

Follow these guidelines and instructions to create your Learning Modules correctly and efficiently.

Use ONLY MS Word (preferably 2010) to write your Learning Module using our Space Board Template.

NeoLithix's MS Word Template is part of NeoLithix's patent-pending authoring system that is designed to make the job of creating digital learning content for our Space Board iPad Apps. The Template is designed to let you work within a frame the same size as the iPad's screen, so you can see the size of the type, placement of copy, artwork and the overall spacing. Because children will write on your Learning Module using a stylus, it's important that the type sizes and illustrations be appropriate for writing on and tracing by hand. Thus, the Template will let you see your work on your computer or on a paper print out in the same size and proportions as the iPad screen, so you can design and edit each page more effectively. It is required that at least one member of the Teacher-Author Team has an iPad. This will also enable the Team to check the completed work as it will be seen by students. From there, we give you directions on how to transfer it to the iPad for a final proofing before submitting it to NeoLithix for approval and publication.

- 1. Template Page Margins:** DO NOT ADJUST THE TEMPLATE MARGINS! Your Learning Module will be rejected if the margins have been adjusted in any way.
- 2. Footer - Page Topics and Page Instructions:** On the left side of each page's footer, provide a short description for the specific topic of the current page (NOT the title of the Learning Module). In the right hand corner of the footer, provide a short instructional sentence, ending with a period. See Diagram 3.1 below for an example of a footerException: On Answer pages, if the only word displayed in the instruction box is "Answers", then no period follows the word, as "Answers" is not a complete sentence.



The typefaces ("fonts") and their respective sizes already included in the text boxes of the footer section are:

Short description: size: 10 Calibri: Bold.

Page type and number: size 12 Calibri Bold.

Instructions: size 9 Calibri Italic.

Sample.

Sample.

Sample.

continued....

Footer - Page Types & Page Numbers: Use the text boxes that are already in place on the Template for the footers. In the center of each page's footer, assign a page type, followed by a hyphen (no space), then the page number. (See Diagram 3.1) Every page must be labeled in the footer section. Page types are (T, P, Q, A, or G) Examples: T-1 = page one is a Teaching page, Q-10 = page ten is a Question page. (See Diagram 3.1 and 3.2)

Page Types:

- T = Tutorial or Teaching page
- P = Practice page
- Q = Question page
- A = Answer page
- G = Game page



3. Teaching Pages: The Teaching page introduces the material of the current topic. Key words should be in ABC Dotted Print to encourage tracing. This supports the student handwriting the words at least once correctly, instead of copying it incorrectly. It's often harder to "unlearn" something than just learning it correctly in the first place. See page 6 for example.

4. Practice Pages: Practice pages should repeat the material first presented in the Teacher pages, but in a non-redundant, creative and engaging manner. Prompts are used to get the student to write the whole word or phrase, or at most with hints from the Word Bank or by providing the first letter of each word. See page 7 for example.

5. Question and Answer Pages: Every Q page should be followed immediately by an A page. The A page is the same as the Q page, only with the answers added so the students can self-assess (self-check) their answers. The Q page and A page should line up EXACTLY. When matching columns with lines drawn from one column to another, each item should have a bullet point to match. Without bullets or some sort of graphic for the students to draw their line connecting related items (the word cat with line drawn to the picture of a cat) in the two separate columns, the correct answers from the Answer page will not line up with the student's hand-drawn responses. Don't make the lines crisscross excessively, as this makes self-assessment more difficult. Make sure there's enough space between the two columns of bullets to be connected without crowding. See page 7 for Question page example. See page 8 for Answer page example.

6. Game Pages: A Game page should ideally follow an Answer page. Not every Answer page need be followed by a Game page. Your Learning Module should contain at least two Game pages. Game pages, while needing to be a reward/break for the student, also must be age and subject appropriate and related to the content of the Learning Module. See page 8 for example.

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7. Fonts: We use two families of fonts in our Learning Module digital workbooks: ABC Print and Calibri. Calibri is included with most versions of Microsoft Word. If for some reason you don't have it, you can purchase and download it online at:

<http://www.ascenderfonts.com/font/calibri-family.aspx>

Many teachers and other educators have been using the ABC Print family of fonts on their computers for years. If you don't already have this family of fonts, you can purchase and download them at:

http://www.fonts4teachers.com/Print_Handwriting_Font_Set_p/printwritingfont.htm

DIAGRAM 3.2: FONTS

ABC Print

ABC Print Arrow

ABC Print Dotted

ABC Print Dotted Lined

Calibri

Note: To create blank dotted lines, use the backslash (\\) key in ABC Print Dotted Lined font. It will look like this:

Always make these large enough for children to write in comfortably.

Fonts and Font Sizes:

1st and 2nd Grades: Use ABC Print Dotted Line size 54 pt for exercises and words you want the student to trace. Use the regular ABC Print size 22 pt for all other body text.

3rd Grade and Above: Use ABC Print Dotted size 48 pt. for exercises and traceable words, and use the regular ABC Print size 18 pt. for all other body text. Standardize on using just one space at the end of each sentence.

8. Body Copy: EVERY WORD in the body of your Learning Module needs to be in ABCPrint Family. Exception: the Math Learning Modules. For Math Learning Modules (all grades) use Calibri for the body text and PrintDotted for the numbers. Use the same point sizes in Calibri as specified for the applicable grade levels. Print Dashed font is used for numbers because ABC Print number 9's look like lower case "q's", etc.

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9. Body Content: Additional exceptions to the body text are the following:

Word Banks: Use Calibri, Max size is 20 pt., for more words Min 14 pt. Bold. Make Word Banks fun! Use interesting boxes and images that go with the Short description. Always capitalize the words "Word Bank", "Word Puzzles" and "Word Searches".

Answers for self-assessment on the Answer page: must be centered below or if needed, to the side of the blank. Use Calibri Bold, Max size is 22 pt., Min size 14 pt. The answer must not be placed where the student will be writing, except for lines connecting columns.

10. Spaces, Tabbing, Spacing and "Fill-in-the-Blanks":

Spacing: Use One (1) Space after the period in a sentence (NOT TWO).

Tabbing: Use tab stops (i.e., the "tab key") and columns to align items on the page rather than using the space bar.

Layout: Be aware of the space on the page as exemplified by the Template; you do not want to waste space, but you do not want to over-crowd. Be aware that the spaces between lines of text will fluctuate as the font sizes change. Make sure you are filling all the space on each page. Huge blank areas waste teaching opportunities. You need to arrange sentence content to accommodate this so that you do not end up with very little space between some sentences and large amounts of space between others in the same paragraph. (If using Word 2010 on Windows 2010, you can go to File > Options > Display > Show all Formatting Marks or Non Printing Character Options on other versions of Windows which will keep you aware of the spacing.)

Fill-in-the-blank type: (where the students write their answers) 54 pt. in the respective body font.

11. Artwork: Use only the original artwork that you or your Team creates. Do not insert copyrighted artwork or clipart from other sources. The artwork you submit with the text of your Learning Module becomes the property of the property of NeoLithix, LLC, for which you will receive royalties on sales. If you've chosen to have NeoLithix create your Learning Module's artwork for a reduced share of sales royalties, then simply type in brackets [xxxxx] a description of what artwork you need to be created and where it is to be inserted. NeoLithix's will create it and send it to you to review. Place the description approximately where you want it to go on the page, if it's not obvious. Please provide as much descriptive detail as possible. Be sure the graphics and illustrations tie in to the subject matter that each section is covering.



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12. Using Grayscale for Artwork: 20% max, 10% min. Borders use max 20%. If copy runs across your gray scaled artwork, keep the artwork to 10% to provide proper contrast for copy readability. On games or traceable images, keep it simple: only the outside line is traceable; everything else needs to be grayscale 10%. Stroke depends on image, thin stroke 2 and Max thick 4.



13. Colors: All text and illustrations in your Learning Module are to be black on white. NO COLORS. The reason for this is to support the student's focus on the content and writing, NOT on the pretty colors. The student ADDS the color by use of the color pallet built into the App. This is about focusing on the learning content, writing by hand, checking their answers and learning the next set of facts.

14. Page Count: Each Learning Module has a total of 34 Pages. Make sure that your Learning Module has a total of 34 pages, including the last two built-in Bonus Pages included in the Template. Do not modify pages 33 and 34 in any way. DO NOT SUBMIT INCOMPLETE WORK. EXCEPTION: If you've chosen to have NeoLithix provide the illustrations and artwork, then you may submit the full copy ready text in the Template, with just your [bracketed] descriptions of what the artwork should look like and where it should go. We will send you a proof of the completed fully illustrated Learning Module to review prior to its publication. All 34 pages must be completed and included in your MS Word file and pdf files to be submitted for final review.

15. Learning Module Catalog Numbers: NeoLithix will assign a Catalog Number for each of your Learning Modules when your proposal is accepted. You need to provide both a short description and the learning objective of your Learning Module. See page 6 to look at the cover for 02LA01.

Catalog Number Syntax: Catalog Number numbers are six characters in length, made up of 3 2-character subparts, with no spaces between the subparts: For Example, the Catalog Number for our first Second Grade Language Arts Learning Module is: 02LA01 (e.g. three parts, 02 LA 01) First part 02; refers to grade level (second grade). The letters LA; refers to the subject (LA=Language Arts, MA=Math, SC=Science, SS=Social Studies, LS=Life Skills, etc...). Third part 01; refers to number sequence (first book 01, last book 99).

16. Short Name and Learning Objective: The Short Name for 02LA01 is "Syllable Patterns" and the Learning Objective is "Reading Comprehension and Reading Readiness: Syllable Patterns". All descriptions and catalog numbers will be display on the cover page, which will be added to your Learning Module pdf by NeoLithix. We refer to Learning Modules primarily by their Catalog Numbers, so always include your catalog number when referring to a particular Learning Module. See page 6 to look at the cover of 02LA01.

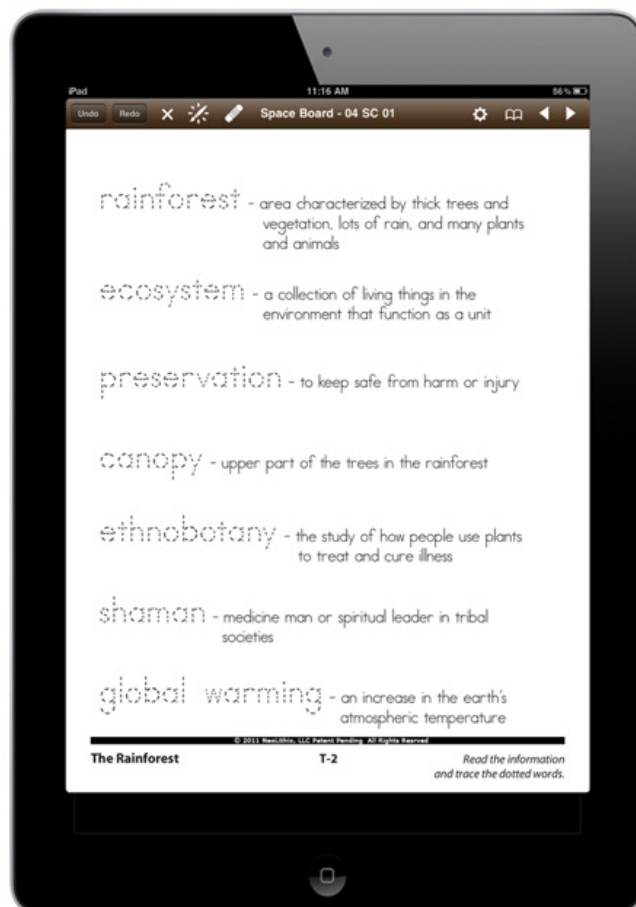
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17. CHECK YOUR SPELLING, YOUR GRAMMAR AND YOUR FACTS! You ARE a Teacher, a respected education professional, working with your peers to create world-class learning content that could be seen by tens of thousands of student around the world over the coming years. Your work will be peer-reviewed by other teachers to help catch unnecessary errors, but poor work and lack of quality will result in fewer or zero new Learning Module opportunities for you and your Team.

In summary, we trust that you are committed to providing GREAT learning content for 1,000's of students across the globe, excited to be tutored by YOUR LEARNING MODULE. Thank you for taking the time and putting in the effort to learn how to create an entirely new generation of learning content for the children of the 21st Century. The first time you see your creation fully functioning on the iPad, you'll know why you stuck with it. The first time you see a child learning from it, you'll remember why it is that you became a Teacher in the first place.

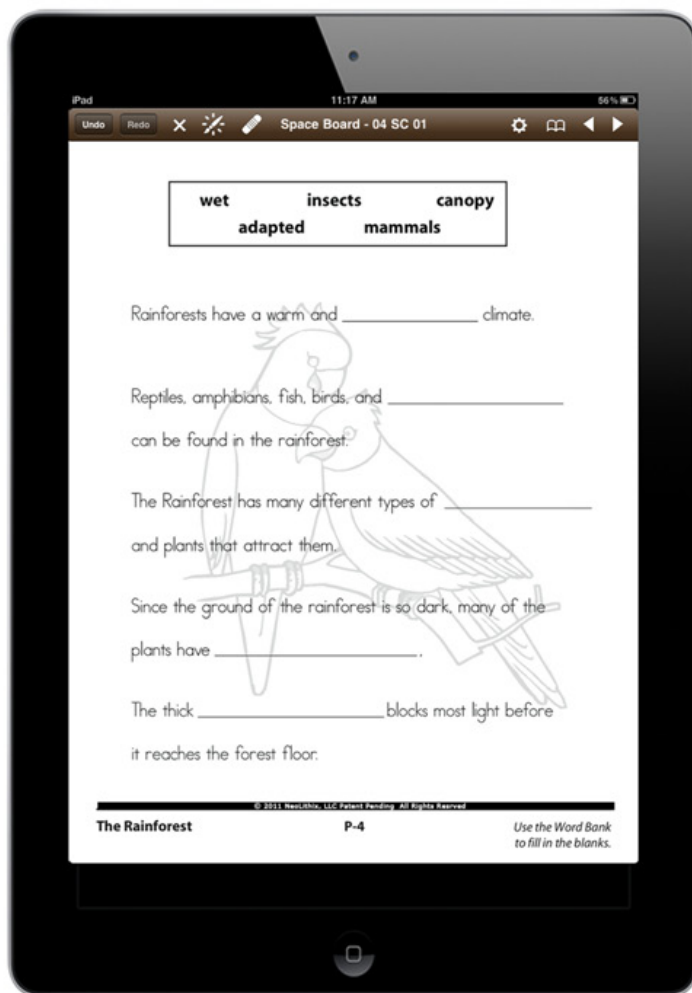


Example: Cover Page- See page 5 for instructions

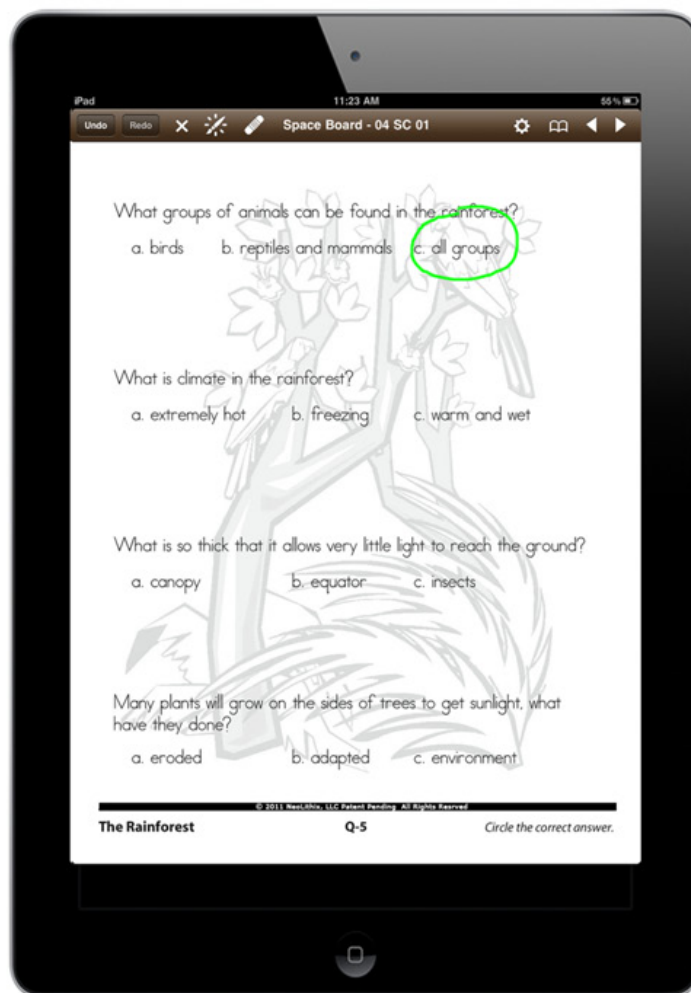


Example: Teaching Page- See page 2 for instructions

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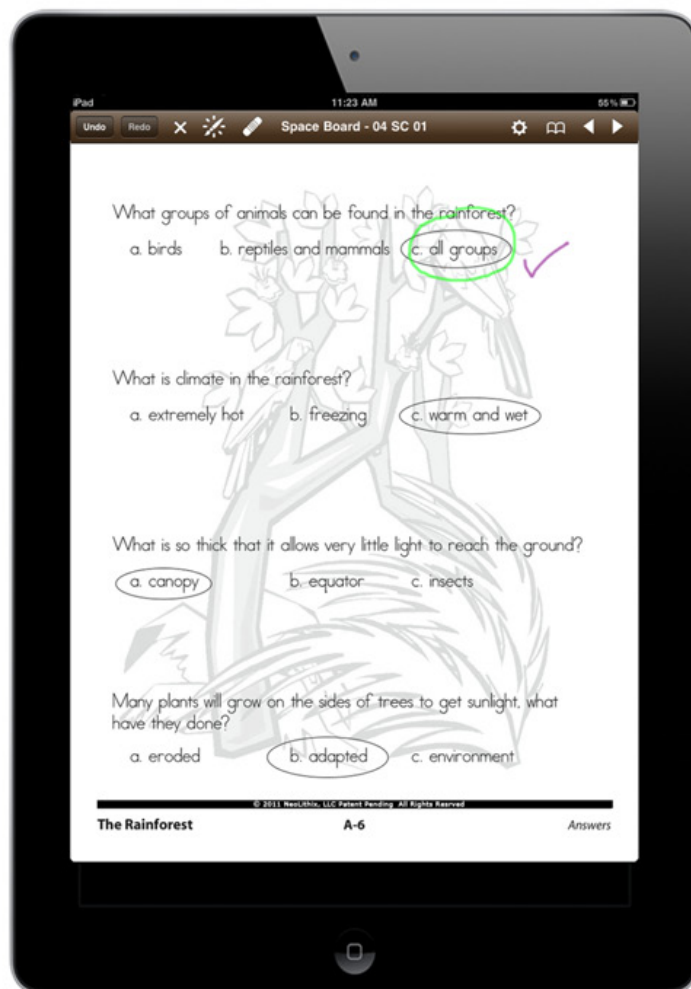


Example: Practice Page- See page 2 for instructions.

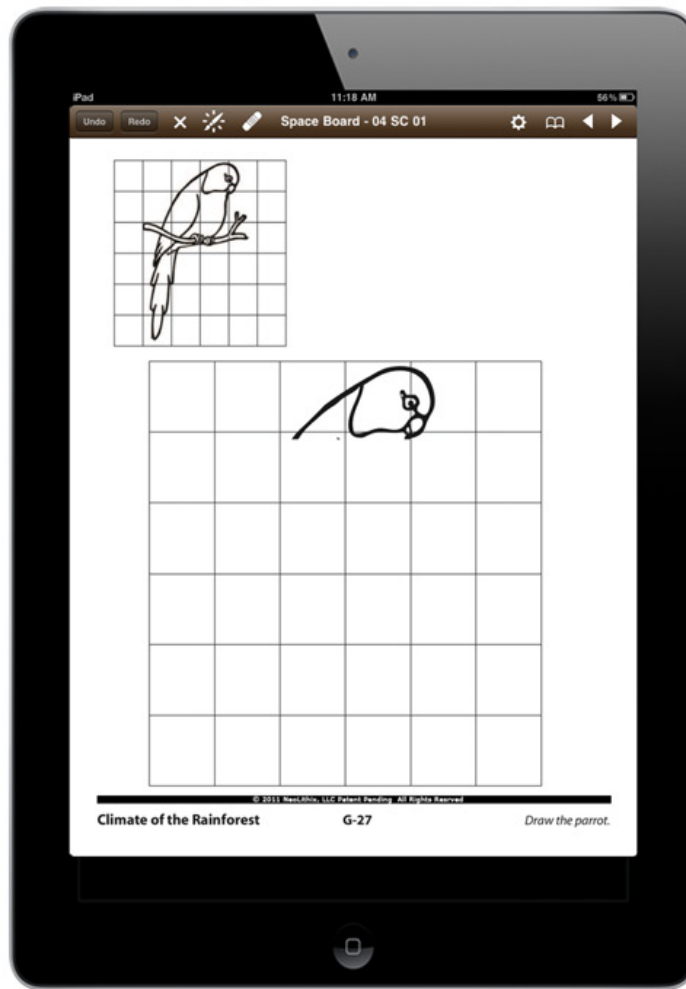


Example: Question Page- See page 2 for instructions.

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Example: Answer Page- See page 2 for instructions.



Example: Game Page- See page 2 for instructions.