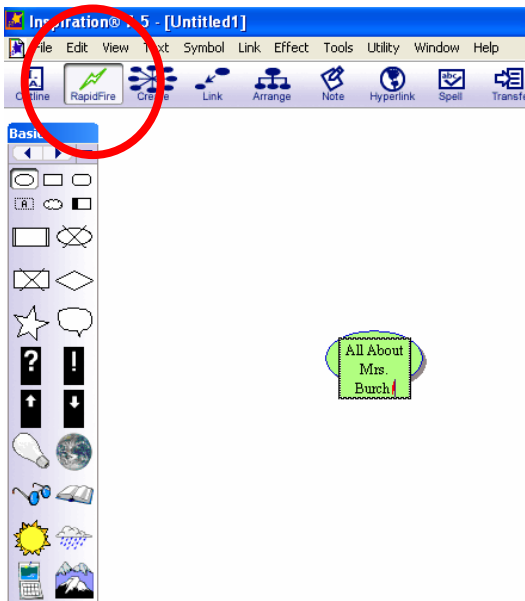


# **Introduction to Inspiration** **Grades 3-6**

## **Lesson 1 – Main Idea, Using Rapid Fire for Subtopics, Changing Pictures, Saving**

1. Explain what graphic organizer is:
  - a. Graphic – having to do with pictures and drawings
  - b. Organizer – a way to organize our thoughts and ideas before writing
2. Open Inspiration and discuss what a “main idea” is
  - a. Tell a little story about something as an example and ask students to tell what the main idea was.
3. Without clicking or backspacing, type today’s main idea – use “All About (child’s name)” (or use main idea topic appropriate for class project such as a state name)
4. Use Rapid Fire tool to add 6 different categories (or the subtopics/categories of information needed for class report).



Categories if using All About Me as main idea:

1. Appearance
2. Family
3. Friends
4. Pets
5. Hobbies & Interests
6. Other Interesting Facts

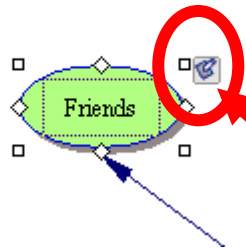
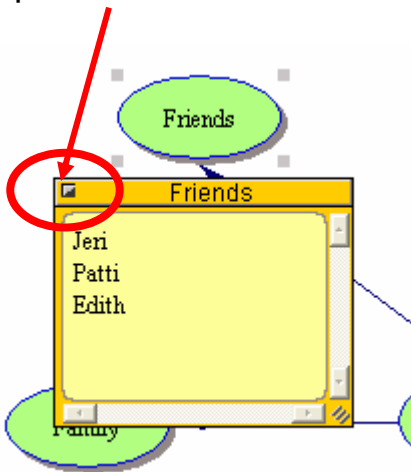
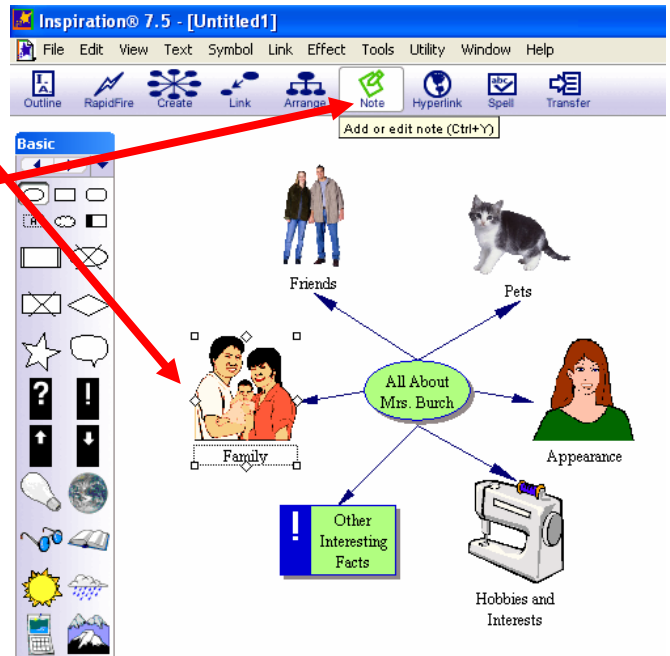
5. Revisit the idea that “graphic” means having to do with pictures and show them how to change green ovals to pictures.
  - a. Must first tell computer **what you want to change** – Click on green oval
  - b. Then select picture from library.
  - c. Show students how to use center arrow to quickly choose appropriate library.
6. Students replace green ovals with appropriate pictures. (If using class topic, such as a state, might only be appropriate to change main idea to picture.)
7. Show how to move pictures – Position mouse pointer in CENTER of picture and click and drag.
8. Save to P drive.

# Introduction to Inspiration

## Grades 3-6

### Lesson 2 – Opening Saved Document, Adding Notes and Printing in Diagram View and Outline View

1. Open Inspiration document begun in last lesson.
2. Done with the “graphic” part, now we need to focus on the “organizing” part.
3. Need to add notes, ideas, etc. for each subtopic.
  - a. Like putting a Post-It note behind each picture with your notes/ideas on it.
4. Click on a subtopic to select it.
  - a. Remind them that they must always tell the computer **WHAT** they want to change or add to before they make the change.
5. Click on the “Add Note” button.
6. This opens a small window and you type your notes/ideas in that window.  
NOT complete sentences
8. When adding a note, the note pad pops open and looks like a yellow Post-It Note. To close it, click on the tiny box in the upper left corner.



7. This puts the notes BEHIND the picture.

To see if a note is behind a graphic and to reopen a note, click on the tiny note pad icon that appears when you do have a note behind a graphic (used to be a filled in red box).

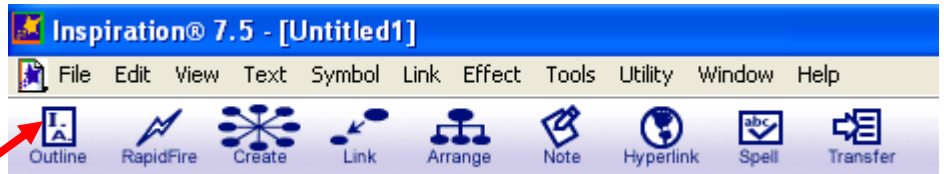
**\*\*NOTE\*\*** A new feature from previous versions- You can open multiple notes at the same time while in diagram view.

8. Students now put notes behind each **subtopic** picture (**not** behind main idea picture)

### Outline View

10. If you open all the notes in the diagram view to see them at the same time, it makes the screen “messy” and hard to read. Open all the notes windows to demonstrate this.

11. You can see all your notes at once in outline view and they are much easier to read that way.



12. In the upper left hand corner of the gray menu bar at the top, click on the “Outline” button.

13. This allows you to see all of your notes at one time.

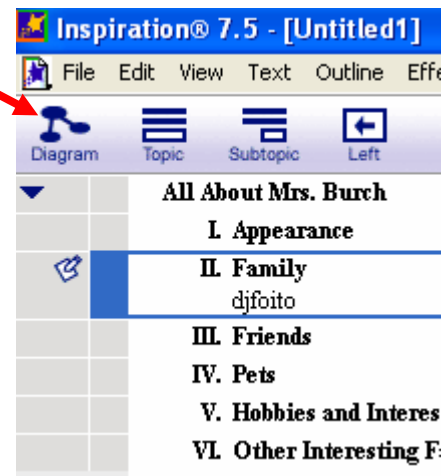
a. If you **print** while in **Outline view**, you will get **ONLY your notes page**.

14. To return to your pictures, click on the “Diagram” button in the upper left corner.

a. If you **print** while in **Diagram view**, you will get **BOTH your diagram AND your notes**.

15. Students may print one or both views.

16. Save to P drive.



***The next step is to use this organizer and the notes to begin writing an actually biography or other piece of writing in MS Word.***