

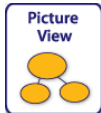
Tutorial Four: Creating activities using the Teacher menu

The Teacher menu provides controls for setting up and customising activities. In this lesson, you will create a new Kidspiration activity in Picture View called “Four Facts About Elephants.” You will learn to do the following:

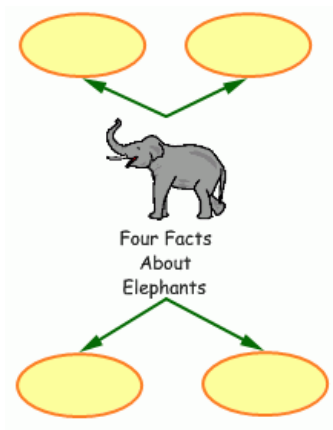
- Enable and add a password to the Teacher menu
- Add an Internet hyperlink
- Create a Teacher symbol
- Lock a symbol
- Use Kidspiration’s audio tools
- Save your project using the Activity Wizard

Creating a new activity in Picture View

1. Start Kidspiration.
2. Click the **Picture View** button to start a new diagram.



3. In the *Main Idea* symbol, type **Four Facts About Elephants**.
4. Click the **Add Symbol** button on the **Picture** toolbar four times.
5. On the **Symbol palette**, type **elephant** into the box and click the **Find** button.
6. Click the *elephant* symbol to replace the round symbol. Move the bottom symbols so your diagram looks like this:



Enabling the Teacher menu

When you enable the Teacher menu, you make the commands on the Teacher menu available.

- To enable the Teacher menu, click **Enable Teacher Menu** on the **Teacher** menu.

When the Teacher menu is enabled, a tick appears next to the command.

Adding a password to the Teacher menu

You can create a password for the Teacher menu to prevent pupils from changing your preferences.

1. On the **Teacher** menu, choose **Application Options**.
2. Place a tick in the box next to **Password Enabled**.
3. Click the **Set Password** button.

The Set Password dialogue box appears.

4. In the **Enter Password** box, type the password you want to use.
5. In the **Confirm Password** box, type the password again, and then click **OK**.


When you enable the Teacher menu, you will be prompted to enter your password.

Note: If you forget your password, you can always use the password “Kidspiration3” to enable the Teacher menu.

Adding an Internet hyperlink

You can easily add Internet hyperlinks to ideas, notes, symbols and links. Hyperlinks can be added by simply typing the URL, for example, “www.inspiration.com.” You can also assign a hyperlink to selected text.

1. Click in the upper left corner of the diagram.

The crosshair  shows you where the new symbol will appear.

2. On the **Symbol palette**, click the thinking bubble symbol to add it to the diagram, and then type **Learn more about elephants on the Internet**.



3. Select the text *Learn more about elephants on the Internet*.
4. On the **Teacher** menu, click **URL Hyperlink**.

The text *Learn more about elephants on the Internet* appears in the **Hyperlink Text** box.

5. In the **Hyperlink Address** box, type **www.worldwildlife.org/elephants**, and then click **OK**.

The text *Learn more about elephants on the Internet* is now formatted as a hyperlink.



You can click the link to start your browser and go to the web site.

Creating a Teacher symbol

You can format a symbol so it appears only in Picture View. This feature is useful for instructions or symbols that are not relevant in Writing View.

1. Select the *Learn more about elephants on the Internet* symbol.
2. On the **Teacher** menu, click **Teacher Symbol**.

The handles on a Teacher Symbol are red triangles.



3. On the **Picture** toolbar, click the **Go to Writing View** button.


The *Learn more about elephants on the Internet* symbol does not appear in Writing View.

4. On the **Writing** toolbar, click the **Go to Picture View** button to return to **Picture View**.

Locking the position of a symbol

To add additional control to an activity, you can lock the position of a symbol or SuperGrouper shape to ensure that pupils do not accidentally move or delete it. When a symbol is locked, you can still format the symbol and edit the text.


1. With the *Learn more about elephants on the Internet* symbol selected, click **Locked Item** on the **Teacher** menu.

When a Teacher symbol is locked, its handles look like this  .
You cannot move, replace or delete a locked symbol.



Listening to the text in the diagram

Speech supports auditory learners and helps pupils develop important text-picture-meaning connexions. Using the Listen tool, all text can be read aloud.

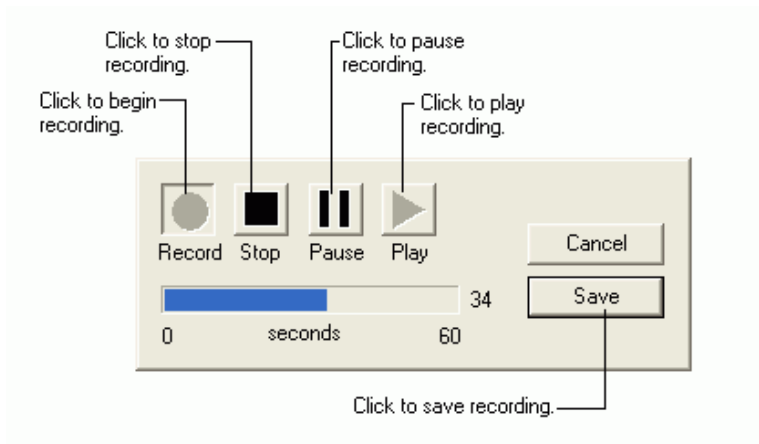
1. Select the *Four Facts About Elephants* symbol at the centre of the diagram.
2. On the **Picture** toolbar, click the **Listen** button  .
The computer reads the text in the symbol.
3. To turn the Listen tool off, click the **Listen** button again.


Recording words or narration

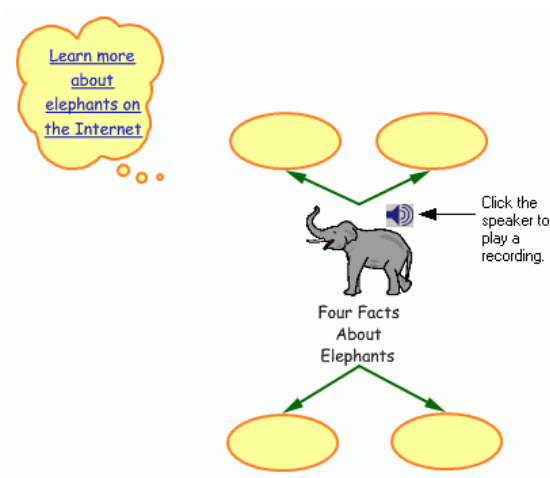
To support emerging readers, you can record words or narration and attach it to a symbol.

1. With the *Four Facts About Elephants* symbol selected, click **Record** on the **Sound** menu.
To begin recording, click the **Record** button.
2. Say, “**Can you find facts about the native habitats of elephants?**”

When you are finished, click the **Save** button.



3. To play the recording, click the speaker  in the upper right corner of the *Four Facts About Elephants* symbol.



Saving a project as an activity

Now you are ready to save your work as an activity. The Kidspiration Activity Wizard takes you step-by-step through the process of creating an activity. You can save the activity to any location.

1. On the **Teacher** menu, click **Save With Activity Wizard...**

The Kidspiration Activity Wizard opens. Click **Next**.

2. Select **All Libraries**, and then click **Next**.
3. Review the Picture View Defaults, and then click **Next**.
4. Review the Text Defaults, and then click **Next**.
5. Review the Writing View defaults, and then click **Next**.
6. Select **Kidspiration Activities Folder**.
7. To save the activity in the “Science” category in the Kidspiration Starter, click the **Science** button.
8. To save the activity, click the **Save Activity** button.

Four Facts About Elephants is now available as an activity in the Kidspiration Starter under the “Science” category.

9. In the **Success** dialogue box, click **OK**.

The diagram closes and you return to the Kidspiration Starter.

Congratulations! You have finished the *Learning Kidspiration, Picture and Writing View Tutorials*.