Teacher Tools Task Guide

Introduction

Prentice Hall EssayScorer is a Web-based service providing automatic assessment of essays. *Prentice Hall EssayScorer* provides students with immediate evaluation and tutorial feedback on responses to essay prompts.

Teachers can use *Prentice Hall EssayScorer* to assign essay writing activities to students. Essays for many prompts included in *Prentice Hall EssayScorer* are scored both holistically and on six traits of writing: Ideas, Organization, Conventions, Sentence Fluency, Word Choice and Voice. Other prompts, including those created by teachers, are scored on general writing quality only. Good essays:

- Include an identifiable thesis sentence that tells the reader what the essay is about.
- Include a body that supports the thesis with evidence.
- Use details and examples to develop the main idea and make the points of the essay clear.
- Present the writer as a reasonable, credible person.
- Include a strong conclusion that wraps up the essay and summarizes the main points.

Prentice Hall EssayScorer also provides feedback on mechanical aspects of writing including spelling, grammar and repetition. This detailed feedback guides students as they revise their work.

Backed by Research

- *Prentice Hall EssayScorer* scores agree with human rater scores better than human rater scores agree with each other.
- *Prentice Hall EssayScorer* scores correlate significantly higher with age and schooling than human scores do, a powerful demonstration of score validity.
- The accuracy and effectiveness of *Prentice Hall EssayScorer* has been positively evaluated by extensive field trials supported by the National Science Foundation and the National Board of Medical Examiners.
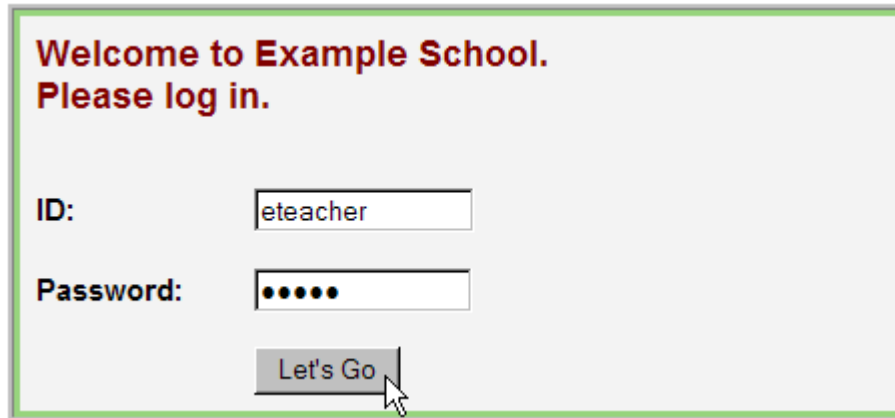
This *Task Guide* introduces the *Teacher Tools*, the four tools teachers can use to complete their *Prentice Hall EssayScorer* roster and assignment tasks, from setting up classes and student accounts to assigning, creating and customizing student activities.

Let's Get Started!

Disclaimer: All data, including student, teacher, school names, location, grades and scores, and associated data are fictional and are modeled for sample purposes only; any form of familiarity is coincidental.

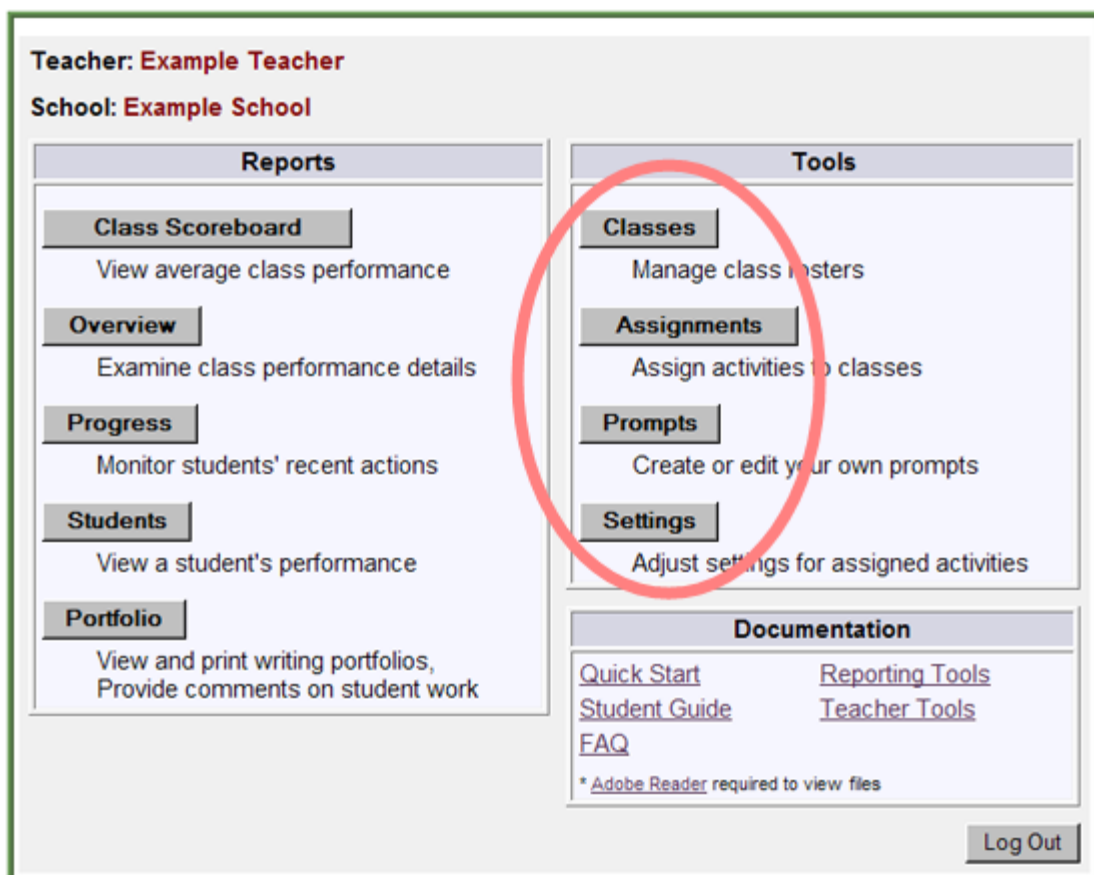# 1. *Prentice Hall EssayScorer* and the Teacher Tools Menu

1. Open a web browser and navigate to the teacher URL found in the *Getting Started with Prentice Hall EssayScorer* e-mail sent to your **Prentice Hall EssayScorer** school administrator.

2. The *Teacher Login* form is displayed. Enter your **ID** and **Password** and then click the **Let's Go** button.

**Welcome to Example School.
Please log in.**

ID: | eteacher
Password: | •••••

Let's Go

Teacher Login Form

Note: ID and password are case sensitive.

3. The *Teacher Tools Menu* is displayed as shown below. From the *Teacher Tools Menu*, you can access each of the four tools: **Classes**, **Assignments, Prompts** and **Settings**.

Teacher: Example Teacher
School: Example School

Reports	**Tools**
Class Scoreboard	**Classes**
View average class performance	Manage class rosters
Overview	**Assignments**
Examine class performance details	Assign activities to classes
Progress	**Prompts**
Monitor students' recent actions	Create or edit your own prompts
Students	**Settings**
View a student's performance	Adjust settings for assigned activities
Portfolio	**Documentation**
View and print writing portfolios, Provide comments on student work	Quick Start Reporting Tools
	Student Guide Teacher Tools
	FAQ
	* Adobe Reader required to view files

Log Out

Teacher Tools Menu

2. Classes Tool

Use the *Classes* tool to create and manage classes and student accounts. Instructions for completing these tasks are provided in the sections below.
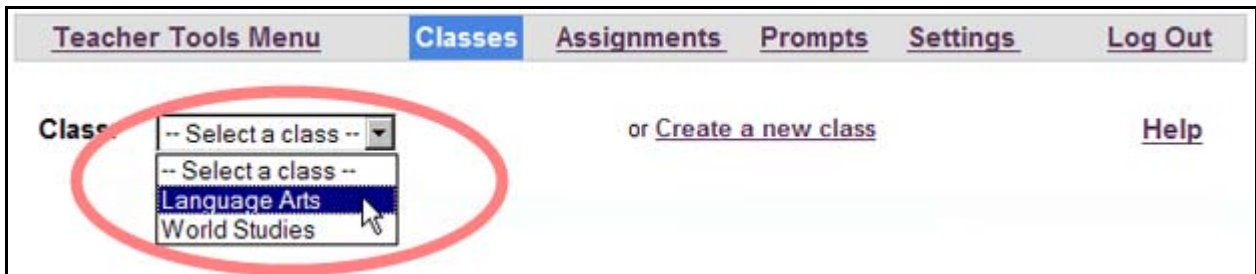
To begin, click the **Classes** button located in the *Tools* section of the *Teacher Tools Menu*.
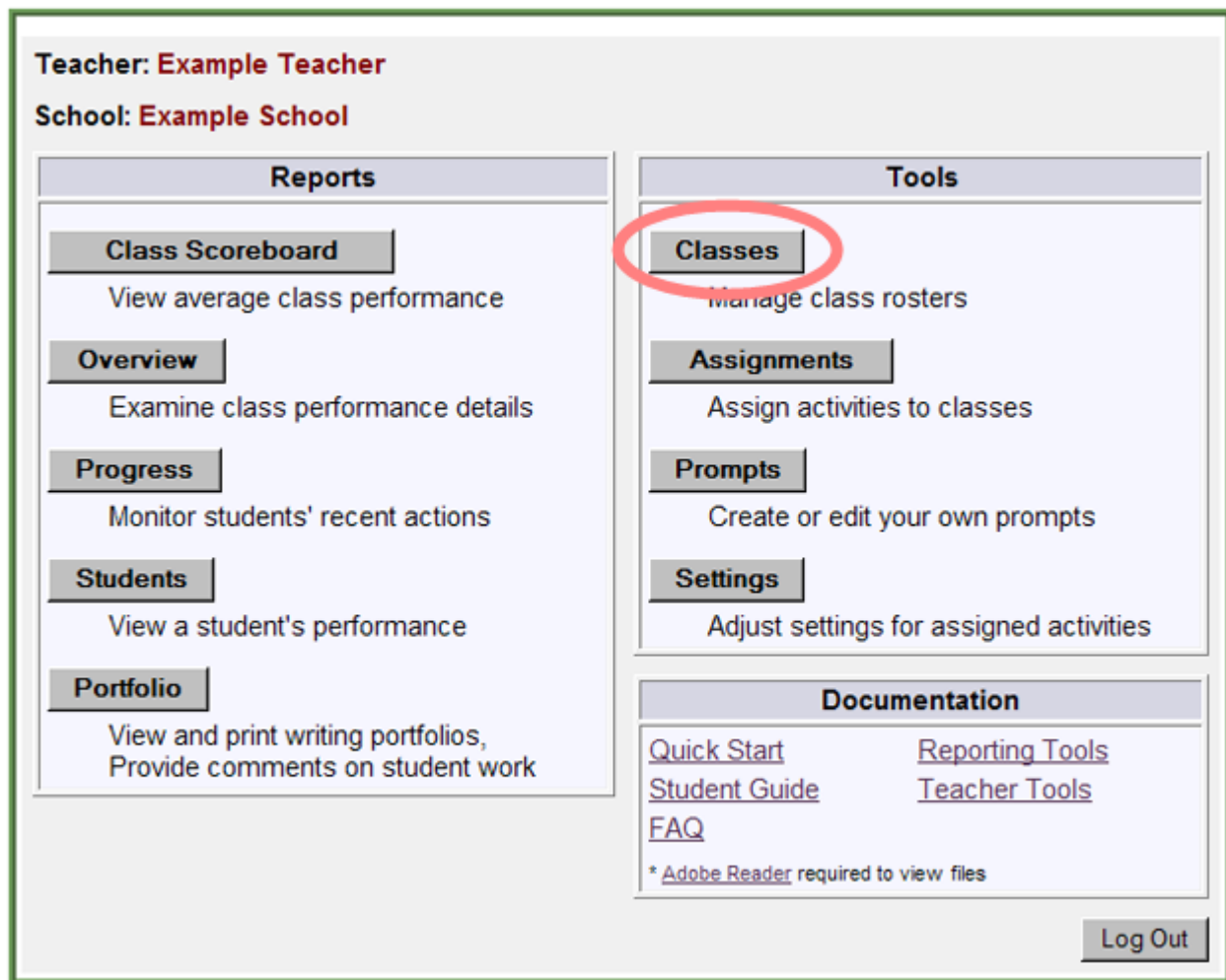
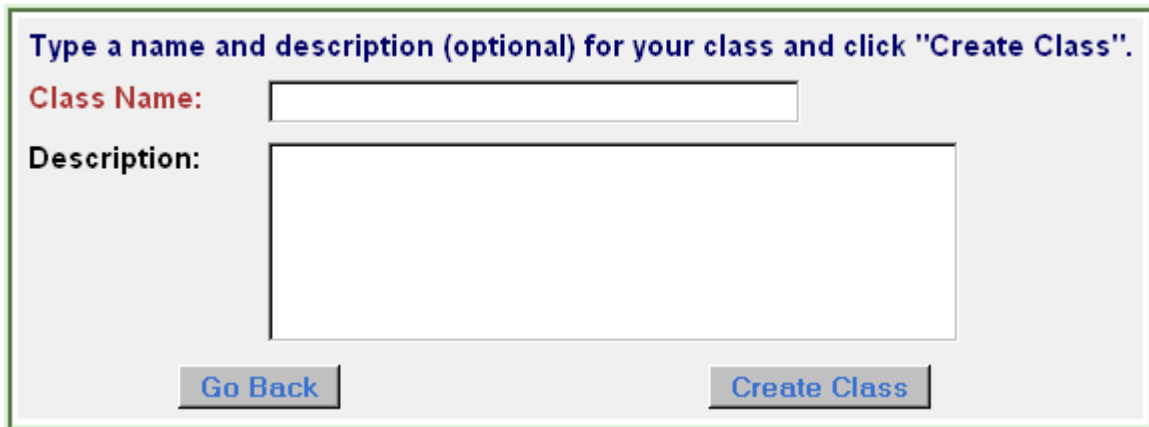**Teacher Menu with Classes Button Highlighted**

2.1 Create New Classes

1. New classes are created from the *Class Editor* window. If you have no classes assigned to you, the *Class Creation and Editing* form shown in *Step 2* will be displayed automatically. Otherwise, the *Class Editor* will be displayed with the *Class* selection drop-down menu as shown below. If you have only one class, the *Class Editor* opens automatically as shown in *Section 2.2*. To see the *Class Creation and Editing* form if it is not already showing, click the **Create a new class** link.

Class Selection in Class Editor

2. The *Class Editor* displays the *Class Creation and Editing* form shown below.

Class Creation and Editing Form

Note: The **Go Back** button appears throughout the *Teacher Tools.* Click it to navigate back to a previous screen. When available, you and your students should use the navigation options included in **Prentice Hall EssayScorer** pages rather than using the browser's navigation buttons.

3. Complete the *Class Creation and Editing* form by entering a class name. The description field is for any additional information you want to include about a class; it can be left blank.

4. Click the **Create Class** button to create your new class.

   If the class name supplied is the same as another class in your school, an error message is displayed as shown below. To remedy this, either modify the name of the new class to make it unique and click the **Create Class** button or click the **Go Back** button.

Error: There is an existing class named *World Studies* in this school.

Type a name and description (optional) for your class and click "Create Class".

Class Name: World Studies

Description:

Go Back   Create Class

Class Creation and Editing Form -- Duplicate Class Error

5. Upon successful creation of a class, the *Class Editor* roster editing form is displayed. This form is described in detail in the next section.

2.2 Introducing the Class Editor

The *Class Editor* window is divided into two panes, one at the top listing the students enrolled in the current class and one at the bottom containing a series of tabs for managing your class roster. All changes to your class will be made using the tabs in the bottom pane. Clicking on the top pane has no effect.

Note: If you have a small screen, the tabs in the bottom pane may be hidden from view below the bottom of the browser window. If this is the case, you will need to scroll down to see them.

When a class is first created and no students have been enrolled, the message *No students enrolled in class* appears in the top pane as shown below. A screen shot showing a class with students enrolled is shown in *Section 2.3*.

| Teacher Tools Menu | **Classes** | Assignments | Prompts | Settings | Log Out |

Class: [Language Arts ▼]   **Description:** 1st Period   Create a new class   **Help**
Edit class name/description

Enrolled Students   Licenses remaining: **120**

Last Name	First Name	M.I.	Login	Feedback
No students enrolled in class.
Create or enroll student accounts using the tabs below.				

| **Create Accounts** | Enroll Students | Unenroll Students | Edit Accounts |

Create Student Accounts   Submit

Last Name	First Name	M.I.	Login	Password	Feedback

Class Editor Roster Editing Form

A description of each of the elements found on the *Class Editor* is given below. Instructions for using each of the tabs and forms are in *Section 2.3*.

Top Pane

Class
Displays the name of the class you have selected for editing. You can select a different class to edit by clicking on the arrow of the drop-down menu and clicking the desired class name.

Description
An optional field for your personal reference; it may be blank.

Create a new class
Click this link to create a new class. See *Section 2.1* for details on using the *Class Creation and Editing* form.

Edit class name/description
Click this link to change the name and/or description of the class. Class names must be unique; a duplicate class name will result in an error message, as shown in *Section 2.1*.

Enrolled Students
A list of the students enrolled in this class, including their names and logins displayed alphabetically by last name. See the screen shot in *Section 2.3* for an example. The **Feedback** column displays messages regarding changes made to the student accounts and is described in more detail in *Section 2.3*.

Licenses remaining
This value indicates the remaining number of student accounts that can be enrolled in classes in your school. Each time you enroll a new student in a class in **Prentice Hall EssayScorer**, the number of licenses remaining decreases by one. If you enroll a student in your class who is already using **Prentice Hall EssayScorer**, the number of licenses remaining will stay the same. For more information on **Licenses remaining** and the **Prentice Hall EssayScorer Licensing Model**, see *Appendix A*.

Bottom Pane

Create Accounts
Click this tab to create new student accounts as described in *Section 2.3.1*.

Enroll Students
Click this tab to add students with existing accounts to your class roster as described in *Section 2.3.2*.

Unenroll Students
Click this tab to remove student accounts from your class roster as described in *Section 2.3.3*.

Edit Accounts
Click this tab to edit a student's account information, including changing logins and passwords, as described in *Section 2.3.4*.

2.3 Using the Class Editor: Managing the Class Roster

2.3.1 Create Accounts

Use the *Create Accounts* form to create individual student accounts. Every student account must have a unique login.

1. Click the **Create Accounts** tab in the *Class Editor* window. The *Create Accounts* form displays as shown below. This form is always displayed by default when you first enter the *Class Editor*.

| Create Accounts | Enroll Students | Unenroll Students | Edit Accounts |

Create Student Accounts — Submit

Last Name	First Name	M.I.	Login	Password	Feedback

Create Accounts Form

2. To create a new student account, type the student's name, unique login and password in the blanks provided. An example is shown below.

| Create Accounts | Enroll Students | Unenroll Students | Edit Accounts |

Create Student Accounts — Submit

Last Name	First Name	M.I.	Login	Password	Feedback
Seven	Student		sseven	p_sseven	
Eight	Student		seight	p_seight	

Create Accounts Form with Sample Values

Note: To move to the next row, use the *Tab* key or your mouse. Hitting the *Return* key has no effect.

3. When you finish entering student information, or run out of rows, click the **Submit** button in the upper right hand corner of the pane to create the new student accounts and enroll the students. After a brief pause, the *Enrolled Students* list is updated as shown in the example below. The students with newly created accounts are automatically enrolled in this class. The newly enrolled students will appear at the top of this list, above previously enrolled students. The **Feedback** column for these new students will include the message *Student account created.* The *Create Accounts* form refreshes with additional rows to add student information.

Enrolled Students				Licenses remaining: 118
Last Name	First Name	M.I.	Login	Feedback
Seven	Student		sseven	Student account created.
Eight	Student		seight	Student account created.

Enrolled Students after Creating Accounts

For each student account successfully created and enrolled, the **Licenses remaining** value is reduced by one. For more information on **Licenses remaining** and the **Prentice Hall EssayScorer Licensing Model** see *Appendix A.*

If there are problems with the account entries, you will receive an error message in the **Feedback** column for the particular row containing the error. The **Last Name, First Name, Login** and **Password** values must all be supplied or you will see a missing data error message as shown below. Provide the missing information and click the **Submit** button to attempt to create the account again.

Create Accounts	Enroll Students	Unenroll Students	Edit Accounts

Create Student Accounts					Submit
Last Name	First Name	M.I.	Login	Password	Feedback
Nine	Student		snine		Missing Data Error: password must be supplied.

Create Accounts Missing Data Error

Attempting to create a new student account with the same login as an existing student account will also result in an error. In that case you will see a duplicate login error message as shown below. If you still want to create the student account, change the **Login** and click the **Submit** button.
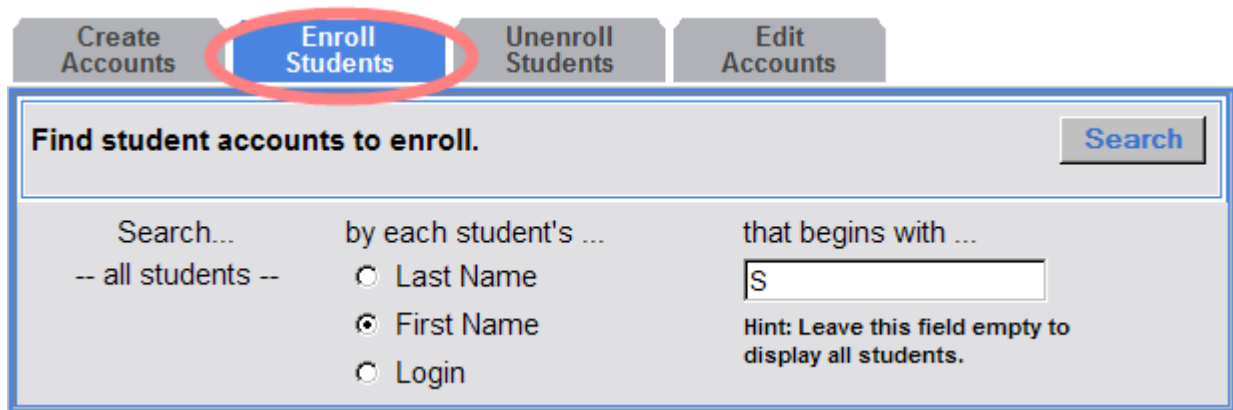

Create Accounts Duplicate Login Error

Continue using the *Create Accounts* form to create and enroll all of the student accounts for your class.

> **Note:** If you have a large number of student accounts to create, you may want to ask your **Prentice Hall EssayScorer** school administrator to upload a file of student account records.

2.3.2 Enroll Students

The *Enroll Students* form provides access to all of your school's **Prentice Hall EssayScorer** student accounts that are not already enrolled in the currently selected class. Use this form to enroll some or all of these students in your class.

1. Click the **Enroll Students** tab in the bottom pane of the *Class Editor*. The *Find Student Accounts* form is initially displayed.

2. Click the appropriate radio button for searching by **Last Name**, **First Name** or **Login**.

3. To narrow your search, type the beginning of the selected value in the space provided as shown below.
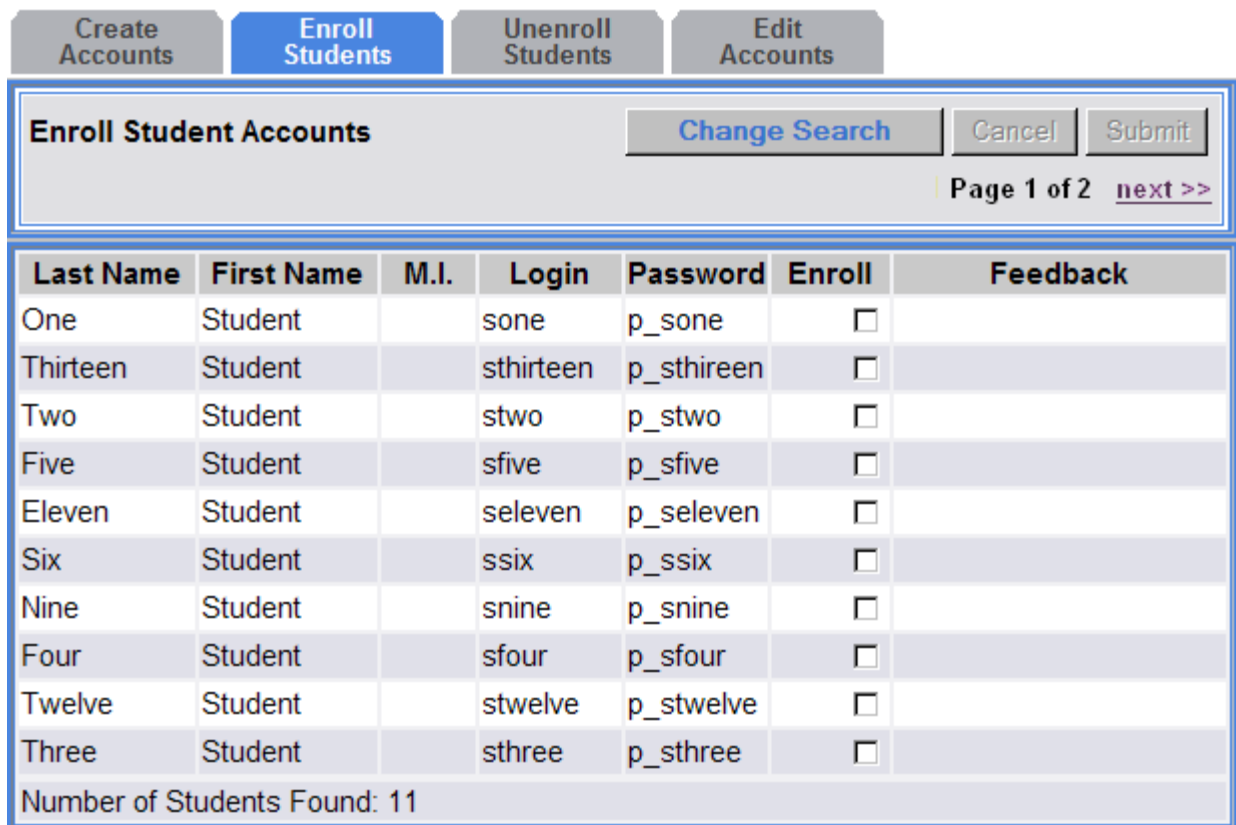
| Create Accounts | Enroll Students | Unenroll Students | Edit Accounts |

Find student accounts to enroll. | Search

Search...	by each student's ...	that begins with ...
-- all students --	○ Last Name	[S]
	● First Name	**Hint:** Leave this field empty to display all students.
	○ Login	

Enroll Students Search Form

Note: The search feature is not case sensitive.

4. Click the **Search** button to retrieve the accounts matching your selections. The search results are displayed as shown below.

| Create Accounts | Enroll Students | Unenroll Students | Edit Accounts |

Enroll Student Accounts | Change Search | Cancel | Submit

Page 1 of 2   next >>

Last Name	First Name	M.I.	Login	Password	Enroll	Feedback
One	Student		sone	p_sone	☐	
Thirteen	Student		sthirteen	p_sthireen	☐	
Two	Student		stwo	p_stwo	☐	
Five	Student		sfive	p_sfive	☐	
Eleven	Student		seleven	p_seleven	☐	
Six	Student		ssix	p_ssix	☐	
Nine	Student		snine	p_snine	☐	
Four	Student		sfour	p_sfour	☐	
Twelve	Student		stwelve	p_stwelve	☐	
Three	Student		sthree	p_sthree	☐	

Number of Students Found: 11

Search Results for Enroll Student Accounts

At the bottom of the pane is an indicator of the total number of student accounts that matched your search criteria. If there are more than 10 search results, paging controls are provided. In the example above, notice the *Page 1 of 2* indicator and the **next >>** link in the upper right of the pane, just below the buttons. To view the next page of results, click **next >>**. After navigating to the next page, you will see a **<<previous** link for navigating back.

If your search criteria match more than 100 student accounts, you will be prompted to confirm that you want to display the search results. As indicated in the example below, clicking the **Continue** button will display the results. Alternatively, you can refine your search by modifying your selections and clicking the **Search** button again.

Create Accounts	Enroll Students	Unenroll Students	Edit Accounts

Your search will result in the display of 503 student accounts.
Refine your search below or click Continue to show your results.

Continue

Find student accounts to enroll.   Search

Search...   by each student's ...   that begins with ...
-- all students --   ● Last Name
                          ○ First Name   Hint: Leave this field empty to
                          ○ Login   display all students.

Search Results if More Than 100 Accounts Match

5. To enroll a student in this class, locate the row containing the student's name (student accounts are ordered alphabetically by the search field that was selected) and click the box in the **Enroll** column of that row. A check mark appears as shown below. You can click multiple boxes to enroll multiple students.

Create Accounts	Enroll Students	Unenroll Students	Edit Accounts

Enroll Student Accounts   Change Search   Cancel   Submit

Page 1 of 2   next >>

Last Name	First Name	M.I.	Login	Password	Enroll	Feedback
One	Student		sone	p_sone	☐	
Thirteen	Student		sthirteen	p_sthireen	☐	
Two	Student		stwo	p_stwo	☐	
Five	Student		sfive	p_sfive	☑	
Eleven	Student		seleven	p_seleven	☐	
Six	Student		ssix	p_ssix	☐	
Nine	Student		snine	p_snine	☐	
Four	Student		sfour	p_sfour	☐	
Twelve	Student		stwelve	p_stwelve	☐	
Three	Student		sthree	p_sthree	☐	
Number of Students Found: 11						

Enroll Students with Accounts Selected

6. Click the **Submit** button to enroll the student accounts in your class. As shown below, the newly enrolled student accounts are added to the top of the *Enrolled Students* list. The **Feedback** column for the new students will include the message *Student enrolled* to indicate that they were successfully added to the class. Additionally, each enrolled account is confirmed with a message in the **Feedback** column in the *Enroll Students* form.

Enrolled Students				Licenses remaining: 117
Last Name	**First Name**	**M.I.**	**Login**	**Feedback**
Five	Student		sfive	**Student enrolled.**
Eight	Student		seight	
Seven	Student		sseven	

Create Accounts	Enroll Students	Unenroll Students	Edit Accounts

Enroll Student Accounts					Change Search	Cancel	Submit

Page 1 of 2 next >>

Last Name	**First Name**	**M.I.**	**Login**	**Password**	**Enroll**	**Feedback**
One	Student		sone	p_sone	☐	
Thirteen	Student		sthirteen	p_sthireen	☐	
Two	Student		stwo	p_stwo	☐	
Five	Student		sfive	p_sfive	☑	**Student enrolled.**
Eleven	Student		seleven	p_seleven	☐	
Six	Student		ssix	p_ssix	☐	
Nine	Student		snine	p_snine	☐	
Four	Student		sfour	p_sfour	☐	
Twelve	Student		stwelve	p_stwelve	☐	
Three	Student		sthree	p_sthree	☐	
Number of Students Found: 11						

Enroll Students Confirmation Feedback

2.3.3 Unenroll Students

Use the *Unenroll Students* form to remove students from your class roster.

1. Click the **Unenroll Students** tab in the *Class Editor*. The *Unenroll Students* form displays as shown below listing all students enrolled in your class. The box in the **Enrolled** column is checked for all students, indicating that they are enrolled.

| Create Accounts | Enroll Students | Unenroll Students | Edit Accounts |

To unenroll students, please remove the checkmark Cancel Submit

Last Name	First Name	M.I.	Login	Enrolled	Feedback
Eight	Student		seight	☑	
Five	Student		sfive	☑	
Four	Student		sfour	☑	
Nine	Student		snine	☑	
One	Student		sone	☑	
Seven	Student		sseven	☑	
Six	Student		ssix	☑	
Three	Student		sthree	☑	
Two	Student		stwo	☑	

Unenroll Students Form

2. To unenroll students from your class, locate the row containing the student's name (student accounts are ordered alphabetically by last name) and click the box in the **Enrolled** column. This unchecks the box causing the check mark to disappear as shown below.

| Create Accounts | Enroll Students | Unenroll Students | Edit Accounts |

To unenroll students, please remove the checkmark Cancel Submit

Last Name	First Name	M.I.	Login	Enrolled	Feedback
Eight	Student		seight	☐	
Five	Student		sfive	☑	
Four	Student		sfour	☑	
Nine	Student		snine	☐	
One	Student		sone	☑	
Seven	Student		sseven	☐	
Six	Student		ssix	☑	
Three	Student		sthree	☑	
Two	Student		stwo	☑	

Unenroll Students Form with Accounts Deselected

3. When you have finished clicking boxes for the students you want to unenroll, click the **Submit** button in the upper right hand corner of the pane.

4. As shown below, the list of *Enrolled Students* in the top pane is updated and no longer includes account information for the unenrolled students. In addition, the *Unenroll Students* form includes a message confirming the success of the unenrolled request.

Enrolled Students
<div style="text-align:right">Licenses remaining: 114</div>

Last Name	First Name	M.I.	Login	Feedback
Five	Student		sfive	
Four	Student		sfour	
One	Student		sone	
Six	Student		ssix	
Three	Student		sthree	
Two	Student		stwo	

Create Accounts	Enroll Students	**Unenroll Students**	Edit Accounts

To unenroll students, please remove the checkmark   Cancel   Submit

You have successfully unenrolled student(s) from World Studies

Last Name	First Name	M.I.	Login	Enrolled	Feedback
Five	Student		sfive	☑	
Four	Student		sfour	☑	
One	Student		sone	☑	
Six	Student		ssix	☑	
Three	Student		sthree	☑	
Two	Student		stwo	☑	
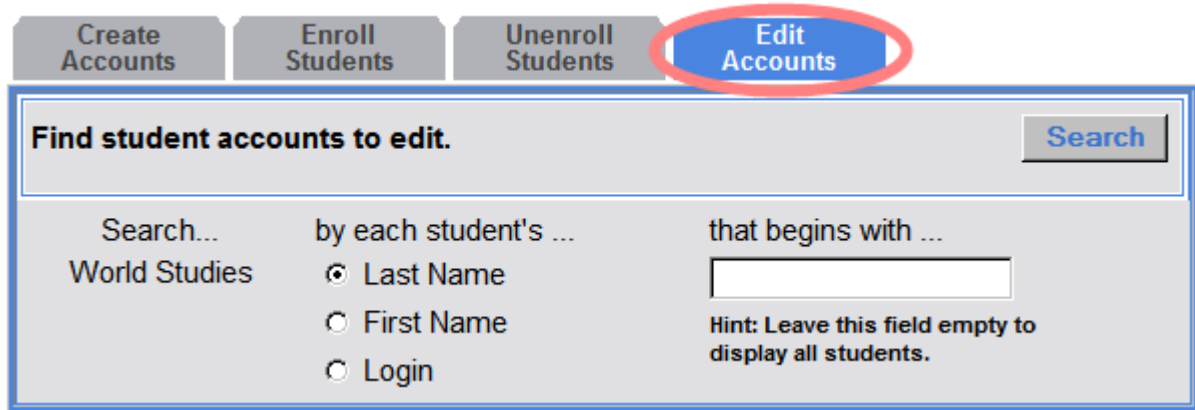
Unenroll Students Confirmation

Note: If you accidentally unenroll a student account, use the **Enroll Students** tab, as described in *Section 2.3.2*, to re-enroll the account.

2.3.4 Edit Accounts

The *Edit Accounts* form allows you to modify student account information. Use *Edit Accounts* if a student's name was misspelled or to view and modify logins or passwords.
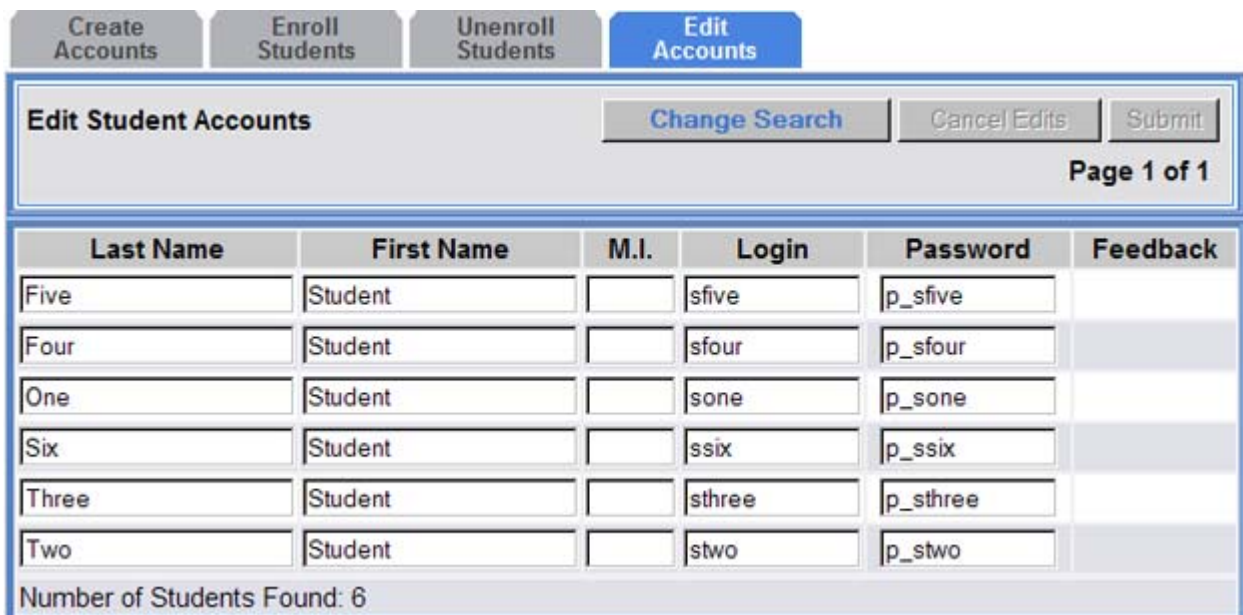
1. Click the **Edit Accounts** tab in the bottom pane of the *Class Editor*. The *Find Student Accounts* form is initially displayed as shown below.

Edit Accounts Search Form

Note: The search feature is not case sensitive.

2. If you have a small number of students enrolled in your class, you can immediately click the **Search** button.

3. If you have a large number of students enrolled in your class, you can narrow your search by clicking the appropriate radio button for searching by **Last Name**, **First Name** or **Login**, and then typing the beginning of that value in the space provided.

4. Click the **Search** button to retrieve the student accounts. The *Edit Student Accounts* form is displayed as shown below listing all students enrolled in this class. All account fields can be edited.

Last Name	First Name	M.I.	Login	Password	Feedback
Five	Student		sfive	p_sfive	
Four	Student		sfour	p_sfour	
One	Student		sone	p_sone	
Six	Student		ssix	p_ssix	
Three	Student		sthree	p_sthree	
Two	Student		stwo	p_stwo	

Number of Students Found: 6

Search Results for Edit Student Accounts

5. To edit an account, change the value in the appropriate field and row. For each field that you change (or tab through using Microsoft Internet Explorer), the background will change to a light yellow. As you make your first change, the **Cancel Edits** and **Submit** buttons are enabled.

6. If you accidentally make a change to a field, click the **Cancel Edits** button to reset the entire form.

> **Note:** If you're using a browser such as Microsoft Internet Explorer that has an "auto complete" option, make sure that the value you initially entered into the field is not reentered automatically.

7. Once you have made all the desired changes, click the **Submit** button to save the changes. As shown below, each modified account is confirmed with a message in the **Feedback** column.

Last Name	First Name	M.I.	Login	Password	Feedback
Five	Student		sfive	student5	**Student account modified.**
Four	Student		sfour	p_sfour	
One	Student		sone	p_sone	
Six	Student		ssix	p_ssix	
Three	Student		sthree	student3	**Student account modified.**
Two	Student		stwo	p_stwo	

Number of Students Found: 6

Edit Accounts Confirmation Feedback

Duplicate login or missing field errors can be introduced while editing accounts. Such errors are displayed in the **Feedback** column as shown below.

Last Name	First Name	M.I.	Login	Password	Feedback
Five	Student		sfive	student5	
Four	Student		sfour	p_sfour	
One	Student		sone		**Missing Data Error: password must be supplied.**
Six	Student		ssix	p_ssix	
Three	Student		sthree	student3	
Two	Student		sten	p_stwo	**Duplicate Login Error: sten is already used by another student.**

Number of Students Found: 6

Edit Accounts Form Errors

3. Assignments Tool

Prentice Hall EssayScorer includes a collection of essay writing activities that you can assign to your classes. The activities vary across grade levels and subject areas. The *Assignments* tool is used to assign activities; you must create a class before you can assign activities to it. Only assigned activities are available for students to complete.

Assigning Activities

1. Click the **Assignments** button in the *Tools* section of the *Teacher Tools Menu*.
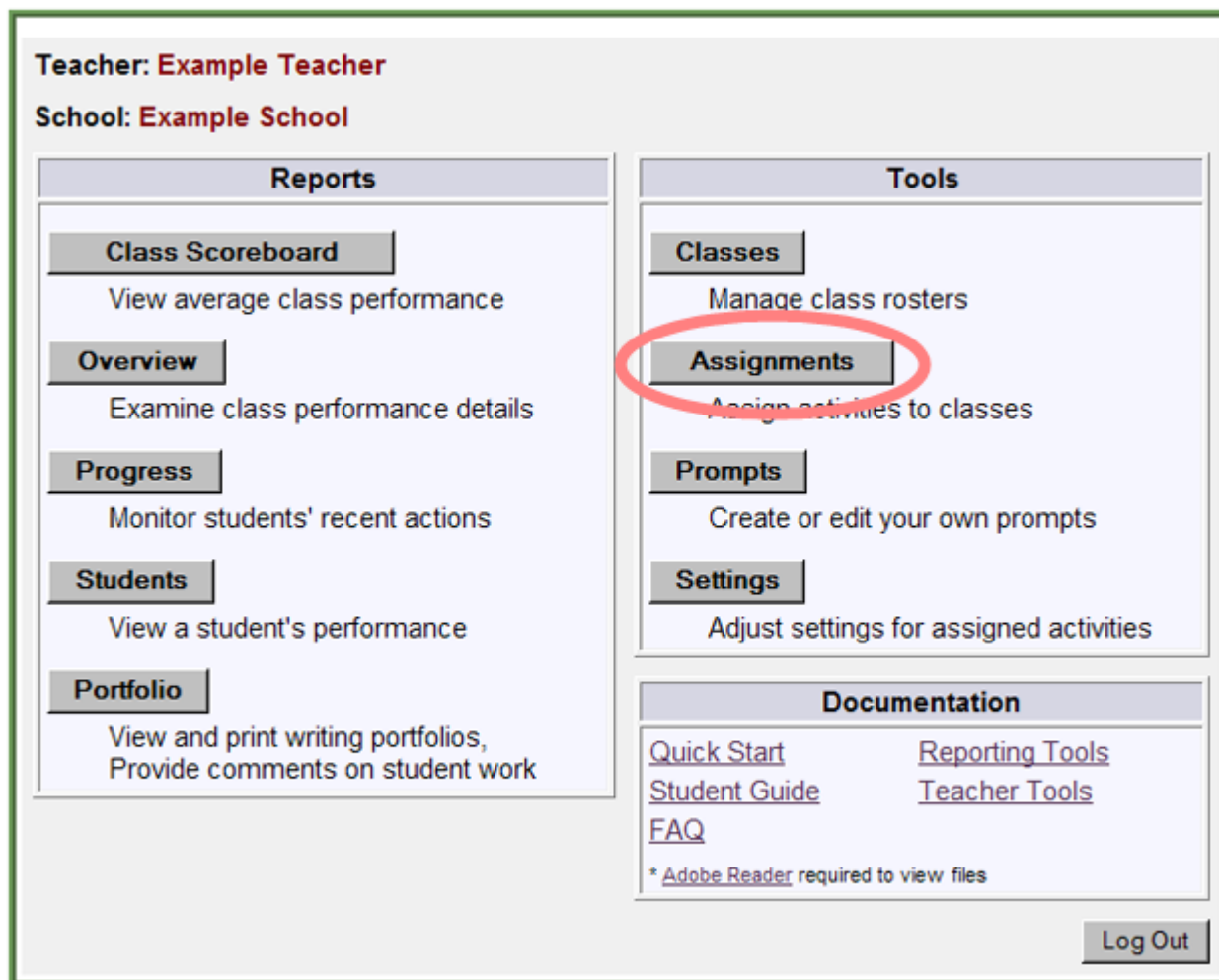
Teacher Menu with Assignments Button Highlighted

2. The *Assign Class Activities* window opens as shown below. From the drop-down menu, select a class. If you have no classes assigned to you, a message to that effect will be displayed. If you have only one class, the *Assignments* tool opens automatically as shown in *Step 3*.

Class Selection for Assigning Class Activities

3. The *Assign Class Activities* window refreshes and displays the list of activities currently assigned to the selected class. An example is shown below.

Currently Assigned Activities Sample

If no activities are assigned to the selected class, then you will see the message shown below.

No Activities Assigned Message

4. To begin finding new activities to assign, click the **Select Activities** button. The *Grade* and *Subject* selection menus appear as shown in the example below.

Class: | Language Arts | ▼

Select Type, Grade, and Subject and click "Find".

Type: Essay **Grade:** [All / 3 / 4 / 5 / 6] **Subject:** [All / User Authored / Language Arts / Science / Social Studies] Help

Click [Find] **after making selections.**

Activity Selection Menus

Specify the grade range to search for by selecting one or more **Grade** elements. Select *All* for activities for all grade levels.

Indicate the subject area for the activities to be retrieved by selecting one or more **Subject** elements. Select *All* for activities in all subjects.

5. Click the **Find** button to retrieve the activities that match your selections. The list of matching activities is then displayed below the selection menus as shown in the example below.

The activities are displayed in alphabetical order by **Activity Name** with the exception that any activities currently assigned to the selected class are displayed first. Assigned activities are indicated by a check mark in the **Assigned** column. Steps for assigning new activities follow the description of the column headings below.

58 activities match your selections. To assign an activity, click the appropriate checkbox in the "Assigned" column and click "Save Assignments".

Type: Essay   Grade: [8 ▲ / 9 / 10 / 11 / 12 ▼]   Subject: [All / User Authored / Language Arts / Science / Social Studies]   Help

Click [Find] after making selections.

[Save Assignments]

Assigned▵	Activity Name	Subject: Topic	Type	Grade Level	Length (in words)	Description
☑	A Surprising Event	Language Arts	Essay: Narrative	10	--	Scoring: Overall + Six Traits
☑	Address About Violence in Video Games	Language Arts	Essay: Persuasive	12	--	Scoring: Overall + Six Traits
☑	Community Service	Language Arts, Social Studies	Essay: Persuasive	12	--	Scoring: Overall + Six Traits
☑	Overcoming a Challenge	Language Arts	Essay: Problem and Solution	12	--	Scoring: Overall + Six Traits
☐	A Cherished Treasure	Language Arts	Essay: Narrative	12	--	Scoring: Overall + Six Traits
☐	A Humorous Mix-Up	Language Arts	Essay: Narrative	9	--	Scoring: Overall + Six Traits

▪ ▪ ▪

☐	Tax Dollars	Language Arts, Social Studies	Essay: Persuasive	11	--	Scoring: Overall + Six Traits
☐	Test Situation	Language Arts	Essay: Descriptive	12	--	Scoring: Overall + Six Traits
☐	Two Products	Language Arts	Essay: Comparison and Contrast	10	--	Scoring: Overall + Six Traits

[Save Assignments]

Activity Selection Results

Assigned
The check boxes in this column indicate whether or not an activity is assigned to your class. Clicking the **Assigned** column heading at any point will bring all assigned activities back to the top of the list.

Activity Name
The name of the prompt. Click on a name and a new window will open displaying the text of the prompt.

Subject: Topic
The subject for which the activity is appropriate, e.g. User Authored, Language Arts, Science, Social Studies. When available, the **Topic** area provides further specification of the subject area. User Authored prompts are described in more detail in *Section 4*.

Type
The type of activity. For essay prompts, the kind of response the prompt requires – e.g., narrative, expository or persuasive – is also provided here.

Grade Level
The grade level for which the activity is designed. Note that the **Prentice Hall EssayScorer** scoring engine has been trained to score the response based on the ability of students at this grade level.

Description
Further information about the scoring of the activity.

6. To sort the available assignments by each of the columns, click the underlined column heading. For example, click on *Grade Level* to sort the results by grade as shown below. To reverse the order of the list, click the column heading again.

Activities Sorted by Grade Level

If no activities fit your selected criteria, the bottom pane will be empty and you will see a message explaining that no activities matched your selections as shown below.

No Activities Match Message

If this happens, you should change your selections to *All* in one or more of the activity selection menus.

7. To assign activities to your class, click the box in the *Assigned* column next to the activity name. A check mark appears in the box to indicate it has been selected.

Activities Checked for Assignment

When you have selected all of the activities you want to assign, click the *Save Assignments* button.

Activity List with Save Assignments Button Highlighted

8. After you click the *Save Assignments* button, a message is displayed below the *Class* drop-down menu confirming that your assignments have been saved.

Assignments Saved Confirmation and Assigned Activities List

Note: You must click the *Save Assignments* button for the selections to be saved. Simply clicking the box in the *Assigned* column will not assign an activity to your class.

9. To unassign an activity, click the check box in the *Assigned* column next to the activity name to remove the check mark. Click the *Save Assignments* button to save your changes.

4. Prompt Creation Tool

Use the *Prompt Creation Tool* to create and edit your own essay writing prompts. Prompts that you create will also be available to other teachers in your school to assign to their students. Student essays written to teacher-created writing prompts will be assessed for general writing quality only. They will not receive scores for traits of writing.

4.1 Creating a New Prompt

1. To begin, click the **Prompts** button in the *Tools* section of the *Teacher Tools Menu*.
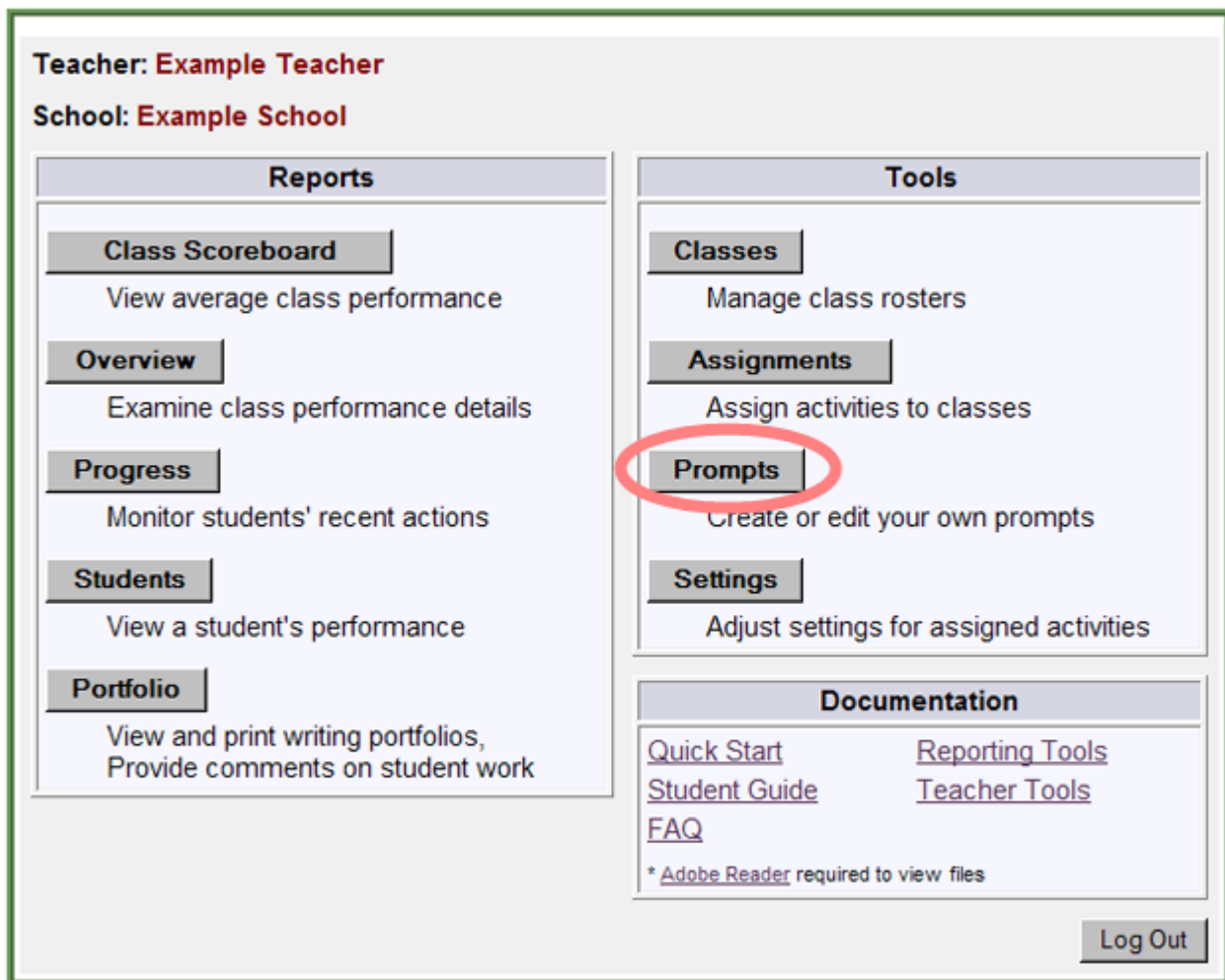
Teacher Menu with Prompts Tool Button Highlighted

2. The *Prompt Creation Tool* window opens as shown below. To create a new essay writing prompt, leave *– New prompt –* selected in the drop-down menu. To edit a prompt you have previously created, select the prompt's title from the drop-down menu.

Prompt Creation Tool

The *Prompt Creation Tool* has three sections: *What the student will see, Help with assessment* and *About the prompt.* Explanations of each section and instructions for how and why to make changes follow.

What the student will see

In this section you specify the portions of the writing prompt that are visible to the student.

Prompt
The text of your writing prompt and what your students will respond to when writing their essay. The **Prompt** field is required and must be unique. If the text supplied is the same as another prompt in your school, a message will be displayed when you try to save the prompt. You might then simply want to use the existing prompt and not create a new one, or edit the content of your prompt to make it unique.

Title
The title of the prompt and what your students will see on the *Select an Activity* page. It is also what you will see in the **Activity Name** column of the *Assignments* tool. The title should be short but descriptive. It is a required field and must be unique. If the value supplied is the same as the **Title** of another writing prompt in your school for the chosen grade level, or of one of the **Prentice Hall EssayScorer** prompts, a message will be displayed when you try to save the prompt. You should then edit the **Title** or **Grade Level**.

Help with assessment

In this section you, optionally, provide information that will help with assessing essays written to your prompt.

Topic Words
Words that describe or illustrate the topic of your prompt and/or words that illustrate what you would expect to find in a student response to your prompt. By providing these words, you will be helping to improve scoring accuracy in future **Prentice Hall EssayScorer** releases. The topic words should be separated by commas.

Sample Essay
A sample essay that you would score highly for this prompt. Ideally, this essay should be written by a student. It should reflect student writing rather than your own. By providing a sample essay, you will be helping to improve scoring accuracy in future **Prentice Hall EssayScorer** releases.

About the prompt

In this section you provide basic information to categorize your prompt.

Grade Level
The appropriate grade level for your prompt. The **Grade Level** is a required field and can range from 4 to 12. This value is used in the **Grade** selection menu of the *Assignments* tool when assigning activities to classes.
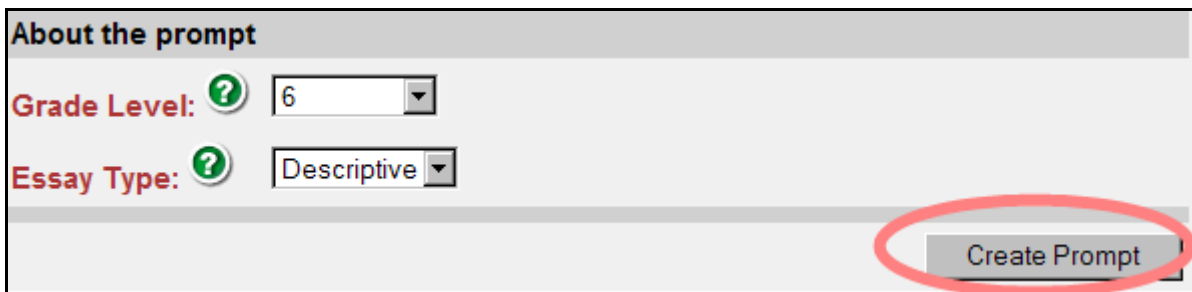
Essay Type
The type, or rhetorical mode, of the prompt. Values include *Descriptive*, *Narrative*, *Expository* and *Persuasive*. This is a required field. The value is displayed in the **Type** column of the *Assignments* tool.

Note: Expository essays are also sometimes referred to as reflective or evaluative essays. The expository type should also be chosen for problem and solution, cause and effect, or how-to essay prompts.

Assigned To (visible only when editing a prompt)
The number of classes to which this prompt has been assigned. Note that this field is only displayed after you have created your prompt.

3. To save the new prompt and make it available for assignment within your school, click **Create Prompt**, as shown below.

Create Prompt Button Detail

A message confirming that your prompt has been created appears at the top of the form.

If you are editing an existing prompt, make the desired changes to the fields and click **Save Prompt**, as shown below.

Save Prompt Button Detail

> **Note:** If you make substantial changes to either the ***Prompt*** or ***Title*** fields of a prompt to which students have already submitted essays, your student reports may be confusing. The prompt will be reported with the most recent ***Title*** and ***Prompt*** values, but the student essays will be in response to the previous values.

If you decide not to use a prompt that you have created, or you want to remove the prompt and all record of its use, you can delete the prompt. To delete a prompt, first select it for editing by choosing its title from the ***Prompt*** drop-down menu in the *Prompt Creation Tool*. Next click ***Delete Prompt***. A confirmation box showing the number, if any, of classes to which the prompt is currently assigned appears as shown below. Click ***OK*** to proceed or ***Cancel*** to abort. After clicking ***OK,*** a message confirming the deletion appears at the top of the form.
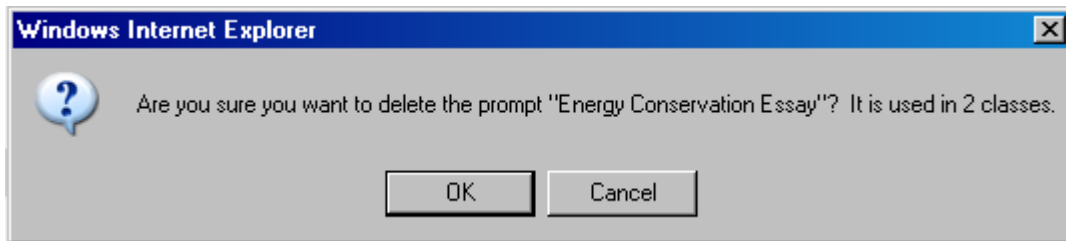
Delete Prompt Confirmation Box

4.2 Assigning Your Prompts to Classes

Once a prompt has been created, you or any other teacher in your school can find and assign the prompt using the *Assignments* tool (see *Section 3*). Additionally, the ***Assigned to*** field, described above, includes a button short-cut to the *Assignments* tool. If the prompt has not been assigned to any class, the button will be labeled ***Assign to Classes*** as shown below. If the prompt has been assigned to one or more classes, the button will be labeled ***Modify Class Assignments***. In either case, clicking the button will take you to the *Assignments* tool.

> **Hint:** When using the *Assignments* tool to search for teacher-created prompts, select the *User Authored* element from the *Subject* selection menu.

Assign to Classes Button Detail

5. Settings Tool

Use the *Settings Tool* to customize the features and scoring feedback students receive from **Prentice Hall EssayScorer.** You may want to adjust the features available to the student such as the spelling tool. Additionally, you may want to adjust the scoring of activities to better suit the developmental level of your class.

1. Click the **Settings** button in the *Tools* section of the *Teacher Tools Menu*.
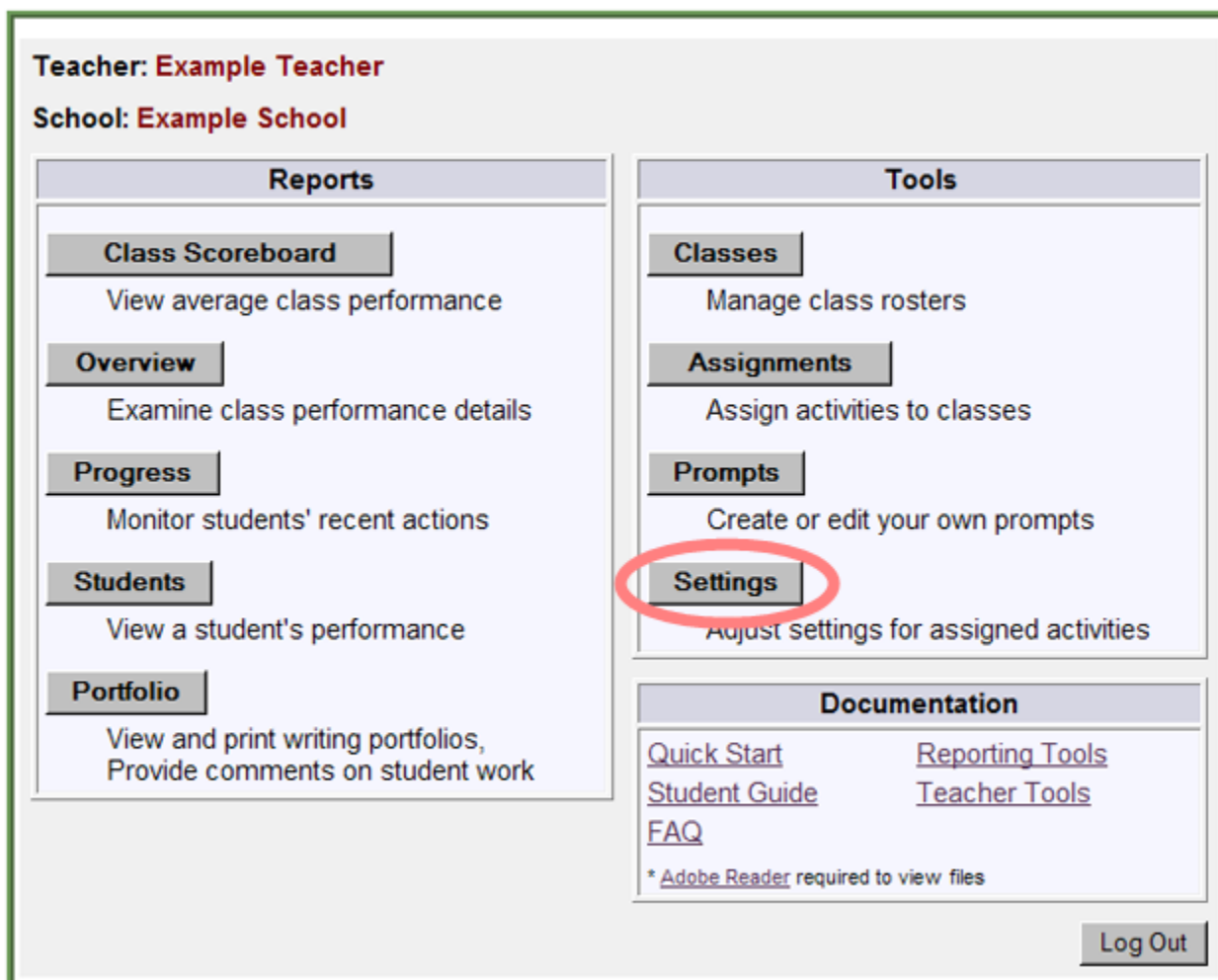
Teacher Menu with Settings Tool Button Highlighted

2. The *Settings Tool* window opens as shown below. Select a class from the drop-down menu. If you have no classes assigned to you, a message to that effect will be displayed. If you have only one class, the *Settings Tool* opens automatically as shown in *Section 5.1*.
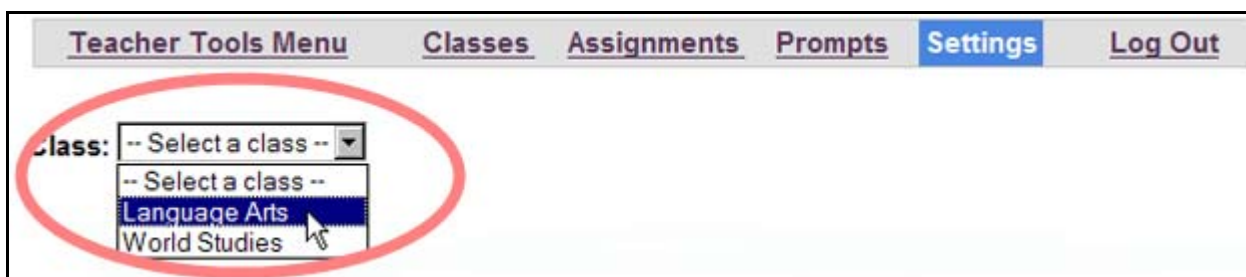
Selecting a Class in the Settings Tool

3. The ***Activity*** drop-down menu is displayed. Select an activity from the list.
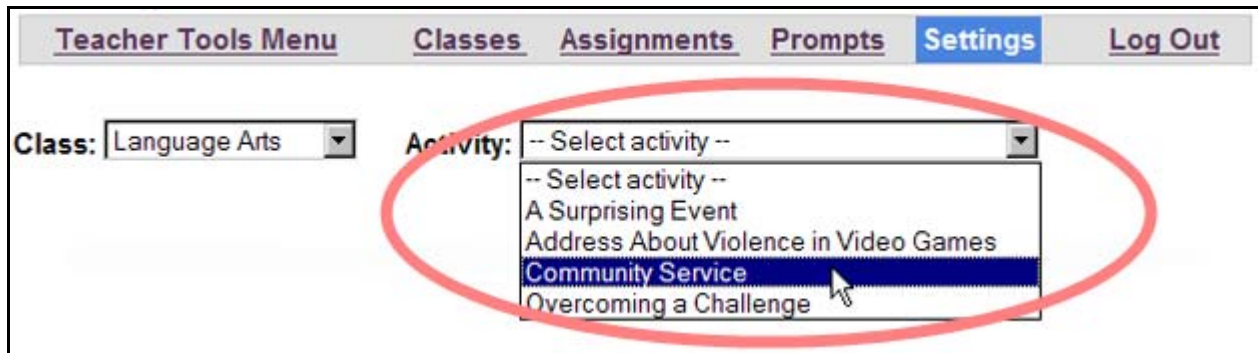
Selecting an Activity in the Settings Tool

4. The *Settings Tool* window refreshes with information on the selected activity.

5.1 Settings for Essay Writing Activities

The *Settings Tool* allows you to make the following adjustments for essay writing activities:

- Increase or decrease the number of attempts your students have to revise their responses for feedback.
- Change the feedback returned by the spelling and grammar tools.
- Adjust expected essay length, requiring a longer or shorter response.
- Adjust passing thresholds to make score categories easier or harder for students to pass.
- Choose the score categories on which you would like students to receive feedback.
- Customize the scale on which the overall essay feedback is provided to your students for activities.

Using the Settings Tool

The *Settings Tool* has three sections, *Overview, Features* and *Scoring*. The *Overview* section provides information for the essay writing activity. The *Features* section allows you to adjust the features available to the student. The *Scoring* section allows customization of the way in which student essays are scored. Explanations of each section and instructions for how and why to make changes follow the picture below.

Overview	Help

Name:	Community Service
Prompt:	Some people think that all 18 year-olds should perform one year of national or community service (for example, the Peace Corps, emergency medical services, Big Brother and Big Sister programs) before they pursue college or a paying job. What is your position on the issue? Write an essay in which you support your point of view with convincing reasons and examples.
Description:	Scoring: Overall + Six Traits
Type:	Essay
Subtype:	Persuasive
Grade Level:	12

		Subject:	Language Arts, Social Studies
		Topic:	--

Features

Maximum Attempts:	12 (default: 12)
Spell Check Type:	Give Suggestions ▼
Grammar Check Type:	Give Suggestions ▼

Scoring

Preferred Length: minimum: 150 (default: 150)   maximum: 650 (default: 650)

Scale for Overall Score: 6-point ▼ (default: 6-point)

Score Category Thresholds and Visibility:

Visible to Student	Score Category	Passing Threshold Adjustment	Num Students Passing
		1 2 3 4 5 6	
☑	Overall	○ ○ ◉ ○ ○	0 of 0
☑	Ideas	○ ○ ◉ ○ ○	0 of 0
☑	Organization	○ ○ ◉ ○ ○	0 of 0
☑	Conventions	○ ○ ◉ ○ ○	0 of 0
☑	Sentence Fluency	○ ○ ◉ ○ ○	0 of 0
☑	Word Choice	○ ○ ◉ ○ ○	0 of 0
☑	Voice	○ ○ ◉ ○ ○	0 of 0

Save Changes

Settings Tool for an Essay Writing Activity with Six Traits of Writing

Overview

Name
The name of the activity.

Prompt
The essay prompt.

Description
General description of the prompt scoring - for example, *Overall + Six Traits*.

Type
The type of activity, i.e. an essay.

Subtype
The style of writing the prompt is designed to elicit, e.g., narrative, expository or persuasive.

Grade Level
The grade level for which the activity is designed. Note that the scoring engine has been trained to score the response based on the ability of students at this grade level.

Subject
The subject for which the activity is appropriate, e.g. User Authored, Language Arts, Science, Social Studies.
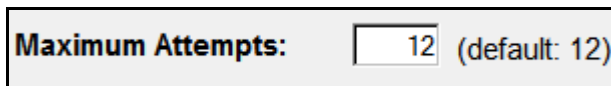
Topic
When available, topic provides further specification of the subject area.

Features

Maximum Attempts
The value in this field determines the number of revisions students can make to their essays. The default value is 12, but you can enter a new number in the box to adjust the number of attempts up or down to provide the students more or less opportunity to practice. Setting the number lower encourages students to focus their revisions rather than changing a word or two and resubmitting. Set attempts to one to use **Prentice Hall EssayScorer** in a testing situation.
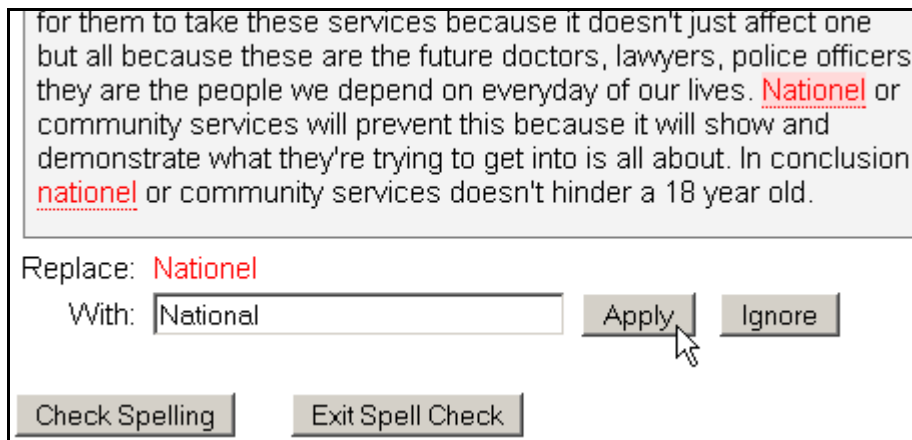
Maximum Attempts Selection in the Settings Tool

Spell Check Type
The **Spell Check Type** option allows you to customize the spelling feedback returned to students. It can be set to *No Spell Check*, *Allow Corrections* or *Give Suggestions*.

If set to *No Spell Check*, students are given no feedback about spelling errors. If set to *Allow Corrections*, potential spelling errors are identified and students are provided an editable text box in which to type the corrections as shown below.

Student Spell Check Tool if *Allow Corrections* Specified

If the **Spell Check Type** option is set to *Give Suggestions*, the default option, potential spelling errors are identified and a list of possible replacement words is provided as shown below.

Student Spell Check Tool if *Give Suggestions* Specified

Note: If the ***Spell Check Type*** option is set to either *Give Suggestions* or *Allow Corrections,* the student will be allowed to indicate that a highlighted word is spelled correctly by clicking the ***Ignore*** button as shown in the figure above. For more information, see the *Student Task Guide*.

To adjust spell check tool behavior, select an option from the drop-down menu.

Spell Check Type Selection in the Settings Tool

Grammar Check Type

The ***Grammar Check Type*** option allows you to customize the grammar feedback returned to students. It can be set to *No Grammar Check*, *Allow Corrections* or *Give Suggestions***.**

If set to *No Grammar Check***,** students are given no feedback about grammar errors. If set to *Allow Corrections*, potential grammar errors are identified for students and they are provided an editable text box in which to type the corrections as shown below.

The more expereince a person has to go into a specific field the better off they will be in their field. You can't have to much experience. In performing national or community service I think it's a good idea for 18 year olds to have to complete this service before they pursue college or a paying job. Furthermore the service will make the 18 year old more rounded as an indivdual therefore allowing a better chance of success. In conclusion national or community service doesn't hinder a 18 year old. In fact it's a elevator to success in their lives.

Advice: Consider using "too" or "two" here. "Too" means "also". "Two" is the number "2". "To" is a preposition commonly used with the meaning of "a direction toward" something.

Replace: to

With: [too   ]   [Apply]   [Ignore]

[Check Grammar]   [Exit Grammar Check]

Student Grammar Check Tool if *Allow Corrections* Specified

If the **Grammar Check Type** option is set to *Give Suggestions*, the default option, potential grammar errors are identified and a list of possible alternatives is provided.

The more expereince a person has to go into a specific field the better off they will be in their field. You can't have to much experience. In performing national or community service I think it's a good idea for 18 year olds to have to complete this service before they pursue college or a paying job. Furthermore the service will make the 18 year old more rounded as an indivdual therefore allowing a better chance of success. In conclusion national or community service doesn't hinder a 18 year old. In fact it's a elevator to success in their lives.

Advice: Consider using "too" or "two" here. "Too" means "also". "Two" is the number "2". "To" is a preposition commonly used with the meaning of "a direction toward" something.

Replace: to

With: [too   ]   [Apply]   [Ignore]

      ⦿ too
      ○ two

[Check Grammar]   [Exit Grammar Check]

Student Grammar Check Tool if *Give Suggestions* Specified

Note: If the **Grammar Check Type** option is set to either *Give Suggestions* or *Allow Corrections,* the student will be allowed to indicate that a highlighted word is spelled correctly by clicking the **Ignore** button as shown in the figure above. For more information, see the *Student Task Guide*.

To adjust grammar check tool behavior, select an option from the drop-down menu.

Grammar Check Type Selection in the Settings Tool

Scoring

Preferred Length

Adjusting length can make an assignment easier or more challenging. To adjust the minimum or maximum expected length, enter a new number in the appropriate box. You can adjust these length guidelines up or down between 100 and 1000 words, or use the recommended default settings printed to the right of the boxes. If you set a length outside the guidelines, you'll receive an error message.
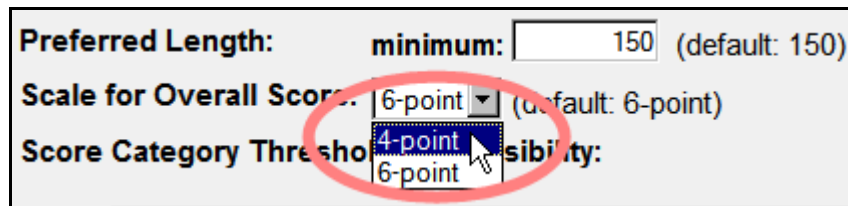
Preferred Length Selection in the Settings Tool

Scale for Overall Score

For many of the prompts in ***Prentice Hall EssayScorer***, the ***Scale for Overall Score*** option is provided. It allows you to customize the scale for the Overall essay score returned to students. It can be set to either *4-point* or *6-point*. If set to *6-point*, students are given feedback on a six point scale. If set to *4-point*, students are given feedback on a four point scale. The point scale, by default, should be set to the value most appropriate for standardized essay testing within your state. You can change the value if you would like a different point scale for your class. When changing the scale, the passing thresholds are automatically adjusted to a default value.

To adjust the scale for the Overall grade, select an option from the drop-down menu.

Point Scale Selection in the Settings Tool

The scale change takes effect immediately after the ***Save Changes*** button is clicked. The ***Scale for Overall Score*** can only be changed if no students have submitted responses for the prompt.

Point Scale for Overall Score with 4-point Selected for an Activity with Six Traits of Writing

Visible to Student

To direct students to focus on specific aspects of their writing, you can restrict the score categories on which they receive feedback. Students will only receive feedback for those categories that have a check mark next to them in the **Visible to Student** column. By default, all score categories are checked. To prevent feedback from being displayed, click the box next to a score category to deselect it as shown below.

Score Category Visibility Selection in the Settings Tool for an Activity with Six Traits of Writing

At least one category must be left visible or you will receive an error message when you attempt to save your changes.

Changes can be made even after students have submitted responses for an activity. You will receive a message indicating that some students have already responded, and that changes will go into effect for all subsequent attempts.

Note: The visibility settings only affect the results returned to students. Reports on class and student performance will include feedback on all of the categories regardless of the options selected here.

Score Categories
The score categories evaluated for this prompt. Essays for many prompts in **Prentice Hall EssayScorer** include an *Overall* score, as well as individual trait scores. Other prompts, including those created by teachers, are evaluated on an *Overall Writing* score only.

### Passing Threshold Adjustment and Num Students Passing
To adjust the difficulty of an activity, you can select the score point that constitutes a passing grade. Selecting a higher score point makes the activity more difficult for students to pass. To adjust the passing threshold, click the radio button for the new selection.

Visible to Student	Score Category	Passing Threshold Adjustment	Num Students Passing
		1 2 3 4 5 6	
☑	Overall	○ ○ ◉ ○ ○	3 of 6 (50%)
☑	Ideas	○ ○ ◉ ○ ○	2 of 6 (33%)
☑	Organization	○ ◉ ○ ○ ○	3 of 6 (50%)
☑	Conventions	○ ○ ◉ ○ ○	3 of 6 (50%)
☑	Sentence Fluency	○ ○ ◉ ○ ○	3 of 6 (50%)
☑	Word Choice	○ ○ ◉ ○ ○	2 of 6 (33%)
☑	Voice	○ ○ ◉ ○ ○	2 of 6 (33%)

Passing Threshold Adjustment in the Settings Tool for an Activity with Six Traits of Writing

The score point that is selected here is reflected by a vertical green line in the student *Scoreboard*. Students work to move the feedback score bars toward and beyond the green line. For a detailed discussion of the student interface, see the *Student Task Guide*.

The scoring thresholds are set by default. You can adjust them before or after your students have begun working on the activity if you feel that they are set too high or too low. If you adjust the scoring thresholds after students have submitted responses for an activity, you will receive a message as shown below indicating that some students have already responded, and that changes will go into effect for all subsequent attempts. That is, it is not until students submit a new revision that they see an adjustment of the passing threshold in their feedback. If some students have already used all of their revision attempts, you will need to increase the number of attempts in order for them to view updated feedback on their work.
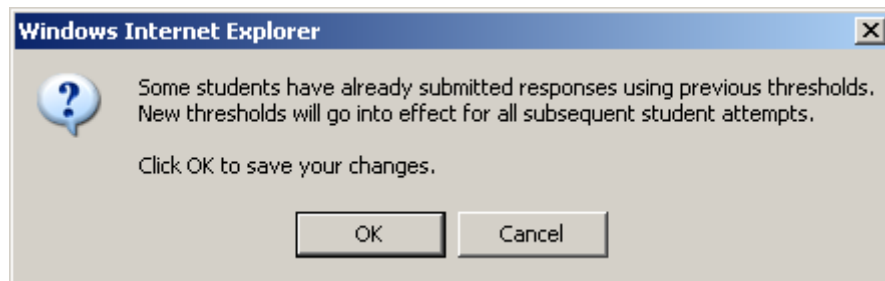
Previously Submitted Essays Confirmation Box

> **Note:** You will not receive a message warning that students have already begun an activity when you make any changes to elements other than passing thresholds.

The numbers initially displayed in the **Num Students Passing** column indicate the number of students with scored responses that are passing at the current thresholds. This is followed by the percentage of

your class that number represents. As you adjust the **Passing Threshold,** the **Num Students Passing** values update to indicate the number and percentage of students with scored attempts that will pass under the new threshold.

Visible to Student	Score Category	Passing Threshold Adjustment						Num Students Passing
		1	2	3	4	5	6	
☑	Overall				⦿			3 of 6 (50%)
☑	Ideas				⦿			2 of 6 (33%)
☑	Organization			⦿				3 of 6 (50%)
☑	Conventions				⦿			3 of 6 (50%)
☑	Sentence Fluency				⦿			3 of 6 (50%)
☑	Word Choice				⦿			2 of 6 (33%)
☑	Voice				⦿			2 of 6 (33%)

Number of Students Passing Indicator in the Settings Tool for an Activity with Six Traits of Writing

Note that the scoreboards included in teacher reports always reflect the feedback that students received. If passing thresholds have changed since a response was scored, a message to that effect is displayed across the scoreboard in the report. In order to see updated scores for student content, your students must have resubmitted their essays after you changed the thresholds. The reports impacted by this are those that include a student scoreboard, namely the *Portfolio* and *Student* reports. For a detailed discussion of reporting, see the *Reporting Tools Task Guide.*

Save Changes
Click the **Save Changes** button after making all of your scoring changes to save them.

|	
○ ○ ⦿ ○ ○	2 of 6 (33%)
○ ○ ⦿ ○ ○	2 of 6 (33%)

Save Changes

Save Changes Button Detail

A message confirming that your changes have been saved appears below the **Class** drop-down menu as shown below.

Settings saved.

Overview	
Name:	Community Service
Prompt:	Some people think that

Settings Saved Confirmation

6. Logging Out

From any tool, click the **Log Out** link from the menu bar at the top of the page as shown below.
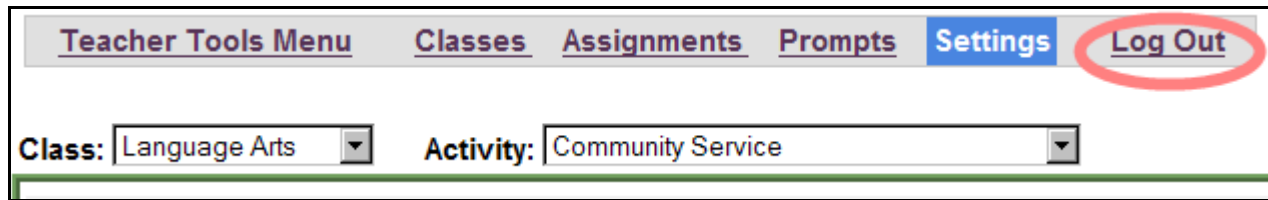
Log Out Link on the Teacher Menu Bar

Appendix A – Licensing Model

The top pane of the *Class Editor* window includes a **Licenses remaining** indicator. This number indicates the remaining number of student licenses that your school has available.

Licenses Remaining Link on Classes Tool

Prentice Hall EssayScorer is purchased on a per-student basis. A single student uses one **Prentice Hall EssayScorer** license when he or she is enrolled in one or more classes. The first time a new student is enrolled in a class, the number of licenses remaining will decrease by one. If that same student is later enrolled in another class, the number of licenses remaining will stay the same.

Once a student logs into **Prentice Hall EssayScorer**, they have permanently used their license. Even if the student is later unenrolled from all classes, the number of licenses remaining will not increase. On the other hand, if a student never logs into **Prentice Hall EssayScorer** and is unenrolled from all classes, then the number of licenses remaining will increase allowing another student to be added.

> **Situation:** Your school has subscribed to 250 licenses and 200 are still remaining. You add a new student "Student Ten" to a class. The **Licenses remaining** value decreases to 199. Student Ten later moves to another class and his new teacher adds him to her class roster. The number of **Licenses remaining** stays the same.

The **Licenses remaining** value is color coded so you can tell at a glance when your school is running low on licenses. When there are more than 30 licenses available, the number is green. When the number of licenses remaining drops below 30, the number changes to amber. And when there is only one license left, the number becomes red as shown below.

One License Remaining Indication

Possible Errors

If you attempt to enroll more student accounts than the number of licenses available for your school, you will receive feedback indicating that there are not enough student licenses left. You may receive this feedback if you try to create new accounts or enroll students in your class that exceed the number of licenses remaining.

Creating New Accounts

If you attempt to create more accounts than the number of licenses available, a message will appear in the **Feedback** column of each row, indicating that too few licenses are available. An example is shown below. You will need to either subscribe for more licenses as discussed in the next section or create accounts for a fewer number of students.

License Limit Reached Using Create Accounts

Enrolling Students

If you attempt to enroll more students in your class than the number of licenses available, feedback will appear in the lower pane of the *Class Editor* window indicating that there were not enough licenses available to enroll the students. An example is shown below. You will need to either subscribe for more licenses as described in the next section or enroll fewer students.


License Limit Reached Using Enroll Students

Getting More Student Licenses

Please contact an administrator at your school to request that they purchase additional student licenses.

Appendix B – Further Assistance

For additional documentation on report generation or the student interface, please consult the *Reporting Tools Task Guide* or the *Student Task Guide*. The guides can all be accessed from the *Teacher Tools Menu*.
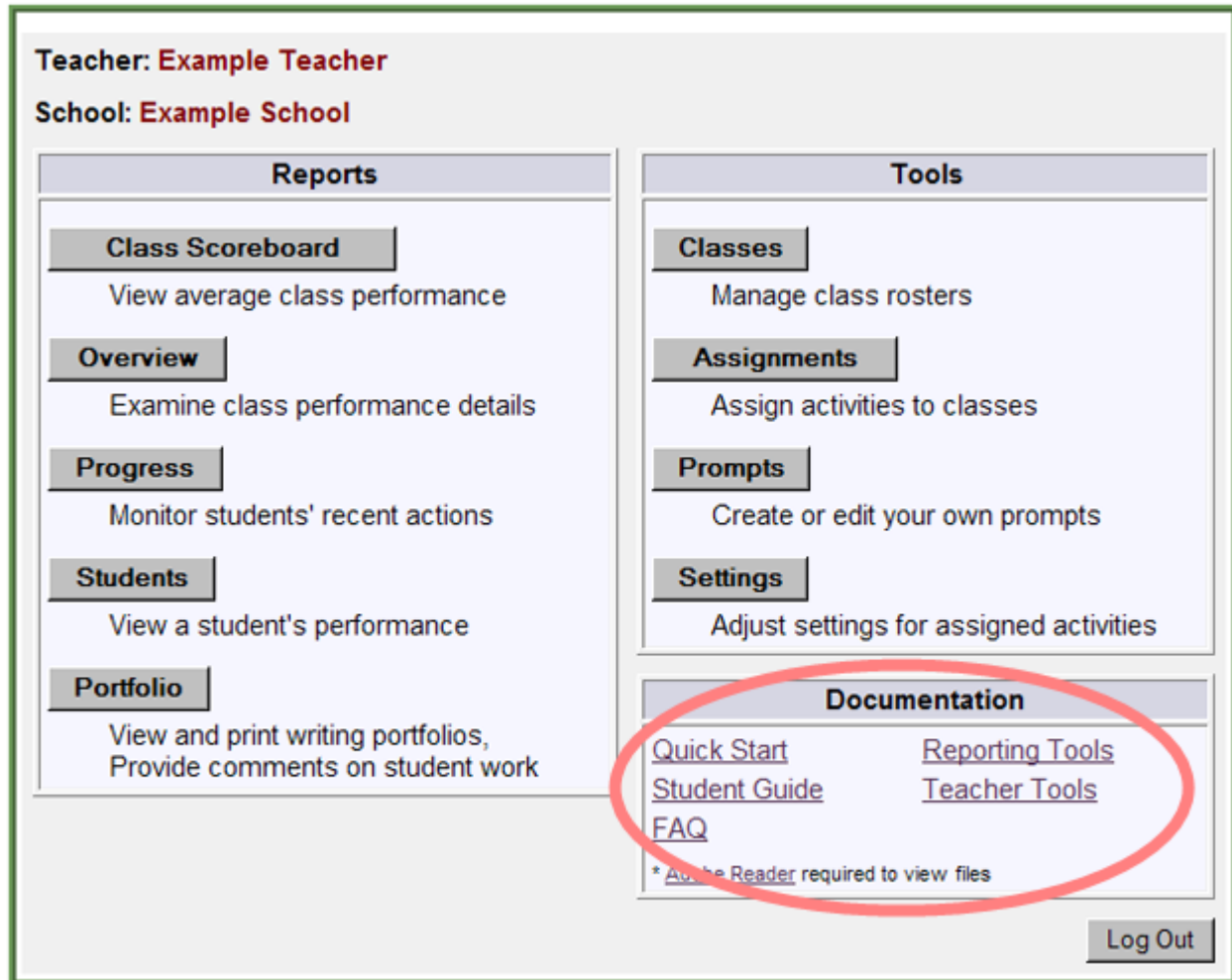
Teacher Tools Menu with Documentation Section Highlighted

In the event of technical difficulties, please contact our customer support line at 1-800-234-5832 between the hours of 8:00 AM and 10:00 PM Eastern Time, Monday – Thursday, and between the hours of 8:00 AM and 8:00 PM Eastern Time, Friday. You can also visit http://support.pearsonschool.com.