

How to Assign a Writing Prompt

Go to **Groups and Assignments** (a tab at the top of the screen). You will see your groups (classes) listed. Click on the **Assignments** icon next to the group to whom you want to assign a writing prompt.

My Student Groups ?

The total # of groups:14.

Create a Group

Bulk Group Management

View Active/Archived:

Active Only

Group Name	Group Key	Owner Name	Status	Edit	Students	Assignments	Login Info	Status Change	Actions
Anderson 2A English 8	VAN1556009	India Monroe	Active						
Anderson 3A English 8	VAN1556007	India Monroe	Active						

Click **Add Prompt**.

Current Assignments for Anderson 2A English 8: ? View Active/Inactive Assignments: Active

* Click on the title of the column to sort. Example(s): Status, Assignment Name, Allowed Revisions, Modified Date

Add Prompt

+ Status	Assignment Name	Revisions Allowed	Start Date	End Date	Modified Date	Options
There are no assignments for this group.						

Do you want to assign a writing prompt to this group?

Click the Add Prompt button below to access the prompt library and select a prompt.
After you have selected the prompt, it will appear here in your assignment center.

Select Essay or Short Constructed Response where it says “**Select One.**” *There are many essay prompts in the database but for Short Constructed response (approx.. 6 – 10 sentences), teachers generally created their own to assign. Next, select the grade band and genre of prompt you would like and click **Search**. You may also add subjects, themes, or keywords to your search. *Typing *multisource* into **Keywords** will bring up only source-dependent prompts.

Prompt Type:

★ New! Short constructed response prompt type, scored on a 3-point rubric. Click here to learn more.

Select One

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

Include these grades:

No Limit (All Grade)
Upper Elementary (Grades 3-5)
Middle School (Grades 6-8)
High School (Grades 9-12)
Higher Education (Grade 13)

Include these textbook themes: ?

Select All
Analyzing a Theme
Art
Belonging

Title

Keywords ?

Prompt Types:

☒ MY Access! IntelliMetric Prompts
☒ MY Access! Pilot Prompts
☒ MY Prompts
☒ Shared MY Prompts ?

Include these genres: ?

Select All
Informative/Expository
Literary
Narrative
Persuasive/Argument
Text-based (informational)

Include these subjects:

Select All
Art
Astronomy
Automotive
Business
Career Planning

Search

Once you locate the prompt you would like to assign, click **Select Prompt**. You will now be on Step 2 of the “Assignment Wizard.” If you would like to add additional information to the title of the assignment (such as “Practice Essay 2”), you can add it here. Then, click Step 3: Setup Availability.

Assignment Wizard: Step 2 of 6. A Healthy Change

Review Prompt and Sources

Append prompt name

Enter assignment name

Grade Level	Category	Subject
Higher Education (Grade 13)	Informative/Expository	Health

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Step 3: Setup Availability →

The Assignment Wizard will guide you through the steps of customizing your assignment. In Step 3: Setup Availability, choose the number of submissions, any other groups (classes) to whom you would like to assign the prompt, and a start and end date. You can assign it to multiple groups by holding the “Control” key while you click on additional groups. There is rarely a need to change any other default settings in this step. **All prompts are considered “Assessment Prompts,” so do not change the setting to “Practice Prompt.”**

CiteSmart™ ?

☒ Enable CiteSmart™ and choose two submissions

← Previous

1, 2

- ☒ 1
- ☒ 2
- ☐ 3

For CiteSmart, the plagiarism detector, click the box to enable CiteSmart. You must select **two** submissions for it to scan. *Interpreting the CiteSmart results is addressed in another document. You can locate the document under the **Resources** tab at the top, and then under “Getting Started.”

In Step 4: Setup Scoring, select the rubric type: 4-point or 6-point, based on what your district is using.

In Step 5: Setup Feedback, all default settings are appropriate for middle and high school. No changes need to be made unless you have specific requirements.

In Step 6: Add Tools, select any tools you want students to be able to access. You may consider turning off the **Cut and Paste** option to prevent students from being able to copy text from a website or other document. Under **Special Instructions**, add items such as your grading criteria, special instructions, web links, images, or other information. Click **Save and Assign**.

Writer's Tools

☐ Venn Diagram

☐ Focus Checklist

☒ NotePad

☐ Cluster Web

☐ KWL Chart

☐ Writer's Guide

☐ Writer's Models

☒ Rubrics

☒ Spell Checker

☒ Word Bank

☐ Checklist

☒ Persuasive Outline

☐ Argumentative Outline

☐ Instructional Resources

Note: Instructional Resources include prompt specific urls. Removing the check will hide these resources from student view.

☐ Allow Cut/Paste

☐ Revision plan

☐ Student Resources

☐ Print Essay

☐ Timer

☒ Text to Speech

Prompt, Sources, MY Tutor, Student Writing

Special Instructions for your Students:

System Font12ptParagraphBBIUAA

Previous

Save and Assign

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