

Writing ROADMAP™ 2.0

Teacher Guide



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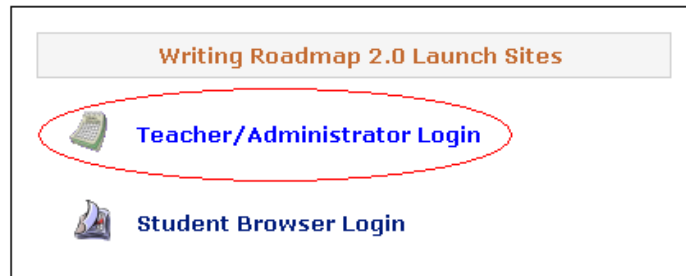
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1. Login to Writing Roadmap™ 2.0

1. Launch your Internet browser.
2. Access the Launch Web Site:
 - a) Type: www.writingroadmap2.com, then press enter.

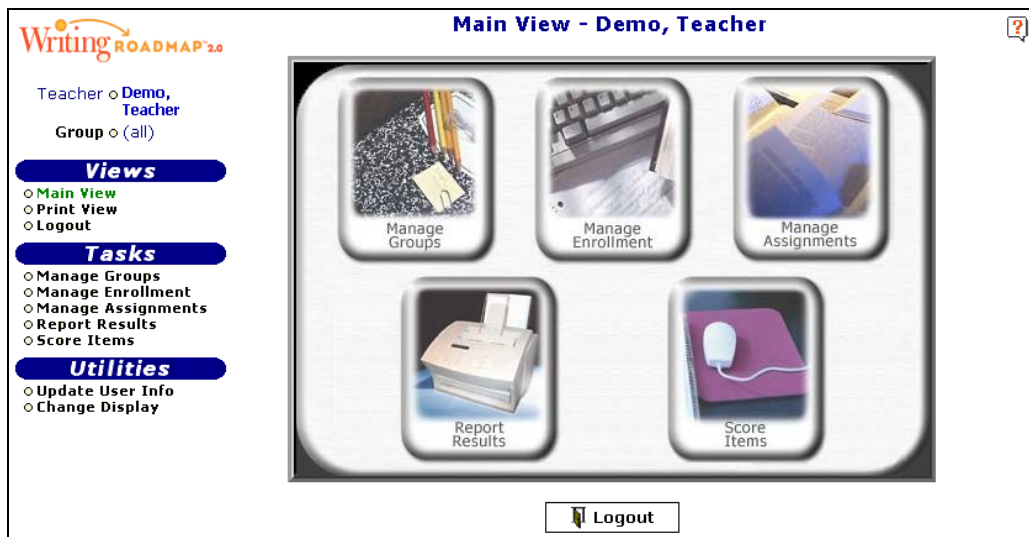
Next, click on **Teacher/Admin Login**.



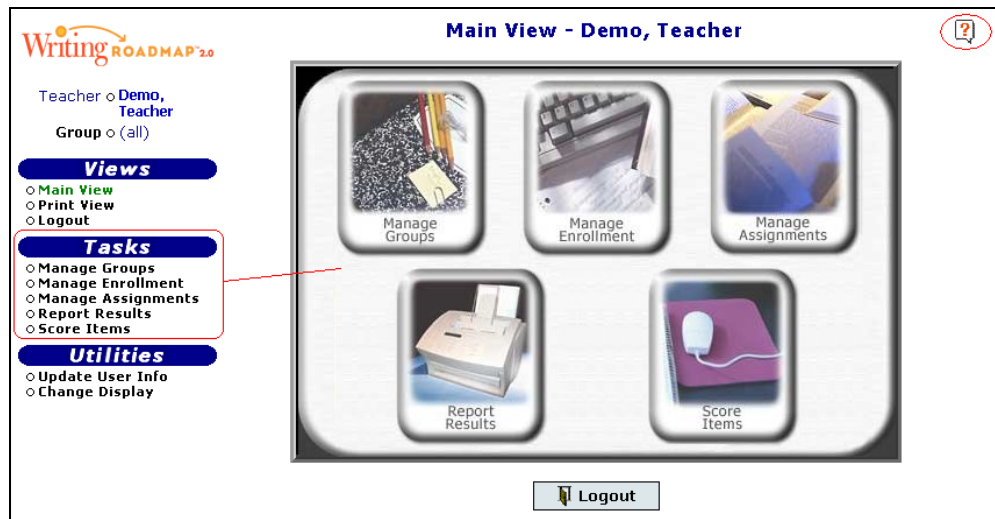
3. Type in your login and password and click **Login** to access Writing Roadmap™ 2.0. (Your Administrator will provide your login and password.)



The main screen for Writing Roadmap™ 2.0 will display.




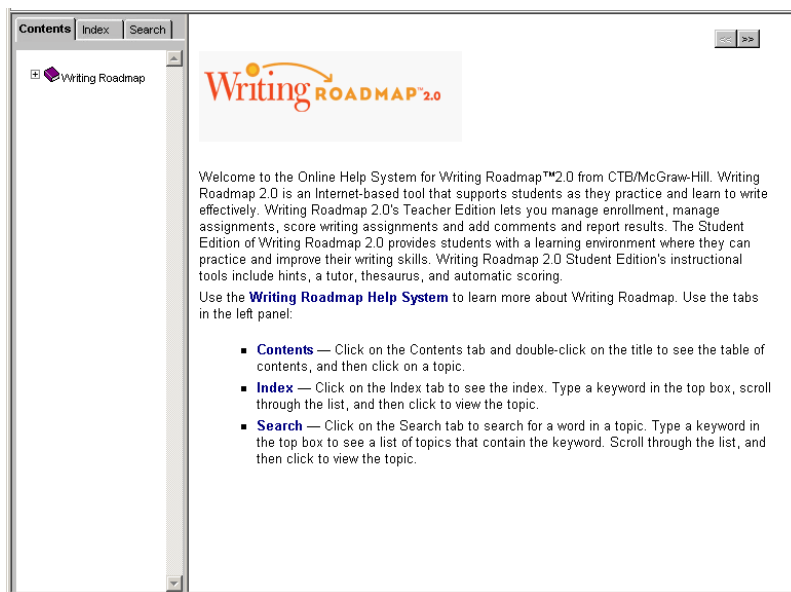
2. Navigating the Writing Roadmap™ 2.0 Screen



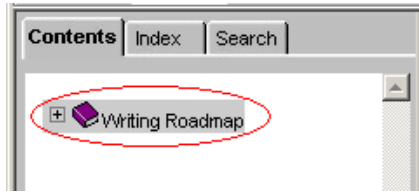
The 5 icons on the board are shortcuts to each of the main tasks listed on the **Tasks** menu.

From anywhere within the system you can return to the Main Page by clicking on **Main View** from the **Views** menu.

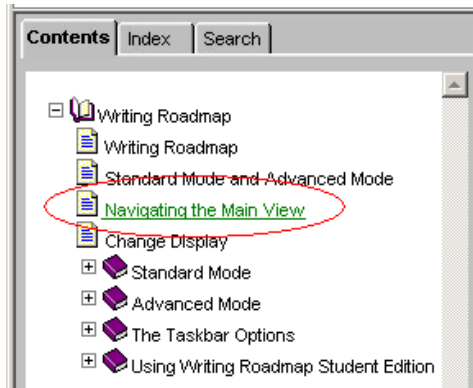
1. Click on the **Help** icon, , located in the upper right-hand corner of the screen to display the Writing Roadmap™ 2.0 documentation.



- Click on the **Writing Roadmap™ 2.0** to open the Table of Contents.



- Click on **Navigating the Main Menu**.



- Click on various sections of the Main View display to access additional help describing each feature. To close the help system, click on the **X** in the upper right-hand corner.

Navigating the Main Menu

Writing Roadmap 2.0's Main View is what you see when you first log on to Writing Roadmap 2.0. The Main View will appear slightly different depending on whether you are using Writing Roadmap 2.0 in Standard Mode or Advanced Mode. At the left of the window, you see your teacher name and which groups or classes are being displayed in the Main View. There are six components to the Main View:

- **Teacher information**
- **The Help button**
- **The Taskbar**
- **The Menu Icons**
- **The Group or Student Summary** (Advanced Mode only)
- **The Assignments Summary** (Advanced Mode only)

NOTE: The Group Summary, Student Summary and Assignment Summary are available only in Advanced Mode. To set the Main View to Advanced Mode, select Change Display under Utilities in the Taskbar.

Click on the screen components in the example below for more description. At the top-left, you see the welcome banner, and your teacher information. You can edit your teacher information, the background and where the Taskbar is located in the Main View. At the top-right, you see the Help icon, which starts Writing Roadmap 2.0 Help.

The screenshot shows the 'Main View - Murphy, Catherine' interface. On the left, there is a sidebar with sections: 'Views' (Main View, Print View, Logout), 'Tasks' (Manage Groups, Manage Enrollment, Manage Assignments, Report Results, Score Items), 'Functions' (Manage Special Codes, Manage Tag Groups), and 'Utilities' (Change Display, Update User Info, Export Data). The main area contains a 'Welcome Murphy, Catherine!' banner with the date and time 'Nov. 3 - 3:17pm'. Below the banner are five icons: 'Manage Groups', 'Manage Enrollment', 'Manage Assignments', 'Report Results', and 'Score Items'. At the bottom right of the main area is a 'Logout' button. Below the main area is a 'Group Summary' table:

Group Name	Students
English.Period.1	15
English.Period.6	15

At the bottom of the window, there is a taskbar with buttons for 'Back', 'Teacher Info', and 'Main'.

3. Create a New Group

1. Click on **Manage Groups** button.




Then click on the  **New Group** button.

2. This task will allow you to create a group name and then enroll students into the group. Complete the Group Information box. The asterisk (*) indicates that the Group Name and Group Description must be entered.

Group Information

Group Name:	<input type="text" value="Homeroom"/>	*
Group Description:	<input type="text" value="Grade 8"/>	*
Course ID:	<input type="text"/>	
Period:	<input type="text"/>	

3. Now click on the  **Create Group** button to complete the task.
4. Your new group will be displayed on the screen. You can create multiple groups for different class periods by following the same procedures outlined above.

View	Edit	Delete	Group Name	Number Students	Number Assignments	Number Completed
		<input type="checkbox"/>	First Period Class	7	46	13
		<input type="checkbox"/>	Fourth Period Class	5	67	21
		<input type="checkbox"/>	Homeroom	0	0	0

Click on the **Main View** under the *Views* task bar to return to the main page.




4. Update Student Enrollment


Enroll/Add New Student

1. Click on **Manage Enrollment**.



2. Click on the  button.
3. Complete the Student Information dialog box. The Student ID and Password must be unique. One suggested method of assigning the ID and password is to start with your school code followed by the first initial of the student's first name followed by the student's full last name.


Student Information

First Name:	<input type="text" value="Brian"/>	*
Middle Name:	<input type="text"/>	
Last Name:	<input type="text" value="Gonzales"/>	*
Student Number:	<input type="text" value="234"/>	*
Student Login:	<input type="text" value="112bgonzales"/>	*
Password:	<input type="text" value="112bgonzales"/>	*
Birth Date:	<input type="text"/>	
Gender:	<input type="text" value="M"/>	
Grade:	<input type="text" value="7"/>	
Special Codes:	<input type="text" value="Define ..."/>	(Saved after clicking 'Create Student')

4. Select a Group that you want to add the student to.

Add student to:

<i>Demo, Teacher</i>
Group 1



(Use shift, ctrl or mouse drag to select multiple groups for this student.)

5. Click on the  button.

- The new student is now created and is listed alphabetically by last name in the Management Enrollment dialog box.

View	Edit	Delete	Last Name	First Name	Student Login	Student Number	Creation Date	Creation Mode
		<input type="checkbox"/>	Combs	Nicole	112ncombs	006	-	-
		<input type="checkbox"/>	Davis	Valerie	112vdavis	709	-	-
		<input type="checkbox"/>	Gonzales	Brian	112bgonzales	234	-	-
		<input type="checkbox"/>	Hastey	Paul	112phastey	567	-	-
		<input type="checkbox"/>	Homami	Navid	112nhomami	678	-	-
		<input type="checkbox"/>	Johnson	Jennifer	112johnson	345	-	-
		<input type="checkbox"/>	King	Tim	112tking	123	-	-
		<input type="checkbox"/>	Merilos	Michelle	112mmerilos	100	-	-
		<input type="checkbox"/>	Prescott	Tammy	112tprescott	456	-	-
		<input type="checkbox"/>	Shortes	Aaron	112ashortes	101	-	-

Click on the **Main View** under the *Views* task bar to return to the main page.



Add Student(s) to a Group

- Click on **Manage Groups**.



- Under the column header labeled 'Group Name,' click on the Group Name that you want to add students to from your school roster.

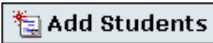
View	Edit	Delete	Group Name	Number Students	Number Assignments	Number Completed
		<input type="checkbox"/>	First Period Class	7	42	15
		<input type="checkbox"/>	Fourth Period Class	5	54	22
		<input type="checkbox"/>	Homeroom	0	0	0

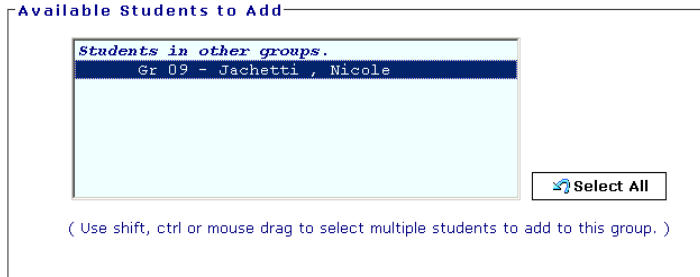
- The Group Information dialog box displays.

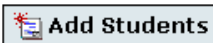
Group Information

Group Name: **Group 1**
 Teacher Name: **Demo, Teacher**
 School Name: **Demo School**
 Group Description: **Group 1**

Course ID: **1**
 Period: **1**
 Number of Students: **11**
 Number of Assignments: **71**
 Number Completed: **15**

- Click on the  button.
- Locate and click on each students from your school roster that you want to add to your group. If you hold down the **Ctrl** key, you can highlight multiple student names. * *Mac users, use the apple key.*



- To add these students to your group, click on the  button.

Click on the **Main View** under the *Views* task bar to return to the main page.

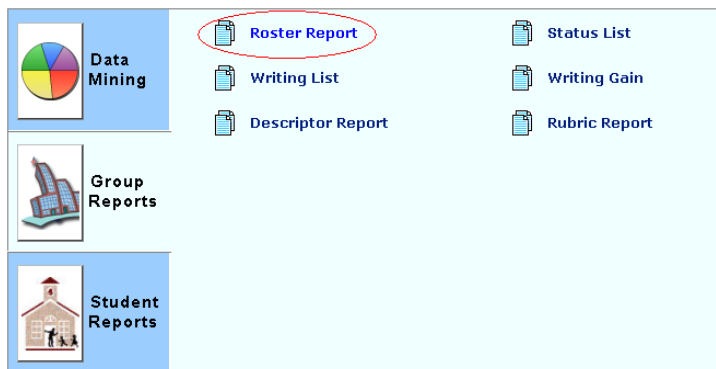


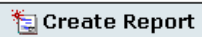
Print Student List

- Click on **Report Results**.



- Click on **Group Reports**, then **Roster Report**.



- At the next window, click on the  button. This will give you a list of all the student logins and passwords associated with a given teacher.

Group Roster Report		
School: Training School		Date: 7/5/2005
Teacher: Teacher01		Page: 1
Group: English		
Tag Group: All Students		
Student Name	Login	Password
LNStudent01, FNStudent01	99001	99001
LNStudent02, FNStudent02	99002	99002
LNStudent03, FNStudent03	99003	99003
LNStudent04, FNStudent04	99004	99004
LNStudent05, FNStudent05	99005	99005
LNStudent06, FNStudent06	99006	99006
LNStudent07, FNStudent07	99007	99007
LNStudent08, FNStudent08	99008	99008
LNStudent09, FNStudent09	99009	99009


Click on the **Main View** under the *Views* task bar to return to the main page.



5. Assign an Essay

- Click on **Manage Assignments**.



- From here you will be able to assign the test to the whole group, or selected students within a group. Now, click on the  button. The upper dialog box lists the essays and the lower dialog box displays your groups. To assign to a group, click on an essay then select one or more groups, and skip to step #11.

Assign Test

Tests:

- Essay
- 6TINFP3R6 - New Student
- New Student 4 Point
- New Student 6 Point
- New student different state.
- Essay 6- Trait

(Tests in green have already been assigned)

Hide tests that have already been assigned.

To

Assign To:

- Groups
- Group 1

(Use shift, ctrl or mouse drag to select multiple groups.)

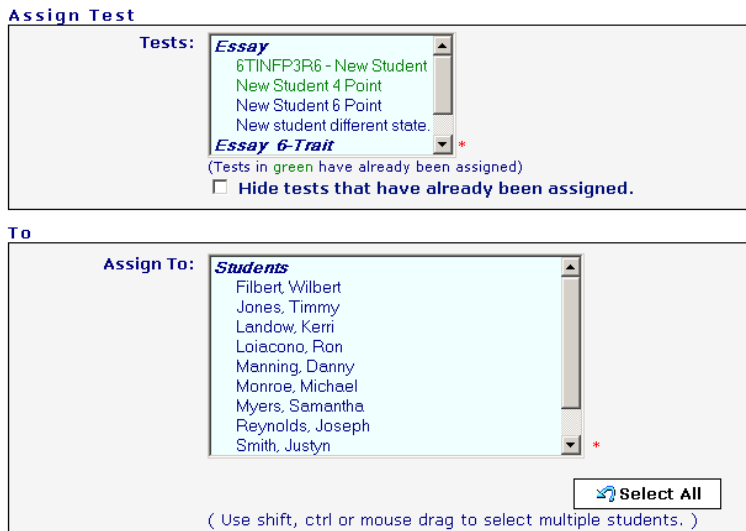
3. You can assign your essay to one or more of your groups or assign the essay to individual students by changing your view under the Welcome menu in the upper left-hand corner of the screen. Click on **Group**.



4. All of your groups will be displayed.



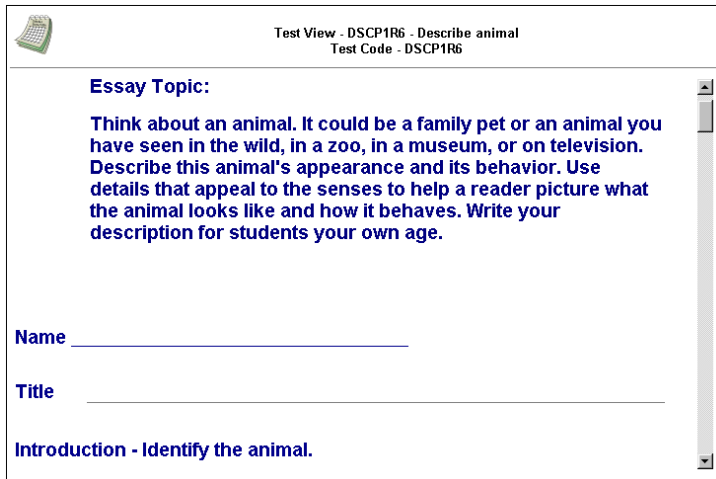
5. Click on the group that you want to assign the test to. We will use *Group 1* in this example. Click on the **Set Current View** button.
6. Notice your **Group** is now set to **Group 1** and the individual students are listed.



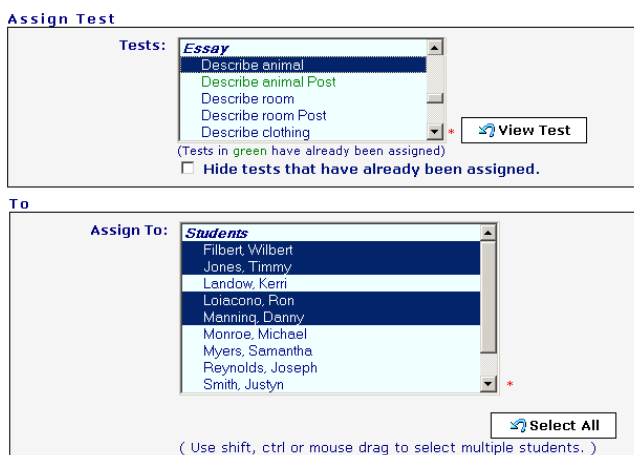
- From the **Assign Test** dialog, you can scroll down and view the essay topics and then select the essay that you want to assign. You can assign only one essay at a time.



- Click on the **View Test** button to display the essay. Click **Done** after viewing.




- From the list of students, click on the name of each student to whom you would like to assign the essay. If you hold down the **Ctrl** key, you can highlight multiple students.

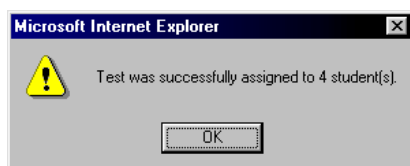


- Once you have selected a test, you have the option of having the **Instructional Mode** on or off.




Essay Option

Instructional Mode:

- Now, click on the  button. The software will confirm how many students were assigned the test. Click the **OK** button to continue. Then click **Done**.



- The essay is now assigned to the selected students in that group.

Add Students	Assignment	Assigned By	Students	Completed
 Add Students	DSCP1R6 - Describe animal	Teacher	4	0
 Add Students	DSCP2R6 - Describe room	School	3	0
 Add Students	DSCP3R6 - Describe clothing	School	2	0

- The students that have been assigned the essay can now login and begin writing.
- Click on the **Main View** under the *Views* task bar to return to the main page.

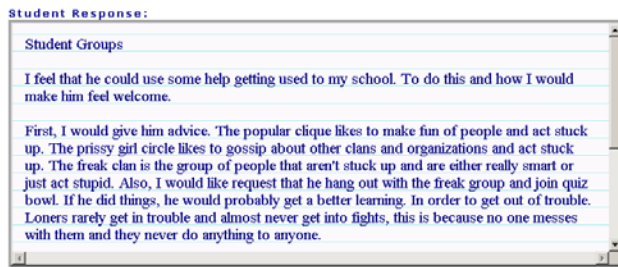


6. Score Constructive Responses

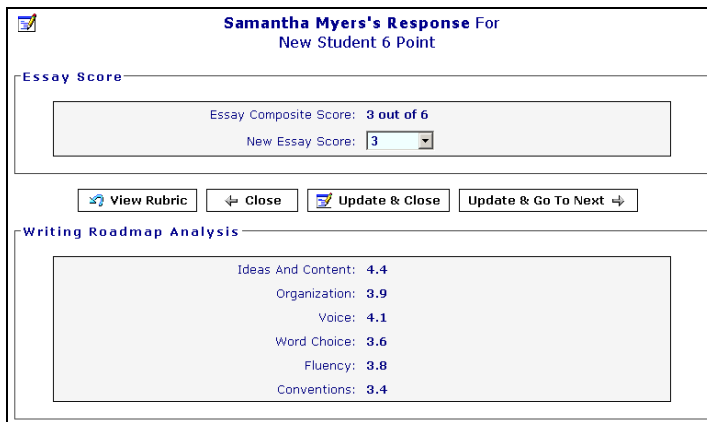
- Click on the **Score Items** button once your students have completed the test.



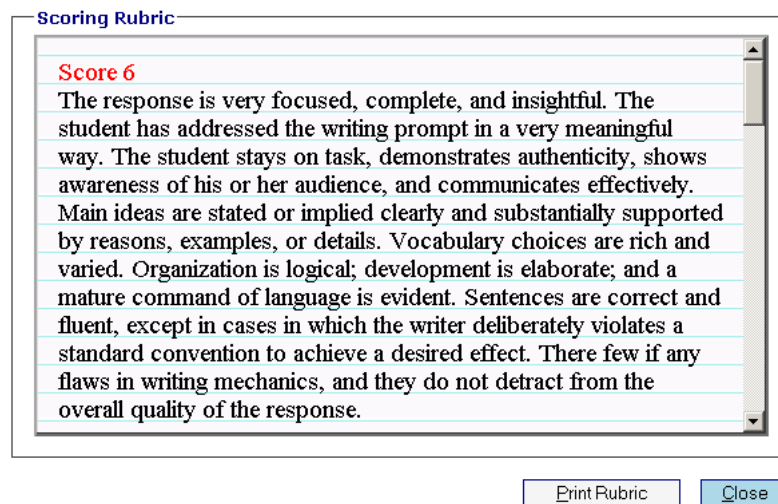
- From here, you can click on a student's name to preview the essay he/she wrote along with important scoring information. If you scroll to the bottom of the screen you will be able to view the student's essay.




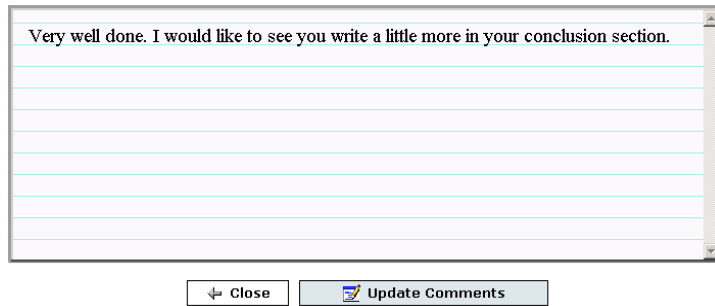
3. The scoring information is displayed at the top of the dialog box.




4. You can view the overall essay score as well as the scores for each dimension of writing. The software also allows you to change the overall score using the **New Essay Score** drop down control.
5. To view the scoring rubric, click on the **View Rubric** button. Click the **Close** button when done viewing.



- Click on the  **Comments** button to access a dialog box that allows you to provide feedback on your student's essay. Click on the **Update Comments** button when completed.



- Click on the  **Unscore & Go To Next** button to allow your student the opportunity to re-enter his/her essay, read your comments, and make improvements to the essay.
- Click on the **Close** button to return to the **Quick Score** dialog box without updating the student's score. Click on **Update & Close** to save the student's score and return to the **Quick Score** dialog box. Click on **Update & Go to Next** to save the student's score and display the next student in the **Quick Score** dialog box.

Click on the **Main View** under the *Views* task bar to return to the main page.

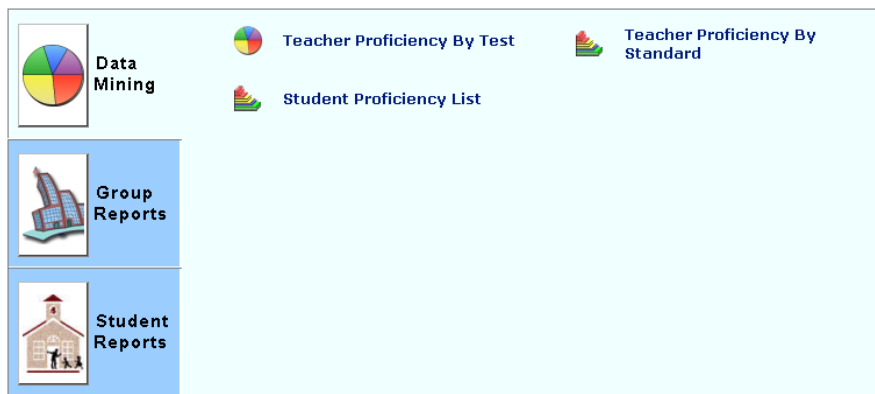


7. Data Mining Reports

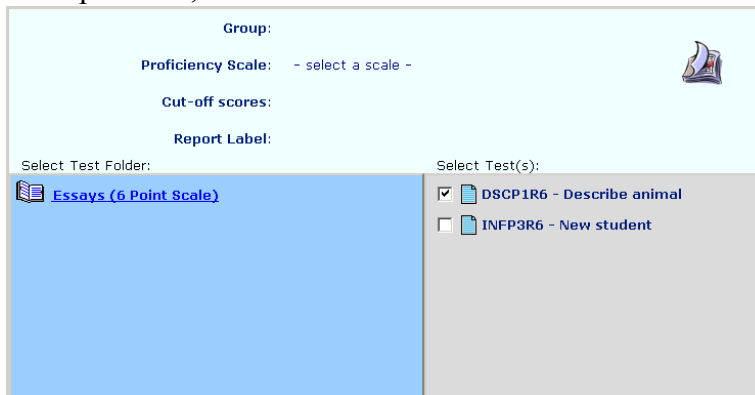
- Click on the **Report Results** button. **Note: When you click on Report Results, it will automatically default to Data Mining.*



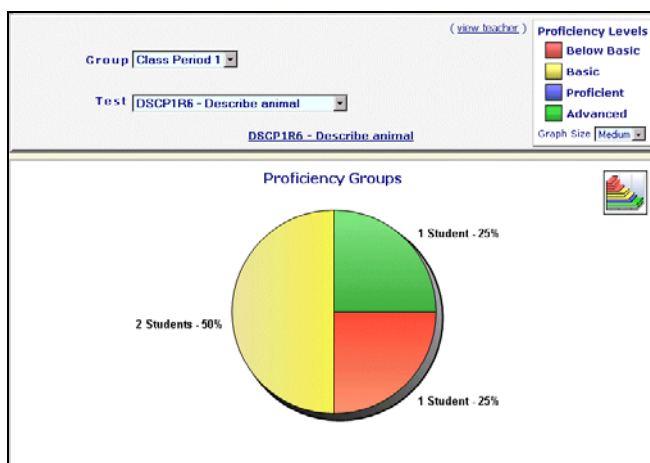
- If you highlight the **Data Mining** tab, you can view the score either by pie chart or bar graph.



- For a pie chart, click on the **Teacher Proficiency By Test** button.

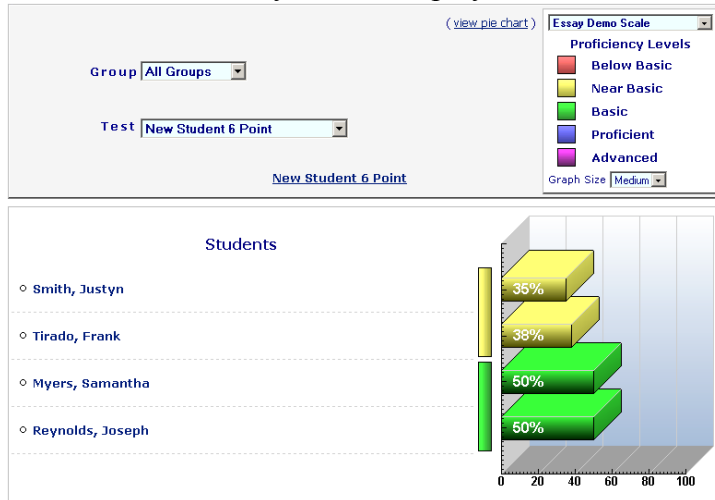


- Select the test folder, essay, and the curriculum standard and then click the

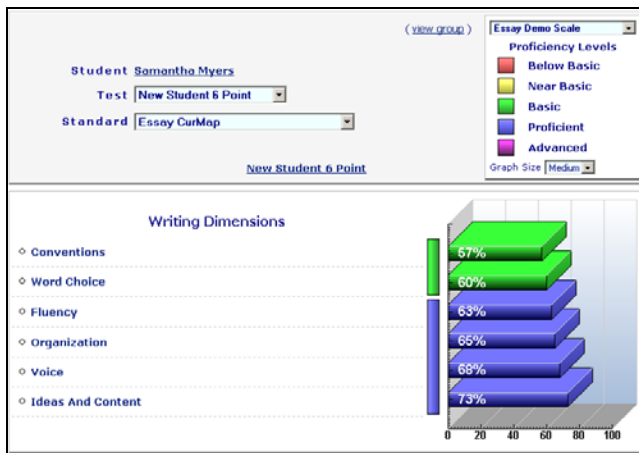




5. Click on the  symbol to display the student scores in a bar graph form.



6. If you click on a student's percentage score located on the bar graph, it will display how the student scored on the six dimensions of writing.

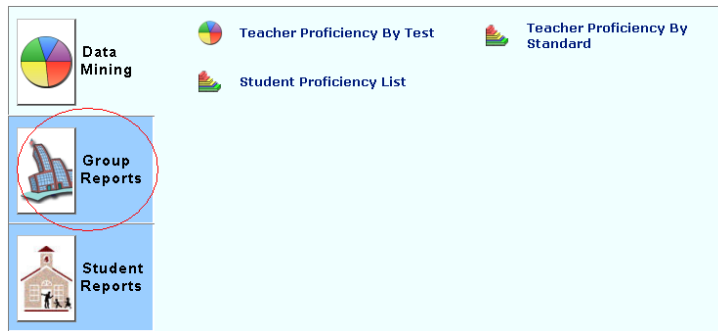


Click on the **Main View** under the *Views* task bar to return to the main page.

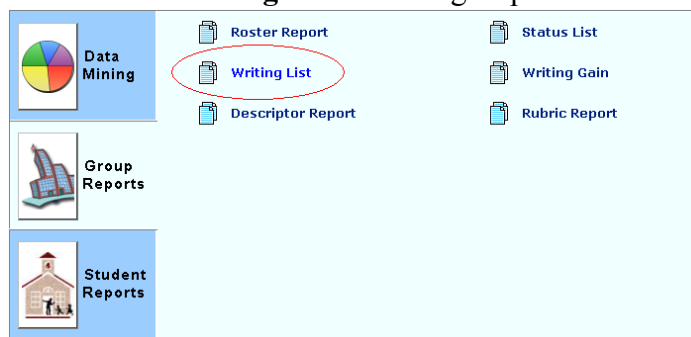


8. Group Reports

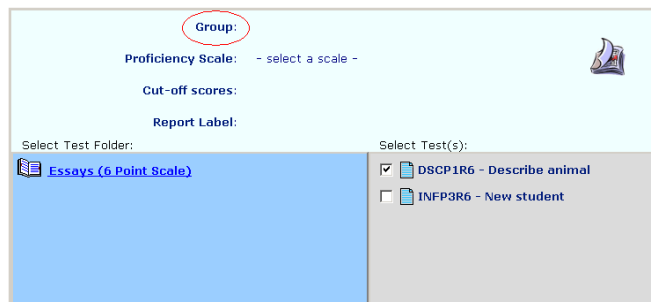
1. Click on the **Report Results**, then click **Group Reports** Tab.



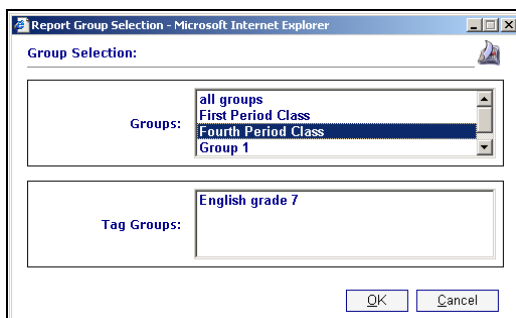
2. Click on the **Writing List** to view group results.



3. To select from a certain group, click on the **All Groups** next to the **Group** label.



4. A pop-up screen will appear and show you the list of groups. Select a group or all groups, click on the 'OK' button once you have made your selection.



5. Select the test folder and the essay topic that you want to report on.

6. Click on the  **Create Report** button.

Group Writing List



Teacher: Demo, Teacher Date: 12/7/2005
 Group: Group 1 Page: 1
 Tag Group: All Students
 Scale: 6-Point
 Count: 4

Assignment: New Student 6 Point

Writing Dimensions included:

001: Ideas And Content	002: Organization
003: Voice	004: Word Choice
005: Fluency	006: Conventions

Student Name	001	002	003	004	005	006	Composite Score
Myers, Samantha	4.4	3.9	4.1	3.6	3.8	3.4	3.0
Reynolds, Joseph	3.2	3.1	3.0	3.2	2.9	1.4	3.0
Smith, Justyn	2.4	1.9	2.0	2.1	1.9	1.2	2.1
Tirado, Frank	2.2	2.4	2.5	2.2	2.4	1.3	2.3
Group Avg:	3.1	2.8	2.9	2.8	2.8	1.8	2.6

7. To print the report, click on the  **(View All Printable)** message.
8. To return the **Report Setup** dialog, press the  **Back** button. Follow the same procedures for the **Group Roster, Descriptor, Rubric, and Writing Gain Reports**.

Group Roster Report:

Group Roster Report

School: Training School Date: 7/5/2005
 Teacher: Teacher01 Page: 1
 Group: English
 Tag Group: All Students

Student Name	Login	Password
LNStudent01, FNStudent01	99001	99001
LNStudent02, FNStudent02	99002	99002
LNStudent03, FNStudent03	99003	99003
LNStudent04, FNStudent04	99004	99004
LNStudent05, FNStudent05	99005	99005
LNStudent06, FNStudent06	99006	99006
LNStudent07, FNStudent07	99007	99007
LNStudent08, FNStudent08	99008	99008
LNStudent09, FNStudent09	99009	99009

Descriptor Report:

Descriptor Report	
Rubric Code: 6PT-SW-1D	Date: 11/29/2005
Points: 6	Page: 1
# Dimensions: 1	
Assignment: New Student 6 Point	
Dimension Score	Description
Ideas And Content	
U	Your score in Ideas And Content means your work cannot be scored.
1	Your score in Ideas And Content means your writing needs to be much more complete and detailed.
2	Your score in Ideas And Content means your writing needs to be more complete and detailed.
3	Your score in Ideas And Content means your writing could still be more complete and detailed.
4	Your score in Ideas And Content means your writing is on its way to being complete and detailed.
5	Your score in Ideas And Content means your writing is complete and detailed.
6	Your score in Ideas And Content means your writing is especially complete and elaborately detailed.
Organization	
U	Your score in Organization means your work cannot be scored.
1	Your score in Organization means your writing is not clear and logical.
2	Your score in Organization means your writing could be much more clear and logical.
3	Your score in Organization means your writing could still be more clear and logical.
4	Your score in Organization means your writing is on its way to being clear and logical.

Rubric Report:

Rubric Report	
Rubric Code: 6PT-SW	Date: 7/5/2005
Points: 6	Page: 1
Assignment: INFP2R6 - Job or chore	
Score	Description
6	The response is very focused, complete, and insightful. The student has addressed the writing prompt in a very meaningful way. The student stays on task, demonstrates authenticity, shows awareness of his or her audience, and communicates effectively. Main ideas are stated or implied clearly and substantially supported by reasons, examples, or details. Vocabulary choices are rich and varied. Organization is logical; development is elaborate; and a mature command of language is evident. Sentences are correct and fluent, except in cases in which the writer deliberately violates a standard convention to achieve a desired effect. There are few if any flaws in writing mechanics, and they do not detract from the overall quality of the response.
5	The response is focused and complete. The student has addressed the writing prompt in a meaningful way. Main ideas are stated or implied and adequately supported. Vocabulary choices are precise. Organization is generally logical, but there may be occasional flaws. Development is ample; and a fairly mature command of language is evident. Most sentences are correct and fluent, except in cases in which the writer deliberately violates a standard convention to achieve a desired effect. There may be flaws in writing mechanics, but they do not significantly detract somewhat from the overall quality of the response.

Writing Gain Report:

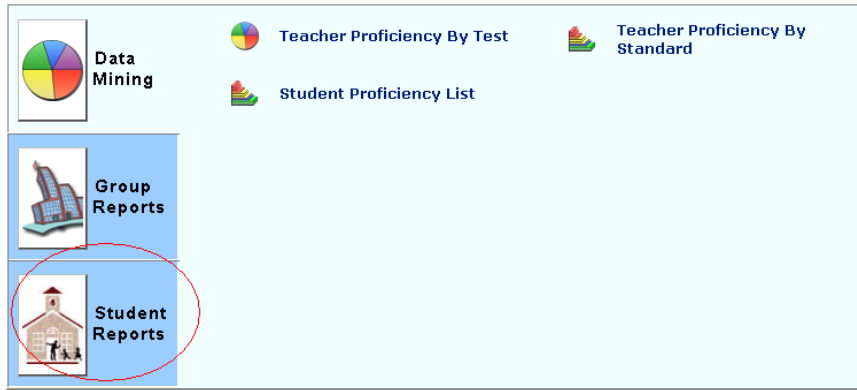
Group Writing Gain			
Teacher: Demo, Teacher			Date: 11/29/2005
Group: Group 1			Page: 1
Tag Group: All Students			
Scale: 6-Point			
Writing Prompts included:			
001: Think About a Job 6 Point	002: New Student 6 Point		
Writing Dimensions	001	002	Gain
Ideas And Content	1.7	3.1	+1.4
Organization	2.0	2.8	+0.8
Voice	2.0	2.9	+0.9
Word Choice	1.6	2.8	+1.2
Fluency	1.5	2.8	+1.3
Conventions	1.8	1.8	0.0
Composite Score Avg:	2.1	2.1	0.0
Student Count:	4	4	

Click on the **Main View** under the *Views* task bar to return to the main page.

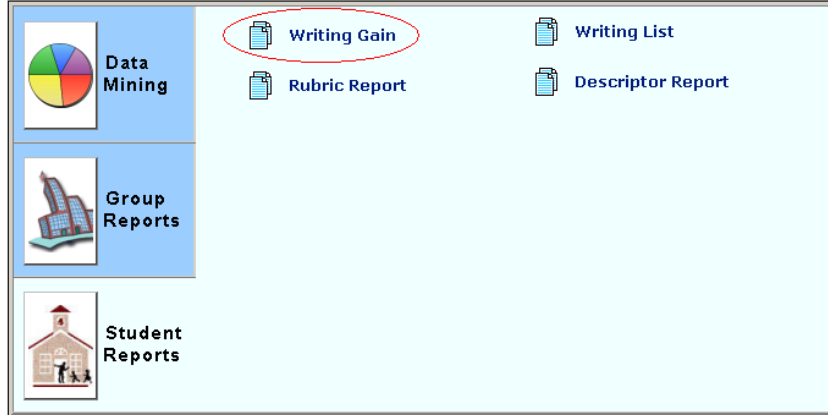


9. Student Reports

1. Click on **Report Results**, then click on **Student Reports** tab.



2. Click on the **Writing Gain** to view an individual student's growth across essay prompts.



3. Select the test folder and the number of essay topics that you want to report on.

