

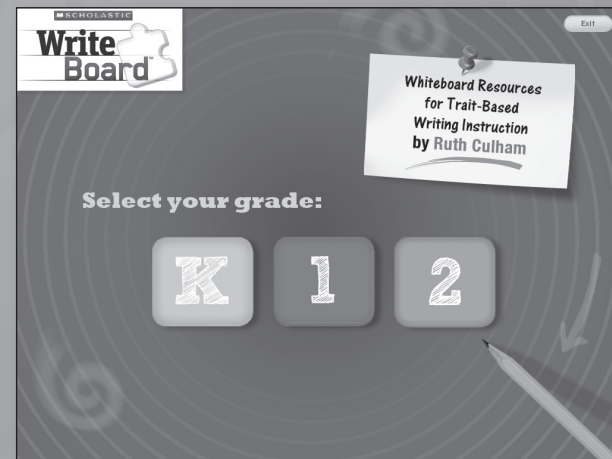
# WriteBoard™

## User's Guide Grades K-2

Welcome to WriteBoard, interactive whiteboard resources for trait-based writing instruction. WriteBoard is perfect for whole-class, small-group, and one-on-one instruction, whether you're using Scholastic's Traits Writing™ program or traits-related professional resources.

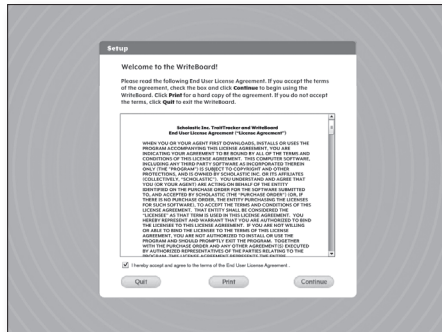
WriteBoard provides a digital platform for you to model the writing process—prewriting, drafting, revising, and editing—and for children to study and apply it, using trait-specific tools to inform their thinking and guide their decisions. It also provides plenty of practice in essential skills, such as spelling, grammar, and handwriting.

Many of the resources allow you to work within a specific mode of writing (narrative, expository, or persuasive), which helps you support students as they develop the skills to meet Common Core State Standards.



# Getting Up and Running

After downloading the program, read the End User License Agreement, which appears when you log onto WriteBoard for the first time.



If you accept the terms of the agreement, check the box and click **Continue** to begin using WriteBoard.

Click **Print** for a hard copy of the agreement.

If you do not accept the terms, click **Quit** to exit the WriteBoard.

## Use of Board Tools

WriteBoard comes with its own tools for annotating the screen (multicolor pen, eraser, and editing marks). As such, we recommend not using the tools that are built into the software for your interactive whiteboard. For optimum performance, close or hide the toolbar that contains those tools before using this software.

## Hardware and Software Requirements

**Operating System:** Macintosh OS X 10.5 through Macintosh OS X 10.7; Windows XP SP3, Windows Vista Professional, Windows 7 Professional

**Memory:** 512 MB to 1 GB of RAM, based on OS version

**CPU:** Intel dual-core or later (PPC Macs not supported)

**Screen:** 1024 X 768 resolution or higher

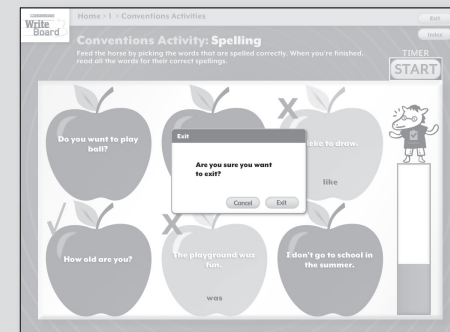
**Plug-ins:** Adobe Reader 10 or later

**Run-time environment:** AIR 2.6 runtime for Mac OS X 10.5.x users;

AIR 3.0 runtime for all other users








## Logging Out...

Ready to quit? Tap **Exit** at the top of any screen to log out. On the popup screen that appears, tap **Exit** to quit the program or click **Cancel** to remain logged in and continue working.



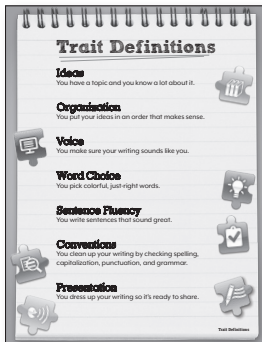
## The Traits and Their Key Qualities

The Trait Model is a simple, logical, and effective tool for planning and carrying out writing assessment and instruction. Each trait is broken down into four key qualities—or core characteristics—which provide concrete skills for you to assess for and then teach, which ensures that you're meeting students' particular needs. A quick glance at the chart below shows WriteBoard areas to go to for specific traits and their key qualities.

Trait	Definition	Key Qualities	WriteBoard Areas
<b>Ideas</b> 	The content of the piece—its central message and the details that support that message.	<ol style="list-style-type: none"> <li>1. Finding a Big Idea</li> <li>2. Focusing on the Big Idea</li> <li>3. Staying With the Big Idea</li> <li>4. Using Juicy Details</li> </ol>	<ul style="list-style-type: none"> <li>• Benchmark Papers</li> <li>• Traits Game</li> <li>• Quick Draft</li> </ul>
<b>Organization</b> 	The internal structure of your piece—the thread of logic, the pattern of meaning.	<ol style="list-style-type: none"> <li>1. Starting With a Bold Beginning</li> <li>2. Creating a Mighty Middle</li> <li>3. Finishing With an Excellent Ending</li> <li>4. Adding a Terrific Title</li> </ol>	<ul style="list-style-type: none"> <li>• Benchmark Papers</li> <li>• Traits Game</li> <li>• Quick Draft</li> </ul>
<b>Voice</b> 	The tone of the piece—the personal stamp of the writer—which is achieved through an understanding of purpose and audience.	<ol style="list-style-type: none"> <li>1. Expressing a Feeling</li> <li>2. Communicating With Sparkle and Pizzazz</li> <li>3. Reaching Out to the Reader</li> <li>4. Saying Things in New Ways</li> </ol>	<ul style="list-style-type: none"> <li>• Benchmark Papers</li> <li>• Traits Game</li> <li>• Quick Draft</li> </ul>
<b>Word Choice</b> 	The vocabulary the writer uses to convey meaning and enlighten the reader.	<ol style="list-style-type: none"> <li>1. Applying Strong Verbs</li> <li>2. Selecting Striking Words and Phrases</li> <li>3. Using Specific and Accurate Words</li> <li>4. Choosing Words That Deepen Meaning</li> </ol>	<ul style="list-style-type: none"> <li>• Benchmark Papers</li> <li>• Traits Game</li> <li>• Quick Draft</li> </ul>
<b>Sentence Fluency</b> 	The way the words and phrases flow through the piece. This is the auditory trait because it's "read" with the ear as much as the eye.	<ol style="list-style-type: none"> <li>1. Crafting Well-Built Sentences</li> <li>2. Varying Sentence Types</li> <li>3. Capturing Smooth and Rhythmic Flow</li> <li>4. Breaking the "Rules" to Create Fluency</li> </ol>	<ul style="list-style-type: none"> <li>• Benchmark Papers</li> <li>• Traits Game</li> <li>• Quick Draft</li> </ul>
<b>Conventions</b> 	The mechanical correctness of the piece, which guides the reader through the text easily.	<ol style="list-style-type: none"> <li>1. Checking Spelling</li> <li>2. Punctuating Effectively</li> <li>3. Capitalizing Correctly</li> <li>4. Applying Grammar and Usage</li> </ol>	<ul style="list-style-type: none"> <li>• Conventions Activities</li> <li>• Quick Draft</li> </ul>
<b>Presentation</b> 	The physical appearance of the piece. A visually appealing text provides a welcome mat. It invites the reader in.	<ol style="list-style-type: none"> <li>1. Forming Letters Correctly</li> <li>2. Printing Words Neatly</li> <li>3. Putting Spaces Between Letters and Words</li> <li>4. Turning in a Tidy Final Piece</li> </ol>	<ul style="list-style-type: none"> <li>• Handwriting Practice</li> <li>• Quick Draft</li> </ul>

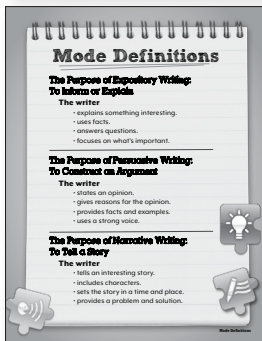
## What Are “Supports”?

Supports are handy resources in Benchmark Papers and Quick Draft that you can call up quickly as questions arise or more information is needed. They include:



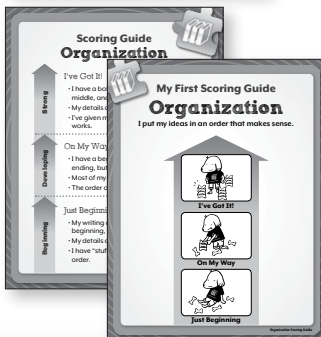
### Trait Definitions

Clear, grade-appropriate descriptions of each trait that ensure all children understand the concept on which you're focusing.



### Mode Definitions

Equally clear, grade-appropriate descriptions of the writing modes—narrative, expository, and persuasive/opinion—to build knowledge of the purposes of writing.



### Scoring Guides

Student-friendly scoring guides for each trait that children can use to assess finished pieces and pieces in process. There are two versions of each guide, one picture-based for emergent readers and one text-based for established readers. You may want to print out copies of the guides, as well as project them, so that children can study them closely.



### Trait Think Abouts

Trait-specific questions designed to stimulate deep thinking as you and your students draft, revise, and edit—questions skilled writers typically ask themselves. There is a set of four questions for each trait.



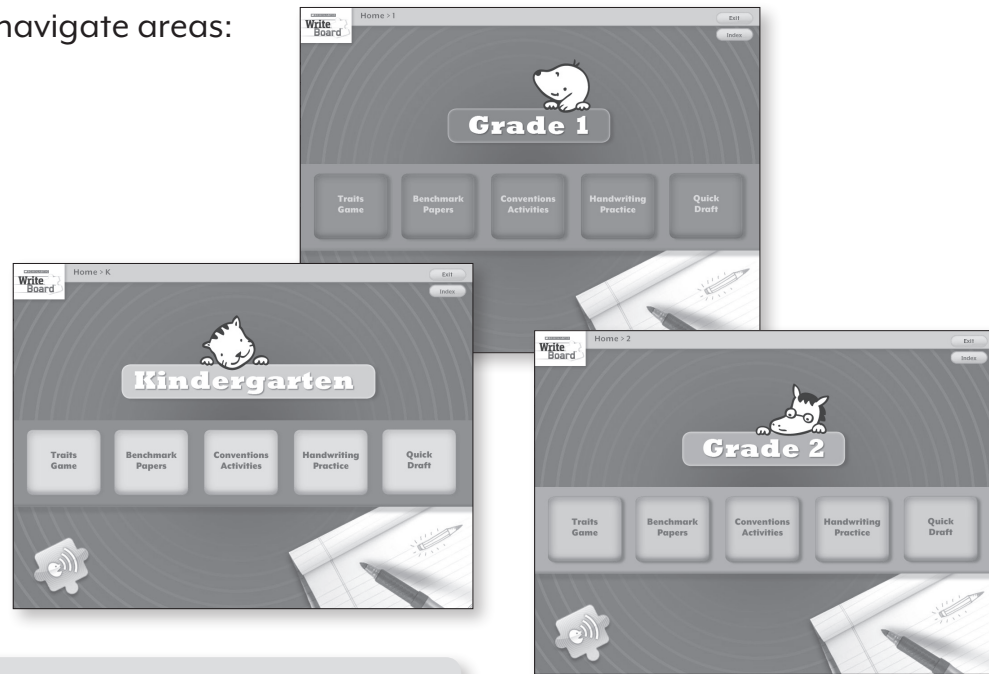
### Writing Process Think Abouts

Questions students should ask themselves and one another at each step in the writing process—prewriting, drafting, revising, editing, and finishing/publishing—to maximize their ability to apply that step.

## Navigating the WriteBoard

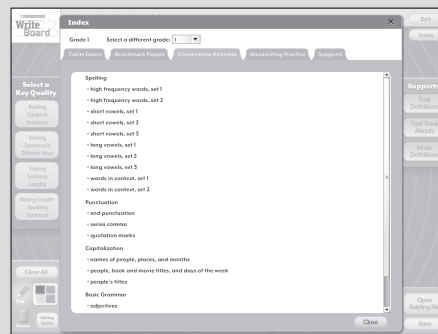
The WriteBoard is organized into five easy-to-navigate areas:

- Conventions Activities
- Benchmark Papers
- Handwriting Practice
- Traits Game
- Quick Draft

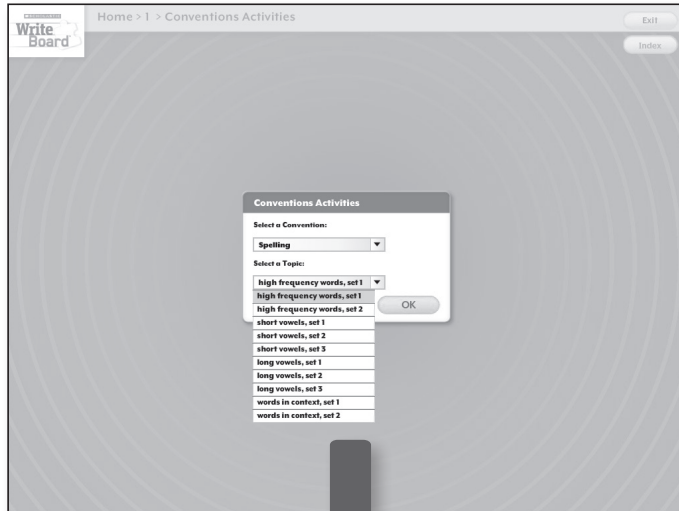


## Index

To go to any area of WriteBoard quickly and easily, tap **Index** at the top of the screen, tap the top tab for the area you'd like to visit, and then tap the activity on the main screen you'd like to carry out. **Remember**, though, once you leave an area you can't return to it without going back to the main navigation screen or retuning to the index.



# Conventions Activities

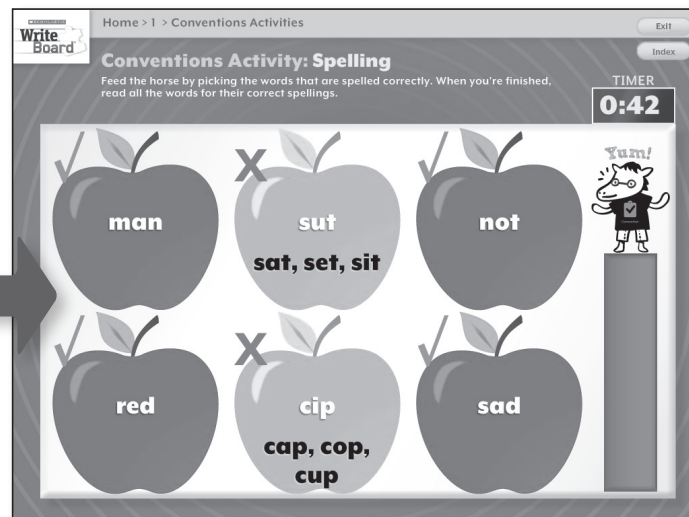
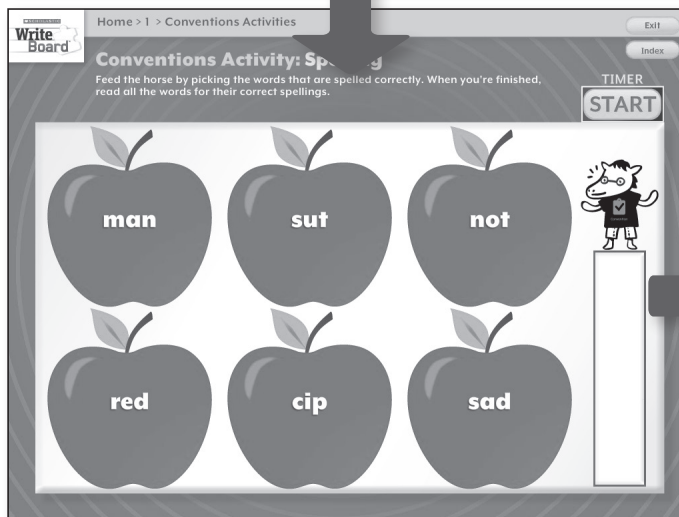


These think-and-tap activities help build skills in spelling, punctuation, capitalization, and basic grammar.

Choose a convention and topic from the dropdown menus. Then tap **OK**.

For spelling, show children the six words and have them tap the words that are spelled correctly. As they do, a meter rises until they've identified all correctly spelled words.

If they tap a misspelled word, the correct spelling or spellings of that word are revealed and the meter doesn't move. At the end of the activity, all correct spellings are revealed.

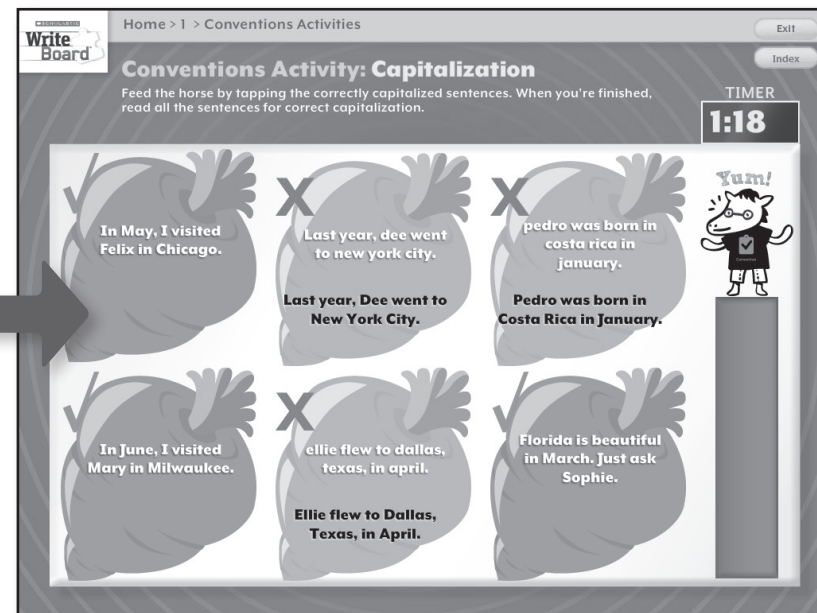
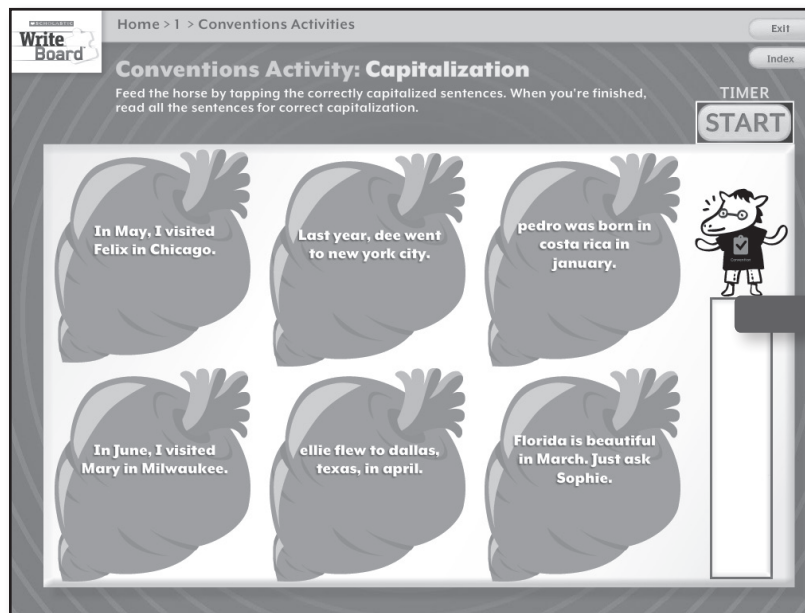


## Conventions Activities (continued)

For punctuation, capitalization, and grammar, show children the six sentences and have them tap the sentences that do not contain errors.

If they tap a sentence that contains an error, a corrected version of the sentence is revealed and the meter doesn't move. At the end of the activity, all corrected sentences are revealed.

Use the optional timer to motivate children and energize game play.



## Conventions Activities by Grade

Keep in mind, conventions activities for all three grades are available to you. So select activities from grades other than your own, if you wish to start at a level that matches your students' needs more precisely.

### Kindergarten

Spelling		
<b>an words:</b> man, can, fan	<b>op words:</b> top, mop, hop	<b>un words:</b> sun, fun, run
<b>at words:</b> hat, bat, cat	<b>ot words:</b> got, dot, hot	<b>ell words:</b> fell, sell, smell
<b>it words:</b> kit, fit, sit	<b>ed words:</b> fed, red, sled	<b>ack words:</b> sack, back, black
<b>ig words:</b> pig, dig, wig		

Punctuation	Capitalization	Basic Grammar
periods	the first word in a sentence	nouns
question marks	the word <i>I</i>	pronouns
exclamation points	proper names	verbs
		complete sentences



## Conventions Activities by Grade

### Grade 1

Spelling		
<b>high-frequency words, set 1:</b> with, have, are, very, want, was	<b>short vowels, set 3:</b> shell, drill, clock, crash/crush, grant/grunt, sport/spurt	<b>long vowels, set 3:</b> brave, sleep, smile, write, globe, tulip
<b>high-frequency words, set 2:</b> they, know, people, when, play, house	<b>long vowels, set 1:</b> baby, play, leaf, mice, boat, blue	<b>words in context, set 1:</b> want, like, was
<b>short vowels, set 1:</b> man, sad, red, not, cap/cop/cup, sat/set/sit	<b>long vowels, set 2:</b> bake, feet, dime, snow, cube, tame/time	<b>words in context, set 2:</b> get, fun, first, paper
<b>short vowels, set 2:</b> ball, nest, trip, stop, hall/hill/hull, lack/lick/lock/luck		

Punctuation	Capitalization	Basic Grammar
end punctuation	names of people, places, and months	adjectives
series commas	people's names, book and movie titles, and days of the week	conjunctions
quotation marks	people's titles	singular subject/verb agreement
		past tense of regular verbs

## Conventions Activities by Grade

### Grade 2

Spelling		
<b>high-frequency words:</b> said, because, their, our, favorite, a lot	<b>long vowels, set 2:</b> bakery, season, spider, frozen, poetry, music	<b>words in context, set 3:</b> wrote, fish, there, again
<b>short vowels, set 1:</b> graph, lemon, sting, cross, puppy, black/block	<b>words in context, set 1:</b> swim, beach, friends	<b>words in context, set 4:</b> vacation, lake, scary, stars
<b>short vowels, set 2:</b> splash, helmet, wrench, kitten, monster, bumper	<b>words in context, set 2:</b> cake, outside, songs, treats	<b>words in context, set 5:</b> know, favorite, losing, dream
<b>long vowels, set 1:</b> radio, queen, tiger, pilot, hotel, truth		

Punctuation	Capitalization	Basic Grammar
commas and end punctuation	holidays, countries, and continents	homophones
apostrophes to show ownership	commercial products	irregular plural nouns
commas in greetings and closings	important words in a title	plural forms of nouns ending in -y
		subject/verb agreement

### If You're Using Traits Writing...

Having different kinds of hands-on conventions activities makes learning engaging and enjoyable. WriteBoard and Traits Writing cover the same conventions topics grade by grade, which means you can use WriteBoard activities as alternatives to Day 2's Conventions Focus activities. For all conventions, carry out the WriteBoard activity, following the guidelines above.

**Kindergarten:** Have children copy and study the week's spelling words in the Writing Journal on pages 77-83.

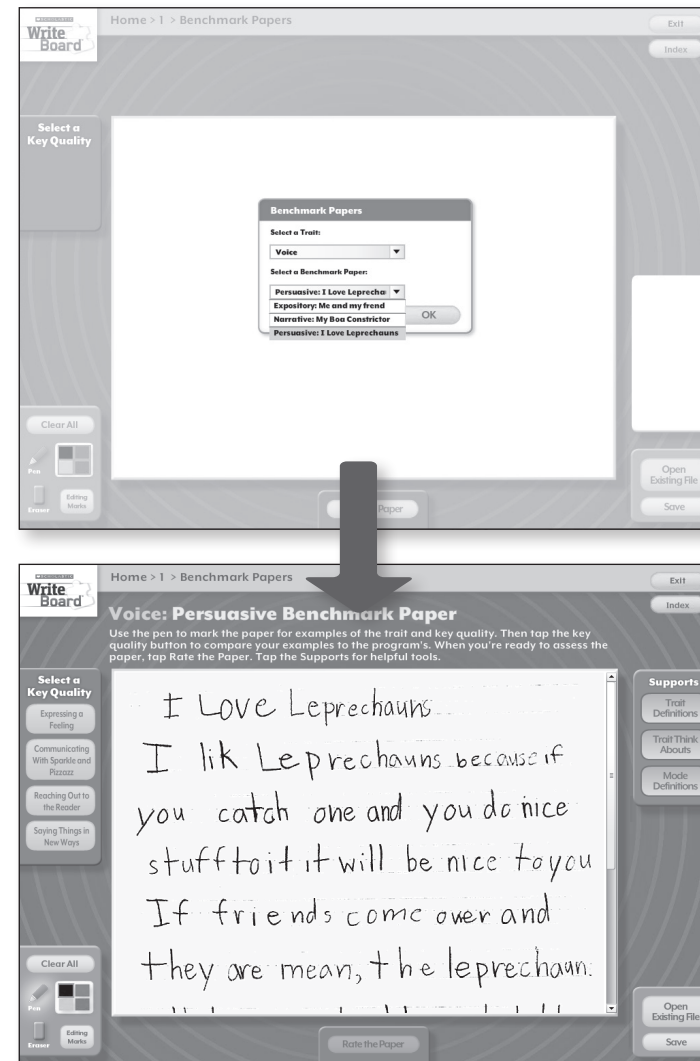
**Grades 1 and 2:** Have children copy and study the week's spelling words and carry out the punctuation, capitalization, and basic grammar in the Student Handbook, as explained in the Traits Writing Teaching Guide.

# Benchmark Papers

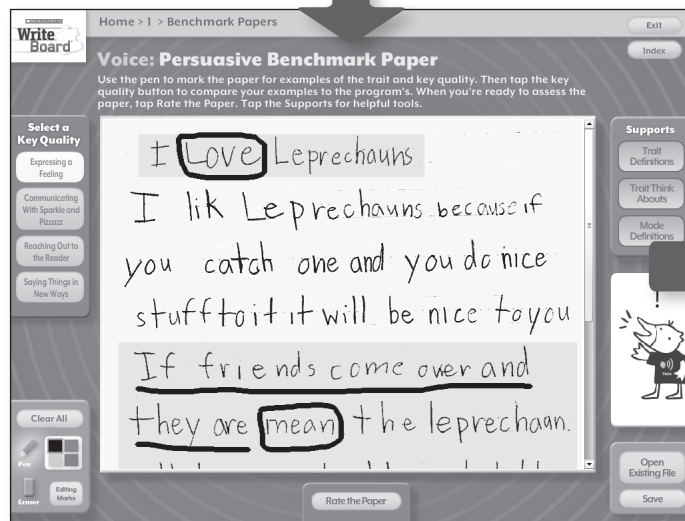
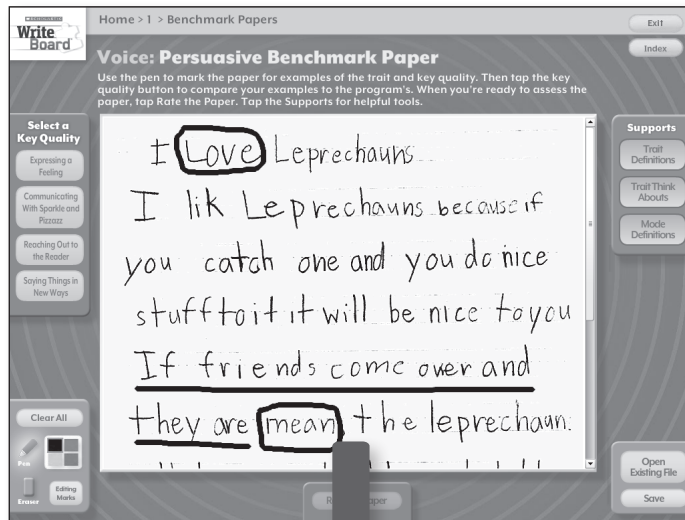
This section offers student-written papers to critique, mark up, and rate—three papers for each trait, organized by mode (narrative, expository, persuasive/opinion). Using benchmark papers to teach writing is a lot of fun and will become a key part of your instruction if it isn't already. So, let's get started.

First, choose a trait and a mode-specific benchmark paper from the dropdown menus. Then tap **OK**.

Read the paper aloud once to get the gist of it. Then read it again and ask students to look for evidence of the trait and key quality of your choice. Is it there? If so, where? If not, where could the writer have applied the trait and key quality? Encourage students to weigh in with their opinions, using the Supports located in the right margin, if needed. (For more information on the available supports, see page 4 of this User's Guide.)



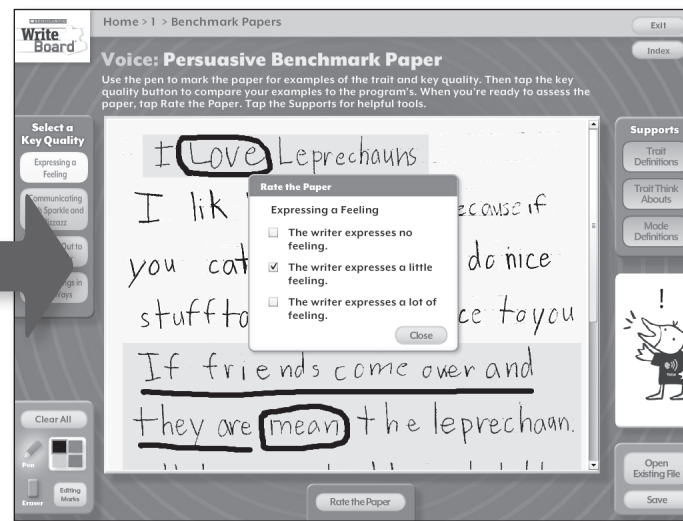
## Benchmark Papers (continued)



Next, using the tools in the bottom left corner, underline passages that show evidence of the trait and key quality. If the paper lacks evidence, highlight places where text could be added or changed to strengthen the paper. Make revisions if time allows.

From there, tap the button for the key quality you chose and read any passages highlighted in yellow. Do they match the passages you underlined? Talk with children about the strengths and weaknesses of the paper, using the Supports in the right margin. (For more information on the available supports, see page 4 of this User's Guide.)

Finally, tap **Rate the Paper** to determine as a group just how well the writer applied the key quality. Check the box of your choice.



## Grades K-2 Benchmark Papers at a Glance

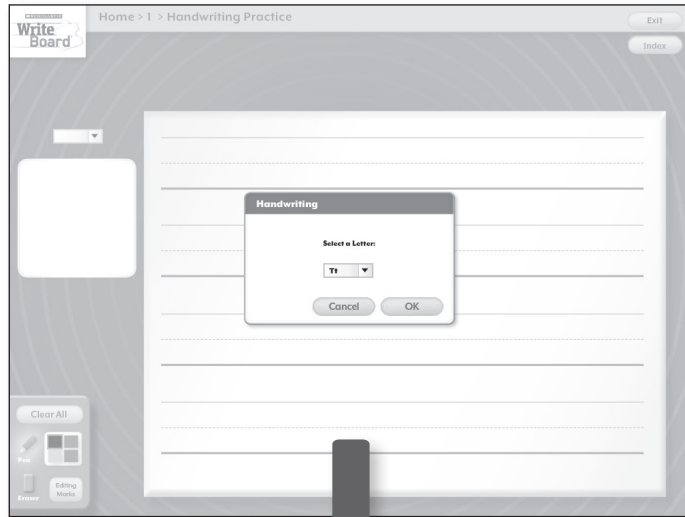
Trait	Paper Title	Mode	Trait Score
Ideas	I No Wut Lady Bug like	Persuasive/Opinion	low
	One day I was sleeping in my room	Narrative	middle
	Dr. Martin L. Kings Jr.	Expository	high
Organization	Dad took Sis on a ride	Narrative	low
	This is a fish	Persuasive/Opinion	middle
	Carving a pupcin	Expository	high
Voice	Me and my friend	Expository	low
	I Love Leprechauns	Persuasive	middle
	My Boa Constrictor	Narrative	high
Word Choice	I was shy	Expository	low
	chicken Pincher	Narrative	middle
	Dear Mrs. Chase	Persuasive/Opinion	high
Sentence Fluency	Pizza	Persuasive/Opinion	low
	Ninny Nanny	Narrative	middle
	I think fast food	Expository	high
Conventions	Theis hat macks	Narrative	low
	If I could have	Persuasive/Opinion	middle
	My dad is special	Expository	high

### If You're Using Traits Writing...

**Kindergarten:** In Traits Writing, each trait-specific unit is three weeks long. In the first week, you conduct the Benchmark Paper Review on Day 4. Since the Benchmark Papers in WriteBoard are trait-specific, like the units themselves, you can use them in addition to or instead of the papers in Traits Writing. Simply choose one for the trait you're studying and project it for the whole class, following the guidelines above.

**Grades 1 and 2:** In Traits Writing, children review a Benchmark Paper with a partner on Day 3, while you're working with small groups. On Day 4, you evaluate the same paper as a class, identifying its strengths and weaknesses. Since the Benchmark Papers in WriteBoard are trait- and mode-specific, like the units themselves, you can use them in addition to or instead of the papers in Traits Writing. Simply print out, copy, and distribute the paper of your choice, have partners review it for the trait and key quality you're studying, and then project it for the whole class the next day, following the guidelines above.

# Handwriting Practice

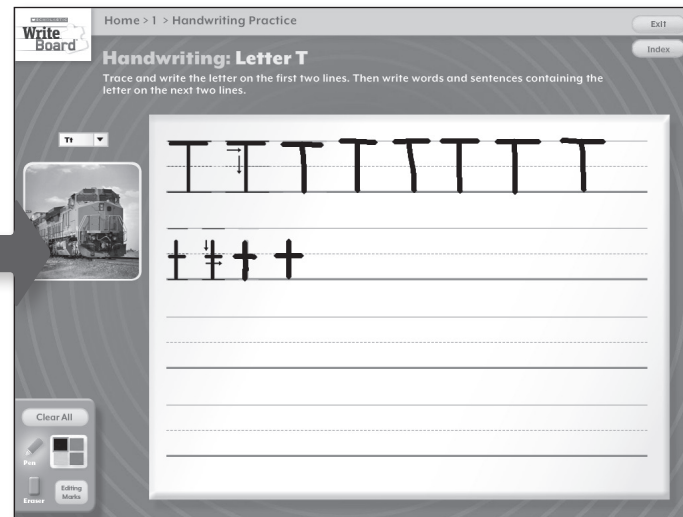


This section provides a fun, interactive way for children to try their hand at handwriting!

Choose an alphabet letter from the dropdown menu. Tap OK.

Ask children to identify the letter and the picture clue. Then ask them to come up with other words that begin with the letter.

Invite children to come to the board to trace the upper- and lowercase letters, following the directional lines, and then write the letters freehand in the remaining space.



## Handwriting Practice (continued)

On the remaining lines, have children continue practicing individual letters, or write words and/or sentences that contain the letters.

Go to Quick Draft (see page 19 of this User's Guide) to demonstrate how to use the letters, words, and sentences in an extended piece of writing.

The screenshot shows a digital handwriting practice application. At the top, it says 'Home > 1 > Handwriting Practice'. The main title is 'Handwriting: Letter T'. Below the title, instructions read: 'Trace and write the letter on the first two lines. Then write words and sentences containing the letter on the next two lines.' The interface includes a 'Write Board' logo, a 'Tt' dropdown menu, a small image of a train, and a 'Clear All' button. The writing area shows three rows of handwriting practice lines. The first row contains several uppercase 'T's for tracing, with a small arrow indicating the stroke direction. The second row contains lowercase 't's for tracing. The third row shows the words 'Train train trip' written in a cursive font. The fourth row shows the sentence 'Trains are fast.' written in the same cursive font. A toolbar at the bottom left contains icons for 'Pen', 'Eraser', and 'Editing Marks'.

### If You're Using Traits Writing...

Handwriting Practice can be used at any point in the week, when you need a quick, constructive activity for transitions and independent work. However, for grades 1 and 2, it probably makes most sense to use it on or close to Day 5, when children are finishing up their weekly project and, as such, focusing on the key qualities of Presentation: Forming Letters Correctly, Printing Words Neatly, Putting Spaces Between Letters and Words, and Turning in Tidy Pieces of Writing.

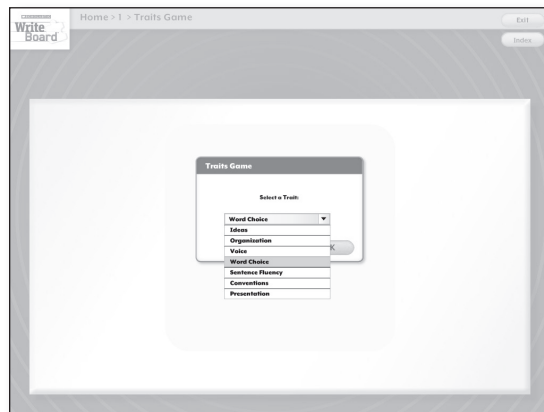
Handwriting Practice is also a great resource to use during Reality Checks, the five-day period between units that provides time for you to catch up and focus on essential writing skills, including handwriting skills.

# Traits Game

This hands-on, minds-on game helps children learn the language of the traits.

## Kindergarten

Start by choosing a trait from the dropdown menu and tapping **OK**.



Then have children move the puzzle pieces until they light up, and connect them to create a picture of the Trait Mate for the trait you chose. Talk to children about why the graphic on the mate's t-shirt is a good symbol for the trait.

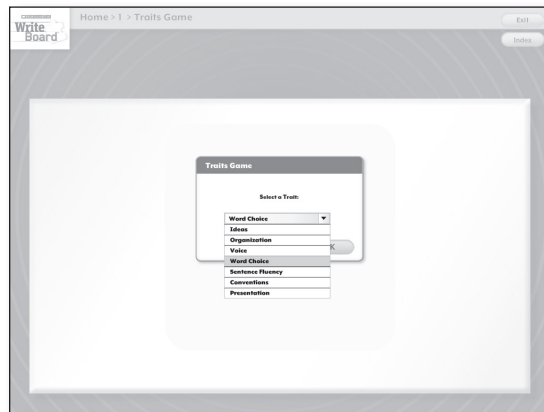




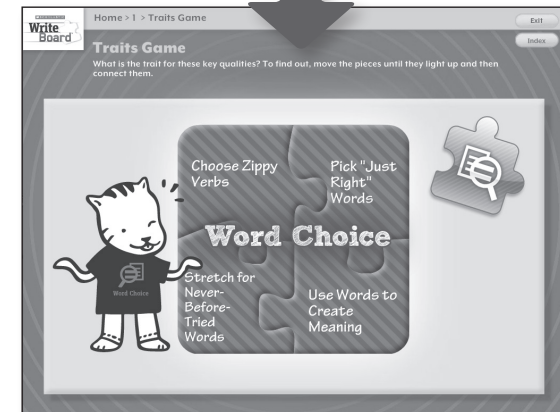
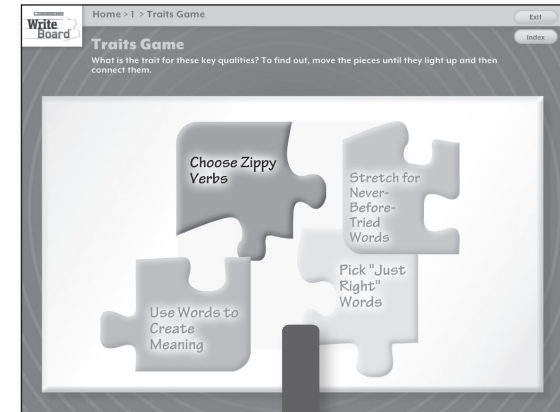
## Traits Game (continued)

### Grade 1

Read the key qualities on the individual puzzle pieces and have children guess the trait for which they stand.



For the answer, have children move the puzzle pieces until they light up and connect them. When the puzzle is assembled, talk to children about the trait and its four key qualities and why they're important to becoming a good writer.

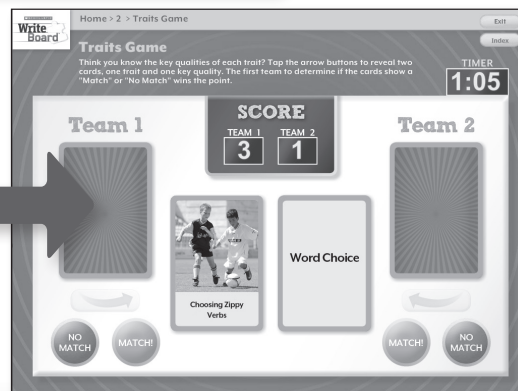
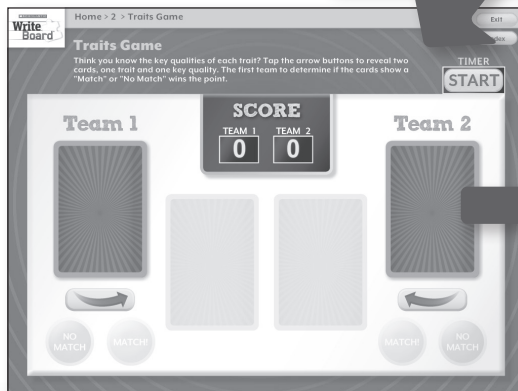
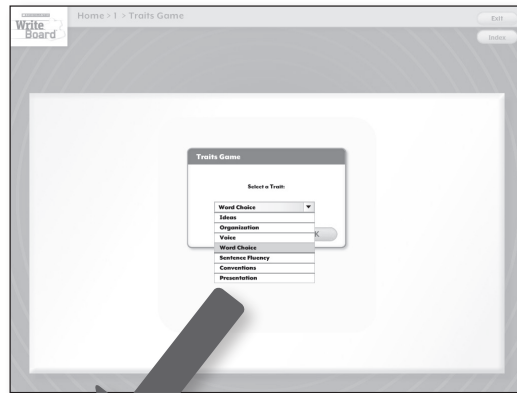


## Traits Game (continued)

### Grade 2

Have children play a card matching game that helps them learn the language of the traits and connect them to their key qualities. Then have a member of each team take turns tapping the arrow buttons to reveal two cards, one trait and one key quality. A match occurs when a trait and one of its key qualities appear together on the board. The first teammate to determine if the cards show a “Match” or “No Match” and tap the correct button wins the point.

Play to a predetermined score or time period.



## If You're Using Traits Writing...

**Kindergarten:** Begin each trait-specific core week with the puzzle for the trait you'll be studying, to build children's background knowledge.

**Grade 1:** Play the Traits Game during the Getting Started unit, as part of Week 5, Day 4's Focus Lesson: Introducing the Traits (Teaching Guide, page 70). Carry out the lesson and then divide the class into teams to play the game, following the guidelines above. From there, begin each core week with the puzzle for the trait you'll be studying, to build children's background knowledge.

**Grade 2:** Play the Traits Game during the Getting Started unit, as part of Week 5, Day 4's Focus Lesson: Introducing the Traits (Teaching Guide, page 70). Carry out the lesson and then divide the class into teams to play the game, following the guidelines above. From there, begin each core week with the matching game to familiarize students with the trait and key quality you'll be studying. Play until enough cards for the trait have been revealed and students have had a chance to think about them.

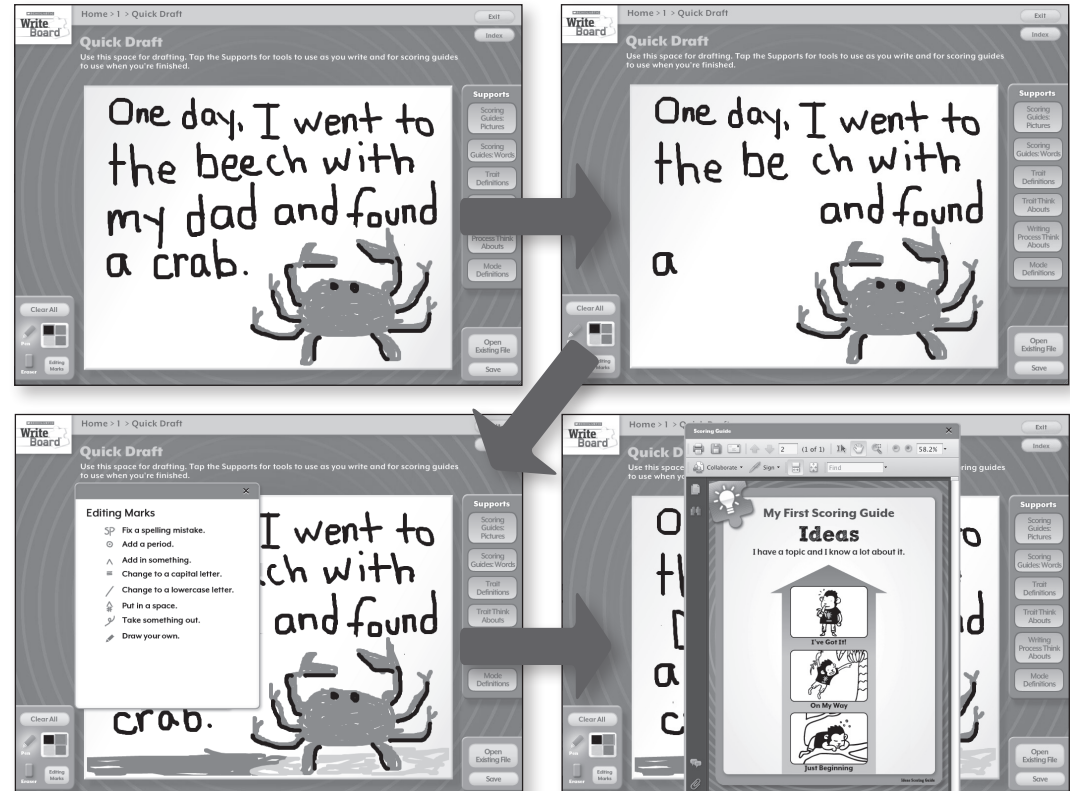
For all three grades, the Traits Game can be used at any point in the week, when you need a quick, constructive activity for independent work time, small-group time, and transitions from one subject to the next.

# Quick Draft

This easy-to-use electronic space can be used for composing any and all kinds of writing.

Use Quick Draft to get your students' creative juices flowing! It's the ideal space for creating everything from single alphabet letters to full-blown pieces of writing. It's also ideal for demonstrating drafting, revising, and editing techniques.

- Compose with the pen, using one of four colors.
- Eliminate writing, using the eraser.
- Proofread work, using the Editing Marks. For the "Add in something" and "Take something out" marks, you use the pen; for all other marks, you use a stamp.
- Use the Supports to check work and make sure their editing is complete. (For more information on the available supports, see page 4 of this User's Guide.)
- Save stages by tapping **Save**, and revisit them in follow-up lessons by tapping **Open Existing File**.



## Quick Draft (continued)

### If You're Using Traits Writing . . .

Students will appreciate an additional opportunity to draft with you, in small groups and with the whole class.

#### Kindergarten

- Use Quick Draft to gather children's responses during Day 1's Mentor Text Lesson and Day 3's Focus Lesson.
- You can also use it to gather children's responses to Day 2's Shared Writing (Getting Started unit) and Interactive Writing (trait-based units).
- On Day 4 of trait-based units, use Quick Draft in small groups for drafting the suggested piece with Group A and revising it with Groups B and C. Because you're working with a handful of children, sharing the pen is easy.
- You can also use it to gather students' responses to Day 5's Whole-Class Reflection.
- The Save function makes it easy to capture work and return to it in follow-up lessons.

#### Grades 1 and 2

- Use Quick Draft to gather children's responses during Day 1's Focus Lesson and the three phases of each week's unit project, which occur on Days 2, 4, and 5.
- You can also use it to gather children's responses to Day 1's Read-Aloud and Day 2's accompanying Video Screening. Write down those responses yourself or have students come to the board to write them down on their own.
- On Day 3, use Quick Draft in small groups for drafting the suggested piece with Group A and revising it with Groups B and C. Because you're working with a handful of children, sharing the pen is easy.
- You can also use it to gather students' responses to Day 5's Whole-Class Reflection.
- The Save function makes it easy to capture work and return to it in follow-up lessons.

### Logging Out . . .

When you are finished and ready to quit, turn to page 2 of this User's Guide for instructions on how to log out.