

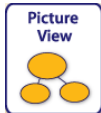
## **Tutorial Four: Creating activities using the Teacher menu**

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:

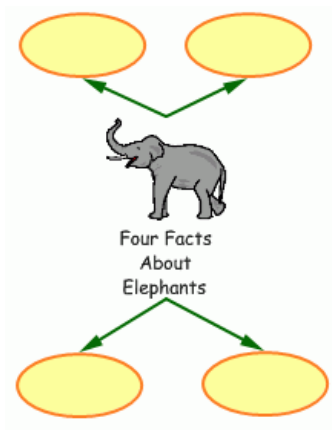
- Enable and add a password to the Teacher menu
- Add an Internet hyperlink
- Create a Teacher symbol
- Lock a symbol
- Use Kidspiration’s audio tools
- Save your project using the Activity Wizard

## 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](http://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.

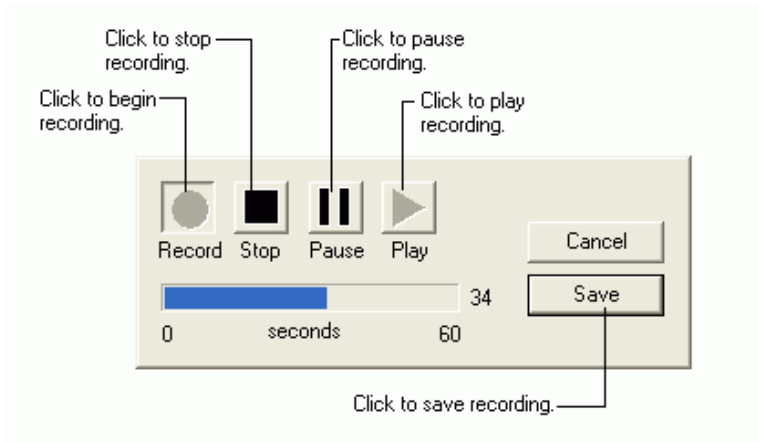
1. Select the *Four Facts About Elephants* symbol at the centre of the diagram.
2. On the **Picture** toolbar, click the **Listen** button  .  
The computer reads the text in the symbol.
3. To turn the Listen tool off, click the **Listen** button again.


## Recording words or narration

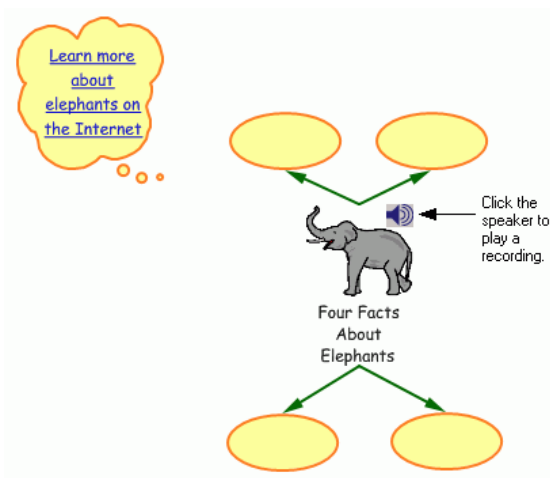
To support emerging readers, you can record words or narration and attach it to a symbol.

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*.