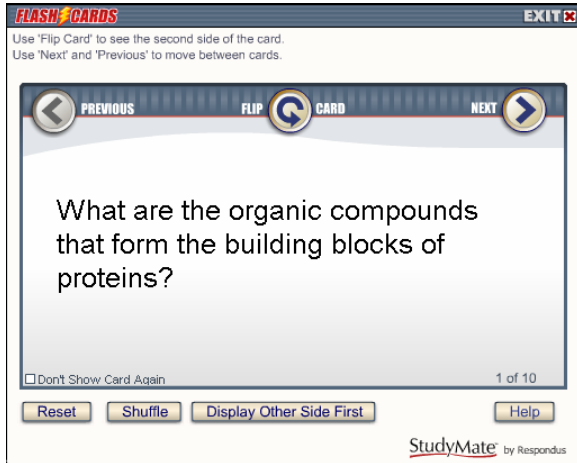


StudyMate Getting Started Guide

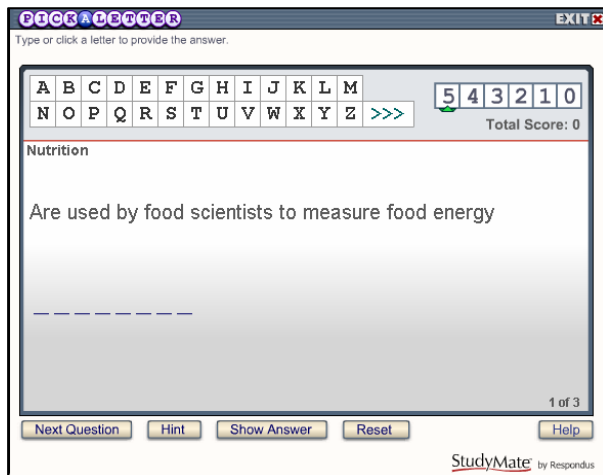
StudyMate enables you to create e-Learning activities and games that are in Flash format. The activities can be published directly into your Blackboard course.

Flash Activity Examples



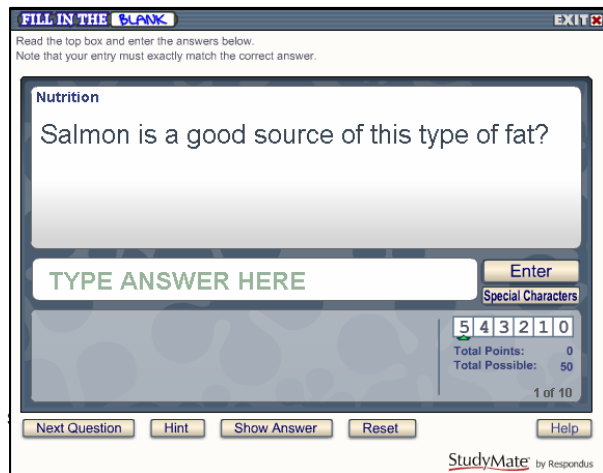
Flash Cards

Flash Cards consist of two-sided cards that display the term/answer on one side of the card and the definition/question on the second side of the card.



Pick A Letter

Pick a Letter displays the definition/question at the top of the screen and has the user type or click the letters contained in the answer.



Fill in the Blank

Fill in the Blank displays the definition/question in the top section and has the user enter the exact term/definition for the answer.

CROSSWORDS EXIT

Click in an empty square in the puzzle grid, and view the description.
Select the correct letter from the alphabetical list or with the keyboard.

StudyMate[®] by Respondus

Correct: 0
Missed: 0

Reveal Letter
Solve Puzzle
Next Puzzle
Reset Help

Puzzle 1 of 1

ACROSS **DOWN**

What are the organic compounds that form the building blocks of proteins?

Crosswords

A Crossword puzzle displays the "clue" (i.e. the definition or question) at the bottom of the screen and requires the user to enter the "answer" in a corresponding, highlighted area of the grid.

MATCHING EXIT

View the item in the large box and select the matching answer from the smaller boxes. Click 'Next Question' to continue.

What is the term used to describe the craving for and consumption of nonfood items such as dirt, clay, or laundry starch?

Correct: 0 Missed: 0 1 of 10

Amino acids	Nutrient density	Neophobia
Calories	Triglycerides	Omega 3
Phytochemicals	Protein(s)	Pica

Next Question Show Answer Reset Help

StudyMate[®] by Respondus

Matching

Matching is an activity that displays the definition/question in the top section and has the user select from one of the nine term/answer windows below. The answer windows don't change until six correct answers have been revealed.

Here's a brief overview of how StudyMate works:

Step 1: Create a Word document with your questions and answers.

Step 2: Import the document into StudyMate using the Import Wizard.

Step 3: Enable the Accessibility Support features within StudyMate, which creates an alternative version of the activities for use with screen readers.

Step 4: Publish the Flash activities directly into your Blackboard course.

Step 1: Creating the Word Document

Whether you are working with content that is already in a Word document or creating new content, your Word document must be formatted as Illustrated below. The answer must be placed on one line with the question on the next line. It's important that at least two blank lines appear after each item.

Example: Albert Michelson
 Who determined the exact speed of light?

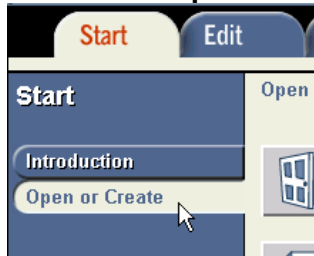
 Margarine
 A food product made from vegetable oils churned with ripened
 skim milk to a smooth emulsion and used like butter.

 Grace Hopper
 Inventor of the first computer compiler

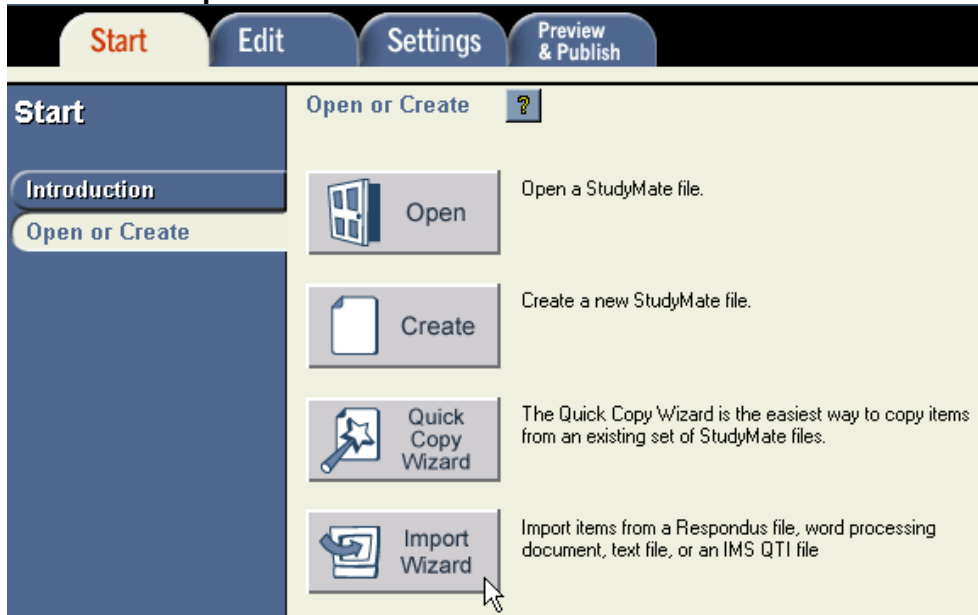
Once you have formatted your Word document, save your work, and get ready to import the file into StudyMate.

Step 2: Importing the Word document into StudyMate

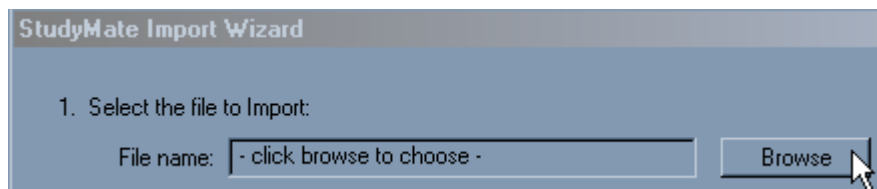
1. Go to the Start menu and click on →Programs→Respondus→StudyMate.
2. Click on the **Open or Create** tab on the left.



3. Click on the **Import Wizard** icon.



4. Click the button next to **MS Word**.
5. Click **Next**.
6. Click the button next to **One Answer**.
7. Click **Next**.
8. Click the button next to **Standard Format**.
9. Click **Next**.
10. Click **Browse** to navigate to the Word document that you would like to import into StudyMate.



11. Click on the file and then click **Open**. Please remember to use a Word document that has been preformatted as outlined in Step 1: Creating the Word Document.
12. Click the button next to "**create a new file, named**" and enter a file name for your activity.

2. Choose where to add the new Questions:

Append the questions to the current file

Create a new file, named:

13. Click the **Preview** button to verify that there aren't any formatting errors in your document.

3. Use the Preview button to check for problems:

4. Press the Finish button to complete the process.

Preview results

#	Title	Item Wording
1	margarine	A food product made from vegetable oils churned with ripened skim milk to a smc
2	malnutrition	Includes deficiencies, imbalances, and excesses of nutrients.
3	calories	Are used by food scientists to measure food energy
4

No warnings.

14. When you are done reviewing the preview results, click **Finish** and click **OK** to save the file.

Step 3: Enable the Accessibility Support features within StudyMate.

1. Click the Other Settings tab on the left.

Settings

- No Answer
- One Answer
- Multiple Choice/Calc
- Small Screen Devices
- Other Settings**
- HTML Templates

2. Check the boxes next to High-contrast display and Create HTML page of alternative text under the Accessibility Support area.

Accessibility Support

High-contrast display for Flash object

Create HTML page of alternative text for screen readers

Item types to be included

No Answer

One Answer

Multiple Choice

Calculated

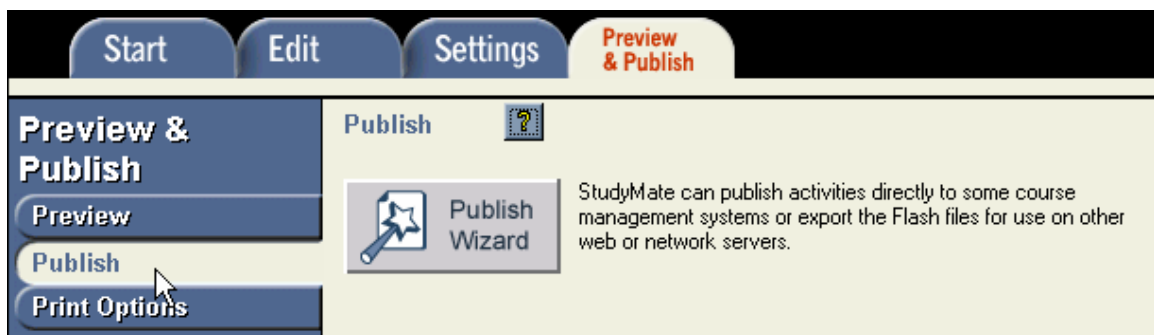
Sort by:

Step 4: Publish the Flash activities directly into your Blackboard course.

1. Click on the **Preview & Publish** tab at the top of the screen.



2. Click the **Publish** tab on the left.



3. Click on the **Publish Wizard** icon.
4. Check the box(es) next to the activities that you would like to include.

No Answer Activities - currently 0 items

Fact Cards

Fact Cards Plus

One Answer Activities - currently 6 items

Flash Cards

Fill in the Blank

Pick a Letter

Matching (requires 9 items)

Glossary

Crosswords (requires 5 items)

Multiple Choice Activities - currently 0 items

Quiz

Challenge (requires 10 items)

5. Click **Next**.
6. Click the button next to **Blackboard 6.x**.
7. Click **Next**.
8. Select **Blackboard** from the pull-down menu.

1. Type of publishing: Standard Upload or SCORM

SCORM objects support grading of the Quiz activity, but cannot be edited on the server, and can't be appended to or replaced. A "Standard Upload" allows the editing, appending, and replacement of the Flash (.swf) and HTML files.

Standard Upload - HTML page and SWF file

SCORM 1.2 package (requires Content Player building block, and SCORM enabled in course settings)

2. Choose an existing server, or "add new server" to add settings information for a new server

Blackboard

9. In order to complete the first two fields of the window shown below, you will need to open your browser and go to <http://clpccd.blackboard.com>.

Blackboard Server and Course

To automatically set the server information for your institution:

1. Open your browser, go to the Blackboard "Login" page where you type in your name & password, copy the "Address" of the page from the browser to the box below.
(If you type your name & password into a small grey popup window, leave the box blank.)

2. In your browser go to the course you want to use, then go to the "Control panel" page and copy the Address into the box below

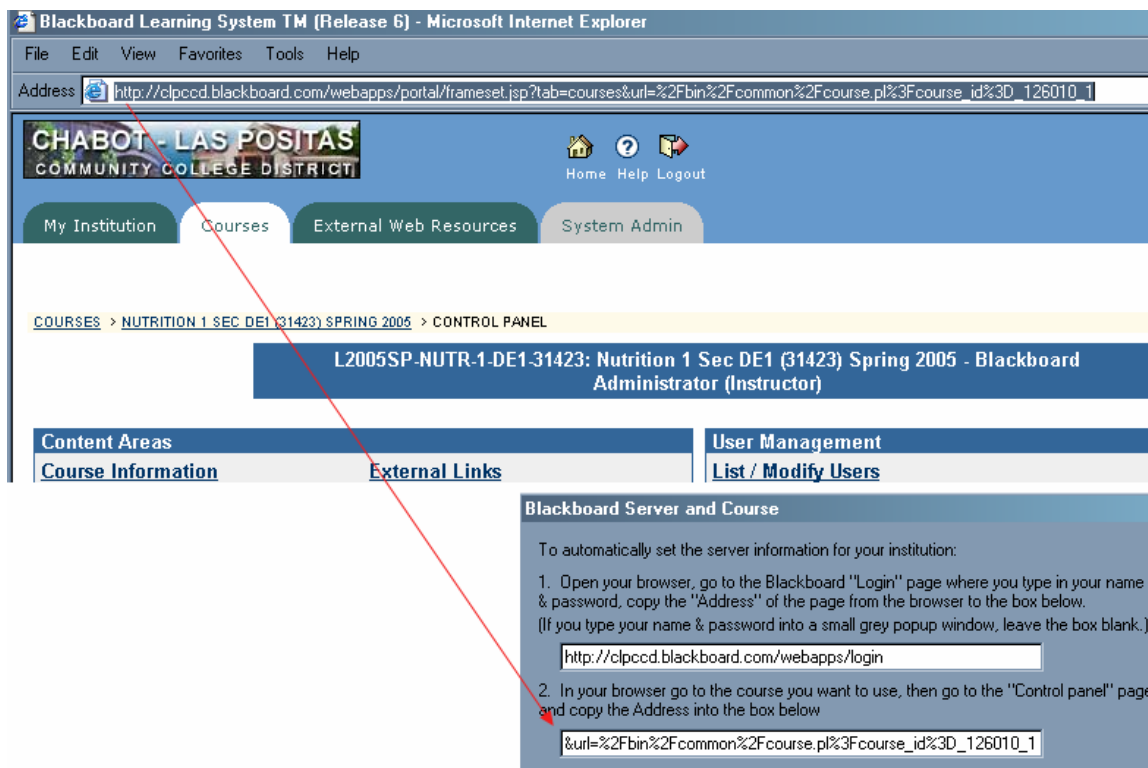
10. From <http://clpccd.blackboard.com> click the Login button.



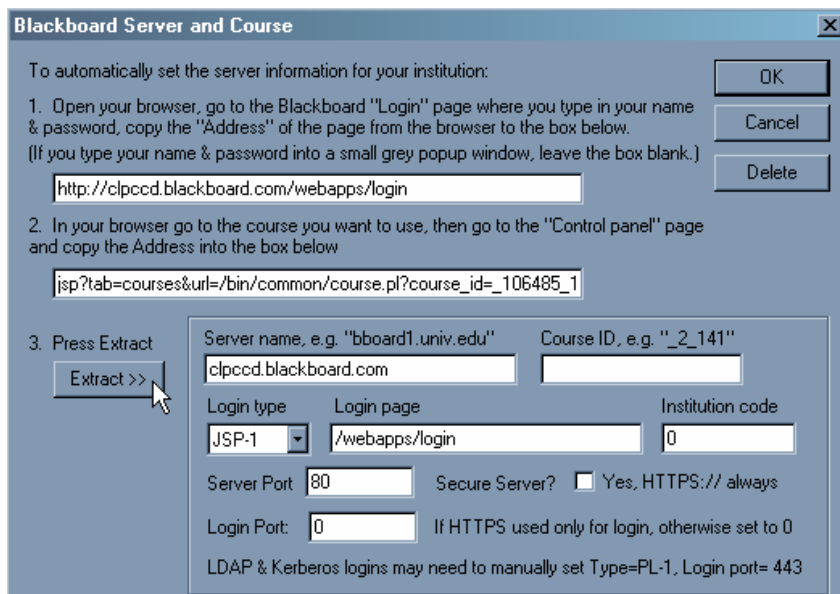
11. Copy the **Address** from your browser and paste into the first field in the **Blackboard Server and Course** window.

A screenshot of a Microsoft Internet Explorer browser window. The title bar reads "Blackboard Learning System™ (Release 6) - Microsoft Internet Explorer". The address bar shows "http://clpccd.blackboard.com/webapps/login". The main content area displays the Blackboard logo, a welcome message: "Welcome to Blackboard Learning System™ (Release 6). Please enter your username and password to access the system", and a "Have an Account" section. A red arrow points from the address bar to a "Blackboard Server and Course" window. This window contains the same instructions as in step 9, with the first text input field containing the URL "http://clpccd.blackboard.com/webapps/login".

12. Go back to your browser and **login to Blackboard**. Navigate to the Blackboard course where you would like to publish your Flash activities.
13. Once you are in your Blackboard course, click the **Control Panel** link.
14. Copy the **Address** from your browser and paste it into the second field in the **Blackboard Server and Course** window.



15. Click the **Extract** button on the **Blackboard Server and Course** window.



15. Enter your **User name and Password**. Do NOT check the box in the bottom of the window that reads, "Remember my User Name and Password..."

Blackboard Server and Course

To automatically set the server information for your institution:

1. Open your browser, go to the Blackboard "Login" page where you type in your name & password, copy the "Address" of the page from the browser to the box below.
(If you type your name & password into a small grey popup window, leave the box blank.)
2. In your browser go to the course you want to use, then go to the "Control panel" page and copy the Address into the box below
3. Press Extract

Server name, e.g. "bboard1.univ.edu"	Course ID, e.g. "_2_141"	
<input type="text" value="clpccd.blackboard.com"/>	<input type="text" value="_106485_1"/>	
Login type	Login page	Institution code
<input type="text" value="JSP-1"/>	<input type="text" value="/webapps/login?new_loc=%2Fwebapp"/>	<input type="text" value="0"/>
Server Port: <input type="text" value="80"/>	Secure Server? <input type="checkbox"/> Yes, HTTPS:// always	
Login Port: <input type="text" value="0"/>	If HTTPS used only for login, otherwise set to 0	
LDAP & Kerberos logins may need to manually set Type=PL-1, Login port= 443		

The information below must be entered manually:

Description: Version:

(text to display in the server selection list, e.g. "My Bb server")

User name: Password:

Remember my User Name and Password (save them on this computer) --
If this is a shared computer, un-check this box!

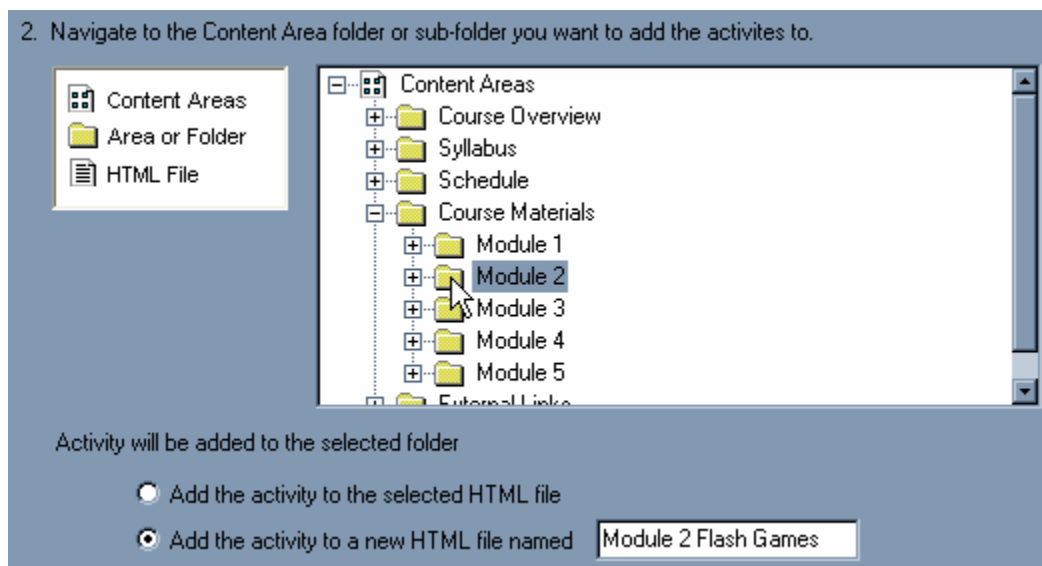
16. Click **Ok**.
17. Click **Next**.
18. Select your Blackboard course from the pull-down menu.

StudyMate Publish Wizard

Publish to Blackboard server - Standard Upload

1. Choose the course on the server you want to publish to
Course:
"Four I's" Model Course
"Four I's" Training Course
Blackboard Online Learning Team (BOLT)
OCDP Online
2. Navigate to the Content Area
Content Areas:
Area or Folder
HTML File

19. Navigate to the Content Area or folder you want to add the activities to.



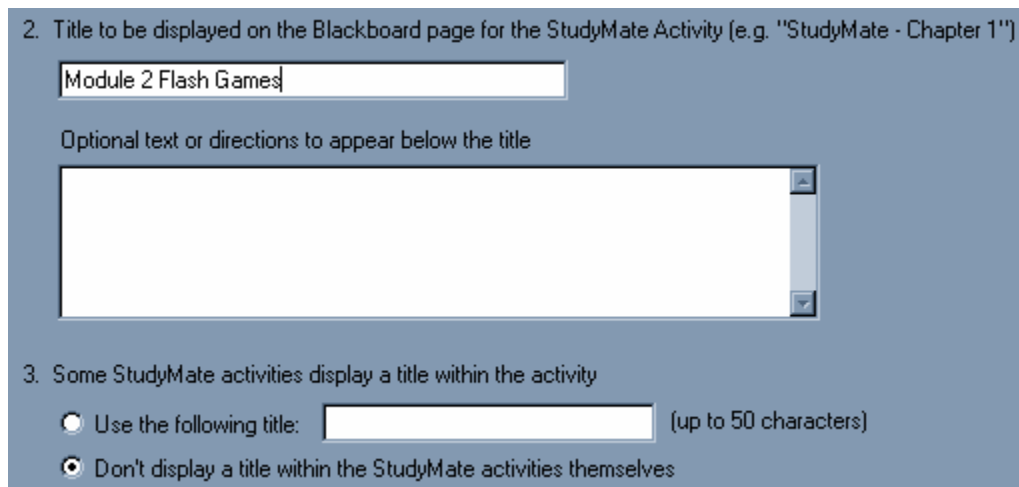
19. Select the button next to **Add the activity to a new HTML file named**, and enter a name for your Flash activities.

20. Click **Next**.

21. Enter a title in the first field within option 2.

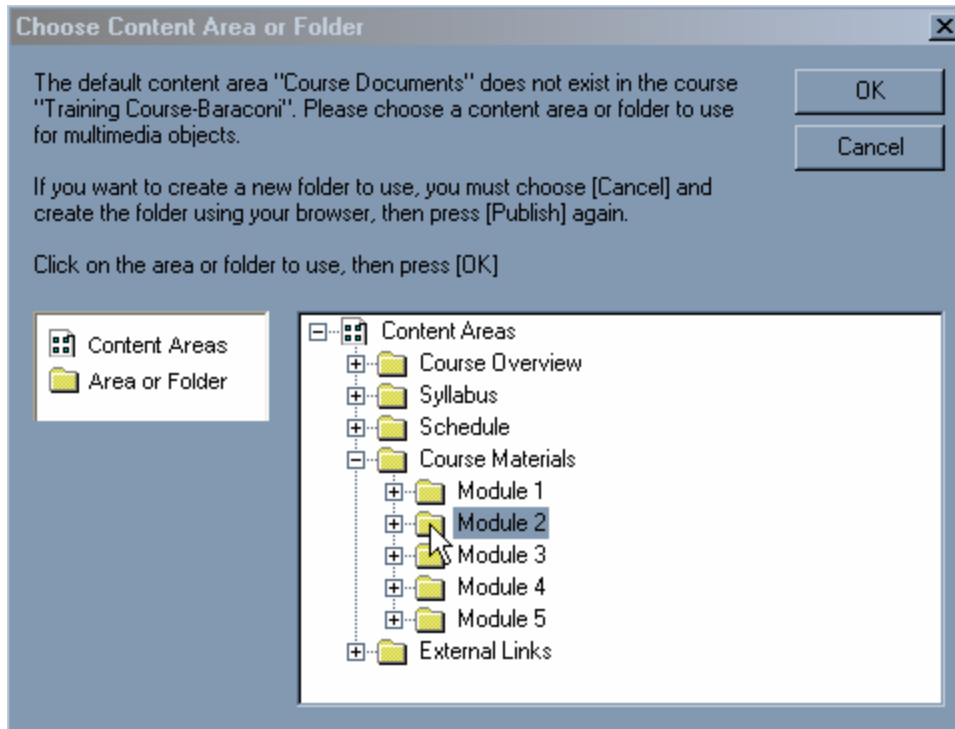
22. Skip the optional text box.

23. Click on the button that reads, **“Don’t display a title...”**



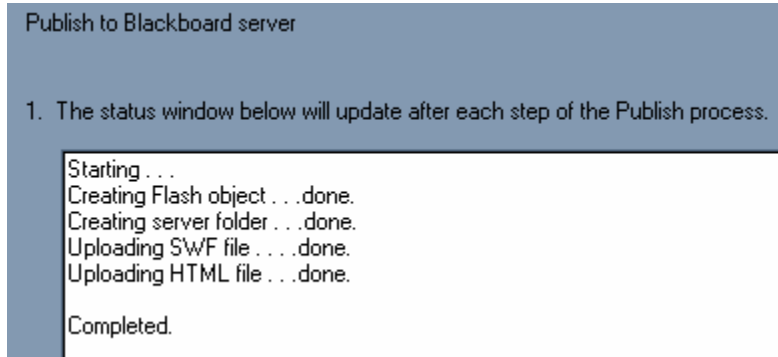
24. Click **Next**.

25. Again, click on the content area where you would like to place the files.



26. Click **OK**.

The status window will tell you when the process has completed.



27. Click **Finish**.

28. Check the Content Area in Blackboard to ensure the files uploaded properly, and you are done!