Welcome toCriterion

A New Generation Has Arrived
Instructor Basics

Getting Started with Criterion
Registering as a new user

Go to: http://criterion.ets.org
Log In Screen

Click here to begin. Once your account is created, you will return to this screen to log in.
Register

Enter the access code you were provided.

Enter your title, name and email address.

Enter a user name that is unique to your school.

Create a password. (Your password must contain a minimum of 8 characters and include 3 of these 4 elements: upper case letter, lower case letter, number, symbol.)

Enter and answer a security question answer.

Click Submit.
Success Message

Create User Account

Enter the access code that was provided by your institution or class instructor. This code will connect your account to the appropriate services available to you within the Criterion system. For non-students, the password that you provide must meet the following complexity requirements. The password must be at least 8 characters. The password must contain 3 of the following 4 types of characters: capital letter, lower case letter, number, or special symbols (@#$%^&*). Passwords cannot be reused within a span of 3 password changes.

User Account Created Successfully

Click here
Log In Screen

Enter your newly created user name and password.
Home Page

As you create classes and add assignments, they will be listed under notices.

- **View** – Check the box in front of the name of the class and you can view current activity within the class.
- **Add** – Create a class. Criterion automatically generates the access ids for instructors and students.
- **Edit** – Edit class information.
- **Announcements** – Generate an announcement to be sent to all class members.
- **Get Access Code** – Generate an access code for adding an additional instructor.
- **Reset Access Code** – Generate a new code. Prior codes or those entered under them will no longer be connected.
- **Connect** – Search for an additional instructor by name.
- **Disconnect** – Disconnect an instructor currently registered to your class.
Add a Class
Add a Class

Click here to add a new class.
1. Select your **school** from the drop down.
2. Enter a **class name**. This must be unique to your school.
3. Select the **grade level** of the class.
4. Select the **writer’s handbook** that best meets the needs of the entire class.
5. Check the appropriate **dictionary**.
6. Add an optional **Class End Date**.
7. Check your **time zone**. This should come through by default.
8. Enter a **courtesy title**.
9. Click **Save** when all information is complete.
Create Assignments
Choose a Class

Add instructions how to Classes tabs for instructors below...

<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>A Demo Client, 001, Adams School</td>
<td>Grade 11</td>
<td>Dev Student1, Test Instructor1</td>
<td>6</td>
<td>2</td>
<td>3</td>
<td>Jul 09, 2013</td>
<td>Active</td>
</tr>
</tbody>
</table>

Check the box in front of the name of the class.
Add an Assignment

Click the Assignments tab.

Click Add.
Create an Assignment

- Choose whether or not to select an administrator assignment.
- Choose an assignment type from the drop down menu: topic library, scored instructor topic or text editor. (DWS will be released in January)
- Choose Level, Mode, and Prompt from the dropdown menus. Click View Topic Library to view full text of library prompts.
- If you choose a prompt from the topics library dropdown, the text of the prompt will appear.
- Type or paste in the assignment text for Scored Instructor Topic or Text Editor assignments OR copy, paste, and edit a topic from the Topics Library.
- Add up to 7 URL reference links to any assignment for multi-media prompts, custom plan templates, etc.
Select Plan and Assignment Options

Plan Options:
- Allow All Plans
- No Plan
- Assign a Plan

Assignment Options:
- Spell Check
- Thesaurus
- Save Draft
- Limit Students to 1 Attempts
- Time Limit default or Set Limit: 45 minutes

By default the time limit is checked. As long as it remains checked, the number of attempts is locked at 1. Uncheck the time limit box to set the number of attempts. Although it will allow you to enter a number greater than 10, 10 is currently the maximum number of attempts.
Enable Peer Review

Choose whether or not to allow Peer Review. When Yes is selected, additional options will be shown.

Enable peer dialogue and peer comments.
Create peer editing groups. A student can be a member of more than one group. Not all students must be included in a group to use this option. Be sure to Save your changes.
Feedback and Result Options

Select trait feedback categories to display for students. Be sure to click Save when all selections are made.
Enter an Announcement

Click on the class name from your home screen, then click on the Announcements tab. Enter the text for your announcement and Start and End dates. You may enter both a default announcement and a dated announcement that will appear at the top of the student home page.
Registering Students
Register Students

There are three ways to register students:

1. To allow students to self-register, click Get Access Code. This generates a student access code for the class. Provide this to students so that they can self-register.

2. If students are already registered for another class or have been imported into the school, click connect student. You will then choose the student’s same from a list to connect him to your class.

3. By contacting the account manager, a local administrator can obtain a template for uploading students to the Criterion system.

Select the Roster tab.
Work with Student Portfolios
Click on the class name to select a class.
Select an Assignment

Click the Activity tab. Choose the student(s), assignments and activity period you would like to view. Click the name of a draft or an attempt to open it.
By default, the Results page opens to the feedback for Organization and Development. The component parts of the essay—introduction, thesis, main ideas, supporting details and conclusion are all color coded. Next to each trait feedback category, the number in parentheses shows how many errors the student made in the category. Click on the category to choose.
Feedback Drop Down Menus

Any trait category followed by a number in parentheses, indicates feedback is present.

Click on the category, and the error is highlighted in the student essay, and a roll-over note is provided.
Click each tab to view the feedback for that trait.
Add Comments

Click and drag to highlight a word or phrase about which a comment is to be made. A red box will be placed around the selected text. Click the Add Comment button and a comment box will appear on the right. Check the Select a comment from library button to add a stored comment.
Enter Dialogue

Note that from this page, you can view the student plan, response and results.

Click the dialogue button on the right hand side.

Enter your feedback for the student and click Send. The student will be able to view the feedback by clicking the dialogue button from his Response screen. A scrolling list of all dialogue from the teacher and peer reviewers appears in this window.
View Reports
Select a Class

Click on the class name to select a class.
Choose the Reports Tab

Click the Reports tab.
Report Types

• Submission by Student—shows all submissions made by the student to date
• Criterion Score by Student—shows student Criterion scores for designated assignments
• Trait Errors—shows how many errors and what types from the diagnostic trait feedback
• Access Codes—shows current access codes for classes
• Recent Activity—set a date range, view user information or enter a new temporary password for a student
• Portfolio—Links to the student portfolio and assignments
Select a Report Type

Click the Report tab

Select a report type.
Select Report Criteria

Criteria will vary by the report chosen. For the report you’ve selected, choose the features you would like to display. Click View Report.
View and Print Reports

Report type

Print
Explore the Roster Tab

The Roster tab provides a view of basic student information. The student name, user name, email address, writer’s handbook version and status are displayed.

**View** - Check the box in front of the name of any student and click View. This will display the student’s progress on each available assignment.

**Edit** – Check the box in front of the name of any student and click Edit. This will allow you to customize the writer’s handbook for the student.

**Email** – Check the boxes in front of names of students to email all students selected.

**Get Access Code** – This option generates a student access code and creates a default email message for sending it to students with simplified instructions for self-registration.

**Reset Access Code** – generates a new student code for the class. Students already registered for the class with the previous code will no longer have access.

**Connect Student** – Add students to your class by choosing their names from a list.

**Disconnect Student** – Remove a student from your class, but not from the client.

**Reset Password** – Allows you to issue a new temporary password to a student. He will then be prompted to change it to a new secure password.
Adding Yourself as a Student
Getting the Student Access Code

If you have already created a class and recorded or printed the access code, you can easily connect to a class as a student. This makes it easy to experiment with Criterion from a student point of view and to demonstrate for your students.

If you do not know the access code for your class, check the box in front of the name of your class and click the Get Access Code button. From the top of your Instructor Screen, click Enter Access Code.
Connecting as a Student

Enter and confirm your student access code and click Connect.
Moving Between Instructor and Student

To switch from instructor to student (or vice versa), simply choose your role from the drop down menu at the top right of your home screen.
The Student View
When students click the Activity Tab, a list of current work will be displayed.
The Notices section of the student home page will display open assignments that are now available to the student.
Open the Class

By clicking on the class name from the Home page, a student can view the activity and assignments for the class. To begin a plan or response, the student first clicks on the Assignment tab. All open assignments will be listed as hyperlinks. To begin a plan or an assignment, the student will click the link.
By clicking the Assignments tab, a student can see a list of all assignments currently available. Results from submitted work, peer review, start and end dates and status are displayed.
To begin an assignment, the student clicks on the Plan tab.
• By default, the Outline plan will open unless you have specified a plan.
• A student can choose a different plan, by clicking on any of the other hyperlinks.
• Students type directly into the plan.
Students type directly into the plan.
Notice buttons that allow them to Clear All or Start a New Plan.
Once the Plan is complete, the student clicks the Save button in the lower right corner. Only one plan can be saved.
Students can toggle between the **Plan** and **Response** tabs to view, copy and paste from the plan.
Once the Plan has been saved, the student is ready to construct his response.

- Click on the Response Tab. The full text of the prompt and a list of hyperlinks for additional material are shown under the assignment name.
- Instructions are provided at the top of the screen.
- Students may then enter text directly into the prompt box, or copy and paste from another source. Paragraphing may be stripped out during copy and paste, so students will need to check this after pasting text.
- Note the formatting tools bar.
Format an Essay
Students begin composing in text area. They may also copy and paste from a word processing document directly into the writing screen.

- Note the **Save** (and keep writing) button on the far left.
- Clicking the **Dialogue** box allows the student to see comments by the instructor or peer reviewers while the essay revision is in progress.
- When the essay is complete, the student clicks the **Submit** button on the lower right to receive feedback on his work.
View feedback

View Criterion Score.

View Trait Level scores.

Click to view the full scoring guide.
View specific trait feedback for an essay

Click on each of the five categories to view specific feedback on the essay. Errors will be highlighted and roll over notes will provide information on each error.

Clicking the Writer’s Handbook provides more information on any identified error.
View the Feedback Analysis Chart

Click here.

View the Writer’s Handbook.

Bars indicate the number of errors in each trait category.
Reviewing errors

Click here begin revising an essay.

Feedback category dropdown.

Rollover note.

Highlighted error.
Making corrections

Students click here for comments and dialogue from instructor and peer reviewers.

The Save button allows a student to save while in the revision process.

Click here to submit a revised draft.

View error feedback on left and enter corrections on the right.