

# ClassPad 101

## ClassPad 101

*for ClassPad Version 3.00+*

### **LESSON 6**

## **View, Edit and Email eActivities**

### **Welcome**

In this lesson, we will learn how to download, view and edit eActivities created by other people. eActivity, as you will see, is the most useful application in the ClassPad. You already know how to insert other applications into an eActivity. Soon you will know how to download and work with eActivities created by others.

### **Lesson Goals**

- To understand what a "Virtual ClassPad" file is
- To understand what a Windows object and context menu are
- To become comfortable using the Exchange Window
- To become comfortable downloading Virtual ClassPad files

### **In Lesson 6, you will learn how to:**

- Set up your home folder
- View eActivities in a Virtual ClassPad file
- Edit and resave eActivities
- Identify which Virtual ClassPad file is active
- Make a Virtual ClassPad file active

### **Upon completion of this lesson, you will be able to answer the following questions:**

1. What is the menu called that appears when we right click on the ClassPad Manager?
2. How do we open the Exchange Window?
3. What is the extension of a file that contains eActivities and other data?
4. How do you know which Virtual ClassPad file is active?

### **Time required**

About 60 minutes.

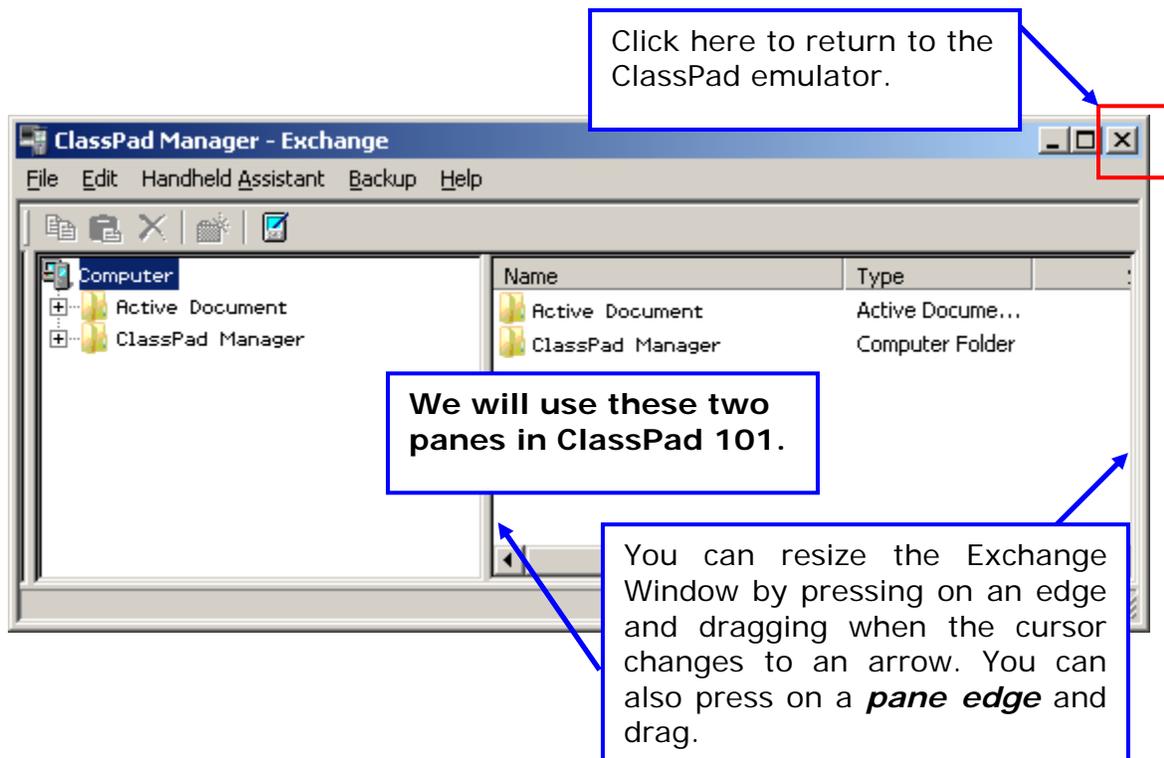
## Getting Started

We will begin with an explanation of where your current ClassPad contents are saved and how to set your “home folder”. The “home folder” will be used later in this lesson to save an important file containing premade eActivities.

### PART I

In this part, we will look at the **Exchange Window** and then set up the “home folder”.

1. **Right click** on the ClassPad Manager and select “**Exchange Window**”. A window showing two “window panes” should open:



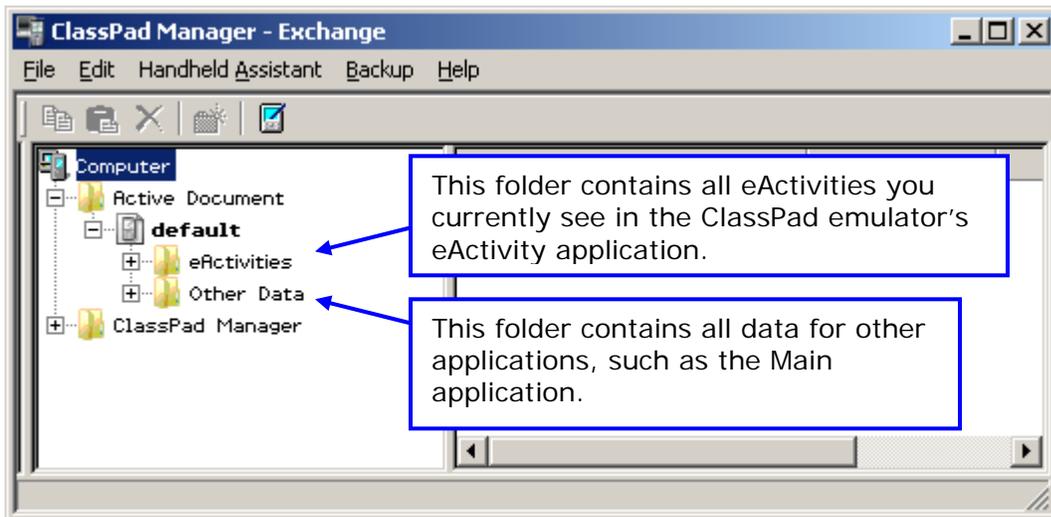
You should see **two folders** in the left window pane.

- One is named **Active Document** and contains your active ClassPad!
- The other might be named **ClassPad Manager**. This is your “home folder”.

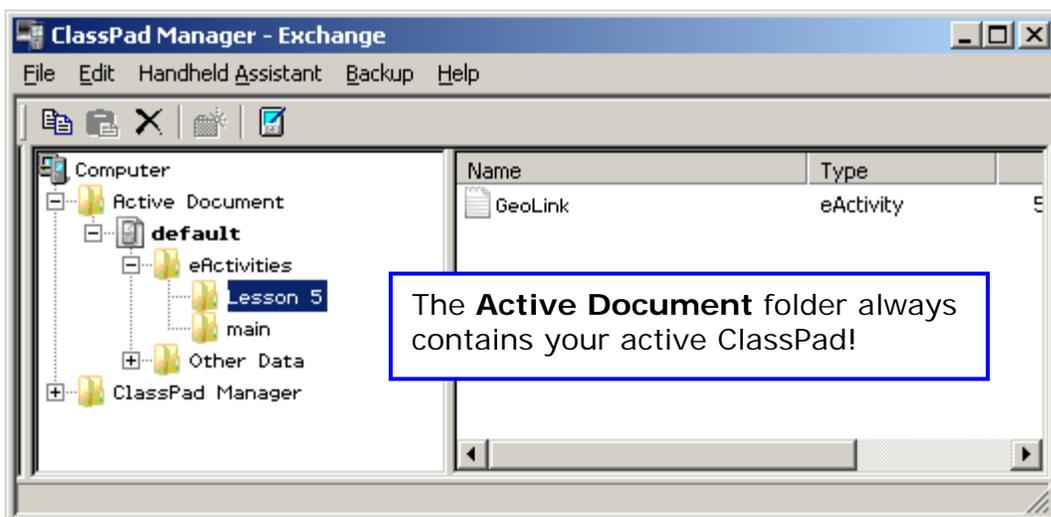
**Special Note:** Why is this called “Exchange Window”?

If we were to connect a ClassPad handheld, two additional window panes would appear on the left. We could then drag & drop data from the computer side (emulator) to the handheld or from the handheld to the computer. We can exchange data!

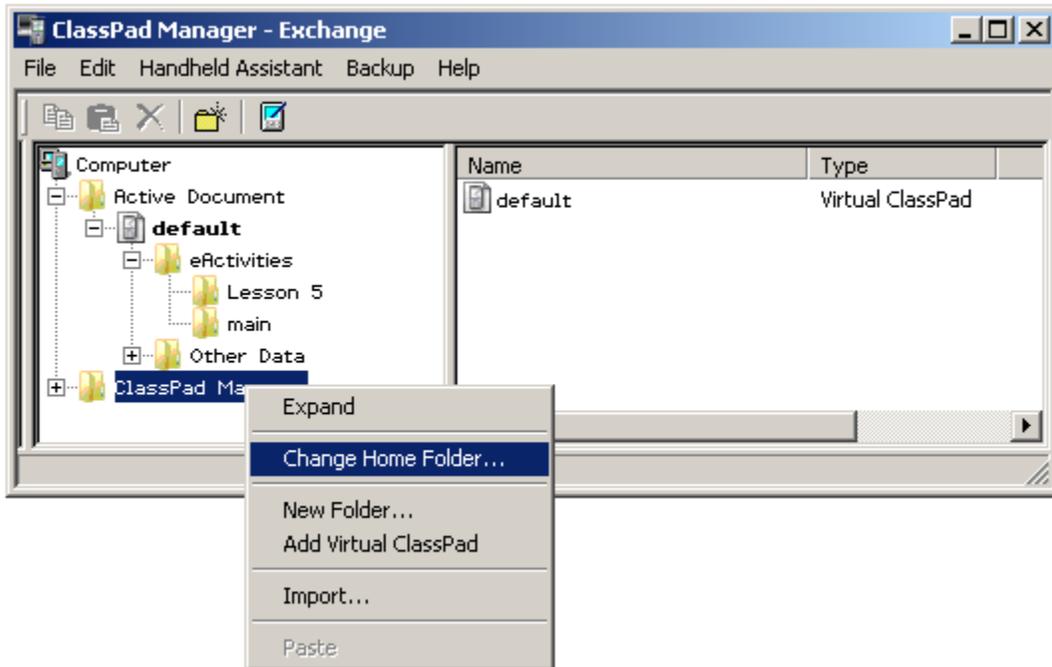
2. **Click** on the + sign in front of the **Active Document** folder. The + should change to a – sign.
3. **Click** on the + sign in front of  **default**. The + should change to a - and two folders should display.



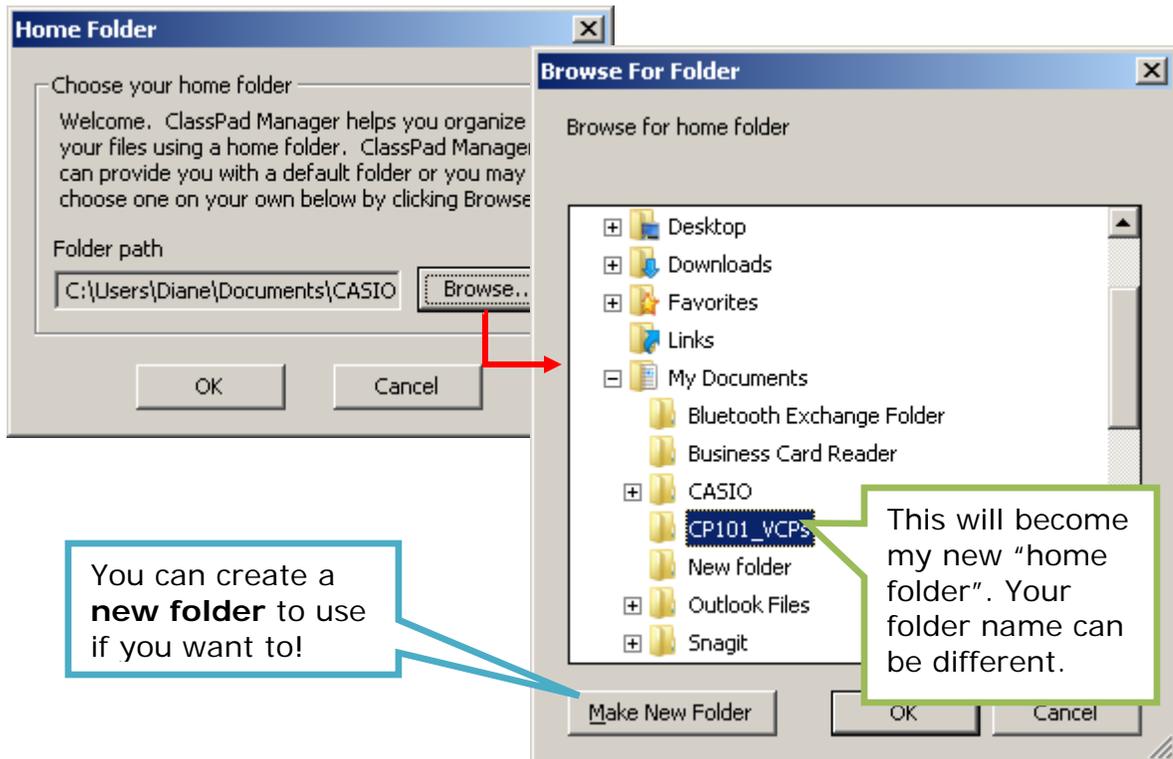
4. **Click** on the + sign in front of the **eActivities** folder. The + should change to a - and more folders should display.
5. **Click** directly on the **Lesson 5** folder. If you are using the same computer as the one you used to do Lesson 5, you will see the GeoLink eActivity. If you are on another computer, you may see nothing. This is alright; do not worry about it!



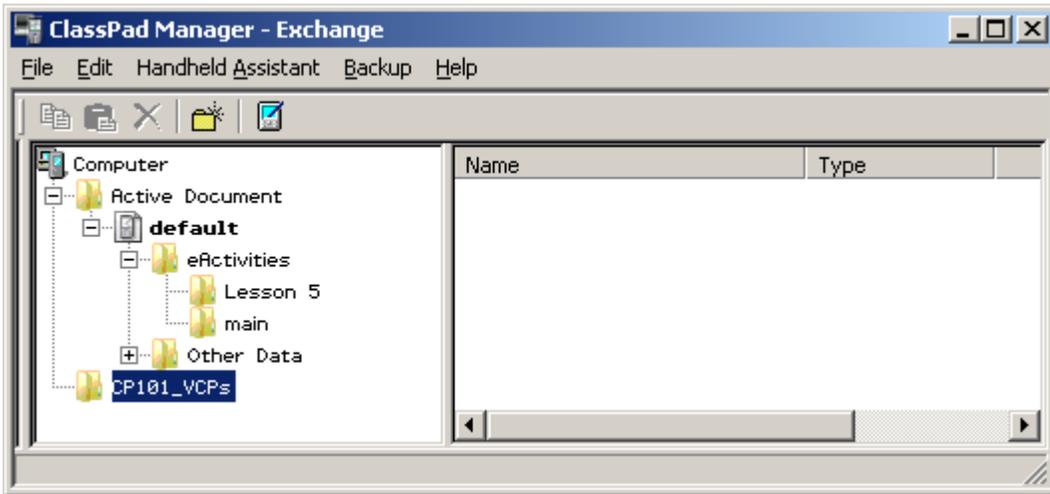
6. **Right click** on the **other folder** in the left pane (lowest one). It will be named ClassPad Manager unless you already changed it. Select **Change Home Folder...**



7. A dialog will open. Click the Browse button and locate the folder you would like to use to save ClassPad files in. **IMPORTANT:** We will use this folder again and so you need to remember where it is!

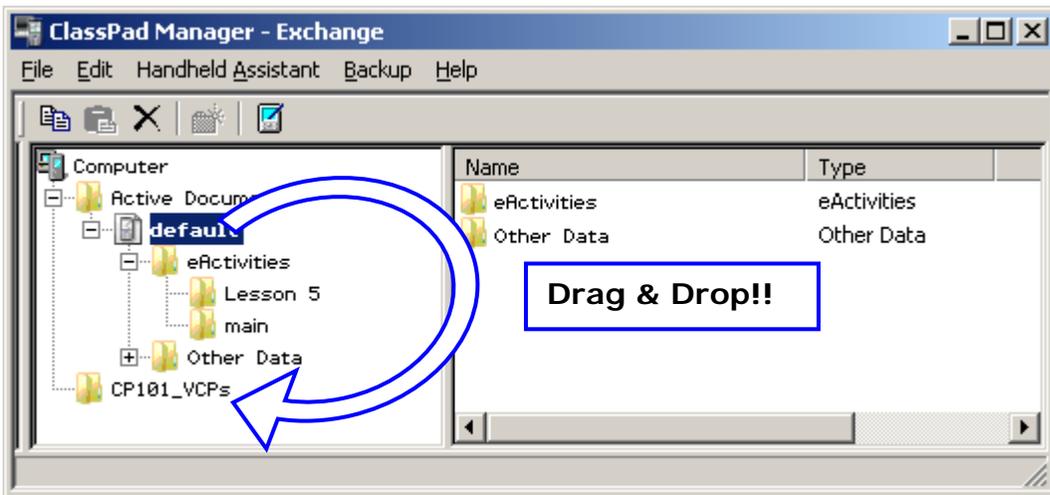


8. Click **OK** and **OK** again. You should see something similar to:



Next, we will copy the default file from the Active Document folder to the "home folder".

9. Expand the Active Document folder if you do not see **default**. Next, **press on default** and drag to your "home folder".



10. When the cursor changes from a  to a  let go.
11. Double click on your "home folder". It should contain the **default** file.
12. Click the  button in the upper right corner to close the Exchange Window and return to the ClassPad emulator.

**There are no practice exercises for Part II!** Please remember where your "home folder" is. We will use it in the very near future.

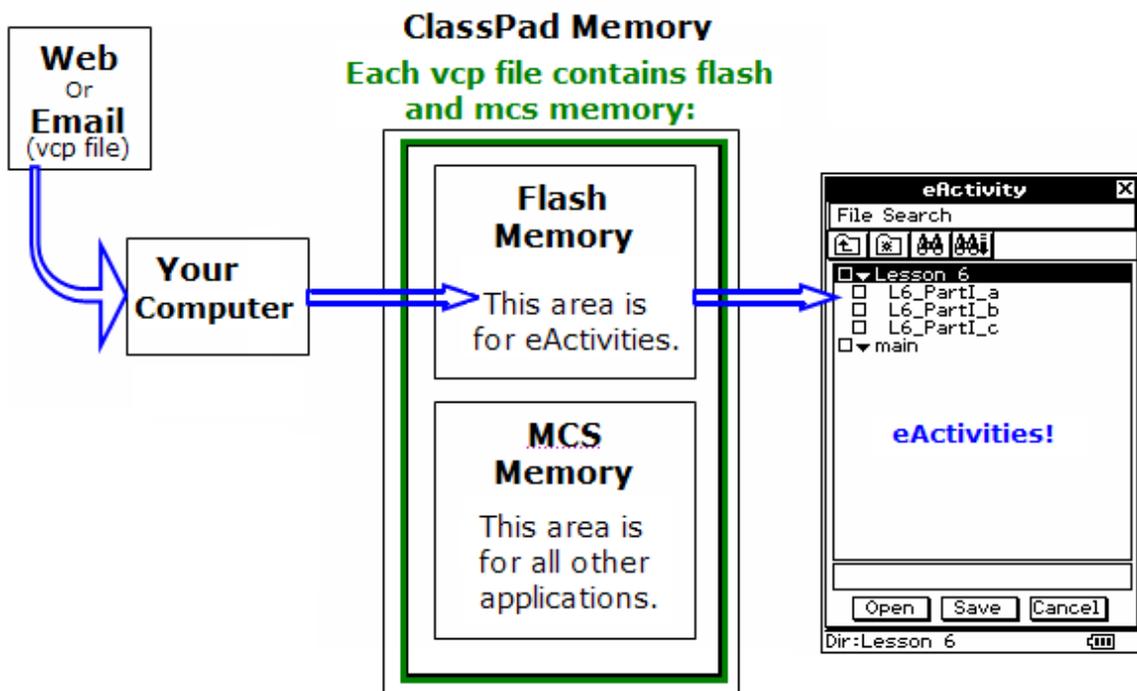
## PART II

The file you are about to download is a very special type of file, called a **Virtual ClassPad file** or **vcp file** for short. A vcp file can only be opened by the ClassPad Manager. The **default** file we just worked with is a vcp file.

Below is a general overview of the ClassPad's memory and how you view the contents of a Virtual ClassPad file (vcp file). It is almost as easy as 1 2 3!

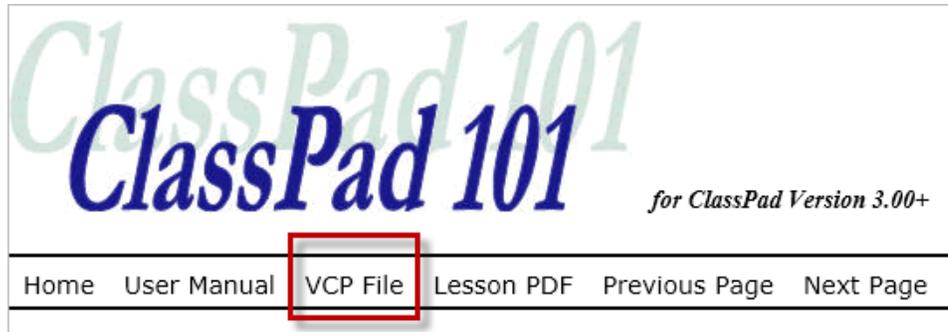
**In general, what you will do in a moment is this:**

1. Download a Virtual ClassPad file (vcp file) to your personal computer (PC) and save it to your "home folder".
2. Open the vcp file inside your ClassPad Manager to make it the "Active file". We will discuss "active files" a little later.
3. Open the eActivity application and click the  toolbar button to see the eActivities.



1. **Let's get started:** Downloading the Virtual ClassPad file (vcp file – Internet access is needed!)

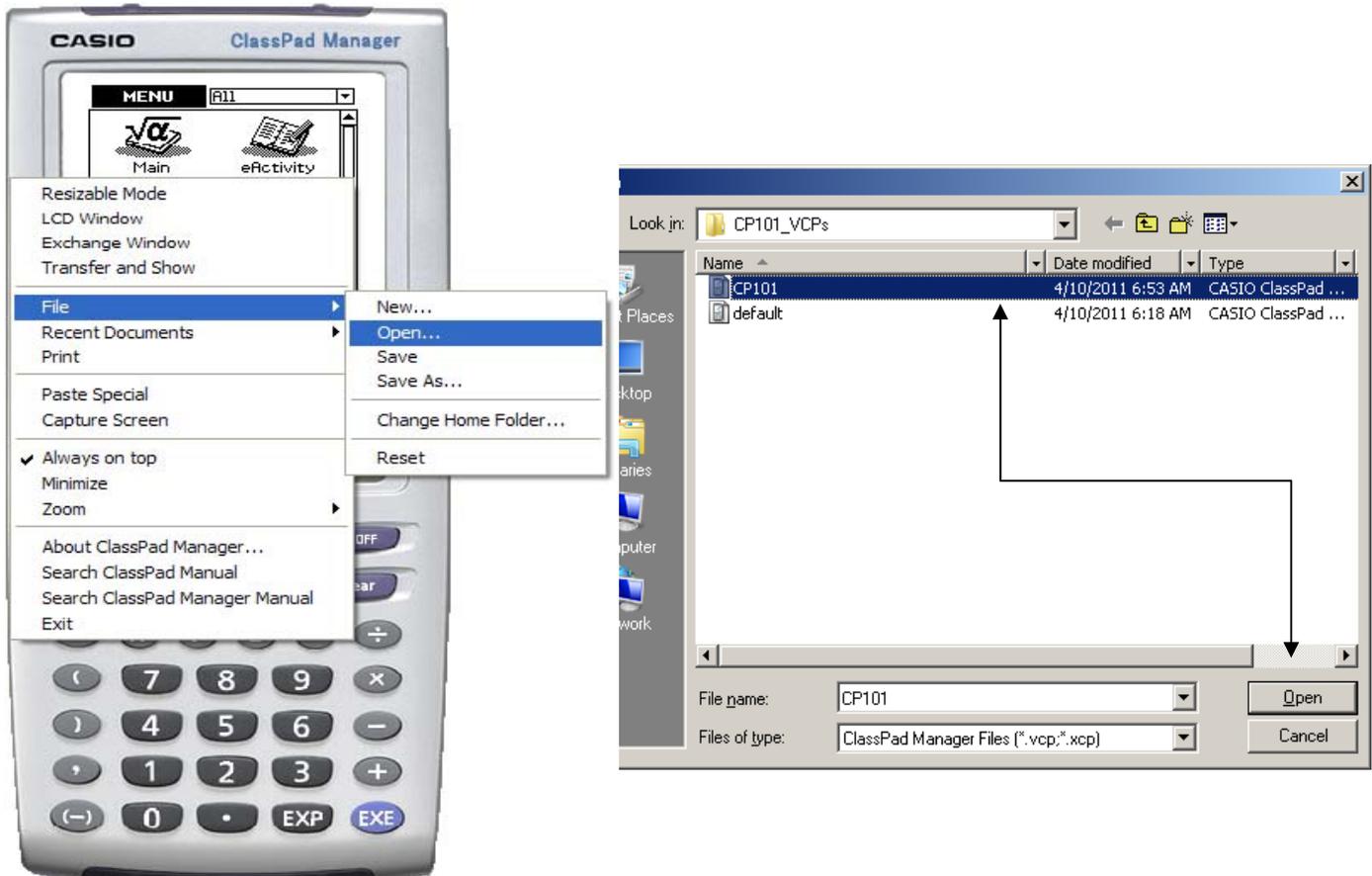
- o Go to: <http://www.classpad101.com/lessons/lesson6a.html>
- o Click on **VCP File** and choose the **Save** or **Save As...** option



- o Browse to your **home folder** and select it
- o Click **Save**

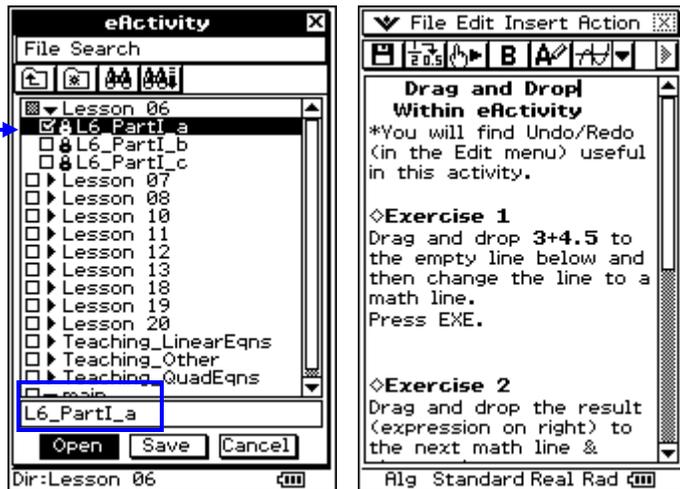
2. **Let's open it:**

- o **Right click** on your ClassPad (a "context menu" will appear)
- o Select **File** and then **Open...**
- o Browse to **CP101.vcp** file (It should be in *your home folder*)
- o Select **CP101.vcp** and click **Open**



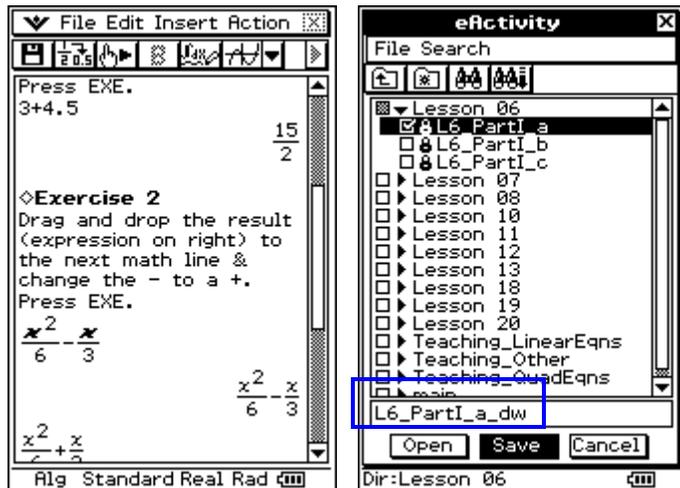
### 3. Viewing the eActivities

- Click  $\mathbb{M}$  and then  $\mathbb{A}$
- Click the  $\{$  button to quickly open the **Files dialog**
- Click the  $\uparrow$  preceding the **Lesson 06** folder (this opens the folder)
- Click on the eActivity **L6\_PartI\_a** to select it (notice the name appears in the Edit box)
- Click **Open**
- Complete this eActivity



### 4. Saving your Changes

- Click the  $\{$  button to quickly open the **Files dialog**
- Click on the eActivity **L6\_PartI\_a** to select it (notice it appears in the Edit box)
- Change the name in the Edit box by adding your initials to the end of **L6\_PartI\_a**
- Click **Save**



### 5. Terminology

#### a. Virtual ClassPad File

- o A file with the extension .vcp (“vcp” stands for “virtual ClassPad”)
- o A file that can only be opened within the ClassPad Manager or copied to a handheld ClassPad 330

#### b. Context Menu

- o A menu that appears when you right click on a Windows object
- o When you right click on the ClassPad Manager, a “context menu” appears

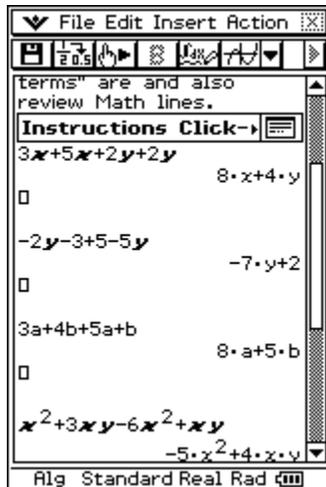
## PART II

### Practice Exercises

Before beginning the practice exercises, open a word document, type in the following information and then *save it as Lesson6 in your CASIO folder within My Documents*:

- Date: (enter today's date)
- To: (put your instructor's name here)
- From: (put your name here)
- Re: Lesson 6

1. Please open the eActivity application and clear the window.
2. Open the **L6\_PartI\_a** eActivity that you completed in step 4 (the one that ends with your initials).
3. Scroll to the very top and get a **screen capture** of your eActivity. Paste the screen capture into your Lesson6 document (under a title of PART II).
4. Scroll to the very bottom of your eActivity and get a **screen capture**. Add two spaces following the first screen capture and paste this one.
5. Open the next eActivity, **L6\_PartI\_b**.
6. Before beginning, read the eActivity quickly. Be sure to expand the strip labeled **Instructions** by clicking its  icon. When finished, click the  icon again to close the strip.
7. As you work through the eActivity, it should look like this:



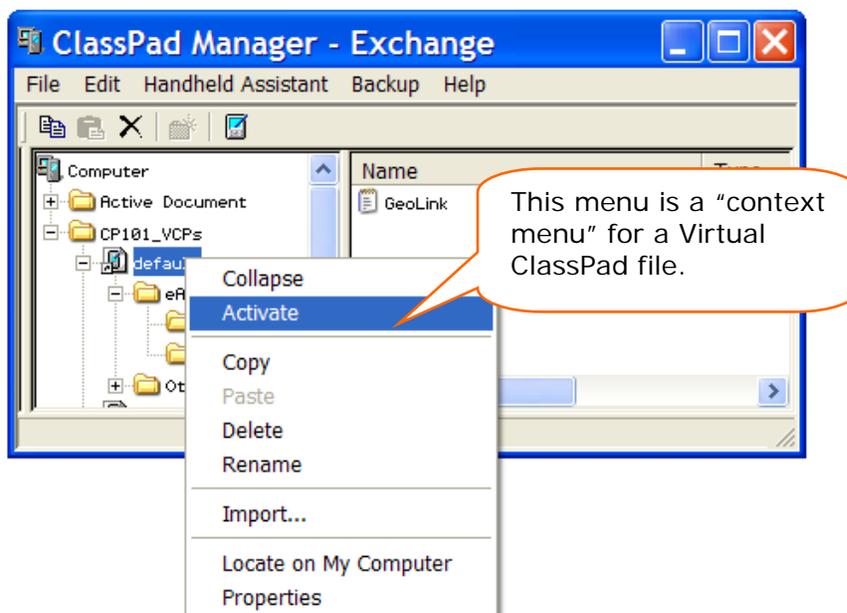
8. Complete the sentence at the bottom of the eActivity.
9. With your completed sentence showing, get a **screen capture**. Add two spaces following the second screen capture and paste this one.
10. Save your work as an eActivity named **L6\_PartI\_b**\_your initials here.

11. Open the next eActivity; the one named **L6\_PartI\_c**.
12. Before beginning, read the eActivity quickly. Be sure to expand the strip labeled **Instructions** by clicking its  icon. When finished, click the  icon again to close the strip or click the small **x** in the upper right corner.
13. As you work through the eActivity, make a note of which equations are linear (straight lines). Remember to clear the graph window after you drag and drop an equation to it. This will make it easier to see the next graph.
14. When you have typed in the answer for **exercise 1**, get a **screen capture** showing your answer. Paste it on the line following the other screen captures.
15. When you have typed in the answer for **exercise 2**, get a **screen capture** showing your answer. Add two spaces following the last screen capture and paste this one.
16. Save your work as an eActivity named **L6\_PartI\_c\_**your initials here.

### PART III

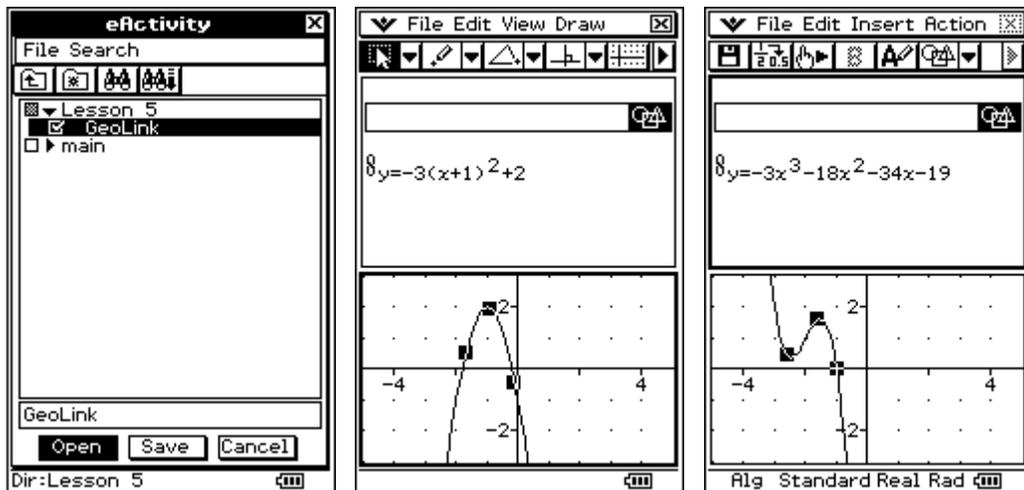
In this part, you will learn how to find eActivities that are in other vcp files and also how to activate vcp files.

1. **Right click** on the ClassPad Manager and select **“Exchange Window”**.
2. **Click** on the + sign in front of your “home folder”. The + should change to a – and, CP101 and default should show.
3. **Right click** directly on **default** and select **Activate**.



4. Notice that **default** is now **bold**. This means that we will see what it contains when we open the eActivity Files dialog.

- Close the Exchange Window by clicking on the  button in the upper right-hand corner (the ClassPad will reappear).
- Open eActivity and click the  toolbar button.
- Open your GeoLink eActivity. Note: Skip parts c-e if you are working on a different computer than the one used to complete Lesson 5.
- Expand the Geometry strip.
- Experiment with the equation you have linked to Geometry.



## PART III

### Practice Exercises

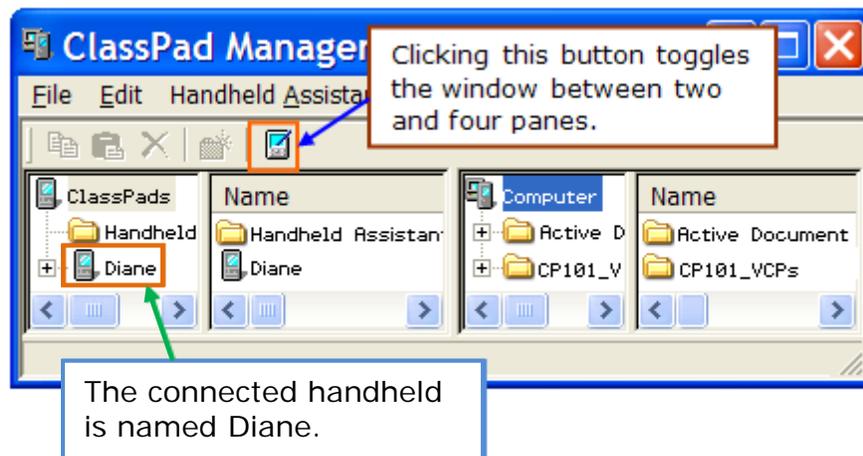
Knowing how to change from one Virtual ClassPad file to another is very useful. These practice exercises should help you become comfortable changing a vcp file to be active (so we can see its contents in eActivity).

- Please begin by opening the Exchange Window. [Hint: Right click on the ClassPad emulator.]
- Change the **CP101** Virtual ClassPad file to the active (bold) file. [Hint: Expand your "home folder" and right click on CP101.]
- Close the Exchange Window.
- Open eActivity and then the Files dialog.
- Open the Lesson 06 folder so that the eActivities show.
- Get a **screen capture** and paste it into your Lesson\_06 document (under a title of PART III).
- Next, we will learn another way to activate files.
- Right click directly on the ClassPad Manager (not Exchange Window).

9. Highlight **Recent Documents**. Notice a list of recently opened documents appears. This is useful!
10. Select **default** from the list.
11. Open eActivity and then the Files dialog.
12. Get a **screen capture**. Add two blank spaces following the first screen capture and paste this one.
13. Again, right click directly on the ClassPad Manager.
14. Highlight **Recent Documents**.
15. Select **CP101** from the list.
16. Open eActivity and then the Files dialog.
17. Get a **screen capture**. Add two blank spaces following the first screen capture and paste this one.

**Note:** We will work within the CP101 vcp file for the remainder of the course!

Quick review of the Exchange Window concept... When you get a ClassPad 330 handheld, you will be able to connect it to the computer and copy data to or from it. As soon as you connect a handheld, two additional panes appear on the left side of the Exchange Window. An icon for the connected handheld also appears.



## PART IV

## Reflection Exercises

You have just completed the sixth lesson in ClassPad 101. This was an important lesson because you learned about the Exchange Window and how to make a Virtual ClassPad file active for viewing in the ClassPad Manager emulator. Please take a few moments to copy and paste the following three questions at the end of your Lesson6 document and answer them.

1. Approximately how long did it take you to complete this lesson?
2. Do you feel as though you understand "active file"? Why or why not?
3. Did you find any part of this activity difficult to follow? If so, which part? Also, how did you overcome the difficulty?

## Assessment 6: View, Edit and Email eActivities

- **Checkpoint** : Your word processed document, titled "**Lesson6.doc**", should contain the following activities:
  1. Zero screen captures from PART I!
  2. Five screen captures from PART II.
  3. Three screen captures from PART III.
  4. Three reflection questions with answers from PART IV.
- **Submit** your **Lesson6 document** to your instructor for grading.