

The "How-To" Guide for Developing a "Fill-in-the-Blank" IntelliTalk 3 Activity

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Target Activity: Blank IntelliTalk 3 Document

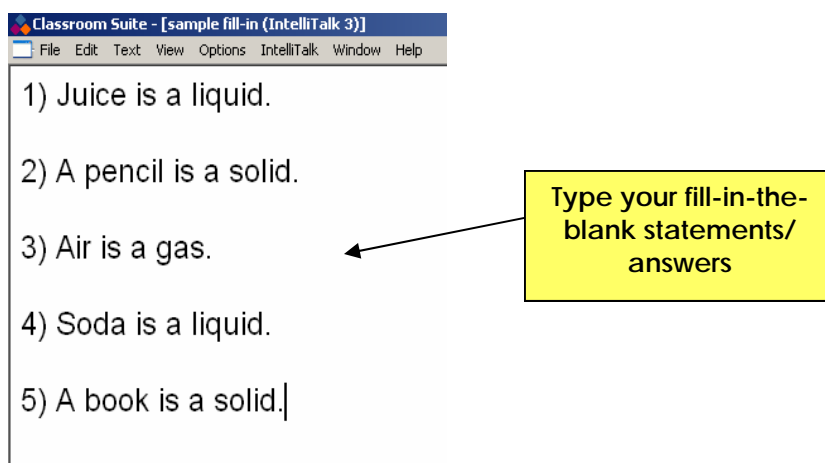
Target Task: Create a "Fill-in-the-Blank" Activity from Scratch

Directions:

- 1) Open a blank IntelliTalk 3 document. This document can be located by accessing the following folders, beginning from the *Navigation Screen*: "New" → "Blank Documents" → "New IntelliTalk 3"

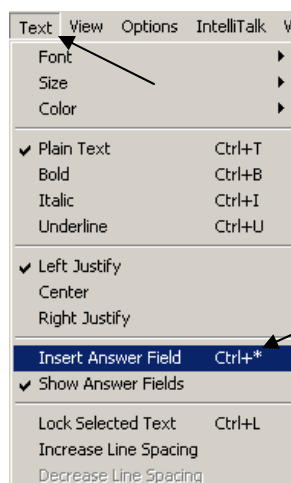


- 2) A blank IntelliTalk 3 document appears onscreen. Let's first begin by typing in our fill-in-the-blank statements in the space provided. Type the entire statement/answer.



- 3) Now, let's capture the answers for the fill-in-the-blanks. To do this, highlight an answer and select "Text" in the toolbar at the top of the screen and scroll down to and select "Insert Answer Field".

1) Juice is a **liquid.**

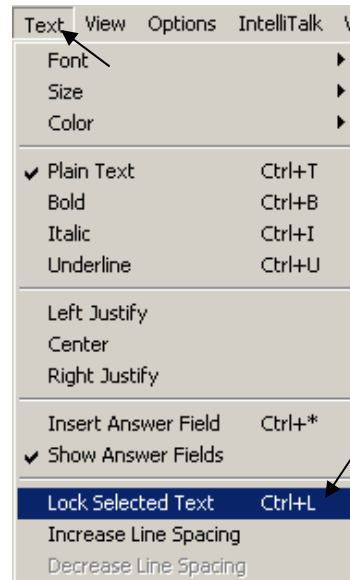
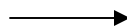


- 4) Once you click "Insert Answer Field", you will immediately return to your onscreen activity and you will notice an answer field inserted in place of one of your answers. Your answer to the statement has been captured by the application.

1) Juice is a _____.

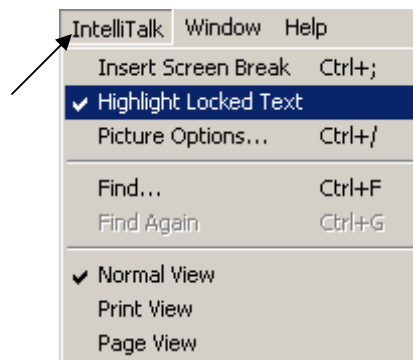
- 5) Continue inserting answer fields within your writing activity by following steps #3 through #4.
- 6) Once you have finished inserting answer fields within your activity, it is time to "lock" the text appearing onscreen so that students cannot edit it. To do this, highlight all of the text onscreen. Next, click on "Text" in the toolbar at the top of the screen and then scroll down to and select "Lock Selected Text" to "lock" the text.

1) Juice is a _____.
 2) A pencil is a _____.
 3) Air is a _____.
 4) Soda is a _____.
 5) A book is a _____.



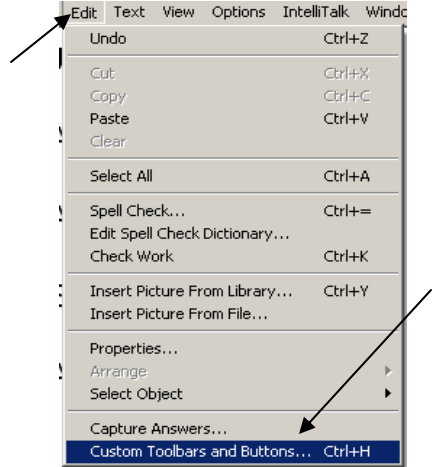
- 7) Once you select "Lock Selected Text" and you return to the onscreen activity, you will notice your text still highlighted and underlined as well. To get rid of the yellow underlining, click on "IntelliTalk" in the toolbar at the top of the screen and scroll down to and select "Highlight Locked Text" to "deselect" it.

1) Juice is a _____
 2) A pencil is a _____
 3) Air is a _____
 4) Soda is a _____
 5) A book is a _____

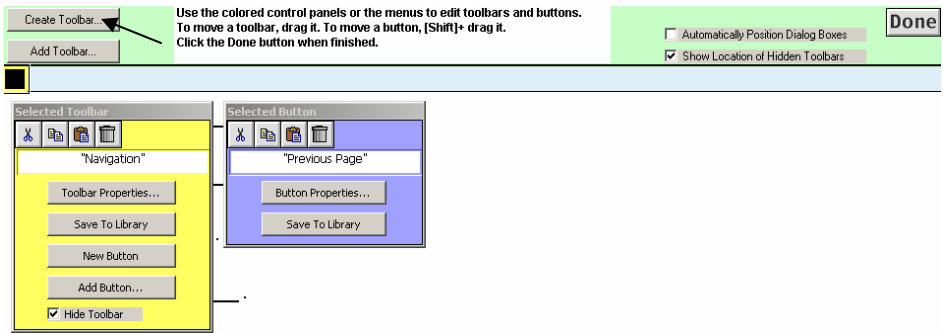


Deselect "Highlight Locked Text" by clicking on it

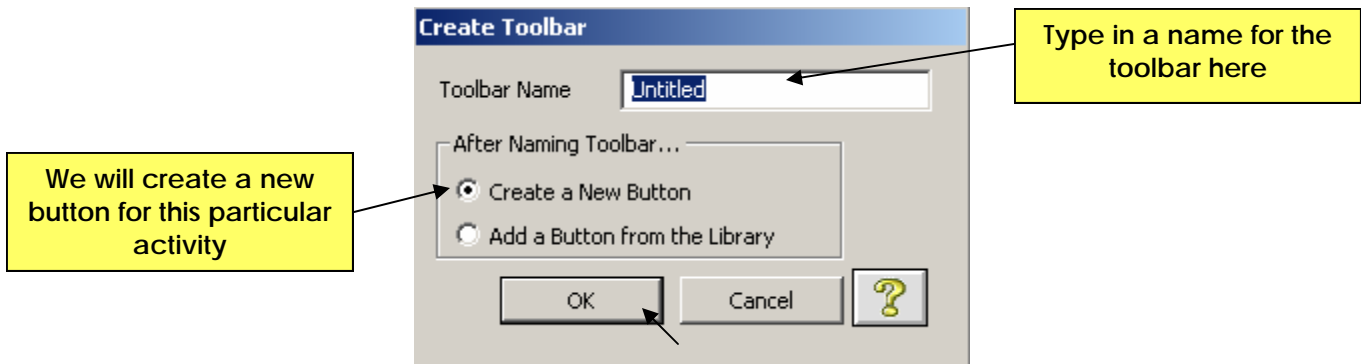
8) Once you click "Highlight Locked Text" and return to the onscreen activity, you will notice that the text is still highlighted. Simply, click anywhere onscreen to get rid of the highlighted portion. Now that the text is locked, it's time to create a toolbar of "answers" for the fill-in-the-blanks available within the activity. To insert a new toolbar, simply click on "Edit" in the toolbar at the top of the screen and scroll down to and select "Custom Toolbars and Buttons".



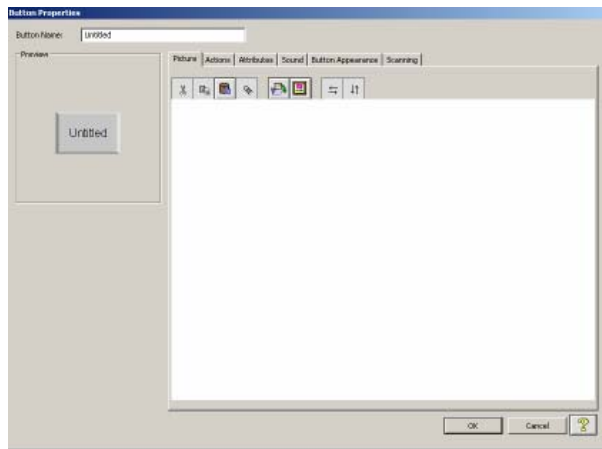
9) Several dialog boxes related to toolbars appear onscreen. To create a new toolbar, simply click on the button labeled, "Create Toolbar" within the green dialog box at the top of the screen.



10) A "Create Toolbar" dialog box appears onscreen. Type in a name for the toolbar in the text field at the top of the dialog box and then click "OK" at the bottom of the dialog box.



11) Once you click "OK", a "Button Properties" dialog box appears onscreen. First, begin by typing in a name for the button within your toolbar in the text field at the top of the dialog box. (Remember, this should be an answer to one of the fill-in-the-blanks within the activity.)



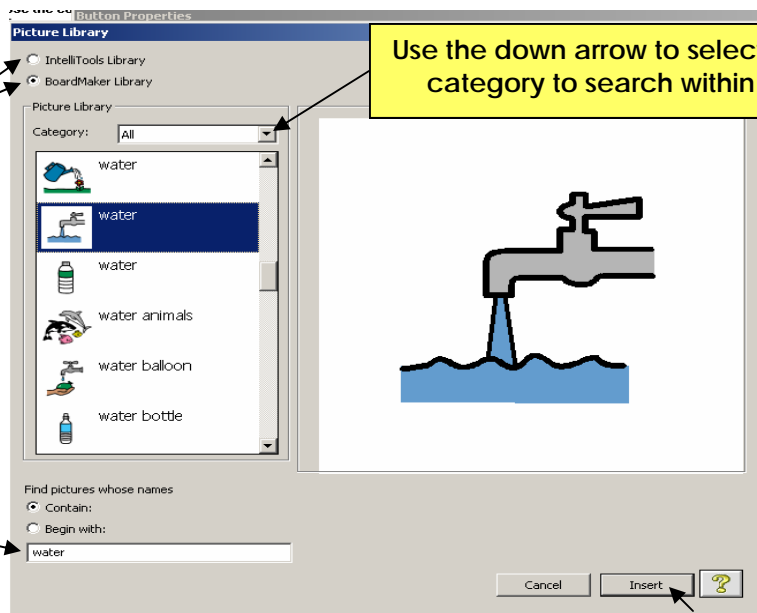
Type a name for your button (it should be an answer to a fill-in-the-blank)

12) Next, let's modify the picture for the button to correspond to its name. To do this, simply click on the icon for the picture library at the top of the dialog box.



Search the "Picture Library" for a button picture

13) A "Picture Library" dialog box appears onscreen. Select a picture library to search within at the top of the dialog box, either the IntelliTools Library or the Boardmaker Library. Next, search for a picture by category or by typing a name in the text field at the bottom of the dialog box. Once you've located a desired picture, simply click "Insert" at the bottom of the dialog box.

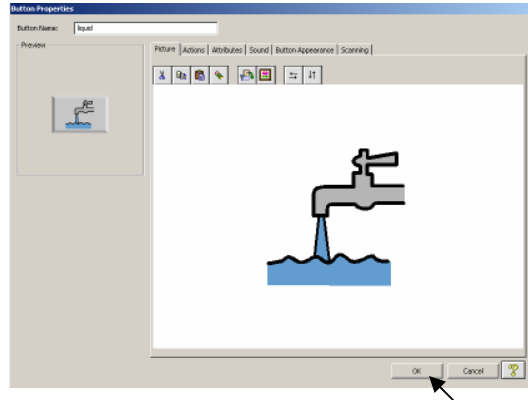


Select a picture library to search within

Use the down arrow to select a category to search within

Search for a picture by typing a word here

14) Once you've clicked "Insert", you will now notice your picture within the "Button Properties" dialog box. Click "Ok" at the bottom of the dialog box to return to the "Toolbar" dialog boxes.



15) Once you return to the "Toolbar" dialog boxes, you will notice that your new button appears in a toolbar at the top of the screen and that it is highlighted. You are currently working on this particular toolbar which is indicated in the "Selected Toolbar" dialog box. Now let's add another button to this toolbar by clicking on "New Button" within the yellow "Selected Toolbar" dialog box.

Your new button appears at the top of the screen

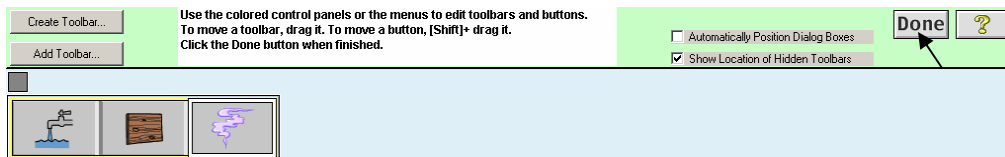
This name indicates which toolbar is selected → "answers"

This name indicates which button is selected → "liquid"

Click on "New Button" to add a new button to your toolbar

5) A book is a

16) Follow steps #11 through #15 to insert as many "answers" as you need for your fill-in-the-blank activity. Once you've inserted all the necessary buttons within the toolbar, simply click "Done" in the green dialog box at the top of the screen.



17) Once you return to the onscreen activity, click on your newly inserted buttons to make sure they are inserting correctly into the available answer fields. Once, you've had time to test this, let's go back and add a "Check Work" toolbar to the activity. To do this, click on "Edit" in the toolbar at the top of the screen and scroll down to and select "Custom Toolbars and Buttons". Again, the toolbar dialog boxes appear onscreen. To add a toolbar from the toolbar library, click on "Add Toolbar" in the green dialog box at the top of the screen.

Create Toolbar...

Add Toolbar...

Use the colored control panels or the menus to edit toolbars and buttons. To move a toolbar, drag it. To move a button, [Shift]+ drag it. Click the Done button when finished.

18) An "Add Toolbar" dialog box appears onscreen. Scroll down to and select "Check Work/Check Spelling" and click "Insert".

Add Toolbar...

Add From Standard Library Add From User Library

- Answer Toolbar
- Attribute Blocks
- Check Work/Check Spelling
- Colors 1
- Colors 2
- Colors Basic
- Delete Options Toolbar
- Delete Tools
- File Functions with Page Arrows
- File Options

Stay Open After Insert Done Insert ?

A preview of the selected toolbar

19) Once you return to the "Toolbar" dialog boxes, simply click "Done" in the green toolbar at the top of the screen to return to the onscreen activity. You will notice you now have 2 toolbars for use within your activity. Use the buttons to insert some answers into the fill-in-the-blank spaces and then use the "Check Work" button to check your answers. (Remember, you captured these answers when you inserted your answer fields.)

Use the "Check Work" button to check the answers. To clear the "Check Work" visual cues, simply click the "Check Work" button again.

1) Juice is a liquid

2) A pencil is a gas

3) Air is a solid

Notice the visual cues for "correct" and "incorrect" answers

20) Once you have had time to explore and make changes to your activity, remember to **SAVE** your newly created activity by selecting → File → Save as Activity Rename the activity for future use. Congratulations, you have successfully created an IntelliTalk 3 activity from scratch!

