*e*Instruction™
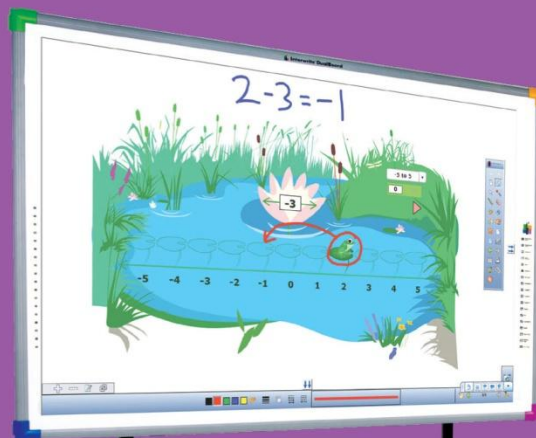## Simple Solutions. Real Results.

INTERWRITEWORKSPACE® LEVEL 1
TRAINING WORKBOOK

MAC 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
Customer Support Home Page:	www.interwritelearning.com/support/index
Software Downloads:	www.interwritelearning.com/support/software
Online Training Information:	www.interwritelearning.com/support/training
Online Training Videos:	www.interwritelearning.com/support/wstutorials
User Community:	www.eicommunity.com

Software Versions

This workbook is for the following software:

- Workspace 5.0
- PRS 4.42

Module 1:
Getting Started with Workspace

Overview

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

Objectives

After completing this module, participants will be able to:

- Set-up an Interwrite™ Board, DualBoard, Pad, or Mobi

- Connect an Interwrite™ Board, DualBoard, Pad, or Mobi to a computer

- Launch the Interwrite™ Workspace software

- Use basic tools to create a Workspace document

Set Up the Hardware

The Interwrite Board

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

1. Attach the **Bluetooth module** to the board and then connect it to the controller on the back of the board.

2. Attach the **pen charger** to the board and plug it into the controller on the back of the board.Green lights should appear to show the **pens are charging**.

3. Connect the power cord to the board and an electrical outlet; then **turn the board on** using the rocker switch on the side of the board.

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

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.

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

RFCOM Holster

Calibration Point

Calibration Screen
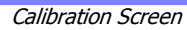
Check for Understanding

Describe what you should do with your board <u>before</u> connecting it to your computer.

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Describe what you should do with your board <u>after</u> it is connected to your computer.

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The Interwrite Pad

The **Interwrite Pad** works like a mouse. Make sure your Pad and pen are charged before connecting to your computer. The Pad and pen battery charging status lights will appear orange when charging. The light will turn off when the device is finished charging.
Follow these steps to charge your Interwrite Pad.

1. Plug the **AC adapter** into a power source and then plug the other end into the **back of the pad**.
2. Make sure the **pen** is securely placed in the holster.
3. You will see **two orange lights appear**. One is for the Pad's battery and the other for the pen. These lights will turn off once your Interwrite Pad or pen is fully charged.

Check for Understanding

Draw a line to where you would find these items on your Pad.

| PadBatteryCharging Status Light | Power Connection | On/Off Switch | PenBattery Charging Status Light |

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.

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
Ⓜ	Mouse Mode	Mobi is being used as a Mouse on the Computer
⅄	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.

Installing 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.

When you open the box with your Interwrite device, you will see a variety of disks and accessories. **Do not connect the 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 Interwrite icon in your system tray. Click on the **eInstruction icon**, then select **WebUpdate**.

3. Once your software is installed and updated, you can **connect the receiver** to your computer.
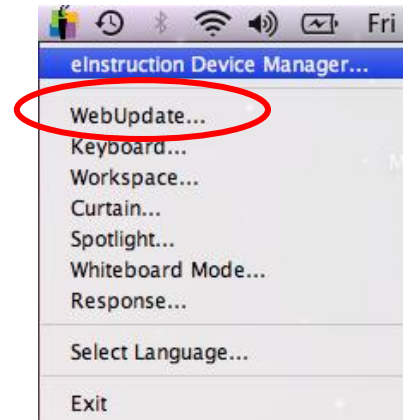
Notes

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Connect an Interwrite Device

The eInstruction Device Manager allows you to connect your Interwrite Board, DualBoard, Pad or Mobi to your computer. Make sure that the "dongle", or receiver, is connected and configured on your computer. Next, turn on the device, after which you will hear a series of beeps.

Start Devices

1. Click on the **eInstruction icon** in your tool-tray, and select **eInstruction Device Manager**.

2. To search for new devices, click the **Options** meny. The Device Manager will search for connected devices, then, then all possible devices will display in the Device field.
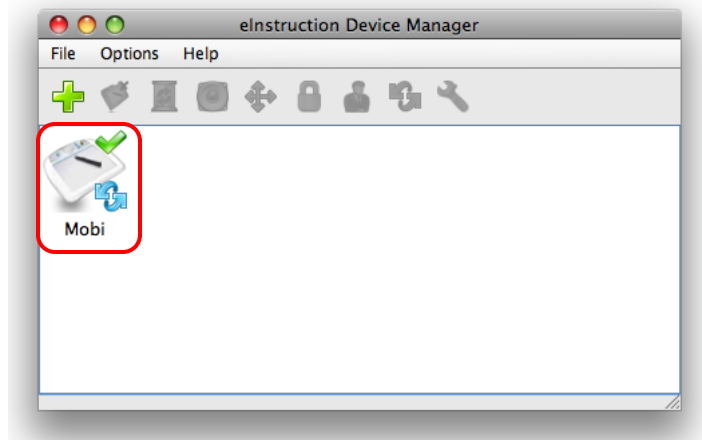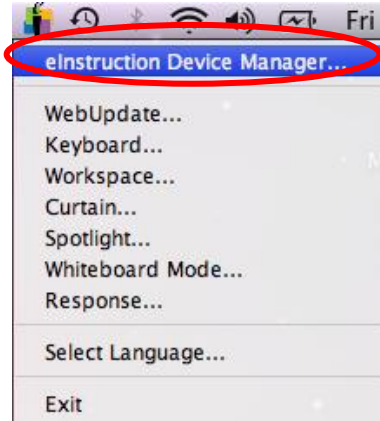
* If you are using a Board, once your Board is connected, use the tip of the **pen** to tap on the **Calibrate** icon on the side of the Board. Touch each of the **nine calibration points** with the tip of the pen.

Calibration Point

Calibration Screen
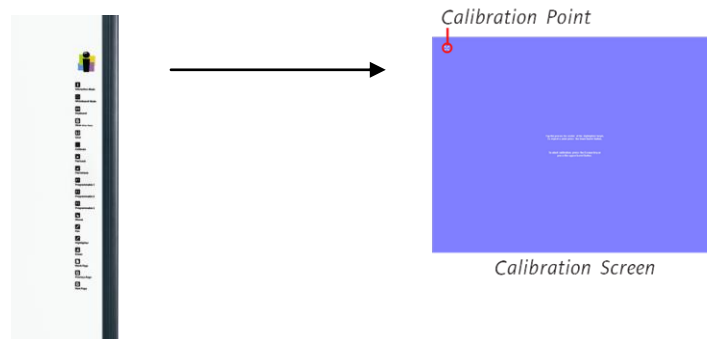
Using the Interwrite Pen

The pen for the Board and the Pad are 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
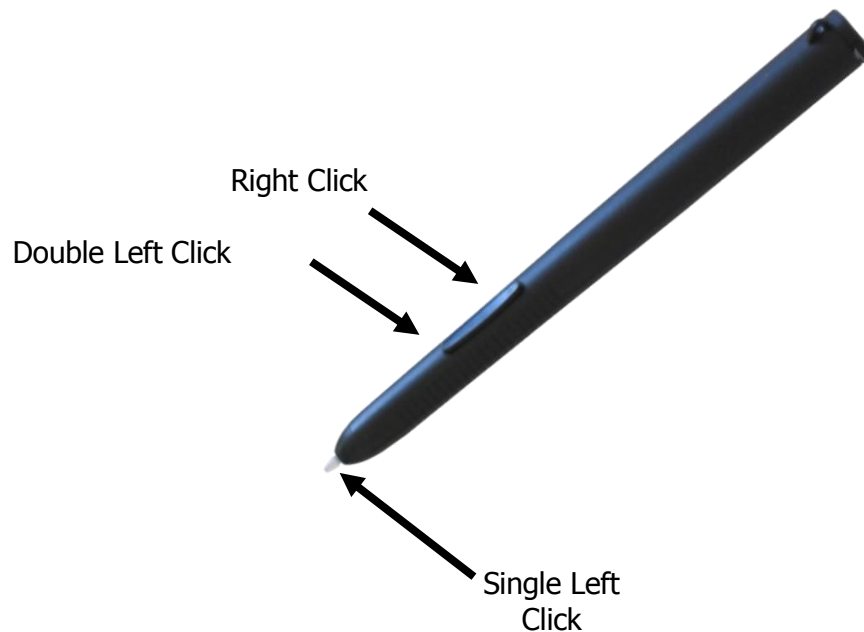
Instructional Application

What are some classroom management strategies you would use when the students are using the Board or Pad?

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Launch the Software

There are three ways to launch the Workspace software. Choose the method that best fits your preference.

1. **Launch from Softkeys**

   a. The first icon on the Board, Pad, and Mobi is set to load the software.

   b. Tap on the **Interwrite icon** with the tip of the pen.
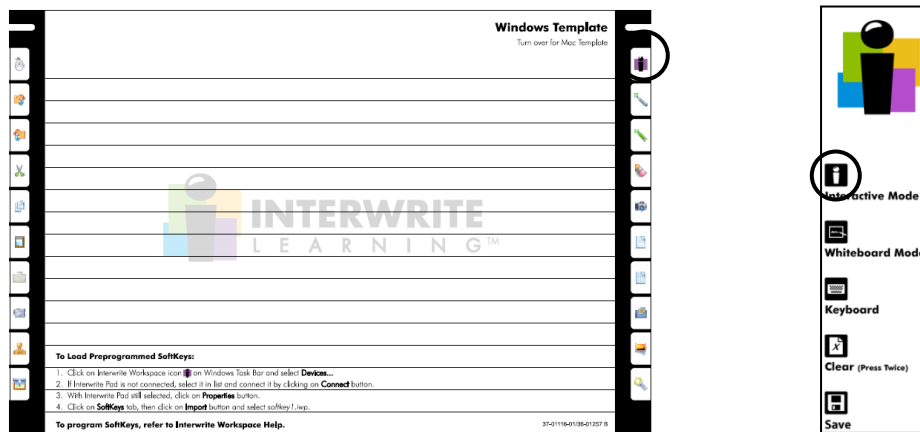
2. **Launch from the System Tray**

   a. Click on the **eInstruction icon** in the system tray.

   b. Select **Workspace**.

3. **Launch from the applications folder**

   a. Go to the **Finder > Applications**.

   b. Choose **eInstruction** and choose **Interwrite Workspace**.

   c. Select **IW** (Interwrite Interactive mode).

Use Basic Tools

When you launch the Interwrite Workspace software you will see a toolbar appear on the right 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.

Interactive Mode Window Tour
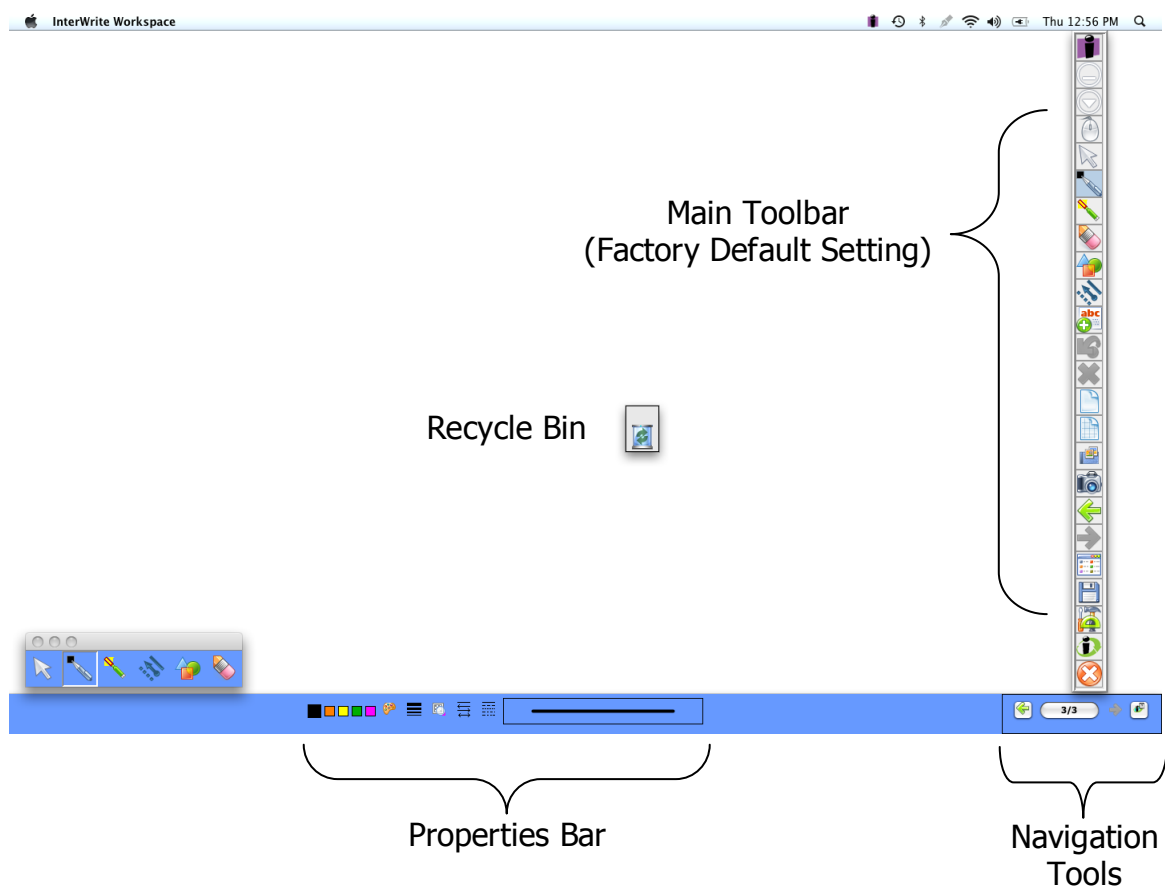
Toolbar Orientation

The Advanced setting for the Workspace toolbar is shown below. There are also intermediate and customized toolbars. Additional options for the Workspace toolbar are described below.

Label (left)		Label (right)
		Minimize Toolbar
Workspace Menus		Mouse Mode
Selection Arrow		Pen
Highlighter		Eraser
Shapes Tool		Line Tool
Text Tool		Undo
Clear		Blank Page
Grid Page		Gallery
Capture		Previous Page
Next Page		Page Sorter
Save		Toolbox
PRS Functions		Exit
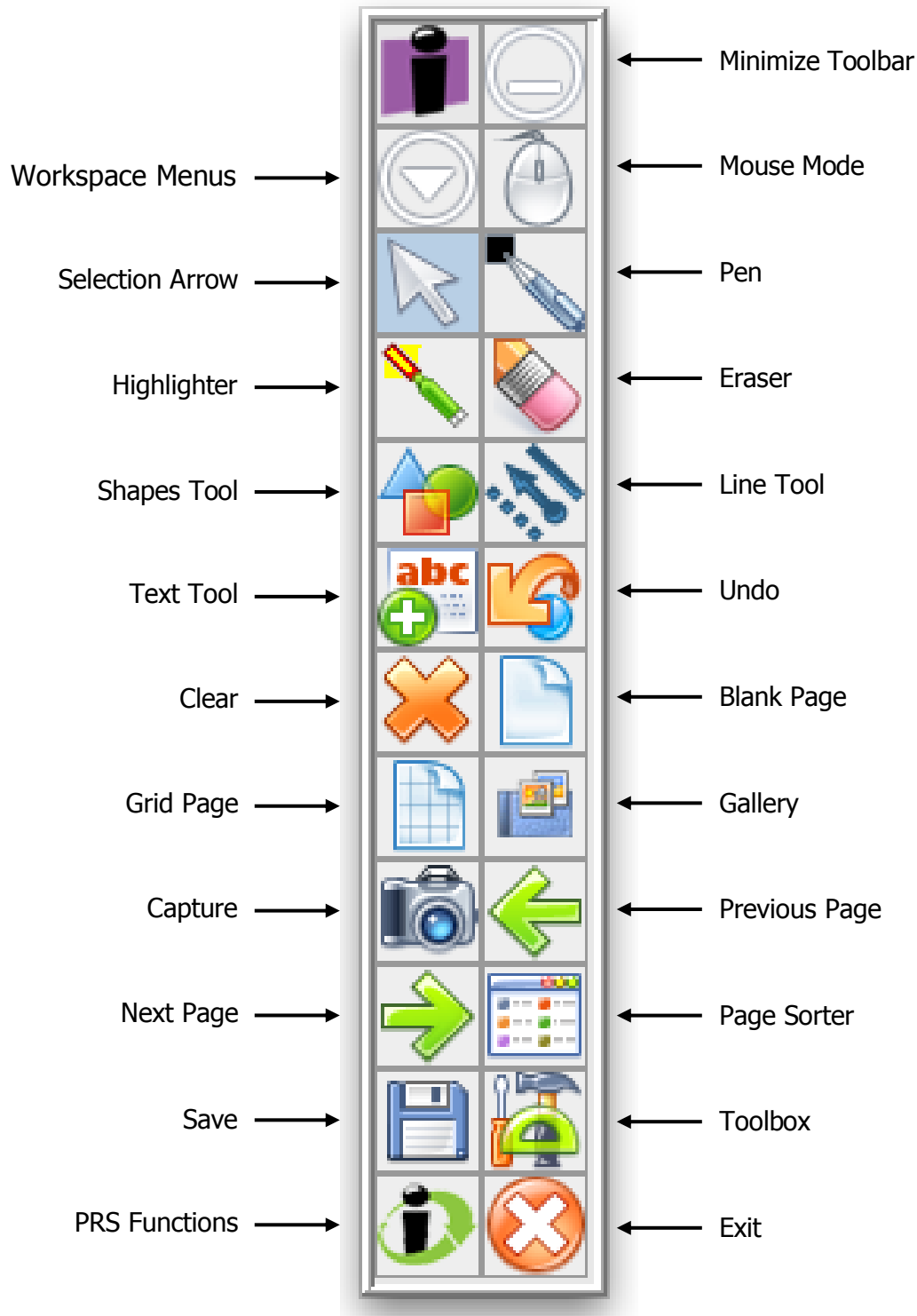
Tools and Functions at a Glance

Page Tools

Blank Page	Create a blank Workspace page.
Grid Page	Create a lined 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 at the bottom of the Workspace page.
Type Text	The Type Text tool places a text box on a blank Workspace page so you can add text.
Highlighter	Works like an actual highlighter. Adjust the shape and transparency of the highlighter from 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.
Shapes	Create a variety of shapes. Modify the line color and style, fill color, and transparency using the Properties Bar.
Freehand Text	Instantly converts handwritten words to typed text. (Note: Only available with an Interwrite Board or Pad connected to your computer.)

Editing Tools

Selection	Select, move, or modify the annotations or other objects on your Workspace pages.
Eraser	Erase part of an annotation you have made.
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.

Multimedia Tools

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The Gallery	Insert content from the built in Gallery on your document. The resources are organized by subject area.
Capture	A capture is a *snapshot* of either the full screen, or a selected portion of the screen.
Record and Playback	Create a video capturing your voice (microphone needed) and any annotations being made on your computer.

Presentation Tools

Mouse Mode	The mouse button allows you to leave your Workspace page and return back to your active desktop or application.
Minimize Toolbar	Minimize your Workspace toolbar so it does not block other applications.
PRS	Turn a Workspace page into a PRS question.

File Management Tools

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Menu	Access the File, Edit, Tools, Preferences, and Help menus. For opening, saving and exporting a Workspace document, the File menu is the most useful.
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	The toolbox allows you access to the tools and options that are not readily available on the toolbar.
Exit	Close the Workspace application.

Create a Workspace Document

There are a few basic tools you will want to be familiar with when using Workspace.These tools include: blank page, pen, eraser, selection tool, and the mouse mode button.

Blank Page Tool

> This tool allows you to create blank Workspace pages. Whenever you want a blank page, just click on this icon. When you are done making notes and want to return to your desktop, click the mouse icon on the toolbar. In the next module of this book, you will learn how you can modify a blank page.

Pen

> The pen allows you to write or make notes on your screen or on a blank Workspace page. You can change your pen to be a different color, thickness or shape by using the Pen Settings Properties Bar at the bottom of your Workspace pages.
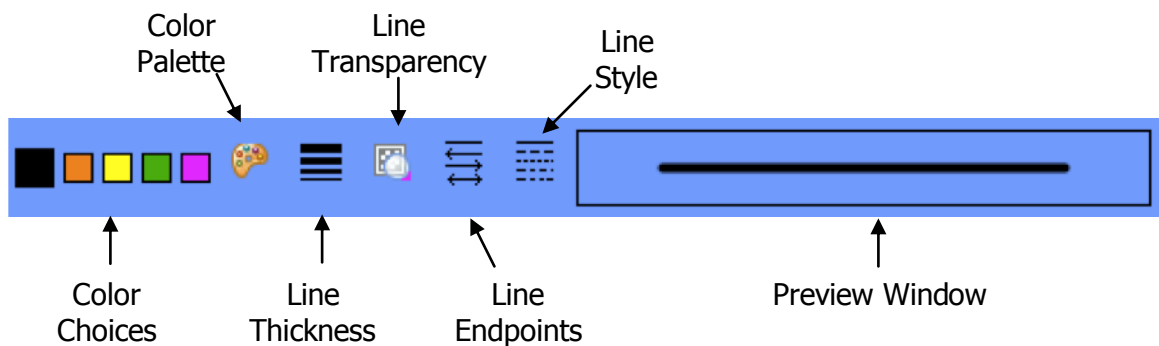

Select

> This tool allows you to select annotations or objects on your Workspace pages. To move or modify the objects or annotations, click on this tool from the toolbar, then click or drag a box around the object or annotation you want to move or modify.

Eraser

This tool allows you to erase part of an annotation you have made. You can change the width of the eraser by selecting the eraser and then using the Properties Bar at the bottom of the screen. *Note:* Some annotations, like the auto-shapes, cannot be erased using the eraser. You must delete them or use the select tool to drag them to the recycle bin.
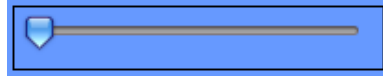
Previous / **Next Page**

This tool is the quickest way to get to a Workspace page you made while you were in Mouse Mode. You can also use this tool to navigate to different Workspace pages. To use this tool click on the green arrow from the toolbar or Properties Bar to navigate to the pages you would like to access.

Mouse Mode

The mouse button allows you to leave your Workspace page and return back to your active desktop or application. To return to your Workspace document you can either use the Previous/Next page tool, or the page sorter tool.

Practice

Imagine you are teaching a lesson on trees. Through the next two modules you will be using various Workspace tools to create a lesson on trees. You are now going to make the first two pages of the lesson.

1. Create a blank page. Choose the pen tool, and change the color to your favorite color. Write the word "Tree" in the middle of the page.

2. Change pen colors and draw a cloud around the word tree.

3. Create another blank page. Use the pen tool to <u>print</u> the word "Tree" again.

4. Use the selection tool to scramble the letters.

5. Click on the mouse icon to return to your desktop.

6. Use the navigation arrow that points to the left of your screen to return to the Workspace page that you were just working on.

Module 2:
Creating Interactive Content

Overview

This session is designed for the beginner who has only connected an Interwrite Device to the computer, launched the software, and has 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
- Create and modify page types to meet instructional needs
- Add and modify text on Workspace pages
- Enhance lessons by adding objects
- Use editing tools
- Use content from the Gallery
- Manage a Workspace file

The 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. Clickon the **Customize Toolbar** option.
3. Choose **Advanced** from the drop down menu.
4. Click **OK** when you are done.
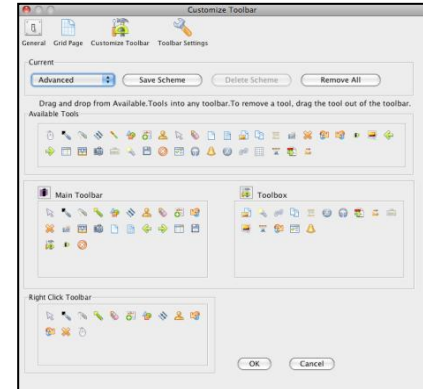
Multi-color Pen

Stamper

Curtain

Advanced Tools and Functions at a Glance

Annotation Tools

Multicolor Pen	Write with a rainbow or two-tone color pattern. Use the Properties Bar to change the pen's preferences.
Stamper	Puts a single small picture on a Workspace page. Different stamp options will appear in the Properties Bar at the bottom of the screen.

Presentation Tools

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

Instructional Application

What are some additional classroom applications of the advanced tools and functions?

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Create and Modify Pages

Blank pages are only one of the page options with Workspace. In Workspace you can also create grid pages and calendar pages to meet your instructional needs.

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. If this tool is not on your toolbar, try looking in your toolbox.
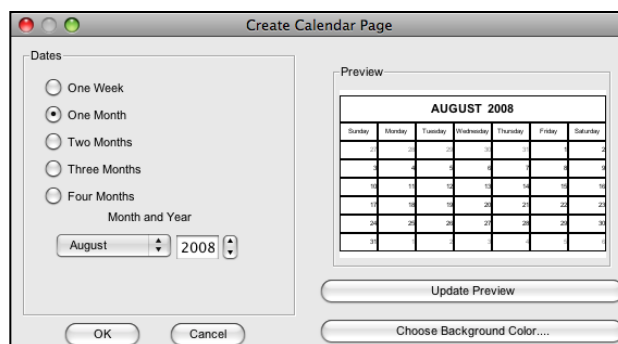
1. Navigate to **Workspace Menu > Preferences > Grid Page**.
2. Select your desired options and close the Preferences.
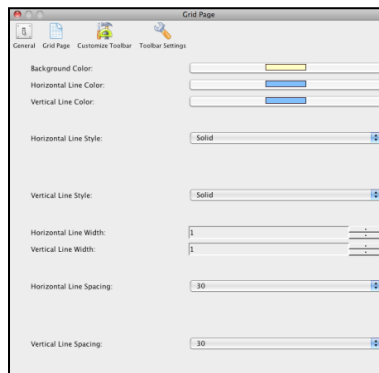
Calendar Page

This will create a background page that looks like a calendar. You can choose to display 1 week, or 1 to 4 months, on a single page. You can use the toolbox to access the calendar page.

1. Click on the **Toolbox** and select **Create Calendar Page**.
2. Select your desired options.
3. Click **OK**.

Add Text

When creating lessons, you may want to type text so it can be easily read by students. The Type Text tool allows you to create a text box on a Workspace page.

1. Select the **Type Text** tool from the toolbar.
2. Click in the **writing area** of your Workspace page to produce a text box.
3. Set the **font and formatting options** of your preference.
4. Use your **keyboard** or on-screen keyboard to **type text**.
5. When you are done typing, click somewhere else on the page to **create another text box**.

* To change or modify text, use the selection tool to double click on the text, using the options below to make the changes.

Instructional Application

Brainstorm ways you could use the Type Text tool in your instructional activities.

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Add Objects

There may be times when you would like to create your own drawings, diagrams, labels, or graphic organizers. You can use tools like the shapes, line tool, and stamper tool to create your own content.

Stamper

The Stamper tool puts a single small picture on a Workspace page. Click on the Stamp tool and the different stamp options will appear in the Properties Bar at the bottom of the screen.
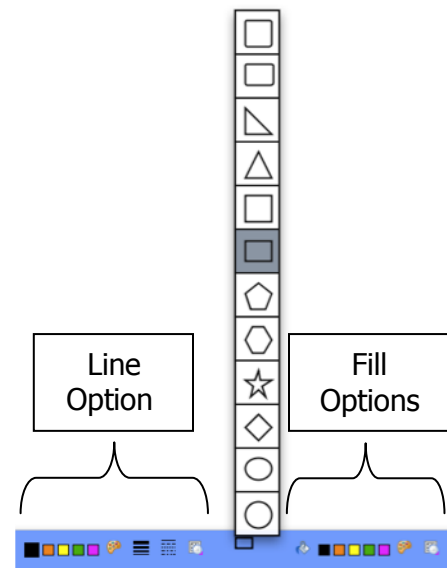
1. Select the **Stamper** tool from the **toolbar** or toolbox.
2. Select your desired stamp picture from the **Properties Bar**.
3. Click once on your **Workspace page** to create a stamp.
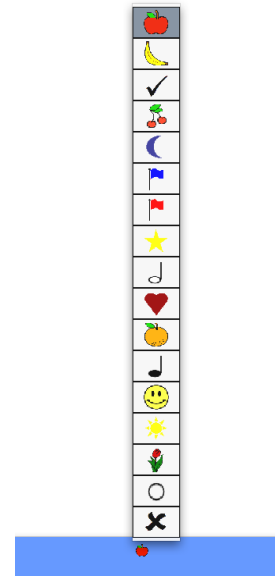
Shapes Tool

The Shapes tool allows you to create a variety of shapes automatically. You can also change the exterior of the shape (e.g., line color, thickness and style), as well as the fill color and transparency.

1. Select the **Shapes** tool from the **toolbar** or toolbox.
2. Select your desired color, line thickness, and fill color **options** from the **Properties Bar**.
3. **Draw the shape** on your Workspace page.

Line Option

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 from the **toolbar** or toolbox.
2. Select your desired color and line thickness **options** from the **Properties Bar**.

3. Draw a line on your Workspace page.

    *Once you've drawn a line, you can use the Selection tool to select your arrow, and then use the crossed arrows to change the angle of your line.

Instructional Application

Brainstorm ways you could use these tools in your instructional activities.

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Workspace Editing Tools

This group of tools is used to edit or change the annotations you create. These options will appear when you have used the selection tools to select an annotation. Many of these tools use the same keyboard shortcuts as Microsoft Office.

You can access these tools by using the Selection ⬉ tool to choose an annotation you have made. The editing options will then appear in the Properties Bar at the bottom of the screen.

Editing Tools

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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. You will be able to send an entity in front or behind a different entity to create layers.
Rotate Selected Entities	Rotate entities 90°, 180°, or flip the entity horizontally or vertically.
Group	Take several separate entities and group them together to create one entity.
Ungroup	Ungroup a grouped entity.
Move to Background	This function will allow you to permanently "glue" an entity to a Workspace page.

Add 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.

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(large - numbe...

Haiku Poem
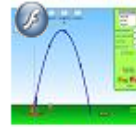
Target Practice

|		
Image Page: This image will take up the full screen. The flap in the top right-hand corner indicates this is an image page.	**Image:** This is a single image. You can resize this image.	**Sims:** Many of these files have sound and/or animations.

Gallery at a Glance

| Main Category	Sub-Categories/Descriptions
Arts and Recreation	Art, Games, Music, Sports
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
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

Add Objects from the Gallery

1. Click on the **Gallery** icon on your toolbar.
2. **Browse** to locate an image that you would like to use.

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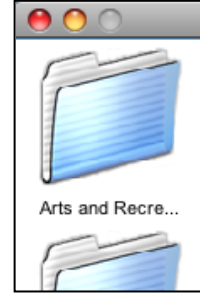
Add Interwrite Sims

1. Click on the **Toolbox** and click on your **Interwrite Sims**. The **Launch Interwrite Sim** window appears.

2. **Browse** to locate a sim that you would like to use.

3. **Double-click** the sim for it to launch.
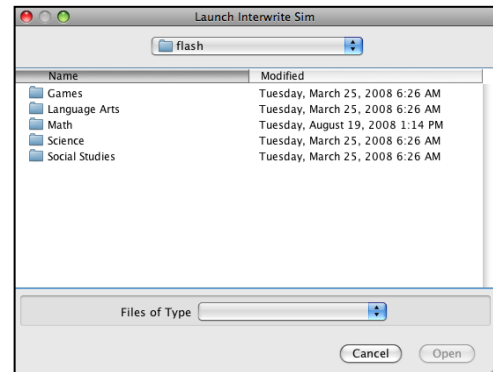
Practice

We are going to add a few more pages to the tree lesson you started creating in Module 1

1. Use the new page set-up tool to create new green page.
2. Create a grid page that looks like lined paper, and make sure to have a title box.
3. Use the type text tool to type "What do you know about trees?" in the title box.
4. Find a picture of a tree in the Gallery, and add it to the page.
5. Go to the first page of your lesson. Use the line tool to draw some from your "Tree" cloud.
6. Scroll to the end of the document and add another grid page; however, use the page set-up tool to create a page that also has vertical lines. The spacing should be 55 for both vertical and horizontal. Make sure to have a title box.
7. Use the type text tool to type in the title box, "My Favorite Apple".
8. Use the line tool to create three horizontal lines; these will later become labels for a graph.
9. Make a calendar page for this month.

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 **Delete**.
3. To **rearrange pages**, use the cursor to select one page. Next, click **Move Up** or **Move Down**.
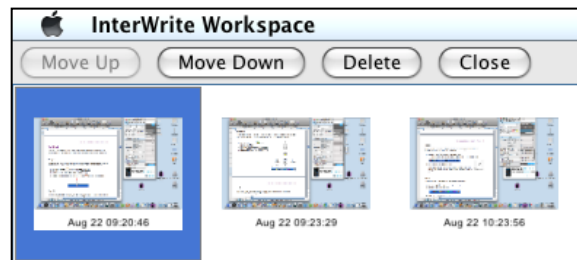

4. When you are done, click on **close** to close the page sorter view.

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 **Workspace Menu > File > Open**.

Export a Workspace File

1. Go to **Menu > File** and choose one of the three export options.
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.
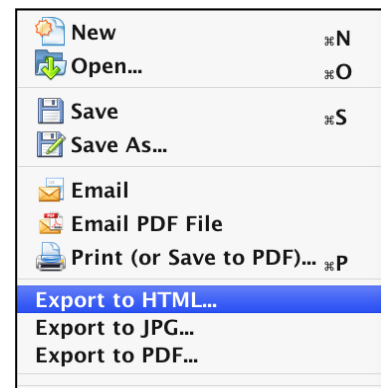
Print a Workspace File

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

Instructional Application

Create a lesson to use with your class. Use these guiding questions to help plan your lesson.

1. What subject area(s) will your lesson cover?

   _____

2. What is the grade level for your lesson?

   _____

3. Which standards does your lesson cover (if applicable)?

   _____

4. What are your learning objectives?

   _____

5. What Workspace tools could you use in your lesson that would help you to achieve your learning objectives?

Workspace Tool	Function/Application

6. Use this space to create a storyboard for your lesson.

1	2
3	4
5	6
7	8

Module 3:
Engaging Content with Learners

Overview

This session is designed for the beginner who has created a Workspace lesson and has knowledge of using various 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 are used to engage a lesson are Highlighter, Multicolor Pen and Stamp. The tools showcased here are the Curtain, Timer, and Spotlight, and layering.

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 Reveal 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 Reveal Curtain, or **use the cursor to reposition** the Reveal Curtain anywhere on the screen.
4. When you are done with the Reveal Curtain, click on the **Close button** at the bottom of the screen.
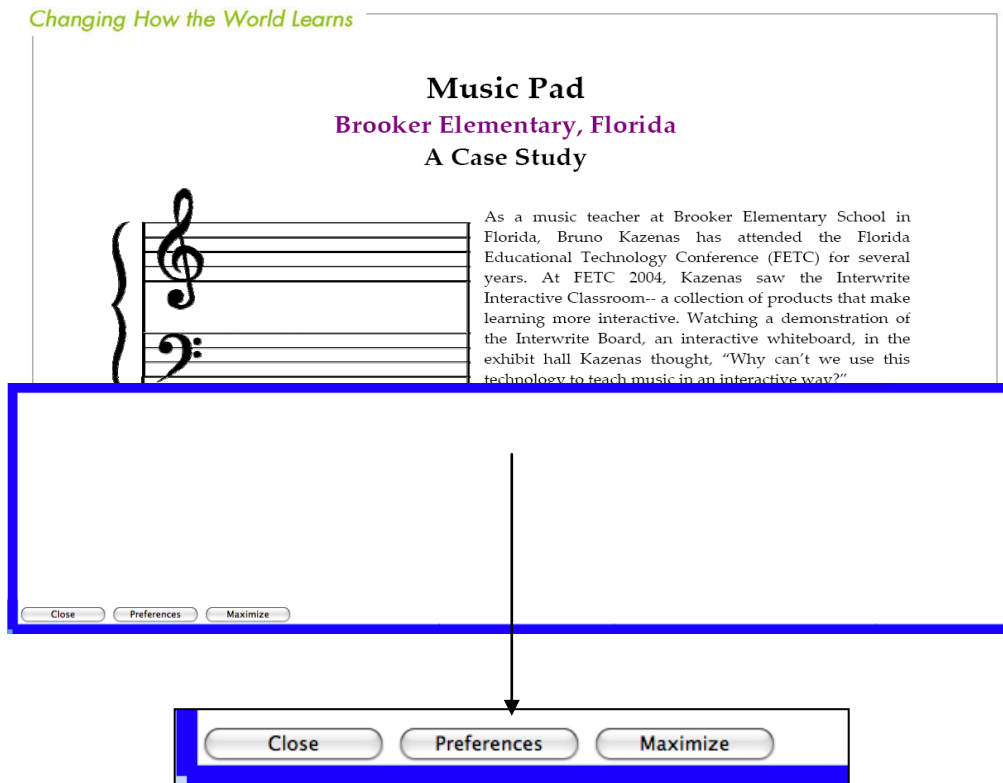
Spotlight

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**.
3. Use the **cursor to drag** the Spotlight anywhere on the screen.
4. When you are done with the Spotlight, click on the **Close button** at the bottom of the screen.
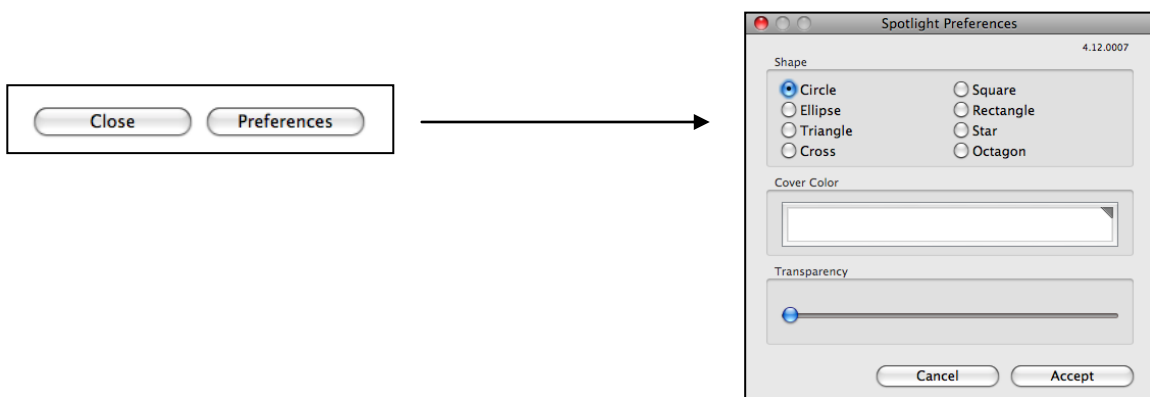
Timer

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

1. Click on the **Toolbox** icon and choose the **Timer** icon.
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.

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
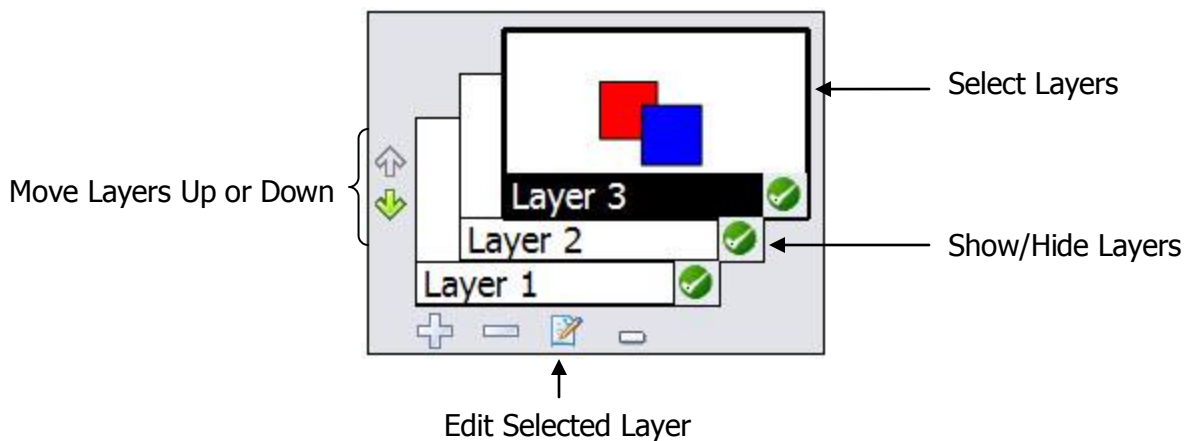
Practice

Explore the engage tools listed above and make notes on three tools of interest to you.

Workspace Tool	Function/Application	Modification Options

Check for Understanding

If you wanted students to create a graphic organizer, which tools would you recommend and how would they use these tools?

_____

_____

_____

_____

_____

_____

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

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
Type 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	• 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

Editing Tools

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

The Gallery	• Interactive simulations • Content-related images and diagrams • Story telling/retelling
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

Instructional Application

Now it is your turn to brainstorm ways to use the tools in instruction. Try and come up with one new idea for each category.

Category	Instructional Application
Page Tools	
Annotation Tools	
Editing Tools	
Multimedia Tools	
Presentation Tools	

Practice

Practice using various Workspace tools to deliver your tree lesson.

1. Use the page sorter to delete or move any pages not related your tree lesson.
2. In the table below, use the left-hand column to rearrange your pages in the correct order. Then use the right-hand column for the tool and actions to use with your lesson.

Page	Presentation Idea
1. Page with "Tree" in mixed up order	• Use the select tool to rearrange the letters to make the word "Tree."
2. "Tree" with the cloud drawn around it.	• Use the text type tool to brainstorm a list of tree types.
3. Lined paper, "What do you know about trees?"	• Use the pen tool to brainstorm what you know about trees for a KWL chart
4. Tree page	• Use the pen and shapes tool to create a tree with brown trunk and a green top • Use the circle shape tool to create a yellow sun • Place a character from the Gallery under the tree. • Use the freehand text tool to label the parts of the tree • Use the spotlight tool to review the labels on the diagram • Use the select tool to select the tree that you have made and use the copy function • Create a blank page and paste the tree on it • Use the stamp tool to place apples on the tree
5. "My Favorite Apple" graph	• Use the pen tool to write three types of apples on the lines • Place a random number of stamps for each of the categories
6. Calendar Page	• Use the pen tool write these events on the calendar, "Field Trip", Tree Group Project, and Unit Test"

Module 4:
Integrating Multimedia Resources

Overview

This session is designed for the beginner who has created a Workspace lesson and understands the: select tool, page tools, navigation tools, and toolbox. Participants will learn how to link from a Workspace page to other resources/documents and add multimedia to a Workspace page. They will also learn how to use various Workspace tools to create images.

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 may 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 Toolbox. You can use your annotation tools with the Sims.

Add Interwrite Sims

1. Click on the **Toolbox** and click on your 🅕**Interwrite Sims** icon. The **Launch Interwrite Sim** window appears.

2. **Browse** to locate a sim that you would like to use.

3. **Double-click** the sim for it to launch.
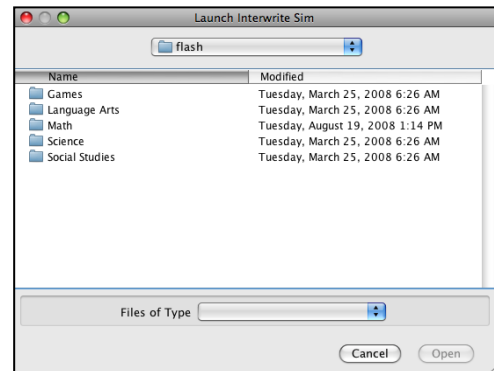
Practice

Browse through the Sims folders and select a Sim that could be used in a lesson you are creating. Try using some of the annotation tools with your Sim.

Which Sim(s) did you choose? _____

Where is the Sim located? _____

How does it work? _____

_____

_____

_____

Hyperlinks

Create a hyperlink to a website inside a Workspace page.

1. Click on the **Toolbox** and click on **Insert Hyperlink**. The **Insert Hyperlink** window appears.

2. Type in the **Name** and **Address** and click **OK**.

3. The hyperlink will be inserted into the Workspace page. Click on the hyperlink icon to open the webpage.

Flash Player

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

1. Click on the **Toolbox** and click on **Interwrite Sims**. The **Launch Interwrite Sim** window appears.

2. Use the top drop-down menu to **browse** your Macintosh HD to locate a flash file (.swf) that you would like to use.

3. **Double-click** the flash file for it to launch.

4. You can **use your Workspace tools** to make notes or annotate over your Flash entity.
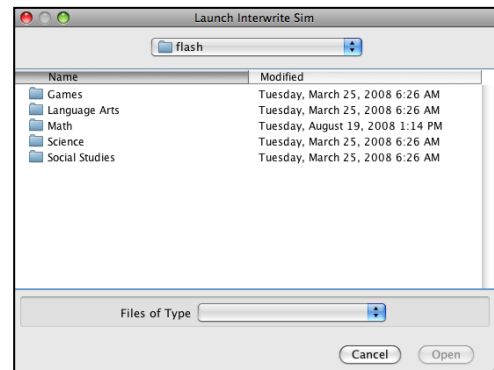
Practice

Create a blank page and then choose a favorite webpage or flash file you have. Use Workspace tools with the media you have chosen.

Create Multimedia Using Workspace Tools

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:
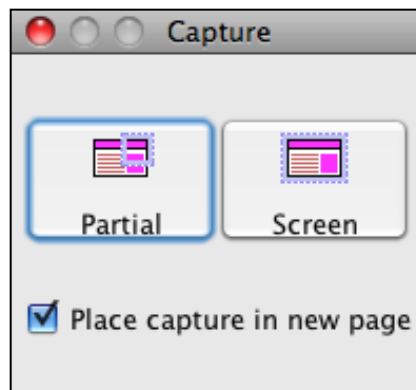
- **Partial:** Select a portion of the screen to capture. The output format will be in the form of a square or rectangle. A window tool will appear. Drag over the selection you wish to capture.

- **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**.
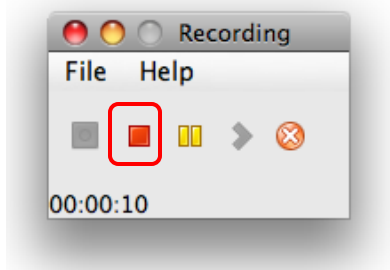
Create Videos

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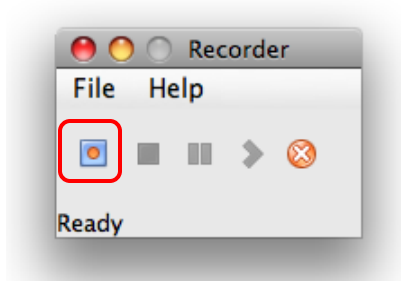
3. Use programs on your computer or create notes and diagrams with the Workspace software. When you are done, click on the **Stop Recording button**.

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.

Add Files to Gallery

To add images you created to the Gallery by placing them in the pictures folder.

1. Locate the picture file on your computer.

2. Copy the picture to **Macintosh HD > Interwrite Learning > Interwrite Workspace > Pictures**.

3. The picture will appear in the Gallery.

Creating Audio Clips with Workspace

The Insert Audio Note tool allows you to record your voice (if you have a microphone on your computer). It's a great tool to make your own tutorials for students.

5. Go to the **toolbox** and select the **Insert Audio Note** tool. The Insert Audio Note window appears.
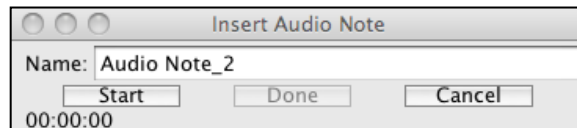
6. Click on the **Start** button to start recording.

7. Talk about the slide in which the audio note will be inserted. If you wish to pause the recording, click **Pause**. Click **Done** when you are finished.
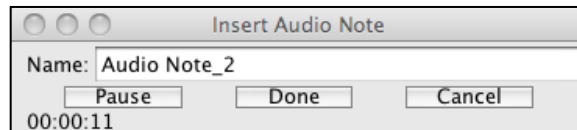
8. **Save** your file.

Instructional Application

In using the various multimedia tools, which did you find to be the most useful and why?

_____

_____

_____

_____

Module 5:
eInstruction Product Suite Integration

Overview

This session is designed for the beginner to utilize PRS with their Workspace lesson. Participants will learn how to create preplanned and on the fly questions for PRS.

Objectives

After completing this module, participants will be able to:

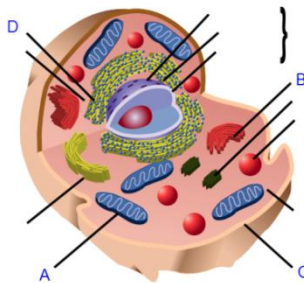- Integrate PRS questions into your Workspace lesson

Integrate PRS Questions

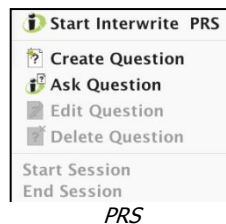You can embed questions into your Workspace lesson and engage them with students using student response pads.

Create SRS Questions

1. Create a **new Workspace page**.

2. Use various **tools to create a question.**
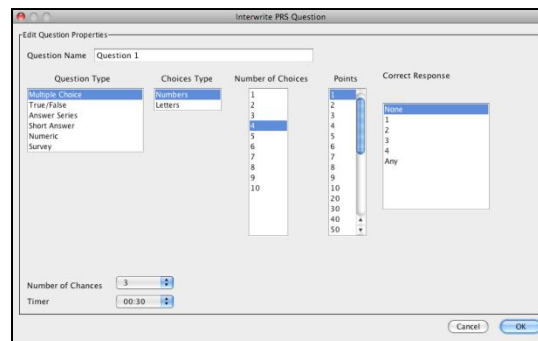

3. Click on the **PRS button** in the toolbar.

4. Click on **Create Question**.

PRS

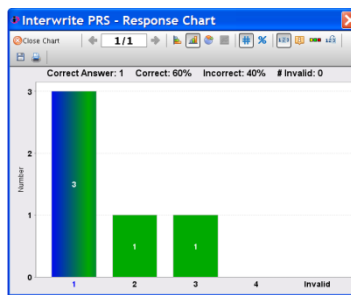5. Select the **parameters** for your question and then click **OK**.

Engage PRS Questions

1. When you are ready to ask students a question, click on the **PRS button** from the toolbar, then choose **Start Interwrite PRS**.

2. After completing the standard PRS session options, the **Engage toolbar** will appear so you can ask your question. Click **Start** to collect responses.
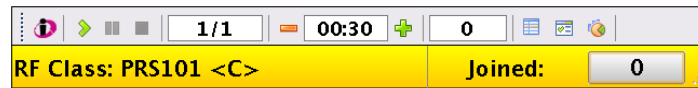
PRS

3. The question ends when the timer runs out or you can click on the **Stop** button to end the time.

4. When the question is over, a chart will appear showing student response data. Click **Close** when you are done reviewing the chart.

PRS

5. Use the Workspace **navigation tools** to go onto another page. The PRS toolbar will minimize until another question is polled.

6. When you are done with your lesson, click on the PRS button , and select **End Session**.

7. You can view your session data in PRS.

Create PRS Questions On-the-Fly

1. Create a **new Workspace page**.

2. Use various **tools to create a question**.

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

4. Click on **Ask Question**.

PRS

5. Select the **parameters** for your question and then click **OK**.
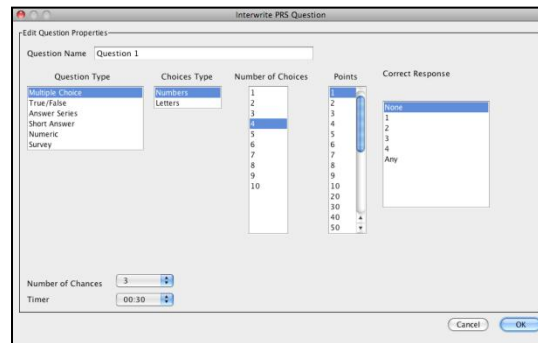
6. After completing the standard PRS session options, the **Engage toolbar** will appear so you can ask your question. Click **Start** to collect responses.

7. The question ends when the timer runs out or you can click on the **Stop** button to end the time.

8. When the question is over, a chart will appear showing student response data. Click **Close** when you are done reviewing the chart.
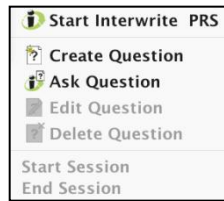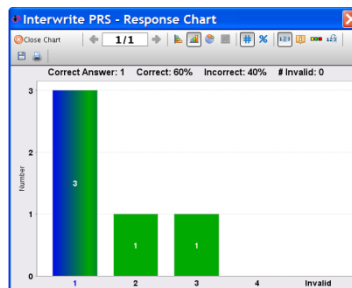
9. Use the Workspace **navigation tools** to go onto another page. The PRS toolbar will minimize until another question is polled.

10. When you are done with your lesson, click on the PRS button , and select End Session.

11. You can view your session data in PRS.

Instructional Application

Write down what type of questions you would ask during a lesson that could be answered using PRS, whether they were premade or asked on-the-fly.

_____

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Module 6:
Customizing Workspace

Topics

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

Workspace Customization Options

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 of the toolbar.

1. Go to **Menu>Preferences**.

2. Select the **Toolbar Settings** tab.

3. Select the **size in pixels** you want your buttons.

4. Click **OK**.
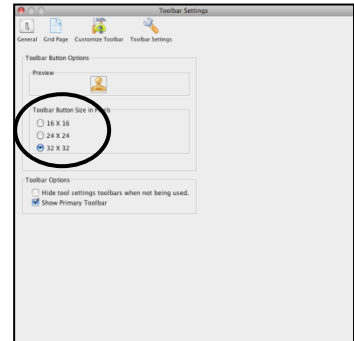
Customize the Toolbar

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.
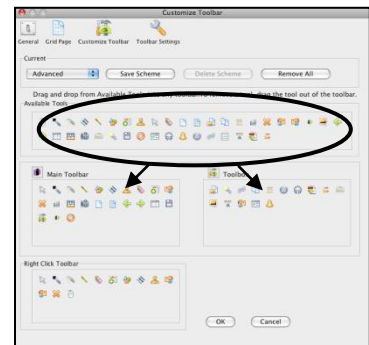
Enable the Primary Toolbar

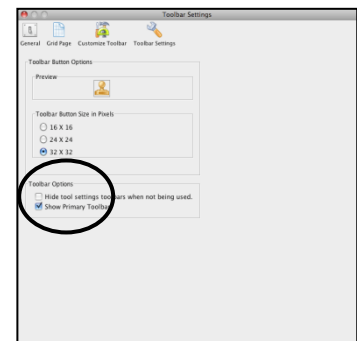Workspace has a special simplified toolbar if you work with younger students or Workspace beginners.

1. Go to **Menu>Preferences**.
2. Select the **Toolbar Settings** tab.
3. Check the **Enable Primary Toolbar** box.
4. Click **OK**.

Primary Toolbar

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 folder by going to **Macintosh HD > Applications > Interwrite Learning >Interwrite Workspace > Pictures**.
2. Add a folder to create a new category.

Add Files to the Gallery
1. Open the Gallery folder by going to **Macintosh HD > Applications > Interwrite Learning >Interwrite Workspace > Pictures**.
2. Copy and paste files to these folders and the gallery will automatically be updated.

Instructional Application

List what type of digital resources you would like to add to your Gallery.

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Programming Soft Keys

The Board and Pad have programmable SoftKeys, or "short-cut keys". You can program these keys to: be another Interwrite function, load a webpage, load a document, or even a keyboard function like delete. The Board has three programmable SoftKeys and the Pad has 19.You can also go to www.interwritelearning.com to get blank paper templates for your Interwrite Pad.

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

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

3. Click on **Device 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, a website, or a macro.

7. Click **OK**.
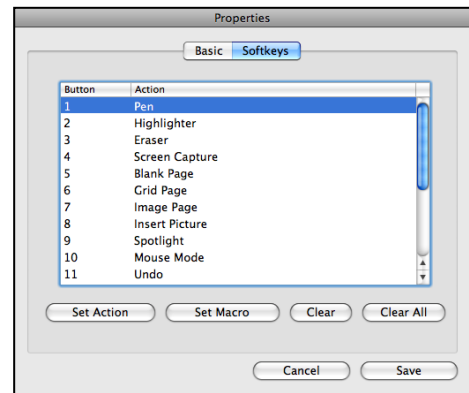
Brainstorming

What programs, keyboard commands or other functions do you use on a regular basis that you may want to program as a hotkey?

_____

_____

_____

_____

_____

_____

_____

Classroom Management in a Multi-device Environment

Setting the Master Device

In a multi-device environment you may want to set the Teacher's Pad to have precedence over the Student's Pads. The "Teacher" or Presenter's Pad can disable the other pads simply by the presenter touching his or her pen to the pad while the Student Pad is being used.

1. Make sure the Pad you want to set as Presenter is connected.

2. Go to **Devices**.

3. Highlight the device that will be the Master Device. Click **Properties**.

4. Select the **Basic** tab and put a check in the **Master Device** box.

5. Click **Save**, and **exit** the device manager when you are done.
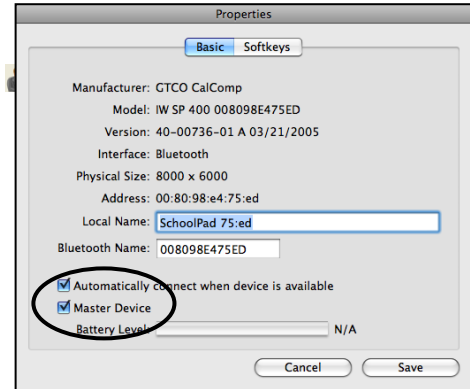
Lock Pads

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

1. Go to the **Interwrite Icon** in the taskbar.

2. Select **Lock Pads**.

3. If using the **Board**, use the pen to **tap** on the **Pad Lock or Unlock**.
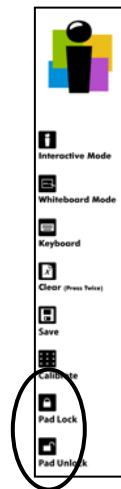
Multi-User Functionality

The Multi User feature allows 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 and Interwrite Pads to display on the board at the same time. This function is also supported with Interwrite Pads. Make sure all Interwrite Pads or Mobis that will be used are already connected via the eInstruction Device Manager.

Setting Up Multi User Functionality in Workspace

1. While in the *Annotation Window*, click the Multi User icon in the bottom right corner .

   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.
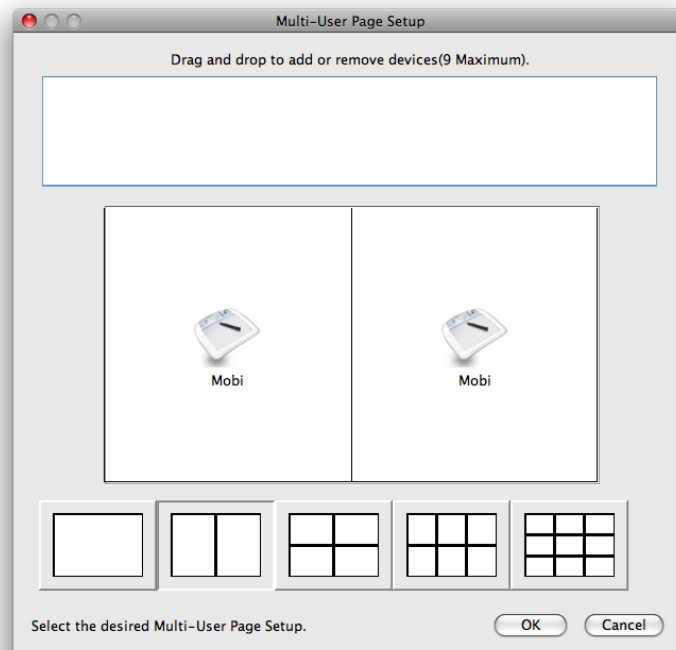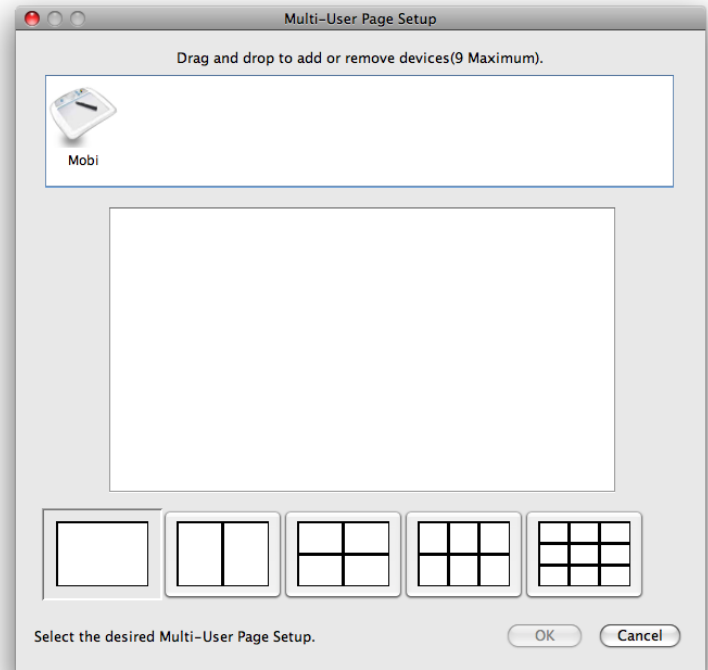
Accessing Workspace Lessons from eI Community

There are thousands of lessons available from the eI Community. You have a variety of ways to search for a lesson that best meets your needs. You can even upload your own content to share with other educators. Content requires points to download. You can purchase points or earn them by contributing to the community forums. To find content:

1. Go to **www.eicommunity.com**. If you have not already created an account, create one using the links in the upper right-hand corner.

2. Click on **Resources**.

3. You have three options when searching for lessons. Click on the link based on your preference for selecting lessons.
   - Browse Resources: This will show only the most popular and newly added content pieces.
   - Search Resources: All of our lessons are correlated and searchable by grade level and content format. You also have the ability to select the subject list, Webb's DOK Level, Bloom's Taxonomy Level or keyword.
   - Upload Resource: This search option will allow you to search based on search terms aligned with the lesson.

4. Once you have selected a lesson, you will be taken to the description and download page. Here you will find a description of the lesson and a screen shot from one of the lesson's pages.

5. Click on the **Download Now button**. You will then be given an option to open or save the lesson. If you wish to save a lesson, you may want to create a lesson folder on your computer to keep all of your downloaded lessons.

6. Once your lesson is saved, you **can open the lesson by double clicking** on it.

7. You can always add pages to the lesson if you would like to supplement it with your own ideas or content.

Results

Back | New Search
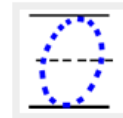
0 MP Dotted Case
A traceable number zero on lined paper.

ADD TO MY MATERIALS   DOWNLOAD NOW

Already downloaded this resource? Rate it!
Average Rating: ★★★★★

Whiteboard Mode

Whiteboard mode is a special mode that uses the Interwrite Board and a special Interactive pen, but not a projector. This mode is designed so you can write on the board with the interactive pen (remove the cap to reveal the Expo marker hidden inside) and still save your notes electronically.

To create notes in Whiteboard Mode

1. To launch Whiteboard Mode, use the Interactive pen (with the cap on) to **tap on** the **Whiteboard Mode icon** located on the Interwrite Board.

2. Remove the cap from the pen and begin to write your notes.
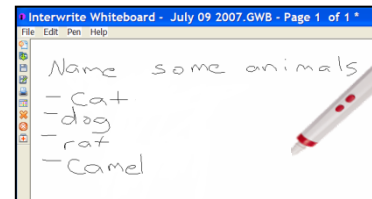
3. When are you done writing, **replace the cap** (or use a second pen), and **tap** on the SoftKey labeled **Save** .This will save your notes as a page in a document.

4. Press the **Clear SoftKey** **twice**. You can then erase the markings off the board with an eraser or tissue.

5. Continue to create notes pages. Remember when you are done writing, make sure to press **Save** and then **Clear twice**.

6. When you are done, go back to your computer and click on the **Page Sorter** icon to view all of your notes. You can **move or delete unwanted pages**.

7. When you are finished editing your document, go to **File>Save**.