

## Classroom Suite 4 (Win/Mac) v.4.1

### Customizing a Math Activity

#### Introduction

Classroom Suite 4 is a tool that assists students in grades pre-K through 5 develop their reading, writing, and math skills. All activities can be accessed using a standard keyboard, switch or Intellikeys. Students are led through three stages with every activity; Show Me, Practice and Challenge. Activities can be used immediately (out of the box) or easily customized and can align with district or core curriculum. Each activity compiles scores and the time taken to complete an activity. This enables teachers to gather data, monitor student's progress and determine whether additional support and instruction is required.

#### Curriculum Activities – Math

There are six key math areas that are addressed in Classroom Suite 4

- **Assessments** – Addition Assessments, Subtraction Assessments, Multiplication Assessments, Division Assessments, and Response Latency Assessments
- **Early Math Concepts** – Counting, Sorting, and Patterns
- **Whole Number Operations**- Learning Addition and Subtraction Models, Subtraction Under 20, Addition and Subtraction Fact Families, Learning Multiplication and Division Models, Multiplication Under 150, Division Under 150, and Skip Counting
- **Place Value** - Learning Base Ten Blocks, and Addition and Subtraction with Base Ten Blocks
- **Fractions and Decimals** - Learning Fraction Models, Adding Fractions with Common Denominators, Subtracting Fractions with Common Denominators, Equivalent Fractions, Learning Decimal Models and Adding and Subtracting Decimals

This tutorial assumes...

- That Classroom Suite 4.1 is installed on your computer.
- You have print capability.
- You are signed on as an Administrator

#### Learning Objectives

Completion of this tutorial will give you experience with the following:

- Locating and opening a template.
- Modifying an existing template.
- Customizing, previewing and publishing a template.
- Saving and printing a template.

## Classroom Suite 4 Home Page

### To launch Classroom Suite –

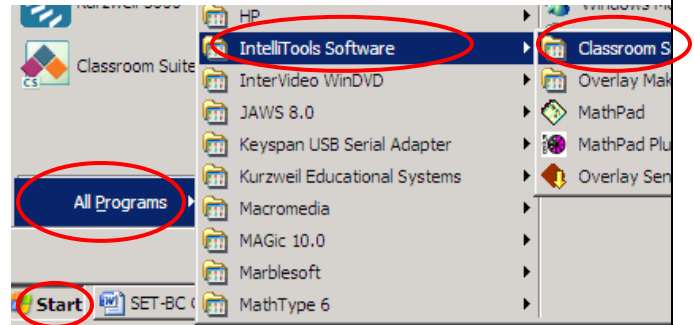
1. Double click on the **Classroom Suite 4.1** icon on your desktop. The program will launch.



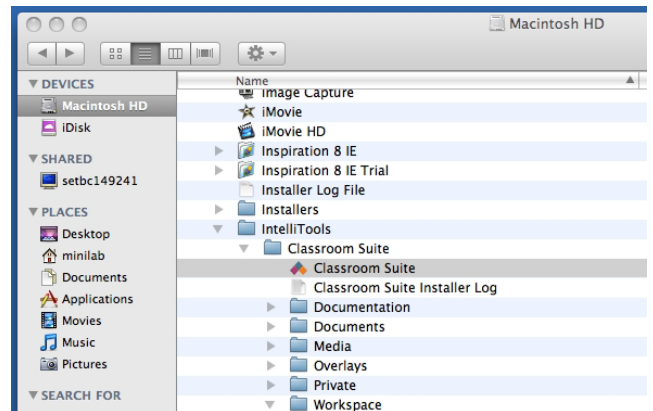
Or

2. **Windows:** Click on the Start menu ➤ All Programs ➤ Intellitools Software ➤ Classroom Suite. Select Classroom Suite from the program list.
3. **Mac:** Click on Macintosh HD ➤ Applications ➤ Intellitools ➤ Classroom Suite Folder ➤ Classroom Suite Icon.

### Windows:



### Mac:



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### To sign into the Classroom Suite

A sign in screen appears. You have the option to sign in as an Administrator or Guest. In order to customize a template you need to **Sign in** as an **Administrator**. The password is '**Administrator**.'



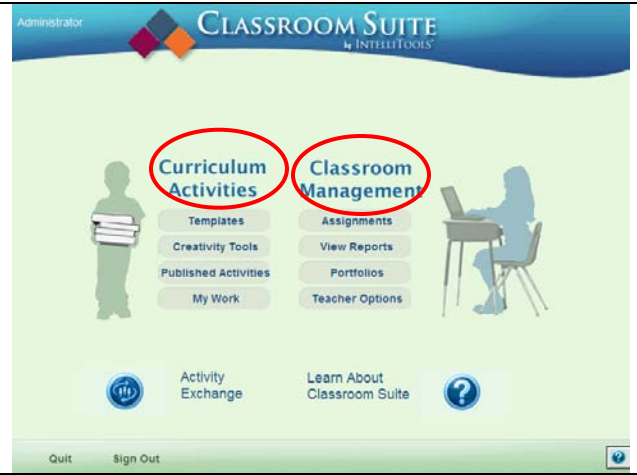
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### To open an activity

Classroom Suite opens to the **Home Page**. The **Home Page** has two menus: **Curriculum Activities** and **Classroom Management**.

\*\*\*Please note that the **Home Page** should only be made available to the Administrator, Teacher or Educational Assistant not the student.



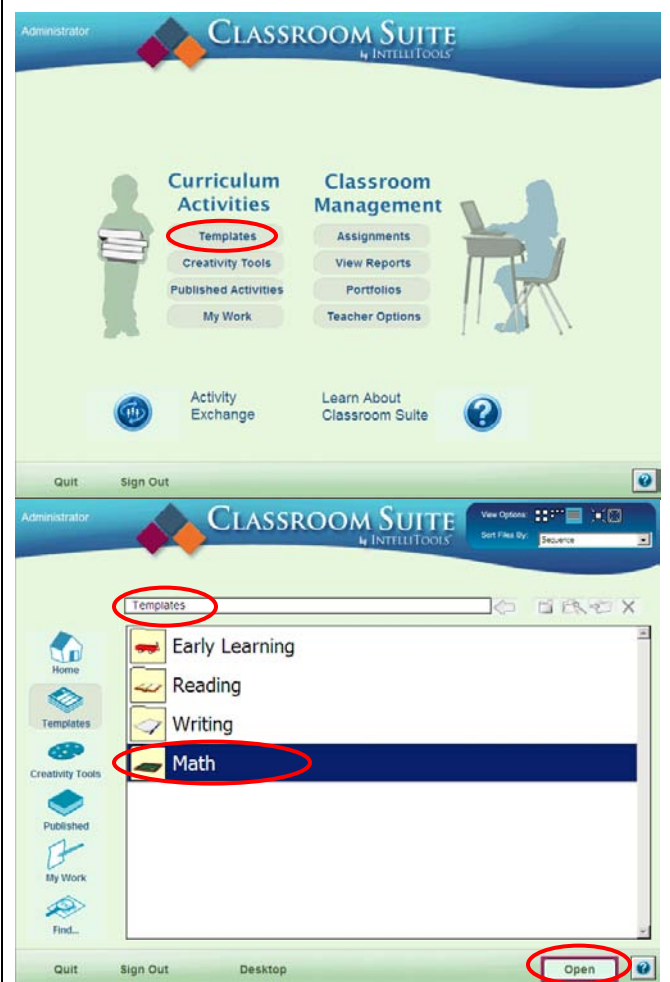
## Opening a Template in Classroom Suite 4 for Customization

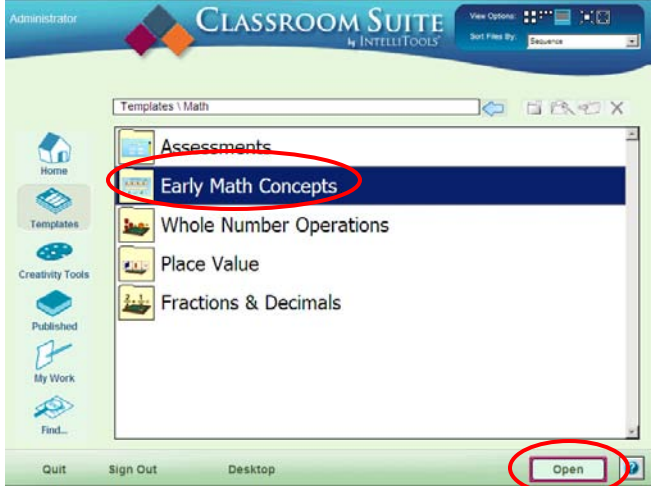
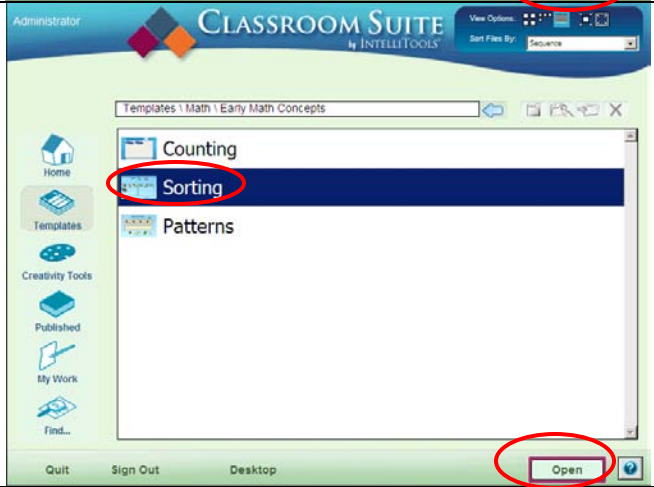
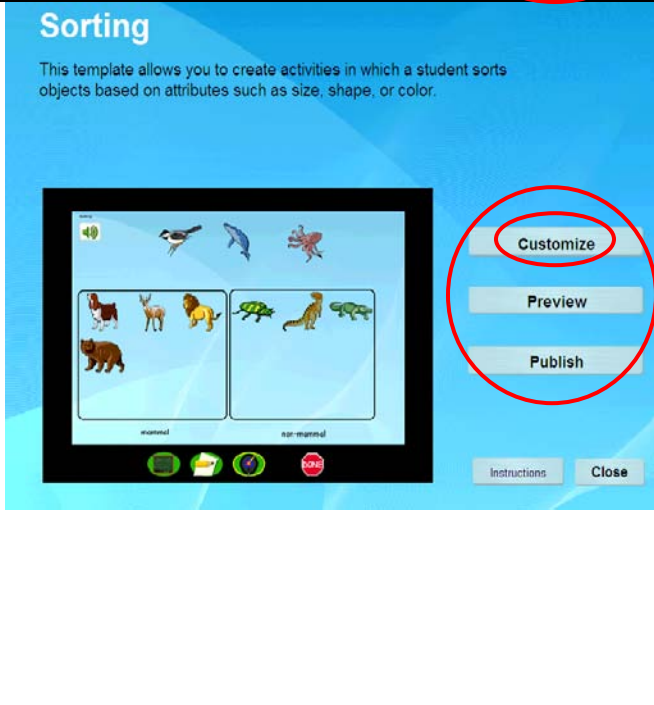
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Under the **Curriculum Activities** column click on the **Templates** button.

The **Templates Navigation Screen** opens. For this tutorial we are going to open the **Math** Folder.

Click on the **Math** folder. It is highlighted in Blue. Click on **Open**.



<p>2</p>	<p><b>To Open Early Math Folders</b></p> <p>For the purposes of this tutorial we are going to open <b>Early Math Concepts</b>.</p> <p>Click on <b>Early Math Concepts</b>. Click on <b>Open</b>.</p>	
<p>3</p>	<p><b>To Open an Activity</b></p> <p>For the purposes of this tutorial we are going to open the <b>Sorting</b> template.</p> <p>Click on <b>Sorting</b>. Click on <b>Open</b>.</p>	
<p>4</p>	<p><b>To Use the Template.</b></p> <p>When the <b>Sorting</b> window opens it gives a brief outline of what the <b>educational objectives</b> are for the template. Most templates have <b>three</b> common features:</p> <p><b>Customize</b> – you can make changes to the template</p> <p><b>Preview</b> – has two functions –</p> <ol style="list-style-type: none"> <li>1. You can try out an activity to see if it is something that you would like to customize for your students.</li> <li>2. If you choose to customize the template you can preview it to see if you like the changes that you made</li> </ol> <p><b>Publish</b> –to save the template, save it using the current settings allowing you to assign it to your students so that they can use it. To customize a template. Click on <b>Customize</b>.</p>	

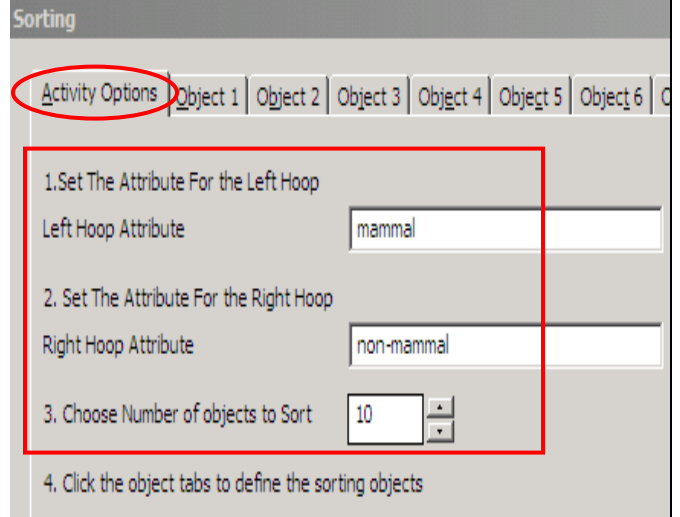
## Customizing a Template in Classroom Suite 4

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In this activity there are three different types of tabs that need to be customized: **Activity Options Tab, Object 1-10 tabs and the Practice and Challenge Tab**

### To Customize Activity Options Tab

Click on the **Activity Options** tab it is the first tab to be customized. In the **Activity Options** tab you can make the following changes to your **Sorting** template: **Set the Attribute For the Left and Right Hoop**, and **Choose the Number of Objects to Sort**. You can select a minimum of **2** and a maximum of **10** objects to sort.



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### To Customize Object Tabs

Click on **Object Tab 1**. Each Object tab has three features that need to be changed:

1. Set the Attribute,
2. Set the Name and
3. Choose a picture.

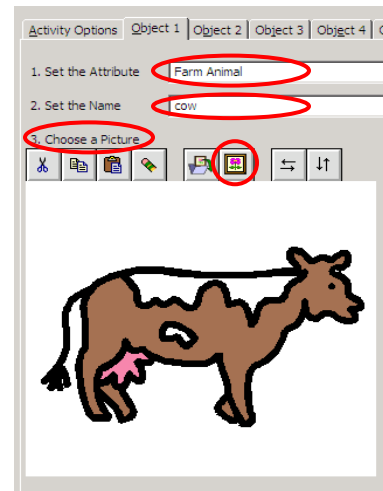
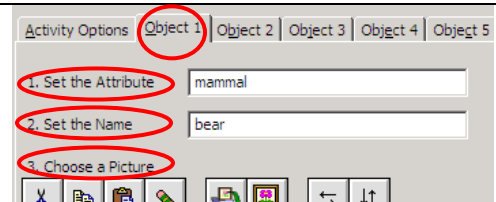
In this example **Object 1** tabs features were changed as follows:

**Set Attribute** was changed from **mammal** to **Farm Animals**

**Set the Name** was changed from **bear** to **cow** and

**Choose a Picture** was changed from **bear** to **cow**

Continue to change the contents of the remaining **9 Object tabs**.



**1c To customize the Practice and Challenge Tab**

The last tab to be customized is the **Practice and Challenge** Tab. You can assign a **Passing percentage in Challenge** and a **Maximum allowed Challenge attempts** for the users.

Once you are happy with your selections. Click **OK** or you can continue to customize by clicking the **More Options** button

**1d To customize More Options**

You can further customize each tab by clicking on the **More Options** button which is located on the bottom left of each window. The **Sorting Settings** window opens. There are a series of 9 customizable tabs. They are as follows: **Design, Caption, Writing, Toolbars, Appearance, Word Prediction, Page Size, Scanning Overrides and Classifications.**

Once you are happy with your selections. Click **OK**. You have now completed the customization process.

**Previewing a Template in Classroom Suite 4**

**1 To Preview a Template in Classroom Suite 4**

It is a good idea to **Preview** your template before you **Publish** it.

Once you clicked **OK** in the **Sorting Settings** window you will be taken to the **Sorting Template** window. You can now preview your changes.

Click **Preview** and the newly created Sorting Template window opens.

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### To Preview the newly created template

Once the window opens follow the verbal prompts. If you are happy with how your template looks and sounds Click **Publish**.



## Publishing a Template in Classroom Suite 4

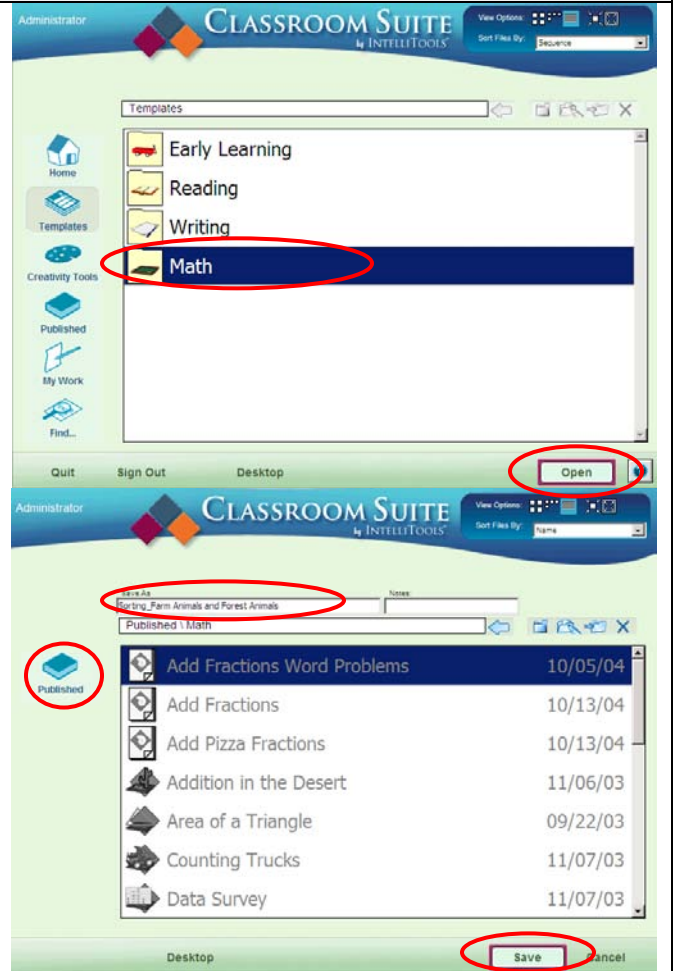
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### To Publish a Template

The **Published** templates will open. Click on the **Math** Folder and click **Open**.

Pick a name for your activity i.e., **Sorting Farm and Forest Animals** and click on **Save** at the bottom of the window.

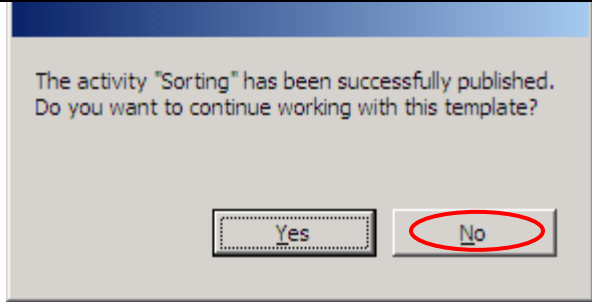
\*\*\*\*Please note that there is a **Published** icon on the left hand side. This indicates that the template that you customized will be published. For the purpose of this tutorial the template was published in the Math folder.



**2**

**To finish working with the template**

Once you click on the **Save** button you are presented with two options: continue to work with the template to create another activity – click **Yes** to continue working with the template - click **No** and be returned to the **Home Window**.

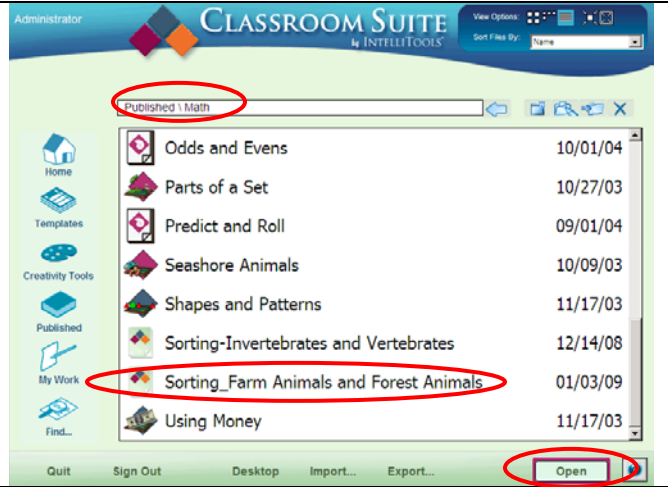



**3**

Notice that your published activity is now listed as one of the **Published/Math** activity choices.

The user can now click on the published activity and click on **Open** to start using it.

Congratulations! You have just created a new sorting activity using the sorting template.



 Tip: You can find published activities in the Published folder located on the Home and Navigation screens.