



Student Quickstart Guide: Grades 6–12

Version 2

myWriteSmart Quickstart Guide

Content Page

Introduction



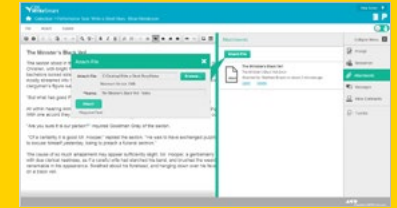
Activity Screen



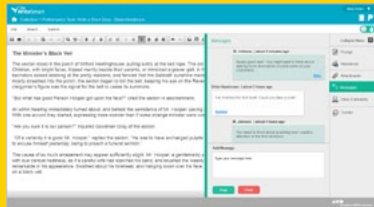
Writing and Editing Toolbar



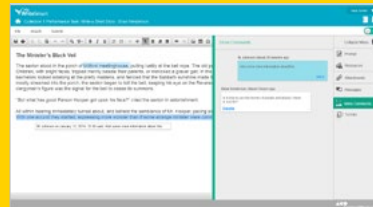
Attachments



Messages



Inline Comments



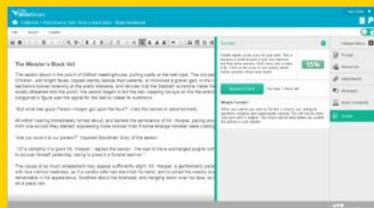
Group Activities



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Current Activities

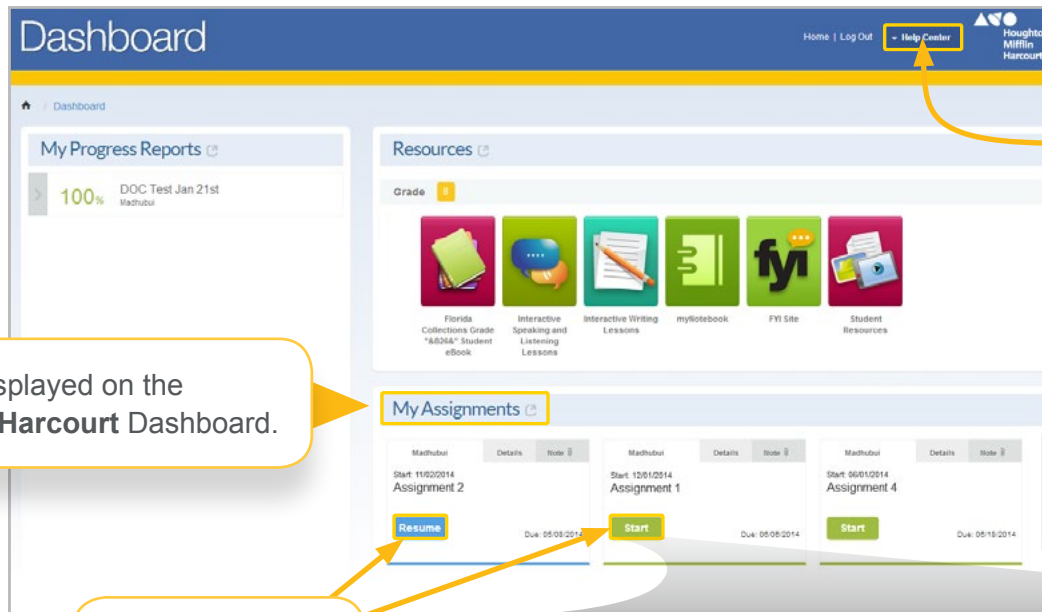


Completed Activities



myWriteSmart Quickstart Guide

Introduction myWriteSmart will help you to develop your writing skills as you work through the **Collections** program.



Activities will be displayed on the Houghton Mifflin Harcourt Dashboard.

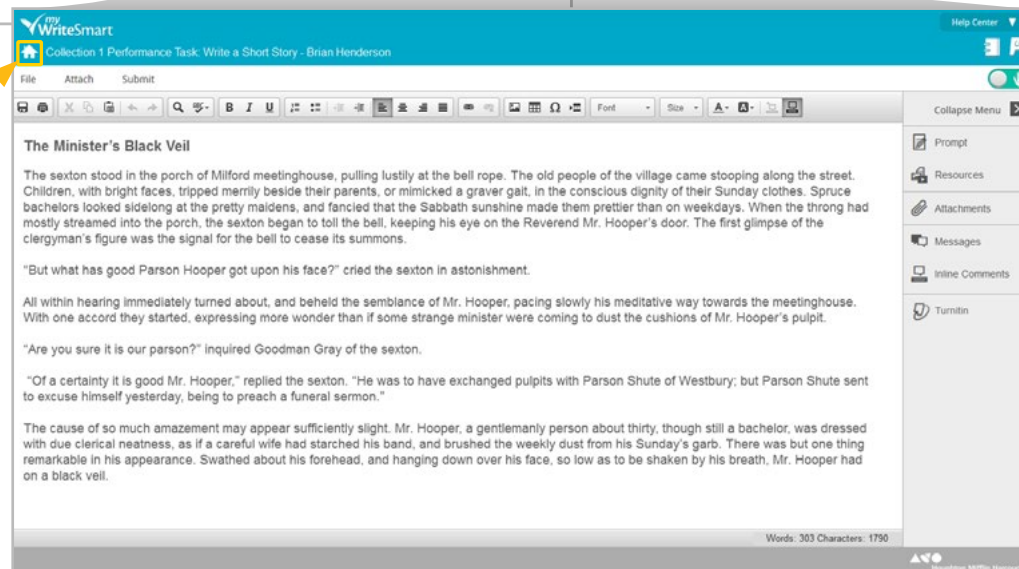
Opens an activity.

Note

Check out the **Help Center** to find out more about the Houghton Mifflin Harcourt Dashboard.

Did you know?

You can also open activities from the myWriteSmart Current Activities screen.



myWriteSmart Quickstart Guide

Activity Screen This screen provides you with all the information and tools that you will need to complete the activity.

Opens the Current Activities or Completed Activities screens.

Submit the activity to your teacher. This will include files that have been attached.

Ask your teacher for help before submitting the activity. Remember to first add a message to say what help you need.

You can **Save**, **Print**, and **Export** from the **File** menu.

Writing and Editing Toolbar

The **Prompt** explains what you need to do.

The **Resources** will help you complete the activity.

A count of the number of words and characters you have typed.

The screenshot shows the myWriteSmart interface. At the top, the header includes the myWriteSmart logo, the collection name 'Collection 1 Performance Task: Write a Short Story - Brian Henderson', and a 'Help Center' link. Below the header is a menu bar with 'File', 'Attach', and 'Submit'. A 'Writing and Editing Toolbar' is located below the menu bar, containing various icons for text formatting and editing. The main content area displays a short story titled 'The Minister's Black Veil' by Nathaniel Hawthorne. On the right side, there is a 'Collapse Menu' with a list of items: 'Prompt', 'Resources', 'Attachments', 'Messages', 'Inline Comments', and 'Turnitin'. At the bottom right, a status bar shows 'Words: 303 Characters: 1790'.

myWriteSmart

Collection 1 Performance Task: Write a Short Story - Brian Henderson

Help Center

File Attach Submit

Writing and Editing Toolbar

The **Prompt** explains what you need to do.

The **Resources** will help you complete the activity.

A count of the number of words and characters you have typed.

Words: 303 Characters: 1790

Houghton Mifflin Harcourt

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Writing and Editing Toolbar Use these tools to style and format your work.



Save



Print



Use the keyboard shortcut (Ctrl+X or Cmd+X) to cut selected text so that you can move it to another place.



Use the keyboard shortcut (Ctrl+C or Cmd+C) to copy selected text to another place.



Use the keyboard shortcut (Ctrl+V or Cmd+V) to paste selected text to the current pointer position.



Undo the last action and redo the action that has just been undone.



Find or replace text.



Check your spelling as you type.



Make the selected text bold, italicize or underline the selected text.



Insert or remove a numbered list.



Insert or remove a bulleted list.



Increase or decrease the indent level of the paragraph.



Align the text to the left, center, or right. Justify to the left and right margins.



Link or remove a link to a web page or to another document.



Insert a picture.



Insert a table.



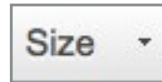
Insert a special character.



Insert a page break for printing.



Change the font face.



Change the font size.



Change the font color.



Highlight the selected text.



Add an inline comment.



Show or hide inline comments.



myWriteSmart Quickstart Guide

Attachments You can attach files to the activity, in addition to or instead of text entered into the online editor.

1 Open the **Attach File** window.

2 Browse your computer for the file you want to attach.

3 Enter a meaningful file name. This will be displayed in your **Portfolio** if the item is published.

4 Click to attach the file.

Opens the file.

Deletes the file.

?

Note

- You can attach a file with a maximum size of five megabytes.
- A bar will be displayed to show you the progress of the upload.
- A message will appear if a file type is not supported.
- You can attach up to 20 files.

The screenshot shows the myWriteSmart interface. At the top, there's a blue header with the myWriteSmart logo and a navigation bar with 'File', 'Attach', and 'Submit' buttons. Below the header, there's a toolbar with various icons. The main content area shows a text editor with the title 'The Minister's Black Veil' and some text. An 'Attach File' window is open, showing a file selection dialog. The file name is 'The Minister's Black Veil - Notes'. The 'Attach' button is highlighted. To the right, there's an 'Attachments' list showing the attached file 'The Minister's Black Veil.docx' with 'Open' and 'Delete' links. A sidebar on the right contains a 'Collapse Menu' and a list of items: 'Prompt', 'Resources', 'Attachments', 'Messages', 'Inline Comments', and 'Turnitin'.

myWriteSmart Quickstart Guide

Messages Messages are a way for you, other students and your teacher to communicate.

The screenshot shows the myWriteSmart interface. On the left, a writing task titled "The Minister's Black Veil" is displayed. On the right, a "Messages" sidebar is visible. The sidebar shows a list of messages from M. Johnson and Brian Henderson. A "Collapse Menu" is on the right side of the sidebar. A "Messages" button with a notification icon is highlighted. A "Note" box at the bottom right provides additional information about message display.

Messages

M. Johnson | about 2 minutes ago

Really good start. You might want to think about adding more description around some of your characters. [New](#)

Brian Henderson | about 2 hours ago

I've finished the first draft. Could you take a look? [Delete](#)

M. Johnson | about 4 hours ago

You need to think about grabbing your readers attention in the first sentence.

Add Message

Type your message here

[Post](#) [Clear](#)

Note

- Messages from you will be displayed on the left.
- Messages from your teacher will be displayed on the right and will be highlighted.
- Messages from other students will be displayed on the right.

Callouts:

- Delete a message *after* it has been posted.
- You can only delete your own messages.
- Type your message and then post it.
- Delete a message *before* it has been posted.
- The number of new unread messages.


myWriteSmart Quickstart Guide


Inline Comments Inline comments are a way for you and your teacher to add comments in line with the text.

To view a comment, move the pointer over the highlighted text or open the inline comments panel.

If you quickly want to find a comment in the text, open the panel and click on a comment to see it highlighted in the text.

The screenshot shows the myWriteSmart interface. The top navigation bar includes the myWriteSmart logo, a home icon, and the text 'Collection 1 Performance Task: Write a Short Story - Brian Henderson'. Below this is a toolbar with icons for File, Attach, Submit, and various editing tools. The main text area displays the story 'The Minister's Black Veil'. A comment by M. Johnson is visible, highlighting the text 'Milford meetinghouse'. A comment by Brian Henderson is also visible, highlighting the text 'With one accord they started, expressing more wonder than if some strange minister were coming'. The right sidebar shows a 'Collapse Menu' with options for Prompt, Resources, Attachments, Messages, and Inline Comments. The 'Inline Comments' section shows 1 new comment. The 'Turnitin' logo is at the bottom right.

To add a comment, highlight the text with the pointer and then click .

To hide comments, click . Click it again to view them.

You can only delete your own comments.

The number of new unread comments.

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Group Activities You will need to work with other students to complete a group activity.

The name in the blue banner will show you whose work you are looking at.

- Anyone in the group can submit or re-submit the activity.
- When the activity has been submitted, it can't be changed by anyone in the group.

- To look at the work of another student in your group, select a name on the drop-down list.
- To return to your own work, select your name on the drop-down list.

You can add and view messages on another student's work.

- You can view and open files that other students have attached.
- You can't delete a file that another student has attached.
- You can't attach a file to another student's work.

Note

- You cannot change the work of another student.
- You can only leave a message for another student if your teacher has turned on your permission.

myWriteSmart Quickstart Guide

Peer Review This feature lets you and other students in your class comment on each other's work.

The name in the blue banner will show you whose work you are looking at.

- To look at the work of another student, select a name on the drop-down list.
- To return to your own work, select your name on the drop-down list.

- You can add and view messages on another student's work.
- You can only add messages if your teacher has turned on your permission.

Note

- You can review another student's work only when the activity is in progress or declined.
- You can still work on the activity while other students are reviewing your work.
- You cannot change the work of another student.
- Peer review may not be on for every activity. Your teacher controls this.

myWriteSmart

Collection 1 Performance Task: Write a Short Story - Brian Henderson

File Attach Peer Review Submit

Brian Henderson

The Minister

Jimmy Nolan

Elizabeth White

The sexton stood in the porch of Milford meetinghouse, pulling lustily at the bell rope. The old people of the village came stooping along the street. Children, with bright faces, tripped merrily beside their parents, or mimicked a graver sexton began to toll the bell, keeping his eye on the bell to cease its summons.

"Got upon his face?" cried the sexton in astonishment.

"About, and beheld the semblance of Mr. Hooper, pacing slowly his meditative way towards the meetinghouse, passing more wonder than if some strange minister were coming to dust the cushions of Mr. Hooper's pulpit.

"Are you sure it is our parson?" inquired Goodman Gray of the sexton.

"Of a certainty it is good Mr. Hooper," replied the sexton. "He was to have exchanged pulpits with Parson Shute of Westbury; but Parson Shute sent to excuse him yesterday, being to preach a funeral sermon."

The cause of the minister's absence was not remarkable in his life, for he had been on a black veil.

Words: 303 Characters: 1790

Houghton Mifflin Harcourt

myWriteSmart Quickstart Guide

Turnitin **Turnitin** lets you check your work for quotation mistakes and incorrect copying.

The technical information you will need if you have any problems with **Turnitin**.

You can request a check while an activity is in progress.

You can click the score to see the full **Turnitin** report.

Turnitin

Turnitin reports a low score for your work. This is because a small amount of your text matches text from other sources. Don't worry, this is easy to fix. Click on the score to see exactly where similar sections of text were found.

15%

Request A Check You have 1 check left.

What is Turnitin?

When you submit your work to Turnitin, it checks your writing for quotation mistakes and inappropriate copying. This will help to make sure your work is original. This check can be done before you submit the activity to your teacher.

Did you know?

The score is color-coded:

Blue	- 0%
Green	- 1-24%
Yellow	- 25-49%
Orange	- 50-74%
Red	- 75-100%

The higher the score the more problems the check has found.

Note

- **Turnitin** may not be on for every activity. Your teacher controls this.
- If **Peer Review** is on, you cannot do a check on another student's work.

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Current Activities The **Current Activities** screen displays all the assigned myWriteSmart activities that you need to complete.

The screenshot shows the myWriteSmart interface. At the top is a blue header with the myWriteSmart logo, a home icon, and a 'Help Center' link. Below the header is a 'Current Activities' dropdown menu. The main area displays a grid of activity tiles. Each tile includes a title (e.g., 'Collection 1 Performance Task: Write an Argument'), an assignment name, activity type (Group or Individual), status (Not Started, In Progress, etc.), and a due date. Some tiles have icons for comments or messages. On the right side, there is a 'Collapse Menu' button and a 'Portfolio' icon. Callouts provide additional information: 'Tiles display information about the activity.' points to a tile; 'Activities are listed in the order that they are due.' points to the due date; 'New unread inline comments or messages.' points to a comment icon; 'Opens your Notebook. This is where you can record information about an activity.' points to the Notebook icon; 'Opens your Portfolio.' points to the Portfolio icon; 'To open an activity, click anywhere on the tile.' points to a tile; and 'Your teacher has responded to your request for help.' points to a response icon.

Opens your **Notebook**. This is where you can record information about an activity.

Opens your **Portfolio**.

Tiles display information about the activity.

Activities are listed in the order that they are due.

New unread inline comments or messages.

To open an activity, click anywhere on the tile.

Your teacher has responded to your request for help.

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Completed Activities When your teacher accepts an activity, it will be removed from [Current Activities](#) and displayed on this screen.

The screenshot shows the 'Completed Activities' section of the myWriteSmart interface. It features a grid of activity tiles. Each tile has a green header with the activity title, a white body with the assignment name and type, and a white footer with the completion date and icons. Callouts provide additional information about the tiles and icons.

Completed Activities

Performance Task: After the Hurricane/Watcher	Performance Task: My Wonder Horse	Performance Task: A Night to Remember
Assignment 4	Assignment 1	Assignment 1
Individual Activity	Group Activity	Individual Activity
Date Completed: Nov. 2013 19	Date Completed: Nov. 2013 15	Date Completed: Nov. 2013 02

Callouts:

- Tiles display information about the activity.
- Click anywhere on the tile to open the activity.
- Activities are listed in the order that they were completed.
- This activity has been added to your **Portfolio**.
- Adds the activity to your **Portfolio**.
- New unread messages.

Note:

- If you publish an activity with files attached, each attached file will be displayed as a separate item in your **Portfolio**.
- To find out more, check out the **Portfolio** Quickstart Guide.

Right Sidebar:

- Help Center
- Collapse Menu
- Resources

Footer:

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