IntelliTools Classroom Suite on Tech-Mod Computers

For MCPS Teachers and Staff

How-to Guide

About IntelliTools
Classroom Suite

Classroom Suite is composed of three programs put together into one application.

The three programs (which used to be sold separately) are:
IntelliPics Studio 3
IntelliTalk 3
IntelliMathics 3

Each program is different in what it can do; however, all three have similarities in how they operate and in how they are designed.

All three programs have auditory and visual supports. They all can feature on-screen buttons and can be used to make quizzes. All three can be used with a standard keyboard, IntelliKeys keyboard or a mouse or mouse alternative (trackball, joystick, touch window), depending on the needs of the student.

About IntelliTools
Classroom Suite

*Programs can be used for—**but are not limited to**—the following types of activities:*

IntelliPics Studio 3:

Electronic Storybooks

Simple writing activities

Music and animation compositions

Can be made with several action buttons on one page or created to be several pages in length (like an activity book).

IntelliTalk 3:

Writing activities

Cloze or Fill-in-the-Blank activities

Can read text aloud (text-to-speech)

IntelliMathics 3:

Number value activities

Counting activities

Decimals/fractions/probability games

Sorting activities for math, but also for any concept (reading, science, social studies)

Beginning with IntelliTools Classroom Suite

The Log-in . . .

1.) Log onto the computer with your user name and password
2.) Open Staff Menu folder
3.) Open Applications folder (double-click)
4.) Open AT Software folder (double-click)
5.) Open Classroom Suite (double-click), takes a few seconds to launch
6.) Some computers will ask for a user name and password. When prompted for user name, type **administrator** *(if the computer does not ask for a user name, you are ready to go, skip steps 6 and 7)*
7.) When prompted for password, type **administrator**

Hooray! You are in and ready to go!!

Looking Around . . .

1.) You will now see a screen view with some files listed and with some file folder buttons on the left side
2.) You should now be ready to play
3.) There are four buttons on the left: "My Work," "New," "Activities" and "Desktop"

Beginning with IntelliTools Classroom Suite

My Work—
Contains activities for student use. If the activities are saved in the "My Work" folder, students CAN edit or change them, so beware.

New—
Here are the IntelliPics, IntelliTalk, and IntelliMathics applications used to create new activities. Click on these only if you are creating an activity from scratch, or importing an IntelliPics activity made with an older version of IntelliPics (filename.ipc).

Activities—
Contains folders of activities for student use, provided by the IntelliTools company. This section also has capabilities to store new activities that students MAY NOT edit or change. Even if an activity asks you to save, it will save the new version elsewhere and preserve the original activity.

Desktop—
Navigation button that allows you to access files in your personal My Documents folder on your computer, or to access files and folders anywhere else on the computer, including the T-shared drive, the S-shared drive or a USB flash drive.

Exploring Classroom Suite

Moving around the program

Opening a Classroom Suite Activity from an ICS Activity File

1.) Log on to computer
2.) Open Staff menu folder
3.) Open Applications folder (double-click)
4.) Open AT Software folder (double-click)
5.) Open Classroom Suite (double-click), put in user name and password if necessary (Administrator; Administrator)
6.) From main navigation screen, click the "Activities" button
7.) Click on any subject folder and see what activities are there
8.) *Choose an activity and explore!*

Opening a Classroom Suite Activity from computer location ...

To open an activity, you need to launch Classroom Suite first, not just click on the icon!

1.) Open Classroom Suite as above (steps #1-5) and put in user name and password if necessary (administrator; administrator)
2.) There is a button on the left which says "Desktop"
3.) Click on "Desktop" button
4.) Navigate in window to chosen folder
5.) Choose an activity
6.) Activity will load up. You should see a strip of purple appear quickly telling you the overlay is sending (if using IntelliKeys keyboard).
7.) If you are using the IntelliKeys keyboard, locate the overlay (paper) for the keyboard. Slide the overlay into the keyboard slot
8.) Activity is now ready to run!
9.) Click on the lowest X in the upper right corner if you want to change activities
10.) You will now be back at the main screen. You can click on "Desktop" again and navigate as before to get to a new activity
11.) When you want to quit the program, you can click on the "x" in the upper right corner or click "Quit" from the main navigation screen

A Word about Saving on MCPS computers . . .

MCPS computers operate a little differently than your personal computers at home.

Saving as an Activity . . . Pros and Cons

When you are ready to save:

In MCPS schools, there are only two good options to save your documents in this program (due to the security set-up the county has placed on computers)

Save to your personal, or the student's personal, **"My Documents"** folder

Pro: it will always be available for you there and only you will be able to edit or change it

Con: it can only be used under this log-in. If staff take turns logging in for students, or if different students log-in, then they will not be able to access files saved in another's "My Documents" folder.

Save to the **T-shared (teachers)** or S-shared drive (students, if students login)
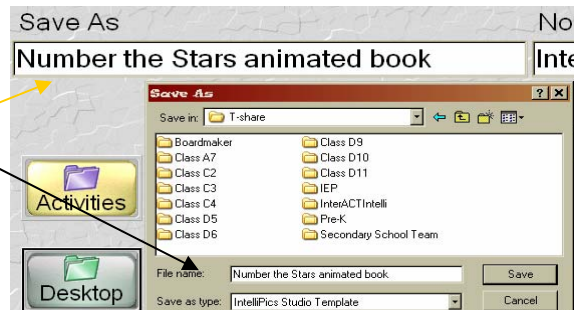
Pro: everyone will be able to share the work, on any computer and with any log-in

Con: others could accidentally alter or change the program—to prevent this, make a class folder on T-shared or S-shared and save

To save: go to "File" menu, choose **"Save as activity."** You will see a screen with the ICS main menu. Click the button on the left bottom which says **"Desktop"** and use the browser to select where you would like the program to save.
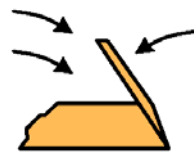
You must put your new file name in the final browser window

NOT the title at the top

Rename if the title has a large name with a C:\\ prompt

If you do not choose one of the above locations to save (My Documents or T-shared), the program will default to saving in Classroom Suite Program Folders, which are on the "C Drive" of the computer. This appears to be convenient because the files will be easy to access on your opening screen later. The problem with this is that on MCPS computers, this can cause editing and programming complications later.

It is recommended that you set up a folder to save your documents and call it "Classroom Suite" or "IntelliPics" or "IntelliTalk Writing" to help you file and later find the documents. This is especially important if information is being saved to the T-shared folder. All staff in a group can place documents in the folder and all can share materials. It also helps prevent duplication of material.

IntelliPics Studio 3

IntelliPics Studio is a program used to create electronic storybooks, simple quizzes, easy writing tasks, and activities with music and animation.
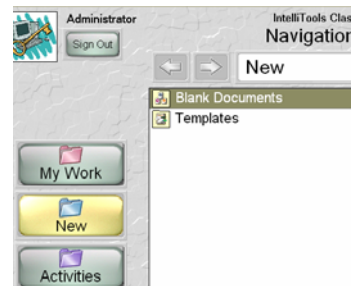
Importing old IntelliPics or IntelliPics Studio Activities

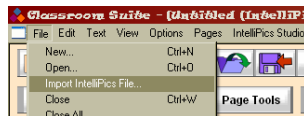(activities developed with IntelliPics before you got Classroom Suite).
Hint—when looking at these files on your computer, they have a diamond with a dog on them or an unusual "unknown" icon. They May also have the ".ipc" file extension.
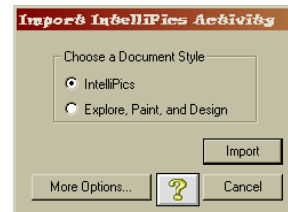
1.) Open Classroom Suite, put in password if necessary
    (log-in—administrator; password—administrator)
2.) From Main Navigation Screen, click the "New" button
3.) Click the "Blank Documents" folder
4.) Click the program,
    "IntelliPics Studio3"
5.) IntelliPics Studio will now open up and
    present you with a blank document

6.) From the File menu, choose "Import
    IntelliPics file"

7.) You will be given a navigation window. Search for the activity you would
    like to convert. Click on activity and click "open"
8.) A screen will appear describing import tasks. The default
    is to import IntelliPics activity. Click "Import"

9.) You will now be asked to save this document,
    but in a folder that allows for editing. If
    you do not want to make changes, click "Cancel"
10.) Once the activity opens up, go to File menu and
    choose "Save as activity."
11.) Save as activity, preferably to T-shared drive or
    in folder from where the original document came.

IntelliPics Studio 3

IntelliPics Studio is a program used to create electronic storybooks, simple quizzes, easy writing tasks, and activities with music and animation.

Downloading from MCPS AT Share Folder—

Unfortunately, this is a long journey to get to the gold mine at the end. It's worth it, though. You can mark the file as a "favorite" to save yourself some time on your work Outlook account

1.) Log on to computer, locate and open Outlook
3.) Look through the File menus on the left. Choose the one that says "Public Folders" and click.

** hint—On Outlook, files can be clicked which displays the contents of the mail folder. If you want to see the sub-folder, you need to single-click the "+" sign and they will open and display their contents.

4.) Click on the + by the folder "Conferences"
5.) Click on the + by the folder "Curriculum"
6.) Click on the + by the folder "Special Education"
7.) Click on the + by the folder "Special Ed AT Info"
8.) Single-click on the folder "File Sharing"
9.) Choose an e-mail file that looks interesting

Downloading and Opening the actual file

1.) After you've chosen your activity, <u>right-click</u> on the file to be downloaded—right on its actual name which is underlined and next to the little paper icon.
2.) Click **Save Target As** and a navigation window will appear.
3.) Choose a location—either on your personal My Documents, a flash drive, or T-shared drive
4.) Click **save**
5.) Quit Outlook and find your document where you saved it
6.) Look at the icon: If it has a dog in a diamond, it is the old IntelliPics and will need to be converted ("Imported" into IntelliPics Studio 3).
If it is a plain yellow diamond or a rainbow colored clover, then it was created in IntelliPics Studio 3. Although the yellow diamond will launch from the icon, the rainbow icon MUST be launched by opening Classroom Suite first, then opening IntelliPics Studio and choosing "Open" and finally, navigating to the document to open it.

IntelliTalk 3

*IntelliTalk 3 is a very versatile reading and writing program.
IntelliTalk 3 features the ability to create simple writing
exercises, cloze or fill-in-the-blank activities,
and text-to-speech activities.*

IntelliTalk opens and operates in much the same way as IntelliPics Studio.
You can open documents from the activity folders provided, or from your own
     personal folder or the T-shared folder.
You should "Save as activity" when you finish creating a new work, placing the
     activity in your "My Documents" or the "T-shared" or "S-shared" folders.
Overlays can be created for activities if they have a toolbar (buttons).
Overlays are attached to the activities just like with IntelliPics Studio.

Text-to-Speech

To open up a blank IntelliTalk activity,
Click on the "New" button, then
double-click on New IntelliTalk 3

When the IntelliTalk 3 activity opens up,
choose a basic typist toolbar:

Type in your sentences
for the students to read,
or cut and paste text
from a Word document
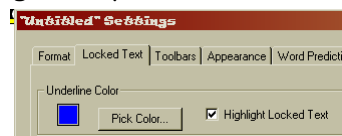Or other text source.
The students can then
use the navigation arrows to advance and read through the text.

Locking Text

You can lock text in IntelliTalk 3, specifically so students cannot erase text.
Highlight anything you want preserved.
Under the menu "Text," choose "Locked Selected Text"
Change the default thick blue underline by going to "Options," the "name of
     program settings," "Locked Text" and
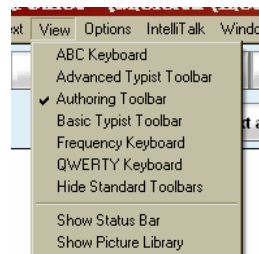   uncheck box "Highlight Locked Text"

IntelliTalk 3

IntelliTalk 3 is a very versatile reading and writing program. IntelliTalk 3 features the ability to create simple writing exercises, cloze or fill-in-the-blank activities, and text-to-speech activities.

Cloze or Fill-in-the-Blank Activities:

1.) To create fill-in-the-blank activities, it is often best to arrange your display so that the blank activity has the "Authoring Toolbar." You can then choose the button that states:
"Text and Answer Fields"

2.) Type in your headings, title, and directions.

3.) Begin typing in the questions for your students. When it is time to leave the "blank," you can click on the "Insert Answer Field" button, or choose the "Text" button from the top menu and choose "Insert Answer Field"

A line should appear. To avoid typing on this line, forward the right arrow past it if you need to continue typing text.

4.) When you are finished with all your fill-in-the-blank questions, highlight them all and choose to "Lock Selected Text" by either the button or the text menu (see previous page). Remove the highlight underline if needed.

5.) If you want the self-correct option, type in the answers on all the lines.

6.) Choose the "Capture Answers" button. You will be asked if you want to erase the answers afterwards. You can choose "ok"

7.) Now when students type in their answers, they can choose the "Check Answers" button on their toolbar and it will indicate if they are correct or wrong.

IntelliTalk 3

IntelliTalk 3 is a very versatile reading and writing program. IntelliTalk 3 features the ability to create simple writing exercises, cloze or fill-in-the-blank activities, and text-to-speech activities.

Editing existing programs

One change in the Classroom Suite version of IntelliTalk is that the "Palettes" are now called "Toolbars."

<u>To easily change buttons on a toolbar—</u>

One thing to make editing easier is to set-up your mouse, so that the right-click of the mouse will allow you to quickly go into edit mode. To do this:

> From main screen, choose "Teacher Options"
> On right side, under User Interface tab, 5th button down, click to check "allow right-click to edit.
> Click "ok" at bottom *(You only need to make this setting change one time on each computer)*

Otherwise, you can edit buttons by holding down the "Ctrl" button and clicking using your mouse, or choosing the appropriate command in the toolbar menu.

Customizing or changing the toolbar:

When you put your mouse arrow on a button and right-click your mouse, a button properties screen will appear with the features of that button. Changing these features will allow you to edit the button to create something new.

There are generally a few things that you will need to change for each button:

The text name of button (the text that appears on the button with the picture)
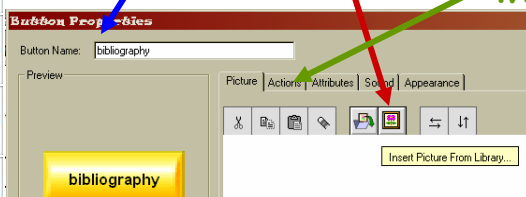> This is located on the top of the "Pictures" tab

The picture on the button
> Like most of Classroom Suite, choose the "Picture" icon to change

What the button does
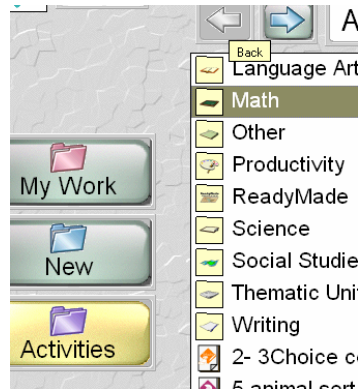> Located under the "Actions" tab

IntelliMathics

The IntelliMathics Program features the ability to create many fun and exciting mathematics activities. It can also be used across the curriculum to create activities for other subjects, particularly involving sorting or comparison concepts.

Choosing Math Activities:

1.) From the main menu, click "Activities" and locate the Math folder.

2.) Pick from a selection of materials. If creating something new for students, it is best to find a similar activity and edit this rather than creating something new from scratch.

Easy Counting Program:

1.) From the Main Navigation Screen, choose "Activities" and locate the Math folder.   Choose and click "Open."
2.) Choose an activity called "Counting Trucks" and click "Open."
3.) Follow the directions on the screen and pick the appropriate number of vehicles by clicking on the vehicle buttons located at the bottom of your screen
4.) Check your work when you are done. Click on the "Check Work" button located in the top toolbar
5.) If you are correct, turn the page using the "Next Page" button and get another problem

Easy Addition Program:

1.) From the Main Navigation Screen, choose "Activities" and locate the Math folder.   Choose and click "Open."
2.) Choose an activity called "Addition in the Desert" and click "Open."
3.) Follow the directions on the screen and pick the appropriate number of animals by clicking on the buttons located at the side of your screen.
4.) When the animals appear on the screen, drag them to the correct box and watch the tally increase. Complete the addition problem.
4.) Check your work when you are done. Click on the "Check Work" button located in the top toolbar
5.) If you are correct, turn the page using the "Next Page" button and get another problem

Acquiring New Activities

If you are now hooked and would like more, here is a good way to obtain additional activities to use with your students.
You will have to run through different programs to see which ones will work best, but you can modify or edit as needed.

Downloading through IntelliTools.com Activity Exchange

For free activities that may help meet your student needs

To register:
1.) Launch Internet Explorer
2.) go to www.intellitools.com
3.) Choose "Activity Exchange" by clicking on the left side of the screen
4.) Register for FREE Activity Exchange by following the instructions on the screen
5.) Receive info in e-mail as confirmation of membership

To use Activity Exchange:
1.) Launch Internet Explorer and go to www.intellitools.com
2.) Log-in to Activity Exchange
3.) Search for activities through main menu or "Find" feature
4.) Click on activity to download
5.) Click "Save" button and navigate to appropriate location (i.e., "My Documents" folder or folder on a shared location)
6.) Activity will download to this location (may take few minutes)
7.) Minimize or quit Internet Explorer
8.) Find the activity folder in chosen location. File will be "zipped" up or compressed.
- A.) If the folder has little zipper on it, right click on mouse and click on command that says "Extract all." Follow sequence (next) and finish unzipping file. You will get a second file folder of activities that you can then open directly from Classroom Suite. You can then delete the zippered folder if you'd like.
- B.) If the folder has little computer on it, then double-click and click "Run" in command box. Activity files will unzip and be placed in your folder.
9.) Once activity is unzipped, launch Classroom Suite from the Applications folder
10.) From Main Navigation Screen, click "Desktop" button and use browser window to search for desired activity.
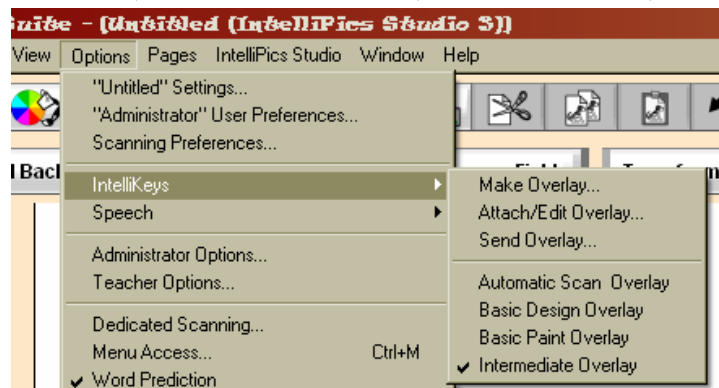11.) Open and use!

Working with Overlays

Overlays can be customized for the IntelliKeys keyboard.
This enables many users to easily access activities.

A variety of choices—
You can individualize the keyboard for every button on the screen or make something as simple as a single button to advance the screen through the story. You can also customize the keyboard to allow for a switch to be connected to the side ports (1 or 2) for students to use a switch to perform a function such as advancing to the next page of a story.
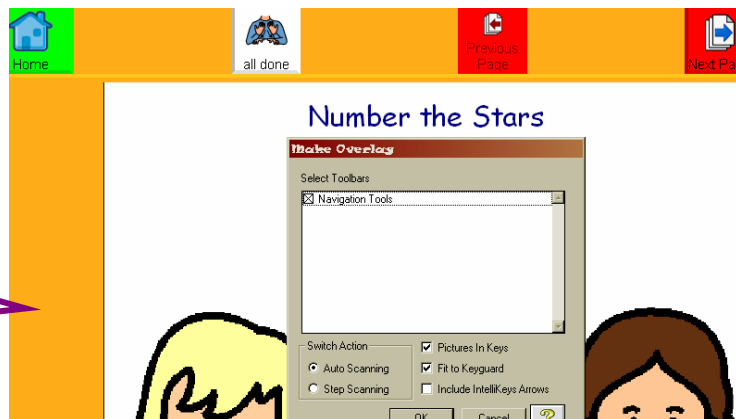
Information about overlays is accessed through the top menu in all three programs (IntelliTalk, IntelliPics, and IntelliMathics), located under "Options" and "IntelliKeys" – there is a two-part box: the top part gives you choices about what to do with an overlay, the bottom tells what overlays are currently attached. The checked overlay is the default (what overlay is active with that particular activity).

Make an Overlay

This allows you to create a new overlay for a Classroom Suite activity. You can choose the toolbars to be included (the buttons that will transfer to the new overlay) and whether the buttons will have pictures.
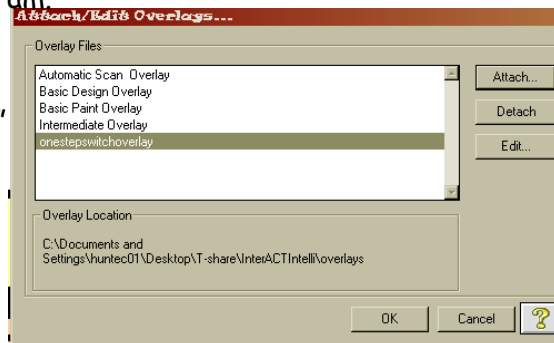
You will be asked to save your new overlay.

Navigate in the window and save your new overlay in folder with the activity!!!

Working with Overlays
Overlays can be customized for the IntelliKeys keyboard.
This enables many users to easily access activities.

Attach an overlay

This option is to connect or attach your Classroom Suite activity with an overlay that was made for this activity.

1.) If there is an appropriate overlay that you need to attach to your activity (has name of this activity or has been designed for what you want, click "Options," then "IntelliKeys," then "Attach/Edit overlay" then choose "Attach."

2.) This will open up a navigation window. Only overlays will appear. Search through the files for the overlay you are seeking (it may have the name of your activity or describe the button action).

3.) Choose the overlay, then click "Open" (or double-click on appropriate overlay).

4.) The overlay that was selected will now be highlighted and this will be the default that will open up with the program.

5.) Click "OK."

6.) You can check and make sure your overlay is attached. Go to "Options," "IntelliKeys," and look at the bottom box – your overlay should be checked.

7.) <u>*Very Important!!!!!*</u>

Before you use your activity with the new overlay, "Save as Activity" in your Classroom Suite program so the new overlay will be attached to the activity.

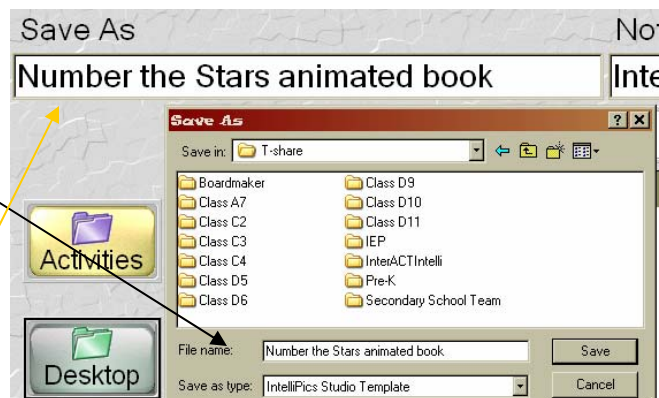***From the top menu, select "File" and choose "Save as Activity"**
*Click "Desktop"
*Navigate to the place you'd like to save
   *Make sure the correct name is in this window <u>NOT</u> the title on the top Classroom Suite window), re-name if there is a long title here including a C:\ prompt)
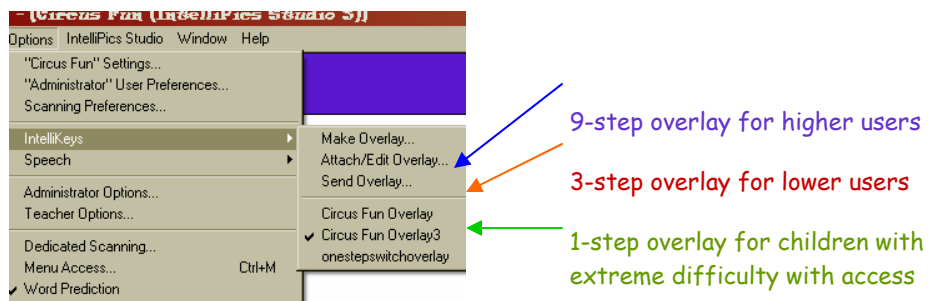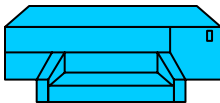   ***Click "Save"**
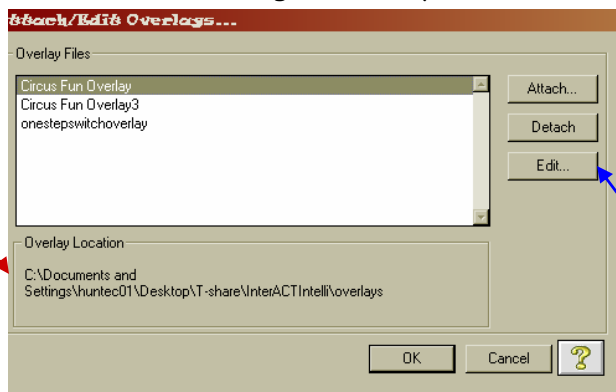
Working with Overlays
Overlays can be customized for the IntelliKeys keyboard.
This enables many users to easily access activities.

When working in either IntelliPics, IntelliTalk, or IntelliMathics, you can always have multiple overlays for one activity, adapted for different users (a single button-click overlay for a basic user; multiple choice overlays for more experienced users). Whichever one is checked is the default. To choose a different overlay, just click on it in the IntelliKeys menu (bottom half)

9-step overlay for higher users

3-step overlay for lower users

1-step overlay for children with extreme difficulty with access

FYI – The pathway of any keyboard overlay is shown at the bottom of the "Attach/Edit" toolbar menu in any Classroom Suite activity. If you are having difficulties, double check the connection pathway and make sure the Classroom Suite activity is connected with the right Overlay from an accessible location.

If you need a print out of an overlay for the IntelliKeys keyboard, you can get it in one of two ways:

1.) From above Attach/Edit toolbar, click the "Edit" button (as seen above). The OverlayMaker program will launch and you can choose "Print" from the "File" menu at the top   or

2.) You can launch OverlayMaker program found in your AT folder (under Applications) and from the "File" menu, choose "Open" and open up your overlay from its activity folder.   From the "File" menu, choose "Open"