

Toolbar

The **Student Documents** view is where the learner's work is organized.

Teachers can:

- review work in progress or work completed
- comment on the work in the learner's document
- add learners

The **Student Progress** view (available if you have **Write:OutLoud**)

Teachers can:

- analyze learner documents and get writing data
- view reports on-screen or print for portfolios

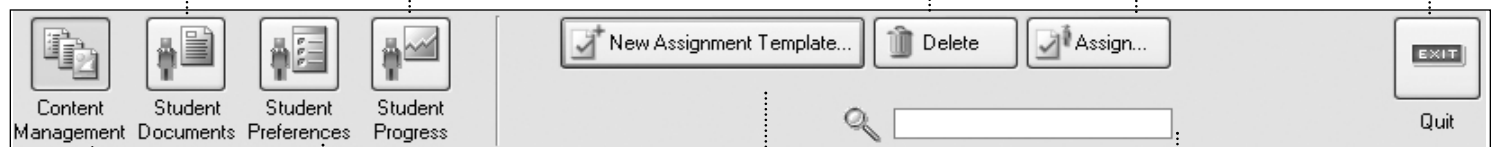
Teachers can **Assign** Assignment Templates to specific learners so that the learners only see the Assignment Templates they need in their document list.

Delete

Remove any Assignment Template, Outline Template, Picture or eText document.

Quit/Exit

Exits the program.



The **Student Preferences** view

Teachers can:

- set speech
- set font
- set color
- set highlighting options for learners

Set them only one time and they apply to all programs. Changes made to preferences apply to all future documents.

New Assignment Template

The easiest way to create an Assignment Template is to choose one of the options in the **Create New Assignment** dialog. These options let you decide if you want to open a blank Assignment Template, open a saved Assignment Template or open the Reading To Writing Wizard.

Search

This works in **Content Management** and **Student Documents** views. Type all or part of a word and search for Assignment Templates or assignments with that word in the name.

The **Content Management** view shows Assignment Templates, Pictures, Outline Templates, eText and Start-to-Finish content.

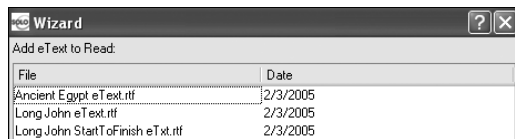
Teachers can:


- create or edit Assignment Templates
- assign Assignment Templates, Pictures, Outline Templates, and/or eText files to specific learners
- organize Assignment Templates, Pictures, Outline Templates, and/or eText files in Curriculum Folders

How To's

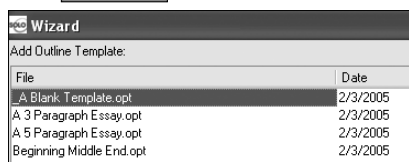
How to Create an Assignment Template Using the Reading to Writing Wizard



1. In the **Create New Assignment** dialog, click .



2. Select the eText you want to use **OR** Click  to locate eText on your computer that is outside of the eText directory of SOLO.

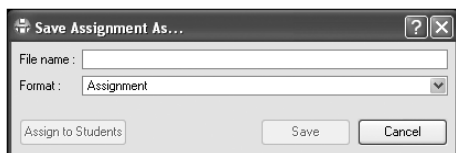
3. Click .

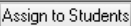





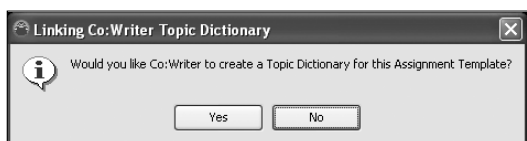
4. Select your Outline Template.
5. Click .
6. On the toolbar, click **Save** .



7. Enter a brief description for your template.
8. Click .





9. Enter a name for the Assignment Template.
10. Click .
11. After creating or downloading an Assignment Template, you can **assign it to** one or more students—just select the file, click  and select the learner(s) you want to give access to.
12. Click .
13. Click  to return to your program.
14. If you have **Co:Writer**, you are asked if you want to create and link a **Topic Dictionary**.



15. Click .
16. Click .

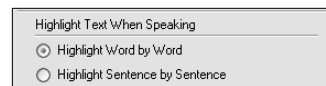
How to Add Locked Text

In the **Supported Reading Guide** of **Read:OutLoud** and the **Outline** view of **Draft:Builder**, click **Insert Locked Text** .

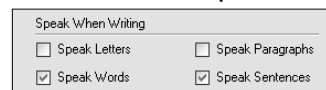
In the **Draft** view of **Draft:Builder** and **Write:OutLoud**, type and highlight the text you want to lock. Click **Lock/Unlock Text** .

How Teachers Set Learner Preferences

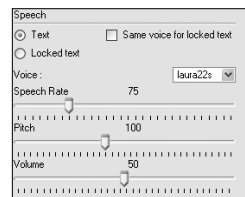
Set Preferences to Highlight Text When Speaking



Set Preferences to Speak When Writing



Set Speech Preferences



Set Display Preferences



Set Internet Preferences (Windows only), Preferences to Speak Toolbar Buttons and Dialog Boxes and Test Mode Preferences in Write:OutLoud

