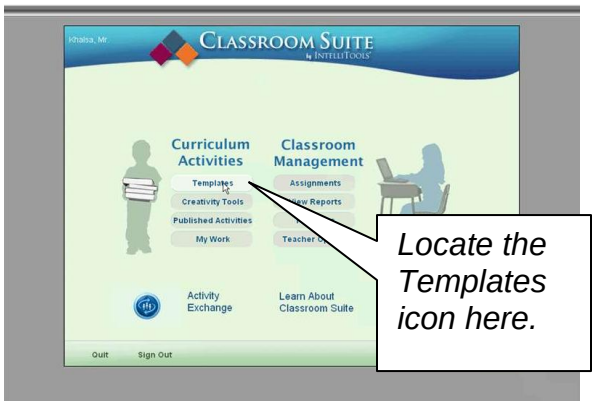
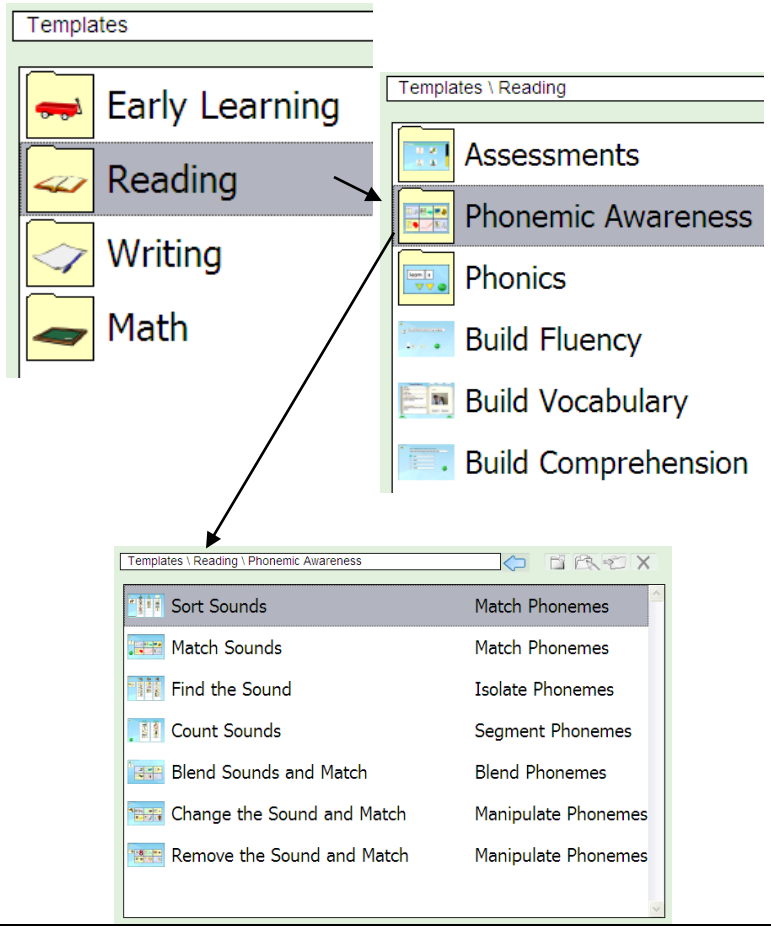
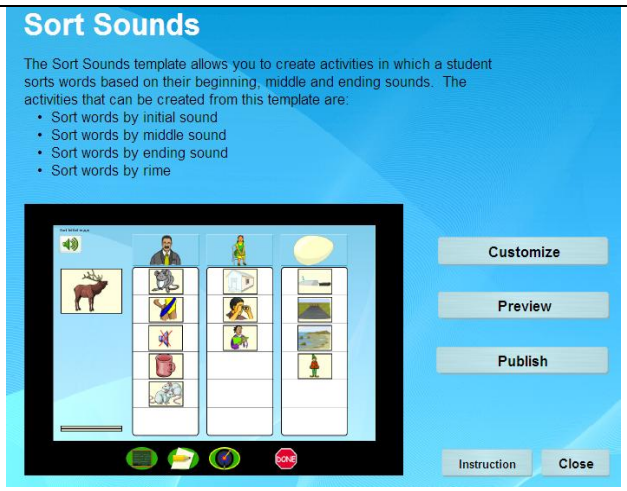
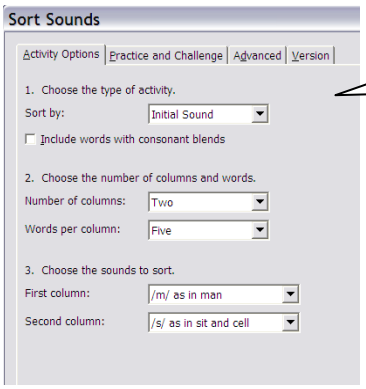
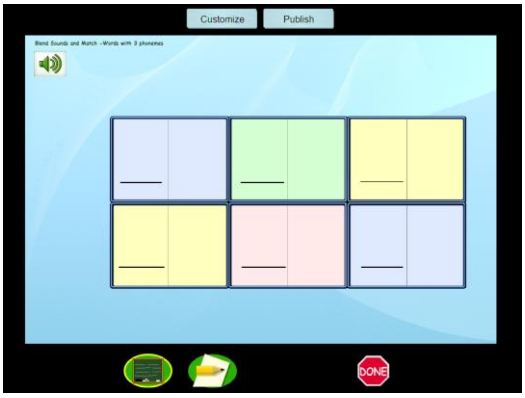
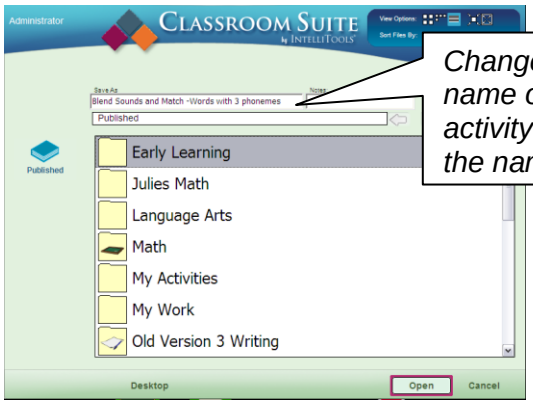
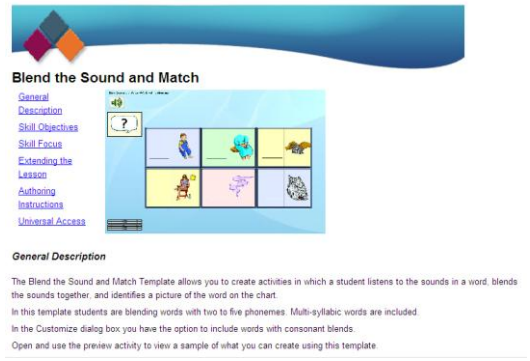
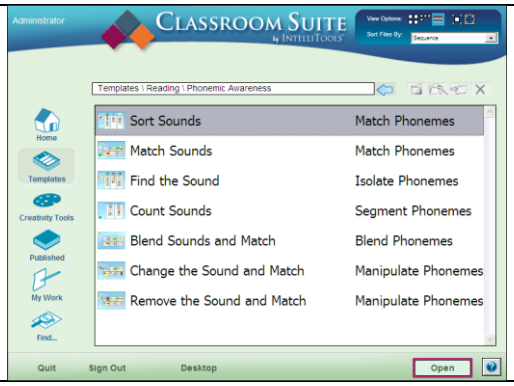
Special Education Technology - British Columbia
105-1750 West 75th Avenue Vancouver, B.C., Canada V6P 6G2
Phone: 604 261-9450 Fax: 604 261-2256 www.setbc.org

Classroom Suite (Win/Mac) v.4.x Quick Start Guide

Using Templates

1	From the **Home Page** of Classroom Suite 4, click the **Templates** icon in the **Curriculum Activities** section on the left.	
2	Folders of templates will appear. • **Double-click any folder** to open it and see a list of folders with activity templates. (In this example the Reading folder is selected and clicked). Within a **Subject area** folder (in this case the **Reading** folder) you will find a list of folders that support the subject. • **Double-click any folder** within the subject area folder, (in this case the Reading folder) to view specific activity templates. • **Double-click any specific activity** to open the template.	

3	Each template opens to a **teacher page**. It shows the **title, a sample page, and a description of customization options**. • Click on **Customize** to **customize** the template to suit your student's needs. A **customization box** appears. Customize your activity.	  *The **Customization box**.*
4	• Click on **Preview** to **preview** the activity. You will have access to the **Show Me, Practice and Challenge** functions. Within the preview area, you can select **Customize** which allows you to tailor the activity to your student's needs and **Publish** which allows you to make the activity available to your student**.**	
5	• Click on **Publish** to immediately **publish** the activity to the **Published Activities** folder. If you have customized the activity, adjust the name to reflect your customization in the name field before you save it. Select a folder from within this area to save your activity into; or create a new folder and save it in the new folder. Once you have published an activity it is available for you to assign to a student.	 *Change the name of your activity here in the name field.*

6	• Click on **Instructions** to open **Help** and get more **instructions for the activity you have opened**.	
7	• Click on **Close** to **close** the template and return to the last folder location.