



User Guide

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Using the Program

Launch WordMaker

With the CD in the CD-ROM drive, launch the program from the hard drive. If you chose to install an alias (Mac OS) or shortcut file (Windows) on the desktop, you may double-click it to begin. Otherwise, follow the instructions below.



Mac OS alias icon



Windows shortcut icon

Macintosh


WordMaker was installed in a **Don Johnston folder** on your hard drive. To start WordMaker:

1. Locate the **Don Johnston folder** on your hard drive. Open the **Don Johnston folder**.
2. Open the **WordMaker folder**.
3. Double-click the **WordMaker** application icon.



Windows

WordMaker was installed in a **DonJohnston** folder on your hard drive. A shortcut to WordMaker was also installed in your Start menu. To start WordMaker:

1. Click **Start**.
- 
2. Click **Programs**, then click the **WordMaker folder** and select the **WordMaker** application.
OR
Click **WordMaker** from the recent applications listed.

Note: The appearance of the Start menu will vary, depending on the version of the operating system, settings and programs installed on the computer.

WordMaker will open. After the title screens are displayed, the Sign In screen appears.



WordMaker Sign In Screen

Sign In

For New Students

The first time students use the program, they must add their names at the Sign In screen.



WordMaker Sign In Screen

1. Click **New Student**. The Name dialog appears.
2. Type your name in the text field.

Please type your name.

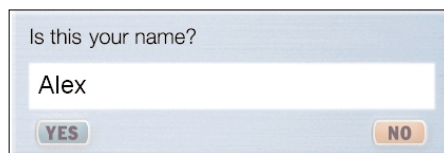
Alex

OK CANCEL

3. Click **OK**. You will return to the Sign In screen.



4. Click your name to select it. The Verify Name screen appears.



5. Click Yes to verify the name and continue. Click **No** to select a different name.

Note: To add multiple names at one time, you can also use the Teacher Options screen. See page GS:12 for more information on Teacher Options.

For Students Already Listed

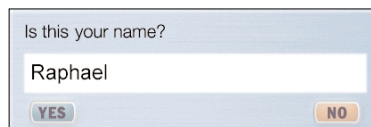
If your name is already listed on the Sign In screen, you can get started right away.



1. Locate your name in the list. If your name is not showing, click the **Down arrow button** until you can see your name in the list.



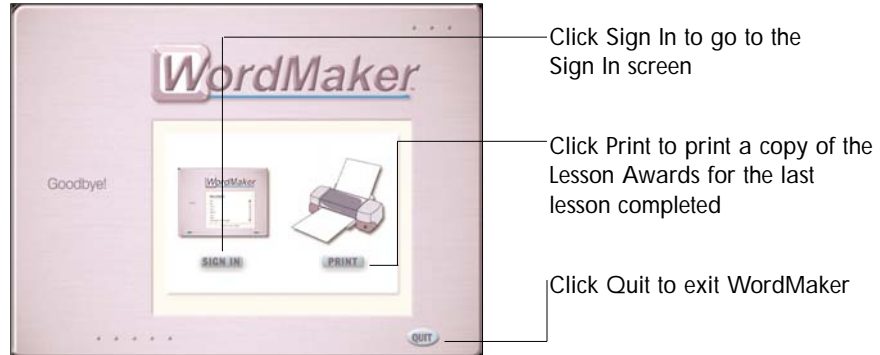
2. Click your name to select it.
The Verify Name screen appears.



3. Click **Yes** to verify the name and continue. Click **No** to select a different name. WordMaker uses your settings and starts from where you left off, (or from the beginning if this is your first use of WordMaker). WordMaker gives instructions on how to do each activity.

Sign Out Screen

The Sign Out screen is displayed when a student completes a lesson, selects the Quit button or by pressing **⌘Q** (Mac OS) or **Ctrl+Q** (Windows) in any activity.



From the Sign Out screen, students can:

- Go to the Sign In screen to allow another student to sign in, or to start another session.
- Print the most recent Lesson Awards screen.
- Quit WordMaker.

In addition to the student actions, teachers can:

- Press **⌘T** (Mac OS) or **Ctrl+T** (Windows) to go to the Teacher Options screen.
- Press **⌘M** (Mac OS) or **Ctrl+M** (Windows) to show the WordMaker menus (for Demo mode or Teacher Options).

WordMaker Activities

Overview

Making Words activities are designed to teach the common phonics patterns in the most commonly accepted sequence. The phonics elements are taught in this general order:

Most common consonants	b, c, d, f, g, h, j, k, l, m, n, p, r, s, t, w
Short vowel patterns	a (at), e (end), i (it), o (on), u (up)
Digraphs	ch, sh, th, ck
Long vowel patterns	o (no), e (he), i-e (ride), igh (night), o-e (those), u-e (use), ay (day), ai (rain), ee (see), ea (eat), oa (float)
R-controlled vowels	ar (car), or (for), er (her), ir (girl), ur (hurt)
Other common vowel patterns	oi (oil), oy (boy), aw (saw), au (because), al (walk), ou (cloud), ow (now, slow), oo (zoo, look), ew (new), y (my, very)
Less common consonants/digraphs	v, x, y, z, wh, qu, c (centers), g (gym)
Blends	bl, br, cl, cr, dr, fl, fr, gl, gr, pl, pr, sc, sk, sl, sm, sn, st, sw, tr
Endings (suffixes)	-s, -ed, -ing, -er (person), -er (more), -est (most), -ly

The activities in WordMaker center on developing several types of word skills:

- Manipulating letters to make words Spell Words, Spell (Transfer)
- Sorting words by beginning sound Letter/Picture Match, Letter/Picture Transfer, Sort by First Letter
- Sorting words by ending rhyme Sort by Rhyme, Sort (Transfer)
- Reading/word recognition Find Words

Dragging Items in WordMaker

The Making Words activities in WordMaker are accomplished by dragging pictures, words or letter tiles to specific locations on the screen. WordMaker changes the cursor to help students be successful with this skill.

In Challenge activities and when over inactive areas on the screen, the cursor appears as a plain arrow.



When the cursor is rolled over an item that can be moved, the arrow changes to an open hand.



When the mouse button is held down (in a "mouse down," or "drag," position), the open hand changes to a closed fist. The item can now be dragged to another location on the screen for spelling or sorting.



Move the item without releasing the mouse button. When the item is over (or very near) the desired location, release the mouse button ("mouse up"). The cursor changes back to the plain arrow.

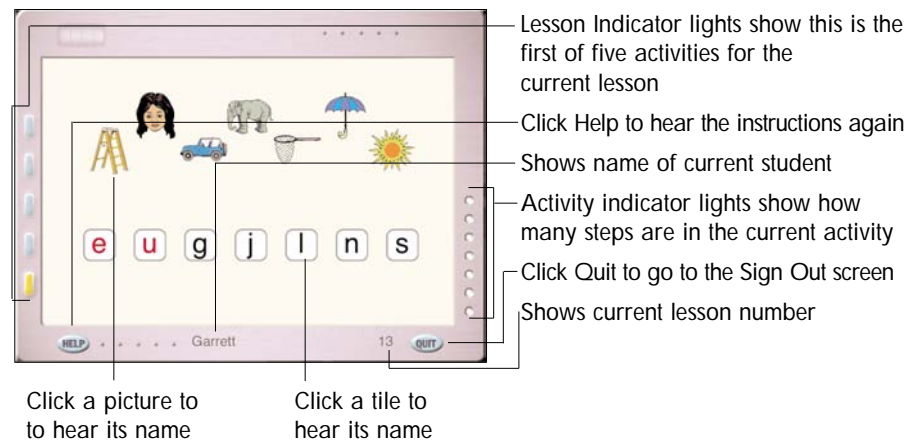


Note: Some students have a great deal of difficulty holding the mouse button down to drag items around the screen. See "Accessibility Options" for other input methods and tips on using your keyboard and mouse device in WordMaker.

Letter/Picture Match

Letter/Picture Match is an introductory activity used for Making Words Lessons 1 through 29. In this activity, students are shown a set of letter tiles and a set of pictures. Students must match pictures to the letter tiles that correspond to the first letter of the words that the pictures represent. WordMaker tracks sorting data from this activity for the Award Screen and student Progress Report.

TIP: WordMaker displays picture icons to support beginning letter sounds in Lessons 1-29. If students have already shown they can associate letter sounds with letters, teachers can turn this option OFF by unchecking Icon support for letters in Teacher Options. If turned OFF, the Letter/Picture Match activity is skipped, and Making Words Lessons begin with Spell Words.



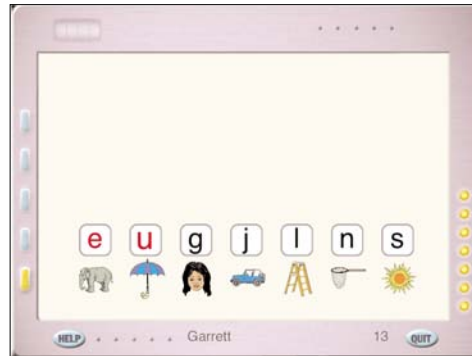
How to Do This Activity

1. Look at the pictures and the letter tiles for the lesson. WordMaker gives instructions to match the picture to the letter it begins with.
2. Click a picture or letter tile to hear it spoken.
3. Drag a picture to the letter tile that matches the first letter of the picture word.

Note: If the student makes an incorrect match, WordMaker gives feedback and the picture goes back to its original position and the student can try again. Students must correctly match each picture to the corresponding letter for WordMaker to advance to the next activity.

4. Repeat steps 2-3 for each picture shown.

Note: If the student does not make a response within 90 seconds, WordMaker repeats the instructions.



When all the pictures are correctly matched to the letter tiles, WordMaker reviews the letters and picture words.

Spell Words

Spell Words is a key activity in all Daily and Word Wall Lessons. In this activity, students are shown a set of letter tiles, then prompted by WordMaker to spell or "make" specific words on the letter blanks provided. WordMaker tracks data from this activity for the student Progress Report.

Note: Picture icons are shown to support the letters' beginning sounds in Lessons 1-25 if *Icon support for letters* is checked in Teacher Options. Starting in Lesson 26, no pictures are shown for this activity.

Spelling in Making Words Lessons

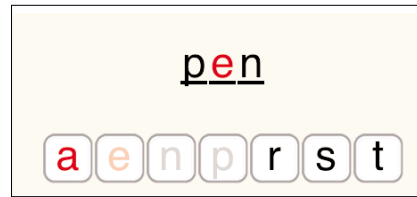
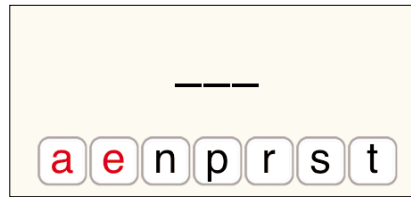
In Making Words Lessons, vowels and consonants are differentiated by color. Consonants are black; vowels are red (y is dark red because it is "sometimes" a vowel). There are also several ways students are asked to "make" words.

- Spell the word
- Change a letter
- Add a letter
- Move the letters around

In each case, WordMaker requests the word, then uses the word in a sentence.

Spell the Word

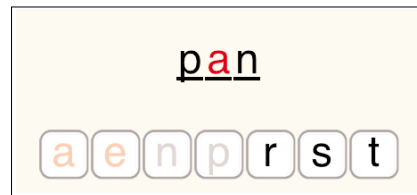
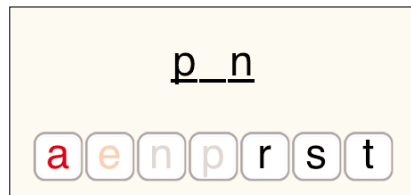
Students move letter tiles to the letter blanks to spell out the requested word.



Cue: "Spell a 3-letter word — pen" or "Spell the word 'pen'."

Change a letter

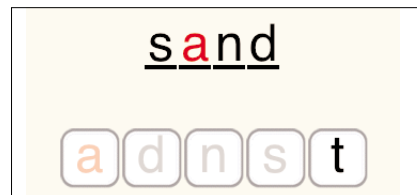
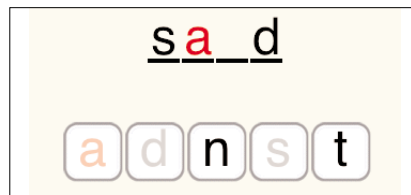
Students use a different letter to change the current word to the requested word.



Cue: "Change the vowel to spell 'pan'." or "Change one letter to make the word 'pan'."

Add a letter

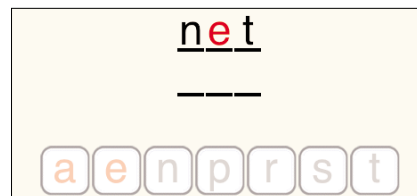
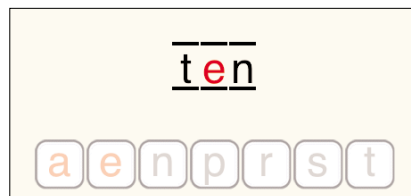
Students add a letter to the current word to make the requested word. WordMaker automatically puts the blank in the correct spot.



Cue: "Add one letter to 'sad' to make 'sand'."

Move the letters around

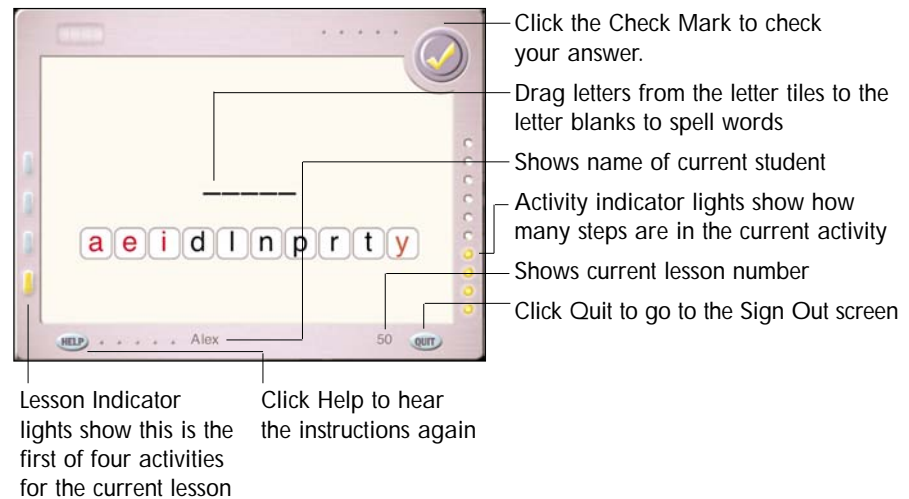
Students change the order of the current letters to make the requested word. Additional letter blanks are provided above the previous word.



Cue: "Move the letters around to spell 'net'." or "Let's do a trick to make 'ten' into 'net'."

Spelling in Word Wall Reviews

In Word Wall Reviews, vowels and consonants are differentiated by color: Consonants are black; vowels are red (y is dark red because it is "sometimes" a vowel). In all Word Wall Reviews, students must spell out all words requested.



How to Do This Activity

1. Listen as WordMaker asks you to spell or make a specific word from the letter tiles shown.
2. Drag the appropriate letter tiles to the letter blanks to spell or make the requested word.

As you drag letters to the letter blanks, the corresponding letter tiles become unavailable. You can move letters to other unoccupied letter blanks or back to the letter tiles if you make a mistake or want to start over.

3. When you think you have spelled the requested word correctly, click the Check Mark, or press **Return** (Mac OS) or **Enter** (Windows).



If the answer is correct, WordMaker re-reads the word, then WordMaker moves on to the next word. WordMaker may move some or all of the letters back to the letter tiles, may add or insert additional letter blanks into the existing word.

Note: If the student is incorrect, WordMaker gives corrective feedback, moves all incorrect letters back to the letter tiles and prompts the student to try again. Letter tiles not needed to spell the word are also grayed out. After four incorrect tries, WordMaker gives feedback and spells the word correctly for the student.

- Repeat steps 1-3 for each word requested by WordMaker.

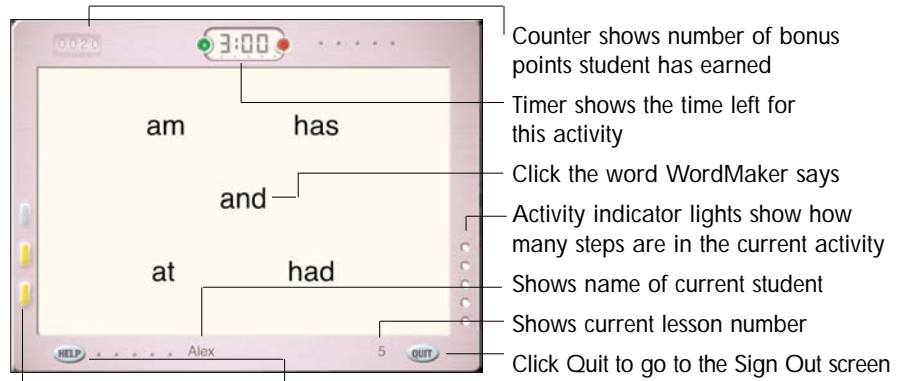
What's Next

When all the words in the activity have been spelled correctly, WordMaker advances to the next activity:

- Making Words Lessons Secret Word is next.
- Word Wall Reviews Find Words is next.

Find Words (Word Wall)

Find Words is a timed activity in all Word Wall Reviews. Students must find and select the review words after WordMaker says them. Depending on the lesson level, 5, 8, or 10 review words are shown. The default timer setting is 3 minutes, although teachers can change the Time on Find setting in Teacher Options to give students more time (5 minutes) or less time (1 minute) for the activity.



- Lesson Indicator lights show this is the second of three activities for the current lesson
- Click Help to hear the instructions again

How to Do This Activity

- Look at the words for this activity. If desired, click each word to hear it.
- Click the green "Go" light to start the timer.
WordMaker gives the first word cue (i.e., "Find the word 'and.'") and uses the word in a sentence.
- Find the requested word and click to select it.
If the correct word is selected, WordMaker gives the cue for the next word.

Note: If the student makes an incorrect match, WordMaker gives feedback and the student can try again. If the student chooses incorrectly four times, WordMaker will identify the correct word for the student.

4. Repeat steps 2-3 for each word.

The activity is over when the student correctly finds all the words in the word wall or when the timer runs out, whichever comes first.

Note: If the student does not respond within 90 seconds, WordMaker repeats the instructions.

What's Next

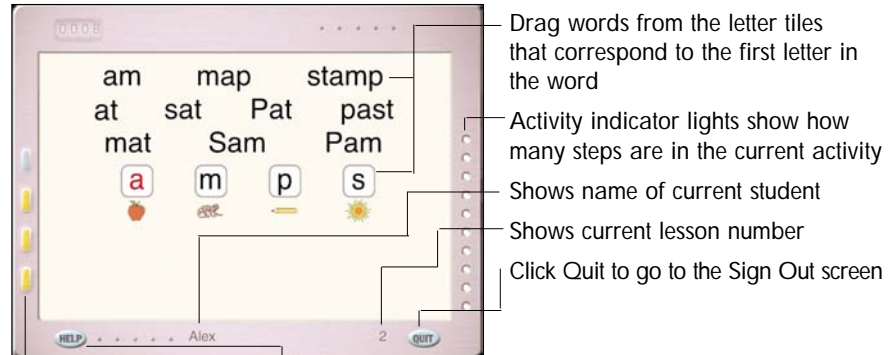
- Word Wall Review 5-30 Sort by First Letter is next.
- Word Wall Review 35-140 The lesson is over. Wordo! is next.

Sort by First Letter

Sort by First Letter is another activity used for Lessons 1 through 30 in WordMaker. In this activity, students are shown a set of letter tiles and the words just spelled in the previous activity. Students must sort the words into columns under the letter tiles that correspond to the first letter of the words.

WordMaker tracks data from this activity for the student Progress Report.

Note: Picture icons support the letters' beginning sounds in Lessons 1-29 if *Icon support for letters* is checked in Teacher Options. Starting in Lesson 30, no pictures are shown for this activity.



Lesson Indicator lights show this is the second of three activities for the current lesson

Click Help to hear the instructions again

How to Do This Activity

1. Look at the words and the letter tiles for the lesson.
WordMaker gives instructions to move each word to the letter it begins with.
2. Click a word or letter tile to hear it spoken.
3. Drag the word to the letter tile that matches its first sound.

Note: If the student makes an incorrect match, WordMaker gives feedback, the word goes back to its original position and the student can try again. Students must correctly sort all the words for WordMaker to advance to the next activity.

4. Repeat steps 2-3 for each picture.

Note: If the student does not respond within 90 seconds, WordMaker repeats the instructions.



When all the words are under the correct letter tiles, WordMaker reviews the letters and words.

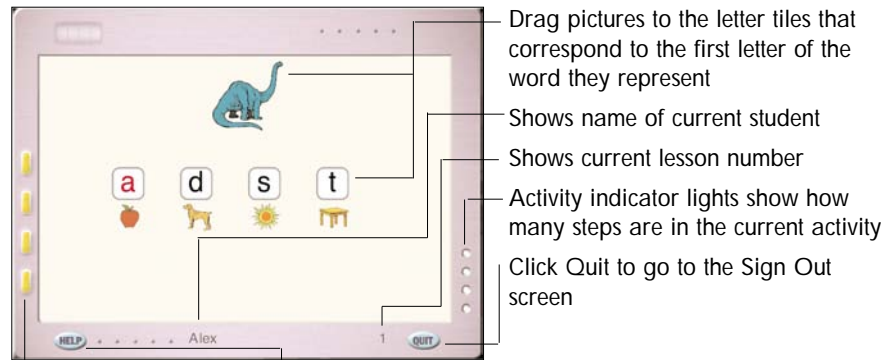
What's Next

- Making Words Lessons 1-29 The Letter/Picture Match (Transfer) activity is next.
- Word Wall Review 5 The lesson is over. The Lesson Awards screen is next.
- Word Wall Reviews 10-30 The lesson is over. Wordo! is next.

Letter/Picture Match (Transfer)

Letter/Picture Match (Transfer) is an activity used for Making Words Lessons 1 through 29. In this activity, students are shown several pictures representing words that have the same beginning sound that was taught in the lesson. However, the words have *not* been taught in the lesson. Students must match pictures to the letter tiles that correspond to the first letter of the words that the pictures represent, showing that they have successfully *transferred* knowledge from the lesson.

Note: Pictures are shown to support the letter's beginning sound in Lessons 1-29 if *Icon support for letters* is checked in Teacher Options.



Lesson Indicator lights show this is the second of three activities for the current lesson

Click Help to hear the instructions again

How to Do This Activity

WordMaker gives instructions to move the picture to the letter it begins with.

1. Look at the picture and the letter tiles for the lesson.
2. Click a picture or letter tile to hear it spoken.
3. Drag the picture to the letter tile that matches the first sound of the word that the picture represents.

As the picture is put in the correct column, the corresponding word appears under it.

Note: If the student makes an incorrect match, WordMaker gives feedback, the picture goes back to its original position and the student can try again. Students must correctly sort each picture under the corresponding letter tile for WordMaker to advance to the next activity.

- Repeat steps 1-3 for each picture.

Note: If the student does not respond within 90 seconds, WordMaker repeats the instructions.



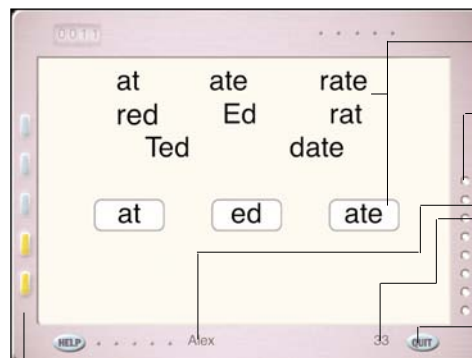
When all the pictures are under the correct letter tiles, WordMaker reviews the letters and picture words.

What's Next

- Making Words Lessons 1-9 The lesson is over. The Lesson Awards screen is next.
- Making Words Lessons 11-29 The lesson is over. Wordo! is next.

Sort by Rhyme

Sort by Rhyme is the main word sorting activity used for Making Words Lessons 31 through 139. In this activity, students are shown a set of rhyme tiles and some of the words just spelled in the previous activity. Students must sort the words into columns under the rhyme tiles that correspond to the ending rhyme of the words.



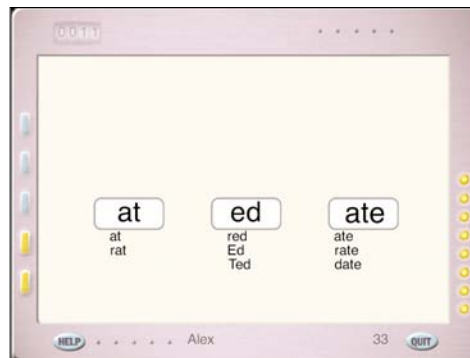
- Drag words to the rhyme that matches the ending sound
- Activity indicator lights show how many steps are in the current activity
- Shows name of current student
- Shows current lesson number
- Click Quit to go to the Sign Out screen

Lesson Indicator lights show this is the second of three activities for the current lesson

Click Help to hear the instructions again

How to Do This Activity

1. Look at the words and the rhyme tiles for the lesson.
WordMaker gives instructions to move the word to the rhyme that matches the word ending.
2. Click a word or rhyme tile to hear it spoken.
3. Drag the word to the rhyme tile that matches its word ending.
Note: If the student makes an incorrect match, WordMaker gives feedback, the word goes back to its original position and the student can try again. Students must correctly sort all the words for WordMaker to advance to the next activity.
4. Repeat steps 2-3 for each word.
Note: If the student does not respond within 90 seconds, WordMaker repeats the instructions.



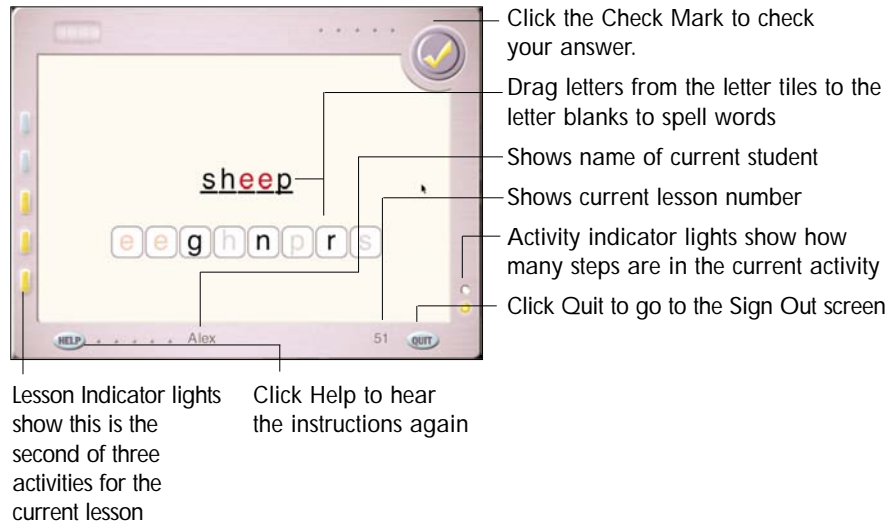
When all the words are sorted under the correct rhyme tiles, WordMaker reviews the rhymes and words.

What's Next

The Spell (Transfer) activity is next.

Spell (Transfer)

The Spell (Transfer) activity is similar to the Spell Words activity. However, the words involved are new words that were *not* taught in the lesson. Students must use the letter tiles to spell two new words, showing that they have successfully *transferred* knowledge from the lesson. Spell (Transfer) is included in all Making Words Lessons from 31-139.



How to Do This Activity

1. Listen as WordMaker asks you to spell a specific word from the letter tiles shown.
2. Click a letter tile to hear it spoken.
3. Drag the appropriate letter tiles to the letter blanks to spell the requested word.

As you drag letters to the letter blanks, the corresponding letter tiles become unavailable. You can move letters to other unoccupied letter blanks or back to the letter tiles if you want to start over.

4. When you think you have spelled the requested word correctly, click the Check Mark.

If the answer is correct, WordMaker re-reads the word, then WordMaker moves on to the next word. WordMaker may move some or all of the letters back to the letter tiles, may add or insert additional letter blanks into the existing word.

Note: If the student is incorrect, WordMaker gives corrective feedback, moves all incorrect letters back to the letter tiles and prompts the student to try again. Letter tiles not needed to spell the word are also grayed out. After four incorrect tries, WordMaker gives feedback and spells the word correctly for the student.

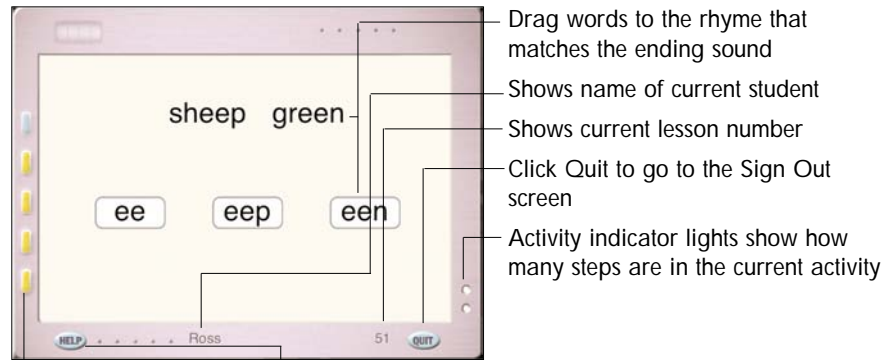
5. Repeat steps 1-3 for each word requested by WordMaker.

What's Next

The Sort (Transfer) activity is next.

Sort (Transfer)

The Sort (Transfer) activity is similar to the Sort by Rhyme activity. However, the words involved are the new words that were just introduced in the Spell (Transfer) activity. Students must sort the two new words by end rhyme, showing that they have successfully *transferred* knowledge from the previous lesson. Sort (Transfer) is included in all Making Words Lessons from 31-139.



Drag words to the rhyme that matches the ending sound
Shows name of current student
Shows current lesson number
Click Quit to go to the Sign Out screen
Activity indicator lights show how many steps are in the current activity

Lesson Indicator lights show this is the second of three activities for the current lesson
Click Help to hear the instructions again

How to Do This Activity

1. Look at the words and the rhyme tiles for the lesson.
WordMaker gives instructions to move the word to the rhyme that matches the word ending.
2. Click a word or rhyme tile to hear it.
3. Drag the word to the rhyme tile that matches its word ending.
Note: If the student makes an incorrect match, WordMaker gives feedback, the word goes back to its original position and the student can try again. Students must correctly sort all the words for WordMaker to advance to the next activity.
4. Repeat steps 2-3 for each picture.
Note: If the student does not respond within 90 seconds, WordMaker repeats the instructions.

What's Next

- Making Words Lessons ending in 1, 2, 4, 6, 7 or 9
The lesson is over.
Wordo! is next
- Making Words Lessons ending in 3 or 8
The lesson is over.
Be a Mind Reader is next

Challenge Activities

Beginning with Lesson 1, students are presented with challenge activities during and at the end of lessons. Challenges include the Secret Word, Wordo! and Be a Mind Reader.

When do Challenges Begin?

The challenges begin during pre-determined lessons in WordMaker.

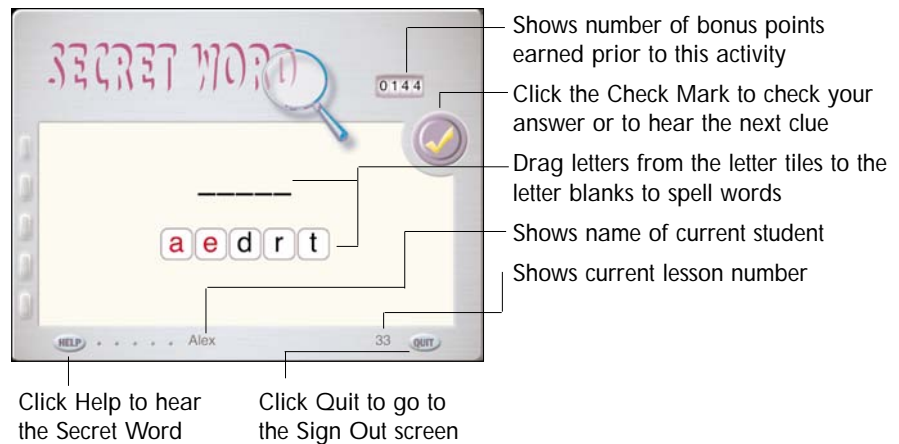
Challenge	Begins	Occurs
Secret Word	in Lesson 1	After Spell Words, in every Making Words Lesson
Wordo!	in Lesson 10	At the end of Lessons 10-27; then at the end of the 1st, 2nd, 4th and 5th lessons in each set of 5
Be a Mind Reader	in Lesson 28	At the end of the 3rd lesson in each set of 5 (Lessons 28, 33, 38, 43, 48, 53, etc.)

Bonus Points

WordMaker awards bonus points for completing challenge activities. The opportunity to accumulate bonus points can help motivate students to try for correct answers in Making Words activities as well as challenge activities.

Secret Word

The Secret Word appears in all Making Words Lessons, beginning with Lesson 1. In the Secret Word challenge, students are asked to spell a "secret" word using all of the letter tiles from the lesson. WordMaker may spell part of the word and ask the student to finish it. WordMaker keeps track of how many tries and clues it takes the student to correctly spell the secret word. Students are awarded points based on how quickly they can spell the word. The fewer incorrect tries/clues needed, the more points the student is awarded.



How to Do This Activity

1. WordMaker instructs you to spell the secret word from the letter tiles shown.
2. Drag the appropriate letter tiles to the letter blanks to spell a word that uses all the letter tiles.
As you drag letters to the letter blanks, the corresponding letter tiles become unavailable. You can move letters to other unoccupied letter blanks or back to the letter tiles if you want to start over.
3. When you think you have spelled the secret word correctly, click the Check Mark.

Note: If the student is incorrect, WordMaker gives the student feedback, an additional clue about the secret word and instructs them to try again. After three incorrect tries, WordMaker tells the student the secret word so they can attempt to spell it correctly.

4. Repeat steps 2-3 until you have spelled the secret word (or made 4 incorrect guesses).

When the answer is correct (or you have made 4 incorrect guesses), WordMaker re-reads the word, awards any bonus points earned, and then moves on to the next activity.



WordMaker awards bonus points as follows:

- 1st try (no clues needed) 5 points
- 2nd try (after 1 clue) 4 points
- 3rd try (after 2 clues) 3 points
- 4th try (after 3 clues) 2 points

What's Next

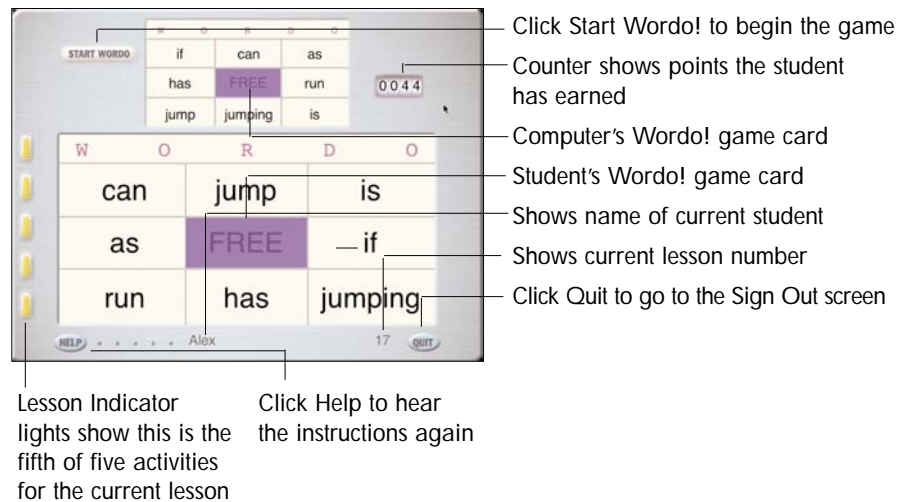
When the Secret Word challenge is over, WordMaker advances to the next activity:

- Making Words Lessons 1-29 Sort by First Letter is next.
- Making Words Lessons 31-139 Sort by Rhyme is next.

Wordo!

In Wordo!, students are shown two game cards — their own (the larger one) and the computer's (the smaller one). In this Bingo-like game, students must find and click words on their game card as they are "called." This kind of practice gets students reading more fluently.

Note: Wordo! is not presented until the end of Lesson 10.



Note: The word choices on both the student and computer game cards are identical, but the locations of the words are different on each. This gives the computer and student equal chances of getting "Wordo!" with each word "called," although the student gets the advantage in marking their game card first.

How to Do the Challenge

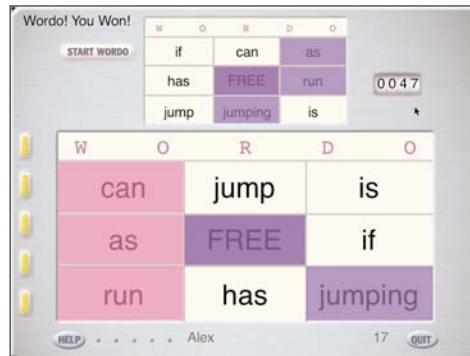
WordMaker gives instructions, then fills the open spaces on the game cards with eight review words.

1. Click the words on the game card to hear them.
2. Click **Start Wordo!**
WordMaker calls a word, and uses it in a sentence.
3. Find and click the word on the student game card to "mark" the space. Immediately afterwards, the corresponding word is also marked on the computer game card. Correct spaces change to purple when they are marked.

Note: If an incorrect word is clicked, WordMaker temporarily highlights the space in green and gives corrective feedback to the student, then calls the original word again.

WordMaker calls the next word.

4. As words are called, locate and click each one until either the student or computer game card shows "Wordo!" — three in a row horizontally, vertically, or diagonally. WordMaker highlights the winning row in pink. The game is over.



Student won Wordo!

Sometimes the computer wins Wordo! In that case, the computer game card will show the winning row.



Computer won Wordo!

Up to three games of Wordo! can be played.

5. Click **Start Wordo!** to play again.

Note: If students prefer to skip one or more games of Wordo!, they can Quit without penalty. Although they will not earn additional bonus points, students *will* advance to the next lesson when they sign in the next time.

What's Next

After all three games are played, or if you click **Quit**, the lesson is over.

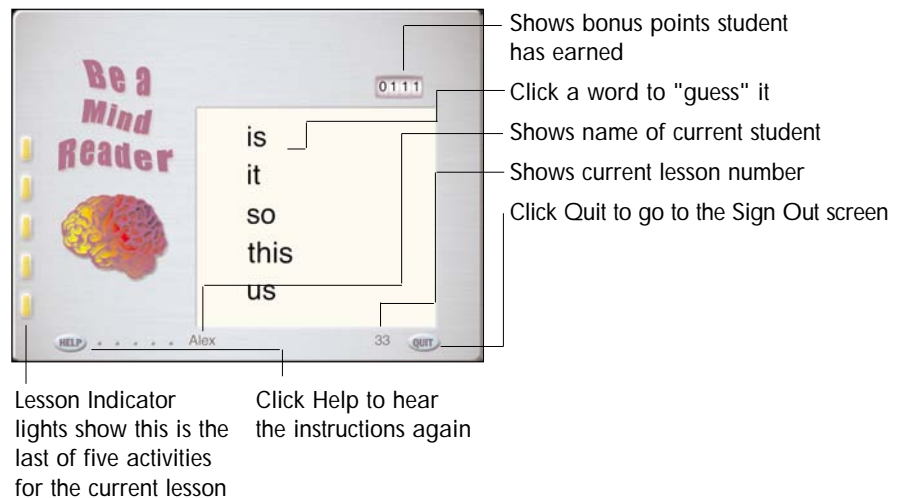
- Making Words Lessons The Lesson Awards screen is next.
- Word Wall Reviews The Word Wall screen is next.

Be a Mind Reader

In Be a Mind Reader, students are shown five words. Students must guess which word the program is "thinking." After each guess, WordMaker gives feedback to the student. If incorrect, WordMaker grays out the word that was guessed and gives an additional clue to help students narrow down the choices.

When the correct word has been guessed, WordMaker awards bonus points as follows:

- 1st try (lucky guess) 5 points
- 2nd try (after 1 clue) 4 points
- 3rd try (after 2 clues) 3 points
- 4th try (after 3 clues) 2 points
- 5th try (after 4 clues) 1 point

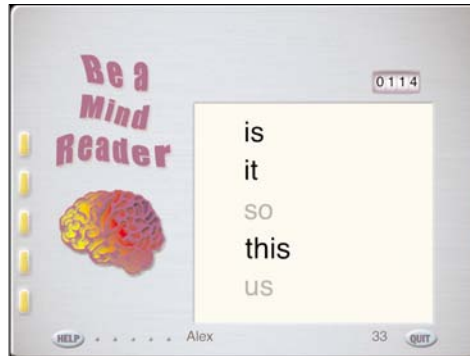


How to Do the Challenge

1. Listen to the instructions.
2. Click the word that you guess the program is "thinking."

If you are correct, you win! If you are incorrect, the word you guessed is grayed out and WordMaker gives a clue about the word (i.e., "The word I am thinking of has 2 letters," or "The word I am thinking of ends in 's'.")

3. Click another word. Listen to the clues and continue clicking words until you guess the correct word.



Note: Be a Mind Reader is not presented until Lesson 28, and appears at the end of lessons ending in 8 or 3 (instead of Wordo!).

What's Next

After the game is played, or if you click **Quit**, the lesson is over. The Lesson Awards screen is next.

WordMaker Awards Screens


WordMaker presents awards screens to give the student positive reinforcement at the end of each lesson. When a student completes a Making Words Lesson, WordMaker presents the Lesson Awards screen. When a student completes a Word Wall Review, WordMaker presents the Lesson Awards screen, then the Word Wall screen. At the end of the last lesson in WordMaker (Word Wall Review 140), there is also a Final Certificate screen for the student to print out.

Lesson Awards and Word Wall screens can be printed out via the Teacher Options screen.

Lesson Awards Screen

The Lesson Awards screen shows the student's percentage correct for spelling and sorting activities in the lesson, as well as the cumulative points earned in bonus activities (Secret Word, Wordo! and Be a Mind Reader).

Note: Word Wall Reviews 35-140 show a "zero" percentage for Sorting because they do not have any Sorting data to display.



Shows the number of bonus points the student has earned

Shows the percentage correct in Spelling activities

Shows the percentage correct in Sorting activities

Shows name of current student

Click OK to continue to the next lesson

Shows the lesson just completed

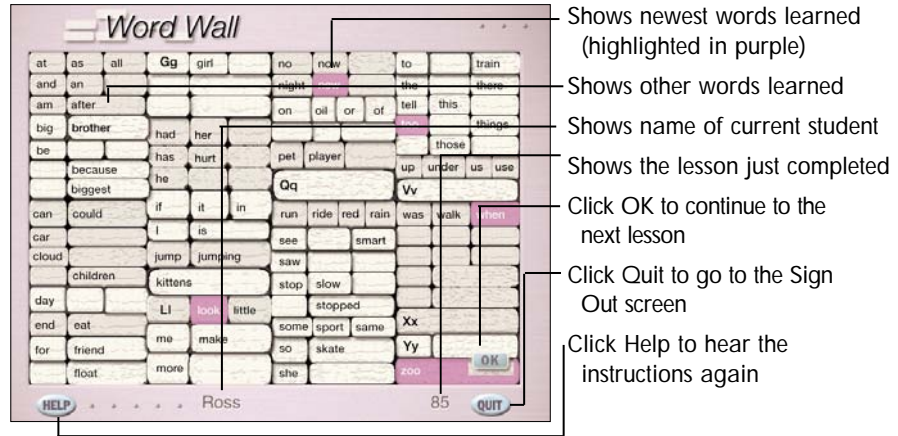
Click Help to hear the instructions again

Click Quit to go to the Sign Out screen

1. Click OK to continue, or click Quit to go to the Sign Out screen.

Word Wall Screen

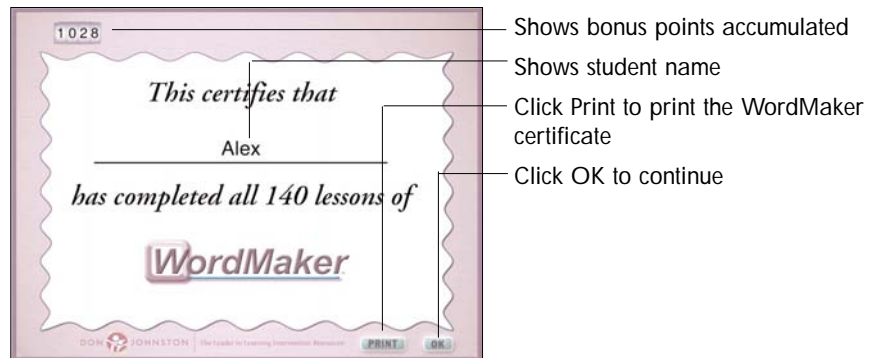
The Word Wall screen shows words the student has learned in WordMaker lessons. The newest words are highlighted in purple.



Click **OK** to continue to the next lesson, or click **Quit** to go to the Sign Out screen.

Final Certificate Screen

After the student completes Lesson 140, WordMaker presents a final certificate that the student can print, if desired. The certificate also shows the number of bonus points accumulated.



Click **OK** to go to the Sign Out screen.

Accessibility Options

WordMaker has built-in accessibility options for students with special needs. In addition to the conventional method of running the program (with a mouse) keyboard shortcuts or single-switch scanning can be used to run all activities. Other alternate input methods can also be easily adapted to run WordMaker.

This section will give ideas for the following methods:

- Tips for using mouse or trackball input
- Keyboard
- Alternate keyboard setup
- Single switch scanning

Tips for Using Mouse or Trackball Input

Some students who can use a mouse (or similar device) may benefit from a few ideas to make activities less tiring.

Program extra buttons

Many mouse devices and trackballs have extra, programmable buttons beside the standard "click." Program one of these extra buttons to "drag" items without having to hold the mouse button down all the time.

Depending on the device and driver, it may be called:

- Mouse Down
- Click Lock
- Sticky Keys, etc.

Refer to the documentation for your mouse device and/or operating system for more information on how to do this.

Use the keyboard with the mouse

Students can use the keyboard along with the mouse device. Some ideas:

- Use the mouse to move items around the screen.
- Use the keyboard to check spelling (**Spacebar**).

Keyboard Only

Students who prefer to use only the keyboard or who are unable to use a mouse (or similar device) can access all activities in WordMaker. Keyboard "shortcuts" are always allowed in WordMaker, so no special setup is needed in the program. The main keys needed are:

- Arrow keys to show and move the highlight box
- **Return** (Mac OS) or **Enter** (Windows) to make a selection for activities
- **Spacebar** to check spelling, Start Wordo or start the timer for Find Words
- **F1** to repeat the instructions (Help)
- **Q** to quit

For a full listing of keyboard shortcuts in WordMaker, see Appendix A.

Setting Up Students for Keyboard Access

There are just a few things that teachers should do to set students up for keyboard-only access to WordMaker.

1. Familiarize students with the primary keys they will need to do activities in WordMaker (arrow keys, **Return** (Mac OS) or **Enter** (Windows), **Spacebar**, **1** and **0**).

2. Launch WordMaker.

Once at the Sign In screen, students can sign in and run all activities using the keyboard.

Note: Some students may also need more time for the Find Words activity in Word Wall Reviews. If this is the case, change the setting for *Time on Find* to a longer time (i.e., 5 MINUTES) in Teacher Options.

How Keyboard Access Works

Generally, students can use the arrow keys to move a highlight around the screen, and **Return** (Mac OS) or **Enter** (Windows) to make a selection. Students always have the option of selecting Help (**1**) or Quit (**0**). Some activities also require a **Spacebar**.

WordMaker gives activity instructions and feedback as usual.

Keyboard Access at Sign In

Keyboard access is available as soon as the Sign In screen appears.

1. Use the arrow keys to highlight your name.
2. Press **Return** (Mac OS) or **Enter** (Windows) to select your name.
3. At the Verify Name dialog, press **Return** (Mac OS) or **Enter** (Windows) for Yes; press **Esc** (Mac OS) or **Delete** (Windows) for No.

Keyboard Access in Letter/Picture Match, Letter/Picture Match (Transfer)

1. Use the arrow keys to highlight a picture with the blue highlight box.



2. Press **Return** (Mac OS) or **Enter** (Windows) to select a picture.



The highlight box changes to orange to "hold" the picture you have selected. WordMaker moves the blue highlight box to the letter tiles.

3. Use the arrow keys to move the blue highlight box to the letter tile that corresponds to the picture.



4. Press **Return** (Mac OS) or **Enter** (Windows) to select the letter tile.



Keyboard Access in Spell Words, Spell (Transfer) and Secret Word

1. Use the arrow keys to highlight a letter tile with the blue highlight box.



2. Press **Return** (Mac OS) or **Enter** (Windows) to select a letter tile.



The highlight box changes to orange to "hold" the letter tile you have selected. WordMaker moves the blue highlight box to the letter blanks.

3. Use the arrow keys to move the blue highlight box to the letter blank where you want to move the letter tile.
4. Press **Return** (Mac OS) or **Enter** (Windows) to select the letter blank. The letter is placed on the letter blank. WordMaker moves the blue highlight box back to the letter tiles.



5. Continue selecting letter tiles and letter blanks until the word is spelled.
6. Press **Spacebar** to check the word.

Keyboard Access in Sorting by First Letter, Sort by Rhyme, Sort (Transfer)

1. Use the arrow keys to highlight a word with the blue highlight box.
2. Press **Return** (Mac OS) or **Enter** (Windows) to select the word.
The highlight box changes to orange to "hold" the word you have selected. WordMaker moves the blue highlight box to the letter or rhyme tiles.
3. Use the arrow keys to move the blue highlight box to the letter or rhyme tile that corresponds to the word.
4. Press **Return** (Mac OS) or **Enter** (Windows) to select the letter or rhyme tile.

Keyboard Access in Find Words

1. Press **Spacebar** to start the timer.
2. Use the arrow keys to highlight a word with the blue highlight box.
3. Press **Return** (Mac OS) or **Enter** (Windows) to select a word.

Keyboard Access in Wordo!

1. Press **Spacebar** to Start Wordo!.
2. Use the arrow keys to highlight a word with the blue highlight box.
3. Press **Return** (Mac OS) or **Enter** (Windows) to select a word.

Keyboard Access in Be a Mind Reader

1. Use the arrow keys to highlight a word with the blue highlight box.
2. Press **Return** (Mac OS) or **Enter** (Windows) to select a word.

Keyboard Access at Award Screens

- Press **Return** (Mac OS) or **Enter** (Windows) to continue to the next lesson (OK).
- Press **0** to go to the Sign Out screen (Quit).
- Press **1** to repeat the instructions (Help).

Keyboard Access at Sign Out

- Use arrow keys to toggle between Sign In and Print.
- Press **Return** (Mac OS) or **Enter** (Windows) to select highlighted item.
- Press **0** to Quit WordMaker.
- Press **1** to repeat the instructions (Help).

Alternate Keyboard

Students who use alternate keyboards (like IntelliKeys™ or Discover:Board®) can access all activities in WordMaker with a simple overlay and setup. Here is one suggested layout for simplified access:

Print (Ctrl)P (Ctrl)F	Start Timer (Spacebar)	Start Wordo! (Spacebar)	Yes (Enter) No (Esc) (Del)	Quit (Ctrl)Q (Ctrl)Q
		↑ 		Check Spelling (Spacebar)
	←		→	Select (Return) (Enter)
Help (Ctrl)H (Ctrl)H		↓ 		

See Appendix A, "Keyboard Shortcuts," for more information on key equivalents in WordMaker.

1. Use an appropriate overlay and setup for your alternate keyboard. Set it up according to your device instructions.
2. Launch WordMaker.
The WordMaker Sign In screen appears. Sign the student in, or let the student use the alternate keyboard to highlight and select his/her name. (Use the up and down arrow keys, plus **Return**/**Enter**.)
3. Use the alternate keyboard to run the activities. The arrow keys move the highlight box around the screen; **Return**/**Enter** make a selection. In addition, use **Spacebar** to check spelling, start the timer in Find Words or to Start Wordo!

Since keyboard input is always allowed, no special setup is needed in WordMaker.

Single Switch Scanning

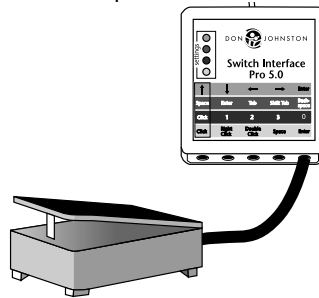
If Scanning is turned ON in Teacher Options, a student who uses a switch can operate the entire program after signing in. There are only a few features that are not accessible with the built-in scanning:

- Typing and selecting names at the Sign In screen
- Teacher Options
- Report and Print Options from Teacher Options

Setting Up Students for Scanning

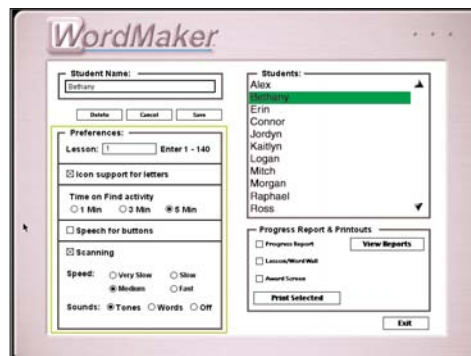
There are just a few things that teachers should do to set students up for single switch access to WordMaker.

1. Set up the switch and switch interface to respond to **1** or a mouse click. Make sure the switch and switch interface are properly connected to the computer.



Switch Interface Pro 5.0 (Don Johnston Incorporated) and switch

2. Launch WordMaker.
3. At the Sign In screen, press **⌘T** (Mac OS) or **Ctrl+T** (Windows) to go to the Teacher Options screen.
4. In the Students field, click to select the desired student name.
The name appears in the Student Name field, and all preferences for that student become available.
5. In the Preferences field, click to check the checkbox for Scanning.
All Scanning preferences become available.



6. Click to select the desired Scanning Speed and Sound options.
7. Click **Save**.
8. Repeat steps 4-7 for each student that needs to use Scanning.

Tip: You may want to test scanning to help determine the desired settings for each student. Set yourself up as a student, then try using the program.

How Scanning Works

When Scanning is ON, available items, buttons and locations on the screen are highlighted one-at-a-time or in groups, depending on the activity. If the Scanning Sounds preference is Words, names of groups and items will be spoken as they are highlighted. If the Scanning Sounds preference is Tones, a BEEP will sound as groups and items are scanned.

Note: When the Scanning Sounds preference is Words, for any activity in which the auditory prompt would give away the answer, a BEEP will sound instead of the name of the icon or the word. The same BEEP will also indicate blank spaces for Spelling activities.

Press and release the switch (or click the mouse) to select the highlighted group, item or location. Help and Quit are also scanned.

Note: If the student does not make a selection within three cycles, the scan reverts to the previous level of choices.

Note: The built-in scan responds to **1** or a mouse click. Please make sure that your switch interface is set accordingly.

Scanning in Letter/Picture Match

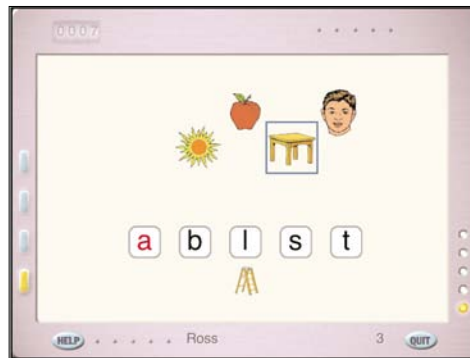
A mixed group-item scan is used for Letter/Picture Match. Students always have the option of selecting Help or Quit.

The scan begins automatically.



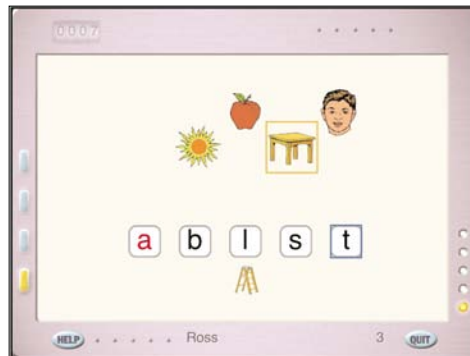
1. Select the picture choices box.

WordMaker uses a blue highlight box to scan the pictures one-at-a-time.



2. Select the picture you want to match with a letter.

The highlight box changes to orange to "hold" the picture you have selected. WordMaker begins scanning the letter tiles with a blue highlight box.



3. Select the letter tile that corresponds to the picture marked with the "hold" box.

If correct, the picture moves under the letter tile. If incorrect, WordMaker gives feedback and begins the scan again.

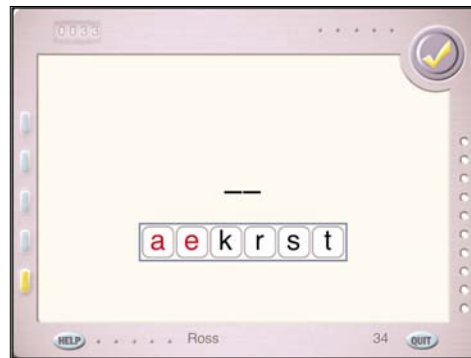
Note: If the student does not make a selection within three cycles, the scan reverts to the previous level of choices.

4. Repeat steps 2-3 for each picture until they are all correctly matched.

Scanning in Spell Words, Spell (Transfer), Secret Word

A mixed group-item scan is used for the spelling activities: Spell Words, the Secret Word, and Spell (Transfer). Students always have the option of selecting Help or Quit.

The scan begins automatically after WordMaker gives the instructions and uses the word to be spelled in a sentence.



"Spell the word 'as.' "

1. Select the letter tiles group.

The letter tiles are then scanned one-at-a-time with a blue highlight box.



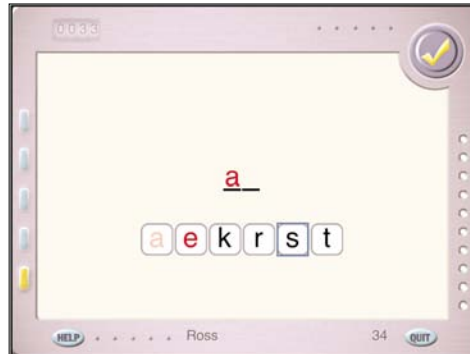
2. Select the letter you want to place.

The highlight box changes to orange to "hold" the letter you have selected. WordMaker begins scanning the letter blanks with a blue highlight box.



3. Select the letter blank where you want to place the letter marked with the "hold" box.

The letter moves to the selected blank. WordMaker begins scanning the letter tiles again.

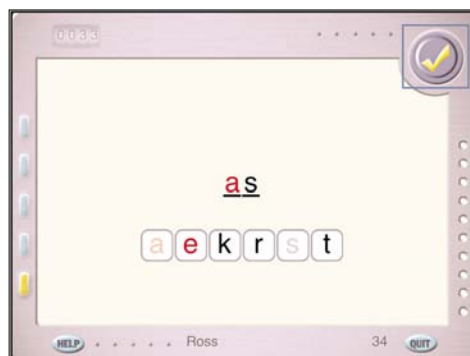


4. Repeat steps 2-3 until you have spelled the requested word.



Note: If a letter is placed in the wrong blank, use the scan to "write over" the letter with the correct one.

5. When you think you have correctly spelled the requested word, select the Checkmark.



If correct, WordMaker will continue with the prompts for the next word. If incorrect, WordMaker will give feedback as appropriate.

Note: If the student does not make a selection within three cycles, the scan reverts to the previous level of choices.

6. Repeat steps 2-5 for each word until the activity is completed.

Note: See "Scanning in Move the Letters Around Variation" for additional scanning examples for the Spell Words activity.

Scanning in Move the Letters Around Variation

In Spell Words, the scan is slightly altered to accommodate the Move the Letters Around variation.

The scan begins automatically after WordMaker gives the instructions and uses the word to be spelled in a sentence.

Note: If the student does not make a selection within three cycles, the instructions are repeated, and the scan begins again.



"Move the letters in 'stab' around to spell the word 'bats.' "

1. Select the letter group.

Note: In the Move the Letters Around variation, the "starting word" on the letter blanks is scanned instead of the letter tiles, which are grayed out.

The letter blanks in the "starting word" are then scanned one-at-a-time with a blue highlight box.



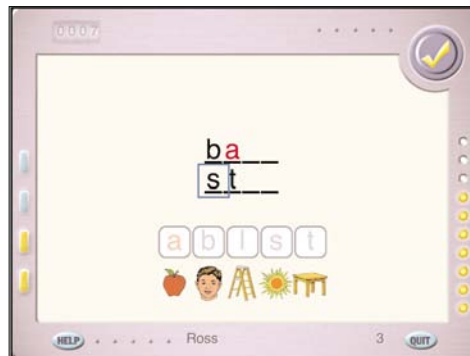
2. Select the letter you want to place.

The highlight box changes to orange to "hold" the letter you have selected. WordMaker begins scanning the letter blanks with a blue highlight box.



3. Select the letter blank where you want to place the letter marked with the "hold" box.

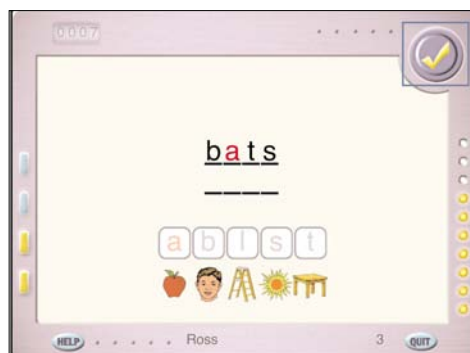
The letter moves to the selected blank. WordMaker begins scanning the letters in the "starting word" again.



4. Repeat steps 2-3 until you have spelled the requested word.

Note: If a letter is placed in the wrong blank, use the scan to "write over" the letter with the correct one.

5. When you think you have correctly spelled the requested word, select the Checkmark.



If correct, WordMaker will continue with the prompts for the next word. If incorrect, WordMaker will give feedback as appropriate.

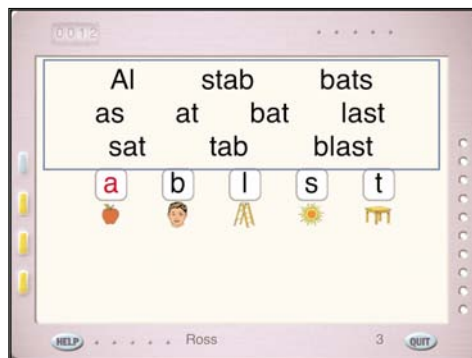
Note: If the student does not make a selection within three cycles, the scan reverts to the previous level of choices.

Scanning in Sorting by First Letter, Sort by Rhyme, Sort (Transfer)

A mixed group-item scan is used for the word sorting activities: Sort by First Letter, Sort by Rhyme, and Sort (Transfer). Students always have the option of selecting Help or Quit.

The scan begins automatically.

Note: If the student does not make a selection within three cycles, the instructions are repeated, and the scan begins again.

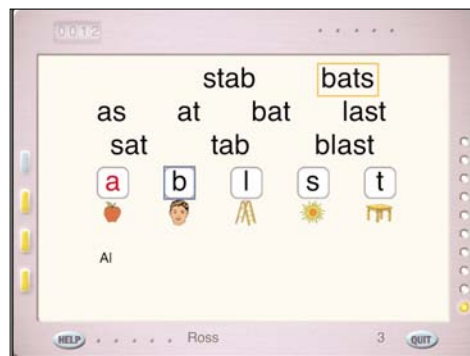


1. Select the word choices box.

The words are then scanned one-at-a-time with a blue highlight box.

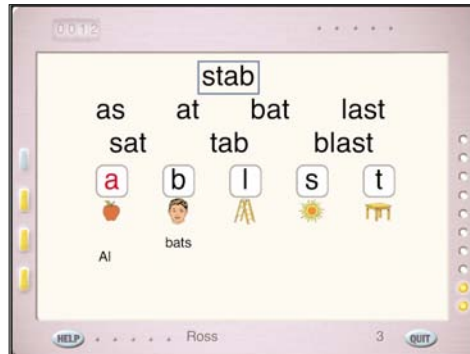
2. Select the word you want to sort.

The highlight box changes to orange to "hold" the word you have selected. WordMaker begins scanning the letter tiles with a blue highlight box.



3. Select the letter tile that corresponds to the word marked with the "hold" box.

If correct, the word moves under the letter tile. If incorrect, WordMaker gives feedback and begins the scan again.



Note: If the student does not make a selection within three cycles, the scan reverts to the previous level of choices.

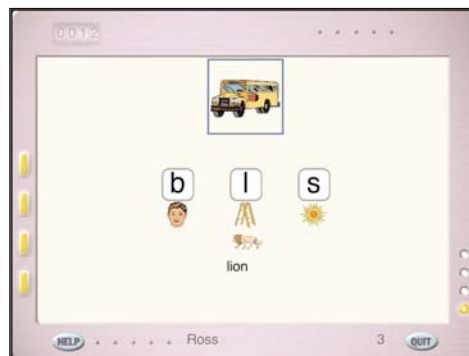
4. Repeat steps 2-3 for each word until they are all correctly sorted.

Scanning in Letter/Picture Match (Transfer)

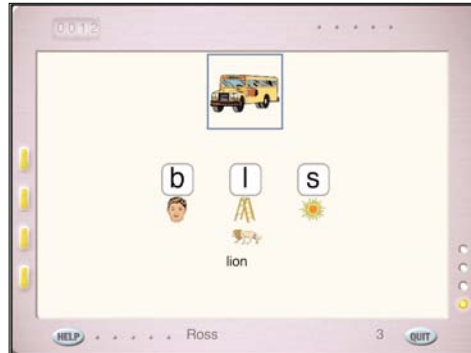
An item-by-item scan is used for the Letter/Picture Match (Transfer) activity. Students always have the option of selecting Help or Quit.

The scan begins automatically.

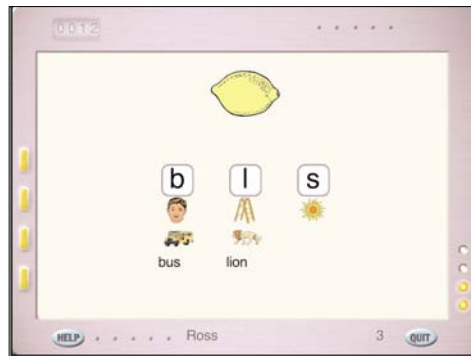
Note: If the student does not make a selection within three cycles, the instructions are repeated, and the scan begins again.



1. Select the picture when it is highlighted with the blue box.
The highlight box changes to orange to "hold" the picture.
WordMaker begins scanning the letter tiles with a blue highlight box.



2. Select the letter tile that corresponds to the picture.
WordMaker gives you feedback as appropriate.



Note: If the student does not make a selection within three cycles, the scan reverts to the previous level of choices.

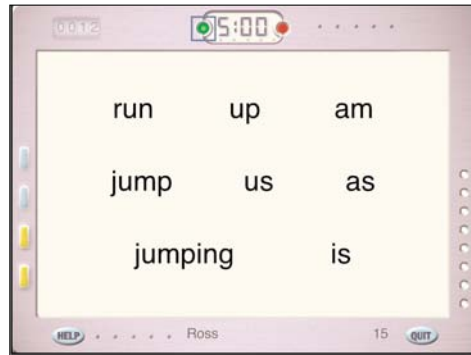
3. Repeat steps 1-2 until all the pictures are correctly sorted.

Scanning in Find Words

A mixed group-item scan is used for the Find Words activity. Students always have the option of selecting Help or Quit.

The scan begins automatically.

Note: If the student does not make a selection within three cycles, the instructions are repeated, and the scan begins again.



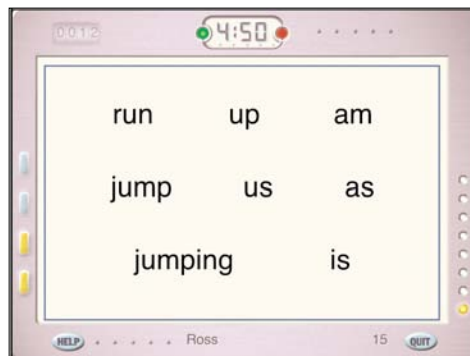
1. Select the green Go light to start the timer.

Note: Before selecting Go, students can select the box of word choices to hear them read before beginning the timer. In this case, the words are then scanned one-at-a-time for student review.

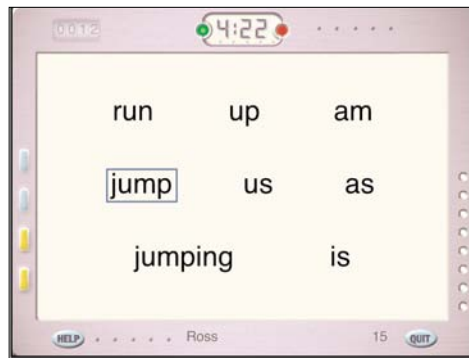
WordMaker gives you instructions to find a specific word.

2. Select the box of word choices.

WordMaker then begins scanning words one-at-a-time.



3. Select the desired word when it is highlighted.



WordMaker gives you feedback and the next instruction, as appropriate.

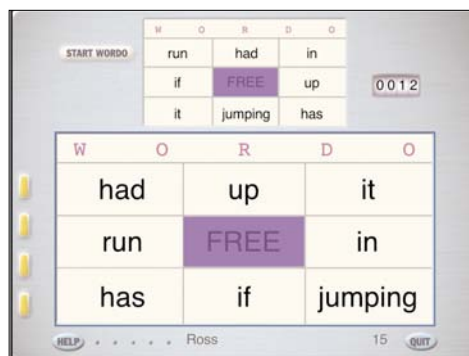
4. Repeat steps 1-2 until all words are "found" correctly, or until the timer runs out, whichever comes first.

Scanning in Wordo!

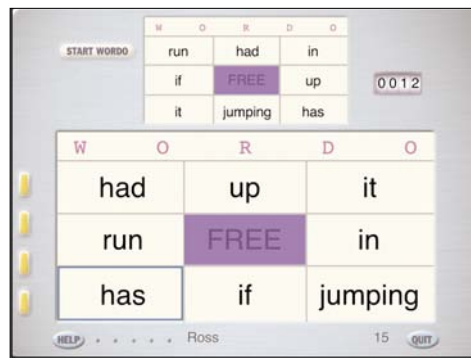
An item-by-item scan is used for Wordo! Students always have the option of selecting Help or Quit. The scan begins automatically. The first scan cycle gives you four choices:

- Start Wordo! (to start the game)
- Wordo! game card (to preview the words)
- Help (to repeat the instructions)
- Quit (to go to Sign Out)

1. To preview the words on the game card, press the switch when the blue highlight box is around the Wordo! game card.



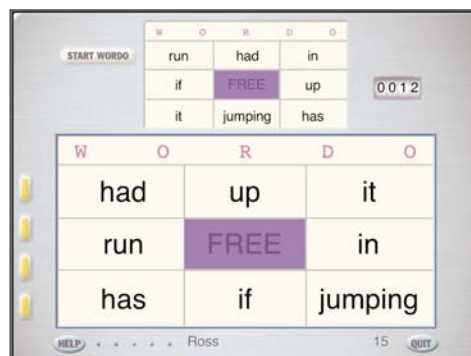
The words on the game card are scanned one-at-a-time.



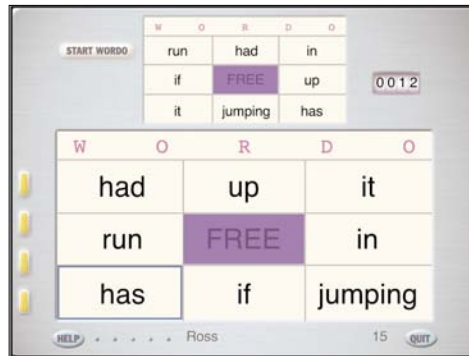
2. Select a word you want to preview as it is scanned.
Wordo! reads the word, then continues scanning the other words.
3. Continue selecting words as they are scanned to preview them.
Note: If the student does not make a selection within three cycles, the instructions are repeated, and the scan begins again.
4. When you are ready to begin, select **Start Wordo!** to begin the game.



WordMaker asks you to find the first word.

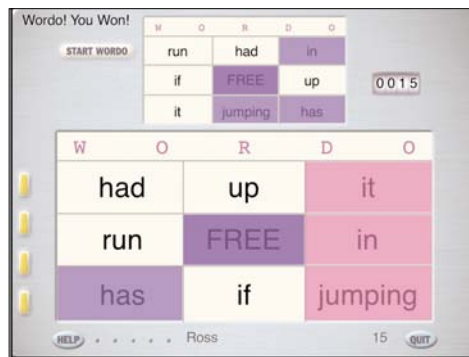


5. Select the student game card as it is scanned.



Words on the student game card are then scanned one-at-a-time.

6. Select the desired word when it is highlighted with a blue box. WordMaker gives you feedback and the next instruction, if appropriate.
7. Repeat step 6 until each correct word is "guessed," and you or the computer wins Wordo!



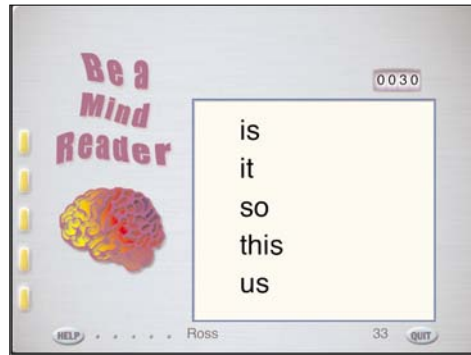
Repeat the steps above for each game of Wordo!, or select Quit to go to the Sign Out screen.

Scanning in Be a Mind Reader

A mixed group-item scan is used for the Be a Mind Reader activity. Students always have the option of selecting Help or Quit.

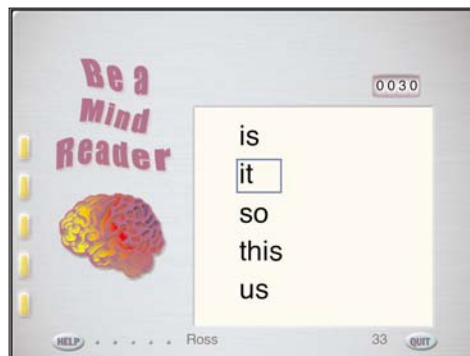
The scan begins automatically.

Note: If the student does not make a selection within three cycles, the instructions are repeated, and the scan begins again.



1. Select the word choices box.

The words are then scanned one-at-a-time.



2. Select the word you want to guess.
WordMaker gives you feedback and the next clue, if necessary.
3. Repeat steps 1-2 until the correct word is "guessed."

Interrupting Scanning

To temporarily stop scanning and regain mouse control of the program:

1. Use the switch to select **Quit** when it is highlighted on the activity screen;

OR

2. Press **⌘Q** (Mac OS) or **Ctrl+Q** (Windows).
The scanning stops and the Sign Out screen appears.
3. Select **Sign In** to go to the Sign In screen.
4. Select a student name and click **Sign In**. WordMaker will use the settings of the selected student.

Turning Scanning Off

1. At the Sign In or Sign Out screen, press **⌘T** (Mac OS) or **Ctrl+T** (Windows) to access the Teacher Options screen.
2. In the Students list, click to select the student for whom you want to turn off scanning.
The student name and preferences will appear.
3. In the Preferences field, click to uncheck **Scanning**.
All Scanning options will become unavailable.
4. Click **Save**.
Scanning is now turned off for this student.