

CRITERION ONLINE WRITING EVALUATION
Getting Started for Instructors

Print and retain this sheet for each class you set up

Step 1. Go to <http://criterion.ets.org>
Go to **Instructors Website**

Step 2. If you used Criterion during 2008-09, simply log in. Then skip to **Step 5**

Step 3. If a new user, click **REGISTER** to register yourself as an **instructor**

Access ID = ncat
Access Password = ncat

Step 4. On the next screen, enter instructor information

- **USER NAME** = the name you will use every day with *Criterion*. Must be unique
Recommended format is <emailstem> + ncat Example: bnoblendcat
- **PASSWORD** = enter a password. Suggestion: use your Banner ID
- Enter your name, middle initial, and last name
- Enter your email address

Keep a record of your user name and password. You must use the user name and password provided here when you **Login** to the *Criterion* system throughout the year.

- Click **Create Registration**

My User Name: _____
My Password: _____

Step 5. Click **Add New Class** and complete the class information for this class

Class ID format is <course name><course number><section> Example: math10105
Full Name may be the course descriptive title Example: MATH 101 Section 05
Password = ncat

Keep a record of the **Class ID**

You must give your students the **Class ID** and **Password** so they can access your class assignments.

Class ID:

Step 6. Click **Assignment Options** to set up a class assignment
Click **Create Assignment** and proceed

Step 7. Now you are ready to make class assignments. Give students the **Class ID** and **Password** and point them to instructions at <http://ged.ncat.edu/ir&p/ccriterion.htm>

Getting Help Information on training sessions and other Criterion help resources is available at <http://ged.ncat.edu/ir&p/availabl.htm> or Alton Rucker at 4-7558.