HOUGHTON MIFFLIN HARCOURT

WRITE SOURCE Online
Training Guide for Teachers v1

Write Source Online enables students to develop their writing skills and learn grammar in an online interactive and collaborative learning environment. Students and teachers can customize learning in *Write Source Online* in a variety of ways, such as by personalizing their dashboard and avatars.

Students can progress through writing process activities using interactive tutorials featuring annotated models and an online writing tool that allows teachers or other students to make comments about students' work. Multimedia presentations, games, practice activities, and quizzes teach, practice, and apply skills for grammar, usage, and mechanics. Teachers can create customized assignments, as well as track and monitor progress. Student writing is saved in an online **ePortfolio** and retained year after year.

This Training Guide provides a guided tour of the teacher's capabilities when using *Write Source Online*.

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<u>Getting Started</u>

1. Web address: ws.hmhpub.com

2. Click Login. Then enter your user name and password.

The Teacher Dashboard

When you log in, the **Dashboard** appears. Click any icon on the **Dashboard** to access the feature. To return to the **Dashboard** from any feature, click the **Home** icon, on the upper left. The **Teacher Dashboard** provides access to all the features in the program, as shown in Figure 2:

- **Personalization**—select and customize your avatar*
- **Network**—enable or disable student collaboration within your classroom, campus, or district network (or even across multiple districts!)*

Figure 2, The Teacher Dashboard

- **ePortfolio**—retain students' writing **ePortfolio** year after year*
- **Bookshelf**—access ebooks including the *Write Source Student and Teacher ebooks*, the *SkillsBook* and *Assessment Preparation Book* in downloadable PDFs, and the complete *Warriner's English Grammar and Composition Handbook*
- **Net-text**—teachers can select, customize, and assign these interactive writing process lessons for students to complete individually, or project them for whole class instruction
- **Interactive Whiteboard Lessons**—for each writing process unit, these lessons feature strategies, graphic organizers, and student models, and are whiteboard-ready for whole group instruction
- **GrammarSnap**—multimedia resources for teaching language skills: videos, games, quizzes, and more!
- **My Links**—links to useful online instructional resources
- **Virtual File Cabinet**—over 1200 printable activities including Spelling, Handwriting, Grammar, Usage, Mechanics, Spanish resources, and much more
- **Essay Scoring**—the most widely used and reliable Essay Scoring program available. This system has scored millions of essays and has the largest bank of essays of any program! (Grades 6-12)

Note: Pilot version functionality will be more limited than it will be for the full implementation in Fall 2011.

Customization - Profile

Students and teachers can tailor their *Write Source* **Online** environment to suit their needs. Each teacher and student has a **Profile** page, which they can customize in a variety of ways.

To view and personalize your **Profile**, click the **Avatar** icon on the left of the **Dashboard**. Your **Profile** page appears, where you can customize your avatar and add information about yourself, as shown in Figure 3.

Teachers can customize the "About Me" questions for students to respond to and change them at any time. They can be used to learn more about students' preferences, as informal assessments, or as prompts for discussion or journaling.

Figure 3. The Profile page

Customizing Your Avatar

1. Click the **Avatar** icon on the **Dashboard.**
2. Click **Customize Avatar**.
3. Browse the avatars using the left and right arrows. (Note: The locked items represent accessories such as clothing, hair color, and facial features. As students earn points by completing **GrammarSnap** games and practice activities, accessories will become available.)
4. Click the avatar style that you want.
5. Click **Customize**.
6. Click the **Close** button in the upper right corner.

To continue personalizing your environment, answer or edit the **About Me** questions.

ePortfolio

Students and teachers can share **Net-text** assignments and view comments in an online **ePortfolio.**

To open the **ePortfolio**, click **Manage Portfolio** on your Profile page. (You can also open your **ePortfolio** by clicking the **ePortfolio** icon on the Dashboard.)

Teachers can publish sample essays, and students can choose **Net-text** assignments to share with their peers. They will also be able to review one another's assignments and make comments. Teachers will be able to view these comments and can choose to moderate them.
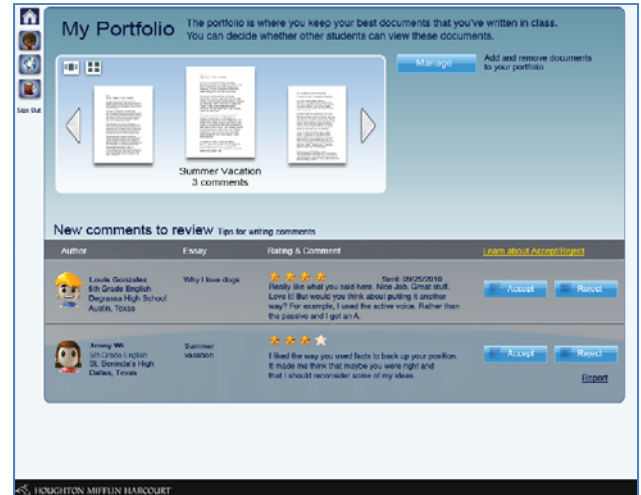
Class Management

To access Class view, click the **Network** icon (represented by a globe) on the left of the **Dashboard**. The Class view will typically list all the students in the class.
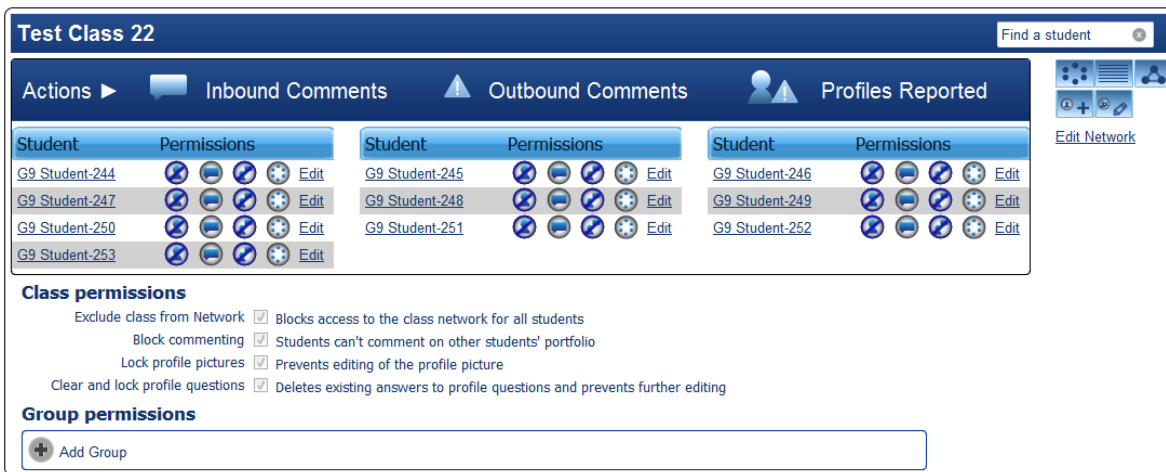
Figure 4. The class view window

Teachers can use this feature to:

- Add students to the class
- Edit students' details
- Create customized groups for differentiating instruction or monitoring progress
- View and change students' permissions for avatar points, commenting, and networking
- View and moderate students' comments on other students' work
- View comments that other teachers have reported as inappropriate
- Enable or disable commenting and networking

The Bookshelf

The **Bookshelf** provides reference and activity eBooks to teachers and students. On the **Dashboard**, the **Bookshelf** icon gives a rotating view of the available ebooks.

- To access the ebook displayed on the **Dashboard**, click the **Bookshelf** icon on the lower left of the **Dashboard**.
- To view all the ebooks that are available to you, as shown in Figure 5, click **View All** above the **Bookshelf** icon on the Dashboard.

Figure 5. The Bookshelf

You can view only one ebook at a time. If you try to open another ebook when you are viewing one, a message appears asking whether you want to close the ebook you are reading. You can:

- Click **Yes** to close the ebook and view the new ebook.
- Click **No** to continue reading the current ebook.

Opening and Viewing an eBook

1. Roll your mouse over an ebook to enlarge the view.
2. Click a book to open it in a new window.
3. When you finish, click **Close** to return to the **Dashboard**.

Figure 6. An eBook window

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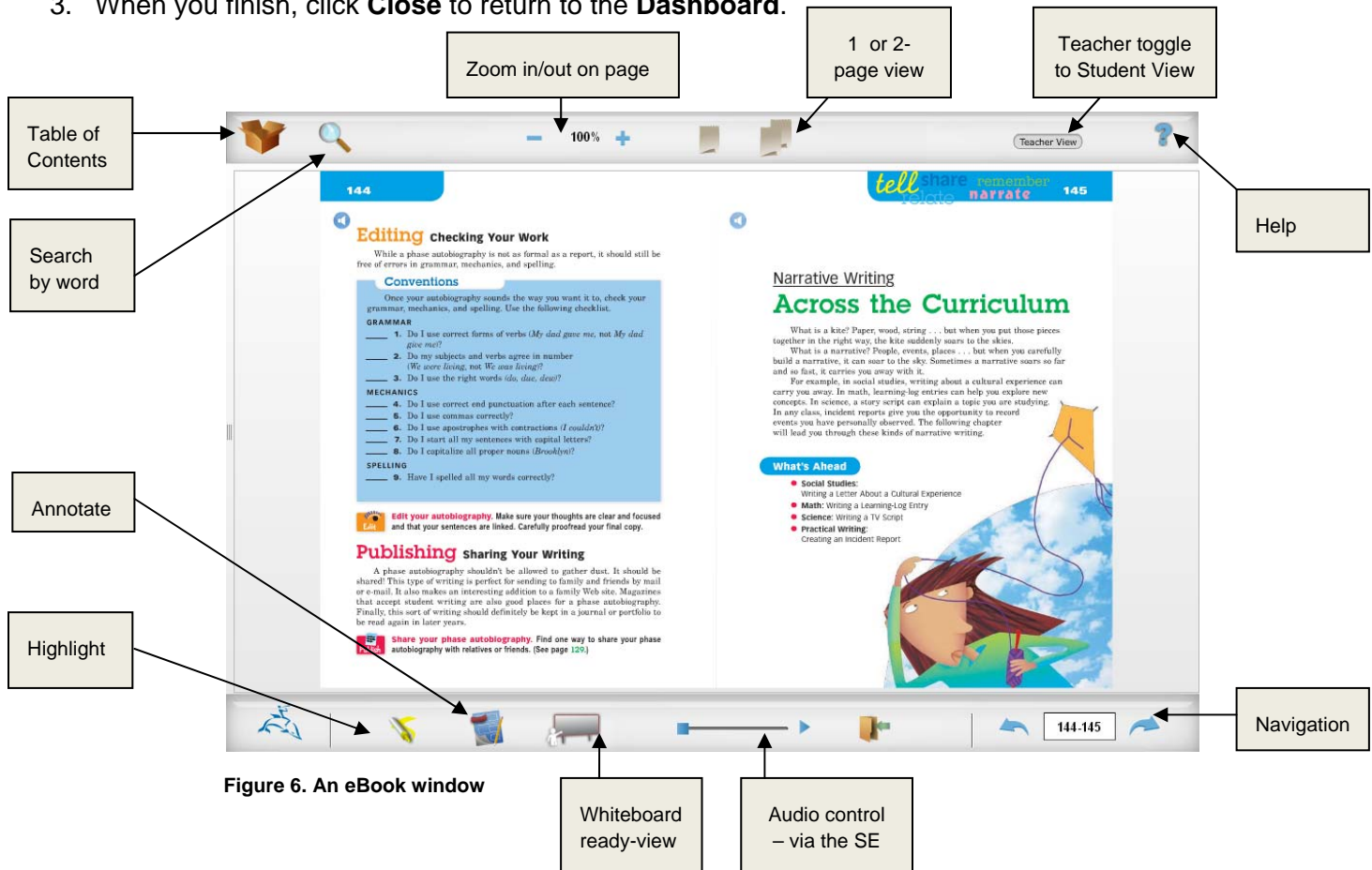
The **Bookshelf** provides tools for navigating and using the contents, as shown in Figure 6. You can:

- Navigate by clicking the links in the **Table of Contents** or using the arrows at the bottom right to move forward or backwards. You can also enter the page number you wish to view in the box at the bottom right.
- Zoom in our out to enlarge or reduce the page size
- View in one-page or two-page mode
- Highlight parts of the page
- Annotate using the electronic sticky notes
- View in white-board ready mode (controls go to bottom of page for easier access)
- Pause the audio; every page is fully audio-enabled (For the Teacher's Edition, toggle to Student View to enable audio)
- Printing is provided for the *SkillsBook* and *Assessment Book*

Net-text

To open **Net-text,** click the **Net-text** icon near the bottom of the **Dashboard**. The window that appears shows the available **Net-text** content, as shown in Figure 7.
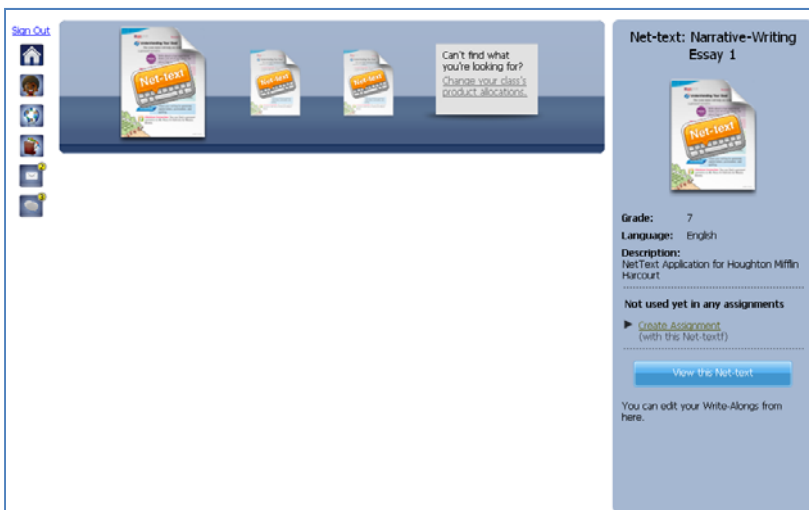
Figure 7. The Net-text window

Figure 8. Net-text assignment

Each "page" on this window represents a **Net-text** topic. Click any page to view its details in the pane on the right.

You can click a **Net-text** page or click **View this Net-text** to open the **Net-text**.

The **Net-text** topic window, as shown in Figure 8, appears.

Creating a Net-text Assignment

Click **Create Assignment** on the bottom pane of the **Net-text** window. The **Assignment Details** window appears. It has four tabs: **Assignment Details**, **Add Activities**, **Add Students**, and **Publish**. The **Assignment Details** tab is displayed by default as shown in Figure 9.

1. On the **Assignment Details** tab (Figure 9), click the **Due Date** box and enter the date.
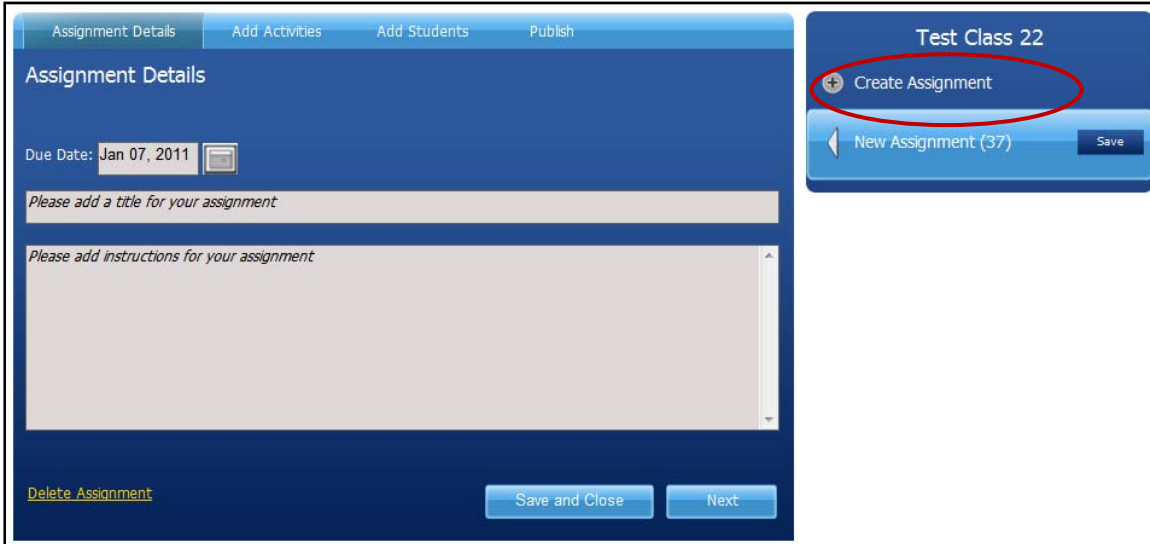
Figure 9. Assignment Details tab

2. Enter the title of the assignment, and the instructions for the students in the spaces indicated. You can customize instructions for each assignment; for example, by including a specific writing prompt to which students will respond.

3. Click **Next** to add activities to the assignment.

4. Click **Add Activities** tab. In the **Add an Activity** window (Figure 10), you can also add custom **Net-text** activities and **GrammarSnap** topics to the assignment by clicking the appropriate tab near the top of the window. Thus, you can assign the grammar topics that are appropriate for writing assignments or the needs of your student writers.
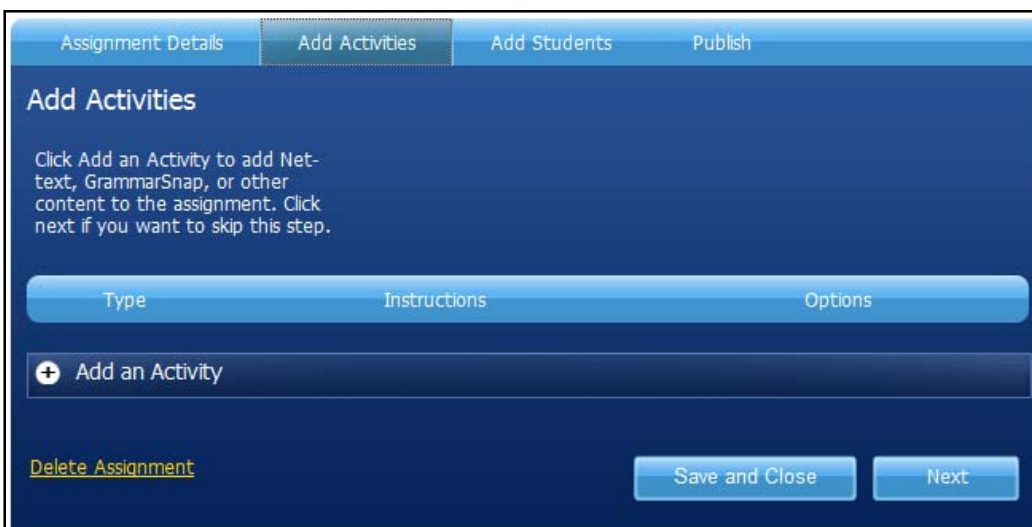
Figure 10. Add Activities tab

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5. Click the **Net-text** activity that you want to add, and then click **Add**. For review purposes, it is recommended that you **uncheck** the box for **Gated**. The default setting for a **gated** assignment will require students to submit each stage of their writing process to the teacher for review and approval before progressing to the next stage. With an ungated assignment, students may move through the writing process stages as they wish. While their work will still be submitted to the teacher at each stage, they are not restricted from progressing on to the next activity while waiting for teacher approval of their work
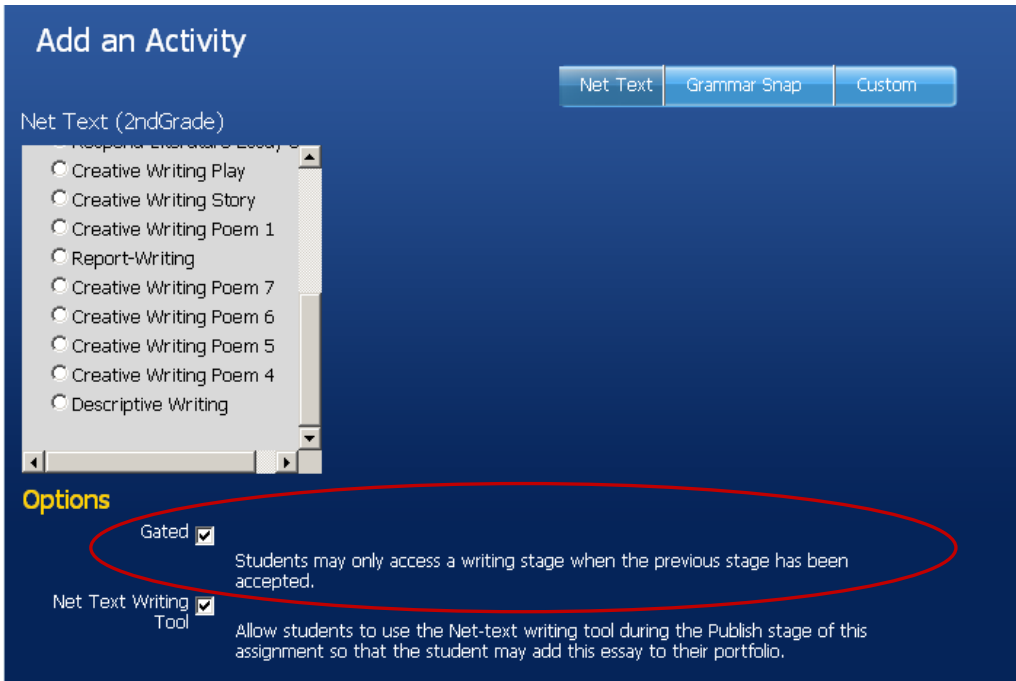
For review purposes, it is recommended that you **uncheck** the box for **Gated**

Figure 11. Add an Activity

6. When you click **Add** on the lower right, the stages of your **Net-text** assignment are displayed, as shown in Figure 12.

Figure 12. Net-text stages

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7. To assign to students, click **Next**.

8. Click the **Add Students** tab. You can assign the activity to one student, to specific students, or to the whole class, as shown in Figure 13. To send the assignment to all the students in the class, click **Assign to whole class**, and then click **Next**. (Note: Your teacher login will have one corresponding student login).
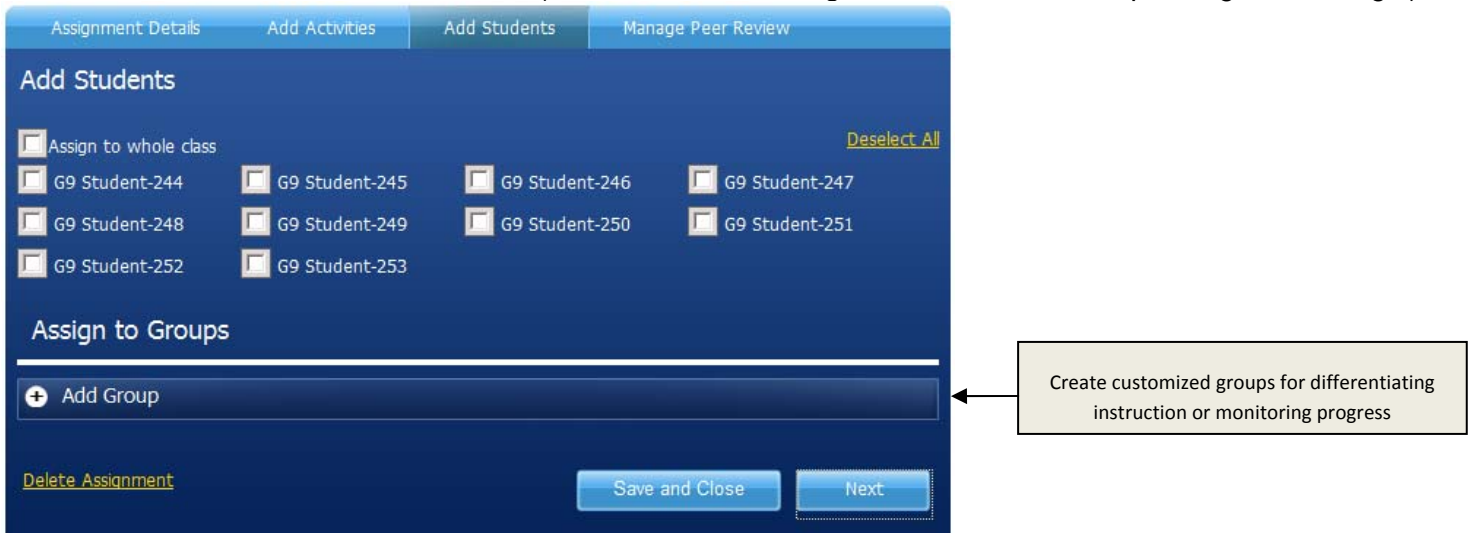
Figure 13. Add Students tab

9. On the **Manage Peer Review** tab, shown in Figure 14, you can set the permissions for students to review each others' work, and can moderate these peer reviews. (Note: For the demo and pilots, peer review is not enabled.) Click **Next** to go to **Publish**.
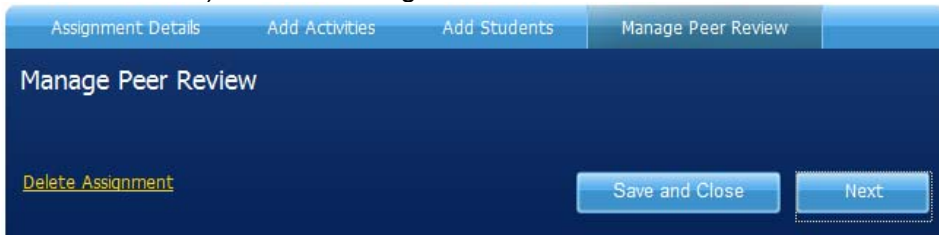
Figure 14. Manage Peer Review tab

10. In the **Publish** window, shown in Figure 15, teachers can make the assignment available to students. Click the **Publish** button to complete.
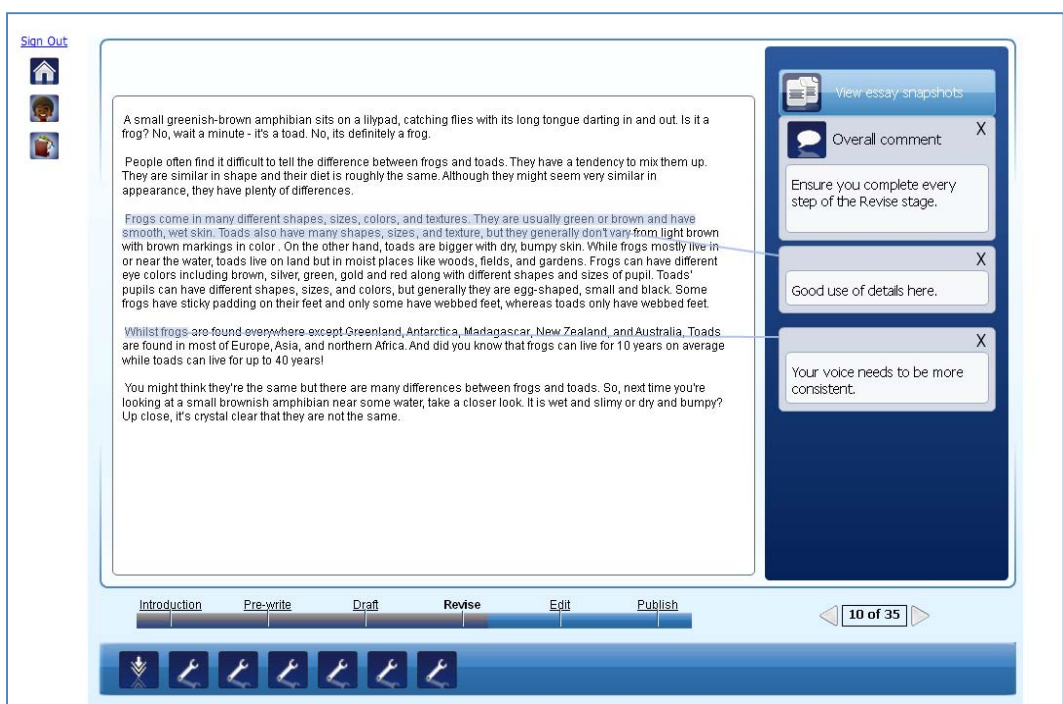
Figure 15. Publish tab

Previewing a Net-text Activity

Once you have assigned a **Net-text** activity, you can preview any part of it from the home page by simply clicking on the **Net-text** assignment and accessing the part you wish to preview.

All students' work in the **Net-text** is accessible to the teacher online to review or comment on, including students' responses to the activities as well as the writing they complete in the **Net-text** writing tool. Students and teachers can print or save work within the **Net-text** writing tool, as well as customize by changing fonts, color, and text features—even by uploading images from our secure image bank! Students or teachers can cut and paste into the **Net-text** writing tool from any word processor, or cut and paste from the **Net-text** into a word processor. Students or teachers can view and compare different versions of a student's writing, with changes highlighted, allowing teachers to easily see the changes made during revision and editing.

Figure 16. Net-text Writing example

Teachers can enable student commenting and collaboration as well for peer editing. Inappropriate comments can be reported to the teacher and student commenting can be disabled for individual students or a whole class.

At a glance, teachers will be able to see the progress of each student or a group of students in completing the stages of the writing process.

Monitor each student's progress in completing the activities for each stage of the writing process. Click to see the student's work for each stage.

Customize the **GrammarSnap** lesson or lessons of your choice based on the needs of your student writers.

Figure 17. Student progress report

Students' work can be transferred and saved in the **ePortfolio** year after year.

Essay Scoring

Saves teachers time by providing students with the practice and feedback need to improve as writers and prepare for state assessments. Online Essay Scoring includes:

- Dozens of prompts
- Options for four- or six- point scale rubrics
- Accurate scores on student essays
- Detailed feedback to improve drafts

GrammarSnap

GrammarSnap provides a set of tools for developing grammar skills in an engaging and interactive way.

To open **GrammarSnap** click the **GrammarSnap** icon near the bottom of the **Dashboard**. (You can also access **GrammarSnap** from a **Net-text** lesson.)

The **GrammarSnap** window has three categories:

- Parts of Speech
- Sentences
- Mechanics
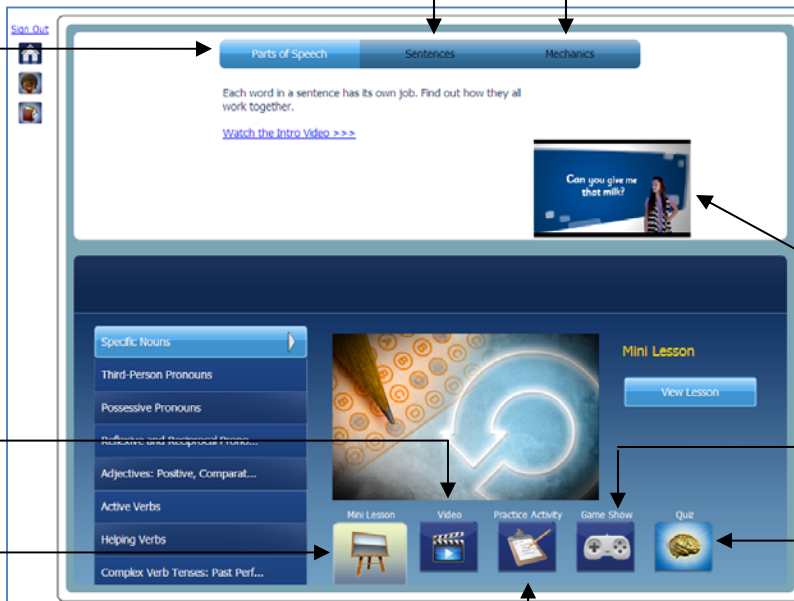
When you open **GrammarSnap**, the default view is **Parts of Speech**. Click the **Sentences** or **Mechanics** tabs to choose one of these categories. Each of these categories has an associated **Category Video**, as shown in Figure 18.

Category Video

Figure 18. The GrammarSnap window

The icons shown at the bottom of the **GrammarSnap** window provide access to the following tools:

- Mini Lessons
- Practice Activities
- Quizzes
- Games
- Topic Videos

Click any of these icons to access the feature, then view or launch.

Grammar Mini Lesson

Each **Mini Lesson** features an introductory video for each topic, explanatory text, and examples, as shown in Figure 19. Student can repeat each **Mini Lesson** as often as they want.
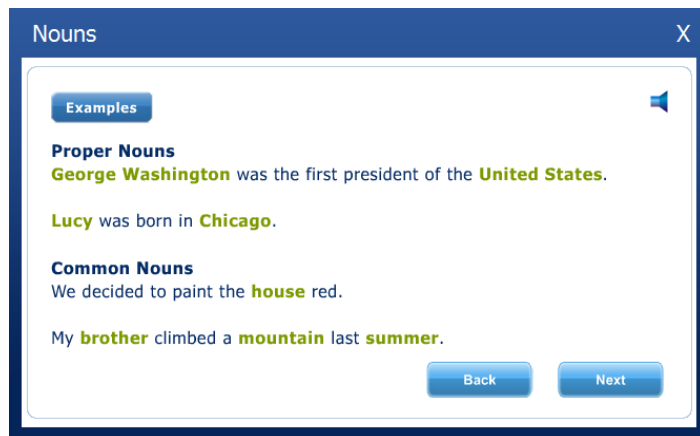

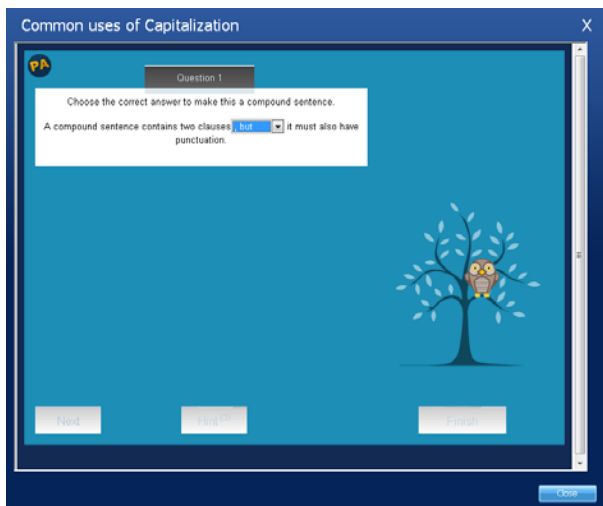Figure 19. Grammar Mini Lesson with examples

Figure 20. Practice Activity

Practice Activities

Students can use practice activities as a diagnostic check, or they can be used to apply what students learned in the mini-lesson and prepare for **GrammarSnap** quizzes. A student can take each practice activity as often as he or she wants. Each activity has 10 questions and helpful hints to review grammar rules.

Quizzes

Quizzes are scored and tracked in the teacher management system. Each quiz has 10 questions and can be used as a diagnostic or post test.

Grammar Games

Each **GrammarSnap** topic has a game associated with it. **GrammarSnap Games** provide a fun and challenging way to practice and develop grammar skills. **GrammarSnap** games are short and can be completed in a few minutes. They are focused on specific skills and thus can easily be integrated into a **Net-text** writing process activity or a grammar mini-lesson. There are a variety of games to appeal to all ages and ability levels.

Figure 21. Grammar Games

When students complete a **GrammarSnap Practice Activity** or **Game**, they earn points for their avatar. With these points, they can customize their avatar by adding items of clothing or changing features.

Creating a GrammarSnap Assignment

You can easily customize your language arts instruction by selecting the grammar topic of your choice to assign within a writing process workshop. You can select the same grammar topic for all classes, or differentiate for classes or individual students based upon their ability levels, needs, and the weaknesses you observe in their writing. To create a **GrammarSnap** assignment:

1. Click the **Home** icon in the upper left corner to return to the **Dashboard.**

2. Click **Create Assignment** on the upper right of the **Dashboard**.

3. In the Assignment Details window, enter the details of the assignment, and then click **Next**.
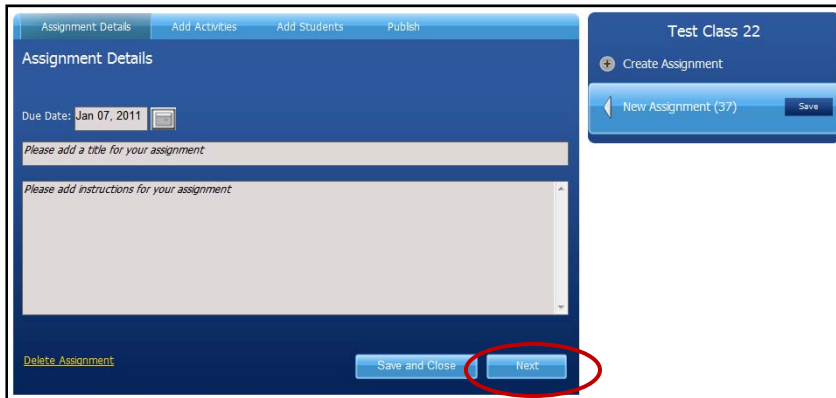

Figure 22. Assignment Details window
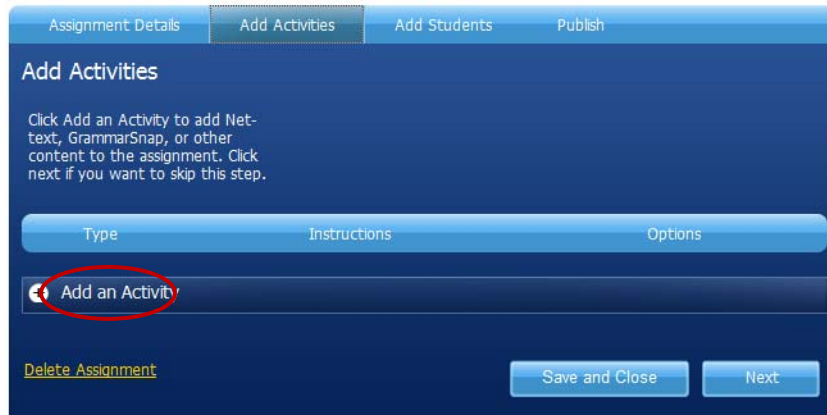
4. Click Add an Activity.

Figure 23. Add Activities

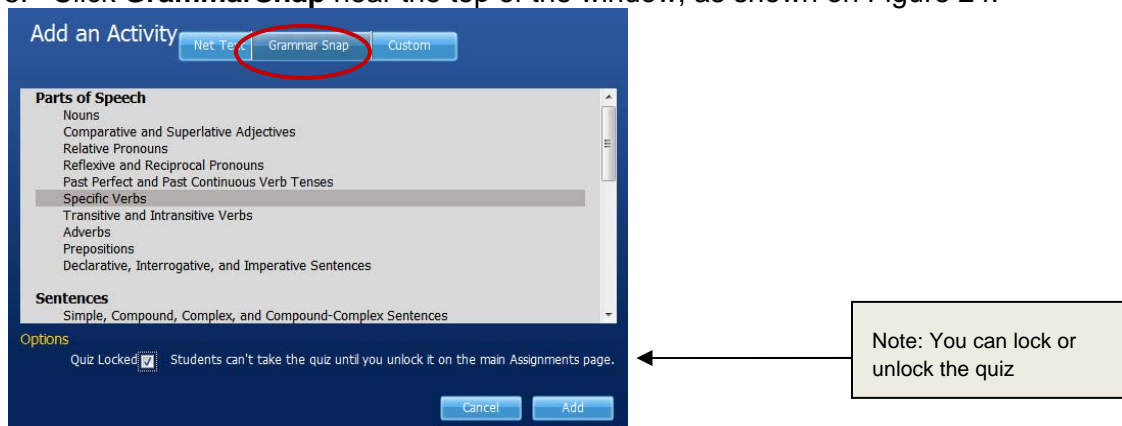5. Click **GrammarSnap** near the top of the window, as shown on Figure 24.

Note: You can lock or unlock the quiz

Figure 24. Add an Activity (with GrammarSnap selected)

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6. Scroll to find the **GrammarSnap** topic that you want to assign.

7. Click the topic, and then click **Add** to return to the previous window, where you can see that the topic was added.
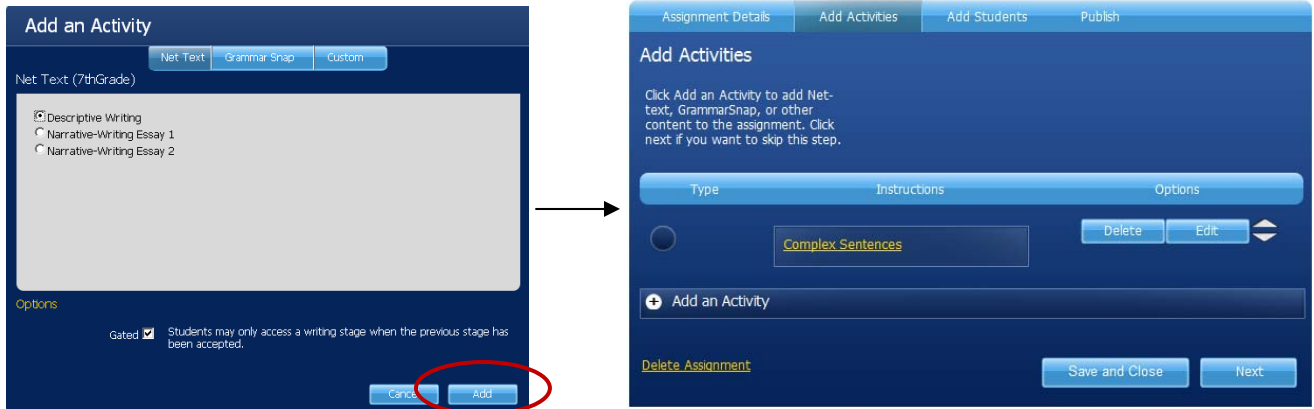

Figure 25. Add Activities with a GrammarSnap topic added

8. To send the assignment to your students, click **Next**.

   You can send the assignment to one student, to a combination of students, or to the whole class, as shown in Figure 26. Click **Assign to whole class** to send the assignment to all your students, and then click **Next**.
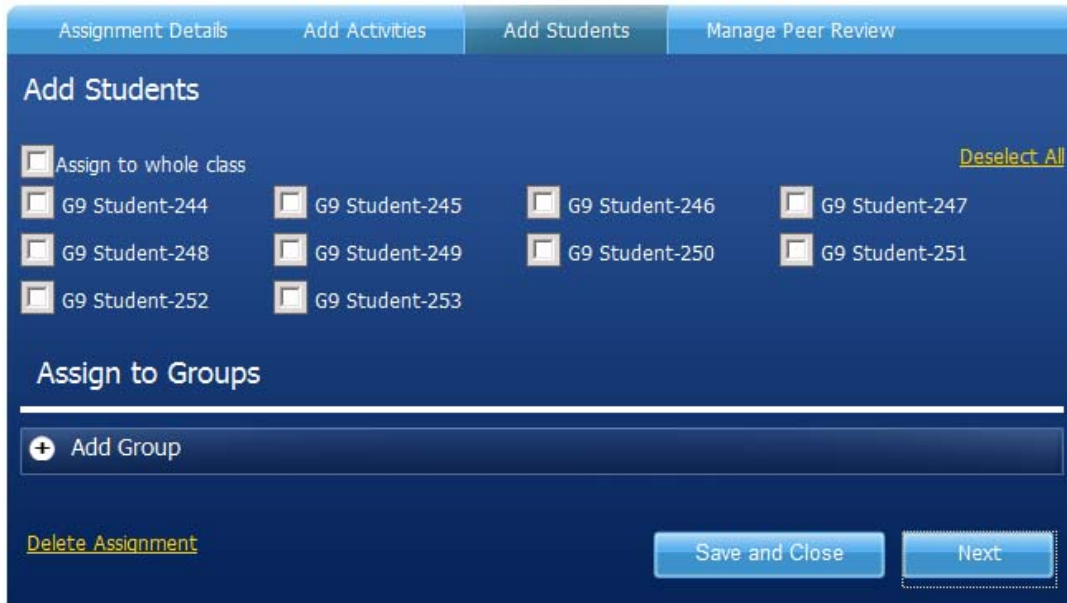

Figure 26. Add Students Tab

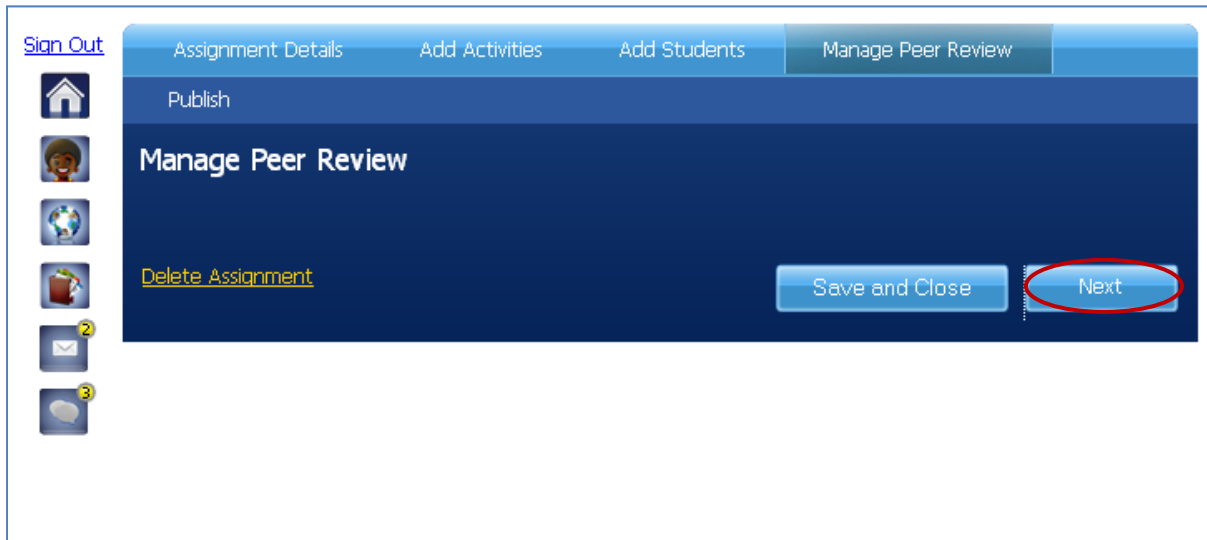9. On the Manage Peer Review tab (Figure 27), click **Next**.

Figure 27. Manage Peer Review Tab

10. In the Publish Window (Figure 28), click **Publish** to make the assignment available.
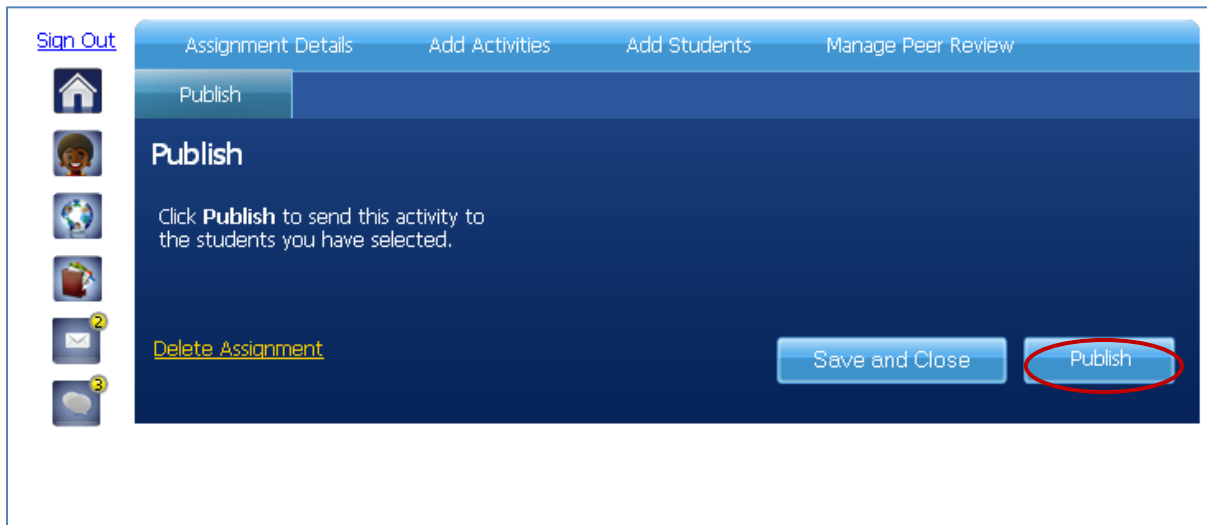

Figure 28. Publish Tab

My Links

 Write Source Online includes a selection of third-party links to support teaching writing and grammar. To access these links, click the **My Links** icon on the Dashboard. Links for grades 1—12 include *Flocabulary* and *Grammar Girl*, as well as access to *Turnitin.com Originality Check™* for Grades 6—12 —*exclusively* from *Write Source!*

Figure 29. The links available in Write Source Online

- Click any link to open it in a new window.

- To listen to sample audio, click a media player.

Interactive Whiteboard Lessons

The **Interactive Whiteboard Lessons** in *Write Source Online* provides teachers with embedded tools and multimedia to present interactive writing process lessons to the whole class for every writing unit. Using *Write Source* **Interactive Whiteboard Lessons**, teachers can make writing process instruction and student models come alive using SMART®, Promethean, or other interactive boards. These lessons are available in both English (1-12) and Spanish (2-5).

To open the **Interactive Whiteboard Lessons**, click the **Interactive Whiteboard** icon near the bottom of the **Dashboard**.

Each grade level includes 7 lessons – one for each of the following writing genres:
- Descriptive
- Narrative
- Expository
- Creative
- Research
- Response to Text
- Persuasive/Argumentative

Figure 30. Interactive Whiteboard Lesson icon

You will need SMART Notebook Express software to preview the IWB lesson. If you do not have SMART Notebook Express software, you will prompted to a link for a free download to install it.

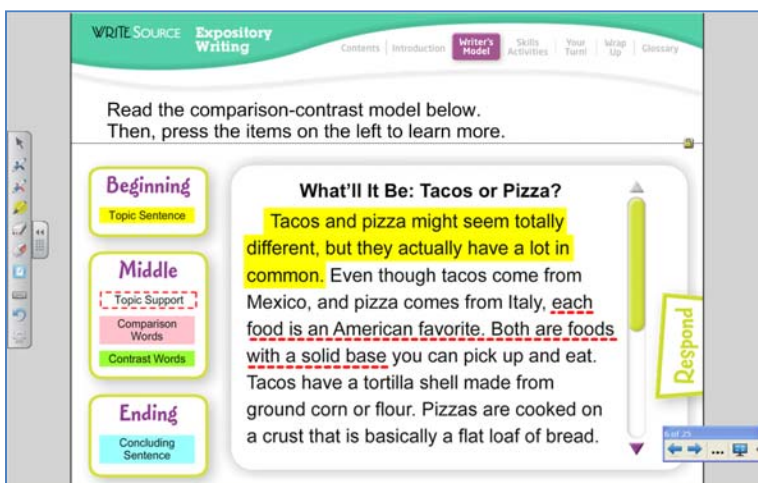
NOTE: If you have other interactive whiteboard software such as Promethean Flip Chart, simply download the lesson to your desktop and then open.

Figure 31. Interactive Whiteboard Lesson

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Virtual File Cabinet (Beta Version Available January 2011)

The **Virtual File Cabinet** houses a multitude of resources you can use to differentiate instruction and supplement the content of *Write Source Online*. Containing over 1200 pages per grade, the **Virtual File Cabinet** will be searchable by Common Core Standard, language, topic, and type of printable.

You can save or bookmark your favorite resources to use later. You can assign resources to individual students, groups, or an entire class. And, to help you meet varying needs and ability levels, the **Virtual File Cabinet** provides access to resources for *one grade level **above** and one grade level **below*** the grade level you are using!
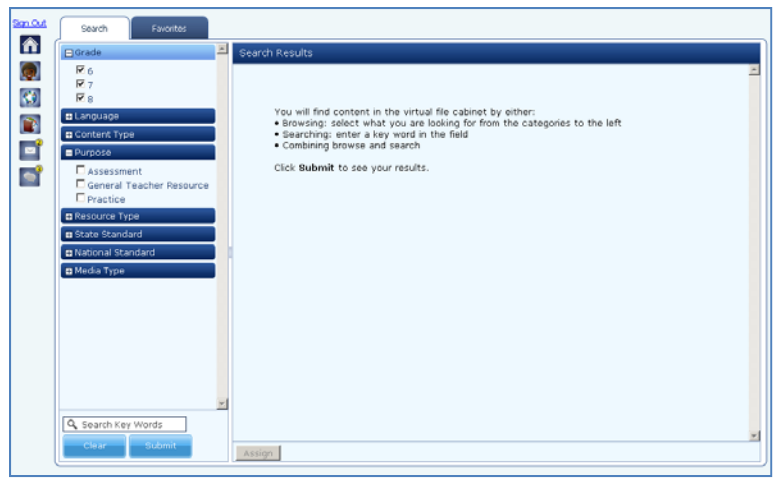

Figure 32. Virtual File Cabinet

Contents of the **Virtual File Cabinet** include:

- Spelling—entire contents of **Houghton Mifflin Spelling and Vocabulary** and **Spanish Ortografía y Vocabulario** for grades 2—6 including *Word Power: Daily Vocabulary Enrichment.*

- Handwriting—**Houghton Mifflin Handwriting** grades 1, 2 and 3 in English.

- **MORE** practice for Grammar, Usage, and Mechanics in English **and Spanish.**

- Spanish—Language arts lessons for Spanish students PLUS special practice in grammar, usage, and mechanics for students acquiring English.

- *Write Traits*—Literature Connection lessons focusing on the traits of writing.

- **Examview**[®] Assessment Suite and assessments for grammar, usage, and mechanics, and writing so you can customize your own tests for progress monitoring!

For more information about

Write Source Online, go to:

www.hmheducation.com/writesource

or call **800.323.9239**