



SHORTCUT SHEET

More Activities from the Intellitools Activity Exchange

Finding the Right Activity

1. Go to www.intellitools.com
2. Click on **Activity Exchange** on the left side of the site. You will need to create a sign-in the first time and use that sign-in each time thereafter.
3. Look at the activities on the first page of the Activity Exchange. You can also search for specific activities by clicking on the **Find Activity** button at the top of the page and typing a keyword in the *search box*. (I.e. basic concepts, math, early literacy...)
4. Preview some of the available activities making use that they are compatible with the software version you have on your computer and the needs of your student. For example, if your student is using the IntelliKeyboard, seeing Overlay Maker in the *Required Software* section assures that an overlay comes with the activity. Keep in mind the student's IEP goals, classroom themes and benchmark activities when choosing the activities you want.

Downloading the activity to your computer:

1. Once you are sure the activity is student and computer appropriate, you can download it.
2. Click the **download** button. Choose a place to save the activity. (I prefer to save it in the IntelliTools Classroom Suite Folder. You can also save it to your desktop and move it into the Classroom Suite folder once you are certain that it will work for your student.
3. You will need to "unzip" it to be able to use it.

Using the activity:

1. Open IntelliTools Classroom Suite.
2. Click on the **Desktop folder**.
3. Click the **down arrow** in the "Look In" window and choose **Local Disk C**.
4. Click **Program Files**>Click **IntelliTools**>Click **Classroom Suite**.
5. Click on the **activity** to open it in Classroom Suite.

If you need an overlay, follow these directions to print the overlay.

1. Now you just need to make sure that you send to the color printer. Before proceeding, make sure you know the name of the color printer and make sure that you have legal sized paper in that printer.
2. Go to **File**>Click **Page Set-up**. Make sure the paper size is set to **legal**.
3. Go back to **File**>Click **Print**.
4. In the **Printer Name** scroll through the printers listed in the drop down menu until you **highlight the color printer you want to use**>Click **OK** and you're set.

Follow these directions to send the overlay.

1. Remember to "**Send Overlay**" in order for the overlay to work with the activity.
2. In Classroom Suite>click **Options**. Scroll down **to IntelliKeys** and across to **Send Overlay**.
3. Navigate to find the name of the overlay you want to use. Once you have the name highlighted, double click to put the name of the overlay in the "**File Name**" **Box**>Click **OK**.
4. In a few seconds, you should see a purple line scroll across the top of the monitor.
5. Now you are ready to use the overlay with the activity.

Created by Kay Steg 2/6/2007

For more SWAAAC Shortcut Sheets, go to www.swaaac.org, click on **Shortcut Sheets**. Would you like a Shortcut Sheet that doesn't exist? Contact the SWAAAC office at (303) 315-1278 or Christina.perkins@uchsc.edu.