



# Workspace Software Getting Started & User Guide

For use with the Mobi & Dual Board Whiteboards



## **eInstruction Tech Support/Help Desk**

Live help free from 8am to 7 pm

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# Downloading Pre-Built Workspace Lessons & Content from www.eicommunity.com

1. Go to www.eicommunity.com and register for free and then log on.



Download pre-built Workspace lessons by subject and grade level.

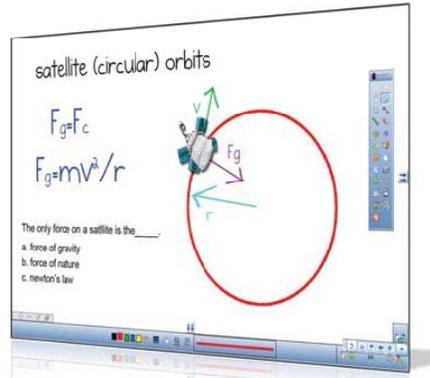
## Search and Download

1. On the home screen click on the **Search Resources** button.
2. In the Search Screen select the Drop Down arrow in the **All Content** box and **type in your grade level**.
3. Enter **the subject (Math, etc.)**, in the **key word box** and click on the magnifying glass.
4. Select a lesson to view a brief description and be given a download option.
5. Click on **Download Now** and you will be given the option to open or save a lesson. You may want to create a Lesson Folder on your computer to organize the lessons. You can download lessons for free that have a **0** point level.
6. Once your lesson is saved, you can open the lesson by double clicking on it.
7. Hint! You can always add pages to the lesson if you would like to supplement it with your own ideas or content.

## What is Workspace Instructional Software?

Workspace is a next-generation teaching program for the digital classroom. Workspace creates a virtual interactive whiteboard, by allowing you to create an interactive lesson out of anything you can run on your computer desktop.

Used in concert with Mobis, Dual Boards, and Exam View Assessment Suite, or with CPS Student Response Systems, Workspace gives you the means to interact with any form of digital content and connect one on one with your students.

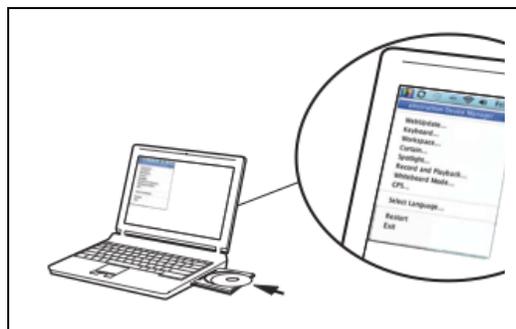


Workspace enables interaction with lesson materials from virtually any source, including publishers' content from more than 8,000 textbook titles. But that's just the beginning. Add to that 60 tools for creating, displaying, annotating, organizing, controlling, importing, capturing, recording, and sharing teaching materials. Perhaps most importantly, Workspace can be used with any technology, program, content, or curriculum. With Workspace, you can engage and impact your students in a way you never thought possible. Set up a simultaneous collaboration of up to nine students on the same white board at the same time. Best of all, it's EASY to learn and use.

Let's get started!

## First Installing Your Workspace Software

Workspace is compatible with Windows, Mac, and Linux operating systems. **Install the Workspace software CD and the Workspace Content CD** that comes with your device. Or go to [www.einstruction.com](http://www.einstruction.com) and download the latest version of Workspace and Content.



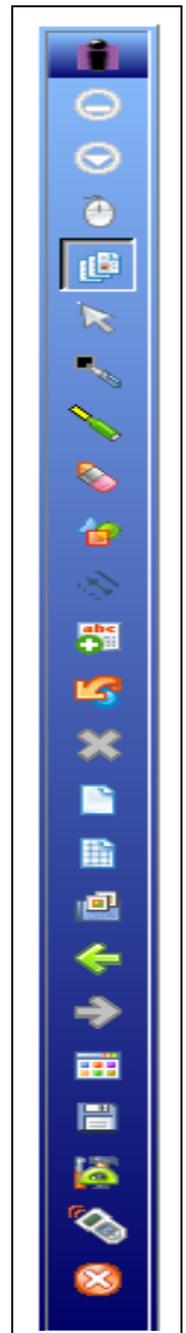
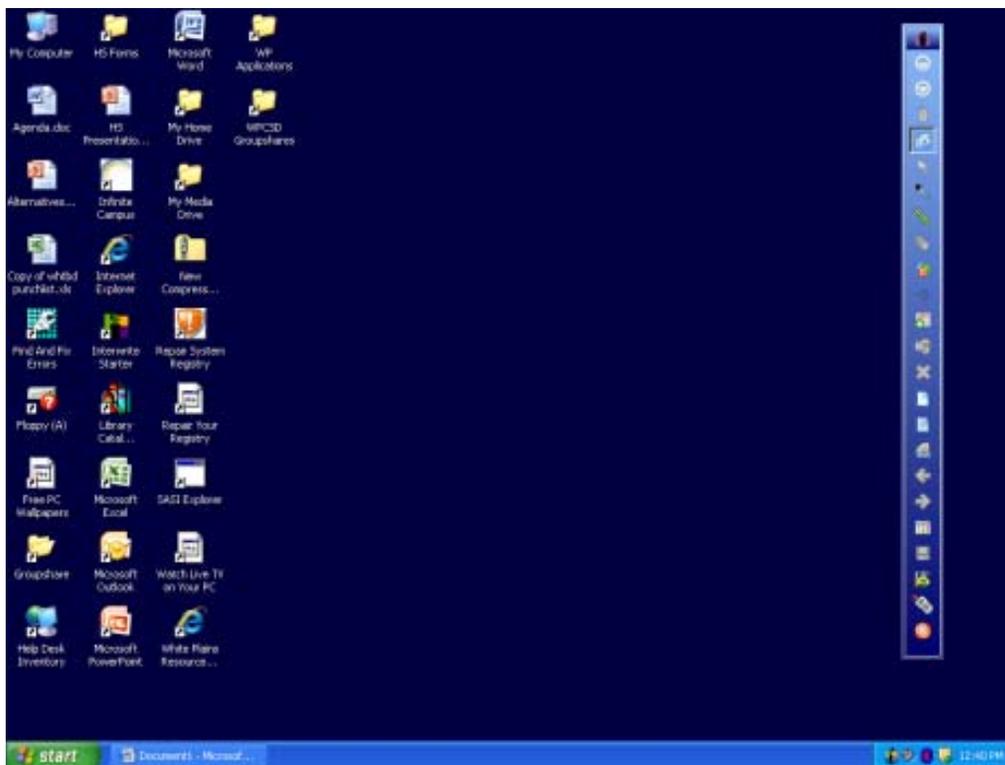
## Opening Workspace for the first time

1. Double-click on the **Workspace icon** on your desktop.



2. The **Main Toolbar** will appear on your desktop.

When opening Workspace for the first time you will see the **Intermediate Toolbar**. (You will want to change to the **Advanced Toolbar** to have more tools to work with). See Initial Set-Up on the next pages.



## Initial Set-up

### Personalize your Workspace Window by using "Preferences"

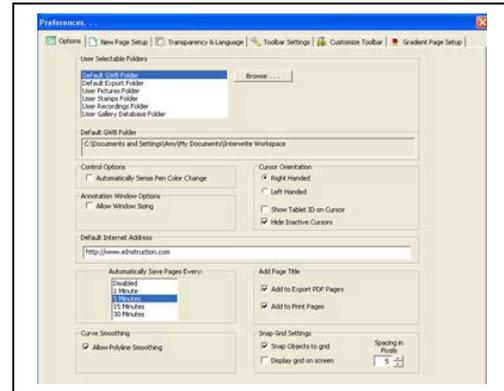
Enlarge your toolbar and icons, Set a New Page background color, Arrange the Toolbar

1. In the Main Toolbar select the Drop Down Arrow (Circle with a Triangle)



2. Click on "**Preferences**" and the preferences screen appears with several settings tabs. The three main tabs that you need for customizing are:

1. Toolbar Settings
2. New Page Set Up
3. Customize Toolbar



## Toolbar Settings Tab

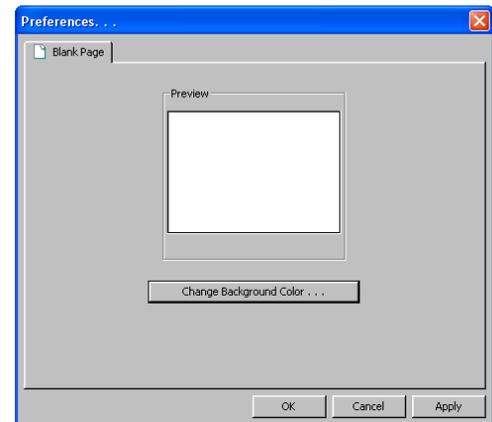
Enlarge your Main Toolbar and Icons by selecting the **40 X 40** radio button. **Stay in the Preferences screen and click on the New Page Set Up Tab.**

## New Page Set Up Tab

Set a custom background color by clicking on the "Change Background Color" button and select a background color from the painters pallet. Click **OK** to save your changes.

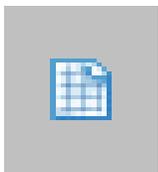


Blank Page Tool from the Main Toolbar to launch a blank page.

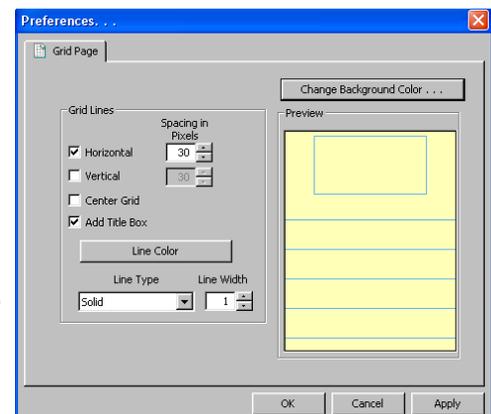


## Also in the New Page Set Up Tab Set up a Grid Page or Ruled Page

Create a Special Grid Page or a Ruled Line Page. Checking or Un-checking the boxes to the left of the Page results in a Ruled Page or a Grid Page set up. Ruled Page is excellent for K-2 writing exercises as though writing on a piece of paper. Grid Page is good for use in Math and Science. Click **OK** to save changes.



Select the **Grid Page** Tool icon on the Main Toolbar to launch the page.

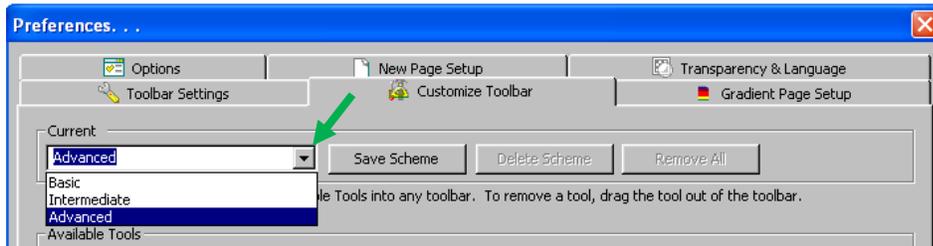


## Initial Set-up - Click on the "Customize Toolbar" Tab

Change the Main Toolbar to the "Advanced" toolbar to enable more tools and modes.

There are three Fixed Toolbar Schemes - **Basic**, **Intermediate** (Default) & **Advanced**.

Select the Drop Down Arrow in the "Current" box and click on "Advanced".

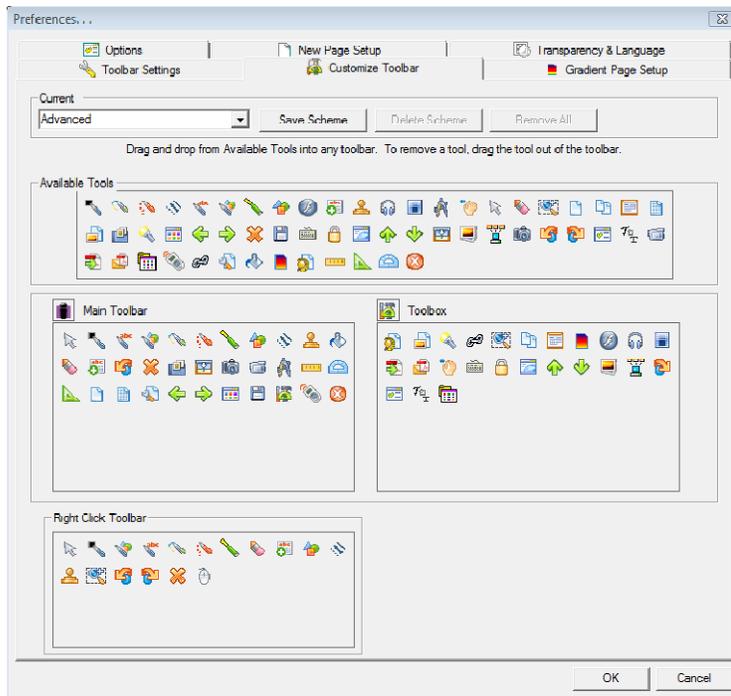


		Advanced Toolbar	
Minimize Toolbar		Menu Drop Down	
<b>Mouse Mode</b>		<b>Lesson Mode</b>	
<b>Annotate Over Desktop Mode</b>		<b>Office Mode</b>	
Selection		Main Pen	
Freehand Text (Conversion)		Freehand Shapes (Conversion)	
Multicolor Pen		Picture Pen <b>(Add Pictures)</b>	
Highlighter		Shapes	
Straight Line		Stamper <b>(Add Pictures)</b>	
<b>Color Fill</b>		Eraser	
Typing Text		Undo	
Clear Screen		Gallery <b>(Add content, lessons and other media)</b>	
Curtain		Capture <b>(partial, Freeform, window &amp; page )</b>	
Record and Playback		<b>Compass</b>	
<b>Ruler</b>		<b>Protractor</b>	
<b>Triangle</b>		Create Blank Page	
Create Grid page		New Page Setup	
Previous Page		Next Page	
Page Sorter		Save	
Toolbox		<b>Student Response System Functions</b>	
<b>Link History</b>		<b>Import from Devices</b>	
Exit			

## Adding or Removing Tools to customize your Main Toolbar

Complete the following steps to add or remove a tool to or from the Main Toolbar, the Toolbox, or the Right-Click Toolbar.

1. Locate the tool you want to add in the **Available Tools** field.
2. Touch and Drag the tool with your computer mouse or the Mobi Pen to the location you require. Repeat until you are finished adding or removing tools.



### **Saving a Customized Toolbar "Scheme"**

After moving tools to the desired location, you must save the new toolbar as a custom scheme. Click **Save Scheme**. The *Enter Name* window opens.

Type the name of the new scheme and click **OK**.

The new scheme is added to the *Scheme* drop-down list in the Current Pane.

**Before Exiting - Save all of your changes by clicking **OK!****

Bottom right corner of the window.

## Initial Set-up - Building your Gallery of Instructional Content Workspace Content Software must be loaded prior to building!



The Content **Gallery** contains thousands of images, backgrounds and simulations that can be used across the curriculum to build lessons and engage students. Use the **Gallery** to find maps, math tools and tables, science tools and tables, graphic organizers, language arts tools, social studies interaction, interactive games and flash video simulations. The icon for the Gallery is on the toolbar.

**Please Note:** The first time that the Gallery icon is selected you will be prompted to load the gallery images. This will take a few minutes and will only happen the first time.

To load the Gallery for the first time:

1. Select the **Gallery** icon from the Workspace toolbar.
2. Initially you will be asked if you want to build your gallery - Click on **Yes**.
3. Next click on **Build** to populate the Gallery.  
This could take a couple of minutes.

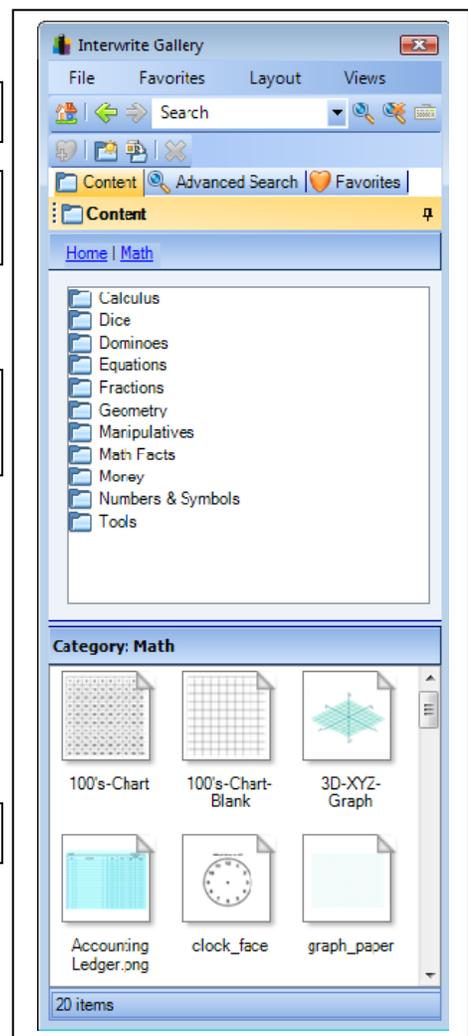


**The Gallery Page**

Navigation and  
Search

Content Categories  
and Sub-Categories

Thumbnail Preview



## How Workspace Works

Workspace allows you to capture text, graphics, or virtually any image from any application that you can run and project from your computer. Perform Digital Annotation with a variety of presentation tools. Build and save Lessons for use in multiple classes.

Workspace offers four different modes of operation:

**Lesson mode:** By default, Workspace opens in Lesson mode. In Lesson mode, Workspace takes a screenshot of your desktop and allows you to annotate over that static image. Write, draw, insert images, highlight, interact with, and annotate over prepared material. You can also use a blank page as a whiteboard at any point in your lesson without leaving the Workspace presentation.



**Mouse mode:**

The Mouse Mode tool allows you to leave a Workspace Lesson and access your active desktop to perform mouse activities. **Your Lesson is minimized to the systems tray.** You can run applications on your desktop, access the Internet, open files, etc. To return to your Workspace Lesson you can click on the minimized document tab in the systems tray. You can also select any of the annotation tools while in Mouse mode to return to Lesson mode.



**Annotate Over Desktop Mode**

The Annotate Over Desktop Mode tool allows you to annotate over stationary images on your desktop or moving images, such as video, and incorporate the annotations into your current workspace lesson. When you use the Workspace tools you stay in the current application so all of the features of that application are still live (scroll bar, links, etc.).



**Return to your Workspace Lesson** by clicking on the Mouse Mode tool. When prompted - Save your annotations as a page in your lesson by clicking YES. If you click no, you cannot recapture your annotations.

**Office mode** (Windows only): Open and interact with Microsoft Office applications directly from the Workspace software. Annotations done in Office Mode can be incorporated into your workspace lesson and as part of that native Office file.



## Using the Mouse Mode

Click on the Mouse Tool, while in a lesson, for quick access to your desktop for mouse manipulation of your desktop. Click on the mouse tool and your current Workspace Lesson will be minimized to the systems tray while you run applications, access the internet, open files, etc. To return to your lesson click on the minimized lesson tab in your systems tray.



## Annotate Over Desktop

The Annotate Over Desktop tool is used like the [Annotation Window](#), however your desktop is underneath and can be accessed for use. The Annotation Tools, Page Tools, or Capture Tools are usable and can be selected from the main toolbar. Elements of the desktop can be called out and highlighted for interactive use.



## Using Annotate Over Desktop

The following picture displays an example of a web page in Annotate Over Desktop mode. You can select any of the Annotation tools to illustrate features on the desktop. In the example, elements of the page have been highlighted and circled. You can continue to another web page, and the annotations will remain, but you do not have to exit out of Interactive Mode to advance to another web page, or desktop application. Use the **Select Tool** from the main toolbar to manipulate any of the windows or applications on the desktop.



## Using The Office Mode Toolbar

Button	Name	Use To
	Menu	Access the <a href="#">Office Mode Menu</a> .
	Mouse	Activates the mouse.
	Lesson Mode	Accesses the Lesson Mode Toolbar.
	Annotate Over Desktop	Accesses Annotate Over Desktop.
	Office Mode	Activates Office Mode and displays the Office Mode tools.
	Pen	Write or draw within the page in the Microsoft file. Settings options are found on the Tool Settings Toolbar, accessed by clicking on the Down Arrow.
	Highlight	Highlight anything on the current page. Click on the Down Arrow to display the Tool Settings Toolbar.
	Eraser	Erase annotations.
	Office Tools	Launch Microsoft Office applications.
	Insert Annotations	Insert all the annotations into the current PowerPoint slide, Word page, or Excel spreadsheet.
	Insert Selected Annotations	Insert the selected annotations into the current PowerPoint slide, Word page, or Excel spreadsheet.
	Add Blank Slide	Add a blank slide to the currently running PowerPoint Slide Show. It is available only when a PowerPoint Slide Show is running.
	Insert Slide in PowerPoint	Save the current annotated screen as a slide in the open PowerPoint presentation. The slide will be added to the end of the PowerPoint file.
	Clear	Clear all annotations from the current screen.
	Delete Selection	Delete the selected annotations.
	Insert Question	Add a question while using a <a href="#">Student Response System</a> .
	Exit	Exit Office Mode.

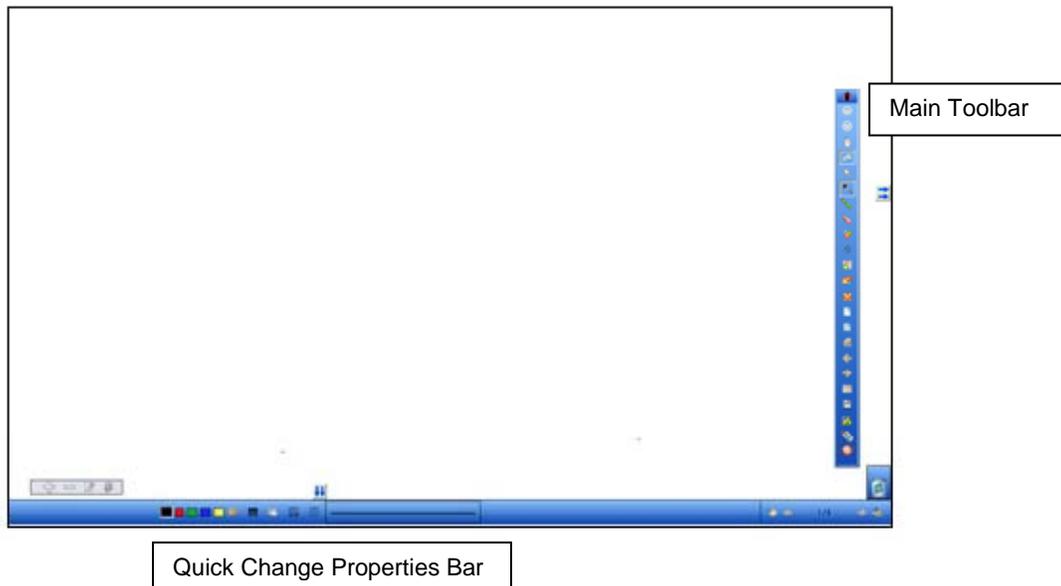


## Start Building A Lesson (Presentation File)

When you open Workspace and select a tool you automatically begin building your lesson with the first page.



A great first step is to select a Blank Page to work on much like you would use a clean dry erase board to start a lesson in class. Use the Blank Page tool from the Main Toolbar.



### Begin Simple

Select the Pen Tool from the toolbar and begin writing.



Select different annotation tools from the tool bar to add impact to your lesson curriculum or work through a problem in collaboration with your students.



**Properties Bar** - Use the Quick Change capabilities to color code your writing, change line thicknesses, change line endings or work with broken lines.

## Workspace Properties Bars

Each Tool has its own unique Properties Bar that lets you select a variety of quick change functions.

Each Properties Bar appears along the bottom of your screen when you select a tool.



## Properties bar



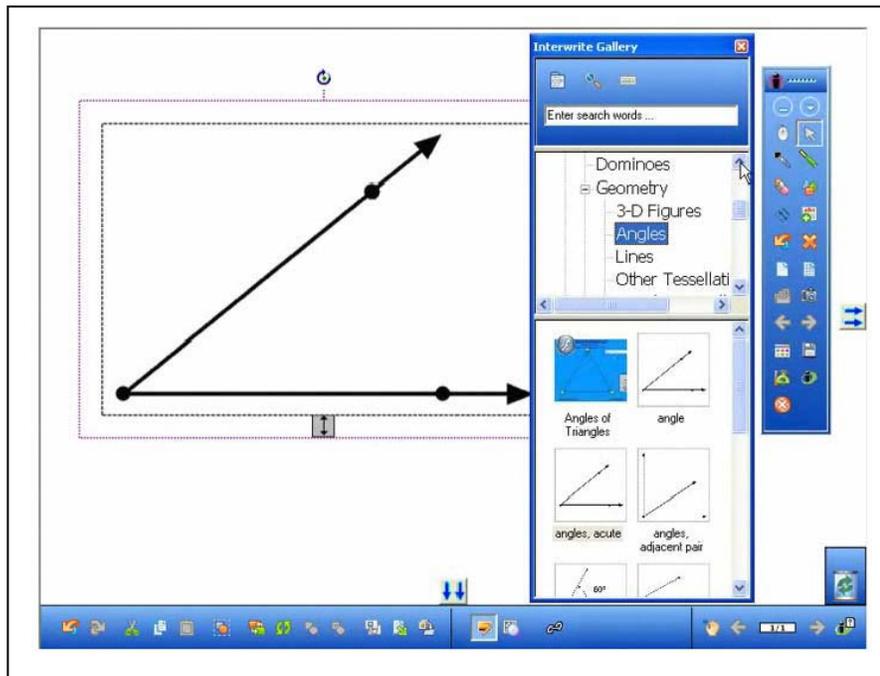
Each Workspace Tool has its own unique **Properties Bar** that provides options for quick property changes of the selected annotation tool (pen, highlighter, shapes, etc.). **For example:** The Pen Tool Properties Bar includes Line Colors, Color Palette, Line Width, Transparency, Line Endings, and Line Styles for quick changes during lessons. The Properties Bar only appears in Lesson Mode or Annotate Over Desktop Mode.

## Page Functions Toolbar

To the right of the properties bar, is the Page Functions Toolbar. Navigate between pages and access the Multi-User Set Up screen.



Select an item from the Gallery and use it as a basis for your lesson.



## Opening an Existing File Document

1. Once the **Workspace** is opened, either Right click on the **menu toolbar**

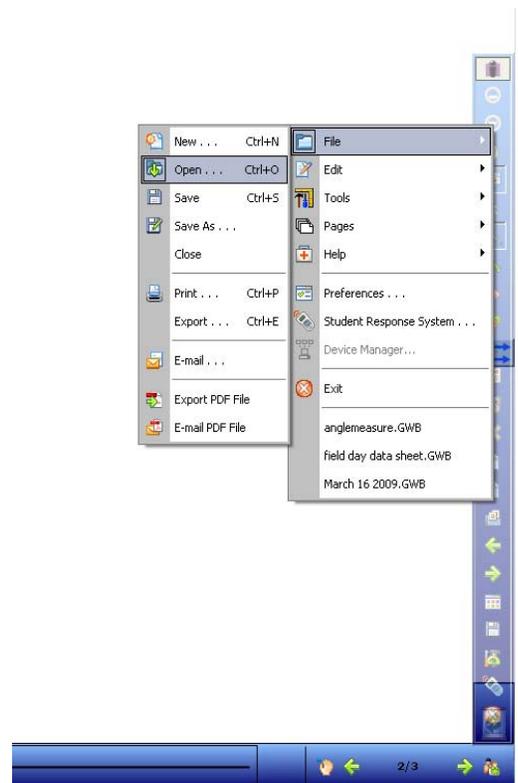
OR

2. Click on the **Workspace menu** drop down

3. Then click on **File**

4. Then click on **Open** and navigate to the folder that has your Interwrite file(s)

Start working with an existing file that has content or videos that you have pre-planned.



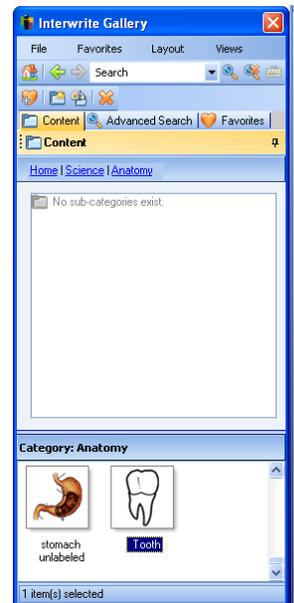
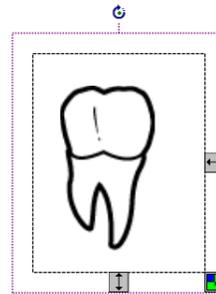
# Using the Gallery Images - First select a Blank Page



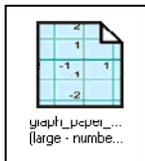
Select a category and then the subcategory. Use the up and down scroll arrows next to the Thumb nail images to find the image you want to use.

Using your Mouse/Pen **Touch and Drag** the Gallery image out on to the Blank Workspace Page.

Resize by grabbing the handle on the bottom right hand corner with your mouse/pen or selection tool. When all of the selected images are out on the page you will want to close the Gallery Page.



The Gallery Images are organized by subject area. There are three types of resources available from the Gallery.



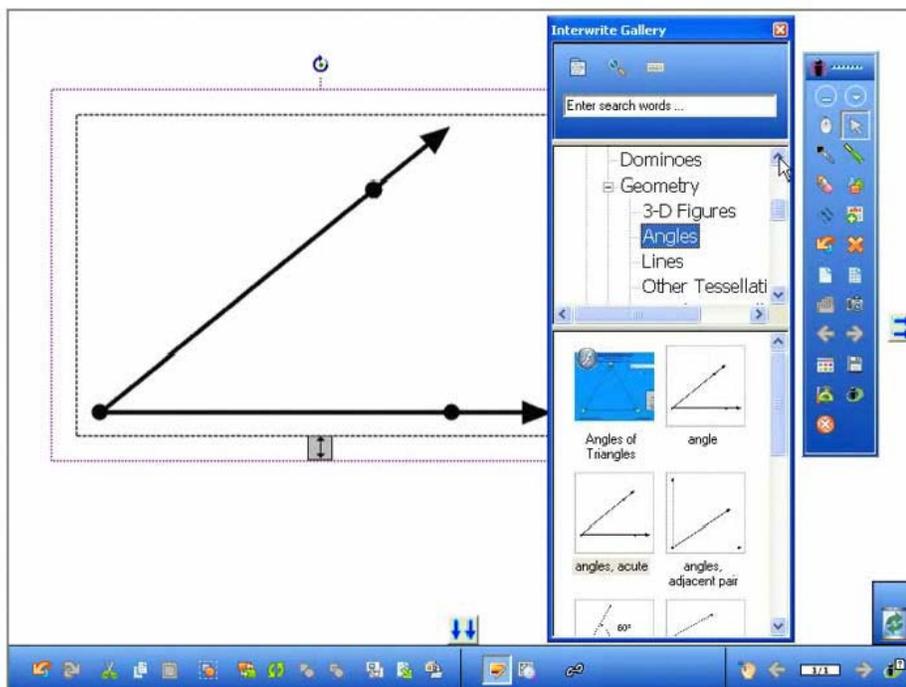
**Image Page:** This image will take up the full screen. The flap in the top right-hand corner indicates this is an image page.



**Image:** This is a single image. You can resize this image



**Sims:** Many of these files have sound and/or animations.



## Gallery Content at a Glance

<u>Main Category</u>	<u>Sub-Categories/Descriptions</u>
Arts and Recreation	Art, Games, Music, Sports
Graphic Organizers	Venn diagrams, various flow charts, language arts charts
Interwrite Sims	Games, Science, Social Studies, Math, Language Arts, Teacher Tools (Flash videos and animation).
ExamView®	Sample Examview content. Add your own ExamView content to the Gallery for easy access during a lesson.
Language Arts	Handwriting, Grammar, Sight Words, Word Parts (Blends, Prefixes, Roots, Word Families, etc.), Literature, Poetry.
Math	Algebra, Calculus, Dice, Dominoes, Equations, Fractions, Geometry, Manipulatives, Math Facts, Money, Numbers and Symbols, Tools, Tables and Graphs, Various Graph Papers and Grid Backgrounds.
Science	Anatomy, Animals, Biology, Chemistry, Environment, Food, Geology, Physics, Space, Tools, Weather.
Social Studies	Emotions, Everyday Things, Geography, Street Signs, UK Street Signs, Transportation, Historical, Holidays.
Special Needs	ASL, BSL

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## Using SIMS

SIMS, which are interactive Flash simulations, are pre-made activities in various areas of the curriculum. Use a Sims as a warm-up exercise, to provide additional practice, to integrate into a lesson, or to just make learning more fun. Some important teacher tools are provided including a protractor, ruler, calculator and spinner. SIMS activities can be accessed through the Gallery.

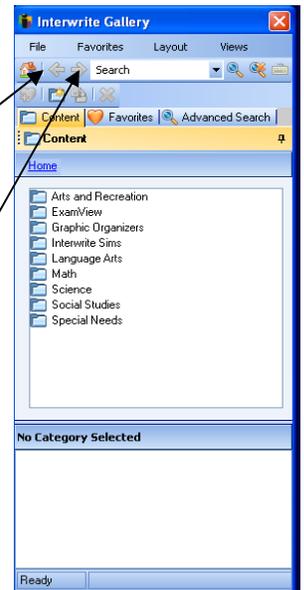
The SIMS activities are marked with an *f* symbol.  
Drag the activity out of the Gallery on to your Blank page,  
resize and play using the Selection tool.  
SIMS activities will work when placed in the background.



## Personalizing your Gallery by adding your own images and files

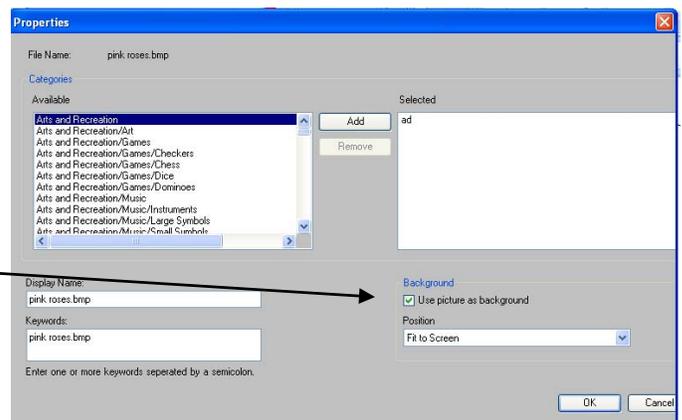
You can add your own images and backgrounds to the **Gallery**. Your pictures will be immediately available from the main toolbar. Your frequently used pictures, graphs, charts, tables and organizers should be considered for placement in the **Gallery**. Interwrite supports the following file formats: JPG, JPEG, BMP, GIF, DIB, RLE, EMF, WMF, TIFF, and PNG. Compressed pictures work best.

- Open the **Gallery** from the Interwrite Workspace toolbar.
- Select a **Category**. This is where you want the picture to be stored.
  - *Note:* You can add a new category. Click on the **New Category** button. Type the name of the new category and hit the **enter** key or right-clicking an existing category.
- Select **Add Files to Category** button. The Add File(s) to Gallery window will open.
- Find and select the picture you would like to add to the Gallery.
- Click on **Open** to add the picture to the category.
- Your image will now be a part of the Interwrite Workspace **Gallery** and can be accessed directly from your toolbar.



### To use a picture as a background:

- Right click the picture that you would like to use as a background.
- Select **Properties**.
- Click the box **Use picture as background**.
- Click on **OK** to close the window. The right corner of the image will now be turned down to indicate that it is a background picture.



You can add an image or Workspace Page to the Gallery. Click on the **Add to Gallery** icon on the *bottom* of the Workspace toolbar. Select **Add Current Page to Gallery** to add the entire page or select **Add Selection to Gallery** to add a selected image.



Minimize Toolbar

**Mouse Mode**

**Annotate Over Desktop Mode**

Selection

Freehand Text (Conversion)

Multicolor Pen

Highlighter Tool

Straight Line Tool

**Color Fill** Tool

Typing Text

Clear Screen

Curtain Tool

Record and Playback

**Ruler**

**Triangle**

Grid page/Ruled Page

Previous Page

Page Sorter

Toolbox

**Link History**

Exit Workspace



Menu Drop Down

**Lesson Mode (Default Mode)**

**Office Mode**

Main Pen Tool

Freehand Shapes (Conversion)

Picture Pen **(Add Pictures)**

Shapes Tool

Stamper **(Add Pictures)**

Eraser

Undo

Gallery of instructional content

Capture Tool

**Compass**

**Protractor**

Blank Page

New Page Setup

Next Page

Save

**Student Response System Functions**

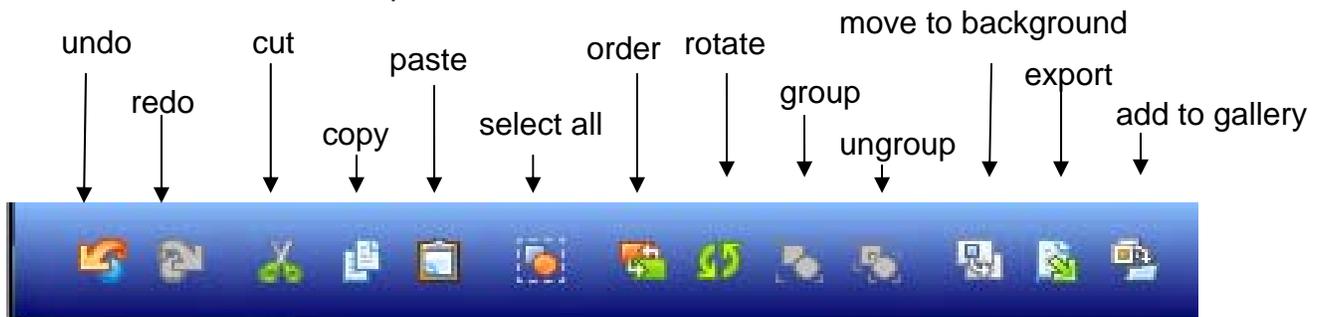
**Import from Devices**

## Using the Selection Tool

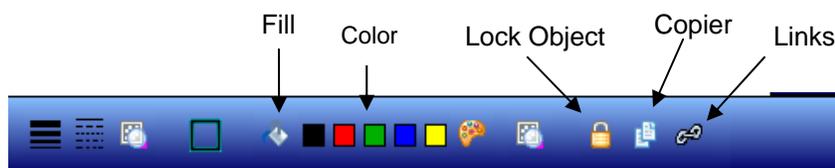


Use the Selection tool to select entities – text, shapes, images, objects etc., on the current page. Selected entities can be modified. Click on an entity to select it. Select multiple entities by clicking and dragging the Selection tool boundary around the entities. The Selection tool is an editing tool and can be accessed from the Workspace toolbar.

The selection options listed above can be accessed from the Selection tool options on the bottom of the Workspace as shown below.



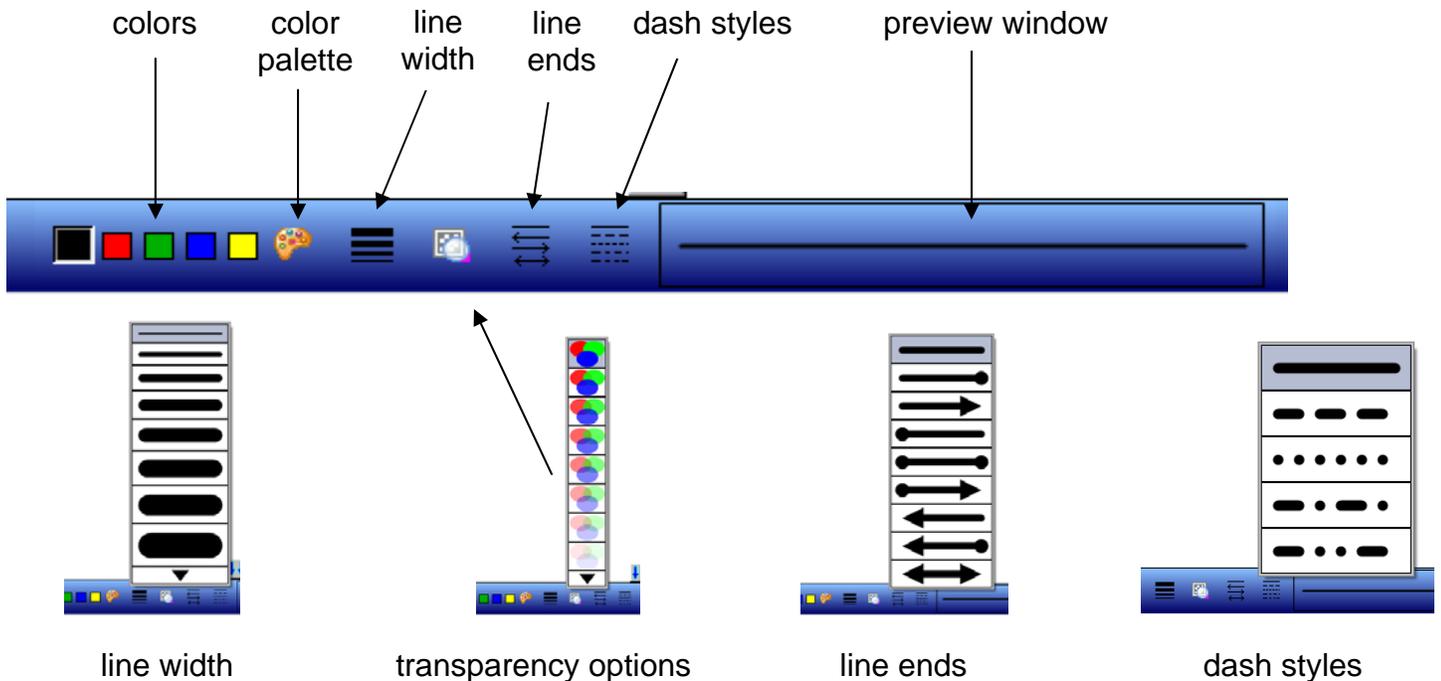
Option	Function
Undo	Removes the last action completed
Redo	Completes the last action removed
Cut	Removes selection from page
Copy	Copies selection from page
Paste	Adds previously copied or cut selection to page
Select All	Allows selection of all entities on page
Order	Allows selected entities to be placed at different locations on the page
Rotate	Allows for the rotation of the selected entity
Group	Allows for multiple entities to be grouped as a single item
Ungroup	Allows for items to be permanently placed in the page background
Move to background	Allows for items to be permanently placed in the page background
Export	Allows for selected entities to be exported as image files
Add Files to Gallery	Allows for selected entities to be added to the InterWrite Gallery as images
Fill	Changes page color or color of selected area
Lock Object	Moves object to background temporarily
Copier	Copies selected area; deselect to stop making copies
Link	Select area may be linked to internet, other pages, video



## Using the Pen Tool



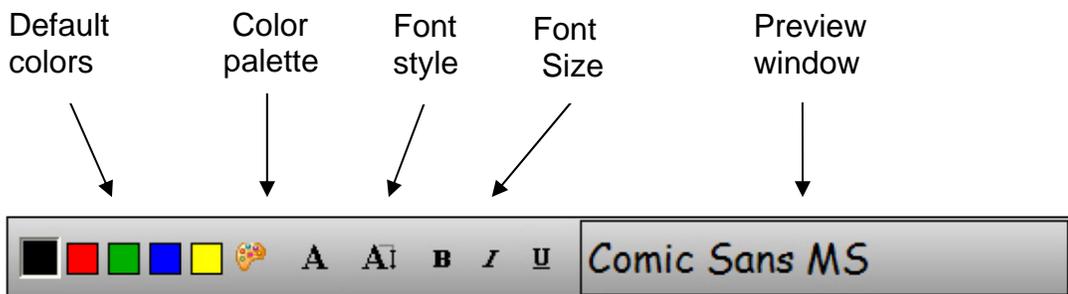
The pen allows you to write in many colors, line widths and forms as well as different levels of transparency.



## Using the Freehand Text Tool



All alphanumeric characters written with this tool are automatically converted into typed text using the font displayed in the preview window on the tool's Properties Bar. Select a different font, change the font size, the font style, and the font color from the Properties Bar **before** you begin writing. Your selections are displayed in the preview window.

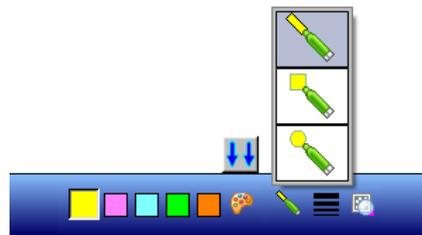
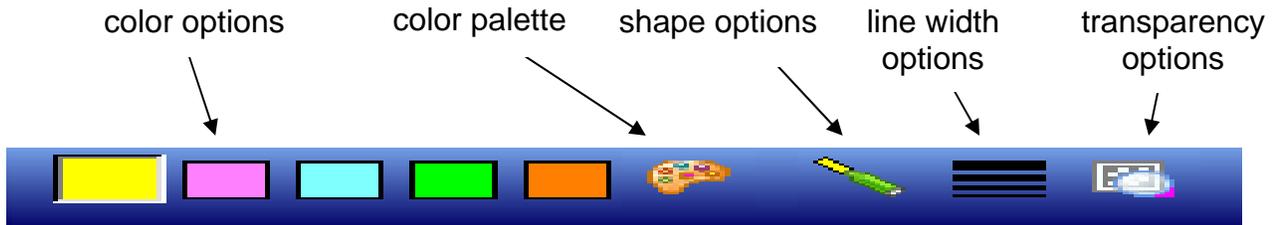


Special care should be given to how your letters are formed, as the system may not recognize broken strokes. Write slowly but continuously.

## Using the Highlighter Tool



Use the tool to highlight anything on the current page. Select tool attributes from the Properties Bar at the bottom of the page. Click on the properties to view a description.



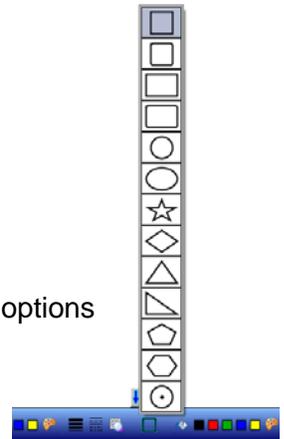
## Using the Shapes Tool



Draw shapes with this tool. Click on the Shapes button in the middle of the Properties Bar and select a shape from the menu. The settings on the left side of the Properties Bar affect the line attributes of the shape.

The settings on the right side affect the fill attributes of the shape. The currently selected shape and its line and fill attributes are reflected on the Shapes button.

shape options



## Using the Straight Line Tool



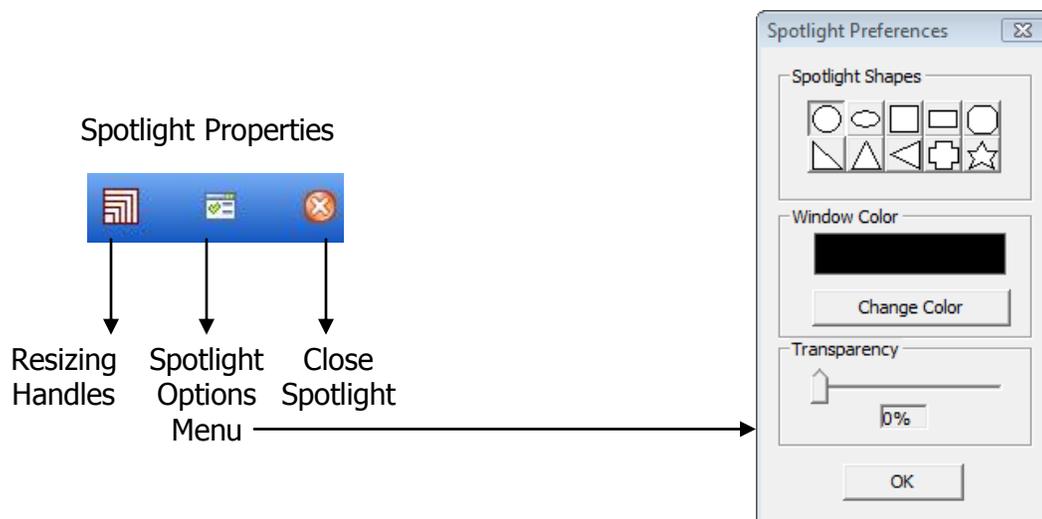
Use the Line tool to draw lines on the page in the Annotation Window. The settings options for the Line tool are found on the Properties bar. The selected tool settings are displayed in the preview window. Click on a feature on the Properties bar to learn more about it.

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## Spotlight

The Spotlight allows you to view a small part of your screen. The Spotlight is similar to the Curtain; however, you can change the Spotlight to be a different shape. The spotlight is normally housed in the toolbox. You can use the Preferences option to add the spotlight to the toolbar.

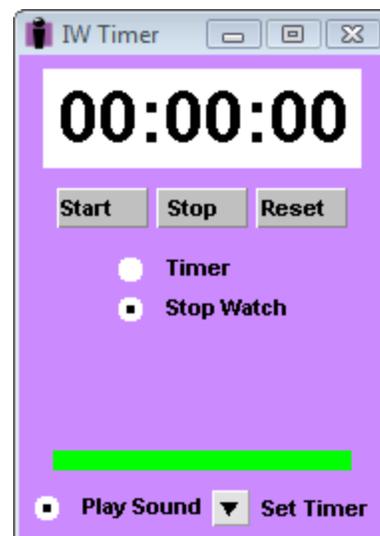
1. Go to a document or page where you want to use the Spotlight.
2. Click on the **Spotlight**  icon from your **toolbar or toolbox**. The Spotlight's properties will appear in the Properties Bar.
3. Use the **cursor to drag** the Spotlight anywhere on the screen.
4. When you are done with the Spotlight, click on the **Close Spotlight button** at the bottom of the screen.



## Timer

The timer will beep and flash to indicate time is up or count time to the second as a stopwatch.

1. Click on the **Timer**  icon 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.

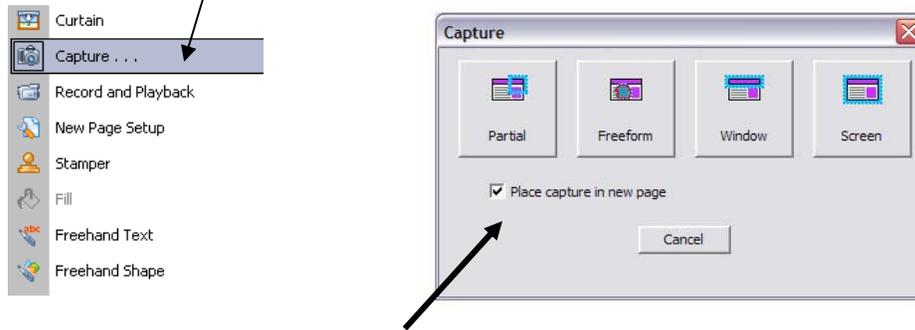


## Using the Capture Tool



To capture is to make a snapshot of the full screen, the window or a selected part of the screen. Text, illustrations and pictures can be captured from the Internet and from pages within the Workspace document. This invaluable tool is used often.

The Capture Tool is in the Workspace toolbox; the icon is a *camera*.



Find the image or selection to capture. To capture a *section* of a page, select Partial or Freeform. To capture the screen, click Window or Screen. Check the Place capture in new page box if you want the image to be placed on a new Workspace page. If the page you want is already open, uncheck the box.

**Window** is content below the Internet toolbar.

**Screen** includes all content within frames and toolbars

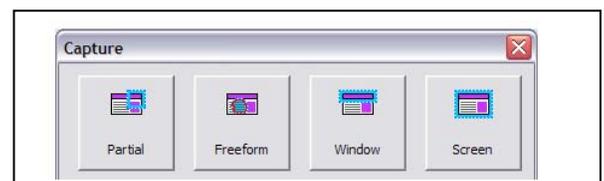
**Partial** - Allows a selected area within a rectangular form.

**Freeform** - allows selected area to be "roped".

2009 STATS				2009 FANTASY STATS		
BA	HR	RBI	OBP	SLG	% OWN	AVG DRAFT
.321	10	37	.396	.461	100.0%	53.4

2009 Season Stats												
SP	AB	R	H	2B	3B	HR	RBI	BB	SO	SB	CS	AVG
Season	82	343	56	110	18	0	10	37	17	3	.321	.396
Career	2067	8368	1529	2645	429	57	216	1039	292	78	.316	.387
Last 7 days	4	19	1	8	2	0	0	2	1	0	.421	.450
Projected	156	659	107	209	34	0	19	70	76	32	.321	.396

You can capture or crop areas on your desktop. When capturing in Lesson Mode, four selections are available. Use the Partial, Freeform, Window or Page selections to crop or capture sections of the page or the whole page.



## Using the Layers Tool (Shown on screen)

Interwrite Workspace pages may be set up as layers. This will allow for manipulation of foreground images without moving all layers to background.



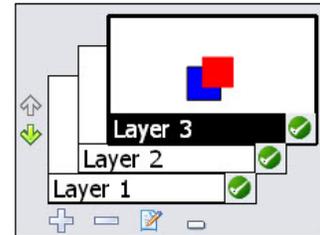
← Layer bar – bottom left, (above lower toolbar)

A Workspace page will offer a Layers application. This will allow you to organize, list and move between pages and objects. Examples would be using a ruler image over a map to measure the scale of miles.

By default, each new Workspace page is organized in a single parent layer. Create new layers to move items into them, or move items from one layer to another at any time.

### Working with Layers

- Open a new page within Lesson Mode
- Add a picture, draw or annotate the page
- Click Add Layer 



A new layer is added to the page. Continue to annotate and add layers by clicking the Add Layer button. The active layer is highlighted in black.

To move an object from one layer to another

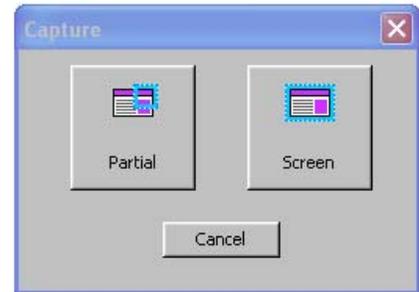
- Select the object you want to move to the other layer.
- Drag the object to the wanted layer. The plus sign indicates the layer has been moved and will be added to the display in the toolbar.



## Using the Record and Playback Tool

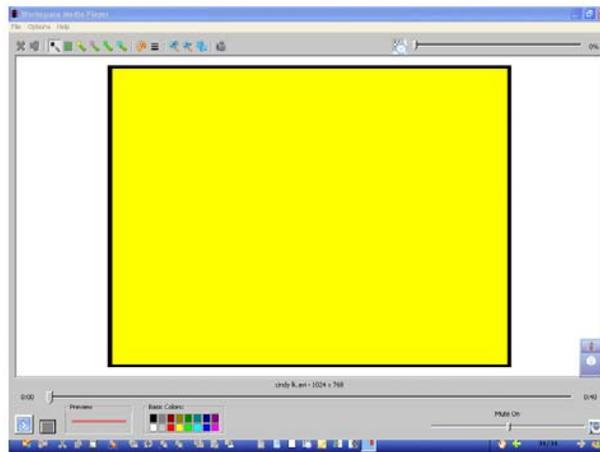
Use the Record and Playback tool to record and play interaction with the whiteboard. It records sound and screen events and stores them in an AVI file for play in a presentation or separately on a media player. The Record and Playback tool is in the Toolbox.

Click on the icon.



1. The recorder opens; move this dialogue box to an unobtrusive corner of the presentation and click Ready.
1. The Capture Window opens.
2. Select Partial or Screen. Selecting Screen allows for the full page to be captured.
3. Click Stop when the recording is complete.
4. A Save window will open in the User Recordings file in Interwrite Workspace. Name the recording for ease in identification and retrieval.

This file can be inserted in a presentation or lesson and annotated and critiqued using the tools provided. It may also be played separately.



## Using the Multi User Collaboration Function

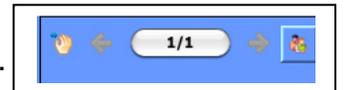


The Multi User feature allows for two or more people to interact on the same screen at the same time using the same computer. Pairing multiple Mobis allows up to 9 people to collaborate on the same screen. The Dual Board allows two people to work side by side at the same time.

### Setting Up Multi User Function in Workspace

1. Mobis must be PAIRED to the same receiver before engaging the Multi-User function. The Dual Board is always ready to use in Single or Dual mode.
2. **PAIRING** - Insert one Mobi USB Hub receiver into your computer. Turn on each KWIK or Learner to be paired. One at a time, mash and release the blue button on the receiver. While it is flashing flip the Mobi over and press the small blue button until the receiver button stops flashing. Your Mobis are paired or synced.

3. While in the Lesson Mode, click on and open a Blank Page.
4. Locate the Multi User icon in the bottom right corner of the screen.



5. Click on the Icon to open The *Multi User Page Setup* window.



If using Mobi Kwik or Learners try to keep one out as the **presenter** for master control over all of the devices. If you commit your Mobi to a panel then the mouse on your computer becomes your master control over all devices. Use the einstruction Device Manager to set your Mobi as the Presenter. Highlight your Mobi and click on the Person Icon.



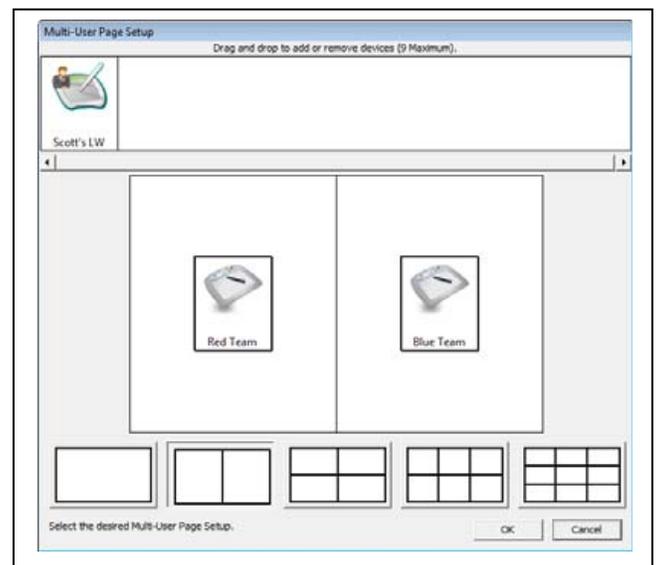
6. The Paired and connected devices are displayed in the Available Devices Area.
7. Select the **Multi User** page you want to use. **Collaborative** single pane, or **Defined** multi pane set up - Each Mobi is assigned to a dedicated panel.

8. **Touch and drag** a device into a particular panel to assign it to that panel.

9. When each device has been assigned then **Click OK** to launch the screen.

10. Each device will have its own Miniature Toolbar with a Pen Tool, Eraser, Color Selection Tool, and Line Width Tool.

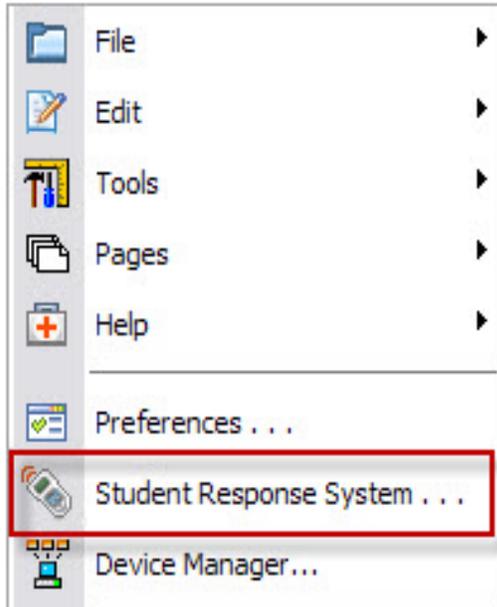
11. Each device will be confined to its own writing area in the multi panel set up.



## Set up and activate a CPS Response session from Workspace.

Activate a Student Response System (SRS) session from Workspace, using the Clicker Tool to blend formative assessment with classroom instruction. You can create, edit, and pose questions during a session and your students will be able to respond using their CPS brand clickers.

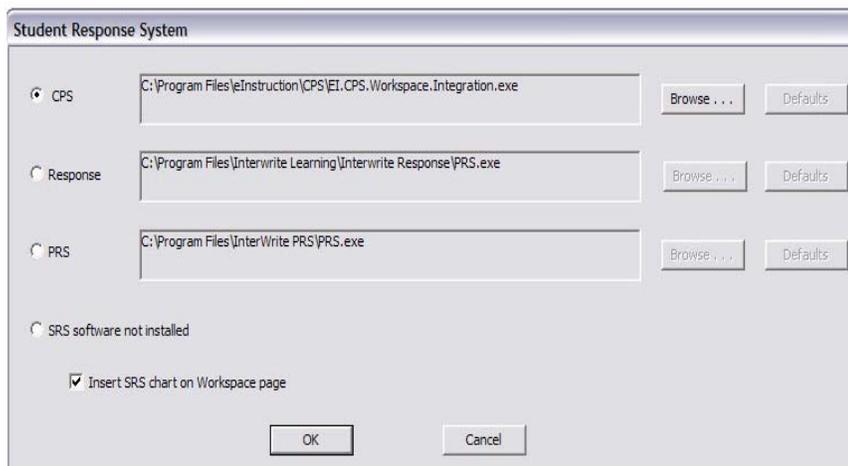
The SRS window displays all the Student Response options that interact with Workspace.



Select "Student Response System" to open the *Student Response* window.

You will need to set up the interactive pathway before you can engage a CPS session.

1. Make sure CPS software has been installed on your computer before set up.
2. Click on Browse > in program files window scroll and double click on eInstruction > Double click on CPS > double click on **EI.CPS.Workspace.Integration**



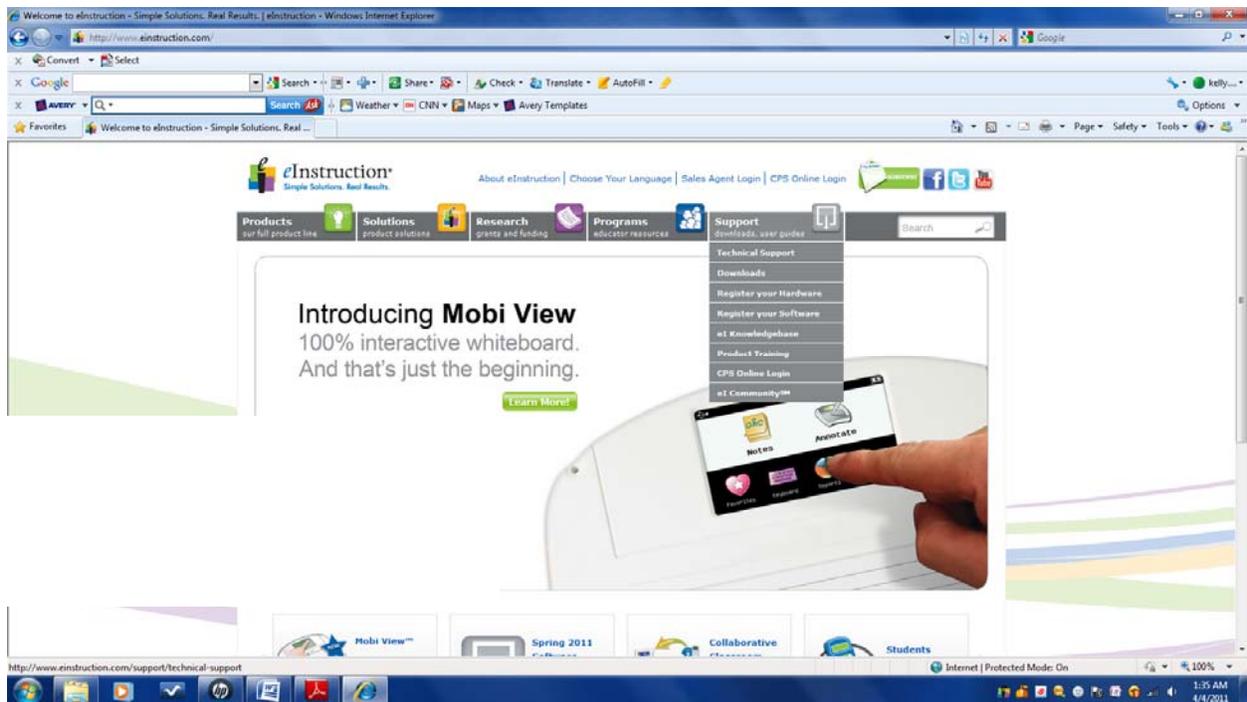
## Live Support for Workspace, Mobis and Dual Board

### **eInstruction Tech Support - Help Desk**

Free live assistance for CPS Response, Workspace, Examview  
Tech Support/Help Desk open 8am to 7pm Eastern  
Toll Free 1-888-333-4988

Also available on line at [www.einstruction.com](http://www.einstruction.com)

Click on Support and then Technical Support



Local support in North Carolina  
Kelly Griffin - Education Consultant  
(919)280-6984