

USING WRITE ON!™ LESSONS WITH NEO SHARE™

What Are Write On! Lessons?

NEO Share comes with Write On! lessons, including 387 writing exercises, 36 literacy skills activities, and 9 vocabulary strategies. You can select Write On! lessons right within NEO Share and send them to students who are using NEO 2™.

After students receive the lessons, they type their responses within the < > brackets. Then, they send them back to your computer. As the files arrive, they are added to your Files Received list in NEO Share.

Types of Lessons

Write On! lessons are organized by school level:

- Elementary school
- Middle school
- High school

Within each school level, lessons are organized by the types of activity:

- Literacy skills activities
- Vocabulary strategies
- Writing lessons

Writing lessons are then broken down into more specific types of activities.

To see a list of files and a description of the types of lessons in each category, see the *NEO™ User Manual*.

Write On! Resources for Teachers

Teacher's Guides and supplements for the Write On! lessons are installed with NEO Share. These documents are PDF files; you will need Adobe Reader or another PDF reader to open them.



To find these files more quickly in the future, make a shortcut or alias to them on your computer's desktop.

You will find the PDF files in these locations:

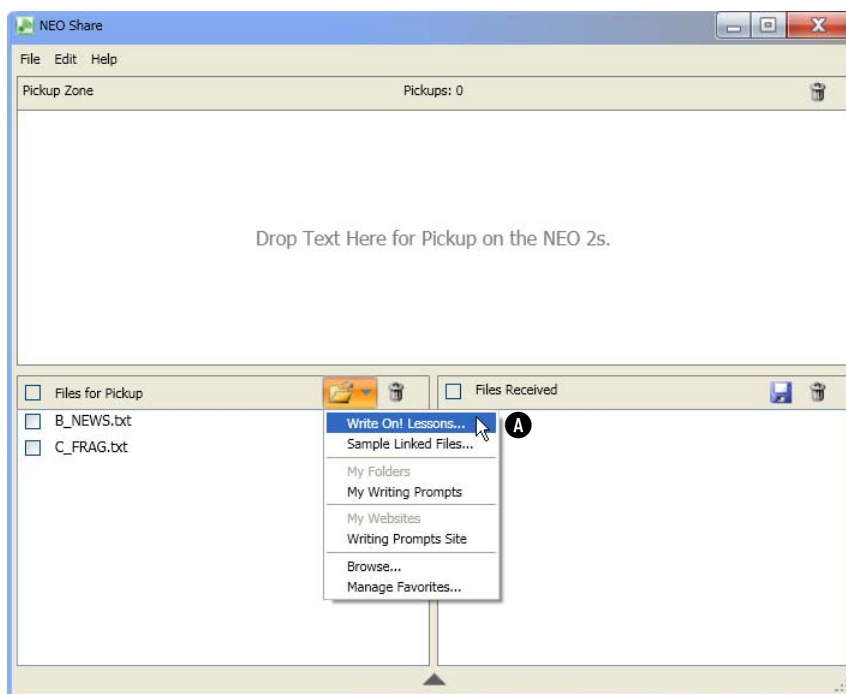
- **Windows computers:** C:\Program Files\Renaissance Learning\Write On Text Files\.
- **Macintosh computers:** On your hard drive, look in Users : Shared : Write On Text Files.

The guides for literacy skills activities and vocabulary strategies are in the main folder. Inside each grade-level folder, within the Writing Lessons folder, you'll find a supplement for the lessons at that grade level.

Using Write On! Lessons in NEO Share

Follow these steps to select Write On! lessons in NEO Share and use them for your class.



1. Click the Open icon and choose **Write On! Lessons** **A**.

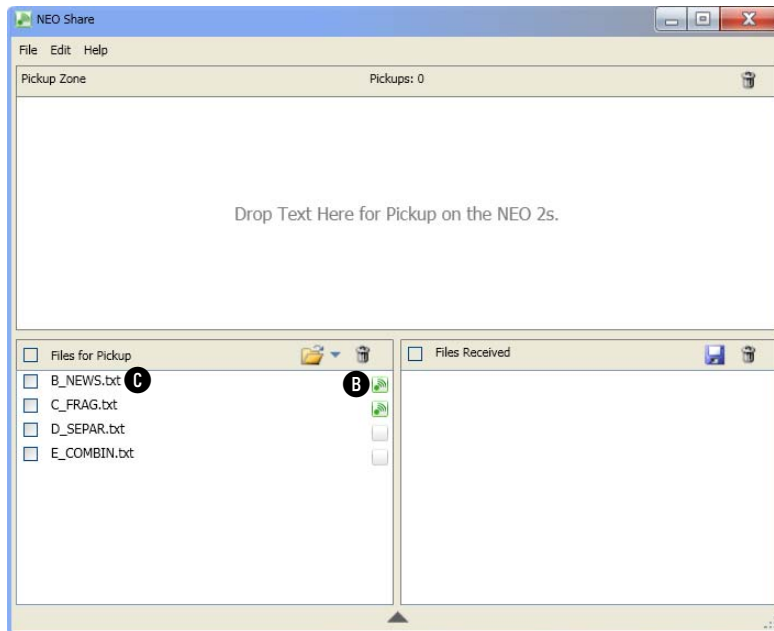


2. Open the school-level folder that you want, then the type of activity. Navigate to the specific lesson(s) that you want to use and select them:
 - To select one lesson file, click on it.
 - To select more than one, hold down the **Shift** key as you select a group, or hold down the **Ctrl** key (Windows) or the **⌘** key (Macintosh) as you click the lessons you want to select.

After selecting the lesson(s), click **Open**.

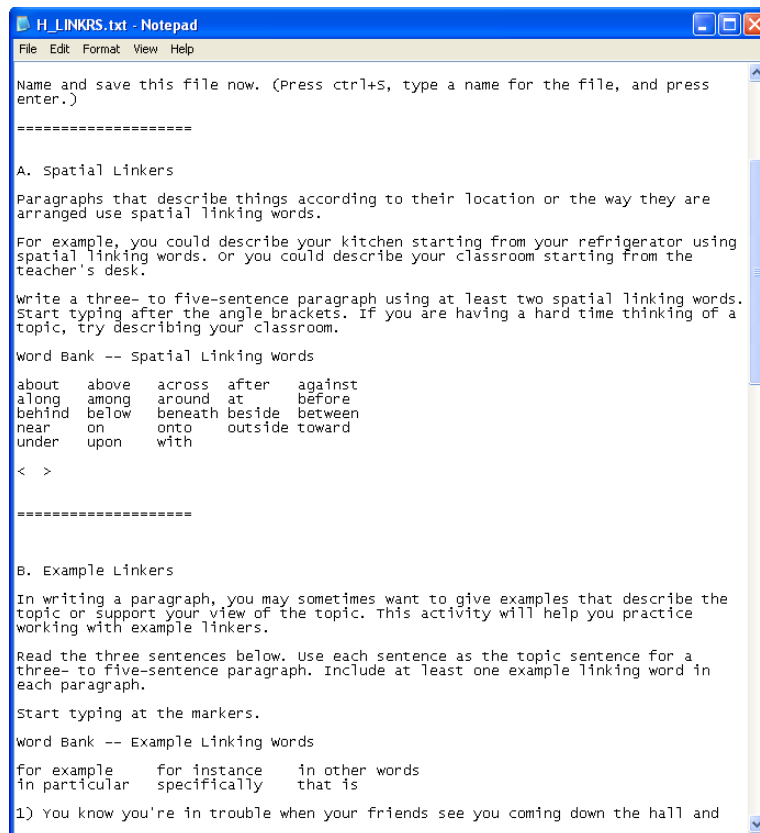
3. Since Write On! lessons often include more than one activity (or multiple stages in the same activity), you should open the lesson that you have selected and decide whether you want to use the file as it is or edit out activities that you don't want your students to do right now.

First, click the  icon **B**; it will change to  to show that your NEO 2 users will not be able to see or pick up the file before you review the tasks in it.



4. Double-click the Write On! lesson file that you selected **C**. The file will open in the default program for text files on your computer.
5. Change the lesson as needed, adding, removing, and changing text to specify what you would like your students to do. The double lines mark the steps or activities in this lesson.

For example, in the Write On! lesson file below, you could choose to use the file as is and have the students do the activities in sequence, or you could have your students do activity A one day, activity B another day, and so on. If the students won't be doing all of the activities on the same day, you could save each activity in its own new file and add each file to the Files for Pickup list on the day you plan to use it.



If you save your edited Write On! lesson files to the same folder as the original files, they will be easy to find again in the future.

When you have finished, save your new text file(s) to the Write On Text Files folder. The original Write On! lesson files are Read Only, so you must save your revised file(s) with a new name.

6. Back in NEO Share, click the open icon again and select **Write On! Lessons**. Find the file(s) that you saved, and click **Open**.
7. Your students can now use their NEO 2s to pick up the new file(s) that you added to the Files for Pickup list. For more information, see the *NEO Share User Manual*.