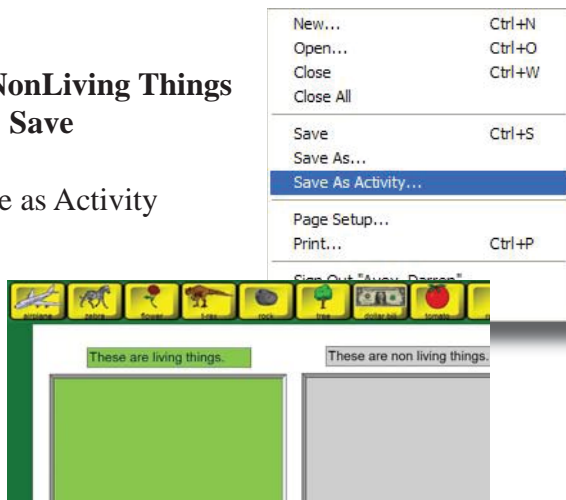


Sorting Activity (Using Living and NonLiving Things Template)

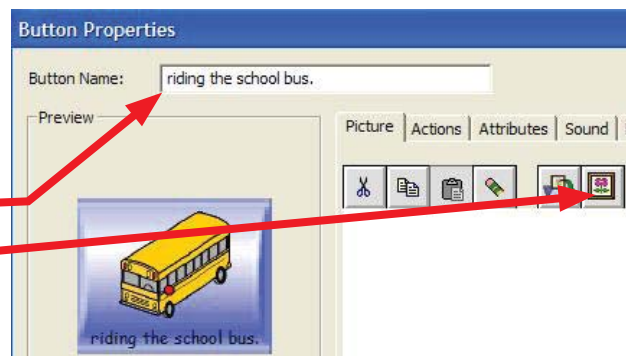
I. Open Lving & NonLiving Things Sorting Activity & Save

1. Click File – Save as Activity
2. Name activity
3. Edit activity



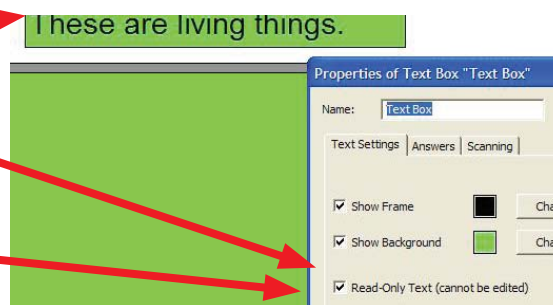
II. Edit Toolbar and Make Button Changes Change Names on Content Inserted by buttons

1. Control – Click on button
2. Change button name text
3. Click picture frame to bring up picture library
4. Choose new picture
5. Click insert
6. Click OK



III. Change the Category above each sorting bin

1. Control – click on text box
2. Uncheck **Read Only**
3. Click **OK**
4. Change text (Things that are round)
5. Control – click on text box
6. Check **Read Only**
7. Click **OK**
8. Repeat for second text box



IV. Changing Sorting Bin

1. Control – click on
2. Click answers tab
3. Add correct answers separated by semicolon
4. Add incorrect answers separated by semicolon
5. Click **OK**

