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## Interwrite Workspace 1: Basic Annotation

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The College is currently testing the Interwrite Schoolpad and SchoolBoard digitizers or “interactive whiteboard” technology. This document focuses on the first level of training for faculty interested in using the technology in their classroom.

The goal for the training associated with this document is to enable the most fundamental use of the SchoolPad/Board in a live classroom environment: basic mouse control, whiteboard, screen annotation, and presentations. This use of the SchoolPad/Board allows faculty and students to interact more directly with computer-based content and to create a digital record of class activities and discussion.

Certainly, the Interwrite Workspace has many more capabilities. Those will be explored progressively as the College continues to test the system and enhance/deepen its level of use within classrooms.

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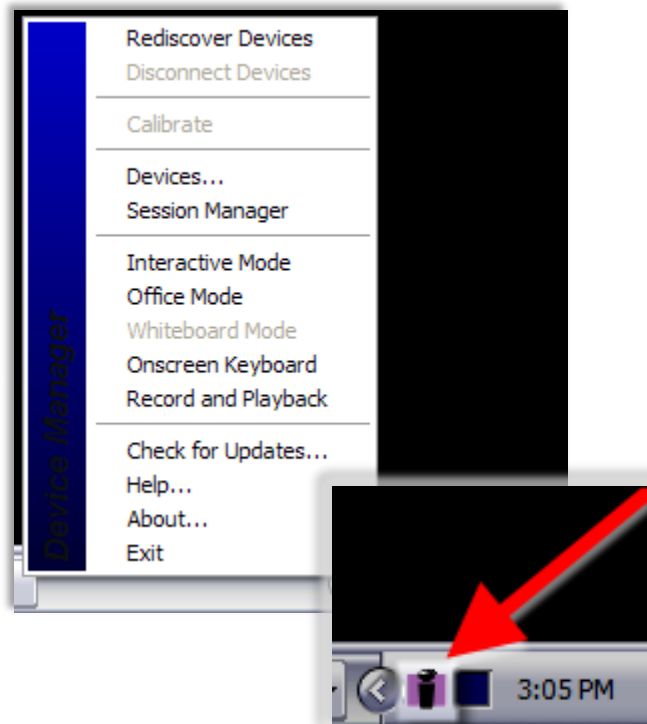
## Make Sure the System is Ready

### School Pad

1. Before beginning, there should be:
  - a bluetooth antenna plugged into a USB port on the computer. Not all bluetooth antennas will be identical to the one shown in the image below, and they may be plugged into a USB port on the backside of the PC. Bluetooth antennas often look like flash drives with the exception of the distinctive **blue** indicator light, which is visible in the image below.



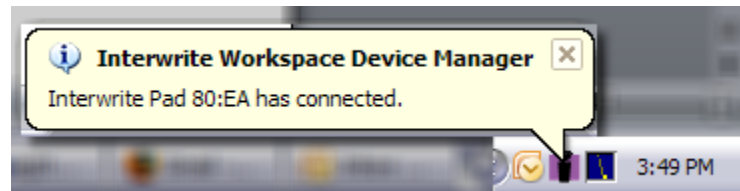
- Interwrite Device Manager software running in the *system tray* of the desktop; if you look in the bottom right hand corner of screen, near the clock, you should see the Interwrite logo as below. Clicking on the log will show the Interwrite menu.



2. *Turn on and connect the Schoolpad.* A powerswitch on the top edge of the pad must be turned on, and the stylus should be pressed in the pen"hole" – highlighted below – to activate the power for the pad.



The Schoolpad connects to the PC wirelessly via Bluetooth communications. When the Schoolpad is powered on, it should automatically connect to the PC. You will hear 3-4 short beeps followed by a chirp indicating successful connection combined with the following message from the Interwrite Software in the bottom right hand corner of the screen.



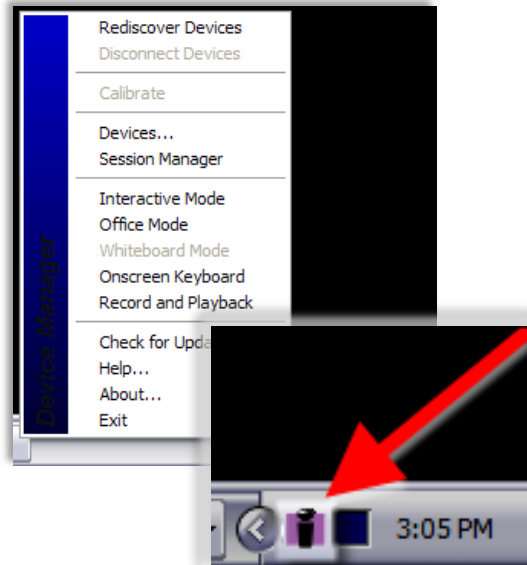
You can test the connection by moving the stylus over the pad; the mouse pointer on the PC should respond.

If the Schoolpad does not connect successfully, please reference the *Troubleshooting the Pad to PC Connection* section of this document.

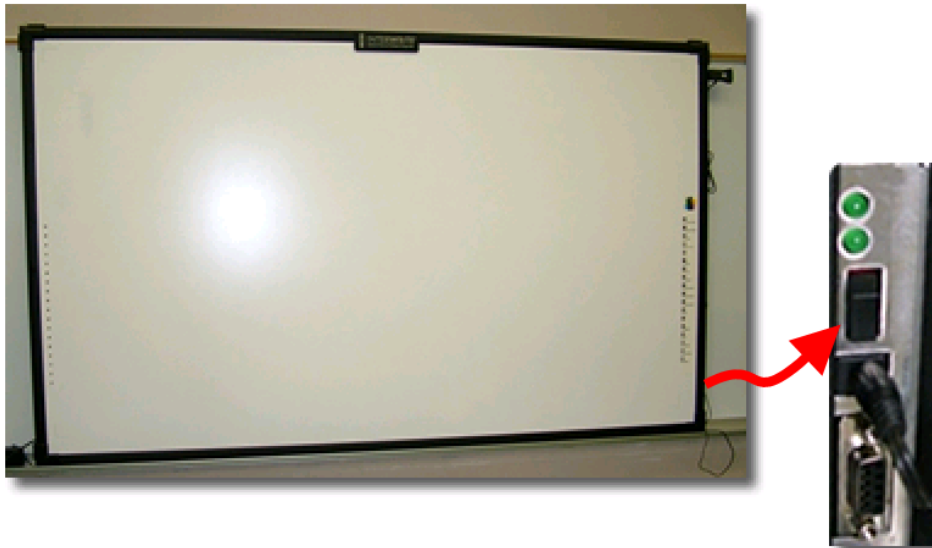


## School Board

1. Before beginning, there should be:
  - Interwrite Device Manager software running in the *system tray* of the desktop; if you look in the bottom right hand corner of screen, near the clock, you should see the Interwrite logo as below. Clicking on the log will show the Interwrite menu.



2. *Turn on and connect the SchoolBoard.* While the Board is already connected to the PC, a powerswitch at the bottom of the right edge of the Board must be turned on.



When the Schoolpad is powered on, it should automatically connect to the PC. You will hear 3-4 short beeps followed by a chirp indicating successful connection combined with the following message from the Interwrite Software in the bottom right hand corner of the screen. You can test the connection by moving the stylus over the pad; the mouse pointer on the PC should respond.

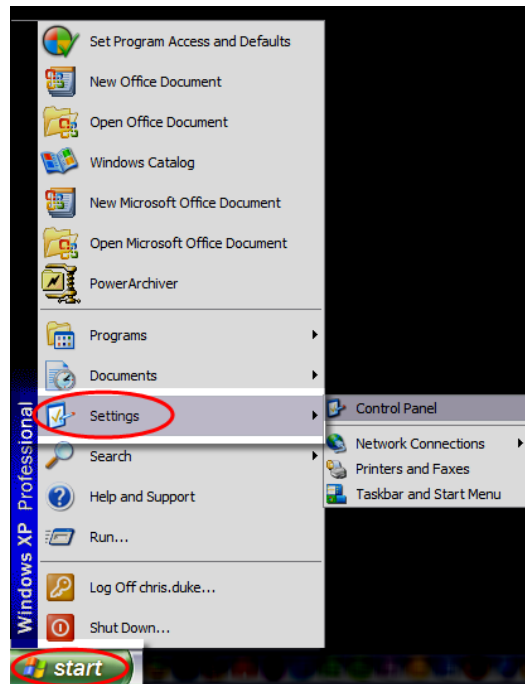


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## Mouse Functions

At the core, the SchoolPad/Board simply functions as a wireless mouse.

Once the SchoolPad/Board connects, you'll be able to control the mouse pointer by moving the stylus over the surface of the Pad/Board. In the example below, I used the pen to point at the *Start* button, tapped the pen against the surface to left-click the button, moved the cursor to *Settings*, and tapped the pen on the surface again to left-click which opened the menu to the right.



In addition to the tapping for left-click motion, the pen also provides on the shaft a “rocker button;” the bottom of that rocker button executes a left-click, and the top of the rocker button executes a right-click.

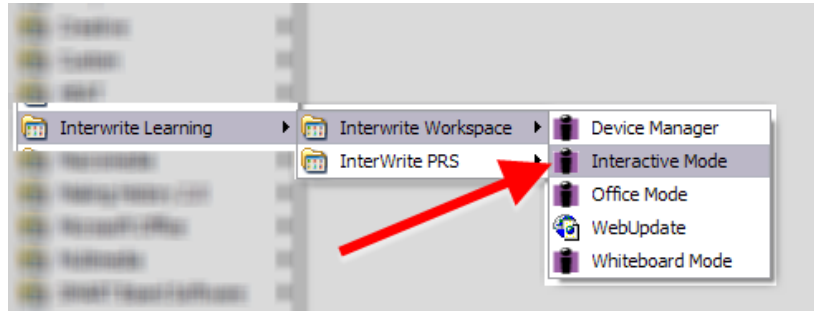


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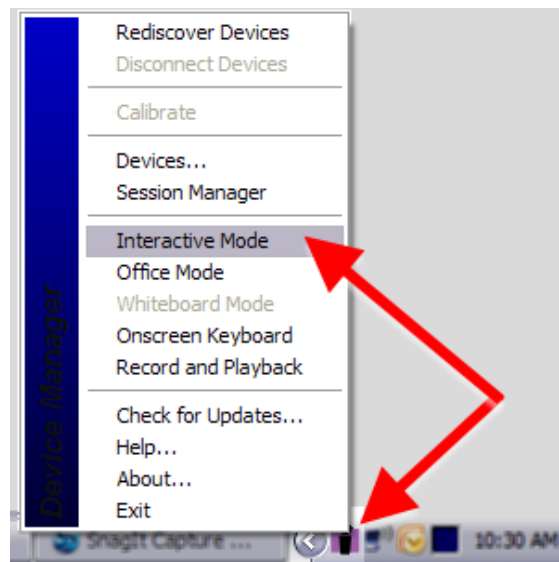
## Starting Interactive Mode

Using the SchoolPad/Board as a wireless mouse is effective but unnecessary. The capabilities of the devices lie in the *Interactive Mode* of the Interwrite application.

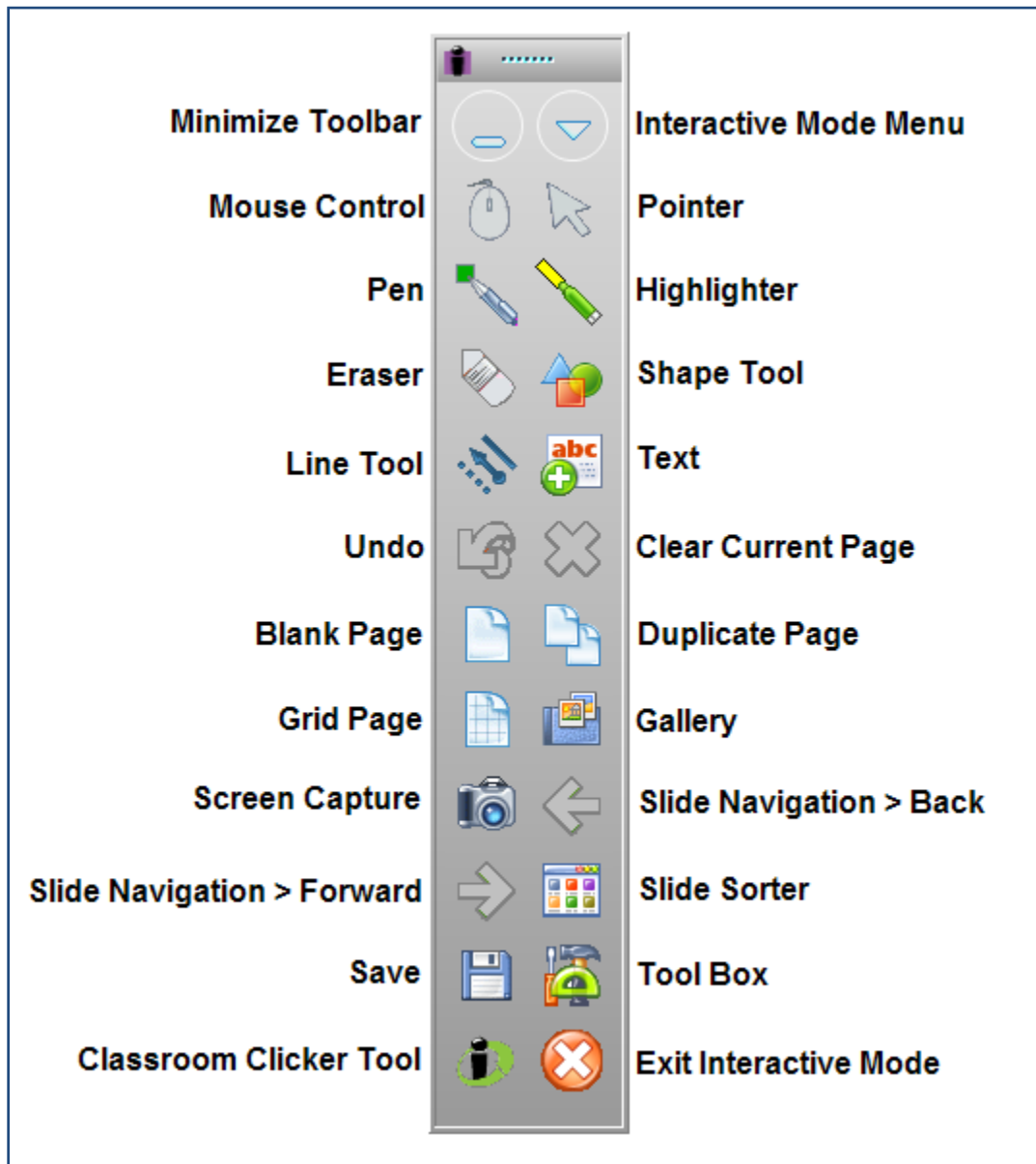
1. Start *Interactive Mode* by clicking on the *Start* button, *Programs (All Programs)*, *Interwrite Learning*, *Interwrite Workspace* and *Interactive Mode*.



OR, click on the *Interwrite* icon in the system tray, and select *Interactive Mode* in the menu that pops-up.



2. When Interactive Mode starts, the toolbar will appear on the screen. The basic tools on the toolbar are noted below; specifics of each will be covered in later sections or subsequent training sessions.



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## How it Works

To reveal the “man behind the curtain”

When you start the Interactive Mode toolbar, the Pad/Board is still in mouse mode. It’s nothing more than a pen mouse. However, when you click on ANY of the annotation tools available in *Interactive Mode*, the Interwrite Workspace software snaps a screenshot of the full-screen and activates the tool you selected: annotation mode. You then have the ability to annotate or write on that screen shot. The screen can be a plain empty page (with background color of your choice), a grid page, an image, a duplicate of the current screen, or any application that happens to be open at the moment you select an annotation tool: Internet Explorer, MS Word, Inspiration, MS Powerpoint etc.

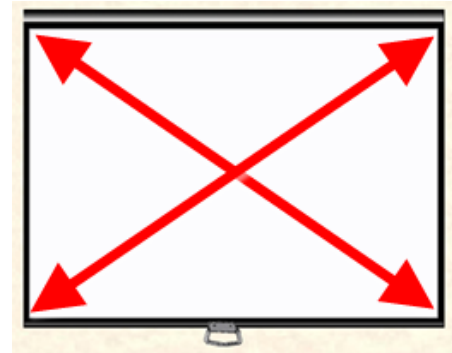
More importantly, each screenshot that’s created is automatically saved in the working collection of slides. You can navigate forward and backward between each slide. When all annotation activities are complete, you can save the collection for later reference and/or export to PDF or HTML formats which can be uploaded to Blackboard.

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## The Learning Curve of the Schoolpad

Using a stylus to control the mouse pointer is a bit different than using a mouse, but it does revert back to a more natural and familiar interface: writing on a surface with a pen. There are three basic adjustments to be made when interacting with a computer with the Interwrite Schoolpad.

First, the Schoolpad stylus does not “drag” the mouse pointer across the display; the stylus provides more of a direct pointing device. Touching the stylus to the top left corner of the pad will move the mouse pointer to the top left corner of the display regardless of the display’s size; picking up the stylus and moving it to the bottom right corner of the pad will cause the mouse pointer to “jump” to the bottom right corner of the display, again regardless of the display’s size.



Second, there is learning curve, albeit a short one, for many users adjusting to the scale of writing on a device that’s 8 inches across and seeing the results appear on a display that measure 8 feet across.

Third, we monitor our writing by observing the outcomes of our movement. With a typical pen, the outcome of the writing motion occurs at the tip where the pen meets the paper. For the Schoolpad, the outcome of the writing motion is dislocated from the tip of the pen; the results are on the computer display or projection screen. It is a slight adjustment, but an adjustment nonetheless.



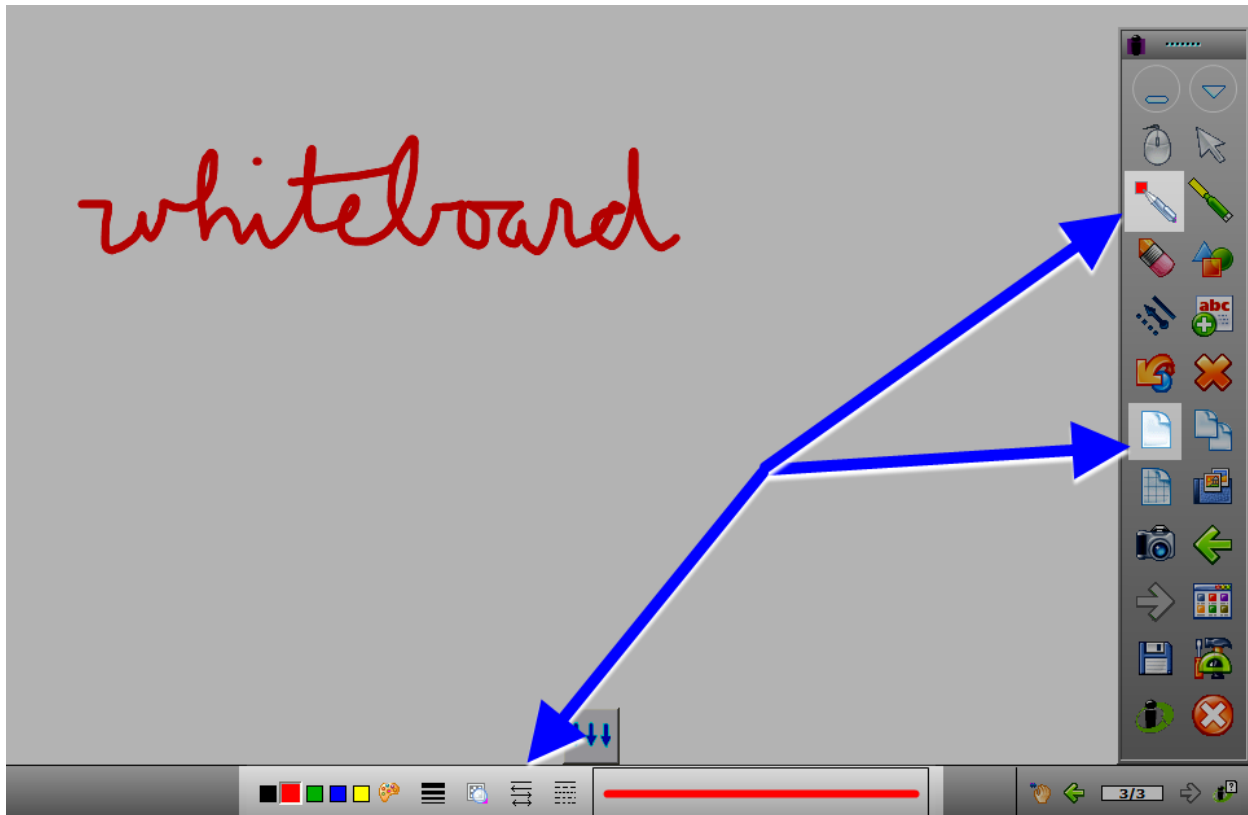


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## The Whiteboard

The Whiteboard tool is nothing more than a plain screen or page on which you can write. This tool is opened by clicking on the *Create Blank Page* button on the Interactive Mode toolbar (highlighted below).

Once the plain screen is opened, you can then select any of the annotation tools. The *Pen* tool is highlighted below along with the *Pen Options* that appear at the bottom of the screen including: color, line width, line transparency, line ends, dash styles and a preview of the lines to be drawn with the pen.



Given that all slides can be saved and exported for later viewing by learners, this tool could be used to record/document classroom notes and announcements.

The Whiteboard tool can also be used in lieu of a markerboard, chalkboard or overhead projector with the added benefit of being able to save and export all written content for later viewing by learners.



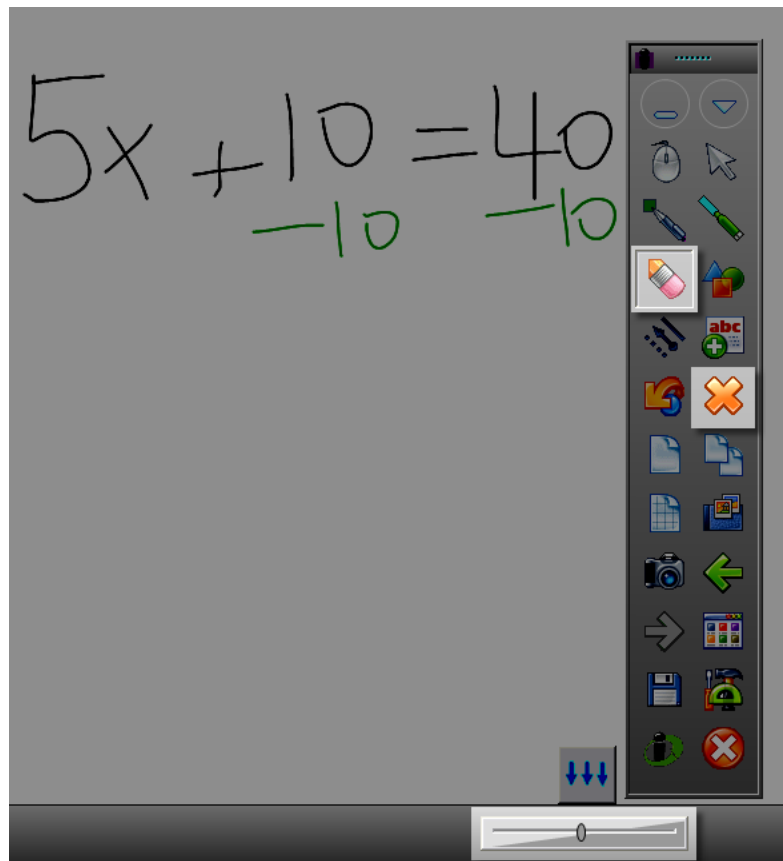
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## Erasing or Deleting Annotations

If you need to erase or delete annotations you've made, the Interactive Mode toolbar provides two options.

The *Eraser* button activates an eraser that will remove your notes in a manner similar to using an eraser on a markerboard or chalkboard. When you select the *Eraser*, a slider appears at the bottom of the screen to control the dimensions of the eraser.

The *Clear* button (*Red X*) will delete/clear ALL annotations you've made on the current slide.



## Duplicating Pages

The basic whiteboard function of the software can be extended by the *Create Duplicate Page* button (highlighted below).

In this example, a blank page is created and the original formula, in black, is written. The *Create Duplicate Page* button is used to create a copy on which the next step of the formula, in green, is recorded. The next two steps, in blue then red, are written on subsequent duplicate pages.

This creates, in real time as you are teaching, a progressive solution of a math problem. When saved and exported, each of the four slides is presented in sequence. This offers learners the opportunity to review classroom notes and examples in the same, progressive manner in which they were originally presented.

The screenshot displays a whiteboard interface with four slides of a math problem solution. The first slide shows the equation  $2x + 4 = 10$  with a  $-4$  written above the 4. The second slide shows  $2x = \frac{6}{2}$  with a  $-4$  written above the 6. The third slide shows  $x = 3$ . The fourth slide shows  $x = 3$ . A blue arrow points to the 'Create Duplicate Page' button in the toolbar. The toolbar includes various drawing tools, a 'Create Duplicate Page' button (highlighted), and a '9/9' indicator.



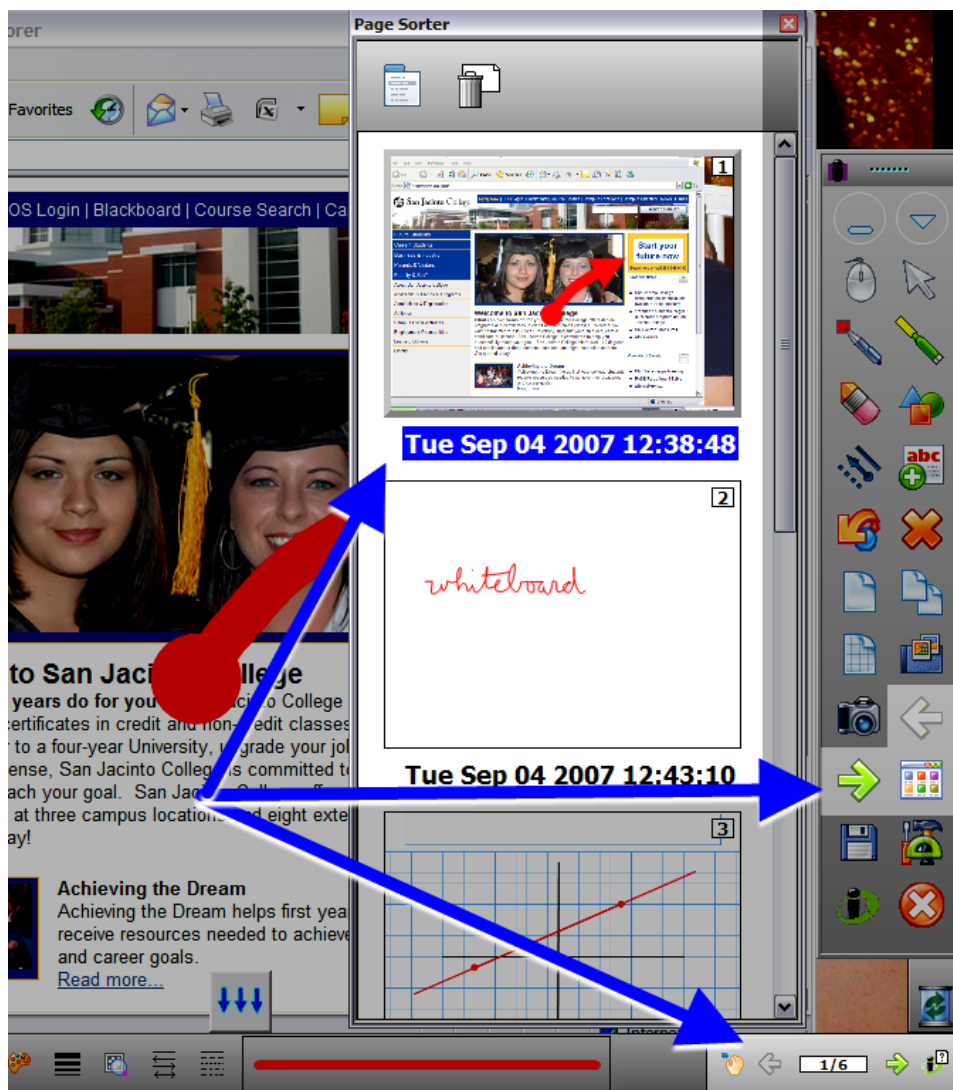
## Navigating Interwrite Slides

Each individual screenshot is automatically saved as a slide, with all annotations, in the *Page Sorter*.

**Navigate the slides** – moving forward and backward in the collection – by using the two green arrows on the Interactive Mode toolbar or the slide navigation tool at the bottom right of the screen when in annotation mode.

The **Page Sorter**, highlighted next to the green arrows, allows you to move slides around or delete them as needed.

Using the Page Sorter, you can select an insertion point for any additional slides you may create. If you do use the Page Sorter and want to continue adding slides to the end of the collection, make sure your insertion point is after the last slide before closing the *Page Sorter* and adding additional slides.

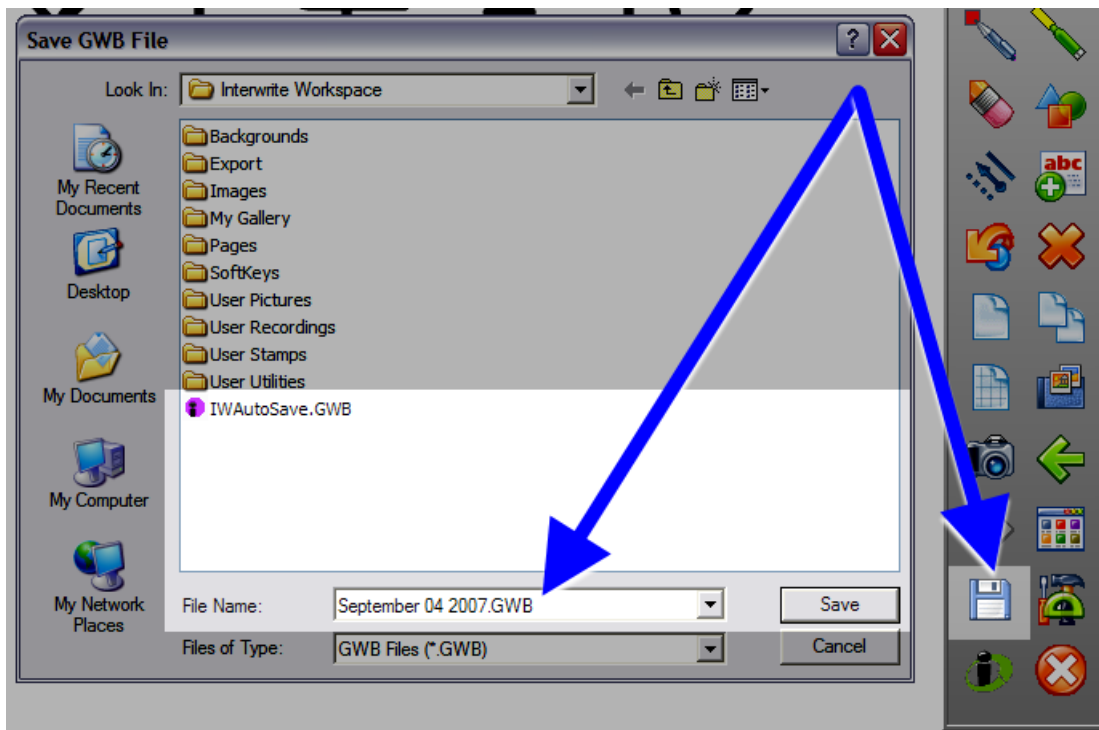


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## Saving Your Session

A critical feature of the Interwrite application is the ability to save all screens with all annotations for later use. While each slide is saved as you work, you will need to save your collection of slides when you finish a class session.

1. Click on the *Save* button on the Interactive Mode toolbar. A typical *Save File* window will appear; the Interwrite Schoolpad/Board
2. You can name the file and save it to any network location or removable/flash drive.



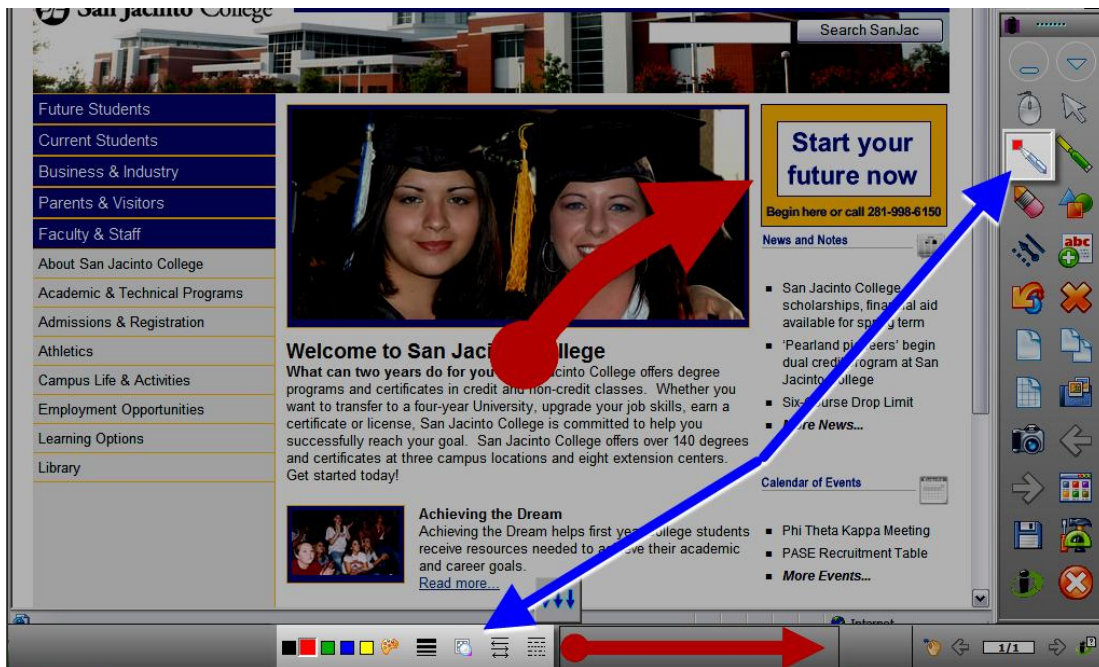
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## Screen Annotation

When you click on ANY of the annotation tools available on the *Interactive Mode Toolbar*, the software snaps a screenshot of the full-screen and activates the tool you selected: entering annotation mode. You then have the ability to annotate or write on that screen shot.

As noted earlier, this works with ANY screen including any application that happens to be open at the moment you select an annotation tool: Internet Explorer, MS Word, Inspiration, MS Powerpoint etc.

In this example, we've highlighted the *Pen* tool, and you can see in the background that it was used to draw an arrow on the College webpage pointing to the "Start your future now" box.



This application of the Interwrite tools may be used to:

- add labels of particular body parts to an image of the human torso accessed via the internet
- highlight main ideas or sentence structure in a paragraph displayed in MS Word
- point out certain features of MS Excel 2007 by circling a ribbon or group
- create a software tutorial by drawing the steps and using the *Create Duplicate Page* as needed
- add additional notes to existing Powerpoint slides
- trace over boundaries or features of a map to better illustrate a concept
- collaboratively review and edit a writing sample

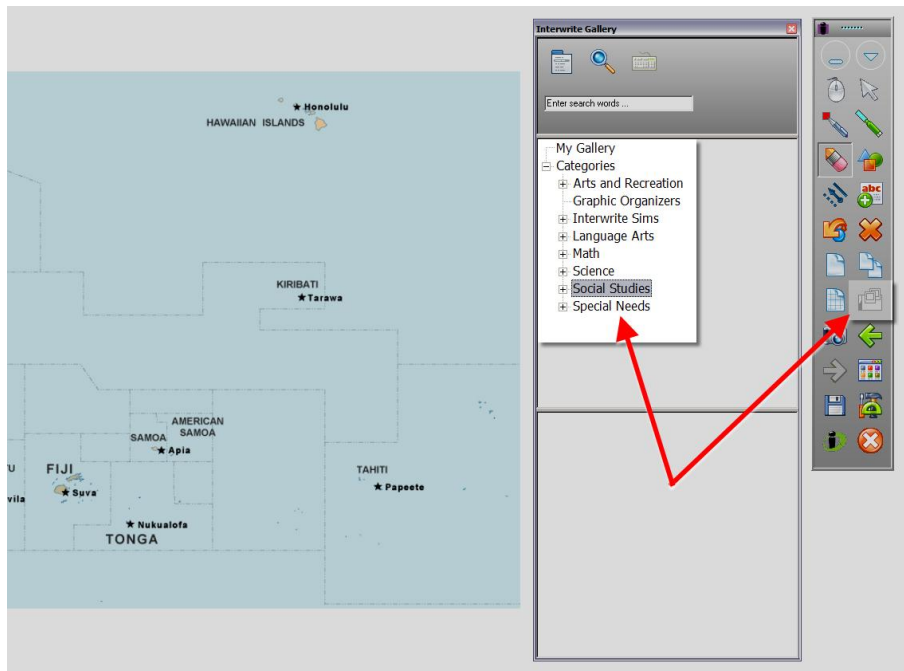
Of course, learners can also use the devices – whether standing at the front of the room with the Board or sitting in their seat with the Pad – to do any of the above tasks.



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## The Gallery

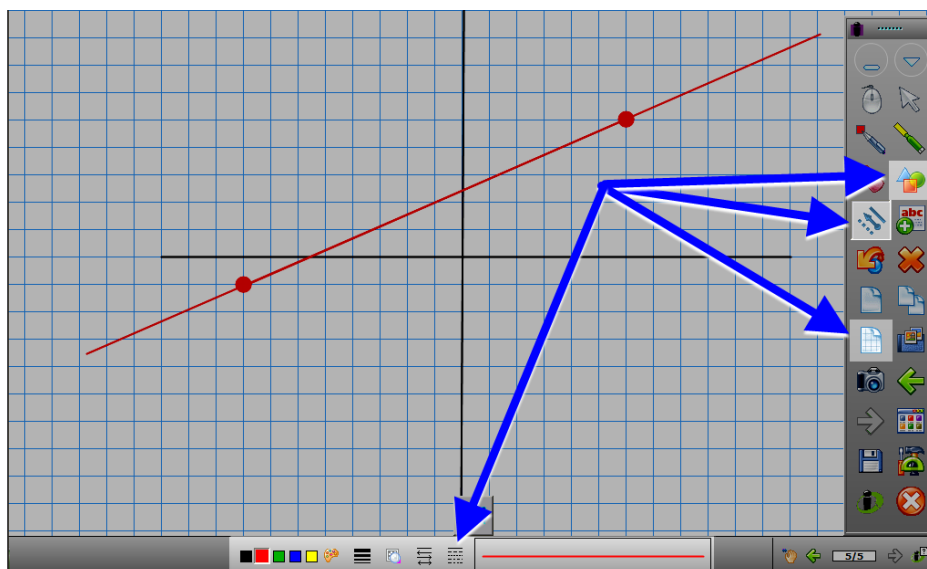
The *Gallery* offers a significant library of images relevant to many different disciplines; the Gallery button (grayed out in the image below) reveals the Interwrite Gallery which can be searched or browsed as needed. Images from the Gallery can be dragged and dropped onto any existing slide: plain page or screenshot of an application.



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## Grid Pages

The *Create Grid Page* can be used with the *Line*, *Shapes* and *Pen* tools to graph formulas or chart other information.







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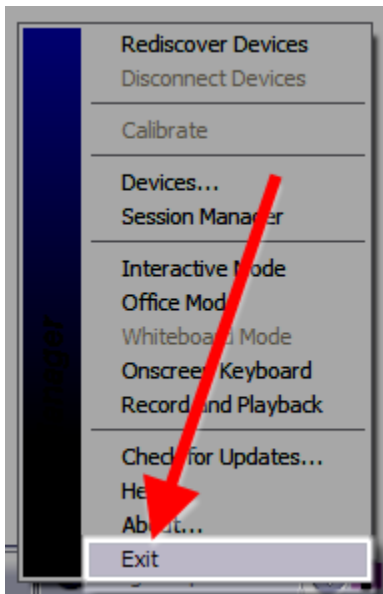
## Troubleshooting the Pad to PC Connection

If the Schoolpad does not connect successfully – noted by a lower tone and the absence of the notice that the Schoolpad has connected – the typical fix is to stop and restart the *Device Manager* that connects the Schoolpad to the PC via Bluetooth.

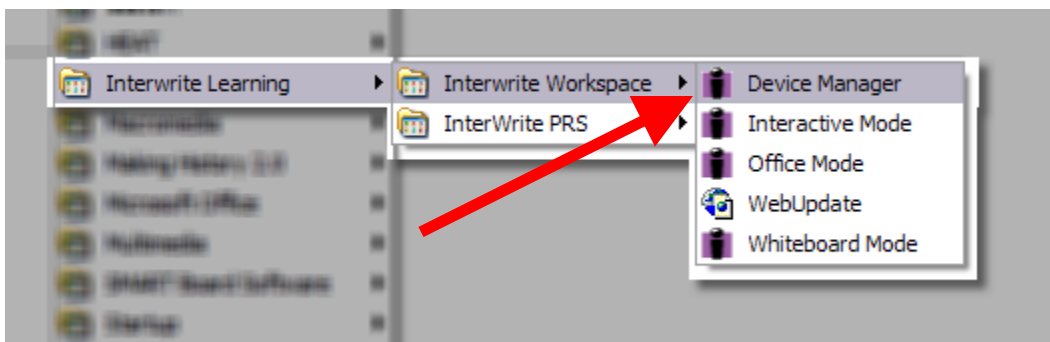
1. Right click on the *Interwrite Workspace Device Manager* icon in the system tray.



2. In the menu that appears, select *Exit*. This will close the Interwrite Workspace Device Manager.



3. Restart the Device Manager by clicking on the *Windows Start* button > *All Programs* > *Interwrite Learning* > *Interwrie Workspace* > *Device Manager*.



4. On the Schoolpad, use the stylus on the *Connect* dent (for the lack of a better word). The pad should begin chirping followed by a successful connection.



If that process does not resolve the issue, please contact Tech Support at extension 6137.

