



HOUGHTON MIFFLIN HARCOURT

Write Source Online

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Internal HMH Reference Manual

August 2010

Version: 0.4

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Introduction

This reference manual is for the HMH sales team and other stakeholders. Its purpose to provide guidance in navigating the features and functionality that will be available for the *Write Source* Online program.

Overview of *Write Source*

Write Source® is the only elementary to high school print and fully personalized digital language arts program.

This highly engaging program is designed to help students master the key writing forms, writing process, Six Traits, and grammar, usage, and mechanics skills using cutting-edge technology tools and 21st century skills.

Write Source provides an integrated approach to learning writing and grammar in Grades 1-12. It is a comprehensive, flexible product that uses a robust teaching methodology which embeds grammar at the point of use and develops writing skills in a structured manner.

The digital offering encompasses engaging content, user-centred design, lean-forward learning, and a personalized learning environment (PLE).

It engages students in learning grammar and writing through friendly language, with meaningful, engaging interactions. It integrates writing and grammar skills in a collaborative environment. Each student has a PLE to store assignments, publish assignments, and keep track of their progress.

It facilitates the teaching of Language Arts through an integrated range of online resources and tools, including individualized online feedback from teachers to students and online peer review. It provides teachers with an intuitive learning management system (LMS) with which to provide examples, set assignments, comment on assignments, track students' progress, communicate with students, moderate peer reviews, and manage classes.

The product provides a flexible, customizable solution. Schools can purchase the entire program, or components of the program.

The product provides the following features, which are described in this manual:

1. **Dashboard**, the point of access from the login window.
2. **Student Dashboard**, where students access resources and features.
3. **Profile and Avatar**, which allows students to customize their profile and build up a personal avatar.
4. **Net-text**, which provides a structured approach to teaching and learning writing skills.
5. **eBookshelf**, which provides access to *Write Source* eBooks for students and teachers.

6. Teacher Dashboard, where teachers can access their students' assignments, moderate comments, and provide feedback.
7. Class Administration, for managing classes and resources.
8. **GrammarSnap**, an engaging, interactive set of grammar lessons, videos, practice activities, and quizzes.
9. **Interactive Whiteboard (IWB)** lessons allow teachers and students to interact with multi-media elements, touch-screen based and whiteboard tools based activities, resulting in a rich and engaging learning experience.

Login and Dashboard

When you log into *Write Source* Online, you are presented with a dashboard. This is the central hub of the application, from which you can access resources and features through a single click.

Student Dashboard



The resources accessible from the student dashboard include **Net-text**, **eBookshelf**, and **GrammarSnap**. The class label on the upper right displays the name of the student's class.

The following icons provide access to features through a single click:

- The **Profile** icon displays the student's avatar, and links to the student's profile page.
- The **Network** icon links to the student's network—usually their class.
- The **Portfolio** icon links to the student's **Manage Portfolio** page.
- The dashboard **eBookshelf** icon allows a student to browse the eBooks and open an eBook in a separate window.
- The **Essay Scorer** icon links to the Essay Scoring tool.

The **Assignments** section is the main part of the dashboard, where students can view and access their assignments. It shows assignments that the teacher has assigned to the student. An assignment appears on the dashboard when the teacher assigns it, and remains on the

dashboard while the student is working through the various assignment stages. While the student is working on an assignment, a snapshot of its status is shown on the dashboard. When the student submits the last part of the assignment to the teacher, the assignment disappears from the dashboard.

Teacher Dashboard



The teacher dashboard provides the teacher with access to the Language Arts resources and the assignments they have set for their students. A teacher has one class-specific dashboard per class.

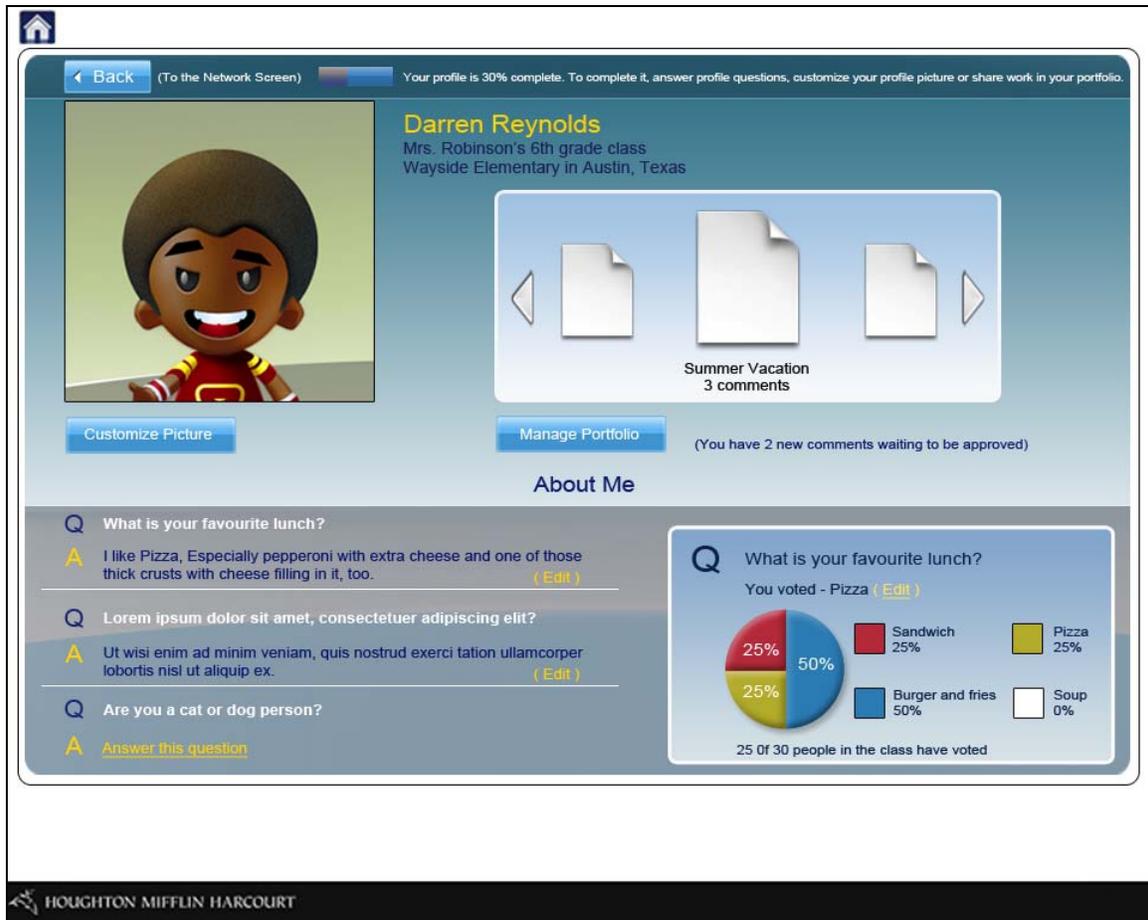
The following icons provide access to features through a single click:

- The **Profile** icon shows the teacher's avatar, and links to their profile page.
- The **Network** icon opens the page for the class the teacher is currently viewing.
- The **Invitations** icon opens the Manage Connections page for the class they are viewing.
- The **Moderation** icon opens the **Moderation** page, where the teacher can moderate students' comments.
- The **Portfolio** icon opens the **Manage Portfolio** page.
- The **eBookshelf** icon allows the teacher to browse the eBooks and open an eBook in a separate window. The eBooks are specific to the class they are viewing.
- The **Net-text** icon opens the **Net-text** landing page for the class they are viewing.
- The **GrammarSnap** icon opens the **GrammarSnap** landing page.
- The **Interactive Whiteboard** lessons icon opens the Interactive Whiteboard lessons page.
- The **Virtual File Cabinet** icon opens the Virtual File Cabinet page.

- The **Essay Scorer** icon opens the Essay Scoring page.
- The **Links** icon allows the teacher to access links to specific sites relevant to Language Arts.

The teacher dashboard **Assignments** section allows the teacher to view and open the assignments they have set for the students.

Profile and Avatar



The screenshot displays a student profile interface. At the top, a progress bar indicates "Your profile is 30% complete. To complete it, answer profile questions, customize your profile picture or share work in your portfolio." The profile owner is Darren Reynolds, a student in Mrs. Robinson's 6th grade class at Wayside Elementary in Austin, Texas. The profile includes a cartoon avatar, a portfolio of work (e.g., "Summer Vacation" with 3 comments), and a poll titled "What is your favourite lunch?". The poll results are: Burger and fries (50%), Pizza (25%), Sandwich (25%), and Soup (0%). The poll is based on 25 out of 30 people in the class having voted. The interface also includes buttons for "Customize Picture", "Manage Portfolio", and "Answer this question".

Students can personalize their learning environment through their profile and avatar, and they can publish their work for others to read. The opportunity to personalize and publish provides motivation for students and reward for learning. They can choose from a selection of themes to personalize the look and feel of their dashboard.

Students can access their Profile by clicking **Edit Profile** on the Student Dashboard, or by clicking the avatar on any screen. On the **Profile** screen, they can view and edit the details of their own profile, and view other students' profiles. The progress bar shows the percentage of their profile that they have completed, and displays instructions for full completion of their profile. It also shows the name of the screen from which they accessed the page. The **Remove Progress Bar** button allows the student to make the progress bar permanently invisible.

The **Back** button allows the student to return to the screen from which they accessed the **Profile** page.

Students can view the personal and class details of other students in their network.

On the **Portfolio** carousel, students can scroll left or right, highlight a carousel item, and view their own and other students' portfolios.

The **Profile Questions** show three questions set by the teacher for the class. Students can enter or modify their answers, and view the answers of other students in their class.

The **Poll Question** is set by the teacher for the class. Students can enter, view, or change their own answer. They can view a pie chart and text summary of their class's answers to the poll question.

The avatar allows students to personalize their learning environment by adding features to it. Students can earn points from **GrammarSnap** games to add features to their avatars.

The large avatar image shows a full length version of their avatar and appears on the Avatar landing page and on the user's Profile page. On other pages, the avatar is displayed in head and shoulders mode.

Students and teachers can set their personal avatar preferences, such as hair and eye color, and add features, such as items of clothing.

Students can choose from a range of ethnicities, and some fantastical figures, such as comic book heroes or a Mexican *luchador* (wrestler).

Net-text

Net-text is a resource for developing writing skills. Based on the print lessons, it provides an interactive, integrated environment to teach the main writing forms using an engaging and powerful learning environment.

It provides teachers with support through a range of online tools and features. They can:

- Link from **Net-text** to the teacher Edition eBook, which allows easy access to specific content relevant to the unit they're working on.
- Provide model essays for students as they work through the lessons.
- Add comments to a **Net-text** assignment. The teacher can add a comment to a specific word, phrase, or paragraph by selecting it and typing the comment. They can also add an overall comment.
- Accept or reject an assignment. When the teacher accepts an assignment, the student can move to the next stage. When the teacher rejects an assignment, the student needs to revise the stage and re-submit.

Net-text guides the student through the writing process in six sequential stages: introduction, prewrite, draft, revise, edit, and publish. The progress bar indicates the student's current stage in bold, and the student can click any previous stage to view it.

The **Prewrite** stage provides an interactive graphic organizer for a student to plan their essay.

When writing the essay, the spell checker underlines misspelled words as the student enters text.

The **Net-text** writing tool is a text editor to create, modify, and delete text. The writing toolbar has four tabs:

1. **Format** provides tools for changing the font type, size, style and color. It allows you to change line spacing, write bulleted or numbered lists, and to align and indent text.
2. **Edit** provides tools for selecting, cutting, copying, and pasting text. It also allows you to undo and redo actions, print your document, and export to PDF, Rich Text Format, or to an online essay scoring application.
3. **Insert** allows students to insert an image, chart, special characters, a page break, header, footer, or table.
4. **Tools** provides a dictionary, thesaurus, spell check, rubric, and word count.

While they are writing the essay, students can link to related **GrammarSnap** topics, and navigate easily back to their **Net-text** assignment.

The **My Stuff** toolbar populates while the student is creating an assignment. It shows saved graphic organizers, essay versions, practices, and students' reviews of other students' work. The most recent version of each item appears in the My Stuff toolbar.

Students submit each stage of the assignment to their teacher. The teacher can provide feedback and support in a confidential manner, on an individual basis. Students can compare two versions of an assignment. For example they can compare the **Revise** version with the Draft version, where deleted text is indicated with a strike-through on the screen, and new text is indicated with colored highlight.

At the final stage, students can choose if they want to publish the assignment, so other students can see it on their portfolio.

From September 2011, students will be able to review and comment on one another's work with teacher guidance and moderation. When the teacher creates a **Net-text** assignment they can assign a peer review during the revise stage, encouraging collaborative learning and sharing of ideas among students. Teachers can moderate their students' peer reviews, to ensure that comments are relevant and appropriate, enhancing the learning experience. Students can choose if they want to display comments made by other students on their published work, giving them confidence in sharing with others.

Net-text has a Custom Assignment feature, which allows a student to use the writing tool with the pre-defined **Net-text** stages.

eBookshelf



The **eBookshelf** provides access to student and teacher eBooks. The eBooks are available for grades 1 to 12 in English. All the eBooks can be used with a whiteboard, for a whole-class learning experience. Audio is available on all student editions.

The Teacher's eEdition of the eBooks provides teachers with materials that offer easy planning, options, and suggestions for every stage of learning.

The following eBooks are available:

- The *eSkillsBook*, a digital version of activity books that the student can complete online and print.
- *Warriner's eBook*, which provides comprehensive instruction and practice for grammar, usage, mechanics, and sentence construction in English. (Grades 6-12)
- The *Warriner's Teacher's eEdition*, which provides teachers with planning support and point-of-use instructional guidance. (Grades 6-12)
- The *Daily Language Workouts eBook*, which builds basic skills in grammar and writing.
- The *Assessment Teacher's eEdition*, which provides teachers with BLMs for curriculum-specific assessment.
- *Preparing for the SAT and ACT*, a resource for Grades 11 and 12.

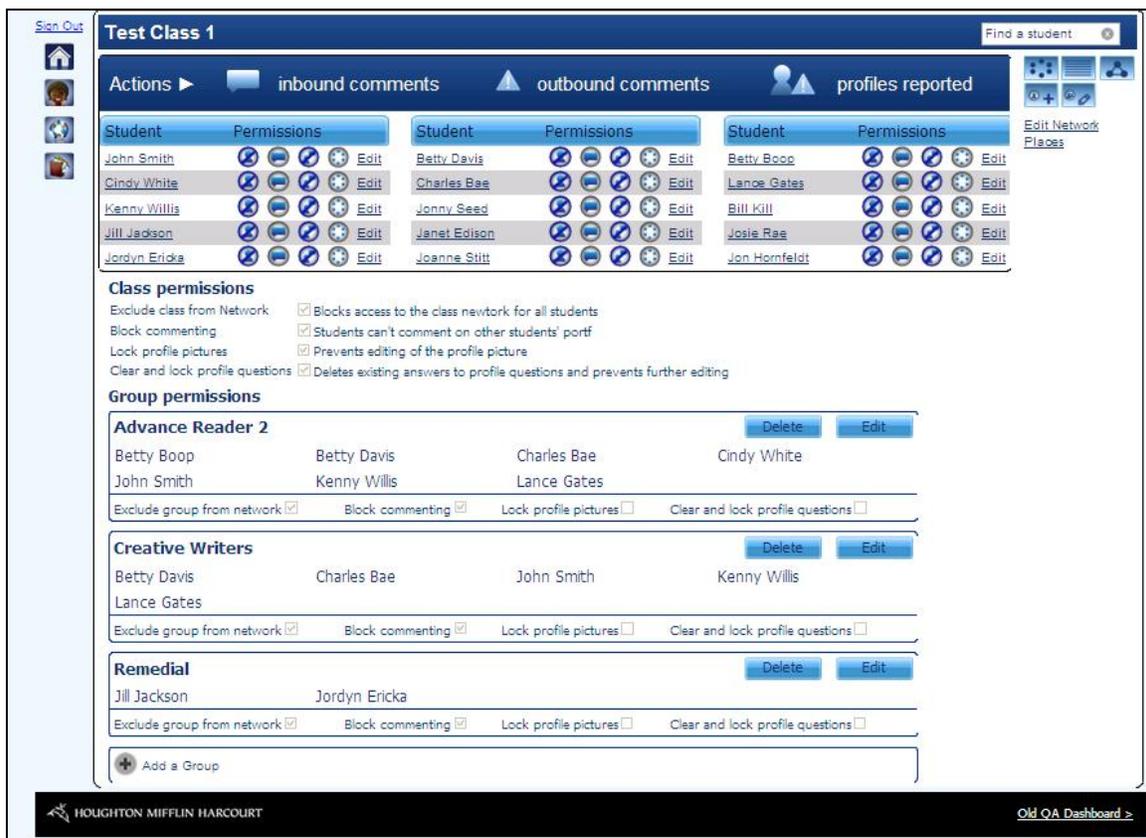
The **eBookshelf** landing page shows images of the books available to the student or teacher. The books are displayed according to their index numbers. Students and teachers can easily browse the library of books available to them. They can move through the books using the mouse or keyboard. They can press the tab key or the right arrow key to go to the next book, and shift + tab or the left arrow key go to the previous book. The list of books on the shelf is circular, so

that after passing over the last book on the shelf the user is brought back to the top of the shelf, to the first book.

The book detail panel on the right shows the book details. It defaults to the first book in the **eBookshelf**, including product type, edition type, discipline, and language. To open a book in a separate window, click **View Book**.

When you open a book, it opens in a new window. You can still access the dashboard **eBookshelf** carousel by minimizing the book. This allows you to click on another book. However, you cannot have two books open at the same time. Therefore, when you click on a second book, a warning message appears, informing you that if you open another book, the current book will close.

Class Administration



The screenshot shows the 'Class Administration' interface for 'Test Class 1'. At the top, there are navigation tabs for 'inbound comments', 'outbound comments', and 'profiles reported'. Below this is a table of students with columns for 'Student' and 'Permissions'. The table lists 15 students: John Smith, Cindy White, Kenny Willis, Jill Jackson, Jordyn Erica, Betty Davis, Charles Bae, Joanne Stitt, Betty Boop, Lance Gates, Bill Kill, Josie Rae, and Jan Hornfeldt. Each student has a set of icons for permissions and an 'Edit' button.

Below the student list are sections for 'Class permissions' and 'Group permissions'. The 'Class permissions' section includes checkboxes for: 'Exclude class from Network' (checked), 'Block commenting' (checked), 'Lock profile pictures' (checked), and 'Clear and lock profile questions' (checked). The 'Group permissions' section lists three groups: 'Advance Reader 2', 'Creative Writers', and 'Remedial'. Each group has a list of members and checkboxes for the same permissions as the class level.

At the bottom of the interface, there is a footer with the Houghton Mifflin Harcourt logo and a link to 'Old QA Dashboard >'.

A student can gain access to their class by selecting the **Network** icon on the dashboard. This screen displays all the students in the class. Students and teachers are represented by their avatars. Students can search for other students in the class, and view their details. The **Network Places** list allows the student to view other classes in their network.

Teachers can access class administration through the **Network** icon, the **Invitations** icon, or the **Manage Class** button on the class dashboard.

The **Network** icon allows the teacher to navigate to a list view of all students within their class. The teacher can search for students in the class, edit network places list, set class permissions, create class groups, and set group permissions.

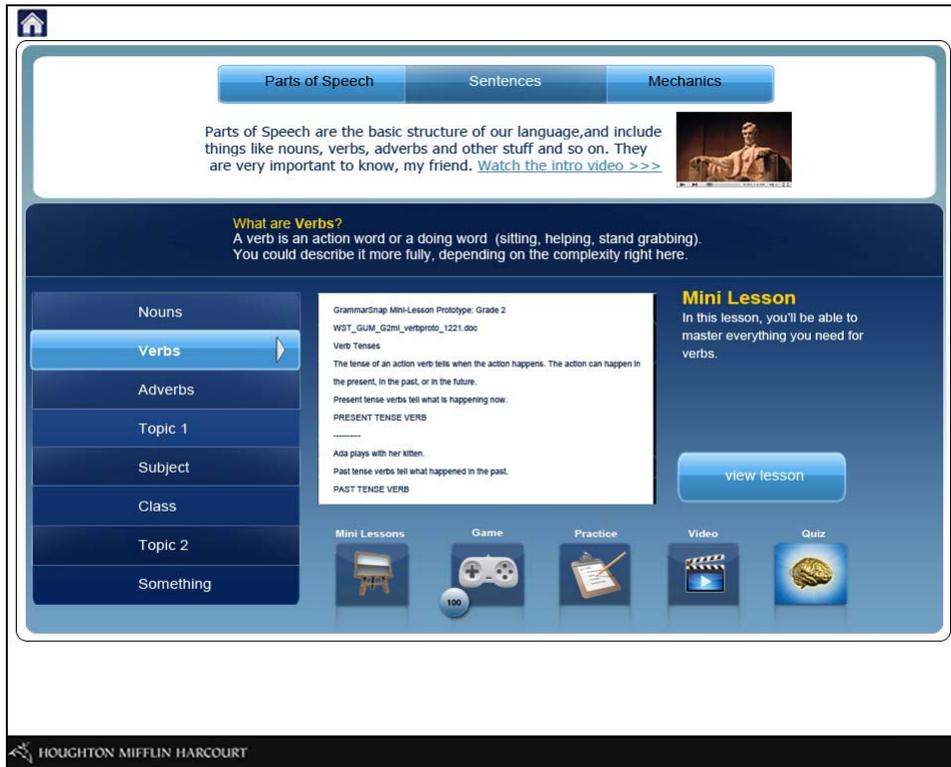
The **Invitations** icon allows the teacher to navigate to the manage **Connections** screen. This screen shows

- The connections a teacher has made with another class.
- The invitations that the teacher has sent to connect with other classes which are awaiting a response.
- Invitations that the teacher has received and not yet responded to.

The **Manage Class** button allows the teacher to navigate to the **Edit Class** screen. This screen displays the Class Details, including the class name, grade, teacher name, period, description and student permissions. The teacher can:

- Add or remove students from the class.
- Edit or delete existing groups.
- Create new groups.
- Add new products to the class.
- Edit existing profile questions or create new profile questions for the class.

GrammarSnap



The screenshot shows the GrammarSnap interface. At the top, there are three tabs: 'Parts of Speech', 'Sentences', and 'Mechanics'. Below the tabs, there is a description of Parts of Speech and a video thumbnail. The main content area is titled 'What are Verbs?' and explains that a verb is an action word. It lists 'Verb Tenses' and provides examples of present and past tense verbs. A 'Mini Lesson' section on the right states that the user will master everything needed for verbs. At the bottom, there are five icons: 'Mini Lessons', 'Game', 'Practice', 'Video', and 'Quiz'.

GrammarSnap harnesses the tools of interactive learning to provide an engaging learning experience. Using an innovative mix of media—videos, interactive mini lessons, activities, and games, GrammarSnap provides a way for the student to connect with the content and learn by rote in a fun and motivating environment. Quizzes test their knowledge and provide the teacher with a clear progress indicator.

Students can access **GrammarSnap** in three ways:

- Through the dashboard, from where the student can explore the content.
- Through a link in a **Net-text** lesson, at a relevant point in the learning process.
- Through an assignment link set up by the teacher.

The **GrammarSnap** landing screen has three category tabs: **Parts of Speech**, **Sentences**, and **Mechanics**. The default category is the first tab, **Parts of Speech**. It features a brief description and video for **Parts of Speech**. The topics list on the left lists the topics in each category. For example, in **Parts of Speech**, it starts off with nouns, verbs, and adjectives.

Each **GrammarSnap** topic has a **Mini Lesson**, **SkillsSnap** practice, **SkillsSnap** game, **Video**, and **Quiz**.

Table 1: Features of GrammarSnap

Mini Lesson	The Mini Lesson includes a definition of the grammar topic, an example, and related information to give context, with audio.
SkillsSnap	A student can complete a SkillsSnap practice or game multiple times. The highest score for each SkillsSnap practice or game within a topic will be saved in content and passed to the student's profile, where it is stored. Students can earn avatar points in SkillsSnap games and practices. This allows them to add items to their avatar, typically items of clothing.
Videos	The GrammarSnap Videos have captions in English, emphasizing the key learning points.
Quiz	There is one GrammarSnap Quiz for each topic. Each quiz has ten closed questions. The student can complete the quiz at any point in the lesson, allowing for self-paced learning. A quiz has three different states. 'Locked', 'Assigned' and 'Scored'. When a student starts a quiz, they must finish it. The only way they can exit the quiz is to close the whole application. A pop-up message gives the student a chance to start the quiz or to take it some other time. If the student clicks the Close button during the Quiz , a warning message appears, asking them to confirm if they want to leave the quiz. When the student completes the Quiz , it is automatically scored, and the score is recorded on the student's profile.

Interactive Whiteboard Lessons



The *Write Source* Interactive Whiteboard (IWB) lessons provide a whole-class learning experience. The IWB lessons are available via the IWB dashboard link. During each lesson, teachers and students will be able to interact with multi-media elements, touch-screen based and whiteboard tools based activities, resulting in a rich and engaging learning experience.

There will be a *Write Source* IWB lesson to compliment each core print unit.

The IWB lessons are intended for flexible use as both an introduction to key concepts from the unit, and for learning throughout the unit.

Each lesson introduces the writing form using multimedia and whiteboard interactions. It encourages class discussions and reinforces the purpose of the writing form.

An interactive Writer's Model encourages students to delve deeper into what makes a good writing and animate key parts of a paragraph.

A key element of the IWB lessons is the Skills Activities. The students can explore core skills for that writing form, such as time ordering and using dialogue. Types of activities include sequencing graphics, sorting sentences, filling in blanks, matching, and questions. The activities utilize the touch-screen and whiteboard tools to engage and motivate the students. The lessons include suggested answers. Pullout tabs present tips, checklists, and further information for students.

The Your Turn! section guides the students through the writing process. The approach gives teachers the flexibility to teach via whole-class learning, group work, or individual work. It encourages student's creativity and gets them to write their own paragraphs.

Teachers can download the IWB files. They can personalize the lessons by changing text, inserting screens, including additional multimedia elements, to suit their teaching style and their students' needs.

HMH is partnering with SMART® Interactive, a market leader in IWBs, to fully utilize the SMART technology. Non-SMART whiteboard users will also be able to access the lessons through the web-based Notebook Express.

Summary

Write Source is a comprehensive, flexible language arts program that uses a robust teaching methodology. It embeds grammar at the point-of-use and develops students' writing skills in a structured way. The digital offering features engaging content, user-centred design, lean-forward learning, and a personalized learning environment (PLE).

- The dashboard provides access for students and teachers to the product's resources and features.
- Students can customize their profile and build up a personal avatar.
- **Net-text** provides a structured approach to teaching and learning writing skills.
- **eBookshelf** provides access to *Write Source* eBooks for students and teachers.
- Teachers can manage classes and Language Arts resources.
- **GrammarSnap** features engaging, interactive of grammar lessons, videos, practice activities, and quizzes.
- **Interactive Whiteboard Lessons** provide a whole-class learning experience.