vizZle®

A Guide to Create

Create New

1. Go to **govizzle.com**
2. Click **Web** on the **Orange** side for teacher login
   - Create is accessible through the web login, not through the player app
3. Click **Create**
4. From the Select an Activity menu, choose the activity type you want to start with
   - Different activity types may have different options in this menu
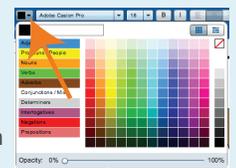5. Click **Create Page**

Adding VizZle Content

Images, Audio, or Video from VizZle:

1. To **Search** for the image, audio, or video you want, type the keyword(s) in the search bar and hit enter
2. **Drag and drop** the image, audio, or video to a card

Adding or Editing Text:

1. Click on a **blank card**
2. In the blue ribbon above the activity template, Click **+Aa**
   - To edit existing text (that may have been placed with an image), **highlight the existing text** and then you can edit
3. To edit your text, **Highlight the text** and use the tools in the blue ribbon. Color, font, font size, bold/italic and text alignment can be changed here.

Adding Personal Content

Images From Your Computer:
1. Click on the card you want to add an image to
2. Click the **+Image** button on the blue ribbon
3. Direct to where the file is saved on your computer and update the name and keywords and click **Ok**

Audio From Your Computer
1. Click on the card you want to add audio to
2. Click the **+Audio** button on the blue ribbon
3. Choose record new, text to speech or import. If you import your own update the name and keywords and click **Ok**

Video From Your Computer
1. Click on the card you want to add video to
2. Click the **+Video** button on the blue ribbon
3. Choose import and direct to the file and update the name and keywords and click **Ok**

*Personal content uploaded to VizZle is only available to the person who uploaded it. It does not become part of public search
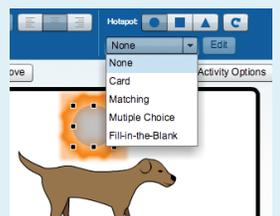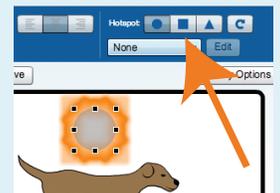
Hotspots

Adding a Hotspot:
1. Click on the **card** you want to add a Hotspot to
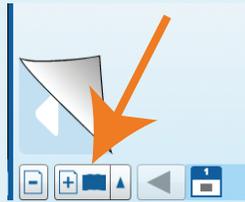2. Click **Add Hotspot** above the card(s)

Editing a Hotspot:
1. Click on the Hotspot you want to edit
2. You can change the shape, color and rotation on the **Hotspot menu** in the blue toolbar
3. You can resize by clicking on a corner of the Hotspot and dragging
4. You can move it by clicking on the middle of the Hotspot and dragging
5. You can add text and images to the Hotspot the same way as a card
6. The dropdown menu will allow you to choose the popup type of Hotspot.

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Add and Remove Pages

Adding More Pages:
1. To add another page, the **+Page** (at the bottom of the window) will add another page of the same type you are currently working on
2. To add another page with a different template, click on the **up arrow** next to the +Page and choose the template you want
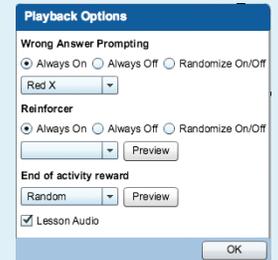
Remove a Page:
3. Select the page to be removed from the numbered icons at the bottom of the window
4. Click on the -Page button next to the +Page

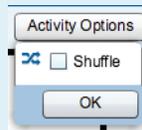## Lesson Options

Lesson Options:
1. On the top toolbar, click **Lesson**, then **Lesson Options**

2. Here you can edit the prompting, reinforcers and end of activity reward

Activity Options and Preview

Activity Options:
1. On the right side of the screen you can edit activity options.
   - Different activity types may have different options in this menu
2. This menu includes the option to shuffle pages during playback and can include options for amount of distractors on a matching board and how many gears there are on a sequencing activity
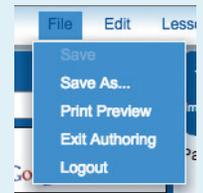
Preview Your Lesson:
On the top toolbar, click **Lesson**, then **Preview...,** to preview the whole lesson, or **Preview Page...** to preview just the current page

Save and Submit to the Library

Save Your Lesson:
1. On the top toolbar, click **File**, then **Save As...**
2. Enter the Lesson Name and Lesson Description
3. Choose to save in My Lessons, or save to a student's folder by selecting that student in the Save In menu

Submit Your Lesson to the Library:
1. If you would like to share your lesson with other VizZle users, click on the box next to **Share With Public**
2. Enter **Keywords** that will be searchable
3. Select the **Grade Level** targeted by your lesson
4. Click **Save**

Notes: