

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.

+ Notices

Classes

[Print](#)

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 Class Access Code for Instructor or connect another instructor directly to the selected class. Disconnect yourself, as an instructor, from a class.

The screenshot shows the Criterion instructor interface. At the top, there are icons for View, Add, Edit, Announcements, Get Access Code, and Reset Access Code. Below these is a table of classes. A dialog box titled 'Select User Role' is open, showing 'Student' selected with a radio button and 'Instructor' unselected. The 'Get Access Code' button in the dialog is highlighted with a red box. The table below has columns for Class, Grade, Instructors, Active Students, Students with Submissions, Used Submissions, End Date, and Status.

Class	Grade	Instructors	Active Students	Students with Submissions	Used Submissions	End Date	Status
<input type="checkbox"/> Test 101	College Level First Year	Mr Test Instructor	1	1	5	May 01, 2014	Active
<input checked="" type="checkbox"/> TestHistory	College Level Second Year	Mr Test Instructor	0	0	0	May 14, 2014	Active

[Legal](#) | [Privacy & Security](#) | [About Criterion](#)

Copyright © 2011 by ETS. All rights reserved.
ETS, the ETS logo, LISTENING. LEARNING. LEADING. and CRITERION are registered trademarks of Educational Testing Service (ETS) in the United States of America and other countries throughout the world.



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.


Class Access Code for Student Close

Select the option to email or print the Access Code for Student:

[Email](#)

Email To:

[Print](#)

 **Criterion**

Welcome

You have been invited by **Instructor Test Instructor** to connect to the ETS Criterion service for the following institution.

This access code will allow you to connect as a **Student**: to:

TestHistory
San Jose State University
HED CA-San Jose State University

Class Access Code for Student:
T2PE - 9Q6N

1. Go to: <http://criterion.ets.org>
2. Create a user profile to sign in or sign in with existing user information and enter access code.

Sincerely,
Instructor Test Instructor

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.

– 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 10:39:44 AM PST	You are now connected to San Jose State University

Classes

[Print](#)

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 Class Access Code for Instructor or connect another instructor directly to the selected class. Disconnect yourself, as an instructor, from a class.

Class	Grade	Instructors	Active Students	Students with Submissions	Used Submissions	End Date	Status
HED CA-San Jose State University, San Jose State University							
<input type="checkbox"/> Test 101	College Level First Year	Mr Test Instructor	1	1	5	May 01, 2014	Active
<input type="checkbox"/> TestHistory	College Level Second Year	Mr Test Instructor	1	1	3	May 14, 2014	Active

Legal | Privacy & Security | About Criterion

Copyright © 2013 by ETS. All rights reserved.
ETS, the ETS logo, LISTENING. LEARNING. LEADING. and CRITERION are registered trademarks of Educational Testing Service (ETS) in the United States of America and other countries throughout the world.



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".)

ETS Criterion

HOME | CLIENT SERVICES | RESOURCES | HELP

[Test Instructor](#) [Instructor](#) [Sign O](#)

TestHistory Class: HED CA-San Jose State University, San Jose State Uni

ACTIVITY | ASSIGNMENTS | ROSTER | REPORTS

Assignment activity is listed below. Select an activity item to view your students' work. Select a reviewer name to view the comments or dialogue made on student's attempted response. You may select options to sort class activity by student, assignment, and activity period. [Print](#)

Student: Assignment: Activity Period:

[View Comments](#) [View Dialogue](#)

Student	Assignment	Activity	Reviewer	Result
Student, Test	Test Assignment	Attempt 3 - Dec 19, 2013 10:44:02 AM PST Outline - Dec 19, 2013 10:38:46 AM PST		N/A

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**.

ASSIGNMENTS

Plan: Review saved plans, edit or save a new plan.
 Response: Review trait feedback highlights to view Writer's Handbook suggestions. Revise and edit this attempt if more attempts are available. Save as a draft or submit as a new attempt.
 Results: Review available results, for score and feedback analysis for the submitted attempt. Export this assignment attempt and its contents before class expires.

Test Assignment Attempt # 3

PLAN
RESPONSE
RESULTS

Export

Test Assignment

Assignment Description

Comments

←

Dialogue

Organization & Development
Grammar
Usage
Mechanics (3)
Style (12)

Writer's Handbook

Organization & Development

There are several ways to make a footer stick to the bottom of a page using CSS. But until now, they've used long and messy hacks or a lot of extra HTML markup; this method uses only 15 lines of CSS and hardly any HTML markup. Even better, it's completely valid CSS, and it works in all major browsers. Internet Explorer 5 and up, Firefox, Safari, Opera and more.

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.)

Test Assignment Attempt # 3

Plan Response Results Export

Test Assignment
Assignment Description

Comments Library Dialogue

Add Comment Remove Comment

There are several ways to make a footer stick to the **bottom** of a page using CSS. But until now, they've used long and messy hacks or a lot of extra HTML markup; this method uses only 15 lines of CSS and hardly any HTML markup. Even better, it's completely valid CSS, and it works in all major browsers. Internet Explorer 5 and up, Firefox, Safari, Opera and more.

Manage Comments
 Select a comment from the Library
This is a comment from the instructor of this course

Save to Library
Cancel Clear Enter

7. After you've *entered* your comments, **you must click the Save button** to save them.

Test Assignment Attempt # 3

Plan	Response	Results	Export
------	----------	---------	------------------------

Test Assignment
Assignment Description

Comments updated successfully

Comments [Library](#) [Dialogue](#)

[Add Comment](#) [Remove Comment](#)

There are several ways to make a footer stick to the **bottom** of a page using CSS. But until now, they've used long and messy hacks or a lot of extra HTML markup; this method uses only 15 lines of CSS and hardly any HTML markup. Even better, it's completely valid CSS, and it works in all major browsers. Internet Explorer 5 and up, Firefox, Safari, Opera and more.

[Save](#)