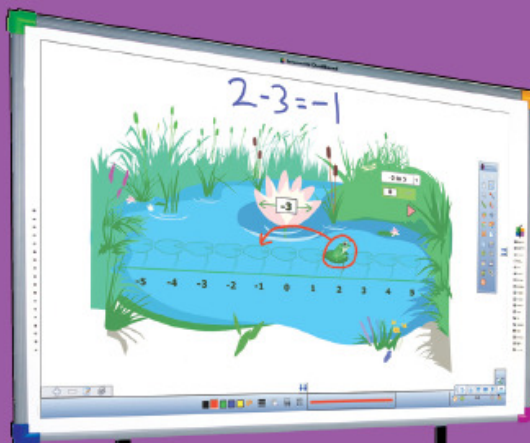eInstruction™
Simple Solutions. Real Results.

INTERWRITEWORKSPACE® LEVEL 1
TRAINING WORKBOOK

WINDOWS VERSION ALL USERS

Workspace Level 1 Training Workbook

Contact Information

In addition to this training guide and the Workspace software help menu, following are other resources available to support your implementation of Workspace.

Sales Support: 866-496-4949

Technical Support: 800-856-0732

For software update downloads and online training, visit our website:

www.einstruction.com

Software Versions

This workbook is for the following software:

- Workspace 8.7
- CPS 6.5
- ExamView 7.0
- Response 6.5

Module 1:
Getting Started with Workspace

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Overview

This session is designed for the beginner to be able to successfully install and connect the Interwrite™ Board or DualBoard, Pad, and Mobi. Participants will learn how to connect the Board or Pad to their computer, launch the software, and make a simple document using tools from the default toolbar.

Objectives

After completing this module, participants will be able to:

- Set-up an Interwrite DualBoard or Interwrite Mobi

- Install the Workspace software

- Connect an Interwrite DualBoard or Interwrite Mobi to a computer

- Calibrate an Interwrite DualBoard

- Use basic tools to create a Workspace document

- Describe how to use Mouse Mode and Annotation Mode

Set Up the Hardware

The Interwrite DualBoard

Your **Interwrite DualBoard** has several pieces. Make sure all pieces are connected and the pens are charged before connecting to your computer.

1. Plug the RJ12 connector on the RFCOM cable into the RJ12 COM Port on the top of the Interwrite DualBoard controller box on the back of the board.

2. Slide the RFCOM holster over the board's frame at the top of the board.

RFCOM

3. Seat the RFCOM in the holster.

4. Plug the Workspace RF Hub into a USB port on your computer or USB hub. You should be aware that the RF Hub works best when it is *not* plugged into a computer that is under a podium or a desk. If necessary, use a USB extension cable to get your RF Hub out from under furniture that may shield the RF signal.

5. Turn on your **projector**, make sure to **line up the image** within the four tick marks found within the corners of the board.

RFCOM Holster

Calibration Point

Tap the pen on the center of the highlighted target.
To repeat a point press the lower tunnel button.

To abort calibration, press the Escape key or
press the upper tunnel button.

Calibration Screen

The Interwrite Mobi

The Interwrite Mobi works like a mouse. Before you use your Interwrite Mobi and Interactive Pen for the first time, they should be charged for about 12 hours. Whenever the Tablet battery is low and needs to be recharged, the Tablet Battery Status Icon will display as an empty battery.

eInstruction™
*Simple Solutions. Real Results.*

4

1. Place the Interactive Pen in the **Pen Slot**.

2. Connect the **Mini USB Cable** to the **Mini USB Port** at the top of the Tablet.

3. Plug the Cable into a USB port on your computer. The Interwrite Mobi can be used while it is charging.

4. When the Tablet and Pen are charged and the **Battery Status** displays that it is charged, unplug the Charger from the Interwrite Mobi.

5. Press the **Power Button** when the Interwrite Mobi is charged.

Note: The Mobi can also be charged using a cell phone charger featuring a mini-USB port, an iPod wall charger adapter, or any stand-alone USB hub.

KWIK Screen

The KWIK Screen will display icons associated with the Mobi status when used in a general setting. The KWIK Screen can be used to real-time reports when used with CPS for Response. For more information, see Module 5.

Icon	Indicates	Used To
M	Mouse Mode	Mobi is being used as a Mouse on the Computer
Y	RF Connection	Mobi is paired with the computer. Solid icon indicates successful pairing with computer. No icon indicates Mobi is not paired with computer.
⚕	USB Connection	Mobi is connected to computer via USB port
▯	In Prox	Pen is within proximity and can be detected by Mobi
▦	In Menu	Show button or Softkey is in use
🗋 🗋 🗋 🗋 🗋 🗋	Battery Life Indicator	Indicates amount of battery life left before charging is required. Icon shows battery is filling when charging.
⚡ ⚡ ⚡	Pen Charge	Pen is charging in pen slot.

Interwrite Mobi Learner

The Interwrite Mobi works like a mouse. Before you use your Interwrite Mobi and Interactive Pen for the first time, they should be charged for about 12 hours. Whenever the Tablet battery is low and needs to be recharged, the Tablet Battery Status Icon will display as an empty battery.

The Interwrite Mobi Learner communicates with the computer using radio frequency technology. The RF communications module is built into the Interwrite Mobi. The Tablet communicates through its built-in RF module with the USB module installed on the computer. The Interwrite Mobi runs on Li-ion batteries, which provide about 10 hours of wireless operation before they have to be recharged.

The same steps for setting up the Interwrite Mobi should be followed for setting up the Interwrite Mobi Learner.

Interwrite MobiDock

The Interwrite MobiDock allows for storing and charging of up to three Interwrite Mobis and Interwrite Mobi Learners at the same time.

Inserting the Interwrite Mobi into the Interwrite MobiDock

1. Push the **Release Pad** into the *unlocked* position.

Top of MobiDock, Locked Position   *Top of MobiDock, Unlocked*

2. Line up the **slot** located on the back of the Mobi to the **latch** on the MobiDock.

3. Push the Mobi into the Dock until you hear a **snap**.
4. Push the *Release Pad* back into the *Locked* Position.

Removing the Interwrite Mobi from the Interwrite MobiDock

1. Push **down** on Release Pad until it is **flush with the MobiDock** in the *unlocked* position.

Top of MobiDock, unlocked

2. Take hold of the Mobi and pull it out of the Docking Station.
3. Press Release Pad again into the Locked Position after all the Mobis are removed so it will be ready for storage and recharging.

Using the Lights to Check Charging Status
Use the following table to indicate what the lights mean.
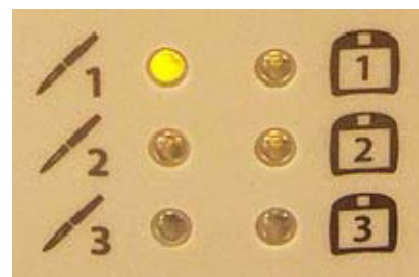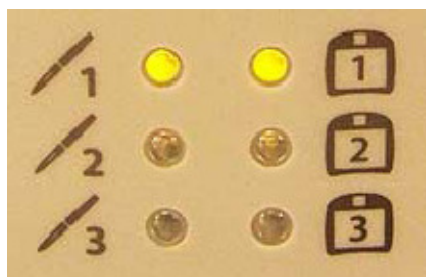
Light	Status
All Lights Flash On	MobiDock has been plugged into an power outlet
Both Lights are solid	Mobi and Interactive Pen are **charging**
Mobi Light is Off **Pen Light is On**	Mobi is **finished charging** **Note:** the pen light will always remain lit.
Lights flashing	Error in inserting Mobi into MobiDock. Reinsert the Mobi again. If this does not work, check your power connections.

Connecting the Charging Source
1. Turn the unit over and locate one of the two Power Jack Outlets. Select the one that will best suit your needs after hanging the unit or placing it on the desk.
2. Insert the Adapter into the Power Jack and thread the cord through the Cord Reservoir so it stays flush with the back of the unit.

Power Jack

Cord Reservoir
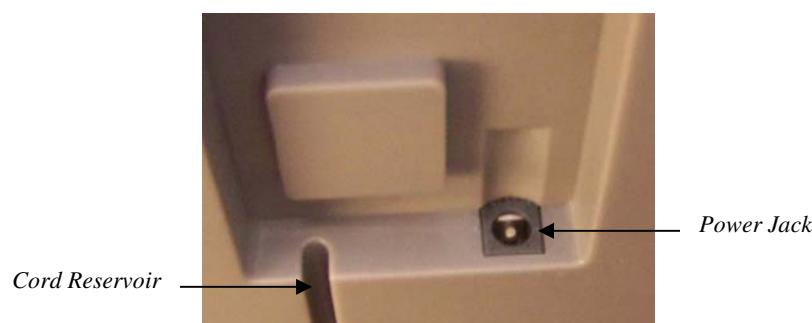
Mounting the Interwrite MobiDock to the Wall
You have two options for mounting the MobiDock.
· Using the keyhole **mounting holes** on the back of the MobiDock.
· Using the **mounting holes through the front** of the MobiDock. This option allows for permanent attachment to the wall.

Note: Use the appropriate mounting nuts, bolts, and screws for your wall options. Due to the multitude of mounting options, eInstruction does not supply mounting screws for the MobiDock.

Keyhole Mounting Holes

Permanent Mounting Holes
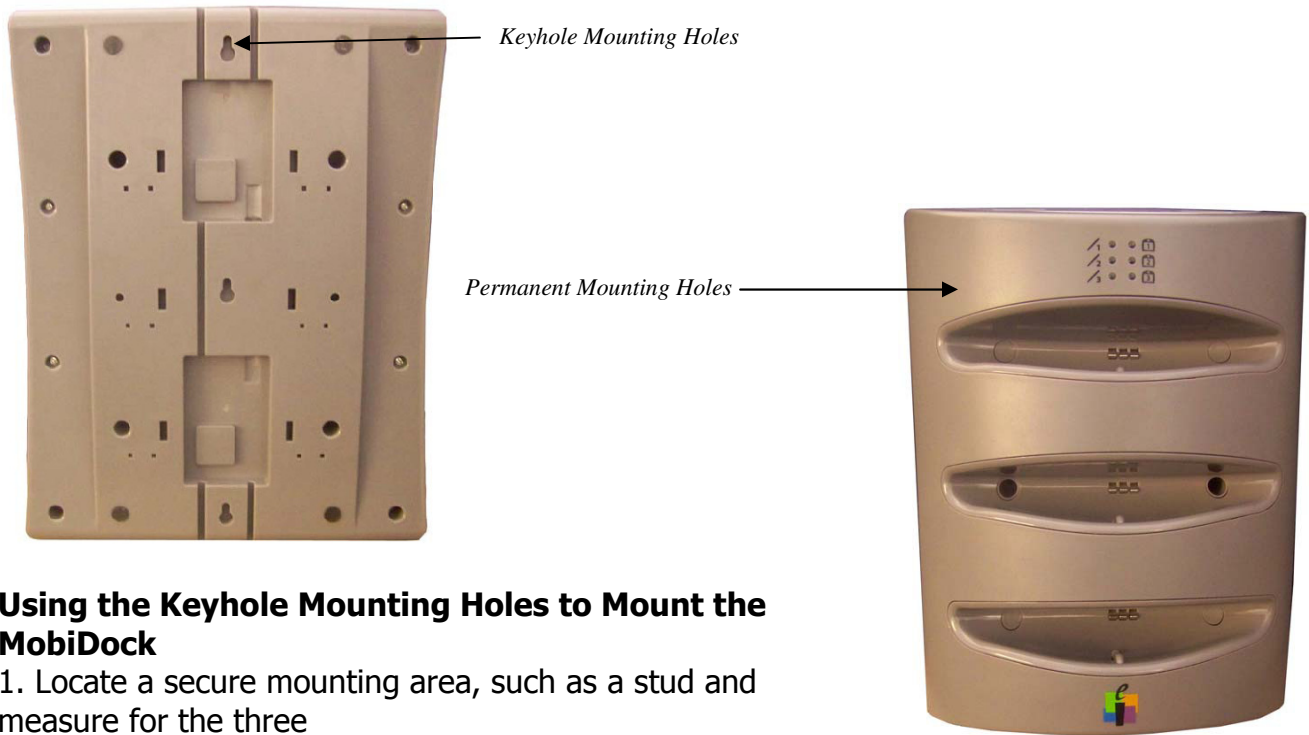
Using the Keyhole Mounting Holes to Mount the MobiDock

1. Locate a secure mounting area, such as a stud and measure for the three keyhole openings.
2. Install the appropriate screws for your wall, leaving 1/8th of an inch between the head of the screw and the wall.
3. Slide the unit over the screws and allow it to move into place, securing the unit to the wall.
4. Slide the unit up and out to remove it.

Using the Permanent Mounting Holes to Mount the MobiDock

1. Locate a secure mounting area, such as a stud and measure for the two openings.
2. Place the unit in the appropriate location and mark the holes for mounting.
3. Remove the unit and drill two pilot holes where the markings are located.
4. Place the unit back in the marked location, and install the screws into the wall, securing the unit to the wall.

Connecting Two Interwrite MobiDocks to Charge Simultaneously
You can use a double-headed charger to connect two MobiDocks, allowing you to

charge up to six Mobis and Mobi Learners at the same time with the same charger.
1. Take one end of the cord and connect it as you would with a single connection.
2. Repeat for the second unit.
3. Install the units next to each other, and near the same outlet.
4. Place the Mobis and Mobi Learners into the units to charge, as you would a single unit.
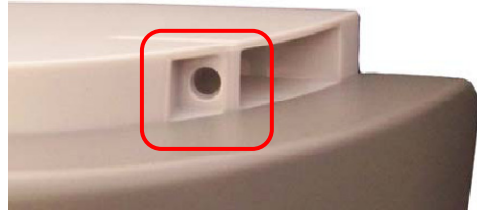
Locking the Interwrite Mobi Dock
1. Make sure the Release Pad is in the **locked position**.
2. Locate the **hole for the lock** on the right side of the Release Pad.
3. Insert the lock into the hole and secure the lock.

Install the Workspace Software

* You may need administrative privileges on your computer to install software. Please make sure that you are logged in as administrator before installing the software.

NOTE: If you are running a previous version of Workspace, you will need to uninstall it before installing the latest version of Workspace.

When you open the box with your Interwrite Board, DualBoard, Mobi or Pad, you will see a variety of disks and accessories. **Do not connect the Bluetooth or RF receiver to your computer before installing the software.**

1. Insert the **Interwrite Workspace Software disk**. Follow the prompts of the install wizard.

2. After the installation is complete, you will see the eInstruction icon in your system tray. Click on the **eInstruction icon**, then select

   Check for Updates.

3. Once your software is installed and updated, you can **connect the Bluetooth or RF receiver** to your computer.
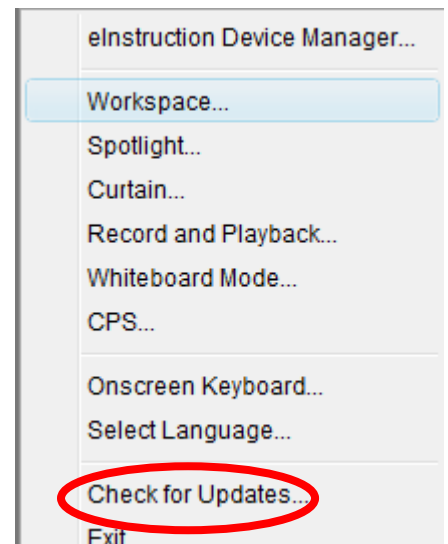
eInstruction Icon

The Interwrite Pen

The pen for the Interwrite devices is interchangeable and works just like your mouse. Using the pen to tap the surface of the Pad is the same as a single left mouse click. The button on the pen functions as a double left click and a right click.

Right Click

Double Left Click

Single Left Click
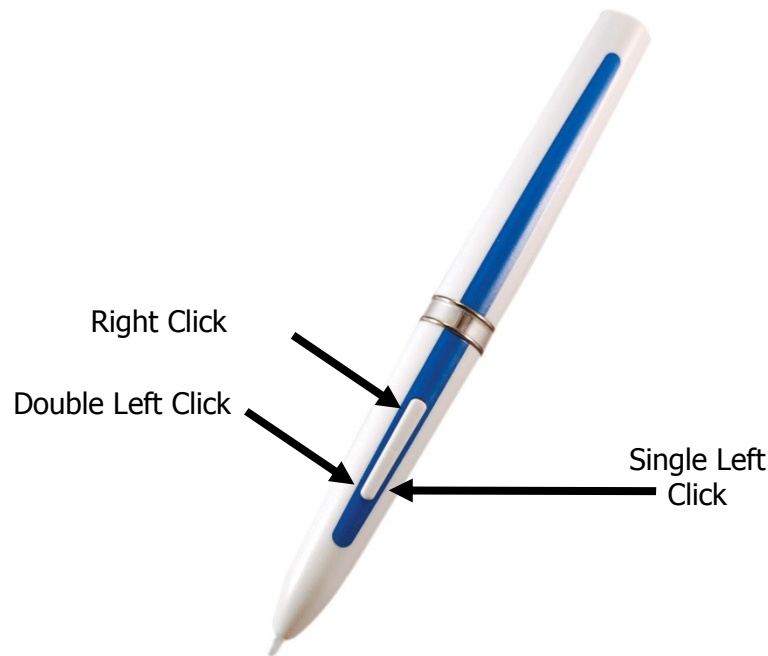
Connect DualBoard or Mobi

Complete the following steps to connect the DualBoard or Mobi to the computer.

1. Insert the RF Workspace Hub into the USB port on your computer. Your computer will automatically detect the USB devices. The blue LED on the Workspace RF Hub will light up when it is plugged in.
2. Press the lighted Activation button on the RF Hub. The blue light will start blinking.
3. Turn on the DualBoard or Mobi.
4. Turn the Mobi over and press the **blue button** next to the battery opening to activate the Mobi's RF signal. You have two minutes to press the Activation button on the Mobi.

Note: When the two RF devices have successfully *paired*, the blue button on the RF Hub will stop blinking and remain a solid blue until either the computer or the Mobi is turned off. Pairing the RF devices is a one-time operation. They will recognize each other when the computer and the Mobi are turned on.

Viewing Device Manager

If changing the preferences are required for the Mobi, use the eInstruction Device Manager. Make sure the Interwrite Mobi is powered on. Complete the following steps to view the Device Manager.

1. Click the **eInstruction icon** in the System Tray on the Windows Task Bar to display the *Device Manager* menu.
2. Click **Device Manager**. The *eInstruction Device Manager* window opens.
3. Use the icons or Options menu to view or change the preferences on the Mobi.

NOTE: If the eInstruction Device Manager icon is not in your system tray, or if you have exited the Device Manager previously, you will need to restart it. To do this, go to your Start menu, click All Programs, select the eInstruction folder, then the Device Manager folder. Click on **Device Manager**, and the icon should reappear. This will allow you to access your settings in the eInstruction Device Manager.
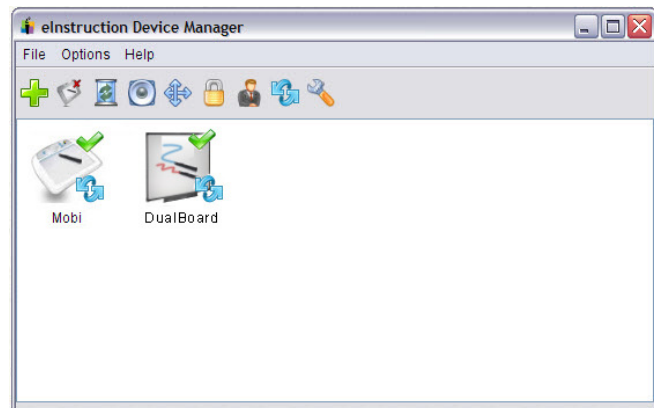
Interactive Mode Window Tour

When you launch the Interwrite Workspace software you will see a toolbar appear on the right side of your screen. If you click on the icon that looks like a blank sheet of paper, you will notice your screen changes. You are now on your way to creating a Workspace document.

Main Toolbar
(Intermediate Setting)

Layer Toolbar
(Minimized)

Recycle Bin

Properties Bar
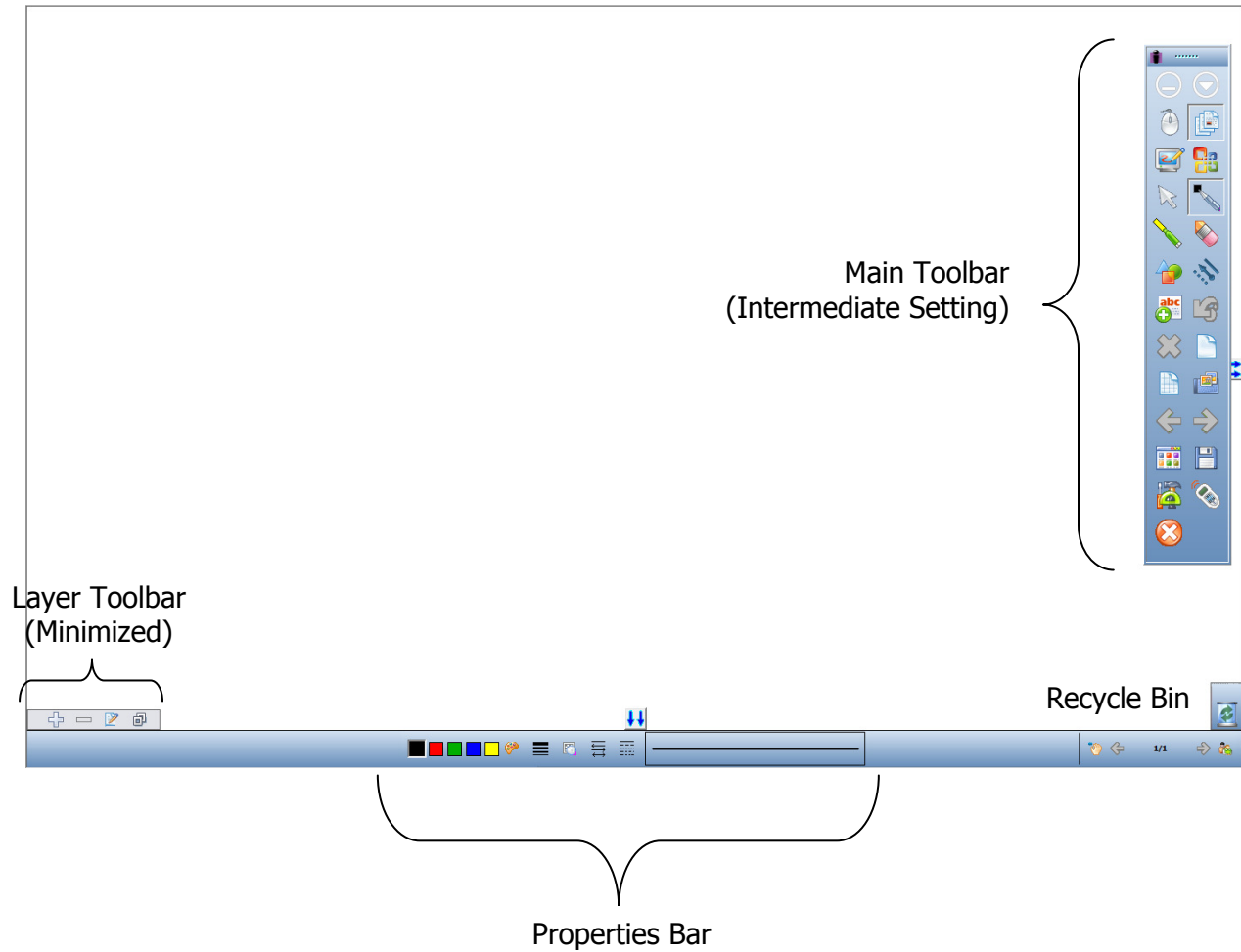
Intermediate Toolbar

The default setting for the Workspace toolbar is the Intermediate toolbar shown below. There are also basic, advanced, and customized toolbars.

Minimize Toolbar		Workspace menu
Mouse Mode		Lesson Mode
Selection Tool		Pen Tool
Highlighter		Eraser Tool
Shape Tool		Line Tool
Type Text Tool		Undo
Clear		Blank Workspace Page
Grid Page		Gallery
Previous Page		Next Page
Page Sorter		Save
Toolbox		Student Response System
Exit		
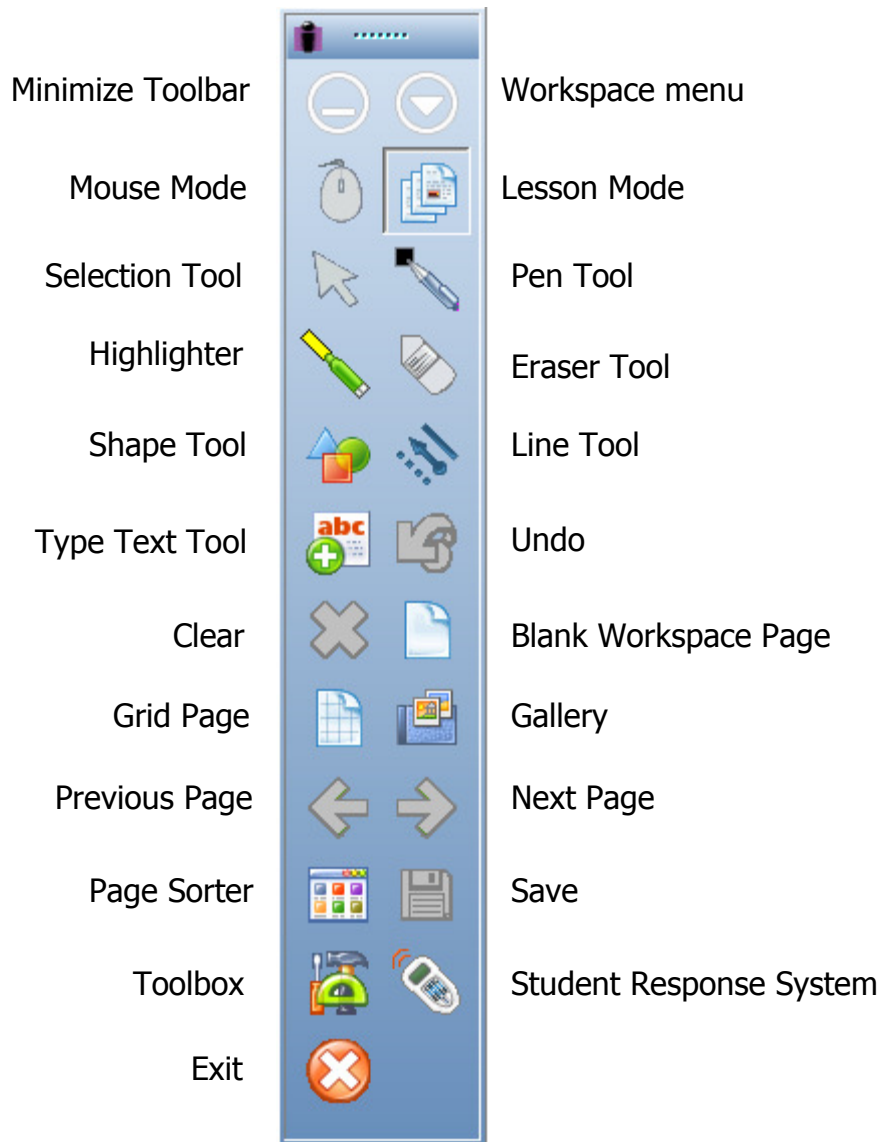
Intermediate Tools and Functions

Page Tools

Blank Page	Create a blank Workspace page.
Grid Page	Create a lined or grid Workspace page.

Annotation Tools

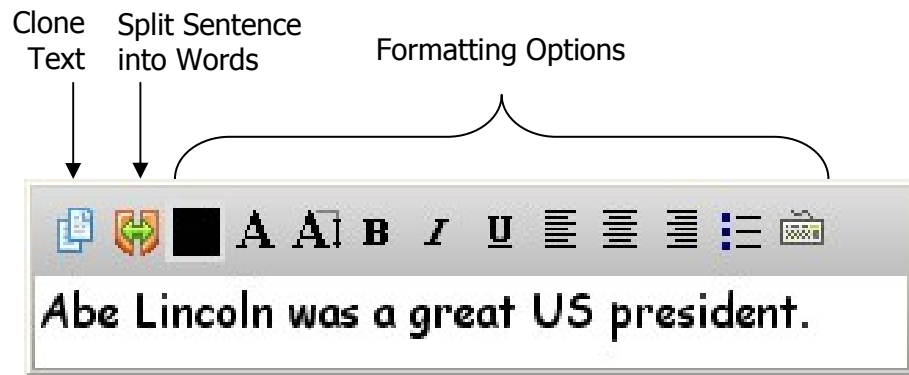|	
Pen	Write or make notes on your screen or blank Workspace page. Change the pen's color, thickness, or shape by using the Properties Bar.
Highlighter	Works like an actual highlighter. Adjust the shape and transparency of the highlighter by using the Properties Bar.
Shapes	Create a variety of shapes. Modify the line color, line style, fill color, and transparency by using the Properties Bar.
Line	The line tool allows you to draw straight lines. Change the line's thickness, endpoints, and line style by using the Properties Bar.
Text	Places a text box on the Workspace page so you can type text. Use the toolbar in the text box to change the font attributes or split the sentence into words.

Editing Tools

Selection	Select, move, or modify the annotations or other objects on Workspace pages.
Eraser	Erase part of an annotation. Change the size of the eraser by using the Properties Bar.
Undo	Undo your previous actions.
Clear	Clear all annotations off a Workspace page, unless they are sent to the background by the Move to Background tool or if they're locked.

Multimedia Tools

Gallery	Insert content on your document from the Gallery which is organized by subject area.

Presentation Tools

Minimize Toolbar	Minimize your Workspace toolbar so it does not block other applications.
Mouse Mode	Go to the active desktop or software application to use the Workspace tools with other resources.
Student Response System Functions	Create or ask a CPS, Response, or PRS question.

File Management Tools

Workspace Menu	Access the File, Edit, Tools, Preferences, and Help menus.
Page Sorter	View thumbnails of all Workspace pages to select, rearrange, or delete unwanted pages.
Navigation Arrows	Navigate to different Workspace pages.
Save	Save a Workspace document.
Toolbox	Access tools and options not available on the toolbar.
Exit	Close the Workspace application.

Tool Properties

The Properties Bar at the bottom of the Workspace page changes with many of the tools selected from the toolbar.

Pen

Highlighter

Highlighter Colors   Highlighter Shape   Transparency

Color Palette   Line Width
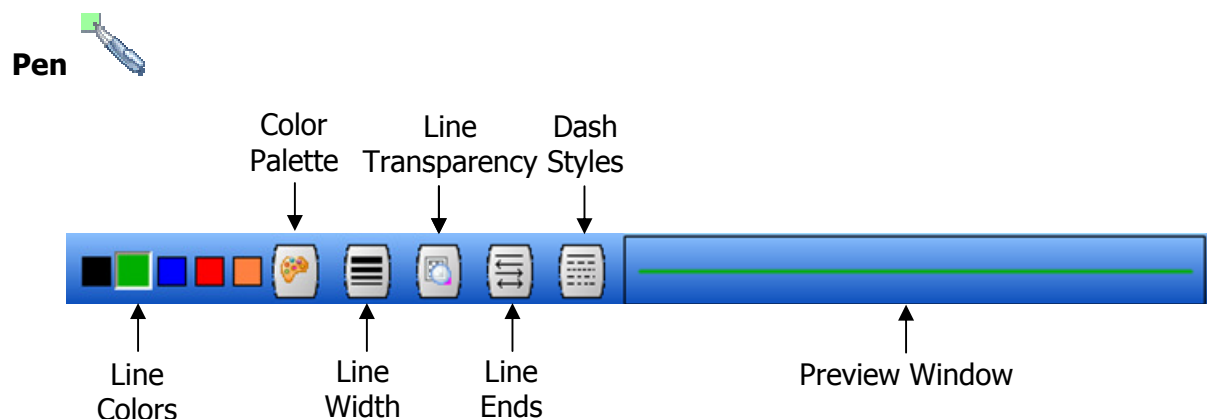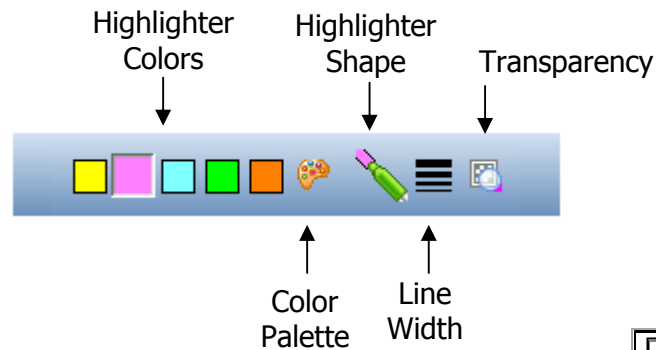
Shapes Tool

The Shapes tool allows you to create a variety of shapes and change many of the shape's attributes such as the line color, line thickness, line style, fill color, and transparency.

1. Select the **Shapes** tool.

2. Select your desired attributes from the **Properties Bar** for that shape.

3. **Click and drag** to create the shape on the Workspace page or open application.

4. *Note:* Shapes can be rotated by selecting the shape and then using the rotator icon at the top of the selected shape to click and drag.

Line Options   Fill Options
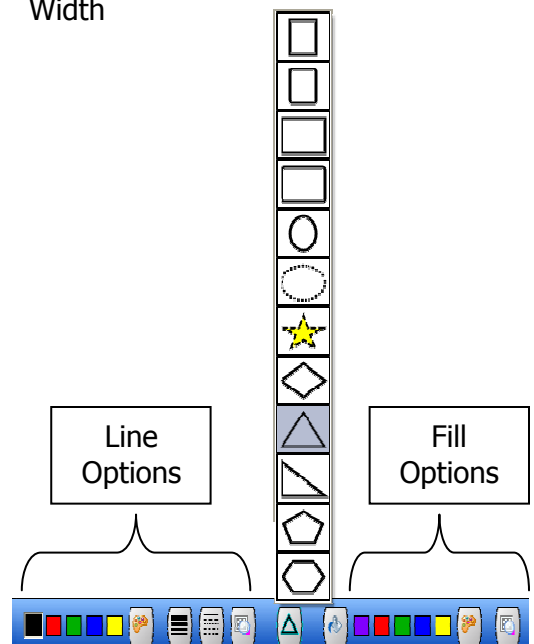
Line Tool

The line tool allows you to draw straight lines. You can also change the line thickness, endpoints, and line style by using the Properties Bar.

1. Select the **Line** tool.

2. Select your desired attributes from the **Properties Bar**.

3. **Click and drag** to create the line on the Workspace page.

Text

1. Select the **Text** tool.

2. **Click on the Workspace page** to produce a text box.

3. Use your **keyboard** or on-screen keyboard to **type text**.

4. Select the text and **change any font attributes** desired using the toolbar in the text box.

5. *Note:* To change or modify text, use the selection tool to double click on the text.

Clone Text   Split Sentence into Words   Formatting Options

Abe Lincoln was a great US president.

Layers

Layers provide a way to manage all the items that make up your Workspace page. Layers can be considered clear folders that contain annotations. If you reshuffle the folders, you change the stacking order of the items in your annotations.

The structure of layers in your Workspace page can be as simple or complex as you want it to be. By default, all items are organized in a single, parent layer. However, you can create new layers and move items into them, or move elements from one layer to another at any time.

You use the Layers function to list, organize, and edit the objects in a document. By default, every new page contains one layer, and each object you create is listed under that layer. However, you can create new layers and rearrange items to best suit your needs.

To add layers to your Workspace document:

1. Locate the **Layer Toolbar** at the bottom left corner of the Workspace document.

2. Click the Add Layer button to add a layer on top of your Workspace document.

3. You will then see the Layer Toolbar maximized with additional options:

Move Layers Up or Down

Select Layers

Show/Hide Layers

Edit Selected Layer
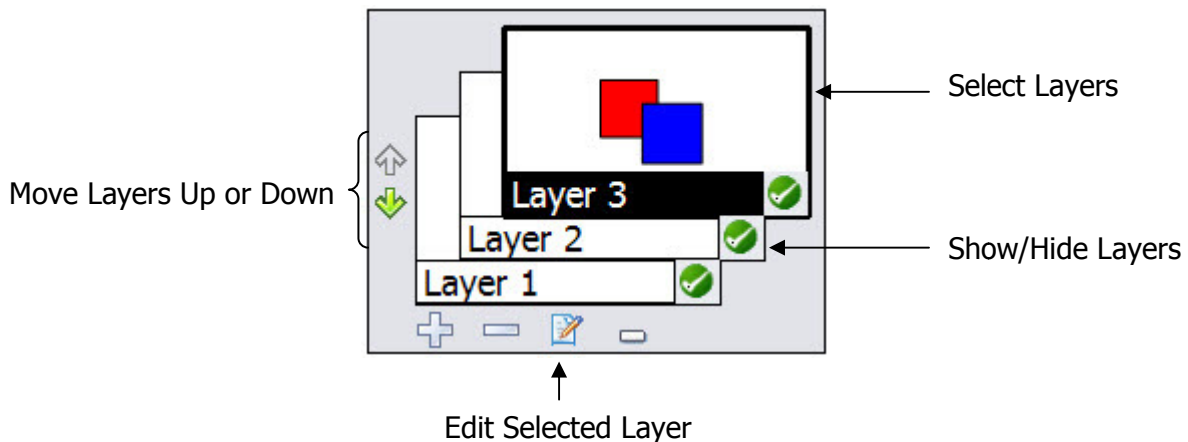
Interactive Modes

The Interactive Mode has two functional modes, Mouse Mode and Annotation Mode.

Mouse Mode

The Mouse Mode tool allows you to leave a Workspace page and return back to your active desktop or open software application.

When you use the tools, Workspace grabs a screen capture of whatever you have open on your computer and brings it in as a Workspace page automatically. This seamless integration allows you to use all of the Workspace tools to add interactivity and annotation features to your presentation.

To return to your Workspace document you can either use the Previous/Next Page tool or the page sorter tool. The Mouse Mode tool will be grayed out on the Workspace toolbar when you are in Mouse Mode.

Annotate Over Desktop Mode

The Annotate Over Desktop Mode tool allows you to leave a Workspace page and return back to your active desktop or open software application.

When you use the Workspace tools, you stay in the current application so all of the features of that application are still live (scroll bar, links, etc.). This seamless integration allows you to use all of the Workspace tools to add interactivity and annotation features to your presentation without going back to the Workspace environment.

To return to your Workspace document you can either use the Previous/Next Page tool or the Mouse Mode tool. You will be prompted to save the annotations made to the live document. If you click yes, a Workspace page will be created to save the annotations. If you click no, you cannot recapture your annotations.

Module 2:
Creating Interactive Content

Overview

This session is designed for the beginner who has only connected the Interwrite Board or Pad to the computer, launched the software, and made a basic Workspace document. The Interactive mode of the software with the advanced toolbar will be used in this session. Participants will learn how to create and save a basic Workspace lesson that incorporates a variety of pages, text, drawings, and images.

Objectives

After completing this module, participants will be able to:

- Access tools from the advanced toolbar
- Use math tools to measure angles, lines, and other objects
- Create and modify page types to meet instructional needs
- Use editing tools
- Use content from the Gallery
- Manage a Workspace file

Advanced Toolbar

The advanced toolbar will give you easy access to a variety of tools that are normally available in the toolbox. For the activities in this module you will need to change to the advanced toolbar.

1. Click on the **Menu** button and choose **Preferences**.

2. Click on the **Customize Toolbar** option.

3. Choose **Advanced** from the drop down menu.

4. Click **OK**.
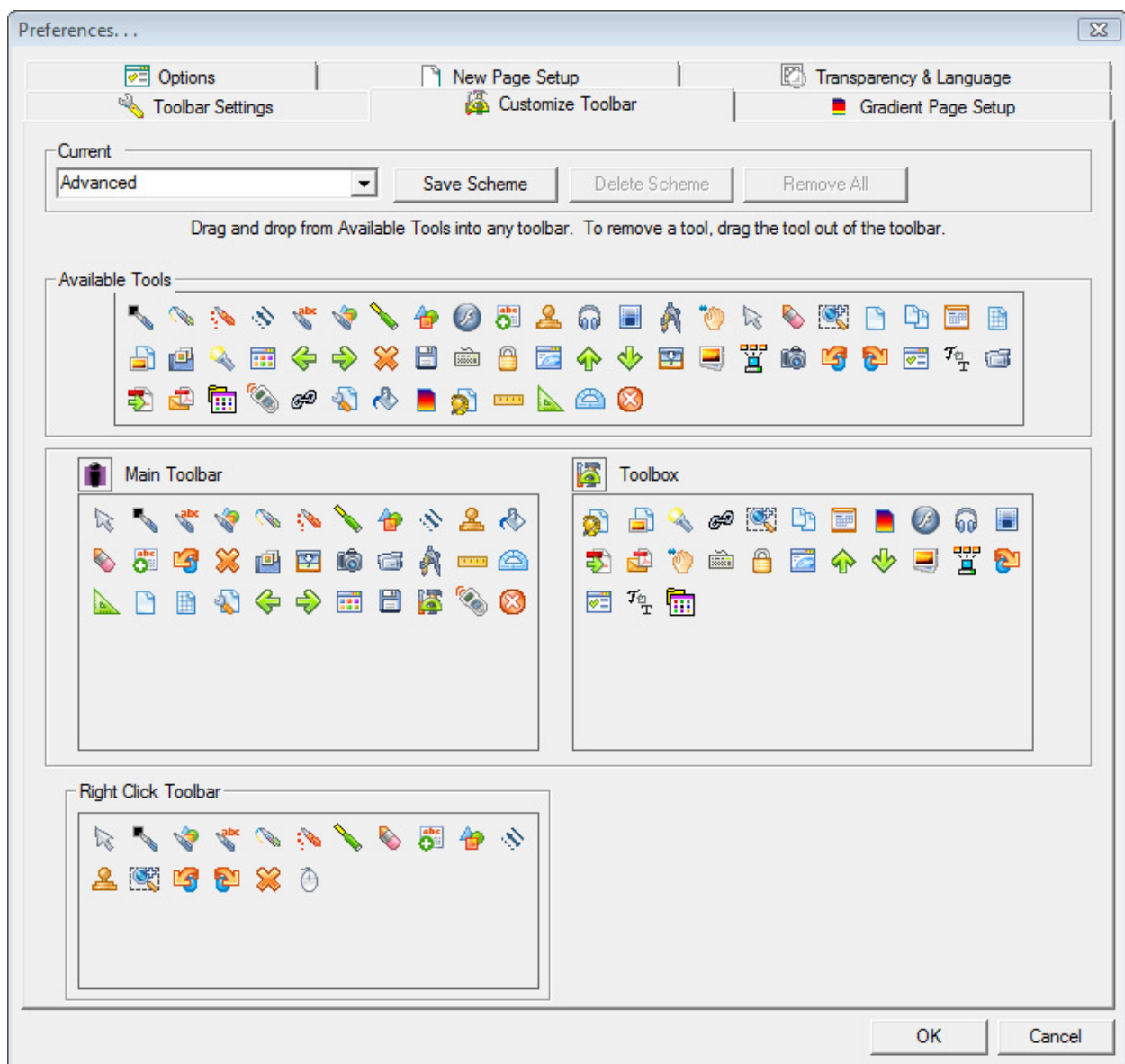
Advanced Toolbar

Minimize Toolbar		Workspace Menu
Mouse Mode		Lesson Mode
Annotate Over Desktop		Office Mode
Selection Tool		Pen Tool
Freehand Text		Freehand Shape
Multicolor Pen		Picture Pen
Highlighter		Shapes
Line Tool		Stamper
Fill		Eraser
Text		Undo
Clear		Gallery
Curtain		Capture
Record and Playback		Compass
Ruler		Protractor
Triangle		Create Blank Page
Create Grid Page		New Page Setup
Previous Page		Next Page
Page Sorter		Save
Toolbox		Student Response System
Exit		

Advanced Tools and Functions

Page Tools

New Page Setup	Modify the properties for the following page types: blank, grid, gradient, and calendar. Access image pages.

Annotation Tools

Freehand Text	Instantly converts handwritten words to typed text. (*Note:* Only available with an Interwrite Board or Pad connected to your computer.)
Freehand Shape	Any shapes drawn with the Freehand Shape tool will be automatically converted to one of several common shapes: triangle, rectangle, square, circle and ellipse. (*Note:* Only available with an Interwrite Board or Pad connected to your computer.)
Multicolor Pen	Write with a rainbow or two-tone color pattern. Change the pen colors by using the Properties Bar.
Picture Pen	Draws a series of pictures from eight available styles. Customize the picture or change the picture and size by using the Properties Bar.
Stamper	Stamp a single small picture on your page from 15 available styles. Customize the picture by using the Properties Bar.
Fill	Fill a shape, page background, and images with color.

Multimedia Tools

Capture	Selectively capture a portion of another software application's screen or a Workspace page.
Record and Playback	Create a video capturing your voice (microphone needed) and any annotations being made on your computer.

Presentation Tools

Curtain	The curtain is resizable, movable, and transparent to "hide" what you don't want participants to see.
Annotate Over Desktop	Make annotations on a live document. Determine when you are done if you want to save the annotations before moving on.

Office Mode	Allows you to integrate Workspace lessons and Microsoft Office

Math Tools

|	
Compass	The compass allows you to demonstrate how to draw circles, arcs, and measure distances within the Annotation Window.
Ruler	The ruler allows you to demonstrate how to use measurement between two points within the Annotation Window.
Protractor	The Protractor allows you to demonstrate how to use angle measurement within the Annotation Window. The Protractor displays the angle in degrees within the tool.
Triangle	The triangle tool allows you to demonstrate how to measure within the Annotation Window.

Tool Properties

The Properties Bar at the bottom of the Workspace page changes with many of the tools selected from the toolbar.

Freehand Text

Select a different font, change the font size, the font style, and the font color from the Properties Bar before you begin writing. Your selections are displayed in the preview window.
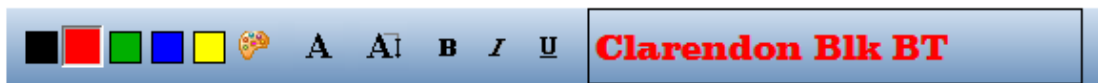
Freehand Shape

Select the line color, line size, line endpoints, and line style from the Properties Bar before you begin drawing. Your selections are displayed in the preview window.

Multicolor Pen

- When the **Gradient Style** is selected, the color, line width and transparency properties to the left of the Gradient Style button define the starting color, while the properties to the right define the ending color.

- When the **Color on Color Style** is selected, the color, line width and transparency properties to the left of the Gradient Style button define the outside, border color, while the properties to the right define the inside color.

Picture Pen

- The currently selected picture is displayed on the left side of the Properties Bar. Click on it to access a menu of pictures.

- Click on the line width property to **select a size** for the images on the path.

- Click on the **Add Picture** button to add a new picture to the picture menu. Navigate to the location on your computer where the picture is stored. The new picture will replace the currently selected picture on the picture menu. (*Note:* Images must be in a BMP, GIF, JPEG, TIFF, or PNG format.)

- You can also **change the background color** of the selected picture.

Stamper

- The pre-installed stamp selections are displayed on the Stamper Properties Bar.

- Click on the **Add Picture** button to add a new picture to the picture menu. Navigate to the location on your computer where the picture is stored. (*Note:* Images must be in a BMP, GIF, JPEG, TIFF, or PNG format.)

- If you add new stamp images to the User Stamps folder while Workspace is running, the stamps will not be available for use until you exit Workspace and re-open it.

Fill

- Choose the color desired from the Properties Bar.

- Click on the location you want the color to be added to fill it in.

Math Tools

Compass

You can move, size, and rotate the Compass. The Compass resizes itself to scale within the Annotation window. The Colored tip draws the circle or arc within the Annotation Window. The Clear Tip remains stationary so the arc or the circle can be drawn.

To change the radius of the compass, move your cursor to the colored tip until the Compass displays the arrow. You can then drag that end to the desired radius.

1. Click the Compass icon. The Compass opens within the Annotation Window.

2. Click the top of the Compass to move it around the Annotation Window.

3. To change the color of the pen tip, select from the Workspace palette at the bottom of the Annotation Window.

4. Click the Compass icon to close the Compass and remove it from the Annotation Window.
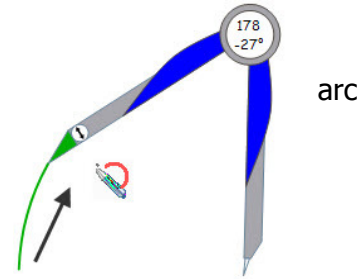

Draw an Arc with the Compass

1. Move your cursor to the colored tip until the Compass displays the arrow.

2. Click and drag the tip to the desired area. The tip changes back to the draw cursor.

3. Move the cursor to draw the arc. Workspace displays the   arc within the Annotation Window.

Ruler

You can move, size, and rotate the ruler. The ruler resizes itself to scale within the Annotation window. The ruler can toggle between meter stick ruler options of 20 centimeters and 1 meter, and can rotate the via any corner.

1. Click the Ruler icon. The Ruler opens in the Annotation window.

2. Move the red bars to measure an object within the Annotation   Window. There are two bars on the ruler.

3. Rotate the ruler to another angle.

4. Show the angle of the ruler after it is rotated.   **0 °**

5. Move the ruler to any place within the Annotation Window.

6. Resize the ruler within the Annotation Window.

7. Click the Ruler icon to close the ruler and remove it from the Annotation Window.

NOTE: The Ruler will also allow you to draw straight lines along the edge using the Pen Tool.

From

4.000 inches = 10.16 centimeters   0 °

To

4.000 inches = 10.16 centimeters   0 °
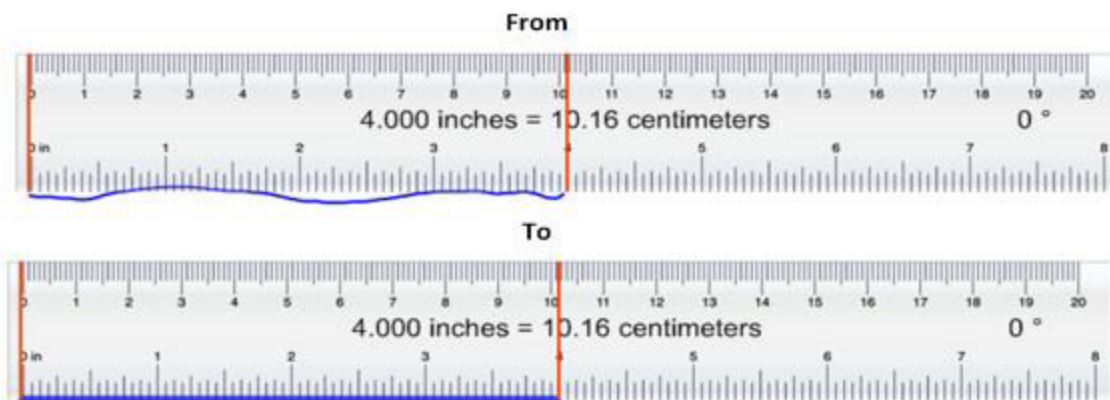
Protractor

You can move, size, and rotate the protractor. The protractor resizes itself to scale within the Annotation window.

1. Click the Protractor icon.

2. Select 180 Degree or 360 Degree. The selected Protractor opens within the Annotation Window.

3. Move the red bars to measure the angles of an object within the Annotation Window. There are two bars on the Protractor.

4. Select the Protractor. The Rotate cursor displays at the top when the cursor is moved to the top of the Protractor. Rotate the Protractor to another angle.

5. Show the angle and radian of the Protractor after the measurement bars have been moved to the correct angle. 1.433 radians = 82.13 degrees

6. Move the Protractor to any place within the Annotation Window.

7. Resize the Protractor within the Annotation Window.

8. Click the Protractor icon to close the Protractor and remove it from the Annotation Window.

2.074 radians = 118.81 degrees

2.089 radians = 119.70 degrees
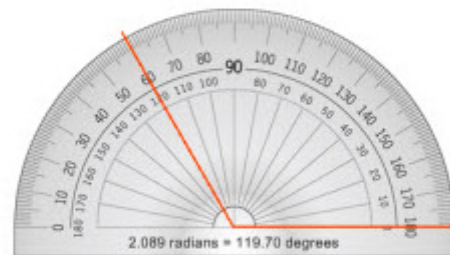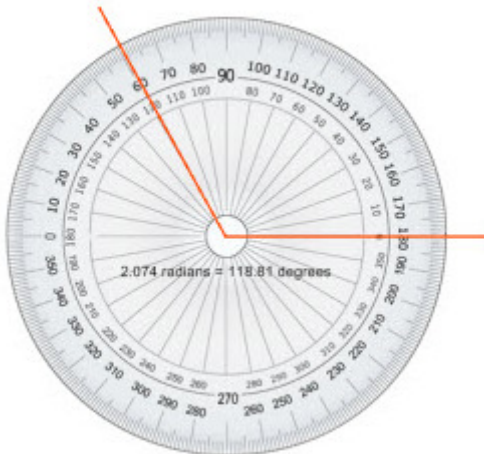
Triangle

You can move, size, and rotate the Triangle. The Triangle resizes itself to scale within the Annotation window.

1. Click the Triangle icon.

2. Select Left Facing or Right Facing. The selected Triangle opens within the Annotation Window.

3. Rotate the Triangle to another angle.

4. Move the red bars to measure an object within the Annotation Window. There are two bars on the triangle.

5. Displays the angle between the two bars and the length of the tool.

   0 °   2.000 inches

6. Move the ruler to any place within the Annotation Window.

7. Resize the ruler within the Annotation Window.

8. Click the Triangle icon to close the Triangle and remove it from the Annotation Window.
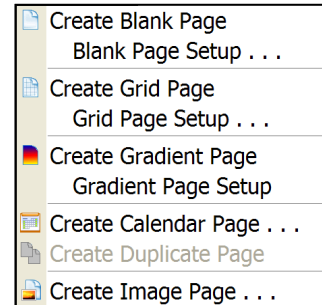
0 °   2.000 inches

NOTE: The Triangle can toggle toggle between meter stick ruler options of 20 centimeters and 1 meter, and can rotate by any corner.

Create and Modify Pages

Blank pages are only one option with Workspace. You can also create grid pages, calendar pages, gradient pages, and even page transitions to meet your instructional needs.

The **New Page Setup** tool will allow you to access, create, and customize pages.

Create Blank Page	
	Blank Page Setup . . .
Create Grid Page	
	Grid Page Setup . . .
Create Gradient Page	
	Gradient Page Setup
Create Calendar Page . . .	
Create Duplicate Page	
Create Image Page . . .	

Grid Page Tool

This tool allows you to create a lined page. The page can have vertical lines, horizontal lines, or both. You can also customize your grid pages.
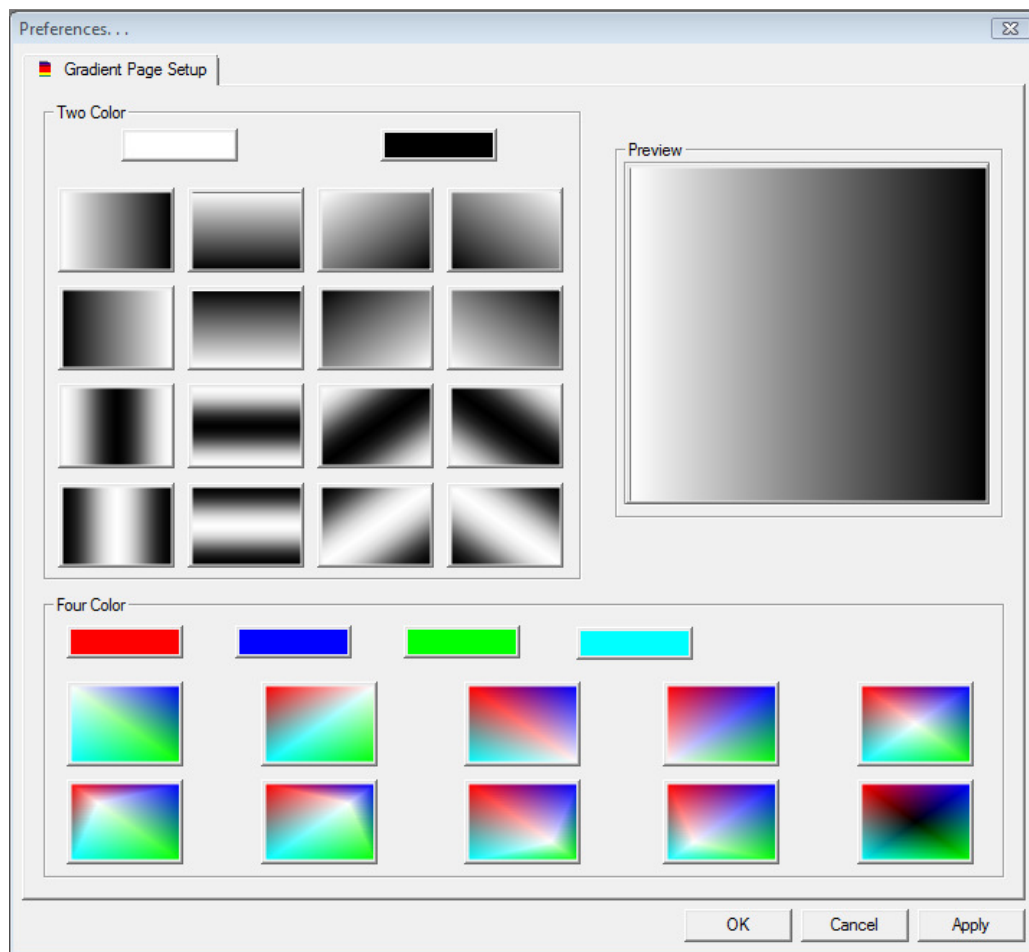
1. Click on the **New Page Setup** tool and select **Grid Page Setup**.

2. Select your desired options.

3. To change or create a new **Grid Page** from this screen, click on **Apply**, then select your desired option.
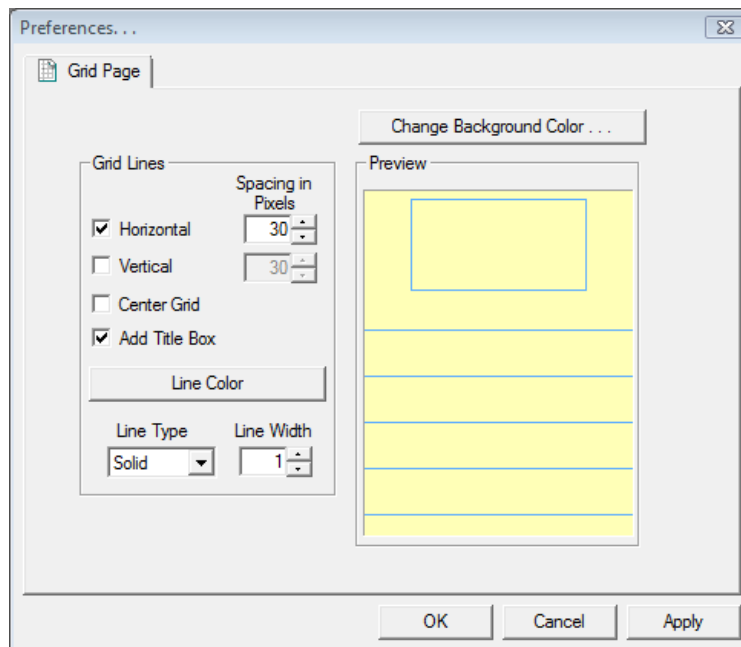
4. Click **OK**.

Gradient Page

The gradient page allows you to create a colorful page that can grab students' attention.

1. Click on the **New Page Setup** tool and select **Gradient Page Setup**.

2. Select your desired options.

3. To change or create a new **Gradient Page** from this screen, click on **Apply**, then select your desired option.

4. Click **OK**.

Calendar Page

This will create a background page that looks like a calendar. You can choose to display one week, or one to four months, on a single page.

1. Click on the **New Page Setup** tool and select **Create Calendar Page**.

2. Select your desired options.

3. Click **OK**.
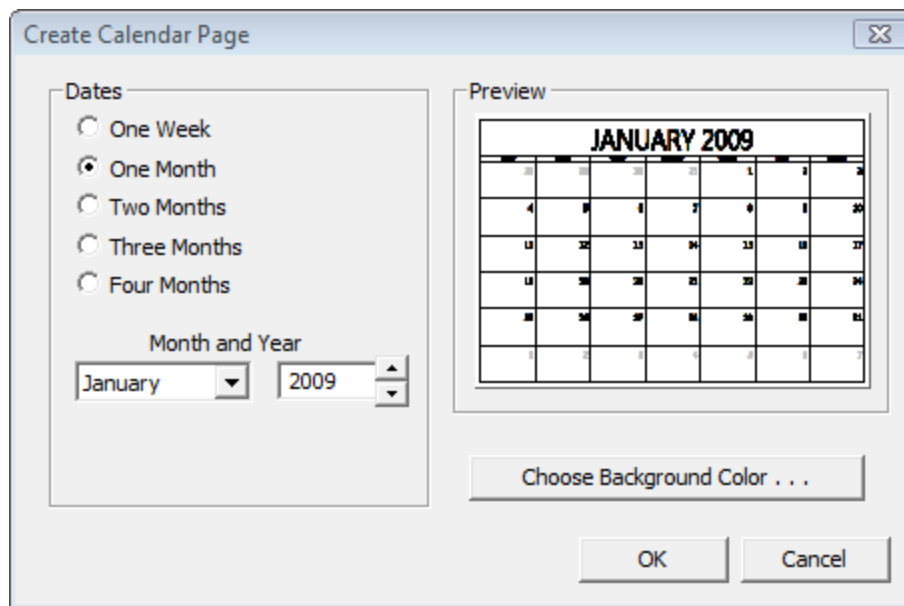
Page Transitions

Slide transitions are the animation-like effects that occur when you move from one page to the next during an on-screen presentation. You can control the speed of each slide transition effect. There are more than 40 transitions from which to select.

Creating Transitions in a Workspace Document

1. While in **Lesson Mode**, open a page.
2. Make sure Page Properties are displayed at the bottom of the page.
3. Click **Page** Transitions.
   The *Page Transitions Properties* window opens.
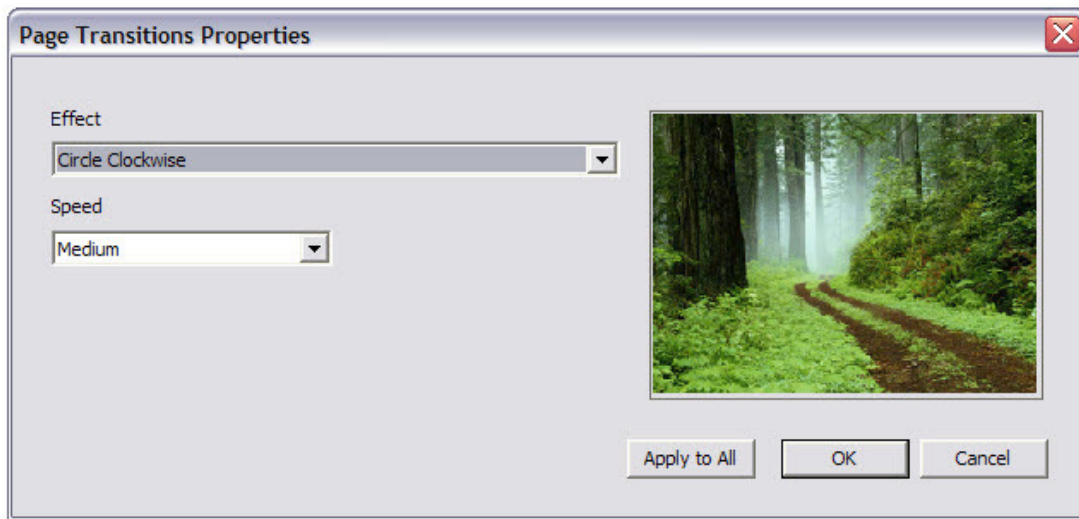
4. Select the transition you want from the *Effect* drop-down list.

   As you select each transition, an example of the transition displays in the window.
5. Select the speed needed for the transition in the *Speed* drop-down list.
6. Select **Apply to All** if you want the same transition for all pages.
7. Click **OK**.

   The transition is applied to the page.

Record and Playback

The Record and Playback tool allows you to record your voice (if you have a microphone on your computer) as well as your annotations or programs you have running on your screen. It's a great tool to make your own tutorials for students.

1. Go to the **toolbox** and select the **Record and Playback** tool.

2. Click on the **Record button** to start recording.

3. Use programs on your computer or create notes and diagrams with the Workspace software. When you are done, click on the **Stop Recording button**.
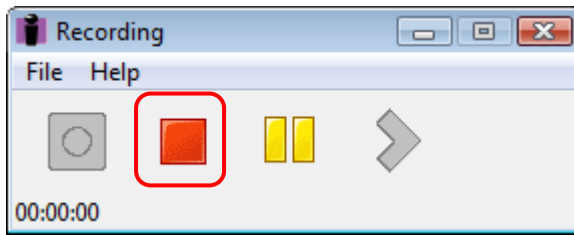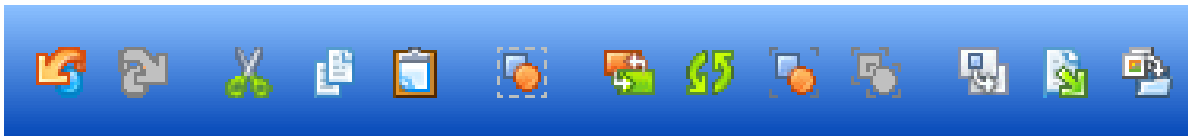
4. **Save** your file.

Note: The Record and Playback files save as an .avi file. Once your file is saved, you can play the video file back by pressing the green play button.

Workspace Editing Tools

Access these tools by using the Selection tool to choose an annotation. The editing options will appear in the Properties Bar at the bottom of the screen.

Editing Tools

Undo/Redo	Undo and redo the most recently performed operations. You can continue until you have undone the first thing or redo until the last thing you did is on the page.
Cut	Remove or "cut" a selected entity.
Copy	Make a copy of a selected entity.
Paste	Place an entity that was cut or copied on the Workspace page.
Select all	Select all entities on a Workspace page.
Order Selected Entities	Select the position of an entity. Send the entity in front or in back of a different entity to create layers.
Rotate Selected Entities	Rotate entities 90°, 180°, or flip the entity horizontally or vertically.

|	
Group	Group separate entities together to create one entity.
Ungroup	Ungroup a grouped entity.
Move to Background	Permanently "glue" an entity to the background of a Workspace page.
Export Entities	Select an entity on the page and convert it into an image file.
Add files to Gallery	Add a selected entity or entire page to the gallery.

Gallery Content

This tool allows you to insert content from the Gallery into your document. The pictures are organized by subject area. There are three types of resources available from the Gallery.
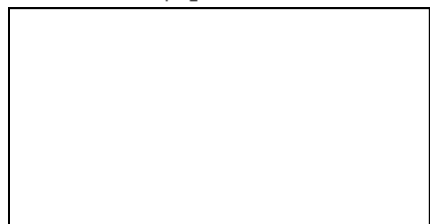
graph_paper_...
(large - numbe...

Haiku Poem
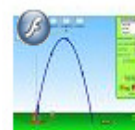
Target Practice

|	**Image:** This is a single image. You can resize this image.	ıny of these sound ıimations.

Gallery at a Glance

Main Category	Sub-Categories/Descriptions
Arts and Recreation	Art, Games, Music, Sports
Graphic Organizers	Venn diagrams, various flow charts, language arts charts, etc.
Interwrite Sims	Games, Science, Social Studies, Math, Language Arts, Teacher Tools
ExamView®	Add your own ExamView content to the Gallery for easy access during a lesson. Comes with sample content.
Language Arts	Handwriting, Grammar, Sight Words, Word Parts (Blends, Prefixes, Roots, Word Families, etc.), Literature, Poetry
Math	Dice, Dominoes, Geometry, Manipulatives, Money, Numbers and

	Symbols, Tools, Math Facts, Equations, Fractions, Algebra, Tables and Graphs, Calculus, Various Graph Papers and Grid Backgrounds
My Gallery	Provides a place for you to add and created your own custom Gallery
Science	Anatomy, Animals, Biology, Chemistry, Environment, Food, Geology, Physics, Space, Tools, Weather
Social Studies	Geography, Street Signs, Transportation, Emotions, Historical, Everyday Things, Holidays
Special Needs	Sign Language
Lessons	Access sample lessons as well as lessons online
Video Tutorials	Links you to our website to access self-paced Workspace tutorials

Add Objects from the Gallery to a Page

1. Click on the **Gallery** icon on your toolbar.

2. **Browse** or use the search feature to locate an image or Sim that you would like to use.

3. Use the **Selection** tool to **drag the image** over to the Workspace page.

Gallery Menu

Navigation and Search

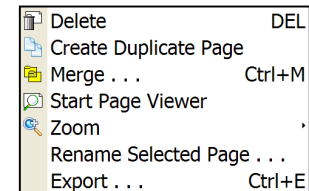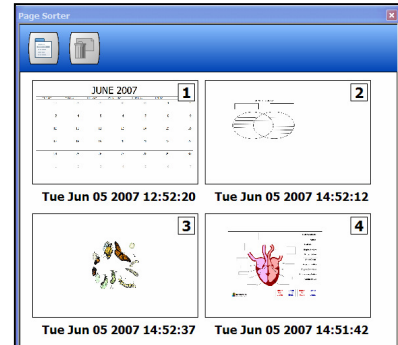Content Categories and Sub-Categories
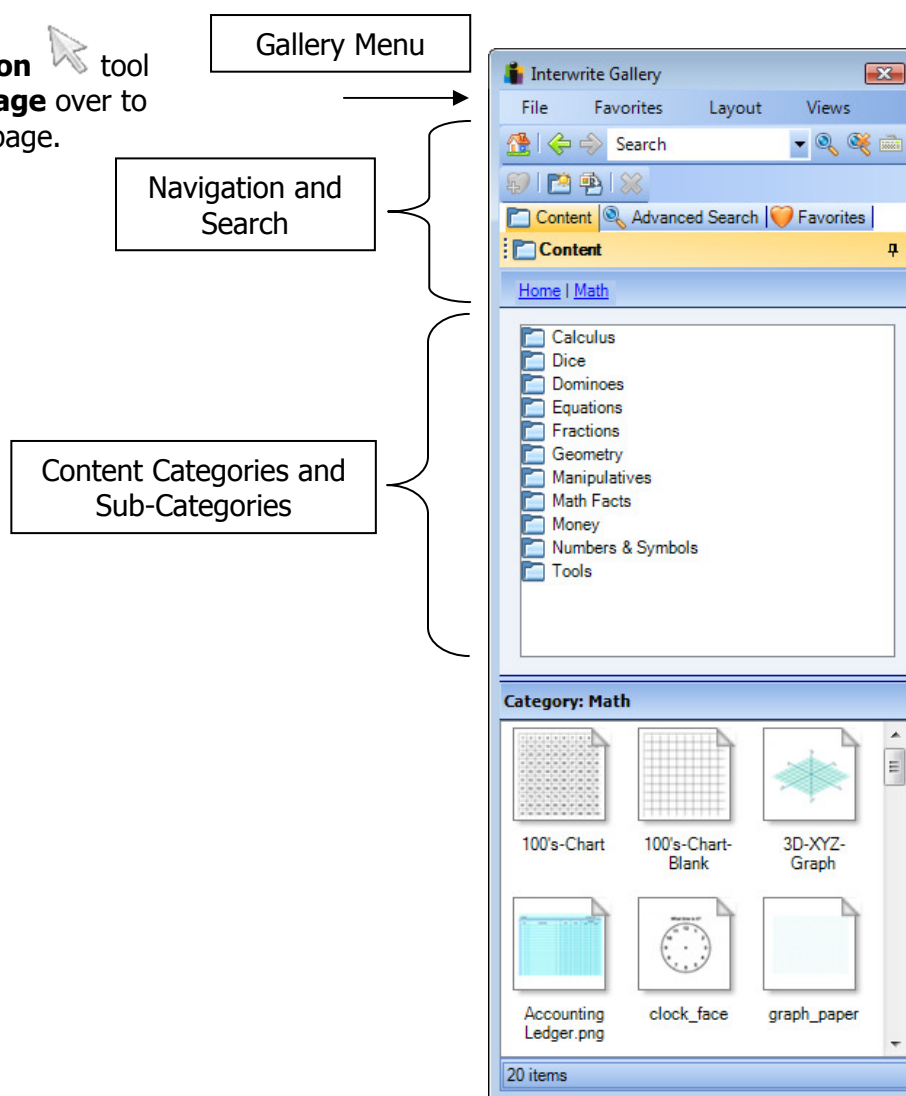
Manage Your Workspace File

Organize a Workspace File

1. Click on the **Page Sorter** icon from the toolbar.
2. To **delete pages**, click on the ones you do not want, then click on the **recycle bin** icon. You can also press delete on your keyboard.
3. To **rearrange pages**, use the cursor to select one page. Next, **drag the page** somewhere else in the page sorter view **to reposition**.

4. Click on the **Menu** icon to view some of the other options available with the page sorter.
5. When you are done, click on the "X" to close the page sorter view.

|	
Delete	DEL
Create Duplicate Page	
Merge . . .	Ctrl+M
Start Page Viewer	
Zoom	▸
Rename Selected Page . . .	
Export . . .	Ctrl+E

Save a Workspace File

1. Use the **Page Sorter** to **delete** and **arrange** your Workspace pages.
2. Click on the **Save** button from the toolbar.
3. Close Workspace.
4. **To open** your Workspace file, either **double click** on the file or if you are in Workspace click on the **Menu ⟩ File ⟩ Open**.

Export a Workspace File

1. Go to **Menu ⟩ File ⟩ Export**.
2. **Choose** the **format** you wish to export, the **location** you would like to export to, and then the **page(s)** you wish to export.
3. Click **Export** when you are done.
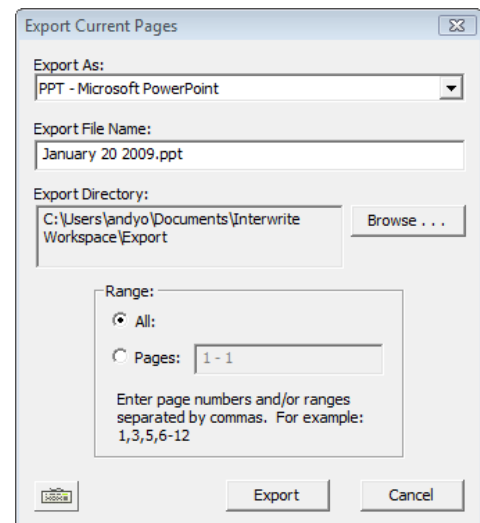
Print a Workspace File

1. From the Workspace toolbar, go to **Menu ⟩ File ⟩ Print**.

Module 3:
Engaging Content with Learners

Overview

This session is designed for someone who has experience creating a Workspace lesson and knowledge of the annotation and presentation tools. Participants will learn how to use various tools to engage students and enhance their teaching with a Workspace lesson.

Objectives

After completing this module, participants will be able to:

- Identify and use Workspace tools to engage students and content
- Review various instructional applications of Workspace tools

Using Workspace to Engage Students

Workspace has a variety of tools that are designed to increase interactivity with the content being taught. Many of the tools used to create a lesson can also be used to engage a lesson.

Some of the common tools already showcased in modules one and two that can be used to engage a lesson are Freehand Text, Freehand Shape, Highlighter, Multicolor Pen, Picture Pen, and Stamper. Some new tools showcased below are the Curtain, Timer*, and Spotlight*.

* These tools are located in the toolbox.

Curtain

The Curtain allows you to "hide" what you don't want students to see. The Curtain is resizable, movable and can be made transparent.

1. Go to a document or page where you want to use the Curtain.
2. Click on the **Curtain** icon from your **toolbar** or toolbox. The Curtain's properties will appear in the Properties Bar.
3. Use the **handles to resize** your Curtain, or use the **cursor to reposition** the Curtain anywhere on the screen.
4. When you are done with the Curtain, click on the **Close Curtain button** at the bottom of the screen.
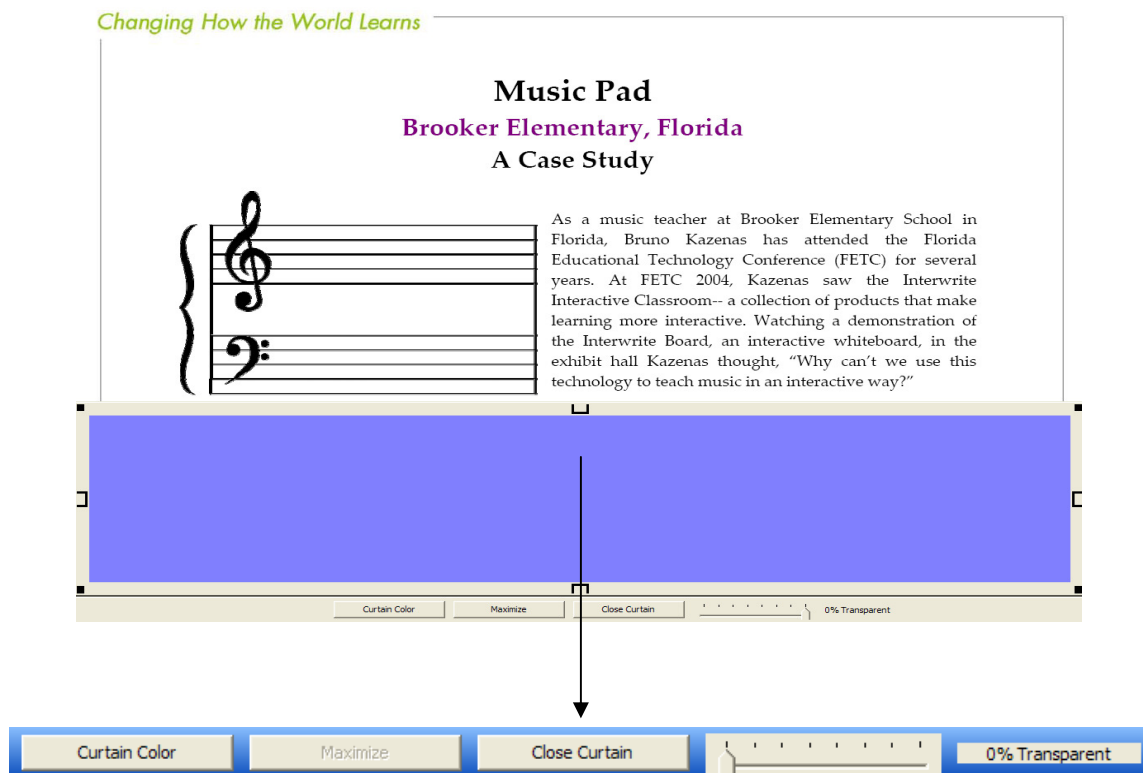
Spotlight

The Spotlight allows you to view a small part of your screen. The Spotlight is similar to the Curtain; however, you can change the Spotlight to be a different shape. The spotlight is normally housed in the toolbox. You can use the Preferences option to add the spotlight to the toolbar.

1. Go to a document or page where you want to use the Spotlight.
2. Click on the **Spotlight** icon from your **toolbar or toolbox**. The Spotlight's properties will appear in the Properties Bar.
3. Use the **cursor to drag** the Spotlight anywhere on the screen.
4. When you are done with the Spotlight, click on the **Close Spotlight button** at the bottom of the screen.

Resizing   Spotligh   lose
Handles   Options   otlight
            Menu
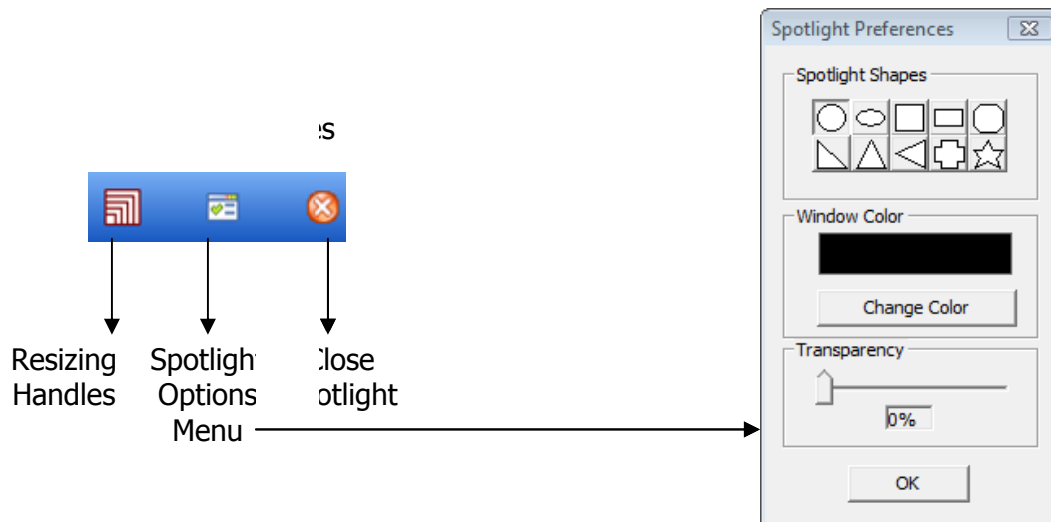
Timer

The timer will beep and flash to indicate time is up or count time to the second as a stopwatch.

1. Click on the **Timer** icon from your **toolbar or toolbox**.
2. Set the timer to either a **timer or stopwatch** by clicking in the radio button before your choice.
3. Click on the **Set Timer** drop-down arrow to select the length of time you need.
4. Press **Start** to begin.
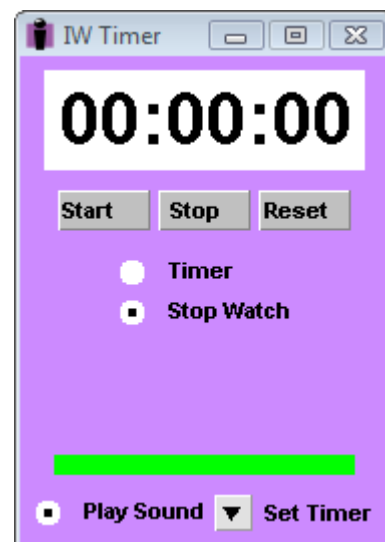
Instructional Applications with Workspace Tools

Listed below are common tools and instructional applications for each of them. Try using some of these tools with one of its corresponding instructional applications.

Page Tools

Tool	Instructional Application
Blank Page	• Workspace lessons • Class or meeting note taking • Student portfolios
Grid Page	• Notebook paper • Handwriting exercises • Custom graph paper for area, perimeter, picture graphs • Math arrays • 100s chart • Mapping activities or scale • Reward charts • Attendance charts • Crossword puzzles • Word finds
Calendar Page	• Document assignments • Project management • Morning calendar activities • Birthday chart • Math activities involving time • Reflection journal • Attendance graphing • Weather charting • Class jobs and responsibilities

Annotation Tools

Tool	Instructional Application
Pen	• Writing and drawing • Summarizing and note taking
Multicolor Pen	• Tracing or handwriting practice • Use instead of a pen to add a little flair to your lessons • Customize with school or class colors to build school pride
Picture Pen	• Change image based on lesson theme • Customize with your subject area

Freehand Text	• Label diagrams • Writing definitions
Text	• Use to type labels for a diagram • Use with the "Split Sentence into Words" function to create Language Arts activities
Highlighter	• Highlight vocabulary words and important concepts on websites, PPT's, and scanned documents • Main idea and supporting details • Fact vs. opinion statements
Line	• Making lines, arrows • Connect ideas • Make game boards • Make custom handwriting paper • Labeling • Create custom angles/polygons • Make tables
Shapes Freehand Shape	• Make "hide" boxes or flash cards • Create graphics • Create flow charts • Make shapes for sorting activities • Make your own tessellations
Stamper	• Accent what is on the screen • Use in checklists or graph activities • Use as reward stickers • Use for manipulatives for sorting, patterns, or counting • Customize with your own pictures to support a thematic unit • Use in math arrays • Graphs
Fill	• Fractions • Draw attention to detail of image

Editing Tools

Selection	• Move objects to reveal answers underneath
Eraser	• Erase ink to reveal object underneath
Copy	• Copy and paste multiple objects on top of one another to be used in learning activities (i.e. money)

Paste	
Order Selected Entities	• Create layers with entities • Create flash cards
Move to Background	• "Glue" items or answers to the page, then cover over the items with ink, use the eraser to uncover the answer

Multimedia Tools

Gallery	• Interactive simulations • Content-related images and diagrams • Story telling/retelling
Record and Playback	• Record lessons for absent students to review content • Create video tutorials
Capture	• Capture images from a Web site or your computer

Presentation Tools

Curtain	• Use with text to help with reading/tracking • Reveal parts of a presentation, website or reading selection • Prediction activities "Guess what is behind the curtain based on these clues?"
Spotlight	• Prediction activities • Focus on parts of a diagram or text
ExamView File Student Response System Functions	• Check for understanding by inserting questions from ExamView tests and question banks • Get immediate feedback to questions

Module 4:
Integrating Multimedia Resources

Overview

This session is designed for someone who has experience using the Workspace tools. Participants will learn how to link from a Workspace page to other resources and add multimedia to a Workspace page. They will also learn how to use various Workspace tools to create images and movies.

Objectives

After completing this module, participants will be able to:

- Incorporate existing multimedia into a Workspace lesson
- Create multimedia using Workspace tools

Add Existing Multimedia

Many instructors use various kinds of multimedia in their lessons including Flash objects, audio, and video. The Workspace software comes with multimedia files but gives you various tools to incorporate any existing resources you have into the Workspace environment.

Interwrite Sims

Multimedia resources available in the Gallery consist of Interwrite Sims, which are flash simulations. They can be identified by the flash symbol in the lower right-hand corner of the thumbnail image. Sims can be found in the Interwrite Sims category but are also embedded within the Gallery. You can use your annotation tools with the Sims.

Flash symbol
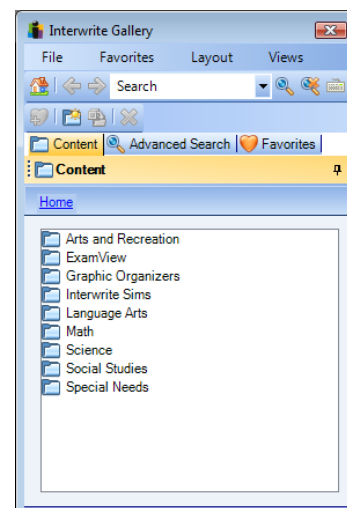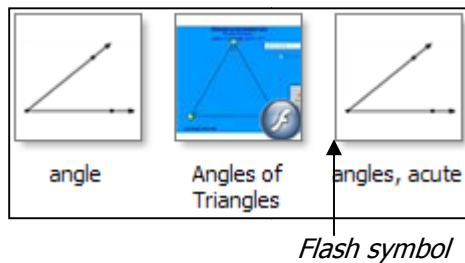
Flash Player

Access your existing Flash files and put them on your Workspace page.

1. Go to the **toolbox** and select **Flash Player**.
2. **Browse to the file** you want to use.
3. You can **use your Workspace tools** to make notes or annotate over your Flash entity.
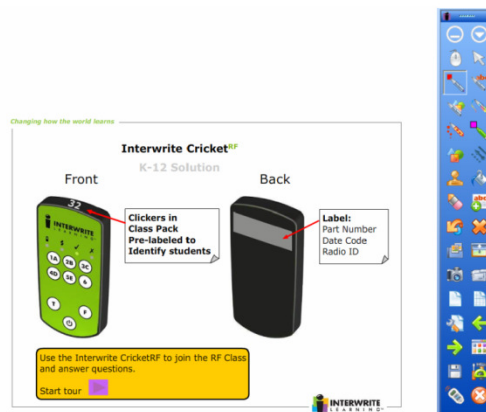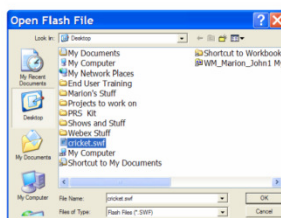
Audio Player

Access your existing audio files and put them on your Workspace page.

1. Go to the **toolbox** and select **Audio File** .
2. **Browse to the file** you want to use.
3. When you are ready to play your sound file, press the **play button**.
4. Use the pause and stop buttons as needed.
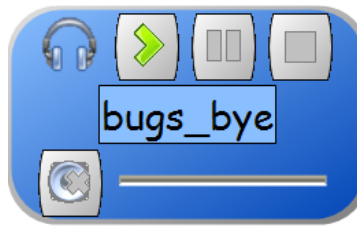
Video File

Access your existing video files (.wmv, .avi, .mpeg) and put them on your Workspace page. You can make annotations over your videos.

1. Go to the **toolbox** and select **Video File** .
2. **Browse to the file** you want to use.
3. Press **play** when you are ready to play your video. It will appear in the Workspace Media Player with its own annotation tools.
4. When you select one of these special **annotation tools**, your video will automatically **pause** for you to make your notes on the video.
5. To **resume** the video, click on the **play** button in the lower left-hand corner of the display window.

Create Multimedia

Although there are many resources available in Workspace, there may be times when you need to create your own customized content. There are several tools in Workspace to help you create images or videos.

Create Images with Capture

The capture tool allows you to selectively capture a portion of your screen. This can be from another application's screen (i.e. Web page, PowerPoint, Word file, .pdf, etc.) or from a Workspace page.

1. **Access** the **media** you wish to capture.

2. Click on the **Capture** tool from the toolbar or toolbox.
3. A window will appear asking which **capture option** you want to use:
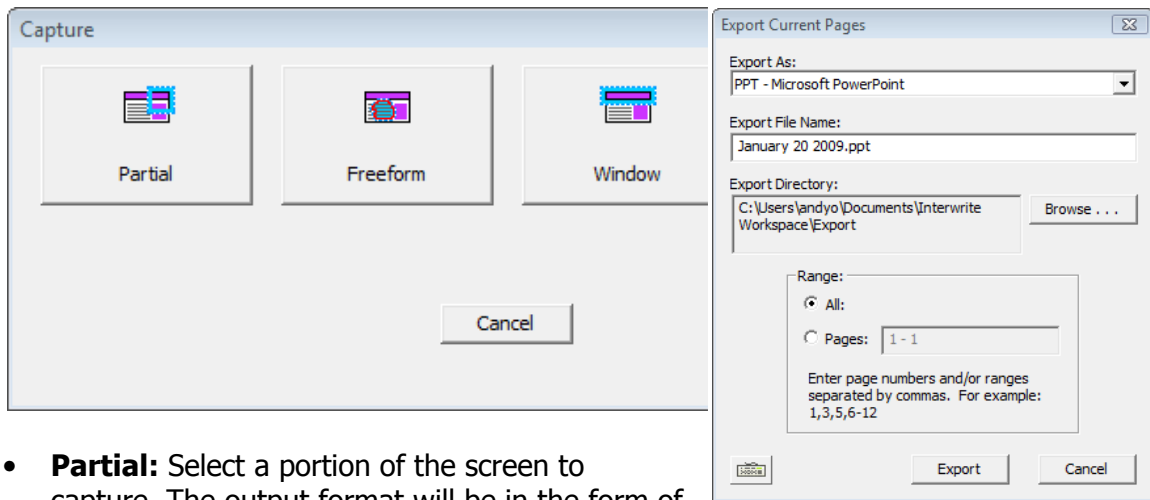
- **Partial:** Select a portion of the screen to capture. The output format will be in the form of a square or rectangle. A window tool will appear. Drag over the selection you wish to capture.

- **Freeform:** Select a part of the screen to capture by drawing a freehand shape. A special pen tool will appear. Draw a freeform shape around the selection you wish to capture.

- **Window:** Capture the active window opened.

- **Screen:** Capture what is displayed on the entire screen.

4. If you want your **captured image** to be placed into a **blank Workspace page**, make sure you check the box labeled **Place capture in new page**.

Export Entities as Images

This tool allows you to save your annotations as an image file. You can save your image to a location other than the Gallery with this option.

1. Use the white **Selection tool** to select the annotations you want to use to create an image.

2. Choose the **Export Entities** button from the **Properties Bar** at the bottom of your screen.

3. Select the **file type** you want your image file to be, where you want your entity to be saved, and name the image file.

4. Click on the **Export Button**.

Add Files to Gallery

To add images you created to the Gallery, use the **Selection tool** to **drag and drop** the image to the **Gallery**. However, if you would like to add annotations to the Gallery, follow these steps:

1. Use the white **Selection tool** to select the annotations you want to use to create an image.

2. Choose the **Add files to Gallery** button from the **Properties Bar** at the bottom of your screen.

3. Choose whether you want to **Add Selection to Gallery** or **Add Current Page to Gallery**.

4. When the item is added to the Gallery, a window will appear to confirm. Click **OK**.

Module 5:
Using Workspace with Other Applications

● ● ● ●

Overview

This session is designed for the beginner who would like to use existing content with the Interwrite Board and Pad. Participants will need general knowledge of basic Workspace annotation tools. In this module participants will learn how to create annotations on top of existing Office documents, use Office Mode to insert annotations into a Microsoft Office document, and use Workspace tools with 3rd party resources such as Web sites, .pdf files, and document cameras.

Objectives

After completing this module, participants will be able to:

- Use Workspace with existing documents
- Use Office Mode to insert annotations directly into a Microsoft Office document

Using Workspace with Existing Documents

Workspace is designed to be used with existing resources that are accessible from your computer. Generally resources fall into three categories: hardware, software programs, and files. When you select one of the Workspace annotation tools, your screen is captured automatically, thus allowing you to make notes without modifying the original file. You can also create hyperlinks on Workspace pages to other files or resources that you would like to use.

Create Hyperlinks

The **links tool** allows you to add a hyperlink to your Workspace document. You can link to: other Workspace files, Web pages, Office documents, sound, or video files.

1. Use the Gallery or Workspace tools to create an image on the page.

2. Use the **Selection tool** to select the object from where you want to link.
3. Click on the **Links** button in the **Properties Bar**.
4. Click on **Add/Edit Link**.
5. Select the type of document you want to link to by clicking on the drop down menu by **Link type**.

Interwrite Link Edit:

Link Type: Link to a sound file
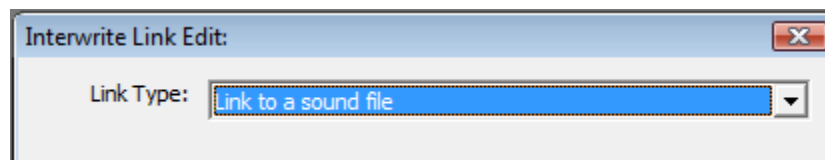
6. **Browse** to the file you want to link to, click **OK**.
7. Your selection will now have a **link button** attached to it. Just click on this button to follow the link.

Link Button
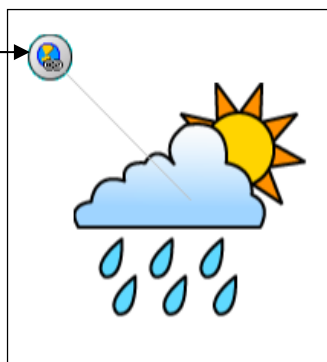
Set the Internet Browser

This tool, located in the toolbox, will launch your Internet browser. You can also set it to load your favorite Web page.

1. From **Menu**, go to **Preferences** > **Options** tab.
2. Near the bottom of the page you will see an option for **Default Internet Address**.
3. Type the URL for the web page you desire as your default.
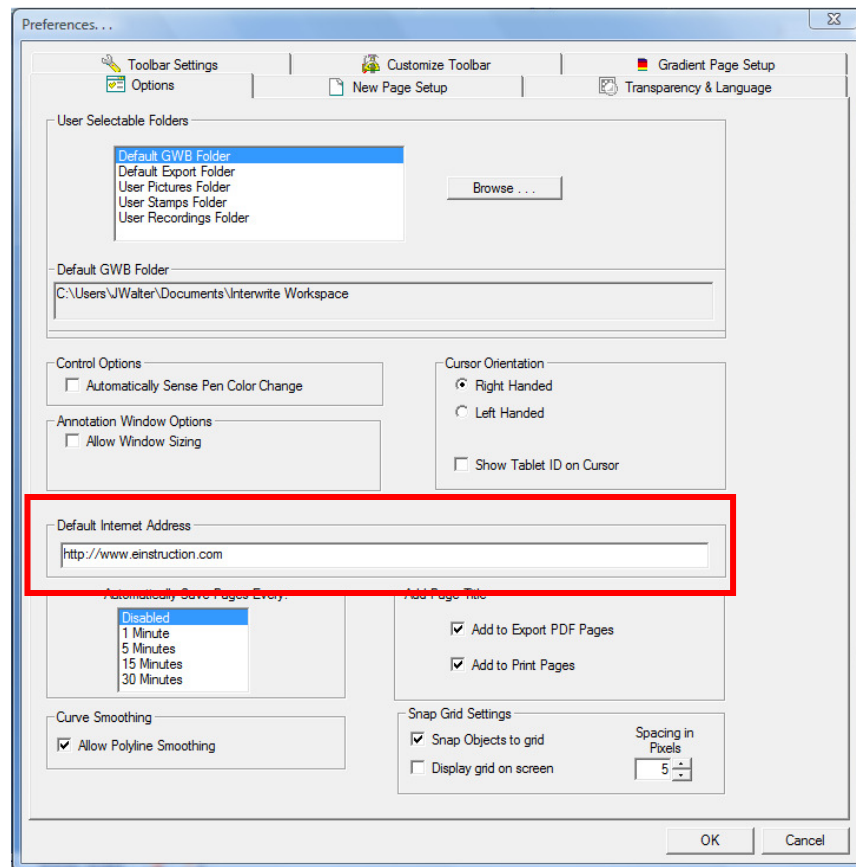
Office Mode

Office mode allows you to annotate directly over an open Office document. This eliminates having two separate files (Office file and Workspace file with annotations). Office mode is available from the main Workspace toolbar and works with PowerPoint, Word, and Excel. There is also PRS integration with Office mode as well.

To launch Office Mode:

1. Click on the **Office Mode** icon from the Workspace toolbar.
2. Office icons for Microsoft PowerPoint , Microsoft Word , and Microsoft Excel will appear on the Workspace toolbar.

Office Mode allows you to interact directly with PowerPoint, Microsoft Word and Excel.

Switch between Office Mode, Lesson Mode, and Annotate Over Desktop Mode by clicking the corresponding icon.

Office Mode and Word

1. To use Office Mode with Word, click the Word icon from the Workspace Toolbar.

2. Go to the **Settings Menu** and choose the way you want your annotations to be inserted into your document. The most convenient settings are **Automatically Insert Annotations** and **Insert Text at Cursor**
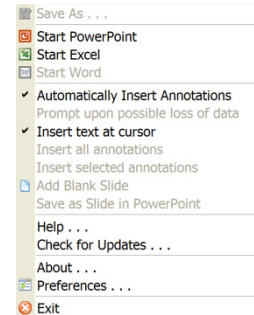
3. Use **annotation tools** like the pen, highlighter, or stamper tool to create annotations. If you select a tool and an arrow appears below the tool, you will be given additional options to further configure your tool.

4. When you are finished making annotations, click on the **mouse icon** to have your **annotations insert into your document**. Once these annotations are added they become objects and can be manipulated much in the same way as a line, shape, or image.

Office Mode and PowerPoint

1. To use Office Mode with PowerPoint, click on the PowerPoint icon on the Workspace Toolbar.

2. Go to the **Settings Menu** and choose the way you want your annotations to be inserted into your document. The most convenient setting is **Automatically Insert Annotations**.
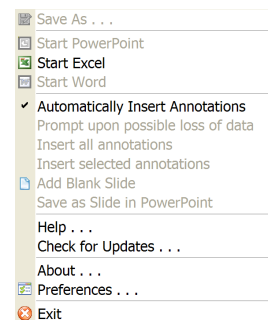
3. Use **annotation tools** like the pen, highlighter, or stamper tool to create annotations. If you select a tool and an arrow appears below the tool, you will be given additional options to further configure your tool.

4. When you are finished making annotations, click on the **mouse icon** to have your **annotations insert into your document**. Once these annotations are added they become objects and can be manipulated much in the same way as a line, shape, or image.

Put these events in order.

4 • Bake for 10 minutes.
2 • Beat eggs, butter, vanilla, and sugar.
5 • Cool on a rack for 10 minutes.
3 • Add the flour.
1 • Preheat the oven.

Office Mode

Office Mode and Excel

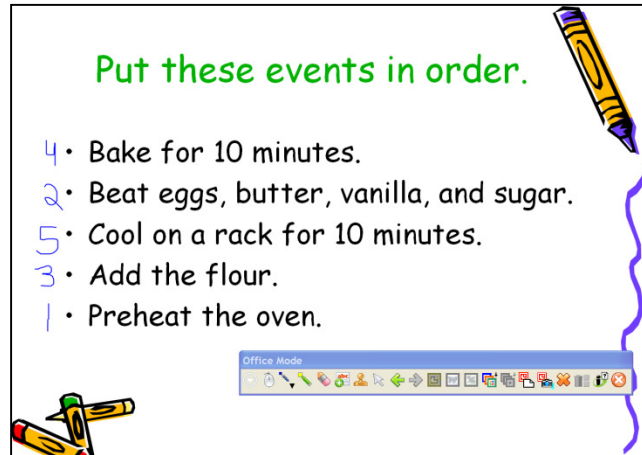1. To use Office Mode with Excel, click the Excel icon from the Workspace Toolbar.

2. Go to the **Settings Menu** and choose the way you want your annotations to be inserted into your document. The most convenient settings are **Automatically Insert Annotations** and **Insert Text in Cells**.

Save As . . .
Start PowerPoint
Start Excel
Start Word
✓ Automatically Insert Annotations
Prompt upon possible loss of data
✓ Insert text in cell(s)
Insert all annotations
Insert selected annotations
Add Blank Slide
Save as Slide in PowerPoint
Help . . .
Check for Updates . . .
About . . .
Preferences . . .
Exit

3. Use **annotation tools** like the pen, highlighter, or stamper tool to create annotations. If you select a tool and an arrow appears below the tool, you will be given additional options to further configure your tool.
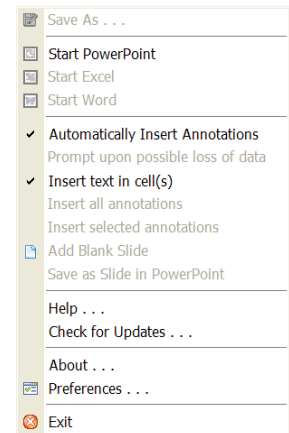
4. To **insert numbers into a cell**, change the pen to the **text pen**. Then **write the number(s) on top of the cell** that you want the number(s) to be inserted into. Click on the **mouse icon** to insert the annotations into your document.

	A	B	C	D	E
1	"How many drops of water will fit on a penny?				
2					
3		Team 1	Team 2	Team 3	
4	Prediction	33	50	44	
5					
6					
7	Results	Team 1	Team 2	Team 3	
8	1st try				
9	2nd try				
10	3rd try				
11	Average				
12					

	A	B	C	D	E
1	"How many drops of water will fit on a penny?				
2					
3		Team 1	Team 2	Team 3	
4	Prediction	33	50	44	
5					
6					
7	Results	Team 1	Team 2	Team 3	
8	1st try				
9	2nd try				
10	3rd try				
11	Average				

Module 6:
eInstruction Product Suite Integration

• • • •

Overview

This session is designed for participants to learn how to utilize classroom response hardware and ExamView content with a Workspace lesson. Participants will learn how to create prepared and on-the-fly questions for CPS, Response, and PRS.

Objectives

After completing this module, participants will be able to:

• Integrate ExamView questions into a Workspace lesson

• Integrate CPS, Response, and PRS questions into a Workspace lesson

• Use CPS, Response and ExamView simultaneously with Workspace

Integrate ExamView Questions

You may have existing ExamView content you have created, received from your textbook publisher, or acquired though the purchase of the ExamView Learning Series. You can use this content in Workspace to enhance your lessons. When you import ExamView .bnk or .tst files into Workspace, you can view the question by title, show the correct answer, or recalculate values if it is a dynamic question.

Add ExamView Files into a Workspace Page

1. From the **Toolbar or Toolbox**, choose **Open ExamView File** .

2. Browse to the ExamView .bnk or .tst file you wish to use, then click **OK**.

3. The ExamView question and ExamView Workspace toolbar will appear on the screen.
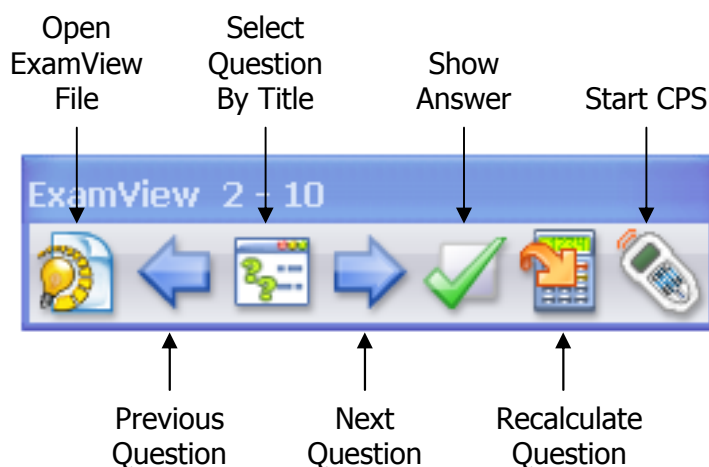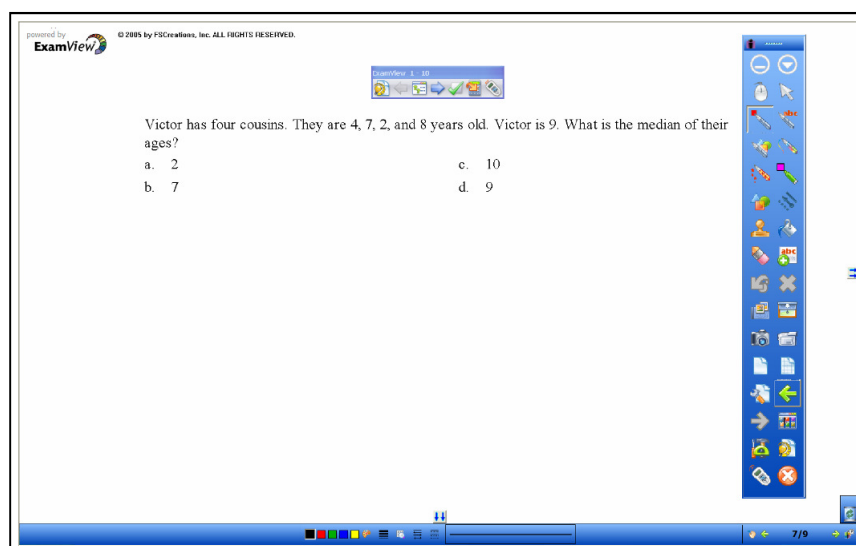
Import ExamView Files to the Gallery

1. From the **Workspace toolbar**, click on the **Gallery** button.

2. Choose the folder to which you're adding content, click the **File Menu**, then choose **Add Files to Gallery**.

   NOTE: If you're adding an entire folder of new content, click on the **File menu** and select **Add Folder or Files to Gallery.**

3. **Browse** to the ExamView file (.tst or .bnk) you want to add to the Gallery.

4. **To access** your ExamView files, open the **Gallery** , go to the ExamView **category**.

5. **Drag** the ExamView file you want to use to a **blank Workspace page**.

6. The ExamView toolbar and the question will appear on the screen.

Engage ExamView **Questions**

When you engage an ExamView lesson in Workspace, you have access to six special ExamView buttons on the ExamView toolbar. (*Note:* All buttons will not be available on all questions.)

Open ExamView **File:** Allows you at any time to select a different question bank or test file.

Previous and Next Question: Scroll to various questions within the file. The questions will appear on your active Workspace page.

Select Question by Title: Pulls up a thumbnail view of a question, and allows you to scroll to a different question you would like to use.

Show Correct Response: Enables a check mark to appear next to the correct answer.
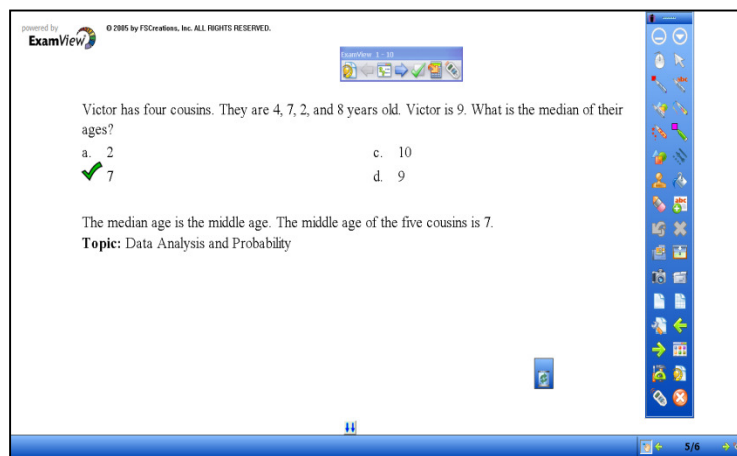
Recalculate Button: Change the answer to a question and deliver that one question multiple times.

Start Response System: Allows for integration with CPS or PRS hardware.

1. If you do not have the ExamView toolbar on your screen, choose **Open** ExamView **File** from the **Toolbar or Toolbox**,

2. When finished solving the question, click on the **Show Answer** button. A green check mark will appear next to the correct answer. Some questions may also have an explanation for the correct answer.


3. Click on the **Recalculate** button to change question and answer variables.

4. When finished with the question, click on the **Previous** or **Next** question buttons to navigate to another question. Alternatively, you could also the **Select Question by Title** button to browse to another question.

Integrate Student Response Pad Questions

You can embed questions into your Workspace lesson and engage them with students using student response pads.

Enable SRS

1. Click on the **Workspace Menu** button from the toolbar and choose **Student Response System**.

2. Choose the **radio button** associated with the software you use with your student response pad system (CPS, Response, or PRS). Use the Browse button to find the .exe file if it does not appear in the window.
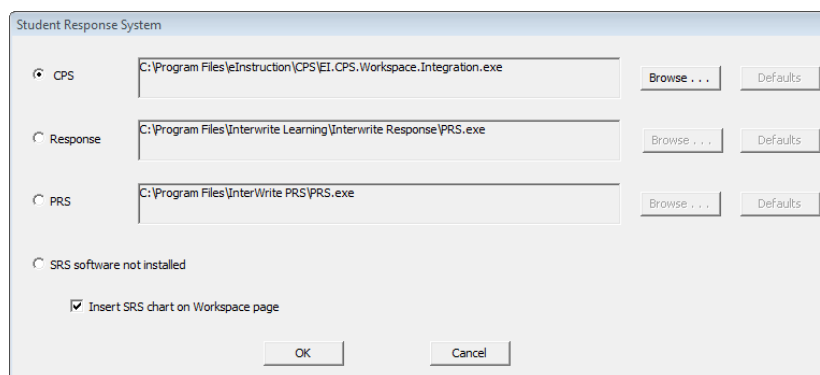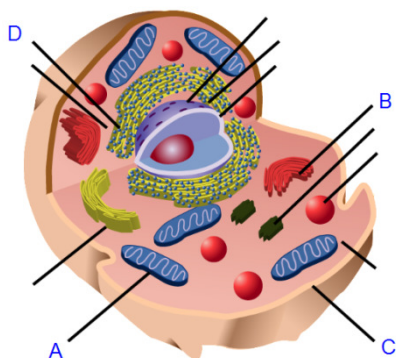
Note: There is a check box at the bottom of the dialog box that will enable the response chart to be embedded on the Workspace page. **Click on the box** if you would like to have that feature enabled, then click **OK**.
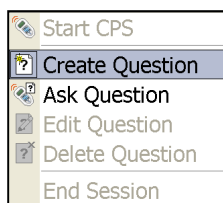
Create SRS Questions

1. Create a **new Workspace page**.
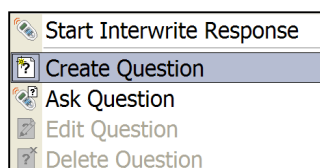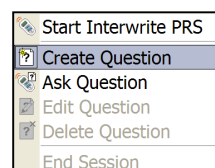
2. Use various **tools to create a question.**

3. Click on the **SRS button** in the toolbar.

4. Click on **Create Question**.
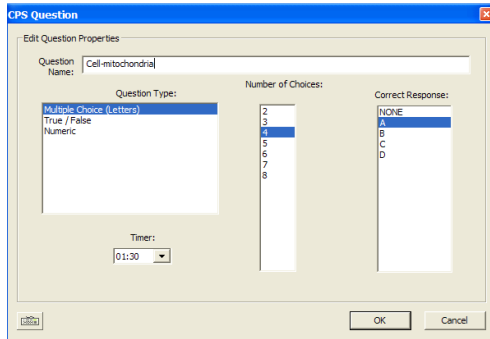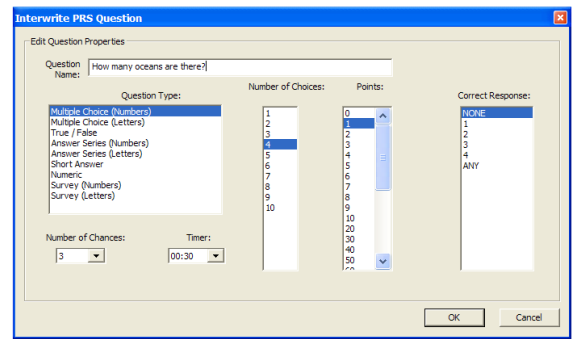
5. Select the **parameters** for your question and then click **OK**.

CPS
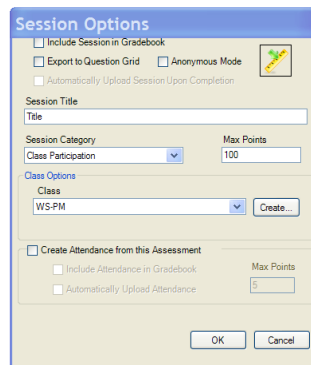
Response and PRS

Engage SRS Questions

1. When you are ready to ask students a question, click on the **SRS button** from the toolbar, then choose either **Start CPS, Start Interwrite Response** or **Start Interwrite PRS** depending on which system was chosen when SRS was enabled.

2. **CPS:** Select the desired **Session Options**, then click **OK**.
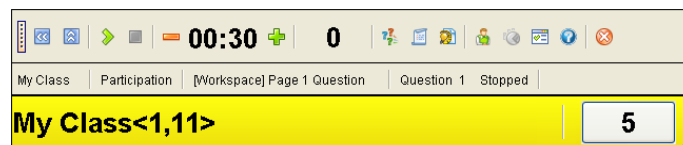
3. The **Engage toolbar** will appear. Click **Start** to collect responses.

CPS

Response

PRS

4. **Response and PRS:** The question ends when the timer runs out or you click on the **Stop** button to end the time.

   CPS: When you are finished with your question, click the **End** button.
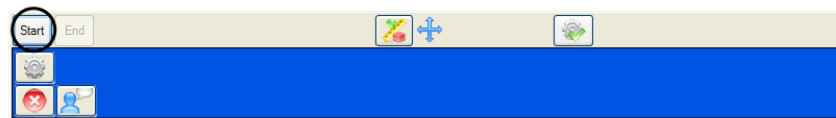

CPS
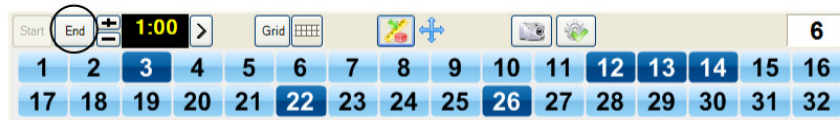
5. When the question is over, a chart will appear showing student response data. Click **Close** when you are done reviewing the chart.
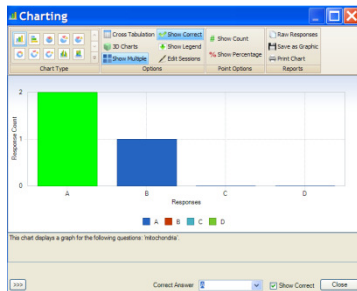
CPS   *Response*   *PRS*
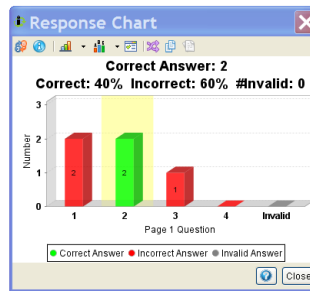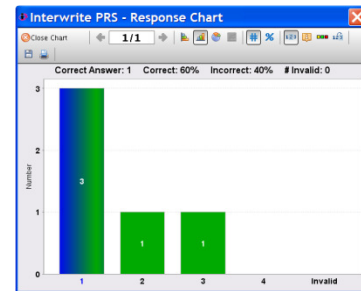
6. **CPS:** Click the Close button to exit from the Engage toolbar.
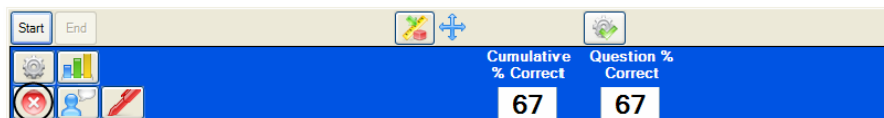
7. Use the Workspace **navigation tools** to go onto another page.

   Response and PRS: The Response or PRS toolbar will minimize until another question is polled.

8. **CPS and PRS:** When you are done with your lesson, click on the SRS button , and select **End Session**.

   Response: When you are done with your lesson, click on the **Exit** button from the Response toolbar and follow the prompts in the End Session dialog box.
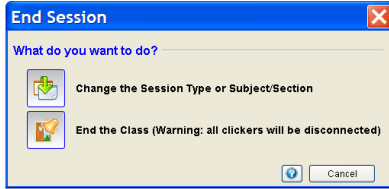
9. You can view your session data in CPS, Response, or PRS depending on which system was chosen when SRS was enabled.

Working with the Mobi KWIK Screen

Use the following screens to configure the KWIK screen within the Classroom Performance System (CPS) or Interwrite Response. While using the Mobi, use the navigational buttons to scroll through data within an individual report, or touch the pen to the clicker softkey at the top of the Mobi to change Student Response System (SRS) reports.

Note: The first Mobi connected to a computer is the only Mobi that can display KWIK screen reports. Any additional Mobis will not display any KWIK screen reports.

KWIK Screen Settings within CPS

Select the checkbox to view the CPS report on the KWIK screen.
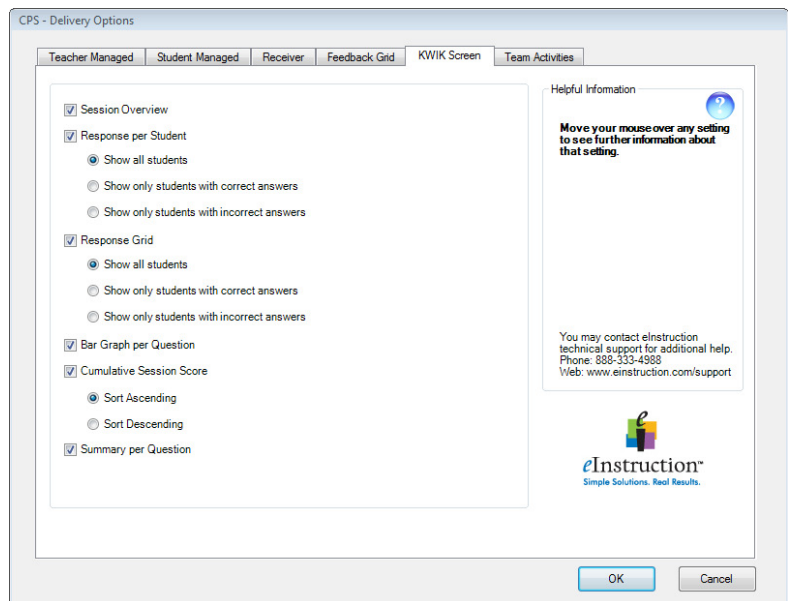
After the Mobi is connected and the KWIK screen settings are set, just open a CPS session and start a question for the response data to begin appearing in the KWIK screen.

NOTE: Only certain questions are currently compatible with the Mobi KWIK screen:
- Multiple Choice
- Yes/No
- True False
- Each question must have a correct answer to be used with the KWIK screen
- ExamView questions can be used with the KWIK screen provided that they are asked from within CPS 5.6

The Mobi KWIK screen will not show any SRS data when asking CPS questions from Workspace!

KWIK Screen Settings within Interwrite Response

Select the checkbox to view the Response report on the KWIK screen.

After the Mobi is connected and the KWIK screen settings are set, just open a Response session and start a question for the response data to begin appearing in the KWIK screen.

NOTE: Only certain questions are currently compatible with the Mobi KWIK screen:

- Multiple Choice
- Yes/No
- True False
- Each question must have a correct answer to be used with the KWIK screen
- ExamView questions can be used with the KWIK screen provided that they are asked from within Response 5.2

Selecting KWIK Screen Reports

These reports are available through the Mobi KWIK Screen.

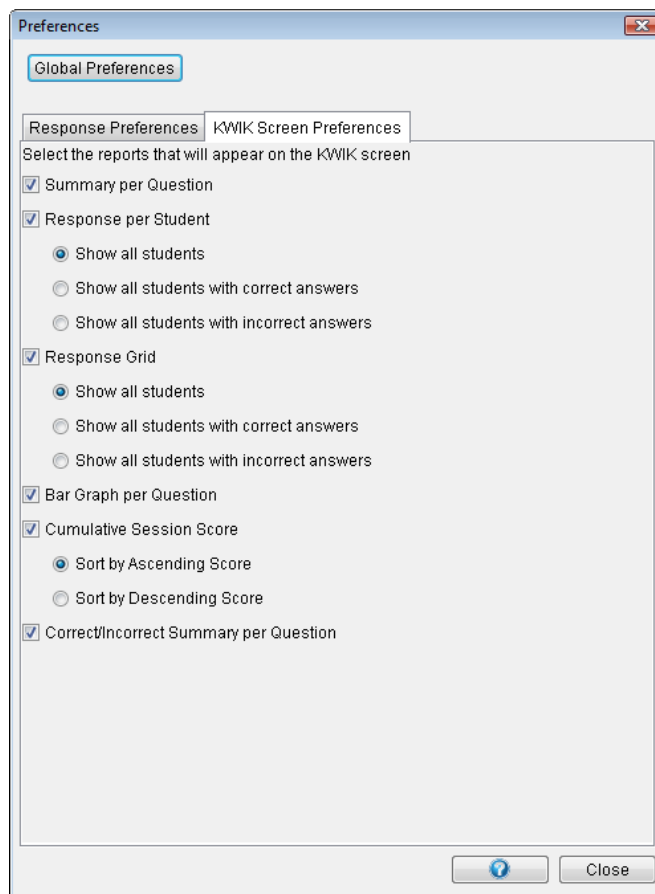| Report	Description
Session Overview	Displays general overview of SRS session being conducted.
Response Per Student	Student response is displayed and a green check mark is displayed for correct responses and red X for incorrect responses. Total cumulative percentage is displayed for all students on this question.
Response Grid	Displays all correct or incorrect is indicated with a green check mark or red X. Option within SRS to show only correct or incorrect responses.
Bar Graph Per Question	Displays a horizontal bar for each answer option. The length of the bar is proportional to the percentage of students who submitted that answer option. Total responses are listed along the bottom of the screen.
Cumulative Session Score	Provides cumulative score by student for a group of questions.
Summary Per Question	Total cumulative percentage is displayed for all students, for all questions.

Module 7:
Customizing Workspace

Topics

- Customize Workspace
- Programming Softkeys
- Classroom management features in a multi-device environment
- Access Workspace lessons from the eInstruction website
- Whiteboard Mode

Customize Workspace

There are many options for you to customize what your Workspace environment looks like and how it works. The next few pages outline some of the most popular customization features.

Toolbar Settings
Use these options to change the size, style, and transparency of the toolbar.

1. Go to **Menu>Preferences**.
2. Select the **Toolbar Settings** tab.
3. Select the **shape and size** you want your buttons.
4. If you would like your toolbar to become transparent after a certain amount of time; check the **Use Transparency box**, and then set the delay.
5. Click **OK**.
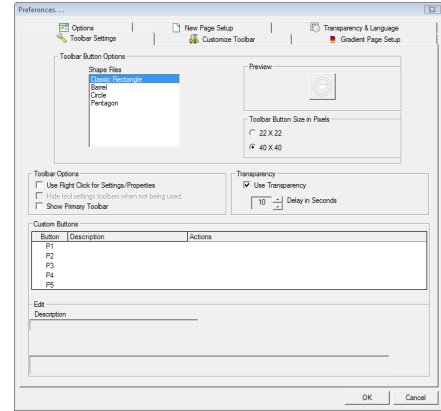
Customize the Toolbar
There may be functions that you wish to add, remove, or rearrange on the toolbar. You can also create multiple toolbars if you teach various topics.

1. Go to **Menu>Preferences**.
2. Select the **Customize Toolbar** tab.
3. **Drag and drop tools** from the **Available Tools** to your toolbar or toolbox.
4. **Rearrange** tools by **dragging** them to a new location.
5. Click **OK**.
6. **Save Changes** when prompted.
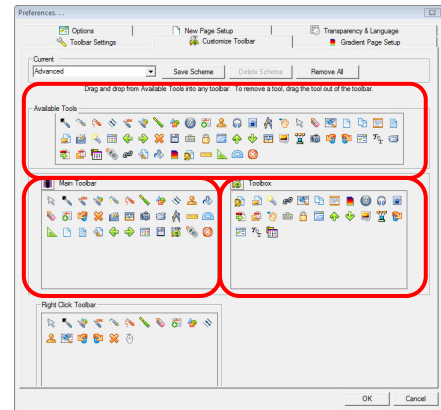
Resize the Annotation Window
The Workspace annotation window appears full size by default. You can set your annotation window to be resizable like most of the other applications you use.

1. Go to **Menu>Preferences**.
2. Select the **Options** tab.
3. Check the **Allow Window Sizing** box.
4. Click **OK**.
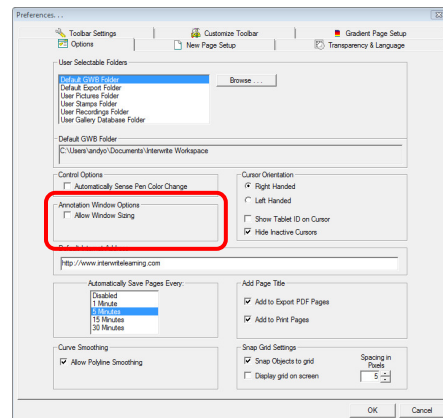
Snap to Grid

Instructors that teach math or graphic programs tend to use the Snap to Grid feature to align objects. You can also adjust the spacing in pixels if you need more accurate alignment.

1. Go to **Menu>Preferences**.
2. Select the **Options** tab.
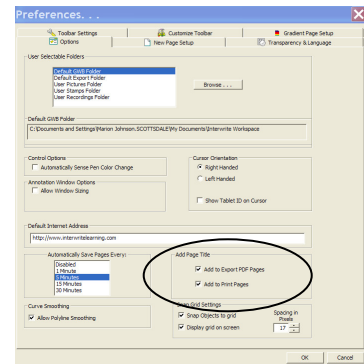3. Check the **Snap Objects to Grid** box and set **Spacing in Pixels**. You can also choose to display the grid on the screen.
4. Click **OK**.

Customize the Gallery

There are many ways to add and organize content in the Gallery. This is especially helpful if you have a bank of images that you have collected or acquired through resources like a companion CD to your textbook.

Add a New Category to My Gallery

1. Open the Gallery by clicking on the Gallery icon from the toolbar.
2. Click on the **File** button, and then choose **Add New Category**.
3. Type a **name** for your new category. Click **Enter**.

Add Files to the Gallery

1. Open the Gallery by clicking on the **Gallery** icon from the toolbar.
2. Click on the **File** button.
   - If you want to add a **single file**, choose **Add File to Gallery**. Browse to the file you want to add. When done click **OK**.
   - If you have a folder that contains many files choose **Add Folder or Files to the Gallery**. Browse to the folder you want to add. Click **OK**.

Programming Soft Keys

Interwrite devices have programmable SoftKeys, or "short-cut keys." You can program these keys to: be another function, load a webpage, load a document, or even act like a keyboard function like delete.

1. Click on the **eInstruction icon** in your **system tray**.

2. Choose **Device Manager**, and then select the device for which you wish to set the **SoftKeys**.

3. Click on **Options>Properties**.
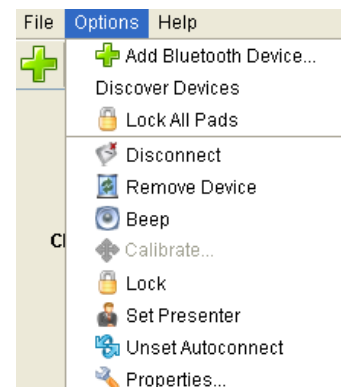
4. Click on the **Softkeys tab**.

5. **Select the softkey** you wish to change. 1-9 are the keys along the right side of the Pad and 10-19 are on the left side.

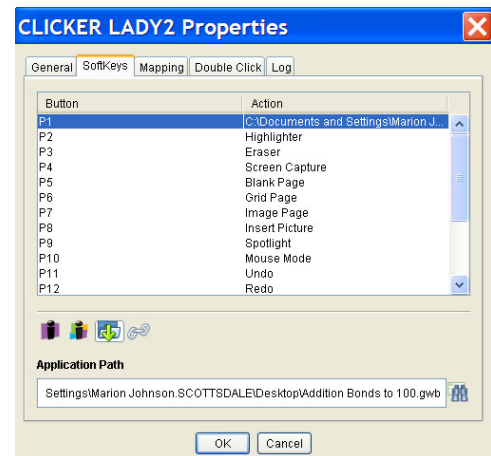6. **Set the softkey** to be another Workspace tool , Workspace Application , a file , or a website , or mouse event .

7. Click **OK**.

Classroom Management in a Multi-Device Environment

Set the Presenter Device

In a multi-device environment you may want to set the teacher's device to have precedence over the student's devices. The "Teacher" or presenter's device can disable the other devices simply by the presenter touching his or her pen to the writing surface while the student device is being used.

1. Make sure the device you want to set as presenter is connected.

2. Go to the **Device Manager**.

3. Click on the **Presenter icon** to set the device as the presenter device.

4. **Exit** the device manager when you are done.
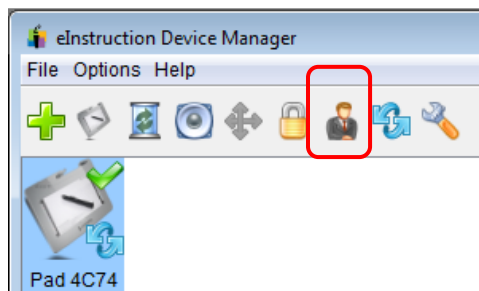
Lock devices

Workspace gives you the ability to lock out any student's devices. This option is also available on the Interwrite DualBoard.

1. Go to the **Toolbox**.

2. Select **Lock Pads**.

3. If using the **DualBoard**, use the pen to **tap** on the **Pad Lock or Unlock**.

Show Device ID on Cursor

This feature will allow a tag to appear when a user begins to write.

1. Make sure any devices you want to set are **connected**.

2. Go to the **Device Manager**, select the device you want to name.

3. Click on **Options>Properties**. Type the name you want to appear on the device in the **name box**.

4. Click **OK**.

5. Exit the Device Manager when you are done.

6. Go into the **Preferences** and choose the **Options** tab.

7. **Check** the **Show Tablet ID on Cursor** option.

8. Click **OK**.
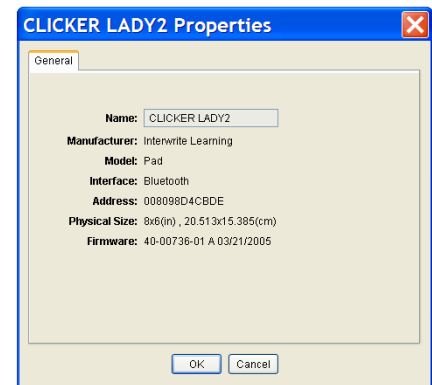
Multi-User Functionality

The Multi User menu provides features that allow for two or more people to interact with the Interwrite products. With the Interwrite DualBoard, two people can write on the board at the same time.

In addition, you can set up multiple Interwrite Mobis to display on the board at the same time. Make sure all Interwrite Mobis that will be used are already connected via the eInstruction Device Manager. These settings can be saved in Workspace lessons for future use. This allows pre-determined multi-user settings to be used in the future with no additional set-up time. The Multi-User menu provides the following features:

- **Multi-User Page Setup:** Only enabled on non multi-user pages

- **Quick Start:** Only enabled on a non multi-user page and allows users to quickly start multi-user mode from the multi-user toolbar. Options include: Full Screen, 2 Areas, 4

Areas, 6 Areas, & 9 areas. These functions will automatically start in multi-user mode with all available devices will be in the same areas as before.

- **Multi-User:** Toggle to turn multi-user mode off and on (page specific)

- **Edit Devices:** Allows for adding, removing and moving tablets from the multi-user page

Setting Up Multi User Functionality in Workspace Manually

1. While in the **Annotation Window**, click the Multi User menu in the bottom right corner [icon]. Select **Multi-User Page Set-up**. The Multi User *Page Setup* window opens.

2. The connected devices display in the *Available Devices Area*.

3. Select the Multi User **Page Setup** you want to use. Determine if you want to use **Collaborative** or **Defined** areas. The selected grid displays in the *Multi User Area*.

4. Select the device and drag it to the area needed.

5. The Device will be able to be viewed within the area displayed within the Multi User Page Setup window.