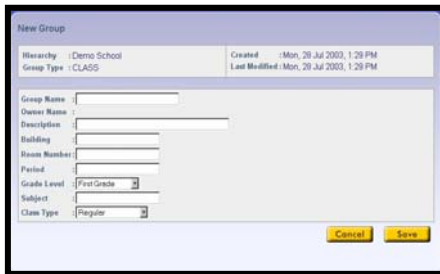


Creating a New Group



1. Select **Group & Assignment Setup** from the main menu.
2. Select **Create a Group** (bottom of screen).
3. Enter a Group Name.
4. *Optional.* Enter a Description, Building, Room Number, Period, Grade Level, and Subject. Use the pull down menu to select the Class Type.
5. Click **Save** to save the new group.
6. The screen will reload. Tabs will appear at the top of the screen, enabling you to manage members and assignments in the new group. (see *adding students*)

Adding Students

1. The list on the **left** hand side of the screen shows the current members of your group. The list on the **right** hand side shows the students that are in your school but are not currently a part of your class.
2. Put a checkmark in the boxes next to the names of the students whom you wish to add to your group.
3. To add the students and remain on the current screen, click **Apply**.

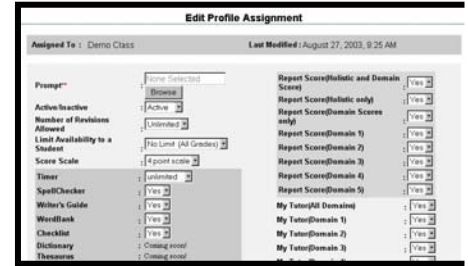
Adding a Writing Assignment



1. From the Group Listing, Select **Assignments** next to the group for which you want add a writing assignment.
2. Click **Add Assignment** to add a new writing assignment.
3. Click **Select Prompt** to select a prompt for your group.
4. Click the **text link** for the category you want to add. (*Vantage prompts, your prompts, your school prompts, your district prompts*)
5. Click on the **grade** level text to select the grade range. Click on the **genre** title to select the genre. (*informative, persuasive, narrative, literary, informational/text based*)
6. Scroll to find the prompt to add to your group. Select a prompt by clicking on the name of the prompt.
7. Click **preview** to view the

Now that you have selected the appropriate writing prompt, you can customize the assignment by using the drop-down menus displayed on the Edit Assignment Preferences screen.

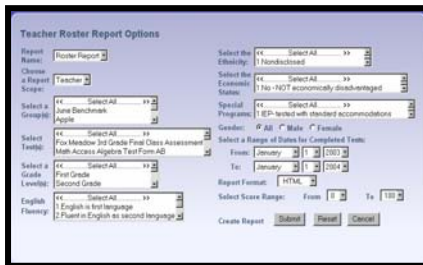
Assignment Preferences



1. Use the drop-down menus to select whether the assignment will currently be Active or Inactive, Number of Revisions, and Grade Limit Availability, and Score Scale.
2. Select the amount of time a student will be allowed for this assignment, or set the timer to Unlimited.
3. Choose whether the Spell Checker, Writer's Guide, Word Bank, Check list, Dictionary, and Thesaurus will be available for the student's use during the assignment.
4. Select **Yes**, if you would like My Editor to be available to the student, as well as the Version, Rule Preferences, and Feedback Level. If you do not want My Editor to be available, click No.
5. Select a Start and End Date for the assignment.
6. Choose the scores you would like to automatically report to the student when they have completed the essay,
7. Choose Yes if you would like to turn My Tutor on, or No if you would like to turn My Tutor off.

For Technical Support: please call (800) 322-0848, fax (267) 759-0036 or E-mail at support@gomyaccess.com.
MY Access www.gomyaccess.com

Viewing Reports



1. Select **View Reports** from the main menu.
2. Select the type of report you want to produce from the list of available reports.
3. Use the pull down menus and selection lists to set the Report Scope, Group(s), Test(s), and Grade Levels.
4. *Optional.* Use the selection limits to select demographic limiters.
5. *Optional.* Select the Gender of students contained in the report.

Performing a User Search



1. Select **Search and Manage Users** from the Main Menu.
2. Use the pull-down menus to narrow your search.
3. Enter the first and last name and/or the Student ID Number of the user for which you are searching, and then click **Perform Search**. (*Note: to generate a complete list of users, leave the fields blank and click Perform Search*)

Viewing Student Portfolios



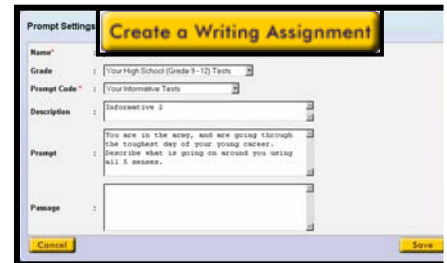
From the main menu, select **View My Student Portfolios**.

1. Click **View Members** for the group for which you would like to view student portfolios.
2. Place a checkmark in the boxes of the students whose portfolios you want to view.
3. Click **View Selected Portfolio(s)** to view the portfolios of the selected students.
4. The student portfolio contains the following features.

View Overall Performance for one or more students.

- E-mail** one or more students with comments, suggestions, feedback, etc.
- Generate Parent Letter** for parents to stay involved in their child's learning experience.
- Create and Send General Comments** to one or more students.
- Add Teacher Comments** directly into the context of the student response.
- Human Scoring** allows you to change the scores of a student's essay, or manually score essays that used a prompt that was created by the teacher or school.

Creating a Writing Prompt



1. Select **Create a Writing Assignment** from the Main Menu.
2. Select **Create New Prompt** from the Prompt Management page.
3. Enter the name of the new prompt. Select the grade and prompt category.
4. Type the prompt text that will be viewed by the student.
5. If there is a passage that accompanies the prompt, enter the passage in the area provided.
6. Click **Save** to save the new writing prompt/task.
7. The screen will reload. Tab will appear at the top of the screen, enabling you to preview and edit the test.
8. In order to assign the prompt to a group, the **status** must be made **available** by clicking on the lock/unlock.

Note: Writing prompts that are created by a teacher or administrator require human scoring. MY Access! does not score responses that have not been trained by the IntelliMetric engine. Prompts created at the teacher level are only available to that teacher. Writing Prompts created at the school level are available to all teachers within the school. Writing Prompts created at the District level are available to all teachers/admin within the district.