

## StudyMate

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*StudyMate allows you to create Flash-based learning activities and games that may be published to a web page or directly in Desire2Learn. You may create the activities directly in StudyMate, from a document created in a standard word processing program, or from a pre-existing Respondus file.*

## Download and Install StudyMate

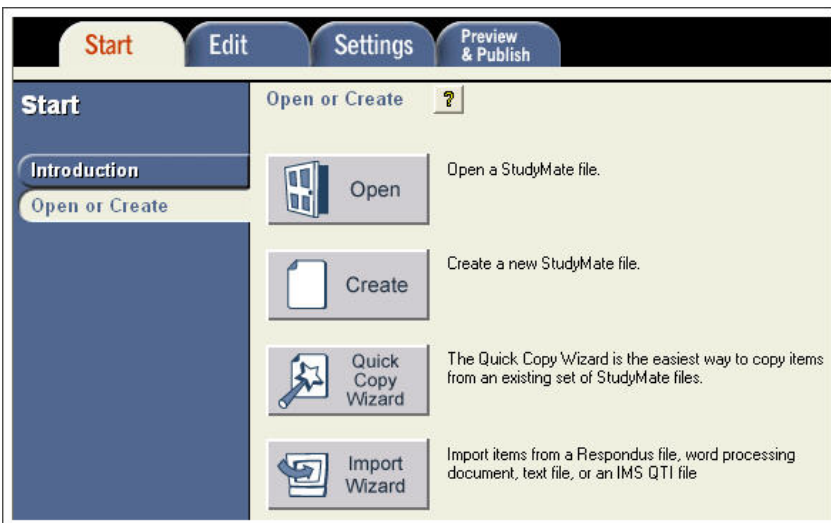
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Clarion University has made it possible for all current CUP faculty to download and use the StudyMate software for free via a site license. The software and instructions for downloading are available at: <http://www.clarion.edu/about-clarion/computing-services/software-and-hardware/software-information/StudyMate.html>. For installation on your office computer contact the helpdesk at extension x2640 or [helpdesk@clarion.edu](mailto:helpdesk@clarion.edu). For home installation, follow the installation directions listed on the web page. Please call LTC or the Help Desk if you have questions or problems downloading the software.

## Getting Started

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When you first log in to StudyMate, you will see a screen similar to the one shown below. There are several options for accessing and creating activities, including Create a new StudyMate file (or activity), the Quick Copy Wizard, and the Import Wizard, which allows importing items from a text file.

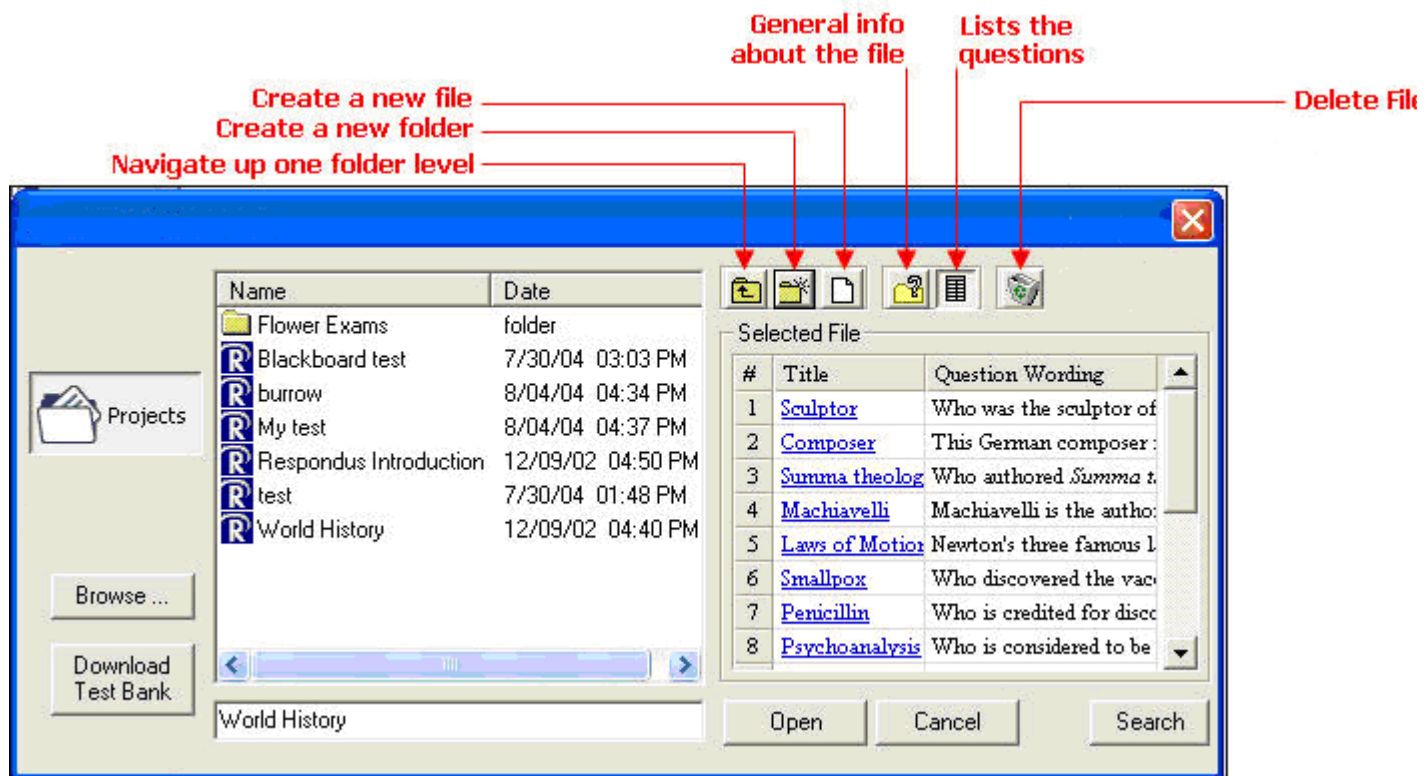


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## Open

Use Open to access an activity that has already been created. Notice that StudyMate provides some sample files that you can use for practice.

- 1) Click on the file name to highlight the file you wish to edit or view.
  - a. Click Open to select the file to view.
  - b. The General Information button will list information such as the number of questions, the date the item was created, etc.
  - c. The Item List button will show a listing of the questions themselves (see example below.) You can preview a particular question by clicking on the blue underlined title.
- 2) You can use the New Folder button to create a new folder in which to organize your exams.



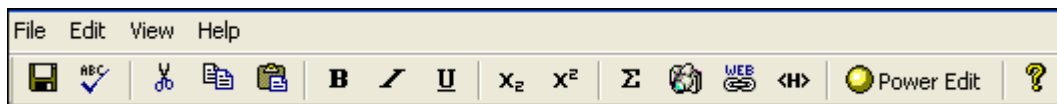
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## Create

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Use the Create feature to create a file by adding individual items.

- 1) Provide a **File name, Author information, description, and Keywords** for the activity to be created. Click **OK**.
- 2) **Select the type of item** you wish to create by clicking on the link on the left of the page. The item creation screen will change based on the type of activity that is selected.
- 3) Titles are optional. If you do not enter a title StudyMate will enter the first 20 characters of the question in the Title field by default.
- 4) **Enter the question text.** You may use the Edit functions (shown below) to add Bold, Italics, Underline, subscript, superscript, an equation, or attach files.



- 5) Depending on the type of item you are creating, **enter the possible answers**, and **designate the correct answer** in the answer space or enter **facts** in the text box.
- 6) For **Multiple Choice Items** you may choose to provide **feedback** or **randomize** the answer options.
- 7) You may select the **Difficulty** level and **Topic** for each question by clicking in the appropriate boxes.
- 8) **Preview the item** to see what students will see when you publish the file (this is especially recommended if you are attaching files or hyperlinks.)
- 9) Choose whether to append the item to the end of the current list, insert the item into pre-existing items, or clear the form and begin again.

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## Downloading Publisher Test Banks into StudyMate

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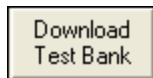
Some publishers have created test banks that may be downloaded directly into StudyMate. To search for publishers who have StudyMate content visit the following website:

<http://www.respondus.com/testbank/>

If the text you are using has a StudyMate test bank available, you will need to request the File Code from the publisher to access the materials.

When you are ready to import the questions into StudyMate:

- 1) Select **Open** from the Start menu.
- 2) Select **Download Test Bank**.



- 3) Enter the **File Code** and **password**, if required.
- 4) You may also be asked to fill in server information.
- 5) Complete your **identification information** (Your Name, Institution, E-mail Address)
- 6) Click **Download**.
- 7) After downloading the test bank, you will be required to choose options for file conversion.
- 8) Click **OK** to complete the process.

Please contact LTC for assistance with Test Bank downloads.

## "No Answer" Activities

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No Answer items are those items which are not asking a question, but merely stating a fact.

An example of a No Answer item is:

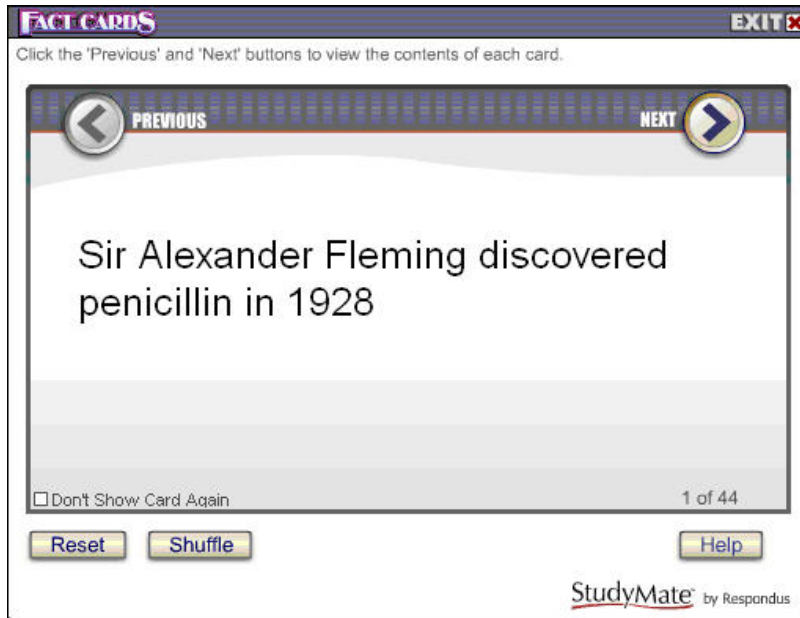
Clarion University of Pennsylvania was founded in 1867.

The No Answer StudyMate activities are **Fact Cards** and **Fact Cards +**.

### Fact Cards

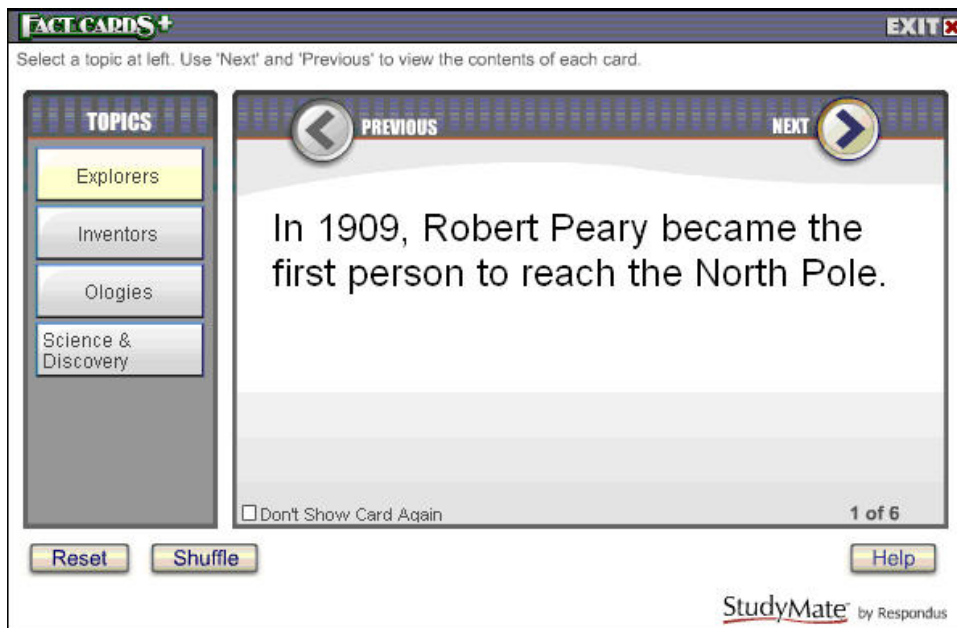
Fact Cards are one-sided cards that display a statement, quotation, or fact.

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### Fact Cards +

Fact Cards + are the same as Fact Cards, but they are sorted into Topics. The topics are displayed on the left side of the card.



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## "One Answer" Activities

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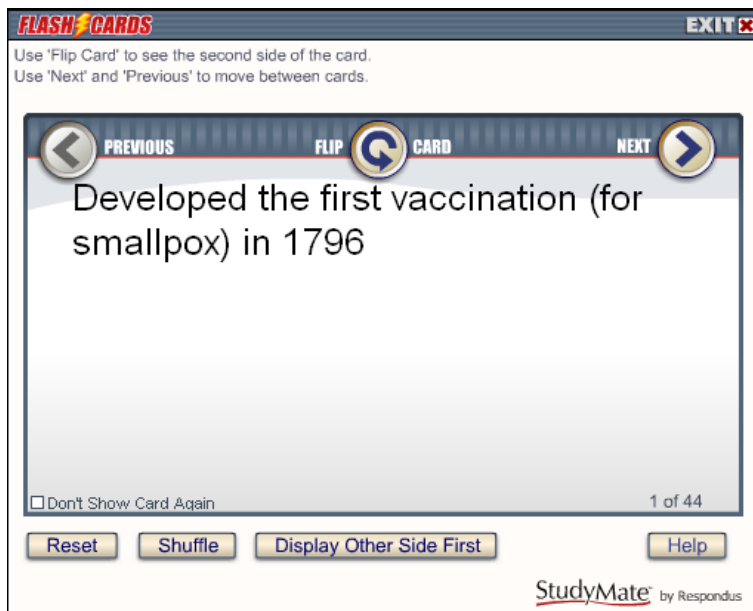
One Answer items are those items in which a word or phrase is linked to another word or phrase, such as a glossary term and definition or fill in the blank question.

### An example of a One Answer item is:

Dr. Karen Whitney  
The current president of Clarion University of Pennsylvania

The One Answer StudyMate activities are **Flash Cards, Pick a Letter, Fill in the Blank, Matching, Crosswords, and Glossary.**

### Flash Cards



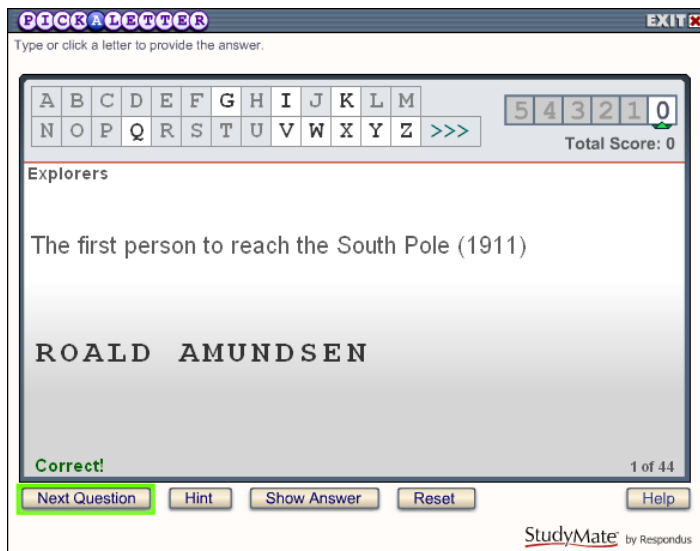
Click **Flip Card** to see the other side...

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### Pick a Letter

Pick a Letter displays the question with blanks for the each of the letters representing the answer. Click on the letter to guess the answer. The answer will fill in as you guess correctly. One point is deducted for each incorrect letter.



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**PICK A LETTER** EXIT

Type or click a letter to provide the answer.

A	B	C	D	E	F	G	H	I	J	K	L	M
N	O	P	Q	R	S	T	U	V	W	X	Y	Z

5 4 3 2 1 0  
Total Score: 0

**Explorers**

The first person to reach the South Pole (1911)

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1 of 44

Next Question   Hint   Show Answer   Reset   Help

StudyMate by Respondus

## Fill in the Blank

Fill in the Blank activities list a question and a space where the answer can be typed in. Students may click Hint to see the letters for the answer. One point is subtracted for each hint given. Click Enter to submit your answer. Reset will shuffle the activities and start at the beginning again.

**FILL IN THE BLANK** EXIT

Read the top box and enter the answers below.  
Note that your entry must exactly match the correct answer.

**Inventors**

Invented the thermometer in 1592

TYPE ANSWER HERE Enter

Special Characters

5 4 3 2 1 0  
Total Points: 0  
Total Possible: 220  
1 of 44

Next Question   Hint   Show Answer   Reset   Help

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**FILL IN THE BLANK** EXIT

Read the top box and enter the answers below.  
Note that your entry must exactly match the correct answer.

Inventors

Invented the thermometer in 1592

Galileo Enter

Special Characters

G a \_ \_ \_ \_ \_

5 4 3 2 1 0

Total Points: 3  
Total Possible: 220

25 of 44

**Correct!**

[Next Question](#) [Hint](#) [Show Answer](#) [Reset](#) [Help](#)

StudyMate<sup>™</sup> by Respondus

## Matching

Matching activities list a question in the upper window with nine possible answers below. Students click on the answer for the displayed question. They receive immediate correct/incorrect feedback with either a green check or red x. Chosen answers are grayed out after they are selected. Click Next Question to continue.

You must have at least nine "one answer" items to create a matching activity.

**MATCHING** EXIT

View the item in the large box and select the matching answer from the smaller boxes. Click 'Next Question' to continue.

Invented television in the 1920s

Correct: 0 Missed: 0 1 of 44

Neil Armstrong	Rhinology	Eli Whitney
Johannes Gutenberg	Neurology	Sir Alexander Fleming
Vladimir Zworykin	Edward Jenner	George Eastman

[Next Question](#) [Show Answer](#) [Reset](#) [Help](#)

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**MATCHING** EXIT

View the item in the large box and select the matching answer from the smaller boxes. Click 'Next Question' to continue.

Invented the cotton gin in 1793

Correct: 2 Missed: 0 3 of 44

Neil Armstrong	Rhinology	Eli Whitney
Johannes Gutenberg	Neurology	Sir Alexander Fleming
Vladimir Zworykin	Edward Jenner	George Eastman

[Next Question](#) [Show Answer](#) [Reset](#) [Help](#)

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## Crosswords

Students click in the white square of the crossword grid to see the question for that answer. Enter the letters by clicking on the grid on the right side of the screen. Click Reveal Letter to receive one letter hints. Click Solve Puzzle to see the answers and Next Puzzle to view another crossword.

Only "one answer" items with fewer than 15 characters will be included in crosswords.

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**CROSSWORDS**
**EXIT**

Click in an empty square in the puzzle grid, and view the description.  
Select the correct letter from the alphabetical list or with the keyboard.

O	P	H	T	H	A	L	M	O	L	O	G	Y	
					E				A				
					E	N	T		L				
O					E				I				
C					O				L				
E					R				E				
A					O				O				
N					L								
O					Z	O	O	L	O	G	Y		
L					G				E				
O					Y				O				
G									L				
Y					C	A	R	T	O	L	O	G	Y
									G				
									Y				

A	B	C	D	E	F	G
H	I	J	K	L	M	N
O	P	Q	R	S	T	U
V	W	X	Y	Z	>>>	

Correct: 57  
Missed: 12

Reveal Letter

Solve Puzzle

Next Puzzle

Reset Help

ACROSS
DOWN
Puzzle 1 of 3

The study of insects


## Glossary

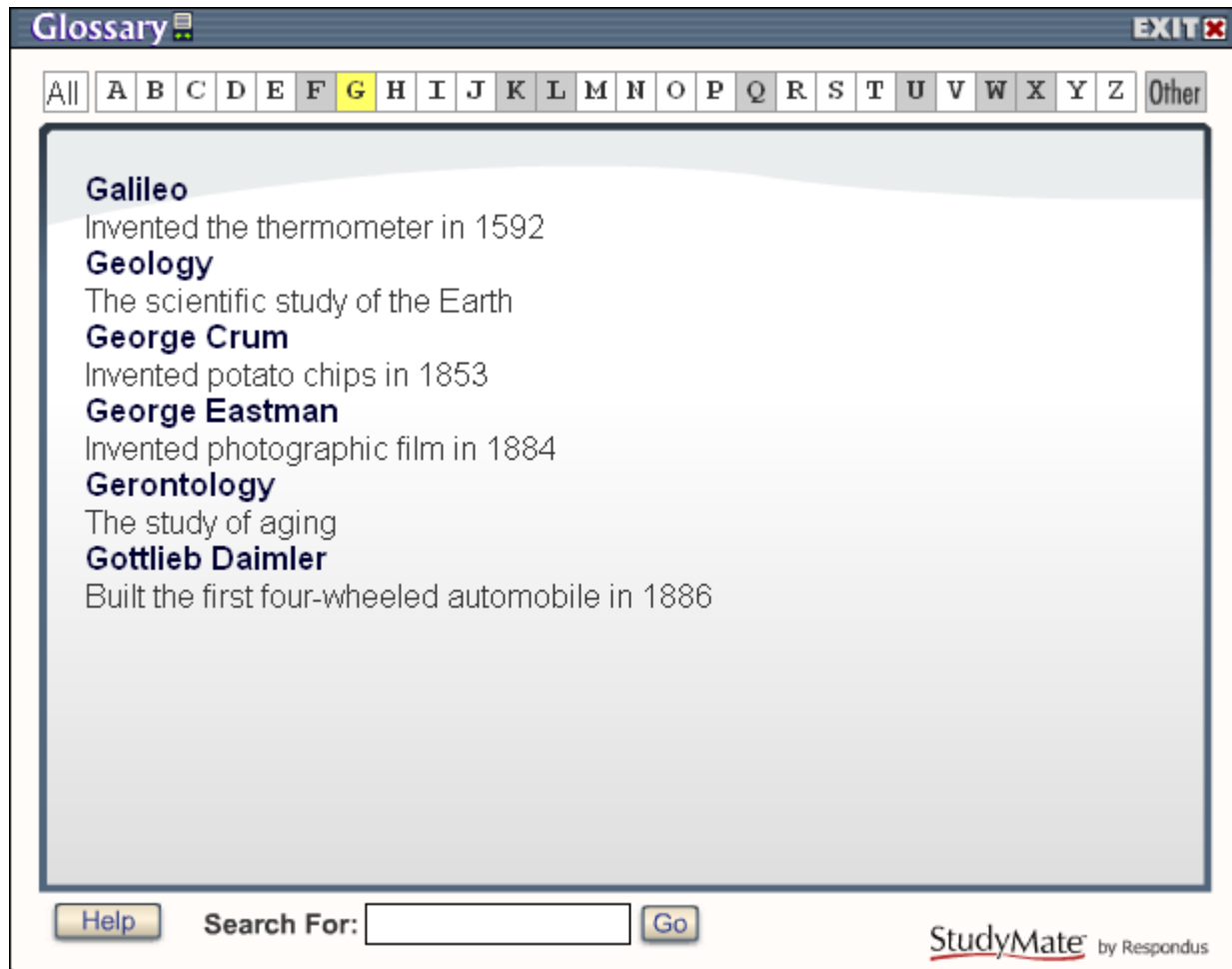
The Glossary provides a summary of all One Answer items in the file. Click the letter to see the glossary terms available. Letters with no glossary terms are grayed out.

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CLARION  
UNIVERSITY

Center for Computing Services | Clarion University of PA





The screenshot shows a web-based glossary interface. At the top, there is a title bar with the word "Glossary" and an "EXIT" button. Below the title bar is a navigation bar with buttons for each letter of the alphabet (A-Z) and an "Other" button. The letter "G" is highlighted in yellow. The main content area displays a list of terms starting with "G":

- Galileo**  
Invented the thermometer in 1592
- Geology**  
The scientific study of the Earth
- George Crum**  
Invented potato chips in 1853
- George Eastman**  
Invented photographic film in 1884
- Gerontology**  
The study of aging
- Gottlieb Daimler**  
Built the first four-wheeled automobile in 1886

At the bottom of the interface, there is a "Help" button, a "Search For:" text box, and a "Go" button. The "StudyMate by Respondus" logo is visible in the bottom right corner.

## "Multiple Choice" Items

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Multiple Choice items are those items which have multiple options, but only one correct answer.

An example of a Multiple Choice item is:

1. Clarion University's Hart Chapel was constructed in implemented the semester system in this year.
  - a. 1920
  - b. 1902
  - c. 1985
  - d. 2000

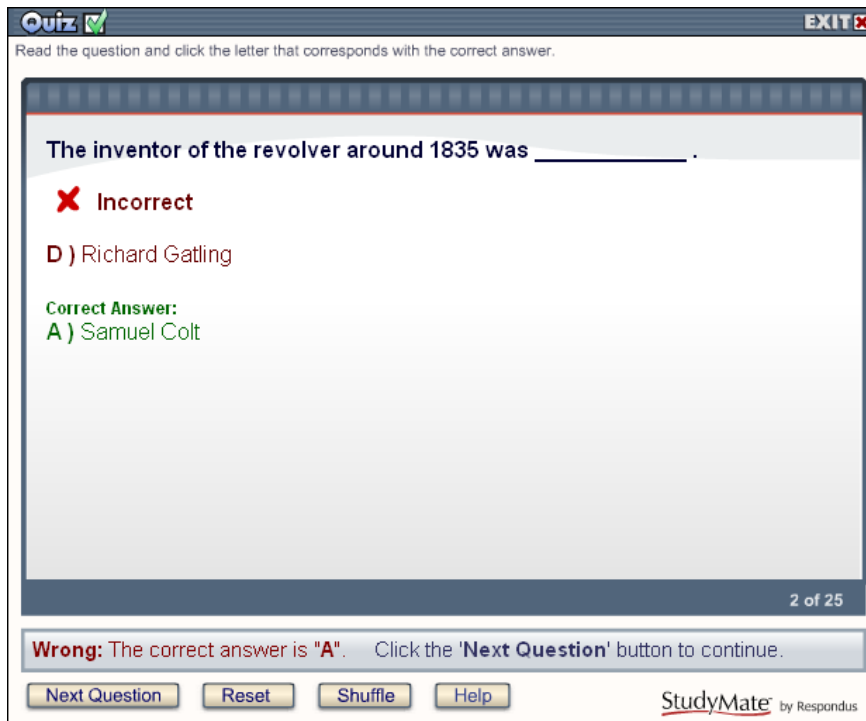
The Multiple Choice StudyMate activities are **Quiz** and **Challenge**.

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## Quiz

The Quiz activity lists the question and possible answers. Students click the letter of their chosen answer. Students receive immediate correct/incorrect feedback.



## Challenge

Challenge activities operate in the same way as that evening game show hosted by Alex Trebek. Click point amounts under Topics to see questions. Click on the letters to select the answer. StudyMate keeps track of your score.

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**CHALLENGE** **EXIT** ✕

Select a topic and point value. Read the question and click the letter that corresponds with the correct answer.

Explorers	Inventors	Ologies	Science & Discovery	Mixed Topics
100	100	100	100	100
200	200	200	200	200
300	300	300	300	300
400	400	400	400	400
500	500	500	500	500

Total Score: 0

Select a category and amount from the grid above. The higher the amount, the more difficult the question.

**StudyMate**™ by Respondus

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**CHALLENGE**
EXIT

Select a topic and point value. Read the question and click the letter that corresponds with the correct answer.

Explorers	Inventors	Ologies	Science & Discovery	Mixed Topics
100	100	100	100	100
200	200	200	200	200
300	300	300	300	300
400	400	400	400	400
500	500	500	500	500

Total Score: 100

**Who was the first man to walk on the moon.**

✓ Correct

A ) Neil Armstrong

During the Apollo 11 mission in 1969, Neil Armstrong became the first man to walk on the moon, followed by Edwin "Buzz" Aldrin.

**Correct!** Select a new question from the grid above.

Show Answer
Reset
Help

## Creating StudyMate Questions

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The Import Wizard option allows you to import a Microsoft Word document (.doc), text file (.txt or .rtf), or Respondus file (.rsp, .rsa, or .rpa) containing the items to be used in creating an activity. This option allows you to quickly create activities using word processing software, eliminating the need to manually enter individual questions.

The first step is to create your file containing the questions and answers. You must follow the standard format for each question type or StudyMate will not be able to distinguish the questions and correct answers. You may not include images or tables in the imported documents.

While it is possible to include multiple item types in the same StudyMate file, you must import each file type in its own separate file. So you would need to create three separate files if you were going to include No Answer Items, One Answer Items, and Multiple Choice Items.

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## StudyMate Standard Format

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### "No Answer" Items

Begin by entering the fact, quotation, or statement. *The text must be followed by two blank lines.*

### No Answer Item Example

Clarion University of Pennsylvania was established in 1867.

<blank line 1>

<blank line 2>

CUP's Science and Technology Center opened in 2009.

<blank line 1>

<blank line 2>

Construction was completed on Hart Chapel in 1902.

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## "One Answer" Items

Begin by entering the term. The next line should contain the definition for the term. *The definition must be followed by two blank lines.*

### One Answer Item Example

Dr. Karen Whitney

The current president of Clarion University of Pennsylvania.

<blank line 1>

<blank line 2>

College of Business Administration

This CUP college celebrated its 30th anniversary in 2005.

## "Multiple Choice" Items

Begin by entering the question number. The question number must be followed by either a period or a closed parenthesis {1. or 1)}. **You must enter a space following either 1. or 1).** Enter the possible answers after the question. Again, the answer must be in one of the following formats {a. or a)}. Indicate the correct answer by placing an asterisk {\*} on the line before the correct answer.

### Multiple Choice Item Example

1. This CUP theatrical production was performed at the Little Theatre in February of 2011.

a. Gypsy

b. Romeo and Juliet

c. Dracula

\*d. Putnam County Spelling Bee

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**Multiple Choice Item Example (with Optional feedback)**

1. This CUP theatrical production was performed at the Little Theatre in February of 2011.

@ The full title of the production was "25<sup>th</sup> Annual Putnam County Spelling Bee."

- a. Gypsy
- b. Romeo and Juliet
- c. Dracula
- \*d. Putnam County Spelling Bee

**Importing Topic Information with Items**

You may include Topic information in the import file. To enter information about the topic, you must place "tags" before and after the items to be imported.

**Topic Information Example**

TOPIC: CUP

Clarion University of Pennsylvania was established in 1867.

CUP's Science and Technology Center opened in 2009.

TOPICEND:

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### Importing Difficulty Level with Items

You may also include the Difficulty Level in the import file. To enter information about the Difficulty Level, you must place "tags" before and after the items to be imported. The Difficulty Level ranges from 1 (low) to 5 (high).

### Difficulty Level Example

DIFFICULTY: 1

Clarion University of Pennsylvania was established in 1867.

DIFFICULTY: 4

CUP's Science and Technology Center opened in 2009.

DIFFICULTYEND:

## Import Wizard

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Once you have created your file or files, you may import those files into StudyMate.

1. Select Import Wizard from the Start menu.
2. Select whether you will be importing a document, .xml content, or a Respondus file. Click Next.
3. Select the type of items that you will be importing into StudyMate. Click Next.
4. StudyMate will display an example of the format required for the type that you have chosen. Click Next.
5. Click Browse to search for the file and load it into StudyMate.
6. If you already have a document open, you can add the questions to the file or you can select to create a new file.

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7. You can skip over the "stem" question.
8. Click the Preview button to preview your questions and determine if they contain the proper formatting. Ideally, you will see a message in the box that says "No warnings."
  - a. You may receive an error message that numbers were added to the titles. You can ignore this message. It just indicates that you had more than one question with the same beginning words.
  - b. You can accept any warnings if they do not affect your questions, you can correct the file and upload again, or continue with the import and correct the questions or answers on the Edit page.
9. Click Finish to complete the import.

StudyMate Import Wizard

1. Select the file to Import:  
File name:
2. Choose where to add the new Questions:  
 Append the questions to the current file  
 Create a new file, named:   
 Use "stem" plus item number to create title, e.g. "ch01-" stem becomes "ch01-001", "ch01-002", ...
3. Use the Preview button to check for problems:
4. Press the Finish button to complete the process.

Preview results:

#	Title	Item Wording
1	This ETSU the	This ETSU theatrical production was performed at the Kennedy Center in 2001.
-		
-		

No warnings.

< Back   Finish   Cancel   Help

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## The Settings Tab

The Settings tab provides options for each type of item and allows users to determine accessibility settings. More advanced users may want to set up custom html templates for their activities.

### No Answer Activities

The choices for No Answer Items are very basic – users may select whether all items will be displayed and if those items will be displayed in random order or in file order.

Users may select different options for **Fact Cards and Fact Cards +**.

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### One Answer Activities

For **Flash Cards, Pick a Letter, Fill in the Blank and Matching**, users may select whether all items will be displayed and if those items will be displayed in random order or in file order. Remember that you must have at least nine items to create a Matching Activity.

There are no settings for the **Glossary** activity.

For **Crosswords**, users may choose how many puzzles to create and whether the crossword should be recompiled or reconfigured when changes are made to the document or whenever the file is previewed.

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**Items Currently Available: 2**

Items to be selected during each session

**Flash Cards**  Use all items: Display in    
 Select a fixed number

**Pick a Letter**  Use all items: Display in    
 Select a fixed number

**Fill in the Blank**  Use all items: Display in    
 Select a fixed number

**Matching**  Use all items: Display in    
 (requires 9 items)  Select a fixed number

**Glossary** No settings

**Crosswords** Maximum number of puzzles:    
 Recompile puzzle set:  
 Only when changes are made to the document  
 Every time the document is Previewed

## Multiple Choice Activities

For **Quiz** activities, users may select whether all items will be displayed and if those items will be displayed in random order or in file order. You also have the option to display feedback, display the score after the quiz, and allow students to review missed questions after they have completed the quiz activity.

There are no **Challenge** settings, but you must have at least 11 items to create a Challenge Activity. The point's grid will be created from the Difficulty Level that you assigned. If you do not specify the Difficulty, StudyMate will assign a Level of 3. If there are not enough questions to complete all of the Difficulty Levels, StudyMate will fill in the gaps with other questions.

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**Items Currently Available: 1**

Items to be selected during each session

**Quiz**

Use all items: Display in

Select a fixed number

Show feedback after each question

Show score after quiz

Review missed questions

**Challenge**  
(requires 10 items)

No settings

## Other Settings

You may create a high-contrast display for your Flash objects and an html page that can be read with screen readers if you would like. You may choose the language you would prefer to use.

**Accessibility Support**

High-contrast display for Flash object

Create HTML page of alternative text for screen readers

Item types to be included

No Answer

One Answer

Multiple Choice

Sort by:

**Language Setting**

Language used in the published Flash object

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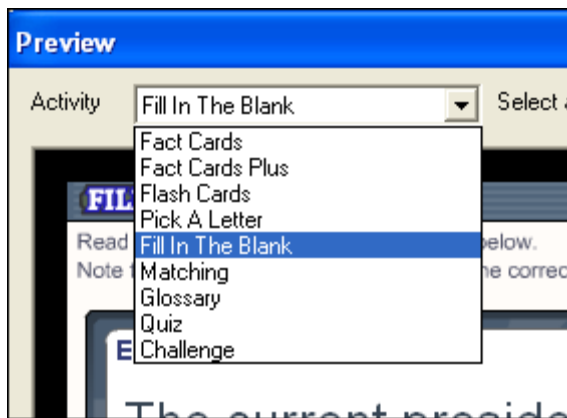
## Preview & Publish

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### Preview

You can preview the activities before you publish and make them available to students. Select the Preview tab and Click **Preview the File**. The activities will appear in a separate preview window.

- Select the type of **Activity** that you would like to preview.
- Click **Next Question** to continue reviewing questions.
- Click **Edit This Item** to open the Activity in the edit screen.
- Click **Mark for Delete** to remove any questions that you do not want to keep when you close the Preview window.
- Click **OK** when you have reviewed the questions.



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## Publish

Once the items have been created and the settings determined, you are ready to publish your activities as a Learning Object in html format. You can publish your activities to Desire2Learn or any website.

Select the **Publish** tab.

1. Click the **Publish Wizard** button. A window will pop up with options for activities to be published. If you do not have enough questions for certain categories these items will not be created. You may choose to create only certain types of activities by placing checks in the boxes. Click **Next**.
2. Select the **HTML + SWF** option. Click **Next**.
3. Enter a **title** that will be displayed on the html page.
4. You may enter **directions or instructions** if you would like.
5. Select whether to include a **title** with the activities themselves (and, if yes, what that title will be).
6. Click **Save As** to determine where you will save the file on your computer. It is recommended to create a folder to house the multiple files that will be created by StudyMate.
7. Click **Finish**.
8. You can preview your activities in a browser window.

## Add as Content in D2L

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1. The above process will create three files (one htm file, one JavaScript file, and one Flash file) in whatever location you chose to save them. All three must be uploaded to D2L to work properly.
2. Click the **Content** link in D2L and then choose **Manage Files** from the choices on the left side of the page.
3. Select **Upload** from the tool options at the top of the page. Again, it is recommended to create a folder to hold all of the files created by StudyMate in one, easy to find and navigate, location.



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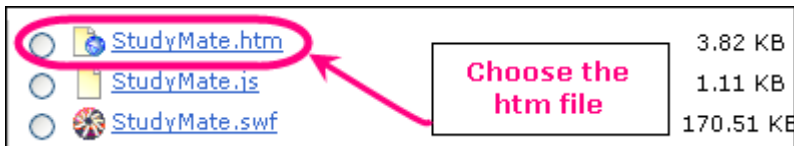
- Click **Browse** and locate the three files you created in the previous step. Click **Upload** to add them to your D2L course files. Make sure you upload all three files before moving to the next step.



- You are now ready to create the Content link in D2L. Choose **Content** from the navigation bar.
- Select **New Topic**.



- Select **Course File** from the content sources listed.



- Choose a Parent Module and enter the Title you wish to appear in Content.
- Choose **Browse** to access the files in D2L.
- You will see a listing of all the files located in your D2L site. Select the htm file you uploaded previously. If you select another file type your activities will not load properly.
- Click **Save** and return to content to preview your activities.

## StudyMate User Guide

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A detailed User Guide is available for download from Respondus at:  
<http://www.respondus.com/products/userguide.shtml>

**Please note: Respondus (maker of Respondus and StudyMate software) does not provide direct technical support to CUP users. Please contact the Learning and Technology Center for assistance.**

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## Extra Resources

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- LTC Help Page can be located at: [www.clarion.edu/ltc](http://www.clarion.edu/ltc)
- Call the Learning and Technology Center at: (814) 393-1848
- Contact D2L Help at: [ltcsupport@clarion.edu](mailto:ltcsupport@clarion.edu)
- D2L 24 x 7 Support: 855-203-5112 (toll free)

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