

Delegate Notes

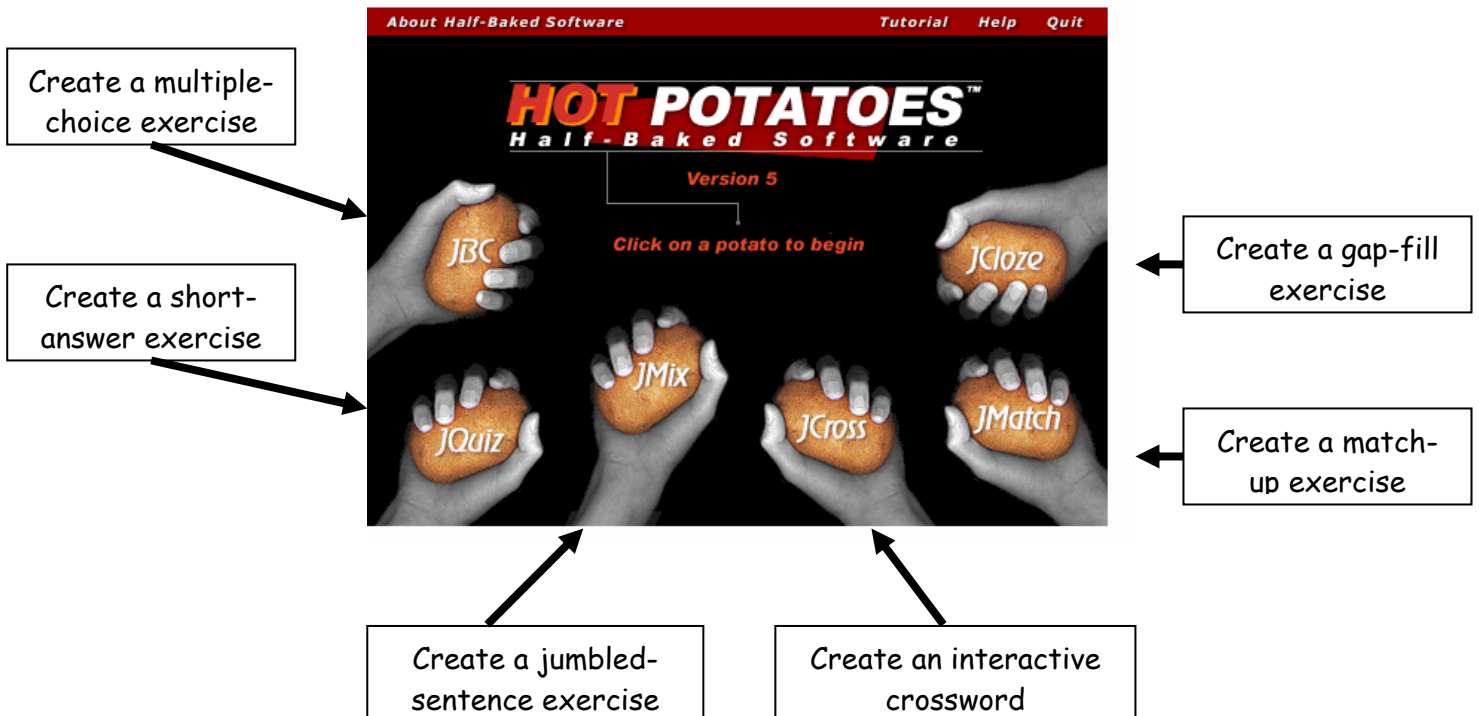
Title: Creating Interactive Exercises using Hot Potatoes Software

Session objectives: To put together a short cycle of exercises linked together based on the topic of animals. Examples here are in French, but feel free to choose your own language!

Instructions

Before you begin work you will need to create a Folder called **Animals** into which you can save your work. When creating a cycle of Hot Potatoes exercises it is important that all exercises and any associated pictures, sounds or videos making up a unit are contained in **one** folder. I suggest that the folder should be on the hard drive of your computer. Into the folder that you've called **Animals**, copy the pictures and sounds from the Animals folder on the Toolkit CD. You are now ready to start work.

The Hot Potatoes Front Page:

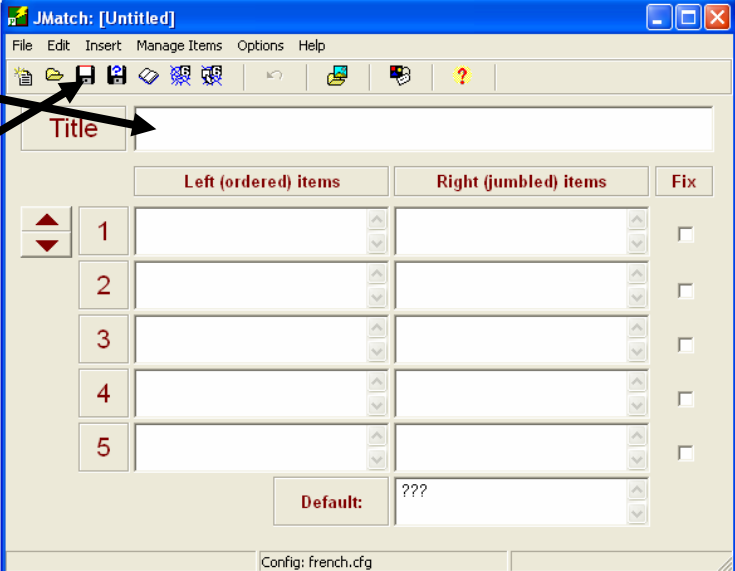


A. Creating a drag and drop Match-up Exercise with pictures and target language words.

From the Hot Potatoes front page open the JMatch application by double clicking the icon. The screen will look like this:

1. Insert the title of your page here, e.g. Animaux

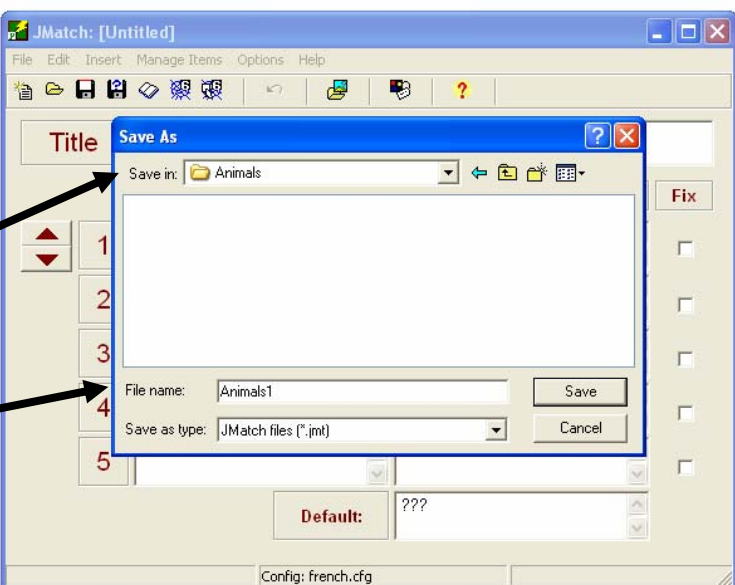
2. Save using the red disk icon.



1. First, insert the title of your first exercise into the title box. Next, you need to **SAVE** your first exercise into your **Animals** folder. To do this click the red disk icon indicated above, and then save this first exercise as **Animals1**. It is helpful for you to call all exercises in a series by the same name with a different number at the end.

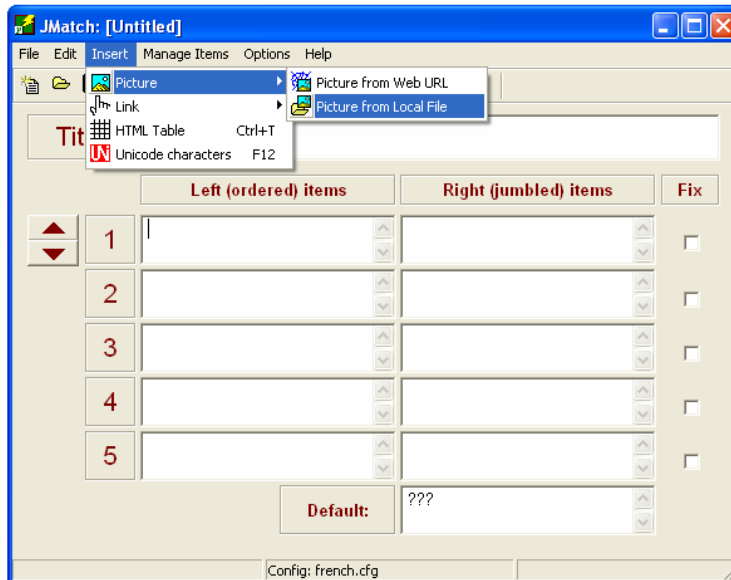
Locate the **Animals** folder

Enter the filename **Animals1**



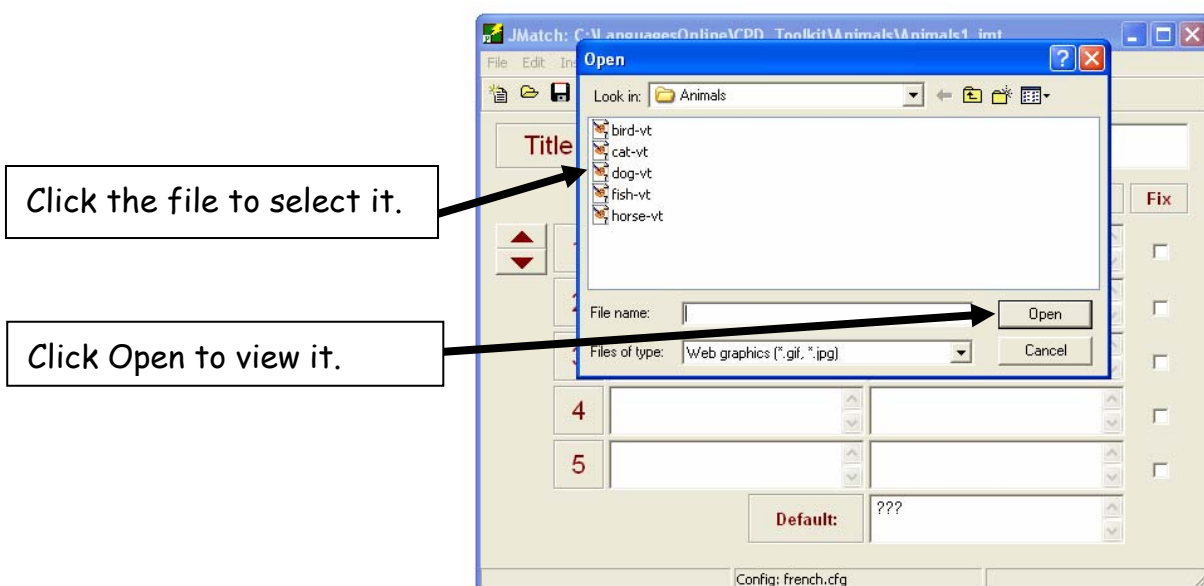
Now you are ready to create the exercise. We want to have animal pictures on the left of the screen, and the target language words jumbled on the right.

- Place the cursor in the left hand box next to number 1. From the menu bar at the top of the JMatch screen, select **Insert**, then **Picture**, then **Picture from local file**, as shown below.



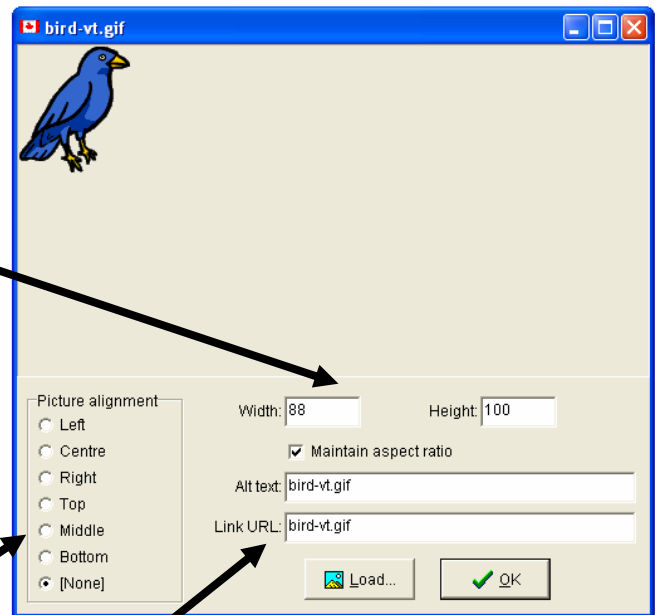
Since you have already saved your exercise in the correct folder, the Hot Potatoes programme should automatically look in the same folder for any pictures. You should therefore see the picture files you saved into the folder earlier. If not you will need to find the Animals folder on your hard disk.

Select the file you wish to have as your first picture. You will then be able to preview the picture and change its size if you wish to.



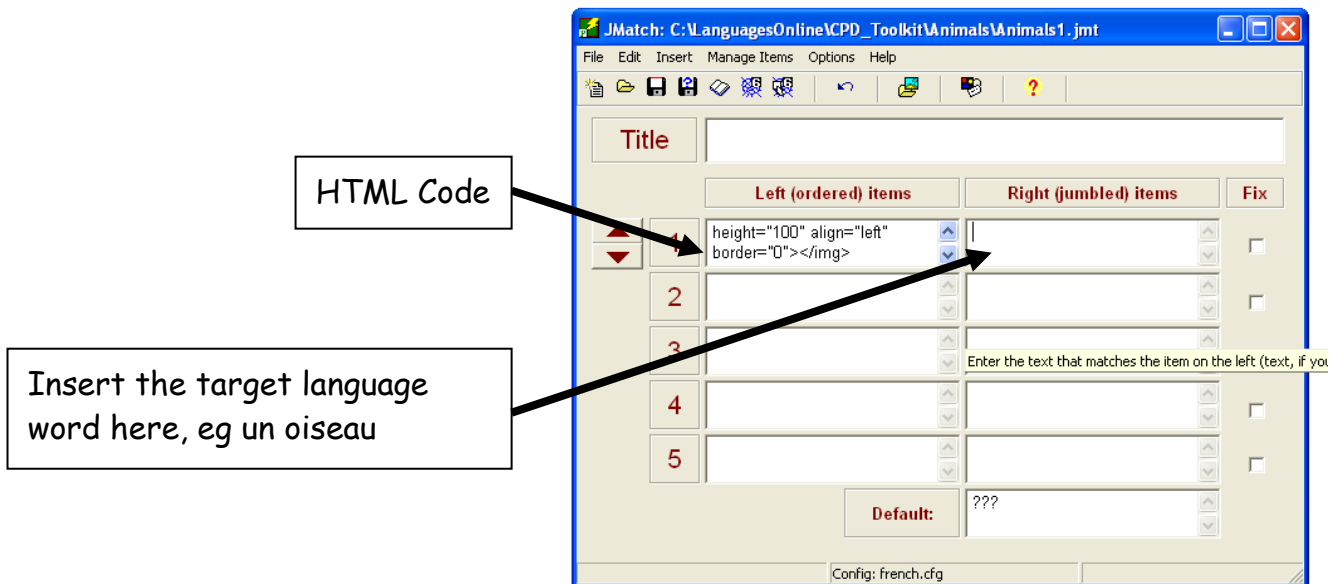
Use this if you wish to make the picture bigger or smaller. Practice will teach you how big to make pictures. In this case, decrease the 100 (height here) to 75. If the "Maintain Aspect ratio" box is ticked, the picture will simply get smaller, with the same ratios. For this exercise, decrease the 100 value to 75 each time (height or width), so that all the pictures are a little smaller and the same size as each other.

Where on the screen do you want the picture? For this exercise you can leave this section blank.



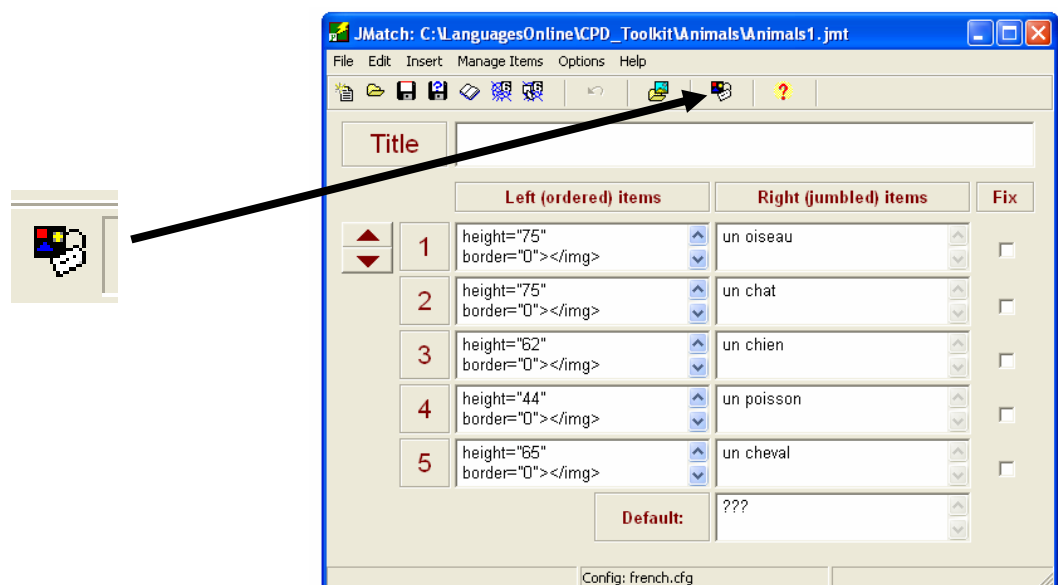
Link URL: In this box you should simply see the name of the picture file. This tells the computer to look for the picture called *bird-vt.gif* in the same folder as the exercise, and insert it into the exercise. If there is anything before the filename, such as the name of the folder (e.g. animals/bird-vt.gif), delete the extra bit!

Once you are happy with the picture, click OK. You will now see what is called "html code" in the JMatch box. This tells the computer what to do, so don't worry! You won't see the picture of the animal until you create the exercise page later. Now insert the target language word into the box on the right. This is what the pupil will have to match to the picture.



3. Repeat step 2 above for the other 4 animals in this first exercise.

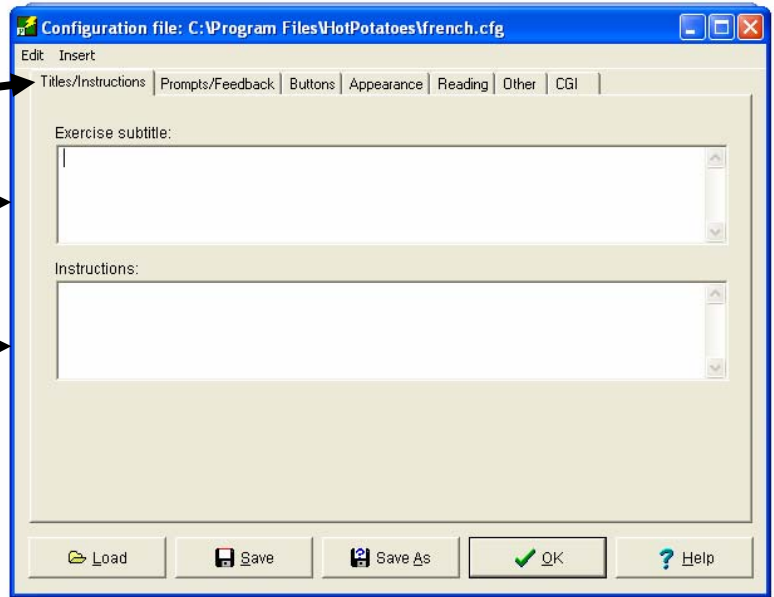
4. The next important stage is to **configure** the exercise, deciding how it will look to the pupil. Click the Configuration button shown in the image below. There are several parts to the configuration section. Follow each of the instructions on the next pages to complete them. Work through each "tab", and then press OK at the END.



Titles / Instructions

Enter a subtitle here if you want one.

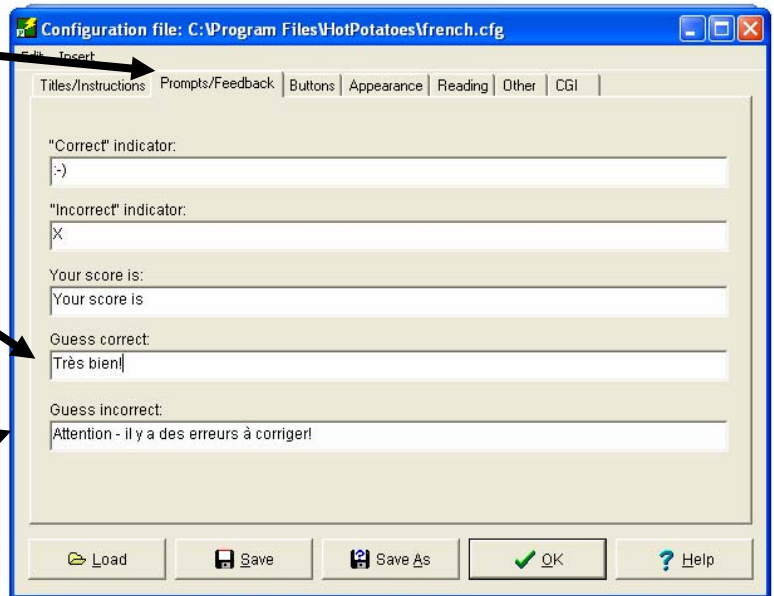
Insert your instructions to the pupil here, e.g. Trouve les paires!

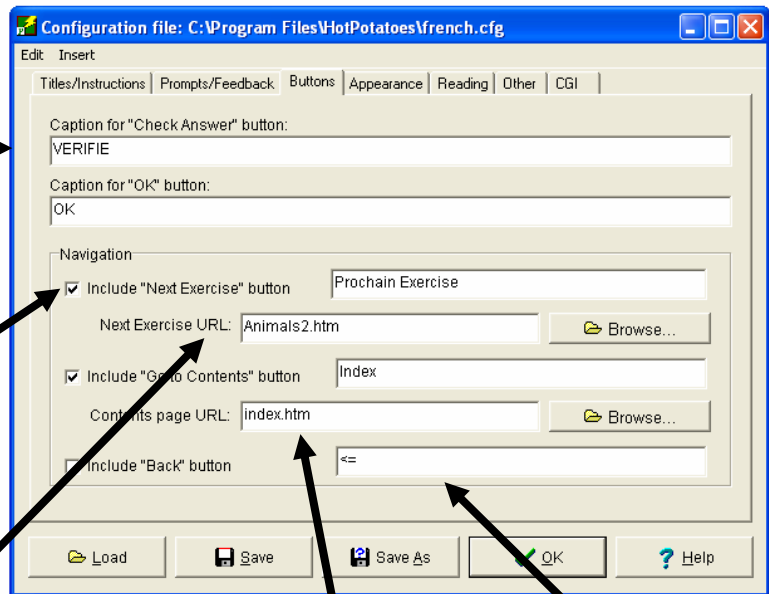


Prompts / Feedback

Insert here what you want the pupil to read when the exercise is correctly completed.

Insert here what you want the pupil to read if there are mistakes when the exercise is checked.





Insert here the wording for the "Check Answer" button (target language?)

Insert here the wording for the Next Exercise button (target language?). The pupil will need to click this to move on when finished.

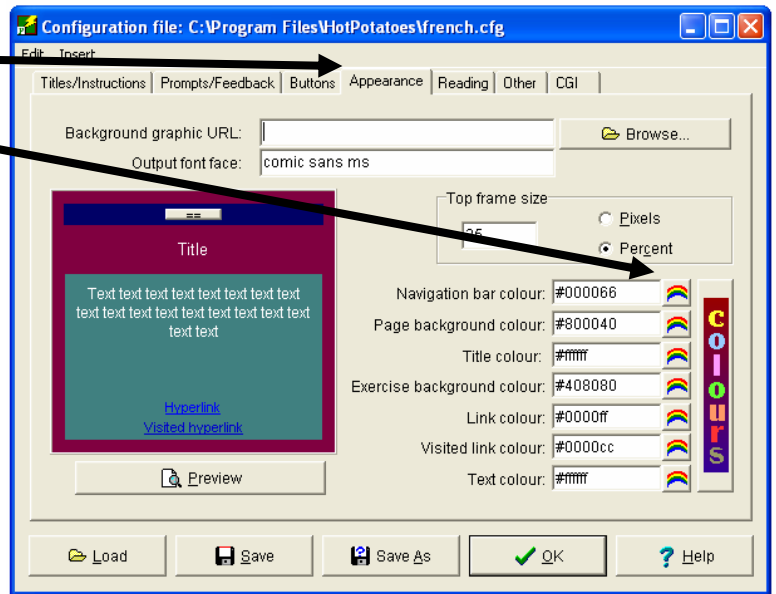
Next Exercise URL: This bit is important. It tells the computer the name of the next exercise in the cycle. You'll need to decide what this is going to be at this point. For this cycle it will be **Animals2.htm** The ".htm" must be added each time to the file name. It tells the computer to look for a .htm file, which is the Internet format the exercises are saved in, as opposed to a Word file (.doc) or a PowerPoint file (.ppt), for example.

Index: It is useful to have an index page for each unit. It is easiest to call this Index.htm for each unit. Fill in the boxes as shown here **each time**, and we'll create an Index page later, once we've finished the cycle.

The Back Button does what it suggests - allows the pupil to go back to the last exercise. Check the box if you want this to be possible. It doesn't always work perfectly, so I usually leave it out.

Appearance

This page allows you to change the colours of the different parts of the page. By clicking each "rainbow" you can select a colour. This will appear in the preview section on the left so you can see what it looks like straight away. Alter the appearance of the page to suit your preferences.

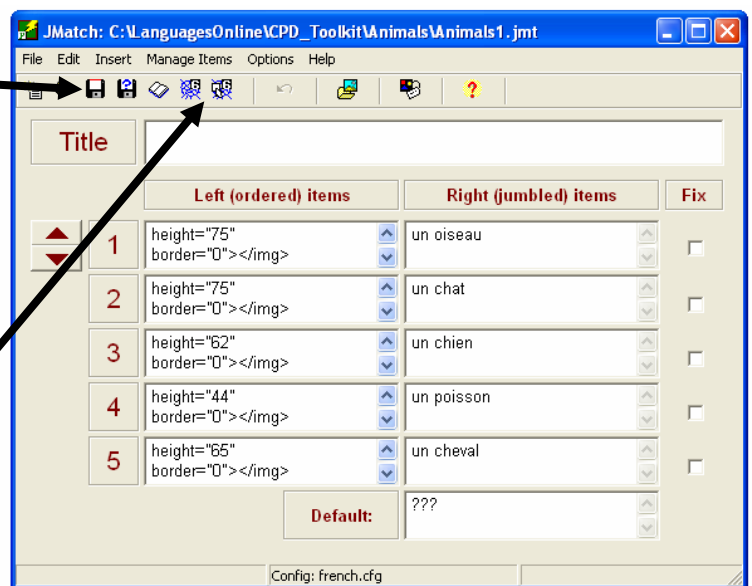


The remaining three "tabs" do not apply to this exercise so you can ignore them. Click "OK" to complete your configuration.

5. You are now ready to create your first exercise. You now need to **SAVE** the exercise **twice**. The first save will save the **JMatch** file with all the information you've entered. You will need this in case you want to make any alterations later. The second save will create and save the **web page** that the pupil will see and use.

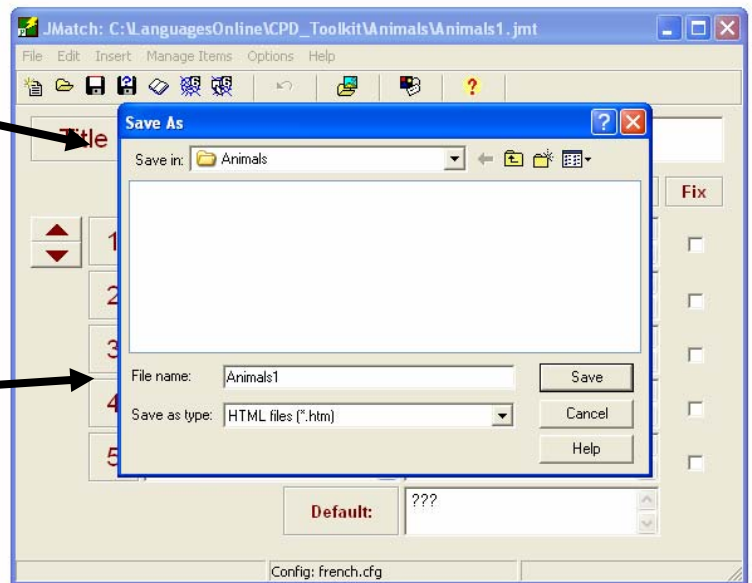
Click the red disk again to save the JMatch File. Doing this will automatically save the file.

Now save the web page. There are two ways to do this using the "spider's web" buttons. (Ignore any spider's webs with 5 on them - use 6 only) The right hand one will create a drag and drop exercise; the left hand one will create an exercise with a drop down menu to select the answer from. Click the right hand button for this exercise.



Check that the file is being saved into your **Animals** folder

Enter the name of the file. This should be the SAME as the JMatch "creation" file, i.e. **Animals1**. This is important as if you need to edit a file at a later date, it is easier to find the creation file if it has the same name as the exercise file.



Hot Potatoes will tell you that it has created the file. Tell it OK, then select "View the exercise in my browser" to see your exercise.

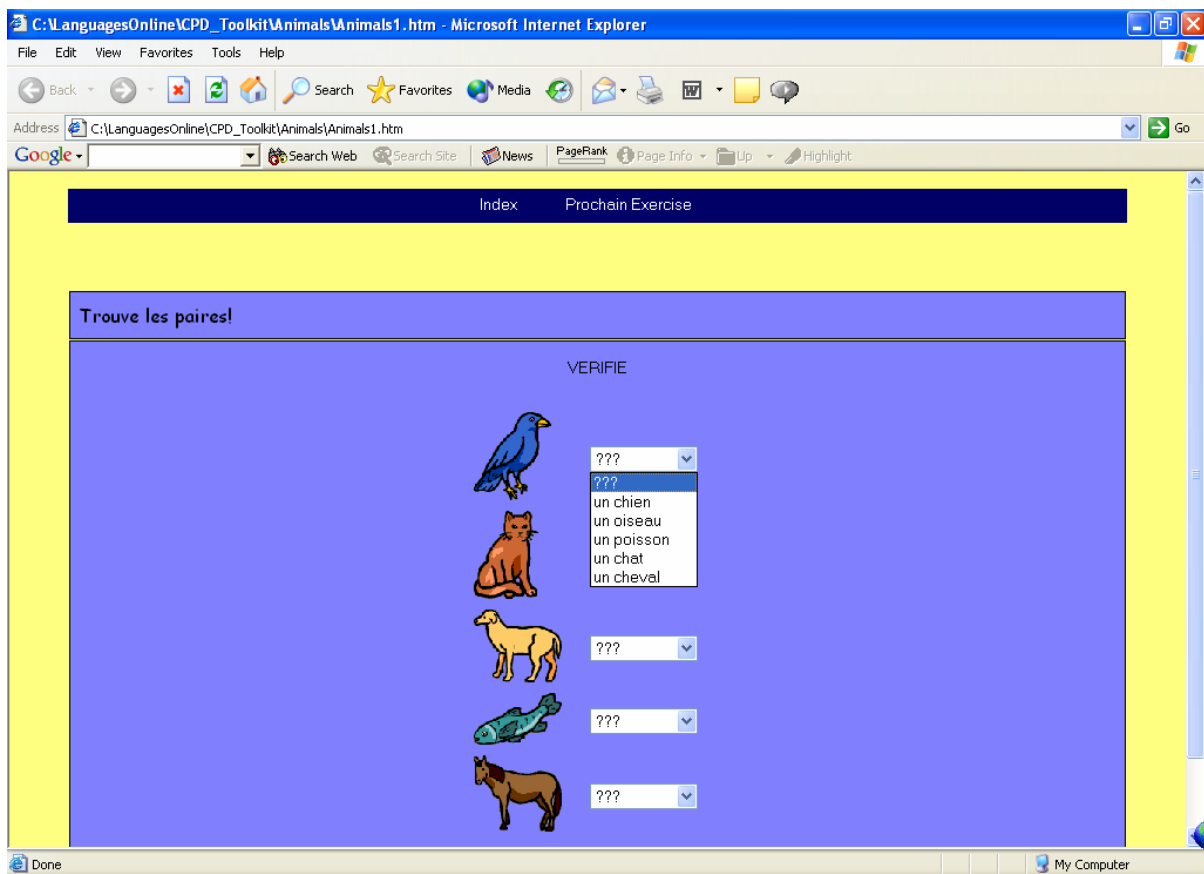
Hopefully it should look something like this:



So now you've created your very first interactive exercise using the Hot Potatoes Programme. The process may have seemed quite long, but the good news is that you have now covered most of the basics needed across all the "Potatoes".

You can go back into the JMatch screen to make any amendments if you need to. For example if the pictures are too big, delete the html code where you inserted it in the box and re-insert the picture, changing the size. Should you spot a spelling mistake you can simply amend it, and then resave the page - Jmatch file first, then web page.

The left hand "spider's web", mentioned above, will create the same exercise but looking like this:



This can be useful if you have too many pictures to fit on one drag and drop page. It also has many other useful applications in different languages exercises. It's all about imagination - how can you use the application to suit your task.

Our web site - www.languagesonline.org.uk has all sorts of exercises using all the Hot Potatoes applications.

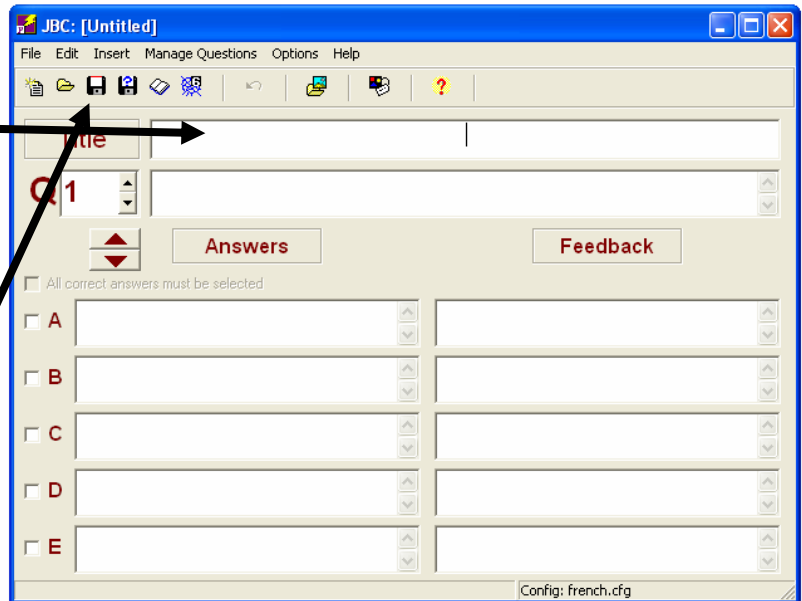
B. Creating a Multi-choice exercise using JBC

Now let's move on to exercise two in our cycle. This is going to be a multi-choice exercise where the pupil will have to identify and click the correct word from a list of four to identify the animal in the picture.

From the Hot Potatoes Front Page, click the JBC Potato.

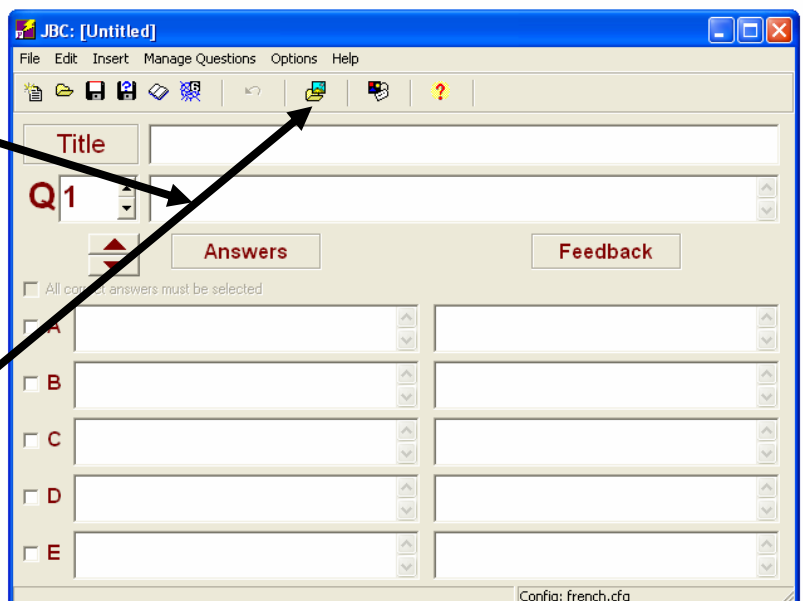
Firstly, type in the title of your exercise, e.g. Qu'est-ce que c'est?

Next, save your JBC file using the red disk. This exercise will be called Animals2, and should be saved in the Animals folder too. When you open the Animals folder you will not see any files as it is only showing JBC files, of which there are, as yet, none.



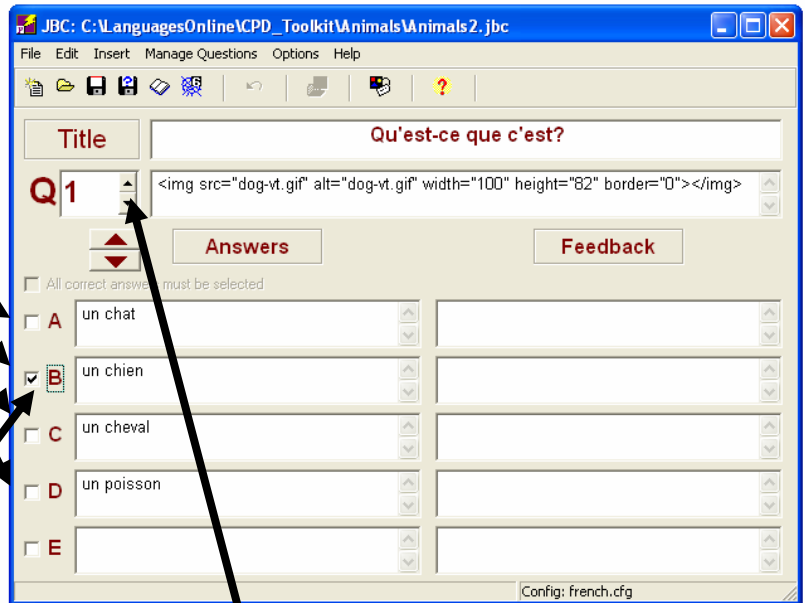
You are now ready to input the exercise.

This is the "question field" where you input the question. You're going to use a picture here though. Place the cursor in this box, then insert a picture, in the same way as before, either using Insert / Picture / Picture from local file, or using the "Insert Picture from local file" button.

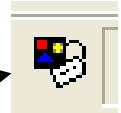


Next input the four possible answers, one right, three wrong.

You need to tell the computer which is the correct answer by ticking the box next to the correct one.



Enter as many pictures and sets of possible answers as you wish by working through the questions.



Once you've entered the exercise, you need to **configure** it, in the same way as before. Check back to **section 4** above if you need a reminder of how to do this. The screens to work through are essentially the same as in JMatch. Don't forget that the next exercise in your cycle will be called **Animals3.htm**. The one extra screen you need to look at is the "Other" tab:

This is fairly obvious. Tick the boxes you want to be active in your page.

