

Introduction to StudyMate 1.1

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Objectives

These materials are designed to help you achieve the following objectives:

- Describe the nine activities that can be created using StudyMate.
- Explain the differences between no answer, one answer, and multiple answer items.
- Open an existing StudyMate file.
- Create new StudyMate questions.
- Modify an existing question.
- Publish activities as a learning object to an html/swf file.

If you want more information about any of the topics contained within this packet, you may refer to the StudyMate user guide available at:

<http://www.respondus.com/products/userguide.shtml>.

For videos of how to use some of the features of Respondus (a program very similar to StudyMate), a PowerPoint presentation on StudyMate, and this handout in electronic format, go to this page:

<http://www.pc.maricopa.edu/departments/ltd/training/StudyMate/index.html>.

Introduction

StudyMate is a Windows-based authoring tool created by the same software company that distributes Respondus. It is a nifty program that makes it very easy to create nine Flash-based learning activities and games. Once the activities have been created, you can export them in Macromedia Flash (.swf) format and publish them directly to WebCT, our course management system, a web page, or you can burn the file to CD to share with your students.

The following nine activities can be created with StudyMate:

- Fact Cards
- Fact Cards +
- Pick a Letter
- Fill in the Blank
- Matching
- Crosswords
- Glossary
- Quiz
- Challenge

Item Types and Corresponding Activities

Each activity is created from an item type. There are three types of items in StudyMate: No Answer, One Answer, and Multiple Choice. Several games can be generated from each type of item, as described below. An example for each item type is in bold.

No Answer Items

A No Answer item consists of a fact, a statement, or any text that doesn't have a precise answer.

Albert Michelson determined the speed of light in 1879.

The StudyMate activities that can be generated with *No Answer* items include:

- Fact Cards
- Fact Cards +

One Answer Items

A One Answer item has a word/phrase that is associated with another word or phrase. Common examples are a glossary "term" that has a related "definition" and a fill-in-the-blank "question" in which the "answer" is a specific word or phrase.

Term or Answer: **Albert Einstein**

Definition or Question: **Developed the General Theory of Relativity**

The StudyMate activities that can be generated with *One Answer* items include:

- Flash Cards
- Pick a Letter
- Fill in the Blank
- Matching
- Crosswords
- Glossary

Multiple Choice Items

Multiple Choice items are questions that have multiple distracters but only one correct answer. You can even include feedback with multiple choice questions!

1. Who determined the exact speed of light?

- a. Albert Einstein**
- b. Albert Michelson**
- c. Thomas Edison**
- d. Guglielmo Marconi**

The StudyMate activities that can be created with *Multiple Choice* items include:

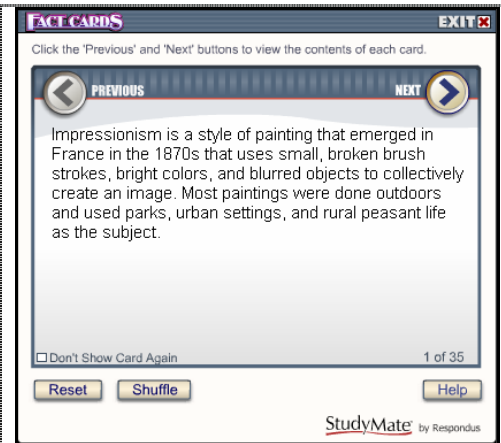
- Quiz
- Challenge

Activity Types and Definitions

Let's go to <http://www.respondus.com/studymate/samples.shtml> to view some examples of each activity.

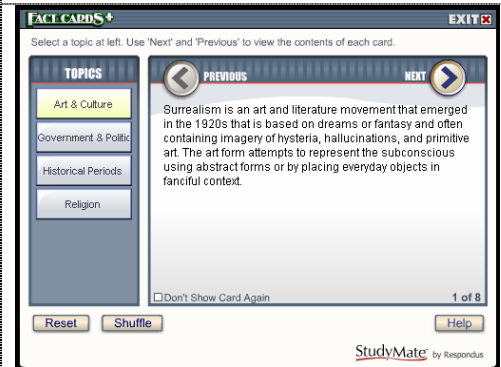
Fact Cards

Fact Cards are one-sided cards that display text on them. There is no right or wrong answer, just content.



Fact Cards+

A *Fact Cards+* is identical to *Fact Cards* except that it additionally sorts the cards into topics. The topics are then displayed along the left side of the Flash object. An item can be assigned to a topic during the editing or import steps.



Flash Cards

Flash Cards are two-sided cards that display the term/answer on one side of the card and the definition/question on the other side of the card.



Activity Types and Definitions Continued

Pick a Letter

Pick a Letter displays the definition/question at the top of the screen. The user types or clicks the letters contained in the answer. If a letter appears more than once in an answer, all uses of that letter will be displayed when it is selected.

The screenshot shows the 'Pick a Letter' interface. At the top, there's a progress bar and an 'EXIT' button. Below it, a prompt says 'Type or click a letter to provide the answer.' A grid of letters is displayed, with a score of 543210 and 'Total Score: 0'. The definition for Impressionism is shown. The answer 'IMPR_SSI__ISM' is partially filled in. At the bottom, there are buttons for 'Next Question', 'Hint', 'Show Answer', 'Reset', and 'Help'.

Fill In the Blank

Fill in the Blank displays the definition/question in the top section. The user enters the exact term/definition for the answer in the text entry field. If the answer isn't exactly correct, the user will receive a hint based on the text entered in the previous attempt.

The screenshot shows the 'Fill in the Blank' interface. It features the same definition for Impressionism. Below the definition is a text entry field with the placeholder 'TYPE ANSWER HERE' and an 'Enter' button. A score of 543210 is shown, along with 'Total Points: 0' and 'Total Possible: 175'. Buttons for 'Next Question', 'Hint', 'Show Answer', 'Reset', and 'Help' are at the bottom.

Matching

The *Matching* activity displays the definition/question in the top section and has the user select from one of the nine term/answer windows below. The answer windows don't change until six correct answers have been revealed. At that time the nine answer windows are repopulated and the sequence repeats itself.

You must have at least 9 *One Answer* items in a file before you can create *Matching* activity.

The screenshot shows the 'Matching' interface. It features the definition for Surrealism. Below the definition is a grid of nine answer windows: Surrealism, Theocracy, Cretaceous Period, Middle Ages, Enlightenment, Feudalism, Stone Age, Neoclassicism, and Romanticism. A score of 0 is shown, along with 'Correct: 0 Missed: 0' and '1 of 35'. Buttons for 'Next Question', 'Show Answer', 'Reset', and 'Help' are at the bottom.

Crosswords

A Crossword puzzle displays the "clue" (the definition or question) at the bottom of the screen and requires the user to enter the answer in the corresponding, highlighted area of the grid. Users can type with the keyboard or use the letter palette. Scores will be tallied for correct and missed letters.

Puzzles are created before they are exported to Flash format; therefore, a crossword puzzle will be the same each time a student uses it. Since the Crosswords activity draws its data from the "One Answer" template, only those terms/answers that have 15 or fewer characters will be used in the puzzles.

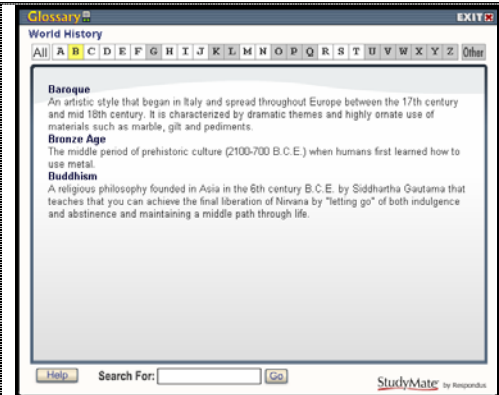
The screenshot shows the 'Crosswords' interface. It features a crossword puzzle grid with a highlighted square. Below the grid is a clue: 'The last period of prehistoric human culture, beginning around 700 B.C.E. and lasting until 43 A.C.' A letter palette is visible on the right, along with a score of 7 correct and 1 missed. Buttons for 'Reveal Letter', 'Solve Puzzle', 'Next Puzzle', 'Reset', and 'Help' are at the bottom.

Activity Types and Definitions Continued

Glossary

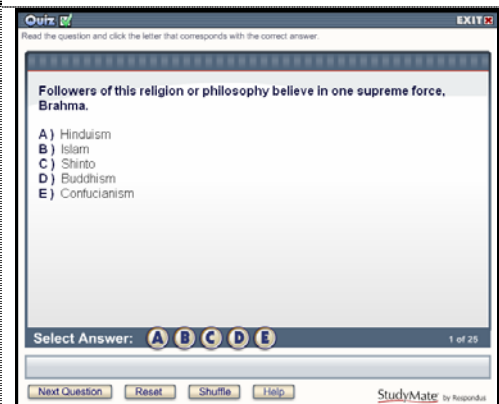
The Glossary tool provides an alphabetic listing of all *One Answer* items in the file. The term/answer is presented first, immediately followed by the definition/answer. To locate a glossary item that contains a particular word or phrase, use the *Search* feature.

HINT: Create a Glossary only if the One Answer items use a "term-definition" approach.



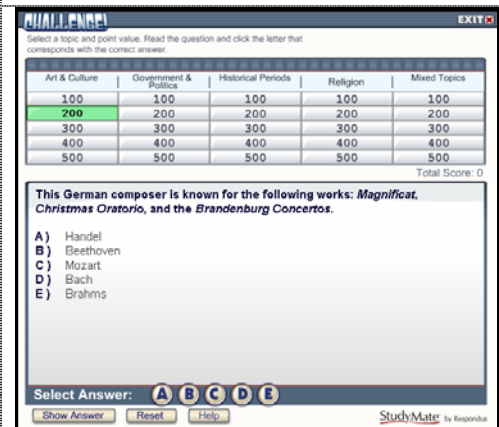
Quiz

A *Quiz* will show one multiple choice question at a time. The question wording is presented at the top of the screen with the answer choices shown below it. Users select the correct answer by clicking on the appropriate letter.



Challenge

Challenge presents multiple choice questions in a fun, game-show environment. The game board consists of 5 topics, where each topic has 5 questions with point values that range from 100 to 500. The assigned point value is based upon the difficulty of the questions, as determined during creation. You must have at least 10 items to create a Challenge activity.



Let's Practice!

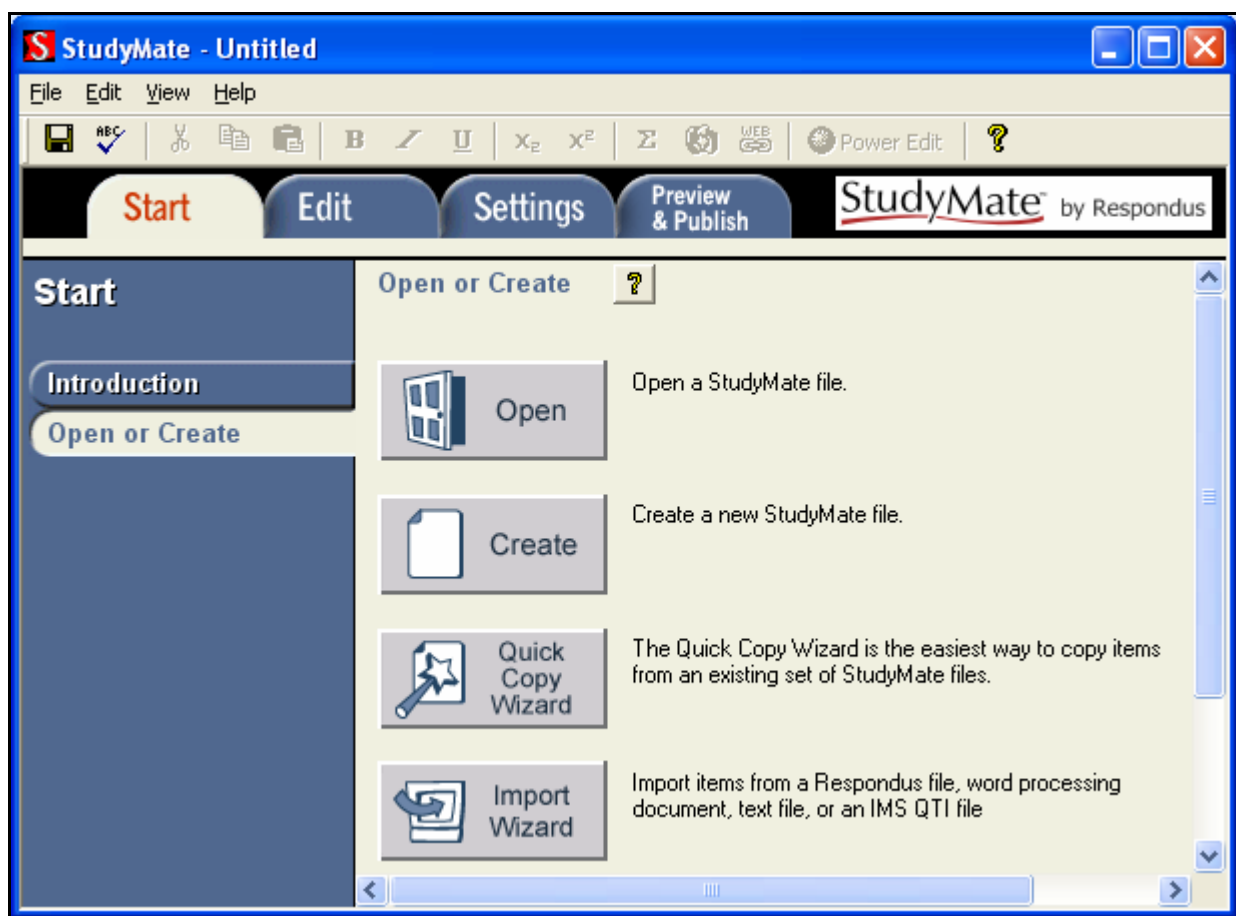
For practice over some of the content we just covered, go to http://www.pc.maricopa.edu/departments/ltd/training/StudyMate_Practice/Practice.htm and complete the StudyMate activities.

StudyMate Start Menu

To open StudyMate, either click on its icon on the desktop, or navigate to the Start Menu>Programs>Respondus>StudyMate.

When you launch StudyMate, the Start menu will appear. There are 4 options available: Open, Create, Quick Copy Wizard, and Import Wizard. Each of these options is described in more detail below:

- Open – use to open an existing StudyMate file.
- Create – use to create a new file.
- Quick Copy Wizard – use to copy items from an existing set of StudyMate files.
- Import Wizard – use to import existing items from a Respondus or Word file.



Open

1. To Open an existing file, click the Open button.
 - The Open StudyMate File window will display.
2. To open a window, select it from the list and click Open. If the file isn't in the project list, you can browse for the file by clicking the Browse button.

Create

1. To Create a new StudyMate file, click the Create button.
 - The Create New File window will display.
2. Type in the filename and description (required fields) and the author and keywords (optional fields).
3. Click OK.

Quick Copy Wizard

1. To copy items from existing StudyMate files, click the Quick Copy Wizard button.
 - The StudyMate Quick Copy Wizard window will display.
2. Elect to create a new file and copy items or open an existing file and copy items.
3. Type in the filename and description (required fields) and the author and keywords (optional fields).
4. Select the files from which the items will be chosen. Highlight the file and click Select to add the item.
5. Continue this process until all items are chosen.

Import Wizard

1. To import items from a file (Respondus - .rsp OR Word - .doc, .rtf, .txt), click the Import Wizard button.
2. Select the type of file being imported.
 - Note that materials located in Word documents MUST be formatted correctly following specific guidelines in order to work appropriately with StudyMate. Refer to Appendix A for more information on importing Word documents.
3. Select the type of items being imported.
 - Note that only one item type (no answer, one answer, or multiple choice) can be imported at a time when using a .txt, .doc, or .rtf file.
4. Provide a name for the file, elect to append the questions to the current file or create a new file, preview the file to see how the content will import, and finally click on Finish to complete the import.

If you need more information about any of these file creation options, refer to the online Help menu or the user guide.

Let's Practice!

For practice, open the History StudyMate file.

StudyMate Window Components

When you open a file or create a new file, the Edit tab is enabled. NOTE: you must be working in a file in order to view the other tabs (Edit, Settings, and Preview & Publish).

At the left, you will see the three item choices (No Answer, One Answer, and Multiple Choice). When you click on each one, the types of activities that can be created from those items display in the lower left side of the navigation pane. Also notice the Copy from Another File button. This is useful if you wish to bring in items from a different StudyMate file! No sense duplicating hard work!

StudyMate - History.rsf

File Edit View Help

Start Edit Settings Preview & Publish StudyMate by Respondus

Edit Items

No Answer
One Answer
Multiple Choice

Copy from Another File

“One Answer” Activities Include:
FLASH CARDS
PICK A LETTER
MATCHING
FILL IN THE BLANK
CROSSWORDS
Glossary

One Answer ?

1. Title of Item

2. Term or Answer (e.g. Albert Einstein) (up to 80 characters)

3. Definition or Question (e.g. Developed the general Theory of Relativity)

4. Difficulty Topic

5.

Item List Total Items: 95

#	Title	Format	Topic	Item Wording
1	Fact-Art-01	No Answer	Art & Culture	Impressionism is a style of painting that emerged in France in the 1870s tl
2	Fact-Art-02	No Answer	Art & Culture	Art Deco is a design style popular in the 1920s and 1930s characterized by
3	Fact-Art-03	No Answer	Art & Culture	The Baroque artistic style began in Italy and spread throughout Europe bet
4	Fact-Art-04	No Answer	Art & Culture	Neoclassicism was a movement in the late 18th century that tried to reviv

Keyword Search ? - Click here for tips on editing, rearranging, inserting & deleting items

Creating New Items

To create new items, select the item type from the menu and complete the steps listed in the pane to the right.

No Answer Item

1. Give the item a title.
2. Give the fact or other text.
3. Set the difficulty (if desired) and the topic (if desired).
4. Either add to the end of the list or insert into the list.
5. Optional - Preview the item to see how it will display.

The screenshot shows the 'No Answer' form with the following fields and controls:

- 1. Title of Item: [Text input field]
- 2. Fact or other text: [Large text area]
- 3. Difficulty: [Not Set] (dropdown), [] (radio button)
- Topic: [No Topic] (dropdown), [] (radio button)
- 4. Buttons: [Add to End of List], [Insert into List], [Clear Form], [Preview]

One Answer Item

1. Give the item a title.
2. Give the term or answer.
3. Give the definition or question.
4. Set the difficulty (if desired) and the topic (if desired).
5. Either add to the end of the list or insert into the list.
6. Optional - Preview the item to see how it will display.

The screenshot shows the 'One Answer' form with the following fields and controls:

- 1. Title of Item: [Text input field]
- 2. Term or Answer (e.g. Albert Einstein) (up to 80 characters): [Text input field]
- 3. Definition or Question (e.g. Developed the general Theory of Relativity): [Large text area]
- 4. Difficulty: [Not Set] (dropdown), [] (radio button)
- Topic: [No Topic] (dropdown), [] (radio button)
- 5. Buttons: [Add to End of List], [Insert into List], [Clear Form], [Preview]

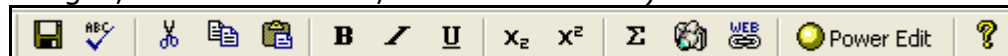
Multiple Choice Item

1. Give the item a title.
2. Give the question wording or definition.
3. Give the possible answers.
4. Identify the correct answer; set the difficulty (if desired) and/or the topic (if desired).
5. Either add to the end of the list or insert into the list.
6. Optional - Preview the item to see how it will display.

The screenshot shows the 'Multiple Choice' form with the following fields and controls:

- 1. Title of Item: [Text input field]
- 2. Question wording or definition: [Large text area]
- 3. Answers (PageDown moves to next answer): [List of input fields labeled A, B, C, D]
- Feedback: [Feedback] (button), [] (checkbox) Randomize
- 4. Answer is: [] (dropdown), Difficulty: [Not Set] (dropdown), [] (radio button)
- Topic: [No Topic] (dropdown), [] (radio button)
- 5. Buttons: [Add to End of List], [Insert into List], [Clear Form], [Preview]

While editing items, use the toolbar at the top of the window (this is handy to insert images, create web links, or to format text).



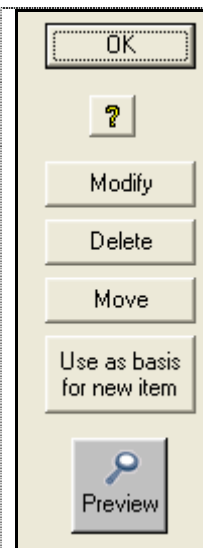
Modifying Existing Items

To modify an existing item, select it (by clicking on the Title link) from the Item List pane located at the bottom of the window.

Item List				Total Items: 95
#	Title	Format	Topic	Item Wording
1	Fact-Art-01	No Answer	Art & Culture	Impressionism is a style of painting that emerged in France in the 1870s t
2	Fact-Art-02	No Answer	Art & Culture	Art Deco is a design style popular in the 1920s and 1930s characterized by

The Properties window will display.

- To modify the entry, click the Modify button. Make any necessary changes, using the same steps that you use when creating something new. Remember to save the changes you make!
- To delete the entry, click the Delete button. To confirm deletion, click the Delete button again.
- To move the entry, click the Move button. You will then select where the item should be moved to.
- If you wish to retain this original item, but use some of the material as the basis for a new item, click the Use as basis for new item button. Make any changes necessary, and save this new item under a different name.
- You can always Preview the item to see how it will look before saying OK!



Let's Practice!

Using the file you currently have open, practice creating three new questions, one of each type. Use the steps located on the previous page. Make up your own content based upon your teaching field. If you want to get fancy, browse the Internet for images to include in the questions!

When you are finished, practice modifying existing questions using the steps located on this page.

Settings

Click on the Setting tab to display the settings menu. You can select the desired settings for each type of activity (no answer, one answer, and multiple choice). The number of available items will display. You must elect to use all items (and their order) or to select the number of items to display from those available. Each type of activity will have different settings – refer to the screenshots for more information.

Settings for No Answer Activities

Settings for No Answer Activities ?

For each activity, select whether all available items will be displayed during each user session, or a more limited number. If a smaller number is specified, a new set of items will be randomly selected when the activity is restarted.

Items Currently Available: 35

Items to be selected during each session

Fact Cards Use all items: Display in Select a fixed number

Fact Cards Plus Use all items: Display in Select a fixed number

Settings for One Answer Activities

Settings for One Answer Activities ?

For each activity, select whether all available items will be displayed during each user session, or a more limited number. If a smaller number is specified, a new set of items will be randomly selected when the activity is restarted.

Items Currently Available: 35

Items to be selected during each session

Flash Cards Use all items: Display in Select a fixed number

Pick a Letter Use all items: Display in Select a fixed number

Fill in the Blank Use all items: Display in Select a fixed number

Matching Use all items: Display in Select a fixed number
(requires 9 items)

Glossary No settings

Crosswords Maximum number of puzzles:
Recompile puzzle set:
 Only when changes are made to the document
 Every time the document is Previewed

Settings for Multiple Choice Activities


Settings for Multiple Choice Activities

For each activity, select whether all available items will be displayed during each user session, or a more limited number. If a smaller number is specified, a new set of items will be randomly selected when the activity is restarted.

Items Currently Available: 25

Items to be selected during each session

Quiz

- Use all items: Display in 
- Select a fixed number
- Show feedback after each question
- Show score after quiz
- Review missed questions

Challenge No settings
(requires 10 items)

Settings for HTML Templates

There is another option for settings for html templates – this is advanced and will not be covered in this session.

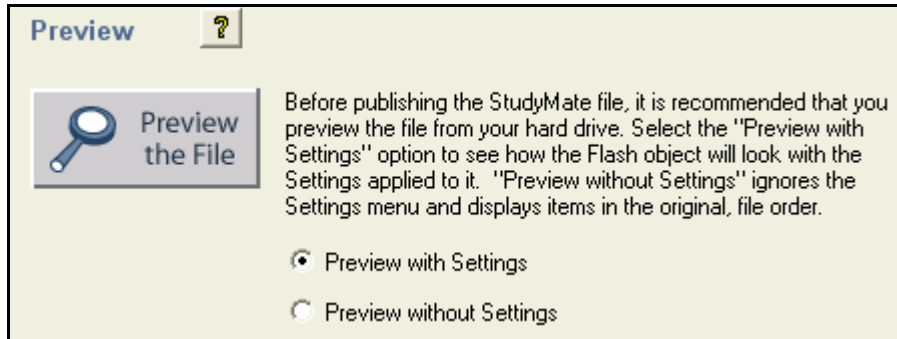
Let's Practice!

Practice selecting the different settings for the file you currently have open. How do the changes in the settings affect student use of the activity?

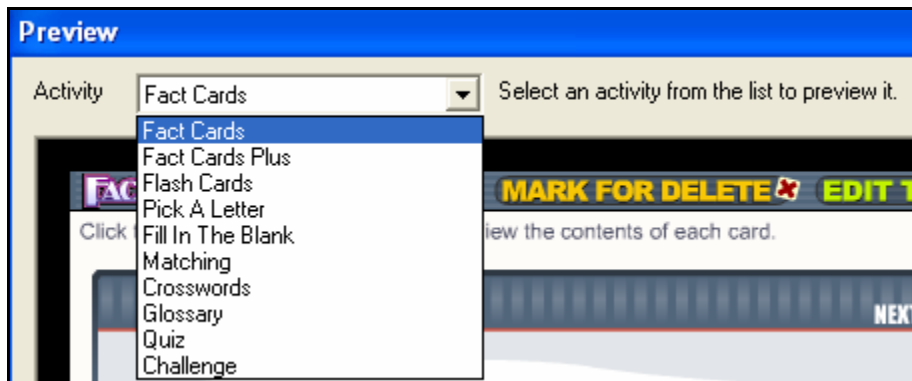
Preview

To open the preview options, click the Preview & Publish tab. The preview option is designed to allow you to see how your activities will look before you publish or print them. Let's practice this activity as we read along!

To view the file as the student would, enable the Preview with Settings radio button and click the Preview the File button to check out the activities.



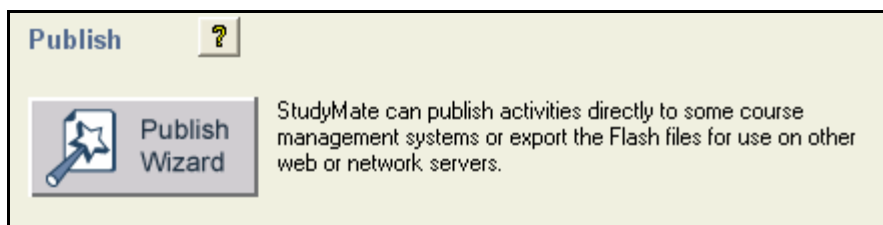
The Preview window will display. Note that within this window, you can select which activities to view using the Activity drop-down menu. Click on OK when you are done.



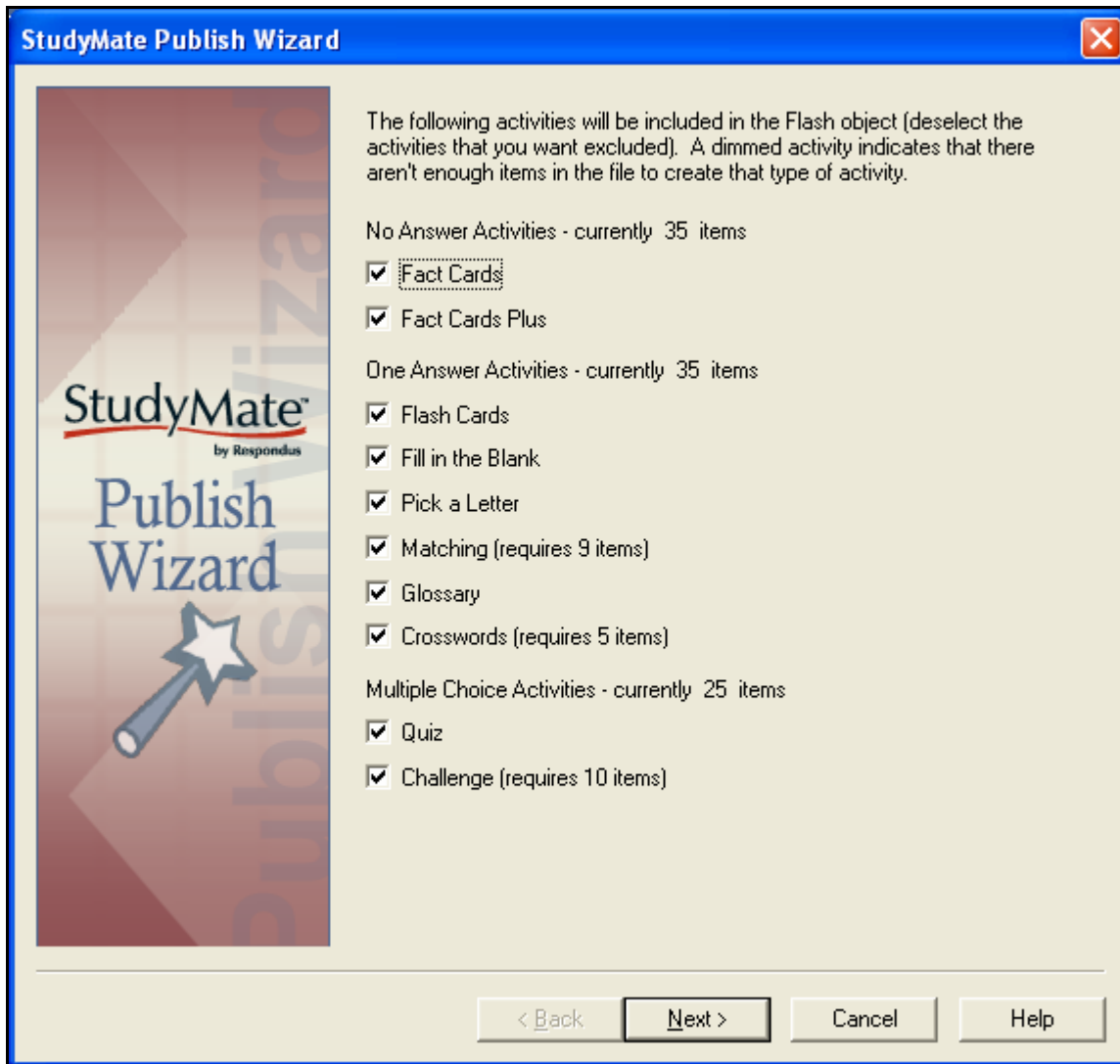
Publish

Use the Publish Wizard to set how the activities will either publish to WebCT or as a learning object in html and swf (Flash) file format. Let's practice this activity as we read along!

Click the Publish Wizard to walk through how to create a published product.



The StudyMate Publish Wizard window will display. At this point, determine which activities should be generated. Use the number of items available as a guide when making your decisions. If you don't want to create an activity, deselect it. When you have chosen the activities to publish, click the Next button.



You can publish directly to WebCT or you can export the activities as a learning object. Items exported in html format can be loaded to a webpage or burned to a CD for students. Refer to the instructions in Appendix B for more information on exporting to WebCT. Continue reading for instructions on exporting to an html + swf file. Let's continue our practice as we read along!

Export as a Learning Object

1. Select the HTML + SWF radio button.

Export as a Learning Object	
<input checked="" type="radio"/> HTML + SWF	Simple HTML page linked to Flash SWF, for most web and network servers
<input type="radio"/> SCORM 1.2 package	A SCORM 1.2 package (Note: To publish a SCORM package to Blackboard or WebCT Vista, use the options listed above instead.)

2. Click Next.
3. Complete Steps 1-3 in the following publishing wizard window.

The screenshot shows the 'StudyMate Publish Wizard' window. The title bar reads 'StudyMate Publish Wizard' with a close button. The main content area has a blue header with the text 'Publish to Simple HTML page linked to Flash SWF, for most web and network servers'. Below this, there are three numbered steps:

1. Title to be displayed on the HTML page for the StudyMate Activity (e.g. "StudyMate Activities - Chapter 1")
A text input field is provided for the title.
- Optional text or directions to appear below the title
A larger text area with a vertical scrollbar is provided for optional text.
2. Some StudyMate activities display a title within the activity
Two radio buttons are present: 'Use the following title:' followed by a text input field (with '(up to 50 characters)' to its right), and 'Don't display a title within the StudyMate activities themselves'.

Step 3 is partially visible: '3. Choose a location and name for the SWF file'. It includes a 'Save As ...' button and a text input field containing '-press Save As-'. Below this, there is a checked checkbox 'Launch HTML file automatically after publishing is complete' with two radio buttons: 'Use the default browser' (selected) and 'Use the StudyMate Organizer'.

At the bottom of the window, there are four buttons: '< Back', 'Finish', 'Cancel', and 'Help'.

4. Click on Finish when done.

The file will be created and will launch in the default Web browser. To use the file in the future, you must open the html file, not the swf file. To burn this file to CD, you will need to select both the html file and the corresponding swf file.

Printing Activity Content

You can print the content of the activities to use in handouts. Additionally, you can save the file in order to use it in MS Word. Use the options from the Print menu to set how the materials print. Note that you can print all items or selected items, you can add a page header (to describe the activity content), and you can preview the file before printing. When you do this, you can copy the content to the computer's clipboard.

If you want to save the file to MS Word for future editing, click the Save to File button. If you want to print the activities, click the Send to Printer button.

Note that the activities themselves do not print! The content of the activities will print – such as the textual cues (terms and definitions) used when creating the items.

Print Options

Select from the options below, then either print the document or save it to a file for additional formatting using a word processor.

1. Formatting

Items to be included: from to (leave blank to include all)
2. Top of Page Contents (Headers)

Preview
3. Printing Choices

Appendix A – Format Requirements to Import Files

Format Requirements for Importing "Multiple Choice" Files

StudyMate can import multiple choice questions from a MS Word document (.doc), a rich-text file (.rtf), or a text file (.txt). The .doc and .rtf files cannot contain images or embedded objects, such as tables. (If a StudyMate warning indicates that the document being imported contains images or embedded objects, the easiest way to strip these items is to save the file to .txt format.)

Multiple Choice items must be organized in the "Standard Format" before it can be imported. The Standard Format for multiple choice questions has *required elements* and *optional elements*, each of which is described next.

"Standard Format" for Multiple Choice Imports: Required Elements

Each question must begin with a *question number*, followed by either a period "." or a parentheses ")".

Example: **3)**

Example: **3.**

The *question wording* must follow the question number. (Note: at least one space should be between the question number and the question wording.)

Example: **3) Who determined the exact speed of light?**

Example: **3. Who determined the exact speed of light?**

Each *answer* must begin with a letter (A-J) followed by a period "." or a parentheses ")".

Example: **3) Who determined the exact speed of light?**

- a. Albert Einstein**
- b. Albert Michelson**
- c. Thomas Edison**
- d. Guglielmo Marconi**

"Standard Format" for Multiple Choice Imports: Optional Elements

A *Title* can be imported with each multiple choice question. If a title is not provided for a question, the first set of characters of the question wording will be used as the question title in StudyMate. Titles must be placed at the beginning of a question and begin with "Title:" followed by the actual text for the title. If the title exceeds 20 characters, the remaining characters will be dropped during the import.

Example: **Title: Speed of Light**
3) Who determined the exact speed of light?

- a. Albert Einstein**
- b. Albert Michelson**

- c. Thomas Edison**
- d. Guglielmo Marconi**

The correct answer for a multiple choice question can be indicated in two ways. First, you may place an asterisk (*) directly in front of the answer choice (do **not** put a space between the asterisk and the answer choice).

Example: **Title: Speed of Light**
3) Who determined the exact speed of light?

- a. Albert Einstein**
- *b) Albert Michelson**
- c) Thomas Edison**
- d. Guglielmo Marconi**

The second option is to place a list of correct answers at the end of the file. The list must begin with the word "Answers:" and must be positioned at the end of the file.

Example: **Answers:**
1. A
2. C
3. B

Note that only letters "A-J" should be used to indicate a correct answer since StudyMate activities only support a maximum of 10 answer choices per question. Also note that any text that appears after the answer list will be ignored.

If neither of the above methods is used to specify a correct answer, StudyMate will automatically select the letter "A" as the correct answer. You will be warned if a question does not have a correct answer specified for it prior to completing the import.

Answer "Feedback" can be imported with multiple choice questions by placing the feedback immediately after the question wording and beginning the line with the @ symbol. (Note: There must be at least one space between the @ symbol and the feedback text.)

Example: **Title: Speed of Light**
3) Who determined the exact speed of light?

@ Albert Michelson was the first American to win the Nobel Prize in Physics (1907) for his measurements of the speed of light. His experiments laid the groundwork for Einstein's Theory of Relativity.

- a. Albert Einstein**
- *b) Albert Michelson**
- c) Thomas Edison**
- d. Guglielmo Marconi**

The "Topic" and "Difficulty" level of *Multiple Choice* questions can also be specified in a file prior to the import. This is explained below in the section "Importing a Topic or a Difficulty Level."

Format Requirements for Importing "One Answer" Items

At the start of the *Import Wizard*, indicate that you are importing a .doc/.rtf/.txt file and on the next screen select the "One Answer" option. Prior to selecting the file in the next step, make sure the text is formatted according to one of the two formats supported by StudyMate: a "standard format" as described next or in WebCT's glossary format.

"Standard Format" for One Answer Imports

Standard Format syntax for *One Answer* items is as follows:

```
<term1>
<definition1>
    <blank line1>
    <blank line 2>
<term2>
<definition2>
```

This translates into the following example:

Albert Michelson
Determined the exact speed of light

Albert Einstein
Developed the General Theory of Relativity

It's important that at least *two* blank lines appear after each item. That's because a single blank line indicates a new paragraph for the same item, not a new item altogether. Also note that enhanced formatting such as **bold** and *italics* will be retained by StudyMate when items are imported from a .rtf or .doc file. However, StudyMate will prevent you from importing files that contain images or embedded objects, such as tables. (If StudyMate warns you that the document being imported contains images or embedded objects, it may be easier to export the file to .txt format so that these objects are automatically converted to a suitable format, or dropped altogether.)

The "Topic" and "Difficulty" level of *One Answer* items can be specified in a file prior to importing. This is explained below in the section "Importing a Topic or a Difficulty Level."

Importing WebCT Glossary Files

WebCT, a popular course management system, has a glossary tool that can export items in .txt format. These files can be imported by StudyMate as *One Answer* items. The formatting is relatively simple:

```
: <term>  
<definition>
```

Here's a specific example:

```
:Albert Michelson  
Determined the exact speed of light
```

```
:Albert Einstein  
Developed the General Theory of Relativity
```

Note that only one blank line is required between items for this format, unlike the "Standard Format" described previously.

Format Requirements for Importing "No Answer" Items

A *No Answer* item is essentially a fact or brief text that has no answer associated with it. StudyMate can import *No Answer* items from a MS Word document (.doc), a rich-text file (.rtf), or a text file (.txt). However, the file must first be organized in the "Standard Format," which is actually quite simple:

```
<fact1>  
    <blank line1>  
    <blank line 2>  
<fact2>
```

This translates into the following example:

```
Albert Michelson determined the exact speed of light
```

```
Albert Einstein developed the General Theory of Relativity
```

It's important to remember that this formatting requires at least *two* blank lines between each item. That's because a single blank line indicates a new paragraph for the same item, not a new item altogether. Also note that enhanced formatting such as **bold** and *italics* will be retained by StudyMate when items are imported from a .rtf or .doc file. However, StudyMate will prevent you from importing files that contain images or embedded objects. (If StudyMate warns you that the document being imported contains images or embedded objects, it may be easier to export the file to .txt format so that these objects are automatically converted to a suitable format, or dropped altogether.)

The "Topic" and "Difficulty" level of *No Answer* items can be specified in a file prior to importing. This is explained below in the section "Importing a Topic or a Difficulty Level."

Importing a 'Topic' or a 'Difficulty' Level

The "Topic" and "Difficulty" level of a *Multiple Choice*, *One Answer*, or *No Answer* item can be specified in a file prior to importing it. To assign a topic to multiple items in a file, place the following tags before and after the items, respectively:

TOPIC: <enter topic name here>
TOPICEND:

For example, to place the following two questions into a topic called "Scientists" the following formatting would be used:

TOPIC: Scientists

3) Who determined the exact speed of light?

a. Albert Einstein

***b. Albert Michelson**

4) Who formulated the General Theory of Relativity?

***a. Albert Einstein**

b. Albert Michaelson

TOPICEND:

If you prefer to designate a topic for each item being imported, it isn't necessary to include the "TOPICEND:" tag after each question. For example, the following formatting is acceptable where a different topic is being assigned to both items:

TOPIC: Michelson

3) Who determined the exact speed of light?

a. Albert Einstein

***b. Albert Michelson**

TOPIC: Einstein

4) Who formulated the General Theory of Relativity?

***a. Albert Einstein**

b. Albert Michaelson

TOPICEND:

Just remember to include a "TOPICEND:" tag any time you don't want the topic to be attributed to subsequent questions or items.

A similar approach can be used to designate a 1-5 difficulty level (1=low, 5=high) for items being imported.

DIFFICULTY: <enter a number between 1 and 5>
DIFFICULTYEND:

For example, to assign the difficulty level of two questions to "3" the following formatting would be used:

DIFFICULTY: 3

3) Who determined the exact speed of light?

a. Albert Einstein

***b. Albert Michelson**

4) Who formulated the General Theory of Relativity?

***a. Albert Einstein**

b. Albert Michaelson

DIFFICULTYEND:

If you prefer to designate a difficulty level for each item being imported, it isn't necessary to include the "DIFFICULTYEND:" tag after each question. For example, the following formatting is acceptable where a different difficulty level is being assigned to both items:

DIFFICULTY: 5

3) Who determined the exact speed of light?

a. Albert Einstein

***b. Albert Michelson**

DIFFICULTY: 3

4) Who formulated the General Theory of Relativity?

***a. Albert Einstein**

b. Albert Michaelson

DIFFICULTYEND:

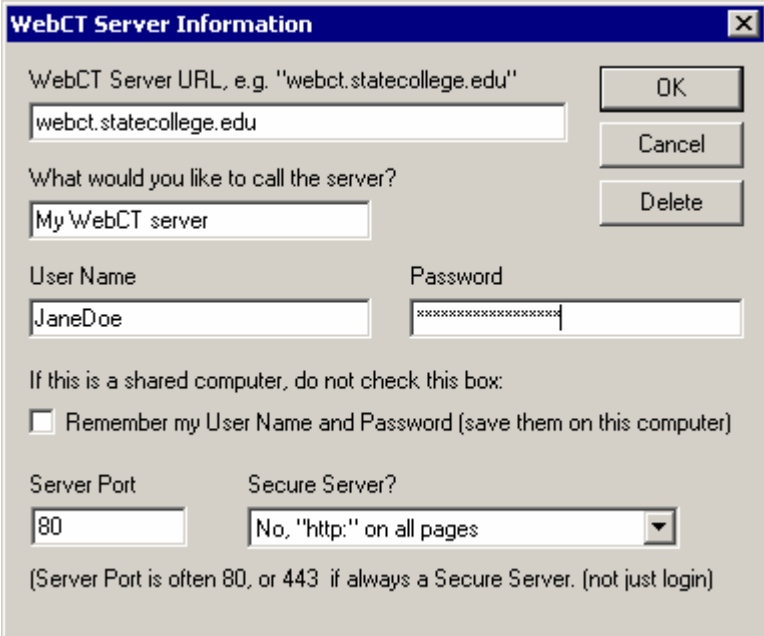
However, remember to include a "DIFFICULTYEND:" tag any time you don't want the difficulty level to be attributed to subsequent questions or items.

One final note about the Topic and Difficulty tags. If you are importing a WebCT glossary file, only one topic and/or difficulty level can be specified in the file. In addition, the first tag must appear at the top of the text file.

Appendix B – Publishing to WebCT CE (4.0 or higher)

The first time that StudyMate is used to publish a Flash object to WebCT (version 4.0 or higher), information must be entered about the WebCT server and user account.

From the pull-down list labeled “WebCT Server” select the “Add New Server” option. The following window will appear:



WebCT Server Information

WebCT Server URL, e.g. "webct.statecollege.edu"
webct.statecollege.edu

What would you like to call the server?
My WebCT server

User Name: JaneDoe Password: [masked]

If this is a shared computer, do not check this box:
 Remember my User Name and Password (save them on this computer)

Server Port: 80 Secure Server?: No, "http:" on all pages

(Server Port is often 80, or 443 if always a Secure Server. (not just login))

The first line asks for the URL of the WebCT server. The format for this entry should be similar to “webct.statecollege.edu”. Do **NOT** include a starting page or additional information such as “http://” in the URL.

For the next field provide a name for the server that was selected. You can call the server anything you want, such as “My WebCT account”. If you access more than one WebCT server, you will want to select a name that helps you distinguish between the two servers.

Now enter your *User Name* and *Password*. Enter this information exactly as you would if using a web browser to access your WebCT account.

If you want StudyMate to remember the User Name and Password for future sessions, select the “Remember my User Name...” checkbox. Don’t select this option if other people have access to the computer.

Now select the “server port”. Most servers use “80” as the server port, which is the default setting provided by StudyMate. However, if a different server port is being used, this can easily be determined by using a web browser to look at the URL for your WebCT course. If, for example, the URL contains a number at the end like “http://www.webct.statecollege.edu:8900”, then you would enter “8900” as your server port in StudyMate. If you have difficulty identifying your server port number, ask the WebCT administrator at your school for assistance.

Finally, if WebCT is installed on a "secure server" (https://), select the appropriate checkbox. The default option is for a standard "http://" server. The second option is for a WebCT server that is being entirely run on "https://". A third option is used when a secure server is being used during the login process but not elsewhere in the WebCT course. Select the option that is appropriate for your WebCT server.

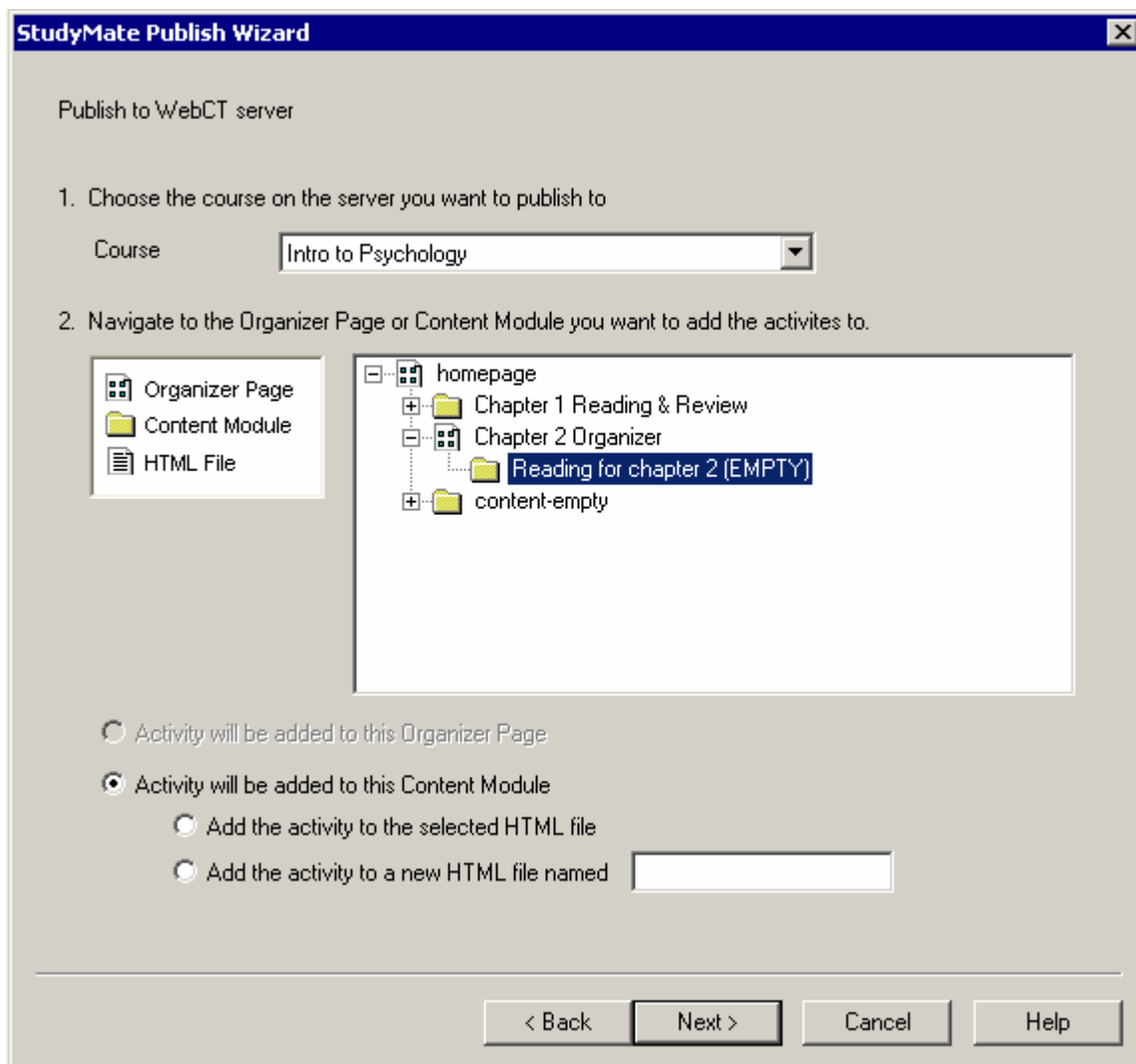
Before clicking [OK] to activate the settings, be sure your Internet connection is live. If you use a dial-up service, go ahead and connect to the Internet now.

Once the server settings have been entered and you have a live connection to the Internet, click **[OK]**. StudyMate will then attempt to connect to your WebCT server and the hour-glass will appear momentarily. If the connection is successful, the status window below the "WebCT Server" label will read "Connected. Press Next". As instructed, click the [Next] button.

If the connection to the WebCT course is unsuccessful, an error message will indicate that StudyMate was unable to connect to the server using the provided settings. If this occurs, troubleshoot it as follows:

- Make sure you are running WebCT 4.0 or higher
- Make sure your connection to the Internet is working properly.
- Check that the URL for the server is correct (remember, don't add extra information to this URL, such as start pages or "http://").
- Double-check the Password and User ID information. In fact, open your browser, go to the WebCT server that hosts your account, and enter the identical information. This will confirm that your WebCT Server is up-and-running and that your User ID and Password are correct.
- Check the server port number (discussed above).
- Check that the correct "secure server" setting is selected
- Make sure you are running the latest version of StudyMate (go to Help>Check for Update to see if a more current version is available)

Once a successful connection has been made to the WebCT server and you have continued to the next page of the wizard, you'll be prompted to select a course. Click the pull-down list labeled "Course" to view the list of courses. Then select the course to which you want to publish the Flash object. The Windows hourglass will again appear as StudyMate retrieves a list of the Organizer Pages, Content Modules, and HTML files contained in the course.



Now select the location in the course where the Flash object should be published. If the object is being published to a Content Module, it must be attached to an HTML page within the module. So decide whether you want to append it to an existing HTML page or whether you want to create an entirely new HTML page. If you are creating a new HTML file, enter the name in the field provided. Then click [Next] to continue.

The options on the next page of the wizard depend on what was selected in the previous step. If you are having StudyMate create an entirely new HTML page, the option to "Add the StudyMate activity to this page or file" is already selected. However, if you are appending the object to an existing HTML page, there are two options: 1) the Flash object can be placed at the bottom or top of the page, or, 2) the Flash object can replace an existing StudyMate Flash object that was previously published.

The image shows a dialog box titled "StudyMate Publish Wizard" with a close button (X) in the top right corner. The dialog is set against a light gray background. At the top, it says "Publish to WebCT server". Below this, there are three numbered sections:

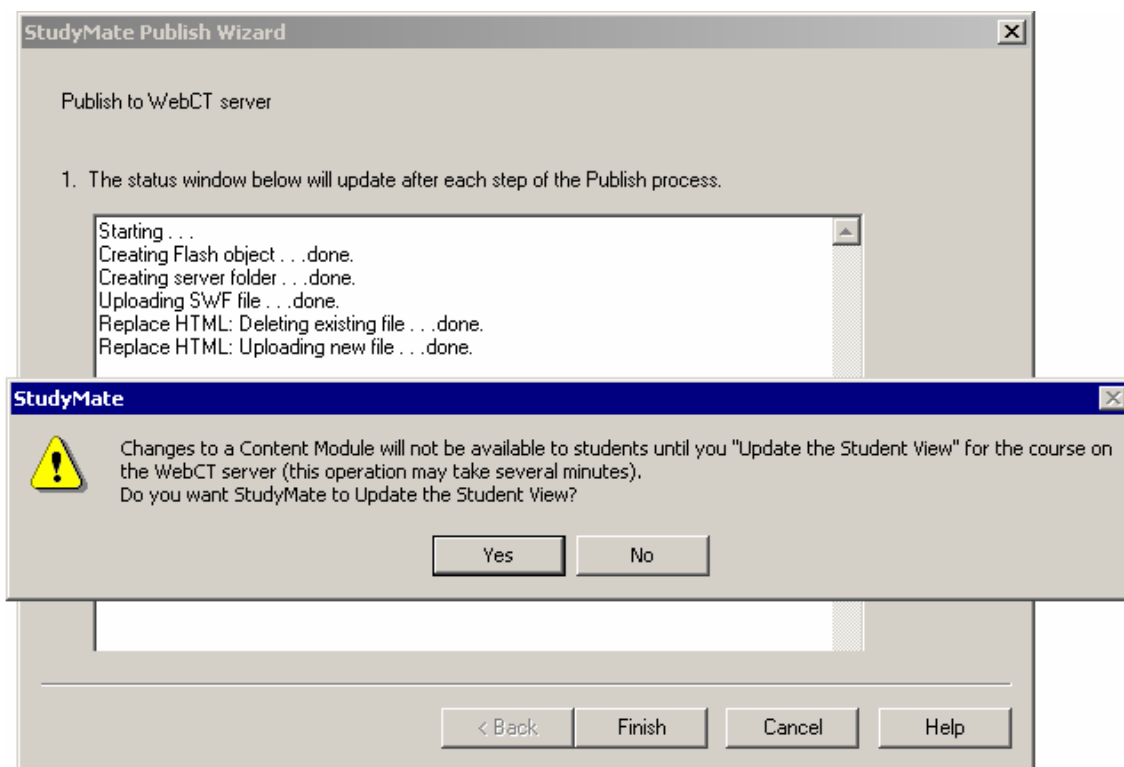
- 1. Content Module: content-empty**
HTML file: Psych one review
This section has two radio button options:
 - Add the StudyMate Activity to this page or file, at: (with a dropdown arrow)
 - Replace the StudyMate Activity selected:
- 2. Title to be displayed on the WebCT page for the StudyMate Activity (e.g. "StudyMate Activities - Chapter 1")**
This section has a text input field.
Below the input field is a label: "Optional text or directions to appear below the title (not displayed on Organizer pages)".
This is followed by a large text area with a vertical scrollbar.
- 3. Some StudyMate activities display a title within the activity**
This section has two radio button options:
 - Use the following title: (up to 50 characters)
 - Don't display a title within the StudyMate activities themselves

At the bottom of the dialog, there are four buttons: "< Back", "Next >", "Cancel", and "Help".

In the next section enter the title that should appear on the HTML page (the text will appear directly above the links to the Flash activities). Additional text, such as instructions to the student, can be added below the title.

In the third and final section, there is an option to provide a title that will appear in the Flash activities themselves. For example, the top row in the *Challenge* game can display a title such as "Psychology - Fall Competition!"

StudyMate has now gathered all the information needed to publish the StudyMate activities to the WebCT course. Click [Next] to complete the publishing process.



A status report is generated as StudyMate communicates with the WebCT server. If the Flash object is being published to a Content Module, a message will appear at the end of the publishing step that asks whether you want to update the Student View. (Even though a WebCT designer can immediately see the Flash object once it's been published to the WebCT course, students won't be able to see it until you have updated the Student View. We recommend that you answer "Yes" to this prompt.)

The publishing step is complete. Log into your WebCT course and confirm that everything is published to your expectation.