



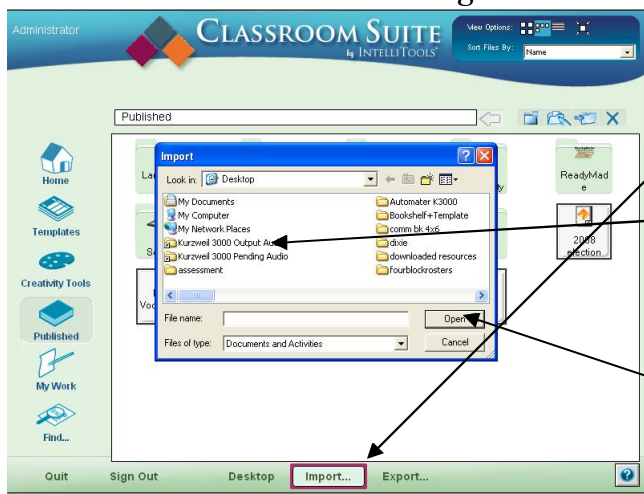
## How to Import Downloaded Activities into Classroom Suite

(They can either be on a CD, flash drive, or saved to your computer (desktop or other location))

IF THE ACTIVITIES ARE ON A CD be sure to insert the CD that holds the activities.

2. Open Classroom Suite (icon on desktop, or from start, all programs, Intellitools Software)

Files/folders can be imported into EITHER the **My Work** or **Published Activities** folder. You can navigate to this under Curriculum Activities when the program first opens.

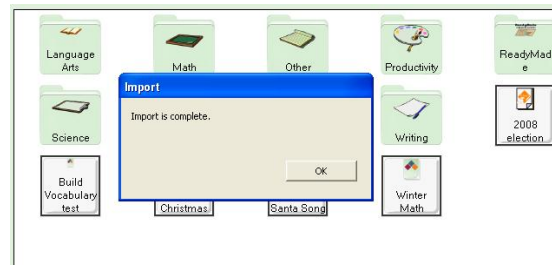


Click on IMPORT found on the bottom of the screen.

Navigate to where the package or zipped material is that you want to import (on a CD, or the desktop, or a flash drive)

Once you have found the activity, double click it, or click it once so it is highlighted and then click OPEN.

You will receive a message once the import is complete that looks like this to the right. Once you click OK, you can open your imported file in Classroom Suite. You can also repeat the process to import any other activities.



### ONE NOTE:

If it asks you if you want to replace the overlays, select Do Not Replace, unless you know it is a newer version of the overlay that is in the program.

Please feel free to email me at [werned@gm.sbac.edu](mailto:werned@gm.sbac.edu) you have questions!

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