

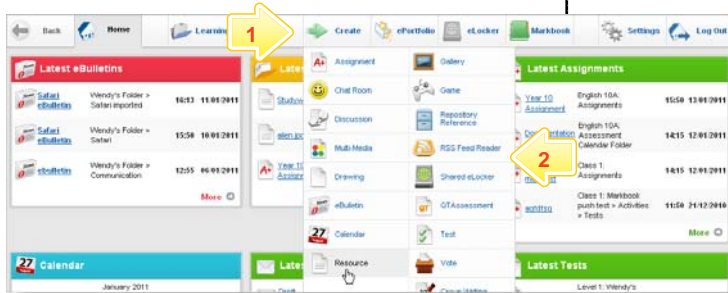
Create an Activity

When creating an Activity for a Class or Group, use the Studywiz Quick Create feature. Quick Create provides a fast way to create Activities directly from the Studywiz toolbar.

To create an Activity for a School or for the whole deployment, navigate via the Learning tab, select a folder and then create the Activity.

If you need instructions specific to an Activity type, follow the appropriate Quick Start sheet or the instructions in your user guide or help system. Studywiz Folders are still created via the Learning tab.

Create a Class or Group Activity



- 1 Roll the mouse pointer over the **Create** tab. The Activity list appears.
- 2 Click an Activity type. Depending on the type of Activity you are creating, the new Activity may appear in a floating panel or in the main Studywiz window.

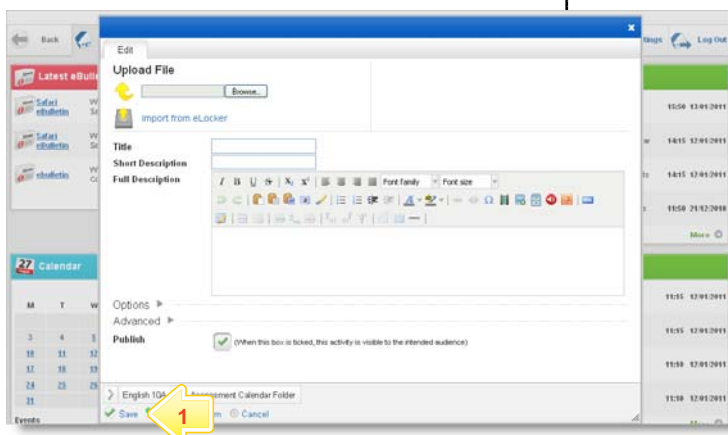
For instructions specific to the kind of Activity you are creating, refer to the Activity Quick Start sheet.

Change the Activity's Location (optional)



- 1 Roll the mouse pointer over an arrow in the crumbtrail at the bottom of the panel and click a different Class/Group or folder.

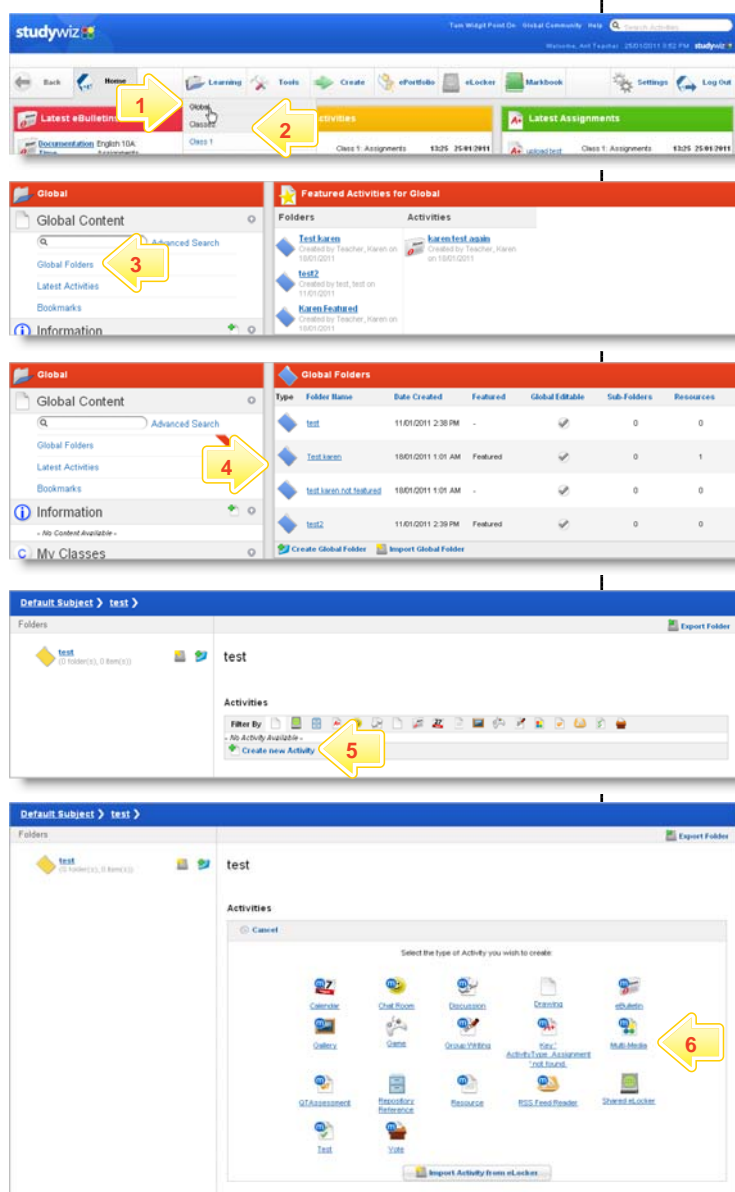
Save the Activity



- 1 Click **Save**. The Activity is saved in the location shown by the crumbtrail.

Create an Activity

Create a Global Activity



- 1 Roll the mouse pointer over the Learning tab. The Learning drop-down list appears.
- 2 From the Learning drop-down, select **Global**. The Global page appears.
- 3 Click **Global Folders**.
- 4 Click the folder in which you want to save the activity.
- 5 Click **Create new Activity**.
- 6 Select an Activity type and create the Activity.
- 7 Click **Save**. The Activity is saved in the location shown by the crumbtrail.

Tips and Hints

- 1 Each Class or Group contains **Individual folders**, **Team folders** and **Class folders**. Create Activities in individual folders to publish to an individual student, in team for a team of students within a class, and in Class folders are for the whole class. Class folders can have two levels of sub-folders within them.
 - 2 Pay attention to the folders where you create your Activities.
 - 3 You can also create Activities by navigating to a Class, Group or School, and then into a Folder.
 - 4 If you 'misplace' an Activity, use the search tool in the top right corner of the Studywiz page.
- If you have any ideas for this tool, you're invited to share it with other teachers at the Studywiz Global Community - <http://studywizgc.org/>