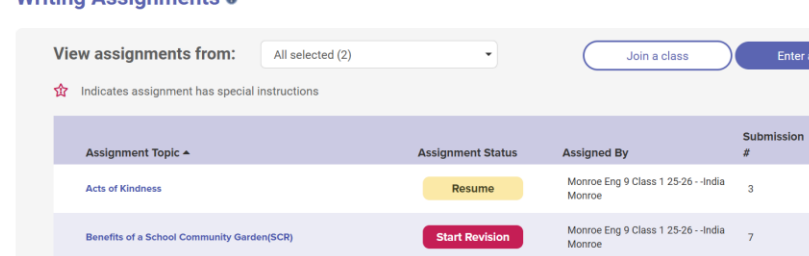
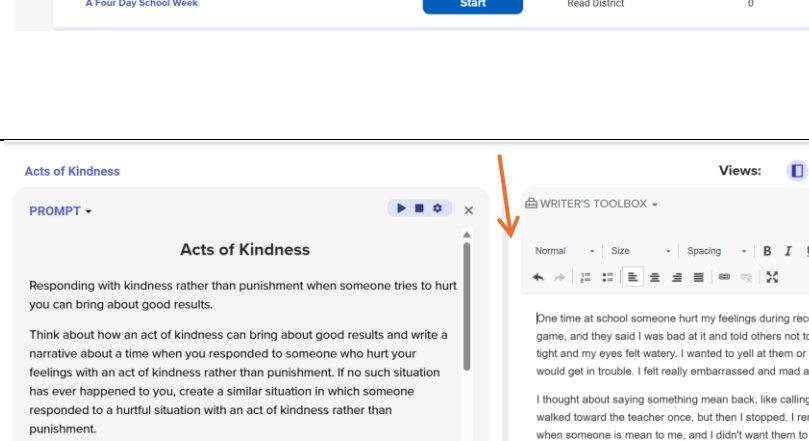
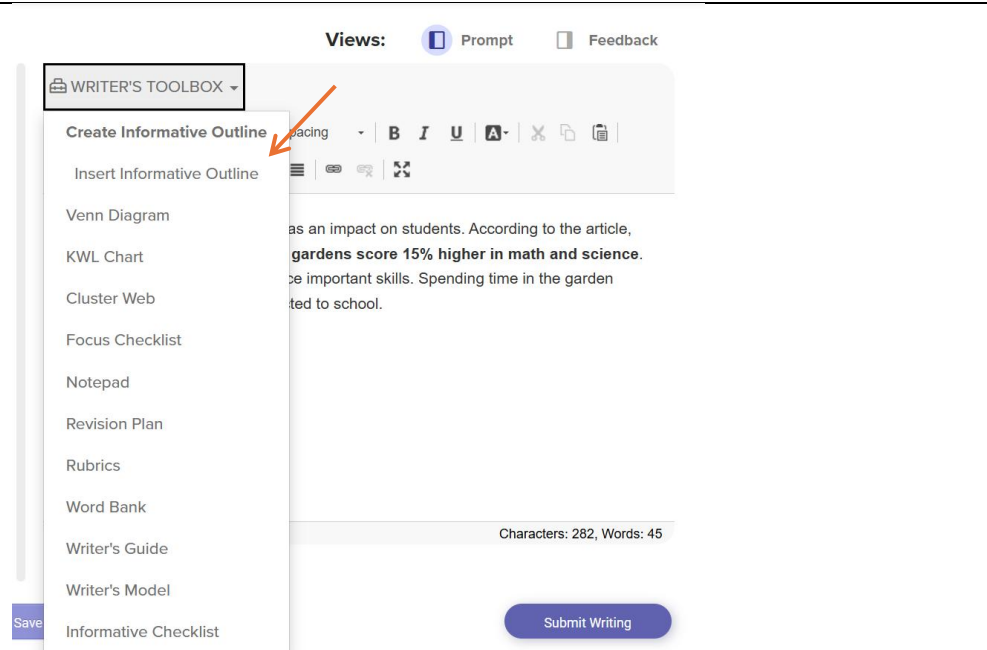




Logging in	No separate login is needed. Just go to the MY Access! icon when you are logged into a school/district computer to get to your account.
There are 3 tabs at the top of the screen: Assignments: Go here to see your writing assignments. MY Portfolio: Go here to see writing you have submitted for a score and feedback you have previously received. Resources: Go here for additional help documents.	
To begin a writing assignment, click the button next to the title of the assignment. Blue= A new writing assignment is waiting to be started. Red=You have submitted this assignment to be scored and you can revise. Yellow= You have started the writing assignment but have not submitted it yet.	
When you click a button to work on an assignment, you will be taken to the student writing space. The left side is where the writing prompt and any text sources are located. The right side is where you write your essay. You can move the bar in the center to make one side smaller or larger.	

If the Writer's Toolbox tools have been turned on, clicking on Writer's Toolbox will show tools, such as the "Loadable Outline."

To create an outline, click "Create Outline." Save any drafts you complete. When you are ready to move what you have typed in the outline to your writing space, click "Insert Outline."

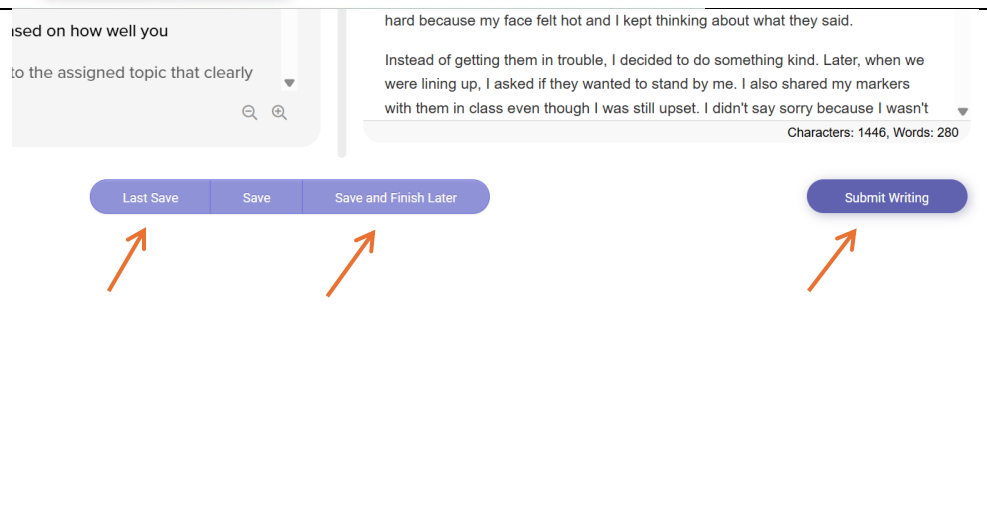


Saving your work:

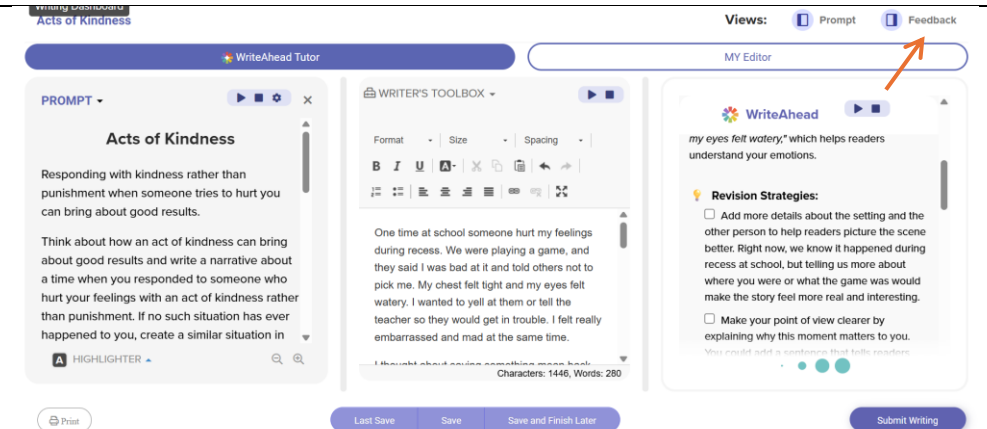
When you are finished writing for the day but you are not ready to submit your writing for a score, click "Save and Finish Later."

When you are ready to submit your writing for a score, click "Submit Writing."

If you have accidentally deleted your writing, click "Last Save" to gain access to writing that was captured during the last autosave.



If your teacher has turned on the feedback tools, once you submit your writing for a score and then click to revise it, you can view feedback to help you revise your writing by clicking on "Feedback" in the top right corner. A third window will open and you will see feedback for different parts of your essay.



Viewing writing and scores in your Portfolio:
 You will see different filters on the top of the Portfolio. Simply click “All” for each filter and make sure the date range covers the date when you submitted the writing you want to see.

When you scroll down below the filters in the Portfolio, you will see the titles of the writing assignments you have completed. When you have completed more than one submission, you will see (S1), (S2), etc. to show you which submission number you are seeing.

Writing Performance - 5 Sessions

Holistic Score			Focus & Purpose			Content & Development			Organization			Language Use			Grammar & Mechanics		
Total Pts	4pts	6pts	Total Pts	4pts	6pts	Total Pts	4pts	6pts	Total Pts	4pts	6pts	Total Pts	4pts	6pts	Total Pts	4pts	6pts
Score	n/a	2.3	Score	n/a	2.3	Score	n/a	2.1	Score	n/a	2.0	Score	n/a	2.4	Score	n/a	2.4

Essay Actions: Select

+ Date	Assignment	Status	H	F	C	O	L	G	Originality	Feedback	Revision Plan	Comments
☐ 7/13/26	Adopt a Global Language? (S1)	!	1.4	1.4	1.2	1.2	1.3	1.6				
☐ 1/14/26	Seat Belts on School Buses (S2)	✓	2.5	2.4	2.2	2.1	2.5	2.4	100%			
☐ 1/14/26	Seat Belts on School Buses (S1)	✓	2.4	2.4	2.2	2.0	2.5	2.3	100%			
☐ 1/5/26	Acts of Kindness (S2)	✓	3.2	3.2	2.8	2.8	3.7	3.5	100%			
☐ 1/5/26	Acts of Kindness (S1)	✓	2.0	2.0	1.9	1.7	2.0	2.0	100%			

Scores:
 Next to each title/submission number you will see 6 scores highlighted in different colors. The first score in blue is your overall “Holistic” score. Your teacher will explain if the assignment has been set with a 4 or 6-point rubric and what this number means. The other 5 scores show how you did in specific skill areas on the rubric.

Essay Actions: Select

+ Date	Assignment	Status	H	F	C	O	L	G
☐ 7/13/26	Adopt a Global Language? (S1)	!	1.4	1.4	1.2	1.2	1.3	1.6
☐ 1/14/26	Seat Belts on School Buses (S2)	✓	2.5	2.4	2.2	2.1	2.5	2.4
☐ 1/14/26	Seat Belts on School Buses (S1)	✓	2.4	2.4	2.2	2.0	2.5	2.3
☐ 1/5/26	Acts of Kindness (S2)	✓	3.2	3.2	2.8	2.8	3.7	3.5
☐ 1/5/26	Acts of Kindness (S1)	✓	2.0	2.0	1.9	1.7	2.0	2.0

Seeing your writing:
To view essays you have written, simply click the box next to the name/submission number of any essays you want to read. Then, look above to where it says “Essay Actions” and click on “View/Print/Save” to read, print, or save an essay.

Essay Actions:

Select

	Date	Assignment	Status	H	F	C	O	L	G
☐	7/13/26	Adopt a G		1.4	1.4	1.2	1.2	1.3	1.6
☐	1/14/26	Seat Belts		2.5	2.4	2.2	2.1	2.5	2.4
☐	1/14/26	Seat Belts		2.4	2.4	2.2	2.0	2.5	2.3
☒	1/5/26	Acts of Kindness (S2)		3.2	3.2	2.8	2.8	3.7	3.5
☐	1/5/26	Acts of Kindness (S1)		2.0	2.0	1.9	1.7	2.0	2.0