir No		March 21,		5 18 second		5	
5	Franklin M fmschool	8th Grade	8gradefms	Amer	Jack			4590jack		Lengthenir No		June 25, 20		1 12 minutes		4	
6	Franklin M fmschool	8th Grade	8gradefms	Amer	Jack			4590jack		Outside in No		March 24,		5 3 minutes		5	
7	Franklin M fmschool	8th Grade	8gradefms	Amer	Jack			4590jack		Outside in No		February 2,		1 4 seconds		4	
8	Franklin M fmschool	8th Grade	8gradefms	Amer	Jack			4590jack		Outside in No		February 2,		2 20 second		4	
9	Franklin M fmschool	8th Grade	8gradefms	Amer	Jack			4590jack		Outside in No		February 2,		1 17 second		3	
10	Franklin M fmschool	8th Grade	8gradefms	Brown	Tenisha			6659tenisha		Lengthenir No		March 21,		4 29 second		5	
11	Franklin M fmschool	8th Grade	8gradefms	Brown	Tenisha			6659tenisha		Lengthenir No		June 28, 20		1 30 second		4	
12	Franklin M fmschool	8th Grade	8gradefms	Cameron	Danielle			2478danielle		Lengthenir No		March 21,		4 5 seconds		5	
13	Franklin M fmschool	8th Grade	8gradefms	Cameron	Danielle			2478danielle		Lengthenir No		June 28, 20		1 25 second		6	
14	Franklin M fmschool	8th Grade	8gradefms	Chang	Sue			9380sue		Lengthenir No		March 21,		4 38 second		5	
15	Franklin M fmschool	8th Grade	8gradefms	Chang	Sue			9380sue		Lengthenir No		June 28, 20		1 20 second		2	
16	Franklin M fmschool	8th Grade	8gradefms	Chang	Sue			9380sue		Home and No		March 21,		1 2 minutes		6	
17	Franklin M fmschool	8th Grade	8gradefms	Dimiglio	Anna			9422anna		Lengthenir No		February 2,		2 2 minutes		4	
18	Franklin M fmschool	8th Grade	8gradefms	Dimiglio	Anna			9422anna		Lengthenir No		June 28, 20		1 25 second		3	
19	Franklin M fmschool	8th Grade	8gradefms	Harris	Eddie			9568eddie		Instructor's No		February 1,		2 20 second	N/A	N/A	
20	Franklin M fmschool	8th Grade	8gradefms	Harris	Eddie			9568eddie		Instructor's No		February 1,		1 18 second	N/A	N/A	
21	Franklin M fmschool	8th Grade	8gradefms	Harris	Eddie			9568eddie		Lengthenir No		February 1,		5 19 second		4	
22	Franklin M fmschool	8th Grade	8gradefms	Harris	Eddie			9568eddie		Lengthenir No		June 25, 20		1 9 minutes		6	
23	Franklin M fmschool	8th Grade	8gradefms	Howard	Roberta			1789roberta		Lengthenir No		February 2,		4 6 seconds		4	
24	Franklin M fmschool	8th Grade	8gradefms	Howard	Roberta			1789roberta		Lengthenir No		June 28, 20		1 2 minutes		6	

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



13.0 EDIT USER INFORMATION

To edit your User Information, follow the steps below.

1. Log in to your *Classes 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.

13.0 Edit User Info

The screenshot shows the Criterion software interface for an instructor named Dana Croft. The browser title is 'Classes in Franklin High School - Microsoft Internet Explorer provided by ETS'. The page header includes the ETS Criterion logo, the instructor's name, and links for 'Printer-Friendly Version', 'Help', and 'Log Out'. The main content area is titled 'Classes in Franklin High School' and features a 'Select a Report:' dropdown menu set to 'Classes Report'. Below this is a table with columns for 'Classes', 'Students Registered', 'Current Contract Submissions', and 'Total Submissions'. The table lists three classes: 'Creative Writing', 'English 101', and 'Expository Writing'. A red circle highlights the 'Edit My User Information' link in the left-hand menu, with a red box and arrow pointing to it and the text 'Click on **Edit My User Information**.'

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

3 Classes 12 12 12
[Select All](#) [Clear](#) A deleted student will not be removed from the class total.

3. In the fields that appear in the *Edit Instructor* 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 *Classes Report* screen.

13.0 Edit User Info

Edit Instructor: Franklin High School

Please provide the following registration information for this instructor. The instructor 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.

Instructor User Name:

Password:

Retype Password:

Courtesy Title: Examples: Mrs., Mr., Ms, Miss, Dr., P

First Name:

Middle Initial: (Optional)

Last Name:

Email Address:

Click **<Save and Return>**.

Make changes to the appropriate fields.

14.0 ADD ME TO AN EXISTING CLASS

Once logged into *Criterion*, you can add yourself as an instructor for an existing class.



NOTE: You can only add yourself to one class at a time and you will need the class ID and class password for each class to which you want to add yourself.

1. Log in to your *Classes 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 **Add Me to an Existing Class** link.

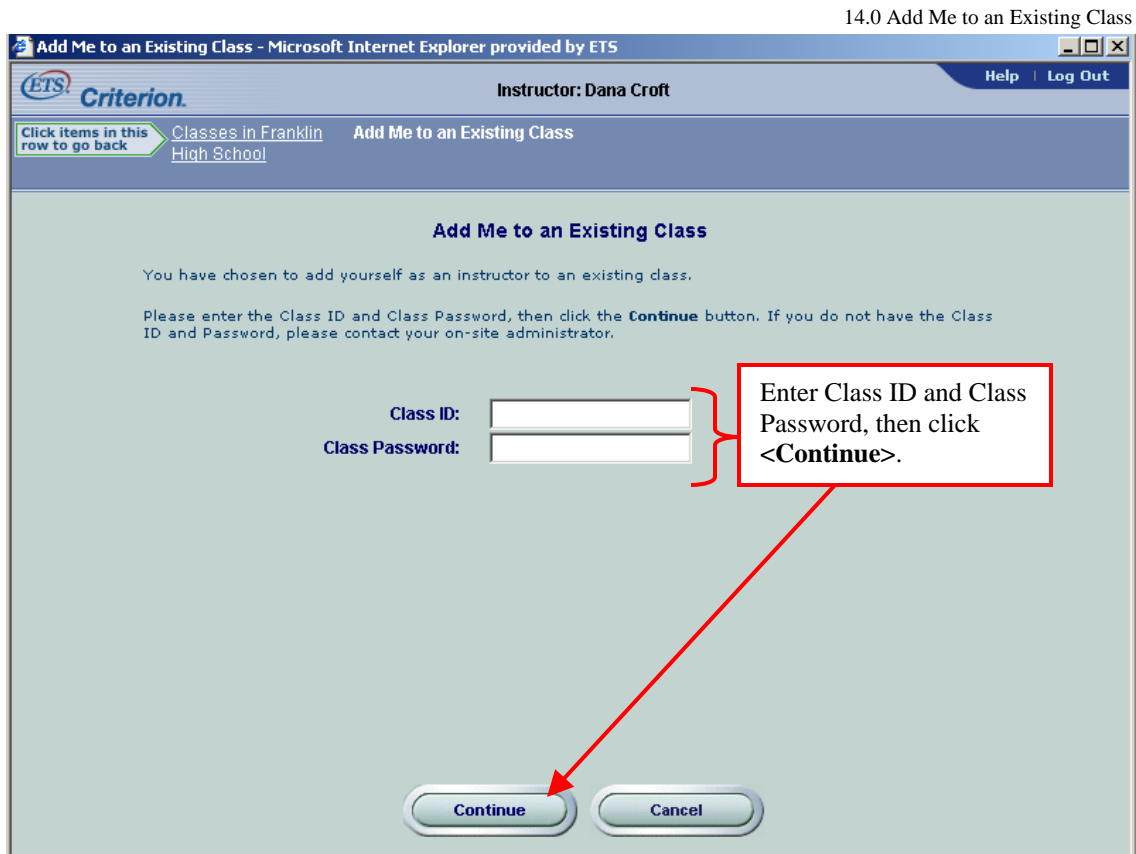
14.0 Add Me to an Existing Class

The screenshot shows the Criterion web interface for an instructor named Dana Croft. The page title is "Classes in Franklin High School". On the left is a "MENU" with various options. The "Add Me to an Existing Class" option is circled in red, and a red arrow points from it to a red-bordered box with the text "Click on Add Me to an Existing Class." The main content area has a "Select a Report:" dropdown menu set to "Classes Report". Below this is a table of classes with checkboxes for selection. The table has columns for "Classes", "Students Registered", "Current Contract Submissions", and "Total Submissions".

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

At the bottom of the table, it shows "3 Classes" and "12" for both "Current Contract Submissions" and "Total Submissions". There are "Select All" and "Clear" links below the table. A note at the bottom states: "A deleted student will not be removed from the class total."

3. In the *Add Me to an Existing Class* screen (shown below) that appears, enter the Class ID and Class Password.
4. Click **<Continue>**. The class will now appear on your *Classes Report* screen.



15.0 DELETE ME FROM A CLASS

You can delete yourself as the instructor for a class by following the steps below.



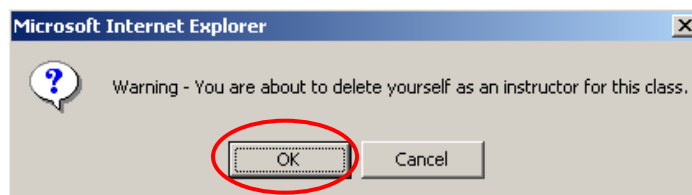
NOTE: You can only delete yourself from one class at a time.

1. Log in to your **Classes Report** screen. (See **Section 2.3 – Log-In** if you do not remember how to log in.)
2. Click in the box next to the class from which you will be deleted.
3. In the **MENU** field, click on the **Delete Me from a Class** link.

15.0 Delete Me from a Class

The screenshot shows the 'Classes in Franklin High School' interface. On the left, a 'MENU' sidebar contains several options, with 'Delete Me from a Class' circled in red. A red arrow points from this menu item to a text box that says 'Click on **Delete Me from a Class**.' The main content area shows a 'Select a Report' dropdown set to 'Classes Report'. Below this is a table of classes with columns for 'Classes', 'Students Registered', 'Current Contract Submissions', and 'Total Submissions'. The 'Expository Writing' class is selected with a checked checkbox. At the bottom, a summary row shows '3 Classes', '12' students, '12' submissions, and '12' total submissions. A note at the bottom states 'A deleted student will not be removed from the class total.'

4. In the **Warning** screen (shown below) that appears, click **<OK>**. The class will no longer appear on your **Classes Report** screen.



16.0 SEARCH CAPABILITY

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

1. Log in to your **Classes 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.

16.0 Search Capability

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

ETS Criterion Instructor: Dana Croft Printer-Friendly Version | Help | Log Out

Click items in this row to go back Classes in Franklin High School

MENU

- Add New Class
- Edit Class Information
- Delete Class

Assignment Options

- Batch Print Reports
- Email All Students in Class
- Import Student Information
- Export Report Data
- Archive Portfolios

- Edit My User Information
- Add Me to an Existing Class
- Delete Me from a Class
- 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"/> Creative Writing	5	4	4
<input type="checkbox"/> English 101	3	4	4
<input type="checkbox"/> Expository Writing	4	4	4

3 Classes 12 12 12

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

3. In the **Search** screen (shown below):
 - a. Enter the specific data you wish to search for in any of the fields.
 - b. Click on the **<Search>** button.

16.0 Search Capability

Search - Microsoft Internet Explorer provided by ETS

ETS Criterion Instructor: Dana Croft Help | Log Out

Click items in this row to go back Classes in Franklin High School Search

Client: Franklin School District Search

Enter the information you have available in the fields below. Then click the **Search...** button.

Search for: Students

Class Name:

User Name:

Last Name: First Name:

Email Address:

a.) Enter data in any field.

b.) Click <Search>.

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 **Classes Report** screen, click on the **Classes** link in the Breadcrumb Trail.

16.0 Search Capability

Search Results - Microsoft Internet Explorer provided by ETS

ETS Criterion Instructor: Dana Croft Printer-Friendly Version Help Log Out

Click items in this row to go back Classes in Franklin High School Search Search Results

“Breadcrumb Trail” Search Results

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

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

School	Class	Student	User Name	Password
<input type="checkbox"/> Franklin High School	English 101	Wright, Blaise	1322blaise	1322

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

Select All Clear Email Selected Student