

# **Hot Potatoes Free Software for Educators**

## **Introduction and Tutorial from the Hot Potatoes Program**

**The following screen shots of exercises have been reduced in size and quality for Internet viewing. The size of this section of the presentation is 820 KB.**

Hot Potatoes is a free program for educators to create quizzes and games for your students. There are 6 different programs to create multiple choice, matching, crosswords, short-answer, fill-in-the-blank and other quizzes.

[About Half-Baked Software](#)

[Tutorial](#)

[Help](#)

[Quit](#)

# **HOT POTATOES™**

Half-Baked Software

Version 5

Click on a potato to begin



Hot Potatoes is a free program for educators to create quizzes and games for your students. There are 6 different programs to create multiple choice, matching, crosswords, short-answer, fill-in-the-blank and other quizzes.

About Half-Baked Software

Tutorial

Help

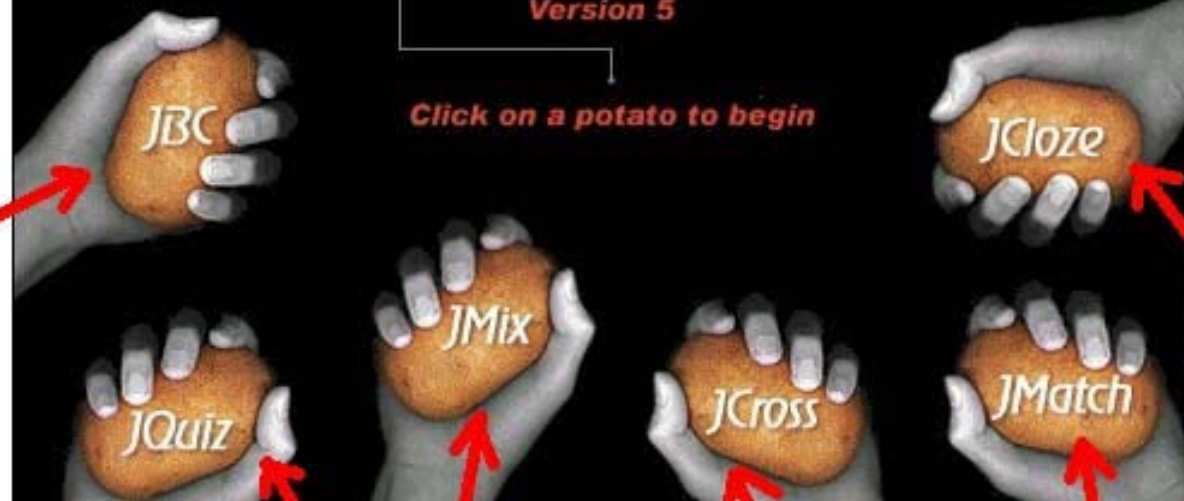
Quit

# HOT POTATOES™

Half-Baked Software

Version 5

Click on a potato to begin



**Multiple Choice**

**Short Answer**

**Mixed Sentence / Word Jumble**

**Crossword**

**Matching**

**Fill In The Blank**

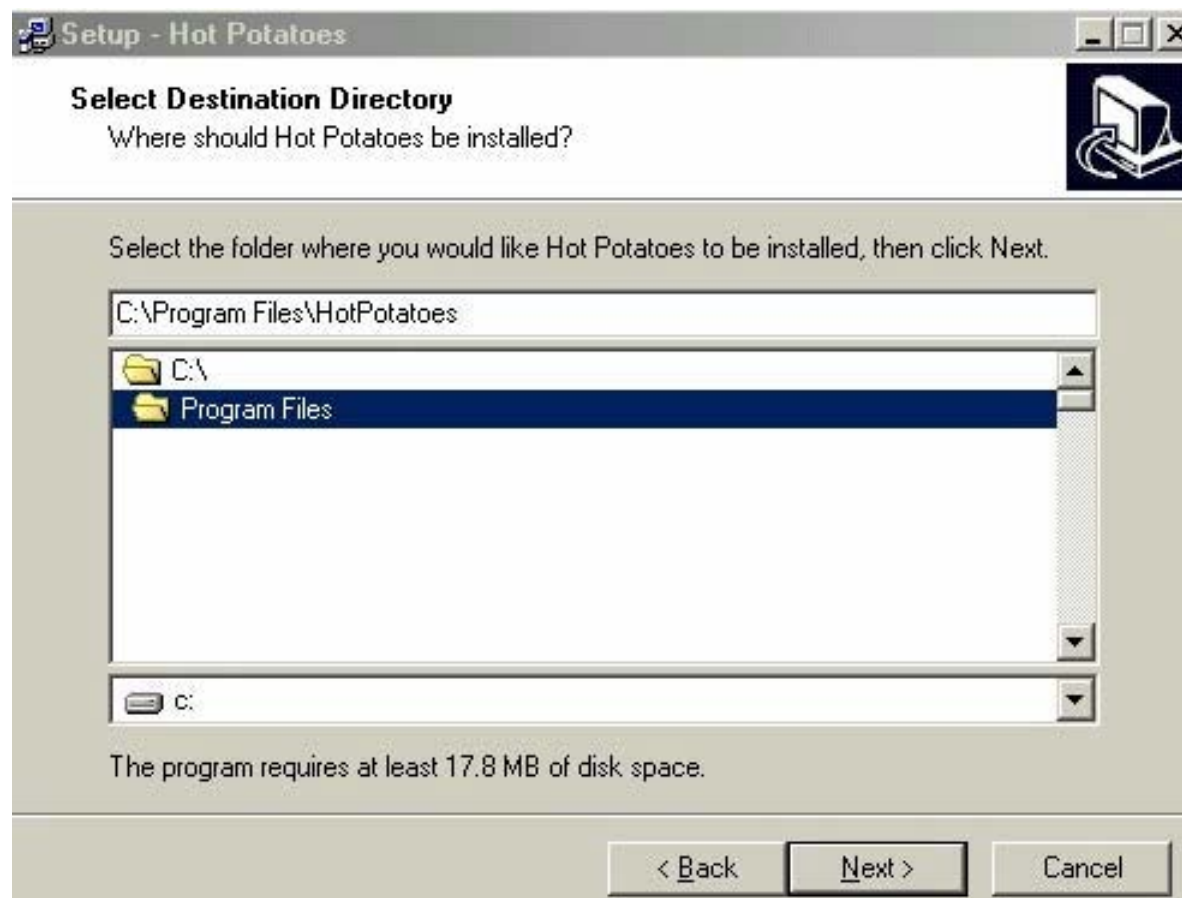


## Setup / Installation Screen

[Contents](#)[Index](#)[Back](#)[Print](#)[<<](#)[>>](#)[Exit](#)

## How to install and uninstall Hot Potatoes

To install *Hot Potatoes*, simply unzip the archive into a folder, and run **setup.exe**. To uninstall, run the **Add/Remove Programs** applet in the Windows **Control Panel**.







Hot Potatoes

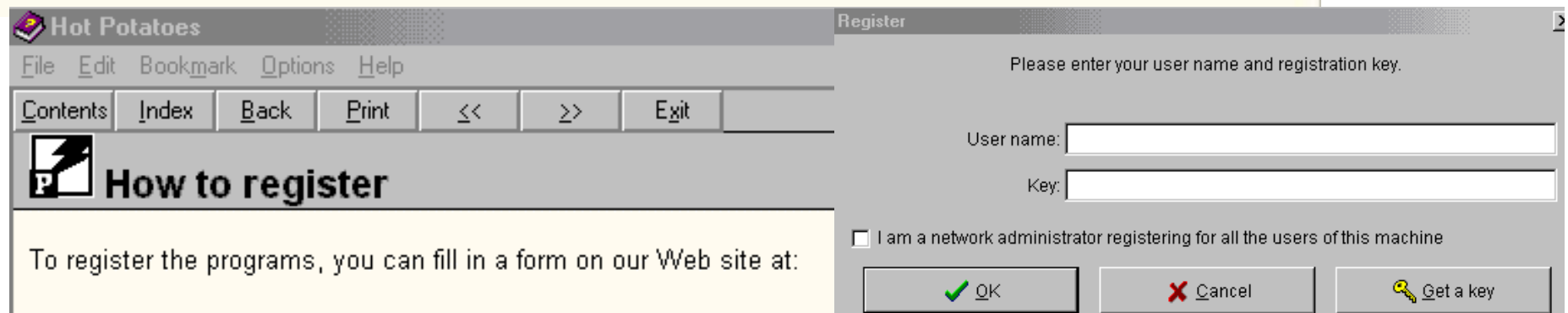
File Edit Bookmark Options Help

Contents Index Back Print << >> Exit

## Why do I need to register?

We have included a registration system because we want to have some idea of who is using *Hot Potatoes*. We would also like to be able to contact all users easily if a bug should appear, or when an update is released. If you do not wish to be contacted after registration, just check the relevant box when you fill in the registration form on the Website.

Note that if the programs are not registered, several features are disabled or restricted. We appreciate that this may seem a little annoying, but we do need to give you SOME reason to get in touch!



Hot Potatoes

File Edit Bookmark Options Help

Contents Index Back Print << >> Exit

## How to register

To register the programs, you can fill in a form on our Web site at:

<http://web.uvic.ca/hrd/hotpot/register.htm>

Please complete the form fully before submitting it. We will send you back a key which can be used to unlock all the features of the programs. When you receive the key, simply start one of the *Potatoes* (any one will do), then click on the [Help](#) menu and choose **Register**. Then you can enter your User Name and Key.

Make sure you're entering the exact name and key. The safest way to do it is to copy and paste from the email message to the registration box. Also, make sure you copy only the name and the key -- don't include the "User name: " or "Key: " bits.

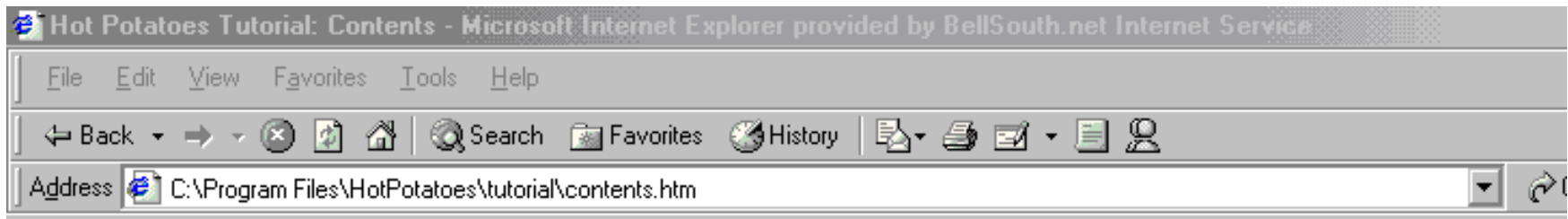
Register

Please enter your user name and registration key.

User name:

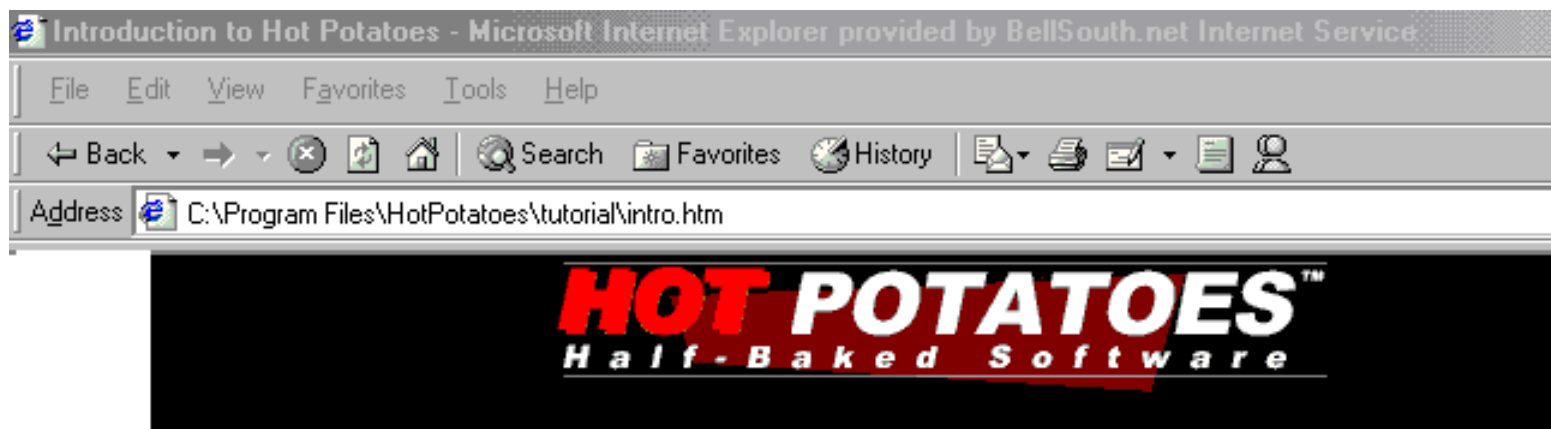
Key:

I am a network administrator registering for all the users of this machine



The best way to do this tutorial is to work through it in sequence. However, since you may wish to find one of these pages again without clicking through the whole presentation, here is a list of the contents. Starred pages are drag-and-drop exercises, and will require version 5+ browsers.

- [Introduction to Hot Potatoes](#)
- [A Multiple-Choice Quiz made with JBC \(Example 1\)](#)
- [A Multiple-Choice Quiz made with JBC \(Example 2\)](#)
- [A Gap-Fill Exercise made with JCloze \(Example 1\)](#)
- [A Gap-Fill Exercise made with JCloze \(Example 2\)](#)
- [A Text-Entry Exercise made with JQuiz](#)
- [A Crossword made with JCross](#)
- [A Jumbled-Sentence Exercise made with JMix](#)
- \*[A Jumbled-Word Exercise made with JMix](#)
- [An Ordering Exercise made with JMatch](#)
- \*[A Matching Exercise made with JMatch](#)
- [The 2-Minute Challenge: Make your first exercise](#)
- [Basic Steps in Using Hot Potatoes](#)
- [Entering and Saving Data](#)
- [Configuring the Output](#)
- [Creating a Web Page](#)
- [A Quick Recap](#)
- [For further information...](#)



## Introduction to Hot Potatoes

The **Hot Potatoes** suite is a set of six authoring tools, created by the **Research and Development team** at the University of Victoria Humanities Computing and Media Centre. They enable you to create interactive Web-based exercises of six basic types. The exercises use JavaScript for interactivity, and will work in Netscape Navigator and Internet Explorer versions 4 and above on both Windows and Macintosh platforms. Two of the tools, JMatch and JMix, can also produce drag-and-drop exercises, but these will only work with more recent browsers, because they use the W3C Document Object Model. The authoring tools will also handle accented characters, so you can create exercises in any language based on the Roman character set, including French, German, and many other languages. The Windows version will also allow you to create exercises in any language, using Unicode.

Although the exercises are constructed using JavaScript, you don't need to know anything about JavaScript to use the programs. All you need to do is to enter your data -- texts, questions, answers etc. -- and the programs will create the Web pages for you. Then you can post them on your Web site. However, the programs are designed so that almost every aspect of the pages can be customized, so if you do know HTML or JavaScript, you can make almost any change you want to the way the exercises work or to the format of the Web pages.

---



JavaScript to use the programs. All you need to do is to enter your data -- texts, questions, answers etc. -- and the programs will create the Web pages for you. Then you can post them on your Web site. However, the programs are designed so that almost every aspect of the pages can be customized, so if you do know HTML or JavaScript, you can make almost any change you want to the way the exercises work or to the format of the Web pages.

If you work in a non-profit-making educational institution or context, and you are prepared to share your exercises by placing them on a publicly-accessible Web server, then you may use the **Hot Potatoes** suite free of charge. If you are working for a company or in a commercial context, or if you password-protect your exercises or distribute them only on an intranet, you will need to buy a licence (contact [Half-Baked Software](#) for information). However, whether you're commercial or otherwise, we do ask that you register the programs; all you have to do is to [fill in a form on our Website](#), and it helps us to stay in touch with our users and get some idea of who is using our programs. See the help file for more information on registration.

Now go on to look at some examples of the kinds of exercises you can make using **Hot Potatoes**. (Note that the data files for all of these exercises are available in the tutorial folder if you want to look at them inside the authoring programs later.)

**Hot Potatoes**

File Edit Bookmark Options Help

Contents Index Back Print << >> Exit

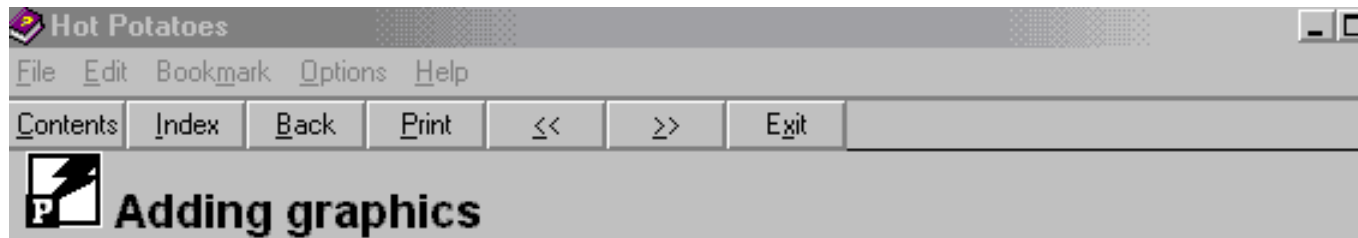
## What do I need to use Hot Potatoes?

To use the programs, you will need:

- Windows 95, 98, 2000 or NT 4.0 or above (A version of the suite is also available for the Macintosh.)
- A recent version of Netscape Navigator or MS Internet Explorer
- Access to a Web server (if you wish to deliver your exercises on the Internet)

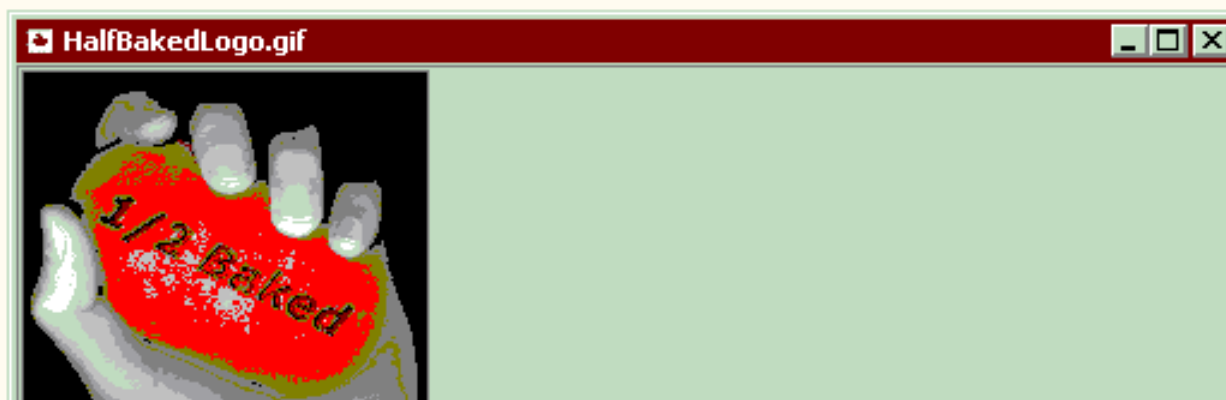
If you know HTML and JavaScript, you will be able to exercise more control over the final format and style of your exercise pages, but this is not a requirement for creating useful interactive pages with **Hot Potatoes**.

To use the exercises, your students will also need an appropriate browser. They do NOT need **Hot Potatoes** itself.



It is possible to type HTML tags directly into most of the *Hot Potatoes* text boxes, in order to insert images or links into the Web pages. However, if you want to insert a graphic, you can use one of the built-in functions to help you. With your cursor in a *Hot Potatoes* text box, click on the [Insert menu](#) and choose **Picture / Picture from Local File**. A dialog box will appear, allowing you to select an image from your hard drive. Then you will see the screen below. From this screen, you can configure the information which will create the IMG SRC tag and insert it in the text box. Note that *Hot Potatoes* is NOT a WYSIWYG Web page editor; the tools on the [Insert menu](#) are only intended to help you create HTML code for the page, and you will not see the image until you actually compile the page. Also, note that the program automatically creates a *relative file path* between your data file (your **.jbc**, **.jcl** or other *Hot Potatoes* file) and the image file on your hard drive. If you do not intend to put your HTML pages in the same place as your data file relative to your image files, then you will need to configure the relative path manually to ensure that the image appears on your page. This will be much easier if you understand basic HTML.

Here is the Insert picture screen. Click on the graphic to get more information about how it works.





Hot Potatoes

File Edit Bookmark Options Help

Contents Index Back Print << >> Exit

## Adding graphics

 HalfBakedLogo.gif \_ □ ×



Picture alignment


- Left
- Centre
- Right
- Top
- Middle
- Bottom
- [None]

Width:  Height:

Maintain aspect ratio

Alt text:

Link URL:

 Load...  OK



## Adding sound and video

It's increasingly common to add sound and video to Web pages, and this is especially appropriate in the case of educational materials. Adding sound or video to your pages is basically no different from adding a link to a file; sound files and video files are no different from other files. Here are some basic guidelines, and a couple of example scenarios.

### [First, create your media files...](#)

Hot Potatoes does not contain any tools for creating or editing sound or video files. For this, you will need to find other software programs. Most modern sound cards can be used for recording or capturing sound on disk, but you may need to get some special software with which to edit it. Video is a little more complicated, since you may need a video card which has video capture capabilities, and not all video cards can do this.

### [Linking to a simple sound file](#)

Let's imagine that you have a sound file called **listen.wav**. (WAV files are a common sound file format, usually created on Windows, and used for short sound segments.) The file is sitting in the same folder as your **JBC** exercise. You would like your students to be able to listen to this file before they answer Question 1 of your **JBC** quiz. Here's what you do:

1. Make sure you have saved your **JBC** exercise.
2. Click in the Question field of Question 1 in **JBC**.
3. Click on **Insert / Link / Link to Local File**.
4. If a message appears, read it and make sure you understand it, then press **OK** to bring up the Open

Hot Potatoes

File Edit Bookmark Options Help

Contents Index Back Print << >> Exit

## Adding sound and video

4. If a message appears, read it and make sure you understand it, then press **OK** to bring up the Open File dialog box.
5. Find your sound file and select it, then press **Open**. You will now see the [Insert Link](#) dialog box.
6. In the case of a sound file, you probably should not specify a **Target** attribute -- leave this box blank.
7. In the **Link Text** box, type an appropriate piece of text, such as "Click here to listen to the text".
8. Press **OK**.

Now, when you compile your Web page, you should see a link in Question 1. Clicking on the link will play the sound file. Note that *how* the file is played (what application is used to play it) really depends on the user's browser. Sometimes *QuickTime* will pop up, sometimes the *Windows Media Player*, and sometimes another application; it all depends on what is installed on the user's machine, and you have no control over that. However, *something* should always appear which can play the file, as long as the user's computer is able to handle sound.

There are several other types of sound files that you can use; among other popular types is *RealAudio*, which is played by a free plug-in. *RealAudio* files are very compressed, and can be much smaller than WAV files. You can encode your own sound files in *RealAudio* format using a free encoder -- see the *RealAudio Website* for more information:

<http://www.real.com>

### [Linking to a video file](#)

Linking to a video file is really no different from linking to a sound file. Just follow the steps above, but select a video file instead of a sound file. However, you should note that, in order to view the video, you





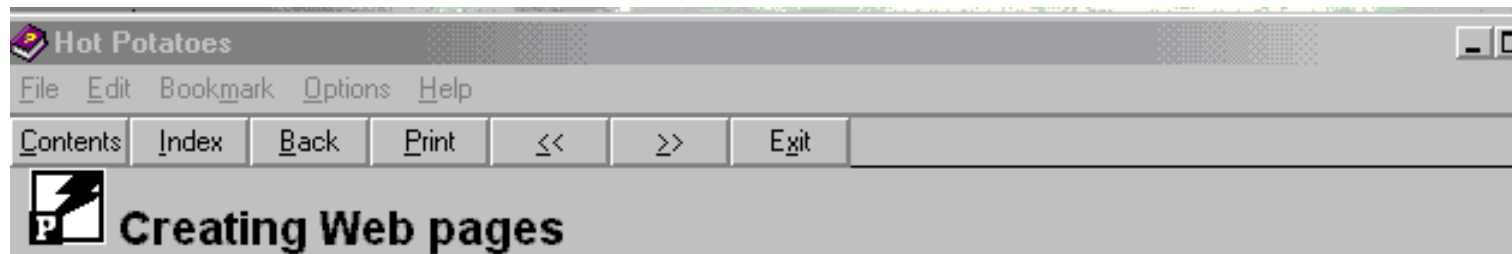
## Adding sound and video

NOTE: You can embed your own sound files in RealAudio format using a free encoder. See the *RealAudio Website* for more information:

<http://www.real.com>

### Linking to a video file

Linking to a video file is really no different from linking to a sound file. Just follow the steps above, but select a video file instead of a sound file. However, you should note that, in order to view the video, your user's computer must be able to handle the specific video format you have chosen. It's a good idea to do extensive testing on various types of machine to make sure that your video is in a format which the user can play. If you're using a format such as RealVideo, you might want to include a link on the page so that users can download and install the RealVideo plug-in if necessary.



When your data is ready, and you have checked the Configuration information, you are ready to create a Web page. Creating Web pages is the simplest part of using *Hot Potatoes*. Use the **Create Web Page** commands, accessible through the [File menu](#) or the [toolbar](#):

All of the Potatoes use the same command to create a version 5 or version 6 export file, which is a single HTML file. You can post this file on your server, and the exercise will appear when you load it. If you are using **JMix** or **JMatch**, there are other options, however. **JMatch** has two other output types: one is a flashcard output, which you can use to let your students practice or memorize something before quizzing them on it, and the other is a drag-and-drop form of the exercise. **JMix** also has drag-and-drop formats. The version 5 output format is designed for older browsers, while the version 6 formats require more recent browsers. This is a basic list of browser requirements:

Non-drag-and-drop version 5 exercises:

**Windows:** Internet Explorer 4.1 and above; Netscape Navigator version 4.08 and above.

**Macintosh:** Internet Explorer version 4.5 and above; Netscape Navigator version 4.08 and above.

Version 6 exercises:

**Windows:** Internet Explorer 5.5 and above; Netscape Navigator version 6 and above.

**Macintosh:** Internet Explorer version 5 and above; Netscape Navigator version 6 and above.

All version 5 and 6 drag-and-drop exercises:

**Windows:** Internet Explorer 5.5 and above; Netscape Navigator version 6 and above.

**Macintosh:** Internet Explorer version 5 and above; Netscape Navigator version 6 and above.



## Creating Web pages

### Choosing an output format

You should choose an output format based on the needs of your users, the type of material, and the kind of browser you can expect your users to have. You can ensure broad compatibility with a wide range of browsers by using the version 5 output formats. However, these pages are based on frames, and there are one or two problems associated with using the browser's BACK button when using frame-based pages. The version 6 output pages are more compliant with emerging Web standards, and are easier to edit from the point of view of display because they have built-in CSS stylesheets.

### Creating and viewing your pages

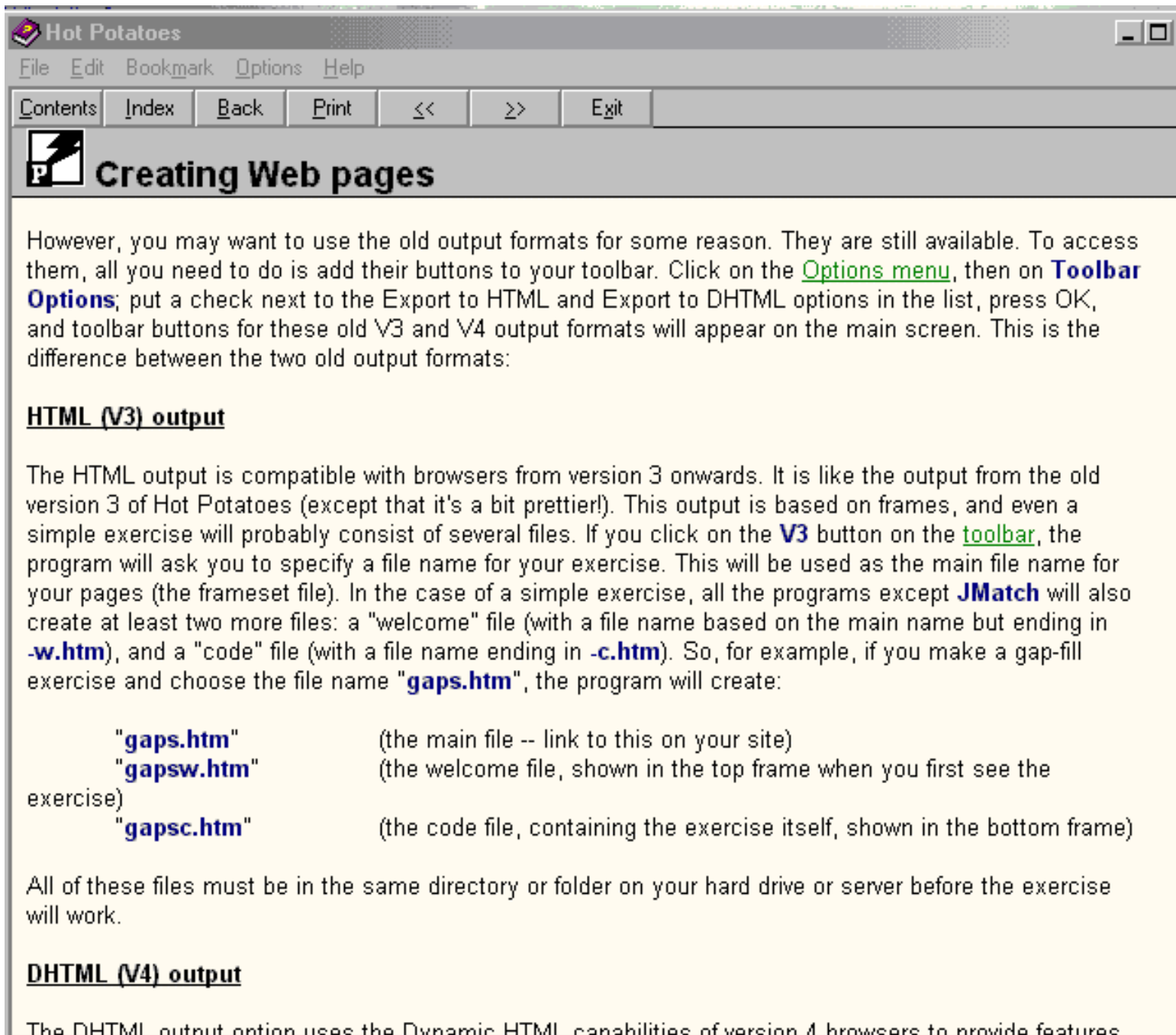
When you have selected the type of output you want, and specified a file name, the Web page will be created. The program will then ask you if you wish to see the exercise in a browser. If you say yes, then your default browser program will be launched, and the exercise will be loaded into it. You can check that the results match your expectations.

### Choosing good filenames

If you enter a file name containing a space, the program will warn you that this is not a good idea; the reason for this is that on many Web servers, spaces will be replaced with "%20", and therefore the URL of your document may not be what you expect it to be. It's best to avoid spaces in the file names of Web pages.

### Old output formats

If you are upgrading from Hot Potatoes version 4 or 4.1, you will notice that the output system has been simplified, and DHTML output items are not listed on the File menus. This is because we have been able to reproduce all of the functions previously done using DHTML in standard HTML/JavaScript. The only exception is the drag and drop in IMix and IMatch, and this has been done using new code more



Hot Potatoes

File Edit Bookmark Options Help

Contents Index Back Print << >> Exit

## Creating Web pages

However, you may want to use the old output formats for some reason. They are still available. To access them, all you need to do is add their buttons to your toolbar. Click on the [Options menu](#), then on **Toolbar Options**; put a check next to the Export to HTML and Export to DHTML options in the list, press OK, and toolbar buttons for these old V3 and V4 output formats will appear on the main screen. This is the difference between the two old output formats:

### HTML (V3) output

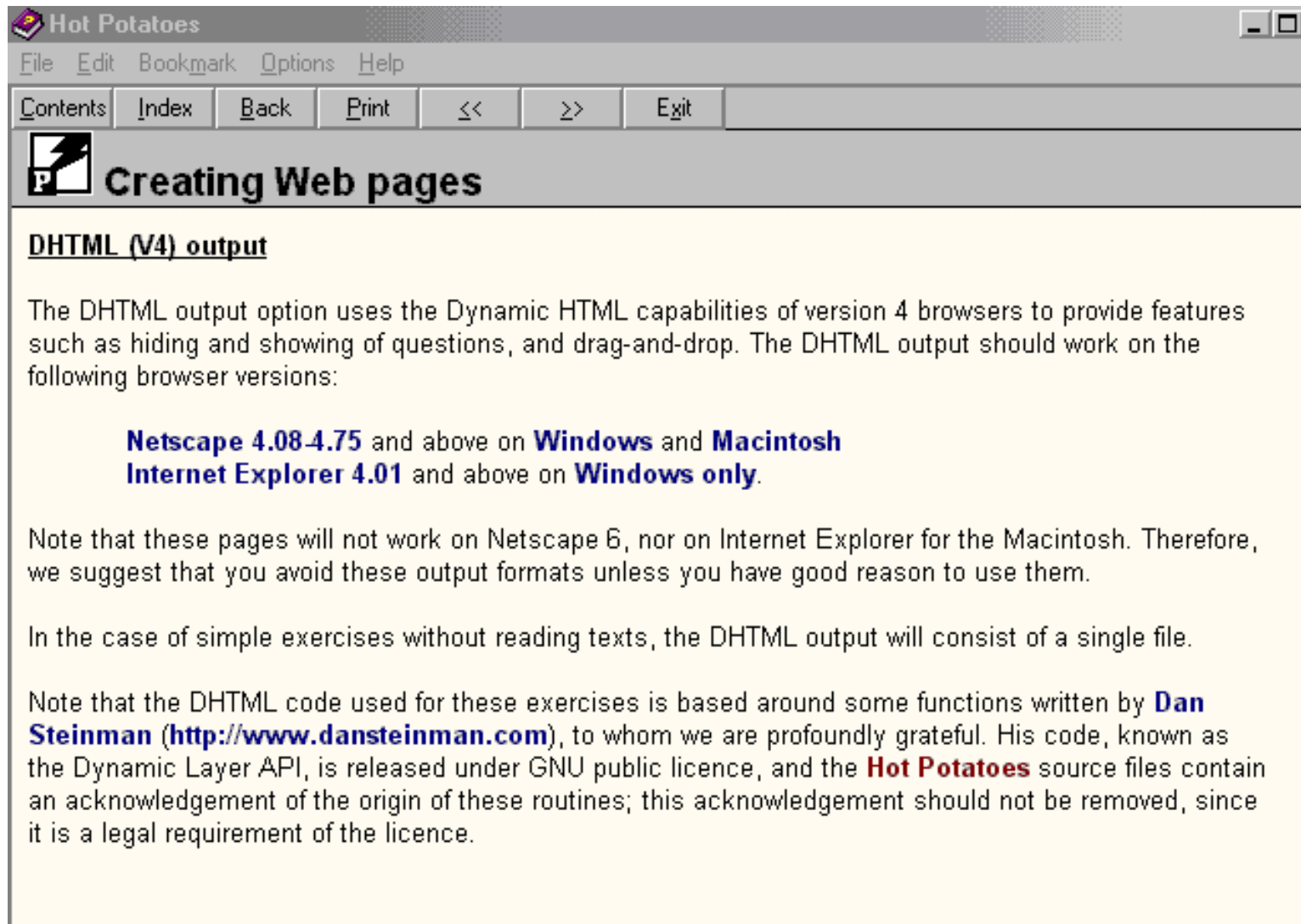
The HTML output is compatible with browsers from version 3 onwards. It is like the output from the old version 3 of Hot Potatoes (except that it's a bit prettier!). This output is based on frames, and even a simple exercise will probably consist of several files. If you click on the **V3** button on the [toolbar](#), the program will ask you to specify a file name for your exercise. This will be used as the main file name for your pages (the frameset file). In the case of a simple exercise, all the programs except **JMatch** will also create at least two more files: a "welcome" file (with a file name based on the main name but ending in **-w.htm**), and a "code" file (with a file name ending in **-c.htm**). So, for example, if you make a gap-fill exercise and choose the file name **gaps.htm**, the program will create:

<b>"gaps.htm"</b>	(the main file -- link to this on your site)
<b>"gapsw.htm"</b>	(the welcome file, shown in the top frame when you first see the exercise)
<b>"gapsc.htm"</b>	(the code file, containing the exercise itself, shown in the bottom frame)

All of these files must be in the same directory or folder on your hard drive or server before the exercise will work.

### DHTML (V4) output

The DHTML output option uses the Dynamic HTML capabilities of version 4 browsers to provide features



The screenshot shows the 'Hot Potatoes' application window. The title bar reads 'Hot Potatoes'. The menu bar includes 'File', 'Edit', 'Bookmark', 'Options', and 'Help'. Below the menu bar is a navigation bar with buttons for 'Contents', 'Index', 'Back', 'Print', '<<', '>>', and 'Exit'. The main content area has a header 'Creating Web pages' with a small icon to the left. The text below is on a light yellow background.

### DHTML (V4) output

The DHTML output option uses the Dynamic HTML capabilities of version 4 browsers to provide features such as hiding and showing of questions, and drag-and-drop. The DHTML output should work on the following browser versions:

**Netscape 4.08-4.75** and above on **Windows** and **Macintosh**  
**Internet Explorer 4.01** and above on **Windows only**.

Note that these pages will not work on Netscape 6, nor on Internet Explorer for the Macintosh. Therefore, we suggest that you avoid these output formats unless you have good reason to use them.

In the case of simple exercises without reading texts, the DHTML output will consist of a single file.

Note that the DHTML code used for these exercises is based around some functions written by **Dan Steinman** (<http://www.dansteinman.com>), to whom we are profoundly grateful. His code, known as the Dynamic Layer API, is released under GNU public licence, and the **Hot Potatoes** source files contain an acknowledgement of the origin of these routines; this acknowledgement should not be removed, since it is a legal requirement of the licence.

Hot Potatoes

File Edit Bookmark Options Help

Contents Index Back Print << >> Exit

## The hotpotatoes.net hosting service

Many **Hot Potatoes** users have asked for a system by which they can track students' access to exercises and retrieve their scores. This can only really be done using a server application, so in collaboration with Creative Technology (Microdesign) Ltd in the UK, we have created hotpotatoes.net. If you get an account on the hotpotatoes.net server, you will be able to upload your exercises directly from each Potato to the server, and your students can log on to do the exercises. Their scores will be saved automatically, and you can track their access times and performance through the hotpotatoes.net database. The service is located here:


**<http://www.hotpotatoes.net>**


To upload an exercise to hotpotatoes.net, this is what you need to do:


1. Export the exercise in v6 format (only v6 format is supported).
2. After export, you will see a dialog box which gives you the option of uploading to the server (shown below) Choose the second option.

**View or upload the exercise**

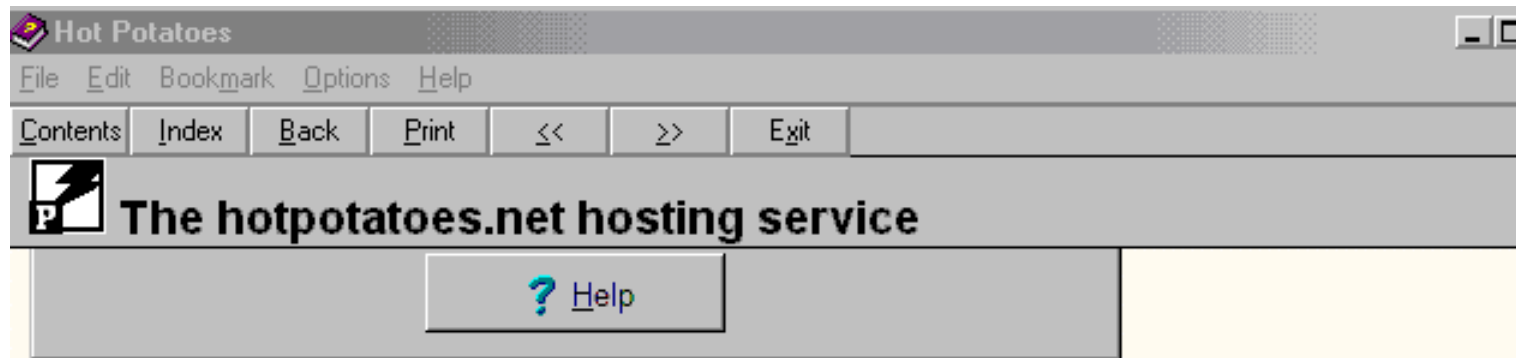
What would you like to do?

 [View the exercise in my browser](#)

 [Upload the file to the hotpotatoes.net Website](#)

 [Nothing](#)

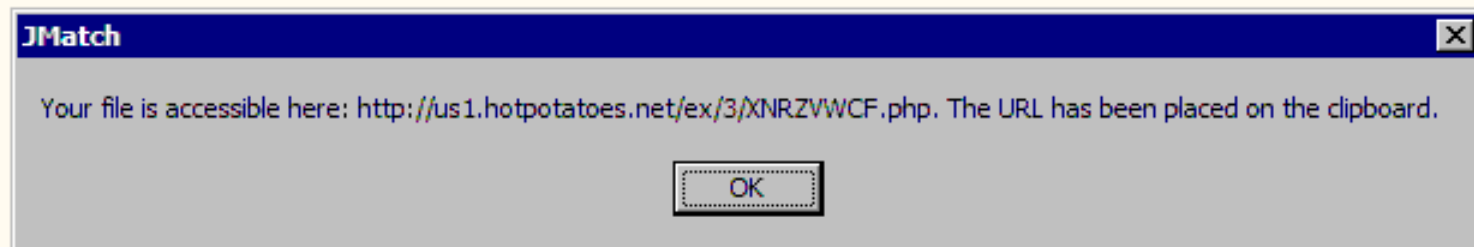




3. The program will then check for media files and other links in your exercise, so that it can upload any files that are necessary. It will also check on the server to see if any of these files are already there; if they are, you will be given the choice to upload them again, or not.

4. The program will ask you which class you want to upload the exercise for. On hotpotatoes.net, students are organized into classes, and each upload is assigned to a class. If you haven't specified any classes, you will see a default "Class 1".

5. The program will upload your page, tell you the URL, and offer to let you view it.



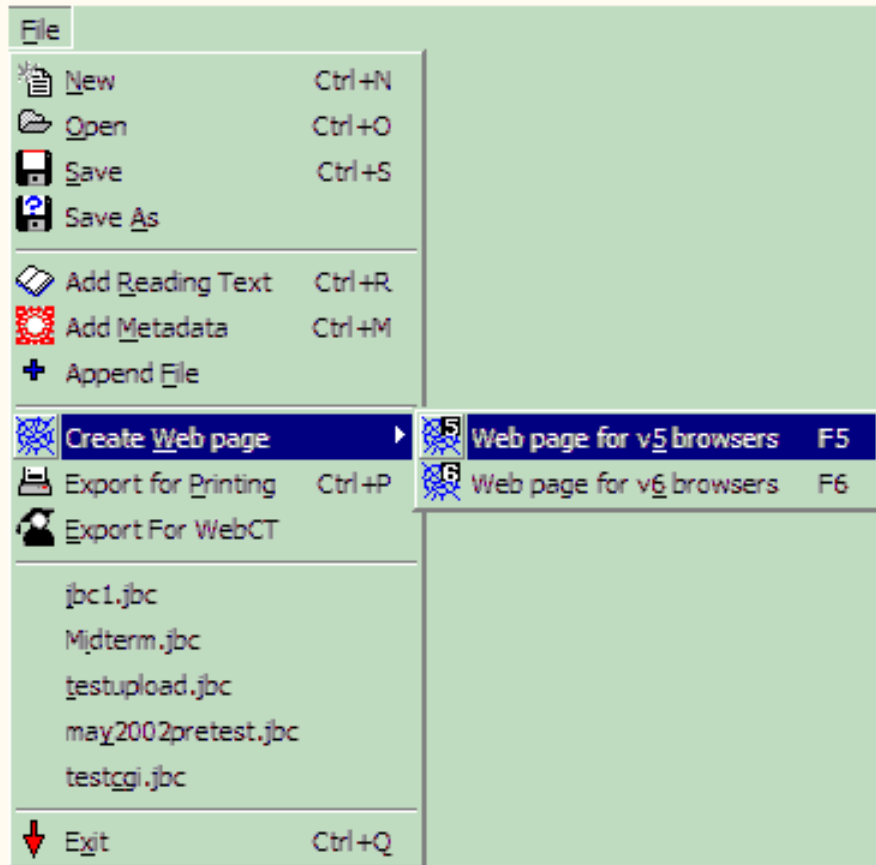
You can also upload files which are not exercises to hotpotnet. To do this, use the [Masher](#). The Masher has a special hotpotnet menu which allows you to upload single Web pages (or other types of file, such as PDF or Word documents) to the hotpotnet server.

Support for hotpotatoes.net is provided by Creative Technology -- see the hotpotatoes.net Website for help and information. If you are having problems with uploading files to hotpotatoes.net from within Hot Potatoes, then write to [support@halfbakedsoftware.com](mailto:support@halfbakedsoftware.com) for help.



## The File menu

The file menu is basically the same in all the programs, although there are minor differences. Click anywhere on the graphic to get specific information on each item. Note that **JMatch** has one extra File Menu item, **Export to Flashcards**; this enables you to create a Web page that functions like flashcards, for learning/memorizing items prior to quizzing. **JMatch** and **JMix** also have drag-and-drop export items.



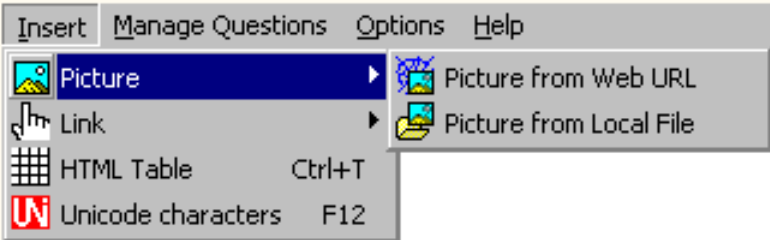
Hot Potatoes

File Edit Bookmark Options Help

Contents Index Back Print << >> Exit

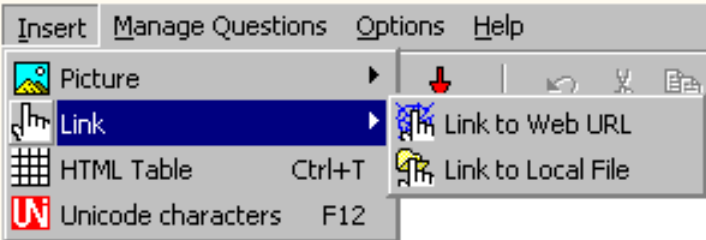
## The Insert menu

The Insert menu is the same in all programs. Click on the graphics to get more information on the menu items.



Insert Manage Questions Options Help

- Picture ▶
  - Picture from Web URL
  - Picture from Local File
- Link ▶
- HTML Table Ctrl+T
- Unicode characters F12

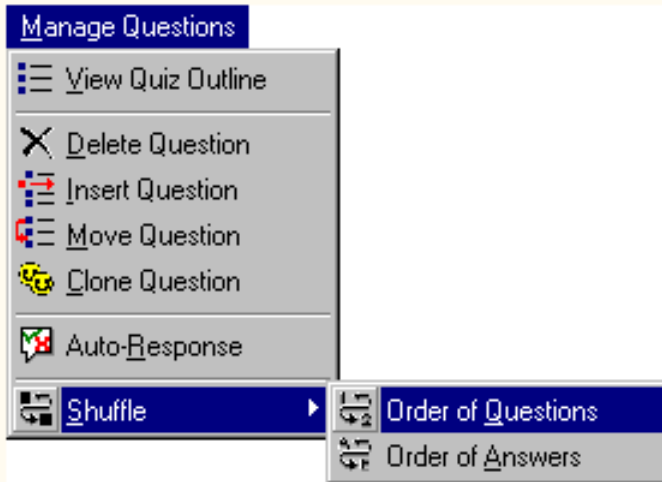


Insert Manage Questions Options Help

- Picture ▶
- Link ▶
  - Link to Web URL
  - Link to Local File
- HTML Table Ctrl+T
- Unicode characters F12

## The Manage Grid menu

The **Manage Questions** menu is available in two programs, **JQuiz** and **JBC**, and a similar **Manage Items** menu is included in **JMatch** (these are the only programs which include multiple items on one page). These functions allow you to change the order of questions or items, by dragging and dropping, moving, inserting or deleting questions. Click on the graphic to get more information.





## The main JQuiz screen

**JQuiz** is used to create short-answer quizzes in which the student types in his or her answer, which is then checked. This is the main screen for the **JQuiz** program. Click on the graphic to learn more about its functions.

The screenshot shows the JQuiz software interface. At the top, there is a menu bar with 'File', 'Edit', 'Insert', 'Manage Questions', 'Options', and 'Help'. Below the menu bar is a toolbar with various icons for file operations and editing. The main area is divided into several sections:

- Title:** A text box containing 'The Cat Quiz'.
- Q 1:** A question box containing 'How many lives does a cat have?'.
- Correct Answers:** A section with a list of three correct answers:
  - 1: nine
  - 2: 9
  - 3: 9.0

File Edit Bookmark Options Help

Contents Index Back Print << >> Exit

## Configuring the output

The exercises created by *Hot Potatoes* programs use a variety of buttons and prompts to interface with the user (the student). While the data for exercises (questions, answers etc.) will change from exercise to exercise, such things as button captions, prompts, and explanations will not change so often. These are therefore stored in the form of a configuration file. By default, the six programs share the same configuration file, so that common items such as the captions of "Check" or "Hint" buttons need to be changed only once. Using the configuration screen, you can set up the programs to produce output in any of the languages supported by the 256-character ASCII set (which includes any language based on Roman characters, including the accented characters used by many European languages). See [Using Hot Potatoes in other languages](#) for more information on foreign language support.

Each program provides an interface to the configuration file, accessible through the **Configuration** button on the [toolbar](#), or the **Configure output** command on the [Options Menu](#). These will bring up a screen like the one below, giving access to all the configuration data relevant to the application you are using. You can click on the graphic to get more information about items and functions.



**Configuration file: C:\Data\Delphi5\HP5\english5.cfg**

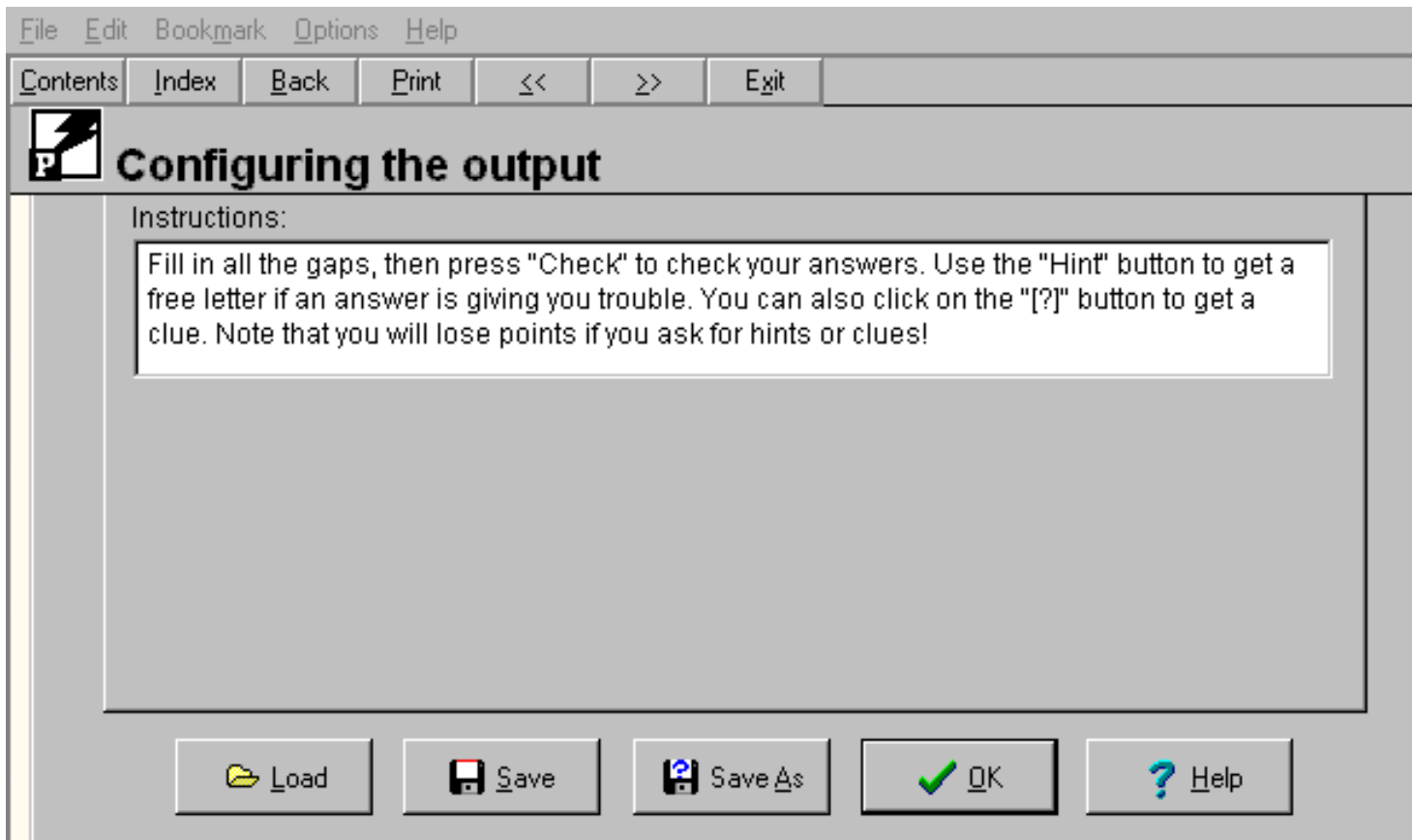
Edit Insert

Titles/Instructions Prompts/Feedback Buttons Appearance Reading CGI

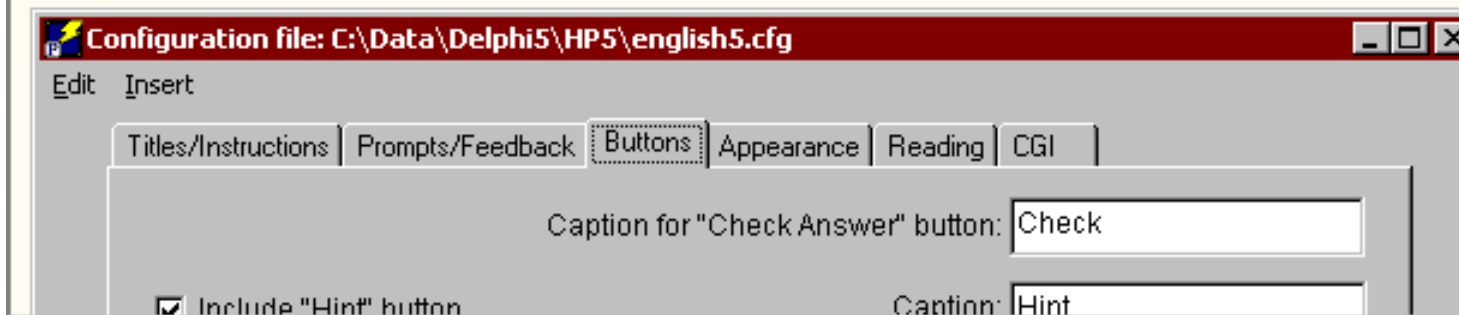
Exercise subtitle:  
Gap-fill exercise

Instructions:





Here is another page in the configuration dialog. As above, you can click on the graphic to get more information about the items:



Contents Index Back Print << >> Exit

## Configuring the output

Configuration file: C:\Data\Delphi5\HP5\english5.cfg

Edit Insert

Titles/Instructions Prompts/Feedback **Buttons** Appearance Reading CGI

Caption for "Check Answer" button:

Include "Hint" button      Caption:

Include "Clue" button for each gap      Caption: ]

Navigation

Include "Next Exercise" button      Caption:

Next exercise URL:

Include "Go to Contents" button      Caption:

Contents page URL:

Include "Back" button      Caption:

It is possible to send quiz scores through email, but it is much easier to use the HotPotatoes.net service to record grades remotely.

Configuration file: C:\WINDOWS\Desktop\inservice2003\hotpotatoesquiz\quiz\_quiz03.cfg

Edit Insert

Titles/Instructions Prompts/Feedback Buttons Appearance Reading Other CGI

Submit results through CGI to an email address [Information](#)

Please note that we do not provide support for this functionality unless you have paid for a commercial license for Hot Potatoes. The only help provided is the brief explanation you can see by clicking on the Information button.

URL of FormMail CGI script:

Email address to submit to:

Message requesting student to enter name or ID:

[Load](#) [Save](#) [Save As](#) [OK](#) [Help](#)

**End of  
Introduction and Tutorial  
from the Hot Potatoes Program**

[Back to Music Tech Teacher  
In-Service Page](#)