School Administrator Tools Task Guide
Introduction

Prentice Hall EssayScorer is a Web-based service providing automatic assessment of essays. Prentice Hall EssayScorer provides students with immediate evaluation and tutorial feedback on responses to essay prompts.

Teachers can use Prentice Hall EssayScorer to assign essay writing activities to students. Essays for many prompts included in Prentice Hall EssayScorer are scored both holistically and on six traits of writing: Ideas, Organization, Conventions, Sentence Fluency, Word Choice and Voice. Other prompts, including those created by teachers, are scored on general writing quality only. Good essays:

- Include an identifiable thesis sentence that tells the reader what the essay is about.
- Include a body that supports the thesis with evidence.
- Use details and examples to develop the main idea and make the points of the essay clear.
- Present the writer as a reasonable, credible person.
- Include a strong conclusion that wraps up the essay and summarizes the main points.

Prentice Hall EssayScorer also provides feedback on mechanical aspects of writing including spelling, grammar and repetition. This detailed feedback guides students as they revise their work.

Backed by Research

- Prentice Hall EssayScorer scores agree with human rater scores better than human rater scores agree with each other.
- Prentice Hall EssayScorer scores correlate significantly higher with age and schooling than human scores do, a powerful demonstration of score validity.
- The accuracy and effectiveness of Prentice Hall EssayScorer has been positively evaluated by extensive field trials supported by the National Science Foundation and the National Board of Medical Examiners.

As a Prentice Hall EssayScorer School Administrator, your primary responsibility is to create and manage teacher accounts. You can also manage your school’s roster of student accounts, create classes and assign both students and teachers to classes. Alternatively, you can give teachers the responsibility for student account and class creation. Once classes and student accounts are created, teachers can then use Prentice Hall EssayScorer to assign essay writing activities to students. This Task Guide introduces the School Administrator Tools.

Let’s Get Started!

Disclaimer: All data, including student, teacher, school names, location, grades and scores, and associated data are fictional and are modeled for sample purposes only; any form of familiarity is coincidental.
1. **Prentice Hall EssayScorer** and the School Administrator Menu

1. Open a web browser and navigate to the URL of the **Prentice Hall EssayScorer** website for the school administrator found in the *Getting Started with Prentice Hall EssayScorer* e-mail that was provided to you.

2. The *School Administrator Login* form is displayed. Enter your *ID* and *Password* and then click the *Sign In* button.

![School Administrator Login Form](image)

**Note:** ID and password are case sensitive.

**Note:** If you have forgotten your password or ID, clicking the *Forgot Password?* link will allow you to retrieve your account information. For details see Section 8, *Retrieving Account Information*.

3. If you have not already accepted the **Prentice Hall EssayScorer** subscriber agreement, the *Subscriber Agreement Acceptance* page is displayed as shown below. If you see the *School Administrator Menu* instead, go to Step 4.

![Subscriber Agreement Acceptance Form](image)
After reading the subscriber agreement, click the check box that is highlighted in the example above. Then, click the **Continue to Menu** button.

4. The *School Administrator Menu* is displayed as shown below. From this menu you can:
   - Access the *Student Roster Editor* for managing student accounts.
   - Access the *Teacher Account Editor* for managing teacher accounts.
   - Access the *Class Editor* for managing classes.
   - Access the *Student Roster Reset Tool* for resetting student accounts.
   - Edit your account profile.
   - Access all the *Prentice Hall EssayScorer* documentation.

![School Administrator Menu](image)
2. Student Roster Editor

Use the Student Roster Editor to upload, create or edit student accounts. Instructions for completing these tasks are provided in the sections below. To begin, click the Students button on the School Administrator Menu.

2.1 Introducing the Student Roster Editor

The Student Roster Editor is shown below. Detailed information follows the example.
The Student Roster Editor provides a set of tabs for managing the student accounts for your school.

**Upload Roster**
Click this tab to upload an existing roster of student records as described in Section 2.2. The roster must be a specially formatted text file.

**Create Accounts**
Click this tab to create new student accounts as described in Section 2.3.

**Edit Accounts**
Click this tab to edit student account information, including changing logins and passwords, as described in Section 2.4.

### 2.2 Upload Roster

The **Upload Roster** tab allows you to import student account records from other applications into Prentice Hall EssayScorer. Use **Upload Roster** to automatically create new student accounts from an existing roster.

The roster file must be a comma separated text file, also known as a csv spreadsheet file. Each record of the file must contain, at a minimum, one last name and one first name. Additionally, values for a middle initial, login and password may be supplied. The format for each line of the file is:

► For example:

```
LastName1,FirstName1,MI,login1,password1
LastName2,FirstName2,MI,login2,password2
LastName3,FirstName3,,login3,password3
```

or:

```
LastName1,FirstName1,MI
LastName2,FirstName2,MI
LastName3,FirstName3,,
```

**Note:** Even if no middle initial is provided, the comma for the field is still required. For example, "LastName4,FirstName4,,login4,password4".
1. Click the **Upload Roster** tab in the **Student Roster Editor** window. The **Upload Roster** form displays as shown in **Section 2.1**. This form is always displayed by default when you first enter the **Student Roster Editor**.

2. Click the **Browse** button to locate the roster file on your computer and select it to be uploaded. See **Appendix B** for detailed instructions on uploading a file.

3. Click the **Submit** button in the upper right hand corner of the pane to upload the file and display the confirmation page.

The confirmation page, shown below, lists the new student account information and prompts you to verify that it is correct. If you notice that a student’s name has been misspelled or some other mistake, edit the roster file to make any necessary changes. Then, click the **Go Back** button to return to the **Upload Roster form** and repeat **Step 2** to load the edited version of the file. If the information is correct, click the **OK** button to add the accounts to your school roster.

---

### Upload Roster Confirmation Page

**Your file contains 6 student account record(s).**
Please inspect the information and click ‘OK’ to create all 6 student account(s) or ‘Go Back’ to revise.

<table>
<thead>
<tr>
<th>Line</th>
<th>Last Name</th>
<th>First Name</th>
<th>M.I.</th>
<th>Login</th>
<th>Password</th>
<th>Feedback</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Five</td>
<td>Student</td>
<td></td>
<td>sfive</td>
<td>p_sfive</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Four</td>
<td>Student</td>
<td></td>
<td>sfour</td>
<td>p_sfour</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>One</td>
<td>Student</td>
<td></td>
<td>sone</td>
<td>p_sone</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Six</td>
<td>Student</td>
<td></td>
<td>ssix</td>
<td>p_ssix</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Three</td>
<td>Student</td>
<td></td>
<td>stthree</td>
<td>p_stthree</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Two</td>
<td>Student</td>
<td></td>
<td>stwo</td>
<td>p_stwo</td>
<td></td>
</tr>
</tbody>
</table>

Go Back  OK

---

### Upload Roster Errors

If there is a problem with the roster file, you will get one or more error messages as shown below. Most errors occur because a field was left blank or because a duplicate **Login** was included in the file.

**Your file contains 2 student account record(s).**
Error: The student account information has one or more errors. Please correct and resubmit.

<table>
<thead>
<tr>
<th>Line</th>
<th>Last Name</th>
<th>First Name</th>
<th>M.I. Login</th>
<th>Password</th>
<th>Feedback</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Seven</td>
<td>Student</td>
<td>p_sseven</td>
<td></td>
<td>Missing data error: login, password, and student name values must be supplied.</td>
</tr>
<tr>
<td>2</td>
<td>Eight</td>
<td>Student</td>
<td>seight</td>
<td>p_seight</td>
<td>Login &quot;seight&quot; already exists with name &quot;Student Eighteen&quot;</td>
</tr>
</tbody>
</table>

Go Back

---
Roster tab. Edit the roster file to make any necessary changes. Then click the Go Back button to return to the Upload Roster form and repeat Step 2 to load the edited version of the file.

4. Once you have corrected any errors, reviewed the student account information and clicked the OK button on the confirmation page, the Upload Roster tab pane is displayed again as shown below. A message acknowledging your new student accounts is displayed at the top.

![Upload Roster](image)

2.3 Create Accounts

Use the Create Accounts form to create individual student accounts. Every student account must have a different Login.

1. Click the Create Accounts tab in the Class Editor window. The Create Accounts form displays as shown below.
2. To create a new student account, enter the student’s name, unique login and password in the blanks provided. The **Submit** button will become enabled once you begin typing your first value. An example is shown below.

**Note:** Every student account must have a unique **Login**.

3. When you finish entering student information or run out of rows, click the **Submit** button in the upper right hand corner of the pane to create the new student accounts. If there were no errors, feedback will be provided indicating that the accounts were successfully created. In addition, new input rows will be displayed to allow the creation of additional accounts.
4. If there were errors, they will be indicated in the Feedback column of the appropriate rows as shown below.

![Create Accounts Success Confirmation]

Create Accounts Success Confirmation

2.4 Edit Accounts

The Edit Accounts form allows you to modify student account information. Use Edit Accounts if a student’s name was misspelled or to view and modify logins or passwords.

1. Click the Edit Accounts tab in the bottom pane of the Class Editor. The Find Student Accounts form is initially displayed.

2. If you want to search for students in a particular class, select the class name from the drop-down menu. Otherwise, leave -all students- selected.

3. Click the appropriate radio button for searching by Last Name, First Name or Login.

4. To narrow your search, type the beginning of the selected value in the space provided as shown below.
5. Click the **Search** button to retrieve the accounts matching your selections. The search results are displayed as shown below.

At the bottom of the pane is an indicator of the total number of student accounts that matched your search criteria. If there are more than 10 search results, paging controls are provided. In the example above, notice the *Page 1 of 2* indicator and the **next >>** link in the upper right of the pane, just below the buttons. To view the next page of results, click **next >>**. After navigating to the next page, you will see a **<<previous** link for navigating back.

If your search criteria match more than 100 student accounts, you will be prompted to confirm that you want to display the search results. As indicated in the example below, clicking the **Continue** button will...
display the results. Alternatively, you can refine your search by modifying your selections and clicking the **Search** button again.

6. If the student accounts you were seeking are not in the search results list, click the **Change Search** button shown above in Step 5. The Find Student Accounts form will be displayed again. Begin your new search as described in Step 2.

7. To edit an account, change the value in the appropriate field and row. For each field that you change (or tab through using Microsoft Internet Explorer), the background will change to a light yellow. As you make your first change, the **Cancel Edits** and **Submit** buttons will become enabled.

8. If you accidentally make a change to a field, click the **Cancel Edits** button to reset the entire form.

   **Note:** If you’re using a browser such as Microsoft Internet Explorer that has an “auto complete” option, you will want to make sure that the value you initially entered into the field is not reentered automatically.

9. Once you have made all the desired changes, click the **Submit** button to save the changes. As shown below, each modified account is confirmed with a message in the **Feedback** column.
Duplicate login or missing field errors can be introduced while editing accounts. Such errors are displayed in the Feedback column as shown below.

![Edit Accounts Errors](image1)

2.5 Returning to the Main Menu or Selecting Another Tool

Above the editing form is a set of navigation links as shown below. These links provide a quick method to return to the Main Menu, switch to the Teachers tool, Classes tool, Roster Reset tool or Log Out of Prentice Hall EssayScorer.

![Navigation Links Above Student Roster Editor](image2)
3. Teachers Tool

Use the *Teachers* tool to create and manage teacher accounts. Instructions are provided in the sections below.

3.1 Creating Teacher Accounts

To create a new teacher account, click the *Teachers* button on the *School Administrator Menu*.
The *Teacher Account Creation* form is displayed as shown below.

![New Teacher Account Creation Form](image)

Supply a *Login*, *Password* and *Name* for the teacher and then click the *Create Account* button. To create additional teacher accounts, select *New account* from the *Teacher* drop-down menu and proceed to enter another login, password and name.

### 3.2 Editing Teacher Accounts

To edit an existing teacher account, select the teacher’s login from the *Teacher* drop-down menu. Modify the teacher’s *Login*, *Password* or *Name* and then click the *Update Account* button.

![Teacher Account Editing Form](image)

### 3.3 Deleting Teacher Accounts

To delete an existing teacher account, select the teacher’s login from the *Teacher* drop-down menu and click the *Delete Account* button shown in the figure above. Confirm the deletion when prompted.

![Teacher Account Deletion Confirmation Box](image)
3.4 Returning to the Main Menu or Selecting Another Tool

Above the editing form is a set of navigation links as shown below. These links provide a quick method to return to the Main Menu, switch to the Students tool, Classes tool, Roster Reset tool or Log Out of Prentice Hall EssayScorer.

![Navigation Links Above Teacher Account Editor](image)
4. Classes Tool

Use the Classes tool to create and manage classes and student accounts. The Classes tool includes some of the same functionality as the Student Roster Editor described in Section 2 except that in the Classes tool, all student roster management is done within the context of a particular class. Instructions for completing these tasks are provided in the sections below. To begin, click the Classes button on the School Administrator Menu.

4.1 Create New Classes

1. New classes are created from the Class Editor window. If no classes have been created in your school yet, the Class Creation and Editing form shown in Step 2 will be displayed automatically. Otherwise, the Class Editor will be displayed with the Class selection drop-down menu as shown below. If there is only one class in your school, the Class Editor opens automatically as shown in Section 4.2. To see the Class Creation and Editing form if it is not already showing, click the Create a new class link.
2. The *Class Editor* displays the *Class Creation and Editing* form shown below.

3. Provide a name and optionally, a description for the class. If you have previously created teacher accounts, their account information will be shown in the *Available Teachers* list. To assign one or more teachers to this class, click each teacher entry in the *Available Teachers* list and then click the *Left Arrow* button.

4. Click the *Create Class* button to create a new class.

If the class name you supplied is the same as another class in your school, an error message is displayed as shown below. To remedy this, either modify the name of the new class to make it unique and click the *Create Class* button or click the *Go Back* button.
5. Upon successful creation of a class, the Class Editor roster editing form is displayed with feedback as shown below.

This form is described in detail in the next section.

4.2 Introducing the Class Editor

The Class Editor window is divided into two panes, one at the top listing the students enrolled in the current class and one at the bottom containing a series of tabs for managing a class roster. All changes to a class are made using the tabs in the bottom pane. Clicking on the top pane has no effect.

Note: If you have a small screen, the tabs in the bottom pane may be hidden from view below the bottom of the browser window. If this is the case, you will need to scroll down to see them.

When a class is first created and no students have been enrolled, the message *No students enrolled in class* appears in the top pane as shown below. A screen shot showing a class with students enrolled is shown in Section 4.3.
A description of each of the elements found on the Class Editor is given below. Instructions for using each of the tabs and forms are in Section 4.3.

**Top Pane**

**Class**
Displays the name of the class you have selected for editing. You can select a different class to edit by clicking on the arrow of the drop-down menu and clicking the desired class name.

**Description**
An optional field for your personal reference; it may be blank.
Create a new class
Click this link to create a new class. See Section 4.1 for details on using the Class Creation and Editing form.

Edit class properties/teachers
Click this link to change the name, description or which teachers are assigned to the class. Also click this link to delete a class from your school (see Section 4.4 for details on deleting classes). Class names must be unique; a duplicate class name will result in an error message as shown in Section 4.1.

Enrolled Students
A list of the students enrolled in this class, including their names and logins displayed alphabetically by last name. See the screen shot in Section 4.3 for an example. The Feedback column displays messages regarding changes made to the student accounts and is described in more detail in Section 4.3.

Licenses remaining
This value indicates the remaining number of student accounts that can be enrolled in classes in your school. Each time you enroll a new student in a class in Prentice Hall EssayScorer, the number of licenses remaining decreases by one. If you enroll a student in a class who is already using Prentice Hall EssayScorer, the number of licenses remaining will stay the same. For more information on Licenses remaining and the Prentice Hall EssayScorer Licensing Model, see Appendix A.

Bottom Pane

Create Accounts
Click this tab to create new student accounts and enroll them in the selected class as described in Section 4.3.1.

Enroll Students
Click this tab to add students with existing accounts to a class roster as described in Section 4.3.2.

Unenroll Students
Click this tab to remove student accounts from a class roster as described in Section 4.3.3.

Edit Accounts
Click this tab to edit student account information for students enrolled in a class, including changing logins and passwords, as described in Section 4.3.4.

4.3 Using the Class Editor: Managing the Class Roster

4.3.1 Create Accounts
Use the Create Accounts form to create individual student accounts. Every student account must have a unique Login.

1. Click the Create Accounts tab in the Class Editor window. The Create Accounts form displays as shown below. This form is always displayed by default when you first enter the Class Editor.
2. To create a new student account, type the student’s name, unique login and password in the blanks provided. An example is shown below.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>M.I.</th>
<th>Login</th>
<th>Password</th>
<th>Feedback</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seven</td>
<td>Student</td>
<td></td>
<td>sseven</td>
<td>p_sseven</td>
<td></td>
</tr>
<tr>
<td>Eight</td>
<td>Student</td>
<td></td>
<td>seight</td>
<td>p_seight</td>
<td></td>
</tr>
</tbody>
</table>

Note: To move to the next row, use the Tab key or your mouse. Hitting the Return key has no effect.
3. When you finish entering student information or run out of rows, click the **Submit** button in the upper right hand corner of the pane to create the new student accounts and enroll the students. After a brief pause, the *Enrolled Students* list is updated as shown in the example below. The students with newly created accounts are automatically enrolled in this class. The newly enrolled students will appear at the top of this list, above previously enrolled students. The **Feedback** column for these new students will include the message *Student account created.* The Create Accounts form refreshes with additional rows to add new student information.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>M.I.</th>
<th>Login</th>
<th>Feedback</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seven</td>
<td>Student</td>
<td>sseven</td>
<td>seven</td>
<td>Student account created.</td>
</tr>
<tr>
<td>Eight</td>
<td>Student</td>
<td>seight</td>
<td></td>
<td>Student account created.</td>
</tr>
</tbody>
</table>

**Enrolled Students after Creating Accounts**

For each student account successfully created and enrolled, the **Licenses remaining** value is reduced by one. For more information on **Licenses remaining** and the *Prentice Hall EssayScorer Licensing Model*, see *Appendix A*.

If there are problems with the account entries, you will receive an error message in the **Feedback** column for the particular row containing the error. The **Last Name**, **First Name**, **Login** and **Password** values must all be supplied or you will see a missing data error message as shown below. Provide the missing information and click the **Submit** button to attempt to create the account again.

![Create Accounts Missing Data Error](image-url)
Attempting to create a new student account with the same Login as an existing student account will also result in an error. In that case you will see a duplicate error message as shown below. If you still want to create the student account, change the Login and click the Submit button.

Create Student Accounts

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>M.I.</th>
<th>Login</th>
<th>Password</th>
<th>Feedback</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eight</td>
<td>Student</td>
<td></td>
<td>seight</td>
<td>p_seight</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Duplicate Login Error: seight is already used by another student</td>
</tr>
</tbody>
</table>

Continue using the Create Accounts form to create and enroll all of the student accounts for the selected class.

Note: If you have a large number of student accounts to create, you may prefer to use the Upload Roster capability of the Student Roster Editor, described in Section 2.2.

4.3.2 Enroll Students

The Enroll Students form provides access to all of your school's Prentice Hall EssayScorer student accounts that are not already enrolled in the currently selected class. Use this form to enroll some or all of these students in a class.

1. Click the Enroll Students tab in the bottom pane of the Class Editor. The Find Student Accounts form is initially displayed.

2. Click the appropriate radio button for searching by Last Name, First Name or Login.

3. To narrow your search, type the beginning of the selected value in the space provided as shown below.
Enroll Students Search Form

**Note:** The search feature is not case sensitive.

4. Click the **Search** button to retrieve the accounts matching your selections. The search results are displayed as shown below.

At the bottom of the pane is an indicator of the total number of student accounts that matched your search criteria. If there are more than 10 search results, paging controls are provided. In the example above, notice the **Page 1 of 2** indicator and the **next >>** link in the upper right of the pane, just below the buttons. To view the next page of results, click **next >>**. After navigating to the next page, you will see a **<<previous** link for navigating back.

If your search criteria match more than 100 student accounts, you will be prompted to confirm that you want to display the search results. As indicated in the example below, clicking the **Continue** button will
display the results. Alternatively, you can refine your search by modifying your selections and clicking the **Search** button again.

5. To enroll a student in this class, locate the row containing the student’s name (student accounts are ordered alphabetically by the search field that was selected) and click the box in the **Enroll** column of that row. A check mark appears as shown below. You can click multiple boxes to enroll multiple students.

6. Click the **Submit** button to enroll the student accounts in this class. As shown below, the newly enrolled student accounts are added to the top of the **Enrolled Students** list. The **Feedback** column
for the new students will include the message *Student enrolled* to indicate that they were successfully added to the class. Additionally, each enrolled account is confirmed with a message in the *Feedback* column in the *Enroll Students* form.

---

### Enrolled Students

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>M.I.</th>
<th>Login</th>
<th>Feedback</th>
</tr>
</thead>
<tbody>
<tr>
<td>Five</td>
<td>Student</td>
<td>sfive</td>
<td>sfive</td>
<td>Student enrolled.</td>
</tr>
<tr>
<td>Eight</td>
<td>Student</td>
<td>seight</td>
<td>seight</td>
<td></td>
</tr>
<tr>
<td>Seven</td>
<td>Student</td>
<td>sseven</td>
<td>sseven</td>
<td></td>
</tr>
</tbody>
</table>

---

### Enroll Student Accounts

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>M.I.</th>
<th>Login</th>
<th>Password</th>
<th>Enroll</th>
<th>Feedback</th>
</tr>
</thead>
<tbody>
<tr>
<td>Six</td>
<td>Student</td>
<td>ssix</td>
<td>p_ssix</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Three</td>
<td>Student</td>
<td>stthree</td>
<td>p_stthree</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eleven</td>
<td>Student</td>
<td>seleven</td>
<td>p_seleven</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Four</td>
<td>Student</td>
<td>sfour</td>
<td>p_sfour</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nine</td>
<td>Student</td>
<td>snine</td>
<td>p_snine</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Two</td>
<td>Student</td>
<td>stwo</td>
<td>p_stwo</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Twelve</td>
<td>Student</td>
<td>sttwelve</td>
<td>p_sttwelve</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>One</td>
<td>Student</td>
<td>sone</td>
<td>p_sone</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ten</td>
<td>Student</td>
<td>sten</td>
<td>p_sten</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Five</td>
<td>Student</td>
<td>sfive</td>
<td>p_sfive</td>
<td></td>
<td>✔️</td>
<td>Student enrolled.</td>
</tr>
</tbody>
</table>

**Number of Students Found:** 11

---

### 4.3.3 Unenroll Students

Use the *Unenroll Students* form to remove students from a class roster.

1. Click the *Unenroll Students* tab in the *Class Editor*. The *Unenroll Students* form displays as shown below listing all students enrolled in this class. The box in the *Enrolled* column is checked for all students, indicating that they are enrolled.
2. To unenroll students from the class, locate the row containing the student’s name (student accounts are ordered alphabetically by last name) and click the box in the **Enrolled** column. This unchecks the box causing the check mark to disappear as shown below.

### Unenroll Students Form

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>M.I.</th>
<th>Login</th>
<th>Enrolled</th>
<th>Feedback</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eight</td>
<td>Student</td>
<td>seight</td>
<td>✔</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Five</td>
<td>Student</td>
<td>sfive</td>
<td>✔</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Four</td>
<td>Student</td>
<td>sfour</td>
<td>✔</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nine</td>
<td>Student</td>
<td>snine</td>
<td>✔</td>
<td></td>
<td></td>
</tr>
<tr>
<td>One</td>
<td>Student</td>
<td>sone</td>
<td>✔</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seven</td>
<td>Student</td>
<td>sseven</td>
<td>✔</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Six</td>
<td>Student</td>
<td>ssix</td>
<td>✔</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Three</td>
<td>Student</td>
<td>stthree</td>
<td>✔</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Two</td>
<td>Student</td>
<td>stwo</td>
<td>✔</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

### Unenroll Students Form with Accounts Deselected

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>M.I.</th>
<th>Login</th>
<th>Enrolled</th>
<th>Feedback</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eight</td>
<td>Student</td>
<td>seight</td>
<td></td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Five</td>
<td>Student</td>
<td>sfive</td>
<td>✔</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Four</td>
<td>Student</td>
<td>sfour</td>
<td>✔</td>
<td></td>
<td></td>
</tr>
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<td>Student</td>
<td>snine</td>
<td></td>
<td>✔</td>
<td></td>
</tr>
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<td></td>
</tr>
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<td>Seven</td>
<td>Student</td>
<td>sseven</td>
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<td>✔</td>
<td></td>
</tr>
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<td></td>
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<td>stthree</td>
<td>✔</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Two</td>
<td>Student</td>
<td>stwo</td>
<td>✔</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
3. When you have finished clicking boxes for the students you want to unenroll, click the **Submit** button in the upper right hand corner of the pane.

4. As shown below, the list of *Enrolled Students* in the top pane is updated and no longer includes account information for the unenrolled students. In addition, the *Unenroll Students* form includes a message confirming the success of the unenroll request.

---

### Enrolled Students

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>M.I.</th>
<th>Login</th>
<th>Feedback</th>
</tr>
</thead>
<tbody>
<tr>
<td>Five</td>
<td>Student</td>
<td></td>
<td>sfive</td>
<td></td>
</tr>
<tr>
<td>Four</td>
<td>Student</td>
<td></td>
<td>sfour</td>
<td></td>
</tr>
<tr>
<td>One</td>
<td>Student</td>
<td></td>
<td>sone</td>
<td></td>
</tr>
<tr>
<td>Six</td>
<td>Student</td>
<td></td>
<td>ssix</td>
<td></td>
</tr>
<tr>
<td>Three</td>
<td>Student</td>
<td></td>
<td>sthree</td>
<td></td>
</tr>
<tr>
<td>Two</td>
<td>Student</td>
<td></td>
<td>stwo</td>
<td></td>
</tr>
</tbody>
</table>

---

To unenroll students, please remove the checkmark

**You have successfully unenrolled student(s) from World Studies**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>M.I.</th>
<th>Login</th>
<th>Enrolled</th>
<th>Feedback</th>
</tr>
</thead>
<tbody>
<tr>
<td>Five</td>
<td>Student</td>
<td></td>
<td>sfive</td>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td>Four</td>
<td>Student</td>
<td></td>
<td>sfour</td>
<td>✔️</td>
<td></td>
</tr>
<tr>
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<td>✔️</td>
<td></td>
</tr>
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</tr>
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<td>✔️</td>
<td></td>
</tr>
<tr>
<td>Two</td>
<td>Student</td>
<td></td>
<td>stwo</td>
<td>✔️</td>
<td></td>
</tr>
</tbody>
</table>

---

**Note:** If you accidentally unenroll a student account, use the *Enroll Students* tab, as described in *Section 4.3.2*, to re-enroll the account.
4.3.4 Edit Accounts

The Edit Accounts form allows you to modify student account information within the selected class. Use Edit Accounts if a student's name was misspelled or to view and modify logins or passwords.

1. Click the Edit Accounts tab in the bottom pane of the Class Editor. The Find Student Accounts form is initially displayed as shown below.

![Edit Accounts Search Form]

**Note:** The search feature is not case sensitive.

2. If you have a small number of students enrolled in the selected class, you can immediately click the Search button.

3. If you have a large number of students enrolled in the selected class, you can narrow your search by clicking the appropriate radio button for searching by Last Name, First Name or Login, and then typing the beginning of that value in the space provided.

4. Click the Search button to retrieve the student accounts. The Edit Student Accounts form is displayed as shown below listing all students enrolled in this class. All account fields can be edited.

![Search Results for Edit Student Accounts]
5. To edit an account, change the value in the appropriate field and row. For each field that you change (or tab through using Microsoft Internet Explorer), the background will change to a light yellow. As you make your first change, the **Cancel Edits** and **Submit** buttons are enabled.

6. If you accidentally make a change to a field, click the **Cancel Edits** button to reset the entire form.

**Note:** If you are using a browser such as Microsoft Internet Explorer that has an “auto complete” option, you will want to make sure that the value you initially entered into the field is not reentered automatically.

7. Once you have made all the desired changes, click the **Submit** button to save the changes. As shown below, each modified account is confirmed with a message in the **Feedback** column.

---

**Edit Accounts Confirmation Feedback**

Duplicate login or missing field errors can be introduced while editing accounts. Such errors are displayed in the **Feedback** column as shown below.

---

**Edit Accounts Form Errors**
4.4 Deleting Classes

Existing classes are deleted from the Class Editor window. To delete an existing class, select the class name from the Class drop-down menu and click the Edit class properties/teachers link.

Click the Delete Class button as shown below:

A popup window will appear asking you to confirm the deletion. If you are certain you want to delete the class, click the OK button.

When you delete a class, the class and the activities that were assigned to the class are no longer available to students or teachers. Any work done by students who were in the deleted class continues to be stored with the student. If the same activity that was in the deleted class is assigned to an existing class, the student's work will again be available to the student. For information on resetting student accounts, see Section 5.
### 4.5 Returning to the Main Menu or Selecting Another Tool

Above the *Class Editor* is a set of navigation links as shown below. These links provide a quick method to return to the *Main Menu*, switch to the *Students* tool, *Teachers* tool, *Roster Reset* tool or Log Out of *Prentice Hall EssayScorer*.

<table>
<thead>
<tr>
<th>Main Menu</th>
<th>Students</th>
<th>Teachers</th>
<th>Classes</th>
<th>Roster Reset</th>
<th>Log Out</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class:</td>
<td>World Studies</td>
<td>Description: 5th Period</td>
<td>Create a new class</td>
<td>Edit class properties/teachers (1 teacher assigned)</td>
<td>Help</td>
</tr>
</tbody>
</table>

*Navigation Links Above Classes Tool*
5. Student Roster Reset Tool

Use the Student Roster Reset Tool to reset student accounts and unenroll them from the class and school rosters. This tool may be used at any time during a subscription term, but it may only be used once per subscription year. It is most often used at the start of a school term, when there are new class rosters to be installed and you want to reset the old rosters. The Student Roster Reset Tool resets and unenrolls student accounts and releases the licenses that they have been using, but it does not delete any classes from your school, nor does it remove the association between classes and teachers.

5.1 Resetting Student Accounts

To reset your school's student accounts, click the Roster Reset button on the School Administrator Menu.
The **Student Roster Reset Tool** is displayed as shown below.

Use this tool to reset student accounts in your current school roster and release the licenses that they have been using. This is typically done at the start of a school term when there are new class rosters to be installed and you want to reset the old rosters.

**You may reset student accounts only once per subscription term.**

Before resetting your student accounts, please be sure that:

- All students have finished their Prentice Hall EssayScorer assignments for the term and,
- All teachers have finished accessing the reports for their students.

Most recent activity: students: Fri May 8 2009, 3:24 pm
teachers: Fri May 8 2009, 5:04 pm

Click the **Reset Accounts** button to reset all 95 current student accounts from your school roster.

As shown above, the tool cautions you to ensure that the accounts you are about to reset are no longer needed. Information regarding most recent usage by students and teachers is also provided to help you verify that it is prudent to continue. Click the **Reset Accounts** button. The confirmation box is displayed as shown below.

Click the **OK** button to complete the roster reset process. The completion page is displayed as shown below.

**Note:** If you have a multi-year *Prentice Hall EssayScorer* subscription, you may reset student accounts once per calendar year.
If you have previously reset student accounts during the current subscription, when you click the **Roster Reset** button from the **Main Menu**, you will see the following message:

```
You have already reset student accounts during the current subscription term.
Contact ph_accounts@pearsonkt.com for information about acquiring a new Prentice Hall EssayScorer subscription.
```

**Feedback if Roster Reset Already Completed for Term or Year**

You are now ready to begin creating new student accounts using the **Class Editor** or the **Student Roster Editor**.

### 5.2 Returning to the Main Menu or Selecting Another Tool

Above the **Student Roster Reset Tool** is a set of navigation links as shown below. These links provide a quick method to return to the **Main Menu**, switch to the **Students tool**, **Teachers tool**, **Classes tool** or **Log Out** of **Prentice Hall EssayScorer**.

```
<table>
<thead>
<tr>
<th>Main Menu</th>
<th>Students</th>
<th>Teachers</th>
<th>Classes</th>
<th>Roster Reset</th>
<th>Log Out</th>
</tr>
</thead>
</table>
```

*All student accounts successfully reset and removed from class rosters.*

**Navigation Links Above Roster Reset Tool**
6. Getting More Student Licenses

*Prentice Hall EssayScorer* is licensed on a per student basis. If you need more student licenses please contact your *Prentice Hall EssayScorer* sales representative.

If you have had students using *Prentice Hall EssayScorer* leave your school in the middle of your *Prentice Hall EssayScorer* subscription, *Prentice Hall EssayScorer* provides a method to obtain a one-time increase in the number of student licenses available to you. When your *Licenses remaining* value reaches 10% or fewer of the original number of licenses purchased, a new section entitled *Request Additional Licenses* is shown on the *School Administrator Menu*.

![School Administrator Menu with Request Additional Licenses Highlighted](image)

Click the *Info on Licenses* button to display the *Request for Additional Student Licenses* page as shown below.
As shown in the figure, this page gives information about requesting additional licenses. The number of licenses that you can request and receive automatically is based on the number of licenses originally purchased. To request your one-time, automatic license increase, click the Request Additional Licenses button. Upon clicking the button, the increase takes place immediately and the following confirmation message is shown.

You now have 21 licenses available.

Note that your school should still not have more than 120 students accessing Prentice Hall EssayScorer.

Click "Main Menu", above, to continue.
7. Editing Your Account Profile

To change the Login, Password, Name or E-mail Address of the school administrator account, click the Edit profile link on the School Administrator Menu.

Clicking this link opens the Administrator Account Editor. Your account information is displayed and you can make the desired changes.

Click the Update Account button to save your changes. Click the Main Menu link at the top to return to the School Administrator Menu.

Note: Recently changed passwords are easy to forget. If you change the administrator password, please record the change in a safe place, such as on a hardcopy of the Getting Started with Prentice Hall EssayScorer e-mail message.
8. Retrieving Account Information

If you forget your password, click the **Forgot Password?** link on the School Administrator Login form to have your login **ID** and **Password** sent to you in an e-mail.

![School Administrator Login with Forgot Password? Link Highlighted](image)

Clicking on the **Forgot Password?** link opens the Password Retrieval form as shown below.

![Password Retrieval Form](image)

If you remember your login **ID**, type it into the appropriate field. If you do not remember your login **ID**, type your **E-mail Address** into the appropriate field instead. Next, click the **Retrieve Information** button. An e-mail with your account information will be automatically sent to your e-mail address and a confirmation page, shown below, is displayed.

![Successful Password Retrieval Confirmation](image)

**Note:** The school administrator account information can only be e-mailed to you if the user **ID** or **E-mail Address** that you provide exactly matches the value in the Prentice Hall EssayScorer account database.
Appendix A – Licensing Model

The School Administrator Menu and the top pane of the Class Editor window each include a Licenses remaining indicator. This number indicates the remaining number of student licenses that your school has available.

Prentice Hall EssayScorer is purchased on a per-student basis. A single student uses one Prentice Hall EssayScorer license when he or she is enrolled in one or more classes. The first time a new student is enrolled in a class, the number of licenses remaining will decrease by one. If that same student is later enrolled in another class, the number of licenses remaining will stay the same.

Once a student logs into Prentice Hall EssayScorer, he or she has permanently used his or her license. Even if the student is later unenrolled from all classes, the number of licenses remaining will not increase. On the other hand, if a student never logs into Prentice Hall EssayScorer and is unenrolled from all classes, then the number of licenses remaining will increase allowing another student to be added.

Situation: Your school has subscribed to 250 licenses and 200 are still remaining. You add a new student “Student Ten” to a class. The Licenses remaining value decreases to 199. Student Ten later moves to another class and his new teacher adds him to her class roster. The number of Licenses remaining stays the same.

The Licenses remaining value is color coded so you can tell at a glance when your school is running low on licenses. When there are more than 30 licenses available, the number is green. When the number of licenses remaining drops below 30, the number changes to amber. And when there is only one license left, the number becomes red as shown below.
Possible Errors

If you attempt to enroll more student accounts than the number of licenses available for your school, you will receive feedback indicating that there are not enough student licenses left. You may receive this feedback if you try to create new accounts or enroll students in the selected class that exceed the number of licenses remaining.

Creating New Accounts

If you attempt to create more accounts than the number of licenses available, a message will appear in the Feedback column of each row, indicating that too few licenses are available. An example is shown below. You will need to either subscribe for more licenses as discussed in Section 6, or create accounts for a fewer number of students.

Enrolling Students

If you attempt to enroll more students in the selected class than the number of licenses available, feedback will appear in the lower pane of the Class Editor window indicating that there were not enough licenses available to enroll the students. An example is shown below. You will need to either subscribe for more licenses as described in Section 6 or enroll fewer students.
Getting More Student Licenses

See Section 6 for information on getting additional student licenses or contact your Prentice Hall EssayScorer sales representative to purchase more.
Appendix B – Uploading a File

The following sections provide instructions for retrieving the roster file from your computer and uploading it to *Prentice Hall EssayScorer* as required to use the *Upload Roster* tool (discussed in Section 2.2). You will need to know where on your computer the roster file is stored.

With a Macintosh Operating System

1. Following the instructions in Section 2.2, if you are using Safari as your browser, click the *Choose File* button on the *Upload Roster* form as shown below.

   ![Choose File Button](image1.png)

   - Select a file containing roster data, then click *Submit*. The roster will be presented for approval.
   - Detailed instructions

2. The Open dialogue box is displayed.

   ![Open Dialogue Box](image2.png)

   - Network
   - Macintosh...
   - RESOURCES
   - Desktop
   - tdrissell
   - Applications
   - Documents
   - Movies
   - Music
   - Pictures

   ![File List](image3.png)
3. Browse the folders on the left side until you locate the folder in which you saved your roster file. Click the folder to the left of the folder name to open it.

4. From the list of files in the folder, click your roster file to select it.
5. Click the Choose button.

6. The Open dialogue box closes and the name of the roster file appears in the Choose File field of the Upload Roster form as shown below.

7. Proceed as directed in Section 2.2.
With a Microsoft Windows Operating System

1. Following the instructions in Section 2.2, click the **Browse** button on the **Upload Roster** form.

2. The File Upload dialogue box is displayed.

3. Click the arrow next to the **Look in** field to locate the folder in which you have saved your roster file. Select the folder containing the roster file and click to open it.
4. From the list of files select the roster file by clicking it. The file name appears in the **File name** field.

5. Click the **Open** button. The file name and path appear in the **Browse** field of the **Upload Roster** form.
6. Proceed as directed in Section 2.2.
Appendix C - Further Assistance

For documentation on teacher tasks or the student interface, click on the relevant document link found on the School Administrator Menu.

In the event of technical difficulties, please contact our customer support line at 1-800-234-5832 between the hours of 8:00 AM and 10:00 PM Eastern Time, Monday – Thursday, and between the hours of 8:00 AM and 8:00 PM Eastern Time, Friday. You can also visit http://support.pearsonschool.com.
Appendix D - System Requirements

The minimum system requirements for using *Prentice Hall EssayScorer* are:

**Windows**
- Windows XP, Vista, Windows 7
- 512 MB RAM (minimum)
- Microsoft Internet Explorer 6.0 or higher, Firefox 3.0 or higher
- JavaScript enabled
- Flash plug-in 9.0 or higher

**Macintosh**
- OS X 10.4 or higher
- 512 MB RAM (minimum)
- Safari 3.0 or higher, Firefox 3.0 or higher
- JavaScript enabled
- Flash plug-in 9.0 or higher

**Monitor Resolution**
1024 x 768 (minimum)

**Bandwidth**
256 Kb/sec (minimum)