

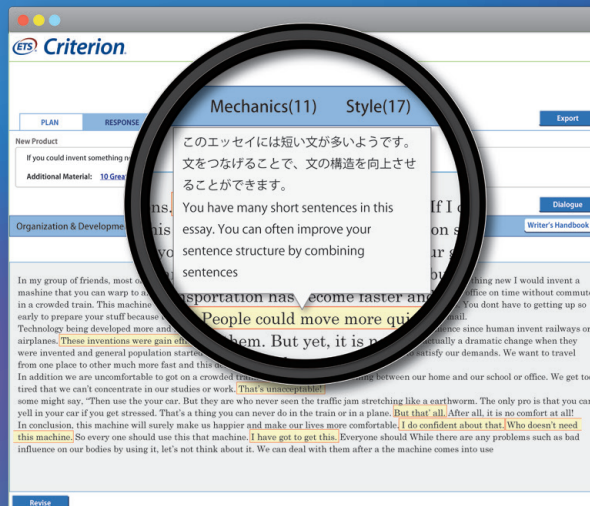


QUICK START GUIDE

for Administrator

Japanese/English

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JAPAN

A subsidiary of ETS, the creator of the TOEFL® test

授業までにすることチェックリスト

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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/CriterionQuickStartGuideV13ADM.pdf>



Part 1. Administrator アカountの作成・サインイン

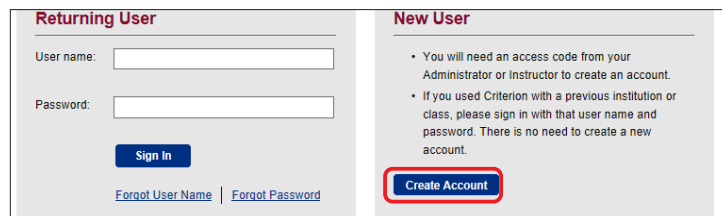
Creating an Administrator Account / Signing In

1.1 Administrator アカountを作成する (Access Code が必要) Creating an Administrator Account (Access Code is required)

ETS Japan または管理者から提供された Access Code を使って Administrator アカountを作成します。

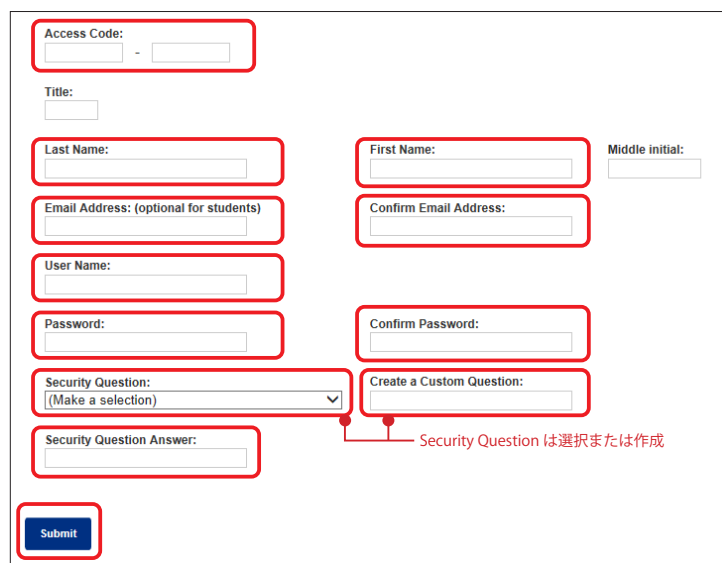
すでに Administrator の User name と Password を受け取っている場合は 1.2 に進んでください。

Below is how to create your administrator account using the Access Code provided by ETS Japan or your school administrator. If you already have received a User Name and a Password for Administrator, proceed to 1.2.



<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".

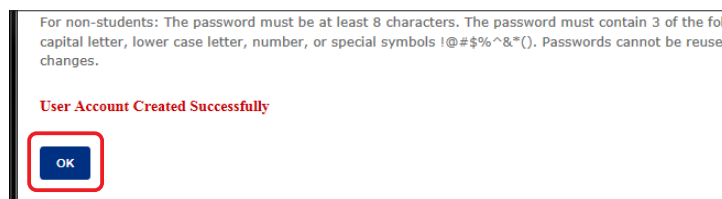


Access Code、その他の情報を入力し、[Submit] をクリックします。パスワードは 8 ~ 20 文字で以下の 3 種類以上を含む必要があります。5 回以内の変更で同じものは使用できません。

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

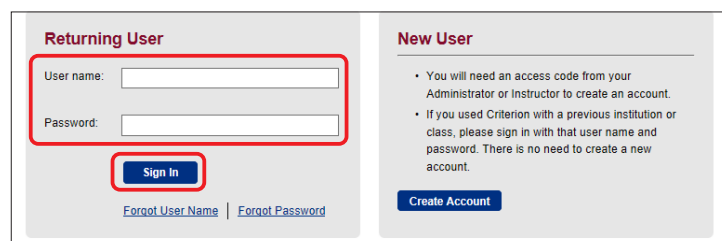
1. Capital letter
2. Lower case letter
3. Number
4. Special symbols !@#\$%^&*()



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

Click on [OK].

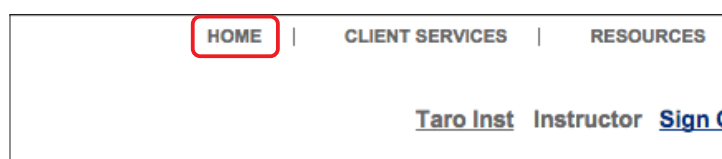
1.2 サインイン Signing in



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].

1.3 Home 画面への移動 Moving to Home



サインインした直後の画面が「Home」です。別の画面から Home に移動するには、画面上の [Home] をクリックします。

Click on "Home" to move to Home.

Part 2. Class の作成・操作

Managing Classes

2.1 一つ目の Class の作成

Creating the First Class

Level	Maximum Submissions	Used Submissions	Remaining Submissions	Active Students	Register
AB CIEE Demo					
<input checked="" type="checkbox"/> QSG School 2014 Total	800	8	792	7	
<input type="checkbox"/> Classes					
Total Remaining	800				

Delete

Build:

School: QSG School 2014

Next Level: Class

Class Name:

Class Grade Level: - Select an Item -

Writer's Handbook: - Select an Item -

Spellcheck Dictionary: ☒ American ☒ British

Class End Date:

Time Zone: (GMT-5:00) Eastern Time (US)

Add

Save

Administrator としてサインインして Home 画面を表示 (参照→ 1.3) します。School にチェックを入れ、[Build] をクリックします。

Sign in as Administrator and go to "Home".
Tick the box next to [(your school name) Total] and click [Build].

以下の項目を設定し、[Add] → [Save] とクリックします。
Set the following options and click [Add], then [Save].

Next Level	「Class」を選択します。 Select "Class".
Class Name	任意の Class 名を入力します。 Enter the Class Name
Class Grade Level	どの Level でも機能に違いはありません。 Select the Grade Level
Writer's Handbook Version	適宜選択してください。 Select properly
Spellcheck Dictionary	スペルチェック機能が参照する辞書を選択します。 Tick either or both of the choices
Class End Date	必要な場合のみ Class の期限を設定します。 Set if necessary
Time Zone	「(GMT+9:00) Osaka, Sapporo, Tokyo」を選択します。 Select "(GMT+9:00) Osaka, Sapporo, Tokyo"

2.2 二つ目以降の Class の追加

Adding Classes

Level	Maximum Submissions	Used Submissions	Remaining Submissions	Active Students	Register
AB CIEE Demo					
<input checked="" type="checkbox"/> QSG School 2014 Total	800	8	792	7	
<input type="checkbox"/> Classes					
Total Remaining	800				

View

Add

Edit

Delete

Get Access Code

Reset Access Code

Connect

Disconnect

Class	Grade	Instructors	Active Students	Students with Submissions	Submissions	End Date	Status
<input type="checkbox"/> GLB CIEE Japan 2007 13, GLB CIEE Japan 2007 13, CIEE Demo, QSG School 2014							
<input type="checkbox"/> Academic Writing	None	KIUCHI, Ichiro YAMAGUCHI, Manabu	5	1	2	12/30/2015	Active

Level

☒ QSG School 2014

Class Name: *
Advanced Writing

Class Grade Level: *
None

Writer's Handbook: *
Japanese

Spellcheck Dictionary: *
☒ American ☒ British

Class End Date:

Timezone: *
(GMT+9:00) Osaka, Sapporo, Tokyo

Save

Administrator としてサインインして Home 画面を表示 (参照→ 1.3) し、[Classes] をクリックします。

Click [Classes].

[Add] をクリックします。

Click [Add].

以下の項目を設定し、[Add] → [Save] とクリックします。
Set the following options and click [Add], then [Save].

Level	School にチェックを入れます。 Check the box next to your school name
Class Name	任意の Class 名を入力します。 Enter the Class Name
Class Grade Level	どの Level でも機能に違いはありません。 Select the Grade Level
Writer's Handbook Version	適宜選択してください。 Select properly
Spellcheck Dictionary	スペルチェック機能が参照する辞書を選択します。 Tick either or both of the choices
Class End Date	必要な場合のみ Class の期限を設定します。 Set if necessary
Time Zone	「(GMT+9:00) Osaka, Sapporo, Tokyo」を選択します。 Select "(GMT+9:00) Osaka, Sapporo, Tokyo"

2.3 Class を開く Opening a Class

Submission Account
Review all active client levels listed below. Select a level to apply options. View a level, build onto the level hierarchy, edit the name of a level, or Access Code for Instructor or Administrator to this level. Disconnect yourself, an Instructor or another Administrator from this level.

Level	Maximum Submissions	Used Submissions	Remaining Submissions	Active Students	Registered
AB CIEE Demo					
<input checked="" type="checkbox"/> QSG School 2014 Total	800	8	792	7	
<input type="checkbox"/> Classes					
Total Remaining	800				

Administrator としてサインインして Home 画面を表示 (参照→ 1.3) し、[Classes] をクリックします。

Click [Classes].

Class	Grade	Instructors	Active Students	Students with Submissions	Submissions	End Date	Status
GLB CIEE Japan 2007 13, GLB CIEE Japan 2007 13, CIEE Demo, QSG School 2014							
<input type="checkbox"/> Academic Writing	None	KIUCHI Ichiro YAMAGUCHI Manabu	5	1	2	12/30/2015	Active

Class 名をクリックします。

Click a class.

Class 画面

AB CIEE Demo > [AB CIEE Demo](#) > [QSG School 2014](#) > [Classes](#) > [Academic Writing](#)

Academic Writing

[ACTIVITY](#)
[ASSIGNMENTS](#)
[ROSTER](#)
[REPORTS](#)

Assignment activity is listed below. Select an activity item to view your student's work. Select a reviewer name to view the comments or dialogue made on the student's attempt. You may select options to sort class activity by student, assignment, and activity period.

[Print](#)

Student:
Assignment:
Activity
Status

[View Comments](#) [View Dialogue](#)

Student	Assignment	Activity	Reviewer - Instructor	Reviewer - Student	Result
CIEE, Taro	New Product 20191227	Attempt 1 - Jan 15, 2020 09:40:03 AM JST			Advisory
CIEE, Taro	Reasons for Attending College 20191211	Saved Draft - Jan 14, 2020 10:27:53 PM JST			N/A
CIEE, Taro	Dress Code 20191119	Saved Draft - Dec 23, 2019 05:26:02 PM JST Attempt 1 - Nov 19, 2019 02:06:29			N/A Advisory (4/6)

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Part 3. Instructor の登録

Registering Instructors

3.1 Instructor アカウントの作成

Creating Instructor Accounts

Instructor の作成方法を紹介します。Instructor 用の Access Code（参照→ Appendix C）が必要です。
一括インポートの方法は Appendix A をご覧ください。
Below is how to create an Instructor account. An Access Code is required. (→ Appendix C)
Go to Appendix A for how to import students..

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 "Home".

Access Code (→ Appendix C) 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。※赤枠は必須事項

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 Class Access Code (→ Appendix C) 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. Password cannot be reused within a span of 5 password changes.

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 [OK].

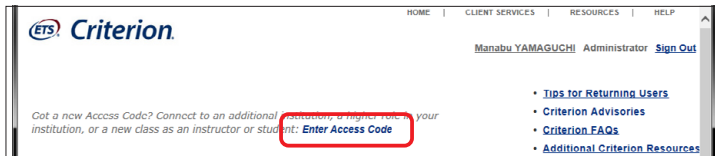
トップページが表示されるので、登録した User Name と Password を入力してサインインします。

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

3.2 Administrator 自身に Instructor としての役割を追加する Giving Administrator an Instructor Role.

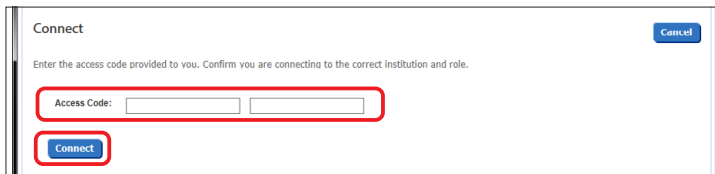
Administrator に Instructor としての役割を追加する場合は以下のように行います。Instructor 用の Access Code（参照→ Appendix C）が必要です。

Below is how the Administrator gets the role as Instructor. Go to Appendix C to see how to get an Access Code.

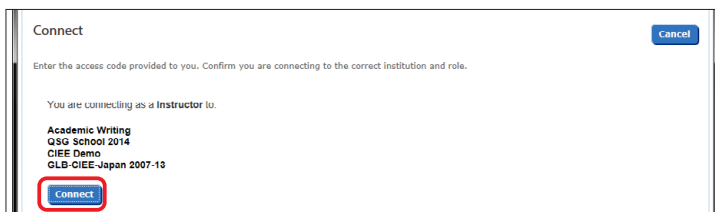


Administrator としてサインインして Home 画面を表示（参照→ 1.3）し、[Enter Access Code] をクリックします。

Click [Enter Access Code].

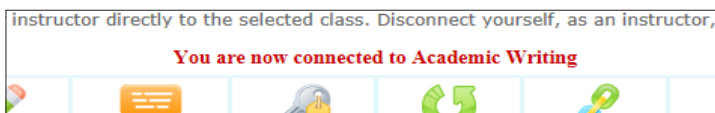


Access Code（参照→ Appendix C）を入力し、[Connect] をクリックします。
Enter the Access Code (→ Appendix C) and click [Connect].



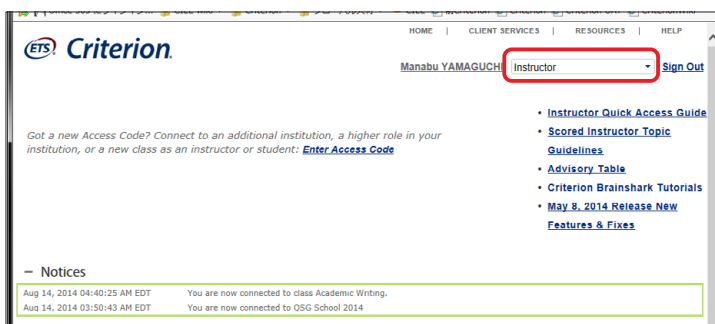
登録先の Class を確認して [Connect] をクリックします。

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



"You are now connected to ~" と表示されたら完了です。

"You are now connected to ~" will appear.



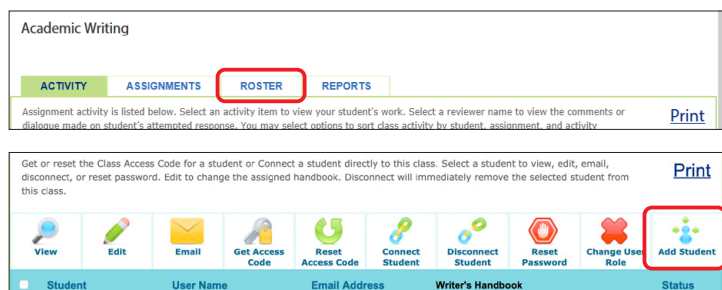
Administrator と Instructor を切り替えるには、画面上部のドロップダウンメニューを使用します。

Switching the roles between Administrator and can be done with the dropdown list at the top right corner.

Part 4. Student の登録・登録解除 Registering/Removing Students

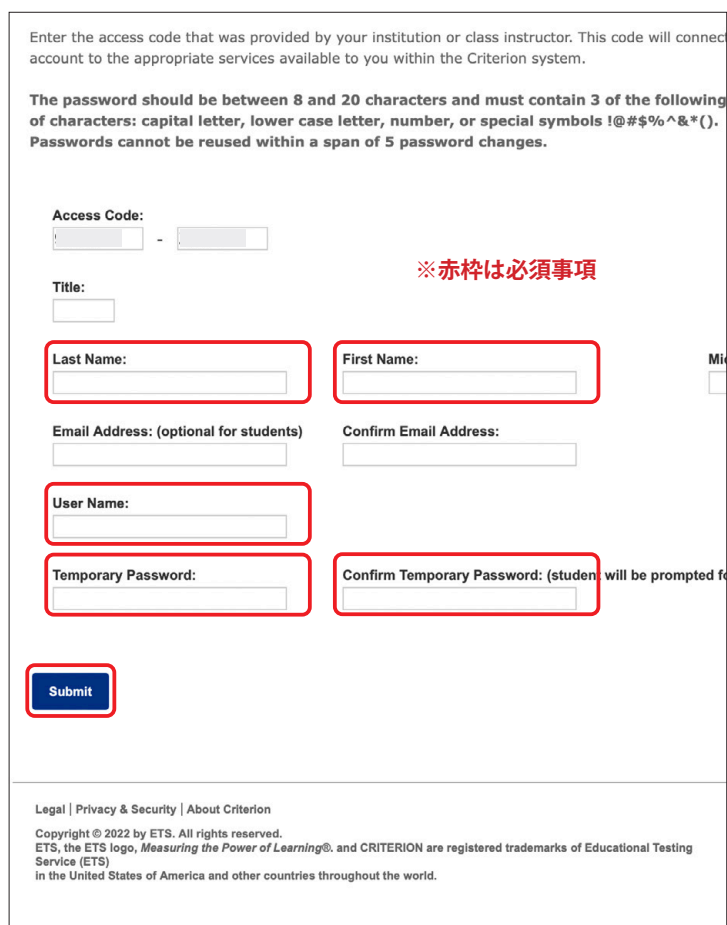
4.1 Class に Student を登録する Adding a Student to a Class

Administrator が Class に Student を登録するには以下の手順で行います。一括でインポートする方法は Appendix A をご覧ください。
Below is how Administrator can add a student to a class. Go to Appendix A to see how to import students.



Class を開き（参照→ 2.3）、[ROSTER] タブをクリックします。
Click [ROSTER].

[Add Student] をクリックします。
Click [Add Student].



必要事項を入力して [Submit] をクリックします。一時パスワードは 8 ～ 20 文字で以下の 3 種類以上を含む必要があります。

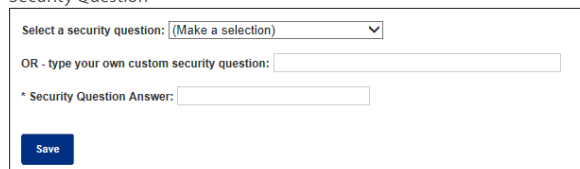
1. アルファベット大文字
2. アルファベット小文字
3. 数字
4. 記号 !@#%&*()

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

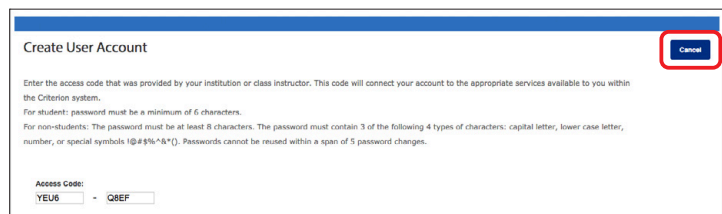
1. Capital letter
2. Lower case letter
3. Number
4. Special symbols !@#%&*()

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。
At initial sign-in, student will be asked to set the Security Question/Answer and reset the password.

Security Question



Reset Password

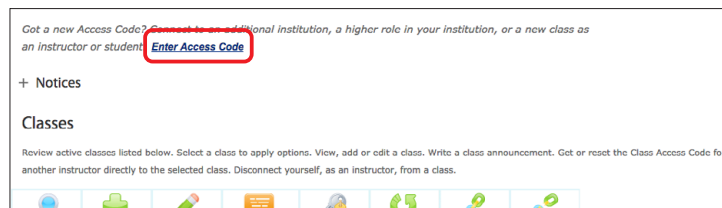


登録が完了したら [Cancel] をクリックします。
After adding students, click [Cancel] to exit from this page.

Administrator 自身に Student としての役割を追加する Giving Administrator a Student Role.

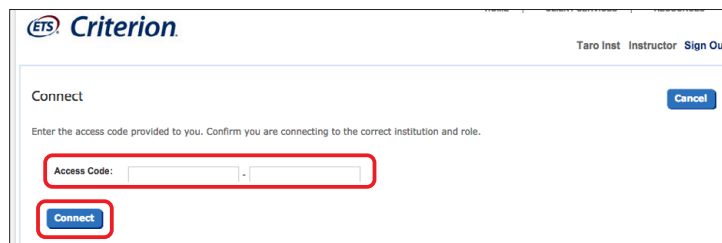
自身が Administrator で、且つ Student としても Class に登録する場合は以下を行います。

Below is how an Administrator adds a role as Student using the Access Code.



Administrator としてサインインして Home 画面を表示（参照→1.3）し、[Enter Access Code] をクリックします。

Click [Enter Access Code].



Access Code (参照→Appendix C) を入力し、[Connect] をクリックします。

Enter the Access Code and click [Connect]. Go to Appendix C to see how to get an Access Code.



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 [Connect].

学習者が自ら Student として登録する Student registering self to a Class

ここでは Access Code（参照→ Appendix 参照 C）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. The Class Access Code should be provided by Instructor or Administrator.

(Student) Criterion トップページ画面で [Create Account] をクリックします。
(Student) Click [Create Account].

(Student) 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 !@#\$%^&*()

(Student) Enter the Access Code and other information, then click [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 !@#\$%^&*()

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

(Student) "User Account Created Successfully" will appear. Click [OK].

(Student) 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。

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

Student を School から登録解除 (Remove) する

Removing Students from School

Student を School から登録解除 (Remove) する方法を紹介します。
Below is how to remove students from school.

Submission Account
Review all active client levels listed below. Select a level to apply options. View a level, build onto the level hierarchy, edit the name of a level, use Access Code for Instructor or Administrator to this level. Disconnect yourself, an Instructor or another Administrator from this level.

View Build Edit Delete Get Access Code Reset Access Code Disconnect

Level	Maximum Submissions	Used Submissions	Remaining Submissions	Active Students	Registered
AB CIEE Demo					
<input checked="" type="checkbox"/> QSG School 2014 Total	800	8	792	7	
Classes					
Total Remaining	800				

Administrator としてサインインして Home 画面を表示 (参照→ 1.3) し、School 名にチェックを入れ、[Build] をクリックします。
Click [Classes].

QSG School 2014

HIERARCHY **SEARCH/EMAIL** REPORTS ASSIGNMENTS ANNOUNCEMENTS

Build Hierarchy

[SEARCH/EMAIL] をクリックします。
Click [SEARCH/EMAIL].

HIERARCHY **SEARCH/EMAIL** REPORTS ASSIGNMENTS ANNOUNCEMENTS

Search within the selected level at the top of the page. Select search criteria from available options below. Search by first name, last name, use a specific role within your institution, leave the Name* field blank. Select user from results and choose option to email, reset password, or remove.

Last Sign In Start Date:

Last Sign In End Date:

Role: *
Student

Name: *

Role: は "Student" を選択し、Name: に登録解除したい Student の名前の全部または一部を入れ、[Search] をクリックします。
Name を空欄にして [Search] をクリックすると、School に登録されている Student 全てが表示されます。

Select "Student" for Role. Enter part of the Student's name or user name under "Name:" and click [Search]. Leaving the Name field blank will show all students in the Class.

Email **Remove** Reset Password

<input type="checkbox"/>	Name	User Name	Email	Role	Last Sign In
<input checked="" type="checkbox"/>	OHARA, Thomas	oharat2014	criterion@cieej.or.jp	Student	

検索結果の中の削除したい Student にチェックを入れ、[Remove] をクリックします。
Tick the box and click [Remove].

Web ページからのメッセージ

Please confirm that you want to remove 1 Student(s)?

Note: Using Remove forcibly removes a user and all levels of his/her access from your institution's Criterion account. The username is still intact and connections to other institutions are still intact (if applicable). After this action, the user will not be searchable within your institution's Criterion account. However, the user can still log into his/her account to enter an access code to connect to another institution or view other institutions the user may still be connected to. The user will no longer see your institution once removed unless the user enters an access code to reconnect to your institution.

キャンセル

[OK] をクリックして登録解除完了です。
Click [OK].

Part 5. Student がパスワードを忘れたら

In case your student forgot his/her Password

5.1 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、5.2「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 his or her own security question. If the student cannot remember the answer to the security question, either, see 5.2 "Resetting Student Password".

The screenshot shows the login interface with two main sections: 'Returning User' and 'New User'. In the 'Returning User' section, there are input fields for 'User name' and 'Password', a 'Sign In' button, and two links: 'Forgot User Name' and 'Forgot Password'. The 'Forgot Password' link is highlighted with a red rectangle.

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

The screenshot shows the 'Forgot Password' page. It contains instructions and a form with a 'User Name' input field and a 'Submit' button. The 'User Name' field is highlighted with a red rectangle.

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

The screenshot shows the 'Forgot Password' page. It contains instructions and a form with a 'User Name' input field, a 'Security Question' dropdown menu, and a 'Security Question Answer' input field. The 'Security Question Answer' field is highlighted with a red rectangle.

(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 [Submit].

The screenshot shows the 'Forgot Password' page. It contains instructions and a form with a 'User Name' input field. Below the form, a message states: 'Your new temporary password is randomly set - please make a note of it.' Below this message is an 'OK' button, which is highlighted with a red rectangle.

(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 [OK].

The screenshot shows the login interface. In the 'Returning User' section, there are input fields for 'User name' and 'Password', a 'Sign In' button, and two links: 'Forgot User Name' and 'Forgot Password'. The 'Sign In' button is highlighted with a red rectangle.

(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 [Sign In].

The screenshot shows the 'Reset Password' page. It contains instructions and a form with two input fields: 'New Password' and 'Confirm Password'. Both fields are highlighted with red rectangles.

(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 [Submit].

The screenshot shows the 'Reset Password' page. It contains instructions and a form with two input fields: 'New Password' and 'Confirm Password'. Below the form, a message states: 'Password changed successfully.' Below this message is an 'OK' button, which is highlighted with a red rectangle.

(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 [OK].

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

Academic Writing

ACTIVITY ASSIGNMENTS **ROSTER** REPORTS

Assignment activity is listed below. Select an activity item to view your student's work. Select a reviewer name to view the comments or dialogue made on student's attempted response. You may select options to sort class activity by student, assignment, and activity. [Print](#)

ACTIVITY ASSIGNMENTS **ROSTER** REPORTS

Get or reset Class Access Code for student or connect a student directly to this class. Select a student to view, edit, email, disconnect, or reset password assigned handbook. Disconnect will immediately remove the selected student from this class.

View Edit Email Get Access Code Reset Access Code Connect Student **Reset Password** Change User Role Add Student

Student	User Name	Email Address	Writer's Hand
<input checked="" type="checkbox"/> Yamada, Ichiro	iyamada9999		Japanese

Class を開き（参照→2.3）、[ROSTER] タブをクリックします。
(Student) [Open a Class and click \[ROSTER\].](#)

Student にチェックを入れ、[Reset Password] ボタンをクリックします。
(Student) [In the \[Roster\] tab, tick the box of a student and click \[Reset Password\].](#)

<https://criterion.ets.org>

Reset student password will immediately deactivate the selected student account password. This student will not have access to any class within their account until you provide the new password to the student.

Are you sure you want to Reset this User's password?

キャンセル **OK**

アラートが出るので [OK] ボタンをクリックします。
(Student) [Click \[OK\].](#)

Temporary Password

User Name :

Temporary Password :

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。
(Student) [Take a note of the Temporary Password and tell it to the student.](#)

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

(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 \[Sign In\].](#)

Reset Password

Answer your security question if it is shown, and then enter your new password. Re-enter the new password for confirmation. For students, the password that you provide must be at least 6 characters long.

* New Password:

* Confirm Password:

Submit

(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 \[Submit\].](#)

Reset Password

Answer your security question if it is shown, and then enter your new password. Re-enter the new password for confirmation. For students, the password that you provide must be at least 6 characters long.

* New Password:

* Confirm Password:

Password changed successfully.

OK

(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 \[OK\].](#)

課題を設定して [Save] をクリックします。
Set the assignment options, then click [Save].

1
Select an Administrator Assignment :
☒ No
☐ Yes

2
Assignment Type:
Topic Library

3
*Level:
Select
*Mode:
Select
*Prompt:
Select
View Topic Library

4
* Assignment Name:

5
* Assignment Text:

Additional Material:
6
Reference Link:
WEB ページの URL
Display Name:
表示名
Add

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
Assignment Options:
8
☒ Spell Check
☒ Thesaurus
9
☒ Save Draft
10
☒ Limit Students to
10
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
Deadline:
16
☐ Yes
☒ No

When Advisory is Present.:
☐ Yes
☒ No
☐ Yes
☒ No
☐ Yes
☒ No

Advisory の例 Advisory 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

<< Back to Index

- 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。(デフォルト = No)
[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 回のみに固定。(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](#)

Creating an Assignment with a Scored Instructor Topic

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

- 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.

Part 7. 提出状況の確認 Viewing Students' Submissions

7.1 提出状況を確認する Viewing Students' Submissions

ACTIVITY ASSIGNMENTS ROSTER REPORTS

Assignment activity is listed below. Select an activity item to view your student's work. Select a reviewer name to view the comments or dialogue made on the student's attempt. You may select options to sort class activity by student, assignment, and activity period.

Student: All Students Assignment: All Assignments Activity: Most Recent Status: All Activities go

View Comments View Dialogue

Student	Assignment	Activity	Reviewer - Instructor	Reviewer - Student	Result
CIEE, Taro	New Product 20191227	Attempt 1 - Jan 15, 2020 09:40:03 AM JST			Advisory

Class を開きます（参照→2.3）。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.

Student: All Students Assignment: All Assignments Activity: Most Recent Status: All Activities go

「All Students」または Student 名を選択します。

「All Assignments」または Assignment 名を選択します。

以下から選択します。

- Most Recent
- All Dates
- Since Sign In
- Past Day
- Past Week
- Past Month

以下から選択します。

- All Activities
- Not started
- All
- Attempts

All Activities は Attempt と Saved Draft を含みます

[go] をクリックして適用

New Product (Due 11/30)	Attempt 3 - Dec 24, 2014 03:37:48 PM JST	(5/6)
	Idea Web - Nov 26, 2014 12:02:54 PM JST	
New Product 9999	Saved Draft - Jan 30, 2015 05:53:09 PM JST	N/A

[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.

フィードバック
Feedback categories

エッセイ
Essay

[Response] Tab

PLAN RESPONSE RESULTS

New Product 20170807

If you could invent something new, what product would you develop? Use specific details to explain why this invention is needed.

Organization & Development Grammar (2) Usage (10) Mechanics (12) Style (17)

Organization & Development

In my group of friends, most of them like new inventions. I have often inventing something new. I would invent a machine that you can warp to anywhere you want. This machine will enable you to arrive on school or at your office on time without commute in a crowded train. This machine would even teleport your from Oregon to Tokyo, where your grandpa is. You don't have to get up so early to prepare your stuff because the machine will transfer you right after you push the button like an email.

Technology being developed more and more, forms of transportation has become faster and more convenience since human invent railways or airplanes. These inventions were gain efficiency as well. So people could move more quicker. It was actually a dramatic change when they were invented and general population started to make use of them. But yet, it is not sufficient to satisfy our demands. We want to travel from one place to other much more fast and this desire knows no bounds.

In addition we are uncomfortable to get on a crowded train. Every morning and evening between our home and our school or office. We get too tired that we can't concentrate in our studies or work. That's unacceptable!

Some might say, "Then use the your car. But they are who never seen the traffic jam stretching like a earthworm. The only pro is that you can yell in your car if you get stressed. That's a thing you can never do in the train or in a plane. But that's all. After all, it is no comfort at all!

In conclusion, this machine will surely make us happier and make our lives more comfortable. I do confident about that. Who doesn't need this machine. So every one should use this that machine. I have got to get this. Everyone should While there are any problems such as bad influence on our bodies by using it, let's not think about it. We can deal with them after the machine comes into use

結果のエクスポート・印刷
Export or Print

Writer's Handbook
Writer's Handbook

Score Analysis Feedback Analysis

The Criterion score reflects the overall quality of the writing. It is a single numerical score given to the essay. The Criterion score is assigned to each grade/level based on models built from essays previously scored by teachers.

Criterion Score

5/6 Criterion Score

A typical essay at this level:

- may address some parts of the task more effectively than others
- is generally well-organized and well-developed
- uses details to support a thesis or illustrate ideas
- displays facility in the use of language
- demonstrates some syntactic variety and range of vocabulary, though it will probably have occasional errors

Trait Levels

Word Choice	Grammar, Usage and Mechanics - Conventions	Organization, Development and Style
Proficient	Proficient	Advanced

Writing at the Proficient level contains simple words used correctly with some specific word choices.

Writing at the Proficient level contains some errors, but they do not generally prevent understanding.

Writing at the Advanced level is well organized with clear transitions and a maintained focus. It sustains sentence variety.

Trait Levels

Part 8. 結果の印刷 /PDF 保存

Printing the Results / Saving the results as a PDF file

8.1

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.

New Product (Due 11/30) Attempt 3

PLANRESPONSERESULTS

Export

New Product (Due 11/30)

If you could invent something new, what product would you develop? Use specific details to explain why this invention is needed.

Additional Material: [Lárichá, 18 Greatest Inventions of Our Time](#)

CommentsDialogue

Organization & DevelopmentGrammar (3)Usage (10)Mechanics (12)Style (17)

Writer's Handbook

Organization & Development

In my group of friends, most of him like new inventions. The are after latest technologies. If I could invent something new I would invent a mashine that you can warp to anywhere you want. This machine will enable you to arrive on school or at your office on time without commute in a crowded train. This machine would even teleport your from oregon to tokyo, where your greatgranda is. You dont have to getting up so early to prepare your stuff because the machine will transfer you right after you push the button like an email.

Export

Saved or submitted assignments are available for export at any time for an active class. Select items to export and download or email printer friendly version.

QSG School 2014 - Academic Writing

New Product (Due 11/30)

Attempt 3

Assignment

☐ Plan

☐ Dialogue

☒ Comments

☐ Instructor

☐ Peer Review

Response

☒ Show All Errors

Organization & Development

Grammar (3)

Usage (10)

Mechanics (12)

Style (17)

Results

☒ Criterion Score

☒ Trail Levels

☒ Trail Errors

Delivery Mode:

☒ Printer Friendly HTML

☐ Email to:

Export

Criterion

QSG School 2014

Academic Writing

Ichiro Yamada

Assignment: New Product (Due 11/30)

Attempt: Attempt 3

Accessed: 12/11/2014 1:04:37 AM

Assignment:

New Product (Due 11/30)

If you could invent something new, what product would you develop? Use specific details to explain why this invention is needed.

[Lárichá, 18 Greatest Inventions of Our Time](#) [http://www.sciencemuseum.org.uk/le/innovations-what-are-the-18-greatest-of-our-time/](#)

Response

In my group of friends, most of him like new inventions. The are after latest technologies. If I could invent something new I would invent a mashine that you can warp to anywhere you want. This machine will enable you to arrive on school or at your office on time without commute in a crowded train. This machine would even teleport your from oregon to tokyo, where your greatgranda is. You dont have to getting up so early to prepare your stuff because the machine will transfer you right after you push the button like an email.

Technology being developed more and more, forms of transportation has become faster and more convenience since human invent railways or airplanes. These inventions were gain efficiency as well. So People could move more quicker. It was schualy a dramatic change when they were invented and general population started to make used of them. But yet, it is not sufficient to satisfy our demands. We want to travel from one place to other much more fast and this desire know no bounds.

In addition we are uncomfortable to get on a crowded train. Every morning and evening between our home and our school or office. We get too tired that we can't concentrate in our studies or work. That's unacceptable!

some might say, "Then use the your car. But they are who never seen the traffic jam stretching like a earthworm. The only pro is that you can yell in your car if you get stressed. That's a thing you can never do in the train or in a plane. But that's all. After all, it is no comfort at all!

In conclusion, this machine will surely make us happier and make our lives more comfortable. I do confident about that. Who doesn't need this machine. So every one should use this that machine. I have got to get this. Everyone should While there are any problems such as bad influence on our bodies by using it, let's not think about it. We can deal with them after a the machine comes into use.

Introductory Material (5):

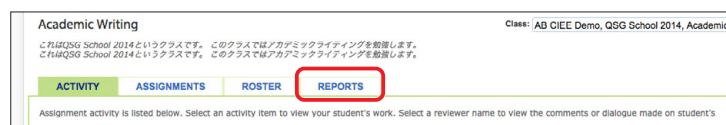
Studentのエッセイを表示させ（参照→7.1）、[Export] ボタンをクリックします。
Open an attempt and click on [Export].

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 clickon [Export].

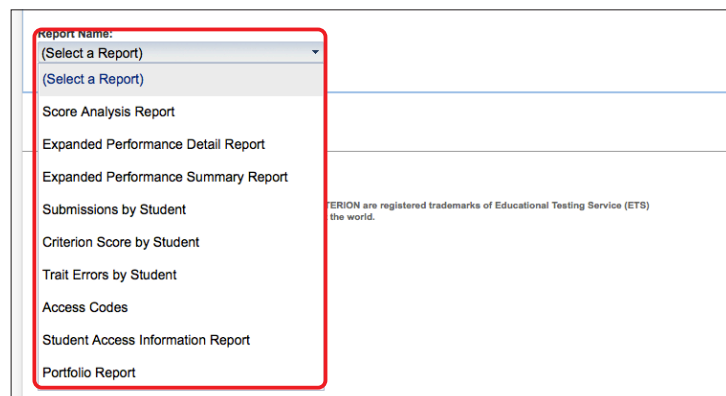
ダウンロードした HTML ファイルを開き、印刷または PDF 保存します。
Open the downloaded HTML file and print or save as a PDF file. Saving as a PDF file may not be available depending on the kinds or versions of either the OS or the brower.

<< Back to Index

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.

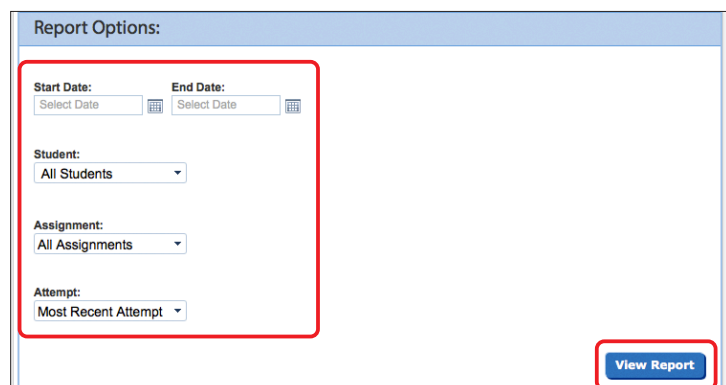


Class を開き（参照→2.3）、[REPORTS] タブをクリックします。
Open a Class and click [REPORTS].



[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.23	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.23	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.24	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.



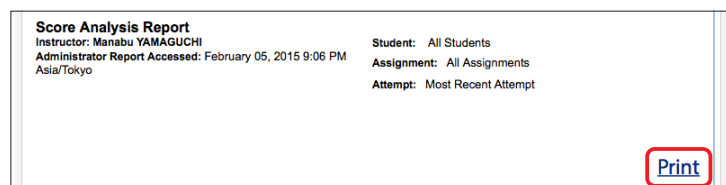
各項目を設定します（各レポート共通）。

Set the options.

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" が "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"

設定したら [View Report] をクリックします。

Click on [View Report]



[Print] をクリックします。

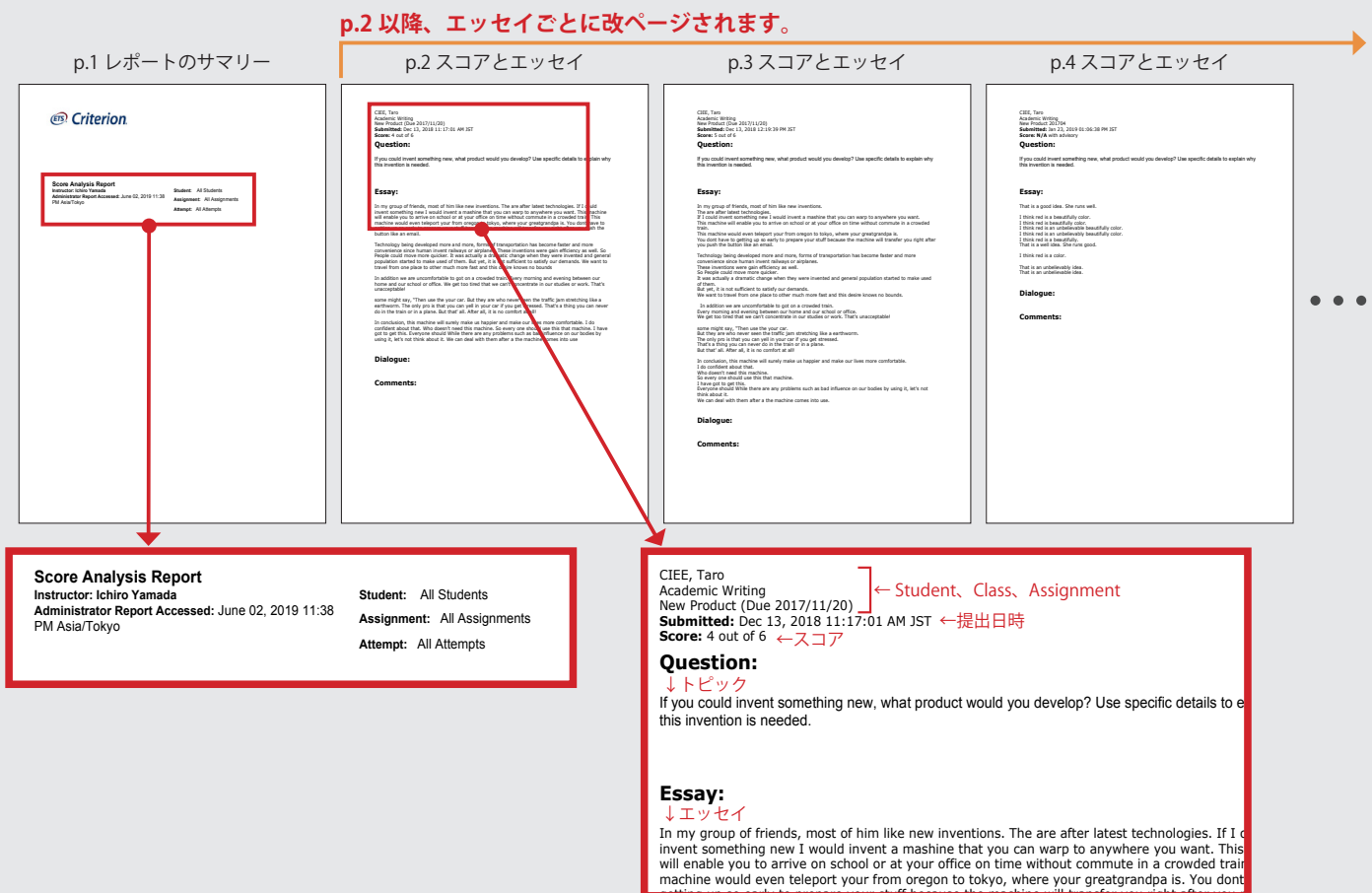
Click on [Print].



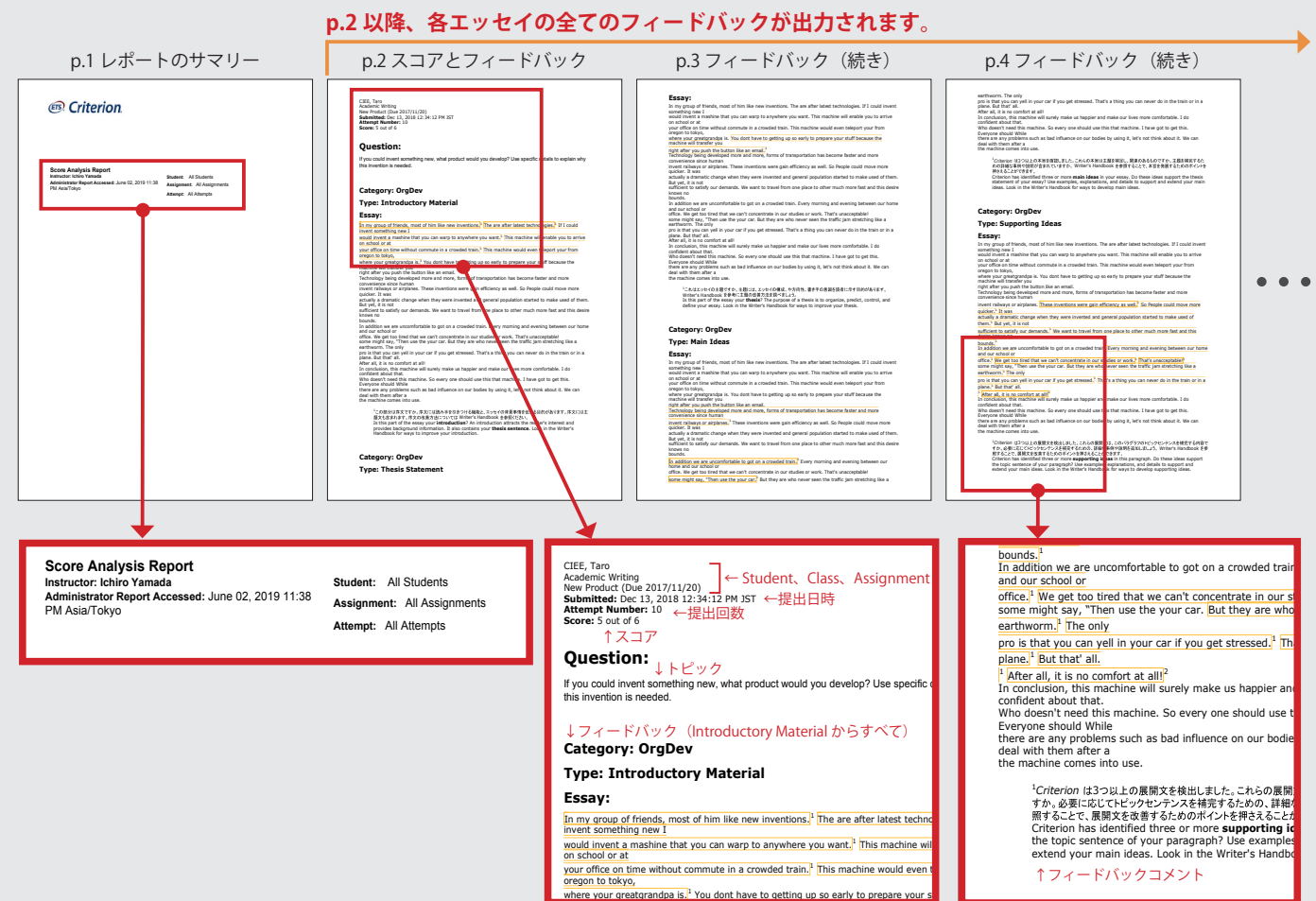
印刷のダイアログが表示されるので適宜設定をして、ページ数、プレビューをよく確認してから印刷します。この時に OS やブラウザの機能を使用することで PDF として保存することも可能です。（OS、ブラウザにより画面が異なります）

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

Score Analysis Report の出力イメージ



Expanded Performance Detail Report の出力イメージ ※印刷枚数が多くなります。



p.4 スコア、サマリー、エッセイ

[illegible]

CIEE, Taro

Academic Writing

New Product (Due 2017/11/20)

Submitted: Dec 13, 2018 12:34:12 PM JST

← 提出日時

Attempt Number: 10

← 提出回数

Score: 5 Out of 6

↑ スコア

← Student, Class, Assignment

Question:

↓ トピック

If you could invent something new, what product would you develop? Use specific details to explain why this invention is needed.

Criterion Score: 5 Out of 6

↓ フィードバックサマリー

Trait Feedback Analysis:

Grammar:	3 Errors	1 Ill-formed Verbs 1 Wrong or Missing Word 1 Proofread This!
Usage:	10 Errors	6 Missing or Extra Article 2 Confused Words 2 Preposition Error 3 Spelling
Mechanics:	10 Errors	2 Capitalize Proper Nouns 1 Missing Initial Capital Letter in a Sentence 1 Missing Question Mark 1 Missing Comma 1 Duplicates 1 Extra Comma
Style:	17 Comments	9 Repetition of Words 8 Short Sentences

Essay:

↓ エッセイ

In my group of friends, most of him like new inventions. The are after latest technologies. If I could invent something new I would invent a mashine that you can warp to anywhere you want. This machine will enable you to arrive on school or at

Appendix A: インポート機能

Import Function

インポートができるのは Administrator のみです。
Import function is only for Administrators.

A-1 Class のインポート

Importing Classes

Level	Maximum Submissions	Used Submissions	Remaining Submissions	Active Students	Registered Students	Start Date	End Date	Status
QSG School 2014 Total	800	2	798	6	6	Aug 11, 2014	Dec 31, 2015	Active

Administrator としてサインインして School 名にチェックを入れ、[Build] をクリックします。

Sign In as Administrator, tick the box next to [(your school name) Total] and click [Build].

Level	Maximum Submissions	Used Submissions	Remaining Submissions	Active Students	Registered Students	Start Date	End Date	Status
QSG School 2014	800	2	798	6	6	Aug 11, 2014	Dec 31, 2015	Active

Build Hierarchy の下、[Import new hierarchy] をクリックします。
Click [Import new hierarchy].

Template: Build New Hierarchy

Download

インポートファイルを作成するためのテンプレートをダウンロードします。

Template: の中から Build New Hierarchy を選択し、[Download] をクリックします。

Download the template file for creating classes.

Select "Build New Hierarchy" under "Template:" and click [Download].

Class	Grade Level	Class End Date (Optional)		

保存した CSV ファイルを開き、Class の情報を入力して保存します。
Open the downloaded CSV file. Enter the class information and save.

- * Class
 - * Grade Level*
 - Class End Date
 - * = 必須 /Required
- 4 = 4th Grade
5 = 5th Grade
6 = 6th Grade
7 = 7th Grade
8 = 8th Grade
9 = 9th Grade
10 = 10th Grade
11 = 11th Grade
12 = 12th Grade
13 = College 1st Yr
14 = College 2nd Yr
15 = None

Template: Build New Hierarchy

Import

Import Template の下、Build New Hierarchy にマークを入れ、[参照] をクリックし、先ほど作ったファイルを指定し、[Import] をクリックします。

この画面にはインポート結果は表示されません。

インポートの結果を見るには、A-6「インポート結果の確認」をご覧ください。

Below "Import Template:", select "Build New Hierarchy", browse for the file created above, then click [Import].

To see the results, proceed to A-6 "Viewing the Import Results".

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A-2 Instructor のインポート Importing Instructors

Submission Account

Review all active client levels listed below. Select a level to apply options. View a level, build onto the level hierarchy, edit the name of a level, or delete a level. Get or reset the Access Code for Instructor or Administrator to this level. Disconnect yourself, an Instructor or another Administrator from this level.

Print

View Build Edit Delete Get Access Code Reset Access Code Disconnect

Level	Maximum Submissions	Used Submissions	Remaining Submissions	Active Students	Registered Students	Start Date	End Date	Status
QSG School 2014 Total	800	2	798	6	6	Aug 11, 2014	Dec 31, 2015	Active

Build

Administrator としてサインインして School 名にチェックを入れ、[Build] をクリックします。

Sign In as Administrator, check the box next to [(your school name) Total] and click [Build].

Build Hierarchy

Build on to the selected level of hierarchy. Select the next level, name the level and add it. New hierarchy levels will appear on the left. Edit name of a level or delete a level. Changes and new edits will appear on hierarchy tab. Or would you like to import new hierarchy at once?

Import new hierarchy

Build:

School: QSG School 2014

School: QSG School 2014

Next Level: Class

Build Hierarchy の下、[Import new hierarchy] をクリックします。
Click [Import new hierarchy].

Import Hierarchy

Select a .csv template to download. Add hierarchy data to template and import. Enter the term "skipped" for any level that is not used. Import of data will occur only if all records are valid. If any record is invalid, no records will be imported. Build new hierarchy one level at a time? View existing requests.

Template:

- Build New Hierarchy
- Create New Instructors
- Create New Students
- Connect Existing Instructors To Existing Classes
- Connect Existing Students To Existing Classes

Download

インポートファイルを作成するためのテンプレートをダウンロードします。

Template: の中から Create New Instructors を選択し、[Download] をクリックします。

Download the template file for creating students.

Below "Template:", select "Create New Students" and click [Download].

	A	B	C	D	E	F	G
1	Title	First Name	M.I. (Optional)	Last Name	Email	User Name	Password
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

保存した CSV ファイルを開きます。

Instructor として登録する教員の情報を入力し、保存します。

Open the downloaded CSV file.

Enter the student information and save.

Title * = 必須 /Required

* First Name

Middel Initial

* Last Name

* Email

* User Name

* Password

Import Hierarchy

Select a .csv template to download. Add hierarchy data to template and import. Enter the term "skipped" for any level that is not used. Import of data will occur only if all records are valid. If any record is invalid, no records will be imported. Build new hierarchy one level at a time? View existing requests.

Template:

Select a Template

Download

Import Template:

- Build New Hierarchy
- Create New Instructors
- Create New Students
- Connect Existing Instructors To Existing Classes
- Connect Existing Students To Existing Classes

ファイルを選択 選択されていません

Import

Import Template の下、Create New Instructors にマークを入れ、[参照] をクリックし、先ほど作ったファイルを指定し、[Import] をクリックします。

この画面にはインポート結果は表示されません。

インポートの結果を見るには、A-6「インポート結果の確認」をご覧ください。

Below "Import Template:", select "Create New Students", browse for the file created above, and click [Import].

To see the results, proceed to A-4 "Viewing the Import Results".

作成した Instructor の Class への紐付け

Connecting the Imported Instructors to the Existing Classes

Import Hierarchy

Select a .csv template to download. Add hierarchy data to template and import. Enter the term "skipped" for any level that is not used. Import of data will occur only if all records are valid. If any record is invalid, no records will be imported. [Build new hierarchy](#) only at a time?
[View](#) existing requests.

Template:

- Build New Hierarchy
- Create New Instructors
- Create New Students
- Connect Existing Instructors To Existing Classes**
- Connect Existing Students To Existing Classes

[Download](#)

Instructor のインポート先 Class を指定するファイルのテンプレートをダウンロードします。

Template: の中から Connect Existing Instructors to Existing Classes を選択し、[Download] をクリックします。

[Sign In as Administrator](#), tick the box next to [(your school name) Total] and click [Build].

保存した CSV ファイルを開きます。

School に登録済みの Class が全て含まれています。「Class」の列（C 列）で登録先の Class を指定します。「User Name」の列には先ほどのインポートで入力した Instructor の User Name を入力します。複数の Instructor を同じ Class に登録する場合は必要なだけ行を複製します。Instructor を登録しない Class の行は削除します。

Opne the downloaded CSV file. The names of all existing classes will appear in the column C.

Leave the columns A, B, and D as downloaded. Only leave the lines with the classes to connect instructors to. Duplicate the lines as needed. Enter the instructor user name in the column E. Save the file.

登録先となる Class の行のみを残し、複製する

変更しない

↓ Class 変更しない

↓ Instructor のユーザーネームを入力

	A	B	C	D	E	F
1	Client	School	Class	Role	User Name	
2	AA ETS University	Sample School 2023	Class 1	Instructor		
3	AA ETS University	Sample School 2023	Class 2	Instructor		
4	AA ETS University	Sample School 2023	Class 3	Instructor		

作成例

	A	B	C	D	E
1	Client	School	Class	Role	User Name
2	AA ETS University	Sample School 2023	Class 1	Instructor	etsjsato
3	AA ETS University	Sample School 2023	Class 2	Instructor	etswsmart
4	AA ETS University	Sample School 2023	Class 3	Instructor	etskyoung

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[View](#) existing requests.

Template:

Select a Template [Download](#)

Import Template:

- ☐ Build New Hierarchy
- ☐ Create New Instructors
- ☐ Create New Students
- ☒ **Connect Existing Instructors To Existing Classes**
- ☐ Connect Existing Students To Existing Classes

ファイルを選択 選択されていません [Import](#)

Import Template の下、Connect Existing Instructors to Existing Classes にマークを入れ、[参照] をクリックし、先ほど作ったファイルを指定し、[Import] をクリックします。

この画面にはインポート結果は表示されません。

インポートの結果を見るには、A-6 「インポート結果の確認」をご覧ください。

Under "Import Template:", select "Connect Existing Instructors to Existing Classes", browse for the file created above, then click [Import].

To see the results, proceed to A-6 "Viewing the Import Results".

Submission Account
Review all active client levels listed below. Select a level to apply options. View a level, build onto the level hierarchy, edit the name of a level, or delete a level. Get or reset the Access Code for Instructor or Administrator to this level. Disconnect yourself, an Instructor or another Administrator from this level.

[Print](#)

[View](#) [Build](#) [Edit](#) [Delete](#) [Get Access Code](#) [Reset Access Code](#) [Disconnect](#)

Level	Maximum Submissions	Used Submissions	Remaining Submissions	Active Students	Registered Students	Start Date	End Date	Status
CIEE Demo								
<input checked="" type="checkbox"/> QSG School 2014 Total	800	2	798	6	6	Aug 11, 2014	Dec 31, 2015	Active
<input type="checkbox"/> Classes								
Total Remaining	800							

Administrator としてサインインして School 名にチェックを入れ、[Build] をクリックします。

Sign In as Administrator, check the box next to [(your school name) Total] and click [Build].

Build Hierarchy [Cancel](#)

Build on to the selected level of hierarchy. Select the next level, name the level and add it. New hierarchy levels will appear on the left. Edit name of a level or delete a level. Changes and new edits will appear on hierarchy tab. Or would you like to [Import new hierarchy](#) at once?

[Edit](#) [Delete](#) **Build:**

School: QSG School 2014 School: QSG School 2014

Next Level:

Build Hierarchy の下、[Import new hierarchy] をクリックします。

Click [Import new hierarchy].

Import Hierarchy

Select a .csv template to download. Add hierarchy data to template and import. Enter the term "skipped" for any level that is not used. Import of data will occur only if all records are valid. If any record is invalid, no records will be imported. [Build new hierarchy](#) on one level at a time? [View](#) existing requests.

Template:

- ☐ Build New Hierarchy
- ☐ Create New Instructors
- ☒ **Create New Students**
- ☐ Connect Existing Instructors To Existing Classes
- ☐ Connect Existing Students To Existing Classes

[Download](#)

インポートファイルを作成するためのテンプレートをダウンロードします。

Template: の中から Create New Students を選択し、[Download] をクリックします。

Download the template file for creating students.

Below "Template:", select "Create New Students" and click [Download].

	A	B	C	D	E	F	G
1	First Name	M.I. (Optional)	Last Name	Email (Optional)	User Name	Password	
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							

保存した CSV ファイルを開きます。

Student として登録する学習者の情報を入力し、保存します。

Open the downloaded CSV file.

Enter the student information and save.

- * First Name
 - * Middel Initial
 - * Last Name
 - * Email
 - * User Name
 - * Password
- * = 必須 /Required

Import Hierarchy

Select a .csv template to download. Add hierarchy data to template and import. Enter the term "skipped" for any level that is not used. Import of data will occur only if all records are valid. If any record is invalid, no records will be imported. [Build new hierarchy](#) on one level at a time?

Template:

☐ Create New Students [Download](#)

Import Template:

- ☐ Build New Hierarchy
- ☐ Create New Instructors
- ☒ **Create New Students**
- ☐ Connect Existing Instructors To Existing Classes
- ☐ Connect Existing Students To Existing Classes

[参照...](#) [Import](#)

Import Template の下、Create New Students にマークを入れ、[参照] をクリックし、先ほど作ったファイルを指定し、[Import] をクリックします。

この画面にはインポート結果は表示されません。

インポートの結果を見るには、A-6「インポート結果の確認」をご覧ください。

Below "Import Template:", select "Create New Students", browse for the file created above, and click [Import].

To see the results, proceed to A-6 "Viewing the Import Results".

Student のインポート先 Class を指定するファイルのテンプレートをダウンロードします。

Template: の中から Connect Existing Students to Existing Classes を選択し、[Download] をクリックします。

Download the template file for connecting students to existing classes. Below "Template:", select "Connect Existing Students to Existing Classes" and click [Download].

保存した CSV ファイルを Microsoft Excel 等のアプリケーションで開きます。

School に登録済みの Class が全て含まれています。「Class」の列（C 列）で登録先の Class を指定します。「User Name」の列には先ほどのインポートで入力した Student の User Name を入力します。複数の Student を同じ Class に登録する場合は必要なだけ行を複製します。Student を登録しない Class の行は削除します。

Open the downloaded CSV file. The names of all existing classes will appear in the column D.

Leave the columns A, B, C, and E as downloaded. Only leave the lines with the classes to connect students with. Duplicate the lines as many as needed. Enter the student user name in the column F. Save the file.

登録先となる Class の行のみを残し、必要な行を複製する

変更しない

↓ Class

変更しない

↓ Student のユーザーネームを入力

	A	B	C	D	E
1	Client	School	Class Role	Role	User Name
2	AA ETS University	Sample School 2023	Class 1	Student	
3	AA ETS University	Sample School 2023	Class 2	Student	
4	AA ETS University	Sample School 2023	Class 3	Student	

作成例

	A	B	C	D	E
1	Client	School	Class	Role	User Name
2	AA ETS University	Sample School 2023	Class 1	Student	xc00134321
3	AA ETS University	Sample School 2023	Class 1	Student	xc00134322
4	AA ETS University	Sample School 2023	Class 1	Student	xc00134323
5	AA ETS University	Sample School 2023	Class 2	Student	xc00134324
6	AA ETS University	Sample School 2023	Class 2	Student	xc00134325
7	AA ETS University	Sample School 2023	Class 2	Student	xc00134326
8	AA ETS University	Sample School 2023	Class 2	Student	xc00134327
9	AA ETS University	Sample School 2023	Class 2	Student	xc00134328
10	AA ETS University	Sample School 2023	Class 3	Student	xc00134329
11	AA ETS University	Sample School 2023	Class 3	Student	xc00134330

Class 1

Class 2

Class 3

<< Back to Index

Import Template の下、Connect Existing Students to Existing Classes にマークを入れ、[参照] をクリックし、先ほど作ったファイルを指定し、[Import] をクリックします。

この画面にはインポート結果は表示されません。

インポートの結果を見るには、A-6「インポート結果の確認」をご覧ください。

Under "Import Template:", select "Connect Existing Students to Existing Classes", browse for the file created above, and click [Import]. To see the results, proceed to A-6 "Viewing the Import Results".

Import Hierarchy

Select a .csv template to download. Add hierarchy data to template and import. Enter the term "skipped" for any level that is not used. Import of data will occur only if all records are valid. If any record is invalid, no records will be imported. [Build new hierarchy](#) on the hierarchy page.

[View](#) existing requests.

[View] をクリックします。
Click [\[View\]](#).

Import Results

View import results below. Select name of file uploaded to view error report. If errors exist, please make corrections to each row in error and import those rows again.

Import Requests

[Print](#)

RequestID	Status	Request DateTime	Import File Name	Start DateTime	End DateTime
4559	Successful	13 APR, 2015 01:41 AM	'BuildNewHierarchy_20150413_013911AM.csv'	13 APR, 2015 01:41 AM	13 APR, 2015 01:41 AM
4298	Successful	18 MAR, 2015 04:35 AM	'ConnectExistingStudents_20150318_043224AM.csv'	18 MAR, 2015 04:35 AM	18 MAR, 2015 04:35 AM
4297	Successful	18 MAR, 2015 04:34 AM	'CreateStudents_20150318_043038AM.csv'	18 MAR, 2015 04:34 AM	18 MAR, 2015 04:34 AM
4296	Successful	17 MAR, 2015 03:51 AM	'BuildNewHierarchy_20150317_034845AM.csv'	17 MAR, 2015 03:51 AM	17 MAR, 2015 03:51 AM
3986	Successful	25 JAN, 2015 02:55 AM	'ConnectExistingInstructors_20150125_025403AM.csv'	25 JAN, 2015 02:55 AM	25 JAN, 2015 02:55 AM
3965	Successful	25 JAN, 2015 02:53 AM	'CreateInstructors_20150125_025032AM.csv'	25 JAN, 2015 02:53 AM	25 JAN, 2015 02:53 AM
3964	Failed	25 JAN, 2015 02:52 AM	'CreateInstructors_20150125_025032AM.csv'	25 JAN, 2015 02:52 AM	25 JAN, 2015 02:52 AM

Import Results のページになり、アップロードしたファイルの結果が表示されます。

Import Results page shows the results of the uploaded files.

"Successful"	成功です。 The data in the file was imported.
"Successful with Exceptions"	インポートできていないものがあります。ファイル名をクリックすると詳細が表示されます。 Part of the data was not imported. By clicking the file name, the details will appear.
"Failed"	失敗です。フォーマットが間違っている可能性があります。ファイル名をクリックすると詳細が表示されます。 Nothing was imported. This may occur due to misformatting the file or selecting a wrong file.

失敗例 (Create New Instructors / Create New Students)

"User Name (XXXX) already exists. User Name must be unique." --- User Name が Criterion 上で既に使用されています

Row	Position	Column	Exception Description
2	15	User Name	User Name (student001) already exists. User Name must be unique.

失敗例 (Connect Existing Students To Existing Classes)

"User Name (XXXX) not found in database or user is not a Student." --- 指定した Student が作成されていません。

Row	Position	Column	Exception Description
2	75	User Name	User Name (s0021) not found in database or user is not a Student.

Appendix B: Peer Review 機能

Peer Review Function

B-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、使用する機能にチェックを入れます。

Select "Yes" for Peer Review:

Peer Group Dialogue	メンバー間でメッセージを交換できる機能です Students will be able to exchange messages among the peer group. Instructor will also be able to see and add messages.
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 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].

B-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.

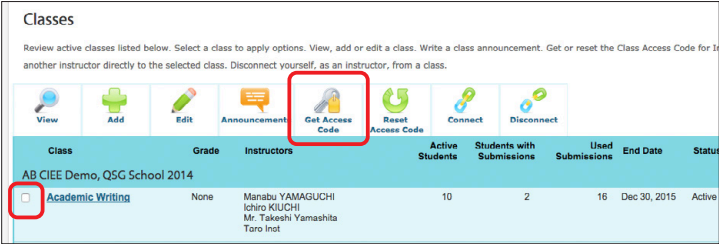
選択したグループのメンバーが表示されるので、削除する場合は [Delete] を、編集する場合は必要な変更を行い、[Update] をクリックします。

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

Appendix C. 各種 Access Code の取得

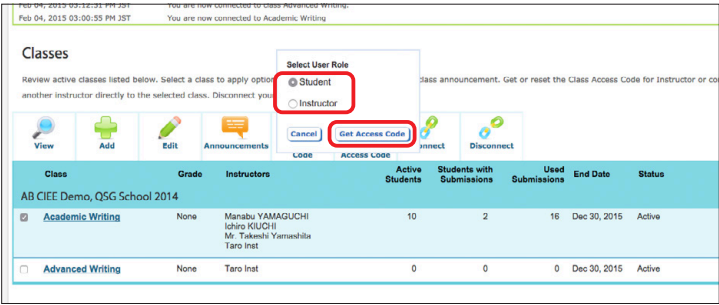
How to Obtain Access Codes

Access Code を取得する方法を紹介します。
Below is how to get a Class Access Code to register a student to a class.



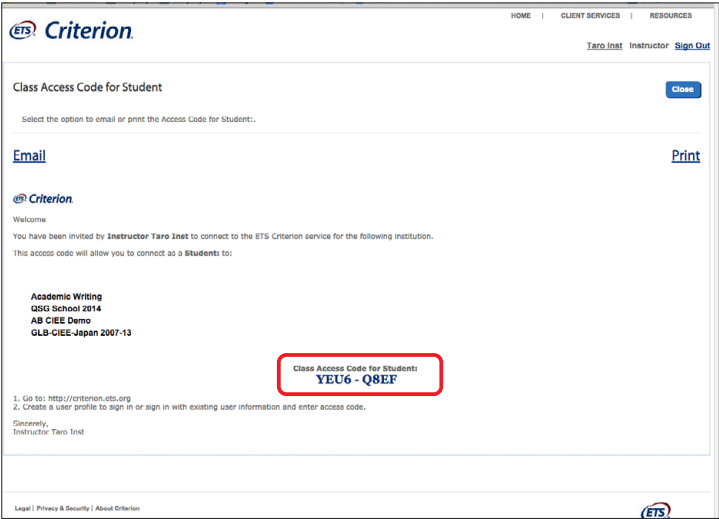
Class 一覧画面で、Class にチェックを入れて [Get Access Code] をクリックします。

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



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

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



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

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

Appendix D. 利用中の Administrator を別の School に登録する (Access Code が必要)

Administrator Registering to Another School (Access Code is required)

Access Code を使って別の School の Administrator として登録します。新しい School の Access Code は ETS Japan から団体のご担当者に提供されます。

Below is how to add your administrator account to another school using an Access Code that will be provided by ETS Japan.

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](#)

Notices

Enter your Access Code and confirm you are connecting to the correct institution and role.

Access Code: -

[Connect](#)

You are connecting as **School Administrator** to:

[ETS Japan Writing School](#)
[A ETS Japan Demo](#)
[ETS Japan](#)

[Connect](#)

• [Criterion Score Summary Report Guide](#)

— Notices

Dec 22, 2021 10:53:31 AM JST You are now connected as administrator for ETS Japan Writing School.
 Dec 22, 2021 10:49:34 AM JST You are now connected to Demo University.

[You are now connected to ETS Japan Writing School](#)

Submission Account

Review all active client levels listed below. Select a client to apply options.

[View](#) [Build](#) [Edit](#) [Delete](#) [Get Access Code](#) [Reset Access Code](#) [Disconnect](#)

Level	Maximum Submissions	Used Submissions	Remaining Submissions	Active Students	Registered Students	Start Date	End Date	Status
A ETS Japan Demo								
<input checked="" type="checkbox"/> ETS Japan Writing School	200	4	196	2	2	Aug 30, 2021	Dec 31, 2022	Active
Total		4						
<input type="checkbox"/> Classes		4						
Total Remaining	196							
AA AA CIEE DEMO								
<input checked="" type="checkbox"/> Demo University Total		0		0	0	Oct 08, 2018	Mar 31, 2022	Active
<input type="checkbox"/> Classes		0						
Total Remaining		4						

[Print](#)

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

[Sign in as Administrator and click \[Enter Access Code\].](#)

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

[Enter the Access Code and click \[Connect\].](#)

確認画面で再度 [Connect] をクリック。

[Make sure the school name is correct, then click \[Connect\].](#)

"You are now connected to ~" と表示され、School 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.](#)

「Criterion Quick Start Guide for Administrator」

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/CriterionQuickStartGuideV13ADM.pdf>



JAPAN

A subsidiary of ETS, the creator of the TOEFL® test