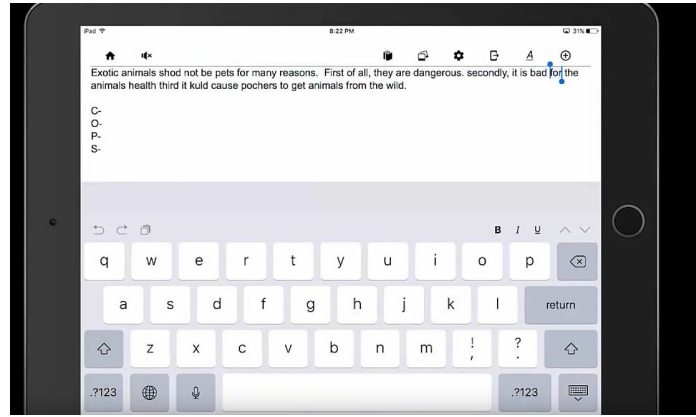


CO:Writer and the COPS Writing Strategy



How to Help Students Use CO:Writer Universal with the COPS Writing Strategy

Students can use CO:Writer Universal and the COPS writing strategy in peer editing roles. Editing is one of the most important steps in the writing process. Students often don't know where to begin, so they offer a few suggestions that aren't especially constructive or too general such as "It's great." Students don't want to criticize, are not sure what to look for, or don't have a good grip on spelling and grammar themselves. Students need a strategy to guide them through the editing process to make it more effective.

The COPS Strategy is a revision strategy and an acronym with four basic elements.



C stands for Capitalization. The students should read each of their sentences and ask themselves, "Have I capitalized the first word and all proper nouns?"

O stands for Overall Appearance. Students check on writing aspects such as complete sentences, correct margins, and proper spacing.

P stands for Punctuation. Students ask themselves, "Have I used end punctuation, commas, and semicolons correctly?"

S stands for Spelling. "Do the words look like they are spelled right? Should I sound them out or should I use the dictionary?"

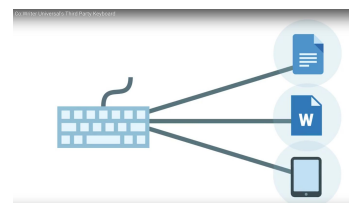
Students take turns proofreading each other's essays and provide feedback by using the COPS Strategy. Then, they use the text feature in CO:Writer Universal to listen for fluency. Listening to the text allows students to hear areas of the writing that sound awkward. Using the COPS Strategy combined with the text-to-speech feature in CO:Writer Universal gives the students a framework for peer editing.

CO:WRITER UNIVERSAL'S THIRD PARTY KEYBOARD

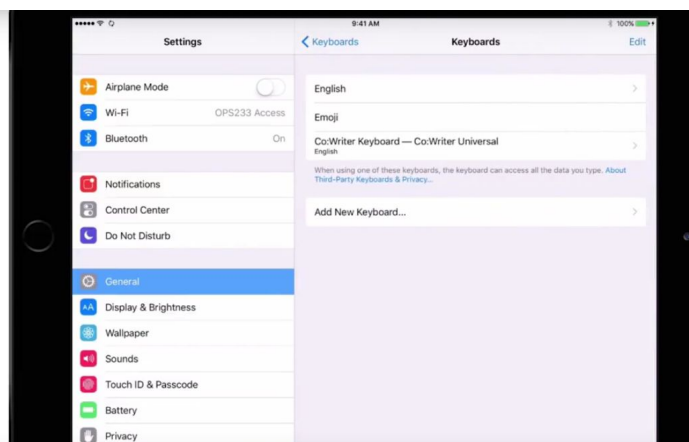


How to Install the Co:Writer Universal Third Party Keyboard

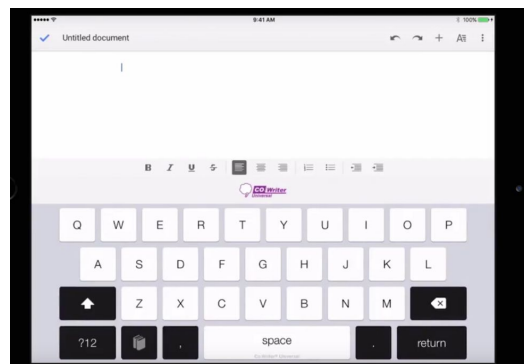
Installing the Co:Writer Universal Third Party Keyboard allows students to use it with applications like Google Docs and Microsoft Word on the iPad. Having this keyboard gives students most all of the features of the Co:Writer Universal (CWU) app in the keyboard itself.



Step 1: Go to Settings on your iPad. Tap General. Scroll to Keyboards. Tap Keyboards to see your options. Tap “Add New Keyboard...” Choose Co:Writer Keyboard from the list. Now, you can use this keyboard in any application that allows the third party keyboard.

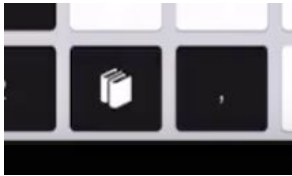


Step 2: Try it in an application such as Google Docs. Create a document. When in the document hold your finger on the globe button in the lower, left corner of the iPad screen to turn ON the keyboard. A menu window will open. Tap Co:Writer Keyboard from the list of options to start the third party keyboard. Essentially, the third party keyboard lies on top of your document in Google Docs. Google Docs will function normally.



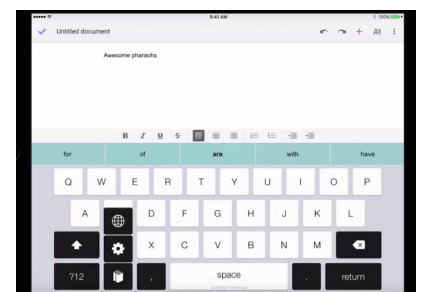
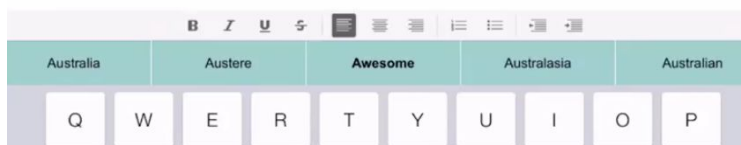
NOTE: If an error message appears after you've installed the keyboard, simply log out of your open Co:Writer Universal application and then log back into Cowriter Universal.

Step 3: When you want to turn OFF the Co:Writer Third Party Keyboard, simply hold your finger on the books icon to see the globe appear. Tap on the globe, and it will go back to the traditional keyboard.

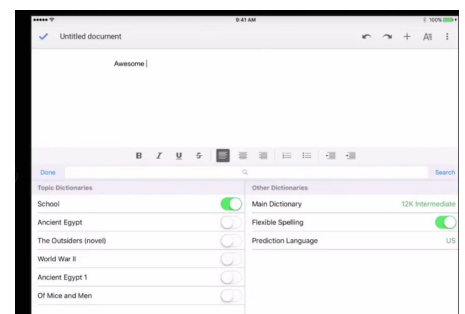


Cool Features of the CWU Third Party Keyboard

Word Prediction: Gives you a row of 5 optional words to choose from when you are writing. Students struggling with spelling are helped by this keyboard word bank predicting what you are trying to spell out.



Word Dictionaries: Tap the books icon in the bottom row to see the topic dictionaries option just like you would in the Co:Writer Universal app. Turn on with the green slider any topic that applies to what you are studying. This will give you access to words within that particular topic of study. You can use the Search feature to type in a word to search for and create that topic. The key words will show in the word bank since the keyboard recognizes words associated with your chosen topics. Add helpful dictionaries for whatever topic you are working on.



Strategies for Effective Writing: COPS Strategy



Editing with the COPS Strategy

STEP 1. CAPITALIZATION: Check your capitalization (look for words at the beginning of sentences, places, and names).

STEP 2. OVERALL APPEARANCE: Is your work neat and attractively presented? Is your handwriting legible and spaced correctly? Did you use complete sentences?

STEP 3. PUNCTUATION: Do your sentences end with the correct punctuation? Do you have commas and apostrophes where needed?

STEP 4. SPELLING: Check that all your words are spelled correctly. Ask a teacher or classmate or consult a dictionary if you are unsure.

This strategy assists students with editing what they have already written. Often when students reread their writing they are focused on content. This strategy helps students focus on editing grammatical errors.

Step 1. Explain to the students the importance of checking for grammatical errors as well as content.

Step 2. Introduce the mnemonic COPS and model the strategy using “think out loud”. Discuss when/how the COPS strategy should be used.

Step 3. Practice correcting various prewritten samples (hand out these examples to students so that they may correct as they follow along).

Step 4. Have students respond to a predetermined writing prompt.

Step 5. Have students, either individually or in small groups, correct their own writing and then switch with a neighbor or group member.

Co:Writer Universal Quick Start

What is Co:Writer Universal?

Co:Writer Universal is a set of writing tools that aides with phonetic spelling, grammar, and topic-related vocabulary. The tools can be used with many different computing devices in a consistent and reliable way.

Why do I need to login to use Co:Writer Universal?

Co:Writer Universal will automatically save display settings and topic vocabulary anywhere you use Co:Writer to write. In addition, if you are writing within an iOS device or Google Chrome Applications, Co:Writer will save your document automatically.

Options and Settings:

Co:Writer allows you adjust speech and display options. It will also allow you to supply topic specific vocabulary as well as personal words like family and pet names.

Speech Options:

Co:Writer has tools available to adjust voice, volume, pitch and rate for text to speech. These settings are device specific.

Word Prediction Options:

You can now adjust font, background and foreground colors, size and number of guesses for prediction box. Co:Writer also allows you to adjust the font size, background and foreground colors for writing environments within the iOS and Google Apps.



Co:Writer writing environment::

When writing with Co:Writer within the Chrome or iOS applications, your writings will be saved automatically, and can be accessed from any Co:Writer enabled device with an internet connection.

Home Page:



Click on trash to select writings to be removed.



Click on export to export to places like Dropbox or Google Drive.

New

Click on the word “New” to create a new writing. Otherwise, click on a writing you have already started to continue to write.

Writing Page:



Home is used to return to the home page.



Speak selected text related to cursor placement.



Specify Vocabulary Dictionaries and Topics.



Insert pictures with the camera, from your computer, or from personal online picture sites.



Adjust prediction and speech settings.



Export a selected document to places like Dropbox and Google. Use Export to Print or Copy too.



Turn on/off prediction window.



Document formatting options.



Create a new document with the same dictionary settings.

Technology Summary

Writing Checklist



Before you turn your work in...STOP and do what the COPS say.

- C** - Capitalization (Did you use a capital letter at the beginning of the sentence and for proper nouns?)
- O** - Overall Appearance (How does it look? Did you use correct spacing? Did you use neat handwriting?)
- P** - Punctuation (Did you put end punctuation? . ! ?)
- S** - Spelling (Did you check for correct spelling?)



Version II

COPS Editing Checklist

Use the following checklist as a guide when you edit your writing. Also, use it when you are ready to proofread your final draft.

CAPITALIZATION

- _____ Start all sentences with a capital letter
- _____ Capitalize nouns that name specific people, places, and things (proper nouns)

ORGANIZATION

- _____ Sentences should be clear and complete (combine simple sentences without creating a run-on sentence)
- _____ Edit run-on sentences into 2 or more complete sentences
- _____ Check that you have included a variety of sentence structures (having different lengths, using various introductory clauses/endings, effective use of transition words)
- _____ Use powerful verbs, specific nouns, and colorful adjectives/adverbs

PUNCTUATION

- _____ Each sentence should end with an appropriate punctuation mark (. ! ?)
- _____ Use commas after introductory clauses and transition words
- _____ Use commas in a series (Larry, Moe, and Curly)
- _____ Use commas before connecting words (and, but, or) in compound sentences
- _____ Punctuate dialogue correctly (Mary said, "I did my homework!")

SPELLING

- _____ Did I check for spelling (use spell check)
- _____ Check for homonyms and make sure you used the correct form (too or to or two and your or you're)