



How to Import Downloaded Activities into Classroom Suite

IF THE ACTIVITIES ARE ON A CD

1. Insert the CD that holds the activities.
2. Open Classroom Suite (icon on desktop)
3. Sign in as administrator (password administrator)
4. Click on the Activities tab on the left hand side.
5. On the desktop, you should see on the right a list of options – among them is a button called IMPORT. Click on this button.
6. Point the window that pops up to the My Computer, then the D: drive to locate the files you want to import.
7. Click on the activity that you want to import (the one with the icon not a folder)
8. If it asks you if you want to replace the overlays, select Do Not Replace.
9. When it is finished importing, click ok. The folder with your activity will then appear.
10. Click on the folder, open the activity, and start learning!

IF THE ACTIVITIES ARE ON THE DESKTOP START HERE:

(Downloaded from the exchange)

1. Make sure you know where they are on your computer, then open Classroom Suite (icon on desktop)
2. Sign in as administrator (password administrator)
3. Click on the Activities tab on the left hand side.
4. On the desktop, you should see on the right a list of options – among them is a button called IMPORT. Click on this button.
5. Point the window that pops up to your desktop and click on the folder where the files you drag from the CD there are.
6. Click on the activity that you want to import (the one with the icon not a folder)
7. If it asks you if you want to replace the overlays, select Do Not Replace.
8. When it is finished importing, click ok. The folder with your activity will then appear.
14. Click on the folder, open the activity, and start learning!

Repeat for other activities as needed.

Please feel free to email me at werned@sbac.edu if you have questions!

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