



Student Guide

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1. Introduction

This guide provides an overview to Writing Roadmap™. Steps for using essay prompts and instructional tools to practice, improve, and automatically score your writing are provided here. This guide should be reviewed prior to writing and scoring an essay.

Objectives

After reviewing this guide, participants will be able to:

1. Describe the Writing Roadmap program.
2. Practice logging into the Writing Roadmap site.
3. Recognize features of the Student Module Interface.
4. Use each feature of the Student Module Interface effectively.
5. Practice writing an essay.
6. Practice scoring an essay.
7. Practice logging out from the Writing Roadmap site.

Each of these objectives is related to specific skills and knowledge you will need to use Writing Roadmap efficiently. A Glossary is located at the end of this guide.

Description

Writing Roadmap is an Internet-based tool that supplements a teacher's classroom instruction by helping you practice and improve your writing skills in an electronic environment. Special tools, such as the *Tutor* and *Hint* generator, make this learning tool very effective. When finished editing and rewriting, you submit your final essay version for *automatic scoring*. A bar graph report and explanation then shows you how you performed on key dimensions of writing skill along with your overall writing performance.

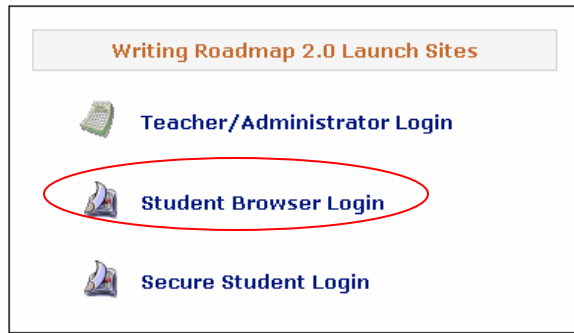
2. Login Function

Starting the Writing Roadmap Program

1. Launch your **Internet Browser**.
2. Type: www.writingroadmap2.com, then click on enter.

Accessing Student Browser Login (Normal Access)

1. Click on the **Student Browser Login**



2. Type in **Login**: [Provided by Teacher]
3. Type in **Password**: [Provided by Teacher]. Login and Password not case sensitive.
4. Click **Login** to begin.

Student Login

Login:

Password:

5. For a brief overview, read the **Welcome Student** screen. Then click **Continue**.

Welcome Demo Student

You will be writing your essay today in several sections. In each essay section you can receive feedback using these buttons:

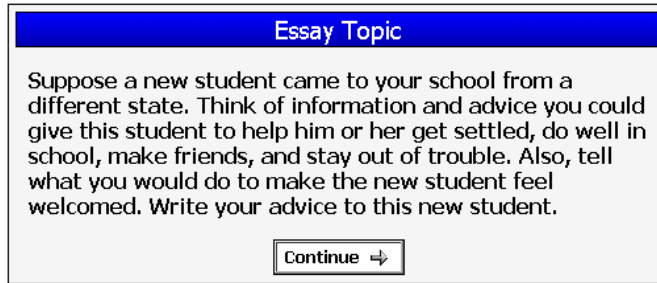
	Hint	Click to receive writing tips.
	Tutor	Click to check spelling and grammar.
	Thesaurus	Click to see synonyms.
	Tree	Click to view grammar tree.

To view comments from your teacher, click the [Comments](#) tab in the upper right hand corner of the screen.

To view your entire essay, click the [View Essay](#) tab in the upper right hand corner of the screen.

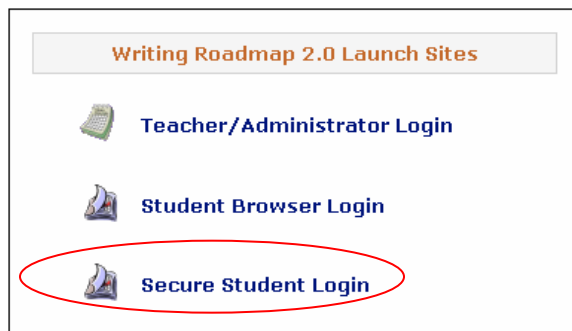
After completing your essay, submit it for scoring by pressing the [Score Essay](#) tab in the upper right hand corner of the screen.

6. Read your **Essay Topic** and click **Continue**.



Accessing Secure Student Login (Internet Explorer)

1. Click on **Secure Student Login** to launch a new window in secure full-screen mode, which disables commonly-used keystroke commands (except Ctl+Alt+Del).



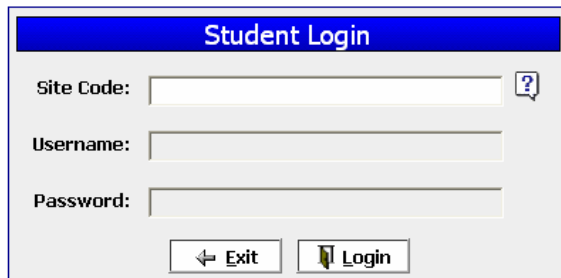
2. The first time you click on **Secure Student Login**, you will receive a one-time prompt to Install the Secure Browser Control. Click on **Install**. The plug-in will install in the background.



3. Click on **Log in Again**.



4. You will arrive at the login screen. Login as you would through Normal Access. All commonly-used keystroke commands (except Ctl+Alt+Del) will be disabled now. There will be no need for additional downloads the next time you access the Secure Student interface.

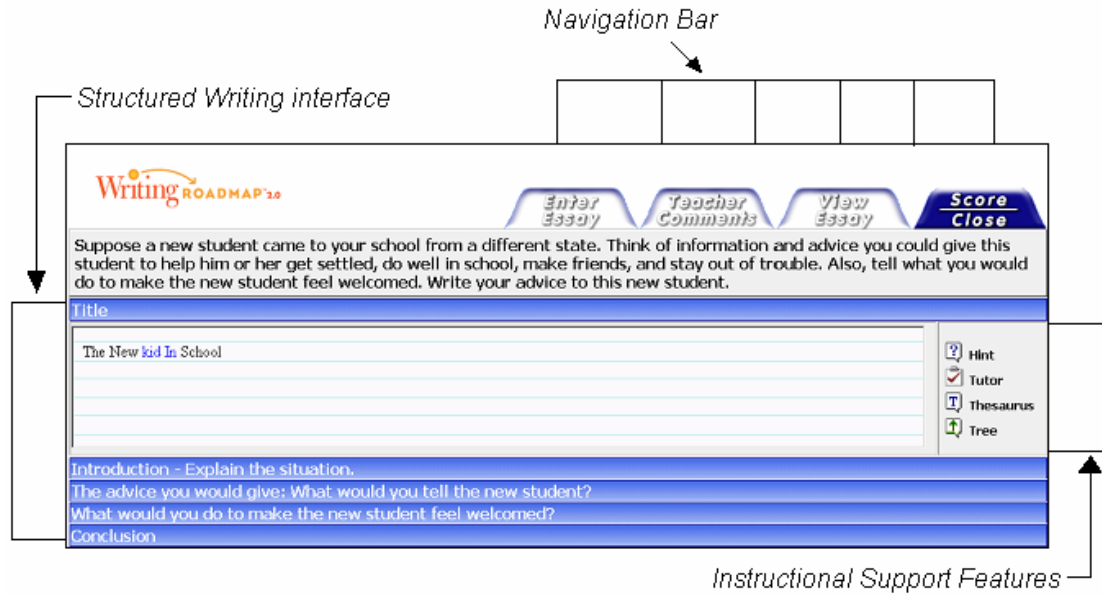


3. Student Module Features

Introduction

The Student Module Features have three main components. Each one supports and guides both you and your teacher in the writing process. When you enter your essay, you can receive immediate support and feedback. You simply click on the section you wish to work in and type the text directly into the space provided in each section. If you are in the midst of rewriting, you can save and close this program until you are able to continue writing and/or editing. When you are sure that you are finished with your rewritten and edited essay, you then submit your final version for automatic scoring. The Structured Writing Interface provides:

- A full, on-demand, support system that guides your writing process.
- Organization of each essay by sections.
- Promotion of well-organized text.
- Immediate feedback and support.
- A place to receive direct suggestions, comments, and corrections from your teacher on your written work, and a place to revise, edit, and then re-score your work, all electronically.



Navigation Bar

The Navigation Bar has four separate sections that you and your teacher will use in the writing process.



- *Enter Essay* is used for you to develop your ideas and create the essay.
- *Teacher Comments* is used to provide you written instruction, feedback, and guidance before, during or after the development of the essay.
- *View Essay* allows you to view the entire essay without any section breaks.
- *Score/Close* allows you to save and close your essay or submit the essay for scoring.

Structured Writing Interface

A teacher can choose to assign an essay in **Multiple** or **Single** section(s).

The example below shows an essay assigned in **Multiple** sections. Click on the section to be developed and begin writing.

Suppose a new student came to your school from a different state. Think of information and advice you could give this student to help him or her get settled, do well in school, make friends, and stay out of trouble. Also, tell what you would do to make the new student feel welcomed. Write your advice to this new student.

Title

The New **kid** In School

Hint
 Tutor
 Thesaurus
 Tree

Introduction - Explain the situation.

Hey, I hear you're new. Don't worry, you're in good hands. **My name is Chelsea, and I'm a freshman here at Clark High.** I've got some ideas to help you survive this crazy high school. First of all, if you planning to play a sport, grades are important. You must be passing to be **eligible**, so reserve time to study and do your homework. Lunch is an hour so you will have time to do extra work then. Second, **avoid** the last hall in A building. That's where Mrs. Garcia stands and catches you doing **anything** wrong.

Hint
 Tutor
 Thesaurus
 Tree

The advice you would give: What would you tell the new student?

But if you hang around with the right people and make good choices, you should not have **any** problems. Mr. Lamprey is an **awesome** geography honors teacher. **Hopefully, I will get him.** Maybe you'll be in some of my classes! If you are you and me can **study** together. His tests seem to be pretty difficult, but it's all about knowing the material and how to study.

Hint
 Tutor
 Thesaurus
 Tree

What would you do to make the new student feel welcomed?

There are many **restaurants** to eat, and you'll make friends easily. **Cell phones is allowed on campus as long as they are turned off during school.** Do you have a cell phone. There is a student store in building A. It has a lot of good stuff for sale like candy bars and snacks. It's open during lunch and after school. The prices are good, too.

Hint
 Tutor
 Thesaurus

Conclusion

In conclusion, you'll do great here at Clark. **The people are friendly, the teacher are great, and you learn things while you're having fun.** Hope to see you around!

Hint
 Tutor
 Thesaurus
 Tree

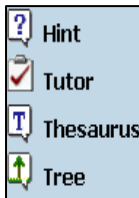
This is an example of an essay assigned in a **Single** section.

Littering can be a problem. Some places look bad because there is a lot of trash lying around. If people did not litter, there would be less trash. Write an essay to convince people not to litter. Your writing should be convincing.

[A large area of horizontal lines for writing the essay.]

Instructional Support Features

When teachers are assigning an essay, they have the option to provide you with four instructional support features. If made available, these tools are displayed to the right of each section as you develop the essay. These features provide support and guidance during the writing process. When you are developing any given part of the essay, simply click on one of these icons to use these support features.



The *Hint* section coaches you on how to respond in a specific essay section and how to improve an essay.

The *Tutor* gives you feedback by section and by sentence, and suggestions for grammar and syntax improvements.

The *Thesaurus* provides synonyms for specific words.

The grammar *Tree* diagrams sentences, identifying basic grammatical components of a sentence.

Hint Icon

The Hint icon provides suggestions for the particular introduction or body section of the essay that you are developing.

Section Hint: "The Introduction"

A good introduction will tell the main ideas about your topic. It will get someone interested in reading the rest of your paper to learn more about your ideas. For this topic, it would be good to remind readers of the situation - giving advice to a new student.

For this type of writing, an introduction is usually one paragraph. A paragraph is usually at least three sentences that are all about the same thing. For example:

Hey, there! You're the new kid, aren't you? I'm going to give you some advice to help you get settled, do well in school, make friends, and stay out of trouble. I will also try to help you feel welcomed. Believe me, I know about this school, and you would be smart to listen to this information and to follow my advice.

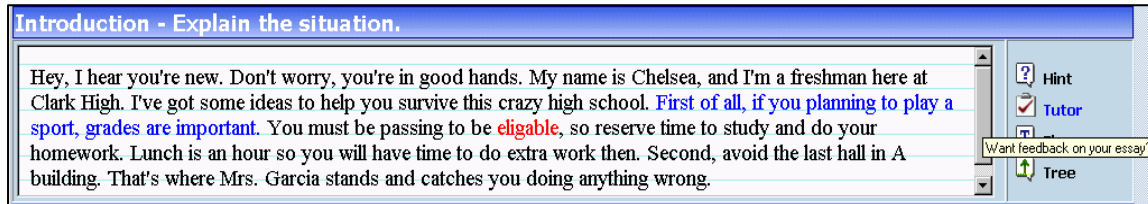
Section Hint: "The Body"

In this part of your answer, which is part of the "body" of your writing, you should give advice. The advice should be about doing well in school, making friends, and staying out of trouble. The details might include information about how to get good grades, which rules are most strictly enforced, and things that will help the new student fit in well with the other students.

Tutor Icon

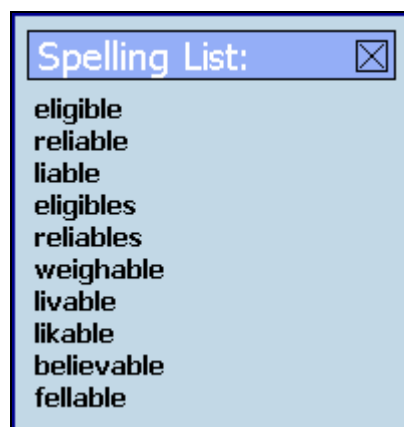
In this is a sample introduction to an *expository essay*, the student completed the introduction part and clicked on the Tutor icon. The tutor will analyze the section and provide immediate feedback to the student.

The illustration below shows one sentence highlighted in blue, (indicating concerns with sentence structure, syntax, lexicon, and other types of mechanics) and one word highlighted in red (indicating (a) misspelled word(s)).

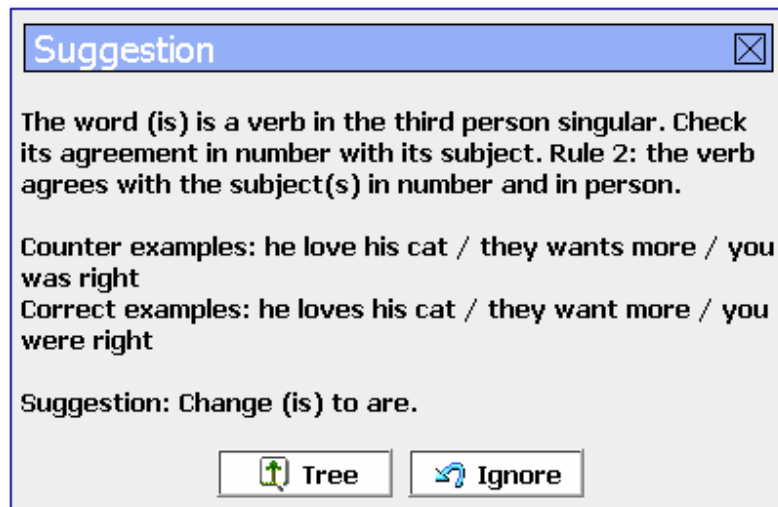


To use this feature the student simply:

1. Develops the essay's section
2. Clicks on the Tutor icon
3. Receives a prompt telling the student the section is being reviewed
4. Sentences and words that have problems will be color-coded.
5. The student will use the mouse to highlight the color-coded text and then will use the right click function of the mouse to display the suggestion box.
6. *Highlighted words* (in red) are revised in the same manner; highlight the word and use the right click function of the mouse.
7. A dialogue box (spelling list) will display and show the correct spelling of the highlighted word. Spelling errors are corrected before grammatical errors.



8. Right mouse click on sentences that are color-coded blue to display a dialog explaining the problem.

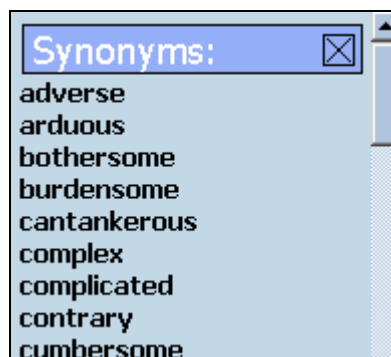


Thesaurus Icon

This function provides synonyms to words you have highlighted. It can replace the original word with the referenced word or it can cross reference additional synonyms from related words that are similar but not the same as the original word highlighted.

To use the Thesaurus icon:

1. Simply highlight any word with the mouse.
2. Click on the Thesaurus icon (a small window will appear).
3. Choose the word or related word you'd like to reference by clicking on it.
4. An additional window will appear with a variety of synonyms to choose.
5. Choose the word by simply double clicking on the word with the mouse.
6. The display below is a partial list for the word **difficult**.



Tree Icon

This function provides you with the ability to decode, analyze, and modify any given sentence contained within the body of the essay.

- Highlight any sentence you'd like to diagram, and click on the Tree icon.
- The *Sentence Workshop* window will appear.
- *Detailed View* will diagram the sentence, identifying the different components to the sentence, such as the noun(s), verb(s) adjective(s), adverb(s), pronoun(s), and the like.
- Modify any part of the sentence and view the update within Sentence Workshop by clicking on the update tree button.
- Upon finishing the analysis place the modified sentence back into the essay by clicking on the *update essay* button.



4. Enhanced Accessibility Mode

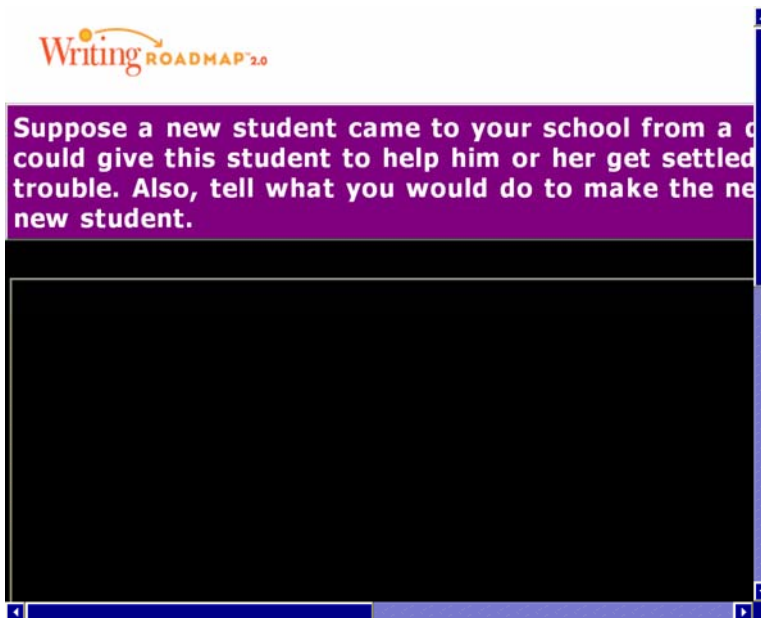
If you have been administered an essay in the **Enhanced Accessibility Mode**, the following features will be available to you:

- High color contrast
- Ability to navigate with keyboard only (without use of a mouse)
- Ability to zoom (up to 4x magnification)
- Text to speech reader compatibility

The next 2 following screens depict the high contrast and zoom features available in this mode.



The **Tab** function allows you to maneuver to the next Section without using a mouse.



Ctrl+Z launches the **Zoom** function. To return to normal view, enter Ctrl+Z again.

5. Revise Essay

Go through each section of the essay and practice revising the story. Add new sentences and try out the various tools described above. Then proceed to the next section.

6. Score Essay

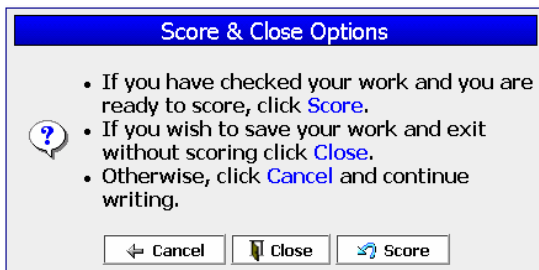
The scoring feature has two primary functions, which can be employed at any time while using Writing Roadmap. The first purpose is to have your completed essay submitted for scoring and assessment, the second is to save the work, enabling you to return and finish at a later point in time.

Using the Navigation Bar, choose the tab labeled **Score/Close**.



A pop up window appears, choose the appropriate option.

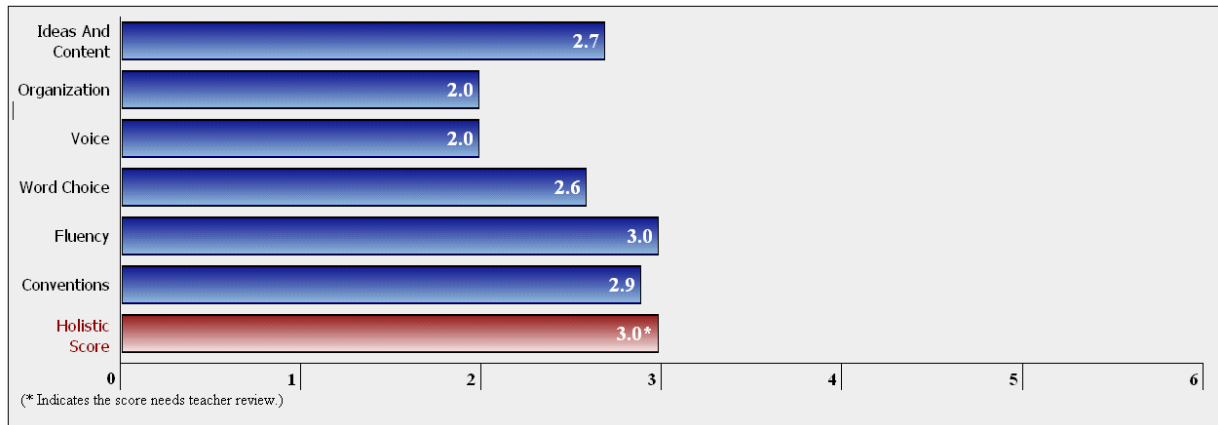
- Choose *Close* to save the work in progress and return to finish it at a later time.
- Choose *Score* to have the essay submitted for grading/assessment.
- Choose *Cancel* to return to the essay.



Upon choosing Score, a window will appear showing the results of the submitted essay. The assessment is based on a four or six point rubric scale with seven different components analyzed and scored.

Feedback for each component is provided both in graphic and narrative interface. The graphics are shown as a bar graph, while the narrative is displayed in small text boxes. To display the text boxes, simply drag the cursor anywhere on each of the seven displayed bar graphs; a small text box will be displayed interpreting the score for that specific section.

An asterisk by a score should be a flag to teachers that that score does not instill the same level of confidence that another essay may incur. Essays are first scored against the main scoring model, then against a second validation model. If the scores are off by more than 1 point, the essay is flagged with an asterisk to alert teachers (see example below).



Additional feedback is provided in the *Narrative Feedback* section where specific feedback can be viewed.

This response is an average length response for a strong essay.

- Your response in the "Introduction - Explain the situation." section of your essay is strong.
- Your response in the "The advice you would give: What would you tell the new student?" section of your essay is below average.
- Your response in the "What would you do to make the new student feel welcomed?" section of your essay is about average.
- Your response in the "Conclusion" section of your essay is strong.

Your essay shows a strong use of vocabulary.

If your teacher has chosen to enable the **Iterative Writing Mode**, you can Score your essay to see you are doing, and then return to it to revise without sending it on to your teacher.

If this feature is disabled, when you hit **Score/Close**, you will receive your automatic score and your completed essay will be submitted to your teacher as well.

7. Logout Function

Logging out of Writing Roadmap

1. Click on the *Score/Close* tab found on the navigation bar.
2. Two options are given to either score the essay or save and close it.
3. Choosing the close tab will automatically save the essay and log you out.
4. Choosing the Score tab allows you to view the graphic and narrative interface, with the option to *print* or *close*.
5. Choose close and the program will automatically save the information and log you out.

8. Glossary

Analytic Scores	Computes six analytic scores in the areas of Ideas and Content, Organization, Voice, Word Choice, Fluency, and Conventions.
Automatic Scoring	Computes a holistic score as well as six analytic scores in the areas of Ideas and Content, Organization, Voice, Word Choice, Fluency, and Conventions.
Basic Functions	The student's structured writing interface has four functions; i.e., Enter Essay, Teacher Comments, View Essay, and Score/Close sections.
Essay	A written composition divided into five sections; i.e., title, introduction, two body paragraphs, and conclusion.
Glossary	Defines selected terms used in this guide.
Hint	Suggestions of how to respond in a specific essay section or how to improve an overall essay.
Holistic Score	A comprehensive score.
Instructional Features	Hint, tutor, thesaurus, and grammar tree features available to Support to assist a student improve writing.
Sentence Workshop	Used to help and conclude modifying any part of a sentence.
Spell Checker	Automatically indicates misspellings and provides alternatives.
Structured Writing	Prearranged screen components that include basic essay sections, instructional support features, and a navigation bar.
System	Lists the minimum hardware and software requirements for Requirements the program.
Thesaurus	A language guide that provides synonyms for cited words.
Tree	Diagrams basic grammatical components of a sentence, such as noun(s), verb(s) adjective(s), adverb(s), pronoun(s), and the like.
Tutor	Individualized feedback by section and by sentence and general tutorial on grammar and syntax mechanics.