

ChooseIt!

Ready-mades

USER GUIDE



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Credits

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Introduction

Note: This general user guide should be accompanied by another for the Activity Set you have purchased.

Following the publication of **Chooselt ! Maker 2**, a program for making your own multiple-choice activities, we recognised a demand for ready-made activities covering core elements of the curriculum.

A range of Activity Sets are now available, which are purchased separately. Every set contains at least 20 activities covering a section of the curriculum, for example, **Numbers 0 to 5**. (Each activity contains between 20 and 40 questions.) When installed, these Activity Sets reside together in a **Chooselt ! Ready-mades** program. This provides an easy way for you to access and play these Activity Sets without need of the original **Chooselt ! Maker 2**. On running the **Chooselt ! Ready-mades** program you will see all of your Activity Sets in a single list, ready to go.

All of the activities are designed for pupils who need switch access, although they can also be used with the mouse, interactive whiteboard or touch screen. They are an aid to inclusion because through these activities all pupils are able to take part in a curriculum-based group session.

Each set has a selection of activities which can be used as either a teaching aid or for an assessment of the pupil's knowledge in that area. Because the topics have been broken down into very small steps, they are easily linked to SEN pupils' Individual Education Plans. Some activities are suitable for the pupil to do independently, but to get the most out of each activity a 1:1 situation is advisable.

This way the language of the subject can be developed alongside the concept being practiced.

All activities are self-correcting so the pupil does not experience failure. A simple scoring scheme allows you to track progress.

You can find out more about the activities in your new activity set from the user guide provided with it.

A great advantage of the **Chooselt! Ready-made** activities is that you can modify and personalise them to suit your particular needs. This requires purchase of the **Chooselt! Maker 2 program**, which contains a very easy activity editor. Using **Chooselt! Maker 2**, you can change any of the pictures, text, speech or music in any question. See the **Personalising Activities** section of this manual for details.

Installation

! "

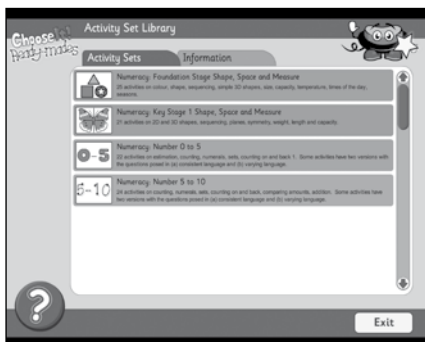
Opening the ChooseIt! Library

All **ChooseIt! Ready-made** activities are installed into the **ChooseIt! Ready-mades** program for ease of use.

If the **ChooseIt! Ready-mades** program icon is on your computer screen (the Desktop), double-click on it. Alternatively, click on the **Start** button, then **Programs**, then **Inclusive Technology**, then on **ChooseIt! Library**.

Playing an Activity

When the **ChooseIt! Ready-mades** title screen appears, click on the **Start** button to open the Library. Your installed activity sets will now appear in a list, with a short description and a picture.

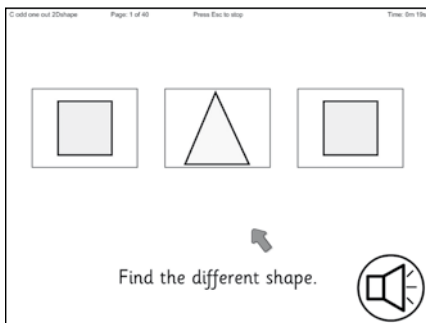


This picture shows the **ChooseIt! Ready-mades** program with four activity sets installed. If you have more than six activity sets installed, you will need to use the scroll bar on the right-hand side of the screen to see them all. To open an activity set, just click on it once.

The screen will now change to show the activities within the set. You can use the scroll bar on the right-hand side of the screen to see all the activities. To play one, tick the box next to it and click the **Play** button.



You can find out more about an activity from the user guide particular to that activity set. There may also be printable support materials on the activity set's CD.



The activity will now start. The text at the bottom of the screen is spoken automatically. Click the left mouse button on the correct box to get a reward and the next question. Clicking an incorrect box gives no response. Click on the loudspeaker button to hear the question again.

To skip forward and back through the pages of an activity, either to review its content or to find particular questions for the learner you are working with, you can use the left and right arrow keys:



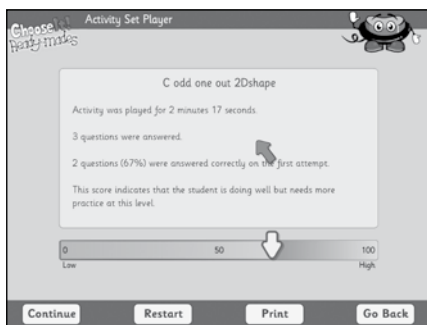
The left key will take you back to the previous question.



The right key will skip forward to the next question.

Switch support is provided for pupils who cannot use a mouse or a touch screen. See the **Options** and **Switch Access** sections of this user guide.

Press the **Esc** key on your computer's keyboard to finish playing. This will display performance results.



These give some essential statistics about the player's performance. You may want to copy these to your own pupil record system, or use them to decide what action to take next. If the pupil has been working alone and the score is low, you may want to supervise the pupil while s/he plays the same activity again to find out more. The low score may be due to reasons other than poor knowledge retention or problem-solving ability.

You can now choose to re-start play, resume play from the last question or go back to the activities list.

Stopping Play

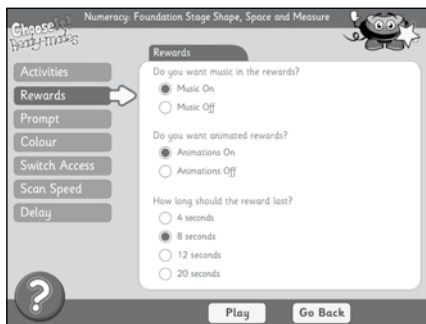
Whilst playing an activity, press the **Esc** key on your computer's keyboard to stop.

From the results screen, click the **go back** button to return to the list of activities. Click the **go back** button on this screen to go back to the Library screen. Click the **Exit** button to stop the **Chooselt! Ready-mades** program altogether.

Options for Playing Activities

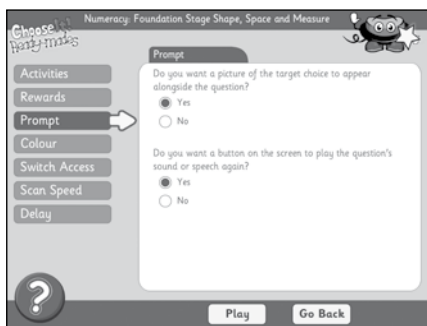
These options are available on the screen where you choose an activity to play.

Rewards



Here you can decide whether the on-screen reward will be accompanied by sound and/or animation. You can also set how long the reward should last.

Prompt



To make an activity easier, you can use this option to display the correct answer at the bottom left corner of the screen.

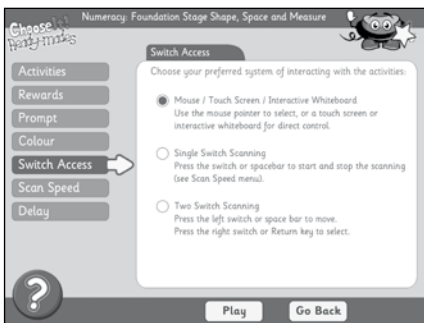
This screen also allows you to turn off the loudspeaker button that appears at the bottom right corner of the screen. (Learners can click on the loudspeaker button to hear the question again.) This may be of benefit to learners using switch scanning, or those that need a visually minimal presentation.

Colour



Use this screen to set the colour of the question text and background throughout your activities. You can also choose a colour for the mouse rollover box or scan box.

Switch Access



Switch Access contains three options which control how an activity is played.

Select the first option to access the program using a mouse, touch screen or interactive whiteboard.

The second option is for single switch scanning. The user presses their switch, the spacebar on the keyboard or a mouse button to start the scanning. When the scan box is over the required answer, the switch should be pressed again.

The third option allows for two switch scanning, whereby one switch controls the movement of the scan box and the second switch selects.

Scan Speed



This option is for single switch scanning. Here you can decide how quickly the scan box will move between the answers on the screen.

Delay



Chooselt! Ready-mades has a 'pre-acceptance delay' function. This is useful for students who make brief involuntary switch presses which you don't want the program to recognise.

For example, if you set the delay to 0.4 seconds, the program will only accept switch presses that last longer than 0.4 seconds.

Personalising Activities

A great advantage of the **Chooselt! Ready-made** activities is that you can modify and personalise them to suit your particular needs. This requires the **Chooselt! Maker 2** program (available separately), which contains a very easy activity editor. Using **Chooselt! Maker 2**, you can change any of the pictures, text, speech or music in any question.

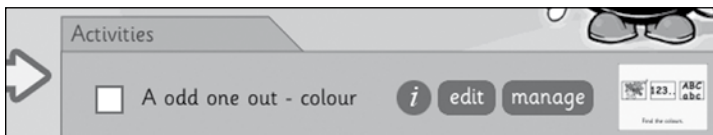
Chooselt! Maker 2 has an **Import** button on its options screen that allows you to open and/or edit external activities. All you need to know is where the activity is stored. By default, **Chooselt! Ready-mades** activities are stored at:

C:\Inclusive\Chooselt Ready-mades\Activities

Inside the Activities folder you will find a folder for each activity set you have on your computer. Inside these you will find a folder for each activity.

See the **Chooselt! Maker 2** user guide for more details on importing and editing activities.

We suggest you also change the name of the activity to distinguish your edited version from the original. Click the **Manage** button next to your imported activity in the Activities menu, then click the **Rename** button in the Manager screen.



Updating the Chooselt! Ready-mades Activity Set

Once you have edited an activity, you can play it within **Chooselt! Maker 2**. However, you may also want to put it back in the **Chooselt! Ready-mades** Activity Set.

Click the **Manage** button next to your imported activity in the Activities menu (see picture above), then click the **Export** button in the Manager screen.

The program will ask where you want to save the activity, so just navigate to the **Chooselt! Ready-mades** folders again, as you did when you imported the activity.

You can either export the modified activity back to the folder you imported it from, or export it into one of the folders we have specially created for you:

C:\Inclusive\Chooselt Ready-mades\Activities\05_My Sets\10_My Activities Set 1

C:\Inclusive\Chooselt Ready-mades\Activities\05_My Sets\20_My Activities Set 2

C:\Inclusive\Chooselt Ready-mades\Activities\05_My Sets\30_My Downloads

Switch Access

Switches can be connected to the computer in a variety of ways. As a rule however, **Chooselt! Ready-mades** requires interface boxes to act as if the **Spacebar** or **Enter** keys are pressed. The descriptions below will cover many of the options:

Windows

- o *Don Johnston Switch Box*

Plug your switch(es) into the sockets identified for [1] and [2].

- o *Serial Switch Box*

Go to the Teacher Options screen, click **Access** and then on **Serial Switches**. Select the COM port through which your switch box is connected.

- o *Mouser*

Switches connected through a Mouser act in the same way as mouse buttons.

- o *USB Switch Box*

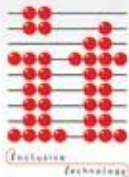
If this has software, it should be set up to act like the **Spacebar** and **Enter** keys.

- o *Inclusive SWITChBox*

By default, switches plugged into sockets 1 and 2, **Space** and **Enter**, should act like the **Spacebar** and **Enter** keys on the keyboard. If not, run the software for the box.

- o *SwitchBoard*

Plug your switches into the sockets marked **Enter** and **Space**.



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This user guide accompanies any **ChooseIt! Ready-mades** you have purchased. It shows you how to install and play your new activity set, and explains the many options which allow you to personalise the activities for your individual learners.

