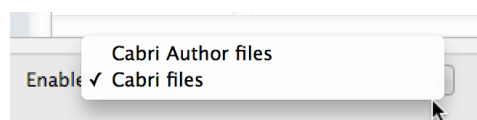


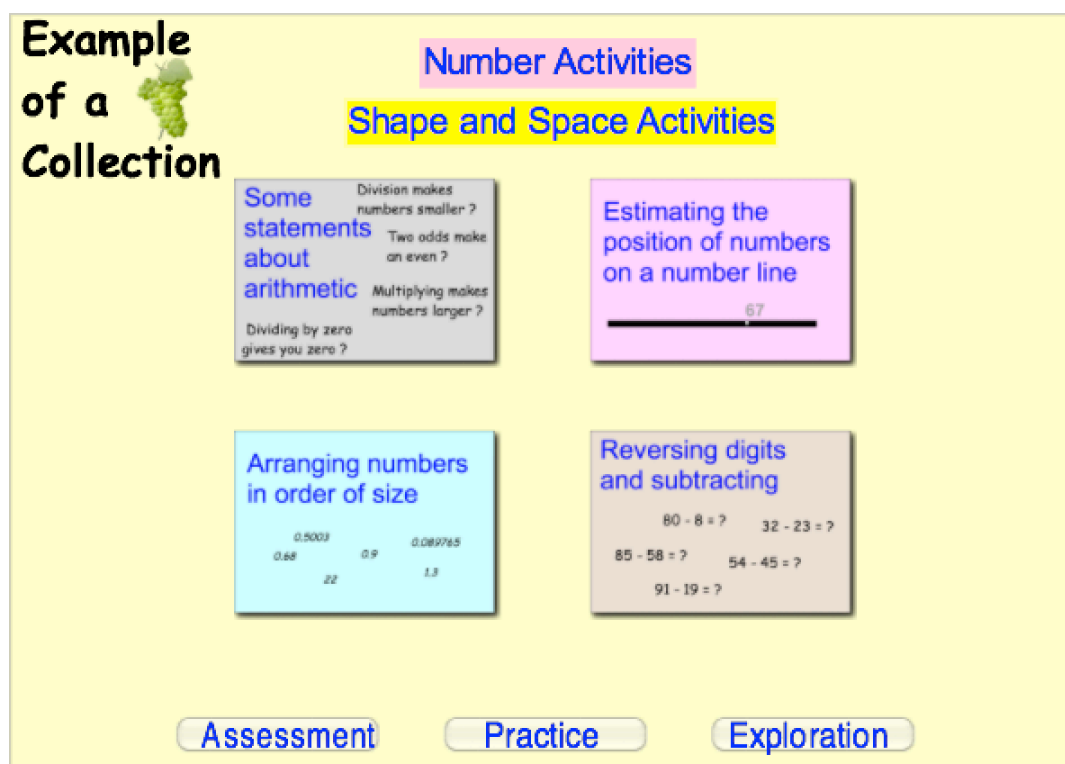
## PUBLISHING A COLLECTION

When you work in Author mode, files you create will be saved in the format .clmc, where they can be modified. Files saved in this format cannot be opened by teachers or students. When you have completed the file, you need to save it in a secure format (.clm) that teachers and students are able to open<sup>1</sup>. Publishing enables you to do this – and to enable files to be linked, so that opening one file gives access to a collection of files.

Open the Cabri (.clm) file **collectionexample** by choosing to enable Cabri files rather than Cabri Author files in the file open dialogue box:



This page will appear:

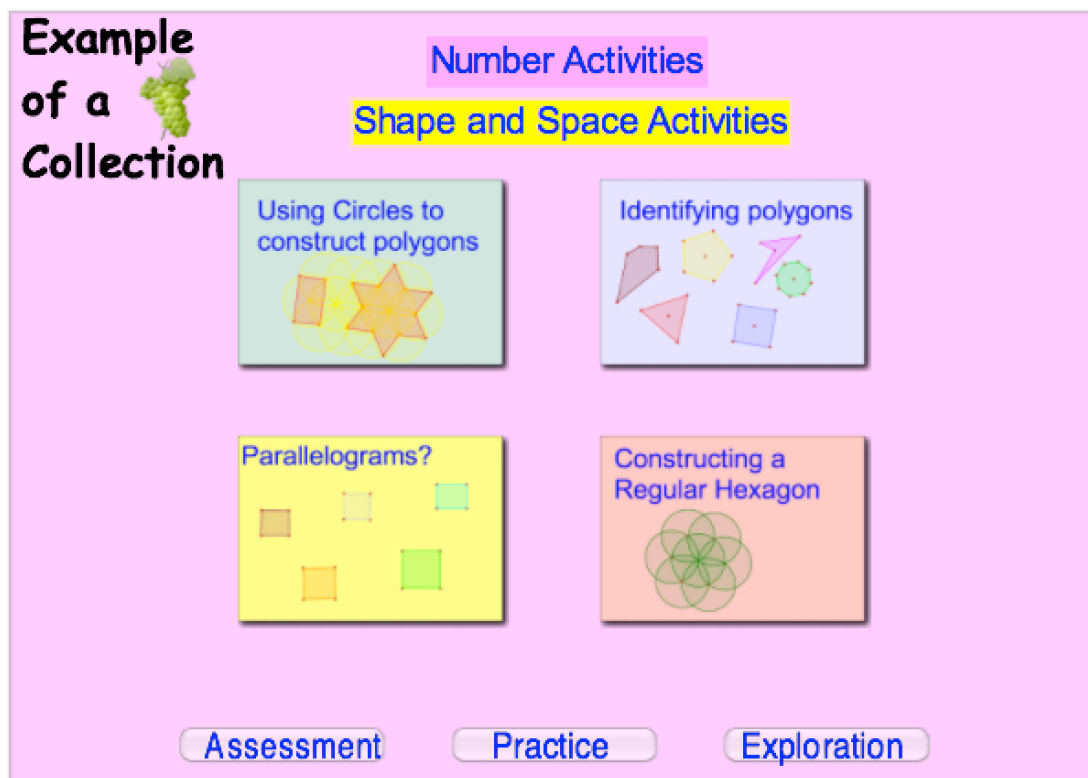


This file presents a collection of activities. Click on any one of the activities, and the Cabri file corresponding with the activity will open: in

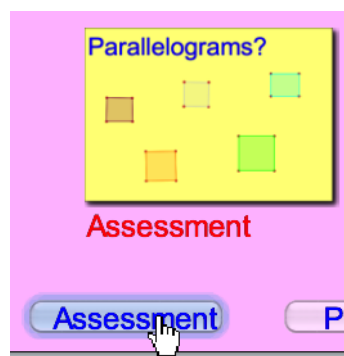
<sup>1</sup> Note that the level of access that a user has to Cabri (student only, or student and teacher, or student, teacher and author) is determined by the licence number used to activate the software.

Student mode, Teacher mode, or Author mode depending on the level of access that the user has to the software.

**Number** activities are shown on the first page of the file: click on **Shape and Space Activities** to show these activities on the second page of the file.



If you click on any of the buttons at the bottom of a page, the corresponding activities will be identified.



There are three steps to publishing a collection

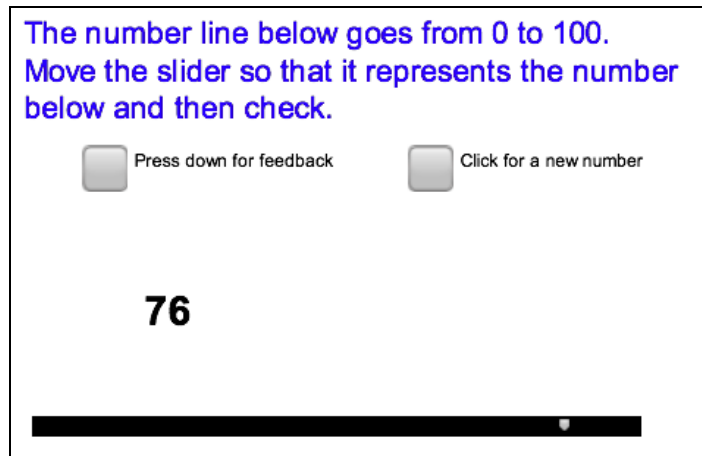
1. prepare individual activities for publication;
2. create a collection index (such as the file **collectionexample**) that will give students access to the files;
3. publish the collection.

## 1. PREPARE INDIVIDUAL ACTIVITIES FOR PUBLICATION

### 1.1 Create the activity


Each of the activities accessed through **collectionexample** was created in Cabri using the Author mode. These activity files only have one page: in practice, activities will often have a number of pages.

Here is the Estimating Numbers activity:

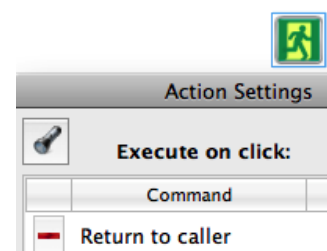


### 1.2 (Optional) Put in an action to return to the index file

The activity will be opened through the collection index: there must hence be a way to exit the file and return to the index.

It is possible to return to the index at any time using the  button at the top right of the window.

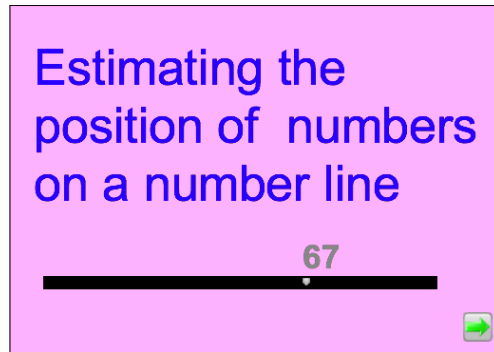
It may be useful, however, to also put a button on the last page, to signal to the student the end of the activity.



### 1.3 Make a title page

When a collection index is generated, an image of the first page in each activity is used as the link to the activity. Hence each activity must have a clearly labeled title page.

Here is the title page for the Estimating Numbers activity. Note that the page has a button on the bottom right that will enable the student to move to the next page, which contains the activity.

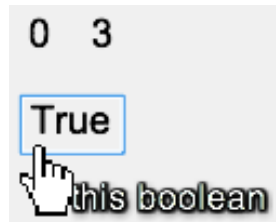


If you do not want this button to show on the image in the index, then make sure it does not show when the file is opened.

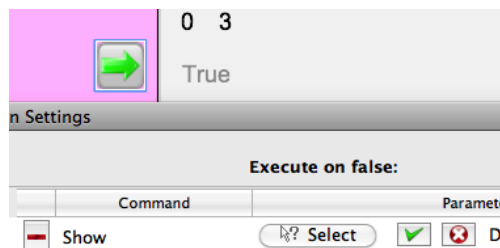
One way to do this is to first create a stopwatch somewhere in the margin.



Now enter a number to represent the number of seconds before the button will be shown, and a Boolean which represents whether the stopwatch is less than this number.



Attach an action to the Boolean to show the next page button on **FALSE** and to hide it on **TRUE**.



Now add actions to the page to reset the stopwatch to zero and then start the stopwatch.



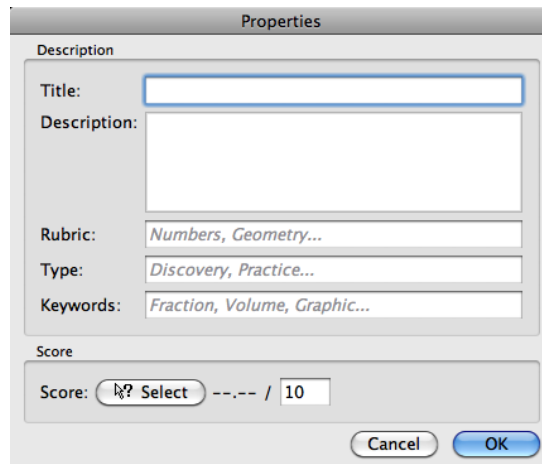
Finally, use the **Hide/Show** tool to hide the button.



## 1.4 Enter information in the file properties

This sets the main descriptors for the activity which will enable the activity file to be categorized for the collection index. Note that these descriptors may also be given and modified while creating the index.

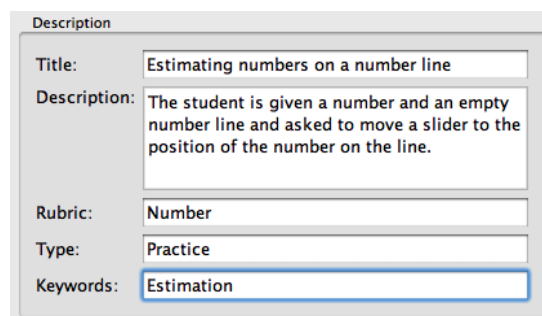
Select the menu item **File-Properties** to show the dialog box to the right.



The 'Properties' dialog box is shown. It has a 'Description' section with fields for 'Title', 'Description', 'Rubric', 'Type', and 'Keywords'. Below this is a 'Score' section with a 'Score' field and a 'Select' button. At the bottom are 'Cancel' and 'OK' buttons.

Enter the appropriate information about the activity.

The title, rubric, and type will be used in generating the collection index.



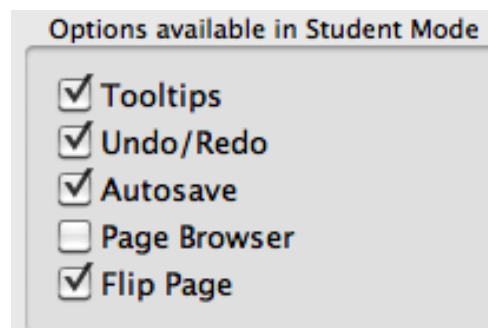
The 'Properties' dialog box is shown with the following information entered:

- Title: Estimating numbers on a number line
- Description: The student is given a number and an empty number line and asked to move a slider to the position of the number on the line.
- Rubric: Number
- Type: Practice
- Keywords: Estimation

## 1.5 Choose settings for student mode

Choose the menu item **File – Document Settings**.

The settings which are relevant to student mode are shown on the right.

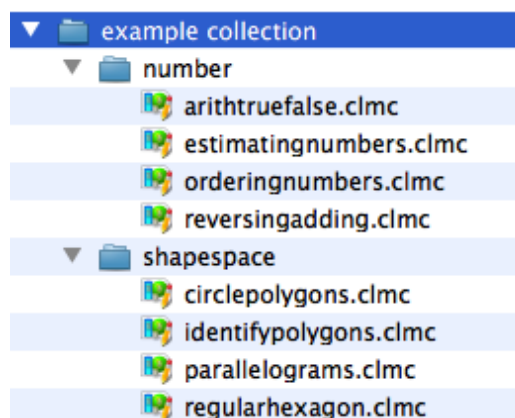


The 'Options available in Student Mode' dialog box is shown. It contains a list of settings with checkboxes:

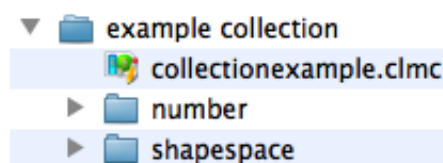
- ☒ Tooltips
- ☒ Undo/Redo
- ☒ Autosave
- ☐ Page Browser
- ☒ Flip Page

## 2. CREATE AN INDEX FILE FOR THE COLLECTION

The collection of activities has been organized into two sub-folders within a folder:



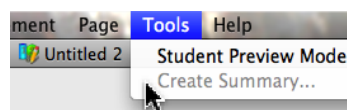
Create a new Cabri file and save it as **collectionexample** within the main **example collection** folder, but not in any subfolder.



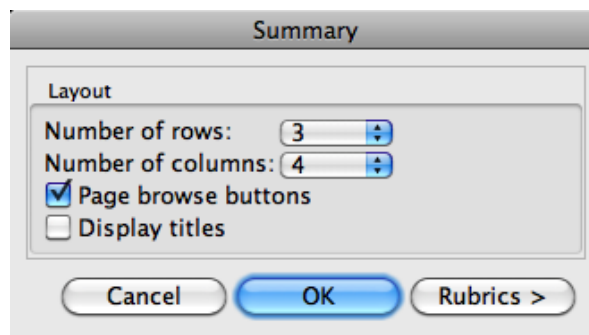
This file will become the index for the collection.

Now select the menu item **Tools - Create Summary**.

Note that if you haven't saved the file, this option is not available.



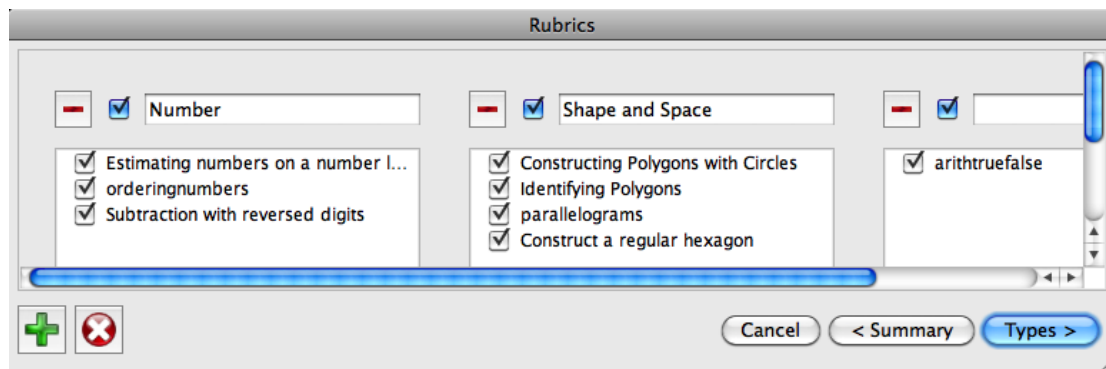
The following dialogue box will appear:



If you are confident that the rubrics and types entered in the file properties are correct, you may click on **OK** to immediately create an index.

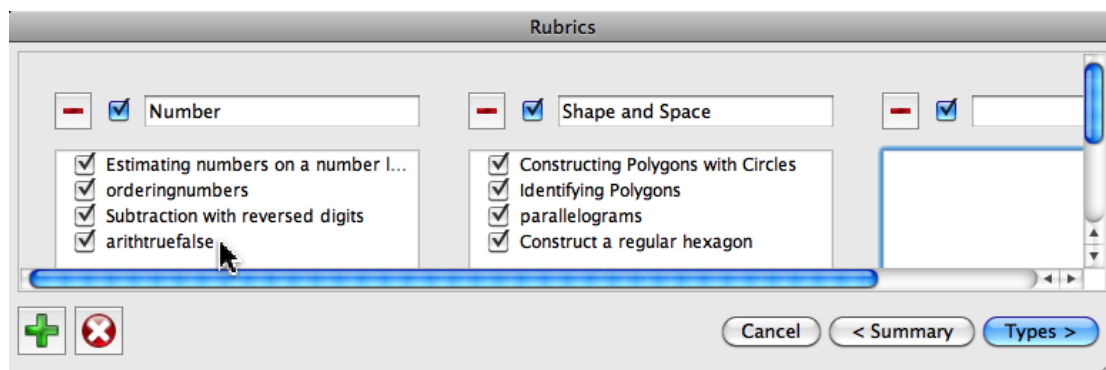
To check and edit rubrics and types, click on the **Rubrics** button.

The following dialogue box will appear:



The two rubrics used in the file descriptions for all the files in the folder **example collection** are **Number** and **Shape and Space**, and the titles (or file names) are listed under their rubric. A mistake was made and the rubric was not entered for the file **arithtruefalse**: this file hence appears in a third column with no identified rubric.

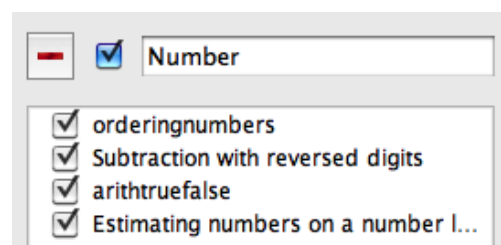
This mistake is easy to correct by dragging the file from the third column into the Number column.



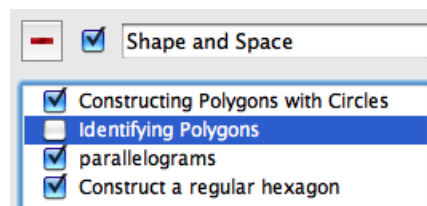
This is the rubrics setting that will be used when the summary is created.

There are a number of other possibilities for rubrics, however.

You may change the order of files by removing a file to the empty column and then bringing it back to the original column: this will put it at the bottom of the list.




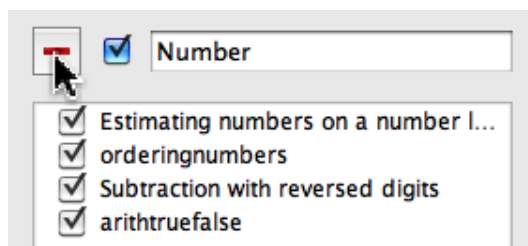
If you uncheck any files, then they will not appear in the index.



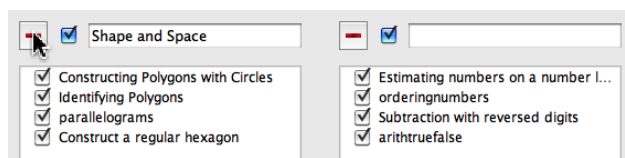
Likewise, if you uncheck a rubric, the files under this rubric will not appear.


The files may also be classified using rubrics not entered in file properties. Let's reclassify the **Number** files into **Number Notation** and **Number Operations**.

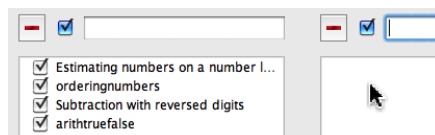
Click on the  shown to delete the **Number** rubric from this index.



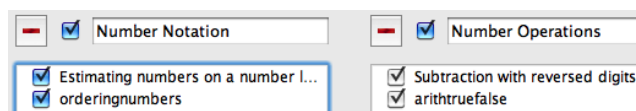
The **Number** rubric disappears and the files originally classified under this rubric are moved to the third empty rubric.




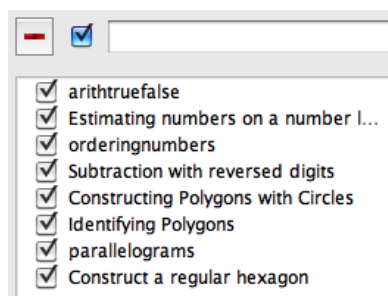
Click on the  at the bottom left corner of the dialogue box to create a new empty rubric.



Name these two rubrics and drag the files into the appropriate column.



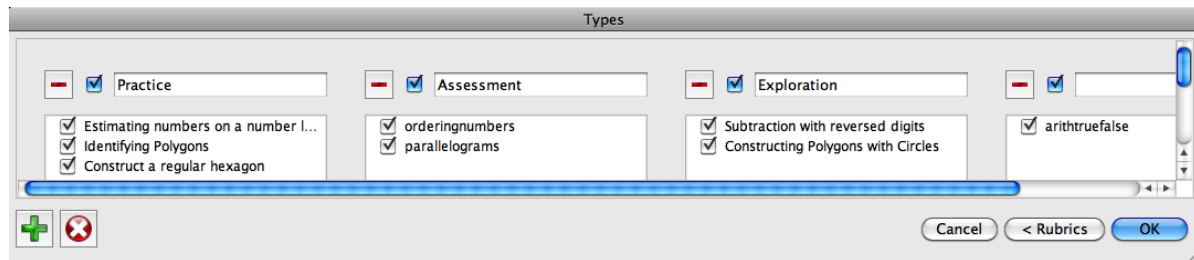
Note that pressing the  button at the bottom left of the dialogue box will put all files together into an empty rubric column.



Note that any changes made here will also be reflected in the corresponding file properties.

When you have finished sorting out the rubrics, click on the bottom right button to go on to **Types**. This is the dialog box that appears:

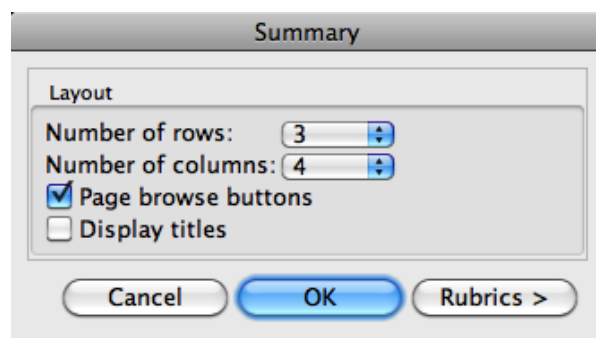




The file **arithruefalse** is again in an empty type, as no type was entered in the file description. The dialogue box is similar to the **Rubrics** dialogue box; **arithruefalse** can be dragged to the correct type (assessment), and new types may be defined, files may be moved to different types, or have their type not shown in the index file.

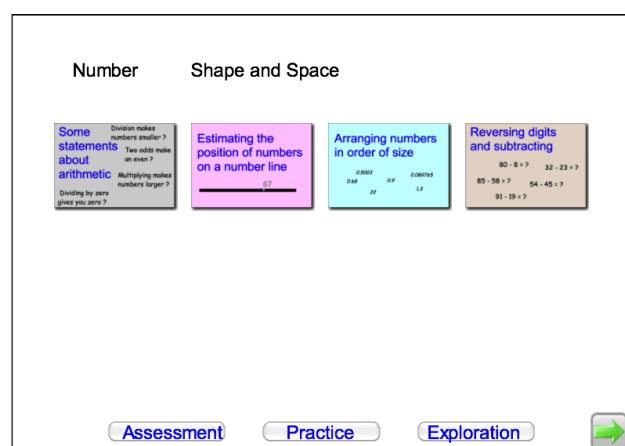
When you are finished, click on the lower right **OK** button to create the summary, or, if you want to change any of the layout settings once you know how the activities will be categorized, click the **Rubrics** button to return to **Rubrics**, and then click on the lower right **Summary** button to return to the **Summary** dialogue box.

The number of rows and columns controls the way the images of the initial pages are displayed.

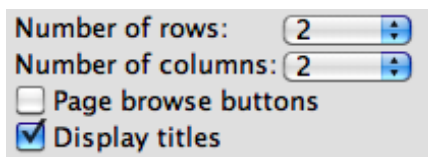


Here is the first index page for the default settings:

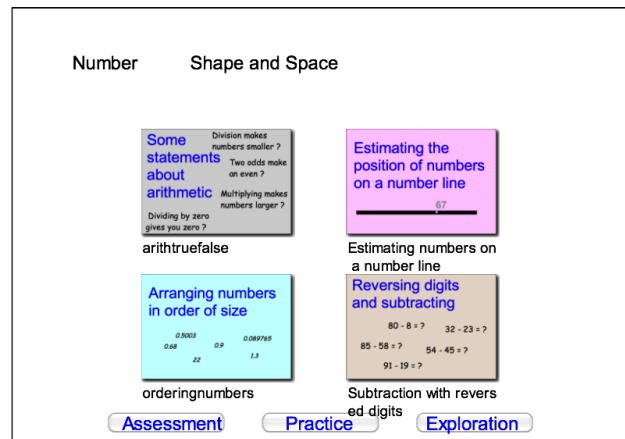
Note that the index will have a new page for each rubric.



Modify these settings as follows to get the page to the right instead.



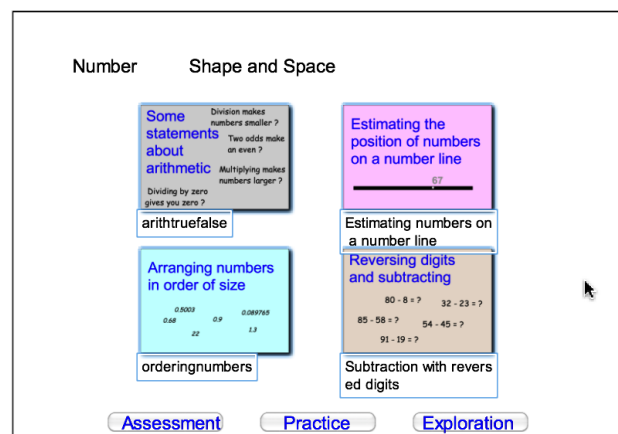
Note that the images only need two rows, and are hence arranged accordingly.



Note that the file name is displayed if no title has been given to the file.

Let's use these settings and modify the file. It is an ordinary Cabri file, so objects may be moved, text may be reformatted, actions may be added, etc. in Author mode.

A first step might be to move the images and titles further up the screen. Select all of these and use the arrow keys to move the objects upward.



You also might want to change or reformat the titles under the images – or delete them if they are not useful.

Note that the rubric names and also the three buttons at the bottom of the screen have been created on the background layer; activate this layer in order to edit it.

Add any text or images.

**Example  
of a  
Collection**



Modify the Number and Shape and Space text.

Number Activities

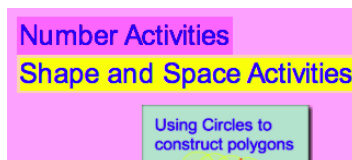
Shape and Space Activities

Attach an action to the Number text to go to the first page, and to the Shape and Space text to go to the last page (and delete the final empty page in the file).

Now use Page – Appearance to change the background color of the Number summary page to the same color as the Shape and Space text background.



Repeat this (in reverse) for the Shape and Space page.



Another option to indicate the rubric for the activities on the page would be to create a rectangle over the appropriate text on each page.

A final step here is to move the text giving the type away from the image. When the summary is constructed, this text appears on the bottom left of the file image. With no titles showing, it may be more sensible to show the type just below rather than on top of the file image.

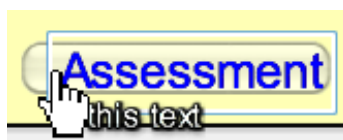
Click on the appropriate button.



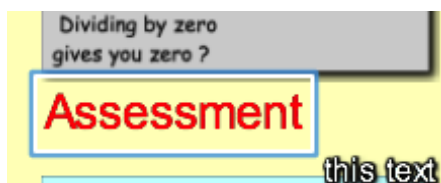
Make sure you select the image rather than the text.

**NOT**

This is not a problem when the file is published, as the text will then be locked.



Select any text that appears and use the arrow keys to move it down.

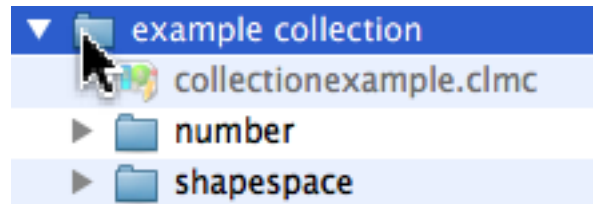


It is also possible to attach further actions to the button to, for example, make the text pulsate.

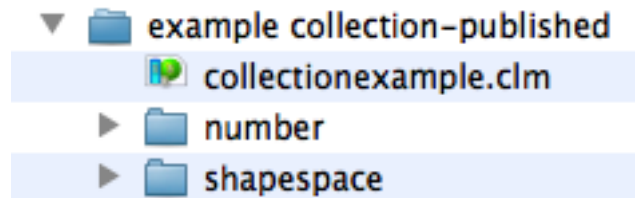
### 3. PUBLISH THE COLLECTION AS CABRI .CLM FILES

The next step is to create Cabri .clm files which correspond to each of these Cabri Author .clmc files.

Select the menu item **File – Publish Collection** and then select the folder ***example collection***.



The result will be the following, in the same folder as ***example collection*** was in.



All .clmc files have been published as .clm files.