




## CREATING AND ASSIGNING YOUR MY PROMPT

### Step 1-Creating your MY Prompt

1. Log onto your account
2. At the top Navigation bar choose **MY Prompts**
3. Click the button that says “**Create a New Prompt**”
4. Accept the Agreement (use the outside scroll bar to get to the bottom of the screen)
5. Note the red \* asterisks- these are the FIELDS that MUST be filled in
6. **PROMPT NAME** – Create a title for your assignment/prompt
7. Choose a **GRADE LEVEL**
8. Select the **GENRE** that matches the prompt task. **IMPORTANT** – MY Tutor feedback and the rubric are aligned to genre. Choosing the wrong genre will result in your students receiving the **WRONG** feedback.
9. **PROMPT** Type the directions for writing. What do you want students to write about? What are your expectations for the final draft?
10. **Related passage** (Optional) – paste source materials, e.g. article, poem, short story and/ or add links,
11. Click **SAVE**

Your MY Prompt can now be assigned to your students, just as you would any other prompt!

NOTE: MY Prompts can be edited at any time! Just go to the list and click the . However, if a prompt is edited be sure to make it available for assigning to students!

### Making your prompt available for assigning to students:

1. On the MY Prompt list page click on the lock to make it available to assign.

**Not Available**       **Available** 

### Sharing your Prompt with other teachers in your school

1. **On the MY Prompt list page click on the Share box. Now anyone in the school can see and assign the prompt. No one outside the school will see it.**

Sharing



### Step 2 - Assigning your MY Prompt

Your “MY Prompts” are assigned the same way as all other prompts.

1. Go to **Groups and Assignments**
2. Click the **Assignment** icon next to one of your classes
3. Click **Add a Prompt** button (right hand side of screen)
4. **Step 1** – Uncheck Intellimetric and Pilot prompts. Your MY Prompts will display at the bottom.

Assignment Wizard: Step 1 of 6

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

Include these grades:

No Limit (All Grade)  
Upper Elementary (Grades 4-5)  
Middle School (Grades 6-8)

Prompt Types:

MY Access! IntelliMetric Prompts  
 MY Prompts

MY Access! Pilot Prompts  
 Shared MY Prompts

5. Select your MY Prompt and continue with the rest of the steps. At Step 6 click Save and Assign.