

StandardWriter® Software
Create great rubrics and product guides in a flash.

**The Curriculum Project
PMB 141
3300 Bee Cave Rd.; #650
Austin, TX 78746**

**www.CurriculumProject.com
800.867.9067**

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Installing StandardWriter® 2

System Requirements

StandardWriter® can be installed on computers running Windows '98 or above, or on Macintosh computers with OSX 10.1.3 or higher (with Java 1.4 or higher). See your licensing agreement for details about product rights. StandardWriter 1.6 is still available for Macintosh computers running 7.0 – 9.0; call us for details.

To install StandardWriter on a Windows computer follow these steps:

1. Insert CD into CD drive.
2. Double click on My Computer, CD drive, StandardWriter CD, and StandardWriter Install.exe.
3. Click next.
4. Choose the State Standards that you wish to install into StandardWriter by placing a check in the appropriate box.
5. Click install and click done.
6. The first time you launch StandardWriter, you will be prompted to enter the registration code which is attached to the CD packaging.

To install StandardWriter on a Mac OS X computer follow these steps:

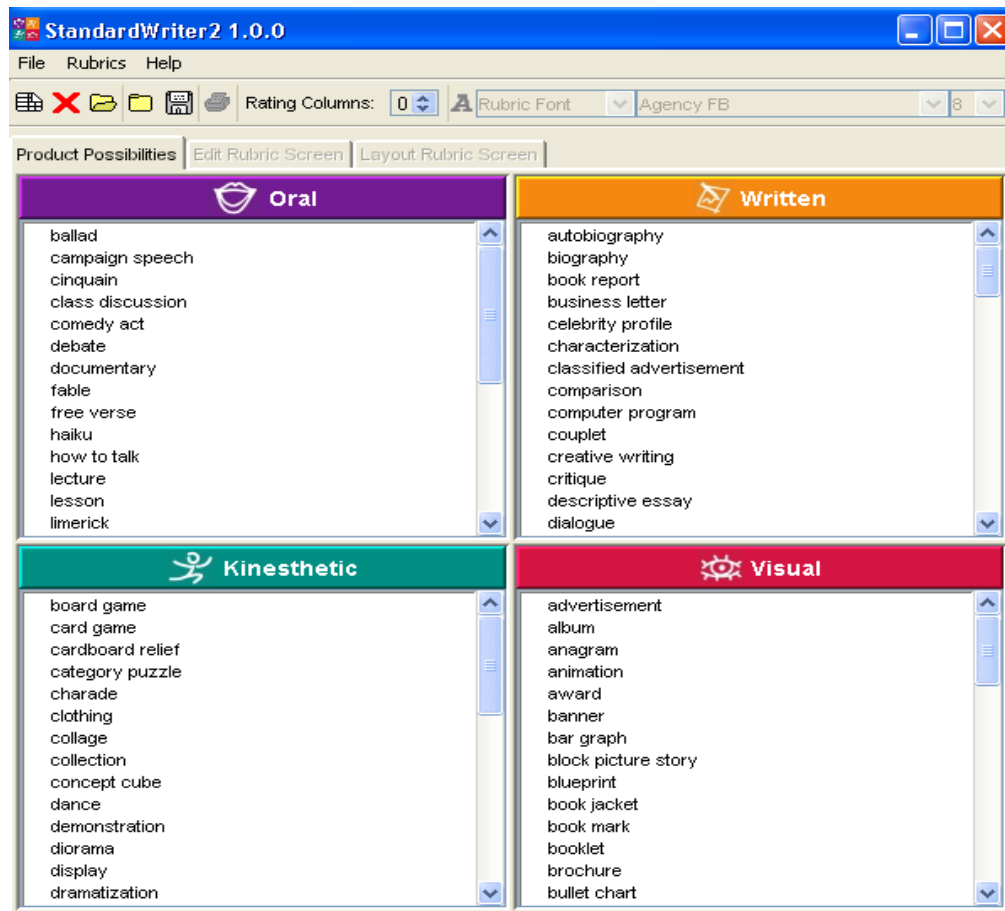
1. Insert CD into CD drive.
2. Double click on the CD image and StandardWriter Installer.
3. Choose the State Standards that you wish to install into StandardWriter by placing a check in the appropriate box.
4. Click next and install.
5. The first time you launch StandardWriter, you will be prompted to enter the registration code which is attached to the CD packaging.

Welcome to StandardWriter®

StandardWriter® makes it easy for teachers to develop custom rubrics and product guides that help students soar. StandardWriter is so easy to use that you will be writing successful achievement standards for students in minutes. It is a powerful, friendly package that will walk you through the creation of rubrics and product guides in a step-by-step fashion. It has hundreds of performance standards built in that have been field-tested by thousands of teachers over the past ten years. Just point and click.

Getting Started

StandardWriter software offers hundreds of product ideas and lists of suggested standards in four modalities, to help you to create rubrics and product guides for your classroom. Choose from these lists, or add your own products and use our modality specific parts and attributes to build clear, effective tools for authentic assessment.



There are various menus, pop up dialog boxes, and buttons that are only available at specific times in the rubric creation process. Functions that are not accessible from an individual screen will appear grayed out in the menus.

Menus, Buttons and Tabs

Menus

The screenshot shows the StandardWriter 2.1.0 application window with three menus open: File, Rubrics, and Help. The File menu includes options like 'New Product', 'Open Rubric', 'Close Rubric', 'Delete Product', 'Page Setup...', 'Save Rubric', 'Save Rubric As', 'Save As Zipped Rubric', and 'Open Zipped Rubric'. The Rubrics menu lists several rubric titles. The Help menu includes 'About' and 'System Info'. Callout boxes provide descriptions for each menu.

File Menu: Create new product names, open, close and save rubrics. Change the page set-up and the directory for saving rubrics. Save and open zipped rubrics to facilitate emailing.

Rubrics Menu: Lists rubrics that are currently open.

Help Menu: StandardWriter and system information.

Buttons

The screenshot shows the toolbar of StandardWriter 2.1.0. Callout boxes describe the functions of several icons: a grid icon for creating new products, a red X icon for deleting products, a folder icon for opening and closing rubrics, a printer icon for printing, and a font icon for adjusting fonts.

Create a new product name on the Product Possibilities Screen.

Delete a product or rubric from the Product Possibilities Screen

Open & close rubrics.

Print, add rating columns, change fonts – all to be accessed during the rubric writing process.

Tabs

The screenshot shows the tabbed interface of StandardWriter 2.1.0. Callout boxes describe the functions of the three tabs: Product Possibilities, Edit Rubric Screen, and Layout Rubric Screen.

Product Possibilities: Lists of products and rubrics in four modalities.

Edit Rubric Screen: Create rubrics using parts and attributes bank provided.

Layout Rubric Screen: Adjust fonts, color, bullets and page setup.

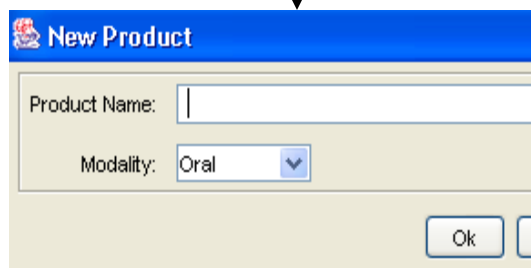
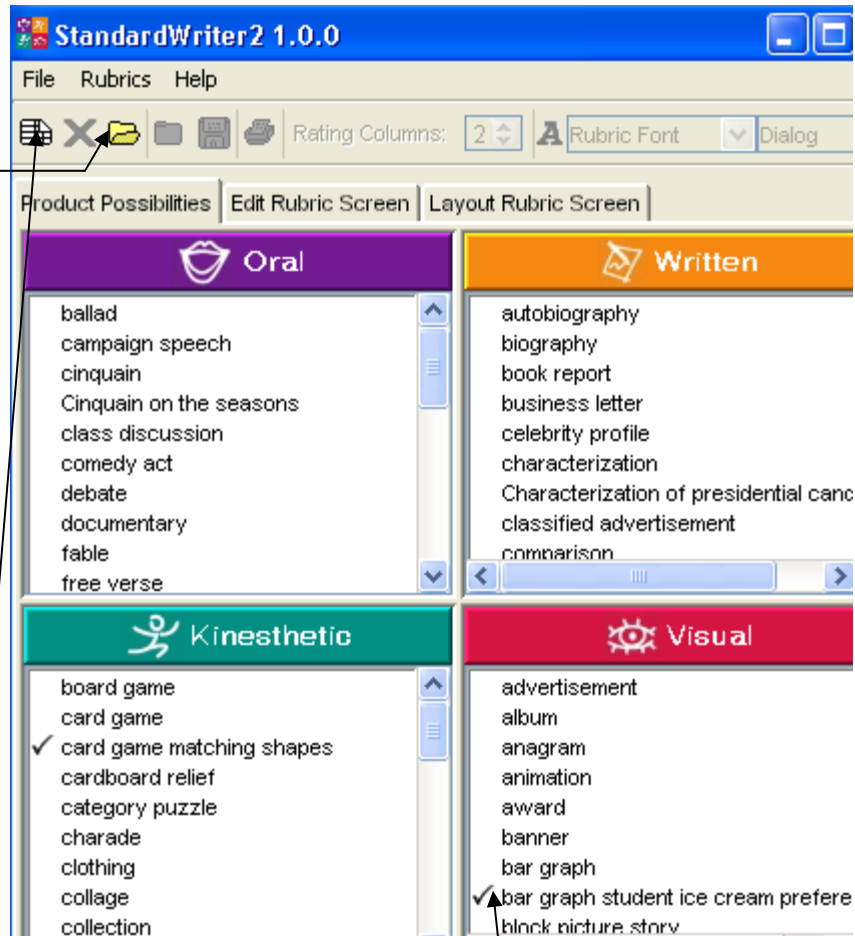
The Product Possibilities Screen

On the **Product Possibilities Screen (PP)** you can create new product names, open, close and save rubrics, change the page set-up and the directory for saving rubrics, and save and open zipped rubrics to facilitate emailing.

Highlight a product name and double click, choose the **Open Rubric** button, or choose “Open rubric” from the File pull down menu to begin creating a new rubric on the Edit Rubric Screen.

The **red X** button and “Delete Product” File pull down option will delete the highlighted product or rubric from the list, permanently.

The **Create a New Product Name** button will bring up a dialog box to enter a custom product name and to choose its modality. Enter a new product name, click on **OK** and the new product will now be part of the alphabetical list, of the modality chosen.

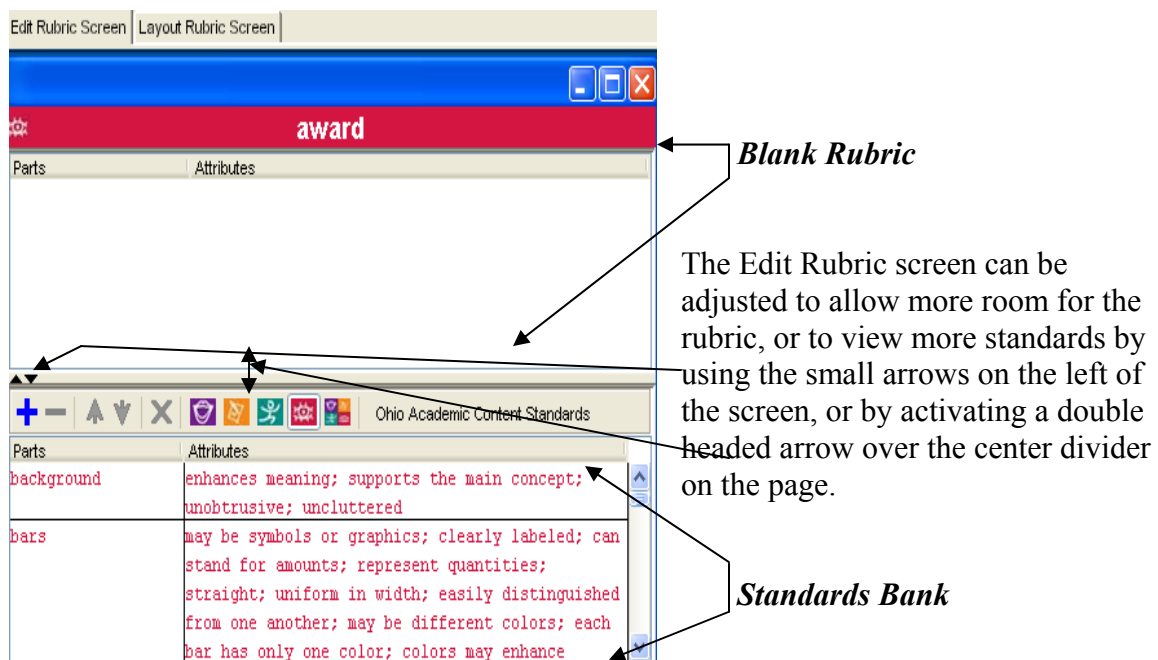


Rubrics that have already been created will display on the Product Possibilities Screen with a check mark beside their name.

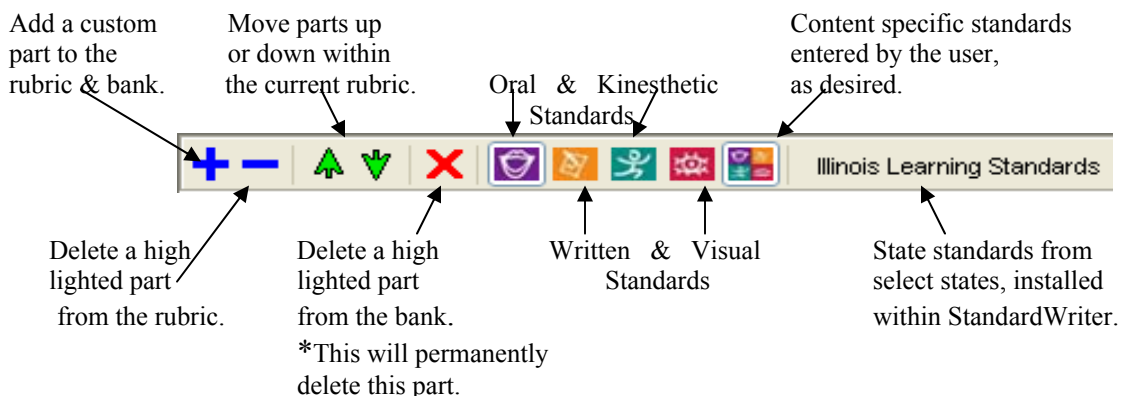
The Edit Rubric Screen

Rubric Construction

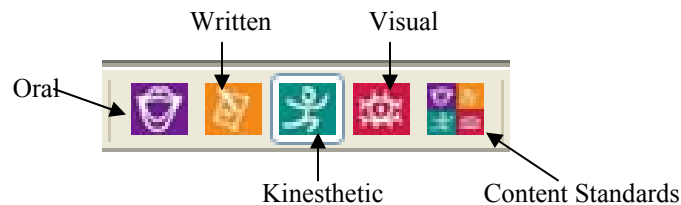
Choose a product from the PP screen and the **Edit Rubric Screen** will open with a blank rubric at the top of the screen, and the Standards Bank at the bottom. Choosing one of your already created rubrics (noted by a check mark on the PP screen) will open that rubric. The Standards Bank in StandardWriter consists of hundreds of modality specific parts and corresponding attributes, to assist you in writing clear, concise performance standards.



A tool bar specific to the Edit Rubric Screen offers options for the modality of the standards that are viewed, as well as various functions to add, delete and arrange parts and attributes.



When you choose a product from one of the four modality lists on the Product Possibilities Screen, the **Edit Rubric Screen** opens, and the **Standards Bank** at the bottom of the screen lists suggested parts and attributes for that modality. To view standards from additional modalities, simply click on oral, written, visual or kinesthetic on the center bar of the screen and those standards will be added to your current bank.



award	
Parts	Attributes
background	enhances meaning; supports the main concept; unobtrusive; uncluttered
graphics and illustrations	captures the viewer's attention; shows interesting or important information; shows evidence of organizational structure; used sparingly; uncluttered; colorful
<div style="border: 1px solid gray; padding: 5px;"> + - ↑ ↓ × Illinois Learning Standards </div>	
background	enhances meaning; supports the main concept; unobtrusive; uncluttered
bars	may be symbols or graphics; clearly labeled; can stand for amounts; represent quantities; straight; uniform in width; easily distinguished from one another; may be different colors; each bar has only one color; colors may enhance meaning
circles	overlapping to show common elements; enough circles for the fields of information; proportional; large enough to hold all information in easy-to-read print size; round; distance from center of page shows level of importance

Content Standards are those that clarify the portions of the rubric related specifically to the current topic being studied. A rubric established for a timeline on presidents may specify particular content related data that is to be included in this assessment while a rubric on the timeline of air travel would have different content requirements.

Adding Parts and Attributes

To add parts and attributes to your rubric, double click on a part from the Standards Bank at the bottom of the Edit Rubric Screen.

A dialog box for that part will open, and the part will also be placed in the rubric that you are building.

The screenshot shows the 'award' rubric editor interface. At the top, there is a red header with the word 'award' and a gear icon. Below this is a table with two columns: 'Parts' and 'Attributes'. The table contains three rows:

Parts	Attributes
background	enhances meaning; supports the m
graphics and illustrations	captures the viewer's attention; information; shows evidence of o; uncluttered; colorful
title	indicates the overall topic; pla of every word is capitalized; en distance; concise; descriptive

Below the table is a toolbar with icons for adding (+), removing (-), moving up/down, deleting (X), and other functions. The text 'Illinois Learning Stand' is visible on the right side of the toolbar.

Below the main interface is a dialog box titled 'Edit title'. The dialog box has a title bar with a close button (X) and a maximize button. The main area is titled 'Edit Attributes' and contains a list of attributes with checkboxes:

- indicates the overall topic
- represents the main point
- summarizes the main concept
- placed at the top of the page
- first letter of every word is capitalized
- names a familiar, important thing
- names a familiar process
- engaging or "catchy"
- appealing
- gets the reader's attention

At the bottom of the dialog box, there are buttons for 'Move Up', 'Move Down', 'Select All', 'Deselect All', and 'Delete'. Below these buttons is an 'Add Attribute:' field with an 'Add' button. At the very bottom of the dialog box is a 'Done' button.

In the dialog box, use the **Select** or **Deselect All** buttons, or click in the box to the left of each individual attribute to add those attributes to the part that is in the rubric.

If you would like to add attributes to this part, simply type them into the "Add Attribute" field and click on the **Add** button after each one. This attribute will then display with this part from your Standards Bank whenever you select it. Use the **Move Up & Move Down** buttons to rearrange your attributes.

Adding Custom Parts & Attributes

To add a part to the standards bank and your current rubric, click on the + button and an



Input

Please enter the part name.

animal skit costumes

OK Cancel

“Input” dialog box will appear for you to enter the name of your custom part. Enter a descriptive name and click on **OK**. A dialog box for you to enter custom attributes for the new part, will appear next.

Edit animal skit costumes

Edit Attributes

colorful

simple

descriptive of animal being played

leaves face uncovered

can fold to fit in backpack

Move Up Move Down Select All Deselect All Delete

Add Attribute: Add

Edit Part

Part Name: animal skit costumes Change Name

Modality: Kinesthetic

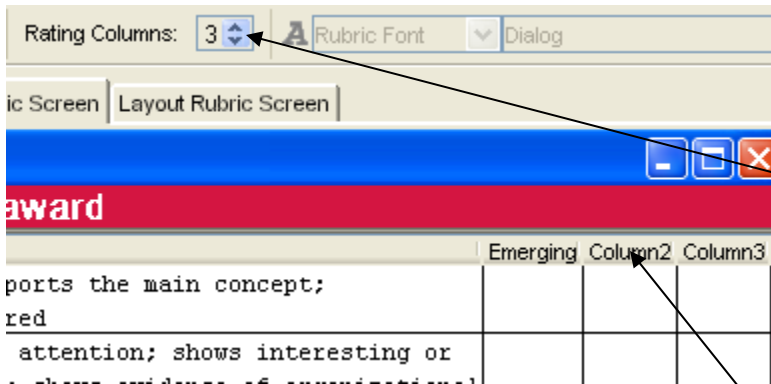
Done

Click on the small arrow in the middle of the screen to expand the dialog box to show a bottom portion for finalizing the part name and modality (shown here), or collapse the view to just show the add attribute section.

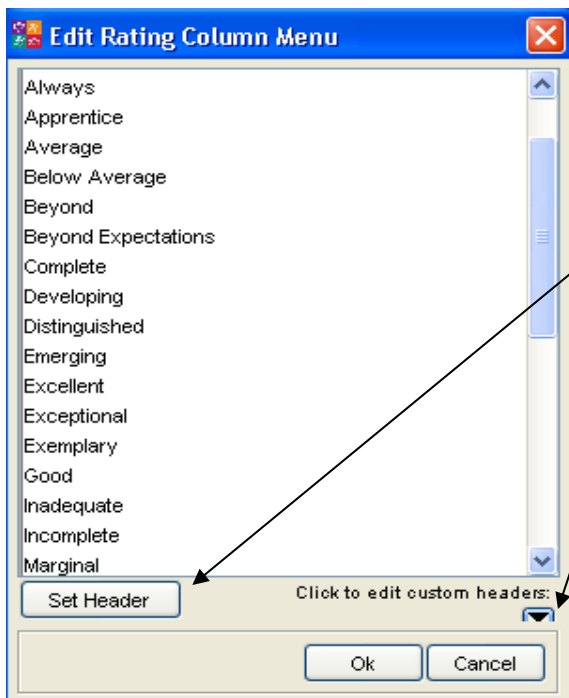
Your new part will automatically be added to the standards list for the modality of the rubric that you are working on. If you prefer to include this part under a different modality, simply use the arrow next to the modality field to make your choice.

When you are finished adding attributes, and have finalized the new part name and modality, select which of the newly added attributes you would like in this particular rubric by using the **Select** or **Deselect All** buttons, or by clicking in the box to the left of each individual attribute. Click on **Done**, and the completed standard will now be a permanent part of the standards bank for the modality chosen. The part will have also been added to the rubric that you are currently working on with the attributes that you have just chosen.

Rating Columns



As the rubric progresses, Rating Columns can easily be added and changed. Using the “Rating Columns” arrows, choose from 0 – 6 columns.

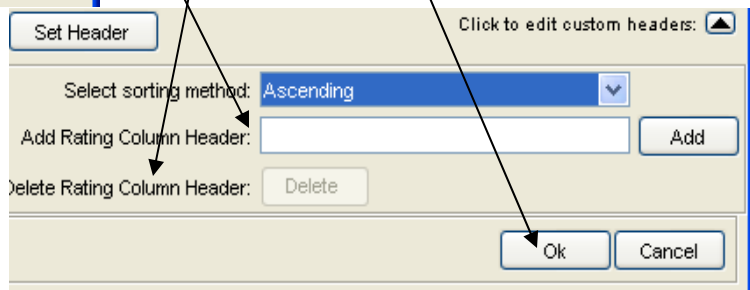


Once the number of columns is chosen, double click on a column header to open a dialog box with a list of ideas for column names.

Highlight a word, and click on the **Set Header** button, or double click on your choice, to put that word into the column header of your rubric. Repeat this procedure for each column you have created.

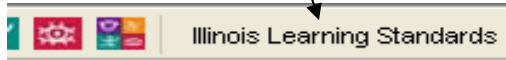
Click on the arrow in the middle of the screen to expand the dialog box to change how the list is sorted, add your own column headers, or delete some of the existing list. Click **Ok** when finished.

Column header names must be created on the Edit Rubric Screen, but the width of columns can be adjusted on the Layout Rubric Screen.



Selecting Related Standards

On the **Edit Rubric Screen**, in the center bar, the State Standards that you chose on installation will be named. Click on this button and a detailed dialog box of your State's Standards will open.



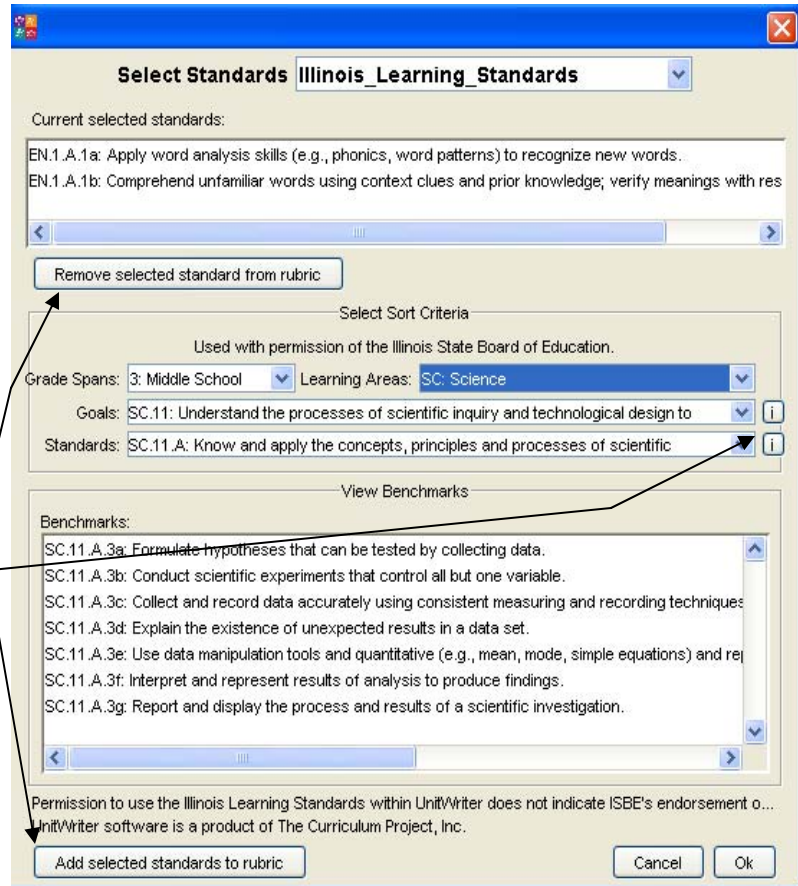
Begin by selecting a grade span, learning area, goal and standard, to easily sort and select

benchmarks. *The following example is from the Illinois Learning Standards, each state uses different terminology for their standards: goal, objective, strand, indicator, benchmark, organizer, etc.*

For each Goal and Standard that you select, Benchmarks will be listed at the bottom of the page. Highlight the Benchmark that you would like to include and click the **Add Selected Standards to Rubric** button. The standard will appear in the "Current Selected Standards" field at the top of the page.

Clicking on an "i" button next to a field, will allow the full text of that field to be viewed.

You can also remove standards from the rubric by highlighting an added standard and clicking the **Remove Selected Standard** button.



reviews selected arguments for and against the position
describes responses to a conflict or challenge
identifies incongruities in opposing arguments

EN.1.A.1a Apply word analysis skills (e.g., phonics, word patterns) to recognize new word
EN.1.A.1b Comprehend unfamiliar words using context clues and prior knowledge; verify

Once a benchmark (or two) is selected, the code and text for the Benchmark is entered at the bottom of the rubric, on the **Layout Rubric Screen**.

Visit our web site (www.CurriculumProject.com) to find out which other state's standards are installed with StandardWriter.

Layout Rubric Screen

The **Layout Rubric Screen** is a new feature of StandardWriter 2. It is on this screen that you will finalize the “look” of your printed rubric.

The screenshot shows the 'Layout Rubric Screen' interface. At the top, there are controls for 'Columns: 3', 'Rubric Font' (set to 'Dialog'), '12' (likely font size), and 'B I' (Bold and Italic buttons). A 'Bullets' dropdown menu is also visible. Below these are several font style options: Rubric Font, Part Font, Attribute Font, Header Font, and Standards Font. A 'Choose a font color' dialog box is open, showing a color palette and a preview area. A 'Bullets' dropdown menu is also shown with various bullet options. Callouts provide instructions: 'Bold or italicize.' points to the B and I buttons; 'Reveal or hide the column width slide bar.' points to a slider; 'Choose a part of your rubric to adjust.' points to the font style dropdown; 'Change the style of the font.' points to the font name dropdown; 'Add some color.' points to the color dialog; and 'Add bullets next to the attributes in your list.' points to the Bullets dropdown.

Spell Check

The 'Spell Check' dialog box shows a text input field with 'wronge spellingg'. Below it is a list of suggested corrections: 'wronged', 'wrong', 'wrongs', and 'wrangle'. On the right side, there are buttons for 'Ignore', 'Ignore All', 'Add', 'Change', and 'Change All'.

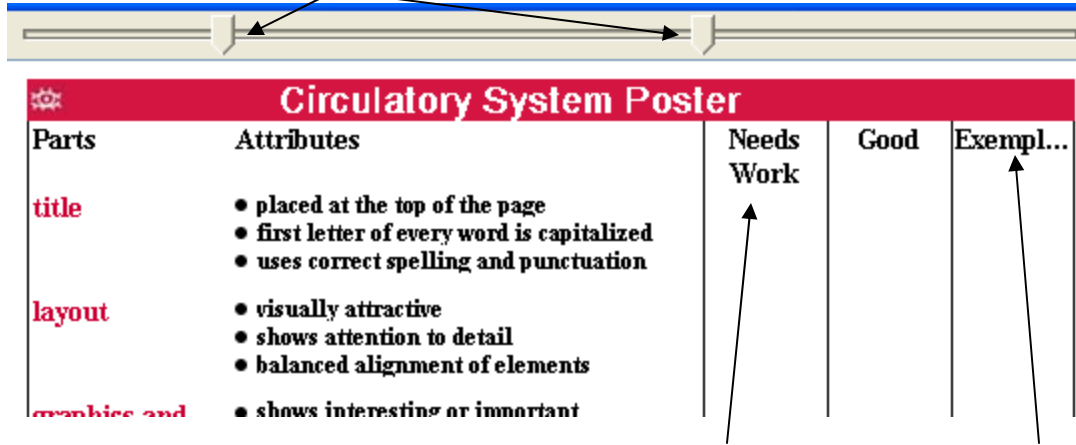
Spell Check is an automatic function in StandardWriter. Errors are picked up as you attempt to add them to your rubric.

Printing

The screenshot shows a toolbar with icons for file operations: a document with a red X, a folder, a save icon, and a print icon. A callout box explains that the print icon is activated on this screen, while others are grayed out.

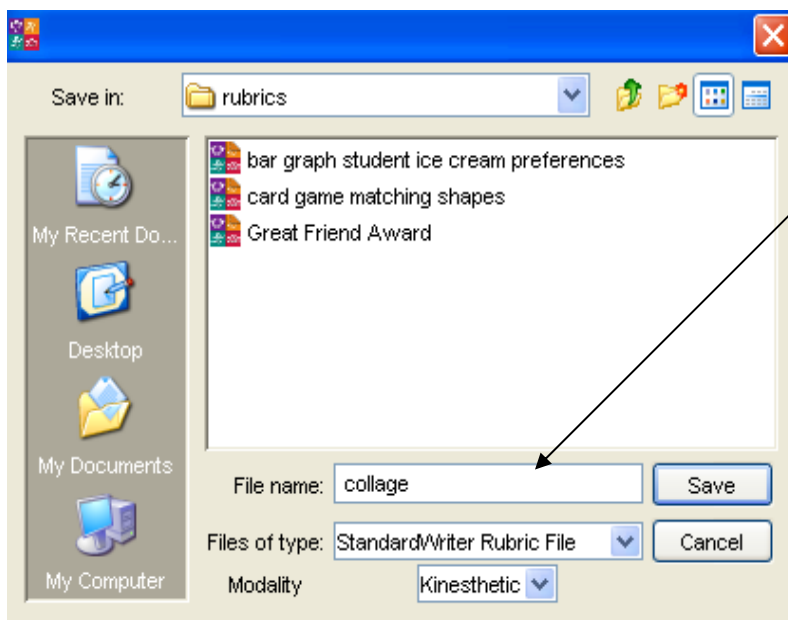
Rubrics are printed from the Layout Rubric Screen. The **Print** button is activated on this screen, where it has been grayed out on others.

A finished rubric can be as bold and colorful as you choose. Column width can be adjusted on this screen, but to change the column headers you must return to the Edit Rubric Screen.



Text in each column, and the headers, will wrap after a complete word, or will truncate within a word. What you see on the screen, is how the rubric will print.

Completing the Process: Name and Save



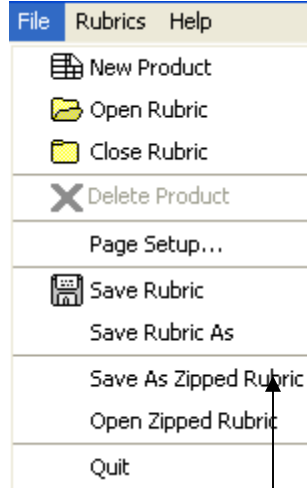
To **Save** your rubric, click on the **Save** button, or choose “Save” from the File pull down menu. The first time that you save a newly created rubric, you will be asked to name your work.

We suggest that you add a few descriptive words to the name of the original product to help to identify similar rubrics used in different lessons, or subjects.

The **Save As** option in the File pull down menu allows you to save a rubric to a different location, or with a different name. Having created a great rubric for a science poster, if you add and change some of the parts of that poster to develop a rubric for a social studies poster and click on **Save As**, you will have two rubrics in your Product Possibilities list – the original, and the newly revised.

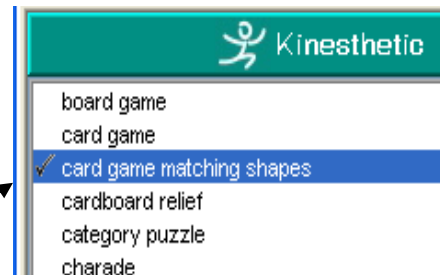
Saving & Opening Zipped Rubrics

Saving as a Zipped Rubric



StandardWriter 2 has a unique feature that allows you to “zip” a rubric, to protect the file during emailing. Many servers will inadvertently corrupt files from programs that they do not recognize, and our new zip feature will prevent this from happening.

This process is begun on the Product Possibilities Screen. The rubric must have first been named and saved before it can be “zipped.” Click on the rubric that you would like to “zip” and it will be highlighted.

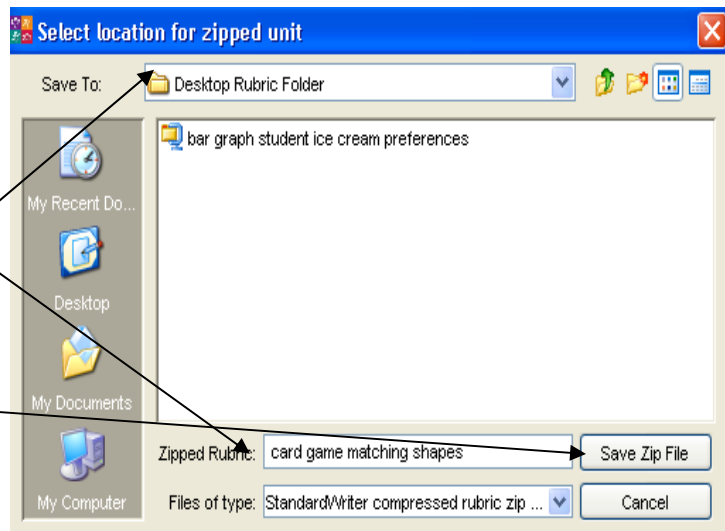


In the file pull down menu, choose **Save as Zipped Rubric**.

A dialog box opens to “Select location for zipped rubric.”

The rubric that you selected will be in the “Zipped Rubric” field at the bottom of the dialog box.

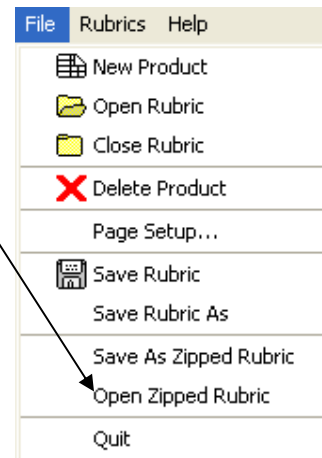
Navigate within the “Save to” field at the top of the dialog box to a location of your choice, or to the desktop. Click on the **Save Zip File** button at the bottom of the dialog box.



Your unit will now appear in a zipped format at the location of your choice. It is ready to be attached to an email, and, because it is zipped, it will not be corrupted by an email server.

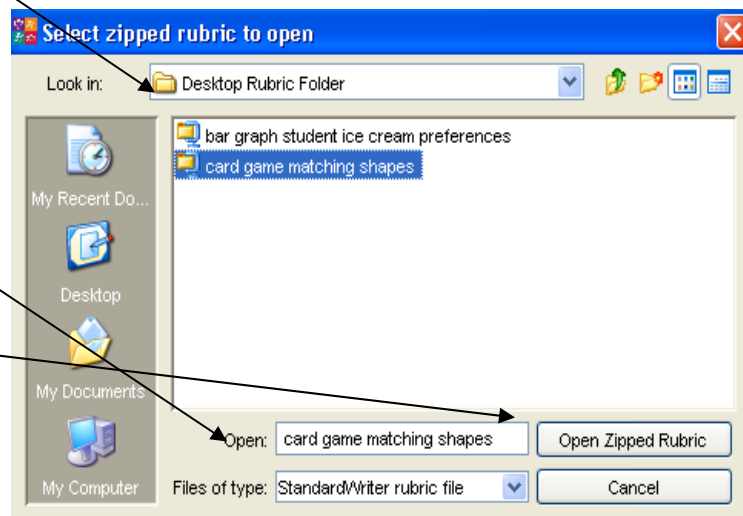
Opening a Zipped Rubric

To **Open a Zipped Rubric** that someone sends to you as an email attachment, choose this option from the **File** pull down menu.



The dialog box that appears will show your desktop in the "Look in" field at the top. From here you can navigate to the location where the rubric was placed when downloaded from your email.

Highlight the zipped rubric that you would like to open and it will be listed in the "Open" field at the bottom of the dialog box. Click on the **Open Zipped Rubric** button and the selected rubric will open within StandardWriter, and will be placed in the StandardWriter rubrics folder.



If there is a rubric of the same name already within your rubrics folder in StandardWriter, you will be given an option to overwrite the existing rubric, or to change the name of the rubric that you are currently trying to open. This new rubric will now be found in your rubrics folder within StandardWriter, and the zipped version of the rubric can be deleted from your desktop (or from the location where it was waiting).

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