Learning Resource

# Section 5: Managing Activities- Printing, Assigning, Editing, Playlist

Your activities are managed from the My Activities List. **Select the My Boardmaker tab** in the main toolbar to access My Activities.

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My Activities	My Playlist	My Media		
Create A	activity	Create Activity S	et Upload Activity	Create Folder
Show Newest First	• Em		Show	ving 1-20 of 1348 results <

#### **Managing Activities: Printing**

Activities that have been created as print activities are identified with the print icon next to the activity thumbnail and will have a Print tool in the blue toolbar.

1. Select the **Print tool** on the toolbar to the right of the activity.

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From Print Options, **select range, number of copies, and Print Size** (Select Actual Size when printing device overlays.)

- 2. Select Continue.
- 3. On the preview page, select the destination (your printer or PDF maker).
- 4. Select Print.

## Managing Activities: Editing

You may edit activities you have created, uploaded, or added from the Boardmaker Online Community.

1. Select the Edit tool to the right of the activity to be edited. The online editor will launch with the activity in edit mode. If you are using a Windows operating system, you will have the option to edit in Studio.

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2. Maximize the Online Editor window.



3. **Select the object** you would like to edit. Use edit-in-place to change a symbol or label. (With the button selected, type the label and then select Enter on your keyboard.)



4. Select the symbol or digital image you want, and then click Select.



5. To change properties like font, background color, and so on, select the button(s) or object(s) you want to change and select the appropriate attributes from the Properties panel. Scroll to find additional properties including fill color, border, and button shape.



- 6. When finished, **select File > Save** to save your changes. To rename the activity, **select File** > **Save Activity As > type a name > OK**.
- 7. Exit the editor by closing the window.

## Managing Activities: Assigning

You may assign activities and activity sets to one or more students. This allows students to access their assignments and play them with data collection.

1. Select the Assign Activity tool on the blue toolbar beside the activity to be assigned.



2. Your roster of students will open. Click to add a tick mark beside the student(s) to whom you wish to assign the activity. Click Assign. A copy of the activity is placed in the student's assignment list.

tudent ID	First Name	Last Name	Username
D44444	Allie	Dollar	alliedollar
055555555	Emily	Espino	emilyespino
34234	Ray	Smith	raysmith
23123	Amanda	Cisneros	amandacisnero
453456	Joshua	McKelvey	joshmckelvey
113322	Morgan's	Wonderland	morgan
SY3456670	Isaac	Dominguez	isaacdominguea
04506977	Olivia	Burleson	olivia
030698726	Raul	Aguilar	raulaguilar
10209561	Stephanie	Trejo	stephanietrejo
RD384052	Corey	Flores	coreyflores
RD4829603	McKenna	Welch	mckennawelch
RD4920697	Bobby	Bowling	bobbybowling
567	Eric	Iffland	ericiffland

## Managing Activities: Organizing Activities in your Playlist

1. To put a copy of an activity or an activity set in your playlist, select the Add to Playlist tool.



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- 2. The tool will gray out to show that the activity is now in your playlist. Your playlist may be viewed, and its activities played in three ways:
  - a. Select **My Playlist** within My Boardmaker or Select Launch Student Center in the My Playlist tab.

My Boardn	naker			My Boardmaker
My Activities	My Playlist	My Media	My Activities My Playlist My Media	
Create A	ctivity	Create Activity Set		Launch Student Center

b. Launch My Classroom View (**Students tab > My Classroom View**) and select your instructor icon to see and access activities in your playlist.



c. Launch Student Center (**Students tab> Student Center**) and log in as instructor with your usual user name and password. Your playlist is available.



**NOTE:** To access activities on the Boardmaker Student Center app on a tablet or AAC device the activities must be in your playlist or assigned to a student.