



Getting Started Guide - Student Edition

Account Access and Login

1. Visit <https://mitutor.net> to sign in.
2. Enter your **User Name** and **Password**.

Managing Your Account

Account Options

On the upper right side of pages in MI Tutor, you'll see a circle with your initials. Click it to display a drop-down menu with options.

Your username is shown at the top of the menu list.

Click **My Account** to update your account information.

- To change your avatar image, drag and drop or select an image from your computer to upload.
- To change your password, enter your current password and a new password. Enter your new password again to confirm it.
- Click **Save** to save your changes.

Click **Sign Out** to log out of your account

Accessibility Options

In the upper right corner of the page is a **gear** icon. Click the gear to display a drop-down menu of **Accessibility options**.

- In the upper row, click **a letter** to change the Font Size.
- Click **a display option** for Color Contrast or Tint Overlay.
- Click the **Line Reader** icon to highlight single lines of text.
- To reset the page, click the **gear** icon and then click the **arrows** icon.

Help Center

The **MI Tutor Support Center** provides information on how to use the program features and tools.

Click **Support Center** at the bottom of the page. Then click your role, "**I'm a Student.**"

Across the top of the page is a horizontal row of tabs for Help topics. Click a tab and then click a section title to display step-by-step instructions for each sub-topic.

Notifications

Click the bell icon to see notifications. Notifications include when an instructor leaves you a message on your essay, another student completes a peer review form for you, or an essay due date is approaching.

Home Tab

The **Home** tab will show **Assigned Lessons**, **Writing History**, and **Peer Reviews**.

The **Assigned Lessons** table displays the lessons your instructor has assigned to you, if any.

- Information in the Assigned Lessons table shows the **Date** a lesson was assigned, the **Lesson Title**, **Time** spent in lesson, and **Date Completed**.

The **Writing History** table displays essays you have written.

- Information in the Writing History table shows the **Date** an essay draft was written, the **Due Date**, if assigned, the **Prompt** name, the **Stage** or draft number, the **Status** of the draft, the peer **Reviewed** status, and links to any **Messages** from your instructor.
- You can sort the table by prompt.

The **Peer Reviews** table displays **Pending** and **Completed** reviews.

- Click on the prompt title of a Pending review to complete your review of an essay written by a member of your peer review group.
- Click on the prompt title of a Completed review to display a review completed by a member of your peer review group for an essay you have written.

Lessons Tab

The **Assigned Lessons** section is where you can view lessons your instructor has assigned for you to complete. Click the **+** sign to view any assigned lessons. The lesson description will be displayed, as well as the approximate time to complete the lesson and the difficulty level.

Under **Lessons**, you can view all available lessons.

- You can filter the lessons by **Category**. There are lessons for each of the six traits of writing as well as grammar and passage exercises.
- Lessons can also be filtered by **Difficulty Level**.
- For each lesson, the approximate amount of time it will take to complete the lesson is displayed, as well as the difficulty level.

Practice Tab

Clicking the **Practice** tab brings up the **Practice Writing** page. Prompts assigned by your instructor are listed first, followed by additional prompts available for writing practice.

Selecting a Prompt

To select a prompt, click on the **prompt name**. You will see the prompt details and stimulus material, if any.

Completing a Graphic Organizer

To complete a graphic organizer, click **Prewriting**.

- Select a graphic organizer to complete.
- Once your graphic organizer is filled out and you are ready to begin writing your essay, click **Next**. If you want to save your graphic organizer and write your essay later click **Save and Quit**.

Writing Your Essay

To begin writing your essay without a graphic organizer click **Begin Writing** after you have selected a prompt.

- Give your essay a title and begin writing in the available text box.
- A text box is available to cite your sources.
- Click **Save and Quit** to save your essay and continue writing later.
- Click **Submit** to submit your essay draft for scoring. A **Score Report** will be displayed.

Interpreting Your Score Report

1. On your Score Report, inline spelling and grammar feedback is provided in the body of the essay. The feedback is delineated by letters and colors.
 - Click on a red “**S**” to display a suggestion for correct spelling.
 - Click on a green “**G**” to display a suggestion for how a grammar error might be corrected.
 - If your instructor has provided feedback on your essay, click on the speech bubble icon in yellow highlight. Your instructor’s comment will display.
 - Click on the **X** to exit the messages in the comment boxes.
2. Options are displayed to the right of the essay text.
 - All essay drafts are listed under Submissions. Click a **draft number** to display the score report for that draft.
 - Click **Revise** to return to your essay to make revisions.
 - Click **Finalize** when you have finished making revisions.
 - Click **Request** to request peer review of the essay draft by members of your peer review group.
3. In the **Scores** area, your scores are displayed based on the PEG Scoring Rubric.
 - The total score is based on a total possible score of 30 points.
 - The graph displays your scores up to five possible points for each of the six traits of writing.
4. In the **Writing Analysis**, the score for each trait is shown, as well as **Evaluation** questions to help you reflect on ways to improve your essay. You may receive specific **Feedback** with suggestions for revision, and **Lessons** will be recommended based on score.

Revising an Essay

Click **Revise** on your score report to continue revising your essay.

- Click the **Displaying** drop-down at the top left-side of the page to filter what is displayed on the left-side of the page, – your **Graphic Organizer** (if any), **Previous Draft**, or **Writing Analysis**.
- Make changes to the essay in the text box and citation field, as desired.
- Click **Save and Quit** to return later to further revise the new draft, or click **Submit** to submit the revised draft for scoring.
- A new **Score Report** will be displayed, and the updated draft will be listed first in the **Submissions** list.

You can continue to revise and submit essay drafts for scoring until you are ready to finish your essay.

Records Tab

On the **Records** tab, you can view a variety of reports.

Performance Report

The **Performance** report allows you to track essay scores by trait and total score and by writing genre.

- To view your **Score Report** for a particular prompt, click the **date** in the chart or table.

Prompts Report

The **Prompt Analysis** report displays the number of draft submissions for each writing prompt to which you have responded, as well as trait scores and total scores for your most recent draft for each prompt.

Usage Report

The **Usage Summary** report displays the total number of essays and draft submissions, the average number of drafts submitted per essay, the number of peer reviews you have given and received, and lesson usage.

The **Essays** report shows the date an essay was written, the prompt name, and number of drafts.

- Click a **date** to display the essay Score Report.

The **Peer Reviews** report shows the date and prompt name for peer reviews you have given and received. For peer reviews given, the name of the essay's author is displayed, and for peer reviews received, the reviewer's name is displayed.

The **Lesson Usage Summary** shows the date a lesson was accessed, the category, and the amount of time spent on the lesson.

- Click a **Category** to display the amount of time spent on each lesson in the category.

To export and print any of the reports, click the **Download** button.

- The report can be filtered and formatted as you choose, prior to printing.

Support

For additional instructions and information in the **MI Tutor Support Center**, click **Help Center** at the bottom of the page.

- The MI Tutor help desk number is listed as well as the email support link.
- Select **I'm a Student**.
- Across the top of the page is a horizontal row of links to Help sections.

To contact the MI Support team, click the **question mark icon** at the top of the page, fill out the required information and click **Send**.