

UnitWriter® 2 Software

Quick Start

UnitWriter Software is based on the Curry/Samara Model® of Curriculum, Instruction, and Assessment (CSM) and its Unit Matrix and Lesson Plan format. CSM unit writing process has been used in pencil and paper format by thousands of teachers for over 20 years.

Please visit our web site www.CurriculumProject.com for more information on the CSM, and to view or download research reports and articles regarding classroom implementation.

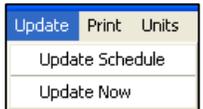
Installing UnitWriter® UnitWriter® can be installed on computers running Windows XP or above, or on Macintosh computers with OSX 10.4 or higher (with Java 1.5 or higher). See your licensing agreement for details about product rights.

Windows: Double click on My Computer, CD drive, UnitWriter CD, and UnitWriter Install.exe. Click next. Choose the State Standards you wish to install by placing a check in the appropriate box. Click install and click done. The first time you launch UnitWriter, enter the registration code which is attached to the CD packaging.

Mac OS X: Double click on the CD image and UnitWriter Installer. Choose the State Standards you wish to install by placing a check in the appropriate box. Click next and install.

* The first time you launch UnitWriter, enter the registration code which is attached to the CD packaging.

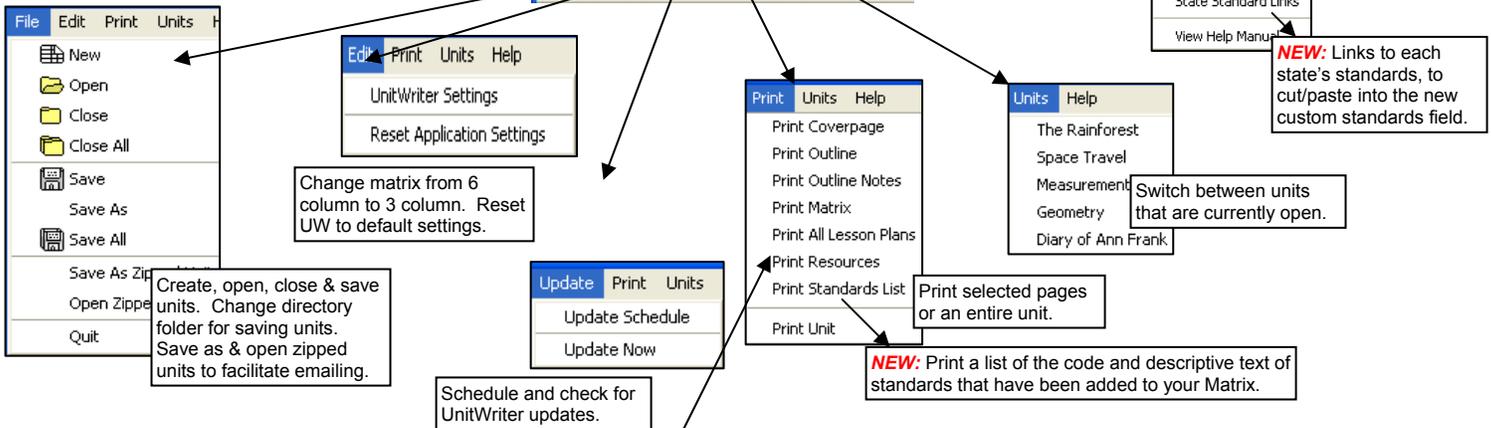
Auto Updating UnitWriter Software: UnitWriter has a function to let you know when a newer version of the software is available. When you are connected to the Internet, on a schedule you define, UnitWriter will check for new updates. When you open UnitWriter on the designated day, you will see a brief dialog box “Checking for Updates.” If there is a newer version posted, you will be given the option to Update. Simply follow the instructions on each screen to complete the process.



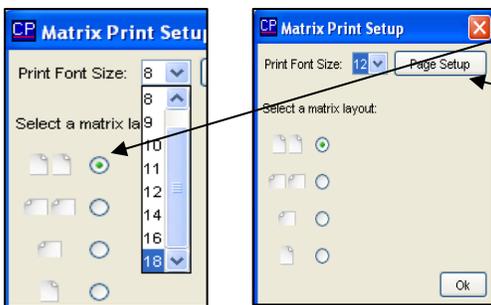
The system will check for updates on a monthly basis, but you can change that as you like. Go to the Update pull down menu, choose “Update Schedule” and select the schedule that you prefer, or turn off the function by choosing None.

Menus, Buttons & Tabs

Menus



Printing Options: Use the Print pull down menu to print any page in your unit in 12 point font, portrait orientation. Use the page set-up dialog box for your printer to change the orientation.



To adjust the print layout of the Matrix, choose “Print Matrix” and use the dialog boxes to change the orientation and font size. The Matrix print setup that has been chosen will be saved when the unit is saved.

Click on the **Page Setup** button to adjust margin sizes and page orientation.

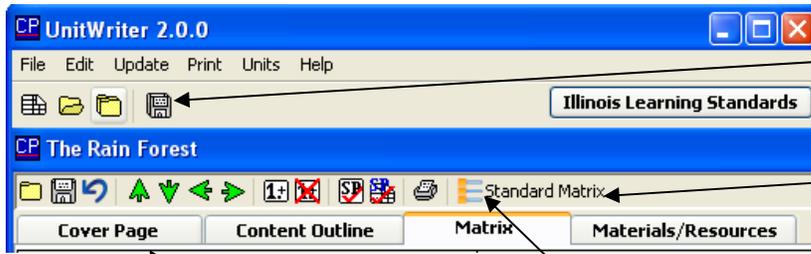
When a single page Matrix layout is chosen, UnitWriter will attempt to fit all seven columns within that width. Text will be truncated and cells elongated in an attempt to fit.

TIP: Experiment with font size, margins & page orientation for a printed Matrix.

Saving and Opening Zipped Units: Many servers will inadvertently corrupt files from programs they do not recognize; our zip feature prevents this from happening. Please see the full Help Manual, included as a PDF document in your program for details on how to utilize this function.

Buttons: two rows of buttons provide quick access to features & commands commonly used in Unitwriter.

TIP: Hover your mouse over the buttons & tool tips will identify the functions.



The **first row of buttons**, located on the main screen, is for quickly creating, opening and saving units.

The **second row of buttons** performs functions unique to the different work areas in UnitWriter. Depending on which tabbed screen is active, buttons are accessible or not.

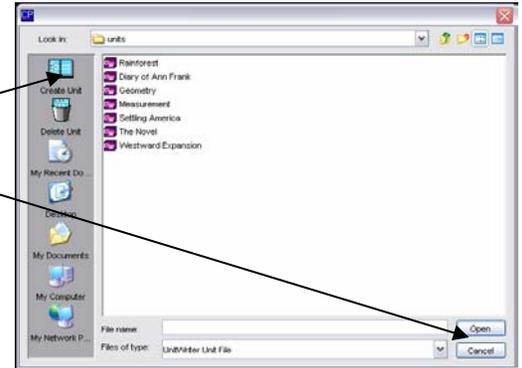
Tabs: Labeled tabs are just above the main work area of a unit, allowing you to switch among the work screens of UnitWriter. Some functions are only available from specific sections contained in the tabbed screens and can be accessed only from those screens.

NEW: Use the Print pull down menu, or the View/Print Standards list icon to see and print standards added to the Matrix.

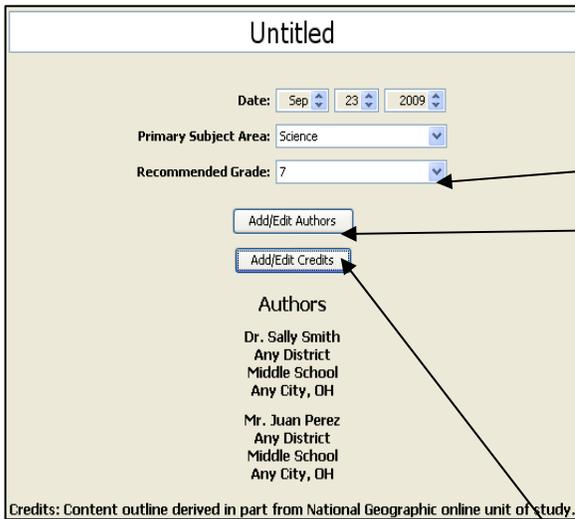
Creating and Selecting Units: When UnitWriter is launched, a dialog box opens that lists the titles of units that you have already created.

To open an existing unit, double click on its title or single click to highlight & click **Open**.

To begin a new unit of study, click on the **Create Unit** button on the left of the screen.



The Cover Page



Start a new unit on the **Cover Page**. The unit title can be entered here or on the Content Outline screen. Highlight "Untitled", and name it. Today's date is auto entered but can be changed by using the arrows next to the fields.

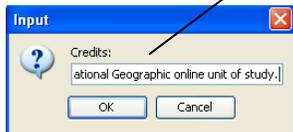
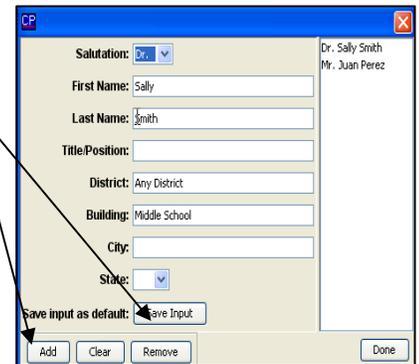
Select a grade & subject area from the pull-down menus.

Single click on the **Add/Edit Authors** button to open a dialog box to enter names. Fill in the fields on the left, and then click the **Add** button.

The registered user may wish to **Save Input** so her information is always pre-entered in the available fields.

The **Remove** button deletes a highlighted author from the list; **Clear** will clear all fields.

Once all of the authors' information has been entered, click **Done**.



NEW: Click on the Add/Edit Credits button to record credit due for any or all of the unit, or other notes as desired. Free type in the field and notes will be displayed on the Cover Page.

The Content Outline

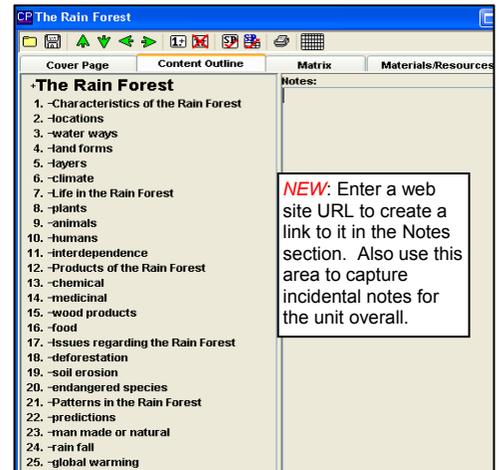
Use the Content Outline Screen to identify many possible concepts about your selected topic. Do not categorize as you begin, or you will be locked into a format before it is beneficial.

If you did not name the unit on the Cover Page, highlight "Untitled" and replace it with the name of your unit. The outline entered on this screen will be available in the first column of the Matrix as well.

Add new topics by pressing the Enter/ Return key on your keyboard, or by clicking on the **Add Topic** button after each new idea.

Now, organize concepts into subtopics & maintopics using the **Green Arrow** buttons, the **Tab** key on your keyboard, or **Drag & Drop**.

Rearrange the outline so that factual concepts are at the top and global/real world concepts are toward the bottom.



NEW: Enter a web site URL to create a link to it in the Notes section. Also use this area to capture incidental notes for the unit overall.

The Unit Matrix

The Content Outline is auto-entered on the Unit Matrix screen as the first column. Remaining columns are assigned by level of thinking.

Each cell in the Matrix can be thought of as having four layers, so up to four activities can be developed in each cell. For each cell's a, b, c & d, you can create individual activities by clicking on that letter.

TIP: Cells contain student activities based on a formula of <cognitive verb> corresponding to one of six levels of thinking - followed by <content/subject matter> based on the content outline - followed by <student product> in one of four modalities.

NEW: By clicking within a cell, the format comes into focus and you see buttons with their blank entry fields.

V will open a dialog box to help you choose an appropriate cognitive verb for the level of thinking noted at the top of the column, in this case, Analysis. The Content text field is blank, awaiting your entry.

P brings up a dialog box with product choices in four modalities, and lead in phrases. The phrase "using a/an" is auto entered but easily changed.

S opens a dialog box containing the state standards that you chose at the time of installation.

NEW: Any field in UnitWriter will allow free typing, should the user choose to not use the lists and pull downs provided, or to edit what is provided. Make choices. for example in the Lesson Plan strategies. then place your cursor and type in any text changes you'd like.

The Verb Bank: Click on the **V** button and notice the active thinking level is accessible, the others are grayed out. Double click to make a selection and it will show in the **Selected Verb** field. Click **OK** and the verb will be in the Verb field of your Matrix

To customize the verb list, type in verbs for any level of thinking in the field below the appropriate level of thinking, and click on **Add Custom Verb(s) To Bank**.

Once in your bank double click to select, click **OK** and it will be in the Matrix as well as stored in your Verb Bank. To permanently remove a verb from the program, highlight the verb in your bank and click **Delete Verb From Bank**. The verb Compare is now in the cell.

If you return to the Verb bank from this cell and choose another verb, it will replace the current choice.

TIP: Pressing the Red X at any time while in an activity, will erase the entire contents of this view of the cell and its lesson plans.

Click to place the cursor & complete the rest of the activity statement.

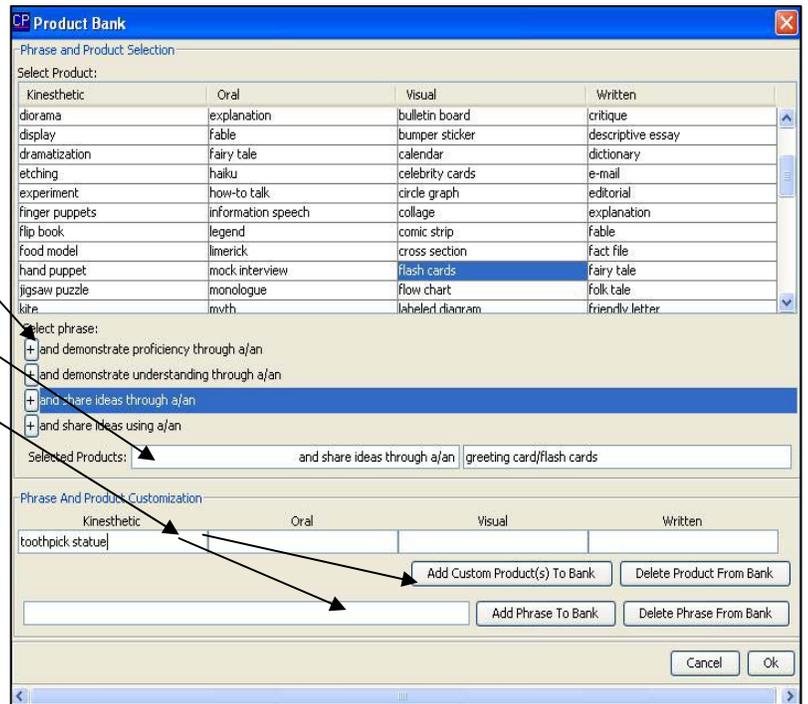
The Product Bank: Next, click on the **P** in the Matrix cell to select a student product from the Product Bank.

Select a lead phrase by clicking on the **+** to the left of the phrase; double click on a product and preview both in the **Selected Product(s)** fields. Additional products can be added to the matrix by double clicking and adding them to the Selected Product field. When finished, click **OK** and choices will show on the Matrix.

Custom phrases and products can be added in the Phrase and Product Customization section. Type in your products and phrases and click on the **Add Custom Product/Phrase** buttons.

If you then want to add your newly added product to the Matrix, simply double click on it from the list and click **OK**.

To delete a product or phrase from the bank, highlight your choice and click on the **Delete** buttons.

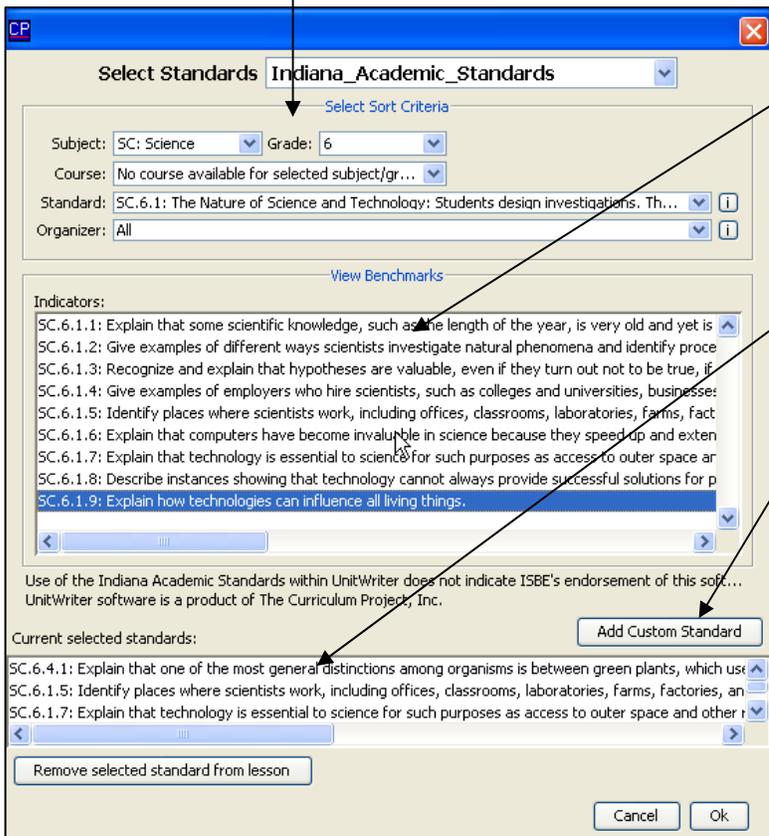


Selecting State Standards

Click on the **S** in the Matrix cell to view the state standards that you chose to install with UnitWriter.

Begin by selecting your Sort Criteria to easily select benchmarks and indicators.

This example references the *Indiana Academic Standards*. Visit our web site (www.CurriculumProject.com) to find out which other state's standards are installed with UnitWriter.

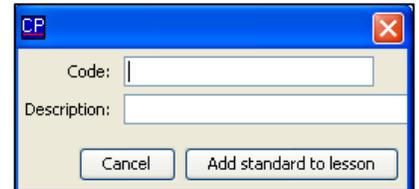


For each Standard and Organizer that you select, Indicators will appear in the **Indicator Field**. Double click the Indicator that you would like to include and it will appear in the **Current Selected Standards** field for your review.

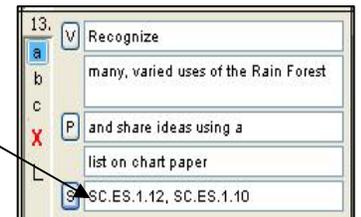
You can also remove standards from the lesson plan by highlighting an added standard and clicking **Remove Selected Standard**.

NEW: Add standards that are not included in UnitWriter by clicking on the **Add Custom Standard** button.

A dialog box opens with fields for a numeric code and text of local, state or national standards. Cut/paste or type in the fields; codes will display on the Matrix, text of the descriptor will be on the Lesson Plan



Once an Indicator or two has been identified, click **Okay**, and the code for the benchmark is entered into the corresponding cell in the Matrix. The full text of the selected benchmark is also entered in the corresponding lesson plan.

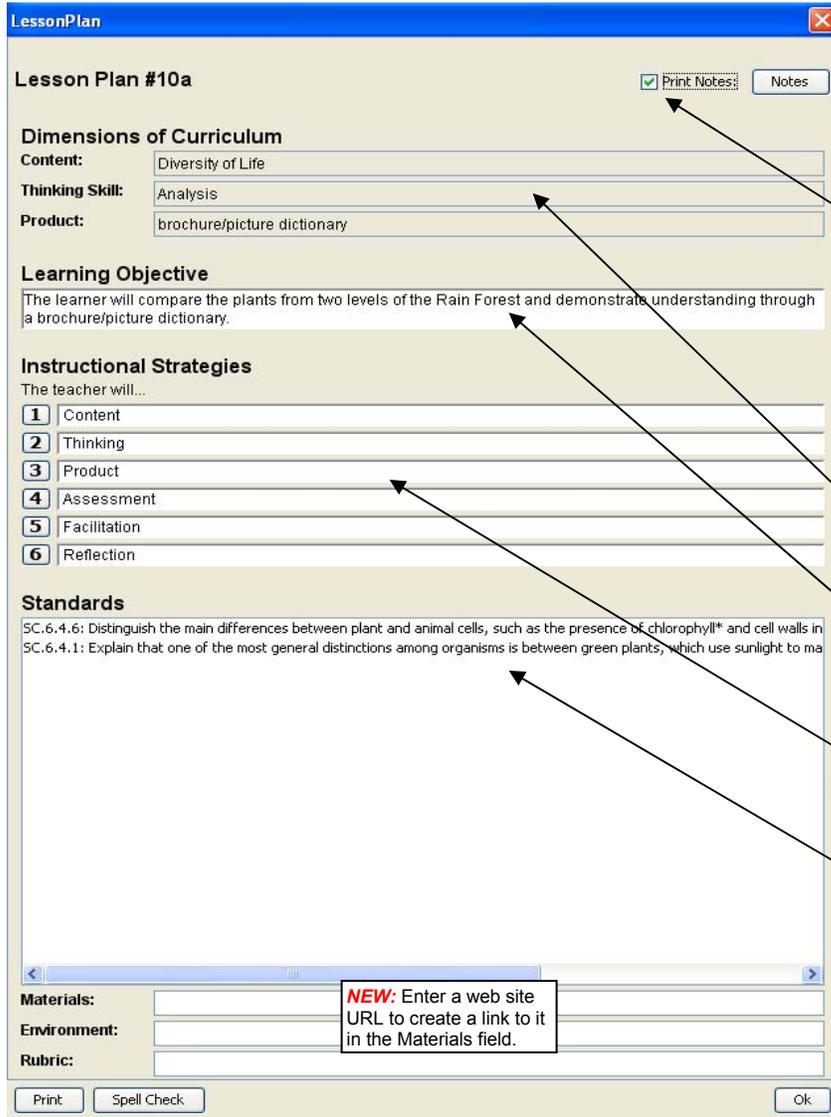
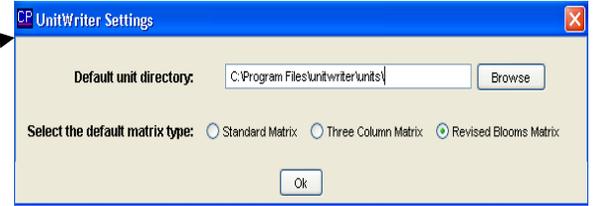


NEW: Choose the State Standards Links from the Help pull down menu when connected to the Internet. Click on the state of your choice, click **OK** and a browser will open to the correct page within your Department of Education. Standards & codes can be cut/ pasted into UnitWriter as described above.



Alternative Matrix Layouts: UnitWriter offers 2 additional layouts for a Matrix. Both options include the same functionalities as those already described. Each has a unique Verb Bank, to reflect the adapted thinking skills terminology. Once settings are changed, you must choose to create a new unit for the new settings to be implemented. Once a Unit is saved in one format, it can not be changed.

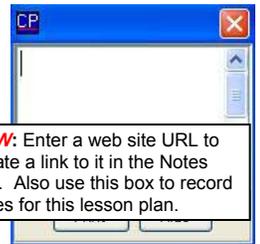
From the Edit menu, choose UnitWriter Settings and a dialog box will open allowing you to choose between a 6 column CSM Matrix, a 3 column Math matrix, and a 6 column layout utilizing terminology of the newly revised Blooms Taxonomy. Click on the layout of your choice, and then Okay. Any units created from here on will be in the column format just chosen, until you return to Edit, UnitWriter Settings and change the settings again.



Lesson Plans

Begin creating a Lesson Plan by clicking the “L” button in the Matrix cell. Remember that each Matrix cell can have as many as 4 objectives indicated by the letters a-d. Likewise, you can create up to 4 lesson plans per Matrix cell. When a Lesson Plan has been started, the L on the Matrix is highlighted.

The **Notes** button at the top of the Lesson Plan brings up a window where notes can be kept for this specific Lesson Plan; they will print within the Lesson Plan if the **Print Notes** box is checked.



NEW: Enter a web site URL to create a link to it in the Notes box. Also use this box to record notes for this lesson plan.

The Curry/Samara Model Lesson Plan is comprised of 6 parts.

Dimensions of Curriculum label the content, thinking skill, and product upon which the lesson is based. This information is auto entered from the Matrix screen.

The *Learning Objective* states expected student outcome for the lesson. It is also auto entered from the Matrix. To make adjustments to the Learning Objective, you must go back to the Matrix.

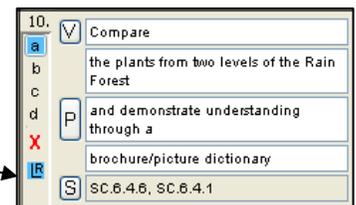
Instructional Strategies focus on actions the teacher will take in the areas of content, thinking, product, assessment, facilitation, and reflection.

The *Standards* section contains text of the benchmarks that were selected from the State Standards screen. To change the standard in the lesson plan, double click on it, to go back to the standards screen.

The *Materials* section is where unusual resources for this lesson can be recorded.

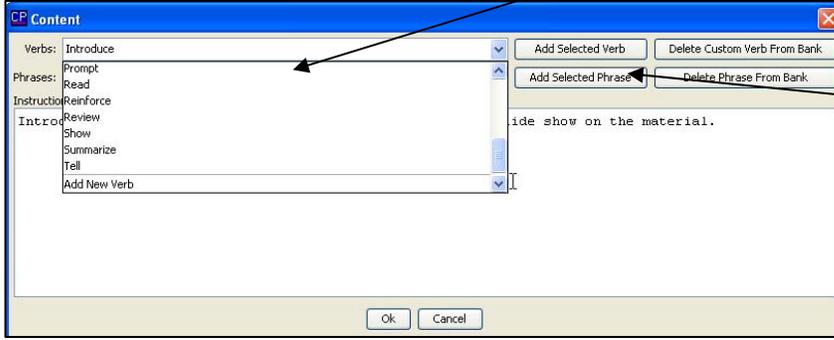
The *Environment* section documents the location in which the lesson will be taught.

The Rubric field is a blank text field for noting the name and location where you have stored any rubrics created for this lesson. If an entry is made in this field, a small **R** will be embedded next to the highlighted **L** on the Matrix cell.



Instructional Strategies

The Instructional Strategies section of the Lesson Plan is a series of six categories of instructional strategies that relate to the CSM Model Classrooms Project. Each category has a list of teacher action verbs, and a list of phrases with which the user “builds” a statement.



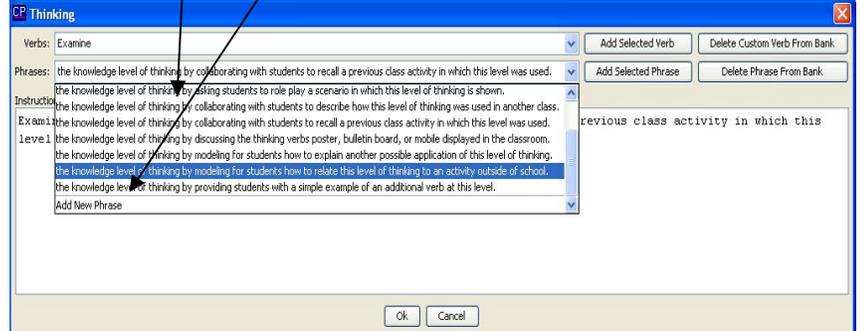
Click on one of the categories to view and select a verb and phrase from each list. Click on the **Add Selected Verb/ Add Selected Phrase** buttons to preview a completed sentence and click **OK** to place it within the Lesson Plan.

Add custom verbs or phrases by choosing **Add Verb/ Phrase** from either list and entering your text. Click **OK** and the new verb/phrase is now in your bank.



Instructional Strategies:

1. Content: strategies that encourage students to become engaged with the objective of the lesson;
2. Thinking Skills: strategies to promote the teaching of thinking;
3. Product: strategies to encourage students to become involved with the content of the lesson;
4. Assessment: define criteria to help students develop skills of quality control;
5. Facilitation: define strategies to keep students actively engaged in meaningful work;
6. Reflection: strategies to help every student to summarize main skills or content of a lesson.



Spell Check

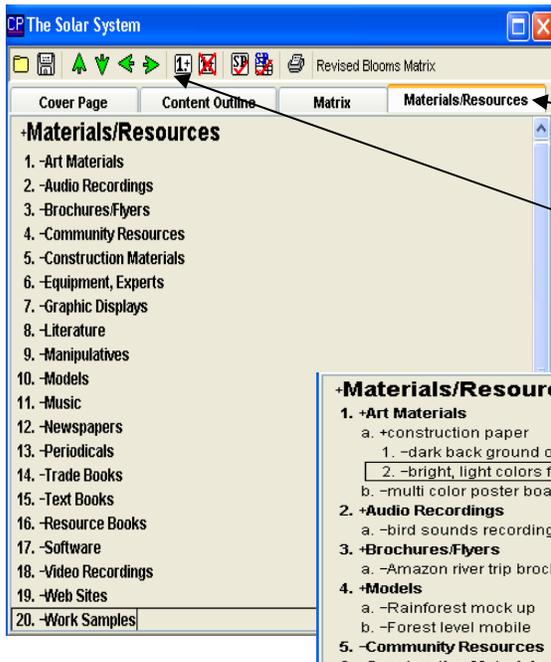
Spell check on the Lesson Plan, using the button at the bottom of the screen. If an unfamiliar word is found, change the word or add it to UnitWriter's library. Or use buttons at the top of the Matrix screen to check the spelling of the entire unit, or the screen that you are currently working on.

Print

Print the Lesson Plan using the button at the bottom of the screen. Or use the file pull down menu or buttons at the top of the Matrix screen to print the entire unit, or the screen that you are currently working on. If the **Print Notes** check box is checked on the Lesson Plan, any notes you created will print within the Lesson Plan.

The **OK** button will save and close the Lesson Plan.

Materials and Resources



As you develop and teach the unit of study, you can keep detailed notes of the materials and resources that might be used for implementation.

Click the **Materials/Resources Tab**, and a list of materials and resources is provided to get you started.

Begin adding your own materials and resources to the list by clicking the **New Topic** button. You can likewise delete a line by selecting it and clicking the **Delete Topic** button.

As on the Content Outline screen, use the **Green Arrows** or your keyboard **Tab Key** to rearrange the list as desired. The materials list will print when the Unit is printed.