

USING THE KIDSPIRATION® ACTIVITY WIZARD

What is a Kidpiration® Activity?

An Activity in Kidspiration® is like a template. The teacher can create a document with specific symbols, colors, preference settings, and the beginnings of a diagram or outline as a starting point. All of this is then saved into an Activity (template) which the students can access from Kidspiration's Starter Window when the program opens. Your students will be able to make changes to the template and save their own work under a new file name without changing the Activity (template).

Getting Started:

This tutorial will assume that the Kidspiration® program is running with a completed diagram or outline open on your screen. Be sure that you have included any audio instructions or special settings that you wish your template to include before continuing on to the Activity Wizard.

Step 1: Click on “Teacher” - “Enable Teacher Menu” on the Kidspiration menu bar as shown in **Figure 1** below:

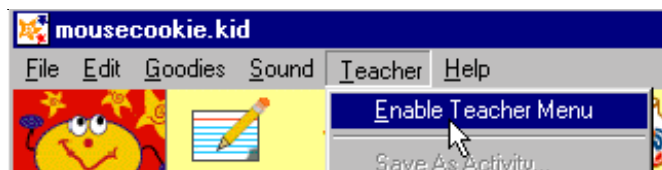


Figure 1

Step 1: Click on “Teacher” - “Save As Activity” on the Kidspiration menu bar as shown in **Figure 2** below:



Figure 2

Step 3: The Activity Wizard will open. Click on “Next” as shown in **Figure 4** below to continue.



Figure 4

Step 3: The Activity Wizard presents you with the option to start the template with the First Idea Symbol highlighted. For normal purposes it is best to check “**Exactly as it currently appears on screen**” as shown in **Figure 5**. Click the **Next** button to continue on.

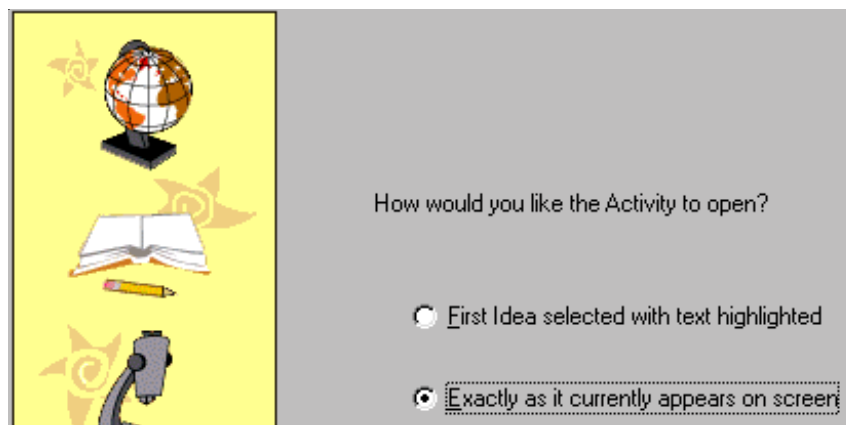


Figure 5

Step 4: The Activity Wizard allows you to choose the default symbol library, colors, and styles for symbols and links in **Picture View** as shown in **Figure 5**. Make any changes you desire (or leave the default settings as they stand) and click on the “**Next**” button to continue.

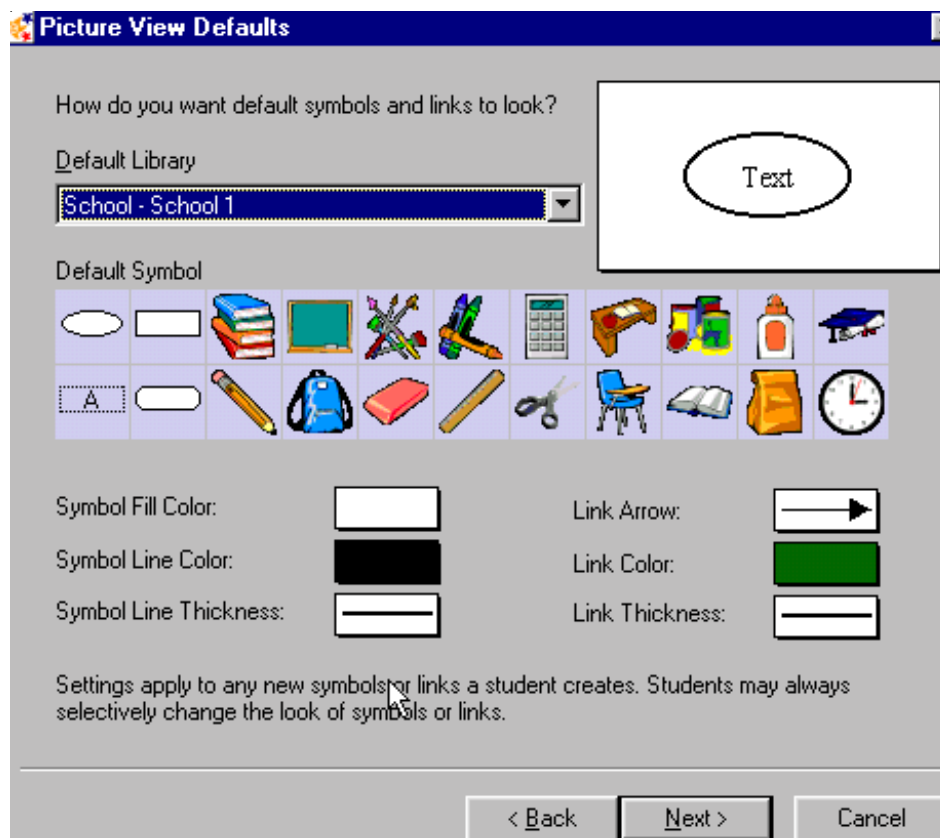


Figure 5

Step 5: The next window in the Activity Wizard allows you to choose the default settings for **Writing View** as shown in **Figure 6** on the next page of this guide. Using this window, you can decide to use lined paper or unlined paper. You can choose the colors for the lined paper. You can also choose a default prefix to appear in the **Writing View** outlines (e.g. Roman numerals, etc.) These are the settings that will appear when the activity is opened. The student may turn Lined Paper on or off, or change the Prefix and Paper Colors while working in the file. Make any changes you desire (or leave the default settings as they stand) and click on the “**Next**” button to continue.

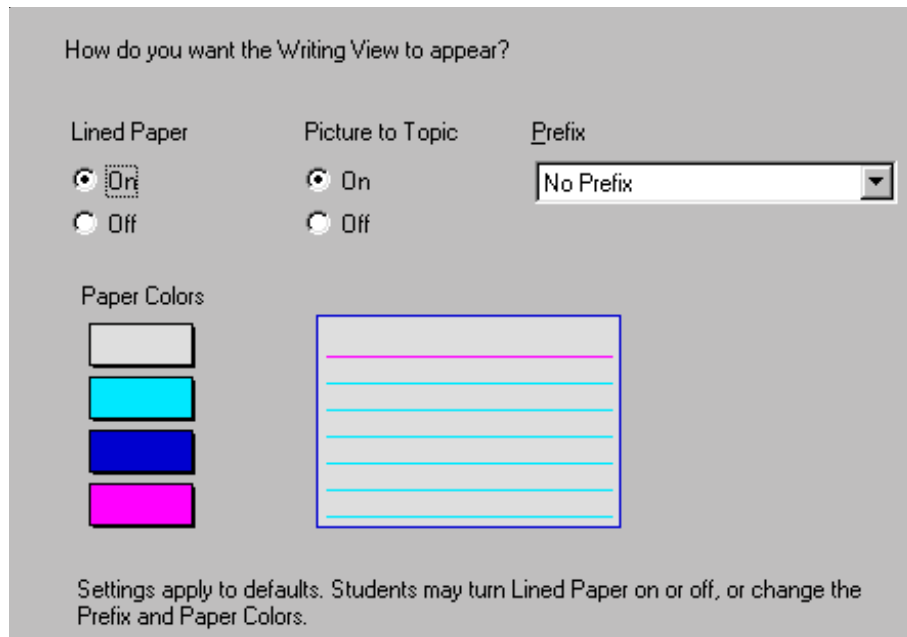


Figure 6

Step 6: The next window in the Activity Wizard, shown in **Figure 7** below, allows you to set the default font and style for text. Note that the text formatting may be changed later using the Formatting tools. Make any changes you desire (or leave the default settings as they stand) and click on the “**Next**” button to continue.

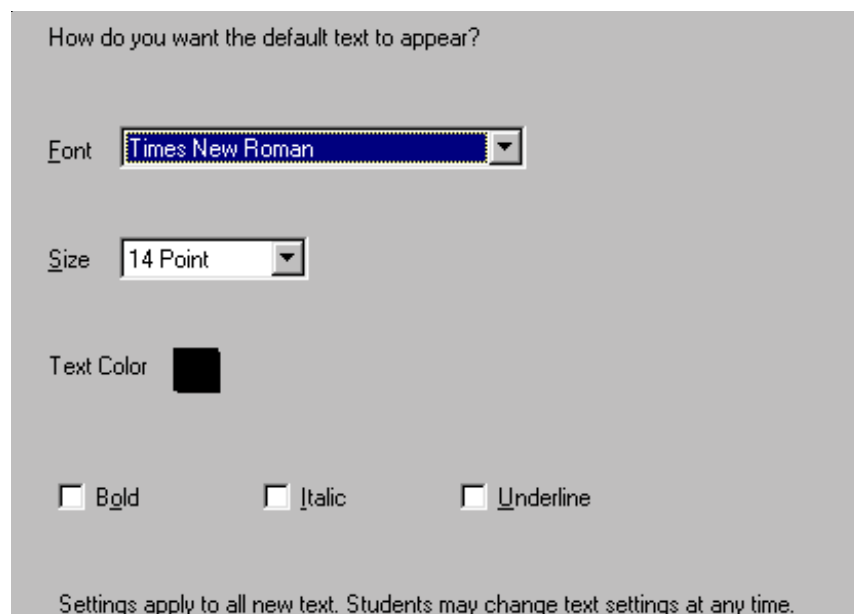


Figure 7

Step 7: The next window in the Activity Wizard, shown in **Figure 8** below, is the **Name and Category Window**.

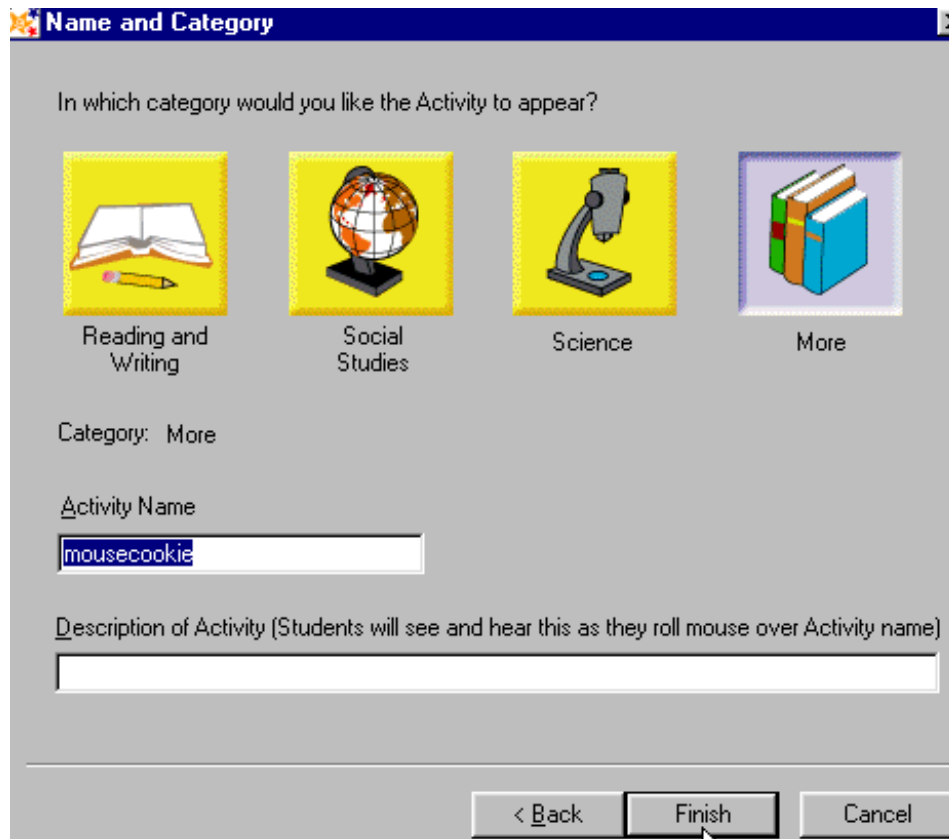


Figure 8

- A. Select a category for your activity (e.g. Language Arts). This is where students will go to look for your activity in the Kidspiration® Starter Window.
- B. Next, enter a name for your activity in the “Activity Name” field (e.g. Mouse/Cookie Story).
- C. Finally, you may enter a brief description for this Activity.
- D. Click on “Finish” when you are ready, and the Activity is saved!

Kidspiration® will return to the **Starter Window**. Go to whatever section you saved your Activity under (see **Figure 9**) and scroll through the templates until you find your activity. Select and open it. The screen that appears should look exactly like the one you saved. The student may then do the activity and print out their results.



Figure 9