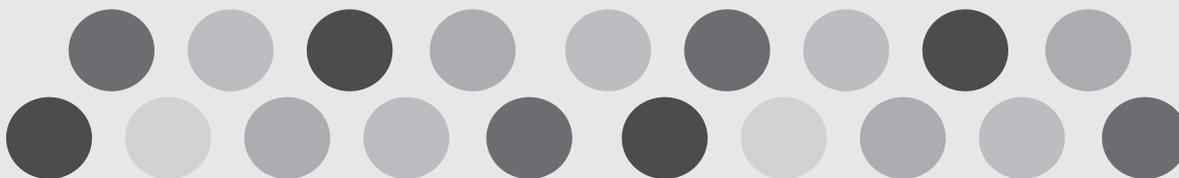


Train-In-30!



CO:Writer[®] 7

Think IT! Try IT! Choose IT!



What's Inside ● ● ● ●

Professional Development Best Practices

Co:Writer 7 Train-in-30 Tutorial

How to Be Successful in 30 Days!

www.inmatesearch.mobi

● ● ● ● Professional Development

Successful training and implementation hinges on one's ability to understand "what and who" the technology is for and then how to use it.

Building Awareness and Conceptual Understanding

- Summarize corresponding initiatives and provide the rationale behind your organization's desire for participants to learn to use the tool.
- Require that participants view the **Co:Writer 7** Product Demo prior to any training. www.donjohnston.com/product_demo

Skill Acquisition

- Make sure the product is installed and easily accessible prior to any training. Participants must be able to go back and practice following their new learning.
- Stick to the tutorial by teaching only three new things – providing too much information at once is ineffective and unproductive.

Skill Application

- Set clear expectations and timelines related to putting new knowledge into practice. (examples: sharing with peers, using with students)
- Provide tangible implementation tools that not only promote thought and planning, but also require "answers" or results – homework!
- Set aside time to share successes and failures. Everyone will benefit from shared knowledge and group brainstorming.
- Recognize leaders and those being successful – use them to push the training out to the next level of participants.

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Tech Support: www.donjohnston.com/support

Think IT! Try IT! Choose IT!

Co:Writer 7 is a word prediction program that helps students write with proper grammar and spelling. It works in conjunction with any word processor, web browser, or other application that accepts text.

LAUNCH Microsoft Word (or other word processor)

Windows: Start menu and/or Shortcut on Desktop

Macintosh: Dock and/or Alias on Desktop

SELECT one of these experiences:

For Learning Disabilities

1. Write two sentences on the American Civil War. But you can't use the words north, south or war; and, you can't type the letters R, L or S.
2. Acknowledge that this illustrates the difficult experience some students face every day.
3. Introduce assistive technology.

For Physical Disabilities

1. Write the following sentences. But use just one finger — the last finger on your left hand.

**Writing and spelling can be slow and tedious if you have a disability.
This is how many students experience writing.**

2. Acknowledge that this illustrates the difficult experience some students face every day.
3. Introduce assistive technology.

For Autism

1. Write this sentence. But after you write each word, stand up, turn around, sit down again and then type the next word.

The cell is the basic unit of structure and function in all organisms.

2. Acknowledge that this illustrates the difficult experience some students with autism face everyday.
3. Introduce assistive technology.

LAUNCH Co:Writer

Windows: Start menu and/or Shortcut on Desktop

Macintosh: Dock and/or Alias on Desktop



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THINK of the sentence:

I like to imagine that I can really express what's on my mind.

In order to fully see how **Co:Writer** predicts, use just one finger to type the following exercises.

Try IT!

TRY typing the first letters of the word

1. Point and click to your word processor.
2. Type the first letter(s) of the first word(s) you want to type.
3. See **Co:Writer** make word predictions.
4. Ctrl key + Down arrow  speaks and scans words or point with mouse to hear words.



Tech Tip:

- Mac users wherever you see the Ctrl key referenced, Mac uses the Cmd key.
- If you don't see the predicted word type the next letter(s) in the word and watch for it to be predicted. Or press the Ctrl + right arrow key  to get MORE GUESSES.

Instruction

- ✓ Helps writers construct sentences that match their thinking.
- ✓ **Co:Writer** knows where you are in the sentence so that:
 - ✓ The first word in the sentence is automatically capitalized.
 - ✓ Each predicted word is a “grammar fit” – all words are grammatically correct.

Choose IT!

POINT AND CLICK to choose the words you want

1. When you see the predicted word you want, point to the word and click. The word goes into the sentence.
2. Take a minute to finish the sentence.
3. At the end of the sentence, type a period. **Co:Writer** repeats the sentence written for review. And it inserts a space after the period so it is ready for the next sentence.

Instruction

- ✓ Point to each word to hear it before choosing the word. This helps writers who may have trouble recognizing the words.
- ✓ **Co:Writer** automatically puts a space after each word in the sentence, saving keystrokes.
- ✓ Whenever you select a word, the word predictions change to the next words that could go in the sentence.

Tech Tip:

An option is to use the number to select the predicted word. This is a good method for writers who are better with the keyboard than the mouse.



Let's do it, again!

Think IT!

1. Think of this sentence:

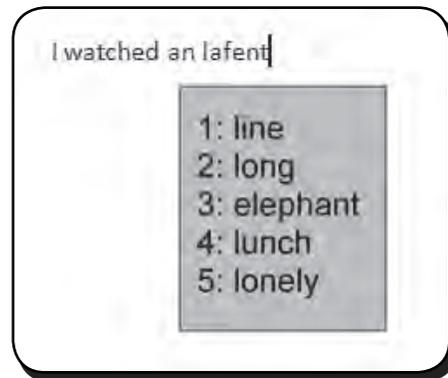
I watched an elephant and giraffe roller-skate down the street.

Try IT!

EXPLORE FlexSpell

Sometimes, writers are not sure how to spell the words they want to use. Typically, they just won't use those words, favoring words they can spell. With **Co:Writer**, they can use whatever spelling skills they have.

1. Type your sentence but STOP before you type *elephant*.
2. Type the word elephant as an inventive speller, (e.g., lafent)
3. Look at the word predictions. The word *elephant* should be there. **Co:Writer** tries to match your inventive spellings to offer the word you want.



Choose IT!

CONTINUE sentence

1. Select *elephant*.
2. Continue sentence and stop before *giraffe*.
3. Type *jerf*
4. Select *giraffe*.
5. End the sentence with a period.

Tech Tip:

If the inventive spelling you used doesn't get you the word you want, try another letter combination. Often, we tell students to either try a different vowel or add a vowel.

REVIEW the Sentence with Speech

When you type a period, **Co:Writer** speaks the entire sentence. You can also hear the sentence again, any time.

1. Highlight the sentence with the mouse (click and drag your mouse over the sentence) or with any method you choose.
2. Point to the **Commands** button  in the upper right corner.

Note: Controls are only visible when the mouse hovers over the prediction window.

3. Press your mouse button to see the menu.
4. The first item is **Speak**. Select that with your mouse.
5. **Co:Writer** speaks the sentence.



 **Tech Tip:**

 Here is a keyboard shortcut to speak the sentence: highlight the sentence and press the tilde key .

One-key access to speech helps users with limited fine motor skills.

 **Instruction**

✓ Writers can listen to their sentence as many times as they want to be sure it is what they want to express.

ADD A WORD to the Sentence

You can edit the sentence by adding words with **Co:Writer**. Add the word *busy* before *street*.

1. Place cursor before *street*.
2. Type letters to get *busy*.
3. When *busy* is displayed, choose it.
4. It is inserted right into the sentence with appropriate spacing.



Let's do it, again!

Think IT!

THINK about a specific topic

Think of a sentence about science and Albert Einstein. This topic is appropriate for older writers.

Example: **Albert Einstein thought about gravity in space.**

Try IT!

TOPIC DICTIONARY

Use a **Co:Writer Topic Dictionary** to get appropriate words faster.

1. Click the **Preference** button , in the bottom right corner.
2. Be sure the **Topics** tab is forward. If not, click the **Topics** tab.
3. Check "Albert Einstein" under **Recent Topics**.
4. Click the **Preference** button , in the bottom right corner to return to your writing.



Tech Tip:

More Topics...

If Albert Einstein is not among the **Recent Topics**, click **More Topics**. You see more than 300 **Topic Dictionaries** that span the entire curriculum. Categories are on the left, **Topic Dictionaries** are on the right. Place a check in the box in front of the topic you want.

Click .



Instruction

- ✓ **Topic Dictionaries** contain words, names, places or phrases typically associated with the topic. They help writers get the words they need more quickly.
- ✓ The words in **Topic Dictionaries** prompt thinking on the topic.
- ✓ More than 300 **Topic Dictionaries** are available.

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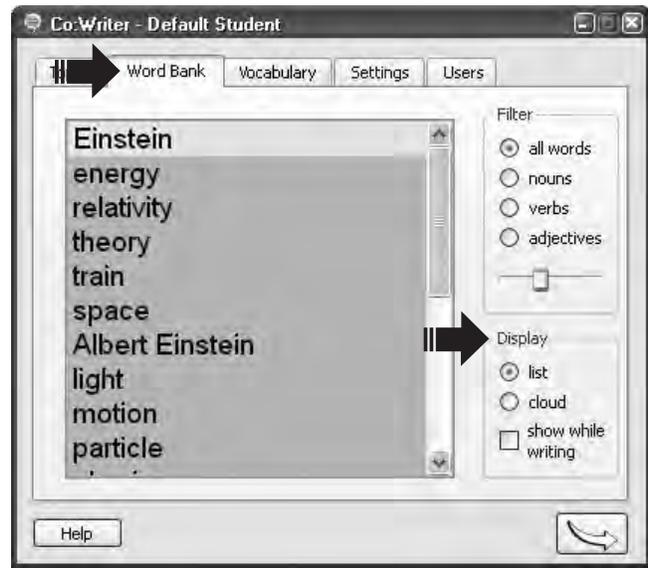
THINK about writers that need more support

Even with **Topics Dictionaries**, sometimes writers can't think of the words they need. Or, the words they want to use may not be in the dictionaries they are using. Here are some solutions for more support.

EXPLORE Word Bank

You can show key words and terms in the **Word Bank** during composition.

1. Click the **Preference** button , in the bottom right corner.
2. Click the **Word Bank** tab to bring it forward.
3. You see the top words in the **Topic Dictionary**.
4. In the **Display** settings in the lower right, select **list** to see the words in a straight list.
5. Select **cloud** to see the words in different sizes, the larger words being the most used.
6. Check **show while writing** to display the **Word Bank** while writing.



-  **Instruction**
- ✓ Filter words by nouns, adjectives and verbs. Helps you target support and curriculum goals.
 - ✓ Helps writers focus on the topic, brainstorm ideas for writing, build vocabulary and spell more difficult words.

 **Tip** If the Word Bank is distracting it can be closed .



Choose IT!

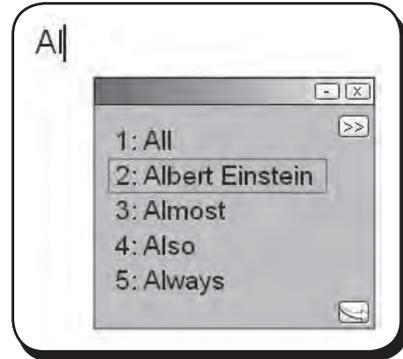
SELECT topic-specific word predictions

Albert Einstein thought about gravity in space.

1. Type "a" and Albert Einstein is predicted.
2. Select *Albert Einstein*.
3. Complete the sentence.

Instruction

- ✓ Not only are keystrokes saved but spelling errors are avoided.
- ✓ Key names are predicted as well as topic words and phrases such as *theory of relativity*



 **Tech Tip:**

Even though there are over 300 supplied dictionaries the current writing topic may not exist. There are two ways to create a **Quick Topic**. The first is to select all text in a reference document and then select the **Command** button  -> **Quick Topic** (or Ctrl + !), or if you have internet access select **Quick Topic** without anything selected then start typing the subject of interest until it is presented in the list below and then select the topic.

Manage! Measure! Motivate!

Co:Writer has built-in teacher friendly management tools. Included are powerful tools that customize Co:Writer to encourage success for groups and individual students and measure their progress.

 **Tech Tip:**

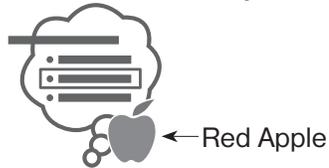
If you are using a Windows operating system Student Co:Writer and Teacher Co:Writer cannot be opened at the same time.

Manage!

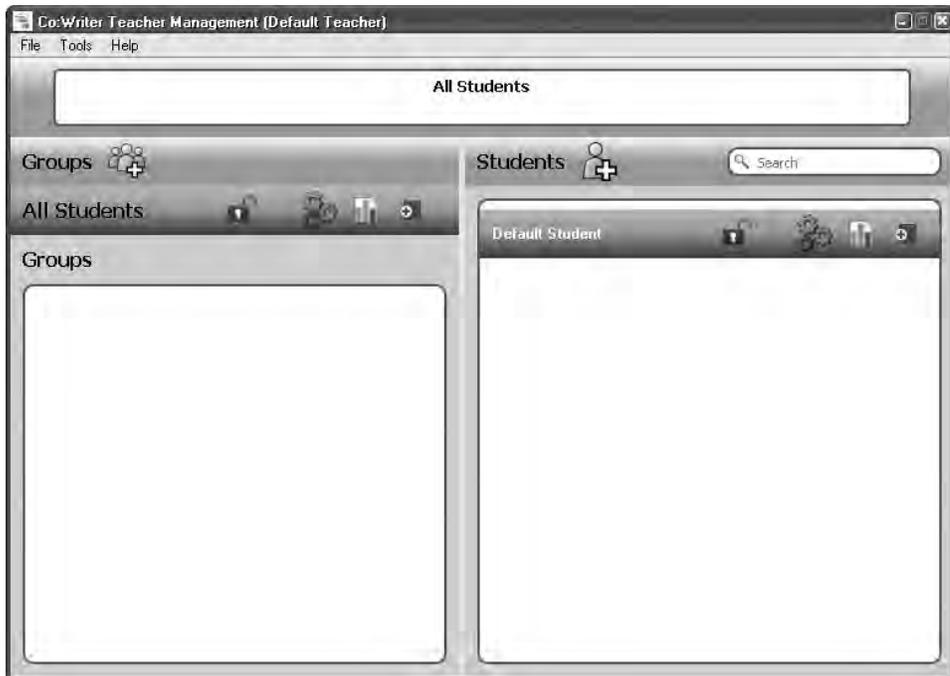
1. Launch Co:Writer teacher by clicking the teacher management icon .



A teacher user file always displays a red apple in the lower right corner of the user file icon.



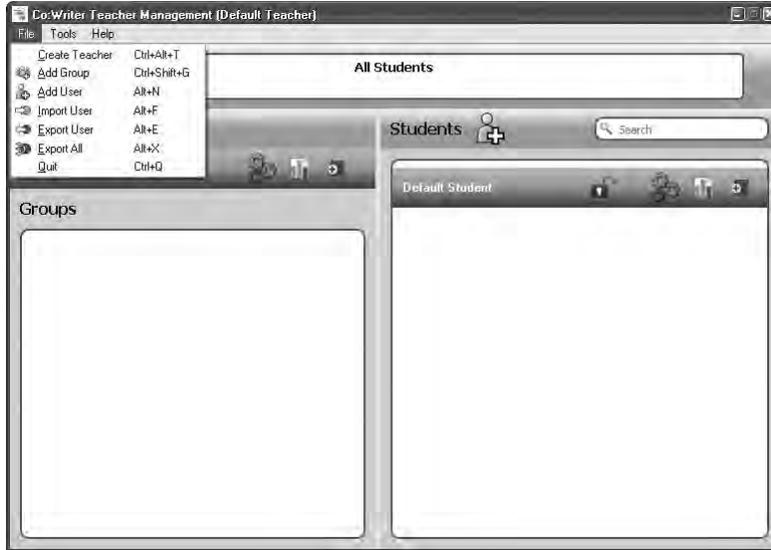
Co:Writer Teacher Management (Default Teacher) screen displays.



 **Tech Tip:**

Give your students access to the power of their portable personalized Co:Writer User File. Whether the student is setup to use Co:Writer from a flash drive, local computer or network drive, the single student file contains all preferences as well as usage data and can be used to launch Co:Writer with the student's preferences preconfigured.

Click on **File** (upper left-hand corner) to create a teacher file, add groups of students or add students to **Co:Writer**. By organizing your students in Learning Groups (classes, project groups, student-needs groups, etc.) you can quickly create writing Topics, customize settings and print reports for a selected group of students.



File Menu

Create Teacher

Click **File >** and click on **Create Teacher** to create a new Teacher.



Add Group

Click on this icon to add a new group.



Add Student

Click on this icon to add a new student.

Tools Menu



Settings

Click on this icon to go to the **Settings** screen.



Reports

Click on this icon to go to the **Data Display** screen.

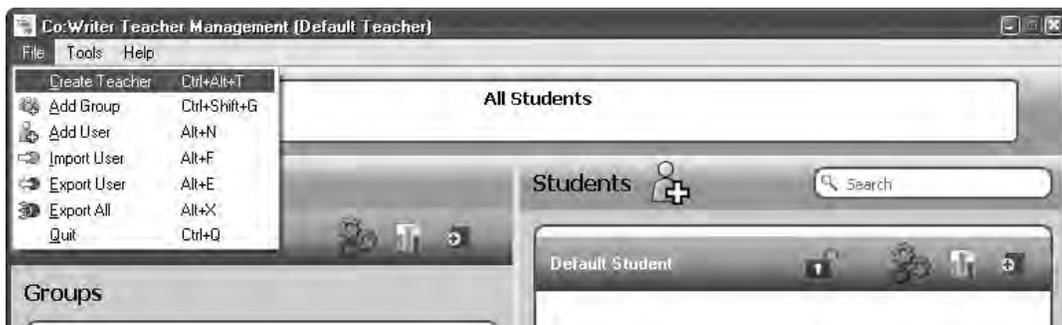


Create Topic

Click on this icon to create a topic for your individual or group of students.

Create a New Teacher

1. Click **File** and select **Create Teacher**.



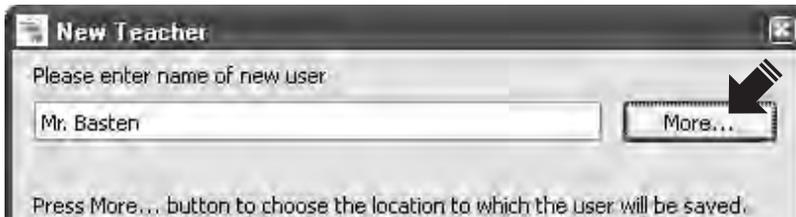


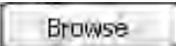
Co:Writer 7 Train-in-30 Tutorial

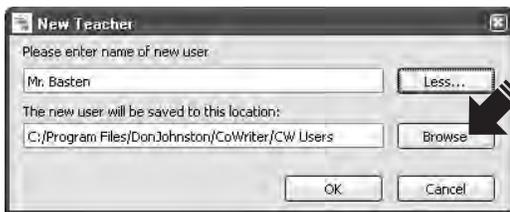
2. Type in *Mr. Basten* (or you could type in your own name) for **Please enter the name of new user**.



3. Click  button.



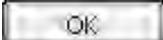
4. Click  button.

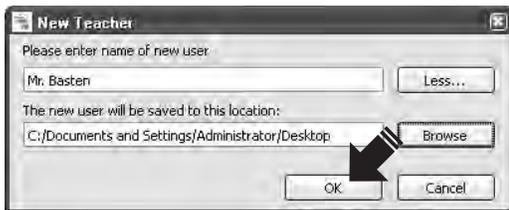


5. Navigate to Desktop and highlight.



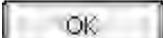
6. Click the  button from the Browse menu.

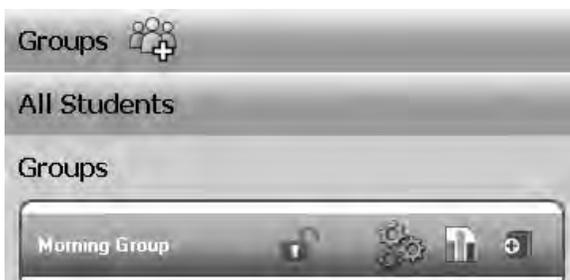
7. Click the  button.



8. Click **File > Quit**.
9. Double click the icon labeled  *Mr. Basten*.

Add a Group

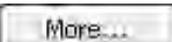
1. Click  to add a group.
2. Type in *Morning Group* for **Please enter name of new group**.
Click the  button.

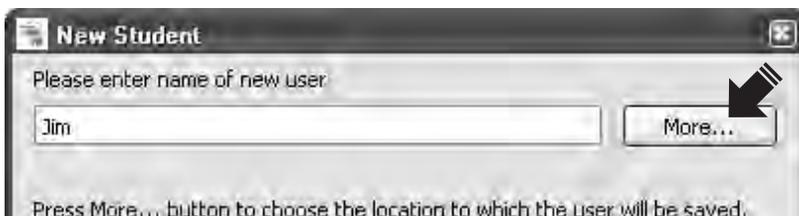


Add a Student

1. Click  to add a student.
2. Type in *Jim* for **Please enter name of new user**.



3. Click the  button.



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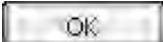
4. Click  button.

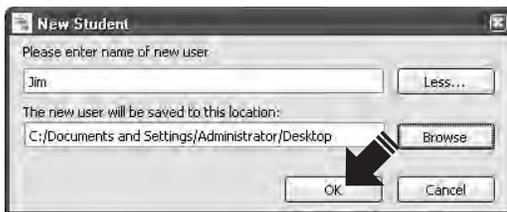


5. Navigate to **Desktop** and highlight.



6. Click the  button from the **Browse** menu.

7. Click the  button.



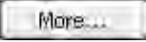
8. Repeat and type in *Mary* for **Please enter name of new user**.



Since group **Morning Group** was selected, the students were automatically added to this group. Students can also be dragged and dropped to be added to another group or the delete key will remove a student from a group.

Note: Teacher files should be saved to a convenient place for the teacher to access. Student files should be saved where the students can access their files. Most likely this will be a network directory.

 **Tech Tip:**

Network Solution: A new user file can be saved to any location on the file system or server. When the new student/teacher dialog box displays, click the  button to expand the dialog to show the location path and  button. Click the  button and save the new student file to the desired location.

Local Computer: Create the student file on the desktop.

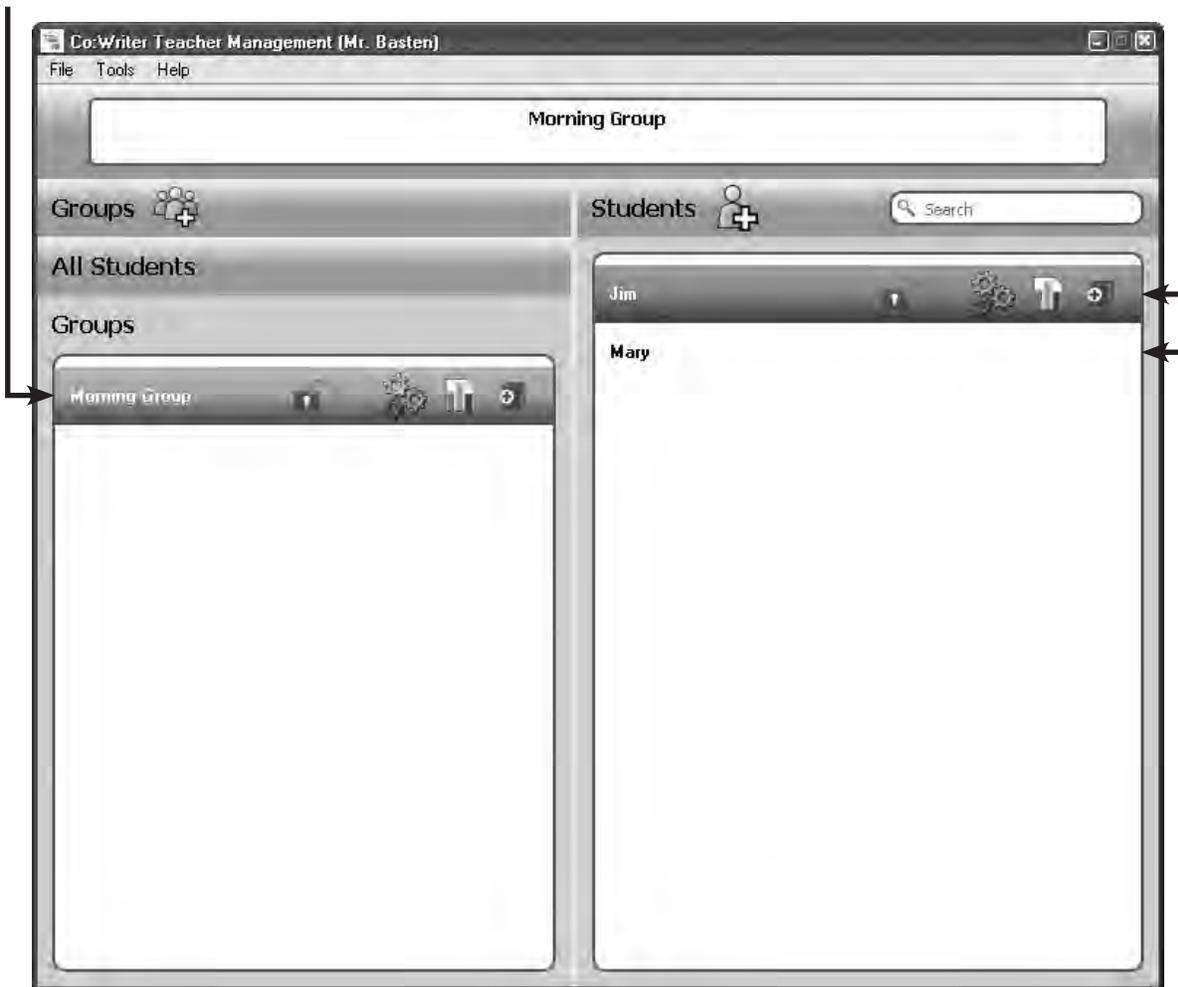
Removable Storage Device: Save user file to a USB thumb drive.

For more information about methods of saving student files visit our Knowledge Base at www.donjohnston.com -> Support tab -> Get Support Knowledge Base -> Co:Writer

Check Your Progress

Morning Group displays under **Groups**.

Jim and Mary displays under **Students**.



Customizing Co:Writer for a Group or Individual Student

Vocabulary and Personal Dictionary:

The **Main Dictionary** contains common words that are regularly used for written communication. There are three types, each one geared to writing levels. Select the dictionary that most suitable for a group or individual student.

Instruction

- ✓ The Advanced Dictionary includes about 40,000 words plus various forms of those words. It is appropriate for more advanced writers or those engaged in more rigorous coursework.
- ✓ The Intermediate Dictionary has about 12,000 words and is appropriate for middle writers. The dictionary is large enough so that writers can write on nearly any topic but not so large as to overwhelm.
- ✓ The Beginning Dictionary has 6,000 words and will not overwhelm early writers with words they do not know.

The **Personal Dictionary** holds words that are important to the writer and that are not in the **Main Dictionary**. For example, people’s names, pet’s names or favorite titles are not in the **Main Dictionary**. They can be easily added per student or for the entire group.

We will add Jim’s Name to his personal dictionary.

1. Select *Jim* on the right side under **Student**.



2. Select the **Settings** button .

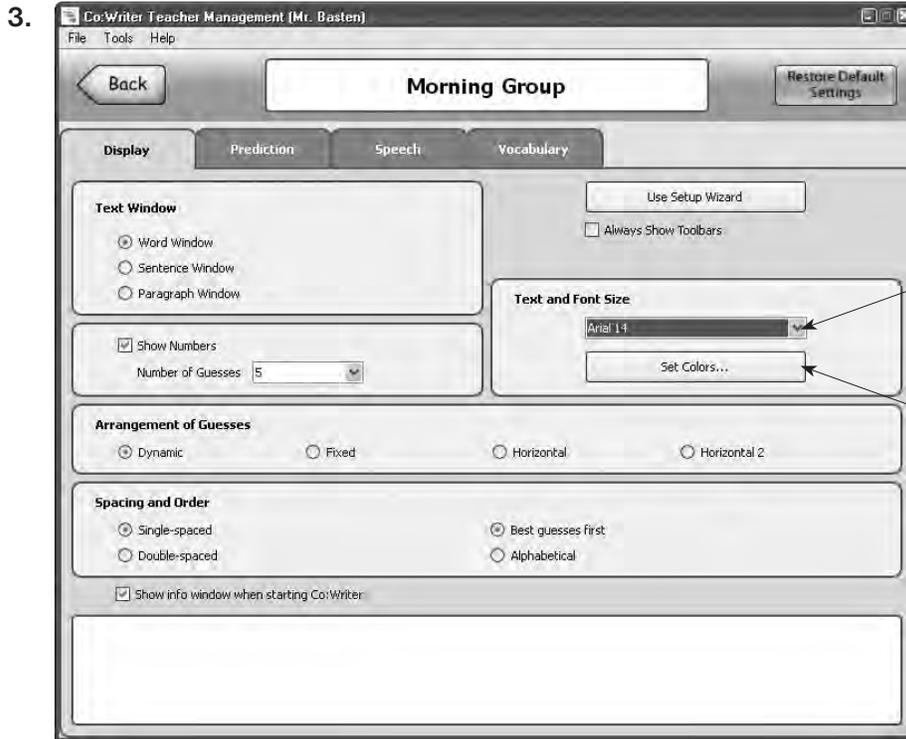
3. Select the **Vocabulary** tab, Type in “*Jim*” in the “**Add Personal Words**” text box then select the **Add** button.



4. Select the **Back** button to return.

CUSTOMIZE settings to improve productivity for the whole group

1. Select *Morning Group* under **Groups**.
2. Select  for the group.



Use the dropdown to select font and size.

Click the **Set Colors** button to select Background, Text and Cursor colors.

4. Select the  button to return.

Tech Tip:

Co:Writer can meet special needs for testing accommodations. Settings can be customized to meet testing requirements and then locked. For example, if the writer cannot use either the **Word Bank** or **Topic Dictionary** check those boxes and then use the lock  to ensure the integrity of the accommodation. In the teacher application groups and/or students are identified as locked by the  ICON. When a student is using Co:Writer with locked settings a similar lock icon will replace the **Preference** ICON  and the student will be unable to change any settings.

Note: Students have the ability to change their own Preferences by clicking on the  button if the teacher does not lock the students preferences in teacher management.

Quick Topic

If your class is doing a report on Canada, a **Topic Dictionary** can easily be established and available to the whole group.

1. Select the *Morning Group* group and then select the **Quick Topic**  ICON.
2. A **New Topic** dialog will appear. Start typing in the topic of interest, then select the topic of interest.
3. Once the topic is presented below, press the  button the topic will appear under the student's "My Topic" Category.



Tech Tip:

A student can create a **Quick Topic** for themselves using the **Commands** button  and selecting "**Quick Topic**". This is almost identical as a teacher creating the topic. The biggest difference is that when a student creates a quick topic, we assume they want to use it right away and it will be one of the active dictionaries. When a teacher creates a quick topic, it is not selected for the student, and the student will need to activate the dictionary.

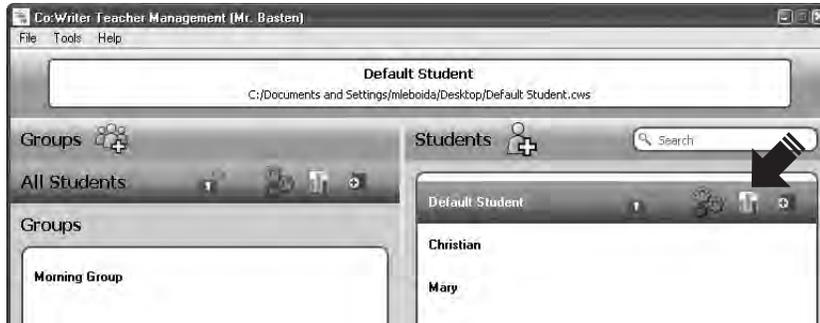
Note: The **Quick Topic** feature requires an active internet connection.

● ● ● ● Co:Writer 7 Train-in-30 Tutorial

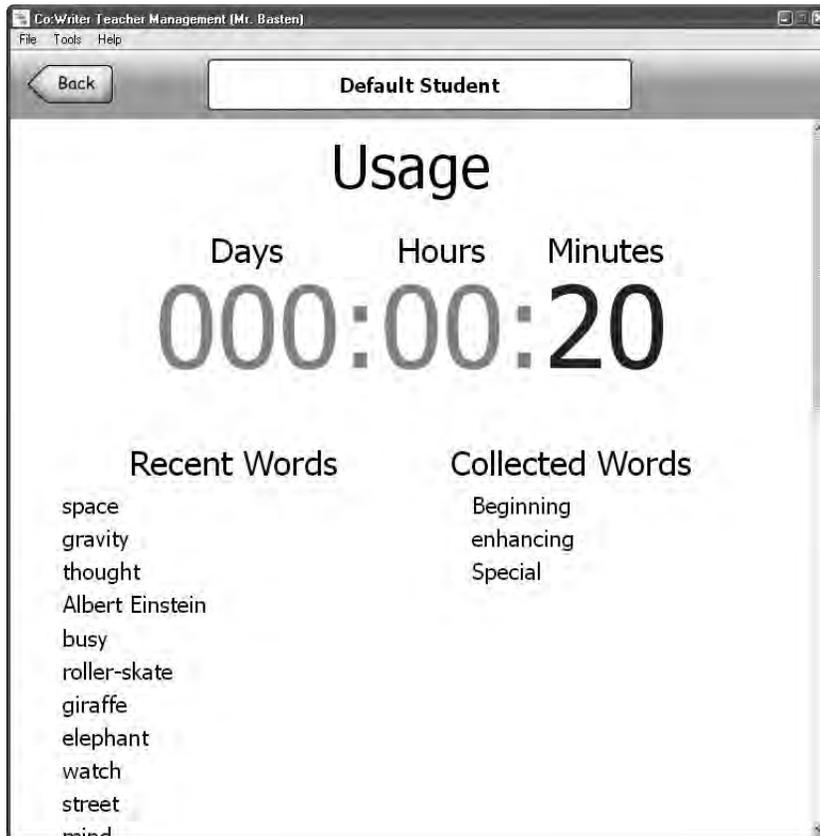
Reports

Reports showing students usage of Co:Writer and Recent and Collected words are available by clicking the **Reports** button  next to the users name.

1. Click on **All Students** to show the *Default Student*.
2. Select the **Reports** button  to the right of *Default Student*.



3. Use this information to reinforce the student's writing.



Note: Close the **Teacher Management** window and double click the **Co:Writer** icon  for *Christian* on the desktop, and explore **Co:Writer** on your own.

How to Be Successful Using Co:Writer in 30 DAYS!

Co:Writer has been installed and tested on computer/s and I have printed out the Train-in-30 Tutorial.

My Start Date is: _____

I added an activity or event to my personal calendar 30 days after my start date stating:

“Successfully Using Co:Writer”, that date is: _____

Let's Get Started.....

Step 1 - Build Awareness

- I watched the Co:Writer demo video found on the Don Johnston website, www.donjohnston.com

Reflections:

⇒ What's new in Co:Writer 7?

⇒ What makes Co:Writer different from other word prediction tools?

- I completed the Train-in 30 Tutorial.

Reflection:

⇒ I was most excited about _____

Step 2 - Conceptual Understanding

- I explained to a colleague how Co:Writer will support my students. Date: _____
- The following are first names of several of my students who will benefit from Co:Writer.

Step 3 - Skill Acquisition

- I entered my students' names into Co:Writer and set individual preferences.

The first time I introduced Co:Writer to a student/s was on _____

Reflections:

⇒ While my students were using Co:Writer I observed _____

Step 4 - Skill Application

- I trained a paraprofessional or a support staff on Co:Writer on this date: _____
- Co:Writer's Show Me How Tutorials are located where on the Don Johnston web page?

Congratulations!

You are teaching your students to become authors!!

Name: _____ Date: _____ Signature: _____







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