

The "How-To" Guide for Downloading IntelliTools Classroom Suite Activities from the On-line Activity Exchange and Unzipping the Classroom Suite Files for Use

Created by: Erinn Dobres, InterACT 1/28/08

Directions:

- 1) Launch Internet Explorer. Type the following web address in the text field provided at the top of the screen: <http://www.intellitools.com> and type *Enter*.
- 2) From the home screen, single mouse-click on the link entitled, *Activity Exchange*, listed on the left-hand side of the screen.



- 3) Once on the Activity Exchange page, type in a username and password and click the button labeled, *Sign In*, if you are already a member. If you are not a member, click on the link to *Join Now* and follow the directions provided onscreen. You will need to check your e-mail to activate your Activity Exchange account. Follow the directions provided within the e-mail received to activate your account and proceed to Activity Exchange *Sign In* page.

The screenshot shows the 'IntelliShare Classroom Activity Exchange' sign-in page. At the top, there are four buttons: 'Join', 'Find Activity', 'List All Activities', and 'FAQs'. Below these is a sign-in form with fields for 'Sign in Name' (containing 'username') and 'Password' (containing seven dots). A 'Sign In' button is to the right of the password field. Below the password field is a 'Remember Me' checkbox. A link for 'Forgot My Sign In Name or Password' is below the checkbox. At the bottom of the form area, it says 'Not a Member? It's Free: [Join Now](#)'. Two yellow callout boxes with black arrows provide instructions: one points to the 'Sign In' button with the text 'Already a member? Type in your username and password and click on the button, Sign In.', and the other points to the 'Join Now' link with the text 'Not a member yet? Click on the link, Join Now and complete the required fields.'

4) Once you've logged onto the Activity Exchange, there are several ways to search and view descriptions of Classroom Suite activities. Locate an activity you wish to download.

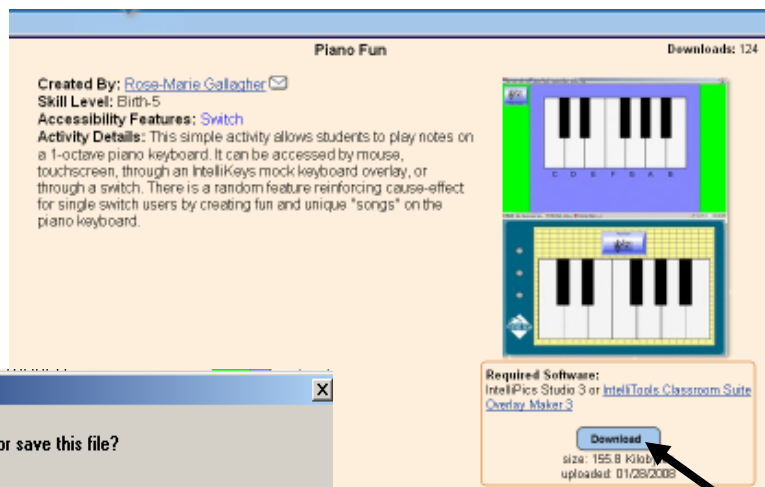


If you would like to search for a specific topic, click on the button, *Find Activity*, and follow the on-screen directions for either a simple or advanced search.

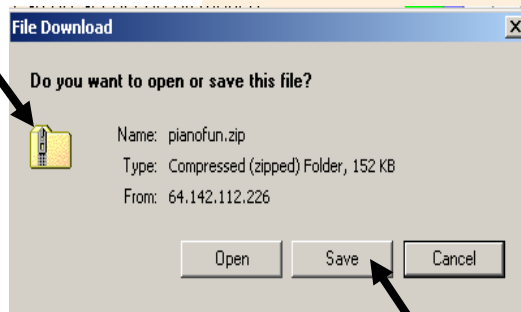
Top 5 Picks of the Day will be listed here. Click on one of the activity links to learn more about the activity.

A list of *New Activities* since you last visited the website will be displayed here. Click on an "activity" link to view a description of the activity.

5) Once you find an activity you want to download and you've clicked the link for the activity, the screen will refresh to display specific details about the activity along with screen shots of the activity. In order to download this particular activity, click on the button labeled, *Download*, in the bottom right-hand corner of the screen. A *File Download* dialog box will appear onscreen. Click on the button labeled, *Save*. See screenshots below.

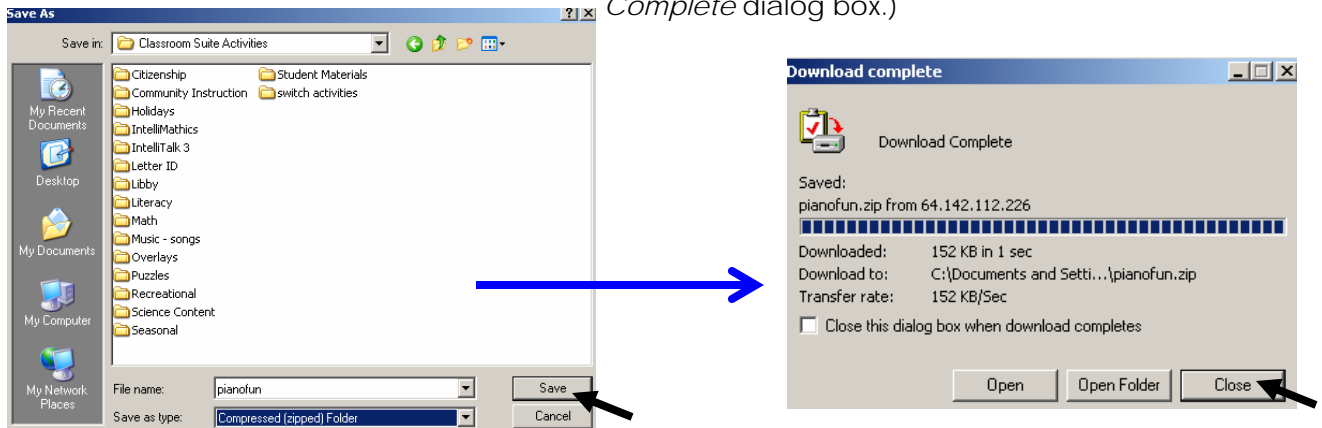


Notice that the file you are about to download is a *zipped or compressed* file.

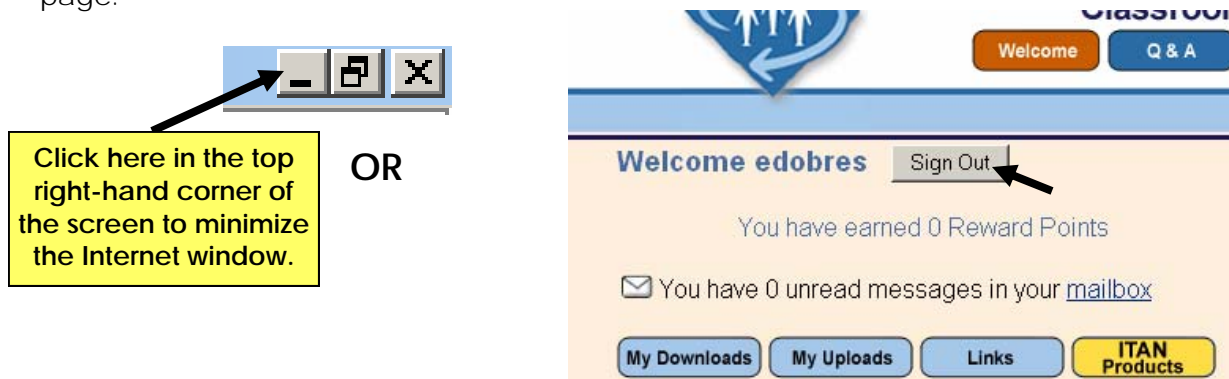


Make sure you have the required software to support the activity prior to downloading. Also, if given the choice to download for either *Windows* or *Macintosh*, make sure you download for the appropriate operating system you have running on your computer.

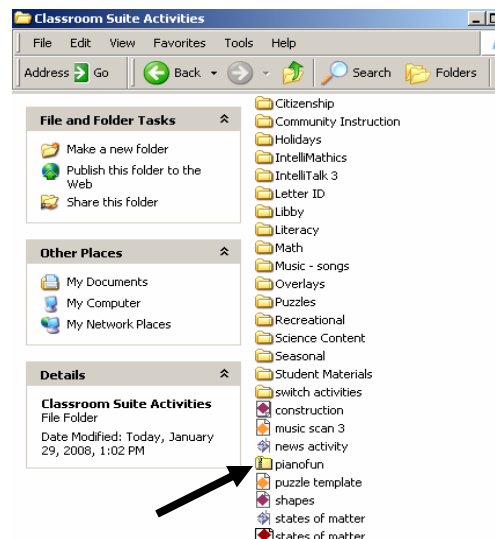
- 6) From the *Save As* dialog box, select a location to save the zipped file within. For this particular example, the activity will be saved under *My Documents* within a folder entitled, *Classroom Suite Activities*. Once you've selected a location to save the file within, simply click the button, *Save*, at the bottom of the dialog box. Next, a dialog box indicating that the download is complete will appear onscreen. Click on the button, *Close*, at the bottom of the dialog box. (You may or may not be prompted at the *Download Complete* dialog box.)



- 7) You can choose to download several more activities by clicking on the Back arrow within your Internet Explorer toolbar and following steps #4 through #6. Once, you've downloaded the files you wanted, simply minimize the Internet Explorer window or sign-out of the Activity Exchange from the *Welcome* page.



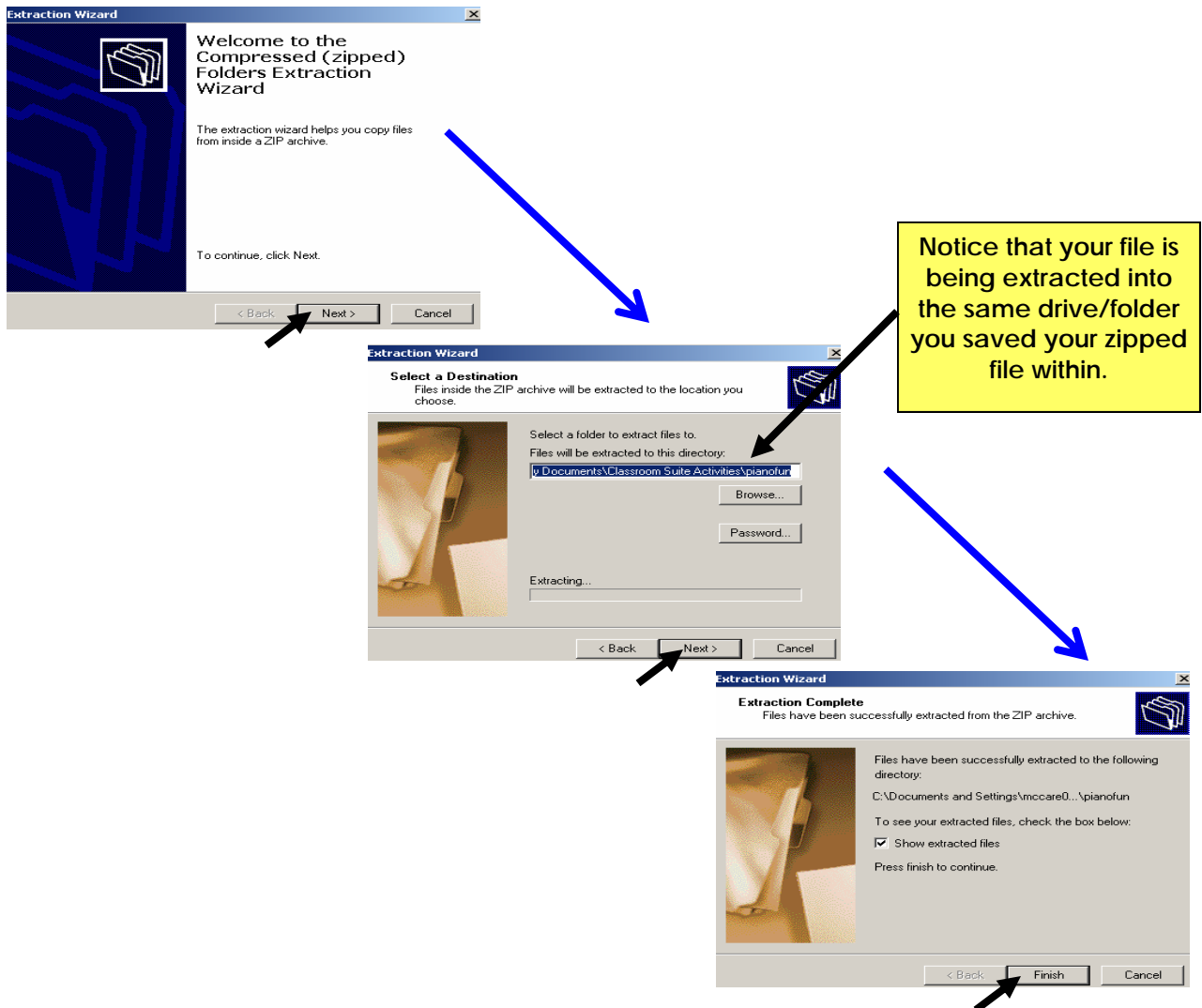
- 8) Next, navigate yourself to the drive (i.e. T:shared, S:shared) or folder (i.e. My Documents) that you saved the activity/activities within. Locate the activity you downloaded within the drive/folder. You will notice that the activity is still a compressed file indicated by the zipper displayed on the folder.



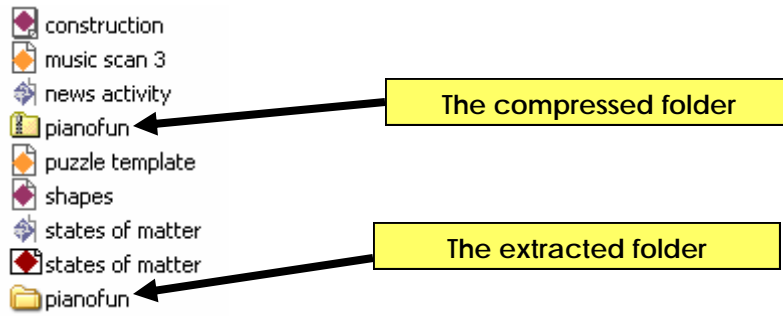
- 9) Click on the zipped file you wish to *unzip*. Next, right mouse-click and scroll up to and click on, *Extract All*.



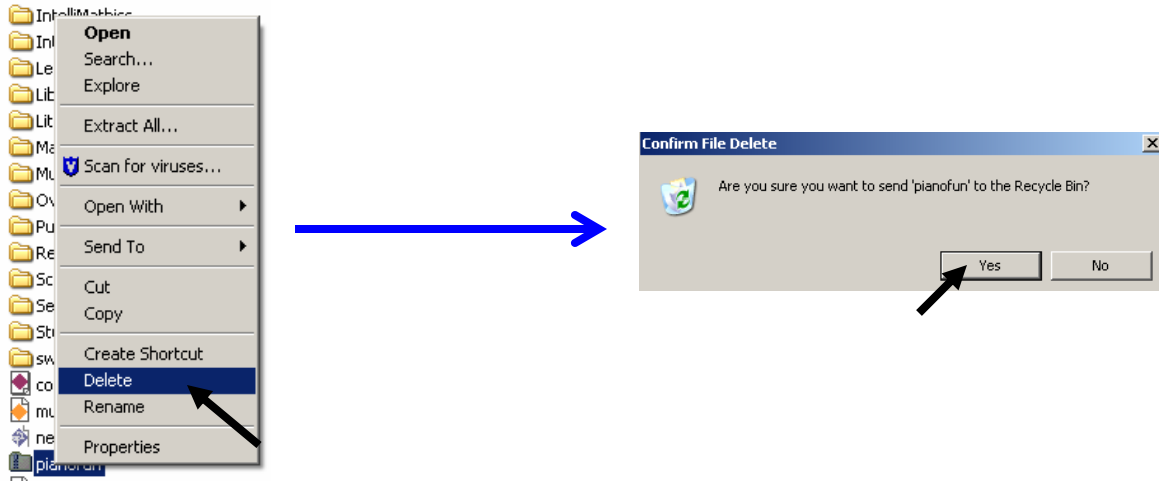
- 10) A *Compressed Folders Extraction Wizard* appears onscreen. Follow the steps to complete the extraction wizard by clicking *Next* at the bottom of the first 2 screens displayed. On the third screen, click on *Finish* to complete the file extraction.



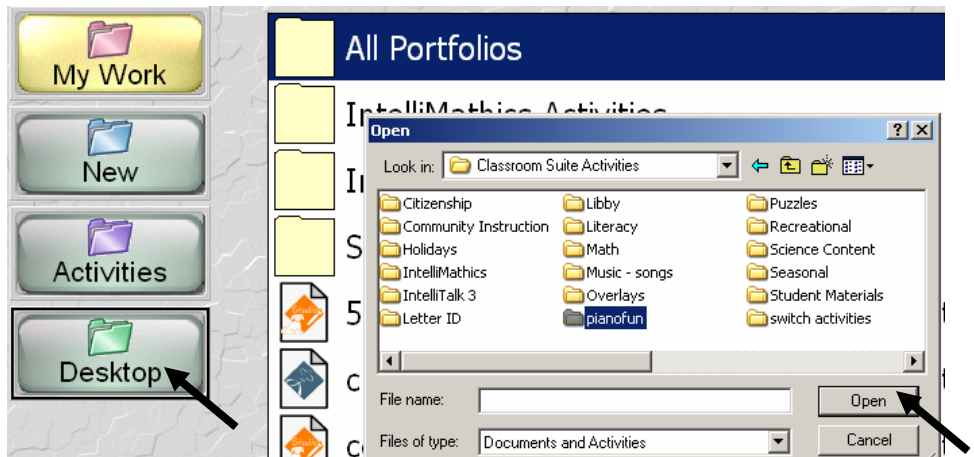
11) You have now successfully extracted the downloaded activity! If you look back within the drive/ folder in which you downloaded the file, you will now notice 2 folders with the same title, one is the compressed folder (indicated by the zipper) and the other is the extracted folder.



12) Now, you can delete the compressed folder, which is no longer needed. To do this, simply click on the compressed folder to select it. Next, right mouse-click and scroll up to and click, *Delete*. When prompted to send the folder to the recycle bin, click *Yes*.



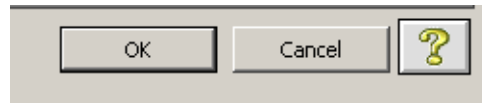
13) Now, launch Classroom Suite and open your activity by clicking the *Desktop* button from the *Navigation Screen* and navigating yourself to the drive/folder in which you saved the downloaded activity. Have fun exploring!



- 16) Next, click on the **Appearance** tab at the top of the dialog box. In this tab, you have a variety of options to customize the appearance of your button activity. You can either click on the **Save as Activity** button to save your button activity for future use. Or, you can click on the **Save as Activity** button to save your button activity for future use. Don't forget to appear your activity to make sure there are no additional modifications that need to be made. Congratulations, you have now made a new "apple" IntelliPic Studio activity to begin using with your students!



- 17) Once, you've modified your button appearance, simply click "OK" at the bottom of the dialog box to return to the onscreen activity.



- 18) The "Button Properties" dialog box will close and you will now notice your new vocabulary word and corresponding picture appearing in the button you modified.