



Tour Guide

Questions	Notes
1. Where is the web site for Utah Compose? How do students and teachers log in ?	Search for Utah Compose or http://utahcompose.com/ Teachers: Sign up with cactus number (PLAN>profile or MyUEN) in the first box. You may select a user and password. Consider TCACTUS as your user name. If you forget you can request sign-in help on the sign-in page. Students: 000+SSID (State ID used for SAGE) for both. Prompted to change password on first visit. Have them do the same as for SAGE or a default – e.g., Mustang7 , the 4444 password, etc.
2. How can I help students who forget their passwords or SSID?	Log in as teacher> Select the class/course>Students tab in the upper right> Print icon – right – to see or print list of all logins and passwords . Change passwords Select the student>Edit (right side just above student list)>Show/hide/or reset password
3. When might the video on the welcome page be useful?	Short into video on welcome page for students who missed instruction, parents, others who need information on how to log in. See also videos on teacher homepage>helpful documents>how to guides>videos.
4. Whom do I contact for support ?	Danece Mangone dgmangone@graniteschools.org Kathy Floor kzfloor@graniteschools.org Janice Johnson jjohnson1@graniteschools.org Help Desk - (866) 691-1231 or support@utahcompose.com
5. What information is available to anyone before signing in?	<i>Features</i> – Brief overview of all parts of Utah Compose from peer response to reports. <i>Q&A</i> – Including things like strengths and weaknesses of machine scoring, how papers are scored, who can use Utah Compose.
6. When are my classes updated and who is responsible?	UTREX (USOE program) pulls from Discovery every weeknight. If you add students, they will be deleted with the next upload.
7. Can I change my password and user name?	You can change your password if you wish. Upper right in green area, My Account>edit. If you leave password as is, others can help you remember it.
8. Where is the first place to look when I have forgotten how to do something?	Home screen, upper right in green area, Help . Access full student and teacher guides or look for specific, common questions such as how to set up an assignment for peer review.
9. What options are there for users needing large print or a purple overlay?	Home screen, upper right flower/ gear presents display size and color options.
10. How do I access my classes ?	Click on course name.
11. What helpful documents can I access from the class homepage ?	Rubrics, example essays, graphic organizers. Rubric and examples essay analysis as class and group. Rubrics to direct peer review. Phrase as questions. Print off organizers to do first – do several, write to one. How to guides - Two stars and a wish . This format with some answer stems on the reverse from the rubrics or that you wish they would use –

	focused on content and text evidence.
12. What ways can I sort and view student writing history?	The double-arrow symbol in the column headings to re-sort by date, prompt, etc. The All students button to sort to view particular students.
13. What is the portal for viewing, commenting, and scoring, student essays ?	Date in first column links to student essays. View the prompt, student prewriting, writing, grammar and spelling feedback, score and student report graph. Give score and feedback for content and textual evidence . Send a message to the student. Consider a feedback bank – phrases from rubrics. Others that are more your style. Keep in word in second window to paste. Can change others. Don't do for every student or every time. Do fourth of class or every fourth essay. Content – did they answer the prompt? Text evidence – did they use text, cite, explain/analyze how it works?
14. What else could I do to in the student essay portal?	Print or delete the essay for the student with icons, upper right. Print for sample essays – cut off name and use other classes to review and provide feedback.
15. How do I get back to the class homepage?	Navigation bar just under green or back button.
16. Where can I find tutorials for individual students or to use in small group and whole class instruction?	Lessons tab in green bar. Program suggests lessons or tutorials for students based on their writing. You can assign, share with multiple students, or select by standard. Filter by category or level. Consider using for whole class focused instruction.
17. How do students see a prompt or writing task? How do I select a prompt for students?	Prompt tab in green bar. You can decide which ones they see. Enable/disable all prompts just above the status column. Click the box for particular prompt(s), then enable or disable in the upper right. Link to prompt and materials with title . Consider adding an additional source – Pioneer Online Centage. Advanced Options – can set timer, number of drafts, peer review. Use with timer to practice on-demand writing. Peer review anonymous.
18. What do the icons in front of the title stand for?	Icons show writing type and curricular connection. Paperclip indicated there are documents or links to text associated with the prompt. Blue circle indicates their prompt, red circle indicates shared teacher written prompt. You can add your own prompts and use other teachers' prompts.
19. How can I set up peer review ?	Set up peer review groups: Student tab>groups>randomize for the computer to set up editable groups or Student tab>groups>add> Name the group> click inside students box and click selected students. Remove students using X in upper right of student name. Select peer groups for focus, variety of response types, top-middle, middle-lower ability groups. Prompt title>advanced options to enable or disable peer review for particular prompt. Students click Request under Peer Review in heading on right of score report. Peer group sees request when they log in. Read reviews by clicking red link on their page. Two stars and a wish format for peer review. Teacher can always see author and peer, even if students cannot.
20. How can classroom reports be used as a formative tool ?	Reports> performance reports shows sortable results by category or student overall score . Can sort for intervention groups, extension groups.

	<p>Help determine instructional focus for tier one instruction.</p> <p>Reports>prompts reports shows how many submissions, how many wrote to each prompt and more to examine student effort.</p> <p>Reports>usage reports shows details for student usage of the program – number of essays, submissions, who did peer reviews, who did lessons. Who needs more support for using the tool? Who used the tool, but it is not an effective in improving their writing?</p> <p>Reports>average monthly scores graphs class trends and shows individual scores by month. Is it trending up or down? Why?</p>
21. How can I see and use a student view ?	You may use of student demo accounts occasionally: 1010, 1011, 1012, etc. for both user and password. Whole class instruction, class essay
22. How does the student view compare to the teacher view?	<p>Utah Compose: Home Button</p> <p>Top Bar</p> <p>Can see whose login was used.</p> <p>My account: Can edit account, change password.</p> <p>Help: FAQ format, see how to select a prompt, send messages, etc.</p> <p>Gear/flower: Adjust display</p> <p>Course list: All of the student’s classes are listed. Intended to be used across the curriculum.</p>
23. How do students write to a prompt?	<p>Select course, practice tab upper right, red prompt titles. (Will give reminders if they have an unsubmitted essay and allow continue if they were not finished.) Try Wolves, Friend or Foe. Prompt will appear at the bottom of the list.</p> <p>Resources – links to articles, videos, etc. for use in essay. From web, not controlled for ads, etc.</p> <p>Prewriting – can’t do this later. Students select, printable in teacher view, homepage>helpful documents. View completed organizer above the prompt writing box.</p> <p>Write – Large box.</p> <p>Submit – Standard would be to submit, rather than save and quit. Others cannot view the essay unless submitted.</p> <p>Peer review request- right menu.</p> <p>Revise- Use feedback, rubric, peer review.</p> <p>Writing Analysis - suggests lessons to do. You can let them choose, monitor for an assigned number completed, or you could do some as a class.</p>
24. How do students see feedback and revise?	From Writing History , date, view essay with yellow comments, red spelling, green grammar. Reports for that essay below. Box to message the teacher about the essay. Set parameters for use – about essay only.
25. How do students track their progress over time?	Portfolio tab, upper right. Could be shared with parents through download and print or student login. Teacher share with drill down to individual students.
26. How can I maximize student computer time ?	Offline can do prompt analysis, brainstorm, prewriting organizer, color coding, tutorials as a class or small group, group essay jigsaw, model revision with sample prompts, peer reviews. Analyze multiple prompts for what they really say. Discuss how it would be developed.
27. How could the student portfolio be used?	Student reflection and tracking of progress (reduce junk writing) Teacher/computer feedback ratio – 1 to 4. They write four, select best for

	you to evaluate and provide richer feedback.
28. How can the program be used to prepare students for on-demand writing tasks?	<p>Prompt analysis (top problem in SAGE writing) Note taking from resources. Reading for the purpose of responding to prompt. Citing sources. Elaborations vs. embellishment. Time frame – discussion and modeling of appropriate time division for gathering information, organizing ideas and details, draft, review/edit, publish or submit for feedback. Example essays, Rubrics Homepage, helpful documents.</p>
29. What special considerations are there for machine scored essays?	<p>Use of key terms from prompt, clear focus on the prompt. Looks for transition phrases variety of sentence structures. Expects academic register (formal). Values evidence with analysis or how the evidence connects to the main point. Creativity, style, voice are best evaluated by teacher.</p> <p>Easily tricked if that is the goal. Valid score for “good faith” essay when compared to typical human score with one or two hundred papers to score.</p>
30. How could this tool be used in other curriculums ?	<p>Could increase willingness to assign and value writing for other courses. Write to learn, write to clarify knowledge and thinking, write to show what you know, write to share experience.</p>