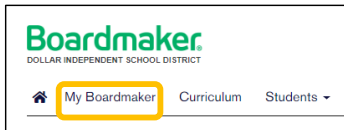


Section 3: Uploading Activities

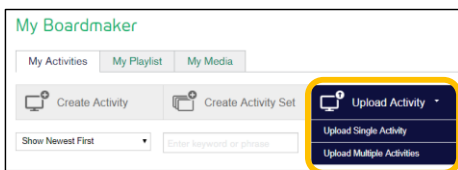
If you have boards and activities you made with Boardmaker v.6 (the disk) or Boardmaker Studio, you can upload them *individually (single activity)*, or *in bulk (multiple activities at once)* to your Boardmaker Online Activities list, where you can manage them like any Boardmaker Online activity: Print, play, edit, assign, and organize.

Get Ready to Upload

- Use the computer where the activities were created as you follow the uploading procedures.
OR
 - Copy your activities from that computer to a USB drive and access the activities on any computer using the USB drive.
1. Log in to your Boardmaker Online account.
 2. From the toolbar, select **My Boardmaker**.



3. Hover your cursor over **Upload Activity** and the dropdown menu will open with two options. You may upload a single activity (one activity at a time), or you may upload multiple activities (several boards/activities in bulk). Select the desired option.



Uploading a single activity allows you to add tags, associate with standards, and share the single activity as you upload. For directions for single activity upload, click [HERE](#)

Uploading multiple activities allows you to quickly upload in bulk but does not allow for tagging, associating, or sharing during the upload process. Directions continue below.

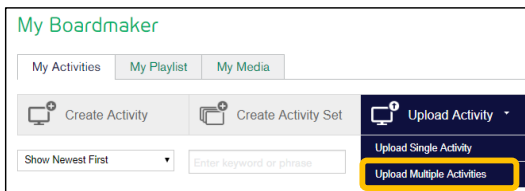
Bulk Upload Multiple Activities made with Boardmaker v.6 or Boardmaker Studio

Your activities will be one or more of the following file types:

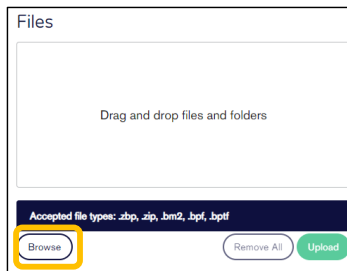
- .bm2: A single page activity made with Boardmaker v.6 (disk)* See NOTE next page!
- .zip : A multipage activity made with v.6 (many .bm2 files) that you have packaged manually
- .zbp: A multipage activity (many .bm2 files) packaged using Boardmaker (for example, an interactive activity made with v.6 that included sound files.)
- .bfp: All activities made with Boardmaker Studio

NOTE: You must package multipage .bm2 files (i.e. pages of a book) in a folder > .zip file before uploading to keep the pages together as a single activity. Individual boards uploaded separately cannot be combined in Boardmaker Online later.

1. Select the **Activities Tab** and then **Upload Activity > Upload Multiple Activities**

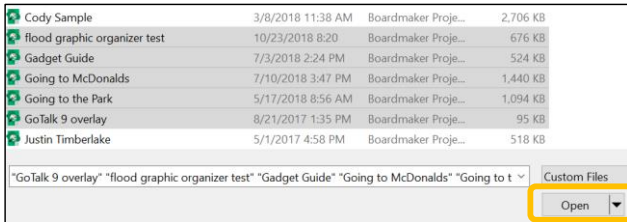


2. Select **Browse**.



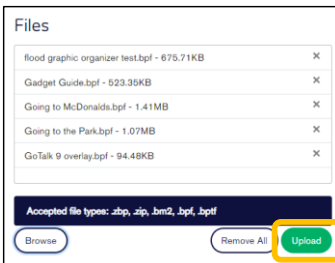
3. **Navigate to where your activities are stored.** For v.6 activities, navigate to **Documents > My Boards** on your computer, and **Open** the folder. For Studio activities, navigate to **Documents > Boardmaker Studio > Projects**, and **Open** the folder. If you have stored activities elsewhere (i.e. desktop, USB drive), locate and open the appropriate folder.

4. Select single-page boards/activities (.bm2 or .bfb), or packaged multipage activities (.zip and .zbp) to upload by holding down the CTRL key on your keyboard and clicking on each activity in turn. When all are selected, click **Open**. (There is no limit on the number of activities you may select. Selected activities will form a queue and upload in groups.)



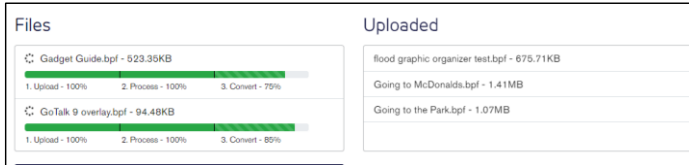
WARNING! V.6 single page files (.bm2) uploaded individually cannot be connected into one activity after upload. To **join the pages of a multipage activity** together, create a .zip file with the pages (see **Uploading multiple page boards as one activity** instructions on pages 6-7 of this tutorial). The .zip file is selected the same as .bm2 files or .zbp files in step 3 above as you select for upload.

5. Select **Upload**.



6. A progress bar will show for each activity as it uploads.

- As each activity completes the process, you will see it listed in the Uploaded box. Select **Close** when completed. **Important Note:** In order for the upload to process correctly, do not close this screen before all files in the upload have completed stage 1 as indicated by the progress bars.



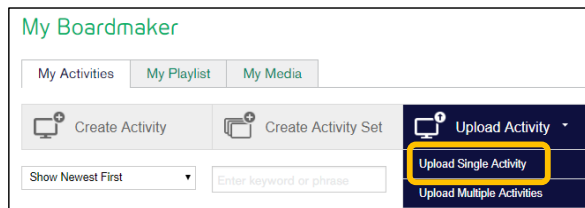
- The uploaded activities will now be found in your My Activities list and may be managed as you like (play, edit, assign, etc.).



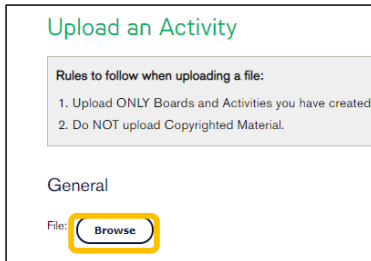
Individually Upload Activities made with Boardmaker v.6 or Boardmaker Studio

Uploading your activities individually allows you to provide description, tags, and to associate standards with the activity as you upload.

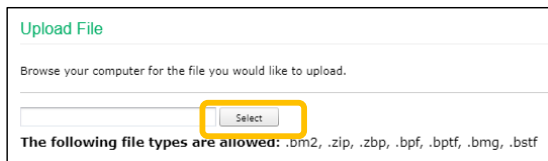
- Select the **Activities Tab** and then **Upload Activity > Upload Single Activity**



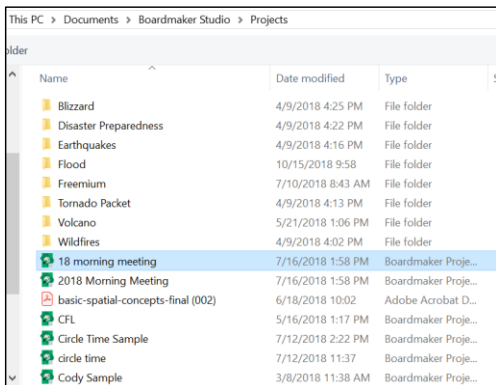
2. Review the rules for uploading. **Select Browse.**



3. Click **Select** to navigate to your activities.



4. Navigate on your computer to your Documents. All **Boardmaker v.6** activities are stored in **My Documents>My Boards**. All **IStudio** activities are stored in **My Documents>Boardmaker Studio/My Projects**. Select the appropriate folder and click **Open**.
5. Click to highlight the specific activity you wish to upload and click **Open**.



6. A form will open.

File Uploaded Successfully : Match animal to habitat.bm2

Title: *

Match Animal to Habitat

Description:

Matching animals to their habitat, print activity

Language *

English (United States)

Privacy: *

Only Me

If you select (Only Me) other users will not be able to search for or download the file.

Accessibility:

Designed for Scanning

Standards:

Associate Educational Standards

The **Title** is brought forward. You may edit if you like.

You may add a **Description** if you like.

Language is brought forward.

Select the **Privacy dropdown menu** if you would like to share the activity, either with Everyone (the whole Boardmaker Online community) or My Organization Only (just your enterprise or school district).

Select **Associate Educational Standards** to attach standards (Common Core or your state) to the activity.

7. Click in any boxes to add information about the activity. You may also add verbal tags in the **Tags** text box. When complete, **Select Upload File**.

Therapy Tools

Articulation/Phonology

Learning/Acquility

Phonological Awareness

Fine/Gross Motor

Other

Teacher Tools

Classroom Resources

Positive Behavior Support

Schedules

Name/Custom

Other

Cognitive Skills

Sequencing

Categorizing

Matching

Logic & Reasoning

Other

Tags

Tags are keywords describing the file. Separate all keywords with a comma.

Upload File Cancel

8. A message will let you know that the upload was successful. Click **Finish**.

Processing of your Activity is Complete!

18 morning meeting has been successfully processed!

Your Activity **18 morning meeting** has been processed successfully. To access it, simply go to the My Activities tab on your My Boardmaker page and select the activity from this list.

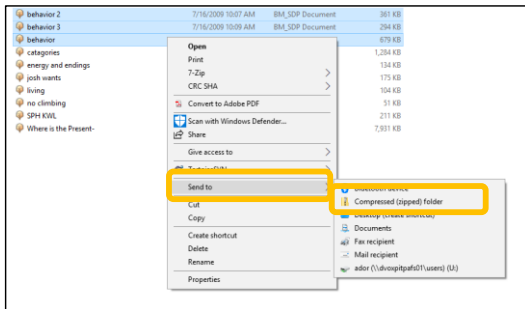
Finish

9. Access your activity at **My Boardmaker > My Activities**.

Uploading multiple page boards as one activity:

1. If the single Boardmaker v.6 activity that you wish to upload has multiple pages, you must first put the pages in a folder within My Boards (v.6).
2. Right click your cursor on the folder and select **Send to > Compressed (zip) folder**.

Commented [AD1]: Should this be a note or separate heading instead of a step?



3. Select the zipped file and Open to upload.

Behavior	10/29/2018 9:14 AM	Compressed (zipped)...	97 KB
categories	2/22/2017 8:50 AM	BM_SDP Document	1,284 KB
energy and endings	3/9/2009 9:34 PM	BM_SDP Document	134 KB
josh wants	5/25/2009 4:32 PM	BM_SDP Document	175 KB




4. Complete the form as in steps #6 & 7 above and then click **Upload File**.
5. As a final step you may reorder the pages of your activity if needed. Select **Next**.

Reorder Project Pages

Project Page Order

The activity processed contains multiple files. Please take a moment to order the pages.

Drag and drop the pages into the correct order.

- 1  \behavior 2
- 2  \behavior 3
- 3  \behavior

Cancel Next

6. Select Finish.

Processing of your Activity is Complete!

Behavior has been successfully processed!

Your Activity **Behavior** has been processed successfully. To access it, simply go to the My Activities tab on your My Boardmaker page and select the activity from this list.

Finish