



I Can Write Tutorial

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Credits

Overlay Maker 3 was produced through the collaborative efforts of many staff members and individuals at IntelliTools.

I Can Write Overlay Activity Kit

Introduction

Teaching students how to write is one of the key areas of literacy instruction. Students need many opportunities to integrate reading and writing to build the necessary skills for literacy. Because of the challenges of spelling, vocabulary, and penmanship, writing can be a frustrating process for many students. The I Can Write series uses the strategies of sentence modeling with prepared word banks. Students who complete the Writing Word by Word activities can transition easily into highly motivating Writing Letter by Letter activities and overlays.

The I Can Write series provides teachers with a step-by-step method for teaching beginning writing skills using IntelliKeys, *IntelliTalk 3*, and *Overlay Maker 3*. This series includes Writing Word by Word, Writing Letter by Letter, and Keyboard Writing.

This tutorial is divided into three main sections:

Writing Word by Word

- Activities and Overlays
- Templates and Creating Overlays

Writing Letter by Letter

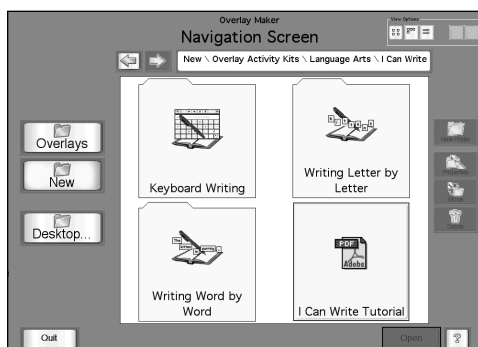
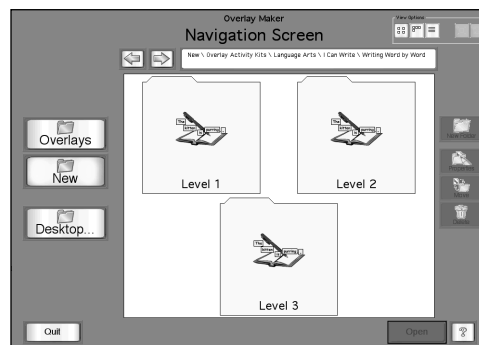
- Activity and Overlay
- Template and Creating Overlays

Keyboard Writing

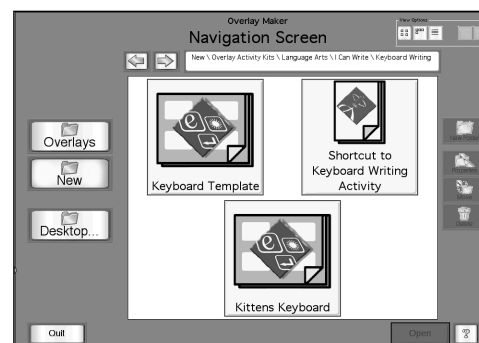
- Activity and Overlay
- Template and Creating Overlays



See the User's Guide for more details about appropriate grade levels, classroom objectives, and standards.



I Can Write Overlay Activity Kit



I Can Write Word by Word, Letter by Letter, Keyboard Writing

Writing Word by Word: Activities and Overlays

Introduction

Students who complete the Writing Word by Word activities create sentences from word banks. They can transition easily into highly motivating Writing Letter by Letter activities and overlays, covered later in this tutorial.

Materials

Write Word by Word L1 Activity
Write Word by Word L1 Overlay
Write Word by Word L2 Activity
Write Word by Word L2 Overlay (preprinted)
Write Word by Word L3 Activity
Write Word by Word L3 Overlay

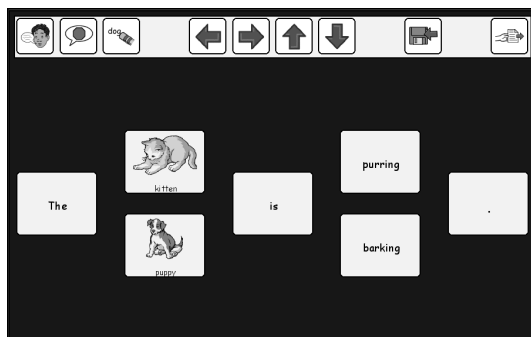
Preparation

Print the overlays using *Overlay Maker 3*.

Procedure

The Write Word by Word activities and overlays provide three levels of writing. Each level builds on the previous level, to provide scaffolding of skills.

1. Launch *Overlay Maker 3*.
2. From the Navigation screen, click the New button. Click Overlay Activity Kits.
3. Click the Language Arts folder. Click I Can Write. Click Writing Word by Word. You will see several choices.
4. Click Level 1. Click the Shortcut to Write Word by Word L1. A dialog box appears that says "This activity will open in IntelliTools Classroom Suite. Do you want to continue?" Click Yes.
5. If you have an IntelliKeys connected to your computer, place the Write Word by Word L1 Overlay on the IntelliKeys.



I Can Write Word by Word L1 Overlay

Use the Activities and Overlays

1. Invite your student to look at the screen or the overlay. Point out the words that are provided to build sentences. Ask the student about his or her pets. Talk about the things cats and dogs do and the sounds they make.
2. Model creating a correct sentence, using the overlay: The kitten is purring. The puppy is barking. Click the Read All button on the overlay (or on the toolbar at the top of the activity) to demonstrate how the sentence is read aloud.
3. Model an incorrect sentence and show your student how quickly a mistake can be corrected using the Delete Word button.
4. Provide time for your student to construct sentences, listen to them read aloud, and make corrections.

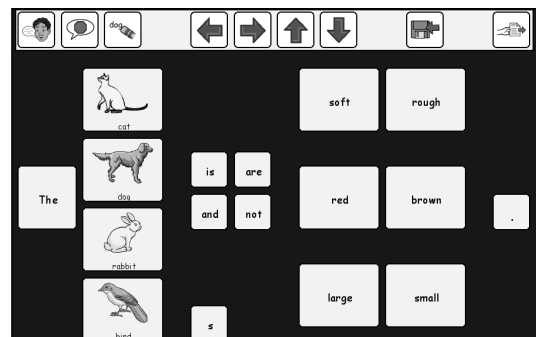


Note At Level 1 of I Can Write Word by Word, there are many writing supports, graphics are entered with the nouns, and the word choices are very limited. The student is expected to add a period at the end of the sentence.

5. Levels 2 and 3 increase the difficulty and offer additional word choices for students. By working through each of the three levels, students are given support to improve their sentence writing skills. Provide time for students to use levels 2 and 3.
6. In the next section of this tutorial, you will learn to use templates to create your own customized Word by Word writing activities and overlays.



Note Switch access is built into the I Can Write activities. To use switches, just plug them into the switch ports along the side of the IntelliKeys.



I Can Write Word by Word L3 Overlay

Writing Word by Word: Templates and Creating Overlays


Materials

L1 Template
L2 Template
L3 Template

Preparation

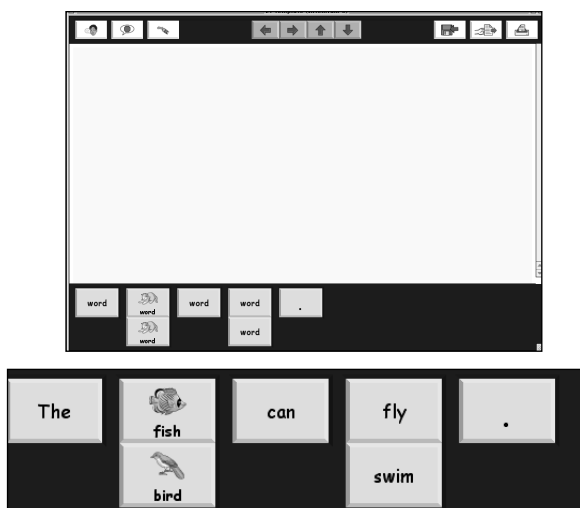
Decide which template works best for your student.
Brainstorm potential sentences for students to write.

Procedure

 **Note** To complete this section of the tutorial, you need the full copy of *IntelliTools Classroom Suite*, not just the Player version.

The Write Word by Word Templates allow you to change the content of the three levels of Word by Word activities so you can create additional writing activities quickly. You may want to incorporate words and themes from a book you are currently reading in class, or you may want to target a specific interest of the student to motivate writing. After you use the template to create a new writing activity, you will create an overlay for your new activity.

1. Launch *Overlay Maker 3*.
2. From the Navigation screen, click the New button. Click Overlay Activity Kits.
3. Click the Language Arts folder. Click I Can Write. Click Writing Word by Word. You will see several choices.
4. Click Level 1. Click the Shortcut to L1 Template. When the dialog box appears that says “This activity will open in IntelliTools Classroom Suite. Do you want to continue?” click Yes.



L1 Template

Modify the Template

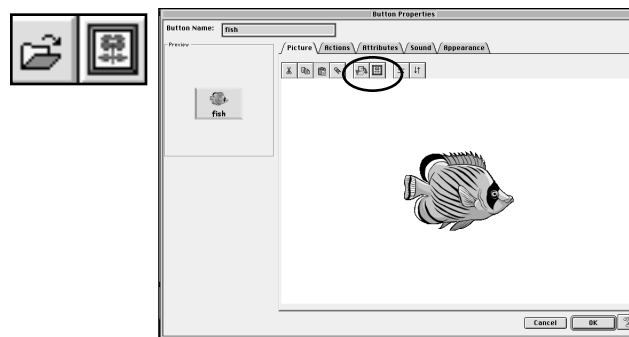
You will use the toolbars at the bottom of the screen to enter a custom set of words. Notice that the toolbar uses the sentence structure found in the Write Word by Word L1 activity.

1. Hold down the Control key on the computer keyboard and simultaneously click (**[Ctrl]+click**) the Word button on the screen. The Properties of Button dialog box displays. In the Button Name text box, delete **word** and type your text (for example, **The**). In this sentence pattern, the first word is not usually a noun so there isn't a picture included. Click OK.
2. **[Ctrl]+click** the next Word button, one of the ones with the picture of the kitten. The Properties of Button dialog box displays.
3. In the Button Name text box, delete **word** and type your text (for example **fish**). This word is a noun, so you will add a picture.
4. You can use the Picture Library or your own picture.
 - a. Click the Insert Picture from Library button. The Picture Library opens. Use the Category drop-down list to locate the Sea Animals category. Scroll through the choices. Select the fish you want to use and click Insert. Or,
 - b. If you want to use your own graphics, such as digital photos, select the Insert Picture from File button. Navigate to your folder of graphics and select.



If you have *Boardmaker 5* installed it will seamlessly interface with *Overlay Maker 3*. When you open the Picture Library window, a Boardmaker category will be available.

5. Repeat the steps 1–4 for the remaining word buttons, adding graphics when appropriate.



Button Properties Dialog Box

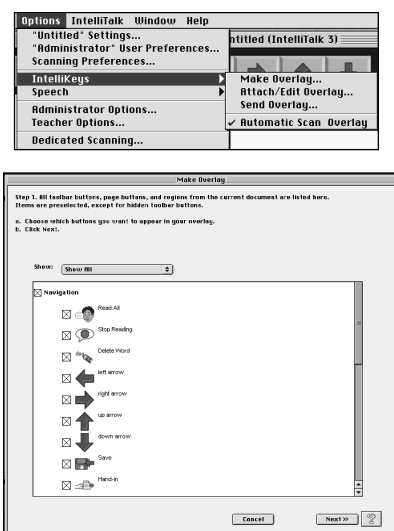
Writing Word by Word: Templates and Creating Overlays

6. From the File menu, select Save As. Name your activity with a unique name, such as Writing about Fish.
 - a. Save your activity into one of the subject folders in the Activities area.
 - b. Alternatively, select New Folder from the buttons on the right. Create a My Writing folder, and save into that folder.
7. Do not close the activity if you are going to proceed to create an overlay for it, in the next section of this tutorial.

Create an Overlay

Now you will create an overlay for this new activity. If your student does not use an IntelliKeys you can skip these steps.

1. From the Options menu, select IntelliKeys. Select Make Overlay. The Make Overlay dialog box displays.
2. Notice that all buttons are selected to be placed on the overlay. You can deselect (remove the checkmark) from any button you don't want available to students on the overlay. Click the Next button when you are done.
3. Choose a layout that places the Navigation buttons (e.g., Save, Read) in a row at the top of the overlay. Click Next.
4. The last dialog screen allows you to Include Pictures in the overlay keys, set Auto or Step Scanning, Use Page Background as Overlay Background, and rename the overlay. Make any desired selections.

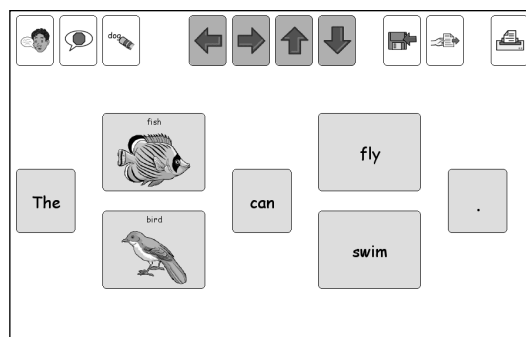
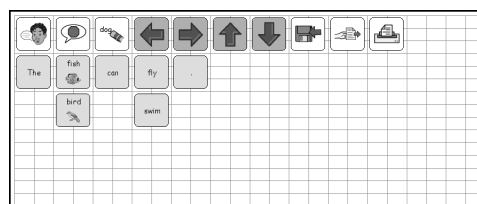


Making a New Overlay

5. Click OK when you are done. *Overlay Maker 3* will open and the overlay you created will display.
6. You can modify the overlay by moving keys around or resizing them.
7. From the file menu select Save. Name your Overlay. This overlay will save into the Overlays folder of *IntelliTools Classroom Suite*.
8. Print your overlay and place it on the IntelliKeys to try it out.
9. From the File menu, select Quit or Exit to close *Overlay Maker 3*. Your *IntelliTools Classroom Suite* activity should still be open. Notice that the overlay automatically sends.
10. To verify that your new overlay is attached to your new activity, from the Options menu, select IntelliKeys. You will see the name of the overlay you just created in the list of attached overlays.
11. Save your activity again, to ensure that the overlay is attached.
12. Repeat pages 4 and 5 of this tutorial to create new writing activities and overlays for Levels 2 and 3 of Write Word by Word.

Congratulations! You have used the template to create a new activity and a new overlay to support your student's literacy development.

In the next section of the tutorial, you will use the activities, templates and overlays for I Can Write Letter by Letter.



Moving and Resizing Overlay Keys

Writing Letter by Letter: Activity and Overlay

Introduction

Students who have completed the Writing Word by Word activities by writing with word banks can transition easily into highly motivating Writing Letter by Letter activities and overlays.

The activity and overlay in this section of the tutorial demonstrate a letter by letter approach to writing words and sentences. Students work on spelling and letter sounds with a word they have seen several times in the Word by Word activities, kittens.

Materials

I Can Write Kittens Activity
I Can Write Kittens Overlay

Preparation

Print the overlay using *Overlay Maker 3*.

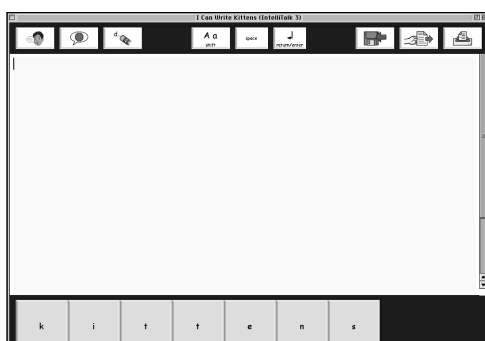
Procedure

1. Launch *Overlay Maker 3*.
2. From the Navigation screen, click the New button. Click Overlay Activity Kits.
3. Click the Language Arts folder. Click I Can Write. Click Writing Letter by Letter.
4. Click the Shortcut to I Can Write Kittens. A dialog box appears that says “This activity will open in IntelliTools Classroom Suite. Do you want to continue?” Click Yes.
5. If you have an IntelliKeys connected to your computer, place the I Can Write Kittens overlay on the IntelliKeys.

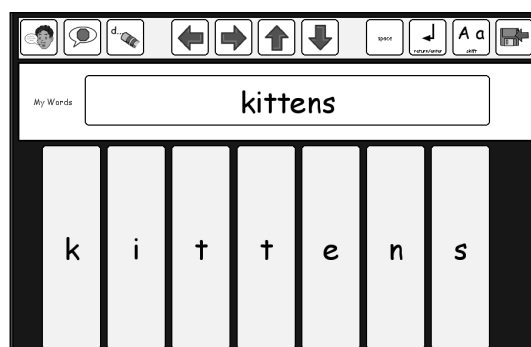
Use the Activity and Overlay

1. Invite your student to look at the screen or the overlay. Point out the words that are provided to build sentences. Point out the letters that spell the word kittens.
2. Have the student press or type each letter in the word kittens, listening to the letters and then hearing the word read aloud.
3. Encourage the student to think of other words that can be made using the letters available on the screen or overlay.
4. Give the student time to make additional words.
5. Print and Save the activity, if desired.

In the next section of this tutorial, you will learn to use letter by letter templates and create new overlays, so students can repeat this kind of activity with any words you choose.



I Can Write Kittens Activity



I Can Write Kittens Overlay

Writing Letter by Letter: Template and Creating Overlays

Materials

- 3 Letter Word Template
- 5 Letter Word Template
- 7 Letter Word Template
- 9 Letter Word Template

Procedure



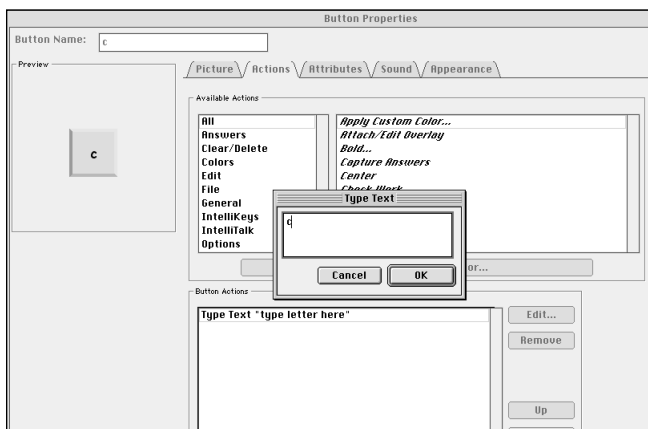
To complete this section of the tutorial, you need the full copy of *IntelliTools Classroom Suite*, not just the Player version.

These templates can be used to teach spelling words or to reinforce the spelling of a student's name.

1. Decide what three-letter word you want your student to spell.
2. From the Navigation screen, click the New button. Click Overlay Activity Kits.
3. Click the Language Arts folder. Click I Can Write. Click Writing Letter by Letter.
4. Click the Shortcut to 3 Letter Word Template. A dialog box appears that says "This activity will open in IntelliTools Classroom Suite. Do you want to continue?" Click Yes.

Modify the Template

1. Hold down the Control key on the computer keyboard and simultaneously click ([Ctrl]+click) the Letter button on the screen. The Properties of Button dialog box displays. In the Button Name text box, delete letter and type your letter (for example, c).
2. Select the Actions tab. In the Button Actions window select the action Type Text "type letter here."



Button Properties Dialog Box

3. Click the Edit button. A Type Text dialog window opens. Delete the words "type letter here" and type the first letter of your word (e.g., c). Select OK to close this dialog window. Select OK to close the Button Properties window.
4. Repeat steps 1–3 for the other two letter buttons.
5. Save your new activity with a unique name. Do not close the activity

Create the Overlay

1. The next step is to make an overlay for this activity. From the Options menu, select IntelliKeys. Select Make Overlay. A Make Overlay window displays. Notice that all buttons are selected to be placed on the overlay. If there are buttons you don't want available on the overlay, such as Print, deselect that button. Click the Next button when you are done.
2. Choose a layout that places the Navigation buttons (Save, Read, etc) in a row at the top. Click Next.
3. The last window allows you to Include Pictures in the keys, set Auto or Step Scanning, Use Page Background as Overlay Background, and rename the overlay. Select OK when you are done. *Overlay Maker 3* will open and the overlay will be created.
4. Print your overlay. Place the overlay on the IntelliKeys.
5. Minimize or Quit out of *Overlay Maker 3* and navigate back to *IntelliTools Classroom Suite*. Try out your overlay.
6. Now that your activity has been created from the template and an overlay has been created and attached, you will save this as an activity allowing you to assign this work to a student. From the File menu, select Save As Activity. Save into the Activities folder of *IntelliTools Classroom Suite*.
7. Repeat the steps on this page to modify the 5, 7, or 9 Letter Word Templates.

Congratulations! You have used the template to create a new activity and a new overlay to support your student's literacy development. In the next section of the tutorial, you will use another activity, template and overlay for Keyboard Writing.

Keyboard Writing: Activity and Overlay

Introduction

Writing Letter by Letter and Writing Word by Word can be used at the same time with students. Rather than overwhelming students with the entire alphabet, Keyboard Writing provides another strategy to promote spelling success.

The Kittens Keyboard overlay demonstrates a simple way to introduce students to a standard keyboard layout painlessly. Only the letters needed to spell the word kittens are marked on the keyboard overlay.

The keyboard layout used for the Kittens Keyboard activity and overlay is an alphabetical layout, because young students have been exposed to alphabetical order. The My Words box is used to focus the student's spelling on words that can be written with the letters from Kittens. The templates provided can be used when writing words other than Kittens.

Materials

Keyboard Writing Activity
Kittens Keyboard Overlay (preprinted)

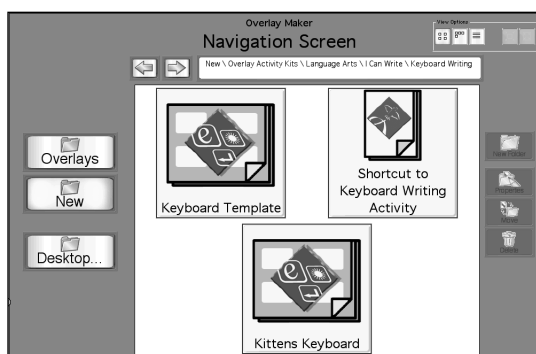
Preparation

The Kittens Keyboard overlay is provided as a preprinted overlay with *Overlay Maker 3*.

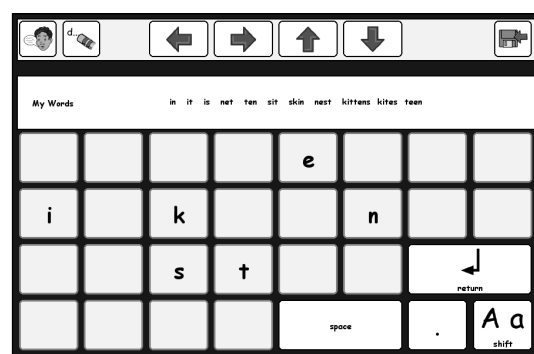
Procedure

1. Launch *Overlay Maker 3*.
2. From the Navigation screen, click the New button. Click Overlay Activity Kits.
3. Click the Language Arts folder. Click I Can Write. Click Keyboard Writing.
4. Click the Shortcut to Keyboard Writing Activity. A dialog box displays that says "This activity will open in IntelliTools Classroom Suite. Do you want to continue?" Click Yes.
5. If you have an IntelliKeys connected to your computer, place the Kittens Keyboard overlay on the IntelliKeys.
6. The Kittens Keyboard overlay will automatically send.
7. Have the student try finding each letter of Kittens on the keyboard layout.
8. Have the student practice writing some of the words in the My Words box.
9. Print and save the activity if desired.

In the next section of this tutorial, you will learn to use the Keyboard Writing template and create new overlays, so students can repeat this kind of activity with any words you choose.



Keyboard Writing



Kittens Keyboard Overlay

Keyboard Writing: Template and Creating Overlays

Introduction

The Keyboard Template overlay allows you to create a version of the Kittens Keyboard overlay, based on the reading level of the student or a spelling list that he or she is working on in class.

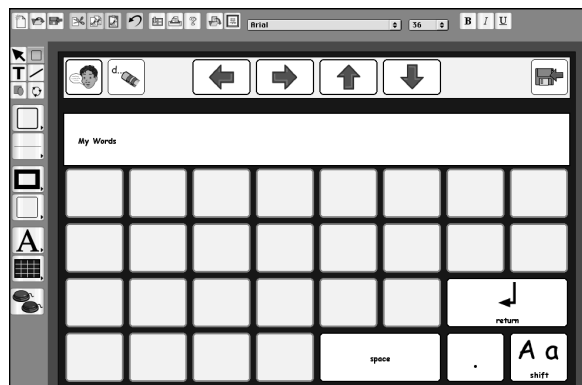
Begin by deciding what target word you want on the overlay. For example, you might select the word train. Then brainstorm other words students can make using the letters from the target word. You may want to use the word or words you used in the I Can Write Kittens template overlay in the previous section of this tutorial.

Materials

Keyboard Writing Activity
Keyboard Template Overlay

Procedure

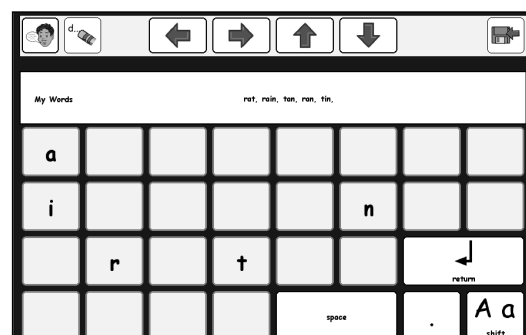
1. Launch *Overlay Maker 3*. Click the Overlay Activity Kits folder. Click Language Arts.
2. Click I Can Write. Click Keyboard Writing. Click Shortcut to Keyboard Writing Activity. This activity will open in *IntelliTools Classroom Suite*.
3. From the Options menu, select IntelliKeys. Select Attach/Edit Overlay.
4. Select Keyboard Template. Select Edit. The Keyboard Template overlay will open in *Overlay Maker 3*.
5. Click a keyboard key on the overlay.
6. Select the Text Tool from the toolbar on the left. Using your standard keyboard, type a letter, for example, the letter **t**. You can choose to place letters in an alphabetical or QWERTY keyboard layout.
7. Repeat for each letter in the word **train**.



Keyboard Template Overlay

8. Click the My Words key. Select the Text Tool. Type the words you want the student to write. For example, you might type in these words: **rat, rain, tan, ran.**
9. From the File menu, select Save As. Give your new overlay a unique name. Save into the IntelliTools Classroom Suite Overlays folder, located in the Save As window.
10. Print your new overlay. Place the overlay on the IntelliKeys.
11. Minimize or Quit out of *Overlay Maker 3* and navigate back to *IntelliTools Classroom Suite*. The Keyboard Writing activity should still be open.
12. You need to attach your new overlay. From the Options menu, select IntelliKeys. Select Attach/Edit Overlay.
13. Click the Attach button. Navigate to the overlay you just saved. Select Open. Your overlay will now be attached. It will automatically send
14. Try out your overlay.

Congratulations! You have used the Keyboard Writing Template to create a new overlay that will support your student's literacy development.



Keyboard Template Modified