SET▶BC

Grid 3 Reading and Storytelling Custom Book

Introduction

This instructional guide will help you modify the *Grid 3 Schools Reading and Storytelling* template to create a custom book. The Grid for Schools template is available for download at [Online Grids](#).

Learning Objectives

Completing this tutorial will give you experience:

- Downloading a grid template from Online Grids
- Converting slides to picture format
- Editing a grid to modify naming, adding images, text and/or audio to customize a book

This tutorial assumes that you have:

- Access to Grid 3
- Access to Online Grids
- Images - prepped in program such as Google slides, PowerPoint, etc. - that can be converted into JPEG or PNG format.
- Knowledge of how-to set up a microphone for audio recording

Case Study

The sample book used is by Dr. Laura Clarke. (Clarke, L. (n.d.). Emerging Readers A – Z Books). In this tutorial the slides from *B book* are converted into a JPEG picture format and inserted as images in the grid set template. As the template is being modified, it is important to rename the book and each grid to reflect the content of the custom book (Step 8).

NOTE: Make sure you save your work!

Once you are finished make sure you save your work by:

i. Clicking the green checkmark titled "finished editing" in the top left corner (this is if you are in a specific page)

ii. Clicking "save all changes" in the blue left side tool bar when in the Grid Set tab

iii. Using keyboard shortcut Control + S

Steps to Follow

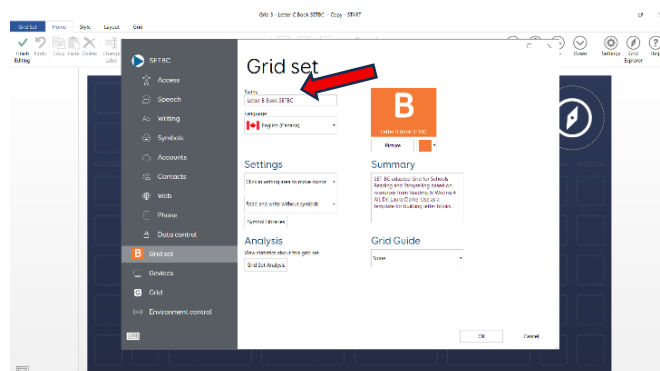| Step	Instruction	Visual Depiction

1	**Download** *Reading and Storytelling grid set* **from Online Grids**
	  a. In Grid 3, open the **Menu** (top left corner).
	  b. Select **Add Grid Sets** (green plus sign).
	  c. *In the blue menu bar on the left-hand side*
	    i. Click on add grid set.
	    ii. Select Online Grids.
	    iii. Select magnifying glass icon at the top left to search for 'reading and storytelling.'
	    iv. Select the grid set, then select next for a description of the grid set.
	    v. Select Add.
	  d. Edit and rename this grid set or create a copy to edit.
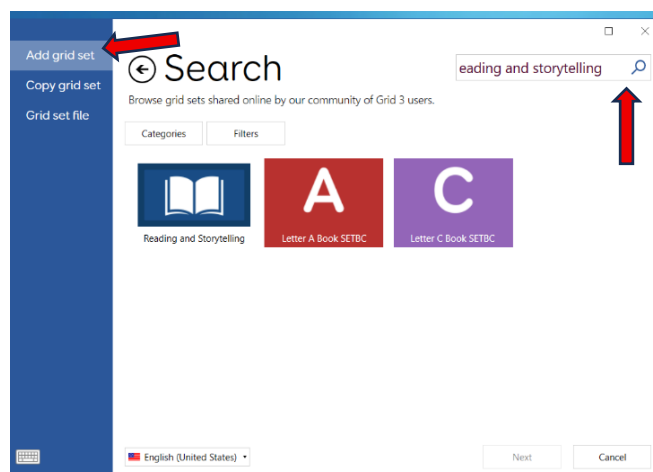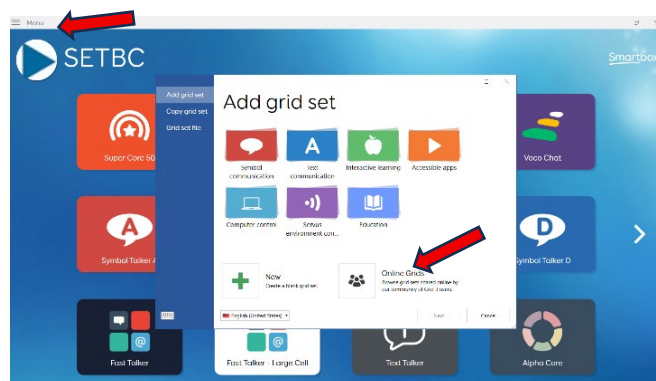	
	To **Copy a grid set**
	  a. In Grid 3, open the **Menu** (top left corner).
	  b. Select **Add Grid Sets** (green plus sign).
	  c. *In the blue menu bar on the left-hand side*
	    i. Click on copy grid set.
	    ii. Choose your profile.
	    iii. Scroll until you find the grid set.
	    iv. Double click to select.
	    v. Hit "ok" to copy the grid set.

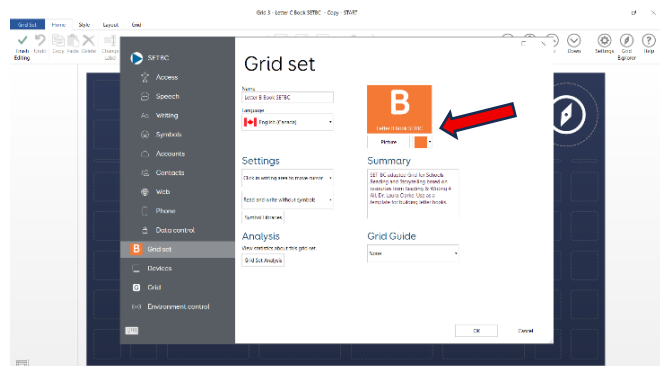| Step	Instruction	Visual Depiction
2	**Change the name of the NEW book** a. Open new book. b. Select Menu (top left corner). c. Settings d. In the grey menu bar on the left-hand side Click on Grid Set. e. Under "name," change the name to your new book. Ex: Letter B Book SETBC	
3	**Change the Picture & Colour of your NEW book** a. Select "picture." b. Change picture (first option). c. *Once you have changed the name of your book, Grid 3 will suggest images, e.g. new letter icons will automatically appear for you to choose from*. d. Double click to select the letter icon. e. Select the coloured box next to "picture." f. Choose a new colour for your book.	
4	**Open the template of your letter book** a. Open a browser e.g. Microsoft Edge. b. Into search bar type: [Reading and Writing 4 All](#). c. *Scroll down until you see "Alphabet Book in ABC order."* d. Select open as google slides (first option) (Ex: B book - Google Slides). If you are creating a custom book, select your slides.	
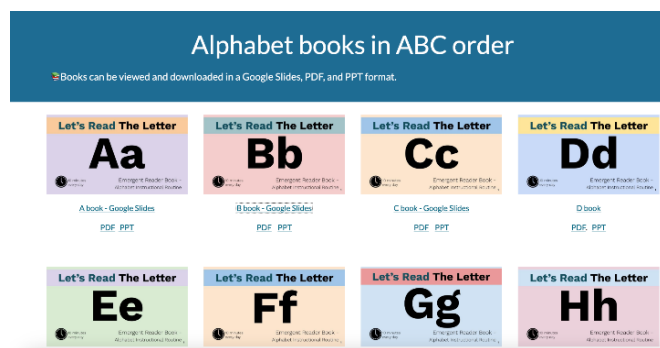
5 **Download the template of each letter book page**

Once you've been redirected to google slides:

a. Select the Slide you want to download.
b. File
c. Download
d. JPEG Image (.jpg, current slide)
e. *Note: You should download each slide one by one* as you edit the slides.
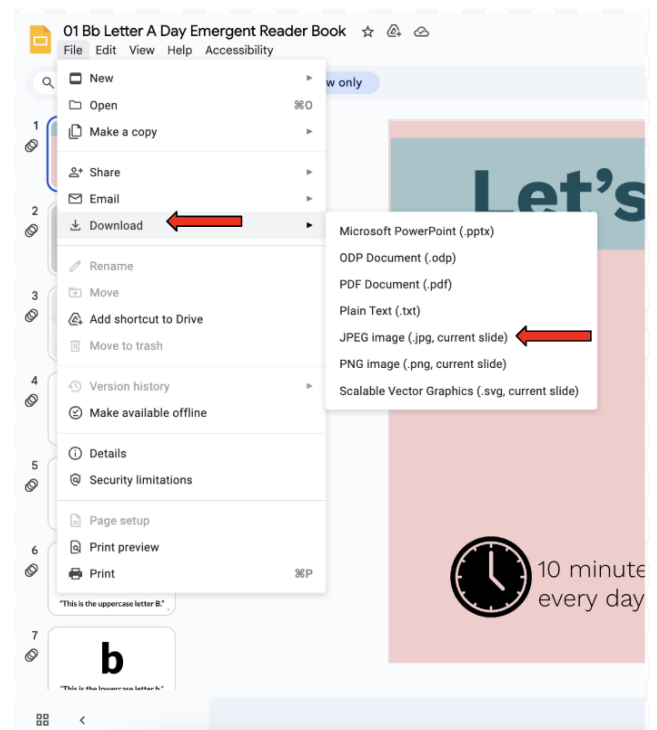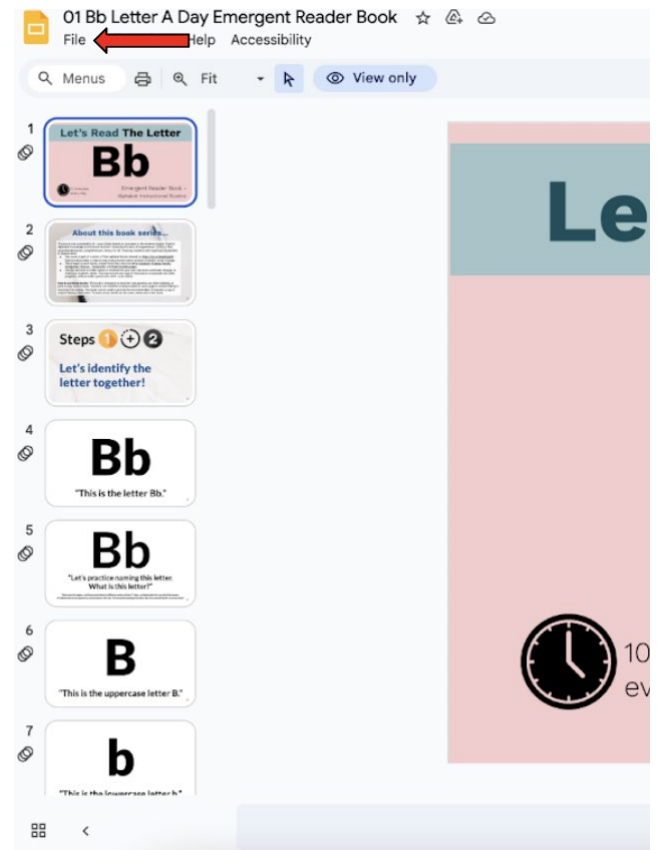
6   **Insert new slide into letter book**

      a.   Open your letter book.

      b.   Menu

      c.   Edit Grid

      d.   Select "Grid Set" (first option in top tool bar).

Note: Grid Set takes you to all the pages *For this template, the pages are named and organized by type e.g. Audio or Read.*

      e.   Double click to select which page you want to edit, then click 'jump to' at the bottom of the page to go to the grid.

      f.   Select the image you want to change.

      g.   "Remove picture" (top tool bar, third option, red X mark)

      h.   Once removed, select "find picture" (top tool bar, first option, mountain & sun scene image).

      i.   In the blue menu bar

          i.   Select "picture file" (second option).

          ii.   Browse (yellow file icon)

          iii.   Downloads (green down pointing arrow)

          iv.   Double click to select the JPEG file you just downloaded (most recent file).
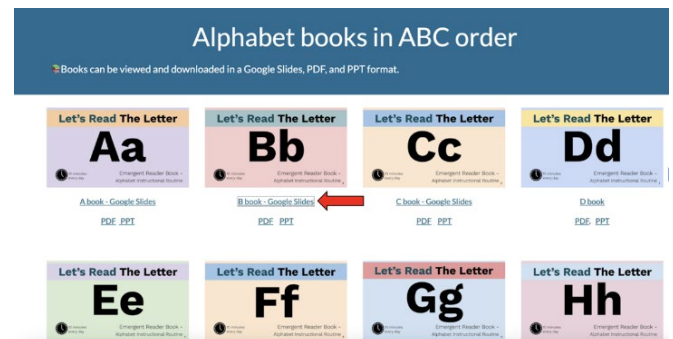
      j.   Your new image will appear.
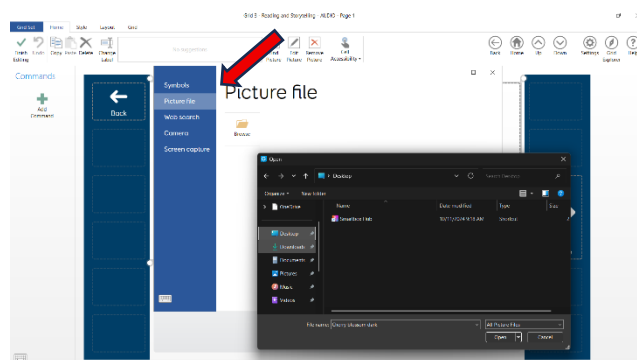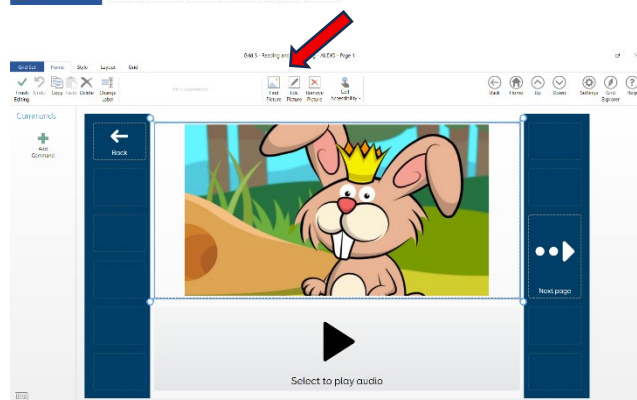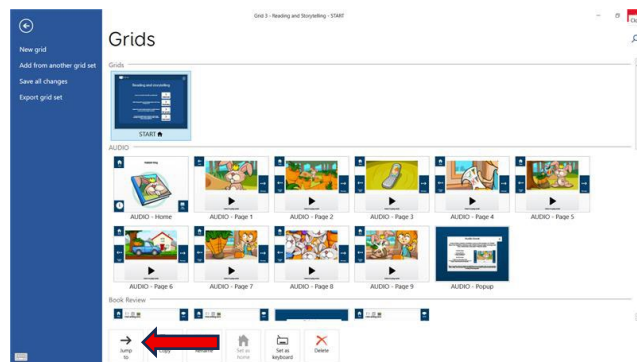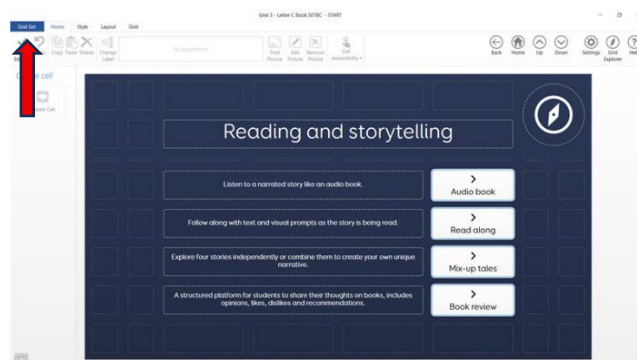
Step	Instruction	Visual Depiction

**7** | **Repeat steps 5–6 for each page**

a. For both Audiobook and Read Along

Note: If copying an existing letter book, some pages are the same for each book, in this case you DO NOT need to download and change the images.

8 | **Rename Pages for new book**

Note: You should rename the pages for your new book as it will help you to easily track your progress, quickly locate specific sections through search, and edit or rearrange content if needed.

a. Menu
b. Edit Grid
c. Grid Set
d. Select the page name you want to change.
e. "Rename" (bottom tool bar)
f. Change the name of your new page to match the letter of your new book.
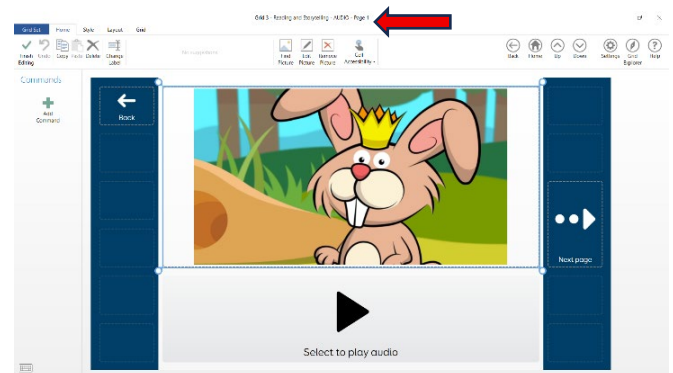
Step	Instruction	Visual Depiction

9

How to delete/add a page

Note: Some books are longer/shorter than others. This is how to delete/add a page.

To Delete:
    a. Select a page you'd like to delete.
    b. "Delete"
(tool bar at the bottom of the page, red X)

To Add:
    a. Select a page you'd like to copy.
    b. "Copy"
(tool bar at the bottom of the page, copy symbol)

10

Repeat these steps for both Audio & Reading sections of the book

Note: When renaming sections in the reading portion of the book, the page will automatically scroll back to the top after each rename. To save time and avoid constant scrolling, type "Read" into the search bar to quickly jump back to the relevant section. Image shown of renamed pages for *C Book* as an example.
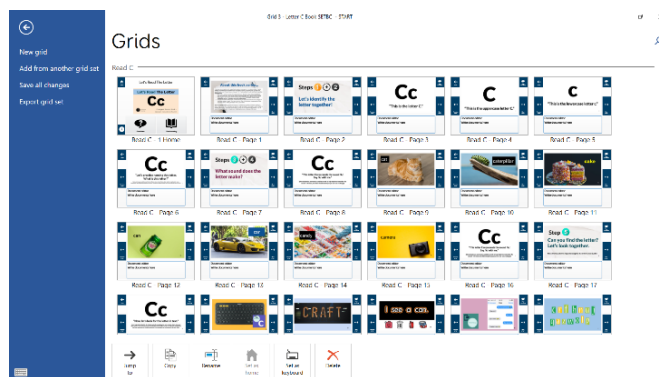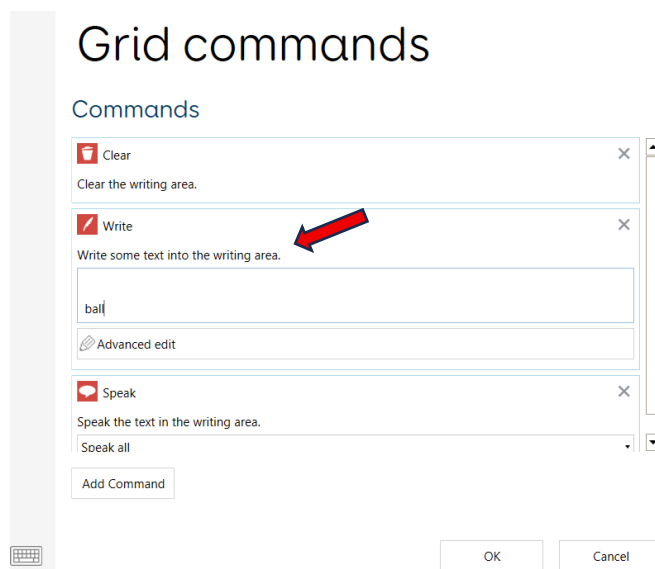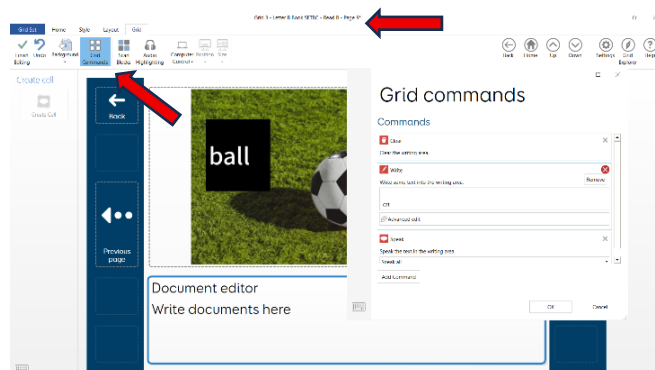
Step	Instruction	Visual Depiction

11   **Changing text within each page (Reading Portion only NOT Audiobook)**

   a. Double click on page to open.

   b. Select "Grid" (top toolbar, last option).

   c. Select "Grid Commands."

   d. Under commands there is a "write" section.

      i. Change the text in this section accordingly.

   e. Note: When editing sections in the reading portion of the book, the page will automatically scroll back to the top after you exit the page. To save time and avoid constant scrolling, type "Read" into the search bar to quickly jump back to the relevant section.

   f. Repeat on each page until each individual page has been changed and edited.
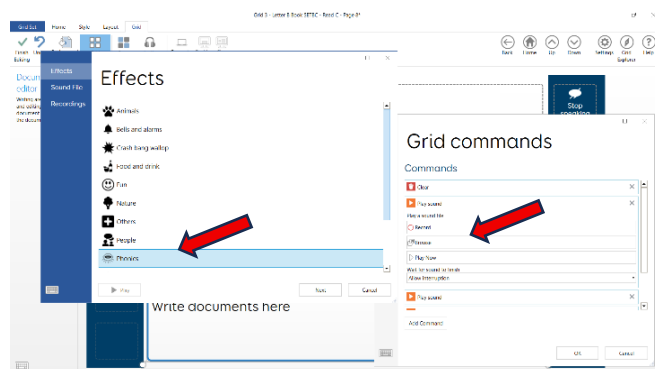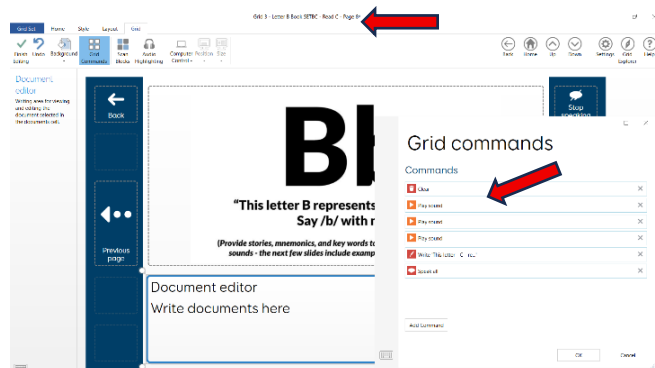
Step	Instruction	Visual Depiction

12

Adding sound

*Some pages in the *reading* book require sound bites for the letter sounds.*

   a. Double click to select the page that requires the sound clip.

   b. Select the image you inserted from the google sheets.

   c. In the top tool bar, select grid.

   d. "Grid commands" (the first option, four squares icon)

      i. A new page will appear with commands to choose from.

   e. Select play sound (orange icon with play button).

      i. A dropdown menu will appear.

   f. Select "browse."

   g. Under "effects" double click to select the "phonics" icon.

   h. "Single letter sounds"

   i. Choose the sound you wish.

Step	Instruction	Visual Depiction

13 — **Changing the Audio (Audiobook portion only)**

- a. Connect your mic to the device.
- b. Note: Ensure your mic is connected in Settings.
  - i. Bluetooth & Devices
  - ii. Devices
  - iii. Scroll to sound.
  - iv. Select the mic you wish to connect.
- c. Double click to select the page.
- d. Click "select to play audio."
- e. A slide bar command will appear with a "play sound" command.
- f. Select the first option "record."
- g. Record your sound clip.
- h. Use the play now command to review your sound bite.
- i. Repeat for each individual page.
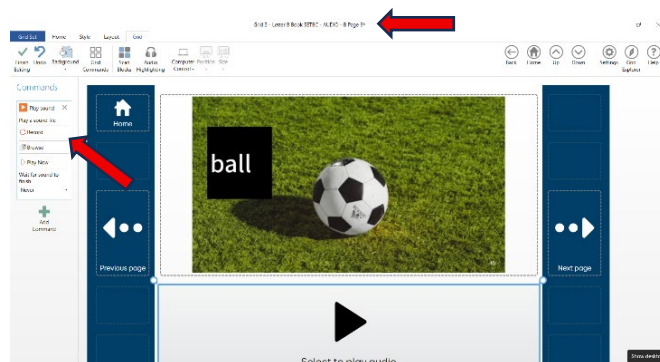
14 — **Make sure you save your work!**

References

Erickson, K. A., & Koppenhaver, D. A. (2020). *Comprehensive Literacy for All: Teaching Students with Significant Disabilities to Read and Write*. Baltimore, MD: Paul H. Brookes Publishing.

Bloom, F., & Traub, N. (n.d.). *Recipe for Reading: Intervention Strategies for Struggling Readers*. Educators Publishing Service.

Additional free A–Z alphabet books and instructional resources are available at: Reading & Writing 4 All or by contacting Emerging Reader Resources at EmergingReaderResources@gmail.com.