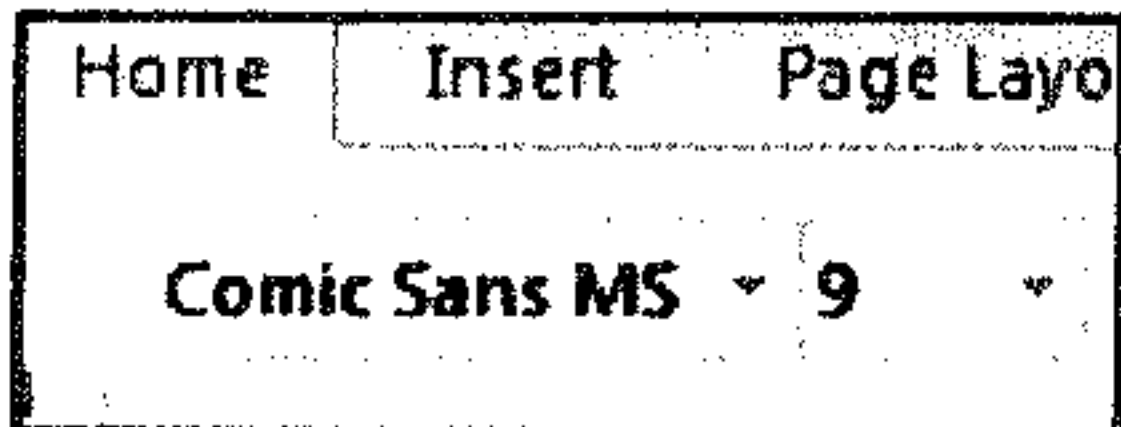

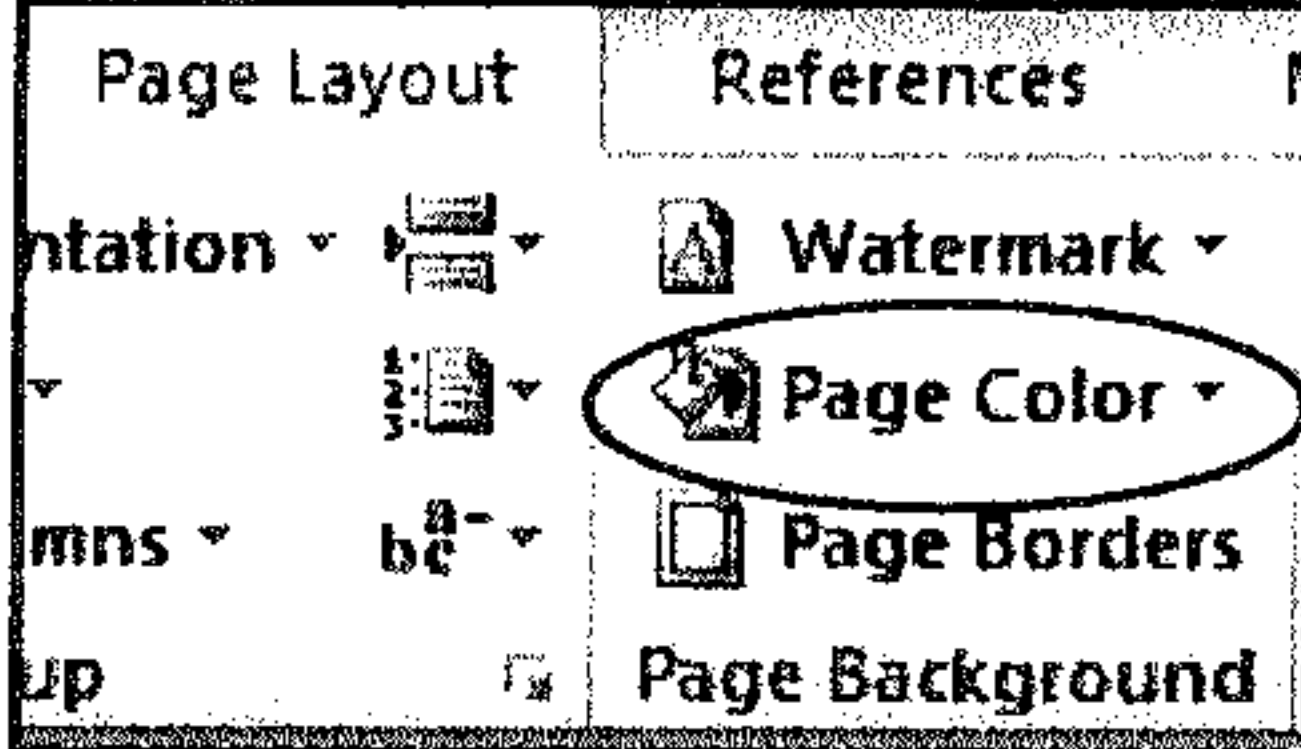

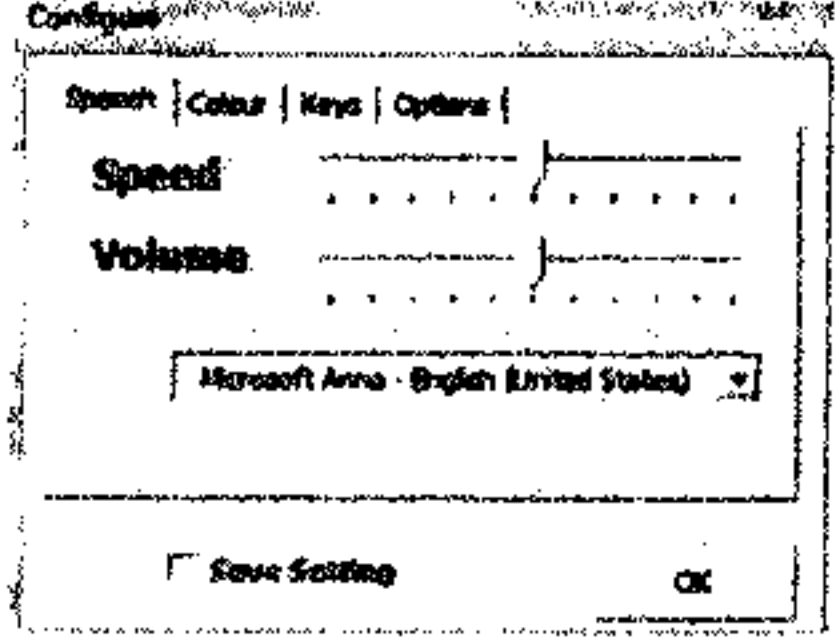



THE ASSISTIVE TECHNOLOGY TOOL BOX YOU DIDN'T KNOW YOU HAD...FOR PARENTS

READING/DECODING TOOLS

1. VISUAL ADJUSTMENTS: So students can interact independently with text

STRATEGY	WHERE TO GET	HOW TO DO IT
<p>Sans Serif Font (those without the "curly endings")</p>	<p>In MS Word:</p> <ul style="list-style-type: none"> • Arial • Comic Sans • Tahoma <p>Not:</p> <ul style="list-style-type: none"> • Times New Roman • Tempus Sans • Curlz 	<p>Students with learning disabilities often have difficulties in interpreting Serif fonts (i.e. Times New Roman) instead choose Arial, Comic Sans or Tahoma. On the Home tab pull down the font type and make your adjustments.</p> 
<p>Colored backgrounds</p>	<p>Plastic overlays or within MS Word</p>  <p>Research has shown that many students work better on colored surfaces.</p> <p>Can you notice a difference?</p>	<p>Click on the Page Layout tab and choose Page color, then the color you want.</p> 
<p>Increase line spacing</p>	<ul style="list-style-type: none"> • MS Word 	<p>Control + 2 = double space Control + 5 = space and a half</p>
<p>Increase word spacing</p>	<ul style="list-style-type: none"> • MS Word <p>On a cold, foggy morning, an army wakes on the banks of a river. A tall soldier named Jim Conkin begins his day by washing his shirt, and rushes back to camp to report a rumor he has</p> <p>On a cold, foggy morning, an army wakes on the banks of a river. A tall soldier named Jim Conkin begins his day by washing his shirt, and rushes back to camp</p>	<p>On the Home tab choose Replace (far right) where it says find what: type in one space, where it says replace with: type in several spaces</p>
<p>2. READ TEXT ALOUD: for those who have a difficult time reading/decoding independently</p>		
<p>Text to speech - words are read aloud as they are highlighted</p>	<p>FREE Text to Speech Programs:</p> <ul style="list-style-type: none"> • www.wordtalk.org.uk • http://www.softpedia.com/get/Office-tools/Other-Office-Tools/DSpeech.shtml • http://www.readplease.com/ <p>Get digital text and copy and paste into MS Word using Wordtalk</p>	<p>Use the Microsoft Word add-in wordtalk.org, with digital text. Click on the P to read paragraphs, S to read sentences. Click on the wrench and adjust the speed of the speech.</p>  <p>Slow the speech by clicking on the wrench and slide the bar- Slower speech is easier to comprehend</p> 
<p>Text to MP3</p>	<ul style="list-style-type: none"> • www.wordtalk.org.uk or • http://www.softpedia.com/get/Office-tools/Other-Office-Tools/DSpeech.shtml 	<p>In Wordtalk: Select your text, click on the speaker tool and choose, convert to MP3. Once done drag this file to an MP3 player.</p> 
<p>Where to get Digital text? - Text to Speech to read them</p>	<p>Copy and paste from internet, etc... Novels:</p> <ul style="list-style-type: none"> • www.bookshare.org free for next 3 yrs.- school will typically initiate the account • http://www.cincinnati.library.org/ 	<ul style="list-style-type: none"> • Bookshare.org- district gets license for eligible students free for next 3 years • Cincinnati Library • Other: public domain • Publishers of texts - on CD

3. CONDENSED TEXT - LESS TEXT - "CLIFF NOTES"

Condensed Text
(i.e. Cliff notes)

Websites:

- www.sparknotes.com
- www.novelguide.com
- www.pinkmonkey.com
- www.bookrags.com
- <http://www.freebooknotes.com>
- www.webenglishteacher.com


- Get from websites listed




Type the name of the book that you want in the search box

The Red Badge of Courage Stephen Crane


Get this SparkNote to go!



book



PDF

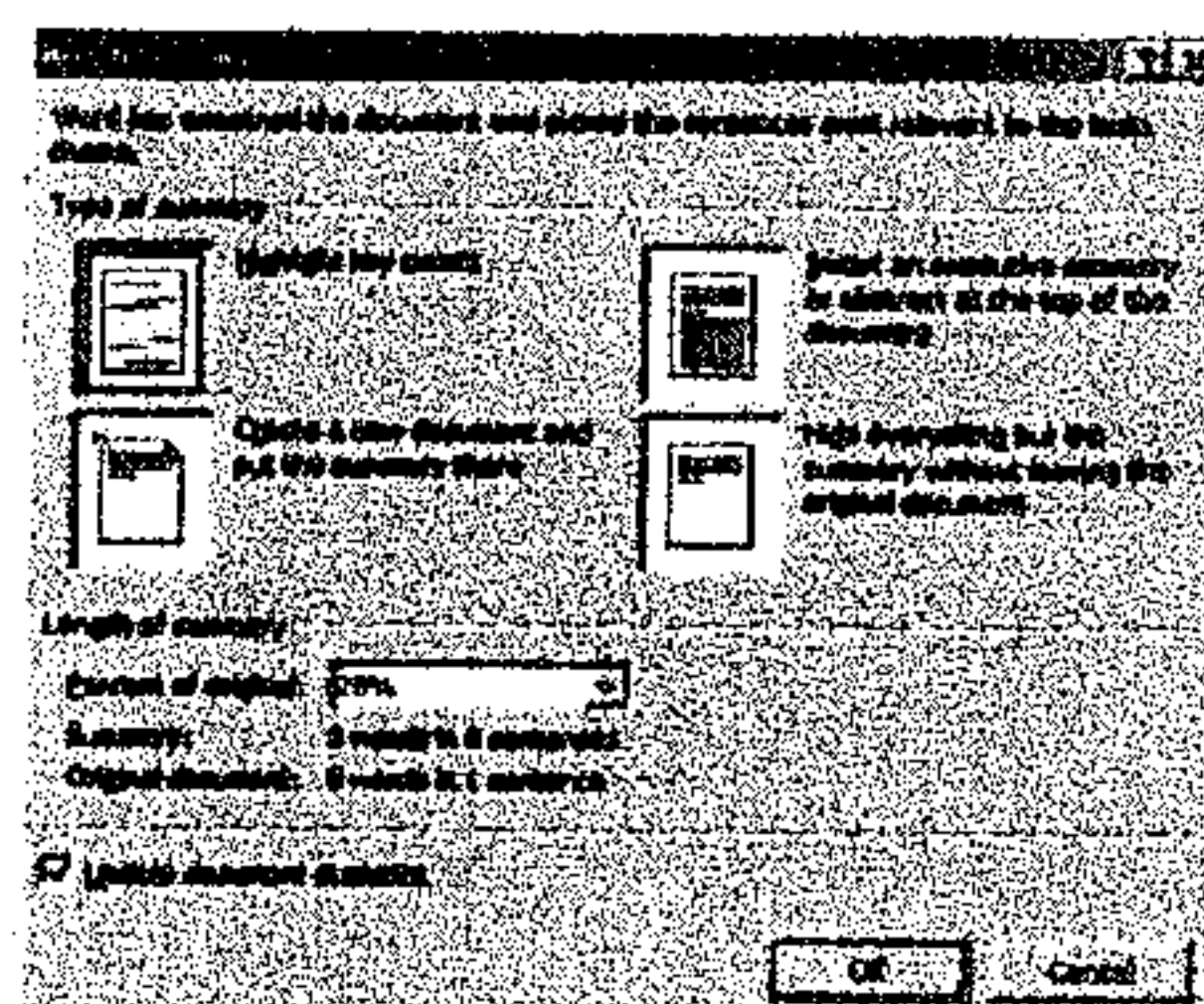


eBook

Table of Contents

- Context
- Plot Overview
- Character List
- Analysis of Major Characters
- Themes, Motifs & Symbols
- Summary & Analysis
 - Chapter I
 - Chapters II-IV
 - Chapters V-VII
 - Chapters VIII-X


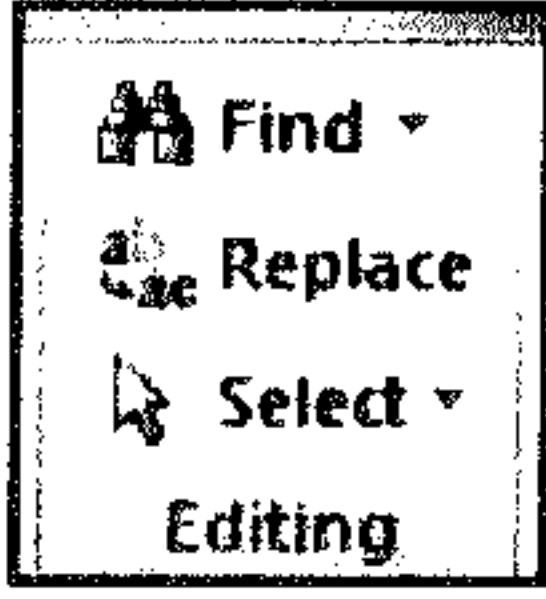
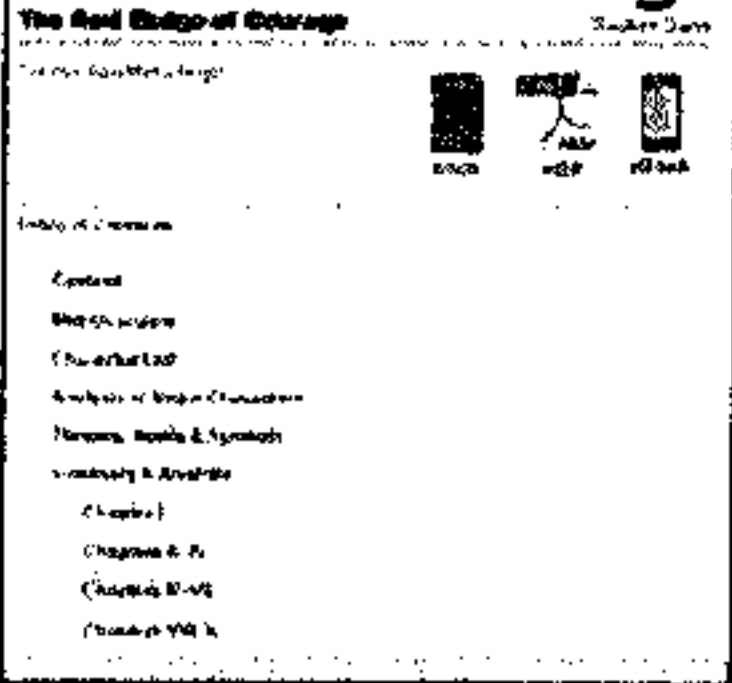
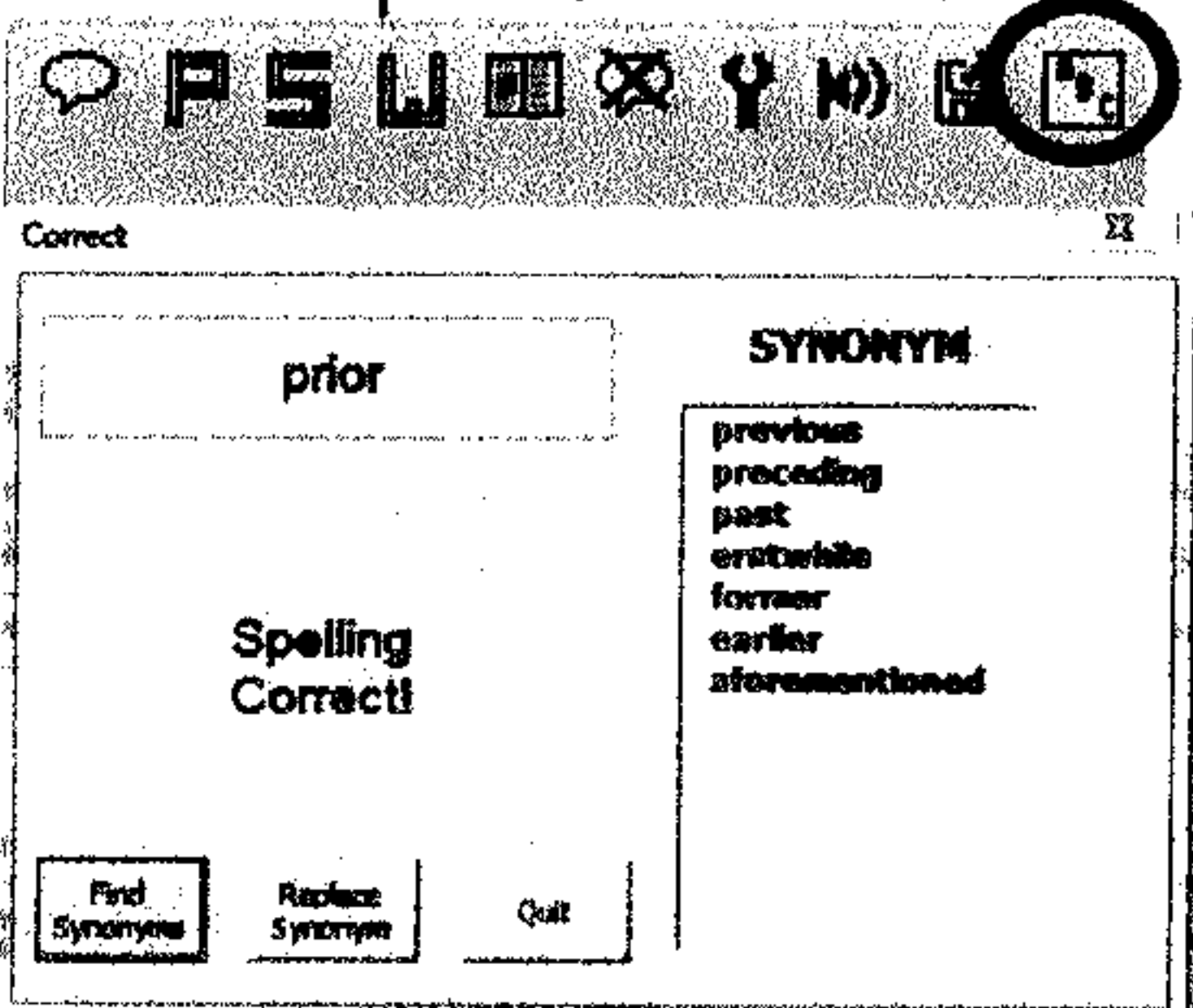
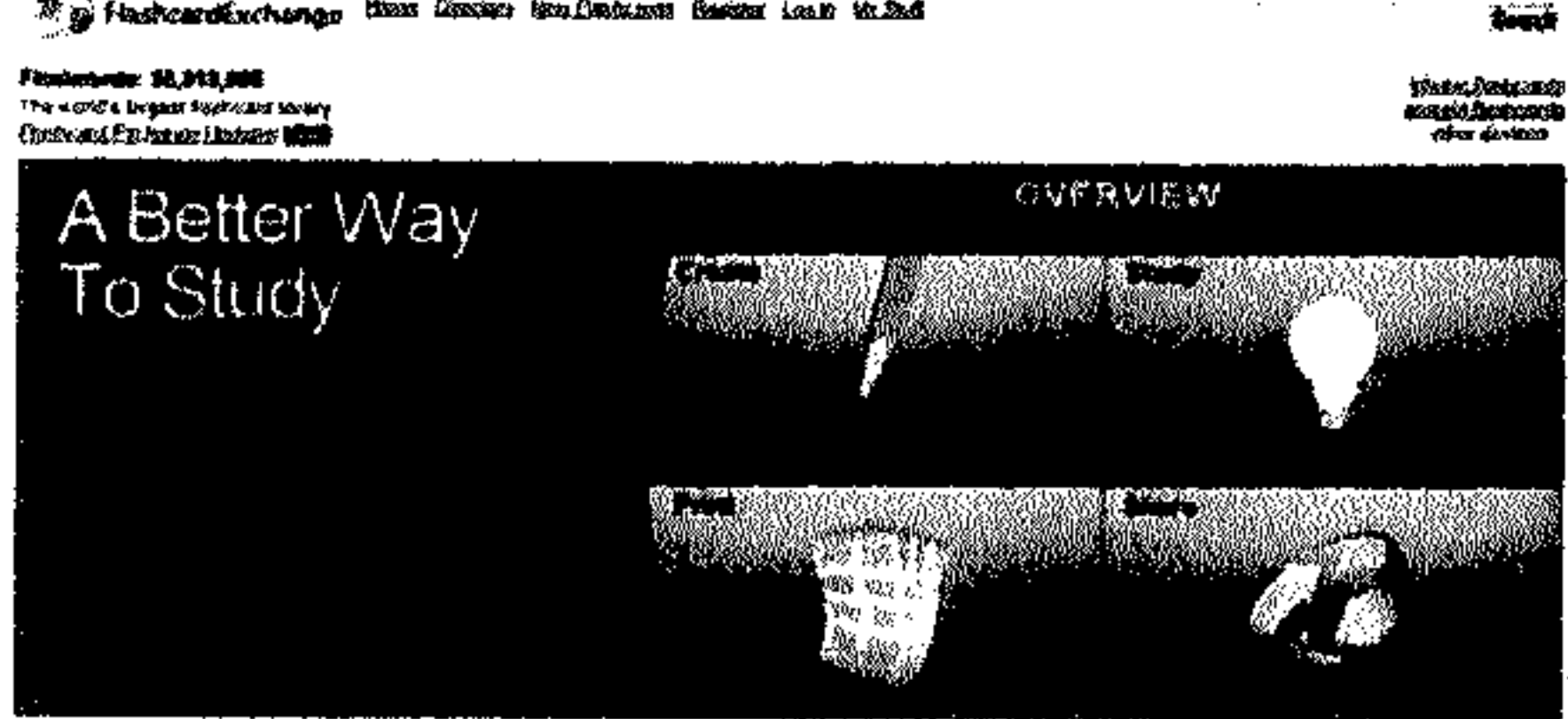
Microsoft Word Auto summarize:

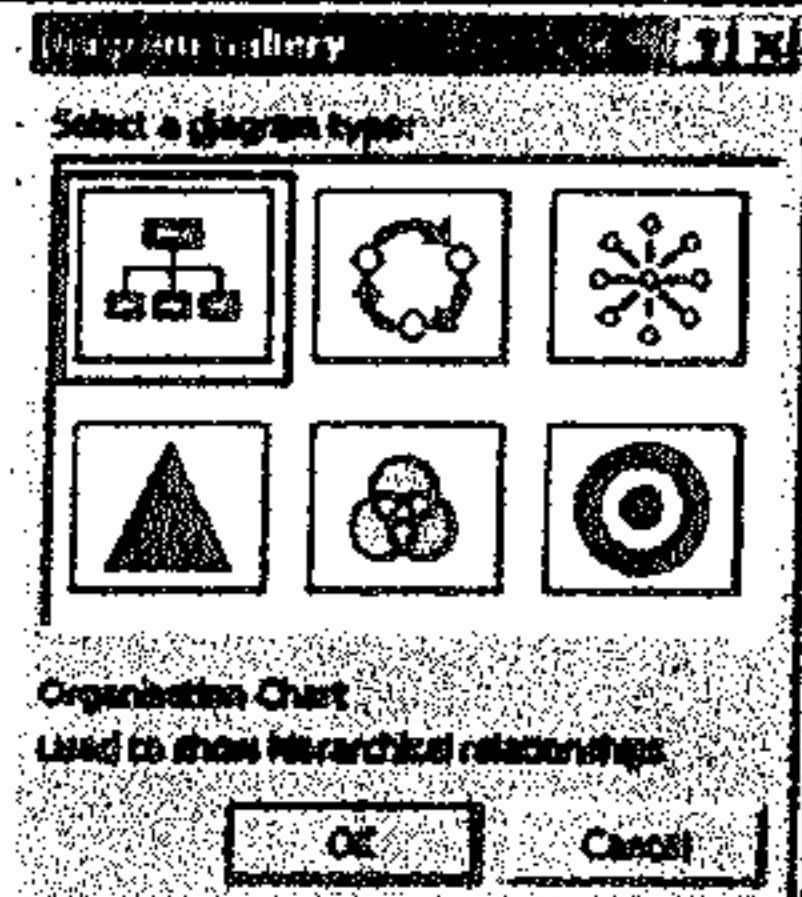
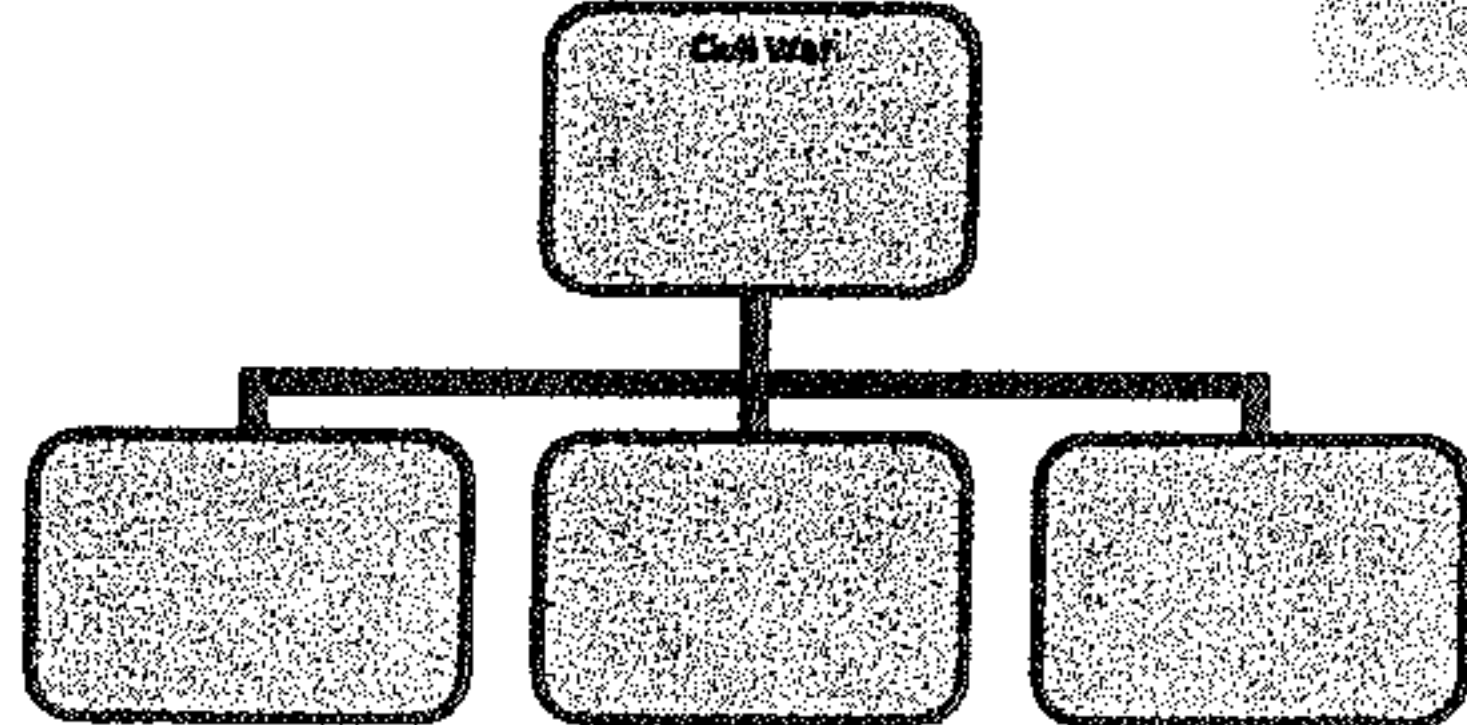
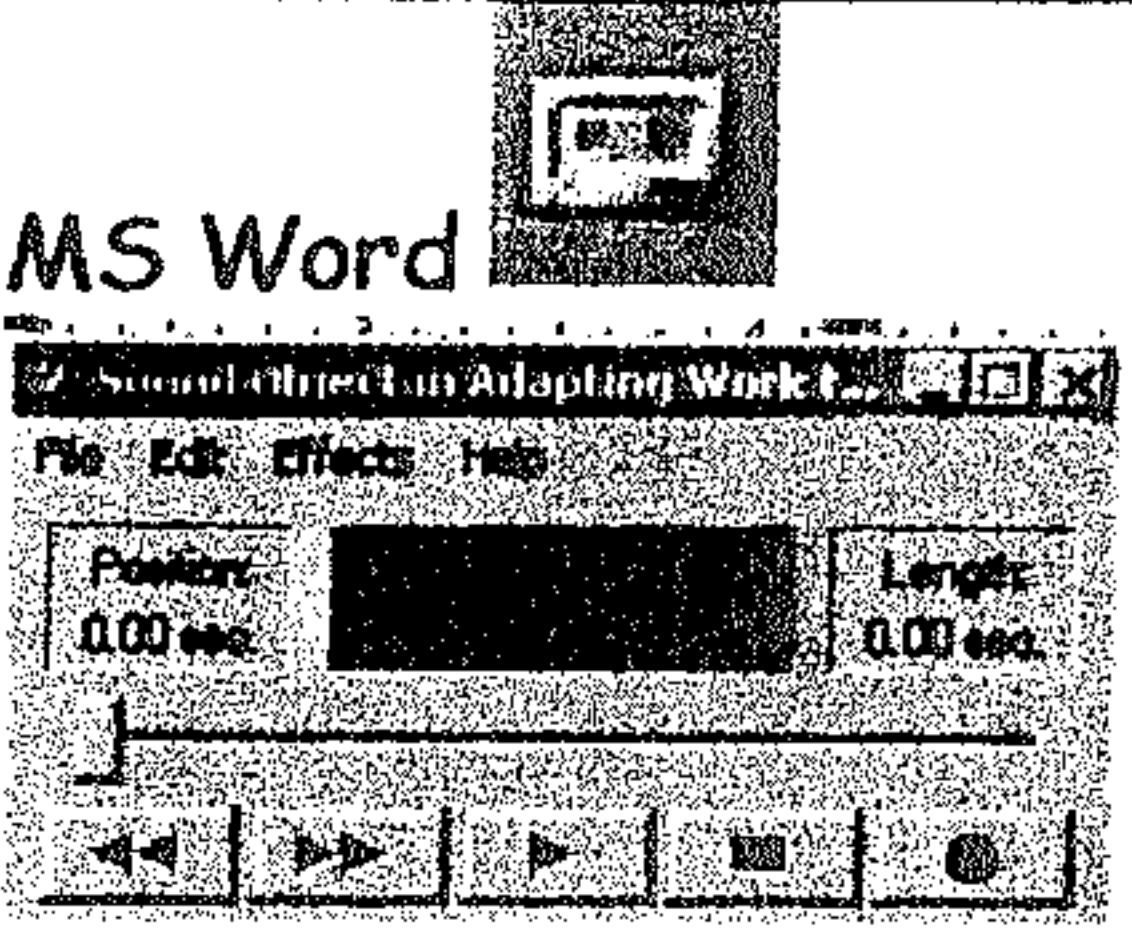
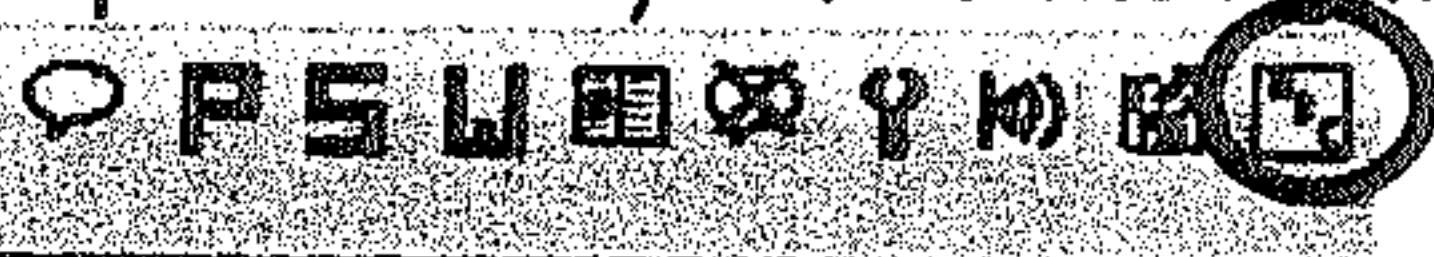
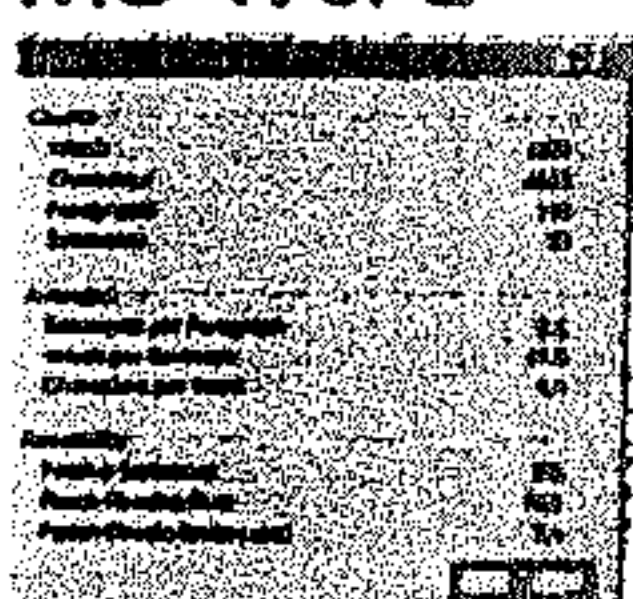


- Create your own with digital text and MS Word Auto Summarize Tool - Click on the **Windows** button in MS Word, Click on **Word Options** (towards bottom), Click on **Customize** (on left), on top where it says popular commands pull down the arrow to **All Commands**. Scroll down and click on **Auto summarize** (left) then **Add** and **OK**. You will now see the icon (page with lightning bolt) in the top custom menu bar. Get your document and select all the text then click on the auto summarize button, specify how much of the document you want (%tage) then click on the button to have it extracted to a new document.

*Not Available in Word 2010

COMPREHENSION TOOLS

STRATEGY	WHERE TO GET	HOW TO DO IT
<p>Bold/Highlight</p> <ul style="list-style-type: none"> • key ideas • directional words (i.e. compare, contrast, explain...) 	<p>Low tech highlighters or high tech in MS Word</p> 	<ul style="list-style-type: none"> • Have students highlight or teacher highlights the key words for directions ahead of time. In MS Word on the Home tab you have a highlighter tool.
<p>Use "find" tools in MS Word to find a concept so that information around it can be re-read, or find an answer to a question</p>	<p>Find tools in MS Word</p>	<p>On the Home tab choose Find (far right) where it says find what: type in your key word - it will go through and highlight where that word is.</p> 
<p>Build Background Knowledge/ Connect to prior knowledge- Use character analysis, plot analysis, summaries BEFORE instruction is taught/read</p>	<p> www.sparknotes.com www.novelguide.com www.pinkmonkey.com www.bookrags.com http://www.freebooknotes.com/ www.webenglishteacher.com </p>	<ul style="list-style-type: none"> • Print information to be read • Copy and paste information into MS Word and use the reading tools to hear it aloud 
<p>Speaking Synonyms - if you aren't sure what one word means find a synonym (one word that means the same) which is often easier to comprehend than a multi word definition.</p>	<p>Text to Speech Program www.wordtalk.org.uk</p> <ul style="list-style-type: none"> • Non speaking synonyms = right click in MS Word 	<p>In Wordtalk: Put your cursor on the word you want to look up, click on the ABC icon then click on Find synonyms. See your choices, click on them to hear them, then choose replace.</p> 
<p>Make some Electronic Flashcards to study information</p>	<p>There are many free flashcard makers on the internet. Here are some to try:</p> <ul style="list-style-type: none"> • http://www.flashcardexchange.com/index.php • http://www.flashcardmachine.com/ • Search for other free flashcard makers 	

WRITING		
STRATEGY	WHERE TO GET	HOW TO DO IT
PREWRITING		
Graphic Organizers	<ul style="list-style-type: none"> MS Word 	Insert Tab to SmartArt   Click to add your text
Voice Recordings - Great to get out all the ideas first - then the student can go back and put into text	<ul style="list-style-type: none"> MS Word 	Click on the Windows Icon then choose Word Options , choose Customize (left), Pull down the command options to All Commands , scroll and find Voice Comment , Press Add then OK . You will see the voice Note tool (looks like a tape) click on it then the red dot and say your message (You will need a microphone). Click on the speaker icon to hear your message *Not Available in Word 2010
EDITING		
Speaking Spell check	Text to Speech Program www.wordtalk.org.uk	In Wordtalk: Put your cursor on the word that is misspelled (red squiggly line) click on the ABC icon to see you choices, click on your choices to hear them. Click on replace when you find the right one. 
Editing - listening to what you write to find your own mistakes	www.wordtalk.org.uk	Speaking spell check, thesaurus, listen to work and edit themselves.
Readability Statistics - grade level materials is written at. Change some words (using synonym feature) and recheck to get a higher grade level.	<ul style="list-style-type: none"> MS Word 	Click on the Windows Icon then choose Word Options , choose Proofing . Under correct spelling and grammar in Word put a check by Readability Statistics . Once you check your spelling the Fletcher Kincaid grade level score will come up.

MATH

STRATEGY	WHERE TO GET	HOW TO DO IT
<p>Put in the problem and the website will solve the problem and show the steps.</p> <p>Great to:</p> <ul style="list-style-type: none"> • Check their answers • See how to solve if they get stuck 	<p>www.webmath.com</p>	<p>From <i>General Kindergarten</i> math all the way up to <i>Calculus...</i></p> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> $\begin{array}{r} 29 \\ + 44 \\ \hline \end{array}$ <p style="text-align: center;">Step #1: To add 2 positive numbers, we just add the individual digits.</p> $\begin{array}{r} 29 \\ + 44 \\ \hline 3 \end{array}$ <p style="text-align: center;">Step #3:</p> </div>

Recipe for Success: Adapting work for All Learners

Ingredients:

1 - Digital Text

$\frac{1}{2}$ - $\frac{3}{4}$ - Condensed Text

1 - Colored Background

3 - Spaces between words

1 $\frac{1}{2}$ - Spaces between lines

1 - Tahoma Font

Sprinkle heavily with adjusted Vocabulary and embedded definitions

Directions:

1. Get the Digital Text

a. Textbooks:

i. www.bookshare.org

ii. www.ciasm.org

iii. From the manufacturers of the textbook

b. Novels

i. www.bookshare.org

ii. Condensed sites for Novels:

1. www.sparknotes.com

2. www.pinkmonkey.com

3. www.novelguide.com

4. www.bookrags.com

2. Condense the text using Auto Summary tools (MS Word if not already a condensed text)

3. Find challenging vocabulary and either:

a. Change it to a simpler word (use the right click thesaurus) or

b. Embed a definition of the word (i.e. "feud is a argument or fight between people")

c. Shorten long complicated sentences, eliminate figurative language.

4. Edit the text

a. More spacing between words (Replace- Home Tab (Windows); Edit Menu- Replace (Mac)

b. More spacing between lines (Home tab (Windows); View Menu to Formatting Palette- Alignment and Spacing (Mac)

c. Less on a page

d. Colored background (Page Layout Tab (Windows); Format Menu-Background (Mac)

e. Sans Serif Font (i.e. Arial, Tahoma, Comic Sans)

5. Highlight the key ideas/signal words (i.e. circle, define, give 3 reasons) for the student

a. Use the highlighter tools (Home tab-(Windows); View Menu - Toolbars - Formatting (Mac)

6. Do a Readability check (Windows button-Word Options-Proofing- check grammar with spelling and check show readability statistics- Do a spell check (Windows);Word Menu-Preferences-Authoring & Proofing - Spelling and Grammar- check grammar with spelling - show readability statistics- Do a spell check (Mac).

Note: you may need to go back and adjust more of the vocabulary to get the reading level down.