Student Quick Access Guide

1.0 REGISTERING AS A STUDENT

1) Click *Create Account.*

2) Enter the *Access Code* you were provided.

3) Enter your *Last Name, First Name* and optional *Middle Initial*.

4) Enter and confirm your optional *Email Address*.

5) Create and enter a *User Name*. Your user name must be unique to your school.

6) Create and confirm a *Password*. (6 characters minimum, do not use zero)

7) Select or create a *Security Question*.

8) Enter a *Security Question Answer*.

9) Click Submit.

10) A Success message will appear.

11) Record your user name and password below.

UN: _____

PW: _____

2.0 LOGGING IN AS A STUDENT

1) Go to the *Criterion* Welcome screen at http://criterion.ets.org.

2) Enter the user user name and password you created or that was supplied by your instructor in the Returning User box and click Sign In.

3) This will take you to your Home Page where you can view notices from your instructor, or enter your class to begin work on an assignment.

3.0 ADDING YOURSELF TO AN ADDITIONAL CLASS

1) It is important that you only register once in Criterion. You may access multiple classes using the same login information.

2) From your Home Page, click the *Enter Access Code* link near the top center of your screen.

3) Enter the access code provided by your instructor.

4) Click Connect.

5) The additional class will appear as a choice in the blue box at the bottom of your Home Page.

4.0 BEGINNING YOUR RESPONSE

1) Click on the name of your class from the class menu at the bottom of your home screen.

2) Click on the *Assignments* tab.

- Click the assignment name to view the full text of the prompt.

- Click the *View Plan* link to begin creating a plan.

- Click the *Start Response* link to begin a response.

3) Begin work on your draft by creating a plan. Your teacher may have specified a particular plan for the assignment. If so, this will be your only option. If no plan was selected by your teacher, you may choose from the eight graphic organizers provided in *Criterion.* The Outline plan will open by default. To choose a different plan, click on a plan type from the menu in the blue bar. Enter your ideas directly into the plan. When your plan is complete, click the *Save* button. View your completed plan. Click the *Start Response* button at the bottom right of your screen to begin your response.

4) Read the instructions your instructor has provided. Remember to single space the content of each paragraph, press the enter key twice between paragraphs, and save your work often. The Tab key does not function in Criterion, so all text will be left aligned. You may either type directly into the response field below the Formatting Bar, or if you have composed your draft in a word processing program, you may copy and paste it into the Response field. Be sure to save frequently as you continue work on your draft using the Save button on the lower left of your screen. The Saved message on the lower left will show the last date and time your essay was saved.

5) Click the Plan tab at any time to toggle between the plan and the response screens. You may copy and paste from your plan directly into the response screen.

6) When your response is complete, be sure to run Spell Check, then click the *Submit* button in the lower right corner of your screen.

5.0 VIEWING CRITERION FEEDBACK

1) When you have submitted your essay, Criterion will provide you with specific feedback on your work. First view your Criterion Score and the trait indicators listed below it in the blue box on your screen.   Click the *Score Guide* button on the right to view the full rubric.

2) View Your Trait Level Scores in the green boxes for additional feedback on Word Choice; Grammar, Usage and Mechanics; and Organization, Development and Style.

3) Click the *Feedback Analysis* link above the blue box to view your Feedback Analysis Chart. This chart will display the number of possible errors *Criterion* has identified in your attempt.

4) Click the Response tab to see specific feedback from each category. The number in parentheses indicates how many possible errors Criterion has detected. Click on each of the categories to view specific feedback in your essay by clicking on any feedback trait followed by a number. A dropdown menu will further identify the specific type of error. Click on any error type, and the corresponding error in your essay will be highlighted. Roll your cursor over the error to view the *Criterion* note on this error.

5) For more information on any roll over note, click the *Writer's Handbook* button on the blue feedback bar.

6) Once you have reviewed all of *the Criterion* feedback, click the *Revise* button on the lower left of your screen to begin your revision.

6.0 REVISING YOUR RESPONSE

1) Your instructor and peer review group can also provide feedback on your essay in the form of comments and dialogue. Before they take a look, you may wish to make some revisions based on the *Criterion* feedback.

2) Click the *Revise* on the lower left corner of your screen. You will now have a split screen view.

3) View a copy of your response with Criterion feedback on the left side of your screen and enter corrections on the right side.

4) When you have corrected all identified errors in your essay, take time to review your essay for its content. Ask yourself these questions:

- Have I engaged my reader with a strong attention getter?

- Did I provide some background information in my introduction?

- Does my thesis statement clearly define the purpose of my essay?

- Have I provided a number of main ideas to support my thesis?

- Is each main idea backed by supporting facts, details and reasons to further develop it?

- Do I have a strong conclusion that restates my thesis, summarizes my main points and leaves the reader thinking?

5) Remember to Save frequently using the button on the lower left of your screen as you make improvements to your response.

6) When you are satisfied with the revisions to your response, click the *Submit* button on the lower right of your screen.

7.0 VIEWING TEACHER AND PEER FEEDBACK

1) Your instructor may have enabled peer review for your response and may have included comments and dialogue to help you revise your essay. If feedback has been provided for your essay, you will see a notice on your Home Page.

2) To view specific comments from your instructor and peers, click the Comments button on the left side of your screen. A dropdown in the center will allow you to choose the comments to view. Roll your cursor over a highlighted comment to see the note provided by your reviewer.

3) Click on the Dialogue button on the right of your screen. Here your instructor and peer reviewers may enter into a dialogue with you concerning your essay. You may also respond to these comments. The dialogue becomes part of the history of the draft, and you may also view it when revising your essay.

8.0 UTILIZING HELP AND RESOURCES

In addition to the *Writer's Handbook* which provides additional feedback and samples or common errors, two additional features are available to support your work in *Criterion.*

1) *Help*—Click the Help link in the top right corner of your Home Page for answers to the question "How do I do this?" and for descriptions of all the actions and reports in the Criterion service.

2) *Resources*—Click the Resources link in the top right corner of your Home page for a copy of this Student Quick Access Guide, and a Student's Beginning Guide to Criterion.

3) Use the Quick Links on your homepage to access the Brain Shark tutorials. Enter "student" for the user name and PW.

9.0 ARCHIVING YOUR PORTFOLIO

1) From the Response tab, click the Export button at the top right of your screen. You will be prompted to select the items you would like to include. Once selections are made, click the Export button. Your data will be copied into a spreadsheet that you can save on your hard drive or on a flash drive. Your data will still remain in the *Criterion* system as well.