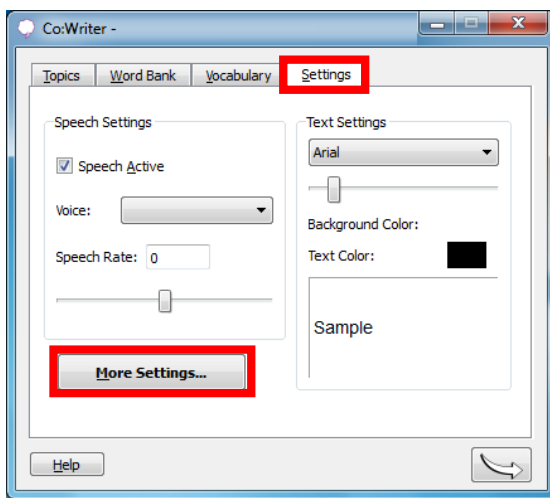


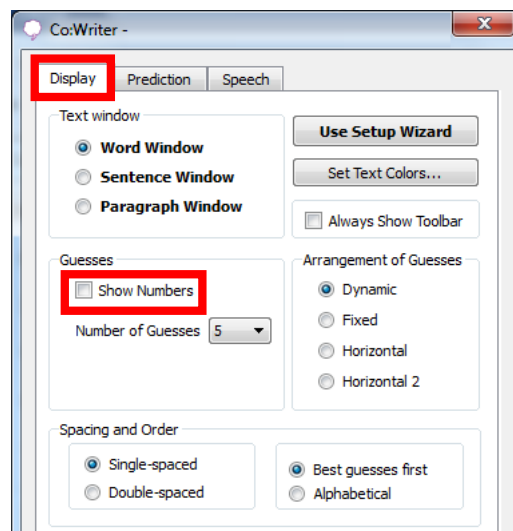
# Co:Writer Universal Desktop Settings for State Testing

## A. Turn off 'show numbers':

1. Log onto the student's Co:Writer Universal Desktop App
2. Click bottom arrow of the Co:Writer prediction box
  - a. *NOTE: if the student account is in test mode, the arrow will appear as a lock. See section C to adjust test mode.*
3. Click on the settings tab > more settings

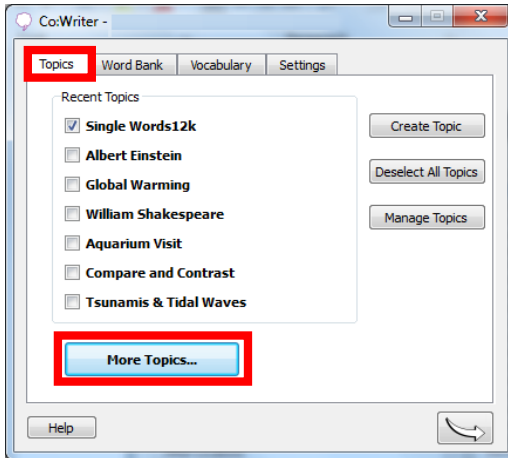


4. Click on the display tab
5. Un-check 'Show Numbers' > then 'OK'

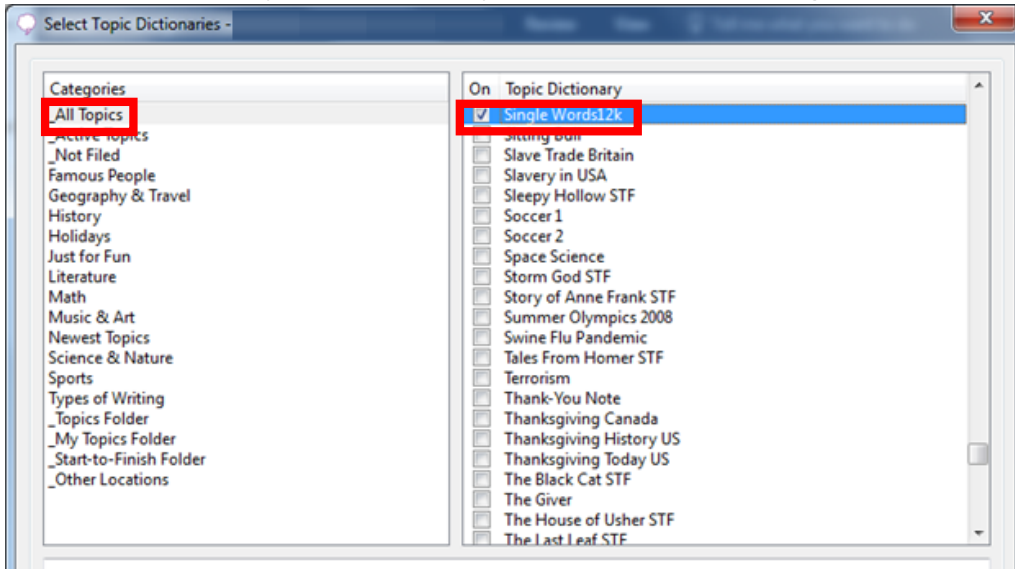


B. Set the 'Topics' Dictionary List and Word Prediction settings:

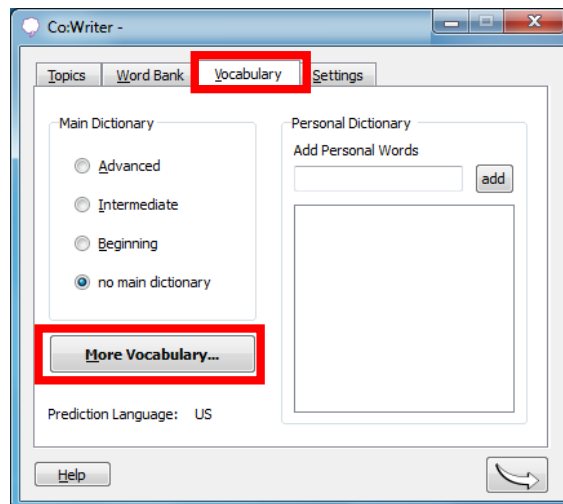
1. Go to the Topics tab, then click the 'More Topics' button.



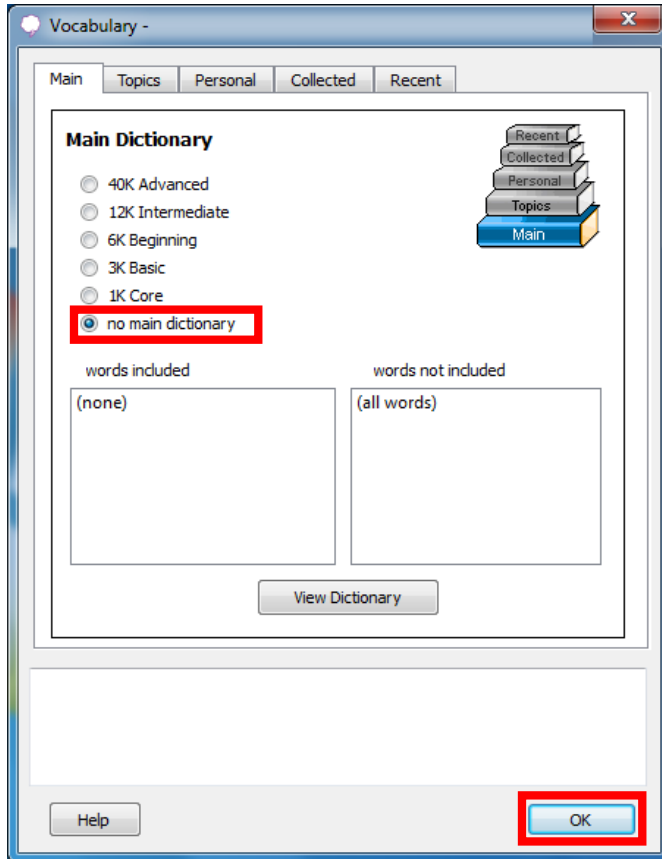
2. Uncheck (turn Off) any current active topics and check (turn on) Single Words 12K.\*



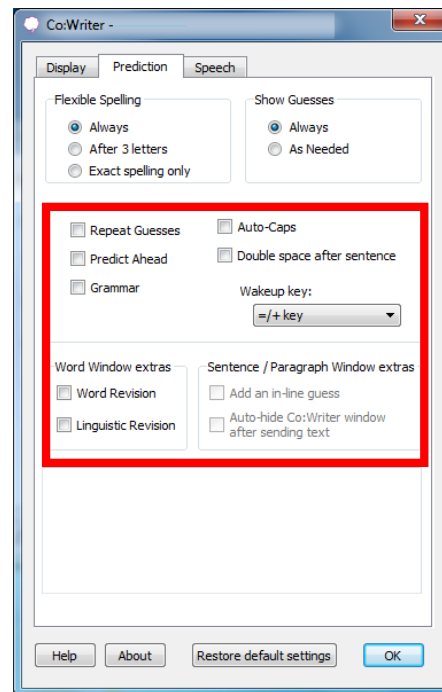
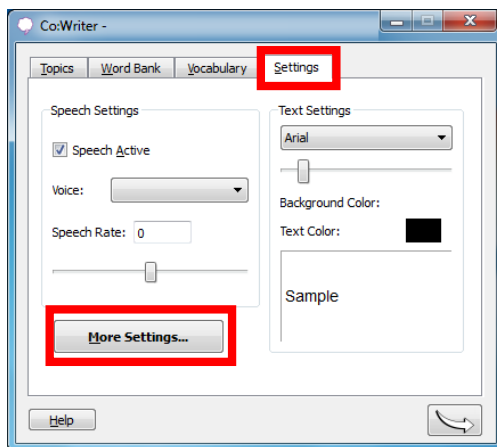
3. Click OK to save /close
4. Click on the Vocabulary tab > More Vocabulary button



5. Select (no main dictionary) > click OK.



6. Click on the Settings tab > More Settings > uncheck any additional prediction requirements.

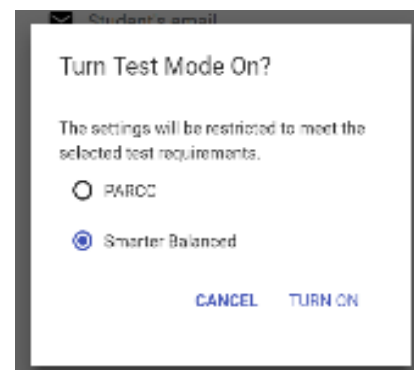


### C. Put Account in Test Mode to Lock Settings

1. Open [cowriter.com](http://cowriter.com) and sign in with your BPS email address to open your Educator or Administrator account.
2. Select Manage Students.
3. Locate the student on the list you would like to put into Test Mode.
4. To the right of the student's name, click on the "lock" icon.
5. Select Smarter Balanced and click Turn On

#### Test Mode notes:

- Test Mode locks the student's options/settings. If you need to adjust other options or settings, you will need to go back into the student's account (by logging back into the student's Co:Writer Universal Desktop) to set those **before** turning on Test Mode.
- When testing is complete go back to the student's settings and click lock icon again, to turn off Test Mode.



### Important Links

- **Smarter Balanced Testing Guidelines**
  - [https://donjohnston.com/wp-content/downloads/state\\_accommodations/standards\\_alignment/smarter\\_balanced\\_guidelines\\_2017.pdf](https://donjohnston.com/wp-content/downloads/state_accommodations/standards_alignment/smarter_balanced_guidelines_2017.pdf)
- **Co:Writer Desktop Setup for SBAC Testing**
  - <http://help.donjohnston.net/what-s-new/cowriter-desktop-setup-for-sbac-testing>
  - [http://hosted.com100.com/KnowledgeBase/Virginia-state-testing-accommodations-using-Co-Writer-Universal-Desktop\\_A595.aspx?id=595&siteid=177916](http://hosted.com100.com/KnowledgeBase/Virginia-state-testing-accommodations-using-Co-Writer-Universal-Desktop_A595.aspx?id=595&siteid=177916)
  - SingleWords12k.cwz file:  
[http://hosted.com100.com/KnowledgeBase/Download\\_ArticleAttachment.aspx?id=100144&siteid=177916](http://hosted.com100.com/KnowledgeBase/Download_ArticleAttachment.aspx?id=100144&siteid=177916)
- **How do I set up Co:Writer Universal for the the SBAC test?**
  - <http://help.donjohnston.net/co-writer-universal/parcc-smarter-balanced-sol-staar-state-testing/how-do-i-set-up-cowriter-universal-for-the-the-sbac-test>

\* Note: When setting the Topic Dictionaries, if you don't see or can't find the 'Single Words 12K' Topic Dictionary, contact HELP at x4357 for assistance.

Copy 'SingleWords12k.cwz' from the link above to 'C:\Program Files (x86)\CoWriter Universal\CoWriter\Locales\US\Topics'