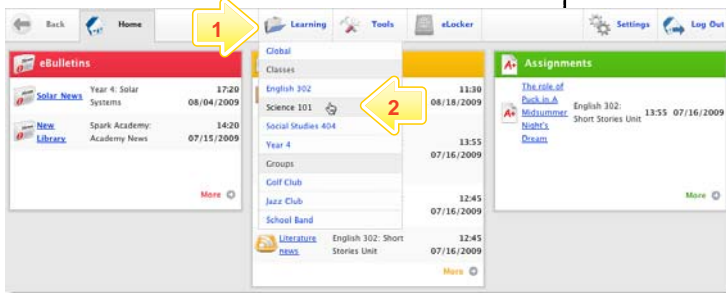


Copy and Share Activities

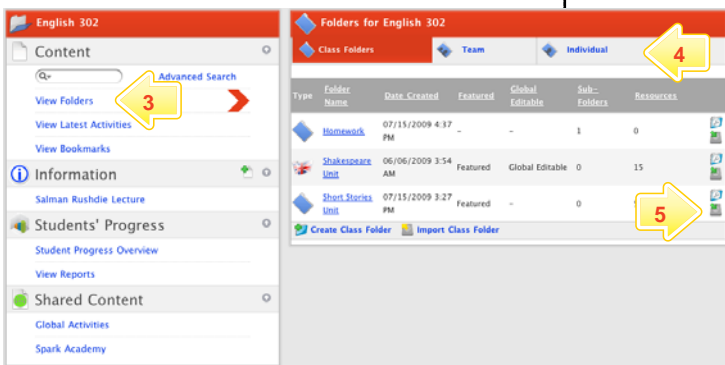
Copy an Activity Folder to your eLocker

Studywiz Spark allows you to copy either single Activities or whole folders of Activities into your eLocker and then copy them to new locations. This can be useful if you change classes and want to take a whole set of Activities with you, or if you want to modify Activities to use with another class.



1 Roll the mouse pointer over the **Learning** tab. The **Learning** drop-down list appears.

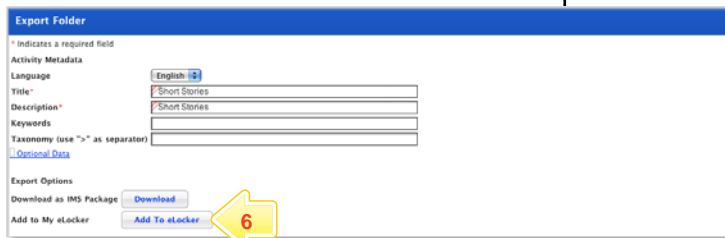
2 From the **Learning** drop-down, select the Class or Group that contains the folder you want to copy. The Class or Group page appears.



3 Click **View Folders**.

4 If you want to copy a Team folder or an Individual folder, click the appropriate tab.

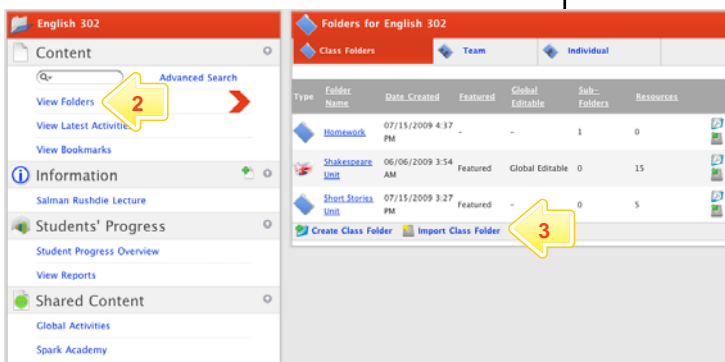
5 Adjacent to the folder that you want to copy, click the **Export Folder** button.



6 Click the **Add To eLocker** button. The folder is added to your eLocker.

Note You also have the option to download a copy of the Folder onto your Desktop. Click the **Download** button and the Folder will download as an IMS package.

Copy an Activity Folder from your eLocker

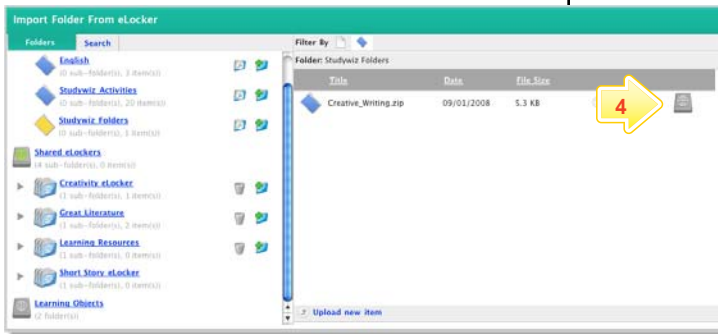


1 From the **Learning** drop-down, select the Class or Group to which you want to copy the Activity Folder.

2 Click **View Folders**.

3 Click **Import Class Folder**.

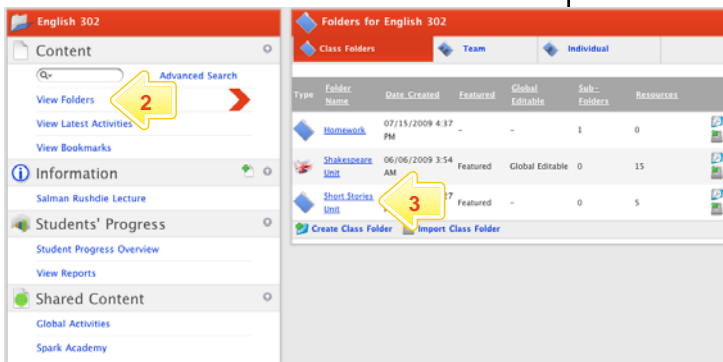
Copy and Share Activities



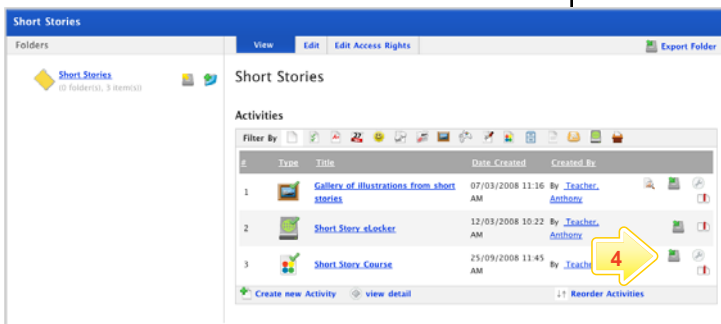
- 4 Adjacent to the folder that you want to import, click the **Import Folder From eLocker** button.

The Activity Folder is imported into your chosen class.

Copy a single Activity to your eLocker



- 1 From the **Learning** drop-down, select the Class or Group that contains the activity that you want to copy.
- 2 Click **View Folders**.
- 3 Open the folder that contains the Activity.



- 4 Adjacent to the Activity, click the **Export Activity** button.

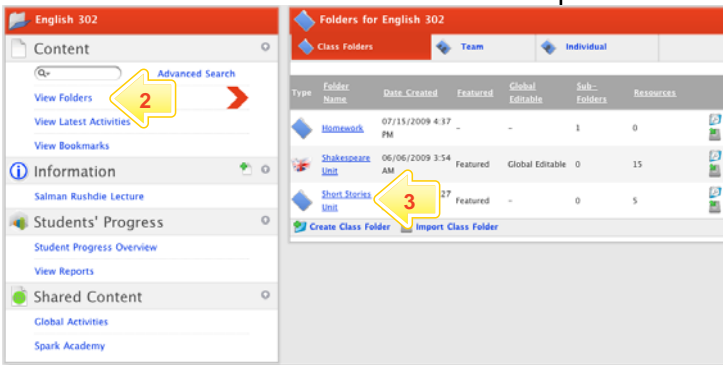


- 5 Click the **Add to eLocker** button.
The item is copied to your eLocker.

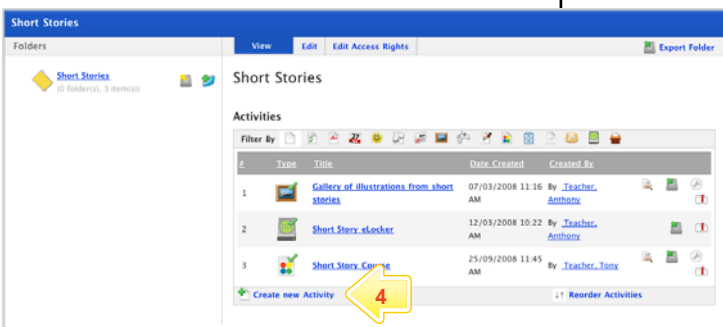
Copy and Share Activities



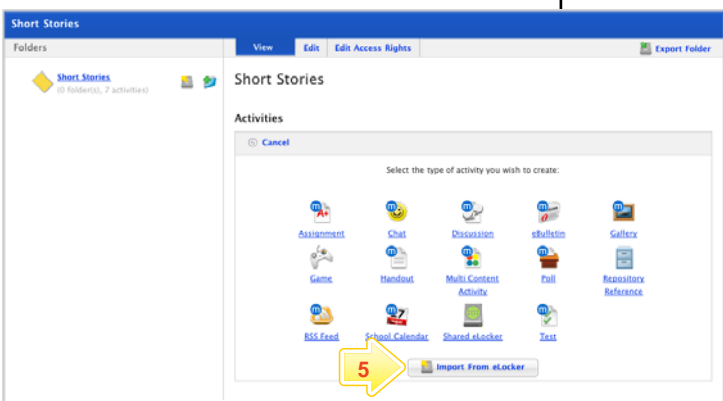
Copy a single Activity from your eLocker to a Folder



- 1 From the **Learning** drop-down, select the Class or Group to which you want to copy the Activity.
- 2 Click **View Folders**.
- 3 Click the folder to which you want to copy the activity.

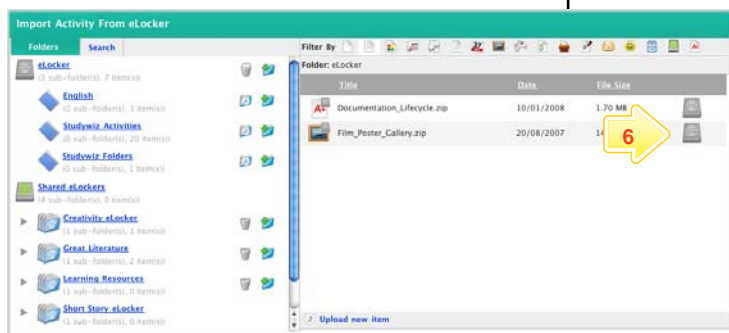


- 4 Click **Create new Activity**.



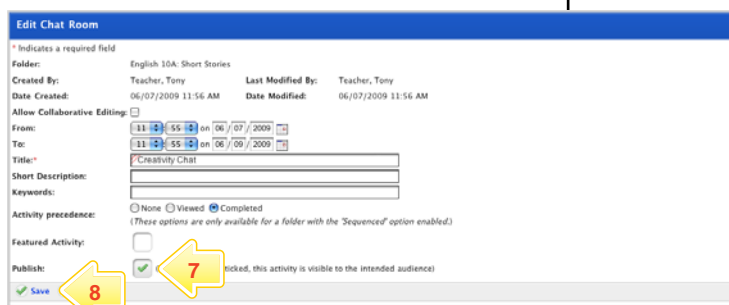
- 5 Click the **Import From eLocker** button. Your eLocker appears.

Copy and Share Activities



6 Adjacent to the Activity you wish to import, click the **Import Activity From eLocker** button.

The **Edit Activity** panel is automatically opened so that you can make any changes needed for the Class with which you are using the Activity.



7 If you want to publish the Activity, ensure that the **Publish** checkbox is selected.

8 Make any changes needed to the Activity and click **Save**.

The Activity is imported to the folder.



9 Use the StudyWiz Spark tab bar to continue working with StudyWiz Spark.

Tips and Hints

- 1 Use the StudyWiz Spark eLocker to transfer Activities between Classes or Groups. This saves time as you don't have to create all new activities.
- 2 Edit the activities to suit the Class or Group you are assigning them to.
- 3 Create backups of your StudyWiz Spark activities or folders by exporting them to your eLocker or your hard drive.

If you have any ideas for ways to use eLockers and Activities you're invited to share them with other teachers at the StudyWiz Global Community – <http://studywizgc.org/>. Log in using the button on your StudyWiz deployment.