

How to Assign a Prompt

1. Go to **Groups and Assignments**. You will see your groups listed. Click on the **Assignments** icon next to the group to whom you want to assign a writing prompt.















My Student Groups

The total # of groups:14.


[Create a Group](#)

[Bulk Group Management](#)

View Active/Archived:

Group Name	Group Key	Owner Name	Status	Edit	Students	Assignments	Login Info	Status Change	Actions
Anderson 2A English 8	VAN1556009	India Monroe	Active						 
Anderson 3A English 8	VAN1556007	India Monroe	Active						 

2. Click **Add Prompt**.

Current Assignments for Anderson 2A English 8:  **View Active/Inactive Assignments:**

* Click on the title of the column to sort. Example(s): Status, Assignment Name, Allowed Revisions, Modified Date

[Add Prompt](#)

+ Status	Assignment Name	Revisions Allowed	Start Date	End Date	Modified Date	Options
There are no assignments for this group.						

Do you want to assign a writing prompt to this group?


Click the Add Prompt button below to access the prompt library and select a prompt. After you have selected the prompt, it will appear here in your assignment center.

3. Select the grade band and genre of prompt you would like and click **Search**. *You may also add subjects, themes, or keywords such as “multisource” to your search.

Need help searching? [Click here.](#)

Include these grades:

- No Limit (All Grade)
- Upper Elementary (Grades 3-5)
- Middle School (Grades 6-8)**
- High School (Grades 9-12)
- Higher Education (Grade 13)


Include these textbook themes: 

- Select All
- Analyzing a Theme
- Art
- Belonging

Title

Keywords 

Prompt Types:

- MY Access! IntelliMetric Prompts
- MY Access! Pilot Prompts
- MY Prompts
- Shared MY Prompts 

Include these genres: 

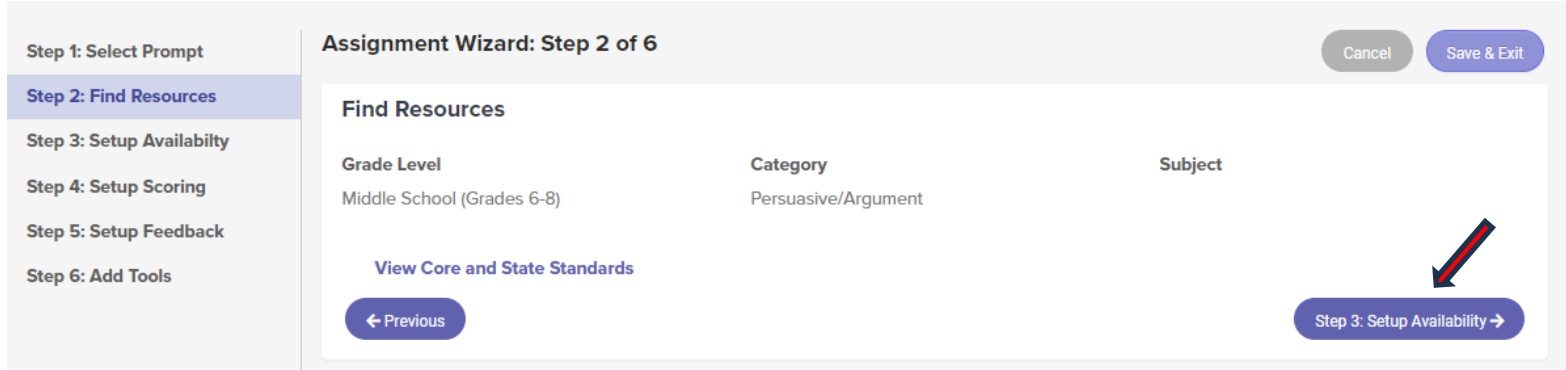
- Select All
- Informative/Expository
- Literary
- Narrative
- Persuasive/Argument**
- Text-based (informational)

Include these subjects:

- Select All
- Art
- Astronomy
- Automotive
- Business
- Career Planning

[Search](#)

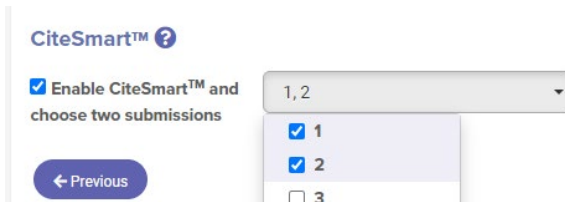
4. Once you locate the prompt you would like to assign and click **Select Prompt**, you will be on Step 2 of the Assignment Wizard. Click **Step 3: Setup Availability**.



5. The Assignment Wizard will guide you through the steps of customizing your assignment.

Step 3: Choose the number of submissions, any other groups to whom you want to assign the prompt, and a start and end date. There is rarely a need to change any other default settings in this step.

For CiteSmart, click the box to enable CiteSmart and then you must select two submissions for it to scan.



Step 4: The default score scale is set to 6. Do not change it unless your school has decided to use the 4 point scale.

Step 5: All settings are appropriate for middle and high school. For elementary grades, change the MY Tutor setting to 3-5 and the MY Editor setting to Developing.

Step 6: Select any tools you want students to be able to access. Under **Special Instructions**, add items such as your grading criteria, special instructions, web links, images, or other information. Click **Save and Assign**.