SPLASH!
Dive into shapes, geometry and maths!
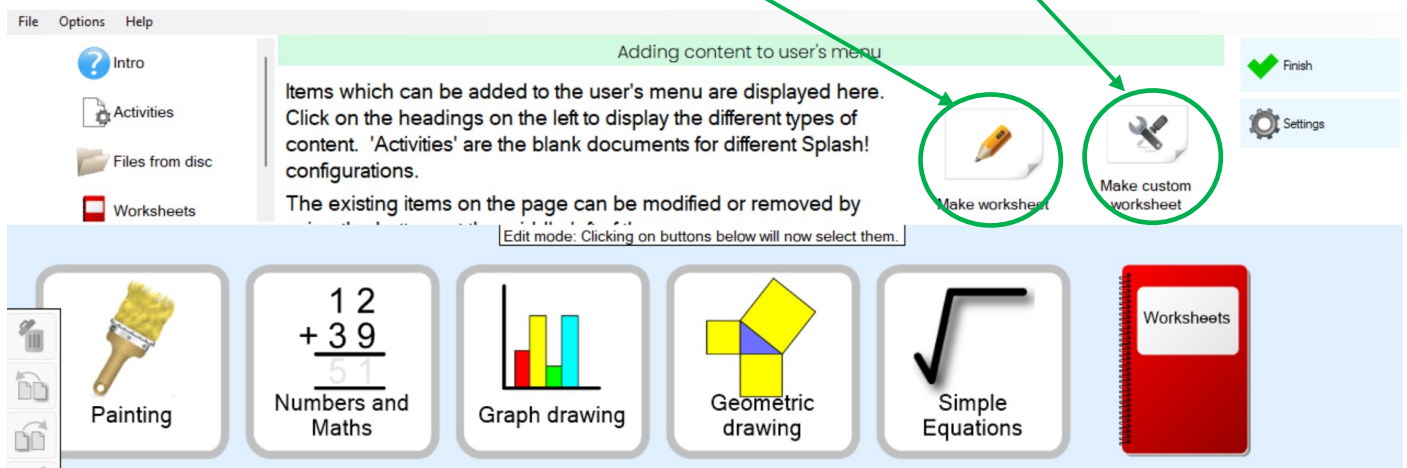
Making a worksheet

There are two main routes to creating a custom worksheet in Splash. On the menu page click the "Edit this page" button, top-right. You will see the options to "Make a worksheet" and "Make a custom worksheet".

🔵 *Note: if you want to import a worksheet or workbook from a PDF see the next handout. This one describes creating your own worksheet from a blank document.*

The "Make a custom worksheet" will take you step by step through a Wizard to help you design and choose the appropriate tools and palettes for your worksheet. Choosing the "Make a worksheet" option will take you straight to "Splash Complete" in Teacher Mode where all the available tools in Splash will be visible for you to start creating your worksheet. The worksheet will also automatically have protection enabled. This means that the user won't be able to accidentally delete or change anything created in Teacher mode.

This is the worksheet that we are going to make, using the "Make worksheet" option.
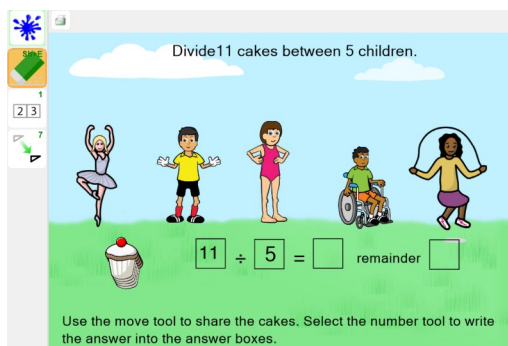

I have used images from the Splash picture library and I have created a "stack" of cakes that can be shared between the children using the move tool. The images are all protected so that nothing can be accidentally deleted.

## Adding images from the picture library to worksheets

Select from the menu: *File > Import image from library*. Write the name of the picture you are looking for in the search box on the right. Select the picture you want and click OK. The first image I am going to use is a background scene:
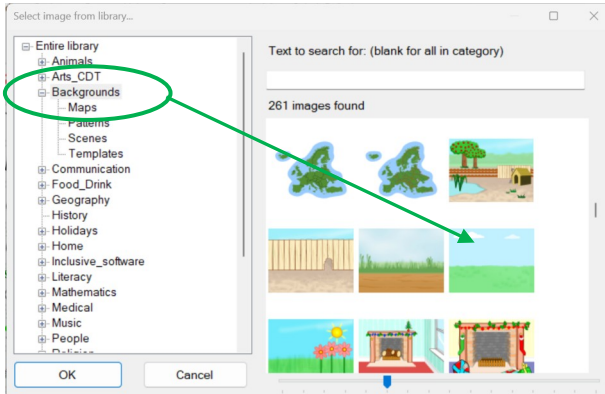
Click OK and the background you have chosen will appear on the worksheet. It can be enlarged to fit the worksheet space available. Now repeat this process and choose 5 different children to place onto the worksheet. The images can be resized and repositioned.
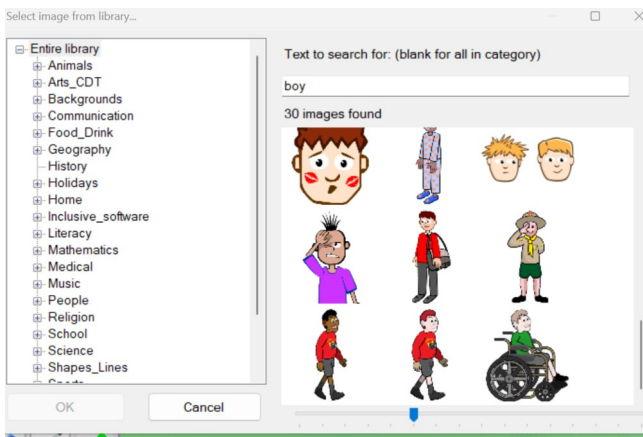

You can also access a simpler picture library by selecting the Picture Stamp tool (M) . This route doesn't have a search facility but it is still possible to find a picture by choosing the relevant category on the left:
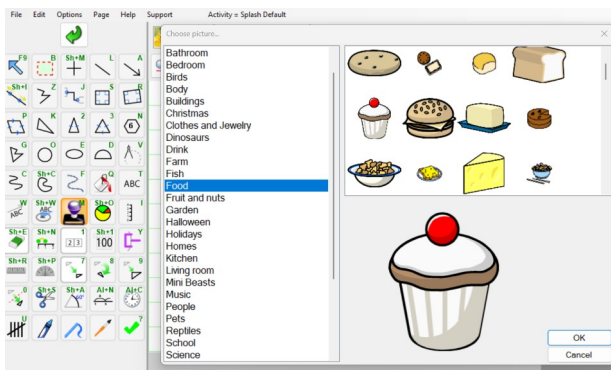
Here I have chosen a cake from the "Food" category. I am now going to create a "stack" for the cake picture

A stack is created in Teacher Mode but it is used in User Mode to move multiple identical images around a worksheet whilst leaving the stack in its original position. The number of images in a stack can be infinite or fixed.

In Teacher mode select the cake using the **F9 Select Tool** . Then select from the menu bar *Edit > Create Stack*. This will open a dialogue box that will ask you how many shapes you want in the stack and you can also choose how much to spread shapes when the stack is displayed.
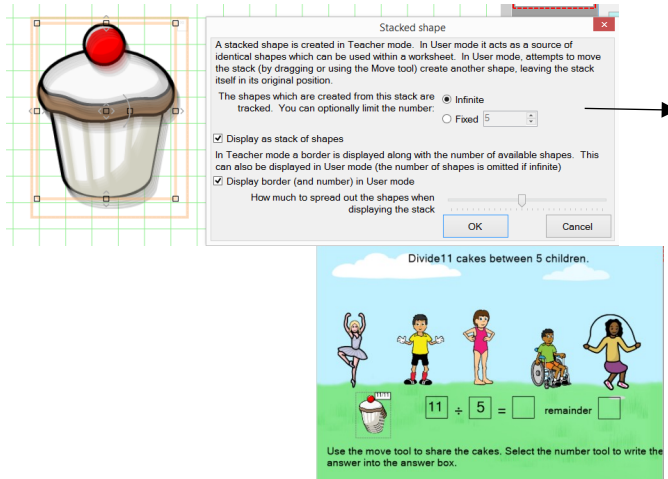
Now you can complete your worksheet by writing instructions using the **Text Tool** (T) and creating the calculation using the number tool (1). The answer boxes were created using the square (S) tool
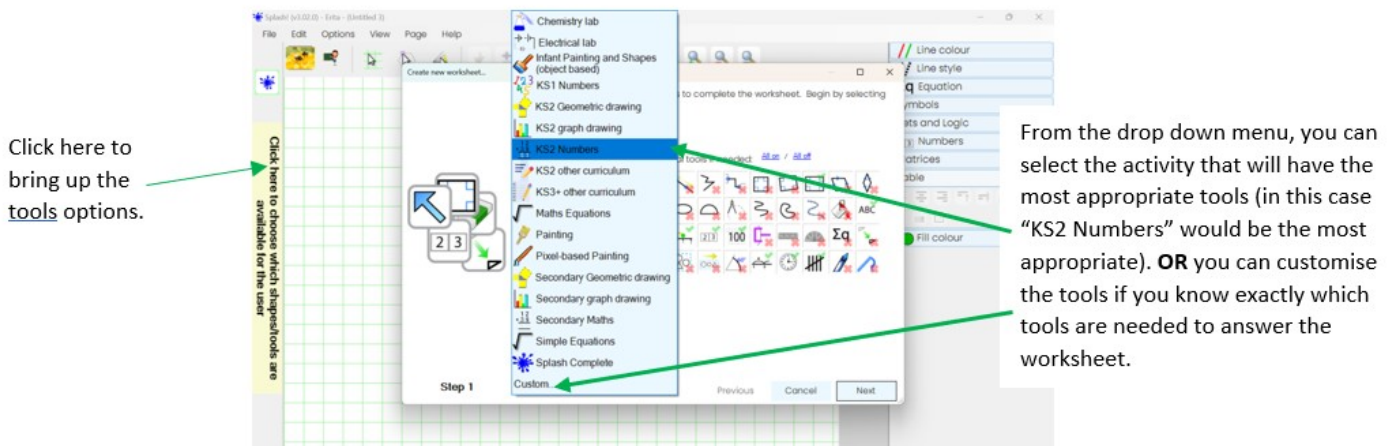
If you can't see the picture stamp tool make sure you are in Teacher Mode and "Splash Complete"

Changing the tools and palettes that will appear in User Mode

At the moment we are in Teacher Mode with all the tools and palettes displayed. We are now going to decide what tools and palettes should appear in User Mode.

To personalise the tools

Go into User Mode and you will see that there are currently no tools visible. Click into the space on the left hand side which will bring up a box showing all the tools. You can either choose which activity you want from the drop down menu, for example, as this is a Maths activity I would choose KS2 Numbers from the drop down menu.

Click here to bring up the <u>tools</u> options.

From the drop down menu, you can select the activity that will have the most appropriate tools (in this case "KS2 Numbers" would be the most appropriate). **OR** you can customise the tools if you know exactly which tools are needed to answer the worksheet.

The other option is to customise the tools by selecting them individually if you know exactly which tools are needed to carry out the worksheet. To do this select the last option "Custom".
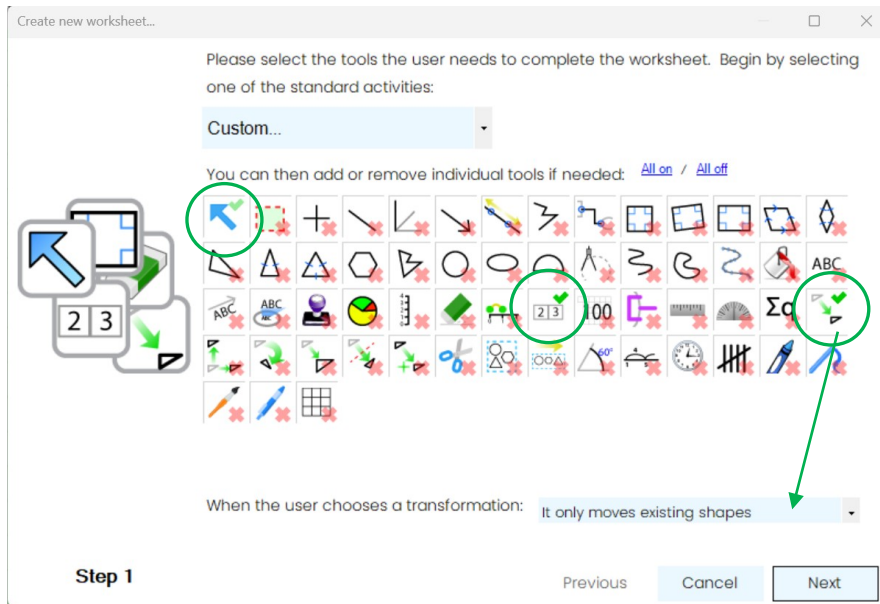

For this worksheet I only need to choose two tools (the select tool is always ticked by default").

The Number tool and the Move tool have been chosen. When I select the move tool I can also decide whether I want just the move tool or whether I need the copy tool as well. For this worksheet I just need the "it only moves existing shapes" option.

Select "Next" when you have chosen the tools that you need. You are now invited to check the protection options that have been set up for this worksheet:
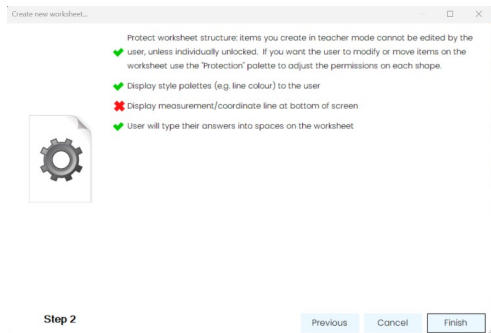
The worksheet is automatically protected and the relevant palettes will automatically be chosen. You are also asked if you want the display measurements to be visible at the bottom of the screen and whether the user can type their answers into spaces on the worksheet. Click finish when you are ready.
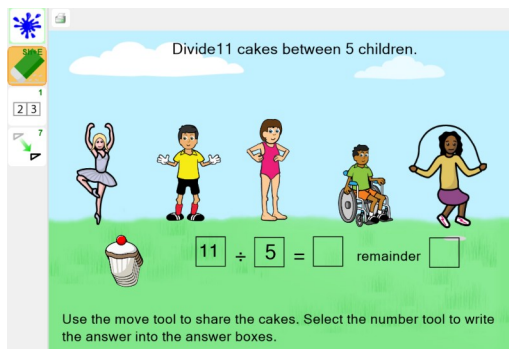
Your worksheet is ready to be saved.

Saving your Worksheet

Saving into the User's Menu

From the menu select *File > Save into user's menu*.

A pop-up box will appear asking you to select the folder you would like to save the worksheet in. If you have created an individual folder or a homework folder you will be able to select it. Then enter a name for the worksheet and then press "save".

Saving into My Documents

You can also save worksheets on your PC, for example in "My Documents" and these can be transferred into Splash folders when the editing bar is open (CTRL+E or ⊙) in the User's Home Page.

1. Select from the menu *File > Save*, or *File > Save As > Save as Worksheet*

The Save as Worksheet is only shown in Teacher mode. If saved this way, when the student opens the document and saves it again it will not overwrite the original file (like a Word template file).

2. The "Save As" dialogue box will open
3. Select "My Documents"
4. Create a new folder by right clicking in white space and clicking "New...-Folder" then name this new folder e.g. "Splash Worksheets"
5. Open this folder; write in a name for the worksheet
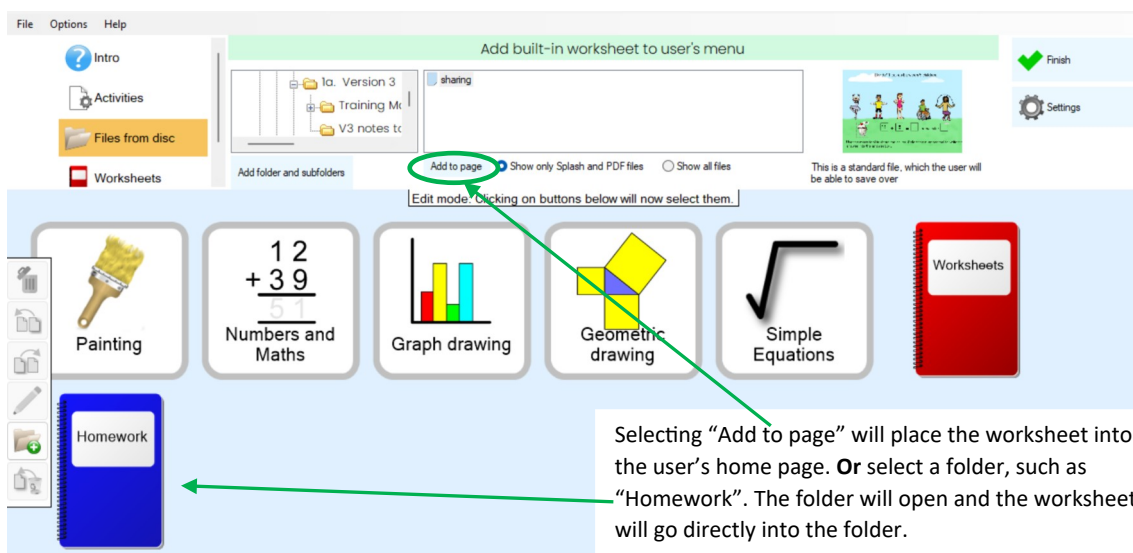6. Then click "Save"

You can skip Step 4 if you already have a folder you want to save the worksheet into

Moving a saved worksheet to the User's home page

Once you have saved a worksheet in "My Documents" you may want to move it to the user's home page or into a folder that you have created on the user's home page.

1. Return to the User's menu page in Splash.
2. Press "Edit this Page" or press **Ctrl + E** or to open up the Edit Bar
3. Select the icon 📁 Files from disc
4. Go to the folder where your worksheet has been saved
5. Select the worksheet
6. Then left click on "Add to page" or select a folder such as "Homework" to put the worksheet straight into a folder.

Selecting "Add to page" will place the worksheet into the user's home page. **Or** select a folder, such as "Homework". The folder will open and the worksheet will go directly into the folder.