

授業までにすることチェックリスト

- Instructor アカウント作成 → p.3
- Class 追加 → p.4
- Student 登録 → p.5
- Assignment 登録 → p.11

INDEX

Part 1. Instructor アカウントの作成・サインイン Creating an Instructor Account / Signing In	3
Part 2. Class の追加 Adding Classes	4
Part 3. Student の登録 Registering Students	5
Part 4. Student がパスワードを忘れたら In case your student forgot his/her Password	9
Part 5. Assignment の登録・複製 Managing Assignments	11
Part 6. 提出状況の確認・Comments 機能・Dialogue 機能 Viewing Students' Submissions / Comments / Dialogue	16
Part 7. 結果の印刷 /PDF 保存 Printing the Results / Saving the results as a PDF file	18
Appendix A: Peer Review 機能 Peer Review Function	22
Appendix B: Instructor が別の School の Class に登録する Instructor Registering to Class in Another School	23

本資料は以下の URL より最新版をダウンロードしていただけます

<https://etsjapan.jp/criterion/pdf/CriterionQuickStartGuideV13INS.pdf>



Part 1. Instructor アカountの作成・サインイン

Creating an Instructor Account / Signing In

1.1 Instructor アカountを作成する (Access Code が必要)

Creating an Instructor Account (Access Code is required)

管理者から提供された Access Code を使って Instructor アカountを作成します。

管理者から Instructor の User name と Password を受け取っている場合は 1.2 に進んでください。

Below is how to create an instructor account using the Access Code provided by your school administrator.

If you already have received a User Name and a Password from your school administrator, proceed to 1.2.

Returning User

User name:

Password:

Sign In

[Forgot User Name](#) | [Forgot Password](#)

New User

- You will need an access code from your Administrator or Instructor to create an account.
- If you used Criterion with a previous institution or class, please sign in with that user name and password. There is no need to create a new account.

Create Account

https://criterion.ets.org で New User の下、[Create Account] をクリックします。

Go to <https://criterion.ets.org> and click on [Create Account] under "New User".

Access Code:

Title:

Last Name: First Name: Middle initial:

Email Address: (optional for students) Confirm Email Address:

User Name:

Password: Confirm Password:

Security Question: (Make a selection) Create a Custom Question:

Security Question Answer:

Submit

Security Question は選択または作成

Access Code、その他の情報を入力し、[Submit] をクリックします。パスワードは 8 ~ 20 文字で以下の 3 種類以上を含む必要があります。5 回以内の変更で同じものは使用できません。

1. アルファベット大文字
2. アルファベット小文字
3. 数字
4. 記号 !@#%&*()

Enter the Access Code and other user information, then click on [Submit].

The password should be between 8 and 20 characters and must contain 3 of the following 4 types of characters.

1. Capital letter
2. Lower case letter
3. Number
4. Special symbols !@#%&*()

Password cannot be reused within a span of 5 password changes.

User Account Created Successfully と表示されたら [OK] をクリックします。

Click on [OK].

services available to you within the Criterion system.
For student: password must be a minimum of 6 characters.
For non-students: 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.

User Account Created Successfully

OK

1.2 サインイン

Signing in

Returning User

User name:

Password:

Sign In

[Forgot User Name](#) | [Forgot Password](#)

New User

- You will need an access code from your Administrator or Instructor to create an account.
- If you used Criterion with a previous institution or class, please sign in with that user name and password. There is no need to create a new account.

Create Account

Returning User の下、User name と Password を入力して [Sign In] をクリックします。

Under "Returning User", enter User Name and Password, then click on [Sign In].

2.1 Class の追加

Adding a Class



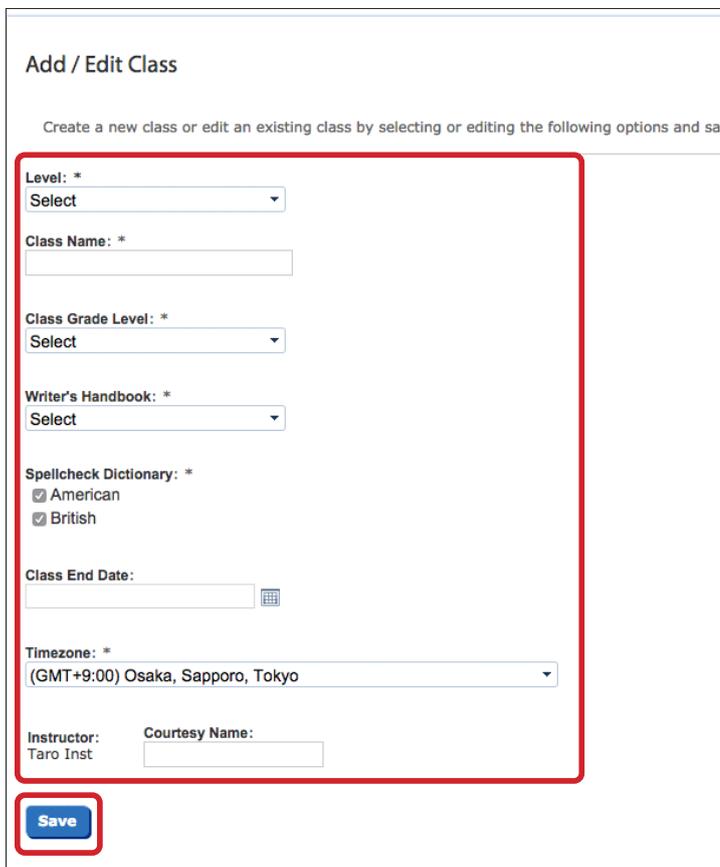
Instructor としてサインインして Home 画面を表示します。すでにサインインしている場合、画面上の [Home] をクリックすると Home 画面に移動します。

Sign in as an Instructor. If you are already signed in as an Instructor, click on "Home".



[Add] をクリックします。

Click on [Add].



以下の項目を設定します。

Level: School 名を選択します

Class Name: 任意の Class 名を入力します

Class Grade Level: どの Level でも機能に違いはありません

Writer's Handbook: 適宜選択します

Spellcheck Dictionary: スペルチェックの辞書を選択します

Class End Date: 必要な場合のみ Class の期限を設定します

Time Zone: "(GMT+9:00) Osaka, Sapporo, Tokyo" を選択します

Courtesy Name: 必要な場合のみ入力します

Set the following options and click on [Save].

Level: Select your School

Class Name: Enter the Class Name

Class Grade Level: Select the Grade Level

Writer's Handbook Version: Select properly

Spellcheck Dictionary: Tick either or both of the choices

Class End Date: Set when needed

Time Zone: Select "(GMT+9:00) Osaka, Sapporo, Tokyo"

Courtesy Name: Optional

[Save] をクリックし、"Class Saved Successfully" が表示されたら追加完了です。

If successful, the following message will appear.



Part 3. Student の登録 Registering Students

3.1 Class に Student を登録する Adding a Student to a Class

Instructor が Class に Student を登録するには以下の手順で行います。

Below is how Instructor can add a student to a class.



Instructor としてサインインして Home 画面を表示します。すでにサインインしている場合、画面上の [Home] をクリックすると Home 画面に移動します。

Sign in as an Instructor. If you are already signed in as an Instructor, click on "Home".



Class 名をクリックします。

Click on a class.



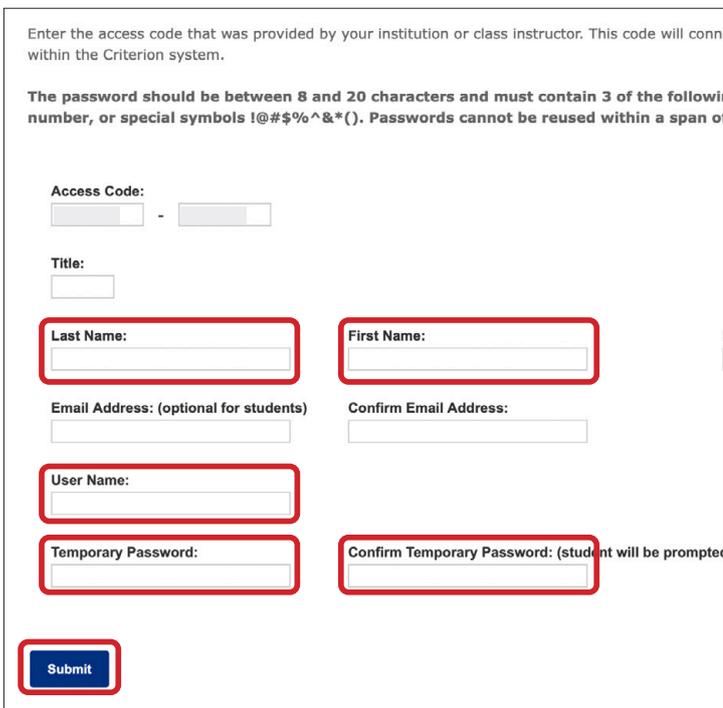
[ROSTER] タブをクリックします。

Click on [ROSTER].



[Add Student] をクリックします。

Click on [Add Student].



必要事項を入力して [Submit] をクリックします。パスワードは 8 ~ 20 文字で以下の 3 種類以上を含む必要があります。

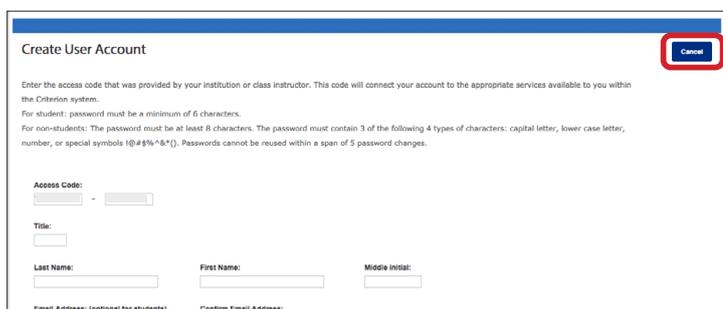
Student は初回サインイン時に Security Question の設定とパスワードのリセットを求められます。

1. アルファベット大文字
2. アルファベット小文字
3. 数字
4. 記号 !@#\$%^&*()

Enter the student information and click on [Submit]. The password should be between 8 and 20 characters and must contain 3 of the following 4 types of characters.

1. Capital letter
2. Lower case letter
3. Number
4. Special symbols !@#\$%^&*()

When the student signs in for the first time, s/he will be asked to set the Security Question/Answer and reset the password.



登録が完了したら [Cancel] をクリックします。

After adding studentss, click on [Cancel] to exit from this page.

3.2 Access Code (for Student) を取得する Getting Class Access Code (for Student)

選択した Class に Student を登録するための Access Code を取得する方法を紹介します。

3.3「Instructor が自分を Student としても登録する」、3.4「学習者が自分で Class に Student として登録する」が必要となります。

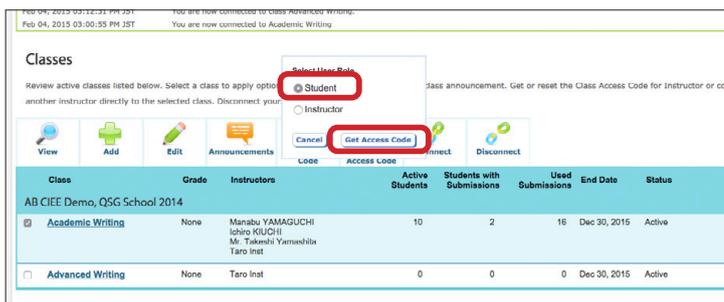
Below is how to get a Class Access Code to register a student to a class.

*This is only necessary if an instructor needs to register self as a student (3.3) or if students will register themselves to a class (3.4).



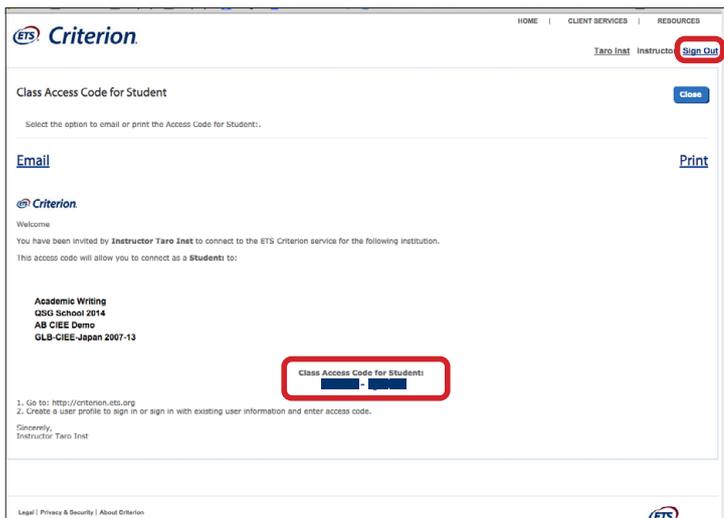
Class 一覧画面で、Student を登録する Class にチェックを入れて [Get Access Code] をクリックします。

In the Class list, tick a box next to a class, then click on [Get Access Code].



Student を選択して [Get Access Code] をクリックします。

Select "Student" and click on [Get Access Code].

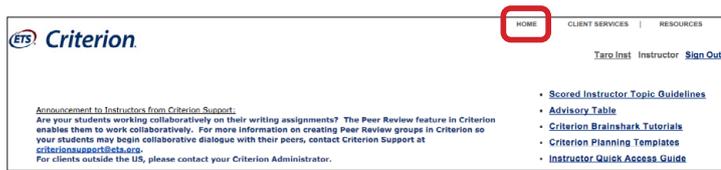


表示された 8 桁の Access Code を控え、[Sign Out] をクリックします。

Take a note of the Access Code and click on [Close].

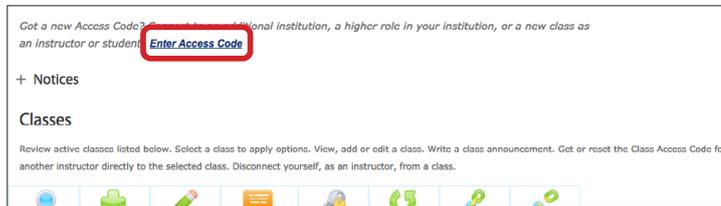
自身が Instructor で、且つ Student としても Class に登録する場合は以下を行います。

Below is how the Instructor register self also as a Student using the Class Access Code gained at 3.2.



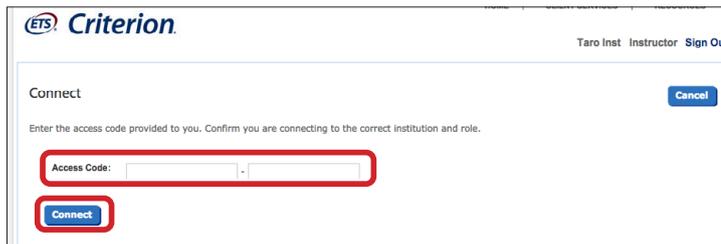
Instructor としてサインインして Home 画面を表示します。すでにサインインしている場合、画面上の [Home] をクリックすると Home 画面に移動します。

Sign in as an Instructor. If you are already signed in as an Instructor, click on "Home".



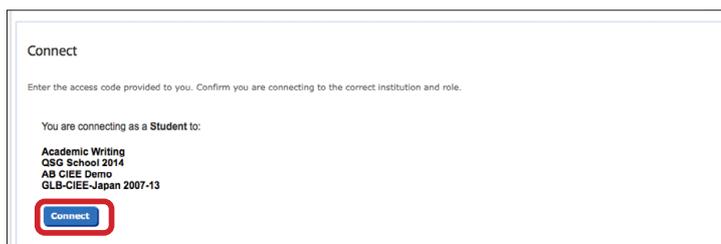
[Enter Access Code] をクリックします。

Click on [Enter Access Code].



3.2 で取得した Access Code を入力し、[Connect] をクリックします。

Enter the Access Code obtained at 3.2 and click on [Connect].



登録先の Class が表示されるので [Connect] をクリックします。

Make sure the class information is correct and click on [Connect].

3.2 では選択した Class に Student を登録するための Access Code を取得しました。
ここでは Access Code を使って学習者が自ら Student として登録する方法を紹介します。

Below is how a student can register self to a Class using the Class Access Code obtained at 3.2.
The Class Access Code should be provided by Instructor or Administrator.

Criterion トップ画面で [Create Account] をクリックします。
Sign in as an Instructor. If you are already signed in as an Instructor, click on "Home".

3.2 で Instructor が取得した Access Code とその他の情報を入力して [Submit] をクリックします。パスワードは 8 ～ 20 文字で以下の 3 種類以上を含む必要があります。

1. アルファベット大文字
2. アルファベット小文字
3. 数字
4. 記号 !@#\$%^&*()

Enter the Class Access Code gained at 4.2 and other information, then click on [Submit]. The password should be between 8 and 20 characters and must contain 3 of the following 4 types of characters.

1. Capital letter
2. Lower case letter
3. Number
4. Special symbols !@#\$%^&*()

User Account Created Successfully と表示されたら [OK] をクリックします。

"User Account Created Successfully" will appear. Click on [OK].

トップページが表示されるので、登録した User Name と Password を入力してサインインします。

To sign in, enter the User Name and the Password, then click on [Sign In].

Part 4. Student がパスワードを忘れたら

In case your student forgot his/her Password

4.1 Forgot Password 機能を使う (Student による操作)

Using "Forgot Password" function (by Student)

Administrator/Instructor が Student のパスワードの閲覧および変更をすることはできません。Student がパスワードを忘れた場合、自分が設定した Security Question に回答してパスワードをリセットする必要があります。Student が Security Question の回答も忘れてしまった場合は、4.2「Student のパスワードをリセットする」をご覧ください。

Administrator and Instructor are not able to see or modify students' passwords. In case your student forgot his/her password, s/he needs to answer the security question. If the student cannot remember the answer to the security question, either, see 4.2 "Resetting Student Password".

The screenshot shows the login interface with two columns: 'Returning User' and 'New User'. In the 'Returning User' column, the 'Forgot Password' link is highlighted with a red box. In the 'New User' column, the 'Create Account' button is highlighted with a red box.

(Student) Criterion トップ画面で [Forgot Password] をクリックします。
(Student) Click on [Forgot Password].

The screenshot shows the 'Forgot Password' form. The 'User Name' input field and the 'Submit' button are highlighted with red boxes.

(Student) User Name を入力して [Submit] をクリックします。
(Student) Enter User Name and click on [Submit].

The screenshot shows the 'Forgot Password' form. The 'Security Question Answer' input field and the 'Submit' button are highlighted with red boxes.

(Student) Security Question の回答を入力し、[Submit] をクリックします。
(Student) Enter the answer to the Security Question and click on [Submit].

The screenshot shows the 'Forgot Password' form. The 'Your new temporary password' text and the 'OK' button are highlighted with red boxes.

(Student) 表示される Temporary Password を控え、[OK] をクリックします。
(Student) Take a note of Temporary Password and click on [OK].

The screenshot shows the login interface. The 'User Name' input field, the 'Temporary Password' input field, and the 'Sign In' button are highlighted with red boxes.

(Student) Criterion トップ画面で User Name と Temporary Password を入力して [Sign In] をクリックします。
(Student) Enter the User Name and the Temporary Password, then click on [Sign In].

The screenshot shows the 'Reset Password' form. The 'New Password' and 'Confirm Password' input fields and the 'Submit' button are highlighted with red boxes.

(Student) 新しいパスワードを入力して [Submit] をクリックします。
(Student) Enter the new password twice and click on [Submit].

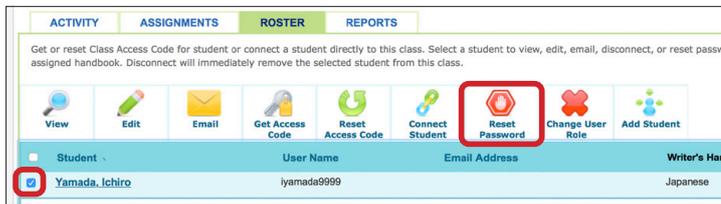
The screenshot shows the 'Reset Password' form. The 'Password changed successfully.' message and the 'OK' button are highlighted with red boxes.

(Student) "Password changed successfully." と表示されたら [OK] をクリックします。
(Student) "Password changed successfully." will appear. Click on [OK].

Student のパスワードをリセットする Resetting Student Password

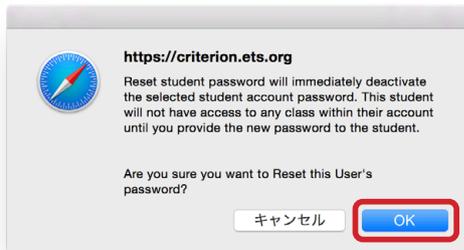
Administrator/Instructor が Student のパスワードの閲覧および変更をすることはできません。Student がパスワードを忘れた上、Security Question の回答も覚えていない場合、Administrator/Instructor がパスワードをリセットすることができます。

Below is how Instructor can reset a student's password.



[Roster] タブで Student にチェックを入れ、[Reset Password] ボタンをクリックします。

In the [Roster] tab, tick the box of a student and click on [Reset Password].



アラートが出るので [OK] ボタンをクリックします。

Click on [OK].



Temporary Password が表示されるので、控えるかコピーして Student に伝えます。

Take a note of the Temporary Password and tell it to the student.



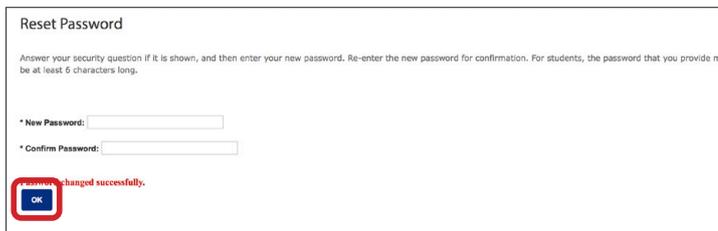
(Student) Criterion トップ画面で User Name と Temporary Password を入力して [Sign In] をクリックします。

(Student) Enter the User Name and Password ,and click on [Sign In].



(Student) 新しいパスワードを入力して [Submit] をクリックします。

(Student) Enter the new password twice and click on "Submit"

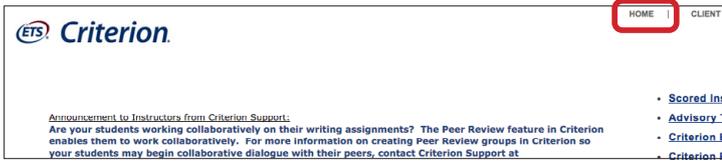


(Student) "Password changed successfully." と表示されたら [OK] をクリックします。

(Student) "Password changed successfully." will appear. Click on [OK].

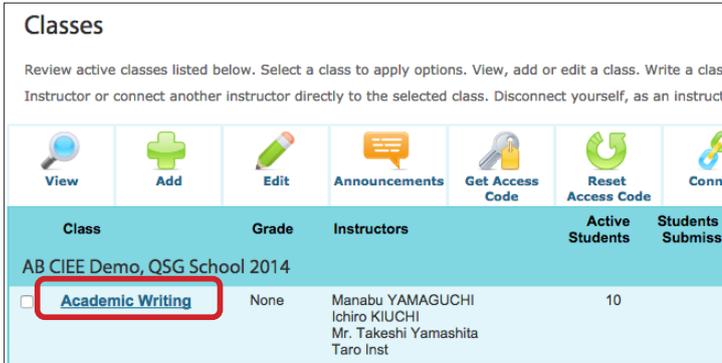
Part 5. Assignment の登録・複製 Managing Assignments

5.1 Assignment を登録する Adding an Assignment



Instructor としてサインインして Home 画面を表示します。すでにサインインしている場合、画面上の [Home] をクリックすると Home 画面に移動します。

Sign in as an Instructor. If you are already signed in as an Instructor, click on "Home".



Class 名をクリックします。

Click on a Classes.



[Assignments] をクリックします。

Click on [Assignments].



[Add] をクリックします。

Click on [Add].

課題を設定して [Save] をクリックします。

Set the assignment options, then click [Save].

Add / Edit Assignment Cancel

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

1 Select an Administrator Assignment :

No Yes

2 Assignment Type:

Topic Library

3 *Level: *Mode: *Prompt:

Select Select Select View Topic Library

4 * Assignment Name:

5 * Assignment Text:

6 Additional Material:

Reference Link: Display Name:

WEB ページの URL 表示名 Add

[↑ Any URL on the Internet](#)

7 Plan Options:

Allow All Plans No Plan Assign a Plan

↑全てのプランを利用可 ↑プラン利用不可 ↑プランを指定

8 Assignment Options:

Spell Check

Thesaurus

9 Save Draft

10 Limit Students to Attempts

11 Time Limit default or Set Limit: minutes

12 Peer Review:

Yes No

13 Show Trait Feedback:

Organization Development

Grammar

Usage

Mechanics

Style

14 Writer's Sample

15 Show Results to Student:

Criterion Score

Trait Feedback Analysis Chart

Trait Levels

16 Deadline:

Yes No

When Advisory is Present:

Yes No

Yes No

Yes No

Advisory の例 Asvisory examples

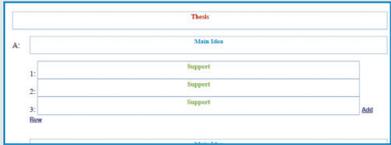
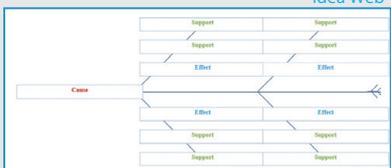
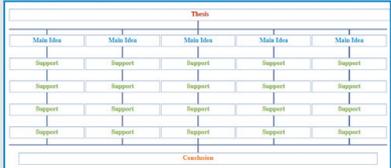
Advisory	説明 Description
Reuse of Language	同じ内容を繰り返している。 contains more reuse of language, which may be an indication that it contains sentences or paragraphs that are repeated.
Unexpected Topic	トピックとは関係のないエッセイ appears to be on a subject that is different from the assigned topic.
Restatement	問題文の繰り返しをしている。 a restatement of the topic with few additional concepts

Yes への変更を推奨
Recommended to select [YES]

最後に必ず [Save] をクリック !!
Do not forget to click [Save] !!

Save

Plan の種類 Plans

Type	Outline
Outline	
Cause & Effect	
Compare	
Free Writing	
Idea Tree	
Idea Web	
List	
Persuasive	

- 1 Select an Administrator Assignment** Admin 課題の選択
 Administrator が作成した Assignment 使用する場合に Yes を選択。
[Select Yes to choose from the assignments that your Administrator created.](#)

- 2 Assignment Type** 課題の種類 Scored Instructor Topic を使用する場合は P.14 もご覧ください

種類 Type	説明 Description	E-rater®
Topic Library	400 以上ある Criterion 付属のトピック。より精度の高い採点。 400+ prompts that come with Criterion. More reliable than other types.	Score: ○ Feedback: ○
Scored Instructor Topic	教員が作成するトピック。選択したカテゴリー内にトピック追加可能。 Instructor's original prompts that will give score and feedback by E-rater®. For essays.	Score: ○ Feedback: ○
Text Editor	教員が作成するトピック。スコアは出ない。エッセイ以外のテキスト向け。 Instructor's original prompts that will give feedback by E-rater®. For non-essays.	Score: × Feedback: ○

- 3 Level/Mode/Prompt**
 レベルやモードで絞り込んでプロンプトを選択。
[Select a Level, Mode, then Prompt from the drop-down list.](#)
 LEVEL: Grade (4, 5, 6, 7, 8, 9, 10, 11, 12), College (1st Year, 2nd Year), TOEFL®, TOEFL Junior®, GRE®
 Mode: Expository, Persuasive, Descriptive, Narrative, etc.

- 4 Assignment Name** 課題名
 Student ページに表示される課題名を入力。課題名の変更はこの課題に最初の提出が行われるまで可能です。(最大 60 文字)
[The title of the assignment that will be presented on student page. Modifiable until first submission. Maximum 60 characters.](#)

- 5 Assignment Text** 課題文
 トピックと指示を含むテキスト。付属トピックの課題文は変更できません。
[Prompt text. The text of the prompts from the topic library is not modifiable.](#)

- 6 Additional Material** リンク追加機能
 課題ページにインターネット上のリンクを表示する機能。例：ニュース記事、エッセイの書き方ページ、参照する PDF の保存先など
[Links to Web pages. Multiple links can be added.](#)

- 7 Plan Options** プランニングツール
 Student が使用できるプランの設定。
[How the planning tools will be available to students](#)

- 8 Spell Check / Thesaurus** スペルチェック機能 / 類語辞典機能
 スペルチェック機能および類義語を提案する機能。(デフォルト = オン)
[Spell Check function and Thesaurus function for students](#)

- 9 Save Draft** 下書き保存機能
 教員は提出前テキストの閲覧やコメントの追加が可能。(デフォルト = オン)
[Saved drafts will be available for Instructors to read, print and add comments to.](#)

- 10 Limit Students to --- Attempts** 提出回数制限
 最大提出回数の設定。1 回提出し、その後書き直して提出する場合は「2」。(デフォルト = 10)
[The number allowed for students to submit. This is set 10 by default.](#)

- 11 Time Limit** タイムリミット
 オンにすると 30 分 (または 45 分) で回数は 1 回のみ固定。(デフォルト = オフ)
[Checking this will set the time limit \(30 or 45 minutes\) and will automatically allow only 1 attempt.](#)

- 12 Peer Review** ピア・レビュー
 Student 同士のレビューを可能にする機能。詳細は Appendix A をご覧ください。
[Select \[Yes\] to enable the Peer Review function.](#)

- 13 Show Trait Feedback** 自動評価の表示設定
 各評価の Student への表示有無を設定。
[Uncheck the boxes to hide the trait feedback from students.](#)

- 14 Writer's Sample** サンプルエッセイ
 サンプルエッセイの Student への表示有無を設定。
[Uncheck the box to hide sample essays from students.](#)

- 15 Show Results to Student / When Advisory is Present** Advisory 判定時の各評価表示有無
 Student への表示有無を設定します。また、Advisory 判定が出た時 (下図参照) の動作も別途設定できます。デフォルトは「No」ですが、「Yes」への変更を推奨します。
[An advisory will be coincided with the score analysis when e-rater finds the essay to be... Select \[Yes\] to show results whv advisory is present. It is recommended to select \[Yes\].](#)

- 16 Deadline** 課題の有効期限
 Yes を選択して課題の開始日時と終了日時を設定。
[Set the window for students to submit an essay to this assignment](#)

Scored Instructor Topic 作成方法

Creating an Assignment with a Scored Instructor Topic

Scored Instructor Topic 作成時は以下を参考にしてください。下記以外の項目については前ページをご覧ください。

Below is for your reference to create an assignment with a Scored Instructor Topic.

1 Select an Administrator Assignment :
 No Yes

2 Assignment Type:
Scored Instructor Topic

3 *Level: GRADE 9 *Mode: Persuasive *Prompt: Gr 9 Scored Instructor Topic F

4 * Assignment Name:

5 * Assignment Text:

11 Limit Students to 1 Attempts

12 Time Limit default or Set Limit: 30 minutes

1 Select an Administrator Assignment

No を選択
Select "No".

2 Assignment Type

「Scored Instructor Topic」を選択
Select "Scored Instructor Topic".

3 Level/Mode/Prompt

Level: Grade 4 ~ 12、College 1st ~ 2nd Year から選択

※ TOEFL、TOEFL Jr.、GRE は選択できません

Mode: All, Expository または Persuasive から選択

Prompt: 以下から選択

Scored Instructor Topic Expos 4pt (Expository, 4 点満点)

Scored Instructor Topic Expos 6pt (Expository, 6 点満点)

Scored Instructor Topic Pers 4pt (Persuasive, 4 点満点)

Scored Instructor Topic Pers 6pt (Persuasive, 6 点満点)

Level: Select from Grades 4-12 and College 1st and 2nd years

Mode: Select from All, Expository, or Persuasive

Prompt: Select from below

Scored Instructor Topic Expos 4pt (Expository, 4-point scale)

Scored Instructor Topic Expos 6pt (Expository, 6-point scale)

Scored Instructor Topic Pers 4pt (Persuasive, 4-point scale)

Scored Instructor Topic Pers 6pt (Persuasive, 6-point scale)

4 Assignment Name

課題名を入力

Enter the Assignment Name

5 Assignment Text

問題・指示を入力。日本語、文字修飾可。

Enter the Assignment Text.

11 Limit Students to __ Attempts:

提出可能回数を設定 (試験の場合は通常「1」)

Set number of assignments you will allow students to submit. Set "1" for a testing purpose.

12 Time Limit default or Set Limit:

制限時間を設定 (チェックを入れると提出可能回数は強制的に 1 回に設定されます)。

Check the box to set the time limit.

5.2 Assignment を複製する Copying Assignments

別の Class に Assignment を複製するには複製元・複製先どちらの Class にも登録されている必要があります。Class への登録は Administrator に依頼してください。

Make sure you are assigned to both the class that you wish to copy an assignment from and the class that you wish to copy to. If not, talk to your school administrator.



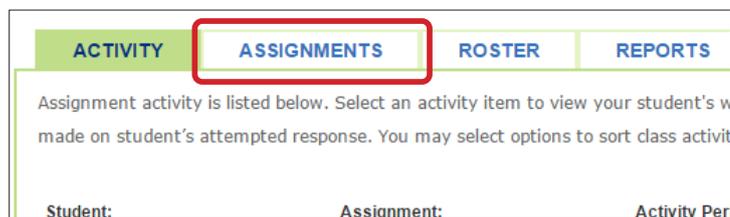
Instructor としてサインインして Home 画面を表示します。すでにサインインしている場合、画面上の [Home] をクリックすると Home 画面に移動します。

Sign in as an Instructor. If you are already signed in as an Instructor, click on "Home".

<input type="checkbox"/>	Academic Writing	None	Manabu YAMAGUCHI Ichiro KIUCHI Taro Inst
<input type="checkbox"/>	Academic Writing II	None	Manabu YAMAGUCHI Taro Aoyama
<input type="checkbox"/>	Academic Writing III	None	Manabu YAMAGUCHI

Class をクリックします。

Click on a Class with the assignment you wish you copy.



Assignments タブをクリックします。

Click on Assignments Tab.

	Add	Edit	Copy	Delete	
Assignment Name	Prompt			Standards	
<input checked="" type="checkbox"/>	New Product 201704	New Product			

複製元の Assignment にチェックを入れ、[Copy] をクリックします。

Click on the box next to the assignment you wish to copy.

Copy Assignment

Select one or many classes to copy the assignment to. Save your selections.

Assignments:	Classes
<input checked="" type="checkbox"/> New Product 201704	<input type="checkbox"/> AB CIEE Demo, QSG School 2014
	<input type="checkbox"/> Academic Writing
	<input checked="" type="checkbox"/> Academic Writing II
	<input checked="" type="checkbox"/> Academic Writing III

Save

複製元の Assignment と複製先の Class にすべてチェックを入れ、[Save] をクリックします。

Select the assignment and the classes to which it will be copied and click on [Save].

Assignment copied successfully

「Assignment copied successfully」と表示されたら複製完了です。
"Assignment copied successfully" will appear.

Part 6. 提出状況の確認・Comments 機能・Dialogue 機能

Viewing Students' Submissions / Comments / Dialogue

6.1 提出状況を確認する

Viewing Students' Submissions

Class を開きます。フィルター機能を使って Attempt を絞り込みます。
Open a Class. Use the filters to narrow down the attempts.

[go] をクリックして適用

[Activity] タブにはエッセイを提出したりドラフトの保存をした Student のみ表示され、"Attempt 3" (3 回目の提出)、"Saved Draft" (保存済ドラフト) のように表示されます。確認したいものをクリックします。

The [Activity] tab shows the saved drafts and saved plans, and submitted essays along with the score. Clicking on any of these will open the results.

[Response] タブが表示され、エッセイおよび Criterion によるフィードバックを見ることができます。

[Results] タブに切り替えると、スコアと Trait Levels が表示されます。

When you open an attempt, the [Response] tab will appear. To view the score and the trait levels, click on the [Results] tab.

Comments 機能 (p.17)
 Comment Function (p.17)

フィードバック
 Feedback
 categories

エッセイ
 Essay

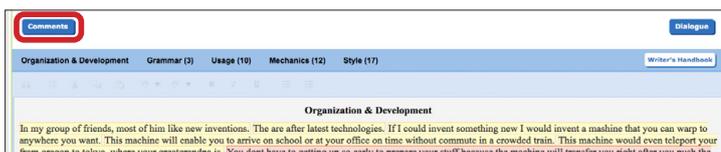
Trait Levels

結果のエクスポート・印刷
 Export or Print

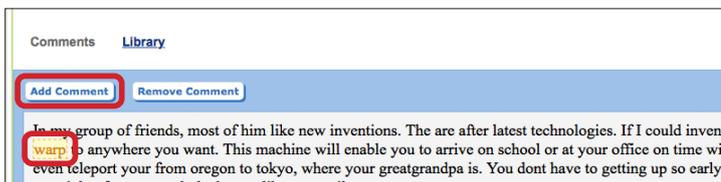
ダイアログ機能 (p.17)
 Dialogue Function (p.17)

6.2 Comments 機能を使う Comments Function

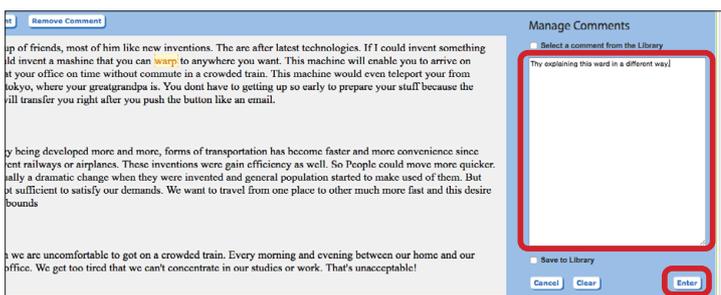
Comments 機能を使って学習者のエッセイ内の単語にコメントを追加することができます。Below is how Instructor can attach comments to words in student's essay. This function is not available to Administrator.



エッセイを表示させ、[Comments] ボタンをクリックします。
Open an Essay and click on [Comments].

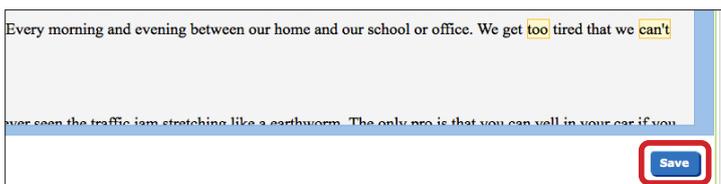


単語をクリックし、[Add Comment] をクリックします。
Click on a word in the essay and click on [Add Comment].



画面右側に表示される入力欄にコメントを入力し、[Enter] をクリックします。

Enter your comment in the box that will appear on the right side of the essay and click on [Enter].

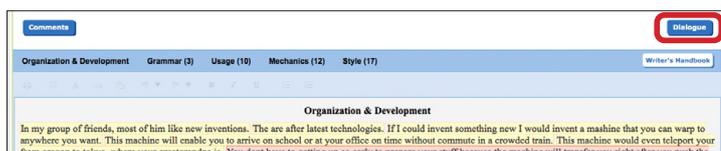


コメントを全て追加したら [Save] をクリックします。
After adding comments, click on [Save].

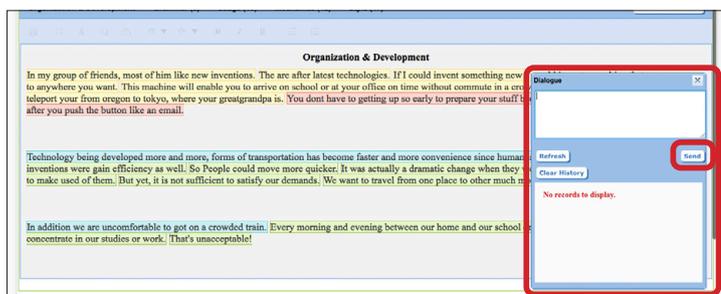
6.3 Dialogue 機能を使う Dialogue Function

Dialogue 機能を使って、エッセイ全体に関するコメントを入力したり、学習者の質問に回答することができます。

Below is how Instructor can add comments on the essay or communicate with the student using the Dialogue function.



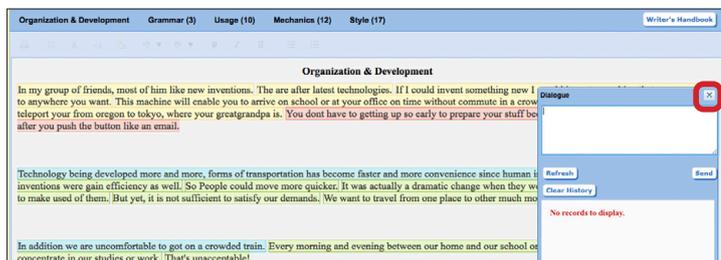
エッセイを表示させ、[Dialogue] ボタンをクリックします。
Open an essay and click on [Dialogue].



画面右側に表示される入力欄にコメントを入力し、[Send] をクリックします。

Dialogue を更新するには [Refresh] をクリックします (自動的に更新されません)。

Enter your comment in the box that will appear on the right side of the window and click on [Send].
Click [Refresh] to load the latest communication.



Dialogue ウィンドウ右上の [X] をクリックしてウィンドウを閉じます。

Click on [X] to close the Dialogue window.

Part 7. 結果の印刷 / PDF 保存

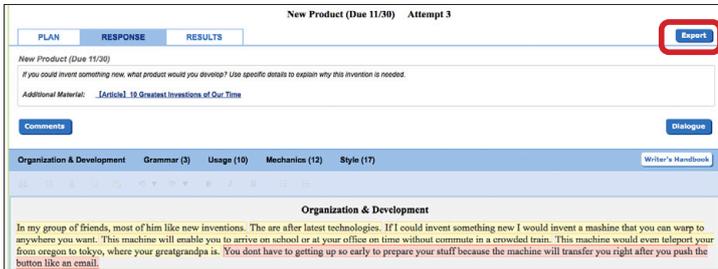
Printing the Results / Saving the results as a PDF file

7.1 エッセイごとに結果を印刷 / PDF 保存する

Printing the results / Saving the results as a PDF (of an Attempt)

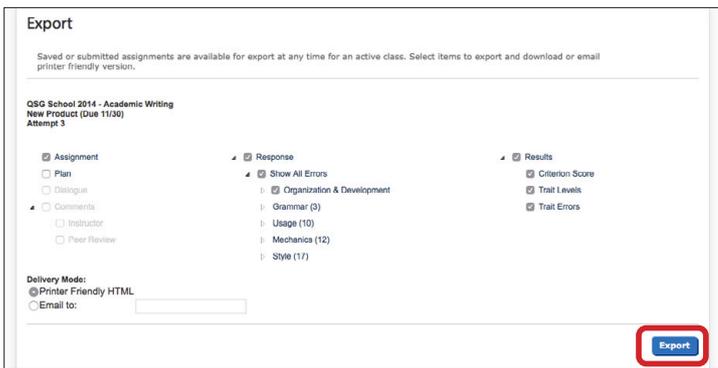
一つのエッセイのみの結果を印刷する方法です。

Below is how to print the results or saving them as a PDF document of an Attempt.



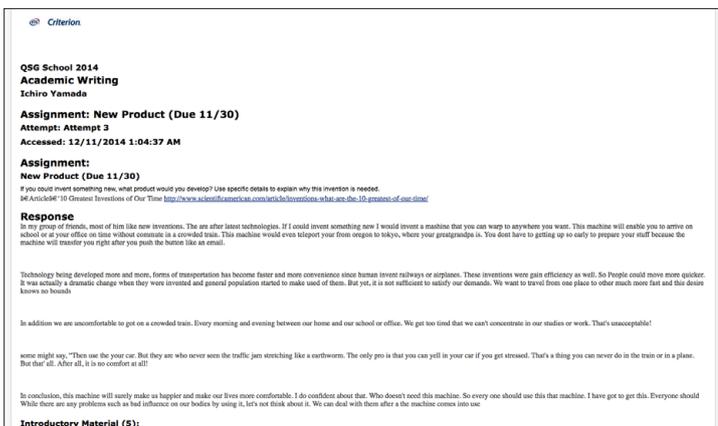
Student のエッセイを表示させてから、[Export] ボタンをクリックします。

Open an attempt and click on [Export].



印刷したい内容を選択し、[Export] をクリックします。選択項目が多いほどページ数も多くなります。

Select the types of results and click on [Export].



ダウンロードした HTML ファイルを開き、印刷をします。

Open the downloaded HTML file and print or save as a PDF file. Saving as a PDF file may not be available depending on the kinds or versions of either the OS or the browser.

Class 全体の提出を全て印刷したり、個別の Student や Assignment を指定して印刷 (または PDF 保存) することもできます。

Below is how to print the various kinds of reports and save them as PDF files.



Instructor としてサインインして Home 画面を表示します。Home 画面でない場合は画面右上の [Home] をクリックします。

Open the [Reports] tab of a class.



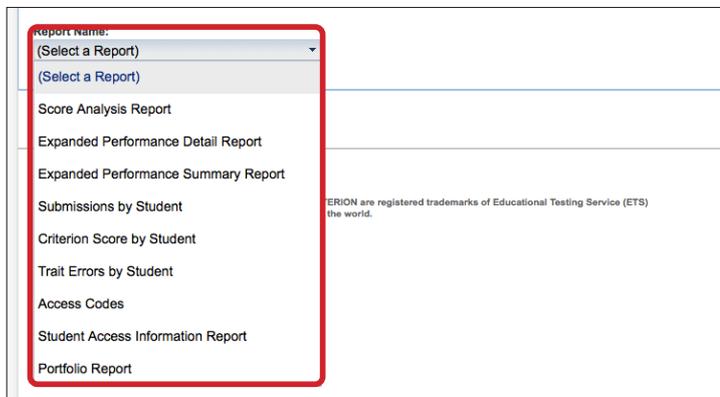
Class 名をクリックします。

Click on a class.



[Reports] タブをクリックします。

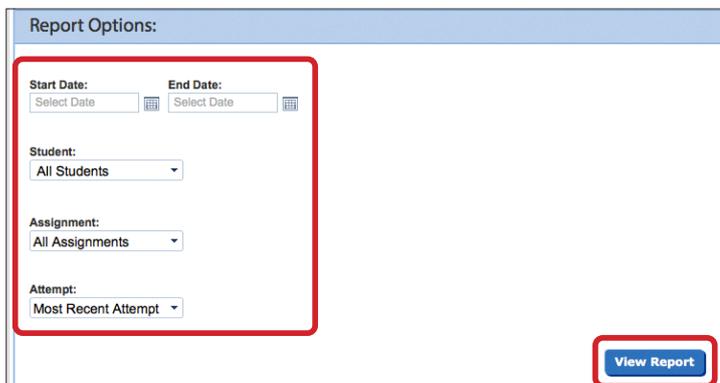
Click on [Reports] tab.



[Select a Report] から以下のいずれかを選択します。

Select either of the following among [Select a Report].

Report	説明 Description
Score Analysis Report →詳細は p.20	評価の概要とエッセイのみ出力します。エッセイごとに改ページされます。 Summary of the Results and Essays.
Expanded Performance Detail Report →詳細は p.20	評価の詳細とエッセイを出力します。 ※エッセイあたりの印刷枚数が多いのでご注意ください。 Details of the results and Essays.
Expanded Performance Summary Report →詳細は p.21	評価の概要とフィードバック項目別のエラー数、エッセイを出力します。 Summary of the Results, Numbers of Errors by Type and Essays.



各項目を設定し、[View Report] をクリックします (各レポート共通)。

Set the options and click on [View Report]

Start Date / End Date: 検索期間を設定します

Student: "All Students" が個別の Student を選択します

Assignment: "All Assignments" が個別の Assignment を選択します

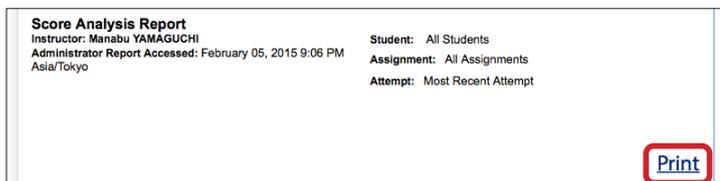
Attempt: "Most Recent Attempt" か "All Attempts" を選択します

Start Date / End Date: Start date and end date of the search

Student: "All Students" or individual student

Assignment: "All Assignments" or individual assignment

Attempt: "Most Recent Attempt" or "All Attempts"



[Print] をクリックします。

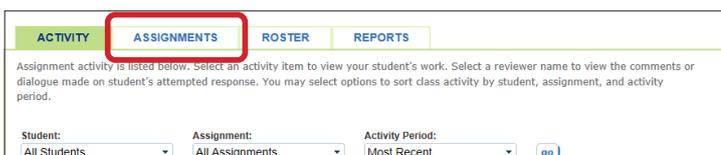
Click on [Print].



印刷のダイアログが表示されるので適宜設定をして、ページ数、プレビューをよく確認してから印刷します。この時に OS やブラウザの機能を使用することで PDF として保存することも可能です。(OS、ブラウザにより画面が異なります)

The printing dialogue will appear. Set the options and print the report or save it as a PDF file.

A-1 Peer Group の作成 Creating Peer Groups



Instructor としてサインインして Class を開き、[Assignments] タブをクリックします。

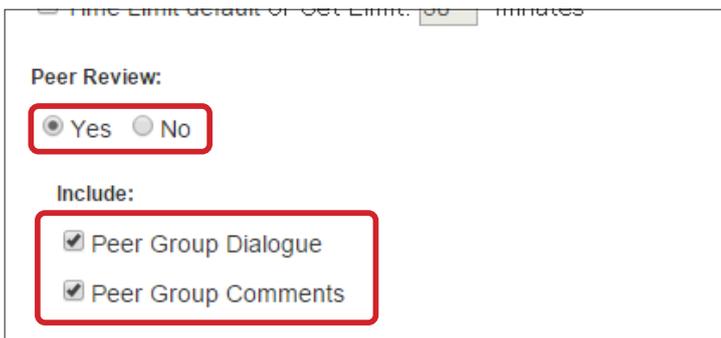
Open the [Assignments] tab of a class.



Assignment を作成するか、編集します。編集するにはチェックを入れて [Edit] をクリックします。

Either add a new assignment or edit an assignment.

To edit an assignment, tick the box next to an assignment and click on [Edit].



Peer Review: Yes をクリックし Select "Yes" for Peer Review:

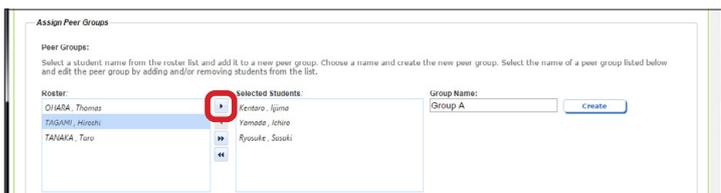
使用する機能にチェックを入れます。

Peer Group Dialogue: メンバー間でメッセージを交換できる機能です

Peer Group Comments: 他メンバーのエッセイにコメントをつけられる機能です

Peer Group Dialogue: Students will be able to exchange messages among the peer group. Instructor will also be able to see and add messages.

Peer Group Comments: Students will be able to attach comments on each word in peer's essays.



Roster 内の Student を選択し、Group Name を入力したら [Create] をクリックします。

Select students from the roster and move them to the "Selected Students" box. Enter the name of the group and click on [Create].



作成した Group は Peer Groups: に表示されます。

The created groups will appear under Peer Groups:.

追加が完了したら、右下の [Save] をクリックします。

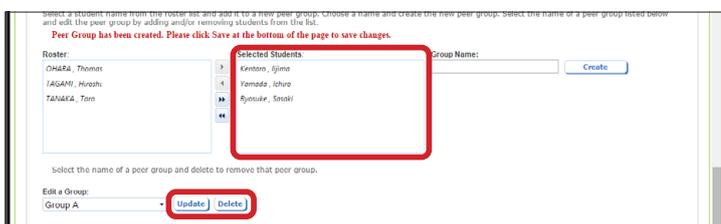
DO NOT FORGET to click on [Save].

A-2 Peer Group の編集・削除 Editing and Deleting Peer Groups



Edit a Group で編集または削除する Peer Group を選択します。

Under "Edit a Group:", select a group to edit or delete.



選択したグループのメンバーが表示されるので、削除する場合は [Delete] を、編集する場合は必要な変更を行い、[Update] をクリックします。

The members of the selected group will appear in the "Selected Students" box. To edit the group, add or remove some members and click on [Update]. To delete the group, click on [Delete].

1. Peer Review が利用可能か確認する

Seeing if you have peers.

1-1. ASSIGNMENTS タブで「Peer Review」の列に他の学生の名前がある Assignment は Peer Review が利用可能です。

The names of your peers will appear in the "Peer Review" column.

ACTIVITY ASSIGNMENTS REPORTS

Assignment	Plan	Response	Results	Peer Review
Change in Your School	Start Plan	Start Response		Student A Student B
Preferred Teacher Style	Start Plan	Start Response		

自分以外に2名のメンバーが設定されている
You have two peers.

名前がない→設定されていない
If it's blank, you have no peers.

2. ピアのエッセイを開く

Opening peer's essay.

2-1. ASSIGNMENTS タブ「Peer Review」下の下線がある学生は既に提出をしています。クリックしてエッセイを開きます。

If your peer's name is underlined (clickable), the student has already submitted an essay. Click to see the peer's essay.

Moving Start Plan Student A Student B

Start Response

Peer Review: Student A

Moving Attempt # 1

Response

Moving

A person you know is planning to move to your town or city. What do you think this person would like and dislike about living in your town or city? Why? Use specific reasons and details to develop your essay.

Comments

Add Comment Remove Comment

There is a lot of bad points about my hometowns. If I was asked to choose the most important one, I would choose the condition of the roads in residential area. To tell the truth, I think there's almost no problem in prefectural and national roads. However, in residential area, roads are narrow, not straight, and complicated, so those are not convenience for both inhabitants and strangers. Now let me explain the reasons to support my opinion, firstly from view of inhabitants, and then from view of strangers of my hometown.

Student Aは提出済みなのでクリックして開きます
Click to see Student A's essay.

3. ピアのエッセイに Comment を追加する

Commenting on peer's essay.

3-1. 単語を選択して [Add Comment] をクリックします。

Click a word and click [Add Comment].

Add Comment Remove Comment

There is a lot of bad points about my hometowns. If I was asked to choose the most important one, I would choose the condition of the roads in residential area. To tell the truth, I think there's almost no problem in prefectural and national roads. However, in residential area, roads are narrow, not straight, and complicated, so those are not convenience for both inhabitants and strangers. Now let me explain the reasons to support my opinion, firstly from view of inhabitants, and then from view of strangers of my hometown.

3-2. 右側に表示される白枠にコメントを入力し、[Enter] をクリックします。

Write a comment in the white box and click [Enter].

Add Comment Remove Comment

There is a lot of bad points about my hometowns. If I was asked to choose the most important one, I would choose the condition of the roads in residential area. To tell the truth, I think there's almost no problem in prefectural and national roads. However, in residential area, roads are narrow, not straight, and complicated, so those are not convenience for both inhabitants and strangers. Now let me explain the reasons to support my opinion, firstly from view of inhabitants, and then from view of strangers of my hometown.

Firstly, the roads of my hometown are bad for inhabitants who often through residential streets. Driving in narrow, not straight, and complicated roads is a cause of traffic accident. I have a case in point is my dangerous experience while driving bike in residential street. One day I was driving a motorbike through very narrow road. It was winding back road so that I could not see so far. Suddenly a car came running from opposite direction and we were about to crash when both of us stepped on the brakes. Because of the narrowness and shape of the road, our view also narrowed and difficult to know people, cars or bikes come from the opposite direction. Then it often leads to traffic accidents. This is my primary reason to support my opinion.

Secondly, the roads of my hometown are also bad in view of strangers there. If their destination is along big road like national or prefectural road, there would be no problem because there is a lot of information. However, if their destination is in residential area, it would be very difficult for him or her to get there. In my case, I often have difficulty to tell visitors how to get my house. The streets are labyrinth for strangers. I cannot explain with any landmark because there are few landmarks in residential area, and also cannot explain with direction like north or west because roads are not straight. Therefore I always take a lot of trouble to go to the station or some landmark on big street to pick them up.

Because of these reasons, I think the roads condition is bad point of my hometown and most important to change. It would have many trouble and money, but for everybody who live or come to our hometown, I strongly contend that conditions of the roads in residential area should be improved.

Manage Comments

Nice intro!

Cancel Clear Enter

3-3. 全てのコメントを入力したら [Save] をクリックします。

Click [Save] to exit.

Add Comment Remove Comment

There is a lot of bad points about my hometowns. If I was asked to choose the most important one, I would choose the condition of the roads in residential area. To tell the truth, I think there's almost no problem in prefectural and national roads. However, in residential area, roads are narrow, not straight, and complicated, so those are not convenience for both inhabitants and strangers. Now let me explain the reasons to support my opinion, firstly from view of inhabitants, and then from view of strangers of my hometown.

Firstly, the roads of my hometown are bad for inhabitants who often through residential streets. Driving in narrow, not straight, and complicated roads is a cause of traffic accident. I have a case in point is my dangerous experience while driving bike in residential street. One day I was driving a motorbike through very narrow road. It was winding back road so that I could not see so far. Suddenly a car came running from opposite direction and we were about to crash when both of us stepped on the brakes. Because of the narrowness and shape of the road, our view also narrowed and difficult to know people, cars or bikes come from the opposite direction. Then it often leads to traffic accidents. This is my primary reason to support my opinion.

Secondly, the roads of my hometown are also bad in view of strangers there. If their destination is along big road like national or prefectural road, there would be no problem because there is a lot of information. However, if their destination is in residential area, it would be very difficult for him or her to get there. In my case, I often have difficulty to tell visitors how to get my house. The streets are labyrinth for strangers. I cannot explain with any landmark because there are few landmarks in residential area, and also cannot explain with direction like north or west because roads are not straight. Therefore I always take a lot of trouble to go to the station or some landmark on big street to pick them up.

Because of these reasons, I think the roads condition is bad point of my hometown and most important to change. It would have many trouble and money, but for everybody who live or come to our hometown, I strongly contend that conditions of the roads in residential area should be improved.

Save

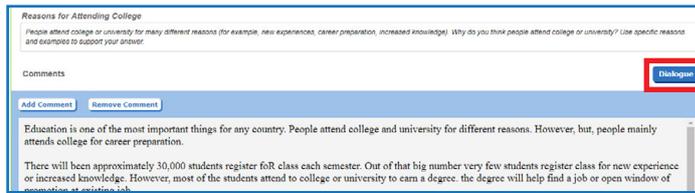
注意：必ずクリック！
Do not forget to click [Save].

4. ピアのエッセイ上で Dialogue を使用する

Using the Dialogue function on peer's essay.

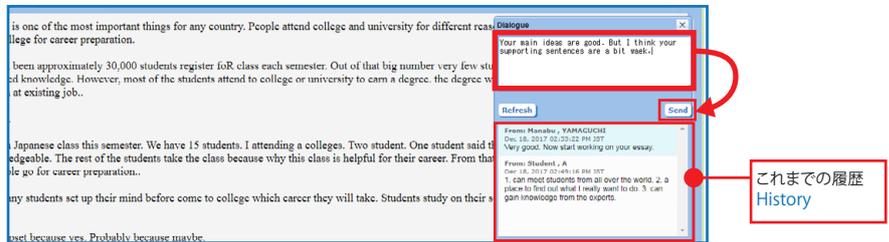
4-1. 2-1 と同じ手順でピアのエッセイを開き、Dialogue をクリックします。

Open peer's essay and click [Dialogue].



4-2. 入力欄にメッセージを入力し、[Send] をクリックします。

Open peer's essay and click [Dialogue].



5. ピアによる Comments を見る

Viewing peer's comments.

5-1. Activity タブの「View Comments」をクリックします。

Click [View Comments] in Activity tab.



5-2. 「Reviewer」 下のピアの名前をクリックします。

Click a peer's name in the Reviewer column.



5-3. 黄色く塗られている部分にマウスを合わせると、選択したピアによるコメントを見ることができます。

Hover your mouse pointer over the highlighted areas to see peer's comments.



6. ピアによる Dialogue を見る

Viewing the dialogue with your peers

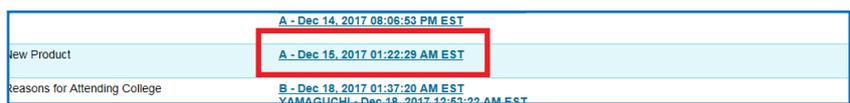
6-1. Activity タブの「View Dialogue」をクリックします。

Click [View Dialogue] in Assignment tab.



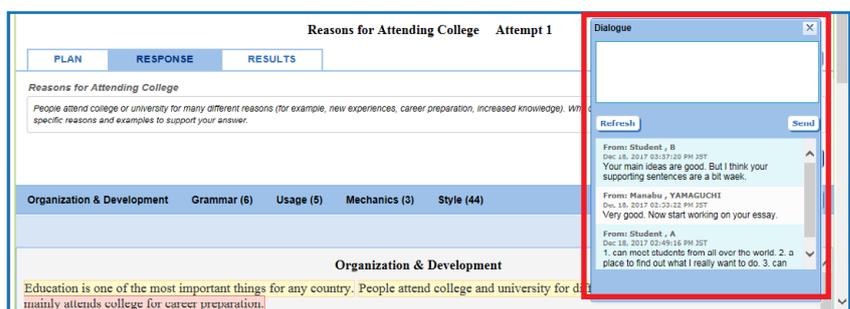
6-2. Activity 下のピアの名前をクリックします。

Click the name of your peer.



6-3. Dialogue が表示され、自分のメッセージを投稿することもできます。

The Dialogue window will appear. You can post your response or comment.



Appendix B: Instructor が別の School の Class に登録する (Access Code が必要) Instructor Registering to Class in Another School (Access Code is required)

Instructor が Access Code を使って別の School の Class に登録します。Class の Access Code は Administrator が取得できます。

Below is how to add your Instructor account to a class in another school using an Access Code that will be provided by Administrator.

If you would like to connect to another class, school, or institution, or add another role to your profile, please add your access code here **Enter Access Code**

利用中の Instructor としてサインインし、[Enter Access Code] をクリックします。

Sign in as Instructor and click [Enter Access Code].

Access Code:

Connect

新しい Class の Access Code を入力し、[Connect] をクリックします。

Enter the Access Code and click [Connect].

You are connecting as Instructor to:

Advanced Essay Course
ETS Japan Writing School
A ETS Japan Demo
ETS Japan

Connect

確認画面で再度 [Connect] をクリック。

Make sure the school name is correct, then click [Connect].

Criterion Advisories

Notices

Jan 06, 2022 03:03:55 PM JST You are now connected to class Advanced Essay Course.
Jan 06, 2022 02:57:21 PM JST You are now connected to Writing I

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 Instructors or Connect another Instructor directly to the selected class. Disconnect yourself, as an Instructor, from a Class.

You are now connected to Advanced Essay Course

View Add Edit Announcements Get Access Code Reset Access Code Connect Disconnect Score Reports

Class	Grade	Instructors	Active	Students with	Used	End Date	Status
A ETS Japan Demo, ETS Japan Writing School							
Advanced Essay Course	None	Inst Saburo	0	0	0	Dec 31, 2022	Active
AAA CIEE DEMO, Demo University							
Writing I	None	Inst Saburo	0	0	0	Mar 31, 2022	Active

"You are now connected to ~" と表示され、School と Class が複数表示されたら完了です。

If successful, the message that says "You are now connected to [school name]" will appear and you will see multiple schools.