



Getting Started

Draft:Builder SOLO Edition

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Overview	4
Meeting Standards	5
Learning Checklist	6
TUTORIAL 1: Use Draft:Builder to Organize Ideas Into a Rough Draft	7
1. Launch, Sign In, Open an Existing Assignment	9
A. Launch	9
B. Sign In	9
C. Open an Existing Assignment	11
2. Read Locked Text and Modify an Outline	13
A. Read Locked Text	13
B. Modify an Outline	14
3. Take Notes and Create a Reference	18
A. Take Notes	18
B. Create a Reference	21
4. Organize Notes into a Rough Draft	30
5. Cut and Paste to a Word Processing Program	32
TUTORIAL 2: Use Teacher Central to Modify an Assignment Template	35
1. Launch, Sign In to Teacher Central, Open an Assignment Template	36
A. Launch	36
B. Sign In to Teacher Central	36
C. Open an Assignment Template	38
2. Modify an Assignment Template	39
3. Save as a New Assignment Template	44
4. Assign to Learners	46
APPENDIX 1: Supporting Files	49

OVERVIEW

Move Learners Through the Writing Process

Draft:Builder SOLO Edition steps writers through planning, note-taking, organizing, citing resources and preparing a rough draft—in every genre and every curriculum area. Draft:Builder uses a structured framework to break the recursive writing process down into small, manageable chunks so that learners stay on task.

Practice and Build Process-Writing Skills

Draft:Builder breaks down the writing process, modeling the logical, progressive steps of building a good first draft. Each view provides considerate scaffolds to help learners transfer information and build on ideas as they work through writing's recursive process.

Participate in Grade-Level Curriculum Across Content Areas

Content-rich templates support learners as they write in any subject or genre. General outlines, guiding questions and sentence starters get even the most reluctant writers engaged in the writing process.

Create Differentiated Assignments With Ease

In Teacher Central, educators can quickly customize all multi-sensory supports to address each writers' individual learning needs. Educators can quickly create outline templates at varying levels and assign them to multiple learners simultaneously.

About Getting Started

The Getting Started guide has been designed to assist trainers, educators and first-time users of Draft:Builder® as if it were being used in an actual educational setting. The literacy activity uses curriculum-based content and research-based strategies to demonstrate how the product functions in a meaningful context—first you participate as a learner, then as a teacher. Further, the step-by-step directions model a good sequence for learning how to use the product effectively and provide best practice and intervention tips.

This Getting Started Activity does not address every function in the product, but it does provide all the essentials needed to use Draft:Builder in the classroom after completing the activity. In addition to your Getting Started literacy activity, you may utilize SOLO® Help, an interactive help utility that provides the just-in-time support you need as you increase your knowledge and proficiency of Draft:Builder.

Draft:Builder SOLO Edition Tutorial 1 Meets Standards

Reading Standards:

- Learners establish a purpose for reading (e.g., for information)

Writing Standards:

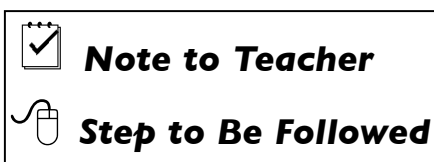
- Learners use prewriting strategies to plan written work (e.g., use story maps and webs; group related ideas; take notes; brainstorm ideas; organize information according to type and purpose of writing)
- Learners use strategies to draft and revise written work (e.g., reread; add descriptive words and details; delete extraneous information; elaborate a central idea; use paragraphs to develop separate ideas; produce a draft)
- Learners use strategies to edit and publish written work (e.g., edit for spelling at a developmentally appropriate level; use reference materials; use available technology to compose and publish work)
- Learners use paragraph form in writing (e.g., arrange sentences in sequential order, use supporting and follow-up sentences, establish coherence within and among paragraphs)
- Learners use a variety of strategies to plan research (e.g., identify possible topic by brainstorming, use idea webs)
- Learners use strategies to compile information into written reports or summaries (e.g., incorporate notes into a finished product; include simple facts, details, explanations and examples)
- Learners use appropriate methods to cite and document reference sources (e.g., bibliography)

Technology Standards:


- Learners know that technology facilitates better communication by providing storage and retrieval of large amounts of data, an easy means of processing and displaying data, and faster communication among individuals
- Learners use a word processor to copy, move, save and print text

Learning Checklist for These Tutorials:

- Launch Draft:Builder
- Sign in as a learner
- Open an existing assignment
- Preview an assignment
- Toggle between Concept and Tree views
- Read Locked Text with auditory supports
- Modify an Outline
- Create notes
- Add text to notes
- Add a reference using Bibliographer Wizard
- Move notes from the Notes side to Draft side
- Read the Draft with auditory supports
- Move text in the Draft
- Save assignment
- Sign in as a teacher
- Create Locked Text
- Modify an Assignment Template to create a new one
- Save an Assignment Template
- Assign work to learners



Tutorial 1: Use Draft:Builder to Organize Ideas Into a Rough Draft

 **NOTE TO TEACHER:** *In this tutorial, you are playing the role of **Learner 1**. You will walk through this exercise as if you are a learner using Draft:Builder for the first time. Notes to the teacher are in italics. Please allow yourself about 25-30 minutes to complete this tutorial. After completing this tutorial, you will be able to assist a learner on the first day with adding, changing and moving information in all three views of Draft:Builder (Outline, Notes, and Draft) to build a rough draft. The learner will do the following:*

In Outline

- *Open a template*
- *Work in Map*
- *Toggle between Concept and Tree view*
- *Add, change, delete and move subtopics/text as they brainstorm, modify and organize their ideas*

In Notes

- *Read note instructions tied to subtopic notes*
- *Create a new note and add text to the new note*
- *From Notes, move to Draft*
- *Add a reference using Bibliographer Wizard*

In Draft

- *Move notes from the Notes side to the Draft side of the screen, reading Locked Text instructions to guide placement*
- *Use speech to hear the draft read aloud*
- *Move text in the Draft view to modify the organization of ideas*
- *Save the work and export it to a word processing program to start the editing and revision process*


The tutorial is grouped into the following five sections:

- 1. Launch, Sign In, Open an Existing Assignment*
- 2. Read Locked Text and Modify an Outline*
- 3. Take Notes and Create a Reference*
- 4. Organize Notes into a Rough Draft*
- 5. Cut and Paste to a Word Processing Program*

1. Launch, Sign In, Open an Existing Assignment

- ✓ In this section of the tutorial, you will launch Draft:Builder, sign in as **Learner1** and open an existing assignment called **My Town Is Best.djs**.

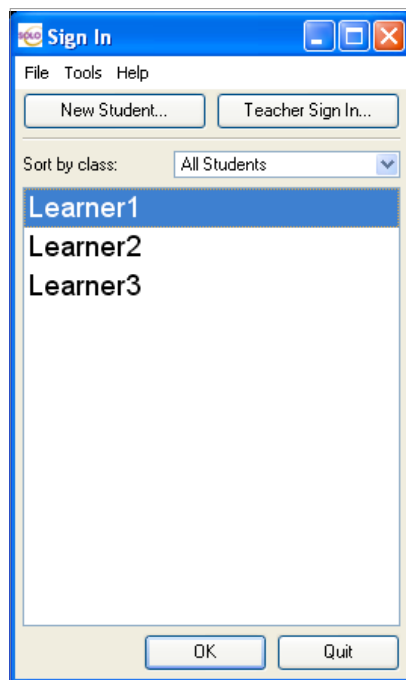
A. Launch

- ☞ Double-click the SOLO icon  on your Windows desktop or Macintosh dock to launch the program.

B. Sign In

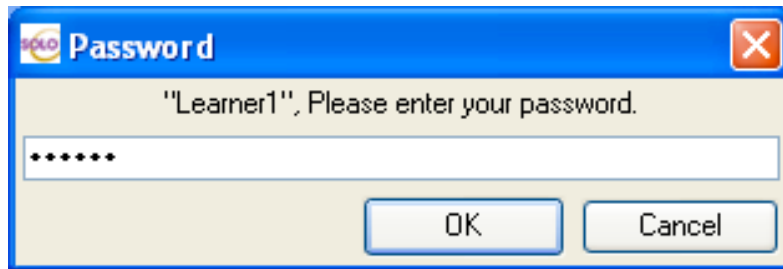
As soon as you start Draft:Builder, you need to tell Draft:Builder who you are. For this tutorial, you are **Learner 1**. **Sign In** appears.

- ☞ Select **Learner1** in the list.



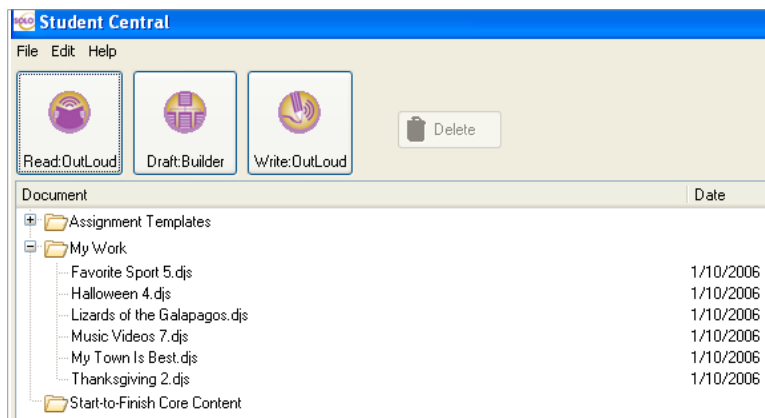
Draft:Builder SOLO Edition

Click .



Type the default password, **123456**.


Click to verify your name. **Student Central** appears. **My Work** opens automatically.

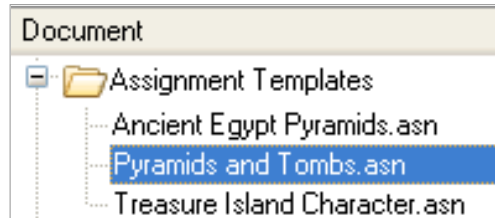


Student Central lets you see all of your documents and assignments. In **Student Central** you can create a new document, open an Assignment Template created by a teacher or work on an existing assignment.

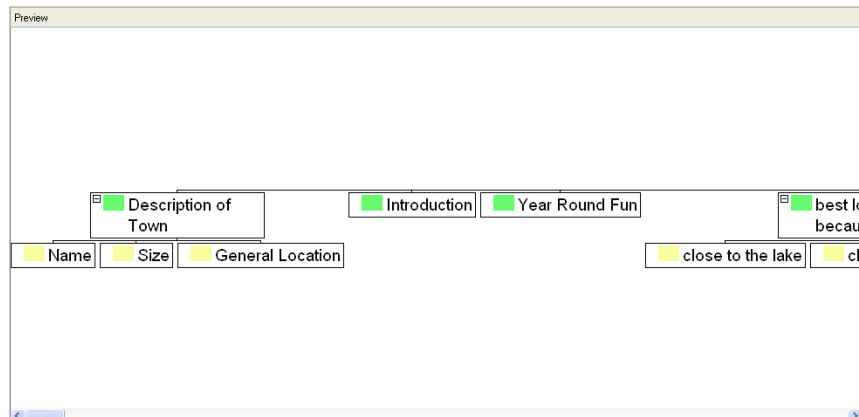
C. Open an Existing Assignment

The **My Work** folder contains all the documents you create and Assignment Templates created by a teacher and saved as your work. Find the assignment named **My Town Is Best.djs**.


 Click **My Town Is Best.djs** to see a preview of the assignment.



A small snapshot of the assignment appears in **Preview**. The **Preview** shows the contents of the selected assignment or document in the program it was last opened in.

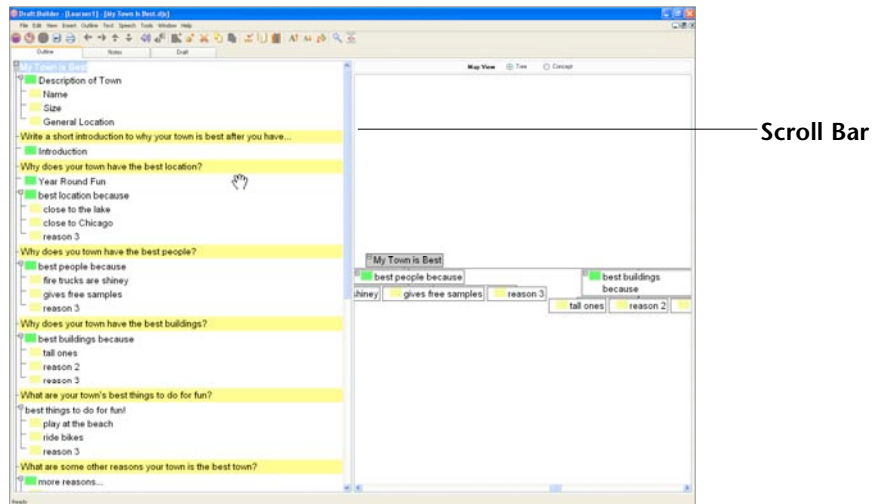


Look at the **Preview** to confirm you have the correct assignment.

 Double-click **My Town is Best.djs** in the **My Work** folder to open the assignment in Draft:Builder.

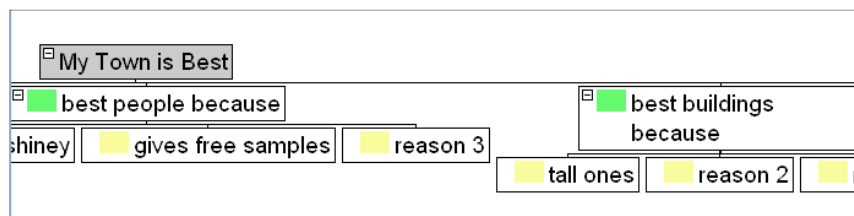
Draft:Builder SOLO Edition


The file opens in Outline view. Creating an Outline is the first step in writing a draft. By showing both panels, you can quickly see how your assignment is organized. You can re-order the subtopics in either the Outline or Map view and the change also takes place in the other panel.

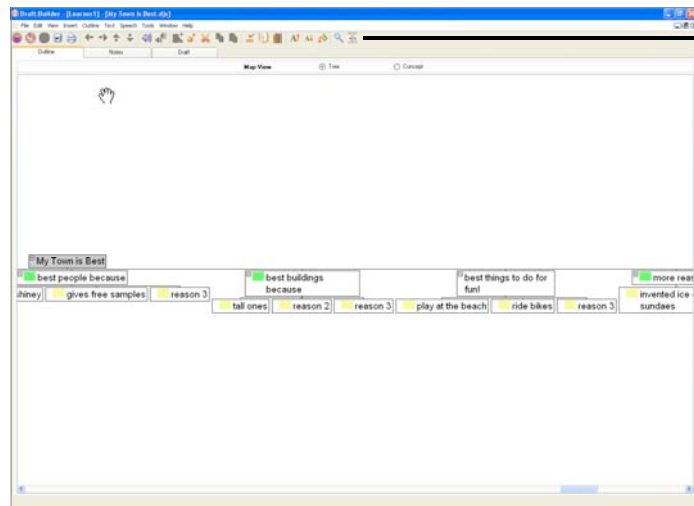


Look at the right side of Draft:Builder. This is called the “Map”. The Map is a graphic organizer that shows you how subtopics in your Outline are connected. Use the Map view to focus on the overall ideas and organization of your assignment. When you make a change in your Map, the change is also made in your Outline.

This is the Tree view in Map.




Tip You can make the Map view larger by clicking the left side of the **Slide Bar**  on the toolbar.



Slide Bar
Button

2. Read Locked Text and Modify an Outline

A. Read Locked Text

 *Learner1 has previously worked on this assignment. Learner1 has typed in some reasons why the town is best in the Outline. Learner1 has also written some notes with some supporting details for several of the reasons. Today Learner1 has been told to return to the assignment to add more information to the Outline and notes and then create a rough draft.*

Locked Text is a feature that allows the teacher to write instructions to the learner. Only the teacher can create Locked Text, change it or remove it. The first step the learner needs to do is to read the Locked Text for any instructions or support provided by the teacher.

Look at the Outline. Locked Text instructions have been added to your assignment. Read all of the instructions to get an overview of the assignment before beginning to write.

Locked Text appears highlighted. To read the first Locked Text instructions, place your cursor on the Locked Text


Write a short introduction to why your town is best after you have... and click.

The Locked Text becomes highlighted in a different color.

Write a short introduction to why your town is best after you have brainstormed your reasons in the outline below.

Draft:Builder SOLO Edition

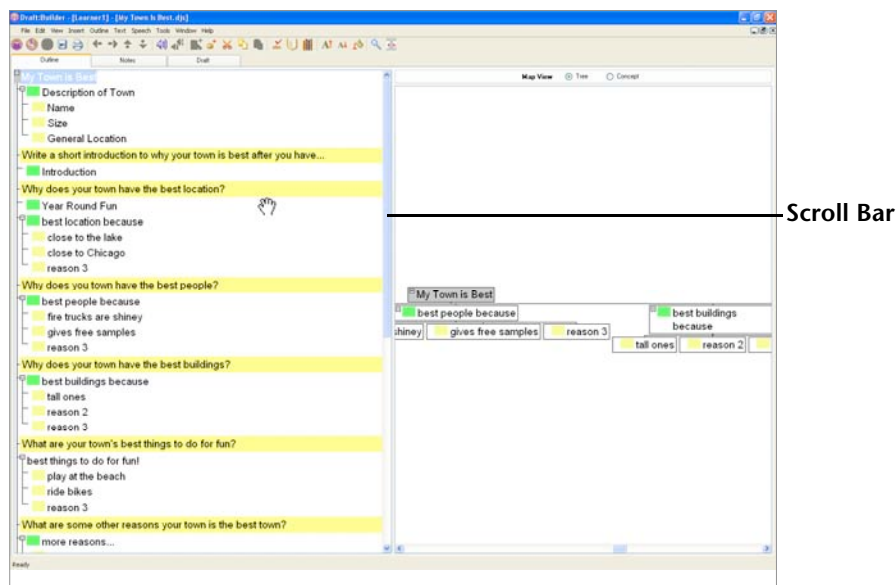
☑ To support reading the Locked Text instructions, the learners may choose to have them read aloud.

🖱 While the Locked Text is highlighted, click Speak  on the toolbar to hear the Locked Text read aloud.

B. Modify an Outline

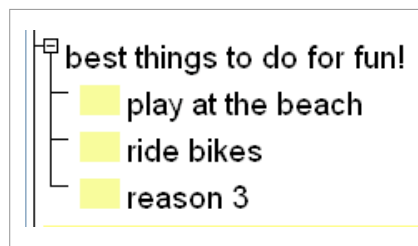
Following the instructions the teacher has added to your assignment, you are now going to modify the Outline.


🖱 Using the scroll bar between the Outline and Map, scroll down and look at the Outline to see what was written last time on this topic.

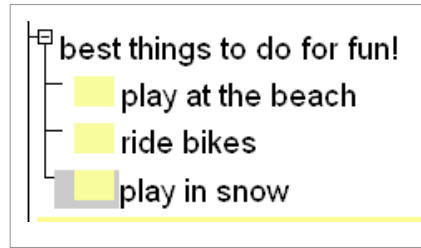


Think about what else you might add to the Outline.



You see that you only have two reasons listed under **best things to do for fun!** You want to add a third reason.

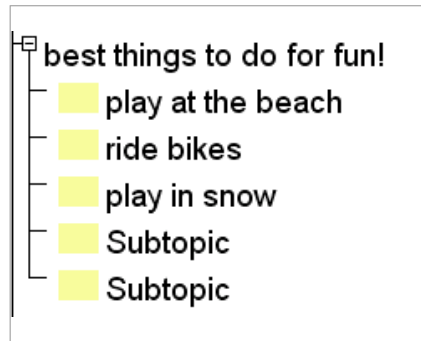



 Click **reason 3** and type **play in snow**.

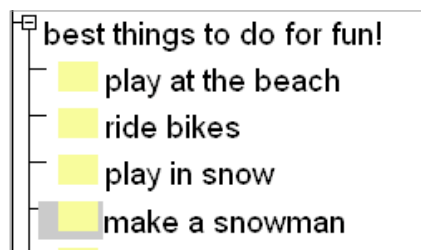



Now you think of a few more fun things to do.

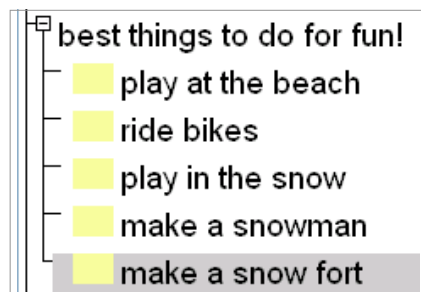
 Click  to create a new yellow subtopic under **play in snow**. Repeat this step once more to create another yellow subtopic.



 Click the first subtopic and type **make a snowman**.





 Click the next subtopic and type **make a snow fort**.

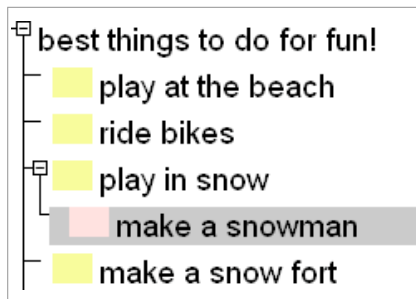


Draft:Builder SOLO Edition

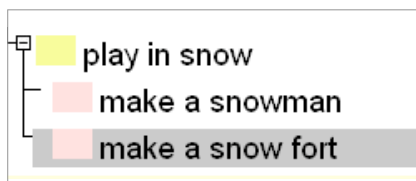
You see that the last three subtopics are all about playing in the snow. You decide to better organize these subtopics by placing the last two entries under **play in snow**.


 Click **make a snowman**.

 Click **Indent**  to change the yellow subtopic to a red subtopic.



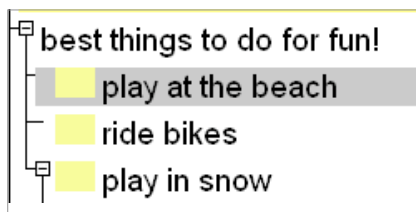
Follow these two steps to change **make a snow fort** to a red subtopic also.



 Advise learners to look at their outlines and think about connections between topics and subtopics to better organize their outlines.


Are there any topics that might fit under two subtopics in the Outline? Are there any topics that would fit better under a different subtopic?

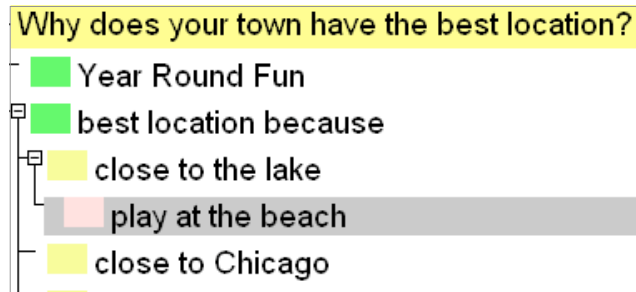
 Click the yellow icon next to **play at the beach**.



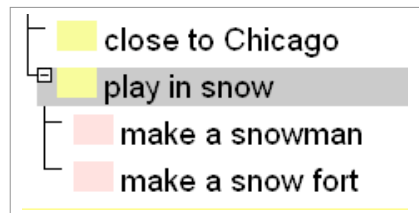
 Click **Cut** .

Scroll up to **best location because** and click the yellow icon next to **close to the lake**.

Click **Paste** . **Play at the beach** is now a red subtopic of **close to the lake**.



Click the yellow icon next to the yellow subtopic **play in snow** and drag it until the yellow line is under the yellow subtopic **close to Chicago**. The red subtopics under it will go with it automatically. When the yellow line is under **close to Chicago**, stop dragging.

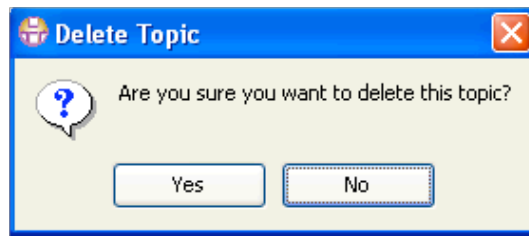


As you create and use your Outline, you might find that you no longer need or want a subtopic you created. You can remove the entire subtopic so that your Outline only includes the information you want for your assignment.


You decide that you do not want the subtopic **close to Chicago**.

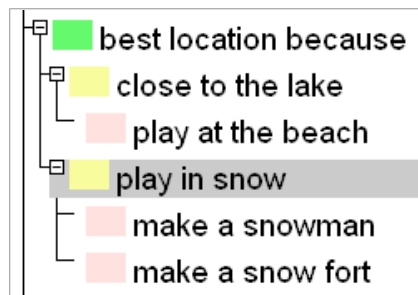
Click the yellow icon next to **close to Chicago** and press **Delete** on your keyboard.

 Delete Topic appears.



Remember when you delete a topic, you also delete all the subtopics under it.

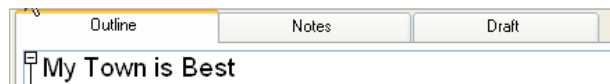
 Click .



3. Take Notes and Create a Reference

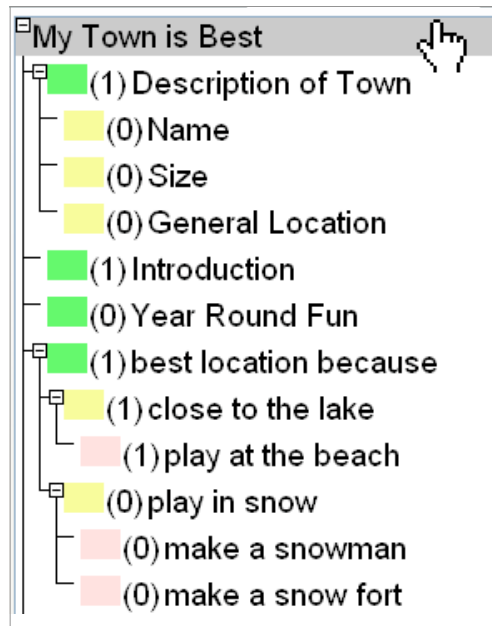
A. Take Notes

In Draft:Builder, there are two other views available besides **Outline**. They are **Notes** and **Draft**.




Now you are ready to change to **Notes** view to read the notes you have and add some more notes.

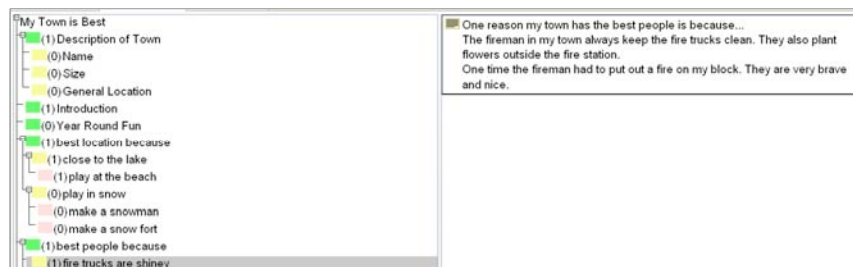
 Click the tab to move from **Outline** to **Notes** view.



Notice how some of the subtopics have numbers other than zero after them. The number shows if there is a note already written for this subtopic and how many notes there are. Notes may have prompts from your teacher to help you write more.



Click **fire trucks are shiney** (misspelling is intentional). Read the note that has already been written on this topic. Click the note and click Speak  on the toolbar to hear the note read aloud.




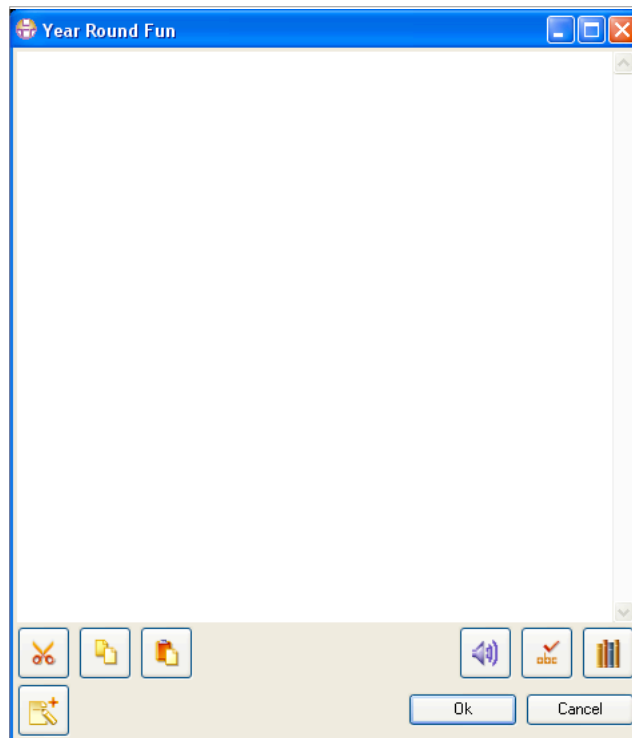
You decide to add a new note of your own.



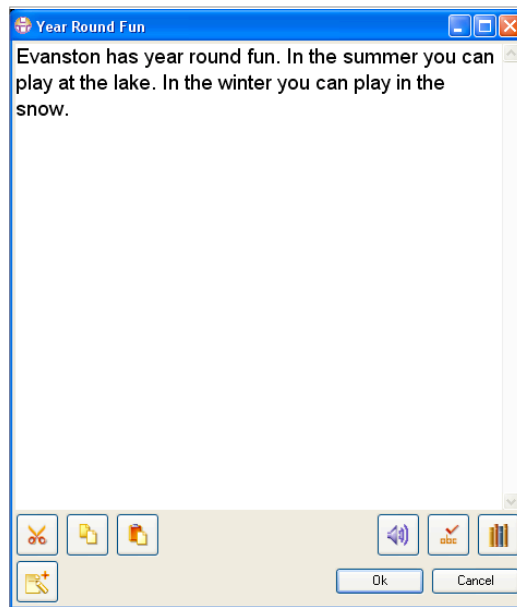
Find the subtopic **Year Round Fun** and click it.

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Click **New Note**  on the toolbar. An empty **Note** opens.



In the **Note**, type **Evanston has year round fun. In the summer you can play at the lake. In the winter you can play in the snow.**




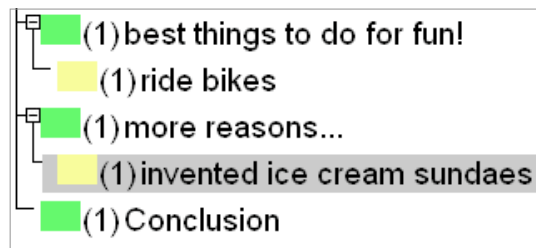
 Click .


Tip To familiarize yourself with the toolbar, place your cursor over each icon on the toolbar to see the name of each button and hear it read aloud. Make sure **Speak Toolbar and Dialog Boxes** is checked on the **Speech** menu.

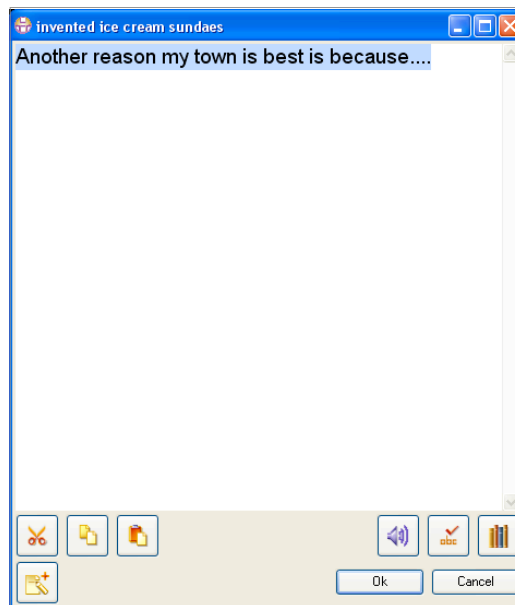
B. Create a Reference

To learn more about your town, you did some research using an Internet site from the local library. You learned that ice cream sundaes were invented in your town and you want to add this information.

 Move down to the green subtopic **more reasons...** and click the yellow subtopic **invented ice cream sundaes**.




 Double-click the note to open the **Note**.

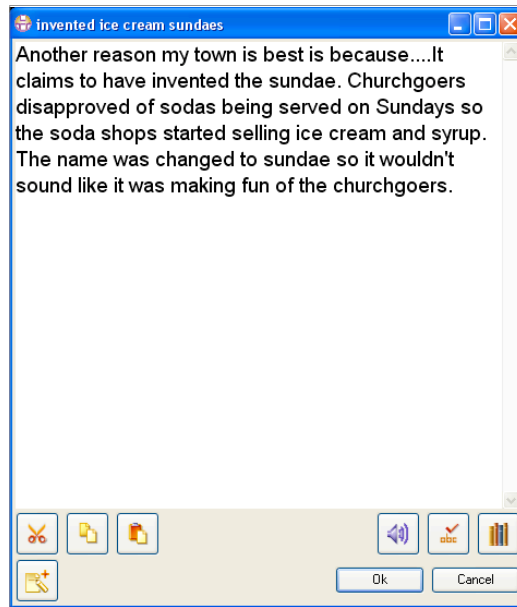


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You write the following note from information you learned from your local library's website.

 Type **It claims to have invented the sundae. Churchgoers disapproved of sodas being served on Sundays so the soda shops started selling ice cream and syrup. The name was changed to sundae so it wouldn't sound like it was making fun of the churchgoers.**

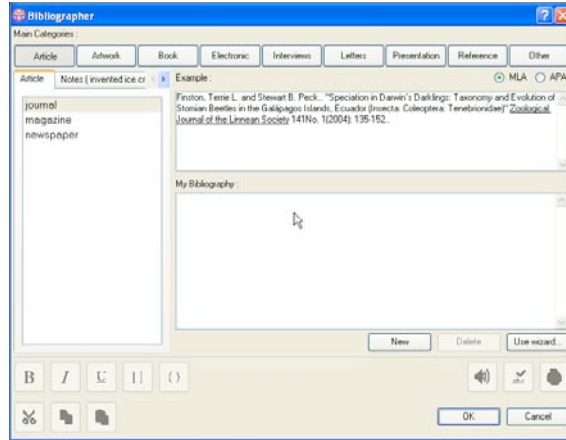
Keep in mind you may not type more than 300 characters in a Note.



When you do research, you need to create a bibliography that lists all the sources from which you got information.

 Click  to enter a reference that can be linked to this note.

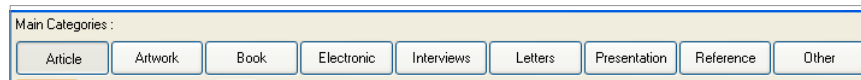
Bibliographer opens. The **Bibliographer** is designed to help you write a bibliography and check your work as you go. Examples are given for the basic types of resources.



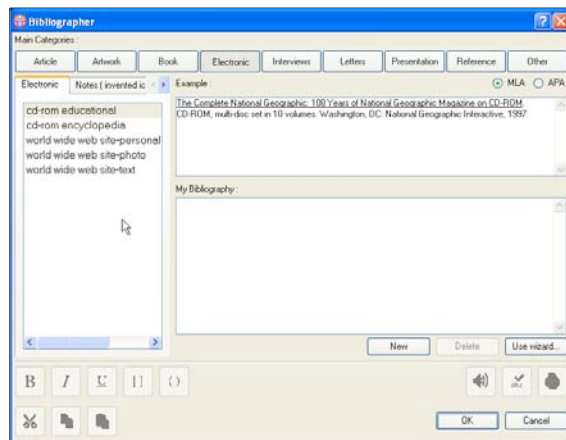
The reference you want to enter in your bibliography was found on the Internet, an electronic resource.



Click **Electronic** from **Main Categories**.



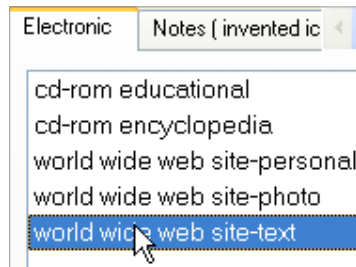
A new view opens showing an example of a reference for an educational cd-rom.




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Your reference came from the World Wide Web and is in text form.

 Click **world wide web site-text**.

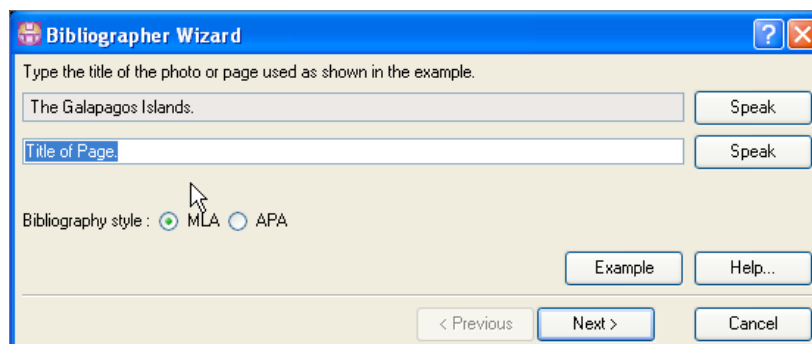


 *Both MLA and APA styles are available. In this tutorial, we are using MLA.*

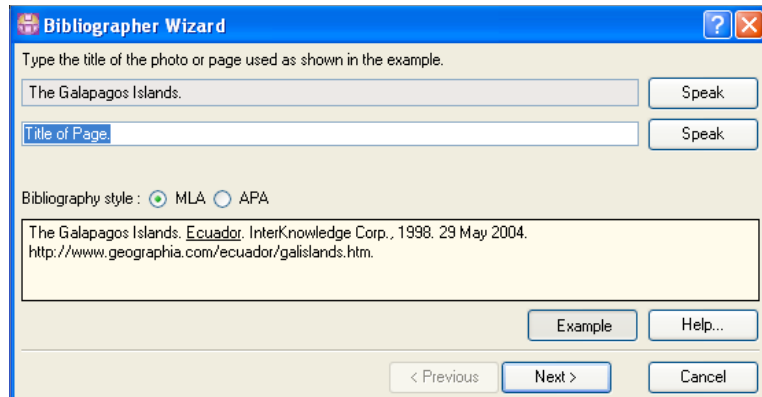
The **Bibliographer** provides a wizard that will walk you through writing your bibliography step-by-step. The **Wizard** puts the information you enter into the correct format.

 Click **Use wizard...**.

The **Bibliographer Wizard** appears with the entry for the title of the page. This is the first entry you need to make for this type of reference.



 Click **Example** for additional help.



Bibliographer Wizard

Type the title of the photo or page used as shown in the example.

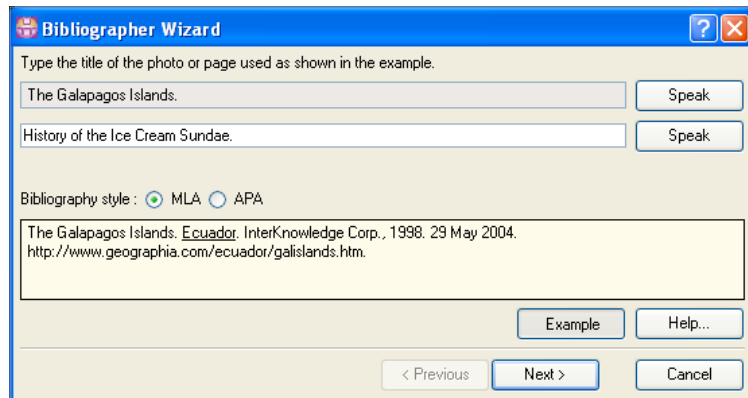
The Galapagos Islands.

Title of Page.

Bibliography style : MLA APA

The Galapagos Islands. Ecuador. InterKnowledge Corp., 1998. 29 May 2004.
<http://www.geographia.com/ecuador/galislands.htm>.

 For **Title of Page**, type **History of the Ice Cream Sundae**.



Bibliographer Wizard


Type the title of the photo or page used as shown in the example.

The Galapagos Islands.

History of the Ice Cream Sundae.

Bibliography style : MLA APA

The Galapagos Islands. Ecuador. InterKnowledge Corp., 1998. 29 May 2004.
<http://www.geographia.com/ecuador/galislands.htm>.

 Click **Next >**. You are asked for the name of the site or page.



Bibliographer Wizard


Type the site or page name, using standard capitalization as shown in the example.

Ecuador


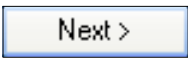
Title

The standard used is MLA


The Galapagos Islands. Ecuador. InterKnowledge Corp., 1998. 29 May 2004.
<http://www.geographia.com/ecuador/galislands.htm>.

 You do not have a site or page name, so delete the highlighted text **Title** by pressing the **delete** key.


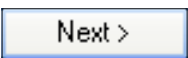
Draft:Builder SOLO Edition

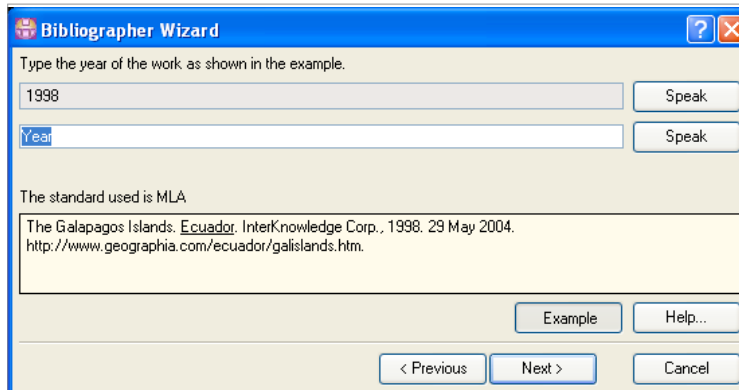
 Click . You are asked for the name of the host or organization that sponsors the website.





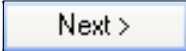
 For **Name of Host/Organization**, type **Evanston Public Library**.



 Click . You are asked for the year of the work.




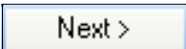
 You do not know the year of the work, so delete the highlighted text **Year** by pressing the **delete** key.

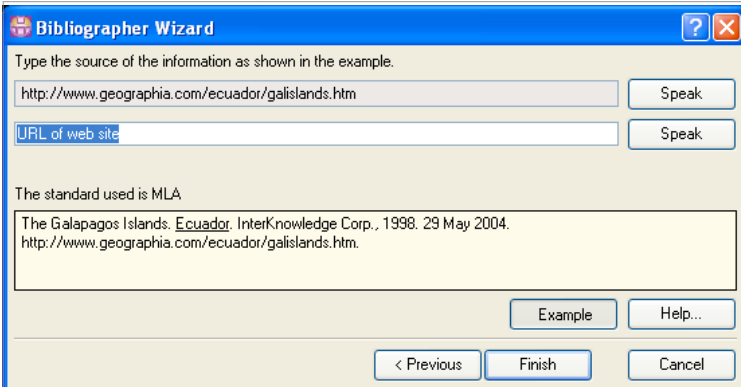
 Click . You are asked for the date that you looked up the information on the website.



 Type **23 August 2004**.



 Click . You are asked for the address or URL of the website from which you obtained the information.



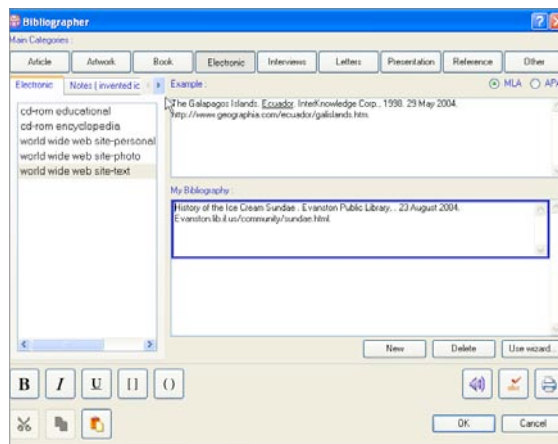
Draft:Builder SOLO Edition

Type **Evanston.lib.il.us/community/sundae.html**

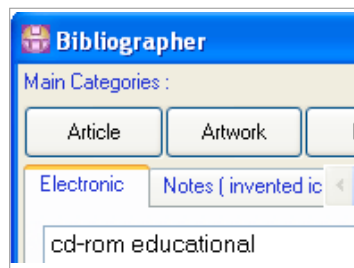


Click **Finish** to return to the **Bibliographer**.

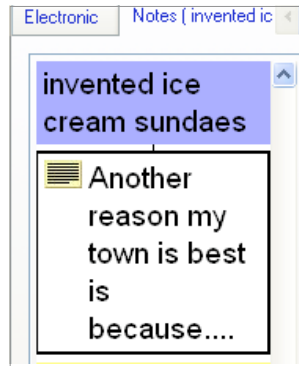
The **Wizard** has taken all your entries and put them in the correct format. Now you need to link the reference to the note it goes with.



Click the **Notes (invented ic)** tab.



The note you just created appears in the window.



Click .

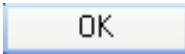
The **Link** cursor  appears.

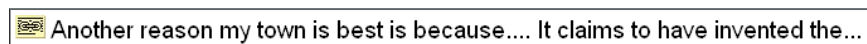
Place the **Link** cursor in the **Note** you want to attach to a reference. Click to select the **Note**.

Place the **Link** cursor in the reference you want to attach to your **Note**. Click to link your Note and reference. The **Link** cursor appears in the **Note** and in the reference to show that they are linked.




Click  to return to the Note.

Click  again to return to **Notes** view. The note that has been linked will have the **Link** symbol over the **Note** icon to show that this **Note** has been linked to a reference.

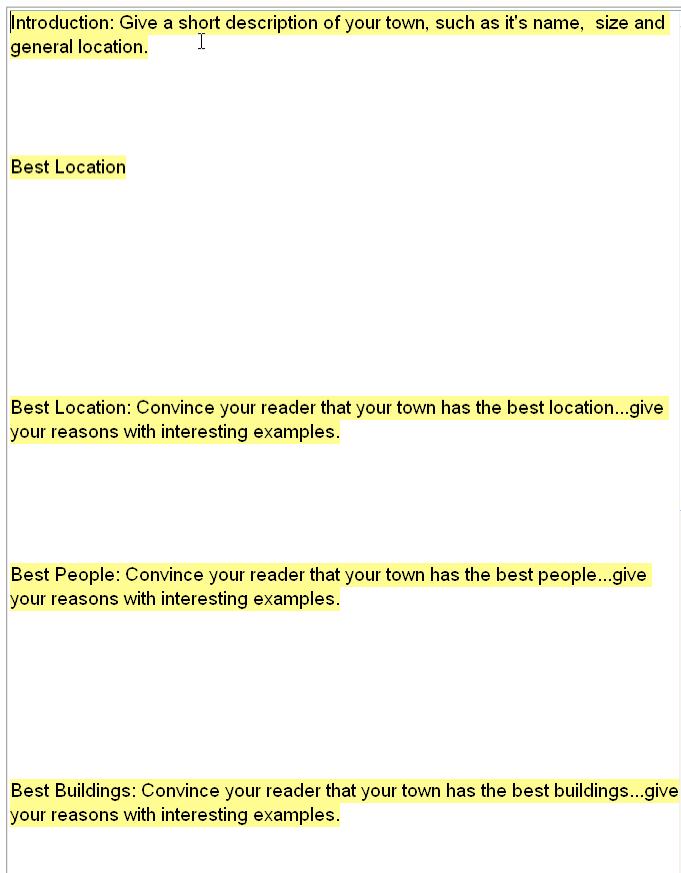


4. Organize Notes into a Rough Draft

You are now going to change from **Notes** view to **Draft** view to organize your notes into a rough draft that you can use to write and publish your paper.

 Click **Draft** in the view tabs.

In **Draft**, read the instructions in Locked Text.




Introduction: Give a short description of your town, such as its name, size and general location.

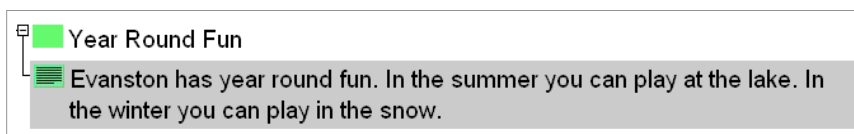
Best Location

Best Location: Convince your reader that your town has the best location...give your reasons with interesting examples.

Best People: Convince your reader that your town has the best people...give your reasons with interesting examples.

Best Buildings: Convince your reader that your town has the best buildings...give your reasons with interesting examples.

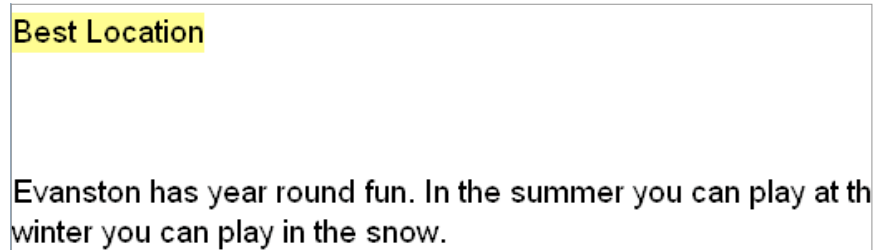
 Click the note **Evanston has year round fun. In the summer you can play at the lake. In the winter you can play in the snow.**



Year Round Fun

Evanston has year round fun. In the summer you can play at the lake. In the winter you can play in the snow.

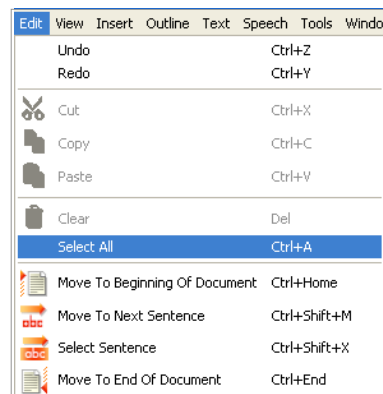
- Click and drag the note to the Draft window under the Locked Text **Best Location**. You are beginning to organize your notes into paragraphs in draft form.






- Move all your notes to the Draft window and place them under the appropriate heading.


When you have finished placing all your notes in your draft, read and listen to your draft to see if it makes sense.

- To have all the text read aloud, first highlight all the text by clicking and dragging the cursor across all the text or by opening the **Edit** menu and choosing **Select All**.




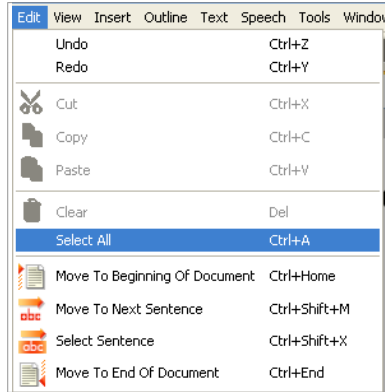
- Then click **Speak**  on the toolbar.
- Stop the speech by clicking **Speak**  again when you hear something you want to change in your draft. Make changes to help each sentence in the assignment make sense.
- Click **Save**  to save your work.
- Tip** It is always a good idea to save often to avoid losing all your hard work.

5. Cut and Paste to a Word Processing Program


Tip If you are a SOLO user, you only need to click the **Send to Write:OutLoud** button  on the toolbar. Your draft will open in Write:OutLoud.


Now you have a rough draft that you want to revise and edit in your word processing program to prepare for publishing. You are going to copy your text and paste it into your word processing program.


 Highlight all the text in your draft by clicking and dragging the cursor across all the text or by opening the **Edit** menu and choosing **Select All**.




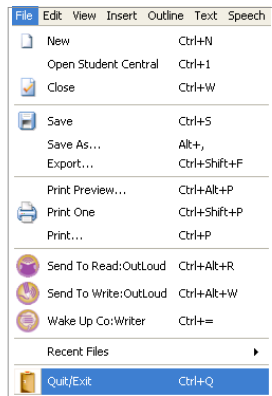
 Click the **Copy** button .

 Launch your word processing program and open a new document.

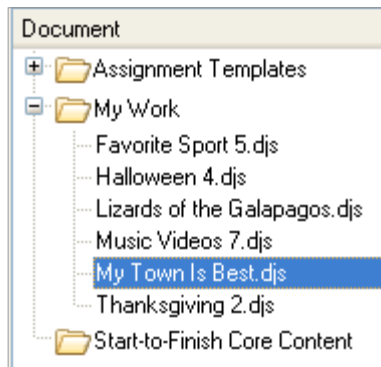
 Paste using a key command, tool bar command or the menu command for **Paste** in your word processing program.


 Save your document and continue to edit your draft into a finished assignment.

 Close Draft:Builder. From the **File** menu, click **Quit/Exit**.



You return to **Student Central** where the saved document appears under **My Work**.

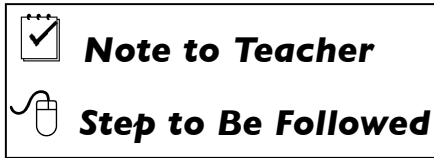


Close **Student Central** by clicking the **Quit** button  in the upper right-hand corner. **Sign In** appears.




Click  to exit the program.

***Congratulations! You have just completed an assignment.
When you are ready, try Tutorial 2.***



Tutorial 2: Use Teacher Central to Modify an Assignment Template



 This tutorial is written for a **teacher**. After completing this tutorial, a teacher can use Teacher Central and Draft:Builder to modify an existing Assignment Template in order to create a new Assignment Template. A teacher can use the product supports of Create an Assignment (from an existing assignment), Locked Text, Add a Subtopic, Add Text to the Subtopic, Change Text of the Subtopic, Create a New Level of Subtopic, Create a New Note Instruction in Locked Text for a Subtopic, Change Locked Text in Existing Note Prompts, Save the New Assignment Template and Assign It. Please allow 30-35 minutes to complete this tutorial.

1. Launch, Sign In to Teacher Central, Open an Assignment Template
2. Modify an Assignment Template
3. Save as a New Assignment Template
4. Assign to Learners

1. Launch, Sign In to Teacher Central, Open an Assignment Template

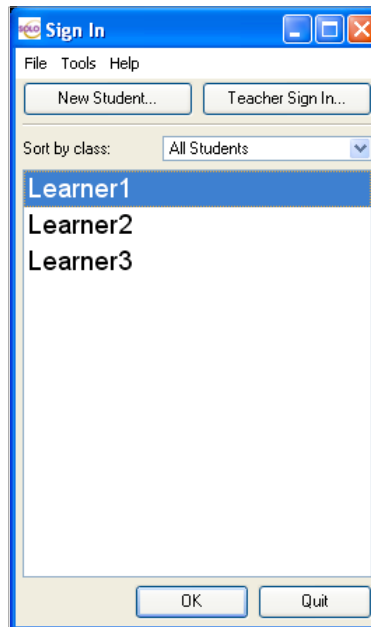
In this section of the tutorial, you will launch Draft:Builder, sign in as **Teacher** and open an Assignment Template called *Treasure Island Character Study.asn*. You have a current Assignment Template on Long John Silver that you want to modify for learners who need more structure.

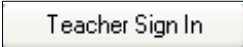
A. Launch

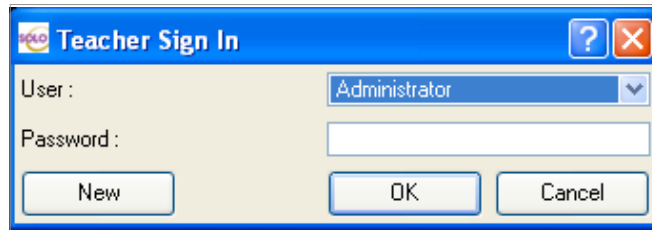
 Double-click the SOLO icon  on your Windows desktop or Macintosh dock to launch the program.

B. Sign In to Teacher Central

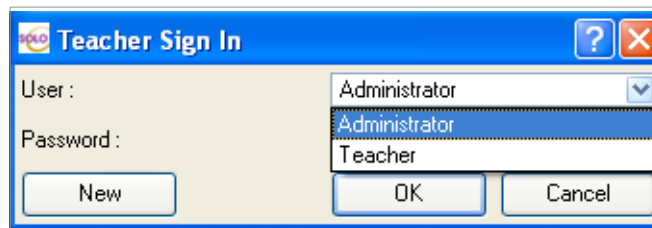
Sign In appears.



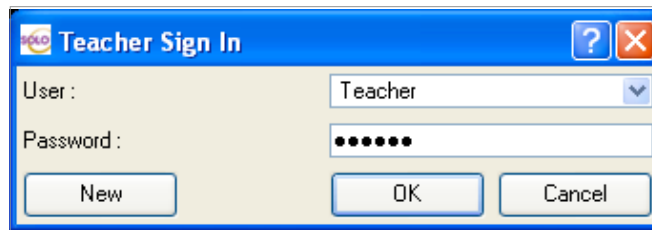
Click . **Teacher Sign In** appears.




Click the pull down menu and select **Teacher**.

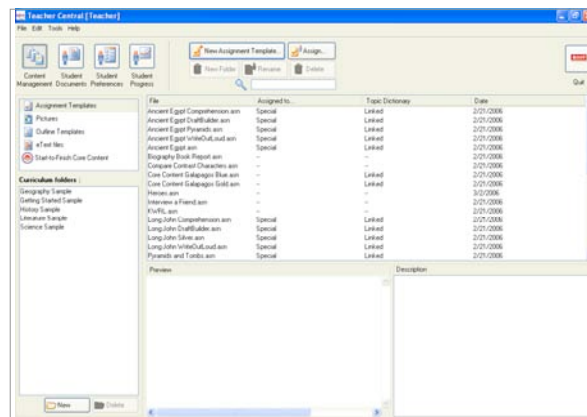


Type in your Password: **school**



Click .

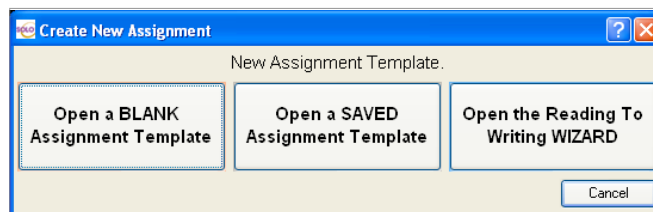
Teacher Central appears. **Teacher Central** lets a teacher perform administrative tasks needed to create Assignment Templates and manage learners' work.



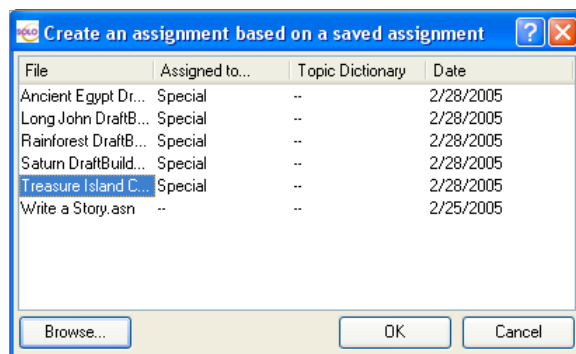
C. Open an Assignment Template

An Assignment Template is an assignment created by a teacher. Only a teacher can create or modify an Assignment Template. Once created, a teacher may assign the template to one or more learners. In this tutorial, you are going to create a new Assignment Template by modifying an existing one.

 Click . **Create New Assignment** appears.

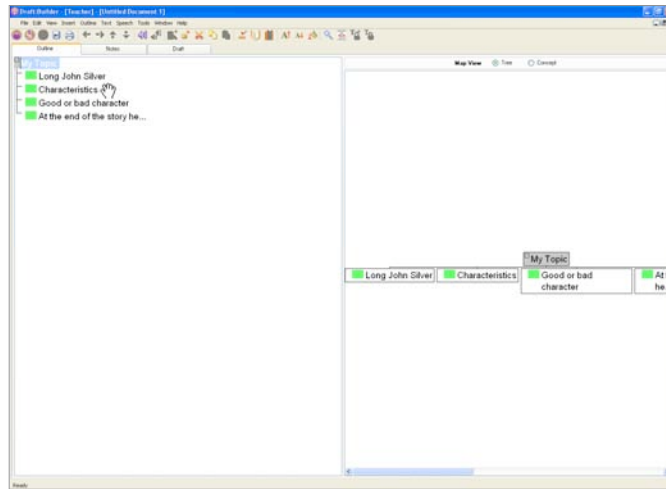


 Click . The dialog **Create an assignment based on a saved assignment** appears.




 Select **Treasure Island C...** and click .

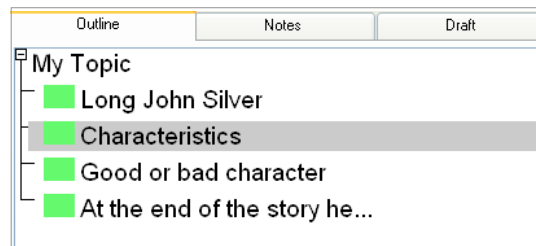
The Assignment Template **Treasure Island Character.asn** opens in Draft:Builder.



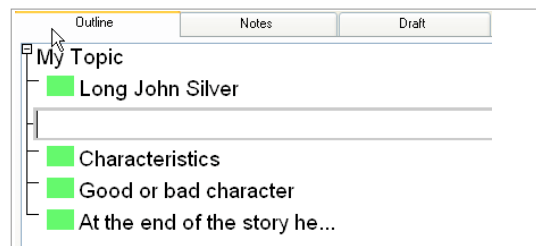
2. Modify an Assignment Template

You are going to modify an existing Assignment Template and add more scaffolding in the form of instructions by each subtopic to help guide learners as they write their notes.


 Click the green icon next to **Characteristics**.

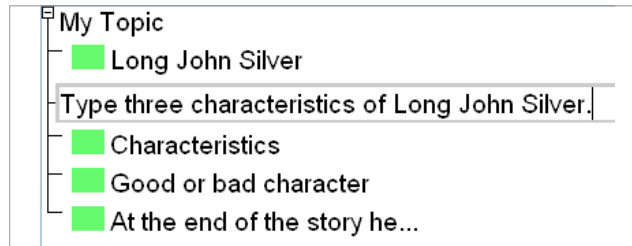


 Click **Insert Locked Text**  on the toolbar. A text box appears above the subtopic **Characteristics**.





Draft:Builder SOLO Edition

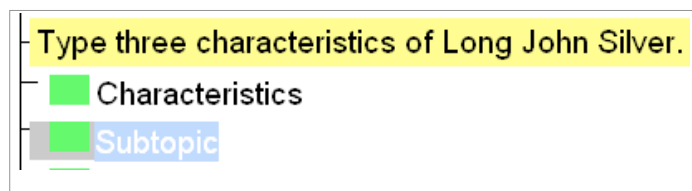
-  In the text box, type: **Type three characteristics of Long John Silver.**



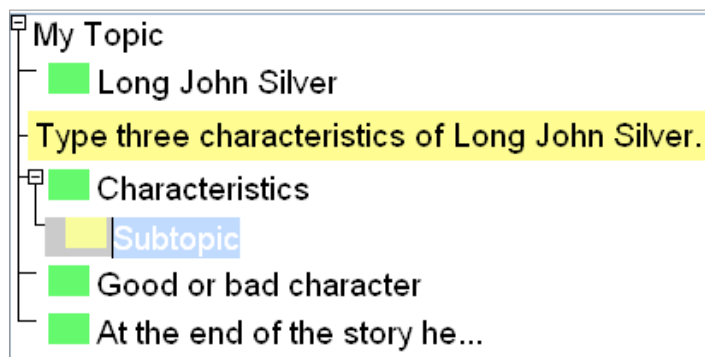
You have now added Locked Text instructions that can help guide the learners. These instructions are “locked” so that the learners cannot change them.

Now you are going to add more specific structure to the Outline to help the learners.

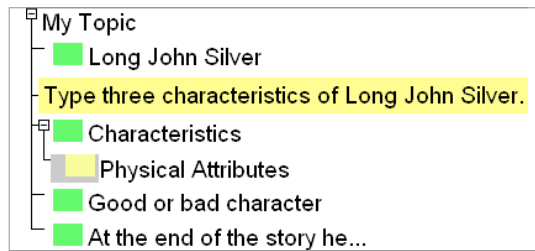
-  Click the green icon next to **Characteristics** and click  on the toolbar. A new subtopic is created.





-  Click the **Indent** button . The green subtopic changes to a yellow subtopic.

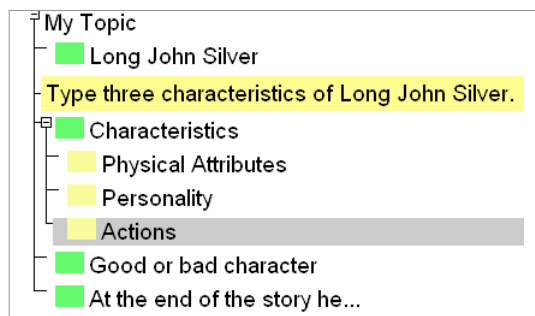


 Type **Physical Attributes**.



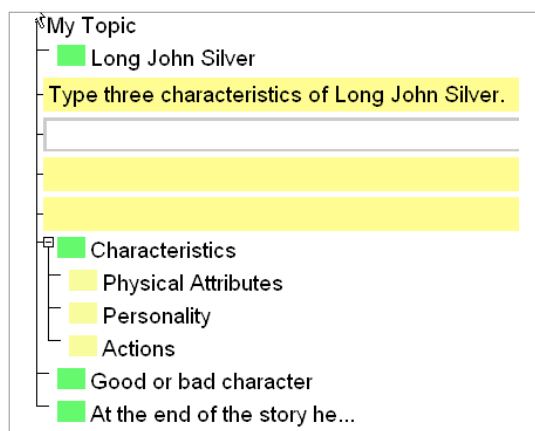
 On the toolbar, click  to create a second yellow subtopic. Type **Personality**.

 On the toolbar, click  to create a third yellow subtopic. Type **Actions**.




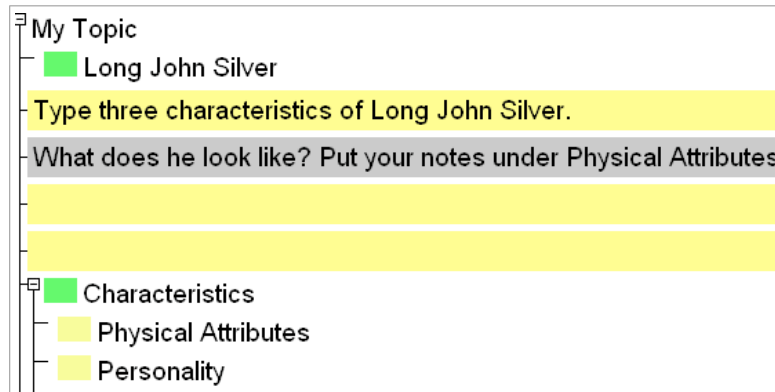
Now add Locked Text to provide instructions to the learners.

 Click **Insert Locked Text**  three times to add three text boxes above **Characteristics**.




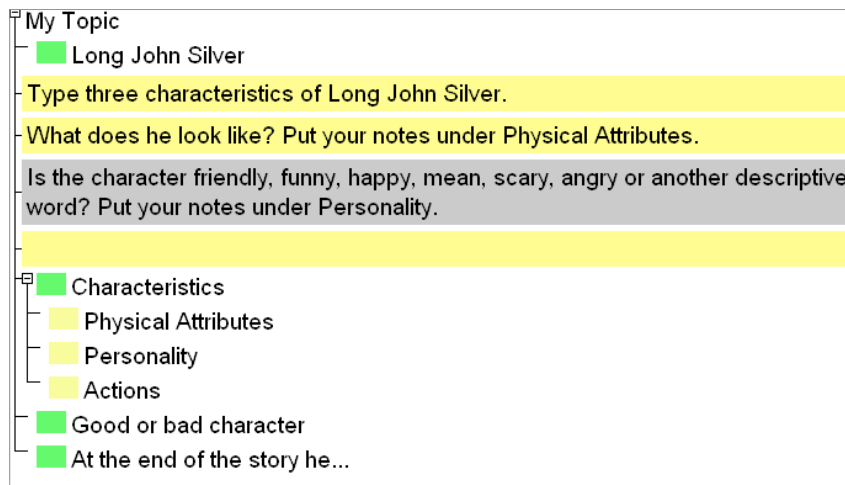
Draft:Builder SOLO Edition

-  In the first box, type **What does he look like? Put your notes under Physical Attributes.** and press **Enter**.




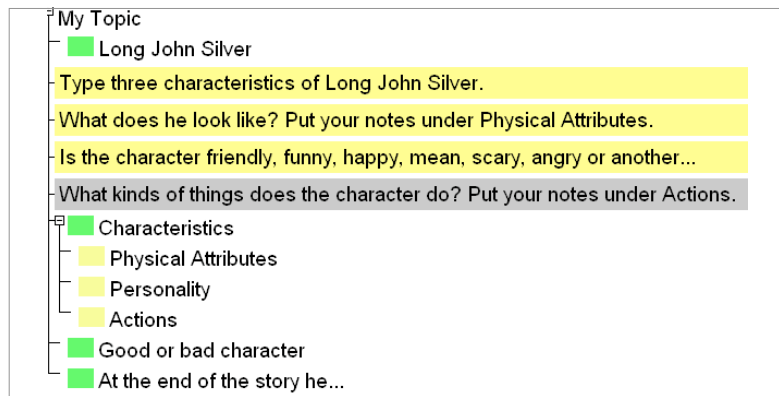
The screenshot shows a draft builder interface. At the top, there is a section titled "My Topic" with a green square next to "Long John Silver". Below this, there are three yellow text boxes: "Type three characteristics of Long John Silver.", "What does he look like? Put your notes under Physical Attributes.", and a blank box. At the bottom, there is a list of categories: "Characteristics" (green square), "Physical Attributes" (yellow square), and "Personality" (yellow square).

-  Click the second text box to open it and type **Is the character friendly, funny, happy, mean, scary, angry or another descriptive word? Put your notes under Personality.** Press **Enter**.




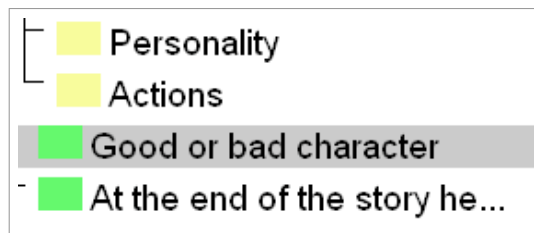
The screenshot shows the draft builder interface after the second step. The text box "What does he look like? Put your notes under Physical Attributes." is now highlighted in grey and contains the text "Is the character friendly, funny, happy, mean, scary, angry or another descriptive word? Put your notes under Personality.". Below this, there is a blank yellow text box. At the bottom, the list of categories has been updated to include "Actions" (yellow square), "Good or bad character" (green square), and "At the end of the story he..." (green square).

-  Click the third text box to open it and type **What kinds of things does the character do? Put your notes under Actions.** Press **Enter**.

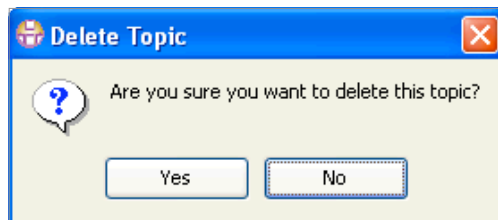


To make the assignment easier, you are going to delete the rest of the subtopics. Having only one concept “Characteristics” for this assignment will reduce the complexity of the assignment for the learners.


 Click the green icon next to **Good or bad character?**



 Press **Delete** on your keyboard. **Delete Topic** appears.




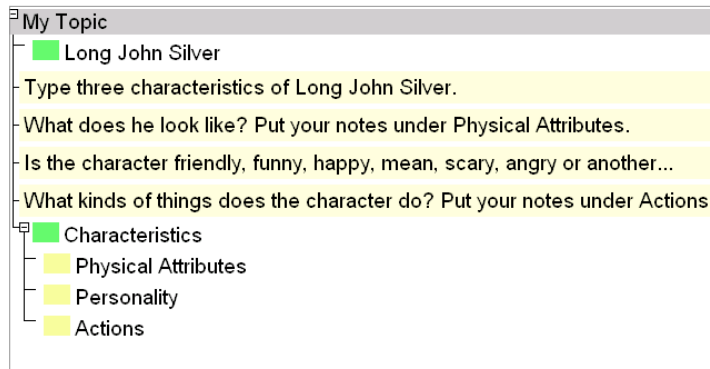
Remember when you delete a topic, you also delete all the subtopics (children) under it.

 Click .

At the end of the story he.... is now selected.


 Press **Delete** on your keyboard. **Delete Topic** appears.

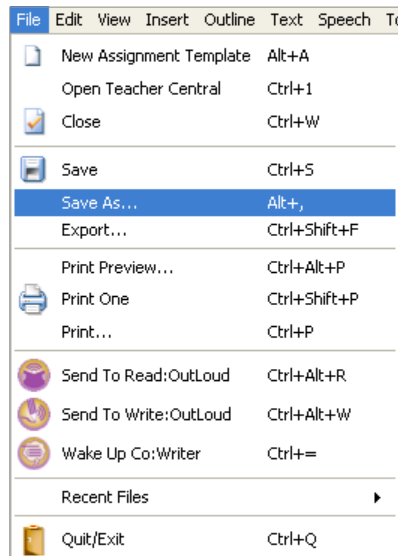
 Click .



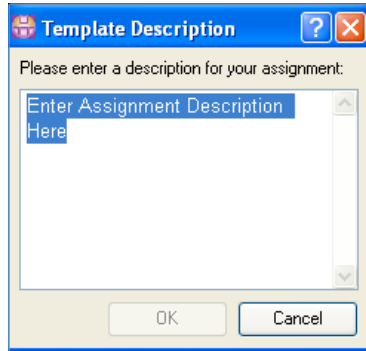
3. Save as a New Assignment Template


Now that you have finished modifying this Assignment Template, you need to save it with a new name.

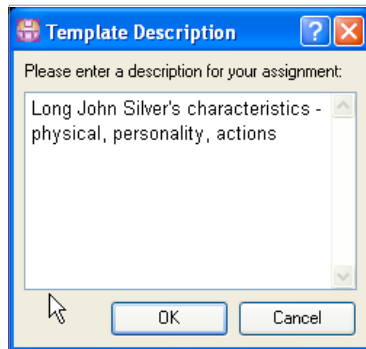
 From the **File** menu, click **Save as...**



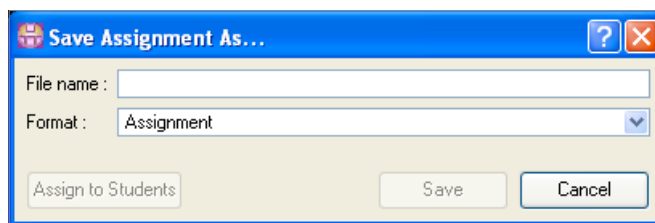
Template Description appears.



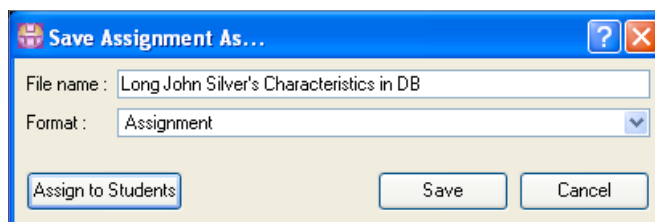
 Type **Long John Silver's characteristics - physical, personality, actions.**



 Click . **Save Assignment As...** appears.




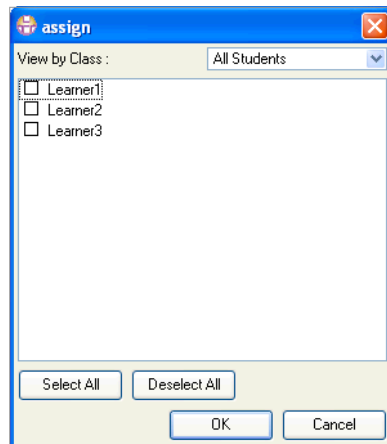
 After **File name**, type **Long John Silver's Characteristics in DB.**




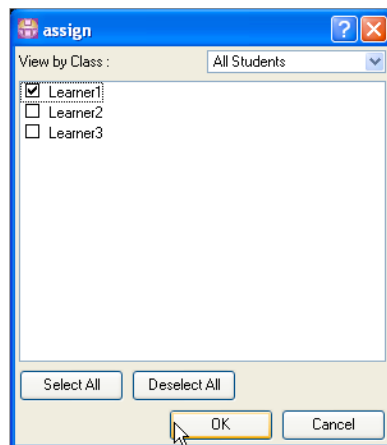
4. Assign to Learners

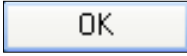
Now you are going to assign the new Assignment Template.

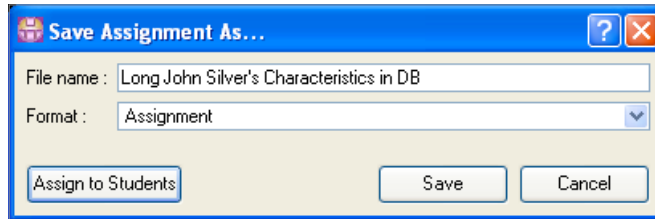
 Click **Assign to Students**. **Assign** appears.



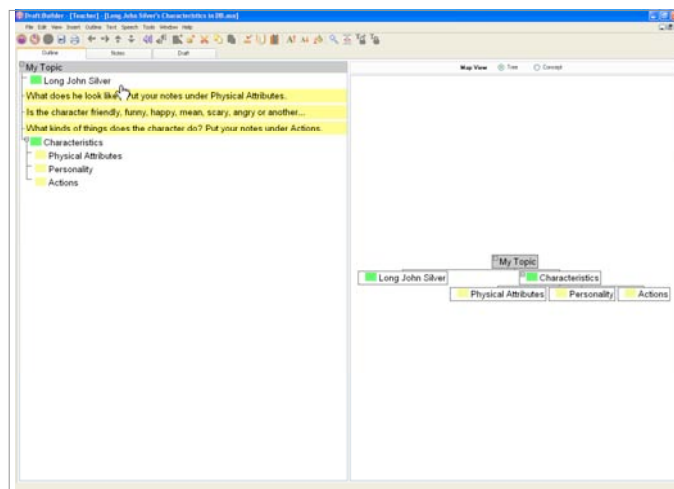
 To assign this Assignment Template to **Learner1**, place a check in the checkbox next to **Learner 1**.



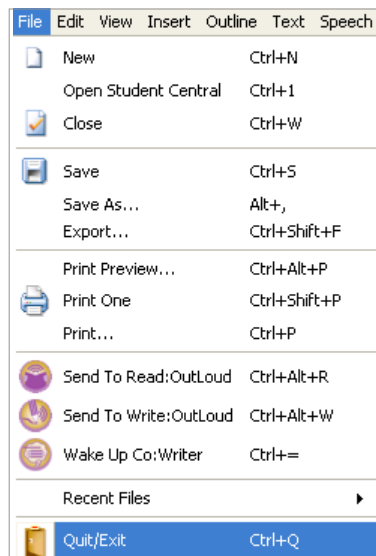
Click . You return to **Save Assignment As....**



Click . You return to the **Draft:Builder Outline**.





Close Draft:Builder by opening the **File** Menu and clicking **Quit/Exit**.

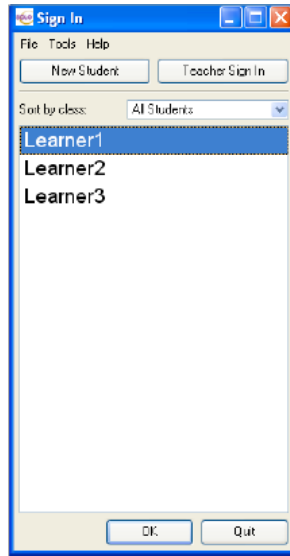



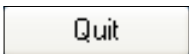
Draft:Builder SOLO Edition

You return to **Teacher Central**.

 Close **Teacher Central** by clicking the **Quit** button  in the upper right-hand corner.

Sign In appears.



 Click  to exit the program.

Congratulations! You have just created your first Assignment Template. It would be a good idea to walk through the Assignment Template you have created as a learner in order to make sure that it functions correctly

APPENDIX 1: Supporting Files

Assignment Templates and Outline Templates Included with Draft:Builder, SOLO Edition

Included with your Draft:Builder, SOLO Edition product are Assignment Templates and Outline Templates.

Outline Templates

Outline Templates are content-free, research-based templates that can be used “as is” or modified to meet specific learner and/or curriculum needs. Use Outline Templates to guide learners through the writing process in Draft:Builder.

- _A Blank Template.opt
- A 3 Paragraph Essay.opt
- A 5 Paragraph Essay.opt
- Beginning Middle End.opt
- Biography DraftBuilder.opt
- Book Report Fiction.opt
- Compare Charac DraftBuilder.opt
- Compare Contrast General.opt
- Descriptive Paragraph.opt
- KWRL DraftBuilder.opt
- Persuasive Essay 1.opt
- Persuasive Essay 2.opt
- Plan a Story.opt
- SQ3R DraftBuilder.opt
- Story Map DraftBuilder.opt
- Vocabulary 1 DraftBuilder.opt

Generic Assignment Templates

Generic Assignment Templates are content-free, research-based assignment templates for use with any eText or modified for your learner and/or area of curriculum.

- Compare Contrast Characters.asn
- Interview a Friend.asn
- KWRL.asn
- Story Map.asn
- Supported Reading SQ3R.asn

Draft:Builder SOLO Edition

Sample Curriculum Folders and Sample Assignment Templates

There are four sample Curriculum Folders and Sample Assignment Templates. In each Curriculum Folder, you will find:

- 1 assignment to organize and draft ideas using Draft:Builder

Listed here are the file names.

Sample Assignment Templates	Sample Curriculum Folder
Long John DraftBuilder.asn	Literature
Saturn DraftBuilder.asn	Science
Ancient Egypt DraftBuilder.asn	History
Rainforest DraftBuilder.asn	Geography

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