INTERACTIVE
CLASSROOMS

The interactive classrooms have new technologies for increased methods of teaching. Primary operations are controlled by the control panel. *Note: The use of extend screen is discouraged to avoid confusion.*
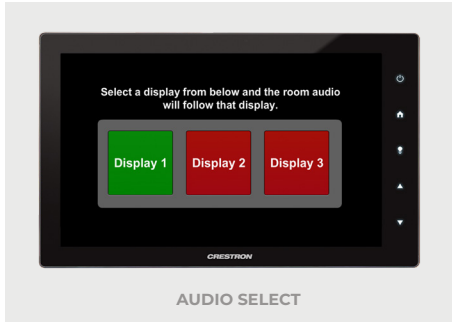
POWER ON

Touch the screen on the control panel to activate all audio and visual equipment in the room.

POWER OFF

Press the **System Off** button on the control panel to start the shut off sequence. Press **Yes** to proceed in turning off all the audio and visual equipment. Please make sure to log out of your account on the computer.
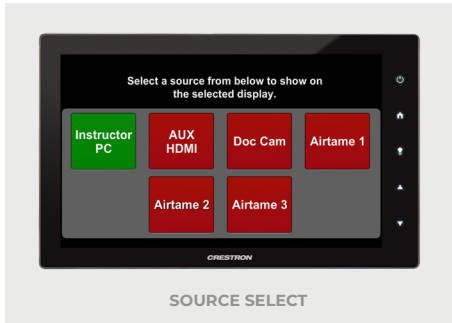
SYSTEM ON

AUDIO SELECT

MAIN SCREEN

SOURCE SELECT

CONTROL
PANEL

DISPLAY SELECTS

Each numbered display corresponds to the labeled televisions in the classroom. Select a source (PC, HDMI, Doc Cam, or Airtame) by pressing on the display you want to change. Press **All Displays** to select a source that will affect all displays.

AUDIO SELECTS

Select which display to project audio to the classroom speakers from. If All Displays had been used from the display select, the audio will work from any display.

VOLUME CONTROLS

Adjust the volume by pressing the up and down arrows. Mute the audio by pressing the **Mute Audio** button.

SYSTEM OFF

Turn off all audio and visual equipment by pressing **System Off**. Remember to log out of your account on the computer.

AIRTAME

Airtame is an all-in-one wireless screen sharing solution. *Note: Laptops must have the latest version of Airtame installed to match the system.*

01   Switch the display(s) to Airtame using the control panel. Each classroom has the option of having one laptop screen sharing per display. The display should present similar information to the photo above.

02   Type the IP address in the text field labeled **Enter Airtame name or IP**. The IP address will be a series of numbers located under the **Present from App** heading. The IP would be "**10.90.52.35**" based on the example information above. *Note: Using the Airtame name is less reliable than the IP.*

03   Choose **Share Window** or **Share Screen**.

04   Press **Stop** to stop sharing your screen. Then, press **Quit** to quit the Airtame application.
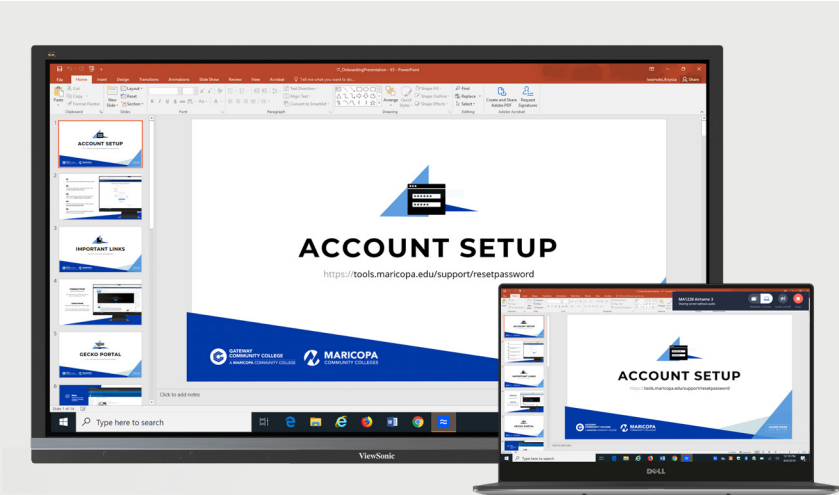
EXAMPLE WINDOW SHARE OF A PRESENTATION
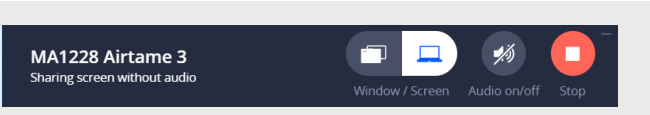
AIRTAME
MENU

____

SHARE WINDOW

Shares the screen of your laptop exactly. Whatever you see on your laptop screen will be shown on the display.

SHARE SCREEN

Only shares the screen you select. Even if you use other applications on your laptop, only the screen you selected will be shown on the display.

AUDIO ON / OFF

The audio is set to mute by default on Airtame. To play audio from a display with an Airtame source, remember to press **Audio On/Off** from the laptop screen sharing to that display.

STOP

Press **Stop** when you are finished screen sharing. Note: Pressing **Stop** does not close out of the Airtame application. You need to press **Quit**.
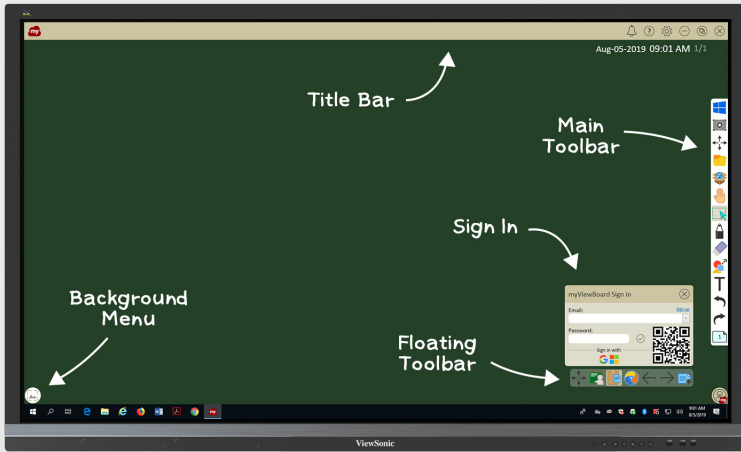
BRIEF
OVERVIEW

MYVIEWBOARD APPLICATION

When the myViewBoard application is launched, the initial screen will be a blank green canvas. Ignore the sign-in option for now. This will be available at a later time.

FLOATING TOOLBAR

The floating toolbar is used in conjunction with the canvas to add and navigate through pages.

MAIN TOOLBAR

The main toolbar allows users to switch between adding annotations and using the computer operationally. Annotations may be added to the myViewBoard canvas as well as other programs.

ADORNING MENU

The adorning menu appears when an object is selected and shows editing functions (delete, rotate, duplicate, group). The functions may change depending on the type of object (shapes, images, layers).

TITLE BAR

The title bar appears at the topmost section of the myViewBoard application and contains account, settings, and help information.
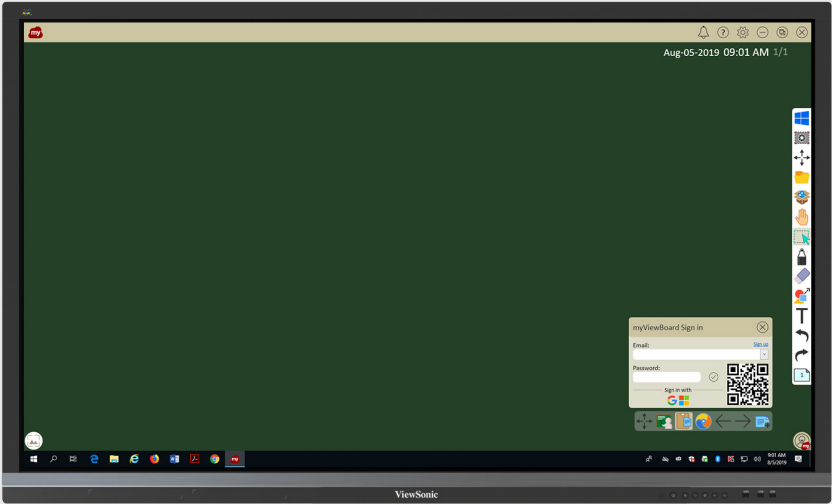
FLOATING TOOLBAR

MOVE / MINIMIZE

Move or minimize the toolbar by clicking and dragging.

NEXT / PREVIOUS PAGE

If the canvas contains multiple pages, click on the arrows to navigate to the next or previous page.

NEW PAGE

Adds a new page to the canvas.

PRESENTATION MODE

Switch the canvas to fullscreen mode.

EMBED BROWSER

Opens the built-in browser to access internet resources, which can be dragged onto the canvas.

PASTE FROM CLIPBOARD

Inserts the current clipboard content onto the canvas.

MAIN TOOLBAR

WINDOWS TOGGLE

Click to use the myViewBoard tools on the Windows desktop.

MOVE / MINIMIZE

Move or minimize the toolbar by clicking and dragging.

MAGIC BOX

Displays various tools that you can insert into the canvas.

SELECTION

Selects objects, text and pictures.

ERASER

Erases objects, based on the last mode selected.

NEW PAGE

Creates, selects, sorts, and deletes pages.

T / A
TEXT / HANDWRITING

Tap to switch between text boxes (T) and handwriting that turns into typed text (A)

SCREEN CAPTURE

Displays options for capturing the contents of the canvas.

FILE

Displays options for opening, saving, exporting, and printing files.

INFINITE CANVAS

Move the canvas, zoom in/out, and open the infinite canvas overview.

PEN

Draws freehand lines and squiggles.

SHAPE / LINE

Draws lines and shapes with different styles.

UNDO / REDO

Undo or redo previous actions.

ADORNING MENU

🗑
DELETE
Deletes the selected object.

🎯
ROTATE
In presentation mode, click the object to spin.

📋
COPY
Copies the selected object. Use the paste icon in the floating toolbar to paste.

⣿
FADE
In presentation mode, click the object to fade.

🔁
FLIPS OBJECT
Flips the selected object along the selected axis.

🔒
LOCK
Locks the selected object and prevents accidental movement. To unlock, click the object and click the lock icon on the object.

🛣
MIRROR OBJECT
Creates a flipped copy of the selected object.

🔗
LINK
Links to a file, website, text, audio file, specific page or tool.

📋
DRAG A COPY
Click and drag to create a copy of an object. To deactivate, click the icon in the middle of the object.

🗗
GROUP
Groups the selected objects. Grouped objects move together.

✂
CUT
Cuts the selected object. Use the paste icon in the floating toolbar to paste.

ADORNING MENU:
SHAPES AND LINES

In addition to the regular adorning menu options, shapes and lines allow for more customization.

LINE THICKNESS
Adjust the line thickness of the line using a slider.

COLOR
Change the color of the selected lines or text.

COLOR FILL
Change the fill color of an object or the highlight color of text.

OPACITY
Set the transparency of the selected object.

IN CIRCLE
Draws a circle on the inside of your shape.

OUT CIRCLE
Draws a circle on the outside of your shape.

PIE / ARC
Converts a circle shape into a pie or arc object.

SHOW MEASUREMENTS
Displays the length and angle of each side of a shape or line object.

SEGMENTS
Divides a 2D shape into segments, based on the vertices of the shape. Each segment is shaded a darker color of the main fill color.

COMBINE SHAPES
Displays the length and angle of each side of a shape or line object.
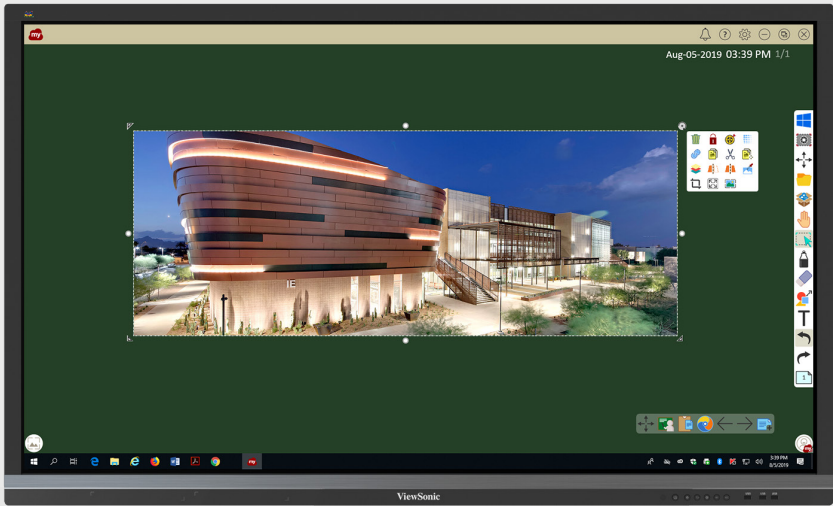
ADORNING MENU:
IMAGES ONLY

In addition to the regular adorning menu options, images allow for more customization.

REMOVE COLOR

Removes a specific color in an image.

SET AS BACKGROUND

Sets the selected image as the canvas background.

FIT TO SCREEN

Resizes the selected image to fill the whole screen.

CROP IMAGE

Removes parts of the selected image.

SAVE OBJECT

Save the selected image, video, or audio file to the local hard drive or cloud storage.

ADORNING MENU:
LAYERS
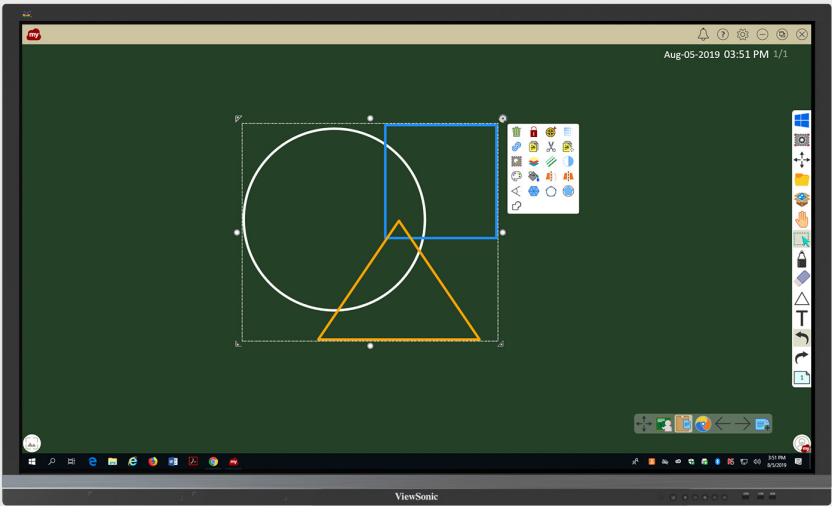
In addition to the regular adorning menu options, layers for objects allow for more customization except lines drawn by the pen tool.

LAYER

Control the stacking order of objects.

MOVE DOWN

Move the selected object one layer down.

MOVE TO TOP

Move the selected object to the first layer.
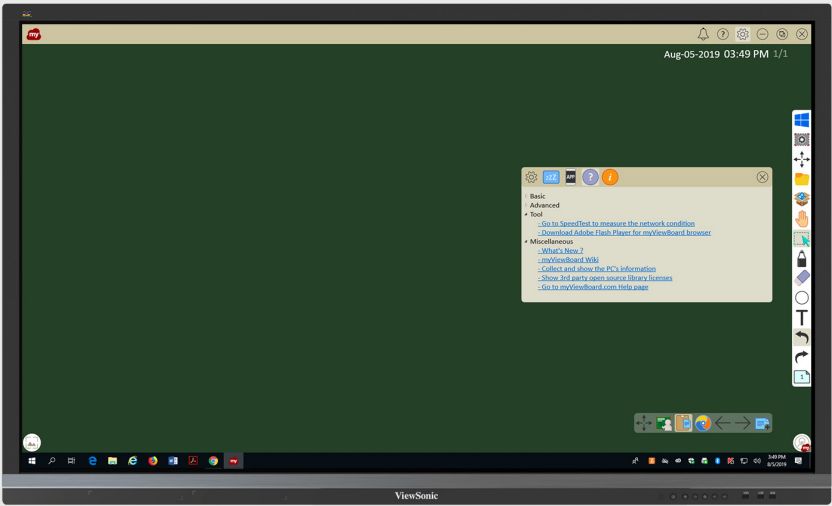
NOTES LAYER

Control the stacking order of notes.

MOVE TO BOTTOM

Move the selected object to the last layer.

MOVE UP

Move the selected object one layer up.

TITLE BAR

⚙️
SETTINGS
Opens the settings window.

(?)
HELP
A help window will appear with common questions and answers.

⊖
MINIMIZE
Minimize the myViewBoard application window to the Windows taskbar.

▣
MAXIMIZE
Maximize the myViewBoard application window to occupy the whole screen.

(👤)
USER INFO
User account currently logged in.

🔔
NOTIFICATIONS
Lists events logged during the current myViewBoard session.

▣
RESTORE
Restores the window to its last known size before the maximize button was used.

⊗
CLOSE
Quits the current session and closes the myViewBoard application window.

CLASSROOM
PRACTICES

ACCOUNT SIGN OUT
Remember to sign out on the computer or laptop

FOOD & DRINKS
Open food or drinks in the classroom is not recommended

FURNITURE & EQUIPMENT
Please do not add or remove furniture or equipment

LAPTOP CARTS & ASSIGNMENTS

For classrooms with laptop carts, please also do the following:

01 **Ensure all laptops are accounted for.** Laptops should be returned to its designated slot in the cart and plugged in for charging.

02 **Assign laptops to students for in-class usage based on your SIS roster.** Do not change the numbering if a student drops the course. This will ensure faster login after the first instance.

EXAMPLE

1. Janella Cleveland .... Laptop #1
2. Carla Ghanem .... Laptop #2
3. Julianne Roybal .... Laptop #3

CLASSROOM EQUIPMENT

01 **Touchscreens.** Please use the designated stylus or your hand (no lotion, rings, or bracelets).

02 **Magnetic Whiteboards.** Do not write on the boards while attached to the easel. Should be removed from the easel one at a time.

03 **Doc Cams.** Please shut down the doc cam when you're finished using it.