

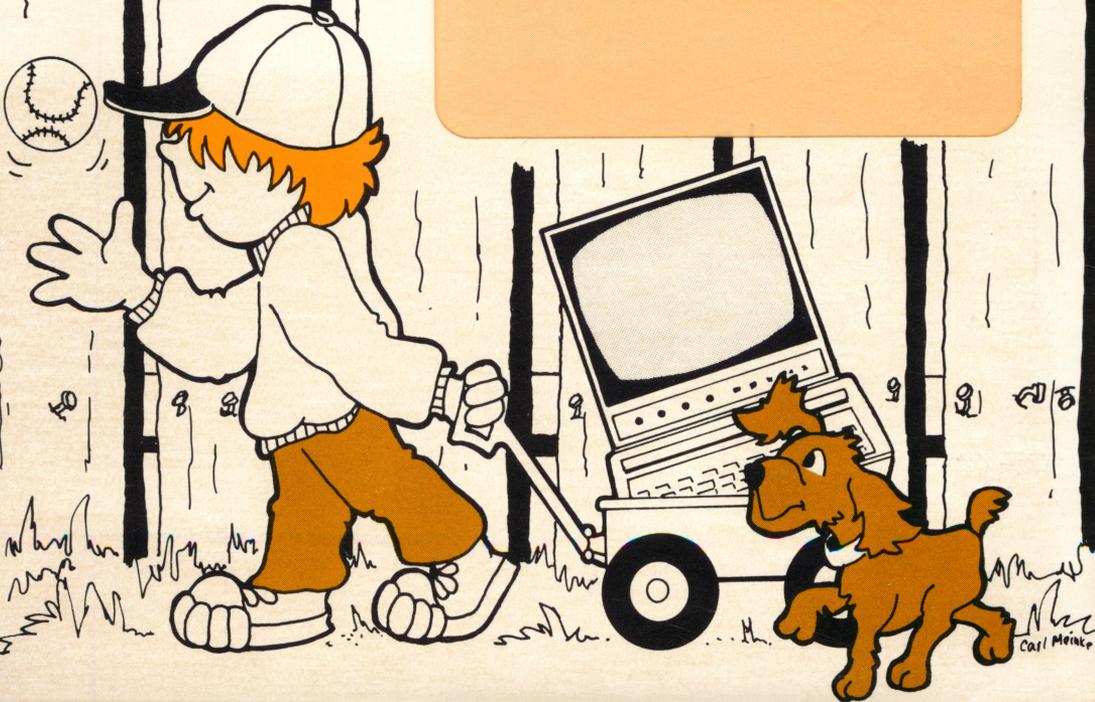
Hartley[♥]

Hartley Courseware, Inc. P.O. Box 431 • Dimondale, Michigan 48821 • (616) 942-8987

K-10 EDUCATIONAL SOFTWARE FOR APPLE II*

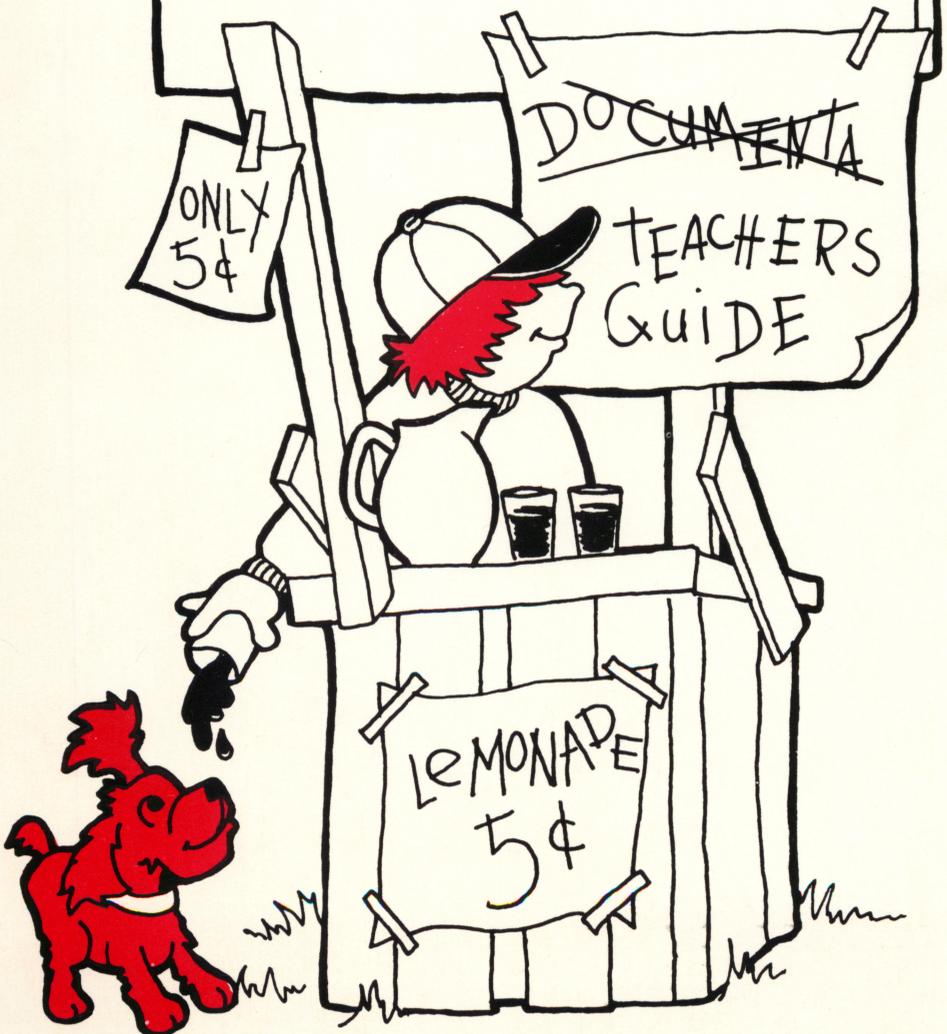
Hartley[♥]

CAPITALIZATION!



15-01

CAPITALIZATION



CAPITALIZATION

SPECIAL FEATURES

This two disk program has many special features. The **PRACTICE DISK** allows the teacher to

- modify or delete any of the sentences
- add new sentences (up to 25 per concept)
- capitalize and/or underline any word

The **TEST DISK** has all of the above features plus

- records are kept for each 50 students who work on the Test Disk
- the teacher can add/delete students as desired

All Hartley courseware requires a 48k Apple II* with Applesoft in ROM and one Disk Drive.

All Courseware will Boot on 3.2 or 3.3 DOS.

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BRIEF DESCRIPTION

There are two disks in this package. They run independently of each other. The two disks cover exactly the same objectives.

The Practice Disk presents a rule, followed by two examples using the rule and up to 25 sentences requiring the student to apply the rule. This format is repeated for each of the lessons on the Practice Disk.

All students should work on the Practice Disk before working on the Test Disk.

The Test Disk presents 10 test sentences to test the skills from corresponding lessons on the Practice Disk. The student's name must be entered on the Test Disk by the teacher before the student can use it.

CAPITALIZATION

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LESSONS ON THESE DISKS

All lessons on the Test Disk and Practice Disk are selected from a menu presented to the student after the student types in his/her name.

The lessons and specific objectives for each are listed in the back of this manual.

Quick Notes for OLD PRO's

The two disks in the CAPITALIZATION package (the Practice Disk and the Test Disk) are used independently.

The Test Disk has the capability of:

-STUDENT PLANNING

-Modify sentences

You cannot add/delete sentences on the Test Disk. There must always be 10 per lesson.

A student name must be entered into the Test Disk before he/she can use it.

The Practice Disk does not have STUDENT PLANNING. Any student may use the disk without previously typing in their name. All sentences may be modified/deleted and new ones added (up to 25 sentences per lesson).

For both disks the lesson automatically terminates if a student's score falls below 41% after the first four sentences.

The lesson will also terminate if a student correctly completes ten consecutive questions (we don't want him to get bored!) To STOP a lesson at any time, press <ESC> when a response is called for.

To get the TEACHER'S MENU, type MENU when the following screen is displayed.

HI, Type your name and press return

(Name)

STARTING FROM SCRATCH

THE PRACTICE DISK

Start with the Practice Disk.

Put the disk into Drive #1.

Turn on your computer.

"BOOT" your disk according to your computer manual.

Hartley disks will boot on either a 3.2 or 3.3 disk operating system. If you have an Apple II Plus, the disk will automatically boot when you turn on the computer.

If you have an Apple II - type PR#6 and press <RETURN> .

The program will automatically load. DO NOT TYPE CATALOG.

First, the credits will be shown on the screen. They will vanish and the screen will show:

HI, Type your name and press return

(Name)

After the student types his name and presses <RETURN>, the following MENU will be shown.

Which would you like to do, name?

- 0 - Instructions
- 1 - First word in sentence and I
- 2 - Proper personal names
- 3 - Days of the week & months
- 4 - Holidays, A.M. & P.M.
- 5 - Proper place names
- 6 - Titles
- 7 - Miscellaneous
- 8 - Start over with a new student

Type a number and press return.

Have the student Select 0 - INSTRUCTIONS first

For each direction given the student will be asked to 'TRY IT'.

The following directions will be presented:

-A sentence will be given. A line can be moved from word to word by pressing the SPACE BAR.

-when the line is under a word you can CAPITALIZE IT by TYPING <C> .

-When the line is under a word you can ERASE A CAPITAL BY TYPING <E> .

-The student can change the words over and over again.

-When the student thinks the sentence is correct, he/she presses <RETURN>. If the sentence is not correct, the correct sentence will appear directly below the student's answer.

If the student is correct, a written reinforcer will be given.

To STOP a lesson at any time, press the <ESC> key when a response is called for.

If the student is not correcting the questions but only pressing <RETURN>, the lesson will terminate and return to the MENU.

The lesson will also terminate at any time a student has an accumulated score of 41% or less discounting the first 4 sentences.

The student may press "H" at anytime for a review of the directions.

At the end of the lesson, the following message will be displayed.

You are finished.

You had __ correct out of __

__ problems tried.

Press return.

The computer will return the student back to the main MENU.

The student may then run another lesson, or

8-START OVER WITH A NEW STUDENT

MODIFY/ADD/DELETE A SENTENCE

In order to make any changes in the sentences that occur in the lessons, you need to use the

TEACHER'S MENU.

To access the TEACHER'S MENU, in either the Practice Disk or the Test Disk, type the letter 'M' when the credits are being displayed or type the word MENU in the frame-

Hi, type in your name and press return.

Menu
(Name)

Note: If you type 'M', don't press <RETURN> .

On the Practice Disk, the following MENU will be displayed:

DO YOU WANT TO:

- 1-ADD SENTENCES
- 2-DISPLAY/DELETE SENTENCES
- 3-DISPLAY/MODIFY SENTENCES
- 4-PRINT SENTENCES ON PRINTER
- 5-RUN PRACTICE PROGRAM

WHICH?

The first time you select 1-ADD SENTENCES the following screen will be displayed:

THERE ARE ALREADY 25 SENTENCES
IN THIS LESSON, YOU CANNOT
ADD ANY MORE.

PRESS RETURN

You will need to delete sentences before you can add new ones. You may simply wish to modify the ones that are already there.

To delete a sentence, Select

2-DISPLAY/DELETE SENTENCES

The sentences are all shown. You will be asked to enter the numbers of the ones you want to delete.

If you want to modify a sentence, Select

3-DISPLAY/MODIFY SENTENCES

Next, you will need to select the lesson you want to modify.

WHICH DO YOU WANT? 1-1ST WORD IN SENTENCE AND I 2-PROPER PERSONAL NAMES 3-DAYS OF WEEK & MONTHS 4-HOLIDAYS, A.M. & P.M. 5-PROPER PLACE NAMES 6-TITLES 7-MISCELLANEOUS 8-SUPERTEST WHICH? __
--

*Appears only on the Test Disk.

The following screen will then be displayed.

Type '^' to capitalize. Type '^ @' to capitalize AND underline.
<hr/>
<Name of lesson will appear here>
#1
(Sentence to change appears here.)
Change? (Y/N)
<hr/>
Press 'Return' to pass. Type 'Y' to change sentence. Type 'End' when finished.

As you work through the sentences, follow the directions carefully.

Remember ^ is typed immediately before the word you want capitalized.

'^ @' is typed immediately before the word you want capitalized and underlined.

NOTE: Double quotation (") marks is the only character which is not accepted. Also, names with 'double' capitals such as McDonald should be avoided!

When you have made all of the changes you want, type 'END'. Be sure 'END' is the only word that appears on the line.

PRINT SENTENCES ON PRINTER

You will need to indicate in which slot your printer is located.

This option will only work well on printers that have upper/lower case capability. Printers such as the Centronics 779 will print all upper case, however, the appropriate display can still be seen on the monitor.

This feature is very handy if you want to modify the sentences.

THE TEST DISK

This disk should be used after students have had an opportunity to work on the Practice Disk. Or, you may wish to use the Test Disk as a pre-test for students to determine the areas in which they have difficulty.

If you do use the Test Disk for a pre-test, you will need to have them go through the Instructions and a few sentences from at least one lesson on the Practice Disk. This will familiarize them with the function of the SPACE BAR and the 'C' and 'E' keys.

In using the Test Disk, the first thing you must do is enter the names of the students into the disk.

The MENU on the Test Disk can be accessed the same way as the MENU on the Practice Disk. Type MENU when this frame is displayed:

Hi, type in your name and press return.

(Name)

(You may also type 'M' when the credits are being displayed to access the TEACHER'S MENU—only type 'M', DON'T PRESS RETURN!)

The MENU on the Test Disk has the following options:

<p style="text-align: center;">X STUDENTS IN FILE</p> <p>DO YOU WANT TO:</p> <ul style="list-style-type: none">1-ADD STUDENTS2-DELETE STUDENTS/CLEAR FILES3-PRINT/DISPLAY STUDENT LIST4-PRINT/DISPLAY STUDENT RECORDS5-DISPLAY/MODIFY SENTENCES6-PRINT SENTENCES ON PRINTER7-RUN CAPITALIZATION TEST <p>WHICH? __</p>

TO ADD/DELETE/DISPLAY STUDENTS

After bringing up the TEACHER'S MENU, select the desired option.

Type in only the number.

To ADD student, Select 1.

<p>ADD STUDENTS</p> <p>TYPE 'END' WHEN FINISHED</p> <p>ROOM FOR 50 STUDENTS</p> <p>STUDENT #1</p> <p>NAME: _</p>
--

Follow the instructions.

Type 'END' as the last name when you are finished.
The Test Disk can hold up to 50 names.

If you want to DELETE some or all of the student names, Select 2 from the MENU.

<p>DELETE STUDENTS</p> <p>TYPE 'END' WHEN FINISHED</p> <p>TYPE 'ALL' TO DELETE ALL STUDENTS</p> <p>X STUDENTS IN FILE</p> <p>NAME: _</p>
--

Type the names of the students you wish to delete.

To display the names of the student names already on the disk, Select

3-PRINT/DISPLAY STUDENT LIST

The student names will be shown.

Type the names of the students you wish to delete.

Option 2 will also allow you to CLEAR all student files without removing their names from the disk as well. DELETE ALL STUDENTS clears the files AND removes the student names. To display the student names already on the disk, select

3 - PRINT DISPLAY STUDENT LIST

MODIFY SENTENCES

To modify the sentences on the Test Disk, Select Option 5 from the MENU.

The following screen will be displayed:

Type '^' to capitalize.

Type '^@' to capitalize AND underline.

<Name of lesson will appear here.>

#1

(Sentence to change appears here.)

Change? (Y/N)

Press 'Return' to pass.

Type 'Y' to change sentence.

Type 'End' when finished.

Follow the same procedure you used to modify sentences on the Practice Disk. Remember, the Test Disk only has ten possible questions for each lesson. You cannot ADD or DELETE the sentences from the Test Disk.

4 - PRINT/DISPLAY STUDENT RECORDS

This capability is only found on the Test Disk. Records are kept for all 50 students.

Select 4 - the following screen will appear:

```
DO YOU WANT TO SEE  
  
1-ALL OF THE STUDENTS  
2-SOME OF THE STUDENTS  
  
WHICH?
```

You may look at all records or only a few. If you Select 2 -SOME OF THE STUDENTS, the computer will show you the student names with numbers. You must type the number of each student whose record you wish to see.

All records may be displayed on the screen or printed. If you want a print out of your student records respond YES to the question

```
ARE YOU USING A PRINTER? 
```

If you respond N, the records will come up on the screen.

Records will be displayed or printed in the following format:

NAME: Tim Hartley MODE: (Lesson name)
ITEMS # 2, 4, 5, OUT OF <7>

(Sentences missed will be displayed here just as the student entered them.)

Press Return

In this example, the lesson was terminated after only 7 items were completed.

REMEMBER: You can press the <ESC> key at any time a response is called for and the lesson will end.

For each student, information is stored for each test that he/she takes. If a student takes the same test more than once, the most recent results will overwrite the previous results with no indication of how many times he has taken the test previously.

If a student has not attempted any of the tests, you will get the message:

HAS NOT ATTEMPTED ANY TESTS YET.

BEHAVIORAL OBJECTIVES

Lesson 1 - (First Word and I)

- #1 - Given a sentence with all small letters, the student will correctly capitalize the beginning word in each sentence, and the letter I.
- #2 - Given a sentence with small letters for I, the student will correct it.

Lesson 2 - (Proper personal names)

- #3 - Given a sentence with all small letters, the student will correctly capitalize all proper personal nouns such as Mrs., Mr., Miss, and Ms.

Lesson 3 - (Days & Months)

- #4 - Given a sentence with all small letters, the student will correctly select and capitalize the names of the days of the week.
- #5 - Given a sentence, the student will correctly capitalize the names of the months.

Lesson 4 - (Holidays, A.M., P.M.)

- #6 - Given a sentence, the student will correctly capitalize names of holidays, A.M., and P.M.

Lesson 5 - (Proper names)

- #7 - Given a sentence with all small letters, the student will select and capitalize proper names of places.

Lesson 6 - (Titles)

- #8 - Given a sentence with all small letters, the student will select and capitalize titles of books, newspapers, magazines, movies, television programs, etc.

Lesson 8 (Miscellaneous)

- #9 - Given a sentence with all small letters, the student will capitalize the company names, personal titles, and abbreviations of directions.
- #10 - Given a sentence, the student will capitalize all personal titles such as Professor and Doctor.
- #11 - Given a sentence, the student will capitalize all abbreviations for directions.

We hope you enjoy using this disk as much as our validation schools have. Feel free to change the sentences on the Practice Disk to reflect the vocabulary of your own students.

CAUTION: If you do change the sentences so that they no longer drill on the same objective; be sure to change the corresponding sentences on the Test Disk AND make a note in your documentation for future users.

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