

## SoftChalk - Timeline Activity

This Activity allows students to view a **Timeline** ordered by **Date** or by **List**.

### CREATE ACTIVITY

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

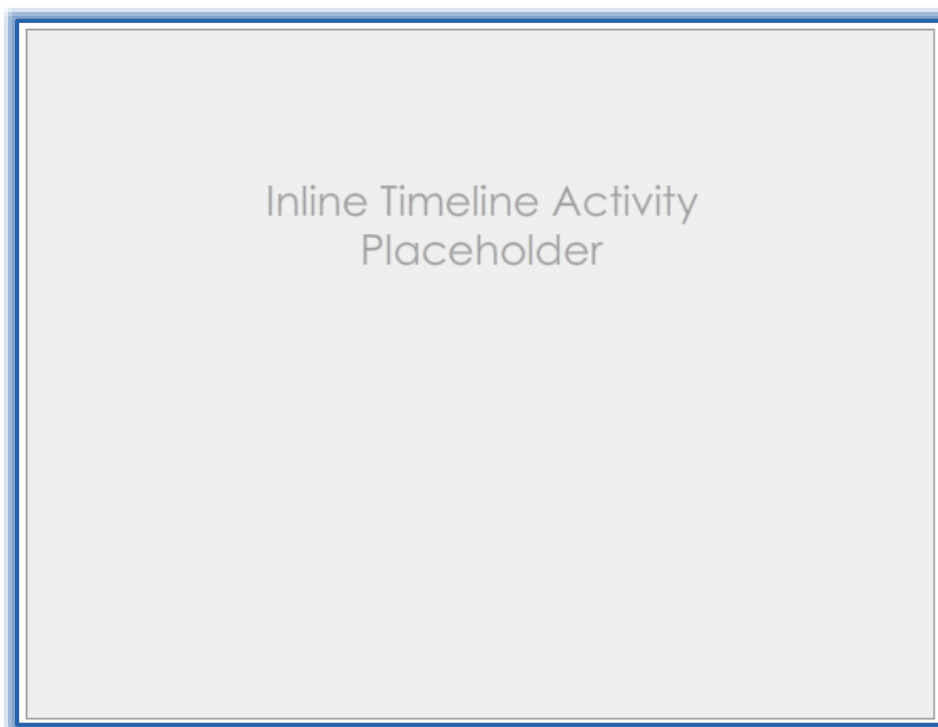
The screenshot shows the 'Timeline Activity' dialog box with the following elements:

- Window title: SC Timeline Activity
- Tabs: Events, Options, Metadata, How To
- Timeline Title: [Text Field]
- Ordering Method:
  - by Date Interval: 10 years
  - by List
- Buttons: New, Edit
- Number of events: 0
- List box: [Empty]
- Event Preview:
  - Description: [Text Field]
  - Content: [Text Field]
  - No Image
- Bottom buttons: OK, Cancel

### Events Tab - By Date

- Input a **Title** for the **Timeline**.
- Select the **Interval** for the **Timeline**. The options are **1 Year**, **5 Years**, **10 Years**, **25 Years**, **50 Years**, **100 Years**, **200 Years**, and **500 Years**.
- Click the **New** button.
- The **New Event** window will display (see illustration on next page).
- Select the **Event Begin Date**.
- Select the **Event End Date**.
- Input a **Description** for the **Event**.

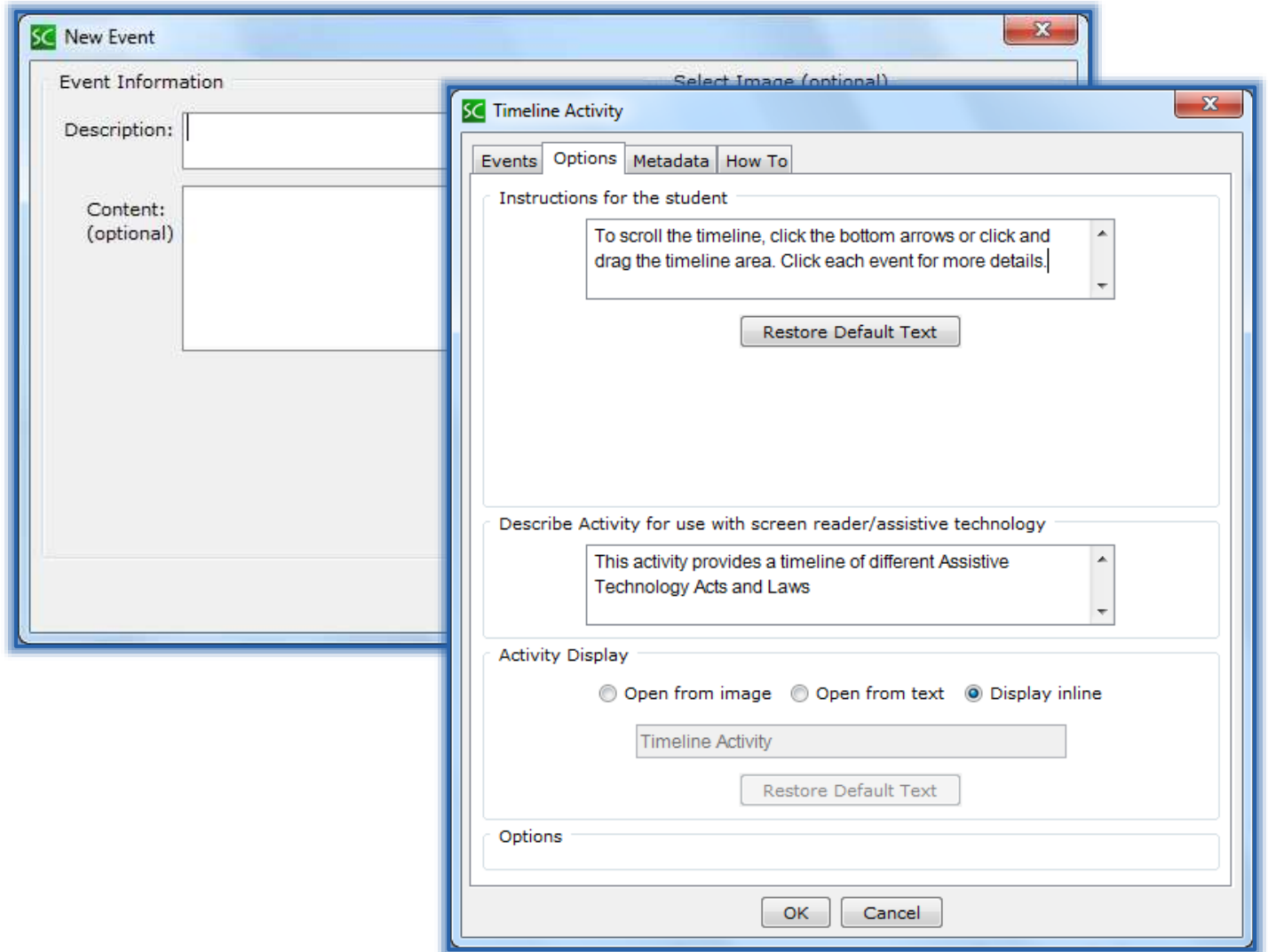
- 📄 Input any **Content** that you would like the students to view when they select the **Event Date**.
- 📄 Click the **File**, **Cloud**, or **Library** buttons to add an image to the **Event**.
- 📄 Click **OK** to return to the **Timeline Activity** window.
- 📄 Complete the same process as above to add all the other **Events**.
- 📄 Once all the **Events** have been added, click the **OK** button.
- 📄 The **Timeline Activity Placeholder** will appear in the **Lesson**.



## Events Tab - By List

This option can be used to create a timeline with specified dates instead of choosing intervals.

- Input a **Title** for the **Timeline**.
- Select **By List** under **Ordering Method**.
- Click the **New** button.
- The **New Event** window will display (see illustration below).
- Input a **Description** for the **Event**.
- Input any **Content** that you would like the students to view when they select the **Event Date**.
- Click the **File**, **Cloud**, or **Library** buttons to add an image to the **Event**.
- Click **OK** to return to the **Timeline Activity** window.
- Complete the same process as above to add all the other **Events**.



## OPTIONS

- Click the **Options** tab (see illustration above right).
- Input instructions for the students into the appropriate box.
- Insert a description of the **Activity** for those students who are visually impaired.
- Click the **Display Inline** check box if the **Activity** is to display directly within the **Lesson**.
- When the **Options** have been specified, click the **OK** button.
- The **Timeline Activity Placeholder** will appear in the **Lesson**.

## EDIT ACTIVITY

- Right-click on the **Timeline 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 below.
- To view **Events** in the **Timeline**, do one of the following:
  - Click the arrows at the bottom of the **Timeline**.
  - Drag the scroll bar at the bottom of the **Timeline**.
  - Click and drag in the **Timeline** area.

