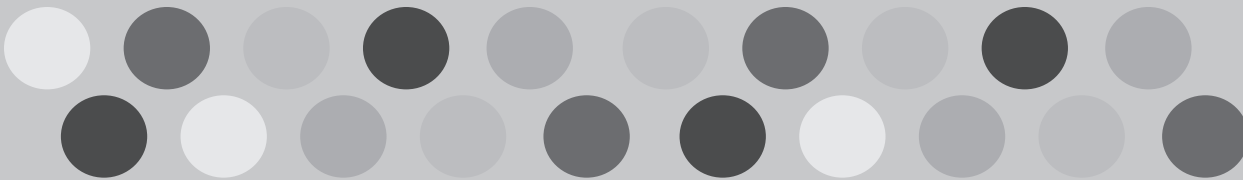


Train-In-30!



**First
Author®**

Plan IT! Write IT! Publish IT!



What's Inside ● ● ● ●

Professional Development Best Practices

First Author Train-in-30 Tutorial

How to Be Successful in 30 Days!

● ● ● ● Professional Development

Successful training and implementation hinges on one's ability to understand "what and who" the technology is for, and then how to use it.

Building Awareness and Conceptual Understanding

- Summarize corresponding initiatives and provide the rationale behind your organization's desire for participants to learn to use the tool.

Skill Acquisition

- Make sure the product is installed and easily accessible prior to any training. Participants must be able to go back and practice following their new learning.
- Stick to the tutorial by teaching only three new things—providing too much information at once is ineffective and unproductive.

Skill Application

- Set clear expectations and timelines related to putting new knowledge into practice. (examples: sharing with peers, using with students)
- Provide tangible implementation tools that not only promote thought and planning, but also require "answers" or results—homework!
- Set aside time to share successes and failures. Everyone will benefit from shared knowledge and group brainstorming.
- Recognize leaders and those being successful—use them to push the training out to the next level of participants.

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Tech Support: www.donjohnston.com/support



Plan IT! Write IT! Publish IT!

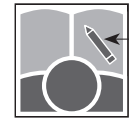
First Author is a software tool that supports beginning writers, especially those with special needs across all phases of the writing process. As a computer-based writing environment it operates in parallel with exemplary models of writing instruction. First Author provides the writer with essential accommodations such as picture prompts, word banks, on-screen keyboard, auditory feedback and other tools to ensure a successful writing experience. It is accessible to all students, including those with severe speech and physical impairments.

Plan IT!

1. Launch First Author by clicking the First Author icon .



A student user file always displays a pencil in the upper right corner of the user file icon.



Pencil

First Author displays the **Planning Screen** with four tabbed folders.



My
Life

Click on this tab that may contain topics about the learner.



My
School

Click on this tab that may contain topics of daily school activities.



My
World

Click on this tab that may contain topics about a learner's world.



My
Work

Click on this tab for files saved by the learner.

Instruction

Planning what to write is the most important step in becoming an author! Beginning writers struggle with the selection of writing topics, therefore First Author offers folders in the planning screen to help students expand thinking to include various areas of their life. Use these folders to explore with your students how events, situations, personal thoughts and information can be categorized into different areas. Writing instruction should include explicit modeling of effective writing strategies through personal self-statements.

2. Click  to create a topic.



● ● ● ● First Author Train-in-30 (Student) Tutorial

3. Type *puppy* into the Search field and click the  button.

Note: **First Author** searches the Flickr® website (using Safe Search in Creative Commons) to quickly locate potential pictures related to your topic.

Note: Safe Search is a tool provided by the Flickr® website to improve the accuracy of your searches, while providing a filter for removing inappropriate content.

IMPORTANT NOTE REGARDING SEARCHING FOR PICTURES VIA THE INTERNET: Even though we are using Safe Search, it is still possible that an inappropriate image may appear. It is recommended that an adult be present when/if students create new **Topics**.

4. Click to select what you think is the best puppy photo.
Your selected puppy photo will enlarge.



Tech Tip:

Internet access is required to search images and auto populate the **Word Bank**. If internet access is not available, then import images from the file system and manually enter words in the **Word Bank**.

To add or edit words manually in the **Word Bank**:

Windows: Hold down *control* and click one of the words in the bottom row of the word bank. Type in the desired word and select *Enter*.

Macintosh: Hold down *command* and click one of the words in the bottom row of the word bank. Type in the desired word and select *Return*.



Instruction


Accessing photos spark beginning writers' thinking and creativity. Beginning writers are most engaged with photos related directly to themselves.



Write IT!

1. Click  and save your Topic.




2. Click on  **My Life**. The puppy topic is saved to the My Life tab on the **Planning Screen** and the **Composing Screen** opens.
3. Start typing in the **Composing Screen** (use your computer keyboard or the on-screen keyboard*).
"I love dogs."
Or, click on words from the **Word Bank** describing the puppy.




* Click here to activate the on-screen keyboard

Instruction

First Author has tools to support writing.

1. A **Word Bank** visually supports beginning writers with words. Seeing words motivates writers and sparks thinking.
2. Auditory feedback  to hear their writing read aloud helps students to compare what they hear to what they thought they were writing.
3. **Auditory Self-Regulatory Prompts** encourage students to write more when the **Composing Screen** has been idle for 3 minutes and every 60 seconds thereafter. The statements include:
 - a. Can you write more?
 - b. What else could you write about that?
 - c. What else do you think people want to know?


Publish IT!


First Author provides students the ability to publish their work to share with others. Sharing published work engages a beginning writer and provides a purpose for writing for a reluctant writer!

1. Click  to save your book.



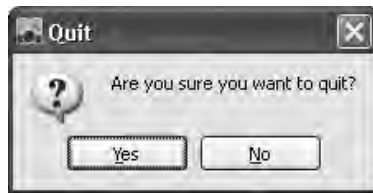
2. Click the  button.

3. Click  to hear the book, *puppy*.

4. Click  to print out a copy of your *puppy* book.



5. Click **File > Quit** .



6. Click the  button to quit First Author.

Congratulations! You just wrote your first book with First Author!



Manage! Measure! Motivate!

First Author has built-in teacher friendly management tools. Included are powerful tools that measure your students' progress. The collected data can be printed for individual students or groups of students. An additional management tool provides the ability to track the changes in students' attitudes towards themselves as writers. First Author also engages and motivates beginning writers through the use of personal picture prompts.

Attention



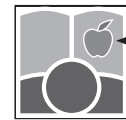
You should first go through the **First Author Train-in-30 (Student) Tutorial** as it will create data for your reports for *Default Student*.

Manage!

1. Launch First Author by clicking the **Teacher Management** icon

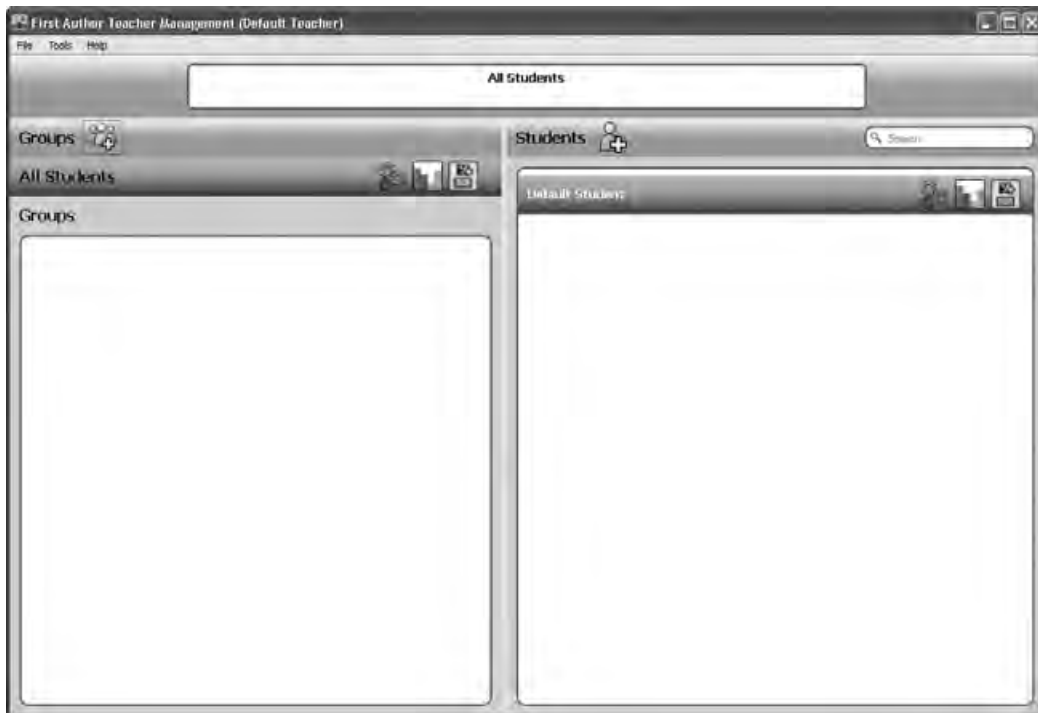


A teacher user file always displays a red apple in the upper right corner of the user file icon.



Red Apple

First Author Teacher Management (Default Teacher) screen displays.



● ● ● ● First Author Train-in-30 (Teacher) Tutorial

Click on **File** (upper left-hand corner) to create a teacher file, add groups of students or add students to First Author. By organizing your students in Learning Groups (classes, project groups, student-needs groups, etc.) you can quickly create and assign writing Topics, view work and print reports for a selected group of students.



File Menu



Create Teacher

Click **File >** and click on this icon to create a new Teacher.



Add Group

Click on this icon to add a new group.



Add Student

Click on this icon to add a new student.

Tools Menu



Settings

Click on this icon to go to the Settings screen.



Reports


Click on this icon to go to the Data Entry / Data Display screen.



Create Topic

Click on this icon to create a topic for your individual or group of students.

Create a New Teacher

1. Click **File** and select **Create Teacher** .
2. Type in *Mr. Basten* (or you could type in your own name) for **Please enter the name of new user**. Click the **OK** button.



Note: Delete the Default Teacher icon from the desktop.




3. Click **File > Quit** .

4. Navigate to


Windows: C:\Program Files\DonJohnston\First Author\First Author Users
or

Macintosh: Macintosh HD\Applications\DonJohnston\First Author\First Author Users

Note: Create a Shortcut (Windows) or Alias (Macintosh) for the Mr Basten FTZ File and move the shortcut to the desktop for easy access to Teacher Management.


5. Double click the icon labeled  *Mr. Basten*.

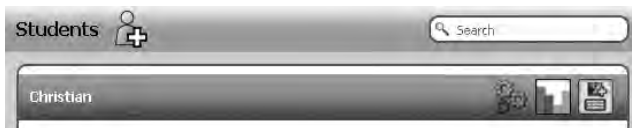
Add a Group




1. Click  to add a group.
2. Type in *Morning Group* for **Please enter name of new group**.
Click the **OK** button.



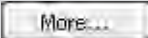
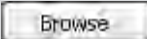
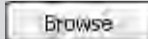
Add a Student

1. Click  to add a student.
2. Type in *Christian* for **Please enter name of new user**.
Click the **OK** button.



 **Tip** Add all your students here  and you can create a group  later by dragging your student's name to their group or groups.

Tech Tip:

1. **Network Solution:** A new user file can be saved to any location on the file system or server. When the new student/teacher dialog box displays, click the  button to expand the dialog to show the location path and  button. Click the  button and save the new student file to the desired location.
2. **Local Computer:** Create a Shortcut or Alias on the desktop.
3. **Removable Storage Device:** Save user file to a USB thumb drive.

For more information about methods of saving student files visit our Knowledge Base at www.donjohnston.com -> Support tab -> Get Support Knowledge Base -> First Author

● ● ● ● First Author Train-in-30 (Teacher) Tutorial

Check Your Progress

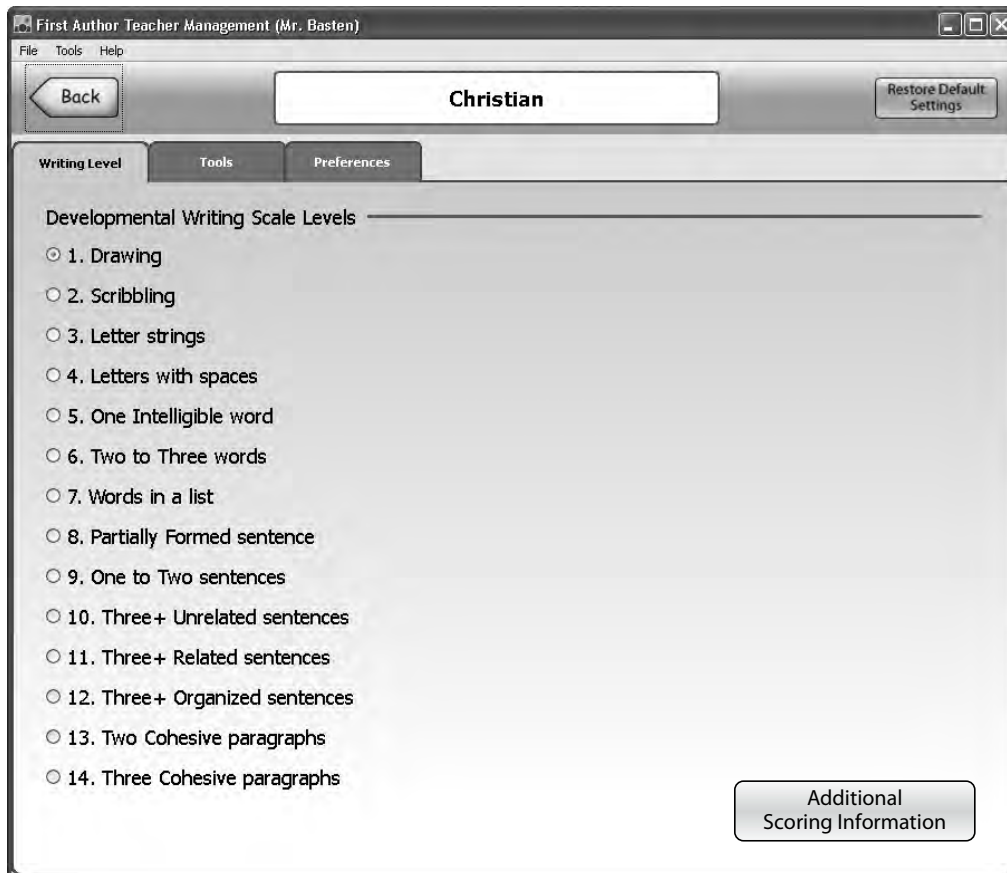
Morning Group displays under **Groups**.

Christian displays under **Students**.



Change Student Settings

1. Click  to the right of *Christian* to access the settings for *Christian*.



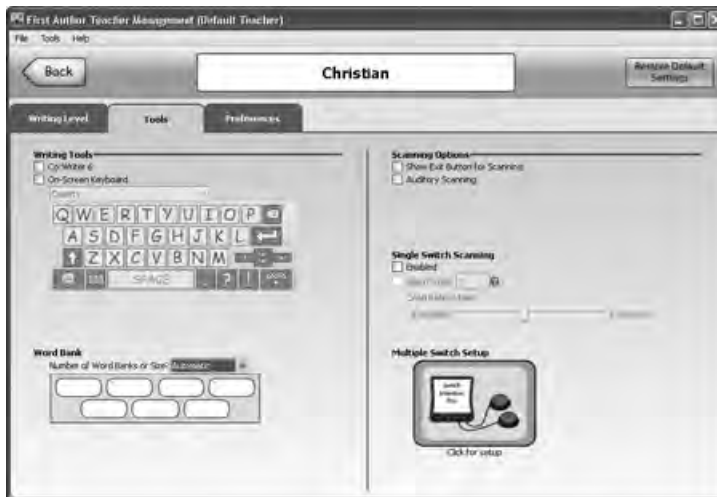
2. Click the Developmental Writing Scale radio button *Level 6 – Two to Three words*.

 **Tip** Choosing students current level will set preferences automatically.

First Author Train-in-30 (Teacher) Tutorial



- Click the **Tools** tab.



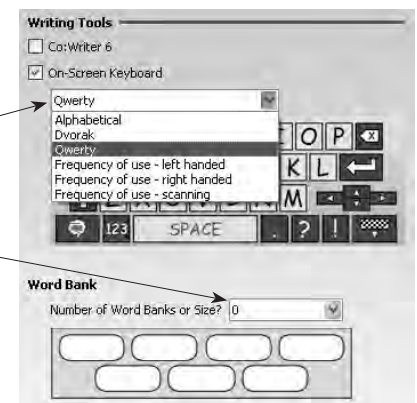
- Click the checkbox for **On-Screen Keyboard**.



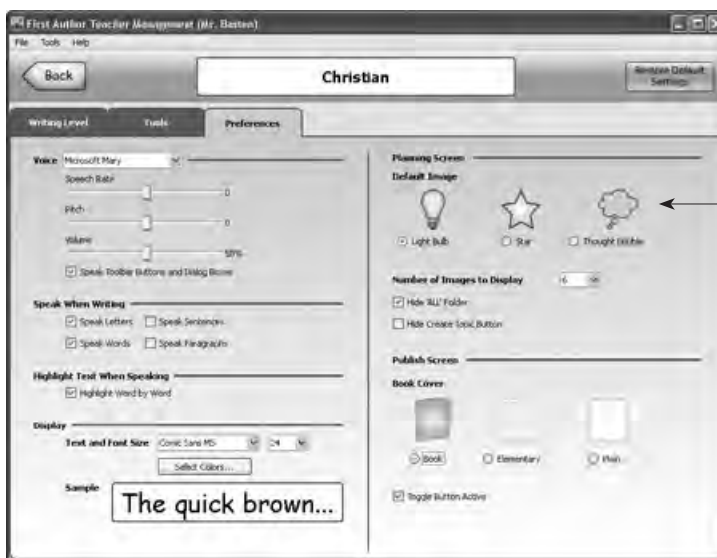
When using the On-Screen Keyboard, use the dropdown menu to select the keyboard layout.



If no Word Bank is desired, use the dropdown menu to select 0.



- Click the **Preferences** tab.



The selected **Default Image** will be displayed on the Planning Screen if the writer chooses not to select a topic-related image.

- Click the slider for **Speech Rate** and bring it down to **-1**.

- Click the  **Back** button.




Instruction

Beginning writers often struggle with writing mechanics. Customize each student's Preferences to allow their writing environment to match their unique writing needs. Now students can concentrate on self expression and increasing their writing abilities.

Measure!

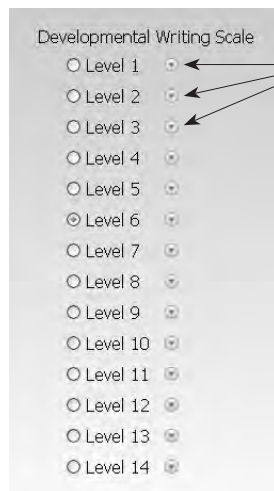
First Author includes a comprehensive group of measurement tools for beginning student writers. The measures monitor writing growth in the earliest stages of writing.

1. Click **All Students**.

2. Click  to the right of *Default Student* to see basic writing data and detailed Reports for *Default Student*.



3. Click the Developmental Writing Scale radio button that most closely matches the student's writing located above the scale.



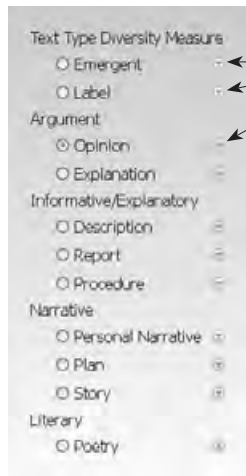
Note: Hovering over this icon will display a short description and student writing sample for each level of the Developmental Writing Scale.



If a student is between two levels select the lower of the two levels.





- Click the Text Type Diversity Measure radio button that most closely matches the student's writing located above the measure.



Note: Hovering over this icon will display a short description and student writing sample for each text type.


Instruction

The Developmental Writing Scale & Text Type Diversity Measure allow you to manually assign the writing level and the text type to each composed student writing.

- Click  Go to Writing Attitude Test button.
- Click the smiley face for each question that most closely matches the student's attitude toward the writing above.
- Click the  button.

Instruction

The Writing Attitude Test allows you to administer a test to a student and track the changes in their attitude towards their success as a writer.

- Click the  button to see detailed reports in the Number and Graph formats.

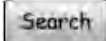
Motivate!


To motivate the most reluctant writer, First Author allows you to import a personal picture to spark writing. Personal pictures of family members, family pets, or a favorite vacation spot can bring a smile to a student's face. You can also customize the **Word Bank** to help with writing.



Create a Topic

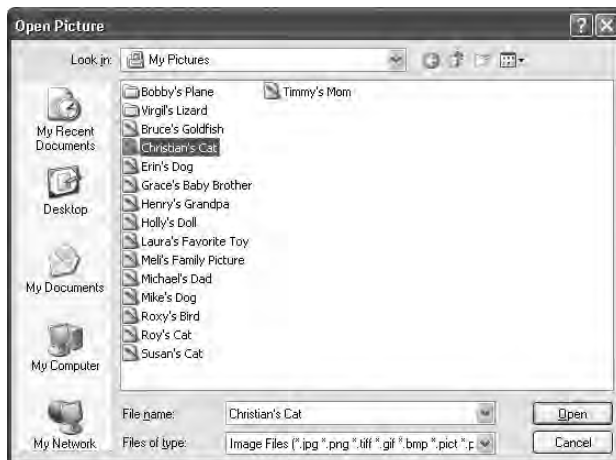
1. Click *Christian*.
2. Click  to create a Topic.



3. Type a topic (i.e. *cat*) into the Search field and click the  button.

 **Searching for a generic topic related to the subject the student will be writing about will populate the Word Bank with appropriate words related to the topic.**


4. Click  to navigate your file system and select the personal picture of a family member or pet that the student would like to write about (i.e. *Christian's Cat*) and click the  button.





5. Click the **Save** button  to save your Topic.




6. Click on  **My Life**.
The topic is saved to the My Life tab on the Planning screen.

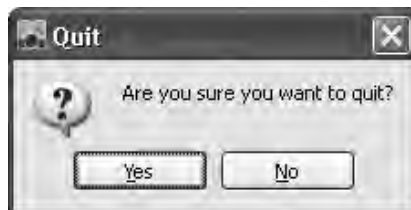
7. Click **File > Quit** .

8. Navigate to:
Windows: C:\Program Files\DonJohnston\First Author\First Author Users
or
Macintosh: Macintosh HD\Applications\DonJohnston\First Author\First Author Users

Double click the icon labeled  *Christian*.

9. *Cat* will display under  **My Life**.

10. Click **File > Quit** .



11. Click the  button to quit First Author.

Congratulations on completing the First Author Train-in-30 (Teacher) Tutorial!

How to Be Successful Using First Author in 30 DAYS!

First Author has been installed and tested on computer/s and I have printed out the Train-in-30 Tutorial.

My Start Date is: _____

I added an activity or event to my personal calendar 30 days after my start date stating:

“**Successfully Using First Author**”, that date is: _____

Let’s Get Started.....

Step 1 - Build Awareness

- I watched the First Author demo video found on the Don Johnston website, www.donjohnston.com

Reflections:

⇒ What is the most important step in becoming an author?

⇒ First Author provides several powerful tools to support the sharing of thoughts and ideas through writing. Here are a few

- I completed the Train-in 30 Tutorial.

Reflection:

⇒ I was most excited about _____

Step 2 - Conceptual Understanding

- I talked to a colleague about First Author sharing how this tool will support my writing instruction. Date: _____
- I reviewed my daily schedule and made room for writing instruction with First Author. I will start small, but my goal is to teach writing ___x a week. Day and Time for writing _____

Step 3 - Skill Acquisition

- I entered my students’ names into First Author and set individual preferences.

The first time I introduced First Author to a student/s was on _____

- I assessed my student/s writing using the Writing Measures.

Reflections:

⇒ This is what I learned about my student/s:

⇒ How will First Author change my writing instruction? _____

Step 4 - Skill Application

- I trained a paraprofessional or a support staff on First Author on this date: _____
- I used First Author with writing instruction _____x the week of _____

Congratulations!

You are teaching your students to become authors!!

Name: _____ Date: _____ Signature: _____







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