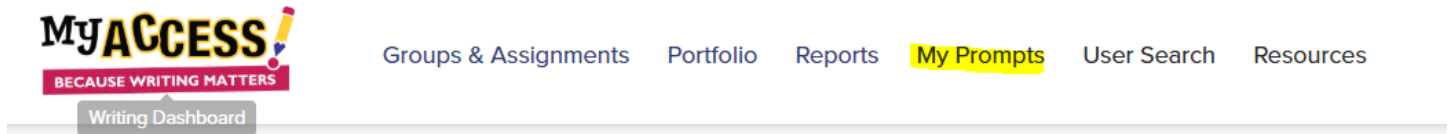
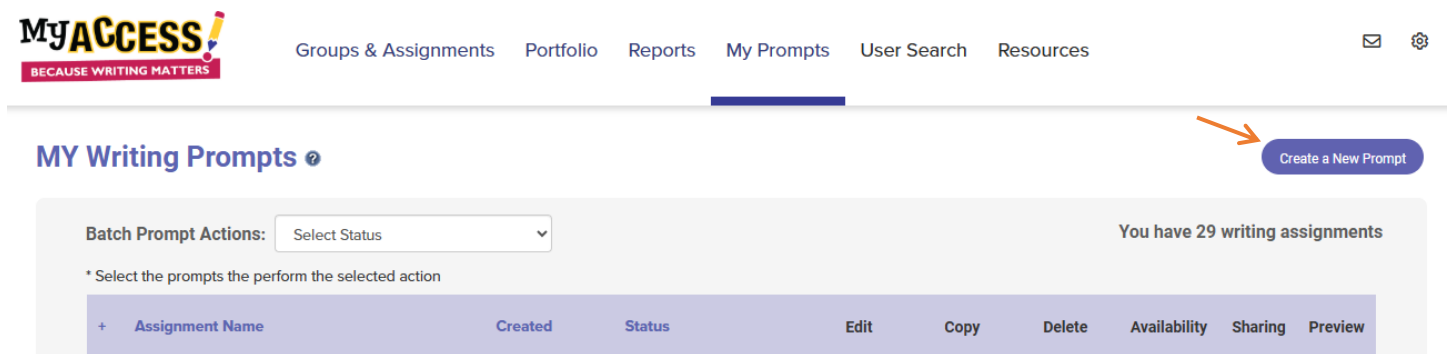


How to Create a Prompt, Share it, and Assign it

Teachers and administrators can create their own prompts under the **MY Prompts** section of the MY Access! dashboard.



Step 1: Click on MY Prompts and you will see a button in the upper left corner that says “Create a New Prompt.” Click it.



Step 2: Read and accept the User Agreement if you would like to proceed.

Create Prompt User Agreement

I. IMPORTANT NOTICE TO ALL PURCHASERS AND USERS...PLEASE READ CAREFULLY:

The terms "we", "us", and "our" refer to Vantage Labs, LLC, Vantage Learning USA, LLC, McCann Associates Holdings, LLC and/or Vantage OnDemand (INTL), Limited, the international distributor for McCann and Vantage or any of their affiliated companies (collectively "Vantage"). "You", "your", "grantee", "subscriber" or "end-user" refer to the individual and/or entity that has procured and/or who (which) accesses or uses Services whether the end-user has purchased and paid for Services directly or whether Services have been procured for the benefit of end-user access and use at no additional charge to such end-user. By way of example, an educational institution may pay for its administrators, teachers and students to access and use Services. Similarly, a corporation could pay for its employees to access and use Services. As an end-user, you are bound by the terms and conditions of this User Service Agreement whether you have paid directly for Services or whether your access and use of Services has been paid for by a third party. "Subscription Services" or "services" refer to software service application accessed by you via the internet. "Technical services" refers to support, consulting, or other services including customizations you have ordered (if any apply). The terms 'Subscription Services' or 'service(s)' may be used interchangeably within this document.

II. LEGAL AGREEMENT

This Vantage End-User Service Agreement ("Agreement") is a legal agreement between you (either an individual or a single entity subscriber) as Subscriber Licensee/Grantee and Vantage, Licensor/Grantor for use of the Service incorporating proprietary underlying Virtual Scoring Toolset™ and IntelliMetric® or other proprietary technologies and any related documentation. Services are accessed solely through use of the software services IP domain, web address and Application Protocol Interface (API) technology via the Internet. By using the Service, you agree to be bound by the terms of this Agreement and subscription. If you do not agree to the terms of this Agreement, you may not use the Service. The Service is licensed on a software-as-a-service basis through subscription, it is never sold. The terms and conditions for access to and use of Services include and protect any related

Decline

Accept

Step 3: Give a name to the writing prompt that the students will see as the title of the assignment. Select the type of prompt: Essay or Short Constructed Response. Next, select the grade level of students who will be writing to the prompt and select the genre of writing. Finally, type or copy and paste the text of your prompt

where it says “Prompt,” along with any sources. You do not need to select a “Theme” or “Subject.” Click “Save” at the bottom right.

It is very important that you review the four genre rubrics and the Short Constructed Response rubric, as the genre and type of rubric you select determines which rubric will be used to score the essay. The four genre rubrics are located under the **Resources tab at the top of the page. Click on the specific genre to see the genre rubric or click on “Getting Started” to see the Short Constructed Response rubric.*

Create a Writing Prompt

Prompt Name: *

Characterization in Fahrenheit 451

Grade Level: *

MY High School (Grade 9 - 12) Writing Prompts

Prompt Genre: *

MY Literary Writing Prompts

Keywords:

Prompt: *

proxima-nova... 14px Paragraph B I U A

Compare and contrast the characters of Montag and Clarisse in the novel *Fahrenheit 451* and describe how each character influences the main theme.

Cancel

Save

Textbook Themes: ?

Select One or More

American Romanticism

Anglo-Saxons

Challenges

Contemporary Literature

Subjects:

Select One or More

Art

Astronomy

Automotive

Business

***Step 4 (Optional):** If you would like other teachers in your school to be able to see the prompt you created when they search under “Shared Prompts” in the Assignment Wizard, then check the “Sharing” box. **Be sure the lock under “Availability” is closed.** If it is unlocked, then the prompt is unavailable to assign. Just click the lock to close it.

	Assignment Name	Created	Status	Edit	Copy	Delete	Availability	Sharing	Preview
☐	ACT Prompt Intelligent Machines	6/21/23	Available					☒	

Now you have created and shared a prompt. The next step is to assign it!

Step 5: To assign a prompt, go to **Groups and Assignments** and follow the first few steps of assigning a prompt, as shown below.

MyACCESS

BECAUSE WRITING MATTERS

Writing Dashboard

Groups & Assignments

Portfolio

Reports

My Prompts

User Search

Resources

Step 6: Click on the image of papers next to the class to whom you want to assign the prompt.

My Student Groups

The total

View Active/Archived: Active Only 						
Group Name	Group Key	Owner Name	Status	Edit	Students	Assignments
Monroe Demo Class 1 24-25	VAN1673403	India Monroe	Active			

Now, click “Add Prompt” in the upper right hand corner.

Current Assignments for Monroe Demo Class 1 24-25:  **View Active/Inactive Assignments:**

Active 

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

Assignment Actions

Select One 

 **Status**

Assignment Name

Revisions Allowed

Start Date

End Date

Modified Date

Options

Add Prompt

Step 7: You are now in the “Assignment Wizard” and will go through the 6 steps of assigning a prompt.

The first step is to select a prompt. To select a prompt you made, uncheck all of the boxes except “MY Prompts.” Ensure that no specific genres, grade levels, or keywords are already selected, and then click “Search.” Your prompt(s) will appear in the search results.

Go through the regular steps of assigning a prompt as instructed in the resource document “How to Assign a Prompt.”

Assignment Wizard: Step 1 of 6

Step 1: Select Prompt

Step 2: Find Resources

Step 3: Setup Availability

Step 4: Setup Scoring

Step 5: Setup Feedback

Step 6: Add Tools

Assignment Wizard: Step 1 of 6

Cancel

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

Prompt Types:

☐ MY Access! IntelliMetric Prompts

☒ MY Prompts

☐ MY Access! Pilot Prompts

☐ Shared MY Prompts ?

Include these genres: ?

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

*If you would like to search prompts that other teachers in your school have created and shared, just click on “Shared MY Prompts.”