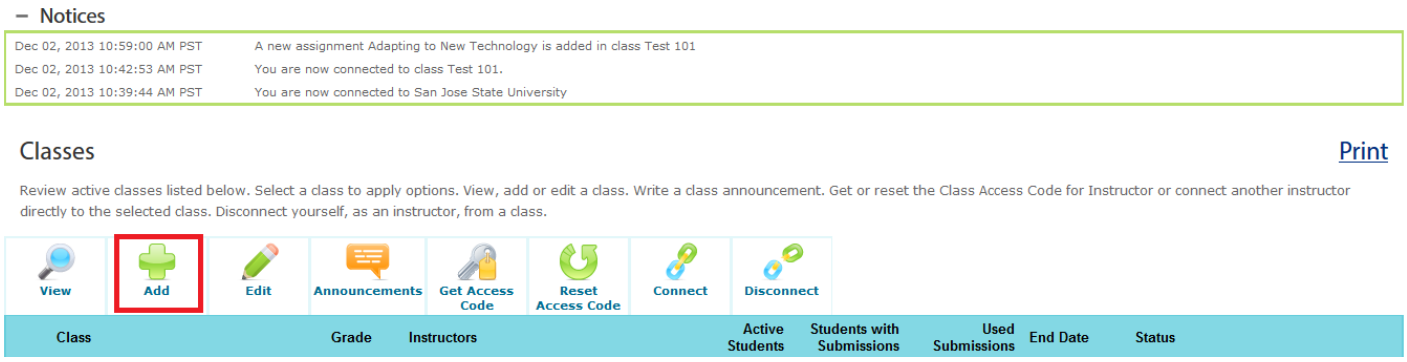
Instructor Guide for Usage of Criterion

This guide provides instructions on how to add a class and create assignments in Criterion.

Add a Class

1. From the Instructor Home Page click the **Add** icon on the task bar.



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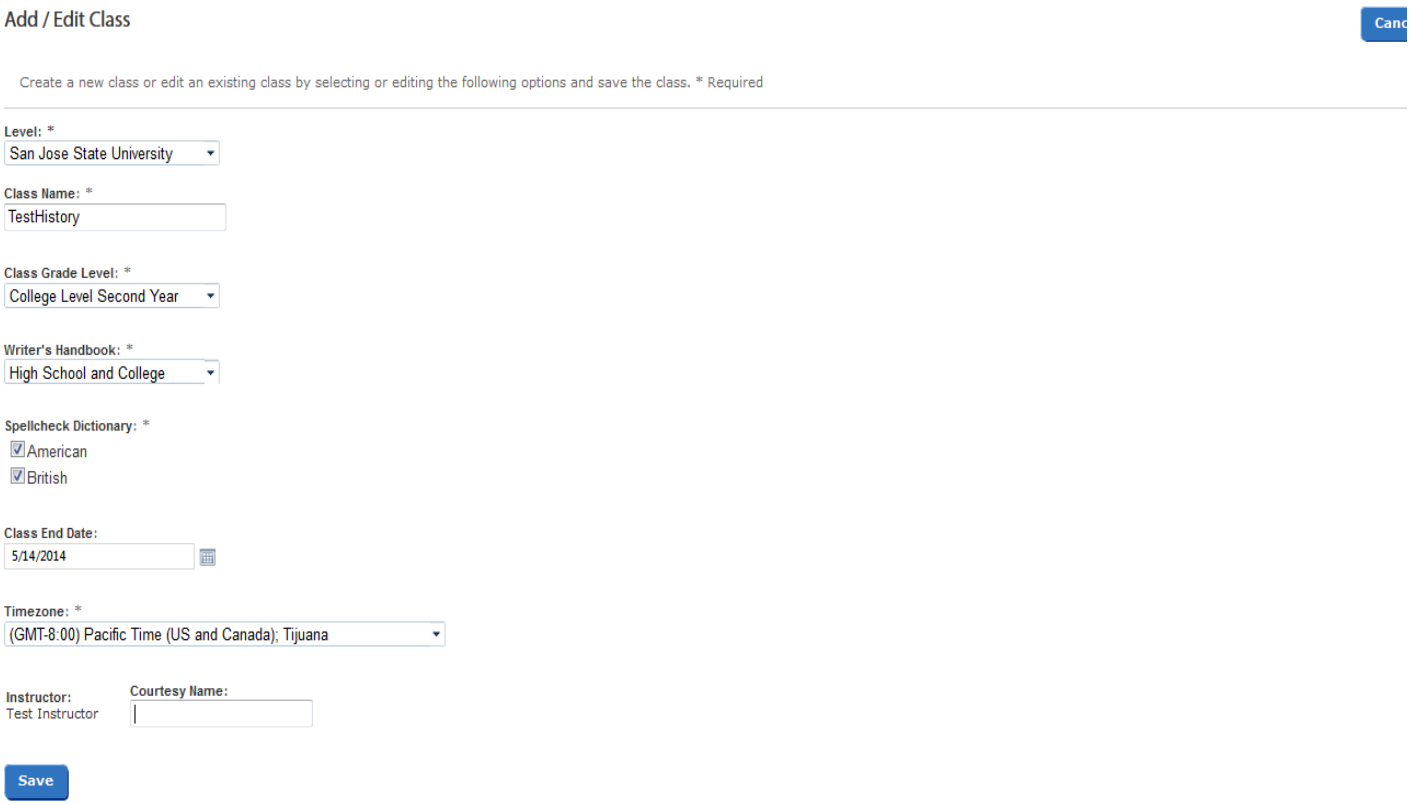
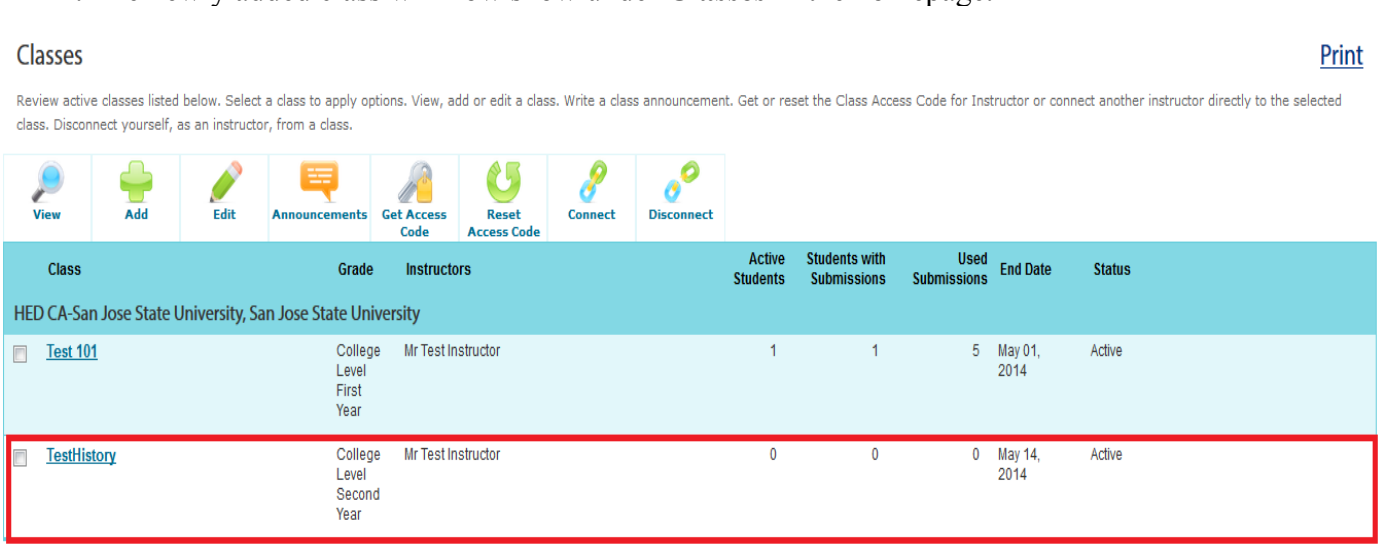
2. The next page will display a list of options, such as Level, Class Name, Class Grade Level, and Writer's Handbook.
3. Select your **School** from the drop down menu.
4. Enter a **Unique Class Name**. (FA17: Sociology 101)
5. Select a class **Grade Level**. Note: The highest grade level available is Second Year.
6. Choose the **Writer's Handbook** which best meets the needs of the entire class.
7. Check a **Dictionary** or accept both American and British as the defaults.
8. Set the **optional Class End Date**.
9. Verify your **Time Zone** and change it if necessary.
10. Click **Save**.

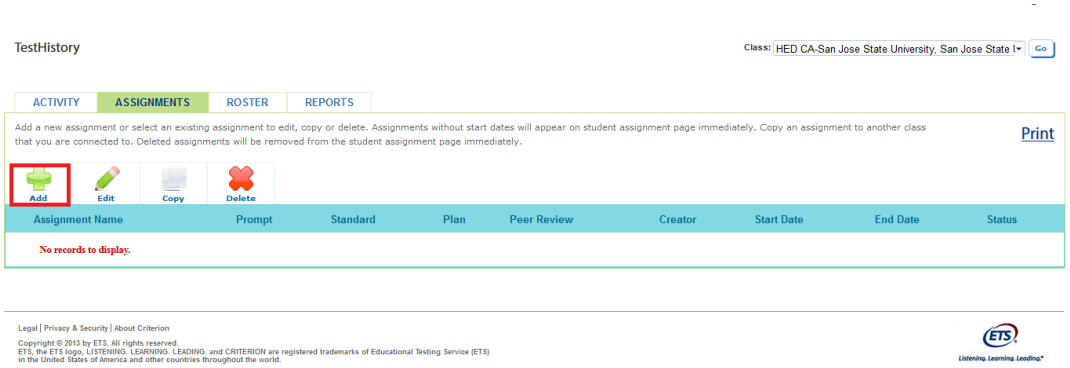


11. The newly added class will now show under **Classes** in the homepage.

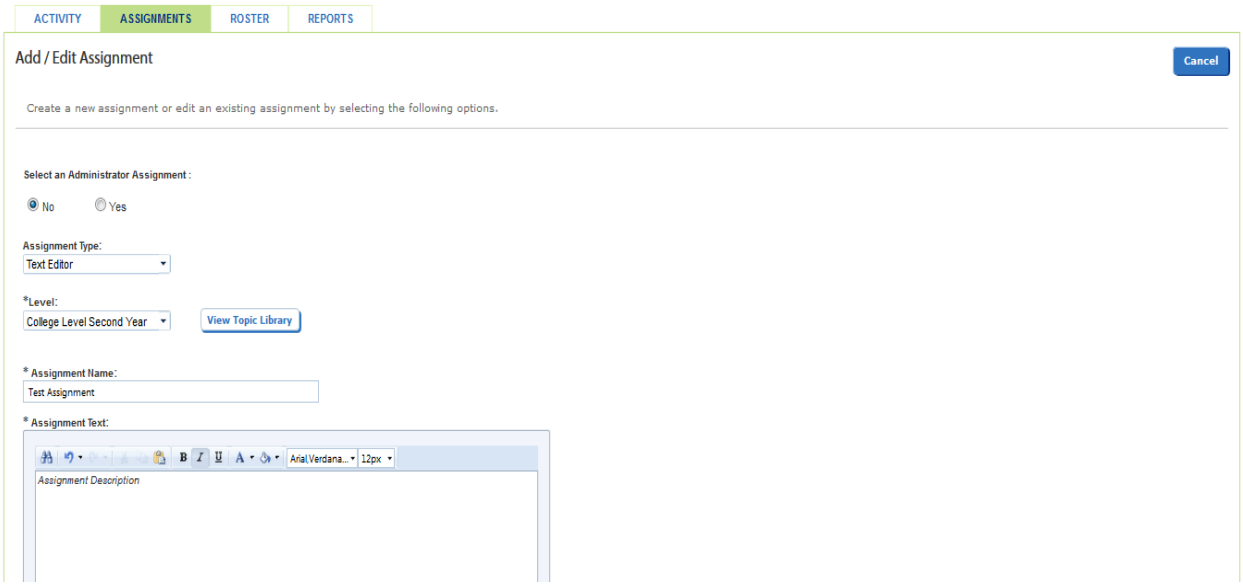


Creating Assignments

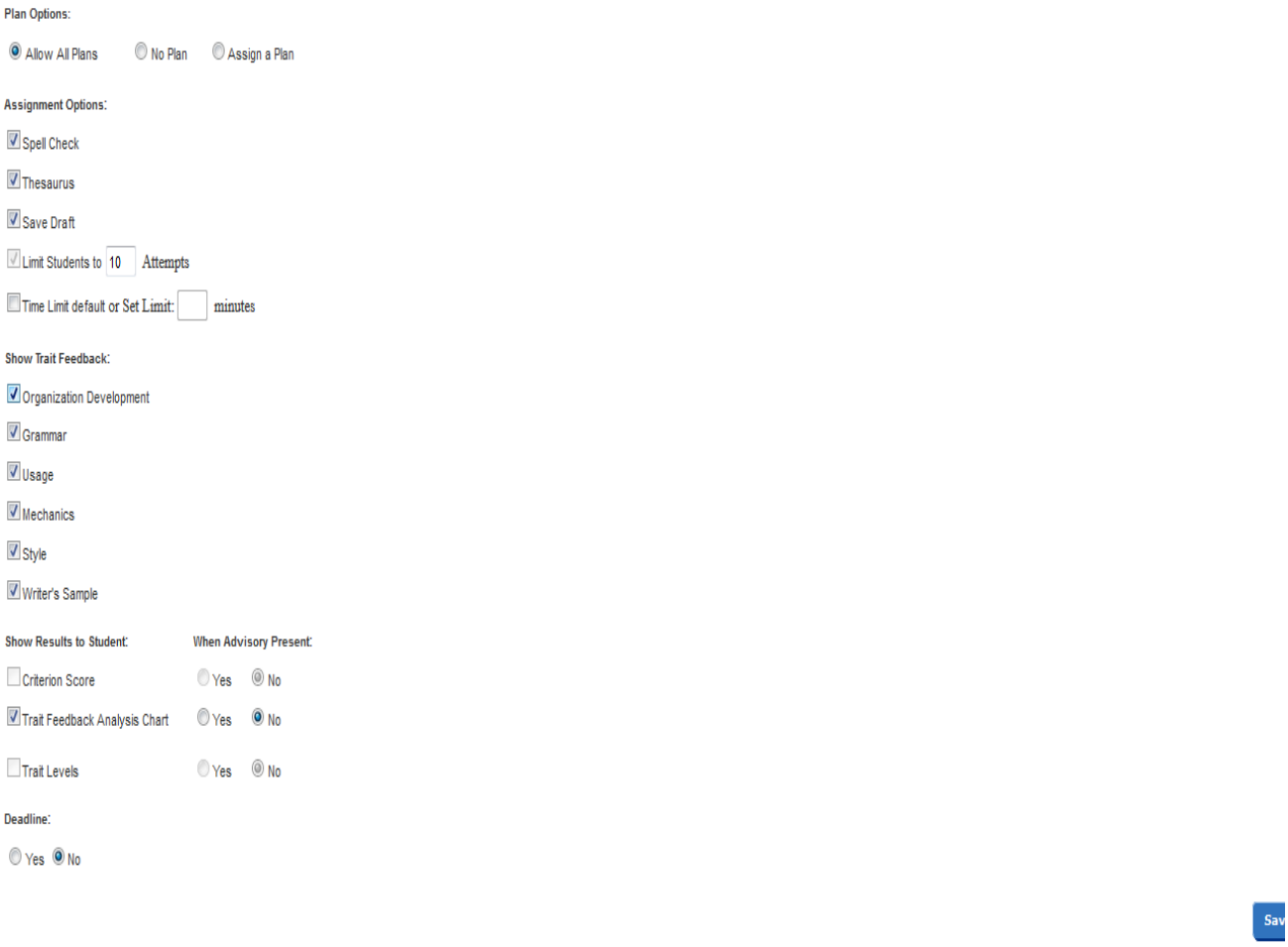
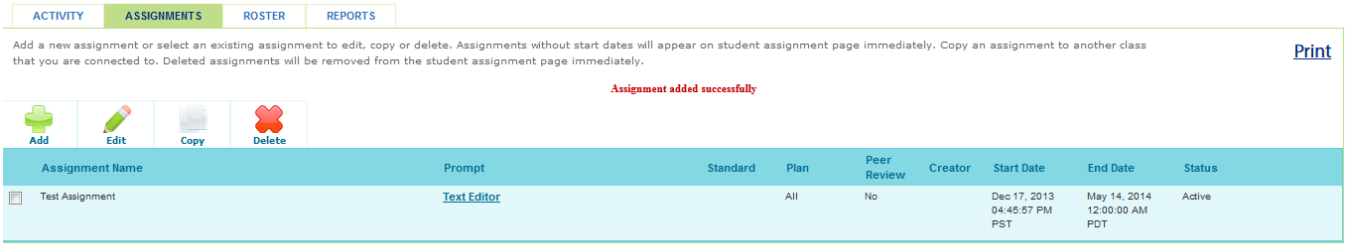
1. Click on the **name** of a class to open it.
2. Click on the **Assignments** tab.
3. Click the **Add** icon.



4. Choose No for the **Administrator Assignment** option.
5. Choose an **Assignment Type** from the drop down menu. (**Text Editor** is recommended.)
6. Select the **Level** against which the essays for this assignment should be scored.
7. Choose a **Mode** from the drop down menu. (Not applicable with Text Editor type assignments.)
8. Select a **Prompt** by title from the drop down menu. (Not applicable with Text Editor type assignments.)
9. Provide an Assignment Name and complete instructions.



10. Select a **Plan** Option. (Allow All Plans lets students explore multiple ways of outlining their writing.)
11. Select **Assignment** Options. (Note, you can reduce the number of attempts, but 10 attempts is the limit.)
12. Click on **Save**.


Plan Options:
Allow All Plans
No Plan
Assign a Plan
Assignment Options:
Spell Check
Thesaurus
Save Draft
Limit Students to 10 Attempts
Time Limit default or Set Limit: minutes
Show Trait Feedback:
Organization Development
Grammar
Usage
Mechanics
Style
Writer's Sample
Show Results to Student:
When Advisory Present:
Criterion Score
Yes
No
Trait Feedback Analysis Chart
Yes
No
Trait Levels
Yes
No
Deadline:
Yes
No
Sav

13. The assignment will be added to your class.