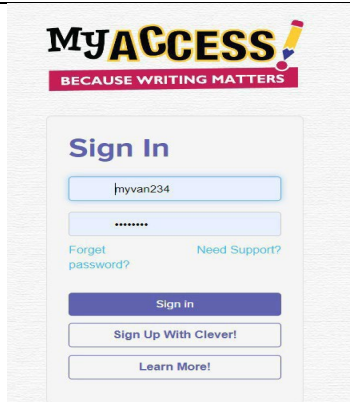


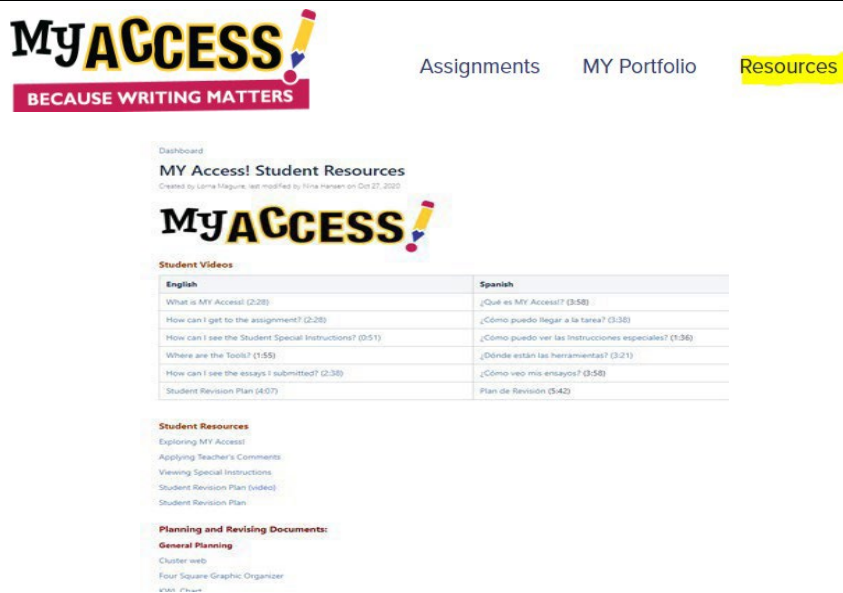


Student Tour Guide

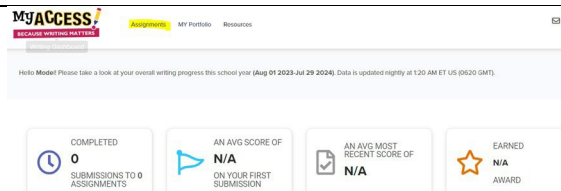
Log into My Access! www.myaccess.com with your Username and Password or your single sign on credentials (Clever, ClassLink or Schoology)



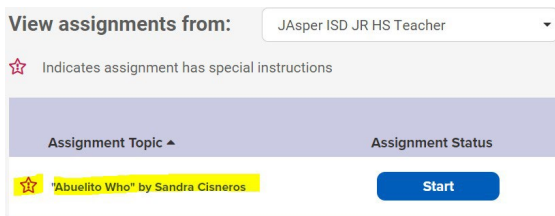
Click **Resources** to find tools that instruct and support your writing, such as videos, graphic organizers, and rubrics.



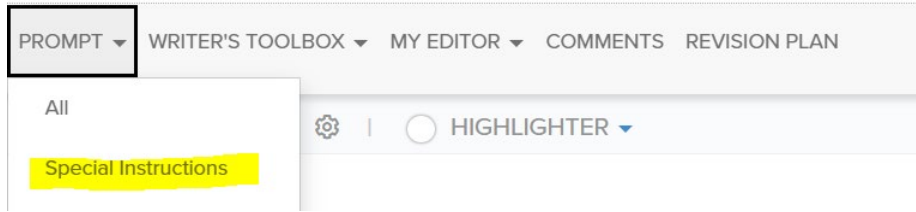
Click **Assignments** at the top of the screen



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.

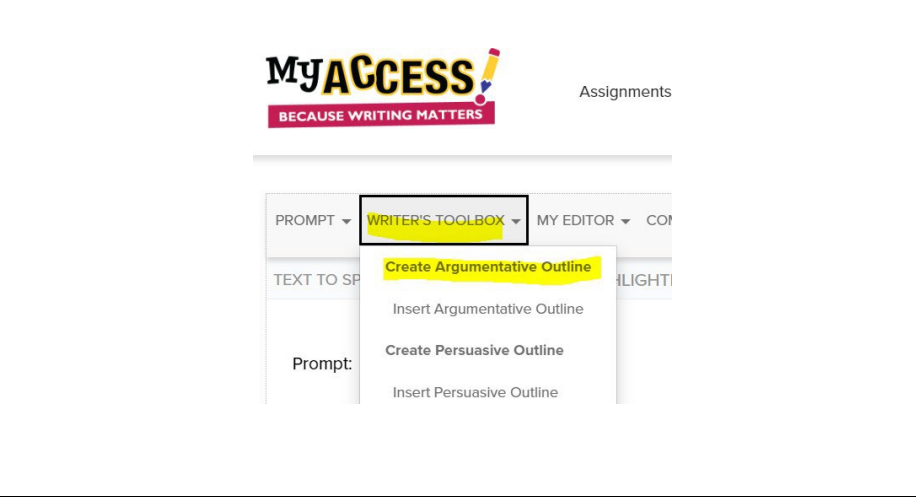


Re-read the **PROMPT** at the top of the screen and click the arrow to review **Special Instructions**.



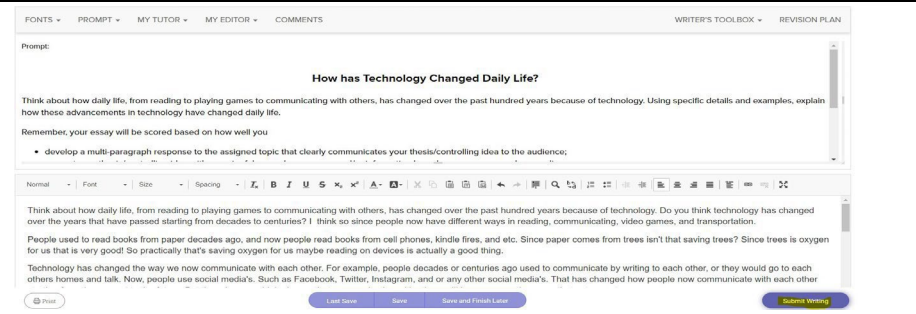
Click the **Writer's Toolbox** to explore useful prewriting organizers and outlines. **Rubrics** provide what is expected at each score point. The **Word Bank** will help you select appropriate and specific vocabulary.

Begin by clicking **Create Outline** and completing each section. Be sure to **Save and Close**. Go back to the Outline and click **Insert Outline**. Your Outline is now in the writing space. Note the type of outline will depend on the prompt assigned.

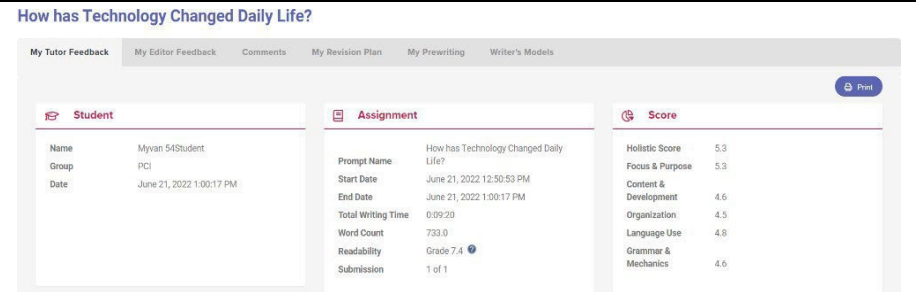


Your outline is now inserted into the writing space. Complete your first draft in the writing space by adding information if necessary.

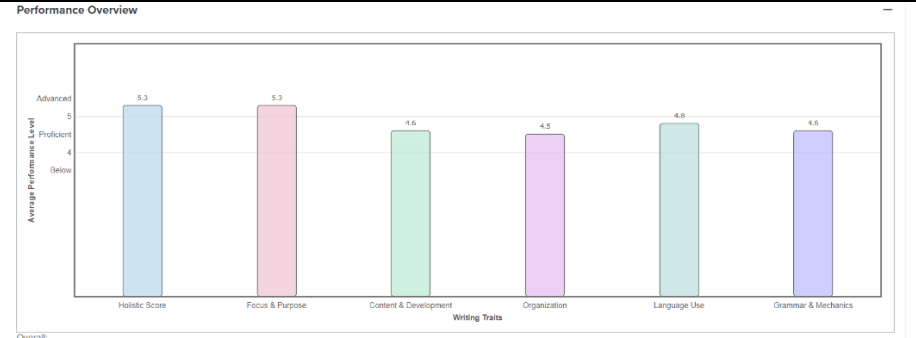
Click **Submit Writing**, and on the next screen, click **Submit for Score**.



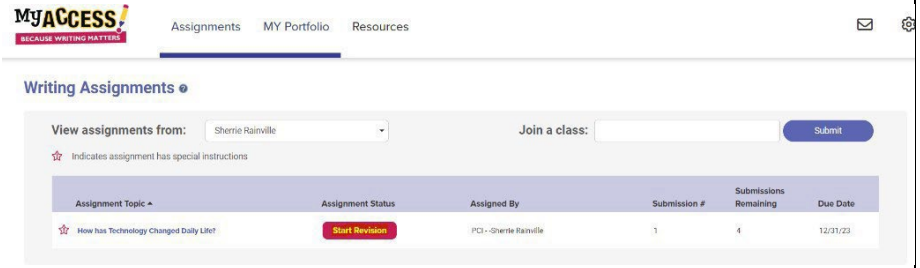
View your scores at the top of the screen.



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

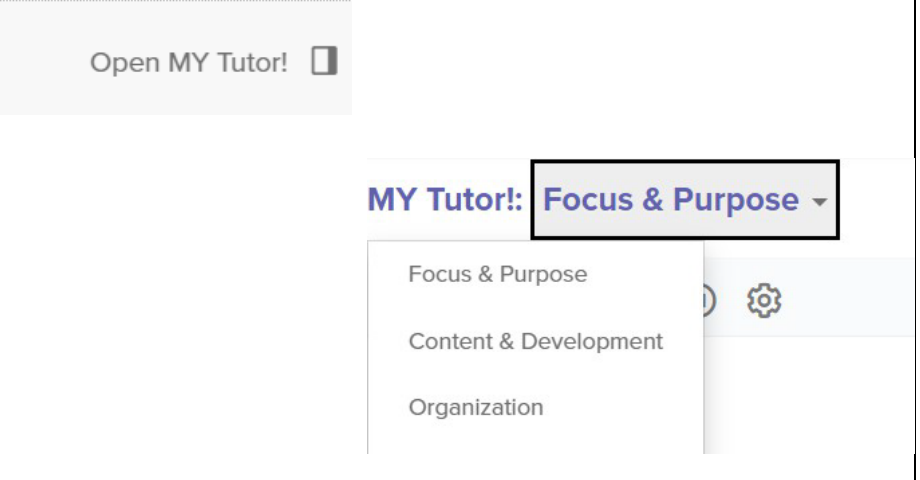


You are now ready to begin revising your essay. Click **Assignments** and **Start Revision**.



On the righthand side click Open MY Tutor. 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.

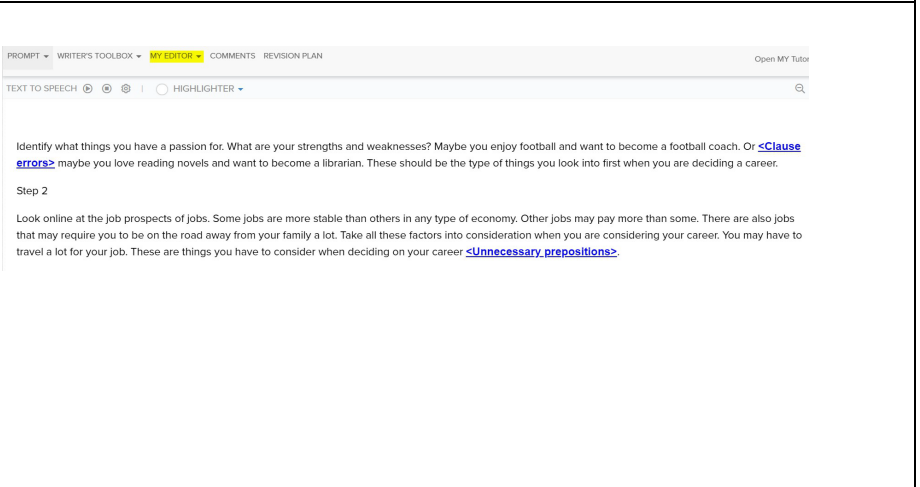


Clicking **MY Editor** will help you identify errors and guide you to making corrections.

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.

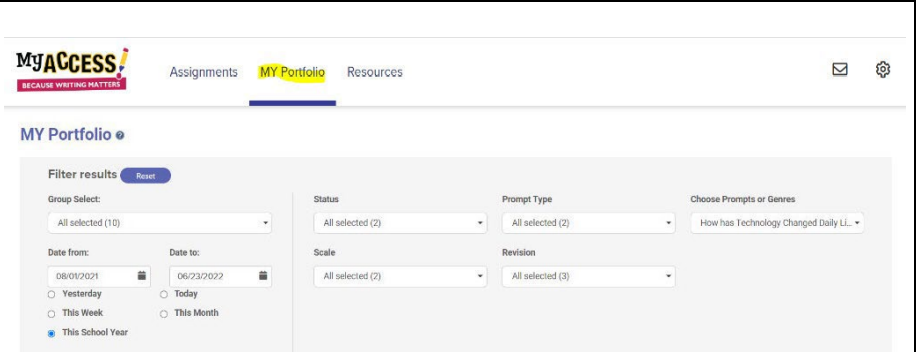
Each time you make a correction, click **MY Editor**, to refresh, and continue until you have corrected as many errors as possible.

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.

Writing Performance - 2 Sessions

Holistic Score			Focus & Purpose			Content & Development			Organization			Language Use			Grammar & Mechanics		
Total Pts	4pts	6pts	Total Pts	4pts	6pts	Total Pts	4pts	6pts	Total Pts	4pts	6pts	Total Pts	4pts	6pts	Total Pts	4pts	6pts
Score	n/a	4.3	Score	n/a	4.2	Score	n/a	3.7	Score	n/a	3.7	Score	n/a	4.3	Score	n/a	4.1

Essay Actions:

Date	Assignment	Status	H	F	C	O	L	G	Originality	Feedback	Revision Plan	Comments
<input type="checkbox"/>	1/14/22 How has Technology Changed Daily Life? (S2)	🟢	4.4	4.3	3.8	3.8	4.5	4.3	10%	🔍	📄	🗨️
<input type="checkbox"/>	1/14/22 How has Technology Changed Daily Life? (S1)	🟢	4.1	4.0	3.5	3.6	4.1	3.8	2%	🔍	📄	🗨️

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**.

Essay Actions:

Date	Assignment	Status	H	F	C	O	L	G	Originality	Feedback	Revision Plan	Comments
<input checked="" type="checkbox"/>	1/14/22 Roster Report	🟢	4.4	4.3	3.8	3.8	4.5	4.3	10%	🔍	📄	🗨️
<input checked="" type="checkbox"/>	1/14/22 Summary Report	🟢	4.1	4.0	3.5	3.6	4.1	3.8	2%	🔍	📄	🗨️
<input type="checkbox"/>	1/14/22 My Editor Report	🟢										

More to Explore!


There are other tools you may want to explore. The **Text to Speech** tool allows you to listen to the **Prompt** and **MY Tutor** being read to you. It will also allow you to listen to your writing. This will help you “hear” possible mistakes. Your teacher will need to turn on this tool when they assign the prompt before you can use it. Once on, you will can turn it on at the top of your work page.

Be sure Text to Speech is on

TEXT TO SPEECH: **ON**

Click the right arrow in the area you which to hear the text



To pause Click  you can make changes to your essay. To continue click the arrow again.

To stop click the square.



You will also see a highlighter which allows you to highlight resources so you can go back to them easily when you are citing. By clicking the down arrow you can choose the color you wish to highlight.



Explore **Writer's Toolbox** to find even more tools to help you with your writing!