

Special Instructions: Customizing an Assignment

To help guide students as they revise, MY Access! provides you with a distinct field to add your grading criteria, additional guidance, supplemental materials, URLs, graphics, files or other information.

Teacher page

Step 6: "Add Tools" of the Assignment Wizard > scroll to **Special Instructions**

Special Instructions for your Students:

Note: Consider adding grading criteria, requirements, vocabulary terms, source links etc.

System Font 12pt Paragraph B I U A   

Teacher's Instructions etc.

To add a file from your computer or hyperlink a web document

Select the 'link' tool	Special Instructions for your Students: Note: Consider adding grading criteria, requirements, vocabulary terms, source links etc. System Font 12pt Paragraph B I U A    Grading requirements, file, graphi
Locate and upload the file or insert the <u>entire</u> URL in the 'Upload Document' window	Insert/Link or Upload Document(.doc,.pdf,.jpg,.ppt) Upload Document  Text to display Title Open link in... New window Cancel Save

Graphics can also be added in the same way by choosing the Graphic icon



Sample Special Instructions

Your essay will be graded, based on completing the following:

- Strong introduction, with your **claim**, highlighted in **green**.
- Three or more body paragraphs, each beginning with a **strong argument** as the topic. sentence, with a minimum of 2 cited references in each paragraph.
- One strong **counterargument** in each paragraph.
- Strong transitions at the beginning of each paragraph and within, when noting references.
- Strong conclusion, with the **claim** as the first sentence.

Source

Use the information from the following article to support or refute your claim <https://cmsny.org/publications/jmhs-is-border-enforcement-effective/>

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Student page

When your students log in, they will see a red star next to the prompt name on their Assignment screen to alert them that there are special instructions for that assignment.

The screenshot shows the 'Writing Assignments' page. A table lists assignments with columns for 'Assignment Title', 'Assignment Status', and 'Assigned By'. The first assignment, '1763-1776: Independence or Not?', has a red star icon next to its title. A 'Special Instructions' pop-up window is overlaid on the right, containing the following text:

Special Instructions

Your grade will depend on the following:

1. You must have a claim and at least three arguments
2. Each argument must be backed up with at least two pieces of evidence
3. You must discuss the counterclaim and provide a counter argument
4. You must use at least four of the vocabulary words we discussed as well as good transitions

Students can also read the instructions when they are in the student writing space by selecting “Special Instructions” from the Prompt drop-down menu.

The screenshot shows the student writing space. A dropdown menu labeled 'PROMPT' is open, displaying the following options: 'All', 'Special Instructions' (highlighted in yellow), 'Prompt', 'Sources', and 'Instructional Resources'. The background shows a writing prompt about health choices.