## Step 1. Add a new symbol that needs to be taught.

- $\cdot$  Go to Tools, Graphemes Taught, Update Graphemes Taught.
- $\cdot$  Enter the new symbol at the end of list.

· Click OK.

# Step 2. Check Grapheme Taught Order against the grapheme inventory.

 $\cdot$  This step checks to make sure you entered the symbol correctly in step 1.

 $\cdot$  Go to Tools, Graphemes Taught, Check Against Grapheme Inventory.

 $\cdot$  The desired result should be "none." If something is there, check to make sure you typed it in correctly.

### **Step 3. Search for decodable words you can use in your story**. SEARCH 1

 $\cdot$  Go to Search, Word List, Buildable Word search.

 $\cdot$  In "Highlight words with these graphemes," put the symbol you are teaching in this lesson.

- · Click OK.
- $\cdot$  Put your cursor at the bottom of the page.

When the list becomes too long, use this search instead.

- $\cdot$  Go to Search, Word List, Grapheme search.
- $\cdot$  In "Graphemes to find," put the symbol you are teaching in this lesson.
- $\cdot$  Click "Restrict to graphemes taught".
- · Click "OK"

#### SEARCH 2

 $\cdot$  Go to Search, Text Data, Buildable Words search.

 $\cdot$  In "Highlight words with these graphemes," put the symbol you are teaching in this lesson.

- · Click "No duplicates."
- · Click OK.

 $\cdot$  Put your cursor at the bottom of the page.

When the list becomes too long, use this search instead.

- $\cdot$  Go to Search, Text Data, Grapheme search.
- $\cdot$  In "Graphemes to find," put the symbol you are teaching in this lesson.
- $\cdot$  Click "Restrict to graphemes taught".
- · Click "No duplicates"
- · Click "OK"

#### SEARCH 3

 $\cdot$  Go to Search, Text data, Useable Phrases search.

 $\cdot$  In "Highlight phrases with this grapheme" put the symbol you are teaching in this lesson.

 $\cdot$  Choose "2" for "Minimal number of words in a phrase." Increase this number to get size of the list reasonable.

· Click OK.

When the list becomes too long, use this search instead.

 $\cdot$  Go to Search, Text data, Useable Phrases search.

 $\cdot$  In "Restrict phrases with these graphemes," put the symbol you are teaching in this lesson.

 $\cdot$  Choose the appropriate number for "Minimal number of words in a phrase."

· Click OK.

#### SAVE FILE

 $\cdot$  Go to File, "Save as"

 $\cdot$  Go to the folder called "Searches"

 $\cdot$  Enter the file name, "Searches for \_" (If you are teaching the symbol N, you will name the file "Searches for N.")

· Click OK.

#### **Step 4 Write the story**

 $\cdot$  Use words from your saved search. You can also use your sight words.

 $\cdot$  Focus especially on the highlighted words.

 $\cdot$  Use your "story checklist" to help you check the quality of the story.

TYPE STORY INTO TEXT EDITOR

- $\cdot$  Go to Documents, PrimerPro, Project folder, Stories folder
- $\cdot$  Open the Stories folder and right click in the blank space
- $\cdot$  Choose New; it will create a Text Document

 $\cdot$  Type in the file name, "Story for \_"

- $\cdot$  Open the file and type your story
- $\cdot$  Click "Save as"
- $\cdot$  Go to "Encoding"
- · Choose Unicode UTF-8
- · Click Save

# Step 5. Search for untaught residue

 $\cdot$  This step makes sure all the words in your story are decodable (except for sight words).

- $\cdot$  Go to Search, Text Data, Untaught Residue search.
- $\cdot$  On "story file", click "Browse"
- $\cdot$  Find the story in your Stories folder." (e.g. "Story for N")
- · Click "Open"
- $\cdot$  Click "Display in paragraph format"
- · Click "Ignore sight words"
- · Click OK

# Step 6. Look for new words in the story.

- $\cdot$  Go to Search, Text Data, New Word Search
- · Base file. Click "Browse"
- $\cdot$  Navigate to Stories folder and select "All stories"
- · Story file. Click "Browse"

- $\cdot$  Go to Documents, PrimerPro, Project folder, Stories folder.
- $\cdot$  Click on your story, "Story for ".
- Click "Display in paragraph format"
- $\cdot$  Click "OK"

 $\cdot$  The new words in the story are highlighted. If you have too many, you may need to rewrite the story.

# Step 7. Add new story to the "All Stories" text file.

 $\cdot$  Open current story. Go to "Documents, PrimerPro, Project folder, Stories folder.

- $\cdot$  Click on your story, "Story for \_". Open the file.
- $\cdot$  Press to select everything.
- $\cdot$  Press to copy everything.
- $\cdot$  Close this file.
- $\cdot$  Open the "All Stories" file in the Stories folder.
- $\cdot$  Put cursor at the end.
- $\cdot$  Press to paste everything.
- · Click "Save."