MERIT software

Merit® Online Learning
Open Punch®

Upper Elementary through College Prep
Intermediate ESL through Advanced
Suitable for Adult Literacy and Special Needs Students

Internet Explorer 6.0+ (Windows)
Safari 3.0+ (Windows and Mac)
Firefox 2.0+ (Windows, Linux, and Mac)

What Does Open Punch® Do?

Open Punch allows teachers to assign their own paragraph-writing topics to complement in-class work. The Open Punch interactive modules help users to organize their thoughts and clearly communicate their ideas in writing. The modules guide users step by step through pre-writing, writing, organizing, editing, rewriting, and publishing.

Open Punch supports writing across the curriculum activities including those in the Common Core State Standards for English Language Arts, History/Social Studies, Science and Technical Subjects.

Scope of the Program

Open Punch complete program: 3 modules. Each module facilitates writing paragraphs for a specific purpose. Instructors may assign the modules in any order. Students may write as many paragraphs as they wish. See Appendix A for sample topics that illustrate the following modules:

OPINION - Present a Point of View
FACT - Inform and Explain
NARRATE - Tell a Story

Implementation

Suggested allocation of time for using the program
For best results we recommend that students use the program 35 to 40 minutes a session for two to three sessions to complete a writing topic. The program should be used throughout the school year to build and reinforce skills.

Suggested overview of student sessions
First session: Choosing a topic, brainstorming, pre-writing, writing and organizing
Second and third sessions: Revising, editing, proofreading, and publishing

Students advance through the program at their own pace. The program accommodates students with a wide range of skills and abilities. The program provides structure and support for students who need the help and engages advanced students by encouraging them to stretch themselves to improve their writing.

Tracking students' work
Students and teachers are able to view progress and time-on-task through students' Online Portfolios and Reports. The Online Portfolio stores all completed or published work. Students and teachers can review student writing to see development and progress over an entire year.

Program Structure or "Anatomy of the Program"

The following pages are a teacher orientation to the Open Punch program structure, using sample screens from the program.

Student's Learning Center

The student clicks the + next to the Open Punch program to see the module names for each unit of the program. The student clicks the module name to start a lesson.

To see all saved writing the student clicks Online Portfolio in the menu bar.

Display Options: Text Size, Rewards, Background Color

Students can choose a graphic reward theme and choose a different background color when they start an Open Punch module.

My Progress

The section or "step" on which the student is working is shown following the program name and module name, as well as in "My Progress."

Introduction

The program orients the student to think about the purpose of the paragraph to be written in the selected module.

Topic

Students are guided to enter an appropriate topic to write about.

Pre-Writing

A series of questions encourage students to brainstorm about their topic. The program places students' answers in the Pre-Writing Notepad.

Writing--Topic Sentence

The computer provides examples of topic sentences. Students then write an original topic sentence to introduce their paragraph. Next, they look at their topic sentence together with their pre-writing items and review the items for relevance to the topic sentence.

Writing--Body

Students write sentences for the body of the paragraph. The student's opening sentence appears in the Writing Notepad. Students begin the body of the paragraph by choosing an item from the Pre-Writing Notepad. They use this item in a sentence, which is saved in the Writing Notepad.

Organizing

Students decide which sentences to use and in which order.

In the second step of the Organizing section students see their work for the first time in paragraph form in the Paragraph Draft box. Next, students are encouraged to add transitional words to help the sentences flow smoothly from one thought to the next.

Writing--Closing Sentence

The computer provides example closing sentences. Students then write an original closing sentence to conclude their paragraph.

Revising--Overview

Here, for the first time, students review their whole paragraph in the Paragraph Draft. The computer asks the students to check their work and guides them in the use of the Add, Change Text, Remove, and Move buttons.

Revising Options

Students are presented with optional lessons to help them improve their writing.

The Revising Options include four subsections: STYLE, SENTENCE STRUCTURE, GRAMMAR, AND PROOFREADING. Each subsection contains lessons designed to help students improve their language arts skills. The record-keeping program lets the teacher know which subsections the students have completed.

Publishing

Students are given the opportunity to continue revising their work before publishing. Students have a final opportunity to review their work before saving it – "publishing" it – to their online portfolio. All published writing is stored in the Online Portfolio.

Post Published Edits

Once students have finished the program, they can view their published work in the Online Portfolio. In addition to viewing completed work, students can make edits to published paragraphs.

In addition to making edits, students can see the current state of their work, review past versions, and print their newly updated paragraphs. The paragraph as it was initially published will be preserved both on the Published Paragraph screen, and on the Post Published Edits screen under the title "Original."

Monitoring Student Work in the Online Portfolio

The Online Portfolio shows the student's most recent work in each module. In addition, the Online Portfolio stores all published work.

Accessing Student's Most Recent Work

Teachers go directly to a student's most recent work by clicking the module name in the course Snapshot View on their home page. Although the Parent / Tutor interface looks different, users click the module name on their home page as well.

Online Portfolio Performance Detail

The Performance Detail opens with the Notepad displaying the student's most recent work.

Online Portfolio Performance Detail – Reviewing Earlier Stages

To see how the student's writing developed you may view earlier stages of the work, such as the student's Pre-Writing Notepad.

Online Portfolio Performance Detail – Post Published Edits

To see changes that students have made to their writing after publishing, you can access the Post Paragraph Edits tab.

Online Portfolio – All Work for a Student

You can get a view of all of a student's work in a given program with the Table of Contents view.

Online Portfolio Table of Contents

To view the student's previous work select the Performance Detail you wish to view from the online portfolio table of contents.

Navigating the Performance Detail Interface

The Student Performance Detail also displays overview and progress statistics that the program tracks.

Monitoring Student Work With Reports

The Reports are useful for monitoring student summary information and statistics for the Open Punch modules. You can view and export information about a whole class.

Performance Summary Report

Performance Summary Report

Student Name: Wood, Bill
Course: Open Punch
Program: Open Punch
Teacher: Brown, Brad

Select the rows you wish to view, print or export.

| View/ Print | Export |

☐	Program Unit	Published Works	Works in Progress	Completed Revising Sections	Date Started	Date Last Played	Time
☐	All Units	1	2	3	8/22/2014	8/22/2014	00:18:46
☐	Opinion - Present a Point of View	1	0	3	8/22/2014	8/22/2014	00:17:01
☐	Fact - Inform and Explain	0	1		8/22/2014	8/22/2014	00:00:52
☐	Narrate - Tell a Story	0	1		8/22/2014	8/22/2014	00:00:53

The Performance Summary report tracks the number of published works, works in progress, and completed revising sections. It includes Date Last Played, Date Started, and Time on Task.

Appendix A

Open Punch can be used for student writing across the curriculum.
Below are some sample writing activities that can be done in the Open Punch modules:

Opinion – Present a Point of View

Letter from Birmingham Jail by Dr. Martin Luther King, Jr. activities

Who is Dr. King's intended audience? What evidence do you have of this, both within the text and without?

In argumentation, it's common--and effective--to acknowledge the opposing argument and then proceed to discredit it. Where does King do this? Is it effective and why?

Fact – Inform and Explain

Seeing Eye to Eye, National Geographic Explorer web site activities
http://magma.nationalgeographic.com/ngexplorer/0909/articles/mainarticle.html

Explain how, according to this article, your eyes use light to enable vision. Provide an example from the text and from your own experience that show this is true.

Cite specific evidence from the text that explains how the cornea, pupil, lens, and retina use light to enable us to see. Explain the terms "reflection" and "refraction" as they are described in the article.

Narrate – Tell a Story

In *Frindle*, Nick Allen likes to stir things up. He is full of creative ideas that he carries out in school to the delight of his classmates. Write about a creative activity that you would like to carry out in your school.