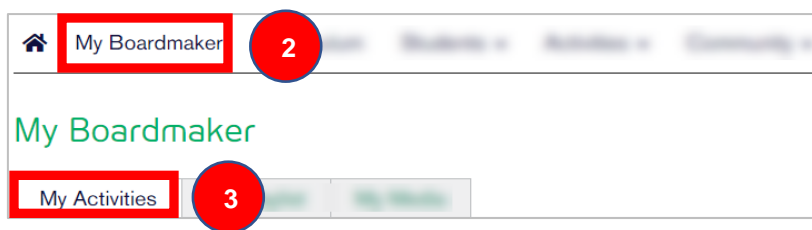


Manage Activities - Print, Assign, Add to Playlist, Add to Folders and Delete: Quick Guide

Each activity you create using the Boardmaker 7 editor is automatically saved in the cloud at myBoardmaker.com. Activities added from the Boardmaker Community are also stored in My Boardmaker. From the website, subscribers can not only print, but also assign activities to students, add activities to playlists, and organize activities into folders. This quick guide gives directions on how to access cloud stored activities, print activities, assign activities to students, use the playlist feature, and add activities to folders.

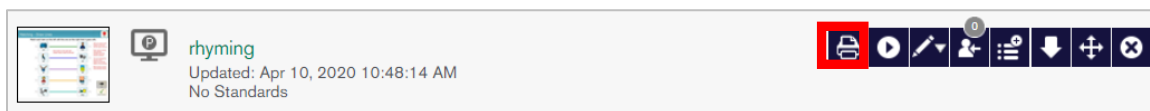
Access Cloud Stored Activities

1. Log onto **myBoardmaker.com**.
2. From the main menu bar, select **My Boardmaker**. Activities that are created in the editor or added from the community are stored in the **My Activities** tab.



Print Activities

1. Select the **Print** tool on the toolbar to the right of the activity.

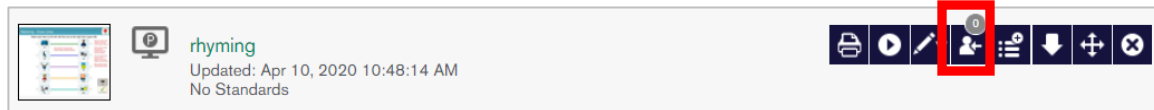


2. A PDF version of the activity will generate in a new tab on your browser.

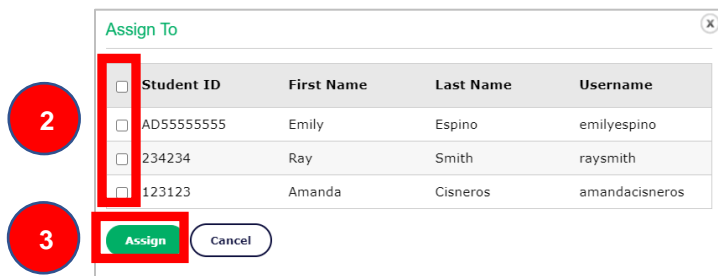
Assign Activities to Students

Once student accounts are created by an instructor or an administrator, it is important to assign activities to students. Assigned activities enable data to be collected, and allow students to access the activity from anywhere through the Boardmaker 7 Student Center App.

1. Select the **Assign Activity tool** on the toolbar beside the activity to be assigned.



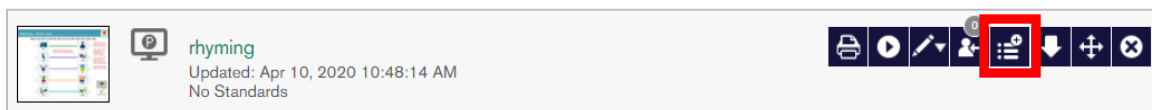
2. The student roster will open. Select the box next to the student(s) that will be assigned the activity.
3. Select **Assign**. A copy of the activity is placed in the student's assignment list and can be accessed in My Classroom View or the Boardmaker 7 Student Center.



Add and Organize Activities in a Playlist

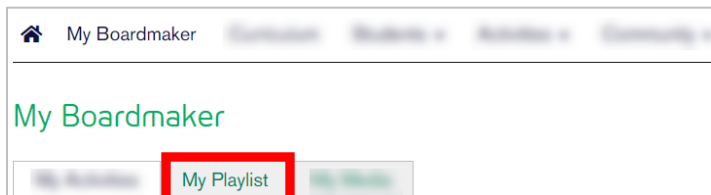
Add to a Playlist

1. To put a copy of an activity or activity set in a playlist, select the **Add to Playlist** tool next to the activity.

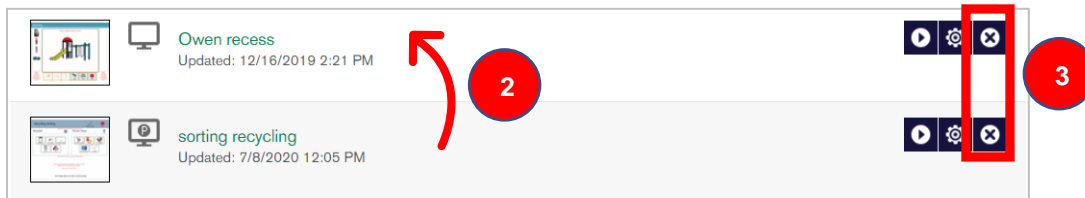


Edit a Playlist

1. Select the **MyPlaylist** tab.



2. Drag and drop to change the order of activities.
3. Select the **Delete tool** next to the activity to delete it from the playlist.
NOTE: This does not delete the activity from the account.

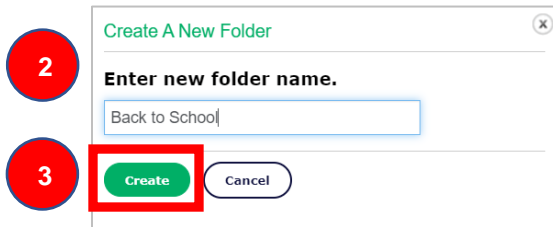


Create Folders and Add Activities

Use of a folder allows an instructor to group like materials. For example, an instructor might group all their “back to school” activities in a folder so it is easy to find back to school activities at the beginning of each school year. It is also possible to show folders first in My Activities and to access folders in the Boardmaker 7 installed editor.

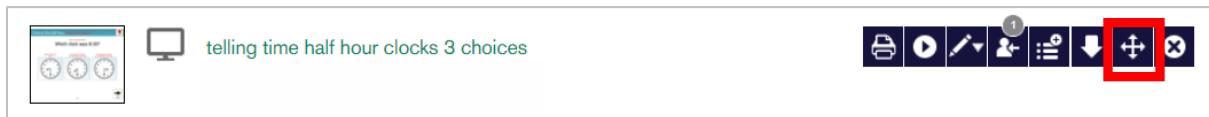
Create a Folder

1. In the **My Activities Tab**, select **Create Folder**.
2. Name the folder.
3. Select **Create**.

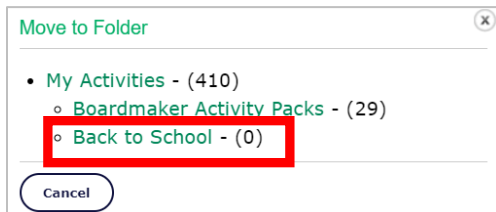


Add Activities to a Folder

1. Select the **Move activity to folder tool** for the activity you wish to move.



2. Select the folder that will hold the activity from the list in the pop-up window.



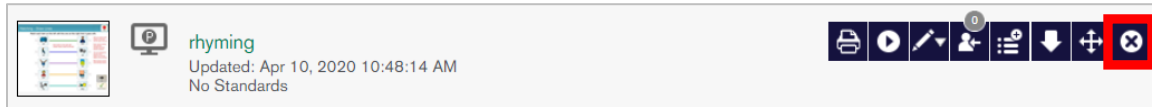
NOTE: The activity will now live in the selected folder. Open the folder to find the activity, play, assign to students or further manage the activity.

Delete Activities

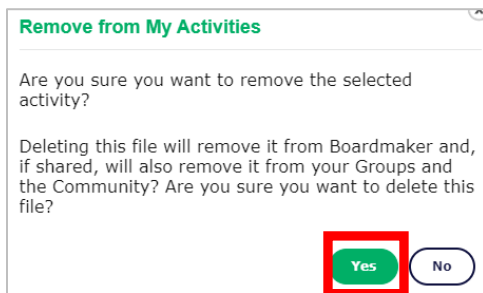
If you no longer need an activity, you can delete it. **Deleting the activity will delete it from myBoardmaker.com, the installed Boardmaker editor, and your computer.** If you wish to keep a copy of the activity on your computer, save a copy to a different folder on your computer before deleting it.

Delete an Activity

1. To permanently delete an activity from your account, select the **Delete** tool on the tool bar.



2. Read the popup text. If you still want to delete the activity, select **Yes**.



NOTE: Deleting an activity will also delete the activity in the Boardmaker editor and remove the activity from your computer. If you wish to keep a copy of the activity on your computer, save a copy to a different folder on your computer before deleting it.