

Create a Group

1. Click **Manage Group** icon
2. Click **New Group** button
3. Complete the Group Information box – group name and group description are required
4. Click **Create Group** button

Assign a Student to Your Group

1. Click **Manage Group** icon
2. Click the group name or the view icon of the group where you want to add the student
3. Click **Add Students** button
4. Select a student(s)
5. Click **Add Students** button

Add a New Student

1. Click **Manage Enrollment** icon
2. Click **New Student** button
3. Complete the Student information box - fields with asterisks are required
4. Select a Group to add the student
5. Click **Create Student** button

Assign an Essay to an Entire Group

1. Click **Manage Assignments icon**
2. Click **Assign Test** button to display a list of essays in the upper dialog box and a list of your groups in the lower dialog box
3. Select an essay
4. If desired, Click on **View Test** button to display the essay and Click **Done**
5. Select one or more groups to assign the essay
6. Select to have essays assigned in **Single** or **Multiple** sections
7. Select to turn **Iterative Writing Mode** on or off
8. Select to have the **Instructional Mode** on or off. If instructional Writing Mode is on, check/uncheck individual Instructional Tools to be turned on/off (Hint, Thesaurus, Tutor, Grammar Tree).
9. Select to turn the **Enhanced Accessibility Mode** on or off. When this function is turned on, students will have access to the following features:
 - a. High contrast colors
 - b. Ability to navigate with keyboard only (without use of a mouse)
 - c. Ability to zoom (up to 4x magnification)
 - d. Text to speech reader compatibility
10. If you are in **Advanced Mode**, you can set a **Start Date** and **Due Date** for the essay assignment. To set the Main View to Advanced Mode, select **Change Display** under Utilities in the Taskbar.
11. Click **Assign Test**
12. Click **OK** to continue
13. Click **Done** button

Add Student to an Existing Assignment

1. Click **Manage Assignments icon**
2. Click **Add Students** button for the assignment for which you want to add students
3. Select student(s)
4. Click **Add Students** button
5. Click **OK**

View Existing Assignments

1. Click **Manage Assignments icon**
2. Click assignment name for the assignment you want to view

Assign an Essay to Selected Students

1. Click **Manage Assignments icon**
2. Click on **Group** in the top left corner to change your view
3. Select a Group and Click **Set Current View** button Notice, your Group is now set to your selected group and the individual students are listed
4. Click **Assign Test** to display a list of essays in the upper dialog box and a list of your students in the lower dialog box
5. Select an essay
6. If desired, Click on **View Test** button to display the essay and Click **Done** button
7. Select the student(s)
8. Follow steps **6-13** of **Assign an Essay to an Entire Group**

Create Your Own Essay Prompt

1. Click **Build Test icon**
2. Click **New Test** to start the **Writing Roadmap Essay Wizard**. There are nine steps to writing and saving an essay prompt:
 - a. **Step 1:** Type the essay name.
 - b. **Step 2:** Select an essay type (Descriptive, Informational, Narrative, or Persuasive).
 - c. **Step 3:** Select the scoring scale (4-point, 5-point or 6-point).
 - d. **Step 4:** Type the essay prompt.
 - e. **Step 5:** Select the number of essay sections (1-5).
 - f. **Step 6:** Select the students' grade band (Grades 3 through 12).
 - g. **Step 7:** You can specify titles for the essay sections that will display in the Student Edition.
 - h. **Step 8:** You can specify hint for the essay section that will display in the Student Edition.
 - i. **Step 9:** Specify where you want to save the essay in My Test Folder.
3. Click on **Finish**. You will see the code assigned to your essay prompt and you will return to the Build

Tests window. You will see the new essay prompt in the list.

Score Items

Allows you to preview a student's essay along with scoring information.

1. Click **Score Items** icon
2. Click a Students Name to display the student's response and score
3. Below is a list of options for this page:
 - a. Select a value from the New Essay Score drop down box to change the overall score
 - b. Click **View Rubric** button to view the scoring rubric
 - c. Click **Close** button to return to the list of students score items without updating the student's score
 - d. Click **Update & Close** button to save the current score and return to the list of students score items
 - e. Click **Update & Go To Next** button to save the current score and move to the next student
 - f. Click **Comments** button to provide feedback to the student's essay. Click **Update Comments** button to save comments
 - g. Click **Unscore & Go To Next** button to enables a student to continue working on his/her essay and move to the next student

View Data Mining Reports

1. Click **Report Results** icon
2. Click **Data Mining** icon (default)
3. Click one of three report names
 - a. Click **Teacher Proficiency By Test** to display the number of students in each proficiency level
 - b. Click **Student Proficiency List** to display the score of each student
 - c. Click **Teacher Proficiency By Standard** displays the proficiency of each standard
4. Select a Test Folder
5. Select Test (essay)
6. Click **Create Report** button
7. Select different values in the drop down boxes on top to change the parameters of a report
8. For all reports, click on the graphs to display more detail
9. Click Print View then Click Print to print the report

View Group Reports

1. Click **Report Results** icon
2. Click **Group Reports** or **Student Reports** icon
3. Click a report names
 - a. Click **Roster Report** to display the login and password information for all students
 - b. Click **Status List** to display student scores and status on an assignment
 - c. Click **Writing Gain** displays group or students percentage gain ordered by the assignment due date
 - d. Click **Descriptor Report** to display descriptions for the Writing Dimensions score
 - e. Click **Test Ticket** to display login, password and site information for all students
 - f. Click **Writing List** to display student performance on the Writing Dimensions
 - g. Click **Frequency Distribution** displays students response frequency distribution for each selected prompt
 - h. Click **Rubric Report** to display point descriptions for the student writing score
4. If required, Select a Test Folder
5. If required, Select Test (essay)
6. Click **Create Report** button
7. Click View All Printable to print the report

Assign an Essay in Secure Student Mode

Students responding to essays in this environment will be required to stay within the program once they log in. Commonly-used keystroke commands (except Ctrl+Alt+Del) will be disabled.

Internet Explorer:

There will be a one-time prompt to install a plugin the first time you access Secure Student Login.

1. On the computers students' will be writing their essays, click on **Secure Student Login** to launch a new window in secure full-screen mode from www.writingroadmap2.com.
2. A window will prompt you to install Secure Browser Control. Click **Install**. The plugin will install in the background.
3. Click **Log In Again**. You will arrive at the login screen. Login as you would through Normal Access. There will be no need for additional downloads the next time you access the Secure Student interface.