

INTELLITOLS®

ReadyMade

CURRICULUM ACTIVITIES



PRIMARY LITERACY

T U T O R I A L

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Credits

ReadyMade Primary Literacy was produced through the collaborative efforts of many staff members at IntelliTools. Design: Suzanne Feit, Lucinda Ray; Content Development: Suzanne Feit, Lucinda Ray; Software Engineering: Scott Schafer; ReadyMade Browser: Patty Kilroy, Jezra Lickter; Project Management: David Robertshaw, Lucinda Ray; User's Guide/Teacher's Guide: Lucinda Ray, Alan Rhody; Activities: Suzanne Feit, Lucinda Ray; Testing: Lisa Sheean; Artwork: Patty Kilroy, Chris Santeramo; Technical Assistance: Philip Nittenberg, Fred Ross-Perry. Tutorial: Suzanne Feit, Lucinda Ray.



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Introduction

ReadyMade Primary Literacy provides instruction and practice in important literacy concepts to help students read and write. These activities have been designed to support a balanced literacy approach to reading and writing. They integrate reading comprehension, supported writing, word study, and phonics. *Primary Literacy* includes 163 different activities targeting 40 onsets, 32 rimes, and 27 writing exercises. This multisensory approach to reading and writing allows students to explore and practice early literacy skills that meet grade one language arts standards across the nation. Use these activities to reinforce your reading program, build student portfolios, and promote technology and literacy skills for early learners.

ReadyMade Primary Literacy is designed to work with IntelliTools' multimedia tool, *IntelliPics Studio*. *Primary Literacy* adds 28 activity templates to *IntelliPics Studio*, thereby providing *IntelliPics Studio* users with many additional predesigned literacy-building activities.

About *IntelliPics Studio*

IntelliPics Studio is a powerful, new, multimedia drawing, painting, presentation, and authoring program that is appropriate for students of all ages and abilities. When you use *IntelliPics Studio* to create and explore activities, you will experience the immense potential of this authoring program.

- Students can open a coloring book activity and begin to paint.
- Students can use engaging pre-made activities to learn curriculum and practice with concepts.
- Older students can create professional-quality presentations to communicate their learning.
- Teachers can open a template and author curriculum-based activities appropriate for preschool through high school.

Universal Design: Access for All

ReadyMade Primary Literacy and *IntelliPics Studio* are designed for all students, including those with physical or cognitive disabilities. They are ideal for use in inclusion classrooms because students can use the program with a mouse, an IntelliKeys, or a switch interchangeably. The software adjusts to whatever input device a student is using.

IntelliKeys Users

An electronic version of an overlay is attached to each *ReadyMade Primary Literacy* activity. It is automatically

sent to the IntelliKeys keyboard when an activity is opened. Print the overlay using IntelliTools' *Overlay Printer* (included on the installation CD in the Utilities folder) or *Overlay Maker*.

ReadyMade Primary Literacy Program Organization

ReadyMade Primary Writing activities are organized in eight topic areas:

- Onsets
- Rimes
- Books

Each topic includes nine units of interactive activities. Each activity provides practice related to that topic, using a specific theme and a specific set of onsets, rimes, and sight words. The activities are arranged in gradually increasing units of difficulty. Unit 1 is the simplest; Unit 9 is the most challenging. The themes, onsets, rimes, and sight words for each unit correlate with the content of *IntelliTools Reading: Balanced Literacy*.

Each activity includes a title page, several pages of exploratory practice, and opportunities for writing. Completing the activities gives students useful practice and reinforces their growing literacy skills.

Terminology: Onset and Rime

Onsets are consonant and consonant clusters found at the beginning of words. The onset is most clearly defined as all the consonants that are found before the first vowel. Rimes are clusters of letters that begin with a vowel and continue to the end of the syllable. Rimes are traditionally referred to as phonograms, word families, or chunks.

This Tutorial

This tutorial is designed to work in conjunction with a full version of IntelliTools' *IntelliPics Studio*. By completing this tutorial, you will:

- Become familiar with using the ReadyMade Browser.
- Explore the variety of topic areas.
- Create a student portfolio.
- Learn to modify activities (changing pictures, backgrounds, customizing books, and more).
- Explore the alternative access features.

Part 1: Basics

Using the ReadyMade Browser

The best way to survey the variety of activities included in *ReadyMade Primary Literacy* is to view A Literacy Overview. You launch this preview activity, or any ReadyMade activity, using the ReadyMade Browser.

To display the ReadyMade Browser, double-click the ReadyMade Browser icon (automatically placed on your desktop during a typical installation). Click Enter on the title screen to view the ReadyMade Browser.

The ReadyMade Browser includes:

- A Subject list box – Click a listing to display associated topics. The selected listing highlights.
- A Topic list box – Click a listing to display associated activities. The selected listing highlights.
- An Activity list box – Click a listing to display the Launch Activity button. The selected listing highlights.
- Launch Activity button – Click to display the selected activity.
- Four IntelliTools product selector buttons – Click a button to display the *ReadyMade* subjects associated with the selected IntelliTools product(s).
- www.intellitools.com button – Click to connect to the IntelliTools Web site (for users with an active Internet connection).
- Quit button – Click to close the *ReadyMade* Browser.

Note: A grayed-out subject listing in the Browser's list box indicates that a *ReadyMade* subject is available from IntelliTools but is not yet installed on your system.

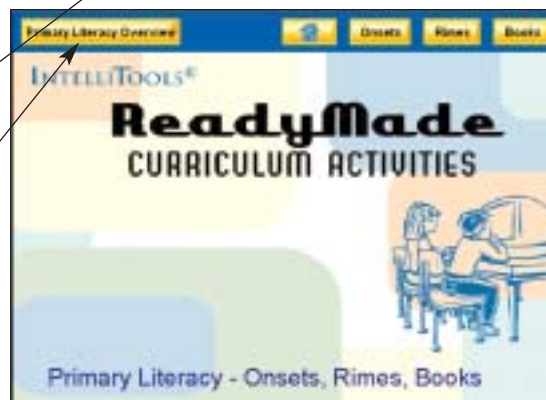
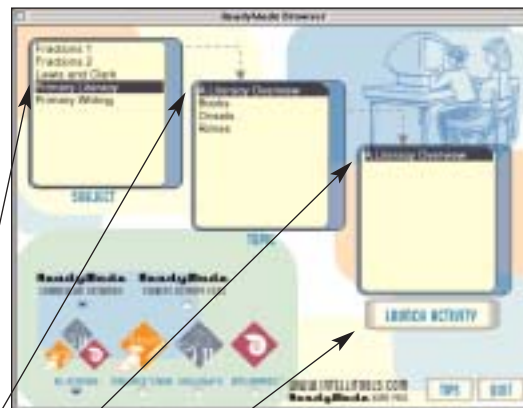
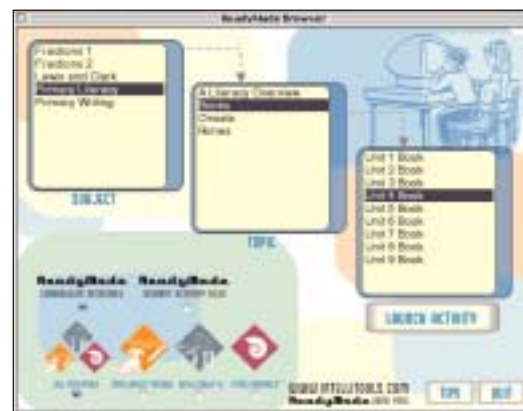
Selecting A Literacy Overview

From the ReadyMade Browser:

1. Click Primary Literacy in the Subject list box. A list of topics appear in the Topic list box.
2. Click A Literacy Overview in the Topic list box. A single listing appears in the Activity list box.
3. Click A Literacy Overview in the Activity list box. The Launch Activity button displays.
4. Click Launch Activity. The selected activity displays as an untitled *IntelliPics Studio* document. The opening page of this activity is titled Primary Literacy – Onsets, Rimes, Books.
5. Click the Primary Literacy Overview item to navigate to the next page in this document.



Browser



Part 1: Basics

Overview of *Primary Literacy*

Welcome to the overview of the *ReadyMade Primary Literacy* activities. The overview document includes a page of introductory information and a Terminology button at the bottom of the page to learn more about the terms Onset and Rime.

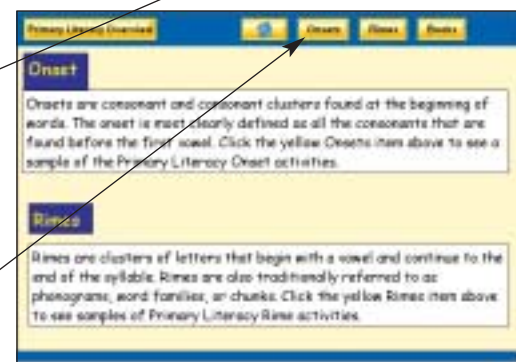
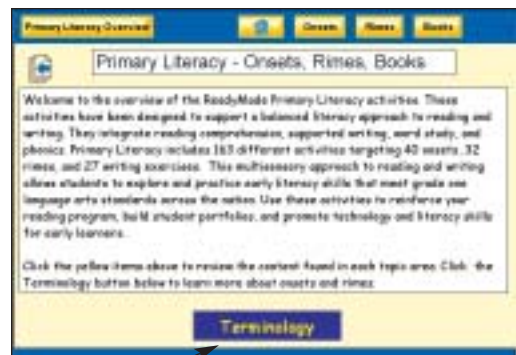
ReadyMade Primary Literacy activities are organized in three topic areas: activities that reinforce Onsets, activities that reinforce Rimes, and Books that provide opportunities for students to write, explore, and interact with words and pictures that can promote literacy skills, technology skills, and independent learning.

1. Click the Terminology button at the bottom of the page. The Terminology page displays.
2. The Terminology page provides definitions for important terms in literacy instruction that are used in this program.

Onsets

1. Click the Onsets button on the top of the screen. The Onsets menu page displays. From this page you can go to a sample of the onsets activities for each of the 9 units.
2. Select Unit 1. Using the arrows at the top of the screen, scroll through the sample pages to view each onset.
3. Select the yellow Onsets button at the top of any page to return to the Onsets menu page.

4. Click the Sampler button.
5. This Sampler page enables you to interact with one of the onsets exploratory activities in Unit 1. The student is instructed to place things that start with the 'b' sound on the bed.
6. Using the mouse, explore what happens as you place various items on the bed. Notice that if the item does not begin with the 'b' sound, it will not stay on the bed.



Part 1: Basics

Rimes

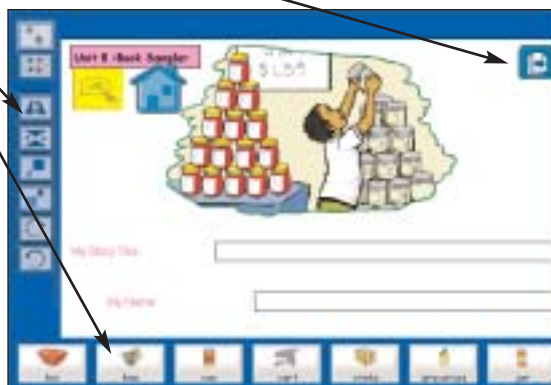
In Rimes activities, students read or listen to instructions and complete a picture using items from a word bank on the right side of the page. Students use the transform tools and color palette items to customize the scene.

1. Select the Rimes button at the top of the screen
2. When the Rimes menu page displays, select the buttons for Units 1–9 to view additional samples.
3. Later in this tutorial you will explore a Rimes activity and learn to modify the text instructions.



Books

1. Click the Books button at the top of the screen to see a brief overview of the Book activities for each of the 9 units.
2. Click each book. The text at the bottom of the page will give you an overview of the graphics for each unit.
3. Click the Sampler button. The Sampler provides a few pages of the Unit 8 Book activity.
4. You can add a title and additional graphics on the first page.
5. Use the page arrows on the top right of the screen to turn the pages.
6. Add more text and experiment with adding and resizing the objects provided at the bottom of the page.
6. Select the Home button (the blue house) to return to the Home page of this overview. Later in this tutorial, you will work with the Onsets, Rimes, and Books in more depth.
7. Leave this overview document open (you will be using it in the next section of the tutorial).
8. In the next section of this tutorial, you will learn how to set up a portfolio, so that you can make sure the work you do is saved in a location that is easy to find.



Part 1: Basics

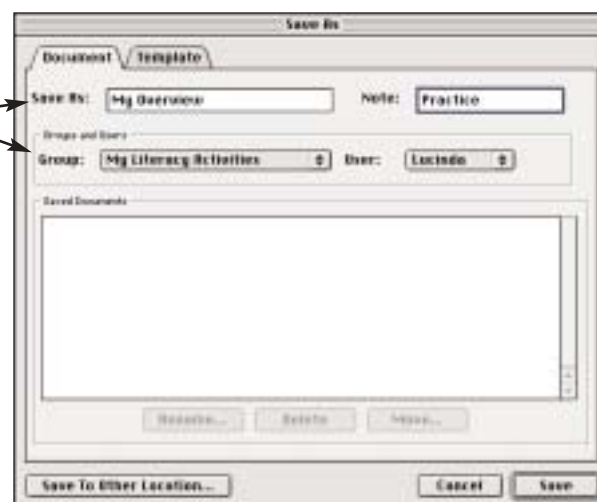
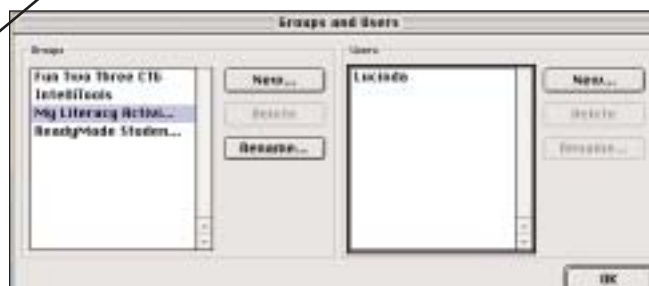
Creating Student Portfolios

In this section of the tutorial you will learn how to save work in a student portfolio. A portfolio is a selected User folder in a Group folder. (In this case you are saving the overview document that is currently open.)

To save an untitled document (e.g., a new activity), it must be stored in an individual portfolio and named. The saved document can be retrieved, viewed, and printed at any time for record keeping and/or assessment.

To set up a portfolio, you need to first create a group. Then you will add a student (i.e., a user) to the group.

1. From the File menu, select Edit Groups and Users. The Group and Users dialog box displays.
2. Click New in the Groups portion of the dialog box (on the left side of the dialog box). The New Group dialog box displays.
3. In the Group Name text box, type **My Literacy Activities**. Click OK to close the dialog box. The new group name appears in the Groups list box.
4. Click My Literacy Activities to select the newly created group. Now you will add users to this group.
5. Click New in the Users portion of the dialog box (on the right side of the dialog box). The New User dialog box displays.
6. Type your name in the User Name text box. Click OK to close this dialog box. Your name appears in the Users list box.
7. You have just created a Group folder and a User folder (i.e., a portfolio). Click OK to close the Groups and Users dialog box. You are now ready to save the activities you will be modifying in this tutorial.
8. From the File menu, select Save. The Save As dialog box displays. Click the Document tab if this portion of the dialog box is not displayed. From the Group and User drop-down list boxes, select the newly entered group and user names.
9. Remember that launching an activity opens an untitled document. The first time an untitled document is saved, it must be named. To name your document, in the Save As text box, type **My Overview**. In the Note text box, type **Practice**.
10. Click Save to close the Save As dialog box. Close the document you just saved.
11. Now return to the ReadyMade Browser.



Part 2: Exploring and Modifying Literacy Activities

Note: Modifying procedures require that a full version of *IntelliPics Studio* (not just a Player) is installed on your computer.

Explore Onsets Activities

Using the Onset topic area, students can choose three different kinds of activities in each of 9 different units. They can explore onset sounds. They can take an IntelliQuiz that asks them to locate words with the targeted sounds. They can create a picture and write a story using the targeted sounds.

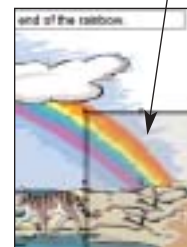
1. From the ReadyMade Browser, select Onsets. From the Activities list, select Unit 1. Click the Launch Activity button. The Unit 1 Onsets activity displays.
2. Click the blue Next Page arrow at the top right.
3. From the File menu, save this document into your portfolio as **Unit 1 Review**.
4. Click the yellow **r** button. A new page displays.
5. Listen to the instructions. Click the text box or the Instructions item to hear the instructions again.
6. Select the rocket. Move it to the end of the rainbow.
7. Move the dolphin to the end of the rainbow. The dolphin will not stay at the end of the rainbow because it does not begin with the letter 'r.'

There is a transparent Region placed at the end of the rainbow that only accepts items that have a specific attribute. In this case the attribute has been defined as words beginning with the letter 'r.'

Modifying Explore Onsets Activities

You can remove the Region and use this activity to assess whether students can complete the task independently.

1. From the Design menu, select Show Regions.
2. Hold down the Control key **[Ctrl]** and click the gray boxed area now visible at the end of the rainbow. The Properties of Region dialog box displays.
3. Notice that the Region has the defined attribute to accept only objects that begin with the letter 'r.'
4. Deselect the Lock check box. Click OK.
5. You will now be able to resize, remove or delete the region. Press the delete key on the keyboard to remove the Region.
6. From the Design menu, deselect Show Regions.
7. From the File menu, save this activity as **Letter R Assessment**. Do not close the activity.
8. Now move the dolphin to the end of the rainbow. Notice it will not bounce out. Students will not get corrective feedback, and you can assess their work.
9. Click the Home button.



Part 3: Exploring and Modifying Activities

Explore IntelliQuiz

1. From the Onsets menu page, select the green IntelliQuiz button.
2. The IntelliQuiz activity allows students to practice all four onset sounds targeted in this activity. Explore the feedback provided by the IntelliQuiz when you select an incorrect answer more than 3 times. The IntelliQuiz has been designed to support student learning by providing visual and auditory feedback.
3. Click the red Stop IntelliQuiz button to return to the Home page and choose the third type of Onset activity, Write a Story.

Explore Write a Story

1. Click the Write a Story button. A blank page with a writing space displays.
2. Students use the Write a Story page to create a scene and write a story.
3. Click the Background button and choose a background from the choices at the bottom of the page. For example, click the Kitchen item.
4. Add some people and props, as shown.
5. Click the **r** item and add additional objects that begin with the targeted onsets from this unit.
6. Click inside the text box, and write a sentence about your picture. These stories and pictures can be saved to the student portfolio or printed and shared with peers.
7. Save your work and close the activity.

Note: All of the activities in the Onset topic area are organized in the same way as Unit 1.



Part 3: Exploring and Modifying Activities

Explore Rimes Activities

The Rimes topic area has 9 units. Students use the Explore Rimes options to listen to and read brief stories that emphasize targeted rime sounds. They select, move, and color objects with the target rimes, illustrating the given story. To demonstrate their mastery of rime sounds, students can write and illustrate brief stories that include words ending with the rime sounds in each unit.

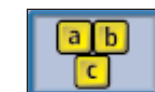
1. From the ReadyMade Browser, select Rimes. From the Activities list, select Unit 8. Click the Launch Activity button. The Unit 8 Rimes activity displays.
2. Click the blue Next Page arrow at the top right.
3. From the File menu, save this document into your portfolio as **Unit 8 Rime Review**.

Three Explore Rimes buttons lead to activities that engage students in practicing reading comprehension. Each button provides three possible sentences.

1. Click the Snail on a Trail button.
2. Click the Read button to listen to the story.
3. Select items from the word bank on the right to add pictures that will illustrate the story. Use the tools on the left and colors on the bottom of the page to make changes to the the pictures so they match the story.
4. Save your work.
5. Select the long yellow button: **Click Here. Read the new story and add pictures.** The items from the previous story are erased and the student can listen and create a new scene. This allows multiple practices with the rimes targeted in Unit 8.
6. Note that when you save your work, the scene currently on the page is the only one of the three stories that will be saved.
7. Click the Home button.

Explore Write a Story

1. Click the Write a Story Button Students can select backgrounds, illustrate, and write a story using words with the targeted rime sounds.
2. Click the ABC button at the top of the page.
3. A keyboard displays at the bottom of the page. Students can use this on-screen keyboard to enter text into the text box. This array is useful for students who might use a switch to access this document. (See page 13 for information on alternative access.)
4. Click the ABC button again to remove the on-screen keyboard. Do not close the activity.



Part 3: Exploring and Modifying Activities

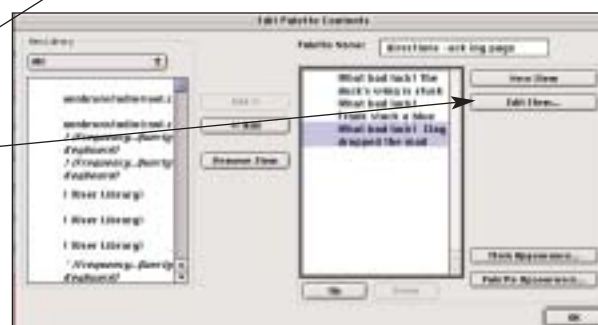
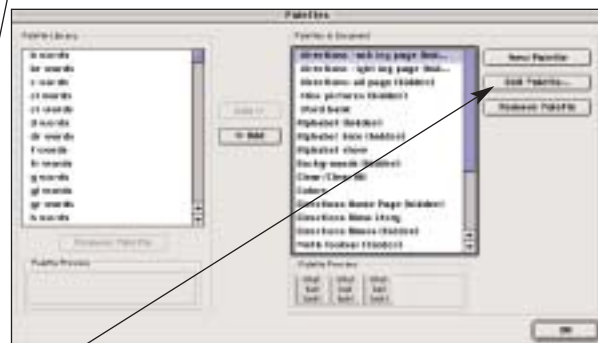
Note: Modifying procedures require that a full version of *IntelliPics Studio* (not just a Player) is installed on your computer.

Modifying Explore Rimes Activities

You can change the brief stories that students read and illustrate in the Explore Rime areas. However, you need to be careful that the new stories you create make use of the pictures items that are available on the page, so that students have the correct items to illustrate your new story.

1. Click the Home button.
2. Click the Duck is Stuck button. The Duck is Stuck rime story displays. You will be changing the text in this story.
3. From the Create menu, select Edit Palette. The Edit Palettes dialog displays.
4. Highlight the first palette in the Palettes in Document list box, called **directions -ack ing page**.
5. Click the Edit Palette button. The Edit Palette Contents window displays.
6. Highlight the third item (What bad luck!...) and click the Edit Item button. Do not change the name of the item, because you want to be sure that all of the links within the activity continue to function appropriately.
7. Click the Actions icon at the left of the dialog box. In the Item Actions list box, select Type Text "What bad luck" and click the Edit button.
8. In the Type Text window, change the text to read: **Clay dropped his backpack under the swing when he saw a bee sting his leg.**
9. Click OK until you are back to the document. Now click the Click here. Read... button several times until your new sentence appears.
10. Save your work.
11. You have now modified the Unit 8 Rimes activity by changing one of the stories students illustrate when they work with the Duck is Stuck stories.
12. From the File menu, close this document. In the next section of this tutorial you will be learning about the Books activities.

Note: All of the activities in the Rimes topic area are organized in the same way as Unit 8.



Part 3: Exploring and Modifying Activities

Exploring Books Activities

The Books topic area has 9 activities. Each book includes a cover page, a title page, a series of illustrated pages with empty text boxes, and an end page. Students complete a book activity by entering text on the title page and on the illustrated pages (text can be descriptive or narrative). They can also enhance the background picture on the pages with additional pictures.

1. From the ReadyMade Browser, select Books. From the Activities list, select Unit 9. Click the Launch Activity button. The Unit 9 Book activity displays.
2. Click the blue Next Page arrow at the top right.
3. From the File menu, save this document into your portfolio as **My Dog**.
4. Enter a title for your story and type your name.
5. Click the Next Page arrow to go to the next page.
6. Click the shoe from the palette of objects on the bottom of the page. Move and resize the shoe.
7. Click the text box and type: **My dog loves to chew on my red shoe.**
8. Add text to each page and add graphics to complete your story. This is a story sequence about a dog that gets a tick and needs to have it removed. To view the story use the page arrows to review each picture.
9. Save your work.

Using Page Sort

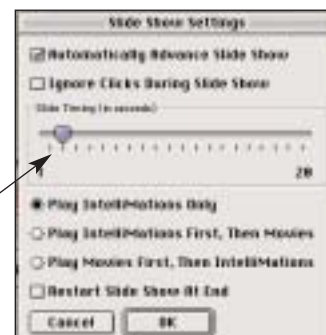
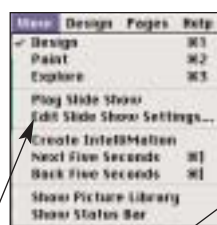
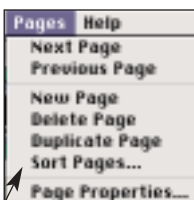
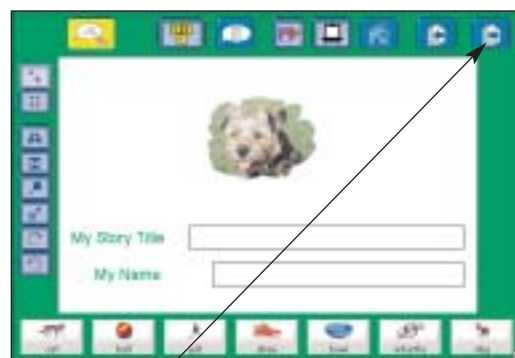
You may want to see all of the pages of the story in thumbnail size.

1. From the Pages menu, select Sort Pages.
2. When the Sort Pages dialog displays, notice that you can quickly see each page in the document.
3. Click OK to close the Sort Pages dialog box.

Viewing as a Slide Show

Once a story is complete, you can view it as a Slide Show.

1. From the View menu, select Edit Slide Show Settings.
2. Move the slider to the left 2 markers. Each slide will now show for 2 seconds instead of four. Click OK.
3. Click the Slide Show icon to view your story. Click the Esc key to stop the Slide Show. Save your work.
4. In the next section of the tutorial you will learn to modify the background pictures, thus creating a new writing stimulus for your students.



Part 3: Exploring and Modifying Activities

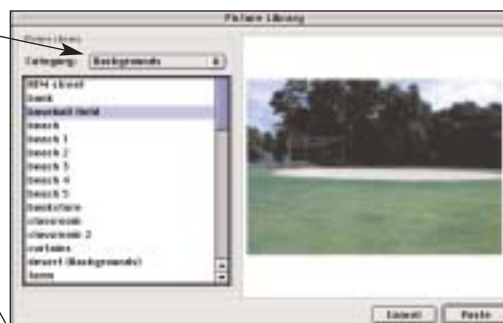
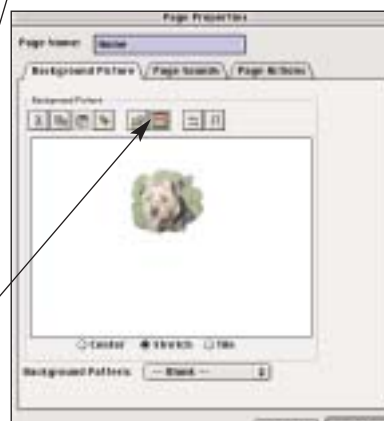
Note: Modifying procedures require that a full version of *IntelliPics Studio* (not just a Player) is installed on your computer.

Modifying Books Activities

You can modify any of the Books activities by changing the background pictures and the objects students have available to add to the backgrounds. Simply providing new pictures will enable students to create new stories.

Changing Background Pictures

1. From the ReadyMade Browser, select Books. From the Activities list, select Unit 9. Click the Launch Activity button. The Unit 9 Book activity displays.
2. Click the blue Next Page arrow at the top right. The title page of the story displays.
3. From the File menu, save this document into your portfolio as **My Favorite Sports**.
4. From the Pages menu, select Page Properties. The Page Properties dialog displays.
5. Click the Picture Library button (the flower icon).
6. From the Category drop down list, select Backgrounds.
7. Select baseball field and click Paste.
8. The photograph of the baseball field will replace the picture of the dog on the title page of your book.
9. Use the blue Next Page arrow to go to the next page of the book.
10. Repeat steps 4–8 for each page of the book, selecting from beach, gym, playground, snow, and soccer field (or any other background pictures you like).
11. If you want fewer pages in your book, from the Pages menu, select Sort Pages.
12. When the Sort Pages dialog displays, highlight any unwanted page and use the Delete Page button to remove it from your custom book. Click OK when you have the correct number of pages.
13. Save your work. Do not close the document.



Part 3: Exploring and Modifying Activities

Note: Modifying procedures require that a full version of *IntelliPics Studio* (not just a Player) is installed on your computer.

Changing Picture Choices

You can also change the picture choices at the bottom of the page.

1. Hold down the Control key **[Ctrl]** on the keyboard and simultaneously click the picture of the cat at the bottom left of the page. The Edit Item dialog displays.
2. Click the Picture Library icon (the flower).
3. From the Category drop down list, select Recreation.
4. Scroll to the picture of the baseball bat. Click Paste.
5. Back in the Edit Item dialog, in the Item Name text box, change the name to baseball bat. Click OK to close all open dialog boxes.
6. Notice that the picture of the cat has been replaced by the baseball bat.
7. Repeat steps 1–5 to replace any other picture choices.
8. Save your work.

Note: All of the activities in the Books topic area are organized in the same way as Unit 9.

Tip: You could also substitute a series of pictures from a field trip or even pictures from the community. Each picture can be imported into a page, using the Import button on the Page Properties dialog that is next to the Picture Library button.

Saving as a Template

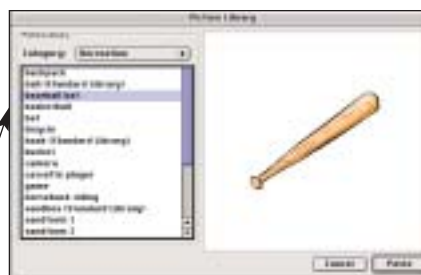
You may wish to save your custom book activity as a template for students to use over and over.

1. From the File menu, select Save As.
2. Click the Template tab. Name your template **Custom Sports Book**.
3. Click Save.

Congratulations!

You have explored and modified *ReadyMade Primary Literacy*.

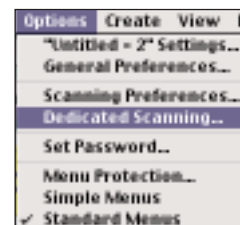
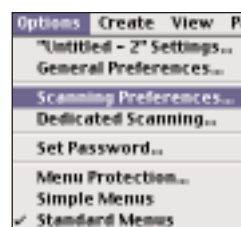
Note: The *ReadyMade Primary Literacy User's Guide/Teacher's Guide* contains more suggestions for using Primary Literacy, as well as a correlation of each unit with the NCTE/IRA Standards and state Curriculum Standards.



Part 4: Alternative Access

All of the activities can be accessed using IntelliKeys and a custom overlay. To view the overlay for a specific document you must either have *Overlay Maker* or *Overlay Printer* installed on your computer. If you have *Overlay Maker* installed:

1. Select Attach/Edit Overlay from the IntelliKeys menu. The Attach/Edit Overlays dialog box displays.
2. Select the overlay and click Edit Overlay. This launches *Overlay Maker* (if it is installed), and you will be able to print this overlay. If there is an IntelliKeys attached to the computer, the custom overlay will automatically be sent.



Alternative Access: Using Switches

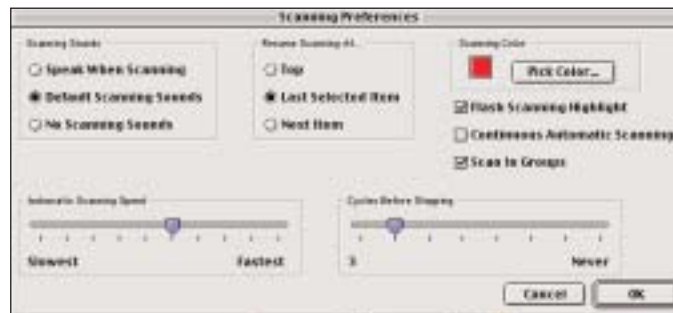
Every palette item and on-screen object in a document can be accessed by switch users. Switch scanning can be activated by using the IntelliKeys Scanning overlay or by using a switch.

To set scanning features:

1. From the Options menu, select Scanning Preferences. The Scanning Preferences dialog box displays.
2. Choose the desired settings and close this dialog box.

To set dedicated scanning options (mouse or keyboard):

1. From the Options menu, select the Dedicated Scanning.
2. Click the desired scanning method.



Switch Scanning

1. Start scanning using the chosen method.
2. Press the [Esc] key twice to stop dedicated scanning.

