

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 interface. At the top, the navigation bar includes 'Groups & Assignments', 'Portfolio', 'Reports', 'My Prompts', 'User Search', and 'Resources'. The main heading is 'My Student Groups' with a '+ Create a Group' button and a 'Bulk Group Management' button.

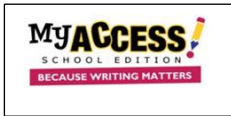
The 'Create New Group' form is displayed with the following fields:

- 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
- Building: [Empty]
- Group Key *: VAN1140E31
- Room Number: [Empty]
- Subject: [Empty]
- Period: [Empty]
- Description: [Empty]
- Grade Level: Third Grade
- Class Type: Regular

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 'Group Navigator' shows a tree view with 'My Groups', 'My Active Groups', '2020 Rainville Demo', and 'My Archived Groups'. The '2020 Rainville Demo' group is selected, and the 'Students' tab is active. The 'Students' tab shows the following information:

- Group Info: 2020 Rainville Demo
- Teacher Name *: [Empty]
- Hierarchy: East CLC
- Group Type: CLASS
- Created: 11/1/20 09:30:14
- Last Modified: 11/1/20 14:38:16



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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

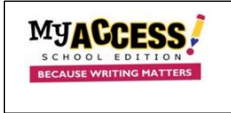
The screenshot shows the '2020 Rainville Demo' interface with two main sections: 'Students of 2020 Rainville Demo' and 'Students to add to 2020 Rainville Demo'. The left section has a 'View Student Info' button and a table with one student, '01East'. The right section has a search bar with 'student' entered and a table with four students: '02East', '03East', '04East', and '05East'. Both sections have 'Save & Exit' and 'Save' buttons at the bottom.

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 'Create Assignment' interface, Step 3 of 6, titled 'Assignment Availability'. It includes fields for 'Availability' (Active/Inactive), 'Practice Prompt' (Yes/No), 'Submission Allowed' (1), 'Assign to Grade' (No Limit, Third Grade, Fourth Grade), and 'Assign to Additional Group(s)' (2020 Rainville Demo Group). There are also date and time pickers for 'Start Date', 'End Date', 'Start Time', and 'End Time', and radio buttons for 'Daily' and 'Every weekday'.



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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**

Group Info Students **Assignments**

Current Assignments for 2020 Rainville Demo Group: ? View Active/Inactive Assignments: Active ▼

* 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
Active	How has Technology Changed Daily Life?	Unlimited	9/4/20	12/31/21	11/5/20	

Create Assignment

Step 1: Select Prompt
Step 2: Find Resources
Step 3: Setup Availability
Step 4: Setup Scoring
Step 5: Setup Feedback
Step 6: Add Tools

Assignment Wizard: Step 3 of 6

Assignment Availability

Availability:
 Active Inactive ?

Practice Prompt: Yes No

(Note: Practice prompt flag cannot be changed once students start the assignment.)

Start Date:
November 11, 2020

End Date:
December 31, 2021

Cancel Save & Exit

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

evad

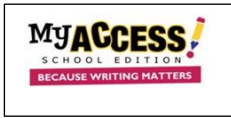
Forgot password? Need Support?

Sign In

Sign Up With Clever!

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

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

MyACCESS Assignments MY Portfolio Resources

Hello Student! Take a look at your overall writing progress this school year (Aug 01 2020-Nov 10 2020). You have:

- COMPLETED: 0 SUBMISSIONS TO 0 ASSIGNMENTS
- AN AVG SCORE OF: N/A ON YOUR FIRST SUBMISSION
- AN AVG MOST RECENT SCORE OF: N/A
- EARNED AWARD: N/A

WRITING PROGRESS: All Classes

MY EDITOR STATS

MY Editor® identifies and provides feedback on over seventy grammar, style, usage and mechanics rules. This chart will display the top 10 ten errors by type (e.g. capitalization, clause, misused words, subject-verb, pronoun, punctuation).

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

Writing Assignments

View assignments from: [dropdown] Join a class: [input] [Submit]

☆ Indicates assignment has special instructions

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.

MY Portfolio

Filter results [Reset]

Group Select: All selected (5)

Date from: 08/01/2020 Date to: 11/11/2020

Status: All selected (2) Prompt Type: All selected (2) Choose Prompts or Genres: Grade 7 Collection 2 Writing Performance T...

Scale: All selected (2) Revision: All selected (3)

Writing Performance - 1 Sessions

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

Essay Actions: [Select]

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)	[Green]	1.4	1.4	1.3	1.1	1.2	1.4	[Icon]	[Icon]	[Icon]	[Icon]