



## Student User Guide



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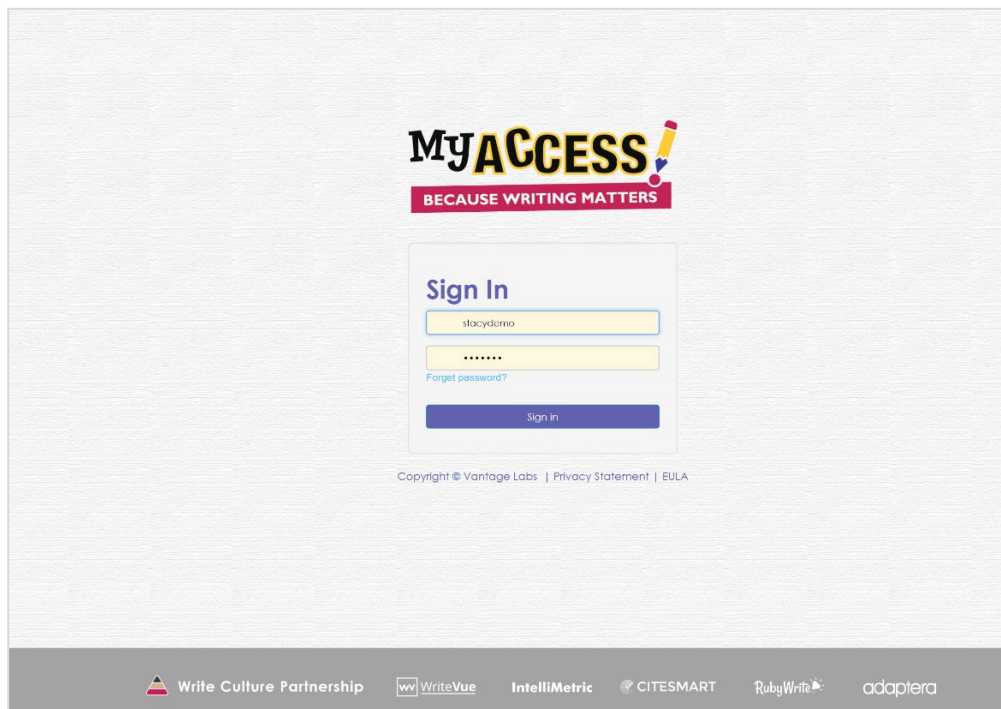
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### Logging on

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.

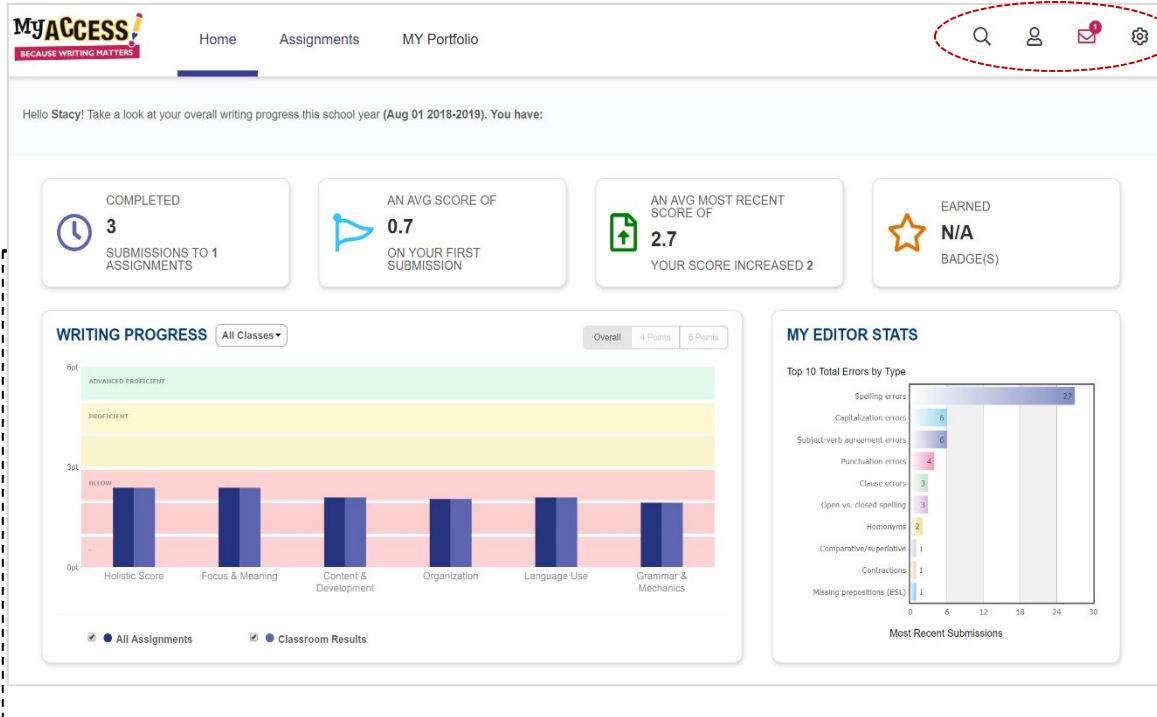


Note. You *cannot* edit your username. It is also best practice to update your password frequently. Please see your teacher if you forget your username or password.

## 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



## 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, and grammar & mechanics. 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 automatically alert you when there are new comments entered by your teacher. Once the comment is viewed, the message notification 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! Will 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. At the top, there are navigation links for Home, Assignments, and MY Portfolio. Below this is a 'View Assignments From:' dropdown menu with options for 'All selected (2)', 'Select all', 'Mrs Cooper', and 'Maguire 18-19 School'. To the right is a 'Join a class:' input field and a 'Submit' button. The main content is a table with the following columns: Assignment Topic, Assignment Status, Assigned By, Submission #, Submissions Remaining, and Due Date. Two assignments are listed: 'Cell Phones in School' with a 'Start' button, and 'The Story of an Eyewitness by Jack London' with a 'Resume' button. A star icon is present next to the first assignment.

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. At the top, there are tabs for FONTS, PROMPT, MY TUTOR, MY EDITOR, COMMENTS, REFERENCE & TOOLS, and REVISION PLAN. The 'PROMPT' tab is active, displaying the assignment title 'The Story of an Eyewitness by Jack London' and the prompt text: '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.' Below the prompt is a rich text editor with a toolbar containing various formatting options. The student's response is visible in the editor, starting with 'San Franciscos Earthquake' and 'Many writers have differnt ways to write Jakck London is a very good and detailed writer...'. At the bottom of the editor, there are buttons for 'SAVE', 'SAVE AND FINISH LATER', 'Submit Writing', and 'Print'. A character and word count is shown at the bottom right: 'Characters: 2116, Words: 398'.

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 Tutor®** returns feedback throughout the writing process for each of the five traits: focus and meaning, 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	Assignment	Score
Name: Stacy Allen	Prompt Name: The Story of an Eyewitness by Jack London	Holistic Score: 4.1
Group: Cooper ELA 18-19	Start Date: February 20, 2019 10:13:45 AM	Focus & Meaning: 4.1
Date: February 20, 2019 11:35:39 AM	End Date: February 20, 2019 11:35:39 AM	Content & Development: 3.5
	Total Writing Time: 0:46:50	Organization: 3.5
	Word Count: 397.0	Language Use, Voice & Style: 3.6
	Readability: Grade 7.9	Mechanics & Conventions: 3.4
	Submission: 4 of 4	

**Performance Overview**

Writing Trait	Score
Holistic Score	4.1
Focus and Meaning	4.1
Content & 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.  
Stacy, on a scale of one to six, your response to this assignment was **Shellic6Str3**. 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.

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)

Prompt Filter: All selected (2)

Scales 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 Summary Report My Editor Report	2/20/19	The Story of an Eyewitness by Jack...	✓	4.1	4.1	3.5	3.5	3.6	3.4	🔗	📄	🗨️	
	2/19/19	The Story of an Eyewitness by Jack...	✓	4.1	4.1	3.5	3.5	3.6	3.3	🔗	📄	🗨️	
	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.

**Selected Prompts:** The Story of an Eyewitness by Jack London  
**Average Revisions Per Prompt:** 3  
**Number of Students:** 1 [View Roster Report](#) [Batch assignment Summary report](#)

**Average Performance Summary - All prompt or Genres:** [Hide/Show](#)  
 Note: this summary report only include scorable scored essays

Score	Revisions
1.9	1
4.1	2
4.1	3

**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.

**MY Editor Error Analysis Report**

**Selected Prompts:** The Story of an Eyewitness by Jack London  
**Number of Students:** 1  
**Number of Submissions:** 3  
**Average Word Count:** 321.7  
**Average Number of Errors Per Submission:** 31.7  
**Additional Actions:** [View Roster Report](#) | [View Error Details](#) | [View Misspelled Words](#)

Category	Rule Type	Number of Errors	Percentage
GRAMMAR	Subject-verb agreement errors	14	14.7%
	Pronoun errors (ESL)	2	2.1%
MECHANICS	Spelling errors	44	43.9%
	Punctuation errors	8	8.4%
	Open vs. closed spelling	3	3.2%
STYLE	Capitalization errors	10	10.0%
	Clause errors	3	3.2%
USAGE	Ungrammatical expressions	2	2.1%
	Weak modifiers	2	2.1%
USAGE	Contractions	1	1.1%
	Homonyms	4	4.2%
	Missing prepositions (ESL)	1	1.1%
	Comparative/superlative	1	1.1%



## 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  
**Word Count:** 397.0  
**Start Date:** February 20, 2019 10:13:45 AM  
**End Date:** February 20, 2019 11:35:39 AM  
**Total Writing Time:** 0:46:50  
**Readability:** Grade 7.9  
**Submission:** 4 of 4

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

**San Francisco 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 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, wore the trunks dragged". The way that Jack London explained the scene and the way he expressed how they were hoing 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 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 hole city was whiped 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 enviroment.

These scores are based on a 6-Point Scale

Click on any of your assignment **scores** to view your essay along with its holistic score and scores in each of the domains: focus and meaning, content & development, organization, language use, voice, and style, 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

Category	Error Count	Description
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.

## Comments

The Story of an Eyewitness by Jack London

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

Student		Assignment		Score	
Name	Stacy Allen	Prompt Name	The Story of an Eyewitness by Jack London	Holistic Score	4.1
Group	Cooper ELA 18-19	Start Date	February 20, 2019 10:13:45 AM	Focus & Meaning	4.1
Date	February 20, 2019 11:35:39 AM	End Date	February 20, 2019 11:35:39 AM	Content & Development	3.5
		Total Writing Time	0:46:50	Organization	3.5
		Word Count	397.0	Language Use, Voice & Style	3.6
		Readability	Grade 7.9	Mechanics & Conventions	3.4
		Submission	4 of 4		

There is a 2,000 character limit (including spaces) for each general comment.

General comments

Administrator Comments

Teacher Comments

Student Comments

Check/Uncheck All

Add a Comment

Full Family: 1 (1/40)

I will improve my introduction

Remove Comments

Save a Comment

Print Comments

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

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

Student		Assignment		Score	
Name	Stacy Allen	Prompt Name	The Story of an Eyewitness by Jack London	Holistic Score	4.1
Group	Cooper ELA 18-19	Start Date	February 20, 2019 10:13:45 AM	Focus & Meaning	4.1
Date	February 20, 2019 11:35:39 AM	End Date	February 20, 2019 11:35:39 AM	Content & Development	3.5
		Total Writing Time	0:46:50	Organization	3.5
		Word Count	397.0	Language Use, Voice & Style	3.6
		Readability	Grade 7.9	Mechanics & Conventions	3.4
		Submission	4 of 4		

English

MY Tutor Revision Goals:

Expand/All/None

Select ONE or more of the Revision Goals and copy/paste it into your Revision Plan in the section marked My Goal. Click on the goal statement to read the (1)goal, (2)directions and (3) the student example. Write your strategy for revising in the section indicated in your Revision Plan. Click here to view the Revision Plan Guidelines.

Organization

Revision Goal 1 Write a good introduction and conclusion.

Add Revision Goals

Remove Revision Goals

My Goal, Writing Strategy, Reflections (The limit for each box is 2,000 characters):

My Goal:

Full Family: 1 (1/40)

My goal is to improve my organization score by at least one point.

Writing Strategy:

Full Family: 1 (1/40)

This is where I will identify my specific strategy that I will use to improve my organization score.

Reflections:

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 7.9</p> <p>Submission: 4 of 4</p>	<p>Holistic Score: 4.1</p> <p>Focus &amp; Meaning: 4.1</p> <p>Content &amp; Development: 3.5</p> <p>Organization: 3.5</p> <p>Language Use, Voice &amp; Style: 3.6</p> <p>Mechanics &amp; Conventions: 3.4</p>

View Score Point: 3 | Go

**Holistic Score**

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

**3**

**Commentary**

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. S/he 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 destroyed 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 &amp; Meaning: 2.6</p> <p>Content &amp; Development: 2.3</p> <p>Organization: 2.4</p> <p>Language Use, Voice &amp; Style: 2.3</p> <p>Mechanics &amp; 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:**