



# Classroom Learning Partner

## *Notebook Setup Documentation*

March 2017

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### Overview

A CLP “notebook” is a way of organizing pages of problems and student work. It can contain pages for a single “topic”, “unit”, or specific period of time, such as a week or month. Pages are created in advance of a class, and can be done all at once or incrementally as needed. Once a notebook is created, versions are saved for the teacher and for each student in an associated class roster. Then students can work problems in their individual notebooks during class.

Setting up a notebook involves:

- creating an empty notebook
- creating pages in the notebook
- editing and arranging pages in the notebook
- saving the notebook
- associating a class roster with the notebook
- generating a teacher version of the notebook and a student version of the notebook for each student in the roster
- specifying a Session, a way of indicating which pages in a notebook are to be visible to students during a particular period or day

# Table of Contents

<b>Create a New Notebook</b> . . . . .	<b>3</b>
Create Pages . . . . .	4
Add Text . . . . .	5
Add Image . . . . .	6
Add Multiple Choice Selection . . . . .	7
Add Representations . . . . .	8
Edit and Arrange Pages . . . . .	9
<b>Save Notebook</b> . . . . .	<b>10</b>
<b>Manage Class Roster &amp; Sessions</b> . . . . .	<b>11</b>
Create/Edit Class Roster . . . . .	12
Generate Class Notebooks . . . . .	13
Create/Edit Sessions . . . . .	14
<b>Open Existing Notebook</b> . . . . .	<b>15</b>
<b>Delete Existing Notebook</b> . . . . .	<b>15</b>

# Create a New Notebook

First, see below for various examples of notebook organization and decide on one for yourself.

Use the Teacher version of the CLP application.

1. Tap on the **CLP icon** in the top, left corner.
2. Select **New** from the left menu bar.
3. Notebooks are associated with a class roster. Select an existing class roster to associate with the notebook, or type a unique name for a new class roster.
  - a. The class roster and any notebooks associated with it are stored in a single file whose name is the roster name plus the extension “.clp”, e.g., “MathClass.clp”.
  - b. The class roster and associated notebook files are located in this folder on the computer: C:\CLPData\Cache
4. Type in a notebook name.
5. Tap **Create Notebook**.

The result will be a new notebook whose owner is “AUTHOR” and is referred to as the Author notebook. Other types of notebooks, described below, are teacher and student notebooks.

## Example notebook organizations

### By topic

- Addition and Subtraction: Does Order Matter?
- Geometry: Attributes of 2-D and 3-D Shapes
- Fractions: Halves, Quarters, and Thirds
- Multiplication: Things That Come in Groups

### By unit

- Attributes of Shapes and Parts of a Whole
- Understanding Equal Groups
- Graphs and Line Plots
- Perimeter, Area, and Polygons
- Arrays, Factors, and Multiplicative Comparison

### By time period

- Math Notebook March 6-10, 2017
- Math Notebook March 2017

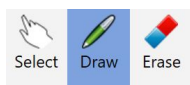
Note: We recommend creating notebooks smaller than 500 pages; otherwise, loading the pages take a while.

# Create Pages

To create notebook pages, you open or create an Author notebook as described above. This will put you in “authoring mode” in CLP, indicated by the salmon-colored background shown below. In this mode, authoring-specific commands are available.

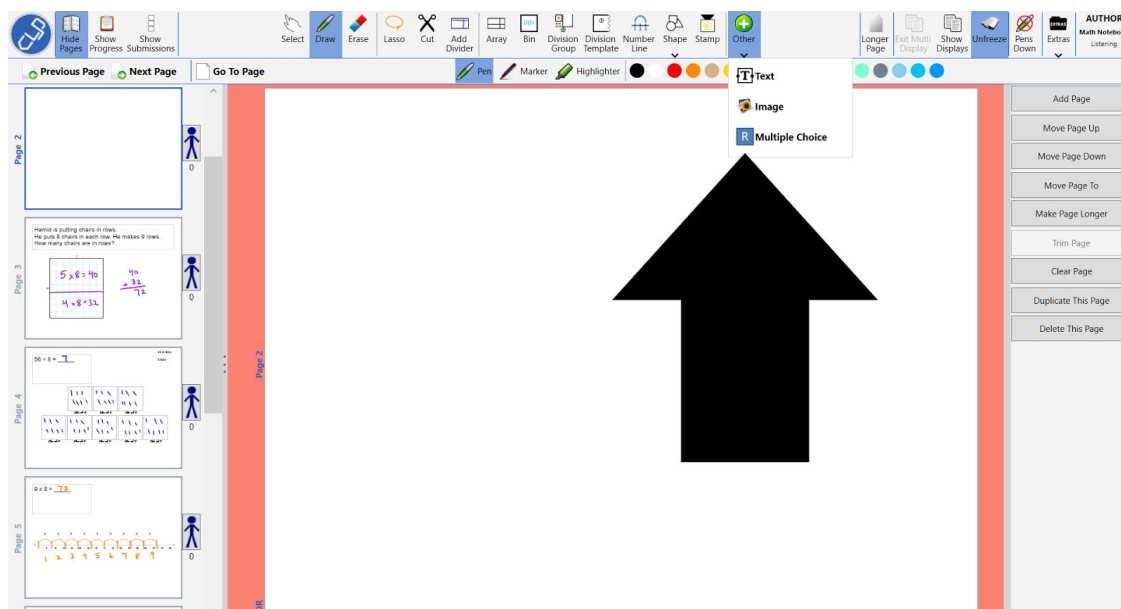
Watch the 5-minute Introduction to CLP video before authoring: <https://youtu.be/qCyjuUIGgqY> (Also under the **CLP Software** webpage of the CLP website.) The video explains how to create visual representations using a finger or tablet pen for drawing and a **Tool Menu** for adding objects, such as arrays and number lines.

Key ideas: An object is put onto a page by tapping on its icon on the **Tool Menu**. Then, you can interact with it in three different modes—Select, Draw, or Erase—found on the **Tool Menu**.



- **Select Mode** allows selection and moving of objects. Tap on an object to bring up action buttons (**delete**, **resize**) and a sub-menu for other actions that are unique for each kind of object.
- **Draw Mode** allows drawing and writing on the page or over an object with ink. Select from pen, marker or highlighter, and various colors.
- **Erase Mode** allows erasing of any ink on the page. If the top of your tablet pen has an eraser, you also can use that to erase ink.

Using the Teacher version of CLP, you also can add text boxes, images, and multiple choice selection to any page to create assignments for students. Tap on **Other** on the **Tool Menu** for a drop-down menu of these options.



# Add Text

## Add Text Box

**Select Mode:** Tap on **Text** in the **Other** drop-down menu.

## Add/Edit Text

Tap on the text box and type in it. Tap in a specific spot to place your cursor and edit text.

## Position and Size the Text Box

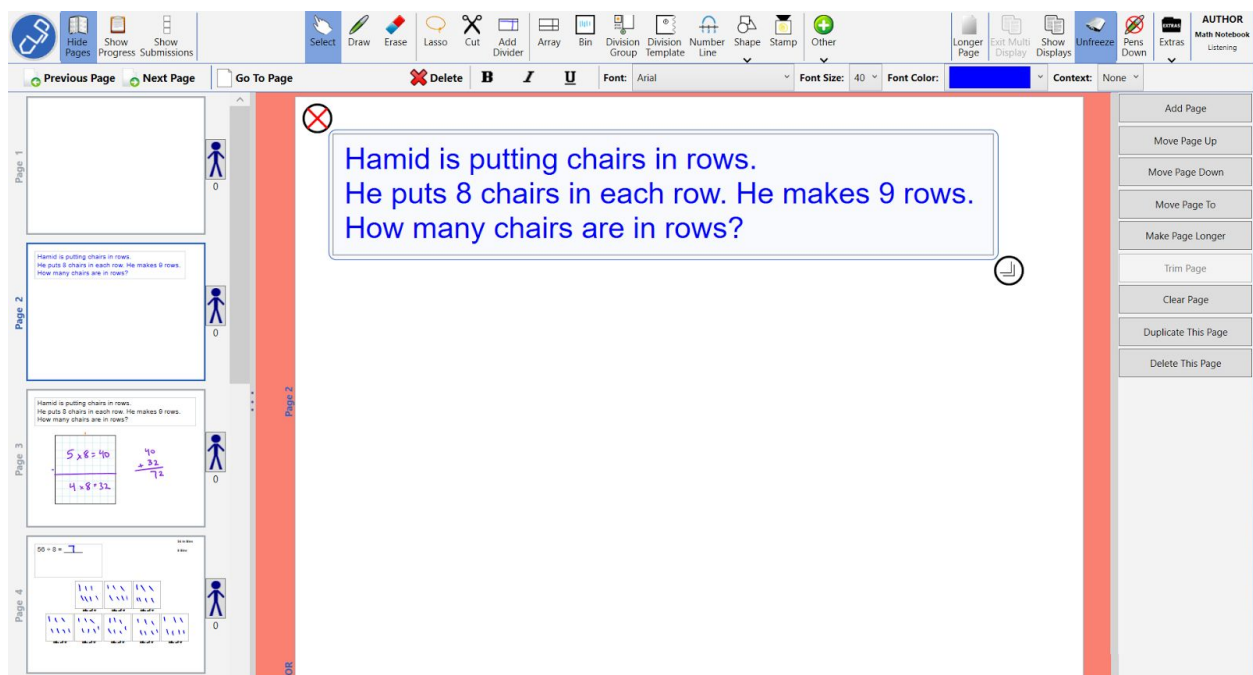
**Select Mode:** Tap outside of the text box if it's selected. Move the text box with your finger or pen. Tap on it to bring up the action buttons to **Resize** and **Delete**.

## Format Text

**Select Mode:** Tap on the text box. Use the **Text Menu** that appears below the **Tool Menu** to add emphasis (bold, italicize, underline), and change the font size and color.

## Annotate Text

**Draw Mode:** Draw over any text box with the pen or marker, or use the highlighter.



# Add Image

## Add Image

**Select Mode:** Tap on **Image** in the **Other** drop-down menu. Select the file on your computer to insert. You may insert any PNG, JPG, or GIF file.

## Position and Size the Image

**Select Mode:** Move the image with your finger or pen. Tap on it to bring up the action buttons to **Resize** and **Delete**.

## Make Copies

**Select Mode:** Tap on the image. The **Image Menu** appears below the **Tool Menu**. Tap on **Make Copies**, then enter the number of copies you would like. You can position and size the copies.

## Annotate Text

**Draw Mode:** Draw over any image with the pen or marker, or use the highlighter.

The screenshot shows a math notebook interface with a toolbar at the top containing various drawing and editing tools. The main workspace displays a problem: "Hamid is putting chairs in rows. He puts 8 chairs in each row. He makes 9 rows. How many chairs are in rows?". Below the text is a drawing of a folding chair. To the left, a sidebar shows a list of pages: Page 1 (blank), Page 2 (problem), Page 3 (solution with a handwritten calculation), and Page 4 (solution with a grid of chairs). The calculation on Page 3 is: 
$$\begin{array}{r} 5 \times 8 = 40 \\ + 32 \\ \hline 4 \times 8 = 32 \end{array}$$
 The right sidebar contains page management buttons: Add Page, Move Page Up, Move Page Down, Move Page To, Make Page Longer, Trim Page, Clear Page, Duplicate This Page, and Delete This Page.

# Add Multiple Choice Selection

## Add Multiple Choice (MC) Selection

Tap on **Multiple Choice** in the **Other** drop-down menu. Enter the answers and answer labels. **Answers** are numerical and **Answer Labels** is typically a descriptor that follow answers, e.g., for “3 books,” 3 is the answer and “books” is the answer label. For non-numerical selections, just fill in the answer labels. To add another option, tap on **Add Choice**. Under the correct answer, check off the **Is correct?** box.

**Note:** The correct answer choice will be filled in green in the Author notebook, but not in the teacher and student notebooks.

## Position and Size the MC Selection

**Select Mode:** Move the MC Selection with your finger or pen. Tap on it to bring up the action buttons to **Resize** and **Delete**. You will likely need to resize it to see all options.

## Edit the MC Selection

**Select Mode:** Tap on the MC Selection. The **MC Selection Menu** appears below the **Tool Menu**. Tap on **Edit** and change the selection options.

**Note:** There’s currently no way to delete a selection option. Just delete the entire MC Selection and add another one.

The screenshot displays the software's tool menu at the top, with the 'Other' menu open to show the 'Multiple Choice' tool. Below the menu, a question is presented in a text box: "Hamid is putting chairs in rows. He puts 8 chairs in each row. He makes 9 rows. How many chairs are in rows?". Below the question, four options are listed: (A) 15 chairs, (B) 63 chairs, (C) 72 chairs, and (D) 81 chairs. Option (C) is highlighted in green, indicating it is the correct answer. To the left of the options is an image of a folding chair. A dialog box titled 'Multiple Choice' is open, showing the configuration for each option. The 'Is correct?' checkbox is checked for option (C). The dialog box includes fields for 'Answer' and 'Answer Label' for each option, and an 'Add Choice' button at the bottom.

## Add Representations

Students use tools on CLP's [Tool Menu](#) to help them create visual representations. Teachers can use the tools to create representations as well, e.g., to demonstrate a strategy. See the [Tools Documentation](#).

Note: Representations created in the Author notebook can be fully manipulated in the Author notebook, but only partially manipulated in the teacher and student notebooks. This restriction keeps authored text and images from being accidentally changed during class. If a teacher or student creates a representation in his or her own notebook, the representation can be fully manipulated.

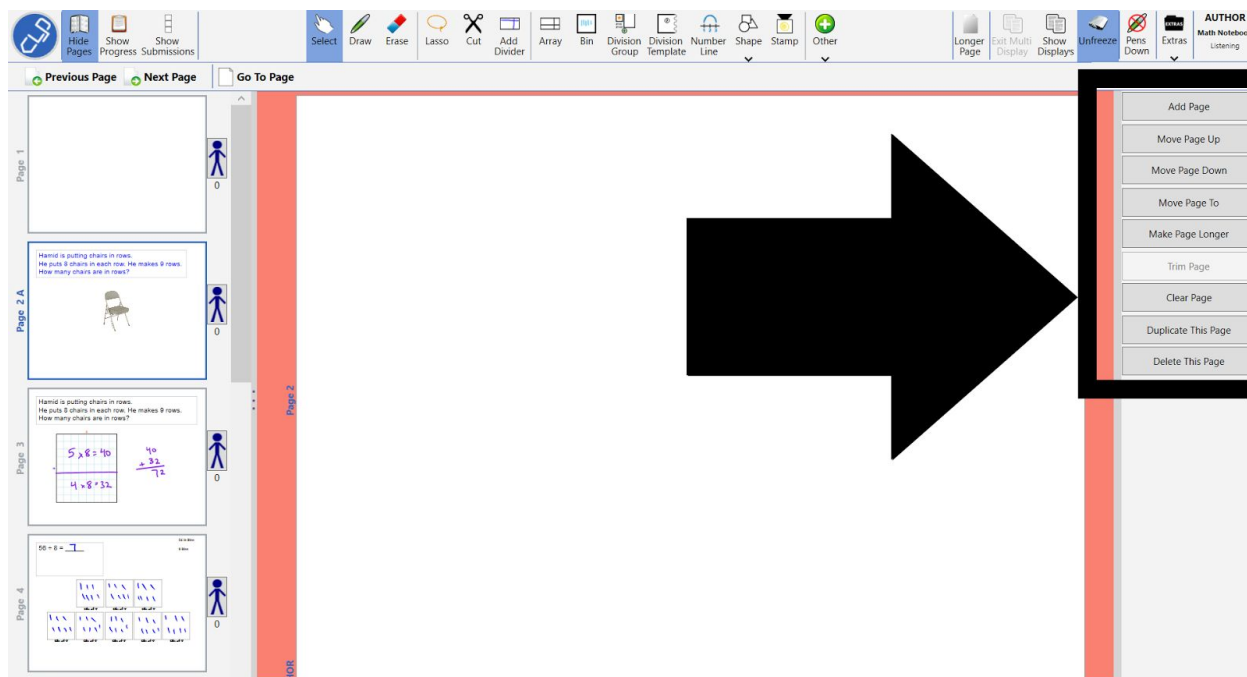




# Edit and Arrange Pages

Edit and arrange pages with the **Authoring Panel** on the right side. Features include adding, copying, deleting, clearing and reordering pages; and making pages longer or shorter.

**Note:** All saved changes in the Author notebook will be reflected in the teacher and student notebooks connected to the Author notebook.



**Note:** **Make Page Longer** increases the page by 25% up to 2x. **Trim Page** cuts away any unused portion of the page at the bottom.

# Save Notebook

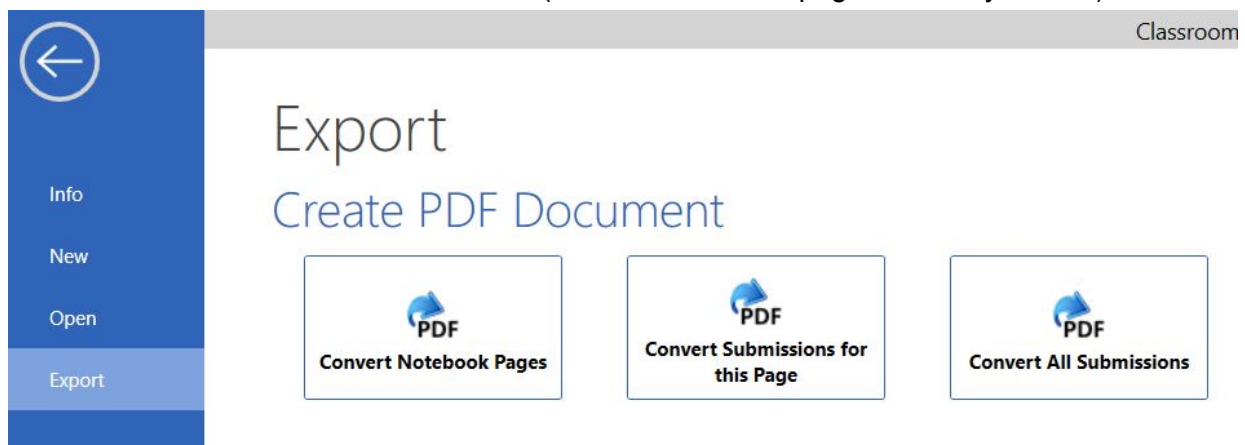
Your notebook is automatically saved each time you move to another page. There is also a way to save the notebook manually since the last auto-save.

1. Tap on the “CLP” icon in the top, left corner.
2. With “Info” selected on the left menu bar, tap on “Save Notebook.”

Note: Notebooks re-open on the page selected when last saved.

## Save PDF of Notebook

1. Tap on the CLP icon in the top, left corner.
2. With “Export” selected on the left menu bar, tap one of the options pictured below:
  - a. “Convert Notebook Pages” (that are currently loaded)
  - b. “Convert Submissions for this Page” (for the currently selected page)
  - c. “Convert All Submissions” (of all the notebook pages currently loaded)



Exported notebooks appear in a folder on the Desktop called “Notebooks - PDF”

Files are named in the following format: [notebook name], [user name], [page range], [date time]

# Manage Class Roster and Sessions

Notebooks have an associated class roster, which includes a list of student names, a teacher name, and information about the class, such as the subject being taught, grade level, class start and end dates, and school identification. For each class roster, you may have multiple associated notebooks. For any associated notebook, you may generate copies of the notebook for the teacher and students and create sessions (specified pages for particular periods).

To access these features:

1. Open any Author notebook a class roster is associated with.
2. Tap on the **CLP icon** in the top, left corner.
3. Tap on **Info** on the left menu bar

The screenshot displays the Classroom Learning Partner (CLP) interface. At the top, a grey header bar contains the text "Classroom Learning Partner". Below this, the main content area is titled "Notebook Information". To the right of the title are four icons: "Save Notebook", "Edit Class Roster", "Edit Sessions", and "Generate Class Notebooks". The main content area lists the following information:

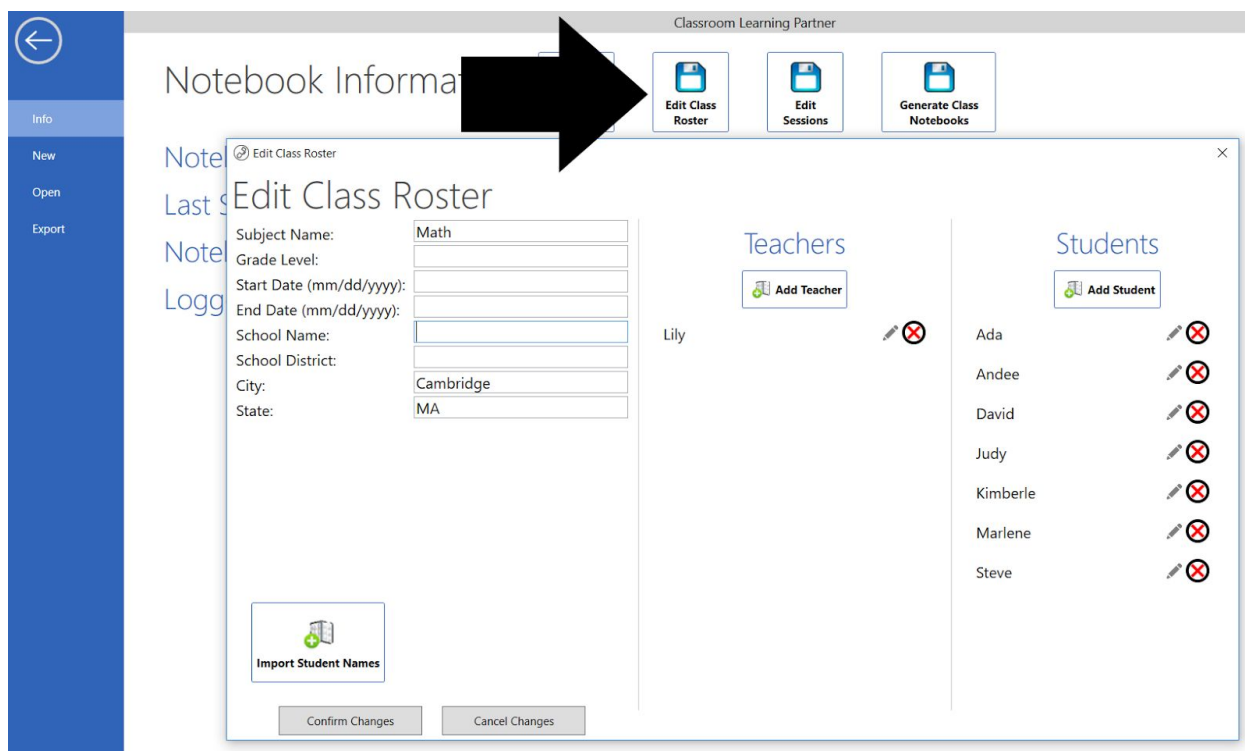
- Notebook Name: test
- Last Saved: 2/22/2017 11:21:29 AM
- Notebook Owner: AUTHOR
- Logged In User: AUTHOR

On the left side, there is a blue vertical menu bar with a back arrow icon at the top. Below the menu bar, the following options are listed: Info, New, Open, and Export.

# Create/Edit Class Roster

A class roster must be associated with each notebook and is created while or after a new notebook is created (see **Create a New Notebook** above). It may be associated with multiple notebooks, all of which are stored in a single file with the roster.

1. Tap on **Edit Class Roster**.  
Edit class details: Subject, Grade, Start and End Dates, and School info.  
Add teacher: Tap **Add Teacher** and follow the prompt. Only one teacher can be added.  
Add students (2 options):  
Tap **Add Student** and follow the prompt.  
Create a Text file (.txt) containing one student name per line. Tap **Import Student Names** to import the text file. This adds to any names already in the student list.  
Student names will be alphabetized automatically.  
ProTip: If students have the same name, add a last name, last initial, nickname or alias to distinguish the two notebook files.
2. Tap **Confirm Changes** to save changes.



Note: Names can be edited by tapping the **Pencil icon** next to them.

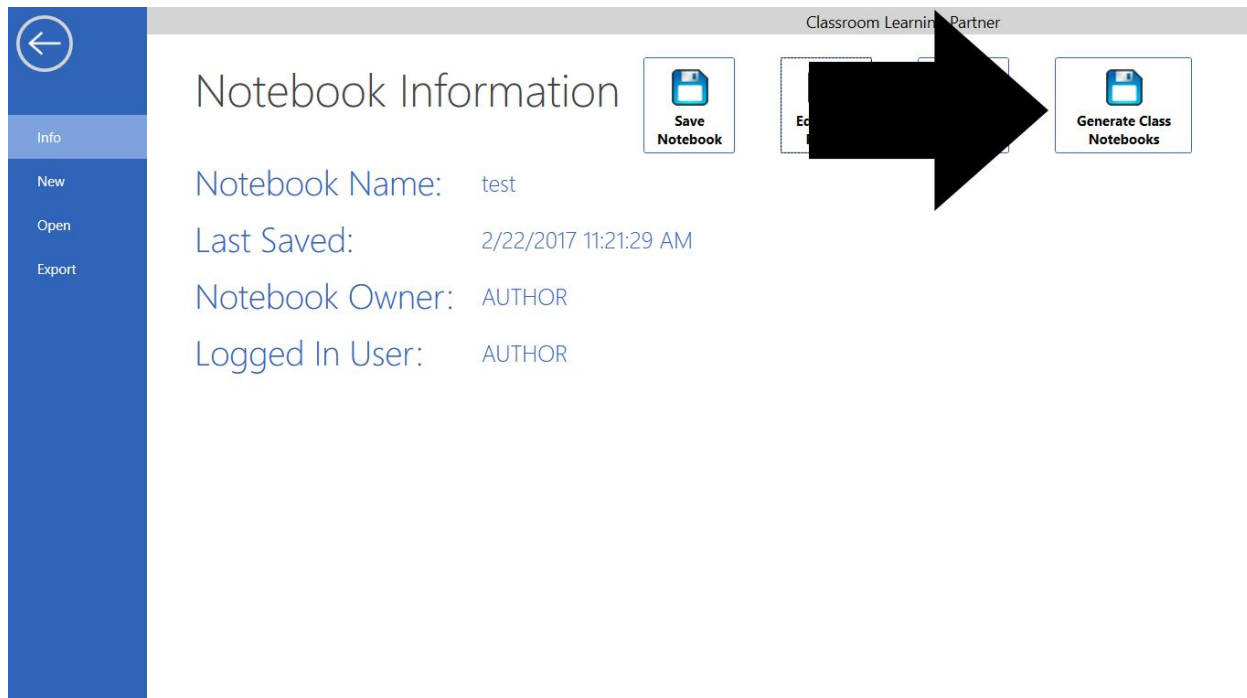
## Delete class roster (and all associated notebooks)

Delete the corresponding .clp file located in this folder on the computer: C:\CLPData\Cache

# Generate Class Notebooks

Once a class roster has been filled, copies of the associated notebook need to be generated for the teacher and every student. This step only needs to be done once per notebook, and each time after any new students are added. If the Author notebook is large, this first run can take a few minutes. After the class notebooks are generated, changes to the Author notebook will automatically be reflected in all other notebooks.

1. Tap **Generate Class Notebooks**.



Note: Generated class notebooks can be opened from [Open](#) on the left menu bar, but it's best to restart CLP each time you open a new notebook.

# Create/Edit Sessions

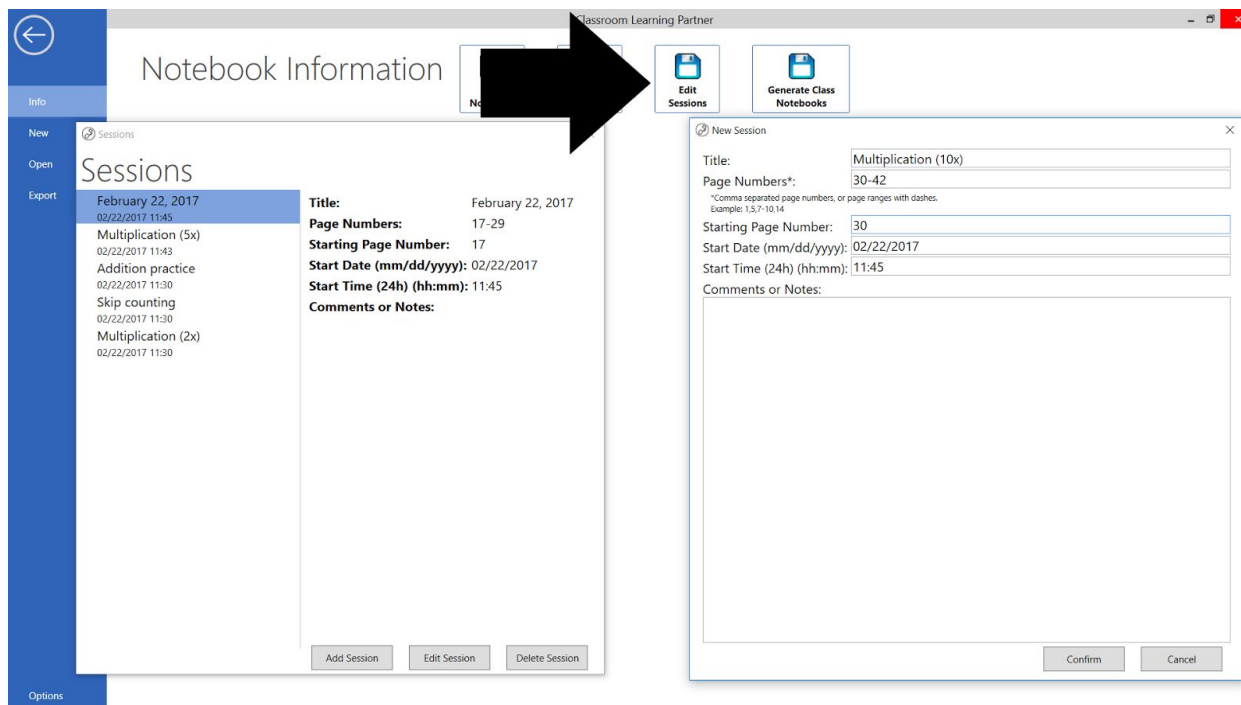
A session is a way to specify which notebook pages are to be used during a single period, since a notebook may have many pages for an entire topic, unit, or time period. We recommend using sessions to avoid opening up a large notebook, which can take a while.

1. Tap **Edit Sessions**. A new window will open that manages all the sessions for a particular notebook. Saved sessions are listed in descending order, starting with the most recent session, on the left of the window.

Create or edit a session: Tap **Add Session**.

- a. *Title* (optional). Can be a short descriptor of the topic, a date, or a unit name.
- b. *Page numbers*. Pages to be loaded (in numeric order).  
ProTip: Making page 1 a *name* page, then including and starting on page 1 in a session is an easy way for students to quickly recognize opening another student's notebook accidentally. E.g., 1,30-42,45,48-50
- c. *Starting page number*. Enter any numeric page you chose to load.
- d. *Start date and time*. Automatically filled with date & time session is created, but can be manually changed.
- e. *Comments or notes* (optional). About plans and occurrences for the period.

2. Tap **Confirm** to save changes.



# Open Existing Notebook

You may update existing Author notebooks. The teacher and student versions of the notebook connected to the Author notebook will automatically update as you make changes. Notebooks open on the page selected when last saved.

Use the teacher computer / Teacher version of the CLP application.

1. Tap on the **CLP icon** in the top, left corner.
2. From **Open** on the left menu bar, select the class roster, notebook name, and owner.
3. Tap one of the following:
  - a. **Open Notebook** to open the full notebook.
  - b. **Open Range of Pages** to open specific pages in the notebook.
  - c. **Open Session** to open only the pages associated with a session (see **Create/Edit Sessions** above).

Note: It's best to restart CLP each time you open a notebook.

# Delete Existing Notebook

At this time, individual notebooks cannot be deleted. To delete a class roster and all the notebooks associated with it, delete the corresponding .clp file (described above in **Create A New Notebook**), located here: C:\CLPData\Cache