

1. Log onto My Access! www.myaccess.com Your teacher will give you your username and password

Sign In

Jo154783

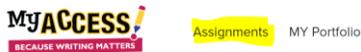
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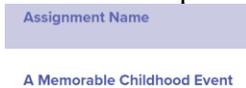
Sign in

Learn More!

2. Click on Assignments – it is up at the top of your screen



3. Click on the title of the prompt and read it through.



If there is a **red star**, click on that next. If your teacher has included any **Special Instructions**, this is where you will see them.

Then close that and return to the assignment list



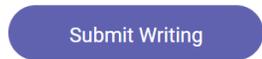
4. Click on the Start Button for the Prompt



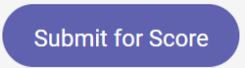
5. RE-read the Prompt at the top of the page.

6. Type a draft in the Student Writing area at the bottom of the page. Type at least 6 sentences. Explore the icons. You will notice they are like the Word icons

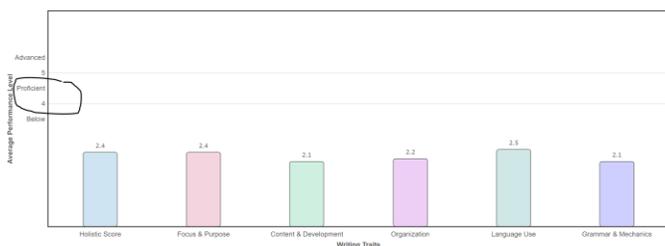
7. Click the Submit button at the bottom of the page



8. Click submit for Score



8. Scroll down and look at the graph, this shows you how close you are to writing proficiently.



9. Click back on Assignments up on the menu – now the button will say Start Revision. Try using the tools.

Revising your piece:

The two most important tools for revision are My Tutor and Word Bank. My Tutor will lead you through the revision process for each domain. It follows the rubric you have studied in ELA. Word Bank (found under Writer's Toolbox drop down menu) will help improve your vocabulary. Both will increase your progress score.

Using My Tutor: DO THIS FIRST!!!

From the drop-down menu choose the domain on which you wish to work (Hint: Content and Development or Organization are a good place to start)



Choose a goal, and follow the steps that help you reach the goal.

The example will help explain the goal. Try revising a bit then submit for a score again. See if your score increased. The more you revise, the better you will do. **Be certain you know how many submissions your teacher allows as you will want to sue the last submission for Editing. You can find this on your assignment screen.**

☆ Indicates assignment has special instructions

Assignment Topic ▲	Assignment Status	Assigned By	Submission #	Submissions Remaining	Due Date
☆ 1763-1775: Independence or Not?	Start Revision	Portsmouth Training -- Sherrie Rainville	2	1	12/31/21

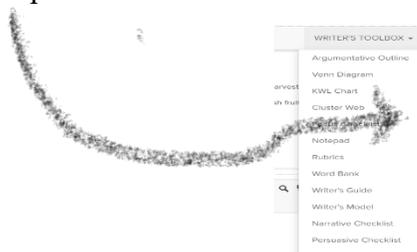
MY EDITOR ▼

Now you can Edit your piece:

- My Editor will help you to edit your piece. Some students prefer to free-write to completion and stay out of their own way, THEN edit. Others run their essay through MyAccess once per page, once per 100 words written, or what have you. One way is to edit for punctuation throughout the process. My Editor works just like any on-line editor. Click on the blue links at the top, read the suggestions then decide what you need you need to change.
- Once you are ready, submit again and see if your score increased – especially in the domain you were working on.
- You can continue the above process until you are satisfied with your score, most students run their essay through MyAccess 4-7 times. A proficient writer scores about a 4. Set a goal for yourself, and see if you can meet proficiency.

Try some of the other tools:

Explore the drop-down menus and see if there are other tools you would find useful.



To view all your revisions:

All your revisions are kept in your portfolio. To review your progress, click on the Portfolio link in the menu. Select the group you are working in and the date range of the assignment. You can also use the other filters to select a specific prompt. Once you filter out what you want to view you will see your revisions listed the number of the submission is in parenthesis after the title.

You can view or print out the essay by selecting it (click on the box in front of the title) and then selecting View/Print/ Save under the Essay Action drop down menu.