

Who has . . . a simple way to create a great game?

I have . . .

LoopWriter® Software

For creating Loop (or I Have/Who Has) Games

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Welcome

An Introduction to LoopWriter®

LoopWriter® is designed for educators who wish to develop Loop, or “I have... Who has...” card games for use in their classrooms. It is a simple to use tool that allows you to enter content in a question and answer format, “shuffle” the deck, cut out the cards and engage students in a fun process as they strive to close the Loop.

LoopWriter Software is one of several pieces of software that we have developed to make the job of teaching easier, more fun, and more successful for students and teachers alike.

Please visit our web site www.CurriculumProject.com for information on our other products and software and to view or download research reports and articles regarding classroom implementation.

Installing LoopWriter®

LoopWriter® can be installed on computers running Windows '98 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.

To install LoopWriter follow these steps:

1. Go to www.CurriculumProject.com, choose “Free Materials,” and on that page, scroll down to the “LoopWriter” section.
2. Click on LoopWriter (PC or Mac) to download it to your desktop.
3. From your desktop, click on the LoopWriter icon; follow the instructions on each screen.
4. If you are using the trial version, LoopWriter will open to an “Untitled” deck for you to begin. This trial version will operate for 10 days from the day of installation, and allows you to print two decks during that time.

If you are choosing to purchase and register the program to use the full version, you will need to arrange for payment and receive a registration number from The Curriculum Project. Payment for LoopWriter can be made by credit card on our shopping cart or by Purchase Order from your agency. Contact us for questions, or to make arrangements at 800.867.9067 or TCPOffice@aol.com.

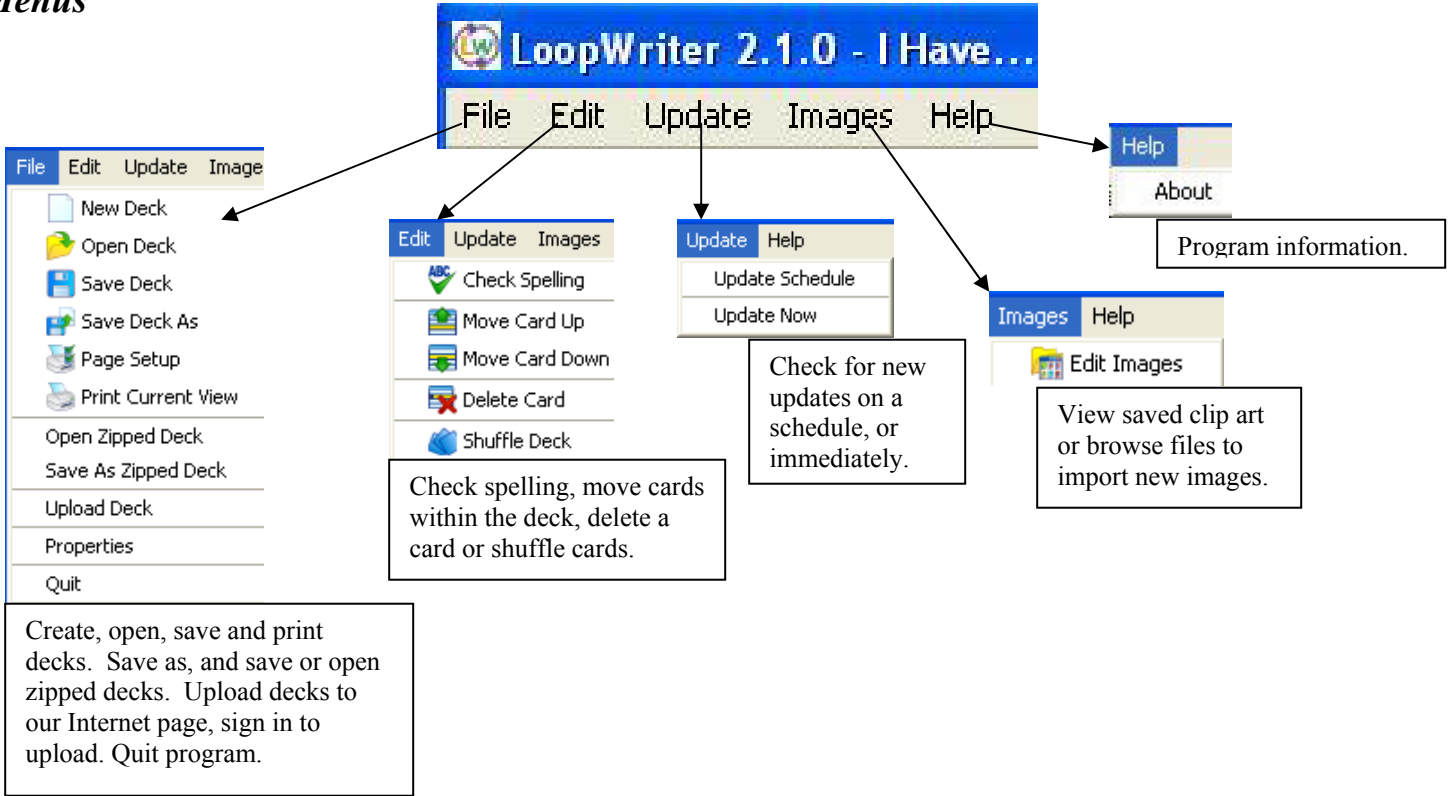
Once you have a registration number, simply choose the “Register Now” option as you open the program. You will be prompted to enter the registration number, and your name (exact spelling is required) and the program will then be fully operational. The decks that you created while using the trial version will be saved and available with the full installation.

The licensing agreement for LoopWriter is for a single user, and allows you to install the program on one computer at work, and another at home. To install on the second computer, simply follow the same instructions as above. Download the trial version, and as you boot the program, choose to “Register Now” using the same registration number and spelling of your name.

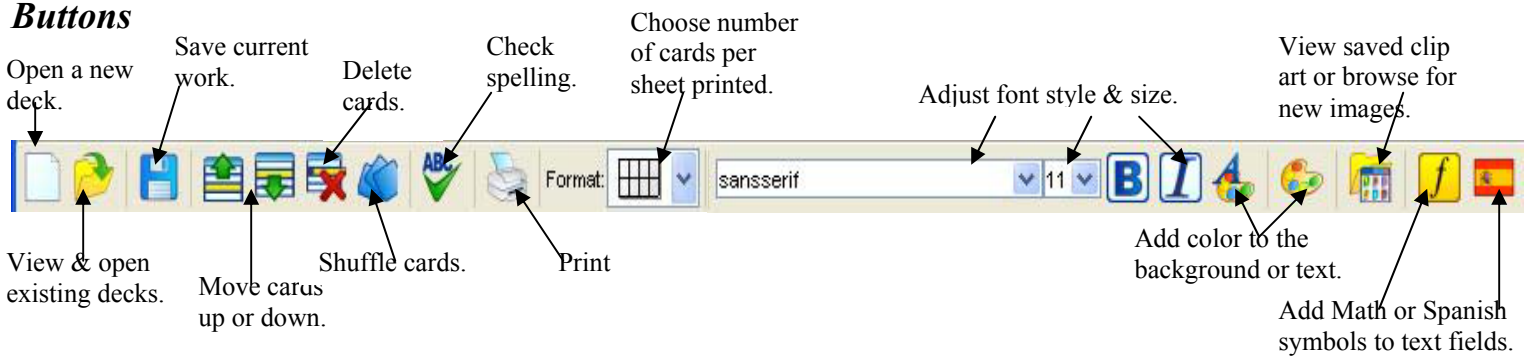
Getting Started

Menus, Buttons & Tabs

Menus



Buttons

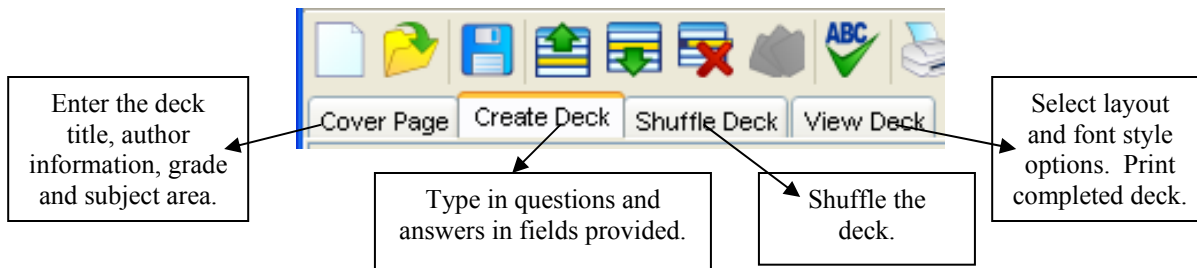


Buttons are arranged to provide quick access to the features and commands used in LoopWriter. Each of these functions is also available in one of the pull down menus, as shown above.

Depending on which tabbed screen is active, various buttons are accessible or not accessible, and in some instances the buttons may take on a new look. For example, the icons of cards with arrows for moving cards within the deck are not functional on the View Deck screen, and are therefore not accessible.

Tabs

Labeled tabs are conveniently placed just above the main work area of a deck, allowing you to easily switch among the four work screens of LoopWriter.

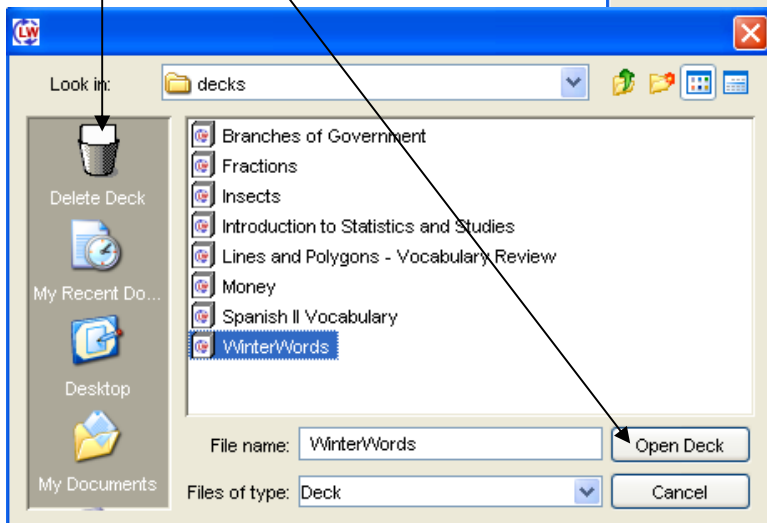
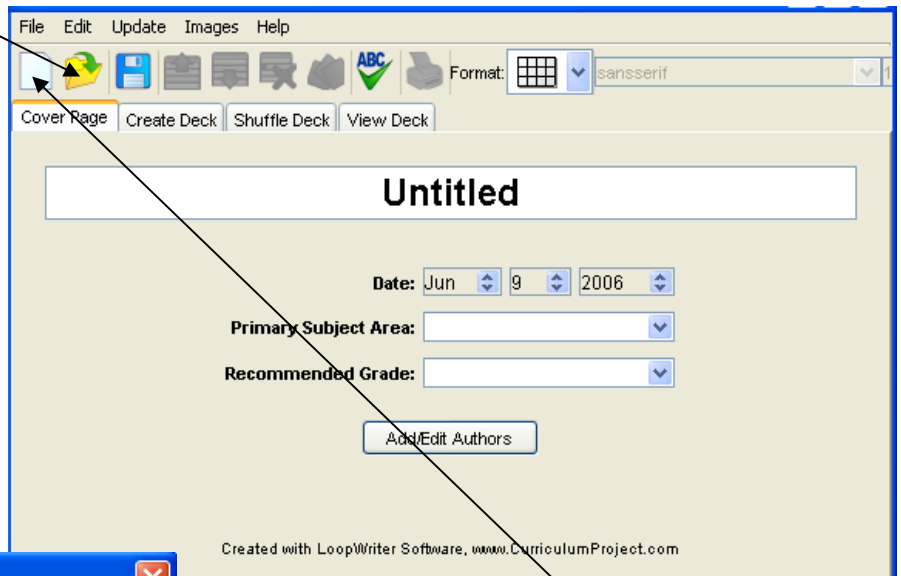


Creating and Selecting Decks

Launch LoopWriter to begin. Each time LoopWriter is launched, an "Untitled" deck opens

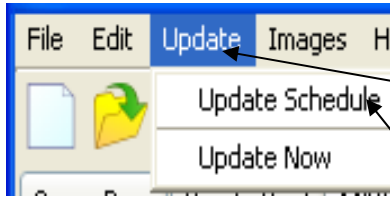
If you would rather work on an already created deck, simply click on the **Open Deck** icon. A dialog box will open, listing all of the decks that you have already created. Double click on a title, or single click on your choice and then click on **Open**.

It is from this dialog box that previously created decks can be deleted by highlighting the deck in the list, and clicking on the **Delete Deck** button.



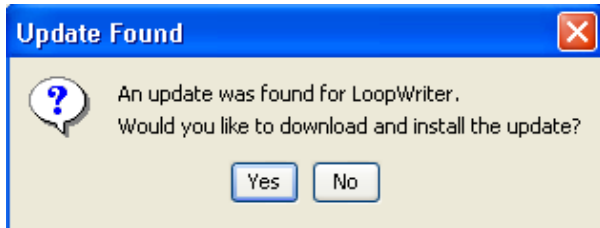
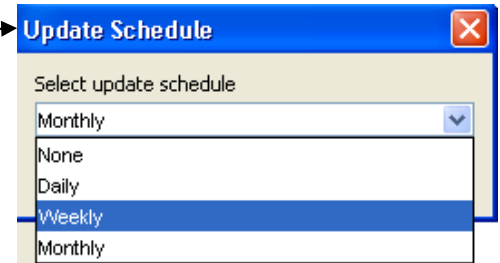
To begin a new deck when you are working on an already existing deck, click on the **New Deck** icon at the top of the screen, or in the File pull down menu.

Auto-updating LoopWriter



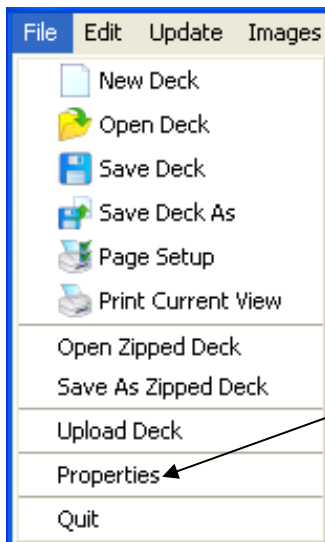
LoopWriter has a built in function that lets you know when there is a newer version posted on our web site. Whenever you are connected (not necessarily signed on) to the Internet, on a schedule you define, LoopWriter will check for new updates. The system is set to check on a monthly basis, but you can 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 LoopWriter will search for an update, or to turn off that function by choosing None.



When you first open LoopWriter, on the scheduled 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 instructions on each screen to complete the process.

Switching Languages



To switch the language of the “I Have... Who Has...” statements, choose **Properties** from the File pull down menu, and in the LoopWriter Settings dialog box, use the **Language** pull down menu to choose a language.



Once chosen, click on the **New Deck** icon, or choose New Deck in the File pull down menu. Once a deck is opened and saved in one language, you can not translate it to another. At this point LoopWriter does not have foreign language dictionaries built in, therefore, Spell Check is disabled when you are working in a language other than English. *Once a language is chosen, every new Untitled deck you begin will be in that language until you switch your choice again, as described.*

The Cover Page

Setting Up the Cover Page

Cover Page Create Deck Shuffle Deck View Deck

Untitled

Date: Feb 6 2005

Primary Subject Area: Social Studies/History

Recommended Grade: 7

Add/Edit Authors

Authors

Ms. Sally Smith
Any District
Middle School

Mrs. Janice Jones
Any District

When starting a new deck, the cover page should be completed first. The title field will read “Untitled” as you begin each new deck. Highlight Untitled, and type in a short, descriptive name for your new deck.

The date is auto entered as today’s date, but it can be changed by using the arrows next to each field.

Next, select a primary subject area for this game, using that pull down menu.

Now, select the recommended grade or grade span from that pull-down menu.

Add/Edit Authors by single clicking on this button to open a dialog box that makes it easy to enter the name(s) of the individual(s) who will be developing the deck. Add/enter authors by filling in the fields on the left, and then click the **Add** button.

The author information is entered into the program, and the author’s name appears in the author list area, on the right side of the screen.

Additional teachers from the same campus can enter their first and last name, without reentering any of the other information, and the owner of the program can enter their data, and click on **Save Input** for future use.

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

Salutation: Dr.

First Name: Wanda

Last Name: White

Title/Position: Teacher

District: Any District

Building: Elementary School

Save input as default: Save Input

Add Clear Remove

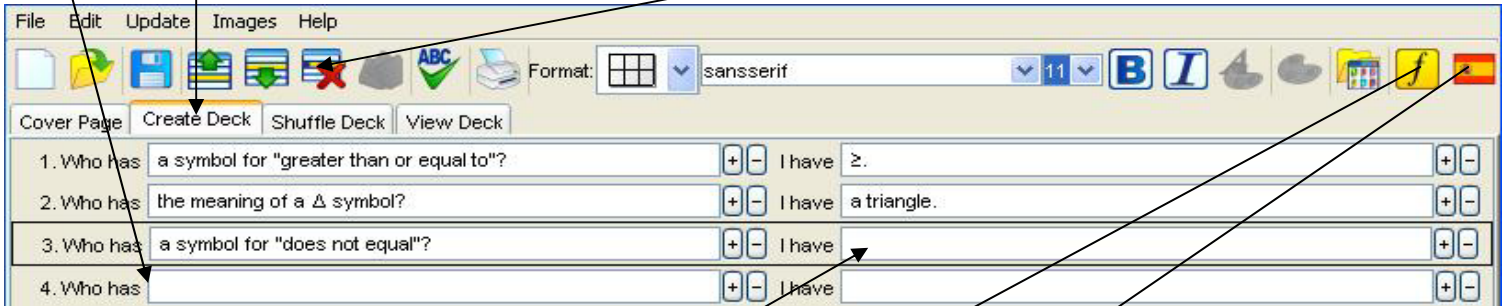
Ms. Sally Smith
Mrs. Janice Jones

Done

The Create Deck Screen

Generating a New Deck

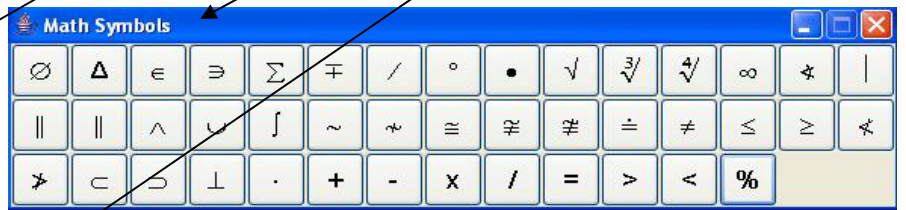
Click on the **Create Deck** tab and type in the questions and answers that you wish to include in your new game. Use the **Tab** key on your keyboard to move from field to field; use the **Enter/Return** key to create a new, blank card. A card can be deleted simply by clicking in one of its fields and hitting the **Delete card** icon. Remember to add punctuation to your questions and answers.



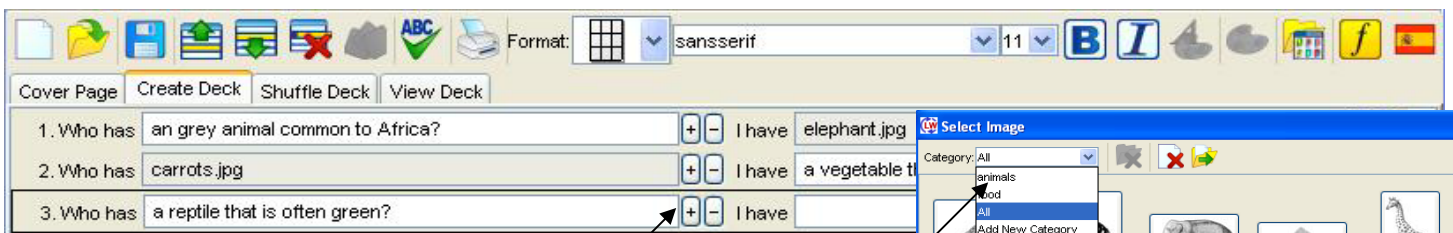
Adding math or Spanish symbols

To insert a symbol within a text field place the cursor where you would like the symbol added, then click on the **math or Spanish** palette button and choose the symbol.

A symbol can be added within a line of text, or on its own. Once the symbols palettes are opened, simply click back on either button to bring the palette to the front of your work space.



Importing clip art



To include graphics in your deck, click on the **+ button** next to that field on the Create Deck Screen.

The "Select Image" screen lets you view All images, select only from an existing category, or add a New Category.

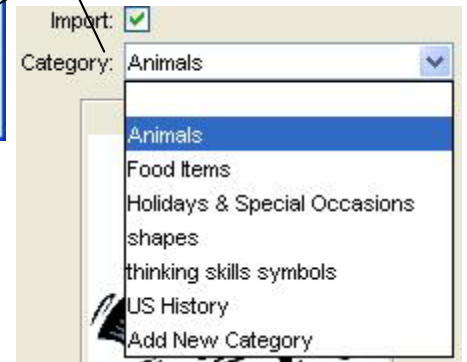
Choose the image that you would like to include on the card, and click on **Select Image**. Once an image has been placed in a field, it will replace any text, and will be identified by the file name used when originally saved. An image can be deleted by clicking on the **- button** next to that field.

Images will be scaled to fit within the top or bottom of each card. Once you have saved a deck, an image that has been placed in a card will scale down to a smaller size if you change the card layout; however, images will not scale to a larger size should you increase the card size. To increase the size of the image you will need to delete the image and reimport it to that card.



LoopWriter comes with a small bank of clip art to get you started. You can also access other images to include in your decks. Images must be .jpg or .giff to be imported into LoopWriter.

Click on the **Browse** button at the bottom of the Select Image screen to open a dialog box from which you can navigate to your own clip art, or find new images. Once you select an image, you will be asked to choose a category for it, or to create a new category. Click **Select Image** and the new image will be placed in the card



you are working on, and once the deck is saved, it will be included in your Image Bank for use in the future.

The Shuffle Deck Screen

Click on the **Shuffle Deck** tab. Initially this screen will look the same as the Create Deck screen. In this example, shuffling has already been done.

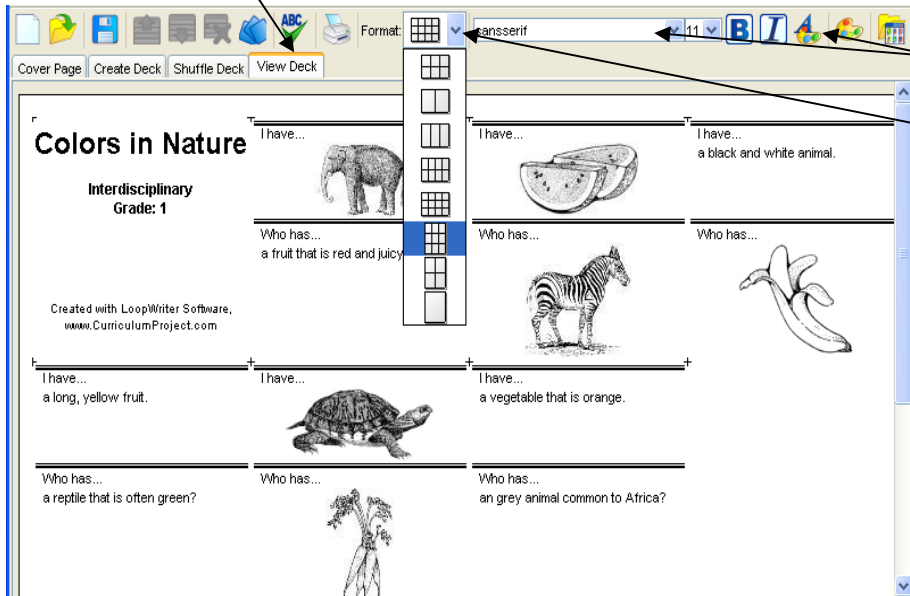
You will notice two columns of numbers, the first column indicates the order that the cards are in on this screen. The second column, in parenthesis,



represents the original position of the cards. To shuffle, click on the **Shuffle** icon or choose Shuffle from the **Edit Pull Down** menu. Shuffling is random, and can be done repeated times.

The View Deck Screen

Choosing the **View Deck** tab will bring you to the layout of your deck.



From this screen you can adjust the font size, style and text or background color for printing, as well as choose other **Format** options (1, 2, 3, 4, 6, 8, 9, or 12 cards per sheet). If you are having trouble fitting your title on the cover card, or the text of your questions within the fields, simply change the size of your card, or fonts. You can also check spelling and print from this screen at any time.

The clip art that was chosen on the Create Deck Screen now shows, scaled to your card size. Switch card format to try out the best layouts before saving. Once you have saved the deck, the image you have imported will scale to a smaller size, but

will not rescale to fit a larger card. To increase the size of the image you will need to delete the image and reimport it to that card.

Completing the Process: Name and Save

To **Save** your deck, click on the **Save** button, or choose Save from the File pull down menu. The first time that you save a newly created deck, you will be asked to name your work. The default File name will be the same as your title.

We suggest that you add a few descriptive words to the name to identify similar decks used in different lessons. It is best to avoid using symbols when naming your deck as the file name field can not accommodate all symbols.

The **Save As** option in the File pull down menu allows you to save a deck to a different location, or with a different name. Having created a great deck for a social studies lesson, add or change some of the questions and answers to increase the challenge, adapt the File name and click on **Save As**. You will then have two decks in your Decks dialog box list – the original, and the newly revised deck.



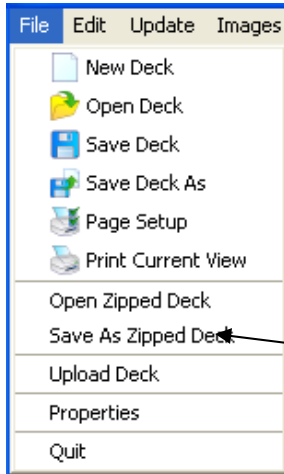
Be sure to **Spell Check** your deck and then you have your deck set up the way you want it, save, print and cut it out. We've even provided cut marks to help. You might want to consider laminating the sheets before you start cutting.

All that's left now – is the fun. If the Loop can't be closed with a correct question and answer, something, somewhere along the way was wrong. Use your print out of the **Create Deck** screen as an **answer sheet**, or encourage the students to discover where the problem is.

Saving & Opening Zipped Decks

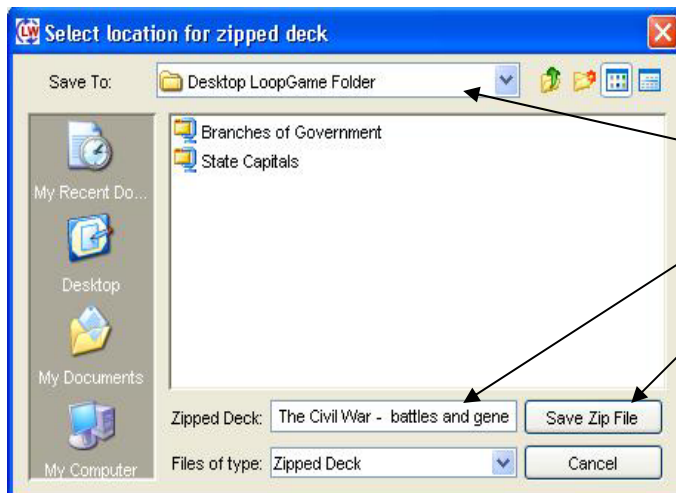
Saving as a Zipped Deck

LoopWriter has a unique feature that allows you to “zip” a deck, to protect the file during emailing. Many servers inadvertently corrupt files from programs that they do not recognize and our zip feature will prevent this from happening.



The process can be accomplished from any screen. The deck must have first been named and saved before it can be “zipped.” In the file pull down menu, choose **Save as Zipped Deck**. Click on the deck that you would like to “zip”, it will be highlighted and its

name will appear in the **Selected Deck** field. Click on the **Zip Deck** button.



Next, a dialog box opens to “Select location for zipped deck.” The deck that you selected will be in the **Zipped Deck** 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, or to the desktop. Click on the **Save Zip File** button at the bottom of the dialog box.

Your deck will now appear in a zipped format at the location of your choice. It is ready to be attached to an email, and, because it is zipped, it will not be corrupted by an email server.

Opening a Zipped Deck

To **Open a Zipped Deck** that is sent to you as an email attachment, choose this option from the File pull down menu.

The dialog box that appears will show your desktop in the **Look in** field at the top. From here you can navigate to the location where the deck was placed when downloaded from your email.

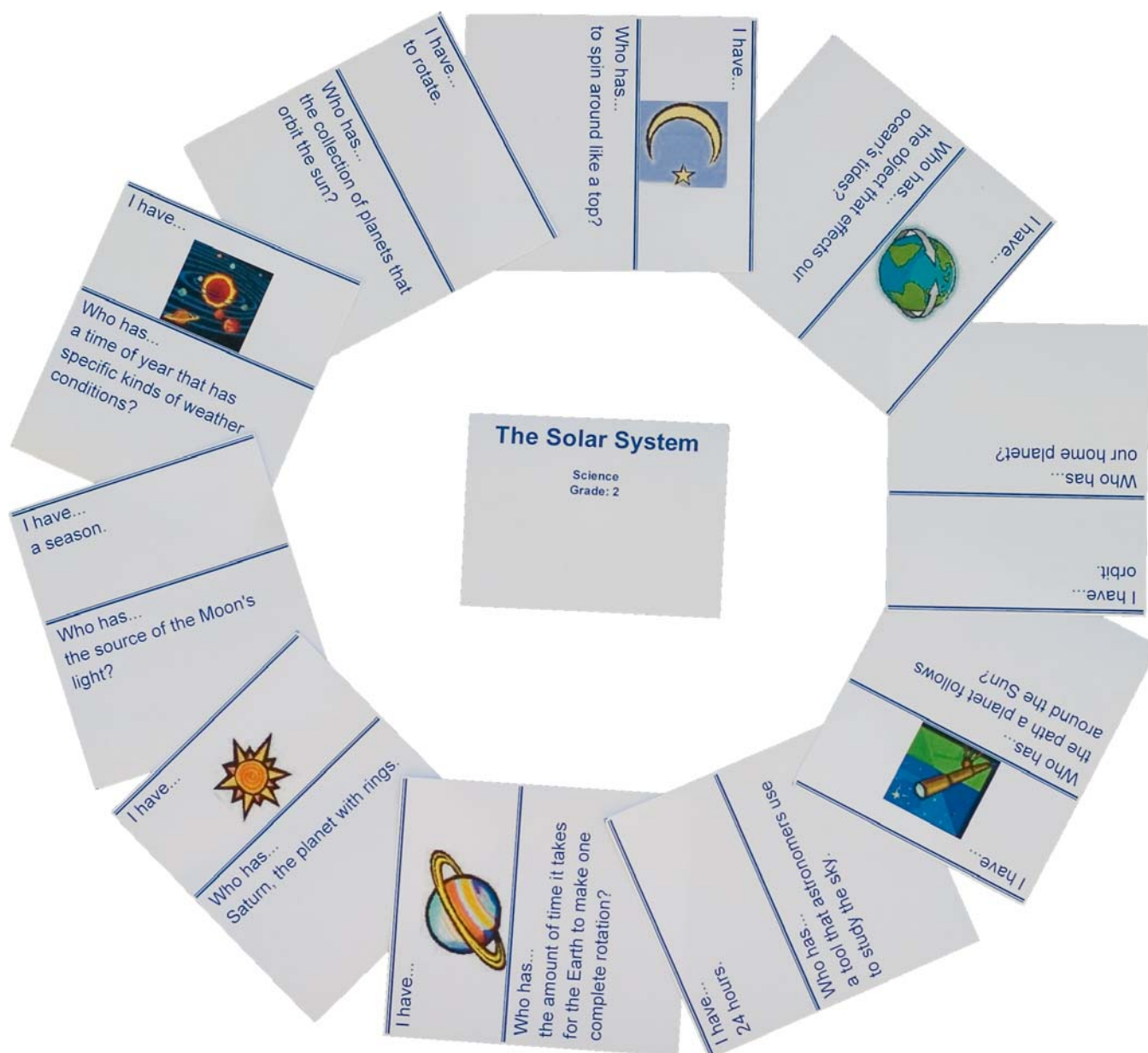
Click on the zipped deck that you would like to open and it will be listed in in the **Open** field at the bottom of the dialog box. Click on the **Open Zipped Deck** button and the selected deck will open within LoopWriter, and will be placed in the LoopWriter decks folder.



If there is a deck of the same name already within your decks folder in LoopWriter, you will be given an option to *overwrite the existing deck* or to change the name of the deck that you are currently trying to open. The newly opened deck will now be found in your decks folder within LoopWriter, and the zipped version of the deck can be deleted from your desktop (or from the location where it was waiting).

Some browsers will not only download your deck as a “zipped” file, but will also unzip it for you. In these cases you will see the zipped file on your desk top along with a LoopWriter deck, or a folder with the deck in it. In any case, proceed as described above, to Open Zipped Deck, and once opened and saved in LoopWriter you can delete both the zipped deck and the deck or folder from your desktop.

A completed Loop Game will be a challenge that students of all ages will have fun meeting. **For several free games ready to be printed**, go to our web site, choose Free Materials, and in the LoopWriter section, click on Free Loop Games. You can then scroll through the list, download and print as many as you like.



The Loop Group

The Loop Group is a consortium of teachers who share Loop Games with one another. Loop Group membership allows registered LoopWriter users to sort through and download completed Loop Games from a growing bank of games on a wide range of topics.

Joining is as simple as sending us three Loop Games that meet the criteria defined in the rubric (see below). If you are not already a member, please go to www.CurriculumProject.com for more information.

As a member of the Loop Group, you will be able to visit a Members Only section of our web site and:

1. sort the list of games by grade level, subject area and title;
2. view the contents of games online;
3. download the games that you like;
4. use the games that you download, “as is”; and
5. modify the games that you download to suit your specific curriculum needs.

Downloading Loop Games

To view and download Loop Games, *you must first be a member of the Loop Group* (see above). Once a member, simply go to www.CurriculumProject.com, click on “Software” and then “Loop Group.” On this Loop Group Index page anyone can sort available games by title, grade and subject.

As a member, you can also choose to view the deck on line, and/or download the deck to your computer. Click on the “Sign In” button and you will be asked to enter your email address, and password. You will notice that the screen changes appearance by adding **D** buttons to the left of the deck titles, and the “Sign In” button is now “My Account.” By clicking on My Account you are able to change your password if desired.

To view a deck online, just click on the title of the deck. You will then be able to see the list of questions and answers in that deck, but not the cards as they would print. At this point you can choose the “Download Deck” button, or “Back to Loop Games.”

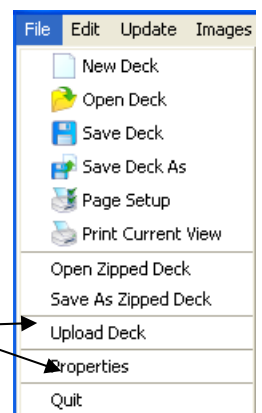
An alternative for downloading is to simply choose the Loop Game that you want, and click on the “**D**” next to the title. Define where on your computer to place the downloaded game, and click **Save**. The game will already be in a LoopWriter deck format, and by double clicking on it, your LoopWriter program will open. Save the new deck into your decks folder by choosing **Save Deck As** from the file pull down menu in LoopWriter. Rename the deck if you’d like, and click on **Save Deck**. Once you have safely saved the new deck into your decks folder, you can delete the downloaded copy.

Uploading Loop Games

Loop Games can be uploaded to be added to the Loop Group bank of games. First, go to the File pull down menu, choose **Properties**, and you will be prompted to enter your email address. This sign in process will only be completed the first time you upload a deck.

Please note that by submitting games, you agree that you are releasing ownership of them, and you are granting permission for your games to be used and modified by others.

To upload a deck, choose **Upload Deck** from the File pull down menu.





In the dialog box that opens, click on a deck's name to highlight it, the name will appear in the **File Name** field. Click on **Upload Deck**, and your deck will automatically be sent to us. We will critique the deck using the Loop Game Rubric (see below) to verify that all games posted for sharing with other Loop Group members meet these minimum requirements. Once your first three decks have passed through our preliminary screening, you will be provided with a password for downloading other member's games. Each approved deck will be listed on the Loop Group Index page, on our web site. No author names are shown on the web site

Index (to protect your privacy), however, when a game is downloaded by a member, author information can be viewed on the cover page.

Loop Game Rubric

Cover Page

- the title summarizes the content of the game
- date of game's origin is displayed
- subject area and grade level are indicated
- all fields of author information are complete
- capital letters are used only where necessary abbreviations are avoided

Questions

- remain focused on content defined by the title
- cover topic completely
- concise, complete sentences
- reflect various levels of thinking
- capital letters are used only where necessary
- question marks are used as end punctuation
- quantity of questions allows for adequate practice with each topic (approximately 25-40)

Answers

- each answer matches only one question
- similar answers to provoke analysis and decision making
- capital letters used only where necessary
- correct end punctuation

Card Layout

- size of cards appropriate for grade level
- large, easy to read fonts
- text fits on every card, including the title card

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