


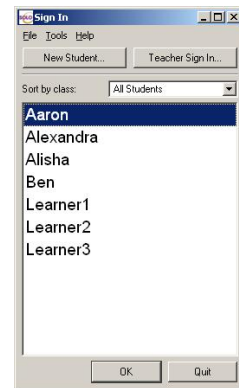
SOLO Write:OutLoud: Creating Assignments with Locked Text



Write:OutLoud is a word processor with voice output and other specialized features to assist students with writing difficulties. It is part of the SOLO Suite which also includes Read:OutLoud, Draft:Builder, and Co:Writer. This quick guide will explain how to use the feature of “locked text” to create an assignment.

1. Launch SOLO: To get started in Write:OutLoud you first need to launch SOLO  .

2. Sign in: To create locked text, you need to sign in as a Teacher. Click on “Teacher Sign In.” Then click the dropdown in the User box and choose “Teacher.” The password is “school.”



Note: If you would like to make your own Teacher Login, then click “Teacher Sign In,” then click “New.” The password you need on this screen is “admin1.”

3. Start a new assignment: Now you are in Teacher Central. Click


the  button at the top of the screen, then  and then .

4. Type your worksheet: Type the directions and questions you want the student to answer.
- Since the student will be responding on the computer, it is better not to type _____ lines, but just to leave a space for the student to respond.
 - If you have already typed your worksheet in Microsoft Word, then you can simply copy and paste your text into Write:OutLoud.
 - You may find it easier if you turn speech off while you are typing. In the menu bar, go to **Speech**→**Turn Speech On/Off**.



5. Lock the text: Select the directions

Before you start writing your mystery, think about your characters and how you will describe them. Write a couple of sentences or key words under the headings for each character.

and then click the padlock  on the toolbar. Now click somewhere else on the screen and notice that the directions are highlighted in pale yellow.

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6. Lock other parts of the worksheet: Repeat this procedure for each part of the text that you don't want the student to be able to edit. Make sure that you don't simply select the entire worksheet and lock it. If you do this, then the student will not be able to type anywhere on the page.

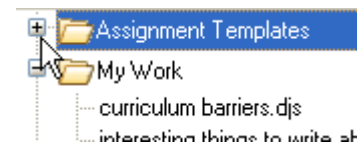
Sidekick:

Physical features

Personality

7. Save your worksheet as an assignment: From the menu bar, choose File→Save As.
- You will first be asked to write a description for your assignment. You can write whatever you like here. This is not the file name. Click OK when you are finished.
 - Now you are asked for a file name. It is a good idea to start all your assignment file names with either your last name or the grade. For example, you could name this one "4-Wilson-Character Traits."
 - Click if you would like to choose which students will have access to this worksheet. If you want ALL students to have access to this worksheet, then simply click .

8. Try it out: Now you should log out of Teacher Central and log in as a student to test your worksheet.
- Quit Write:OutLoud
 - Quit Teacher Central
 - Log in as a student (if you assigned your worksheet only to specific students, make sure you log in as one of those students).
 - In Student Central, click the + next to the assignments folder.
 - Double click on your assignment that you just created
 - Try typing in the spaces. Notice that you cannot change the locked text. Students can have the locked text read to them by using the  speaker button on the toolbar.



Sleuth: Merlock Holmes

Physical features

Likeable, tall, beard, funny hat