



## Objectives

By the end of this tutorial you will learn how to:

- Create word puzzles like crosswords and word searches using the free tools on [armoredpenguin.com](http://armoredpenguin.com)

## Introduction to [armoredpenguin.com](http://armoredpenguin.com)

**Home** **Crossword puzzle maker**

**My Puzzles** The **Crossword puzzle maker** is used to make **simple** crossword puzzles. It turns out that *good* crossword puzzles of the type found in newspapers are fairly hard to generate, and require a pool of *lots* of words, not all of which are used. This program puts all of the words you specify (no more, no less) into a simple crossword puzzle.

**FAQ** The puzzle that is generated will remain on this server for [about two months](#). If you want to ensure that you have a copy of the generated puzzle, make sure you save a copy.

**Report Bug** The puzzle that is generated will remain on this server for [about two months](#). If you want to ensure that you have a copy of the generated puzzle, make sure you save a copy.

**Collection** If you want help with international characters, you can call up an [Alphabet chart](#) to use for cutting and pasting letters that are hard to type. This chart will come up in a separate window.

**User Puzzles**

**Random**

**Log In/Out**

← Ads by Google

[Send feedback](#)

Why this ad? ▸

I've changed everything over to https for secure web browsing. This is the way that the web is going. If you see any errors, please let me know.

Paolo Guanciarossa has updated the "Solve Online" to be much easier to use. Use the Tab key to change between across and down. You can type in the answer to the puzzle in an obvious fashion, and the cursor moves to the next appropriate cell in the puzzle.

Dave Regan  
[crossword@armoredpenguin.com](mailto:crossword@armoredpenguin.com)

The first part of this is for you to enter a list of words and clues.

Once that part is done, hit the *Make Puzzle* button for a puzzle which incorporates your words.

As the number of words you put in the puzzle, increases, the wait increases exponentially. However, if you want a puzzle that is larger than what fits with this form, go to the [Large Puzzle](#) page.

There are many websites that enable you to create both online and offline crosswords. One of the best is Armored Penguin (<https://www.armoredpenguin.com/crossword/>) because it has a lot of features and options. Its more useful features include:

- It provides both online and offline versions of your crossword;
- It provides solutions to the puzzles, again both online and offline;
- It provides printed versions in both HTML and PDF formats. The latter are particularly useful as handouts.
- There are many options that help you control the final presentation and look of the puzzle.

Another good thing about this site is that it helps you go through the creation process step by step. In fact, the best way to learn using it is to go straight to the home page and start creating the puzzle. You may have to experiment with the first few attempts until you start getting the puzzles exactly right, but it should not take you long to get used to.

Although you can leave your puzzles for about two months online, they may be deleted after that period, so it is important that you do save your work.



## Step 1: Creating a crossword

1. Go to <https://www.armoredpenguin.com/crossword/>.
2. **Crossword Puzzle Title:** You should always enter a clear title here for future reference
3. **Author's name:** this is optional
4. **Description of puzzle:** I like to put a reference to the textbook source here, when applicable
5. **Computation time:** keep default
6. **Expansion:** keep default (sometimes you may need to change this to 5 or 6)
7. **Minimum number of groups:** keep default
8. **Size of square:** keep default or use a smaller number (larger numbers are not practical)
9. **Colour of square:** select Grey to save photocopy toner!
10. **Change to upper case:** keep default
11. **Remove spaces in words:** set to **YES**. This will put words in phrases together. However, if there are many phrases in the puzzle and joined words would make up a very long word, set to **NO**.
12. **Free Form (PDF only):** keep default. This will definitely save on photocopy toner. It will only print the word squares (see sample on left).
13. **Omit answer keys:** keep default
14. **Language:** keep default
15. **Text file name:** If you type your crossword beforehand in a Notepad text file, you can upload it here. Consult the section **How file loading works** to know how to enter the words and clues.
16. **HTML font style:** keep default
17. **PDF Page size:** set to **A4 210 x 297mm**
18. **PDF font style:** keep default, but you may feel adventurous and experiment...
19. You'll need to pay an annual subscription for the quiz mode features to work.
20. Enter the words and the clues one by one, hitting the TAB key to jump from one to the next. Make sure there are no spelling mistakes. When you're finished click on **Make Puzzle**.
21. **Information gap puzzle:** Particularly useful for teachers, this creates the so-called half-crossword, producing two partially filled parts of the same crossword for pair work or group work. Both parts of the crossword are printed on separate sheets.

## Step 2: Other word puzzles on Armored Penguin

Look also for the wordsearch and wordscramble versions of the site:

- <https://www.armoredpenguin.com/wordsearch/>
- <https://www.armoredpenguin.com/wordscramble/>





### What is Capture2Text?

Capture2Text enables users to quickly OCR a small portion of the screen and, by default, save the result to the clipboard.

### How to Launch Capture2Text

Go to <https://sourceforge.net/projects/capture2text> and click on the Download button. Unzip the contents of the zip file to any place on the PC, not necessarily in Program Files. Double-click on Capture2Text.exe. You should see the Capture2Text icon on the bottom-right of your screen (though it might be hidden in which case you will have to click on the "Show hidden icons" arrow). No installation required.

### OCR Language Support

By default, Capture2Text comes packaged with the following languages: English, French, German, Japanese, Korean, Russian, and Spanish, however over a hundred other languages are supported (see the complete list in <http://capture2text.sourceforge.net/#download>).

- Download the appropriate OCR language dictionary from <https://sourceforge.net/projects/capture2text/files/Dictionaries/>. (e.g. Czech.zip).
- Open the ".zip" file you just downloaded with WinZip, 7-Zip or similar decompression software.
- Drag all files contained within the zip file to the **tessdata** folder.
- To specify the active OCR language, right-click the tray icon, click on OCR Language, and select an OCR language from the list.

### OCR Usage:

- Press the OCR capture key (default: Windows Key + Q) to start the capture. Now, using your mouse, resize the blue capture box over the area of the screen that you want to OCR. A preview of the captured text will appear in the top-left corner of the screen shortly after you have stopped resizing the capture box.
- Press the capture key again or the left mouse button to complete the capture. The captured screen area will be OCR and the textual result will be stored in the clipboard by default.
- To cancel an OCR capture, press ESC.
- To move the capture box, hold down the right mouse button and drag the mouse.
- To nudge the capture box, use the arrow keys.
- To toggle the active capture box corner, press the space bar.

### Output Options:

By default, the OCR text will be placed on the clipboard. You also have 3 more ways to output the text.

- To send the text to a pop-up window you can right-click the Capture2Text tray icon and select Show Popup Window.
- To send the text to whichever textbox currently contains the blinking cursor, right-click the Capture2Text tray icon and select Send to Cursor.



# Kahoot!

## Objectives

By the end of this tutorial, you will learn how to:

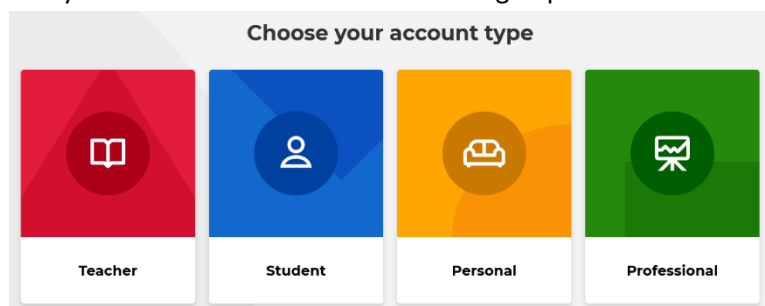
1. Create simple kahoots (quizzes) for classroom activities.

## What is Kahoot!?

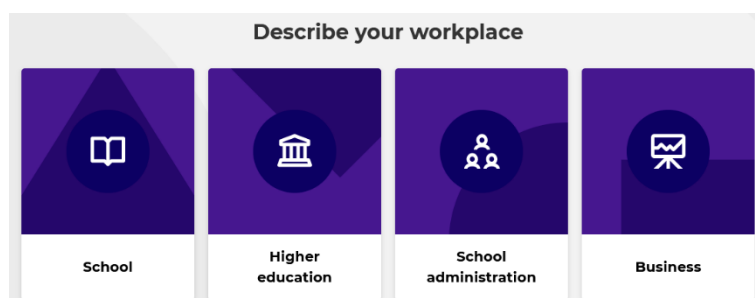
Kahoot! is a free game-based learning platform. Created for use in classrooms and other learning environments, Kahoot!'s learning games ("kahoots") are multiple-choice quizzes that can be created by anyone and are not restricted by age level or subject matter. As Kahoot! may be played using any device, desktop or laptop with a web browser, it is popular in classes with "bring your own device" policies. (Wikipedia)

### Step 1: Create an account

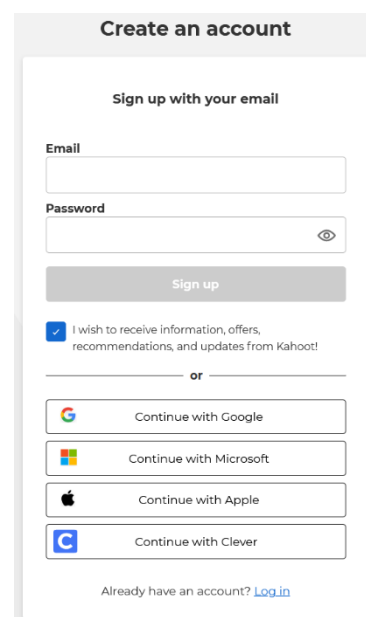
1. Visit the site <https://getkahoot.com/>.
2. If you do not have an account select Sign up to create it.



3. Choose your account type, in this case Teacher.
4. Workplace: School.



5. Sign up using the options available.



Spolufinancováno  
z programu Evropské unie  
Erasmus+

Pracovní list byl vytvořen v rámci projektu Erasmus+  
„Rozvoj profesionálních kompetencí pro 21. století“  
Gymnázia a Obchodní akademie Pelhřimov

## Step 2: Create a kahoot

1. Click the **Create** button (top right of the Home page).
2. Select **New kahoot**. The Quiz screen will open.
3. Click the **Settings** button to get a summary of the quiz properties.
4. Create a new kahoot> Quiz
5. Enter information under the following headings:
  - a. Title
  - b. Description
  - c. Language: *English*
  - d. Visibility: *Public*
6. **Cover image** and **Lobby video** will appear on the title screen of the game while players are joining in the game. These are optional.
7. Click **Done** to start entering the questions.

## Step 3: Add questions

1. Use the **Practical** section below to enter some sample questions.
2. Click on **Add question**.
3. Type in the question.
4. Type in the multiple-choice answers. Note:
  - a. You don't have to enter four choices, but you must enter a minimum of two.
  - b. More than one choice can be a correct answer.
  - c. You *must* declare at least one choice as correct.
5. Declare the correct answer(s) by clicking on the appropriate tick.
6. Set the time limit for choosing the answer (the 20 seconds default is usually enough).
7. Drag and drop a picture or video related to the question (this is optional).
8. Thumbnails of each question screen will appear on the left panel. Click on a thumbnail to jump to that question to edit.

The screenshot shows the Kahoot! quiz creation interface. At the top, there's a header with the Kahoot! logo, a text input for the quiz title, and buttons for 'Settings', 'Upgrade', 'Exit', and 'Save'. The main area is divided into three sections: a left sidebar with 'Add question' and 'Add slide' buttons, a central question editor, and a right sidebar for settings. The central editor has a text input for the question, a media upload area with a plus sign and the text 'Find and insert media or drop an image here to upload', and four answer options with selection buttons. The right sidebar contains settings for 'Question type' (Quiz), 'Time limit' (20 seconds), 'Points' (Standard), and 'Answer options' (Single select). At the bottom right, there are 'Delete' and 'Duplicate' buttons.



9. Click **Add question** to go to the next question or **Done** to stop creating questions.
10. The **Question type** and **Answer options** are available to **Pro** subscriptions or higher. The defaults are the only available options in the free version.
11. When done creating the quiz, you will be given the following options:
  - > Test the kahoot
  - > Play now
  - > Share it with others

### Step 4: Test the kahoot

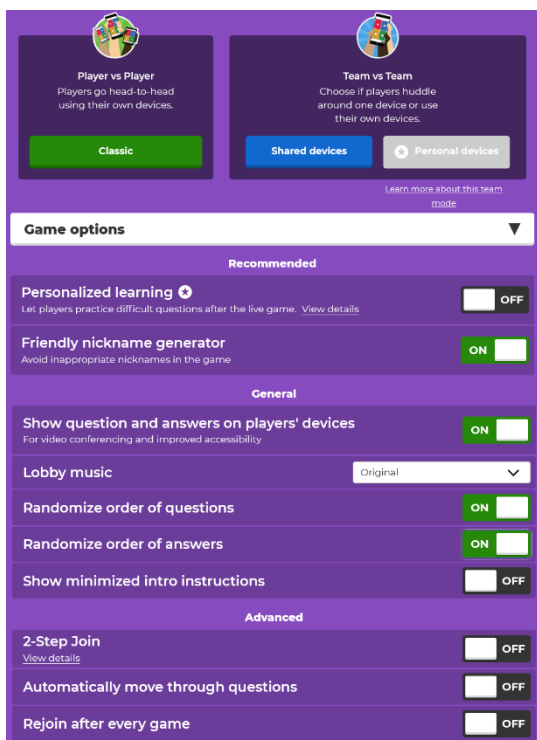
1. Select **Test the kahoot** to see how it works.
2. A live kahoot needs two screens to work. Questions will appear on the main (teacher's) screen. Previously, on their own devices, students would only see the option colour codes and shapes, but no questions. They would need to see the questions on the teacher's screen and tap the right answer on their own device. This has been updated in the latest version of the app (See Step 5.4 below).
3. In the **test** screen, the display on the right, mimicking a PC screen, is what the teacher sees on the laptop/monitor/screen. The display on the left, mimicking a smartphone screen, shows what appears on the learner's mobile device.
4. To test the kahoot enter the PIN number visible on the teacher's screen in the **Game PIN** box on the smartphone image (you can also copy and paste) and **Enter**.
5. In the new screen, enter a nickname and **OK, go!**
6. When all students' nicknames are on the large screen, click **Start**.
7. After previewing the kahoot, go back to the creation screen and click **I'm done**. This will take you to the My Kahoots! list. Your new kahoot is displayed at the top.

### Step 5: Play a kahoot in class

The screenshot shows the Kahoot! web interface. At the top, there is a navigation bar with 'Home', 'Discover', 'Library', 'Reports', and 'Groups'. On the right, there are buttons for 'Upgrade', 'Share', 'Create', and a user profile icon. The main content area is divided into several sections:
 

- Host a kahoot!**: A green section with the text 'More players - more fun! Invite 2 or more'. It contains three numbered steps: 1. Play demo game, 2. Create a Kahoot, and 3. Host kahoot.
- My Kahoots**: A section on the right showing a list of kahoots. One is visible: 'Recognition of computer mouse' with 4 questions and 1 play.
- Challenges overview**: A section on the left with a description: 'Students play independently during a set time frame with questions and answers displayed on their devices.'
- Collections**: A section in the middle with a 'Create collection' button.
- Latest reports**: A section on the right showing a report for 'Recognition of computer mou...' with a 'Done' status.

1. From your account's main page, select the activity you want to play from the list **My Kahoots** on the right side. To see all your kahoots, click the **See all** link at the bottom of the list.
2. You will see the quiz, with the list of questions on the main screen. On the left, click on **Play** to start.



3. From **Choose a way to play this kahoot** select **Teach**.

4. Select the **Game options** from here. Set these recommended options:

**Friendly nickname generator:** This will ask participants to choose from a randomised nickname generated by the quiz. One advantage of this is that participants may not want their true names to be shown especially if they don't do well in the quiz. Another advantage is that you may a guessing game at the end of the quiz as students will try to find out who the best performers are at the end.

**Randomize order of questions** and **Randomize order of answers.** Especially if you plan to use the quiz more than once, this will help students keep on their toes as they can never tell which question appears next and the pattern of the answers is always changed.

**Show questions and answers on players' devices.** By

default, as described above, the quiz plays on two screens, and students will need to view the teacher's screen for the questions. This is not very practical for online classes. Students would have to use two devices, one to see the teacher's screen and another to tap in the answers. Setting this option will enable students to see the whole quiz (question and options) on one screen, making Kahoot accessible in online environments.

5. Click on **Classic** to start the quiz. This will display the PIN number and the address **www.kahoot.it**. This is the address the students need to log into on their devices. They will be asked to enter the PIN number and to confirm the nickname selected at random (they can change the nickname three times).
6. Once they select the nickname, the teacher will be able to see who is in the game, as all nicknames will appear on the teacher's screen.
7. Students will then wait until the teacher click **Start**. The quiz proceeds from there.
8. When the multiple-choice answers appear, learners click the appropriate shape/colour on the mobile device.
9. The score appears next. Click **Next** and **Next** again to go to the next question.

**Note:** You can opt to have the questions running automatically, however pausing after each question will give you and the learners the opportunity to discuss each question and any possible queries that might arise.

## Help and Support

- <https://getkahoot.com/blog/5-ways-to-make-a-kahoot-awesome>
- <https://www.teachertrainingvideos.com/mobiletechnology/kahoot-a-quick-introduction.html>
- [https://www.teachertrainingvideos.com/kahoot\\_online](https://www.teachertrainingvideos.com/kahoot_online)
- Take a look at some ready-made kahoots at <https://create.kahoot.it/discover>.



## Objectives

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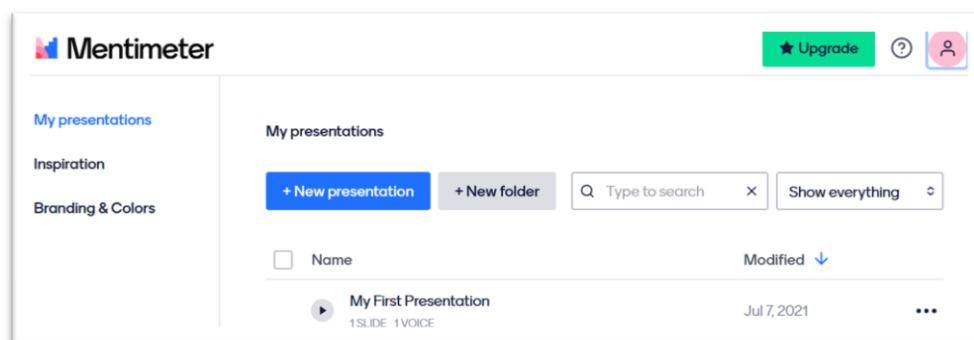
1. Set up a Mentimeter account.
2. Enable learners to participate in a Mentimeter project.

## What is Mentimeter?

Mentimeter is an easy-to-use presentation software. It makes learners feel more involved and motivated by enabling them to contribute to the presentations. Mentimeter shows the results live while learners are voting with the web based mobile polling app directly in their browser, making sure everyone is part of the activity.

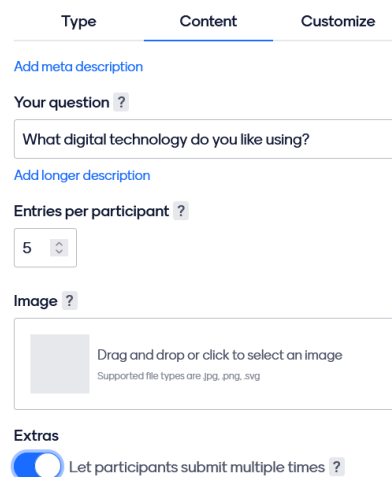
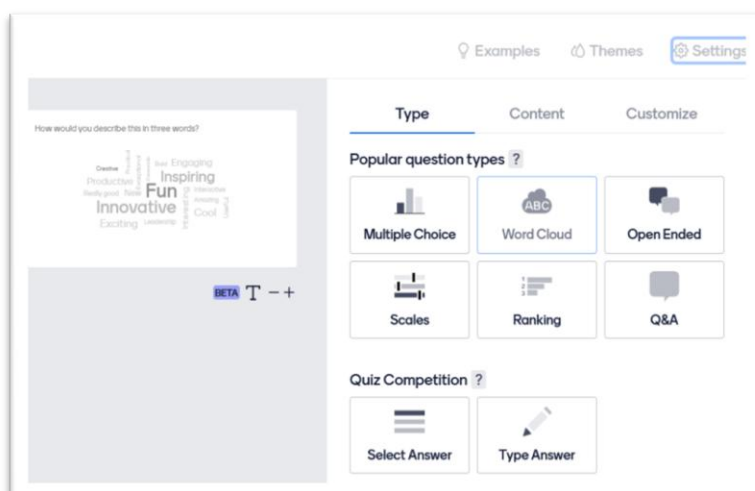
### Step 1: Create an account

1. The basic account is free, with payable upgrades. The free version should be enough to satisfy your classroom requirements, but you are only limited to 12 presentations.
2. Visit the site <https://www.mentimeter.com/app>.
3. Sign up for free to create an account.



### Step 2: Create your first presentation

1. Click on **New presentation**.
2. In the next window type in the title of the presentation/activity.
3. You will now choose the way the presentation is displayed. Select **Word cloud**.

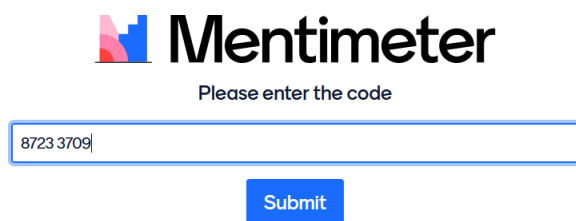
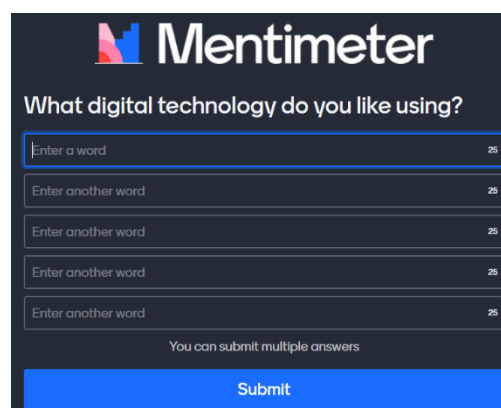




4. Click on **Settings** to see further options.
  5. Leave **Presenter pace** selected. This will enable you to control when the learners make the choices.
  6. Type in a question for the learners to answer. There is the option of setting a number of entries per learner. In the **Extras** section you can also allow learners to give more answers.
  7. Select the **Theme** button to provide an interesting or colourful background to the presentation. For the free account you can only choose the sample themes available.
- Notice that the presentation is automatically saved as soon as you make a change.
8. Click the **Present** button at the top right corner of the screen to activate the presentation. It will take up the whole screen.
  9. For the moment there is nothing but the question. Learners will use their devices to log into the presentation by going to [www.menti.com](https://www.menti.com) and entering the PIN number which is unique to this presentation.
  10. From their devices learners can enter their responses. These will dynamically appear on the screen as they are submitted. Since we chose the Word Cloud appearance, the responses will appear as a word cloud, changing configuration while learners are submitting their responses. Words or phrases that are submitted by more than one learner will appear larger than the others.

### Step 3: Participate in a vote!

1. Use your device now to go to <https://www.menti.com>.
2. Enter the following PIN number: 8723 3709
3. Type in your responses and observe the growing word cloud on the screen.


Spolufinancováno  
z programu Evropské unie  
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Pracovní list byl vytvořen v rámci projektu Erasmus+  
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Gymnázia a Obchodní akademie Pelhřimov

# Vocaroo

## Objectives

By the end of this tutorial, you will learn how to:

1. Record a short word or sentence.
2. Share it online.
3. Enable learners to use it for their own recordings.
4. Receive learners' recordings

## What is Vocaroo?

A free voice recording service. You do not need to register. You only need a microphone. After recording your message, remember to save the file if you need it for a longer period of time. Vocaroo does not provide permanent storage. There is not a definite age at which messages are deleted, however it is likely messages will expire after a few months. If you want to share your recording, you have to copy and paste the link under "Sharing options". ([www.ecml.at](http://www.ecml.at))

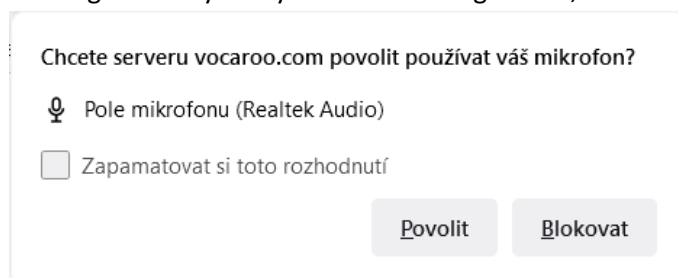
### Step 1: Make a short recording

1. Go to <https://vocaroo.com>.
2. You will see a simple screen with a single **Record** button. Click to start recording.

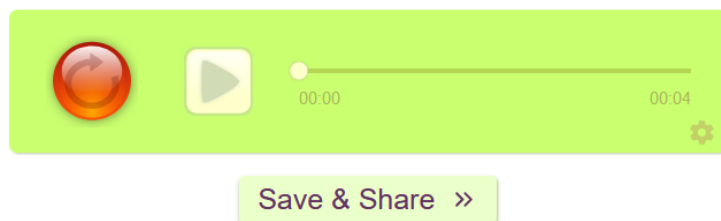


Press the button to start recording!

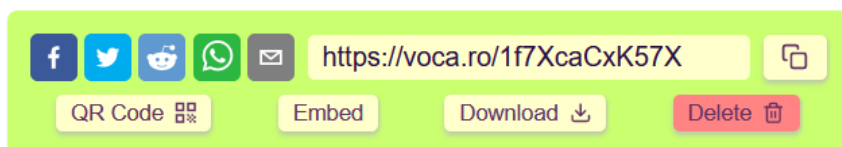
3. If you get a browser message to use your system's recording device, click **Povolit**.



4. Start recording and press the **Stop** button when finished.
5. The next screen will allow you to hear the recording. You can **Play** to check or **Record** again.



6. If you are satisfied with your recording, click **Save and Share >>**.



7. The next screen enables you to share your recording in many different ways. The recording is saved into its dedicated web page online, but there are other options.
  - a. You can download and save it on your computer for use later.
  - b. You can create a QR Code pointing to its online location.
  - c. If you have your own website or blog, you can extract the **embed** code to paste into your webpage.
  - d. Use the **Copy** button (far right of the sharing panel) to copy the web address.

## Step 2: Create a recording activity

1. If the learners are not yet familiar with the app, you can give a short demonstration to introduce the app. It is quite simple and should not take too long.
2. Set a speaking or pronunciation task.
3. Ask the students to go online and do their recording.
4. The most effective and straight-forward way I have found for learners to share the recording with you is by copying the URL (web address) and email it to you.
5. You can provide feedback on the task in the same way. Record your own feedback in Vocaroo and email the link or the QR code to the learners.
6. If you have a personal website or blog, you can create a page to set the task, including links and instructions.
7. In a VLE (e.g., Moodle or Google Classroom) you can set the task with the necessary links. Your feedback can be included here as well.

