



Getting Started Guide - Instructor Edition

Account Access and Login

1. Visit <https://mitutor.net> to sign in.
2. Enter your **User Name** and **Password**.
3. The **Select a Course** page will list courses that you have created. To enter a course, click the course name.

Adding a New Course

1. On the Select a Course page, click **Add a new course**.
2. Select your school or program from the drop-down menu.
3. Enter a name for your course.
4. From the drop-down menu, select a scoring level for your students (1-3, with 1 being the easiest).
5. Enter the **Start** and **End** dates for your course.
6. Click **Save**.

The course you created will be in the list on the **Select a Course** page.

Managing a Course

To edit a course, on the **Home** tab, click the **Edit** button on the right side of the page and select **Edit Course**.

- You can edit the course name and the start and end dates, adjust the scoring level for the course, and allow/disable the avatar option.
- You can also add a fellow instructor to the course to give them access to the students' essays by clicking **Add Instructor**. This provides an opportunity for cross-curricular feedback.
- Click **Save** to save any changes.

To change the course you are in, select a different course from the drop-down menu at the top left of the page.

Managing Your Account

Account Options

On the upper right side of pages in MI Tutor, you'll see a circle with your initials. Click it to display a drop-down menu with options.

Your username is shown at the top of the menu list.

Click **My Account** to update your account information.

- To change your avatar image, drag and drop or select an image from your computer to upload.
- To change your password, enter your current password and a new password. Enter your new password again to confirm it.
- Click **Save** to save your changes.

Click on **Switch to Student Model** to open a demo account where you assume the role of a student. This gives you the opportunity to introduce the features available for your students in MI Write, and it also allows you to model the process of planning, writing, and revising an essay.

Click **Sign Out** to log out of your account

Accessibility Options

In the upper right corner of the page is a gear icon. Click the **gear** to display a drop-down menu of **Accessibility Options**. These options are available for both instructors and students.

- In the upper row, click **a letter** to change the Font Size.
- Click **a display option** for Color Contrast or Tint Overlay.
- Click the **Line Reader** icon to highlight single lines of text.
- To reset the page, click the **gear** icon and then click the **arrows** icon.

Help Center

The **MI Tutor Support Center** provides information on how to use the program features and tools.

Click **Support Center** at the bottom of the page. Then click your role, **“I’m an Instructor.”**

Across the top of the page is a horizontal row of tabs for Help topics. Click a tab and then click a section title to display step-by-step instructions for each sub-topic.

Notifications

Click the bell icon to see notifications. Notifications include when a student submits a draft, finishes an essay, or submits a message on a prompt.

Home Tab

The **Home** tab will show **Recent Student Activity**. The table displays all the essays that students in the course have written. It can be filtered for a particular student or for a particular prompt title.

- Information in the table shows the date an essay draft was written, the due date if one has been assigned, the student’s name, the prompt name, the **Stage** or draft number, and the **Status** of the draft.
- In the **Reviewed** column, you can see if the student requested peer review for the essay draft, and how many of the peer review group members have reviewed it.
- The **Messages** column displays a number if there’s a message about the essay and a link to view a new message, if the student sends one. The link will navigate to the message within the student’s score report.
- To print an essay, click the boxes next to the submission dates of the essay drafts you want to print. Then click the **Edit** button and select **Print**.
- To delete a student’s essay draft, click the **essay date** and then click the **Delete** button.

Students Tab

Clicking the **Students** tab brings up the **Find a Student** page which displays the course roster.

Adding Students to a Course

To add students to your course, click **Add**.

- Check the box next to the name of each student you want to add to your course.
- Click **Add Selected**, and the students will be added to your course roster.

Removing Students from a Course

To remove a student from your course, click the box next to the student name, click **Edit**, and then click **Remove**.

Editing Student Information

To edit student information, click the box next to the student name, click **Edit**, and then select **Edit** in the drop-down menu.

- To change the course level for the student, select a **Level** (1-3) in the drop-down menu.
- To change the level at which the PEG scoring engine scores the student's essays, select a **Scoring Level** (1-3) in the drop-down menu.
- To disallow the use of an **Account Avatar** for the student, click **No** in the drop-down menu.
- To view the student's password, click **Show** under **Account Settings**. To hide it click **Hide**.
- To reset the student's password, click **Reset Password**, enter a new password, and enter the new password again to confirm it.
- Click **Save** to save the changes.

Creating Peer Review Groups

To set up and manage peer review groups, click on **Peer Review Groups**.

- One option for creating peer review groups is to click **Randomize**, choose a minimum group size in the drop-down menu, and click **Create Groups**. This will randomly assign students in your course to peer review groups.
- A second option for creating peer review groups yourself is to click **Add**, name the group, click in the **Students** box to choose students to add to the group, and then click **Add**. Repeat this to create additional peer review groups.
- To edit peer review groups, click the circle next to the group name and click **Edit**. You can edit the group name. You can also remove a student from a group by clicking on the "X" next to their name. To add a student to a group, click in the **Students** box and click on the student's name.
- To remove groups, select the circle next to the group name and click **Remove**.

Printing the Course Roster

To print the course roster with student names, usernames, and passwords, click **Edit** and then select the **Print** button.

Prompts Tab

To access available prompts, click the **Prompts** tab.

Viewing and Customizing Prompts

All prompts will be listed in the table. You can use the drop-down menus to filter the list by:

- Enabled or Disabled **Status**
- **Type** of prompt
- **Genre** of writing
- Associated **Content Area**
- Key word **Search**

To enable or disable a prompt for student responses, click the box to the far left of the prompt title, click the **Edit** button, and then click **Enable** or **Disable**. A prompt that is enabled will have a green check mark in the **Enabled** column.

The icons to the left of each prompt title give you information about the prompt.

- The page symbol tells you the genre of the prompt. The prompts may be informative/explanatory, argumentative, or narrative.
- The letters in the circles tell you if the prompt is a pre-packaged prompt (P), a prompt created by an instructor (T), or a prompt created at the school/program level (S).
- A paperclip indicates that there is stimulus material attached to the prompt, such as a pdf, a website link, a video, or an image.
- The symbols tell you the content area to which the prompt is aligned.
- A green check mark in the Peer Review column indicates that peer review is enabled for the prompt.
- Click **Print** to print out the peer review form for a prompt.

To the right of the prompt title is the prompt description.

Clicking on the title of a prompt brings up the **Edit Prompt** page.

- In addition to the basic prompt information, you'll see the date the prompt was enabled and links to any attached stimulus material.
- Click **Custom Options** to customize the prompts you enable for your students.
- Click **Peer Review** to enable and manage peer review opportunities for your students. You can choose from a selection of questions that are level and genre specific to create a review form for students to complete for members of their peer review group.
- If you teach multiple courses, you may want to reuse the same prompt in several courses. Click the **Courses** button and select the courses to share the prompt.
- Click **Save** and the custom options you've chosen will be saved with the prompt.

Creating a Prompt

To create a prompt, click **Add** at the top of the page.

On the **Add Prompt** page, the three required fields are indicated with a red asterisk.

- Title your prompt. The title becomes the link that students will select when choosing a prompt for an essay response.
- Fill in the prompt **Description** which tells students exactly what they need to do.
- Select the prompt's **Genre**.

Customize your prompt with **Custom Options** and **Add Stimulus Material**, if you choose.

You can also generate a **Peer Review** form for students and make the prompt available in other **Courses** that you teach.

Lessons Tab

If an instructor has assigned lessons, they will be listed under **Assigned Lessons**. In the Status drop-down menu, you can choose to view **In Progress**, **Complete**, or **All** assigned lessons. The lesson title and description will be displayed as well as the completion status.

Under **Lessons**, you can view all available lessons.

- You can filter the lessons by **Category**. There are lessons for each of the six traits of writing as well as grammar and passage exercises.
- Lessons can also be filtered by **Difficulty Level**.
- For each lesson, the approximate amount of time it will take the student to complete the lesson is displayed, as well as the difficulty level.

To assign a new lesson, click the **Assign** button.

- You can search for a particular lesson by keyword or filter by category.
- On the left side of the page, check the box next to the lesson or lessons you want to assign.
- On the right side of the page, you can search for a particular student by name or filter by level.
- Check the box at the top of the **Name** column to assign the lesson(s) to your whole class, or check the boxes next to student names to assign the lesson(s) to individual students or a group of students.
- Click **Add Selected** to confirm your choices.

Reports Tab

On the **Reports** tab, instructors can view a variety of student and class reports.

Performance Report

The **Performance** report allows instructors to keep track of their class's essay scores by trait and total score and by writing genre.

- To view a detailed performance report for a specific student, click the **student's name** in the chart or table.

Prompts Report

The **Prompt Analysis** report displays average total scores and average trait scores for each writing prompt to which students in the class have written essays. The averages are based on students' most recent drafts. The report also shows the number of essays and draft submissions for each prompt.

- Click a prompt title to view **Student Scores by Prompt**. The report shows the average total score and trait scores for each student who has written an essay for the prompt, as well as the number of essays written and the number of drafts submitted.

Usage Report

The **Class Usage Summary** report displays the total number of essays and draft submissions, and the average number of drafts submitted per essay.

The **Essays** report shows the usage data for each student in the class.

- Click a **student's name** to display the individual student's usage and essay data.

The **Peer Reviews** report allows instructors to monitor student activity and comments.

Instructors can view students' overall and assigned lesson usage information in the **Lesson Usage Summary** reports.

To export and print any of the reports, click the **Download** button.

- The report can be filtered and formatted as you choose, prior to printing.

Support

For additional instructions and information on the **MI Tutor Support Center**, click **Support Center** at the bottom of the page.

- The MI Tutor help desk number is listed as well as the email support link.
- Select **I'm an Instructor**.
- Across the top of the page is a horizontal row of links to Help sections.

To contact the MI Support team, click the **question mark icon** at the top of the page, fill out the required information and click **Send**.