# WYNN™ Teacher Setup for PAL Documents

Freedom Scientific

This document is a guide for teachers to create, set up, and distribute **PAL** documents for their students.

**Important Note:** Before you work with PAL documents for the first time, you must create your user account and have the **WYNN Administrator** change it to an account with Teacher permissions. For more information, please refer to the print document called **"How to Create Teacher Accounts in WYNN 7."** These instructions came with your WYNN shipment.

## Part 1: Create a PAL Document

***Log in to WYNN*** using an account with teacher permissions

Scan, Open, or type a document

Save document in PAL format (.wyp)*

## Part 2: Set Up a PAL Document

The following describes how you can set up each step of the PREPARE process.

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| Go to the ***PAL*** menu, choose ***Document Setup*** | You are now on the Document Linking tab of the PAL Configuration dialog box. Use this tab to set up additional documents or Web pages for students to use in the assignment. |
| ***Preview tab*** | Write text for students to use as an overview or general set of instructions. |
| ***Read tab*** | No setup is needed for this step. |
| ***Examine tab*** | Provide up to 5 questions for students to answer. |
| ***Rework tab*** | Customize how students use notecards. |
| ***Explain tab*** | Choose a sample writing template or one you previously created (**.wyt** file)* for students. |
| ***OK*** button, then ***Save***, then ***Close*** PAL document | The OK button applies changes to the PAL file. Be sure to save your file. |

## Part 3: Send PAL Document(s) to Students

After you are done setting up the PAL documents, you can send (broadcast) them to your students.

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| Go the ***Advanced*** menu, choose ***Broadcast Documents*** | Broadcast the **.wyp** file plus any other files linked in the PAL setup |

## Part 4: Teacher Hints (optional)

Some students need more support with reading and studying. The PAL toolkit provides an extra feature called Teacher Hints that let you place visual cues in areas of the text where you want students to focus their attention. This aids students to answer the questions you wrote in the Examine step.

**Note:** To enter Teacher Hints, you must first complete the PAL document set-up, as explained on the other side of this sheet, and you must have the PAL (**.wyp**) document open

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| Go to the ***PAL*** left panel, choose ***Examine*** button, then ***Show Examine Pane*** | This lets you refer to the questions you wrote in the Examine tab during set-up |
| Place cursor on word in main document, then select Highlight color from ***Examine*** button drop-down | Use the highlight color that corresponds to the question |
| Repeat as needed | Save the file when done, but do not close the file yet, so you can use the PAL left panel with other linked documents |
| Add teacher hints to these additional documents, ***Save***, then ***Close*** each one | Close the **.wyp** file now, plus all linked documents |

**Note:** If you already broadcast the documents to your students, you will need to broadcast them again after entering Teacher Hints, since the documents have changed.

## Part 5: Creating and Editing Writing Templates (optional)

WYNN 7 includes writing templates that are aligned with the Common Core State Standards. WYNN templates contain areas of "locked" text that is protected against changes by students. The locked text contains guidance for students during the writing process. WYNN includes several sample templates, but you can create your own, or you can edit the ones provided.

**Note:** To edit or create templates, you must be logged in as a user with teacher permissions.

To create a new template, first bring material into WYNN, then save the file in Template (**.wyt**) format.* Next, select the first block of text that you want to use as locked instruction text. Go to the Edit menu and select "**Mark as Instruction Text**" or use the keyboard shortcut **CTRL+ALT+I (**the upper-case letter 'I' for Instruction). **WYNN** locks the text and adds a blank line after it. Instruction text is always a full paragraph, so WYNN will turn your selected text into its own paragraph. Continue to mark all areas of instruction text. Delete any text you don't need. When done, save the file, close it, and then you can broadcast it to your students (see Part 3 for broadcast instructions).

* WYNN 7 uses new document formats, each with its own extension. PAL files use **.wyp**. Templates use **.wyt**. Notecards use **.wnc**. WYNN files still use **.wyx**.

**WYNN**™ is a product of Freedom Scientific's Learning Systems Group
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