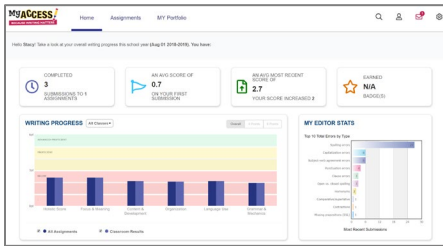


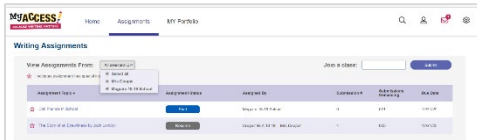
## Writing Dashboard



Log on to [www.myaccess.com](http://www.myaccess.com) with your username and password. Your home screen displays your **Writing Dashboard** which is updated **nightly** to reflect your holistic or overall writing performance as well as the five trait areas: focus, content development, organization, language use, mechanics & conventions.

The **Message Center** is located on the Writing Dashboard. The Message Center will automatically alert you when new comments are entered by your teacher.

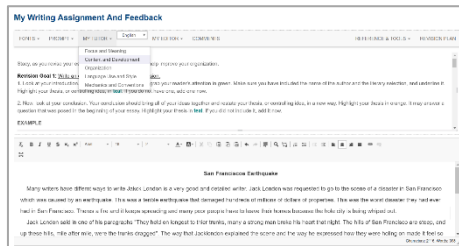
## Understanding Assignments



The **Assignment** page lists all new and in progress assignments and allows access to the following:

- Click on the prompt name to view instructions and access prewriting tools and the rubric.
- Click on the **red star** to view special/teacher instructions.
- To begin or resume a writing assignment click **Start**, or **Resume**, or **Start Revision**

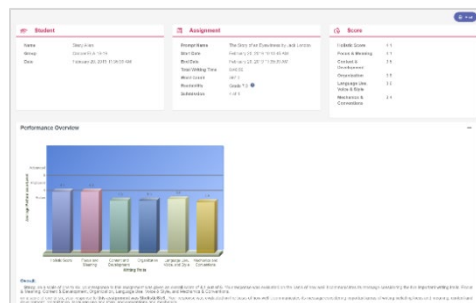
## Student Writing Screen



The student writing screen is divided into two sections.

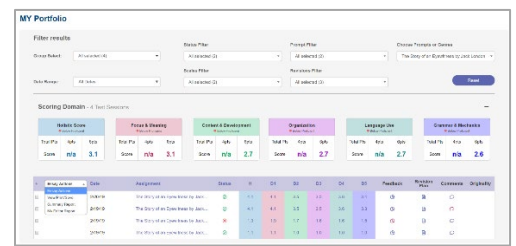
- The top half is your assignment information and feedback.
- The bottom half is your writing space, where you will write and revise your essay.
- Prewriting and drafting tools are available in **Writer's Tools**. **MY Tutor**® is your personal writing coach, providing instructional feedback. **MY Editor**® identifies mechanics and convention errors and provides helpful tips to improve your writing. Once you have completed an assignment, click **Submit Writing**.

## Scores & Feedback Report



Your report displays a graph of your writing performance assessed for its overall quality (holistic score) and for trait specific qualities (focus and purpose, content and development, organization, language use, and mechanics and conventions). Use your **MY Tutor**® Revision Plan to identify goals and strategies to revise your essay.

## Writing Portfolio



The portfolio saves all of your writing assignments and associated revisions.

- Click on **MY Portfolio** to display all of your assignments, scores, comments, prewriting organizers, revision plans, and instructional feedback.
- Check submissions to find more information.
- Click on **Essay Actions** dropdown arrow to provide links to your **Summary Report** and **MY Editor**® Report.

The **Summary Report** graphs your writing progress over time.

The **MY Editor**® Report summarizes your grammar, mechanics, usage, and style errors.

<a href="#">FONTS</a> ▾ <a href="#">PROMPT</a> ▾ <a href="#">MY TUTOR</a> ▾ <a href="#">MY EDITOR</a> ▾ <a href="#">COMMENTS</a>	<a href="#">REFERENCE &amp; TOOLS</a> ▾ <a href="#">REVISION PLAN</a>
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Writing Screen Tools	Description
<b>Fonts</b>	Increase or decrease font size.
<b>Prompt</b>	<b>Prompt</b> displays special instructions, prompt, passage, and instructional resources.
<b>MY Tutor®</b>	<b>MY Tutor</b> offers prescriptive feedback throughout the writing process for the following five domains/traits: Focus and Purpose, Content and Development, Organization, Language Use, Voice and Style, and Mechanics & Conventions. All feedback is aligned to genre rubrics.
<b>MY Editor®</b>	<b>MY Editor</b> detects and corrects errors in spelling, grammar, mechanics, style, and usage. MY Editor ELL detects errors most commonly made by Spanish, French, Chinese, Simplified Chinese, Korean, Japanese, and British English speakers and returns instructional feedback.
<b>Comments</b>	You can easily view your teacher’s comments while drafting or revising your essay.
<b>Writer’s Tools</b>	<p><b>Narrative, Persuasive/Opinion, Argument</b> outlines allow you to construct thoughts in outline form to aid in developing your essays.</p> <p><b>Venn Diagram</b> helps you identify relationships between categories of information.</p> <p><b>K-W-L Chart</b> helps you investigate a topic using prior knowledge.</p> <p><b>Cluster Web</b> helps you brainstorm, organize ideas, and plan the essay.</p> <p><b>Focus Checklist</b> helps you define the focus of writing.</p> <p><b>Notepad</b> gives you a place to brainstorm thoughts and ideas.</p> <p><b>Rubrics</b> outline the evaluation criteria by which your writing will be scored. Rubrics are aligned to specific genre and score scale (narrative, persuasive, argument, informative/expository, literary, and informational/text-based).</p> <p><b>Word Bank</b> helps build vocabulary by suggesting words and phrases in categories (i.e. verbs, transitions, adjectives...) and organized by level.</p> <p><b>Writer's Guide</b> is an on-line writing textbook which provides you with guided instructional support.</p> <p><b>Writer's Models</b> provide sample essays for each score point with commentary.</p> <p><b>Checklists</b> may be used for self or peer evaluation throughout the revision process before submitting your essay.</p>
<b>Revision Plan</b>	<b>Revision Plan</b> helps you set personal goals and strategies for writing improvement.