



Version 11.5

Teacher's Toolkit Guide

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INTRODUCTION

This guide is designed to familiarize you with the Read&Write Gold Teacher’s Toolkit. It will provide instructions on how to use the Teachers Toolkit to set up the system for students and to monitor student activity and progress.

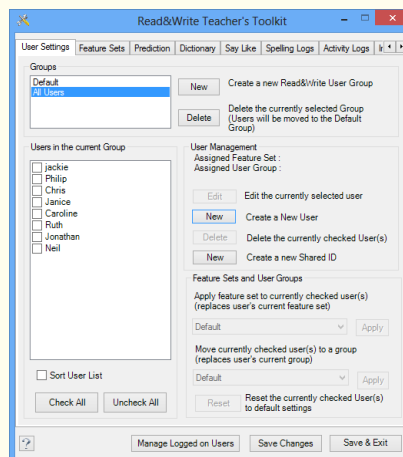
You will learn how to use the Teachers Toolkit to:

- set up feature sets
- set up new users and assign them feature sets
- add a new prediction file
- add dictionary definitions
- view users spelling logs
- view users activity logs
- import users.

➤ In order to complete these exercises you must have the Teachers Toolkit installed on your computer.

Starting the Teacher’s Toolkit

1. To access the Teachers Toolkit, click on **Start** on the Windows desktop. Select **All Programs**, **Texthelp**, then **Read&Write 11** and then **Toolkit**, as shown below:
2. You will see the User Settings tab of the Read and Write Teacher’s Toolkit window:

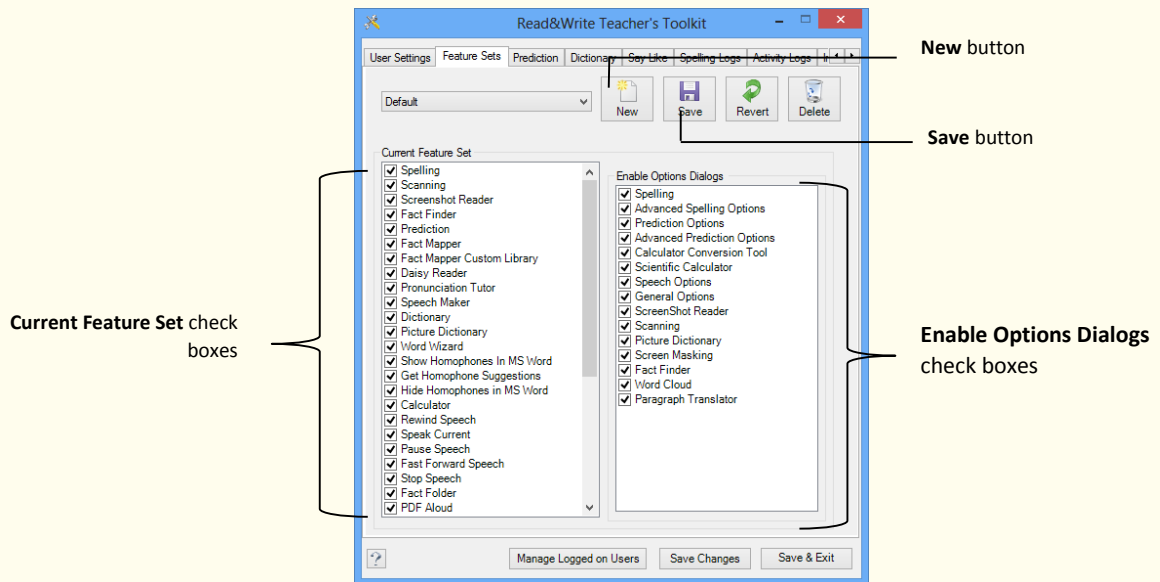


Setting up feature sets

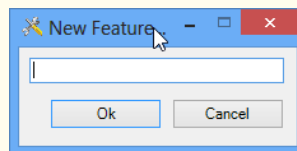
You can set up feature sets and then assign them to users. These feature sets determine which Read&Write Gold features will be available to each student. This is particularly useful if you plan to use Read&Write Gold during exams and you want to restrict what features a student has access to.

Let us start by setting up a feature set that will allow you to use all of the Read&Write Gold facilities but will prevent students going into the options to change how the software works.

1. Click on the Feature Sets tab:



2. Click on the **New** button. You will see the New Feature Set window:



3. Type **No Options** in the text box provided and then click on the **OK** button.

All of the **Current Feature Set** check boxes and the **Enable Options Dialogs** check boxes are selected automatically when you add a new feature set.

4. De-select all of the **Enable Options Dialogs** check boxes to specify that you don't want users with this feature set to have access to any of the Read&Write Gold Options windows.

➤ In the same way you could unselect any of the features in the Current Feature set list to remove that feature.

5. Click on the **Save** button. You've now set up a new feature set which will allow you to access all of the Read&Write Gold facilities but none of the Options windows. Users with this feature set will therefore be unable to alter any of the default settings.

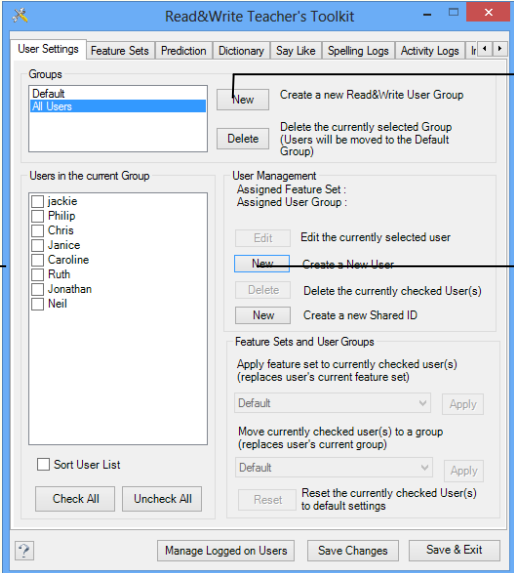
Now you need to make sure that the feature set is applied to the appropriate users. Complete the next exercise.

Setting up new users and assigning feature sets

When you add a new user you should assign them to a user group. This makes it easier to manage their account. Once you have done this you can assign a feature set to them.

Use the instructions below to create a new user group, assign a new user to this group and then apply the feature set you've just set up.

1. Click on the User Settings tab:



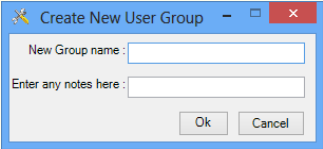
The screenshot shows the 'User Settings' tab in the 'Read&Write Teacher's Toolkit'. The interface is divided into several sections:

- Groups:** A list box containing 'Default' and 'All Users'. A 'New' button is located to the right of this list box.
- Users in the current Group:** A list box containing names: Jackie, Philip, Chris, Janice, Caroline, Ruth, Jonathan, and Neil. A 'New' button is located to the right of this list box.
- User Management:** A section with buttons for 'Edit', 'Delete', and 'New'.
- Feature Sets and User Groups:** A section with buttons for 'Apply', 'Move', and 'Reset'.

Annotations with lines pointing to specific elements:

- 'Groups list box' points to the 'Groups' list box.
- 'Users in the current Group list box' points to the 'Users in the current Group' list box.
- 'New button in Groups section' points to the 'New' button in the 'Groups' section.
- 'New button in User Management section' points to the 'New' button in the 'User Management' section.

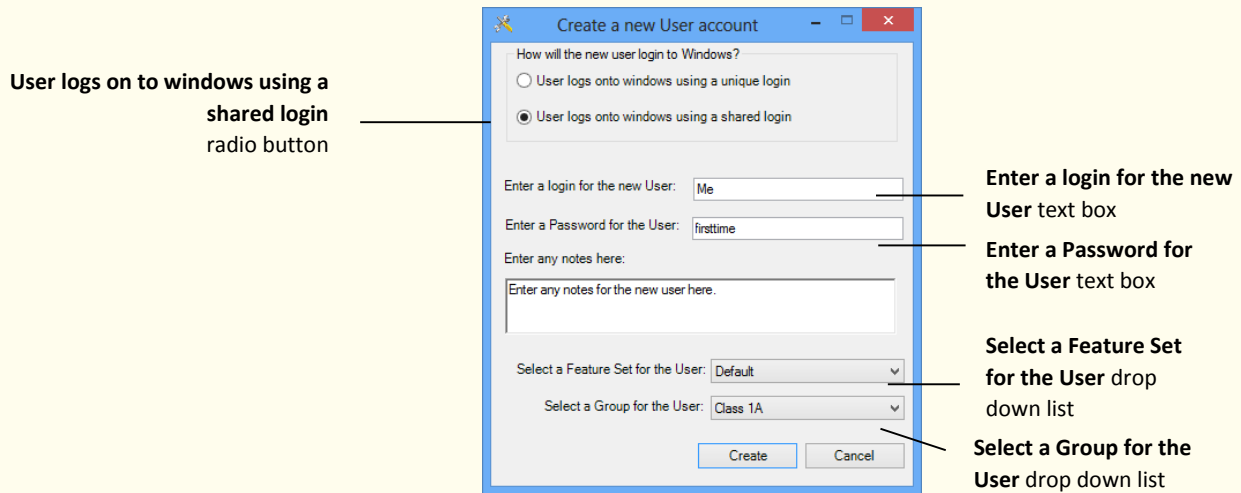
2. Click on the **New** button in the Groups section of the tab. You will see the **Create New User Group** window:



The 'Create New User Group' dialog box has the following fields and buttons:

- 'New Group name' text box
- 'Enter any notes here' text box
- 'OK' button
- 'Cancel' button

3. Type the text **Class 1A** in the text box provided and then click on the **OK** button. This user group is now listed in the **Groups** list box.
4. Click on the **New** button in the User Management section of the tab. You will see the **Create a new User account** window:



5. Select from either:

- **User logs onto windows using a unique login** radio button - select this option if you students log onto your computers with their own login.
- **User logs on to windows using a shared login** radio button – select this option if students share a login.

6. Type the login for yourself in the **Enter a login for the new User** text box.

7. Type the text **firsttime** in the **Enter a Password for the User** text box (if available).

8. Select **No Options** from the **Select a Feature Set for the User** drop down list.

9. Select the **Class 1A** option from the **Select a Group for the User** drop down list.

10. Click on the **Create** button. You have now added your user account, assigned it to the Class 1A user group and applied the 'All Features' feature set to it.

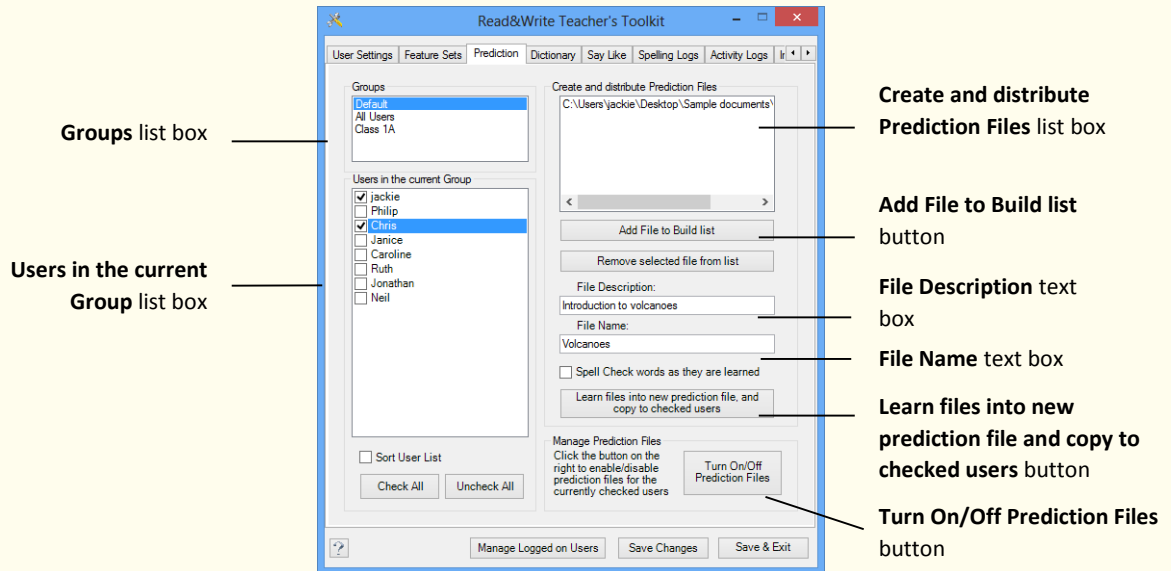
It's easy to change the user group or feature set to which your user account is assigned, by simply selecting your user account check box in the **User in the current Group** list box and selecting a different user group/feature set from the Feature Sets and User Groups section of the tab.

Adding a new prediction file

In this exercise you'll learn how to add a new prediction file which can then be used by the Prediction facility to learn new words and phrases. You'll then specify to which user accounts you want to make this new prediction file available.

Before you begin this exercise, make sure you have a text file containing a comprehensive list of words and phrases, saved on your computer.

1. Click on the Prediction tab:



2. Click on the **Add File to Build list** button.

The Open window is displayed.

3. Browse to the location in the directory where the text file you want to add is located and then click on the **Open** button.

The name of the text file is added to the **Create and distribute Prediction Files** list box.

4. Type **Prediction test** in the **File Description** text box.

5. Type **Test Prediction file** in the **File Name** text box.

6. Select the **Spell Check words as they are learned** check box. This will ensure that the text in the text file will be spell checked before it is added to the Prediction file.



If you want to create a prediction file with very specialized terms and/or jargon you should keep the **Spell Check words as they are learned** switched off.

7. Click on the Class 1A user group in the **Groups** list box.
8. Select the check box beside yourself in the **Users in the current Group** list box.
9. Click on the **Learn files into new prediction file and copy to checked users** button.

The words and phrases in this text file will now be used by the Prediction facility to provide the specified user account with a list of possible words and phrases with which they can finish sentences as they type.

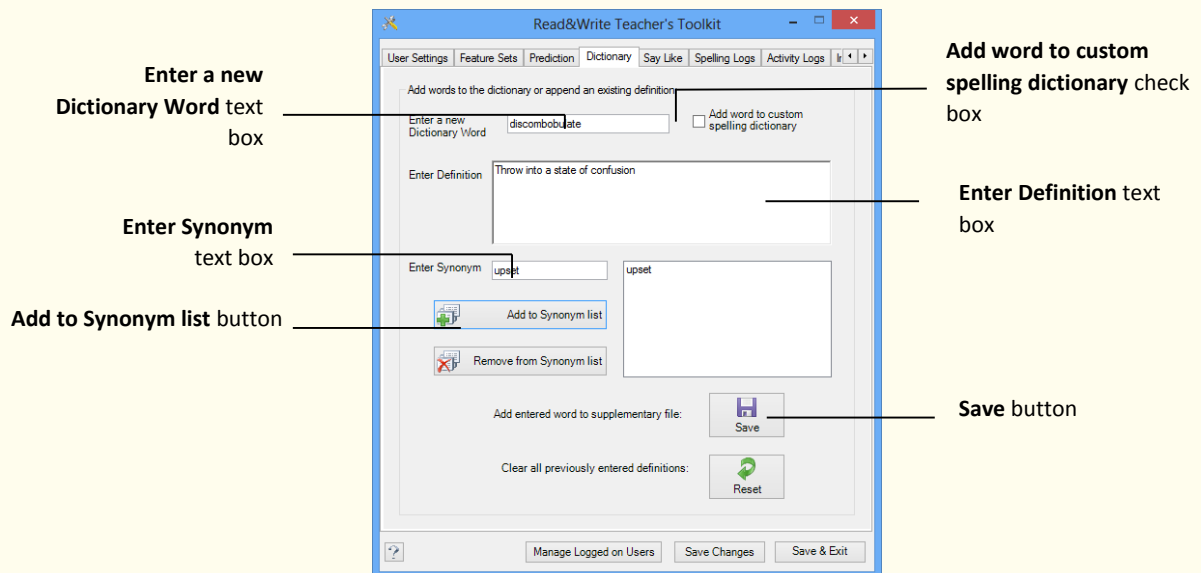
➤ You can enable and disable prediction files for different users by clicking on the **Turn On/Off Prediction Files** button and selecting the appropriate check boxes.

Adding your own dictionary definitions

In this exercise you'll learn how to add your own dictionary definitions.

➤ Any new definitions that you add will be added to current definitions and will be applied to all user accounts.

1. Click on the Dictionary tab:

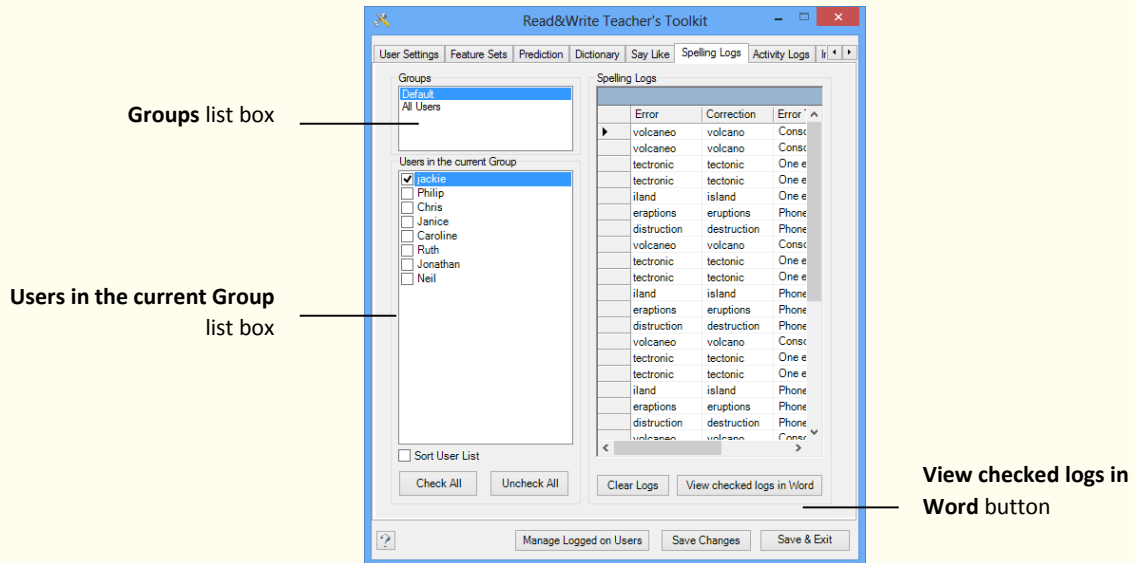


2. Type **Discombobulate** in the **Enter a new Dictionary Word** text box.
3. Select the **Add word to custom spelling dictionary** check box.
4. Type the following text in the **Enter Definition** text box:
Throw into state of confusion
5. Type **upset** in the **Enter Synonym** text box and then click on the **Add to Synonym list** button.
6. Click on the **Save** button and then click on the **Yes** button when it asks you if you want to add the entered information as an additional definition.

Viewing a user's spelling log

To view a user's spelling log:

1. Click on the Spelling Logs tab:



2. Click on the Class 1A user group in the **Groups** list box.
3. Select the check box beside yourself in the **Users in the current Group** list box.

You will see a list of spelling errors you've made while using your profile in the panel on the right of the Spelling Logs tab.

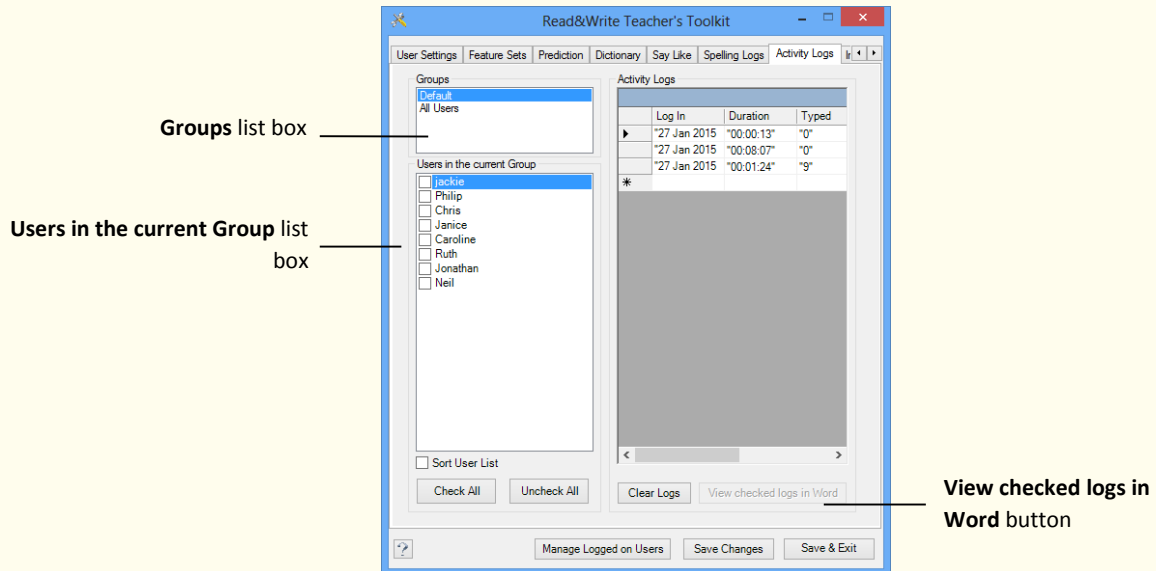
4. Click on the **View checked logs in Word** button.

Microsoft Word launches and you will see your spelling log displayed in a new document.

Viewing a user's activity log

To view a user's activity log:

1. Click on the Activity Logs tab:



2. Click on the Class 1A user group in the **Groups** list box.
3. Select the check box beside yourself in the **Users in the current Group** list box.

You will see the following information relating to your activities on the system in the panel on the right of the Activity Logs tab:

- Log In - time and date at which you logged on
- Duration - duration of time spent on the system
- Typed - number of words typed during each period
- %Errors - percentage of errors made during each period
- Learned Words - number of words learned during each period.

4. Click on the **View checked logs in Word** button.

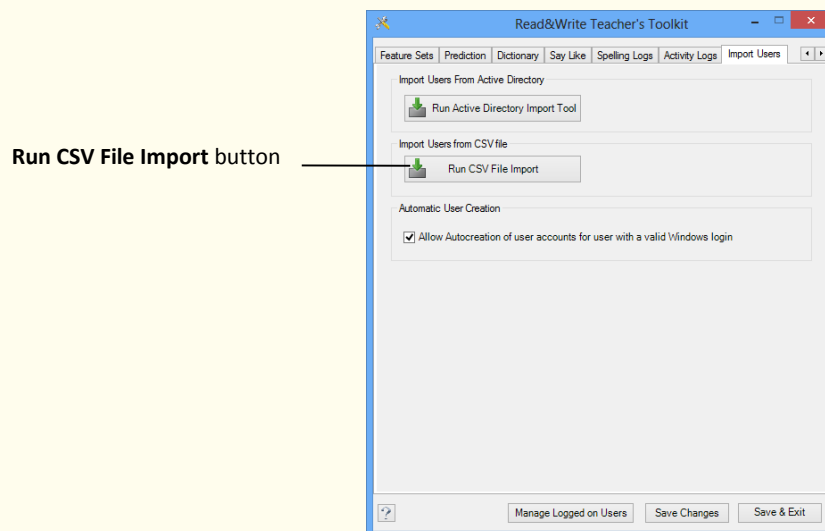
Microsoft Word launches and you will see your activity log displayed in a new document.

Importing users

The Teachers Toolkit allows you to import users with roaming profiles or from a .CSV file. In this exercise, you'll learn how to import users directly from a CSV file.

➤ **To complete this exercise, you must have a CSV file containing users saved on your computer.**

1. Click on the Import Users tab:



2. Click on the **Run CSV File Import** button.

You will see a window which allows you to browse for the file.

3. Select the CSV file that you want to import and then click on the **Open** button.

The User Import Summary window is displayed. This shows the users who were successfully imported and those who failed to import. The reason for the import failure, if any, is also displayed.

The successfully imported users are added to the 'Default' user group and assigned the 'Default' feature set.

