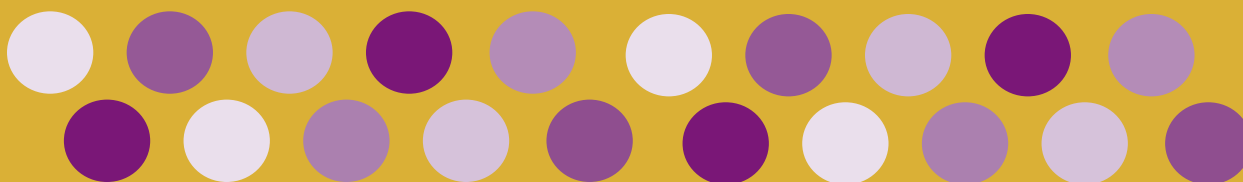


# Get IT! Read IT! Learn IT!



Validated Professional Development

30-Minute Tutorial

Skill Assessment

Classroom Implementation Tool

Professional Development Tracker

# ● ● ● ● Validated Professional Development

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

## **Building Awareness and Conceptual Understanding**

- Summarize corresponding initiatives and provide the rationale behind your organization's desire for participants to learn to use the tool.
- Preview the Read:OutLoud Bookshare Edition Classroom Implementation Tool on page 12. This will help participants identify student needs, set goals and think about logistical matters.

## **Skill Acquisition**

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

## **Skill Application**

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

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[www.donjohnston.com](http://www.donjohnston.com)

Tech Support: [support@Bookshare.org](mailto:support@Bookshare.org)



## Get IT! Read IT! Learn IT!

- Take the Read:OutLoud Bookshare Edition Skill Assessment on page 11
- Launch Read:OutLoud Bookshare Edition

**Windows:** Start menu and/or Shortcut on Desktop

**Macintosh:** Dock and/or Alias on Desktop

## Get eText

### Get eText— *in one of two ways*

#### Download a book from Bookshare.org

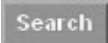
OR

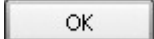
#### Get it from your hard drive

#### Download a book

*When you launch Read:OutLoud Bookshare Edition, the Bookshare website appears and is ready for you to download a book.*

*Downloading a book will copy it from Bookshare.org and place it in your documents folder on your computer. (In Windows XP, the folder is named **My Documents**. In Windows Vista and on a Macintosh, the folder is named **Documents**.)*

1. In the **Search** field, type **Huck Finn** and click  to locate the book.
2. In the **Search Results** list, the third listing is **The Adventures of Huckleberry Finn**.  
Click **DAISY**.

3. If you are prompted for a password, leave the field blank and click .

The book automatically loads – the Loading Book dialog status bar shows you the progress.

A tab named **Adventures of Huckleberry Finn, The** appears at the top of the e-Text panel and contains the book.


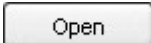
#### **Tech Tip:**

Stress that you do not need a password to download any book that is out of copyright. If you want to download a book within copyright, you will need to login. To do this, you will need to enter your Email and Password to login, and then the password provided by Bookshare to download the book in the selected format.

## OR

### Get eText book from your hard drive




When you add eText, the program will display the books in your documents folder on your computer. (In Windows XP, the folder is named **My Documents**. In Windows Vista and on a Macintosh, the folder is named **Documents**.)

1. Click  and the **Add eText Book** window appears.
2. Find and open **The Adventures of Tom Sawyer** folder.
3. Select **The\_Adventures\_of\_Tom\_Sawyer\_f1.opf** and click .

A tab named **The Adventures of Tom Sawyer** appears at the top of the e-Text panel and contains the book.

## Read eText

### EXPLORE Speech


1. In **your book**, click  to go to page 2.
2. Highlight the first word where you want to start reading the book and click . To stop speech at any time, simply click  a second time.

#### **Tech Tip:**

Sometimes your book will start reading from a different location. Based on how the publisher developed the DAISY book, they tell us how they want it read.

### DISCOVER the eBook Styles

You can accommodate various needs by choosing how your learners will see their book. Since screen colors and font sizes play an important role in helping learners be successful readers, Read:OutLoud Bookshare Edition offers many display styles.

1. Change the display of your eText by clicking  in the **eBook Style** field.
2. Take a minute to explore the different eBook style sheets. Select one.

#### **Tech Tip:**


Many users with visual disabilities prefer the **Large Yellow Text on Black** style sheet for reading; however, when using the Highlighting feature as we will do in the following **Learn eText** section, the highlighted text in the eText panel becomes difficult to read.




## Learn eText

Hearing text spoken does not automatically mean that the text is understood. With Read:OutLoud Bookshare Edition, you can use comprehension strategies.

### HIGHLIGHT to capture key ideas and put them in your outline

1. Highlight a key idea.
2. Click  (green) on the toolbar.
3. Repeat for several other key ideas.

### HIGHLIGHT to capture supporting details and add them to your outline

1. Click one of the key ideas in the outline.
2. In the text, highlight a **detail or fact** that supports that green key idea in the text, then click  (yellow) on the toolbar.
3. Practice capturing supporting details.

#### Instruction

Do you notice the higher order of thinking that this supports? When you use the highlighters to add text to your outline, you will notice two things:


- ✓ The eText you selected is now highlighted in the color of the highlighter you used to add it to your outline.
- ✓ The text that you added to your outline is in quotation marks to indicate a direct quote from the eText.

### ORGANIZE information in your outline



1. Drag the LAST key idea (green) from the bottom to the top of your outline—drag by the green box, not the word. Notice that any subtopics—or “children”—attached to your topic move along WITH it.

#### Tech Tip:

If you accidentally move a topic to an incorrect location, you can use **Ctrl Z** or go to the **Edit** menu and click **Undo** to undo the move and try again.


2. Click the SECOND supporting detail (yellow) in the green subtopic in your outline that has two yellow subtopics. (In order for this to work, there must be a yellow subtopic ABOVE the one you select.) Click the yellow box, not the words.
3. Click  on the toolbar. The subtopic is now at a red level and is “attached” to the first supporting detail. The highlight color also changes to red in the eText.

#### Tech Tip:

You can use  or  on the toolbar to change subtopic levels.

## ELECTRONIC Bookmarking




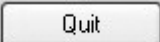
Subtopics are “linked” to the eText where they were found. This makes it easy to locate the source of the information in the eText panel.

1. In the eText panel, click  2 or 3 times to move away from the page containing highlighted subtopic text.
2. Choose the SECOND key idea in the outline.
3. Double-click the key idea – the cursor in the eText panel goes to the text source page.

### Tech Tip:

If you are on the page in which the link already appears, nothing happens when you click a subtopic.

## SAVE Work

1. Click  (or in the **File** menu, select **Save**).  
Your work will be saved in the same location as the last file saved on your computer. Make sure you remember this location, shown in the field to the left of the  button.
2. Name the document and click  (e.g., use today’s date such as May92009 or 050909).
3. In the Read:OutLoud menu, select **Quit Read:OutLoud** .

### Tech Tip:



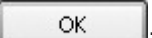
When you save your work, the file is saved with the .djs extension. The default location for .djs files is your documents folder on your computer. (In Windows XP, the folder is named **My Documents**. In Windows Vista and on a Macintosh, the folder is named Documents.)

## EXPLORE OUTLINE TEMPLATES




If you need support as you create your outline, you can use the outline templates that are already created in Read:OutLoud Bookshare Edition. The outline templates provide subtopics that help you decide what information you want to use.

Let’s create a new document and use one of the Read:OutLoud Bookshare Edition outline templates.

## Use an outline template WITH A BOOK

1. In the **File** menu, select **New**.
2. Click , locate the folder **The Adventures of Tom Sawyer** and open it.  
Select **The\_Adventures\_of\_Tom\_Sawyer\_f1.opf** and click .
3. In the **Outline** menu, select **Add Outline**.
4. Highlight **Fiction Story Map.opt** and click .



5. You can change the wording of any topic to provide the support your students need.
  - Change the wording for the first subtopic, **Title**. Click anywhere in the word **Title**, type **What is the title of your book?** and press **Enter**.
  - Change the wording for the second subtopic, **Author**. Click anywhere in the word **Author**, type **Who is the author of your book?** and press **Enter**.
6. Now, let's add some yellow topics to answer the questions in the green topics you just modified.
  - With **Who is the author of your book?** still highlighted, look in the eText on the left, highlight **MARK TWAIN** and click  (yellow) on the toolbar.
  - Highlight the subtopic, **What is the title of your book?**, look in the eText on the left, highlight **THE ADVENTURES OF TOM SAWYER** and click  (yellow) on the toolbar.
7. In the **File** menu, select **Save**, type **Story Map** in the **NAME** field and click  to save your work.

## ASSESS YOUR SKILLS AGAIN

1. In the **File** menu, select **Quit/Exit**.
2. Take the Read:OutLoud Bookshare Edition Assessment again!



**Get IT! Read IT! Learn IT!**

**Pre Assessment**

*What student outcomes do you expect through the use of Read:OutLoud Bookshare Edition?*

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**Do you know how to:**

**Get IT!**

- Launch Read:OutLoud Bookshare Edition
- Download a Book
- Add eText

**Read IT!**

- Use Speech to read eText
- Change eBook Styles

**Learn IT!**

- Capture key ideas and supporting details with Highlighters
- Organize your outline
- Locate text in your eText with electronic bookmarking
- Take notes in your outline
- Save your document
- Use predefined Outline Templates
- Quit Read:OutLoud Bookshare Edition

**Post Assessment**

*Which teachers and/or students can benefit from this and what can you teach them?*

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- Use predefined Outline Templates
- Quit Read:OutLoud Bookshare Edition

**As you progress to the next step on your own, here are some resources:**

- Within the Read:Outloud Bookshare Edition program, open Help in the **Help** menu
- Take this Tutorial again
- For **Technical Support**, contact [support@Bookshare.org](mailto:support@Bookshare.org)





## Goal Setting Tips:

- Set clear, concise, measurable reading and/or IEP goals for each student.
- Plan when and where students will have access to, and use Read:OutLoud Bookshare Edition.
- Integrate your reading instruction with Read:OutLoud Bookshare Edition—show students the technology in a reading context.
- Measure changes in attitude—yours and the students'!

## Sample:

Learners Who Need Access to Read:OutLoud Bookshare Edition	IEP Goals, 504 Plans or Reading Standards	Frequency and Duration needed to use Read:OutLoud to achieve goals	Classroom / Subject / Period	Program Location: Classroom / Lab / Media Center / Resource Room / Rolling Cart	Testing accommodation Get approval to use for standardized testing



# Professional Development Tracker

Name: \_\_\_\_\_ Initial Goals: \_\_\_\_\_

Outcomes of this Professional Learning: \_\_\_\_\_

Professional Development Activity				Amount of Time Spent	Date	Outcome of Learning/ Notes from Learning
<b>Awareness</b>						
Example: Participated in training				30 minutes	3/15/09	I summarized information with my team. We developed an action plan.
<b>Conceptual Understanding</b>						
Example: Discussed with Sally Givings the supports this tool provides				30 minutes	3/30/09	Sally responded with excitement and was motivated to learn more.
<b>Skill Acquisition</b>						
Example: Checked the Help files and learned how to change the formatting of a book.				60 minutes	4/09/09	Discovered that this capability supports my differently leveled students.
<b>Skill Application</b>						
Example: Repeated training to 5 peers				60 minutes	4/19/09	We worked through equipment challenges to get to the supports this tool will provide students. Plans were created for next steps.

Total Professional Development Time: \_\_\_\_\_

