

WWW.Activities

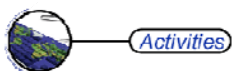
Step-by-Step Directions

<http://www.uen.org/activities/>

Overview:

www.activities guide students to relevant, educational web sites. The activities, built around themes, include links to resources on the Internet. Each resource has a description as well as one or more questions that help focus student attention on important concepts or information at that site.

1. To view a list of published activities go to <http://www.uen.org/activities/> Click on the **Activities** button.

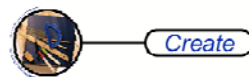


2. The published activities are categorized into curriculum areas. Click on a curriculum area and you will see a list of activities and their descriptions.
3. Select an activity and explore.

Create Your Own Activity:

As a UEN registered educator you not only have access to the published activities but you also have the ability to create your own activity. If you are not currently a registered UEN educator go to <http://my.uen.org> and click on the **Register** link. Once you are a UEN registered educator there are two ways to create a new activity.

1. From <http://www.uen.org/activities/> click on the **Create** button. The login screen will appear. Use your UEN educator login and password.



UEN Login Name:

Password:

or...

2. Go to <http://my.uen.org> and login using your UEN educator login and password. Once you are at your personal page scroll down to the Services/Tools section. Click on the Activities Editor link.

New Activity:

If you entered your information correctly, you will see the choice to create a new web activity.

1. Click on the **Create** link to begin the creation process.
Note: Later, this menu will also list any previously created activities for editing.

Web Activity Toolkit

[Create](#) a new web activity

2. Fill in the Activity Name.

Activity Name:

3. Choose how long the activity, if published, will remain available for students to use. Choose one month, three months, six months, or one year. **Note:** This is necessary for quality control of the activities.

Expires:
Introduction & D:

4. Fill in the introductions and directions to be displayed at the top of the activity's finished page. The text could include an introduction to the theme or a paragraph describing the things to be learned by using the activity.

5. If you want text to be displayed at the bottom of the activity page, type a Conclusion.

6. Select an associated core area. (If one doesn't apply, select Other.)

This Activity includes which Core Area:

7. Click the **Save Activity** button.

8. Once an activity has been created, the Web Activity Menu presents 8 options:

- Add a new Web Activity Site
- Edit Activity Information
- Preview Activity
- Add Activity Image
- Add Keywords
- Submit Activity to be Published
- Delete this Activity
- Return to main Web Activity Builder

9. If you would like to rename the activity or change the introduction or conclusion, use the second link – *Edit Activity Information*.

Add a New Web Activity Site

You can have one or more Web Activity Sites per activity. This is the location where you add the address of a web site that you would like your students to visit.

1. Complete each text field. **Note:** It is highly recommended that you do not type the URL, but rather use the **Open a new browser window** link and follow the instructions on that screen.

Site Name:
Site URL:
Site Description:

2. Click the **Save Site** button to save the information about this Internet resource.

Focus Questions:

The Web Activity Menu reappears with an eighth menu choice for the new site.

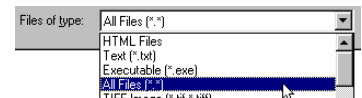
- Add a new Web Activity Site
 - **To add questions to a site, or to edit a site, use the link(s) below.**
 - **[Just Added Site Name]**
 - Edit Activity Information
 - Preview Activity
 - Add Activity Image
 - Submit Activity to be Published
 - Delete this Activity
 - Return to main Web Activity Builder
1. Click on the link to the just-added site to get to the sub menu for editing the site information and adding focus questions.
 2. Use the **Add a new Activity Site Question** link to add a question about the site's content. The question will guide student exploration.
 3. Fill in the question (the number will be provided automatically) then use the **Save** button.
 4. The menu returns with a new question displayed with an edit link next to it.
 5. Continue to add focus questions. When all the questions for the site have been entered, use the **Return to Activity Menu** link.
 6. The Web Activity menu will appear. Use it to add a second, third, etc. site to the activity.

Activity Image:

You do not have to add a picture, but www.activity can display one original image.

⚠ **Caution:** Only use this link to upload a small, ORIGINAL graphic. Don't upload images that have been copied from other Internet sites. Doing so may violate copyright law.

1. Click on the **Add Activity Image** link.
2. Click on the **Browse** button to open a dialog box that displays the contents of your computer.
3. By default, only HTML Files and folders will appear. Click on the *Files of type* option and choose *All Files*. (Remember: the image must be in the .jpg or .gif format with the appropriate three letter extension.)
4. Scroll through the file directories until you have located the image you want.
5. Click the **Open** button and the name and path of the file will appear.



6. Click the **Upload Image File** button.
7. From the Web Activity Menu, use the **Preview Activity** link to see the newly uploaded image displayed on the activity.

Publish:

When the www.activity is ready for student use, it can be published on the UEN www.activities page.

1. From the Web Activity Menu, use the **Submit Activity to be Published** link.
2. A page will appear asking verification that the activity is ready to be published. Use the **Publish Activity** button.
3. An e-mail will be sent to resources@uen.org requesting that the activity be made available for all students to use.
4. The Web Activity Menu will reappear with a confirmation that the e-mail has been sent. It may take several days for the activity to appear on the Explore list. In the meantime, the activity is always available at its Preview Activity URL. Use the Preview Activity link to look at the completed www.activity. You can copy the URL or make a bookmark to it. Share that URL with students who will benefit from using the www.activity. **Note:** Each activity has its own unique serial number. Activity URLs are formed like:

http://www.uen.org/utahlink/activities/view_activity.cgi?activity_id=1011

Each activity will have a different serial number at the end of its URL.

My.UEN:

The activity will also be available through your my.uen. This is the preferred method, your students will only have to type in a very short URL verses the long activity URL. To make the activity available to the public from your my.uen:

1. Go to <http://my.uen.org> and log in with your UEN login and password.
2. The activity that you just created will be listed under My UEN Content, My Activities.
3. Click on the edit icon in the upper right hand side of the My UEN Content Portlet.
4. Choose the Public radio button next to the activity that you would like to display on your my.uen page.