Boardworks

User guide

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What is Boardworks?

Boardworks publishes a growing range of software designed for whole-class teaching on interactive whiteboards and projectors.

These resources are packed with dynamic, engaging animations and interactivity, and are ready to teach, flexible, editable and easy to use.

For more details on our resources, please call us at **1-855-405-7939** or visit our website at **www.boardworkseducation.com**.

This booklet is a guide for teachers who are new to the product. If you haven't used Boardworks products before, we recommend you start here.

Copyright

If you move to another school, you must remove any Boardworks media from your own presentations. The Copyright License supplied on the CD-ROM contains full details and takes precedence over this user guide.

Acknowledgements and credits

Unless copyright is stated on the slide or in the notes field, you can use any media in your own presentations for educational use within the school that has bought the product. Licensing credits can be found next to the image on the slide or in the Speaker Notes section of the presentation. Boardworks has made every effort to contact copyright holders and to ensure that all material is correct and accurate at the time of publication.

Technical

Minimum system requirements

OS: Windows XP Home/Professional, all Vista versions, all Windows 7 versions
Processor: 1GHz Intel Pentium/Celeron or AMD Athlon/Duron family
Memory: 512MB RAM or better
Display: 32-bit color capable of 800x600 resolution
CD-ROM drive
Windows compatible sound card for products with audio

What software do I need?

Microsoft Office 2003 or later
Adobe Flash Player 12.0.0.77 or later
PDF file reader (for example Adobe Reader)

How do I install the software?

This product is supplied on the CD-ROM as a Windows Installer.

To install the software you will need administrative privileges. If you already have these, simply insert the CD-ROM into the CD-ROM drive and follow the on-screen instructions. If the installer does not begin automatically, go to the CD drive, usually found in the 'My Computer' folder on your desktop or in your 'Start' menu ('Computer' on Vista). Double click the file 'setup.exe' to begin.

The product requires the Flash Player and PDF reading software to be installed. Installers for both Flash Player and Adobe Acrobat Reader are included on the CD-ROM for you to manually install if necessary.

Please see the readme.txt file on the CD-ROM for further details and for instructions on deploying the product across a network.

If you require further assistance, please do not hesitate to contact us. Details are on the next page.

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How can I get technical support?

What do I do if I don't have the correct version of Flash?
Double click on the Flash Player installer file included on the Boardworks CD-ROM, and follow the instructions. Alternatively, you can download the latest version of Flash Player from the Adobe website (www.adobe.com).

What do I do if I get a warning message?
Depending on the level of PowerPoint security, you may receive a message warning you that macros are present in the product. These enable Flash to run and it is necessary to enable them when using our software.

Our technical team can be contacted by e-mail at
**inquiries@boardworkseducation.com**.

It will help us deal with your inquiry quickly and efficiently if you include the information shown below in any e-mail correspondence:

1. Your name and your school name and address.
2. Product version and name
3. Windows version
4. PowerPoint version
5. Flash version
6. The type of fault (e.g. a problem with the installation, the application or a specific presentation) and details of how to reproduce the error.

Let's go!

Double click on the shortcut icon that was added to the desktop during installation.

You can also click 'Start', select 'All Programs' and then choose 'Boardworks' and then the name of your product.
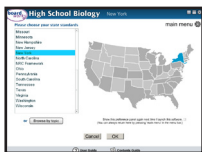
All materials are easy to navigate to from the main menu.

In the main menu you can choose to navigate the resources by learning standards or browse by topic. If you want to show the main menu every time you open the product, tick the box at the bottom of the screen that says 'show this preference panel again next time I launch Boardworks'. You can return to the main menu at any time by clicking on 'main menu'.
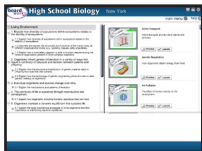
Once you've chosen your state, topic or the browse by topic button click 'OK' and the presentation menu will load. In the panel on the left-hand side of the screen, you can scroll through the standards or topics you want to teach and the panel on the right will show you the relevant presentations.
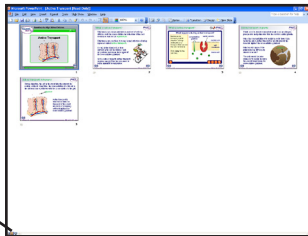
In the panel on the right, you can choose either to preview the presentation or to launch it.
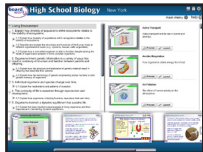
If you click 'Preview' you will be able to see the slides that are included at the bottom of the screen. If you click 'Launch' the presentation will open in PowerPoint in Slide Sorter view.

Slide Sorter view

To view the presentation as a Slide Show select the 'View' menu and click on 'Slide Show', or click on the Slide Show icon at the bottom left-hand corner of your screen as indicated below.

The Flash activities will only work in Slide Show mode.

Slide Show view

Teacher's notes

The teacher's notes provide guidance on completing an activity and extra information or ideas for adapting activities for different abilities. They can be found in the Speaker Notes sections of the presentations. The icon appears in the top right-hand corner of a slide that has accompanying teacher's notes.

To view the Speaker Notes, follow the steps below:

In Slide Show view: right-click on the slide, select 'Screen' then choose 'Speaker Notes'.

When not in Slide Show view: select the 'View' menu, then click on 'Normal' to see the notes at the bottom of the screen. Alternatively, you can click on the icon at the bottom left-hand corner of your screen as indicated below.

Normal View

Virtual experiment – This icon appears in the top right-hand corner of a slide that contains a virtual experiment.

This icon appears in the top right-hand corner of a slide that comes with a printable and editable worksheet.
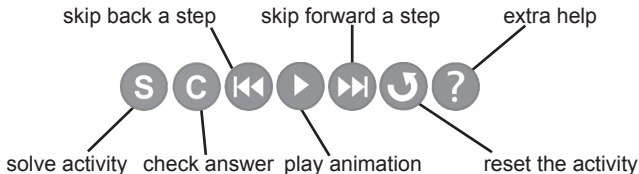
What about the Flash interactivity?

The products contain many interactive exercises that are designed in Flash, a multimedia technology. Where the slide contains a Flash activity, the above icon will appear in the top right-hand corner.

To view the Flash-based content, you will need to have a recent version of Flash Player installed. This is installed by default or is available on the CD-ROM. See page 3.
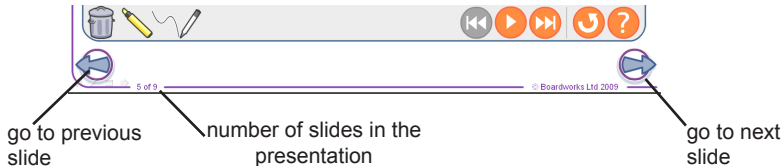
Flash activities can be easily controlled using the buttons below:

skip back a step   skip forward a step   extra help

solve activity   check answer   play animation   reset the activity

How do I navigate through the presentations?

Below is a screenshot showing the icons to help you navigate through the slides.

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go to previous slide   number of slides in the presentation   go to next slide

Click an empty area of the screen to reveal the next object on the current slide or move forward to the next slide.

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Printing and editing

Can I print from the presentations?

You can print all the slides in a presentation by simply clicking on the printer icon.

To print an individual slide, click on the slide, then select 'File' and click on 'Print'. When the print dialog box opens, choose the 'Current slide' option and then click 'OK'.

To print Speaker Notes, select 'Notes Pages' in the 'Print what' drop-down box and then click 'OK'.

How can I edit the presentations?

One of the major advantages of Boardworks products is that they are created in PowerPoint, which means they are editable. You are free to use the standard PowerPoint functionality to edit the presentations, including reordering, adding or deleting slides, adding or removing text, or inserting your own activities or images.

Can I edit the Flash activities?

The only items that aren't editable are the Flash activities. These can still be copied and pasted between slides and presentations.

How can I save changes?

If you do edit your presentations and choose 'Save' you will be asked to save your new version in another location, e.g. My Documents. You will then need to open edited presentations from their saved locations. Once you have edited a presentation you will not be able to launch the edited version through the launch window, although original presentations can still be viewed in this way.

Can I give you feedback?

We'd love to hear from you! At Boardworks we are constantly striving to improve our products and all feedback is very gratefully received. If you wish to comment on any of the content in the product please get in touch. Contact details are on the back cover.