Interactive Whiteboards
Introductory Training Manual

Contents

1. Using your Whiteboard
What can a whiteboard be used for, What are the benefits, what are the pitfalls, Good practice, Safety issues, Troubleshooting, Using Clickview, Using PowerPoint, Other applications, Using ActivInspire, Calibrating your Activboard, Using your Activpen, Launching ActivInspire, The dashboard, Pen tool, Undo and redo, Changing the pen colour and pen width, Highlighter tool, Pen tool tray, Save, Re-opening a saved flipchart.

2. Manipulating and adding objects
Selecting objects, Changing an object's properties using pick-up boxes, Bin, The Resource Library, Adding items to the page, Closing the resource library, Types of resources in the library.

3- Using text
Typing, Editing text

4- Top Tools and tips
The reveal tool, Countdown, Camera, Fill Colour, Using text as a web link, Export a section of a Clickview film/video, Link to a video from your 'My Documents'. Using the desktop toolbar

5. Working with Images
Take a picture from the Internet, Take a snapshot picture, Use a picture as a background, Make a picture more transparent , Lock a picture onto a background, Hide things behind a picture, Using Tags, Grouping.

What are the criteria for the course certificate?

1. Attendance at the first module training session,
2. Submission of a flipchart(or flipcharts) demonstrating the core skills listed below
3. An paragraph describing the use of the flipchart and an evaluation of how it improved the lesson and what might be changed for the future.
   - Creating a flipchart of more than one page
   - Adding background to a page
   - adding an image to the page
   - using the camera tool
   - writing with the pen
   - adding typed text to the page
   - Using colours
   - Adding something from the resource library
   - Adding a link (to a file, website…etc)
   - Lock an image or text

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Whiteboards are fantastic tools which allow teachers to challenge thinking, use effective questioning, extend the quality of the interactions, control and maintain the pace of the lesson, engage students to a greater extent than conventional whole class teaching, increase enjoyment, motivation and involvement and easily access and use high quality resources.

Exploit the INTERACTIVITY

- Manipulate text in new ways; (highlight, change colour, magically reveal) Use the pen on maps, images etc.
- Move/drag objects, edit and add objects to the page whilst teaching.
- Make the most of the infinite pages and space- hang text and images off the side of the page to avoid cluttering the space, enjoy revisiting the pages in any order you want to.
- Use layers to show, hide and reveal answers to engage the pupils and save time.
- Add media such as images, sound effects, video etc to excite, motivate, encourage thoughts and feelings
- Link to web sites, to enrich the pupil experience
- Link to worksheets and presentations for enrichment, support or extension activities,
- Capture pupil attention and maintain focus with tools such as the spotlight, camera, revealer.
- Display and explore clear, accurate diagrams; label, resize etc explore detail with the magnifying glass.
- Model abstract ideas- rotation of shapes, perspective, time zones, capturing sections of video, short episodes of animation or video.
- Use tools such as the ruler, protractor, calculator, fraction generator to demonstrate skills, and demonstrate concepts
- Use colours and backgrounds to help dyslexic readers, or to engage the audience.
- Collaborative with pupils to make lists, poems, answers which they have shared ownership of.

Reduce TEACHER WORKLOAD

- Prepare materials in advance use, evaluate, change and save ready for the next time.
- Share materials with staff, sharing the department or year group workload.
- Download ready made resources from the Internet and customise to suit your lessons and your class.
- Allow flipcharts created to be accessed for pupil revision.

Increase PACE of lessons
- Use previous flipcharts to recap at the start of the next lesson.
- When appropriate, print flipcharts for a class to put in jotters or for children who are absent.

- Hang reminders off the side of the page or put into teacher notes.
- Use specific tools to add to the efficiency of a lesson, such as timer, calculator, camera.

Use your whiteboard in a VARIETY of ways
- Interactive tool for teaching, making flipcharts and teaching with them and saving them for the future.
- Big screen for showing pre-prepared documents, such as word documents, scanned worksheets, images and PowerPoint or for multimedia resources such as Click view, websites.
- To display photographs and video taken in class.
- Class collaboration -sharing pupil ideas, such as manipulating texts together, creating poetry together.
- Demonstrating how to use a piece of software, such as Photoshop, PowerPoint,
- To share good work or display children's work to discuss as a group.
- Use other peripherals, microscopes, visualisers, cameras, video cameras.
- used by a group of children during the independent activity.
- To write on as a 'chalkboard'.

Pitfalls to avoid
- Having lots of children out using the board can interfere with the lesson pace, unless well planned.
- Try not to *only* use the IWB as a projector screen.

Section 1- Getting Started

What is ActivInspire?
ActivInspire is software designed to help teachers create interesting lessons on Interactive whiteboards. You can install ActivInspire on a home computer you use for preparing lessons as well as the computer you use in class. Just ask the helpdesk to borrow the CD.

1. Using your Whiteboard (Activboard)
Switch on your board before starting your computer. The power indicator light, in the top-left corner of your board, should be illuminated when the board is switched on. When both your board and your computer are running, hold the Activpen lightly on the board, without pushing in the nib. The cursor on the board should line up with the Activpen's tip. If it doesn't, you need to calibrate the board.

2. Calibrating your Activboard
Hover the tip of your Activpen over the power indicator light in the top-left corner of your board. After a few seconds you will hear a tone and instructions will appear on the board. Follow these instructions to calibrate your board.

3. Using the Activpen
If this is the first time you have used an Activpen, try experimenting with the techniques below: The Activpen is just like a mouse.

Moving the cursor
- Hold the pen nib lightly on the board; don't push in the pen nib. Move the pen around. The cursor will follow your pen.

Left-click
- Tap the pen nib firmly but quickly on the board.

Right-click
- Hover the pen nib over the board, less than a quarter of an inch away from the board. Press the orange button on the side of the pen.

Click and drag
- Click on the object you want to move, hold the pen nib down on the board and then move the pen. The object you have clicked will move with the pen.

Double-click
- Two firm but quick taps with the Activpen's nib performs the same action as a doubleclick with a mouse.
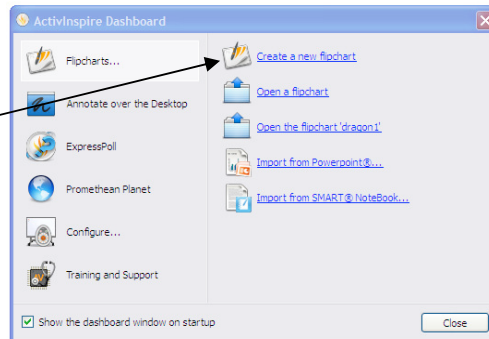
4. Launching ActivInspire

When your computer is turned on, you will see the ActivInspire icon on your display.

Double-click on the ActivInspire icon with the Activpen.

Click OK on any messages until you see ActivInspire's dashboard. (like the picture below)


5. The Dashboard

The dashboard is your launch pad to open your files and organize ActivInspire just how you want it. When you have finished this booklet, explore the dashboard for further training ideas and software updates.

6. Getting Started

Click on 'Create a New Flipchart'.

The Main toolbox appears on your display, along with a blank flipchart page. On the left is the browser section.
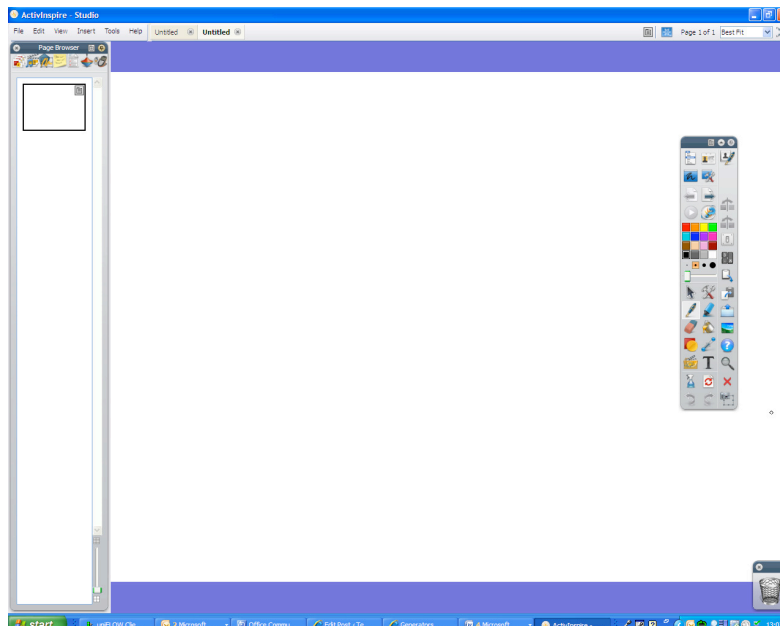
Move the pen lightly on the board without pressing in the pen nib. The computer's cursor will follow your movement. If you hover the pen over one of the tools or buttons on the Main toolbox a tool tip will appear. Tool tips remind you of a button's function. Hover over the tool shown here. You'll see it is called the Pen tool.
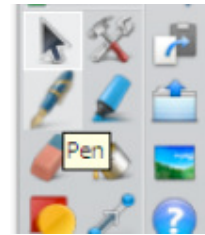
7. Toolbar

ActivSoftware Inspire – Studio Toolbar

Main Menu

Desktop Annotate

Previous Page

Start Vote

Ink Colour

Pen Sizes

Select

Pen

Eraser

Shapes

Insert Media

Clear

Undo

Redo

Hide Toolbar

Change Profile

Desktop tools

Next Page

Express Poll

Pen size slider

Power Tools

Highlighter

Fill tool

Connectors

Text

Reset Page

Design Mode
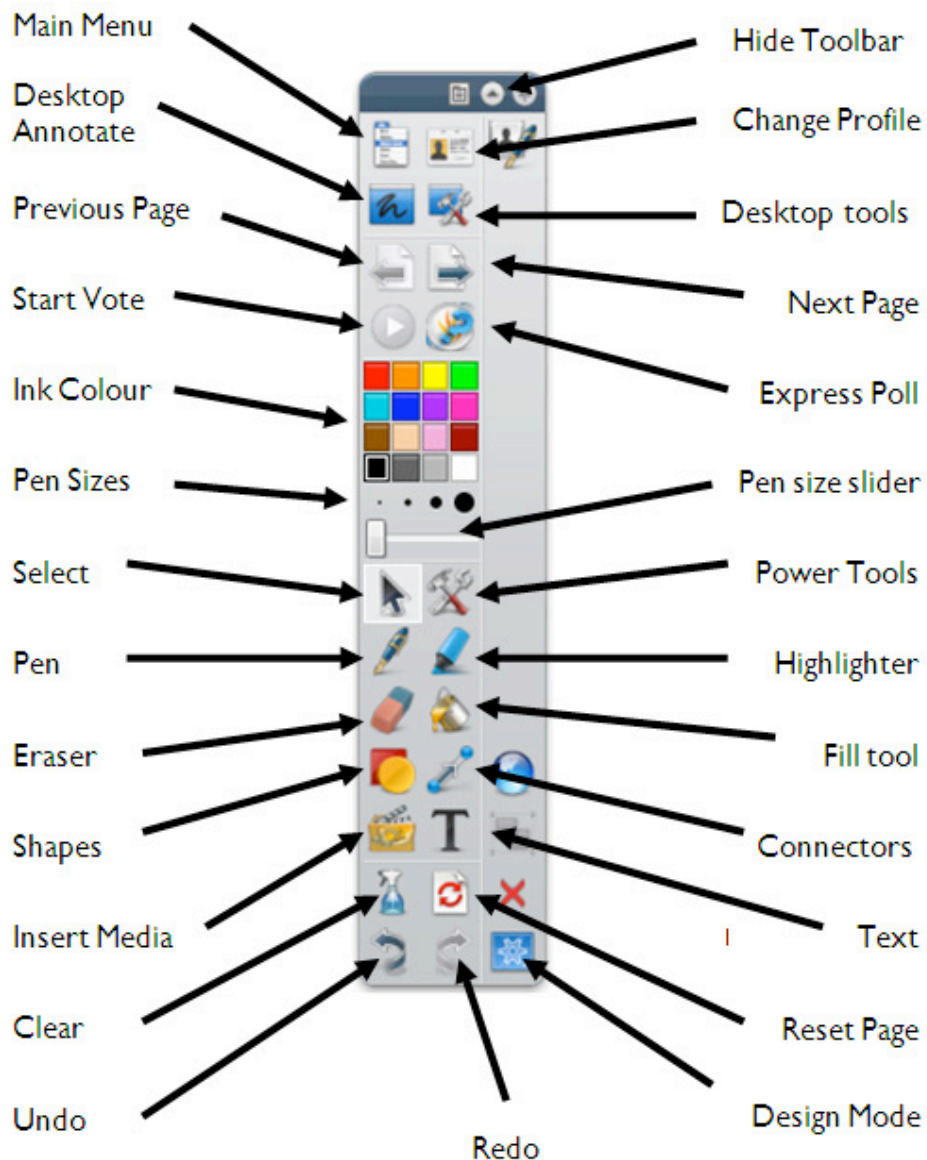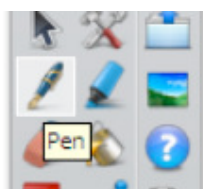
8. Pen tool

To activate the Pen tool, click on it. You'll see it changes to a light grey background, showing it is active. Click on any colour you would like to select it. I have chosen black in the picture.

Write the word '*Welcome'* at the top of the page. Don't worry if you don't get it right the first time. Many staff dislike their writing to start with. It can take a while to get used to writing on the board.
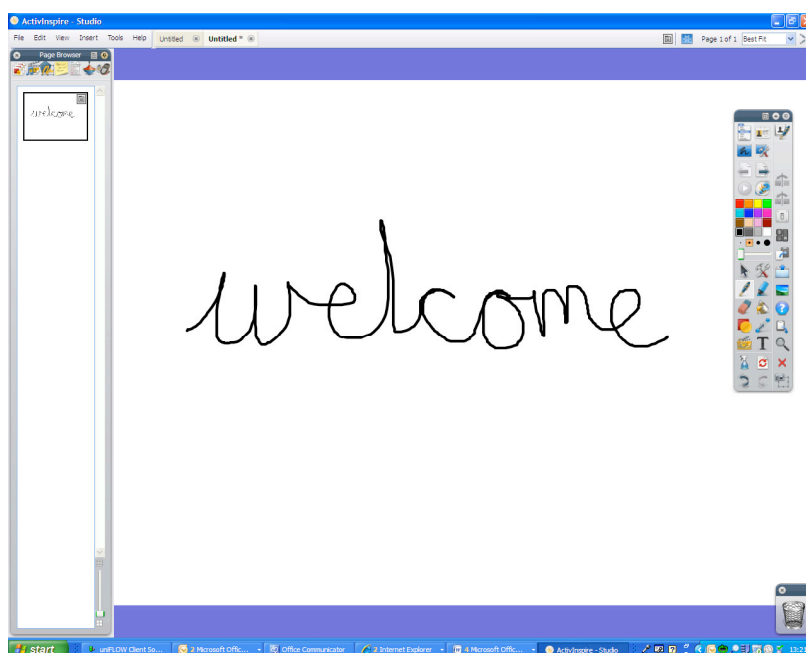
9. Undo and redo tools

The Undo tool is useful if you make a mistake. You can click on the Undo tool many times.

Click on the Undo button now and see your writing start to disappear.

Now click on the Redo tool until all of your writing returns.

10. Changing the pen colour and pen width

Change the colour of the Pen tool by clicking on a different colour. The pen's width can also be changed – just click on a different size circle under the colours.

Underneath the word Welcome write the word '*to*'.
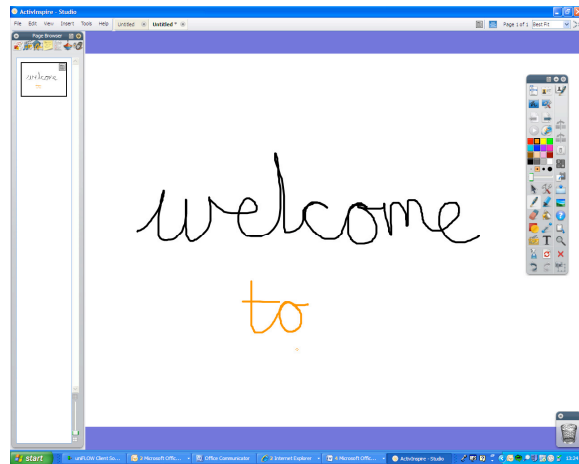
11. Pen Width Selector

If you want a wider pen you can use the Pen Width Selector.

Select another bright colour and drag the Pen Width Selector to the right slightly, don't move it too far or the pen will become too thick.

Add the word 'Inspire' to the page.
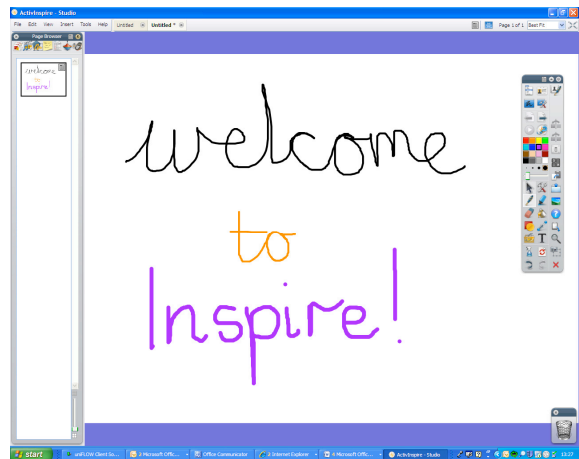
12. Highlighter tool

Click on the Highlighter tool. This presentation tool is ideal for highlighting the important parts of a text. Select a bright colour and move the slider along to make it thick.

Write over the word '*Welcome*'.
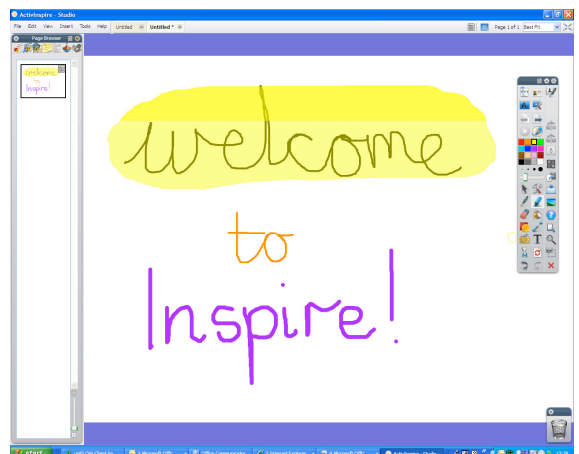
13. Lines and shapes

To put a line or shape on your page, choose 'Insert' and choose shapes.
A toolbar will appear on the Right hand side.

The line will be drawn whatever the colour chosen on the main toolbar. The line thickness will be the one chosen on the main toolbar.
Shapes can be filled by selecting a colour from the shape toolbar.

You can customise the colours by right clicking on them
and choosing something else.

Fill colours of shapes

Diagonal line

Horizontal line

Vertical line

Solid shapes (choose a fill colour

Click to expand the list

14. Eraser.

The eraser really rubs sections out. (unlike previus editions)

15. Save

Click on the Main Menu button, the top left button in the Main toolbox.

A menu will appear.
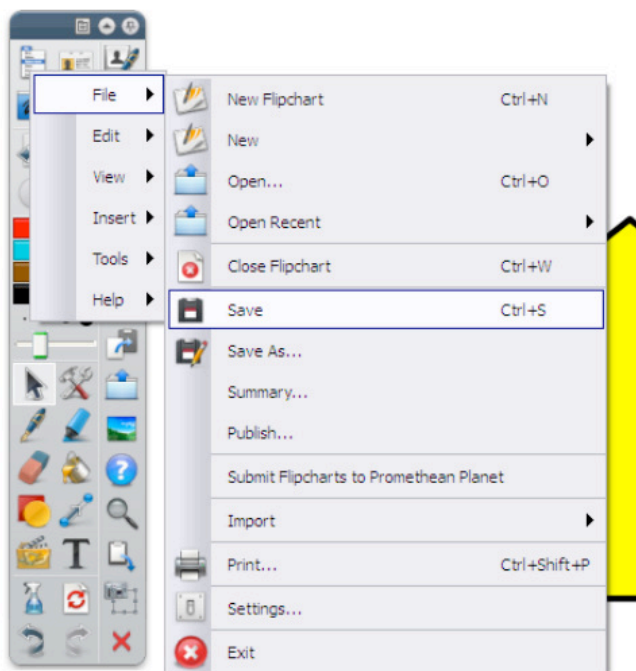
Select **File>Save>My Flipcharts.**

The 'Save the flipchart as' window should appear. Type the file name and then click the 'Save' button.

Click on the Main Menu button and select Exit to close ActivInspire.
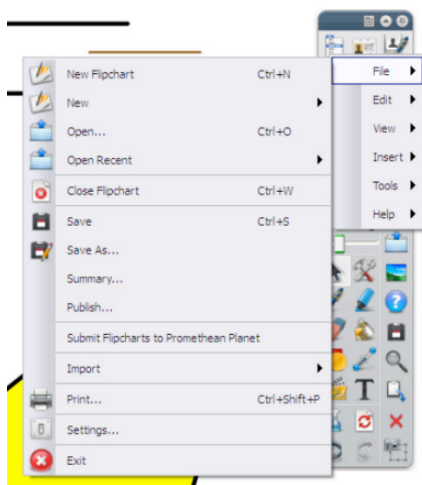
16. Re-opening a saved flipchart

Double-click on the ActivInspire icon to re-launch ActivInspire. When the dashboard appears, the flipchart you just saved will appear on the dashboard.
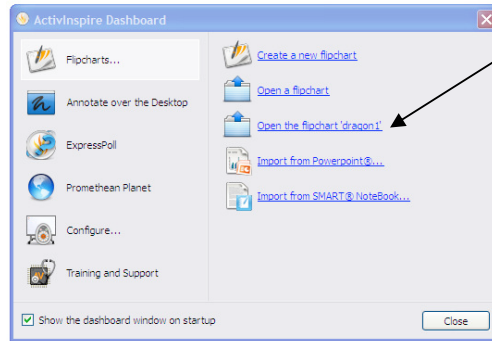
To open one from another folder, choose 'Open a folder' option

16. Browsers

There are seven browsers all housed in the left hand panel. They give you quick access to a variety of more complex features.

Page   Resource   Object   Notes   Property   Actions   voting
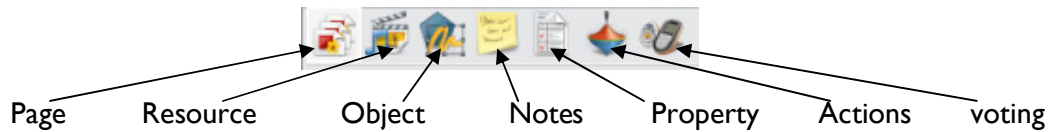
Use this to go to a page you have made.

You can right click on a page to make a new one.
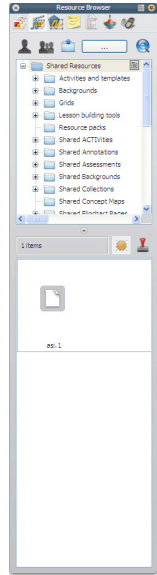
Quickly view, navigate and use the resources provided with Inspire to enrich your flipcharts
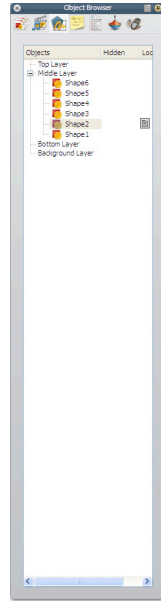
The Object Browser shows details of the objects on the current page. Although a page is flat, a flipchart page actually has four layers!
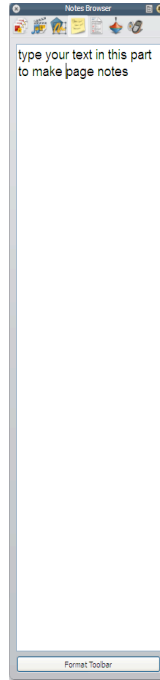
Use this to add your own notes and comments to a flipchart, helping to make it easier to share and reuse.
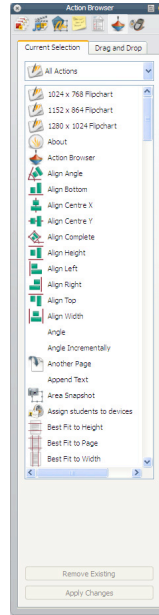
This Browser helps you to see all of the properties of an object at a glance.

It's a powerful tool for quickly adding interactivity to your lessons.
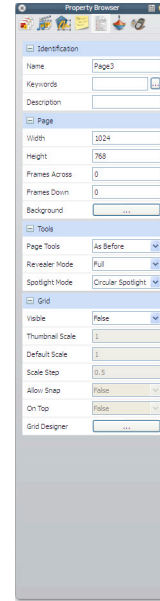
This Browser helps you to quickly add an action to an object. This means that, when you or someone else selects the object, the action that you have associated with the object will happen.
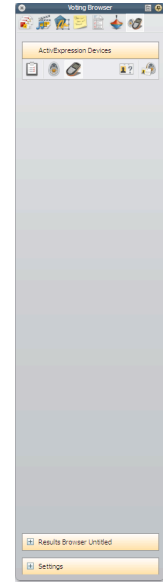
This Browser helps you manage all aspects of registering your devices, running your voting sessions, as well as recording, storing and browsing the results of such sessions.
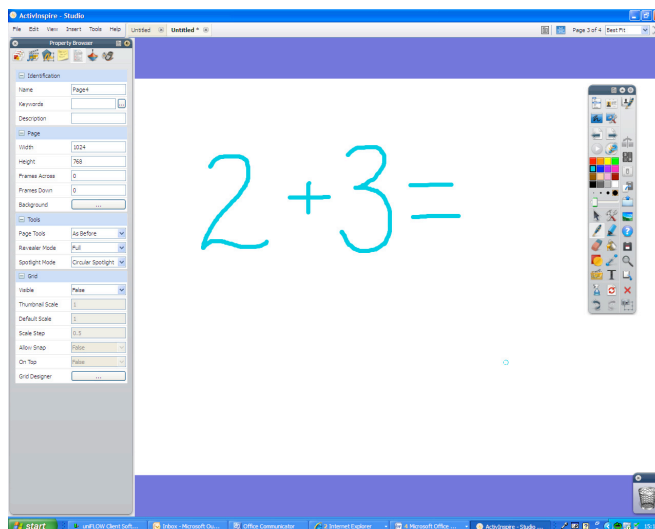
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Section 2- Manipulating and adding objects

1. Selecting objects

Create another page. Right click on the page and choose 'Insert page'. Then choose if you want a blank page before or after the one you are working on.

Select the Pen tool. Change the pen width, choose a colour and write the maths problem '2 + 3 =' (leaving room for an answer on the page.)

Now we want to select the entire maths problem. Click on the Select tool.

a. Click on a blank area to the top left of the maths problem.
b. Press the pen nib on the board and move the pen to the bottom right of the maths problem. You should see a box follow the pen as you move.
c. Release the pen from the board when the box surrounds the maths problem.
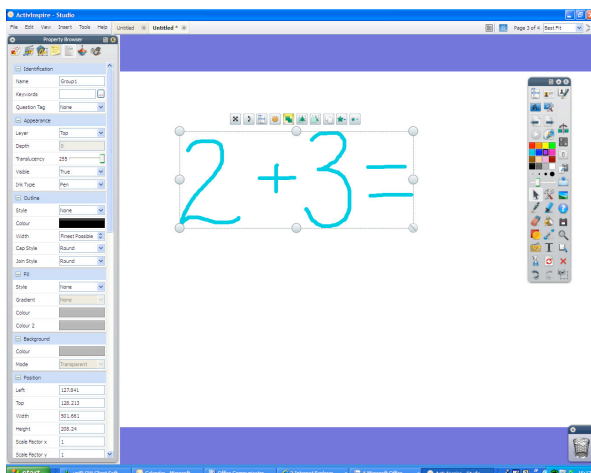
The sum should be surrounded by a dotted line and some circles called pick-up boxes. This means the math problem is selected.
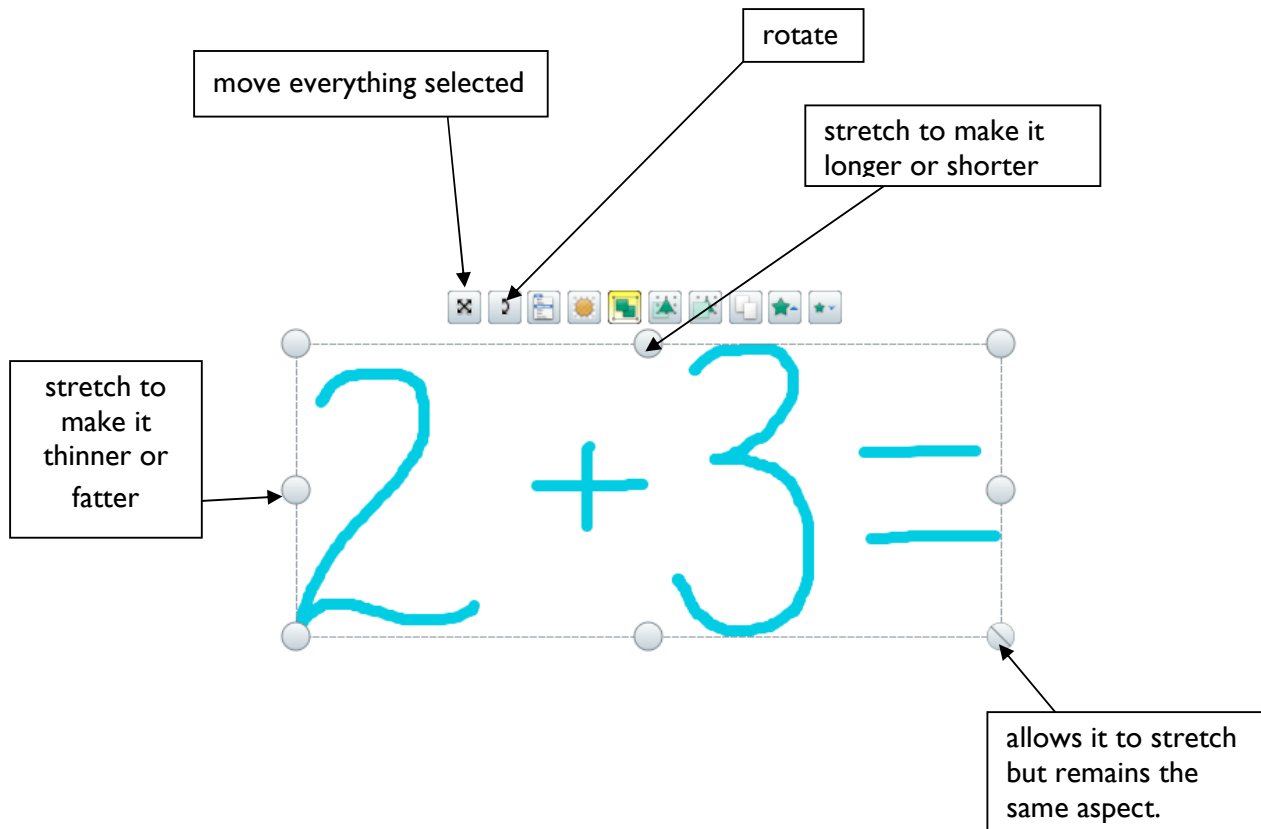
A toolbar appears at the top of the sum too.

Click on a blank area of the page if you need to start again.

2. Changing an object's properties using pick-up boxes

Pick-up boxes are very useful when you want to change the size or position of an object.

Remember, you can use the Undo button if you make a mistake.

rotate

move everything selected

stretch to make it longer or shorter

stretch to make it thinner or fatter

$$2 + 3 =$$

allows it to stretch but remains the same aspect.

When you drag around everything, it aoutmatically groupd all the objects. You can easily ungroup them the icon.

Now select the Pen tool and the colour red. Write the number '7' next to the maths problem.
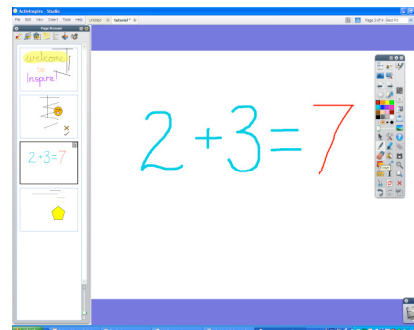
3. Bin

To put this answer in the bin (because it is wrong) click on it and drag to the bin in the corner of the page.

(You can move the bin if you want to by clicking on the blue bar above it.)

4. The Resource Browser

The Resource Browser contains a wide range of images, sounds, backgrounds and other items that you can use on your flipcharts. The Resources are split into many different sections.

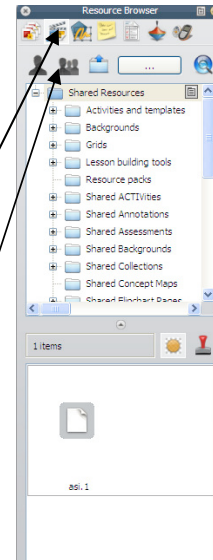**NOTE- If the browser window is not there- try pressing 'CTRL B'.**

To open the resources…

a. Click on the Resources button in the left hand side browser panel.

b. Click on the Shared Resource Library button towards the top left of the Resource panel.

By clicking on the plus symbols in the Resource Tree, you can open up further sub-folders. Clicking on the minus symbols closes the sub-folders.
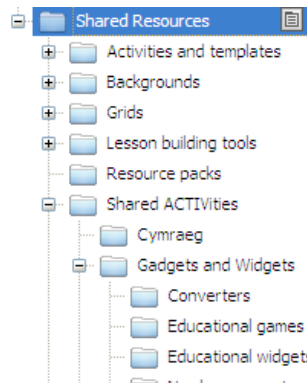
Adding items from resources to the page

a. Choose the type of resource you want to add. I am looking for a timer to add to my page from Gadgets section.
b. A selection of items appears at the bottom of the resource panel.
c. In the panel of thumbnail images, click on the image of the item you would like.
d. Hold the pen down on the thumbnail, drag the item onto the main flipchart page.
e. The item should be added to the page.

You can resize and move the object wherever you wish.
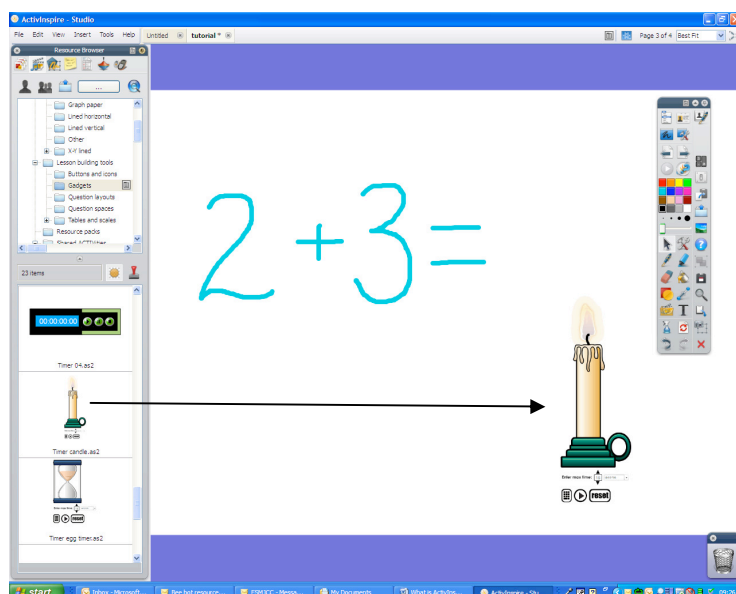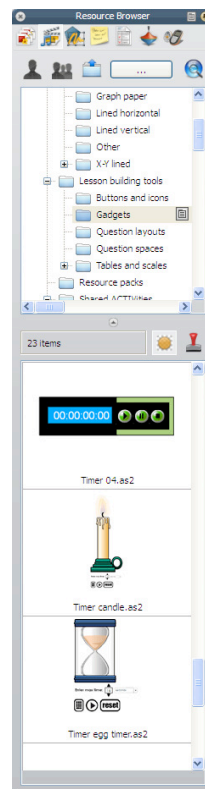
**There is no need to close the resources, as the panel can stay there.**

Section 3- Using text

As well as writing words on the page, typing is also possible.

1. Typing

a. Select the Text tool

b. A toolbar will appear at the top of your page. This lets you to select different text styles etc.
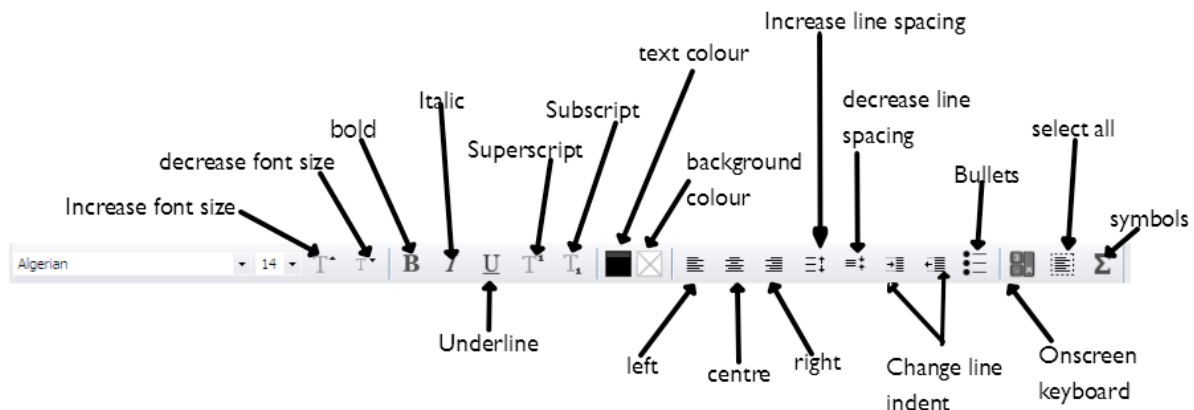
c. Click on an empty part of the screen towards the top of your page.

d. A 'Type here' box appears on the page to indicate where the text will be positioned when you type.
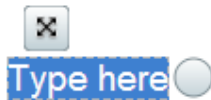
e. Click on the downwards arrow next to the font's name. A set of options, called a drop-down menu, will appear.

f. To change text, **highlight it,** click and drag on the bar to scroll through the list of fonts. Select any font of your choice by clicking on it with the Activpen.

g. Now, using the same method, change the font size – the number in the second white box – to 72.

Other things you can try with text.

Increase font size

decrease font size

bold

Italic

Superscript

Subscript

Underline

text colour

background colour

left

centre

right

Increase line spacing

decrease line spacing

Change line indent

Bullets

select all

Onscreen keyboard

symbols

2. To edit text

    a.   Make sure you are on the text tool.
    b.   Click on the text you want to edit. (sometimes you need to click twice)
    c.   A cursor appears at the end of the text box you want to edit.
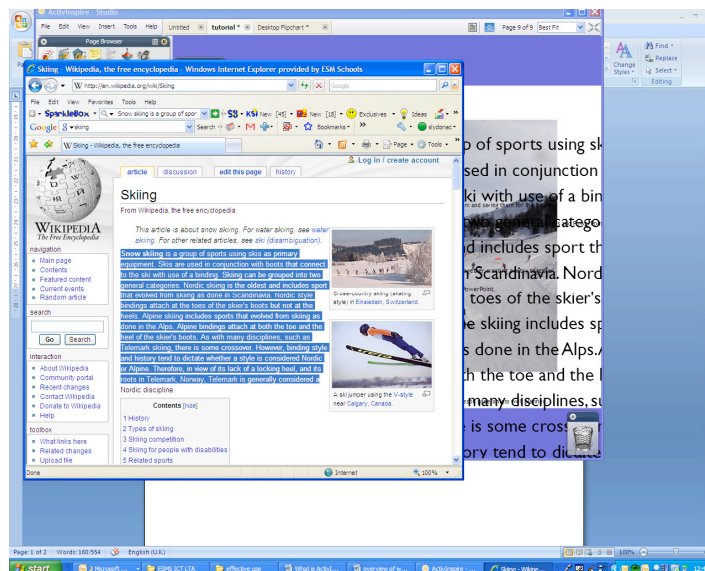
3. Copy and paste large sections of text.
From 'Word', highlight the text and drag it straight onto the page.
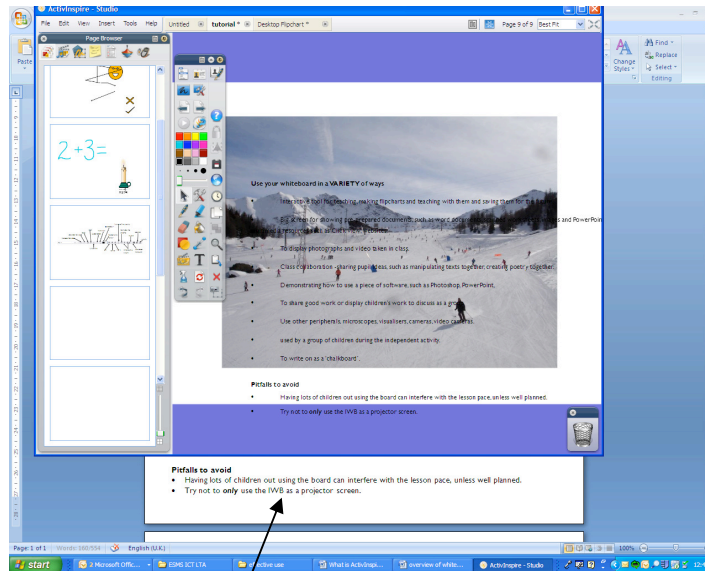
4. From The internet
Highlight the text and drag it straight onto the page

Section 4- Top tools and tips

To open the tools, click on this icon. Here is a list of tools with the shortcuts.

	Desktop Annotate	Ctrl+Shift+A
	Desktop Tools	F6
	Dual User	F4
	ExpressPoll	F3
	Pen	Ctrl+P
	Highlighter	Ctrl+H
	Eraser	Ctrl+E
	Fill	Ctrl+F
	Magic Ink	Ctrl+Shift+M
	Handwriting Recognition	Ctrl+Shift+H
	Shape Recognition	
	Revealer	Ctrl+R
	Spotlight	▶
	Camera	▶
	Maths Tools	▶
	More Tools…	▶

There are lots of desktop tools, here are the most common and useful.

1. The reveal tool

This is similar to using a piece of paper on an OHP. Click on the icon to blank the screen. Next point the pen to one side of the board, click and drag the black to reveal part of the screen. You can drag from either side, or top or bottom.

2. Clock and Countdown.

Sometimes it is useful to countdown an amount of time.

     a.   Click on the tools icon, go to 'more tools.'
     b.   Choose the clock
     c.   You can change the view to digital or to both.
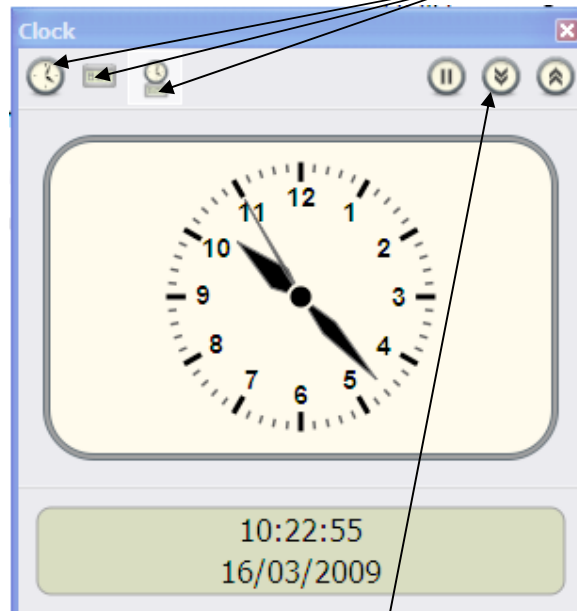
To Countdown.

Click on the down arrows at the top right.

Change the time shown to a suitable amount. You can choose if you would like a sound to play once the time has expired. You can also choose for something to happen once the time has run out, such as turn to another page.

3. Fill Colour

Fill colour lets you colour areas and shapes on your flipchart.

It also lets you 'hide' writing like this.
a. Type some writing into the flipchart as described above.
b. Click on the fill tool.
c. Click on the colour of the page you are using.
d. Point to a word you would like to hide and click on it. It will look as if it has disappeared because it is now the same colour as the background.
e. To make it reappear, choose a colour you would like to make it, choose the fill tool and click on the word.

4. Camera.

The camera tool allows you to take a snapshot of anything on your computer screen, such as the pages from the Internet, parts of a flipchart, pictures, text….

   a. Click on the camera icon.
   b. Drag the blue box around the part you want to capture.
   c. Choose where you want it to go….
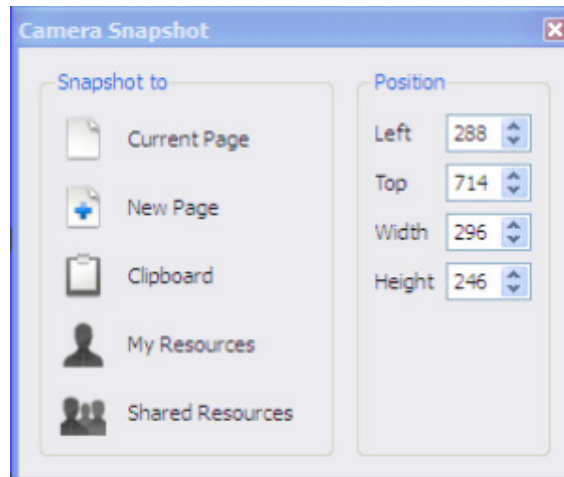
It should now be wherever you wanted it.

5.Spotlight

When you click on the spotlight tool you get some choices. Decide which type of spotlight you would like.

   • The spotlight will appear on your page.

   • To change the size, click and drag the wide blue border.

   • To move the spotlight, click and drag just outside the border. To get to the menu, click on the small square attached to the corner.

   • To close the spotlight, click on the small square kjust outside the border and choose close.
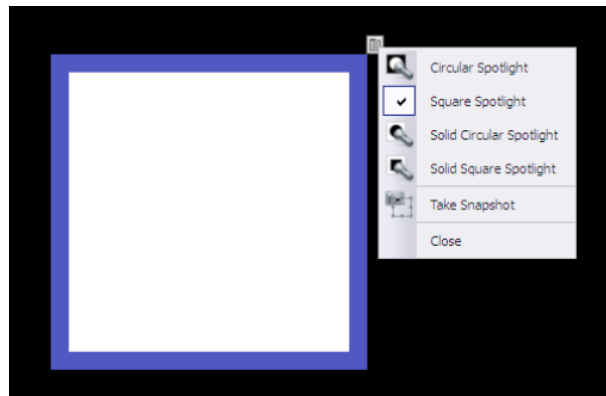
Other Top tips

Using text as a web link

a. Open the website you want to link to.
b. Copy the URL
c. Choose 'Insert' from the menu at the top of the flipchart page.
d. Choose Link, website link
e. Paste the URL into the box which pops up.
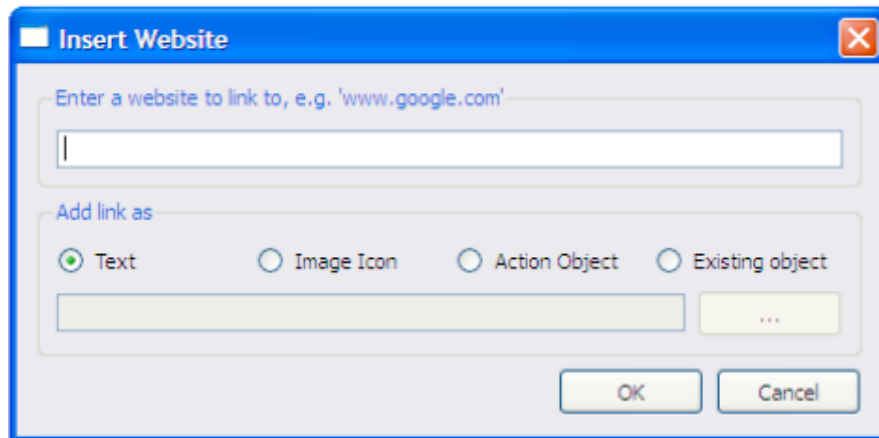
f. Choose how you want the link to display, and click OK.

g. The website name now appears on your flipchart and when you click on it, it will link to the website, opening up a new Internet browser window.

h. If you wish to move the web link on the page, click and drag it.

i. To delete, right click on it and choose delete.

How to export a section of a Clickview film/video

a. Double click on the Clickview icon.
b. Choose the video you would like to take a section from.
c. Right click on the chapter you would like.
d. Choose Publish to PowerPoint/Intranet.
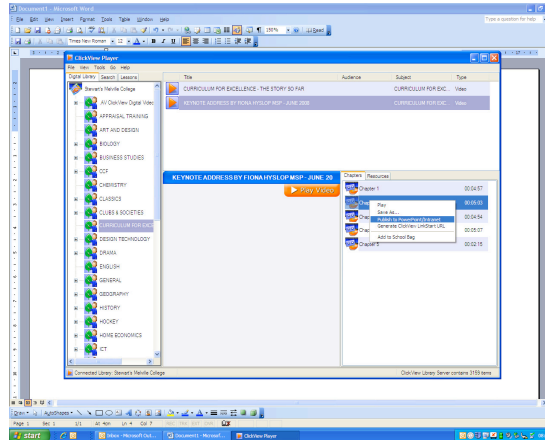
e. The chapter will load and appear in a window.

f. Drag the arrows at the bottom to the start and finish of the bit you would like. (I find it easier to watch the video first.)
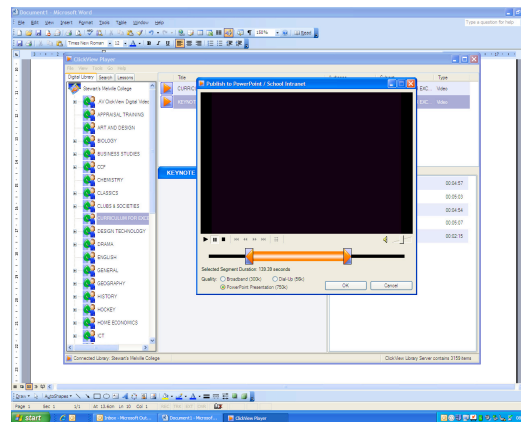
g. Click on the PowerPoint button at the bottom.
h. Then click on OK. Your work will be processed and the following two windows will appear.
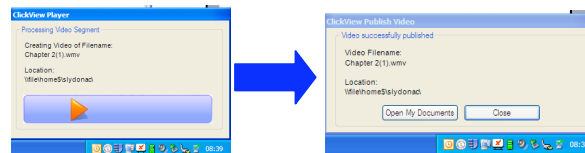
The file is now saved in your 'My Documents'.

How to link to a video in your 'My Documents'

a. Choose 'Insert'- link - file   from the menu at the top

b. Browse to the file and click 'Open'

c. This window appears. Choose how you want the link to appear.

d. Choose how the video will be stored. (only choose store in flipchart if the flipchart will be used by others)

e. The video now appears on your flipchart and when you point to it, it will link to it, and play it.

f. If you wish to move the link on the page, click and drag it.
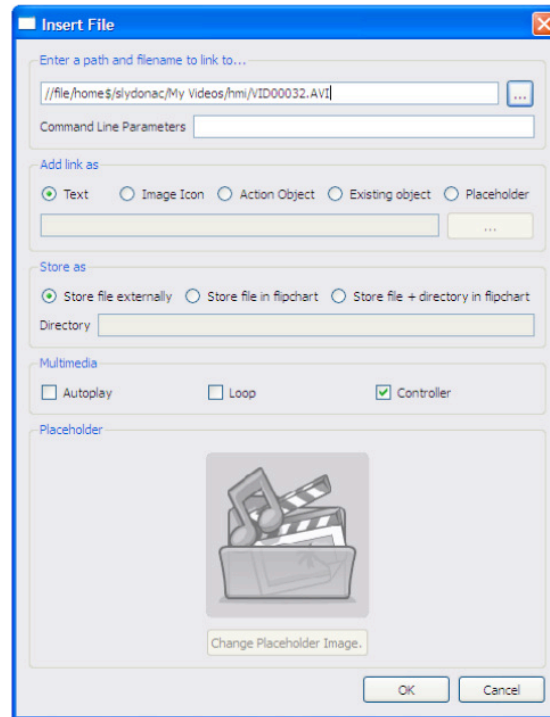
Section 5- Working with Images

1. To get a picture from the internet
1. find a picture you would like
2. click on it to make sure it is as big as it can be displayed on the screen (rather than a thumbnail)
3. Click on the image and drag onto the flipchart page (you might need to click and drag to the task bar at the bottom to make the flipchart page pop up.
4. choose insert object
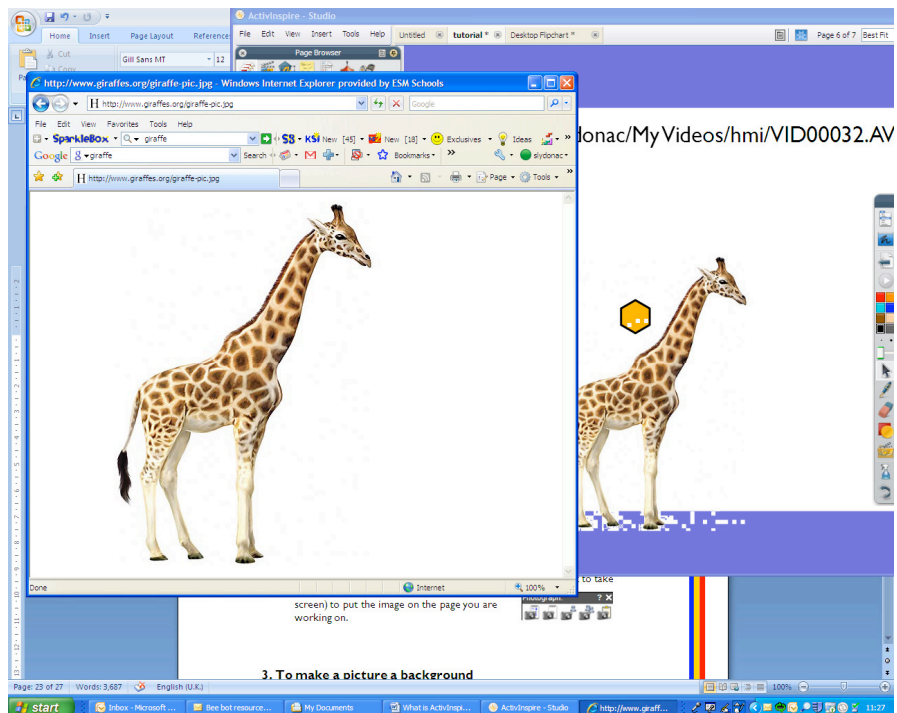
2. To take a snapshot picture
1. Find a picture/ internet page you would like.
2. Click on the camera tool.
3. Choose 'area'.
4. Drag a blue line around the section you want to take.
5. Click on the 'current page' to put the image on the page you are working on.

3. To make a picture a background
1. Drag the picture as big as you wish.
2. Right click on it and choose 'locked' .

4. To make a picture more transparent

1. Double click on the picture
2. The object edit toolbar should appear.
3. Click on the sun and keep the pen pressed down.
4. A sliding bar should appear. Drag this left or right to make the image more or less transparent.
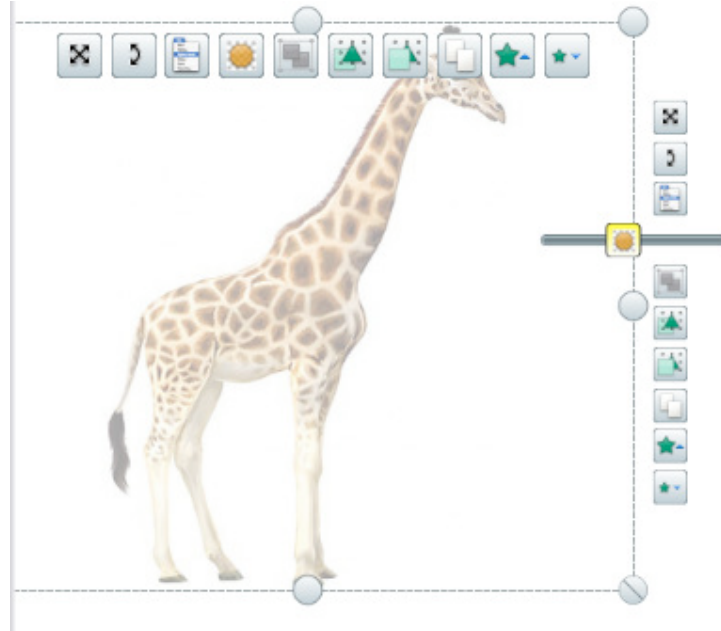
5. To hide things behind a picture

1. Type some words in single text boxes all over the page.
2. Change the colour/font etc.

3. If you try to drag them now, they will go on top of the picture- so you will need to change the order of the pictures. It is easier to make the giraffe go to the front, rather than change all the words.

giraffe

long

neck

?????

4. Click on the arrow tool and then click on the giraffe.
5. Choose the 'bring forward' button.

giraffe

long

Bring Forward
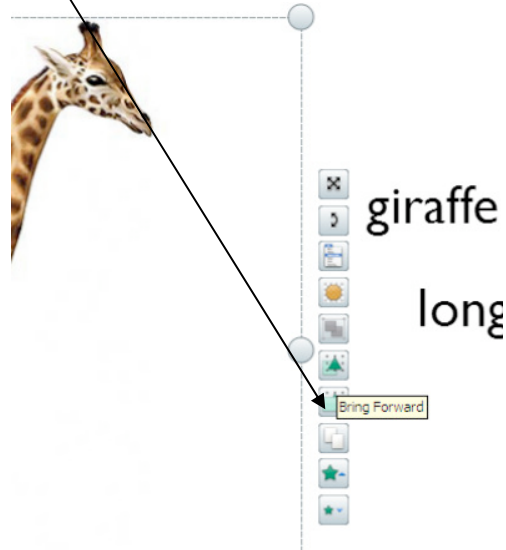
6. Now you can hide the words behind the picture.

NOTES

You may want to lock the giraffe, so it doesn't move when you try to reveal the words. (right click, lock)

You might want 'tags' or 'handles' so the words are easy to find…
1. Make some dots, arrows…. Etc
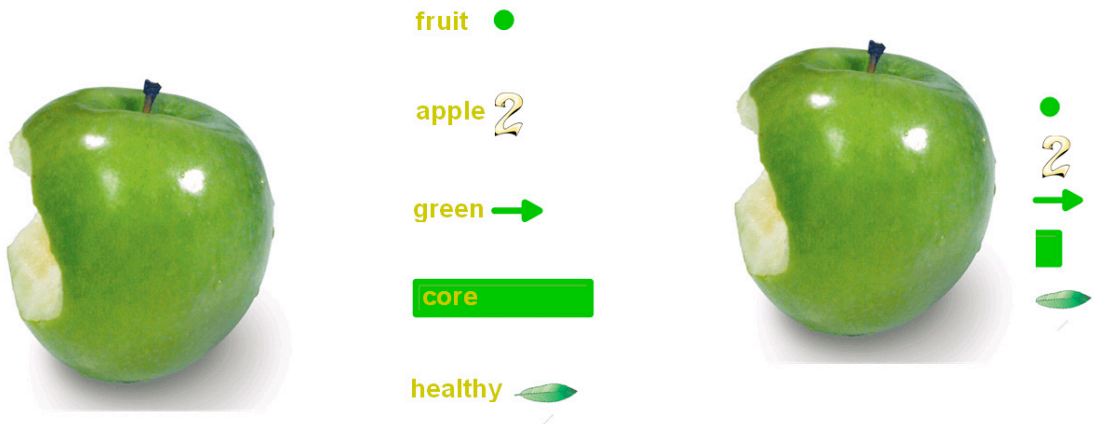2. Drag around a word and a dot.
3. Click on the 'grouped' icon.
4. Now both items move together.
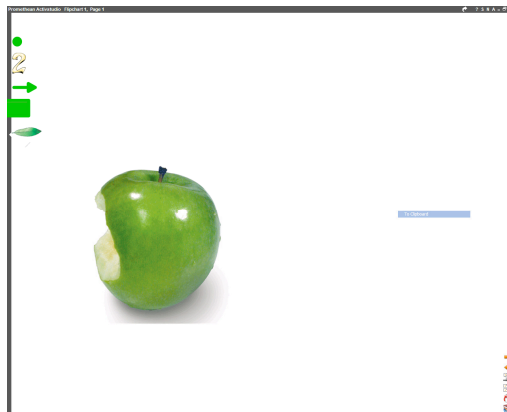
neck
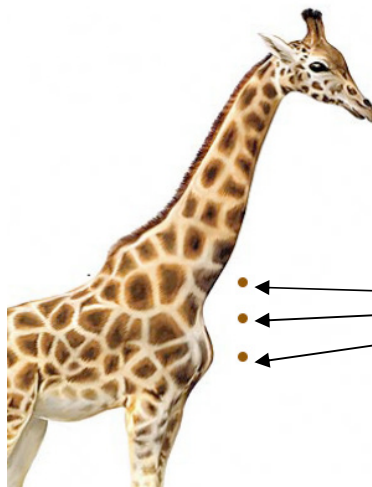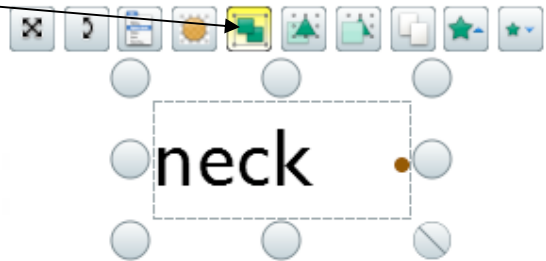
Words hidden with tags showing to pull them out

Other tags

Tags can be anything you *group* with the word which makes it easier to find the answer. You leave them poking out so you can pull to reveal the answer…

fruit ●

apple

green →

core

healthy

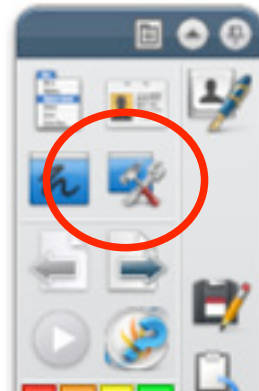words with tags before I hide them...

Here they are hidden.

Remember, you can also hide things off the side of the page so you can pull them out when you need to.

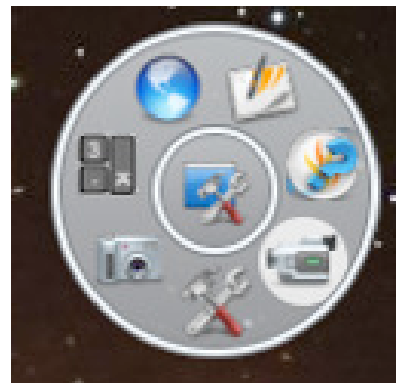# 6.Using the Desktop Tools in ActivInspire

1. To activate the desktop tools, click on the **Desktop Tools icon** on the floating toolbar within ActivInspire

2. ActivInspire will minimise to reveal your computer desktop.

3. You should see a small desktop tools icon somewhere on your computer screen, like this.

4. If you put the mouse pointer/pen over this icon, the desktop tools will open up to reveal the range of tools available.

Promethean Planet

On Screen Keyboard

Camera

Return to Flipchart
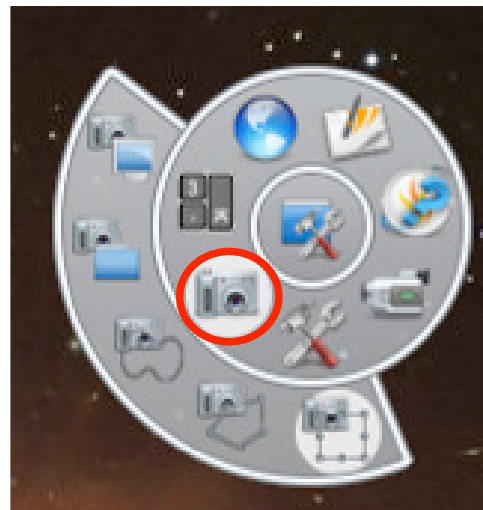
Express Poll

Screen Recorder

More Tools

5. Point to the **More Tools** icon to reveal;

- Tickertape

- Clock

- Sound Recorder

- Calculator

- Dice

6. Mouse over the **Camera Tool** to reveal the different options

- Full Screen Snapshot

- Window Snapshot

- Freehand Snapshot

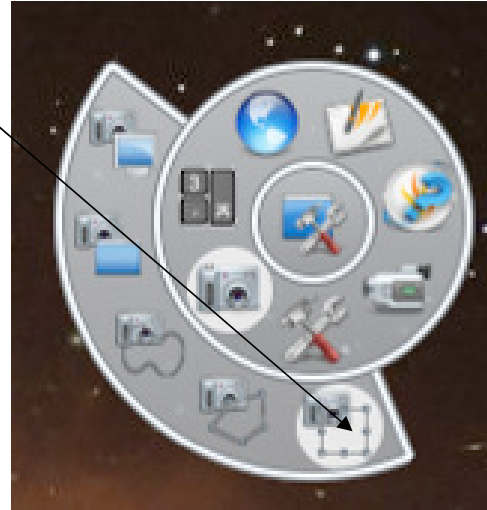- Point to Point Snapshot

- Area Snapshot

7. Capture a screen image

1. To use the camera tool to grab an image first switch to desktop tools and open the application you want to make a screengrab from.
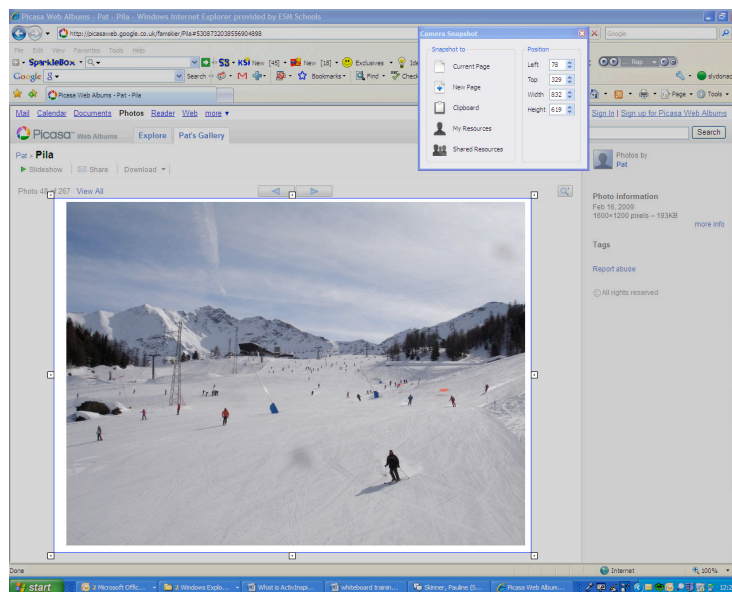
2. Click on the **Area Snapshot** tool

(You could also use freehand or point to point snapshots to grab a specific area from the image)


3. Click and drag to draw a rectangle around the part of the screen you wish to capture.

4. You can drag the anchor points around this rectangle to fine tune its size if you wish.
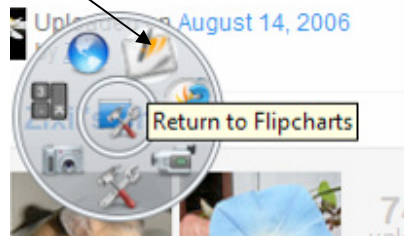
5. You can choose to add this image to your current flipchart page or a new flipchart page.

6. If you wish you could even add it to your clipboard if you wished to paste it into a different application such as Word or PowerPoint
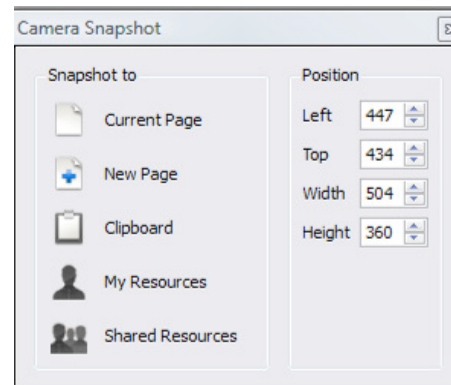
7. When you want to return to your flipchart click the **Return to Flipcharts** button.

8. Your image will appear in your flipchart page.

9. You can move it and resize it as normal.