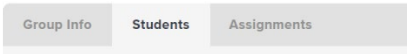


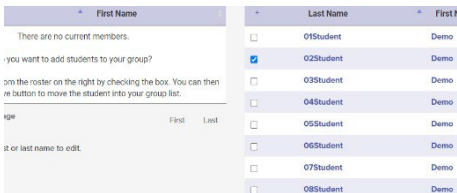
Adding Demo Students

Create a Group

The screen will reload. Tabs will appear at the top of the screen. Click on Students

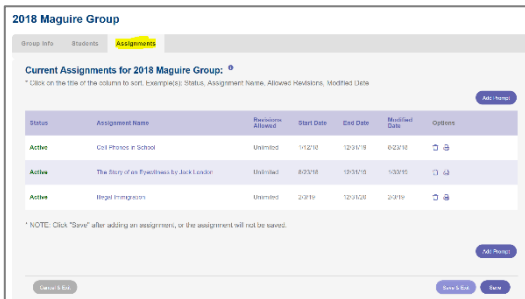


You can now add your Demo student to that group by choosing the name on the right and clicking the **Save** button



1. After logging on, go to Groups and Assignments. You will see all your groups listed.
2. 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 and model lessons. To do so, while on the **Groups and Assignment** page:
 1. Click **Create a Group**
 2. Name the Group (**1 – Demo**) and Click **Save**.

Creating Assignments



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

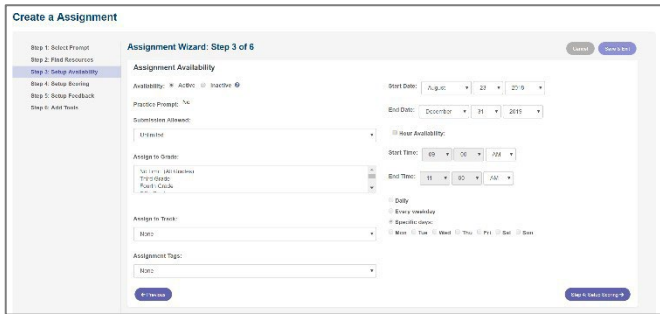
3. Choose the Grade Level and genre to include in your prompt search. You can enter keyword(s) to further limit your search (multisource; author's name; topic; etc.). If you are selecting a **MY Prompt** you can just unselect the other Prompt Types so only MY Prompts are viewed.

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. For clients with the Originality check, CiteSmart, see below for additional directions.

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**

Clients with the Originality Check, CiteSmart – Step 3

CiteSmart™ ?

Enable CiteSmart™ and choose two submissions

← Previous

1, 4

1

2

3

4

To Engage CiteSmart:

1. Select CiteSmart
2. Select the TWO essays you wish to Check