

# Getting Started

MY Access! is effective whether teaching in a bricks-and-mortar, blended, or completely on-line classroom. After all, good teaching is good teaching and, most importantly, we are here to help!

We've developed both print and video resources, using the MY Access! tools. We also encourage you to schedule a webinar to discuss best practices. Just contact Dr. Madeline Pan ([mpan@vantage.com](mailto:mpan@vantage.com)) VP Professional Learning Connections or your Literacy Specialist.

**View or download the following resources:**

## Knowing how to begin

[Teacher Quick Reference Guide](#) - Learning to navigate MY Access! for teachers

[Student Quick Reference Guide](#) - Learning to navigate MY Access! students

[Student Tour Guide](#) - This "map" will lead students through an exploration of the program (great for teachers too)

[Preparation Checklist](#) - Easy first steps

[Introductory Lesson Outline](#) - Simple lesson introducing the program to students

[Four Step Writing Lesson Plan](#) - Step by step writing lesson plan, multiple class sessions

[CiteSmart Guide](#) - (Originality/Plagiarism Detection) – A guide to enabling and using this optional feature

See the [How-to Video Library](#) for more help.

## How do I?

[Begin to use MY Access: Basic Directions](#)

- [Single Sign-on Directions -Single sign on Basic Directions](#)

[Create and Name Groups](#)

[Create and Assign a MY Prompt](#) - Step by Step instructions

[MY Prompt Writing Guidelines](#) - A guide for successful prompt construction

[Add a Demo Group and Student for Modeling Instruction](#) - Step by Step Instructions

[Make Changes to Assigned Prompts](#)

**Help Student use the Loadable Outlines**

- [Loading Outlines \(video\)](#)

**Complete Special Instructions** - Convey teacher expectations, add sources and provide additional instructions

- [Video](#)
- [Document](#)
- [Attach a Resource to Special Instructions](#)

**View the Portfolio** - View/Print/Save student essays, track growth and view report data

- [Video](#)
- [Document](#)
- [Export and Save essays from the Portfolio](#)
- [Nonscorable Essays Explained](#)

**Add Comments** - Provide individualized and group writing feedback to guide revision

- [Video](#)
- [Document](#)

**Help Students Create a Revision Plan** - Teach students to set goals, strategies and reflect on revision

- [Video](#)
- [Document](#)

**Help Students** Safely Copy and Paste an essay into MY Access! - [video](#)

**Use Keywords to find prompts** - type the following in the Keyword section on Step 1 of the Assignment Wizard (remember to enclose phrases in quotes)

- **type multisource** - find prompts that require students to read, watch or listen to sources and cite them in the essay
- **type Author's last name** - to find prompts associated with an author's works
- **type Main word** in a book or story title - to see if there is a prompt associated with the work; you may also try typing this in the **Title Area**
- Find prompts that mirror state tests - **type acronym** for the test i.e. caasp, sbac, parcc. sol
- **Type special topics** i.e.
  - [Blackhistory](#)
  - [Math](#)
  - courage

## Revision Strategies

**MY Tutor** - Guide students to apply one or two goals for each revision

- [MY Tutor Goals Grades 3-5](#)
- [MY Tutor Goals Grades 6-12](#)

**Writing Roadmaps** - Provide students with directions for completing the writing process from pre-writing to revision and editing in all genres.

[Attaching a Roadmap to an Assignment](#)

### Writing Roadmaps - [Blank Template](#)

Narrative	Informative
1.Organization: Goal 1	1. Organization: Goal 1
2. Content & Development: Goal 1	2. Content and Development: Goal 2
3. Content & Development: Goal 2	3. Content and Development: Goal 2 and Revision plan
	4. Content and Development: Goal 2 and Organization: Goals 1 & 3

Argument	Persuasive
1.Organization: Goal 1	1. Organization Goal 1
2. Organization: Goal 2	2. Organization Goal 2
3. Content and Development Goal 2	3. Content and Development Goal 1
4. Content and Development: Goal 2 and Organization: Goals 1& 3	4. Content and Development Goal 2