

WriteToLearn™ Quick Reference Guide

Username: _____ Password: _____

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641-745-5284 (I prefer you use email, since I'm often in a session)

Be careful - *your username and password are case sensitive*


Help Feature

Nearly every page/tab in the program has a Help button in the upper right hand corner. If you click on that, a new tab will open in your browser and it will tell you the functionality of the page you're on.

Creating a Class

1. Under "Tools" select "Classes"
2. From the new screen, select "Create new class."
3. On the next page, name your class using the convention:
 - a. Your last name, Grade level, Subject, Period
 - b. You don't need to fill in the description box
 - c. Select "Create class"
4. Now, go to the "Enroll students," tab in the middle of the page
5. Search for students in your class by the most convenient method for you
 - a. Options: Grade level, student last/ first name, student ID, etc
6. Check the "Enroll" box for relevant students, then "Submit."
 - a. You must "Submit" before you go on to the next page, or you will lose the students you've selected.
7. Repeat your search until all students are enrolled. You will notice that after the students from the first page have been selected, the words "Student enrolled."
appears behind their names. This does not continue after you have submitted the first batch from page 1; however, subsequent students that you check will be enrolled if you submit each page.
8. From this page, you can also:
 - a. Print rosters with passwords.
 - i. At the top of the first box, click on the "View Printable Roster" button at the top right behind "Enrolled Students."
 - ii. A text box will coming up asking if you want to show student IDs and passwords. Click yes.
 - iii. A box will come up, just click print, and collect the information at the printer.
 - b. Create Accounts, but don't do that. Let the administrator be responsible for that because that person is keeping track of the number of licenses available in the district.
 - c. Un-enroll students from your class, but be careful, because their data may disappear.
 - d. Edit student accounts (change password, add student ID, etc)
 - e. Check and see who is in each class. Click on "Classes" under "Tools," drop down to the class you want to check, and all the students enrolled in that class will come up in a format like you saw when you added students to the class.

Creating an Assignment

1. Go to "Assignments."
2. Check behind the bolded **Class**: to see if that is the class in which you want to make the assignment. If it is, continue. If it's not, drop down to the class in which you want to work.
3. Click on the blue 
4. Select which kind of prompt to assign (Essay or Summary)
 - a. Select your relevant course descriptors: grade level, type, etc
 - b. Go to "Find."
 - c. Now, the list of possible selections will come up.
 - d. In order to see the prompt:

- i. For the essays, click on the green x behind the title. The prompt will come up and the green x turns into a red -. If you want to get rid of the pop up, click on the red-, and the prompt will disappear.
 - ii. For the summaries, click on blue circle to the right of the title, and the summary will open in a new window.
 - e. To assign an essay or a summary, just put a checkmark to the left of the title. A message will come up saying the program is “saving assignment.” If you want to check to be sure it’s in the student assignment list, just click on the blue “View Class Assignments” button and you will see a list of all assignments made to the class in which you are working.
 - i. Notice, the prompt opens in either a new window or tab on your browser- this also happens when you select the “Help” feature).
 - ii. Things already assigned to the class come up as already checked
 - f. Definitions of some terms:
 - i. RMM: Reading Maturity Metric- Pearson’s readability scale
 - ii. Lexile: Another readability metric
5. Once you’ve selected the assignments you want by checking the box on the left, a message will come up that says it’s saving the assignment. You can click on “View Class Assignments” to see if it has been added to the assignment list.

Changing settings for assignments

1. Go to, “Teacher Tools Menu.”
 - a. In the “Tools” box, go to “Settings”
2. Move the radial dial/ drop down menu to “One activity,” and select the activity you want to adjust settings for (or adjust all settings at once)
3. Available for change:
 - a. Attempts allowed
 - i. Default is six attempts
 - b. Spelling and grammar check
 - c. Word predictions
 - d. Essay writing tips (if available)
 - e. Writing and language selection
 - f. Text to speech (speaking rate)
 - g. Scoring (thresholds/ passing level, etc)
 - h. Word minimum and maximum
 - i. Scored categories:
 - i. Can turn on/ off sections of a summary
 - ii. Can turn on/ off scoring categories of the 6 traits (if available) or College and Career Readiness (if available). The teacher will still be able to see all of the categories, but not the student.

Other resources

- There is a “Teacher Resources” link on the homepage that allows you to explore more about the program and has some great writing resources.
- Some helpful hints:
 - If the page comes up blank, there’s probably a drop down menu somewhere waiting for your attention
 - Remember, the “Help” button opens a new tab or window, so don’t lose your place.

NOTES: