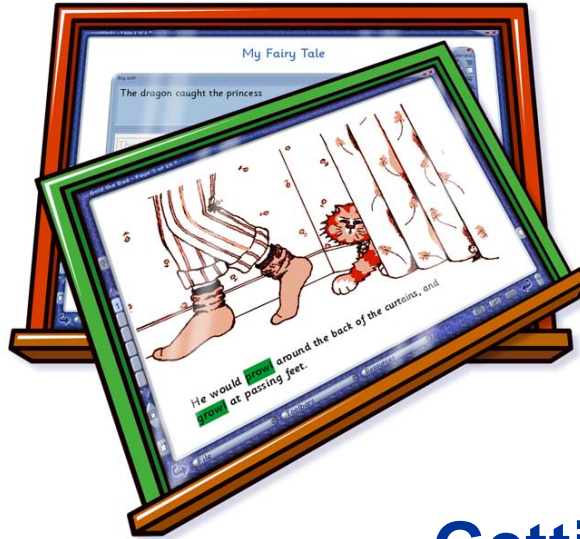


# Easiteach<sup>®</sup>

Literacy



## Getting Started Guide



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## **Introduction**

Welcome to Easiteach® Literacy, a set of software tools to enhance the teaching of literacy skills and processes through interactive whole-class teaching. Easiteach has been developed specifically for use on interactive whiteboards and other technologies suitable for whole-class teaching, bringing interactivity and greater pupil involvement to your lessons.

## **Installing Easiteach Literacy**

For information on how to install and license Easiteach Literacy, please refer to the separate Easiteach Installation Instructions supplied in the pack.

## **Expand and Enhance your Use of Easiteach**

Easiteach Subject Tool packs are also available for Maths, Science and Geography. These tools are easy to use, flexible software equivalents of familiar teaching tools that you already use in the classroom: for example, place-value cards for Maths, map building tools for Geography and stopwatch and timer tools for Science.

Content Packs are also available for Literacy (including Early Steps and English as an Additional Language), Maths, Science, Geography, Animated Books and Games. Developed with teaching experts, they provide teachers with a wealth of prepared material, all referenced to the National Curriculum and the Scottish 5-14 Guidelines. Each activity has comprehensive teaching notes, curriculum references, objectives and suggestions for further work. They are highly visual and easy to modify and update to suit your needs.

For more details please visit [www.rm.com/easiteach](http://www.rm.com/easiteach) or call the RM® Sales Desk on 08709 086700.

## Reviewing your Licence Agreement

If you wish to review your Licence Agreement, which details how and where you are licensed to use Easiteach, do the following:

1. Click **Start > Programs > RM Easiteach > RM Easiteach**.
2. Click **File > About Easiteach**
3. Click the **Licence Agreement** button.

## Key Features

### Split Screen

This is now a standard Easiteach mode, but it is particularly useful for Literacy. It lets you view and edit two pages at the same time - invaluable for modelling and scaffolding writing.

To access this mode, click the **View** button, then click **Split Screen**. The screen divides into two. The page on the left is the one you had open before clicking Split Screen; the page on the right is the next page in the document (if there is no next page, a blank page will be inserted instead).

To view a different page, click either the left or right pane, depending on which you want to change. Then click the number of the page you want to view on the side of the screen. You can use **Go to Next Page** and **Go to Previous Page** within Split Screen.



Note that in Split Screen view you can drag text to copy it from one page to another.

To return to Normal view, click the **View** button, then click **Normal**.

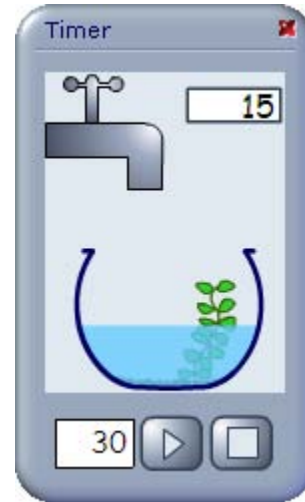


The Literacy tools are located on the Literacy toolbar. Select **Toolbars > Literacy** to display it.

## Timer

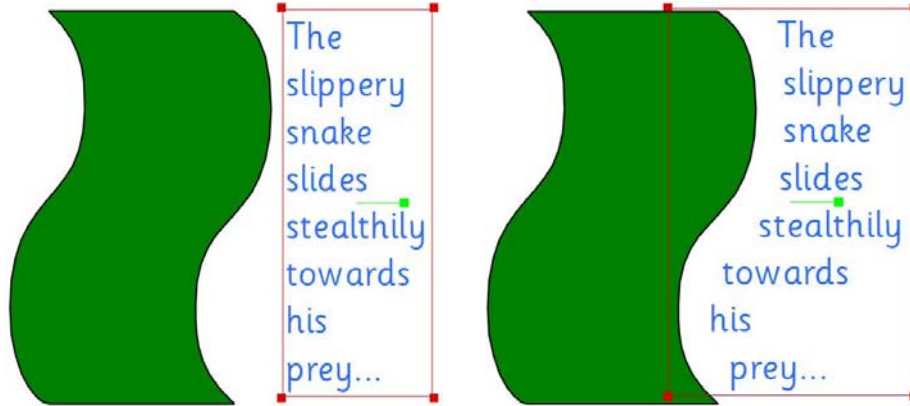
Designed to transform classroom activities into timed games.

Click the **Timer** button to open the Timer window. Enter a time (typically seconds, although this depends on the specification of your computer). Click the **Play** button to start the timer. You can **Pause** the timer during countdown. To continue, press **Play** again. When the timer reaches 0, the **Reset** button is displayed.



## Repel Text

Aligns text with the edge of a line or object. Select text, then click the **Repel Text** button. The text will repel from the lines and objects surrounding it. Moving the text closer to or further away from the line or object maintains the formatting. Note that you cannot put text inside a shape, such as a circle or a star.



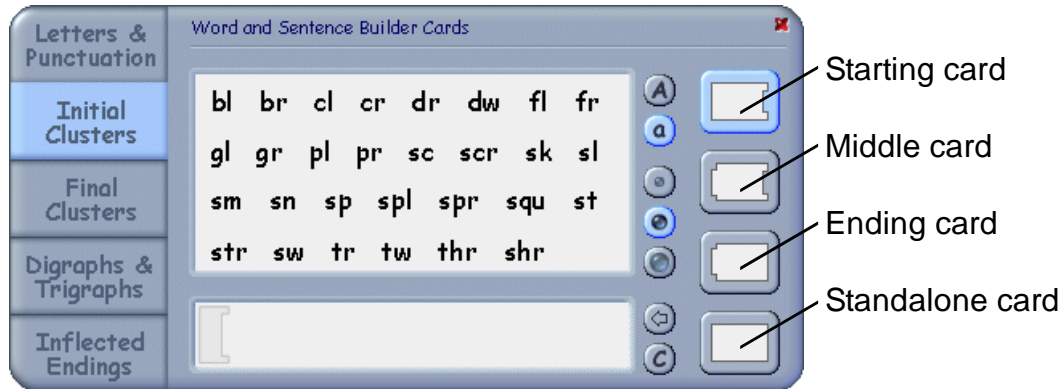
ing

## Word and Sentence Builder Cards

Use these cards to teach phonics, spelling and grammar.

There are four types of card available: starting, middle, ending and standalone. These cards can be filled with predefined text (initial clusters, final clusters, inflected endings, and commonly used digraphs and trigraphs). Alternatively click the Letters & Punctuation tab to insert individual characters, or simply type using the keyboard.

After creating a card, drag it into the Easiteach document. When you have dragged a number of cards into the document, these can be rearranged into words or sentences. The cards will snap together when placed side-by-side.





## Writing Frame Box

After clicking the **Writing Frame Box** button, drag to create a writing frame box. Several boxes can be combined to create a complete writing frame.



To enter text into the box, click the **Edit Mode** button, then click inside the box. If the box becomes full, it will expand to allow you to continue writing. As it expands, all objects below it are shifted further down the page. Note that the box itself is only displayed on-screen; it will not be visible on printouts.

### Writing an argument 1

I think that

because

The reasons for my thinking this are, firstly

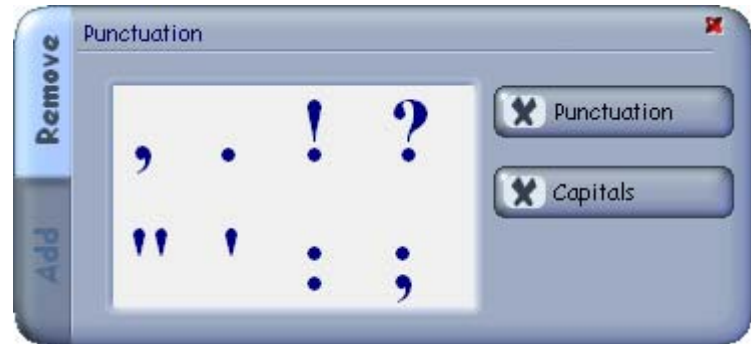
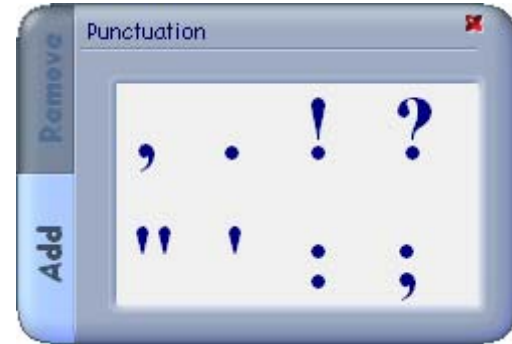
## Punctuation Bank

Opens the Punctuation Bank, which contains the most commonly-used punctuation symbols.

On the **Add** tab, click a symbol to insert it into the text at the caret. Alternatively, drag the symbol from the Punctuation Bank into place.

On the **Remove** tab, clicking **X Punctuation** will remove all punctuation from the current page, or from selected text. Clicking on a punctuation symbol will remove all occurrences of that symbol only.

Clicking **X Capitals** will remove all capital letters from the current page, or from selected text.



## Read Text



Allows you to highlight one word at a time as you read it aloud.

After clicking the **Read Text** button, click a word to highlight it. Clicking another word moves the highlight to that word.

Alternatively, for whole-class choral reading, click the **Read Text** button repeatedly, to move the highlight onto the next word in the sentence, frame or page, without blocking the students' view of the screen.

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## Cloze Underline

Allows you to create a cloze exercise quickly. For example:

The girl ran down the street, singing a song.

After clicking the **Cloze Underline** button, click 'ran' and 'singing' to replace them with an underline. The words are moved to the Word Wallet (see page 13).

The girl \_\_\_\_\_ down the street, \_\_\_\_\_ a song.

Either drag the words from the Word Wallet back to their original location, or type them into the spaces.

The girl ran down the street, singing a song.

After you have added a word to the space, remove the underline by clicking the word again with the cloze tool.

Note: For lesson use the teacher may choose to keep the Word Wallet closed, so as not to reveal the original words to the pupils.

## Word Colour Highlight



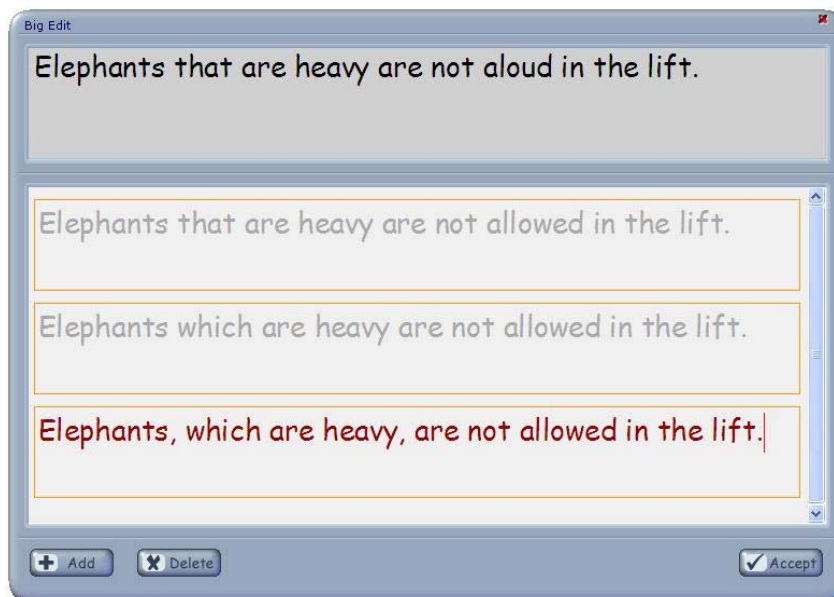
Quickly and easily highlights words. After clicking the **Word Colour Highlight** button, choose from the five possible colours, then click on a word to highlight it. Clicking on the word again removes the highlight.

This allows for quick highlighting of words during whole-class and small-group work. For example, use the blue highlighter to mark all the nouns in a passage, then use the yellow highlighter to mark the verbs.



## Big Edit

Allows you to demonstrate clearly the stages of editing a selected sentence or phrase. After selecting the text to be edited, click the **Big Edit** button. The Big Edit window opens, showing the original text and a copy of that text. Edit the copy of the text, then click **Accept** to accept the iteration. Otherwise click **Add** to create a copy of the iteration, which itself can then be edited. The last iteration can be deleted by clicking the **Delete** button.



## Word Wallet



Opens the Word Wallet, a temporary store containing words and phrases which can be dragged onto Easibook pages. Every Easibook file has its own Word Wallet, which is saved as part of the lesson. It is a useful tool for collecting resources in advance of the lesson.

You can add words or phrases to the Word Wallet by dragging them from the Easiteach document or from a Word Bank. Alternatively type directly into the Word Wallet. By double-clicking on the word you can move or delete it in the Word Wallet. A single click will allow you to edit a word.

Words are also moved to the Word Wallet when you use the Cloze Underline tool.









As well as adding words and phrases, you can also create links to word banks and other resources. To do this, open a word bank (available through **Resources > Word Bank**) and then click **Link** on the Word Wallet.



## Typeface Toolbar

Provides the most commonly-used text formatting functions. When in Edit Mode, either select individual words by dragging over them, or select a whole text box by dragging over it or double-clicking it. Then use the typeface toolbar to apply formatting to the text.



-  Font face
-  Font size
-  Bold
-  Italic
-  Underline
-  Justification (left, centre, right or justified)
-  Line spacing (1, 1.5 or 2)
-  Text effects dialog box, which provides access to more advanced text formatting options

## Getting Support

If you have problems with Easiteach Literacy and you have an RM customer ID number:

- Visit [www.rm.com/support](http://www.rm.com/support), or
- Contact RM Support on **08709 202202** during office hours (Monday – Friday 8 a.m. – 6 p.m.).

RM Part Number: 15B-260

Easiteach Literacy Getting Started Guide v3.

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