MyACCESS! SCHOOL EDITION
BECAUSE WRITING MATTERS

Student Quick Reference Guide

Understanding the Home Page

1. The **Student Home Page** provides access to the following features at the student level:
   - The **Snapshot Report** lets students view their progress over time.
   - The **Message Center** alerts students when there are new comments or revisions.
2. To change personal info for your account, click **Modify My Account**.

Understanding Assignments

1. The Student's **Assignment** page lists all new and in progress assignments and allows access to the following:
   - To begin or resume writing assignment click **Start** or **Resume**.
   - To view the prompt description, click on the **name** of the writing topic.

Understanding Your Portfolio

1. Click the **My Portfolio** link to view a list of completed writing assignments, as well as scores, reports, and teacher comments.
2. To view a report select an essay, and click on the **Summary Report** icon.
3. There are 3 additional options on this page under the Options column:

Click this icon to read teacher comments.

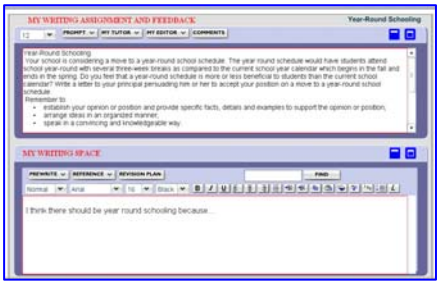
Click this icon to view MY Tutor and MY Editor feedback.

Click this icon to view your personal revision plan.

Understanding Your Results

1. After you submit your essay, you will be brought to view your **MY Tutor** report.
2. The report screen contains the holistic and domain scores.

Writing an Essay



Click on **start** or **resume** next to the name of the assignment you want to start or resume.

1. When the assignment opens, you will see two large white text boxes.
2. The top box contains the writing prompt, and the bottom box is where you will type your response.
3. If at any time you decide you want to stop and finish your writing assignment at another time, click **Save and Finish Later** to save your assignment as a "draft".
4. There are several writing tools located on the test screen to help you prepare your essay. Clicking on any of these tools will display that particular tool. These tools are explained more thoroughly on the back of this document.
5. When you have finished typing your response and wish to submit it, click **Submit Essay**.

Click **Final Submit** to submit your essay for scoring, and then click **OK** to confirm

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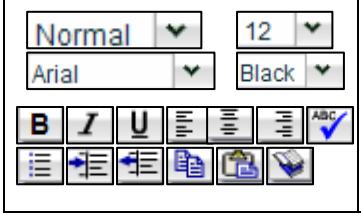
WRITER'S TOOLS

Button	Available Tools
PROMPT	**Prompt** displays only the prompt in the top box. **Directions** displays only the directions in the top box. **Passage** displays only the passage(s) in the top box. **Special Instructions** displays special instructions in the top box. **All** displays the directions, prompt, and passage(s) all in the top box.
MY TUTOR	**MY Tutor** offers prescriptive feedback throughout the writing process in the following 5 domains/traits: Focus, Organization, Development, Language Use, Voice and Style, and Mechanics & Conventions.
MY EDITOR	**MY Editor** detects and corrects errors in grammar, mechanics, style, usage, and formatting. MY Editor ELL settings detect errors most commonly made by Spanish, Chinese, Korean and Japanese speakers and returns error messages and instructional content in their native language.
PREWRITE	**Narrative** or **Persuasive Wizards** guide the student through the writing process from prewriting through drafting. **Narrative** or **Persuasive Outlines** allow students to construct thoughts in outline form to aid them in developing their essays, **Venn Diagram** helps identify relationships between categories of information. **KWL Chart** helps develop a plan for investigation using prior knowledge. **Cluster Web** helps brainstorm, organize ideas, and plan the essay. **Focus Checklist** helps define the focus of writing. **Notepad** helps a student write down thoughts and ideas without having to include these thoughts in the essay.
REFERENCE	**Rubrics** provide the level of writing that corresponds to each score value. Rubrics are aligned to specific genre and score scale (narrative, persuasive, informative/expository, literary, and informational/text-based). **Word Bank** offers appropriate words and phrases for a number of writing situations. **Writer's Guide** provides an outline of writing strategies and techniques. **Writer's Model** provides an example essay at each score point. **Special Instructions** shows special instructions for this essay. **Checklist** offers a guideline for writers to follow to satisfy the recommendations for each of the five writing domains/traits.
REVISION PLAN	**Revision Plan** helps the student identify strengths and weaknesses, then sets personal goals for writing improvement.
FIND	Use the **Find** feature to locate a word or phrase in your essay.
	The **Minimize** and **Maximize** buttons allow the student to increase and decrease the size of both the prompt and response boxes to their liking.
	The style and informational tools located above the student's writing space allow the student to: ➢ Check spelling and use a thesaurus ➢ Bold, italicize, and underline parts of the essay ➢ Adjust the format and font styles ➢ Copy and paste existing text

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