Air Force JROTC

Mobi View (Mobile Interactive Whiteboard)

Training Workbook

Updated: 1 July 2015

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Training and Support Resources

Contact Information: In addition to this Training Workbook and the Workspace Help Menu (in the software), the following are other available FREE resources to support your implementation of Mobi View.

Technical Support
> Phone support: 866.746.3015
> Chat Support: support@turningtechnologies.com

Mobi View "Customized" Training Workbook for AFJROTC (This manual)
> http://tinyurl.com/2015-AFJROTC-Mobi-Manual

Mobi View "Customized" Training Webinars for AFJROTC
> http://tinyurl.com/AFJROTC-Training

Mobi View "Customized" Recorded Webinars for AFJROTC
> http://tinyurl.com/AFJROTC-Training

eInstruction "Generic" Training Videos
> http://www.turningtechnologies.com/support/workspace

AFJROTC Points of Contact

Andy Bennetts – for technical questions that main eInstruction tech support cannot answer
AFJROTC Project Manager
970-564-3284
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Tamara Williams – for general or purchasing questions
VP Sales Operations
303-988-2577
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Chapter 1: Mobi View Basics

This training manual is intended to assist you in the basic use of your Mobi View. It covers just what you need to know to use the basic functions of Mobi and Workspace. If you want to dive deeper into the Workspace software please refer to the Workspace User's Guide at: http://tinyurl.com/Workspace-UG-2015

What is a Mobi View?

Mobi View is a mobile, hand-held interactive whiteboard that delivers all the capabilities of a full, fixed, interactive whiteboard, but with the added benefit of being able to control your computer and content from anywhere in the room. Below are a few key features:

Features:

- Deliver content and manage instruction from anywhere in the classroom.
- 4.3" color LCD touch-screen
- Write and record private or public notes on the touch screen.
- Launch applications or lessons from the touch screen without going back to the computer.

Figure 1: Mobi View at-a-glance

Tech Specs

Platform Support	Microsoft Windows® (7, XP or Vista), Mac OS X, and Linux
LCD Display	4.3" Color TFT with resistive touch screen (finger or pen)
Hardware Interface	Radio Frequency, USB
Tablet Battery Life	16 hours under constant pen to surface use (up to 2 weeks under typical use conditions)
Power Management	Auto-sleep mode (after 20 min.), adjustable screen dim timer, adjustable screen brightness
Charge Time	5 hours for full charge when connected to AC adapter
Wireless Range	50 ft (15.24m) open field line of sight
Max. Pads per Configuration	Up to 9 Mobi mobile interactive whiteboards can give simultaneous input to a single computer.
Languages	Language support for English, English UK, German, Polish, Portuguese PT, Portuguese BR, Dutch, Italian, Spanish, French

System Requirements

Objectives – Tasks

- ❑ Task #1: Unpack Your Mobi View
- ❑ Task #2: Charge Your Mobi View
- ❑ Task #3: Connect Your Mobi View

Task #1: Unpack Your Mobi View

Inside your Mobi View box you will find:

- Mobi View
- Charging Stand
- Mobi RF hub (Figure 2)
- Workspace Software
- USB Cable
- Wall Power Adapter
- Pen
- Pen Lanyard
- Mobi View Quick Start Guide

Figure 2: Mobi RF hub

Install Workspace Software

NOTE: You will find multiple CDs in the box. The only CD you need to install is ***Workspace for Windows.***

1. Insert the Workspace for Windows disc and follow the on-screen directions to install.

2. If you cannot find your disc, you can also install the software by following the link below.

   ➢ **http://tinyurl.com/Turning-Downloads-2015** (Figure 3)

3. Click on the Download button for the most current Workspace software, currently v9.4

Figure 3: Turning Technologies Download Page

NOTE: You will be asked for a Product Key the first time you launch Workspace.

   ➢ The Product Key is: **ANDP-HRS-K51** .

   ➢ It can also be found printed on the installation disc.

Task 2: Charge Your Mobi View

To charge your Mobi View and Mobi Pen:
1.   Carefully pull the red plastic tab out of the Mobi Pen to engage the battery.
2.   Place the pen in the recharging pen holder on the back of your Mobi View.
3.   Remove the RF hub from the back of your Mobi View and place it in the RF hub holder on the charging stand. (Figure 4)
4.   Place the Mobi View on the charging stand. (Figure 5)
5.   Plug the USB cable into the wall power adapter and plug into the wall.
     - Allow approximately 8 hours for complete charge through wall adapter.
6.   Alternately, you may charge your Mobi View by connecting it to your computer using the provided USB cable.
     - Allow approximately 12 hours for complete charge through computer.
     - **We recommend that you charge your Mobi View by plugging it into the wall since computers will go to sleep after a period of time.**
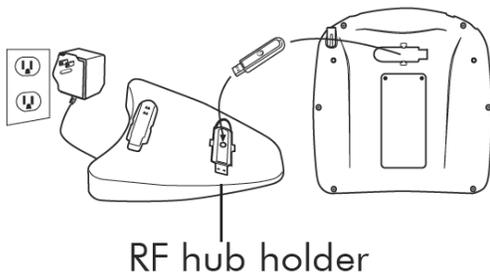
Figure 4: Mobi RF hub holder position   *Figure 5: Mobi on charging stand*
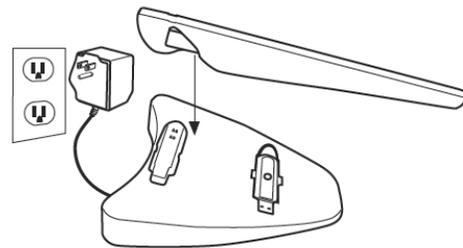
TIP: Watch the Mobi View screen after placing on charging stand to ensure both the Mobi View and pen are charging (Figure 6).   If the pen is not charging, press down to make sure it is properly seated.

TIP: You can also charge the pen while using it remotely by seating it in the pen holder.
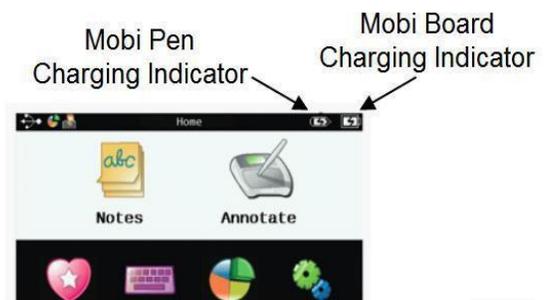
Figure 6: Charging Indicators on Mobi View Home Screen

Task #3: Connect Your Mobi View

There are two ways to connect your Mobi View to your computer; wirelessly or with a USB cord. We recommend that you connect wirelessly so you are free to move around the room while teaching.

To connect your Mobi View:

1. Plug the RF hub (Figure 2) into a USB port of the computer you are projecting for the class.
   - **NOTE:** Allow time for your computer to load the RF hub driver before proceeding.
2. Press the power button (Figure 7) and follow the on-screen instructions to connect.
   - Select your language and once connected.
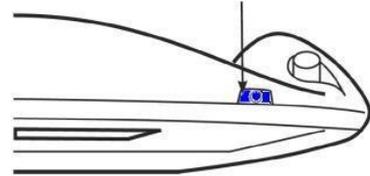
Figure 7: Mobi View power button

Troubleshooting Mobi View Connectivity:
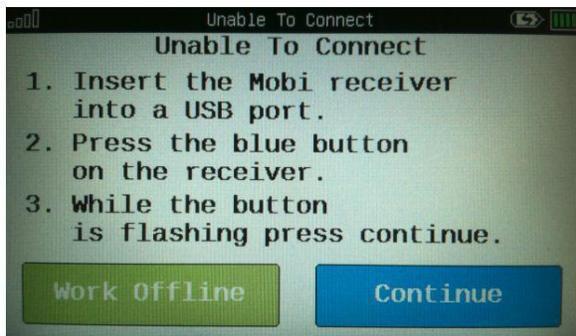
Figure 8: Unable To Connect Error

1. If you receive the "Unable To Connect" screen (Figure 8), follow the on-screen prompts to resolve.

2. If you receive the "Not Connected to Device Manager" screen (Figure 9) watch the following customized trouble-shooting video.

Follow these steps to access a customized video tutorial on

"Troubleshooting Mobi View Connectivity Issues."

Click on or type

http://tinyurl.com/mobi-view-connect

Figure 9: Not Connected to DM Error

NOTE: For the intent of this Training Guide, you will not need to access the Workspace software until Chapter 4. However, it will most likely launch when your Mobi View connects.

TECH TIP! If you are having problems connecting, follow these 3 simple steps:
1) **Power On/Off your Mobi**
2) **Disconnect/Reconnect the hub**
3) **Restart Device Manager**

Notes:

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Review Questions

1.1 (Mobi View Basics – Introduction)

Mobi View can function as a _____.

    A. Wireless Mouse
    B. Mobile Interactive Whiteboard
    C. Annotation Device
    D. All of the above

1.2 (Mobi View Basics – Unpack Your Mobi)

True/False: Your Mobi View can operate both wirelessly and while connected via USB cable. A.   True
    B.   False

1.3 (Mobi View Basics – Charge Your Mobi)

Yes/No: From the picture to the right, is the Mobi pen charging?

    A. Yes
    B. No

1.4 (Mobi View Basics – Connect Your Mobi)

If you were having problems connecting your Mobi View, what steps would you take to resolve the issue? Please list 2-3 steps.

(Pair-share activity with pick a student)

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Chapter 2: Using Mobi View to Control Your Computer

Objectives:

- ❑ Task #1: Understand Mobi Pen as a Mouse
- ❑ Task #2: Manage Programs with Mobi View
- ❑ Task #3: Understand Rocker Button Functions

Task #1: Understand Mobi Pen as a Mouse

The first thing you must understand about Mobi is that, at its most basic level the **Mobi Pen operates like a wireless mouse.** Mobi allows you to control whatever is on your computer; be it a presentation, website, document, or activity.

Before we look into how to utilize the Mobi as a mouse, it is important to know *how to hold your Mobi View*. Here is an excellent model. (Figure 10) Please note that the writing hand is resting comfortably on the writing surface (as you would a notebook) and the holding hand is behind the board.

Figure 10: The Mobi View Hold

Familiarize yourself with Mobi Pen as a Mouse:

1. Connect your Mobi View to your computer.

2. Hover the Mobi Pen tip **closely** (eg., approx. ¼ inch) over the active writing area. (Figure 1)
   - Watch as your computer cursor moves as you float over the writing area.

The second concept that is critical in understanding how the Mobi Pen works as a wireless mouse is that your **Mobi is always 100% oriented to your computer screen**; meaning if your pen tip is over the center of the writing area, your computer cursor will also be at the center of your screen. (Figure 11)

Computer Cursor			
	Upper Left Corner	**Center**	**Lower Right Corner**
Mobi Pen Tip			
	Upper Left Corner	**Center**	**Lower Right Corner**
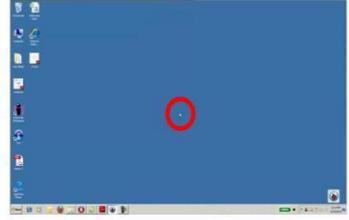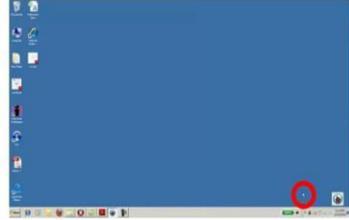
Figure 11: Mobi Pen/Cursor Relationship

Task #2: Manage Programs with Mobi View

Once you have familiarized yourself with the relation between the Mobi Pen and the cursor position, you will be ready to begin using your Mobi View to manage programs and run your computer wirelessly.

The majority of computer interaction occurs with a mouse; moving the cursor, clicking, double-clicking, right clicking, etc. Below are directions of how to accomplish these most basic tasks using your Mobi View and Mobi Pen.

Actions Required to Manage Programs with Mobi View
- **Minimize Program**
  - Hover the Mobi Pen tip (cursor) over the Minimize Button (upper right corner) and press down
- **Maximize Program**
  - Hover the Mobi Pen tip (cursor) over the minimized program on the taskbar (bottom of screen) and press down

- **Close Program**
    - Hover the Mobi Pen tip (cursor) over the red X Button (upper right corner) and press down
- **Open Program**
    - Hover the Mobi Pen tip (cursor) over the desired program and press down twice, simulating a double-click
- **Open Hyperlink**
    - Hover the Mobi Pen tip (cursor) over the desired link and press down
- **Play Multimedia**
    - Hover the Mobi Pen tip (cursor) over the Play Button and press down

Task #3: Understand Rocker Button Functions

To further simplify using your Mobi Pen as a mouse, the rocker button provides right-click and easy double-click functionality.

Rocker Button Functions
- **Single Click:** Hover the Mobi Pen tip (cursor) over the desired object and press down
- **Double-Click:** While hovering the Mobi Pen tip (cursor) over the desired object, press the **Bottom Rocker Button**. (Figure 12)
- **Right-Click:** While hovering the Mobi Pen tip (cursor) over the desired object, press the **Top Rocker Button**. (Figure 12)
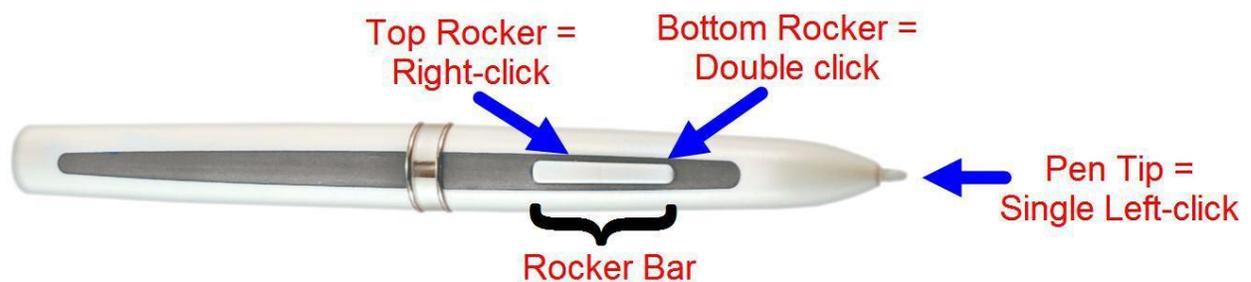
Figure 12: Rocker Button Functions

Notes:

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Review questions

2.1a (Using Mobi View to Control Your Computer– Understand Mobi Pen as a Mouse)

Mobi View is _____oriented to your computer screen.

A. 100%
B. Never
C. Sometimes

2.1b (Using Mobi View to Control Your Computer– Understand Mobi Pen as a Mouse)

Pick the answer that best accompanies this statement:
Your Mobi View is directly connected to the internet.

A. Yes. It is directly connected to the internet.
B. No. It cannot connect to the internet. Only the computer is connected directly to the internet.
C. Possibly. It depends on your Wi-Fi network.

2.1c (Using Mobi View to Control Your Computer– Understand Mobi Pen as a Mouse)

Which picture best illustrates how you should hold your Mobi View?

A.

B.

2.2 (Using Mobi View to Control Your Computer– Manage Programs with Mobi View)

Which of the following actions could be accomplished by a double-press from your Mobi Pen?

    A. Minimize Program
    B. Open Hyperlink
    C. Close Program
    D. Open Program

2.3 (Using Mobi View to Control Your Computer– Understand Rocker Button Functions)

Which part of the rocker button performs the same function as a double-press?

    A. Bottom Part (closest to pen tip) B.
    Top Part (closest to top of pen) C.
    Neither, you **must** double-press.

A Word of Encouragement

Learning to use your Mobi is like learning to ride a bike. Do you remember what happened the first time you rode without the training wheels? How about after 30 min. of practice? It's the same principle. **With a little practice**, you will be able to use the Mobi with ease.

Chapter 3: Using Mobi View in PowerPoint®

Objectives - Tasks

- ❑ Task #1: Launch and Advance Slides in PowerPoint®
- ❑ Task #2: Annotate in PowerPoint®

Task #1: Launch and Advance Slides in PowerPoint®

Now that you have learned how to control your computer with the Mobi View, you are ready to utilize its functionality during a PowerPoint® presentation.

Launch Slides in PowerPoint®

1. Open the desired PowerPoint® file using your Mobi View's mouse functions

2. When ready to start the slideshow, press the Start Slideshow button.

Advance Slides in PowerPoint®

1. Once in the slideshow, simply press the Mobi Pen tip anywhere on the active writing surface (Figure 1) to advance slides.
   - ***Another way to advance and reverse slides in PowerPoint® is to use the menu in the lower left corner of the slideshow screen.*** (Figures 13 and 14)

Figure 13: Previous Button

Figure 14: Next Button

Task #2: Annotate in PowerPoint®

An often forgotten feature of PowerPoint® is its ability to annotate over slides during a presentation. This feature, combined with the Mobi View, gives instructors simple interactive whiteboard tools such as a pen and highlighter.

Using the PowerPoint® annotation tools

1. **To write with the pen:**
   - In slideshow mode, select the pen tool from the Pointer Options Menu in the lower left corner. (Figure 15)
   - Once selected, press down to annotate over the current slide.
   - While using the pen, you can advance or reverse slides using the arrow buttons. (Figures 13-14)
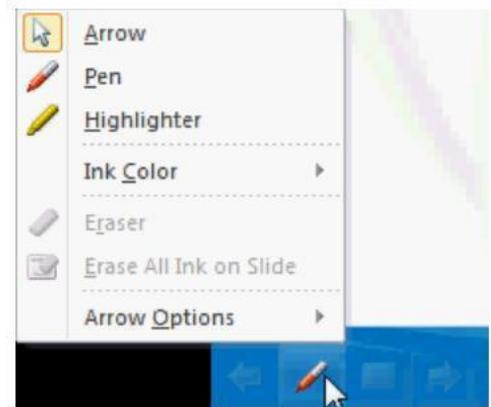
Figure 15: Pointer Options Menu

2. **To change pen color**:

   - Select the Ink Color menu from the Pointer Options Menu.

3. **To write with the highlighter:**
   - Select the highlighter tool from the Pointer Options Menu.
   - Press down to annotate over the current slide.

4. **To erase annotations one by one:**
   - Select the Eraser tool from the Pointer Options Menu.
   - Press down on the Mobi Pen tip and "scrub over" the annotation to remove it.

5. **To erase all annotations:**
   - Select 'Erase All Ink on Slides' from the Pointer Options Menu.

6. **To return to the arrow/cursor:**
   - When done annotating, select the Arrow tool from the Pointer Options Menu.

TECH TIP! Access a useful navigation menu by right-clicking anywhere on the screen during a slideshow OR by selecting the icon to the right of the Pointer Option Menu.
   This menu allows you to:

   - **Advance/Reverse Slides**
   - **Jump to a Slide**
   - **Go to Blank Screen**
   - **Access the Pointer Options Menu**
   - **Help**
   - **End Show**

This frees you from having to go back to your computer and press Esc to end the slideshow.

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Review questions

3.1a (Using Mobi View in PowerPoint®– Launch and Advance Slides in PowerPoint®)

When I am using the "pen" tool in PPT, how do I advance the slide?

    A. Press with my Mobi pen anywhere on the screen
    B. Press the "forward button" on the bottom left of the PowerPoint® slide
    C. Either A or B

3.1b (Using Mobi View in PowerPoint®– Launch and Advance Slides in PowerPoint®)

Which of the following tools are available in the PowerPoint® "right click" menu?

    A. Change pen color
    B. Highlighter
    C. End show
    D. Jump to a specific slide
    E. All of the above

3.2 (Using Mobi View in PowerPoint®– Annotate in PowerPoint®)

List 2-3 places in the curriculum where the annotate feature of PowerPoint® will be most useful to you.

(Pair-share activity with pick a student)

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Chapter 4: Workspace

Objectives – Tasks
- ❑ Task #1: Setting Up Your Workspace Toolbar
- ❑ Task #2: Annotating with Workspace
- ❑ Task #3: Creating, Managing and Deleting Workspace Slides

NOTE: Workspace is the award-winning software that unleashes the full potential of Mobi View. Without utilizing Workspace, your Mobi View is still an amazing instructional tool. However, with Workspace your Mobi View can do even more. The following chapters delve into some of the most useful features of Workspace.

Task #1: Setting Up Your Workspace Toolbar

NOTE: Ensure that you have installed and registered the Workspace software before proceeding. (Instructions on page 7)

- **Launch Workspace software.**
  - ➢ Workspace will launch by default when you connect your Mobi View. (Instructions on page 10)
  - ➢ You will know that it is running when you see the floating toolbar (Figure 18) or the minimized floating toolbar (Figure 19) somewhere on your screen.
  - ➢ If Workspace is not running, you can open it by double-clicking one of the following Workspace icons on your desktop (Figure 16 or Figure 17).

Figure 19: Minimized Toolbar

Figure 16: Workspace 8.8

Figure 17: Workspace 7 >

- ➢ If you cannot find these icons on your desktop, click the Start Menu, select All Programs, open the eInstruction folder, and select Workspace.

Figure 18: Floating Toolbar

21

- **Customize Toolbar**
  - ➢ **Change Toolbar Size-** *We recommend that you increase the toolbar buttons from 22X22 to 40X40 pixels.* ***Follow the steps below to accomplish this change.***
    1. If minimized (Figure 19), click the Restore Toolbar button to expand.

    2. Select the Workspace Menu button ⊙ next to the Minimize Toolbar button.

    3. Select "Preferences" -> "Toolbar Settings", and 40 X 40.
    4. Click OK to save changes and exit the menu.

  - ➢ **Adding Tools to Your Toolbars-** *We recommend that you customize the toolbar by adding the following tools.* ***Follow the steps below to accomplish this change.***
    1. From the "Preferences" menu (Figure 20) select the "Customize Toolbar" tab.
       - ➢ **By default, the Intermediate Toolbar is selected.**
    2. To change toolbars, click the drop down menu next to "Intermediate" and select Basic or Advanced.
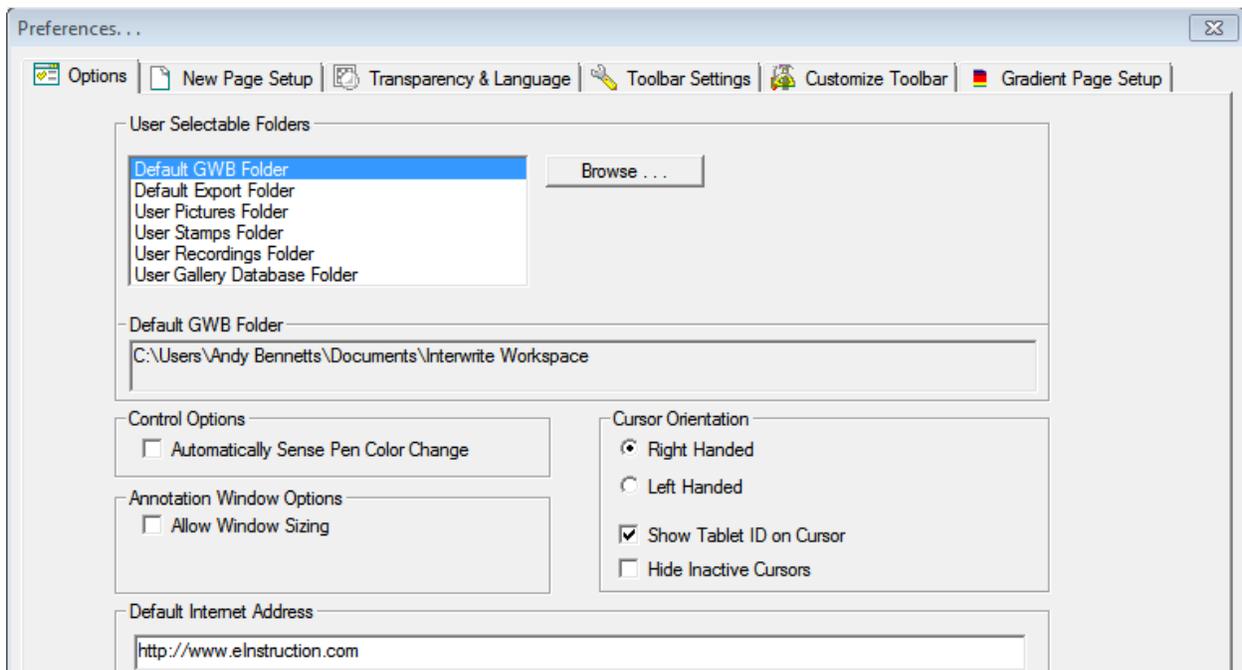
Figure 20: Workspace Preferences Menu

➢ **Add Tools**

1. From the "Preferences" menu (Figure 16) select the "Customize Toolbar" tab.

2. Select the tools you would like to add to your toolbar by clicking, holding, and dragging them to the Main Toolbar box.

   ➢ **NOTE: We suggest that you add <u>at least</u> the following tools:**

   1. **Camera**   2. **Timer**

   3. **Zoom**   4. **Freehand Text**

   5. **Stamper**

➢ **Save Customized Toolbar**

1. Once you have finished adding or removing tools, click Save Scheme.

2. Enter the New Scheme Name and click OK.

3. Click OK on the Preferences Menu to save your changes and exit.

Follow these steps to access a customized video tutorial on "Customizing Your Mobi View Toolbar."

1. **Click on or type this address into your browser**

   http://tinyurl.com/modifying-ws-toolbar

NOTE: If you would like to learn more about all of the available Workspace tools, refer to the Workspace User's Guide at http://tinyurl.com/Workspace-UG-2015

Task #2: Annotating with Workspace

In Chapter 3 you learned how to annotate within PowerPoint® by using the Pointer Option Menu (Figure 12) with your Mobi View. But what happens when you have other digital resources, such as a document or website, outside of PowerPoint®? Workspace allows you to annotate and interact with **all** your digital resources.

Annotating Content

1. Use your Mobi View as a mouse to open an existing presentation, file, or website that you wish to annotate over.
2. Select any of the annotation tools to begin annotating the image on your screen.
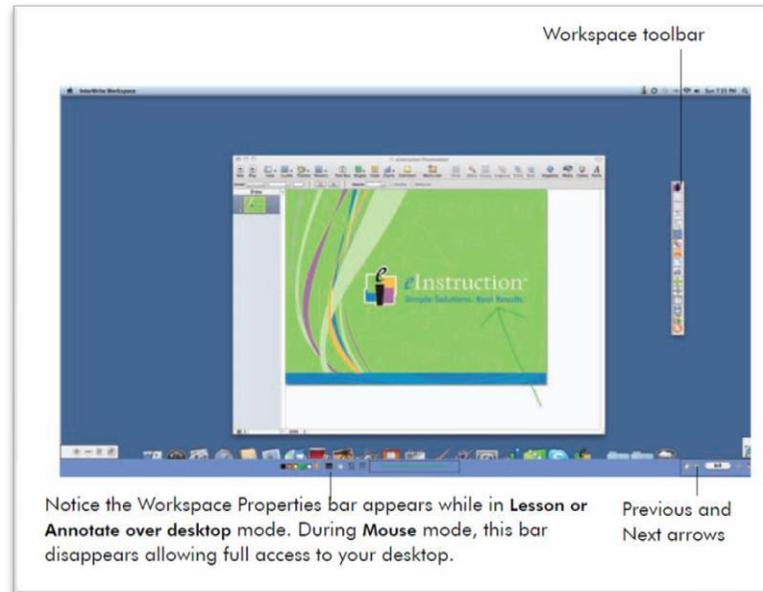
Figure 21: Workspace Screenshot

3. Workspace automatically places a screen capture into a new Workspace slide.
4. Annotate over the screen capture as needed within the Workspace window.

5. Return to your live computer screen by selecting the Mouse Mode button.
   a. Workspace saves all pages created during a single session as a presentation.
   b. Presentation files allow you to easily manage and share Workspace content with students, parents, or other teachers.

TECH TIP! **It is easy to forget that you are in a Workspace window since the screen capture is identical to what you are displaying. The quickest way to tell if you are in Workspace is to look at the bottom of the screen. If you see the Workspace Properties Bar** (Figure 22) **at the bottom of your screen, you are in a Workspace window. Note, the middle section will change depending on the tool selected. Simply select your Mouse Mode button to return to your live screen.**

Figure 22: Workspace Properties Bar

Task #3: Creating, Managing and Deleting Workspace Slides

Workspace is a slide-based software similar to PowerPoint®. Like PowerPoint®, you can create slides beforehand and scroll through them during a presentation. You can also annotate over slides in Workspace as well as PowerPoint®, as we discovered in Chapter 3. However, unlike PowerPoint®, Workspace allows users to create, edit, and rearrange slides **during** instruction.

1. **Create Blank Workspace Slides**

   - Select the Blank Page tool from the toolbar.

   - Write, draw, insert images, highlight, interact with, and annotate.

2. **Navigating Workspace Slides**

   - While in the Workspace window, select the Previous or Next Page buttons from the toolbar or the navigation toolbar in the bottom right corner. (Figure 23)

Figure 23: Workspace Navigation Toolbar

   - You can view and jump to pages by pressing the numbers between the Previous and Next buttons on the navigation toolbar (Figure 23).

3. **Managing and Deleting Workspace Slides**

   - Select the Page Sorter tool from the toolbar to rearrange, delete, and merge Workspace slides. (Figure 24)
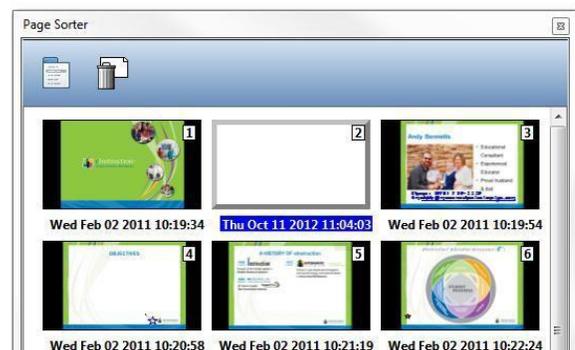
Figure 24: Page Sorter Menu

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Review questions

4.1a (Workspace– Setting Up Your Workspace Toolbar)

Fill in the grid below regarding your practice time and level of confidence with each skill.

Customizing the Workspace Toolbar	Annotating with Workspace	Creating, Managing, and Deleting Workspace Slides
Practice time: _____min.	Practice time: _____min.	Practice time: _____min.
A. High B. Moderate C. Low	A. High B. Moderate C. Low	A. High B. Moderate C. Low

Chapter 5: Other Cool Workspace Tools

Objectives – Tasks

- ❑ Task #1: Utilize Workspace Capture Tool
- ❑ Task #2: Utilize Workspace Timer Tool
- ❑ Task #3: Utilize Workspace Zoom Tool
- ❑ Task #4: Utilize Workspace Freehand Text Tool
- ❑ Task #5: Utilize Workspace Stamper Tool

Although you already have many instructional resources available, there may be times when you need to create your own customized content. This chapter describes the tools in Workspace that can be used to create, manage, maneuver, and liven up your lessons.

Task #1: Utilize Workspace Capture Tool

The capture tool allows you to capture **all** or a **portion of your screen** from any application (e.g. Web page, PowerPoint, Word file, .PDF, etc.) or from a Workspace page.

Create Images with Capture Tool

1. **Access** the **media** you wish to capture.

2. Select the **Capture Tool** ![camera icon] from the toolbar or toolbox.

3. A window will appear (Figure 25) 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.

   - **Window:** Capture the active window opened.

   - **Screen:** Capture what is displayed on the entire screen.
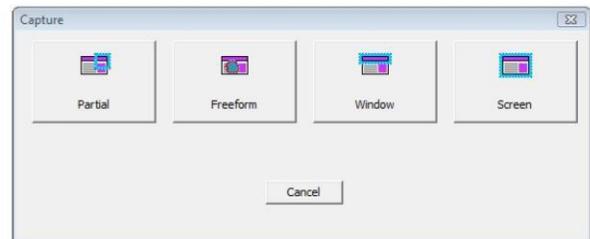
Figure 25: Capture Options Menu

- **Freeform:** Select a part of the screen to capture by drawing a freehand shape. A special pen tool will appear. Draw a freeform shape around the selection you wish to capture.

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**.

5. Once you have selected your **capture option**, outline the image you would like to capture.

6. Once captured, the image will be placed into **Workspace** where you can move, resize, rotate, annotate over, and save it to your computer.

Task #2: Utilize Workspace Timer Tool

A timer can be used as an effective way to manage classroom activities by keeping students and instructors on task.

Utilize Timer Tool

1. Select the **Timer Tool** from your **toolbar** or **toolbox**.

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 and **Stop** to end.
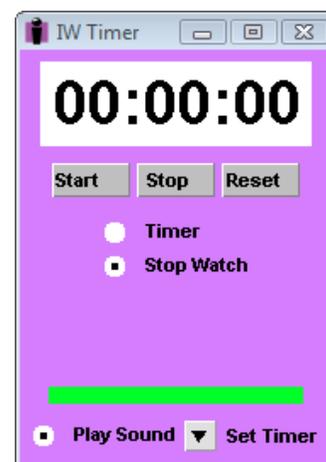
Figure 26: Timer Tool

Task #3: Utilize Workspace Zoom Tool

You can zoom in on content brought into Workspace by utilizing the Zoom Tool.

Utilize Zoom Tool

1. **Access** the **media** you wish to zoom in on.

2. Select the **Zoom Tool** from your **toolbar** or **toolbox**.

3. Click on the area you would like to zoom in on.

   ➢ Continue clicking to cycle through zoom levels.

Figure 27: Zoom Menu

4. To select a specific area, choose the magnifying glass from the Zoom Menu. (Figure 27)

Maneuvering Images While Using Zoom Tool

While in **Zoom Mode**, you can move around the image by

using the **Pan Page**.

Figure 28: Workspace Navigation Menu

A. Select the **Pan Page** from the Workspace Navigation Menu (Figure 28) located in the bottom right corner of your Workspace slide.

B. Navigate the screen by pressing down on the **Mobi Pen tip** and moving it.

   ➢ Switch back to the **Zoom Tool** to increase zoom or return to 100%.

Exiting Zoom Mode

1. With the **Zoom Tool** chosen, select **100** from the Zoom Menu (Figure 27) to return to the original view.

   ➢ The **Zoom Tool** will remain selected until you select another tool from the **toolbar** or **toolbox**.

   ➢ **NOTE: You can still access all of the annotation tools while in Zoom Mode.**

Task #4: Utilize Workspace Freehand Text Tool

It takes time and practice to be able to write legibly with the Mobi View Pen. However, even once you have mastered it, some individuals still don't have the greatest handwriting. Workspace's Freehand Text Tool instantly converts handwritten words into typed text.

Utilize Freehand Text Tool

1. Select the **Freehand Text** tool from the Workspace toolbar or toolbox.

2. Select your font style, size, and color from the Properties Bar (Figure 28) before you begin writing. Your selections are displayed in the preview window.

Figure 28: Properties Bar

3. Begin writing like you would with the **Pen Tool**.

4. When done writing, lift your pen and Workspace will immediately transcribe your handwriting into a text box.

5. Once transcribed, the text box is completely editable.

   ➢ **Edit Text**

      1. Switch to the Selection Tool from the toolbar.

      2. Double-press the text box to edit text and change font attributes.

   ➢ **Edit Text Box**

      1. Switch to the Selection Tool from the toolbar.

      2. Select the text box to move, resize and rotate.

6. **TRICKS OF THE TRADE:**

   ➢ Keep your lines to be transcribed to a manageable length; *not too long.*

   ➢ Endeavor to write along a straight line. **Slanted text doesn't always translate.**

   ➢ Write as neatly as you can. **It can only do so much with messy handwriting.**

   ➢ Write in print OR cursive. **Workspace has foreign language packs too.**

   ➢ What if you misspell a word? **Freehand Text has a basic spell check feature.**

Task #5: Utilize Workspace Stamper Tool

Utilize Stamper Tool

1. **Access** the **media** you wish to stamp.

2. Select the **Stamper Tool** from the **Workspace toolbar** or **toolbox**.

3. Press down to place a stamp.

4. **To change the stamp**

   ➢ Select the Stamper Properties bar (Figure 22) on the bottom of your Workspace window.
   ➢ Select the button on the left to choose one of the preset stamp images.
   ➢ Select the button on the right to create a stamp from an image on your computer.
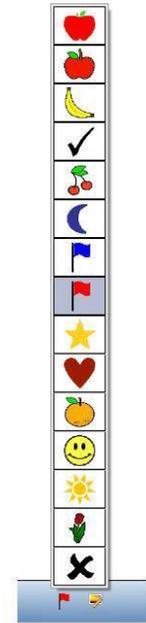
Figure 22: Stamper Properties Bar

Notes:

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Review questions

5.1 (Other Cool Workspace Tools –Capture Tool)

The capture tool allows you to capture and paste images from which of the following applications?

  A. Website
  B. Word® or PDF file
  C. PowerPoint®
  D. A and B
  E. All of the above

5.2 (Other Cool Workspace Tools –Timer Tool)

Yes/No: The alarm for the Workspace Timer Tool is obnoxious! ☺

    A. Yes
    B. No

5.3 (Other Cool Workspace Tools –Zoom Tool)

List three digital resources in which the Zoom Tool could prove useful.

(Pair-share activity with pick a student)

1.	2.	3.

5.4a (Other Cool Workspace Tools – Freehand Text Tool)

List 2-3 benefits of using the Freehand Text Tool versus the Pen Tool when making a list.

(Pair-share activity with pick a student)

_____

_____

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_____

5.4b (Other Cool Workspace Tools – Freehand Text Tool)

Which one of the Cool Workspace Tools do you find most useful? **Explain why.**

    A. Capture
    B. Timer
    C. Zoom
    D. Stamper
    E. Freehand Text

(Pair-share activity with pick a student)

_____

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Chapter 6: Working with Pre-Made Workspace Activities

Objectives – Tasks

- ❑ Task #1: Understand Functions of Selection Tool
- ❑ Task #2: Understand Multi-User Functions

Task #1: Understand Functions of Selection Tool

One of the key advantages of the Workspace software is the ability manipulate text, images, and objects while in the software.   This ability to select, modify, move, and resize content within Workspace provides many of instructional possibilities.

Utilize the Selection Tool

1. While in the Workspace window, choose the **Select Tool**   from the **Workspace Toolbar** or **toolbox**.

2. Select any **text box**, **image**, **annotation**, or **object** by simply pressing on it.

3. With an **annotation**, **shape**, or **object** selected (Figure 29), you can:
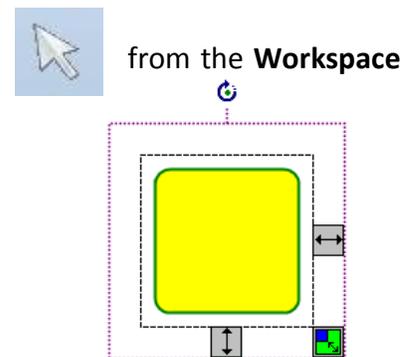
Figure 29: Shape (Selected)

➢ **Move the item** by pressing/holding down and moving the cursor

➢ **Resize the item** by pressing down on the green box in the lower right corner and moving the cursor

➢ **Stretch the item** by pressing down on the bottom or side arrow and moving the cursor

➢ **Rotate the item** by pressing down on the arrowed circle and moving the cursor

4. With a **text box** selected, you can:

➢ **Move, resize,** and **rotate** as you did with an **annotation**, **shape**, or **object**.

➢ **Edit text and text properties** by double pressing the text box (Figure 30) to change text, font, size, color, attributes, alignment, and bullets.

Figure 30: Text Box (Editing Mode)

Follow these steps to access a customized video tutorial on "Utilizing the Selection Tool within Workspace."

1. **Click on or type this address into your browser**

    http://tinyurl.com/ws-selection-tool

Task #2: Understand Multi-User Functions

Collaboration is a critical skill for 21st Century learners. Workspace allows your Mobi View and up to 9 Mobi™ (Figure 31) or Mobi™ Learners (Figure 32) to simultaneously collaborate on lessons and activities.

Figure 31: Mobi™

Figure 32: Mobi™ Learner

Launching Multi-User Mode within Workspace

1. Pair each additional **Mobi** you wish to connect by first pressing the **Activation button** on the **Mobi View RF Hub** (Figure 33), and then the **Activation button** on the **Mobi**.

    ➢ **Tip!** If adding a Mobi™ or Mobi™ Learner, the activation button is the blue button on the back of the board, next to the battery compartment.

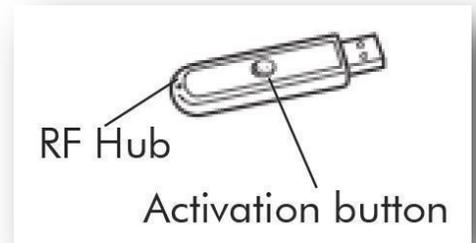*Figure 33: Mobi View RF Hub*

2. Create a blank Workspace page .

Figure 34: Multi-User icon

3. Click on the **Multi-User icon** (Figure 34) in the **Properties bar**, and then select **Multi-User Page Setup** (Figure 35) from the pop-up menu.
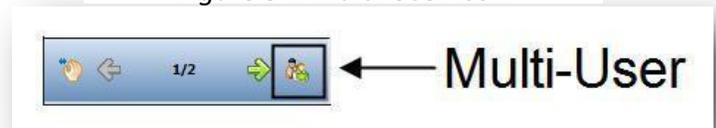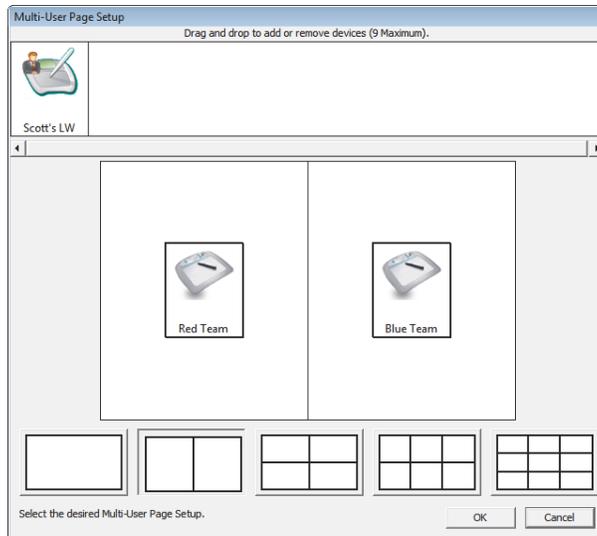
Figure 35: Multi-User Page Setup

4. The available **Mobis** will appear in this screen. After selecting the layout, drag the Mobi to a panel to assign it to that area and click OK.

5. To end the **Multi-User** session, click on the **Multi-User icon** (Figure 34) and uncheck **Multi-User Mode.**

Launching Multi-User Mode within Mobi View

1. Pair each additional **Mobi** you wish to connect by first pressing the **Activation button** on the **Mobi View RF Hub** (Figure 33), and then the **Activation button** on the **Mobi**.

   ➢ **Tip!** If adding a Mobi™ or Learner, the activation button is the blue button next to the battery compartment.

2. From the **Annotate Screen *** (Figure 36), press the **Multi-User button**.

3. Select the desired number of users to activate the **Workspace multi-user mode**.

4. Press the Exit **Multi-User button** to end the multi-user session.

Figure 36: Mobi View Annotate Screen

*** We will look into more features of the Annotate Screen in Chapter 7.**

Notes:

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Review questions

6.1 (Working with Pre-Made Workspace Activities – Understand Functions of Selection Tool)

Which of these items in Workspace can **NOT** be edited with the Select Tool?

   A. Text Box
   B. Image
   C. Annotation
   D. Shape
   E. Trick question! All items can be edited with the Select Tool.

6.2a (Working with Pre-Made Workspace Activities – Multi-User Functions)

Workspace has the capability to connect up to 9 Mobi and Mobi Learners in Multi-User Mode. What do **you** feel is a good number of Mobis to connect in Multi-User Mode? **Why?**

(Pair-share activity with pick a student)

_____

_____

_____

6.2b (Working with Pre-Made Workspace Activities – Multi-User Functions)

List 2-3 places in the curriculum where the Multi-User Mode will be most useful to you.

(Pair-share activity with pick a student)

_____

_____

_____

Chapter 7: Mobi View Features

Objectives – Tasks

- ❑ Task #1: Utilize Annotate Screen
- ❑ Task #2: Utilize Favorites Feature
- ❑ Task #3: Utilize Keyboard Feature
- ❑ Task #4: Utilize Notes Feature

This chapter will show you how to use the Mobi View features that are found on the LCD touch screen.
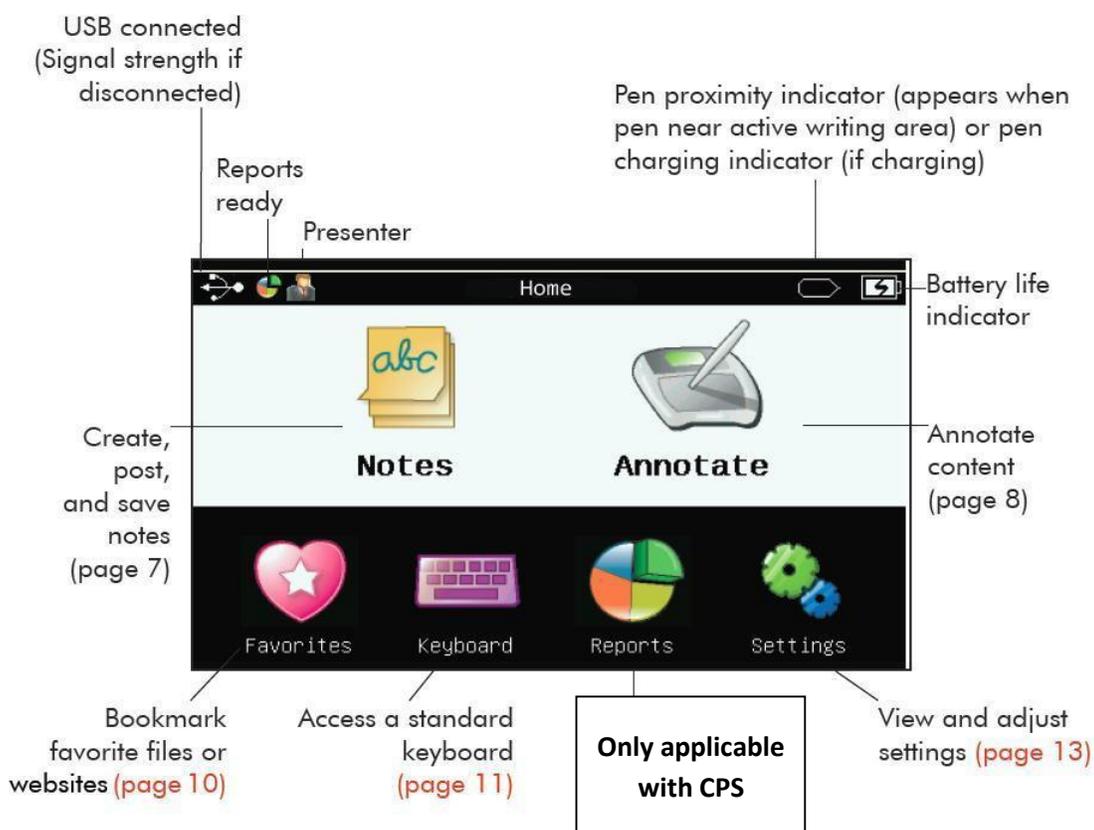
Figure 37: Mobi View Home Screen Overview

NOTE: The page numbers refer to their location in the Mobi View Quick Start Guide.

Task #1: Utilize Annotate Menu

Access Workspace tools to annotate content and collaborate with multiple users from anywhere in the classroom. Tools displayed on the **Annotate Screen** (Figure 38) can be customized.
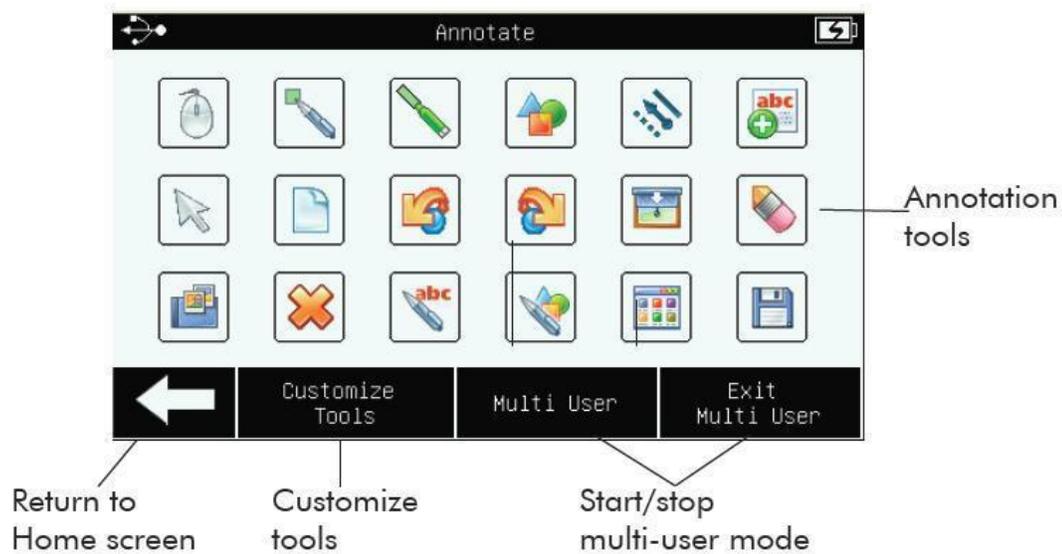
Figure 38: Mobi View Annotate Screen

Annotating Content

1. Select an **annotation tool**.
2. Begin annotating on the tablet's active area to annotate the current screen, or
3. Select the Blank Page tool to open a blank page to annotate.

NOTE: As you get used to the Annotate Screen on your Mobi View, you will rely less on the Workspace toolbar, thus freeing up screen space and minimizing student's cognitive load.

Task #2: Utilize Favorites Feature

Bookmark and access up to 16 favorite links to websites or files. Favorites are set up and stored in eInstruction's Device Manager utility on the computer.

Bookmarking Favorites

Figure 39: Mobi View Properties Menu

1. Press the Add Favorites button. This will launch the Device Manager utility on the computer. Device Manager will open to the Mobi View Properties window (Figure 39), Favorites tab.
2. Select the function row (button number) you wish to change.
3. Select the folder or link icon for a file or website.
4. Enter the bookmark name and location.
5. Click OK.
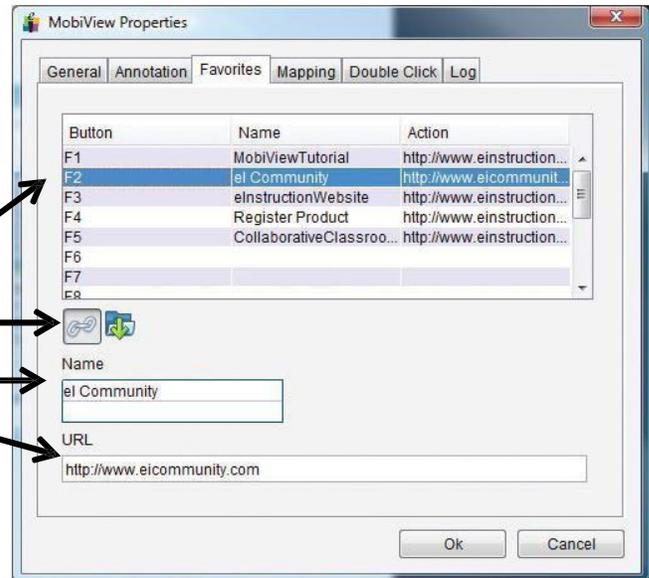
Using Favorites

1. Open the Favorites Menu from the Mobi View home screen. (Figure 37)
2. Press the desired Favorites button. The link, file, or application will open immediately.

NOTE: If you use Mobi View with a different computer, you will need to reset your favorites.

Task #3: Utilize Keyboard Feature

Free yourself from having to run back to your computer by utilizing Mobi View's **Keyboard** feature. (Figure 40) Fill in fields or type web addresses using the mobile keyboard.

Using the Keyboard Outside of Workspace (Mouse Mode)

1. Open the Keyboard Feature from the Mobi View home screen. (Figure 37)
2. Place the computer cursor in the desired field using your Mobi View as a mouse.

3. Fill in the field by pressing the pen tip to the desired characters on the Mobi View keyboard.

4. Press *Enter* to display the text in the field.

5. Press *Exit* to close the keyboard and return to the Home screen.

Using the Keyboard with Workspace (Lesson or Annotate Over Desktop Mode)

1. Use the **Mobi View** pen to enter characters on the **Mobi View keyboard screen**.

   ➢ **Note**: As soon as you begin typing in the Workspace window, the Type Text window and on-screen keyboard will appear on the desktop.

2. Click the pen once to the **active writing area** to post the text to the **Workspace lesson**.

3. Once posted, you can edit and move the text anywhere on the screen.

4. Press **Exit** to close the keyboard and return to the **Home screen**.

Task #4: Utilize Notes Feature

Create and save up to 20 private notes, or post public notes to share with your class. This tool is great for lesson and presentation notes, for personal use, or as an instructional tool for posting public notes such as brainstorming or sharing of ideas.

Writing Notes

1. Open the **Notes Menu** (Figure 41) from the **Mobi View home screen**. (Figure 37)

2. Select the **Pen tool** and formatting options; including pen color, pen size, and note background.

   ➢ **Note**: The selected note background only appears on notes posted to the computer screen. The touchscreen background will not change.

3. Write notes directly on the **touchscreen** or on the **active writing area** for more precise writing.

   ➢ **Note:** The tablet's active writing area may be toggled between Writing mode and Mouse mode. (Figure 41)

Figure 41: Mobi View Notes Menu
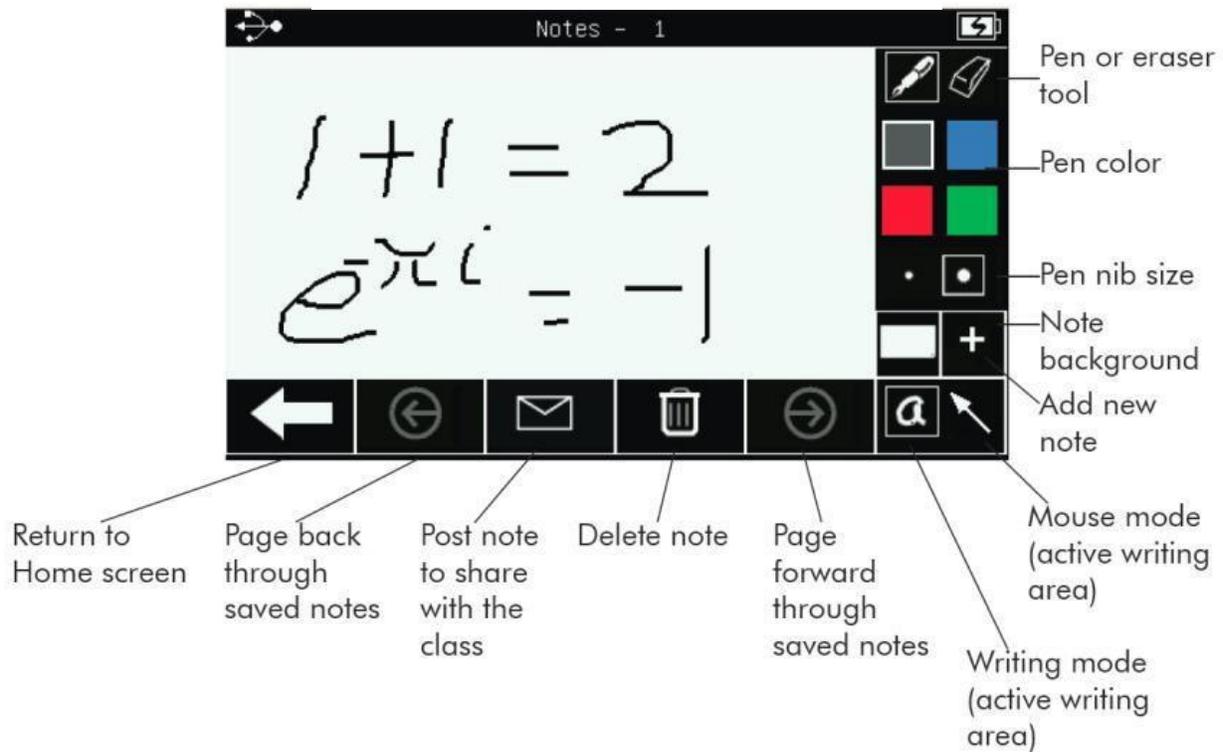
Saving Notes

- Private notes are automatically saved in Mobi View anytime you navigate away from the Notes screen or add a new note. Use the arrow buttons to navigate between saved notes.
    - ➢ **Important**: Saved notes cannot be posted.

Posting Notes

- Press the **Post** button to post the current note to a Workspace page, making it visible to the class. Make sure to post the current note before creating a new one!
    - ➢ **Tip!** Posted notes are also copied to the system clipboard and may be pasted into any suitable application (Windows only).

Adding Notes

- Press the **Plus** button to add a new note.

Deleting Notes

- Press the **Trash** button to delete the current note

Notes:

_____

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Review questions

7.1 (Mobi View Features – Utilize Annotate Screen)

Why might it be better to access Workspace tools from the Mobi View Annotate Screen rather than from the Workspace toolbar?

(Pair-share activity with pick a student)

_____

_____

_____

_____

7.2 (Mobi View Features – Utilize Favorites Feature)

What can be opened using Mobi View's Favorites Feature?

    A. Files
    B. Websites
    C. Applications
    D. All of the above
    E. None of the above

7.3 (Mobi View Features – Utilize Keyboard Feature)

Which application is a good use of the Keyboard Feature?

    A. Typing in a keyword search
    B. Writing an e-mail
    C. Entering a password
    D. Both A and C
    E. All of the above

7.4a (Mobi View Features – Utilize Notes Feature)

 True/False: You can post previous notes for students to see once you create a new note.

    A. True
    B. False

7.4b (Mobi View Features – Utilize Notes Feature)

True/False: You cannot control your computer while using the Notes Feature.

    A. True
    B. False

Evaluation

Would you recommend this training to one of your peers?

Definitely Not   **Definitely Yes**
         1   2   3   4   5   6   7   8   9   10

What were elements of this training that you liked best? (the more detail the better)

What were the elements of this training that could be improved for next time? (the more detail the better).

Overall, how would you describe the quality of this training? (the more detail the better)

Mobi View Training Manual Summative Assessment

CHAPTER ONE

1.1 (Mobi View Basics – Introduction)

Mobi View can function as a _____ .

    A. Wireless Mouse
    B. Mobile Interactive Whiteboard
    C. Annotation Device
    D. All of the above

1.2 (Mobi View Basics – Unpack Your Mobi)

True/False: Your Mobi View can operate both wirelessly and while connected via USB cable.

    A. True
    B. False

1.3 (Mobi View Basics – Charge Your Mobi)

Yes/No: From the picture to the right, is the Mobi pen charging?

    A. Yes
    B. No

1.4 (Mobi View Basics – Connect Your Mobi)

If you were having problems connecting your Mobi View, what steps would you take to resolve the issue? Please list 2-3 steps.

(Pair-share activity with pick a student)

_____

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CHAPTER TWO

2.1a (Using Mobi View to Control Your Computer– Understand Mobi Pen as a Mouse)

Mobi View is _____oriented to your computer screen.

A. 100%
B. Never
C. Sometimes

2.1b (Using Mobi View to Control Your Computer– Understand Mobi Pen as a Mouse)

Pick the answer that best accompanies this statement:

Your Mobi View is directly connected to the internet.

A. Yes. It is directly connected to the internet.
B. No. It cannot connect to the internet. Only the computer is connected directly to the internet.
C. Possibly. It depends on your Wi-Fi network.

2.1c (Using Mobi View to Control Your Computer– Understand Mobi Pen as a Mouse)

Which picture best illustrates how you should hold your Mobi View?

A.

B.

2.2 (Using Mobi View to Control Your Computer– Manage Programs with Mobi View)

Which of the following actions could be accomplished by a double-press from your Mobi Pen?

A. Minimize Program
B. Open Hyperlink
C. Close Program
D. Open Program

2.3 (Using Mobi View to Control Your Computer– Understand Rocker Button Functions)

Which part of the rocker button performs the same function as a double-press?

A. Bottom Part (closest to pen tip) B.
Top Part (closest to top of pen) C.
Neither, you **must** double-press.

CHAPTER THREE

3.1a (Using Mobi View in PowerPoint®– Launch and Advance Slides in PowerPoint®)

When I am using the "pen" tool in PPT, how do I advance the slide?

A. Press with my Mobi pen anywhere on the screen
B. Press the "forward button" on the bottom left of the PowerPoint® slide
C. Either A or B

3.1b (Using Mobi View in PowerPoint®– Launch and Advance Slides in PowerPoint®)

Which of the following tools are available in the PowerPoint® "right click" menu?

A. Change pen color
B. Highlighter
C. End show
D. Jump to a specific slide
E. All of the above

3.2 (Using Mobi View in PowerPoint®– Annotate in PowerPoint®)

List 2-3 places in the curriculum where the annotate feature of PowerPoint® will be most useful to you.

(Pair-share activity with pick a student)

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_____

CHAPTER FOUR

4.1a (Workspace– Setting Up Your Workspace Toolbar)

Fill in the grid below regarding your practice time and level of confidence with each skill.

Customizing the Workspace Toolbar	Annotating with Workspace	Creating, Managing, and Deleting Workspace Slides
Practice time: _____min.	Practice time: _____min.	Practice time: _____min.
A. High B. Moderate C. Low	A. High B. Moderate C. Low	A. High B. Moderate C. Low

CHAPTER FIVE

5.1 (Other Cool Workspace Tools –Capture Tool)

The capture tool allows you to capture and paste images from which of the following applications?

A. Website
B. Word® or PDF file
C. PowerPoint®
D. A and B
E. All of the above

5.2 (Other Cool Workspace Tools –Timer Tool)

Yes/No: The alarm for the Workspace Timer Tool is obnoxious! ☺

A. True
B. False

5.3 (Other Cool Workspace Tools –Zoom Tool)

List three digital resources in which the Zoom Tool could prove useful.

(Pair-share activity with pick a student)

1.	2.	3.

5.4a (Other Cool Workspace Tools – Freehand Text Tool)

List 2-3 benefits of using the Freehand Text Tool versus the Pen Tool when making a list.

(Pair-share activity with pick a student)

_____

_____

_____

_____

5.4b (Other Cool Workspace Tools – Freehand Text Tool)

Which one of the Cool Workspace Tools do you find most useful? **Explain why.**

A. Capture
B. Timer
C. Zoom
D. Stamper
E. Freehand Text

(Pair-share activity with pick a student)

_____

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_____

_____

CHAPTER SIX

6.1 (Working with Pre-Made Workspace Activities – Understand Functions of Selection Tool)

Which of these items in Workspace can **NOT** be edited with the Select Tool?

A. Text Box
B. Image
C. Annotation
D. Shape
E. Trick question! All items can be edited with the Select Tool.

6.2a (Working with Pre-Made Workspace Activities – Multi-User Functions)

Workspace has the capability to connect up to 9 Mobi and Mobi Learners in Multi-User Mode. What do **you** feel is a good number of Mobis to connect in Multi-User Mode? **Why?**

(Pair-share activity with pick a student)

_____

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_____

6.2b (Working with Pre-Made Workspace Activities – Multi-User Functions)

List 2-3 places in the curriculum where the Multi-User Mode will be most useful to you.

(Pair-share activity with pick a student)

_____

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CHAPTER SEVEN

7.1 (Mobi View Features – Utilize Annotate Screen)

Why might it be better to access Workspace tools from the Mobi View Annotate Screen rather than from the Workspace toolbar?

(Pair-share activity with pick a student)

_____

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7.2 (Mobi View Features – Utilize Favorites Feature)

What can be opened using Mobi View's Favorites Feature?

A. Files
B. Websites
C. Applications
D. All of the above
E. None of the above

7.3 (Mobi View Features – Utilize Keyboard Feature)

Which application is a good use of the Keyboard Feature?

A. Typing in a keyword search
B. Writing an e-mail
C. Entering a password
D. Both A and C
E. All of the above

7.4a (Mobi View Features – Utilize Notes Feature)

True/False: You can post previous notes for students to see once you create a new note.

A. True
B. False

7.4b (Mobi View Features – Utilize Notes Feature)

True/False: You cannot control your computer while using the Notes Feature.

A. True
B. False

ANSWER KEY

CHAPTER ONE

1.1- *D. All of the above* (pg. 6)

1.2- *A. True* (pg. 10)

1.3- *B. No* (pg. 9)

1.4- *Answers will vary* (pgs. 10-11)

CHAPTER TWO

2.1a- *A. 100%* (pg. 13)

2.1b- *B. No. It cannot connect to the internet. Only the computer is connected directly to the internet.* (Inferred on pg. 6- Mobi can "control your computer and content from anywhere in the room.")

2.1c- *A.*   (pg. 13)

2.2- *D. Open program* (pg. 15)

2.3- *A. Bottom Part- closest to pen tip* (pg. 15)

CHAPTER THREE

3.1a- *C. Either A or B* (pg. 18)

3.1b- *E. All of the above* (pg. 19)

3.2- *Answers will vary*

CHAPTER FOUR

4.1- *Answers will vary*

CHAPTER FIVE

5.1- **E. *All of the above*** (pg. 28)

5.2- ***A. True*** (My personal opinion) ☺

5.3- ***Answers will vary***

5.4a- ***Answers may vary***

5.4b- ***Answers will vary***

CHAPTER SIX

6.1- ***E. Trick question! All objects can be edited with the Select Tool*** (pgs. 34-35)

6.2a- ***Answers may vary*** (Possible answers include: Up to 4 because of screen size, both viewing and working, computer processing speed, and cognitive load)

6.2b- ***Answers will vary***

CHAPTER SEVEN

7.1- ***Answers may vary*** (Possible answers include: A minimized toolbar frees up screen space, decreases student distraction, lowers instructor anxiety of selecting tools while students are watching, and cognitive load)

7.2- ***D. All of the above*** (pg. 41)

7.3- ***D. Both A and C*** (pg. 41)

7.4a- ***B. False*** (pg. 43)

7.4b- ***B. False*** (pg. 42)