



Tailoring - Example Templates

Shows how to create the holders for student work, Example cards, which come into portfolios from Example templates. This lesson tells how to make Example templates in a Tailoring Set. You need two things: a Table of Contents template and an Example template. Related lessons: Tailoring - Organize the Portfolio, Tailoring - Prototypes.

1. Open Master Tailor.



2. Create a relevant Domain or skip ahead if it already exists.

The screenshot shows the Master Tailor application window titled "John Muir School.g3t". The interface includes a menu bar with "Tailoring Sets", "Fonts", "Symbols", "Reading Samples", and "Reports". The main area is divided into "Tailoring Sets" and "Card Prototypes". In the "Tailoring Sets" panel, a tree view shows "SchoolWideTailoring" expanded to "Student Information", with a red circle and arrow pointing to it labeled "1 Select an existing Domain.". A "Domain Properties" dialog box is open in the center, with the "Name" field containing "Language Arts" and a red circle and arrow pointing to it labeled "3 Name it.". The "Visibility" dropdown is set to "Universal Access". At the bottom of the dialog, the "OK" button has a red circle and arrow pointing to it labeled "4 Click.". Below the dialog, a "New" dropdown menu is open, showing options: "Tailoring Set", "Domain Template" (highlighted with a blue bar and a red circle and arrow labeled "2 Choose Domain Template."), "Topic Template", and "Example Template".

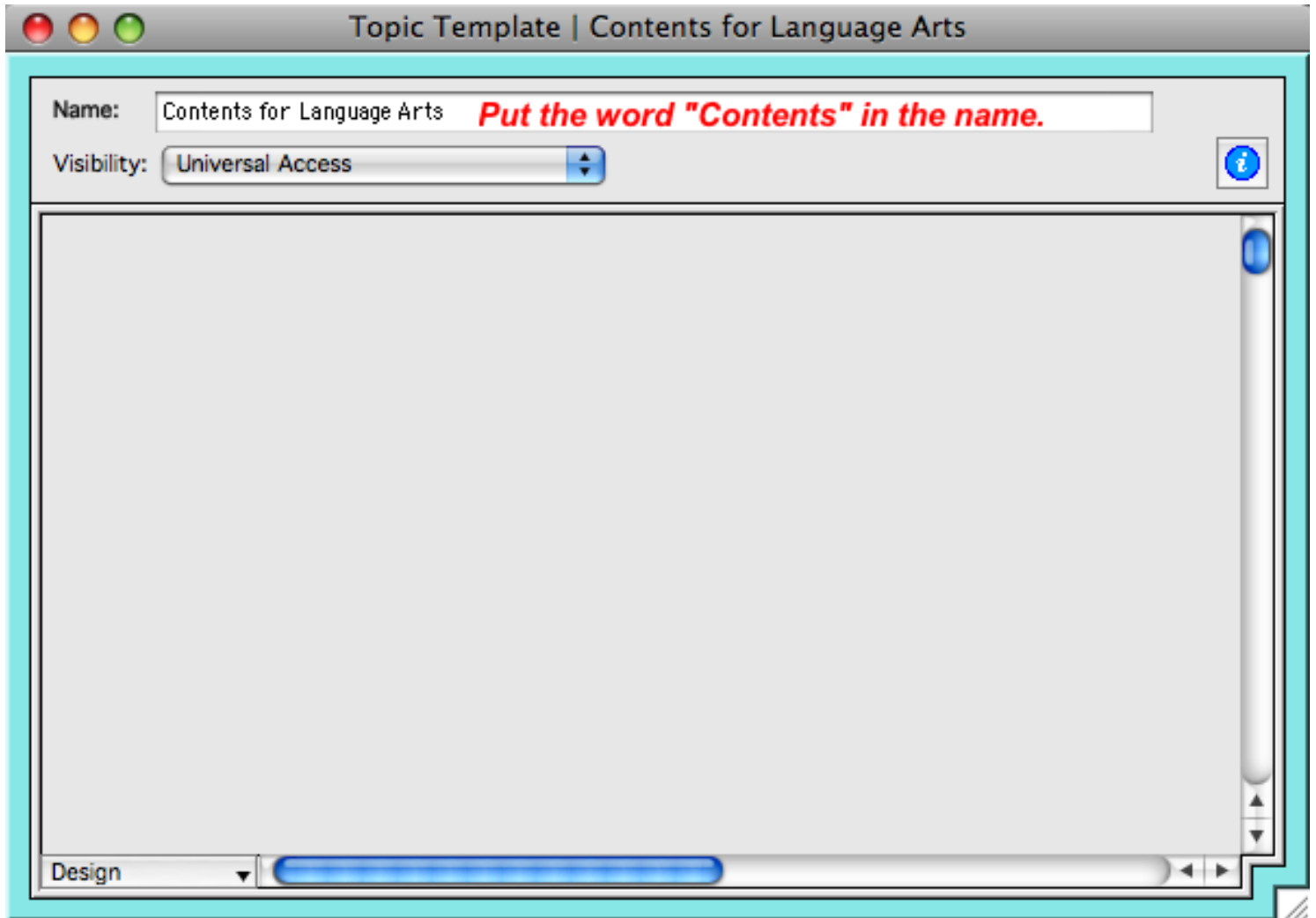


3. Add a Topic Template.

The screenshot shows the 'John Muir School.g3t' application window. The 'Tailoring Sets' tab is active, displaying a tree view under 'SchoolWideTailoring'. The 'Language Arts' domain template is selected, indicated by a red circle with the number '1' and the text 'Select'. A dropdown menu is open from the 'New' button, showing the following options: 'Tailoring Set', 'Domain Template', 'Topic Template' (highlighted in blue with a red circle and '2 Choose'), and 'Example Template'. The 'Card Prototypes' panel is empty.



4. Important: This Topic must become the Table of Contents (TOC). Glve it a "Contents" name.





5. Drag a Table of Contents from the Palette to the Topic Template.

The screenshot shows a window titled "Topic Template | Contents for Language Arts" with a sub-window titled "Item Palette". The main window has a "Name" field containing "Contents for Language Arts" and a "Visibility" dropdown set to "Universal Access". The "Item Palette" lists various items, with "Table of Contents" highlighted in a red box. A red arrow points from the "Table of Contents" item to the main content area of the window. The "Table of Contents" item is also highlighted with a yellow background.

| |
|--------------------------|
| Decorative Line |
| Descriptor Block |
| Exhibit - External File |
| Exhibit - Graphic |
| Exhibit - Movie |
| Exhibit - Reading Sample |
| Exhibit - Sound |
| Exhibit - Text |
| Exhibit - Web Page |
| Integer Field |
| Mail-To Field |
| Popup Menu |
| Radio Buttons |
| Slide Switch |
| Table |
| Table of Contents |
| Text Field - Long |
| Text Field - Short |
| Text Field - Styled |
| Yes/No (Boolean) Field |

Drag an item to a card.

Hint: Look for the Item Palette on the Window Menu.



6. Enter an Identifier on the Item Inspector.

The item stays red until the Inspector has the information it needs. In this case, it needs only an Identifier.

| Property | Value |
|--------------|------------------|
| Identifier | TOC |
| Access Group | Universal Access |
| Data Font | Standard Prompt |
| Prompt Text | |

Enter an identifier. This is REQUIRED for all items.

Hint: Double click the item to see its Inspector.

TOC = Table of Contents

7. On the TailorSet outline, things have turned red, a Contents card needs an Example.

Red--because an Example Template is missing.



8. Add an Example Template.

John Muir School.g3t

Tailoring Sets Fonts Symbols Reading Samples Reports

Tailoring Sets

- ▼ SchoolWideTailoring
 - ▶ Student Information
 - ▶ Language Arts
 - ▶ Contents for Language Arts **1**

Select the Contents Topic.

Card Prototypes

Buttons: New, Open, Remove, ← Add

Buttons: New, Open, Remove

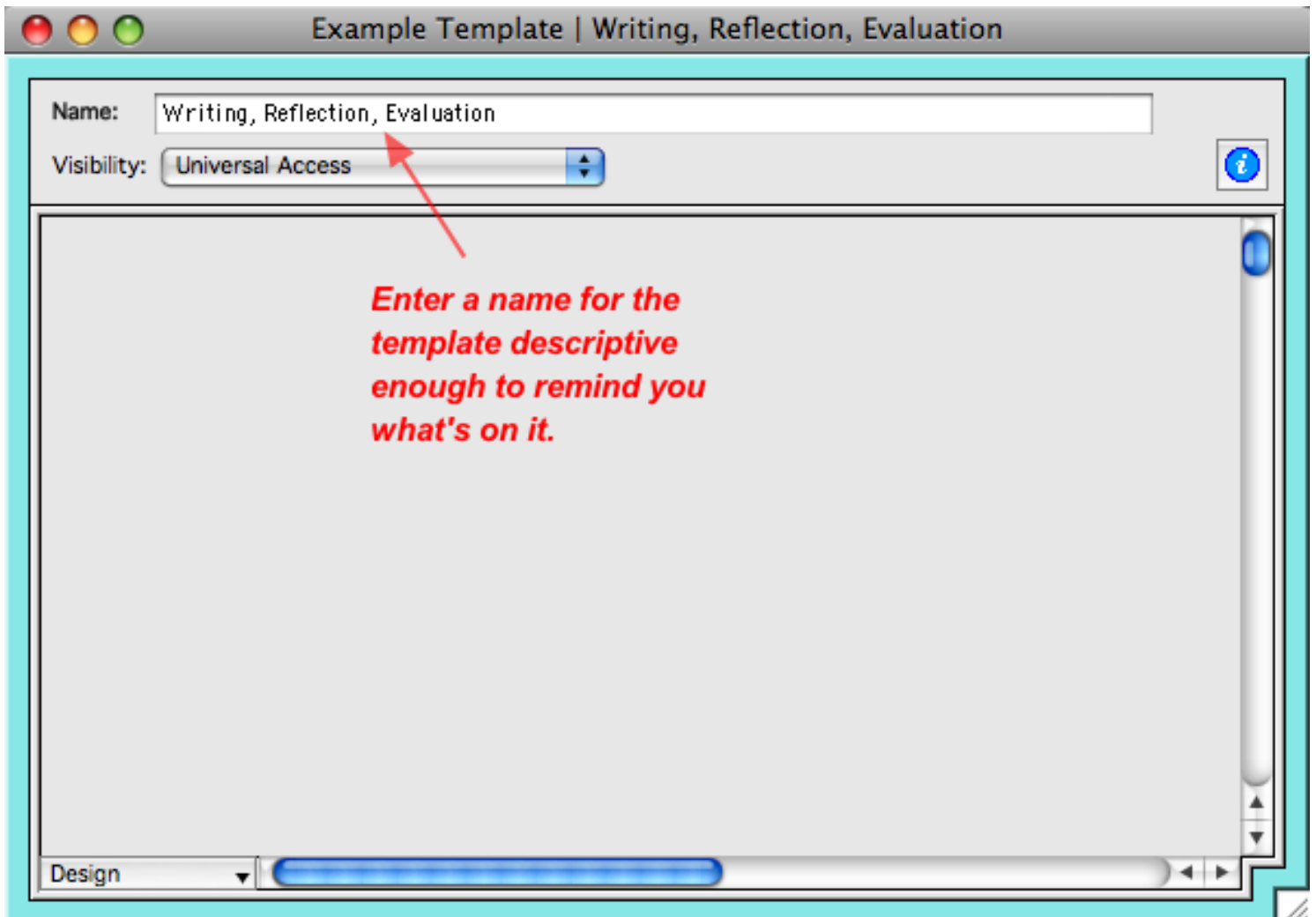
Dropdown Menu:

- Tailoring Set
- Domain Template
- ✓ Topic Template
- Example Template **2**

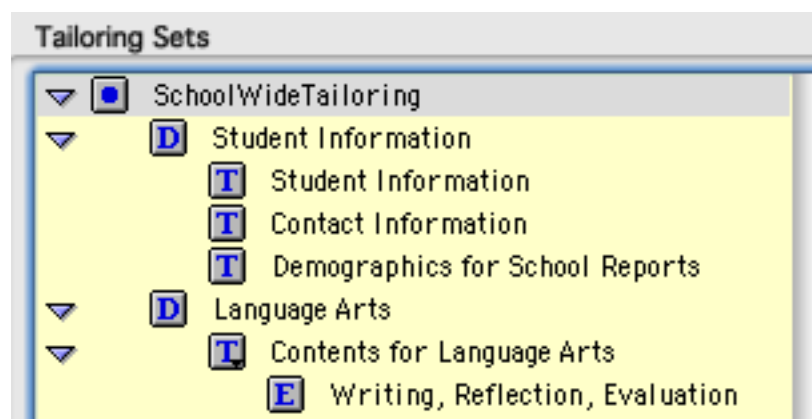
Choose Exam...



9. Give the Example Template a meaningful name.



10. Adding the Example under the Contents turned the red outline black.





Continue with the lessons on Card Layout and Item Palette.