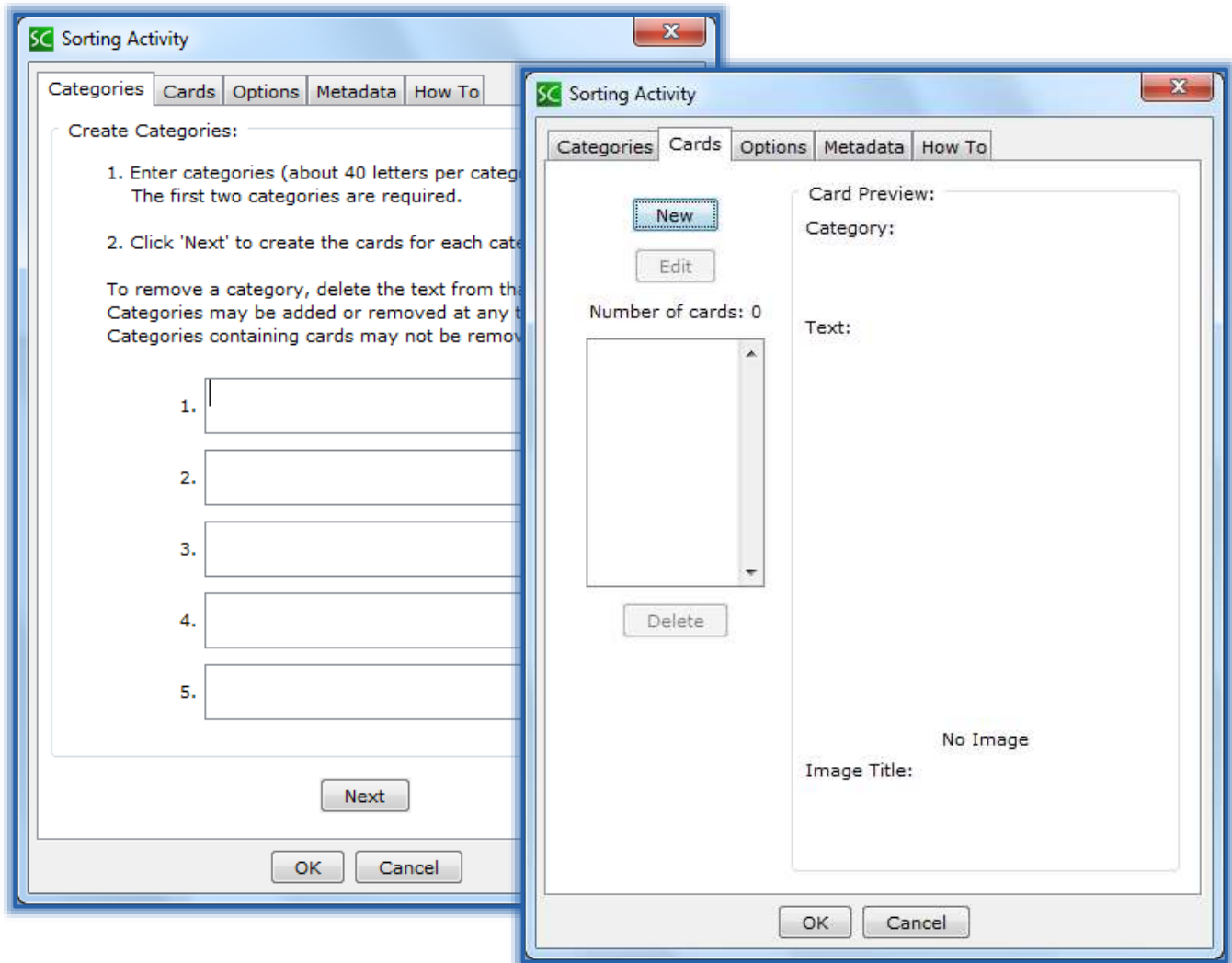


## SoftChalk - Sorting Activity

This Activity lets you to put items into categories. Once the categories are created, you can add words or images to the category.

### CREATE ACTIVITY

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

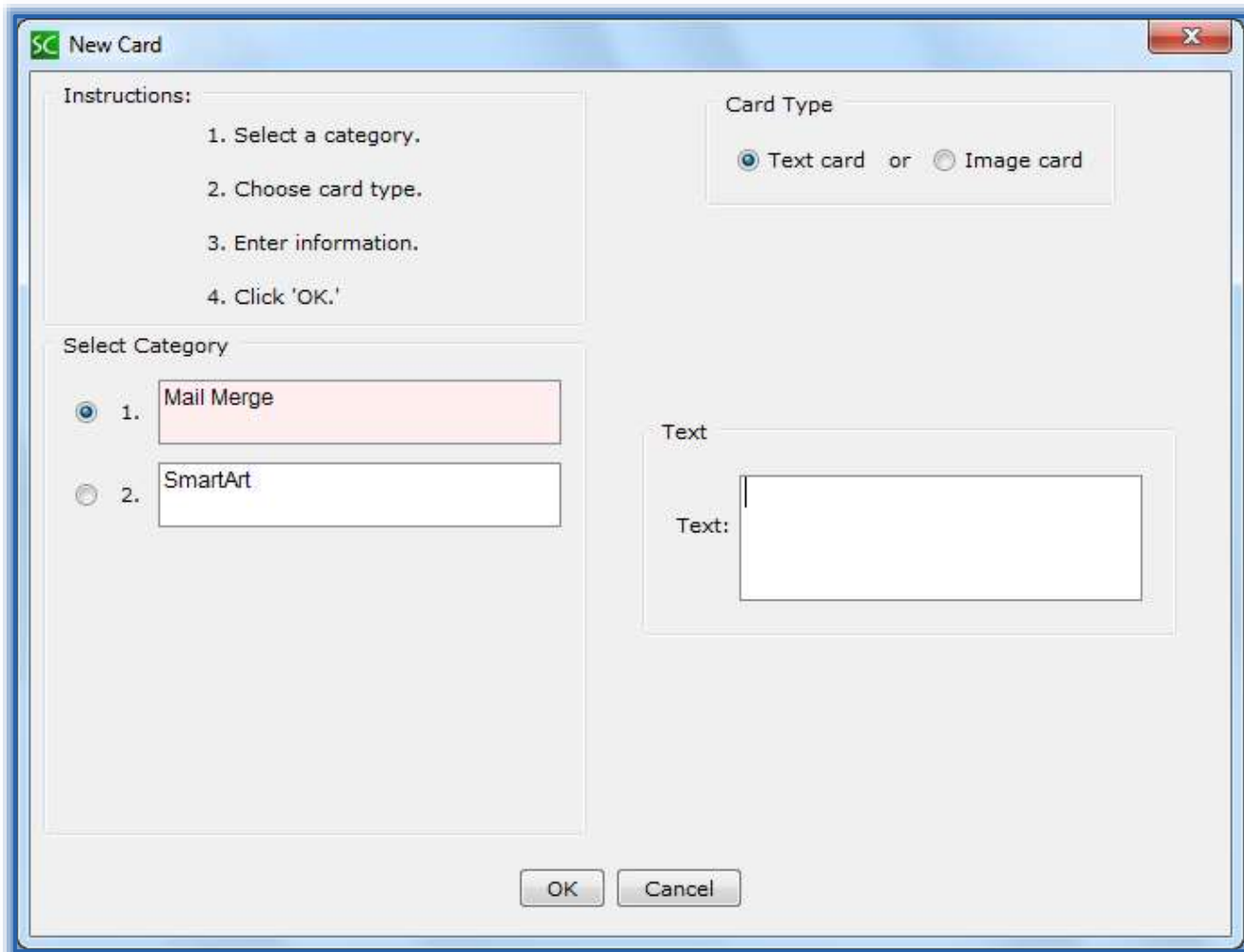


### Add Categories

- ☞ Click the **Categories Tab**, if necessary.
- ☞ Input the **Categories** needed for the **Activity**.
  - ☞ Each **Category** can be up to **40 letters**.
  - ☞ The first two **Categories** are required.
- ☞ Once all the **Categories** have been entered, click the **Next** button.
- ☞ The **Cards** window will display (see illustration above).

## Add Text Card

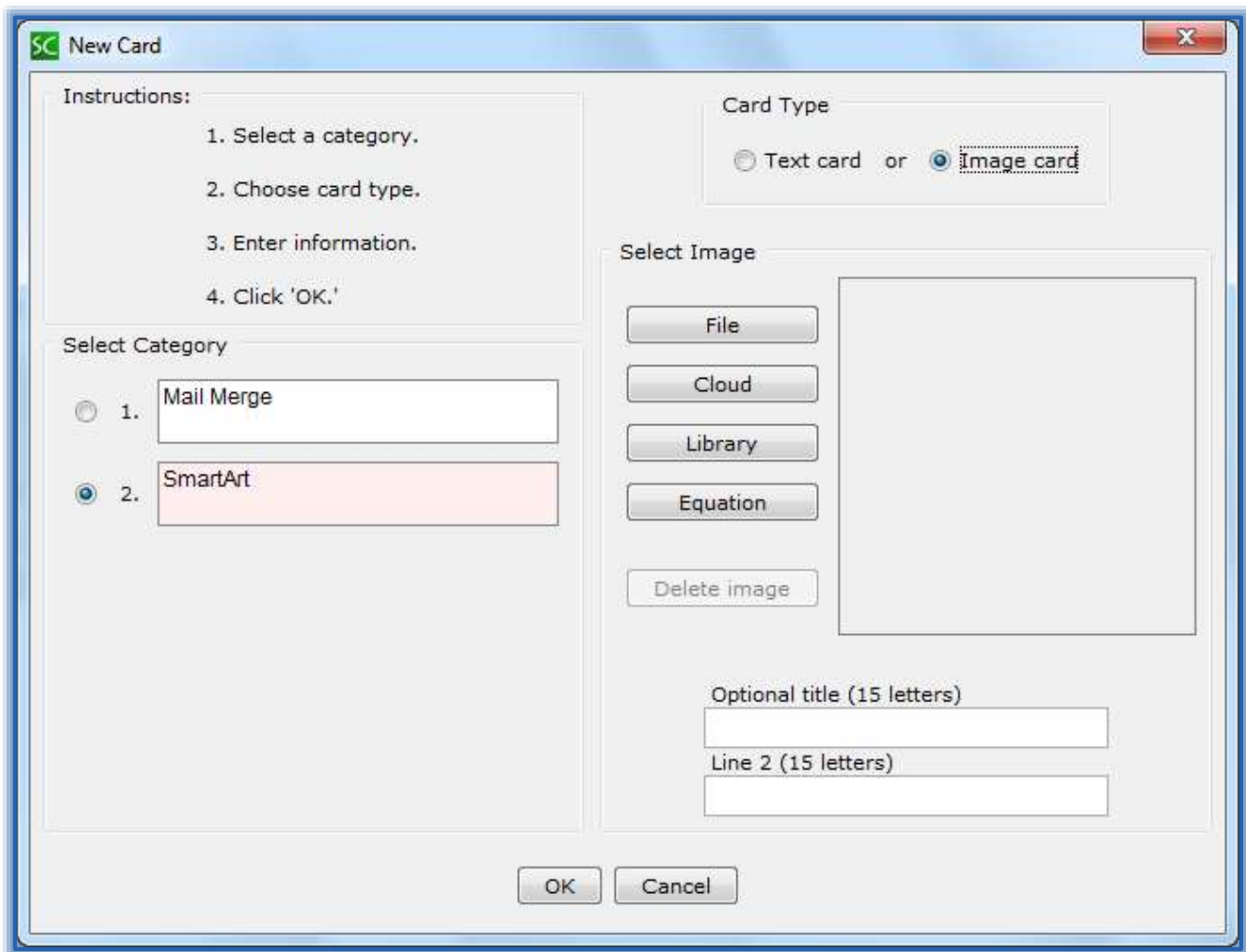
- Click the **New** button.
- The **New Card** window will display.



- Select the **Category** to which the **Card** is to be added.
- Select **Text Card** under **Card Type**.
- Enter the information for the **Card**.
- Click **OK**.
- The **Sorting Activity** window will display.

## Add Image Card

- Click the **New** button.
- The **New Card** window will display (see illustration above).
- Select **Image Card** for the **Card Type**.
- The **Image Card** window will display (see illustration on next page).
- Select the **Category**.
- Click **File** to insert an **Image** that is stored on your computer.
- Select **Library** to insert an **Image** from the **SoftChalk Library**.
- Select **Equation** to insert an **Equation Image**.
- Input a **Title** for the **Image**, if desired.



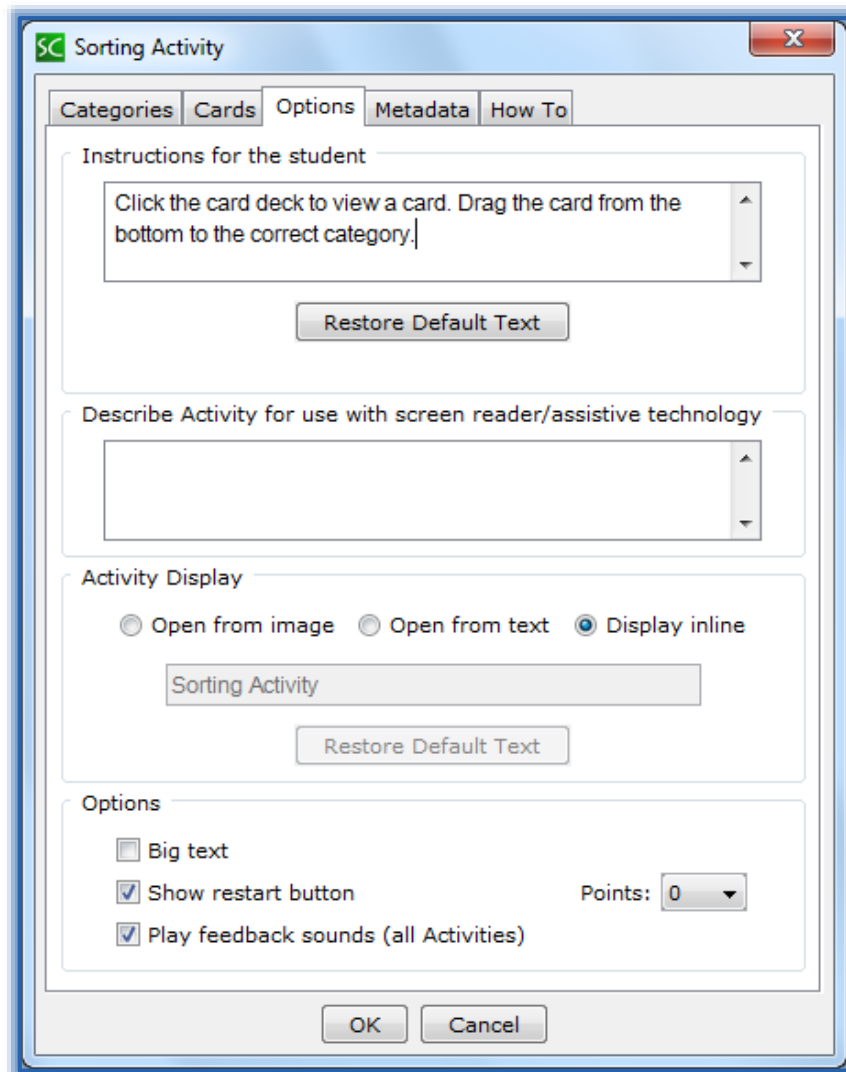
- ☞ Input an **Additional Title**, if desired.
- ☞ Continue this process until all the **Text** and/or **Images** have been added.
- ☞ Click **OK** to add the **Image** to the list.

### EDIT CARD

- ☞ Select the **Text** or **Image** that is to be edited.
- ☞ Click the **Edit** button.
- ☞ The **Edit Card** window will display.
- ☞ This is the same as the **New Card** window.
- ☞ Make the necessary changes to the **Text** or **Image**.
- ☞ Click the **OK** button.

### OPTIONS

- ☞ Click the **Options** tab (see illustration on next page).
- ☞ Input instructions for the students 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 **Cards** display larger in the **Web Browser**.
- ☞ 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 **Sorting Activity Placeholder** will appear in the **Lesson** (see illustration on next page).

### EDIT ACTIVITY

- ☰ Right-click on the **Sorting 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** will appear as shown in the illustration on the next page.
- ☰ Click the **Card Deck** to view one of the cards.
- ☰ Drag the **Card** to the correct **Category**.



## Inline Sorting Activity Placeholder

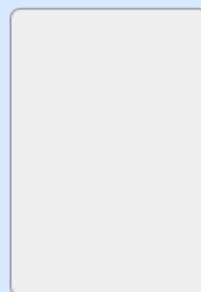
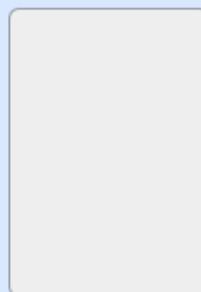
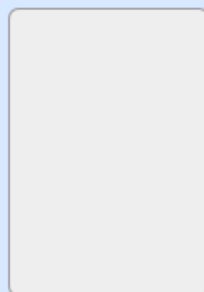


Click the card deck to view a card. Drag the card from the bottom to the correct category.

**Home**

**Insert**

**Mail Merge**



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Press SPACE to show next card, ENTER to drop

Re-start