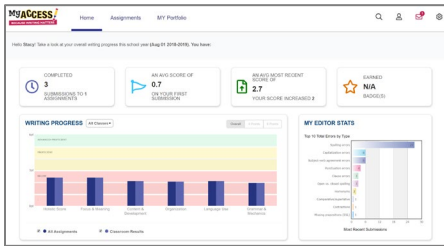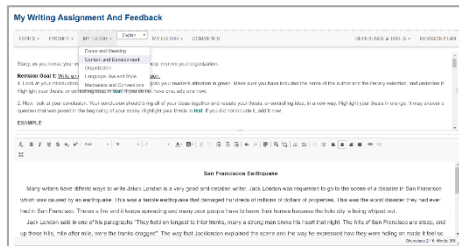## Home Page

Log on to www.myaccess.com with your username and password. Your Home screen displays your Snapshot Report 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.
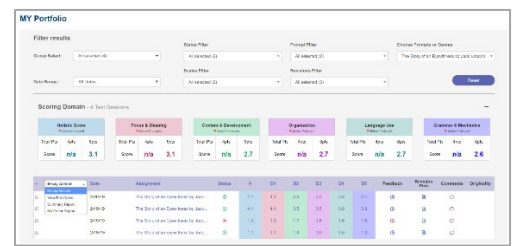
The **Message Center** is located on the Home Screen. The Message Center will "auto-alert" you when there are new comments entered by your teacher.

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 teacher instructions.
To begin or resume writing assignment click Start or Resume.

Student Writing Screen

The student writing screen is divided into two sections. The top box is your assignment information and feedback. The bottom box is your writing space, where you will write your essay. Prewriting and drafting tools are available in **Reference & Tools**. **MY Tutor®** is your personal writing coach, providing instructional feedback. **MY Editor®** identifies grammar errors and provided 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 meaning, content development, organization, language use, and mechanics and conventions). Your **MY Tutor®** Revision Plan provides goals and feedback to improve your essay.

Writing Portfolio

Your portfolio displays all your assignments, scores, comments, prewriting organizers, revision plans, and instructional feedback.
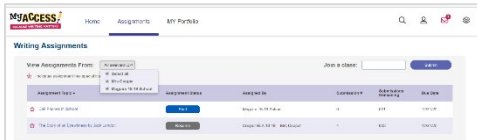
The portfolio saves all of your writing assignments and associated revisions.

Essay actions provides links to your **Summary Report,** and **MY Editor® Report**.
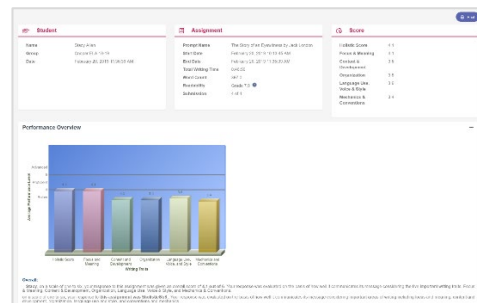**The Summary Report** graphs your writing progress over time.

The MY Editor® Report summarizes your grammar, mechanic, usage, and style errors,

FONTS ▾   PROMPT ▾   MY TUTOR ▾   MY EDITOR ▾   COMMENTS   REFERENCE & TOOLS ▾   REVISION PLAN

Writing Screen Tools	Description
Fonts	Increase or decrease font size.
Prompt	**Prompt** displays the directions, sources, and special instructions.
MY Tutor®	**MY Tutor** offers prescriptive feedback throughout the writing process in the following five domains/traits: Focus and Purpose, Organization, Development, Language Use, Voice and Style, and Mechanics & Conventions.
MY Editor®	**MY Editor** detects and corrects errors in grammar, mechanics, style, usage, and formatting. MY Editor ELL detects errors most commonly made by Spanish, French, Chinese, Simplified Chinese, Korean Japanese, and British English speakers and returns instructional feedback.
Comments	You can easily view your teacher comments while drafting or revising your essay.
Tools & Resources	**Narrative, Persuasive/Opinion, Argument** outlines allow you to construct thoughts in outline form to aid in developing your essays. **Venn Diagram** helps you identify relationships between categories of information. **K-W-L Chart** helps you investigate a topic using prior knowledge. **Cluster Web** helps you brainstorm, organize ideas, and plan the essay. **Focus Checklist** helps you define the focus of writing. **Notepad** gives you a place to brainstorm thoughts and ideas. **Rubrics** 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). **Word Bank** offers you words and phrases in a number of categories (i.e. verbs, transitions, adjectives…) **Writer's Guide** provides you with guided instructional support. **Writer's Model** provides a sample essay for each score point with commentary. **Checklists** may be used to self-evaluation before submitting your essay.
Revision Plan	**Revision Plan** helps you set personal goals for writing improvement.