

## Using the IntelliTools Activity Exchange

There are over 2,000 free activities on the IntelliTools Activity Exchange for download and use. The activities have been created by users like you.

### Creating a User Account:

Go to the IntelliTools Website [www.Intellitools.com](http://www.Intellitools.com) and choose the Activity Exchange from the list on the left side of the home page.



### To Create a User Account:

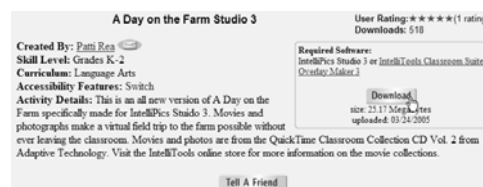
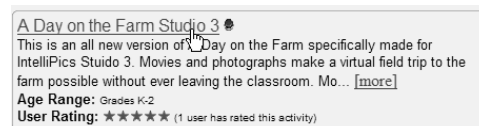
1. After clicking on the Activity Exchange link on the IntelliTools home page click the Join Now link.
2. After reading the Terms of Use click I Agree to These Terms.
3. Fill in account information on yourself. The sign in name can be any name you wish. When finished click **Submit**.
4. An e-mail will automatically be sent to you. ***This email contains a link that needs to be clicked on, in order to activate your account.***



## A Basic Search for Activities on the Activities Exchange

Go to the IntelliTools website [www.IntelliTools.com](http://www.IntelliTools.com) and click on the Activity Exchange link on the left side of the home page. Type in your Sign-in Name and Password, then click the Sign In button.

1. Choose Find Activity once you have logged in
2. ***For a Basic Search*** you can type in a keyword ***or*** leave the box blank and click Submit. The program will sort through all of the activities on the exchange and list them in alphabetical order. ***This may take over a minute*** to do since the site is sorting through all 2000 plus activities!
3. The listing will display the name and a general description of each activity. Click on the activities name to read more and access the download page. See figure #
4. Click Download in this next screen. You will be asked to Open or Save – choose Save, choose where on your computer you would like to save the file and click Save.
5. The file is downloaded as a compressed file. If you are using

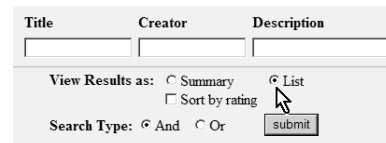


version 3.2 or higher of Classroom Suite you will be able to import the activity directly into the program without first un-compressing the file.

### Advanced Search for Activities

Follow steps for logging in and choose Find Activity. Click on the **Advanced Search** link.

1. Check off criteria for the kinds of activities you are looking for and click Submit. This will narrow down the search of activities for you.
2. **Or** - don't check off any of the criteria selections, then click the List option at the bottom right of the window and click Submit. A listing of all the activities will be displayed. See figure #. Remember – it will take a minute to compile!
3. Choose one of the activities listed by clicking on the activity's name. The next screen will contain a complete description of the activity as shown in figure #. Here you can download the activity.



| Life Skills                | Access Features      | Author                | Skill Level       |
|----------------------------|----------------------|-----------------------|-------------------|
| 1. Check Out               | OL Switch Low Vision | Danell Stuckey        | Beth-5 K-2<br>3-5 |
| 2. Let's Make Broomers     | Switch               | Sharon Maack Connolly | Beth-5 K-2<br>3-5 |
| 3. What Time Is It         | OL Switch Low Vision | Danell Stuckey        | Beth-5 K-2<br>3-5 |
| 4. What's In My Piggy Bank | OL Switch Low Vision | Danell Stuckey        | Beth-5 K-2<br>3-5 |
| 5. Coin Value Song         | OL Switch Low Vision | Danell Stuckey        | Beth-5 K-2        |

### Importing a Downloaded Activity into Classroom Suite

1. Launch IntelliTools Classroom Suite.
2. Click on either the My Work folder or the Activities folder – this is where you will import your activity. Suggestion – I always import an activity into the My Work folder first to see if the activity is what I need, or if needs any changes.
3. Click on the Import folder on the right side of the screen. The next screen that opens will allow you to search your computer for where you stored the downloaded activity file.
4. Click once on the file to choose it and click Open
5. The program will check the file, let you know how many related files will be imported – such as movies, sound clips, etc. and the size of the file once imported. Click OK to import.



If you are unable to import the compressed file that you downloaded you may need to un-compress the file first. StuffIt Expander usually comes pre-installed on most Macintosh computers. Double clicking on the file will automatically uncompress it. If you don't have it on your computer you can download it from the Apple website [www.apple.com](http://www.apple.com). Click on the downloads tab and search for StuffIt Expander under Disk Utilities. You can also download the free StuffIt Expander utility for PC's at <http://www.stuffit.com/>.