

Teacher Modification Module

Features of this module

- Free download from **www.wordville.com**
- Simple, interactive method for teachers to modify the program by allowing their students to access individual activities at planned times
- Assignment schedule can be easily and quickly changed
- Designed to accommodate both single and multi-activity scheduling

Initial set up

To use the Teacher Modification Module:

- First copy **Word Way** to the computer's hard drive (see **Copying to a hard drive** on page 4 of the **Word Way User Manual**).
- Then download **Teacher** (or **Teacher.exe**) from **www.wordville.com** and save it on the same hard drive, in the same location (directory or folder) with **WordWay** (Windows) or **Word Way** (Mac).
- Next download **home.dxr** from **www.wordville.com** and save it on the same hard drive in the **Data** folder or directory. When you save **home.dxr** in the **Data** folder, it replaces the original **home.dxr** that was copied from the CD-ROM. The original **home.dxr** will always remain safely intact on the CD-ROM.

The end result is a folder on your hard drive that contains:

- **Word Way** or **WordWay** (from the CD-ROM)
- **Teacher** (from **www.wordville.com**)
- the **Data** folder (from the CD-ROM) which in turn contains the new **home.dxr** (from **www.wordville.com**) plus the other original files from the CD-ROM.

Using the Teacher Modification Module

This module is intended for use by teachers who would like to schedule their class to use specific activities during specific periods.

- Start the program just as you would the main **Word Way** program, but **double-click Teacher** instead of **Word Way**. The program begins as shown on the opposite page. The first time that **Teacher** is used, each activity has an "Always" tag, indicating that it is always available for use.



- To make an activity available for a specific period of time, rather than always, click the activity's picture and follow the directions to set up a starting time and ending time. Your change will be shown by a new tag which will replace the "Always" tag.
- To check the current settings at any time, start the program (double-click **Teacher**) and look at the activity tags on the main screen.
- The **QUIT** and **PRINT** buttons in the upper left may be used at any time.

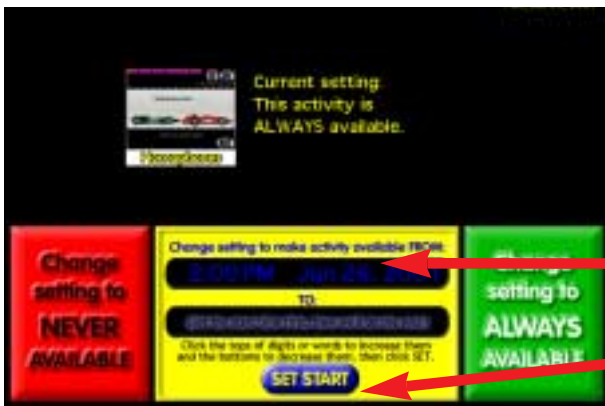
The **Word Way Teacher Modification Module** is designed to accommodate a wide variety of simple and complex scheduling requirements. Three representative situations follow.

Example 1: Selecting a single activity

Suppose you want your class to use "Contractions", and only "Contractions", today. One way of accomplishing that is to make "Contractions" always available and the others available from tomorrow on. Here are the steps involved:



a) Set the “Contractions” tag to “Always” by clicking the activity picture and then clicking the green “Change setting to ALWAYS available” button.



b) Then, for each of the other activities, click the activity picture and set the start date to tomorrow. To do that in this example, click the top of the 25 to change it to 26, then click the SET START button.



c) To set the end time for each activity, click the blue “Make available from specified start time ON (no ending date).” button.



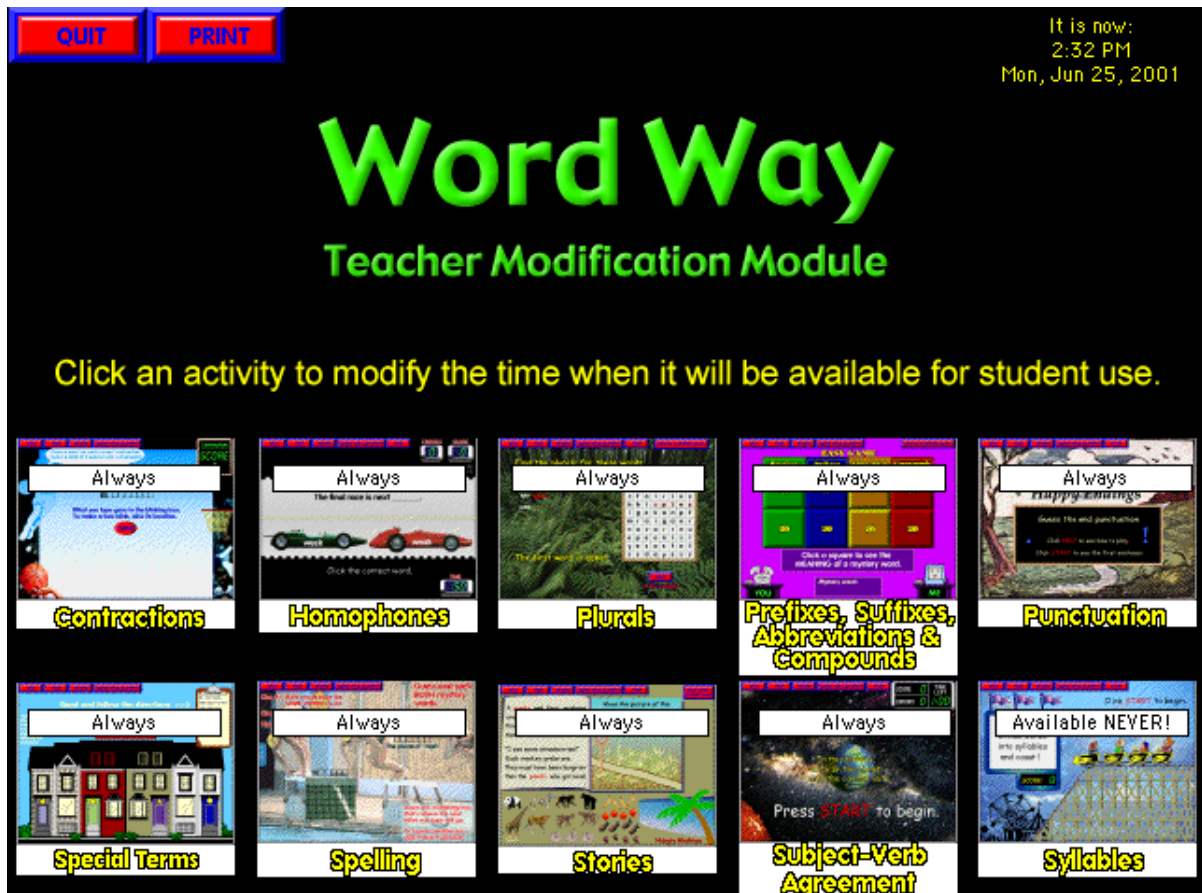
Before quitting the program, review the tags on the main screen. In this example, the “Contractions” tag is “Always” and all of the others indicate availability from tomorrow on.

You may wish to use the PRINT button to print a record of your settings.

Example 2: Blocking access to an activity

Suppose that “Syllables” is not part of your curriculum and you do not want your students to be exposed to the activity at any time. To completely block access to “Syllables”:

- Set the “Syllables” tag to “Available NEVER!” by clicking the “Syllables” picture and then clicking the red “Change setting to NEVER available” button.
- Confirm the setting by reviewing the main screen tags and use the PRINT button to print a record of your settings if you wish.

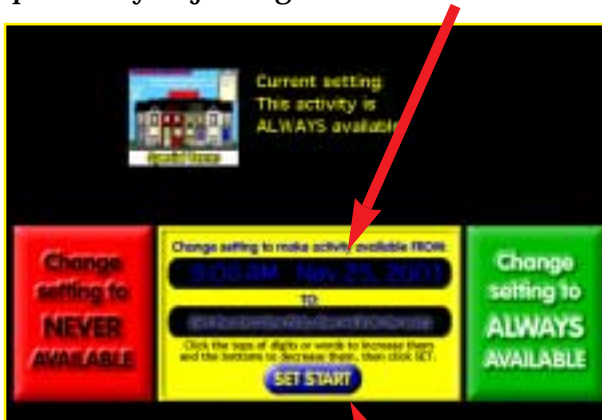


IMPORTANT: Until you start Teacher again and change the settings, nobody will be able to use the activity. It is, therefore, safer to temporarily block an activity by making it available from a future starting date on (see Example 1), perhaps after all of the required topics have been covered.

Example 3: Fully scheduling the activities

Suppose that you know when you will be covering each topic and you want to schedule each corresponding **Word Way** activity for that specific period of time. To do that, start the **Teacher** program and, using your topic schedule for reference, set the start and end date for each activity.

For example, to make “Special Terms” available for a specific period, click the “Special Terms” picture on the main screen and then set the start of the scheduled period by adjusting the blue time and date:



- To increase hours, minutes (in 5 minute intervals), months and date, click the top part of the hour, minute, month or date number or word.
- Hold down the mouse for continuous change.
- Decrease values by clicking at the bottom.
- To change from AM to PM or from this year to next year or vice versa, click AM or PM or the year.
- Changes are made in a wrap-around manner. For example, increasing “Dec” results in “Jan” and decreasing 0 minutes results in 55 minutes.
- Changing minutes does NOT affect hours - each change is independent.

After adjusting the time and date, click the SET START button.

Next set the end of the period, and click the SET END button.

Keep in mind that specifying an end date means that everybody is blocked from using the activity from that date on. To make the activity available for use after that date, you must start



Teacher again and set the activity tag back to “Always” or another specific period. To avoid this situation, consider setting a starting date and then making it available from that time on by using the blue button rather than setting a specific end date.

The main screen reflects your setting changes and after scheduling all of the

activities, in the same way that “Special Terms” was scheduled, you may wish to print it for later reference or confirmation.

Changes and security considerations

Each time you start **Teacher**, the current settings for each activity are displayed. You may change these at any time and the changes become effective immediately (when students begin the program or return to the home page from an activity).

To revert to normal operation (stop limiting the availability of activities):

- a) start **Teacher** and change all the tags settings to “Always,” OR
- b) delete or trash the folder **Prefs**, which is located in the same folder as **Teacher** and **Word Way** or **WordWay**, OR
- c) replace the **Data** folder with the original **Data** folder from the CD-ROM, OR
- d) replace **home.dxr**, which is located in the **Data** folder, with the original **home.dxr** from the CD-ROM.

Any ONE of the above will have the same effect - **Word Way** will operate as it did before **Teacher** was used. With (a) or (b) you can start using **Teacher** again immediately to modify availability of the activities. With (c) or (d) you must copy the new **home.dxr** from www.wordville.com before **Teacher** will become effective again.

To prevent others from changing your settings (if you cannot prevent others from accessing **Teacher** through your normal computer security procedures), delete or trash **Teacher** after using it. **Teacher** is required only when you wish to change settings. You will, of course, have to download it again, or otherwise restore it, before you can change settings again.