



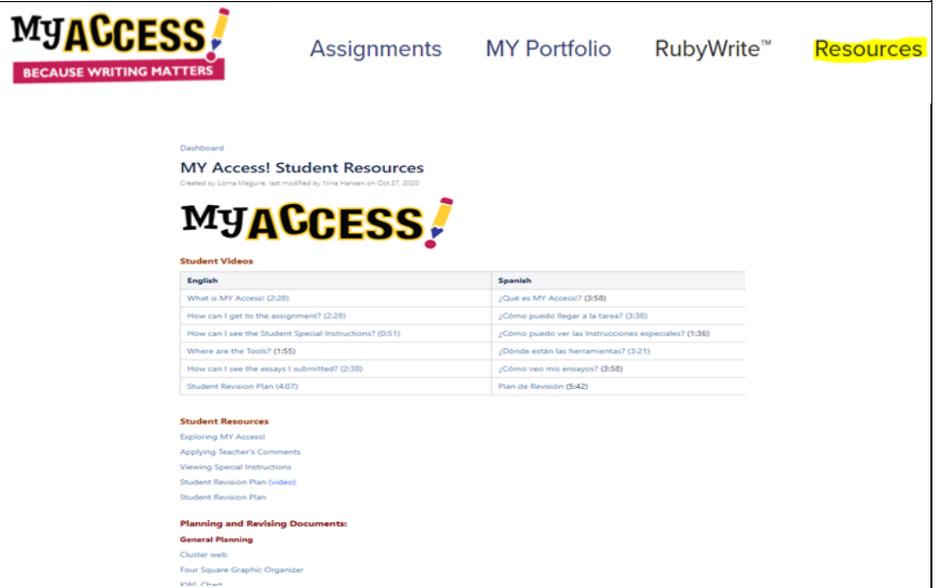
# Student Tour Guide

Log into My Access!

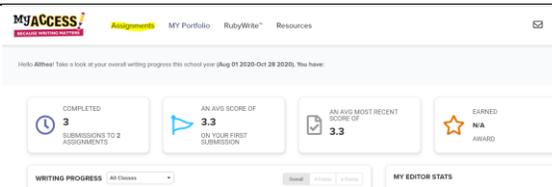
[www.myaccess.com](http://www.myaccess.com) with your *Username* and *Password* or your *single sign on credentials (Clever, ClassLink or Schoology)*.



Click **Resources** to find tools that instruct and support your writing such as videos, graphic organizers, and rubrics.



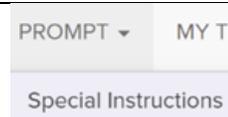
Click **Assignments** at the top of the screen



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.



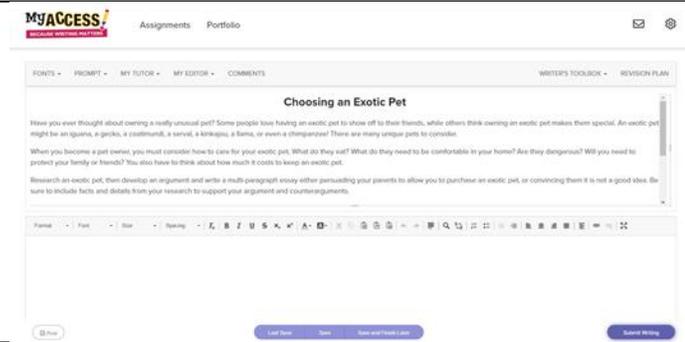
Re-read the **PROMPT** at the top of the screen and click the arrow to review **Special Instructions** once again.



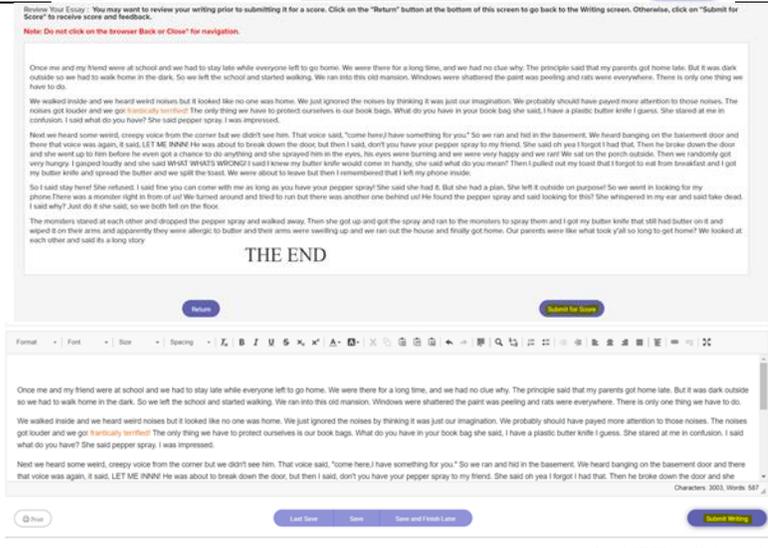
Click the **Writers' Toolbox** to explore useful prewriting organizers and outlines, **Rubrics** and a **Word Bank** that will help you select appropriate and specific vocabulary.

- WRITER'S TOOLBOX ▾
- Persuasive Outline
  - Load Persuasive Outline
  - Argumentative Outline
  - Load Argumentative Outline
  - Venn Diagram
  - KWL Chart
  - Cluster Web
  - Focus Checklist
  - Notepad
  - Rubrics
  - Word Bank
  - Writer's Guide
  - Writer's Model
  - Persuasive Checklist

Complete your first draft in the writing space.



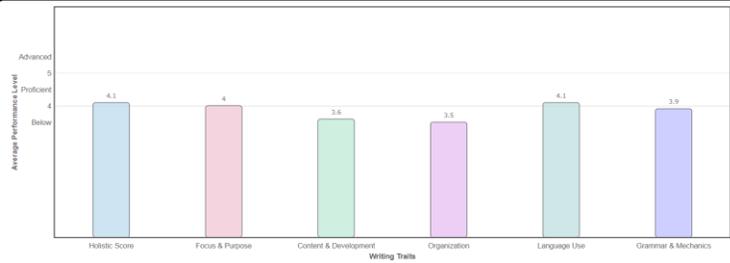
Click **Submit Writing**, and on the next screen, click **Submit for Score**.



View your scores at the top of the screen.

Student	Assignment	Score
<p>Name: Althea Nehls</p> <p>Group: Portsmouth Training</p> <p>Date: October 14, 2020 12:50:34 PM</p>	<p>Prompt Name: Locked in a Department Store</p> <p>Start Date: August 27, 2020 10:03:58 AM</p> <p>End Date: October 14, 2020 12:50:34 PM</p> <p>Total Writing Time: 0:0:44</p> <p>Word Count: 394.0</p> <p>Readability: Grade 4.5</p> <p>Submission: 13 of 13</p>	<p>Holistic Score: 3.8</p> <p>Focus &amp; Purpose: 3.7</p> <p>Content &amp; Development: 3.4</p> <p>Organization: 3.3</p> <p>Language Use: 3.8</p> <p>Grammar &amp; Mechanics: 3.6</p>

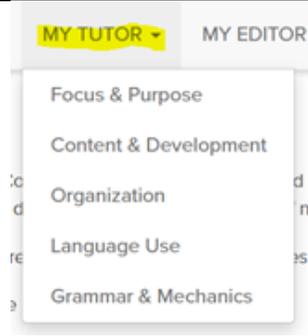
Scroll down to see the graph that displays your holistic score and your scores for each of the five traits.



You are now ready to begin revising your essay. Click **Assignments** and **Start Revision**.



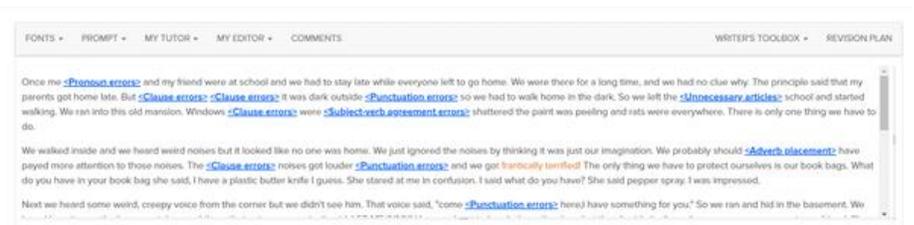
**MY Tutor** provides feedback and examples to help you revise for each trait. From the drop-down menu, choose a trait and one or two goals that you want to work on. **Content and Development** or **Organization** are great places to start. The strategies and examples will help you reach your goal.



**MY Editor** helps identify errors and guide you to making corrections.



**MY Editor** enables you to edit your essay. Click directly on the [blue link](#) in your essay at the top. Read the suggestion and **Replace** if appropriate.



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.

**MY Portfolio**

Filter results: **None**

Group Select: All selected (5)

Date from: 08/01/2020 Date to: 10/29/2020

Status: All selected (2)

Prompt Type: All selected (2)

Choose Prompts or Genres: All selected (6)

Scale: All selected (2)

Revision: All selected (3)

Writing Performance - 13 Sessions

Holistic Score			Focus & Purpose			Content & Development			Organization			Language Use			Grammar & Mechanics		
Total Pts	Apts	6pts	Total Pts	Apts	6pts	Total Pts	Apts	6pts	Total Pts	Apts	6pts	Total Pts	Apts	6pts	Total Pts	Apts	6pts
Score	n/a	3.3	Score	n/a	3.3	Score	n/a	3.0	Score	n/a	2.9	Score	n/a	3.2	Score	n/a	3.1

Once you filter, you will see all your revisions for that prompt. The number of the submission is in parentheses after the prompt title.

Date	Assignment	Status	H	F	C	O	L	G	Originality	Feedback	Revision Plan	Comments
<input checked="" type="checkbox"/>	11/13/20 Adventures in a Haunted Mansion (58)		3.3	3.3	3.0	3.0	2.8	2.9				
<input type="checkbox"/>	11/13/20 Adventures in a Haunted Mansion (57)		3.3	3.3	3.0	3.0	2.8	3.0				
<input type="checkbox"/>	11/12/20 Adventures in a Haunted Mansion (56)		3.3	3.3	3.0	3.0	2.8	3.0				
<input type="checkbox"/>	11/12/20 Adventures in a Haunted Mansion (55)		3.3	3.3	3.0	2.9	2.7	2.9				
<input type="checkbox"/>	11/4/20 Adventures in a Haunted Mansion (54)		3.3	3.3	3.0	2.9	2.7	2.9				
<input type="checkbox"/>	10/29/20 Adventures in a Haunted Mansion (53)		3.3	3.3	3.0	2.9	2.7	2.9				
<input type="checkbox"/>	10/21/20 Adventures in a Haunted Mansion (52)		3.3	3.3	3.0	2.9	2.7	2.9				
<input type="checkbox"/>	9/25/20 Adventures in a Haunted Mansion (51)		3.2	3.2	2.9	2.9	2.6	2.8				

You can view or print your essays by selecting them (click on the box in front of the title) and select *View/Print/Save* to the right of *Essay Actions*

**Essay Actions:** Select ▼

View/Print/Save