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.

<table>
<thead>
<tr>
<th>Preview the Letter</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Select or Create Recipient List</td>
<td></td>
</tr>
<tr>
<td>Open Step by Step Wizard</td>
<td></td>
</tr>
<tr>
<td>Complete the Merge</td>
<td></td>
</tr>
<tr>
<td>Start the Merge</td>
<td></td>
</tr>
<tr>
<td>Select Document Type</td>
<td></td>
</tr>
<tr>
<td>Write the Letter</td>
<td></td>
</tr>
<tr>
<td>Print the Letters</td>
<td></td>
</tr>
</tbody>
</table>

Press SPACE to switch between labels, ENTER to drop