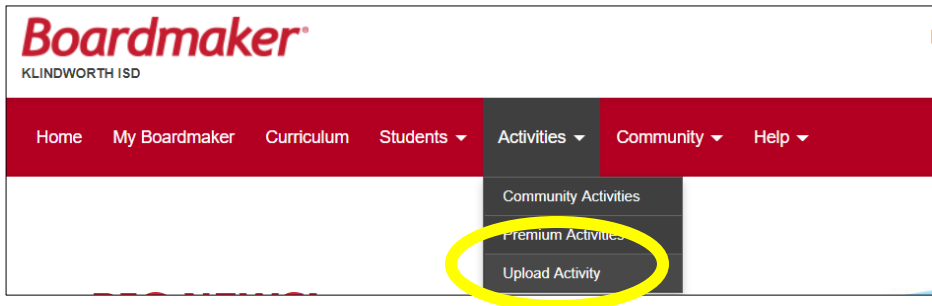


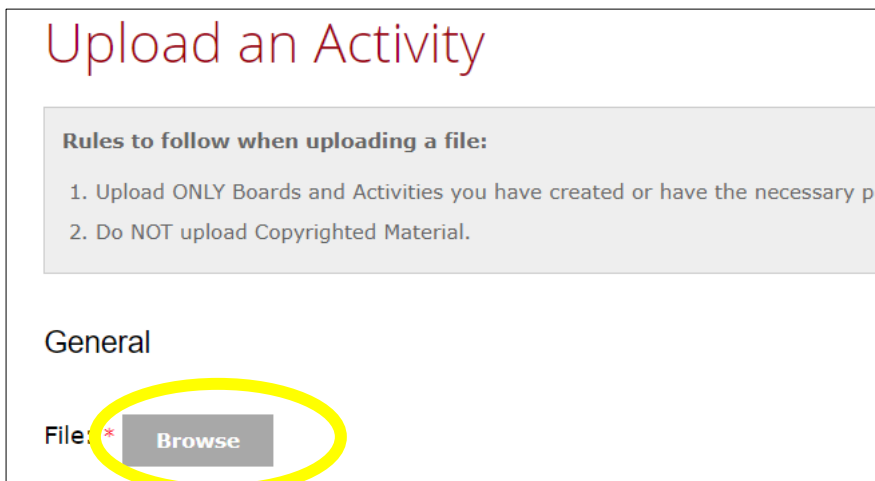
# Upload Activities to Your Boardmaker Online Account

Boardmaker Online allows you to upload activities to your account and share these activities with others. You can upload activities or boards from any versions of Boardmaker. This tutorial will show you how to upload, tag, and association standards with activities in Boardmaker Online.

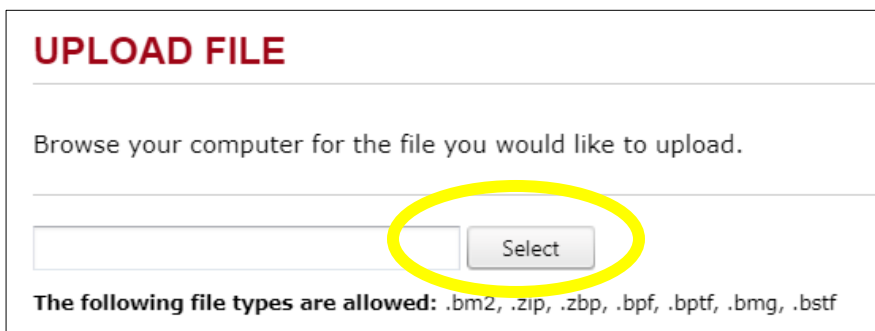
1. Select the **Activities Tab** and then **Upload Activity**



2. Review the rules for uploading. **Select Browse.**

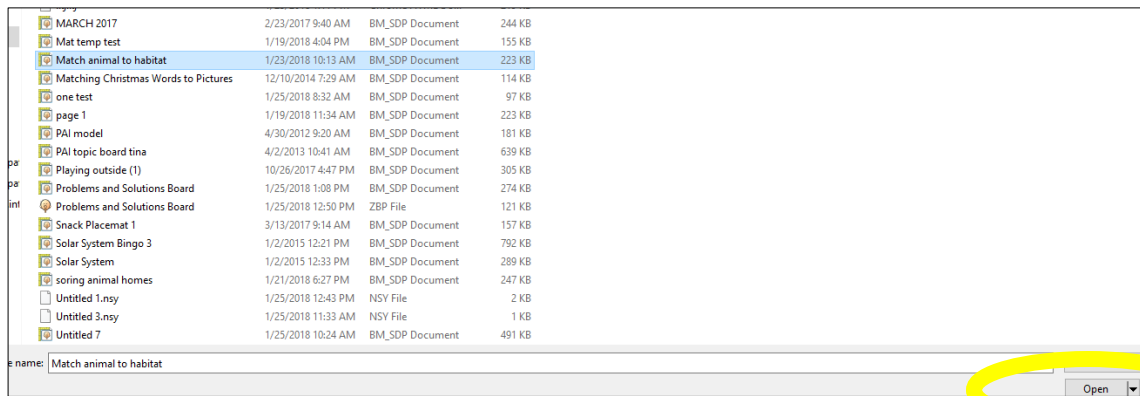


3. Click Select to navigate to your activities.



4. Navigate on your computer to your Documents. All Boardmaker v.6 activities are stored in **My Documents>My Boards**. All I Studio activities are stored in **My Documents>Boardmaker Studio/My Projects**. Select the appropriate folder and click **Open**.

5. Click to highlight the specific activity you wish to upload, and click **Open**.



6. A form will open.

File Uploaded Successfully : Match animal to habitat.bm2

**Title:** \*

Match Animal to Habitat

**Description:**

Matching animals to their habitat, print activity

**Language** \*

English (United States)

**Privacy:** \*

Only Me

If you select [Only Me] other users will not be able to search for or download the file.

**Accessibility:**

Designed for Scanning

**Standards:**

Associate Educational Standards

The **Title** is brought forward. You may edit if you like.

You may add a **Description** if you like.

**Language** is brought forward.

**Select the Privacy dropdown menu** if you would like to share the activity, either with Everyone (the whole Boardmaker Online community) or My Organization Only (just your enterprise or school district).

**Select Associate Educational Standards** to attach standards (Common Core or your state) to the activity.

7. Click in any boxes to add information about the activity. You may also add verbal tags in the **Tags** text box. When complete, **Select Upload File.**

**Grade Levels**

PreK  
 K - 2  
 3 - 5  
 6 - 8  
 9 - 12  
 Adult

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**Categorization**

<b>School Curriculum</b> <input type="checkbox"/> Early Education <input type="checkbox"/> Math <input checked="" type="checkbox"/> Science <input type="checkbox"/> Social Studies <input checked="" type="checkbox"/> Language <input type="checkbox"/> Writing <input type="checkbox"/> Reading <input type="checkbox"/> Spelling <input type="checkbox"/> Other <input type="checkbox"/> English Language Arts	<b>Life Skills</b> <input type="checkbox"/> Social Skills <input type="checkbox"/> Functional Skills <input type="checkbox"/> Following Instructions <input type="checkbox"/> Vocational Skills <input type="checkbox"/> Other	<b>Communication</b> <input type="checkbox"/> Augmentative Comm <input type="checkbox"/> Sign Language <input type="checkbox"/> Other <input type="checkbox"/> Device Overlay
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<b>Therapy Tools</b> <input type="checkbox"/> Articulation/Phonology <input type="checkbox"/> Listening/Auditory <input type="checkbox"/> Phonological Awareness <input type="checkbox"/> Fine/Gross Moto <input type="checkbox"/> Other	<b>Teacher Tools</b> <input type="checkbox"/> Classroom Resources <input type="checkbox"/> Positive Behavior Support <input type="checkbox"/> Schedules <input type="checkbox"/> Tests/Quizzes <input type="checkbox"/> Other	<b>Cognitive Skills</b> <input type="checkbox"/> Sequencing <input type="checkbox"/> Categorizing <input checked="" type="checkbox"/> Matching <input type="checkbox"/> Logic & Reasoning <input type="checkbox"/> Other
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**Tags**

Matching, animals, habitats

Tags are keywords describing the file. Separate all keywords with a comma.

**UPLOAD FILE** Cancel

8. A message will let you know that the upload was successful.

**Processing of your Activity is Complete!**

Match Animal to Habitat has been successfully processed!

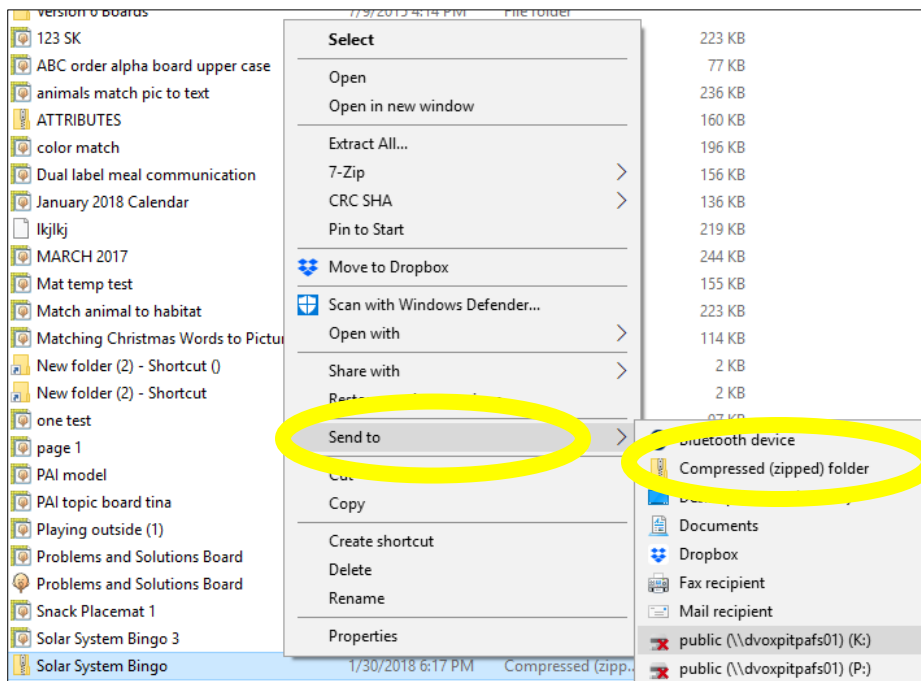
Your Activity **Match Animal to Habitat** has been processed successfully. To access it, simply go to the My Activities tab on your My Boardmaker page and select the activity from this list.

**Finish**

9. Access your activity at **My Boardmaker > My Activities.**

10. If the activity that you wish to upload has multiple pages, you must **first put the pages in a folder** within My Boards (v.6) or Boardmaker Studio > My Projects (Studio).

11. Right click your cursor on the folder and **select Send to > Compressed (zip) folder**.



12. **Select the zipped file and Open to upload.**

Problems and Solutions Board	1/25/2018 1:08 PM	BM_SDP Document	274 KB
Problems and Solutions Board	1/25/2018 12:50 PM	ZBP File	121 KB
Solar System Bingo (2)	3/13/2017 9:14 AM	BM_SDP Document	157 KB
Solar System Bingo (2)	1/30/2018 6:19 PM	Compressed (zipp...	1,210 KB

13. Complete the form that opens (as in steps 6 & 7 above) and then **click Upload File**.

14. As a final step you may reorder the pages of your activity if needed. **Select Finish**.