

www.widgit.com/support 01926 333680 support@widgit.com

# **Creating a Now and Next Board**

A Now and Next board allows you to encourage the completion of one activity with a clear and simple reward. It is especially useful with children who cannot cope with more complex timetables. The example here is for a reward of time with a pet , after completion of a maths activity.

#### After making this resource you will be able to...

- Log into your account and access the Templates
- Select an appropriate **Template**
- Fill in the Template
- **Upload** a photograph
- Replace a symbol with a photograph
- Save the **Document**
- Print the Document

This activity will take you approximately **5 minutes** to complete.

#### Log In

1. Go to the URL: <u>www.widgitonline.com</u> and Log In.

Log	in to	VVI	agit	Uni	ine

Email address or group ID/username:	widgittest@gmail.com	0
Password:	•••••	
Remember Me:		
Forgotten_your_password?		١

#### Find the Correct Template

2. Select Create from a Template.

 In Timetables and Planners , scroll down to Now and Next, and select the first template.

You will now see the

template.

4.



## Fill in the Template & Replace Symbol with Photograph

5. Click into the first grey cell marked Text and type the activity name. Repeat, adding the reward in the second Text box. (In the example this is the name of a pet which happens to also have a symbol for another meaning).



- 6. Click on the Image Library tab. Any photos you have previously uploaded will show here. Now click Upload image.
  7. Fill in the pop-up with any desired name and tags (to
- Fill in the pop-up with any desired name and tags (to aid future searches) and click the Choose Files button to select a photo stored on your machine. Click the image and Open.

Upload new image 🛛 🗙		← → → ↑ • Pictures			ບ 🔎 Search	
-1		BACS	^		20-	1
NI .		<ul> <li>Documents</li> <li>My Things</li> </ul>		IMG_0026.jpeg	IMG_0852.jpeg	IMG_0984JPG
Name		Notebooks			STAN	Rec
Tags		🍠 This PC		475		and a
		3D Objects Desktop		IMG_1205JPG	IMG_1662.jpeg	IMG_1837.JPG
File		M Documents		-		
Choose Files No file chosen		Downloads		and the second		
Choose Thes No me chosen		Music		100		
		Pictures	~	IMG_2651JPG		
Upload image Cancel		File name	MG_1662.jpe		All Files (*.*)	~

- Image Library Search 8. Click Upload Image. Your Upload new image × chosen photograph will Ê Upload image Name cat3 show in the Image Library. P × ● Small ○ Medium ○ Large Tags cat File Choose Files IMG\_1662.jpeg Upload image Cancel Next 9. Ensue the symbol you are replacing is selected (by clicking on it if needed) Next, click on your uploaded picture. Sushi Sushi
- **10.** Your chart is now complete.



### Save and Print the Resource

**11.** To save the document click on the **Save As** icon.



 Choose the Location to save in the left-hand side. Type a Filename in the box, and you can also choose a symbol for the file (optional). Click OK to save.



 To print a document, click the Print as PDF icon. Click View PDF on the pop-up window. You can then send to your printer.



