

# Webspiration Classroom™

Grades 5–12



## Reviewer's Guide

Welcome to Webspiration Classroom™, the online writing, visual thinking and collaboration tool for students and teachers.

Over 25 years ago, Inspiration® Software, Inc. created software tools to make it easier for thinkers and learners of all ages to apply visual thinking methodologies and outlining skills to their work, improving critical thinking, creativity, comprehension, retention, and reading and writing abilities. Today, Inspiration Software continues their commitment to support improvements in education, while focusing on the development of innovative technology to support the use of visual thinking and learning by thinkers and learners of all ages to achieve academic and personal goals.

With the introduction of Webspiration Classroom, students and teachers now have the opportunity to think and learn visually, anytime and anywhere. Cloud computing extends learning opportunities outside of the classroom, engages students in collaborative learning and facilitates greater student-teacher engagement throughout the learning process—helping students develop writing skills, create greater knowledge and gain understanding, and increase their achievement across the curriculum.

Enjoy your review of Webspiration Classroom. Thank you for taking a look!

**Inspiration**<sup>®</sup>  
SOFTWARE, INC

The Leader in Visual Thinking and Learning™

## Overview

Improve writing and thinking skills with Webspiration Classroom™ service, the online writing, visual thinking and collaboration tool for students and teachers. Proven visual thinking and outlining methodologies can help students learn necessary concepts and skills to write effectively and evaluate and synthesize information. Collaboration and student-teacher interaction tools engage students and extend learning time. Assignments and work are always available, automatically saved, and securely stored online. Webspiration Classroom's proven visual thinking and outlining strategies give students a framework to brainstorm ideas, gather and organize information, build comprehension, and develop written ideas—increasing their achievement across the curriculum.

- 24/7 access to proven visual thinking and outlining methodologies helps students improve writing and critical thinking skills anytime, anywhere
- Collaboration tools actively engage students in learning as they collaborate on group projects, participate in peer review and receive guidance from teachers throughout the learning process, from initial draft to completion
- Seamless student-teacher workflow of assignments saves class time and eliminates misplaced and late assignments
- Built-in message center allows collaboration without email addresses
- Free online support materials, including lesson plans, examples, a Help Center, training videos and implementation tools help teachers take full advantage of Webspiration Classroom's capabilities
- Safe, reliable and engaging learning environment ensures online privacy and dependable access
- Centralized School Administrator utilities allow easy setup and management of accounts

The image displays two screenshots of the Webspiration Classroom interface. The left screenshot shows a mind map for 'Moby Dick by Herman Melville'. The central node is 'Moby Dick by Herman Melville'. It branches into three main categories: 'Protagonist' (Ahab), 'Antagonist' (Moby Dick), and 'Themes'. The 'Themes' category further branches into 'Limits of knowledge', 'Fate', 'Friendship', and 'Defiance'. 'Fate' includes 'Ahab's obsession' and 'Pequot's doom', leading to 'Queequeg's life and death'. 'Friendship' includes 'Ishtmael and Queequeg' and 'Pequot's Crew', leading to 'Ahab'. 'Defiance' includes 'Ishtmael and Queequeg' and 'Pequot's Crew', leading to 'Ahab'. The 'Antagonist' category includes 'Moby Dick', 'The Pequot', 'Queequeg's coffin', and 'Ahab's obsession', leading to 'Death' and 'Life'. The right screenshot shows a document editor with a table of contents and a comments sidebar. The table of contents includes 'I. Themes', 'A. Defiance', '1. Father Mapple's sermon about Jonah', '2. Starbuck', 'B. Friendship', '1. Pequot's Crew', '2. Ahab', '3. Ishtmael and Queequeg', and 'C. Fate'. The comments sidebar shows three comments from 'General --Ms. Gaines' dated 06/07/2010 01:20 PM, discussing the first draft and providing feedback on the diagram and outline.

### Note: Types of Accounts

There are three types of Webspiration Classroom accounts: administrator, teacher and student—each with different privileges. Administrator accounts are used to set up and manage all school accounts. Teacher accounts are able to post assignments to school and teacher folders and access resources designed specifically for teachers, such as implementation tips and lesson plans.

**You have an Individual Educator Evaluation Account, which is a teacher's account.**

# Getting started

## Sign in

Once you have created your Webspiration Classroom Individual Educator Evaluation Account, you will be directed to the Webspiration Classroom **Starter** screen.

After this initial session, you can sign in to Webspiration Classroom at [www.webspirationclassroom.com](http://www.webspirationclassroom.com).

Enter "WWS"

Enter the username and password you chose at the time of registration.

*This information was also provided in an email you received, entitled "Your Webspiration Classroom Individual Evaluation Account Has Been Created," after you signed up for your account.*

## Starter screen

Begin projects quickly and access resources and documentation online, anytime and anywhere, from the Webspiration Classroom **Starter** screen.

Manage all of your documents from a central location.

Manage your account settings and find documentation, training videos and other how-to-use resources.

Get sent and received messages in the built-in Message Center. A yellow envelope signifies a new message.

Create new diagrams and outlines.

Access ready-made templates and teacher-posted assignments.

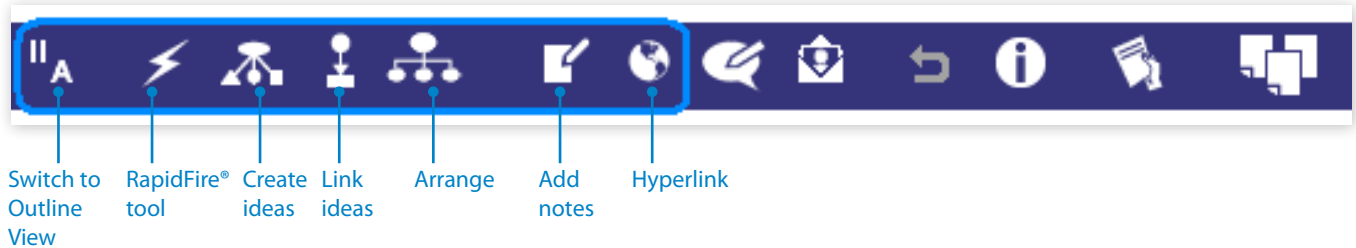


## Develop ideas with graphic organizers and diagrams

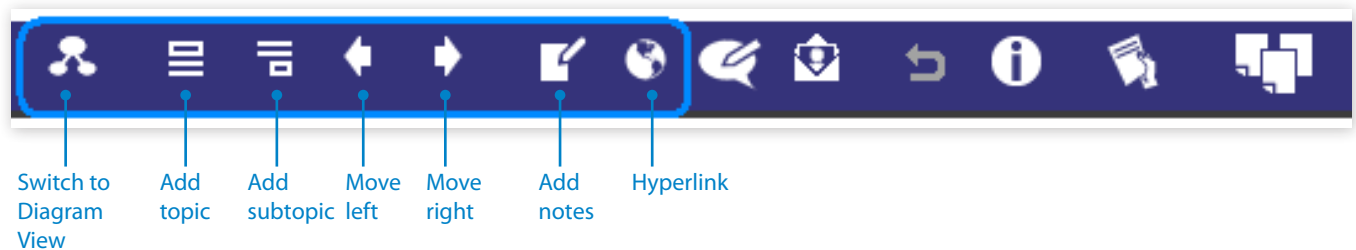
Brainstorm, develop ideas, gather information and visually organize thinking with webs, bubble diagrams, concept maps, idea maps, systems-thinking diagrams and graphic organizers. Use these proven learning methods to build and convey understanding, and structure ideas for writing.

Create diagrams and maps in **Diagram View** and organize and expand upon ideas in the integrated **Outline View**. The visual learning and organizing tools are conveniently located on each view's toolbar.

### Diagram View Toolbar



### Outline View Toolbar

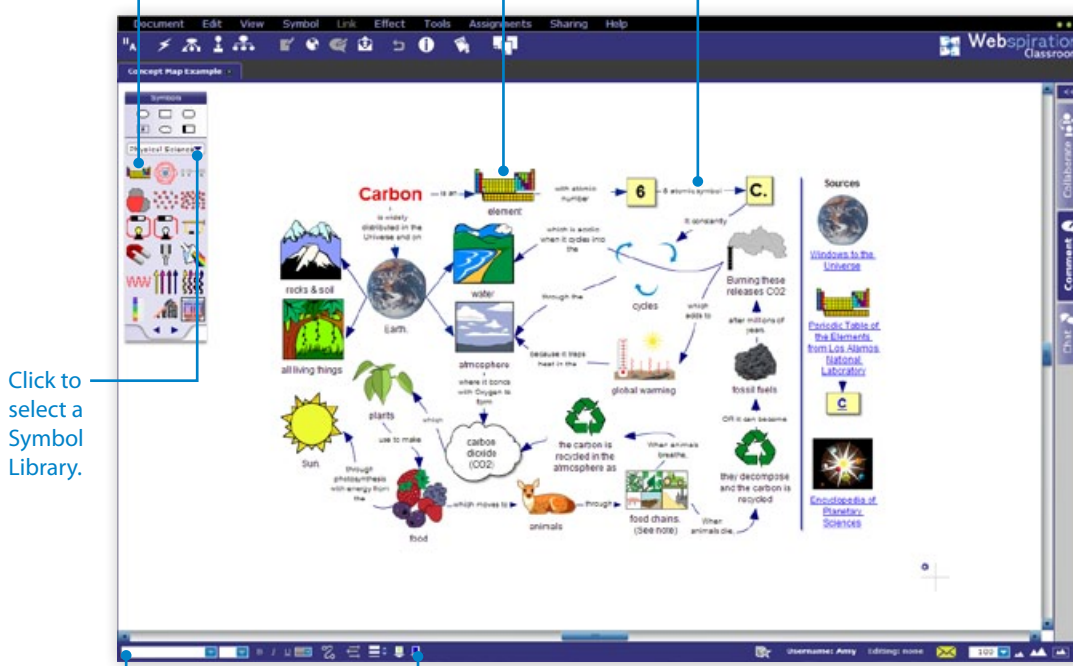


## Use symbols to support curriculum content

Express ideas and concepts with over 1,400 symbols, organized by core curriculum topics and subject areas, or import images from the web or your computer.

Express ideas and concepts with pictures and images.

Use links to connect ideas and show relationships. Add text to links to further describe relationships.



If necessary, open the **Symbol Palette** from the **View** menu to browse through the **Symbol Libraries**. To add an external graphic from a file, click the area where you want to insert the image. Select **Insert Graphic** from the **Edit** menu and choose **From File...** Locate the image file and select it.

Visually differentiate among ideas and group information with colors, shapes, fonts and size.

# Engage with collaborative learning

Interact with others to develop greater knowledge and gain understanding. Actively engage in learning as you collaborate on group projects, share documents for peer review, and receive guidance from others from the draft and planning stages to completion of your work. Webspiration Classroom incorporates everyone's contributions and feedback in one document, keeping the process organized as you produce and publish your work.

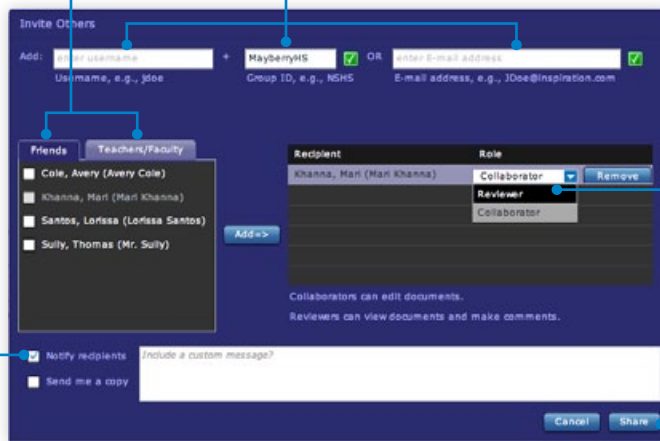
## Invite reviewers and collaborators to a document

Invite peers to review your work and offer their feedback or invite others to work on the same document - contributing, reviewing, revising and sharing information to create collective knowledge.

*To invite other people to review or collaborate, click on the **Collaborate** tab, then click the **Invite** button or click on the **Sharing** menu, select **Collaborate**, then choose **Invite...** from the submenu.*

Invite friends with whom you've previously shared a document or your school's teachers.

Invite others by typing in their Webspiration Classroom username or email address. If inviting a user from another school, you will need to enter the Group ID for their school.



Click to select either Collaborator or Reviewer for each invitee. Collaborators can edit the shared document while reviewers can only view and comment. User roles can be changed at any time.

Send a message to the recipients of your invitation.

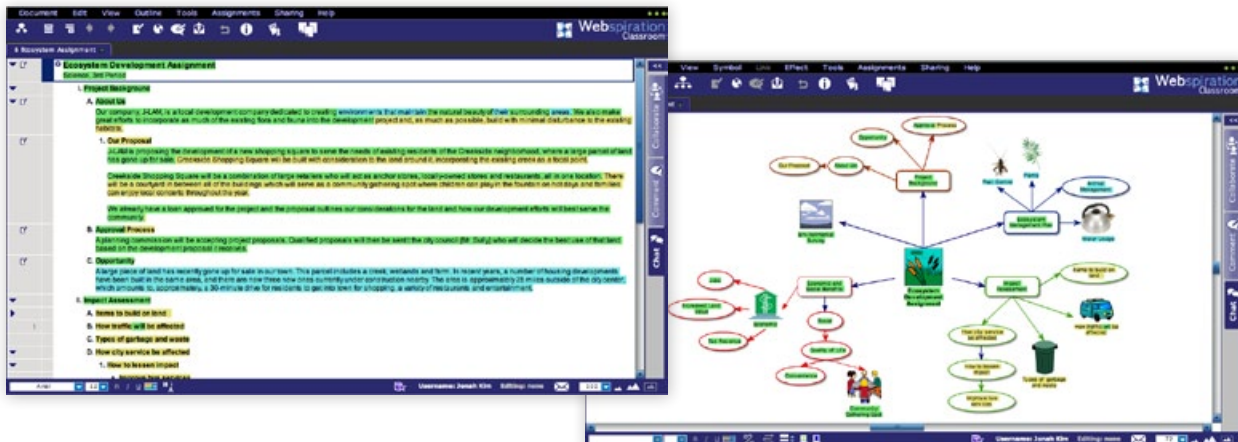
Click to share your document.

## Keep track of collaboration efforts

See who's made what change and when with the **Show Changes** feature, which uses colored text to indicate the differences between revisions. Hovering over colored text will provide a pop-up tip indicating the collaborator, date and time, and revision that the change was made in. Changes are tracked on a word-by-word basis.

*From the **View** menu, select **Show Changes**.*


***All Edits** allows you to see the textual changes made by all collaborators since the document was created. **Last Edits** allows you to see the textual changes made by other users since you last edited the document.*



## Keep track of revisions

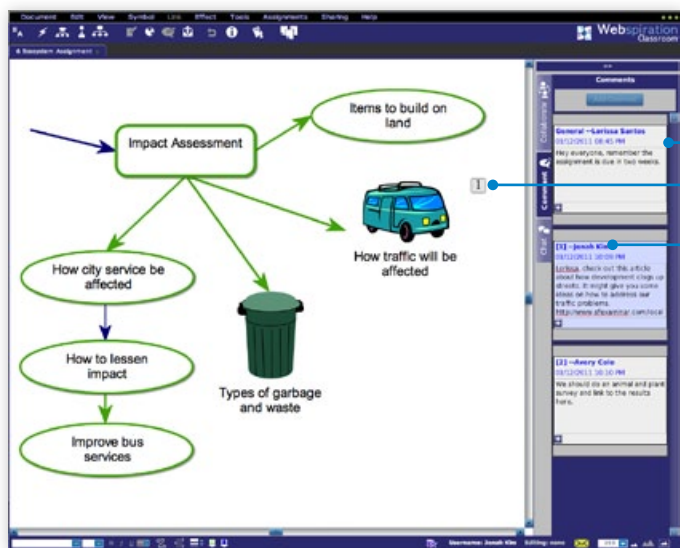
Each time a document is edited, a revision is created and represented in the **Document History**. Most often, revisions will be associated with an editing session when you have opened the document, edited it and then closed it. Revisions are a powerful way for you to keep track of older versions of your document.

View past revisions of the document you are currently working on via Document History. Click **Show History** on the **Document** menu, then click the radio buttons to choose between **Show Significant Revisions** or **Show All Revisions**.

You can roll your document back to a past revision. This copies the revision to the top of the history listing, leaving all other histories intact. Choose **Rollback**  while in the **Select Document History** dialog or click **Rollback** on the **Main** toolbar while viewing an older revision.

## Use comments to offer feedback and exchange thoughts and questions



All comments and feedback can be added directly into documents without overwriting original text, so you can see suggestions and respond with revisions to improve the quality of your work. Comments can be used in both **Diagram** and **Outline View** to record thoughts when working alone, or used to communicate with or pose questions to all of the people shared on a document. Teachers can use comments to provide instructional guidance on assignments. Each comment is recorded with the username and a date and time stamp.

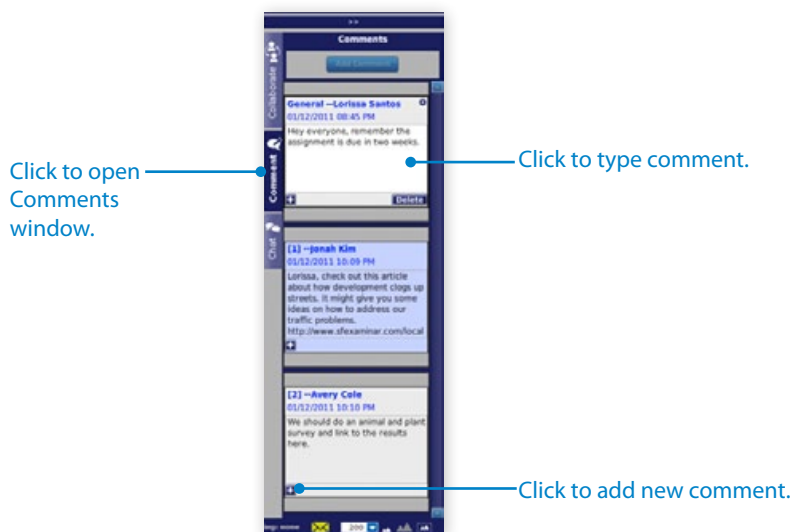


The screenshot shows the WebSpiration Classroom interface. On the left, a diagram titled "Impact Assessment" is displayed. The diagram has a central box labeled "Impact Assessment" with arrows pointing to four sub-topics: "Items to build on land" (with a house icon), "How city service be affected" (with a bus icon), "How traffic will be affected" (with a car icon), and "Types of garbage and waste" (with a trash can icon). Below "How city service be affected" are two more boxes: "How to lessen impact" and "Improve bus services". On the right, a "Comments" panel is visible, showing three comments. The first is a general comment by Carlissa Santos. The second is a topic-based comment by Janah Kim, with a blue circle containing the number "1" next to it, and a line connecting it to the "How traffic will be affected" topic in the diagram. The third is a topic-based comment by Avery Cole, with a blue circle containing the number "2" next to it, and a line connecting it to the "Types of garbage and waste" topic in the diagram.

General comments may be added for the entire document.

Topic-based comments are identified with a comment reference number that is displayed next to its related topic.

To see and make **General** comments, click the **Comment** tab on the **Collaboration** panel. A **General** comment box will be visible. Click it and start typing. Click the **Create a new comment** button  to add another **General** comment. To create **Topic-based** comments, select the symbol in the diagram or the topic in the outline and click the **Add Comment** button . Comments transfer between the two views, retaining their relationship in the transition.



This close-up screenshot of the Comments panel shows three comments. Annotations with blue lines point to specific elements: "Click to open Comments window." points to the "Comments" tab at the top; "Click to type comment." points to the text input area of the first comment; and "Click to add new comment." points to the "Create a new comment" button at the bottom.

Click to open Comments window.

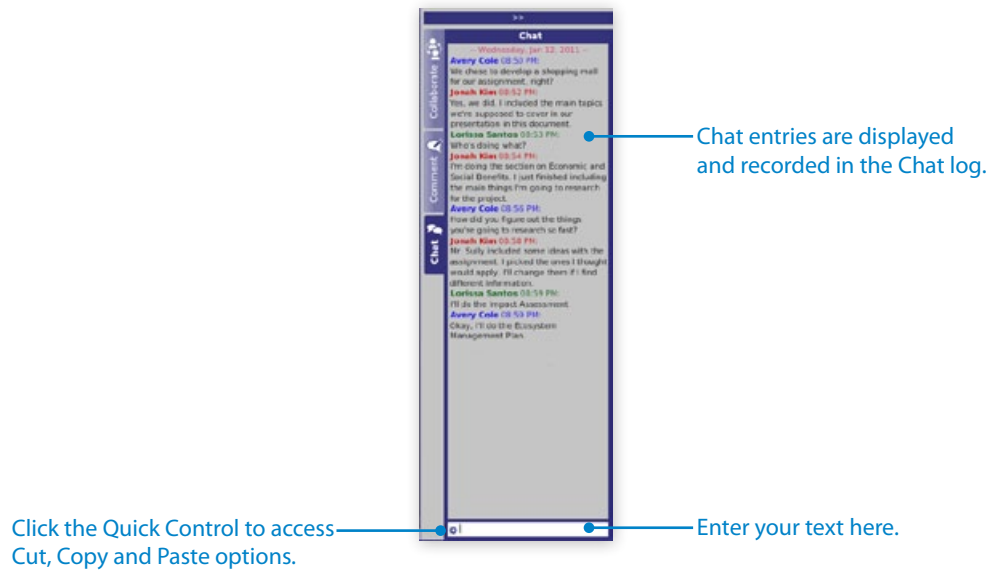
Click to type comment.

Click to add new comment.

## Chat

Use Chat to discuss work while actively editing or viewing the document. Chat can also be used to record thoughts when working alone, or to keep a historical record of participants in a group meeting setting.

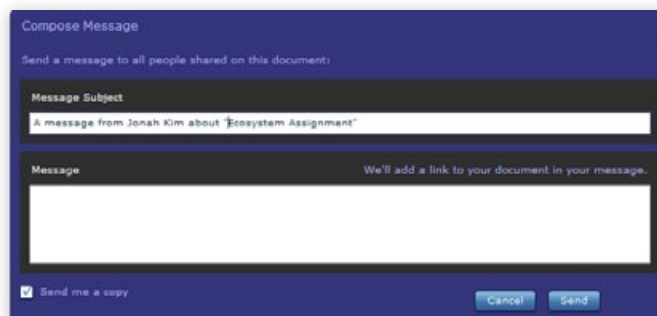
To access Chat, click the **Chat** tab on the **Collaboration Panel**. Type your text (up to 200 characters at a time) into the white message entry box at the bottom of the Chat area and press **Enter** (Windows) or **Return** (Macintosh).



## Communicate with the built-in Message Center

Send messages directly to all people shared on the document without the need for email. Access messages both sent and received in Webspiration Classroom via the Message Center.

Click the **Compose Message** button on the **Collaborate** tab or the **Compose Message...** option under the **Collaborate** submenu in the **Sharing** menu to bring up the Compose Message dialog box. Create your own subject line or use the default one and then add your message. The message that is sent will contain a link to the document.



## Share your completed work with others, while keeping documents intact

Publish completed work to the Internet with its own URL or use the embedding code to add it to a web page, blog or wiki within a secure web space.

Click the **Publish to a Web Page...** option on the **Sharing** menu. Choose to print or copy the associated URL, or email it to yourself. To embed the document in a web page, blog or wiki, click the **Copy Embedding Code** link at the bottom of your published document.

# Facilitate student-teacher interaction

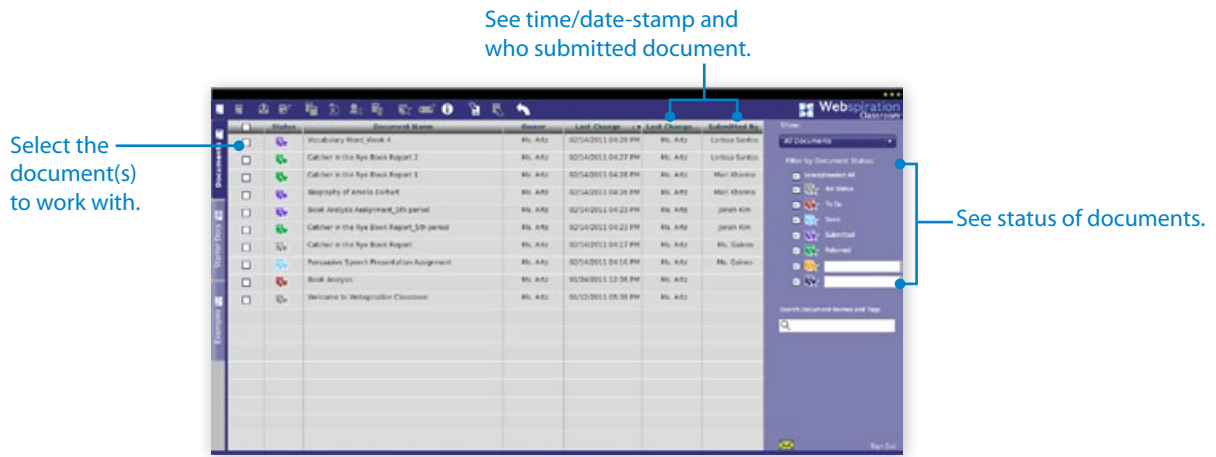
With Webspiration Classroom, access assignments posted by teachers and return them easily. Teachers can use the collaboration tools to engage with students throughout the learning process, offering guidance and feedback from the planning and drafting stages through completion. This streamlined work exchange between students and teachers increases instructional time and keeps the focus on learning.

## Streamline student-teacher workflow

Students can turn in work with the click of a button, eliminating misplaced and late assignments. A copy of the work is delivered to the teacher and can no longer be updated. It is time and date stamped so there is never a question as to when it was submitted. Teachers can easily review submitted work, provide feedback, and return assignments online, while staying organized.

*To submit an assignment, simply choose **Submit...** from the **Assignment** menu of an open document and follow the dialog instructions. The recipient(s) will receive a message with a link to the document, and will see the document in their **Document Manager** with a "Submitted" status flag.*

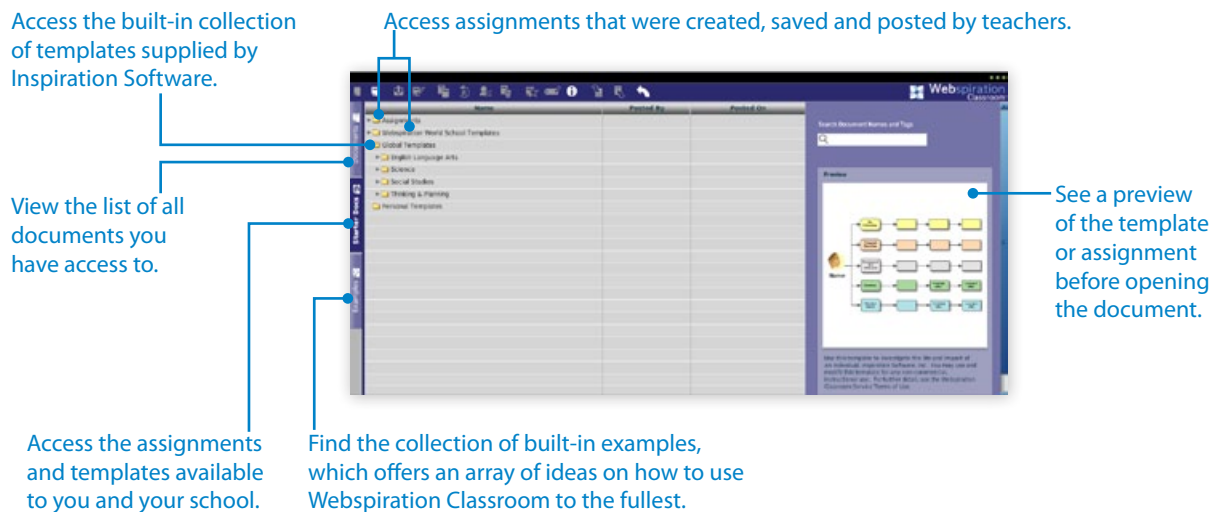
*Teachers can easily return work that has been submitted to them. From a teacher account, choose **Return...** from the **Assignments** menu of an open individual document, and follow the dialog instructions. The recipient of the returned document will receive an email with a link to the document, and will see the document in their **Document Manager** with a "Returned" status.*



## Jumpstart thinking and learning

More than 50 Webspiration Classroom templates are available, offering you a starting point for thinking and learning. Teachers can assign these as they are or modify them to support their curriculum plans or address students' individual needs.

*Access existing templates and other **Starter Docs** by clicking the **Starter Docs** button on the **Starter** screen. Alternatively, click on the **Document** menu on the toolbar, select **Open**, then **Template**.*



## Get curriculum integration ideas

Teachers can also access a gallery of examples and standards-aligned lesson plans to help them use Webspiration Classroom confidently and effectively. New resources will be added frequently as part of a Webspiration Classroom subscription.

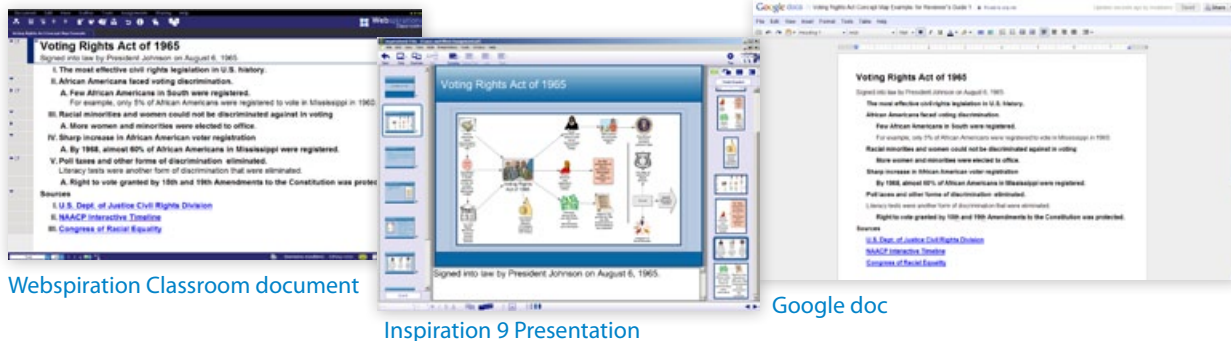
From the **Starter** screen, click **Educator Resources**, then click the **Lesson Plans** tab.

Find practical ideas and step-by-step directions for engaging students in activities that encourage learning, thinking, and creativity.



## Start the thinking and learning process in Webspiration Classroom, then export work

Webspiration Classroom gives you the option to transfer your work to several other programs.



## Use with Inspiration®

Upload Inspiration® files (file extension .isf; version 8 or higher) to Webspiration Classroom and download Webspiration Classroom documents to Inspiration.

Select either the **Upload** or the **Download** button in the **Document Manager**, or to download to Inspiration from within an open document, choose **Download as Inspiration Document...** on the **Document** menu

## Export work to Google Docs™ or Microsoft® Word

Start the thinking and learning process in Webspiration Classroom, then conveniently export documents to Google Docs™ or Microsoft® Word. It's a handy way to save time when finalizing work in word processing software.

From an open Webspiration Classroom document, choose **Transfer to Google Docs...** or **Download as Word Document...** on the **Document** menu. The resulting document will display your work as an outline.

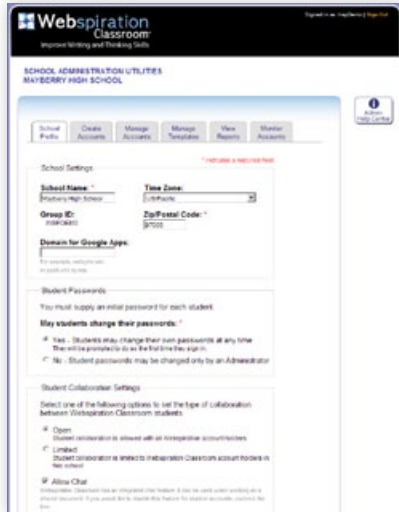
Note: You must be logged into a Gmail account to transfer a Webspiration Classroom document to Google Docs.

# Optimize use of school and district technology resources

Webspiration Classroom helps schools and districts make the most of their resources while providing a safe, reliable, and engaging learning environment for students. It gives teachers and students 24/7 access to classroom materials and documents, which are automatically saved and backed up in the cloud. There is nothing to install on desktop computers, and safeguards ensure online privacy and dependable access.

## Designated administrators manage accounts with easy-to-use utilities

With an Administrator account, an administrator can set up, deploy, manage and delete multiple accounts from one centralized location, and generate Webspiration Classroom usage reports.



## Ensure a successful implementation of Webspiration Classroom service right from the start

Create awareness, conduct training and promote use of Webspiration Classroom service among faculty and students. Tips and tools for classroom-, school- and district-implementation are available with your subscription.

## Nothing to download or install

Start using Webspiration Classroom as soon as accounts are set up. There is no software to download or install, and Webspiration Classroom updates are always automatically deployed, saving time and resource allocation.

## Reliable access

Delivery over the Amazon Web Service ensures reliable service and access to Webspiration Classroom and its documents, without taking up server space.

## Automatic backup of data and documents

With data and documents automatically saved and backed up in the cloud, Webspiration Classroom makes sure work is always available and intact without the need to spend IT resources on additional servers, software, and maintenance.

## Safe and ad-free learning environment

Students access Webspiration Classroom with a protected SSL-encrypted login and through an advertising-free Webspiration Classroom portal.

## System Requirements

Webspiration Classroom service requires access to the Internet and a web browser. Webspiration Classroom is supported by the following web browsers:

- Windows®: Internet Explorer® 6.5 or greater, Mozilla® Firefox® 3.x
- Macintosh®: Apple® Safari® 4.x, Mozilla® Firefox® 3.x
- Linux®: Mozilla® Firefox® 3.x

Adobe® Flash® Player 9 is also required to run Webspiration Classroom. If not previously installed, the program will attempt to automatically download and install this version of Flash. Or to get Flash Player on your own, go to: <http://www.adobe.com/go/getflashplayer>.

Make sure your computer is set to allow Flash and JavaScript to run, since both are needed to use Webspiration Classroom.

## Purchase and Subscription Information

Webspiration Classroom is available in one-, two- and three-year subscriptions and various quantities to serve both individual educators and classrooms.

# What is visual thinking and learning?

Learning to think. Learning to learn. These are the essential skills for student success in every curriculum area. Research in both educational theory and cognitive psychology tells us that visual learning is among the very best methods for teaching students of all ages how to think and how to learn. Visual thinking and learning techniques utilize graphical ways of working with ideas and presenting information, and empower students to process, organize, and prioritize new information while stimulating their creativity.

Visual learning helps students:

- *Make abstract ideas visible and concrete*
- *Connect prior knowledge and new concepts*
- *Provide structure for thinking, writing, discussing, analyzing, planning and reporting*
- *Focus thoughts and ideas, leading to understanding and interpretation*

## Visual Learning Techniques

For students who express themselves visually and for those who learn more readily by using visual materials and multimedia content, visual learning techniques are a powerful bridge to stronger reading, writing, and critical thinking skills. Diagramming and the use of graphic organizers support differentiated learning styles, giving students who are visual learners an effective way to express their thoughts and levels of comprehension.

## About Inspiration Software, Inc.

Recognized as the leader in visual thinking and learning, Inspiration Software's award-winning software tools, Inspiration, Kidspiration®, InspireData®, and now the new Webspiration Classroom, are based on proven visual learning methodologies that help students think, learn and achieve. With the powerful combination of visual learning and technology, students in grades K-12 learn to clarify thoughts, organize and analyze information, integrate new knowledge, and think critically. Founded more than 25 years ago by Donald Helfgott and Mona Westhaver, the company's visual learning software tools are used by more than 25 million students and teachers worldwide.



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