Instructor Basics

Getting Started with Criterion®
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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.
Registering

Enter the access code you were provided.

Enter your title, name and email address.

Enter a User Name that is unique to your school and the Criterion system.

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 5 password changes.

User Account Created Successfully

Click here
Enter your newly created user name and password.
As you create classes and add assignments, they will be listed under notices.

From the row of icons you can perform the following tasks:

**View** – Check the box in front of the name of the class, and view current activity within the class.

**Add** – Create a class. Criterion automatically generates the access codes for instructors and students.

**Edit** – Edit class information.

**Announcements** – Generate a dated and/or default announcement to be sent to all class members.

**Connect** – Search for an additional instructor from your school by name and connect him/her to your class.

**Disconnect** – Disconnect an instructor currently registered to your class.
Adding a Class
Adding a Class

Click here to add a new class.
Entering a Class Description

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 (ies).
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.
Creating Assignments
Choosing 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>A Demo Client, DFH</td>
<td>Grade 11</td>
<td>Mr. Test Instructor1, Mr. Test Instructor2</td>
<td>6</td>
<td>2</td>
<td>3</td>
<td>Jul 09, 2013</td>
<td>Active</td>
</tr>
</tbody>
</table>

Click on the name of the class.
Adding an Assignment

1. Click the Assignments tab.

2. Click Add.
Creating an Assignment

• Choose whether or not to select an administrator assignment.
• Choose an assignment type from the drop-down menu: Topic Library, CCSS (Common Core State Standards), Scored Instructor Topic or Text Editor.
• Choose Level, Mode, and Prompt from the dropdown menus. Click View Topic Library to view the full text of library prompts.
• If you choose a prompt from the Topic Library dropdown, the name and text of the prompt will appear. The Assignment Name can be changed.
• Add up to 7 URL reference links to any assignment for multi-stimulus prompts, custom plan templates, etc.
Selecting Plan and Assignment Options

The maximum number of attempts allowed on an assignment is 10. You will find that a smaller number (like 3 or 4) may be adequate for student needs. You can always edit the assignment to allow additional attempts.

If you choose a Topic Library assignment as a timed writing, a 30 minute default time limit will be applied. Timed writings default to a single attempt. These are used primarily for benchmarking.
Enable Peer Review

Choose whether or not to allow Peer Review. (This option appears only after students have been registered to your class.)
When Yes is selected, additional options will be shown.

Enable peer dialogue and/or 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. Add selected students, name the group and click Create.
Selecting Feedback and Result Options

Select trait feedback categories to display for students.

Enable Criterion Score, and choose advisory options. **No** will not show the score to the student if there is an advisory on the essay. Enable the Trait Feedback Analysis Chart. Enable Trait Level Scores to show student proficiency in word choice, conventions, and organization, development and style.

Create a deadline. (The option to Set Dates by Student appears only after students are registered in your class.)
Creating CCSS (Common Core) Assignments

For Common Core assignments, select the level and standard. Choose a prompt from the Criterion® topics library to match the standard. Assignment name and text will automatically fill when you select a prompt by name.

Standard text appears when the standard is selected.
Creating Scored Instructor Topic Assignments

Add / Edit Assignment

Create a new assignment or edit an existing assignment by selecting the following options:

Select an Administrator Assignment:
- No
- Yes

Assignment Type:
- Topic Library
- CCSS
- Scored Instructor Topic
- Text Editor

Insert an assignment name and type or paste your prompt into the box.

OR
Copy, paste and edit a prompt from the Topic Library and enter an assignment name.
Creating Text Editor Assignments

Select a level, enter an assignment name and text. Text editor assignments receive no Criterion® score or Trait levels and are more flexible in format. Use the text editor as an independent tool for students, to create shorter writing assignments, or for flexible writing formats that don’t follow a standard essay model.
Check the box in front of the class name from your home screen, then click on the Announcements tab. Dated Announcement: Enter the text for your announcement and Begin 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
There are 3 ways to register students:

1. To allow students to self-register, click Get Access Code. This displays the 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 can then enter the student last name in the search box. Check the box in front of the name of a student and click Connect. Leave the search box blank to pull up a list of all registered students in your school. Check all boxes and click Connect to connect students all at once.

3. Register students by clicking Add Student. Be sure to record passwords you create for each student since you will not be able to see them from your class rosters.

Select the Roster tab.
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 Criterion® functions 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.
Connecting as a Student

Enter the student access code for the class and click **Connect**. Confirm you are being added as a student to the class, and click **Connect** again.
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.
Working with Student Portfolios
Selecting a Class

Click on the class name to select a class.
Click the Activity tab.
Choose the student, assignment and activity period you would like to view.
Click the name of a draft, a plan or an attempt to open it.
Reviewing Criterion Results

Click the + Plan to open the student plan.

Click on the Organization & Development tab. Click on each part of the essay. The component parts of the essay—introduction, thesis, main ideas, supporting details, conclusion, and transitions—are all color coded.

Next to each additional trait feedback category, the number in parentheses shows how many potential errors the student made in the category. Click on the category with a number and the trait followed by a number to choose an error type.
## Reviewing Trait Feedback

Click each tab to view the feedback for that trait. Numbers in parentheses show potential errors in each category.

<table>
<thead>
<tr>
<th>Reviews (1)</th>
<th>Organization &amp; Development</th>
<th>Grammar (3)</th>
<th>Usage (2)</th>
<th>Mechanics (4)</th>
<th>Style (81)</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="https://via.placeholder.com/15" alt="Review" /></td>
<td><img src="https://via.placeholder.com/15" alt="Organization" /></td>
<td><img src="https://via.placeholder.com/15" alt="Grammar" /></td>
<td><img src="https://via.placeholder.com/15" alt="Usage" /></td>
<td><img src="https://via.placeholder.com/15" alt="Mechanics" /></td>
<td><img src="https://via.placeholder.com/15" alt="Style" /></td>
</tr>
</tbody>
</table>

### Organization & Development

Would it be better to board a dog or leave it at home? Would be better boarding the dog because they give a lot of time playing instead of it saying at home.

I said no because I don't want the dog to be bored. *So suggested to take the dog to the kennel when the dog would have*

*The dog would be happy to go to the kennel because they would have dogs to talk to and to play with. The dog wouldn't be bored if they left it they at the activity then I would with a couple of visits. There might be new toys for the dog to play with like a new bounce balls or a stuff toys there. If my neighbor dog, because watching the dog but if it was at the kennel then nothing wouldn't get chew up but the toys would.***
Using 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.
Adding Comments

Click and drag to highlight a word or phrase about which a comment is to be made. The last word of the selection will remain highlighted. Click the Add Comment button and a comment box will appear on the right. Type your comment into the box, or check the Select a comment from library button to add a stored comment. To save a comment to your library, check the box at the bottom of the comment field. Click Enter after each comment, and Save to post all comments to the student essay. Your instructor comments become roll over notes for the student.
Entering 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.
Exploring the Student View
Viewing Class Activity

When students click the Activity Tab, a list of current work will be displayed.
The Student View

The Notices section of the student home page will display open assignments that are now available to the student.
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.
Creating a Plan

To begin an assignment, the student clicks on the Plan tab.

- By default, the Outline plan will open unless the instructor has specified a plan.
- A student can choose a different plan, by clicking on any of the other hyperlinks.
- Students type directly into the plan.
Saving the Plan

Students type directly into the plan. Buttons allow them to Clear All or Start a New Plan. Once the Plan is complete, the student clicks the Save button in the left corner. Only the current plan can be saved for an essay.
Using the Saved Plan

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.
- 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 in a pop-up box.
- The formatting toolbar provides formatting functions.
Formatting Tool Bar

Word count and character count are show on the right side of the tool bar.
Starting a Response

Students begin composing in text area. They may also copy and paste from a word processing document. They will paste first into a pop-up box.

- Note the **Save** button on the far left.
- When the essay is complete, the student clicks the Submit button on the lower right to receive *Criterion* feedback on his work.
Viewing the Feedback Analysis Chart

Click here.

Bars indicate the number of errors in each trait category. Click the bar to drill down further to specific errors.

View the Writer’s Handbook.
Viewing 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.
Reviewing errors

Click here begin revising an essay.
Making corrections

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

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

Click here to save during revision.

Click here to submit a revised draft.
Exploring 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.

**Add Student**—Allows you to add a student to your class. Class ID autofills into form.
Creating Reports
Report Types

• Portfolio—Links to the student portfolio and assignments
• Criterion Score Summary Report — Guides instructors to quickly view how well students are doing individually, or amongst their peers.
• Trait Errors—shows how many errors and what types from the diagnostic trait feedback
• Score Analysis Report—shows student identifying information, Criterion® score, question, essay, dialogue and comments from instructor and peer reviewers.
• Expanded Performance Detail Report—shows identifying information, Criterion® score, question, essay and all Criterion trait feedback.
• Expanded Performance Summary Report—shows identifying information, Criterion® score, question, summary of trait feedback analysis by error type, essay.
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
• Access Codes—shows current access codes for the class
• Student Access Information Report—set a date range to view user information and last sign in date
Selecting a Class

Click on the class name to select a class.
Selecting Reports

Click the Report tab from any class. Select the Report Name from the drop down menu.
Selecting 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.
Viewing and Printing Reports

Export the report to an Excel spreadsheet for further editing and formatting.
Enhanced Functionality

- Customizable Reports
- *Autosave* for Essay Responses
- Copying and Pasting Essays into Criterion
- Sorting and Selecting columns from the Roster Page
- Copying assignments with set end dates
- Entering Names with Special Characters
- Including student name on exported essays
Everybody at some point in their life has been torn between what they want to do and what they feel they should do because of what others think or say. It's human nature that makes us want things and it is our conscious that tells us.

At this time of the year, every senior who has been accepted to more than one college is racking their brains and deciding which college is the best. For instance, I have a friend who is deciding whether to go to Cornell University, UC Berkley, or UCLA, which in my opinion are all extremely but she'd rather not go there. UC Berkley and Cornell are what she wants to choose between. It is obvious that she wants to go to Cornell, but the problem is second on her list. The problem is her parents wouldn't let her go to Cornell, but that means her parents would have to spend thousands of dollars for her to go to UC Berkley.
Pasting Essays into Criterion

Users Attempting to Paste an Essay into the Response Text Box will be Prompted to Paste the Essay into a PopUp Text Box to further ensure that all Pasted Submissions Receive Accurate Feedback.
Assignments Page: Sorting

Sorting is Available Here!

<table>
<thead>
<tr>
<th>Assignment Name</th>
<th>Prompt</th>
<th>Standard</th>
<th>Plan</th>
<th>Peer Review</th>
<th>Creator</th>
<th>Start Date</th>
<th>End Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Leader</td>
<td>Student Leader</td>
<td>All</td>
<td>Yes</td>
<td>Yes</td>
<td>Oct 02, 2014</td>
<td>Oct 02, 2014</td>
<td>Active</td>
<td></td>
</tr>
<tr>
<td>Motivation</td>
<td>Motivation</td>
<td>All</td>
<td>No</td>
<td></td>
<td>Oct 02, 2014</td>
<td>Oct 02, 2014</td>
<td>Active</td>
<td></td>
</tr>
<tr>
<td>Skateboarding at School</td>
<td>Skateboarding at School</td>
<td>All</td>
<td>No</td>
<td></td>
<td>Oct 02, 2013</td>
<td>Oct 02, 2014</td>
<td>Active</td>
<td></td>
</tr>
<tr>
<td>Advice to Freshman</td>
<td>Advice to Freshman</td>
<td>All</td>
<td>No</td>
<td></td>
<td>Aug 20, 2013</td>
<td>Oct 02, 2014</td>
<td>Active</td>
<td></td>
</tr>
<tr>
<td>Special Place</td>
<td>Special Place</td>
<td>All</td>
<td>Yes</td>
<td></td>
<td>Aug 29, 2013</td>
<td>Oct 02, 2014</td>
<td>Active</td>
<td></td>
</tr>
<tr>
<td>Dress Code</td>
<td>Dress Code</td>
<td>All</td>
<td>Yes</td>
<td></td>
<td>Aug 27, 2013</td>
<td>Oct 02, 2014</td>
<td>Active</td>
<td></td>
</tr>
</tbody>
</table>
Roster Page: Sorting & Select All/Multiple

### Roster Table

<table>
<thead>
<tr>
<th>Student</th>
<th>User Name</th>
<th>Email Address</th>
<th>Writer's Handbook</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demo, Student</td>
<td>demo321</td>
<td><a href="mailto:abc@student.com">abc@student.com</a></td>
<td>High School and College</td>
<td>Active</td>
</tr>
<tr>
<td>Student, Test</td>
<td>ateststudent</td>
<td><a href="mailto:school@school.edu">school@school.edu</a></td>
<td>High School and College</td>
<td>Active</td>
</tr>
<tr>
<td>Student 1, ePals</td>
<td>epalsstu1</td>
<td><a href="mailto:student@yahoo.com">student@yahoo.com</a></td>
<td>High School and College</td>
<td>Active</td>
</tr>
<tr>
<td>Testing, Add</td>
<td>testabc1</td>
<td><a href="mailto:teach@gmail.com">teach@gmail.com</a></td>
<td>High School and College</td>
<td>Active</td>
</tr>
<tr>
<td>test, abc 2</td>
<td>testabc2</td>
<td><a href="mailto:test@yahoo.com">test@yahoo.com</a></td>
<td>High School and College</td>
<td>Active</td>
</tr>
</tbody>
</table>

**Sorting is Available Here!**

**Select all/multiple is Available for Emailing or Disconnecting More Than One Student!**
Connect Page: Searching Students

You Can View All Students Already with Criterion Accounts to Connect them to a Class!

*Select the Search button without making entry in the Name field.
Connect Page: Sorting & Select All/Multiple

Select All/Multiple is Available for Connecting More Than One Student to a Class!

Sorting is Now Available Here!

<table>
<thead>
<tr>
<th>Name</th>
<th>User Name</th>
<th>Email</th>
<th>Role</th>
<th>Location</th>
<th>Class</th>
<th>Grade</th>
<th>Last Sign In</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blake Richard</td>
<td>rblake</td>
<td><a href="mailto:abc@student.com">abc@student.com</a></td>
<td>Student</td>
<td>South School District, South High School</td>
<td>English</td>
<td>Grade 12</td>
<td>Oct 11, 2013 11:49:15 AM EDT</td>
<td>Active</td>
</tr>
<tr>
<td>Brown, Anna</td>
<td>ambrown</td>
<td><a href="mailto:student@yahoo.com">student@yahoo.com</a></td>
<td>Student</td>
<td>South School District, South High School</td>
<td>English</td>
<td>Grade 12</td>
<td>Oct 23, 2013 02:27:52 PM</td>
<td>Active</td>
</tr>
</tbody>
</table>
Copying Assignments with Set End Dates

Trying to copy an assignment that has a set end date from one class to other classes?

The specified end date of an assignment will be included when the assignment is copied into other classes!
Deleting Submissions (Administrator Role Only)

**Motivation**

While many students persevere throughout high school, others occasionally become disinterested in which you describe how to keep things interesting in the classroom in order to keep students motivated.

**Organization & Development**

Grammar (2)  Usage (2)  Mechanics (4)  Style

Everybody at some point in their life has been torn between what they want to do and what we should be doing around us say. It's human nature that makes us want things and it is our conscious that tell us.

At this time of the year, every senior who has been accepted to more than one college is racking their brains and deciding which college is the best. Problems:

**Does a particular student need to be given a "do-over?"**

Contact Criterion Support or the local Administrator of your Criterion account to have a student's submission deleted and the attempt given back to the student.
Names with Special Characters

Create User Account

Enter the access code that was provided by your institution or class instructor. This code will connect you within the Criterion system.
For student: password must be a minimum of 6 characters.
For non-students: The password must be at least 8 characters. The password must contain one lowercase letter, number, or special symbols (!@#$%^&*()). Passwords cannot be reused within 90 days.

Access Code:
ABC1 - 234D

Title:

Last Name:
Clarkson-Smith

First Name:
AnnaMaria (Anna)

Middle Initial:

Email Address: (optional for students)
abc@student.com

Confirm Email Address:
abc@student.com

User Name:
AMClarkson

Users Can Include Special Characters in Their Names
(IE: parenthesis, apostrophes, spaces, hyphens, etc)
Exported essays include the student’s name.
Additional Support

• Click the Client Services tab on your instructor home page for email and telephone support options.

• View the Resource file from the top right of your Instructor Home Page for more information on using the program.

• View Help for details on program functionality.