TeachEasy User Manual

TeachEasy

ΣΟΦΙΑ

SOFTWARE SOLUTIONS

SOFIA

Download

TeachEasy is currently only available for Windows PC. You can download TeachEasy from our website: sofiasoftware.github.io/

Unzip the file and move the application to a suitable folder. Double click on the program to run.

TeachEasy How To...

Creating a Lesson

Once the program has been opened, to create a lesson select **File** > **New** from the menu bar. This will display the following window:
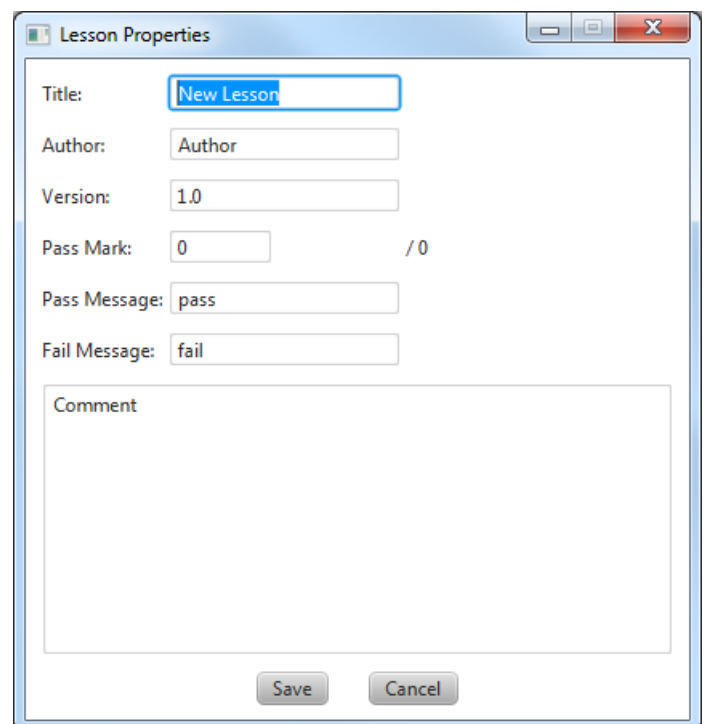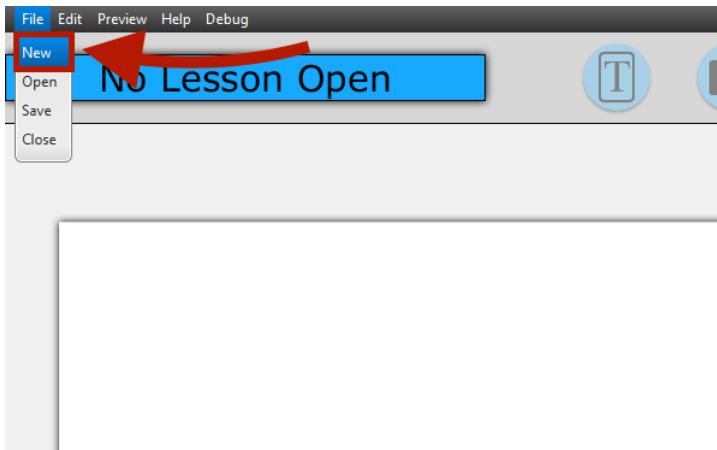
Here you can enter the following credentials:

Title	:	The title of your lesson
Author	:	Who wrote the lesson
Version	:	Version of the lesson if you are creating future versions
Pass Mark	:	Set the minimum number of marks the student must gain in order to pass
Pass Message	:	Leaves a message for the student on their certificate if they pass
Fail Message	:	Leaves a message for the student on their certificate if they fail
Comment	:	Comments can be left to describe what the lesson contains

Now press the **Save** button to close the window to start creating your lesson.

Saving a Lesson

To save the lesson you are working on, navigate to the menu bar and select **File > Save**. This will bring up a file searcher window. Locate the appropriate folder, name your file and press save.

Opening a Lesson

To open a lesson, navigate to the menu bar and select **File > Open**. This will bring up a file searcher window. Locate your lesson, select and press open.

Inserting Elements

The following sections show you how to add elements you may require to create your lesson.

Templates

For a quick start, you can insert a template. To do this, navigate to the menu bar and select **Edit > New Page From Template...** and pick from one of the selections. This will insert a template as a new page.
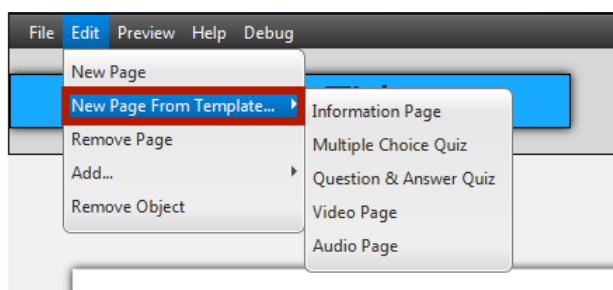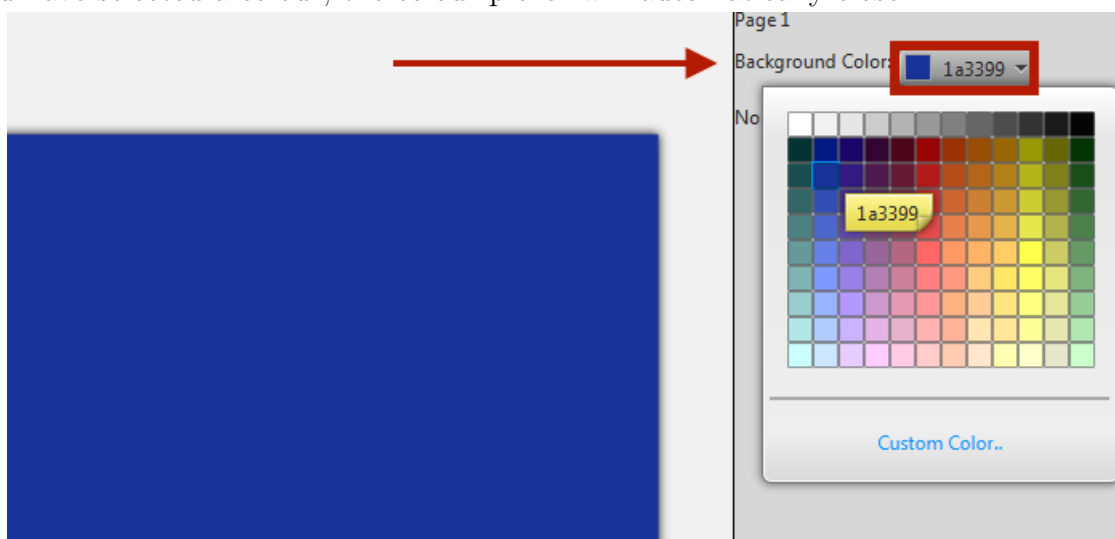

Page

To insert a blank page, navigate to the menu bar and select **Edit > New Page**. To remove a page, select 'Remove Page' in the same menu.

Background

The background colour can be changed by using the 'Background Colour' colour picker on the right. Once you have selected a colour, the colour picker will automatically close.
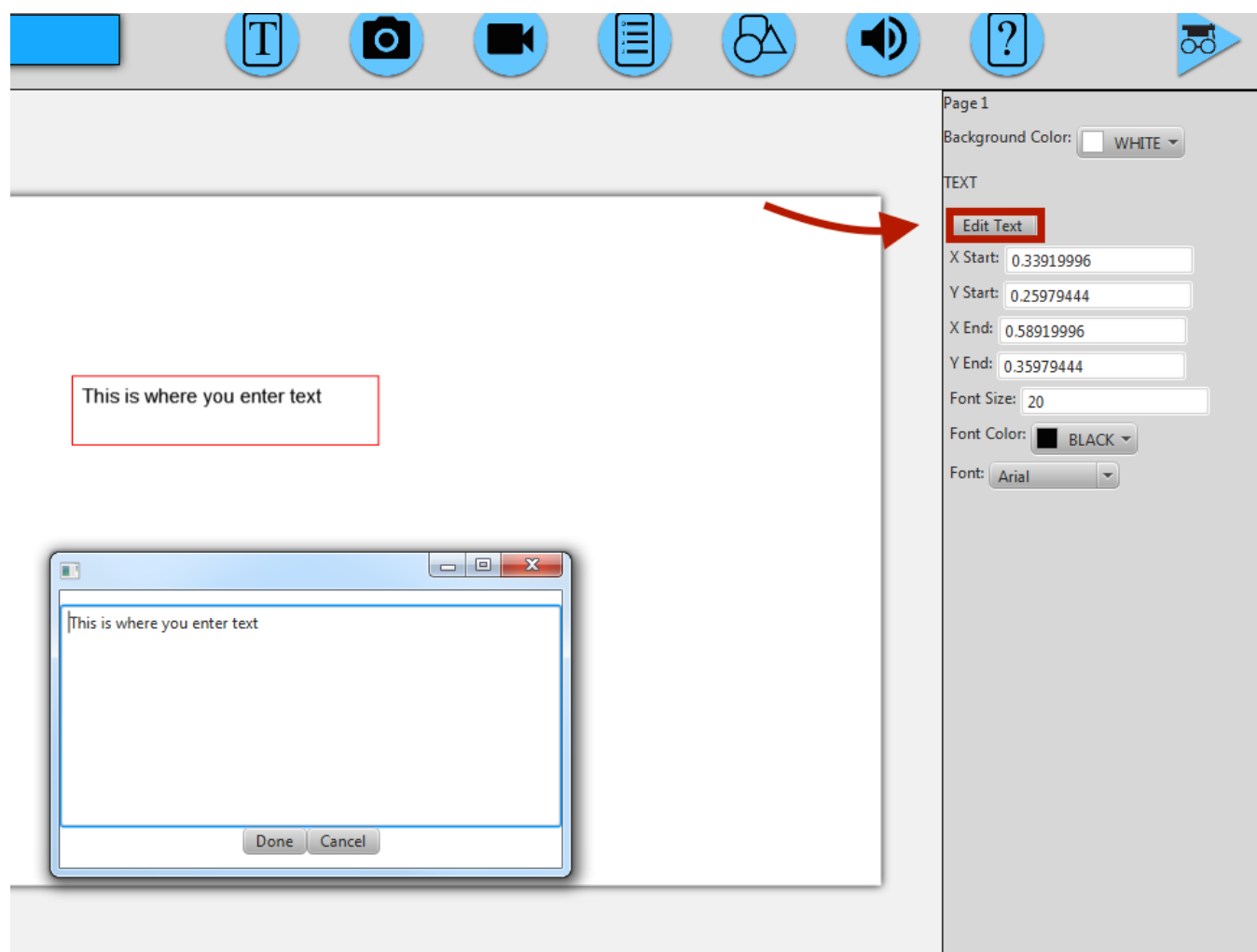
Elements

The following buttons can be found at the top of the page in the Elements Pane and used to insert the appropriate element:

Text: Image: Video:

Multiple Choice: Graphics: Audio:

Question Box:
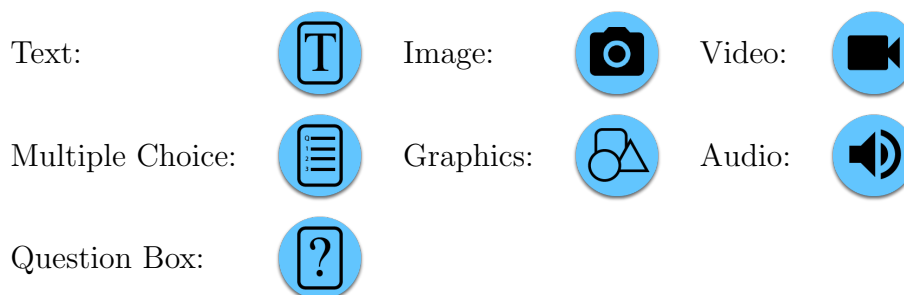
Text

Use the button to insert a text box. To edit the text, select the '**Edit Text**' button in the properties pane on the right hand side. Enter the desired text and hit 'Done'

Colour

To change the colour of the text, select the '**Font Colour**' drop down menu to bring up the colour picker. Once you select a color the color picker will automatically close.

Font

To change font, select the '**Font**' drop down menu to display a selection of fonts. Once you have selected a font the menu will close automatically. You can then cycle through the fonts using the up and down arrow keys
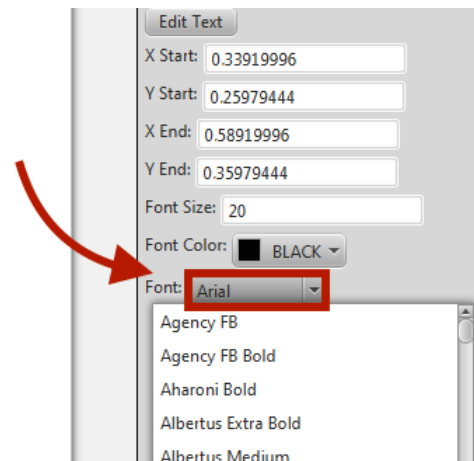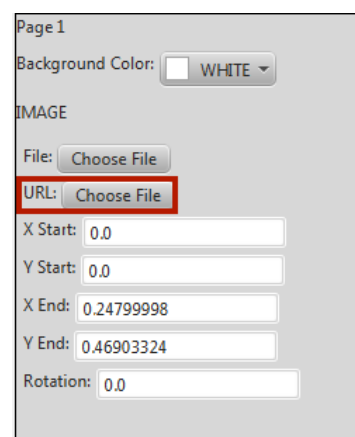
Image

Insert

Use the ⬛ button to add an image. This will open a file navigator window where the user can locate an image and press 'Open'.

URL Import

Import an image from online by selecting the '**URL**' button and entering the URL of the image you would like to import.
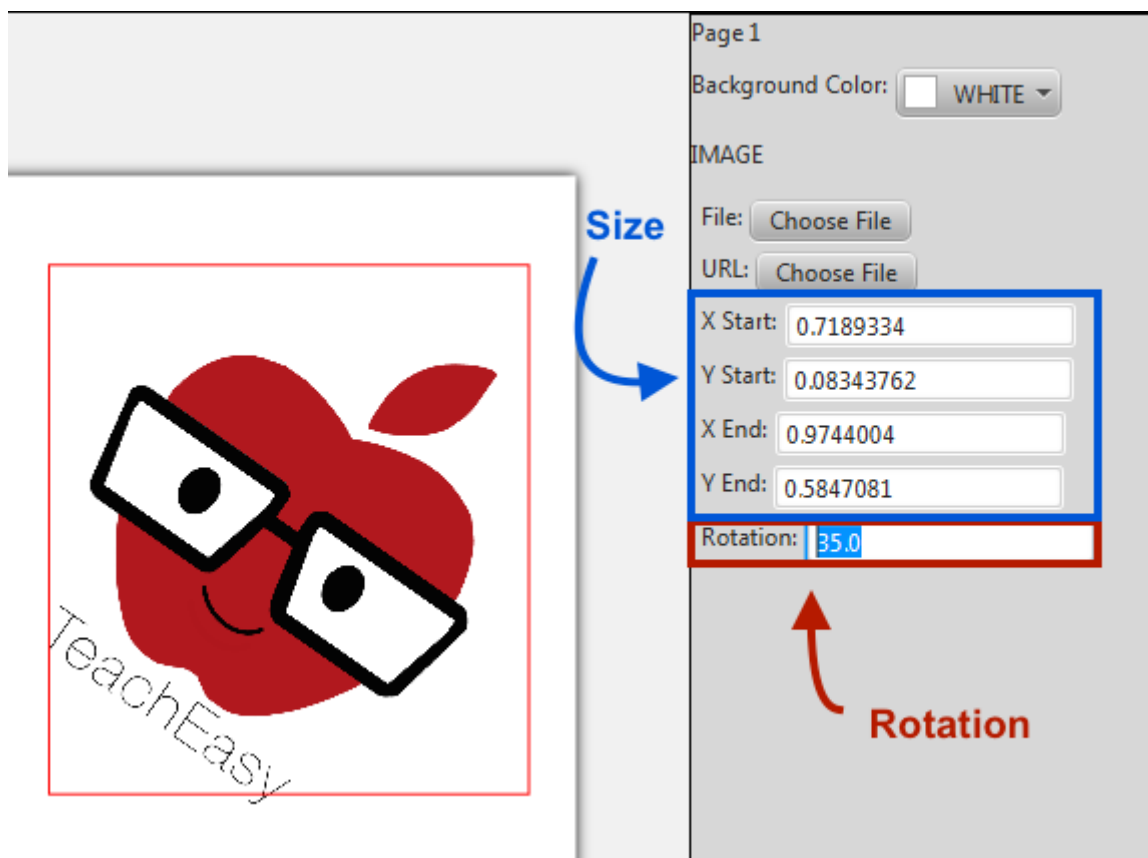
Rotate

Images can be rotated by entering the angle of rotation into the '**Rotation**' box on the right. This rotates the image clockwise by the degree you enter.

Resize

The image can be resized by setting the start and end location of the images X and Y axis. Coordinates of (0,0) represent the top left hand side of the page, and coordinates of (1,1) represent the bottom right hand side of the screen.


Rotation and resizing

Video

Video files supported in TE are **mp4** and **flv**.

Insert

Use the button to insert a video. Locate the file using the file navigator and press '**Open**'

Auto Play/Loop

To make the video autoplay when then page is opened, select the **Autoplay** checkbox on the right. To make the video automatically loop once it has ended, select the loop checkbox on the right.
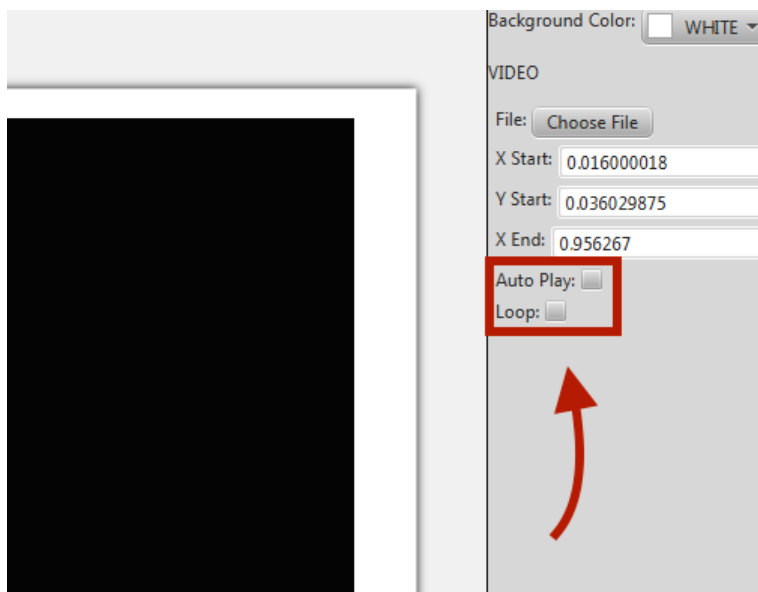
Video Streaming

To stream a video clip from online, select the '**URL**' button in the properties pane. This will bring up the following window. Enter the URL into the text box and press **Done**.
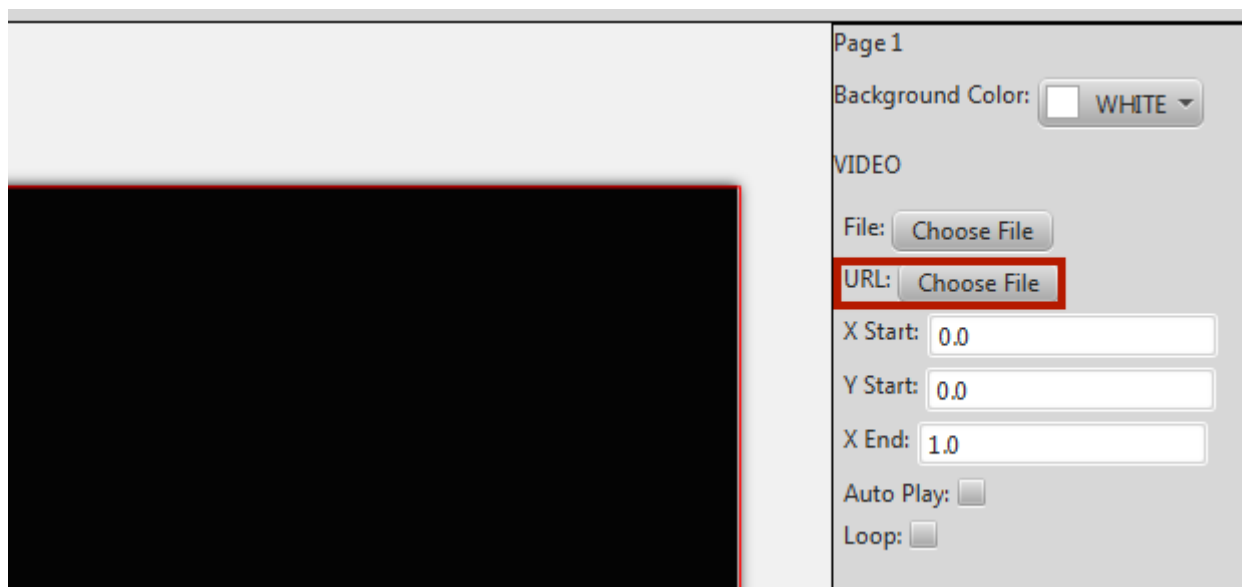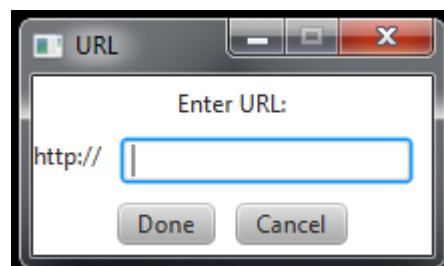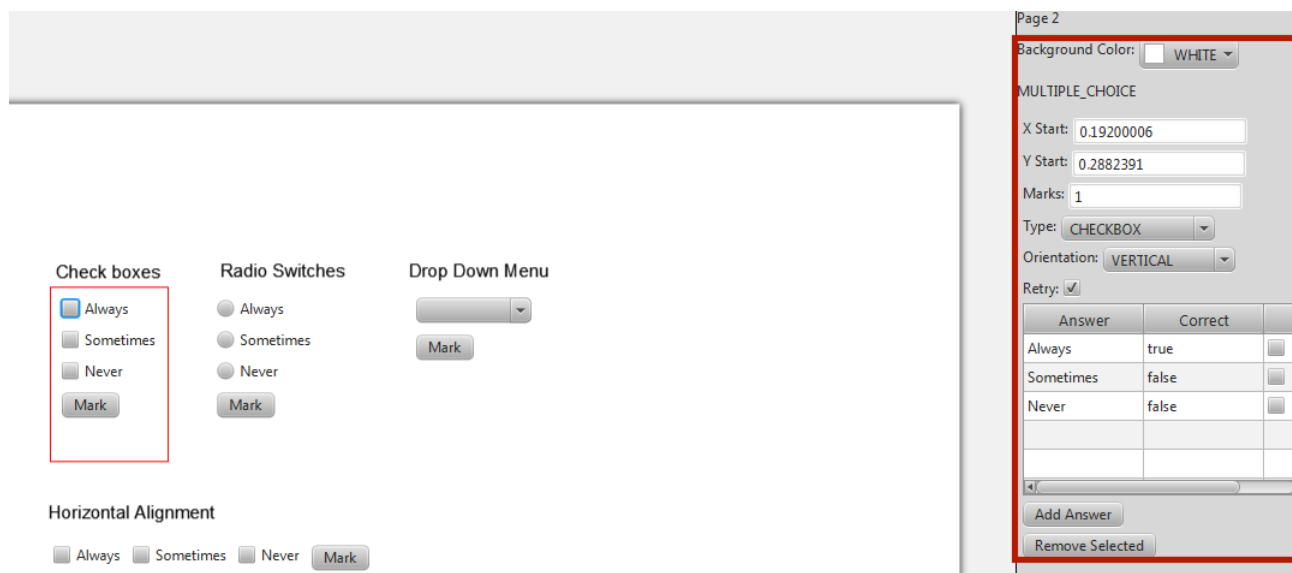
Multiple Choice

Insert

Press the button to insert a multiple choice question. To add answers, select the '**Add Answer**' button in the properties pane on the right hand side. You can type the answer into the table in the properties pane. Select which answers are correct and which ones are incorrect by selecting the '**True**' or **False** option from the drop down menu.

Orientation

The orientation of the answer boxes can be changed to vertical or horizontal by selecting an option from the drop down menu. The check box(es) can be changed to **radio buttons** or **drop down** menus by selecting an option from the '**Type**' menu.

Marks can be allocated for answering the multiple choice question with all correct answers by typing a number in the '**Marks**' Box

The student can be allowed to retry the question by checking the '**Retry**' box.
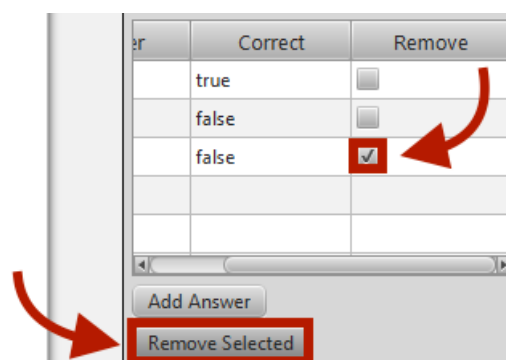
To remove an answer, select the '**Remove**' check-box and press the '**Remove Selected**' button.

Graphics

Press the button to insert a graphic element. This will insert a black oval.

The shape options are: Oval
                                     Rectangle
                                     Line
                                     Arrow

The shape can be changed be selecting an option from the '**Type**' drop down menu.

Options for adding/removing shadow and whether the shape is solid can be changed by clicking the '**Solid**' and '**Shadow**' check boxes.

If the shape is solid, **Horizontal**, **Vertical** or **Cyclic** shading can be added by selecting an option from the '**Shading**' drop down menu.

The colour of the solid **shape**, **shapes outline** and the **shading** (if applied) can be changed using the three drop down menus at the bottom of the properties pane.

The thickness of the outline can be changed by entering a value into the '**Outline Thickness**' box.

The rotation of the shape can be changed by entering a degree of rotation into the '**Rotation**' box. This will rotate the shape clockwise. The size of the shape can be altered by entering start and end coordinates of the X and Y axis. (0,0) represents the top left hand side of the page and (1,1) represents the bottom right hand side of the page.

Remove

A graphic can be removed by selecting the appropriate graphic and pressing the delete key.

Audio

Press the button to insert an audio clip. Locate a file using the navigator window and press '**Open**'.
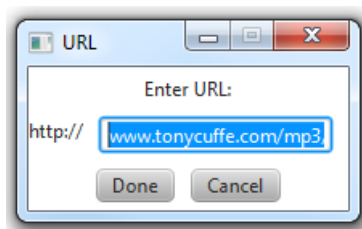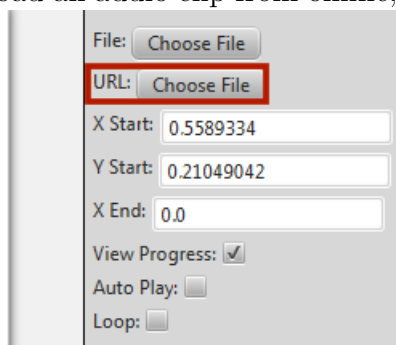
File Support

Audio Files supported:
– mp3
– WAV

Autoplay & Loop

The audio can be set to loop and autoplay when the page is opened by checking the '**Autoplay**' and '**Loop**' check boxes.

Audio Streaming

To load an audio clip from online, select the '**URL**' button. This will bring up the following window.

Enter the URL into the textbox and press **Done**.

Question Box

Press the button to insert a question box.

The question box can be used to set a specific answer to a question. Depending on whether the '**Numerica**l' checkbox is checked, the answer can either be a word/sentence or number.

To set an answer, double click on the answer you want to set in the table in the properties pane. You can set multiple options for the correct answer by pressing the '**Add Answer**' button below the table, or remove an answer by selecting the '**Remove Answer**' button once the '**Remove**' checkbox has been selected.

If the answer is numerical, the range of the correct answers can be set by entering the **Lower Limit** and **Upper Limit** into the appropriate box:

Element Location

All elements can be positioned on the screen using drag and drop. To do this, you must first select the element you would like to move. The element will be outlined in red to show that it has been selected.
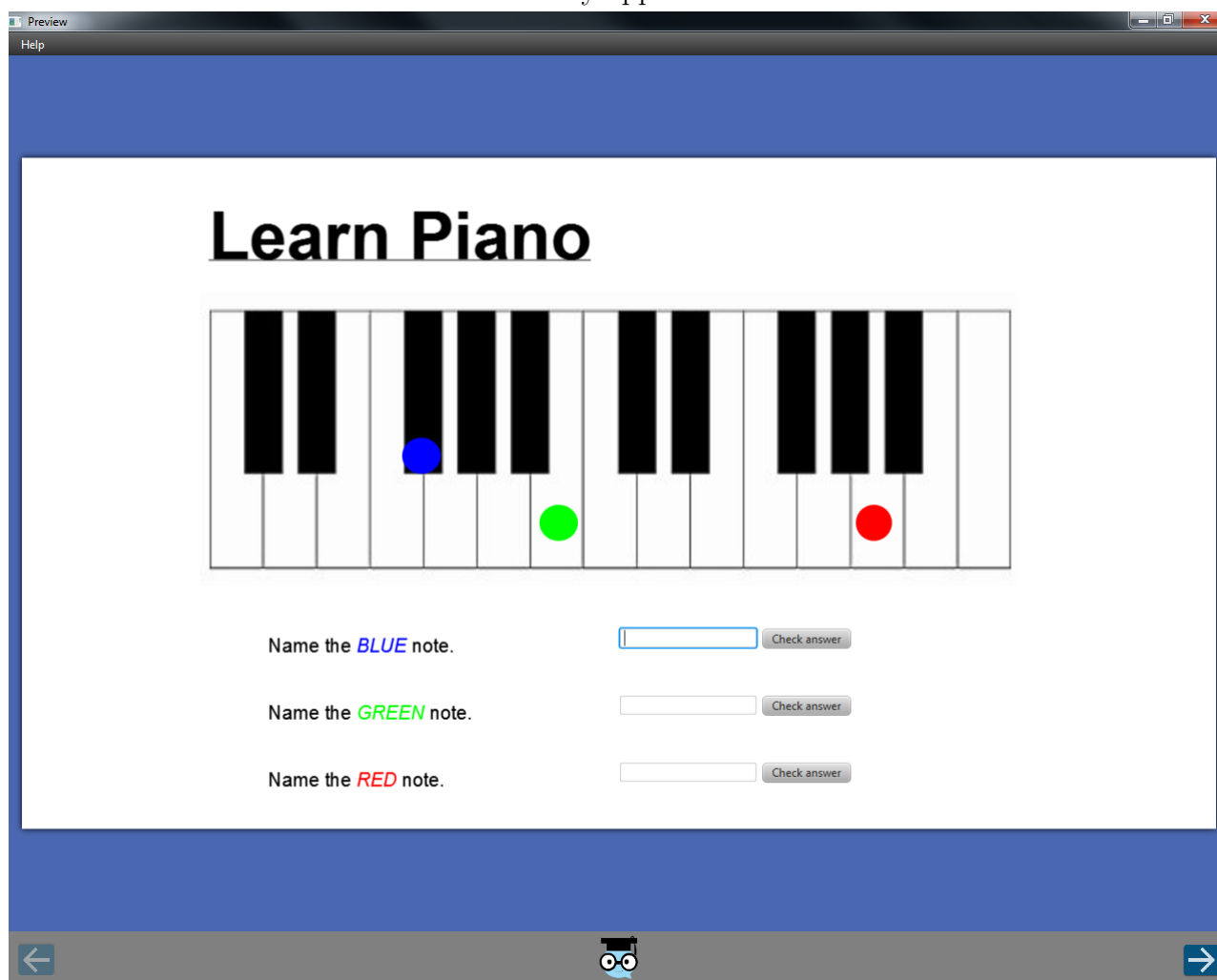
Preview

You can preview a lesson the way your student will see the lesson by pressing the Preview button
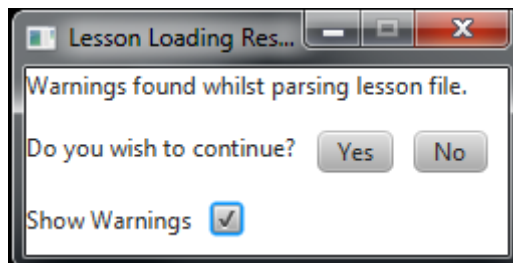
 .

This will load what will look like the LearnEasy application.

Warning Window

The following window will show when opening a lesson or attempting to preview a lesson that contain issues. If you are able to press the' **Continue** button, then the issues related to the file you are trying to open are minimal and will not effect your experience.

If you are unable to proceed, then they file you are trying to open/preview may be either corrupt or non existent. If you are an experienced user, you may select the '**Show Warnings**' check box to view the issues related to the file you are trying to open.

Warning Level	Warning Text	
WARNING	Page 0, Object 6 (AnswerBox) Upper bound missing. Default inserted.	
WARNING	Page 0, Object 6 (AnswerBox) Lower bound missing. Default inserted.	
WARNING	Page 0, Object 8 (AnswerBox) Upper bound missing. Default inserted.	
WARNING	Page 0, Object 8 (AnswerBox) Lower bound missing. Default inserted.	
WARNING	Page 0, Object 10 (AnswerBox) Upper bound missing. Default inserted.	
WARNING	Page 0, Object 10 (AnswerBox) Lower bound missing. Default inserted.	