

## Exporting and Saving MY Access! Essays from the Portfolio

Teachers and Students: Click Portfolio, Select Group, Prompt or Genre and Most Recent Revision. To view or save	
submissions that show writing growth, select First and Most Recent Revision.	
Teachers: To select individual students instead of a	a group, click the tab Individual Portfolios instead of the Group
Portfolio	
Select all essays by clicking the plus (+) sign to the	
left of Last Name. You can uncheck any essays	Last First
you do not want to view.	+ Name Name Date Assignment
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	Select
To the right of <b>Essay Actions,</b> click the down	
arrow and select View/Print/Save	Performance Summa
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	View/Print/Save
If you do not want to view/include the prompt	
text for each essay, click Show/Hide All Prompts.	Show/Hide All Prompts
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Click Essay Export Preview found at the top right	
to display the essays you have selected.	
	Essay Export Preview
OPTION 1	
Click Save	
	Save
Your File is now downloaded as an essaysExport	
and can be found at the bottom of the screen.	
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Double Click on the File to open on your	
computer. You can now <u>edit</u> or <u>save</u> in a folder as	
a PDF or other format.	
OPTION 2	
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