

Developing Tray Suite - version 3

Getting Started Guide

This guide is designed to get you started with Developing Tray and explain all the wonderful features in this new, revised version.

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About this version - and a bit of history	4
What is Developing Tray?.....	5
Brand new version - three new game formats	5
Overview of the Games:	
'Classic' Developing Tray.....	6
Random Arrivals.....	6
All Done By Numbers	7
Simple Cloze	7
Classroom Uses - a cross-curricular tool	8
Reading through collaboration	8
On-screen Help	8
Starting Developing Tray Games	9
Introducing the text	9
Making predictions.....	9
Peeping at and buying letters.....	10
Checking Predictions and Scoring	10
Using the Scratchpad.....	10
Taking a snapshot	10
Revealing the text - ending the game early!	10
Rounds	11
Timer	11
Saving Games	11
Using Developing Tray with Interactive Whiteboards....	11
Teacher Options	12
Using the Editor	13
Customising the text using the Preview Options.....	14
Developing Tray website	16

About this version – and a bit of history

Developing Tray started life as a small programme that ran on some of the earliest computers to enter classrooms. It was then developed by ILECC, the Inner London Education Authority's computing centre and ran on RM Nimbus computers.

It's creator, Bob Moy, was the head of the English Department in a south London Comprehensive school, and he wrote it because he wanted to make something that would enable a group of 15 year old 'reluctant readers', supposed by themselves and most of the school to be "unable" to read, to engage at a properly deep and responsive level with genuinely interesting literary texts.

Anyone who has worked with such a group will know what an understatement that word 'reluctant' can be, and the outcome was astonishing because soon these 'reluctant' readers were successfully and happily unpacking together the rich and complex meanings to be found in texts like Sylvia Plath's poem "Mirror". Better still, the approach worked equally effectively with the A-level English group.

It was eventually found, in fact, that the program could be used to investigate short stretches of suitably interesting text all across the curriculum and in primary classrooms as much as secondary ones.

After the demise of both ILECC and the RM Nimbus, Developing Tray went 'underground' for a while. Various updates were attempted, but none quite remained true to the ideas and spirit of the original. Eventually, the IT Learning Exchange obtained the copyright and together with 2Simple software, and with advice and support from Bob Moy, a version for today's machines was produced. It aimed to remain true to the original, while adding the power and ease of use of modern technology.

This new, revised version has extended the range of possible learning activities that can be attempted with Developing Tray. We are hoping to see it used much more in other subjects.

If you are already an established - and enthusiastic - user of Developing Tray, we hope you find this new version even more versatile and easier to use.

If you are new to Developing Tray, here is our best advice: don't try Developing Tray out on your own! Get together with a group of colleagues, use a whiteboard (or at least a projector) and experience the collective fun (yes, it's still allowed!) of uncovering a Developing Tray text. Example 03 is always a good one to try first.

We continue to be very grateful to Bob for his unrelenting inspiration, advice and support.

Getting Started with Developing Tray Suite

This getting started guide has been produced to accompany the new Developing Tray Suite (January 2006).

What is Developing Tray?

Ever since it was launched more than 25 years ago, Developing Tray has been revered by teachers. Variousy described as a 'gem', a 'classic' and 'the ultimate Cloze programme', this is what the Times Educational Supplement had to say about it last year:

Sadly in our modern world where what often "looks good" takes precedent over what is intrinsically good, gems like Developing Tray can get overlooked....

For the uninitiated, Developing Tray treats a piece of text as a photo print in a darkroom developing tray.

You can choose how much or how little of the text is displayed; ... discussing and predicting what the missing letters and words might be; before gradually building up ideas about the subject matter and revealing ever more of the text. [our emphasis]

Essentially, the program focuses on thinking about, and analysing texts within any subject content.

In the hands of an imaginative teacher it can be both highly motivating and provide a real linguistic challenge for pupils."

Chris Drage, TES, 6th January 2005

Brand new version - three new game formats

In addition to the classic **Developing Tray**, this new version includes:

Random Arrivals - where text arrives randomly on screen, - either as single letters, consonant clusters or whole words

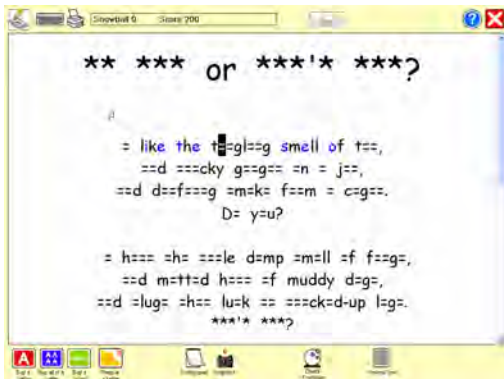
All Done By Numbers - whole words are hidden or revealed according to the number of letters they have

Simple Cloze - for the first time the practical familiarity of Cloze procedure is combined with the stimulating and entertaining environment of a Developing Tray-style game.

And also a **new, easy-to-use Editor** that lets you differentiate any existing text, or set up your own, in just a few minutes.

Overview of the Games

'Classic' Developing Tray

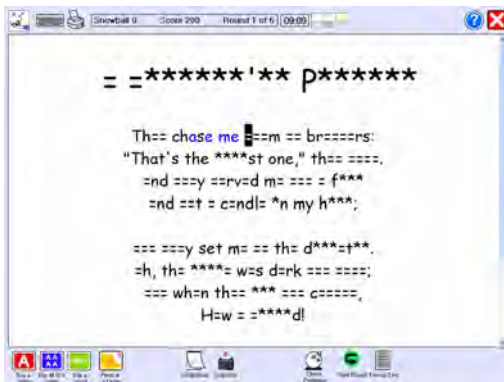


Letters will be hidden or revealed according to how frequently they occur in text.

Use the Editor to customise this for particular texts/pupils.

Predictions can be typed into the text, and then checked. Points are awarded for every accurate prediction.

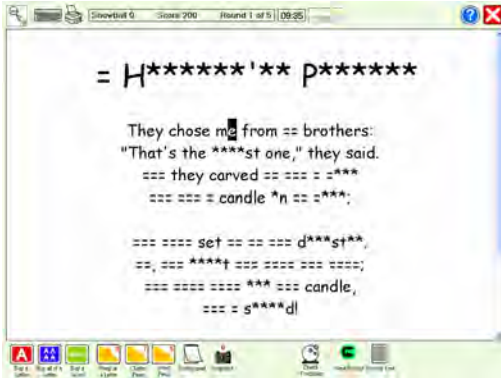
Random Arrivals



Similar to Developing Tray, but letters arrive randomly, often provoking even more creative use of higher-order reading skills.

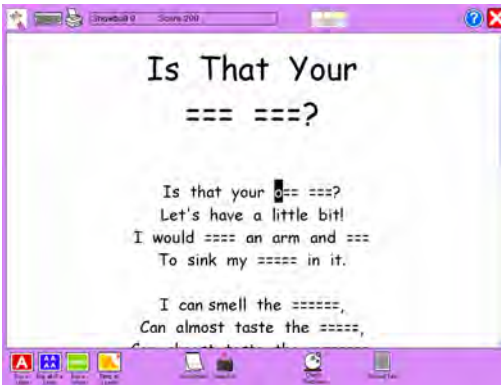
Individual letters, consonants or groups of consonants, or whole words can be set to arrive randomly.

All Done By Numbers



All Done By Numbers hides or reveals words according to their length, making it particularly good for focusing on grammatical aspects of language. You can set the starting point, from a choice of smallest, largest or medium-sized words first.

Simple Cloze



Simple Cloze combines the practical and familiar approach of Cloze procedure with the stimulation of a Developing Tray type of game. There are a variety of options for hiding the text. Could even be used to make revision fun!



Classroom Uses - a cross-curricular tool

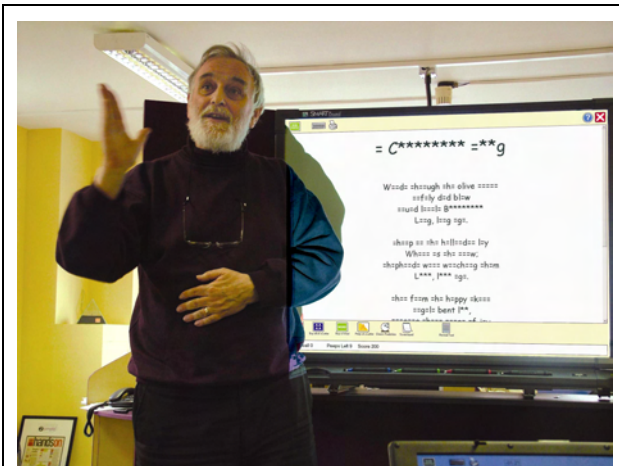
Although traditionally used for English and literacy activities, any piece of text can be set up for use with Developing Tray, making it a powerful cross-curricular tool.

Powerful aid to reading through collaboration

One experienced teacher said, "I know of no other programme which so powerfully combines Speaking, Listening, Reading and Writing into one compelling process." We couldn't have said it better ourselves! Developing Tray encourages readers to use the full range of cues - context, phonic, syntax, grammar, punctuation, and spelling. It has been found to be particularly rewarding when used with groups or whole classes.

On-screen Help

In addition to this booklet, we recommend you use the help files and videos within the programme itself. To use help, click  to display the Help menu. To see a video - click . The videos within the editor give a good overview of how to set up texts for the different games.








Bob Moy, the original creator of Developing Tray

Starting Developing Tray Games

First, select the game mode from the launcher:



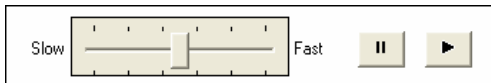
Then click  to select a game file. Each game now has its own folder (and its own file extension) for saving games, and the contents of your chosen game's folder will be displayed in the Browse window.

To see games in a different folder, click **Browse** and then use the **Look in:**  Developing Tray  box to locate the folder, and change the **Files of type:**  All Files (*.dvt;*.ma;*.aln;*.clo)  box to show other files.

(NB Games can be interchanged between all modes except Simple Cloze, which has a unique format.)

Introducing the text

The text will gradually be written on to the screen by the cursor, as if typed by an invisible hand. Some of the text will be replaced by the 'hidden letter' character (usually a =). There is a slider control, which allows you to control the speed at which the text appears. It also has *Pause* and *Continue* buttons, to allow you to introduce a small amount of text at a time, for maximum effect and interest:



Making predictions

Once you have decided what some of the words might be, start to enter your predictions by typing them into the existing text. Hidden characters can be replaced by anything you type. Existing letters cannot be changed (though most of us find the easiest way to move through the existing letters to the next hidden character is to type over them normally, rather than use the cursor keys).

Using the menu buttons

Buttons can be hidden or revealed using the Teacher Options (Ctrl-Shift-O).

Peeping at and buying letters



Peep at a Letter

By default, up to nine letters can be peeped at for free. Select a letter and click Peep and it will be revealed for a second.



Cluster



Word

In **All Done By Numbers** there are two additional options for peeping - at either clusters of letters (consonants or vowels) or at all the common letters within a word.

The numbers of peeps allowed in a game can be set using Teacher Options, as can the choice to allow unused peeps to carry into the next round.



Buy a Letter



Buy all of a Letter



Buy a Word

You can buy an individual letter, all of a particular letter, or all of a word, but it will cost you some points. (These buttons are normally hidden in **SimpleCloze**.)

Checking Predictions and Scoring



Check Prediction

Check predictions by clicking this button. The slider controls the speed of checking. When you check predictions, each correct letter increases the 'Snowball' by 1 point and the score by 1 point plus the Snowball. So the more text you predict in one go before checking, the higher your score! For each incorrect letter, the score reduces by 1 point and the Snowball is halved.

Using the Scratchpad



As the text is 'developed', ideas about it will change. Use the movable Scratchpad to record both initial impressions and the development of ideas.

Taking a snapshot



In addition to the Scratchpad, the state of the text that is visible on the screen can be captured using the camera tool. Every time it is clicked, a snapshot is taken of the screen. These snapshots can then be played back later by right-clicking the camera icon. (The Scratchpad will be captured too, if it is open.)

Revealing the text - ending the game early!



Reveal Text

The Reveal Text button uncovers all of the hidden text, effectively ending the game. It can be hidden using Teacher Options (see page 12).

Rounds

Rounds are designed to give extra support. If pupils get stuck, they can move on to the next round, where more text is revealed. (This is the opposite of 'levels' in a computer game, where each level is harder than the last.)

Developing Tray games can be played in rounds, though this option is probably best for longer texts. To enable rounds for a Developing Tray text, this option must be ticked in the Editor Preview window (see p14).

Random Arrivals and **All Done By Numbers** are always played in rounds.


There are up to five rounds (as set in the Editor Preview), and in each round, more of the text is revealed – very useful if you get stuck! The scoring system rewards accurate predictions in earlier rounds.

To move to the next round, click .

Timer 09:55

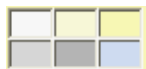
Rounds can be timed, if this option is enabled in Teacher Options. When the time runs out, the user has to move to the next round.

Saving Games

At any point while the game is running (except while moving from one round to the next in Rounds games) a game can be saved and then continued later from exactly where you left off. To save the game, click  and follow the instructions on screen. To continue, when you restart the programme, just select **Continue an old game**.

Using Developing Tray with Interactive Whiteboards

In addition to the camera tool (see page 10), we have made a number of enhancements to make Developing Tray more accessible on an interactive whiteboard, including:



Background colour tool - plain white can get quite glaring after a while. Use this palette to change the background colour of the text (can be hidden in Teacher Options).



On-screen keyboard. Though less useful than a wireless keyboard that can be passed around the room, it can be handy for entering small amounts of text at the board.

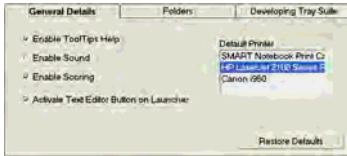


This option is in the Editor (p13). It enables you to double the spaces between each word, making it easier to read with a projector/whiteboard.

Also, most of the buttons have been moved to the bottom of the screen, to make them more accessible.

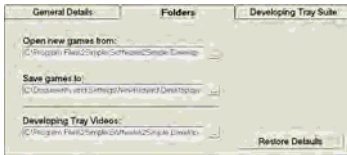
Teacher Options

To access the teacher options, hold down **Ctrl** and **Shift** on your keyboard, and while keeping them down, press **O** (for Options!) once.



Use the **General Details** tab to:

- set the Printer
- enable the scoring system
- Show or hide the Editor button on the launcher



Use the **Folders** tab to set the default folders where new games are stored and saved to, and to specify the location of the videos.

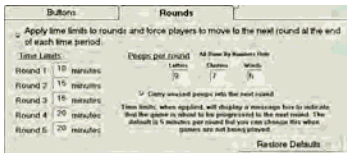


The **Developing Tray Suite** lets you:

- disable 'network browsing' - games open from default folder
- start Developing Tray with a wizard e.g. to customise the number of letters that will be hidden, without using the Editor
- load text a sentence at a time




The **Buttons** tab allows you to control which buttons are visible on the menu bar. There are separate options to hide the Buying buttons in Simple Cloze.

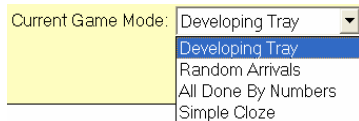


The **Rounds** tab is where you can set the option to play rounds against the clock, and specify the length of each of the five rounds.

It is also where you set the number of peeps allowed, with an option to carry unused peeps over to the next round.

Using the Editor

When using the Editor, we strongly recommend the Help screens and short videos. To access these, just click .



The Editor is used for all of the game formats. You can select the format you are preparing games for using the drop-down menu at the top of the screen.

The Main window of the Editor has all the functions of a basic word processor. The toolbar at the top enables you to open, save, copy, paste and format text in the usual way:



- The Open button now gives you a Preview box, where you can see the text as you browse through the files. A real timesaver!



- This button allows you to choose the character that will be used to indicate hidden letters and the colour of predicted text (now blue by default).

In **Developing Tray**, **Random Arrivals** and **All Done By Numbers** there are three special buttons at the bottom of the screen:



- Used to hide selected text by 'starring it out', so that it is more difficult to reveal (starred text cannot be bought or peeped at - useful for giveaway titles etc.)



- Headstarted sections are always revealed no matter what the criteria. They are used for letters, words or phrases that would be particularly hard to predict, or for any areas you want to use as clues to the rest of the text.



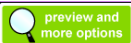
- This is a more subtle way of hiding text that would otherwise be revealed, without resorting to the more attention-grabbing method of starring out. Undeveloped letters can be peeped at or bought.



In the **Simple Cloze Editor** these are replaced by two buttons which 'cloze' and 'uncloze' selected text.

To use any of these functions, select the text and click the button!

Customising the text using



The most useful functions of the Editor are to be found on the Preview/More options screen.

Each game format has different ways of hiding and revealing text. In the Preview window you can fine-tune these options:

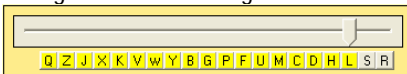
Developing Tray Options

How much text should be revealed?

- Use the default setting (18 letters)
- Up to 20 least common letters
- With letters selected by you
- With no letters at all

Developing Tray hides or reveals letters according to how frequently they normally occur in text. Using these options allows you to adjust how 'undeveloped' the text is when pupils first see it.

You may find the second option (20 least common letters) the most handy, because it reveals a slider that lets you see very quickly how much text will be revealed - just drag the slider to change the number of letters that will be hidden:



Play in rounds?

Tick this option in Developing Tray to play the game in Rounds (Rounds are explained on page 11.)

Random Arrivals Options

How much text should be revealed?

- Any letter at random
- Any consonant at random
- Any consonant-cluster at random
- Any word at random

In Random Arrivals, text is revealed randomly, according to the criteria you set - the game can reveal any letter, consonant, consonant cluster or any word at random. (Consonant cluster is the default setting.)

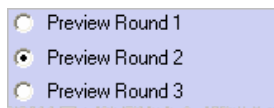
All Done By Numbers

Which words do you want to reveal first?

- Small (Bottom Up)
- Large (Top Down)
- Medium (Inside Out)
- Large and Small (Outside In)

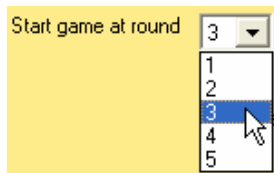
In All Done By Numbers, words are hidden or revealed according to their length (all done by *numbers* of letters!). You can set the starting point - small, medium or large words first, or a mixture. It often makes for an interesting exploration in grammatical structure!

Round Previews



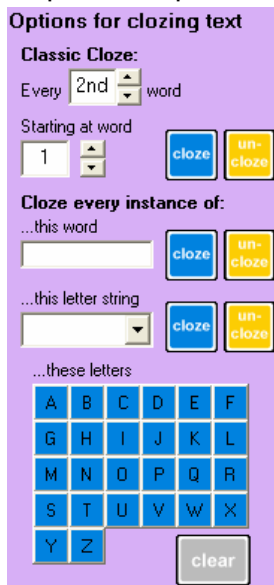
For all games with rounds, you can preview the amount of text that will be revealed in each round.

Start game at later round



This option allows you to start a game in a later round, where round 1 might present an unrealistic challenge. If you save a game with this option selected, the game will open in round 3 (for example), as if it is round 1, and play a 3 round game

Simple Cloze Options:



In addition to the basic Cloze/Uncloze buttons on the main Editor screen, these options allow you to:

- hide every n th word (traditional Cloze procedure)
- hide every instance of a word or a letter string (use hyphens to indicate whether the string is to be found at the beginning, middle or end of a word)
- hide particular letters

The **un-cloze** button removes Cloze formatting from the text typed in the adjacent boxes.

The **clear** button removes all the Cloze formatting.

Developing Tray website - download texts

You can download more texts, including a set of poems linked to the new poetry units within the National Literacy Strategy. Just go to:

www.devtray.co.uk

We hope you and your pupils get as much enjoyment and satisfaction from using Developing Tray as we have while developing and trialling it in classrooms.

Please send us your comments and feedback- address them to Richard Hawkins r.hawkins@londonmet.ac.uk

Any technical queries should be addressed to support@2simple.com

Best wishes - The Developing Tray Development Team!