

# Quick Reference Card



## 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 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 affect all future documents.

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.

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

Teachers can:

- create or edit Assignment Templates
- assign Assignment Templates, Pictures, Outline Templates, and/or eText documents to specific learners
- categorize Pictures in new folders to make them easy to find
- organize Assignment Templates, Pictures, Outline Templates, and/or eText documents in Curriculum Folders

**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.

Create a category (**New Folder**) to group Pictures, eText or Start-to-Finish Core Content documents. Grouping documents into categories makes it easy to locate a specific document.

**Rename** Assign a new name to the highlighted Assignment Template, Picture, Outline Template, eText or Start-to-Finish Core Content document.

**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.



**Quit/Exit**

Exits the program.

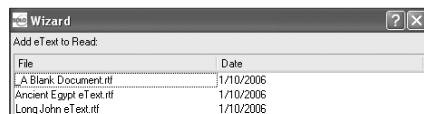
# Quick Reference Card




## How To's

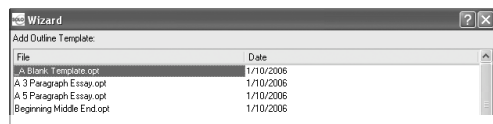
### How to Create an Assignment Template Using the Reading to Writing Wizard

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.

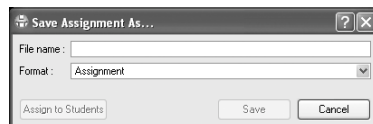
5. Click .

6. On the toolbar, click .




7. Enter a brief description for your template.

8. Click .




9. Enter a name for the Assignment Template.

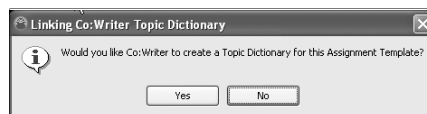
10. Click .

11. Assign your new template to students. To assign your template to all learners, click . To select specific learners only, place a check in the checkbox next to the learner name(s) to assign the template.

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. To return to Teacher Central, click .

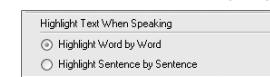
### How to Add Locked Text

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

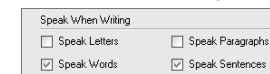
In the **Draft** view of **Draft:Builder** and **Write:OutLoud**, type and highlight the text you want to lock. Click **Lock/Unlock Text** .

### How Teachers Set Learner Preferences

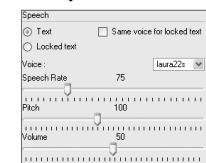
#### Set Preferences to Highlight Text When Speaking



#### 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

