



openstax™



RICE

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## Introduction

Welcome to the OpenStax team!

The goal of this orientation document is to give you an understanding of where your role fits within the scope of OpenStax, give you the tools needed to use the eGrader, and provide you with any other relevant information for your time here.

### About us

OpenStax is a nonprofit based at Rice University, and it's our mission to improve student access to education. Our first open source college textbook was published in 2012 and has since scaled to more than 20 books used by hundreds of thousands of students across the globe. Additionally, we have introduced adaptive learning technology, designed to improve learning outcomes through personalized educational paths, and are currently being piloted for K-12 and college.

## Your Role

Our research team is coordinating the scoring of high school student open-ended responses to assessment questions which were submitted over the course of our 2015-2016 pilot of OpenStax Tutor courseware. We have enlisted you as an "expert grader" to score these responses in an effort to improve the natural language processing algorithms that our team is developing.

## A Note On Privacy

Please note that you will be grading real student responses, given in the context of real classroom exercises. While all responses have been disambiguated from any identifying information, we ask that you respect the privacy of the students by not reposting or sharing with anyone. If you discover any personal identifying information within the student response, please notify us immediately.

Please protect student privacy by not sharing your account credentials with anyone. Log out of the system when you are finished grading, especially if you use any computer that is used by multiple people.

Please report any breaches of security to the OpenStax team immediately.

# OpenStax eGrader

The Openstax eGrader is a web application that helps facilitate the grading of student free form responses. The eGrader application is designed to work on Google Chrome browser. Please use Google Chrome when using the eGrader.

## User Accounts/Logging In

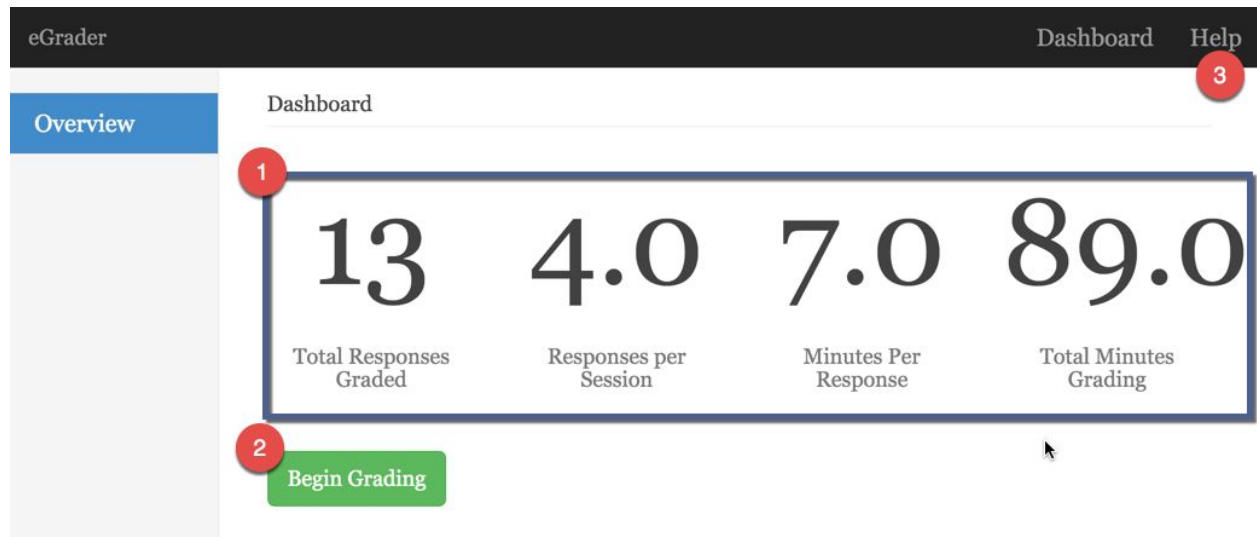
An account will be automatically set up for you by OpenStax administrators. Your username will be the email you provided to OpenStax.

To access your account, you must first reset your password. Reset your password by visiting <http://grader.openstax.org/reset> and typing in your email account. A link will be emailed to you so that you can reset the password. Please use a secure password and memorize it or store it in a safe place.

After resetting your password, you can log in at <http://grader.openstax.org>.

## Dashboard

Once you are logged in, you will be taken to the main dashboard. The dashboard will provide general information about your performance so far, and allow you to begin grading. A screenshot of the dashboard is shown below.



Main functions of the dashboard:

1. This area shows some basic metrics on the responses grading.
2. The Begin grading button will place the application into “grading mode”. While you are in grading mode, the system will automatically log the time you spend grading.
3. The Help option in the navigation bar will give you access to this document.

## Grading

After clicking the “Begin Grading” button in the dashboard, you will be put into grading mode. A screenshot of grading mode is shown below.

The screenshot shows the eGrader grading interface. At the top is a dark navigation bar with 'eGrader' on the left and 'Dashboard' and 'Help' on the right. Below the navigation bar is a toolbar with four buttons: 'Not qualified' (callout 1), 'Report Error', 'View Reference', and 'Hide Notes'. The main content area is divided into two columns. The left column contains the exercise text (callout 2), the correct answer (callout 3), the student's response (callout 4), and a grading section (callout 5) with dropdown menus for Quality, Score, Misconception?, and Feedback, followed by a 'Submit' button. The right column contains a 'Notes' section (callout 6) with a text input area and an 'Add Note' button.

**eGrader** Dashboard Help

**1** Not qualified **Report Error** **View Reference** **Hide Notes**

**2** **Exercise Text:**  
The word helix means spiral. What does this tell you about the structure of DNA, which is a double helix macromolecule?

**3** **Correct Answer:**  
DNA is a double helix because it has two spiral strands held together like a spiral staircase.

**4** Its two spirals intertwine together

**5** **Quality** Not Junk  
**Score** ---Select an option---  
**Misconception?** ---Select an option---  
**Feedback** The nucleotides of the two strands bond together with hyd  
**Submit**

**6** **Notes**  
  
**Add Note**

During grading, you will be shown the exercise text as it was displayed to students (2), the correct answer to the exercise (3), and the student’s response (4). Your objective is evaluate the responses for Quality, Score, Misconception, and Feedback (5). These categories are defined below:

- Quality [Junk, Not Junk] : Refers to the whether or not the student submitted a quality response. There are two options: **Junk** and **Not Junk**. It is not uncommon for students to type random characters, nonsense, or off topic text in order to advance to the next question. These responses should be labeled as **Junk**. Note that quality does not necessarily mean accuracy. If the student put in a good faith effort but was wrong, you should label the response as **Not Junk**.
- Score [Full, Partial, None]: Refers to how accurate the response is to the given exercise. If the student's response is correct, mark it as **Full**. If the response has elements of being correct, but is missing key information you should mark it as **Partial**. If the response is not correct, you should mark it as **None**.
- Misconception [Yes, No]: Refers to whether or not the response reflects a fundamental misconception about the concept being assessed. Select **Yes** if the response reflects a misconception, and **No** if the response does not reflect a misconception.
- Feedback: You will be provided with several possible feedback options. Select the option that is most appropriate for the student response. If none of the feedback options are appropriate, select **none**.

While you are grading, you will encounter ambiguous situations where there is not a clear cut classification for the response. In order to ensure that you are consistent with your decisions, **we encourage you to take notes while you grade**. This way, when you encounter a similar ambiguous response in the future, you can make the same decision as before. To this end, we have provided a notes box for each exercise (6). You can show or hide this box by selecting the show/hide notes button at the top of the screen (1).

If you should encounter an exercise that you do not think you are qualified to evaluate, select the "Not Qualified" button at the top of the screen (1).

If you discover an error with the exercise, you should select "Report Error" at the top of the screen. This button will load a new tab or window with the Openstax errata form to be filled out for the particular exercise (1)

If you would like to review the reference material for which the exercise was created from, click the "View Reference" button (1)

# Payment

As you complete work using the expert grading tool, the system will automatically track the time, in minutes, you have worked. You should use this time to convert and estimate the *hours* you will submit on your monthly invoice.

If for some reason the hours you have logged do not concur with our system, please include an explanation of this discrepancy on your invoice.

## Submitting an invoice:

1. Access the free invoice generator [invoiceto.me](http://invoiceto.me)
2. Fill in with your information (address, phone, name, email)
3. Be sure to note any discrepancies
4. Scan and send to [jbs4@rice.edu](mailto:jbs4@rice.edu) the last day of each month.

## Sample invoice:

### OpenStax

6360 Your St  
Your Town  
Texas  
  
(123) 456 789  
Youremail@rice.edu

### INVOICE

2-June-2016  
Invoice #2334889  
PO 456001200

**Att: Jazz Silva**  
**OpenStax**

[If there are discrepancies between your invoiced time and the time logged on the e-grader,  
please use this space to explain]

Many thanks,  
Your Name

#	Item Description	Quantity	Rate	Total (€)
1	Hours e-grading	20	14.00	280.00
2				-
3				-
4				-
5				-
6				-
7				-
8				-
Subtotal				280.00
Sales Tax (0%)				0.00
Total				280.00

\*\* Payroll automatically adjusts this total for taxes and other relevant changes.

# Questions and Contact information

We are happy to help should you have any questions at all!

## Primary point of contact:

Jazz Silva

[jbs4@rice.edu](mailto:jbs4@rice.edu)

240-273-6898

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