

IDIC - INTEGRATED DIGITAL INTERACTIVE CLASSROOM

TRAINING MANUAL



PART - 1

Session timing: - 2 hours 30 mins. (one 10 min break)

Hands on timing: - 1 hour 30 mins. (can be flexible according to number of teachers)

Classteacher Learning Systems

Classteacher Learning Systems are pioneers in interactive classroom technology in India. Founded in 1999, we are one of the first companies to introduce the IWB- interactive white boards with K-12 digital content.

Our approach is to introduce interactivity to education, to make it multi-dimensional and participatory.

Purpose of Training

The purpose behind this training is to build, create, sharpen and enhance the trainer's concepts & skills and to use this technology in the best possible manner. Our aim is to ensure that the trainer must be equipped with IWB to its maximum potential. To be creative and imaginative with its applications in the classroom.

Introduction to the Interactive White Board

IDIC, the interactive whiteboard is an instructional tool that allows computer images to be displayed onto a board using a digital projector. It is a powerful tool in the classroom adding interactivity and collaboration, allowing the integration of media content into the lecture supporting and collaborative learning. Used innovatively, IDIC creates a wide range of learning opportunities.

Learning Styles

Teaching with the IWB allows a teacher to accommodate all kinds of learning styles. There are three main sensory receivers – vision, auditory and kinaesthetic; learners use all three to receive information. However, one or more of these receiving styles is normally dominant. This dominant style defines the best way for a person to learn new information by filtering what is to be learned. This style may not always be the same for some tasks. The learner may prefer one style of learning for one task, and a combination of

others for another task.

- Visual learners like to learn through written language, such as reading and writing tasks. They remember what has been written down, even if they do not read it more than once. They like to write down directions and pay better attention to lectures if they watch them. They learn better with charts, demonstrations, videos, and other visual materials. They easily visualize faces and places by using their imagination and seldom get lost in new surroundings. Visual learners benefit from a clear view of what is happening on the board.

- **Auditory learners lean towards what they hear**

They also may move their lips and read out loud. They may have difficulty with reading and writing tasks. They often do better talking to a colleague or a tape recorder and hearing what was said. The IWB can play audio files and uses a lot of recorded modules, which facilitates learning for this category of learners.

- **Kinaesthetic learners**

They do best through touching and moving. When listening to lectures, they may want to take notes. When reading, they like to scan the material first, and then focus in on the details (get the big picture first). They typically use color highlighters and take notes by drawing pictures, diagrams, or doodling. Tactile learners get to touch and move things on the board participate in the activities and learn well.

Over all, the IWB will create a stimulus for effective learning in your classroom unparalleled to any other form of stimulus.

PART - 2

Session timing: - 1 hour 30 mins. for each subject

Hands on: - Teachers can do hands on parallelly

In the beginning of the second part of training, trainees are introduced to the various toolbars, top bars, sidebars and hotkeys.

1. Pages on the IWB - Each file contains blank whiteboard pages that can be filled with objects. Handwritten notes, typed text, graphics and clip art are all examples of objects that can be added to your Notebook file. One of the key features of IWB software is that you can add as many pages as you need to capture the required information. Each page is surrounded by a toolbar, menu items and a side sorter – all of which help you work with objects in your Notebook file. You can easily move, copy and insert information within the same page or from one page to another. Objects can also be grouped, resized, rotated and reformatted, and handwritten notes can be converted to typed text.

2. Side Sorter - The Side Sorter shows a thumbnail image of each page of the current file. To navigate to any page within your file, simply press on its thumbnail image. You can move an object from the active page to any other page within your file by dragging it onto any of the thumbnail images.

3. Standard Windows Toolbars - The Standard Windows Toolbars are the default toolbars on your IWB and are similar to what you see on a computer screen. There is a menu bar (point and show), main toolbar and hot keys.

4. Resizing Objects - Resize an object by selecting the circular grab handle at the bottom right of the selection box, then dragging your finger to expand or contract the object.



5. Rotating Objects - You can also rotate the objects in your file. Rotate an object by selecting the Rotation Handle (the green circle at the top of the selection box) and then dragging your object to new position.



6. Rich Text Editing - IWB supports rich text editing. For instance, you may want to emphasize the information in your page with different styles, font and color.

This is an example of Rich text

7. Gallery Collections - With gallery collection, you can quickly develop and deliver a lesson or presentation that is rich in graphic detail. You can use images from the gallery anywhere in the page and also as a background. You can use one of the pictures in the collection and even modify it to suit your individual needs or assemble a new one.

8. Full Screen Views - Use the full screen view for delivering presentations without the distraction of toolbars or sidebars.

Introduction to Hot Keys

There are 15 Hot Keys on both sides of the board to make the operation much easier:

- 1) Mouse 
- 2) New Page 
- 3) Last Page 
- 4) Next Page 
- 5) Index Page 
- 6) Resource 
- 7) Black Pen 
- 8) Red Pen 
- 9) Fluorescent pen-blue 
- 10) Fluorescent pen-green 
- 11) Eraser (Default: Object Eraser) 
- 12) Laser pen 
- 13) Spotlight 
- 14) Keyboard 
- 15) Calibration 

Basic attributes of the software

Functions of the main toolbar:

- **In the default toolbar:** Start, Switch screen, Select, Hard pen, Eraser, Range, Undo, Redo, Advance (to show all the hided functions in the toolbar).

- **Hidden functions:** (advance)

1. Page, Spread pen, 
2. Texture pen, 
3. Smart pen, 
4. Text, Line, 
5. Zoom in/out,  
6. Multi-write pen(optional), 
7. Advance(this is to change the toolbar into default view) 

- **Functions in the left side toolbar:**

1. Index page, 
2. Resource; Computer file; Attachment(with hyper link);
Property(setting of color);  
3. New page; 
4. Clear page; 
5. Delete page; 
6. Clone page; 
7. Next page; 
8. Reset page; Lock or Unlock page);   
9. Side toolbar 

- **Hand-Gesture Recognition:**

That includes palm starting the software, roam, multi-touch function like zoom in/out and rotate the picture.

- **Palm starting:**

Put your palm on the board for few seconds, the software will start automatically.

- **Range (Roam):**

Touch and drag on the board with two or three fingers at the same time to realize unlimited roam.

- **Zoom in/out:**

Select an object and use two fingers to move toward or outward vertically or horizontally to realize the zoom in or zoom out function.

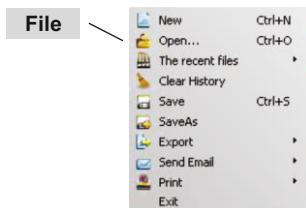
• Software Toolbar

It is convenient to operate on the board with the tools in the software toolbar.

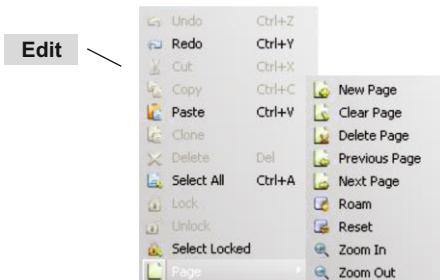
How to show, hide or move the toolbar - In “View”, please select whether to show or hide the toolbar by ticking on or ticking off. By dragging the blank area in both sides of the toolbar, it can be moved to any location.

• Using the Drop down Menu

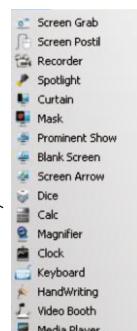
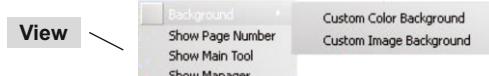
1. File – show how to bring the drop down and choose options given here.



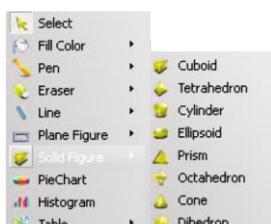
2. Edit



3. View



4. Draw



5. Tools

Tools

6. Subject Tools



7. How to write on the Board?

Select the pen from the main tool bar- has options on colour and line width

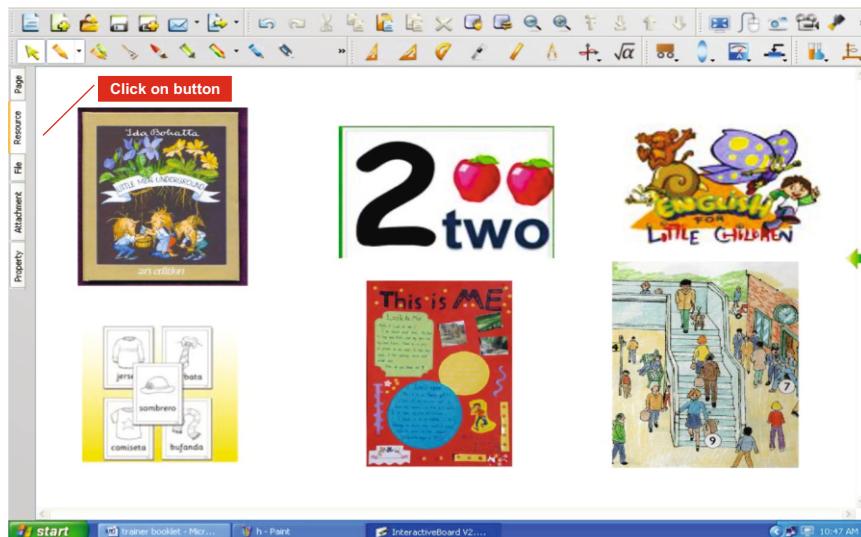


8. How to Erase?

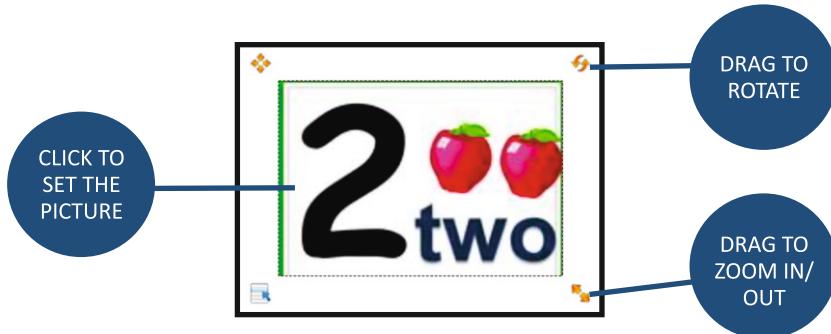
- Object eraser: Click the eraser icon in the toolbar and select the object eraser function, then select the object, the object will be erased
- Point eraser: This function is the same as that in the traditional blackboard. You can select the point eraser icon to erase the content point by point

9. How to use the Resource in the software and computer?

Click the button or in the left side bar, you can insert various images and files from the resource and computer, or you can save the outside resources into the gallery.



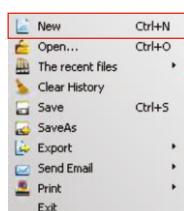
Drag the selected pictures to the whiteboard, and the picture will be shown in the board with four icons around as below:



10. To use background image and resources - To change the background image or color, choose the icon  in the main taskbar and select whatever you prefer.



11. To create a New File - Click "File" and then choose "New". A dialog box will pop-up as shown below. By choosing "New" a new file will be created.



The same dialog box can be used to open, save, save as, export or print the file.

12. Inserting text – it can be done in two ways:

- a. Click the icon  in the main toolbar and a dialog as below will popup.

You could input the contents by keyboards.

- b. Click the dotted area and choose the icon,  then input the contents by handwriting.

13. You could select multi objects at the same time

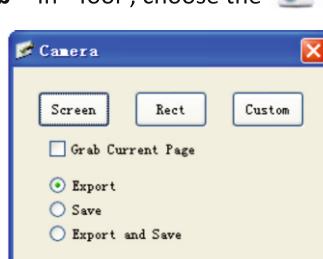
- Choose the icon  Group in “Draw”, and then all the objects would be combined in one group.
- To cancel , choose the grouped object and click the icon  Ungroup

14. To lock an object on the Screen - If you don't want to move or change some contents in your lesson, you could lock it.

- To lock, choose icon  in “Edit”.
- To unlock, choose icon  in “Edit”.

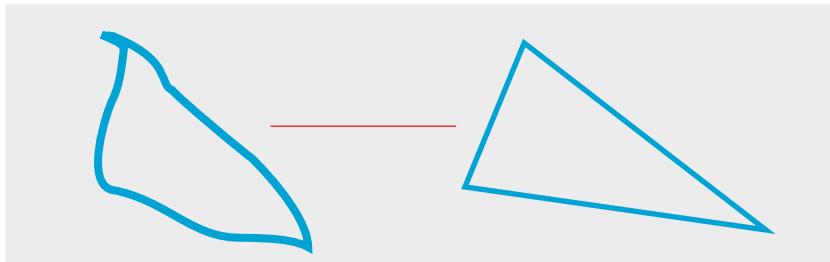
15. Capturing Screen or Making a Screen Grab - In “Tool”, choose the  icon for Screen Grab, A dialog will popup (as shown below). Drag the mouse to the area which you are going to capture.

- To capture contents on the desktop and show them in the writing software, select “Export” and click “screen”. Then drag the mouse in the writing software.
- You could choose “Rectangular” or “Custom” shape to capture a special area instead of “screen” for the whole page.
- To capture contents in the writing software, select “Grab current page” and “Export”, then click “screen” and drag the mouse in the writing software. If you prefer to highlight part of the contents, you could choose “Rectangular” or “Custom” instead of “Screen”.
- To capture the contents and save them as file format, you could select “Save” or “Export and Save” instead of “Export” only.
- When you select “Export and Save”, you can save the captured contents and also export it to the writing software by dragging the mouse.



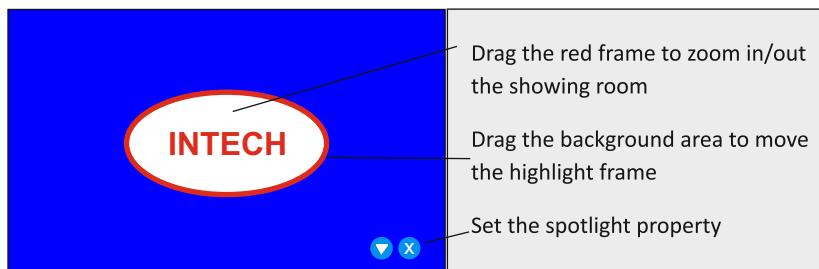
16. Using the Smart Pen - A smart pen can recognise random shapes and

automatically convert it to standard shapes. The icon for smart pen is 



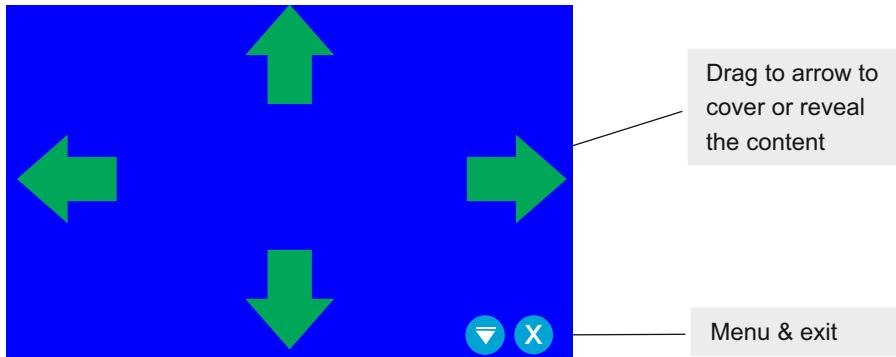
17. Using Spotlight - one of the most dynamic tools, which can be used to highlight a particular section on the board and can bring a part to attention. To do so :-

- Find the icon  **Spot light** in “Tool”, drag the mouse in the background area to highlight any contents at any places.
- Put the mouse in the highlight shape frame and drag it to zoom in or zoom out the showing area.
- Hold your finger for few seconds on the board or right click in your computer or click the  menu on the bottom right to set the spotlight property.
- Click the icon  in the right bottom to exit.



18. Using Curtain - this is a tool which helps you to cover full or a part of the screen. This is highly interactive and can be used to build subject based activities.

- Select the icon in “Tool”, and drag in the writing software, a curtain will appear to cover your current screen.
- To cover or reveal more contents, you could drag the four arrows at the four sides.
- Hold your finger for two seconds on the board or right click in the computer or click the menu on the bottom right to set the curtain property.

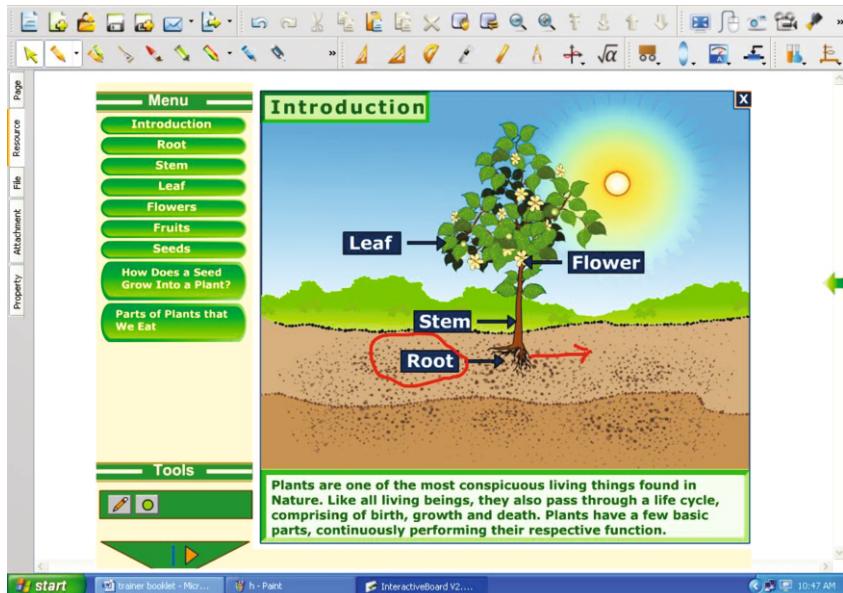


19. Adding Arrows - In “Tool”, find the icon. A red arrow would be shown in the screen. To change the direction, you could drag the top.

- Hold your finger for few seconds on the board or right click in the computer, a menu will popup to set the property.

20. Using Screen Postil - A postil is a marginal note or an annotation that we add to any file or page.

- When you are going to make some remarks in Word, PowerPoint or Excel file, choose “Screen Postil” function in “Tool” or click in the main tool bar.
- Select a hard pen in the icon and a red cross will appear on the top right.
- You can start inputting and after that, if you select office embed icon in the main toolbar, your annotation would be saved in the file.



Red Cross shows you the annotation is permitted

21. Making Layers - We can make layers or switch layers, to create interactive activates. We use the following icons for the same –

- Top Icon -
- Bottom Icon -
- Up Icon -
- Down Icon -

22. Replay a Page- We can replay our work on the page and create an animation out of it. This can be used on diagrams, graphs etc.

- **Click index page** in the left side bar, you will see the icons in the left bottom.
- **Playback:** Display the operating process backwards, from the beginning to the end.
- **Slow forward:** Slow down the speed of display.
- **Fast Forward:** Fast display.

Frequently Asked Questions:

Q: Can I use the interactive white board at home?

A: No, we cannot use it at home because a huge financial amount is involved (in lakhs) in its purchase.

Q: Can we change the size of the eraser?

A: The erasers of the IDIC boards are of two types; for which 3 sizes are pre-defined already. No changes can be made, but the predefined sizes suffice the users requirements.

Q: How can we save any topic?

A: There is no short cut that can be used to save the topic. We have to go to File and select SAVE from there. Set the location and extension to save the file.

Q: Can we use shortcuts, as in the computer?

A: No, we can't use any such shortcuts.

Q: Can we use bucket for filling color in an image?

A: Yes, bucket can be used, but it spreads only in green color. In case we want to change the color further, there are two boxes on the lower tool bar where we can change size of the border line and fill the color of the particular image.

Q: Do we need to switch off projector/system after each class is over?

A: It depends, on the time duration between the current lecture and the next lecture. In case the next class is after a long break then you can switch off the system. But if the classes are continuous, they you need not switch off.

Q: Can we connect pen drives to the system?

A: Pen drives can be used only if your school allows to use it, as we do not have pre-installed antivirus in classrooms/clients. It is recommended to use it on the server.

Q: How can we add our own learning modules?

A: To add a module: Go to Quick Links> Click on upload module> follow the path to set grade, subject, chapter & topic>>Browse to select your learning module>> Double click on the module for it to get uploaded and click on add file. (after clicking, a line appears on the top: module successfully uploaded)

Q: What is the best way to clean the smart board?

A: Please use a clean & dry cloth, no liquids to be used.

Q: Can we take printouts of material saved on board or from the content?

A: Yes, we can take printouts. Please note that only the saved documents that the teacher has created can be printed. No print can be taken from the pre-loaded content management system.

Q: How can we change, add or extend page?

A: Click range/roam on the board to drag the page up, down, right or left for extension. You can also drag the page from the scroll bar available on the right side of the board. Please note that every time when a page is extended, click on page reset before saving or moving to the next page.

Q: Why and when a calibration is required?

A: Calibration is required so that one can work properly without any unnecessary movement of the screen. If calibration is not set appropriately, then it will not allow clicking on the icon you want to click and error will appear somewhere else.

Q: How can I bring on the screen keyboard in front?

A: You can bring the screen keyboard from default settings.

Q: How can I right click on the board?

A: Simply put your finger anywhere on the board without moving, the features of right click will automatically appear on the board.

Q: How can we add things to make changes in saved pages?

A: Open the file you want to make changes in, take a new page, and now start editing the file as per your requirement.

Q: How can we add images from resource library?

A: We can add images through drag and drop facility. Do not double click on the image; otherwise you would not be able to overwrite content on the image.

Q: How and where can we use the Camera on the interactive boards?

A: We can make use of the camera to crop the items from resource or images from the content management system.

Q: Can two or more students work at same time on a particular board?

A: No, only one tool can work on the board , so only one student can work at a time.

IWBT TRAINING FEEDBACK

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