



Formative Writing Assessment

User Manual

APPLICATION SERVICE PROVIDER AGREEMENT

This Application Service Provider Agreement (“Agreement”) is made between Educational Leadership Solutions, Inc., a Mississippi corporation (“ELS”) and (“School”).

ELS has developed and owns the ELS Product Suite (“Products”), internet-based applications which make data management easier and more effective for educators.

School desires to use Products, and ELS desires to grant School a non-transferable, non-exclusive, and revocable license (“License”) to use Products. School desires to so subscribe to the networks and accept the License, all pursuant to the terms and conditions provided below.

The parties, ELS and School, agree to the following:

1. **ELS Services Provided.** ELS will provide Products via the website www.k12els.com, so that School users can utilize all Products features. Technical support will be provided via phone, 877-233-7833, and e-mail, support@k12els.com.
2. **License.** While this Agreement is in effect, ELS grants to School a non-transferable, non-exclusive, and revocable License to limited right to access and use of Products. ELS owns the copyright on Products, and School has no right to copy Products, or to use Products except as provided herein. The grant of License herein is limited to School and its employees, and School is not authorized to give anyone other than School users access to Products or otherwise share Products with anyone outside School. ELS reserves the right to terminate this Agreement if this is not observed.
3. **Ownership.** School acknowledges that Products and all system files are and shall be solely owned by ELS, and ELS acknowledges that School shall own the data on Products. The foregoing notwithstanding, School grants ELS permission to manage data periodically for backup and maintenance.
4. **Term.** The term of this Agreement shall be for the remainder of this school year, commencing on the day of implementation and terminating on June 30 of the following school year. The Agreement may be renewed for successive one (1) year terms, unless either party shall terminate this Agreement by notifying the other party in writing not less than thirty (30) days prior to the then current termination date.
5. **Fees.** Concurrently with the execution of this Agreement, School will pay ELS an initial startup fee for each product. In addition, there will be an annual renewal fee for Products if School decides to continue use of Products.

The annual renewal fee for each year will be due and payable not later than each September 1. ELS may increase the fees by written notice to School, which notice shall be given not later than forty-five (45) days prior to the expiration of the then current term.
6. **Choice of Law.** This Agreement shall be governed and construed by the laws of the State of Mississippi, and the parties consent to the jurisdiction of the courts within the State of Mississippi.
7. **Assignments.** School may not assign this Agreement to any other School.
8. **Entire Agreement and Notice.** This Agreement contains the entire understanding of the parties and may not be amended without the specific written consent of both parties. Any notice given under this Agreement shall be sufficient if it is in writing and sent by certified or registered mail to the parties at their respective addresses.

Introduction

Welcome to the Educational Leadership Solutions, Inc. (ELS) Product Suite, web-based applications designed to make data management easier and more effective for educators.

ELS, the designer of and service provider for this product suite, is a company dedicated to providing technology solutions for educators. It is our belief that for educational technology to be effective, it must be extremely user-friendly and easy to master (30 minutes or less). We have designed our product suite to meet these criteria. It is our desire for all schools and school personnel to be 100% satisfied with our applications.

This user manual has been designed to make your school's implementation of the Formative Writing Assessment efficient and effective. **This manual contains instructions only on the *technical* use of the FWA process. For *instructional* strategies, please refer to the instructional guide for the prompt you are using.**

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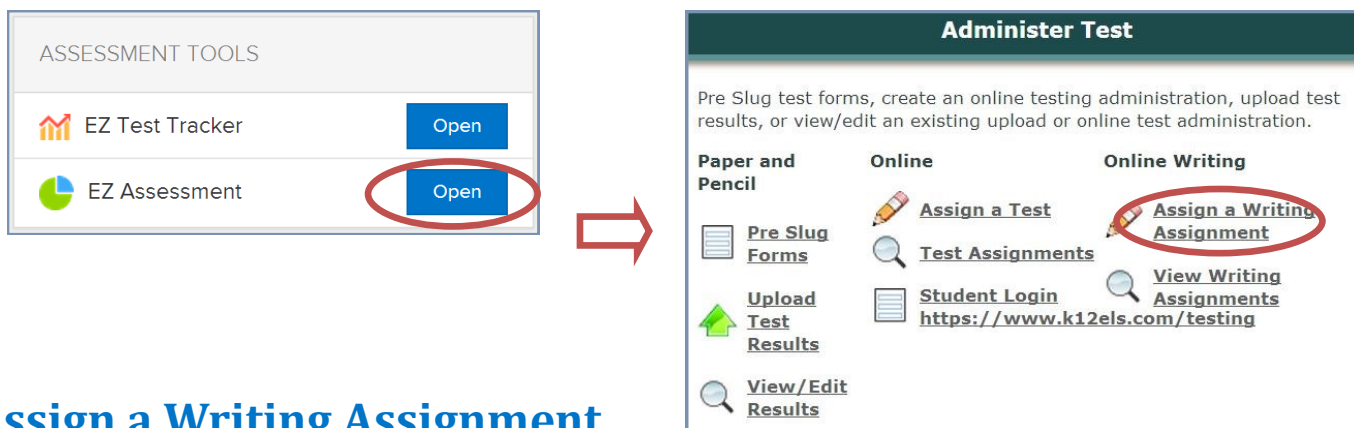
Getting Started

Application Overview

The ELS Formative Writing Assessment with automated essay scoring provides districts with a tool that prepares students for PCR items (Prose Constructed Response) and measures student writing. The writing module guides teachers and students through a comprehensive and formative writing process. Instructional guides for each prompt provide teachers with pre-writing activities, graphic organizers, revision tips, rubrics, and writers' models with sample student writing from each of the rubric levels.

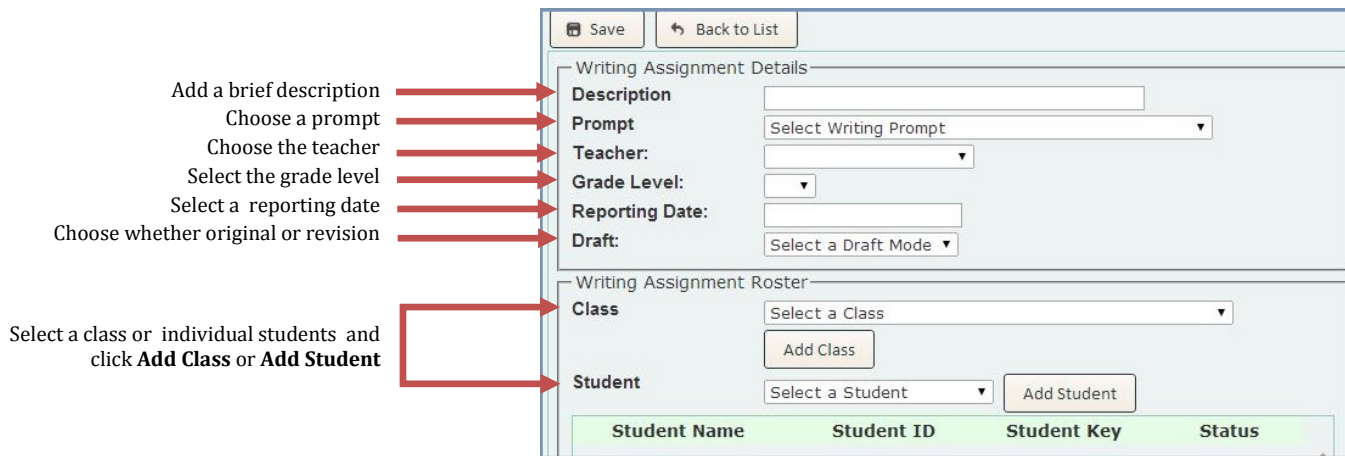
Login

Go to www.k12els.com, select **Login**, enter user information, and select **Login**. Next, select **Open** next to the EZ Assessment icon. Then, click **Assign a Writing Assignment**.



Assign a Writing Assignment

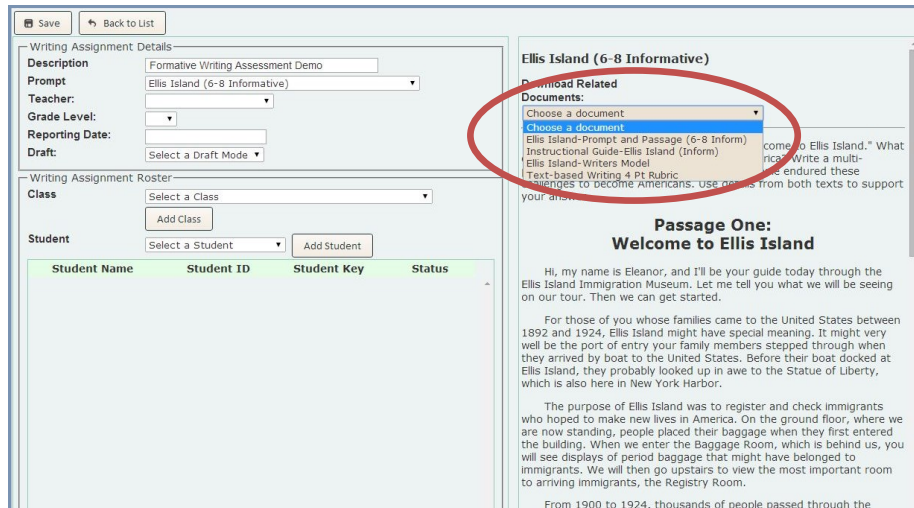
On the **Assign a Writing Assignment** page, enter the assignment information into the form.



When finished, click **Save** at the top.

Instructional Documents

After the prompt is selected, you can download the prompt, rubric, instructional guide, and the writers model by clicking **Choose a Document** and selecting from the drop down menu.



Assignment List

After you save your assignment, you will be taken to the Writing Assignment List Page (this page can also be accessed from the EZ Assessment menu page by clicking **View Writing Assignments**). There you will see a list of all the assignments that have been created at your school (teachers will see only their assignments).

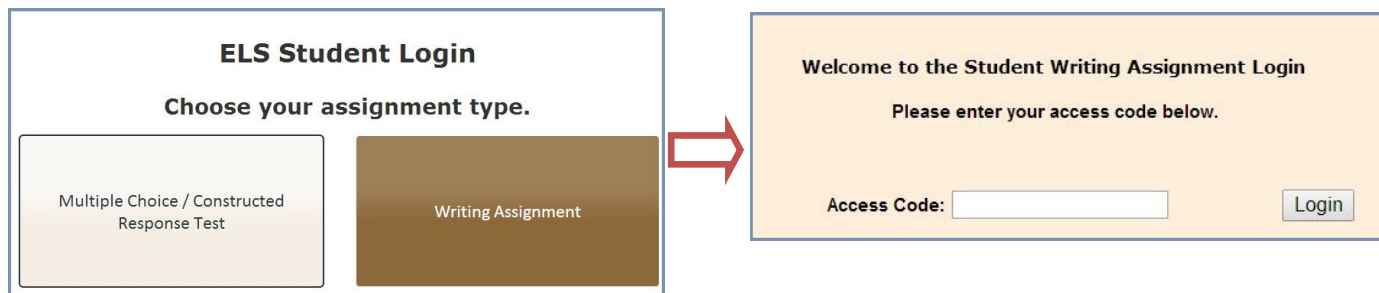
Create New Writing Assignment												
Assignment Name	Prompt	Teacher	Grade Level	Revision	Date	# Students	# w/ No Progress	# In Draft	# Finalized	# Scored	Avg Words	
	Formative Writing Assessment Demo	Ellis Island (6-8 Informative)	Buckley, Alexandria	7	Original	07/17/2014	3	3	0	0	0	
	FWA Presentation 2	Ellis Island (6-8 Informative)	Powers, Alice	7	Original	05/01/2014	19	13	0	0	6	263.50
	Ellis Island	Ellis Island (6-8 Informative)	Bozeman, Royal	6	Original	04/21/2014	23	22	0	1	0	216.00
	Jennings	Ellis Island (6-8 Informative)	Gregory, Roulette	6	Original	04/21/2014	26	26	0	0	0	
	FWA Presentation	Ellis Island (6-8 Informative)	Walters, Deana	7	Original	05/01/2014	76	43	1	0	32	300.79
	SC assignment	Ellis Island (6-8 Informative)	Bell, Quintav	6	Original	04/14/2014	26	26	0	0	0	

Select the icons next to the assignment to move throughout the list. Only administrators and the teacher who created the assignment will be able to see these icons. The icons are described below.

- ⇒ Delete assignment
- ⇒ Edit assignment
- ⇒ Print student access codes
- ⇒ View and manage results

Student Login

Students will log in by going to k12els.com/testing, clicking **Writing Assignment**, entering their access code and clicking Login.



This will take the student to the student writing page. The student's writing will be either typed or copied and pasted here.

The screenshot shows the student writing interface. At the top, it says "Ellis Island (6-8 Informative)" Prompt. Below this is a text box with the prompt: "Carefully read 'American Wings' and 'Welcome to Ellis Island.' What challenges did immigrants face coming to America? Write a multi-paragraph essay explaining why you think people endured these challenges to become Americans. Use details from both texts to support your answer." Below the prompt is the title "Passage One: Welcome to Ellis Island". The passage text reads: "Hi, my name is Eleanor, and I'll be your guide today through the Ellis Island Immigration Museum. Let me tell you what we will be seeing on our tour. Then we can get started. For those of you whose families came to the United States between 1892 and 1924, Ellis Island might have special meaning. It might very well be the port of entry your family members stepped through when they arrived by boat to the United States. Before their boat docked at Ellis Island, they probably looked up in awe to the Statue of Liberty, which is also here in New York Harbor. The purpose of Ellis Island was to register and check immigrants who hoped to make new lives in America. On the ground floor, where we are now standing, people placed their baggage when they first entered the building. When we enter the Baggage Room, which is behind us, you will see displays of period baggage that might have belonged to immigrants. We will then go upstairs to view the most important room to arriving immigrants, the Registry Room." Below the passage is a "Current Draft" section with three buttons: "Save Essay", "Save and Finish Later", and "Submit as Final" (with a checkmark). Below the buttons, it says "Used 0 words and 0 characters (65000 left)." and there is a large text input area.

The student can save the writing by clicking **Save Essay**. It is recommended to click **Save Essay** numerous times while writing so as not to lose any data.

Clicking **Save and Finish Later** will save the essay and log the student out.

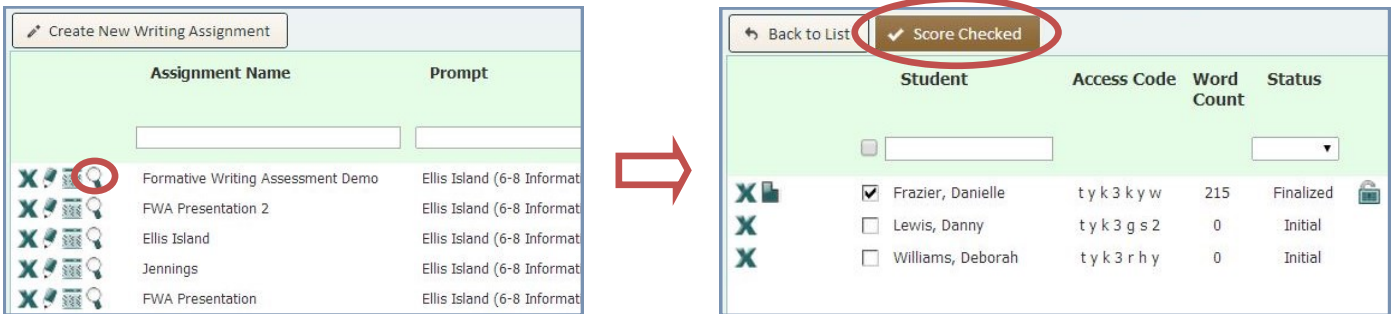
Clicking **Submit As Final** will inform the teacher or administrator that the student has completed the writing and is ready for it to be scored. Once the writing is submitted as final, the student will no longer be able to edit the writing unless it is unlocked by the teacher or administrator.

Please note: If the student's first essay has been scored, the original essay is available for viewing and revising. The teacher must first create a new assignment for revision, then the student may login with a new access code and submit the revised draft. He or she may choose to append the original draft by clicking on the **Previous Draft Bar** and then clicking on **Append to Current Draft**.

Viewing and Scoring Student Writing

To score a student's writing, click the magnifying glass icon next to the desired assignment on the Writing Assignment List page.

Filter for students who have finalized their writing by clicking **Status** and choosing Finalized. Check all the students who have finalized their writing. View their writing by clicking on the student's name. Unlock if necessary to allow students to complete more revisions and edits before scoring. To score, click **Score Checked**.



On the Writing Assignment Results page, there will be four icons for each writing, depending on the progress. The icons are explained to the right.



- ⇒ Remove student from the roster
- ⇒ Print a student's unscored writing
- ⇒ View and print a student's results
- ⇒ Unlock a student's finalized writing to allow them to edit it.

To view a student's results click **Scores**. On this page you are able to increase font size, increase spacing, and print grammar errors on student writings. This page can be printed out and given to the student. The student's results can be seen under "Scores" on this page.

Font Size:
 Spacing:
 Grammar Check: Advanced ▾
 Show Grammar Rules

Prompt: Ellis Island (6-8 Informative)
Student Name: Danielle Frazier
Date: 07/17/2014

Scores

Word Count	Grade Level Readability	Holistic	Focus & Meaning	Content & Development	Organization	Language Use & Style	Mechanics
215	10.54	2.33	2.30	2.00	2.10	2.40	2.30

Draft


I think that many people endured these challenges to become Americans because they were "pushed" away by difficult conditions at home. Others were pulled" to the United States by new opportunities. Many people left there home countries because of economic troubles, over crowding and poverty made jobs scarce, farmers could not own enough land to support their families.

When they had done moved in to the United states, immigrants had to adjust to a new life. Immigrants tried to preserve some aspects of there own cultures. At the same time most wanted to assimilate or become part of the American culture some times this came to a conflict and also family friction.

Reviewing Scores

To see the class and school scores as a whole, click **View Test Data** under Writing Assessment Data on the EZ Assessment Menu page.




This will bring you to the **Test** tab which will allow you to see how your school as a whole scored on each assignment.

By clicking the View Teachers icon  you will see how a particular class scored on the assignment. Clicking the **Teachers** tab will bring up all teachers for that assignment. Teachers will only be able to see their classes.



View Data


View common assessment data by test, teacher, or student.

Common Assessment Data

-  [View Test Data](#)
-  [View Teacher Data](#)
-  View Tested Student Data : [Tested](#) -or- [Current](#)

Writing Assignment Data

-  [View Test Data](#)
-  [View Teacher Data](#)






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View Writing Data


Tests
Teachers
Students

demoattcenter Admin : Demo Att Ctr

Clear Filters
Grade Level: ALL Grades
Apply Filters

Prompt	Grade Level	Revision	Date	# Students	Readability	Holistic	Language Use Voice and Style	Organization	Mechanics & Conventions	Content & Development	Focus & Meaning
 Ellis Island (6-8 Informative)	7	Original	07/17/2014	1	10.5	2.3	2.4	2.1	2.3	2.0	2.3
 Ellis Island (6-8 Informative)	7	Original	05/01/2014	7	9.5	2.5	2.6	2.2	2.4	2.1	2.4
 Ellis Island (6-8 Informative)	7	Original	05/01/2014	32	9.6	2.6	2.7	2.4	2.6	2.3	2.6

By clicking the View Students icon  you will see how a particular class scored on the assignment individually. Clicking the **Students** tab will bring up all students who were scored for that assignment. Teachers will only be able to see their students.





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View Writing Data

Tests
Teachers
Students

demoattcenter Admin : Demo Att Ctr

Clear Filters
Grade Level: ALL Grades
Apply Filters

Teacher	Prompt	Grade Level	Revision	Date	# Students	Readability	Holistic	Language Use Voice and Style	Organization	Mechanics & Conventions
 Walters, Deana	Ellis Island (6-8 Informative)	7	Original	05/01/2014	32	9.6	2.6	2.7	2.4	2.6
 Powers, Alice	Ellis Island (6-8 Informative)	7	Original	05/01/2014	7	9.5	2.5	2.6	2.2	2.4

Users are able to compare student results for each writing component to see how they are progressing.

The screenshot shows the EZ Assessment software interface. At the top, there is a navigation bar with the EZ Assessment logo, a 'View Writing Data' tab, and other tabs for 'Tests', 'Teachers', and 'Students'. The 'Students' tab is selected. Below the navigation bar, there are filter options: 'Clear Filters', 'Grade Level: ALL Grades', and 'Apply Filters'. The main content area displays a table with the following columns: Student, Teacher, Prompt, Grade Level, Revision, Date, Readability, Holistic, Language Use Voice and Style, and Organization. The table contains four rows of data for students Crouch, Stacey; Andersen, Deborah; Dougherty, Kimberly; and Archer, Michelle, all of whom are assigned to teacher Walters, Deana and have taken the 'Ellis Island (6-8 Informative)' prompt. The Readability scores are 12.1, 12.5, 12.5, and 9.0 respectively. The Holistic scores are 4.0, 2.3, 2.3, and 3.1. The Language Use Voice and Style scores are 4.0, 2.3, 2.3, and 3.3. The Organization scores are 3.8, 2.1, 2.1, and 2.8.

Student	Teacher	Prompt	Grade Level	Revision	Date	Readability	Holistic	Language Use Voice and Style	Organization
Crouch, Stacey	Walters, Deana	Ellis Island (6-8 Informative)	7	Original	05/01/2014	12.1	4.0	4.0	3.8
Andersen, Deborah	Walters, Deana	Ellis Island (6-8 Informative)	7	Original	05/01/2014	12.5	2.3	2.3	2.1
Dougherty, Kimberly	Walters, Deana	Ellis Island (6-8 Informative)	7	Original	05/01/2014	12.5	2.3	2.3	2.1
Archer, Michelle	Walters, Deana	Ellis Island (6-8 Informative)	7	Original	05/01/2014	9.0	3.1	3.3	2.8

Support Information

Support

Please contact us by phone (1-877-233-7833) or e-mail (support@k12els.com) with any questions you may have regarding our products.

System Requirements

The ELS Product Suite is a web application that is hosted by Educational Leadership Solutions, Inc. Because it is an internet-based application, users (teachers and administrators) can access it from any computer that has access to the internet. The applications can run on web browsers, including Internet Explorer, Mozilla Firefox, and Safari.

Training

The ELS Product Suite has been designed to require little or no formal training. It is our goal to make the application so user-friendly that it can be mastered by following written instructions.

All training documents, user manuals, and product demos are available at our website: www.k12els.com.

Educational Leadership Solutions, Inc. also provides on-site training for schools who desire additional assistance with implementing the ELS Product Suite.

ELS, Inc.
Customer Support
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