



Am I Ready to Use MY Access! Checklist

- Have you printed a copy of the *Teacher Quick Reference Guide* from **Resources** and can easily access it next to your computer?
- Have you emailed or posted the *Student Quick Reference Guide*? Each student should have a copy of this when they are using MY Access!.
- Have you created your student groups and added your students? 
- Have you accessed the student login information for each group (this lists students' usernames and passwords) and shared it with your students? 
- Have you assigned a prompt to your groups? In the Assignment Wizard: Step 2, did you check *View Sources* to see what articles, prewriting tools and Writer's Models may be included?
- Have you reviewed the prompt with your students offline or online?
- Have you emailed or posted the prewriting activities so students can complete them offline if necessary? Or, have you shared the fillable online prewriting activities under **Writer's Toolbox** in their writing space?
- Have you logged in as a student to model the writing process with your students either in class or virtually? (See Introductory Lesson Outline).
- Have you provided your students with written directions for using MY Access! for use during modeling process?