**Introduction to Clicker**

Navigating Clicker 8

When you open Clicker you will see **Clicker Explorer** with three tabs at the top. One is the **Quick Start** menu which allows children to start working straight away, it also has the **Make a Clicker Set** link at the bottom which you would click to make your own Clicker Sets. The second is the **Files** tab and the third is the **LearningGrids** tab which takes you to LearningGrids Online (here you will find over 3000 ready-made resources/grids)
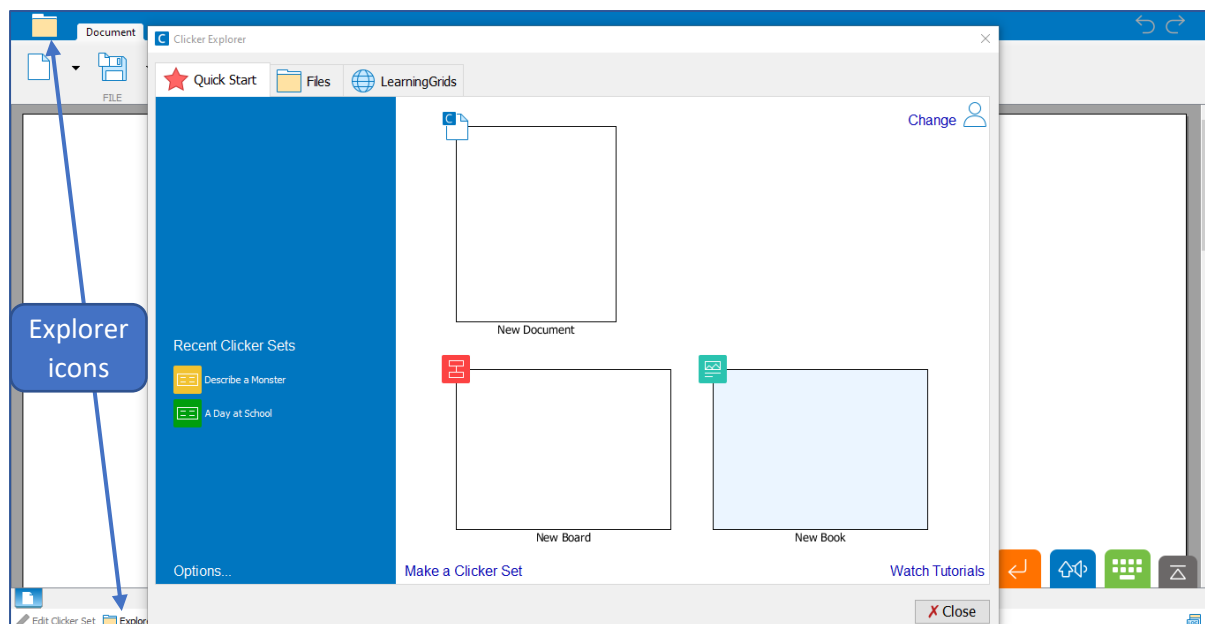
To navigate back to Clicker explorer when in a document, use the explorer icons either at the top or bottom of the screen

Clicker Word Processor

At the heart of Clicker sits a child-friendly word processor. The word processer includes speech feedback, talking spell checker and word predictor, all of which can be tailored to your pupil using the options tab.
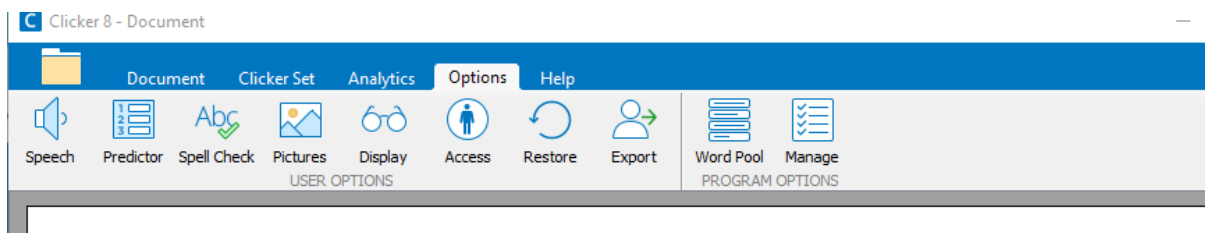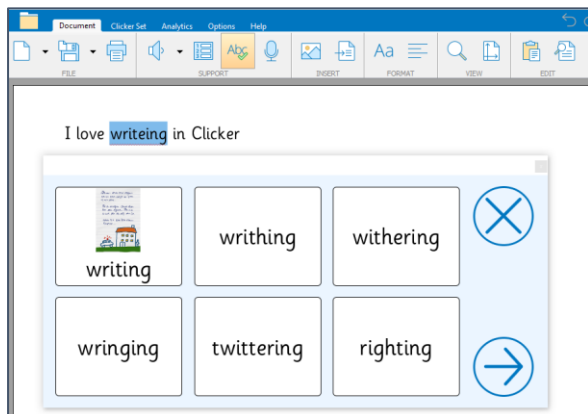

Speech

The speech function allows children to hear what they've written and is great for proof-reading:
- Enter a full stop to hear your sentence.
- Highlight text then click 🔊 in the document tab to hear it.
- Click a word in the document to hear it.
- Go to the Options ribbon and choose Speech to change the voice and other Speech settings.
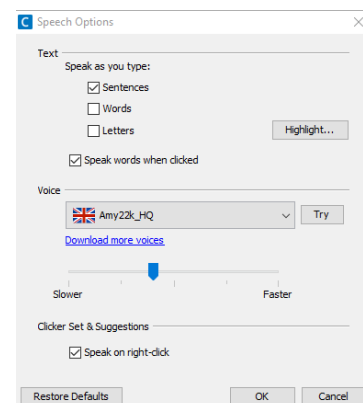
Spellchecker

You can alter the options in the spellchecker by selecting Spell Check in the Options ribbon tab. You have two spelling and two autocorrect options here

- ☐ Check spellings as you type
- ☐ Ignore misspellings unless listed in the Word Pool
- ☐ Capitalise the first letter of sentences
- ☐ Capitalise names

Word Pool

If a word is incorrectly considered a misspelling, or is pronounced incorrectly, you can add it to the Word Pool.

The Word Pool words are included in the Spell Check dictionary. You can also define specific misspellings for a word. This is useful if a child regularly spells a word in a way that is not picked up by the spellchecker.

Predictor

The Predictor offers vocabulary to improve writing fluency and provides spelling support:

- Click to start using the Predictor.
- Click a word in the Predictor to use it.
- Right-click a word in the Predictor to hear it.

Predictor Options

To change these options, click **Predictor** in the **Options** ribbon tab.

- • You can adjust the level of vocabulary using the slider.
- • You can adjust how many words are shown.
- • You can set it to hide words with less than a number of letters.
- • You can ask it to suggest a potential next word.
- • You can ask it to suggest words from the open clicker set.
- • You can also set the level of phonetic matching (words that sound like the letters typed)

Opening and Closing Documents

When you save a file it will appear in recent documents and can also be found in the files tab. You can open the file from either location.
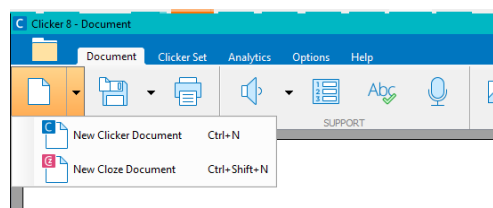
To close a document click the New Document icon and open a new document, it will give the option to save the existing document before closing it to open a new one.

Voice Notes

Voice notes can be used to rehearse sentences or plan ideas before writing. You can record up to 6 voice notes, each of a minute long, in a document.

To record a voice note, click the voice note icon to open the speech recorder.

Click the red record button to start recording, click it again to stop recording.

When you click done the voice note appears on the left of the document as a speech bubble. To edit or delete the voice note right click on it

Classes and Users

By default, your user options and recent files are saved against your Windows / Mac account. Alternatively, you can set up a Class, which lets you:

- Keep class work together - the Class folder becomes the default when opening / saving files.
- Add User profiles - each class member can have their own options and recent files list.

Every Class has a General User. This is useful for establishing the default options for that particular Class.

If some individuals have unique requirements (e.g. accessibility), you can add a User for them to personalise.

To create a Class, open the Quick Start and click Change . Click the Class box and choose Add. A Class folder will be created in your Home location (see Explorer Options). The Users within the selected Class are shown beneath. To add a User, click Add.

Rename / Delete

Click Manage in the Options ribbon tab, open the Files tab, and then click the Home location. This will open the folder in Windows / Mac.

The Classes folder contains a folder for each Class. Each Class folder contains saved files and a _Users folder.

- To modify a Class, rename / delete its folder.
- To modify a User, rename / delete their file within the _Users folder.

See **Clicker Training guide** for creating Writing Grids, Planning Boards, Books, Talk Sets, Matching Sets and Customised Sets. The Talk Sets, Matching Sets and Customised Sets options are found in the More tab