



## RLO Corner — What is Study Mate?

StudyMate is a new authoring tool that lets you create 9 Flash-based activities and games using three simple templates. The Flash activities are usable within your WebCT or ANGEL course. StudyMate will import items from MS Word files or the Respondus Test Bank Network, making it easy to create interesting, interactive activities from existing content.

1. To install Study Mate, go to your Start button and choose-Run. Type \\onestop\spjc\_pc\apps-a-z\studymate and press Enter. Double click on the file name StudyMateCampus.exe. Follow the steps to install the software.

2. A new icon will appear on your desktop. Double click on the icon.



3. The first time you start the program, you will be asked for some pieces of information. In the \\onestop\spjc\_pc\apps-a-

z\studymate folder, there is a Readmefirst.txt file. Open this file and copy and paste the information into the respective text boxes.

The next set of steps will show you how to create flash cards using Study Mate.

1. Click Create from the opening screen.



2. Type in a filename and description. The other information is optional.



3. You will then be taken to a screen that allows you to choose no answers to create factcard

and factcards+ or one answer which will create flashcard, pickaletter, matching, or fill in the blank, or multiple answers which allows you to create practice quiz or challenge. For this example, we will choose one answer to create flash cards.

4. Type in a title for your card. Type in an answer (NOTE—The answer can not contain images or equations.) Type in the question or definition (NOTE—This area can contain equations and images).



5. You can choose a difficulty or add the card to a topic area for easy searching. You can also preview the card. When you are done, click Add to End of List.



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## WebCT 1,2,3 — How to Copy Items from the Course Menu to the Homepage

There are times where you need to copy items from your Course Menu and make them an icon on your homepage. Follow the following steps to accomplish this task:

1. From the Homepage, select Designer Options, and then either click bottom or scroll to the bottom of the page.

2. Click Change Course Settings. The Change Settings screen appears.

3. Under Course Menu, click Go. The Edit Course Menu screen appears.

4. Under Course menu links, select the link you want to move.

5. Under Copy, Move or Delete Link, select Copy selected link from navigation bar to icon link on this page.

6. Select the destination page from the drop-down list and click Go. The screen refreshes and the link has been copied.

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### Receive the Newsletter via Email:

You can get this monthly newsletter via email very easily. All you need to do is go to the [Training Central](http://it.spcollege.edu:8500/edtech/trainingCentral) (<http://it.spcollege.edu:8500/edtech/trainingCentral>) area on the Web and Instructional Technology Services Web Site. Fill in your first and last name and email address.

# Tutorial Corner — Saving the Image in different Formats

Saving files in Photoshop is similar to all other Window programs. First it is important to save all images you are working with in the Photoshop native format, psd. This preserves any text layers you have so you can edit them at a later time. Another way you might save the images is for the a web page. Photoshop has a great tool that let's you see the quality of the image before saving it and comparing it to the original image.

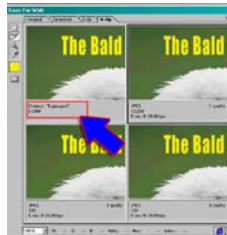
1. When you have done some work within Photo-shop, make sure you save it in the Photoshop native format. Click on the File Menu item. Click on the Save menu item. Type in a file name and click the OK button.



2. Saving for the web within Photoshop is powerful. Click on File and choose Save for Web from the list of items.



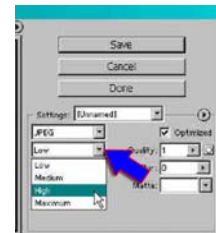
3. The Save for Web dialog window is displayed. This window is a special window that allows you to view the original image and three other images at different levels of quality. Each window will give you some information regarding the file size, quality and download time.



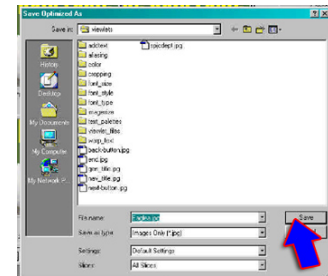
4. One of the powerful features of Save for Web is being able to compare various images at different quality levels. Notice that the second image is at a quality level 1. Look at the text of each image and notice that the one with a quality of 1 is very poor compared to the original image. Also, note that when you increase the quality it increases the file size and download time.



5. You can change the quality of the image by clicking on the drop down list under the setting area that shows the quality as Low, Medium, High, or Maximum. Remember that the higher the quality, the larger the file size and longer the download time.



6. Once you are happy with the image. Click on the Save Button. Choose where you want the image to be placed on your machine and type in your file name. Then click on the Save button.



# RLO Corner — Create Basic Electronic Flash Cards (text and graphics provided by Karen Hesting)

Creating electronic flash cards provides your student with an easy and effective way to practice learning difficult concepts in your class.

1. Go to <http://it.spcollege.edu:8500/edtech/homePage/>. Click on Training Central and fill out the information in the User Login box. Use your PeopleSoft/Network Account to log in.



2. Click on "Flashcards Home Page - Text Only." Click on "Add Categories." Type in the name of your first category and click "Add a New Category." If you would like to create more categories, click "Add Categories" and repeat previous step.

3. If you are finished adding categories, select the category you would like to add cards to from the drop down menu and click "Submit."



4. Type in the number of flashcards you would like to add to that category and click "Submit." Fill out the information for each of the flashcards and then click "Submit." You can now choose to add more cards, edit the cards you have already created, delete cards, or copy the URL that you will use to access your flashcards.

5. To add a flashcard set to your course, click on "URL to Use." You can preview your flashcard set by clicking on "View Flashcards." Click on "Select and Copy." This will copy the URL information to your clipboard.



6. Paste the URL into the appropriate area of an HTML page. You must do this in the code view of an You now have a set of basic electronic flashcards that can be used online!



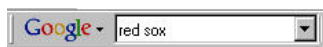
# Cool Tips — Installing and Using the Google Toolbar

If you do not have the Google Toolbar, you are missing out on a wonderful tool! The Google Toolbar allows you to do Google searches without ever going to Google. It also provides a pop-up blocker, autofill forms and highlight search items. You can take a quick tour by going to <http://toolbar.google.com/tour/toolbar.html>.

To install the toolbar, go to <http://toolbar.google.com>. Click on Download Google Toolbar. Click on Open on the next window. Follow the wizard to install the toolbar. When it is complete, you will see a new toolbar similar to the image below:



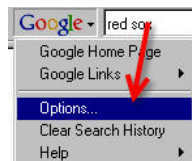
To conduct a Google search, type in your search keywords.



Press the enter key. Google will return the search results in your browser.



The toolbar has many more options than doing simple searches. To change the toolbar options, click on the Google and choose options from the list items.



The toolbar options window appears. There are many options to choose from on each tab. On the first tab you can choose to show or hide various icons on the toolbar such as the Page Rank or the highlight button. Experiment with each item to see what it does.



On the More Tab, there are many more advanced options to choose from such as playing a sound when a pop-up is blocked.



Finally, the Autofill tab allows to enter information about yourself. When you are on a web page that contains forms that ask for your first name, for example, you will be able to click a button and the form will fill in your data.



# RLO Corner — What is Study Mate?

6. If you wish to edit the item, click on the title. A dialog will appear. Click modify to make any changes.



7. When you are done with creating the cards, click on the Settings tab and choose the One Answer tab on the right hand side. Notice you can choose to randomize the cards or select a fix number of them.

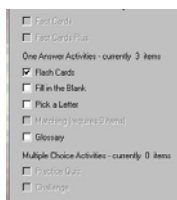


*"StudyMate is a new authoring tool that lets you create 9 Flash-based activities and games using three simple templates."*

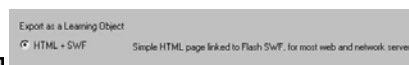
8. Click the Preview and Publish tab at the top and then click Publish Wizard from the side tabs.



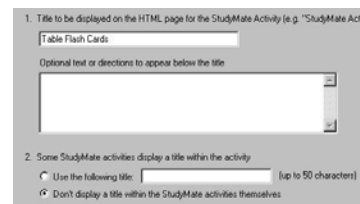
9. On the first screen, choose just the flash cards and click Next.



10. Choose the HTML+SWF button and click Next.



11. Choose a title for the cards. You can put in directions if you choose and also place the title in the generated HTML document.



12. Click Save As and choose a location for your file. NOTE—It is a good idea to create a folder for the files since the program will generate two of them. Give the file a name.



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# Web and Instructional Technology Services

## SPC-WEB AND INSTRUCTIONAL TECHNOLOGY SERVICES

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*The mission of the Web and Instructional Technology Services Department is to act as a facilitator for the use of technology in the instructional process, to help faculty to develop new teaching methods (especially those methods employing technology), to teach the faculty how to develop resources for enhancing learning outcomes and delivery techniques and to support the general mission of the College through research, evaluation, and communication.*

We're on the Web  
<http://it.spcollege.com>

## RLO Corner — What is Study Mate?

13. Click finished. A dialog box will appear telling you the files have been created. Click OK.



The next set of steps will show you how to get a URL to use for the objects you just created.

1. Go to <http://it.spcollege.edu:8500/edtech/instructorResources/RLO/> and log in using your PeopleSoft/Network account.



2. Click on the Study Mate Upload Tool link.

### Study Mate Upload Tool

- Study Mate Upload Tool - **NEW!**

3. Click on Create Title link.

At this point, you have not upload a title for your files.

[ Create New Title ]

4. Type in a title for your Study Mate object and click Next.

Study Mate® Object Title: Table Flash Cards

Next -->

5. Browse for the HTML and SWF file that were created by Study Mate and click Next.

The next step is to upload your HTML and SWF file. Click Browse and find the HTML and SWF. Double click the each file name and click Next.

HTML File: C:\Documents and Settings\shapiro.alan\Desktop\Study Mate Flash Cards.html

SWF File: C:\Documents and Settings\shapiro.alan\Desktop\Study Mate Flash Cards.swf

Next -->

6. The files will be uploaded and you should a table similar to one below.

Study Mate® Objects			
Study Mate® Object Title	URL to Use	Edit Title	Delete
Table Flash Cards	URL to Use	Edit Title	Delete

7. Click on URL to use. You have two choices of copy and pasting the URL to use. The first one allows you have the web page open in it's own window. The second URL can be used to paste into a Link content item in either WebCT or ANGEL.

