

Viewing & Printing Scores, Student Writing, and Data Reports

Step 1: Go to MY Access!.

Step 2: Click on the **Portfolio** tab.

Step 3: Filter for the Group, Prompt, and Dates. Under “Revision,” click “all” if students have multiple submissions and you would like to see them all, or click “most recent” to see only the most recent submissions to a prompt. The suggestion is to default to “All” if you are not sure what to select. **Notice: The “Prompt Type” field is always set to “All” or “Assessment Prompt.”*

Portfolio

Group Portfolios
Individual Portfolios

Group Filter
Reset

Prompt Type:
Essay

Select Group:
Monroe Eng 9 Class 1 25-26

Date from:
08/04/2025

Date to:
05/15/2026

☐ Yesterday
☐ This Week
☐ This School Year

☐ Today
☐ This Month

Choose Prompts or Genres
All selected (8)

Assignment Type
All selected (2)

Status
All selected (3)

Revision
All selected (3)

Scale
All selected (2)

Step 4: Student names, prompt titles, and scores will populate. Each blue header beginning with “Last Name” allows you to sort alphabetically or numerically if you click on it.

The letters in score columns labelled **H F C O L G** refer to the overall **Holistic Score** out of 4 points (H) and then each of the 5 trait areas of the rubric. **Please reference the MY Access! 4 or 6-point rubric for the prompt’s genre of writing to see a breakdown of skills and what the corresponding trait scores indicate.*

Essay Actions:															
Select															
	Last Name	First Name	Date	Assignment	Status	H	F	C	O	L	G	Originality	Feedback	Revision Plan	Comments
☐	01Student	Demo1	3/3/25	Should All Young Athletes Receive an Award?(S6)		3.7	3.7	3.3	3.3	3.5	3.4				

Step 5: To print, view, or save student writing, simply click the box next to one or more students' names. Next, go to "Essay Actions" above and click on the arrow to see the drop down menu.

Essay Actions:

Select

Performance Summary
 Roster Report
 My Editor Report
 View/Print/Save
 Parent Letter
 Comments

	Last Name	First Name	Status	H	F	C	O	L	G	Originality	Feedback	Revision Plan	Comments
☐	01Student	Den	ung Athletes Receive an	3.7	3.7	3.3	3.3	3.5	3.4				
☒	01Student	Den	ung Athletes Receive an	2.7	2.7	2.4	2.4	2.1	1.2				
☐	01Student	Den	ung Athletes Receive an	2.7	2.6	2.4	2.4	2.1	1.2				
☐	01Student	Den	ung Athletes Receive an	2.7	2.6	2.4	2.4	2.1	1.2				

Clicking **View/Print/Save** will allow you to upload and then view, print, or save the documents.

To print a report of multiple students scores that can be uploaded to an Excel spreadsheet, click **Roster Report**.

To print a summary report of scores for a certain group of students, click **Performance Summary**.