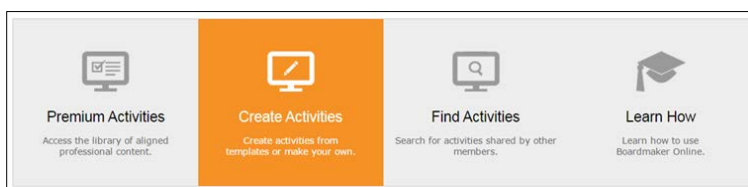


## Tutorial: Creating a New Activity Using an Activity Starter Template

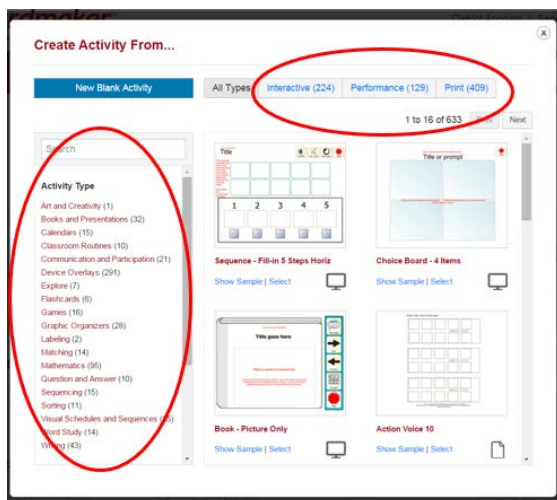
You can quickly and easily create new activities from an Activity Starter Template in the Boardmaker Online Editor.

**NOTE:** Boardmaker Online includes more than 100 templates that help you create powerful interactive activities in minutes. Our Template Guide provides a description, thumbnail image, variations, and suggestions for ways to use each template for instruction. Access the Template Guide here:

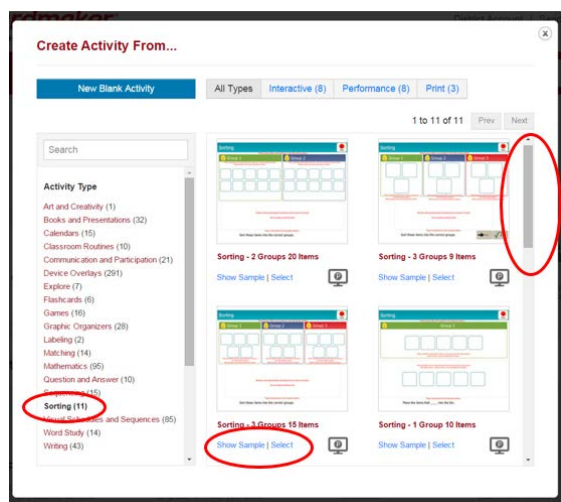
<http://helpandtraining.boardmakeronline.com/customer/en/portal/articles/2237859-bm-online-template-guide---interactive-templates>



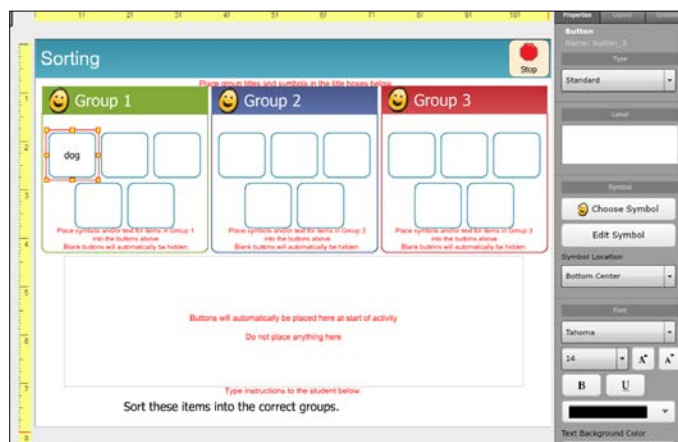
- From your Homepage, select **Create Activities**. The Online Editor will open in a new window.



- Choose from **Activity Type** on the left to narrow your results to templates that match the type of activity you wish to create. You may also narrow your results at the top to select templates to create Print, Interactive, or Interactive with Performance activities.
- NOTE: If you know the name of the template you want, you may type it into the search box and Enter.



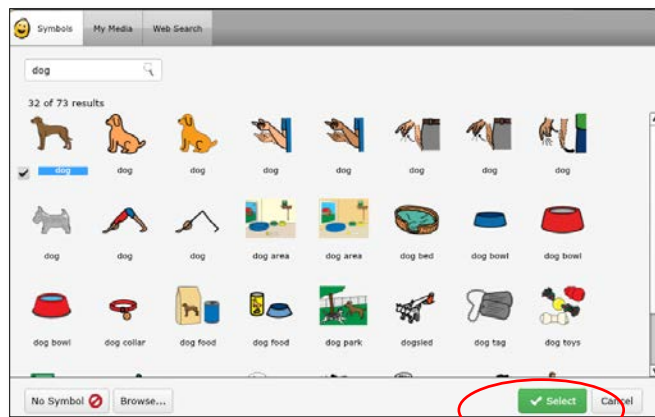
- After selecting your activity type, use the scrollbar on the right to view all of the templates of that type.
- Select **Show Sample** to view a completed example of any template. This is a great way to determine if this template will meet your needs.
- Choose **Select** to create with that template.



**NOTE:** Most of the templates in Boardmaker Online are Edit-in-Place Templates. Directions for populating an Edit-in-Place template are seen in red when you are in the online editor. The red words will not show when you are in Play mode. Follow the directions using edit-in-place to complete the template.

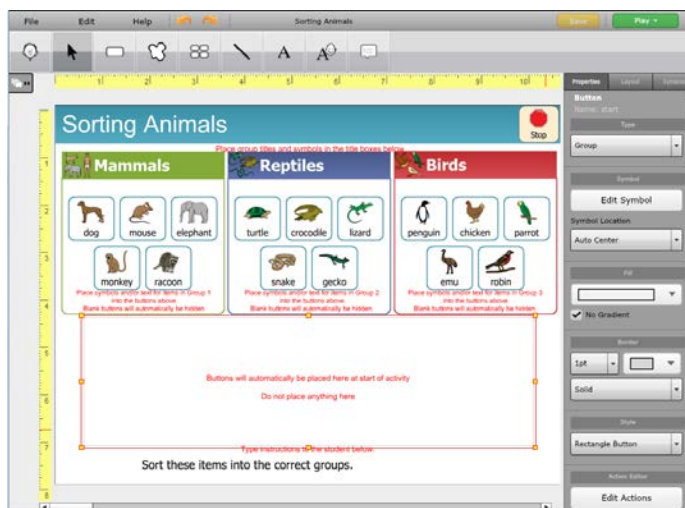
- Select **any button**.
- Use your computer keyboard to type the label.
- Select **Enter** on your keyboard.

## Boardmaker® Online

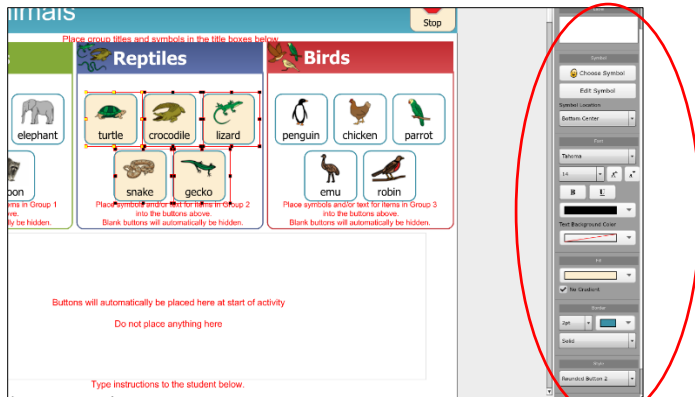


- Select the symbol you like.
- Click **Select**.

NOTE: you may use images from My Media or Web Search by selecting the appropriate tab and entering your search term.



- Continue with each button on the template.
- Select **File > Save > and name your activity.**
- Select **OK**



**NOTE:** You can change the properties (color, font, button shape, etc.) of one or more buttons by selecting the button(s) and then using the properties panel on the right.

## Creating with Table-based Templates

The templates for a small number of activities are completed by completing a table instead of edit-in-place.

**Activity Settings**

Name	Value	Description
Word List:	Table[3][20]	Enter your list of words here. You can enter up to 20 words.
Turn Off Supported Mode:	False	If you turn off Supported mode, no feedback will be provided during the activity to the student.
Use Random Order:	True	Do you want the words to be presented in a random order?
Shuffle Letters:	True	Do you want the letters of each word to be shuffled into a random order?
Show Words:	False	Do you want to show the word below the picture?
Auto Read:	True	Do you want the words to be automatically read aloud?
Speak Each Letter:	True	Do you want each letter to be spoken as it is picked?
Show Stop Button:	True	Should the Stop button be shown, allowing the student to leave the activity before finishing?
Reward Sound:	<Blank Audio Variable>	A sound recording that will be played when the activity is complete. (Optional). Plays in Supported Mode only.
Reward Video:	<Blank Video Variable>	A video that will be played when the activity is complete. (Optional). Plays in Supported


Activity Help Save Close

**NOTE:** When you click Select to choose a Table-Based template, a table within Activity Settings will open.

- Double click to select **Table** at the top of the table.

Table Variable Editor

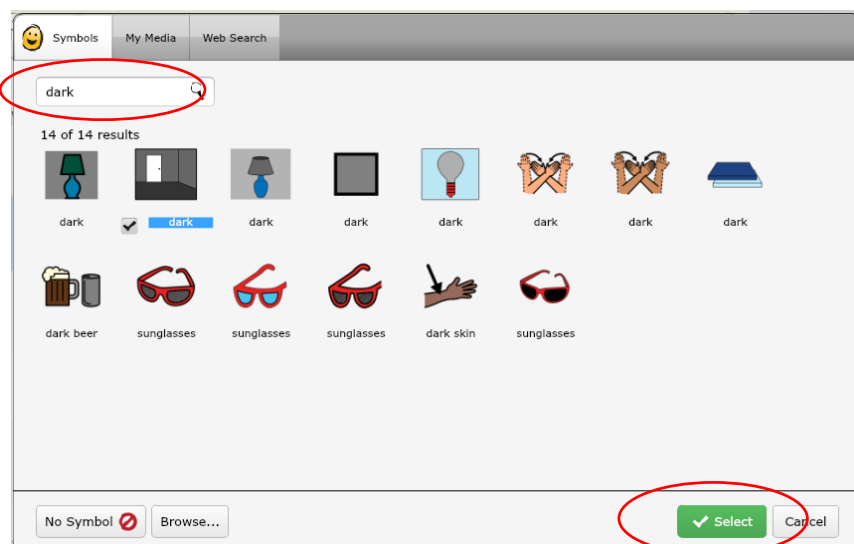
Setup Columns Add Delete Up Down

word	picture	UseWord
shark		True
dark	<Blank Symbol Variable>	True
<Blank Text Variable>	<Blank Symbol Variable>	True
<Blank Text Variable>	<Blank Symbol Variable>	True
<Blank Text Variable>	<Blank Symbol Variable>	True
<Blank Text Variable>	<Blank Symbol Variable>	True

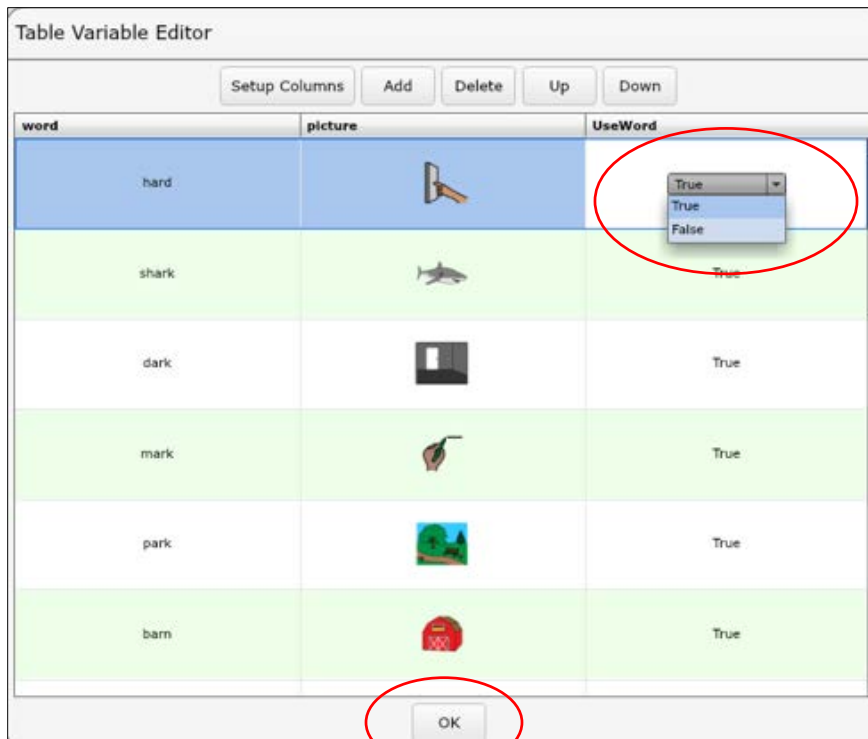
OK

NOTE: Table variables will vary depending on the nature of the activity. The caption at the top of each table will indicate what data is required. This template is representative.

- Select **<Blank Text Variable>** in the word column.
- Type the word and **Enter**.
- Select **<Blank Symbol Variable>** in the adjoining picture column.



- Type your term into the search box and then hit return.
- Select the symbol you want.
- Click **Select**.



NOTE: Additional columns may be present, often reflecting activity settings and showing a dropdown menu for selection.

The column heading indicates the setting.

- When complete, select **OK**.
- Select **Save**
- To Name Your Activity, Select **File > Save Activity As** and enter the name.
- Select **OK**.

