Clicker Apps

Training guide

CrickSoftware

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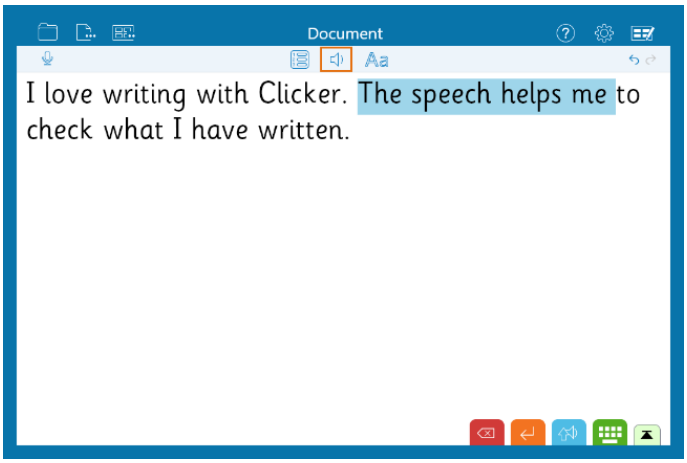
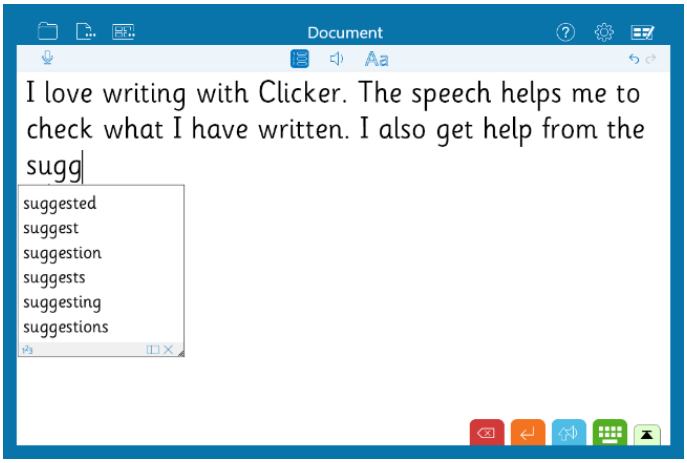
Overview:
Get Started



Speech

The speech function allows children to hear what they've written:

- Enter a period to hear your sentence.
- Highlight text then select to hear it.
- Click or tap a word in the document to hear it.



Predictor

The Predictor offers vocabulary to improve writing fluency and provide spelling support:

- Select to start using the Predictor.
- Choose a word in the Predictor to use it.
- Select then a word in the Predictor to hear it or right-click it.

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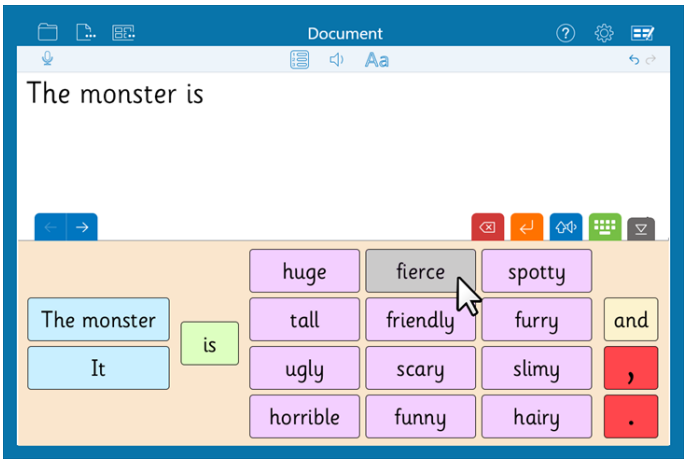
Sentence Sets

A Sentence Set is a series of grids for writing simple sentences:

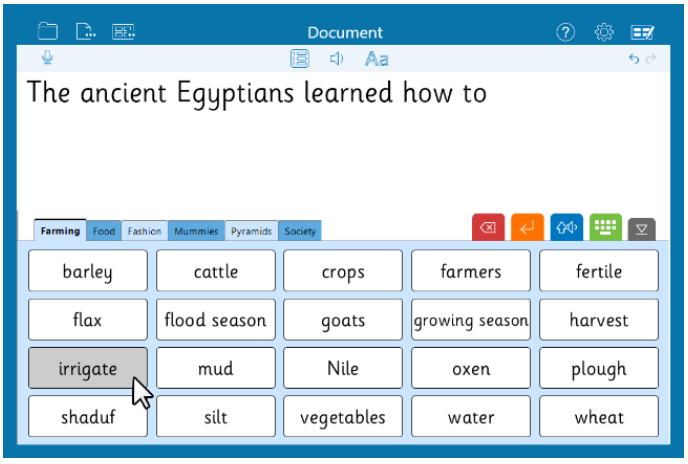
- Select a word in the Sentence Set to add it to your document.
- Use the forward arrow or swipe forward to move to the next sentence.



Connect Sets

A Connect Set provides more open-ended activities. This allows children to create a more individual piece of writing with plenty of support:

- Select a word in the Connect Set to add it to your document.
- Use the forward arrow or tabs to move to the next grid.



Word Banks

A Word Bank provides alphabetical or topic-based word lists to use alongside the keyboard to write about any subject:

- Select a word in the Word Bank to add it to your document.
- Use SoundShift or right-click a word or phrase in the Word Bank to hear it.
- Use the tabs to move between grids.

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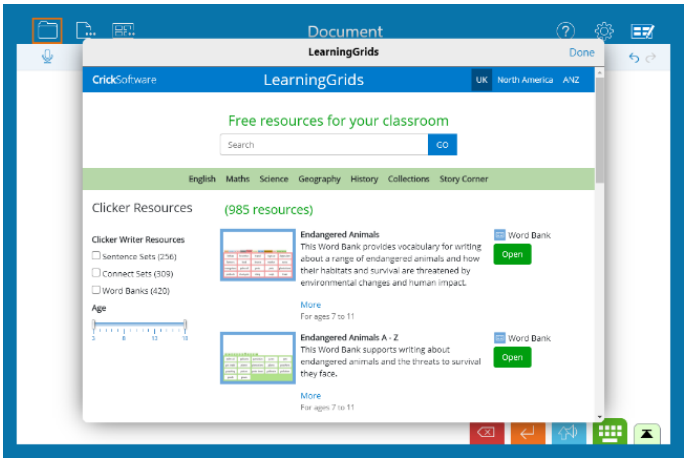
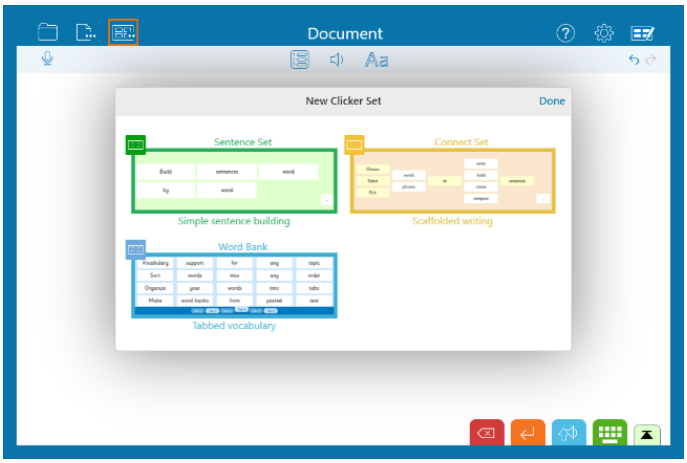


LearningGrids

LearningGrids is an ever-expanding bank of free pre-made Clicker resources to save you planning time:

- Select to open the Explorer then choose LearningGrids.



Creating a new Clicker Set

Make your own Clicker Sets to support children in different ways:

- Select .
- Choose New.
- Select the type of Clicker Set you want to make.

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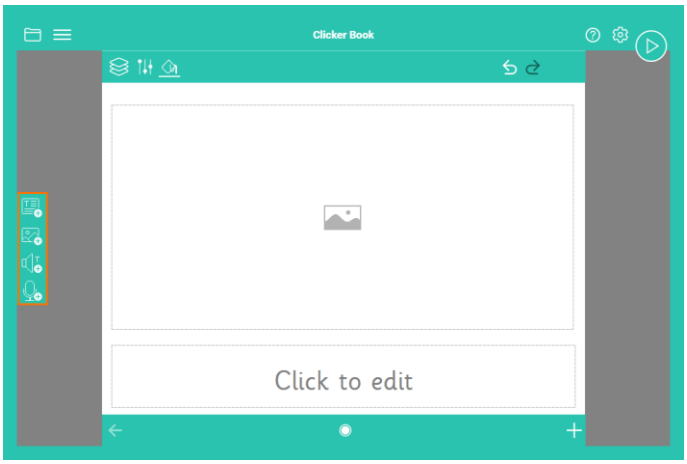
Read & Build Vocabulary:

Create and edit a Clicker Book



Create a Clicker Book

Create on-screen talking books:

- Select and choose New Clicker Book.
- Add Page Objects to build your Clicker Book:
  - Select to add a text box. Select the text box to add text.
  - Select to add a picture box. Select the picture box and then choose from the options to add an image.
  - Select to add a read button.
  - Select to add a record & play button.
- Select to use the Clicker Book.

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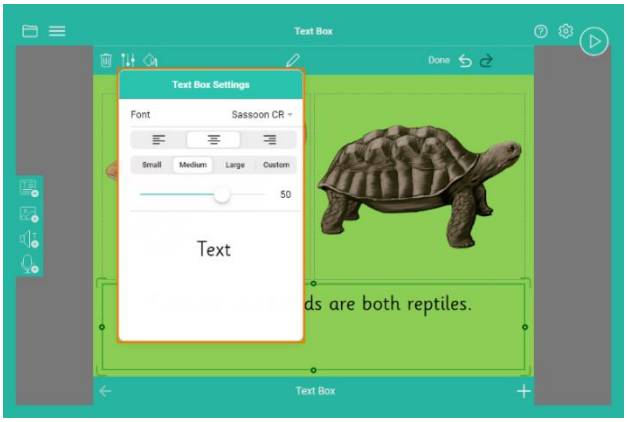
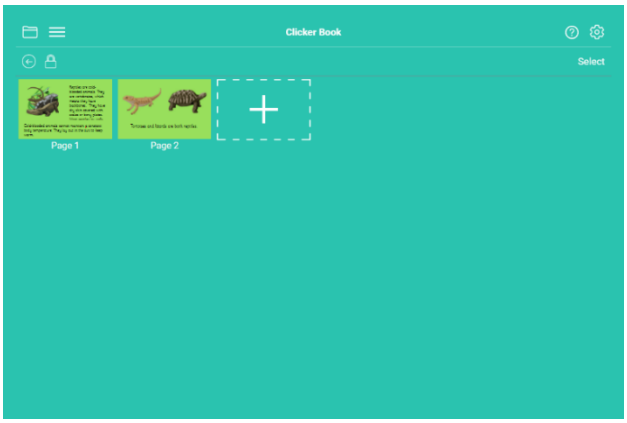
Edit a Clicker Book

Edit a Clicker Book to change the properties:



- Select a Page Object to edit it:
  - Resize a Page Object by dragging the sides or corners.
  - Drag from the center of the Page Object to reposition it.
  - Use to edit its properties.
  - Use to change its colors. If no Page Object is selected, changes the background color of the page.
  - Use to delete a Page Object.
- Go to to add a new page.
- Go to to open the Page Sorter:



  - Drag pages to rearrange your book.
  - Select to add a new page.
  - Choose ‘Select’ to change page settings.
  - Go to to duplicate a page.
  - Go to to delete a page.
  - Go to to change page layout and lock Page Objects.
  - Select ‘Done’ when you’ve finished making changes.
  - Select a page to open it for further editing.

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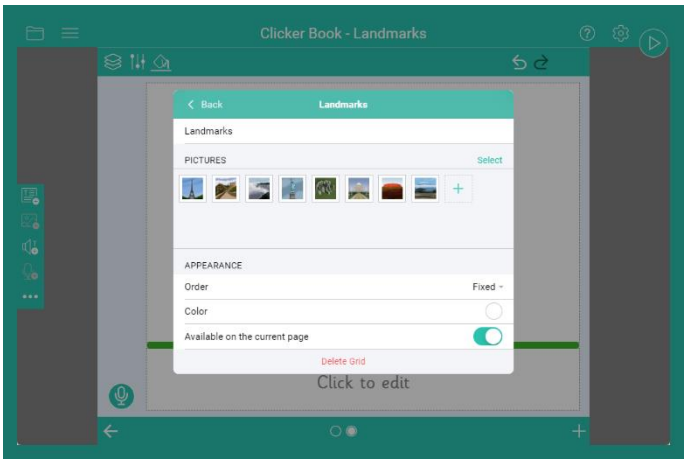
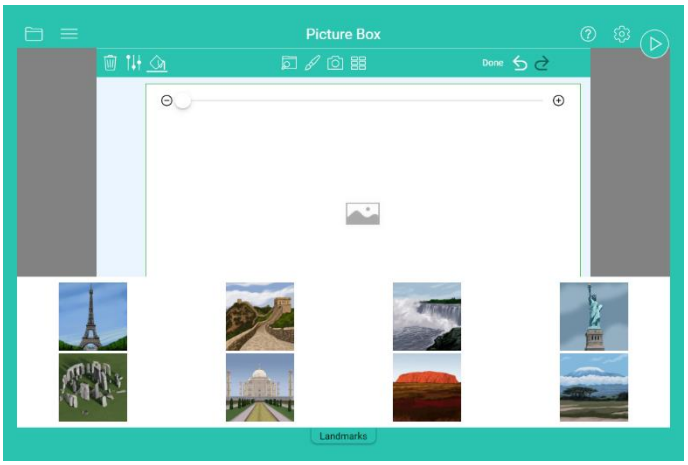
Create a ‘Make-a-Book’ activity



Add a Picture Bank to a Clicker Book

Add pictures for children to choose from when creating a Clicker Book:

- Go to with nothing on the page selected:
    - Go to the Picture Boxes tab and select to add a Picture Bank.
    - Give your Picture Bank a name.
    - Select to choose images for your Picture Bank from images saved on your device or the CrickPix2 library.
    - Toggle “Available on the current page” on, then go back.
    - Repeat to add multiple Picture Banks.
- Select to use the Clicker Book.



Use a Picture Bank

Add pictures for children to choose from when creating a Clicker Book:

- Select a Picture box:
    - Select .
    - Choose an image to add it to the Picture box.

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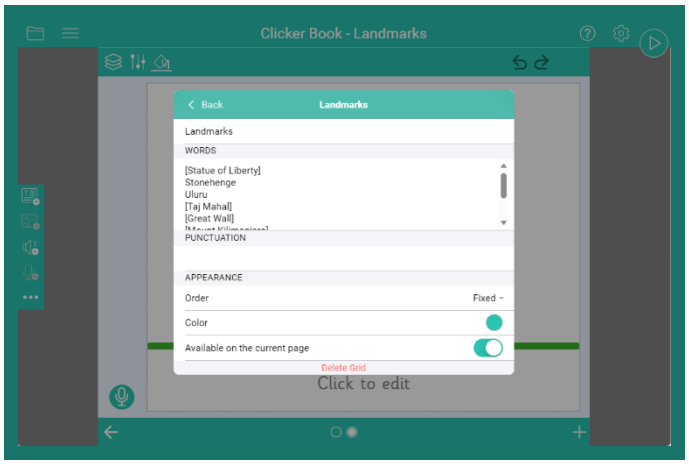
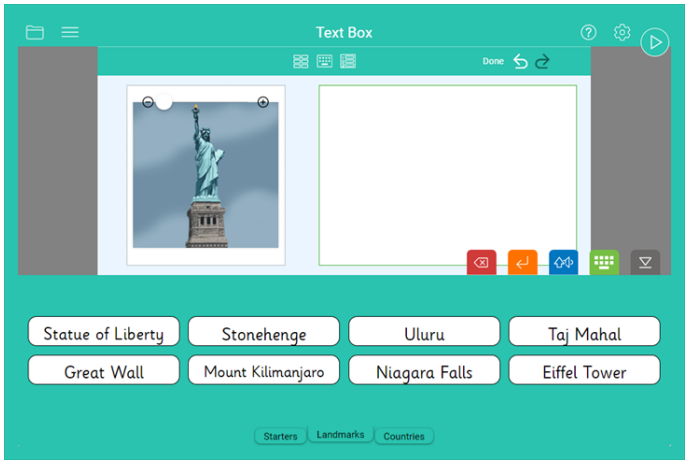
Add a Word Bank to a Clicker Book

Add words and phrases for children to use when writing in their Clicker Book:



- Go to with nothing on the page selected:
    - Go to the Text Boxes tab and select to add a Word Bank.
    - Give your Word Bank a name.
    - Type or paste text into the ”Words” text box to make up your Word Bank.
    - Toggle “Available on the current page” on, then go back.
    - Repeat to add multiple Word Banks.
- Toggle “Show Word Bank” immediately on for the Word Bank to appear when you start writing in a text box.
- Drag the grids to change the order of multiple Word Banks.

Use a Word Bank



- Select a Text box:
    - Choose if the Word Bank isn’t set to open immediately.
    - Select a word or phrase to add it to the text box.
    - Use to hear a word in the Word Bank.

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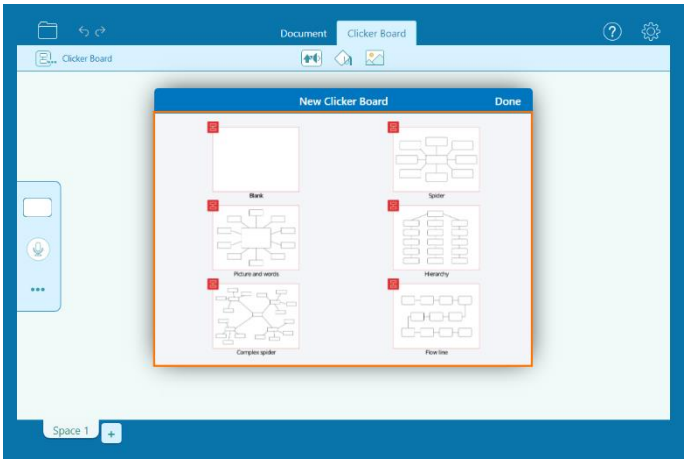
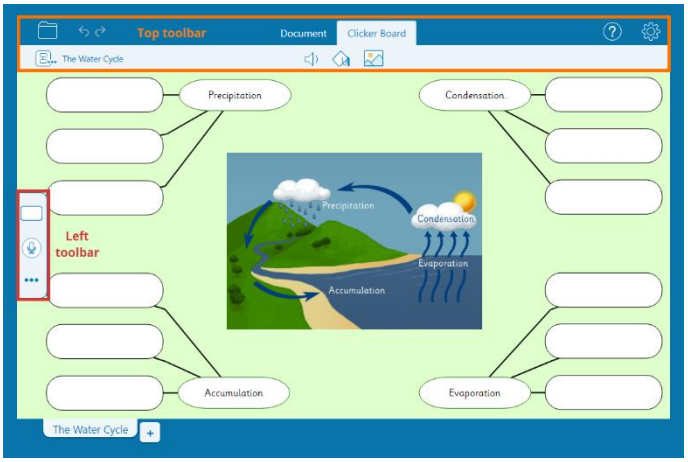
Talk & Plan:

Introduction to Clicker Board





Create a Clicker Board

Use a Clicker Board to help students plan and develop ideas before writing:

- Select the Clicker Board tab in Clicker Writer.
- Select in the top toolbar and then choose new Clicker Board.
- Choose a template to get started.
- There are different ways to add a cell to your Board:
    - Drag on to the Board.
    - Double-click on the Board.
    - Drag from the round handles highlighting a previously placed cell to create a new cell linked to the first.
    - Drag on to the Board to add a Voice Note. Select in the top toolbar to make a recording.
- Double-click a cell to add text.
- Link two cells by dragging from the round handle on to the other cell.
- Select to add a new page to the Board.
    - Move between the tabs to create or access more content.
    - Double-click a tab to rename it.
- Send your mind map to the Document to support writing in different ways.

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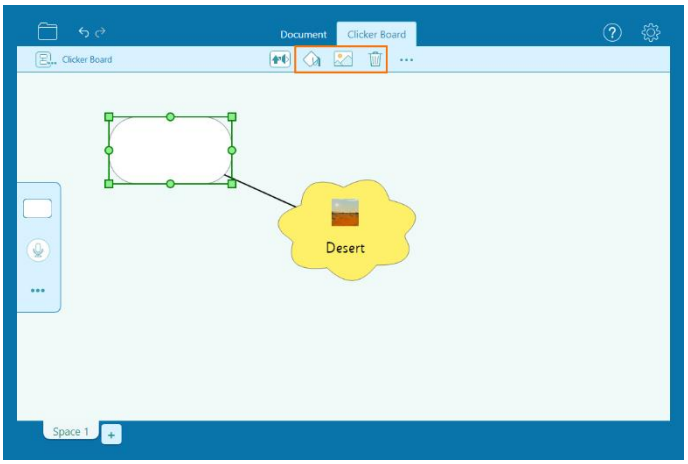
- Go to .
- Choose Send to Document to send your mind map to the Document as a diagram or text.
- Select Create Word Bank to turn your Clicker Board into a Word Bank.

Edit a Clicker Board

Edit a Clicker Board to organize ideas more clearly:

- Drag the square handles to re-size a cell.
- In the left toolbar:
  - Go to with a cell selected and then choose a new shape for the cell.



- In the top toolbar:
  - Go to with a cell selected to add a picture to the cell.
    - Choose from images in the CrickPix2 library, or images saved on your device, or take a photo with your webcam.
  - Go to with a cell selected to change the color of the cell.
- Select multiple cells to change their appearance or move them at the same time. To do this:
  - On a Chromebook, click cells while holding Ctrl.
  - On an iPad, tap Select in the lower toolbar, tap cells to select them, and then tap Select again.

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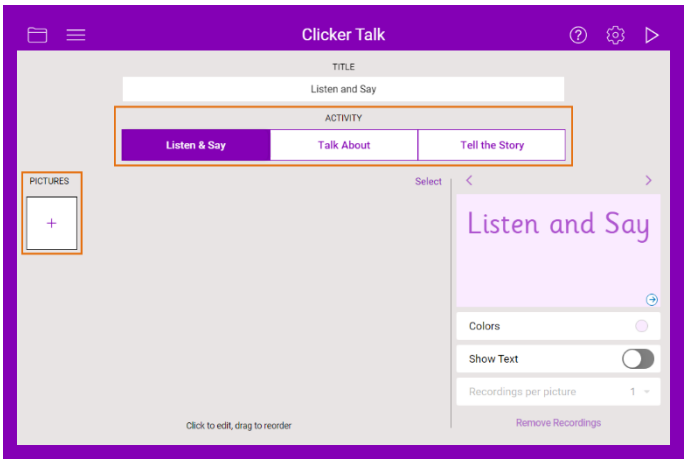
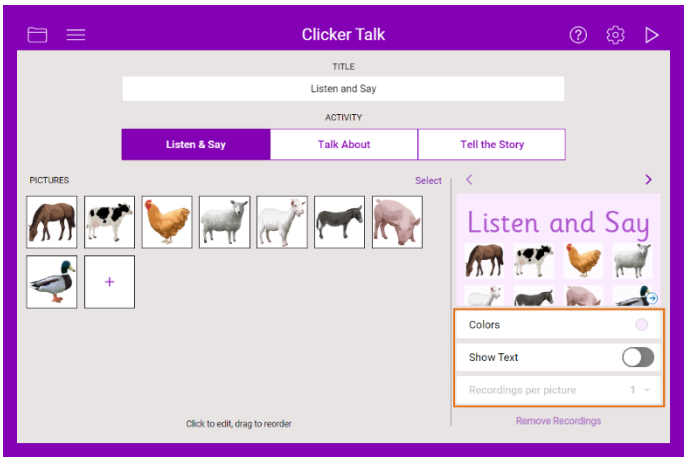
Create and edit a Talk Set



Create a Talk Set

Create an activity to support learners who struggle to express themselves in written form:

- Open the toolbar. Select and choose new Talk Set.
- Give your activity a title.
- Pick which type of activity you want to create: Listen & Say, Talk About, or Tell the Story.
- Go to and choose where you'd like to search for pictures to add to your activity:
    - Select the pictures you want to use and then click Done.
- Select to use the Talk Set.



Edit a Talk Set

Edit a Talk Set to provide support or challenge for learners:

- Open the toolbar. Select to enter Edit View.
- Use the Show Text toggle to add the name of the pictures to the activity.
- Choose from the Recordings per picture drop-down box to change the number of recordings you can make for each picture.
- Choose a color from the Colors options to change the color of the pages.
- Choose from the options to change the type of activity: Listen & Say, Talk About, or Tell the Story.

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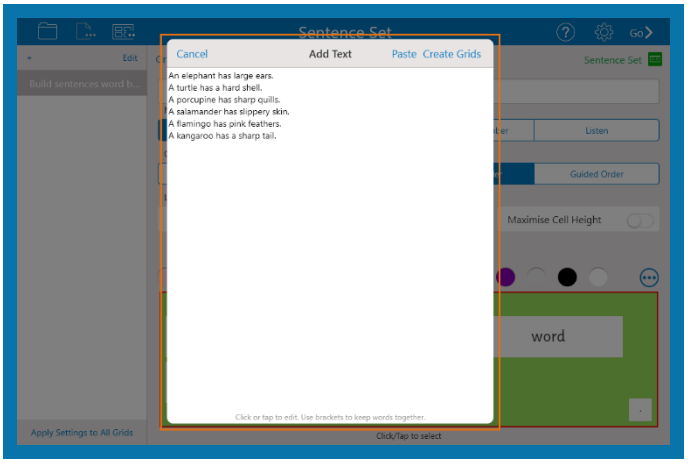
Write:

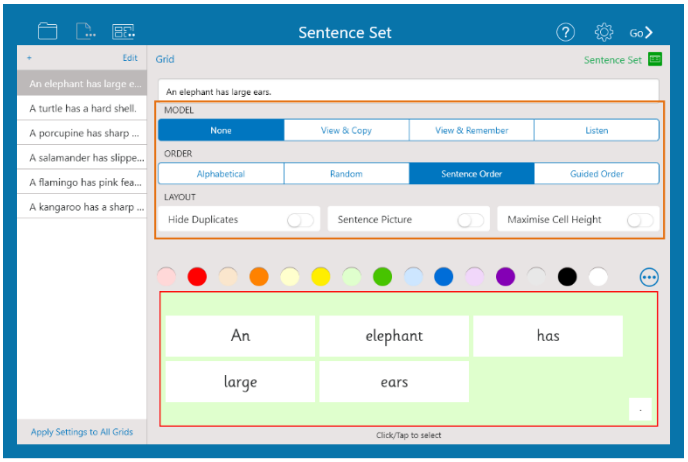
Create and edit a Sentence Set

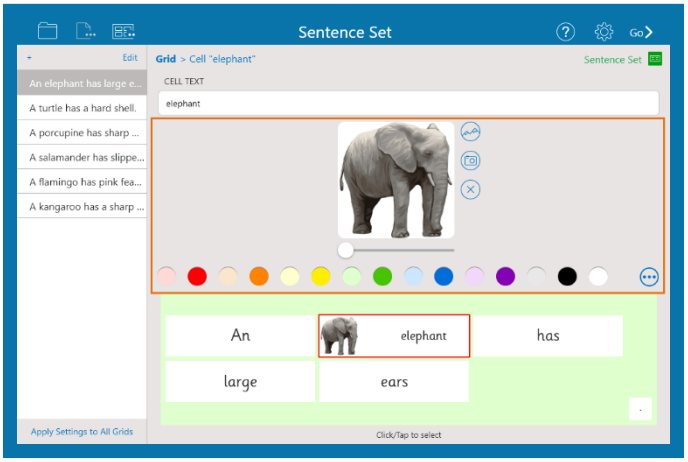


Create a Sentence Set

Create grids to support children writing simple sentences:

- Click and select New Clicker Set.
- Choose Sentence Set.
- Click then type or paste sentences into the text box to make up your Sentence Set.
- Click Create Grids.
- Add brackets around words to group them in a cell.
- Click Go to use the Sentence Set.





Edit a Sentence Set

Edit a Sentence Set to provide different levels of support for children when completing their writing:

- Change the Model to provide different levels of writing support.
- Turn on Show Sentence Picture to add an image to the start of the sentence.
- Select from the Order options to change the order words appear in the grid.
- Select a cell to change its appearance or add a picture.
- Choose from the color palette to change the color of a grid.
- Click the Apply Settings to All Grids button to apply any changes you've made to all of the sentences in the set.

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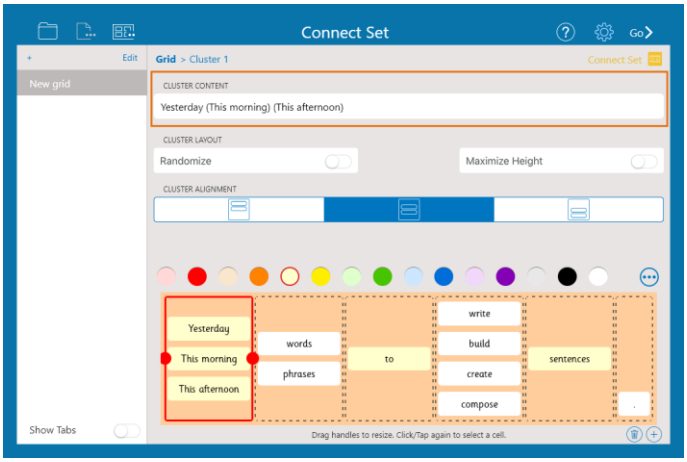
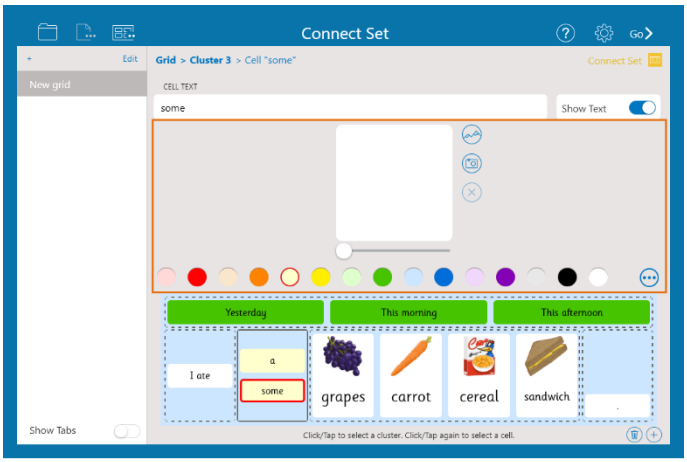
Create and edit a Connect Set

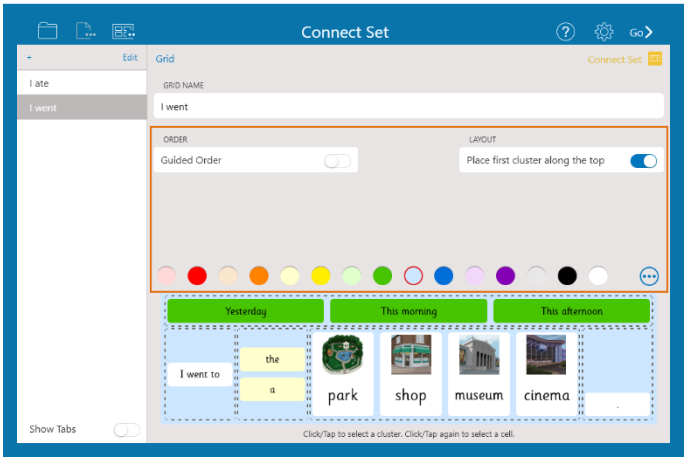


Create a Connect Set

Create grids to scaffold writing tasks for developing and struggling writers:

- Click and select New Clicker Set.
- Choose Connect Set.
- Select a cluster and type in the content box to add text to your grid.
- Add brackets around words to group them in a cell.
- Click Go to use the Connect Set.





Edit a Connect Set

Edit a Connect Set to provide more support for children when completing their writing:

- Select a cell or a cluster to change its appearance.
- Click to add a new cell or cluster.
  Click to delete a cell or cluster.
- Click and drag the red handles to resize a cluster.
- Choose from the color palette to change the color of a grid.
- Turn on Maximize Height to increase the size of the cells in a cluster.
- Select Place first cluster along the top to move the first cluster of cells to the top of the grid.
- Click to add a new grid to your set.

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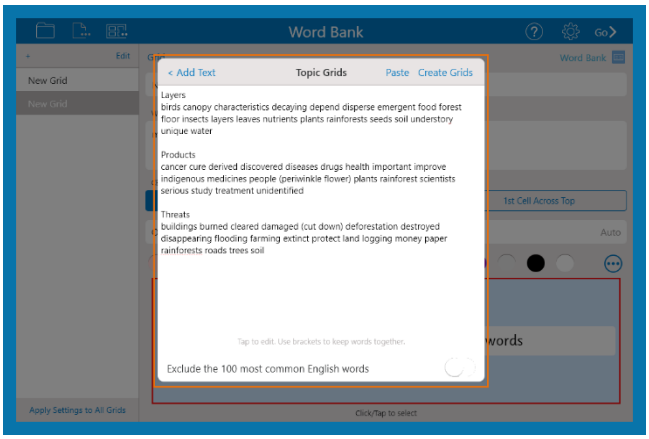
Create and edit a Word Bank

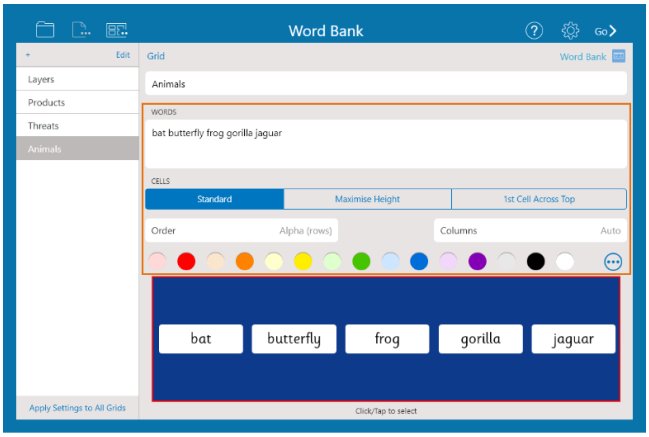
Create a Word Bank



Create grids to support writers using more difficult vocabulary:

- Click and select New Clicker Set.
- Choose Word Bank.
- Click and select Add Multiple Grids, choose whether to sort the words into Topic grids or Alphabetic grids.
- Type or paste text into the text box to make up your Word Bank and choose whether to filter out most common English words.
- Click Create Grids to create your Word Bank.
- Add brackets around words to group them in a cell.
- Click Go to use the Word Bank.

Edit a Word Bank



Edit a Word Bank to provide different levels of support for children when completing their writing:

- Add or delete vocabulary offered in a grid by typing in the Words text box.
- Click the Order drop down box to change the order words appear in the grid.
- Select a cell to change its appearance or add a picture.
- Click to create a new grid.
- Choose from the color palette to change the color of a grid.
- Click Edit then drag grids in the sidebar to change their order.
- Click the Columns drop-down box to change the number of columns on a grid.

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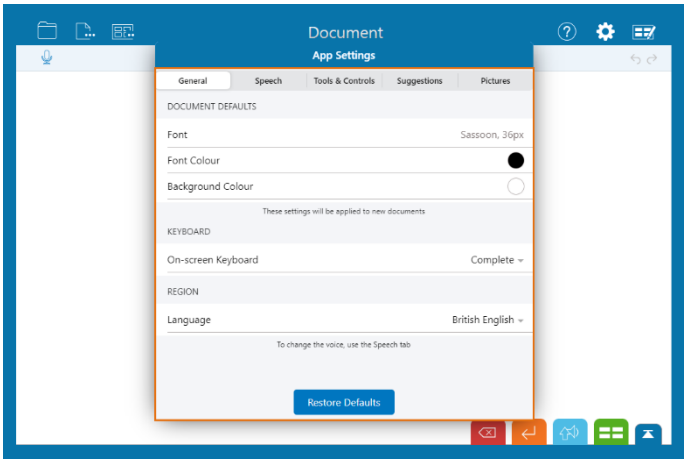
Settings:
Clicker Writer



General

Adjust the General settings to change general Clicker Writer app settings:

- Select to open the App Settings. It will open the 'General' page:
    - Select 'Font' to change the default font style and size. This will affect any new Document you create.
    - Select 'Font Color' to change the default font color in the document. This will affect any new Document you create.
    - Select 'Background Color' to change the default background color of the document. This will affect any new Document you create.
    - Select 'On-screen Keyboard to change the layout of the on-screen keyboard.
    - Choose from the language settings for different regional options.
- Select 'Restore Defaults' at the bottom of the window at any point to Restore the default App Settings.
- Select in the lower Toolbar to change text formatting options in the document you currently have open.

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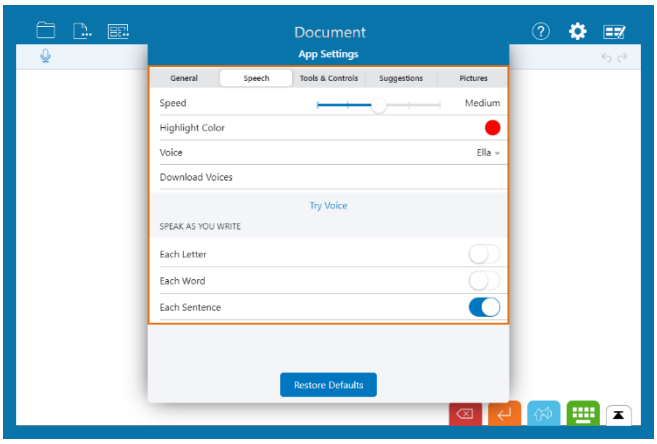
Speech

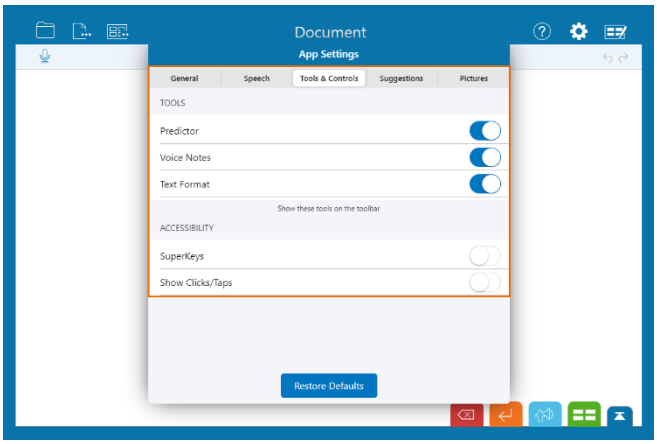
Adjust the speech settings to change the voice and when Clicker speaks:



- Select and choose 'Speech':
  - Adjust the slider to change the speed of the voice.
  - Select 'Highlight Color' to change how text is highlighted when it's read out.
  - Open the 'Voice' drop-down box to change the voice Clicker uses.
  - Select 'Download Voices' to download more voices to use. 'Try Voice' lets you hear a sample of the voice you currently have selected.
  - Use the 'Speak As You Write' switches to change when Clicker Speaks while writing in the document.

Tools & Controls

Adjust the Tools & Controls settings to change which tools are available and to improve accessibility:



- Select and choose 'Tools & Controls':
  - Use the 'Tools' switches to change which tools are offered to learners in the lower Toolbar. This changes whether learners can access the Predictor, Voice Notes, and text formatting options.
  - Use the 'Accessibility' switches to turn on SuperKeys and to choose whether clicks or taps are displayed on the screen.

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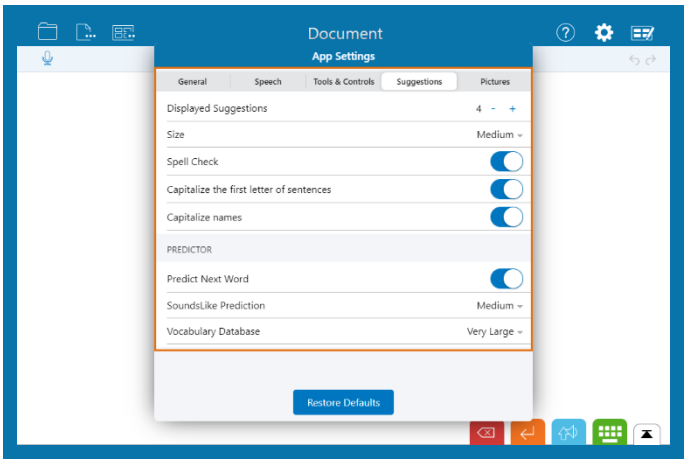
Suggestions

Adjust the Suggestions settings to change the level of support provided by the Predictor and Spell Check:



- Select and choose 'Suggestions':
  - Change the number of words offered by the Predictor and Spell Check.
  - Use the ‘Size’ drop-down box to change the size the Predictor and Spell Check are displayed on the screen.
  - Use the ‘Spell Check’ switch to choose whether Spell Check is turned on or off.
  - Turn automatic capitalization for first letters of sentences and names on or off with the switches.
  - Use the ‘Predict Next Word’ switch to change whether the Predictor offers words before any letters are typed in the document.
  - Use the SoundsLike Prediction drop-down box to change the priority given to phonetic spellings of words.
  - Use the Vocabulary Database drop-down box to change the size of the database the Predictor uses for vocabulary.

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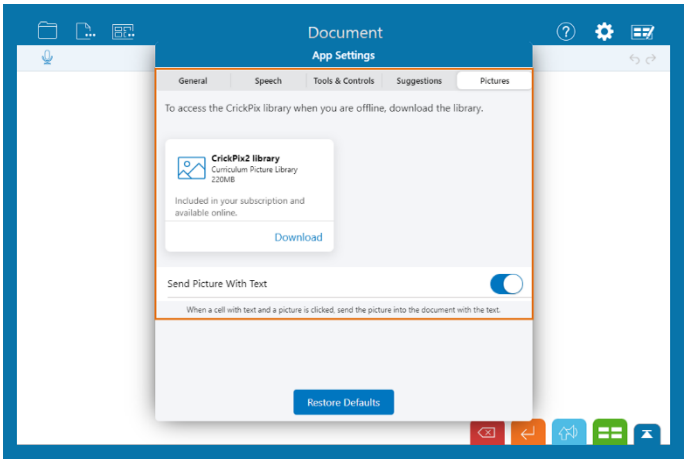

Pictures

Adjust the pictures settings to change the picture support offered in Clicker:

- Select and choose 'Pictures'.
- ‘Download’ or ‘Remove’ the CrickPix2 picture library from your device.
- Use the ‘Send Picture with Text’ switch to change whether images in cells are sent into the Document.

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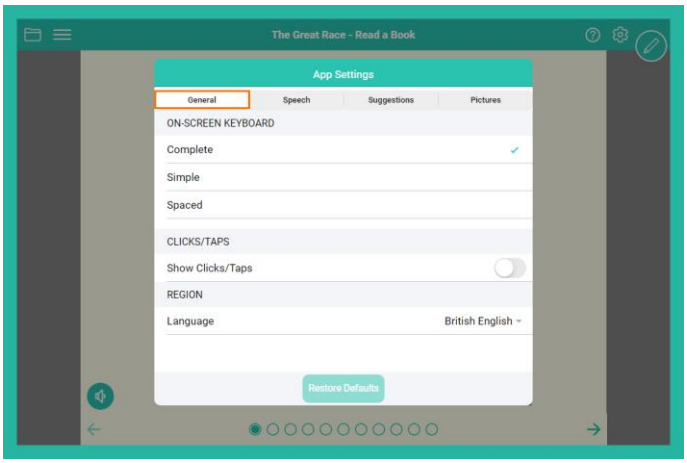
Clicker Books

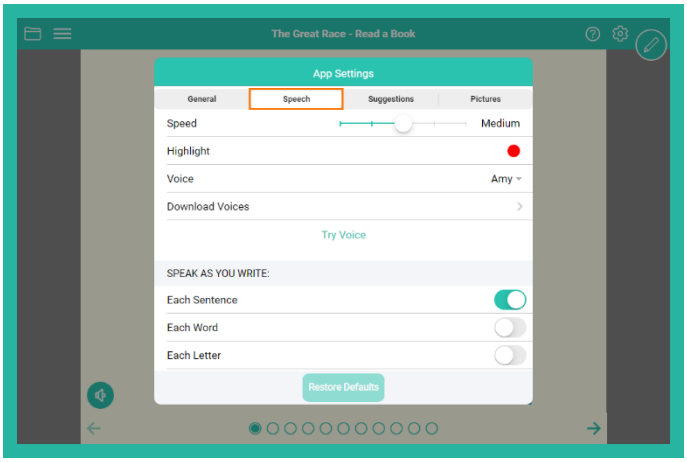
General



Adjust the General settings to change general Clicker Books settings:

- Select to open the App Settings. It will open the 'General' page:
    - Choose from the on-screen keyboard options to change the layout of the on-screen keyboard.
    - Choose whether clicks or taps are displayed on the screen.
    - Choose from the language settings for different regional options.
- Select 'Restore Defaults' at the bottom of the window at any point to Restore the default App Settings.

Speech

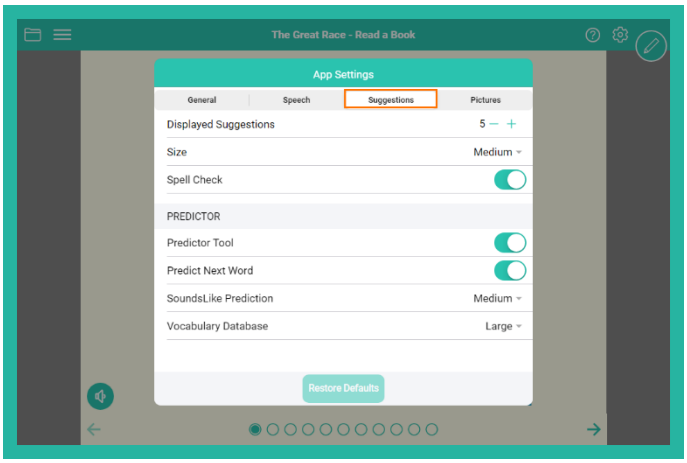


Adjust the Speech settings to change the voice and when Clicker speaks:

- Select and choose 'Speech':
    - Adjust the slider to change the speed of the voice.
    - Change the 'Highlight' color to change how text is highlighted when it's read out.
    - Select the Voice drop-down list to change the voice Clicker uses.
    - Select 'Download Voices' to download more voices to use.
    - Turn the switches on or off to change when Clicker Speaks.

Suggestions

Adjust the Suggestions settings to change the level of support provided by the Predictor and Spell Check:



- Select and choose 'Suggestions':
  - Change the number of words offered by the Predictor and Spell Check.
  - Use the 'Size' drop-down list to change the display size for the Predictor and Spell Check.
  - Use the 'Spell Check' switch to choose whether Spell Check is turned on or off.
  - Use the 'Predictor Tool' switch to choose whether the Predictor is available.
  - Use the 'Predict Next Word' switch to change whether the Predictor offers words before any letters are typed.
  - Use the SoundsLike Prediction drop-down list to change the priority given to phonetic spellings of words.
  - Use the Vocabulary Database drop-down list to change the size of the database the Predictor uses.

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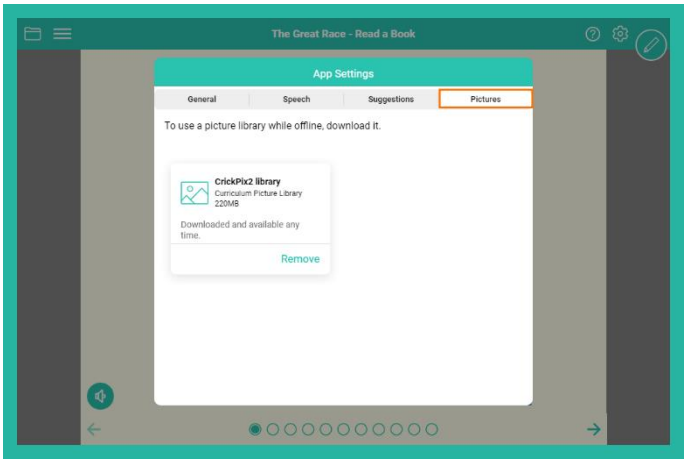


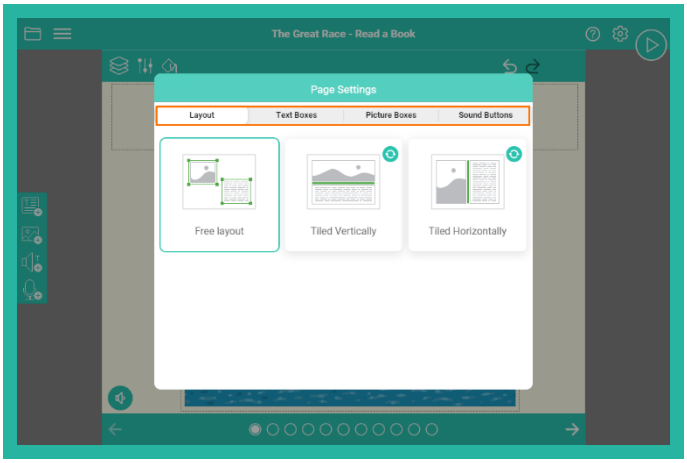
Pictures

Adjust the Pictures settings to choose whether picture libraries are saved on your device:

- Select and choose 'Pictures':
    - 'Download' or 'Remove' the CrickPix2 picture library from your device.

Page Settings

Adjust the 'Page Settings' to change the page layout and Page Object settings:



- If not already in Edit View, go here to open Edit View.
- Go to to open the Page Settings window:
    - Go to 'Layout' to change the page layout.
    - Go to 'Textboxes' to lock the textboxes Page Object.
    - Go to 'Picture Boxes' to lock the picture boxes Page Object and change the tools that are available for adding pictures to a page.
    - Go to 'Sound Boxes' to lock Read buttons and Record & Play buttons.
- When a Page Object is locked:
    - It cannot be edited.
    - No further instances of that Page Object can be added to the page.

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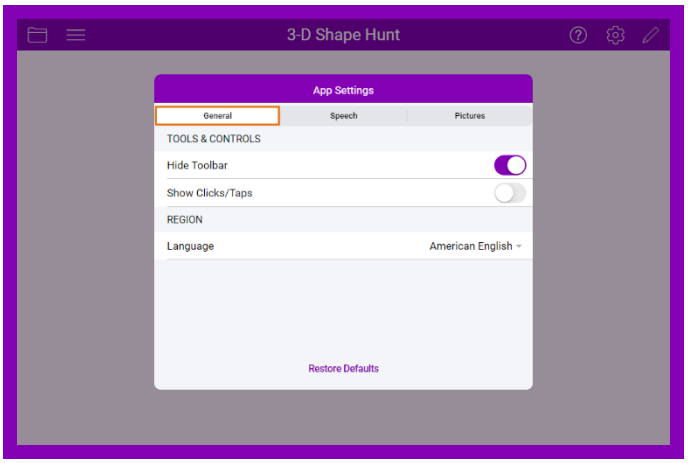
Clicker Talk

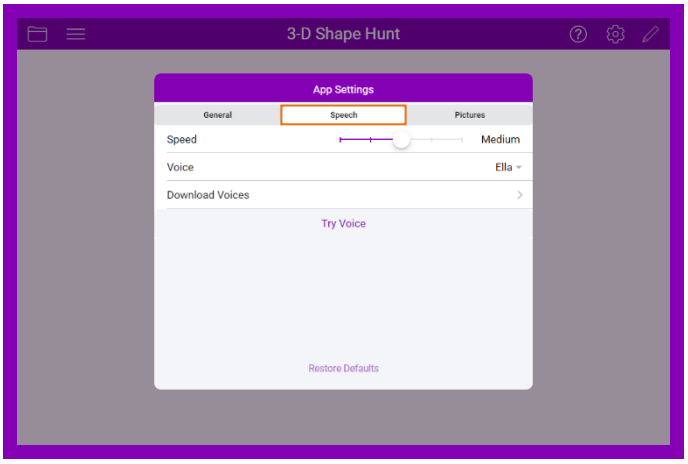
General



Adjust the General settings to change general Clicker Talk settings:

- Select to open the App Settings. It will open the General page:
    - Choose whether the Toolbar at the top of the screen is hidden when not in use.
    - Choose whether clicks or taps are displayed on the screen.
    - Choose from the language settings for different regional options.
- Select Restore Defaults at the bottom of the window to Restore the default App Settings.

Speech



Adjust the Speech settings to change the voice and when Clicker speaks:

- Select and choose Speech:
    - Adjust the slider to change the speed of the voice.
    - Select the Voice drop-down list to change the voice Clicker uses.
    - Select Download Voices to download more voices to use.
    - Use Try Voice to hear a sample of the currently selected voice.

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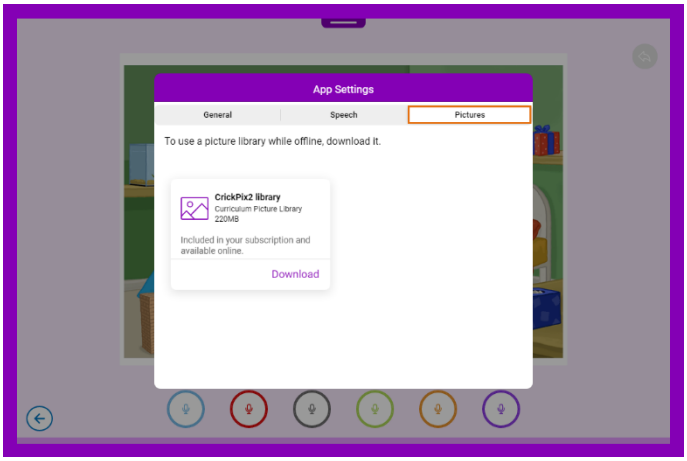

Pictures

Adjust the Pictures settings to choose whether picture libraries are saved on your device:

- Select and choose Pictures:
  - Download or Remove the CrickPix2 picture library from your device.

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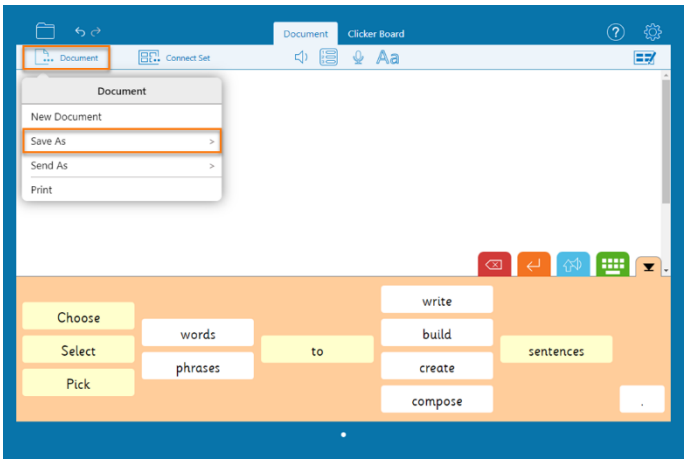
Saving Clicker files

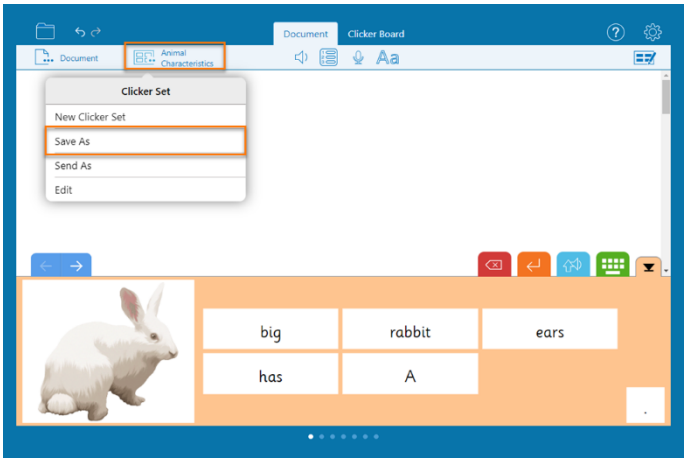
iPad



Save a Clicker Document (Clicker Writer)

Save a student's Clicker Document to continue their writing later:

- Tap and choose Save As.
- Choose in which format you want to save the Document.
- Navigate to your local storage or cloud storage to choose where your Document will be saved.
- Tap and select My Files to open a previously saved Document.



Save a writing grid (Clicker Writer)

Save a writing grid that you've created or edited:

- Tap and choose Save As.
- Navigate to your local storage or cloud storage to choose where your writing grid will be saved.
- Tap and select My Files to open a previously saved writing grid.

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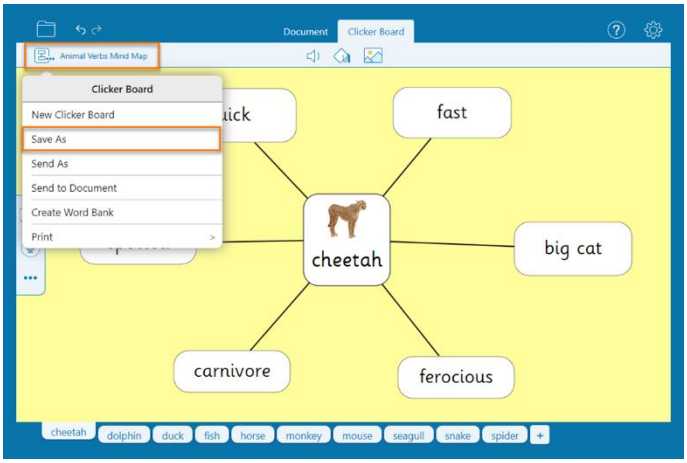

Save a Clicker Board (Clicker Writer)

Save a Clicker Board that you've created or edited:

- Tap and choose Save As.
- Navigate to your local storage or cloud storage to choose where your Clicker Board will be saved.
- Tap and select My Files to open a previously saved Clicker Board.

Save a Clicker Book

Save a Clicker Book that you've created or edited:

- In the Clicker Books app:
  - If hidden, tap to open the toolbar.
  - Tap and choose Save As.
- Navigate to your local storage or cloud storage to choose where your Clicker Book will be saved.
- Tap and select My Files to open a previously saved Clicker Book.

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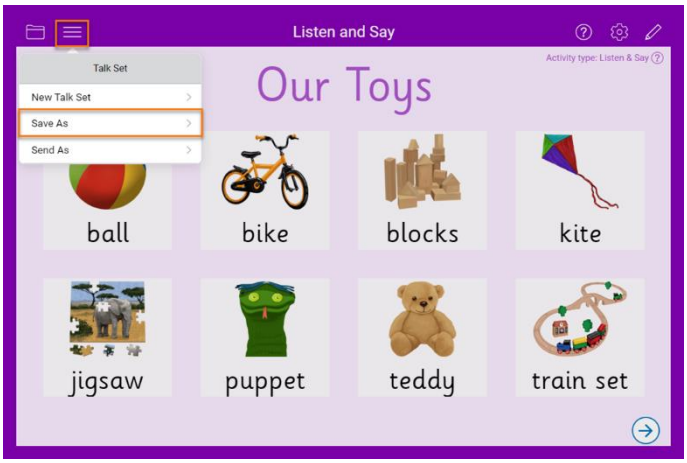
Save a Talk Set



Save a Talk Set that you've created or edited:

- In the Clicker Talk app:
  - If hidden, tap to open the toolbar.
  - Tap and choose Save As.
- Navigate to your local storage or cloud storage to choose where your Talk Set will be saved.
- Tap and select My Files to open a previously saved Talk Set.

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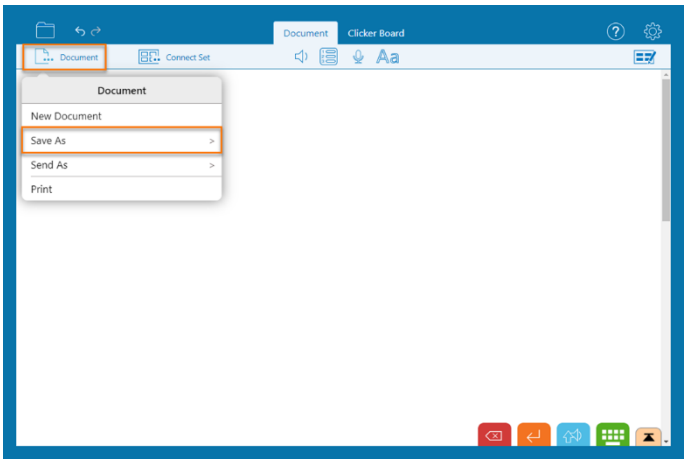
Saving Clicker files

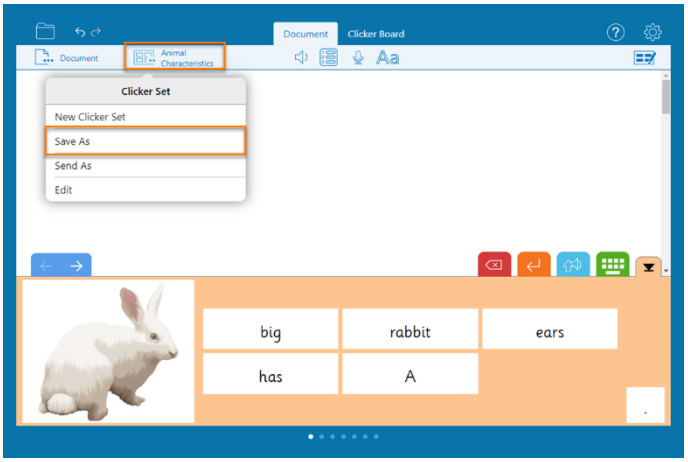
Chromebook



Save a Clicker Document (Clicker Writer)

Save a student's Clicker Document to continue their writing later:

- Click and choose Save As.
- Choose in which format you want to save the Document.
- Navigate to your local storage or Google Drive in your file explorer to choose where your Document will be saved.
- Click and select My Files to open a previously saved Document.



Save a writing grid (Clicker Writer)

Save a writing grid that you've created or edited:

- Click and choose Save As.
- Navigate to your local storage or Google Drive to choose where your writing grid will be saved.
- Click and select My Files to open a previously saved writing grid.

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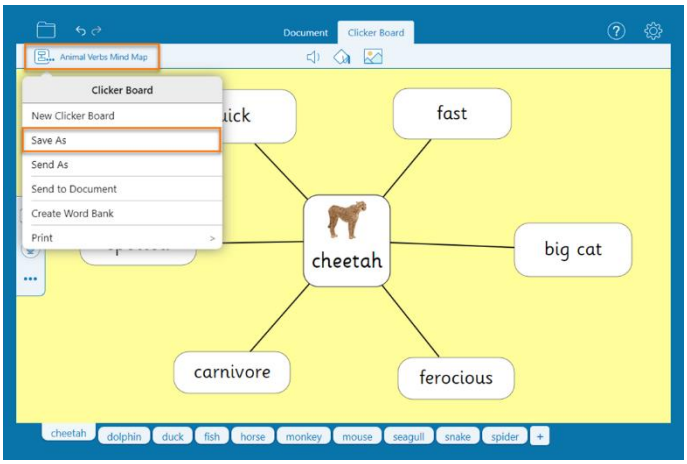

Save a Clicker Board (Clicker Writer)

Save a Clicker Board that you've created or edited:

- Click and choose Save As.
- Navigate to your local storage or Google Drive to choose where your Clicker Board will be saved.
- Click and select My Files to open a previously saved Clicker Board.

Save a Clicker Book

Save a Clicker Book that you've created or edited:

- In the Clicker Books app:
  - If hidden, click to open the toolbar.
  - Click and choose Save As.
- Navigate to your local storage or Google Drive to choose where your Clicker Book will be saved.
- Click and select My Files to open a previously saved Clicker Book.

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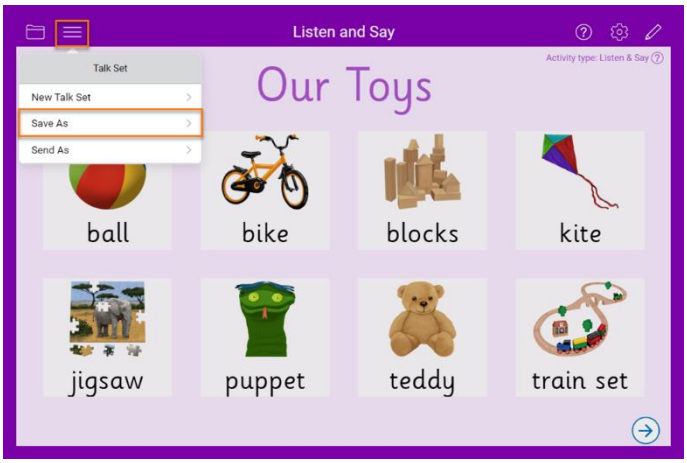

Save a Talk Set

Save a Talk Set that you've created or edited:

- In the Clicker Talk app:
  - If hidden, click to open the toolbar.
  - Click and choose Save As.
- Navigate to your local storage or Google Drive to choose where your Talk Set will be saved.
- Click and select My Files to open a previously saved Talk Set.

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Sharing Clicker files

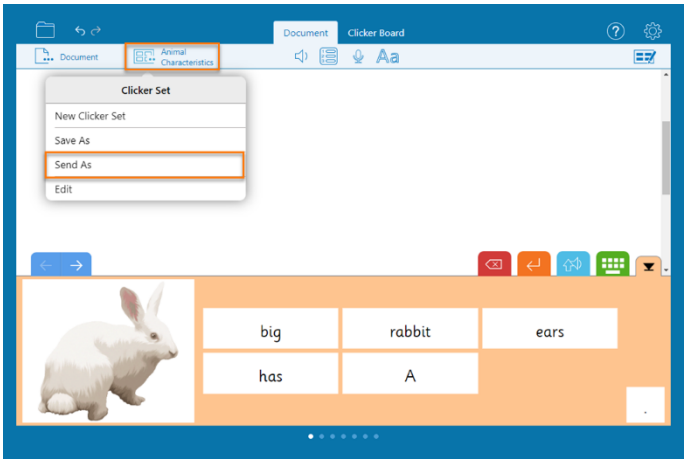
iPad

Share a Clicker file to open it on another device or make it available to other staff and learners.

Share via email

Share a Clicker Document (Clicker Writer)

- Tap and choose Send As.
- Choose in which format you want to share your Document.
- On the iPad sharing menu, choose Mail or your regular email app.
- A blank email will appear with your file attached.



Share a writing grid (Clicker Writer)

- Tap and choose Send As.
- On the iPad sharing menu, choose Mail or your regular email app.
- A blank email will appear with your writing grid file attached.

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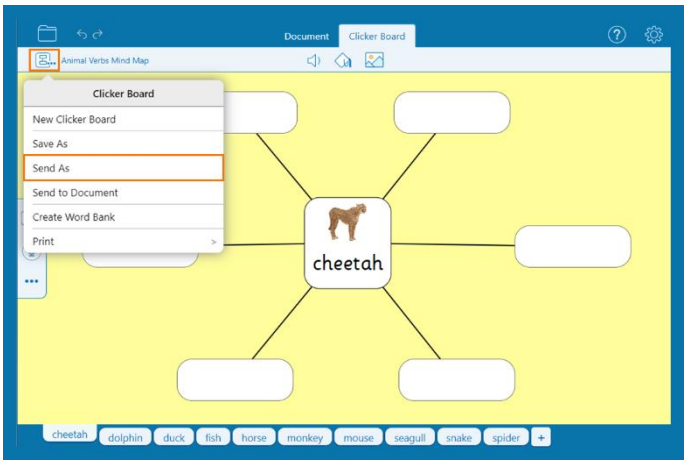
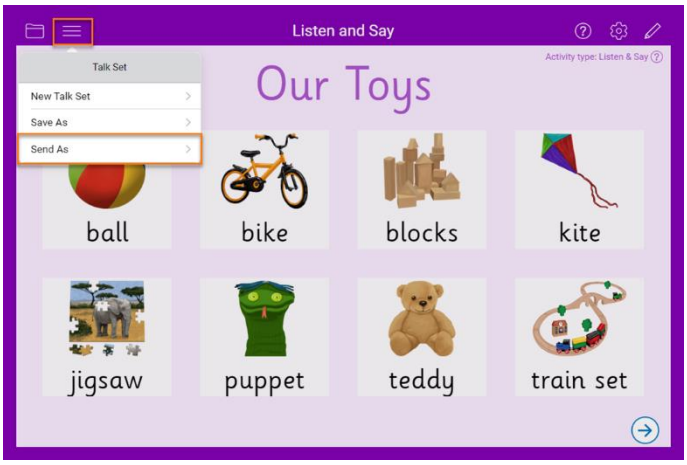


Share a Clicker Board (Clicker Writer)

- Tap and choose Send As.
- On the iPad sharing menu, choose Mail or your regular email app.
- A blank email will appear with the Clicker Board file attached.

Share a Clicker Book

- Tap and choose Send As.
- Choose in which format you want to send your Clicker Book.
- On the iPad sharing menu, choose Mail or your regular email app.
- A blank email will appear with your Clicker Book file attached.



Share a Talk Set

- Tap and choose Send As.
- On the iPad sharing menu, choose Mail or your regular email app.
- A blank email will appear with your Talk Set file attached.

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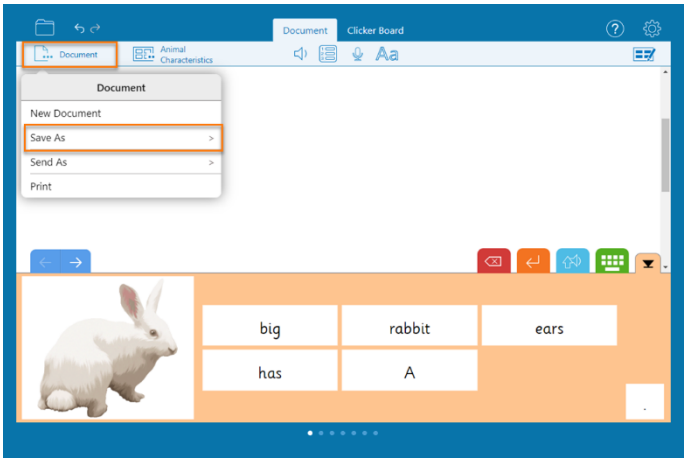
Share via cloud storage



Once you have cloud storage installed on your devices, saving a file using one device will automatically sync it to the others. You'll need to install the cloud provider's app on your iPad and link the cloud app to the Apple Files app. Ask the person responsible for IT in your school to set this up.

- To share via cloud storage, choose the Save As option from the menu in any of the Clicker Apps.
- This will open the Files app. Navigate to your cloud folders using the options in the sidebar.

Share via AirDrop

You can use the AirDrop feature of your iPad to wirelessly share files with another iPad or Mac. See our support article for more useful information on how to share files via AirDrop.

Share a Clicker Document (Clicker Writer)

- Tap and choose Send As.
- In the iPad sharing menu, choose AirDrop and choose the device to send to.

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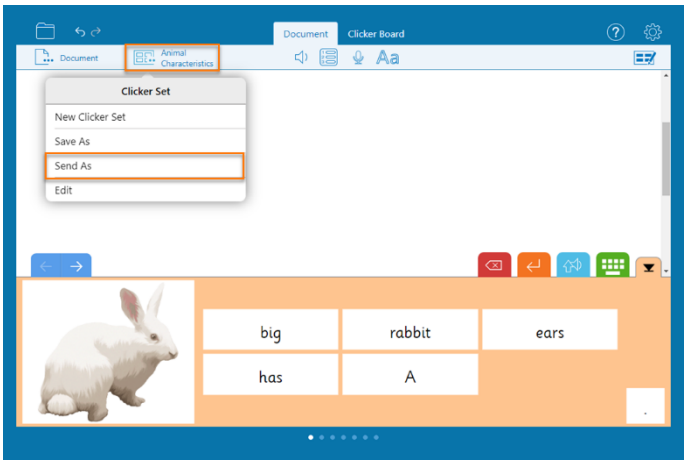
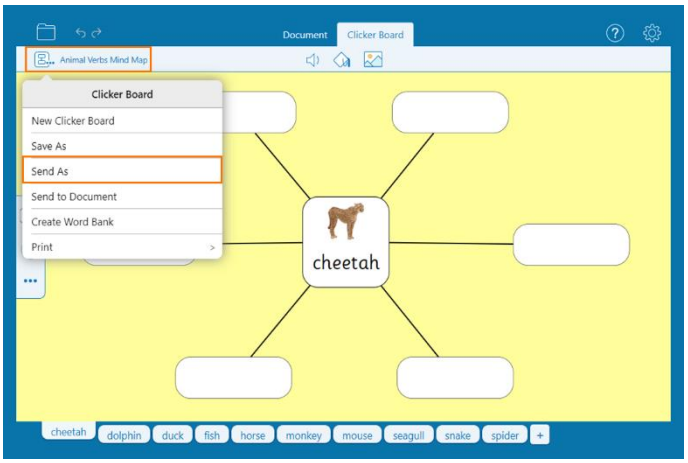


Share a writing grid (Clicker Writer)

- Tap and choose Send As.
- In the iPad sharing menu, choose AirDrop and choose the device to send to.



Share a Clicker Board (Clicker Writer)

- Tap and choose Send As.
- In the iPad sharing menu, choose AirDrop and choose the device to send to.

Share a Clicker Book

- Tap and choose Send As.
- In the iPad sharing menu, choose AirDrop and choose the device to send to.

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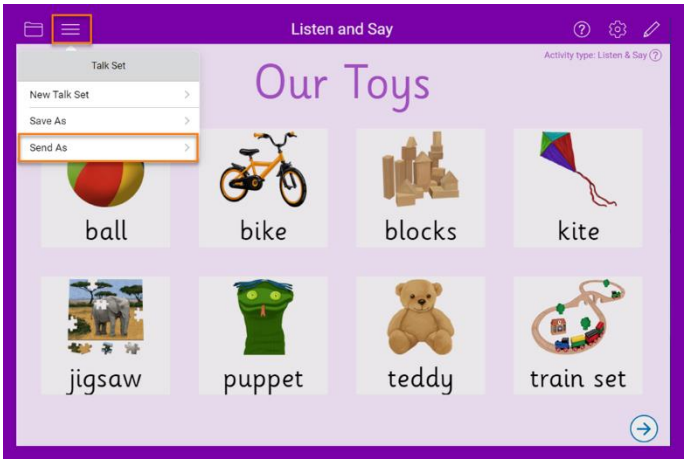

Share a Talk Set

- Tap ☰ and choose Send As.
- In the iPad sharing menu, choose AirDrop and choose the device to send to.

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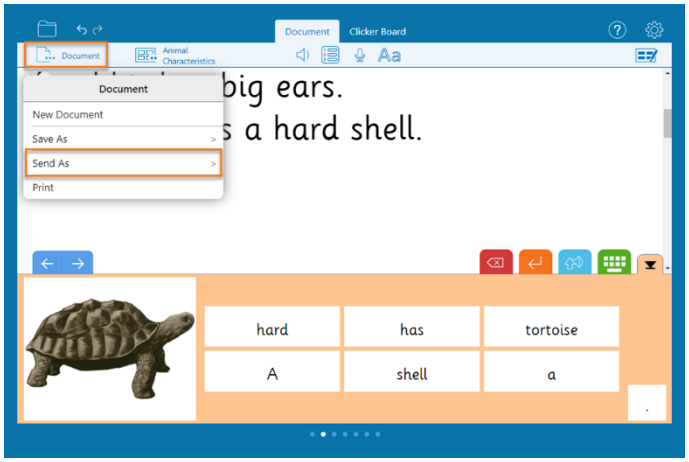
Sharing Clicker files

Chromebook

Share a Clicker file to open it on another device or make it available to other staff and learners.

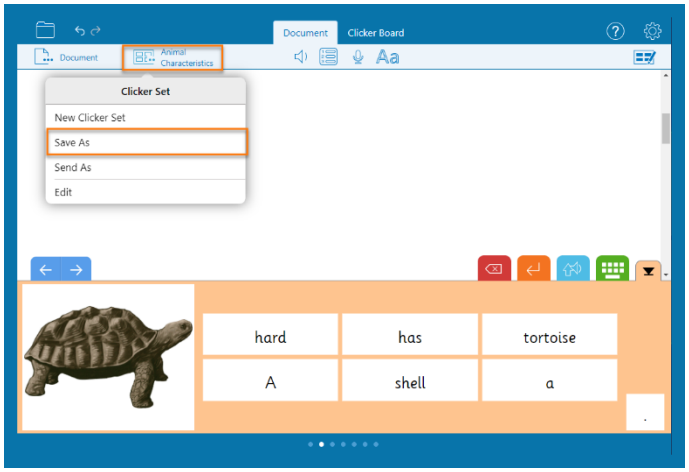
Share via cloud storage

Once you have cloud storage installed on your devices, saving a file using one device will automatically sync it to the others. Chromebooks have built-in support for Google Drive, a cloud storage service. Save in your own Google Drive or a shared Drive through the file explorer to share your Clicker files.



Share a Clicker Document (Clicker Writer)

- Click and choose Save As.
- Choose in which format you want to send your Document.
- In the file explorer, select Google Drive on the left.
- Browse to a location in Google Drive and click Save.



Share a writing grid (Clicker Writer)

- Click and choose Save As.
- In the file explorer, select Google Drive on the left.
- Browse to a location in Google Drive and click Save.

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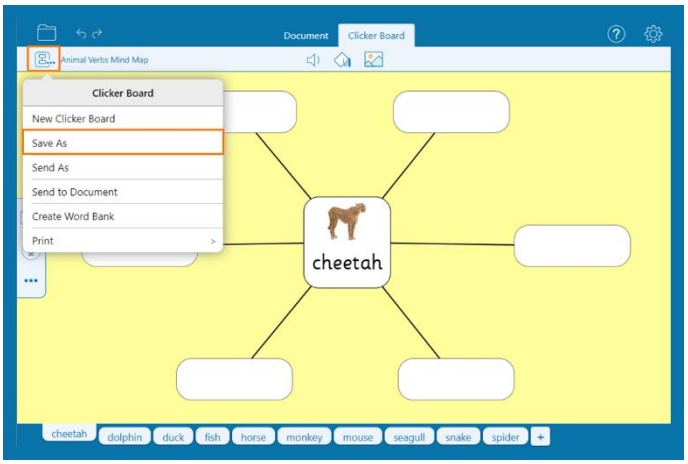
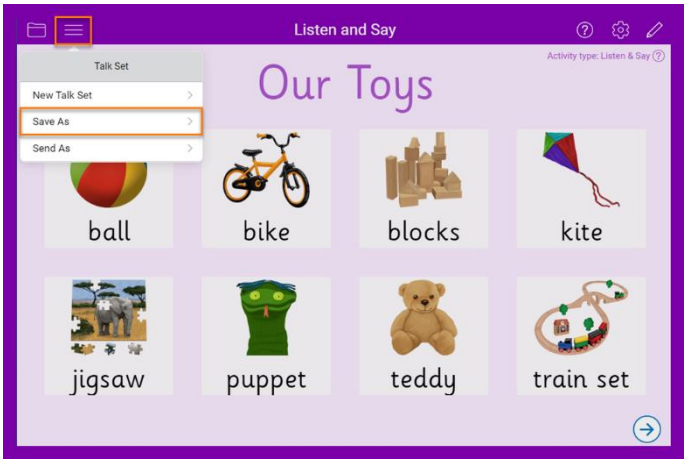


Share a Clicker Board (Clicker Writer)

- Click and choose Save As.
- In the file explorer, select Google Drive on the left.
- Browse to a location in Google Drive and click Save.

Share a Clicker Book

- Click and choose Save As.
- In the file explorer, select Google Drive on the left.
- Browse to a location in Google Drive and click Save.



Share a Talk Set

- Click and choose Save As.
- In the file explorer, select Google Drive on the left.
- Browse to a location in Google Drive and click Save.

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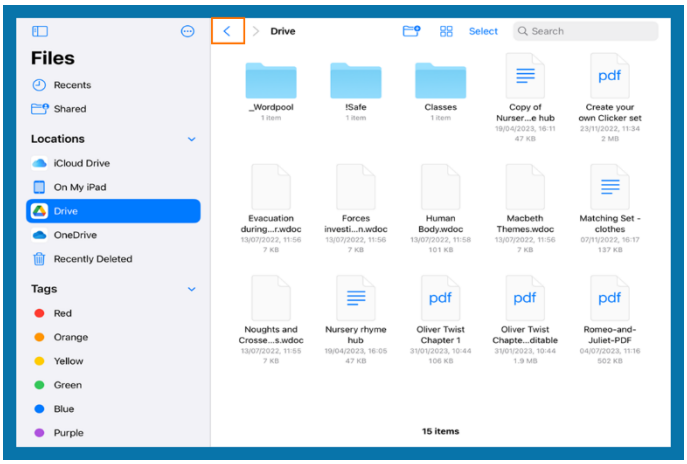
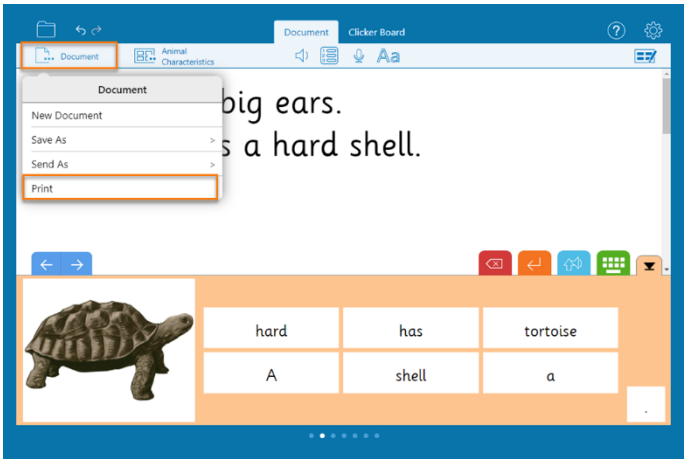
Top tips for saving, sharing, and printing

iPad



Open a Document or Clicker Set from Cloud Storage

- Open your iPad's Files App.
- In the top-left corner, tap **<** until you see the sidebar.
- Select your cloud app.
- Browse to your file and tap to open it.
- You can also open files from within the Clicker Apps. To do this, tap and choose My Files.
- Browse to your file and tap to open it.



Print a Clicker Document (Clicker Writer)

Print student's work to keep a physical record of their progress:

- Select and choose Print.
- This will then open your print options.

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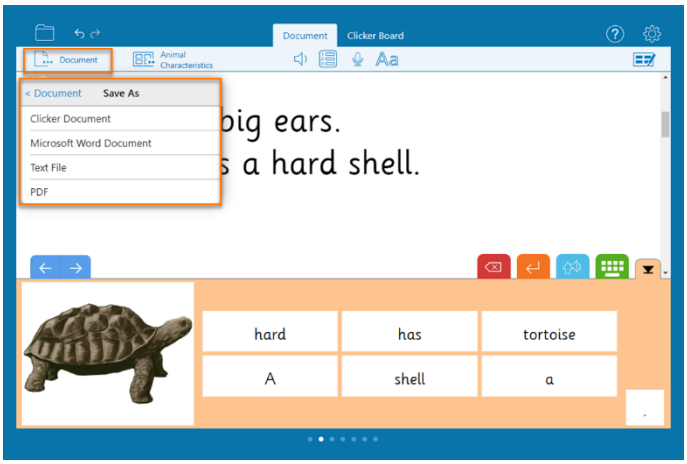

Save as type (Clicker Writer)

- Tap and choose Save As.
- Choose to save your document as a Clicker file, a Microsoft word document, or a PDF.
    - If you choose to save as a Word Document or PDF, you will be able to access the document on a device that doesn't have Clicker installed. However, you will lose any Voice Notes in the document - to keep these, always save your document as a Clicker Document.

Share via Google Classroom

- To share a Clicker file using Google Classroom, you will need to attach it to the relevant assignment.
- Download the file before opening it in Clicker.
- See our support article for step-by-step instructions on how to do this.

Share via Microsoft Teams

- To share Clicker files through Microsoft Teams, choose Send As from the menu in the Clicker App.
- In the iPad sharing menu, choose Teams.
- Search for the person or channel you want to share the file with.
- Tap the send icon in the top-right of the window.

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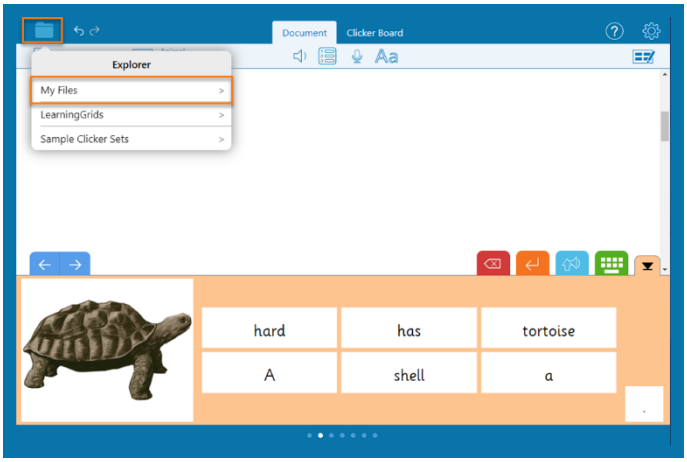
Top tips for saving, sharing, and printing

Chromebook



Open a Document or Clicker Set from cloud storage (Clicker Writer)

- Click and choose My Files.
- In the file explorer, select Google Drive on the left.
- Browse to your file and double-click to open it.

Open a Clicker Book from cloud storage

- Click and choose My Files.
- In the file explorer, select Google Drive on the left.
- Browse to your file and double-click to open it.

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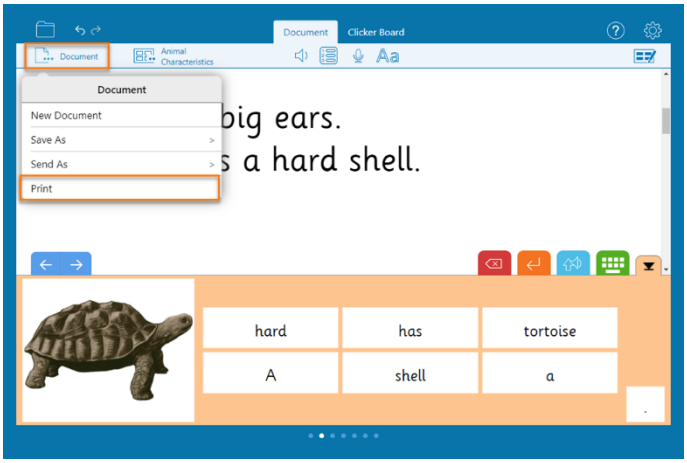
Open a Talk Set from cloud storage

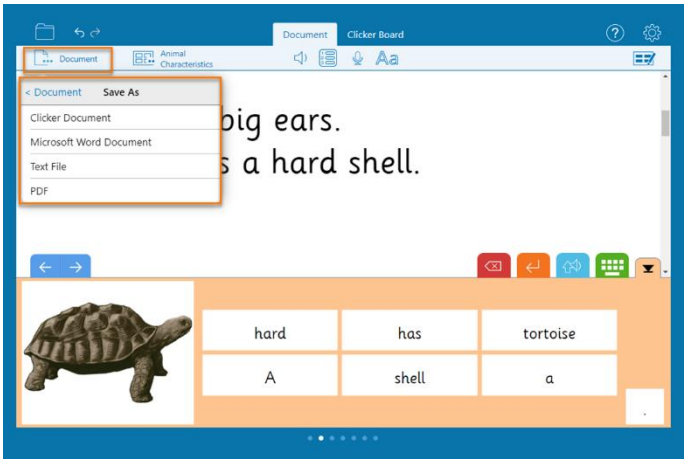
- Click and choose My Files.
- In the files explorer, select Google Drive on the left.
- Browse to your file and double-click to open it.



Print a Clicker Document (Clicker Writer)

Print a child's work to keep a physical record of their progress:

- Select and choose Print.
- This will then open your print options.



Save as type (Clicker Writer)

- Click and choose Save As.
- Choose to save your document as a Clicker file, a Microsoft word document, or a PDF.
- If you choose to save as a Word Document or PDF, you will be able to access the document on a device that doesn't have Clicker installed. However, you will lose any Voice Notes in the document - to keep these, always save your document as a Clicker Document.

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Share via Google Classroom

- To share a Clicker file using Google Classroom, attach it to the relevant assignment.
- Download the file before opening it in Clicker.
- See our support article for step-by-step instructions on how to do this.

Share via Microsoft Teams

- To share Clicker files through Microsoft teams, select **Attach** beneath the box where you type a message.
- Choose whether you want to attach a file from your cloud storage or from your device.
- Select the file and then select **Share** or **Open** - this will upload a copy of your original file.
- If the file you want to share is available in your computer's file directory, you can just drag it to the message to share it.

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