Creating Groups and Adding an Assignment

Creating Groups

Log on to www.myaccess.com with your username and password.

1. Select **Groups & Assignments** from the main navigation bar.
2. Select **Create a Group** (top of screen).
3. Enter a Group Name. Remember in addition to your regular groups, create a Demo group for your Demo student!
4. *Optional*. Enter a Description, Building, Room Number, Period, Grade Level, and Subject. Use the pull down menu to select the Class Type.
5. Click **Save** to save the new group.
6. The screen will reload. Tabs will appear at the top of the screen, enabling you to manage members and assignments in the new group. Or you can return to the Groups and Assignment Page to continue.

Adding Students

1. From the Groups and Assignment page click the student icon for each group. The list on the **left-hand s**ide 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. Be sure to add the Demo student to the Demo Group. For your regular groups, choose the appropriate grade level. Put a checkmark in the boxes next to the names of the students whom you wish to add to your group.
3. Click **Save to stay on the page**. To add the students and return to the Student Groups screen, click **Save & Exit**.
4. **BE SURE TO SAVE EACH PAGE** before continuing or Select All records per page at the bottom of the screen to see all students at that grade level.

Creating Assignments

1. From the Group and Assignment page, Select the **Assignments** icon next to the group for which you want to add a writing assignment
2. Choose the Grade Level and genre to include in your prompt search. You can enter keyword(s) to further limit your search (multisource; author's name; topic; etc.)
3. Click **Search** to pull up a list of prompts that match your search criteria. Review the prompt and sources (if available).
4. When you find a prompt you wish to assign, Click **Select This Prompt.**

Assignment Preferences

1. The **assignment wizard** will guide you through the process of customizing your writing assignment.

2. Pay particular attention to Step 3: Choose the number of submissions, other groups to assign the essay to and start/end date **ONLY**; there is no need to change any other sections.

3. Step 4: Check the appropriate score scale .

4. Step 5: Change the MY Tutor Feedback to 3-5 for grades 3, 4 or 5 or if students need lower level feedback: Change the MY Editor level to Developing for lower grades. Otherwise leave the settings as they are.

5. Step 6: **BE SURE** to add your grading criteria and any other appropriate information to the Special Instructions.