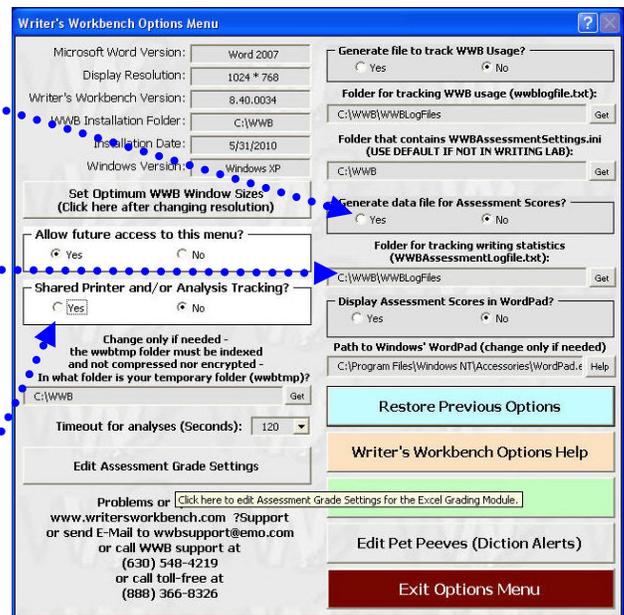


Writer's Workbench Assessment Grades Manual

Writer's Workbench now offers a unique tool to help track writing improvement. The Writer's Workbench Assessment Grades Program allows teachers to assign numerical grades using the statistics that Writer's Workbench can track. This program is customizable to allow for maximum usability. This manual will teach you, the teacher, how to customize and use this powerful tool to save you time and give you feedback on your student's papers so you can help the students learn where their weaknesses are.

1. Open the Writer's Workbench options menu. In this menu, you will need to select "Yes" for the "Generate Data File for Assessment Scores"

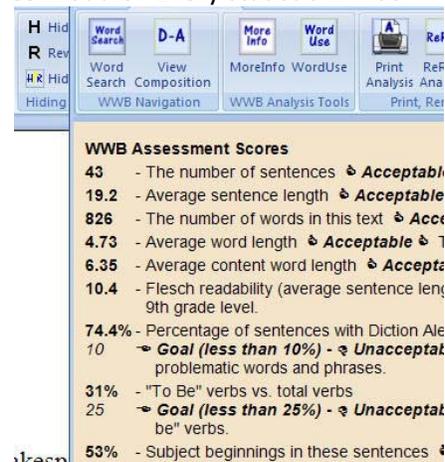
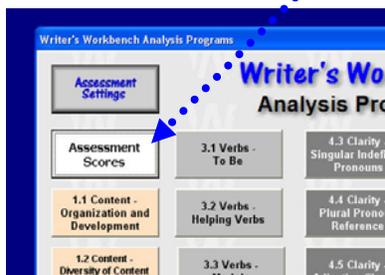
option before running the assessment scores module. This creates the log files that the assessment grades program will read and display for you. These log files are the input data for the program. You will also need to set the location for this data file, which is usually set to a network folder. This is done in the box directly below the "yes" and "no" buttons. You can leave the default setting on the computer, or set it to a network drive or folder of your choice. Once it is set in the options menu, this is where Writer's Workbench will look for these files. The "Shared Printer and/or Analysis Tracking" must be set to "Yes,"



and this option requires the first two lines to be 1. The theme and 2. The student's name code.

2. After setting the tracking file setting, you will need to generate the tracking files. This is done by opening the student's paper, and running the **Assessment Scores** module. Every statistic will be

logged in the tracking file regardless of the assessment settings. Every time the **Assessment Scores** module is run, a new line will be generated in the tracking file. These statistics will be used to help grade your students' writing mechanics and track writing improvement.



3. After the tracking file has been generated, it is time to set the grading module to your specifications. This menu can appear daunting but once mastered, you will be able to obtain customizable numeric scores for your student's papers.

- a. We will begin with the "Number of Sentences", which is an easy to understand example of how the rest of this menu works. The first option moving from left to right is a check box, which gives you the choice of whether or not to include this statistic in the grade. The next two boxes are the "High Score" and "Low Score" columns. These columns are the "range" of scores for the grade. The "High Score" is the minimum number of sentences for the maximum score. The default setting for this is "30 sentences." What this means is that any number of sentences over 30 will receive the maximum grade, which we

Statistic	Grade?	High Scores	Low Scores	Max Points
Number of Sentences	<input checked="" type="checkbox"/>	30	0	5
Average Sentence Length	<input checked="" type="checkbox"/>	18	8	5
Number of Words	<input checked="" type="checkbox"/>	1000	200	5
Average Word Length	<input checked="" type="checkbox"/>	4	2	5
Average Content Word Length	<input checked="" type="checkbox"/>	6	3	5
Flesch Readability Score	<input checked="" type="checkbox"/>	9	7	5
% Diction Problems	<input checked="" type="checkbox"/>	10	50	5
% "To Be" vs. total verbs	<input checked="" type="checkbox"/>	25	50	5
% Subject Beginnings	<input checked="" type="checkbox"/>	75	100	5
% Vague Words	<input checked="" type="checkbox"/>	3	15	5
% Abstract Words	<input checked="" type="checkbox"/>	2	10	5
% Negative Words	<input checked="" type="checkbox"/>	2	10	5
% Sentences with Transitions	<input checked="" type="checkbox"/>	35	20	5
% Sentences w/ Intro Elements	<input checked="" type="checkbox"/>	25	0	5
% 1st Person Pronouns	<input checked="" type="checkbox"/>	0	10	5
% 2nd Person Pronouns	<input checked="" type="checkbox"/>	0	25	5
% 3rd Person Pronouns	<input checked="" type="checkbox"/>	8	10	5
% Helping Verb Errors	<input checked="" type="checkbox"/>	0	10	5
% Split Infinitives	<input checked="" type="checkbox"/>	0	10	5
% Article Errors	<input checked="" type="checkbox"/>	0	10	5
Diversity Thresholds	<input checked="" type="checkbox"/>	60	30	5

- will discuss setting soon. The "Low Score" is the maximum number of sentences for receiving a zero. The default for this is 0 sentences. There is a linear scale between these two numbers, rounded to the nearest integer. For example, if a student wrote 19 sentences, they would receive 3/5 points under the default settings. The final column, "Max Grade" is the maximum number of points allowed. This number along with the student grade gets tallied throughout the grading process to give a final total grade.
- b. This is the process for setting up all of the optional grades with the RED arrows. The BLUE arrows are similar, but work in a reverse fashion. For example, we will look at the "% Diction Alerts" row. The default "High Score" is 10%, the default "Low Score" is 50%. What this means is that any score lower than 10% will score the maximum number of points, and any score higher than 50% will score 0 points. The "Max Grade" column works the same as it does in the rows with RED arrows.
- c. The final row is unique from all others in that the maximum score is obtained by achieving the mean of the "High Score" and "Low Score." For example, the default settings for these boxes are 70% and 40% respectively. This means that the maximum obtainable grade is achieved when there is a focus score of 45%, and as the score gets higher or lower the amount of points allotted diminish.

This menu is where the "power" of this program lies. It will take time for you to customize this menu to your specifications. Starting small will help you understand the way this menu works. Once the menu has been set, you are ready to view the tracking files and grades.

- Once tracking files have been generated and the grade settings have been set, you are ready to view the Writer's Workbench Assessment Tracking file and Grade file. To do this, click Start, All Programs, Writer's Workbench, Open WWB Tracking Files in Excel. A menu will appear. Click on the **Open Assessment Scores Tracking File**



Excel will disappear for a short while as grades are calculated for each line. When Excel reappears, the **Assessment Scores** will appear on top.

1	Writer	Theme	Date	Time	Sentences	Ave Sent Length	Words	Ave Word Length	Ave Content Word Length	Flesch	Diction %	To Be %	Subj Beg %	Vague %	Abstract %	Negative
2	MMB_BSmith	Tempest	5/6/2010	3:02:17 PM	43	19.1	822	4.73	6.37	10.4	74.4	31	53	4.84	3.98	1
3	MMB_BSmith	Tempest	5/6/2010	3:02:42 PM	28	19.6	549	4.71	6.3	10.3	89.2	30	50	5.37	4.07	1
4	MMB_BSmith	Tempest	5/11/2010	3:42:06 PM	43	19.1	822	4.73	6.37	10.4	74.4	31	53	4.84	3.98	1
5	MMB_BSmith	Tempest	5/11/2010	3:42:26 PM	37	19	702	4.74	6.35	10.6	78.3	29	51	4.93	4.35	1
6	MMB_BSmith	Tempest	5/11/2010	3:42:47 PM	28	19.6	549	4.71	6.3	10.3	89.2	30	50	5.37	4.07	1

Twist	5/11/2010	3:45:09 PM	50
Twist	5/11/2010	3:45:33 PM	43
Twist	5/11/2010	3:45:56 PM	41
Twist	5/11/2010	3:46:26 PM	34
Twist	5/11/2010	3:46:49 PM	28

At the bottom, a second sheet named "GradeFile" will also be created. Click on that tab. This is where the grades are calculated and displayed, based on the statistics from the prior sheet, and your settings from the **Grade Settings** menu. All of the columns will be displayed, but only the grades with the check box clicked in the **Grade Settings** menu will be calculated. Notice column E. The Total Score is printed in this column, which you customized in the **Grade Settings** menu, based on the accumulation of the "Max Grade"

	Time	Total Score	Sentences	Ave Sent Length	Words	Ave Word Length	Ave Content Word Length	Flesch	Diction %	To Be %	Subj Beg %	Vague %	At
010	3:02:17 PM	83 / 105	5	5	5	5	5	5	0	4	5	4	
010	3:02:42 PM	79 / 105	5	5	5	5	5	5	0	4	5	4	
010	3:42:06 PM	83 / 105	5	5	5	5	5	5	0	4	5	4	
010	3:42:26 PM	81 / 105	5	5	5	5	5	5	0	4	5	4	
010	3:42:47 PM	79 / 105	5	5	5	5	5	5	0	4	5	4	
010	3:43:09 PM	71 / 105	3	5	4	5	5	5	0	3	5	4	
010	3:43:29 PM	64 / 105	2	5	1	5	5	5	0	3	5	3	
010	3:43:54 PM	63 / 105	1	5	0	5	5	5	0	3	5	4	
010	3:44:22 PM	74 / 105	5	5	5	5	5	5	0	1	5	4	
010	3:44:43 PM	75 / 105	5	5	5	5	5	5	0	1	4	4	
010	3:45:09 PM	75 / 105	5	5	5	5	5	5	0	0	4	4	
010	3:45:33 PM	80 / 105	5	4	5	5	5	5	1	1	5	4	
010	3:45:56 PM	80 / 105	5	4	5	5	5	5	1	0	5	4	
010	3:46:26 PM	81 / 105	5	4	5	5	5	5	0	0	5	4	
010	3:46:49 PM	75 / 105	5	4	4	5	5	5	0	1	5	4	

column, and the number of points the student has been awarded. These are the default settings; remember to change the settings to fit your needs.

After running the Assessment Grades Module, return to step 1 and change your settings to adapt to what specific statistics deserve what weight, which is determined by the "Max Grade" column, and experiment with the High Scores and Low Scores settings to produce accurate and acceptable scores for your students' compositions.