WELCOME
Welcome to the InterActivities Help and Hints. Here you will find instructions on how to use the InterActivities software, as well as some useful tips to make your experience an easy one.

This document contains the following topics:
- Technical Information
- Getting Started
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TECHNICAL INFORMATION
The InterActivities software is:
- MAC and PC compatible.
- Specifically designed to be displayed on interactive whiteboards. However, it will also work on a standard computer screen with a mouse and/or keyboard.
- Requires an internet connection.
- Just Words InterActivities functions best with the most recent Adobe® Flash player. Please download the current Flash player.

GETTING STARTED
The Add a Class button allows you to create a class.

You will have the ability to customize content that is displayed for this particular group, such as customizing the sounds and phrases to target.
Once you Add a Class, this class will be displayed on the Choose a Class screen when you log into InterActivities.

Note: A default class is provided called “Standard Class.” Choosing this class is appropriate if you want to access the activities and begin using the software without customizing it for a specific class.

**NAVIGATION**

Follow this procedure to navigate around the InterActivities:

1. Click one of the yellow Choose a Class buttons.
2. Click one of the yellow Choose Action buttons:
   - Choose Unit – to access the content for a specific unit
   - Rename Class – to rename the class that was chosen
   - Remove Class – to delete a class, which will remove all stored data for the activities
3. When you are ready, click Choose a Unit, and choose a specific unit.
4. Once you have chosen the unit, choose the specific day that you are currently working in (corresponding with the Instructor Manual).
5. Choose a specific activity that you will demonstrate.

You can navigate to the previous screen by clicking the green button at the bottom of the page, or clicking the “bread crumbs” (links above the title to advance to previous screens)

**SETTINGS**

At the top-right of every Activities screen you see the following icons:

- **Activity Menu** — takes you to the Choose Activity screen for the Unit/Day you are in
- **“C” Key/Arrow** — allows you to show or hide the mouse cursor. Some users find it distracting to have an arrow under their finger as they are using the whiteboard software, so they turn off the cursor by clicking this icon or by using the keyboard shortcut – the “c” key.
**Speaker** — controls the volume of the InterActivities

**ACTIVITIES**

The Activities included in InterActivities are:

- **Just Start**
- **Drill Sounds**
- **Build Words**
- **Echo Sounds**
- **Dictation**
- **Phrase Practice**
- **Story Practice**

The activities for each day reflect the corresponding lesson content in the Just Words Instructor Manual. Therefore, some activities are only accessible on certain days. For example, if you click Day 1 in any unit, you won’t see the Story Practice activity since it’s conducted on Day 10.

At the top of each Activity screen appears the name of the activity, and below it, the Unit, Day, and Class you are in.

**Note:** PC users using such web browsers as Firefox and Internet Explorer can press F11 to maximize their browser window in order to allow the activity screen they are in to scale to full screen.

**CONFIGURING ACTIVITIES**

You can customize the content of several of the activities to target your students’ specific trouble spots. The following activities can be configured:

- **Drill Sounds**
- **Echo Sounds**
- **Phrase Practice**

Be sure to customize activities during prep time, so that when you are working with the group you can simply click Enter Activity to access the standard and customized layouts.

To configure a custom display:

1. In the Choose Activity screen, click the activity you want to customize: Drill Sounds, Echo Sounds, or Phrase Practice.

2. In the Choose Action screen, click the Configure Activity button.
3. Do one of the following to include an item in the customized display:

- Drill Sounds — Double-click each card you want.

- Echo Sounds — Click each sound you want.

- Phrase Practice — Click the Review button; when selected it turns yellow. Click the radio button to make your selections. Click the Current button, and repeat.

4. Click the yellow Save Selected button to save your selection. You directly enter the activity. When you are in the activity, click the “Selected [content]” button to display the customized content.

**SPECIFIC ACTIVITIES**

**Just Start**

The Just Start activity mirrors the Just Start activity in the Instructor Manual. Each Just Start screen will be different depending on the Unit / Day the user is in. Some may show words and sentences for the students to write down; others may have words that need to be marked or matched. For the latter, there is a button on the bottom right that shows/hides any marks.
Drill Sounds

The Drill Sounds activity lets you point to the sound card to “drill” that card’s sound.

The Highlight Option buttons let you focus on specific sound cards.
- ALL — displays all cards for that Unit/Day and previously taught sounds
- VOWELS — displays only the vowel cards
- NEW SOUNDS — displays only the new sounds that have been introduced for that Unit/Day
- SELECTED SOUNDS — displays the cards that were configured for this activity
- RANDOM — randomly highlights different cards each time the button is clicked

To hear a sound, double-click (double-tap) a specific sound card.
- A large version of the card appears in the display area (the right side of the screen)
- A voice pronounces the letter-keyword-sound for the card.

To hear another sound, simply double-click another card.
To clear the card from the display area, click the Clear Card button below the large card.

When doing the Drill Sounds Activity, do not click the sounds as this takes too much time and Drill Sounds should be a quick activity. Only click on the sounds if you or the student needs to check the keyword or pronunciation.

Build Words

The Build Words activity lets you build single and multisyllabic words in the gray area above the Sound Cards.
- The card layout is an infinite deck of cards so you will not run out of cards.
- Cards that are dragged into the dark gray area snap into place to neatly align with other cards.
- Cards dragged into the light gray area do not snap into place. This light gray area is a great placeholder for cards that you may use to demonstrate specific concepts.
- To clear a single card from the gray area, simply drag it out of the gray area. To clear all cards in the gray area, press the Clear Cards button.
- Online Dictionary icon — A new web browser appears, providing links to several online dictionaries.
To build multisyllabic words:
- Use the + (plus) and – (minus) buttons at the bottom of the screen to add or subtract Syllable Frames from the gray area. (Note that the – (minus) button doesn’t appear until you click the + button.) You can display up to four frames.
- Drag Sound Cards and Suffix Frames onto the syllable frame.

In Units 7-14, when spelling options are practiced, a new icons appears on the lower-right corner of the Build Words screen. When selected, this occurs:
- Spelling Option icon — A “dictionary of words with spelling options appears just below the gray area. Text next to the letters gives instructions. To hide the Spelling Options, click the Spelling Options button again.

Echo Sounds

1. To begin this activity, choose one of the three Sound Option buttons.
   - NEW SOUNDS — plays “What says?” sounds that are new to that Unit/Day
   - RANDOM SOUNDS — plays a different “What says?” sound each time the button is pressed
   - SELECTED SOUNDS — plays “What says?” sounds that were selected if and when the activity was configured

2. When you hear “What says [sound]?,“ drag the appropriate Sound Card(s) to the square on the right.

3. You’ll get one of the following responses, depending on the situation:
   - If more than one card that makes that sound, you will be prompted to add another card.
   - If the card is incorrect, a message appears telling you the answer is wrong.
   - Once all the correct cards have been dragged over to the square, a “Correct” animation is played.

4. To repeat the “What says [sound]?,“ click the Replay button below the square box.
5. To hear a card’s sound and keyword, double-click the Sound Card.
6. To start again and clear the cards from the square, simply click the New Sound button (or any Sound option button).

Phrase Practice

When you first Enter the Phrase Practice screen, 10 blank lines appear.
To populate the screen, choose a selection of phrases to practice:

- REVIEW — displays 10 phrases from the 3 previous units
- CURRENT — displays 10 phrases from the current Unit. The CURRENT matches the phrases that appear in the Student Challenge Book for that Unit/Week
- RANDOM — displays 10 random phrases that are from both the current and review list each time the button is clicked
- SELECTED — displays phrases that were chosen if the user configured the activity

You can write sentences that contain a selected phrase.

- To select a phrase and practice writing a sentence with it simply Click the little Page icon to the left of a phrase.

Use the interactive whiteboard pen to write 3 sentences using that phrase.

**Note:** When using any writing tools from the interactive whiteboard you need to use the Eraser tool that came with the whiteboard to wipe away anything written on the screen.

**Dictation**

This activity displays a template that allows the user to write down Sounds, Words, Phrases, and Sentences using the interactive whiteboard writing tools.

**Note:** When using any writing tools from the interactive whiteboard the user will need to use the eraser tool that came with the whiteboard to wipe away anything written on the screen.

**Story Practice**

Story Practice displays a story that the user can scoop using the interactive whiteboard pen.
The SEE SCOOPS/HIDE SCOOPS button, in the bottom-right corner, lets you show or hide the “answer” scoops.

**Note:** Clicking the See Scoops/Hide Scoops button does not affect the scoops that were drawn on the screen using the interactive whiteboard pen.

**TROUBLESHOOTING**

If you have been experiencing any difficulty with the InterActivities playing properly, you might fix the problem by clearing your cache. Directions on how to clear your cache are below.

- How to Clear your Cache in Internet Explorer 6
- How to Clear your Cache in Internet Explorer 7
- How to Clear your Cache in Mozilla Firefox
- How to Clear your Cache in Netscape
- How to Clear your Cache in Safari