

## SoftChalk - Align Activity

This activity allows students to identify groups of items that go together.

- Click the **Insert** tab on the **Menu Bar**.
- Move the mouse pointer over **Activity**.
- Select **Align Activity** from the list.
- The **Align Activity** window will display (see illustration below).

**Align Activity**

Setup Options Metadata How To

In this activity, learners identify groups of items that "go together." Click the **Example tab** at the top to see an example.

1. Click **New**.
2. Enter your information.
3. Click **New** to create a new set.

Sets: Maximum 25 Sets

1. PowerPoint	6 Items
2. Excel	6 Items

Title: Excel

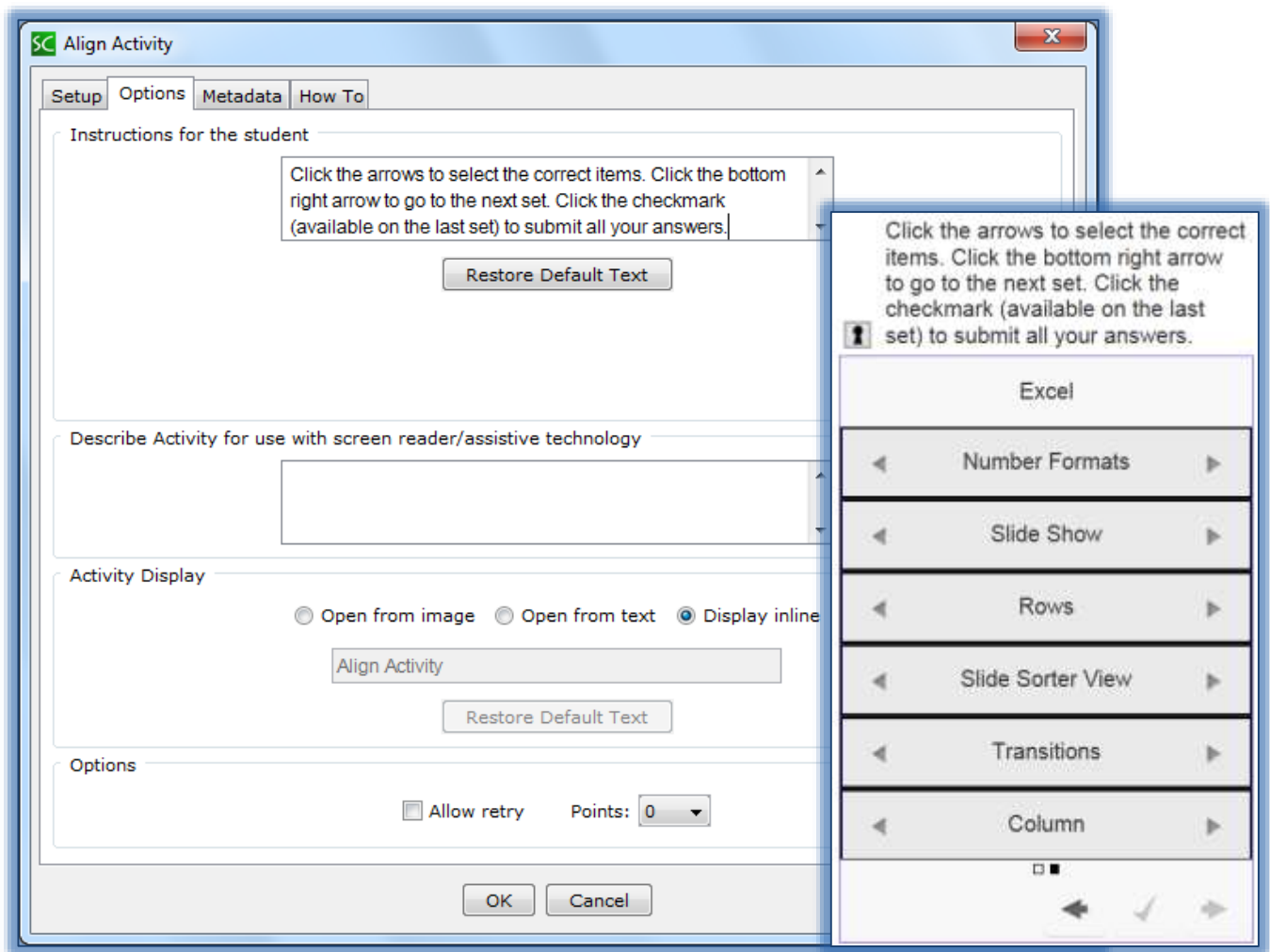
Items (6 items maximum)

- Number Formats
- Charts
- Rows
- Formulas
- Functions
- Column

New Duplicate Delete

OK Cancel

- Under the **Setup Tab** click the **New** button at the bottom of the window to add the first set.
- Input a **Title** for the **Set**.
- Input the **Items** for the **Set**.
- Click the **New** button to create another set.
- Continue this process until all the sets for the **Activity** are completed. You can insert up to **25 Sets**.
- Click the **Options Tab** (see illustration on next page) to input the **Instructions** for the **Activity**.
- Click the **Allow Retry** check box if the students will be allowed to try the **Activity** more than once.



- 📄 Click the **Display Inline** check box if the **Activity** is to display directly within the Lesson.
- 📄 Click the **Example Tab** to view how the **Activity** works.
- 📄 Click **OK** to save the changes and return to the Main Editing Window.
- 📄 When the Lesson is viewed in the Web Browser, the **Align Activity** will display as shown in the illustration above right.