

Interwrite Workspace Software & Mobi Users Guide



1. **Set up and charging of your Mobi Wireless Whiteboard Pad**
 - a. Install both the **Workspace Windows or MAC & Workspace Content** Software on the teacher's computer.
 - b. **Remove** the red plastic tape battery protector. **Connect** the lanyard to the Mobi and the pen.
 - c. **Charge the Mobi and Pen overnight before their first use.**
Hint about charging: Push the pen all the way in until it is fully seated in its holding area.
You must see a picture of the pen and pad on the screen to know that both are charging properly.
2. **Connecting the Mobi for wireless operation.**
 - a. **Remove the RF USB hub receiver** (Back of Mobi) and insert it into a USB port on your computer.
 - b. A blue light will activate on the top of the receiver to indicate operation.
 - c. **Mobi** – Power on with large blue button on the face. Dual Board.
 - d. **Pairing** your Receiver with the Mobi (Syncing Up). Push the blue button on the receiver, it will begin to blink. Next press the small blue button on the back of the Mobi until the receiver light stops blinking.
3. **Operating the Mobi and The Rechargeable Pen**
 - a. The Mobi operates as a **Wireless Mouse** until you open the *Workspace Software*.
 - b. **The Active Area** or writing surface of the Mobi matches your computer screen and does not need calibration.
 - c. **To aid in using the pen** - rest the side of your hand on the active surface as you write. This is more comfortable and keeps the pen slightly above the surface until you are ready to perform activities.
 - d. **White Rocker Switch on the Pen** - Clicking the end nearest the pen point simulates a “double-click” or Left Click to activate icons or files similar to a mouse. The opposite end of the switch simulates a Right Click action.
 - e. The **Soft Keys** running along the top of the **Active Area** are pre-programmed with a variety of commonly used Workspace tools. Added for convenience. A “beep” tone indicates that the tool is selected.
Hint: Get use to the Mobi by pushing back from your computer and using it as a wireless mouse.
4. **Using “Preferences” to Enlarge Toolbar Icons, Set up Blank Pages, Customize the Main Toolbar.**
 - a. **Click on Down Arrow** (Circle with triangle) at the top of the toolbar. Next click on **Preferences**.
 - b. **Enlarge the Toolbar Icons** - Click on the **Toolbar Settings Tab** > Click on the **40 X 40 Radio Button**.
 - c. **New Page Set Up** - Click on this tab to change the background color of your “Blank Page” and/or Set up your “Grid Page” or “Ruled Page”
 - d. **Select a Pre-Built Toolbar** - Click on the **Customize Toolbar Tab**. In the Current Box select the drop down arrow. Scroll down to and select **Advanced**.
 - e. **Customize Your Main Toolbar** - While in the **Customize Toolbar Tab**. **To Add Tools** use your Mobi Pen to touch and drag tools into the **Main Toolbar**. **To Remove Tools** touch and drag tools out of the Main Toolbar.
 - f. **To save your customized changes** click on “Save Scheme” button - Give your new toolbar a name and click OK. This name will appear in the list of available tool bars.
 - g. **“Available Tools”**. Large rectangle box showing all 60 tools that are available for your use.
 - h. **“Tool Box”** - Designed to give you quick access to less active tools. Access this box by touching on the “Tool Box” tool in the Main Toolbar (Hammer & Screw Driver). Store less active tools for easy retrieval during lessons.
 - i. **Save all changes by Clicking on OK** at bottom of the Preferences Window.
5. **Build your Gallery of Teaching Aide Content**
 - a. **Select** the Gallery Tool on the Main Toolbar. When “Content does not exist” window appears click on **Yes**.
 - b. **Next window** click on the “**Build**” button. Relax while the content is loaded in a reverse countdown.
 - c. When the Gallery is populated the list of Categories will appear in a list.
 - d. Open a BLANK PAGE. Click and Drag your image out on to the blank page. Close the category window.
6. **Main Workspace Modes**
 - a. **Mouse Mode** - Provides Mouse capabilities and access to your desktop while in a lesson.
 - b. **Lesson Mode** - Workspace opens in the Lesson Mode by default.
 - c. **Annotate Over Desktop Mode** - (Computer Screen with pen) Select this mode when you want to annotate over images on your desk top and save those annotations as part of your lesson.
 - d. **Office Mode** - Provides a special toolbar for access to your Microsoft Office Word, PowerPoint or Excel files. All of your Office Tools are active. Annotate over documents or presentations save them as an Office file.

7. **Building a Workspace Lesson**
 - a. **Selecting any tool automatically begins a Workspace Lesson with the first page.**
 - b. **If you want to start with a Blank Page then** select the **Blank Page tool** or the **Grid Page tool** from your toolbar, (Paper with turned edge), a blank page will open. Then select the tool you want to use and begin your lesson. Pages are automatically added by continuing to click on the blank page tool or when working in other workspace modes. The Blank Page is required for the Gallery or using Multi-User.
 - c. **Build a formal lesson** – Add documents, work sheets or internet material into blank pages to build a lesson.
 - d. **Gallery - Click & Drag images** on to a Blank Page to use as part of your lesson.
 - e. **Page Sorter tool** – Use this tool to view your pages and organize your lesson before saving. Reposition pages or remove any unwanted pages before saving your Workspace lesson.
 - f. **Saving a Workspace Lesson** - When ending a Workspace session you will be prompted to Save or discard your lesson. If you select Yes then you will be asked to name your lesson. If no name is given then the lesson will be default saved under the days date.

8. **Engage multiple users on the Mobi using the Multi User Set Up page.**
 - a. **First Pair all of your Mobis to the same receiver.**
 - b. **Open a “Blank Page”,** Locate and **click on the People icon** in the lower right corner of the screen. Then click on **“Multi-User Set-up”**.
 - c. **Multi User Set Up Page** – All paired Mobis will be pictured at the top of the screen.
 - d. **Select the number of panels to be used**- Touch and drag each Mobi into a single panel. **If you can,** you will want to have one Mobi remain outside the panels as a controller. **If you deploy all of the Mobis** then the *Mouse* on your computer becomes the over-ride controller. When finished assigning Mobis click **OK** to launch.
 - e. Each panel will have it’s own miniature Properties Bar for Annotation (Line Color, Line Width, Eraser)
 - f. **Sand Box Mode** – Several Mobis can write on the same screen. Drag all the Mobis into the Single Pane. **OK.**

9. **Downloading Pre-Built Workspace Lessons from the Lesson Library**
 - a. Go to www.eicommunity.com. If you are not registered then complete the free registration and then **log in.**
 - b. On the main screen **Click on the Resources Tab > Search Resources on drop down.**
 - c. **Enter the word Workspace** in the Key Word search box and **click Search.** You will be presented with a Workspace Lessons Search Page. Most Workspace lessons can be downloaded for free some take points.
 - d. Use Refine Search and choose the Grade Level, State and Subject.
 - e. Once you locate the pre-built lesson that you want click on Download and save that lesson in your “My Documents” for easy retrieval or use as a lesson when Workspace is open and you are using the Mobi.

10. **The KWIK Screen** (Teacher Model) displays a variety of status indicators:
 - “M” - The board is in “*Mouse Mode*”.
 - “Wineglass” - The Mobi is communicating with the Computer.
 - “USB icon” - The Mobi is connected to the computer via USB cable.
 - “Prox” - Vertical rectangle. The pen is in close proximity to the tablet.
 - “In Menu” - *Gridded* Vertical rectangle. Indicates the KWIK menu is in use.
 - Blue Scroll Buttons, to the right of the KWIK, are used to scroll through your Class Roster.

The Mobi Learner LCD screen only displays basic operation status – Battery life, proximity, etc.

11. **The KWIK Screen CPS Display of Response Data**
 - a. This will happen automatically when a Mobi and a CPS assessment are engaged at the same time on the same classroom computer. The response system Must be the CPS brand.
 - b. When CPS is being used in the Verbal Question, responses will be shown when the correct answer is selected.

12. Wake County internal Whiteboard resource wiki <http://resources4iwb.wikispaces.com>

13. **View Workspace Training Videos** – www.einstruction.com, Support > Product Training > Training Materials.

14. **Need HELP! Call our live Tech Support/Help Desk Team toll free [1]-(888)-333-4988. 8am to 7pm eastern.**



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