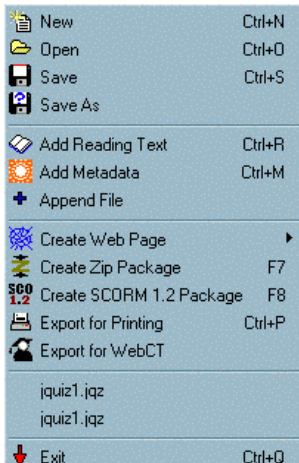


The Hot Potatoes Toolbar

The File Menu

This is basically the same in all the programmes, although there are minor differences. Note that JMatch has an extra File Menu item called Flashcards which enables you to create a web page that functions like flashcards, for remembering items prior to quizzing. JMatch and JMix also have drag-and-drop export items.



Add Reading Text allows you to add extra text to your questions that will not fit in the standard question window.

Metadata is descriptive information about your exercise. Including this information in your files enables other people (and computers) to find and use your exercise more easily. In order for this to happen, the data has to be in a format which can be read and understood. The most commonly used standard for metadata is Dublin Core.

The **Append File** allows you to add another exercise to the end of your current one to create a more comprehensive set of exercises (not all tools support this feature).

To make it easier to move exercises around, complete with all their media, you can create a single package in zip format using the **Create Zip Package**. Do not use this feature for importing content into your Brookes VLE course. The VLE does not complete the process successfully.

SCORM is a collection of standards brought together by Advanced Distributed Learning to enable the use of learning objects across a variety of learning management systems. The package is in the form of a zip file containing the exercise web page, any associated media files, and some metadata and schema files. You can create a SCORM package by choosing **Create SCORM 1.2 Package** from the File Menu. Warning - creating a SCORM package may take a long time!

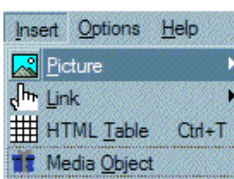
NB: When creating a file for a SCORM package, do not include spaces or any form of punctuation in the title.

The **Export for Printing** option allows you to create a printable version of your questions but the **Export for WebCT** does not work so please ignore it.

The Edit Menu

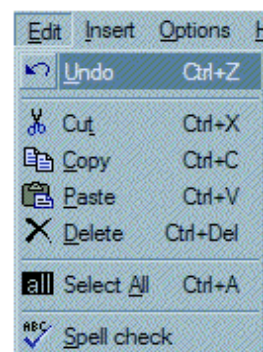
This menu is the same for each tool and has the standard windows features for cutting and copying items, selecting everything on the screen and also running a spell check.

The Insert Menu



This menu enables you to insert pictures from your PC and also from a web page.

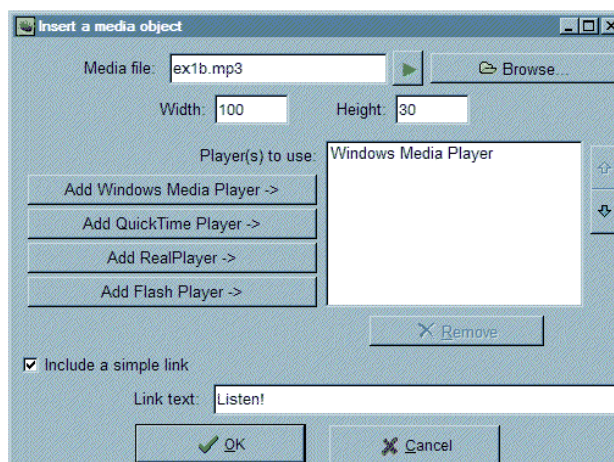
You can add links to local documents and also to files located on servers.



The **HTML table** option enables you to add a table to your question BUT you do need to have some basic understanding of HTML code to make the best use of it.

The **Media Object** option allows you to embed players for media files into the middle of a web page.

At the top is a Browse button that enables you to find the media file you want to insert. Once you have selected the file, a Play button will appear, so you can check that you have the right file by listening to or watching it. Below that, you'll see Width and Height settings; these will determine the size of the player in the page. If you're only inserting an audio file, these can be quite small, but if you're inserting video, don't forget to make the object large enough to include both the video display and the control panel for playing it.



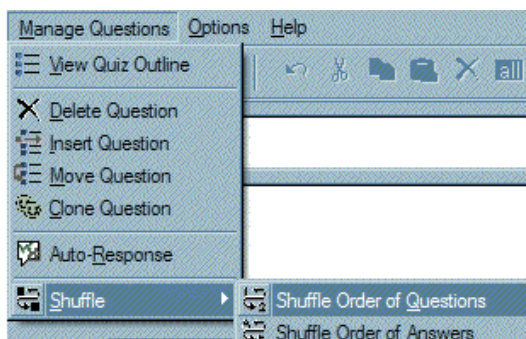
Below this, you'll see a series of buttons for different players. Choose the player objects in order of preference. For example, if you want to use Windows Media Player, you would add that first; for users who don't have WMP, you might want to specify the RealPlayer as an alternative, so you would add that second. If a Web browser supports the standard properly, it will look for the first available player in the list, and show that. However, Internet Explorer does not yet support this properly, so it will show all the players listed.

It is recommended that you always include a simple link because you can never be sure what players may be installed on your students' computers.

When you press OK, the required code will be generated by the programme and added to the Hot Potatoes text box.

The Manage Questions Menu

The Manage Questions menu is available in JQuiz, and a similar Manage Items menu is included in JMatch (these are the only programmes which include multiple items on one page). These functions allow you to change the order of questions or items, by dragging and dropping, moving, inserting or deleting questions.

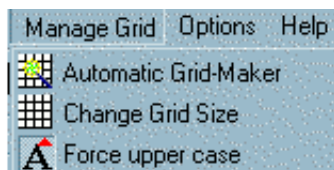


The **Auto-Response** option is only available in JQuiz and allows you to specify two responses to student answers. One for right and one for wrong. It means that you do not have to add feedback for each individual question.

Shuffle is again only available in JQuiz and allows you to randomise the order of the questions or the order of the answers in multiple choice questions. This reduces the risk of students cheating.

The Manage Grid menu

This is only available in JCross. It contains functions for changing aspects of the crossword grid.



The **Automatic Grid-Maker** will allow you to add your answers in a list and the software will automatically generate a grid to fit them.

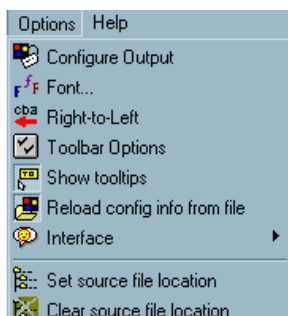
The **Change Grid Size** option allows you to increase or decrease the size of the crossword grid. Note if you make the squares too big or too small they will be difficult to read.

In a traditional crossword, all letters in the grid are in capital letters, and answers are not case-sensitive. However, there are some circumstances in which you might want to allow lower-case letters in the grid, and you might want to mark an answer wrong based on case. For instance, if you're creating a crossword for phonetic transcriptions, A is not the same as a.

The **Force upper case** option allows you to create case-sensitive crosswords. This option is either switched on or off but the default is on i.e. letters will be displayed in capitals.

The Options menu

This is the same in all the programmes (with the exception of JQuiz, which has an extra Mode setting).



The **Configure Output** option is important. Each tool has a slightly different configuration screen which you will need to check before you start creating your questions. It allows you to set:

- Title and instruction details
- Prompts and feedback information
- What buttons to include on the screen
- The appearance of the text and any colours
- Time limits for your exercises

The **Other** screen in the configuration settings includes an option for including SCORM functions – you need to check this option if you plan to export your questions to the Brookes VLE. Ignore the Custom and the CGI tabs.

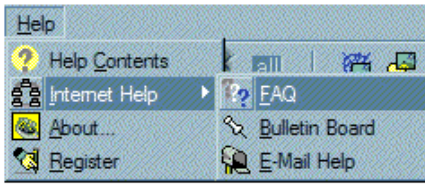
The **Font** option allows you to specify the font for the quiz and the **Right-to-Left** option enables your students to enter their text from right to left instead of left to right (for example if their questions were displayed in Arabic or Hebrew).

If you have loaded very specific configuration data for each tool and you are constantly switching back and forth between tools and questions you may want to reload the configuration data to display the different configurations you have applied. Hot Potatoes works a bit like a web page, if you do not clear the cache (the configuration settings) each time you exit the web (tool) it will remember the previous data rather than uploading correct data (refreshing the web page). The **Reload config info from file** option will correct this problem.

The **Interface** option allows you to change everything displayed in the Hot Potatoes screens into another language.

If you have created source files or templates to create your quizzes from, the **Source File** options allow you to choose and clear the information.

The Help Menu



There is a comprehensive help facility available for all of the tools.