



StudyMate fact sheet

Definition

StudyMate Author 2.0 lets instructors create Flash-based activities and games using simple templates.

Ten activities

Fact Cards - could be used at the end of a session when a student is done with the content, as a summary of that content.

Fact Cards Plus - will incorporate all the topics you have covered into one activity and the student can then select which topic they want to view.

Flash Cards - activity where a definition is displayed and then the student has to guess the answer. To get the answer, they click on a button to flip the card and then the answer is displayed. Could be used for self-assessment before they actually take a test.

Pick a Letter - Like hang man

Fill in the Blank - To complete an empty space in a sentence. Spelling is important.

Matching - A very nice activity where the matching pairs are displayed in blocks.

Crosswords - a crossword puzzle

Quiz - like a test

Challenge - Two students can challenge each other and take turns to answer a question.

Glossary - To see if the student understands the terminology. Could also be used for abbreviations.

Three templates

No Answer - A fact, phrase, or statement that doesn't require an associated answer. For example: Johannes Gutenberg invented the movable type printing press.

One Answer - A question or definition that has a specific answer or term associated with it. For example:

Who was the inventor of the movable type printing press?

Johannes Gutenberg

Multiple Choice - A question followed by a set of answer choices (only one being correct). For example:

Who invented the movable type printing press?

- a. Galileo
- b. Sir John Ambrose
- c. Johannes Gutenberg
- d. Thomas Edison



REMEMBER

Items contained in one StudyMate template (eg. One Answer) can be used to generate a variety of activities (eg. Flash Cards, Pick a Letter, Glossary, etc.). A Flash activity created by StudyMate can only use items from one of the three templates. This approach differs from an assessment where different question types can appear in the same assessment (within the Quiz tool in clickUP).



Send an e-mail to e-support@up.ac.za to create a login for you on the server otherwise you will not be able to publish the StudyMate activities.

There are 4 Tabs. Each is discussed in turn below:

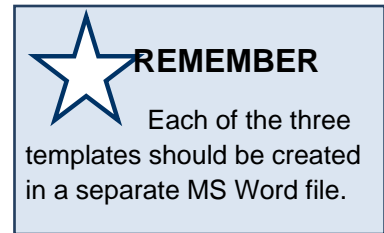


1. Prepare the MS Word file to be imported into StudyMate

Format the MS Word file according to the template that you will import it into, i.e.:

No Answer – This comprises a list of facts. This category will create the Fact Cards and Fact Cards Plus activities. Add the fact then 2 blank lines before you add the next fact.

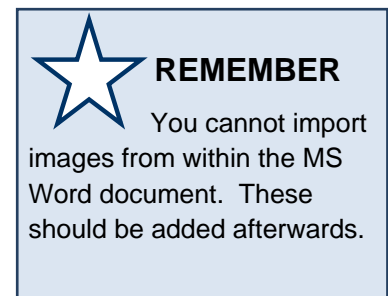
<fact1>
<blank line1>
<blank line 2>
<fact2>



One Answer – For this category, a glossary of terms are created.

StudyMate then uses this information to create 6 types of activities, i.e. Flash Cards, Pick a Letter, Fill in the Blank, Matching, Crosswords and Glossary. Therefore the glossary term comes on the first line, then the definition of the term and then you have to add 2 blank lines before you add the glossary term, e.g.

<term1>
<definition1>
<blank line1>
<blank line 2>
<term2>
<definition2>



Multiple Choice

See the additional two pages with this formatting.

Special formatting

If you want to add topics or a difficulty levels for activities, look at the additional two pages with this formatting. The topic settings are important for the Fact Cards Plus activity.

2. Import the MS Word file(s)

- On the **Start** tab, select the **Import Wizard** option.
- Select the **MS Word** option.
- Click **Next** to continue.
- Select the template (see above) which has been created in the MS Word document.
- Click **Next** to continue.
- The formatting for the selected template of the MS Word document is displayed. Click **Next** to continue.
- Click on the **Browse** button to browse to and select the MS Word file that you created.
- You can either append the items to a previous set of questions (saved in a file) that you have imported or created OR you can create a new file in which to save these questions.
- If you want to create a specific title for each question, select the tick box in front of the option "Use stem plus item number ...". If you don't select this option, StudyMate will use the first few characters of the glossary term to create a title.
- Click on the **Preview** button to import the questions.
- If there are any formatting problems with the file that you imported, these will be displayed in the empty window below.
- Click on the **Finish** button to save the file.

3. Add additional elements (images / formulas / bold) to questions

- On the **Start** tab, select the **Open** option to open the file which you imported. (If the file was already open, you could select the **Edit** tab.)
- Select the question that you want to edit.
- Click on the Modify button.
- Use the toolbar at the top to include the additional elements



To delete an image, web link or audio file, put the cursor on that image and click again on the media element on the toolbar. It will ask you if you want to replace it with a new image or if you want to delete it.

4. Settings

The **Settings** tab allows you to add specific settings for each activity. Read the screen and change the settings to accomplish your outcomes.

5. Preview the Questions

On the **Preview and Publish** tab you will be able to view the different activities that can be created from this template.


No Answer template will create Fact card and Fact card+ activities using the data provided.

One Answer template will automatically create Flash cards, Pick a Letter, Fill in the blank, Matching, Crosswords and Glossary activities using the data provided.

Multiple Choice template will create Quiz and Challenge activities.

6. Publish the Questions to clickUP

- Select the option to publish to a Course Management System.
- From the drop-down list select the option **WebCT 6 – 8 / Vista 4 – 8**.
- Click the **Next** button.
- Select the type of publishing:
 - Standard if it will be activities that do not require a score (e.g. for self study).
 - SCORM when you want the activity to be graded.

**REMEMBER**

Depending on which option you select here, you will get different options to select. Read the screen carefully and set it up the way you require it to work.

If it is the first time that you are publishing questions to clickUP from StudyMate, you would first have to set up the server. This is a once-off setup:

- Select on the drop-down list **Add new server**.
- Add this URL in the place where you have to copy the address of your learning management system: <https://elearn.up.ac.za/webct/logonDisplay.dowebct>
- Press the **Extract** button.
- Press the **Institution** button to retrieve a list of the Institutions. Select the one that says UNIVERSITY OF PRETORIA.
- Add a description (e.g. clickUP login)
- Enter your username and password.
- Select the tick box to remember your username and password.
- Click on the **OK** button.
- Click on the **Next** button.
- Choose the module code that you want to publish these activities to, by clicking on the drop-down list and select your course code.
- Choose where you want this to be displayed – in a Folder or in a Learning module (something that has been created already).
- Read the screen and add the information as required to be displayed.
- Click on the **Finish** button when the StudyMate activities have been published.

(Resource: <http://www.respondus.com>)

GET HELP HERE: <http://www.click.up.ac.za> | INSTALL JAVA: <http://www.click.up.ac.za/java.htm> | 27/08/2007

Format Requirements for Importing "Multiple Choice" Files

StudyMate can import multiple choice questions from a MS Word document (.doc), a rich-text file (.rtf), or a text file (.txt). The .doc and .rtf files cannot contain images or embedded objects, such as tables. (If a StudyMate warning indicates that the document being imported contains images or embedded objects, the easiest way to strip these items is to save the file to .txt format.)

Multiple Choice items must be organized in the "Standard Format" before it can be imported. The Standard Format for multiple choice questions has *required elements* and *optional elements*, each of which is described next.

"Standard Format" for Multiple Choice Imports: *Required Elements*

Each question must begin with a *question number*, followed by either a period "." or a parentheses ")".

Example: **3)**

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The *question wording* must follow the question number. (Note: at least one space should be between the question number and the question wording.)

Example: **3) Who determined the exact speed of light?**

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Each *answer* must begin with a letter (A-J) followed by a period "." or a parentheses ")".

Example: **3) Who determined the exact speed of light?**

- a. Albert Einstein**
- b. Albert Michelson**
- c. Thomas Edison**
- d. Guglielmo Marconi**

"Standard Format" for Multiple Choice Imports: *Optional Elements*

A *Title* can be imported with each multiple choice question. If a title is not provided for a question, the first set of characters of the question wording will be used as the question title in StudyMate. Titles must be placed at the beginning of a question and begin with "Title:" followed by the actual text for the title. If the title exceeds 20 characters, the remaining characters will be dropped during the import.

Example: **Title: Speed of Light**

3) Who determined the exact speed of light?

- a. Albert Einstein**
- b. Albert Michelson**
- c. Thomas Edison**
- d. Guglielmo Marconi**

The correct answer for a multiple choice question can be indicated in two ways. First, you may place an asterisk (*) directly in front of the answer choice (do **not** put a space between the asterisk and the answer choice).

Example: **Title: Speed of Light**

3) Who determined the exact speed of light?

- a. Albert Einstein**

- *b) Albert Michelson**
- c) Thomas Edison**
- d. Guglielmo Marconi**

The second option is to place a list of correct answers at the end of the file. The list must begin with the word "Answers:" and must be positioned at the end of the file.

Example: **Answers:**

- 1. A**
- 2. C**
- 3. B**

Note that only letters "A-J" should be used to indicate a correct answer since StudyMate activities only support a maximum of 10 answer choices per question. Also note that any text that appears after the answer list will be ignored.

If neither of the above methods is used to specify a correct answer, StudyMate will automatically select the letter "A" as the correct answer. You will be warned if a question does not have a correct answer specified for it prior to completing the import.

Answer "Feedback" can be imported with multiple choice questions by placing the feedback immediately after the question wording and beginning the line with the @ symbol. (Note: There must be at least one space between the @ symbol and the feedback text.)

Example: **Title: Speed of Light**

3) Who determined the exact speed of light?

@ Albert Michelson was the first American to win the Nobel Prize in Physics (1907) for his measurements of the speed of light. His experiments laid the groundwork for Einstein's Theory of Relativity.

- a. Albert Einstein**
- *b) Albert Michelson**
- c) Thomas Edison**
- d. Guglielmo Marconi**

The "Topic" and "Difficulty" level of *Multiple Choice* questions can also be specified in a file prior to the import. This is explained in the section [Importing a Topic or a Difficulty Level](#).

Related Topics:

[Format Requirements for Importing "No Answer" Items](#)

[Format Requirements for Importing "One Answer" Items](#)

Importing a Topic or a Difficulty Level

The "Topic" and "Difficulty" level of a [Multiple Choice](#), [One Answer](#), or [No Answer](#) item can be specified in a file prior to importing it. To assign a topic to multiple items in a file, place the following tags before and after the items, respectively:

TOPIC: <enter topic name here>

TOPICEND:

For example, to place the following two questions into a topic called "Scientists" the following formatting would be used:

TOPIC: Scientists

3) Who determined the exact speed of light?

a. Albert Einstein

***b. Albert Michelson**

4) Who formulated the General Theory of Relativity?

***a. Albert Einstein**

b. Albert Michaelson

TOPICEND:

If you prefer to designate a topic for each item being imported, it isn't necessary to include the "TOPICEND:" tag after each question. For example, the following formatting is acceptable where a different topic is being assigned to both items:

TOPIC: Michelson

3) Who determined the exact speed of light?

a. Albert Einstein

***b. Albert Michelson**

TOPIC: Einstein

4) Who formulated the General Theory of Relativity?

***a. Albert Einstein**

b. Albert Michaelson

TOPICEND:

Just remember to include a "TOPICEND:" tag any time you don't want the topic to be attributed to subsequent questions or items.

A similar approach can be used to designate a 1-5 difficulty level (1=low, 5=high) for items being imported.

DIFFICULTY: <enter a number between 1 and 5>

DIFFICULTYEND:

For example, to assign the difficulty level of two questions to "3" the following formatting would be used:

DIFFICULTY: 3

3) Who determined the exact speed of light?

a. Albert Einstein

***b. Albert Michelson**

4) Who formulated the General Theory of Relativity?

***a. Albert Einstein**

b. Albert Michaelson

DIFFICULTYEND:

If you prefer to designate a difficulty level for each item being imported, it isn't necessary to include the "DIFFICULTYEND:" tag after each question. For example, the following formatting is acceptable where a different difficulty level is being assigned to both items:

DIFFICULTY: 5

3) Who determined the exact speed of light?

a. Albert Einstein

***b. Albert Michelson**

DIFFICULTY: 3

4) Who formulated the General Theory of Relativity?

***a. Albert Einstein**

b. Albert Michaelson

DIFFICULTYEND:

However, remember to include a "DIFFICULTYEND:" tag any time you don't want the difficulty level to be attributed to subsequent questions or items.

One final note about the Topic and Difficulty tags. If you are importing a WebCT glossary file, only one topic and/or difficulty level can be specified in the file. In addition, the first tag must appear at the top of the text file.