Name of Trainer: _____   Email:_____

Time	Topic	Notes
	Introduction & Program Overview ✏️ My Utah Compose Log In Credentials (case sensitive)	Go to **www.utahcompose.com** • Teacher Log In's are: T + your CACTUS ID • Initial Password is: T + your CACTUS ID • You will be prompted to CHANGE your password and supply your school email and your first/last name. My login:_____ Password:_____
	TEACHER HOME PAGE ✏️ Changing Passwords ✏️ Help ✏️ Helpful Documents & Videos	
	COURSE ROSTERS ✏️ Add ~~and Register~~ Course ✏️ Grade Assignment of Course	My "Practice Course" Name:_____ **NEVER ADD A NEW COURSE: Updates Automatically via UTREX**
	PROMPTS ✏️ Prompt Selection ✏️ Filtering ✏️ Creating New Prompts ✏️ Sharing Prompts ✏️ Adding Stimulus Material ✏️ Sign Language Stimulus ✏️ Advanced Options	
	REPORTS ✏️ Teacher, Student, Admin ✏️ Roles ✏️ Progress ✏️ Printable	
	TEACHER FEEDBACK ✏️ Sticky Notes ✏️ Scoring ✏️ Textual Evidence/Rubric ✏️ Content Accuracy/Rubric ✏️ Leaving Messages	
	MANAGING STUDENTS ✏️ ~~Add and Register~~ ✏️ ~~Edit~~ ✏️ ~~Remove~~ ✏️ Print Student Rosters ✏️ Groups for Peer Editing ⬅️ ✏️ Create Groups, Edit, Remove	My "Practice Student" Name:_____ Password:_____ **NEVER ADD STUDENTS: Updates automatically via UTREX**
	LESSONS ✏️ Use for pre-teaching ✏️ Self-directed	
	LOG IN AS STUDENT ✏️ Registered Courses ✏️ Course Enrollment Option ✏️ Choose a Course (Open one) ✏️ Helpful Links/Example Essays ✏️ Pending Peer Reviews (2 Star/Wish) ✏️ Peer ReviewGuide	**✱** Use "Practice Student" information Student Log In's are: SSID's (State Student Identification Number) Initial Passwords are: SSID's ** **Previously set password (write)** ** *Must be 10 digits. If it is a 7 digit SSID, 3 leading "0's" (zero's) will be added.* ***Students will be required to change password after initial log in* ****New students only**

Time	Topic	Notes
	PRACTICE WRITING ✏️ Accessibility ✏️ Choose Prompt ✏️ Pre-Writing ✏️ Graphic online organizers ✏️ Printable Version ✏️ Save Function/Next	
	WRITE ✏️ PEG Scoring Engine/Submit ✏️ Submissions/Revise ✏️ Writing Analysis ✏️ Lesson Recommendation ✏️ Leave Note to Teacher	
	WRITING REVISONS ✏️ Submissions ✏️ Revise ✏️ Read Teacher Sticky Notes ✏️ Writing Analysis ✏️ Evaluation ✏️ Lesson Recommendation ✏️ Message for Teacher	
	STUDENT PORTFOLIO ✏️ Print Function ✏️ Completed Essays ✏️ Reviews ✏️ Monthly Averages ✏️ Viewable Progress ✏️ Lesson Activity	
	LOGOUT	
	THINK/PAIR/SHARE	In small groups, think about the following question and then be prepared to share your thoughts with your peers. ✏️ *How does Utah Compose get writing in the classroom the way you want it?* ✏️ *What are the drivers to using Utah Compose?* ✏️ *What are the restraints?* ✏️ *What do you need need to be prepared to do to IMPLEMENT the process?*

Notes:

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