



**Criterion**<sup>SM</sup>

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## **The Criterion User Manual**

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## **Student Edition**

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

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**Welcome to Criterion<sup>SM</sup> 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* uses automated scoring technologies to provide writers with instant score and writing analysis feedback on writing samples they submit. Students can access a password-protected website, submit essays on topics assigned by their instructor, and then receive an overall score. They also receive online diagnostic feedback on elements of grammar, usage, mechanics, style, and organization and development.

*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. The feedback helps student writers focus on their errors 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 an instructor's comments section. *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 use 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.

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## 1.0 INTRODUCTION

The *Student Version* of the *User Manual* contains a step-by-step overview of the *Criterion*<sup>SM</sup> application. It is illustrated with screen captures of the system to help you navigate through the system.

You can complete assignments, view assignment scores and annotated diagnostic feedback from your instructor, and access an online portfolio that lets you see all of your written work and any comments. It also makes it possible for you to comment back to your instructor.

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 your instructor. 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.



<b>Access ID:</b>
<b>Access Password:</b>

## 2.0 GETTING STARTED

### 2.1 Personal Computer Specifications

To begin using *Criterion*<sup>SM</sup>, 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
<b>DESKTOP PC or LAPTOP</b>	PENTIUM II	PENTIUM III OR GREATER
<b>INPUT DEVICE</b>	KEYBOARD MOUSE	KEYBOARD MOUSE
<b>OPERATING SYSTEM</b>	Windows 98SE, NT4	Windows ME, 2000, XP
<b>BROWSER: ENABLE JAVA SCRIPTING AND COOKIES</b>	IE 5.5; NETSCAPE 6.1; Firefox 1.0.1	IE 6.0; NETSCAPE 7.2; Firefox 1.0.1
<b>GRAPHICS ADAPTER</b>	sVGA 800x600 RESOLUTION	sVGA 800x600 RESOLUTION
<b>DISPLAY</b>	ANY SVGA COLOR MONITOR	ANY 17" SVGA COLOR MONITOR OR GREATER

#### 2.1.2 Specifications for Macintosh

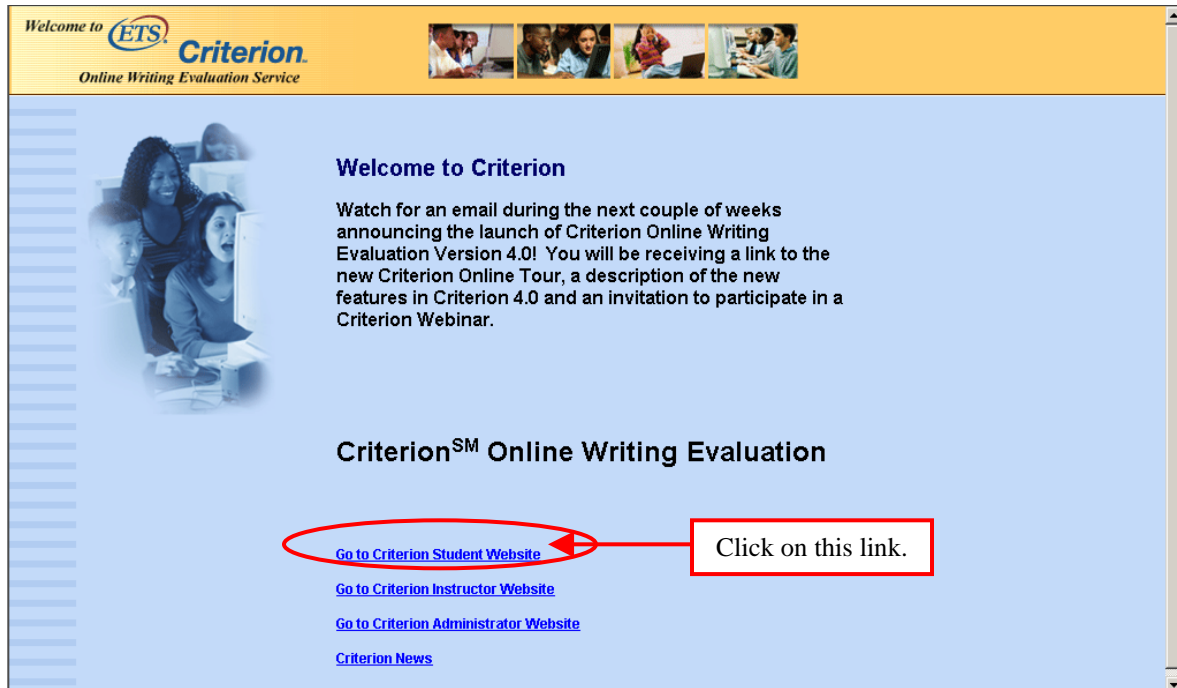
The *Criterion* v4.0 website will operate on Power Macintosh and G3/G4 systems as long as they meet the recommended minimum standards listed below:

HARDWARE/OS/BROWSER	MINIMUM	RECOMMENDED
<b>MACINTOSH</b>	POWERMAC G3	POWERMAC G4 or G5
<b>INPUT DEVICE</b>	KEYBOARD MOUSE	KEYBOARD MOUSE
<b>OPERATING SYSTEM</b>	MAC OS 9.2, OS X 10.1	OS X 10.2 or higher
<b>BROWSER: ENABLE COOKIES</b>	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)
<b>GRAPHICS ADAPTER</b>	Graphics 800x600	Graphics 800x600
<b>DISPLAY</b>	MACINTOSH MONITOR	17" MACINTOSH MONITOR

## 2.2 Register as a New User

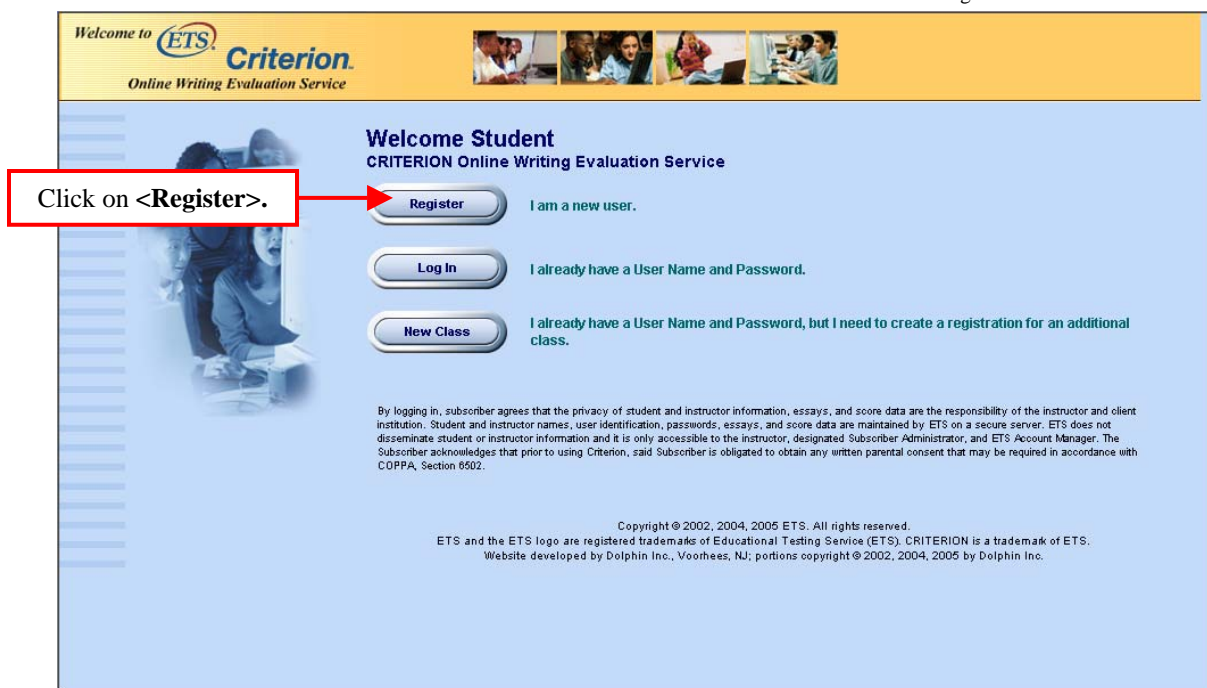
1. Use the following URL to access the *Criterion Home Page*: <http://criterion.ets.org/cwe/>
2. In the *Criterion Home Page* (shown below), click on the **Go to Criterion Student Website** link.

2.2 Register as a User



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

2.2 Register as a New User



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

2.2 Register as a New User



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

2.2 Register as a New User

**NEW STUDENT REGISTRATION**

**Class:** Expository Writing

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.

Note that all information entered on this screen can be viewed by your instructor or administrator.

**User Name:**

**Password:**

**Retype Password:**

**First Name:**

**Middle Initial:**  (Optional)

**Last Name:**

**Email Address:**  (Optional)

**Create Registration** **Cancel**

a) Enter the required information in the fields provided.

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

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

<b>User Name:</b>
<b>Password:</b>



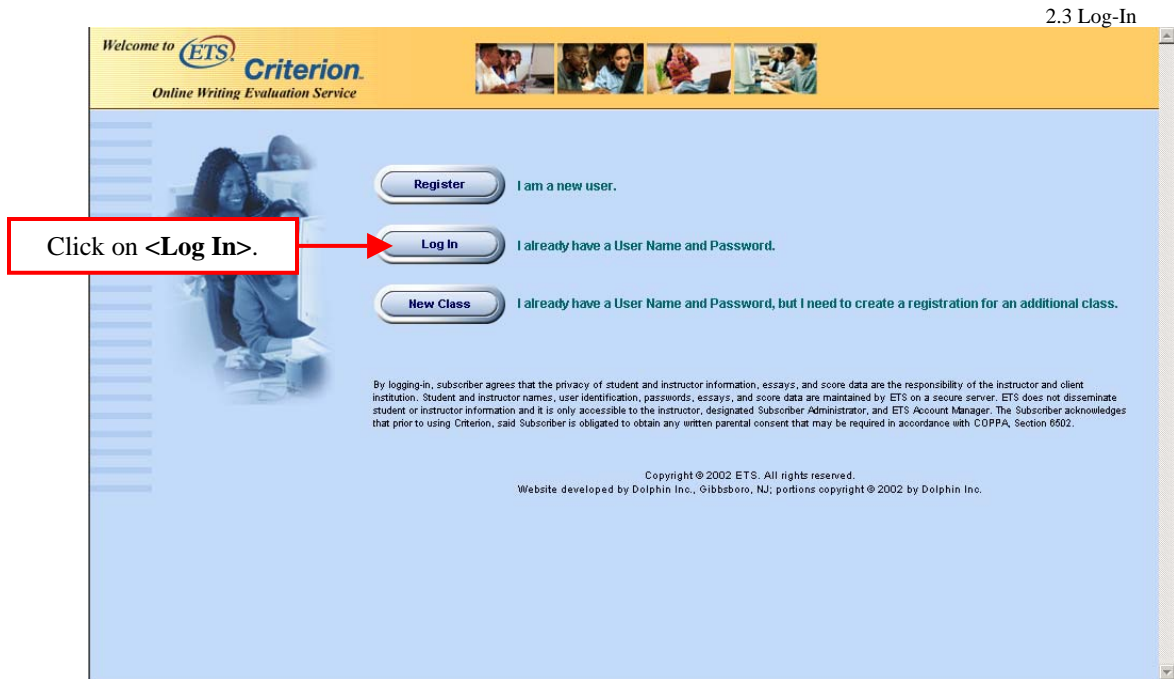
**NOTE:** After you have registered, you will always click on **<Log In>** when you access the *Criterion Welcome Student* screen and use the User ID and Password that you created to access your *Student Home Page*.

7. If you are registering for more than one class, please go to *Section 2.4 – Register for an Additional Class*.

### 2.3 Log-In

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

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

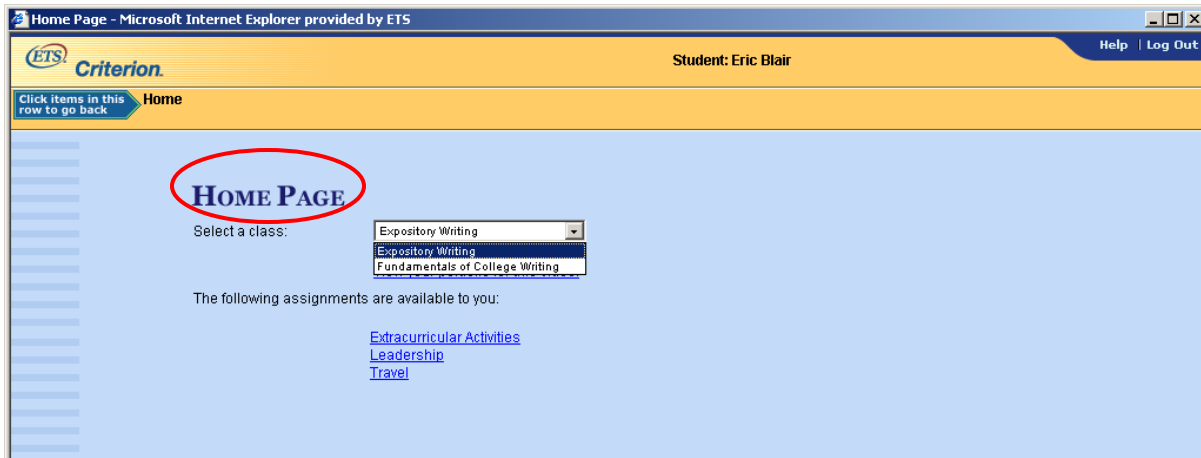


2. In the *Log In* screen, enter your User Name and Password (created when you registered), and then click <Continue>.



3. Your *Home Page* page, containing links to your class portfolios and assignments, will appear (see example below).

2.3 Log-In



## 2.4 Register for an Additional Class

1. In the *Criterion Welcome Student* screen (shown below), click on the **<New Class>** button.

2.4 Register for an Additional Class

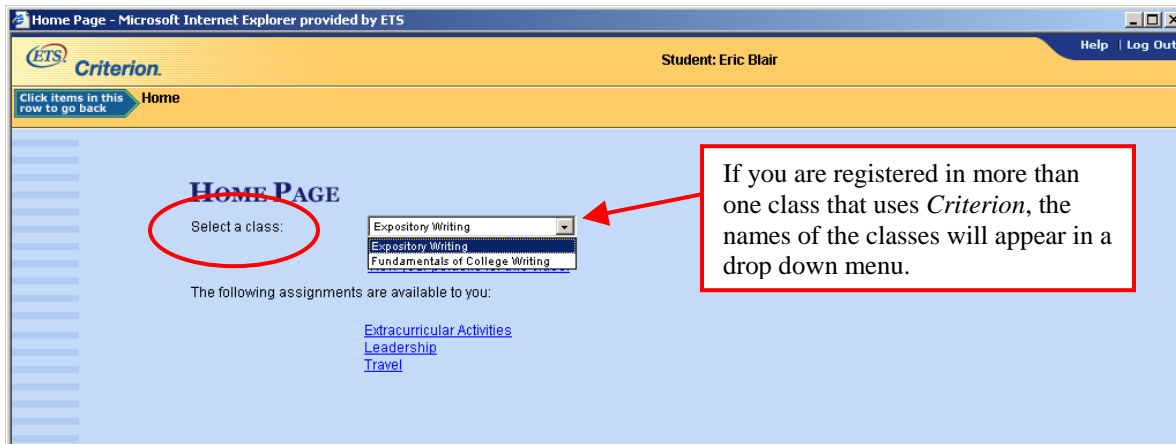


2. Follow Steps 3 – 5 provided in *Section 2.2 – Register as a New User*.

## 2.5 Your Home Page

Your personal *Home Page* (see example below) will display when you log on or register for a class\*. From your *Home Page* you will be able to access your *portfolio* for a class, new *comments* from your instructor, or the class *assignments* by clicking on the links provided.

2.5 Your Home Page



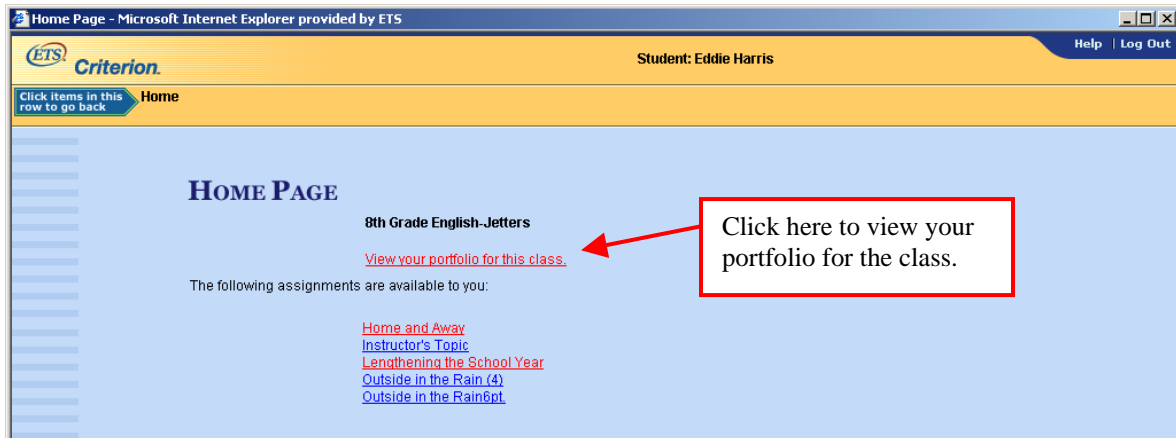
**\*NOTE:** If you are registered in *more than one* class that uses *Criterion*, the names of those classes will appear in a drop-down menu next to a field labeled *Select a Class*.

## 2.6 Your Portfolio

Your **Portfolio** lists the assignments for the classes for which you have registered.

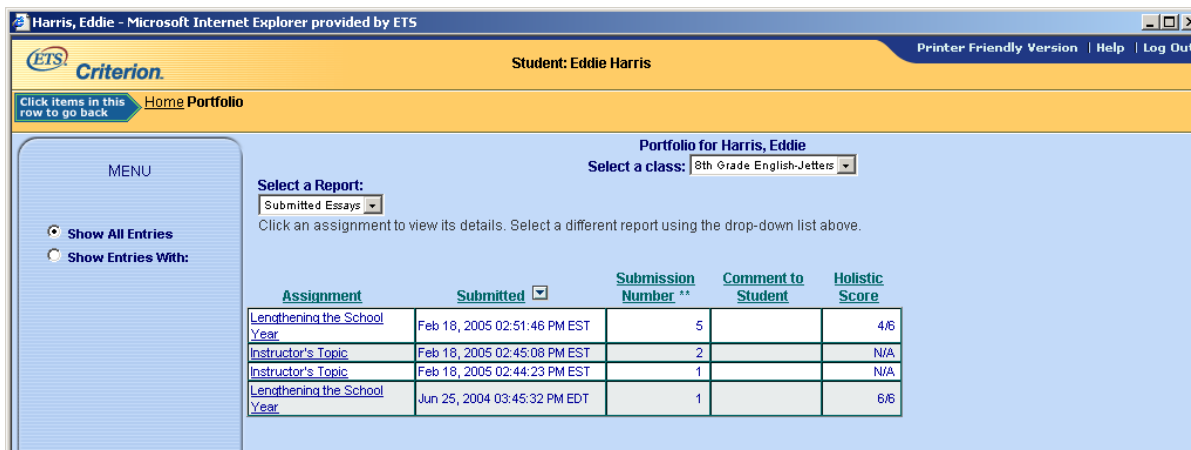
1. Log in to your *Home Page*. (See *Section 2.3 – Log-In* if you do not remember how to log in.)
2. Click on the link that says “View your portfolio for this class.” See the example below.

2.6 Your Portfolio



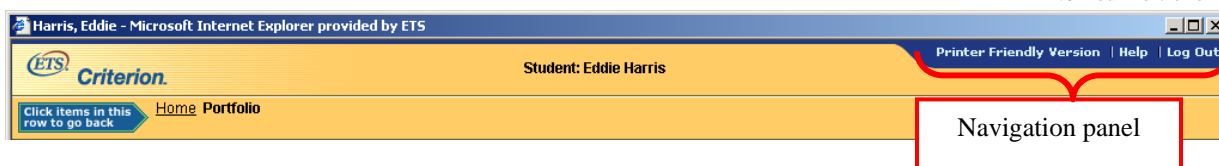
3. Your **Portfolio** screen (see the example below) will appear.

2.6 Your Portfolio



4. To the right of your name in your Portfolio screen is the **Navigation Panel** (see the close-up graphic below):

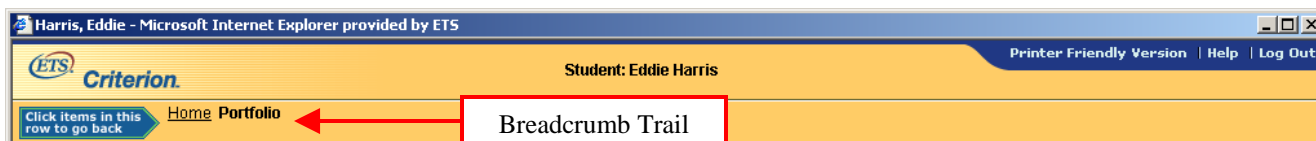
2.6 Your Portfolio



- Clicking on the **Printer-Friendly Version** link will let you print a screen or a report in a printer-formatted version.
- Clicking on the **Help** link will open and guide you through 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.

5. Below your Student Name in your Portfolio is the “Breadcrumb Trail” (see the example below) 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.

2.6 Your Portfolio

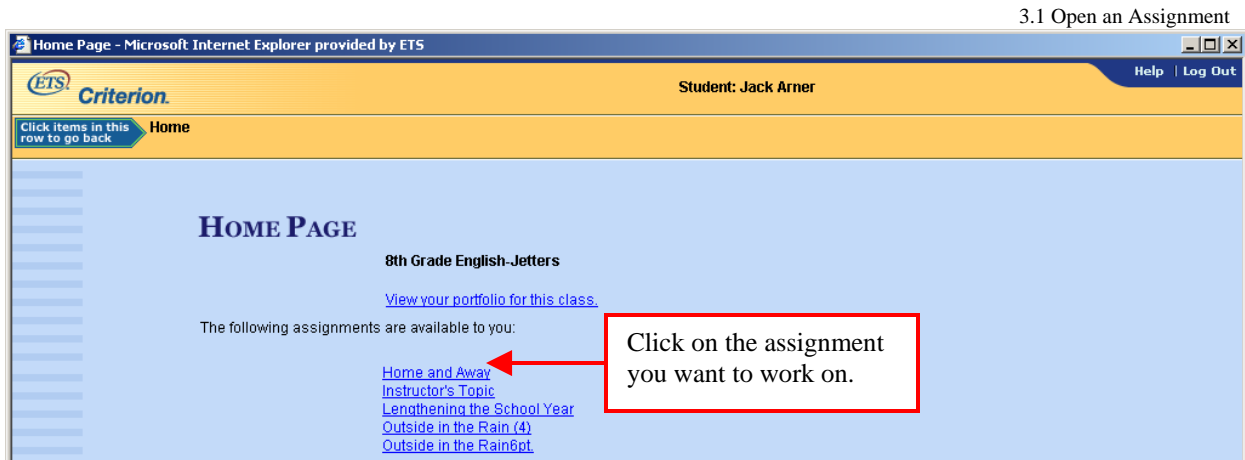


**NOTE:** For information on reviewing the contents of your portfolio, please see **Section 6.0 – Review Your Portfolio**.

## 3.0 COMPLETE AN ASSIGNMENT

### 3.1 Open an Assignment

1. Log in to your *Home Page* page. (See *Section 2.3 – Log-In* if you do not remember how to log in.)
2. Under the sentence “The following assignments are available to you,” click on the assignment you want to work on. See the example below.



3. The *Assignment Directions* screen for the assignment you selected will be displayed on the screen. Read these on-screen directions carefully. See the example below.

3.1 Open an Assignment

Assignment: Home and Away - Microsoft Internet Explorer provided by ETS

ETS Criterion Student: Jack Arner Help Log Out

Click items in this row to go back Home Assignment: Home and Away Assignment Name

**PLANNING YOUR ESSAY**

Please spend a few minutes planning your essay or narrative before you start to write it. Consider the topic carefully, and, if you are writing an essay, think about your thesis statement and about the main ideas that you will discuss to support your thesis. Consider also how you will organize the main ideas. Be sure to use specific examples and/or relevant reasons to support your ideas.

Your essay will be evaluated for its overall quality. Overall quality includes how well the essay addresses the topic and how well it organizes, supports, and expresses the main ideas. Varied sentence structure, accurate word usage, and correct spelling, punctuation, and capitalization all contribute to the overall quality of the writing.

**TIMING YOUR ESSAY**

If a timer appears, you will have the time specified on the timer to complete your essay.

**ENTERING YOUR ESSAY**

When you are ready to write your essay, please either type it directly into the text box or else write it in a word-processing application. Then you can copy and paste it into the text box.

If you are copying and pasting, make sure you have not lost the paragraph breaks from your original essay. You may enter paragraph breaks using the ENTER key.

**DO NOT USE THE TAB KEY, which has been deactivated in the text box. When you want to indicate a paragraph break, press the ENTER key twice to insert a blank line between paragraphs. To indent, use the spacebar and NOT THE TAB KEY.**

Do not add your name, date, section, subject, course name or number, or any other information that you do not intend to include in your essay. Including such information may lower the final score, because the scoring engine will interpret it as sentence fragments.

**SUBMITTING YOUR ESSAY**

When you have completed your essay, click on SUBMIT THIS ESSAY.

Continue Print

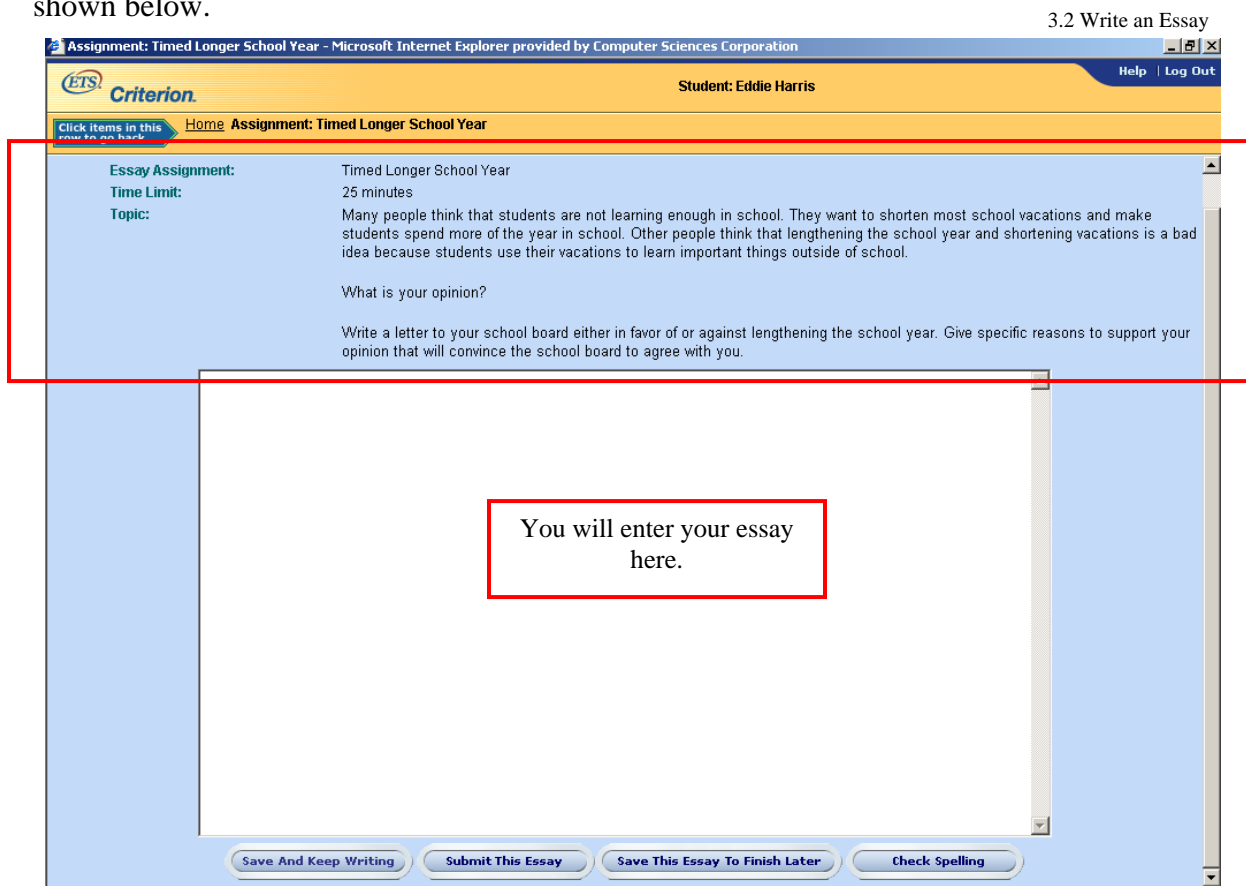
Click on <Continue> when you are ready to begin the assignment.

Click on <Print> if you want to have a hard copy of the assignment.

4. When you have completed reading the directions:
  - a. Click on <Print> if you want to have a hard copy of the directions.
  - b. Click on <Continue> when you are ready to begin the assignment.

### 3.2 Write an Essay

After you click <Continue> in the *Assignment Directions* screen (see *Section 3.1 – Open an Assignment*), the essay assignment will appear. An example of an *Essay Entry* screen is shown below.

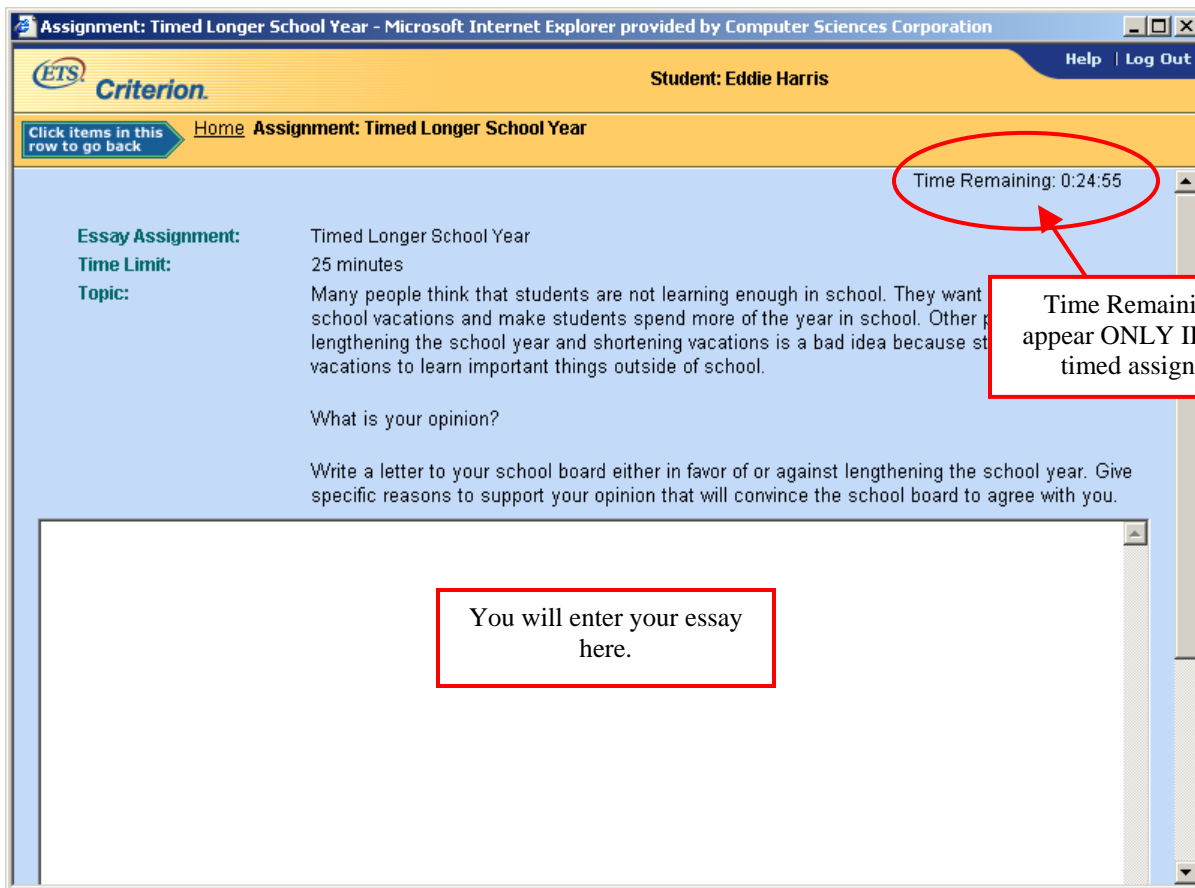


The following items appear on the *Essay Entry* screen:

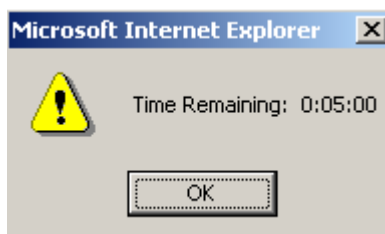
- **Essay Assignment:** The name/title of the assignment. The title given to the example is “Timed Longer School Year.”
- **Time Limit:** This will appear ONLY IF the instructor has set a time limit for completing the essay. The example shows that the instructor has set a Time Limit of 25 minutes.
- **Topic:** This is the actual description of the subject matter you are to write about in your essay.
- **View Support Document:** This button will be displayed between the Topic and the entry box ONLY IF the instructor has included a document for you to refer to when you write your essay. If the button appears, click on it and a window showing the support document will appear.

To complete your assignment, follow the steps below:

3.2 Write an Essay



1. Read the Topic carefully.
2. Type or cut and paste your essay in the open field.
  - a. If this is a Timed Essay, the time remaining will be tracked in the top right corner of the assignment. (See the example above. You may have to scroll up the screen to see the timer.)
  - b. If this is a Timed Essay, as you write, a pop-up message box (shown below) will appear periodically to remind you of how much time is left. To close this box, just click on the **<OK>** button.



### 3.3 Submit an Essay for Evaluation

At the bottom of the *Essay Entry* screen are four buttons that are related to submitting your essay for evaluation. (You may have to scroll down the screen to see the buttons – see the close-up below.)

3.3 Submit an Essay



#### 3.3.1 Save and Keep Writing



**NOTE:** Periodically saving your work safeguards against losing all your work if there is a power failure/computer crash.

1. Click on the <Save and Keep Writing> button (shown below).



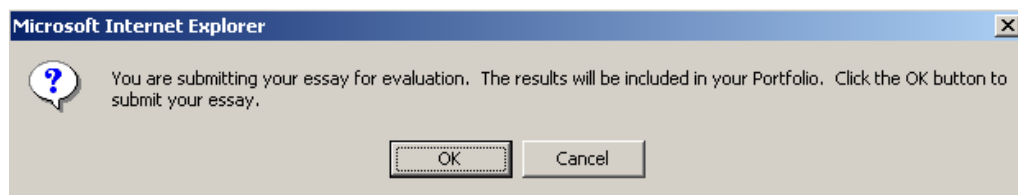
2. The essay you are writing will be saved, but the screen will remain the same.
3. Keep working on the essay.

#### 3.3.2 Submit This Essay

1. Click on the <Submit This Essay> button (shown below).



2. The following message will appear.



3. Click <OK> to submit the essay for evaluation. *Criterion* will evaluate your essay and then display the results in a new browser window.

### 3.3.3 Save This Essay to Finish Later



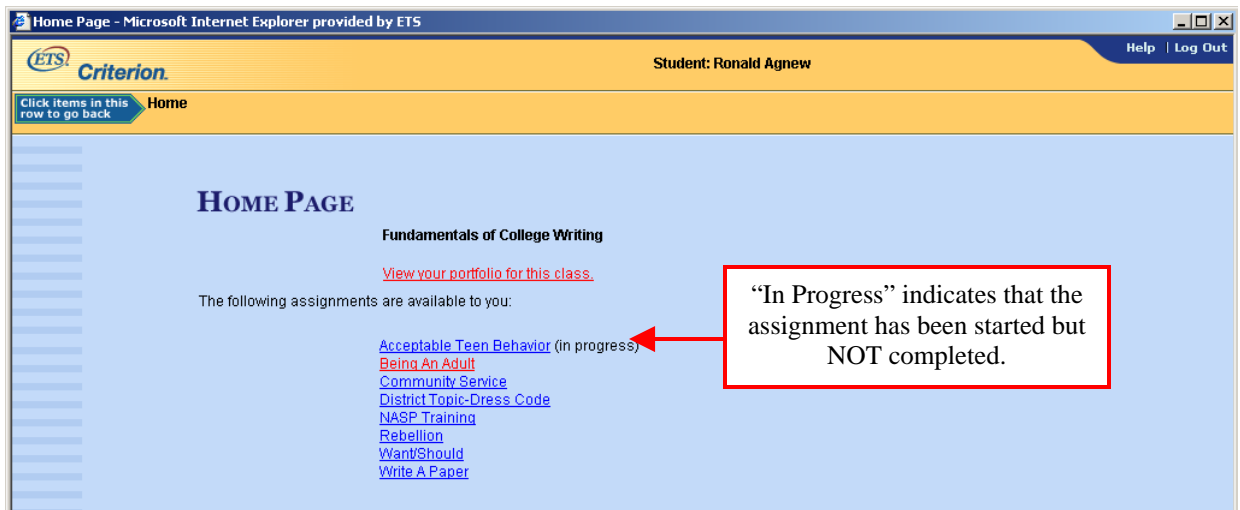
**NOTE:** This feature allows you to save an essay so that you can complete it at a later time.

1. Click on the <**Save This Essay to Finish Later**> button (shown below).



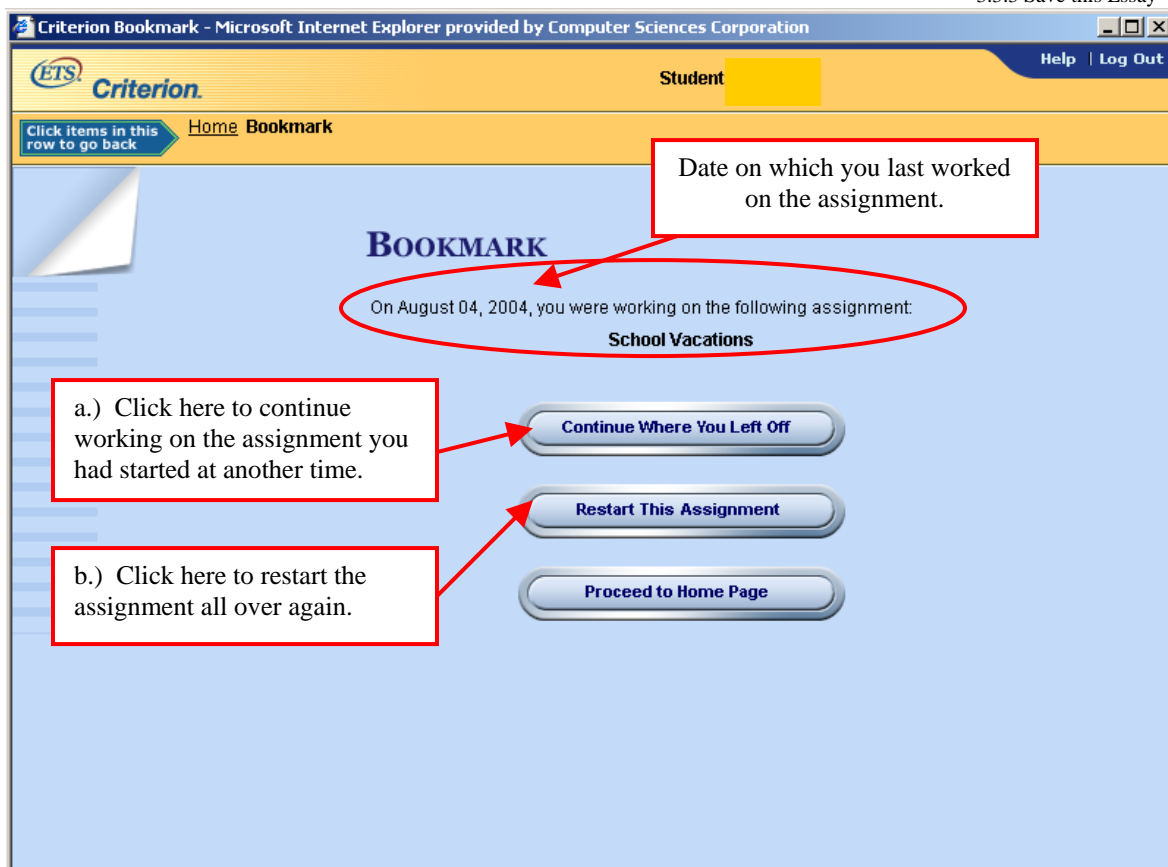
2. *Criterion* will save your essay and return you to your *Home Page*, where the assignment will be marked “in progress” as shown in the example below.

3.3.3 Save this Essay

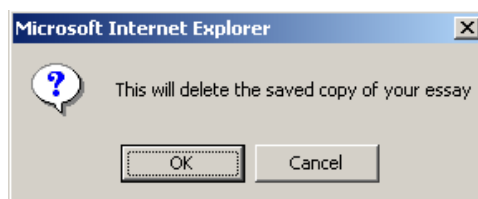


- If you select from your *Home Page* an assignment that is “in progress,” the *Bookmark* screen (shown below) will appear. It will indicate the date that you last worked on the assignment.

3.3.3 Save this Essay



- To continue working on the assignment again, click **<Continue Where You Left Off>**. The essay will be redisplayed exactly as you left it. If this is a timed assignment, the timer will be set to whatever its value was when you saved the essay.
- To start the assignment over again, click **<Restart This Assignment>**. The following message box warning will appear:



If you click **<OK>**, the work that you had completed on this essay earlier will be deleted and you will need to start the assignment over again from scratch.

### 3.3.4 Check Spelling



**NOTE:** It is always a good idea to check your spelling **BEFORE** you submit an essay for evaluation.

1. Click on **<Check Spelling>**. Words in the essay that have been misspelled will be highlighted and underlined as shown in the example below.

3.3.4 Check Spelling

Spell Checker - Microsoft Internet Explorer provided by Computer Sciences Corporation

ETS Criterion Student: [redacted] Help | Log Out

Click items in this row to go back Home Assignment School Vacations Spell Checker

**Spell Checker**

Words that are underlined were not found in the dictionary. Click each underlined word to see suggestions for possible alternatives. Click the **Spellcheck Complete** button when you have finished checking your spelling.

This is an exmple of an essay.

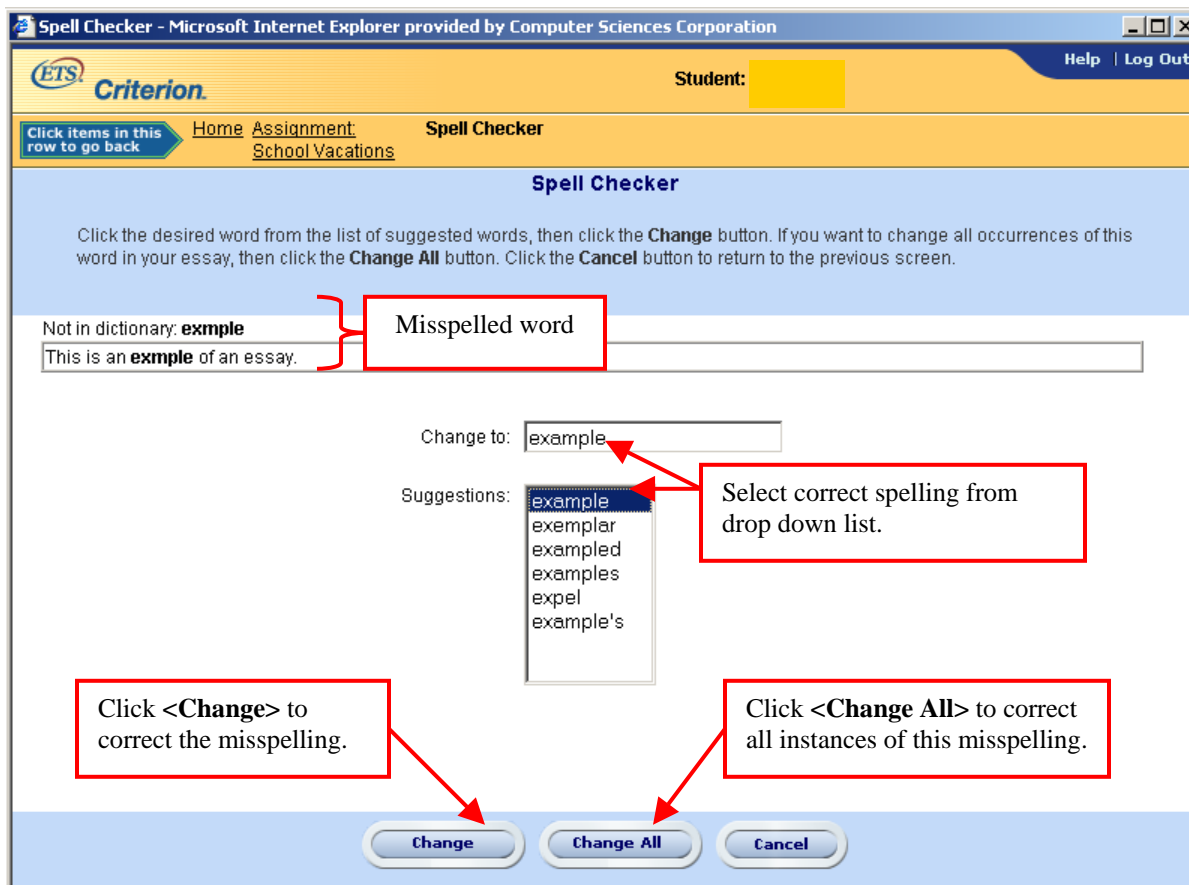
Misspelled word is highlighted and underlined.  
Click on the misspelled word to get help from the Spell Checker.

Spellcheck Complete

2. Click on the misspelled word.

3. As shown below, the misspelled word will be displayed by itself and in the context of the sentence in the essay.
4. Select the correct spelling of the word from the drop-down list of suggestions.
5. At the bottom of the screen:
  - a. Click on **<Change>** to replace the misspelling with the correct word.
  - b. Click on **<Change All>** to correct the word if it has been misspelled multiple times in the essay. (Spell Checker does not affect capitalization.)

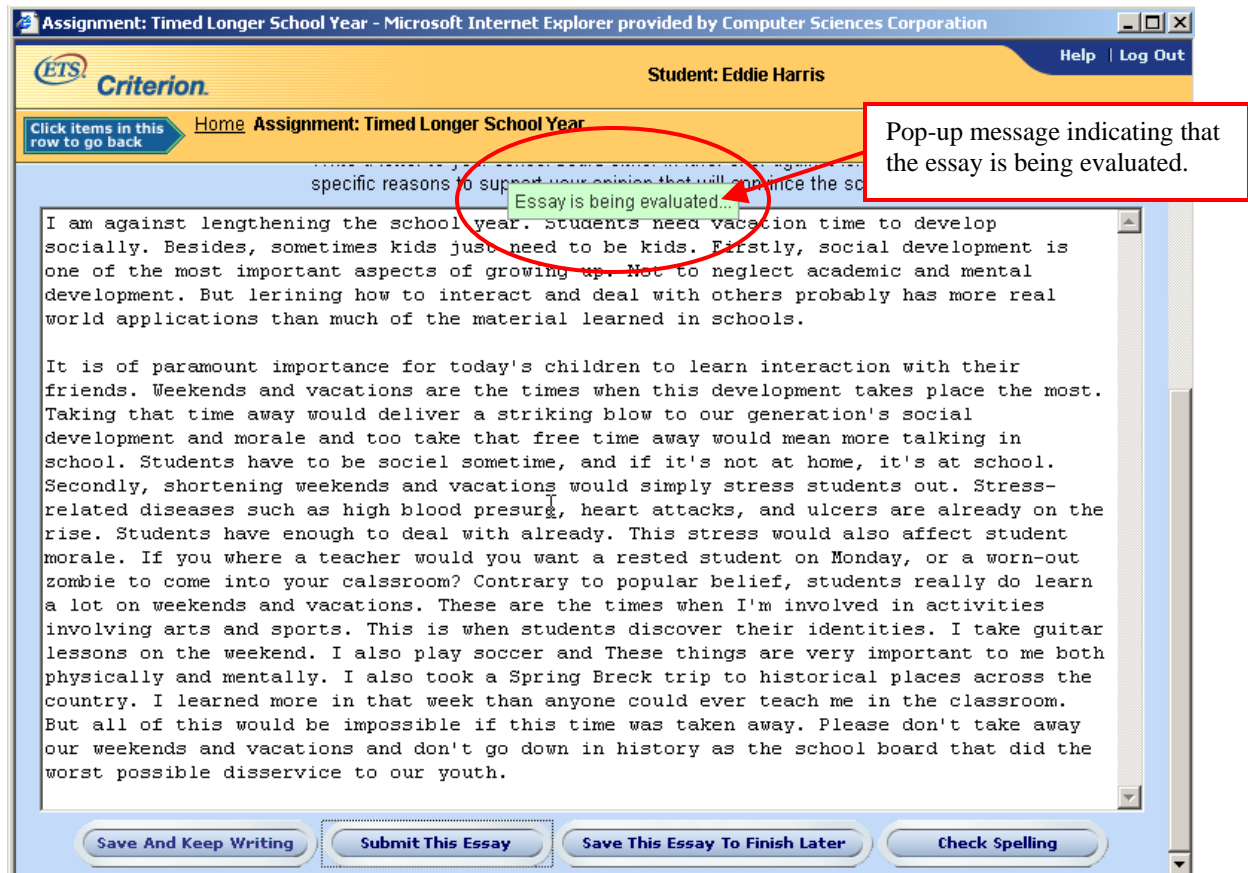
3.3.4 Check Spelling



## 4.0 REVIEW ESSAY EVALUATIONS

After you have completed the steps outlined in *Section 3.3.2 – Submit This Essay*, *Criterion* will evaluate your essay. A pop-up message indicating this will appear as shown in the example below:

4.0 Review Essay Evaluations



When *Criterion* has finished evaluating your essay, the *Performance Summary* screen will appear.

## 4.1 Performance Summary

The *Performance Summary* screen (shown below) summarizes the evaluation of your essay as generated by *Criterion*.

4.1 Performance Summary

The screenshot shows the 'Performance Summary' page for a student named Eddie Harris. The page is titled 'Performance Summary' and includes the following information:

- Assignment Name and Time Taken:** Essay Assignment: Lengthening the School Year; Time Taken: 2 minutes 46 seconds.
- Overall evaluation of submitted essay:** Your writing skills are good, but you need to know how to be more persuasive and more skillful at communicating your ideas. Look at the 5 and 6 sample essays to see how you could be more persuasive and use language more effectively. Your essay:
  - States your position clearly. Your reasons or examples are right for your argument and are working as pertinent support some of the time.
  - Is organized in a generally unified manner, but making stronger connections among the parts would make this essay tighter and more convincing. Those kinds of changes are easy to make with a lot of payoff for the effort.
  - Sticks pretty much to simple sentences, when varied sentence structures could be very effective, and your word choice is mostly accurate.
  - Demonstrates that grammar, spelling, and punctuation are things that you know, and mistakes in these features do not interfere with reader understanding.
- Holistic Score and link to Score Analysis:** Holistic Score: 4 out of 6. [View Score Analysis](#)
- Links to Trait Feedback Analysis screens:**

Trait	Count	Link
Grammar	1 error	<a href="#">View Grammar results</a>
Usage	4 errors	<a href="#">View Usage results</a>
Mechanics	4 errors	<a href="#">View Mechanics results</a>
Style	15 comments	<a href="#">View Style comments</a>
Organization & Development		<a href="#">View Organization &amp; Development comments</a>
- Continue button:** Click the **Continue** button to return to your Home page.

### The Performance Summary:

- Identifies the essay assignment by name
- Documents the amount of time you took to complete the assignment
- Gives an overall evaluation of the submitted essay
- Shows the Holistic Score and provides a link to the *Score Analysis* screen
- Shows the number of errors or comments for each trait (Grammar, Usage, Mechanics, Style, and Organization & Development) and provides links to the specific *Trait Feedback Analysis* screens



**NOTE:** You may receive a Trait Level Indicator message between the Holistic Score and the Trait Feedback Analysis. This message is a signal to you that the trait(s) named had more errors or comments than expected. Working on these trait(s) and correcting errors listed in the feedback may help you to improve the essay's Holistic Score.

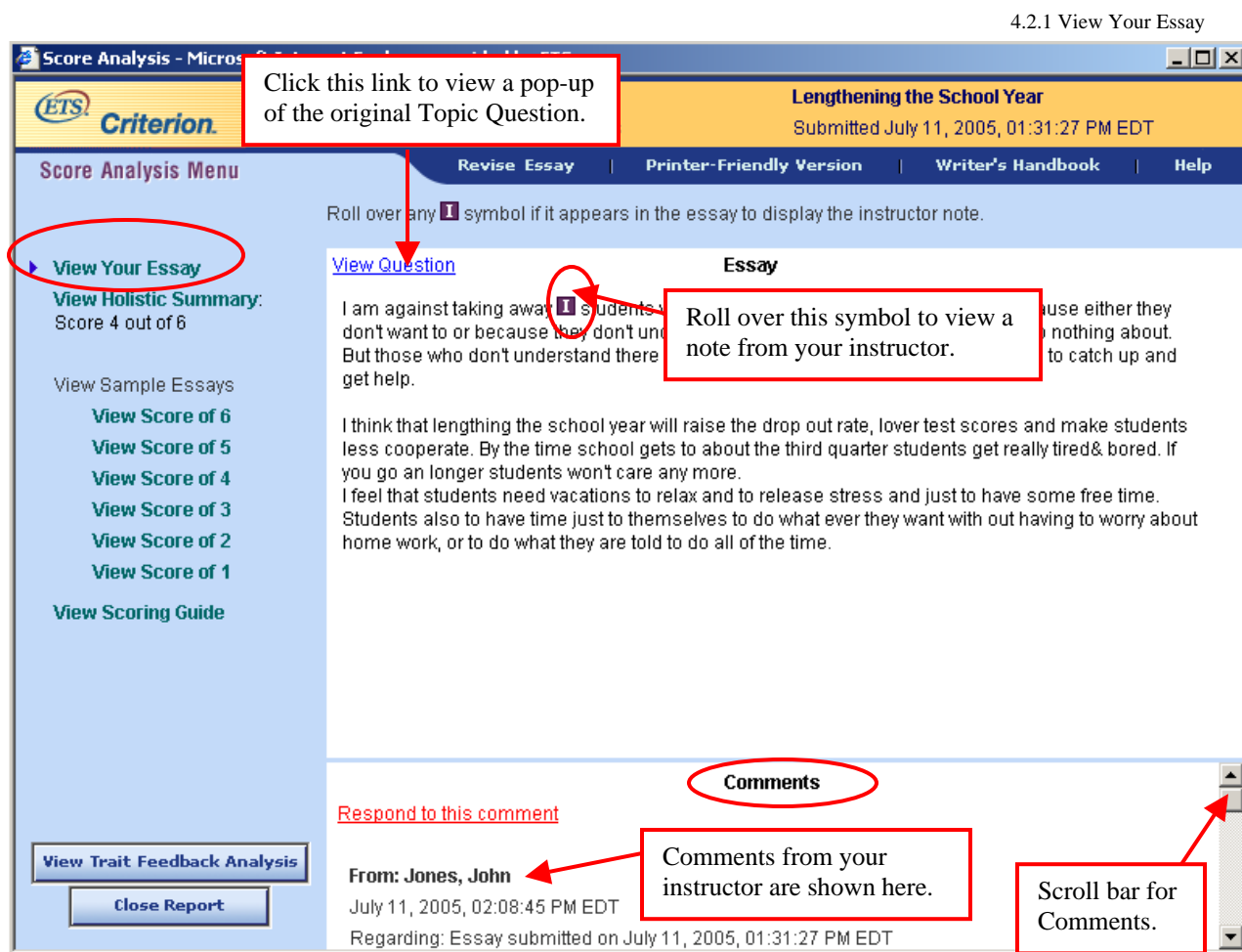
To return to your *Home* page, click the **<Continue>** button.

## 4.2 Score Analysis

### 4.2.1 View Your Essay

The view on the *Score Analysis* screen always defaults to your essay. Refer to the example shown below.

- A **I** symbol indicates that there is a note from your instructor. Roll over the symbol to display the instructor note.
- To view the original Topic Question, click on the **View Question** link.
- Comments from your instructor are shown at the bottom of the essay screen. Use the scrollbar to see the complete comment.



### 4.2.2 View Holistic Summary

To view an explanation of the holistic summary score for your essay, click on the **View Holistic Summary** link in the *Score Analysis Menu*. Your summary score\* will appear, as shown in the example below.

4.2.2 View Summary Score

The screenshot shows a web browser window titled "Score Analysis - Microsoft Internet Explorer provided by ETS". The page header includes the ETS Criterion logo and student information: "Student: Eddie Harris", "8th Grade English-Jeters", and "Lengthening the School Year". The submission date and time are "Submitted July 11, 2005, 01:31:27 PM EDT".

The "Score Analysis Menu" on the left contains several options, with "View Holistic Summary" (Score 4 out of 6) highlighted. A red box with an arrow points to this link, containing the text: "Click here to display Holistic Summary".

The main content area displays the "Holistic Score 4 out of 6" in a red oval. Below the score, there is a paragraph of feedback: "Your writing skills are good, but you need to know how to be more persuasive and more skillful at communicating your ideas. Look at the 5 and 6 sample essays to see how you could be more persuasive and use language more effectively." A red box with an arrow points to this text, containing the text: "Holistic Score and explanation. Scroll down to see entire report".

Below the feedback is a "Comments" section with a "Respond to this comment" link. The comment is from "Jones, John" dated "July 11, 2005, 02:08:45 PM EDT" regarding the essay submitted on "July 11, 2005, 01:31:27 PM EDT".

At the bottom left, there are buttons for "View Trait Feedback Analysis" and "Close Report".



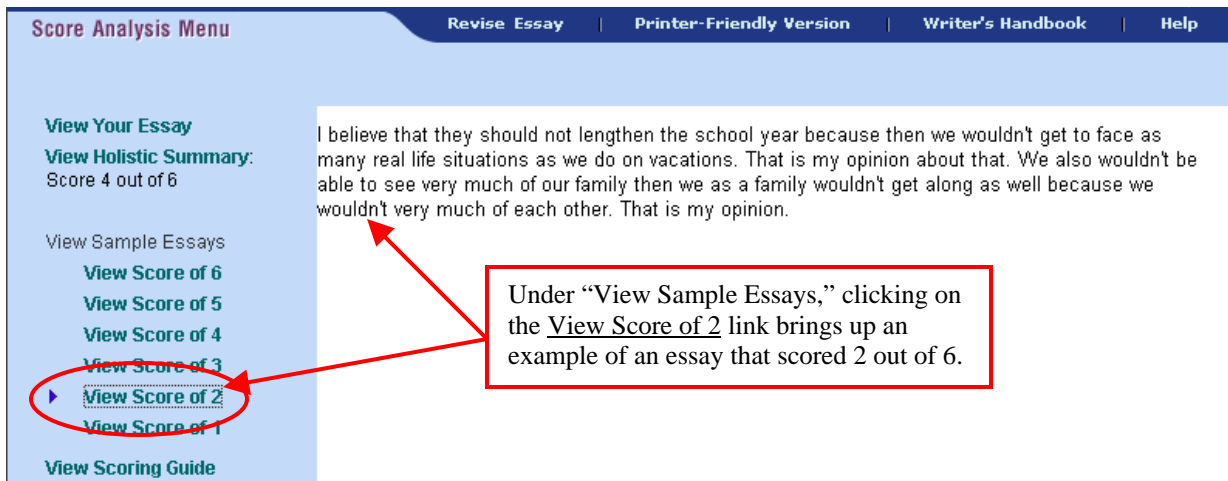
**\*NOTE:** An “N/A” displayed for the assignment score indicates that a score is not available to the student. If an N/A appears in your report, it does not necessarily mean that there was a problem in scoring the essay. An N/A means that your instructor has chosen not to have the score displayed in the Student Report at this time, or that your instructor has chosen not to have this assignment scored. Please see your instructor if you have questions about the assignment and/or score.

### 4.2.3 View Sample Essays

If your instructor has made available samples of essays that received different scores, you can click on the separate links for Scores 1 through 6 in the *Score Analysis Menu* to view them. (NOTE: The samples are “Read Only.”)

The example below shows sample essay that received a score of 2:

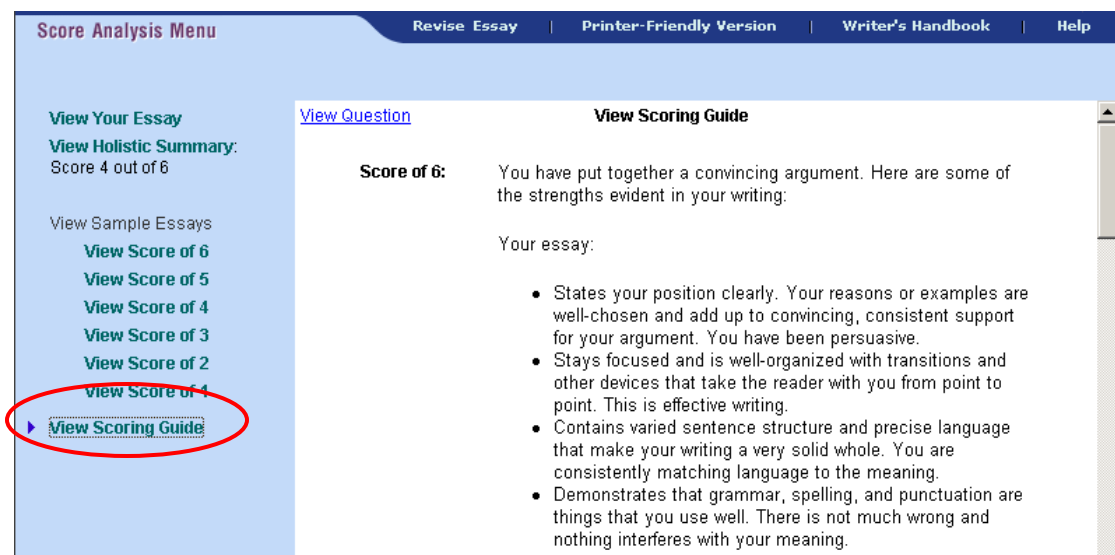
4.2.3 View Sample Essays



### 4.2.4 View Scoring Guide

To view the guidelines used by *Criterion* for scoring essays, click on the **View Scoring Guide** link in the *Score Analysis Menu* as shown below.

4.2.4 View Scoring Guide



### 4.2.5 Respond to a Comment About an Essay

You can respond to Comments that your instructor has made about your essay by following the steps below.

1. Click on the **<Respond to this comment>** link at the bottom of the *Score Analysis* screen (see below).

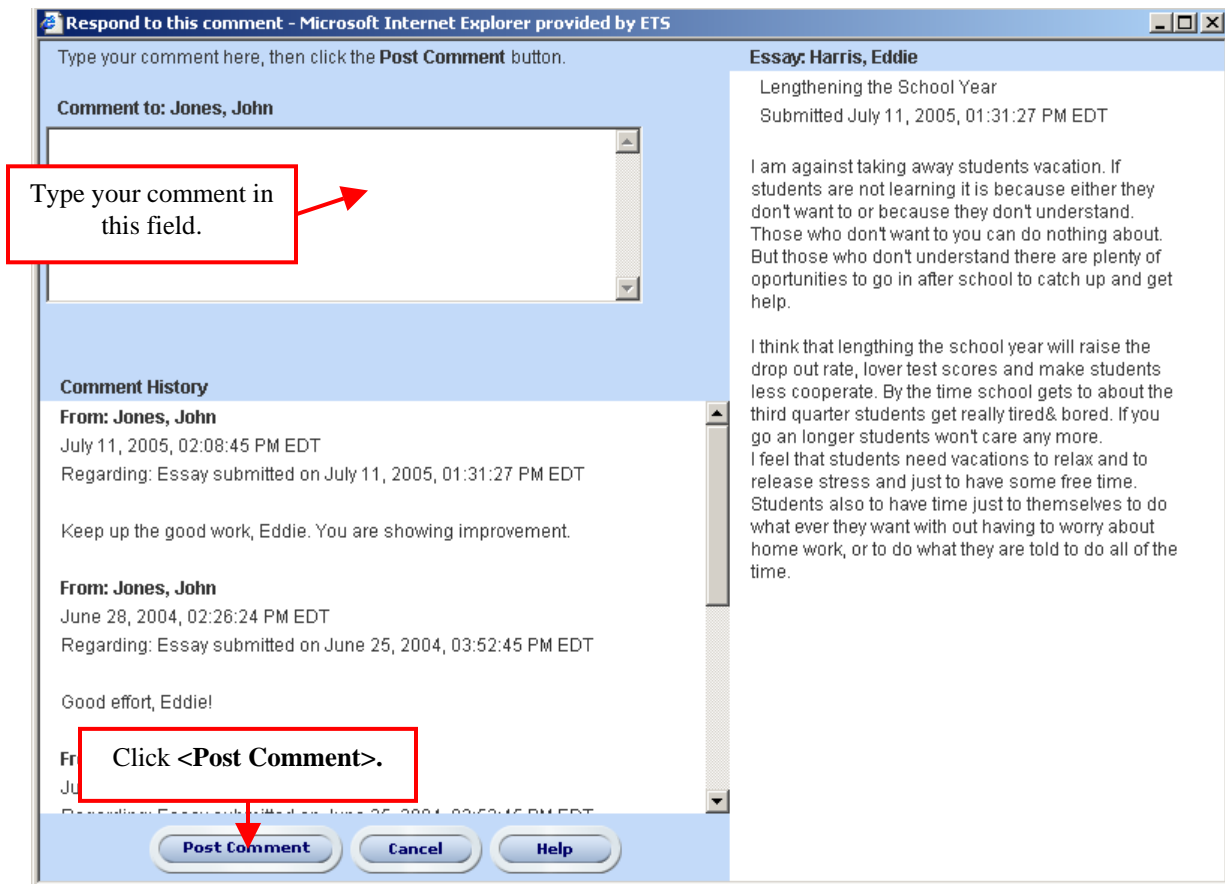
4.2.5 Respond to a Comment About an Essay

The screenshot shows a web browser window titled "Score Analysis - Microsoft Internet Explorer provided by ETS". The page header includes the ETS Criterion logo, student information for Eddie Harris (8th Grade English-Jeters), and the essay title "Lengthening the School Year" submitted on July 11, 2005. A navigation bar offers options like "Revise Essay", "Printer-Friendly Version", "Writer's Handbook", and "Help".

The main content area is divided into two columns. The left column, titled "Score Analysis Menu", contains links for "View Your Essay", "View Holistic Summary: Score 4 out of 6", "View Sample Essays", and "View Scoring Guide". The right column, titled "Essay", displays the student's text. A red box highlights a "1" symbol in the first paragraph, with a note: "Roll over any 1 symbol if it appears in the essay to display the instructor note." Below the essay text, a "Comments" section shows a message from "Jones, John" dated July 11, 2005, regarding the essay. A red oval highlights the link "Respond to this comment" at the bottom of the comment. A red callout box on the left side of the screen points to this link with the text: "Click on <Respond to this comment>." At the bottom of the page, there are buttons for "View Trait Feedback Analysis" and "Close Report".

2. In the *Respond to this comment* screen that appears (see below), type your comment in the *Comment to:* field.

## 4.2.5 Respond to a Comment About an Essay



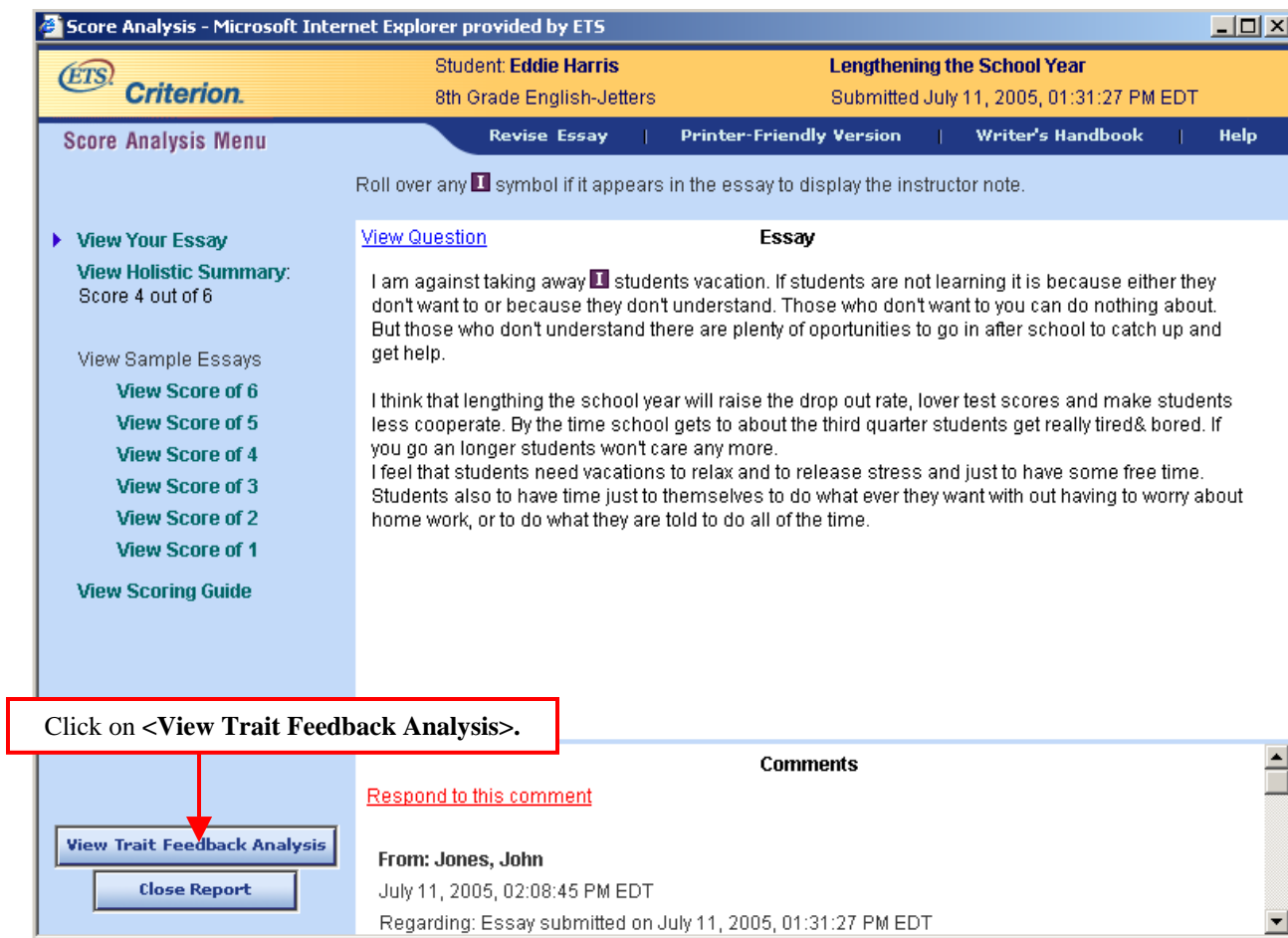
3. Click **<Post Comment>**. Your instructor will be able to read your comment when he or she reviews your assignment.

### 4.3 Trait Feedback Analysis

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

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

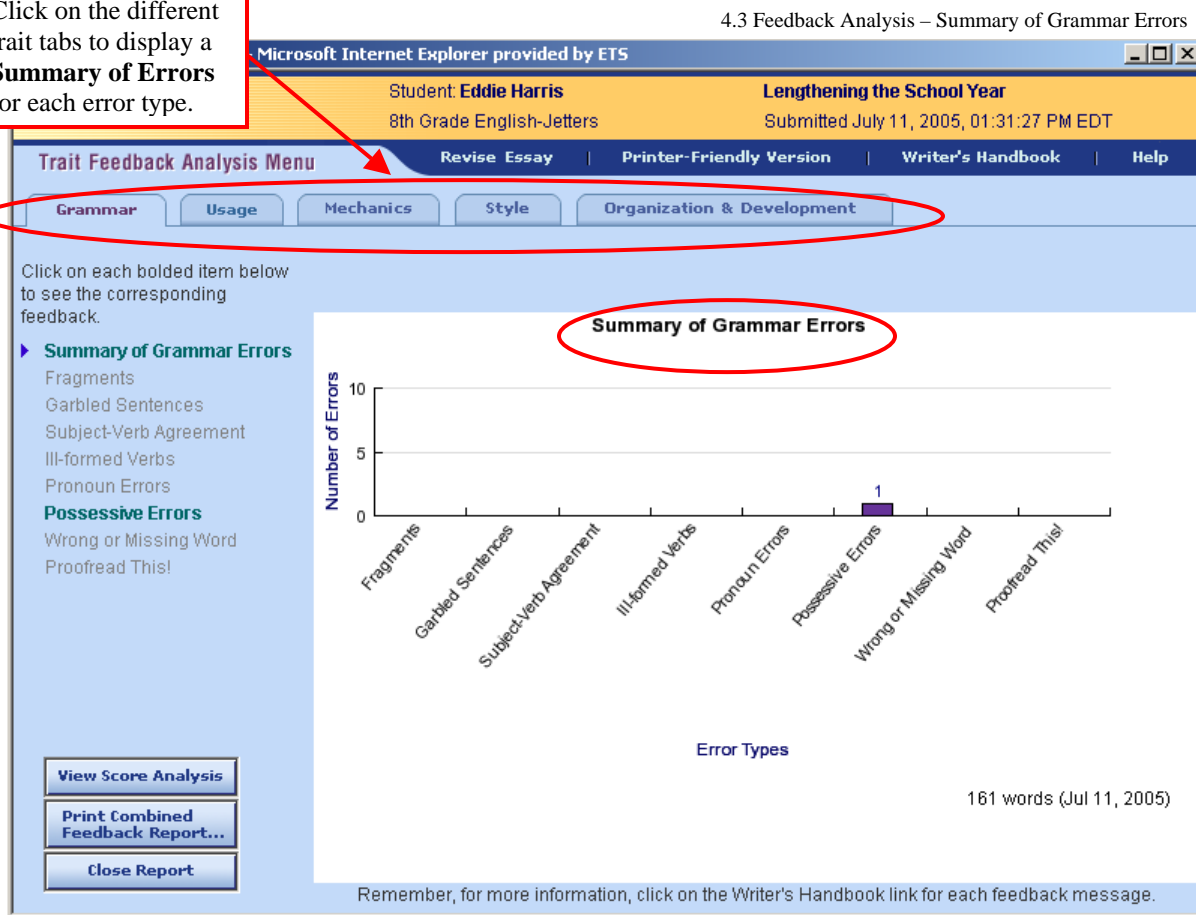
4.3 Trait Feedback Analysis



2. In the *Trait Feedback Analysis Menu* screen that appears:
  - 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 type of error. If there are no errors for a particular trait, *Criterion* will display the following message: “There are no <category name> errors.”

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

a.) Click on the different trait tabs to display a **Summary of Errors** for each error type.



**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 your essay, click on the bolded item(s) to the left of the screen essay (see the example below). Error types that are not contained in your essay will be grayed out.

4.3 Trait Feedback Analysis – Specific Grammar Errors

The screenshot shows the 'Trait Feedback Analysis' interface in Microsoft Internet Explorer. At the top, it identifies the student as Eddie Harris, 8th Grade English-Jetters, with the essay title 'Lengthening the School Year' submitted on July 11, 2005. The navigation menu includes 'Grammar', 'Usage', 'Mechanics', 'Style', and 'Organization & Development'. The 'Grammar' tab is selected. On the left, a 'Summary of Grammar Errors' list includes 'Possessive Errors', which is highlighted in blue. The main text area shows a portion of the student's essay with a possessive error highlighted in green: 'students vacation'. A feedback box titled 'Possessive Errors' provides a comment: 'You may need to use an apostrophe to show possession.' The 'Writer's Handbook' tab is also visible in the navigation menu.

b.) Click on the bolded item(s) to highlight the corresponding error type in the essay.

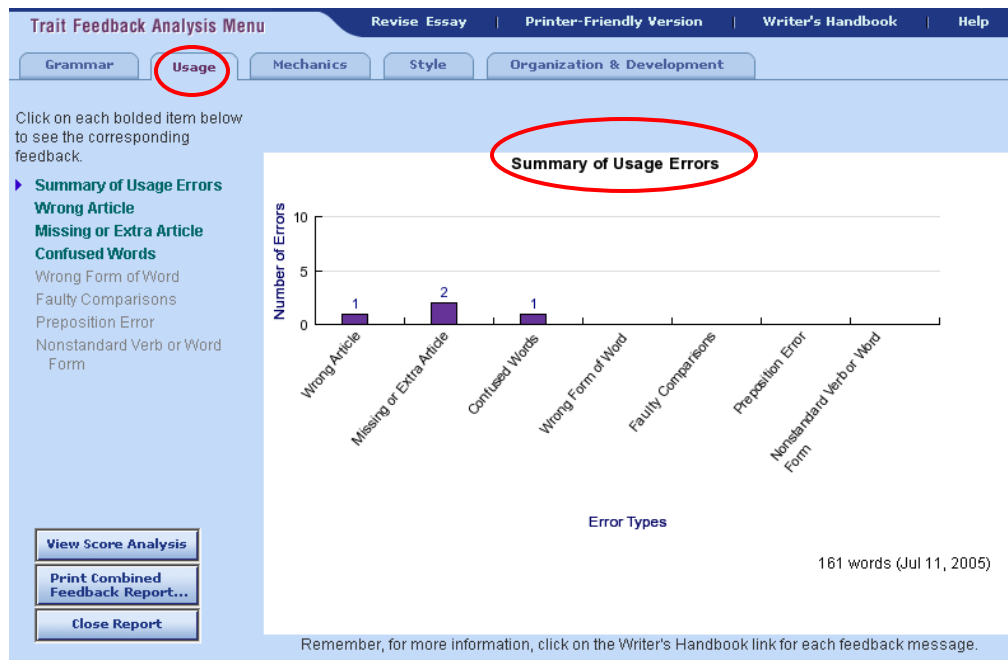
c.) Roll over the highlighted text to display comments specific to the error.

d.) Click on the Writer's Handbook tab for further explanation about the error or comment.

- c. Roll over the highlighted text in your essay to display feedback in a text box as shown in the example above.
- d. You may click on the Writer's Handbook tab at any time for further explanation about the error or comment. See *Section 7.0 – Use the Writer's Handbook* for additional information.

### 4.3.1 Trait Feedback Analysis – Usage Errors

Sample *Summary of Usage Errors* screen



Sample *Specific Usage Errors Feedback* screen

**Trait Feedback Analysis Menu** | Revise Essay | 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 Usage Errors**
- Wrong Article**
- Missing or Extra Article**
- Confused Words**
- Wrong Form of Word
- Faulty Comparisons
- Preposition Error
- Nonstandard Verb or Word Form

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

[View Question](#) | **Missing or Extra Article**

I am against taking away **students** vacation. If students are not learning it is because either they don't want to or because they don't understand. Those who don't want to you can do nothing about. But those who don't understand there are plenty of opportunities to go in after school to catch up and get help.

I think that **you may need to remove this article** rate, lower test scores and make students less cooperative. **by the time's** you gets to about the unru quarter students get really tired& bored. If you go **an** longer students won't care any more.

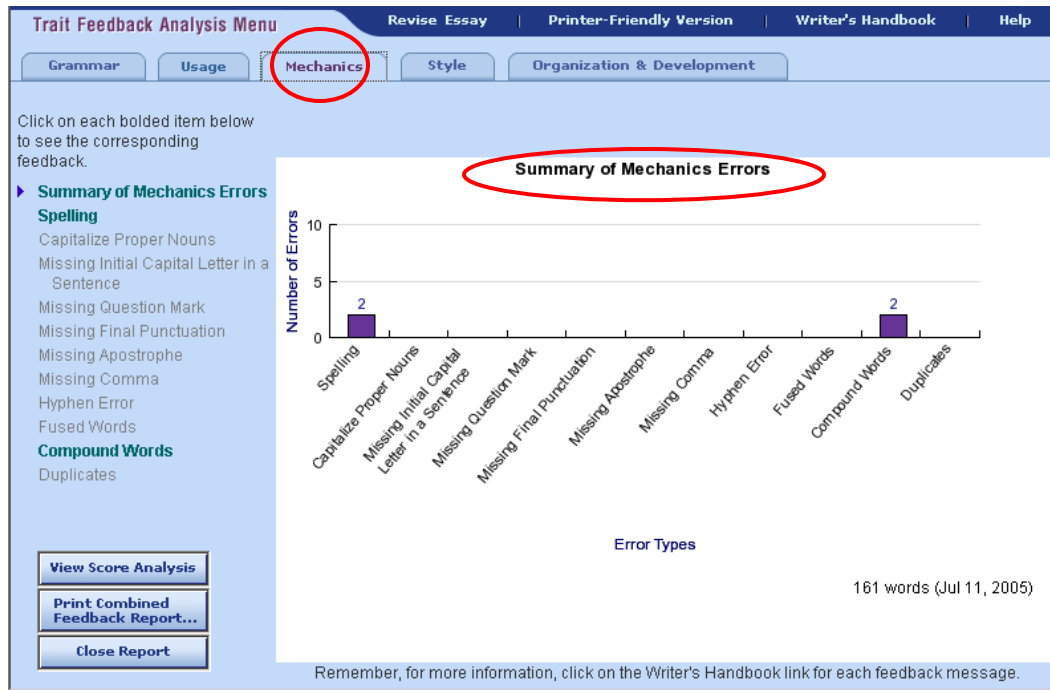
I feel that **th** students need vacations to relax and to release stress and just to have some free time. Students also to have time just to themselves to do what ever they want with out having to worry about home work, or to do what they are told to do all of the time.

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

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

### 4.3.2 Trait Feedback Analysis – Mechanics Errors

Sample *Summary of Mechanics Errors* screen

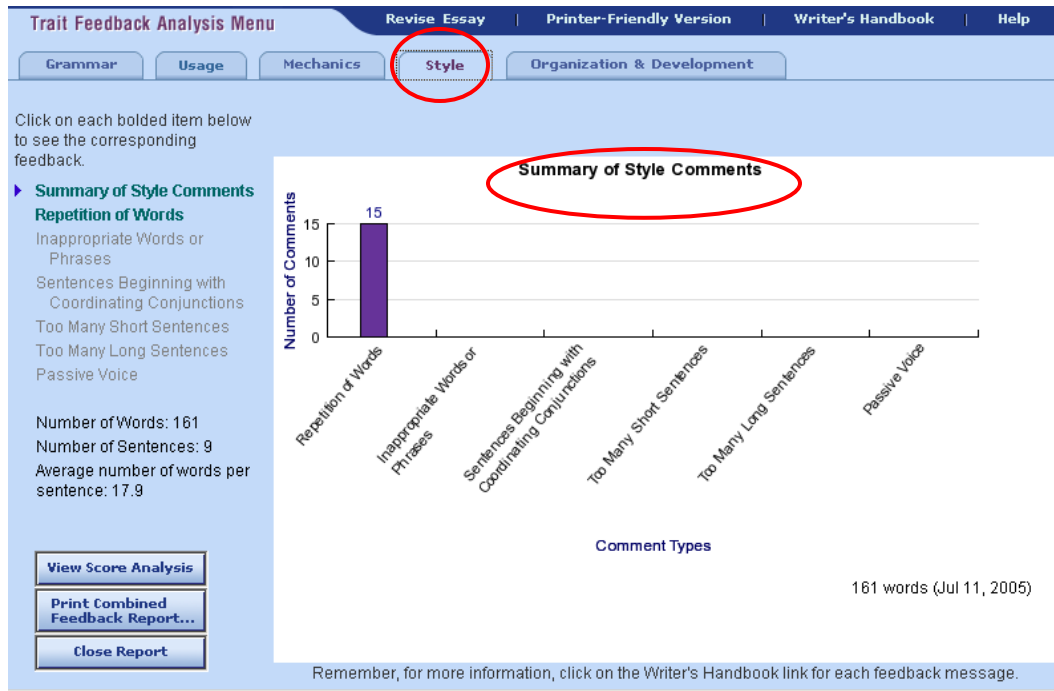


Sample *Specific Mechanics Errors Feedback* screen

The screenshot shows the 'Trait Feedback Analysis Menu' with the 'Mechanics' tab selected and the 'Spelling' sub-tab highlighted. The main area displays a text passage with a highlighted error 'opportunities' and a tooltip: 'This word is misspelled. Use a dictionary or spellchecker when you proofread your work.' The left menu includes 'View Score Analysis', 'Print Combined Feedback Report...', and 'Close Report' buttons.

### 4.3.3 Trait Feedback Analysis – Style Comments

Sample *Summary of Style Comments* screen



Sample *Specific Style Comments Feedback* screen

**Trait Feedback Analysis Menu** | Revise Essay | 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: 161  
 Number of Sentences: 9  
 Average number of words per sentence: 17.9

[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**

I am against taking away **students** vacation. If **students** are not learning it is because either they **don't** want to or because they **don't** understand. Those who **don't** want to you can **do** nothing about. But those who **don't** understand **do** get help.

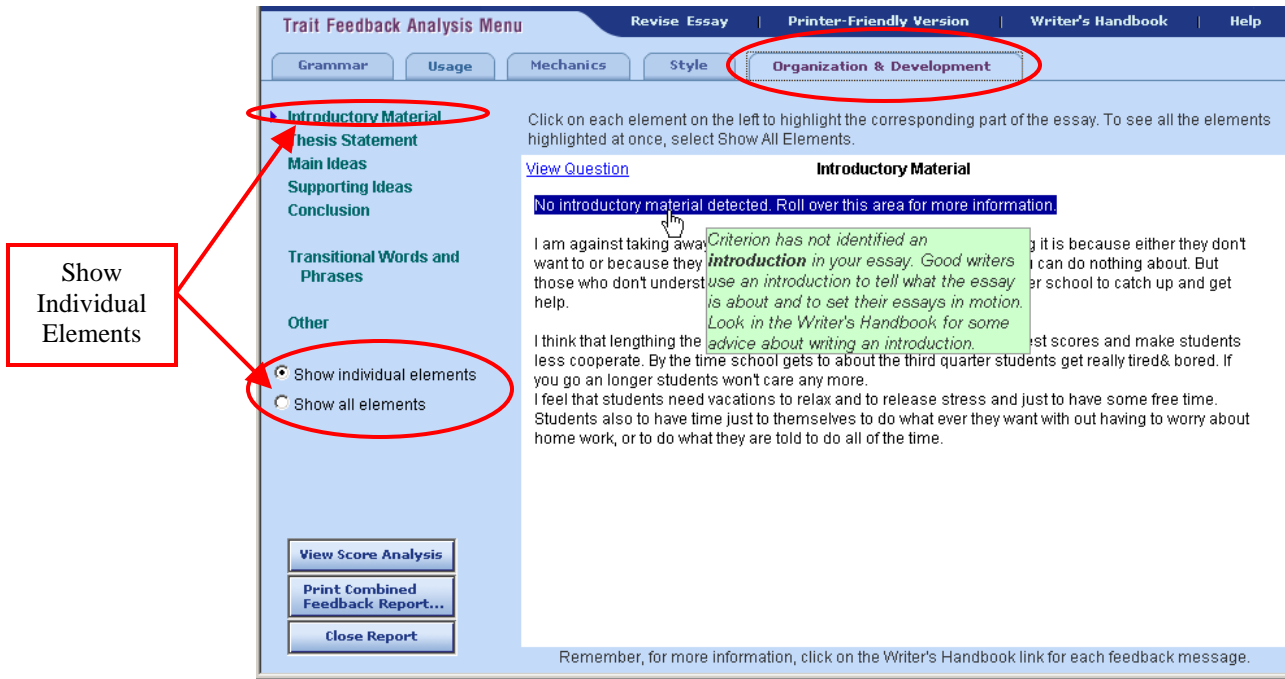
*You have repeated these words several times in your essay. You may want to substitute other words for variety. Ask your instructor for advice.*

I think that lengthening the school year will make **students** less cooperate. By the time **students** get to school they are already tired and bored. If you go on longer **students** won't care any more. I feel that **students** need vacations to relax and to release stress and just to have some free time. **Students** also to have time just to themselves to **do** what ever they want with out having to worry about home work, or to **do** what they are told to **do** all of the time.

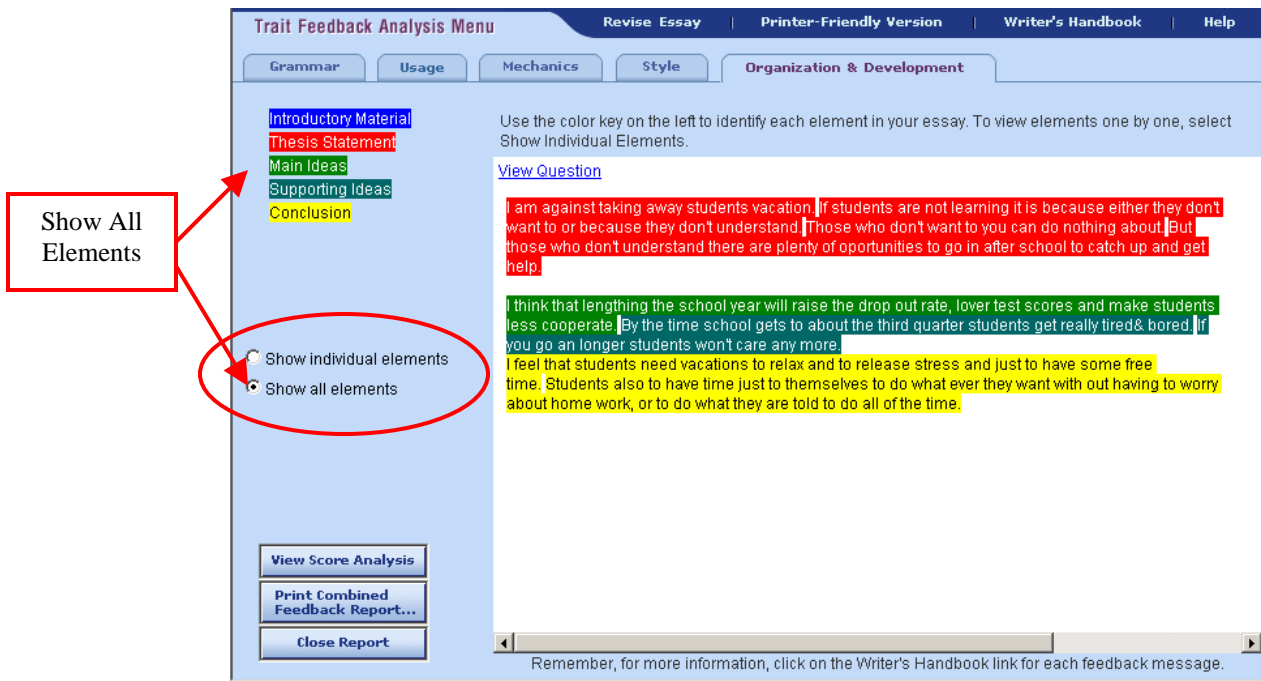
Remember, for more information, click on the Writer's Handbook link for each feedback message.

### 4.3.4 Trait Feedback Analysis – Organization & Development Comments

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



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



### 4.3.5 Combined Feedback Report

You can combine all the feedback you receive about your essay in a **Combined 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.

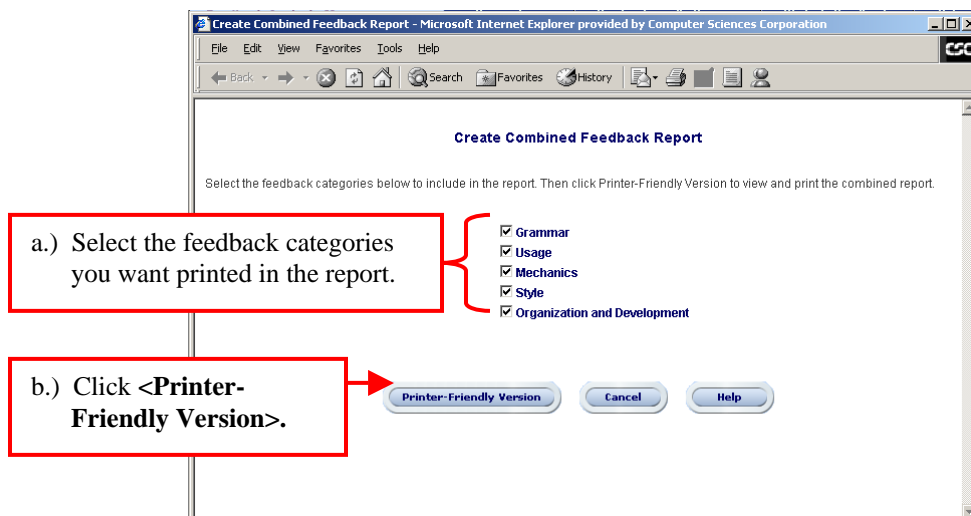
4.3.5 Combined Feedback Report

The screenshot shows the 'Trait Feedback Analysis' interface in Microsoft Internet Explorer. The browser title is 'Trait Feedback Analysis - Microsoft Internet Explorer provided by ETS'. The page header includes the ETS Criterion logo, student information (Eddie Harris, 8th Grade English-Jeters), and essay details (Lengthening the School Year, Submitted July 11, 2005, 01:31:27 PM EDT). A navigation menu includes 'Revise Essay', 'Printer-Friendly Version', 'Writer's Handbook', and 'Help'. Below this is a 'Trait Feedback Analysis Menu' with tabs for Grammar, Usage, Mechanics, Style, and Organization & Development. The 'Grammar' tab is active, showing a list of error types: Fragments, Garbled Sentences, Subject-Verb Agreement, Ill-formed Verbs, Pronoun Errors, Possessive Errors, Wrong or Missing Word, and Proofread This!. A bar chart titled 'Summary of Grammar Errors' shows the number of errors for each type. The y-axis is 'Number of Errors' (0 to 10). The x-axis is 'Error Types'. The 'Possessive Errors' bar has a value of 1. Below the chart are buttons for 'View Score Analysis', 'Print Combined Feedback Report...', and 'Close Report'. A red box highlights the 'Print Combined Feedback Report...' button, with a red arrow pointing to it from a text box that says 'Click <Print Combined Feedback Report...>'. The bottom right of the interface shows '161 words (Jul 11, 2005)' and a footer note: 'Remember, for more information, click on the Writer's Handbook link for each feedback message.'

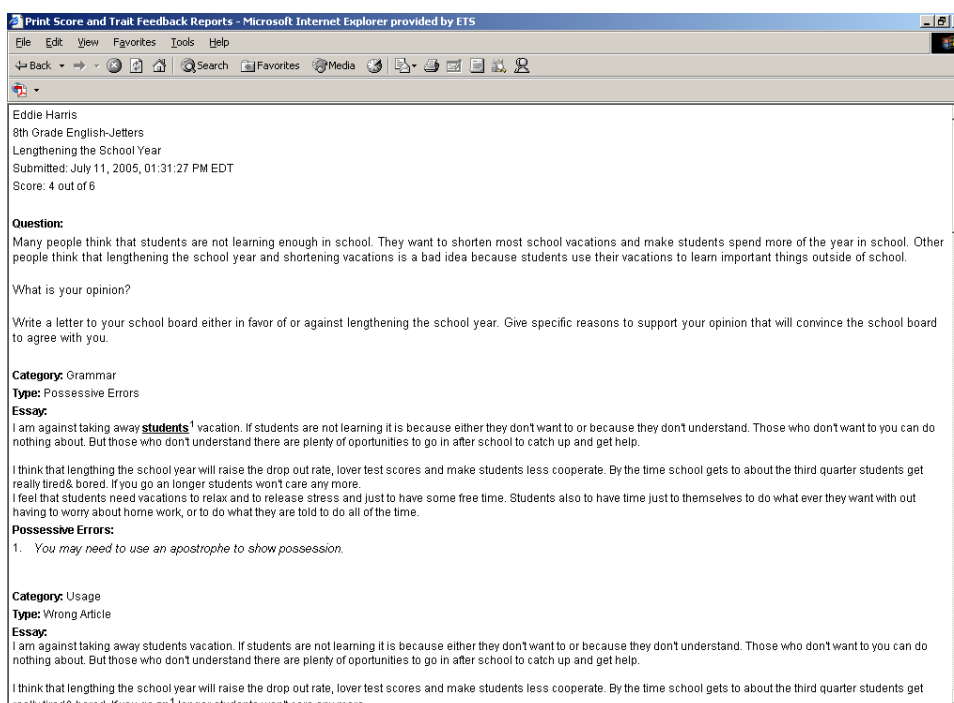
Error Type	Number of Errors
Fragments	0
Garbled Sentences	0
Subject-Verb Agreement	0
Ill-formed Verbs	0
Pronoun Errors	0
Possessive Errors	1
Wrong or Missing Word	0
Proofread This!	0

2. In the **Create Combined 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.

4.3.5 Combined Feedback Report



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



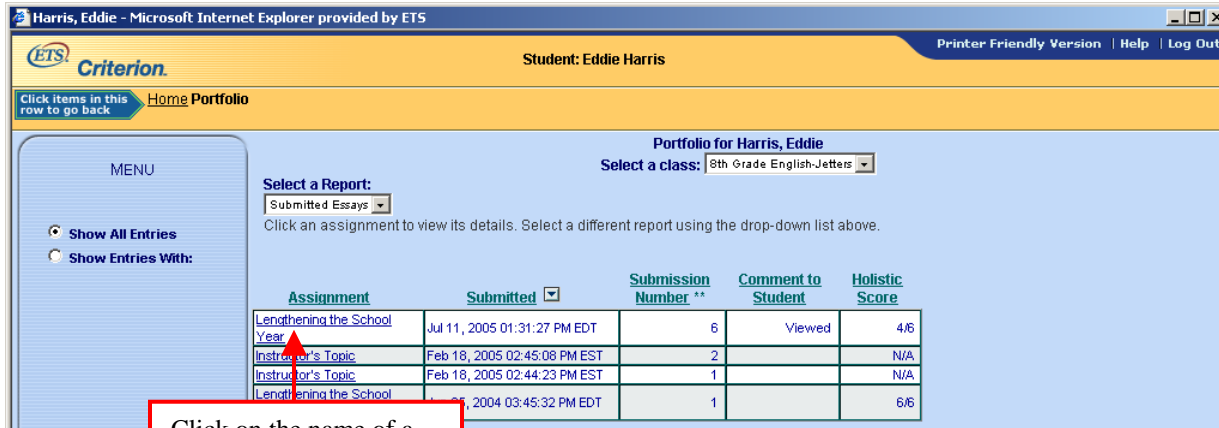
3. To obtain a hard copy of the report, either click on the printer icon or select **<Print>** from the drop-down menu under *File* in the main toolbar.

## 5.0 REVISE AN ESSAY

Your instructor may let you revise an essay you have written and resubmit it. The number of times you will be permitted to do so is determined by the instructor.

1. Click on an assignment in your *Portfolio* as shown in the example below.

5.0 Revise an Essay



5.0 Revise an Essay

Student: Eddie Harris

Portfolio for Harris, Eddie  
Select a class: 8th Grade English-Jeters

Select a Report:  
Submitted Essays

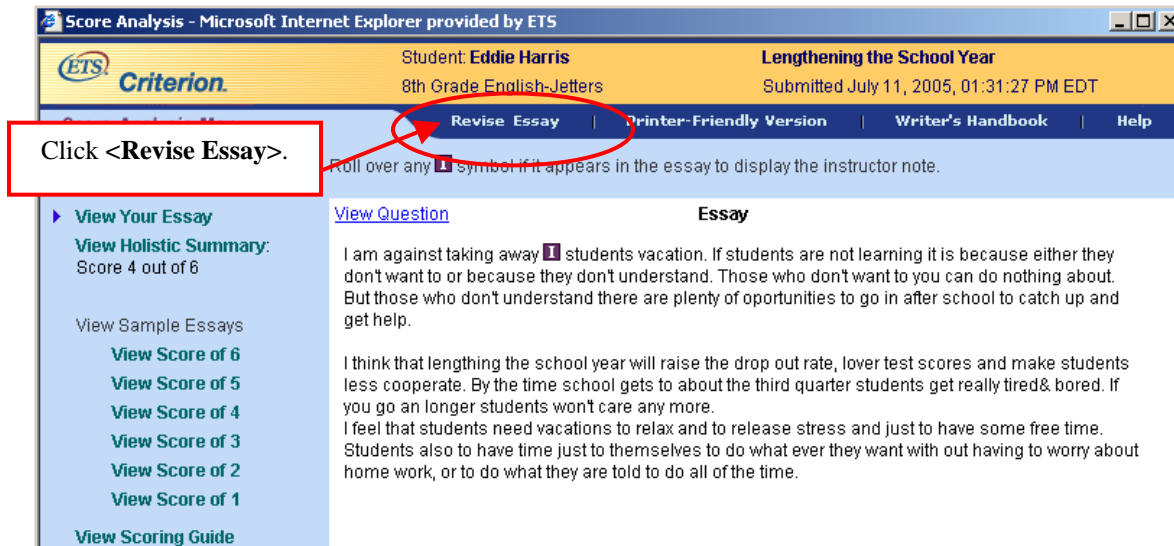
Click an assignment to view its details. Select a different report using the drop-down list above.

Assignment	Submitted	Submission Number **	Comment to Student	Holistic Score
Lengthening the School Year	Jul 11, 2005 01:31:27 PM EDT	6	Viewed	4/6
Instructor's Topic	Feb 18, 2005 02:45:08 PM EST	2		N/A
Instructor's Topic	Feb 18, 2005 02:44:23 PM EST	1		N/A
Lengthening the School Year	Feb 18, 2004 03:45:32 PM EDT	1		6/6

Click on the name of a specific assignment.

2. At the top of the *Score Analysis* screen (see below), click on **<Revise Essay>**.

5.0 Revise an Essay




5.0 Revise an Essay

Student: Eddie Harris  
8th Grade English-Jeters

Lengthening the School Year  
Submitted July 11, 2005, 01:31:27 PM EDT


Revise Essay | Printer-Friendly Version | Writer's Handbook | Help

Click <Revise Essay>

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

View Question

Essay

I am against taking away  students vacation. If students are not learning it is because either they don't want to or because they don't understand. Those who don't want to you can do nothing about. But those who don't understand there are plenty of oportunities to go in after school to catch up and get help.

I think that lengthing the school year will raise the drop out rate, lover test scores and make students less cooperate. By the time school gets to about the third quarter students get really tired& bored. If you go an longer students won't care any more.

I feel that students need vacations to relax and to release stress and just to have some free time. Students also to have time just to themselves to do what ever they want with out having to worry about home work, or to do what they are told to do all of the time.

View Your Essay

View Holistic Summary:  
Score 4 out of 6

View Sample Essays

View Score of 6

View Score of 5

View Score of 4

View Score of 3

View Score of 2

View Score of 1

View Scoring Guide

3. As shown below, the essay you wrote will appear onscreen. Make your revisions by typing directly in the text, and then click **<Submit This Essay>**.

5.0 Revise an Essay

ETS Criterion Student: Eddie Harris

Click items in this row to go back Home Portfolio Assignment: Lengthening the School Year

Essay Assignment: Lengthening the School Year

Topic: Many people think that students are not learning enough in school. They want to shorten most school vacations and make students spend more of the year in school. Other people think that lengthening the school year and shortening vacations is a bad idea because students use their vacations to learn important things outside of school.

What is your opinion?

Write a letter to your school board either in favor of or against lengthening the school year. Give specific reasons to support your opinion that will convince the school board to agree with you.

I am against taking away students vacation. If students are not learning it is because either they don't want to or because they don't understand. Those who don't want to you can do nothing about. But those who don't understand there are plenty of oportunities to go in after school to catch up and get help.

I think that lengthing the school year will raise the drop out rate, lover test scores and make students less cooperate. By the time school gets to about the third quarter students get really tired& bored. If you go an longer students won't care any more. I feel that students need vacations to relax and to release stress and just to have some free time. Students also to have time just to themselves to do what ever they want with out having to worry about home work, or to do what they are told to do all of the time.

Make your revisions by typing directly in the text.

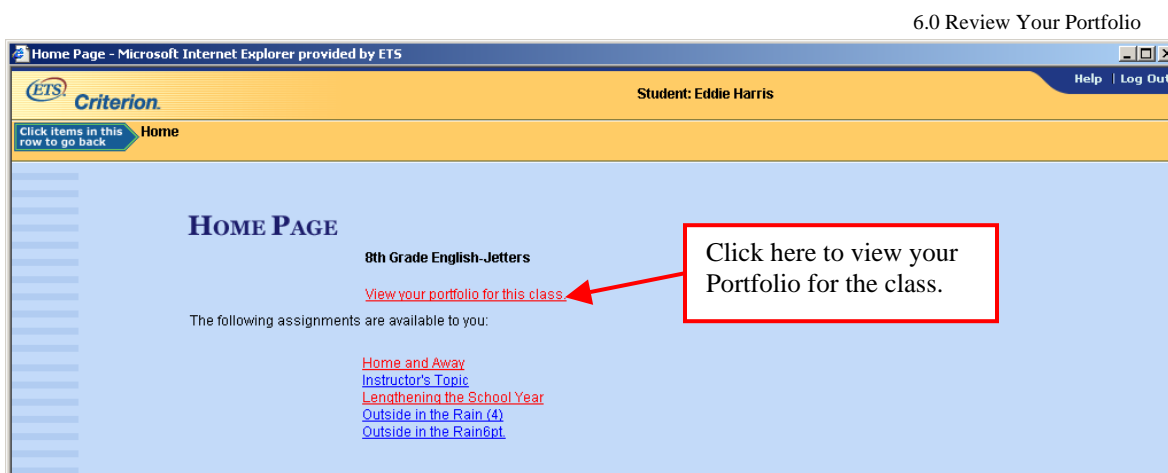
Click **<Submit This Essay>**.

Save And Keep Writing Submit This Essay Save This Essay To Finish Later Check Spelling

## 6.0 REVIEW YOUR PORTFOLIO

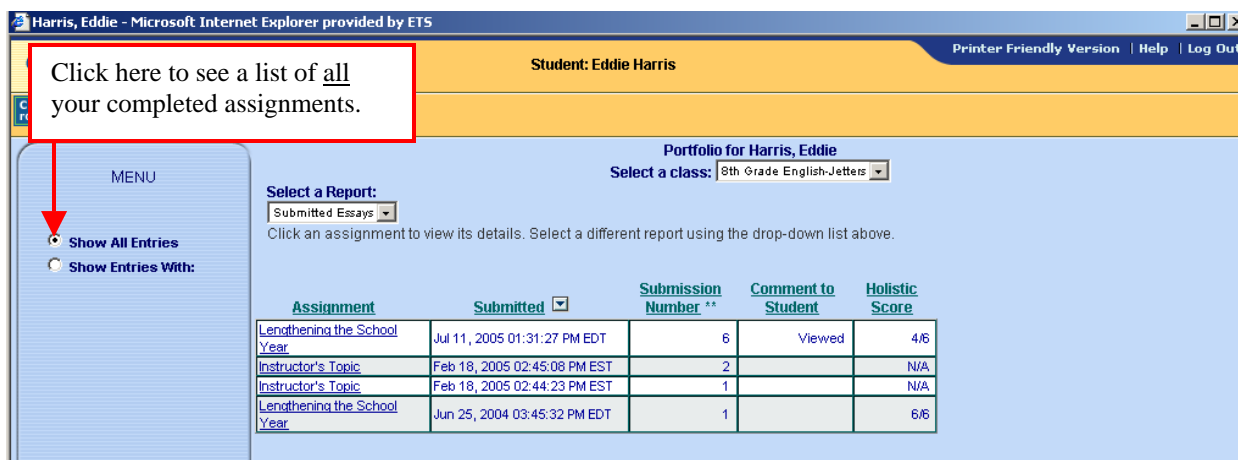
Your **Portfolio** lists all the assignments you have completed for a specific class. From your Portfolio you can access the completed assignments as well as the evaluations and reports that are associated with them.

1. Log in to your *Home Page*. (See *Section 2.3 – Log-In* if you do not remember how to log in.)
2. Click on the link that says “View your portfolio for this class.” See the example below.



Your *Portfolio* screen will appear.

3. Under *MENU* in your *Portfolio* screen (see below):
  - a. Click **<Show All Entries>** to see a list of all your completed assignments.



- b. Click **<Show Entries With>** to limit the list to a specific range of dates and/or scores.
  - Click in the box next to “Dates Between” and enter the range of dates in the fields provided to show entries during that specific time.
  - Click in the box next to “Holistic Score” and enter the range of scores in the fields provided to show entries with those specific scores.
  - Click on the **<Refresh Report>** button to update the screen.

6.0 Review Your Portfolio

Student: Eddie Harris

Printer Friendly Version | Help | Log Out

Portfolio for Harris, Eddie

Select a class: 8th Grade English-Jeters

Select a Report: Submitted Essays

Click an assignment to view its details. Select a different report using the drop-down list above.

MENU

Show All Entries  
 Show Entries With:

Dates Between:  
 Jun 25 2004 and Jul 11 2005  
 Holistic Score:  
 Show scores between: 1 and 6

Refresh Report

Assignment	Submitted	Submission Number **	Comment to Student	Holistic Score
<a href="#">Lengthening the School Year</a>	Jul 11, 2005 01:31:27 PM EDT	6	Viewed	4/6
<a href="#">Instructor's Topic</a>	Feb 18, 2005 02:45:08 PM EST	2		N/A
<a href="#">Instructor's Topic</a>	Feb 18, 2005 02:44:23 PM EST	1		N/A
<a href="#">Lengthening the School Year</a>	Jun 25, 2004 03:45:32 PM EDT	1		6/6

Click here to see a customized list of completed assignments.

Enter dates and/or range of scores.

Click <Refresh Report>.

4. Refer to the following sections to create specific reports about an assignment:
  - *Section 6.1 – Submitted Essays Report*
  - *Section 6.2 – Errors Report*
  - *Section 6.3 – Progress Report*

## 6.1 Submitted Essays Report

The **Submitted Essays Report** documents the assignments given to you; the date you submitted each assignment; the number of times you submitted an assignment; comments made by the instructor to you; the holistic score you received on the most recent submission of the assignment.

1. To generate a **Submitted Essays Report**, first follow Steps 1-3 described in **Section 6.0 – Reviewing Your Portfolio**.
2. In your **Portfolio** screen (see below), use the drop-down menu in the *Select a Report* field to select “Submitted Essays.”
3. To review feedback about a specific assignment, click on its name.

6.1 Submitted Essays Report

The screenshot shows the Criterion Student Edition interface. At the top, it says "Harris, Eddie - Microsoft Internet Explorer provided by ETS" and "Student: Eddie Harris". Below this is a navigation bar with "ETS Criterion" and "Home Portfolio". A "Select a Report:" dropdown menu is open, showing options: Submitted Essays, Errors Report, Progress Report, and Submitted Essays. A red box highlights the "Select a Report:" dropdown with the text "Select Report type." and an arrow pointing to the dropdown. Below the dropdown is a table of assignments. A red box highlights the first row of the table with the text "Click on the name of a specific assignment to review feedback about it." and an arrow pointing to the "Lengthening the School Year" link.

Assignment	Submitted	Submission Number **	Comment to Student	Holistic Score
<a href="#">Lengthening the School Year</a>	Jul 11, 2005 01:31:27 PM EDT	6	Viewed	4/6
<a href="#">Instructor's Topic</a>	Feb 18, 2005 02:45:08 PM EST	2		N/A
<a href="#">Instructor's Topic</a>	Feb 18, 2005 02:44:23 PM EST	1		N/A
<a href="#">Lengthening the School Year</a>	Jun 25, 2004 03:45:32 PM EDT	1		6/6

## 6.2 Errors Report

The **Errors Report** counts words and errors/comments by category for the most recent assignment, a selected assignment, or all the assignments. If there are no errors/comments for a particular category, a message indicating so will be displayed. The report shows data for the most recent attempt for the assignment.

1. To generate an **Errors Report**, first follow Steps 1-3 described in *Section 6.0 – Reviewing Your Portfolio*.
2. In your *Portfolio* screen, use the drop-down menu in the *Select a Report* field to select the “Errors Report.”

6.2 Errors Report

The screenshot shows the Criterion interface for student Eddie Harris. The page title is "6.2 Errors Report". The navigation bar includes "Home Portfolio" and "Portfolio for Harris, Eddie". The "Select a Report" dropdown is set to "Errors Report", and the "For Assignment" dropdown is set to "Most Recent Assignment". The "Mechanics" tab is selected, showing a "Summary of Mechanics Errors" bar chart. The chart displays the number of errors for various categories: Spelling (2), 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, and Duplicates (2). A link at the bottom reads "View Essay Details for Lengthening the School Year 161 words (Jul 11, 2005)".

3. In the refreshed screen (see above), 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.
4. Click on the tabs at the top of *Errors Report* screen to view summary reports of the errors you have made in the following areas: Grammar, Usage, Mechanics, and Style. In the example above, the **Mechanics** tab has been selected for the **Most Recent Assignment**.

### 6.3 Progress Report

The **Progress Report**\* shows your progress over time at both the Holistic Score and Trait Level.

1. To generate a **Progress Report**, first follow Steps 1-3 described in *Section 6.0 – Reviewing Your Portfolio*.
2. In your *Portfolio* screen, use the drop-down menu in the *Select a Report* field to select the “Progress Report.”

6.3 Progress Report

6.3 Progress Report

Student, NA - Microsoft Internet Explorer provided by ETS

ETS Criterion Student: NA Student Printer Friendly Version Help Log Out

Click items in this row to go back Home

Select Report type.

Portfolio for Student, NA

Select a class: NA Class 8

Select a Report: Progress Report

For Assignment: Most Recent Assignment

Select a different report or assignment using the drop-down lists above.

Holistic Grammar Usage Mechanics Style

Click on tabs to see your progress.

Grammar Errors

The number of Grammar errors identified changed from 5 in your first attempt to 2 in your most recent attempt.

Attempt	Date	Words	Grammar Errors
1st Attempt	Jun 29, 2005	211 words	5
Most Recent Attempt	Jul 06, 2005	248 words	2

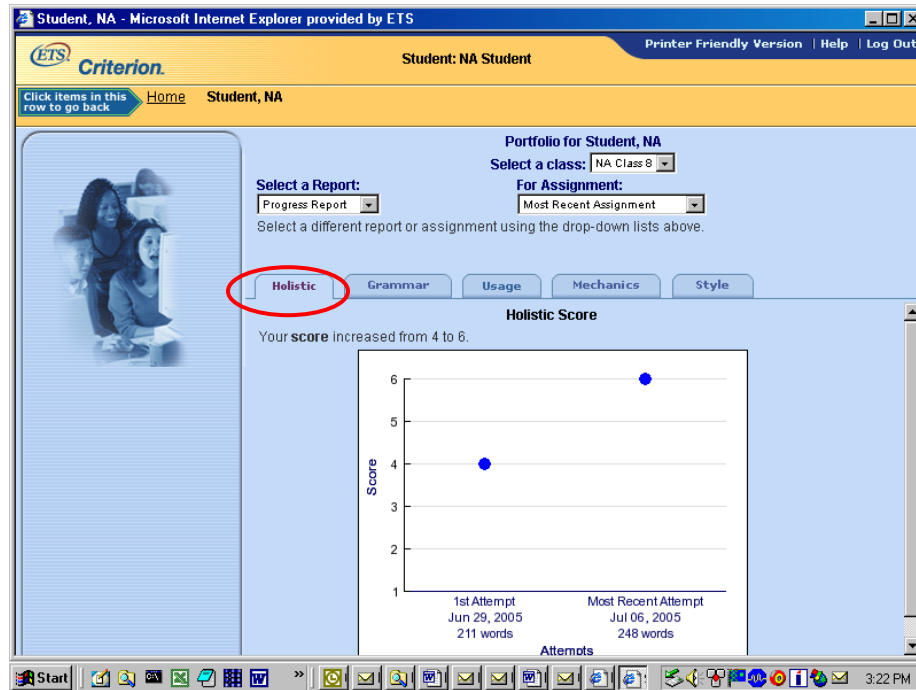
Start Gr... Crit... ET... St... R... Rp... 11:03 AM

3. In the refreshed screen (see above), 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.
4. Click on the tabs at the top of *Progress Report* screen to view the progress you have made in the following areas: **Holistic**, **Grammar**, **Usage**, **Mechanics**, and **Style**. Refer to the examples shown in *Sections 6.3.1 – 6.3.5*.

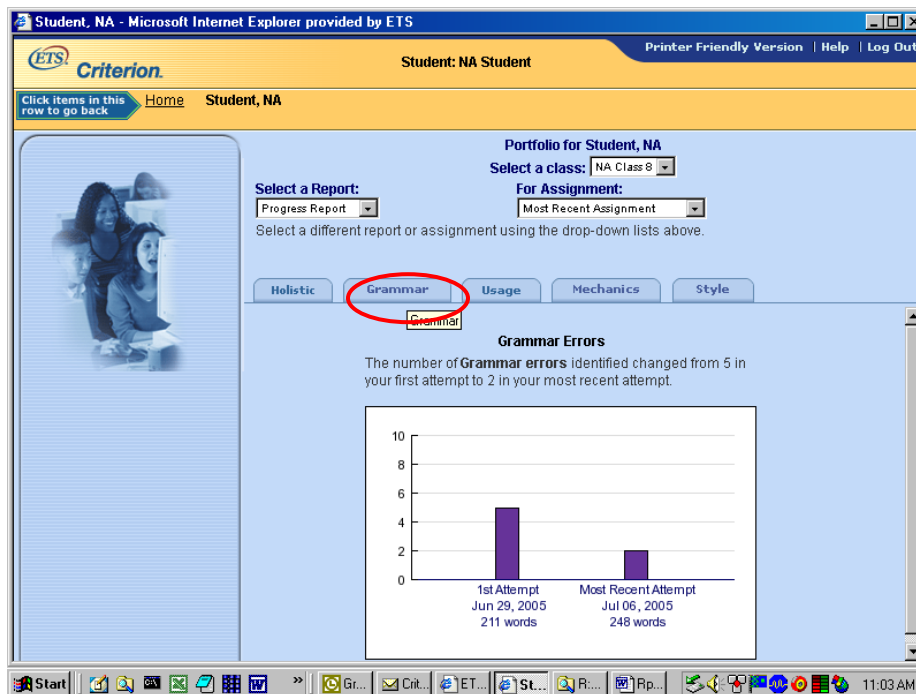


**\*NOTE:** If an assignment only has one attempt submitted, you will not be able to generate a progress report since there is nothing to which the attempt can be compared.

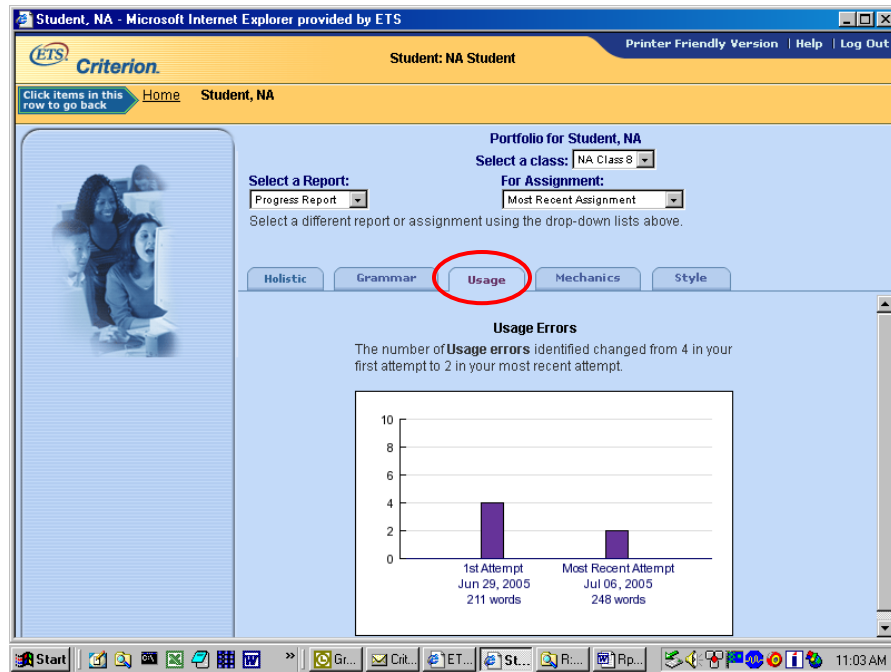
### 6.3.1 Progress Report – Holistic Example



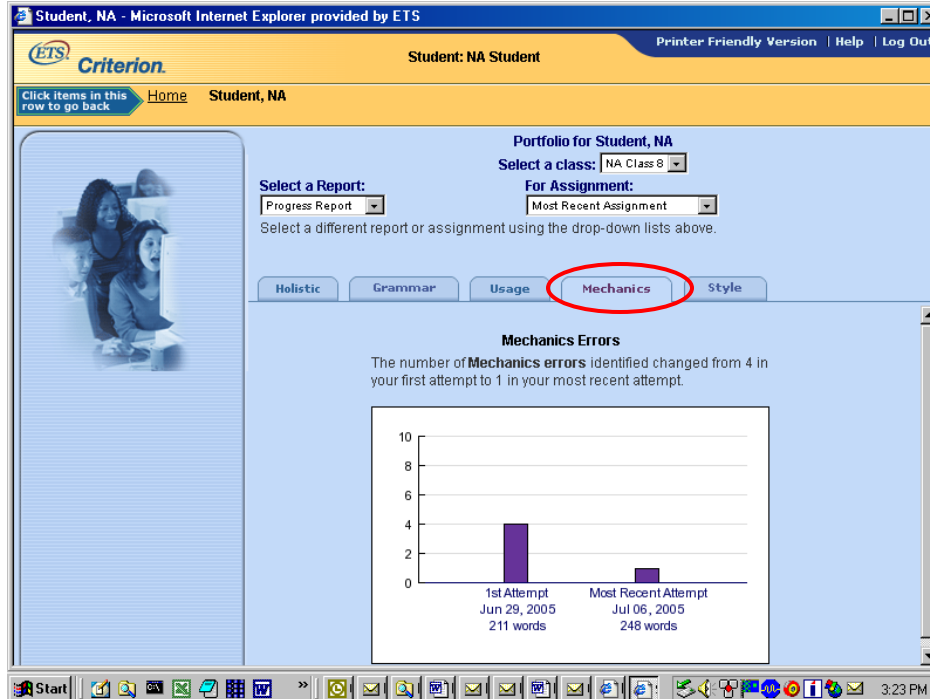
### 6.3.2 Progress Report – Grammar Example



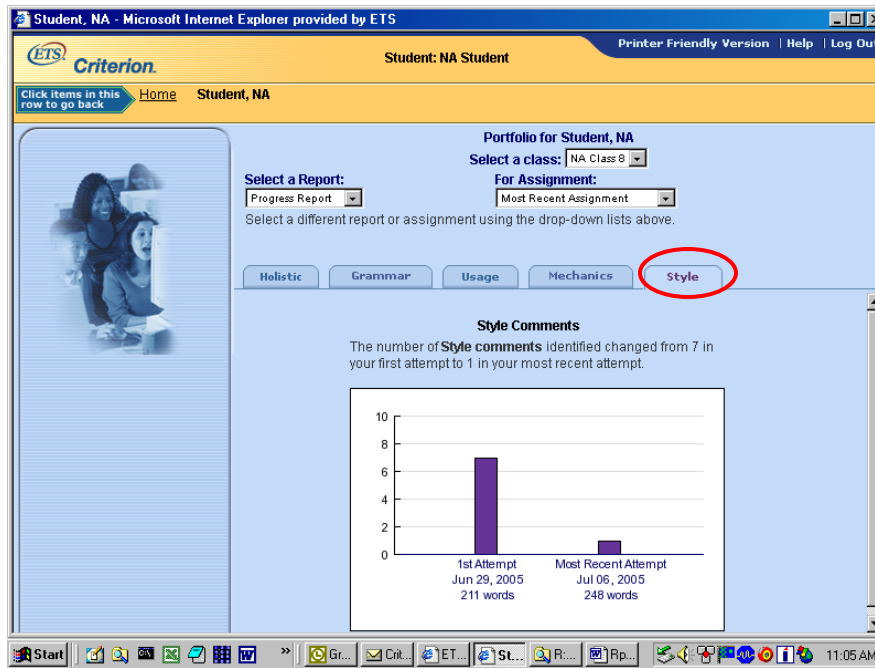
### 6.3.3 Progress Report – Usage Example



### 6.3.4 Progress Report – Mechanics Example



### 6.3.5 Progress Report – Style Example



## 7.0 USE THE WRITER'S HANDBOOK

The purpose of the *Writer's Handbook* is to provide you with ideas about editing and revising your essay. Each section is linked to the feedback displayed in the **Trait Feedback Analysis**. The handbook extends the information in the pop-up message for each highlighted word, phrase, or sentence in your essay.

Refer to the *Writer's Handbook* as you revise each kind of error or feature identified in your essay. For example, if fragments are highlighted in your essay, you can click on *Writer's Handbook* and link directly to the "Fragments" section of the handbook. It will provide more information about how to correct fragment errors.

Use the handbook as a resource for helping you to learn about different kinds of essays. The *Organization and Development* section gives helpful advice about the writing process and the development of all parts of an essay.

The Glossary at the end of the *Writer's Handbook* provides easy reference to terms used in the feedback.

### To access the *Writer's Handbook*, follow these steps:

1. Click on an assignment in your *Portfolio* as shown in the example below.

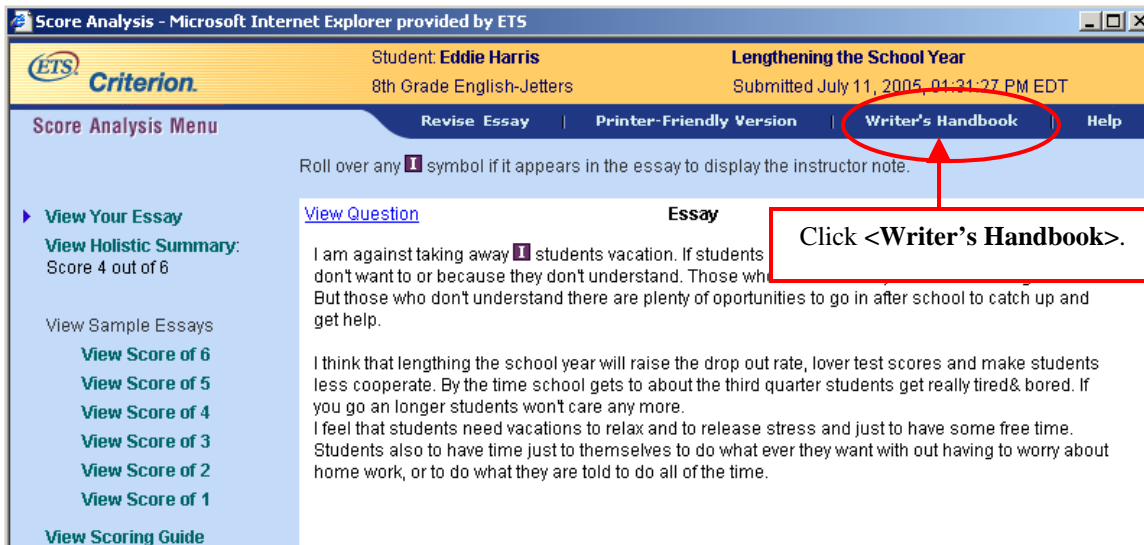
7.0 Using the Writer's Handbook

The screenshot shows the Criterion Student Portfolio for Eddie Harris. The interface includes a navigation menu on the left with options like 'Show All Entries' and 'Show Entries With:'. The main content area displays a table of assignments. A red box highlights the first row of the table, which contains the assignment name 'Lengthening the School Year', the submission date 'Jul 11, 2005 01:31:27 PM EDT', a submission number of 6, a comment 'Viewed', and a holistic score of 4/6. A red arrow points to the assignment name, and a red box contains the text 'Click on the name of a specific assignment.'

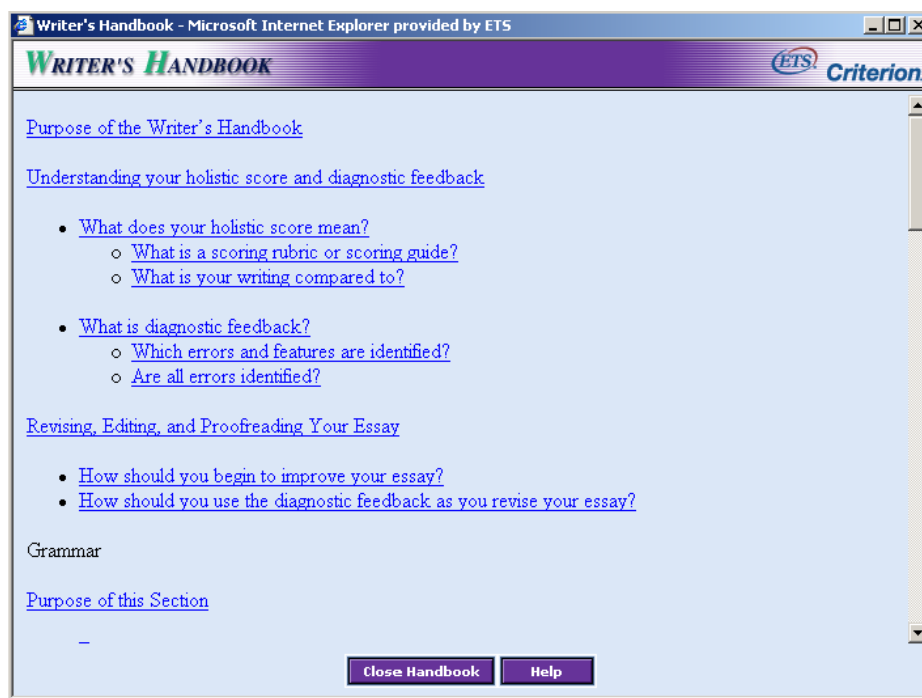
Assignment	Submitted	Submission Number **	Comment to Student	Holistic Score
Lengthening the School Year	Jul 11, 2005 01:31:27 PM EDT	6	Viewed	4/6
Instructor's Topic	Feb 18, 2005 02:45:08 PM EST	2		N/A
Instructor's Topic	Feb 18, 2005 02:44:23 PM EST	1		N/A
Lengthening the School Year	Jan 25, 2004 03:45:32 PM EDT	1		6/6

- At the top of the *Score Analysis* screen (see below), click on the **<Writer's Handbook>**

7.0 Using the Writer's Handbook



The *Writer's Handbook* (shown below) will appear.



**NOTE:** You can also access the *Writer's Handbook* from any of the *Trait Feedback Analysis* screens. By doing so, you will be taken automatically to the section of the *Writer's Handbook* that addresses the types of errors that are highlighted in your essay.