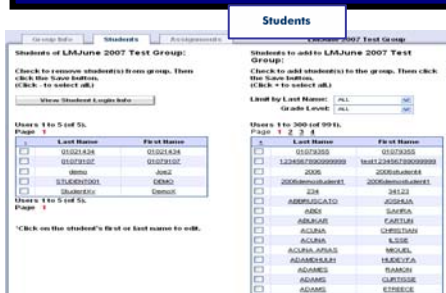


Creating a New Group



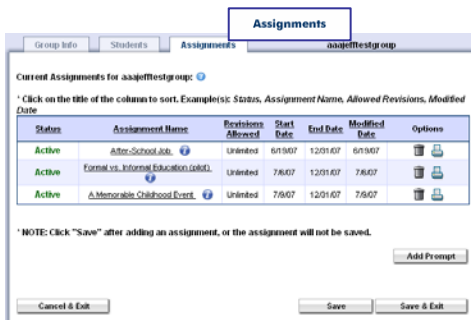
1. Select **Groups & Assignments** from the Quick Access Bar.
2. Select **Create a Group** (top of screen).
3. Enter a Group Name.
4. *Optional.* Enter a Description, Building, Room Number, Period, Grade Level, and Subject. Use the pull down menu to select the Class Type.
5. Click **Save** to save the new group.
6. The screen will reload. Tabs will appear at the top of the screen, enabling you to manage members and assignments in the new group.

Adding Students to a Group



1. The list on the **left** hand side of the screen shows the current students of your group. The list on the **right** hand side shows the students that are in your school but are not currently a part of your group.
2. Put a checkmark in the boxes next to the names of the students whom you wish to add to your group.
3. To add the students and remain on the current screen, click **Save**.
4. To add the students and return to the Student Groups screen, click **Save & Exit**.

Adding a Writing Prompt

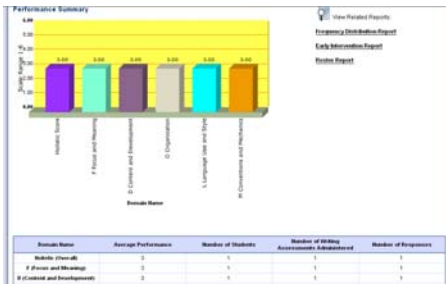


Assignment Preferences



1. From the Group Listing, Select the **Assignments** icon next to the group for which you want add a writing assignment.
2. Click **Add Prompt** to add a new writing assignment.
3. Choose the Grade Level, Prompt Type, and Prompt sets to include in your prompt search. Enter keyword(s) to further limit your search.
4. Click **Search** to pull up a list of prompts that match your search criteria.
5. To move on to the prompt customization screen, click **Select This Prompt**.
6. Review your prompt and click **Step 3** to move on
7. Use the drop-down menus to select whether the assignment will currently be Active or Inactive, Number of Revisions, Grade Limit or Track Availability, Start and End Date, and any other groups you wish to assign this prompt to. Click **Step 4** to move on
8. Choose the Score Settings and which traits you wish to display scores for, then click **Step 5** to move on
9. Choose the Feedback Level for MY Tutor, and to which domains this will apply.
10. Select the feedback language.
11. Choose whether or not MY Editor will be available to the student. If you choose to make this feature available, select the Rule Preferences.
12. Click **Step 6** to move on to the Tools and Timer options.
13. Use the checkboxes to choose which tools to include for the student in the test.
14. Choose whether you will allow a session timer during the test. If you turn the timer "On," customize the timer using the drop-down menus.
15. When you have finished customizing the assignment, click **Save and Close**.

Viewing Reports



1. Select Reports from the Quick Access Bar.
2. Select the type of report you want to produce from the list of available reports.
3. Use the pull down menus and selection lists to select the General Report Settings.
4. Optional. Customize the report further by clicking the **Advanced Report Settings** link provided.
5. Click Submit to view your report.
6. Click on any of the related report links to easily view another report.

Viewing Student Portfolios

Student Name	Title	Essay Prompt	Status	Score
1 (joe2.jones)	75047	A Healthy Society... (PS)	✓	8.0
2 (joe2.jones)	75047	A Healthy Society... (PS)	✓	8.0
3 (joe2.jones)	80547	A Healthy Society... (PS)	✓	8.0
4 (joe2.jones)	80547	A Healthy Society... (PS)	✓	8.0
5 (joe2.jones)	80547	A Healthy Society... (PS)	✓	8.0
6 (joe2.jones)	80547	A Healthy Society... (PS)	✓	8.0
7 (joe2.jones)	80547	A Healthy Society... (PS)	✓	8.0
8 (joe2.jones)	80547	A Healthy Society... (PS)	✓	8.0
9 (joe2.jones)	80547	A Healthy Society... (PS)	✓	8.0
10 (joe2.jones)	80547	A Healthy Society... (PS)	✓	8.0
11 (joe2.jones)	80547	A Healthy Society... (PS)	✓	8.0
12 (joe2.jones)	80547	A Healthy Society... (PS)	✓	8.0
13 (Demetrius)	75047	A Memorable Childhood Event... (PS)	✓	2.4

1. From the Quick Access Bar, select **Student Portfolios**.
2. Use the filters to retrieve the portfolios you would like to view, and then click **Go**.
3. The student portfolio contains the following features.
 - **View/Print/Save** to view, print, or save an essay
 - **Delete** to remove an essay from the portfolio.
 - **Generate Parent Letter** for parents to stay involved in their child's learning experience in English, Spanish, or Chinese.
 - **E-mail** one or more students with comment or feedback.
 - **Summary Report** to view a summary of selected essays.
 - **My Editor Report** to view an error report of selected essays.
 - **Send Comments** to one or more students.
 - **Edit Score** to manually change scoring.
 - View the student's **Revision Plan**.
 - **Specific Comments** to leave feedback and embed comments.
 - **Scores and Feedback** to view more info about selected essays.

Creating a Writing Prompt

1. Select **My Prompts** from the Quick Access Bar.
2. Select **Create a New Prompt** from the Prompt Management page.
3. Enter the name of the new prompt. Select the grade level, prompt category and availability.
4. Type the prompt text that will be viewed by the student.
5. If there is a passage that accompanies the prompt, enter the passage in the area provided.
6. Click **Save** to save the new writing prompt and **Final Save** to return to the Prompt Management screen.

User Search

User Name	Username	Last Name	First Name	Student ID	Groups	Options
adminuser	adminuser	Admin	Admin	1234567	View Details	View Profile
teacher1	teacher1	Teacher	Teacher	1234567	View Details	View Profile
teacher2	teacher2	Teacher	Teacher	1234567	View Details	View Profile
teacher3	teacher3	Teacher	Teacher	1234567	View Details	View Profile
teacher4	teacher4	Teacher	Teacher	1234567	View Details	View Profile
teacher5	teacher5	Teacher	Teacher	1234567	View Details	View Profile

1. Select **User Search** from the Quick Access Bar.
2. Select the Class/Group for your search.
3. *Optional.* Limit your search by first/last name and ID or username.
4. Click **Perform Search**.
5. The following options are available from the User Search screen:
 - Delete student
 - View Student portfolio
 - View student information
 - View student's group(s)