

Creating Groups

1. Log on to www.myaccess.com with your username and password.
2. Select **Groups & Assignments** from the main navigation bar.
3. Select **Create a Group** (top of screen).
4. Enter a Group Name.
5. *Optional.* Enter a Description, Building, Room Number, Period, Grade Level, and Subject. Use the pull down menu to select the Class Type.
6. Click **Save** to save the new group.
7. The screen will reload. Tabs will appear at the top of the screen, enabling you to manage members and assignments in the new group.

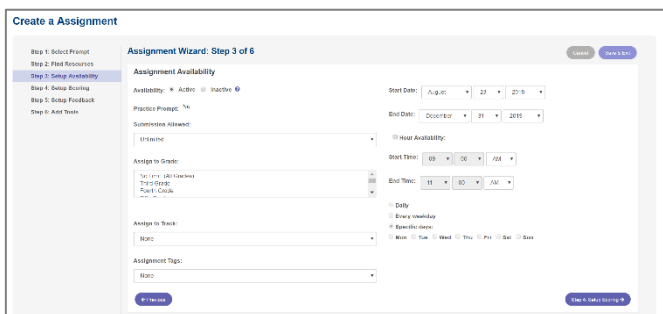
Adding Students

1. The list on the **left-hand** side of the screen shows the current students of your group. The list on the **right-** hand side shows the students that are in your school but are not currently a part of your group.
2. Put a checkmark in the boxes next to the names of the students whom you wish to add to your group.
3. To add the students and remain on the current screen, click **Save**. To add the students and return to the Student Groups screen, click **Save & Exit**.

Creating Assignments

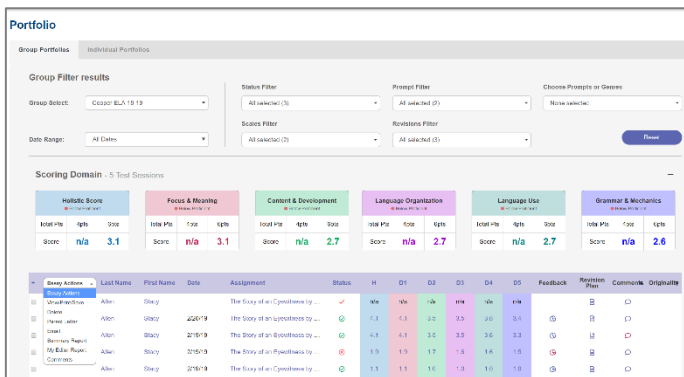
1. From the Group Listing, Select the **Assignments** icon next to the group for which you want add a writing assignment. Click **Add Prompt** to add a new writing assignment.
2. Choose the Grade Level, Prompt Type, and Prompt sets to include in your prompt search. Enter keyword(s) to further limit your search.
3. Click **Search** to pull up a list of prompts that match your search criteria. Review the prompt and sources(if available).Click **Select This Prompt**.

Assignment Preferences



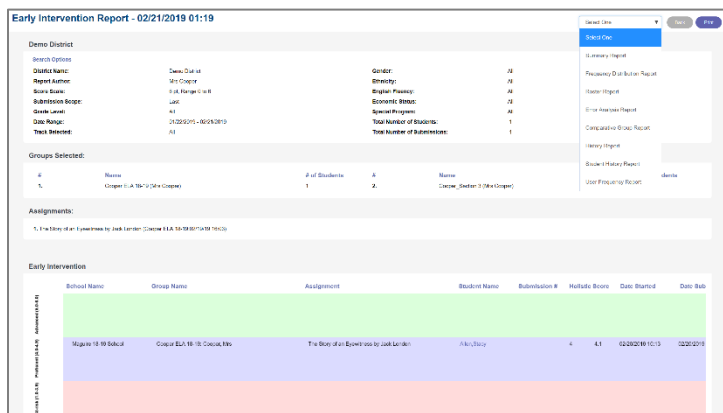
1. The **assignment wizard** will guide you through the process of customizing your writing assignment. The options include number of submissions, start/end date, score scale (4 or 6) timer, MY Tutor® and MY Editor® availability.
2. Additional configurable options include student access to writer's models, prewriting tools, and display of your **special instructions** (step 6) to students.

Student Portfolios



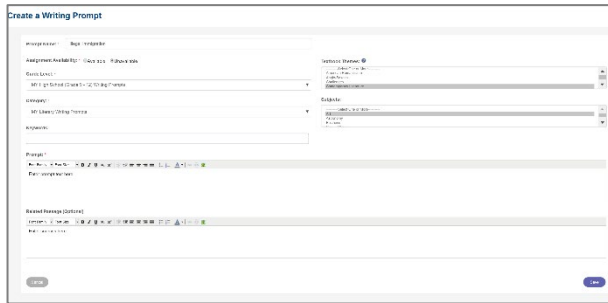
- From the main navigation bar, select **Student Portfolios**. Use the filters to retrieve the portfolios you would like to view, and then click **Go**. The student portfolio contains the following features.
- View/Print/Save** to view, print, or save an essay
 - Delete** to remove an essay from the portfolio.
 - Generate Parent Letter** for parents to stay involved in their child's learning experience in English, Spanish, or Chinese.
 - E-mail** one or more students with comment or feedback.
 - Summary Report** to view a summary of selected essays.
 - MY Editor Report** to view an error report of selected essays.
 - Send Comments** to one or more students.
 - Edit Score** to manually change scoring. View the student's **Revision Plan**.
 - Specific Comments** to leave feedback and embed comments.
 - Scores and Feedback** to view more info about selected essays.

Viewing Reports



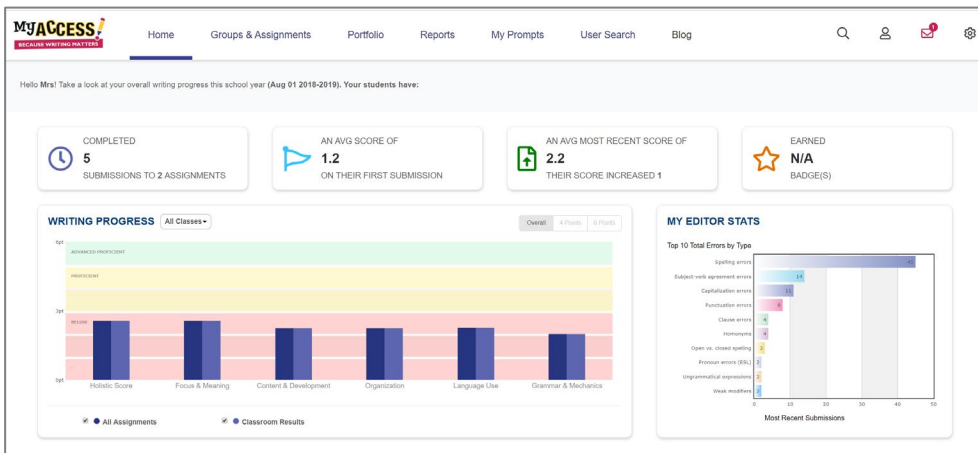
1. Select **Reports** from the navigation bar.
2. Select the type of report you want to produce from the list of available reports.
3. Use the pull down menus and selection lists to select the General Report Settings.
4. Optional. Customize the report further by clicking the **Advanced Report Settings** link provided.
5. Click Submit to view your report. Click on any of the related report links to easily view another report.

Creating a Prompt



1. From the main navigation bar, select **MY Prompts**
2. Select **Create a New Prompt** from the Prompt Management page.
3. Enter the name of the new prompt. Select the grade level, prompt category and availability.
4. Type the prompt text that will be viewed by the student. If there is a passage that accompanies the prompt, enter the passage in the area provided.
5. Click **Save** to save the new writing prompt and **Final Save** to return to the Prompt Management screen.

Home Screen



The **Home Screen** navigation includes: Groups & Assignments, Portfolios, Reports, My Prompts, User Search, Message Center, Modify Account, and General Settings. The **Snapshot Report** is where you can view your students' progress over time. The Snapshot Report is updated **nightly** to reflect the holistic or overall, writing performance as well as the five trait areas: focus, development, organization, language use, mechanics & conventions.

The Snapshot Report also allows you to quickly filter and view your writing performance for a specific class.

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

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.



To modify your profile, click the **Modify Account** button in the upper right-hand corner of the Home Screen. You can make changes to your account information in the new window. Click **Save and Exit** to update the information. Note. You *cannot* edit your username. It is also best practices to update your password frequently.

