

# Instructor Quick Access Guide


## 1.0 REGISTERING AS A NEW USER

- 1) Click *Create User Account*.
- 2) Enter and confirm the *Access Code* you were provided.
- 3) Enter the *Title* by which you prefer to be addressed.
- 4) Enter your *Last Name, First Name* and optional *Middle Initial*.
- 5) Enter and confirm your *Email Address*.
- 6) Create and enter a *User Name*.
- 7) Create and confirm a *Password*. (8 characters minimum containing 3 of these 4 elements: upper case letter, lower case letter, number other than 0, symbol.)
- 8) Select or create a *Security Question*.
- 9) Enter a *Security Question Answer*.
- 10) Click Submit.

UN: \_\_\_\_\_

PW: \_\_\_\_\_

## 2.0 ADDING A CLASS

- 1) From the Instructor Home Page click the *Add* icon on the task bar. 
- 2) Select your *School* from the drop down menu.
- 3) Enter a *Class Name*.
- 4) Select a class *Grade Level*.
- 5) Choose the *Writer's Handbook* which best meets the needs of the entire class.
- 6) Check a *Dictionary* or accept both American and British as the defaults.
- 7) Set the optional *Class End Date*.
- 8) Verify your *Time Zone* and change it if necessary.
- 9) Enter the *Courtesy Name* you would like students to see.
- 10) Click SAVE.

## 3.0 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 *Yes* or *No* for the *Administrator Assignment* option.
- 5) Choose an *Assignment Type* from the drop down menu: Topics Library, CCSS (Common Core State Standard), Instructor Topic, or Text Editor.
- 6) Select the *Level* against which the essays for this assignment should be scored.
- 7) Choose a *Mode* from the drop down menu: All Modes, Descriptive, Narrative, Expository or Persuasive. (Additional options depending upon Level)
- 8) Select a *Prompt* by title from the drop down menu. Click the *View Topic Library* button for the full text of listed prompts.
- 9) Change the default *Assignment Name* if you choose. You may accept the default for assignments from the Topics Library and CCSS, but should name Instructor Topic and Text Editor topics.
- 10) Add up to 7 *Reference Links* for the assignment.
- 11) Selecting a *Planning Option*: Allow all plans, No plan, Assign a Plan.
- 12) Select *Assignment Options*. You must deselect the *Time Limit* default to change the number of attempts. Although you may enter a higher number, students are limited by *Criterion* to 10 attempts.
- 13) Select *Peer Review* options:
  - a. Choose *Yes* or *Now* to enable *Peer Review*.
  - b. Select peer feedback options: dialogue and/or comments.
  - c. Create peer review groups by selecting students. Double click a student name or select the name and click the right arrow to include the student in the group. Enter a group name.
  - d. Edit a group previously established.
- 14) Select *Results Criterion* will display to students.
- 15) Choose *Yes* or *No* for *Deadline*.
- 16) Click SAVE.

#### 4.0 ADDING STUDENTS TO A CLASS

- 1) From the Instructor Home Page, click on the *Class Name*.
- 2) Click on the Roster tab.
- 3) Click *Get Access Code*. A student email with the code will be generated. You must provide this code to students for self-registration.
- 4) To add previously registered students to your class, click the Connect icon. Type in a student name and click the Search button.
- 5) To import students directly from your school system software, contact your account manager for a template.

#### 5.0 WORKING WITH STUDENT PORTFOLIOS

- 1) From the Instructor Home Page, select a class by clicking on its name.
- 2) Click the Activity tab to display assignments.
- 3) From the *Student* drop down select all students or a student.
- 4) From the *Assignment* drop down, select All Assignments, the Most Recent assignment, or a particular assignment by name.
- 5) From the *Activity Period* drop down, choose a time span.
- 6) From the *Activity* column, select a draft or attempt for review. Click the link to open the assignment.
- 7) Click on the *Response* tab to view *Criterion* feedback in each category. Numbers in parentheses indicate how many comments Criterion has offered in each trait category. Clicking on a category name will provide a drop down of possible errors. The number of errors for each feedback type is indicated in parentheses. Click any feedback category showing errors to see the error highlighted in the student essay.
- 8) Click the Comments button on the left. Highlight any word or phrase to select it for comment. Enter a comment in the box that appears on the right, or check the Comments Library box to select a stored comment.
- 9) Click the dialogue button on the right to enter discussion or to review discussion history. All dialogue among the instructor, student and peer reviewers will be visible here. Enter dialogue and click Send.

- 10) Click the Results tab. The student Criterion score and trait level scores for Word Choice; Grammar, Usage and Mechanics; and Organization and Development will be displayed.

#### 6.0 VIEWING REPORTS

- 1) Select a class from the Instructor Home Page.
- 2) Click the View button.
- 3) Click on the Reports tab.
- 4) Select a *Report Name* from the dropdown: Submission by student, Criterion score by student, Trait Errors by student, Access Codes, Recent Activity or Portfolio.
  - a. Submission by Student—shows all submissions made by the student to date
  - b. Criterion Score by student—shows student Criterion scores for designated assignments
  - c. Trait Errors—shows how many errors and what types from the diagnostic trait feedback
  - d. Access Codes—shows current access codes for classes
  - e. Recent Activity—set a date range, view user information
  - f. Portfolio—Links to the student portfolio and assignments
- 5) Options for customizing your report will be listed under *Report Options*. Check the options you desire.
- 6) Click the *View Report* button, and your report will be displayed.
- 7) To print your report, click the *Print* hyperlink on the right.
- 8) Click the Export button for any report to send it to a spreadsheet.
- 9) Additional information about reports can be obtained by clicking the help button.