StudyMate® AUTHOR

Instructor Quick Start Guide for version 2.0

WHAT IS STUDYMATE AUTHOR?

StudyMate Author 2.0 is a Windows authoring tool that makes it easy to create Flash-based learning activities and games.

INSTALLATION

To install the "Campus-wide" version of StudyMate Author:

- Your institution will provide you the download and activation information for StudyMate Author.
- The name of the installation program is "StudyMateCampus2.exe". Double-click the file to run it.
- Once installed, start StudyMate and enter the Institution Name and Activation Password provided by your institution.

To install the "Single-user" version of StudyMate Author:

- Download the StudyMate software from www.respondus.com.
- Locate the downloaded file and double-click it to start the setup program.
- After installation, start StudyMate Author to obtain the Product ID number.
- Return to the Respondus web site to obtain a 30-day activation password or a permanent activation password.
- Enter the activation password in the StudyMate Author software as prompted.

THE START MENU
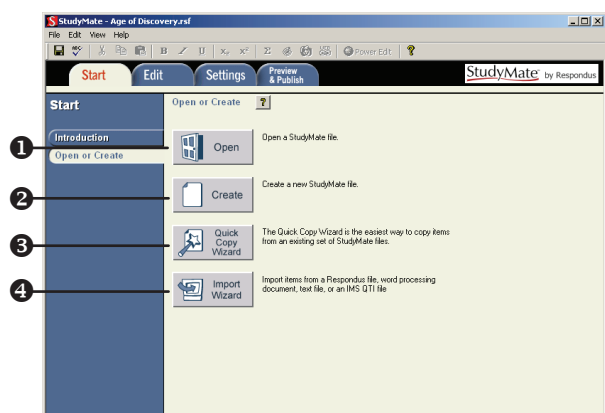
❶ **Open** - open an existing StudyMate Author file or download a publisher test bank (see below).

❷ **Create** - create a new file.

❸ **Quick Copy Wizard** - select or copy "items" from two or more StudyMate files.

❹ **Import Wizard** - import items from MS Word, Rich Text, Text, IMS QTI, or Respondus formats.

RESPONDUS TEST BANK NETWORK

Over 1,000 publisher test banks are available through the Respondus Test Bank Network, a free service to instructors who adopt a participating textbook. In just a few steps, a test bank can be downloaded with StudyMate and used to create

Flash-based learning activities and games. To get started, go to http://www.respondus.com/testbank to submit your test bank request. The publisher will send an email containing the download code and instructions for using it with StudyMate.

IMPORTING ITEMS FROM OTHER FORMATS

Questions or "items" can be imported from other file formats such as MS Word, Rich Text, or Respondus.

1. From the Start menu, select the **Import Wizard**.

2. Select the type of file to be imported (MS Word, Rich Text, Text, IMS QTI, Respondus, or Respondus Archive).

- If importing MS Word, Rich Text or Text files, make sure that the file to be imported follows the formatting guidelines provided in the online help (very important).
- If importing IMS QTI, note that only *Multiple Choice* items can be imported.
- If importing a Respondus file, a set of conversion options will be shown prior to the import (see the user guide for further instructions).

3. **Browse** to and select the file being imported.

4. **Preview** the import results to check for errors, then click **Finish** to complete the import.

THE EDIT MENU
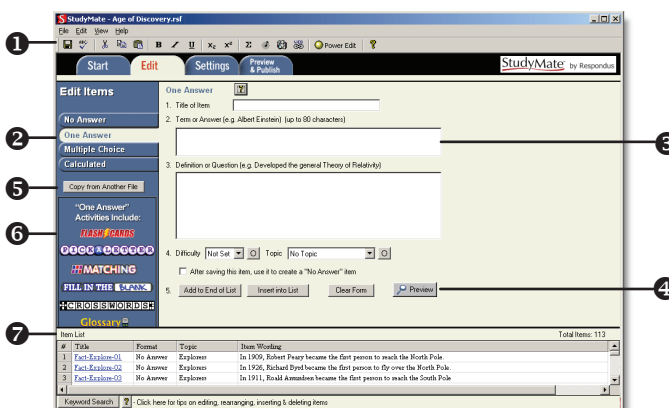
❶ **Toolbar** - provides tools for formatting an item or adding equations, audio, images, or web links.

❷ **Template** - click a tab to select one of the four authoring templates.

❸ **Template Entry Form** - the content for each template is entered here.

❹ **Preview** - provides a preview of each Flash activity or game for the template.

❺ **Copy from another file** - a tool for copying items from another StudyMate file.

❻ **Template Activities** - a list of the activities that can be created with the selected template.

❼ **Item List** - a list of the items in the file; click on a title to edit the item.

USING THE EDIT MENU

Use the Edit menu to add new questions or items to a file, or to edit existing ones.

1. Select a template from the tabs along the left.

- *No Answer* - a fact or statement that doesn't have a precise answer.
- *One Answer* - a word/phrase that is associated with another word/phrase, such as a glossary term.
- *Multiple Choice* - a question that is followed by a list containing one correct answer and several distractors.
- *Calculated* - a question that contains mathematical formulas or values that are randomly generated.

2. Enter the text for the question or item as indicated.

3. Add formatting to text using the toolbar options.

4. Click the **Preview** button to preview the item within one or more of the Flash activities associated with the template. (Note: With the preview window open, a different activity can be previewed by selecting it from the pull-down list.)

5. Back at the Edit menu, click either the **Add to End of List** or **Insert into List** button.

6. The item will now appear in the *Item List* at the bottom of the screen.

THE EDIT TOOLBAR

The Edit Toolbar provides tools for formatting text or adding equations, audio, images and web links.

❶ **Save File** - save the currently open file.

❷ **Spell checker** - spell check the file.

❸ **Cut, Copy and Paste** - copy text to/from a text entry field.

❹ **Bold, Italic, Underline** - add bold, italic or underline formatting.

❺ **Subscript and Superscript** - add subscript or superscript formatting.

❻ **Equation Editor** - launches the equation editor.

❼ **Add audio** - add MP3 or WAV audio files.

❽ **Add images** - add image files.

❾ **Web Links** - create a link to an object or website.

❿ **Power Edit** - provides a larger edit window and includes other tools like bulleted lists, fonts, table editors, etc.

THE SETTINGS MENU
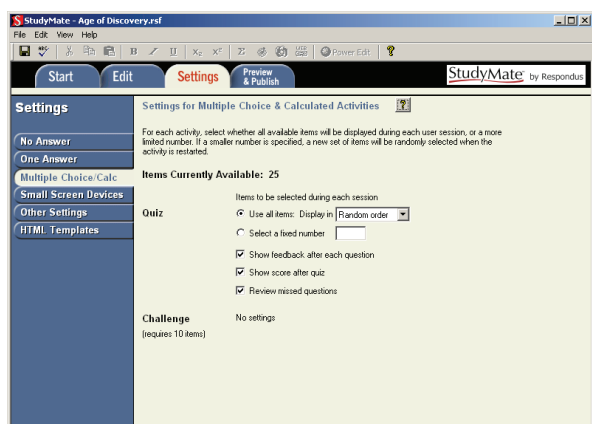
The Settings menu allows the selection of the settings for the Flash activities generated by StudyMate Author. Most StudyMate activities have settings options. There are also settings for *Small Screen Devices* (e.g. iPod, PSP), *Other Settings* (colors, accessibility, and languages), and *HTML Templates*. See the online help for more information on the Settings menu.

THE PREVIEW AND PUBLISH MENU
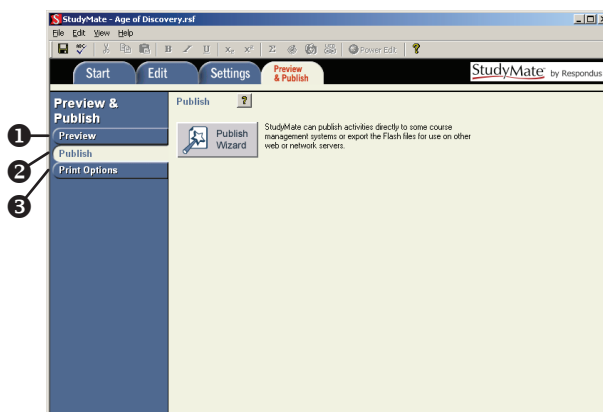
❶ **Preview** - preview the activities before publishing.

❷ **Publish** - publish the Flash activities directly to an online course or export the activities to one of several formats.

❸ **Print Options** - print the file or save it to MS Word, Rich Text or Plain Text formats.

USING THE PUBLISH WIZARD

The Publish Wizard is used to publish a Flash object to an online course or to export it to a desired format.

1. From the Preview & Publish menu, select the **Publish** tab and then click the **Publish Wizard** button.

2. The Publish Wizard will display a screen that looks like the one below:
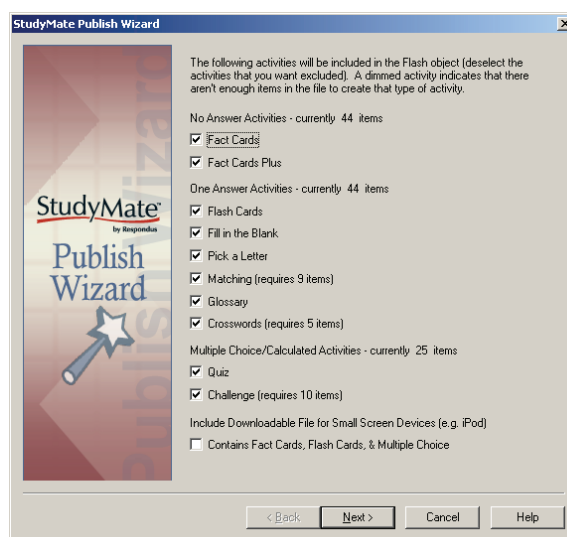
- Deselect any activities you do not wish to be included in the Flash object.
- A dimmed activity means there are not enough items in the file to create that type of activity.
- To include downloadable files for small screen devices (e.g. iPod) select the last option. (When selected, links for these downloadable files will appear below the links for the other Flash activities.)

3. When finished making selections, click **Next**.

2

4. The Publish Wizard will display a screen that looks similar to the one below:
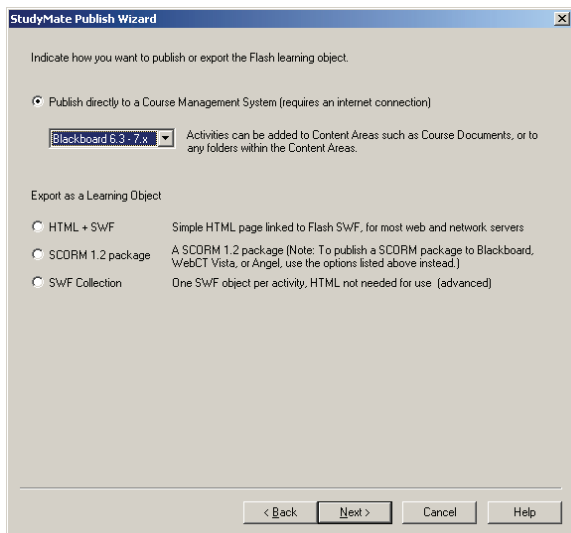
Choose one of the four publishing or exporting options:

- **Publish directly to a Course Management System** - publishes the Flash activities directly to an ANGEL, Blackboard, or WebCT course.
- **HTML+SWF** - generates a .swf (Flash) and HTML file that can be uploaded to any web server.
- **SCORM 1.2 package** - generates a standards-based "SCORM" package that contains the .swf files.
- **SWF Collection** - (advanced) generates a separate .swf file for each activity, none of which require an accompanying HTML file.

5. To publish directly to a course management system, choose the first option and select your course management system from the dropdown menu, and click **Next**.

6. If prompted, select the **Standard Upload** option to publish the Flash activities as standard HTML/SWF files.

7. Click the **Edit Settings** button if you haven't previously provided server information for your online course. (Otherwise, click **Next** and skip to step 9.)

8. A screen will appear that looks similar to the one below (each course management system is different, so your display may differ):
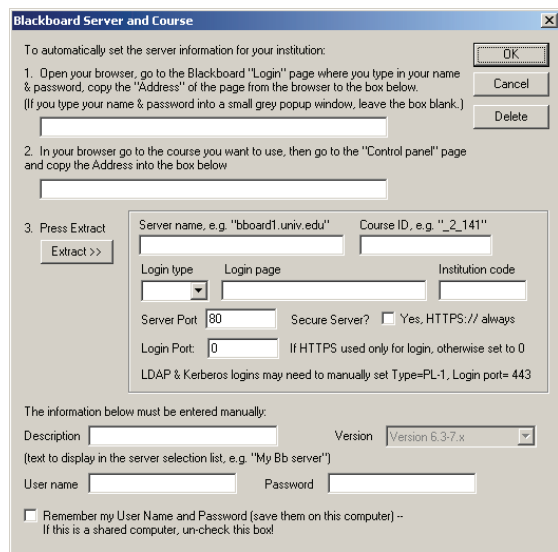
- Enter the URL for the login page of your course management system.

- If prompted, enter the URL for a page within one of your courses.
- Click the **Extract** button.
- Enter a description for your server ("My Online Course").
- Enter your User Name and Password for your online course.
- Select the *Remember my User Name and Password* box if it isn't a shared computer.
- Click the **OK** button to close the window and click **Next**.

9. The wizard will display a screen that looks similar to the one below (each course management system is different, so your features and display may differ):
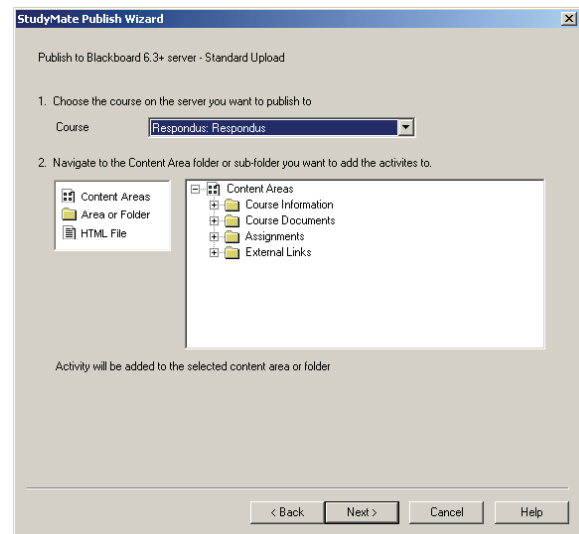

- Choose the *Course* from the pull-down list.
- Choose the folder in which to publish the activity.
- Select additional publishing options as appropriate for your course management system.
- Click **Next** to continue.

10. The activity will now be published to the specified course. When the publishing process is completed, click the **Finish** button.
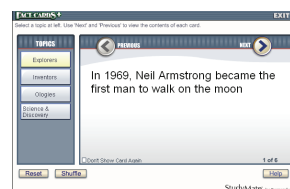
STUDYMATE ACTIVITIES

The following Flash-based activities can be created with StudyMate Author.

No Answer Activities

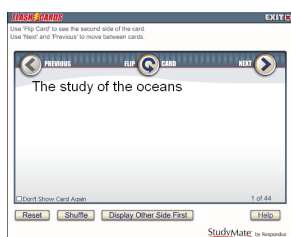- *Fact Cards* - one-sided cards that display a fact or explanation.
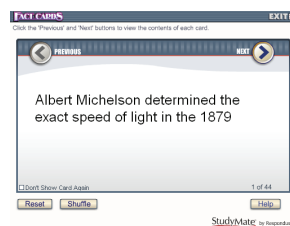
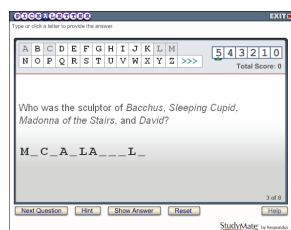- *Fact Cards+* - Fact Cards that can be organized by topic.

One Answer Activities

- *Flash Cards* - two-sided cards that display the term/answer on one side and the definition/question on the second side.

- *Pick A Letter* - displays the definition/question at the top of the screen and has the user type or click the letters for the answer.

- *Fill in the Blank* - displays the definition/question in the top section and has the user enter the exact term/definition for the answer.
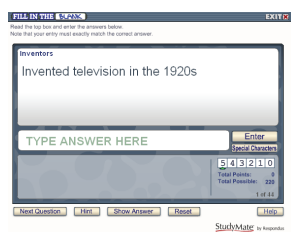
- *Matching* - displays the definition/question in the top section and has the user select from one of the nine term/answer windows below.
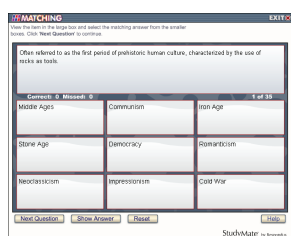
- *Crosswords* - displays the "clue" (definition or question) at the bottom of the screen and requires the user to enter the "answer" in a corresponding, highlighted area of the grid.
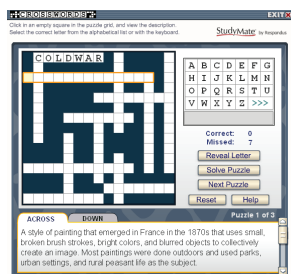
- *Glossary* - provides an alphabetic listing of all *One Answer* items in the file. The term/answer is presented first, immediately followed by the definition/answer.
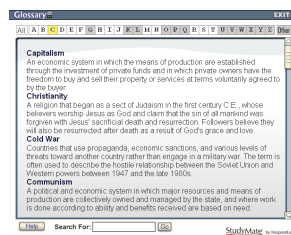
Multiple Choice & Calculated Activities

- *Quiz* - displays a multiple choice question with the question wording at the top of the screen and answer choices below it. The user selects the correct answer by clicking on the letter that represents it.
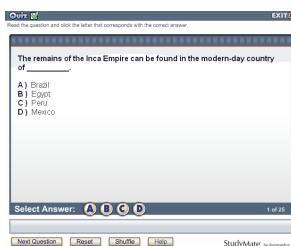
- *Challenge* - presents multiple choice questions in a fun, game-show environment. The game board consists of 5 topics, where each topic has 5 questions with point values that range from 100 to 500.
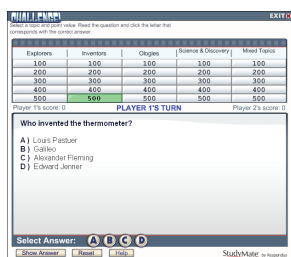
OTHER TRAINING & SUPPORT RESOURCES

- **Online Help** - press F1 in StudyMate Author to get context-sensitive help.
- **User Guide** - download the StudyMate Author User Guide from http://www.respondus.com/download.
- **Demo Movies** - view demonstration and training movies at http://www.respondus.com/demo.
- **Knowledgebase** - http://www.respondus.com/esupport.
- **Ticket-based Support** [1] - http://www.respondus.com/support.

[1] If your institution has a campus-wide license of StudyMate Author, contact your local support representative before opening a support ticket at www.respondus.com.