



Idea Twelve - Primary Pad

Background and Introduction

Primary Pad is a web based word processor designed for schools that allows pupils and teachers to work collaboratively in real time.

Aim

To use Primary Pad to support investigative work and encourage collaborative work in class.

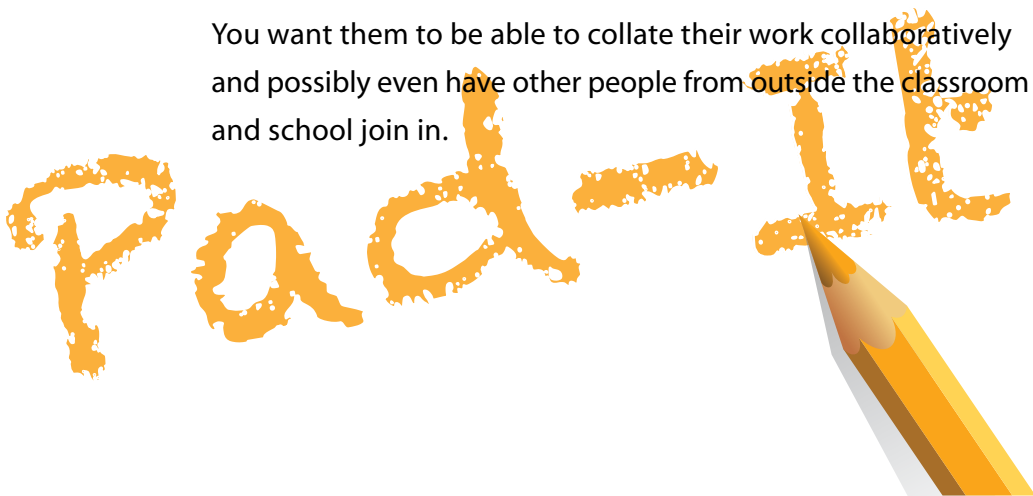
Objectives

- To learn how to use Primary Pad
- To use Primary Pad to create one piece of work between all of your pupils

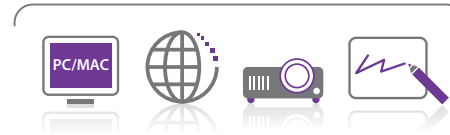
Consider

You are investigating ancient Rome with your pupils and each small group of pupils has been asked to find out as much as they can about a Roman 'mini topic' of their own.

You want them to be able to collate their work collaboratively and possibly even have other people from outside the classroom and school join in.



what you will need



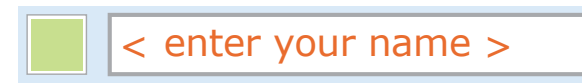
- **Step 1** - Open your Internet browser and visit:



- **Step 2** - Click on the 'Create Public Pad' button to begin.



- **Step 3** - Choose your colour and give yourself a name at the top of the right hand column.



- **Step 4** - Read the introduction in the main chat window and note that all pad content is monitored and any abuse will be reported.

Your pad is private until you invite people in to join you but you should always be aware of who is using the pad.



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- **Step 5** - Click on the 'Share This Pad' button on the right hand column.

You will be given a web address which you can copy and paste into an email or simply show on your whiteboard and have your pupils copy it into their own web browsers.

Once they do each team will now be active participants in the chat room you have setup.

- **Step 6** - Get each team to choose their own colour and enter their team name.
- **Step 7** - Invite anyone else you wish to have on board. This could be other teachers, another class or even parents.
- **Step 8** - Type a message to your pupils and watch how your typing is shown as it happens on their screens.

1 | You can type your message to your pupils to begin the session
2 |

This is particularly good for Literacy because it shows you how they correct themselves or each other as they type.

3 | Spelling mistakes can be fixed by other pyoopils

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- **Step 9** - Use the toolbar at the top of the pad to change your font settings.



- **Step 10** - At any time you can click the 'Save' icon in the top corner of your pad to save a revision. Do this now.



- **Step 11** - Click on the 'Saved Revisions' button at the top right of the screen.





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- **Step 12** - Click on 'Restore' to take your pad back to this revision.

Revision 1

[view](#) | [restore](#)

Note: You will lose everything typed since our last **'Save'** so be careful with this option.

- **Step 13** - Click on the 'Import/Export' button at the top right of the screen.

↔ Import/Export

From here you can choose to 'Import' a text file you already have or 'Export' your current chat to a text document such as Microsoft Word or .PDF.

- **Step 14** - Click on the 'Time Slider' icon at the top right of the screen.

🕒 Time Slider

This will open a new window.

- **Step 15** - Click the 'Play' button at the top right of the pad to play your pad and watch the work unfold.



- **Step 16** - Ask your pupils to start typing in all the facts they can find about their area of Roman history.
- **Step 17** - Now get the groups to swap and mark each others work. Assign one group colour to mark another group colour.
- **Step 18** - Save your pad when finished.

What Now ?

- Recap the above steps
- Use Primary Pad to collaborate on other subjects
- Get pupils to work collaboratively between classes
- Use Primary Pad to host after school surgeries for pupils or parents
- Prepare a piece of work with spelling mistakes throughout in Word then import it and have pupils correct it
- Set questions a few lines apart and have pupils answer them
- Try something new...What about [Web - Idea Thirteen?](#)

