

HOW TO SUBMIT YOUR WORK TO KIDSPIRED TALES 2002

Welcome to Kidspired Tales! We are happy to have you with us and very excited about the valuable collection of Kidspiration Activity Templates and lesson plans that will be the end result of this project.

This guide is provided as a “handy-dandy” page that you can print out and refer to as you prepare your materials for submission. If you have any questions that aren’t covered here, please don’t hesitate to **e-mail us at: kidspired@yahoo.com**.

Happy Reading!
-- Pattie and Susan --

PROJECT SUMMARY

- Participants will select a book and read it as a Read Aloud or Shared Reading. After the book is read, the class will create a different version, new ending, or sequel to the story. This will be done as a Modeled/Shared Writing or Interactive Writing. These writing models can be done on paper or with a word processor and projected on a screen.
- The teacher will then create a follow-up activity in any content area using Kidspiration. The written piece and Kidspiration file will be e-mailed to Susan or Pattie for publication. One of the goals of this project is to produce a collection of Kidspiration activities that will be SHARED by one and all. **The firm deadline to send in materials is October 31, 2002.**

PREPARING YOUR WRITING MODEL

- The writing model should be typewritten and submitted as an e-mail attachment to **kidspired@yahoo.com** Be sure to **identify** your name, grade level, book, and the name of your school in the e-mail accompanying your attachments.
- With the wide range of e-mail programs out there, it is difficult to provide instructions for how to attach a file to your particular e-mail client. If you are unsure about how to attach a file and have no tech support to help you with the task, drop us an e-mail telling us what e-mail client (e.g. Netscape, Outlook Express, Eudora, etc.) you are using, and we’ll be happy to try and help you through the process.
- Please do not use “fancy fonts” or other decorative touches in your document. We will need to convert your work into HTML which only supports a limited number of fonts and all of your hard work will be lost.
- The writing model should be accompanied by a narrative describing the activities and experiences that took place in your classroom. One of the greatest pluses to participating in an online project is the ability to gain new ideas and methods from other educators. **Please be sure to share yours!**

- Your file should be prepared in Microsoft Word (our preference), Notepad, Wordpad, or an equivalent Macintosh generic text editor. We have conversion software that will allow us to read most standard Windows and Mac programs, however the use of software such as Student Writing Center does present us with some problems at our end.

- As much as we love seeing your students' artwork and illustrations, we request that you not include any graphics with your writing model. For this particular project we will only be including a graphic of your Kidspiration Activity, which we will prepare from the Kidspiration file you send with your writing model.

PREPARING YOUR KIDSPIRATION OR INSPIRATION FILE

- The Kidspiration or Inspiration file should be submitted as an e-mail attachment to **kidspired@yahoo.com**. Be sure to **identify** your name, grade level, book, and the name of your school in the e-mail accompanying your attachments.

- When you have put the final touches on your Kidspiration activity and hit that "Save" button, be sure to note the directory the file is saved in and the name of the file. (We suggest saving the file in "My Documents" if this directory exists on your computer.) You will need this information when you attach the file to your e-mail for submission. There are many "rare and valuable" files floating around hard drives around the world who are lost forever because the user can't remember where they were saved! <smile>

- **Do not use any custom graphics, photos, or symbols in your Kidspiration/Inspiration activity.** While we agree that the ability to import graphics and create custom symbol libraries is one of the neatest features going...we've given a great deal of thought to this subject while preparing the project guidelines. It is possible to create a custom symbol library and share the resulting library file with other computers. However, many of you are on a school network, or do not have the appropriate permissions to install files to your school computers. To avoid the disappointment that would be the fate of those individuals if they couldn't utilize your activity in their classroom, we are requesting that you **only use the default symbols** included with the program when preparing your submitted activity.

- Please note that Kidspiration is the suggested software. Inspiration files can be opened in Kidspiration, however it is **not** possible to open a Kidspiration file in Inspiration. It is strongly suggested that you download the 30 day free trial of Kidspiration. Inspiration users will not be able to download and use the published Kidspiration activities. You may, however, get some great ideas from the accompanying screen shots and recreate the activities using Inspiration!

- At the conclusion of the project, be sure to read our tutorial "How to Download Kidspiration Activities from the Internet" so that your students can benefit from everyone's hard work.

- Most importantly, enjoy learning more about new literacies and concept mapping with your students!