



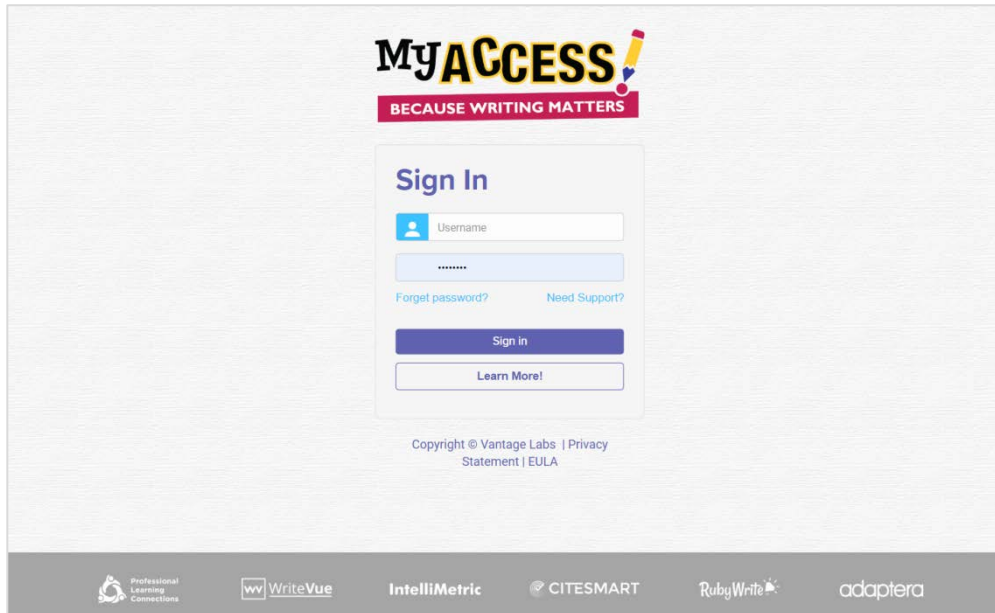
Student User Guide

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Logging on

Enter the url <https://www.myaccess.com>. Sign in with the username and password provided by your teacher.



Modify Account

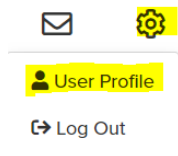


Assignments

MY Portfolio



1. To modify the information in your profile, click the Gear button in the upper right-hand corner of the Home Screen and then click on User Profile.

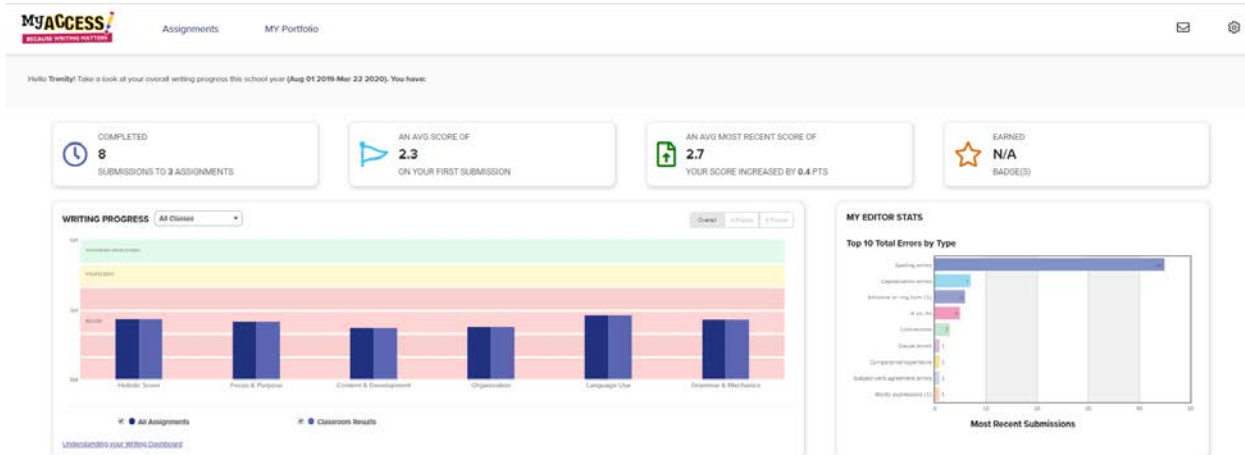


2. You can make changes to your account information in the new window.
3. Click **Save and Exit** to update the information.

Note. You *cannot* edit your username. It is also best practice to update your password frequently. Please see your teacher if you forget your username or password.

Home Screen

From the Home Screen you can access the **Assignments, MY Portfolio, Message Center, Modify Account, and Snapshot Report.**



Snapshot Report

The Snapshot Report is where you can view your progress over time. The Snapshot Report is updated **nightly** to reflect your holistic or overall writing performance as well as the five trait areas: focus & purpose, content & development, organization, language use, and grammar & mechanics. Your writing progress can fall into one of three levels: at-risk, proficient, or advanced. The Snapshot Report also allows you to quickly filter and view your writing performance for a specific class.

Message Center

The Message Center is located on the Home Screen. The Message Center will automatically alert you when there are new comments entered by your teacher. Once the comment is viewed, the message notification status will automatically be updated.



MY Editor Stats


MY Editor Stats displays your top 10 total errors made on your most recent submissions. For example, if you have composed and submitted two essays to three writing assignments, MY Access! will automatically sum the errors for each of your most recent submissions and display the top 10 in the MY Editor Status.

Assignments

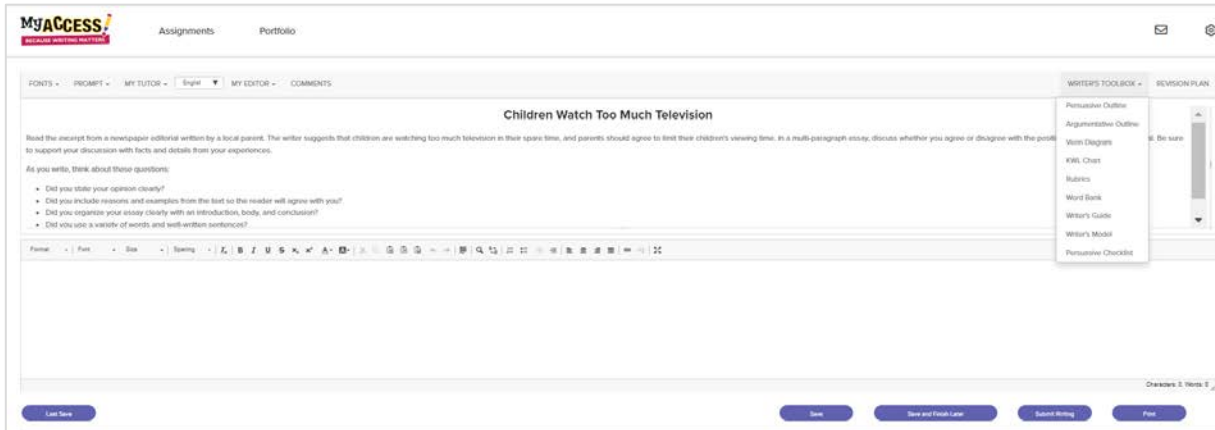
Under the Assignments tab, you can view the prompt, start a new writing assignment, resume or revise an assignment in progress. Assignments are organized by teacher, school, or district level.



Clicking on the prompt title will display the assignment description and additional prewriting instructions.

Clicking on the **star** icon  will display special instructions from your teacher. Click **Start** or click **Resume** to continue working on a writing assignment.

Completing a Writing Assignment

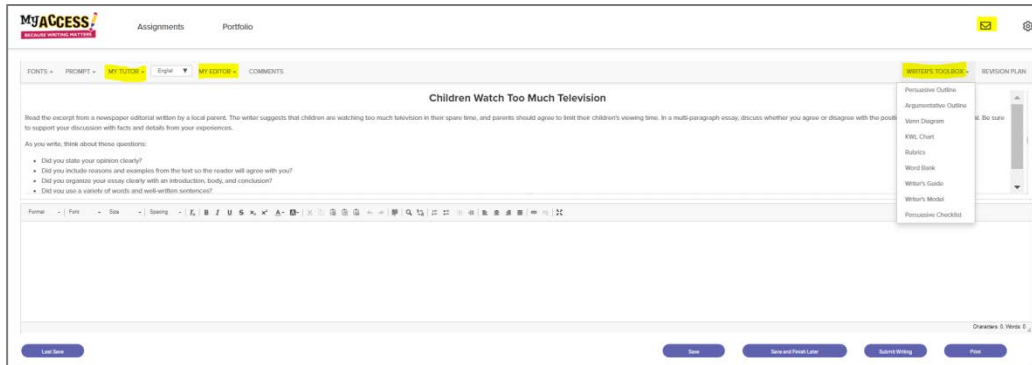


The student work page is divided into two sections. The **top box** is your assignment information and feedback.

The **bottom box** is your writing space. This is where you will write your essay.

Once you have completed an assignment, click **Submit Writing**.

Student Writing Screen: Using Tools & Feedback

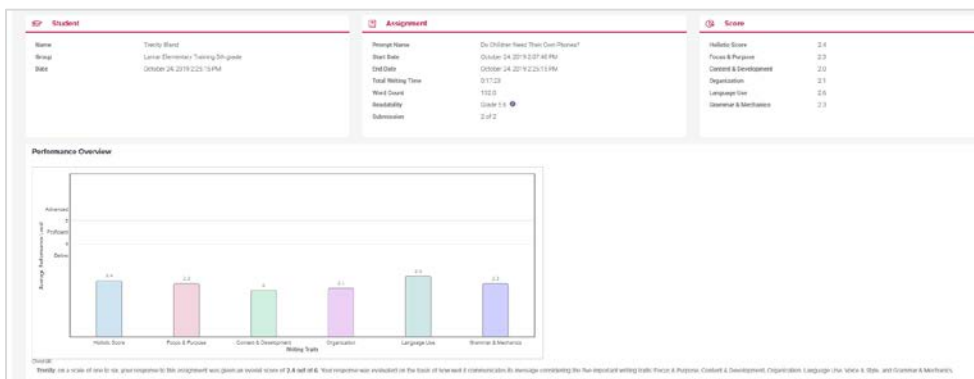


MY Tutor® returns feedback throughout the writing process for each of the five traits: focus & purpose, content & development, organization, language use, and grammar & mechanics.

MY Editor identifies grammar, style, and language errors and returns instructional feedback. MY Editor® feedback is available in English, Spanish, French, Chinese, Japanese, Korean, Simplified Chinese, and British.

- **Writer's Toolbox:** Provides you with numerous prewriting tools including access to graphic organizers, rubrics, the Word Bank, Writer's Guide, writer's models, and checklists.
- **Comments:** Displays comments made by your teacher in the feedback window while you are revising your essay.

Understanding Your Individual Report



After you click **Final Submit**, your score and **MY Tutor Goals** will be displayed immediately. On the bottom of the report, you will see a graph of your writing performance on the assignment you submitted.

Your writing is assessed for its overall quality (holistic score) and for trait specific qualities (focus & purpose, content & development, organization, language use, and grammar & mechanics).

MY Tutor® Goals & Revision Plan

On the bottom of the page is your MY Tutor Revision Plan for this assignment.

MY Tutor Revision Goals

Expanded: All | None

How that you have reviewed your scores, it is time to begin revising your essay. Create a Revision Plan to guide your activity. The MY Tutor goals below can help you plan how to revise your writing. You may begin by selecting one or more goals to improve the area of writing for which you received the lowest score, or you may focus on an area of writing identified by your teacher. To begin, click directly on the revision goal to read the description and student example. Then, check the box next to one or more of these goals and click the **Add to Revision Plan** button. This will automatically add the goal to your revision plan located under the MY Revision Plan tab.

Focus & Purpose

- Revision Goal 1 State your position.
- Revision Goal 2 Understand your purpose and audience.

Content & Development

- Revision Goal 1 Include reasons to support your position.
- Revision Goal 2 Include details to support your reasons.

Organization

- Revision Goal 1 Give your essay a good introduction.
- Revision Goal 2 Give your essay a strong body and conclusion.

Language Use

- Revision Goal 1 Use words effectively.
- Revision Goal 2 Use well-structured and varied sentences.

Grammar & Mechanics

- Revision Goal 1 Eliminate errors in capitalization, punctuation, grammar, and mechanics.

Add to Revision Plan

Your **Revision Plan** is an individualized plan to help you revise and improve your writing.

Begin with the goals under the first writing trait and work your way down the list.

Add a goal to your Revision Plan by checking one or more goals and clicking on the **Add to Revision Plan** button.

Understanding Your Portfolio

MY Portfolio

Filter results **None**

Group Select: All selected (14)

Date Range: All Dates

Status: All selected (2)

Scale: All selected (2)

Prompt Type: All selected (2)

Revision: All selected (5)

Choose Prompts or Genres: All selected (2)

Writing Performance - 7 Sessions

Holistic Score			Focus & Purpose			Content & Development			Organization			Language Use			Grammar & Mechanics		
Total Pts	4pts	6pts	Total Pts	4pts	6pts	Total Pts	4pts	6pts	Total Pts	4pts	6pts	Total Pts	4pts	6pts	Total Pts	4pts	6pts
Score	n/a	2.5	Score	n/a	2.4	Score	n/a	2.2	Score	n/a	2.2	Score	n/a	2.7	Score	n/a	2.5

Essay Actions

Date	Title	Score	F	P	C	O	L	G	Originality	Feedback	Revision Plan	Comments
10/24/19	Summary Report	Open Prompt? (2)	2.4	2.3	2.0	2.1	2.6	2.3				
10/24/19	My Editor Report	Open Prompt? (6)	2.3	2.0	1.9	1.9	2.2	2.0				
10/24/19	Do Children Need Their Own Phones? (5)		2.0	2.0	2.4	2.4	2.1	2.0				
10/24/19	Do Children Need Their Own Phones? (4)		2.8	2.7	2.4	2.3	2.9	2.9				
10/24/19	Do Children Need Their Own Phones? (3)		2.7	2.6	2.3	2.3	3.0	2.8				
10/24/19	Do Children Need Their Own Phones? (2)		2.7	2.6	2.3	2.3	2.9	2.7				
10/24/19	Do Children Need Their Own Phones? (1)		2.1	2.0	1.8	1.9	2.2	2.6				

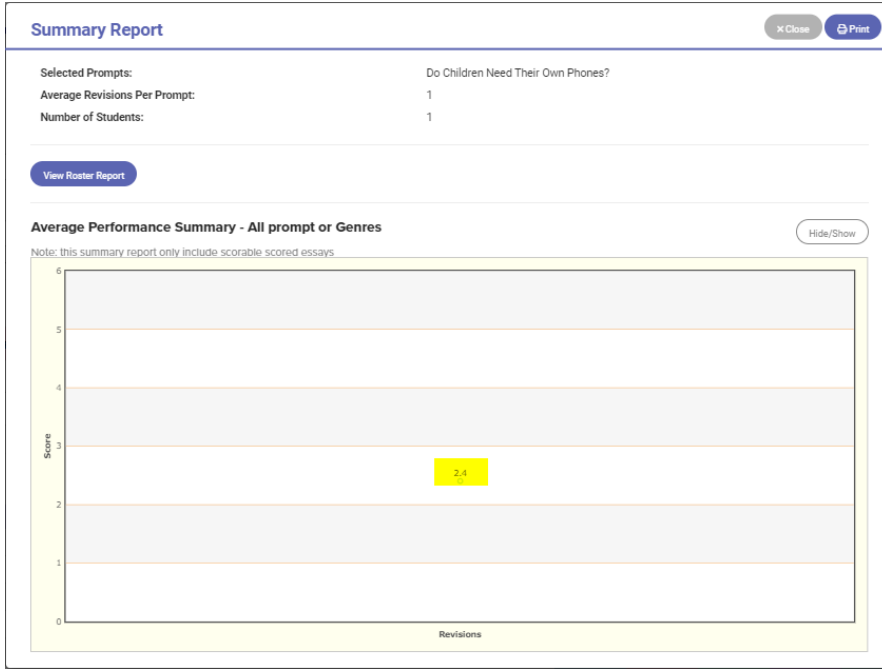
Click **MY Portfolio** to view all your completed assignments, scores and feedback. **Filter Results** allows you to limit the number of assignments displayed. **Scores** display your holistic (overall) score and trait scores.

Comments provide a direct link to post or read teacher comments.

Revision Plan displays your revision plan.

Feedback provides all of your instructional feedback and resources to improve your essay. **Originality** links to display the CiteSmart Originality Report (if available).

Essay Actions: Provides links to View/Print/Save, Summary Report, and MY Editor Report.

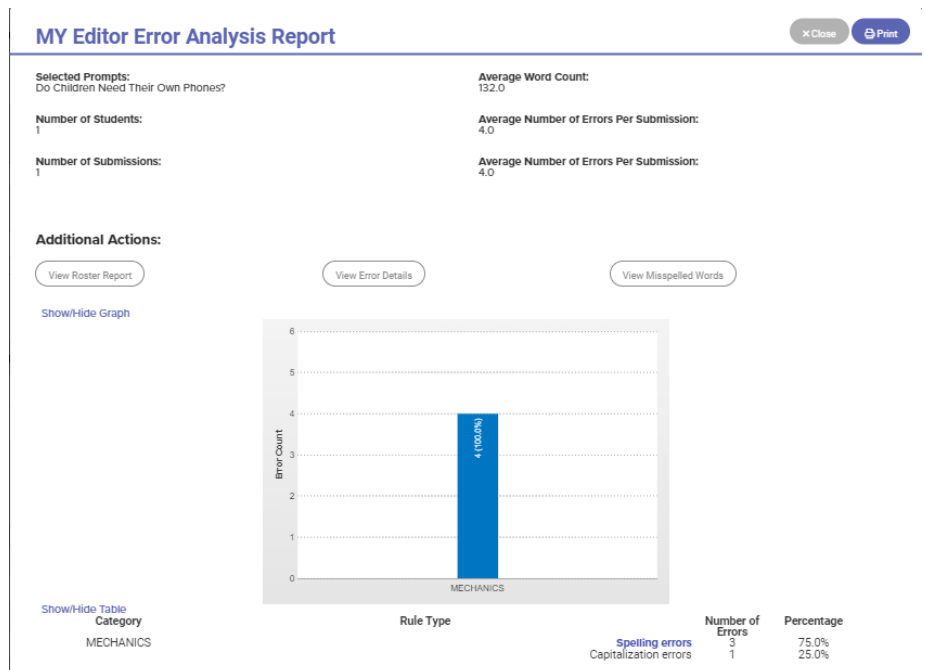


Summary Report: Displays a graph that shows progress over time.

Clicking on a score point will display the holistic and trait scores for that essay.

The MY Editor Report summarizes your grammar, mechanics, usage, and style errors.

If you would like to view all your MY Editor reports, you can access them by checking the boxes for the essays that you would like to view.



DO CHILDREN NEED THEIR OWN PHONES? (25)

S'4 S'3 S'0 S'4 S'e S'3

Using Your Portfolio

Student

Name: Terey Blant
 Email Name: Lerna Elementary Training 5th grade
 Score Date:

Assignment

Assignment Name: Do Children Need Their Own Phones?
 Word Count: 1313
 Start Date:
 Readability: Grade 5.6
 End Date:
 Submission: 1 of 2
 Total Writing Time: 0:02:29

Score

Holistic Score: 2.1 / 5
 Focus & Purpose: 2.0
 Content & Development: 1.8
 Organization: 1.9
 Language Use: 2.2
 Grammar & Mechanics: 2.0

Essay Content

I think that cell phones have improved at school. I think they need cell phones in case of an emergency. First reason I use is there is a fire or a earth quake at school and the office doesn't answer your phone or your cell number. Then so, we could jock you up from school. With a cellphone you could call any one in your family that live close and for away, wife, it a good thing. So it would help a lot having a cellphone.

longer learners and first graders and second graders do not need them because they talk to call behind the gates for people who are older than them. Like their parents and their big brothers and big sisters. They I think that talk in third grade and up should have cellphones.

These scores are based on a 6-Point Scale

SCORING CATEGORY	INTELLIGENT SCORES	HUMAN SCORES
Holistic Score	2.1	4.0
Focus & Purpose	2.0	4.0
Content & Development	1.8	4.0
Organization	1.9	4.0
Language Use	2.2	4.0
Grammar & Mechanics	2.0	4.0

Click on any of your assignment **scores** to view your essay along with its holistic score and scores in each of the domains: focus & purpose, content & development, organization, language use, and grammar & mechanics.

MY Editor and MY Tutor Report

Do Children Need Their Own Phones?

My Editor Feedback | Comments | My Assigned Paper | My Progressing | Editor's Message

Student

Name: Terey Blant
 Email: Lerna Elementary Training 5th grade
 Date: October 26, 2019 2:02:14 PM

Assignment

Assignment Name: Do Children Need Their Own Phones?
 Start Date: October 24, 2019 9:07:48 PM
 End Date: October 24, 2019 2:29:18 PM
 Total Writing Time: 0:17:23
 Word Count: 1313
 Readability: Grade 5.6
 Submission: 1 of 2

Score

Holistic Score: 2.0
 Focus & Purpose: 2.0
 Content & Development: 2.0
 Organization: 2.1
 Language Use: 2.6
 Grammar & Mechanics: 2.0

My Editor Feedback

Word Count = 1313 | Readability = Grade 5.6

MECHANICS 1 Spelling errors
MECHANICS 1 Capitalization errors

Graph of Error Count by Category:

Category	Count
Spelling errors	1
Capitalization errors	1

I think that cell phones have improved at school. I think they need cell phones in case of an emergency. First reason, if there is a fire or an earthquake at school and the office doesn't answer your phone or your cell number, the student could call. Then, someone could pick you up from school. With a cellphone you could call any one in your family that live close and for away, wife, it a good thing. So it would help a lot having a cellphone. **Spelling errors**

longer learners and first graders and second graders do not need them because they talk to call behind the gates for people who are older than them. Like their parents and their big brothers and big sisters. They I think that talk in third grade and up should have cellphones. **Spelling errors**

Click the MY Editor Feedback tab to display your error summary and your group information, assignment start/end date, word count, readability, and holistic and trait scores.

The bottom section of the report contains a graph of the error count by category: Grammar, Mechanics, Style and Usage.

Comments

Do Children Need Their Own Phones?

My Teacher Feedback My Student Feedback **Comments** My Revision Plan My Presenting My Score Analysis

Student		Assignment		Score	
Name	Emily Blain	Assignment Name	Do Children Need Their Own Phones?	Writing Score	2.4
Group	Luther Elementary Training 5th grade	Start Date	October 24, 2019 2:07:48 PM	Prompts & Purpose	2.3
Date	October 24, 2019 2:29:19 PM	End Date	October 24, 2019 2:29:19 PM	Content & Development	2.0
		Start Writing Time	8:17:23	Organization	2.1
		Word Count	1229	Language Use	2.9
		Readability	Grade 1.1	Invention & Mechanics	2.3
		Submission	2:07:2		

There is a 3,000-character limit (including spaces) for each general comment.

General comments

Administrative Comments
Teacher Comments
Student Comments

Add a Comment

Character count: 0 / 3,000

Embedded Comments

There are full links should have vulnerability at school? Both they need vulnerability in case of an emergency. If that means, if there is a fire or an earthquake at school and the office doesn't even your name or your class number. But should could call. Then, someone could just give you up from school. With a telephone you could call any one in your family that lives closer and be able to get a great reply. So it would help a lot having a cell phone.

Teenagers and their parents and around parents do not need them because they talk to each other for people who are older than them. Like their parents and their big brothers and big sisters. Talk. Think that kids in third grade and up should have cell phones.

To post or view teacher comments for your essay, click the **Comments** icon on the portfolio page. To post a comment, click the **Add Comment** button. To remove a comment, click **Remove**.



You will be alerted when new comments are posted.

Revision Plan

Do Children Need Their Own Phones?

My Teacher Feedback My Student Feedback **Comments** My Revision Plan **My Presenting** My Score Analysis

Student		Assignment		Score	
Name	Emily Blain	Assignment Name	Do Children Need Their Own Phones?	Writing Score	2.4
Group	Luther Elementary Training 5th grade	Start Date	October 24, 2019 2:07:48 PM	Prompts & Purpose	2.3
Date	October 24, 2019 2:29:19 PM	End Date	October 24, 2019 2:29:19 PM	Content & Development	2.0
		Start Writing Time	8:17:23	Organization	2.1
		Word Count	1229	Language Use	2.9
		Readability	Grade 1.1	Invention & Mechanics	2.3
		Submission	2:07:2		

My Goal, Writing Strategy, Reflections (This limit for each box is 3,000-character)

My Goal

Character count: 0 / 3,000

Writing Strategy

Character count: 0 / 3,000

Reflections

Character count: 0 / 3,000

Use your **Revision Plan** to enter your writing goals, strategies, and reflections in the corresponding text boxes.

You can edit or add to these boxes at any time while you are working in that assignment.

Writer's Models

Do Children Need Their Own Phones?

My Tutor Feedback | My Editor Feedback | Comments | My Revision Plan | My Prewriting | **Writer's Models**

Student		Assignment		Score	
Name	Tandy Blunt	Prompt Name	Do Children Need Their Own Phones?	Holistic Score	2.0
Group	Larose Elementary Training 5th grade	Start Date	October 24, 2019 2:07:48 PM	Focus & Purpose	2.0
Date	October 24, 2019 2:25:15 PM	End Date	October 24, 2019 2:25:15 PM	Content & Development	2.0
		Total Writing Time	0:17:23	Organization	2.1
		Word Count	132.0	Language Use	2.0
		Readability	Grade 5.6	Grammar & Mechanics	2.0
		Submission	2 of 2		

Holistic Score
Writing Performance: 2 - is placed in context of the writer's response.

Commentary
Focus & Purpose | Content & Development | Organization | Language Use | Grammar & Mechanics
The essay exhibits minimal focus and meaning. The writer demonstrates little attempt at stating an opinion/position/thesis or arguing the issue presented in the prompt task. The writer demonstrates a minimal understanding of the purpose and audience and consequently completes few parts of the task.
The writer demonstrates little understanding about the issue in personally defined. (I think that kids should have cellphones at school. I think they need cellphones in case of an emergency).
The writer demonstrates a minimal understanding of audience by using informal, repetitive language to address the intended readers. (Then no one could pick you up from school. With a cellphone you could call any one in your family that lives close and far away which is a good thing. So it would help a kid having a cellphone).
The writer does not use sufficient details to support the thesis, which is minimally stated. (Nickergardens and first graders and second graders do not need them because they fall to wait behind the gates for people who are older than them. I like their parents and those big brothers and big sisters. Truly) think that kids in third grade and up should have cellphones).

Sample Work
I think that kids should have cellphones at school. I think they need cellphones in case of an emergency first reason. Like if there is a fire or a earth quake at school and the office doesn't know your moms or your dads number. Then no one could pick you up from school. With a cellphone you could call any one in your family that lives close and far away which is a good thing. So it would help a kid having a cellphone.
Nickergardens and first graders and second graders do not need them because they fall to wait behind the gates for people who are older than them. Like their parents and those big brothers and big sisters. Truly) think that kids in third grade and up should have cellphones.

The **Writer's Models** are examples of real student writing that has been scored on either a 4 or 6 point rubric.

Each essay has a commentary that explains why the essay received that specific score.

MY Prewriting

Click on **My Prewriting** to review the information you included in any of the graphic organizers that you selected.

Do Children Need Their Own Phones?

My Tutor Feedback | My Editor Feedback | Comments | My Revision Plan | **My Prewriting** | Writer's Models

Student		Assignment		Score	
Name	Tandy Blunt	Prompt Name	Do Children Need Their Own Phones?	Holistic Score	2.0
Group	Larose Elementary Training 5th grade	Start Date	October 24, 2019 2:07:48 PM	Focus & Purpose	2.0
Date	October 24, 2019 2:25:15 PM	End Date	October 24, 2019 2:25:15 PM	Content & Development	2.0
		Total Writing Time	0:17:23	Organization	2.1
		Word Count	132.0	Language Use	2.0
		Readability	Grade 5.6	Grammar & Mechanics	2.0
		Submission	2 of 2		

Graphic Organizers
Venn Diagram | KWL Chart | Cluster Web | Focus Checklist | Argumentative Outline | Persuasive Outline

LEVEL 2 LINK 2