



Online Version Worksheets/Contracts



The below are notes in relation to the various student worksheets/contracts which are able to be completed on computer and/or e-mailed between computers.

"Online" in relation to these resources refers to the ability for the worksheets to be completed all on computer using Microsoft Word, with the ability to also be able to allow worksheets to be shared between/e-mailed between computers. It does not mean it is literally done online. No internet connection is required (unless e-mailing the document) and the actual worksheet/contract is only on the persons computer, not on any server (unless you put it on your server).

General Information

- All master documents can be downloaded from the 'Kiwi ShareZone 2' page on the Relieving Teacher website as Microsoft Word documents. You can then save these masters to your hard drive, disc and/or key drive.
- At this stage there is only the ability to write/edit/add text, not images (I haven't figured that one out yet). If the activity includes images/pictures, this could either be added to a blank document, and/or, drawn, then printed out and physically given to the teacher. Another option if it's available is to scan and attach the images if your students know how to do that.
- You will see on the student worksheets/contracts, there are cursors within the writable text boxes. These are there to show the students where they are able to write/edit text. Once locked/protected by the teacher (see below as to how to do this), the child is unable to move/edit/write in any other areas that do not have a cursor in them.
- If you have a "printable" copy of a resource you have got from me, you cannot use it as an 'online' master sheet as it is not formatted to have text written in it.
- To date these have only been used with PC's. I do not know whether these work on MAC's or not as they have not been trialled on MAC's to date.
- All documents can be saved/printed out etc just the same way as any normal Word document.
- If a student only has a certain amount of time on the computer, then when their time is up, they need to save the document to the computer to the teacher requested destination such as a personal file folder, My Documents etc (file, save as, choose the destination, name your file). To return to the document, then you just go to the original destination and continue as normal.
- If the document is being e-mailed to the teacher/another class/home etc, then you just attach the document as a normal e-mail attachment.
- The sheets can be saved to disc/key drives and shared between computers rather than e-mailing. Just save it like you would any other document.
- The plus is you can use the same document over and over again. Of course you can save as many copies of this so although there is only one master for each contract/worksheet that I have written, it can be used for as few as one pupil, and/or for as many as the whole class.
- The other big plus is that the teacher can go in an edit/amend/change any of the text/headings etc in the whole document, to personalise the document and/or to make some of the sections more relevant to the children these contracts are aimed at. You just edit the areas you want to as you normally would do in a Word document (but the document needs to be unlocked first-don't forget to lock the document again after you have finished making the changes).
- **Make sure the first thing you do is to copy the contract/worksheet that the child is going to be doing, onto the computer/disc/key drive/file location where they are going to be doing it on. Otherwise it means your master will be changed. When you copy it, you/the child can then rename it to whatever you want such as the child's name (it's just like re-naming any normal Word document).**



Format and Versions

- Microsoft Word (PC). All these "Online" sheets/contracts should be compatible with either Word 97-2003, Word 2007, or Word 2010. Most of the masters have been written/formatted in Word 97-2003 to ensure they are compatible with other versions. When saving it to your hard drive/disc etc, make sure you save it as or ensure that it maintains compatibility with other versions. This is because you can't use a 2007 contract version on a computer with only Word 97-2003, but you can use a 97-2003 Word Document on a computer with Word 2007. That is you can go up from previous versions, but you can't go down. This happens when you are moving documents which run on different versions between computers. As long as the main document remains as a 97-2003 Word document, or maintains compatibility with Word 97-2003, you should be fine.

Printing/Printer Properties

- You may find that on some of the documents that you print out that there may be marginal bits on the edges that may get cut off (this is simply because I have gone so close to the edge and because of changes when changing formats between different versions of Word).
- Different printers have different properties so you may find that when printing, a note may come up to say it is outside printer boundaries. Just click yes. Having tried some on two different printers, despite the message, most still came out with everything anyhow. Just be aware that as a result of formatting and differences in printer properties, that some documents you print out may or may not have some edges marginally cut off.

Locking and Unlocking Documents/Password Protection

- Documents can only be locked/unlocked by the person who knows the password they are originally locked with (the child cannot move/write in other places other than the defined sections). You as the teacher choose your own password.
- Do not forget the password that you have chosen. If you do, you will not be able to get back into it again if you do wish to make any changes to the master document. The password is not saved anywhere-there is no backup help for any forgotten passwords.
- All documents are formatted and ready to be locked/password protected by you. All the text boxes where the child writes in have all been set up for you. All you have to do is to put on your own password (when they are sent to you from me, there is no password put on them). Of course, you do not have to put a password on any document if you don't want to. It's only really there to use if you have students who you know will shift things/possibly make mistakes to the master document. Only use the password protection if you want to - it is totally up to you.

- For Word 97-2003, 2007 and Word 2010 versions

Locking the Document/Enforcing Protection

1. Open the document/contract/worksheet.
2. On the top of the screen, go to **"Review" (Word 2007 and Word 2010)** or **"Tools" (Word 97-2003)**.
3. On the far right of the top of the screen, click on "Protect Document" (97-2003 and 2007) or "Restrict Editing" (2010). A right hand side bar screen will then open.
4. Click on the bar "Yes, Start Enforcing Protection" at point 3-Start Enforcement. You do not need to edit anything in points 1, 2 or 'Exceptions' as this has all been done for you.
5. A box will then come up and ask you to put in a password. Re-enter the password.
6. Click "OK". Your document is now protected (only you/ the person who has the password is now able to unlock it). The students can only write in the defined (cursor) areas. Nothing else can be moved/changed by them.



Un-locking the Document/Un-enforcing Protection

- 1-3. Go through points 1-3 as above.
4. At the bottom of the right hand side screen is a button "Stop Protection". Click on this button/bar.
5. Enter the original password.
6. Click on "OK". The document is now unlocked and any part of the complete document can be changed/edited by you (yes that means you can actually change the original document to suit your own and the child's individual needs).

If you get stuck, just flick me (Chris) an email and I'll see if I can help.

Main website: The Relieving Teacher website (run by me in NZ)

www.therelievingteacher.weebly.com

Facebook Page (run by me in NZ)

www.facebook.com/therelievingteacher

Kiwi Kids Zone website (also run by me in NZ)

www.kiwikidszone.weebly.com or via the above main website.

(Kid's Quizzes and Challenges)

Email for both websites and Facebook (all the emails from all sites come to me in NZ)

E-Mail: therelievingteacher@vodafone.net.nz

(Proudly a Kiwi based in New Zealand)



The Relieving Teacher (NZ) - Online-Microsoft Word/Computer and Printable Resources –

Web: www.therelievingteacher.weebly.com

