



2021

CLASSROOM EQUIPMENT TUTORIALS

PORTABLE SMART BOARD

CLASSROOM EQUIPMENT TUTORIALS SERIES
WASHINGTON UNIVERSITY IN ST. LOUIS
CENTER FOR TEACHING & LEARNING



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Getting Started

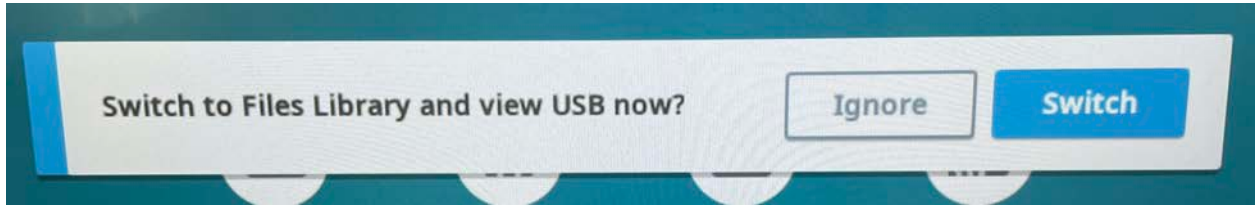
- To wake the Portable Smart Board up, simply touch the screen and you will be met with this interface:



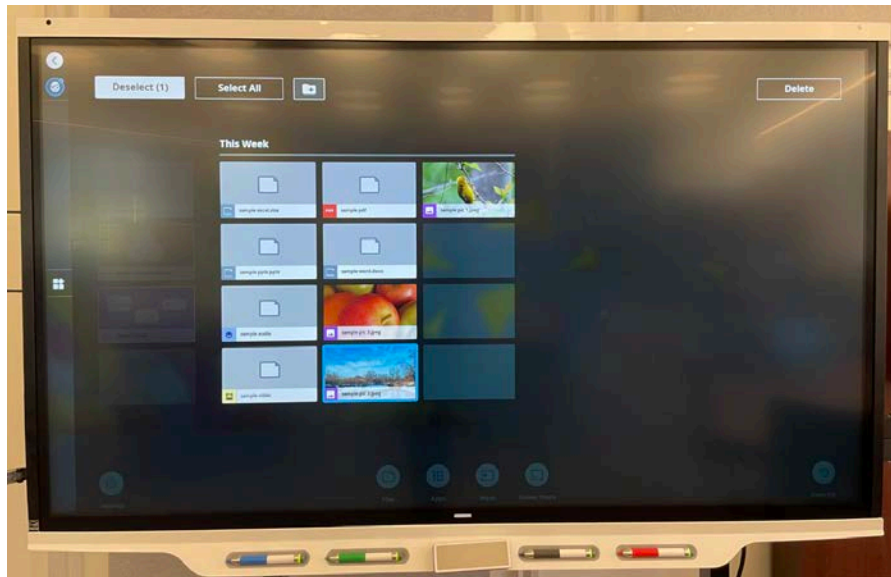
- Click on “Files” to access any files in the Smart Board.
 - To add files, connect your USB device to the side of the monitor:



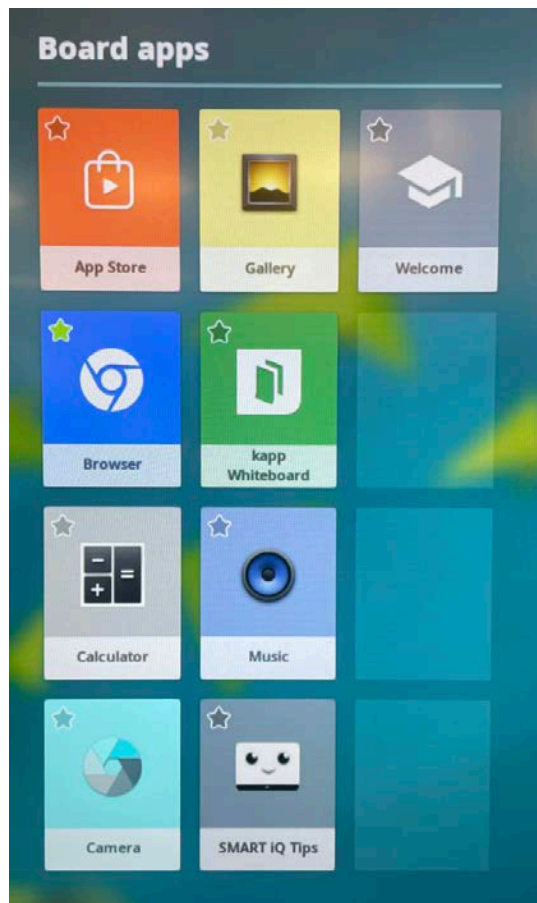
- You will then click on “switch” when prompted:



- You will then be able to access your files by clicking on them.
 - Greyed out files are not supported by the board.



- Click on “Apps” to access the apps available.



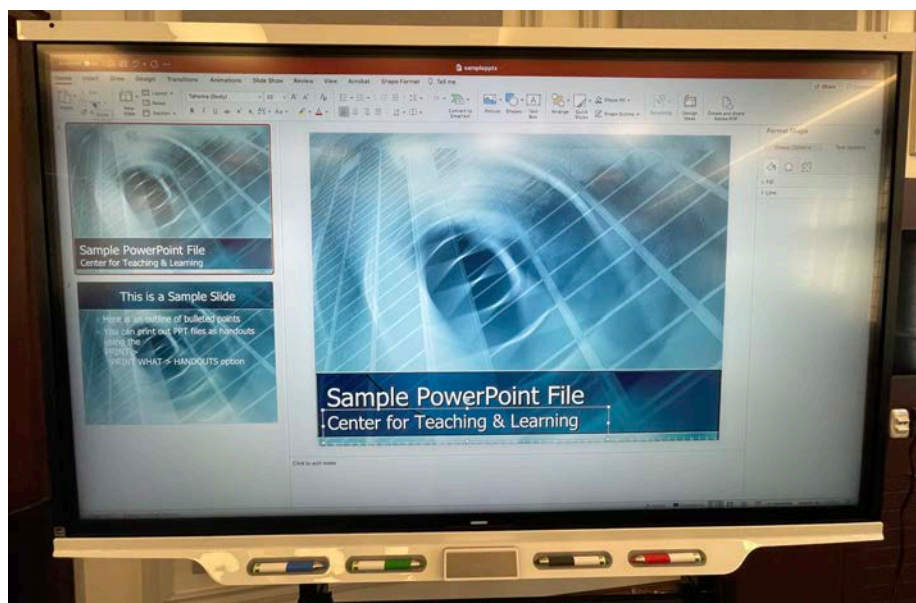
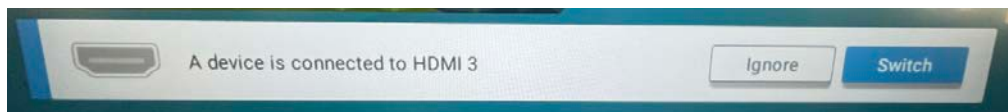
- Click on “Screen Share” to share content on the screen.



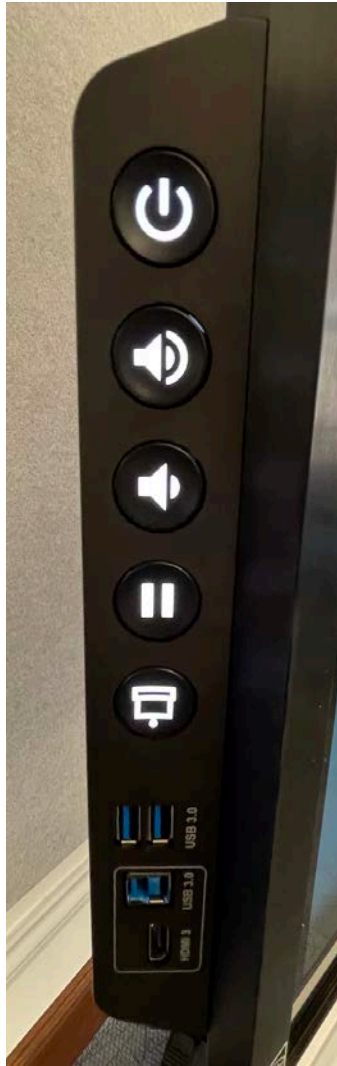
- Click on “Input” to change inputs.
 - You can plug in your device to the side of the board:



- You will then click “switch” when prompted and your device will start being displayed on the screen:



- On the side of the board, you will also find power, volume, pause and input buttons:



White Board Feature

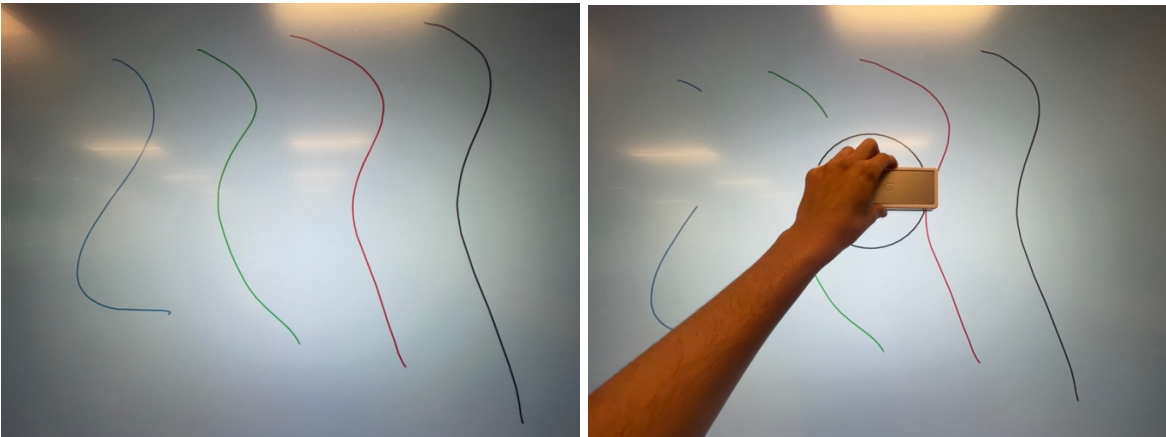
- To access the “Whiteboard” feature, click on “Whiteboard”:



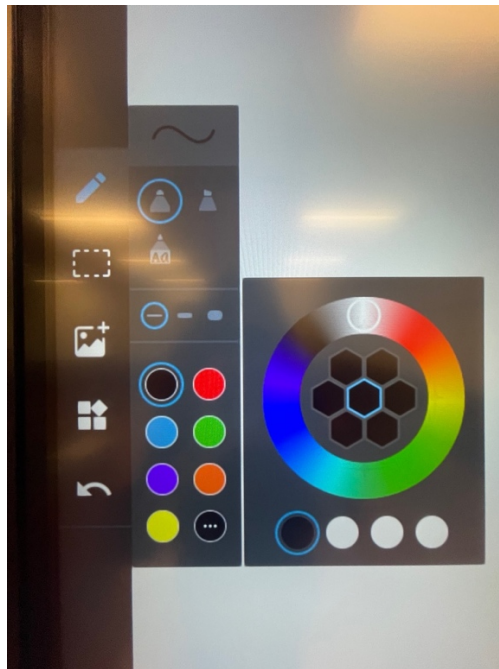
- There will be 4 pens and an eraser available to you:





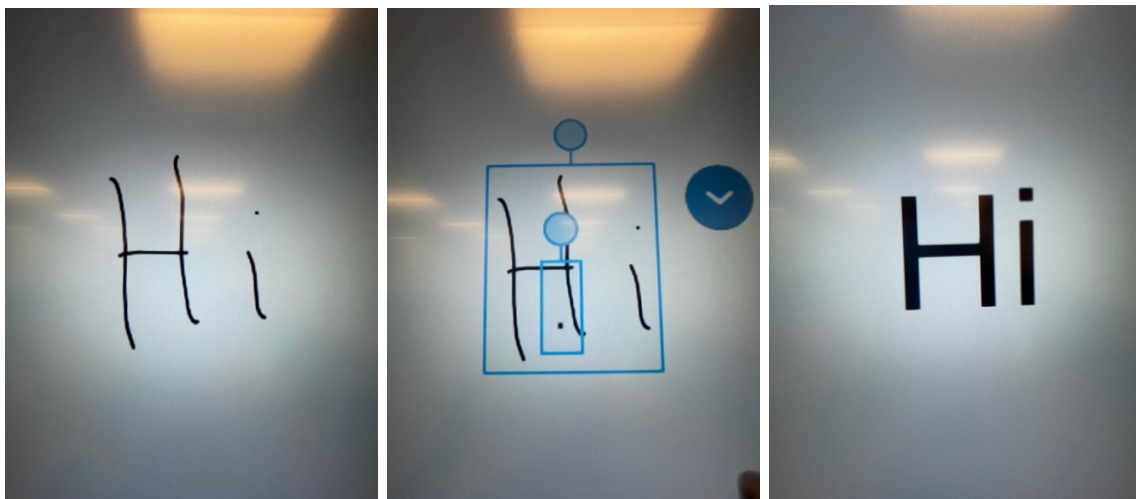
→ Simply use the pen and eraser as you would on a regular whiteboard:



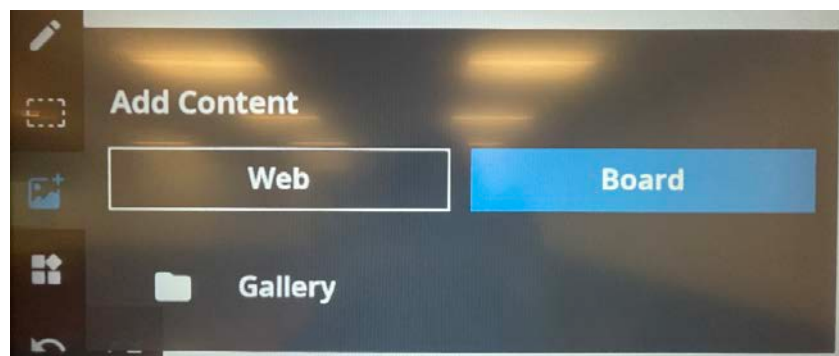
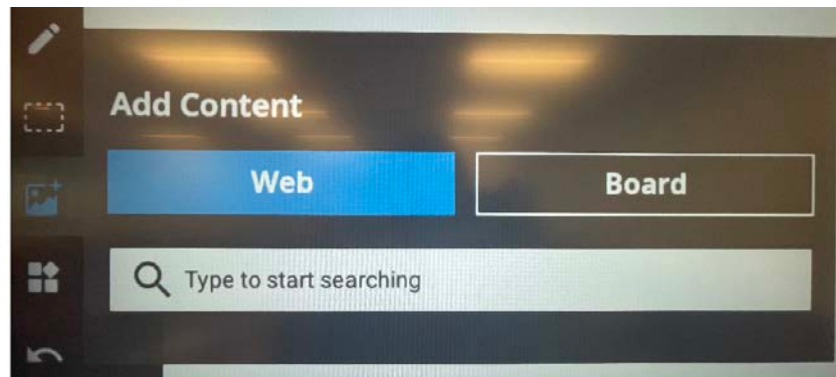
- Clicking on the pen icon in the whiteboard function will allow for customization of the pen such as colors, thickness and switching to highlight mode:



- You can also use the type function to convert handwritten words into typing by clicking on the select icon () , selecting the word and then clicking on the “Aa” icon ():



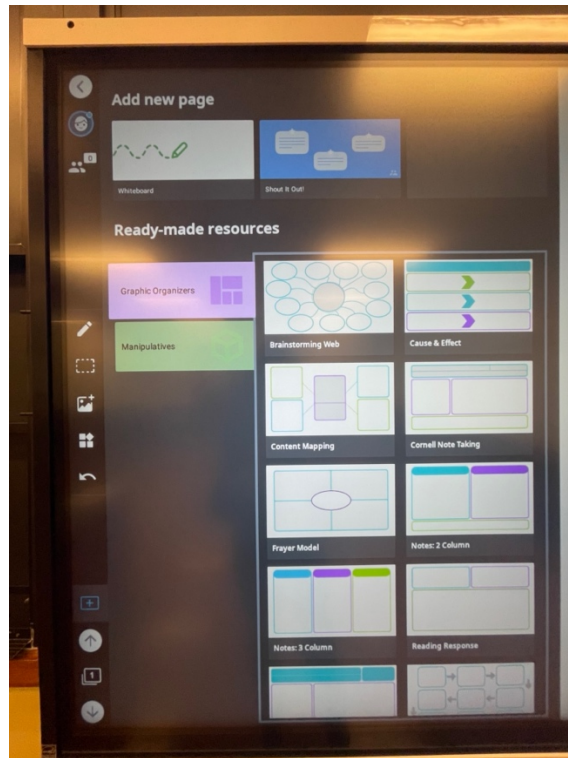
- Clicking on the add image icon will allow you to add images either from the web or from the board's picture gallery:



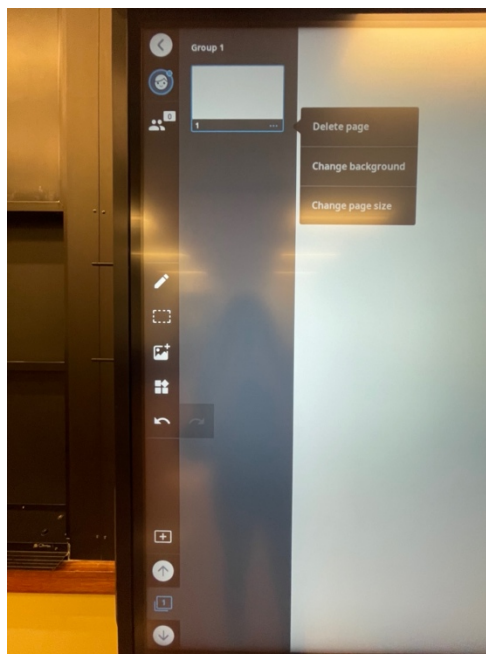
- Clicking on the widgets icon will allow you to add widgets to the board:



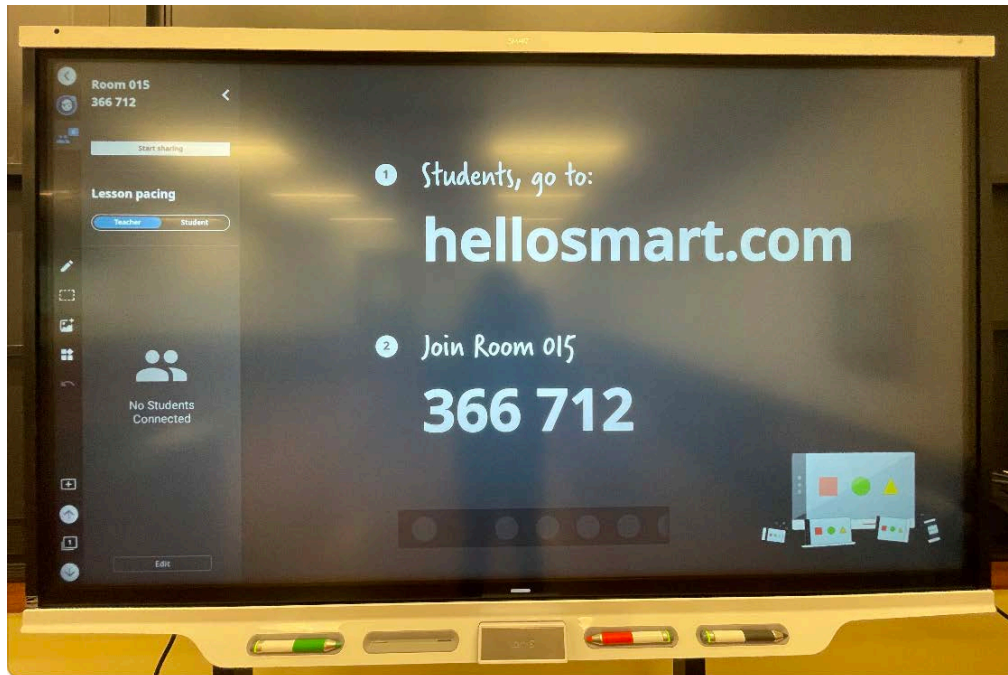
- Clicking on the new page icon will allow you to add a page, either blank or from templates:



- You can manage your pages by deleting them, changing their background, or changing their size by clicking on the page manager icon:

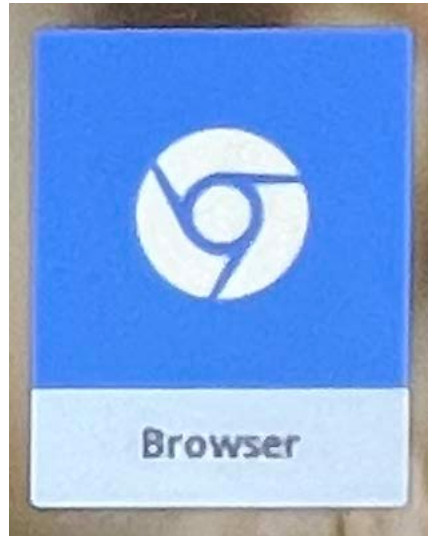


- By clicking on the sharing icon, you can allow your students to add things to the whiteboard by following the instructions on the screen:

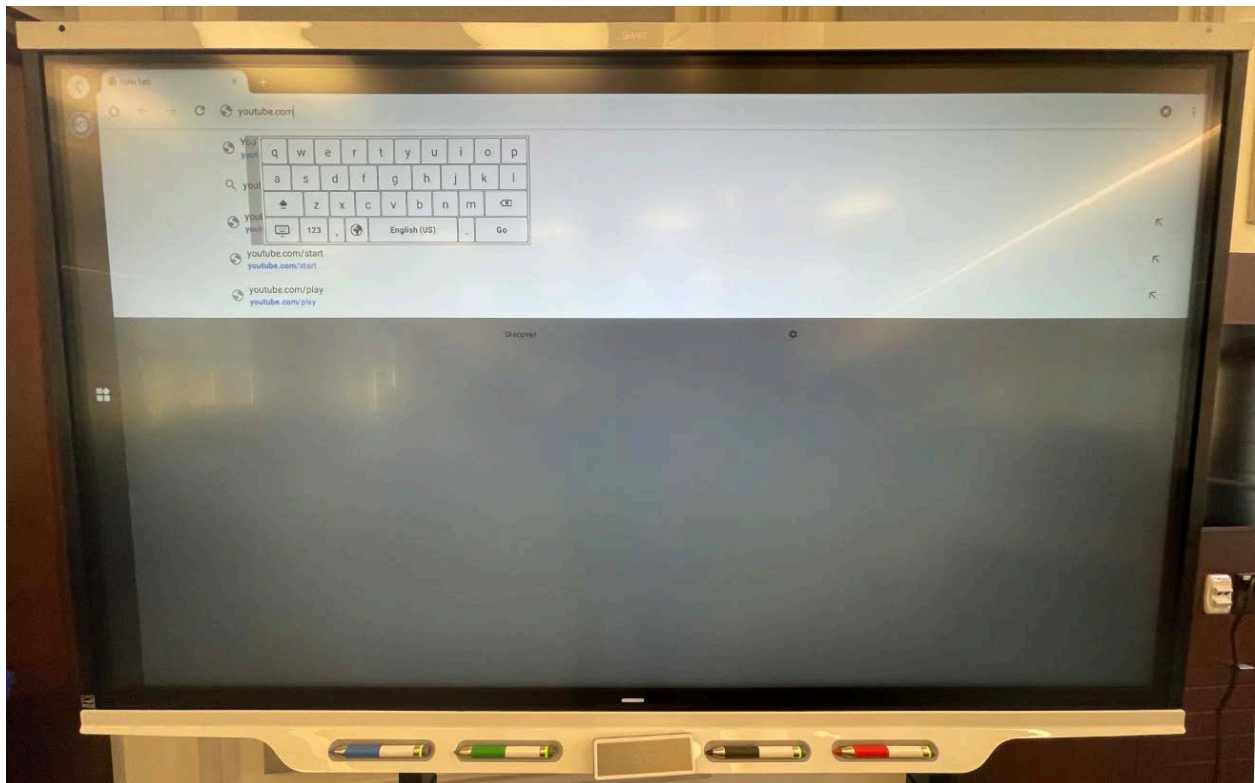


Browser Feature

- You can access the web browser function by clicking on the “Browser” icon:

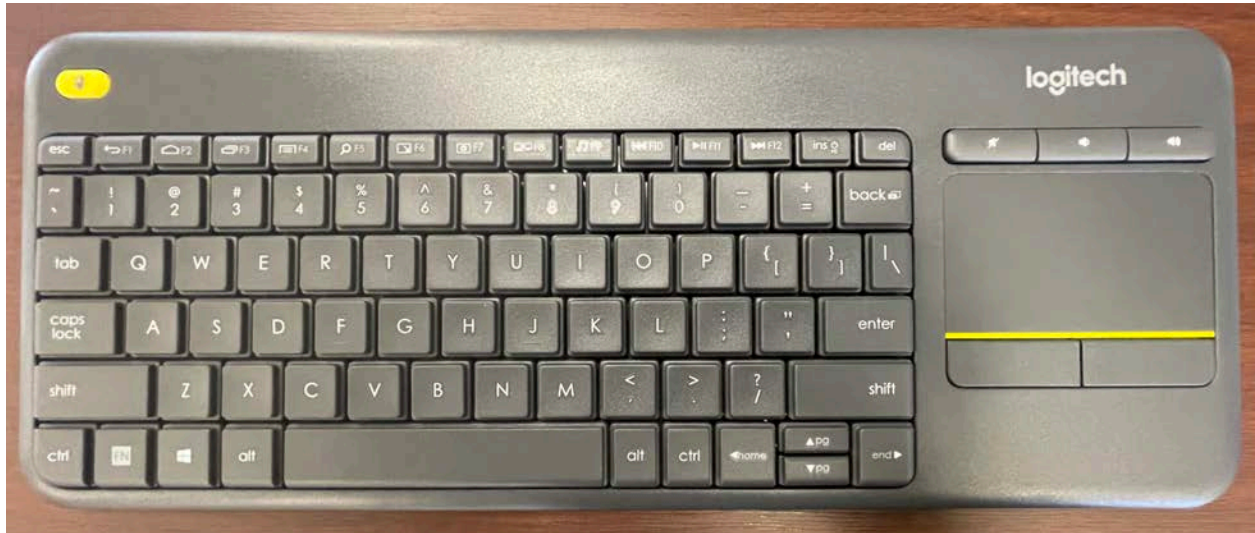


- From there, you'll be able to type in any site you'd like to be displayed by either using the touch screen keyboard or the wireless keyboard available in the class:



- To turn the wireless keyboard on, flip the on/off switch located on the side:

- Make sure to turn it off after use.



- You can switch out batteries by opening the battery socket on the back:

