

# **BehaviorWriter<sup>®</sup> Software**

*Performance guides made easy*

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# Installing BehaviorWriter®

## System Requirements

BehaviorWriter® can be installed on a computer running Windows XP 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.

\*Refer to, and keep in a safe place, the registration code found on your CD packaging and/or E-distribution letter.

**To install BehaviorWriter on a Windows** computer follow these steps:

1. Insert CD into CD drive.
2. Double click on My Computer, CD drive, BehaviorWriter CD, and BehaviorWriterWindowsInstaller.exe.
3. Click next.
4. Choose the State Standards that you wish to install into BehaviorWriter by placing a check in the appropriate box. If there are no standards that you wish to install, there is a function within BehaviorWriter that will facilitate cutting and pasting other standards into your work.
5. Click install and click done.
6. The first time you launch BehaviorWriter, you will be prompted to enter the registration code which is attached to the CD packaging.

**To install BehaviorWriter on a Mac OSX** computer follow these steps:

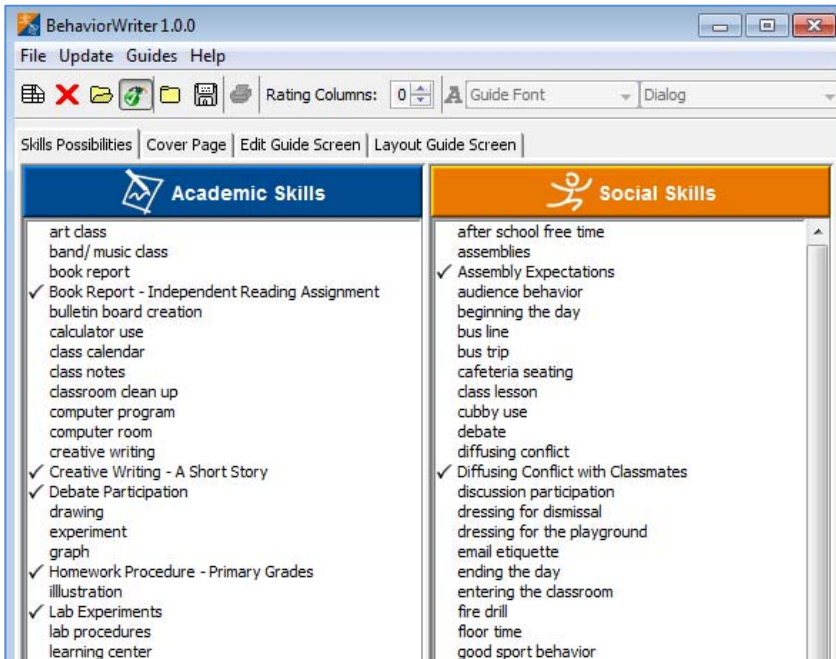
1. Insert CD into CD drive.
2. Double click on the CD image and BehaviorWriterMacInstaller.
3. Choose the State Standards that you wish to install into BehaviorWriter by placing a check in the appropriate box. If there are no standards that you wish to install, there is a function within BehaviorWriter that will facilitate cutting and pasting other standards into your work.
4. Click next and install.
5. The first time you launch BehaviorWriter, you will be prompted to enter the registration code which is attached to the CD packaging.

# Welcome to BehaviorWriter®

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

## Getting Started

BehaviorWriter software offers lists of skill ideas, suggested behaviors, and actions to help you create performance guides for your classroom. Choose from these lists, or add your own skills and use our category specific academic and social behaviors and actions to build clear, effective tools for assessment.

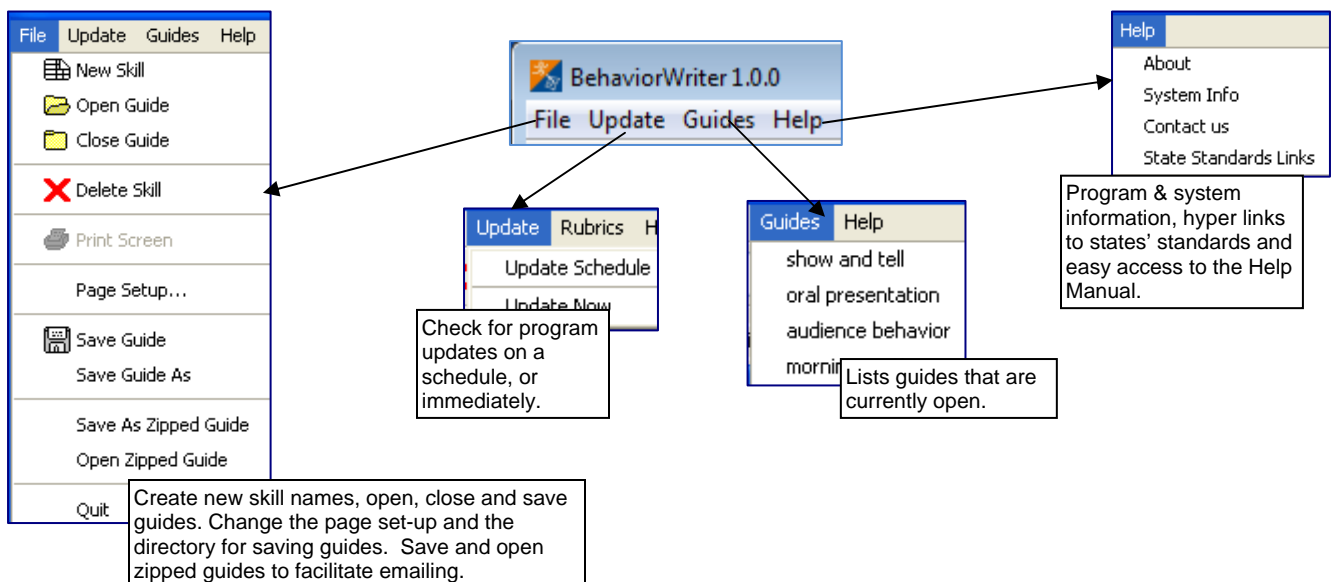


**BONUS:** BehaviorWriter includes 20 pre-written Performance Guides, they are noted by check marks before their title on the Skills Possibilities screen. Use them as a reference to help you get started on a new guide; as is, if the need is met with one as written; or, as a jumping off point to be customized for your use.

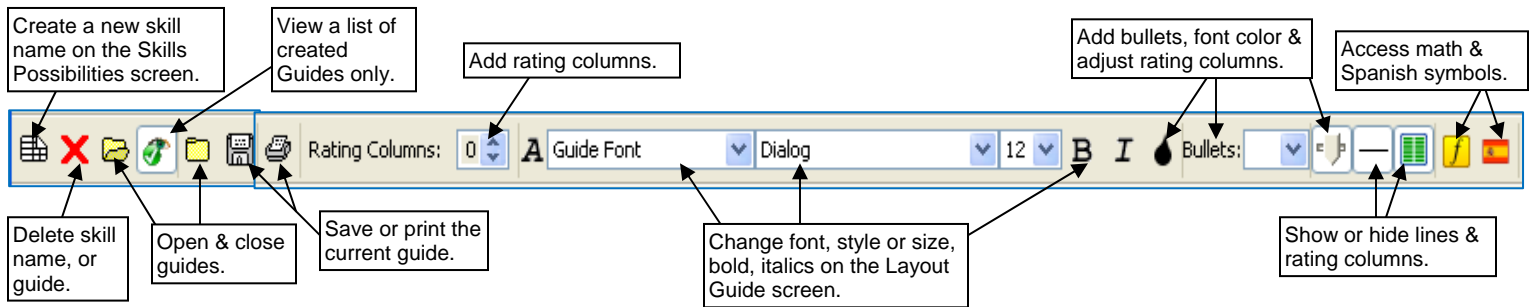
There are various menus, pop up dialog boxes, and buttons that are only available at specific times in the guide creation process. Functions that are not accessible from an individual screen will appear grayed out in the menus.

## Menus, Buttons and Tabs

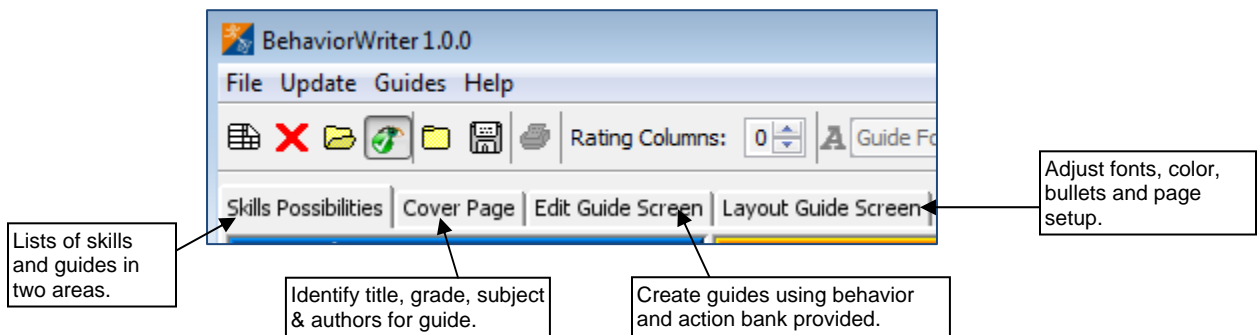
### Menus



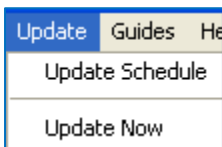
## Buttons



## Tabs

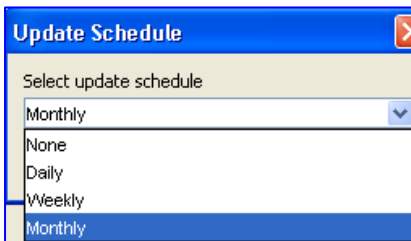


## Auto-updating BehaviorWriter



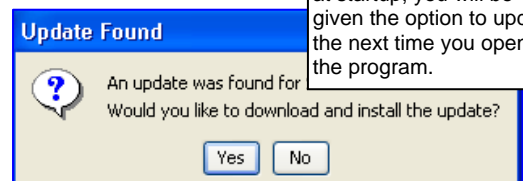
BehaviorWriter has a built in function that lets you know when there is a newer version posted on our web site. Whenever you are connected (not necessarily signed on) to the Internet, on a schedule you define, BehaviorWriter will check for new updates.

When you first open BehaviorWriter, on the designated day, you will see a brief dialog box "Checking for Updates." If there is a newer version posted, you will be given the option to Update, or not. Simply follow the instructions on each screen to complete the process.



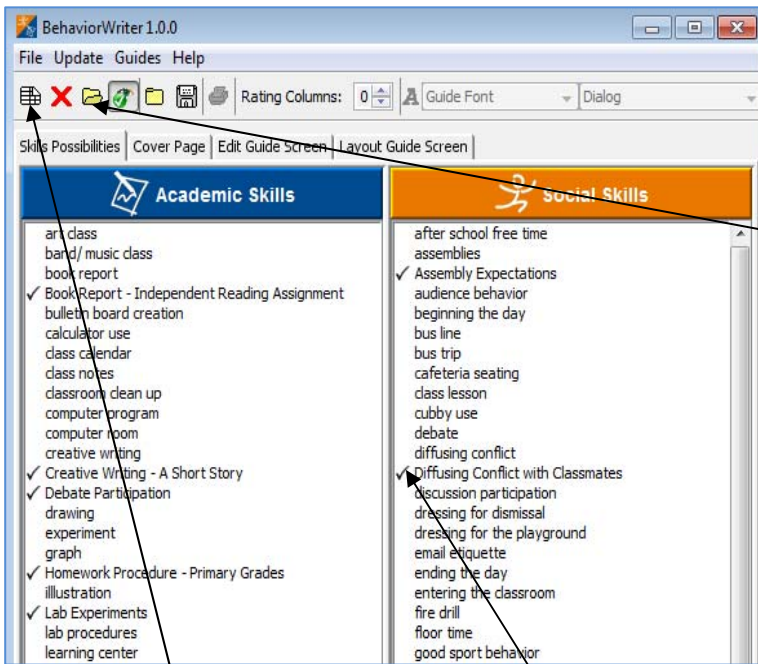
The system is set to check on a monthly basis, but you can change that as you like. Simply go to the Update pull down menu to set or change your schedule, or to Update Now.

Choosing the Update Schedule allows you to define when BehaviorWriter will search for an update, or to turn off that function by choosing None.

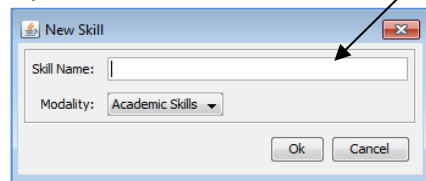


**TIP:** If you are not connected to the Internet at startup, you will be given the option to update the next time you open the program.

# The Skill Possibilities Screen



The **Create a New Skill Name** icon opens a dialog box to enter a custom skill and to choose its area. Enter a new skill name, choose the area, click **OK** and it will now be part of the alphabetical list in the area chosen.

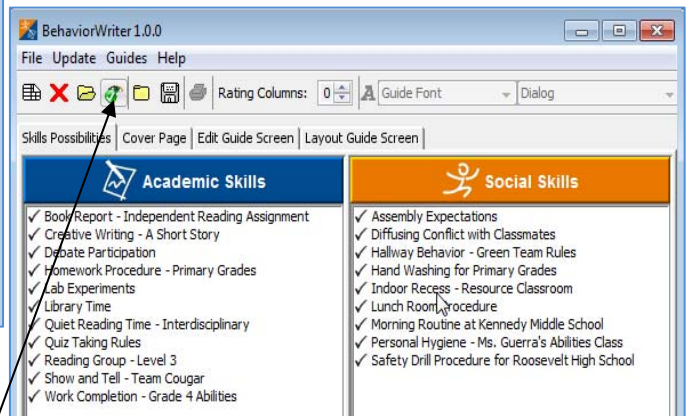


Guides that have already been created will display on the Skills Possibilities screen with a check mark beside their name. Change the view of this screen to show only Performance Guides that have been created by clicking on the **Show/Hide Guide** icon. *Included in your purchase are 20 pre-written guides, already check marked.*

Create new Skill names, open, close and save guides, change the page set-up and the directory for saving guides, and save and open zipped guides to facilitate emailing on the **Skill Possibilities** screen.

To begin creating a new performance guide highlight a Skill and double click, choose the **Open Guide** button, or choose "Open Guide" from the File pull down menu.

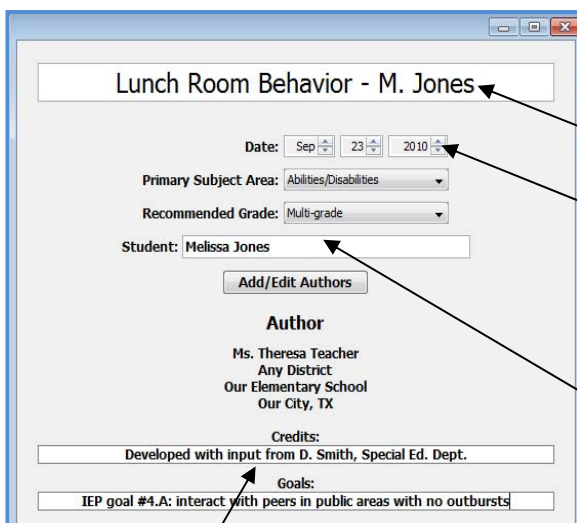
The **red X** and "Delete Skill" File pull down option deletes the highlighted skill or guide from the list.



# The Cover Page

## Setting up the Cover Page

The Cover Page is used to document title, date of creation, and other key information about each performance guide.

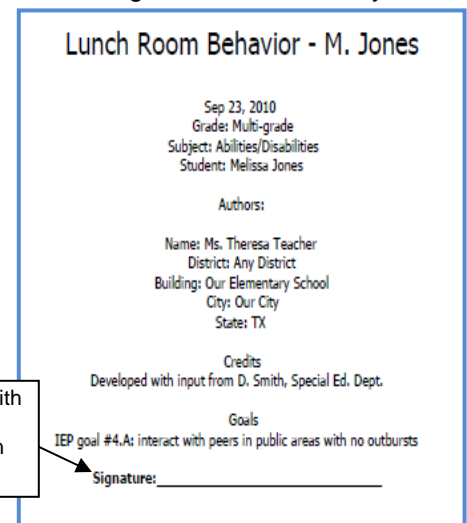


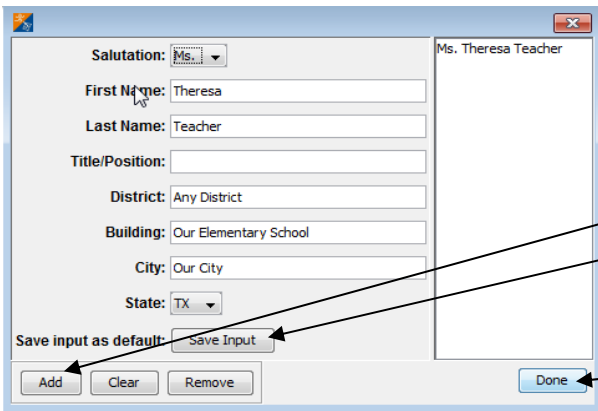
Enter a descriptive title to differentiate this guide from others in your guide bank. The date is entered as today's but can be changed using the arrows next to each field. Select a grade or grade span and a primary subject area from each of the pull down menus provided.

Add a student name if this guide is to be used with an individual student. If left blank, this field will not print.

Use the **Credits** and **Goals** fields to add information for student records or other needs.

**TIP:** The cover page prints with a signature line for reporting requirements or to confirm an agreement with a student.





Click on the **Add/Edit Authors** button to open a dialog box and enter the name(s) of the individual(s) developing this guide.

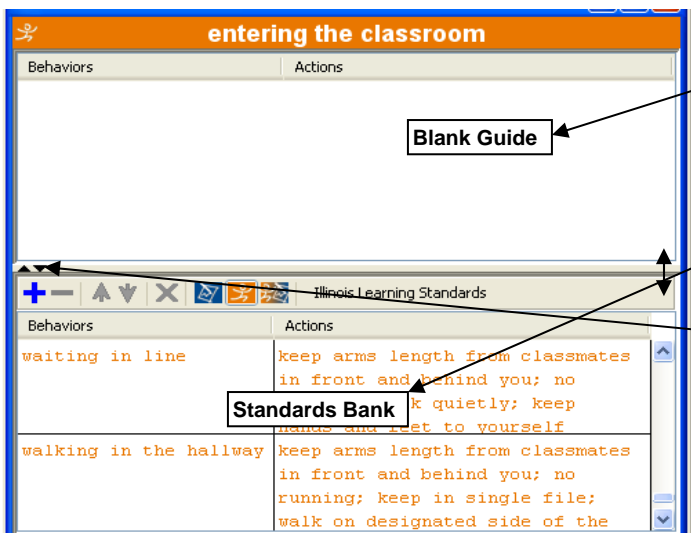
Fill in fields on the left, click **Add** and author information is entered into the program, and the name appears in the list on the right.

Click the **Save Input** button to have one individual's name and information saved for future use.

Once all of the authors' information is entered, click **Done**, and the key data will be displayed on the cover page. The **Remove** button will delete a highlighted author from the list; **Clear** will clear all fields.

## The Edit Guide Screen

### Guide Construction

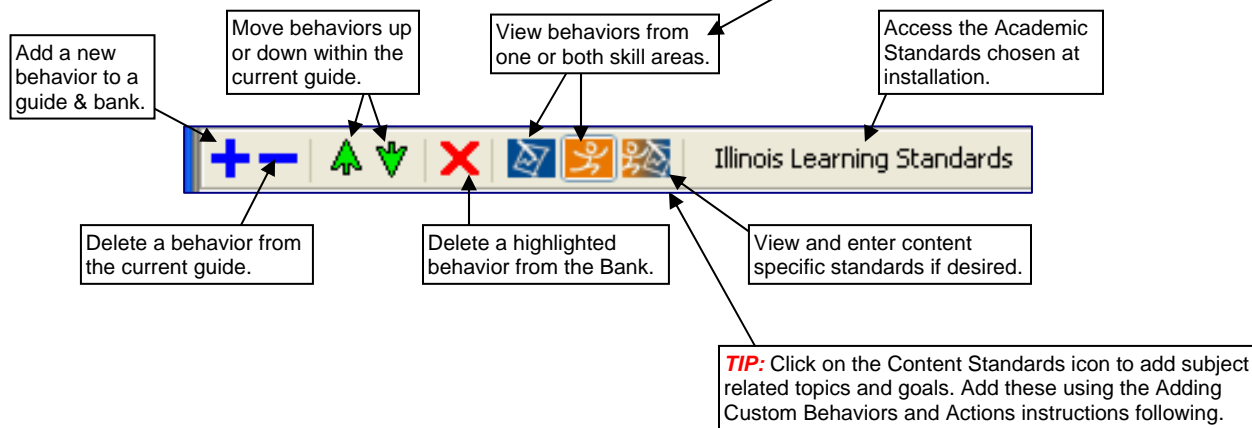


Choose a skill from the Skills Possibilities screen by double clicking on it; the **Edit Guide** screen will open with a blank guide at the top of the screen, and the Standards Bank at the bottom. Choosing one of your already created guides (noted by a check mark on the Skills Possibilities screen) will open that guide. The Standards Bank in BehaviorWriter includes lists of behaviors and corresponding actions, to assist you in writing clear, concise performance standards.

Adjust the Edit Guide screen to allow more room for the guide, or to view more standards by using the small arrows on the left of the screen, or by activating a double headed arrow over the center divider on the page.

When you choose a skill from a list on the Skills Possibilities screen, the **Bank** at the bottom of the **Edit Guide** screen lists suggested behaviors and actions for that skill area. To view standards from additional areas, click on the icons on the center bar of the screen.

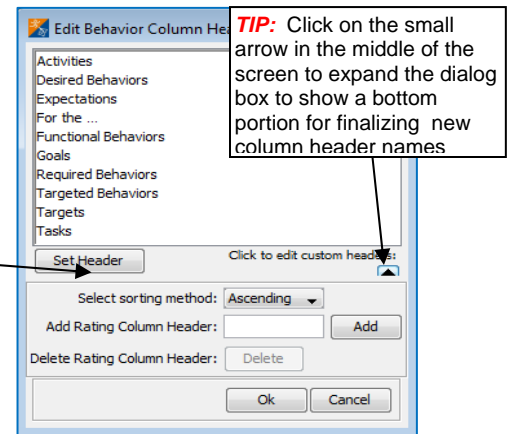
The Edit Guide screen tool bar shows options for the modality of the standards that are viewed, as well as various functions to add, delete and arrange behaviors and actions.



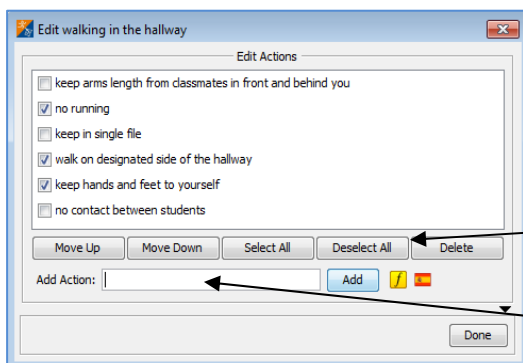
## Changing Column Headers



To use headers other than Behaviors and Actions, double click on a column header on the Guide, 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 guide. Repeat this procedure for both Behaviors and Actions or add new names to the list as desired.



## Adding Behaviors and Actions



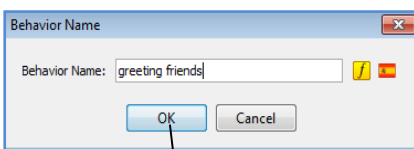
Add behaviors and actions to your guide by double clicking on a Behavior from the Bank at the bottom of the Edit Guide screen; a dialog box for that behavior opens, and the behavior is placed in the guide that you are building.

In the dialog box, use the **Select** or **Deselect All** buttons, or click in the box to the left of individual actions to add those to the behavior being edited.

If you would like to add your own actions to this behavior, type them into the "Add Action" field and click on the **Add** button after each one. New actions will then display with the behavior from your Bank whenever you select it.

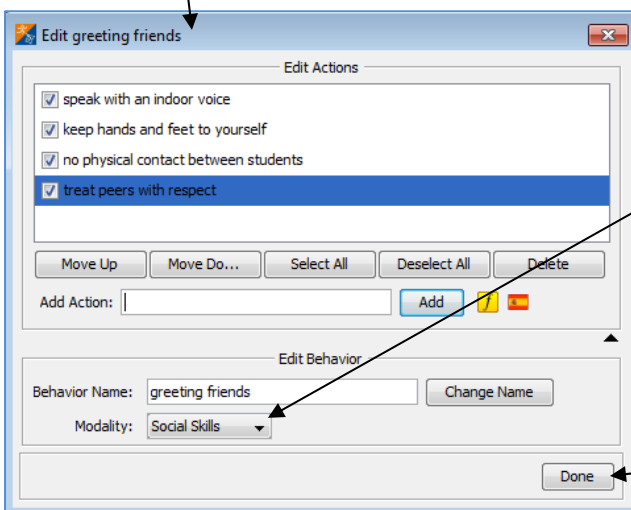
Use the **Move Up & Move Down** buttons to rearrange your actions. Click **Done** when changes are complete.

## Adding Custom Behaviors and Actions



To add a new behavior to the Bank and to your current guide, click on the **+** button; a dialog box opens to enter the name of a new behavior. Enter a descriptive name and click on **OK**. A dialog box for you to enter custom actions for the new behavior will open next.

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



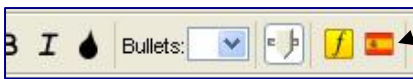
The new behavior will automatically be added to the list for the skill area of the guide that you are working on. If you prefer to include this behavior under a different area, use the arrow next to the modality field to choose.

Also use this dialog box to edit existing Behaviors and Actions by Changing the Name of an existing Behavior or adding new Actions to an already existing list.

When you are finished adding actions, and have finalized the new behavior name and skill area, select which of the newly added actions you would like in this particular guide by clicking in the box to the left of each individual action. Click **Done**, and the completed standard will now be a permanent part of the bank for the skill area chosen.

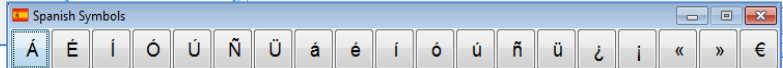
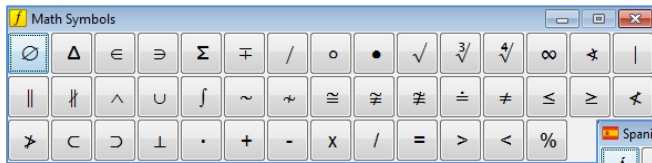


## Adding Math and Spanish Symbols



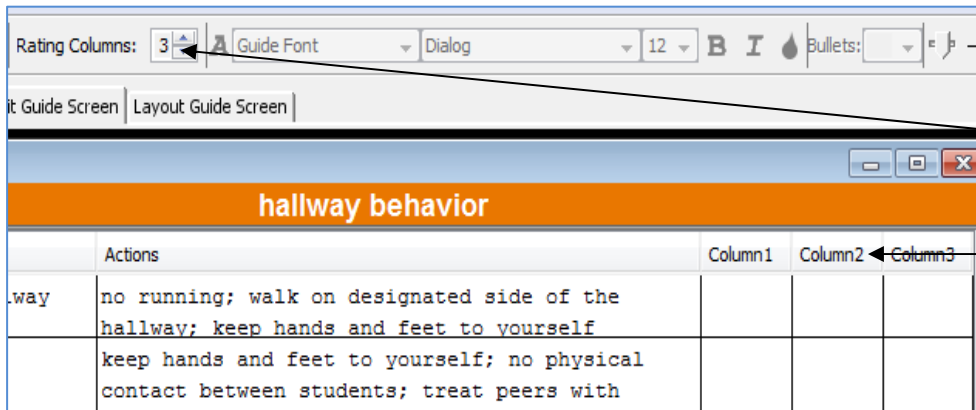
Click on the **math or Spanish** icon at the top of the screen to open a palette. Once a palette is open, the buttons are grayed out. To continue using symbols throughout your work, click on the symbols icon now found in your task bar to bring the palette to the front.

A symbol can be added within a line of text, or on its own. To insert a symbol within a text field, place the cursor where you would like the symbol added, click on the symbol icon in your task bar then click and choose the symbol.



Symbols can be added to a text field of a dialog when adding a new skill name, a new behavior, or new actions. *Symbols should not be used in the title of your guide.*

## Rating Columns



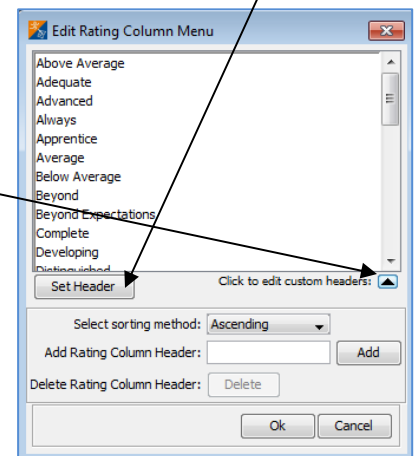
As the guide progresses, Rating Columns can be added and changed. Using the “Rating Columns” arrows, choose from 0 – 6 columns.

Next, from the **Edit Guide** screen, 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 guide. Repeat this procedure for each column 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** to save your work.

**TIP:** Column header names must be created on the Edit Guide screen, the width of columns can be adjusted on the Layout Guide screen.



## Selecting State Academic Standards



On the **Edit Guide** screen, in the center bar, the State Standards that you chose on installation will be listed. Click on this button and a detailed dialog box of your State's Standards will open. If no standards were chosen on installation, click on the Standards button and you will access the same function as explained below.

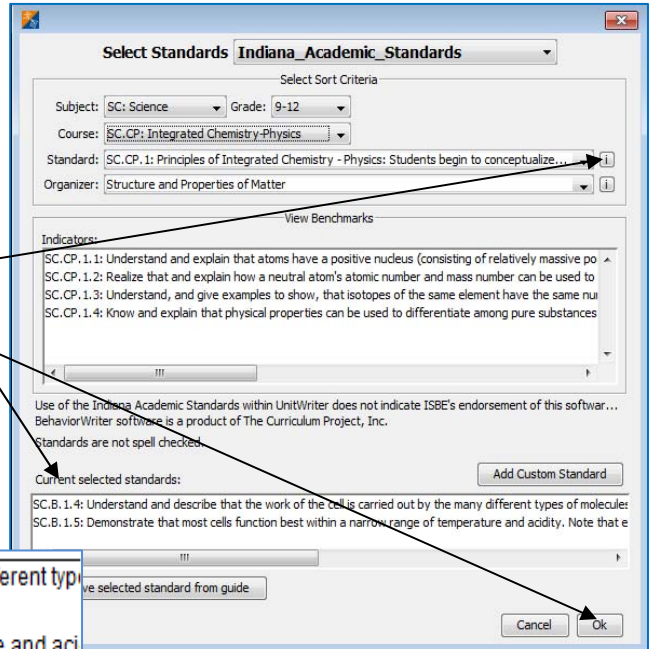
The following example is from the Indiana Academic Standards, each state uses different terminology for their standards: goal, objective, strand, standard, etc.

Begin by selecting a grade, subject, and course to easily sort, view and select Indicators. For each Standard and Organizer that you select, Indicators will be listed; double click on the Indicator that you would like to include and it will show in the **Current Selected Standards** field.

Clicking on an "i" button next to a field, allows the full text of that field to be viewed. When all choices are complete, click **OK** for entries to be added to the guide.

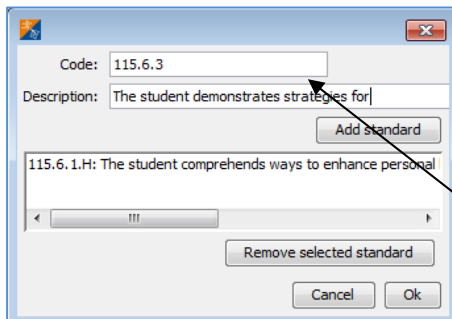
Remove standards from the guide by highlighting an added standard and clicking the **Remove Selected Standard** button.

Once Indicators are selected, the code and text for that Indicator is entered at the bottom of the guide, on the **Layout Guide** screen.



SC.B.1.4 Understand and describe that the work of the cell is carried out by the many different types of molecules such as proteins, lipids, carbohydrates, and nucleic acids.  
 SC.B.1.5 Demonstrate that most cells function best within a narrow range of temperature and acidity. Note that changes in temperature and acidity may harm cells, modifying the structure of their protein molecules and therefore affecting their function.

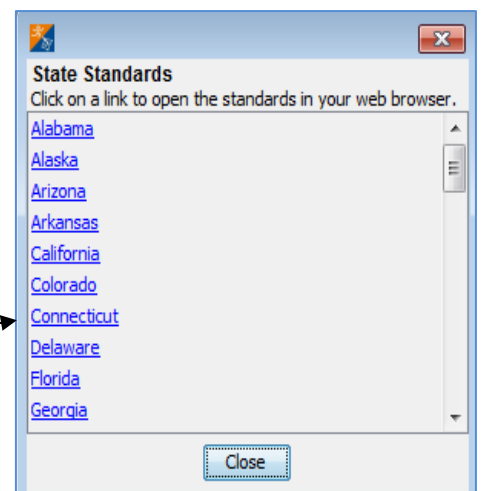
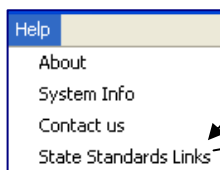
## Adding Custom Standards



Because there are so many levels of local, state and national standards, BehaviorWriter includes the ability to copy/paste standards into your guides. If you installed standards, from the State Standards screen, click on **Add Custom Standards**; if you did not install standards, click on the **Standards** button in the center bar of the Edit Guide screen.

A dialog box opens in which you can copy/paste or type a code and descriptor for standards of your choice.

**TIP:** From the Help pull down menu you can access a list of hyperlinks to each state department of education's academic standards.



# Layout Guide Screen

Finalize the “look” of your printed guide on the **Layout Guide** screen. A finished guide can be as bold and colorful as you choose. Performance Guides are used by the teacher, student, ancillary staff and parents. A single Guide can serve as a performance descriptor for the student, a rating rubric for the teacher, and to provide behavior guidelines to the bus driver or cafeteria workers for example. With this in mind, one Guide can be printed with or without lines, columns, bullets or color.

Change the style of the font on a chosen section of the guide.

Add some color.

Add bullets next to the actions in your guide.

Show or hide rating columns.

Show or hide lines on the guide.

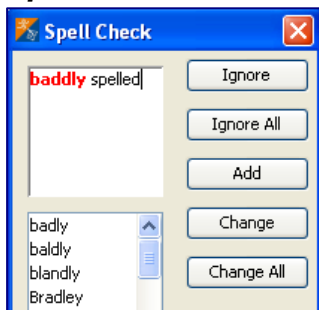
Reveal or hide slide arrow bar for adjusting the column width.

**TIP:** Remember that column width can be adjusted on this screen, but to change column headers you must return to the **Edit Guide** screen.

Behaviors	Actions	Needs	Satisfactory
standing	o face the front of the line	Improvement	
	o keep hands and feet to self		
walking in the hallway	o no running		
	o keep in single file		
greeting adults	o walk on designated s		
	o address adult by form		

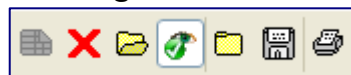
Text in each column and the headers will wrap after a complete word or will truncate within a word. Adjust the width of columns to meet your needs.

## Spell Check



**Spell Check** is an automatic function in BehaviorWriter. Errors are picked up as you attempt to add them to your guide.

## Printing

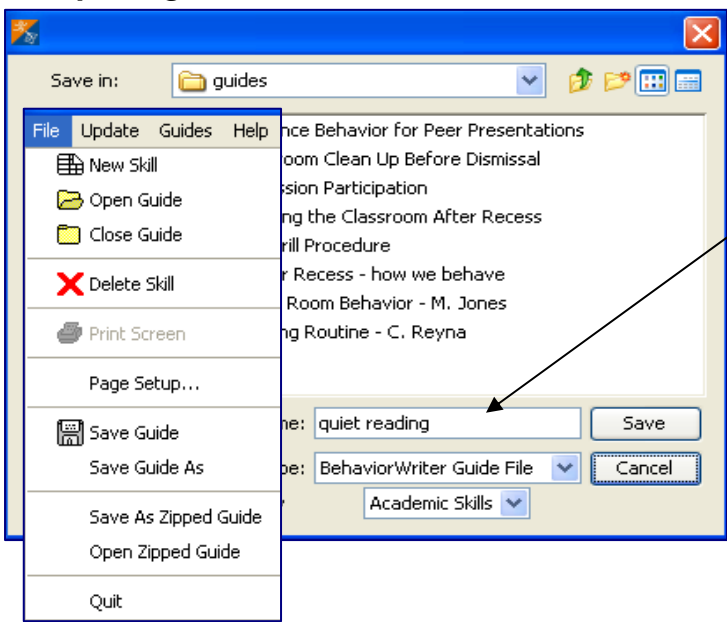


Guides are printed from the Layout Guide screen. The **Print** button is activated on this screen, where it has been grayed out on others.

The **Print Screen** function in the File pull down menu and the **Print** icon allow you to print the Cover Page when you have it open on your screen.

What you see on the screen is how the guide will print. Use the Page Setup function in the File pull down menu to adjust page orientation and margins to achieve the most efficient and best look for your new Performance Guide.

## Completing the Process: Name and Save



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

We suggest that you add a few descriptive words to the name of the original skill to help to identify similar guides used in different lessons, subjects or with different students. Math and Spanish symbols can not be included in the File Name.

The **Save As** option in the File pull down menu allows you to save a guide to a different location, or with a different name. Having created a great guide for a lunch room behavior for one student, you can add and change some of the behaviors to develop a guide for another student and click on **Save As**, you will have two guides in your Skills Possibilities list – the original, and the newly revised.

## Saving & Opening Zipped Guides

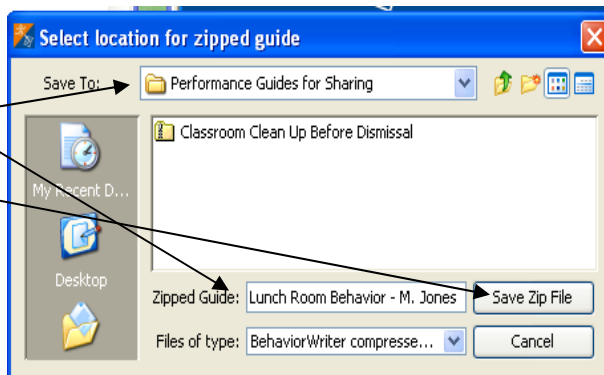
### Saving as a Zipped Guide

BehaviorWriter allows you to “zip” a guide, to protect the file during emailing. Some servers may inadvertently corrupt files from programs that they do not recognize, and the zip feature will prevent this.

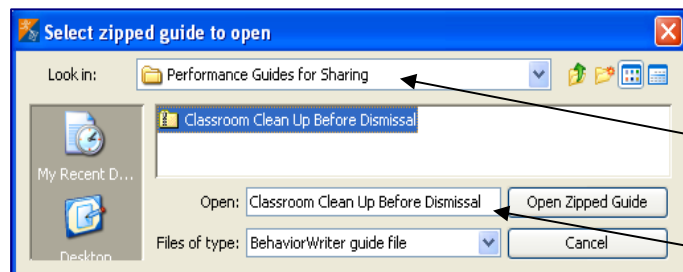
A guide must be named and saved before it can be “zipped.” On the **Skills Possibilities** screen, click on the guide that you would like to “zip” and it will be highlighted, then choose **Save as Zipped Guide** In the File pull down menu.

A dialog box opens to “Select location for zipped guide.” The guide that you selected will be in the “Zipped Guide” 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. Click on the **Save Zip File** button at the bottom of the dialog box and your guide will be in zipped format at the location of your choice and ready to be attached to an email.



### Opening a Zipped Guide



To **Open a Zipped Guide** choose this option from the File pull down menu. The dialog box that opens will show your desktop in the “Look in” field at the top. Navigate to the location where the guide was placed when downloaded.

Highlight the zipped guide 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 Guide** button and the selected guide will open in BehaviorWriter.

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

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