How Students and Teachers Access the Writing Portal

Writing prompts are automatically generated for every Reading selection students have read with a comprehension score of 80% or higher. Students access their writing prompts from within Writing on their Student Dashboards.

Students Access and Respond to Writing Prompts

Students access their writing prompts from the Student Dashboard by clicking the Writing tab.

Students see writing prompts for every Reading selection read with 80% or higher comprehension.

Students click on any of the writing prompts to begin, edit, or complete a response.

Once a prompt is chosen, students have access to the full selection as they complete their written response.

Students use the drop-down menu to designate their work as either a Student Draft or an assignment ready for Teacher Review.

Student Draft

A student should select the Student Draft option from the drop-down menu if he or she is still working on the writing assignment.
Teacher Review

A student should select the Teacher Review option once he or she is ready for the teacher to review the assignment and provide feedback. Once the student selects Teacher Review, the teacher is alerted via the Actions Panel of the Teacher Dashboard.

Teachers Provide Feedback

Click Actions on your Teacher Dashboard to check for writing submissions and to provide students with feedback on their writing assignments.

Writing Submission

See messages related to writing assignments the student has submitted for review.

Press the writing icon to view the writing assignment and clear the action button.

The Actions tab of the student’s file displays the most current writing submission for review, along with all archived Action notifications pertaining to the student.

Click the View writing and clear action button to provide feedback and to clear the action from your Actions Panel.
As you are viewing the student’s writing assignment, use the Comments feature to provide feedback. Based on your assessment of the writing, you can use the drop-down menu to mark the assignment as a Student Draft that the student can continue to modify, or as Completed.

**Student Draft**

Selecting Student Draft in the drop-down menu indicates that you have provided feedback and that changes need to be made to the assignment. The student will be notified of this on the Student Dashboard.

**Completed**

Selecting Completed in the drop-down menu indicates that the assignment is in its final form. At this point, you could provide the student a grade based on the Reading Plus Rubric for Grading Writing.

Once you have denoted an assignment as Completed, the student will see the assignment at the bottom of his or her completed list of writing prompts within the Writing section of the Student Dashboard. A green circle will appear to the left of the writing prompt, and the student will see the date the assignment was designated as Completed by the teacher.