

ACTIVITY STUDIO 2.0

USER MANUAL

Last Updated August 13, 1999

ACTIVITY STUDIO 2.0 CONTENTS

USING THE ACTIVITY STUDIO: INTRODUCTION	4
What are Activities?	4
What is Shockwave?	4
ACTIVITY STYLES AND FEATURES.....	5
General Features	5
Drag and Drop (Drill)	6
Drag and Drop (Sort).....	7
Drag Text to Text for Graphic (RemOnSource)	8
Drag Text to Text for Graphic (RemOnTarget)	8
Drag Text to Text for Text.....	9
Matching.....	10
Matrix	11
Matrix (Rate).....	11
Multiple Choice	12
Multiple Choice (Drill)	13
Multiple Choice (Edit).....	14
Rollover Graphic for Text	15
Rollover Text for Graphic	16
Select Text to Pair.....	17
Short Answer	18
True False	19
True False (Drill)	20
LAUNCHING THE ACTIVITY STUDIO	21
USING THE LEGEND.....	22
EDITING COURSE PREFERENCES	23
Activity Engine Versions	23
Color Scheme.....	23
PREPARING ACTIVITY GROUPS.....	24
Add an Activity Group	24
Edit an Activity Group.....	24

Delete an Activity Group.....	24
PREPARING ACTIVITIES	25
Add an Activity.....	25
View an Activity.....	25
View an Activity Group	26
Edit an Activity	26
Delete an Activity	26
WORKING WITH ACTIVITY COMPONENTS	27
Overview	27
Using Existing Components	27
Requesting New Components	27
Creating Your Own Components: Getting Started	28
Creating Custom Audio	29
Creating Custom Backgrounds	30
Creating Custom Graphics	33
Creating Custom Icons.....	38
DEPLOYING ACTIVITIES	40
Activity Deployment Location.....	40
Deploy Activities	40
Add Activities to Point Pages.....	41
TECHNICAL SUPPORT	43
Using Online Help.....	43
Contacting Multimedia Support.....	43

ACTIVITY STUDIO 2.0 USER MANUAL

USING THE ACTIVITY STUDIO: INTRODUCTION

The Activity Studio was built as a tool to empower course developers to quickly and easily add interactive activities to their courseware point pages. By following a simple step by step process, course developers can implement a Shockwave-based interactive activity in a matter of minutes.

What are Activities?

Activities are small interactive multimedia applications created for educational use in on-line courseware. They have been developed with dynamic features intended to offer a wide range of usability. The user interface, in conjunction with text, graphic, and audio-based content, exist as interchangeable external components. In this way, a core Shockwave movie functions as an "engine" utilizing content and components defined by course developers.

What is Shockwave?

A plug-in is a helper application that runs directly within your browser to exchange data. A plug-in plays a multimedia presentation, like sound, video, graphics, and animated graphics without interrupting the flow of what you are viewing. The Activity Studio 2.0 requires the Shockwave 7 and Flash plug-in.

We recommend you install the Shockwave 7 and Flash plug-in prior to creating activities so you can view your activities with minimal interruption when material is presented in a multimedia format. To test if you already have the Shockwave plug-in loaded and/or to download the required plug-in, point your browser to www.uol.com/plugins. Click on the Shockwave graphic icon to test if you already have the Shockwave and Flash plug-in installed.

To download the plug-in, single click on the "Get Shockwave" link. Save the plug-in to your temp directory (create a temp directory if you do not have one already) on your hard drive. Once the plug-in executable file finishes downloading, use Windows explorer to go to your temp directory, then double click on the plug-in file and follow the on-screen directions to complete the installation.

For more information on Shockwave, visit the Macromedia website.
<http://www.macromedia.com/shockwave/>

ACTIVITY STYLES AND FEATURES

There is a wide range of activity styles available. Each style is unique in what it has to offer. Because of the range, features vary from one to the next.

General Features

Here are the features that are common to all styles of activities:

Customizable External Components

Activities pull in external data and dynamically manipulate content (text, graphic, audio, and video). External components are interchangeable to allow customization. Outlined below are types of components used by activities:

Engine	Core activity engine
User Interface	Available in an assortment of color schemes
Audio	Custom audio files for some activities
Graphics	Custom background patterns for some activities
Graphics	Custom icons for some activities
Graphics	Custom content graphics for some activities
Text	Custom text-based content

There are already libraries of graphics where you can select components to use but there may be occasions when you find that what you need is not in the library. In those instances, you will either need to prepare your own graphic components or request that they be prepared for you.

Customizable Options

Individual activities have customizable options that can be set to govern their behavior at runtime. Specific options vary from activity to activity.

Auto Advance (Adv)	Randomize (Randomize)
Evaluate Answers (Eval)	Regenerating Terms (ReGen)
File Format (FileFormat)	Remediation On Target (Rem)
Give Remediation (GiveRem)	Select One (SelectOne)
General Remediation (EvalRem)	Space (Space)

Multiple Activity Paging (Activity Groups)

A group of activities can be experienced in sequence within a single point page.

Storing and Retrieving Data

The activities have been enhanced to capture student-generated data and store it in the course database, allowing students to continue where they left off after exiting and re-entering the activity. The stored information can be used later for status reports. Currently, the storage of data enables the following:

Saving States	Enable students to resume an activity where they left off.
Recording Student Notes	Allow students to save their work in progress.

Drag and Drop (Drill)

Description

The user is presented with a series of questions and asked to sort them into one of two categories by dragging a question mark to the answer choice. When an answer choice is selected, it is evaluated “correct” or “incorrect” and an explanation appears in the answer reservoir at the bottom of the screen. When the user is ready, he or she can then advance to the next question.

Features

Options The activity author can determine the following options.	Yes <ol style="list-style-type: none"> 1. Randomize the order of questions 2. Provide a response as questions are answered
Saves Data The following information is saved when a user exits an activity.	Yes <ol style="list-style-type: none"> 1. Order of questions as was determined when last randomized 2. Choice(s) selected for each question 3. Return to last question seen
Tallies Points	Yes
Uses Custom Audio	No
Uses Custom Icons	Yes
Uses Custom Backgrounds	No
Uses Custom Graphics	No

What do I need to supply?

The information necessary for this activity is:

1. Activity Name
2. Choice A
3. Choice B
4. Two images/suggestion of images to represent the categories. It is preferable if you select one from our image bank. If there is no image indicated at time of handoff, the UOL development staff will select something appropriate.

For each question of this activity, the following information must be supplied:

1. The question.
2. The correct answer. Answers should be labeled alphabetically (A,B).
3. Optional: Remediation.

Drag and Drop (Sort)

Description

The user is given a short list of items and asked to classify them into one of two categories by dragging them to the appropriate symbols located to the left and right of the screen. Most of the time, these images are opposites, or illustrations representative of the text.

Features

Options The activity author can determine the following options.	Yes <ol style="list-style-type: none"> 1. Randomize the order of questions
Saves Data The following information is saved when a user exits an activity.	Yes <ol style="list-style-type: none"> 1. Order of terms as was determined when last randomized 2. Ordered list of terms dragged to reservoir A 3. Ordered list of terms dragged to reservoir B
Tallies Points	Yes
Uses Custom Audio	No
Uses Custom Icons	Yes
Uses Custom Backgrounds	No
Uses Custom Graphics	No

What do I need to supply?

The information necessary for this activity is:

1. Activity Name
2. Choice A
3. Choice B
4. Two images/suggestion of images to represent the categories. It is preferable if you select one from our image bank. If there is no image indicated at time of handoff, the UOL development staff will select something appropriate.

For each question of this activity, the following information must be supplied:

1. The question/term/phrase.
2. The correct answer. Answers should be labeled alphabetically (A,B).

Drag Text to Text for Graphic (RemOnSource)

Description

The user's task is to match the questions and choices through a drag and drop interface. Along the left side of the screen, the user is presented with a list of choices and a group of labeled fields. Along the right side of the screen is space for graphic remediation, usually illustrative or demonstrative. Remediation may either occur when the user rolls their cursor over a choice or when the user drags a choice to a field. The user may complete this activity at their leisure. They have the ability to change their mind and check their answers.

Features

Options The activity author can determine the following options.	Yes <ol style="list-style-type: none"> Choose to have the user's answers evaluated Determine when graphic remediation occurs; upon rollover of the choice or upon dragging to the question
Saves Data The following information is saved when a user exits an activity.	Yes <ol style="list-style-type: none"> Selected choices for each question
Tallies Points	Yes
Uses Custom Audio	No
Uses Custom Icons	No
Uses Custom Backgrounds	Yes
Uses Custom Graphics	Yes

What do I need to supply?

The information necessary for this activity is:

- Activity Name
- Instructions/Objective
- The list of choices. Choices should be labeled alphabetically (A, B, C, D, and E).
- Optional (if remediation occurs on rollover of source/choices): Images/suggestion of images to represent the choices. If there is no image indicated at time of handoff, the UOL development staff will select something appropriate.

For each question of this activity, the following information must be supplied:

- The question (label of target field).
- The correct answer. Answers should be labeled alphabetically (A, B, C, D, and E).
- Optional (if remediation occurs on rollover of target/question): Images/suggestion of images to represent the question. If there is no image indicated at time of handoff, the UOL development staff will select something appropriate.

Drag Text to Text for Graphic (RemOnTarget)

See Drag Text to Text for Graphic (RemOnSource).

Drag Text to Text for Text

Description

The user's task is to match the questions and choices through a drag and drop interface. Along the left side of the screen, the user is presented with a list of choices and a group of labeled fields. Along the right side of the screen is space for lengthy text remediation, usually descriptive, elaborative, or explanatory. Remediation may either occur when the user rolls their cursor over a choice or when the user drags a choice to a field. The user may complete this activity at their leisure. They have the ability to change their mind and check their answers.

Features

Options The activity author can determine the following options.	Yes <ol style="list-style-type: none"> Choose to have the user's answers evaluated Determine when text remediation occurs; upon rollover of the choice or upon dragging to the question
Saves Data The following information is saved when a user exits an activity.	Yes <ol style="list-style-type: none"> Selected choices for each question
Tallies Points	Yes
Uses Custom Audio	No
Uses Custom Icons	No
Uses Custom Backgrounds	Yes
Uses Custom Graphics	Yes

What do I need to supply?

The information necessary for this activity is:

- Activity Name
- Instructions/Objective
- The list of choices. Choices should be labeled alphabetically (A, B, C, D, and E).
- Optional (if remediation occurs on rollover of source/choices): Remediation for each choice.

For each question of this activity, the following information must be supplied:

- The question (label of target field).
- The correct answer. Answers should be labeled alphabetically (A, B, C, D, and E).
- Optional (if remediation occurs on rollover of target/question): Remediation for each target/question.

Matching

Description

The user is presented with a page of questions and a list of terms. The user's task is to match the questions and terms through a drag and drop interface. The user may complete this activity at their leisure. They have the ability to change their mind and check their answers.

Features

Options The activity author can determine the following options.	Yes <ol style="list-style-type: none"> 1. Randomize the order of questions 2. Provide an explanation for each question 3. The number of terms may exceed the number of questions to raise the difficulty level 4. Make terms reusable (to raise the difficulty level) or restrict usage to once only
Saves Data The following information is saved when a user exits an activity.	Yes <ol style="list-style-type: none"> 1. Order of definitions as was determined when last randomized 2. Terms matched 3. Last visited page of definitions 4. Last visited page of terms
Tallies Points	Yes
Uses Custom Audio	No
Uses Custom Icons	No
Uses Custom Backgrounds	No
Uses Custom Graphics	No

What do I need to supply?

The information necessary for this activity is:

1. Activity Name
2. Instructions/Objective
3. Optional: A list of extra terms to raise the difficulty level.

For each question of this activity, the following information must be supplied:

1. The question/definition.
2. The correct answer/term.
3. Optional: Remediation.

Matrix

Description

The user is presented with a page of questions and multiple columns of choices. The user's task is to match the questions and choices in each column through a drag and drop interface. The user may complete this activity at their leisure. They have the ability to change their mind and check their answers.

Features

Options The activity author can determine the following options.	Yes <ol style="list-style-type: none"> 1. Randomize the order of questions 2. Provide an explanation for each question
Saves Data The following information is saved when a user exits an activity.	Yes <ol style="list-style-type: none"> 1. Order of questions as was determined when last randomized 2. Choice(s) selected for each column of each question 3. Last visited page of questions 4. Last visited page of choices
Tallies Points	Yes
Uses Custom Audio	No
Uses Custom Icons	No
Uses Custom Backgrounds	No
Uses Custom Graphics	No

What do I need to supply?

The information necessary for this activity is:

1. Activity Name
2. Instructions/Objective

For each multiple choice column

1. The name/title of the multiple choice column.
2. The list of choices. There is a limit of five choices. Choices should be labeled alphabetically (A, B, C, D, and E).
3. Optional: Numeric value for each choice in a multiple choice column.

For each question of this activity, the following information must be supplied:

1. The question/definition.
2. The correct answer for each multiple choice column.
3. Optional: Remediation.

Matrix (Rate)

See Matrix.

Multiple Choice

Description

The user is presented with a page of questions and a column of choices. The user's task is to choose from the column of choices by toggling radio buttons. The user may complete this activity at their leisure. They have the ability to change their mind and check their answers.

Features

Options The activity author can determine the following options.	Yes <ol style="list-style-type: none"> 1. Randomize the order of questions 2. Allow the user to make more than one selection or restrict them to selection one only 3. Provide an explanation for each question
Saves Data The following information is saved when a user exits an activity.	Yes <ol style="list-style-type: none"> 1. Order of questions as was determined when last randomized 2. Choice(s) selected for each question 3. Last visited page of questions
Tallies Points	Yes
Uses Custom Audio	No
Uses Custom Icons	No
Uses Custom Backgrounds	No
Uses Custom Graphics	No

What do I need to supply?

The information necessary for this activity is:

1. Activity Name
2. Instructions/Objective
3. The list of choices. There is a limit of five choices. Choices should be labeled alphabetically (A, B, C, D, and E).

For each question of this activity, the following information must be supplied:

1. The question.
2. Optional: The correct answer(s). Answers should be labeled alphabetically (A, B, C, D and/or E).
3. Optional: Remediation for each of the choices or just for the correct choice.

Multiple Choice (Drill)

Description

The user is presented with a series of questions and asked to choose from a selection of choices by toggling a set of radio buttons. When the user chooses to continue, it is graded “correct” or “incorrect” (optional) and an explanation/response appears in the answer reservoir at the bottom of the screen (optional). When the user is ready, he or she can then advance to the next question.

Features

Options The activity author can determine the following options.	Yes <ol style="list-style-type: none"> 1. Randomize the order of questions 2. Allow the user to make more than one selection or restrict them to selection one only 3. Choose to have the user's answers evaluated 4. Restrict the user from proceeding until the user has answered correctly 5. Provide a response as questions are answered (responses may be customized depending on the user's answers)
Saves Data The following information is saved when a user exits an activity.	Yes <ol style="list-style-type: none"> 1. Order of questions as was determined when last randomized 2. Choice(s) selected for each question 3. Return to last question seen
Tallies Points	Yes
Uses Custom Audio	No
Uses Custom Icons	No
Uses Custom Backgrounds	No
Uses Custom Graphics	No

What do I need to supply?

The information necessary for this activity is:

1. Activity Name

For each question of this activity, the following information must be supplied:

1. The question.
2. The list of choices. There is a limit of five choices. Choices should be labeled alphabetically (A, B, C, D, and E).
3. Optional: The correct answer(s). Answers should be labeled alphabetically (A, B, C, D, and/or E).
4. Optional: Remediation for each of the choices or just for the correct choice.

Multiple Choice (Edit)

Description

The user is presented with a question; a page of labeled, editable fields; and a column of choices. The user's task is to enter information in the fields and then choose from the column of choices by toggling radio buttons. The user may complete this activity at their leisure. They have the ability to change their mind.

Features

Options The activity author can determine the following options.	Yes <ol style="list-style-type: none"> 1. Allow the user to make more than one selection or restrict them to selection one only
Saves Data The following information is saved when a user exits an activity.	Yes <ol style="list-style-type: none"> 1. Order of questions as was determined when last randomized 2. Choice(s) selected for each question 3. Response to each question
Tallies Points	Yes
Uses Custom Audio	No
Uses Custom Icons	No
Uses Custom Backgrounds	No
Uses Custom Graphics	No

What do I need to supply?

The information necessary for this activity is:

1. Activity Name
2. Instructions/Objective
3. The list of choices. There is a limit of five choices. Choices should be labeled alphabetically (A, B, C, D, and E).

For each question of this activity, the following information must be supplied:

1. The question.

Rollover Graphic for Text

Description

The user is presented with a large graphic with numerous hot spots. The user is prompted to explore and discover the image and is provided with explanations as they click on the various hot areas.

Features

Options The activity author can determine the following options.	n/a
Saves Data The following information is saved when a user exits an activity.	n/a
Tallies Points	n/a
Uses Custom Audio	Yes
Uses Custom Icons	No
Uses Custom Backgrounds	No
Uses Custom Graphics	Yes

What do I need to supply?

The information necessary for this activity is:

1. Activity Name
2. Instructions/Objective

For each question of this activity, the following information must be supplied:

1. The hot spot name.
2. Image/suggestion of image to represent the hot spot. If there is no image indicated at time of handoff, the UOL development staff will select something appropriate.
3. Optional: Remediation.

Rollover Text for Graphic

Description

The user is presented with a list of terms or phrases and prompted to explore and discover their meanings. Clicking on the terms and phrases causes a graphic example to be displayed.

Features

Options The activity author can determine the following options.	Yes <ol style="list-style-type: none"> 1. Randomize the order of terms/phrases 2. Use double spacing to increase legibility
Saves Data The following information is saved when a user exits an activity.	n/a
Tallies Points	n/a
Uses Custom Audio	Yes
Uses Custom Icons	No
Uses Custom Backgrounds	Yes
Uses Custom Graphics	Yes

What do I need to supply?

The information necessary for this activity is:

1. Activity Name
2. Instructions/Objective

For each question of this activity, the following information must be supplied:

1. The term.
2. Image/suggestion of image to represent the hot spot. If there is no image indicated at time of handoff, the UOL development staff will select something appropriate.

Select Text to Pair

Description

The user is presented with two lists of terms and asked to pair them up by clicking on each and then pressing a "link" button. Correct pairs are moved into a third reservoir for review.

Features

Options The activity author can determine the following options.	Yes <ol style="list-style-type: none"> 1. Randomize the order of terms 2. Make terms reusable (to raise the difficulty level) or restrict usage to once only 3. Choose to have the user's answers evaluated
Saves Data The following information is saved when a user exits an activity.	Yes <ol style="list-style-type: none"> 1. List of A terms sorted as was determined when last randomized 2. List of B terms sorted as was determined when last randomized 3. List of paired terms
Tallies Points	No
Uses Custom Audio	No
Uses Custom Icons	No
Uses Custom Backgrounds	Yes
Uses Custom Graphics	No

What do I need to supply?

The information necessary for this activity is:

1. Activity Name
2. Instructions/Objective
3. Category A.
4. Category B.

For each question of this activity, the following information must be supplied:

1. The correct term for category A.
2. The correct term for category B.

Short Answer

Description

The user is asked a question that requires a written answer. Often, this is used as a "think about this" scenario. The user may choose to view a hint, and when ready, the user can view a suggested answer to compare theirs with.

Features

Options The activity author can determine the following options.	Yes <ol style="list-style-type: none"> 1. Provide additional information or details 2. Provide a hint 3. Provide a suggested answer
Saves Data The following information is saved when a user exits an activity.	Yes <ol style="list-style-type: none"> 1. Response to question
Tallies Points	No
Uses Custom Audio	No
Uses Custom Icons	No
Uses Custom Backgrounds	No
Uses Custom Graphics	No

What do I need to supply?

The information necessary for this activity is:

1. Activity Name
2. The question.
3. Optional: Additional information or details.
4. Optional: Hint.
5. Optional: Suggested answer.

True False

Description

The user is presented with a page of questions. The user's task is to determine whether they are true or false by toggling radio buttons. The user may complete this activity at their leisure. They have the ability to change their mind and check their answers.

Features

Options The activity author can determine the following options.	Yes <ol style="list-style-type: none"> 1. Randomize the order of questions 2. Provide an explanation for each question
Saves Data The following information is saved when a user exits an activity.	Yes <ol style="list-style-type: none"> 1. Order of questions as was determined when last randomized 2. Choice(s) selected for each question 3. Last visited page of questions
Tallies Points	Yes
Uses Custom Audio	No
Uses Custom Icons	No
Uses Custom Backgrounds	No
Uses Custom Graphics	No

What do I need to supply?

The information necessary for this activity is:

1. Activity Name
2. Instructions/Objective

For each question of this activity, the following information must be supplied:

1. The question.
2. Optional: The correct answer(s). Answers should be labeled alphabetically (A, B).
3. Optional: Remediation for each of the choices or just for the correct choice.

True False (Drill)

Description

The user is asked a series of questions and asked to determine whether they are true or false by toggling a set of radio buttons. When the user chooses to continue, it is graded "correct or incorrect" (optional) and an explanation/response appears in the answer reservoir at the bottom of the screen (optional). When the user is ready, he or she can then advance to the next question.

Features

Options The activity author can determine the following options.	Yes <ol style="list-style-type: none"> 1. Randomize the order of questions 2. Choose to have the user's answers evaluated 3. Restrict the user from proceeding until the user has answered correctly 4. Provide a response as questions are answered
Saves Data The following information is saved when a user exits an activity.	Yes <ol style="list-style-type: none"> 1. Order of questions as was determined when last randomized 2. Choice(s) selected for each question 3. Return to last question seen
Tallies Points	Yes
Uses Custom Audio	No
Uses Custom Icons	No
Uses Custom Backgrounds	No
Uses Custom Graphics	No

What do I need to supply?

The information necessary for this activity is:

1. Activity Name

For each question of this activity, the following information must be supplied:

1. The question.
2. Optional: The correct answer(s). Answers should be labeled alphabetically (A, B).
3. Optional: Remediation for each of the choices or just for the correct choice.

LAUNCHING THE ACTIVITY STUDIO

The Activity Studio is accessed through a link on the CCS™ navigation menu and displayed directly within the CCS™ main window.

1. Open an Internet Browser application and enter the URL for your course.
Two windows will be displayed - the “access” window and the course window. The “access” window has four buttons - **UOL Author**, **Author**, **Instructor**, and **Student**. The course window displays the word “Loading...”.

Note: Each user has a status with the CCS™. The statuses are UOL Author, Author, Instructor, and Student. A user’s status indicates what the CCS™ can display for that particular user.

2. Click the appropriate button in the “access” window.
The course will be displayed in the course window. A navigation bar will appear on the left with a content window to the right. For statuses other than Student, an **Attributes** button will appear in the navigation bar and a button for an editor will appear in the content window.
3. Click the **Attributes** button.
Another window will appear with the CCS™ editor tools.







Note: Use the Windows task bar or the Alt-Tab key combination to toggle between the course window and the CCS™ editor tools.

4. Click the Course Structure link on the CCS™ Menu.
A sub menu will expand under the Course Structure link.
5. Click the Activities link on the CCS™ Menu.

USING THE LEGEND

Throughout the Studio are graphic buttons that represent various functions. Refer to the legend below to learn what the various are.

Icons

 Help / More Info	For assistance or additional information, click on the help buttons wherever you see them.
 Modify / Edit	To modify or edit items in the Activity Studio, click on the modify / edit buttons.
 View / Browse	Click the view / browse buttons to see examples or browse selections.
 Upload	Use the upload buttons to upload files to the Activity Studio.
 Download	Click on the download buttons to download files from the Activity Studio.
 Delete	Click on the delete buttons to remove items from the Activity Studio. When you click on this button, you will be prompted to verify your actions. Once you have verified, the action of deleting is irreversible.

EDITING COURSE PREFERENCES

Before building activities, you need to determine which activity engine version and color scheme you will use.

Activity Engine Versions

The same version of the activity engine will be used for every activity in your course. It is recommended that you build activities using the most current version of the activity engine and that, once chosen, you do not revert to earlier versions of the activity engine.

Differences between Activity Engine Versions

Engine Version	Activity Engine 1.0	Activity Engine 2.0
Minimum System Requirements	IBM-compatible PC with 486 processor or compatible or a 68k Macintosh.	IBM-compatible PC with Pentium processor or compatible or a Power Macintosh.
Minimum Plug-in Version	Shockwave 6	Shockwave 7
Minimum Course Version	CCS 2.x	CCS 2.x
Feature Differences	Student information is not saved in the database.	Student information is saved in the database and retrieved again when a student returns to the activity. *This feature is only available in 3.x courses.

Color Scheme

The color scheme you choose will be used for every activity in your course. At any time while you are preparing activities, you can change to a different color scheme. You will, however, need to double-check all of the activities you have prepared. Make sure the graphics you originally choose also exist in the new color scheme. If not, you may need to request or create new graphics to match. This is particularly important for the activity styles 'Drag and Drop (Drill)' and 'Drag and Drop (Sort)'.

PREPARING ACTIVITY GROUPS

An 'Activity Group' is a group of activities that may be performed in sequence within a specific point page. With activity groups, you can apply multiple activities of varying styles to a single page. Depending on how you set up your HTML tag, you can control whether to play just one activity in a group or to play the entire group. This control increases flexibility in the way you can develop your activities. If you only plan on having one activity per point page, you can set up a single activity group and apply HTML tags to your point pages that point to specific activities in the group.

Add an Activity Group

To add an Activity Group,

1. Click **Step 2. Prepare Activity Groups** on the Activities Menu.
2. Click 'Add an Activity Group.'
3. Edit the displayed form.
 - Group Name – A 'Group Name' identifies a particular group of activities. The activity group name will appear on the Activities Menu under **Step 3. Prepare Activities**.
4. Click 'Update' to add the group or 'Cancel' to exit without adding the group.

Edit an Activity Group

To edit an Activity Group,

1. Click **Step 2. Prepare Activity Groups** on the Activities Menu.
2. From the list provided, click 'Edit,' next to the activity group you wish to edit.
3. Edit the displayed form.
4. Click 'Update' to apply your changes or 'Cancel' to exit without modifying the group.

Delete an Activity Group

To delete an Activity Group,

1. Click **Step 2. Prepare Activity Groups** on the Activities Menu.
2. From the list provided, click 'Delete,' next to the Activity Group you wish to delete.
3. A screen will appear prompting you to verify that you want to delete this group. Any activities linked to this group will also be listed on this screen.
4. Click 'Delete' to remove this group and any linked activities or 'Cancel' to exit this screen without deleting the group and its linked activities. Deleting is irreversible.

PREPARING ACTIVITIES

To begin preparing activities, you need to select an activity group on the Activities Menu. Your activity groups are listed in the Activities Menu under **Step 3. Prepare Activities**.

You then need to add an activity to the group you selected. To add an activity to an activity group, you must first select an activity style from the displayed drop menu and then press the 'Add Activity' button. When you do this, you will see a form that you will need to fill out. This form will allow you to set up options, select components, and enter text-based content.

The activity forms are rich with context sensitive help as well as 'View' buttons that enable you to see working examples, browse libraries, and test activities. Click on these buttons wherever you need assistance or clarification.

Add an Activity

To add an Activity,

1. Find **Step 3. Prepare Activities** on the Activities Menu.
2. Click on the activity group you wish to add an activity to.
3. Select an activity style from the drop menu. (Clicking the 'View' button will launch the Activity Styles Library in a new window.)
4. Click 'Add Activity.'
5. Edit the displayed form. The options and components on the form will vary depending on the activity style you choose.
 - Activity Group – This field is informational and can not be edited. It displays the activity group name and ID for the activity you are editing. (Clicking the 'View' button beside it will launch the full activity group in a new window.)
 - Activity Style – This field is informational and can not be edited. It displays the Activity Style. (Clicking on the 'View' button will launch the Activity Styles Library in a new window and will display a working example of the style you have chosen.)
 - Activity Name – This field is editable. The 'Activity Name' identifies the activity.
 - Order in Group – This field is editable. For an activity to function within a group, it must be assigned a unique number. This number determines where an activity appears within a group line-up. **You must begin with the number "1". Do not skip or assign duplicate numbers.** A suggested number is entered into this field automatically. The number of activities that already exist in the group determine what the suggested number is.
 - Options – Options govern the behavior of an activity. Radio buttons can be toggled to set options for an activity. The options that are displayed depend on the activity style being used. Use the context sensitive help to aid in setting these options.
 - Components – Activities read in external data and dynamically manipulate content (text, graphic, audio, and video). They use swappable external components to allow customization. There are libraries of graphics where you can select components to use but there may be occasions when you find that what you need is not in the library. In those instances, you will either need to prepare your own graphic components or request that they be prepared for you.
 - Content – This field is editable. Format the content for your activity in the space provided. If this is a new activity, a pre-formatted template has been entered for you to modify. (Clicking the 'View' button will display an example of formatted content for this activity style.)
6. Click 'Update' to add the activity or 'Cancel' to exit without adding the activity.

View an Activity

To view an activity,

1. Find **Step 3. Prepare Activities** on the Activities Menu.
2. Click on the activity group of the activity you wish to view.
3. From the list provided, click 'View,' next to the activity you wish to view.

View an Activity Group

To view an activity group,

1. Find **Step 3. Prepare Activities** on the Activities Menu.
2. Click on the activity group of the activity group you wish to view.
3. From the list provided, click 'View,' next to the activity you wish to view.

Edit an Activity

To edit an Activity,

1. Find **Step 3. Prepare Activities** on the Activities Menu.
2. Click on the activity group of the activity you wish to edit.
3. From the list provided, click 'Edit,' next to the activity you wish to edit.
4. Edit the displayed form.
5. Click 'Update' to apply your changes or 'Cancel' to exit without modifying the activity.

Delete an Activity

To delete an Activity,

1. Find **Step 3. Prepare Activities** on the Activities Menu.
2. Click on the activity group of the activity you wish to delete.
3. From the list provided, click 'Delete,' next to the activity you wish to delete.
4. A screen will appear prompting you to verify that you want to delete this activity.
5. Click 'Delete' to remove this activity or 'Cancel' to exit this screen without deleting it. Deleting is irreversible.

WORKING WITH ACTIVITY COMPONENTS

Overview

Customizable External Components

Activities pull in external data and dynamically manipulate content (text, graphic, audio, and video). External components are interchangeable to allow customization. Outlined below are types of components used by activities:

Engine	Core activity engine
User Interface	Available in an assortment of color schemes
Audio	Custom audio files for some activities
Graphics	Custom background patterns for some activities
Graphics	Custom icons for some activities
Graphics	Custom content graphics for some activities
Text	Custom text-based content

Using Existing Components

The Activity Library is accessible through the online documentation.

<http://sirens.uol.com/activity/documentation/index.cfm?Doc=Lib>

The Activity Library contains a variety of components that you may use in your activities. Components can be selected from drop menus provided on the activity forms. To see what the components in the drop menus look like, click on the 'View' buttons next to the menus.

Requesting New Components

Request forms are accessible through the online documentation.

<http://sirens.uol.com/activity/documentation/index.cfm?Doc=Request>

If you can not find what you need in the library, you can request to have it prepared for you by filling out the request forms that are accessible through the online documentation. Using the online forms is strongly encouraged as it ensures that the graphic designer receives all the necessary information needed to process your request in a timely manner. When you submit an online form, a copy is also sent to you so that you may keep track of your requests. When your request is filled, you will be notified through email.

Creating Your Own Components: Getting Started

Creating components is a fairly simple process. If you wish to create your own components to use in your activities, you will need to make sure you have all the necessary tools. This includes gathering the appropriate software, hardware, and component master files. The instructions for creating the different components assume that you already have a working knowledge of these tools.

Tools You Will Need

Software you'll need for creating graphics:

Adobe Photoshop 4.0 or higher
Equilibrium DeBabelizer 1.6.5 or higher
Macromedia Director 6.0 or higher

Software/Hardware you'll need for creating Shockwave streaming audio:

SoundEdit 16 version 2
(<http://www.macromedia.com/software/sound/>)
SoundEdit 16 2.0.7 Updater
(<http://www.macromedia.com/support/soundedit/updown/updates/>)
SoundEdit 16 Streaming Audio Compression Toolkit
(http://www.macromedia.com/support/soundedit/how/shock/sound_devtools.html)
Power Macintosh
Sound card
Speakers
Microphone

Software you'll need for submitting files:

WinZip (Win 95/98/NT) or **Stuffit** (Mac)

Using Master Files

Master files can be downloaded from online documentation.

<http://sirens.uol.com/activity/documentation/index.cfm?Doc=Create&Chapter=Download>

To use a master file, first download it to your local hard drive by clicking on the appropriate link. Master files have been locked to prevent unintentional alteration. Upon opening a file, you may get a dialogue box stating something to this effect. To avoid this, set the properties of the files, now located on your local hard drive, to unlocked. All files have been zipped (Win 95/98/NT) or stuffed (Mac).

Submitting Components

Once you have prepared your components, you will need to submit them to be uploaded to the Activity Library. All files should be zipped (Win 95/98/NT) or stuffed (Mac) and emailed to multimedia@uol.com. When submitting components, it is very important that a master source file be prepared and submitted as well. The master source file should be in the form of a layered Photoshop file and should contain the original high-resolution design for the component. This master file will enable others to recreate or further customize the component.

Creating Custom Audio

When a course developer submits a request to have custom audio prepared, the course developer needs to provide either a) analog or digital audio files (digitized is preferred) or b) a written script for each audio file needed for the activity. If a course developer provides scripts, the designer will be responsible for generating the audio files from scratch.

Course developers submitting requests for content audio need to supply,

1. Activity name
2. Raw audio files or written scripts
3. The number of audio files needed
4. Order of appearance of audio files within the activity

Technical Specifications

Bit Rate (in kbps) / Output Sample Rate (in kHz)	Activity Styles
8:8 or 16:16	<ul style="list-style-type: none"> • Rollover Graphic for Text • Rollover Text for Graphic • Rollover Text for Text
Understanding Shockwave Audio Settings http://www.macromedia.com/support/soundedit/how/shock/settings.html	

Software and hardware you'll need for creating Shockwave streaming audio:

SoundEdit 16 version 2

<http://www.macromedia.com/software/sound/>

SoundEdit 16 2.0.7 Updater

<http://www.macromedia.com/support/soundedit/updown/updates/>

SoundEdit 16 Streaming Audio Compression Toolkit

http://www.macromedia.com/support/soundedit/how/shock/sound_devtools.html

Power Macintosh

Sound card

Speakers

Microphone

How to...

Preparing and Converting Audio Files

Audio files must be converted to Shockwave streaming audio (.SWA). To understand how to prepare SWA files, please read this Macromedia documentation: Shockwave Audio Streaming using SoundEdit 16 <http://www.macromedia.com/support/soundedit/how/shock/>

Naming Audio Files

Often, an activity will use multiple audio files. The first audio file in a set should be named "1.SWA" with subsequent audio files named numerically in ascending order ("2.SWA", "3.SWA", "4.SWA", etc.). Course developers are responsible for providing the number and ordering of the audio files they need.

Submit

All files should be zipped (Win 95/98/NT) or stuffed (Mac) and emailed to multimedia@uol.com.

Creating Custom Backgrounds

Some of the activities have the option of using background patterns. Background patterns are single color graphics displayed with a special blending effect. Because of the special manner in which background patterns are displayed, there are certain specifications that they must follow.

Technical Specifications

W	H	Format	Color Depth	Fore Color	Back Color	Special Requirements	Activity Styles
234 pixels	273 pixels	GIF	2 Bits	Light Gray (Netscape #43 or HEX CCCCCC)	White	For proper alignment, there must be a registration pixel in each corner of the graphic.	<ul style="list-style-type: none"> • Rollover Text for Graphic • Rollover Text for Text • Select Text to Pair • Drag Text to Text for Text

How to...

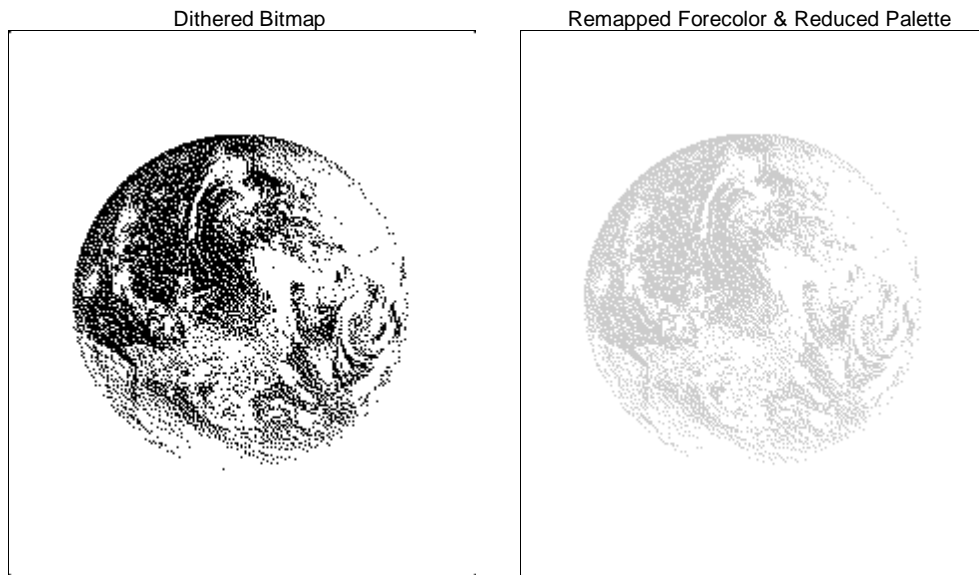
Begin by preparing the image of your background pattern as an equalized color or grayscale graphic with a single black pixel in each corner.

Equalized Image



Once your image has been prepared as desired, you will then need to:

1. Convert the graphic to a dithered bitmap.
2. Remap the foreground color from black to light gray (Netscape #43).
3. Reduce the palette to 3 colors.



This will achieve a very clean, small file guaranteed to function properly as a background graphic. In Photoshop and DeBabelizer, you can create scripts that will make recurrent use convenient. Once you set up your scripts in Photoshop and DeBabelizer, you will be ready to quickly and conveniently create background patterns to be used in activities.

Outlined below are steps for creating the scripts that will make your job easier:

1. Convert the Graphic to a Dithered Bitmap

Create an Action in Photoshop:

1. Open a file.
2. From the menu, choose "Window/Show Actions".
3. In the "Actions" window:
Choose "New Action"
Name the action "Convert & Dither"
Choose a Function Key (example: F2)
Press the "Record" button.
4. From the menu, choose "Image/Mode/Grayscale".
5. From the menu, choose "Image/Mode/Bitmap".
In the "Bitmap" dialogue box:
Under "Output:"
Enter "72"
Choose "pixels/inch"
Under "Method:"
Choose "Diffusion Dither"
6. In the "Actions" window:
Press the "Stop" button.

2. **Remap the Foreground Color**
3. **Reduce the Palette**

Create a Script in DeBabelizer:

1. Open a file.
2. From the menu, choose "Scripts/Watch Me".
3. From the menu, choose "Palette/Convert to B&W, Grayscale/Black & White Dithered".
4. From the menu, choose "Palette/Set Palette and Remap Pixels".
In the "Set Palette and Remap Pixels" dialogue box:
Set "Set Palette" to "Netscape Palette"
Turn on "Remap pixels"
Choose "Do NOT remap to off-limit colors."
Choose "Check All"
In the palette displayed on the right:
Click on Color #: 215 (white)
Click on Color #: 172 (lightest gray)
5. From the menu, choose "Palette/Reduce Colors..." or Command + T (Mac) or Control + T (Win).
In the "Reduce Colors..." dialogue box:
Set "Reduction Method" to "Slow"
Set "Target number of colors" to 3 colors
Set "Required base palette" to "Monochrome"
Choose "Dither when remapping"
6. From the menu, choose "Scripts/Stop Recording...".
In the "Edit Script" dialogue box:
Name the script "Remap & Reduce"
Choose "Save"
7. Close the file.

Prepare a Batch Process using the "Remap & Reduce" Script in DeBabelizer:

8. From the menu, choose "File/Batch/Save...".
In the "Batch Save..." dialogue box:
Choose "Edit" to build list of files to process
Append the desired files for processing
Under "Batch List Name" enter a name for the list of files
Choose "Save"
Choose "Open" and "All"
Under "Do Script" choose "Remap & Reduce"
Under "Display" choose "Display off"
Under "Save" choose "Auto Naming Options..."
In the "Auto Naming Options..." dialogue box:
Choose "Original name +"
Choose "Strip .extension first"
Choose "Extension for Save Type: GIF"
Choose "Don't duplicate extension"
Choose "To: Set" and select a folder for DeBabelizer to save files to
Under "Type" choose "GIF/Non-interlaced"
Under "Colors" choose "Auto-set"
Turn off "Slice", "Picture Preview", "Picture Icon", "Verify replace", and "Auto OK"
Choose "Bypass warning messages"
Choose "Exit with settings"

Perform a Batch Process using the "Remap & Reduce" Script in DeBabelizer:

1. From the menu, choose "File/Batch/Save...".
In the "Batch Save..." dialogue box:
Choose "Edit" to build list of files to process
Append the desired files for processing
Under "Batch List Name" enter a name for the list of files
Choose "Save"
Double-check your settings
Choose "Do It"
2. Retrieve your files from the folder in which you saved your batch.

Submit

All files should be zipped (Win 95/98/NT) or stuffed (Mac) and emailed to multimedia@uol.com.

Creating Custom Graphics

When a course developer submits a request to have custom graphics prepared, the course developer needs to provide either a) raw graphics or b) a written description of the imagery needed for the activity. If a course developer provides a written description, the designer will be responsible for generating the imagery from scratch.

Course developers submitting requests for content graphics need to supply,

1. Activity name
2. Raw graphics or a written description of imagery needed for the activity
3. The number of graphics needed (the primary image + the number of hot spots)
4. Order of appearance of graphics within the activity

Technical Specifications

Drag Text to Text for Graphic

W	H	Format	Color Depth	Fore Color	Back Color	Special Requirements
234 pixels	273 pixels	GIF	8 Bits	Any combination of Netscape colors	The background color in the custom graphics area of the chosen color scheme	<ul style="list-style-type: none"> • Primary Graphic: If the graphic is not flush on all sides, there must be a registration pixel in each corner of the graphic to ensure proper alignment. • Hot Spots: Inactive areas should be masked to white. There must be a registration pixel in each corner of the graphic.

Rollover Graphic for Text

W	H	Format	Color Depth	Fore Color	Back Color	Special Requirements
422 pixels	273 pixels	GIF	8 Bits	Any combination of Netscape colors	The background color in the custom graphics area of the chosen color scheme	<ul style="list-style-type: none"> • Primary Graphic: If the graphic is not flush on all sides, there must be a registration pixel in each corner of the graphic to ensure proper alignment. • Hot Spots: Inactive areas should be masked to white. There must be a registration pixel in each corner of the graphic.

Rollover Text for Graphic

W	H	Format	Color Depth	Fore Color	Back Color	Special Requirements
234 pixels	273 pixels	GIF	8 Bits	Any combination of Netscape colors	The background color in the custom graphics area of the chosen color scheme	If the graphic is not flush on all sides, there must be a registration pixel in each corner of the graphic to ensure proper alignment.

How to...**Naming Graphics**

Often, an activity will use multiple graphics. All the graphics for an activity should be contained within a single folder. The first graphic in a set should be named "1.GIF" with subsequent graphics named numerically in ascending order ("2.GIF", "3.GIF", "4.GIF", etc.). If there is a primary graphic with companion "hot spot" graphics, the primary graphic should be named "1.GIF". Course developers are responsible for providing the number and ordering of the graphics they need. This includes the order of "hot spots".

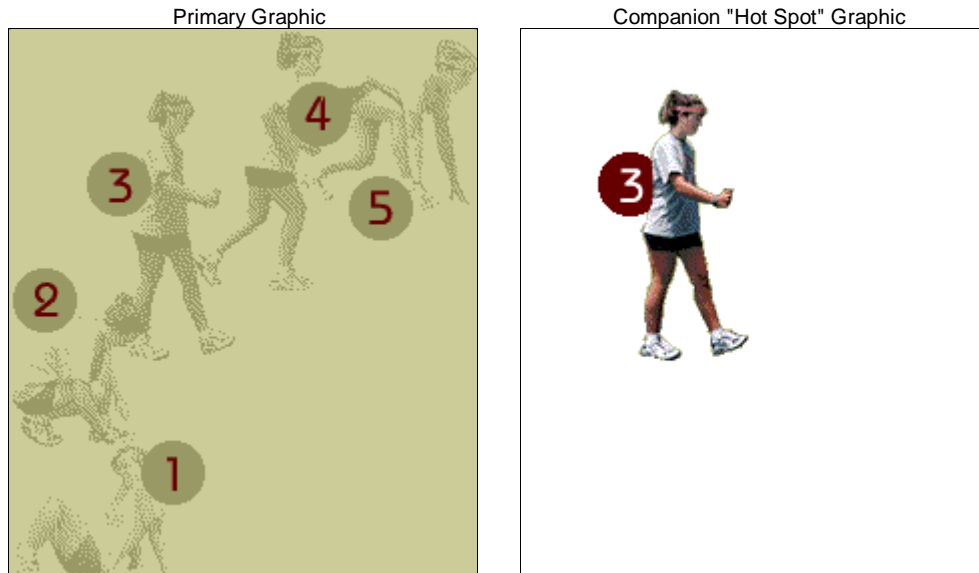
Simple Content Graphics

The "Roll Text for Graphic" activity uses the simplest form of content graphic. That is, it uses a standard web format and dimensions as defined in the Technical Specifications Chart and has no further special requirements.

Simple Content Graphic

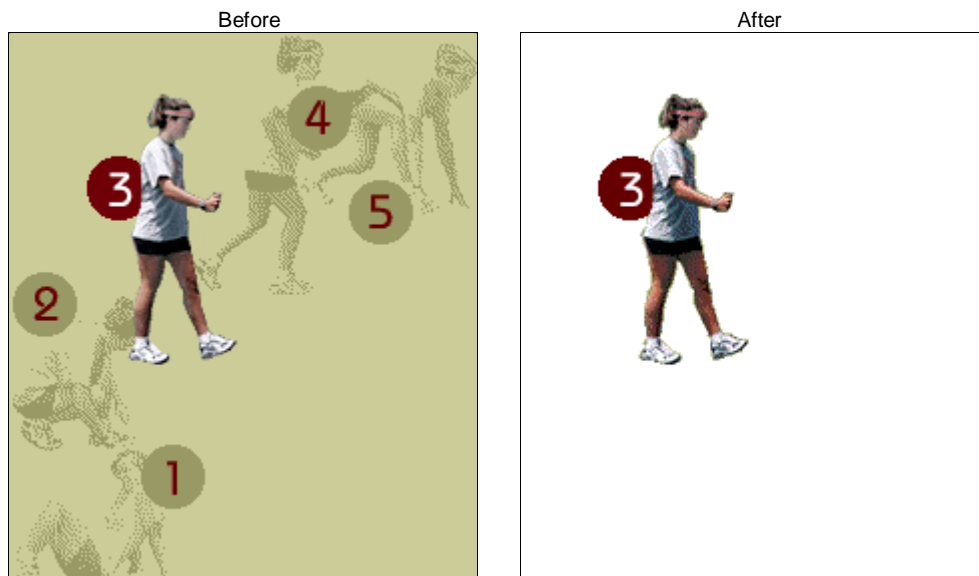
**Content Graphics with "Hot Spots"**

"Drag Text to Text for Graphic" and "Roll Graphic for Text" use a primary graphic with companion "hot spot" graphics. Primary graphics also use the simplest form of content graphic. Companion "hot spot" graphics, however, have special requirements. These requirements include 1) using a matte technique, 2) applying registration points, and 3) defining "hot spot" coordinates. The master files "Roll.PSD" ("Roll Text for Graphic" or "Drag Text to Text for Graphic") and "RollGTxt.PSD" ("Roll Graphic for Text") can be used as a base for preparing graphics. These files use the proper dimensions and have predefined registration points. Otherwise, you can refer to the Technical Specifications Chart to obtain the proper dimensions and apply your own registration points.



How to Prepare Content Graphics with "Hot Spots"

In an activity using rollover graphics, the cursor detects "hot spots" on a primary graphic and changes the appearance of the "hot spot" to an "active" state. To achieve this effect, companion "hot spot" graphics use a special "matte" ink in Director. To prepare a primary graphic with companion "hot spots" for an activity, you will need to use layers in Photoshop placing the primary graphic at the base and the "active" state for each "hot spot" on separate layers above. You will then need to save the file and generate 32 bit PICs. The first file ("1.PIC") should be the primary graphic with subsequent files displaying the primary graphic with the "active" state for each of the "hot spots" named in an ascending numeric order. When all the PICs have been generated, you will need to go back and modify the companion graphics deleting redundant graphic information and defining registration points. Registration points are essential to the successful alignment of graphics when imported into an activity.



In Photoshop,

1. Set the foreground color to the background color of the primary graphic.
2. Set the background color to white.

With each companion graphic,

1. Open the companion graphic.
2. Select the "hot spot" with the marquee.
3. From the menu, choose "Select/Inverse" or Shift + Command + I (Mac) or Shift + Control + I (Win).
4. Delete the selection.
5. Place a pixel (registration point) in each corner of the graphic.

Defining "Hot Spot" Coordinates

Once companion "hot spot" graphics have been prepared with registration points, "hot spot" coordinates will need to be defined and given to the course developer to include in the text-based content of the activity. A script for finding coordinates has been written to help simplify this task. To find the "hot spot" coordinates for companion graphics, you will need to use the master file "GetCoords.dir". Open "GetCoords.dir" and follow the steps outlined below:

1. From the menu, choose "Window/Score" or Command + 4 (Mac) or Control + 4 (Win).

Notice markers "RollGText" and "Roll" in the score have been prepared to correspond with the master Photoshop files you used.

2. From the menu, choose "Window/Cast" or Command + 3 (Mac) or Control + 3 (Win).
3. Select cast member 2.
4. From the menu, choose "File/Import" or Command + R (Mac) or Control + R (Win).
 In the "Import" dialogue box,
 Locate the directory of the PICs
 Choose "Add All"
 Choose "Import"

Cast member 2 should now contain the primary graphic. Subsequent companion "hot spot" graphics should now fill cast members (starting at cast member 3) situated in the intended order of appearance as specified by the course developer.

5. In the cast window, select all of the companion "hot spot" cast members (do not select the primary graphic).
6. Drag the cast members to the sprite channel 3 of the appropriate frame in the score window.
7. In the cast window, double click the first companion "hot spot" cast member to view it in the paint window.
8. Set the background color in the paint toolbox to white.
9. Using the marquee, select and delete the registration points.
10. Use the arrow key in the paint window to advance to the next cast member
11. Repeat steps 5 and 6 for all companion "hot spot" cast members and then close the paint and cast windows.
12. In the score window, select the frame you dragged your cast members to.
13. Notice which sprite channels your cast members reside in.
14. From the menu, choose "Window/Message" or Command + M (Mac) or Control + M (Win).
15. Type "GetCoords" + the first sprite channel + comma + the last sprite channel (ex: GetCoords 3, 6) and RETURN

In the message window you will receive information which looks something like this:

```
#Q: 1
/Coords, (L, R, T, B): 162, 272, 278, 387
```

```
#Q: 2
/Coords, (L, R, T, B): 252, 304, 238, 286
```

```
#Q: 3
/Coords, (L, R, T, B): 283, 315, 217, 275
```

```
#Q: 4
/Coords, (L, R, T, B): 363, 423, 174, 220
```

16. Copy the coordinate information from the message window to a text file to pass on to the course developer.

If you want to test your hot spots before passing the coordinates on to the course developer, follow these steps:

17. Delete the "hot spot" cast members from the score.
18. Press Command + Option + P (Mac) or Control + Option + P (Win) to play the movie.
19. Roll the cursor over the primary graphic.
20. When you are satisfied, stop the movie and close "GetCoords.dir" without saving it.

Submit

All files should be zipped (Win 95/98/NT) or stuffed (Mac) and emailed to multimedia@uol.com.

Creating Custom Icons

Some of the activities have the option of using custom icons. Because of the special manner in which custom icons are used, there are certain specifications that they must follow.

Technical Specifications

Drag and Drop (Drill)

W	H	Format	Color Depth	Fore Color	Back Color	Status	Special Requirements
150 pixels	90 pixels	GIF or JPEG	8 Bits	Any combination of Netscape colors	The background color of the chosen color scheme	Color Scheme Dependent	See Naming Chart

Drag and Drop (Sort)

W	H	Format	Color Depth	Fore Color	Back Color	Status	Special Requirements
120 pixels	120 pixels	GIF or JPEG	8 Bits	Any combination of Netscape colors	The background color of the chosen color scheme	Color Scheme Dependent	See Naming Chart

How to...

Preparing Custom Icons

File Formats

Custom Icons can be prepared as GIFs or JPEGs. Currently, according the user baseline specifications set by UOL, GIFs dithered to the Netscape palette are the only supported format for graphics. Because of the potential to eventually support JPEGs, it is recommended that graphics be saved and archived as 32 bit PICs before it is batch converted to GIFs.

Color Scheme Dependent versus Color Scheme Independent

Some graphics are color scheme dependent. Color scheme dependent graphics use colors from a specific user interface color scheme. These graphics are stored in the Library with the color scheme it was designed for. Other graphics are color scheme independent. These graphics are stored in a general content folder in the Library. Color scheme association status (dependent or independent) is indicated in the Technical Specifications Chart.

Creating Custom Icon Sets for "Drag and Drop (Drill/Sort)"

Custom icon sets, though color scheme dependent, are look and feel flexible. Master files for sets include predefined graphics using a default look and feel, however, the look and feel of the sets may be adjusted at the designers discretion.

Naming Custom Icons

An icon set consists of 6 graphics.

Each custom icon set has 2 choices:

A = Left Side

B = Right Side

Each custom icon has three states:







1 = Default

2 = Correct

3 = Incorrect

The convention for naming custom icon sets is:

(State) + (Icon) + (File Extension)

	Left Side (A)	Right Side (B)	Special Notes
Default State (1)	<p>1A.GIF</p> 	<p>1B.GIF</p> 	
Correct State (2)	<p>2A.GIF</p> 	<p>2B.GIF</p> 	<p>The correct state for the Drag and Drop (Sort) icon is offset by 1 pixel down and 1 pixel to the right. This is done to give the appearance of an acceptance movement when the user chooses correctly.</p>
Incorrect State (3)	<p>3A.GIF</p> 	<p>3B.GIF</p> 	

Submit

All files should be zipped (Win 95/98/NT) or stuffed (Mac) and emailed to multimedia@uol.com.

DEPLOYING ACTIVITIES

Once you are satisfied with the activities you have prepared, the final step is deployment. Under 'Deploy Activities Now' of **Step 4. Deploy Activities**, you will find all the activities you have prepared for your course. Each activity listed has a 'View' button and checkbox beside it. Toggle the checkboxes to select the ones you would like to deploy. Then choose the deploy button which most suits your needs. When you press the deploy button, all the files needed for the activities you have prepared are deployed directly into the directory of your course.

Activity Deployment Location

Before attempting to deploy activities, verify the 'Activity Deployment Location' of your activities. 'Source' is the location of the Activity Studio. 'Destination' should be the location of your course. If these locations exist and the Activity Studio has found them, 'Yes' will appear beside them.

Deploy Activities

You may choose from three methods to deploy your activities.

Deploy selected activities.

To deploy an activity,

1. Toggle the checkboxes of the activities you wish to deploy.
2. Click 'Deploy selected activities.'

Deploy all activities in selected groups.

To deploy an activity group,

1. Toggle the checkboxes next to the activity groups you wish to deploy. It is not necessary to select each activity in the groups you wish to deploy.
2. Click 'Deploy all activities in selected groups.'

Deploy all activities in all groups.

To deploy all activities,

1. It is not necessary to select any of the activities or groups you wish to deploy.
2. Click 'Deploy all activities in all groups.'

Add Activities to Point Pages

To put an activity in a point page, you must apply the Object/Embed tag included below. This tag has been automatically customized for the specific activity identified below. Verify the accuracy of the specifications and then cut and paste the entire tag directly into your point page.

Select the activity you wish put in a point page.

1. Find **Step 4. Deploy Activities** in the Activities Menu.
2. Click 'View Deployed Activities'.
3. Click on the 'HTML Tag' button of the activity you wish to incorporate in your point page.

Verify tag specifications for the activity.

Below is an example of specifications that would be used to generate a customized tag.

Activity Engine Version	20
Shockwave Plug-in Version	7
Engine Path (SRC) Pathname from the point page to the shockwave movie.	../swengine20/engine.dcr
Text Path (SW1) Pathname from the shockwave movie to the external text. The GroupID and ActivityNo is defined in the Text Path.	./Content.cfm?GroupID=0&ActivityNo=0
Group Total (SW2) Total number of activities to be viewed from a single point page. To specify whether to play multiple activities or a single activity within a single point page, you need to adjust SW2. To accommodate successful viewing in both Internet Explorer and Netscape, an EMBED tag for Netscape is nested within an OBJECT tag for IE. Since there are two tags for a single activity, modifications to the tag must be made twice.	1

Cut and paste this tag into your point page.

```

<!-- START ACTIVITY ENGINE -->
<CENTER>
<OBJECT
CLASSID="clsid:166B1BCA-3F9C-11CF-8075-444553540000"
CODEBASE="http://download.macromedia.com/pub/shockwave/cabs/director/sw.cab#version=7,0,0,0"
WIDTH="496"
HEIGHT="420"
NAME="sw"
ID="sw">
<PARAM NAME="SRC" VALUE=".../swengine20/engine.dcr">
<PARAM NAME="sw1" VALUE="./Content.cfm?GroupID=0&ActivityNo=0">
<PARAM NAME="sw2" VALUE="1">
<SCRIPT LANGUAGE=JavaScript>
<!--
var ShockMode = 0;
var OldVersionOfPlugin = 0;
if (navigator.mimeTypes && navigator.mimeTypes["application/x-director"] && navigator.mimeTypes["application/x-director"].enabledPlugin) {
    if (navigator.plugins && navigator.plugins["Shockwave for Director"] && (versionIndex =
navigator.plugins["Shockwave for Director"].description.indexOf(".") != - 1) {
        var versionString = navigator.plugins["Shockwave for Director"].description.substring(versionIndex-1,
versionIndex);
        versionIndex = parseInt( versionString );
        if ( versionIndex >= 7 )
            ShockMode = 1;
        else
            OldVersionOfPlugin = 1;
    }
    else
        OldVersionOfPlugin = 1;
}
if ( ShockMode ) {
    document.write('<EMBED');
    document.write(' SRC=".../swengine20/engine.dcr");
    document.write(' sw1="./Content.cfm?GroupID=0&ActivityNo=0");
    document.write(' sw2="1");
    document.write(' swLiveConnect=TRUE WIDTH=496 HEIGHT=420 TYPE="application/x-director");
    document.write('
PLUGINS PAGE="http://www.macromedia.com/shockwave/download/index.cgi?P1_Prod_Version=ShockwaveDirector">');
;
    document.write('</EMBED>');
} else if (!(navigator.appName && navigator.appName.indexOf("Netscape")>=0 &&
navigator.appVersion.indexOf("2.")>=0)){
    document.write( '<FONT FACE="Geneva, Arial" SIZE=2>' );
    if ( OldVersionOfPlugin )
    {
        document.write( '<P>This page contains a new format movie that the current Shockwave plug-in
cannot handle. Please update to the new version.</P>' );
    } else {
        document.write( '<P>To view this activity, you must first download and install the Shockwave plug-
in.</P>' );
    }
    document.write( '</FONT>' );
    document.write( '<P><A
HREF="http://www.macromedia.com/shockwave/download/index.cgi?P1_Prod_Version=ShockwaveDirector"
TARGET="WWW">' );
    document.write( '</A>' );
}
//-->
</SCRIPT>
</OBJECT>
</CENTER>
<!-- END ACTIVITY ENGINE -->

```

Get another customized tag.

Go to **Step 4. Deploy Your Activities** on the 'View Deployed Activities' page and click on the 'HTML Tag' button for another activity.

TECHNICAL SUPPORT


Using Online Help

Macromedia Shockwave Support Center

For assistance with plug-in problems, visit the Macromedia Shockwave Support Center.

<http://www.macromedia.com/support/shockwave/>

Context Sensitive Help

The Activity Studio is rich with context sensitive help. Clicking on the help buttons  will launch a help window that contains explanations, pointers, and additional information about the particular element in question.

Online Documentation

For your convenience, this documentation is provided in an online format. The online documentation also includes; **Libraries** of available activity components, web-based **Request Forms** for new activity components, up to date information about **Known Bugs and Other Notes**, **General Information**, **Interactive Tools**, and much more. The online documentation can be accessed through links within the Activity Studio or directly at the following URL:

<http://sirens.uol.com/activity/documentation/>

Contacting Multimedia Support

Still having trouble? You can contact Multimedia Support via email (multimedia@uol.com) and alert us to the trouble that you're experiencing. It is very important that you provide detailed information that includes answers to these few basic questions:

Include Your Operating Environment

1. What platform & OS are you on?
2. What browser & version are you using?
3. What is your Internet connection speed?
4. Are you using a desktop or a laptop system?
5. How much memory do you have?
6. What is your monitor setting?

Identify the Activity You Are Working On

If you are having trouble with a particular Activity, please also provide the following information:

1. What is the course URL?
2. Which activity is it?
 - Group ID
 - Activity No
 - Activity Name
3. If the activity is in a point page, which one is it in?
 - Module
 - Lesson
 - Page Number
4. What is the problem with the activity?
 - Detailed description of the problem.
 - Information from any Error messages.