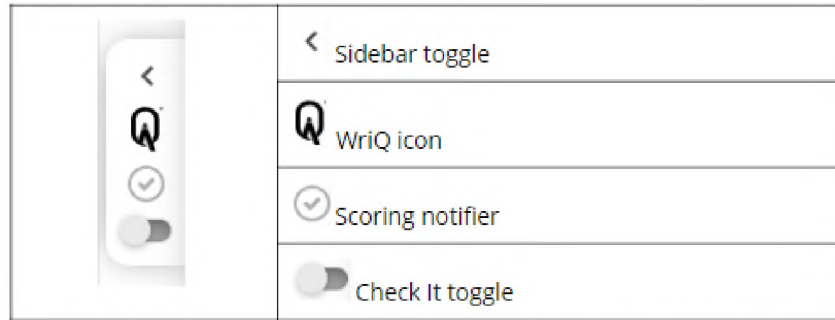
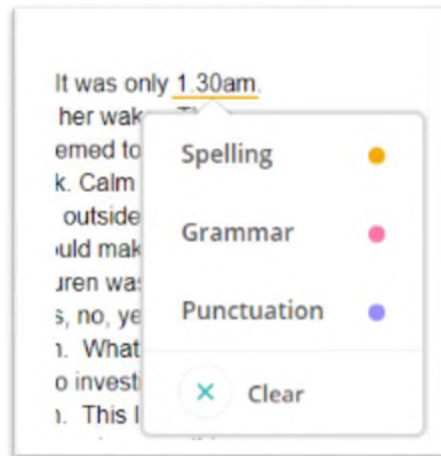


Click on the to open the WriQ toolbar which will appear to the side of your Google Doc:



Click the **Check It** toggle on to see the errors highlighted within the document.



Errors will be highlighted based on type. As you read the work, you can clear an error, or change the error type, by clicking on it and choosing the applicable option.

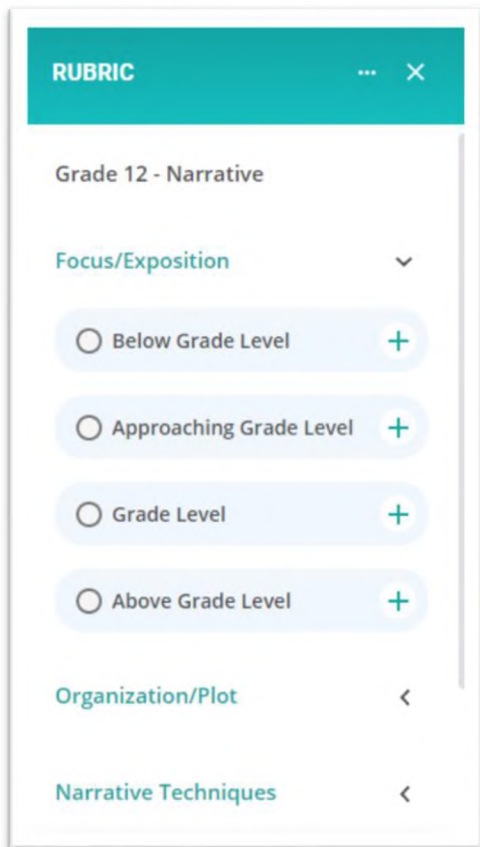
If there is an error which hasn't been identified, simply click on the word and select the error type.

To see the grading panel click on the grading panel will show:

<p>Jackie Prentice ... X</p> <p>Grade 1</p> <p>Please Select Genre</p> <p>Accuracy 96%</p> <p>Spelling 3</p> <p>Grammar 1</p> <p>Punctuation 5</p> <p>Word Count 292</p> <p>Vocabulary Age 9 years</p> <p>Time on Task 10 min(s)</p>	<p>The student's name</p> <p>Their grade level - choose which is relevant</p> <p>Genre of writing - choose which is relevant</p> <p>Accuracy</p> <p>Spelling - number of errors</p> <p>Grammar - number of errors</p> <p>Punctuation - number of errors</p> <p>Word Count</p> <p>Vocabulary Age</p> <p>Time on task - the time the student has spent writing the document</p>
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Choose the Grade level of your student and the genre of the writing. Next click on **Continue to Rubric** at the bottom of the Grading panel.


The Rubric panel opens:



The rubric enables you to give more feedback on the writing piece, however, you can skip this.

Each rubric is based on the grade level and genre for that piece of writing.

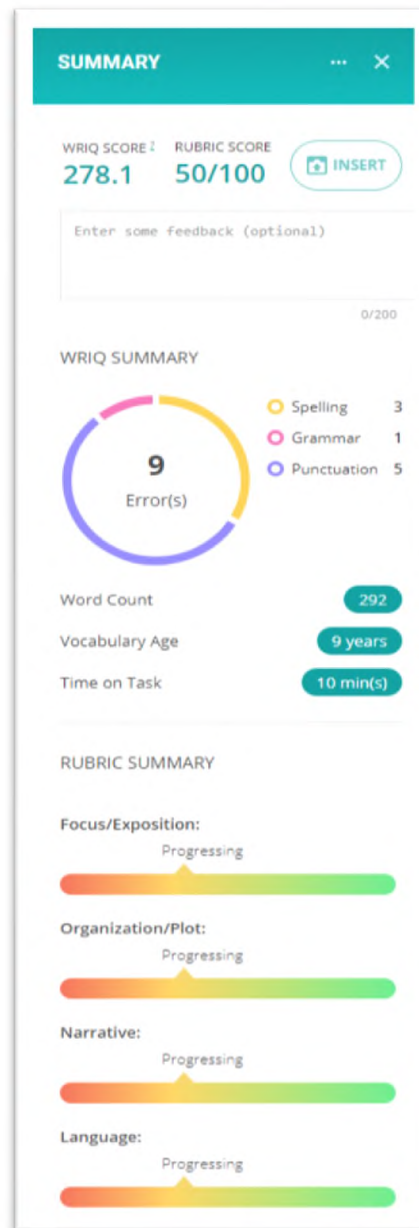
To complete the rubric simply select which option best suits the writing.

Click on the  beside an option to see an explanation.

Complete the rubric for each section.

Click on Continue for the Summary to appear.

* **Note:** Copies of the complete rubrics for each grade and all three genres can be found in the Resources section of the Texthelp Training Portal.



There is a text box where you can provide feedback to the student if you wish.

Notice there is a WriQ score at the top of the summary. For more information on how this score comes about please see - [What's the WriQ Score](#) found in the Resources section of the Texthelp Training Portal.

Click on Save.


You will get a message to say that the document has now been scored.

Note: you can go back at any stage to remark any part of the scoring or re-score the document at any time.

Simply click on **Insert** and the summary will be placed into the Google doc where your student will be able to see it.

After clicking **Insert**, the summary will be placed into the Google doc where your student will be able to see it at the top of the writing assignment:

SUMMARY & FEEDBACK WRIQ

WRIQ SCORE	RUBRIC SCORE	RUBRIC SUMMARY
278.1	0/100	:
WRIQ SUMMARY		_____
	<ul style="list-style-type: none">Spelling 3Grammar 1Punctuation 5	:
Word Count	292	_____
Vocabulary Age	9 years	:
Time on Task	10 min(s)	_____
FEEDBACK		
Good effort. I would have liked to see you develop the plot more.		

Fright Night

Lauren work with a start and immediately glanced at the clock. It was only 1.30am. She laid still concentrating on trying to work out what had made her wake. The herder she concentrated the faster and louder her heart beat seemed to get to the point that she started to panic that she was having a heart attack. Calm down she told herself. Wait, what was that? There was definitely a sound outside. It was like a nail dragging down a blackboard but cut short just before it would make you shiver. Now the question was, did she get up to investigate? Hmm? Lauren wasn't exactly Nancy Drew stock so there was a constant back and forth or yes, no, yes, no. The argument immediately stopped when she heard the sound again. What did she remember from all those horror movies she watched - don't go to investigate, don't go anywhere alone and always take spare batteries for the torch. This last one made her giggle a little till she remembered why exactly she was going over this. Finally she said to herself out loud, 'time to put on your big girl pants'. Lauren

Note: You can still re-score and re-insert this feedback should you wish or if the student adds further writing to the document.