

- 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>.

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* is context sensitive. It 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.
- 9.2 It is context sensitive 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 has a clickable Table of Contents which takes you to any section of the Handbook and 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 either 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. The first and most recent essay submissions will remain in the *Criterion* system.



Student Quick Access CriterionSM Online Writing Evaluation

1.0 To Register as a Student

From Welcome Page, <http://criterion.ets.org>, choose <Go to Criterion Student Web site>.

- 1.1 Since you do not have a *Criterion* User Name and Password, choose <Register>
- On the Welcome Student page, enter Class Access ID and Password provided by your instructor and click <Continue>.
 - On the New Student Registration page, create a unique User Name that can include letters, numbers, at signs (@), hyphens (-), periods (.), and underscores (_). Do not use commas or spaces in your User Name. You may use any password you wish. Enter other information and click <Continue> to go to your new Home Page.
 - When you click <Create Registration> the system will either accept it and take you to your new Home Page or reject and prompt you “The user name is not unique. Please choose a different user name.”

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

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 _____ Password _____.

This will take you to your Home Page, where you can choose to work on an assignment, access your portfolio, or view any new instructor comments.

Please see your instructor if you need assistance using the *Criterion* Service.

3.0 To Add a New Class

- 3.1 Choose <New 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 provided by your instructor 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

- 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. Then type, or copy/paste, your essay into the text box.
- 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 instructor 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 instructor.
- 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.

6.0 To View Your Portfolio

- 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 instructor comments.
 - a. Instructor comments within the text of your essay are shown in a pop-up screen when you roll your cursor over the **1** 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 automated diagnostic comments.
 - a. Trait Feedback categories are accessed from the tabs across the top of the page.
 - b. Summaries of feedback errors 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 improve your essay.

7.0 To Revise Your Essay

- 7.1 If your instructor allows you to revise your essay, 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 instructor comments before revising your essay.
 - a. Instructor feedback is on the Score Analysis Menu (see above).
 - b. The diagnostic feedback is on the Trait Feedback Analysis Menu (see above).
- 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, which you can revise while looking at feedback.