

How-to Video Library

This section provides video tours of the MY Access! program and frequently asked questions. Please right click on the title to open in a new tab or window.

User Management

[Setting up Groups](#). This video will guide you through the process of setting up a group/class and building your class/group roster. *Right click on the title to open in a new tab or window.*

Assignment Management

[Prompt Search and Assignment Setup](#). This video will guide you through the process of selecting a writing prompt and creating an assignment. *Right click on the title to open in a new tab or window.*

Portfolio Management

[Portfolio-Part 1](#). Part 1 provides a guided tour of the main portfolio screen. You will learn how to easily apply filters and access the portfolio reports. *Right click on the title to open in a new tab or window.*

[Portfolio-Part 2](#). Part 2 walks through additional portfolio functions including viewing MY Tutor and MY Editor report feedback, models, revision plans, and adding comments. *Right click on the title to open in a new tab or window.*

Creating MY Prompts

[MY Prompt](#). This video will guide you through the process of creating and managing your own writing prompts. *Right click on the title to open in a new tab or window.*

Reports

[Reports](#). This video will provide an overview of the reports available in MY Access!

STUDENT VIDEOS

English	Spanish	Discussion Questions - Note: These do not appear on the Student page
What is MY Access! (2:28)	¿Qué es MY Access!? (3:28)	1. What is MY Access! 2. Which tool in MY Access! will help you with revision? 3. Which tool helps you with editing? 4. How will the scores help you improve your writing?
How can I get to the assignment? (2:28)	¿Cómo puedo llegar a la tarea? (3:38)	1. Where do I find my assignments? 2. What is on the writing page? 3. How do I submit my writing for a scores 4. How do I get back to the assignment so that I can begin my revision?
How can I see the Student Special Instructions? (0:51)	Cómo puedo ver las Instrucciones especiales? (1:36)	1. What kind of information can be shared in Special instructions? 2. Where are the two places I can view Special Instructions?
Where are the Tools? (1:55)	¿Dónde están las herramientas? (3:21)	1. Where can I find MY Tutor and how will it help me? 2. In addition to goals, what other information does MY Tutor provide? 3. How do I use MY Editor to correct my errors? 4. Where is the Word Bank located and how can it help me improve my writing?

How do I view my essays? (2:38)	¿Cómo veo mis ensayos? (3:58)	1. Where can I see all my writing and my scores? 2. How can I view, print or save any essay? 3. Why should I check my portfolio often?
Loading Outlines (video)		
Student Revision Plan (4:07)	Plan de revisión (5:42)	