

Creating Groups and Adding an Assignment

Creating Groups

Log on to MY Access! through Clever, ClassLink, Schoology or your one sign-on app.

1. Select **Groups & Assignments** from the main navigation bar.
2. Your groups are already created and your students are entered.

Adding Demo Students

Create a Group

1. In addition to your regular groups, you should create a Demo group for your Demo student so that you can log on as a student if you wish. To do so, while on the **Groups and Assignment** page
2. Click **Create a Group**
3. Name the Group (**1 – Demo**) and Click **Save**.

The screen will reload. Tabs will appear at the top of the screen, You can now add your Demo student to that group by choosing the name on the right and clicking the **Save** button

First Name	Last Name	First N
<input type="checkbox"/>	01Student	Demo
<input checked="" type="checkbox"/>	02Student	Demo
<input type="checkbox"/>	03Student	Demo
<input type="checkbox"/>	04Student	Demo
<input type="checkbox"/>	05Student	Demo
<input type="checkbox"/>	06Student	Demo
<input type="checkbox"/>	07Student	Demo
<input type="checkbox"/>	08Student	Demo

Creating Assignments

Status	Assignment Name	Resources Allowed	Start Date	End Date	Modified Date	Options
Active	Get Phrases in School	Unlimited	11/2/18	12/31/18	6/22/18	[Icons]
Active	The Story of an Hour by Kate Chopin	Unlimited	8/23/18	11/30/18	11/30/18	[Icons]
Active	Wegot It on Instagram	Unlimited	2/8/19	12/31/20	2/8/19	[Icons]

From the Group and Assignment page, Select the **Assignments** icon next to the group for which you want to add a writing assignment

1. Choose the Grade Level and genre to include in your prompt search. You can enter keyword(s) to further limit your search (multisource; author's name; topic; etc.). If you are selecting a **MY Prompt** you can just unselect the other Prompt Types so only MY Prompts are viewed.

Prompt Types:

- MY Access! IntelliMetric Prompts
 MY Access! Pilot Prompts
 MY Prompts
 Shared MY Prompts

3. Click **Search** to pull up a list of prompts that match your search criteria. Review the prompt and sources (if available).
4. When you find a prompt you wish to assign, Click **Select This Prompt**.

Assignment Preferences

The **assignment wizard** will guide you through the process of customizing your writing assignment.

Pay particular attention to Step 3: Choose the number of submissions, other groups to assign the essay to and start/end date **ONLY**; there is no need to change any other sections.

1. Step 4: The default score scale is set to 6, no need to change unless the school has decided otherwise .
2. Step 5: All settings are appropriate for middle and high school, change the MY Tutor setting to **3-5** for elementary. Change the MY Editor setting to **Developing** for elementary
3. Step 6: **BE SURE** to add your grading criteria and any other appropriate information to the Special Instructions.
4. Click **Save and Assign**

Assignment Preferences

Cite Smart

1. The **assignment wizard** will guide you through the process of customizing your writing assignment.
2. Pay particular attention to Step 3: Choose the number of submissions, other groups to assign the essay to and start/end date **ONLY**; there is no need to change any other sections.
3. **To engage CiteSmart, select CiteSmart AND the TWO essays you wish it to check.**
4. Step 4: Check the appropriate score scale.
5. Step 5: Change the MY Tutor Feedback to 3-5 for grades 3, 4 or 5 or if students need lower level feedback: Change the MY Editor level to Developing for lower grades. Otherwise leave the settings.
6. **BE SURE** to add your grading criteria and any other appropriate information to the Special Instructions.