

STEPS FOR ACTIVITY CREATION ON ENACT

1. **Identify your activity.**
2. **How can you teach this activity to others? Write maximum 10 clear, simple instructions.** For example: Draw flowers on red paper. Use scissors. Cut the flowers.
3. **Which words are important for others to understand your activity?** For example, these words can be materials (for example: red paper, flowers, glue) or actions (for example: cut, paste, catch) or adjectives (for example: red, blue, tall, soft).

Remember to click on '**Save as draft**' frequently not to lose your work. To save, you need to choose one of the options for each step, but you don't need to complete all the step. Save your work before you preview it. The ENACT Web app helps you create your cultural activity in 7 steps. We recommend that you create your activity in the following order:

Step 1: Give you activity a name e.g. "To He" - Vietnamese Edible Toy

Look at the names of activities under 'Learn'. Which ones are better? How will you name your activity?

Step 4: Teach important words for others to understand your instructions. Take pictures of objects or actions, record short clips of actions, and record audio of each word.

Example: **Image hotspots:** <https://enacteuropa.com/?q=node/56> (Carving a pumpkin)

If you choose this, you need to take a picture of all your words in 1 image. You will then add sounds and text for each word on the same image.

Example: **Course presentation:** <https://enacteuropa.com/?q=node/61> (Bonfire Night)

If you choose this, you will create 1 slide for 1 word. You will then add video or image, text, and audio for each word.

Step 6: Use the same words, images and sounds from Step 4. Ask others to match images and words (text and audio).

Example: **Match Pairs** <https://enacteuropa.com/?q=node/56> (Carving a pumpkin)

Step 5: Teach others how to do your activity. In your video(s), speak slowly and clearly.

Example: **Interactive video:** <https://enacteuropa.com/?q=node/60> (Shadow puppet)

If you choose this, you need 1 long video. You can record short video clips for each instruction using the language of the cultural activity, merge them into 1 video file using YouCut and upload one video on our Youtube channel. You can then add text in one or more languages, pop-up questions and explanations on your video.

Example: **Course presentation:** <https://enacteuropa.com/?q=node/89> (Edible toy)

If you choose this, you will create 1 slide for 1 instruction video. Add sound in the language of the activity. You can then add your short video clips, text (in one or more languages), image and audio for each instruction on each slide.

Step 2: Show others the context of your cultural activity.

What kind of cultural background information will you provide here? Can you find a video on Youtube and edit text/sound in your language if needed? Can you create your own video? Can a 360 video or image help you explain the context of your activity better?

e.g. Use **Interactive Video for normal video:** Shadow puppet: <https://enacteuropa.com/?q=node/60>

e.g. Use **Interactive Video for 360 video:** Bonfire Night: <https://enacteuropa.com/?q=node/61>

e.g. Use **Virtual Tour (360) for 360 image:** Carving a Hallowe'en pumpkin:

<https://enacteuropa.com/?q=node/56> (The 360 image is currently not working, so example is here: <https://h5p.org/node/1111591> - and on the comments section of this activity)

Step 3 (optional): Would you like to add another video, 360 video, or 360 image with pop-ups?

This step is optional. It is exactly the same as Step 2. If you want to add another video, 360 video or 360 image to show the context of your activity, add it here.

Step 7 (optional):

Ask others to drag and drop images to practice the process of creating your activity.

Take a screenshot for each instruction from your 'how to' video' (Step 5). Record audio files for each instruction. Add image, text, and sound for each instruction in the correct order. Our app will present the instructions to others in a mixed order. They will then put them in the correct order.

Example: **Image sequencing** to help others practice the steps for your activity:

<https://enacteuropa.com/?q=node/60> (Shadow puppet)

Or add a quiz for others to practice cultural information or language related to your activity.

Write questions and answers. Others will choose the correct answer for each question.

Example: **Single choice set** to create a quiz for language or culture:

<https://enacteuropa.com/?q=node/54> (Making a Guy)

Finally, tag your activity!

Select the language, country, and up to 5 keywords.

Click Publish!