Instructions for **Interactive Whiteboard Software**

mm publications

Instructions
for Interactive Whiteboard Software

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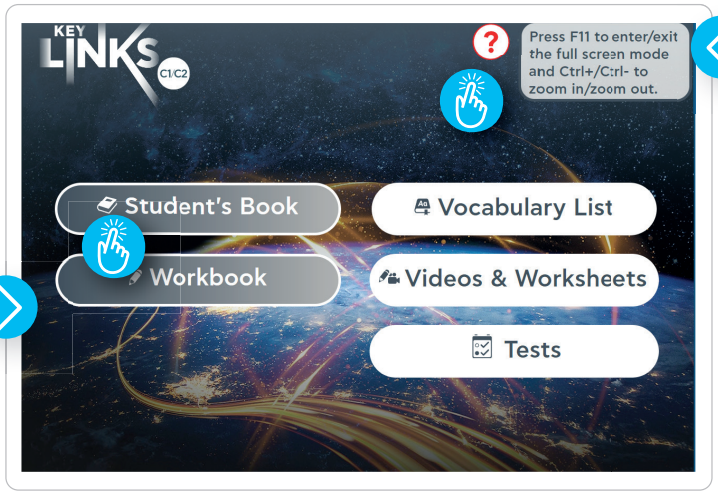
Let's start

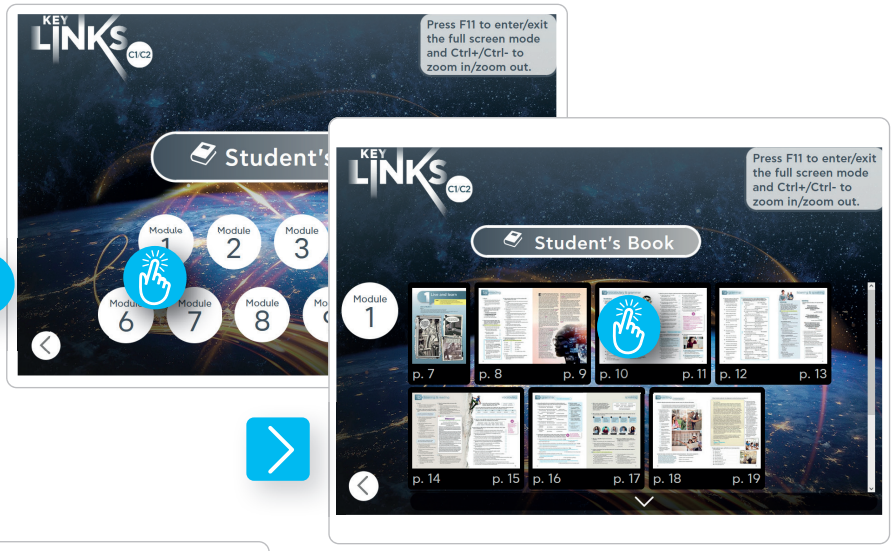
The **Contents screen** is very easy to use and navigate. All you have to do is simply press the button for the component you want to view.

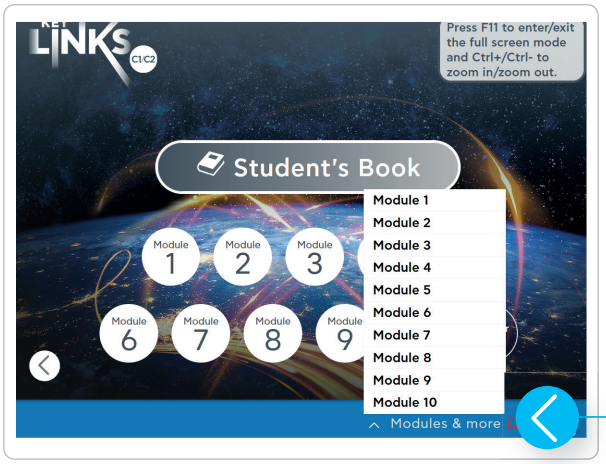
Press a button to go to the corresponding component.



Press the **Help button** ? to view the list of buttons that are included in the program.

Select the module and then the page you want to view in the relevant component.

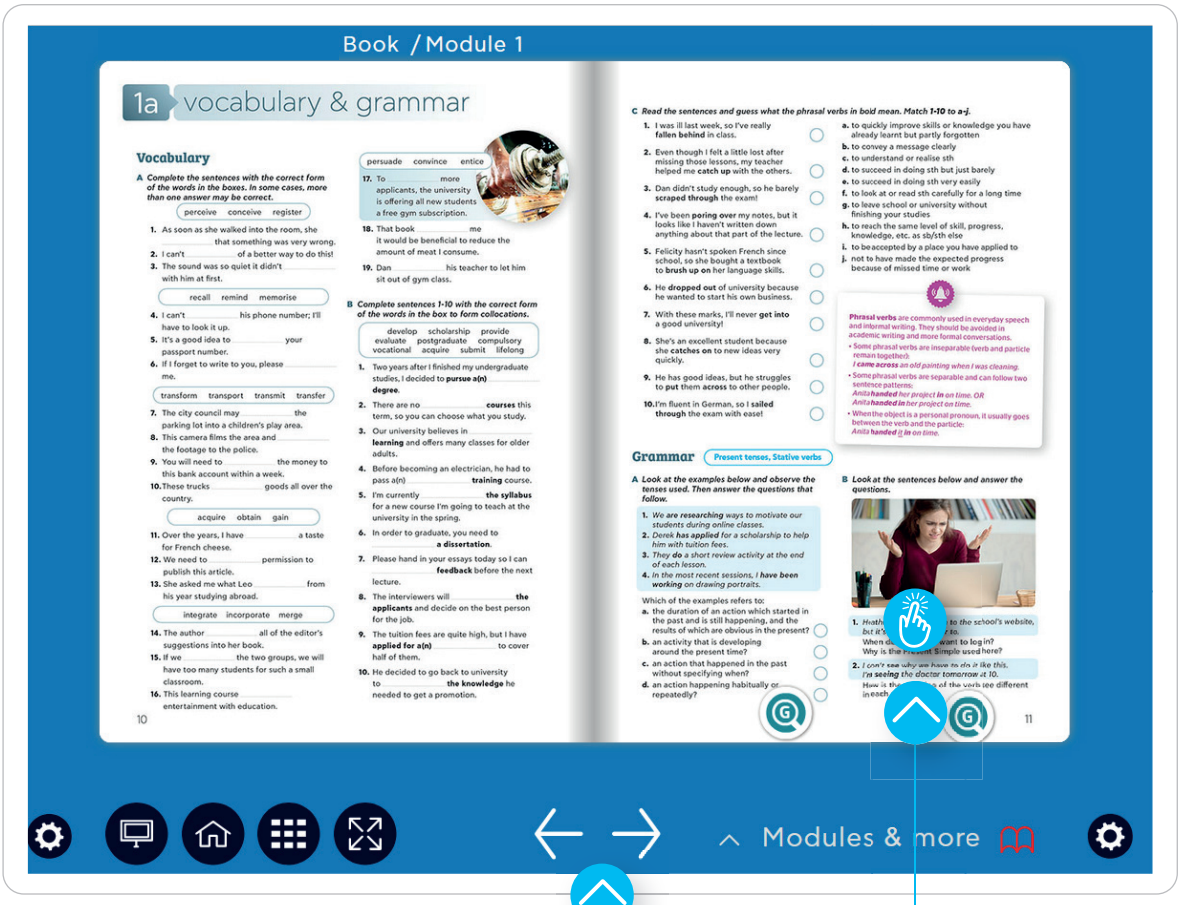




Another way to navigate through the contents of the Interactive Whiteboard (IWB) is to select the **Modules & more** bar at the bottom of the screen. It allows users to flick through each module and access its components instantly.

General navigation

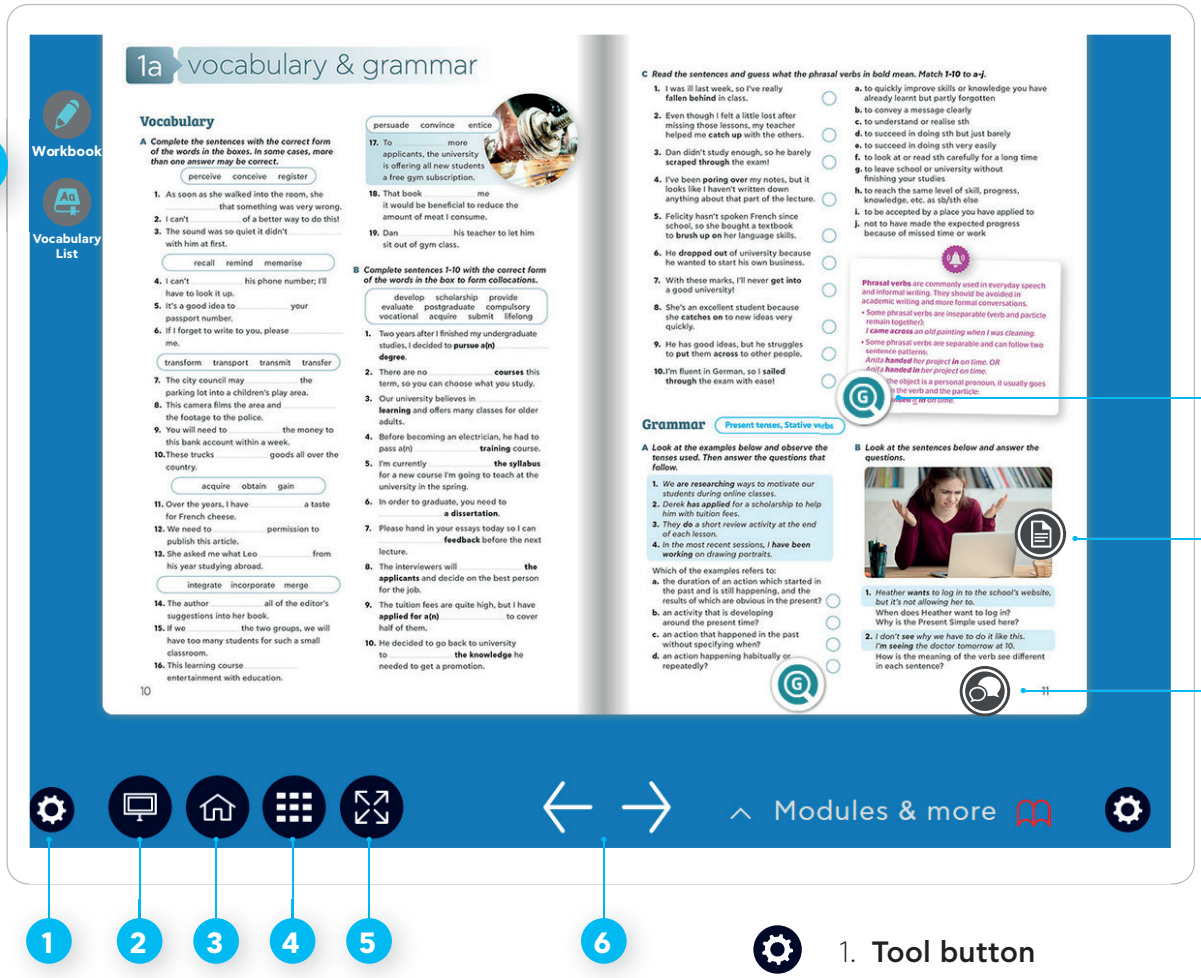
Interactive e-Book



Press the **left** and **right arrows** ← → to quickly flick through the pages of the Student's Book, and the Workbook. You can move back and forth between the pages of the selected lesson.

When you have the component presented on the screen, you can select any activity by pressing on it.

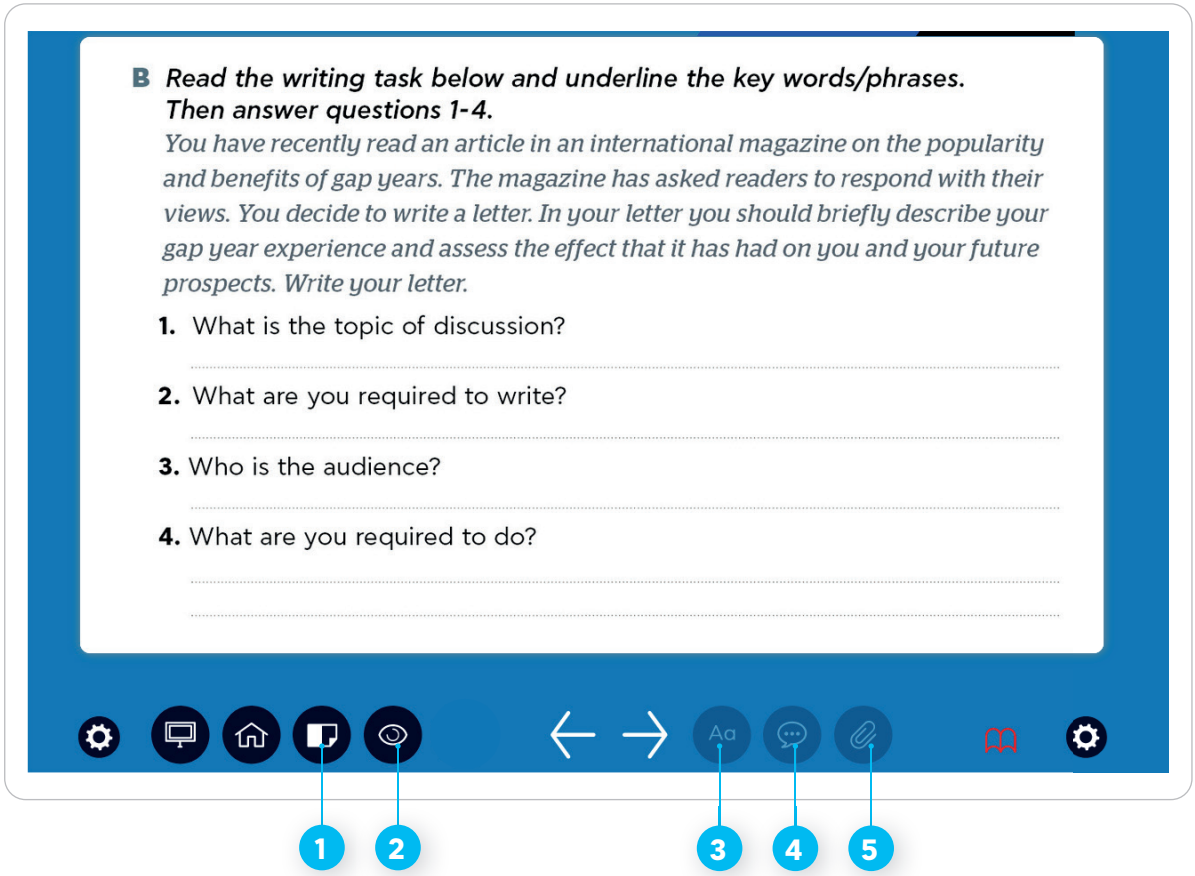
Tabs and Buttons



1. **Tool button**
2. **Blank screen button**
3. **Main menu button**
4. **Back to module menu**
5. **Zoom in button**
6. **Previous** and **Next buttons**
7. **Suggested Answer (Speaking)**
8. **Grammar Reference**
9. **Model Answer (Writing)**

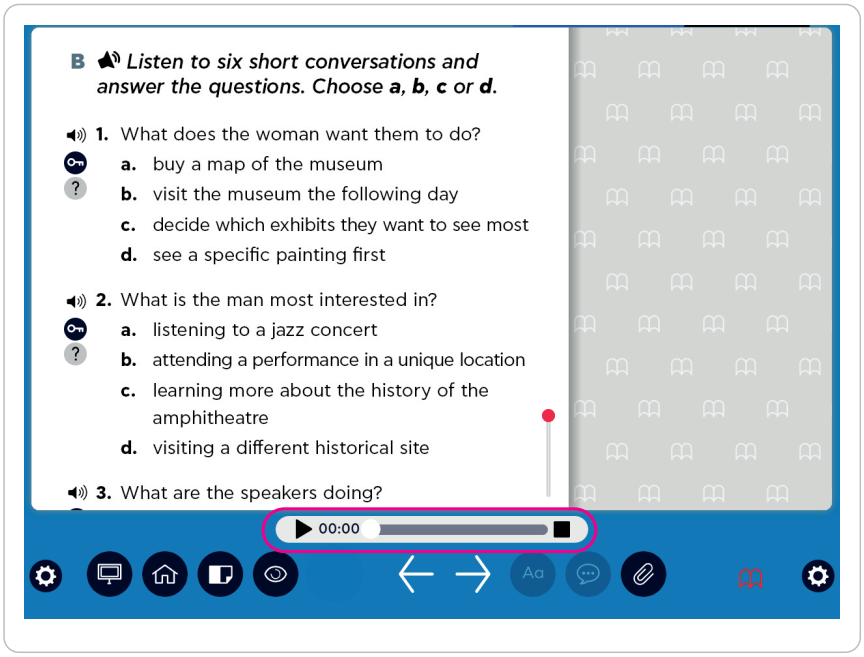
Student's Book
Workbook
Vocabulary List
Video
Video worksheet

You can easily navigate your way to the different components of the course by pressing the relevant buttons. Selecting the **tabs** on the lesson overview will direct you to the corresponding material.



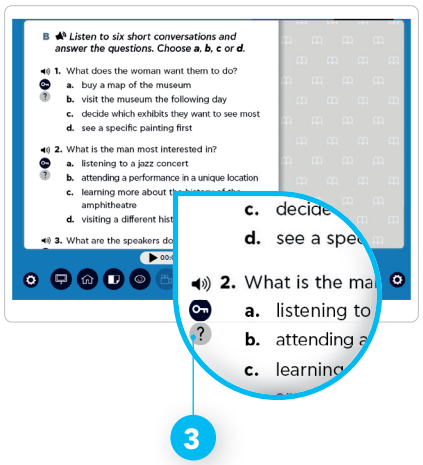
1. **Lesson overview button**
2. **Show/Hide answers button**
3. **Vocabulary List button**
4. **Show/Hide text button**
5. **Attachment button**

Other buttons



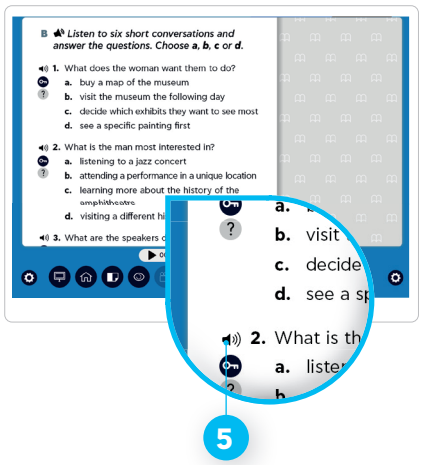
1 Play/Pause audio button

2 Stop audio button



3 Justification button

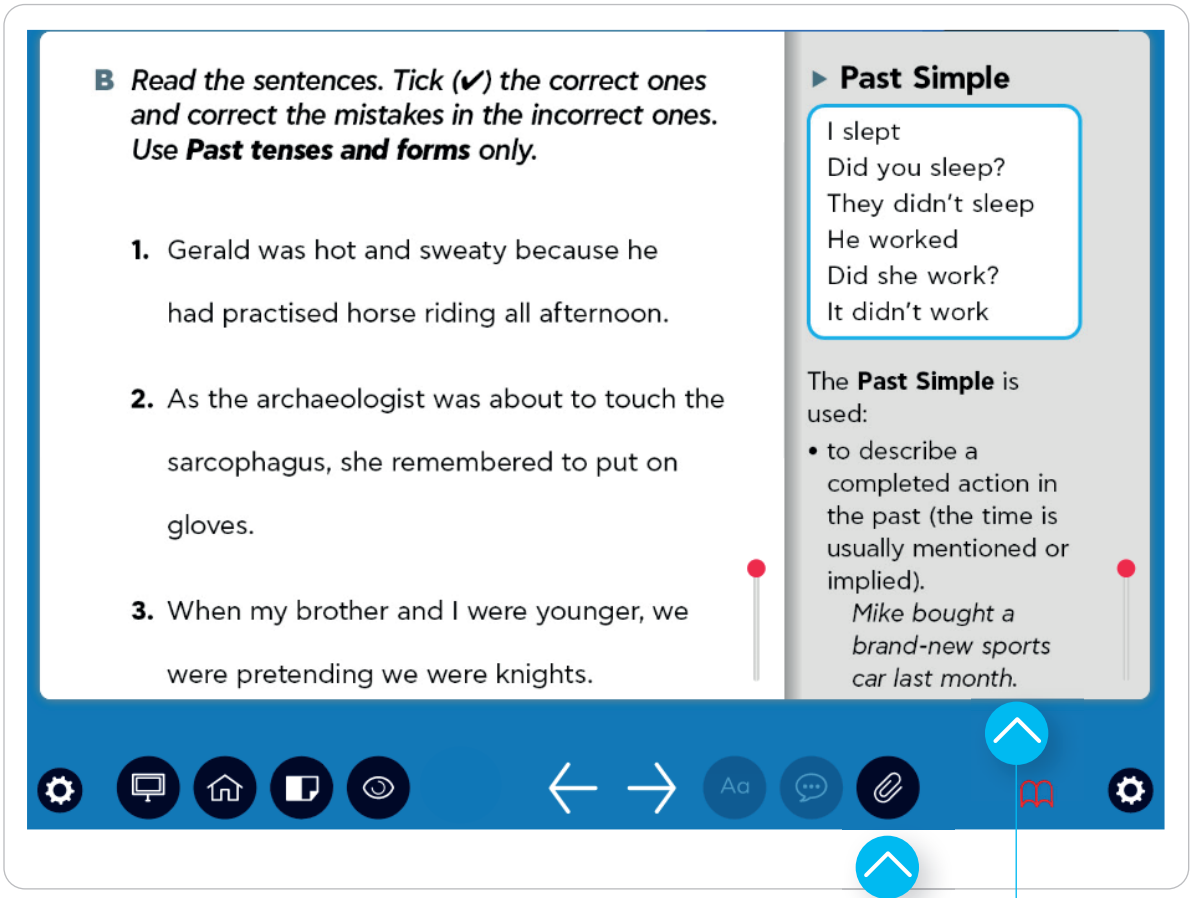
4 Key button



5 Audio button

Split screen

The split screen feature has been designed to facilitate your lesson.

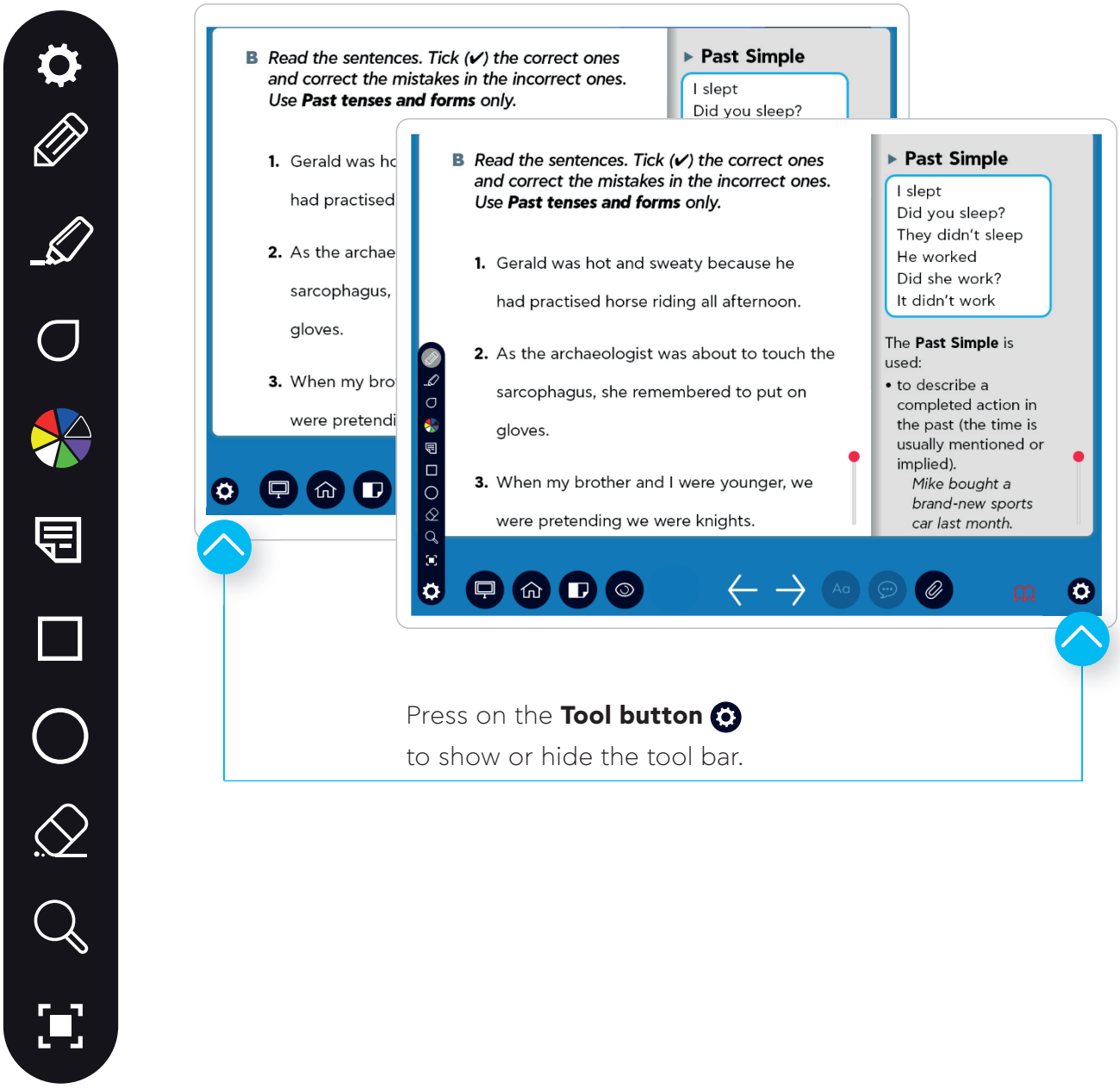


All texts and activities appear on the left side of the screen. Some activities are accompanied by relevant material which appears on the right side of the screen after pressing the **attachment button**. This material includes reading texts, listening transcripts, grammar references, writing references, answer key and justifications of answers for the listening and reading activities.

Tools

At the bottom of the screen you can find a tool bar including a variety of tools which are useful for your lessons.

Tool bar



Press on the **Tool button** ⚙ to show or hide the tool bar.

Pen

Press on the **pen tool** to write or draw lines on the screen. You can write anywhere you want.

Colour

Press on the **colour** tool to choose the colour that you will use for the pen, the highlighter, the box or the circle. Choose among black, blue, red, yellow, white, green or purple.

Highlighter

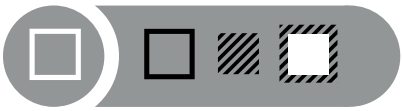
Press on the **highlighter tool** to highlight specific words or phrases.

Notes

Select the **notes** tool to open a small window for typing notes. Click anywhere on the screen to open multiple windows and drag them anywhere it suits you.

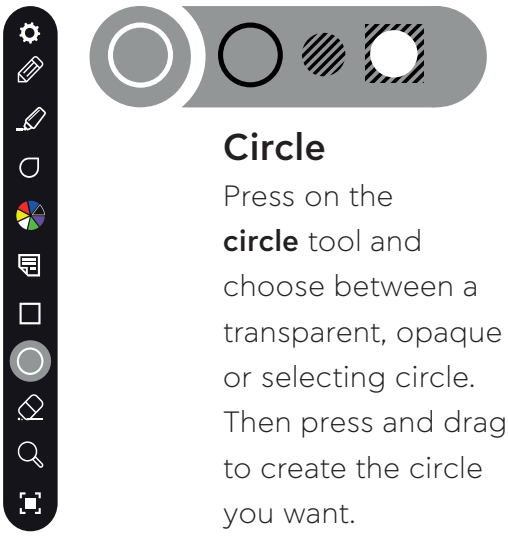
Pen width

Press on the **pen width** tool to choose from three different sizes for the pen, the highlighter and the outlines of boxes and circles.



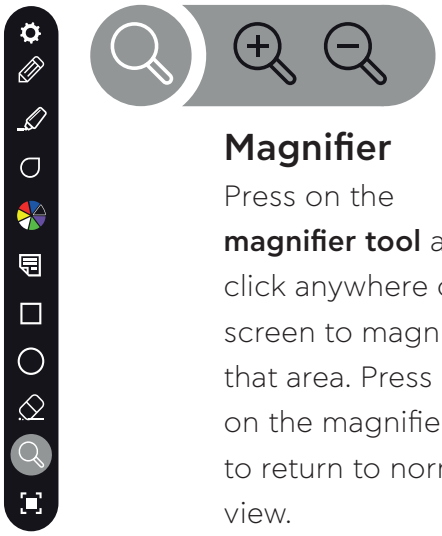
Rectangle

Press on the **rectangle** tool and choose among a transparent, opaque or selecting rectangle. Then press and drag to create the rectangle you want.



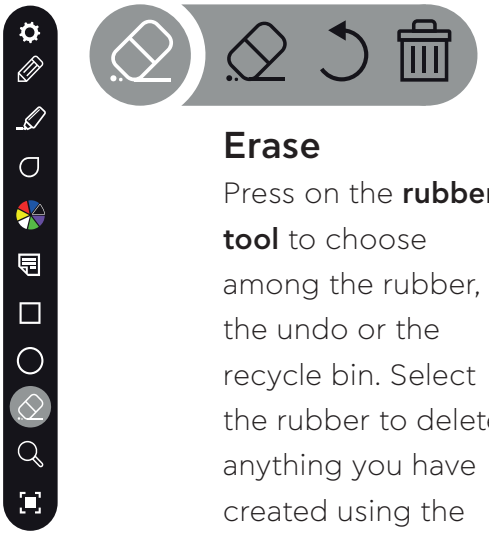
Circle

Press on the **circle** tool and choose between a transparent, opaque or selecting circle. Then press and drag to create the circle you want.



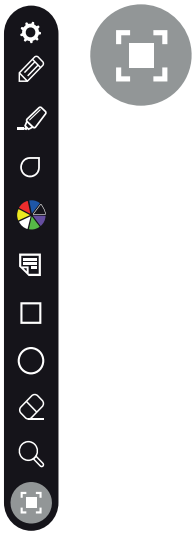
Magnifier

Press on the **magnifier tool** and click anywhere on the screen to magnify that area. Press again on the magnifier tool to return to normal view.



Erase

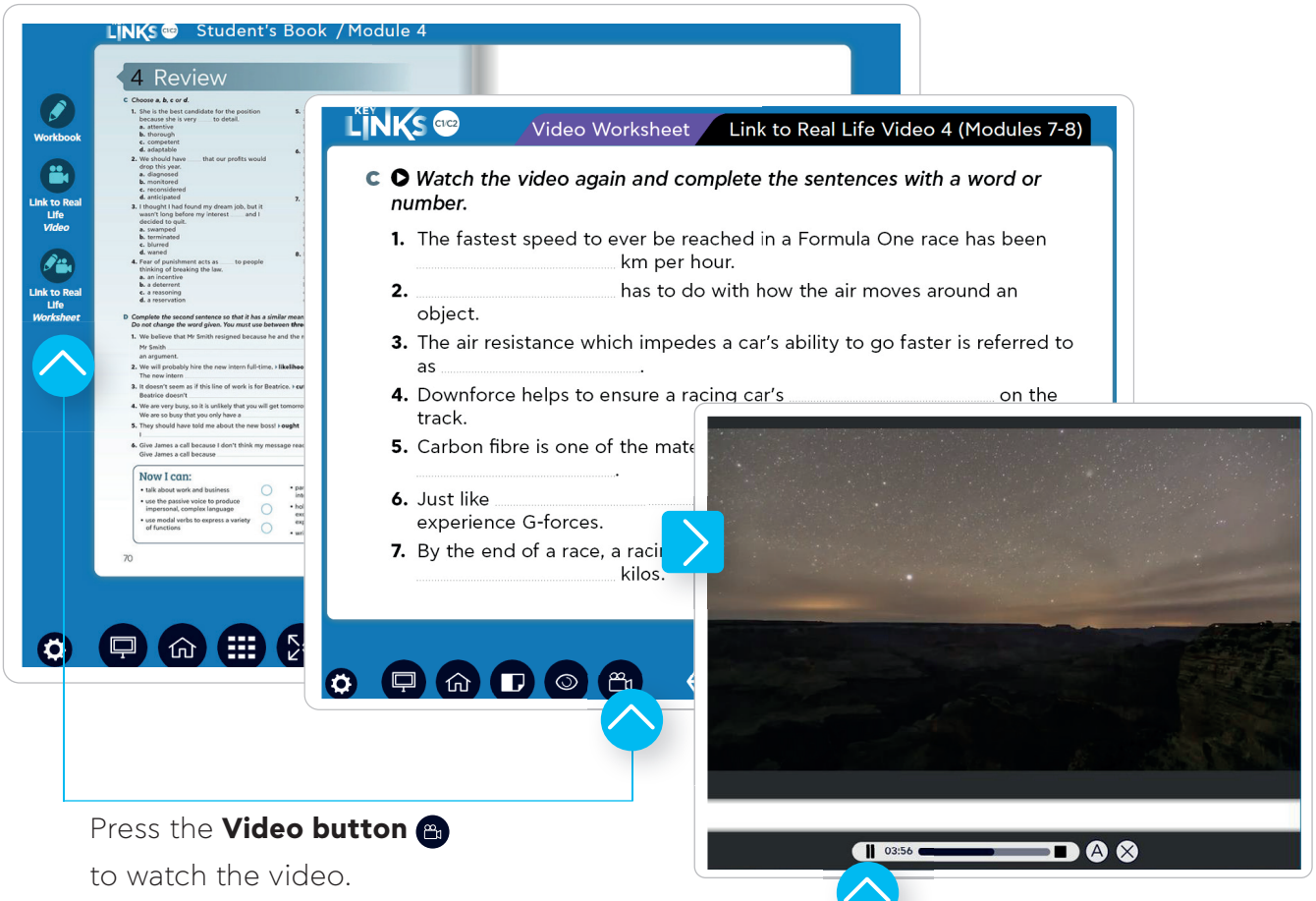
Press on the **rubber tool** to choose among the rubber, the undo or the recycle bin. Select the rubber to delete anything you have created using the Tool bar. Select the undo button to undo your last action using any of the tools, or use the recycling bin to erase everything in just one stroke.



Screen

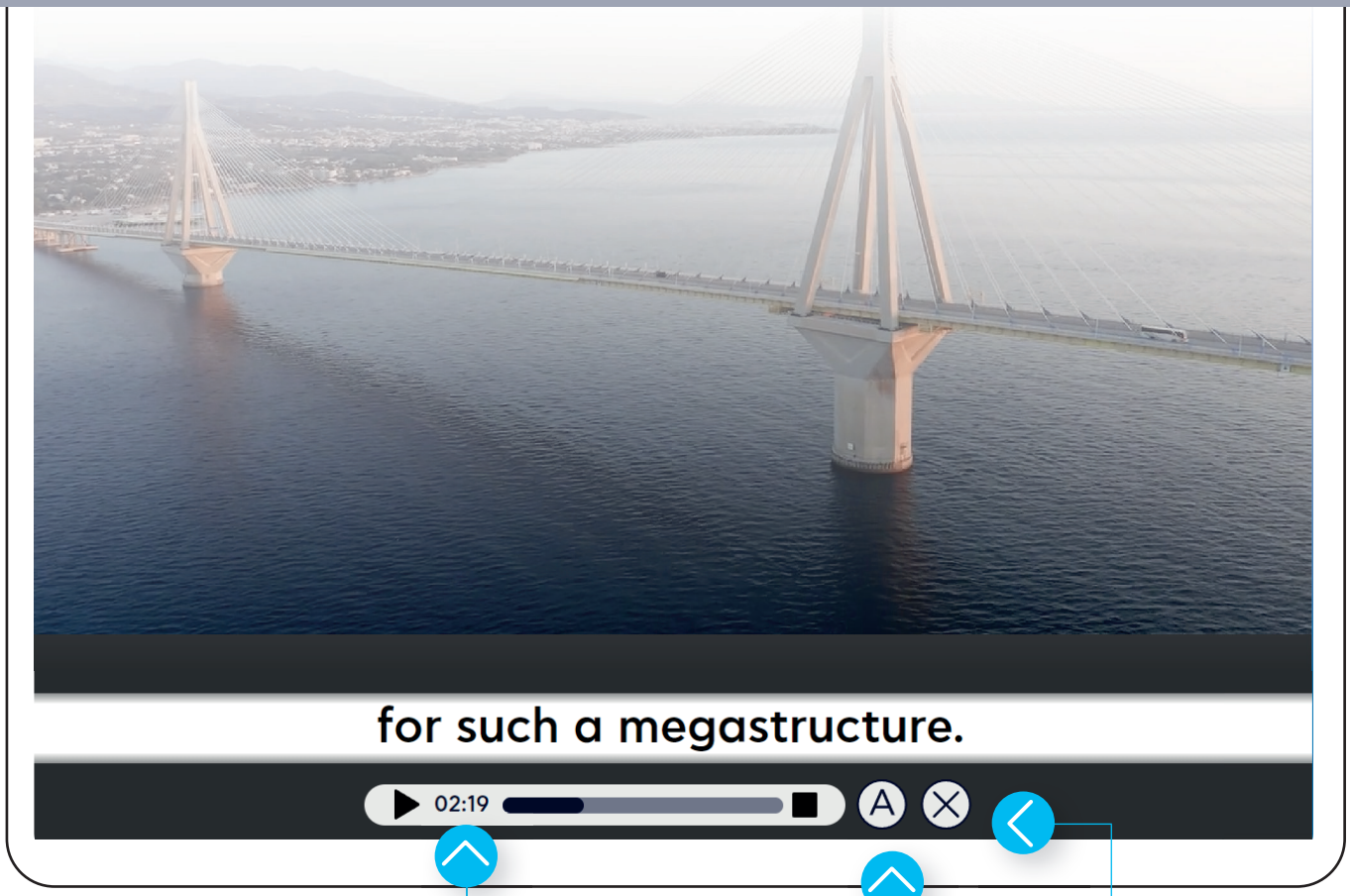
Press on the **screen** tool to quickly hide content from the screen. You can drag it left, right, up or down to reveal part of the whiteboard content. Press on the lower-right corner to adjust the size of the box.

Video



Press the **Video button** to watch the video.

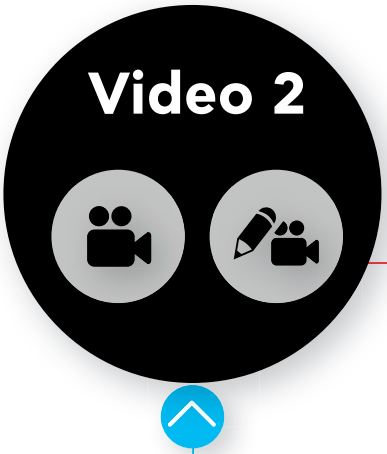
When you watch a video, you can pause it with the **Pause button**.

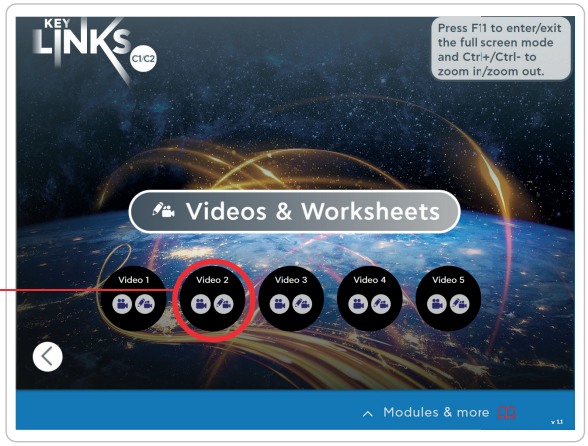


You can press on the **duration bar** while playing the clip or in pause mode to move to any part of the the video.

You can display the subtitles of the video by pressing the **Subtitles button** Ⓐ. Press on the same button to hide them.

Press the **Close button** ⓧ to return to the activity.

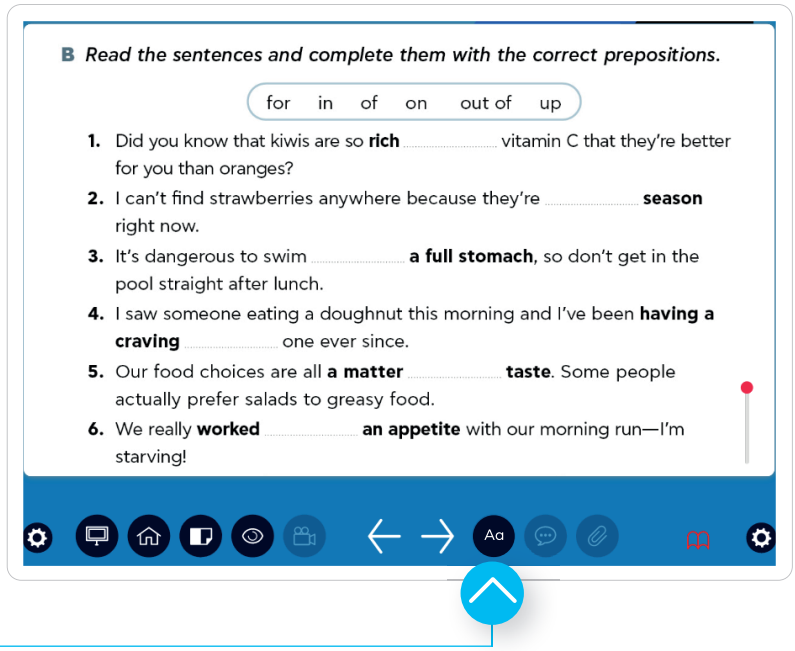




You can also access all videos through the menu. Press on the **Video button** to watch the relevant videos and the **Video Worksheet button** to access the video worksheet.

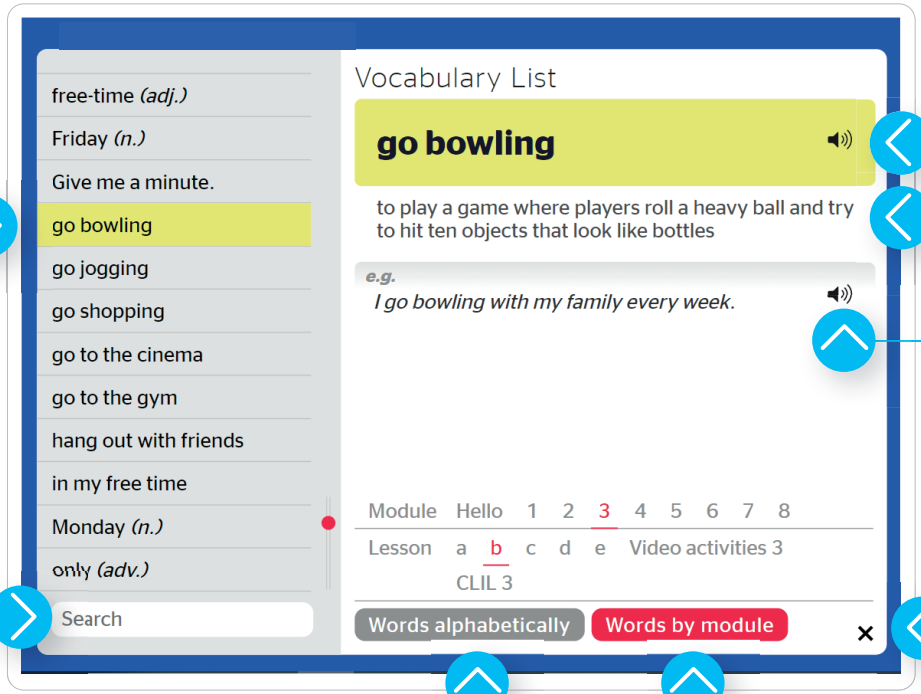
Vocabulary List

In the Vocabulary List, you can find a list of the words presented in each lesson.



To view the vocabulary for the lesson, press the **Vocabulary List button** Aa.

Press a word to see the information about it.



You can easily look up a word using the **search box**.

Click on the **Listen button** to hear the pronunciation of each word.

Definition.

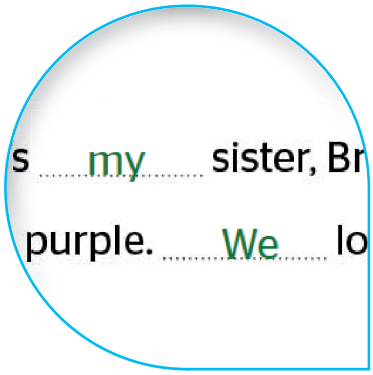
Click on the **Listen button** to hear the example for the word.

Click on the **Close button ×** to return to the activity.

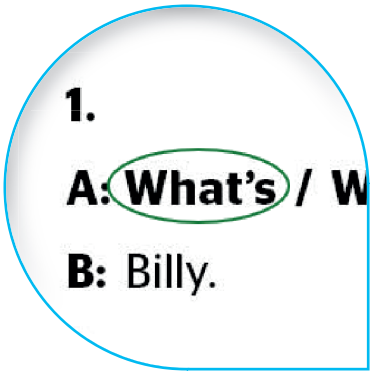
There are two ways to access the vocabulary: **alphabetically** or **by module**.

Activities

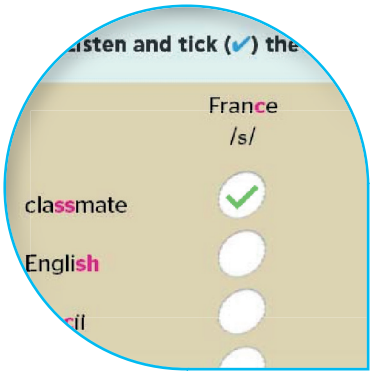
Most activities include answers. To display the answers, click on the area where the answer should be. If you click on the answer again, it will disappear. The answer could be in the form of a **text,** a **shape** (e.g. a circle), or a ✔ **symbol**.



Text



Shape



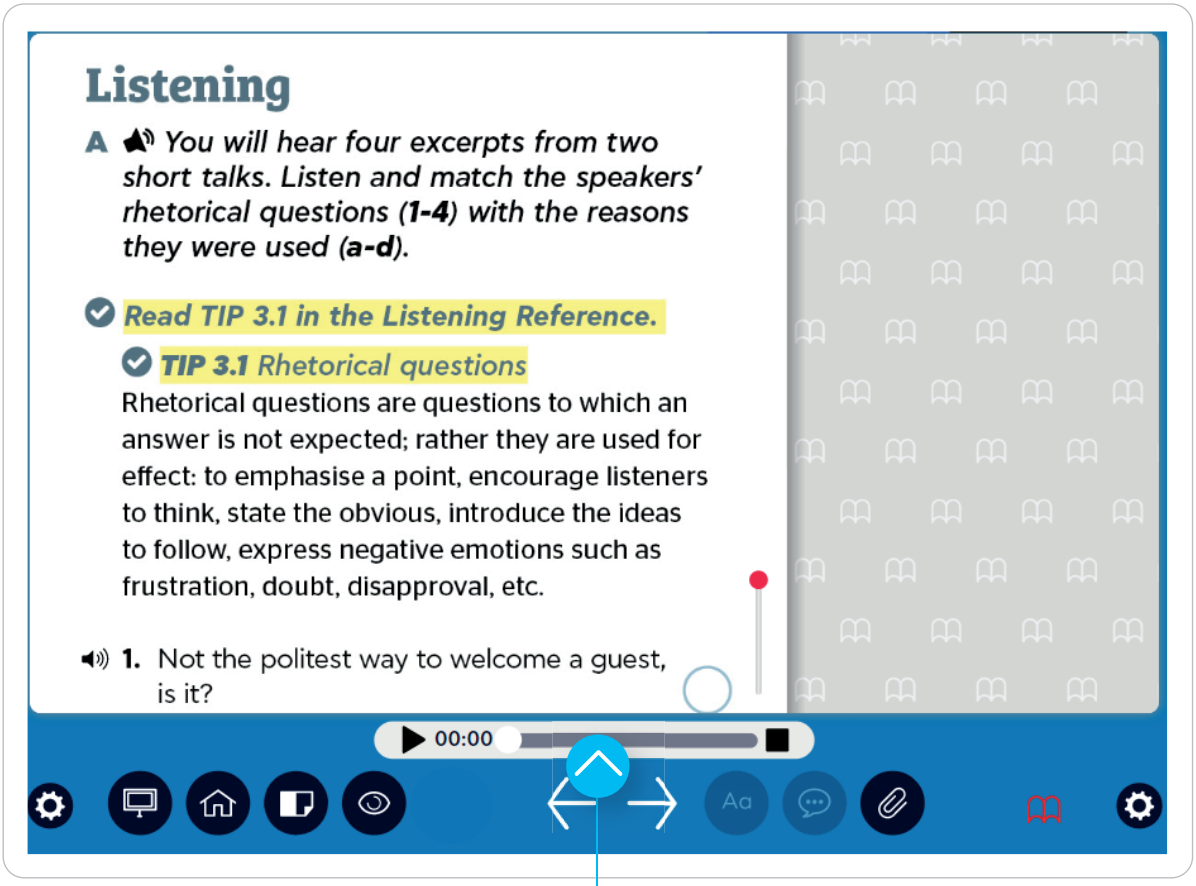
✔ Symbol

Some (usually longer) answers may also be found in **Key buttons**.

For 'Match' activities, press on the small circles to display the answers.

Listening comprehension

For the listening activities, an **audio bar** is displayed at the bottom of the screen. You can pause the sound or choose to listen to just a part of the recording by pressing on the bar.



Audio Bar

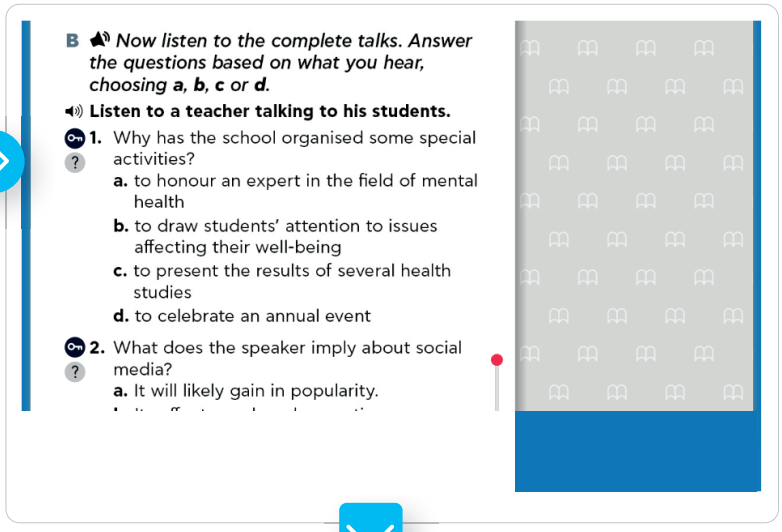
Play/Pause audio button

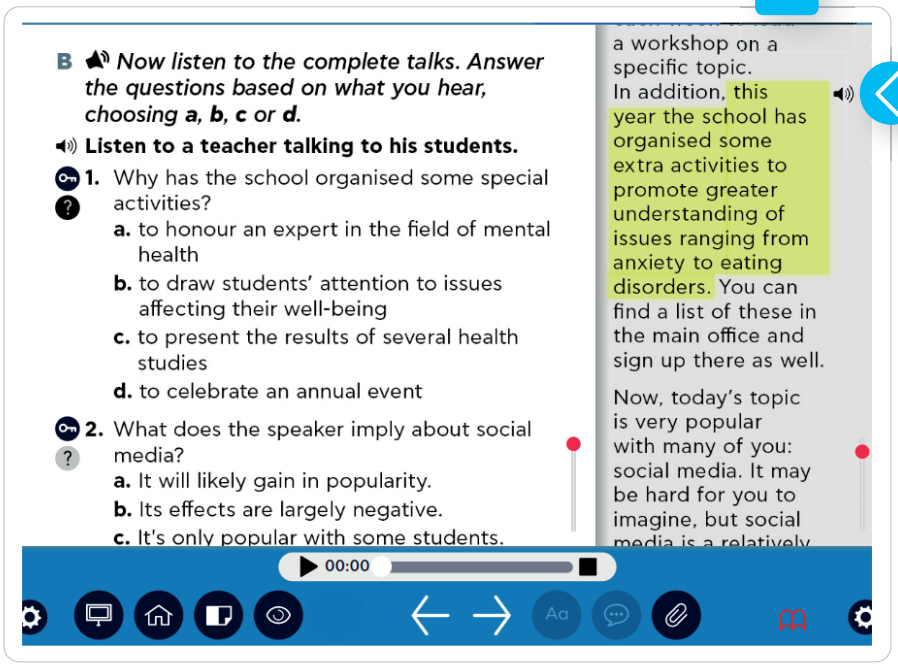
Press to listen to a part of the recording

Stop audio button

Justifications for the answers

In some activities, you will see a button with a question mark. This is a **Justification button** ?. Press on this button to view the justification for the answer (see highlighted parts).





Press on the **Listen button** to listen to the highlighted part of the text, which contains the justification for the selected question.

General tips

The Interactive Whiteboard Software can be used to:

- provide immediate feedback
- access all components of the course instantly and easily
- do listening activities immediately without needing to use the class CD
- play songs or videos
- find the meaning and pronunciation of unknown words in the Vocabulary List as well as example sentences
- use the tools to highlight content and draw students' attention to specific points, e.g. parts of speech, extracts from texts
- save and print Interactive Whiteboard images along with your notes
- brainstorm ideas
- save a list of relevant websites for reinforcing students' skills and knowledge
- improve learning by giving students the opportunity to deal with information in multiple formats (e.g. picture, text or audio)
- motivate students and stimulate enthusiasm
- encourage students' participation and collaboration

Warning

We strongly recommend that you upgrade your browser to its most recent version to prevent errors that may arise while using the IWB if an outdated browser is used.

The IWB has been designed and created with the latest technology and HTML5 in mind. HTML5 is the most recent version of the standard HTML technology.

Therefore, it can be used with any operating system (Windows, Linux and Mac) that supports HTML compatible browsers, such as Google Chrome, Firefox, Edge etc.

Minimum Requirements

Browser:	Chrome 87+ or Firefox 66+ or Edge 87+ or Opera 73+
Operating Systems:	Windows 7 and later
CPU Speed:	Dual Core 2.0 GHz or equivalent processor and higher
RAM:	2GB+

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