2Write User Guide

Contents

1 Introduction

What is 2Write?

- a word processor: 2Write can be used as a conventional word processing program

- a collaborative writing tool; the power of 2Write is in it use as a collaborate tool; a class can all contribute to a document together at the same time.

2Write can be found in the tools section of Purple Mash

1.1 Getting Started

When you open 2Write, you will be offered the following options:

If you wish to work collaboratively with the file, ensure that you save it in a shared area. You can also save a non collaborative version in your work folder and then copy it into a shared folder by dragging it, to use collaboratively.

You could add some headings that you wish the children to contribute to in class.

The Gruffalo

Physical Description of The Gruffalo

Other Characters

Mouse's feelings

1.1.1 Top Menubar

New File

Open existing fie

Save your 2Connect document to either PC, Your work (in the cloud) or to a Shared Folder

Share the file to a displayboard or blog, create a QR code or link, set as a 2Do or send by 2Email.

See the Generating Share Links Guide for more information about these features.

1.1.2 Word Processing Tools

The tools are deliberately simple with only the most common style functions.

Bold, *Italic*, underline and ~~strike-through~~

Numbered list, bulleted list, indent selected text, undo-indent of selected text.

Undo and redo buttons

Use this to alter the text size

2 Collaboration

Shared Folders

For pupils to be able to collaborate on a file, the Shared folders option must be activated on their account. You can check this by:

Click on the Admin tab. **Admin**

Opening the Create and Manage users tool. Create and manage users

Click on Pupils on the left-hand side. Pupils

Check the tick-box for one of you pupils and then click the View button on the top right. 👁 View

The following check box will be ticked to allow sharing. Shared folders ✓

If it is not ticked then the school Purple Mash administrator will need to change this setting for your pupils.

E-Safety Settings

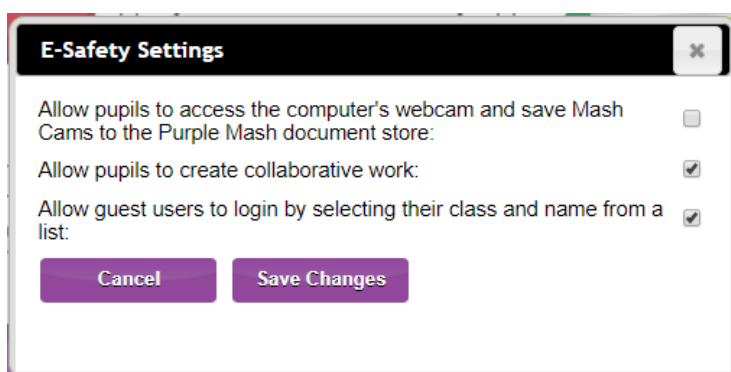You will also need to allow collaborative wok in the E-Safety Settings:

Click on the Admin tab. **Admin** . Open the E-Safety Settings tool. E-Safety Settings

Tick the box 'Allow pupils to create collaborative work' and save the changes.

E-Safety Settings ✕

Allow pupils to access the computer's webcam and save Mash Cams to the Purple Mash document store: ☐

Allow pupils to create collaborative work: ☑

Allow guest users to login by selecting their class and name from a list: ☑

Cancel | Save Changes

Creating a Collaborative file

The 2Write file must be created by a teacher and then saved in the class shared folder (or dragged intro the folder from the teacher's work folder).

Pupils can then open the file from their class folder and start writing.

Each child's contributions will appear in a different colour:

The Gruffalo

Physical Description of The Gruffalo

a poisinous wart on his nose

He has purple spikes on his back

A black tongue

Orange eyes

terrible teeth and tusks

knobbly knees

The colour display can be turned off by clicking [icon] . This can give further encouragement to reluctant pupils to share their ideas as individual contributions cannot be identified by other pupils. However this also limits the tracking of comments.

Comments can be tracked using the following tools:

[icon] **Timeslider:** This creates an animation of the writing process; you can replay what has been written and show how children have learnt from each others' ideas or helped each other. This can also be used to track who has written what (even if they subsequently delete it) as you can view the content at any point in time.

Use the controls to navigate the time or 'play' the process

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The Gruffalo

Physical Description of The Gruffalo

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Other Characters

Snake - in a logpile house

The fox - he lives in an underground house.

Owl in a tree

WHEN IS LUNCHTIME? iM HUNGRY!!!!!!!

Mouse's feelings

scared

He's not scared.

he has a good imagination, he doesn't think the gruffalo is real though

He makes up that the Gruffalo's favourite food is the animal that he meets like scrambled snake and owl ice cream

The the mouse is scared when he sees the Gruffalo - his favourite is mouse on toast!

The mouse is clever because he tricks all the animals and then he tricks the Gruffalo.

When in this mode you can also use the following buttons:

Export current version as:
- Etherpad
- HTML
- Plain text

⇄ Export the text. There are the following options:

Return to pad   Return to the writing pad to continue.

Save Revision: This will save a copy of the file at a certain point in time. This time will be marked on the timeslider with a star.

Clicking this button will show all the users currently using the document.

2.1 Ideas for collaboration

There are many ways to use 2Write, here are some ideas to start you off.

- A themed word word wall for your topic or a topic that you have completed. This could be used as part of formative and summative assessment of children's knowledge.

- Write a piece of collaborative fiction; each pupil add a line

- Make a 'boring' or 'basic' piece of text more interesting. For example by adding adjectives or turning simple sentences and grammatical structures into more complex, interesting ones.

- Use as a peer review - pupils can work in pairs and correct, improve or provide feedback in relation to learning objectives for each other's work

- Research different topics as a group; each pupil could use a different source and amalgamate what they found out.