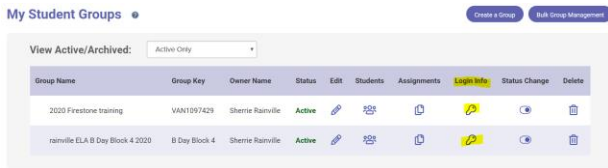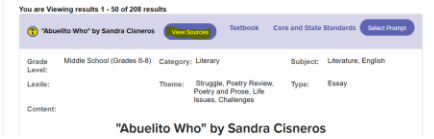# Lesson Outline

Please note that students will need their User Name and Password to access the program. You will find these by clicking on the key when viewing your groups.
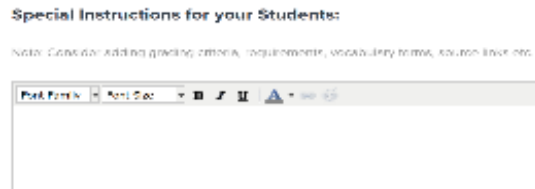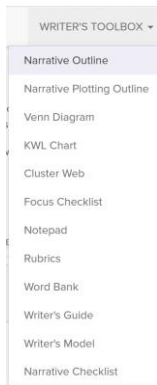

Step 1:

- When looking for a prompt, remember to *View Sources*

- Teacher assigns prompt and includes prewriting activities requirements in *Step 6 Add Tools* under **Special Instructions**.

- These could include any of the organizers in the students' **Writers Toolbox**.

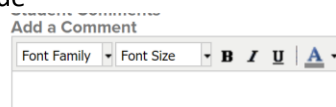Students complete prewriting and type and submit first draft

Step 2:

1. Teachers use Portfolio to look at essays and send comments to focus students on a specific MY Tutor domain. Scroll to bottom of page to reread the essay
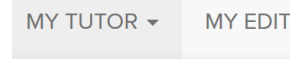2. Type your comment and grade

3. Save   Comment

4. Comment Button is now red, indicating a comment has been added 💬

Note you can also see *Commenting on Student Writing* for directions found in **Distance Learning** resources.

Step 3:

- Students read teacher feedback and use MY Tutor for revision. They will submit after each revision.

MY TUTOR ▾   MY EDIT

Focus & Purpose

Content & Development

Organization

Language Use
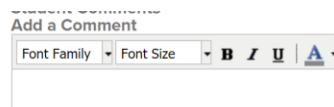
Grammar & Mechanics

- Teachers continue to provide feedback through comments following steps in Step 2.

- Step 3 is repeated as often as needed

Step 4:

- Students use MY Editor
- Students Submit final essay
- Teachers use Portfolio to review each individual's final essay.
- Teachers use the comment feature to let students know their grade as well as any additional feedback.

1. 💬   Scroll to bottom of page to reread the essay

2. Type your comment and grade

Add a Comment

Font Family ▾ Font Size ▾ **B** *I* U A ▾

3. Save   Comment

4. Comment Button is now red, indicating a comment has been added 💬