



Creating a Demo Group and Adding a Demo Student for Modeling Writing Instruction

Create a Demo Group by clicking on **Groups & Assignments > Create New Group**

For **Group Name**, enter the year, your last name and Demo. Do not complete any other fields. Click **Save**

Click the **Students** tab

The screenshot shows the MyACCESS! web application interface. At the top, there is a navigation bar with the MyACCESS! logo and the tagline "BECAUSE WRITING MATTERS". The main navigation menu includes "Groups & Assignments" (highlighted), "Portfolio", "Reports", "My Prompts", "User Search", and "Resources". There are also icons for email and settings.

The "My Student Groups" section is visible, with a "Create a Group" button highlighted in yellow. Below this is the "Create New Group" form. The form includes the following fields:

- Hierarchy: East CLC
- Group Type: CLASS
- Created: 11/1/20 09:30:14
- Last Modified: 11/1/20 09:30:14
- Group Name *: 2020 Rainville Demo (highlighted in yellow)
- Building: (empty)
- Group Key *: VAN1140E31
- Room Number: (empty)
- Subject: (empty)
- Period: (empty)
- Description: (empty)
- Grade Level: Third Grade (dropdown menu)
- Class Type: Regular (dropdown menu)

A note at the bottom of the form states: "* Denotes mandatory field." There are "Cancel" and "Save" buttons at the bottom of the form.

Below the form, the "2020 Rainville Demo" group details are shown. The "Students" tab is selected, and the "Group Info" section is visible. The details include:

- Hierarchy: East CLC
- Group Type: CLASS
- Created: 11/1/20 09:30:14
- Last Modified: 11/1/20 14:38:16
- Group Name *: 2020 Rainville Demo
- Teacher Name *: (empty)

A "Group Navigator" sidebar is visible on the left, showing a tree view of groups: "My Groups", "My Active Groups", "2020 Rainville Demo", and "My Archived Groups".

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Demo students will be listed in the right column. Check **ONE** demo student and click **Save**. This will enroll the student in your class on the left. Click **Save & Exit**.

If you do not see your demo student's username and password when you click **View Student Info**, ask your MY Access! Literacy Specialist or district/school administrator. Passwords are always **myaccess**.

2020 Rainville Demo

The screenshot shows the '2020 Rainville Demo' interface with two main sections: 'Students of 2020 Rainville Demo' and 'Students to add to 2020 Rainville Demo'.

Students of 2020 Rainville Demo: This section includes a 'View Student Info' button, a search bar, and a table with columns for 'Last Name' and 'First Name'. A single student, '01East', is listed. Below the table is a 'records per page' dropdown set to 50 and pagination controls for 'First', '1', and 'Last'. A note states: '*Click on the student's first or last name to edit.'

Students to add to 2020 Rainville Demo: This section includes a search bar, a dropdown menu for 'ALL Grade Levels', and a table with columns for 'Last Name' and 'First Name'. Three students are listed: '02East', '03East', and '04East', each with a checked checkbox. '05East' is also listed but unchecked. Below the table is a 'records per page' dropdown set to 50 and pagination controls for 'First', '1', and 'Last'. At the bottom right, there are 'Save & Exit' and 'Save' buttons.

Create Assignment

In **Step 3, Set up Availability**, include the *demo group* under **Assign to Additional Groups** so that your demo student has the same prompts as students in all your classes.

Create Assignment

The screenshot shows the 'Assignment Wizard: Step 3 of 6' interface. The left sidebar lists steps: Step 1: Select Prompt, Step 2: Find Resources, Step 3: Setup Availability (highlighted), Step 4: Setup Scoring, Step 5: Setup Feedback, and Step 6: Add Tools.

Assignment Availability: This section includes:

- Availability:** Radio buttons for 'Active' (selected) and 'Inactive'.
- Practice Prompt:** Radio buttons for 'Yes' and 'No' (selected).
- Submission Allowed:** A dropdown menu set to '1'.
- Assign to Grade:** A dropdown menu with options: 'No Limit (All Grades)', 'Third Grade', and 'Fourth Grade'.
- Assign to Additional Group(s):** A dropdown menu with options: '2020 L.A.S.', '2020 Rainville Demo Group' (highlighted), 'MS Rainville 2020', and 'Portsmouth Training'.
- Start Date:** A date selector set to November 11, 2020.
- End Date:** A date selector set to December 31, 2021.
- Hour Availability:** A checkbox that is unchecked.
- Start Time:** A time selector set to 09:00 AM.
- End Time:** A time selector set to 11:00 AM.
- Frequency:** Radio buttons for 'Daily' and 'Every weekday' (selected).

At the top right of the wizard, there are 'Cancel' and 'Save & Exit' buttons.

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Important! To ensure that your demo student's scores are not calculated with your class data, complete the few steps below.

After you complete **Step 6** click on the **Demo Group**.

Click on the *assignment title*

Click *Step 3* and click Yes for **Practice Prompt**. Click **Save and Exit**

Status	Assignment Name	Revisions Allowed	Start Date	End Date	Modified Date	Options
Active	How has Technology Changed Daily Life?	Unlimited	9/4/20	12/31/21	11/5/20	Options

Create Assignment

Assignment Wizard: Step 3 of 6

Assignment Availability

Availability: Active Inactive

Practice Prompt: Yes No

Start Date: November 11, 2020

End Date: December 31, 2021

To log in as your demo student, open your browser and enter www.myaccess.com. Log in with your demo student's credentials.

MyACCESS
BECAUSE WRITING MATTERS

Sign In

email

password

Forgot password? Need Support?

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Click on **Assignments** to see the assignments for your demo student.

The screenshot shows the MyACCESS dashboard for a student. At the top, there are navigation tabs for 'Assignments', 'MY Portfolio', and 'Resources'. A message says 'Hello Student! Take a look at your overall writing progress this school year (Aug 01 2020-Nov 10 2020). You have:'. Below this are four summary cards: 'COMPLETED 0 SUBMISSIONS TO 0 ASSIGNMENTS', 'AN AVG SCORE OF N/A ON YOUR FIRST SUBMISSION', 'AN AVG MOST RECENT SCORE OF N/A', and 'EARNED N/A AWARD'. There is also a 'WRITING PROGRESS' section with a bar chart and 'MY EDITOR STATS' section.

Begin modeling instruction by clicking **Resources**, the **Prompt**, **Special Instructions** or **Start**.

The screenshot shows the 'Writing Assignments' page. It has a 'View assignments from:' dropdown and a 'Join a class:' button. Below is a table of assignments:

Assignment Topic	Assignment Status	Assigned By	Submission #	Submissions Remaining	Due Date
Grade 10 Collection 2 Writing Performance Task 20-21	Start	City Public School	0	4	12/4/20
Grade 11 Collection 2 Writing Performance Task 20-21	Start	City Public School	0	4	12/4/20
Grade 9 Collection 2 Writing Performance Task 20-21	Start	City Public School	0	4	12/4/20

Click **MY Portfolio** to see all submitted writing and scores.

The screenshot shows the 'MY Portfolio' page. It has a 'Filter results' section with various filters for Group, Date, Status, Prompt Type, Scale, and Revision. Below the filters is a section for 'Writing Performance - 1 Sessions' with a table of scores:

Holistic Score			Focus & Purpose			Content & Development			Organization			Language Use			Grammar & Mechanics		
Total Pts	4pts	6pts	Total Pts	4pts	6pts	Total Pts	4pts	6pts	Total Pts	4pts	6pts	Total Pts	4pts	6pts	Total Pts	4pts	6pts
Score	n/a	1.4	Score	n/a	1.4	Score	n/a	1.3	Score	n/a	1.1	Score	n/a	1.2	Score	n/a	1.4

Below the scores is an 'Essay Actions' dropdown and a table of submitted essays:

Date	Assignment	Status	H	F	C	O	L	G	Originality	Feedback	Revision Plan	Comments
11/10/20	Grade 7 Collection 2 Writing Performance Task 20-21 (5)	✓	1.4	1.4	1.3	1.1	1.2	1.4				