

Create and Assign a Prompt

Step 1: Creating your MY Prompt

1. Log onto your account
2. At the top Navigation bar choose **MY Prompts**
3. Click the button that says “**Create a New Prompt**”
4. Accept the Agreement (use the outside scroll bar to get to the bottom of the screen)
5. Note the red asterisks (*) - these are the **FIELDS** that **MUST** be filled in
6. **PROMPT NAME** – Create a title for your assignment/prompt
7. **Choose a Prompt Type**

Prompt Type: * [New! Short Constructed Response](#)

Essay

Essay

Short Constructed Response

8. Choose a **GRADE LEVEL**
9. Select the **GENRE** that matches the prompt task. **IMPORTANT** – All feedback and the rubrics are aligned to genre. Choosing the wrong genre will result in your students receiving the **WRONG** feedback.
10. **PROMPT** Type the directions for writing. What do you want students to write about? What are your expectations for the final draft?
11. **Related passage** (Optional) – paste source materials, e.g. article, poem, short story and/or add links,
12. Click **SAVE**

Your MY Prompt can now be assigned to your students, just as you would any other prompt!

NOTE: MY Prompts can be edited at any time! Just go to the list and click the . However, if a prompt is edited, be sure to make it available for assigning to students!

Making your prompt available for assigning to students: On the MY Prompt list page click on the lock to make it available to assign. **Not Available** **Available**

Sharing your Prompt with other teachers in your school: On the MY Prompt list page click on the Share box. Now anyone in the school can see and assign the prompt. No one outside the school will see it.

Sharing

☒

Step 2 - Assigning your MY Prompt

Your “MY Prompts” are assigned the same way as all other prompts.

1. Go to **Groups and Assignments**
2. Click the **Assignment** icon next to one of your classes
3. Click **Add a Prompt** button (right hand side of screen)
4. **Step 1** – Uncheck ‘Intellimetric’ and ‘Pilot’ prompts. Your MY Prompts will display at the bottom.

Assignment Wizard: Step 1 of 6

Need help searching? Click [here](#).

Include these grades:

No Limit (All Grade)

Upper Elementary (Grades 4-5)

Middle School (Grades 6-8)

Prompt Types:

☐ MY Access! Intellimetric Prompts

☐ MY Access! Pilot Prompts

☒ MY Prompts

☒ Shared MY Prompts

5. Select your MY Prompt and continue with the rest of the steps. At Step 6 click Save and Assign.