ETS Criterion

Welcome to *Criterion*

A New Generation Has Arrived

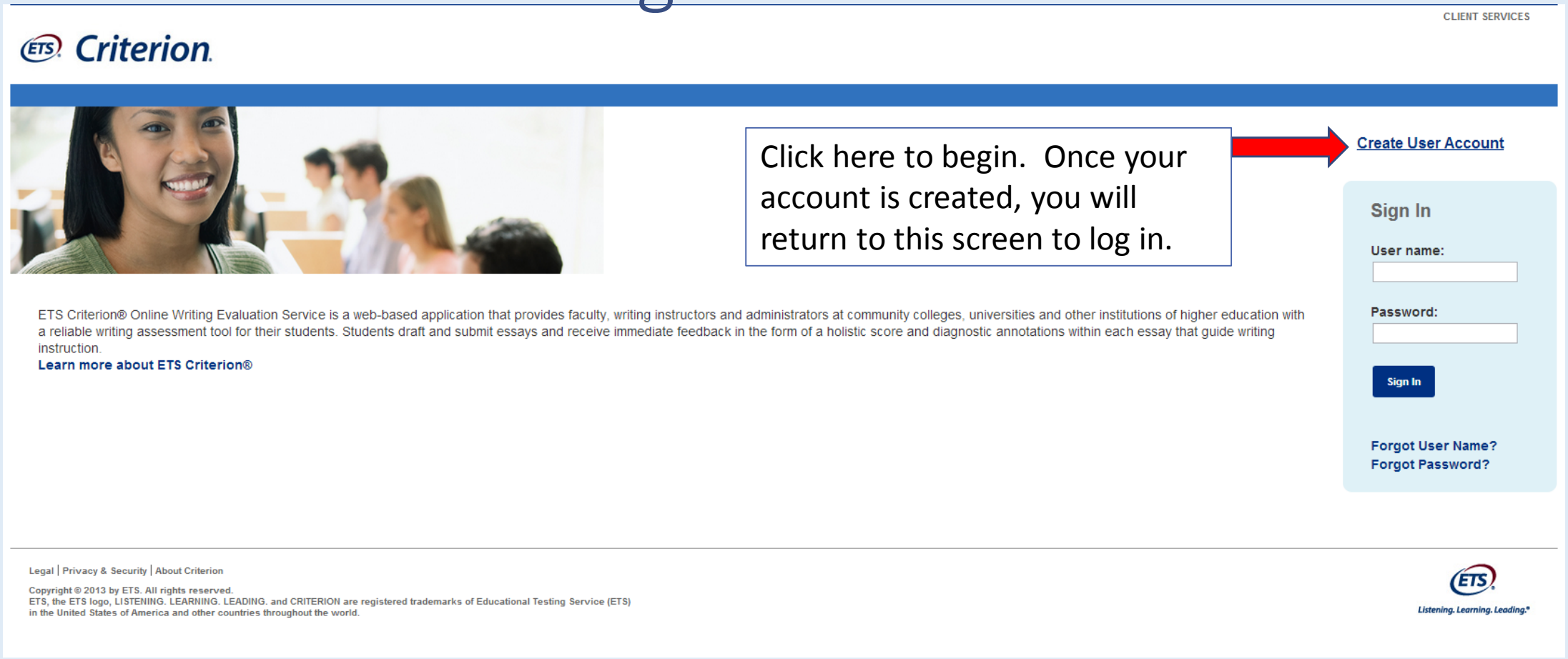
Instructor Basics

Getting Started with *Criterion*

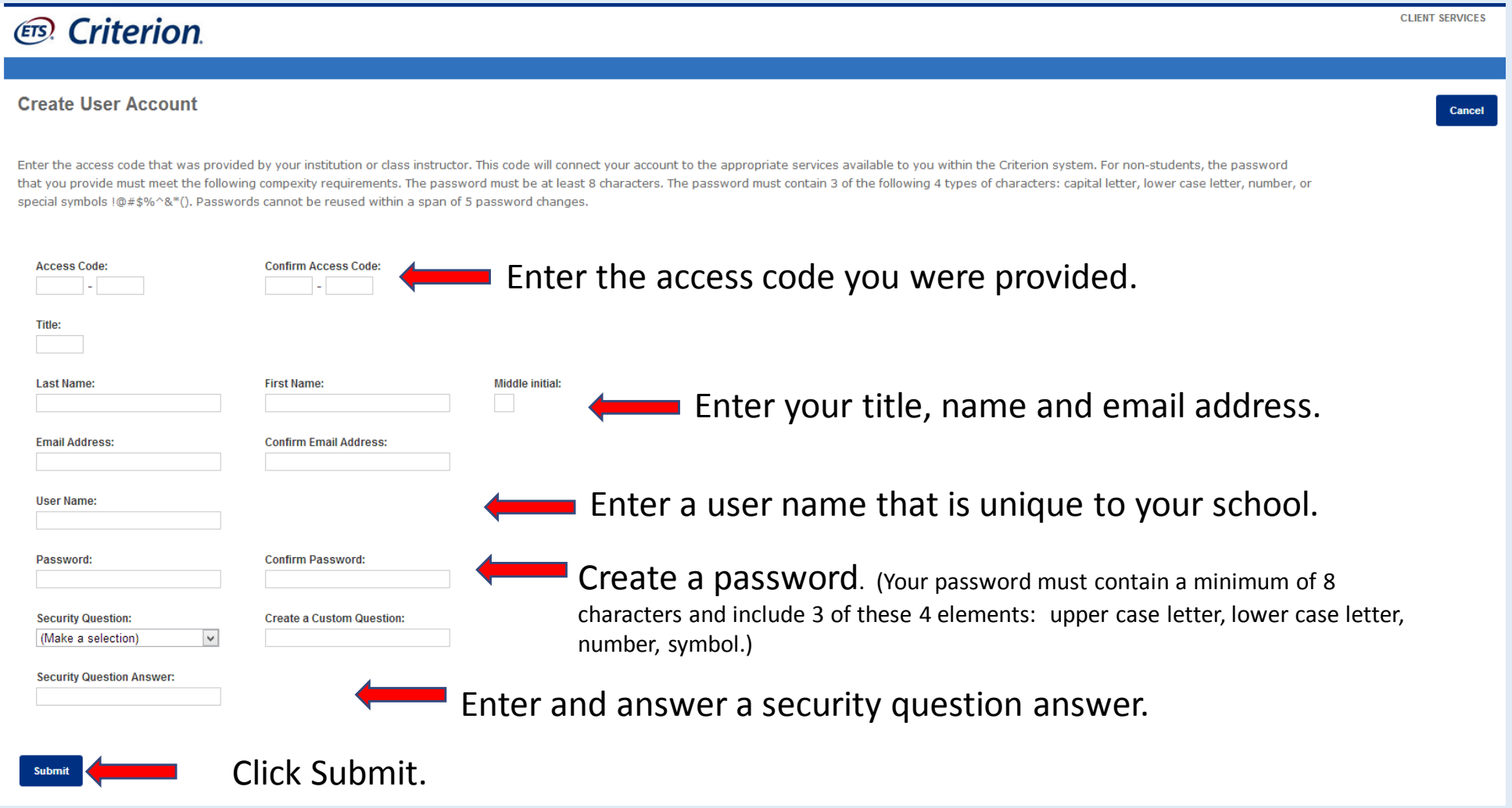
Registering as a new user

Go to: http://criterion.ets.org

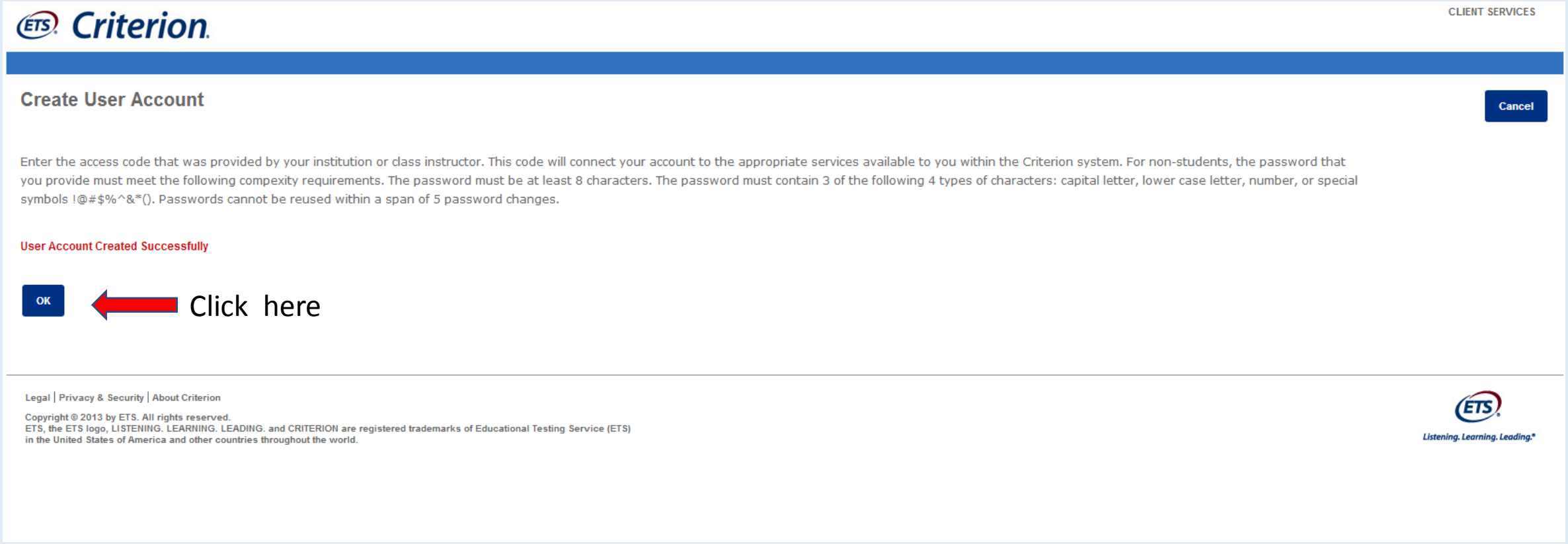
Log In Screen



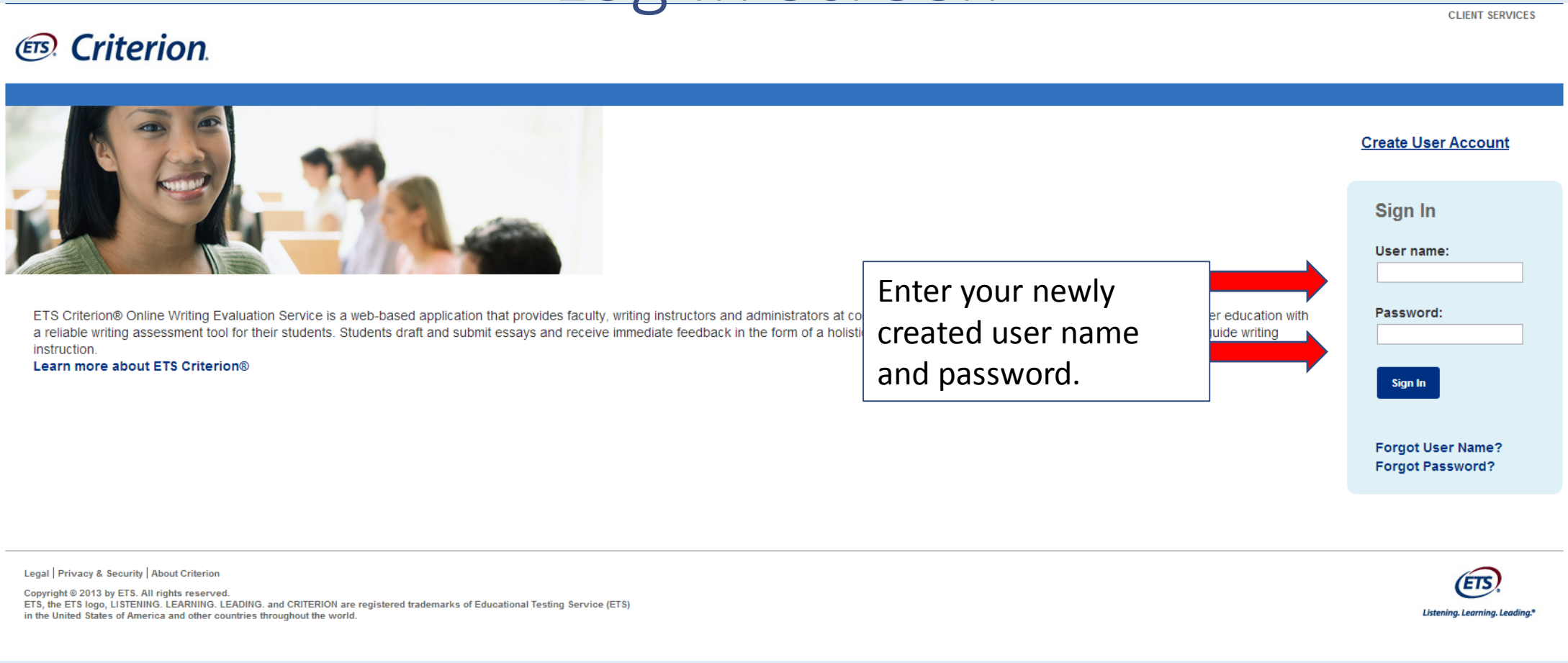
Register


Criterion
CLIENT SERVICES
Create User Account
Cancel
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 compexity 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.
Access Code:
Confirm Access Code:
Enter the access code you were provided.
Title:
Last Name:
First Name:
Middle initial:
Enter your title, name and email address.
Email Address:
Confirm Email Address:
User Name:
Enter a user name that is unique to your school.
Password:
Confirm Password:
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.)
Security Question:
(Make a selection)
Create a Custom Question:
Security Question Answer:
Enter and answer a security question answer.
Submit
Click Submit.

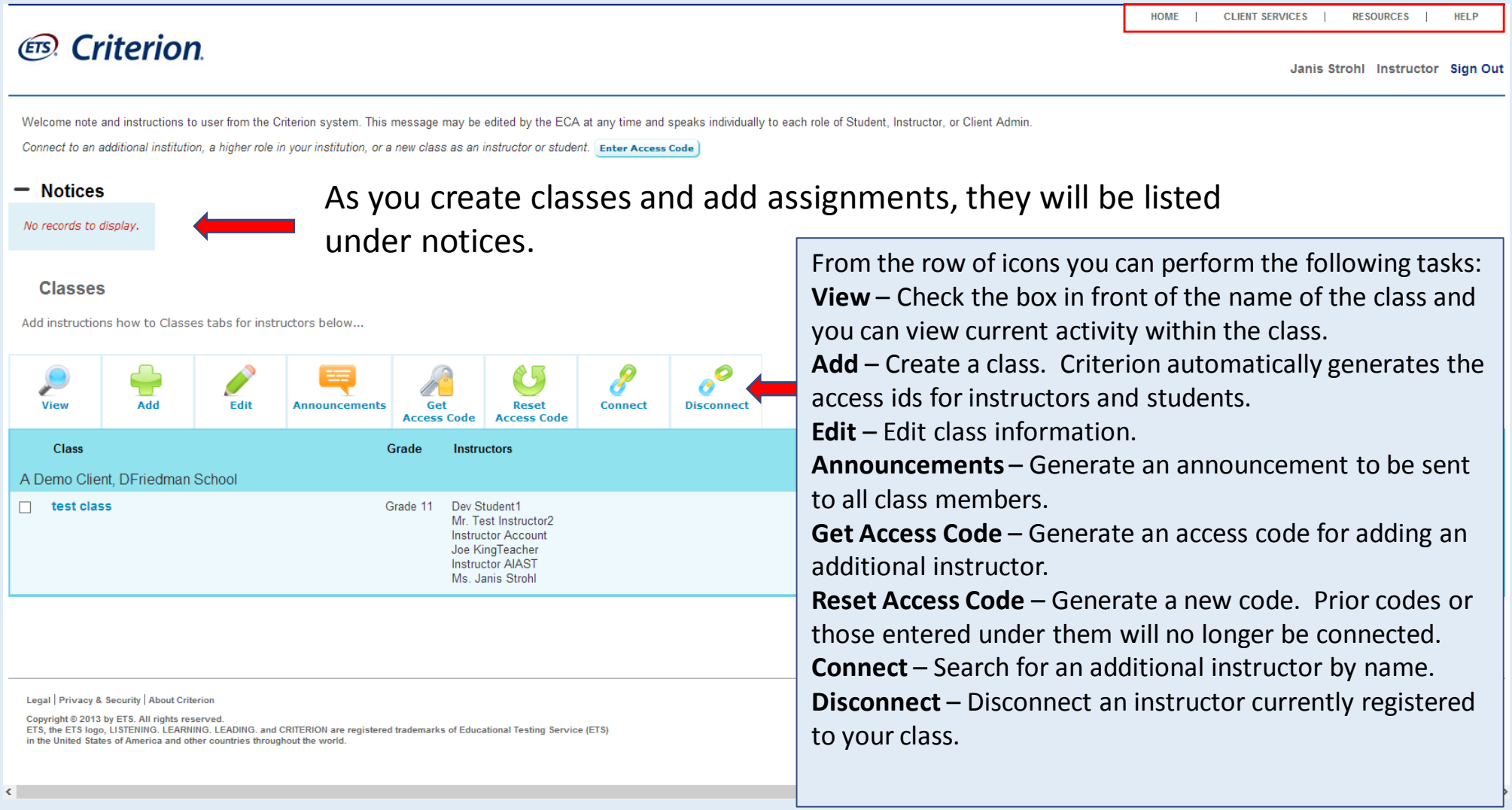
Success Message



Log In Screen



Home Page



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 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.

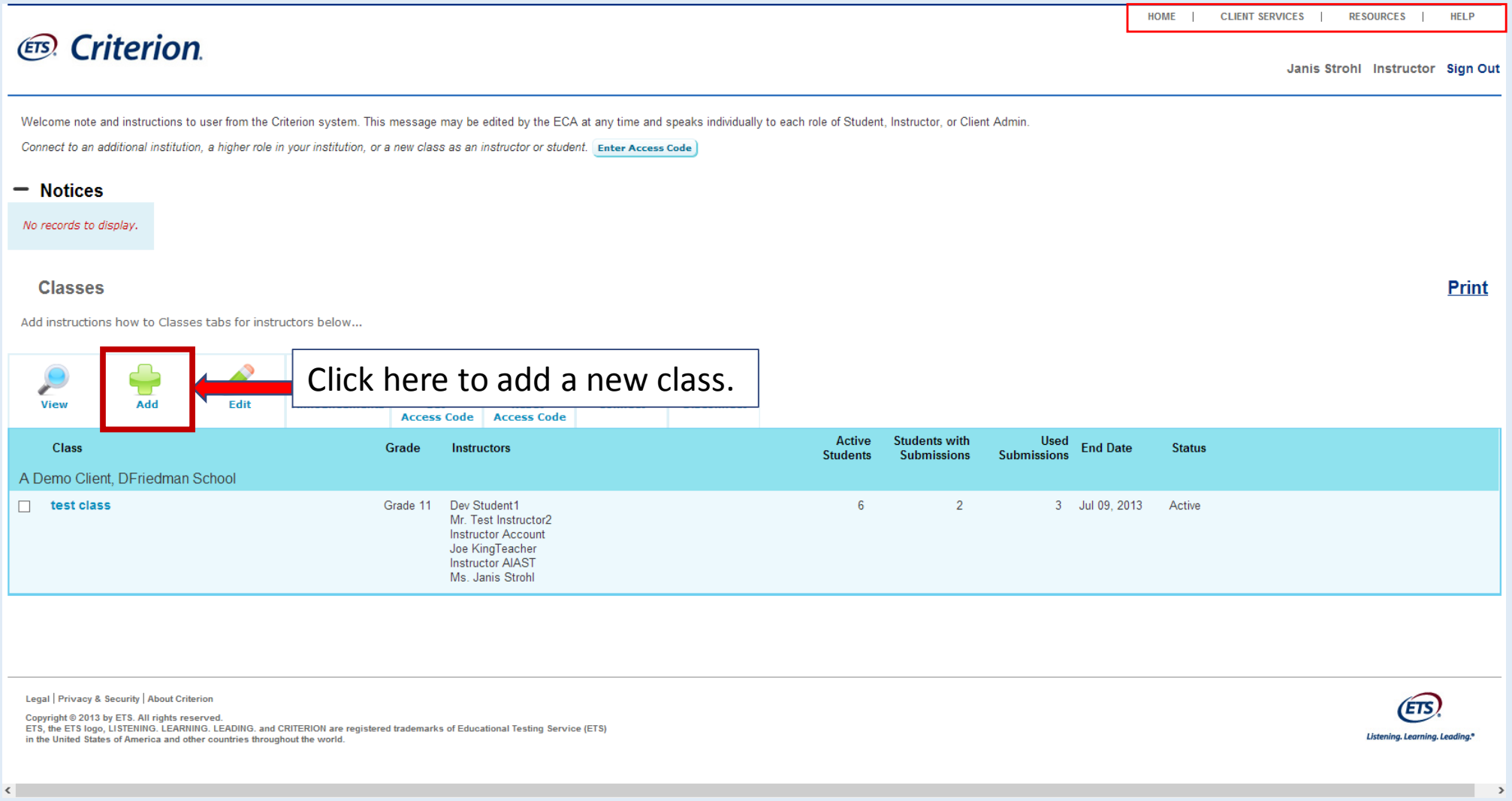
Reset Access Code – Generate a new code. Prior codes or those entered under them will no longer be connected.

Connect – Search for an additional instructor by name.

Disconnect – Disconnect an instructor currently registered to your class.

Add a Class

Add a Class


HOME | CLIENT SERVICES | RESOURCES | HELP
Janis Strohl Instructor Sign Out
Welcome note and instructions to user from the Criterion system. This message may be edited by the ECA at any time and speaks individually to each role of Student, Instructor, or Client Admin.
Connect to an additional institution, a higher role in your institution, or a new class as an instructor or student. Enter Access Code
Notices
No records to display.
Classes
Print
Add instructions how to Classes tabs for instructors below...
View
Add
Edit
Click here to add a new class.
Access Code
Access Code
Class
Grade
Instructors
Active Students
Students with Submissions
Used Submissions
End Date
Status
A Demo Client, DFriedman School
test class
Grade 11
Dev Student1
Mr. Test Instructor2
Instructor Account
Joe KingTeacher
Instructor AIAST
Ms. Janis Strohl
6
2
3
Jul 09, 2013
Active
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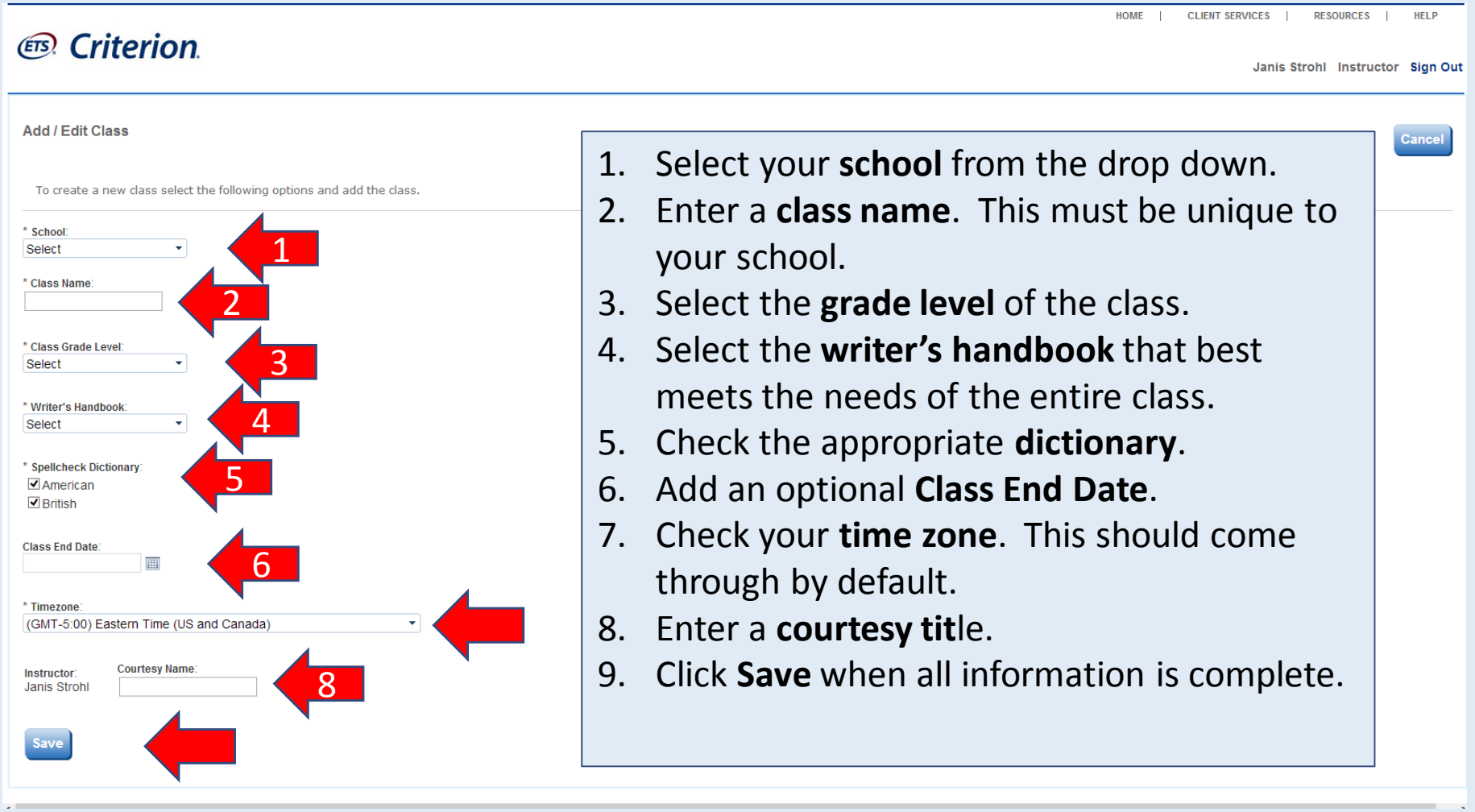
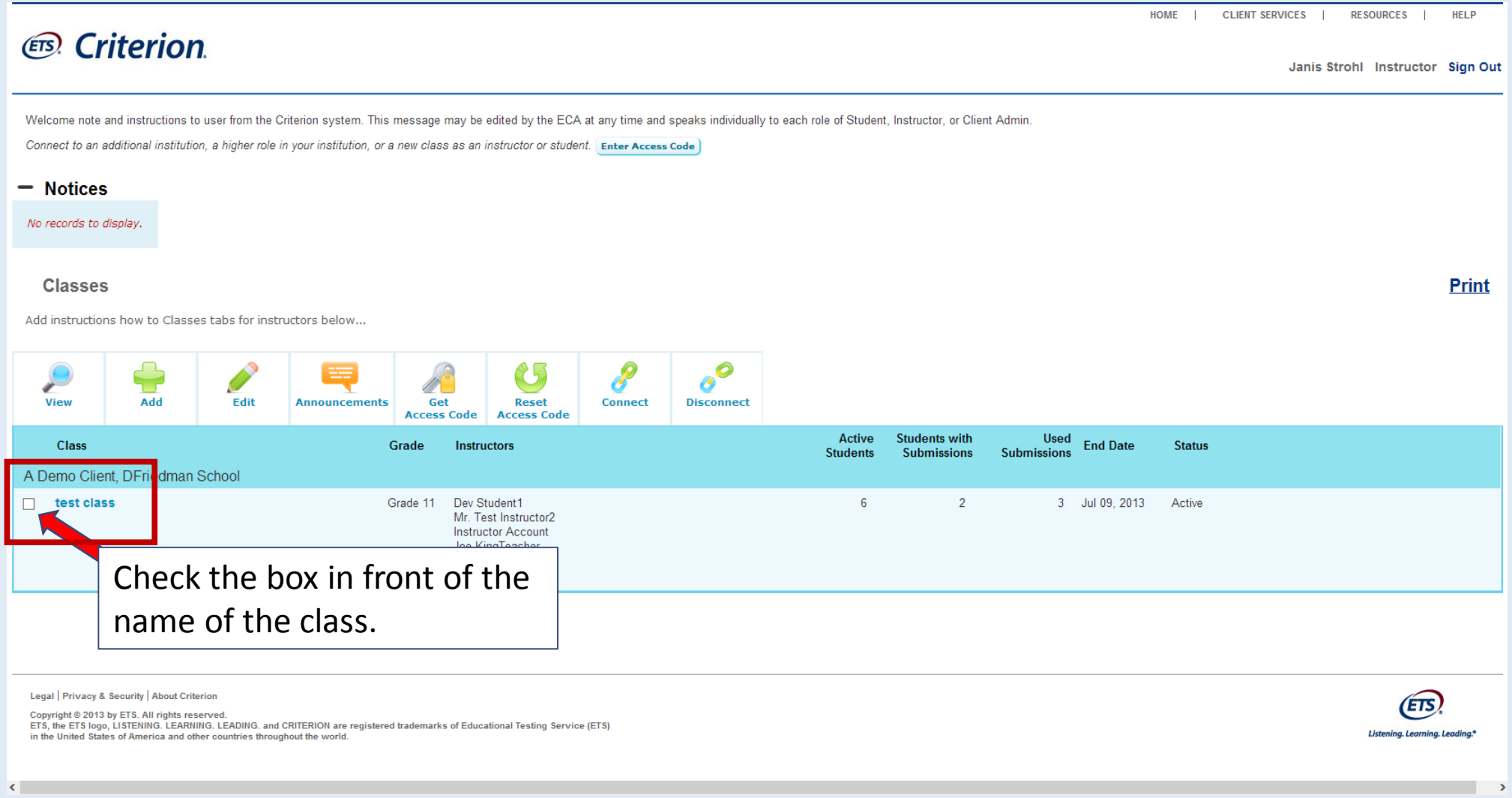
Enter Class Description



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**.
6. Add an optional **Class End Date**.
7. Check your **time zone**. This should come through by default.
8. Enter a **courtesy tit**le.
9. Click **Save** when all information is complete.

Create Assignments

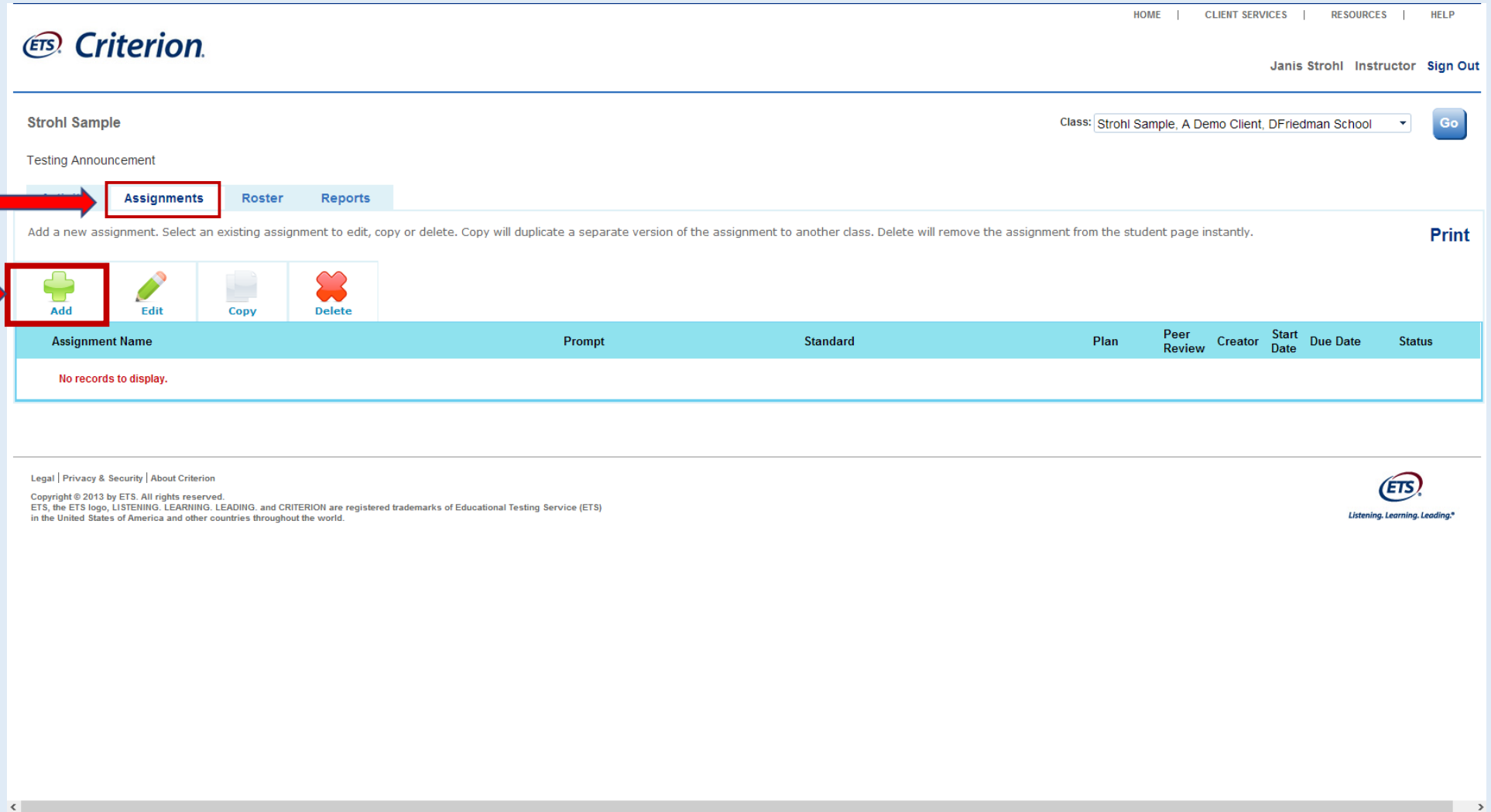
Choose a Class



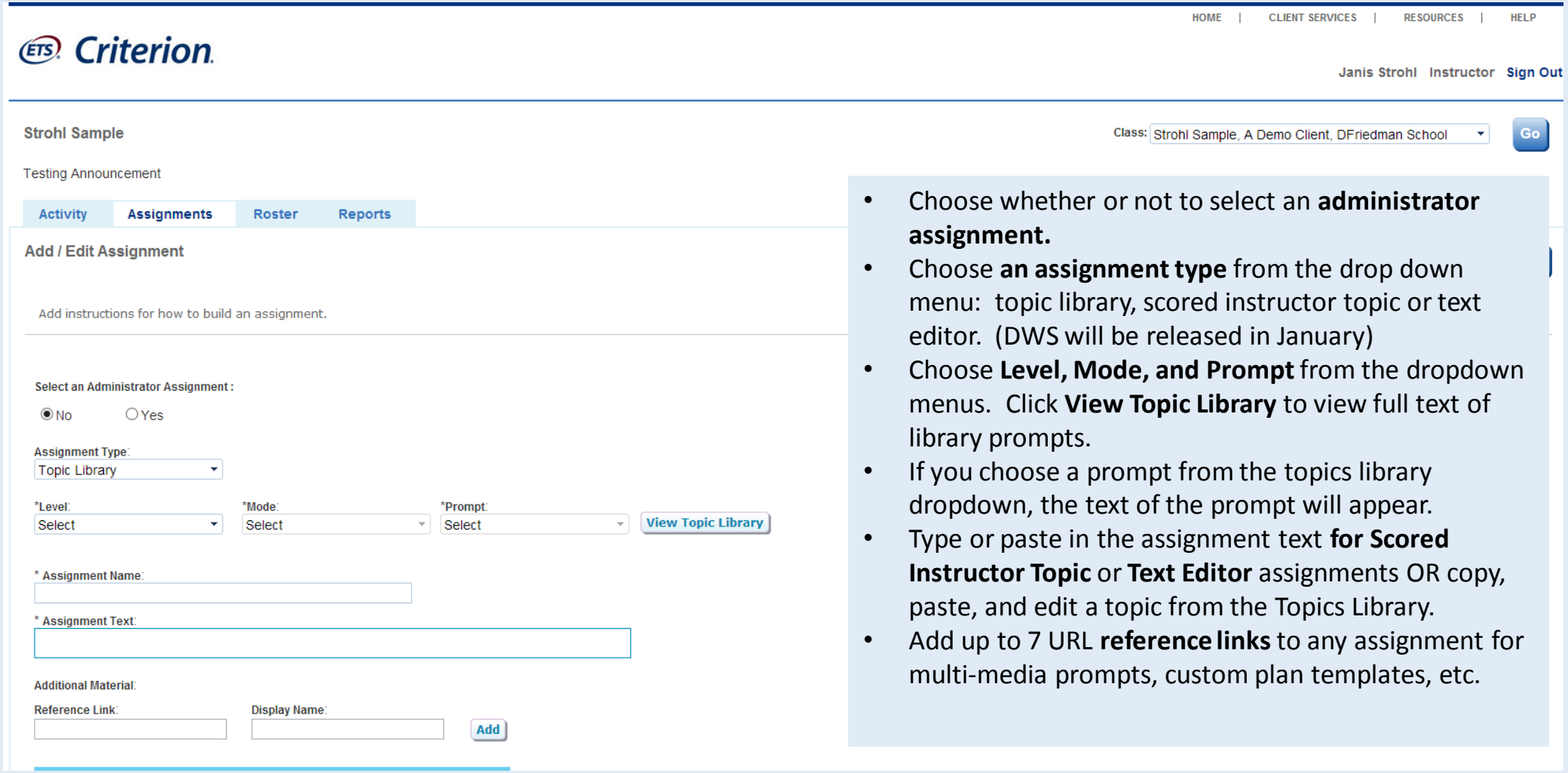
Add an Assignment

Click the Assignments tab.

Click Add.

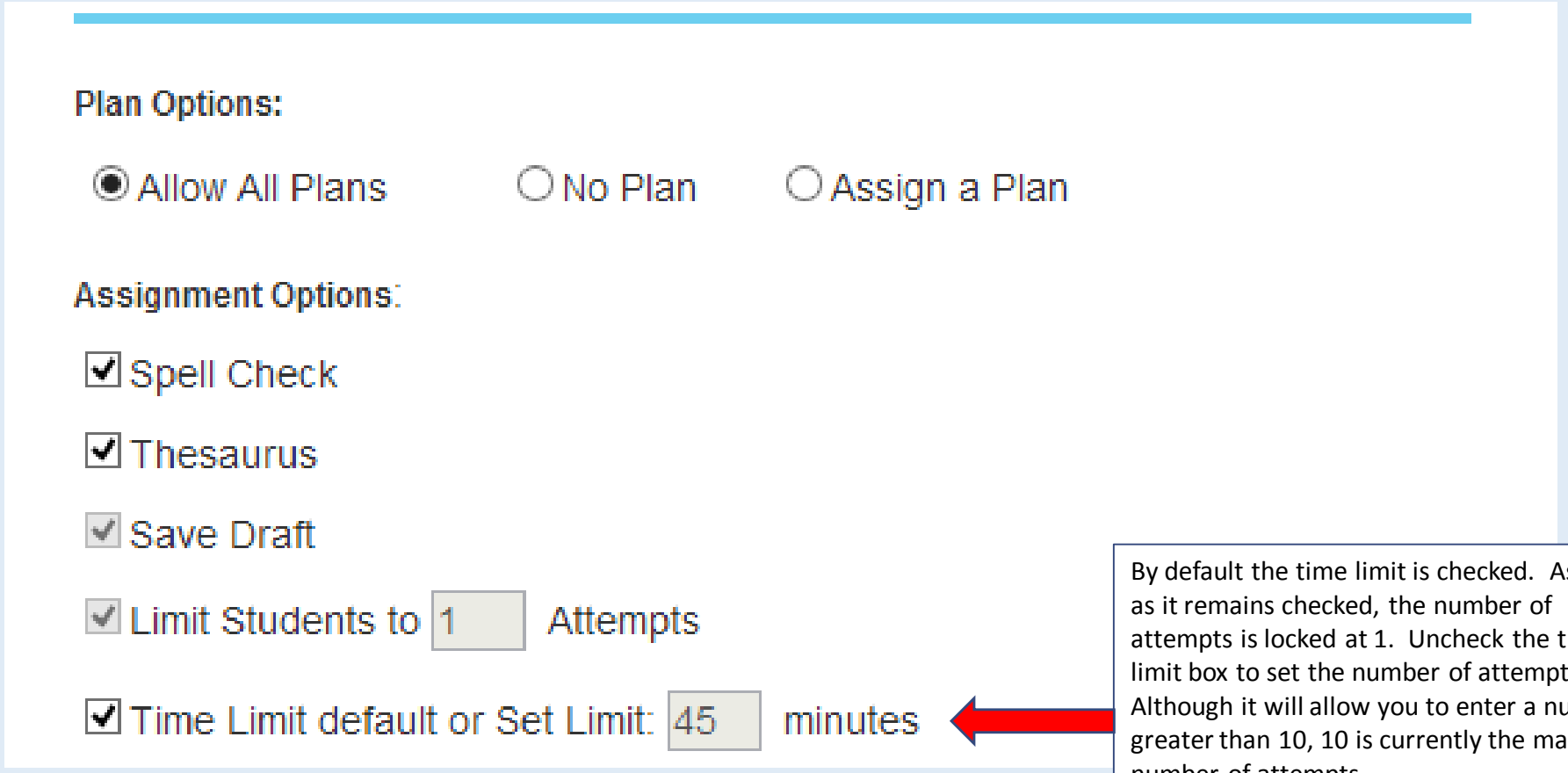


Create an Assignment



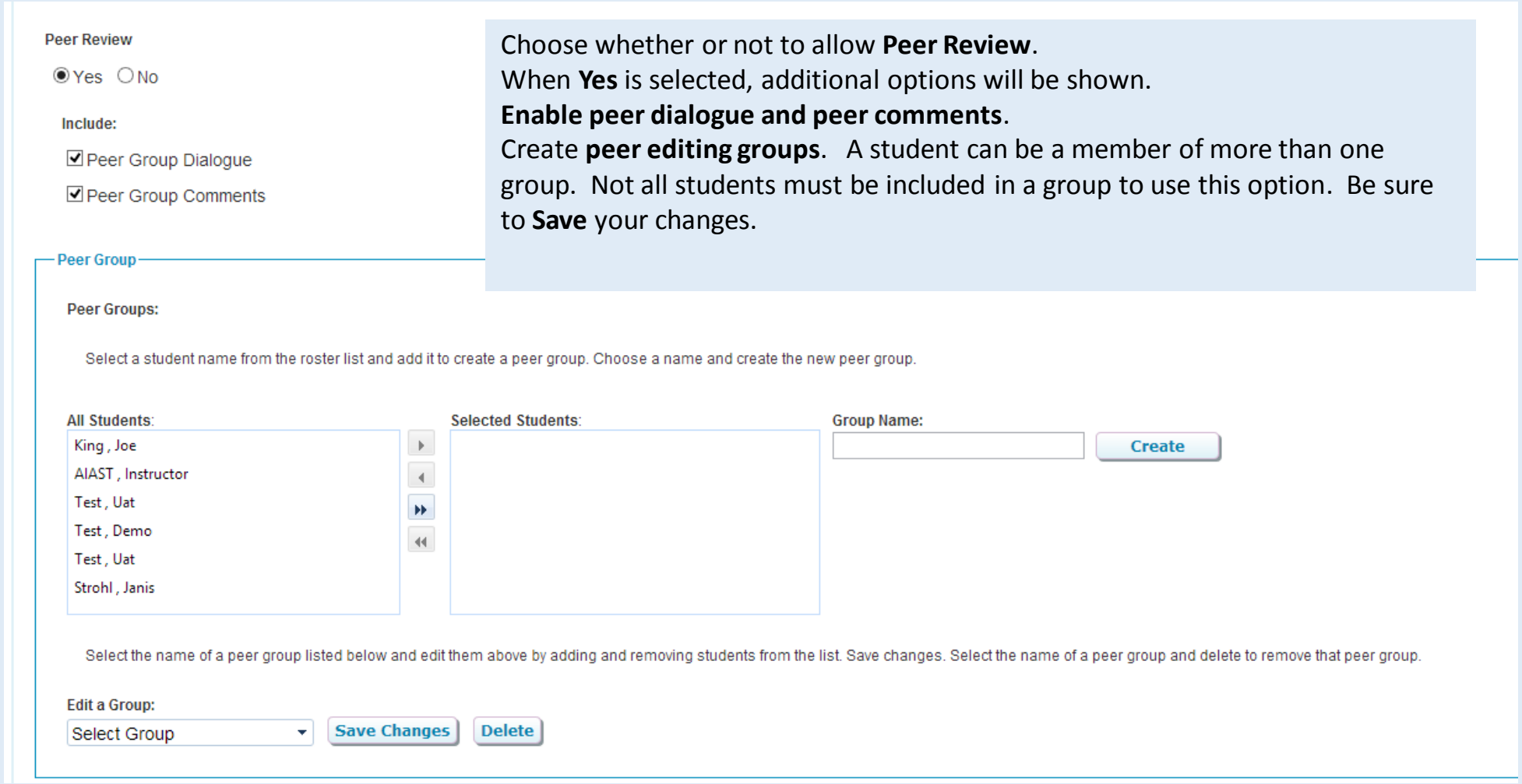
- Choose whether or not to select an **administrator assignment.**
- Choose **an assignment type** from the drop down menu: topic library, scored instructor topic or text editor. (DWS will be released in January)
- Choose **Level, Mode, and Prompt** from the dropdown menus. Click **View Topic Library** 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



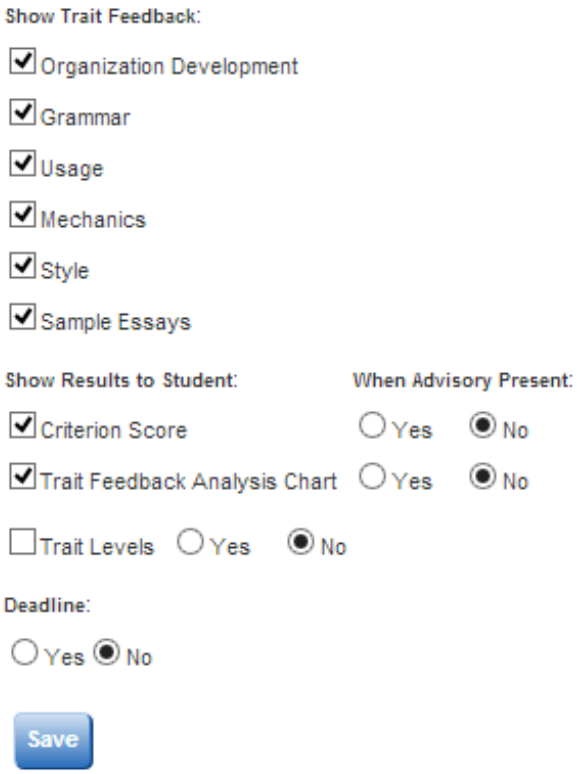
By default the time limit is checked. As long as it remains checked, the number of attempts is locked at 1. Uncheck the time limit box to set the number of attempts. Although it will allow you to enter a number greater than 10, 10 is currently the maximum number of attempts.

Enable Peer Review



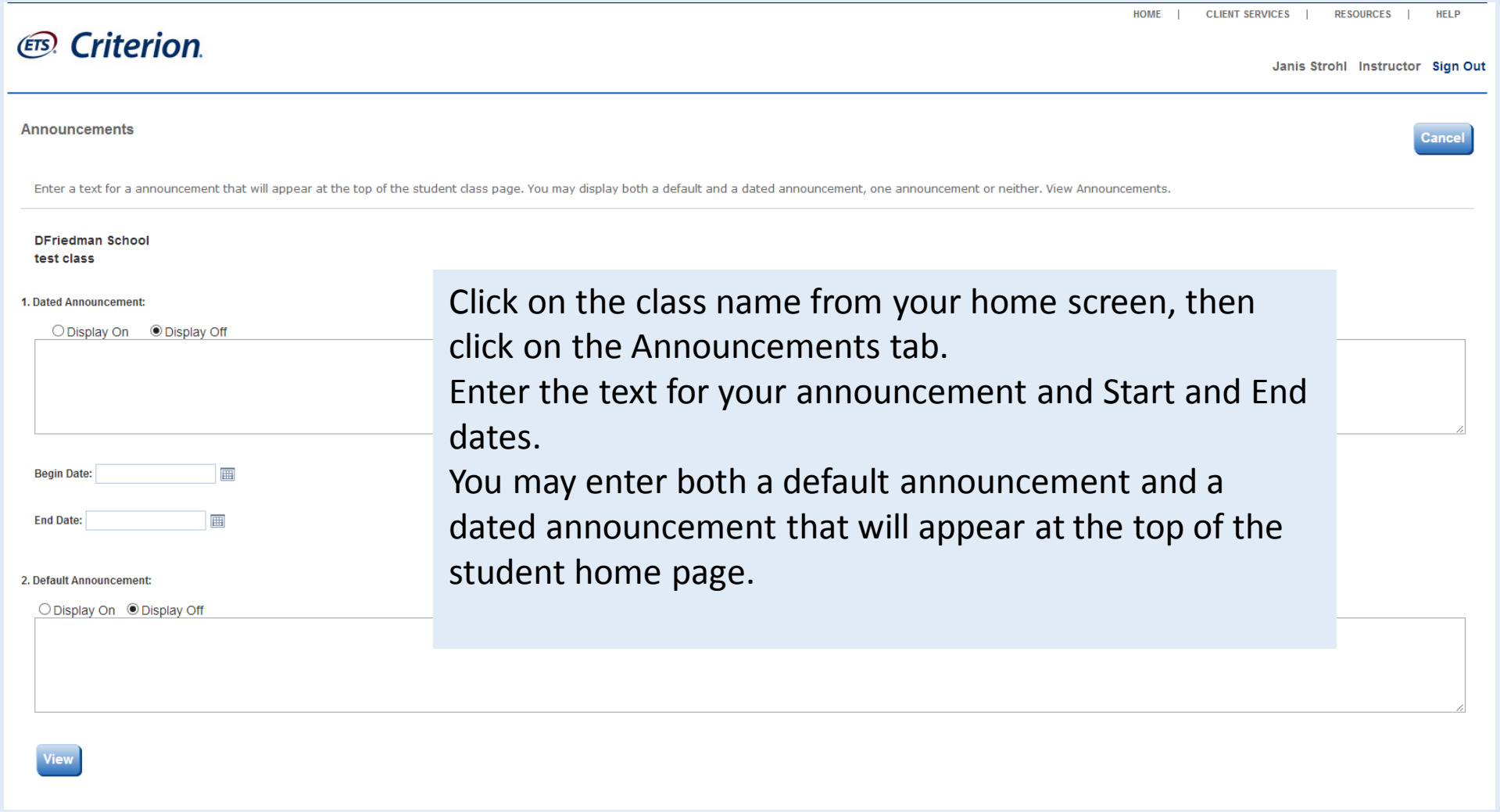
Choose whether or not to allow **Peer Review**.
When **Yes** is selected, additional options will be shown.
Enable peer dialogue and peer comments.
Create **peer editing groups**. A student can be a member of more than one group. Not all students must be included in a group to use this option. Be sure 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



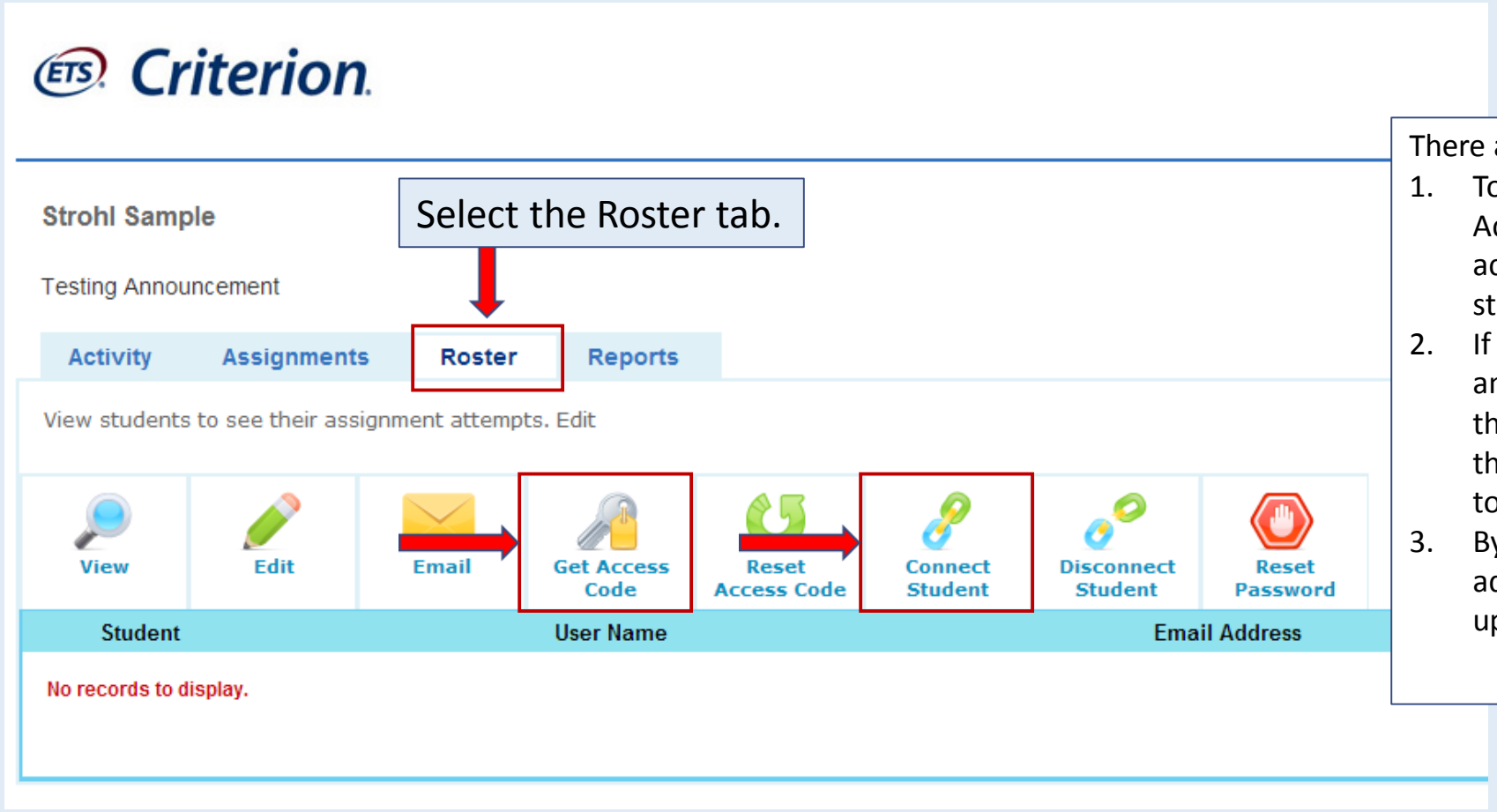
Click on the class name from your home screen, then click on the Announcements tab.

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:

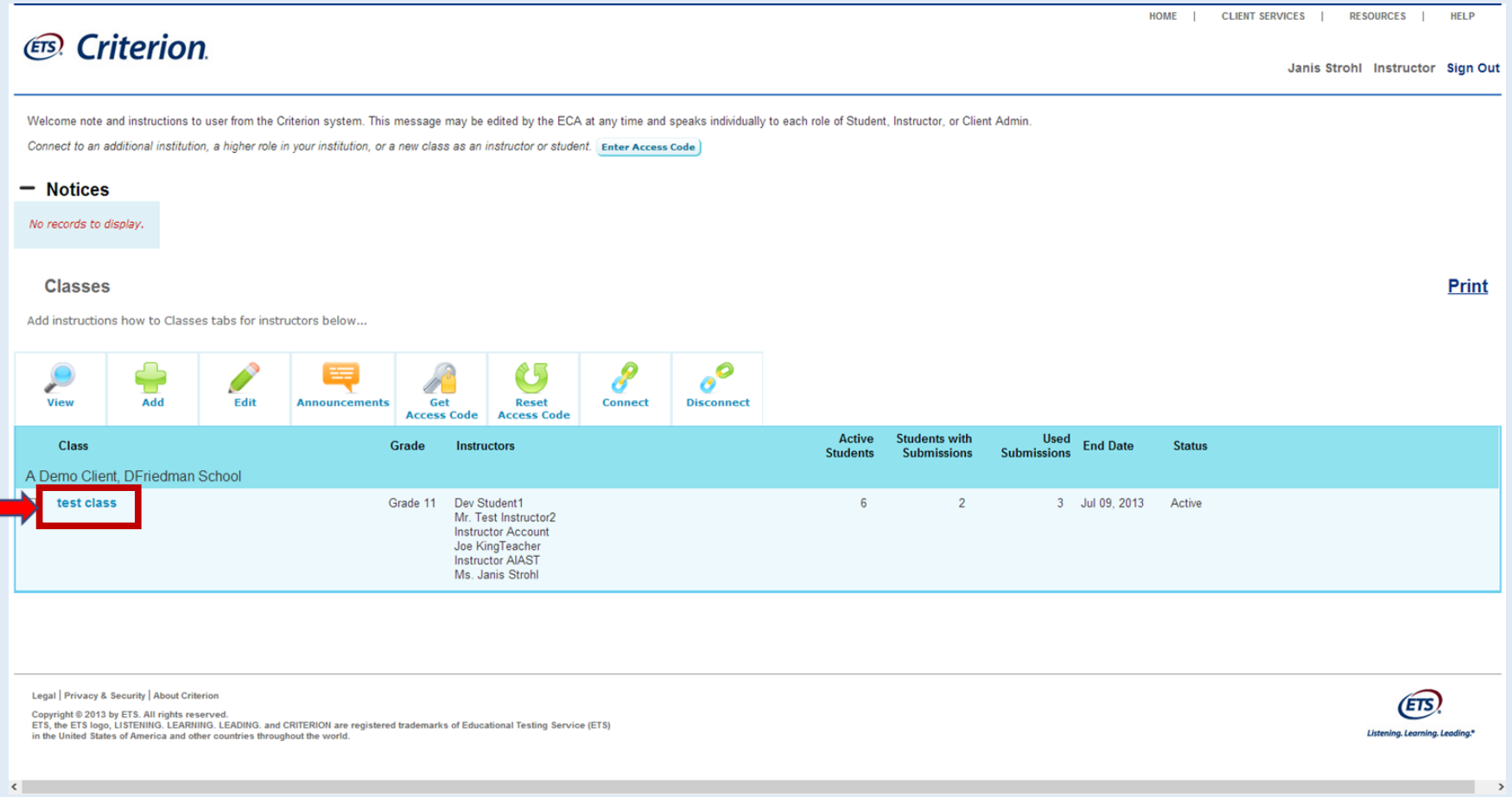
1. To allow students to self-register, click Get Access Code. This generates a student access code for the class. Provide this to students so that they can self-register.
2. If students are already registered for another class or have been imported into the school, click connect student. You will then 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.

ETS Criterion

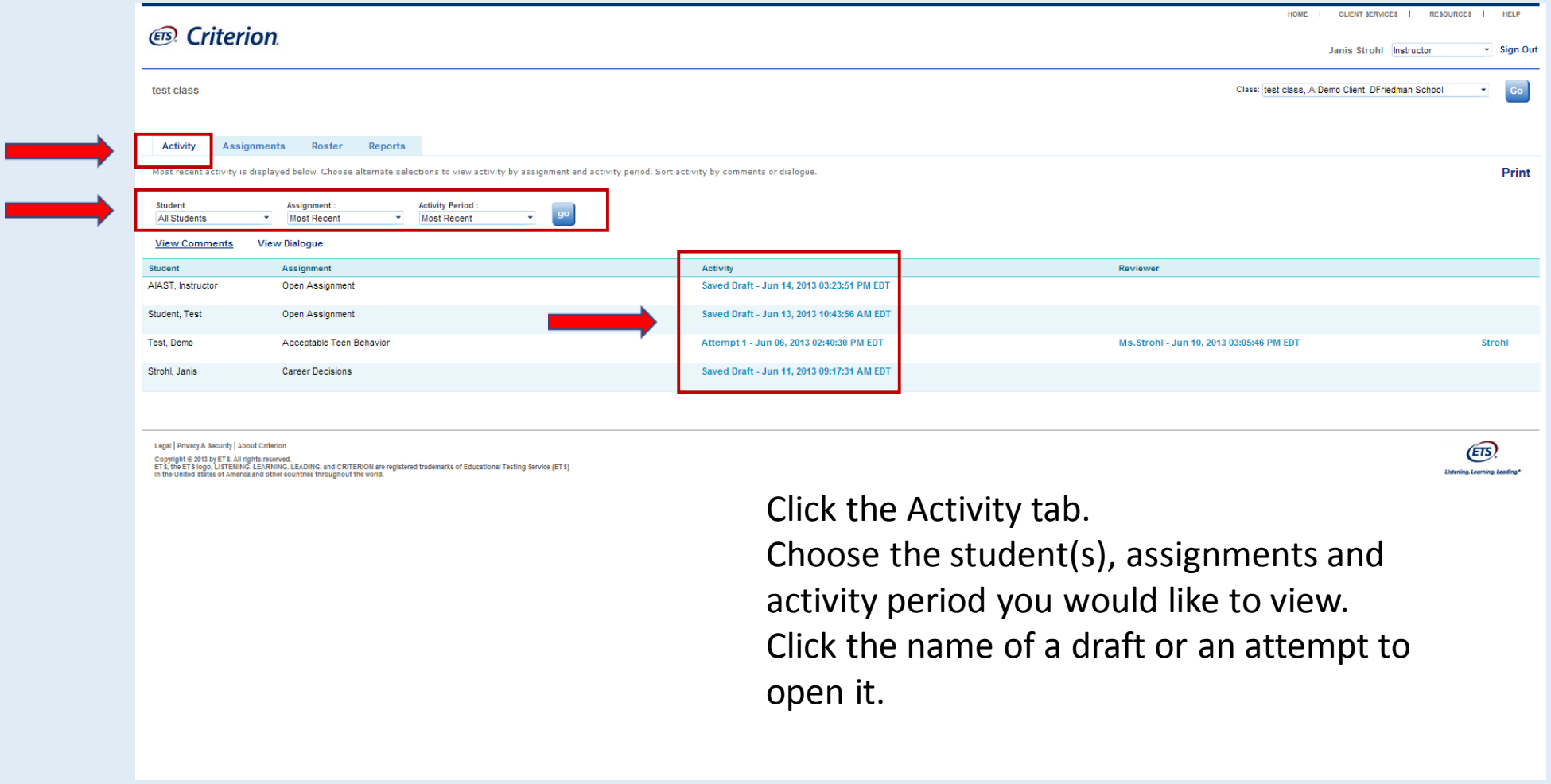
Work with Student Portfolios

Select a Class

Click on the class name to select a class.

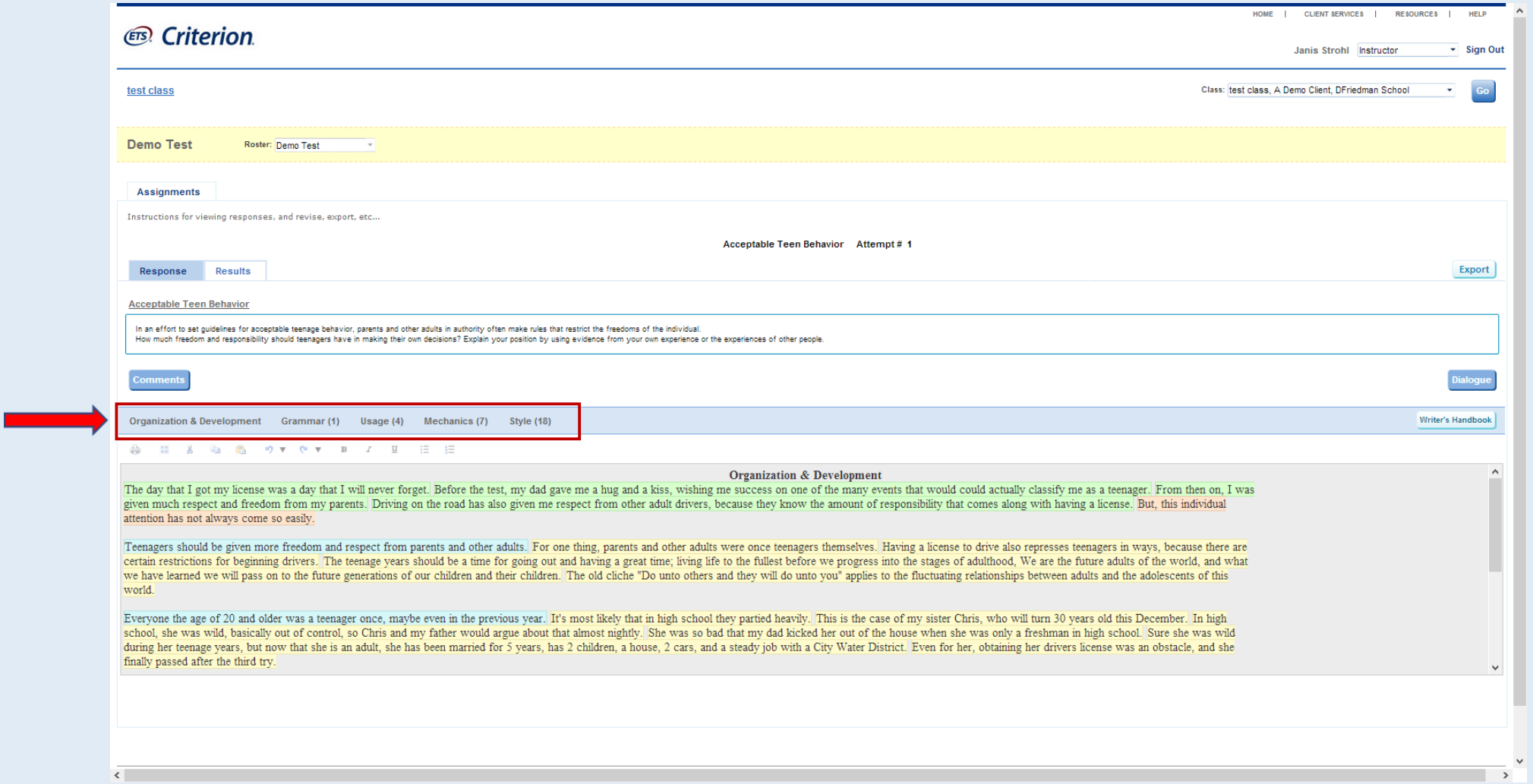


Select an Assignment



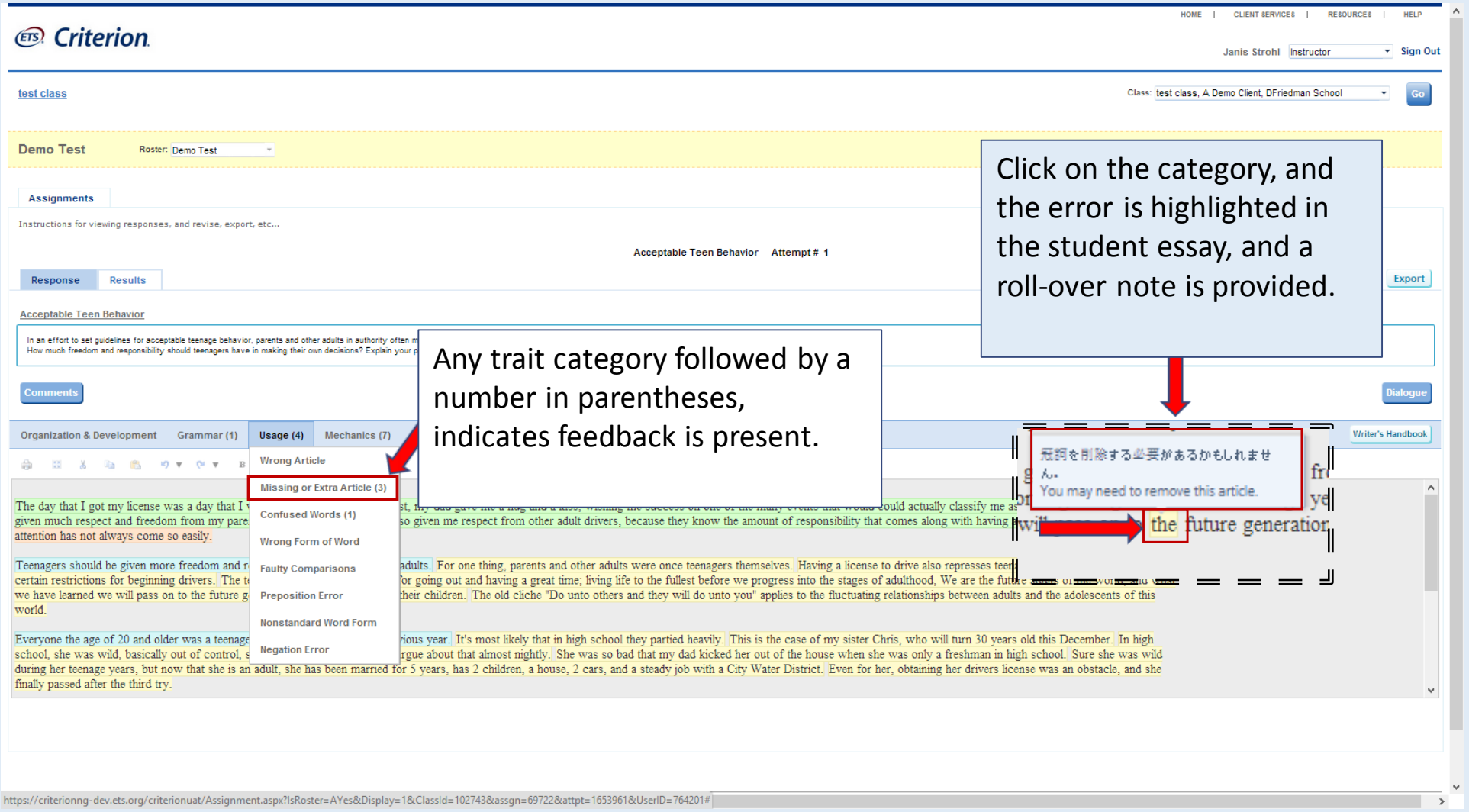
Click the Activity tab.
Choose the student(s), assignments and activity period you would like to view.
Click the name of a draft or an attempt to open it.

Review Criterion Results

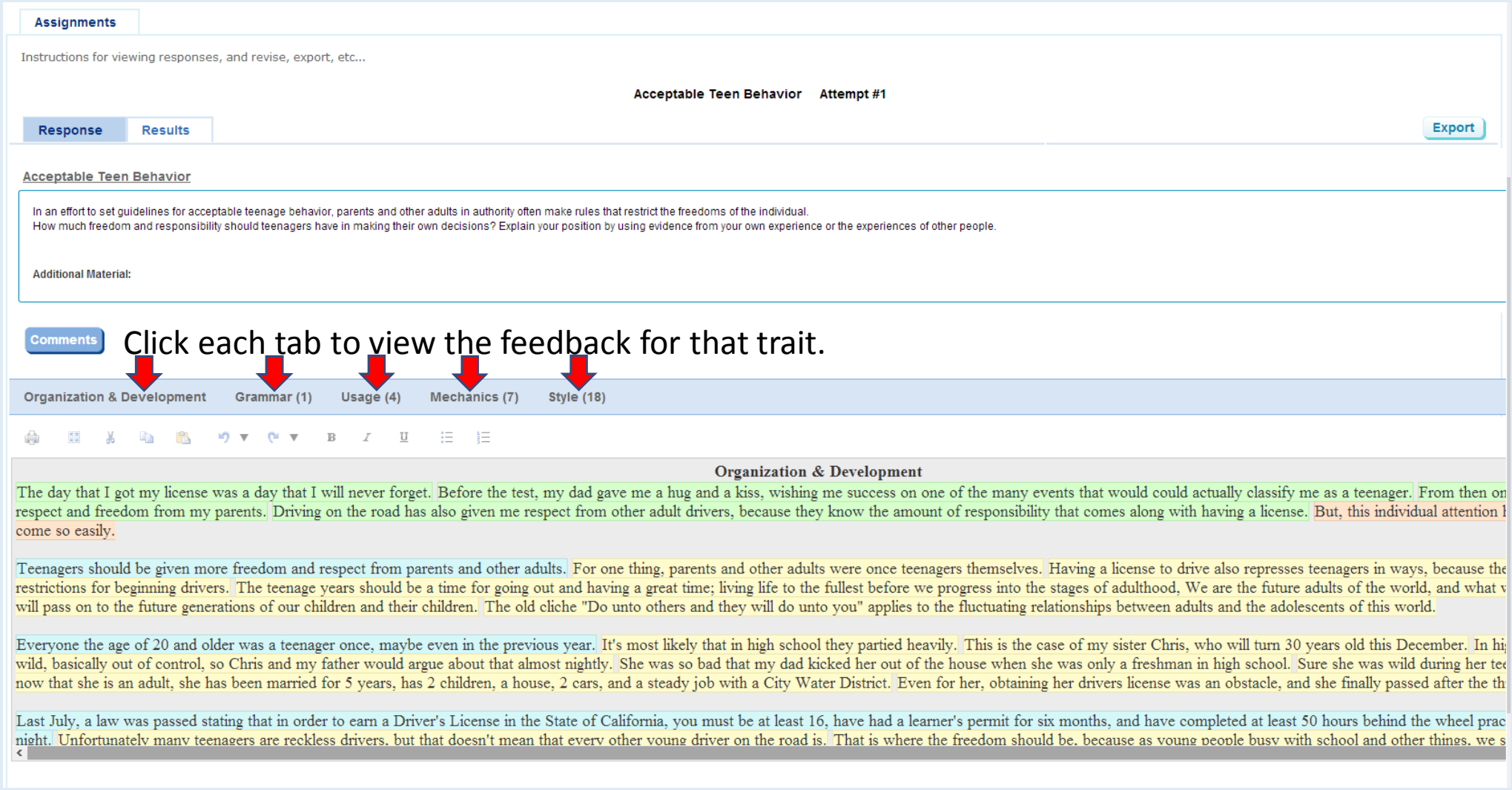


By default, the Results page opens to the feedback for Organization and Development.
The component parts of the essay—introduction, thesis, main ideas, supporting details and conclusion are all color coded.
Next to each trait feedback category, the number in parentheses shows how many errors the student made in the category.
Click on the category to choose.

Feedback Drop Down Menus



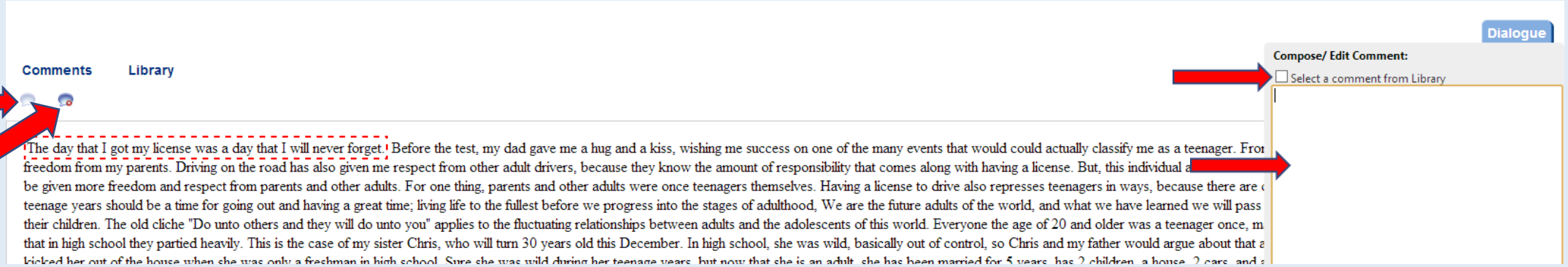
Review Feedback



Add Comments

Add Comment

Remove Comment

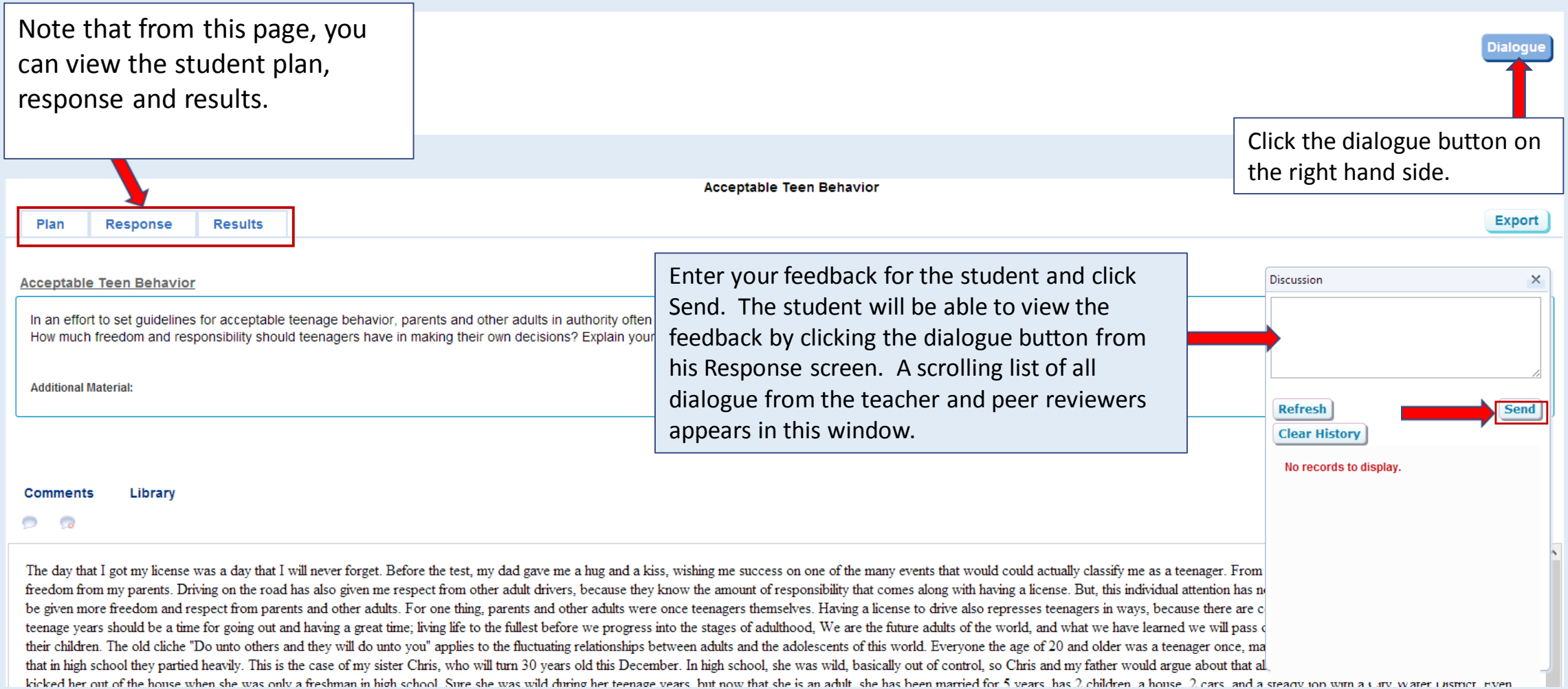


Click and drag to highlight a word or phrase about which a comment is to be made. A red box will be placed around the selected text. Click the Add Comment button and a comment box will appear on the right. Check the Select a comment from library button to add a stored comment.

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.

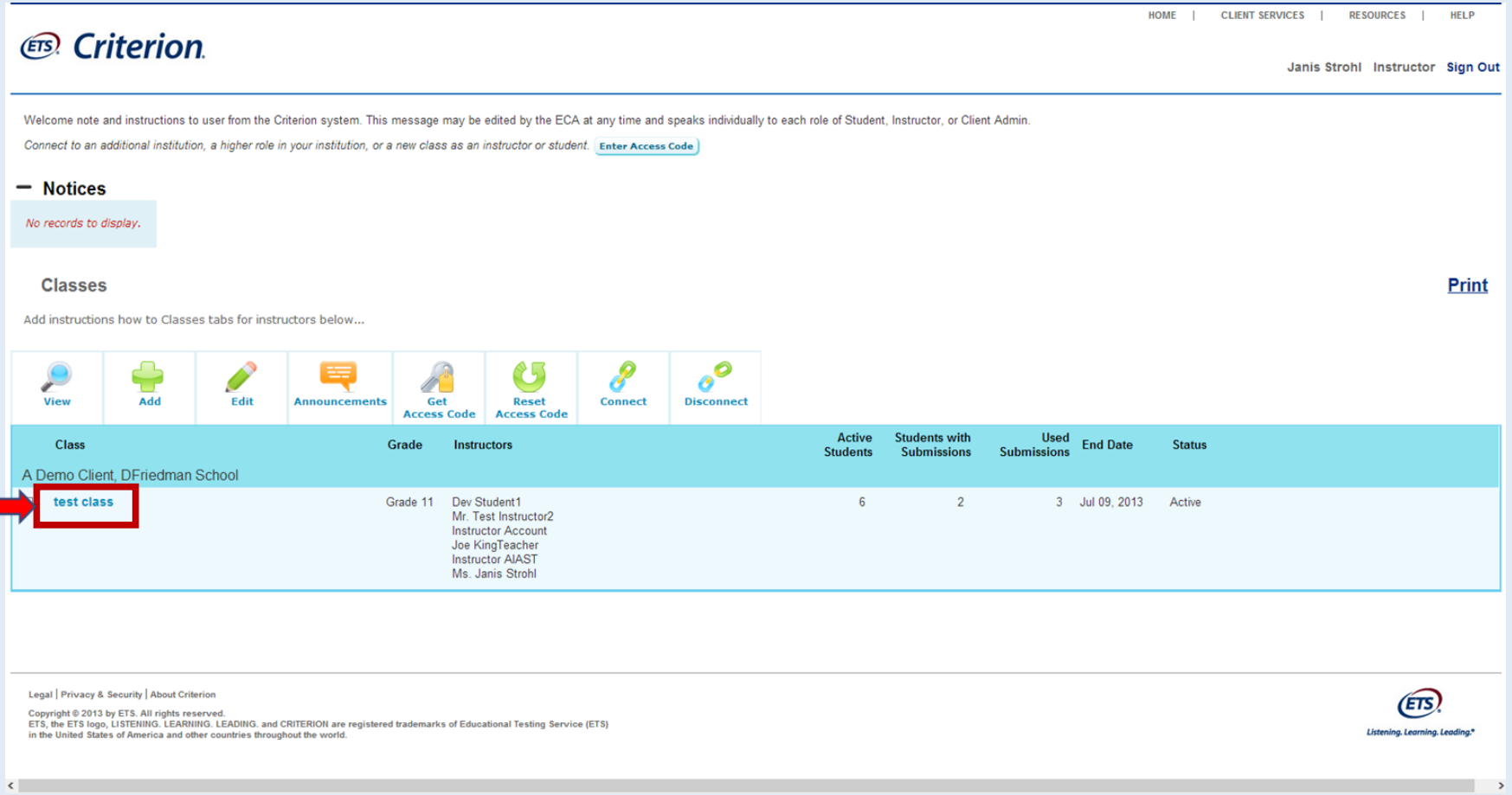


Enter your feedback for the student and click Send. The student will be able to view the feedback by clicking the dialogue button from his Response screen. A scrolling list of all dialogue from the teacher and peer reviewers appears in this window.

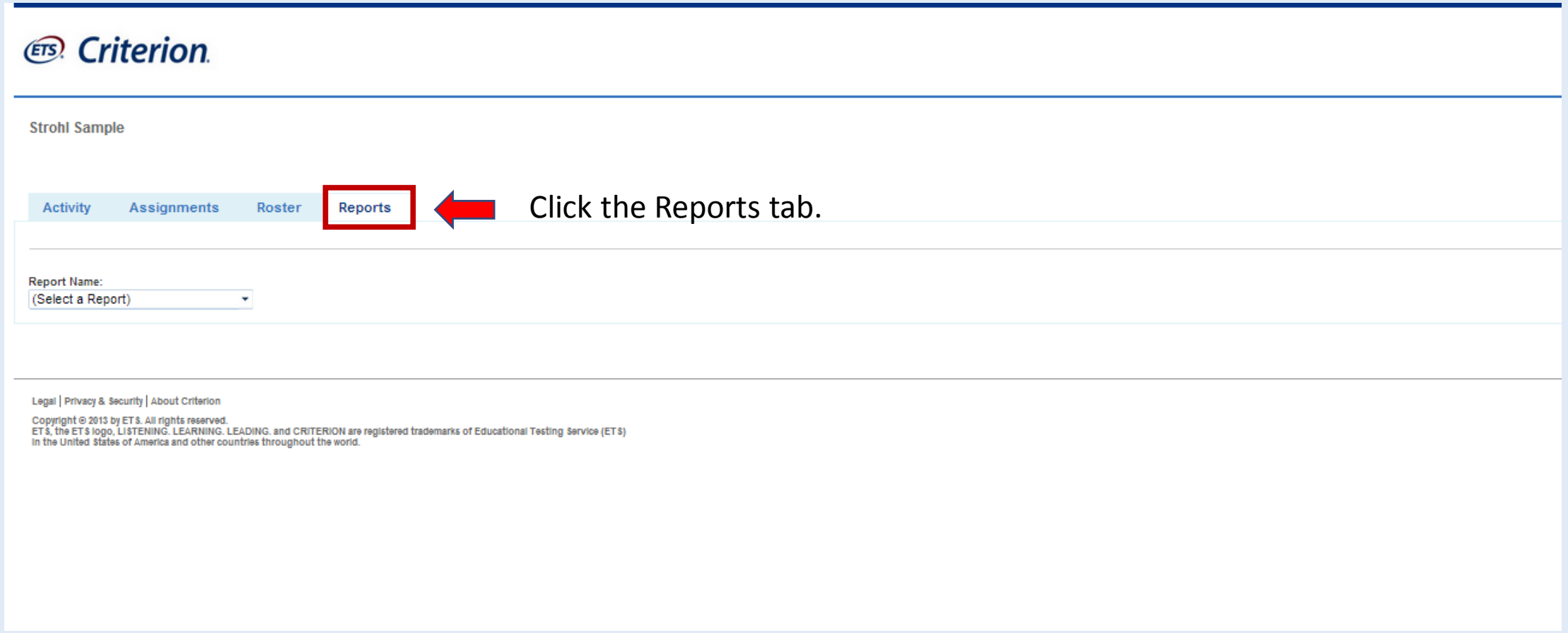
View Reports

Select a Class

Click on the class name to select a class.



Choose the Reports Tab

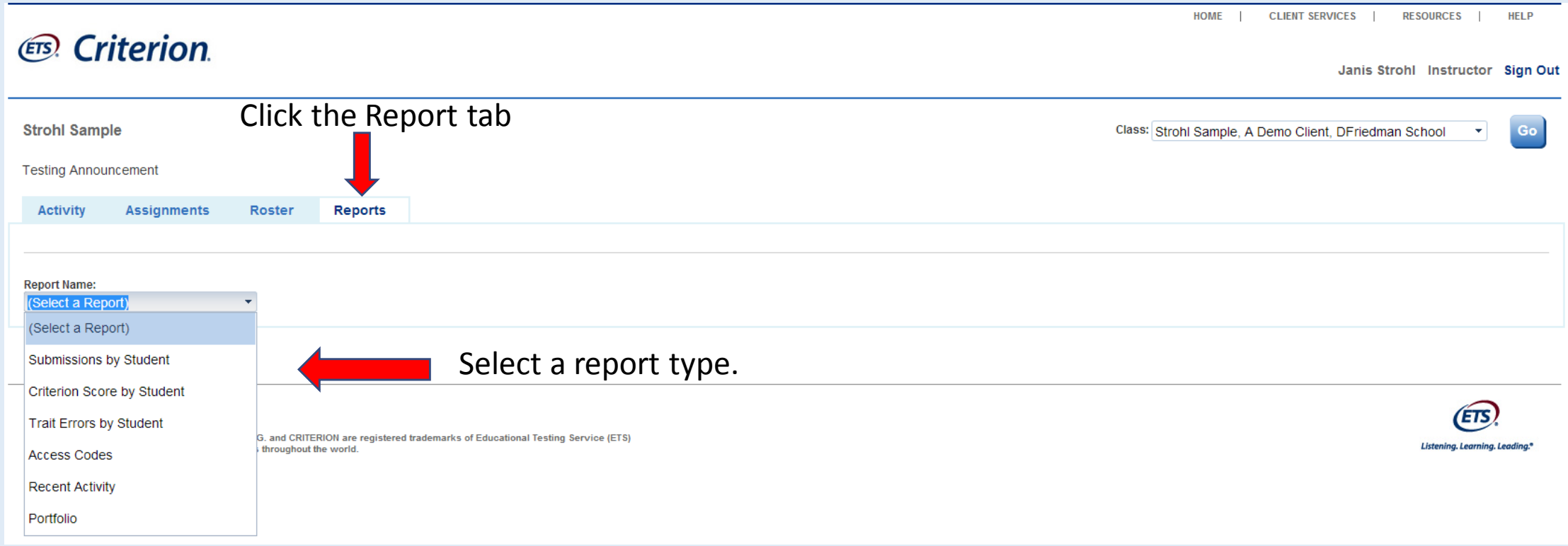


ETS Criterion

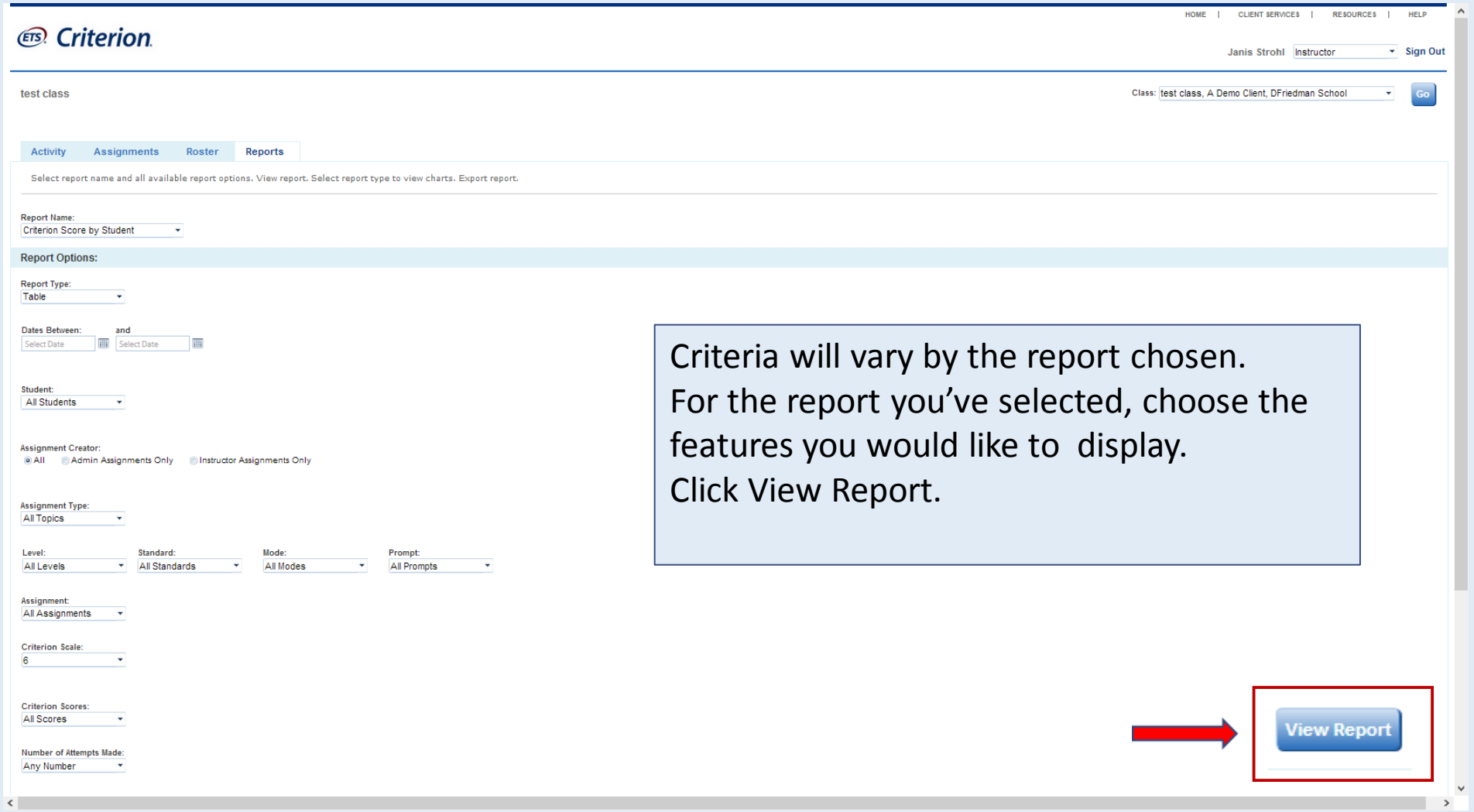
Report Types

- 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



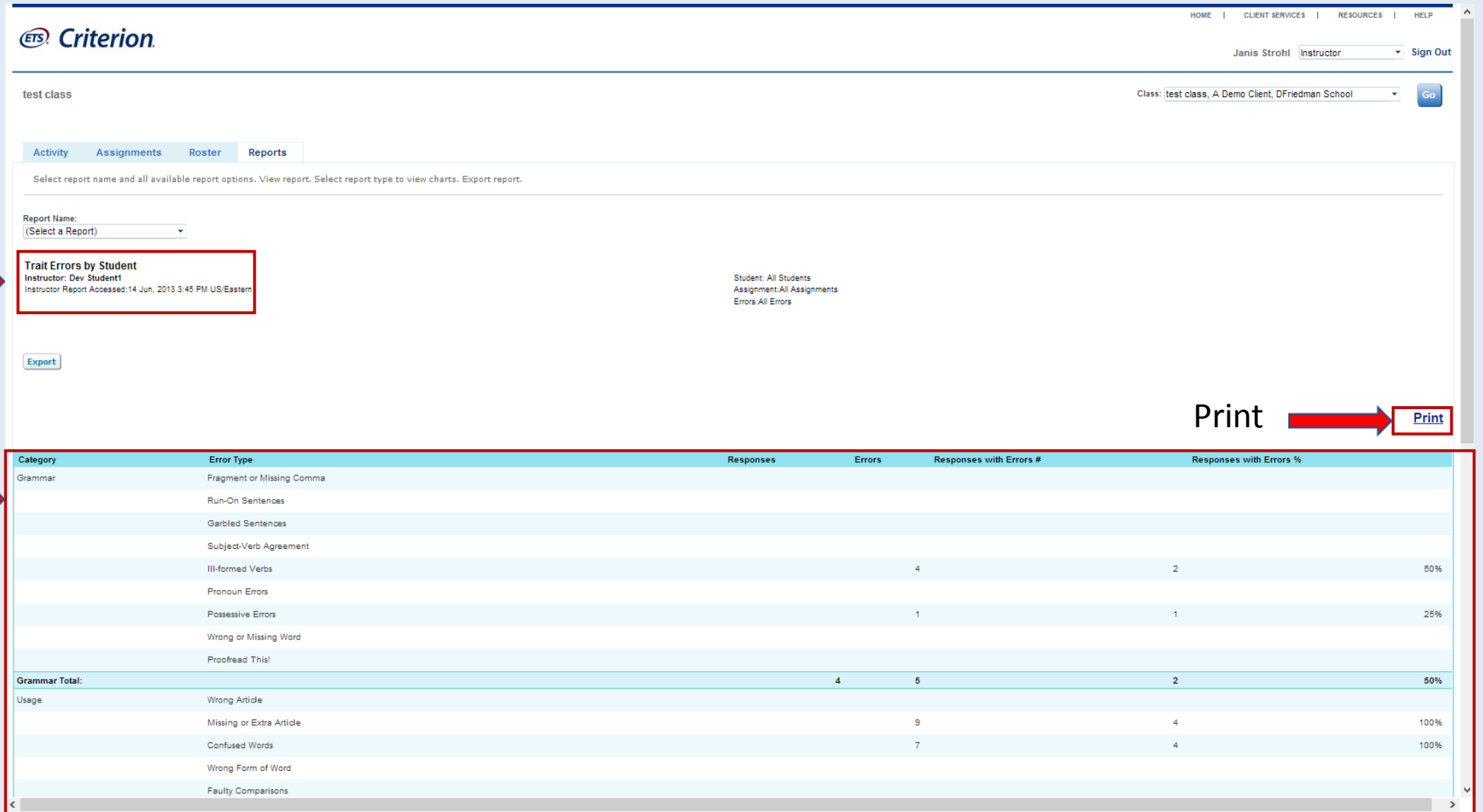
Select Report Criteria



View and Print Reports

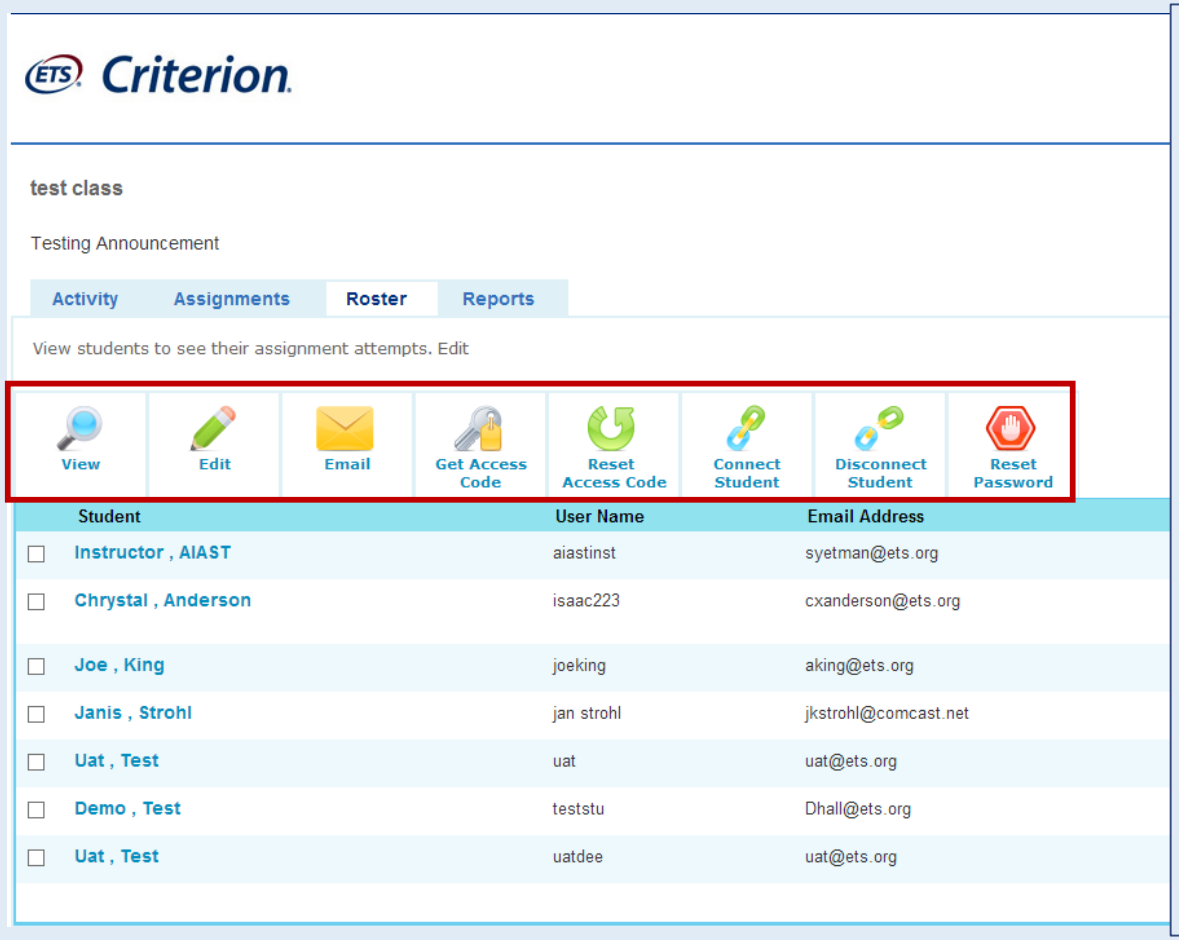
Report type

Report



Category	Error Type	Responses	Errors	Responses with Errors #	Responses with Errors %
Grammar	Fragment or Missing Comma				
	Run-On Sentences				
	Garbled Sentences				
	Subject-Verb Agreement				
	Ill-formed Verbs		4	2	50%
	Pronoun Errors				
	Possessive Errors		1	1	25%
	Wrong or Missing Word				
	Proofread This!				
Grammar Total:		**4**	**5**	**2**	**50%**
Usage	Wrong Article				
	Missing or Extra Article		9	4	100%
	Confused Words		7	4	100%
	Wrong Form of Word				
	Faulty Comparisons				

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.

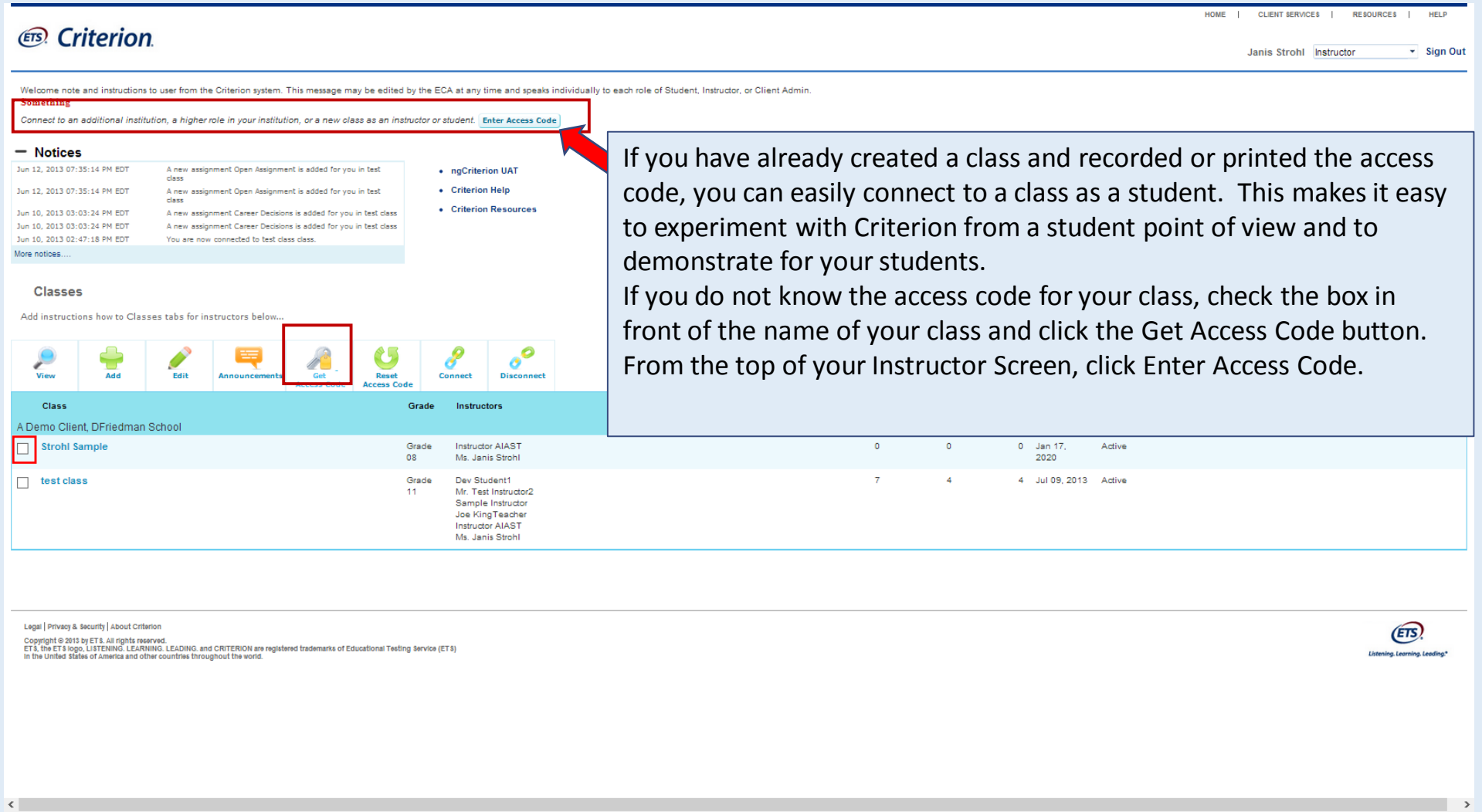
Connect Student – Add students to your class by choosing their names from a list.

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

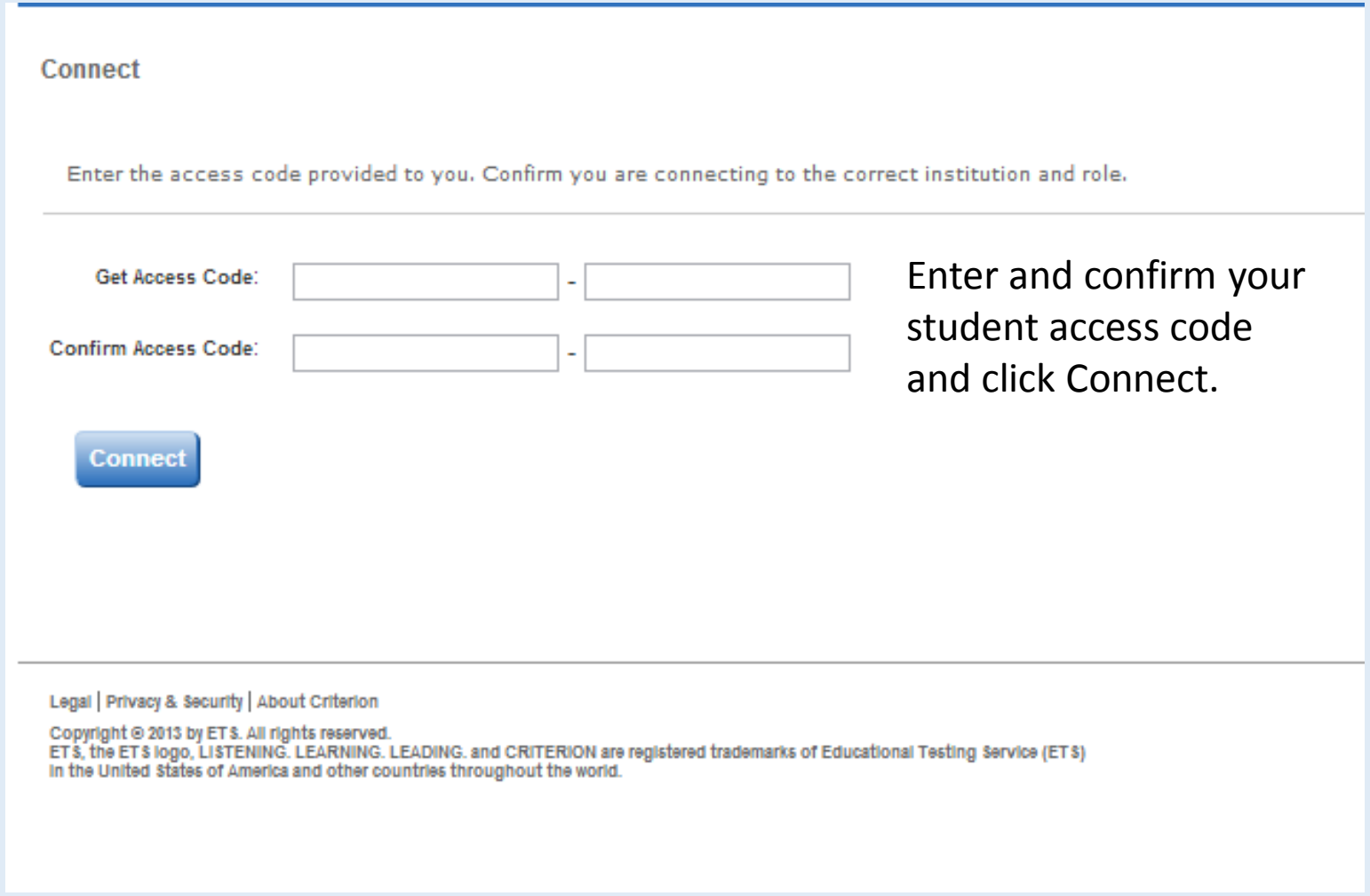
Getting the Student Access Code



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.

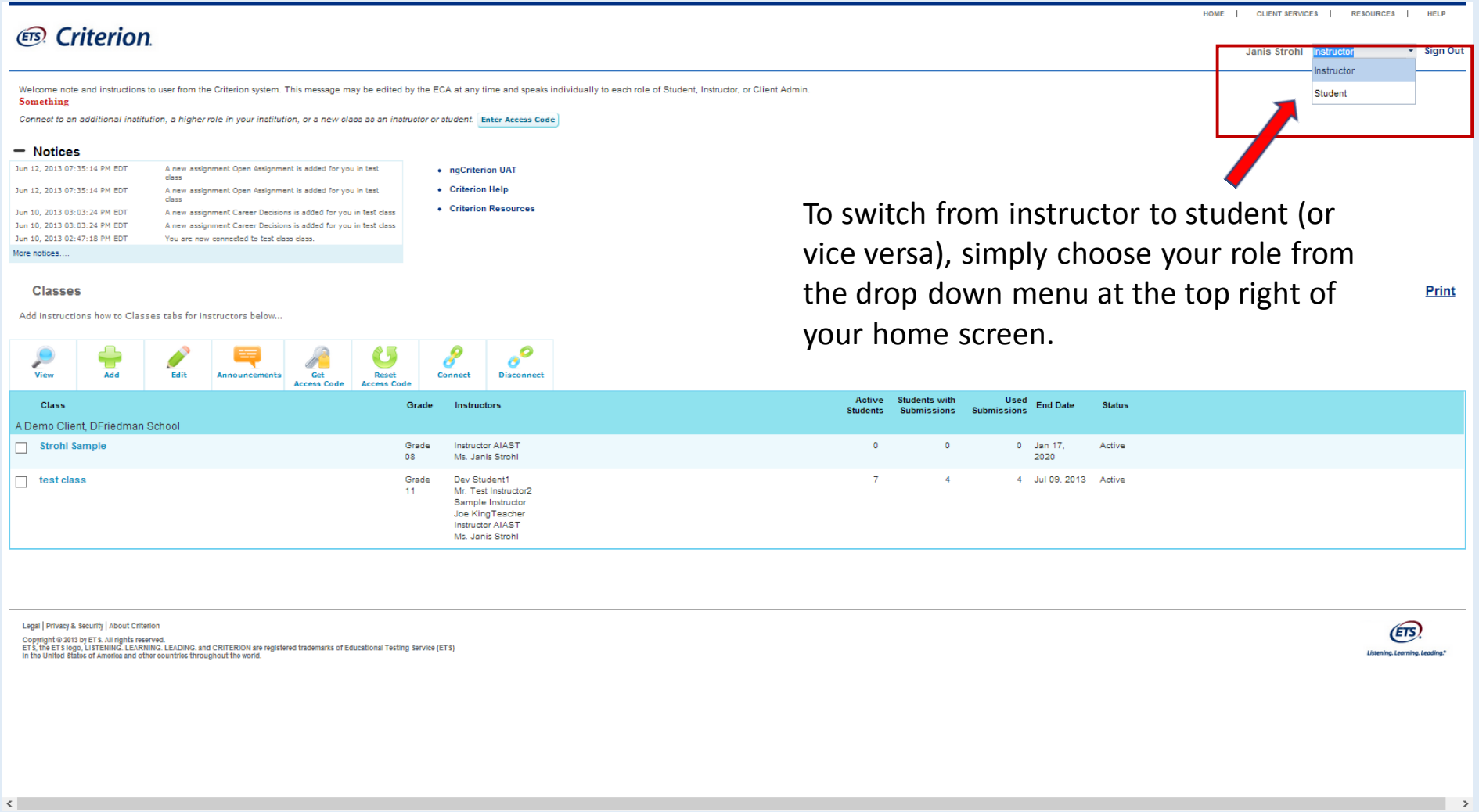
If you do not know the access code for your class, check the box in front of the name of your class and click the Get Access Code button. From the top of your Instructor Screen, click Enter Access Code.

Connecting as a Student



Enter and confirm your student access code and click Connect.

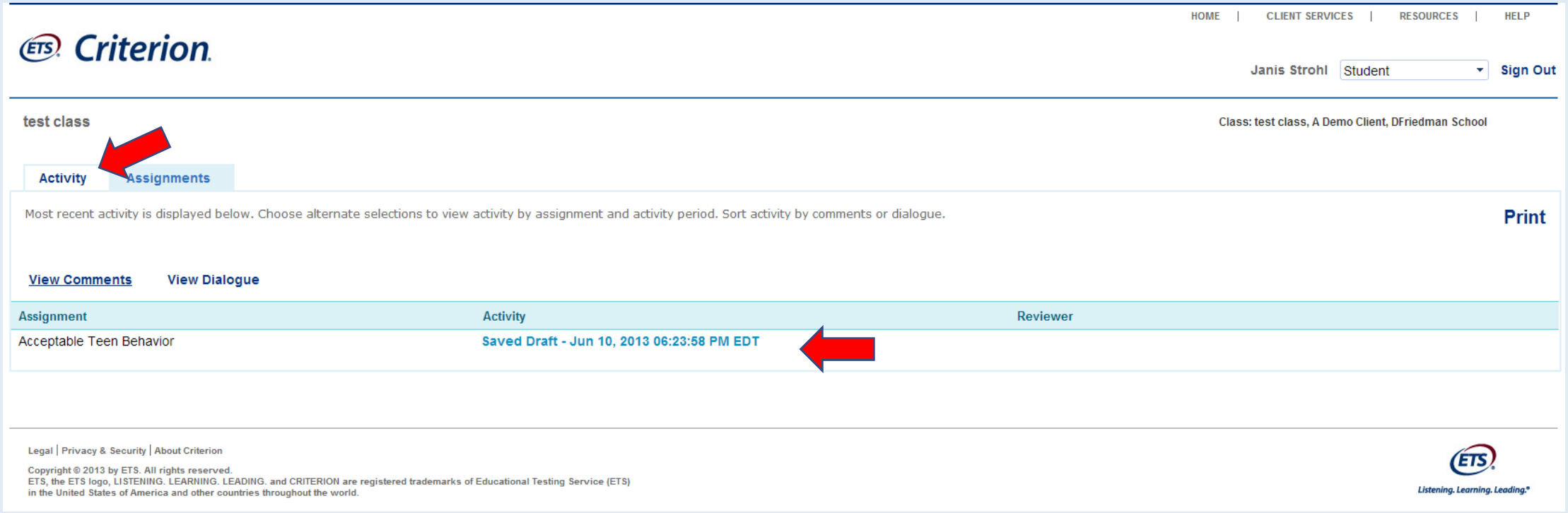
Moving Between Instructor and Student



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.

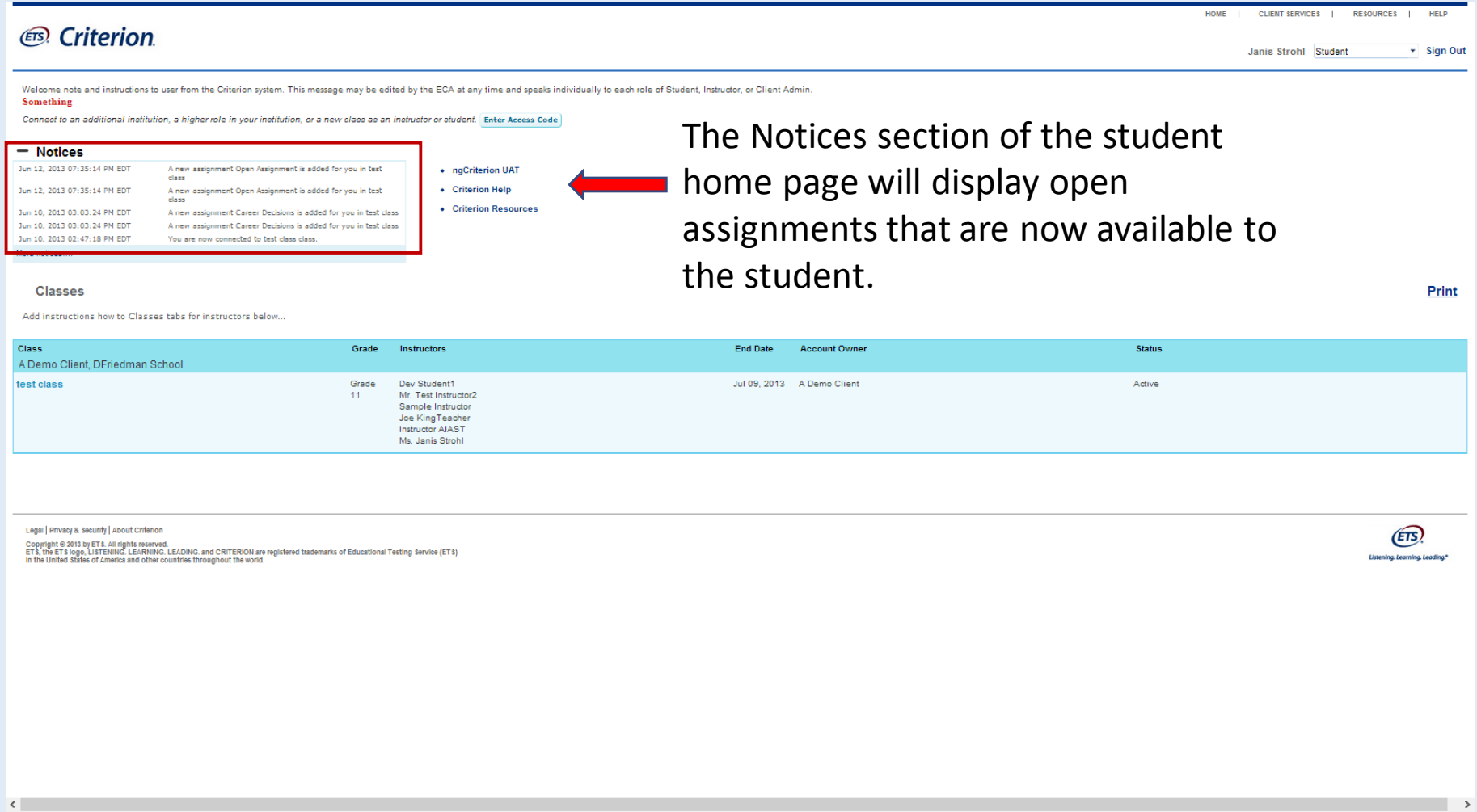
The Student View

View Class Activity



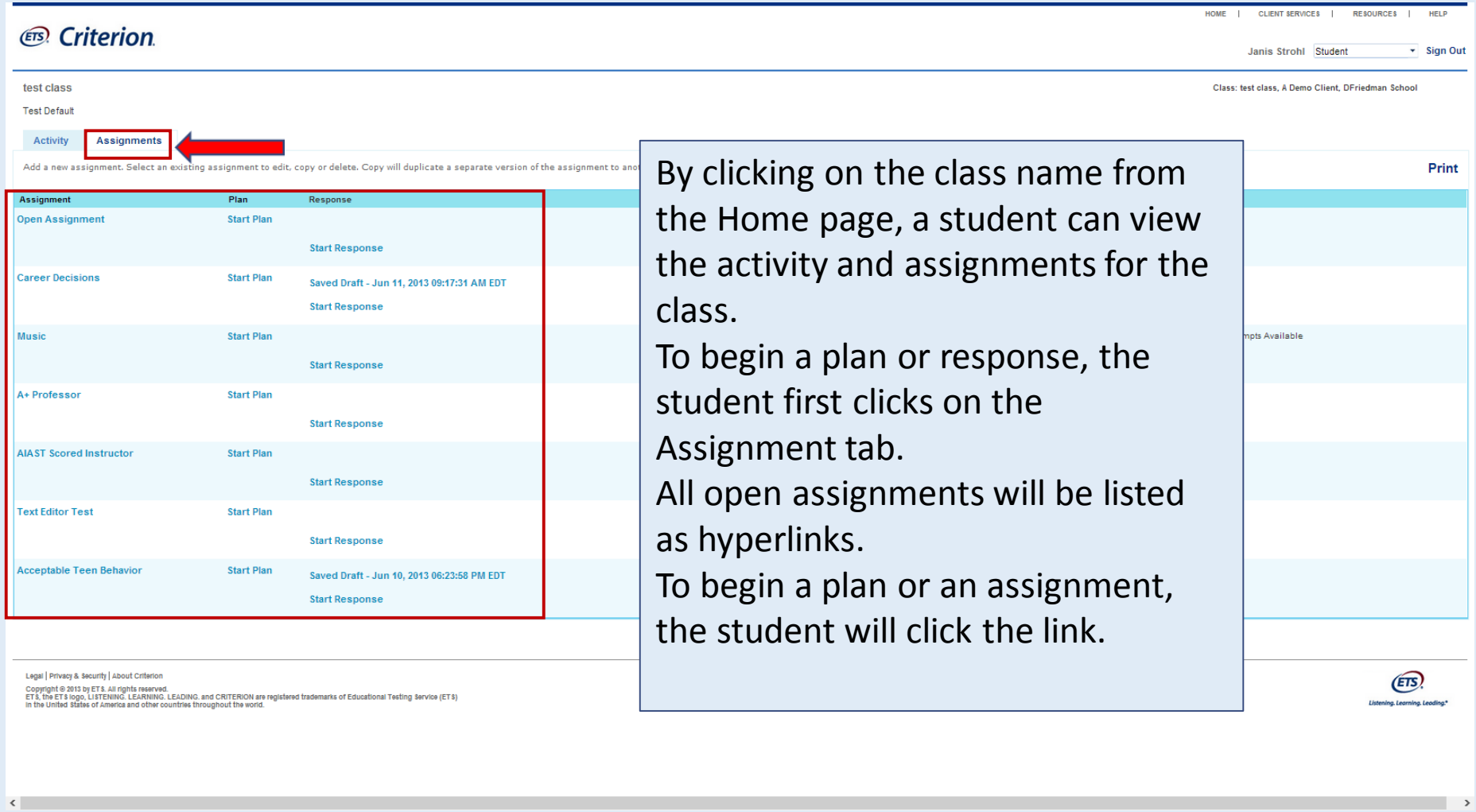
When students click the Activity Tab, a list of current work will be displayed.

The Student View



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

Open the Class



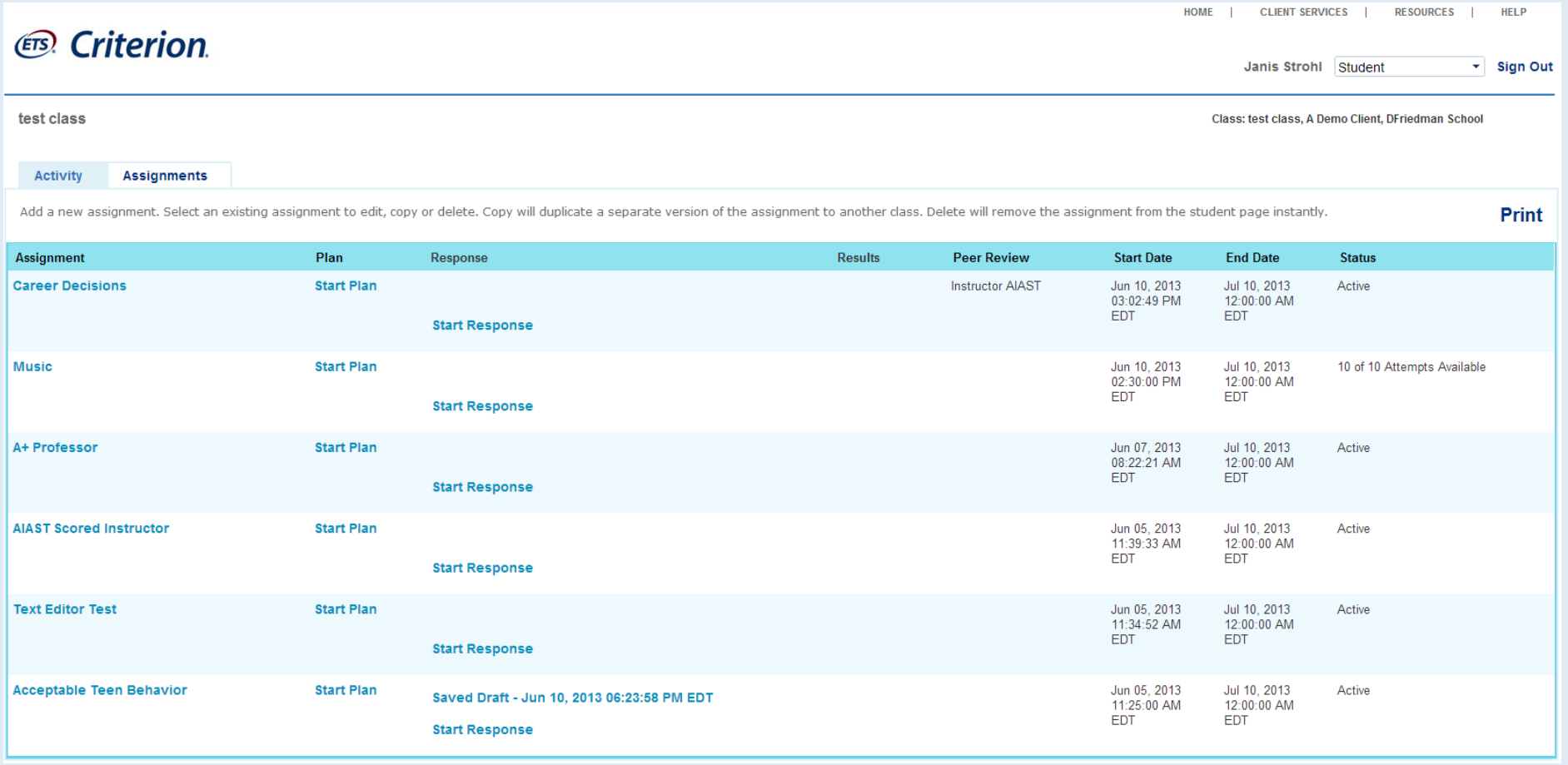
By clicking on the class name from the Home page, a student can view the activity and assignments for the class.

To begin a plan or response, the student first clicks on the Assignment tab.

All open assignments will be listed as hyperlinks.

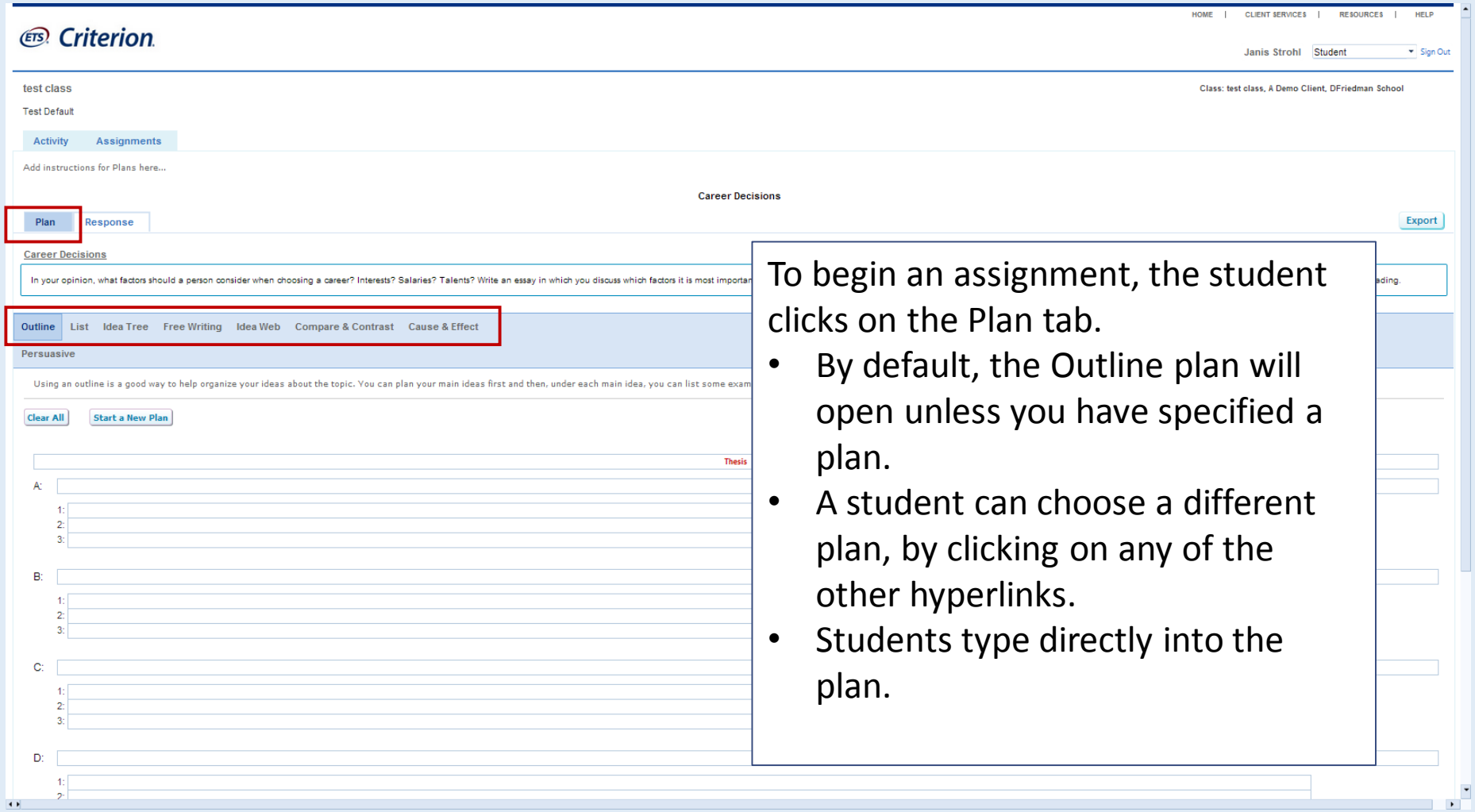
To begin a plan or an assignment, the student will click the link.

View Assignments



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.

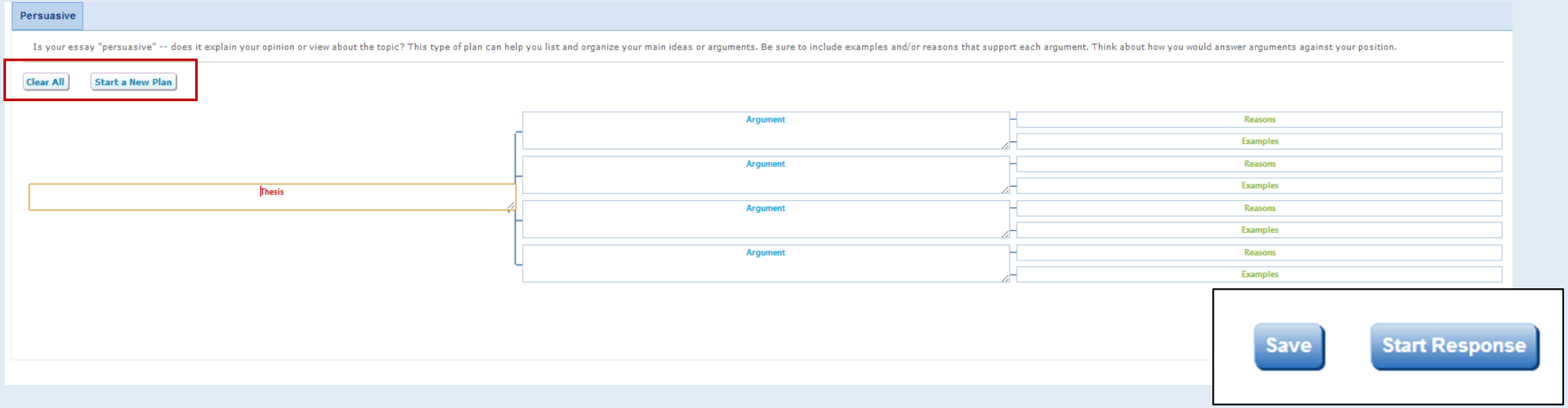
Creating a Plan



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

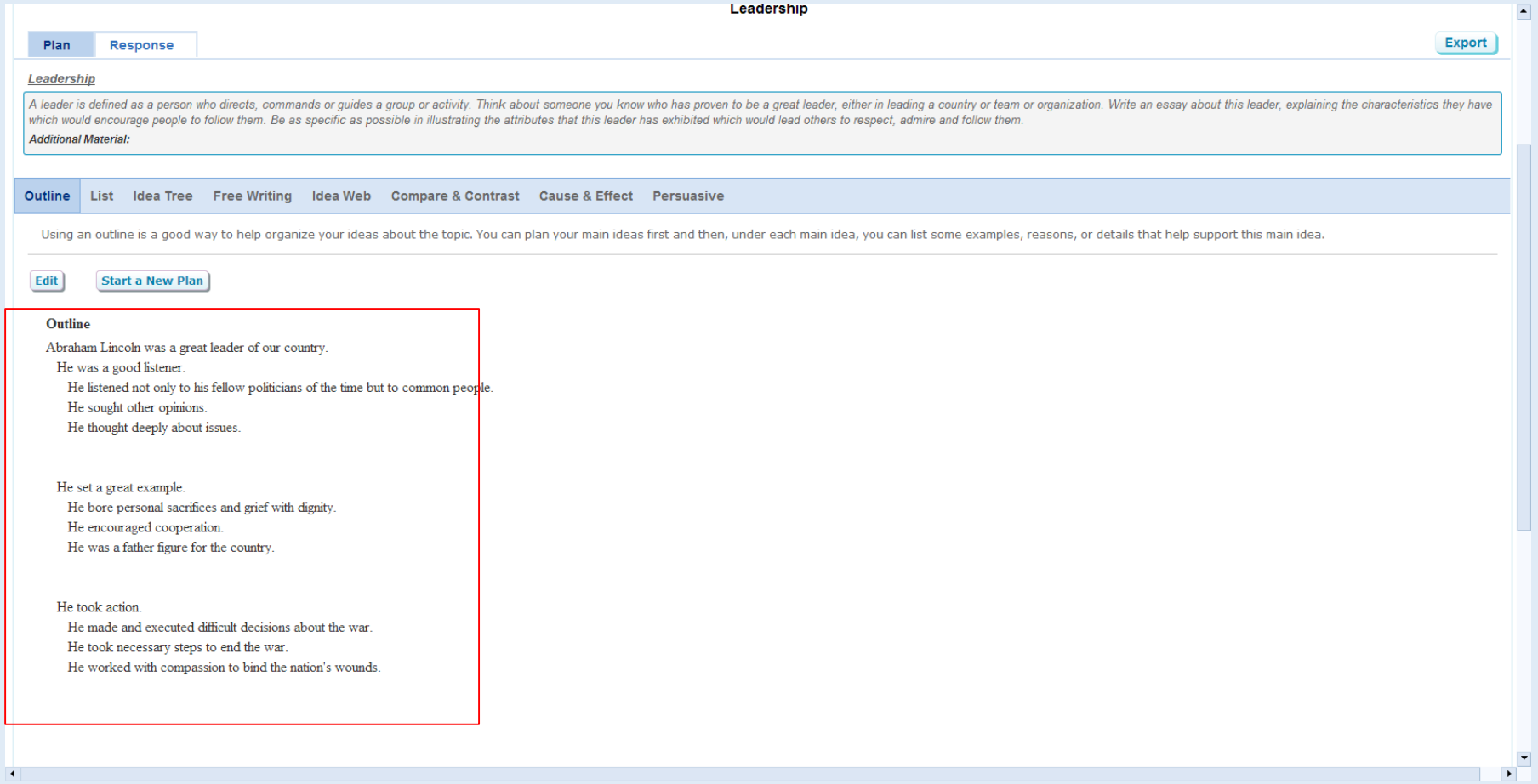
- By default, the Outline plan will open unless you have specified a plan.
- A student can choose a different plan, by clicking on any of the other hyperlinks.
- Students type directly into the plan.

Saving the Plan



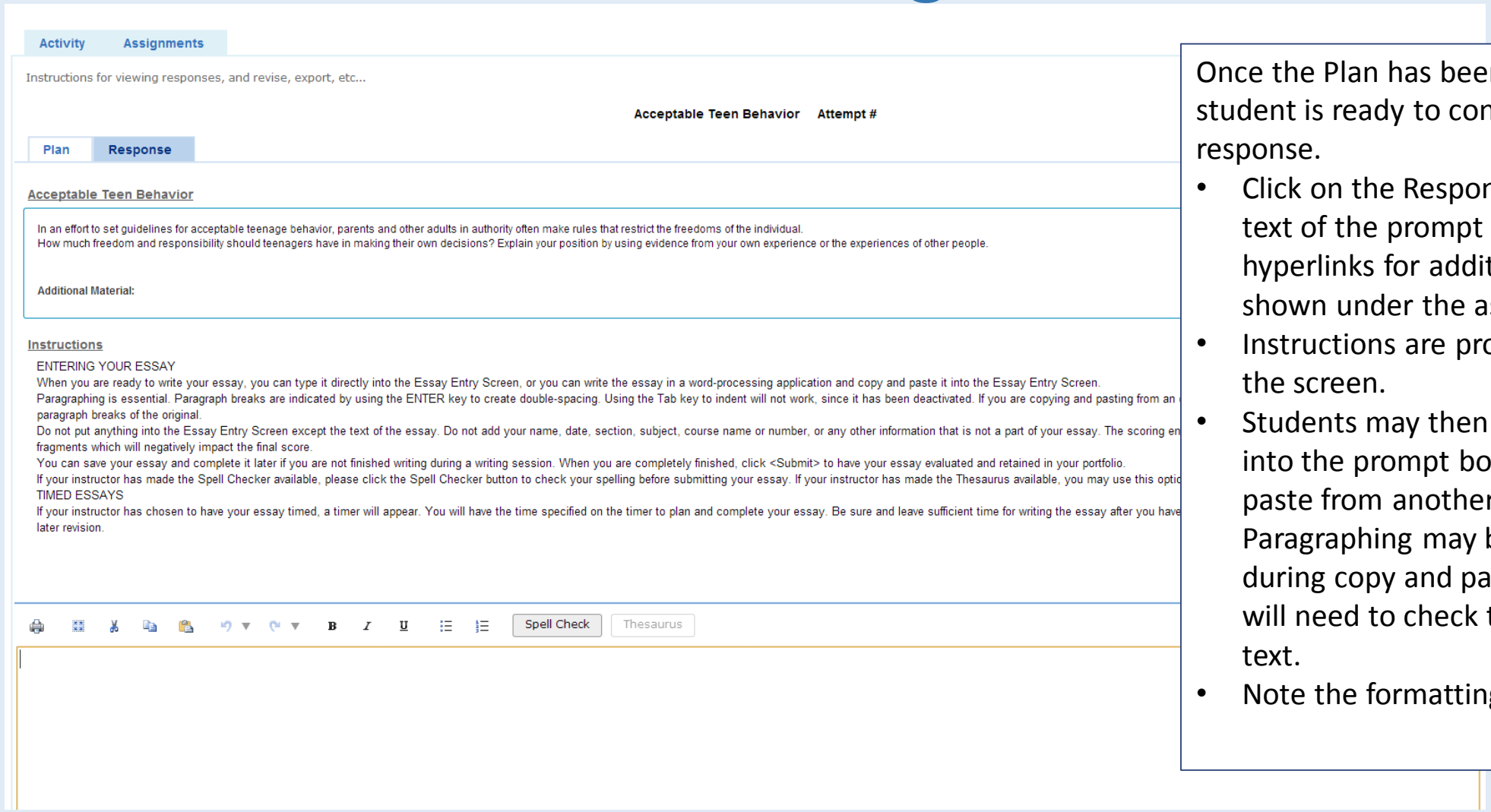
Students type directly into the plan.
Notice buttons that allow them to Clear All or Start a New Plan.
Once the Plan is complete, the student clicks the Save button in the lower right corner. Only one plan can be saved.

Saved plan



Students can toggle between the **Plan** and **Response** tabs to view, copy and paste from the plan.

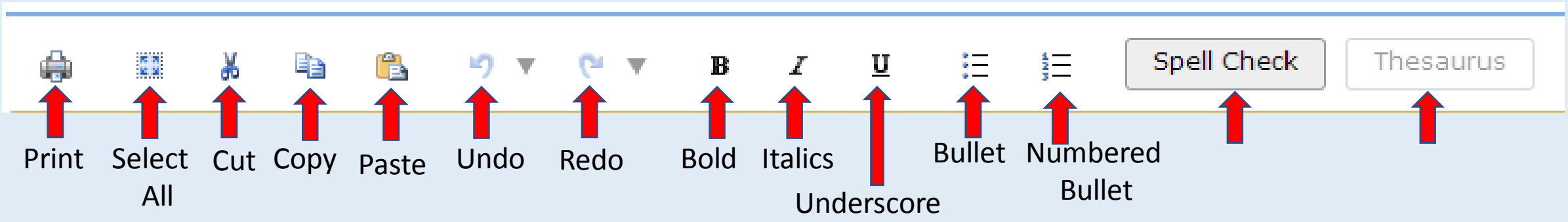
Student Assignment View



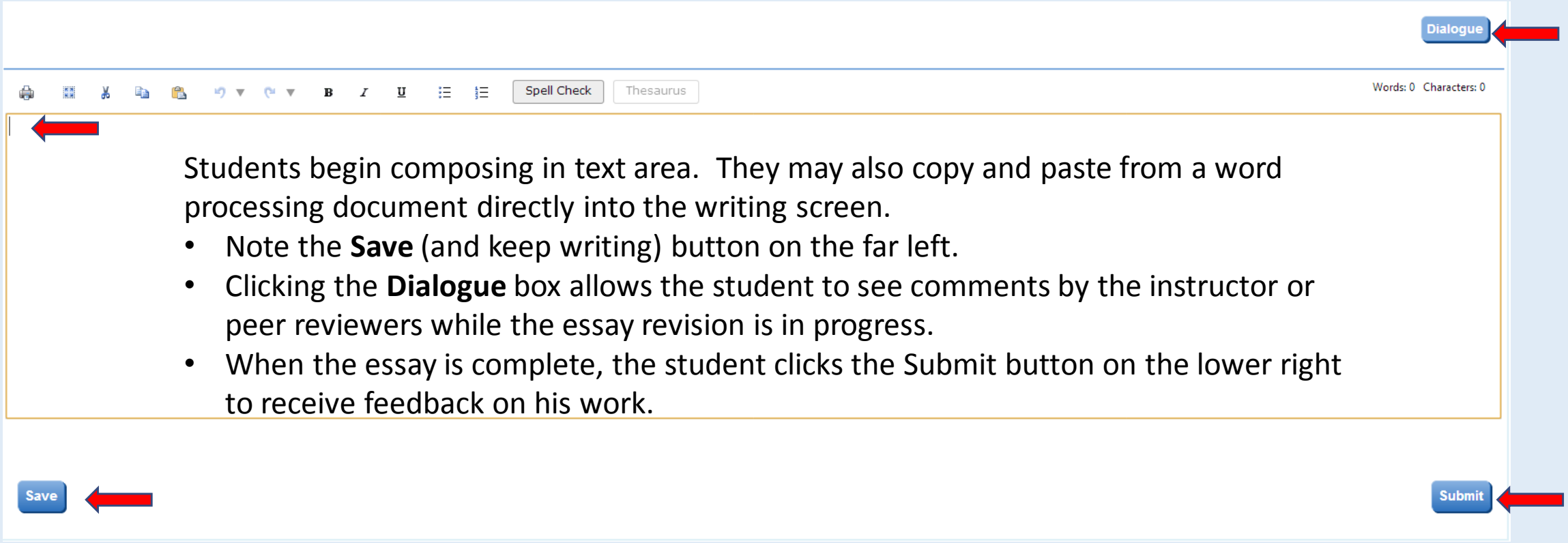
Once the Plan has been saved, the student is ready to construct his response.

- 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



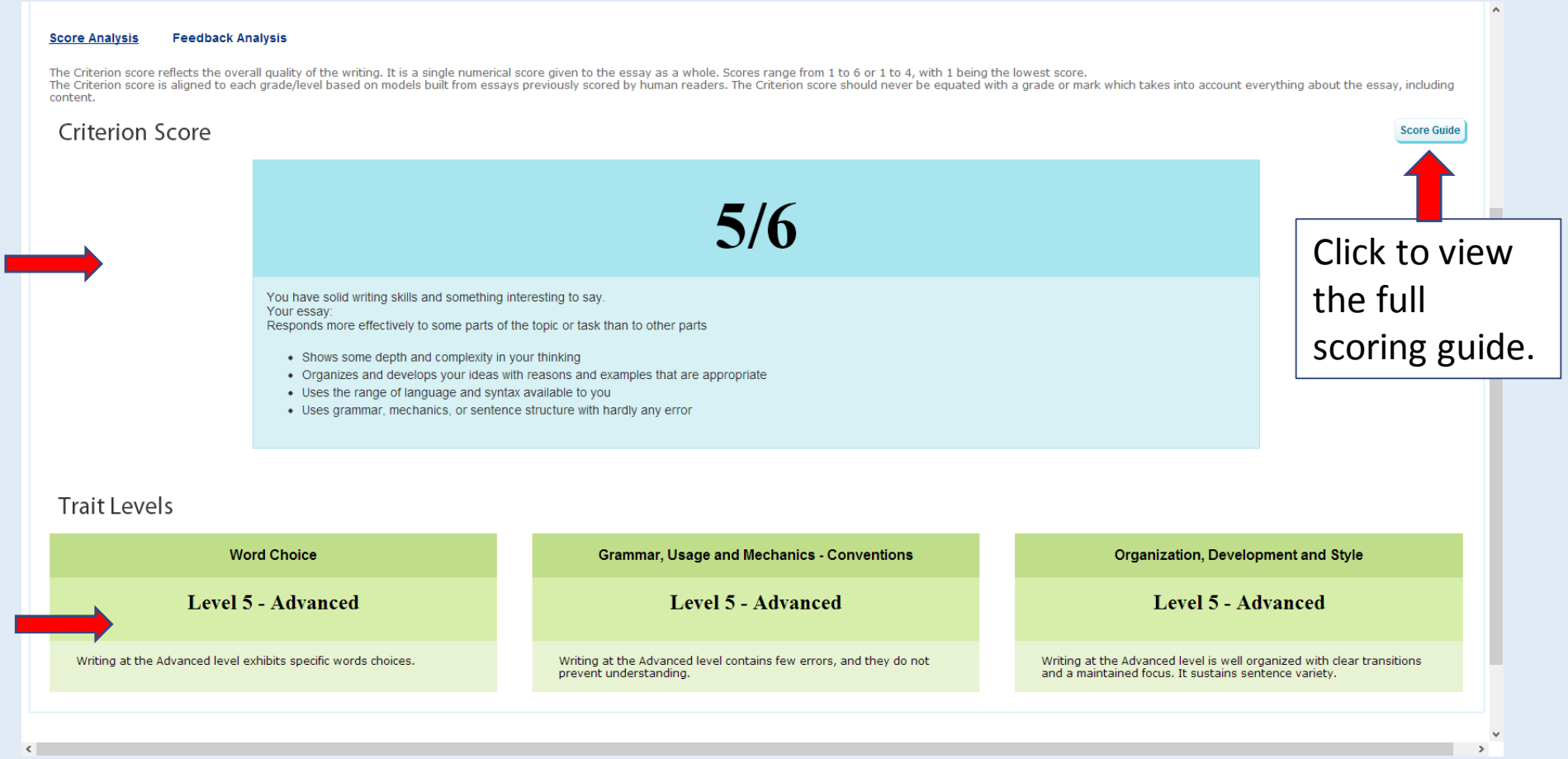
Start Response



View feedback

View Criterion Score.

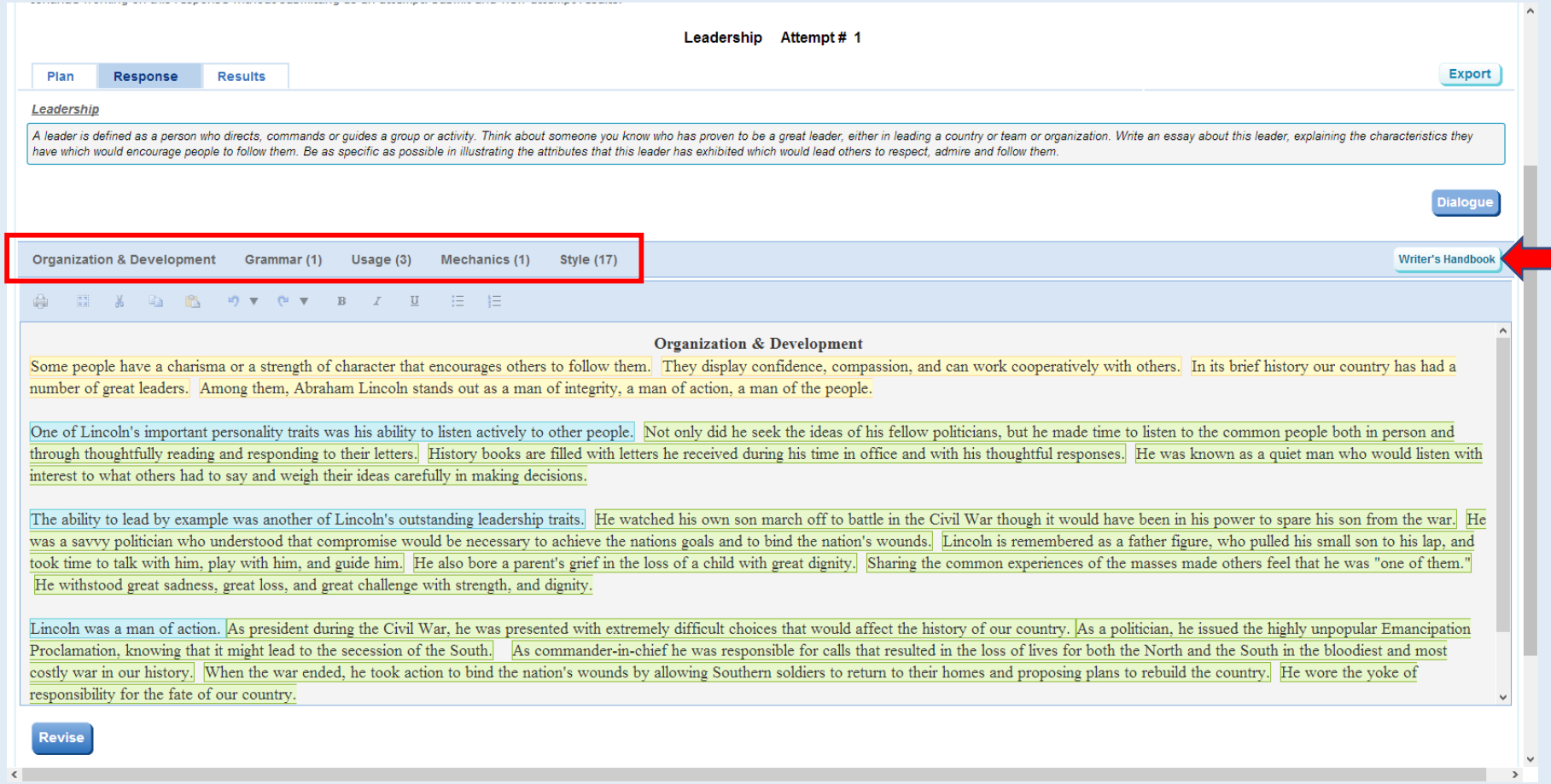
View Trait Level scores.



Click to view the full scoring guide.

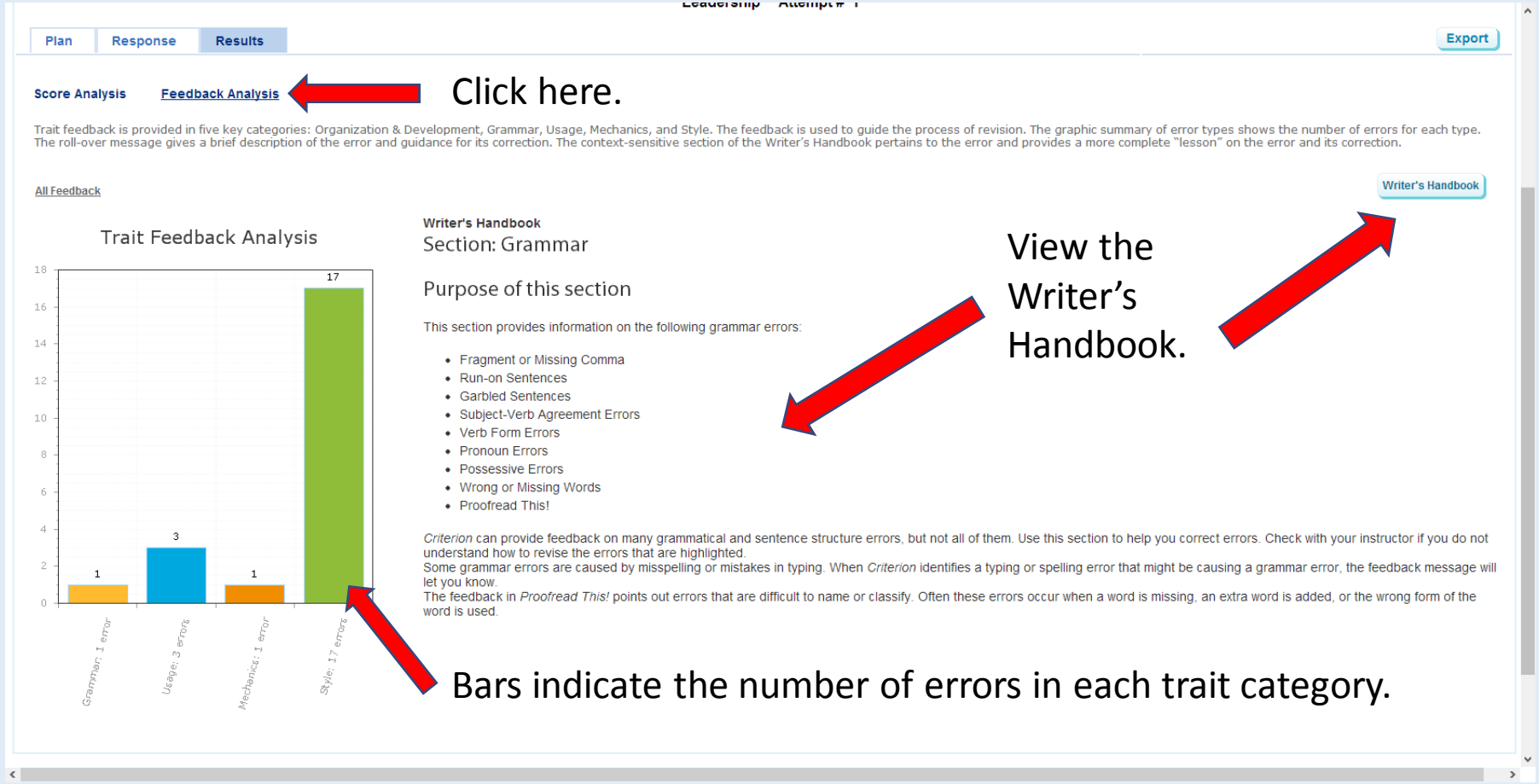
View specific trait feedback for an essay

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.

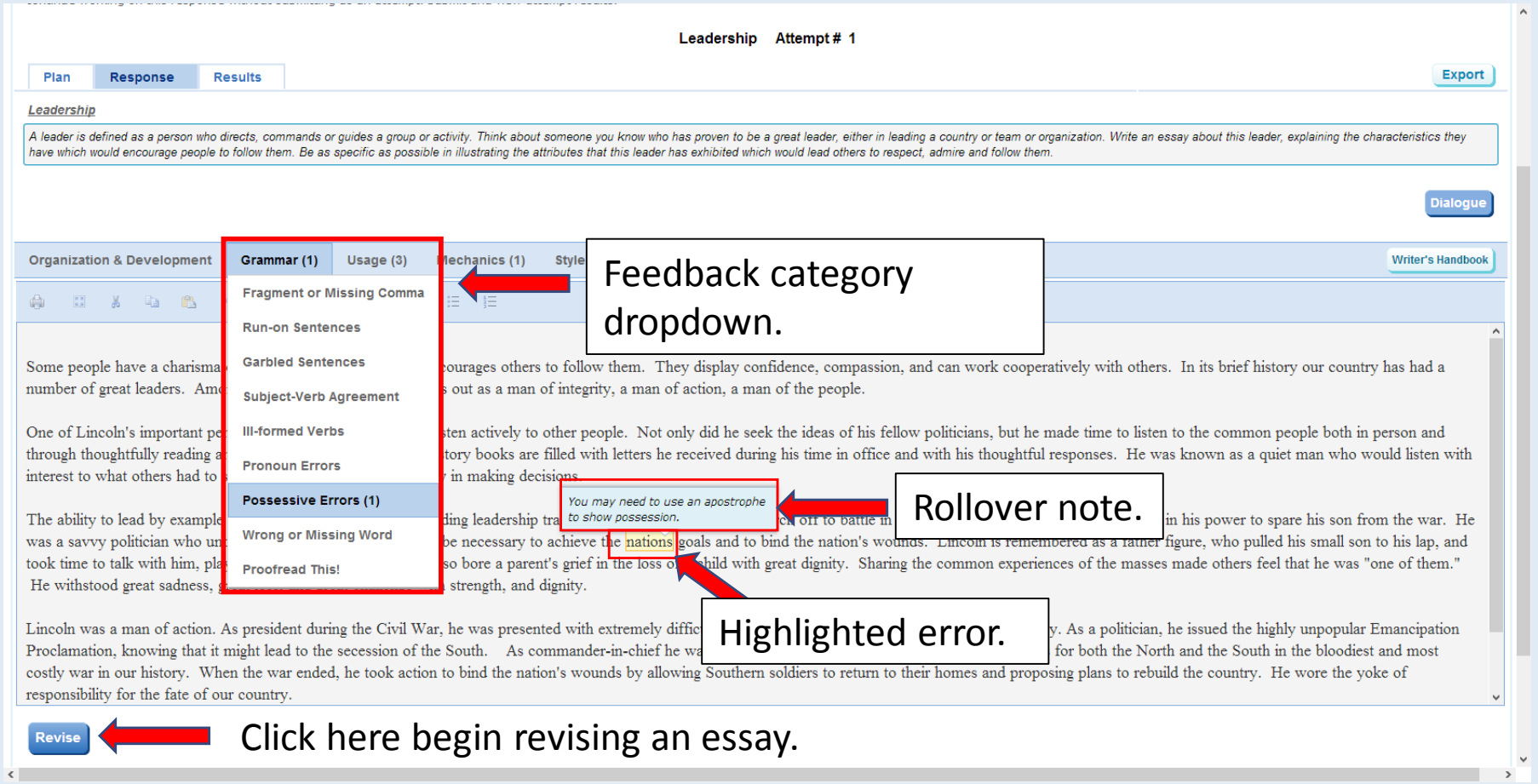


Clicking the Writer's Handbook provides more information on any identified error.

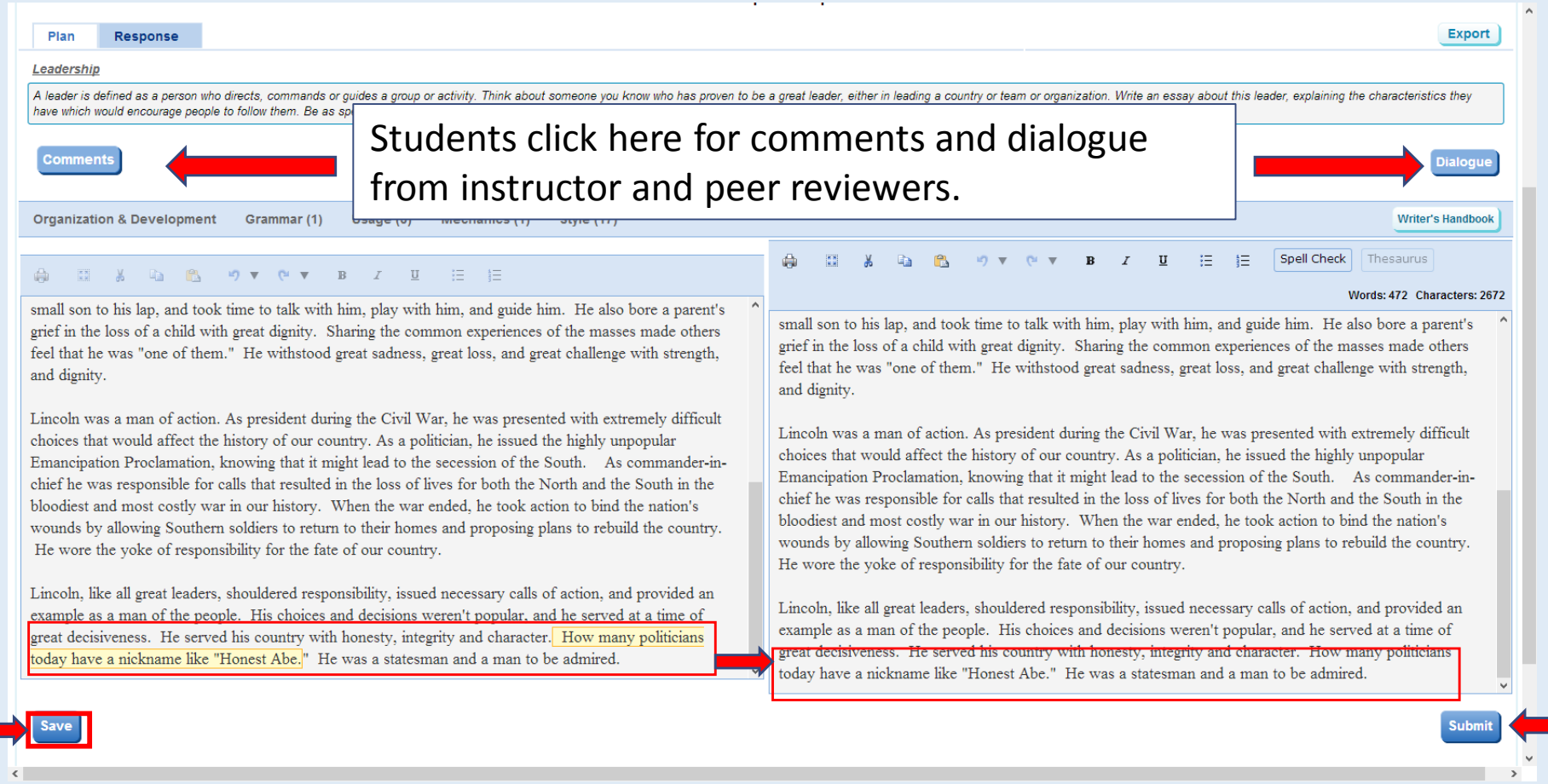
View the Feedback Analysis Chart



Reviewing errors



Making corrections



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.