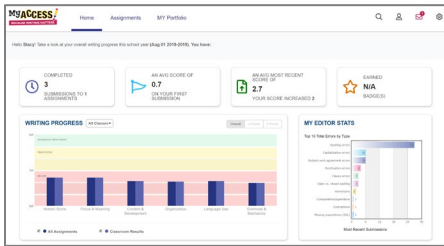


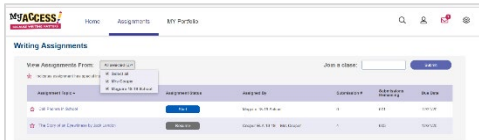
Writing Dashboard



Log on to www.myaccess.com with your username and password. Your home screen displays your **Writing Dashboard** which is updated **nightly** to reflect your holistic or overall writing performance as well as the five trait areas: focus, content development, organization, language use, mechanics & conventions.

The **Message Center** is located on the Writing Dashboard. The Message Center will automatically alert you when new comments are entered by your teacher.

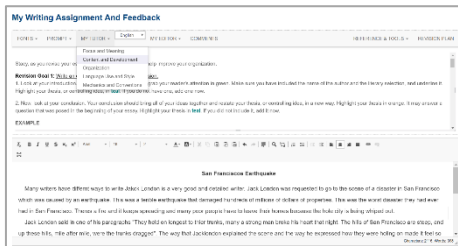
Understanding Assignments



The **Assignment** page lists all new and in progress assignments and allows access to the following:

- Click on the prompt name to view instructions and access prewriting tools and the rubric.
- Click on the **red star** to view special/teacher instructions.
- To begin or resume a writing assignment click **Start**, or **Resume**, or **Start Revision**

Student Writing Screen

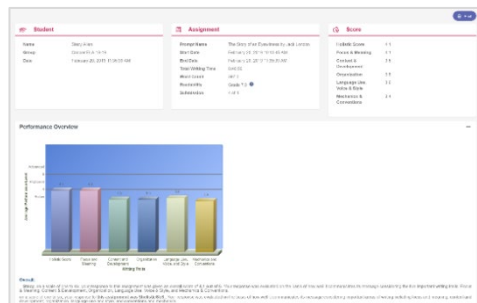


The student writing screen is divided into two sections.

- The top half is your assignment information and feedback.
- The bottom half is your writing space, where you will write and revise your essay.
- Prewriting and drafting tools are available in **Writer's Tools**. **MY Tutor**® is your personal writing coach, providing instructional feedback. **MY Editor**® identifies mechanics and convention errors and provides helpful tips to improve your writing. Once you have completed an assignment, click **Submit Writing**.

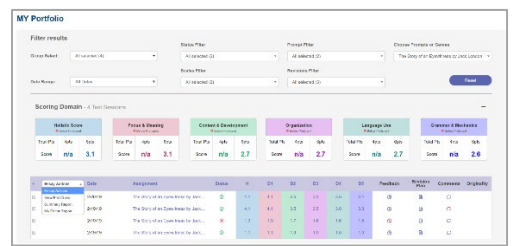
Scores & Feedback Report

Your report displays a graph



of your writing performance assessed for its overall quality (holistic score) and for trait specific qualities (focus and purpose, content and development, organization, language use, and mechanics and conventions). Use your **MY Tutor**® Revision Plan to identify goals and strategies to revise your essay.

Writing Portfolio



The portfolio saves all of your writing assignments and associated revisions.

- Click on **MY Portfolio** to display all of your assignments, scores, comments, prewriting organizers, revision plans, and instructional feedback.
- Check submissions to find more information.
- Click on **Essay Actions** drop-down arrow to provide links to your **Summary Report** and **MY Editor**® Report.

The **Summary Report** graphs your writing progress over time.

The **MY Editor**® Report summarizes your grammar, mechanics, usage, and style errors.

[FONTS](#) ▾
 [PROMPT](#) ▾
 [MY TUTOR](#) ▾
 [MY EDITOR](#) ▾
 [COMMENTS](#)

[WRITER'S TOOLBOX](#) ▾
[REVISION PLAN](#)

Writing Screen Tools	Description
Fonts	Increase or decrease font size.
Prompt	Prompt displays special instructions, prompt, passage, and instructional resources.
MY Tutor [®]	MY Tutor offers prescriptive feedback throughout the writing process for the following five domains/traits: Focus and Purpose, Content and Development, Organization, Language Use, Voice and Style, and Mechanics & Conventions. All feedback is connected to genre rubric.
MY Editor [®]	MY Editor detects and corrects errors in spelling , grammar, mechanics, style, usage, and formatting. MY Editor ELL detects errors most commonly made by Spanish, French, Chinese, Simplified Chinese, Korean, Japanese, and British English speakers and returns instructional feedback.
Comments	You can easily view your teacher's comments while drafting or revising your essay.
Writer's Tools	<p>Narrative, Persuasive/Opinion, Argument outlines allow you to construct thoughts in outline form to aid in developing your essays.</p> <p>Venn Diagram helps you identify relationships between categories of information.</p> <p>K-W-L Chart helps you investigate a topic using prior knowledge.</p> <p>Cluster Web helps you brainstorm, organize ideas, and plan the essay.</p> <p>Focus Checklist helps you define the focus of writing.</p> <p>Notepad gives you a place to brainstorm thoughts and ideas.</p> <p>Rubrics outline the evaluation criteria by which your writing will be scored. Rubrics are aligned to specific genre and score scale (narrative, persuasive, argument, informative/expository, literary, and informational/text-based).</p> <p>Word Bank helps build vocabulary by offering you words and phrases in a number of categories (i.e. verbs, transitions, adjectives...) and organizes them by degree of difficulty.</p> <p>Writer's Guide an on-line writing textbook which provides you with guided instructional support.</p> <p>Writer's Models provide sample essays for each score point with commentary.</p> <p>Checklists may be used for self or peer evaluation throughout the revision process before submitting your essay.</p>
Revision Plan	Revision Plan helps you set personal goals and strategies for writing improvement.