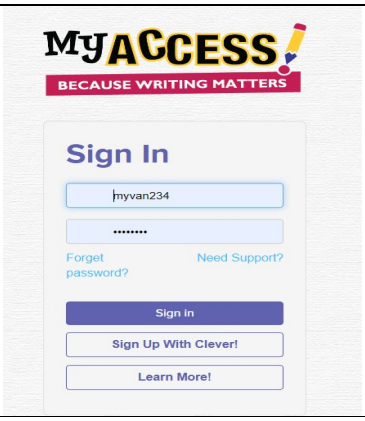
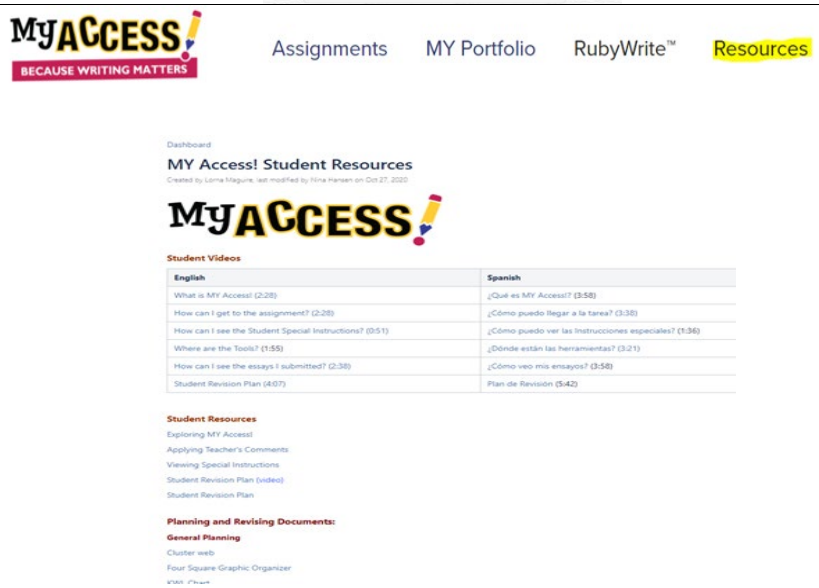
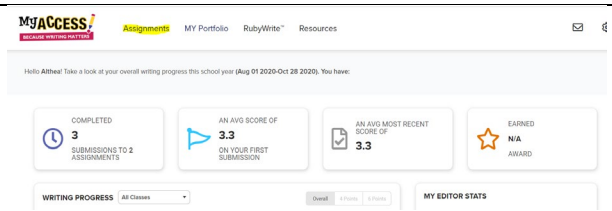
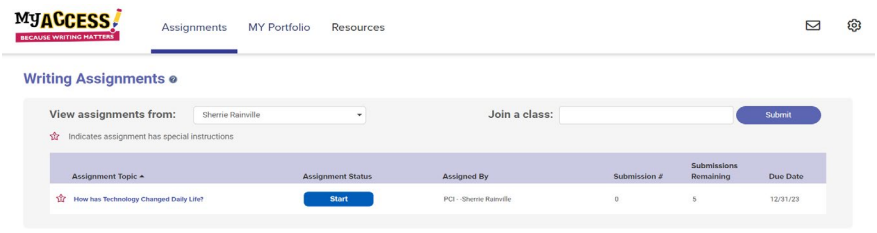
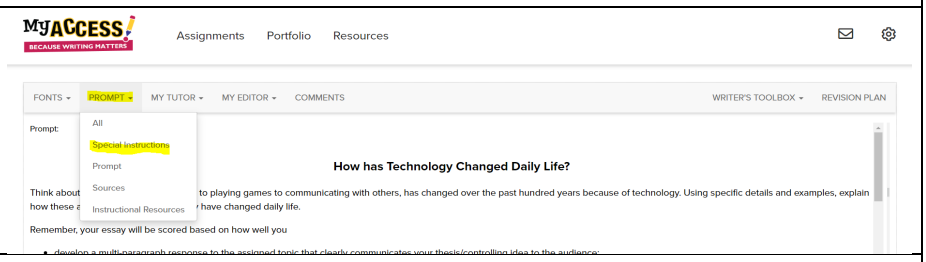
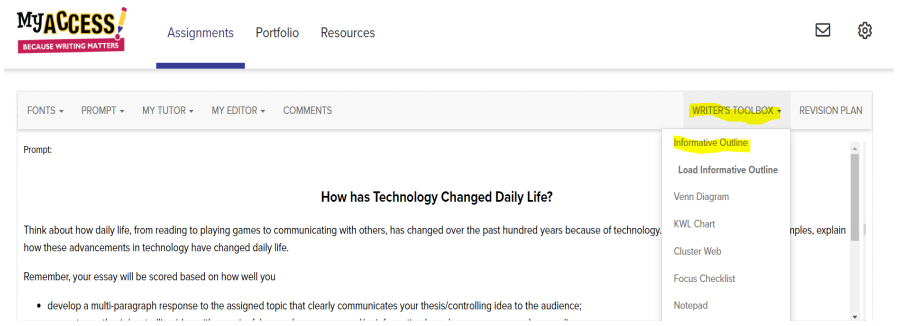
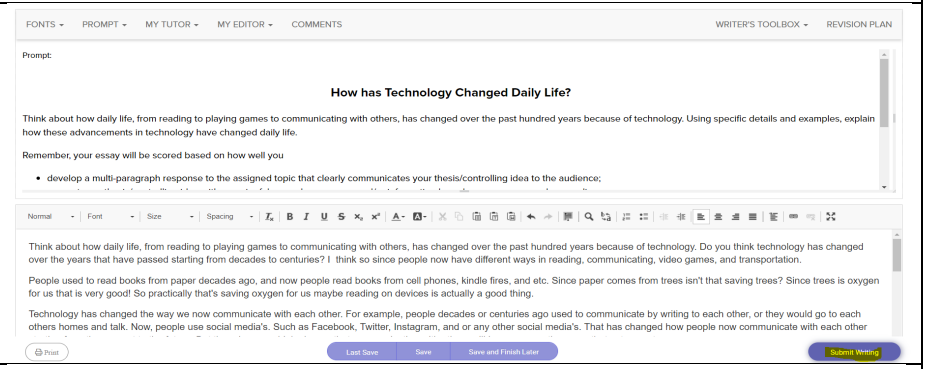
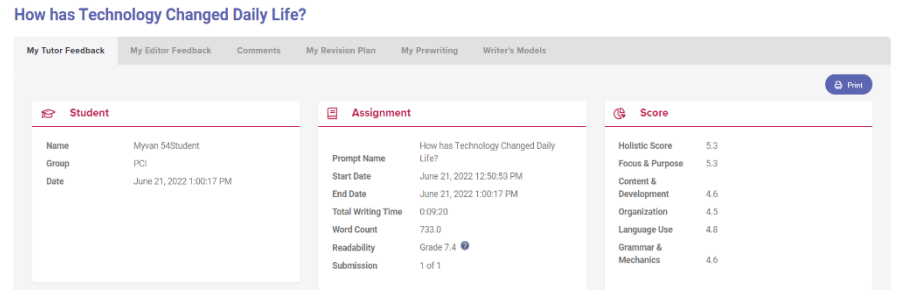
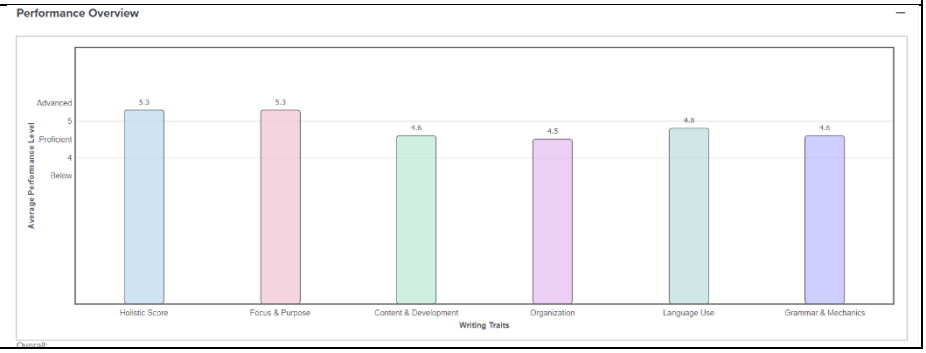
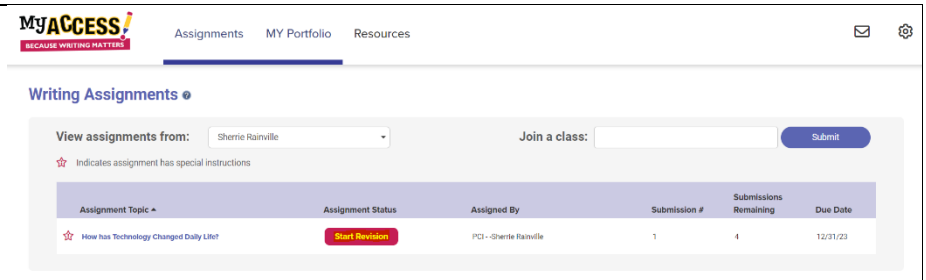
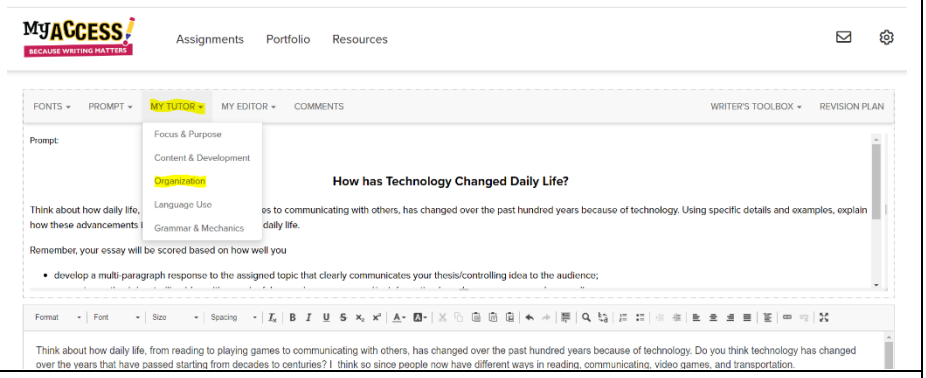
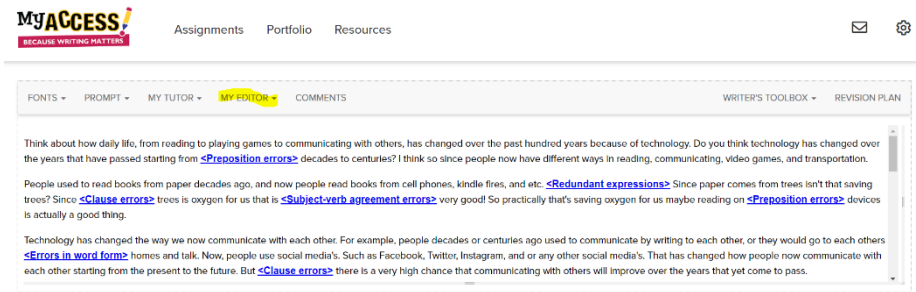
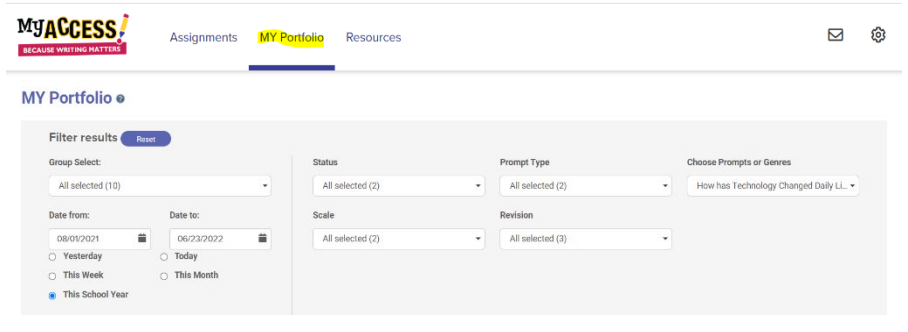
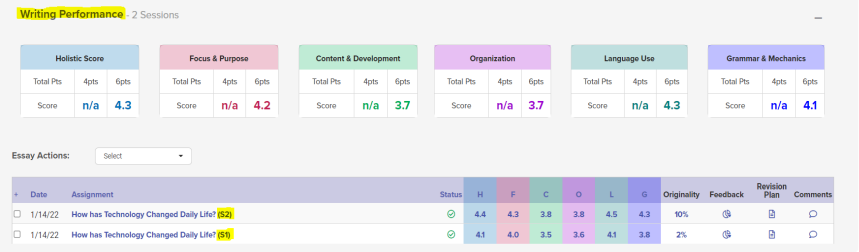
=

Student Tour Guide

Log into My Access! www.myaccess.com with your Username and Password or your single sign on credentials (Clever, ClassLink or Schoology)	
Click **Resources** to find tools that instruct and support your writing, such as videos, graphic organizers, and rubrics.	
Click **Assignments** at the top of the screen	
Click the title of your assigned prompt and read carefully to determine what you will be writing about. If there is a *red star*, click to read your teacher's **Special Instructions**. Now you are ready to click **Start** to begin writing your essay.	

Re-read the **PROMPT** at the top of the screen and click the arrow to review **Special Instructions**.	
Click the **Writer's Toolbox** to explore useful prewriting organizers and outlines. **Rubrics** provide what is expected at each score point. The **Word Bank** will help you select appropriate and specific vocabulary. Begin by clicking the **Outline** and completing each section. Then click **Load Informative Outline**.	
Complete your first draft in the writing space. Click **Submit Writing,** and on the next screen, click **Submit for Score**.	
View your scores at the top of the screen.	
Scroll down to see the graph that displays your holistic score and your scores for each of the five traits.	

You are now ready to begin revising your essay. Click **Assignments** and **Start Revision.**	
MY Tutor provides feedback and examples to help you revise each trait. From the drop-down menu, choose a trait and one or two goals on which you want to work. **Content and Development** or **Organization** are great places to start. The strategies and examples will help you reach your goal.	
Clicking **MY Editor** will help you identify errors and guide you to making corrections. Click directly on the *blue links* in your essay at the top. Read the suggestions and **"Replace"** if appropriate or make corrections in your essay after reading the grammar instruction provided. Each time you make a correction, click **MY Editor,** to refresh, and continue until you have corrected as many errors as possible. Once you are finished, submit your essay again to view your scores.	
To review your revisions and track your progress, click **MY Portfolio** at the top of your screen**.** Use the filters to select a group, date range, number of revisions and a specific prompt.	
Once you filter, you will see all your **Writing Performance** scores and the revisions for that prompt. The number of	

the submission is in parentheses after the prompt title.	
You can view or print your essays by selecting them (place a check in the box to the left of the title) and select ***View/Print/ Save*** from the menu to the right of ***Essay Actions.***	