# 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) VP Professional Learning Connections or your Literacy Specialist.

**View or download the following resources:**

## General References

**Assign and Use Text to Speech - Instructions**

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)

Tips to Eliminate Potential Loss of Text

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

Citing References:

- APA_Citation
- MLA_Citation
- References
- Verbs_to_Introduce_References

See the How-to Video Library for more help.

## The Basics - How do I?

Begin to use MY Access: Basic Directions

Create and Name Groups (Video)

Assigning a Prompt

Creating and Assigning a MY Prompt

MY Prompt Writing Guidelines  - A guide for successful prompt construction

Creating a Demo Group For Modeling - Step by Step Instructions

Make Changes to Assigned Prompts

Assign and use Text to Speech

Set the **Timer** for an Assignment

**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 - Viewing the Student Portfolios
- Export, Print and Save essays from the Portfolio

- Flagged Essays (nonscorables) explained with samples and solutions
- Editing Flagged Essays ( nonscored) essays

**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

**Assign and Use Text to Speech Function - Instructions**

**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. Below you will find lists of multisource prompts where MY Access! provides the sources for the students.
- **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, act, pssa
- **Type special topics** i.e.
  - Blackhistory
  - Math
  - courage

**Multisource Prompts including Resources**

- Multisource 3-5
- Multisource 6-8
- Multisource 9-12

## 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

**Lesson Plans** - **MY Access! 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 |