

8.0 To Use the Criterion Help Feature

- 8.1 Access the Help feature from most of the *Criterion* screens by clicking on **<Help>** in the upper-right corner of your screen.
- 8.2 **Help** refers to the screen you are looking at and answers the question, “How do I do this?” and provides descriptions of all the actions and reports in the *Criterion* service.
- 8.3 To look for a particular subject, use **<Search>** from either the Contents or Index buttons.

9.0 To Use the Writer’s Handbook

- 9.1 The Writer’s Handbook is accessed from any assignment in your portfolio by clicking on **<Writer’s Handbook>** in the upper-right corner of your screen. Your instructor may have provided you with a bilingual handbook. If so, you will see information in the language assigned to you with an English translation underneath.
- 9.2 The Handbook relates to the feedback and answers the question, “How can I improve this aspect of my writing?” It takes you directly to specific explanations and examples.
- 9.3 It also has a clickable **Table of Contents** which can take you to any section of the Handbook or to a glossary of terms used.

10.0 To Archive Portfolio Information

- 10.1 Open your portfolio by clicking on **<View your portfolio for this class>**.
- 10.2 From the menu on the left choose **<Archive portfolios>**.
- 10.3 Choose to archive either all the scoring data with the essay texts or just the data.
- 10.4 Choose to archive your first and most recent attempts, just your most recent attempt, or just your first attempt.
- 10.5 Click on **<Archive portfolios>** and the requested information will be copied into a spreadsheet that you can open or save anywhere on your hard drive or on a flash drive or disk. Archived data will still remain in the *Criterion* system.

11.0 To Use the Resources Tab

- 11.1 The Resources tab is accessed by clicking **<Resources>** at the top right of your screen next to **<Log Out>**.
- 11.2 The Resources tab includes an electronic copy of this Student Quick Access Guide and instructions for using the planning feature.

Please see your teacher or lab director for further assistance using the *Criterion* Service.

Student Quick Access

Criterion® Online Writing Evaluation

1.0 To Register as a Student

(Skip this section and go to section 2.0 if you are already registered and have a Username and password.)

Go to <http://criterion.ets.org> and choose **<Go to Criterion Student Web site>**.

- 1.1 To create your *Criterion* User Name and Password, choose **<Register>**
 - a. On the next screen enter the Class Access ID and Password provided by your teacher and click **<Continue>**.
 - b. Choose a unique User Name. This can include letters, numbers, and the following symbols: @ . _ - but no commas or spaces. Do **not** use the Class Access ID as your User Name.
 - c. Your Password can include letters, numbers and all symbols except ~ # & “ =
 - d. Enter other information and click **<Create Registration>** to go to your new Home Page. If your User Name is not unique you will be asked to choose another.

***This is the only time you will register for the Criterion service.
Afterward, you will Log In each time you access the service.***

Put your User Name and Password in the spaces below:

User Name _____ Password _____

2.0 To Log In as a Student

- 2.1 Go to the *Criterion* Welcome screen at <http://criterion.ets.org>. Click on **<Go to Criterion Student Web site>**, choose **<Log In>** and enter your User Name and Password. This will take you to your Home Page, where you can choose to work on an assignment, access your portfolio, or view new comments from your teacher.

3.0 To Enroll in an Additional Class

- 3.1 Choose **<Add Class>** to be enrolled in an additional class. Do **not** re-register.
- 3.2 Enter your User Name and Password and click **<Continue>**.
- 3.3 Enter the Class Access ID and Password your teacher gave you for the class you wish to add and click **<Continue>**.
- 3.4 You are now registered for that additional class. You will use the drop-down menu to choose which class to work in.

4.0 To Work on an Assignment (which you have not previously submitted)

- 4.1 Choose the assignment you wish to work on by clicking on the assignment name.
- 4.2 View the assignment directions screen and click **<Continue>**.
- 4.3 Read the assignment. If your teacher has enabled the planning feature, you can click on the **<Make a Plan>** button to use this feature. When your plan is complete you can save it or copy it into the essay writing screen. You may type the essay directly into the text box, or copy/paste it from any word processing program.
- 4.4 Be sure to **double-return** between paragraphs in your essay.
- 4.5 Use **<Save and Keep Writing>** frequently to avoid losing unsaved text.
- 4.6 If you have not completed the essay you can choose **<Save this essay to finish later>**. When you return to your Home Page this assignment will be listed as "in progress."
- 4.7 Before you submit your essay, use Spell Checker if your teacher makes it available.
- 4.8 When you are ready to submit your essay for scoring and feedback, click on **<Submit this Essay>**.

5.0 To View Your Performance Summary

After you submit your essay you will see the Performance Summary.

- 5.1 This screen provides the essay score, score summary information, and any advisories generated by your essay. If no score is given, see your teacher.
- 5.2 You can also view elements of Trait Feedback from this page under Grammar, Usage, Mechanics, Style, and Organization & Development. Click on bold-faced errors and comments to show them highlighted in your essay. Roll over the highlights to see feedback.
- 5.3 If you wish to save the Performance Summary Screen, you should print a copy. Later you can view all comments and feedback for this assignment in your portfolio.
- 5.4 You can also view/print an Expanded Performance Summary Report if you wish.

6.0 To View Your Portfolio (of assignments you have already submitted)

- 6.1 From your Home Page click on **<View your portfolio for this class>**. (If you use the *Criterion* service in more than one class you must choose a class from the drop-down menu.)

- 6.2 The first and most recent submissions for all assignments will be saved in your portfolio. You may choose to view only assignments that fit certain conditions by choosing **<Show essays with>** on the left side of the screen.
- 6.3 Click on the name of an essay to open it in your portfolio.
- 6.4 The **Score Analysis Menu** shows information about your score and any comments from your teacher.
 - a. Teacher comments within the text of your essay are shown in a pop-up screen which appears when you roll your cursor over the "I" symbol.
 - b. General instructor comments are in the field below the essay text, where you can also respond to comments and ask questions of your teacher.
- 6.5 The **Trait Feedback Analysis Menu** screens provide annotated diagnostic comments from the system.
 - a. Trait Feedback categories are accessed from the tabs across the top of the page.
 - b. Summaries of feedback errors for each category are shown in graph form.
 - c. Click on bold-faced errors/comments to see each highlighted in your essay. Roll over the highlighted error to see the feedback message.
 - d. Click on Writer's Handbook in the upper-right corner of the screen for more information on how to respond to the feedback.

7.0 To Revise Your Essay

- 7.1 Normally you should revise your essay at least once. You can do this by clicking on the **<Revise Essay>** tab at the top of your screen.
- 7.2 Be sure to look at both the *Criterion* feedback and your teacher's comments before revising your essay.
 - a. Feedback from your teacher is on the Score Analysis Menu (see 6.4 above).
 - b. The *Criterion* diagnostic feedback is on the Trait Feedback Analysis Menu (see 6.5 above).
 - c. You can also choose **<View my Plan>** to review the plan you created for this assignment.
- 7.3 The Revision Screen is a split screen. Trait Feedback Analysis is in the upper half of the screen. The lower half reproduces the text of your essay, where you can make any changes while looking at feedback provided above. Remember, your teacher's feedback (see 6.4 above) is very important in revising your essay.
- 7.4 You should revise using the feedback in all five categories (Grammar, Usage, Mechanics, Style, and Organization & Development) before clicking on **<Submit this Essay>**. On the left side of the revision screen you will see the number of submissions remaining to you for this assignment.