

## Read:OutLoud Teacher Features:

### Making an assignment that includes e-text and an outline to support reading

#### Before you start

- **Have in mind an assignment.** You will need to have in mind an assignment that includes something to read (etext) and an organizer to support kids as they read (outline).
- **Have e-text ready.** You will need your etext saved in Rich Text Format (.rtf) somewhere on your computer or network.
- **Have an outline template ready.** You will need to create an outline to support reading the text using Draft:Builder and save it as an outline template. (See the Draft:Builder Teacher Features Quick Guide for the steps to make an outline template).
- **Check on student logins.** All the students who will need to use this activity should already have created a login name for SOLO. If they have not, you can do this yourself from Teacher Central. Do this before you create the assignment.

#### 1. Put your assignment together

- Launch SOLO and log in as “Teacher.” The password is “school.”
- Click on “New Assignment Template”
- Click on “Open a BLANK Assignment Template”
- Click on “Read:OutLoud”
- From the add etext window, click on “Browse” and locate the etext that you saved in rtf format
- In the menu bar, choose “Outline” → “Add Outline”
- In the Add Outline window, locate the outline template that you created to support reading. It will open on the right side of the screen.

#### 2. Save your assignment

- In the menu bar, choose “Save As”
- Write a description for your assignment that tells exactly what it is and/or how it is to be used
- Click OK
- Give your assignment a file name
  - ✓ Use a naming convention so that it is sorted sensibly in the list of all assignments in Teacher Central (and on the list the student will see)
  - ✓ Some schools begin each file name with the teacher’s last name
  - ✓ Other schools begin each file name with the grade level or topic area

#### 3. Assign to students

- Click “Assign to Students.”
- Clear the checkboxes next to the students that should not see the assignment.
- Alternatively, click on “Deselect All” and then check the students who should see the assignment.

- You will be asked if you want to create a Co-Writer Topic dictionary. If you have students using Co-Writer and you plan to have them write about this etext that they are reading at a later time, then click “Yes.” Otherwise, click “No.”

**4. Do a quick check** (optional for advanced users)

- Quit Read:OutLoud
- Quit Teacher Central
- Log in as one of the students you assigned this activity to
- Click the + next to the “Assignments” folder to expand the list of assignments available to this student
- Make sure that the assignment you just created appears in the list