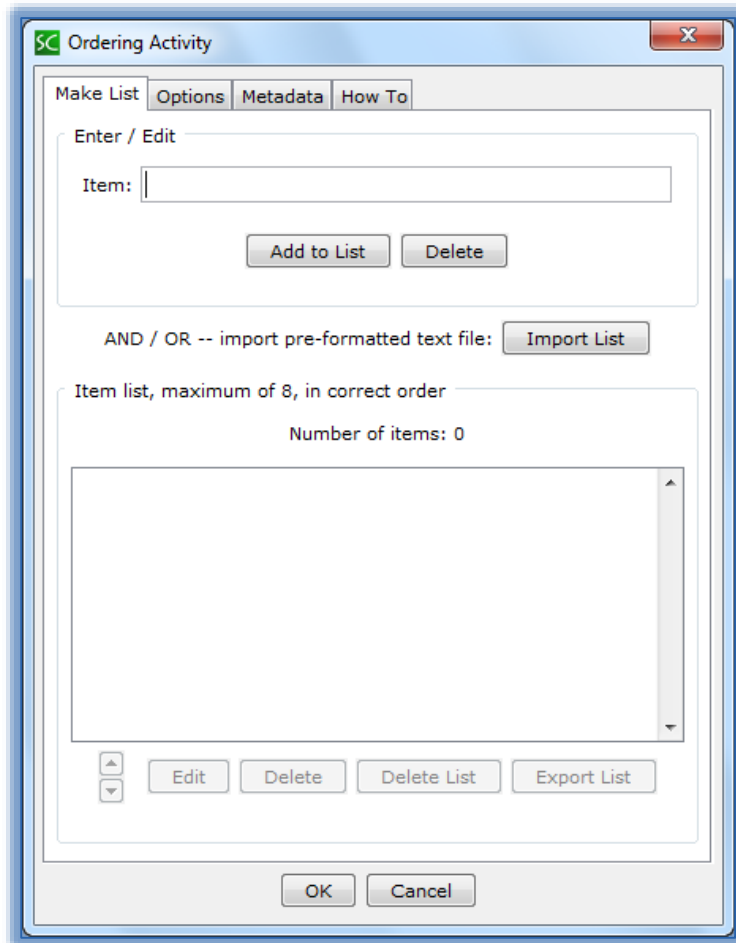


SoftChalk - Ordering Activity

This Activity allows students to put a maximum of 8 text items into a sequence. In the Web browser, the students drag the items from the left column to the right, placing the items in the correct sequence.

INSERT IMAGE AND LABELS

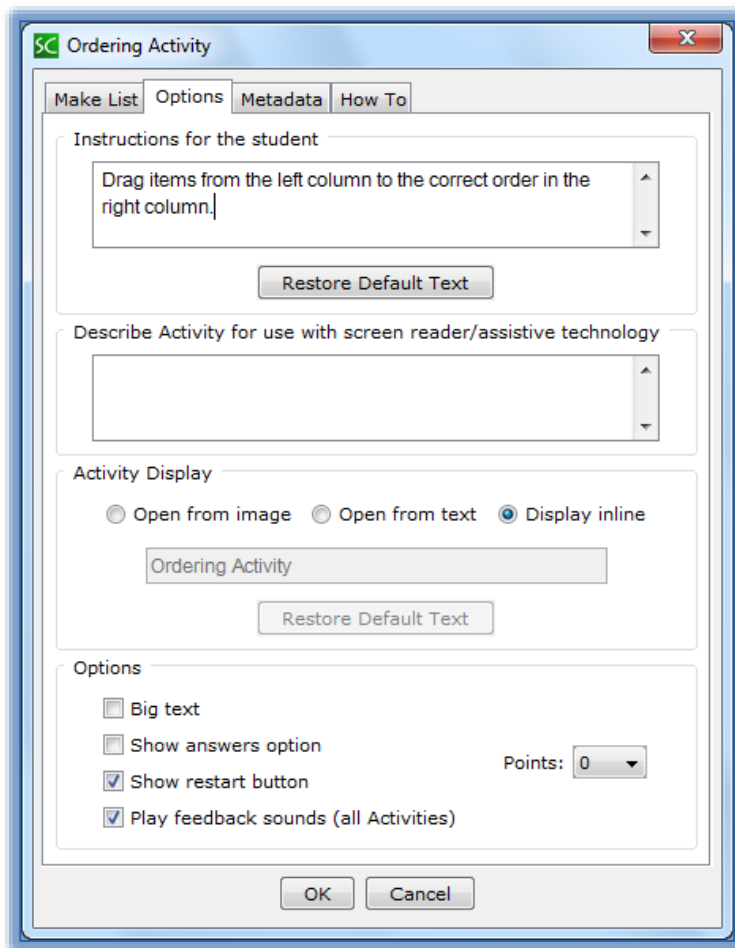
- Click the **Insert Tab**.
- Move the mouse pointer over **Activity**.
- Select **Ordering** from the list of **Activities**.
- The **Ordering Activity** window will display (see illustration below).



- Input the first **Item** for the list.
- Click the **Add to List** button.
- Continue this process until all the items have been added. A maximum of 8 items may be added to the list.
- To reorder the list, click the item and then click the up and down arrows at the bottom of the list box.

OPTIONS

- Click the **Options** tab (see illustration on next page).
- Input instructions for the student into the appropriate box.
- Insert a description of the **Activity** for those students who are visually impaired.



- ☰ Click the **Big Text** checkbox to have the text for the **Activity** display larger in the **Web Browser**.
- ☰ Click the **Show Answers Option** to allow the students to view the correct answer.
- ☰ Click the **Show Restart Button** option. This will allow the students to restart the **Activity**.
- ☰ Click the **Display Inline** check box if the **Activity** is to display directly within the **Lesson**.
- ☰ Click the **Play Feedback Sounds** check box to allow the **Activity** to play a sound when **Feedback** is selected.
- ☰ When all the **Options** have been chosen, click the **OK** button.
- ☰ The **Ordering Activity Placeholder** will appear in the **Lesson**,

EDIT HOTSPOT

- ☰ Right-click on the **Ordering Activity Placeholder**.
- ☰ Select **Modify Activity** from the list.
- ☰ Make the necessary changes to the **Activity**.
- ☰ Click the **OK** button.

VIEW ACTIVITY IN BROWSER

- ☰ **Save** the **Lesson**.
- ☰ Click the **View in Browser** button on the **SoftChalk Toolbar** (see illustration at right).
- ☰ The **Activity** display as shown in the illustration on the next page.
- ☰ Drag each item to the correct order in the right column.





Drag items from the left column to the correct order in the right column.

Preview the Letter

Select or Create Recipient List

Open Step by Step Wizard

Complete the Merge

Start the Merge

Select Document Type

Write the Letter

Print the Letters

Press SPACE to switch between labels, ENTER to drop

Re-start