Student Tour Guide

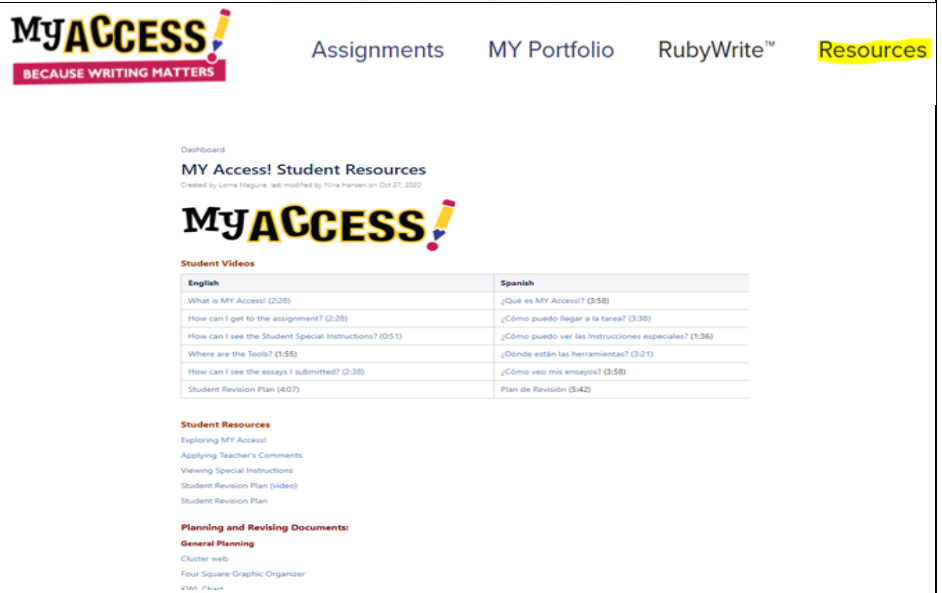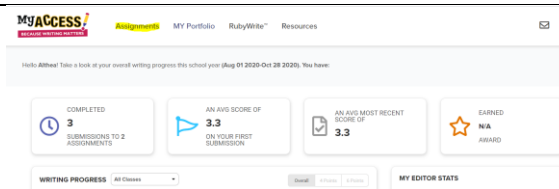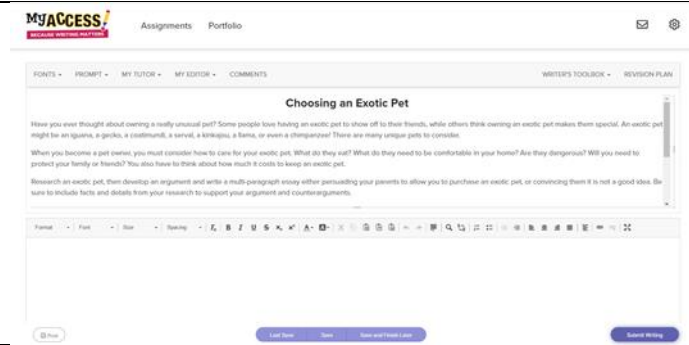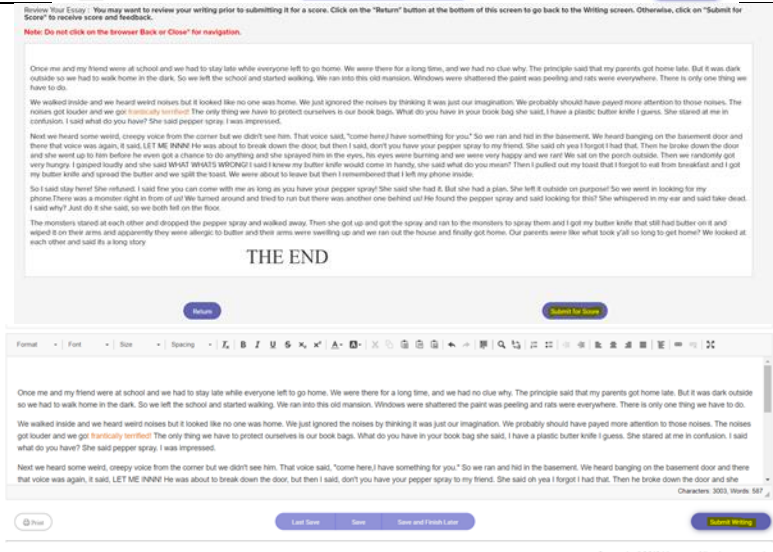|	
Log into My Access! www.myaccess.com with your *Username* and *Password* or your *single sign on credentials (Clever, ClassLink or Schoology).*	
Click **Resources** to find tools that instruct and support your writing such as videos, graphic organizers, and rubrics.	
Click **Assignments** at the top of the screen	
Click the title of your assigned prompt and read carefully to determine what you will be writing about. If there is a *red star*, click to read your teacher's **Special Instructions**. Now you are ready to click **Start** to begin writing your essay.	
Re-read the **PROMPT** at the top of the screen and click the arrow to review **Special Instructions** once again.	
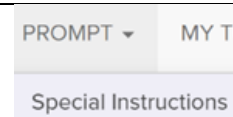
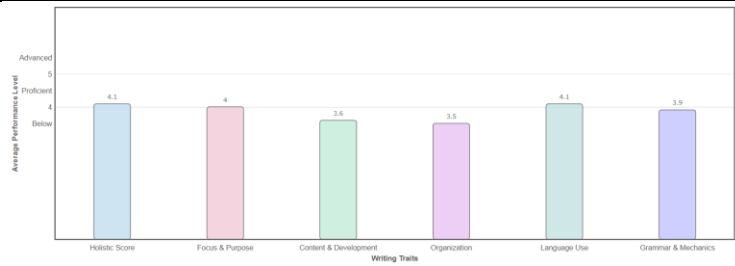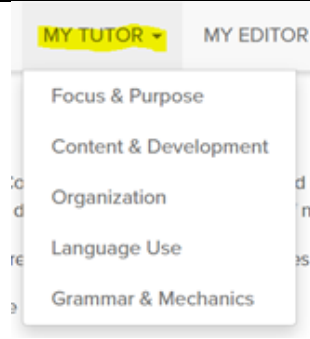|	
Click the **Writers' Toolbox** to explore useful prewriting organizers and outlines, **Rubrics** and a **Word Bank** that will help you select appropriate and specific vocabulary.	WRITER'S TOOLBOX ▾ Persuasive Outline **Load Persuasive Outline** Argumentative Outline **Load Argumentative Outline** Venn Diagram KWL Chart Cluster Web Focus Checklist Notepad Rubrics Word Bank Writer's Guide Writer's Model Persuasive Checklist
Complete your first draft in the writing space.	
Click **Submit Writing,** and on the next screen, click **Submit for Score**.	
View your scores at the top of the screen.	

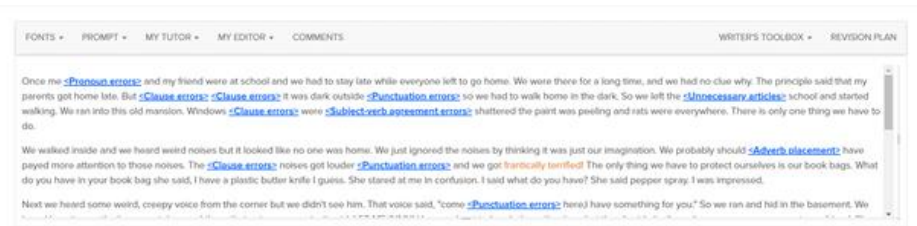|	
Scroll down to see the graph that displays your holistic score and your scores for each of the five traits.	
You are now ready to begin revising your essay. Click **Assignments** and **Start Revision.**	⭐ Choosing an Exotic Pet Start Revision Portsmouth Training - -Sherrie Rainville
MY Tutor provides feedback and examples to help you revise for each trait. From the drop-down menu, choose a trait and one or two goals that you want to work on. **Content and Development** or **Organization** are great places to start. The strategies and examples will help you reach your goal.	MY TUTOR ▾ MY EDITOR Focus & Purpose Content & Development Organization Language Use Grammar & Mechanics
MY Editor helps identify errors and guide you to making corrections.	MY EDITOR ▾
MY Editor enables you to edit your essay. Click directly on the *blue link* in your essay at the top. Read the suggestion and **Replace** if appropriate. Each time you make a correction, click **MY Editor,** to refresh, and continue until you have corrected as many errors as possible. Once you are finished, submit your essay again to view your scores.	
To review your revisions and track your progress, click **MY Portfolio** at the top of your screen**.**	Assignments MY Portfolio
Use the filters to select a group, date range, number of revisions and a specific prompt.	
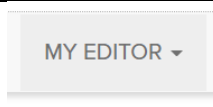
Once you filter, you will see all your revisions for that prompt. The number of the submission is in parentheses after the prompt title.	
You can view or print your essays by selecting them (click on the box in front of the title) and select *View/Print/ Save* to the right of *Essay Actions*	