Newline Interactive Board Training Handout

Connecting to the board

- On the home screen of your board, press VGA and then tap the preview box just above VGA.

    - Please note, if you connect a laptop to the board you will need to select the input you used to connect it, such as HDMI1, HDMI2, etc.

Using the browser feature

- The browser can be accessed from the home screen. It functions just like your desktop browser and can be used for most tasks you already use your desktop browser for.

- If you use YouTube, like for announcements, some videos might not be displayed properly. To fix this, select the lower of the 3 vertical dots in the browser. Select desktop in the menu that appears.

Whiteboard

- The whiteboard is used just like your physical whiteboard in your room. You can create new boards by selecting the + button and cycle through the boards using the navigation keys (< and >) located in the bottom right.

- The bottom left of the whiteboard has a toolbar with a tools to swap between annotate and whiteboard, insert an image into the whiteboard, input text, and another to draw shapes.

Annotating

- The annotation feature is used to write on top of anything that is on the screen. This can be useful for writing on top of a worksheet or other classwork. It has functions very similar to the whiteboard.

- Annotate has tools in the bottom right to screenshot what is currently on the screen and another button to quickly switch between whiteboard and annotate.

Files App (File Commander)

- To use the Files app, you will first need to set up one of your accounts. To do this, select File viewer followed by Add Cloud.

- Google Drive and OneDrive are the school accounts we have for cloud file storage (.com and .org, respectively).

- Once you have a file selected for viewing, you can directly edit the document or write on top of it using the annotation feature. This could be used for things such as viewing a document without having to pull it up on your computer.

- If you annotated on the document, you can screenshot your changes to pull back up later. This would be a great way to keep where you got in each class separate.

- The same steps can be used to pull up a file using a USB drive.

Casting (screensharing)

- You can share any device's screen with the smartboard. This would be used for quickly viewing information on another device, such as a Chromebook, phone, tablet, or laptop. It works best when both devices are on the same Wi-Fi network.

  - You could also pull up documents on your tablet and monitor your class by walking around and doing work on the board simultaneously.

- This is accessed by selecting the Screensharing button on the home screen. It will bring up a splash page telling you to go to a website or download an app. Follow these procedures on the device you wish to cast from before activating the app. Next, input the session ID and begin casting!

  [images of the splash page, session ID, and any others]

Gadgets Folder

- The gadgets folder has some apps you might find useful, such as a calculator.

Remote

- The remote can be used to access many of the features listed above without needing to physically be at the screen.

Notes: