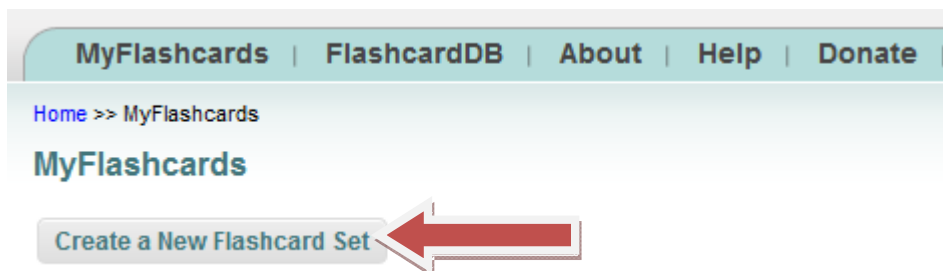# Flashcard Machine Instructions

1. Log-in to your account. Click **Create a New Flashcard Set**.

2. On the Create a New Set screen, use the pull-down arrow by **Subject** to select **Education** and the pull-down arrow beside **Grade Level** to select your grade. Next to **Title,** type the name of the reading selection and next to **Description**, type the section of the reading selection, such as Chapter 1 or the page numbers. Format the font that you would like to use. Click **Enabled** on the next two choices so that others will be able to use your set of completed flashcards. Last of all, click the button **Save Set Details**. Now under sharing you will see the URL for your flashcard set. This can be used to linked to our class wiki.

3. This will take you to the **Manage Flashcard Set** screen. Click the **Advanced Editor** button.

Manage Flashcard Set · *A Long Way From Chicago* · Return to MyFlashcards

Study / Print / Export

| Start Study Session | Quiz Me | | Review | | Print | | Export | | Mobile Study: | iP |

Create/Edit Cards (0)

| Advanced Editor | Quick Editor | | Import | | Re-Order Cards | | Move/Copy Cards |

4. Now you will see the **Advanced Editor** screen. Click the **Create a New Card** button.

Advanced Editor · *A Long Way From Chicago* · Return to Set Details

| Create a New Card |

# Term	Action
Your flash card set has zero flash cards. Click 'Create a New Card' to get started.	

5. Now you are ready to create your first card. At the top of the screen is the front side of the flashcard where you will put the image and vocabulary word. The other side is at the bottom of the screen. On this side you will type the definition.

6. In the front side click the small icon of a tree.

Editing card #1 of 1 total cards.   Simple cards? Use the quick editor.

| Previous | Next |

Edit card # [   ] Go

| New Card |

| Delete Card |

| Move Card |

| Manage Images |

| Manage Audio |

| Save and Exit |
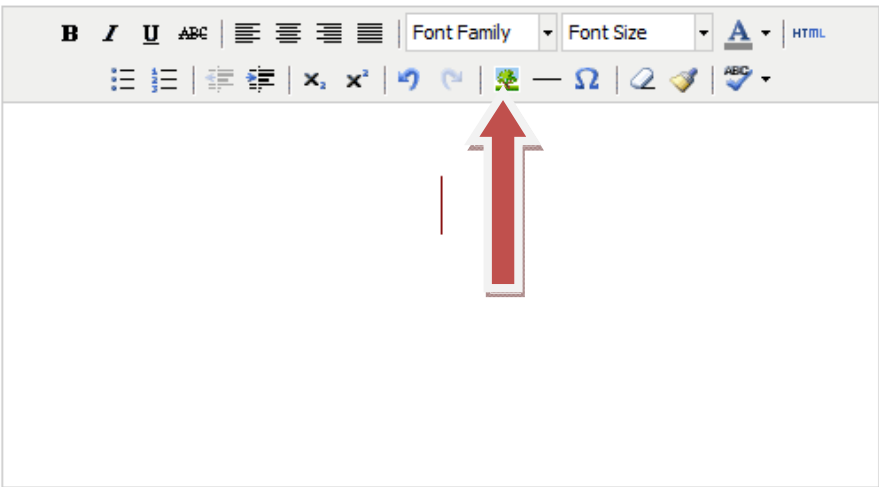
Term   HTML / Image / Audio / Plain Text

B *I* U ABC | ≡ ≡ ≡ ≡ | Font Family ▾ | Font Size ▾ | A ▾ | HTML

≡ ≡ | ≡ ≡ | x₂ x² | ↺ ↻ | 🖼 — Ω | ◌ 🧹 | ABC ▾

7. This opens the **Insert/Edit Image** box. Underneath the choice **Your images** click **(New).**
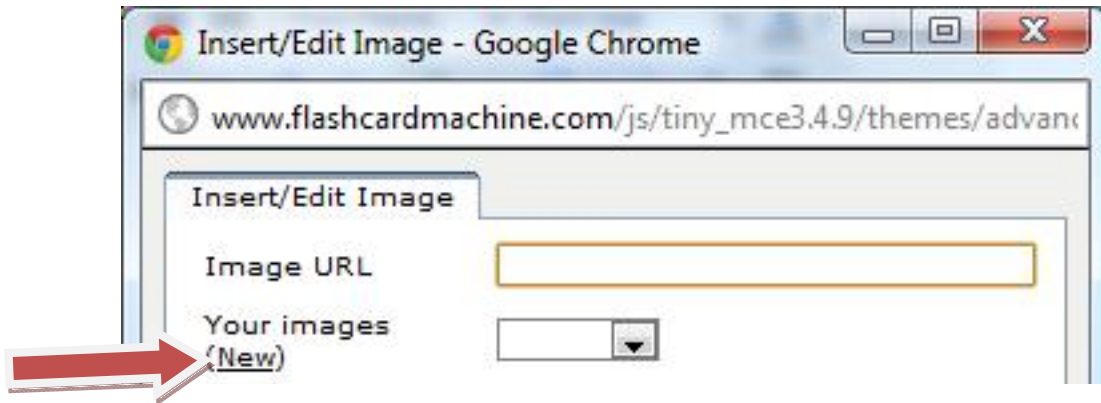
8. This opens the **Upload an Image** box. Click the Choose File button and locate where you saved the image. In the box beside **Image Name**, type a short description of your image. Click the **Upload Image** button.
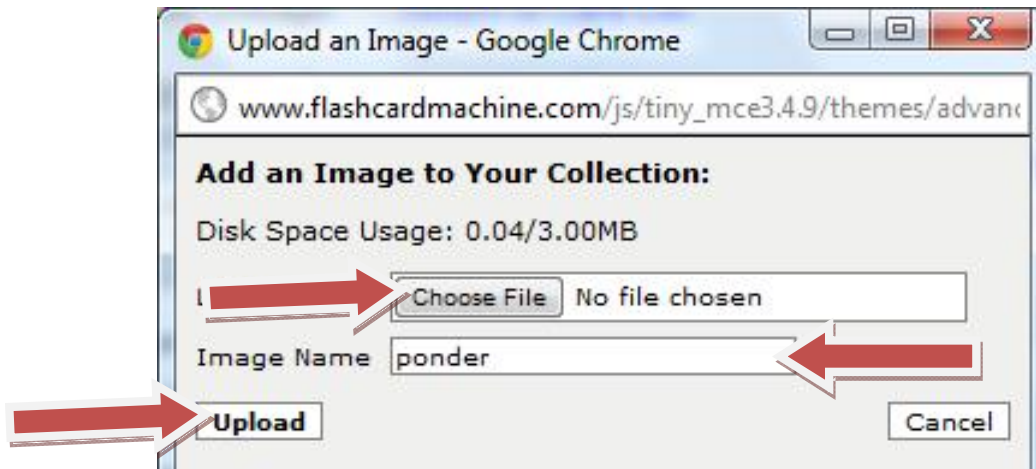
9. This will take you back to the **Insert/Edit Image** box. Click the pull-down arrow beside **Your images** and choose the file you have just uploaded. Click **Insert** and the image will now appear on the first side of the flashcard.
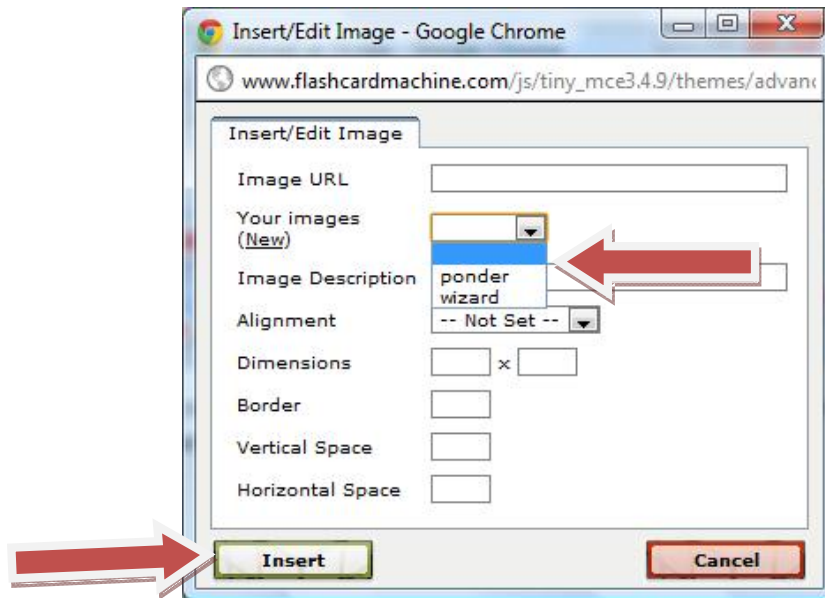
10. Next type the vocabulary word either above or below the image.

11. In the bottom box, type the definition of the word. You have now completed the first card.

12. Click the **New Card** button on the left hand side and make your next card. When you are finished or done for the time today, click the **Save and Exit** button. This will show you the flashcards you have created for this set so far.
13. To run your set of flashcards, click the tab labeled **My Flashcards**.
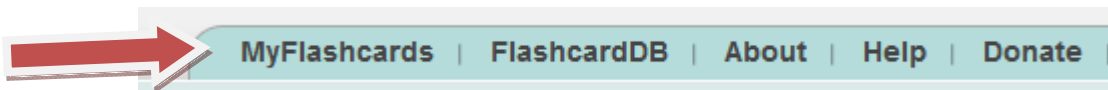
14. Then click the flashcard set you want to view.

15.   This takes you again to the **Manage Flashcard Set.** Click **Start Study Session**.

Manage Flashcard Set · *A Long Way From Chicago*

Study / Print / Export

Start Study Session | Quiz Me | Review | Print |

16.   At the **Configure Study Session**, click **Begin**. You will see an image with a vocabulary card, and then at the bottom of the screen click **Flip Card** to see the definition. To advance the flashcards, click **Next Card** in the right hand side.