Whiteboard Manual

1. Introduction

World Wonders IWB is an interactive whiteboard application that is intended for classrooms using the *World Wonders Student's Books*. The application has been developed with the following aims in mind:

- to reduce the time a teacher needs to prepare for each lesson
- to increase learners' attention span
- to save time during common classroom tasks, eg drawing grammar tables on the board, checking learners' answers when working in their books, managing group activities such as games or collaborative tasks, etc
- to ensure that all learners leave the classroom with one definitive (and teacher-approved) set of notes
- to exploit multimedia elements for promoting active learning

This manual will present the features of the application and familiarise you with the functions of each button on your control panel. The teaching suggestions made here represent only a tiny fraction of the ways in which you can use this software, and you are certain to discover your own ways of presenting the material according to the needs of your class.

2. Minimum System Requirements

IBM PC
Windows 98/ME/2000/XP/Vista Operating System
Pentium® II 400 MHz CPU
128 MB RAM
32 MB RAM graphics card
QuickTime player 6 or later
CD ROM drive
16-bit sound card

Macintosh
Mac OS X
G4 @ 200 MHz CPU
256 MB RAM
32 MB RAM Graphics Card
CD ROM drive
16-bit sound card

3. Running the application

The application will run automatically when you insert the DVD in your system's drive.

Should the application fail to run, please follow these steps:

1. Go to **START>My computer** (Windows XP), or **START>Computer** (Windows Vista)
2. In the window that opens, locate your DVD drive. **Right-click** on the drive and select **Explore**.
3. In the window that opens, locate the icon below and **double-click** on it.

4. Control Panel

At the bottom of your screen, or your IWB, you will find the application control panel.

The control panel is divided into two major sets of tools: the **application tools** (the upper strip of tools on the orange-yellow background) and the **whiteboard tools** (the lower strip of tools on the light-blue background).

The application tools will help you navigate through units and tasks, display or hide answers to exercises, view videos, control audio, etc.

The whiteboard tools offer several whiteboard functions (pen, highlighter, zoom, etc) and they may be used independently of any whiteboard manufacturer's default set of tools. This ensures compatibility with all makes and models of interactive whiteboards, as well as providing a set of tools that is custom-made for the content of the *World Wonders IWB* application.

Application Tools

Some of the application tools (such as the "home" navigation button) are available for the majority of the time. Others, such as the "show tapescript" or "show text" buttons, become available in certain tasks only.

Unavailable tools appear greyed-out.

You can see what each button does by guiding your mouse pointer (either on your computer or on the whiteboard) over it and allowing it to rest there for a few seconds. Helpful tooltips like the one below will appear.

Each button's function is described below:

For reading tasks in particular *(Cortuga Mystery sections)*, two additional navigation buttons become available.

These may be **single-clicked** to navigate backwards and forwards within each frame of a comic strip. **Double-click** one of these buttons if you wish to navigate to the previous or next part of the comic strip without the transition effect.

Whiteboard Tools: Level 1

The whiteboard tools are always available, and therefore may be used to create notes and perform other tasks on the application pages.

Whiteboard Tools: Level 2

Text box options

Create page options

To add a blank page, click on this button:

You can make notes on the blank page using your IWB tool set normally. Click the same button again to add another page.

Use these buttons to navigate between the pages you have created:

The application considers 'page 1' to be your main application page. Any page created after that is added to the counter.

If you want to super-impose a blank page on an application page, click on this button to make it transparent:

You can make a page solid again by clicking on this icon:

To remove a page that is no longer required, click this button:

The following is a step-by-step example of the functionalities of the **create page** tools.

1. The user clicks on the *page controls* tool and then the *add page* button to add a blank page.

Screen shot from *World Wonders 2 IWB*

2. The blank page has been added. Note that this is marked on the page counter. The user then clicks on the *pen* button and creates some notes, then chooses to add another blank page.

3. The blank page has been added. The counter now displays 3/3, which means that the user is on the third of three pages. *Remember that page 1 is the main application page*. The user makes some more notes.

4. The user uses the navigation buttons in the *page controls* toolset to go back and forward through the pages he has created.

5. The user clicks the *add page* button again, but this time chooses to create a transparent page; this enables him to include as many instances of the application pages as he likes in his notes.

Screen shot from *World Wonders 2 IWB*

5. Teaching suggestions

The following suggestions are only a small fraction of what you can do by combining the main application with the white-board tools; you will undoubtedly come up with your own ideas on how to use the application to your learners' benefit.

i. Creating your own "fill in the gaps" tasks

You can use the hide / show part of screen tools to create additional "fill in the gaps" tasks:

Screen shot from *World Wonders 1 IWB*

ii. Zoom and highlight important sections

Combine the zoom and highlight tools to help learners focus their attention on the important sections:

Screen shot from *World Wonders 1 IWB*

iii. Play full-screen video without sound or subtitles

From the main video screens, mute the sound and hide the subtitles; then use the zoom tool to play the video in full-screen mode. Ask learners to guess what the documentary is about, etc.

Screen shots from *World Wonders 1 IWB*

iv. Create custom drawings and decorations

You can combine the hide part of screen, pen and text box features to invite your students to decorate the book's pages on the interactive whiteboard. Creations may then be printed and displayed in class or for students to take home.

Screen shot from *World Wonders 1 IWB*

6. Using Note Exporter

Note Exporter is a utility that helps you locate, package, transfer or email your saved electronic whiteboard notes.

For *Note Exporter* to function correctly, you need to have saved at least one set of whiteboard annotations on the machine you are running *Note Exporter*.

To run *Note Exporter*:

1. Explore the *World Wonders IWB CD-ROM* by right-clicking on its icon in your "My computer" window.
2. In the new window that appears, double-click on the icon titled Note Exporter.exe

Note Exporter will now start. You will be presented with an option to EXPORT or IMPORT notes.

Click on "EXPORT NOTES" if you want to transfer notes from this computer to another computer.

Click on "IMPORT NOTES" if you want to bring notes to this computer from another computer.

Exporting notes

When you click on "Export notes", the computer will start searching your hard disk for any interactive whiteboard annotations that may exist on it. You will be prompted to wait. This process may take from 30 to 120 seconds, depending on the processing power of your system.

You will then be asked for the application file identifier. Please type, "WorldWonders1" in the space provided and click "OK".

In the new window that appears, specify where your notes will be saved. This may be a new location (folder) on your computer, a CD or DVD, a floppy disk, a USB memory stick, etc.

Important notice: You can rename your saved annotations file. However, **DO NOT** change the first four characters (WW1_), as this will make your notes untraceable by the application.

You can now store the file(s) you exported on any storage media, or send them by email. When you want to use these files on another computer, use the "Import Notes" function. This is explained below.

Importing notes

Run *Note Exporter* and select "Import notes". After a few minutes, you will be prompted to enter the application file identifier. Please type, "WorldWonders1" in the space provided and click, "OK". If there are more notes on the machine you are using, a message will appear notifying you that a .sol file will be updated. Click "OK" again.

In the new window that appears, you can specify where you want to import files from. You may have placed the files in a specific folder on this machine, or they may be on a floppy disk, CD or DVD, USB memory stick, etc.

After you have done this, the import is complete and you may load the imported annotations using the "Load" feature in the application's IWB toolbar.