Add Students, View Submissions, and Add Comments in Criterion

This guide provides instructions on how to add students and view and comment on student submissions in Criterion.

Adding Students

1. From the instructor home page, select the **Class Name** by clicking the checkbox in front of the class name.
2. Next, click **Get Access Code**.
3. **Select Student** and click on the **Get Access Code button**. NOTE: Students can generate their own accounts by using this 8-digit access code, but the most common confusion for them is they will try to create a new Criterion account when they already have one from a previous semester. They just need to login and use your access code be enrolled in your Criterion course.

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4. The **access code for your course will be displayed at the bottom of the next page.**
   (Note: Do not use the access code displayed below. Use the one that has been specifically generated for your course.)
5. **Click the email link and enter the email addresses of your students** to send the instructions and access code to your students.
6. **OR copy the instructions and access code and paste it** into an announcement or into an email you send from within Canvas.

**NOTE:** You can also get an access code *when you are actually within your course* by using the **Roster** tab. You would go through the same steps as above. The Roster tab is also where you will see your student listed once they’ve joined your course, but you don’t need to add them here. The list will auto-populate as your students use their access code. While there are other options here to add students manually, you do NOT need to do so if you’ve sent out the above email.
View Assignment Submissions

1. From the instructor home page, select the **Class Name** by clicking on the class name.

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### Notices

- Dec 17, 2013 04:45:57 PM PST: A new assignment Test Assignment is added in class TestHistory.
- Dec 17, 2013 03:46:51 PM PST: You are now connected to class TestHistory.
- Dec 02, 2013 10:59:00 AM PST: A new assignment Adapting to New Technology is added in class Test 101.
- Dec 02, 2013 10:42:53 AM PST: You are now connected to class Test 101.
- Dec 02, 2013 10:36:44 AM PST: You are now connected to San Jose State University.

### Classes

Review active classes listed below. Select a class to apply options. View, add or edit a class. Write a class announcement. Get or reset the Access Code for Instructor or connect another instructor directly to the selected class. Disconnect yourself, as an instructor, from a class.

<table>
<thead>
<tr>
<th>Class</th>
<th>Grade</th>
<th>Instructors</th>
<th>Active Students</th>
<th>Students with Submissions</th>
<th>Used Submissions</th>
<th>End Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>HED CA-San Jose State University</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Test 101</strong></td>
<td>College</td>
<td>Mr Test Instructor</td>
<td>1</td>
<td>1</td>
<td>5</td>
<td>May 01, 2014</td>
<td>Active</td>
</tr>
<tr>
<td><strong>TestHistory</strong></td>
<td>College</td>
<td>Mr Test Instructor</td>
<td>1</td>
<td>1</td>
<td>3</td>
<td>May 14, 2014</td>
<td>Active</td>
</tr>
</tbody>
</table>
2. Select the Activity tab and click on the assignment submitted by the student. (NOTE: From screenshot below we can view "Attempt 3", which is the 3rd submission the student made to Criterion. You could also choose to see their "Outline".)
3. The next screen will display the assignment submitted by the student along with the **auto-generated feedback**. For example, under organization and development, when you hover your mouse over each color coded area, Criterion provides information such as asking if the highlighted area is a thesis statement along with a description of what a thesis statement should do in a piece of writing.

4. To add a comment to this area of the paper, **click on the blue Comments button**.
5. Select the text for which you want to add a comment, and click the Add Comment button.
6. Write in your comments and click the Enter button. (NOTE: You can also save regularly made comments such as "needs citation" to a library and use the button to select comments from your library.)
7. After you've entered your comments, you must **click the Save button** to save them.