

**MYAccess - Practice Instruction**

[www.myaccess.com](http://www.myaccess.com)

**Before we begin...**

- Every student will be assigned a computer. Your number is \_\_\_\_\_
- Take notes on this paper. I will allow you to use them during our time accessing the program.
- Enter in website address.
- Click “Quick Check” (pop-ups need to be allowed for the program to run)
- **Login** - HSD and your 8-digit student ID # i.e. HSD12345678
- **Password** – 8-digit student ID # i.e.12345678

**Log in now...****MY Writing Progress Screen:**

- The opening screen is the student’s snapshot report, updated weekly.
- The skills listed to the left are the same traits listed on all the rubrics. This is how you will be evaluated
- The “**Message Center**” (on the right side) displays comments from teachers (you can email back and forth). As we use the program in the future, I will send you notes.

**Navigation Bar (at the top of the screen):**

- Click on “**Assignments**”. This is where students keep track of the various essays they are working on.
  - New assignments will have a “**Start**” button to the right of the title.
  - Assignments that have been submitted and scored will have “**Start Revision**” button.
  - Assignments that were worked on but not submitted will have a “**Resume**” button.
- When selecting a prompt, pick today’s from “**Christina Tolisano**” and the district essay from “**William S. Hart**”.

**Find the Sample Prompt:**

- Click on the “**i**” icon to the right of the prompt title. You can read the prompt prior to officially starting and think about it before the timer begin.
  - **Suggestion** - For practice at home, click on the “**Guided Tour**” located in the upper right hand corner of the screen...this runs about 10 minutes.
- Click “**Start**” to open the prompt. **The timer will begin!**

**Prompt Set-Up:**

- Screen is split into two sections.
- Click on the “**triangle**” in the top right hand corner to maximize the screen to read the full description.
- Click on “**Prompt**” and then “**Special Instructions**” to view any additional information that a teacher has posted related to the assignment
  - For today’s practice, *copy and paste the sample essay from “Special Instructions”*.

**MY Writing Space:**

- Many of the tools in the toolbar are similar to Microsoft Word. You may use these tools while writing.
  - Click on “**Spellchecker**”. The essay appears above with error flags. Students can click on the blue flags and correct their spelling words first in the Writing Space below. If you refresh/recheck the “**Spellchecker**” tab, it will remove the error flags.

- **“Prewrite”** tab (lists various prewriting tools / graphic organizers). Remember to always **SAVE** your work while using the prewriting tools so that you can refer to your notes later.
- **“Reference”** tab (Rubric, Word Bank and Writer’s Model)

**Submission for Scoring:**

- Click **“Submit”** This will allow you proofread before the final submission.
  - **“Save”** and **“Finish Later”** will be used if you want to wait to submit until that draft/revision is ready.
- Done? Click **“Final Submit”** and await a score.

**Revision:**

*Once you receive a score for the sample prompt, apply the revisions suggested below.*

- Click on **“Assignments”** at the top to go into the second revision. The button next to the prompt will now say **“Revision”**. Click it.
- You can reuse/reapply all the tools on the toolbar in the **MY Writing space** along with **MY Tutor**, and **MY Editor**.

**MY Tutor**

- Click on **“MY Tutor”** tab. You will use this section to receive feedback in any/all of the domains listed below.
- For example, click on the domain of **“Content”**. Review the revision goal. It is designed to explain how to apply the goal to your individual essay.

**Writing Domains    Type of Writing:    Persuasive**

Focus & Meaning	Content & Development	Organization	Language Use & Style	Mechanics & Conventions
<ul style="list-style-type: none"> <li>• Thoroughly (Clearly) understands the purpose and audience.</li> <li>• Position/opinion/thesis statement is clear and insightful.</li> <li>• Writing is focused on the position/opinion/thesis throughout the essay.</li> </ul>	<ul style="list-style-type: none"> <li>• Effectively develops argument with details.</li> <li>• Details/evidence/examples are strong and varied.</li> <li>• Evidence supports the writers position.</li> <li>• Addresses opposing point of view.</li> </ul>	<ul style="list-style-type: none"> <li>• Cohesive and unified structure.</li> <li>• Engaging introduction.</li> <li>• Satisfying conclusion.</li> <li>• Well-developed paragraphs that flow logically.</li> </ul>	<ul style="list-style-type: none"> <li>• Word choice is appropriate for your audience</li> <li>• Well-structured sentences</li> <li>• Sentence variety (long/short)</li> <li>• Voice is fitting for the audience and position.</li> </ul>	<ul style="list-style-type: none"> <li>• Piece is paragraphed</li> <li>• Grammar errors do not interfere with the message</li> <li>• Uses proper punctuation</li> <li>• Few or no spelling errors</li> </ul>

- Click on **“MY Editor/English”** to work on other mechanics issues such as capitalization, punctuation, etc.
  - If already corrected, you should notice that spelling errors are gone.
  - Make corrections in categories to keep focused on one task at a time.
  - If you refresh/recheck the **“MY Editor”** tab, it will remove the error flags.

**Second Revision:**

*Submit for a second score. Did your score go up? In what area(s) did it increase? If you have time, try adding more revisions and submit it a third time.*