AT Quick Guide

DraftBuilder: SOLO Edition
Teacher Features: Creating an Outline Template in Draft:Builder

Draft:Builder SOLO Edition (SE) is a planning, organizing, and draft-writing program that steps the student through the writing process. Draft:Builder SE is a part of the SOLO Suite which also includes Read:OutLoud, Write:OutLoud, and Co:Writer.

This quick guide will take you through the steps of creating an outline template to guide students through the writing process.
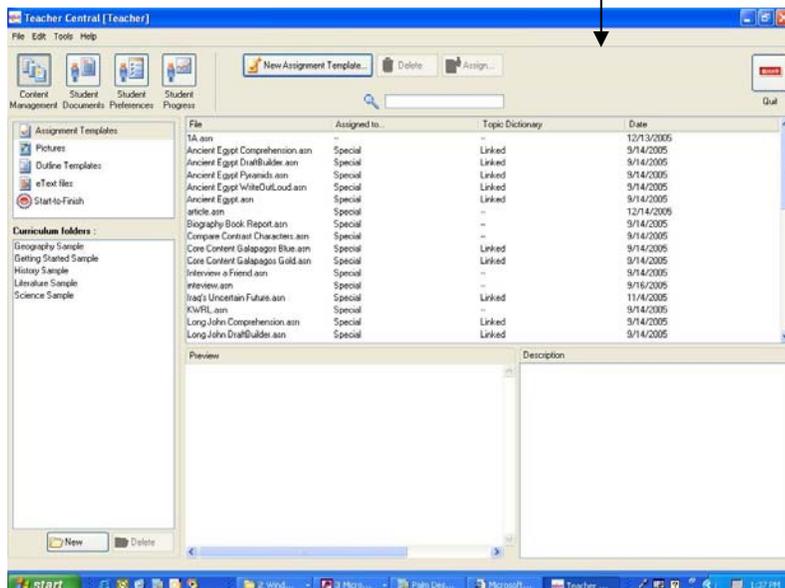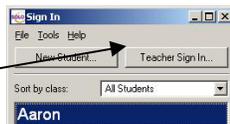
1. Launching Draft:Builder: First launch SOLO. In MCPS, this is found in the AT folder which is in the Programs folder.

2. Sign in as a Teacher:
The first step in using Draft:Builder is to sign in. To do this
- Click on Teacher Sign In.
- Choose Teacher from the dropdown menu
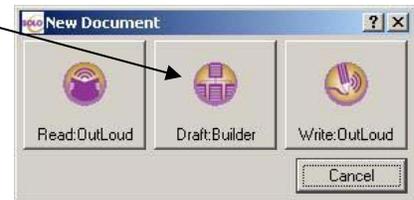- Type in the password "school"
- Click OK

You will see the "Teacher Central" screen

3. <u>Open a new Draft:Builder file</u>.
In "Teacher Central"
- click on "New Assignment Template"
- Click on "Open a BLANK Assignment Template"
- Then click on the Draft:Builder icon.

4. <u>Choose your starting point</u>. You can start from a blank outline, or you can start by modifying an existing outline:
- If you want to start from scratch, simply click OK
- If you want to use an existing outline and modify it for your needs, then choose an outline from the list
   a. single click to view the description of an existing outline
   b. when you find the one you want to modify, click OK.
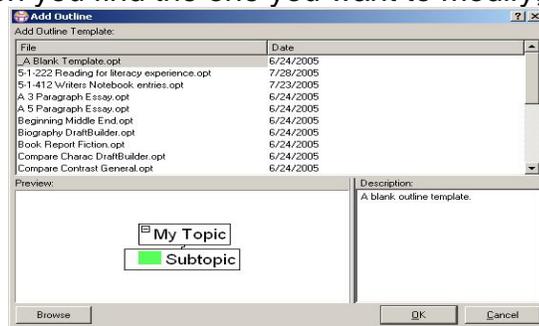
5. <u>Draft:Builder Basics</u>:
There are three views in Draft:Builder: Outline, Notes, and Draft. Click on the tabs to switch views. Always begin in the Outline view, where main ideas and supporting ideas are outlined. Teachers can build in support for students by framing the outline, adding "locked text" and adding "notes."
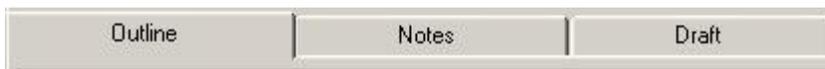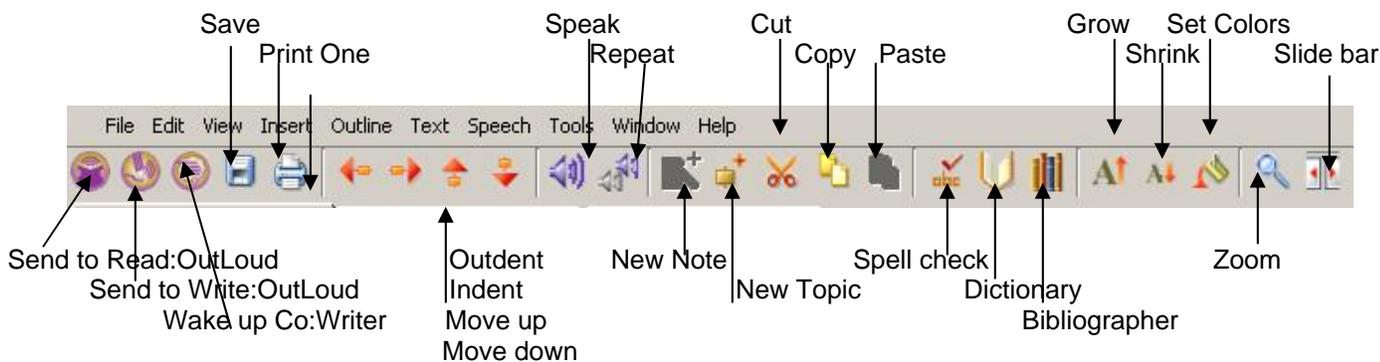
In the <u>Outline</u> view, you can add new topics and move your topics by indenting, outdenting or moving them up and down within your outline using the arrows in the tool bar. You can also add "locked text" to give the students directions as they work. You cannot add notes in this view.

In the <u>Notes</u> view, you can add a "New note" via the icon on the tool bar. Notes can be topic elaborations, descriptive sentences written by the student, and/or writing prompts written by the teacher. You can change the order of the notes within a given topic using the arrows in the toolbar (but to change the outline, you must return to the Outline view). Unassigned notes are those ideas that do not fall under a specific topic.

In the <u>Draft</u> view, students can click and drag topics and notes from the outline on the left side to the writing draft window on the right side, or you can use the cut, copy, and paste features in the toolbar. Teachers can give students extra guidance by starting the draft off with some text already in it. This text can be locked, if desired. Students will not be able to modify locked text and locked text can be excluded when printing.

6. <u>Getting to know the tool bar</u>: Most features can be accessed from the tool bar, as well as from the pull down menus.

The student tool bar is described below. The teacher tool bar contains three extra buttons.

Save
Print One
Speak
Repeat
Cut
Copy   Paste
Grow   Set Colors
Shrink   Slide bar

File Edit View Insert Outline Text Speech Tools Window Help

Send to Read:OutLoud
Send to Write:OutLoud
Wake up Co:Writer
Outdent
Indent
Move up
Move down
New Note
New Topic
Spell check
Dictionary
Bibliographer
Zoom

- The "<u>Send to</u>.." icons, allow you to send your work to Read:OutLoud or Write:OutLoud, or open up the Co:Writer application which can be used with Draft:Builder.
- The <u>arrow</u> icons allow you to move topics in the outline view, or move notes within a topic.
- The <u>bibliographer</u> helps students write proper citations in APA or MLS style.
- The <u>grow and shrink</u> icons allow you to make the font bigger or smaller.
- The <u>zoom</u> icon allows you to enlarge or shrink in the Outline view only.
- The <u>slide bar</u> button toggles different views between the right and left windows.

Buttons only found on the teacher tool bar:

Link Co:Writer Topic Dictionary

Lock/Unlock Text
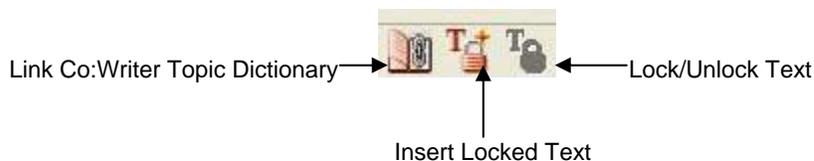
Insert Locked Text

- The <u>link Co:Writer topic dictionary</u> button allows you to create a custom dictionary related to your topic
- The <u>insert locked text</u> button allows you to insert instructions to the student in Outline view
- The <u>lock/unlock text</u> button will lock or unlock selected text in Notes or Draft view

Speech Options:
In the menu bar, under "Speech", you can turn the speech on or off, set the speech to speak letters,words or sentences, change the voice, or change pronunciations of words mispronounced in Draft:Builder.

7. <u>Outline View Details:</u> You can build in supports for your students by creating the outline for them. Students will be able to add to and modify the outline as they work on the assignment. Build in as much or as little support as the students need. You may want to

start with minimum support, save your file, and then add more details for your needier students and save again.

- To over write a topic in the text outline, be sure it is highlighted (in light blue).
- To add a new topic, use the New Topic icon on the toolbar.
- Use the arrow buttons to indent or outdent a new topic in the text outline.
- The colored square to the left of each topic indicates the level of subordination, (i.e., green=major topic; yellow, subtopic, etc.)
- Use the add locked text button to add instructions or reminders to your students.

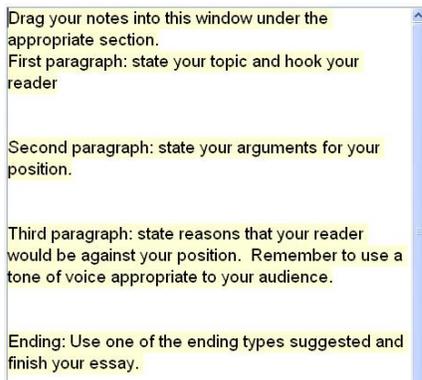
| simple outline | detailed outline |
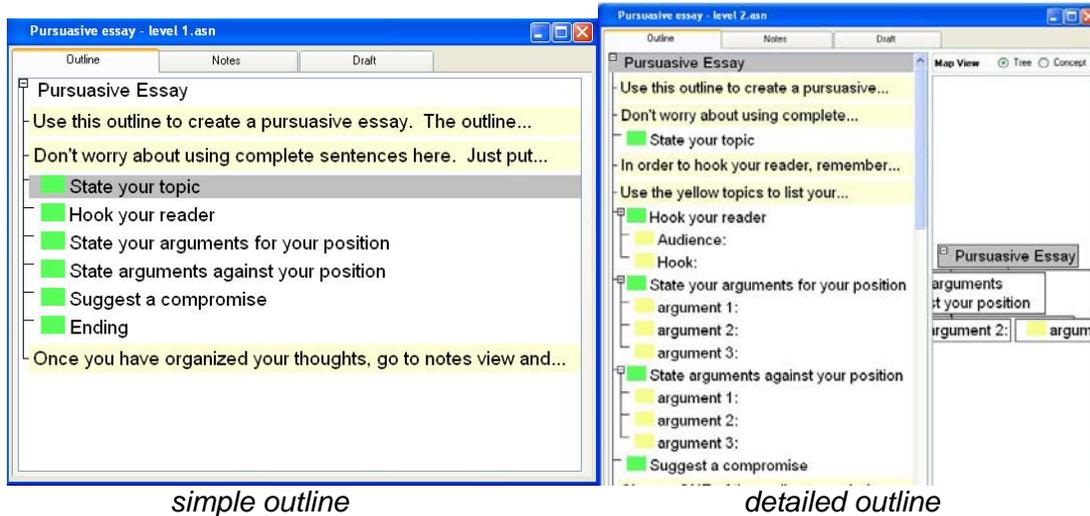
8. Notes View Details: students can use notes to elaborate on the outline, or write descriptive sentences. You can use notes to provide students with further instructions, reminders, or sentence starters. To add a note, first be sure to highlight the topic to which you want to add a note. Then click on "New Note" on the toolbar.

- Notes are indicated by this icon:
- If you want to add a note that is not related to any topic in your outline you can click on "Unassigned notes".
- The number in parentheses indicates the number of notes for that topic.
- Lock a note by using the "Lock/Unlock Text" button.

9. Draft View Details: Students develop their first draft in draft view. In the left window view, you can see the outline and notes. Students can click and drag text from the left outline/notes side to the draft window on the right side. If desired, type instructions to the student directly in the draft window, then select the instructions and click the "lock text" button.

(see an example of a draft window with locked text on the next page)

Drag your notes into this window under the appropriate section.
First paragraph: state your topic and hook your reader

Second paragraph: state your arguments for your position.

Third paragraph: state reasons that your reader would be against your position. Remember to use a tone of voice appropriate to your audience.

Ending: Use one of the ending types suggested and finish your essay. *Draft view with locked text*

10. <u>Save as an outline template for student use</u>. Once you have added scaffolds as appropriate for your teaching objectives and for your students' needs, you can save your work as an outline template for students to use. (Note: you can also save it as an "Assignment" but this will work differently than described below)
   - From the File menu, choose Save As
   - Enter a description for your assignment, and click OK. It is a good idea to put your name and the unit of study this template is meant for. That way, other teachers on your team can use it as well. This is NOT your file name.
   - Enter a file name. You cannot use periods in your file name, but you can uses spaces.
   - **Under the file name, change the format to "Outline Template."**
   - Click "Save."

Tip: Make a plan with your team to name files in a standard way. You might name all your files with the grade, the unit, and the quarter. For example, "5-WritingToInform-Q3.opt" Draft:Builder will always put ".opt" at the end of your outline template file names.

11. <u>Try it out</u>. Now you can quit Teacher Central and log in as a student to see how students will view and use the outline template you created.
   - Quit Draft:Builder (File-->Quit or simply click on the red X in the upper right hand corner of your screen)
   - Quit Teacher Central in the same way or use the Exit button in the upper right
   - You will be returned to the Sign In window where you can sign in as a student
   - Once in Student Central, click "New" and "Draft:Builder."
   - Find and open the outline template in the "Add Outline" window
   - When the student saves the file, it will save to that student's "My Work" folder. It will not change your outline template. Your outline will remain available to use by another student.