

Using Worksheets in SOLO Write:OutLoud



This quick guide will discuss the rationale for using Write:OutLoud for students to complete worksheets and two ways to set up your worksheets. If you are not yet familiar with the basic functions of SOLO Write:OutLoud, please refer to the [Write:OutLoud Quick Guide](#).

Why make worksheets for students to complete in SOLO Write:OutLoud?

You provide students with two learning tools when you allow them to use SOLO Write:OutLoud to complete worksheets.

1. By typing instead of writing, students who struggle with the mechanics of writing (spelling, handwriting, editing) have the benefit of using the computer to streamline this process. This allows them to spend more of their mental energy on the writing process. This advantage is gained by allowing them to use any word processor, including MS Word or Write:OutLoud.
2. By using a talking word processor like Write:OutLoud, students can take advantage of the text-to-speech capabilities to help them maintain attention, proof-read, and read the directions on the worksheet. For many struggling students, these tools allow them to better show their understanding of the task and perform to their potential.

Two methods to choose from

There are two methods for creating worksheets with students. The table below summarizes the advantages and disadvantages of each. Method 1 is preferred because it is more flexible and requires less expertise of the teacher. However, if you are already familiar with SOLO, you may want to take advantage of the “locked text” feature by using Method 2.

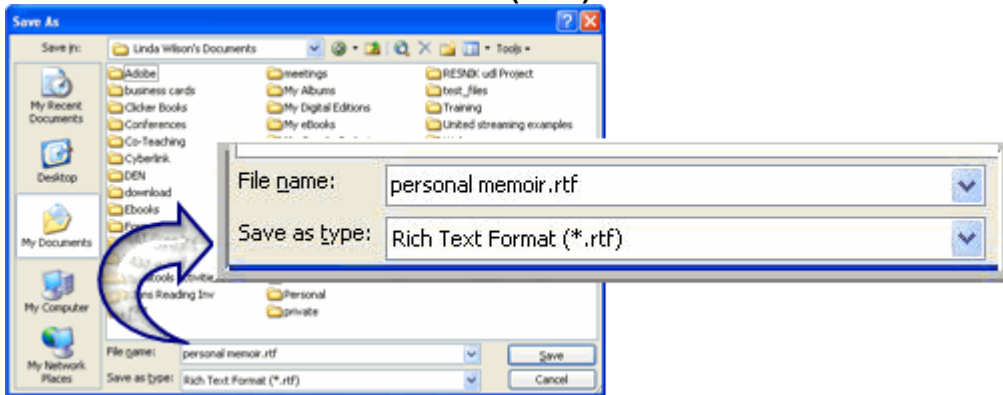
Method 1: Create the worksheet in Word and have students open it in Write:OutLoud	Method 2: Create the worksheet as an assignment template in SOLO
<i>Advantages</i>	
No need to learn how to use SOLO Teacher Central.	You can control the layout of your worksheet.
You create the worksheet in Microsoft Word, avoiding the necessity of creating it again in SOLO.	Allows you to take advantage of the locked text features available in SOLO.
Simplest way to allow students to access your worksheet in a variety of ways – printed, using MS Word, or using SOLO Write:OutLoud.	
You can save the worksheet wherever you like and copy it to a “hand-out” folder when you are ready to assign it to students.	
<i>Disadvantages</i>	
You have less control over the way the worksheet looks when it is opened in Write:OutLoud. You may find that you have to	The worksheet is only accessible from SOLO and you cannot save it with your other teacher files on your computer.

go back and edit your RTF file so that it displays as expected.

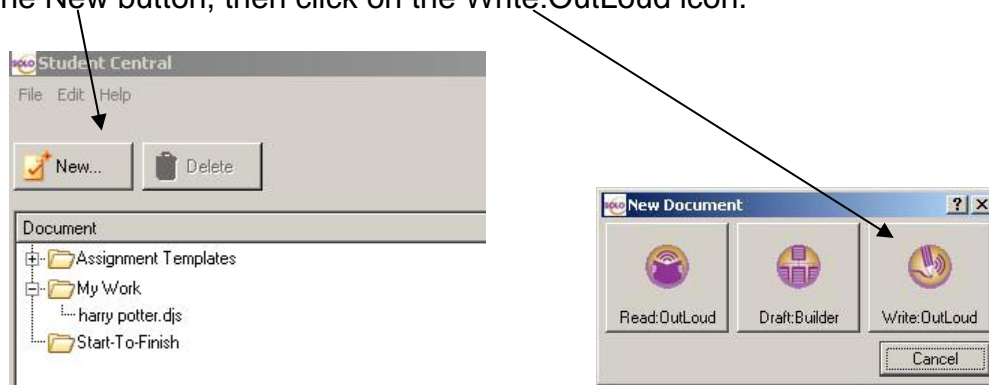
Directions for Method 1 are below. If you prefer to create your worksheet directly in Write:OutLoud, or if you want to learn more about the locked text feature in Write:OutLoud, see the Quick Guide titled "[Write:OutLoud: Creating Assignments with Locked Text.](#)"

Method 1 - How to create a worksheet in Word and open it in Write:OutLoud

1. Use Microsoft Word to create a worksheet
2. Save the file in Rich Text Format (RTF)



3. Put the worksheet in a location the students can access it
Your worksheet is in RTF format and should be saved with your other curriculum files for that unit. When you are ready to hand out the worksheet to students, simply copy the worksheet to the student shared folder on your school network.
4. Instruct students to log in to SOLO.
5. Instruct students to open Write:OutLoud.
Click the New button, then click on the Write:OutLoud icon.



6. Instruct students to choose File→Open and browse to the worksheet
7. When students complete the worksheet, they should save it.
There is no danger that the students will modify the original worksheet. The work they have done will save into their "My Work" folder in SOLO Student Central. Students may print the document to hand in. You will also be able to see all student documents from the Teacher Central screen.

Method 2 – Creating a worksheet in SOLO Write:OutLoud

It is recommended that you create your worksheet first in Word no matter which method you would like to use. This allows you to make changes easily and keep the document filed with your other electronic files for the same unit. Then, when you create your worksheet in SOLO Write:OutLoud, start by copying your worksheet from Word and pasting it into Write:OutLoud.

Step by step directions can be found in the Quick Guide titled "[Write:OutLoud - Creating Assignments with Locked Text.](#)"