MY Access!® Home Edition
Student User Guide
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Signing In

A username and password are required to access your account.

1. Navigate to the MY Access® Home Edition login page on the Vantage Learning Web site. The address of the login page is as follows:


   a. After your tutor or parents purchase a MY Access® subscription, they will activate the account and create your initial username and password.

   b. Enter your username and password in the designated boxes and click the Login! link to access your account.

   c. If you have forgotten your password, click the Forgot Password? link. Your username and password will be emailed to you. Your tutor or parents also have access to your account information.

2. Additional Options:

   a. Is My Computer Ready? Click this link to run the system requirements check. It will help you determine whether your computer has the necessary software and related settings to use the application.

   b. Can You Help Me With ...? Click this link to contact a customer service representative.

   c. Read Our Privacy Policy Click this link to familiarize yourself with the policy that governs your use of the site.
Finding Help in MY Access!®

There are several sources to which you can turn if you need help while using the application.

1. Click the icon on the silver navigation bar on any page within the application to display specific instructions for using the features on that page.

2. Click the Resources link on the silver navigation bar to access the User Guide, Frequently Asked Questions, Technical Requirements, System Requirements Check, and a link to contact the MY Access!® technical support team.

3. At the very bottom of each page, you will also find a link to an email address which you can use to contact the MY Access!® technical support team. This email address is as follows: support@myaccesshome.com.

4. Be sure to speak with your parents or tutor about the issue you have experienced before you contact the MY Access!® technical support team.
Your Homepage

Each time you sign in to MY Access!® Home Edition, you will begin on your homepage.

There are several important features to note on this page.

1. Click any of the links on the silver navigation bar—HOME, ASSIGNMENTS, MY PROGRESS, ACTIVITIES, or RESOURCES—to jump to that part of the application.

2. The graphic Writing Dashboard shows the number of drafts you have written, your overall writing performance, and your performance on each writing trait. Your performance level can fall into one of three levels: below proficient, proficient, or advanced.

3. The MESSAGE CENTER and IN THE NEWS categories are updated from time to time with important announcements and other information.
Earning Activity Points

You earn **Activity Points** for each of the activities and writing assignments you complete in this application.

1. You can easily track the number of points you have earned. A summary of the activity points you have earned is visible on your homepage—on both the silver navigation bar and the **Writing Dashboard**.

2. **Activity Points** are earned in several different ways:
   a. Working through each writing course.
   b. Completing activities.
   c. Drafting, revising, editing, and redrafting essays frequently.

3. Different activities will allow you to earn different numbers of points. Want to earn more? Write and revise as often as you can!
4. Click on the star symbol next to your total points to display **YOUR GOAL**. The pop-up graph shows your current total and the points needed to reach the next goal your parents or tutor has set for you. It also shows the reward and deadline associated with the goal. Your parent or tutor will work with you to set goals, deadlines, and rewards.

```
YOUR GOAL
You earned 117 points toward your goal of 250 points.
Keep up the good work!

Your Award: One hour of television!
Your Deadline: 04/09/2008
```

5. Your parents or tutor will be automatically notified by email each time you attain a goal that has been set for you! Good luck!
Modifying Your Account

Your tutor or parents will enter personal information about you when they create your account for the first time.

1. You can easily update your username, password, and other personal information after you have signed in to the application. However, be sure to speak with your parents or tutor before you make any changes to your personal information!

2. Click the My Account link in the upper right-hand corner of the homepage to change your account information.
1. On the **ACCOUNT SET UP** page, you can make changes to your account information.

2. Click **Save** to update your profile or **Cancel** to return to the homepage.

3. Note, when you change your **Age Level**, you will modify some of the colors and images used in the application, but all of the functions will remain the same.
Starting a Writing Assignment

To start a writing assignment, click the **ASSIGNMENTS** link on the silver navigation bar.

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**ASSIGNMENT CENTER**

My Writing Topics
- Start a new assignment, resume an assignment in progress, or start a revision of an essay you previously submitted.

Select Writing Package:
- 📖 Ages 8-10
- ☑ Ages 11-14
- ☑ Ages 15-16
- ☐ Bonus Writing Prompts

- 🌐 My Topics

### Ages 8-10

<table>
<thead>
<tr>
<th>Topic</th>
<th>Category</th>
<th>Date Started</th>
<th>Sub. #</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Bus Trip to Anywhere</td>
<td>Narrative</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>A Day at the Zoo</td>
<td>Narrative</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Adopting a Zoo Animal</td>
<td>Persuasive</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>A Funny Thing</td>
<td>Narrative</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Ancient Civilizations</td>
<td>Informative</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>An Empty Room</td>
<td>Informative</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>An Uncomfortable Outfit</td>
<td>Narrative</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>A Trunk in the Attic</td>
<td>Narrative</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>A World Without Gravity</td>
<td>Narrative</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Designing a Toy</td>
<td>Persuasive</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Doing a Good Job</td>
<td>Informative</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Favorite Book</td>
<td>Persuasive</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Favorite Pet</td>
<td>Informative</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Going Alone</td>
<td>Persuasive</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

1. You will begin in the **ASSIGNMENT CENTER**. This is where you will start all of your writing assignments.
2. All of the writing tasks in the Assignment Center are organized into Writing Packages. The MY Access! Home Edition is preloaded with the Ages 8–10, Ages 11–14, Ages 15–18, and Bonus Writing Prompts packages.

a. You can write to any of the tasks in any of the packages, but your parent or tutor may limit your access to specific writing tasks. Be sure to ask your parent or tutor which packages you should work on.

b. Each of the Ages 8–10, Ages 11–14, and Ages 15–18 packages contains basic persuasive, narrative, and informative writing courses and writing tasks.

c. The Bonus Writing Prompts package contains sample writing tasks that are changed from time to time.

d. Other packages may be available if your parents or tutor purchased an add-on pack in addition to the basic edition.

3. The MY Topics package may or may not be available in your Assignment Center. This package consists of writing tasks your parents or tutor has personally created through the MY Topics feature in their account.

4. To begin an assignment, select a Writing Package at the top of the page. The writing tasks within that package will appear at the bottom of the page.

a. Click on the name of the topic to preview the writing task.

b. Click Start to begin a new task, Resume to continue working with a task, or Start Revision to begin revising an essay.
5. When you **Start** a new writing task, you will be prompted to choose whether you want to complete the writing course or immediately begin drafting your essay.

<table>
<thead>
<tr>
<th>Confirm Your Selection</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 1: Read the writing topic carefully before you begin.</strong></td>
</tr>
<tr>
<td>Your writing will be evaluated for its overall quality, including how well your essay addresses the topic and organizes, supports, and expresses the main ideas. Varied sentence structure, accurate word usage, and correct spelling, punctuation, and capitalization will also affect the evaluation of your writing.</td>
</tr>
<tr>
<td><strong>A Day at the Zoo</strong></td>
</tr>
<tr>
<td>Ages 8-10 - Narrative</td>
</tr>
<tr>
<td>The local zoo has asked you to take care of George, a young monkey. Write a story about the day you spent taking care of George. Before you begin to write, think about all the things you did with George. Now tell the story about the day you spent taking care of George.</td>
</tr>
<tr>
<td><strong>Step 2: Make a selection.</strong></td>
</tr>
<tr>
<td><strong>Earn Points!</strong> Complete the activities in the writing course.</td>
</tr>
<tr>
<td><img src="link" alt="Start Course" /></td>
</tr>
<tr>
<td><strong>Begin Writing!</strong> Start writing your essay or story on the student webpage.</td>
</tr>
<tr>
<td><img src="link" alt="Start Your Draft" /></td>
</tr>
</tbody>
</table>

6. Choose **Start Course** if you want to first work through a writing course designed to improve your writing. You can earn points in the course.

7. Choose **Start Your Draft** if you wish to skip the course and begin writing immediately. You can also earn points when you write your essay.
Completing a Writing Course

Each unique Writing Course provides you with useful instruction and activities to improve your writing skills. Within each package, each genre or category of writing, such as “persuasive” or “narrative,” is accompanied by a unique instructional course.

1. After you click Start Course, it will load automatically. Be sure to read the specific instructions given at different times within each course. Navigate through the course using the Back, Next, and Submit buttons located at the bottom of the page. You can also jump from section to section using the icons located at the bottom of the page.

2. To repeat the directions, click on the Guide icon when it is available at the top of the page. If an activity is printable, you may also click the Printer icon located at the top of the page.

3. You will receive activity points for all activities you complete during the course.

4. You can exit the course at any time by clicking a link on the silver navigation bar.
Using the Student Workpage

You may access the Student Workpage either directly from the Assignment Center or upon finishing a writing course. You will draft, revise, and edit your writing from this page.

1. When you first reach the page, the top window will display the Writing Topic.

Zoos frequently have programs for families and individuals to "adopt" one of their animals. The donation for adopting an animal is used for its upkeep and care. What animal would you adopt if you were given that opportunity? Why would you choose that animal? Write a well-developed essay to convince your family to adopt a particular animal at your local zoo. Include facts and details to support your selection.

2. At the bottom of the page, you will find the Writing Space. This is where you will draft your essay or story.
Tools on the Student Workpage

The tools on the Student Workpage will help you pre-write, draft, revise, and edit your writing. You will find the following tools in the top window:

1. **MY TUTOR®** is your personal writing coach. **MY TUTOR®** displays feedback throughout the writing process for each of the five writing traits: Focus, Content Development, Organization, Language Use, and Mechanics and Conventions.

   When you click the **MY TUTOR®** button, an outline of goals determined by your writing performance will be displayed. Click each goal on the left side of the screen to display detailed steps, strategies, and examples on the right side of the screen. As you continue drafting, click on the **Refresh** icon to reload the feedback.

2. **MY EDITOR™** flags possible problems in grammar, style, usage, and formatting. **MY EDITOR™** also provides detailed error descriptions, suggestions for replacement, and examples of usage. Click on the **MY EDITOR™** button to analyze your writing.
You will find the following writing tools in the bottom window:

1. **WRITER’S COURSE**: Click this button to return to a particular section of the writing course.

2. **WRITER’S TOOLBOX**: You will find many useful tools in the writer’s toolbox.
   a. The **Rubric** is the scoring guide used to evaluate the quality of your writing.
   b. The **Writer’s Models** are samples of real student writing. Essays are scored from 1–3 (below proficient), 4–5 (proficient), or 6 (advanced).
   c. The **Writer’s Guide** is an online writing reference guide.
   d. The **Word Bank** is an extensive bank of words organized into categories: adventurous adjectives, vivid verbs, quarter to fifty dollar words, etc.
   e. The **Outline** will guide you through the prewriting stage of the writing process.
   f. The **Focus Checklist** will help you control the style of your essay.
   g. The **Word Count** feature will count how many words you have typed.

3. **MY CHECKLIST** will help you to control the five writing traits (Focus, Content Development, Organization, Language Use, Mechanics and Conventions).

4. The **MY OUTLINE** button will link you to any prewriting you may have entered into a graphic organizer in the instructional course.

5. There are numerous **Style Tools** available to you to change fonts and colors, copy and paste, adjust alignment and spacing, add Web links, and more.

6. The **Thesaurus** link offers definitions, synonyms, usage examples, and a translation feature.
Your Performance Report

Immediately after you submit your essay or story for evaluation, your Performance Report will be displayed. There are several important components of this report.

1. At the top of the report, you will see the essay score (on a six-point scale) as well as a summary of the points you may have earned for completing activities within the writing course.

<table>
<thead>
<tr>
<th>My Score And Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holistic Writing Score: 1.0 / 6.0 17% Activity Points: 20</td>
</tr>
<tr>
<td>Multiple Choice Score: 0 / 4 0% Writing Points: 42</td>
</tr>
<tr>
<td>Multiple Choice Points: 0</td>
</tr>
<tr>
<td>Total Points Earned: 62</td>
</tr>
</tbody>
</table>

2. The next segment of the report is a graphic display of your performance by writing trait.
Each writing trait in the graphic display is evaluated according to the related description in the Rubric, available on the Student Workpage. Following is a summary of each trait:

a. The **Holistic Score** is your overall essay score on a six-point scale.

b. **Focus**: The extent to which the essay or story establishes and maintains a controlling idea, addresses the purpose and audience of the task, and completes the assignment.

c. **Content and Development**: The extent to which the essay develops ideas fully and creatively using specific, accurate, and relevant details.

d. **Organization**: The extent to which the essay demonstrates a unified structure and uses transitional devices.

e. **Language Style**: The extent to which the essay demonstrates an awareness of audience and purpose through effective sentence structure, sentence variety, and word choice.

f. **Conventions**: The extent to which the essay demonstrates control of the conventions of English, including paragraphing, grammar, punctuation, and spelling.

3. Your **Revision Plan** is the next segment displayed in your Performance Report.
Your revision plan consists of the **MY Tutor®** feedback which is also displayed on the student workpage. In the **Performance Report**, this feedback presents your lowest-scoring writing trait first and your strongest writing trait last.

4. The final segment of the **Performance Report** will display suggested revision activities (when appropriate) based upon your writing performance. These activities can also be accessed by clicking on the **ACTIVITIES** link on the silver navigation bar.

<table>
<thead>
<tr>
<th>Writing Trait</th>
<th>Activity Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Content &amp; Development</td>
<td>Content Revision Form A</td>
</tr>
<tr>
<td>Focus</td>
<td>Focus Revision Form A</td>
</tr>
<tr>
<td>Language Use</td>
<td>Language Use &amp; Style Revision Form A</td>
</tr>
<tr>
<td>Mechanics &amp; Conventions</td>
<td>Grammar &amp; Mechanics Form A</td>
</tr>
<tr>
<td>Organization</td>
<td>Organization Revision Form A</td>
</tr>
</tbody>
</table>

5. Click on the **View Portfolio** link to jump to the **Progress Report** page. Click the **Start Essay Revision** link to return to the student workpage to revise your essay. Click the **Publish Essay** link to publish your essay.
Using the Student Portfolio

Click on the MY PROGRESS link on the silver navigation bar to jump to your online writing portfolio. Your portfolio is divided into two sections: an Overall Progress Report and a Writing Topic Progress Report.

1. At the top of the page, begin by selecting a Writing Package. The graphic display will summarize your overall writing performance for that package.
2. At the bottom of the page, select a **Writing Topic** from within the **Writing Package**.

<table>
<thead>
<tr>
<th>Writing Topic Progress Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Writing Topic: Young Heroes</td>
</tr>
</tbody>
</table>

One Submission found.

<table>
<thead>
<tr>
<th>Title</th>
<th>Submission Date</th>
<th>Sub. #</th>
<th>View Essay</th>
<th>View My Plan</th>
<th>Publish</th>
</tr>
</thead>
<tbody>
<tr>
<td>Young Heroes</td>
<td>September 2, 2008</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The graph displayed in the bottom window will highlight your performance for each draft you have submitted to the selected writing task. NOTE: You can only select a writing topic that is part of the **Writing Package** that you selected at the top of the page. If you cannot find a particular writing topic, try selecting a different package at the top of the page.

a. Click on the **View Essay** icon to display the writing topic and your essay.

b. Click on the **View My Plan** link to return to the **Performance Report** for that draft.

c. Click on the **Publish** icon to send a copy of your essay to your family or friends.
Publishing

It is easy to Publish or share your essays when using MY Access!®.

1. Begin by selecting a style for the email.

2. Next, enter the required identifying information at the top of the screen, including the email address of the recipient, your name, and any message you would like to include with the essay.

3. Your essay will automatically be inserted into the publishing template. Click on the title of the essay in order to personalize it.

4. Click Email Essay when you are ready to deliver your essay to the recipient.

The Daily Access

Special Edition Thursday, October 23, 2008

Youg Heroes

By Demo User - Janey Miley...
Accessing Activities

Click the **ACTIVITIES** link on the silver navigation bar to access the activities that are available to you. Short instructional activities may accompany each of the **Writing Packages** linked to your account. These activities are designed to reinforce concepts taught in the instructional courses.

1. Select the **Writing Package** and **Performance Level** to view the available activities, if any.

2. Choose **START** to launch the activity. Follow the directions to complete the activity.