**Directions for Uploading to the Holt Online Essay Scoring Tool**

1. Save your file as Writing Pretest Revised to your SharePoint site, a jump drive, or your H drive (**H drive is a last resort**).
2. Make sure you have a ***SAVED*** copy of your essay open in a Microsoft Word document. You should have reread it before you start this. You will leave it open on your desktop throughout this process.
3. Use your online textbook username and password to access the my.hrw.com site.
4. If light yellow ribbons pop up along the bottom, you must choose to “Always allow pop-ups.”
5. Click on the ***HOLT ONLINE ESSAY SCORING*** option from the list next to the textbook icon.
6. Click the ***NEXT*** button.
7. If prompted to choose a class, please make the appropriate selection.
8. Select ***EXPOSITORY*** from the list unless you selected #4. Then select **NARRATIVE**.
9. Select the prompt you selected from the prompt sheet. This may be different from person to person because you were able to select one out of four possible prompts.
10. Go back to your essay (which should be a Word document minimized at the bottom tool bar). Highlight the entire essay. Right click and select ***COPY***.
11. Toggle over to the Online Essay Scoring page. Right click inside the white space and select ***PASTE***.
12. Read your essay very carefully one last time.
13. Indent your paragraphs as the formatting may have been removed when you copied the essay into the online scoring tool.
14. Select ***GET YOUR SCORE***. If your feedback says your essay could not be scored, that means you did not write on the given topic well enough for the program to score your essay. You will need to go back and revise and edit your work and try again.
15. Now you are going to copy and paste the feedback from the scoring tool onto your essay.
    1. First you need to click on ***ANALYTIC FEEDBACK.***
    2. Highlight all of that information. Right click and select ***COPY***.
    3. Back to the Word document—go to the bottom of the other feedback. Right click and select ***PASTE***.
    4. ***SAVE*** your document again.
    5. Read over your feedback and decide how you want to proceed. If you want to continue working on the essay to make it better, then do so. If not, then –
       1. Complete #2 on the back of the GOLD sheet. Make sure your reflection is completely filled out.
       2. Put your name on the front of the sheet.
       3. PRINT off a copy of the essay (Try to get it down to no more than 2 pages).
       4. Staple the gold sheet to the new copy.
       5. Turn in to the basket.