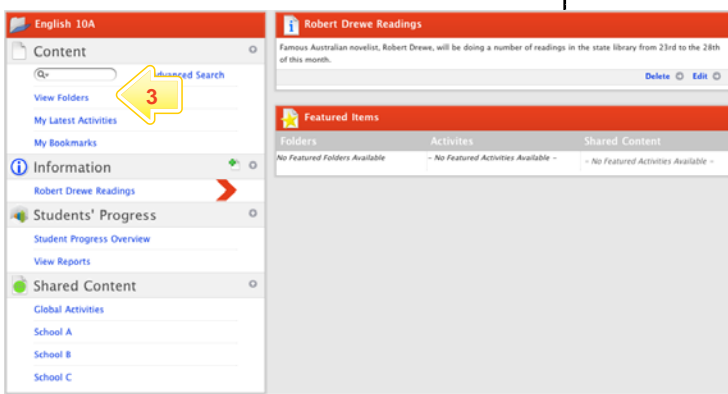


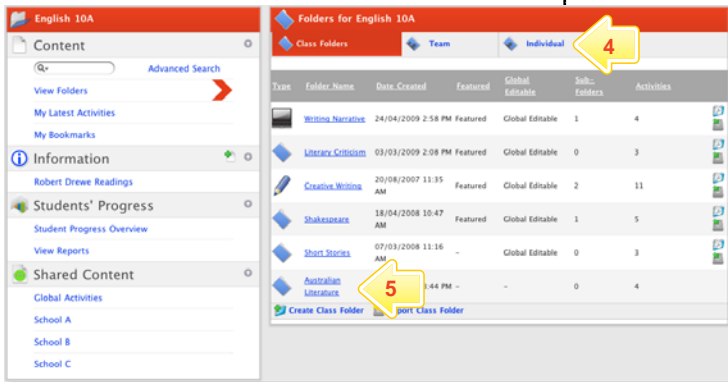
# Create an Activity



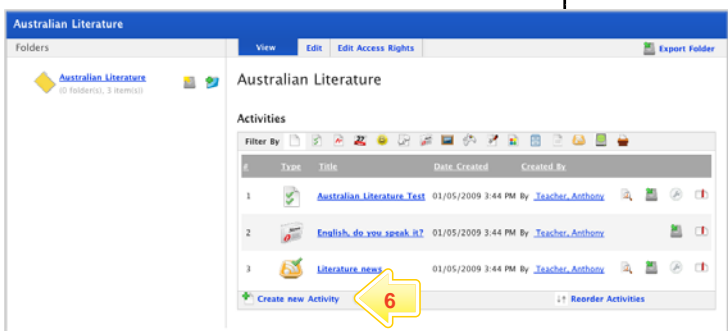
- 1 Roll the mouse pointer over the **Learning** tab. The **Learning** drop-down list appears.
- 2 From the **Learning** drop-down, select the Class or Group in which you want to save the activity. The Class or Group page appears.



- 3 Click **View Folders**.

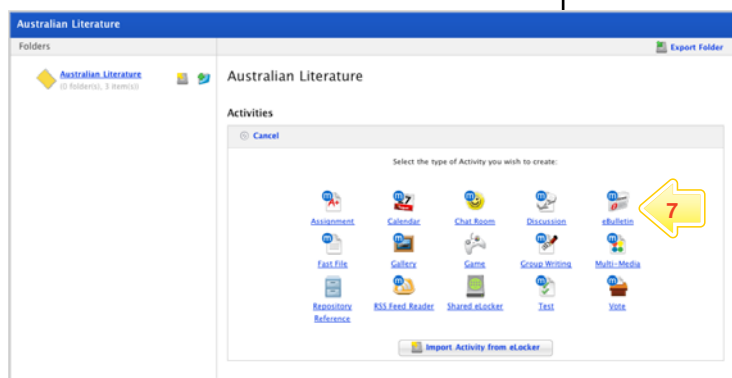


- 4 If you want to create the activity in a Team folder or an Individual folder, click the appropriate tab.
- 5 Click the folder in which you want to save the activity.



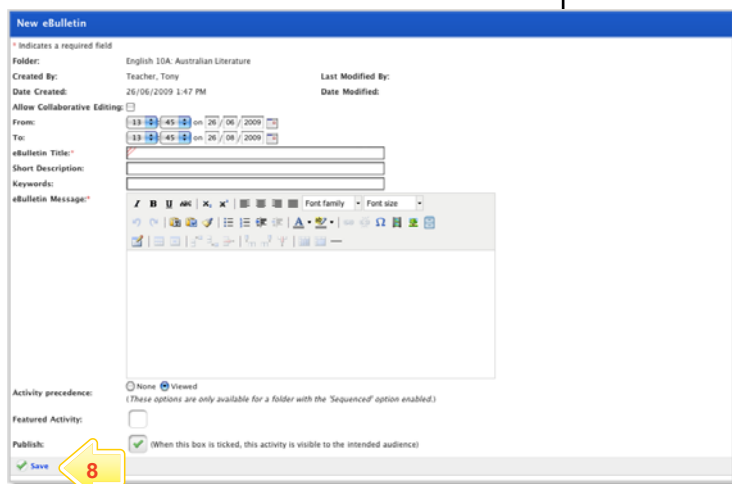
- 6 Click **Create new Activity**.

# Create an Activity



7 Click the type of activity you wish to create. The **New Activity** page appears.

For further instructions, refer to the Quick Start sheet specific to the type of activity you are creating.



8 Once you have finished creating the activity, click **Save**. The activity is saved in the folder.

## Tips and Hints

- 1 Each Class or Group contains **Individual folders**, **Team folders** and **Class folders**. Individual folders are for activities that you want to publish to an individual student, Team folders are for activities to be used for a team of students within a class, and Class folders are for the whole class. Class folders can have two levels of sub-folders within them.
- 2 Pay considerable attention to your choice of naming structure.
- 3 You can move folders by exporting them to your eLocker and re-importing them into another class.
- 4 If you 'misplace' a folder, your Administrator may be able to locate it for you.
- 5 If you choose to delete a folder, all sub-folders and content will be deleted from the system.

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/>