



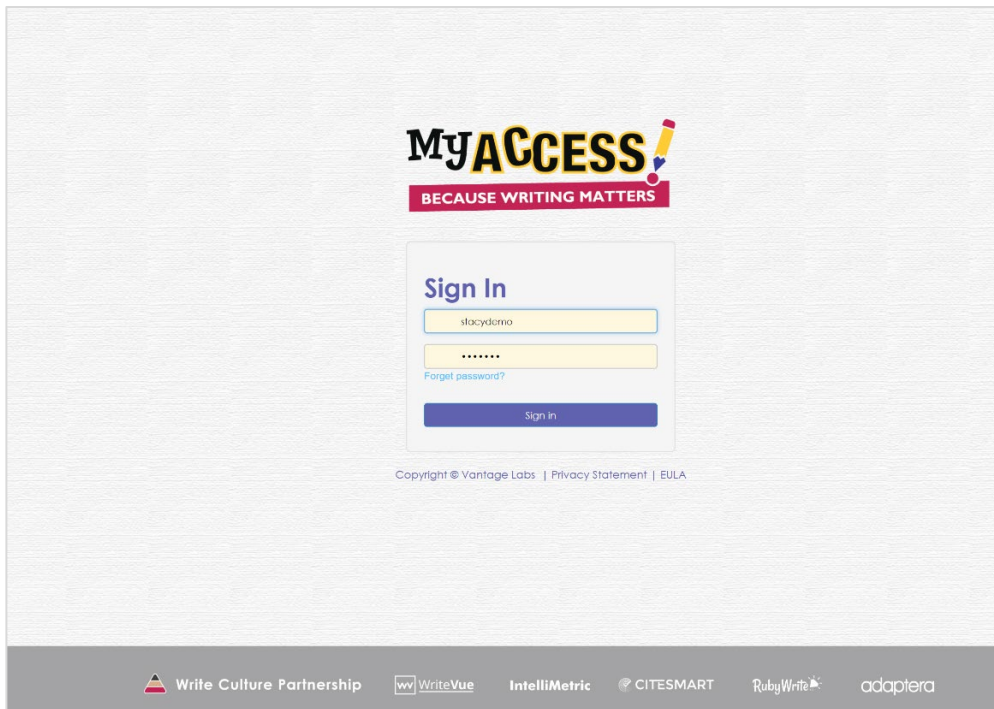
Student User Guide

Contents

Student User Guide.....	1
Logging on	3
Modify Account	3
Home Screen	4
Assignments.....	5
Completing a Writing Assignment	5
Student Writing Screen: Using Tools & Feedback.....	6
Understanding Your Individual Report	6
MY Tutor® Goals & Revision Plan.....	7
Understanding Your Portfolio	7
Using Your Portfolio.....	9
MY Editor and MY Tutor Report.....	9
Comments	10
Revision Plan.....	10
Writer’s Models.....	11
MY Prewriting	11

Logging on

Enter the url <https://www.myaccess.com>. Sign in with the username and password provided by your teacher.



Modify Account



1. To modify the information in your profile, click the **Modify Account** button in the upper right- hand corner of the Home Screen.
2. You can make changes to your account information in the new window.
3. Click **Save and Exit** to update the information.



Note. You *cannot* edit your username. It is also best practices to update your password frequently. Please see your teacher if you forget your username or password.

Home Screen

From the Home Screen you can access the **Snapshot Report, Message Center, Modify Account, Assignments, and MY Portfolio.**

[ISEEK Search](#) [MY Profile](#) [Message Center](#) [Resources](#)

The screenshot shows the MyACCESS Home Screen interface. At the top, there are navigation tabs for Home, Assignments, and MY Portfolio. A search bar and user profile icon are visible. Below the navigation, a message reads: "Hello Stacy! Take a look at your overall writing progress this school year (Aug 01 2018-2019). You have:"

Key performance indicators are displayed in four boxes:

- COMPLETED**: 3 SUBMISSIONS TO 1 ASSIGNMENTS
- AN AVG SCORE OF**: 0.7 ON YOUR FIRST SUBMISSION
- AN AVG MOST RECENT SCORE OF**: 2.7 YOUR SCORE INCREASED 2
- EARNED**: N/A BADGE(S)

Two main charts are shown:

- WRITING PROGRESS**: A bar chart showing performance across six categories: Holistic Score, Focus & Meaning, Content & Development, Organization, Language Use, and Grammar & Mechanics. The y-axis ranges from 0pt to 6pt, with levels: BELOW, PROFICIENT, and ADVANCED PROFICIENT.
- MY EDITOR STATS**: A bar chart titled "Top 10 Total Errors by Type" showing the most recent submissions. The x-axis is "Most Recent Submissions" (0 to 30).

Snapshot Report

The Snapshot Report is where you can view your progress over time. The Snapshot Report 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. Your writing progress can fall into one of three levels: below proficient, proficient, or advanced. The Snapshot Report also allows you to quickly filter and view your writing performance for a specific class.

Message Center



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. Once the comment is viewed, the mail icon status will automatically be updated.

MY Editor Stats

MY Editor Stats displays your top 10 total errors made on your most recent submissions. For example, if you have composed and submitted two essays to three writing assignments, MY Access! would automatically sum the errors for each of your most recent submissions and display the top 10 in MY Editor Stats.


Assignments

Under the Assignments tab, you can view the prompt, start a new writing assignment, or resume or revise an assignment in progress. Assignments are organized by teacher, school, or district level.

The screenshot shows the 'Writing Assignments' section of the MyACCESS interface. It includes a 'View Assignments From:' dropdown menu with options like 'All selected (2)', 'Select all', 'Mrs Cooper', and 'Maguire 18-19 School'. Below this is a table with the following data:

Assignment Topic	Assignment Status	Assigned By	Submission #	Submissions Remaining	Due Date
Call Phones in School	Start	Maguire 18-19 School	0	001	12/31/20
The Story of an Eyewitness by Jack London	Resume	Cooper ELA 18-19 --Mrs Cooper	4	005	12/31/20

Clicking on the prompt title will display the assignment description and additional prewriting instructions.

Clicking on the **star icon**  will display special instructions from your teacher. Click **Start**, or click **Resume** to continue working on a writing assignment.

Completing a Writing Assignment

The screenshot shows the 'My Writing Assignment And Feedback' page. The prompt is: 'Read the account of the San Francisco Earthquake by Jack London. In a well developed essay, analyze Jack London's use of vivid language in his account of the San Francisco Earthquake.' The prompt includes the title 'THE STORY OF AN EYEWITNESS' and the author 'By Jack London, Collier's special Correspondent'. Below the prompt is a rich text editor with a toolbar and a writing area. The text in the editor reads: 'San Franciscos Earthquake. Many writers have differnt ways to write Jakck London is a very good and detailed writer. Jack London was requested to go to the scene of a disaster in San Francisco which was caused by an earthquake. This was a terrible earthquake that damaged hundreds of millions of dollars of properties. This was the worst disaster they had ever had in San Francisco. Theres a fire and it keeps spreading and many poor people have to leave their homes because the hole city is being whiped out.'

The student work page is divided into two sections. The **top box** is your assignment information and feedback.

The **bottom box** is your writing space. This is where you will write your essay. Once you have completed an assignment, click **Submit Writing**.

Student Writing Screen: Using Tools & Feedback

My Writing Assignment And Feedback

MY TUTOR MY EDITOR COMMENTS REFERENCE & TOOLS REVISION PLAN

Stacy, as you revise, you ca details from the story to develop your ideas. Try some of these ideas.

Revision Goal 1:
Use details that relate to the theme of the story.

1. What is the theme or message of the story? (A theme is a unifying idea that the author will come back to again and again throughout the story). Highlight the theme in maroon.
2. If you cannot find the theme, write it now.

San Francisco's Earthquake

Many writers have different ways to write Jack London is a very good and detailed writer. Jack London was requested to go to the scene of a disaster in San Francisco which was caused by an earthquake. This was a terrible earthquake that damaged hundreds of millions of dollars of properties. This was the worst disaster they had ever had in San Francisco. There's a fire and it keeps spreading and many poor people have to leave their homes because the hole city is being whiped out.

Jack London said in one of his paragraphs "They held on longest to thier trunks, many a strong man broke his heart that night. The hills of San Francisco are steep, and up these hills, mile after mile, were the trunks dragged". The way that Jacklondon explained the scene and the way he expressed how they were holing on made it feel so real. It made me feel as if i were really there. It

Characters: 2117, Words: 398

SAVE SAVE AND FINISH LATER Submit Writing Print

MY Tutor® returns feedback throughout the writing process for each of the five traits: Focus and Purpose, Organization, Content and Development, Language Use, Voice & Style and Mechanics and Conventions.

MY Editor identifies grammar, style and language errors and returns instructional feedback. MY Editor® feedback is available in Spanish, French, Chinese, Japanese, Korean, Simplified Chinese, and British English.

- **Reference & Tools:** Provides you with numerous prewriting tools including access to graphic organizers, rubrics, the Word Bank, Writer's Guide, writer's models and checklists.
- **Comments:** Displays comments made by your teacher in the feedback window while you are revising your essay.

Understanding Your Individual Report

Student

Name	Stacy Allen
Group	Cooper ELA 18-19
Date	February 20, 2019 11:35:39 AM

Assignment

Prompt Name	The Story of an Eyewitness by Jack London
Start Date	February 20, 2019 10:13:45 AM
End Date	February 20, 2019 11:35:39 AM
Total Writing Time	0:46:50
Word Count	397.0
Readability	Grade 7.9
Submission	4 of 4

Score

Holistic Score	4.1
Focus & Meaning	4.1
Content & Development	3.5
Organization	3.5
Language Use, Voice & Style	3.6
Mechanics & Conventions	3.4

Performance Overview

Average Performance Level

Writing Trait	Score
Holistic Score	4.1
Focus and Meaning	4.1
Content and Development	3.5
Organization	3.5
Language Use, Voice, and Style	3.6
Mechanics and Conventions	3.4

Overall:
Stacy, on a scale of one to six, your response to this assignment was given an overall score of 4.1 out of 6. Your response was evaluated on the basis of how well it communicates its message considering the five important writing traits: Focus & Meaning, Content & Development, Organization, Language Use, Voice & Style, and Mechanics & Conventions.
on a scale of one to six, your response to this assignment was **Holistic: 4.1**. Your response was evaluated on the basis of how well it communicates its message considering important areas of writing including focus and meaning, content and development, organization, language use and style, and conventions and mechanics.

After you click **Final Submit**, your score and **MY Tutor Goals** will be displayed immediately. On the bottom of the report, you will see a graph of your writing performance on the assignment you submitted.

Your writing is assessed for its overall quality (holistic score) and for trait specific qualities (focus and meaning, content development, organization, language use, and mechanics and conventions).

MY Tutor® Goals & Revision Plan

On the bottom of the page is your MY Tutor Revision Plan for this assignment.

MY Tutor Revision Goals

Expand: +All, -None

Now that you have reviewed your scores, it is time to begin revising your essay. Create a Revision Plan to guide your activity. The MY Tutor goals below can help you plan how to revise your writing. You may begin by selecting one or more goals to improve the area of writing for which you received the lowest score, or you may focus on an area of writing identified by your teacher. To begin, click directly on the revision goal to read the directions and student example. Then, check the box next to one or more of these goals and click the **Add to Revision Plan** button; this will automatically add the goal to your revision plan located under the **MY Revision Plan** tab.

Focus and Meaning

Revision Goal 1 Clearly communicate your understanding of the essay question and the story.

- Look at the essay question. Did your response focus on the question that was asked? If it did, highlight that section in teal.
- If you could not find a connection between the question and your response, make a connection now.

Example:

Katy's Assignment: Write a character sketch of Nancy from *Oliver Twist*. A character sketch describes and analyzes a person in a story. It should include important details about her life, actions, and personality.

Before Revision: Nancy is an important character in *Oliver Twist*. She is poor, and all her friends are criminals. She drinks too much and does not live a good life. She and her boyfriend, Bill Sykes, kidnap Oliver.

Katy's Strategy: I have written a little about Nancy, but I have not described her good qualities or her good actions. I need to add more details for a good character sketch.

After Revision: A young girl risks everything to save a little boy from a life of crime. Nancy, an important character in *Oliver Twist*, fully understands the dangers of her actions. When she takes steps to prevent a kidnapping, she pays with her life. She is poor, and all her friends are criminals. She drinks too much and does not live a good life. She and her boyfriend, Bill Sykes, kidnap Oliver.

Although Nancy appears to be a bad person, she does have some good qualities. She is loyal to her friends. She loves Bill, even though he is mean. She feels guilty about her bad behaviors and feels really sorry for Oliver. In the end, she saves Oliver from being kidnapped a second time, even though she knows it will put her life in danger.

Katy's Reflection: I added more information about Nancy including her good qualities. I made a new paragraph when the subject went from her bad qualities to her good ones.

Revision Goal 2 Keep the same focus throughout your writing.

Add to Revision Plan

Your **Revision Plan** is an individualized plan to help you revise and improve your writing.

Begin with the goals under the first writing trait and work your way down the list.

Add a goal to your Revision Plan by checking one or more goals and clicking on the **Add to Revision Plan** button.

Understanding Your Portfolio

MY Portfolio

Filter results

Group Select: All selected (4)

Date Range: All Dates

Status Filter: All selected (2)

Scales Filter: All selected (2)

Prompt Filter: All selected (2)

Revisions Filter: All selected (3)

Choose Prompts or Genres: The Story of an Eyewitness by Jack London

Reset

Scoring Domain - 4 Test Sessions

Holistic Score			Focus & Meaning			Content & Development			Organization			Language Use			Grammar & Mechanics		
Total Pts	4pts	6pts	Total Pts	4pts	6pts	Total Pts	4pts	6pts	Total Pts	4pts	6pts	Total Pts	4pts	6pts	Total Pts	4pts	6pts
Score	n/a	3.1	Score	n/a	3.1	Score	n/a	2.7	Score	n/a	2.7	Score	n/a	2.7	Score	n/a	2.6

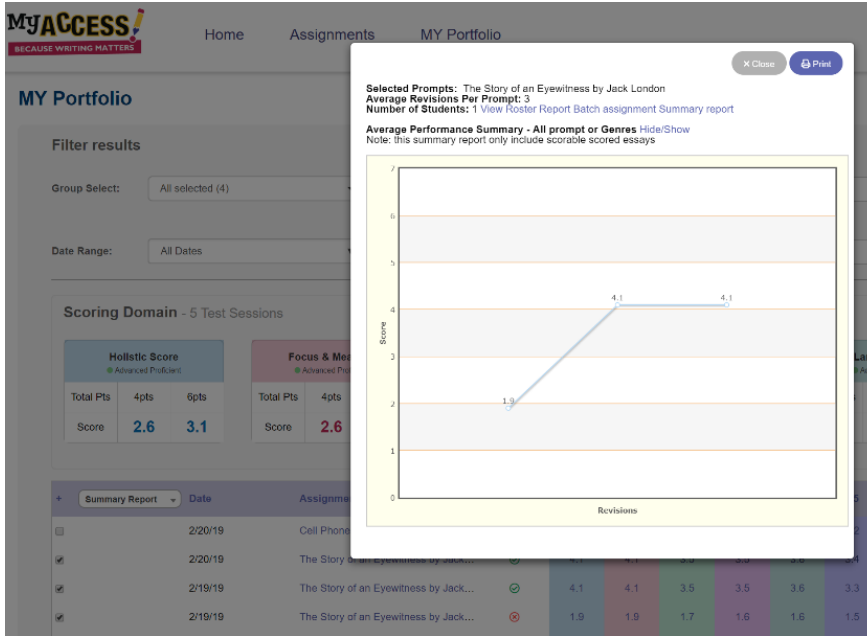
Essay Actions	Date	Assignment	Status	H	D1	D2	D3	D4	D5	Feedback	Revision Plan	Comments	Originality
View/Print/Save	2/20/19	The Story of an Eyewitness by Jack...	✓	4.1	4.1	3.5	3.5	3.6	3.4	🔗	📄	🗨️	
Summary Report	2/19/19	The Story of an Eyewitness by Jack...	✓	4.1	4.1	3.5	3.5	3.6	3.3	🔗	📄	🗨️	
My Editor Report	2/19/19	The Story of an Eyewitness by Jack...	✗	1.9	1.9	1.7	1.6	1.6	1.5	🔗	📄	🗨️	
	2/19/19	The Story of an Eyewitness by Jack...	✓	1.1	1.1	1.0	1.0	1.0	1.0	🔗	📄	🗨️	

Click MY Portfolio to view all your completed assignments, scores and feedback. **Filter Results** allows you to limit the number of assignments displayed. **Scores** displays your holistic (overall) score and trait scores.

Comments provides a direct link to post or read teacher comments. **Revision Plan** displays your revision plan.

Feedback provides all of your instructional feedback and resources to improve your essay. **Originality** links to display the CiteSmart Originality Report(if available).

Essay Actions: Provides links to View/Print/Save, Summary Report, and MY Editor Report.

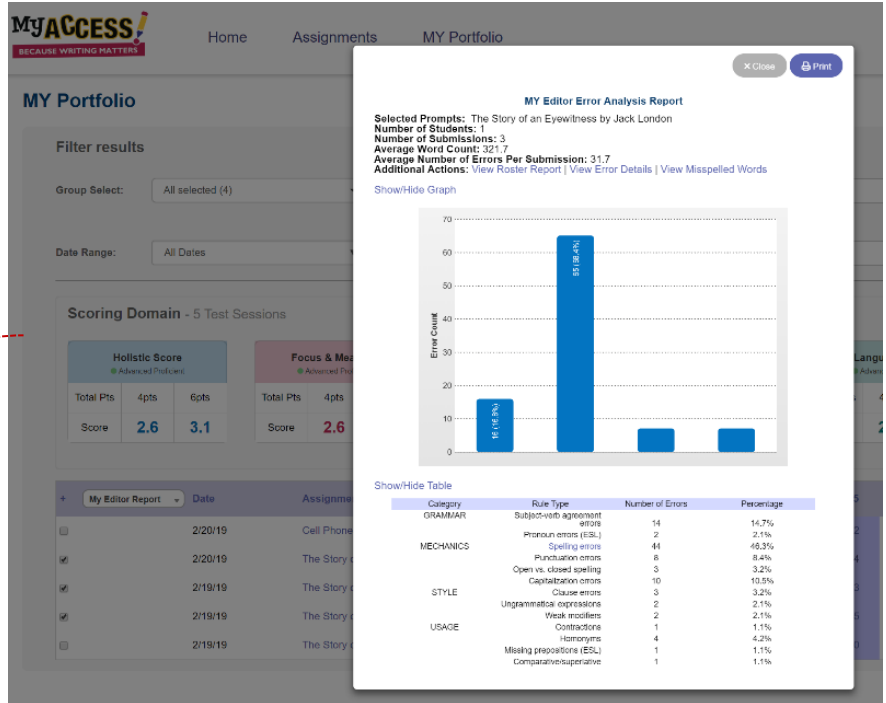


Summary Report: Displays a graph that shows progress over time.

Clicking on a score point will display the holistic and trait scores for that essay.

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

If you would like to view all your MY Editor reports, you can access them by checking the boxes for the essays that you would like to view.



Using Your Portfolio

Assignment	Status	H	D1	D2	D3	D4	D5
Cell Phones in School (S1)	✓	2.6	2.6	2.3	2.4	2.3	1.2

Student Name: Stacy Allen
Group Name: Cooper ELA 18-19
Score Date:

Prompt Name: The Story of an Eyewitness by Jack London
Start Date:
End Date:
Total Writing Time: 0:46:50

Word Count: 397.0
Readability: Grade 7.9
Submission: 4 of 4

Holistic Score: 4.1/6
Focus & Meaning: 4.1

Content & Development: 3.3
Mechanics & Conventions: 3.4

Organization: 3.5
Language Use, Voice & Style: 3.6

San Francisco's Earthquake

Many writers have different ways to write. Jack London is a very good and detailed writer. Jack London was requested to go to the scene of a disaster in San Francisco which was caused by an earthquake. This was a terrible earthquake that damaged hundreds of millions of dollars of properties. This was the worst disaster they had ever had in San Francisco. There was a fire and it keeps spreading and many poor people have to leave their homes because the whole city is being whipped out.

Jack London said in one of his paragraphs "They held on longest to their trunks, many a strong man broke his heart that night. The hills of San Francisco are steep, and up these hills, mile after mile, were the trunks dragged". The way that Jack London explained the scene and the way he expressed how they were holding on made it feel so real. It made me feel as if I were really there. It was an awesome expression.

Jack London stated "A minute later the flames were leaping upward in a dozen different quarters south of Market Street, in the working-class ghetto, and in the factories, fires started. There was no opposing the flames". The way he described how the fire was just spreading from place to place, higher and higher, just made me get such a clear picture of the fire in my head. It seemed so clear it was as if the paper I was reading in front of me was on fire.

Another thing Jack London stated was "half the heart of the city was gone. At that time I watched the vast conflagration from out on the bay. He has such a good way of describing things and putting them in good words. He could of just said the whole city was whipped out but he made it a lot more interesting by saying half the heart of the city was gone. Which was very true because most of the city was gone and there was no people there to make it feel alive.

As a conclusion I think that Jack London is an awesome writtor. As for the people who had to move and just leave I feel sorry for them because they lost a lot but sometimes a change is good and hopefully they are living in a much better environment.

[View/Print Essay](#)

Click on any of your assignment scores to view your essay along with its holistic score and scores in each of the domains: Focus & Purpose, Content & Development, Organization, Language Use, and Mechanics & Conventions.

MY Editor and MY Tutor Report

The Story of an Eyewitness by Jack London

My Tutor Feedback
My Editor Feedback
Comments
My Revision Plan
My Prewriting
Writer's Models

Student

Name: Stacy Allen
Group: Cooper ELA 18-19
Date: February 20, 2019 11:35:39 AM

Assignment

Prompt Name: The Story of an Eyewitness by Jack London
Start Date: February 20, 2019 10:13:45 AM
End Date: February 20, 2019 11:35:39 AM
Total Writing Time: 0:46:50
Word Count: 397.0
Readability: Grade 7.9
Submission: 4 of 4

Score

Holistic Score: 4.1
Focus & Meaning: 4.1
Content & Development: 3.5
Organization: 3.5
Language Use, Voice & Style: 3.6
Mechanics & Conventions: 3.4

My Editor Feedback

Word Count = 397.0 Readability = Grade 7.9

GRAMMAR	8	Subject-verb agreement errors
GRAMMAR	1	Pronoun errors (ESL)
MECHANICS	18	Spelling errors
MECHANICS	4	Punctuation errors
MECHANICS	5	Capitalization errors
STYLE	1	Clause errors
STYLE	1	Ungrammatical expressions
STYLE	1	Weak modifiers
USAGE	2	Homonyms

Click the MY Editor Feedback tab to display your error summary and your group information, assignment start/end date, word count, readability, and holistic and trait scores.

The bottom section of the report contains a graph of the error count by category: Grammar, Mechanics, Style and Usage.


COPYRIGHT © 2019 by Vantage Learning. All Rights Reserved. No part of this work may be used, accessed, reproduced or distributed in any form or by any means or stored in a database or any retrieval system, without the prior written permission of Vantage Learning.

DRAFT

Comments

The screenshot shows the 'Comments' tab selected in the navigation menu. It displays three columns: Student, Assignment, and Score. The Student column shows the name Stacy Allen, group Cooper ELA 18-19, and date February 20, 2019 11:35:39 AM. The Assignment column shows the prompt name 'The Story of an Eyewitness by Jack London', start and end dates, total writing time, word count, readability, and submission status. The Score column lists various metrics like Holistic Score, Focus & Meaning, Content & Development, Organization, Language Use, Voice & Style, and Mechanics & Conventions with their respective scores. Below these columns, there is a section for 'General comments' and 'Teacher Comments', and an 'Add a Comment' section with a text box containing 'I will improve my Introduction' and a 'Save a comment' button. There are also 'Remove Comments' and 'Print Comments' buttons.

To post or view teacher comments for your essay, click the **Comments** icon on the portfolio page. To post a comment, click the **Add Comment** button. To remove a comment, click **Remove**.

You will be alerted when  new comments are posted.

Revision Plan

The screenshot shows the 'My Revision Plan' tab selected in the navigation menu. It displays the same Student, Assignment, and Score columns as the Comments page. Below these columns, there is a section for 'MY Tutor Revision Goals' with a dropdown menu set to 'English'. It includes a 'Select ONE or more of the Revision Goals and copy/paste it into your Revision Plan' instruction. A goal is selected: 'Organization' with the text 'Revise Goal 1 make a good introduction and conclusion'. Below this, there are sections for 'My Goal, Writing Strategy, Reflections (The limit for each box is 2,000 characters):'. The 'My Goal' section has a text box with 'My goal is to improve my organization score by at least one point.' The 'Writing Strategy' section has a text box with 'This is where I will identify my specific strategy that I will use to improve my organization score.' There are 'Add Revision Goals' and 'Remove Revision Goals' buttons.

Use your **Revision Plan** to enter your writing goals, strategies, and reflections in the corresponding text boxes.

You can edit or add to these boxes at any time.

Writer's Models

The Story of an Eyewitness by Jack London

My Tutor Feedback | My Editor Feedback | Comments | My Revision Plan | My Prewriting | **Writer's Models** | Print

Student	Assignment	Score
<p>Name: Stacy Allen</p> <p>Group: Cooper ELA 18-19</p> <p>Date: February 20, 2019 11:35:39 AM</p>	<p>Prompt Name: The Story of an Eyewitness by Jack London</p> <p>Start Date: February 20, 2019 10:13:45 AM</p> <p>End Date: February 20, 2019 11:35:39 AM</p> <p>Total Writing Time: 0:46:50</p> <p>Word Count: 397.0</p> <p>Readability: Grade 7.5</p> <p>Submission: 4 of 4</p>	<p>Holistic Score: 4.1</p> <p>Focus & Meaning: 4.1</p> <p>Content & Development: 3.5</p> <p>Organization: 3.5</p> <p>Language Use, Voice & Style: 3.6</p> <p>Mechanics & Conventions: 3.4</p>

View Score Point: 3 | Go

Holistic Score

Writing Performance: 3 - partially communicates the writer's message.

3

Commentary

Focus & Meaning | Content & Development | Organization | Language Use, Voice & Style | Mechanics & Conventions

The author offers a thesis statement in introduction to this response that shows a basic understanding of the writing task ("He Often describes San Francisco using vivid and colorful words"). A basic analysis of the text follows, although the author's interpretation is best described as vague and unclear. She makes several connections between the task and the ideas in the text, but the assigned task is still only partially completed.

Sample Work

In this article Jack London describes what he sees in San Francisco during and after the earthquake. He Often describes San Francisco using vivid and colorful words. He tells us about this earthquake and the city. "An enumeration of the buildings undestroyed would be a line and several addresses. An enumeration of the deeds of heroism would stock a library and bankrupt the Carnegie medal fund. An enumeration of the dead will never be made." This is what he had to say about this earthquake.

Now during the earthquake he saw many horrible things, things you did not want to know. "Tens of thousands fled before the flames. Many of them, the poor people of the labor ghetto." Many, by what he says dwere carrying trunks full of belongings and such stuff.

The **Writer's Models** are examples of real student writing that has been scored on either a 4 or a 6 point rubric.

Each essay has a commentary that explains why the essay received that specific score.

MY Prewriting

Click on **My Prewriting** to review the information you included in any of the graphic organizers that you selected.

My Tutor Feedback | My Editor Feedback | Comments | My Revision Plan | **My Prewriting** | Writer's Models | Print

Student	Assignment	Score
<p>Name: Stacy Allen</p> <p>Group: Maguire 18-19 School</p> <p>Date: February 20, 2019 12:39:52 PM</p>	<p>Prompt Name: Cell Phones in School</p> <p>Start Date: February 20, 2019 11:13:46 AM</p> <p>End Date: February 20, 2019 12:39:52 PM</p> <p>Total Writing Time: 0:01:13</p> <p>Word Count: 635.0</p> <p>Readability: Grade 10.6</p> <p>Submission: 1 of 1</p>	<p>Holistic Score: 2.6</p> <p>Focus & Meaning: 2.6</p> <p>Content & Development: 2.3</p> <p>Organization: 2.4</p> <p>Language Use, Voice & Style: 2.3</p> <p>Mechanics & Conventions: 1.2</p>

Graphic Organizers

Venn Diagram | KWL Chart | Cluster Web | Focus Checklist | **Argumentative Outline** | Persuasive Outline

INTRODUCTION:

- ✓ Explain the topic or issue.
- ✓ State your claim.
- ✓ Did you include a hook? (a question, an exclamation, or a quote to grab the reader's attention.)

SUPPORTING PARAGRAPH:

- ✓ Write 1 reason for your claim.
- ✓ Present evidence for your reason/argument.
- ✓ Address counterclaims.

SUPPORTING PARAGRAPH: