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For Administrators:
RooWriter essay data may **not** be used to evaluate the job performance of any instructor or to evaluate the effectiveness of any individual class.

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For Instructors:

Using the RooWriter as a prerequisite for enrollment in a course (highly recommended)
The classic case is for a Writing Intensive course, but any course may so use the RooWriter. If so, the fact that the instructor will have access to a student's most recent RooWriter essay data while he or she is enrolled in the class must be mentioned in the syllabus (FERPA requirement). Before the semester begins, we recommend the instructor create a **RooWriter Instructor Report** for his or her class (see pages 2-3) to help tailor any writing instruction for the class or for individual students.

Using the RooWriter as an assignment within a course (acceptable, but not universally recommended)
- The fact that the instructor will have access to a student's most recent RooWriter essay data while he or she is enrolled in the class must be mentioned in the syllabus (FERPA requirement).

- If the RooWriter will be so assigned, before the class begins the instructor must provide a "txt" file list of IDs of students enrolled in this class to the Coordinator of Writing Assessment [roowriter@umkc.edu] so that the essays submitted by those students will be assigned Priority 1 by the RooWriter for rapid evaluation early in the semester.

- Instructors should be aware that some students will have previously taken the RooWriter and should decide in advance whether to accept those essays for the class assignment.

- The RooWriter may be assigned only as a general writing diagnostic and not a graded part of the course.

- The RooWriter may be assigned only once within the course.

- The RooWriter should be assigned in the first week of the course to allow time for evaluations and student reports to be completed within the first 4-5 weeks of the semester.

- Note: Since a student is free to choose to write a RooWriter essay on any currently posted Reading Packet, an instructor may at most, if desired, recommend students choose a particular posted Reading Packet. For more influence, an instructor may submit a proposed Reading Packet online through the RooWriter web site (at least one month before the last class day of the previous semester) for approval by the Coordinator of Writing Assessment, which if approved could be posted by the time the class begins, and could then be recommended to students by that instructor.

- Once all students in the class have taken the RooWriter and received student reports, a minimum of 4 weeks into the semester, we recommend the instructor then create a **RooWriter Instructor Report** for his or her class (see pages 2-3).

- **A suggestion:** In order that students benefit from taking the RooWriter in this context, the instructor may consider asking students, as a low stakes un-graded homework assignment, to write a short reflection essay on the writing process they used in writing their RooWriter essay, or, on their reaction to the feedback they received in their student reports. This might fuel a discussion of writing to whatever degree that writing is given emphasis in this class.

Creating a RooWriter Instructor Report

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- Log in to the RooWriter site: https://net3.umkc.edu/intapps/RooWriter

- In the center of the page, or on the left main menu, choose "Report Creation."

- At the bottom of the page, choose "RooWriter Report - Instructor."

- Choose a Student Group. You can select one or more of your classes, or you can upload a text (txt) file with a list of student ID numbers of students within your classes this semester or next. Choose "Continue."

- Choose a Comparator Group. Using the Option 1 dropdown boxes, the comparator group allows you to see, for example, how a group of your students' scores compare to all undergraduates at UMKC or all students in a particular unit or major. Option 2 allows you to upload a text (txt) file with a list of student ID numbers to compare your student group to some other group of students. Choose "Continue."

- Choose one of two types of report: a "**Standard Report**" or a "**Detailed Report**." Descriptions of the contents of those reports are on this web page (see page 3 here).

- You will see a message that your report has been submitted and that you will be notified by email when it is completed. You can wait for the email notification and then log back in to the RooWriter, but it is usually quicker to just proceed directly to the completed reports page, as follows.

- On the left main menu, choose "Report Creation." At the bottom of the page, choose "Competed Reports for Review (PDF)."

- On that page, your most recently submitted report will be at the top of the list. It may include the indicator "InProgress" on the right. Refresh the page (press F5) until indicator changes to the link "Ready."

- Choose "Ready" to bring up your PDF report. You can save the report if you like, and then log out of the RooWriter to read it.

- Warning: These reports are fairly long, so wait before you decide to print them out. For example, a Detailed Report run for a student group of only 3 students was 58 pages long.

- Within the PDF report, when you reach the graphs pages, you'll have go to the "View" tab on your PDF reader to "Rotate View," and then choose "Counterclockwise."

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If you choose "Option 2" as an Instructor: How to create a class list of student IDs to upload as a RooWriter Report Student Group

- In Pathway, left menu, go to "Self Service", then in the Faculty Center choose "My Schedule" and then choose a class roster.
- Within the top bar of the "Enrolled Students" section, click on the Excel download icon.
- Open (or Save, then Open) the Excel file ps.xls created.
- In a separate window open Microsoft Notepad (or a similar basic text program.)
- Back in the Excel file, highlight and copy the parts of the student ID column you desire. Remember, Option 2 is only useful if you do not want to examine your entire class. For your entire class, use Option 1.

- Paste into Notepad that data, which appears as a simple list of ID numbers, and save the file as .txt file with a good name.
- This .txt file is the Student Group class file to upload for your RooWriter Report.

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Standard RooWriter Instructor Report - Contents
- Student Group & Comparator Group descriptions
- List of Students in your Student Group (if ≤ 50) who have received a RooWriter report; no list if > 50 students
- Total Number of students in Student Group AND Total Number of students in Comparator Group
- Statistics (mean, median, standard deviation) of both Student & Comparator Groups on 9 RooWriter variables (the 6 evaluation scales, average of all the scales, word count [750-1,500], and elapsed time on essay [0-72 hours])
- 10 vertical-bar histogram plots of both Student & Comparator Groups for the 9 RooWriter variables above, as well as the 10th variable "essay submission date"
- 5 standard two-dimensional (x-axis, y-axis) bubble charts [(essay submission date, scales average), (word count, scales average), (point purpose idea, depth breadth analysis), (point purpose idea, clarity cohesion of structure), and (support evidence citations, clarity cohesion of structure)]

Detailed RooWriter Instructor Report - Contents
- From Standard Report Contents above:
  - Student Group & Comparator Group descriptions
  - Total Number of students in Student Group AND Total Number of students in Comparator Group
  - Statistics (mean, median, standard deviation) of both Student & Comparator Groups on 9 RooWriter variables (the 6 evaluation scales, average of all the scales, word count [750-1,500], and elapsed time on essay [0-72 hours])
  - 10 vertical-bar histogram plots of both Student & Comparator Groups for the 9 RooWriter variables above, as well as the 10th variable "essay submission date"
  - 5 standard two-dimensional (x-axis, y-axis) bubble charts [(essay submission date, scales average), (word count, scales average), (point purpose idea, depth breadth analysis), (point purpose idea, clarity cohesion of structure), and (support evidence citations, clarity cohesion of structure)]
- In Addition:
  - Replacing the "List of Students" in the Standard Report, for all students in your Student Group (even when > 50) who have received a RooWriter report, a compact text listing including: Name, date of most recent RooWriter essay for which there is a report, word count, elapsed time (hours) on essay, & from each of the Evaluators: average of all scales, the 6 evaluation scale scores, the "Overall Impression" text, the "Constructive Feedback" text
  - 9 horizontal-bar histogram plots with Student Group names (even when > 50) for the first 9 RooWriter variables
  - 5 additional two dimensional (x-axis, y-axis) bubble charts [(point purpose idea, style audience interest), (clarity cohesion of structure, style audience interest), (grammar usage mechanics, clarity cohesion of structure), (grammar usage mechanics, depth breadth analysis), and (support evidence citations, point purpose idea)]

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