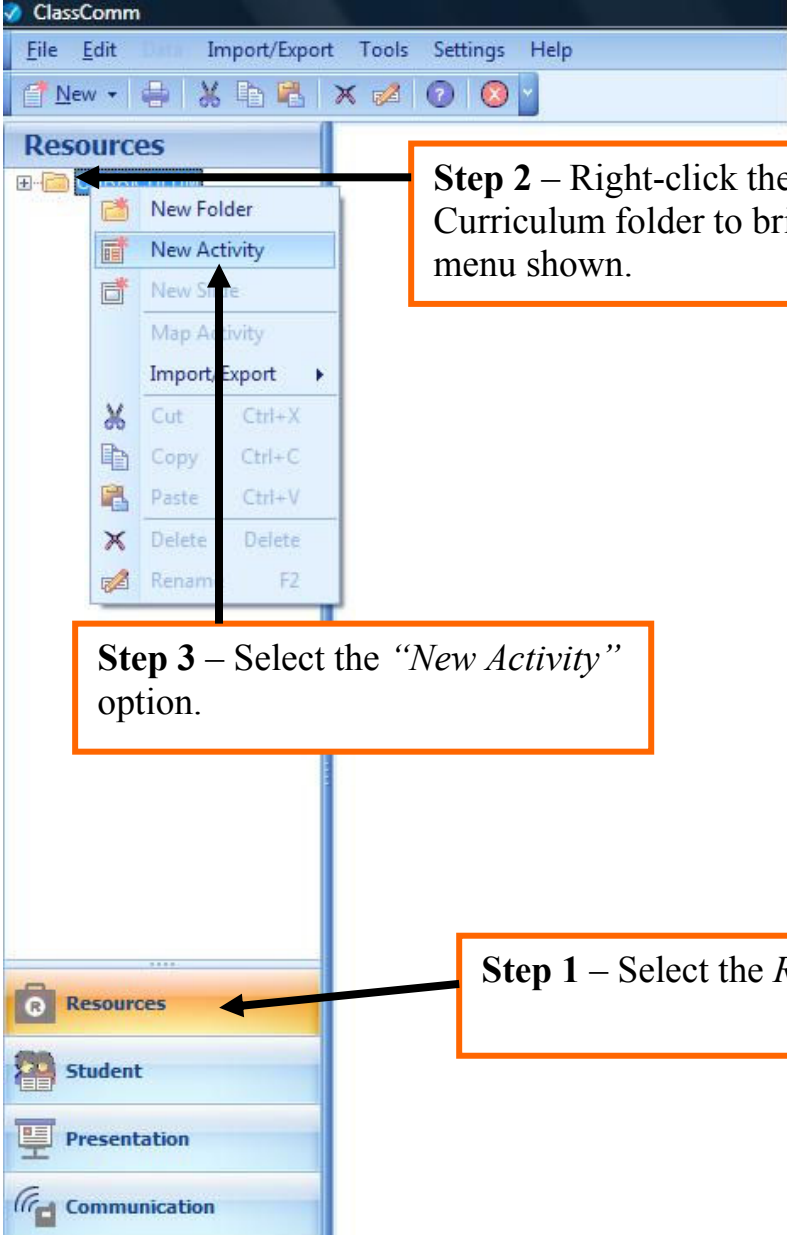


ADDING AND MAPPING RESOURCES

Revision 1.02

May 2009
Interactive Education Ltd.

METHOD 1 – POWERPOINT PLUG-IN

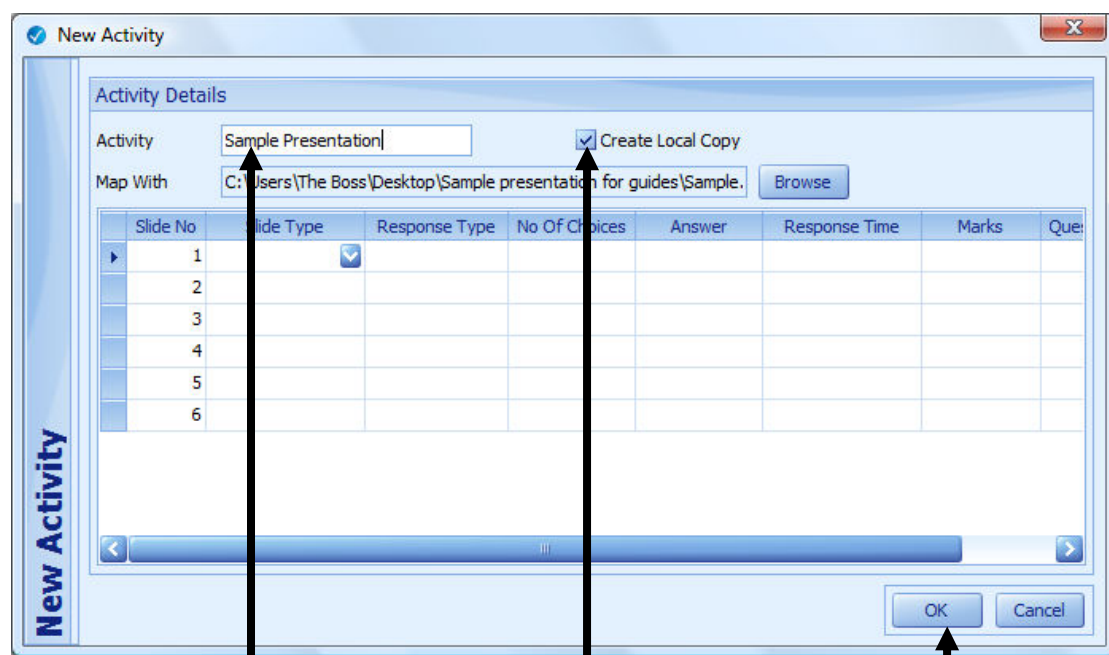
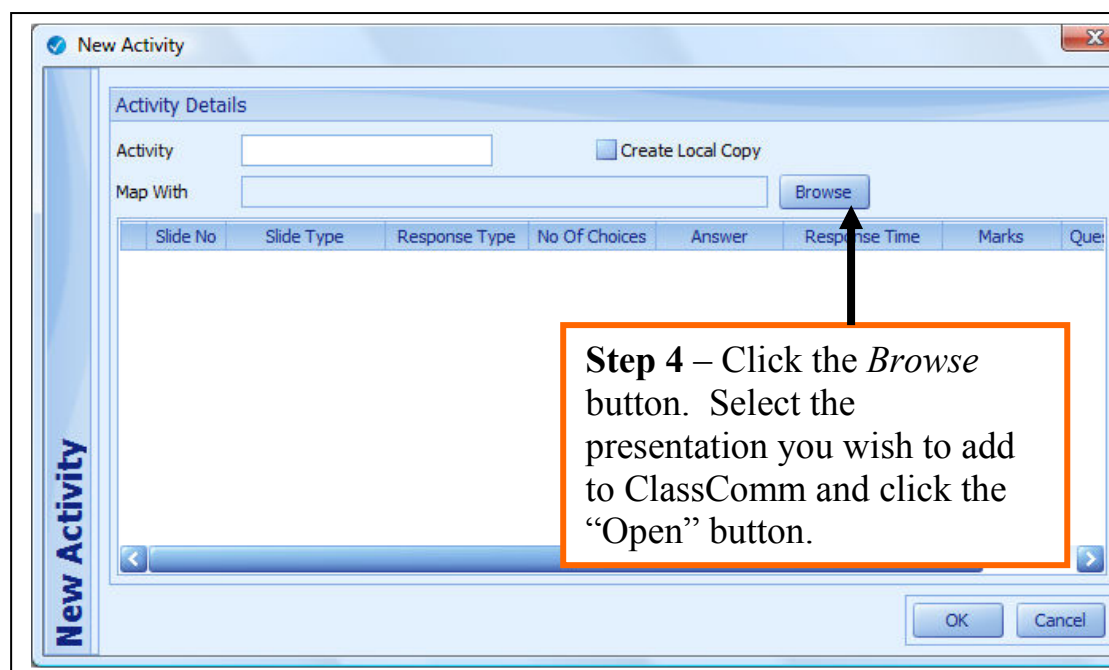


The screenshot shows the ClassComm application window. The menu bar includes File, Edit, Import/Export, Tools, Settings, and Help. The Resources tab is selected in the left-hand navigation pane. A context menu is open over the Curriculum folder, listing options such as New Folder, New Activity, New Site, Map Activity, Import/Export, Cut, Copy, Paste, Delete, and Rename. Three callout boxes with arrows point to specific elements: Step 1 points to the Resources tab, Step 2 points to the Curriculum folder, and Step 3 points to the New Activity menu item.

Step 1 – Select the *Resources* tab

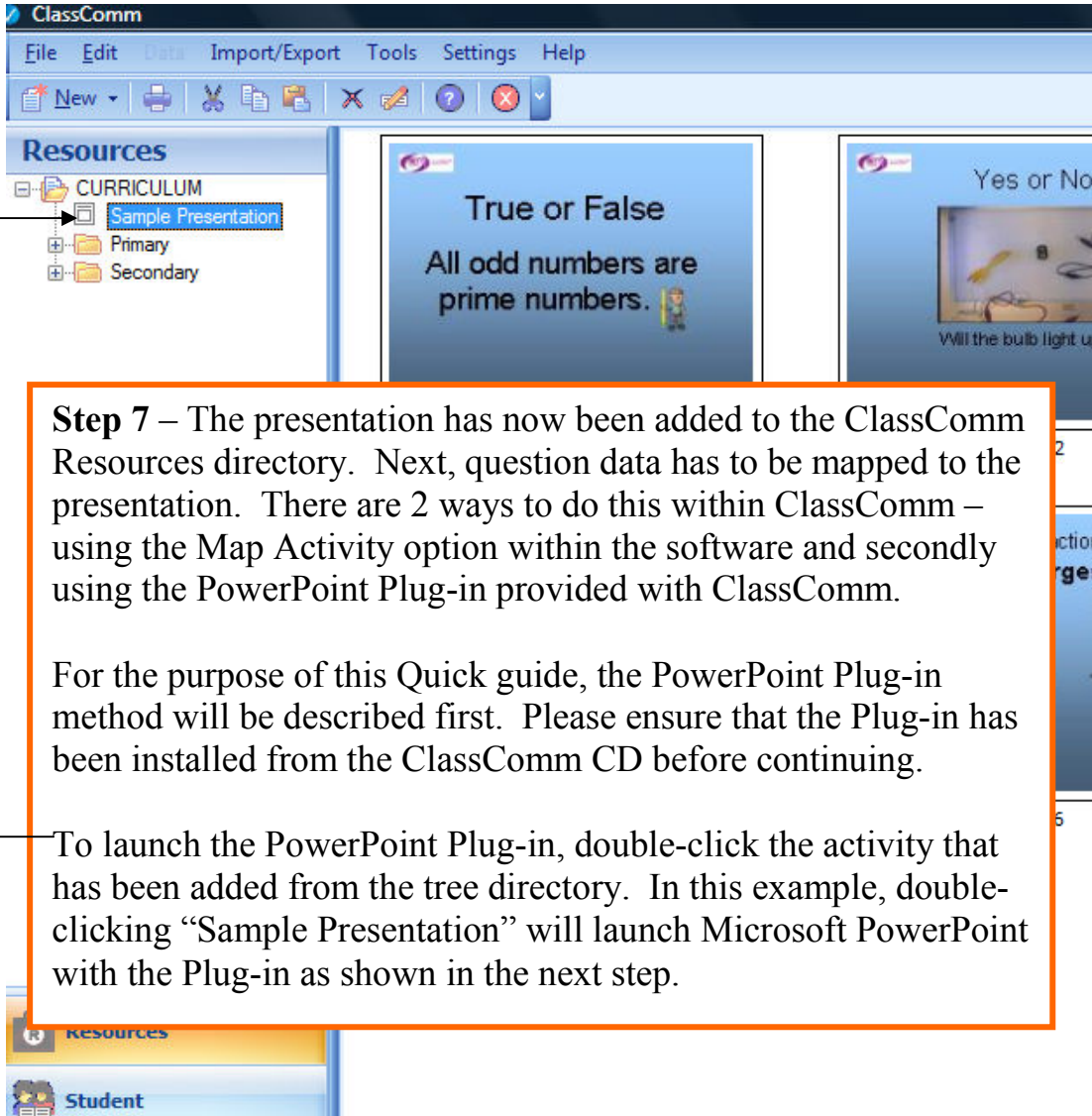
Step 2 – Right-click the Curriculum folder to bring up the menu shown.

Step 3 – Select the “*New Activity*” option.



Step 5 – Now the presentation can be renamed and a local copy created. When *Create Local Copy* is checked, ClassComm stores the presentation locally within its program directory. If deselected, it will always look for the presentation in its original location.

Step 6 – Click *OK* button. A message will appear that states that the activity has been added successfully.



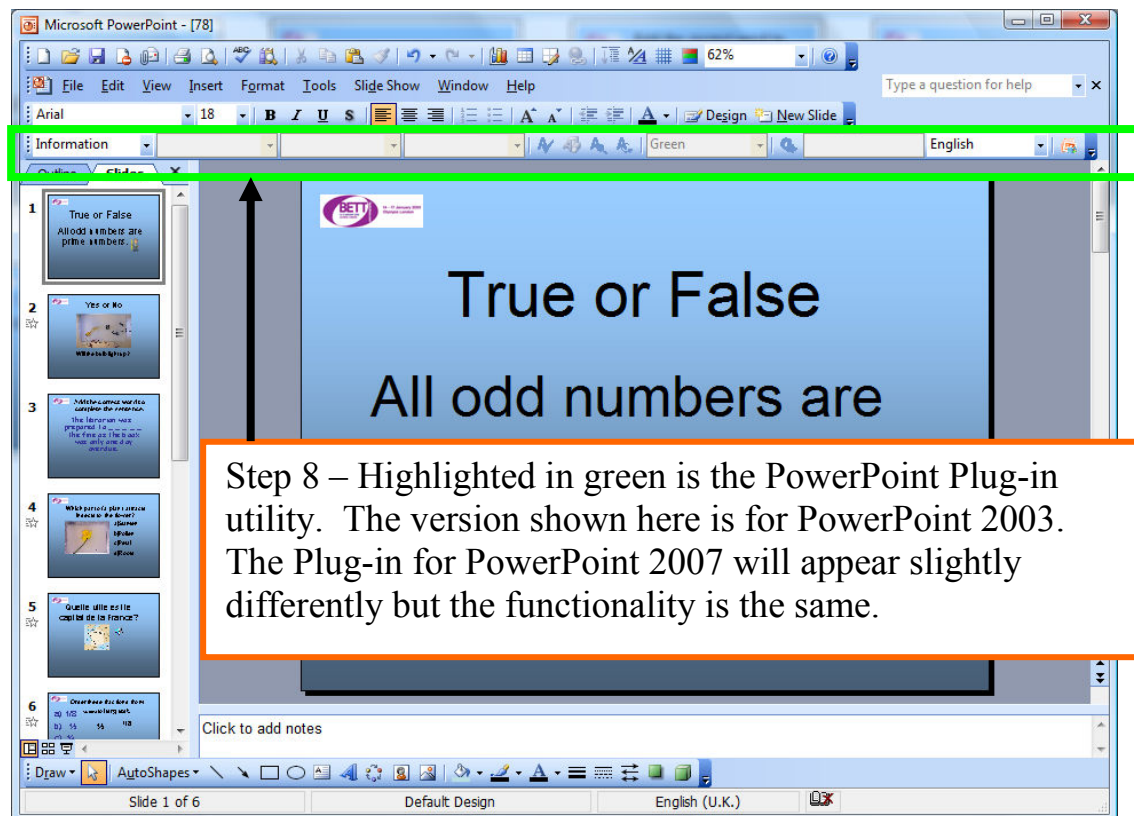
The screenshot shows the ClassComm software interface. The title bar reads 'ClassComm'. The menu bar includes 'File', 'Edit', 'Data', 'Import/Export', 'Tools', 'Settings', and 'Help'. Below the menu bar is a toolbar with icons for 'New', 'Print', 'Copy', 'Paste', 'Delete', 'Undo', 'Redo', 'Help', and 'Close'. The main window is divided into three panes. The left pane, titled 'Resources', shows a tree view with 'CURRICULUM' expanded to show 'Sample Presentation', 'Primary', and 'Secondary'. The middle pane displays a slide titled 'True or False' with the text 'All odd numbers are prime numbers.' and a small cartoon character. The right pane displays a slide titled 'Yes or No' with a photograph of a light bulb and the text 'Will the bulb light up?'. A large orange-bordered text box is overlaid on the bottom half of the screenshot, containing instructions for Step 7. An arrow points from the 'Sample Presentation' folder in the Resources pane to the text box. At the bottom of the screenshot, a 'Resources' pane and a 'Student' pane are partially visible.

Step 7 – The presentation has now been added to the ClassComm Resources directory. Next, question data has to be mapped to the presentation. There are 2 ways to do this within ClassComm – using the Map Activity option within the software and secondly using the PowerPoint Plug-in provided with ClassComm.

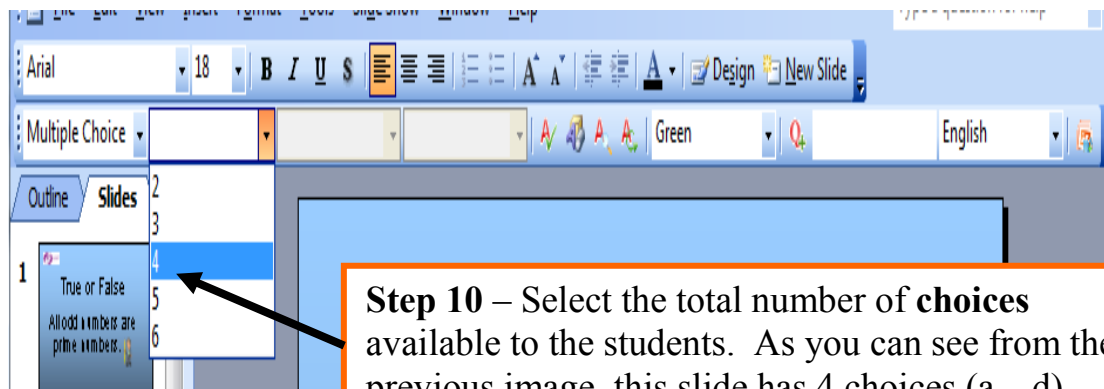
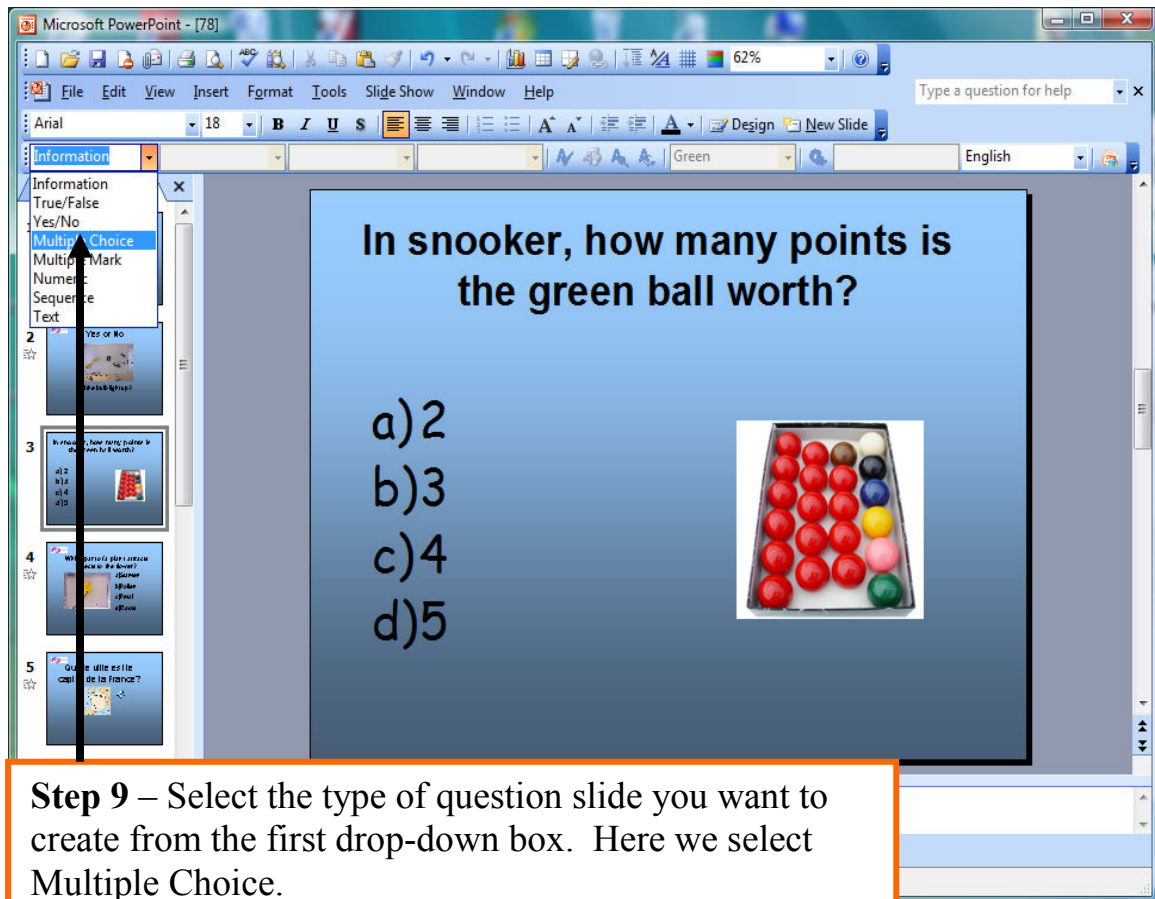
For the purpose of this Quick guide, the PowerPoint Plug-in method will be described first. Please ensure that the Plug-in has been installed from the ClassComm CD before continuing.

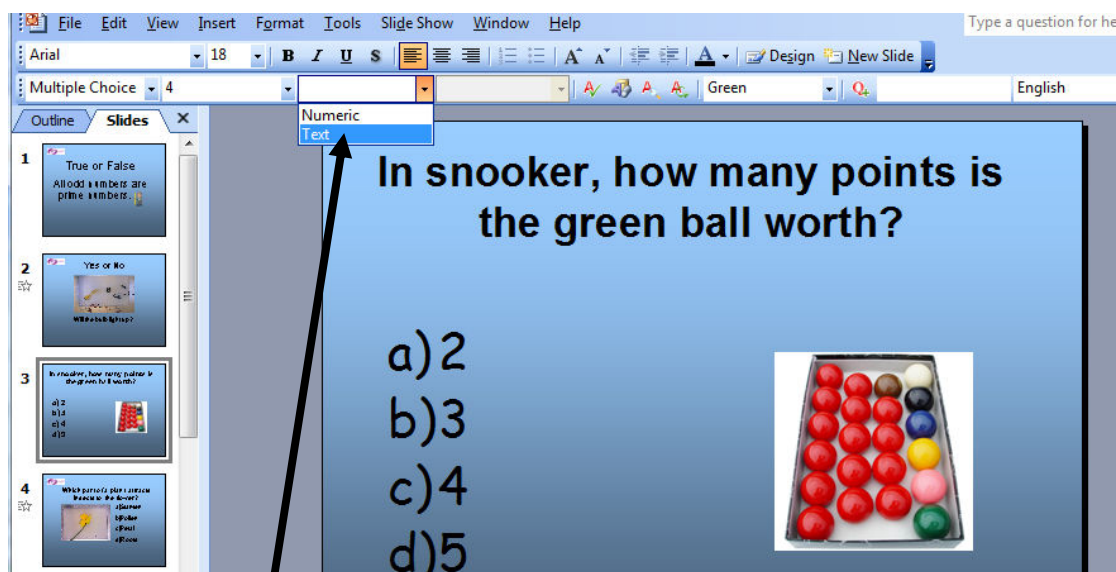
To launch the PowerPoint Plug-in, double-click the activity that has been added from the tree directory. In this example, double-clicking “Sample Presentation” will launch Microsoft PowerPoint with the Plug-in as shown in the next step.

Adding & Mapping Resources Revision 1.02

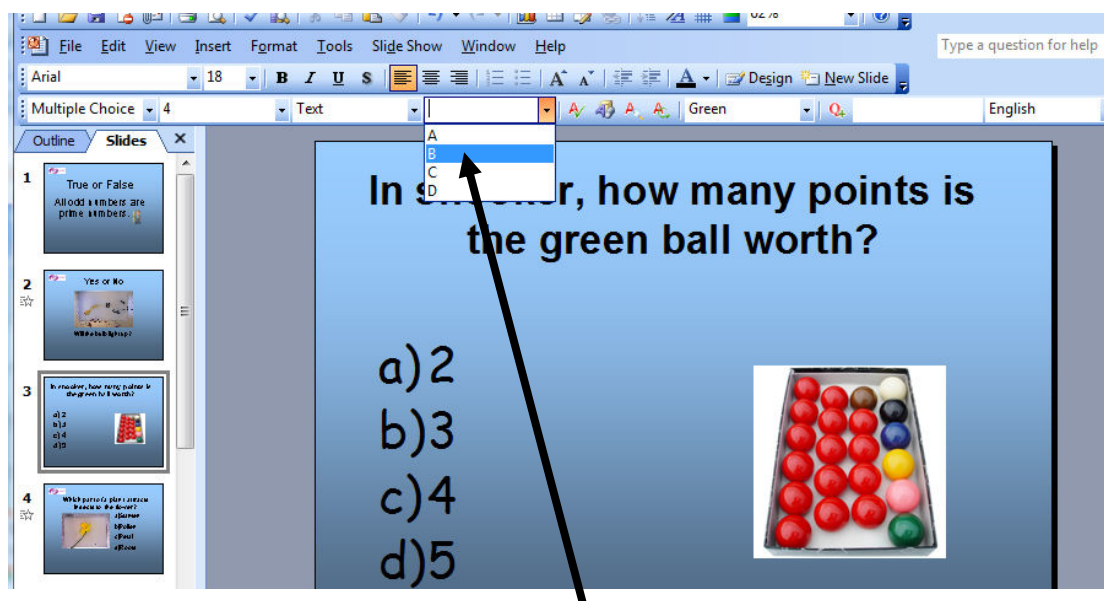


For the purpose of this guide, we will now map a multiple choice slide as an example:

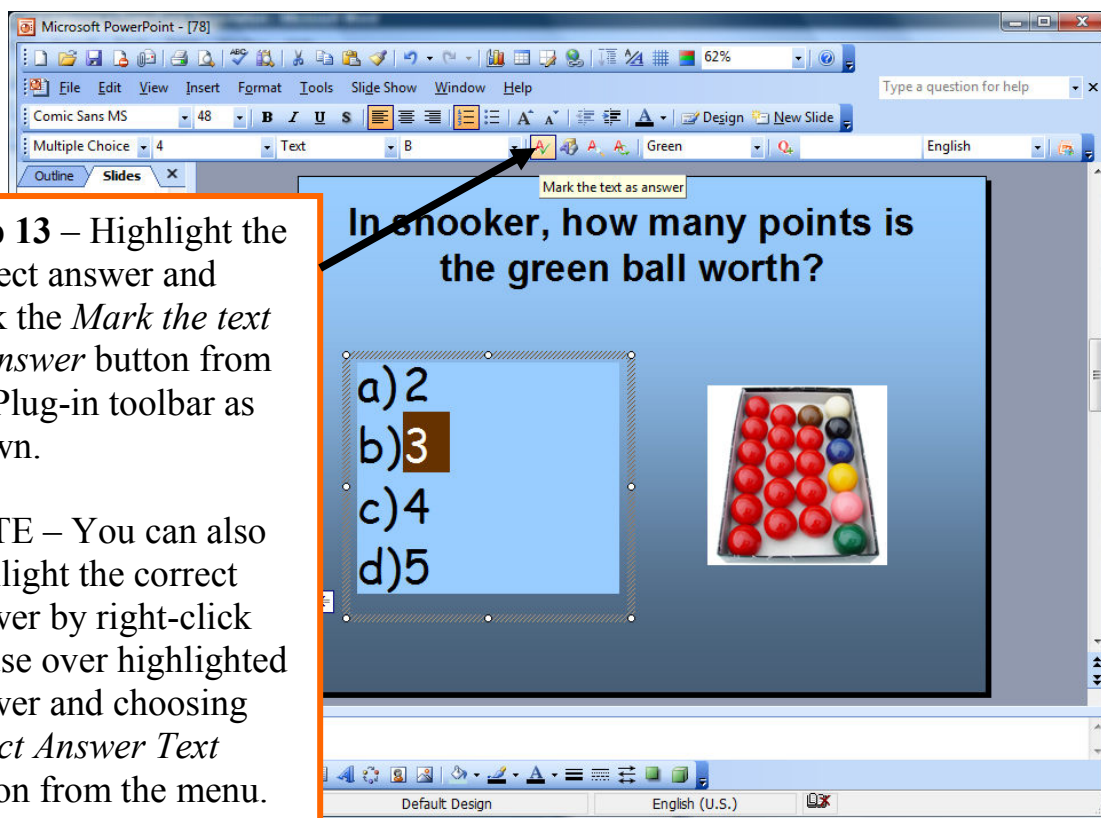




Step 11 – Select the type of response expected. If choices are labelled with numbers (e.g. 1-4) then *Numeric* would be selected. In this example, multiple choices are a – d hence *Text* is selected from the drop-down box.

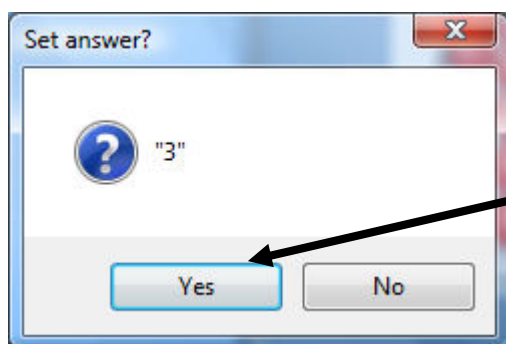


Step 12 – From the next drop-down box select the correct answer from the 4 choices. In this example, the answer to the question is 3 which is the choice *b*. Therefore "B" is selected from the drop-down menu.



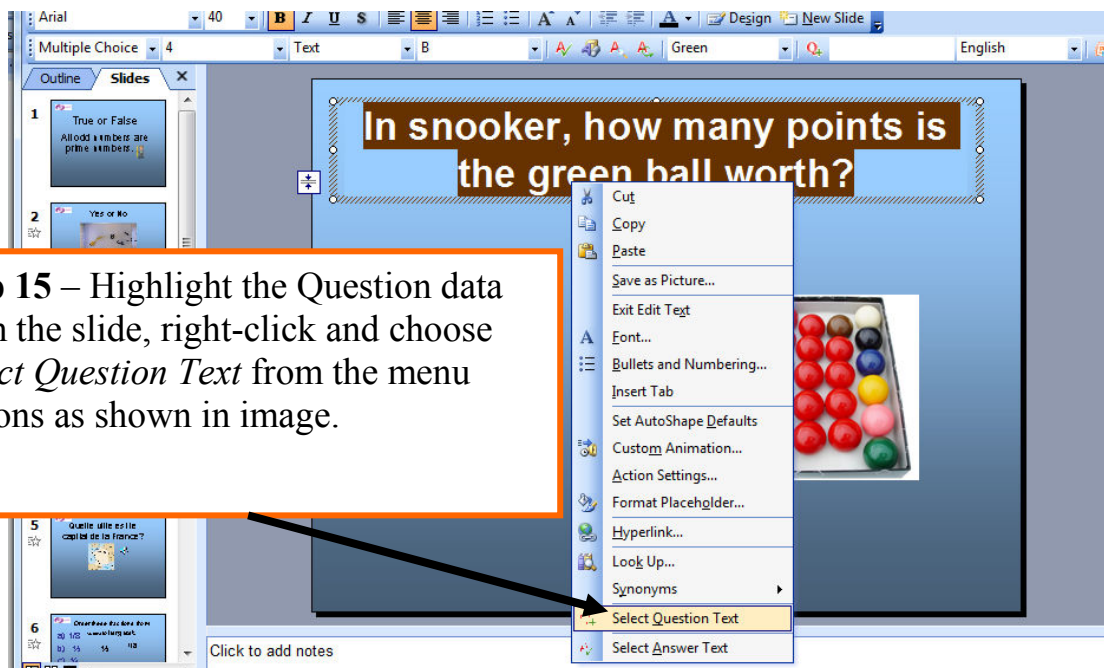
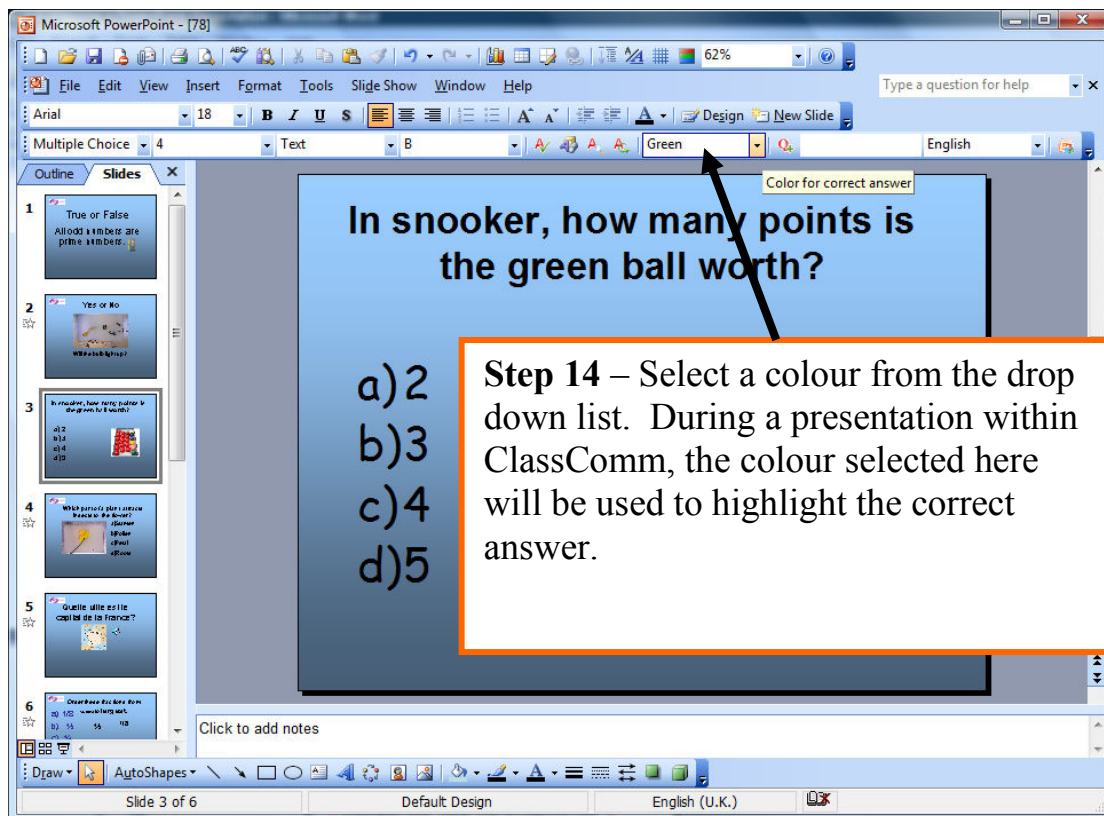
Step 13 – Highlight the correct answer and click the *Mark the text as answer* button from the Plug-in toolbar as shown.

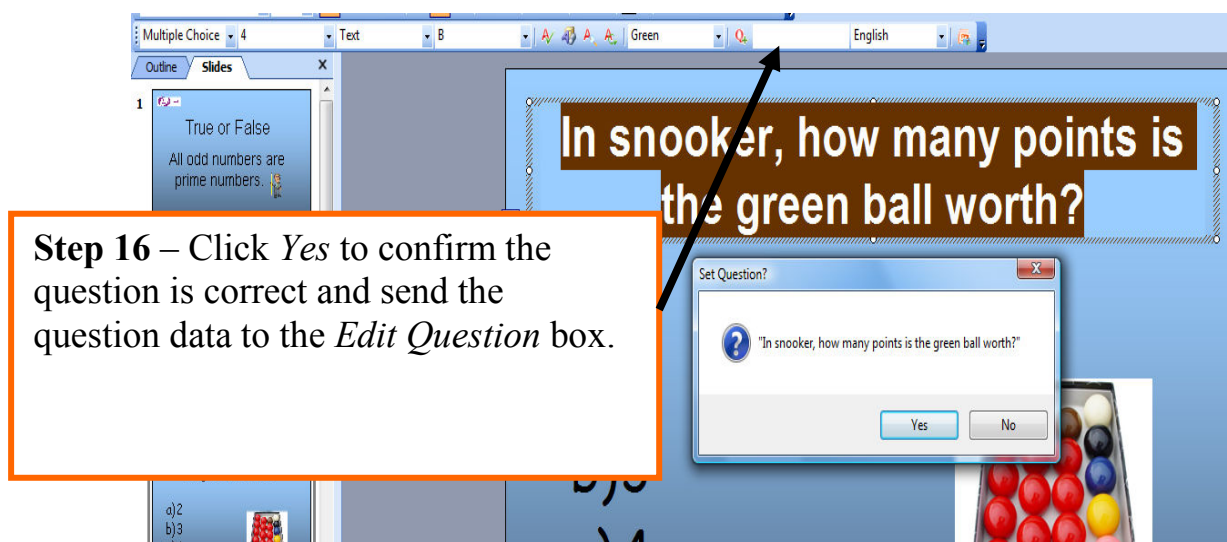
NOTE – You can also highlight the correct answer by right-click mouse over highlighted answer and choosing *Select Answer Text* option from the menu.



Step 13 – From the *Set answer?* Dialogue box, click *Yes* to confirm that the answer selected is correct.

Adding & Mapping Resources Revision 1.02





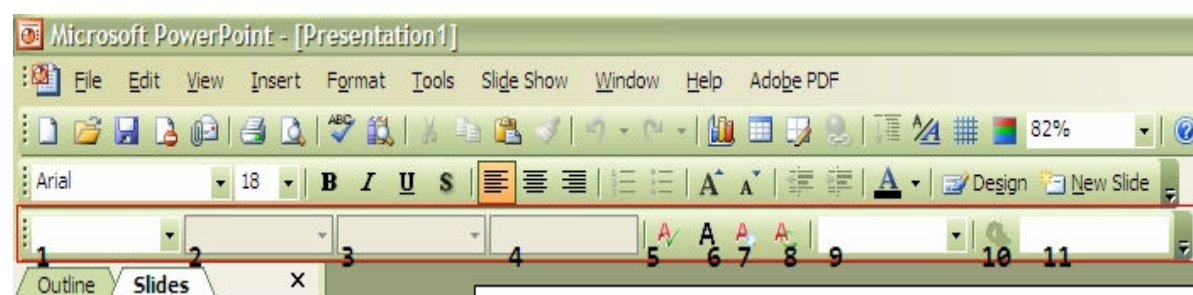
The Slide has now been mapped as a Multiple Choice Slide, with 4 choices A-D and B has been set as the correct answer. The Question data has also been set. The above mapping procedure needs to be done with each slide in your presentation and saved before running the mapped activity within ClassComm.

The following pages contain additional information on the PowerPoint Plug-in and the various types of question/answer data slides that can be created.

PowerPoint Plug-In

The PowerPoint Plug-In is a powerful utility that allows you to map slides from within Microsoft PowerPoint to create innovative presentations for information, survey or assessment purposes. The PowerPoint Plug-In needs to be installed from the ClassComm Installation CD as it is a separate utility from the main software. It will install as a toolbar/Plug in within Microsoft PowerPoint as shown in the image below. You simply populate the drop-down boxes with relevant information (e.g. multiple choice, true/false, yes/no etc) and then save the PowerPoint slides.

ClassComm PowerPoint Plug-in:



1. **Slide Type:** Sets the slide type (Caution: - Changing it resets the number of choices, response type, answer)see slide type additional information below.
2. **Number of choices:** sets number of choices for multiple choice and multiple mark slides.
3. **Response type:** Type of response expected (Text/Numeric)
4. **Answer:** The answer to the question is entered here.
5. **Mark as answer:** Mark any text as answer for current slide. For viewing purposes only
6. **Mark as answer hidden (for objects only):** mark any object as answer (Hides the object)
7. **View Answer:** shows the answer text and objects, text is shown by changing its colour to chosen answer colour
8. **Reset Answer:** resets all the answers i.e. Text as well as hidden answers

9. **Answer colour:** Colour for answer text .shown when view answer is clicked
10. **Mark as question:** marks the selected text as question and displays it in question editor.
11. **Question editor:** To edit the question text manually, type the question and press enter. To edit the question text manually, type the question and press enter.

SLIDE TYPE ADDITIONAL INFORMATION

There are 9 types of slides that can be created. These are listed below with a description of their functionality: -

1. Slide Type: **INFORMATION** – Information slides have no “question” data associated with them. They simply provide some form of informational text or image. When the user selects Information as the slide type, all other options to map the slides will be disabled.
2. Slide Type: **TRUE/FALSE** – When true/false is selected as the slide type, the Response Type and No. of Choices options are disabled as the answer can only be TRUE or FALSE. Answer, Response Time, Marks and Question options are enabled.
3. Slide Type: **YES/NO** - When Yes/No is selected as the slide type, the Response Type and No. of Choices options are disabled as the answer can only be YES or NO. Answer, Response Time, Marks and Question options are enabled.
4. Slide Type: **MULTIPLE MARK** - Multiple Mark slides have more than one correct answer. Response type, No. of choices, Answer, Response Time, Marks and Question fields are all enabled when you create a Multiple Mark Slide. Note that when you set a Multiple Mark question with Response Type Text and 4 choices, the answer column will only accept alpha characters A-D and likewise if Response type is Numeric with 4 choices, 1-4. If 6 choices are to be provided, then A-F and 1-6 are valid in the answer column.
5. Slide Type: **MULTIPLE CHOICE** – Multiple choice slides can have the choices set as text or numeric with a single correct answer. Response type, No. of choices, Answer, Response Time, Marks

and Question fields are all enabled when you create a Multiple Choice Slide.

6. Slide Type: **SEQUENCE** – Sequence slides are used when you have a slide that has a number of phrases, words or numbers that need to be put into the correct order by participants.
7. Slide Type: **NUMERIC** – This type of question sets the handset mode to transmit only numeric responses. Response type and No. of Choices are disabled when slide type is numeric. Answer column will only accept numeric digits.
8. Slide Type: **TEXT (NOTE: FEATURE ONLY AVAILBLE WITH 3rd GENERATION HANDSETS)** - This type of question sets the handset mode to texting mode (similar to mobile phone), text messages up to 90 characters (delta key toggles between upper/lower case). Response type and No. of Choices are disabled when slide type is text. Answer column will accept alphanumeric characters.
9. Slide Type: **LIKERT SCALE** – The Likert scale slide type is used when there is no right or wrong answer. They can be used to gather opinion/views on a subject and as a type of survey research tool.

Example: Technology is an important teaching tool? Do you:

1 – Strongly Agree

2 – Agree

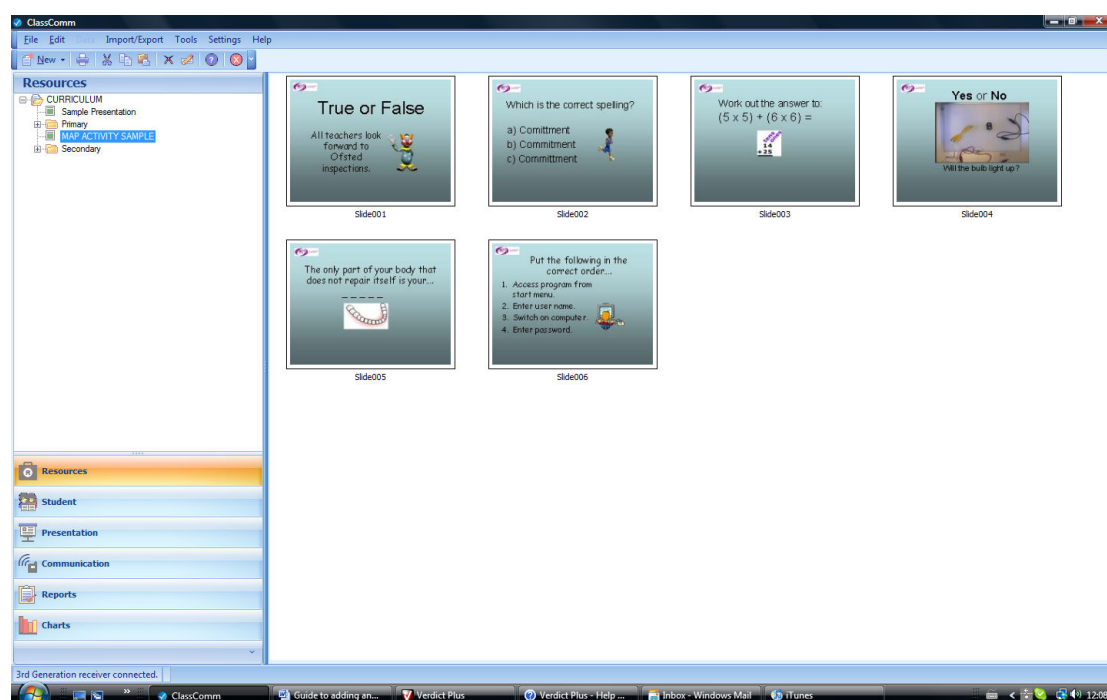
3 – Neither Agree nor Disagree

4 – Disagree

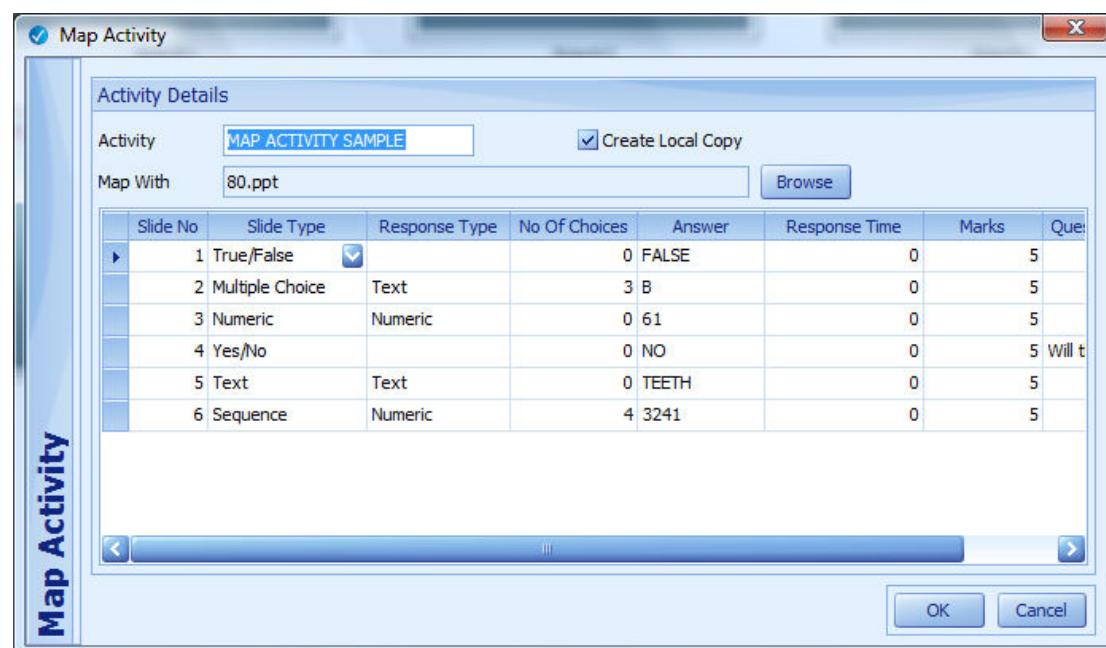
5 – Strongly Disagree

METHOD 2 – SLIDE MAPPING TOOL

Select the PowerPoint presentation you wish to present from within the Resources window. The slides will appear as thumbnails in the right side of the screen as shown in the following image:



Go to **Settings > Map Activity** from the top main menu bar. The “Map Activity” screen will appear as shown in the following image. All the slides will be numbered and listed in the Map Activity window. Using the drop-down boxes next to each slide number, select the appropriate options in order to map the slide as required for the selected activity/presentation.



Slide types

There are 9 types of slides that can be created. These are listed below with a description of their functionality. Not all slide mapping options are mandatory. See list below: -

1. Slide Type: **INFORMATION** – Information slides have no “question” data associated with them. They simply provide some form of informational text or image. When the user selects Information as the slide type, all other options to map the slides will be disabled.
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Type Text and 4 choices, the answer column will only accept alpha characters A-D and likewise if Response type is Numeric with 4 choices, 1-4. If 6 choices are to be provided, then A-F and 1-6 are valid in the answer column.

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9. Slide Type: **LIKERT SCALE** – The Likert scale slide type is used when there is no right or wrong answer. They can be used gather opinion/views on a subject and as a type of survey research tool.

Example: What age range do you fall in?

- A 10-12**
- B 13-15**
- C 16-18**