

Interactive Whiteboard Frequently Asked Questions

Explore the following list of FAQ's for more information, uses, tips, tutorials, and helpful links for the Interactive Whiteboard.

An Interactive Whiteboard is a touch-sensitive display technology. Instructors and students have the ability to interact with materials simultaneously for a more connected learning experience. By using a compatible pen or your finger on the whiteboard, you are able to control computer applications, write notes, display images, work collaboratively, and watch videos. Interactive Whiteboards are ideal for both impromptu and prepared lectures, collaborative classroom work, and study sessions, because they simultaneously engage a number of learning styles. This is also a useful tool, because notes can be captured, saved and then posted on Blackboard.

Where are the Interactive Whiteboards located, and how do I reserve one?

Interactive Whiteboards are available for student use in Wilson Library study rooms 373-377, 477 and 577. These rooms can be reserved via WWU's Library website.

To reserve a library room with an Interactive Whiteboard visit the following link:

- <http://www.library.wvu.edu/>

What do I do if the Interactive Whiteboard is not responding to my touch?

To ensure the Interactive Whiteboard responds to your touch, make sure you are firmly pressing the whiteboard surface. If you touch the board too lightly, it may not

always respond. Your compatible pen or finger motions must be firm and precise for the whiteboard to recognize them. If you continue to have problems, make sure the USB cable is properly connected to your computer.

For more trouble shooting tips for the Interactive Whiteboard visit the following link:

- <http://www2.smarttech.com/kbdoc/129043>

What do I do if the Interactive Whiteboard touch screen is black?

If the Interactive Whiteboard screen is black, make sure that the monitor is turned on. The whiteboard power button is on the remote located in the Interactive Whiteboard kit, provided by the library. If the whiteboard is still black, check to make sure that the Interactive Whiteboard is properly plugged in.

How do I know which Interactive Whiteboard pen or eraser is working?

A green sensor light on the pen tray, located on the Interactive Whiteboard, will indicate which tool is active. The last tool you picked up will be active. If you pick up the blue pen, it is active. If you pick up the eraser, while holding the blue pen, then the eraser is the active tool because it was picked up last.

How do I view a DVD on the Interactive Whiteboard?

A computer capable of playing DVDs can be used with the Interactive Whiteboard. To view a DVD, you can use the DVD drive in your computer and the image will display on the Interactive Whiteboard.

For more ideas on how to use the Interactive Whiteboard visit the following link:

- http://coe.winthrop.edu/jonesmg/lti/smartboards/smartboard_default.htm
- http://www.youtube.com/watch?v=SbRl3Sr_jso

How do I use the Floating Toolbar?

The floating tools offer a customizable toolbar to perform a variety of functions. Use a compatible pen or your finger to relocate the toolbar by dragging the toolbar to the desired location on the Interactive Whiteboard screen (see Figure A).



FIGURE A

For more information on the floating toolbar visit the following link:

- <http://stusupport.curry.edu/SMARTBoardTutorials.html>

What is an Ink Aware Program?

When software is Ink Aware, you can write and draw directly into an active file. When you save an Ink Aware application file, your notes and drawings will be visible the next time you open it. Microsoft Word, Excel and PowerPoint software are the most commonly used Ink Aware applications.

For more information on Ink Aware programs visit the following link:

- <http://www2.smarttech.com/kbdoc/128879>

How do I convert text?

Converting in Notebook 10

While working within the Notebook 10 software, save your text by right clicking near the handwritten text. A list of converted text options will appear. Click the option that matches the text you have written. The handwritten text will then be converted into a moveable text box.

Converting in the Digital Ink Layer

While working within the Digital Ink Layer, save your text by right clicking near the handwritten text. A list of converted text options will appear. Click the option that matches the text you have written. Similar to working within the Notebook program, the text will be converted. However, the handwritten text will be inserted where the cursor is placed in the Digital Ink Layer. It will not be made into a moveable text box.

How do I save my notes?

To save your notes within the Digital Ink Layer, you will need to pick up a pen from the pen tray located on the Interactive Whiteboard to activate the program. The Digital Ink Layer border will appear on your screen. To save your handwritten text in this layer, press the Capture Writing button in the top right corner of the border. A screenshot containing your writing will be sent to the Notebook 10 software application for later use.