

# Instructor Guide for Usage of Criterion

This guide provides instructions on how to add a class and create assignments in Criterion.

## Add a Class

1. From the Instructor Home Page click the **Add** icon on the task bar.









### – Notices

Dec 02, 2013 10:59:00 AM PST	A new assignment Adapting to New Technology is added in class Test 101
Dec 02, 2013 10:42:53 AM PST	You are now connected to class Test 101.
Dec 02, 2013 10:39:44 AM PST	You are now connected to San Jose State University

### Classes

[Print](#)

Review active classes listed below. Select a class to apply options. View, add or edit a class. Write a class announcement. Get or reset the Class Access Code for Instructor or connect another instructor directly to the selected class. Disconnect yourself, as an instructor, from a class.

 View	 Add	 Edit	 Announcements	 Get Access Code	 Reset Access Code	 Connect	 Disconnect
Class	Grade	Instructors	Active Students	Students with Submissions	Used Submissions	End Date	Status

2. The next page will display a list of options, such as Level, Class Name, Class Grade Level, and Writer's Handbook.
3. Select your **School** from the drop down menu.
4. Enter a **Unique Class Name**. (FA17: Sociology 101)
5. Select a class **Grade Level**. Note: The highest grade level available is Second Year.
6. Choose the **Writer's Handbook** which best meets the needs of the entire class.
7. Check a **Dictionary** or accept both American and British as the defaults.
8. Set the **optional Class End Date**.
9. Verify your **Time Zone** and change it if necessary.
10. Click **Save**.

## Add / Edit Class

Cancel

Create a new class or edit an existing class by selecting or editing the following options and save the class. \* Required

Level: \*  
San Jose State University

Class Name: \*  
TestHistory

Class Grade Level: \*  
College Level Second Year

Writer's Handbook: \*  
High School and College

Spellcheck Dictionary: \*  
 American  
 British

Class End Date:  
5/14/2014

Timezone: \*  
(GMT-8:00) Pacific Time (US and Canada); Tijuana

Instructor:  
Test Instructor

Courtesy Name:

Save

11. The newly added class will now show under **Classes** in the homepage.

Classes

[Print](#)

Review active classes listed below. Select a class to apply options. View, add or edit a class. Write a class announcement. Get or reset the Class Access Code for Instructor or connect another instructor directly to the selected class. Disconnect yourself, as an instructor, from a class.

Class	Grade	Instructors	Active Students	Students with Submissions	Used Submissions	End Date	Status
HED CA-San Jose State University, San Jose State University							
<input type="checkbox"/> <a href="#">Test 101</a>	College Level First Year	Mr Test Instructor	1	1	5	May 01, 2014	Active
<input type="checkbox"/> <a href="#">TestHistory</a>	College Level Second Year	Mr Test Instructor	0	0	0	May 14, 2014	Active





## Creating Assignments

1. Click on the **name** of a class to open it.
2. Click on the **Assignments** tab.
3. Click the **Add** icon.

TestHistory Class: HED CA-San Jose State University, San Jose State


ACTIVITY **ASSIGNMENTS** ROSTER REPORTS

Add a new assignment or select an existing assignment to edit, copy or delete. Assignments without start dates will appear on student assignment page immediately. Copy an assignment to another class that you are connected to. Deleted assignments will be removed from the student assignment page immediately. [Print](#)

Assignment Name	Prompt	Standard	Plan	Peer Review	Creator	Start Date	End Date	Status
No records to display.								

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4. Choose No for the **Administrator Assignment** option.
5. Choose an **Assignment Type** from the drop down menu. (**Text Editor** is recommended.)
6. Select the **Level** against which the essays for this assignment should be scored.
7. Choose a **Mode** from the drop down menu. (Not applicable with Text Editor type assignments.)
8. Select a **Prompt** by title from the drop down menu. (Not applicable with Text Editor type assignments.)
9. Provide an Assignment Name and complete instructions.

ACTIVITY ASSIGNMENTS ROSTER REPORTS

### Add / Edit Assignment Cancel

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

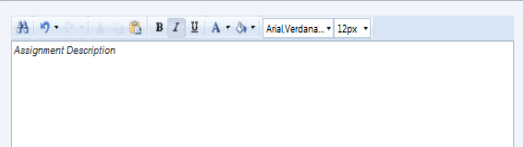
Select an Administrator Assignment:

No  Yes

Assignment Type:  
Text Editor

\*Level:  
College Level Second Year [View Topic Library](#)

\* Assignment Name:  
Text Assignment

\* Assignment Text:  
  
Assignment Description

10. Select a **Plan** Option. (Allow All Plans lets students explore multiple ways of outlining their writing.)
11. Select **Assignment** Options. (Note, you can reduce the number of attempts, but 10 attempts is the limit.)
12. Click on **Save**.

Plan Options:

Allow All Plans  No Plan  Assign a Plan

Assignment Options:

Spell Check

Thesaurus

Save Draft

Limit Students to  Attempts

Time Limit default or Set Limit:  minutes

Show Trait Feedback:

Organization Development

Grammar

Usage

Mechanics

Style

Writer's Sample

Show Results to Student:

Criterion Score

Trait Feedback Analysis Chart

Trait Levels

When Advisory Present:

Yes  No

Yes  No

Yes  No

Deadline:

Yes  No


Save


13. The assignment will be added to your class.


ACTIVITY
ASSIGNMENTS
ROSTER
REPORTS


Add a new assignment or select an existing assignment to edit, copy or delete. Assignments without start dates will appear on student assignment page immediately. Copy an assignment to another class that you are connected to. Deleted assignments will be removed from the student assignment page immediately. [Print](#)

Assignment added successfully

 Add

 Edit

 Copy

 Delete

Assignment Name	Prompt	Standard	Plan	Peer Review	Creator	Start Date	End Date	Status
<input type="checkbox"/> Test Assignment	<a href="#">Text Editor</a>		All	No		Dec 17, 2013 04:45:57 PM PST	May 14, 2014 12:00:00 AM PDT	Active