UTAH COMPOSE
FORMATIVE WRITING TOOL

Student User Guide V.3

MEASUREMENT INCORPORATED
EXCELLENCE IN ASSESSMENT™

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Welcome to Utah Compose

UTAH COMPOSE
FORMATIVE WRITING TOOL

Utah Compose is an online learning system designed to assist students in grades 3 through 12 with improving their writing skills. The system acts as a partner with students, providing instant scoring, targeted feedback, and helpful tools to improve writing skills across the Six Traits of Writing.

Utah Compose Welcome Page

FIGURE 1.1 Utah Compose Welcome page

1. To access the Utah Compose Welcome page, launch your favorite Internet browser.
2. Enter **http://www.utahcompose.com**

The Welcome page serves as a resource center for teachers, parents, and students who are using Utah Compose. Use the six tabs across the top of the page to access the following sections:

1. Click **Features** to see highlights of key components of Utah Compose, including writing prompts, graphic organizers, peer review, instant writing trait scoring, text evidence and content accuracy scoring, student portfolios, teacher reports, and tutorials and interactive lessons.

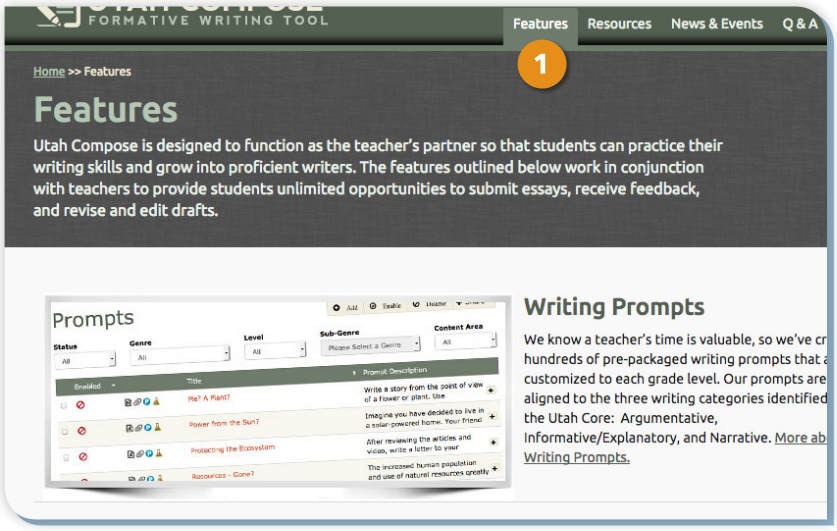


FIGURE 1.2 Features page

2. Click **Resources** to access a collection of resources designed to give students and educators helpful information about Utah Compose, AI scoring, and Utah Core writing standards.

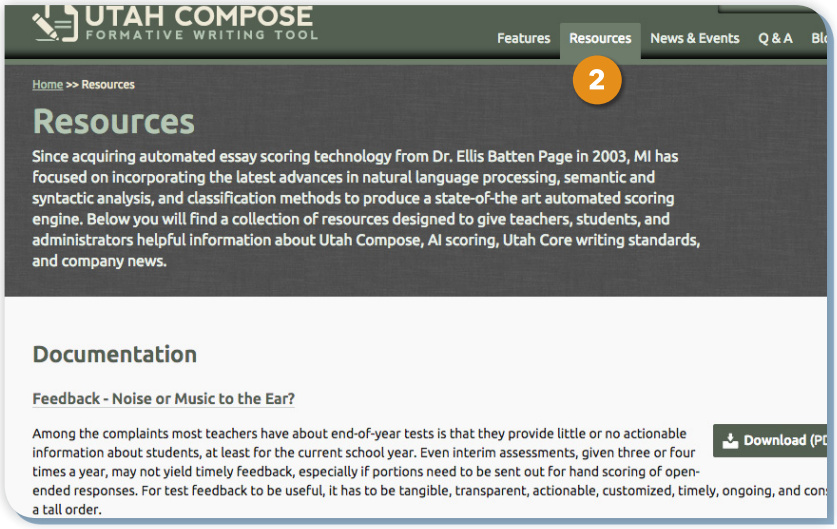


FIGURE 1.3 Resources page

3. Click **News & Events** to find information about Utah Compose and upcoming webinars, trainings, and live demonstrations.

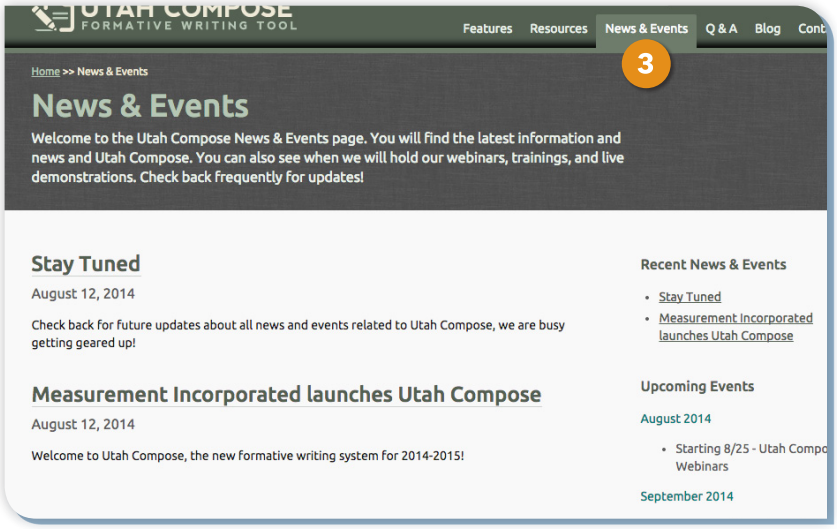


FIGURE 1.4 News & Events page

4. Click **Q & A** to review answers to commonly asked questions about the PEG scoring engine, features of Utah Compose, and technical requirements.

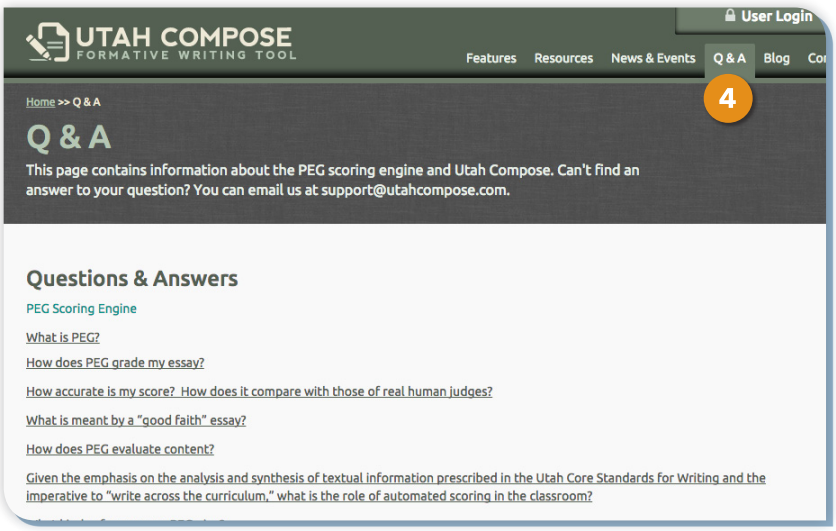


FIGURE 1.5 Questions and Answers page

5. Click **Blog** to read up-to-date information about Utah Compose, writing instruction and more!

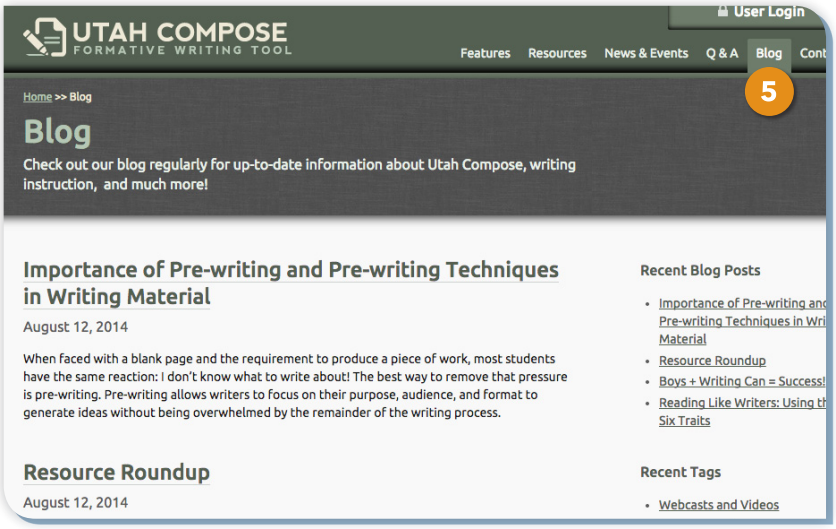


FIGURE 1.6 Blog page

6. Click **Contact** to find the email address and phone number to contact the Utah Compose support team.

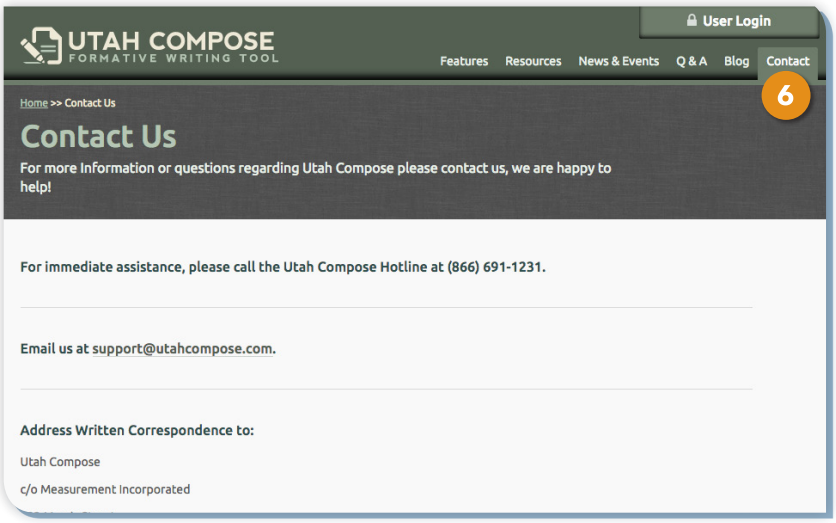


FIGURE 1.7 Contact Us page

Utah Compose Writing Site

1. To log in to the Utah Compose Writing Site from the Welcome page, click the **User Login** button in the upper right corner.

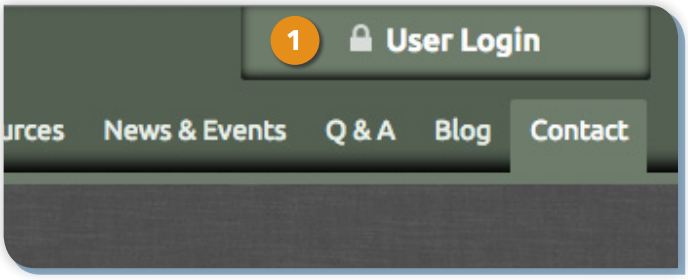


FIGURE 1.8 Login Button

2. Enter your user name and password.

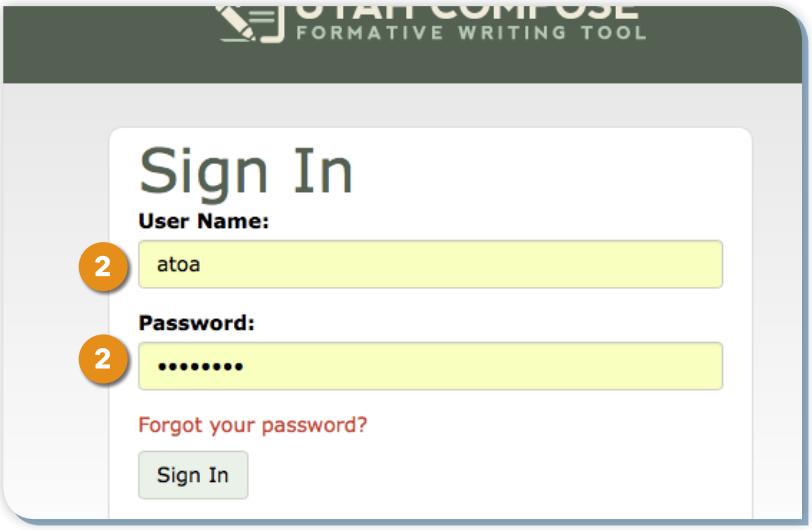


FIGURE 1.9 Login Screen

You are now on the Select a Course page.

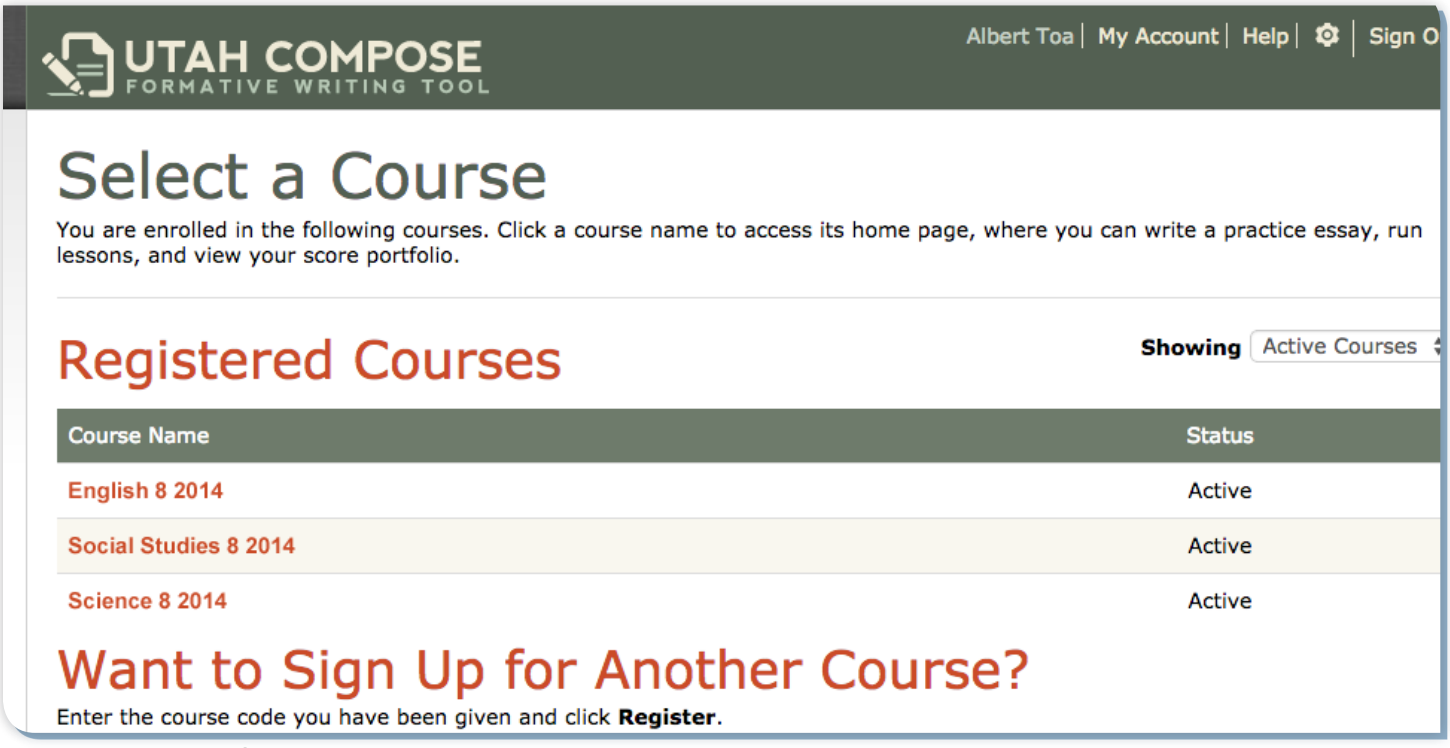


FIGURE 1.10 Select a Course page

Changing your Password

1. To change your password, click **My Account** at the top of the page to view the **Account Information** page.

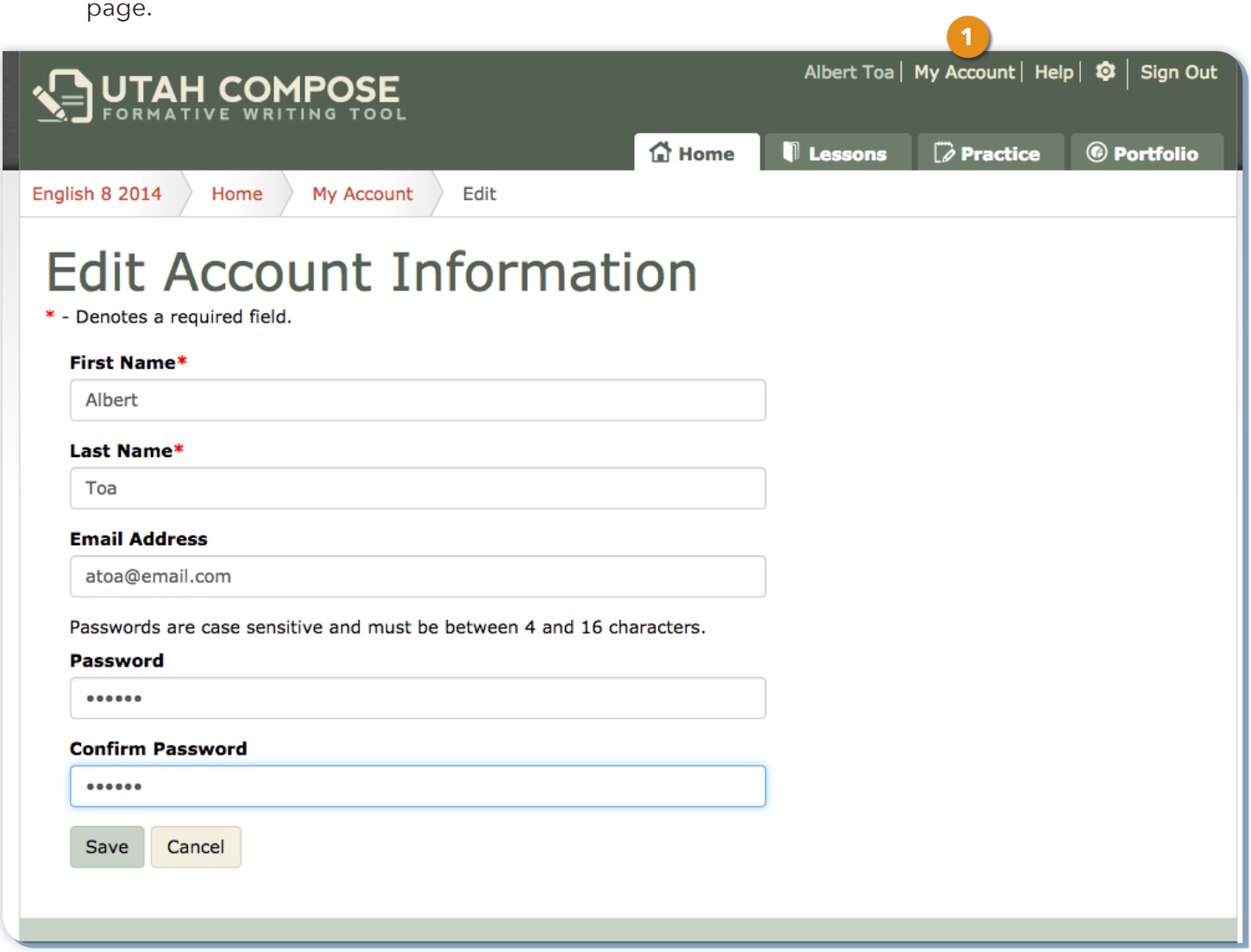


FIGURE 1.11 Account Information page

2. Click **Edit** to change the account information (name, email address, password).
3. Click **Save** to save the changes and return to the **Account Information** page.

Accessibility Options

To adjust the display settings of the website, click the wheel icon in the upper right corner.

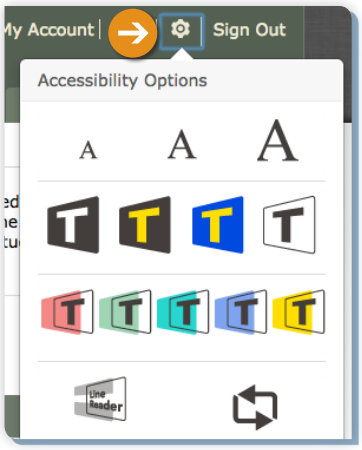


FIGURE 1.12 Accessibility Options Button

- **Font Size →** increase the font size of the text displayed on the screen

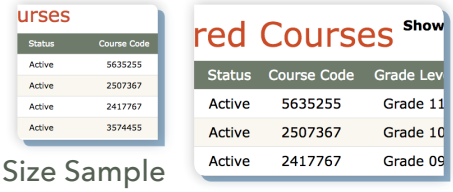


FIGURE 1.13 Font Size Sample

- **Color Contrast →** change the contrast of the background/foreground screen colors

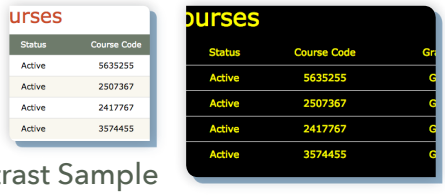


FIGURE 1.14 Color Contrast Sample

- **Color Overlay →** add a semi-transparent color over the text displayed on the screen

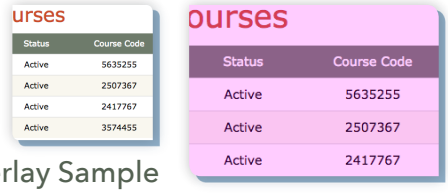


FIGURE 1.15 Color Overlay Sample

- **Line Reader →** view a line of text while masking the areas above and below

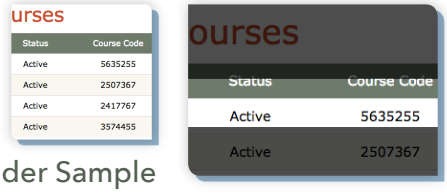


FIGURE 1.16 Line Reader Sample

- **Undo →** return the above features to the default display settings

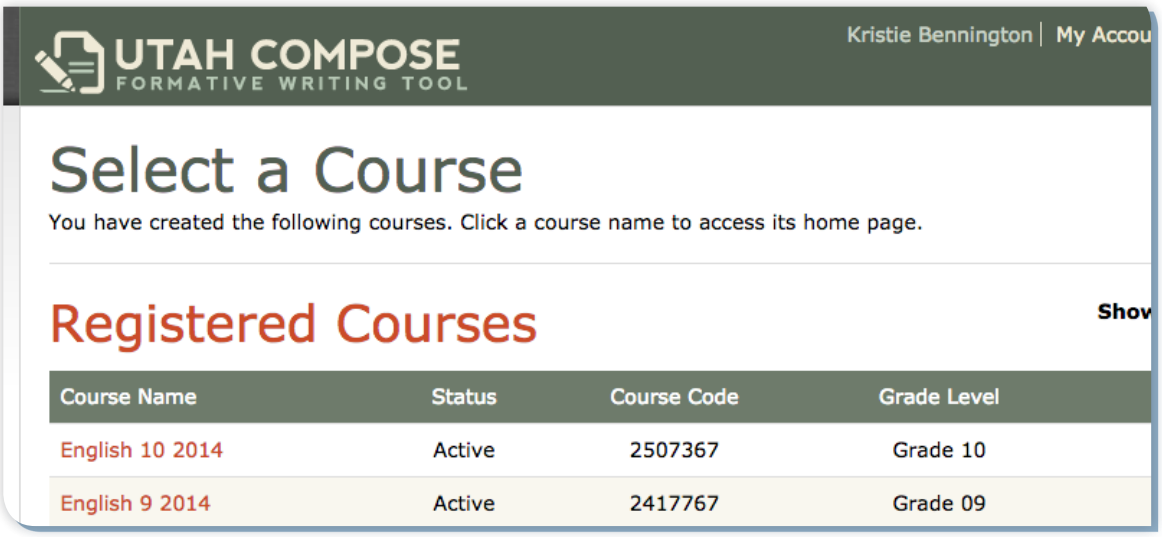


FIGURE 1.17 Normal Display Sample

Accessing your Courses

Teachers and students are pre-registered for courses in Utah Compose. If you have more than one course, the Select a Course page displays all of the courses that are registered to your login credentials.

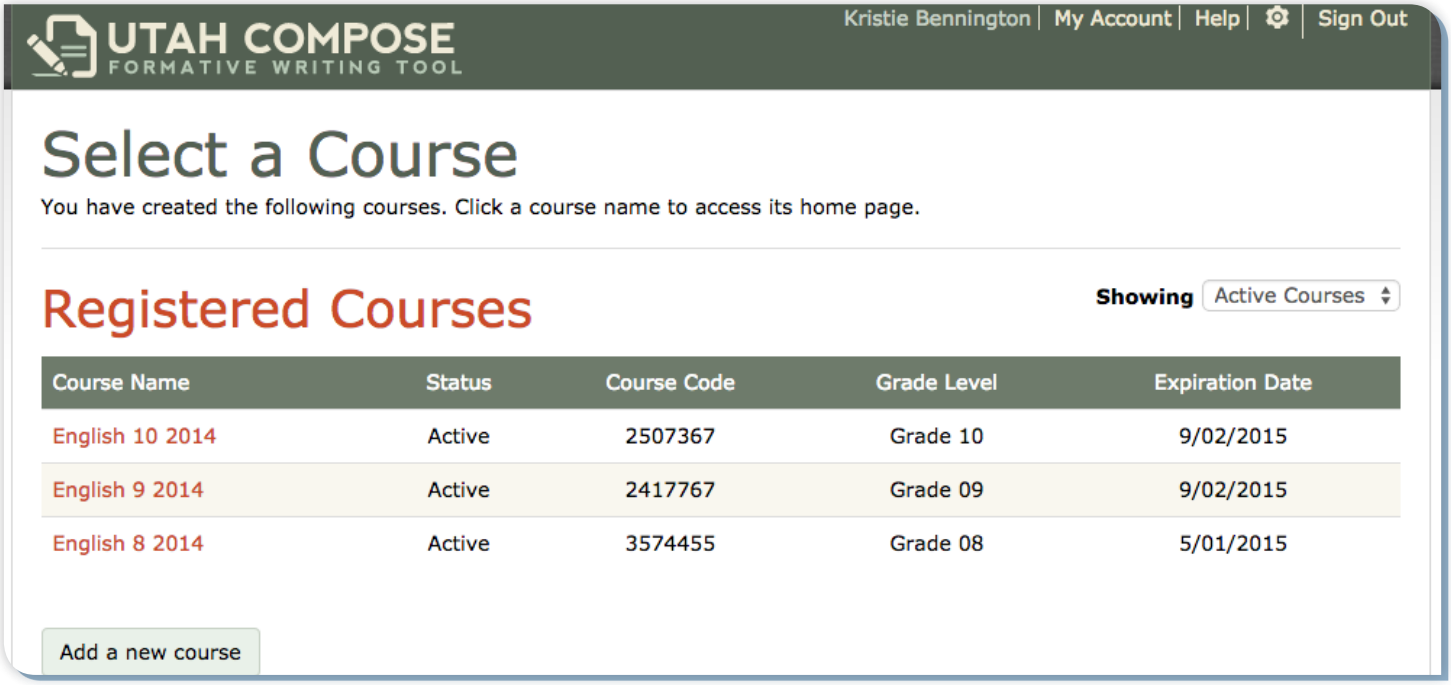


FIGURE 2.1 Select a Course page

Selecting a Course

1. The Registered Courses table lists each course by Course Name and Status.
2. Select a course by clicking on the course name. This will take you to the Home page for this course.

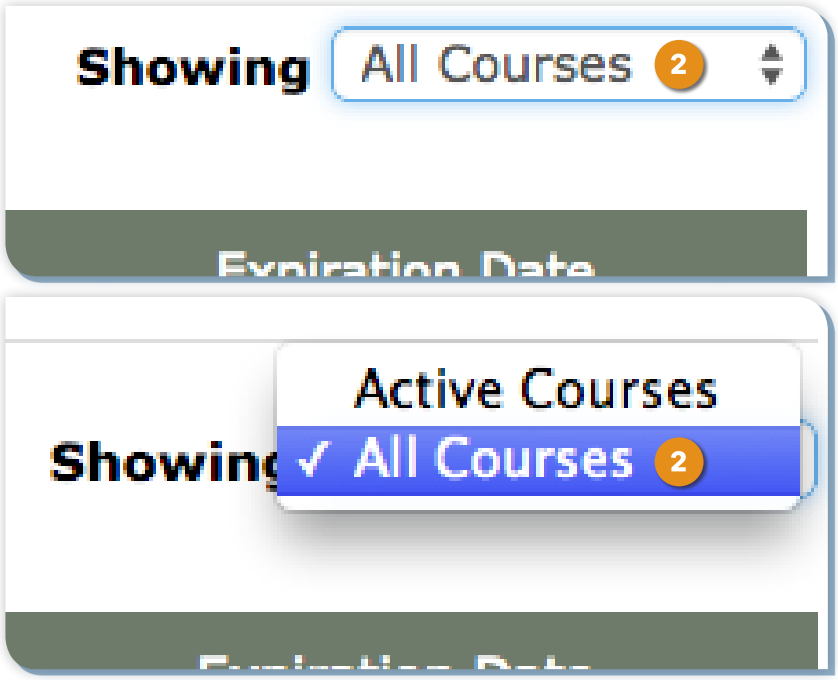


FIGURE 2.2 Select All Courses Dropdown Menu

The Course Home Page

The Course Home page displays important information about the current course, including Helpful Links, Student Writing History, and the four main tabs for working in the course.

FIGURE 2.3 Course Home page

Helpful Links

1. Click the **Change Course** link to access a different course.
2. Click **How To Guides** to access student user guides in PDF and video formats and the Two Stars and a Wish guide
3. Click **Rubrics** to access scoring rubrics for the Six Traits of Writing and those for content accuracy and textual evidence.
4. Click **Example Essays** to access samples of student writing with scores and explanations.

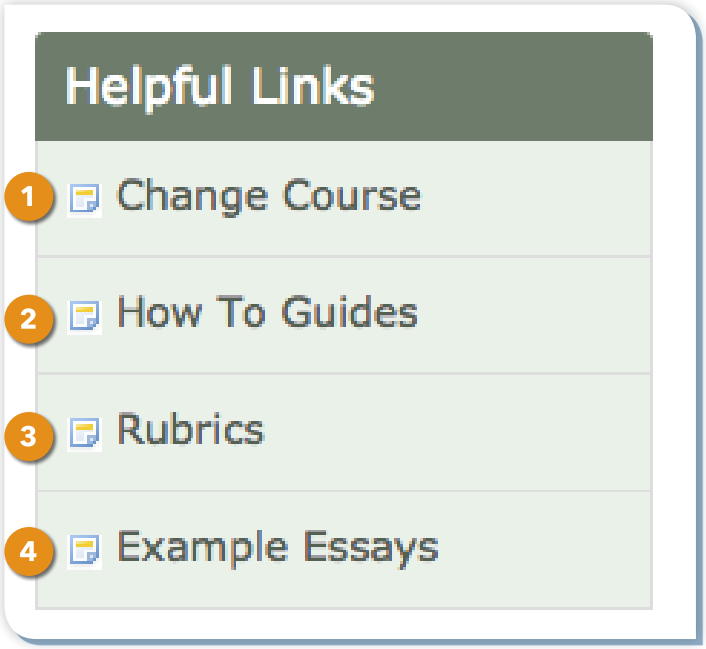


FIGURE 2.4 Helpful Links

Student Writing History

The Writing History table contains information and links to access your most recent writing drafts.

1. The table lists the date, prompt title, number of drafts, the status of the draft (scored or incomplete), the number of reviews completed for a requested peer review, and messages from your teacher. There are 10 essays listed on the page at a time. Use the Previous, Next, and Page Number buttons to navigate to additional essays.
2. Click the **Date** link to view the Score Report for a specified prompt.
3. Click the **Messages** link to read and write comments to your teacher within the score reports.

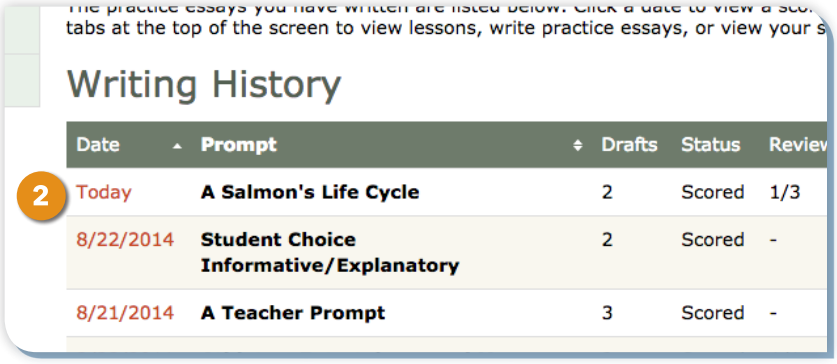


FIGURE 2.5 Date Link

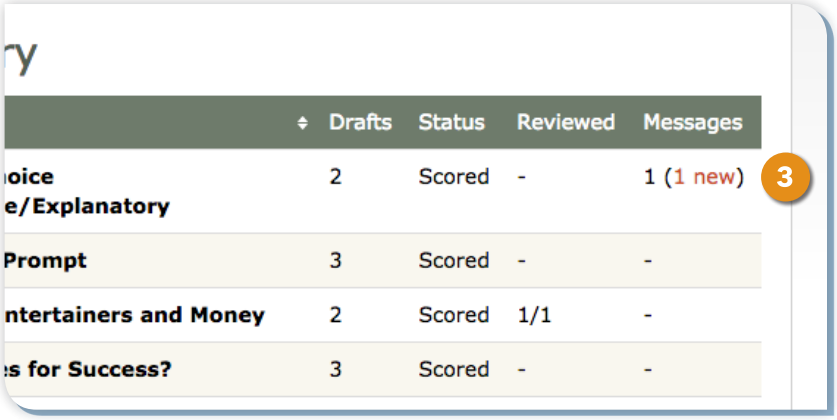


FIGURE 2.6 Message Link

Pending Peer Reviews

The Pending Peer Reviews table is located below your Writing History table. This table displays peer review requests that you have received from one of your fellow group members, including the date the review was requested, the essay's prompt title, and the name of the prompt on which the author wrote the essay, and the name of the student author who wrote the essay and requested your review.

1. Click the **Date** Link to read, complete, and submit the Peer Review.

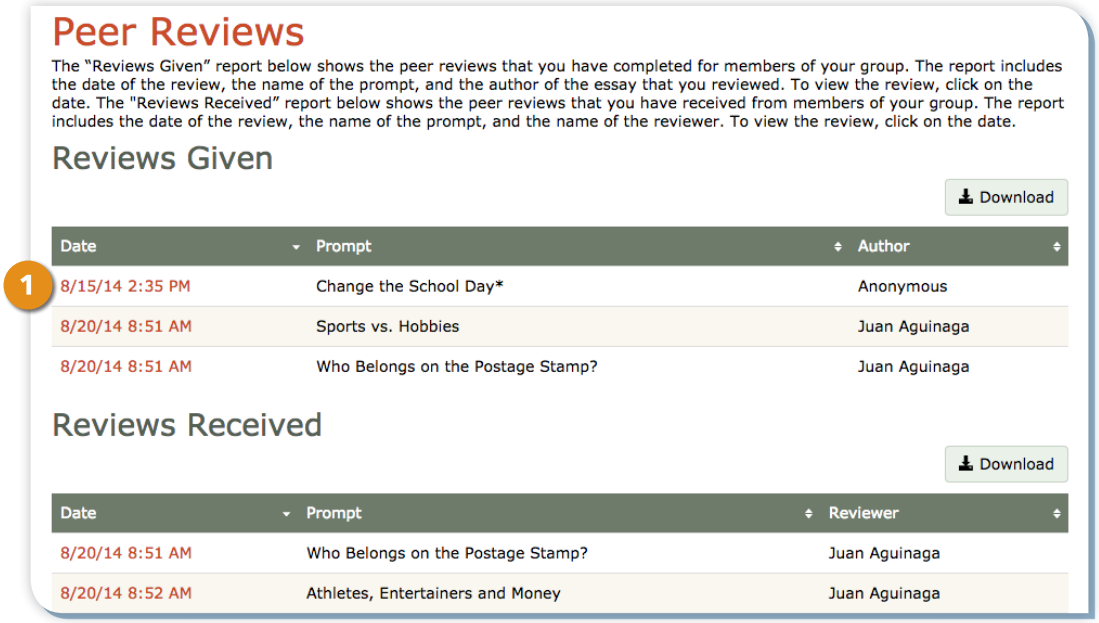


FIGURE 2.7 Peer Reviews Table

Navigation Tabs

In addition to the Helpful Links and the Student Writing History, you can perform several other tasks from your Course Home page. Use the navigation tabs at the top of your Course Home page to access the following information:

1. Click the **Lessons** tab to access writing lessons and tutorials.
2. Click the **Practice** tab to select a prompt and to plan, write, revise, and submit writing to be scored.
3. Click the **Portfolio** tab to view your writing score averages and access your score reports.

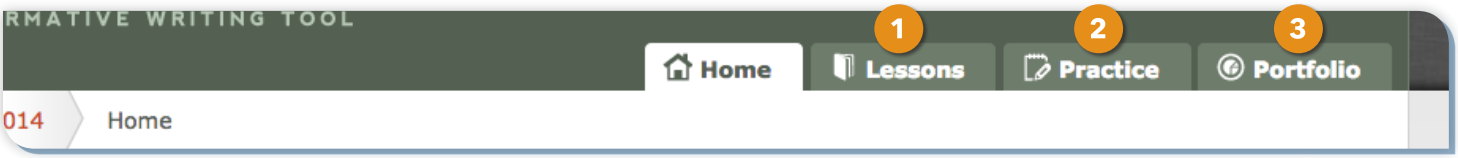


FIGURE 2.8 Navigation Tabs

Changing Courses

1. To change courses, use the **Change Course** drop-down menu in the left corner of the page and select a different course from the list.
2. You can also change courses by clicking on the **Change Course** link under the Helpful Links section and selecting a different course from the list.

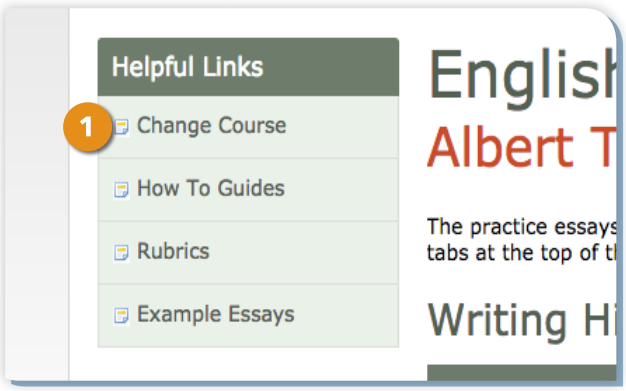


FIGURE 2.9 Change Course Link

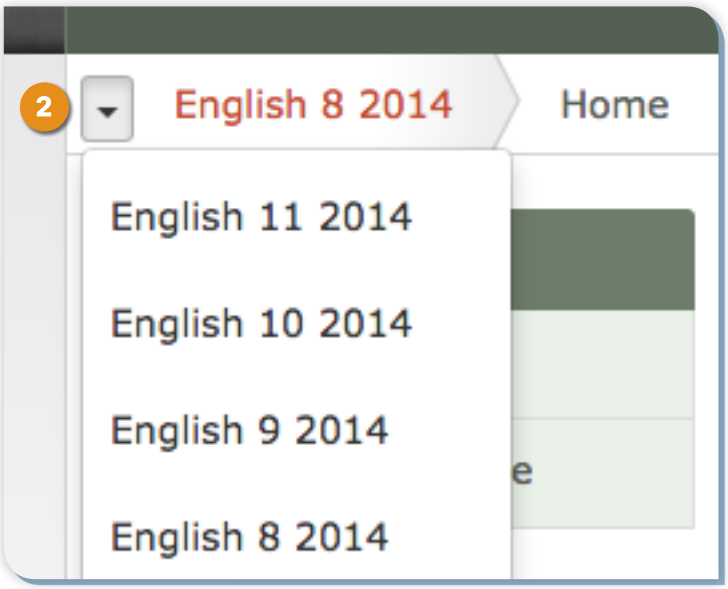


FIGURE 2.10 Change Course Drop-Down

Accessing the Lessons

Students have access to over 100 interactive tutorials to help improve their writing skills

1. Click on the **Lessons** tab to select and view a lesson.
2. Use the filters to display the lessons by category and level.
3. Click on the lesson title and follow the instructions within each lesson.
4. Some lessons include audio, in which the words in the lesson are read aloud. To hear the audio, click on the audio icon within the lesson.

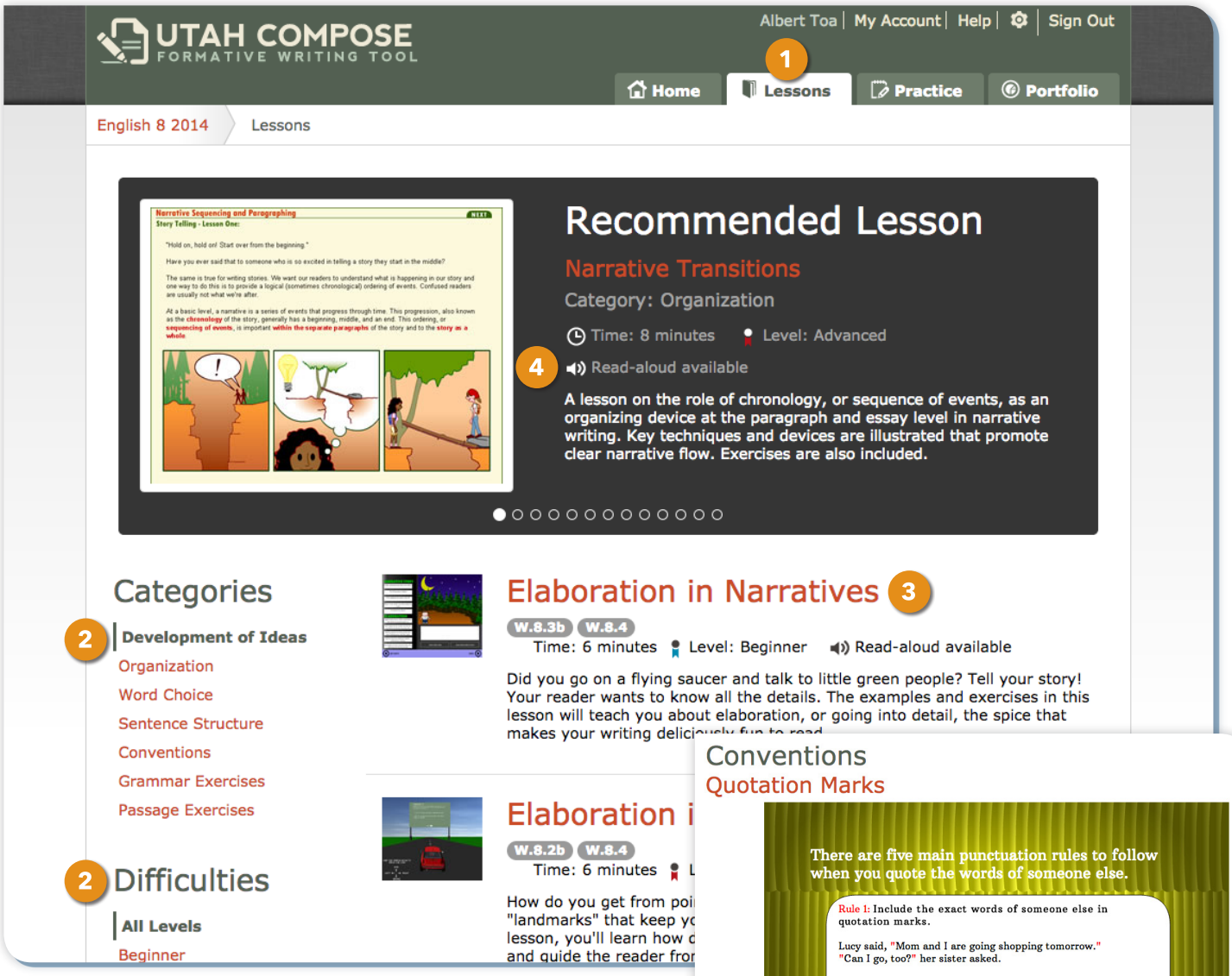


FIGURE 3.1 Lessons page

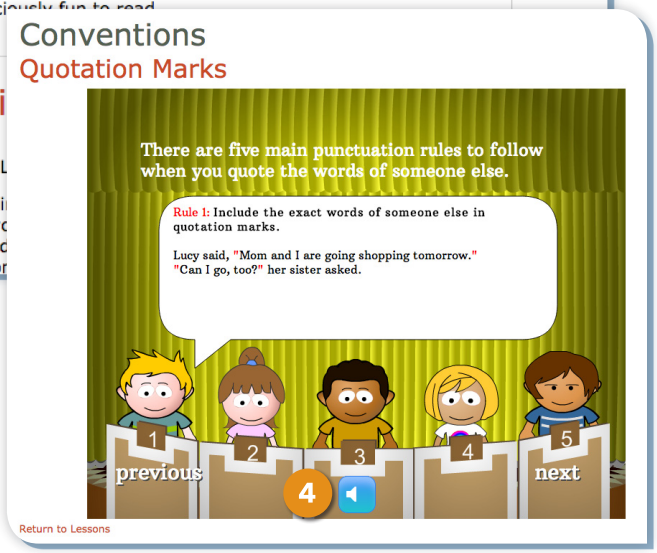


FIGURE 3.2 Interactive Lesson

Planning and Writing an Essay

Selecting a Prompt

1. To begin writing, click the **Practice** tab.
2. Select a prompt based on what your teacher has assigned or choose a prompt of interest to you.
3. Read the prompt carefully and decide if you would like to plan your writing using an online graphic organizer or begin typing a draft of your essay.
4. Click the **Pre-Writing** button to select and complete a graphic organizer. Click the **Begin Writing** button to enter your writing in the text box.

FIGURE 4.1 Practice page

Graphic Organizers

1. If you choose the **Pre-Writing** option, you will have access to a variety of graphic organizers.
2. To access a printable version, click the **Organizer** and click the **Printable Version** button.
3. To complete an organizer online, select the **Organizer** and click the **Next** button or **Double-Click** the selected organizer. Text can be written directly into the organizer.
4. When you have completed your organizer, click **Next** to begin writing your essay. The organizer will appear above the writing box.

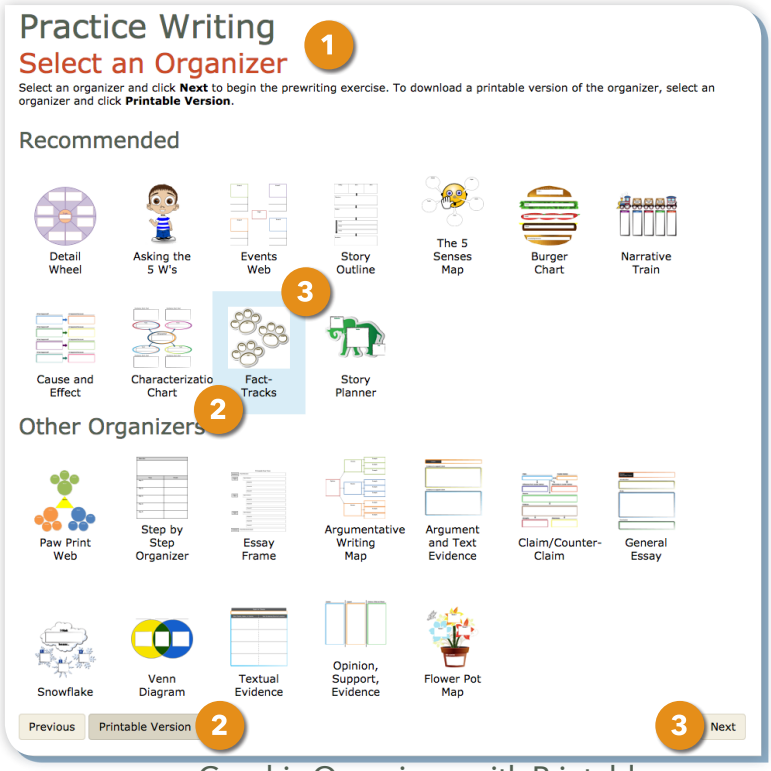


FIGURE 4.2 Graphic Organizers with Printable Version Button

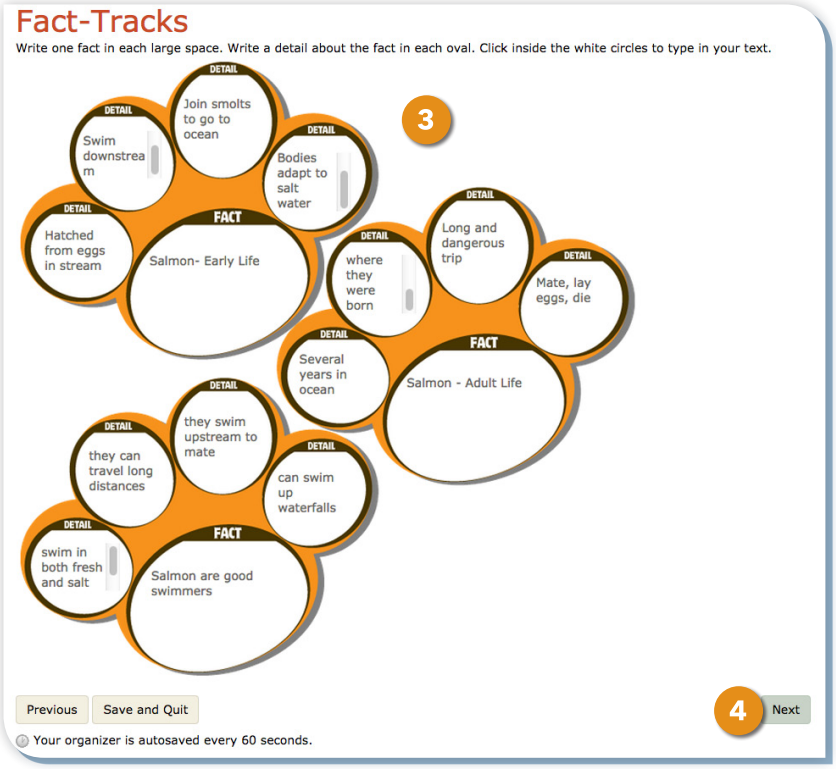


FIGURE 4.3 Enter Text into Organizer

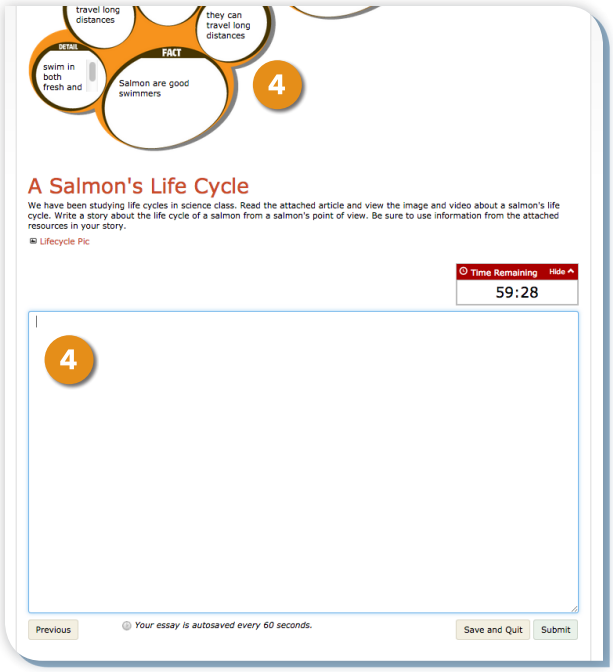


FIGURE 4.4 Begin Writing Your Essay

Writing an Essay

1. To create an essay, you can type text directly into the writing box, copy and paste from the graphic organizer, or copy and paste from another document.
2. To leave an essay to finish later, click **Save and Quit**.
3. Once a draft is completed, click **Submit**. Within seconds, the draft will be scored and a Score Report will be displayed.

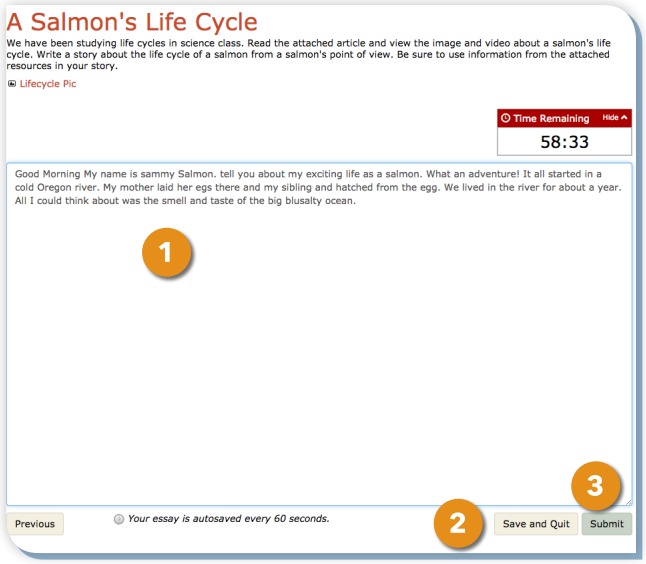


FIGURE 4.5 Writing an Essay

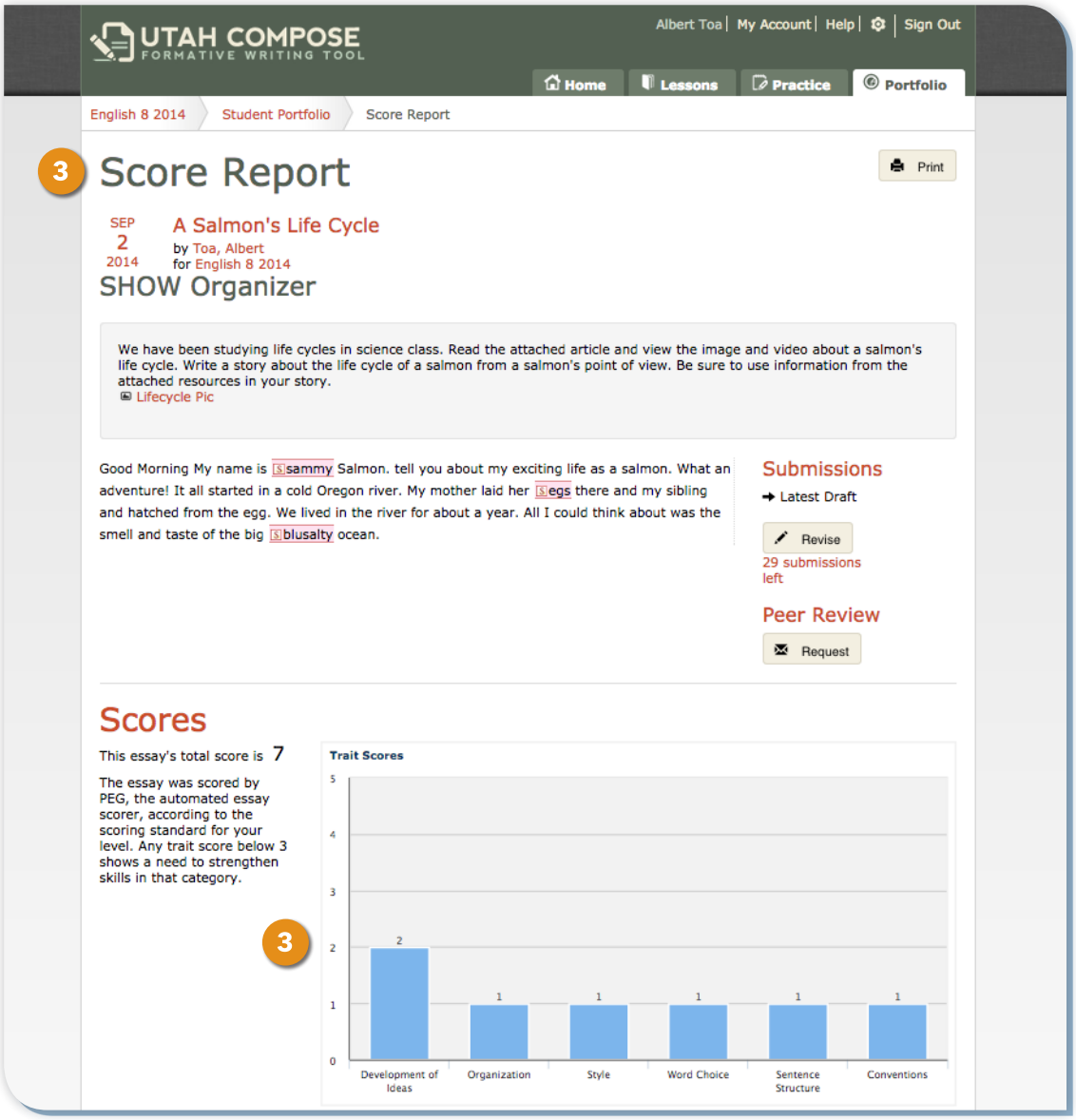


FIGURE 4.6 Sample Score Report

The Score Report

Using built-in communication tools found in the Score Reports, you can review your work, read teacher comments, and leave messages to your teacher about your work.

Grammar, Spelling, and Teacher Feedback

1. In the score report, you will see specific spelling and grammar errors highlighted within the scored draft.
2. To review errors and read suggestions for improvement, click on a **Highlighted Error** and use the **Arrow Keys** to navigate to the next error.
3. Click on the yellow notes within the draft to read comments written by your teacher.

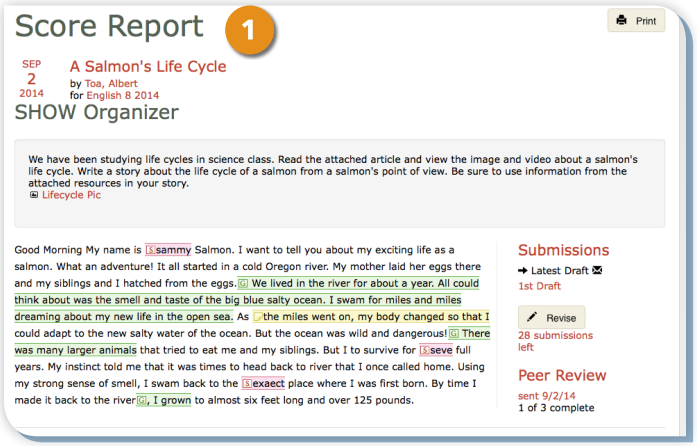


FIGURE 5.1 Sample Score Report

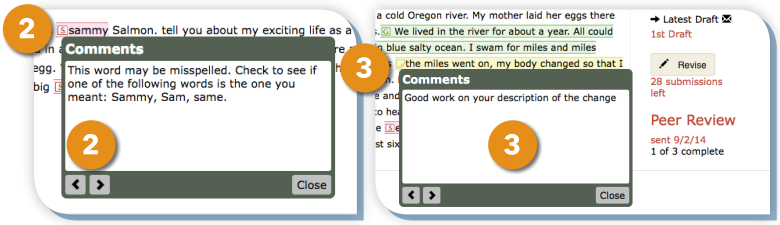


FIGURE 5.2 Error, Comments and Suggestions pop-up window

Scores

1. Your scores are displayed based on the Utah Compose Scoring Rubric, including the total score and a score for each of the Six Traits of Writing.
2. Scroll down to view suggestions for improvement and lesson recommendations for each trait.

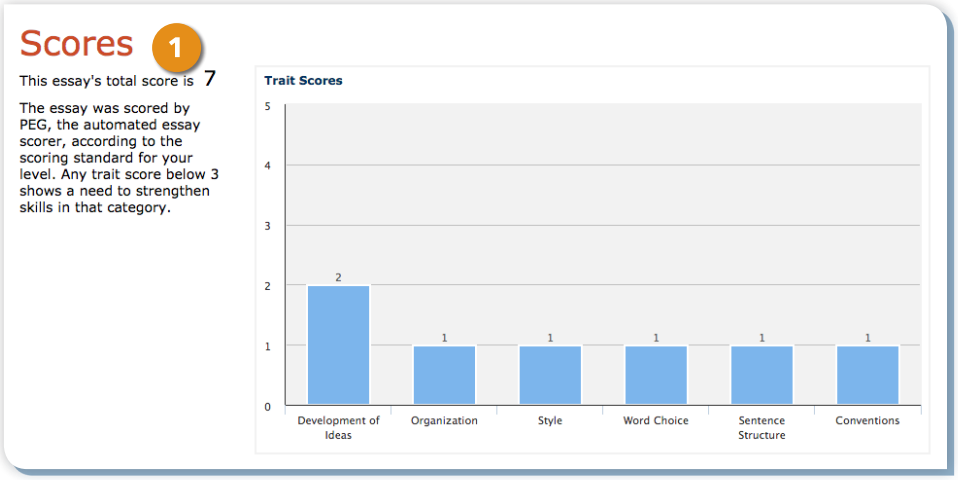


FIGURE 5.3 Trait and Total Scores

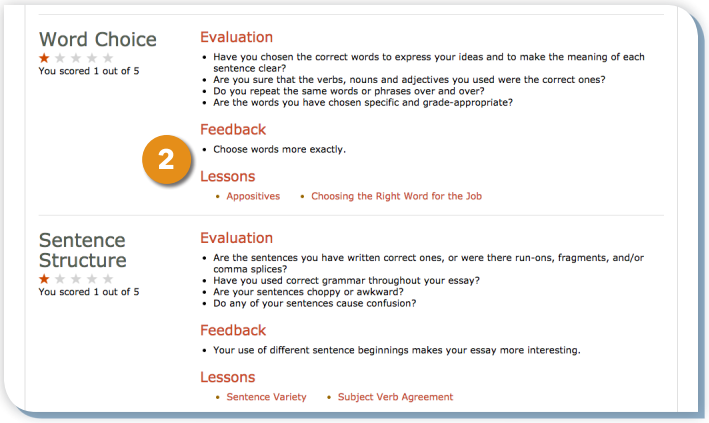


FIGURE 5.4 Six Traits Scoring and Suggestions with Lesson Recommendations

Suggested Lessons

1. The Utah Compose system recommends specific lessons based on your scores and provides a link to the lessons in the score report by trait.
2. To view a recommended lesson, click the red **lesson** link and follow the instructions within each lesson.
3. Some lessons include audio, in which the words in the lesson are read aloud. To hear the audio, click on the **Audio Icon** within the lesson.

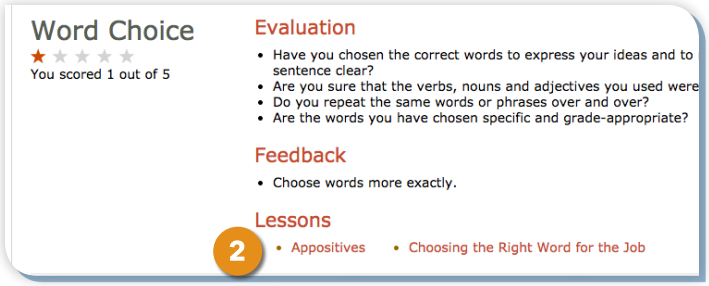


FIGURE 5.5 Lesson Suggestions

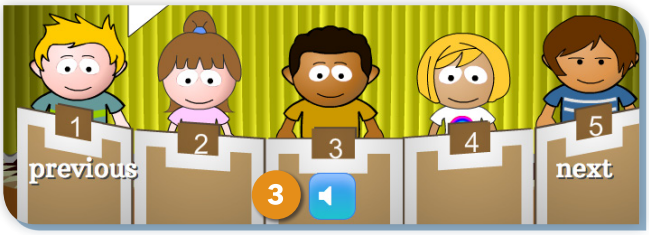


FIGURE 5.6 Read Aloud Option Button

Additional Scores for Textual Evidence and Content Accuracy

1. Your teacher may have scored your writing for two additional categories: Textual Evidence and Content Accuracy. Scroll down to view the scores and read the comments provided by your teacher for these areas.
2. For each category, the number of stars displayed represents your score (refer to the attached scoring rubric link to assist with understanding a score).
3. Your teacher may also have left comments for you in the Comment box next to the score for your review.

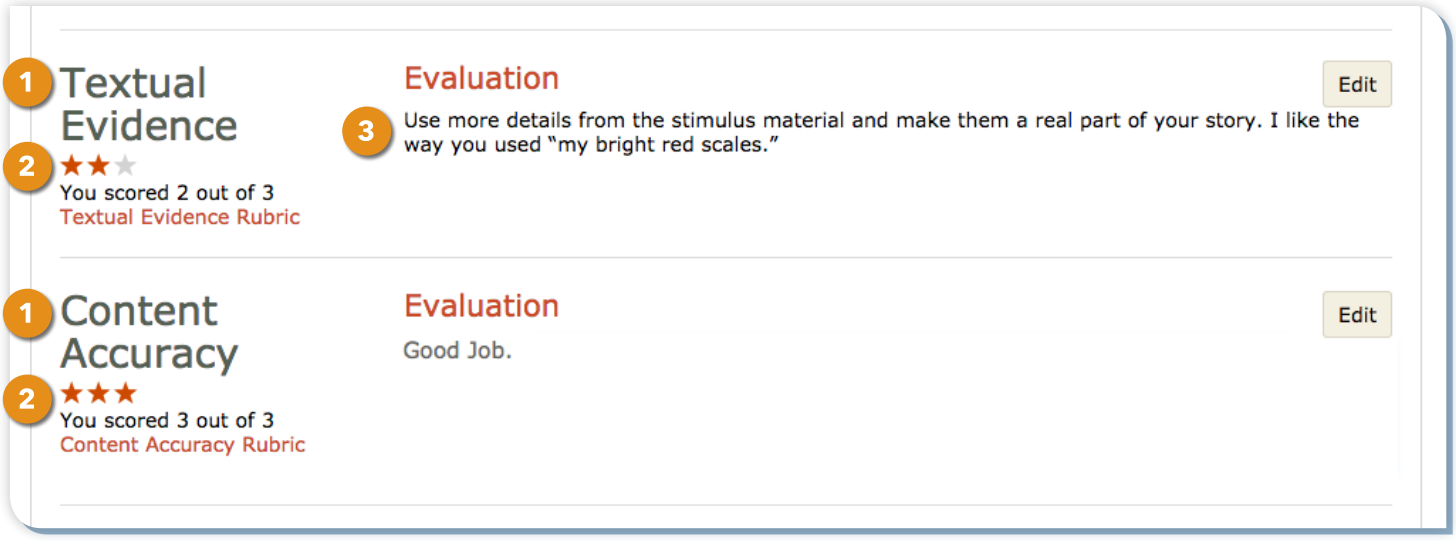


FIGURE 5.7 Scoring for Textual Evidence and Content Accuracy

Student-to-Teacher Messaging

1. To write a message to your teacher, type in the **Messages** box and click **Post Message**.
2. Your teacher can read your message and return a message to you within the Score Report. You will be notified of a message from your teacher on the Course Home page in the Student Writing History.

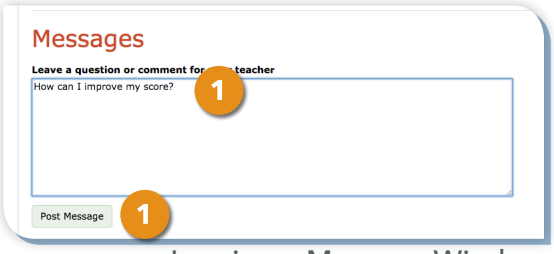


FIGURE 5.8 Leaving a Message Window

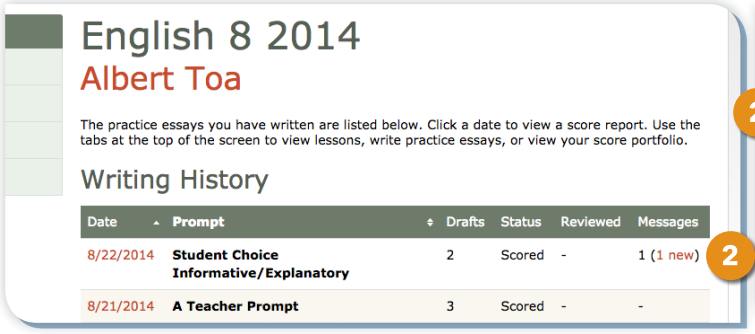


FIGURE 5.9 New Message Notification

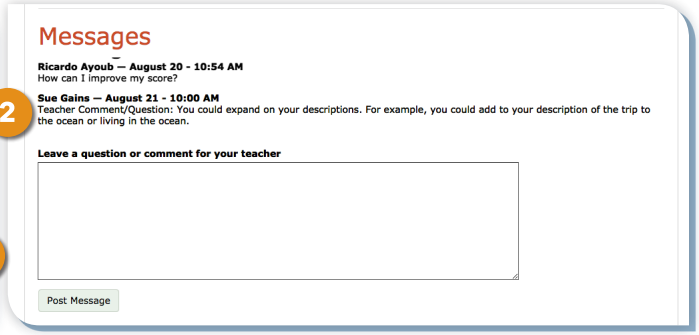


FIGURE 5.10 Sample Feedback from Teacher

Revising an Essay

1. You can submit multiple drafts of an essay to try to improve your score. The number of drafts allowed for an essay is 30, but your teacher can change this total for specific prompts.
2. To revise an essay and submit a new draft for scoring, click the **Revise** button.
3. You can view a previous draft or your graphic organizer as you write by scrolling to the top of the page. Use the drop-down box to select the organizer or the draft you wish to view.
4. The previous draft will appear, and you may make any desired changes. Then click **Submit** to have your essay scored again.

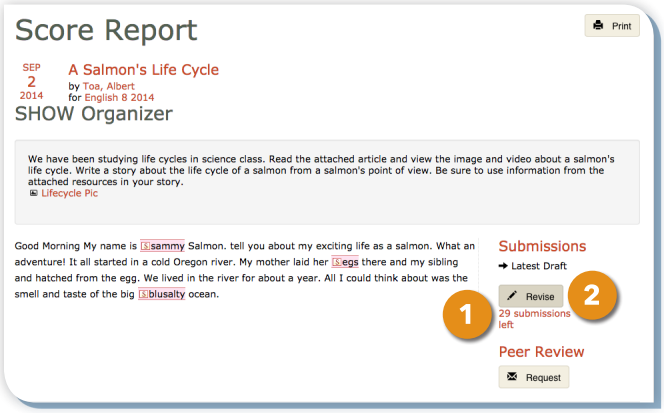


FIGURE 5.11 Revise Button and Revision Log

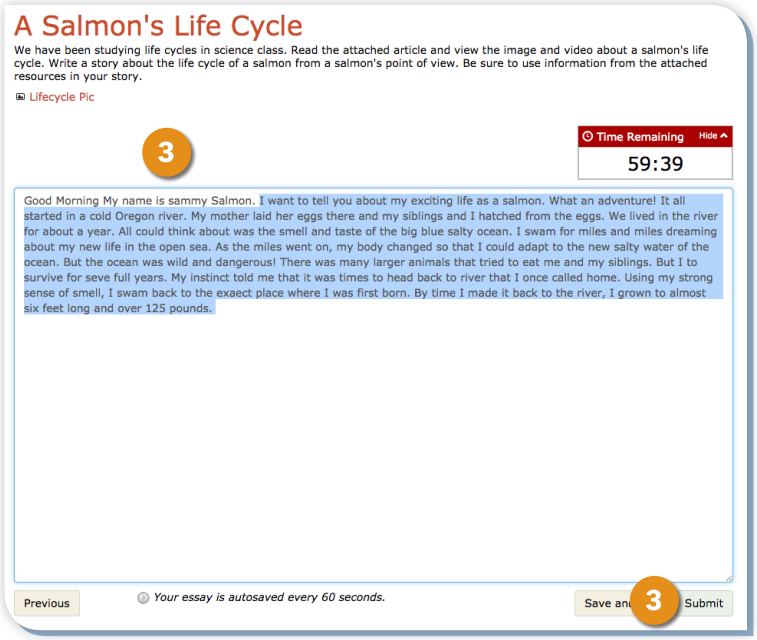


FIGURE 5.12 Revise Your Essay

Using the Peer Review Tool

The peer review tool allows student to improve their writing through feedback about their essays from peers. Your teacher must assign students to groups before this tool can be used. Most groups consist of two to five students, selected randomly.

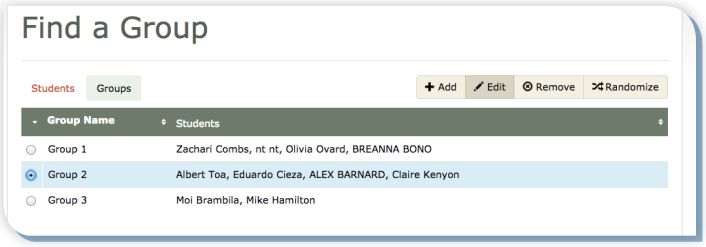


FIGURE 6.1 Students Organized into Groups

Requesting a Peer Review

You can request a peer review from members of your group for one draft per essay.

1. When you are ready for your essay to be read by your peer group, click the **Request** button under the Peer Review section of the Score Report. An icon will appear to confirm that the request has been sent.

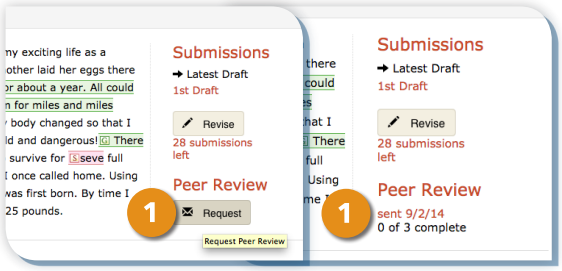


FIGURE 6.2 Request Peer Review Button

Receiving a Peer Review Request

Group members who have been sent a peer review request will receive immediate notification upon logging in to the course.

1. Requests for a peer review will appear at the top of the group member's Course Home page.
2. If this message appears for you, scroll down below the Student Writing History to the **Pending Peer Reviews** table. The table contains the date of the request, the title of the prompt, and the name of the author requesting the review.

FIGURE 6.3 Pending Peer Review Message

Completing a Peer Review

1. To complete a peer review of the essay, click the **Prompt Date**.
2. Read the prompt and the author's essay carefully. Then, in the designated comment boxes, enter two "stars", or strengths of the essay, and one "wish," or suggestions for improvement, in the designated comment boxes.

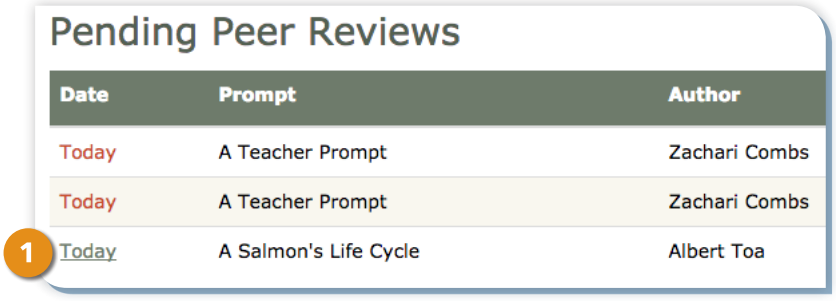


FIGURE 6.4 Pending Peer Reviews table

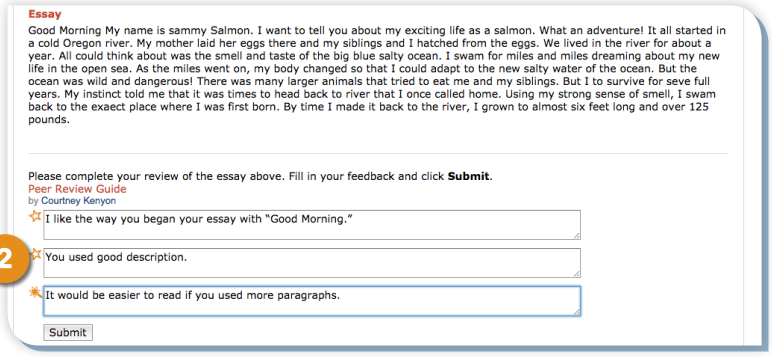


FIGURE 6.5 Peer Review

3. When you submit the review, the message on your Course Home page will disappear and the author will be notified.

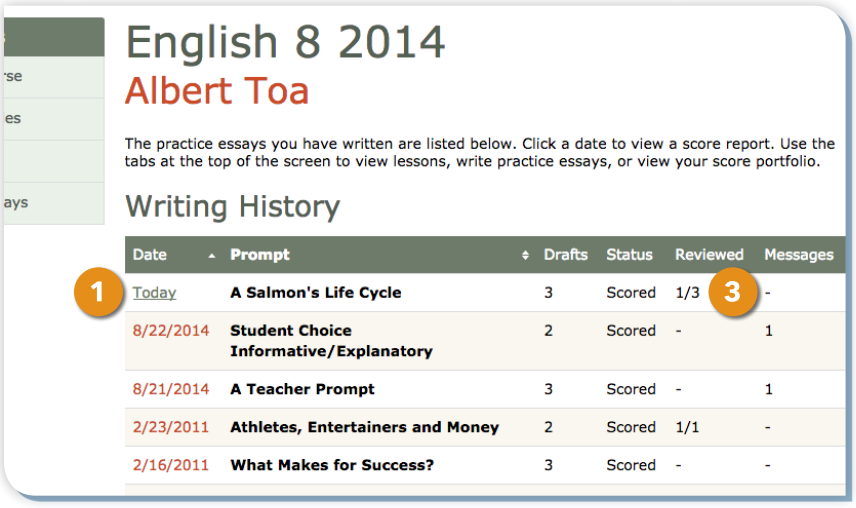


FIGURE 6.6 Peer Review in Writing History page

Accessing Peer Review Comments

1. To read the reviewer's comments, go to the Course Home page and click the **Date** link for the essay that was reviewed.
2. When the Score Report is displayed, find the draft version displaying the peer review icon to the right.
3. Click on this draft and scroll down below the essay to see the completed reviews within the Score Report.

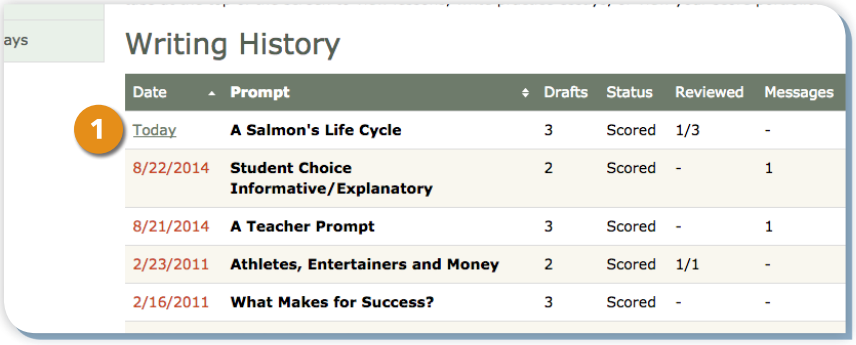


FIGURE 6.7 Click on Date Link to Access Score Report

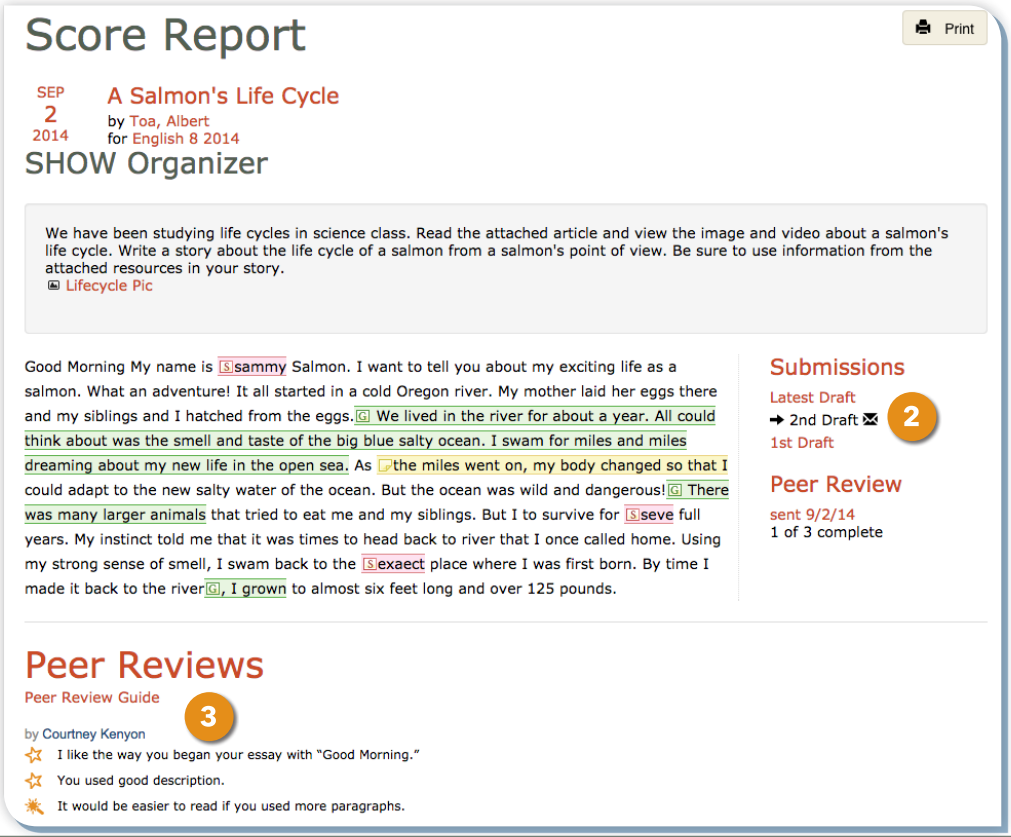


FIGURE 6.8 View Peer Review

4. Students can also access reviewer comments through the **Portfolio** tab. Click the Portfolio tab and then click the Peer Review link in the Usage section to see a record of all peer reviews you have submitted and received.

5. Find the title of the essay that was reviewed and click the **Date** link next to the essay name.

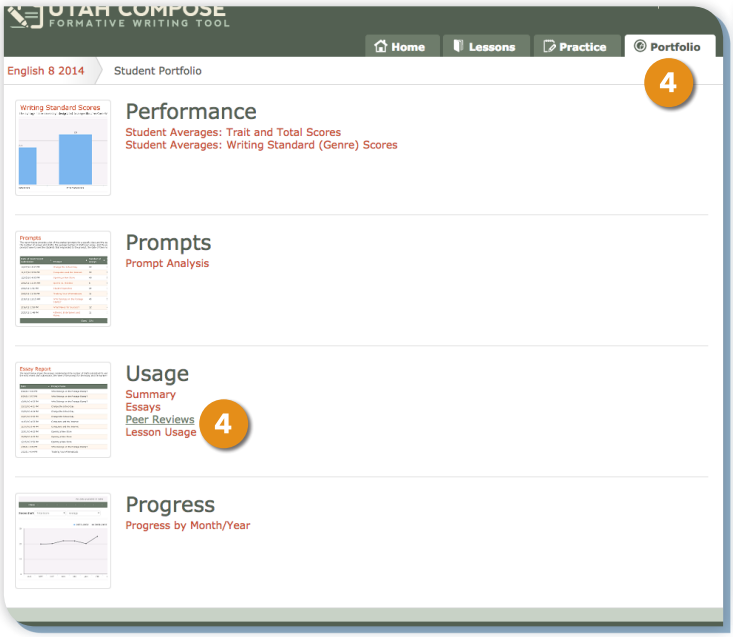


FIGURE 6.9 Peer Reviews Button

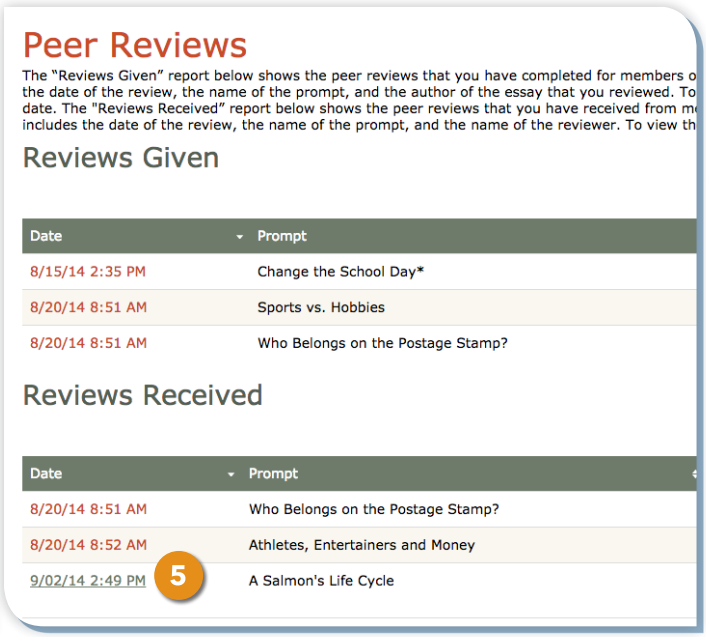


FIGURE 6.10 Peer Reviews Given/Received Table

Returning to your Score Reports

You can see a display of your Score Report immediately after you submit an essay to be scored.

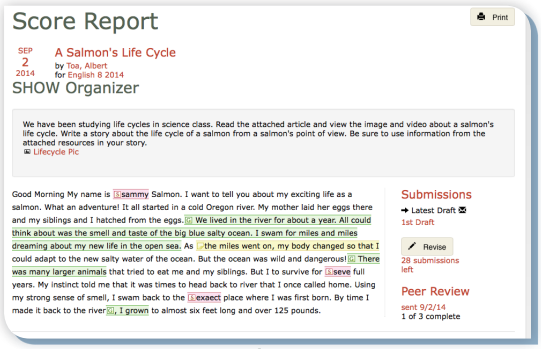


FIGURE 7.1 Sample Score Report

Finding the Student's Score Report

1. The first way to access your score report is to click the **Portfolio** tab.

   a. In the Performance section, click the **Student Averages: Trait and Total Scores** link.

   b. Click the **Date** link next to the writing you wish to review.

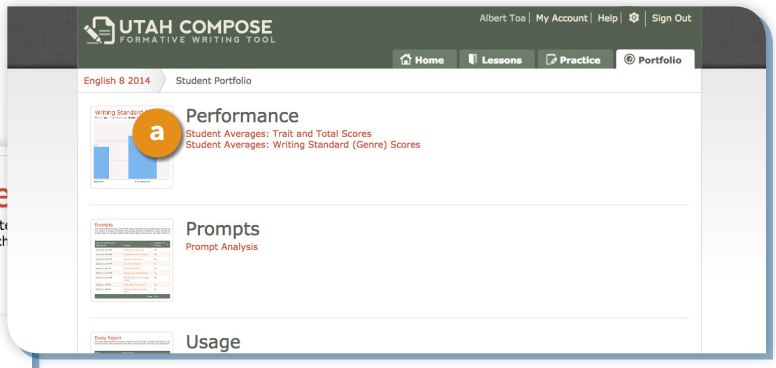


FIGURE 7.2 Portfolio tab with Performance Section Links

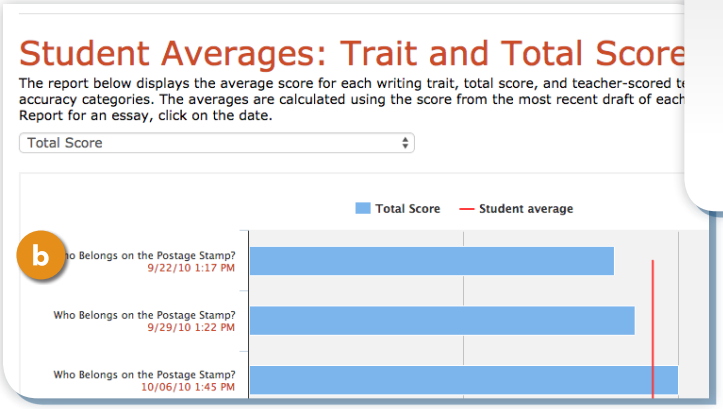


FIGURE 7.3 Click Date Link

2. Another way to access a score report is through the Course Home page in the Writing History section.

   a. Click the **Home** tab to navigate to the Course Home page.

   b. Under the Writing History, click the **Date** link next to the writing you wish to review.

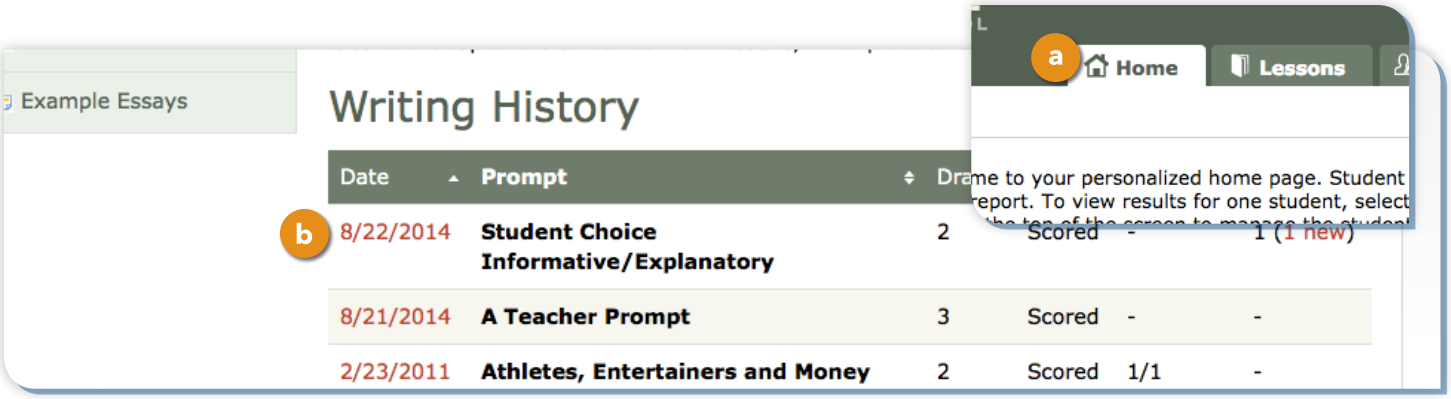


FIGURE 7.4 Click Date link next to student writing you wish to review

Your Writing Portfolio

Through the Portfolio tab, students can access real-time reports to view writing performance by trait and type of writing, completed drafts and essays, and writing progress over time. These are available 24/7.

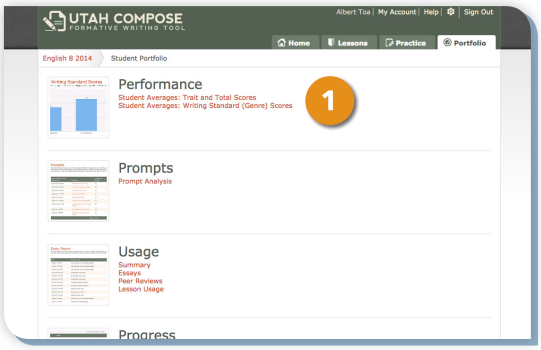


FIGURE 8.1 Sample Score Report

Performance Reports

1. In the **Performance** section, students can view their writing averages by trait and total scores and by writing genre.
2. Click **Student Averages: Trait and Total Scores** to view your average scores for each writing trait, total score, and teacher-scored textual evidence and content accuracy categories.
3. Click **Student Averages: Writing Standard (Genre) Scores** to compare your average scores by genre.

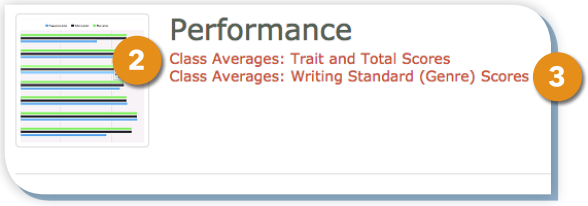


FIGURE 8.2 Performance Section

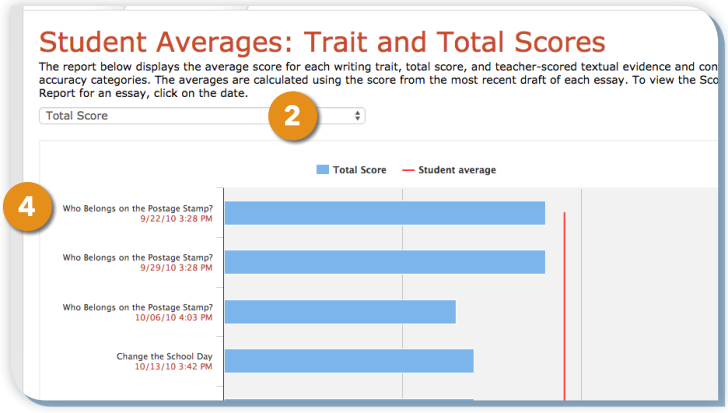


FIGURE 8.3 Trait and Total Score

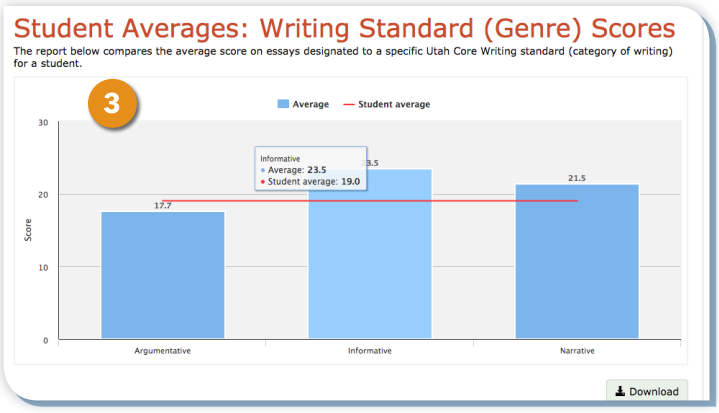


FIGURE 8.4 Writing Standard (Genre) Scores

4. Scores are displayed in a bar chart and a sortable table. Click the **Date** link in either the bar chart or the sortable table to view the score report for this draft.

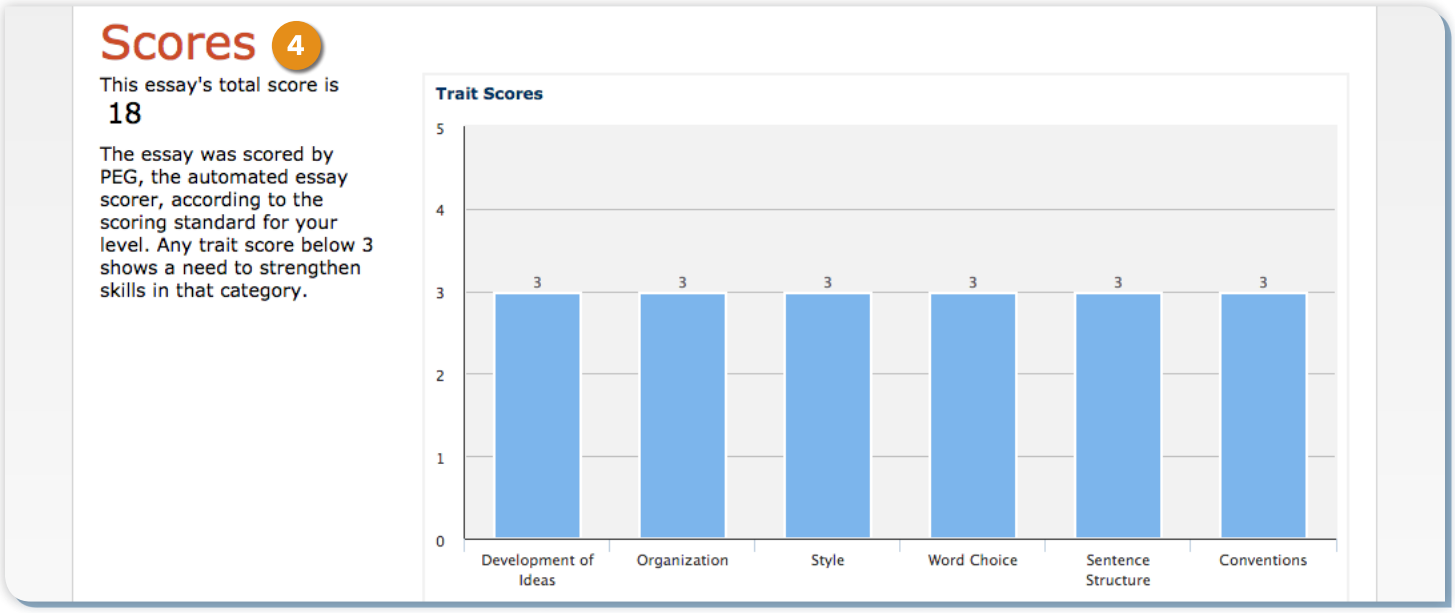


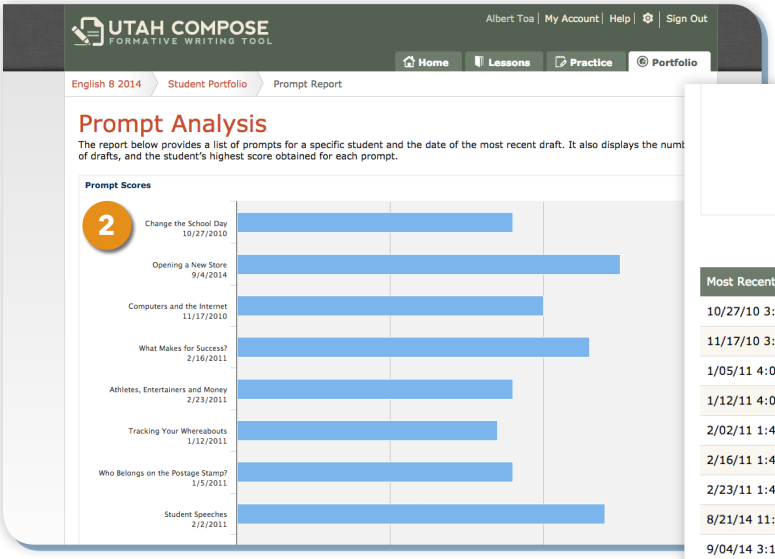
FIGURE 8.5 Score Report

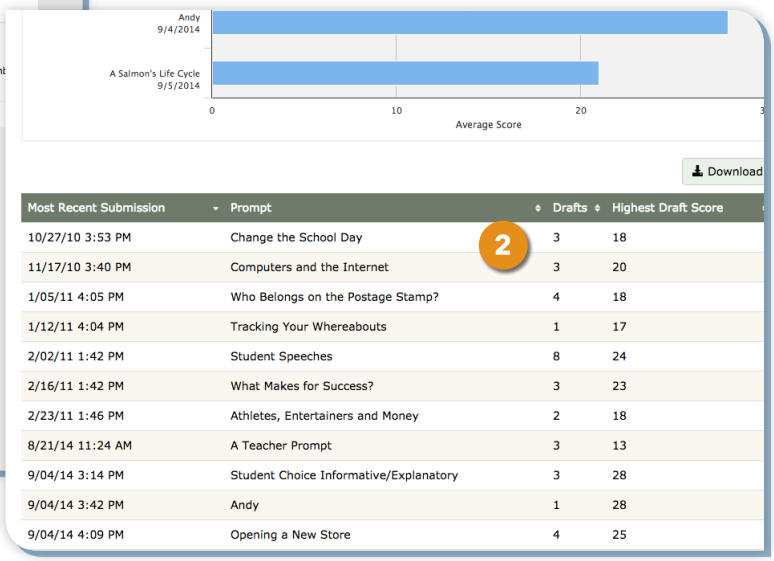
Prompt Reports

1. In the **Prompts** section, you can see a list of prompts to which you have written and the date of the most recent draft. You will also see the number of drafts and the highest score you attained for each prompt

2. Click **Prompt Analysis** to see a list of prompts to which you have written, the date of the most recent draft submission, how many essays and drafts you have written to each prompt, and the highest score you earned on a draft for that prompt.

FIGURE 8.6 Prompt Section





Most Recent Submission	Prompt	Drafts	Highest Draft Score
10/27/10 3:53 PM	Change the School Day	3	18
11/17/10 3:40 PM	Computers and the Internet	3	20
1/05/11 4:05 PM	Who Belongs on the Postage Stamp?	4	18
1/12/11 4:04 PM	Tracking Your Whereabouts	1	17
2/02/11 1:42 PM	Student Speeches	8	24
2/16/11 1:42 PM	What Makes for Success?	3	23
2/23/11 1:46 PM	Athletes, Entertainers and Money	2	18
8/21/14 11:24 AM	A Teacher Prompt	3	13
9/04/14 3:14 PM	Student Choice Informative/Explanatory	3	28
9/04/14 3:42 PM	Andy	1	28
9/04/14 4:09 PM	Opening a New Store	4	25

FIGURE 8.7 Prompt Analysis Chart and Table

Usage Reports

1. In the **Usage** section, you can view how much you are using the program.

2. Click **Summary** for a quick view of the number of essays and drafts completed, the average number of drafts per essay, the number of peer reviews given and received, and time spent on tutorials.

FIGURE 8.8 Usage Section

Student Usage

The report below shows the total number of essays and draft submissions, the average number of drafts submitted per essay, the total number of peer reviews given and received, and the total number of minutes spent on lessons. To see a list of essays completed, click on the Essays link. To see the Peer Review Reports, click on the Peer Reviews link. To see Lesson Usage, click on the Lesson Usage link.

Usage Summary

Number of Essays	22
Number of Drafts	27
Average Number of Drafts Per Essay	1.2
Peer Reviews Given	0
Peer Reviews Received	0
Lesson Usage	0h 0m

FIGURE 8.9 Student Usage Summary Table

3. Click **Essays** to see a bar graph and sortable table displaying the number of essays and drafts that you have submitted and the average number of drafts submitted per essay. Click the **Date** link in the graph or in the table to access the Score Report for a specific draft.

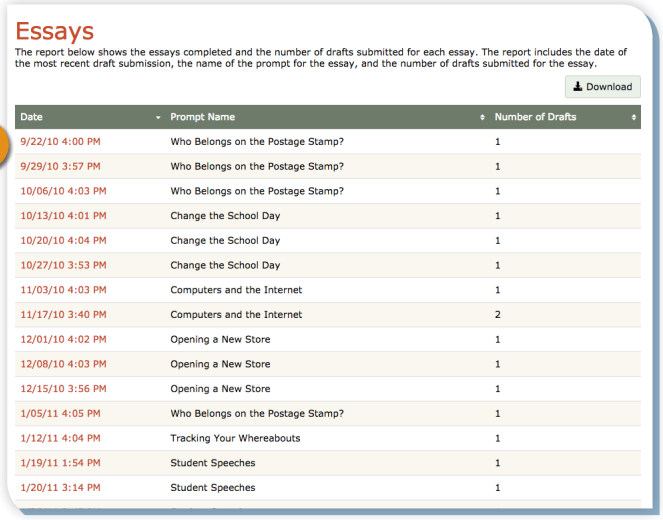


FIGURE 8.10 Essay Section of Usage Report

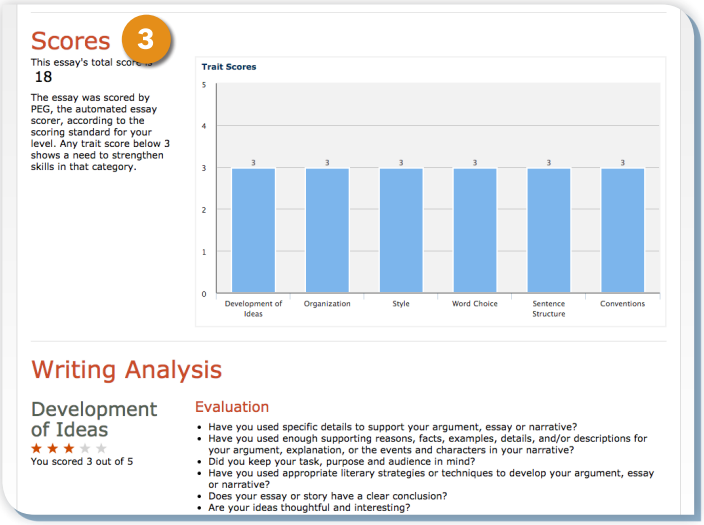


FIGURE 8.11 Score Report for Specific Essay

4. Click **Peer Reviews** to access all peer reviews that you have submitted and received. Click the **Date** link in the table to read the comments for those reviews.

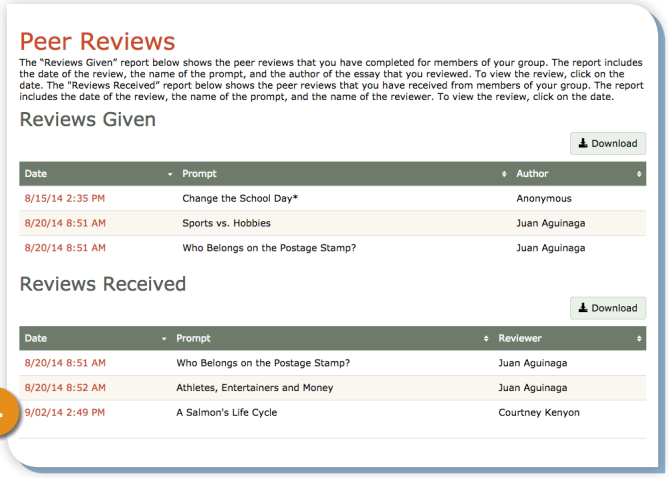


FIGURE 8.12 Peer Review Section of Usage Report

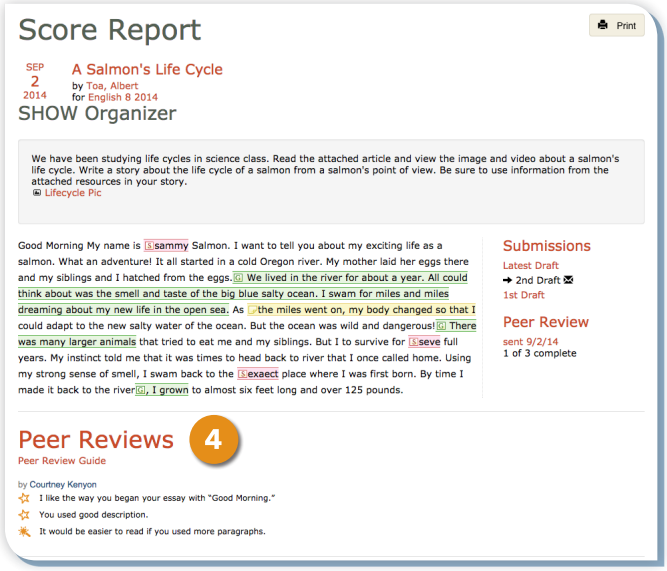


FIGURE 8.13 Peer Review Comments in Score Report

5. Click **Lesson Usage** to view a graph and table displaying the last date you used the program and the total time you spent using the lessons in each category. In the table, click the **Category Title** to view your dates of use and the time you spent on specific lessons within each area.

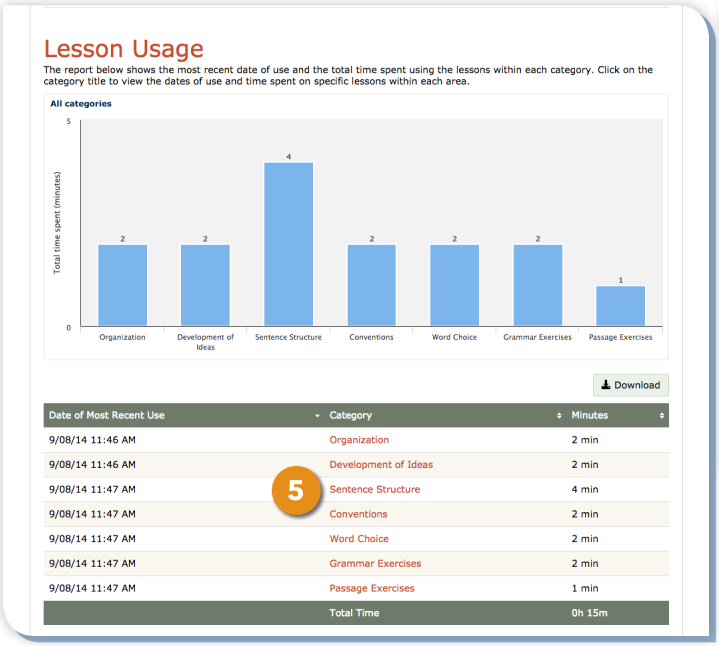


FIGURE 8.14 Lesson Usage Section of Usage Report

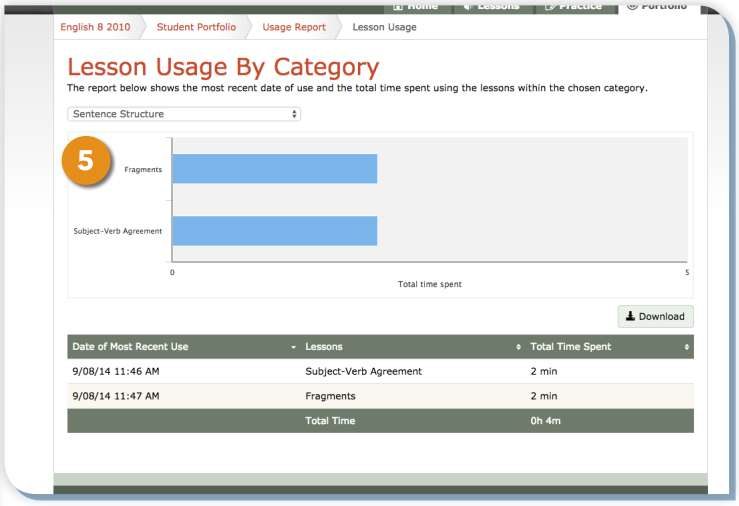


FIGURE 8.15 Lesson Usage by Category

Progress Reports

1. In the **Progress** section, students can monitor their writing progress by month and across three years (if applicable).
2. Click **Progress by Month/Year** to view a line graph of your average total score over 12 months.
3. Use the drop-down menu filters to view your average score by a specific trait or writing genre.
4. Click one or more years in the legend above the graph to remove or add a year to the graph.

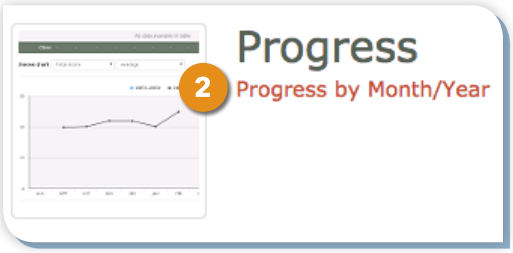
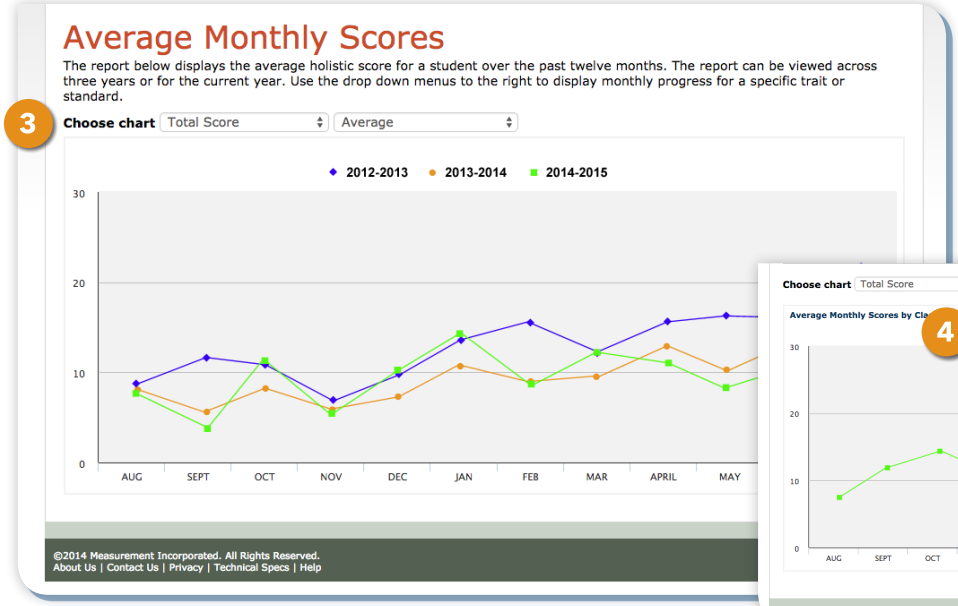


FIGURE 8.16 Progress Section



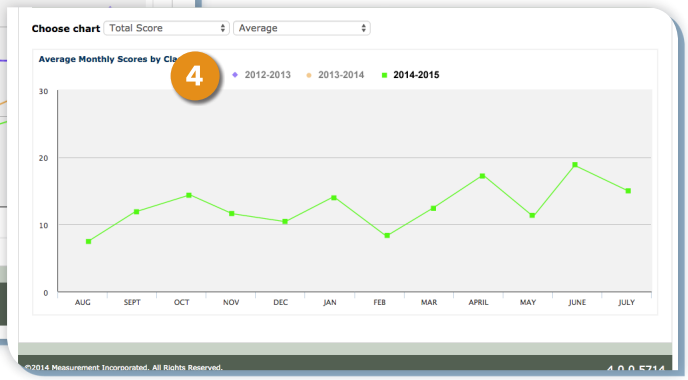


FIGURE 8.17 Average Monthly Scores Chart

Getting Help from the Utah Compose Support Team

Students and parents can receive online assistance with Utah Compose by clicking **Help** at the top of your Course Home page. The Help page displays a list of links to Help Documents and several Frequently Asked Questions.

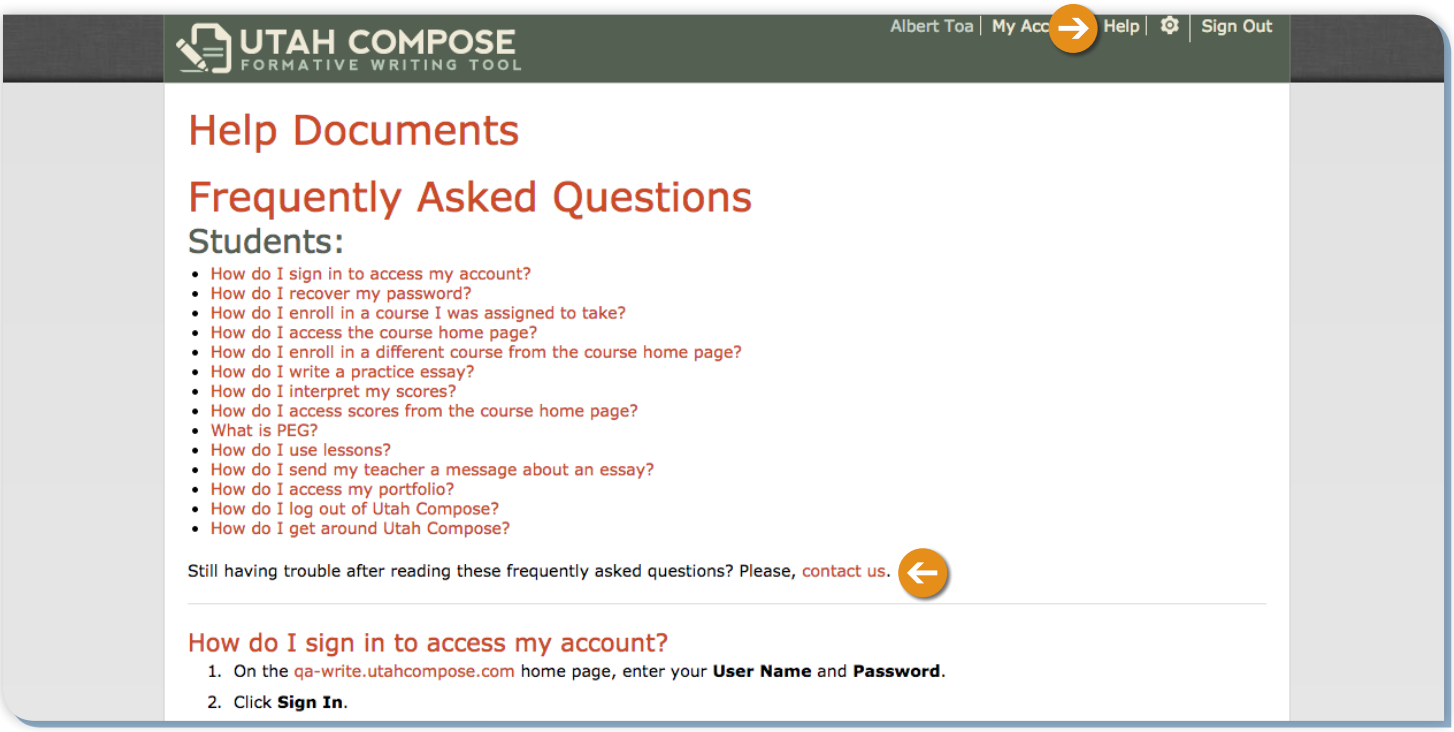


FIGURE 9.1 Help Page with Frequently Asked Questions

If you are still having trouble after reading the online help, you can click the **Contact** link on the Help page and contact us by email or phone, using the information displayed on the Contact Us page.

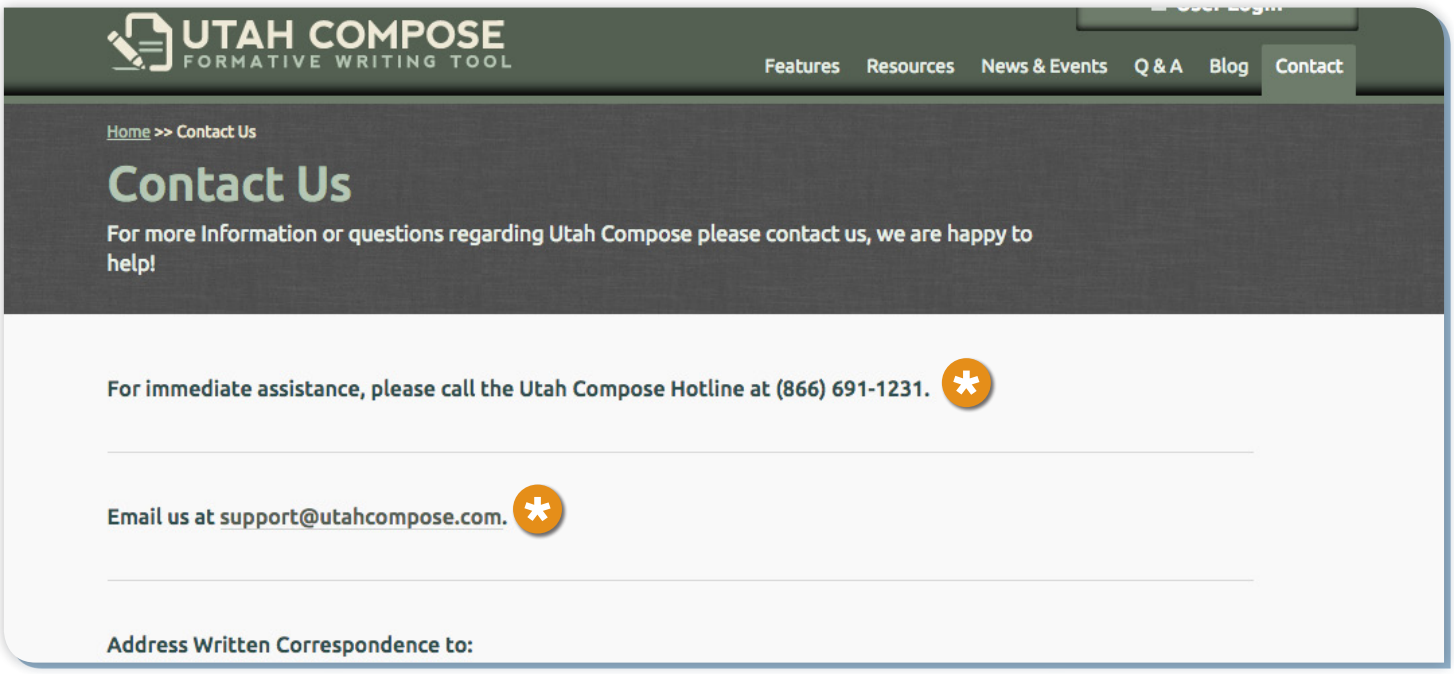


FIGURE 9.2 Contact Us page