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: bnoblencat
   • 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

Step 5. Click Add New Class and complete the class information for this class
   
   Class ID format is <coursename><coursenumber><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://qed.ncat.edu/ir&p/ccriterion.htm

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