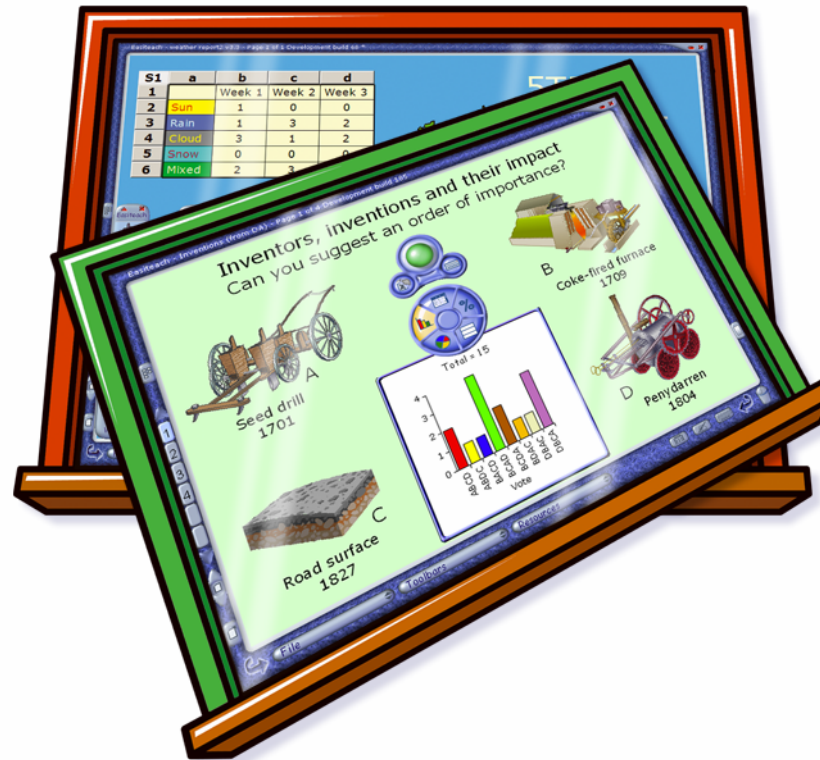


IRM Easiteach

Starter

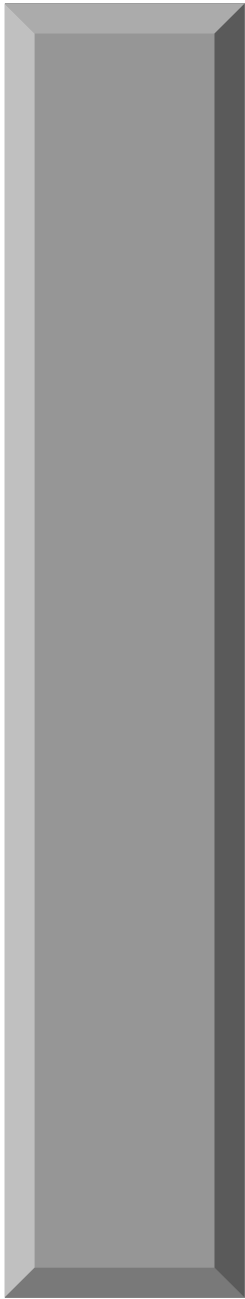


Getting Started Guide

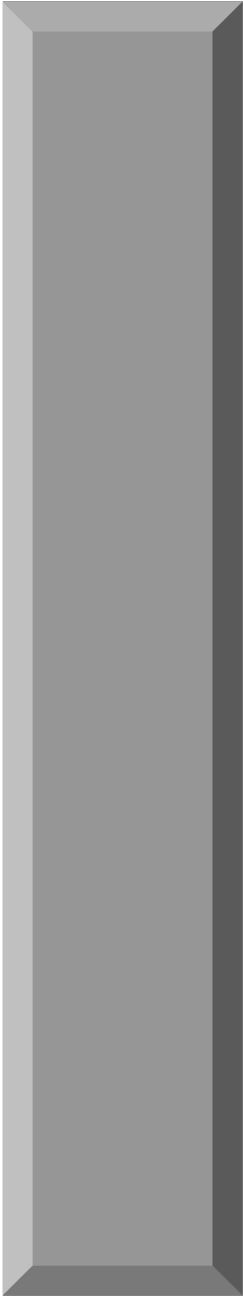


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Introduction

Welcome to RM Easiteach, a simple-to-use and interactive teaching tool for whole-class teaching.

RM Easiteach has been developed specifically for use on interactive whiteboards and other technologies suitable for whole-class teaching, bringing interactivity and greater student involvement to your lessons.

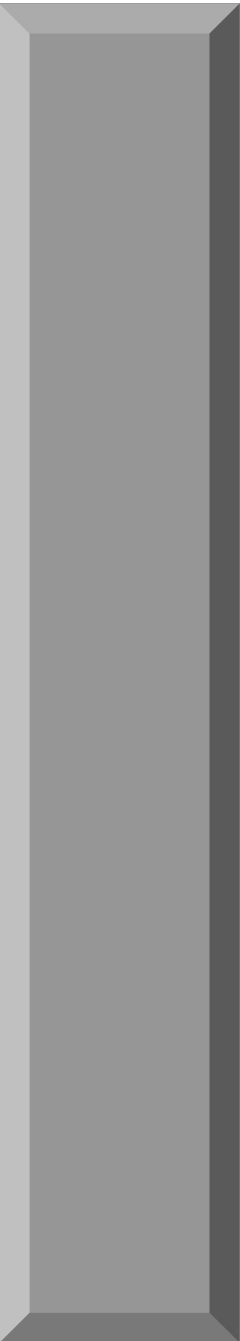
Installing and Licensing RM Easiteach

See the RM Easiteach Installation Instructions leaflet in your RM Easiteach pack for the installation and licensing of RM Easiteach and Handwriting Recognition (where supplied), and for the installation of RM Easiteach onto networks.

Expand and Enhance your Use of RM Easiteach

RM Easiteach Subject Tool packs are available for Maths, Literacy, Science and Geography. These are easy to use, flexible software equivalents of familiar teaching tools that you already use in the classroom: for example, place-value cards for Maths, sentence builder cards for Literacy, map building tools for Geography and stopwatch and timer tools for Science.

Lesson Content Packs are also available. Developed with teaching experts, they provide teachers with a wealth of prepared materials, all referenced to learning outcomes and objectives. Each activity has comprehensive teaching notes, vocabulary, objectives and



suggestions for further work. They are highly visual and easy to modify and update to suit your needs.

For more details, please contact your RM Easiteach distributor or visit www.rm.com/easiteach or www.rmeducation.com.

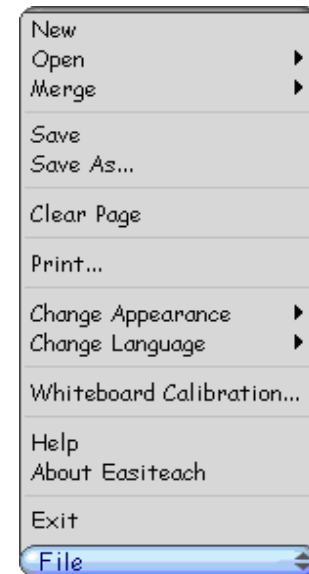
Key Features

Screen Menus

File

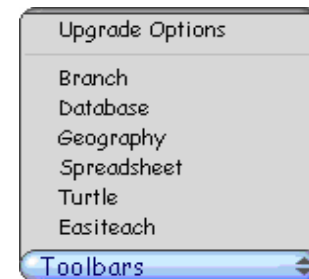
You can use the File menu to create and save files, open saved files, merge files, clear your page, print, change the screen appearance, get help and upgrade your licence.

- Select **Open** to browse to your saved RM Easiteach files. Choose **Examples...** to display and use examples of RM Easiteach.
- Select **Change Appearance** to alter the screen interface. You can choose between **standard** and **graphic**. There is no difference in their functionality. The graphic interface has a more colourful appearance.
- Select **Whiteboard Calibration** to calibrate your whiteboard using its own calibration tools.



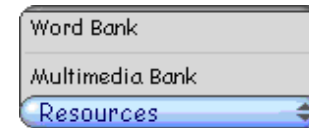
Toolbars

The Toolbars menu displays your licensed tools. They provide access to the range of RM Easiteach features determined by your licence agreement. Click a tool to open the toolbar. You can have any number of toolbars on your page.



Resources

The Resources menu contains links to the Multimedia Bank and the Word Bank.



Multimedia Bank

The Multimedia Bank contains a library of over 2000 RM Easiteach images, photos and multimedia.

Click **Categories** to view the menu. Images under the selected category are displayed in the Multimedia Bank window.



To place an image on the page, simply drag it from the window to the required position. Its initial size can be set using the three buttons on the right.



You can also access other images, photos and multimedia. Select **Browse** to navigate to files. Any images contained in a file are automatically found and displayed in the Multimedia Bank window.

Screen Tools



Go to Previous/Next Page

Move to the previous page or next page in your Easibook file.



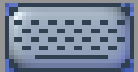
Insert New Page

Add a new page to your Easibook after the current page.



Switch Screen Tools

Switch the screen tools to the opposite side of the page (ideal for configuring the tools for left-handed or right-handed users).



Hide/Show Keyboard

Turn the on-screen keyboard on and off. When a caret is on screen, text is inserted at that position.



Calculator

Display the on-screen calculator.



Bin

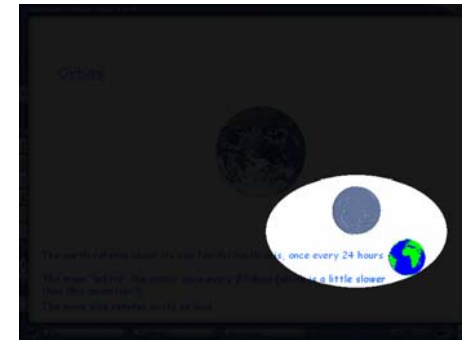
Drag objects to the Bin to delete them.



Fade Screen with Spotlight

When you are not using the interactive whiteboard during a lesson, click **Fade Screen with Spotlight** to darken it. This ensures that the students are not distracted by anything on the whiteboard.

- To spotlight part of the page, place and hold the pen on the whiteboard. You can move the pen around to spotlight text and objects in a particular order.
- Tap the whiteboard to restore full view.



View

Select **View** to select a screen mode: Normal, Glass Mode, Split Screen or Storyboard. The default mode is Normal.

Glass Mode

Selecting Glass Mode displays the Glass toolbar. While you are working in RM Easiteach, Glass Mode lets you open another application (e.g. a Web browser), annotate the screen, and capture a snapshot for use in RM Easiteach.

You can switch between using your application and making annotations in Glass Mode by clicking **Annotate/Interact Mode**. You can then add text and objects over the top of your application. Selecting **Grab Screen** or **Grab Rectangle** takes a snapshot. Clicking **Exit Glass Mode** returns you to the RM Easiteach window to view your snapshots.

Annotate/Interact Mode

Switches between your application and making annotations in Glass Mode

Keyboard

Opens a keyboard for typing on-screen

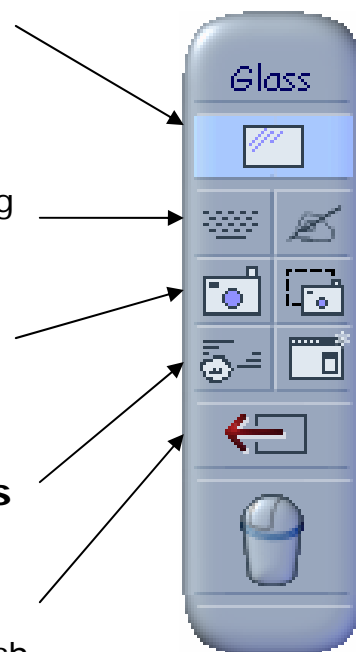
Grab Screen

Takes a screenshot and inserts it into Easiteach

Clean Glass

Exit Glass Mode

Returns you to Easiteach



Handwriting

Use Handwriting tool

Grab Rectangle

Inserts selected area into Easiteach

New Background

Refreshes the background image

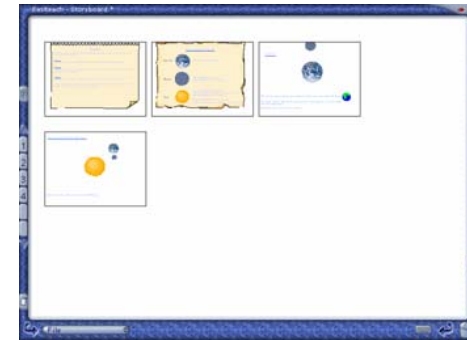
Bin

Split Screen

This displays two pages at the same time. The page on the left is the one you had open before selecting Split Screen; the page on the right is the next page in the document. To view a different page, click the pane you want to change and then use the page navigation buttons. You can drag objects and text to copy them from one page to the other.

Storyboard

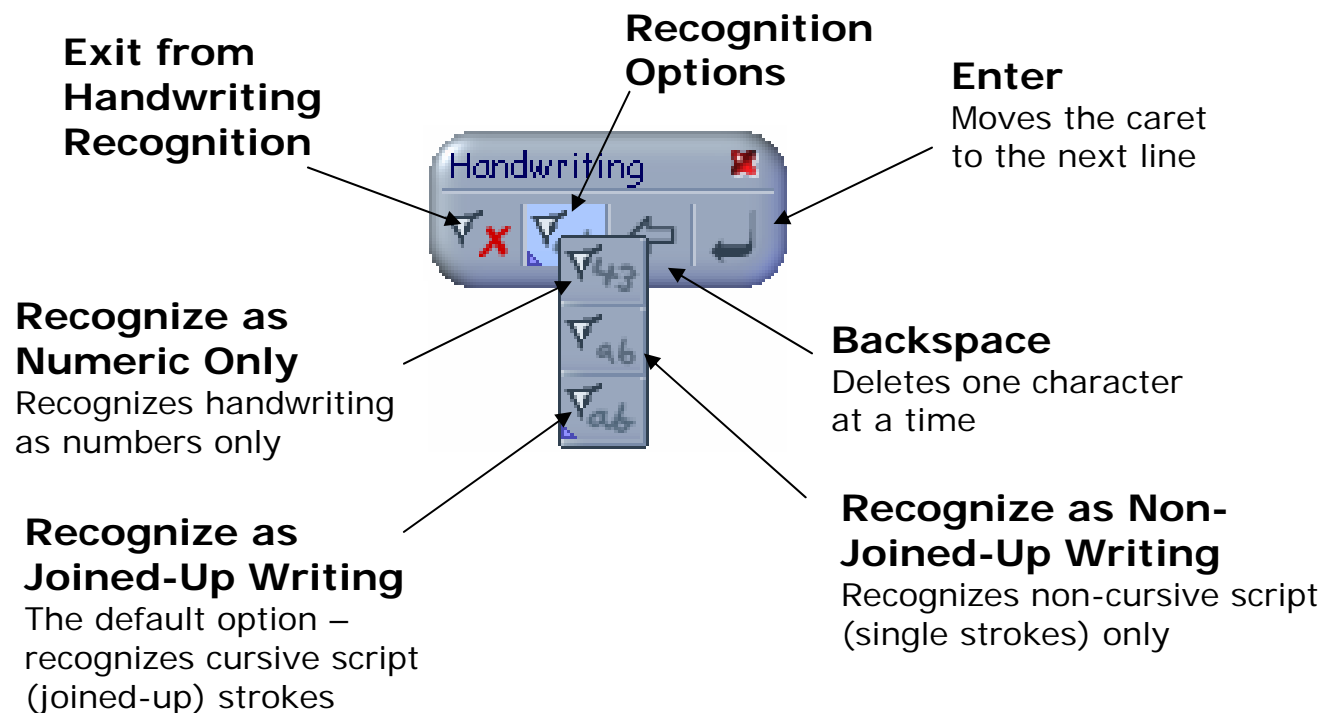
This displays all the pages in your Easibook on one screen. You can change the page order, delete pages, and copy and paste using the Storyboard toolbar. To change the page order, select and drag the pages into position. A red line indicates the insertion point. To delete a page, drag it to the Bin.



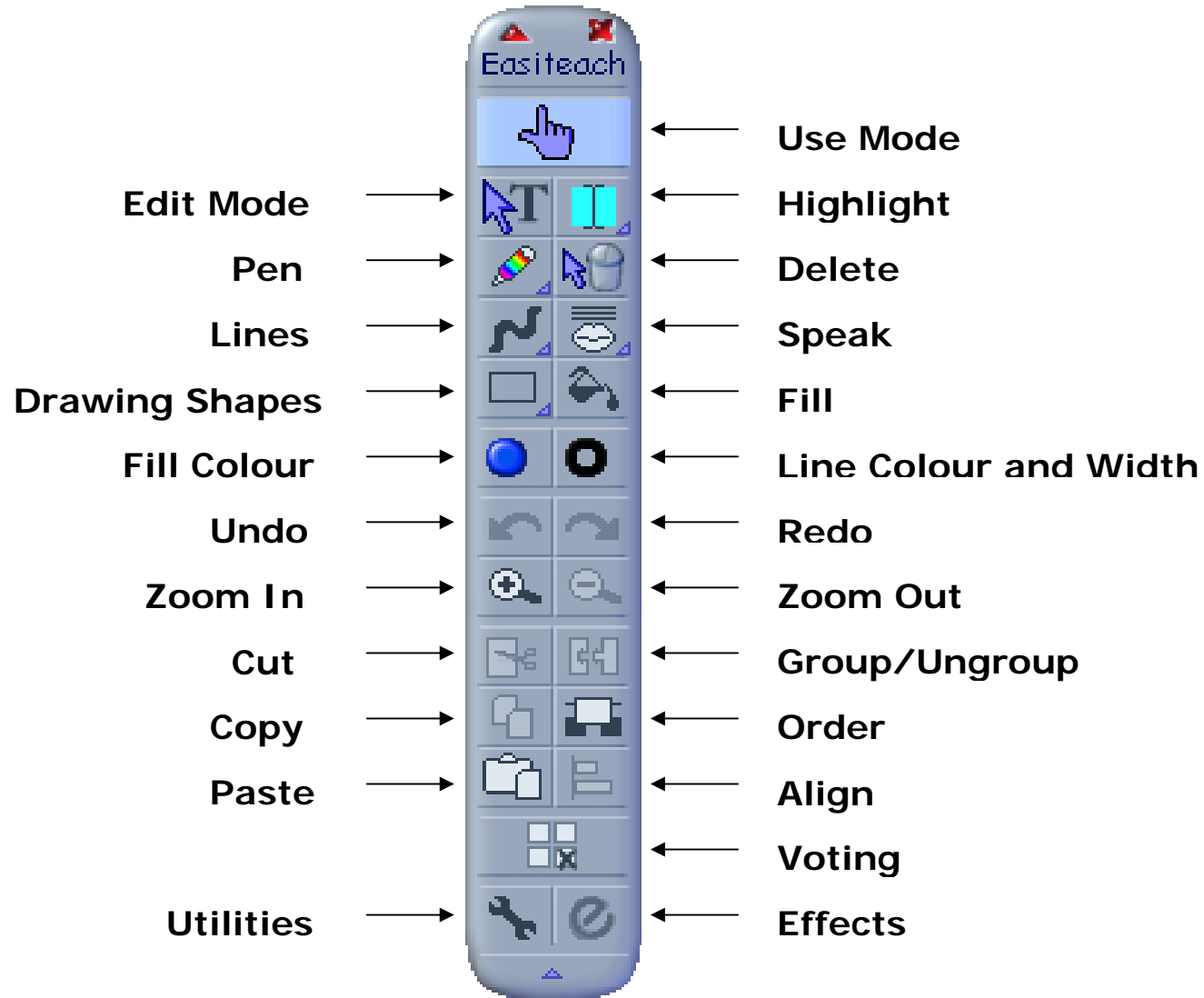


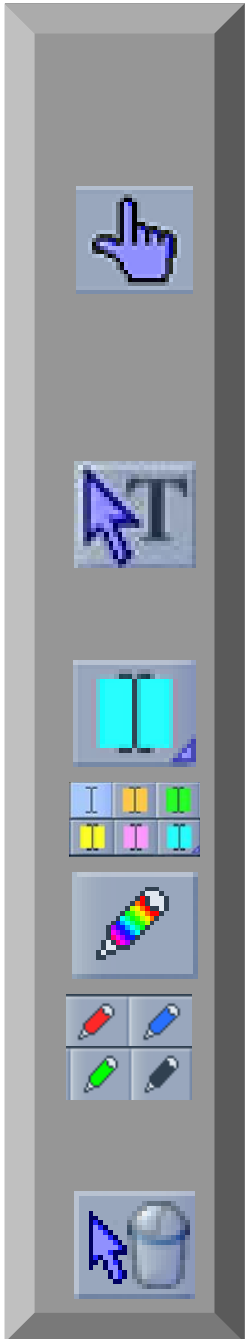
Handwriting Recognition

The handwriting tool allows you to write into an RM Easiteach document (or other application, if you are using Glass Mode) if you have compatible handwriting recognition software installed. Click the **Handwriting Recognition** button to open the Handwriting toolbar, and write some words on the screen. The handwriting is automatically recognized and displayed as text. The **Recognition Options** button allows you to choose between three recognition options – numeric, and joined-up or non-joined up writing.



The Easiteach Toolbar





Use Mode

Use Mode provides the basic functions used when teaching a lesson. When in Use Mode, you can move, stretch and rotate single objects. You can also cut, copy and paste an object and move it behind or in front of other objects using **Order**.

Edit Mode

Edit mode is used to enter text and numbers. It also provides access to a range of editing functions used when creating lessons, such as grouping objects together, aligning objects and adding effects. In Edit Mode, selected objects are outlined in red.

Highlight

Provides a highlighting pen in five colours to highlight text or other areas of the page.

Pen

Provides a quick, thick, smooth freehand line in four colours for writing and drawing on the whiteboard. The multi-coloured pen uses the current **Line Colour and Width**.

Delete

Select **Delete** and then click an object to remove it from the page.



Lines

Add arrowed, straight, freehand, and poly lines.

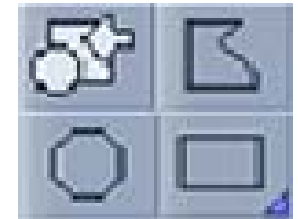


Speak

Read the selected paragraph or word aloud. For speech options see the **Utilities** toolbar.

Drawing Shapes

Add rectangles, ellipses, polygons and predefined shapes, such as stars and speech bubbles.



Fill

Add the selected **Fill Colour** to text, shapes and images.

Fill Colour

Opens a palette of fill colours for text, shapes and images.



Line Colour and Width

Opens a palette of line colours and widths, and outline colours and widths for shapes.



Undo; Redo

Undo and redo as many actions as you like from your current session.

Group/Ungroup

Group together and ungroup two or more objects. The button highlights when multiple objects are selected.

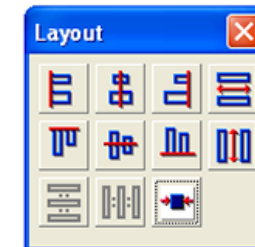
Order

Opens the Order toolbar. When objects overlap in the wrong order, select either **Move Higher**, **Move Lower**, **Move to Top**, or **Move to Bottom**, to change how they overlap.



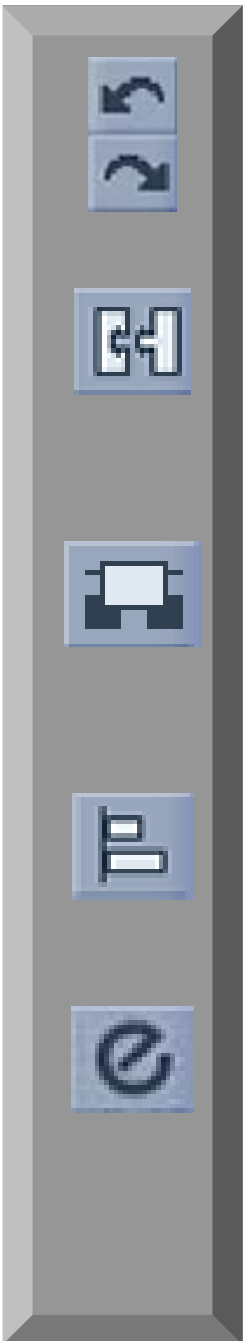
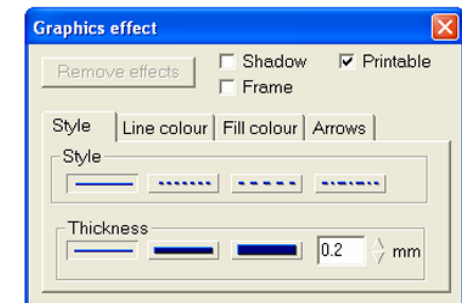
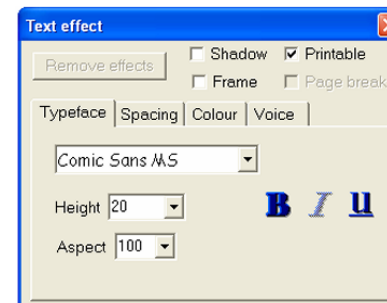
Align

Opens the Layout window, allowing you to align a selection of objects.

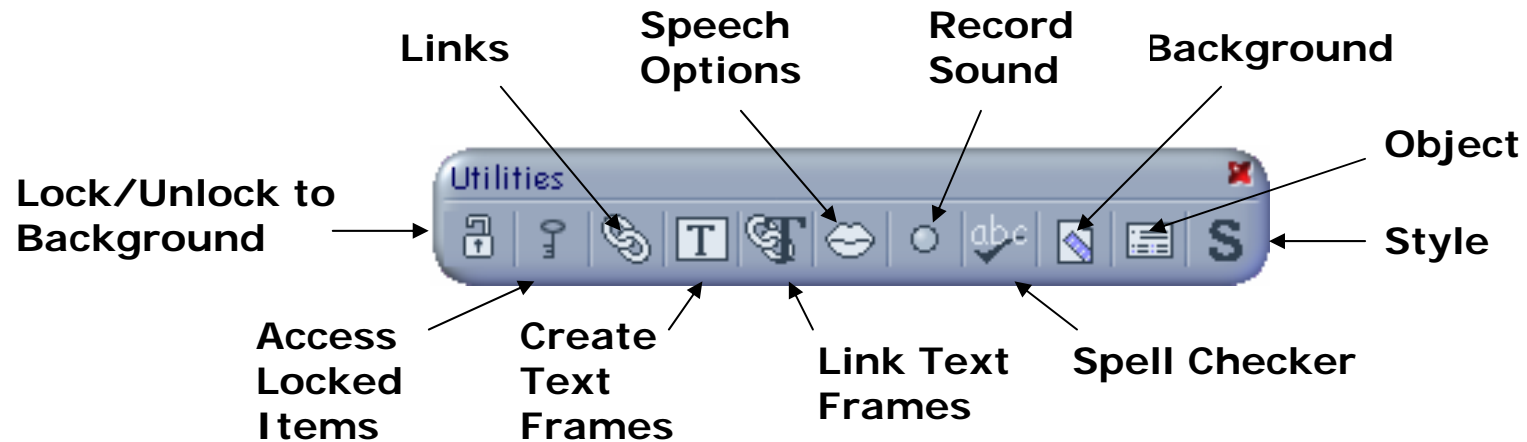


Effects

Opens the Text effect or Graphics effect window for editing the appearance of text, shapes and images.



Utilities



Lock/Unlock to Background

Lock selected text and graphics to the page background to prevent editing in error. To unlock an item, select **Access Locked Items** first.

Access Locked Items

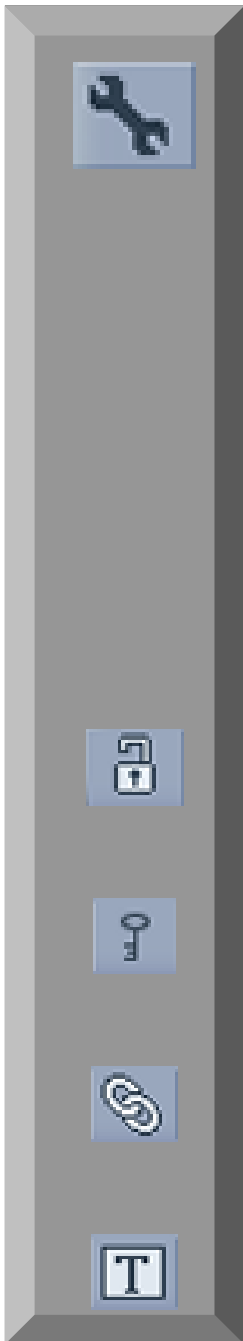
Allow temporary access to items that have been locked to the page.

Links

Set up links to other documents or files, create animations and hyperlinks, and make objects hide or show when you click on them.

Create Text Frame

Constrain text within a frame.





Link Text Frame

Link different text frames, so that text flows between them.



Speech Options

Configure options for speaking words or paragraphs.



Record Sound

Record a sound for use in a document.



Background

Set an image or a colour to be the page background, or create a tile effect.



Spell Checker

Check the spelling of words on the current page, choose alternatives from a dictionary, and replace words; highlight spelling mistakes on the page.



Object

Change the properties of objects. For example, you can make an object copy as it is dragged away and fix the size of an object.



Style

Apply text styles, edit existing styles and create new ones for the Easibook.



Voting

Use this tool to display the results of a student vote either as number of responses or in frequency tables and charts. You can use either individual handsets or the Easiteach Voter on-screen voting keypad, which is accessed from the voting controls. For a list of currently supported voting hardware, contact your RM Easiteach distributor or visit www.rm.com/easiteach or www.rmeducation.com.

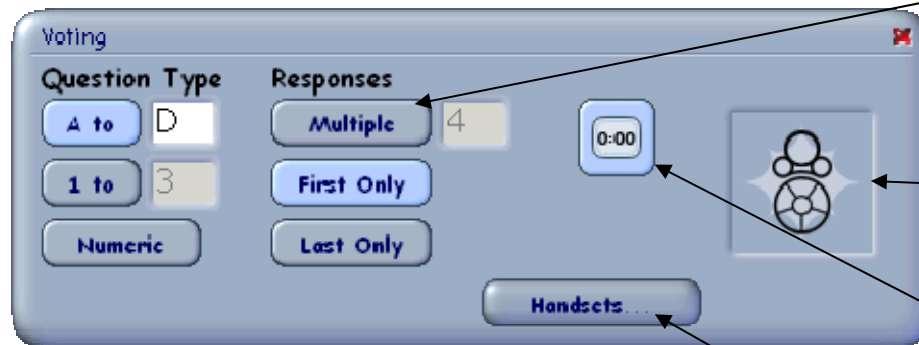
RM Easiteach does not install the software for sets of handsets - it is simply able to make use of them within an Easibook. Before beginning to use individual handsets, you must ensure the software from the equipment manufacturer has been installed and the handsets are working correctly outside of RM Easiteach.

The first time you use a set of handsets with RM Easiteach, you must set them up so that RM Easiteach can detect them:

1. Select **Voting** on the Easiteach toolbar to open the Voting palette.
2. Click on **Handsets...** to view the Handsets palette.
3. Click on **Setup...** to view the Easiteach voting setup window.
4. Choose the type of handset you have from the list of supported handsets.
 - o If you know where the handset receiver is connected, select the port from the drop-down list and go to step 6.
 - o Alternatively click on **Detect**. This will prompt RM Easiteach to detect where the handsets are connected to your computer.
5. Press any button on one of the handsets. This will be detected by RM Easiteach and handset information will be displayed. Click **OK**.
6. Click **Apply** to save the settings and then click **Exit** to close the Easiteach voting setup window.

Your handsets are now ready. You can begin voting.

- To prepare the vote, select **Voting** on the Easiteach toolbar. This opens the Voting palette, if it is not already on-screen. Choose the **Question Type** (select multiple-choice letters or numbers, or free-choice numeric answers up to 7 digits), and set **Responses** to allow either multiple responses (where the answer is a sequence), first response, or last response (allowing a change of mind) to be collected. Click the **Clock** icon to display a timer.



Multiple

Use to put items in order, e.g. 'Put these mountains in order of height, highest first'

Voting Display

Drag a voting display panel to your page.

Clock

Click to show a timer on your voting display panel.

Handsets

Displays the Handsets palette. Use the Handsets palette to give names to individual handsets, set them up, or deactivate them.

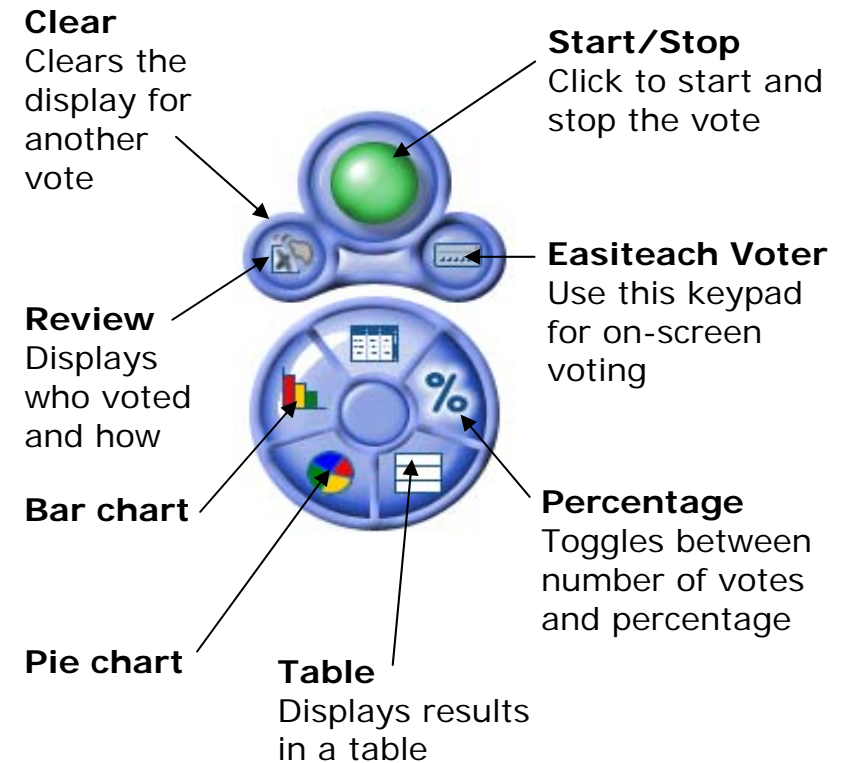


8. Type your question on the Easibook page, including any multiple-choice answers.
9. Drag a voting display panel onto the page and click the green **Start/Stop** button to begin voting. The button turns red.
10. If handsets are not available, click the **Easiteach Voter** button to display an on-screen voting keypad.
11. The voting panel displays the number of votes as they are received. If the vote has been set up with the Clock icon selected, the timer on the voting display panel counts up.
12. Click the red **Start/Stop** button to stop the vote.
13. When the vote is complete, you can analyse the results in a number of ways by selecting the chart and table options from the display on the right.
14. To clear the voting results, select **Clear**.

Each handset can only contribute a single vote. However, if you are using the on-screen voting keypad, you can collate the votes of different groups of students. To do this, save the Easibook file without clearing the current vote, and press **Start** to begin the next vote. The result will be added to the existing votes.

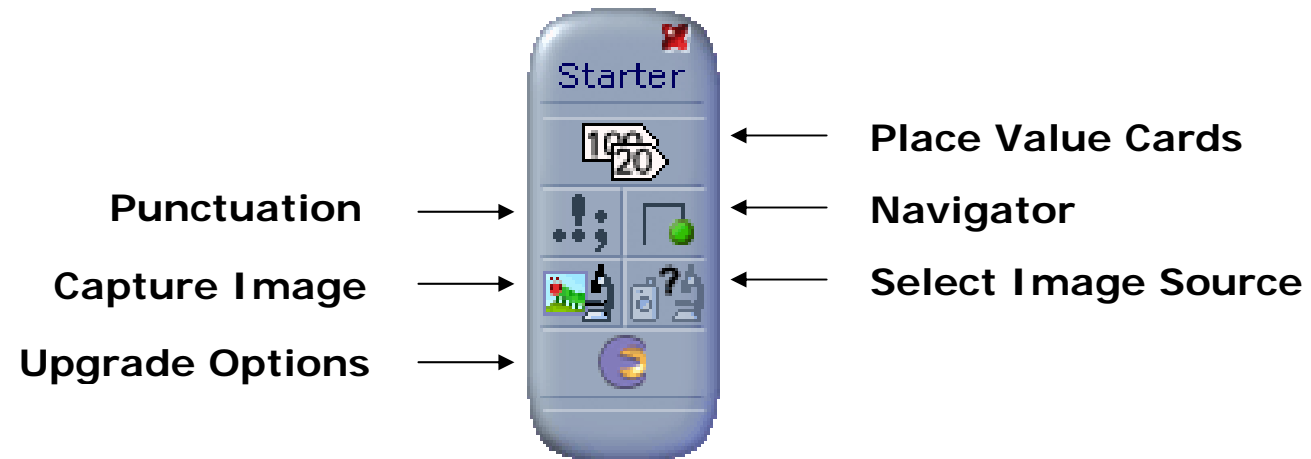
You can have more than one voting display panel on your page at a time. To activate one of the panels for voting, click on it.

Changes you make using the Voting palette will only apply to new voting panels. An existing voting panel on the screen cannot be changed.



The Starter Toolbar

The Starter toolbar provides a sample of tools from some of the available RM Easiteach subject toolbars.



To display the toolbar, select **Starter** on the Toolbars menu.

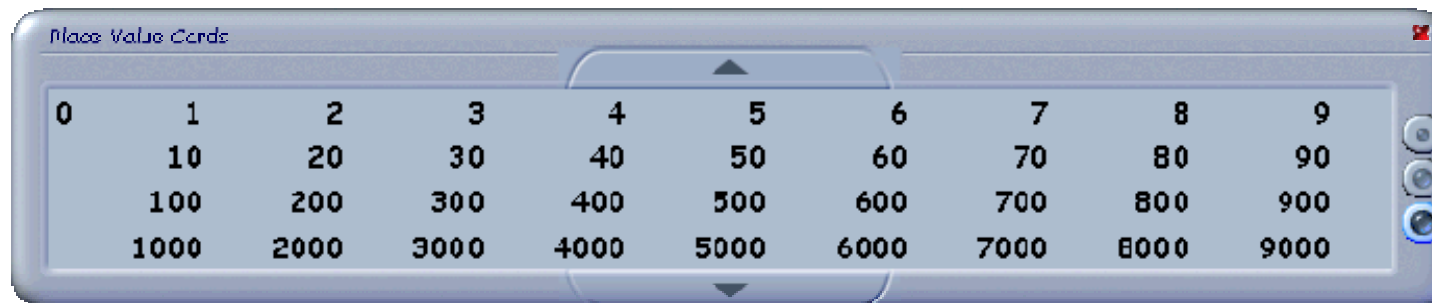
To find out more about the Subject Tools packs from which these tools were sampled, select the **Upgrade Options** button.



Maths: Place Value Cards

Use these cards in numeracy teaching to demonstrate place value from 9,999,999 to 0.0001. They snap together and move together, and you can colour-code them to make the concept clear.

Click the **Place Value Cards** button to display the palette for creating place value cards.



250

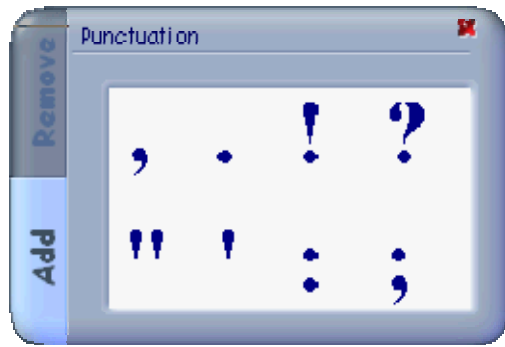
Drag the number you want onto the page. Use the up and down arrows on the palette to display smaller or larger numbers.

For more details see the *RM Easiteach Maths Getting Started Guide*, accessible from the RM Easiteach **Help** menu.

Literacy: Punctuation

Use this tool to remove some or all of the punctuation from a text in RM Easiteach; then use it to add the punctuation.

Click the **Punctuation** button to display the Punctuation Bank.



When the **Add** tab is selected, you can add a punctuation symbol by dragging it into place.

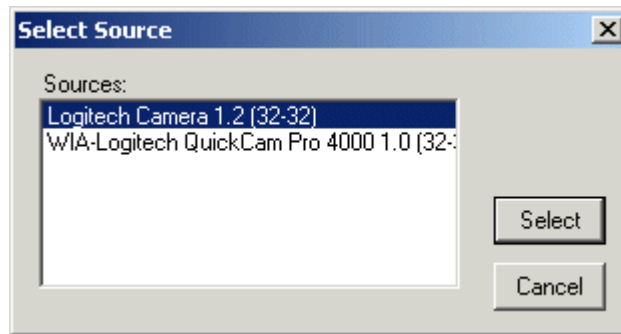
When the **Remove** tab is selected, you can remove all instances of a symbol by clicking it, or remove all punctuation, or remove all capital letters. These changes apply to all the text on the page, or any text you select.

For more details see the *RM Easiteach Literacy Getting Started Guide*, accessible from the RM Easiteach **Help** menu.

Science: Image capture tools

Use these tools to capture and display digital images on an RM Easiteach page.

Click the **Select Image Source** button to display the Select Source dialog box. Select a TWAIN device, such as a digital microscope, camera or scanner, from the list. The device must be connected to your computer. Click **Select**. The **Capture Image** button is now enabled.



Click the **Capture Image** button to display a dialog box for the device you selected. Click **Capture** to capture a digital image on your page. You can now move and resize the image.

For more details see the *RM Easiteach Science Getting Started Guide*, accessible from the RM Easiteach **Help** menu.



Geography: Navigator

Use the Navigator to place a green 'locator' on the page and move it around maps you have drawn or captured, using directions from a keypad. It is a very useful tool for understanding maps and teaching directions and navigation.

Click the **Navigator** button to display the Navigator keypad and the locator.



Use the direction buttons on the keypad to navigate around the screen. You can use the keypad's controls to trace the locator's path using a pen, to set its home position, and to record and replay its movements.

For more details see the *RM Easiteach Geography Getting Started Guide*, accessible from the RM Easiteach **Help** menu.

Tutorial: Starting an Easibook

In this tutorial you will create an interactive whole-class teaching activity as shown below.

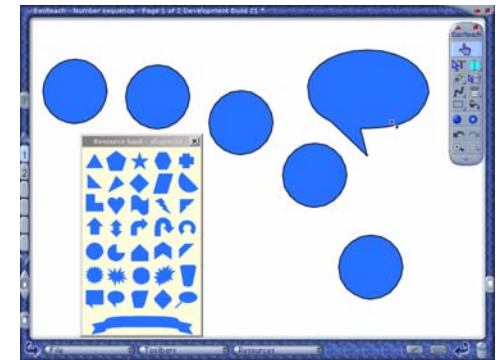
The screenshot shows a software window titled "Easiteach - Number sequence - Page 1 of 2". The main content area contains the following elements:

- Question:** "What is the rule?"
- Number Sequence:** A sequence of yellow circles containing the numbers 1, 2, 4, 7, and an empty circle. Blue rectangular boxes are placed between the circles, and a green square is placed between the text "increases each time by" and the empty circle.
- Text:** "The number you add increases each time by" followed by a green square.
- Text:** "The next five numbers in the sequence are" followed by a long purple rectangular input field.
- Character:** A cartoon bee with a speech bubble that says "What number comes next?".
- Tools:** A vertical toolbar on the right side of the window with various icons for drawing and editing.
- Navigation:** A vertical sidebar on the left with buttons labeled "1" and "2".
- Footer:** A menu bar with "File", "Toolbars", and "Resources" options, and a taskbar at the bottom with icons for a calculator and other applications.

If the Easiteach toolbar is not present, click **Toolbars > Easiteach**. The Easiteach toolbar is displayed. Use mode is selected by default. When you are working on the page, you can drag toolbars and windows, by their blue headers, to any space on the page to keep your work area clear.

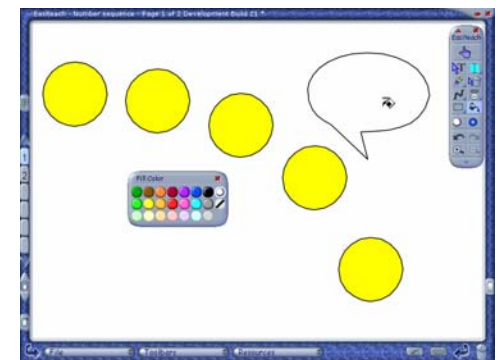
Adding Shapes

1. Click the **Rectangle** for the Drawing Shapes menu and select **Shapes**. The Shapes window is displayed.
2. Click the circle shape and drag it to the top left of the page.
3. Repeat with four more circles, arranging them in an arc across the page.
4. Click the speech bubble shape and drag it to the top right of the page. Pull on the edges of the speech bubble to make it larger.
5. Close the Shapes window.



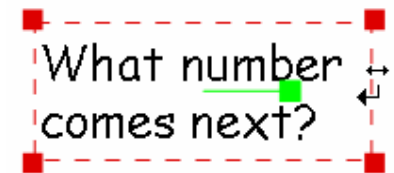
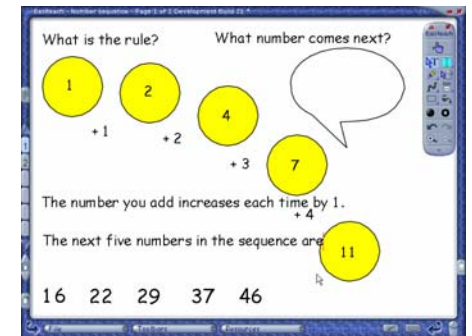
Changing the Colour

1. Click the **Fill Colour** button and then click yellow on the Fill Colour palette.
2. Click the **Fill** button and click each circle to fill it yellow.
3. Click white on the Fill Colour palette and click the speech bubble to fill it white.
4. Click black on the Fill Colour palette and then close it. This prepares the colour for the text.

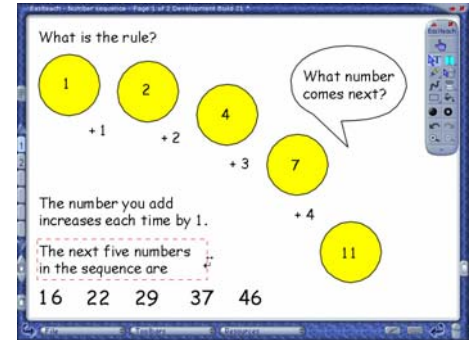


Adding Text

1. Click the **Edit Mode** button. If you need to use an on-screen keyboard, click the Keyboard button at the bottom of the screen.
2. Click near the top left corner and type the title **What is the rule?** Do not worry about the position or formatting of the text at the moment.
3. Click near each circle and type the numbers **1 2 4 7 11**.
4. Click near the speech bubble and type **What number comes next?**
5. Click beneath each circle and type **+ 1 + 2 + 3 + 4**.
6. Click in the left hand corner and type **The number you add increases each time by 1.**
7. Click below this line and type **The next five numbers in the sequence are**
8. Click below that and type **16 22 29 37 46**.
9. Double-click the speech bubble text to select it (if you are working on a whiteboard, you can alternatively 'lasso' multiple objects in **Edit Mode** by clicking, holding and dragging the cursor). Hold the cursor over the selection outline until the sizing arrows appear, and then drag inwards so that the text breaks over two lines.

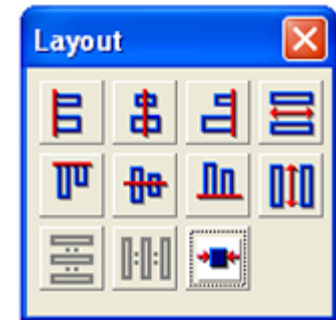


10. Repeat with the lines of text to the bottom left.
11. Click **Use Mode** and click and drag the text and numbers into position.

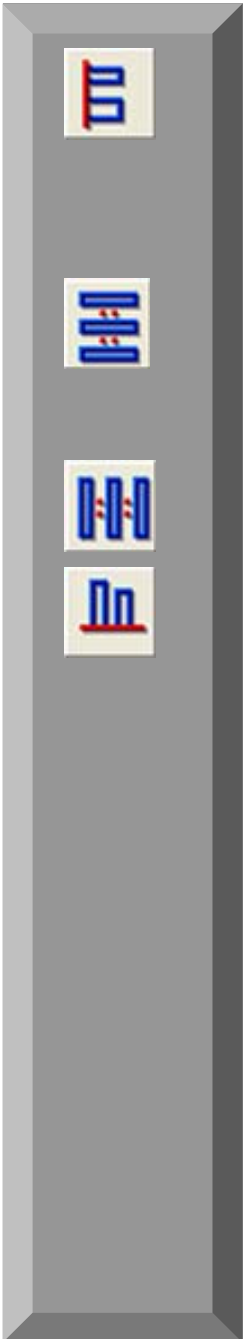
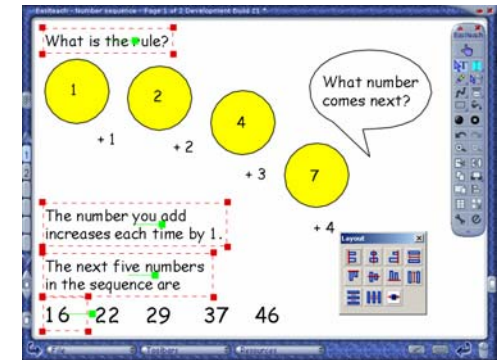


Aligning Text and Group Selection

1. Click **Edit Mode**; then click the arrow at the base of the Easiteach toolbar to extend it.
2. To select a group, double-click the title, and then right-click the two lines of text and the number 16 on the left of the page. These items are now selected together. If you are working on a whiteboard, you can alternatively 'lasso' multiple objects in **Edit Mode** by clicking, holding and dragging the cursor.
3. Click the **Align** button to display the Layout window.

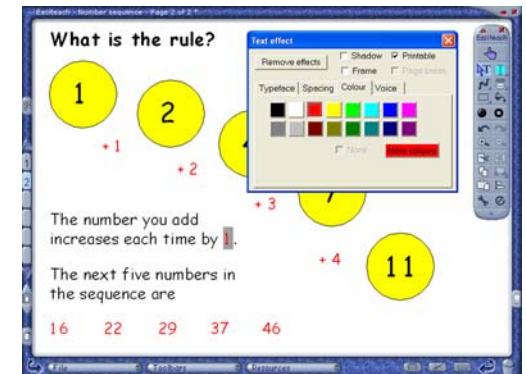
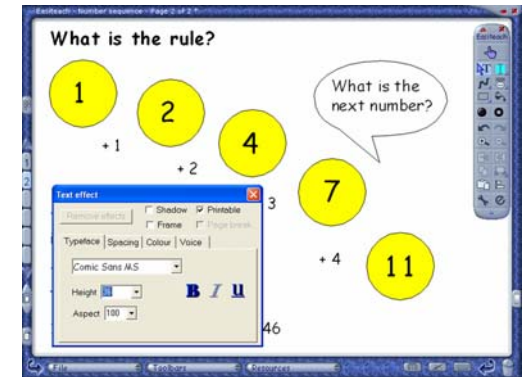


4. Click the **Align to Left** button on the Layout window. The selected items are aligned to the first item selected. Click outside the Layout window.
5. Group select the two lines of text and the number 16 and click the **Horizontal Equal Space** button. The horizontal gaps between the three objects are equalised. Click outside the Layout window.
6. Group-select the row of numbers from **16** to **46**, and click the **Vertical Equal Space** and **Align to Base** buttons. The text and numbers are now evenly aligned. You can now close the Layout window.



Formatting Text

1. Double-click the title on the page and click **Effects** to open the Text effect window. Type **24** in the **Height** box and click the **B** for bold.
2. Group-select the numbers in the circles so that they can be formatted together. In the Text effect window, select **36** in the **Height** box menu. Drag the numbers to centre them in the circles again.
3. Click the **Colour** tab on the Text Effect window.
4. Group-select the numbers outside the circles and click red on the Colour tab.
5. Drag the cursor over the number **1** in the first line of text, to select it. Click green on the Colour tab.

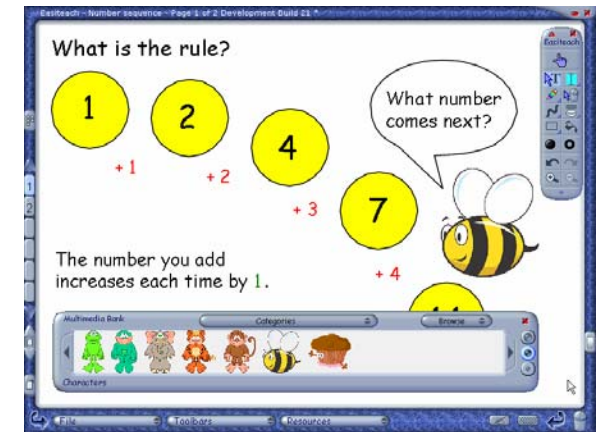


Grouping Items

1. To group the speech bubble with its text, first select them both. Now click the **Group/Ungroup** button. It is highlighted, showing that the items are grouped. These items can now be moved together.

Adding an Image

1. Select **Resources > Multimedia Bank** from the bottom of the screen. The Multimedia Bank window opens.
2. Click **Categories** to open the Categories menu and click **Characters**. The images appear in the Multimedia Bank window.
3. Click the bee image and drag it on to the page. Position it under the speech bubble. You may need to adjust their positions slightly so they do not overlap.



Locking

1. You can lock objects to the page to avoid the content being edited by accident or disturbed when boxes are dragged. Press **Ctrl A** on the keyboard to highlight everything on the page and then click **Utilities** to open the Utilities toolbar.
2. Click the **Lock/Unlock to Background** button.
3. You can access the items at any time by clicking the **Access Locked Items** button on the Utilities toolbar. Do this now, to continue with the tutorial.



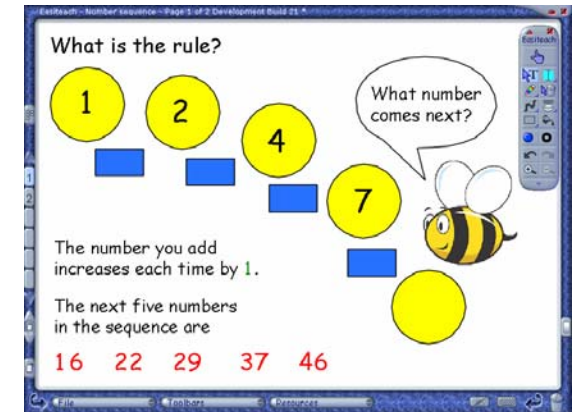
Interactivity

Fill to Show

1. Click **Fill** and the **Fill Colour** yellow, and click the **11** in the yellow circle to hide it.
2. To show the number, set the **Fill Colour** to black before the activity begins. Click **Fill**, and click in the centre of the circle.

Drag to Reveal and Copying Objects

1. Click **Fill Colour** and select blue.
2. Click **Rectangle** and click next to **+ 1**. Drag the blue rectangle across and down to hide **+ 1**.
3. Click **Edit Mode**. Click the blue rectangle and **Copy**.
4. Click the page next to **+ 2** and then **Paste**. Repeat for **+ 3** and **+ 4**. Drag the rectangles to cover the sums.
5. To reveal the sums, select **Use Mode** and either drag the rectangles to the **Bin** or click **Delete** on the toolbar and then click each rectangle.

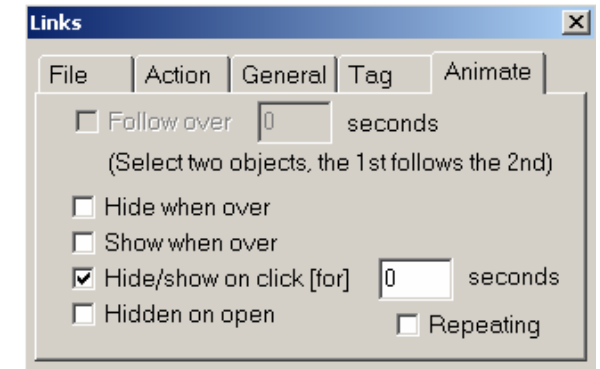


Resize to Reveal

1. Click **Fill Colour** and select purple.
2. Click **Rectangle** and click next to 16. Drag the purple rectangle across and down to cover the numbers 16 to 46.
3. To reveal the numbers one at a time, select **Use Mode** and resize the rectangle by pulling its left edge.

Hide or Show on Click

1. Click **Fill Colour** and select dark green.
2. Click **Rectangle** and drag a green rectangle over the green **1** in the first line of text.
3. Click **Edit Mode**, select the rectangle, and click the **Utilities** button to display the Utilities toolbar.
4. Click **Links** on the Utilities toolbar and select the **Animate** tab.
5. Click the **Hide/Show on Click** box.
6. Select **Use Mode**. Click the green rectangle to hide it; click again to show it. Close the Utilities toolbar.



Further Reading

A small number of example RM Easiteach files are supplied. These demonstrate how different functions can be used. Click on **File > Open > Examples...** to open the examples index file.

For instructions on how to use the more advanced features of RM Easiteach, download a free copy of *Easiteach Tutorials and Practical Activities* from www.rm.com/easiteach or www.rmeducation.com.

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