Kidspiration – The Visual Way to Think, Write, & Comprehend

Overview: This handout provides information about the Kidspiration program and integration strategies.

Audience: K-5 students and teachers

Related Links:
http://www.inspiration.com/productinfo/kidspiration/index.cfm
Inspiration Software, Inc.: Learn More about Kidspiration

http://www.sctboces.org/iss/iss/trainings/go-notes
Note Taking with Graphic Organizers

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Introduction to Graphic Organizers

Graphic organizers are great for visual learners and can be used across the curriculum. Using graphic organizers supports memory retention and appeals to both the left and right side of the brain.

The left brain handles logical, factual information, order & sequence, math & science, and knowledge & comprehension – detail oriented. The right brain is holistic and interprets symbols and images. Basically, the left brain looks at the parts and the right brain looks at the “whole thing”.

The reason that Inspiration™ and Kidspiration™ software are so great for students is that graphic organizers appeal to both sides of the learner’s brain. The outline view offers the logical/sequential information for the more linear thinker. The diagram view is great for the “big picture” thinker.

There are many ways to use graphic organizers. Students could brainstorm ideas or create a web to show connections. They could create a diagram to represent subject matter and its parts or create a concept map to represent connections between concepts. Graphic organizers help students organize their thoughts during pre-writing activities.

Sources:


Opening the Program:

START → PROGRAMS → KIDSPIRATION

KIDSPIRATION PROGRAM

Kidspiration Starter Screen:

When you open the program, you have several choices. You can open a blank diagram by clicking PICTURE.

Click WRITING if you want to open the program in Outline View.

If you have already started a diagram or outline, click OPEN A FILE.

If you want to check out all the pre-made activities provided by Kidspiration, choose a subject area. There are 75 templates to choose from!
Picture View:

Selecting **PICTURE** from the **Starter Screen** will open the following:

There will always be a **MAIN IDEA** symbol when you first open **Diagram View**.

**TIP** If you accidentally click somewhere else and the symbol you are working on is no longer highlighted, double (**left**) click inside the symbol to see the cursor.
### Picture View Tools:

<table>
<thead>
<tr>
<th>Tool</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Writing View</td>
<td>Switch to writing view</td>
</tr>
<tr>
<td>Add Symbol</td>
<td>Add more symbols to the diagram</td>
</tr>
<tr>
<td>Link Symbols</td>
<td>Link symbols on the diagram</td>
</tr>
<tr>
<td>Super Grouper</td>
<td>Add a Super Grouper category to the diagram or change Super Grouper Symbol.</td>
</tr>
<tr>
<td>Clear</td>
<td>Delete selected symbol or text</td>
</tr>
<tr>
<td>Undo</td>
<td>Undo the last change you made to the diagram</td>
</tr>
<tr>
<td>Listen</td>
<td>Click this button, then click the symbol you want to listen to</td>
</tr>
<tr>
<td>Student Name</td>
<td>Add the student’s name to their diagram</td>
</tr>
<tr>
<td>Symbol Maker</td>
<td>Create a symbol of your own with drawing tools</td>
</tr>
</tbody>
</table>

### Formatting Tools:

<table>
<thead>
<tr>
<th>Font Style &amp; Size</th>
<th>Bold</th>
<th>Italics</th>
<th>Underline</th>
<th>Font Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>Times New Roman</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Bold**
- **Italics**
- **Underline**
- **Font Color**
- Change Arrow Direction
- Line Width
- Show/Hide Captions
- Change Symbol Color
- Zoom In/Out
Writing View:

Select **WRITING** from the Starter Screen to open the following:

The Main Idea will always be the first idea listed in this view.

**TIP** All writing above the pink line will show in Picture View. All writing below the pink line will only show in Writing View.
## Writing View Tools:

<table>
<thead>
<tr>
<th>Tool</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Picture View</td>
<td>Switch to picture view</td>
</tr>
<tr>
<td>Add Idea</td>
<td>Add more ideas to the diagram</td>
</tr>
<tr>
<td>Move Left</td>
<td>Moves an idea to the left in the outline</td>
</tr>
<tr>
<td>Move Right</td>
<td>Moves an idea to the right in the outline</td>
</tr>
<tr>
<td>Clear</td>
<td>Delete selected symbol or text</td>
</tr>
<tr>
<td>Undo</td>
<td>Undo the last change you made to the diagram</td>
</tr>
<tr>
<td>Listen</td>
<td>Click this button, then click the symbol you want to listen to</td>
</tr>
<tr>
<td>Student Name</td>
<td>Add the student’s name to their diagram</td>
</tr>
<tr>
<td>Publish</td>
<td>Publish diagram and notes in a word processing program (i.e. – Microsoft Word)</td>
</tr>
</tbody>
</table>

## Formatting Tools:

<table>
<thead>
<tr>
<th>Font Style &amp; Size</th>
<th>Bold</th>
<th>Italic</th>
<th>Underline</th>
<th>Font Color</th>
<th>Prefix</th>
<th>Hide Paper</th>
</tr>
</thead>
<tbody>
<tr>
<td>Times New Roman</td>
<td><img src="#" alt="Bold" /></td>
<td><img src="#" alt="Italic" /></td>
<td><img src="#" alt="Underline" /></td>
<td><img src="#" alt="Font Color" /></td>
<td><img src="#" alt="Prefix" /></td>
<td><img src="#" alt="Hide Paper" /></td>
</tr>
</tbody>
</table>
Main Menu

File

- New Ctrl+N  Opens a new document
- Open... Ctrl+O  Opens an existing document
- Import a Graphic... Inserts a picture into your diagram
- Save... Ctrl+S  Saves your diagram as an image
- Export...  Saves your diagram as an image
- Page Setup...
- Print... Ctrl+P
- Exit Ctrl+Q

Edit

- Undo Ctrl+Z
- Cut Ctrl+X
- Copy Ctrl+C
- Paste Ctrl+V
- Clear
- Select All Ctrl+A

Sound

- Record...
- Erase  Left click icon with the recorded sound that you want to erase ➔ click this menu option
- Voice...  Choose a voice for the Listen Tool

Choose Voice

- Current Voice: Mary in Hall
- Choose
- Cancel
**TIP** - When you are ready to spell check your document, press the F7 key on your keyboard.

GOODIES ➔ LINED PAPER COLORS

In WRITING VIEW click on each of the colored boxes on the left of the sample paper to choose new colors from a color palette.

TEACHER MENU ➔

ENABLE TEACHER MENU:
Click ENABLE TEACHER MENU to view all options in the TEACHER menu.

SAVE ACTIVITY WITH WIZARD:
After you create a template, use this option to save it as an activity. You will find it in the ACTIVITIES section on the Kidspiration Startup screen. **You would need to do this on each computer where you want your students to use the activity you created.

SAVE DEFAULT SETTINGS…:
Wizard takes you through setting up Picture and Writing Views to best fit the needs of your students.

URL HYPERLINK…:
Highlight the text you want to use to make a hyperlink to a web site ➔ click TEACHER ➔ URL HYPERLINK and type in the entire web address.
PICTURE-TO-TOPIC:
Picture-to-topic translates picture symbol labels in Picture View to words in Writing View.

LOCKED ITEM:
Locks an object into place so it cannot be moved in Picture View

TEACHER SYMBOL:
Makes a symbol visible only in Picture View

INSTALL USER SYMBOL:
If you insert a graphic or draw your own graphic, you can add it to the symbol palette

NEW SYMBOL LIBRARY:
Allows you to name a new symbol library

EDIT SYMBOL LIBRARIES:
Allows you to add images to the symbol libraries

APPLICATION OPTIONS:
You can password protect the TEACHER MENU by selecting APPLICATION OPTIONS and checking “PASSWORD ENABLED”. Please do NOT set a password of your own at school…

******* PLEASE use the system’s default password - KIDSPIRATION2 *******

PUBLISH OPTIONS:
This menu option offers some ways to publish your Kidspiration document with a word processing program: with or without the diagram; with topics only or topics and notes
SYMBOL LIBRARIES
Edit Symbol Libraries:
- Enable the Teacher Menu
- Click TEACHER → EDIT SYMBOL LIBRARIES

There are two symbol palettes in this window to work with. To choose the specific libraries you want to edit, use the 1 and 2 pull-down menus at the top of the Edit Symbol Library window.

Once you have selected the libraries you want to work with, you can drag symbols from one library to the other as long as there is an open space in the library.

There is a Custom-User1 library already set up for you to make your own symbol library. If you want to remove a symbol, drag it to the trash can. You can then drag a new symbol into the open space. When you are finished, click OK to save your changes.

Import Graphics
Click the Import Graphic Button to use images you’ve saved somewhere on your computer.

Drop down the list of folders to find where you save the picture you want to import. Double click it to import it.

Click STANDARD SYMBOL SIZE and click OK.

Add New Symbol Library
Click Teacher → Edit Symbol Libraries.
At the Edit Symbol Libraries window (see image above), click New Library.

At the Add New Library window, type in a name for your library in the New Library Name field (i.e. – My School Images) and choose a category (i.e. – School) from the category pull-down menu.

When you are finished, click the OK button. Your new library will now appear at the Edit Symbol Libraries window.
# SHORTCUTS

## Keyboard Shortcuts:

<table>
<thead>
<tr>
<th>VIEW MENUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALT+E  EDIT MENU</td>
</tr>
<tr>
<td>ALT+F  FILE MENU</td>
</tr>
<tr>
<td>ALT+G  GOODIES MENU</td>
</tr>
<tr>
<td>ALT+H  HELP MENU</td>
</tr>
<tr>
<td>ALT+S  SOUND MENU</td>
</tr>
<tr>
<td>ALT+T  TEACHER MENU</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>The keystrokes work only in PICTURE VIEW</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTRL+”” LINE THICKNESS</td>
</tr>
<tr>
<td>CTRL++ ZOOM IN/OUT</td>
</tr>
<tr>
<td>CTRL+\ ENABLES “LINK SYMBOLS” TOOL</td>
</tr>
<tr>
<td>CTRL+&gt; MOVE THROUGH SYMBOL PALETTE LIBRARIES</td>
</tr>
<tr>
<td>CTRL+1 OVAL SYMBOL</td>
</tr>
<tr>
<td>CTRL+2 RECTANGULAR SYMBOL</td>
</tr>
<tr>
<td>CTRL+3 PLAIN TEXT SYMBOL</td>
</tr>
<tr>
<td>CTRL+4 ROUNDED RECTANGLE SYMBOL</td>
</tr>
<tr>
<td>CTRL+ARROW KEYS ADDS SYMBOLS</td>
</tr>
<tr>
<td>CTRL+C COPY</td>
</tr>
<tr>
<td>CTRL+E CENTERS DIAGRAM ON SCREEN</td>
</tr>
<tr>
<td>CTRL+K CIRCULAR SUPER GROUPER SYMBOL</td>
</tr>
<tr>
<td>CTRL+M SYMBOL MAKER DIALOG BOX</td>
</tr>
<tr>
<td>CTRL+R VENN DIAGRAM</td>
</tr>
</tbody>
</table>
These keystrokes work in BOTH VIEWS

<table>
<thead>
<tr>
<th>Keystrokes</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTRL+A</td>
<td>SELECT ALL</td>
</tr>
<tr>
<td>CTRL+B</td>
<td>BOLD</td>
</tr>
<tr>
<td>CTRL+I</td>
<td>ITALICS</td>
</tr>
<tr>
<td>CTRL+J</td>
<td>STUDENT NAME DIALOG BOX</td>
</tr>
<tr>
<td>CTRL+N</td>
<td>RETURN TO KIDSPIRATION STARTER SCREEN / NEW DOCUMENT</td>
</tr>
<tr>
<td>CTRL+O</td>
<td>OPEN EXISTING DOCUMENT</td>
</tr>
<tr>
<td>CTRL+P</td>
<td>PRINT</td>
</tr>
<tr>
<td>CTRL+Q</td>
<td>EXIT</td>
</tr>
<tr>
<td>CTRL+S</td>
<td>SAVE</td>
</tr>
<tr>
<td>CTRL+SHIFT+[</td>
<td>CHANGES FONT (keep clicking to go through each font style)</td>
</tr>
<tr>
<td>CTRL+SHIFT+&lt;</td>
<td>DECREASE FONT SIZE</td>
</tr>
<tr>
<td>CTRL+SHIFT+&gt;</td>
<td>INCREASE FONT SIZE</td>
</tr>
<tr>
<td>CTRL+SHIFT+D</td>
<td>ENABLE LISTEN TOOL</td>
</tr>
<tr>
<td>CTRL+T</td>
<td>TOGGLES BACK &amp; FORTH BETWEEN VIEWS</td>
</tr>
<tr>
<td>CTRL+U</td>
<td>UNDERLINE</td>
</tr>
<tr>
<td>CTRL+V</td>
<td>PASTE</td>
</tr>
<tr>
<td>CTRL+X</td>
<td>CUT</td>
</tr>
<tr>
<td>CTRL+Z</td>
<td>UNDO</td>
</tr>
</tbody>
</table>

These keystrokes work only in WRITING VIEW

<table>
<thead>
<tr>
<th>Keystrokes</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTRL+G</td>
<td>ADD TOPIC</td>
</tr>
<tr>
<td>CTRL+ ;</td>
<td>CHANGES PREFIX</td>
</tr>
<tr>
<td>CTRL+/</td>
<td>SHOW/HIDE PAPER</td>
</tr>
</tbody>
</table>

Using the FUNCTION Keys on the Keyboard

<table>
<thead>
<tr>
<th>Key</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>F1</td>
<td>HELP</td>
</tr>
<tr>
<td>F6</td>
<td>HYPERLINK</td>
</tr>
<tr>
<td></td>
<td>(SELECT TEXT TO BE LINKED TO A WEB SITE ➔ PRESS F6 ➔ TYPE ENTIRE URL)</td>
</tr>
<tr>
<td>F7</td>
<td>SPELL CHECK</td>
</tr>
</tbody>
</table>
Teacher Tips:

1. Lock pictures and Super Groupers into place that you don’t want kids to move:
   - Make sure the Teacher Menu is enabled (Teacher → Enable Teacher Menu)
   - Select the image or Super Grouper that you want “locked” by left-clicking it once (you will see red “handles” around it).
   - Click TEACHER → LOCKED ITEM (you will notice that the handles have a diagonal red line through them now, indicating the object is locked).

2. Select the Symbol Library from which students can choose images for their diagrams, then save the document. When it is opened, it will open with the part of the symbol library you selected for them.

3. Create your own Symbol Library with pictures associated with the concept you are teaching (see page 15 for directions)

4. Creating Activities for Your Students:
   When using Kidspiration on a network (in a computer lab or your classroom at school), please consider the following tips:

   🎨 When introducing your students to the program, set up a template for them, or use one of the activity templates provided by the program, to help students become familiar with Kidspiration.

   🎨 If you create your own activity template, save it as a Kidspiration document in a folder where you plan to keep the activities you create.
      
      Then create a folder for each student under the students’ log in (see directions page 16).

   🎨 Copy your original Kidspiration document and paste it into each student folder. Then you always have an original version of the document for future use.

   🎨 You are only able to open one copy of a Kidspiration document at one time. That is why you need to create separate folders and paste a copy of your template into each student folder.
Creating Folders for Your Classroom H: Drive

**Step 1:** Log in using the student log in and double click “MY COMPUTER” on the computer desktop. Double click on the students’ H DRIVE.

**Step 2:** Left click FILE ➔ NEW ➔ FOLDER

**Step 3:** Type a name for the folder *(example: Smith, John)* & press [Enter] on the keyboard.

**Step 4:** Left click in the white background of your MY DOCUMENTS folder to deselect the folder you created.

**Step 5:** Repeat Steps 2 – 4 until you have made a folder for each student.
Copying and Pasting a Kidspiration Document into Each Student Folder

Make sure you are logged in under your **CLASSROOM** login (i.e. – dav101, sev001, smi200)

Open the **MY COMPUTER** icon on the Desktop ➔

![My Computer Icon](image_url)
Open the folder containing the Kidspiration document you wish to copy (for example, if you have it on a floppy disk, double click “My Computer” on the desktop, Double click the A: Drive).

Move your mouse arrow on top of the file you wish to copy and right click it. Select “COPY” with your left mouse button.
Open the folder where your students’ folders are located [MY COMPUTER → H DRIVE…]

Right click on the first folder and select “PASTE” with your left mouse button (Right click and select PASTE for each student folder until you have pasted a copy into each folder.)

You can follow the same directions to copy and paste other types of documents into folders, such as Word, Publisher, and PowerPoint documents.
Primary Ideas for Using Kidspiration

1. **Math:**
   - Use the math symbols to type in math equations and use super grouper shapes to make a picture of the equation

2. **Language Arts:**
   - Spelling: Type the word in one symbol. Type the same word in another symbol with hyphens between the letters. The audio feature allows kids to hear the word said and spelled to them.
   - Create visual vocabulary words with definitions and pictures that represent the words.
   - Use super groupers to sort words that begin with different letters
   - Make an All about Me diagram with a digital picture of each student

3. **Social Studies:**
   - Make a mind map of a given topic, such as Native Americans, based on information researched by students
   - Make a diagram showing information about one of the United States
   - Import a picture of the continents and oceans for the students to click and drag labels to the right spot on the map

4. **Science:**
   - Explore an ecosystem – diagram the weather, plants, and animals that belong to that ecosystem
   - Seasonal Senses – Diagram what you see, hear, taste, smell, feel in one of the seasons
   - Make a flow chart of what should be done in case of a fire in the home
   - Import a picture of the food pyramid and have the students sort what foods belong on the different levels
   - Diagram the life cycle of an organism
   - Diagram the weather for the week
   - Use super groupers to sort land vs. ocean animals; healthy vs. fatty foods; living vs. nonliving things

5. **Reading:**
   - The teacher can type in sight words for the students to listen to (in sentences or individual words)
   - Make a diagram about a character from a story using the template

There are many templates that translate nicely into the primary curriculum that come with directions
Intermediate Ideas for using Kidspiration

1. **Math:**
   - Have students create a flow chart showing the steps for solving a particular type of math problem (example: adding or subtracting fractions)
   - Make a diagram of good test-taking procedures

2. **Language arts:**
   - Create a diagram as a prewriting exercise for writing an essay, a poem, or a story.
   - Copy/Paste Venn Diagram template into Kidspiration and set as an activity to use to Compare/Contrast

3. **Social Studies:**
   - Import a picture of a map into the diagram and create labels for the map in the symbols. Then the students click and drag the symbols to the correct spot on the map.
   - Make a flow chart showing the causes leading up to the Civil War, Revolution …
   - Cause and Effect diagram

4. **Science:**
   - Make a diagram of the scientific process (lab report)
   - Diagram a cyclical event (i.e. – butterfly life cycle)
   - Show how electricity moves from a power plant to our homes.
   - With super groupers, sort objects that are magnetic & those that are not.
   - Label a diagram of a plant (picture could be a scanned image or an image from the Internet imported into Kidspiration)

5. **Reading:**
   - Make a character analysis diagram
   - Diagram the progression of the plot of a book from beginning to end
   - Literary Web – depicting the main characters, setting, plot, conflict and themes of the story
   - Vocabulary diagram – giving synonyms and antonyms of a vocabulary word and how the word is used in the context of the book

Any of the template ideas in Inspiration can be made in Kidspiration