

Classroom Suite (Win/Mac) v.4.x

Customizing the Early Learning Puzzles Template

Introduction

Some students need motivating activities to encourage them to try new technology. Sometimes creating activities that will interest friends and classmates is very motivating when introducing technology to a reluctant student.

This tutorial assumes

- You have Name of Classroom Suite 4 installed on your student's computer.
- You are signed on as an Administrator or Teacher.

Learning Objectives

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

- Locating the Templates area of Classroom Suite
- Customizing a Template
- Changing an image using the Image Library and/or a digital photo
- Previewing a Template
- Publishing a Template

Case Study

Freddy is a student in grade 3 who has just received Intellikeys and Classroom Suite 4. He doesn't show much interest in the assistive technology. He really loves hockey and watches with his friends. His teacher would like to create an activity that would be of great interest to both he and his friends to encourage him to try out the new technology. She has decided that using pictures of Freddy's favourite hockey player would be very motivating.

Customizing the Template

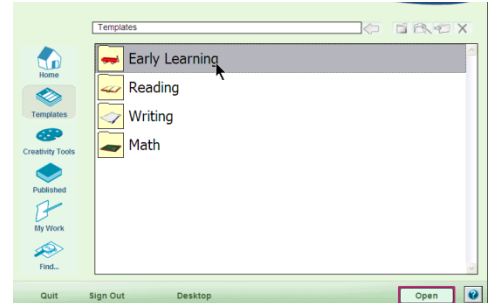
1

From the Home Window select **templates**.



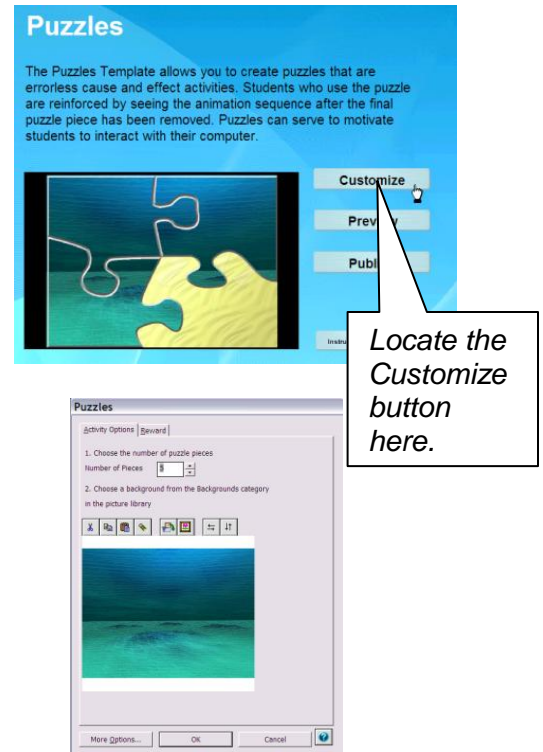
2

Select **Early Learning** by **double-clicking** on the title bar or clicking once to highlight the title and then clicking once on the **Open** button at the bottom of the window. When the new window opens select and open **Puzzles/Easy** and **Fun Puzzles**.



3

The Puzzles template on the right will open. Click on **Customize** and the **Puzzles** working window will appear.



4

At the top of the window, using the **up and down** arrows, select the number of puzzle pieces in the activity.

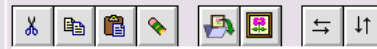
Puzzles

Activity Options | Reward

1. Choose the number of puzzle pieces

Number of Pieces

2. Choose a background from the Backgrounds category in the picture library



5

Now we will change the background image. Select the **Insert Picture from Library** icon.

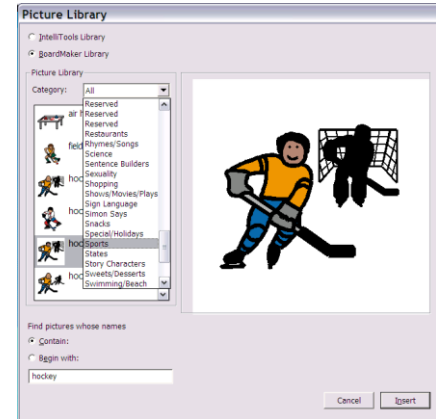
2. Choose a background from the Backgrounds category in the picture library



6

When the Picture Library window opens, click on the **down arrow** to the right of the **Category box** and select a category. Using the **scroll bars** move down the list until you see a picture you would like to use.

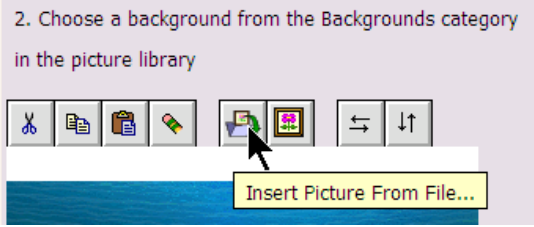
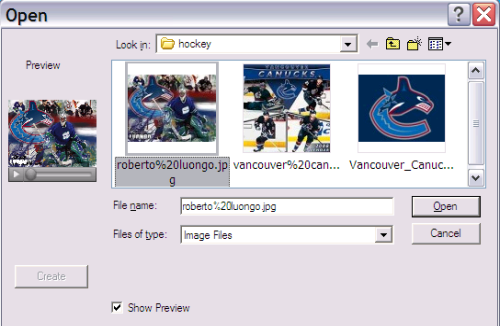
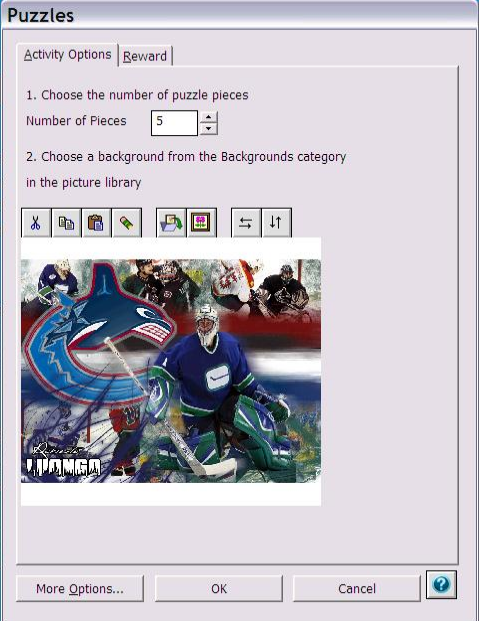
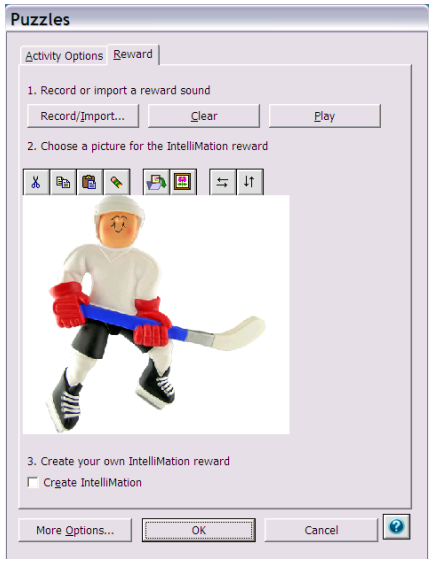
Click once on the **picture and title** to make it visible in the window to the left. When you have made your selection, click on the **Insert** button at the bottom of the screen. Alternately you can **double-click** on the picture and title to select and insert the new picture all in one step.



7

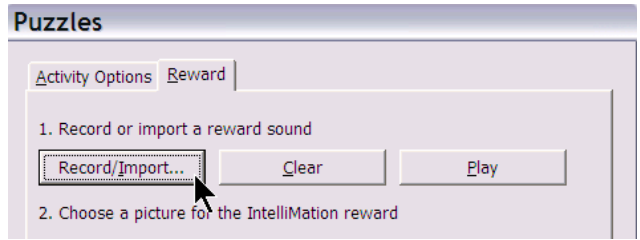
The **Picture Library** window will close and you will be returned to the **Puzzles** working screen with your new picture displayed, shown at the right.



8	<p>If you would like to change the picture to one that you have on file on your computer select the Insert Picture from File icon.</p>	 <p>2. Choose a background from the Backgrounds category in the picture library</p>
9	<p>When the window opens, navigate on your computer to the place where you have saved your picture. You can click once on the picture file and select Open, or you may double-click on the file.</p>	
10	<p>Your new picture will be pasted into the Puzzle Picture window.</p>	
11	<p>Before closing this window, click on the Reward tab at the top of the screen to open the Reward window. Here you can record or import (advanced tutorial) a sound into your activity, change the picture or create your own IntelliMation (advanced tutorial).</p>	

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To record a sound you will need a microphone attached to the computer. Click on the **Record/Import** button and the recording window will open. Click on the **Record** button and Classroom Suite 4 acts like a tape recorder. Click **Stop** when you are done.

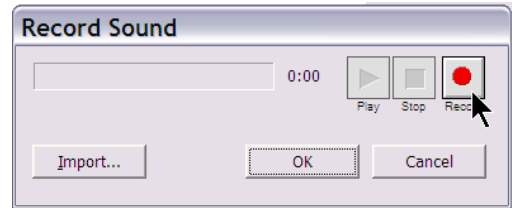


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Preview your recording by clicking on the **Play** button. If you like it click **OK**. If you do not like it, click on the **Record** button to make a new recording. When you are happy with the recording click **OK**.

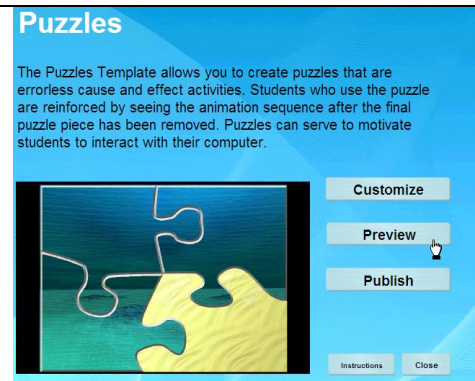
You will be returned to the **Reward Puzzles** working window.

Change the picture following the same procedure as in steps 5-7.



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When you are done click **OK**, you will be returned to the **Puzzles Template**. Click on **Preview** to try out your new puzzle.



15

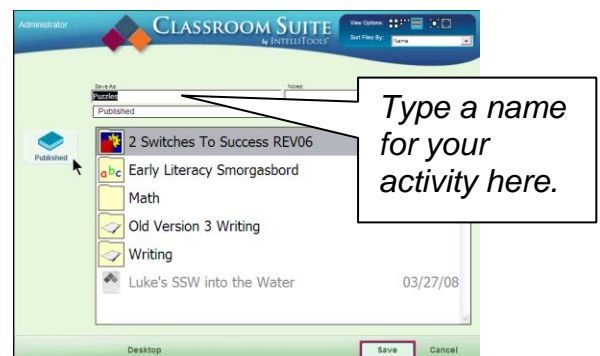
If you want to make changes click on the red **Done** button at the bottom and you will be returned to the **Puzzles Template** screen where you would choose **Customize** to go back and work on your activity.

If you are happy with your puzzle you can click on the **Publish** button at the top.



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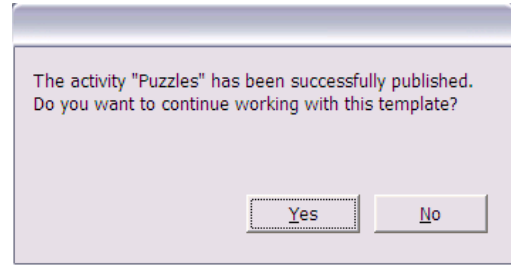
The **Published** folder will open. Name the activity and click on **Save** at the bottom of the window.



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Once you click on the **Save** button you are presented with two options:

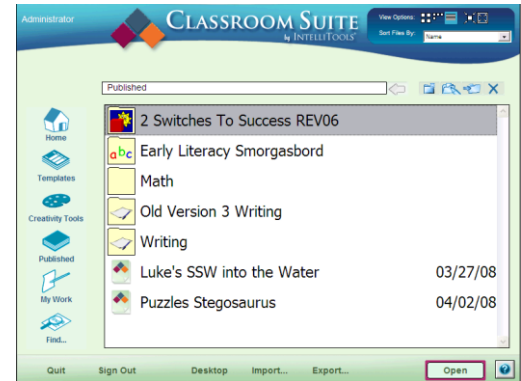
- continue to work with the template to create another activity – click **Yes**
- finish working with the template - click **No** and be returned to the **Home Window**.



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Notice that your published activity is now listed as one of the activity choices.

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



Tip...

Using the Puzzle Template with an image from science or socials allows you to create activities that will include all students.