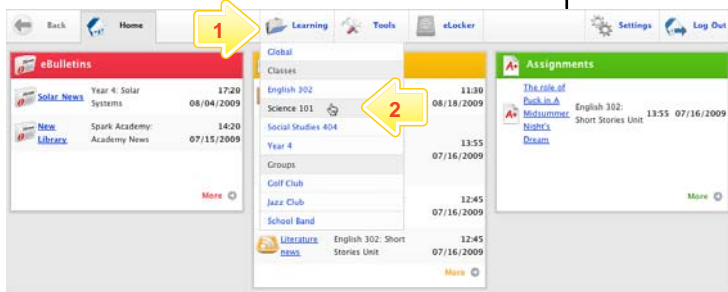


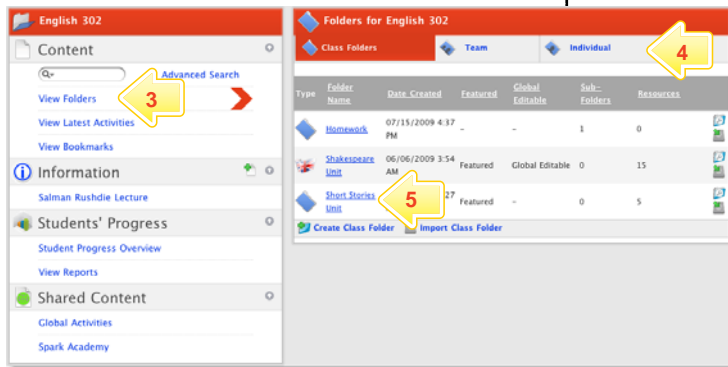
## Create a new Handout

The Studywiz Spark Handout feature allows you to load virtually any type of file into Studywiz Spark. Other users can then download the file or copy it to their eLocker.



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

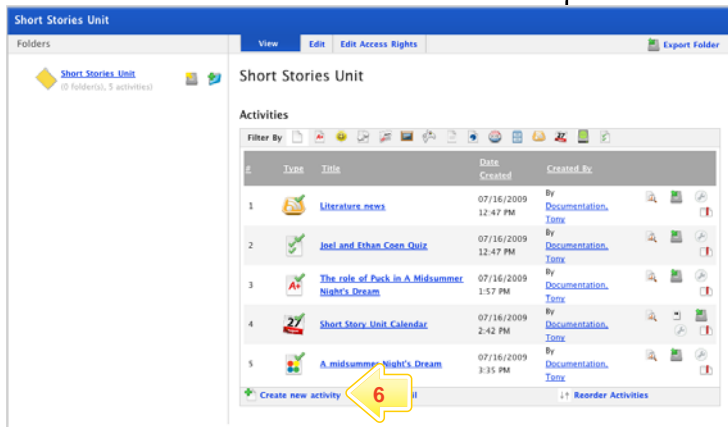
2 From the **Learning** drop-down, select the Class or Group in which you want to save the activity.



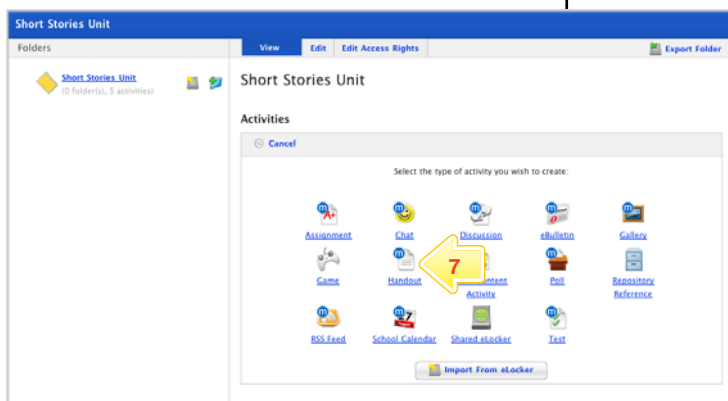
3 Click **View Folders**.

4 If you want to create the activity in a Team folder or Individual folder, click the appropriate tab.

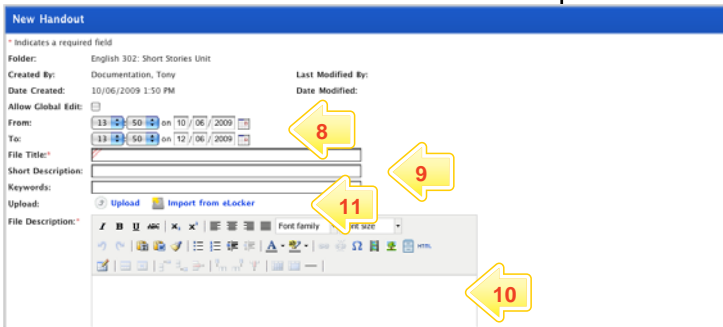
5 Click the folder in which you want to save the activity.




6 Click **Create new Activity**.



7 Click **Handout**.



- 8 In the **From** and **To** fields, set the times and dates between which you want the activity to be available.
- 9 Complete the **Title**, **Short Description** and **Keywords** fields. Separate keywords with spaces or commas.
- 10 Enter a **Handout Description**.
- 11 Click **Upload** or **Import From eLocker**.
  - If you are uploading a file, navigate to the file location, select the item and click the **Upload** button.
  - If you are importing a file from your eLocker, locate the file and click the **Import from eLocker** button .

The Edit Handout page appears.

You can now preview, edit or remove the Handout.



- 12 To set the Handout as a featured activity, select the **Featured Activities** checkbox.
- 13 If the Handout is ready to publish, select the **Publish** checkbox.
- 14 Click **Save**. The Handout is saved.

## Tips and Hints

- 1 Use the Studywiz Spark Handout activity to deliver Handouts to students while a class is in progress.
- 2 Upload a numbered series of files that students can open and use in order during a class. This makes it easy to make sure that your students are looking at the right material at the right time.
- 3 Cut and paste notes into the Description area to get information to students quickly.

If you have any ideas for Studywiz Handouts, 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.