# Writer's Workbench
Usage and Assessment Scores - Tracking and Excel Plug-In

This moderately technical document explains how to administer WWB to track usage and to track scores from the Assessment Scores module. The Excel "plug-in" provides teachers and administrators an easy-to-use method for accessing WWB usage and Assessment Scores data files. Using information stored in the WWB initialization file, they can determine in which folder to read, to copy, and to format WWB Usage and Assessment Scores data files using Microsoft Excel.

SET WWB OPTIONS

1. Open Writers Workbench and use the keyboard shortcut <Alt–Shift–Ctrl-O> to open the Writer's Workbench Options Menu. If you do not have access to this Menu, carefully edit the WWB.ini file (usually in C:\WWB) with Notepad and change EDITENV=YES. Then, open the WWB Options Menu with the keyboard shortcut above.

2. Set the "**Shared Printer and/or Analysis Logging?**" option to "**Yes**."

3. Set "**Generate file to track WWB Usage?**" and "**Generate data file for Assessment Scores?**" to "**Yes**."

4. In the options menu, specify the location for the usage log file (WWBLogFile.txt) and for the Assessment Scores log file (WWBAssessmentLogFile.txt). Click the "Get" button to the right of the text box in the corresponding field. Using this browser, you can also create folders if needed.

5. On student workstations, after testing all functions, set "**Allow future access to this menu?**" to "**No**" to disallow students from accessing WWB setup menus. On administrative workstations, leave it "**Yes**."

6. Click on the green "**Save Options**" button.

7. Click on the red "**Exit**" button.

8. Run some analyses including the Assessment Scores and others.

9. Exit Microsoft Word.
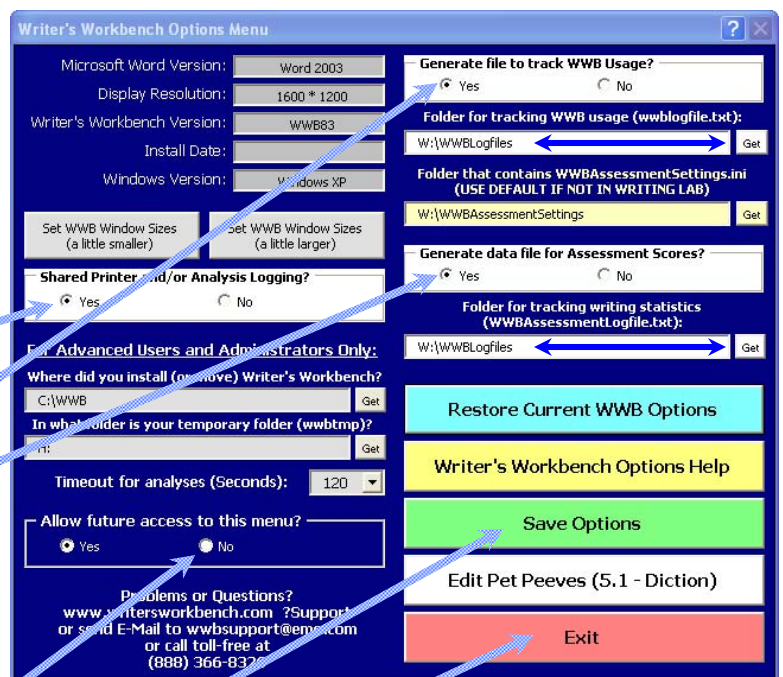
Copy and run OpenWWBLogfiles.xlt

10. Open "My Computer" and browse to C:\WWB\Templates (or corresponding WWB installation directory).

11. Right-click on OpenWWBLogfiles.xlt and select "Copy".

12. Close this window, right-click on your desktop, and select "Paste Shortcut."

13. Double click on the new OpenWWBLogFiles.xlt shortcut on your desktop. If Windows does not recognize the file extension, right click on that icon and open with Microsoft Excel.

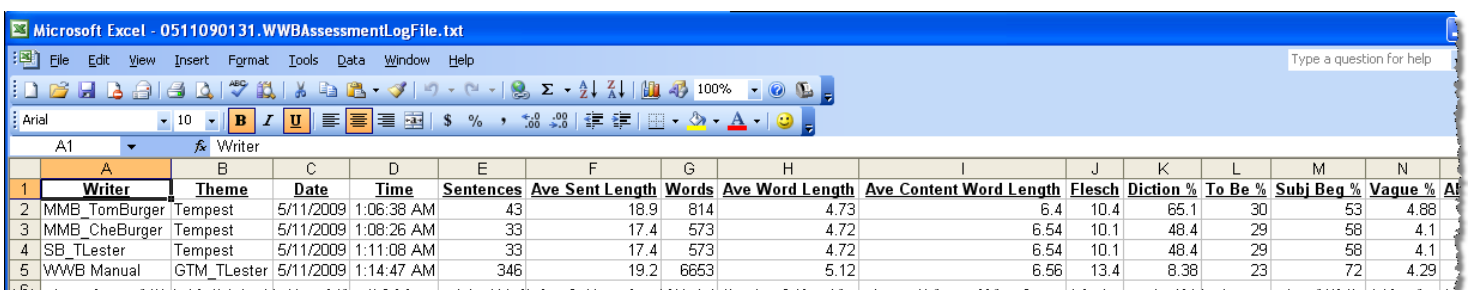14. When Microsoft Excel starts, a menu will appear as shown.
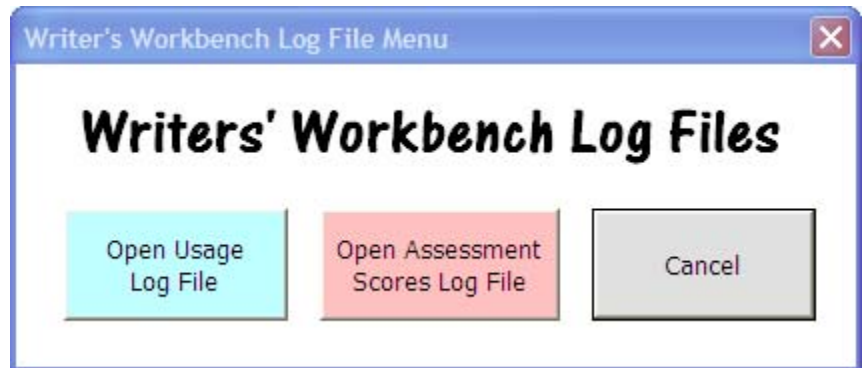
15. When you click on the "**Open Usage Log File**" button, WWBLogfile.txt (location specified in the Options Menu above) is copied, opened, and the widths of the columns are resized according to the width of the widest entry in each column. WWBLogfile.txt is copied so that the active file in a writing lab is not open in Excel while additional information is appended to it from students analyzing their compositions. The name of the copied file will be something similar to 051109120.WWBLogfile.txt, where the number denotes the month, day, year, hour, and minute that the WWBLogfile.txt is copied and, then, that new file opened.

16. This data can be sorted by "**Writer**" or any other column using Excel's Data, Sort features.
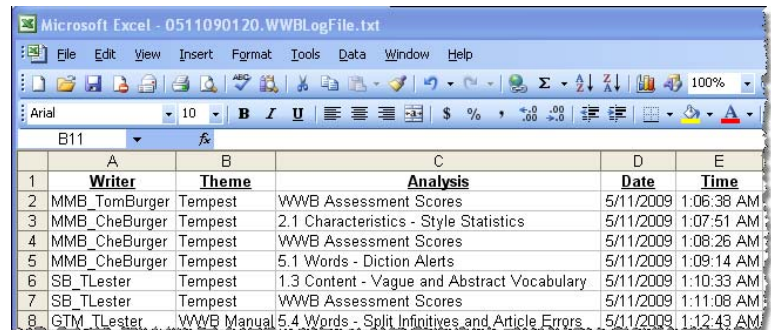
17. If the data in the opened spreadsheet will be useful in the future, we recommend saving it as an Excel spreadsheet (.xls) file. Close Excel.

18. Double-click on the "OpenWWBLogFiles.xlt shortcut**;** and this time**,** select the "**Open Assessment Scores Log File**" button. The Assessment Scores will be opened and formatted in the same manner as those in the Usage Log File above. This data can be very helpful in tracking writing improvement by using those statistics acquired by the Assessment Scores module.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Writer	Theme	Date	Time	Sentences	Ave Sent Length	Words	Ave Word Length	Ave Content Word Length	Flesch	Diction %	To Be %	Subj Beg %	Vague %
2	MMB_TomBurger	Tempest	5/11/2009	1:06:38 AM	43	18.9	814	4.73	6.4	10.4	65.1	30	53	4.88
3	MMB_CheBurger	Tempest	5/11/2009	1:08:26 AM	33	17.4	573	4.72	6.54	10.1	48.4	29	58	4.1
4	SB_TLester	Tempest	5/11/2009	1:11:08 AM	33	17.4	573	4.72	6.54	10.1	48.4	29	58	4.1
5	WWB Manual	GTM_TLester	5/11/2009	1:14:47 AM	346	19.2	6653	5.12	6.56	13.4	8.38	23	72	4.29

Housekeeping

19. The WWBLogfile.txt and WWBAssessmentLogFile.txt files are "active" files. That is, they are available for having data appended to them as students analyze their compositions in a writing lab. These files will continue to grow until cleaned out. We recommend using the procedures above to open each file then saving the file (date and time in filename), in .XLS format, to an archive folder. Then, using Notepad, remove all lines in each file except the first line, the "header" line.

20. Every time the usage or assessment data files are opened using this tool, a new file will be created with the date and time in the filename – (example – 0425091826.WWBLofFile.txt or 0425091939.WWBAssessmentLogFile.txt). These files should be removed periodically to prevent file clutter. More information on Assessment Settings at - **www.emo.com/documentation/WWBAssessmentModuleDocumentation.pdf** (The End)