

# 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
<a href="#">What is MY Access! (2:28)</a>	<a href="#">¿Qué es MY Access!? (3:28)</a>	<ol style="list-style-type: none"><li>1. What is MY Access!</li><li>2. Which tool in MY Access! will help you with revision?</li><li>3. Which tool helps you with editing?</li><li>4. How will the scores help you improve your writing?</li></ol>
<a href="#">How can I get to the assignment? (2:28)</a>	<a href="#">¿Cómo puedo llegar a la tarea? (3:38)</a>	<ol style="list-style-type: none"><li>1. Where do I find my assignments?</li><li>2. What is on the writing page?</li><li>3. How do I submit my writing for a scores</li><li>4. How do I get back to the assignment so that I can begin my revision?</li></ol>
<a href="#">How can I see the Student Special Instructions? (0:51)</a>	<a href="#">Cómo puedo ver las Instrucciones especiales? (1:36)</a>	<ol style="list-style-type: none"><li>1. What kind of information can be shared in Special instructions?</li><li>2. Where are the two places I can view Special Instructions?</li></ol>
<a href="#">Where are the Tools? (1:55)</a>	<a href="#">¿Dónde están las herramientas? (3:21)</a>	<ol style="list-style-type: none"><li>1. Where can I find MY Tutor and how will it help me?</li><li>2. In addition to goals, what other information does MY Tutor provide?</li><li>3. How do I use MY Editor to correct my errors?</li><li>4. Where is the Word Bank located and how can it help me improve my writing?</li></ol>

How do I view my essays? (2:38)	¿Cómo veo mis ensayos? (3:58)	<ol style="list-style-type: none"> <li>1. Where can I see all my writing and my scores?</li> <li>2. How can I view, print or save any essay?</li> <li>3. Why should I check my portfolio often?</li> </ol>
Loading Outlines (video)		
Student Revision Plan (4:07)	Plan de revisión (5:42)	