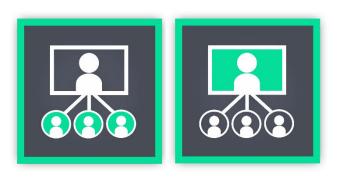


# **DigiClass**

## **INTERACTIVE WHITEBOARD SOFTWARE**



**USER GUIDE** 

**VERSION: 2.1** 

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#### 1 Introduction

#### 1.1 About DigiClass

DigiClass is a collaboration and presentational software package by iBoardTouch for use in classrooms and meeting rooms. It was officially launched in October 2014 as an addition to IWB Pro.

DigiClass offers the following features:

- Connect up to 40 devices in one session: iPads, Android tablets, Windows laptop/PC and iMac/Macbook.
- Steam your content to all devices with the option to restrict individually.
- Option to use the Classic Mode.
- Teachers and Students can send files to each other which are saved locally to make it easier to reference to.
- Drop images taken from webcam/device camera to display on all screens.
- Set tasks for the whole class and individual students.
- Students can showcase their work by presenting to the whole class.

DigiClass is a multimedia interactive teaching system to increase student participation in the classroom with use of their own digital gadgets.

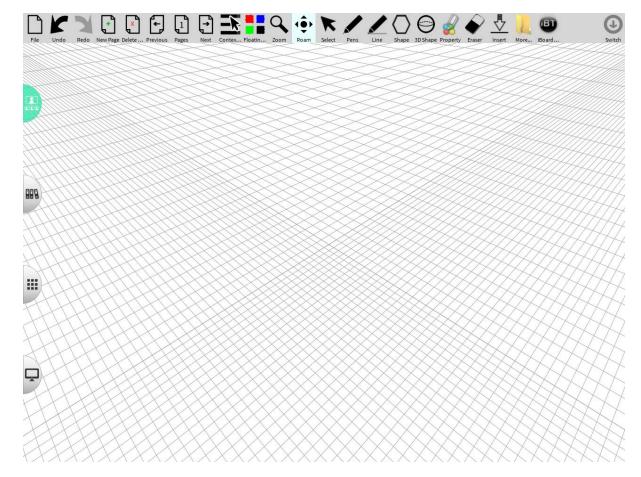
Although DigiClass is sold with the iBoardTouch manufactured touch screens, the software will work on any PC, laptop (Windows 7, 8.1, 10) and is also available on Mac Operating System.

When DigiClass is used on a computer with touch screen capabilities the combination of technologies makes for a powerful, natural way to write, draw, present, etc. On PCs without touch capabilities DigiClass can be operated with a mouse instead.

DigiClass has built-in features for presenting, sharing, teaching and collaborating. This guide covers the features with instructions on how to use them and get the best out of the application.

#### 1.2 Classic Mode

Upon the release of DigiClass we allowed users to run the software in one of two modes – Classic or Modern. The user interface was designed in the style of Windows 97 and was enabled to allow users of IWB to easily familiarise themselves with the software.



In version 2 the Modern Mode is enabled by default because the new features are not compatible with Classic Mode so in further software upgrades the mode will be suspended.

## 2 Getting started

#### 2.1 Download

The latest versions of DigiClass (Teacher & Student) are available to download at:

http://www.iboardtouch.com/downloads





## 2.2 System Requirements

The minimum system requirements in order to run DigiClass are listed below:

Property	Value		
Windows Version	Windows 7 Professional		
СРИ	Intel i5 Quad Core (or equivalent)		
Memory	2Gb		

Free Disk Space	1Gb		
Resolution	1024 x 768 16 bit colour		
	Required for registration & validation		
Internet Connection	Remote Content		
	Stable WIFI/Ethernet connection required for collaboration functions		
.Net Framework Version	4.0		
Microsoft Runtimes	Microsoft Visual C++ 2012 Redistributable Package x86 (32-bit).		

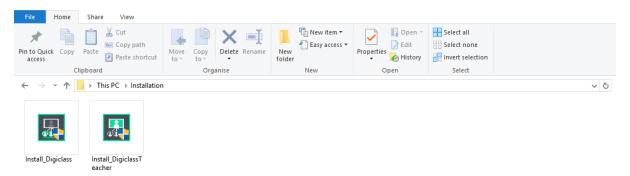
#### 2.3 Installation

### 2.3.1 Admin Privileges

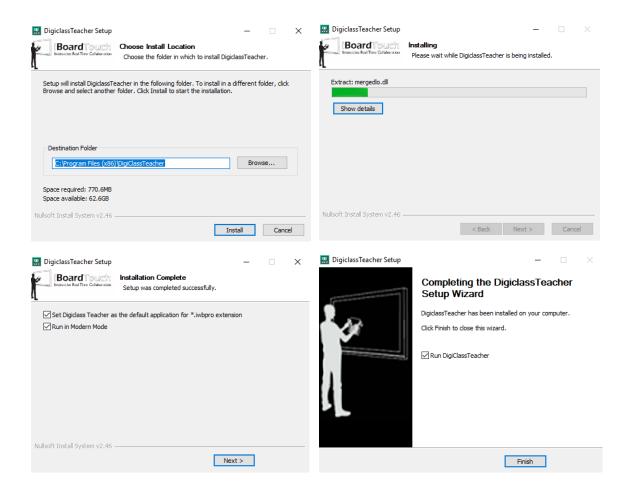
It is recommended that the software (and updates) be installed as a user with Admin Rights on the PC. Once installed, any user can run the software. When running the installer or uninstaller, if Windows User Access Control (UAC) is enabled a warning pop-up will appear asking for confirmation. Click "Yes" to continue.

### 2.3.2 Begin Installation

To begin software installation double-click on the Install\_DigiClassTeacher.exe file or alternatively run the installation in silent mode (see 2.3.3 Silent Installation).



Choose the Destination Folder, click Install and the installation process commences:



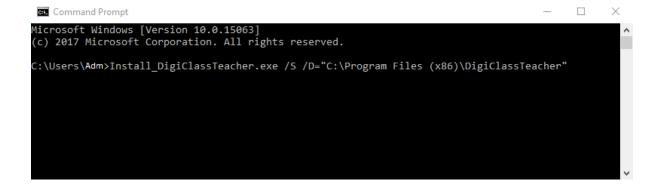
Installation takes no more than a 1-2 minutes. Upon completion set DigiClass Teacher as the default application for .iwbpro extension. Click Finish to complete the installation process and run DigiClass application or alternatively double-click the DigiClass Teacher software icon on the desktop.

On student devices download Install\_DigiClass.exe and run the installation process. Note: It is recommended to use the Silent Installation option for the student version because it will seamlessly install the software on multiple devices.

#### 2.3.3 Silent Installation

DigiClass has a silent installation option, which means it can be run non-interactively, to make it easier to deploy to multiple PCs. The command to run a silent install is as follows:

Install\_DigiClassTeacher.exe /S /D="C:\Program Files
(x86)\DigiClassTeacher"



## 2.4 Registration

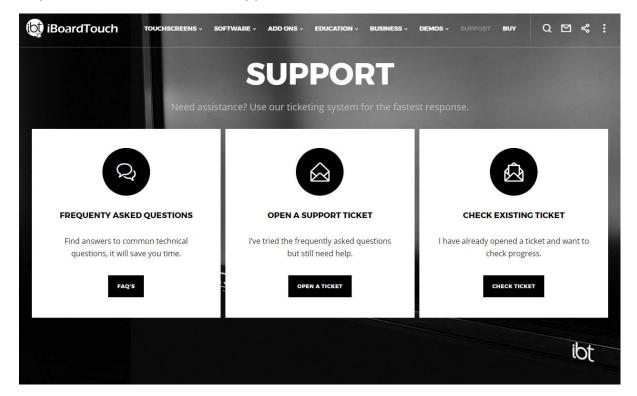
#### 2.4.1 Trial

The software allows up to 30 usage attempts before it forces registration. Failing to register the software will result in the automatic closure of the application.

## 2.4.2 Serial Key

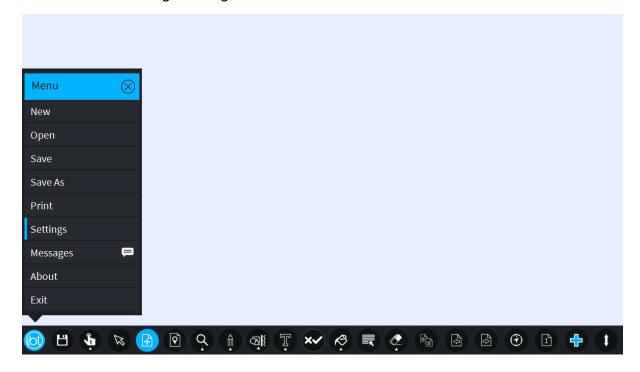
Registration requires a serial key which can only be requested by opening a support ticket at:

## http://www.iboardtouch.com/support

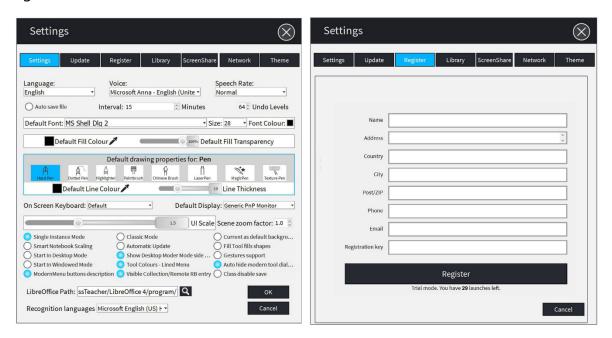


#### 2.4.3 Registration Process

A prompt box appears on the opening screen which allows you to register the software or it can be manually initiated by clicking the main menu (iBoardTouch logo) on the toolbar and selecting "settings".



The Settings dialogue appears, then click the "Register" button to fill out the Registration form.

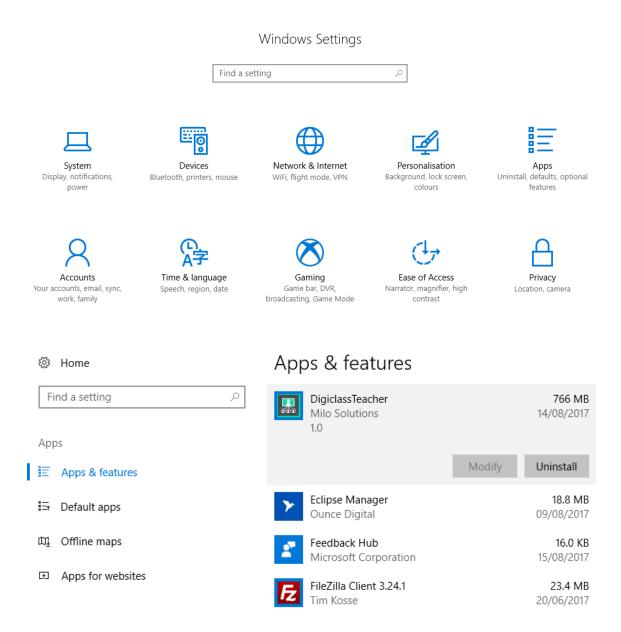


Enter the details then click the "Register" button at the bottom to complete registration of the software.

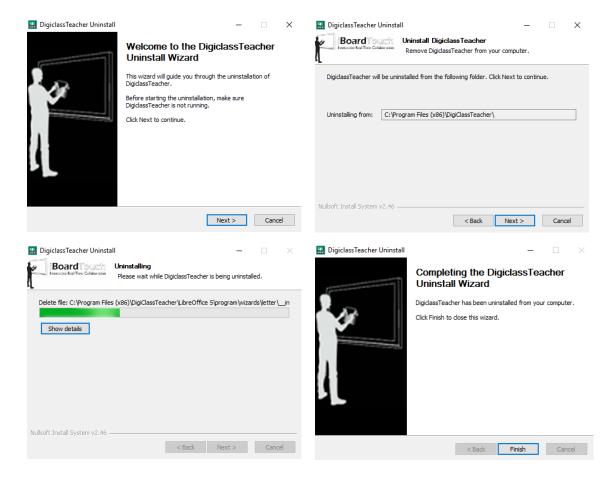
#### 2.5 Uninstallation

## 2.5.1 Remove from Windows Settings

- Click "Start Menu".
- Open "Settings".
- Click on the "Apps" tab.
- Locate "DigiClass Teacher".
- Click on "Uninstall".

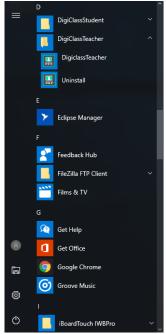


A confirmation message appears, click "Next" to start the process. The final message states the uninstallation is complete. Restart the PC for changes to take effect.



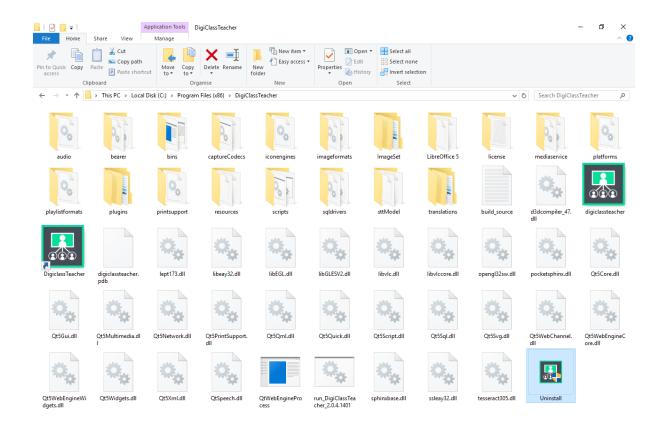
## 2.5.2 Remove by Program Group

- Click "Start Menu".
- Locate "DigiClass Teacher".
- From the drop-down menu select "Uninstall".



## 2.5.3 Running uninstall.exe

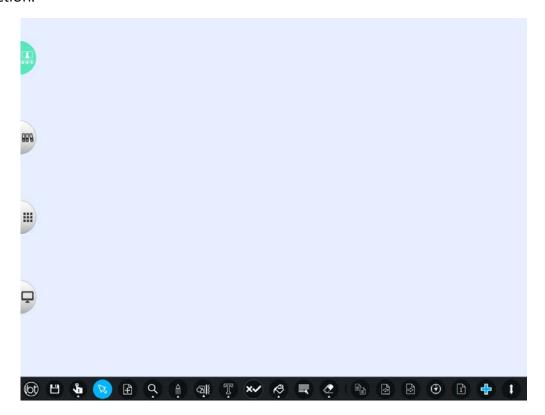
- Open Windows Explorer.
- Navigate to "C:\Program Files (x86)\DigiClassTeacher" folder.
- Double-click on "uninstall.exe" file.



## 3 Operation

## 3.1 User Interface

The user interface shows a blank page and main toolbar for selecting the required function:

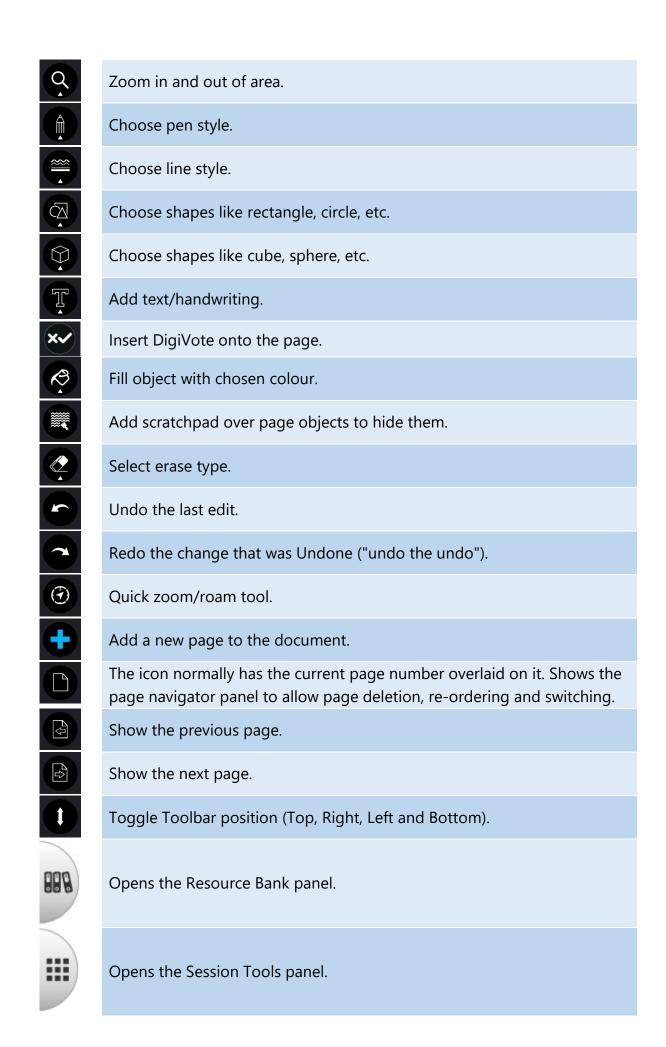


## 3.2 Navigation

## 3.2.1 Main Toolbar

The main toolbar icons and their functions are listed below:

lcon	Function
	Displays the Navigation Menu - File, Save, Open, Exit, Settings.
	Screenshare allows teachers screen to mirror on student devices.
<b>G</b>	A selection of common tools on a floating toolbar for easy access.
Ø	Default mouse mode - select, click objects and functions.
<b>+</b>	"Pan" mode for easy click and scroll around the current page.





Switches to Desktop Mode.



Start/Join a DigiClass session.

## 3.2.2 File Menu

The list below shows the File Menu options. See the <u>Document Management</u> section for details.

<b>Button Label</b>	Function
New	Starts a new document. Prompts for saving current document.
Open	Opens another document via the standard File Open dialogue.
Save	Shows the standard File Save Dialogue with options to save as IWB Pro or Notebook format.
Save As	Options to save as PDF, Image and IWB Pro or Notebook format.
Print	Print the document.
Settings	Shows the Setting dialogue.
Messages	Show error/info/warning messages logged by the application.
About	Shows the About splash page.
Exit	Exits the application.

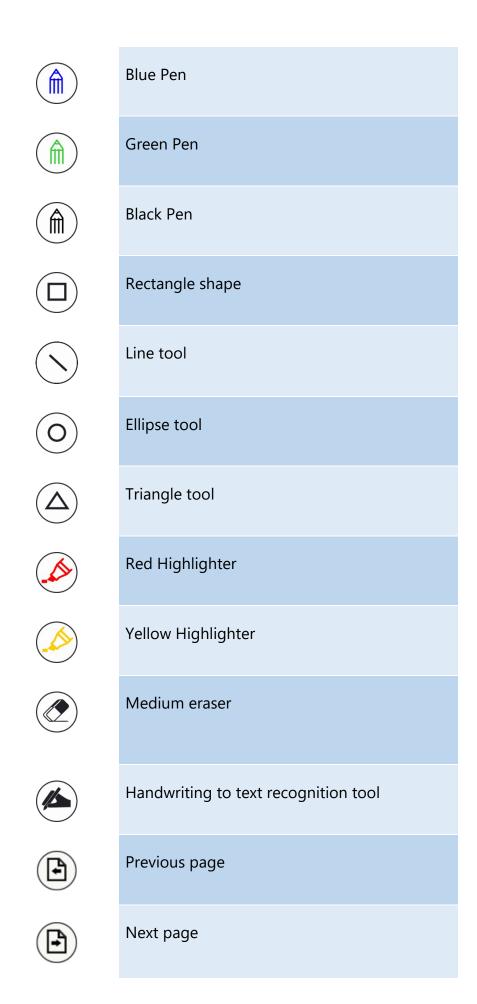
### 3.2.3 Common Items Toolbar

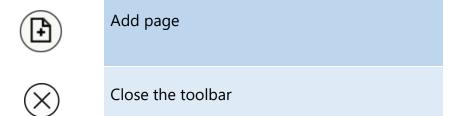


The One Touch Items floating toolbar is designed to allow for easy switching between some common items. The toolbar is activated via the one touch icon:





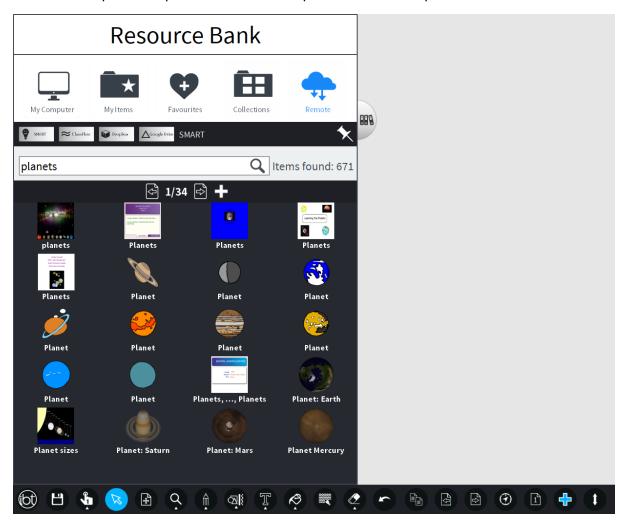




#### 3.3 Resource Bank



The Resource Bank appears on the left hand side which allows supported objects to be dragged and dropped directly onto the page or inserted by pressing the "+" icon. It supports the folder tree browser from the "My Computer" top-level and also maps to each user's personal resource folder.



Supported files for drag and drop include images, audio, video, MS Office, Open Office, PDF, Text, HTML, SVG, Promethean Flipchart, SMART Notebook, SMART Gallery Items and SMART Gallery Collections files.

#### 3.4 Session Tools



The Session tools appears on the left hand side below the Resource Bank and gives the user access to 4 categories: Backgrounds, Subjects, Presentation

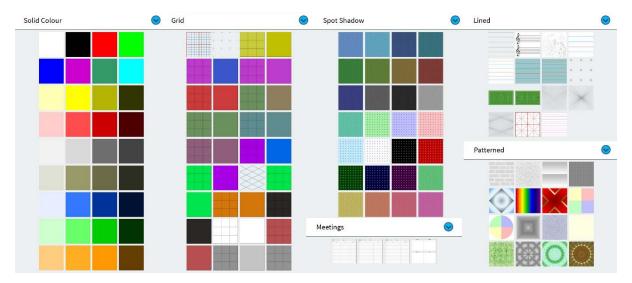
Tools and Custom Tools.



## 3.4.1 Backgrounds

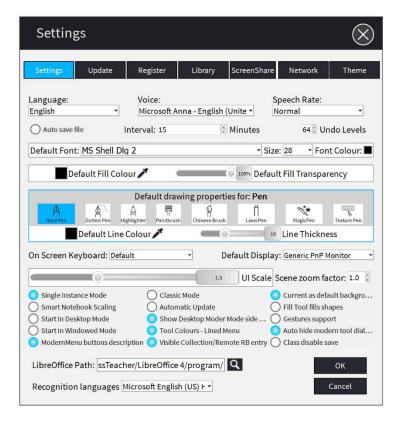


The background themes consist of solid colours, grid layouts, spot shadows, lines, patterns and meeting templates.



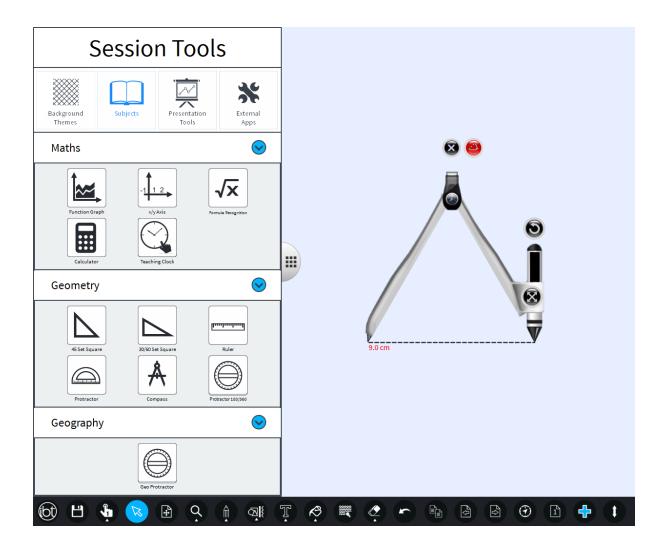
Clicking on any of the background icons causes the current page background to be changed instantly. The backgrounds are "tiled" with the selected icon, apart from the "Lined" backgrounds, which are placed at the origin of the page.

Any of these can be set as the default background by selecting the background, then going to Settings and checking the "Current as default background" button:



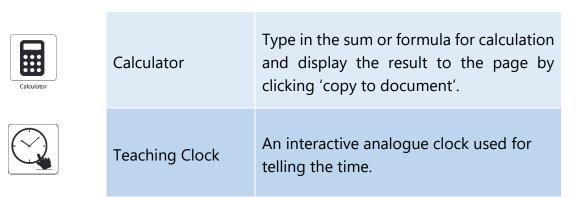
## 3.4.2 Subjects

Currently the 'Subjects' panel has three categories – Mathematics, Geometry and Geography - with tools for each subject.



## **Mathematics**

Icon	Label	Description
Function Graph	Function Graph	This tool draws a graph of a mathematic function with the option to embed the resulting graph as an image onto the current document page.
-1 1 2 - x/y Axis	x-y Axis	This features adds 2/3D axis to the current page as background.
Formula Recognition	Formula Recognition	Write the formula and when completed click "Insert", the formula appears in the top left corner of the page.



#### Geometry

Icon	Label	Description
45 Set Square	45 Set Square	Draws shape for 45° angle.
30/60 Set Square	30/60 Set Square	Draws shape for 30°/60° angle.
Ruler	Ruler	The ruler can positioned to measure distance.
Protractor	Protractor	The tool can positioned and rotated to use the scale to measure angles.
Compass	Compass	The compass tool is used to draw arcs and circles.
Protractor 180/360	Protractor 180/360	360 degrees protractor. Works similar to the simple protractor above.

## Geography

		lcon	Label	Description
--	--	------	-------	-------------



#### **Geo Protractor**

360 degrees protractor. Works similar to the simple protractor above.

## 3.4.3 Presentation Tools



The 'Presentation Tools' is a library that is ever-growing with every update and is vital for feature rich deployment.

Icon	Label	Description	lcon	Label	Description
Magnifier	Magnifier	Overlays a magnifier over the current page.	Screen Wrap	Screen Wrap	Conceals the screen.
Spotlight	Spotlight	The whole screen is covered bar a circular area.	Screen Camera	Screen Camera	Records the screen interaction as a video.
Clock	Clock	Displays a clock with the current time.	Calendar	Calendar	Displays a calendar.
Timer	Timer	Displays a countdown timer clock.	Visualiser	Visualiser	Allows the camera to take photos (if attached).
Page Replay	Page Replay	Replay the page creation from start.	Board in Board	Board in Board	An additional board for note taking.
Screenshot	Screenshot	Screen capture the full screen or a portion of the page.	Black Screen	Black Screen	Cover the screen with a banner message.

Chart	Chart	Create and insert data charts.	Table	Table	Create a custom table.
Annoscript	AnnoScript	Digitise freehand drawings.	4	Quick Pen	A toolbar with preset lines.
	Mandala	A multi- purpose tool for symmetry or Mandala art.		Image OCR	Allows the text from an image to be extracted using OCR.
	Web View	An embedded web browser.		Split Screen	Divides the screen into 2 sections.
	Slide Show	The pages are shown as a presentation.			

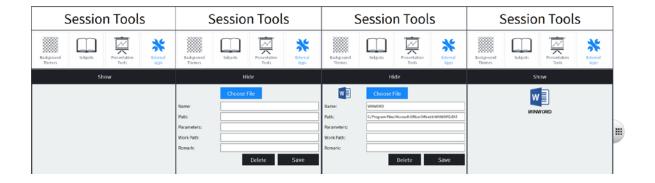
#### 3.4.4 External Apps



The External Apps panel is a facility where links to external applications can be added and then launched (e.g. MS Word, Excel, etc).

By default is panel is empty as the applications need to be defined by the user.

- To add an External App click on "Show" to display the Add Tool panel.
- Use the Choose File button to locate the application (usually an ".exe" file).
- Click "Save" to save the external app link.
- Now, it will appear as an icon in the External Apps panel.
- To remote an app, click "Show", select the icon then click "Delete".



#### 3.5 Desktop Mode



The Desktop icon switches from the page onto the Windows Desktop area with the Floating Toolbar:

#### Icon Function



Click and drag the toolbar.



Highlighter mode allows for annotations on the desktop (as an overlay).



This is the one touch common item menu you can access through desktop.



Switch to mouse desktop mode – allows the desktop to be operated as normal.



Toggle between pen and mouse.

Pen mode allows for annotations on the desktop (as an overlay).

Toggling to mouse enables the desktop to be controlled and operated as normal.



Toggle between eraser and mouse.

Eraser mode allows for highlighter/pen annotations on the desktop to be erased.

Toggling to mouse enables the desktop to be controlled and operated as normal.



The screen grab button brings up the screen grab panel.



This panel has already been covered in the "6.4 Screen Capture Tool" section.



Switch back to page.



Page eraser deletes all objects on scene.



Tapping the drag button on the toolbar minimises the other icons to make it appear less obtrusive.



















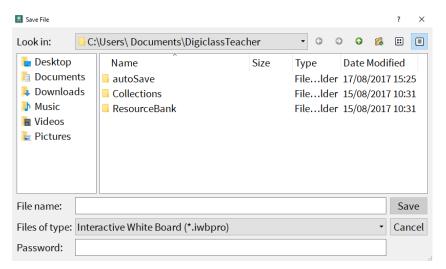
Tapping the drag button again reverts the toolbar back to its original state.

At the right and left edges of the desktop (including extended desktops), the following dock "paddles" appear. The purpose of these is to allow the Desktop Mode tool bar to be docked either to the left or right of the desktop.



## 3.6 Document Management

To save any changes to the current document, click "the iBoardTouch logo" and "Save" from the main toolbar. The teacher files are saved in "Documents\DigiClassTeacher" and student files are saved in "Documents\DigiClass". In addition there is an option on the main dialogue to save the file with a password:



Note: For specific and detailed operating instructions please refer to the IWB Pro Manual Guide.

## 4 DigiClass Teacher

#### 4.1 Teacher Panel



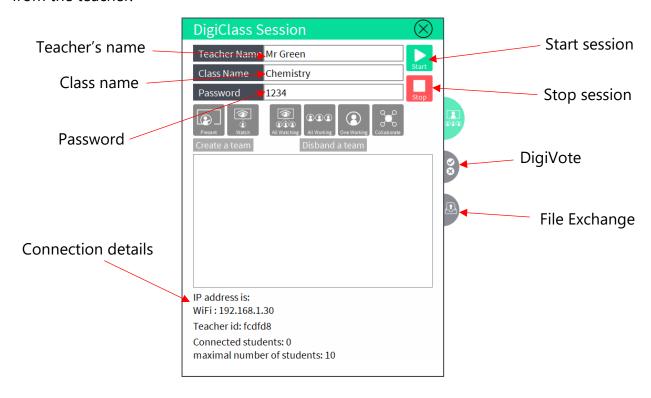
Open the DigiClass Teacher application which appears to be identical to IWB Pro but with the addition of a teacher panel. This allows the teacher to create a session, manage their group of students effectively, use the voting system and send files to students.

#### 4.2 Create a session



Select the DigiClass button to slide out the teacher panel therefore allowing the teacher to create a session. The teacher will be required to enter their name and the class name to begin the session; neither field can be left empty apart from the password field which is optional.

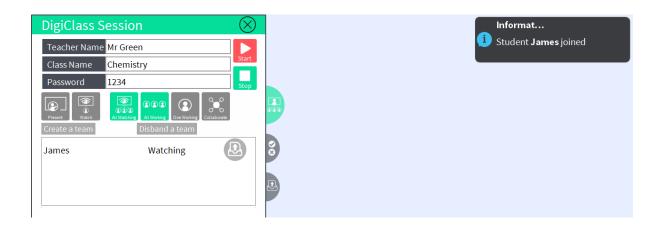
To restrict access to the session the teacher can enter a four-digit password which would require students to enter a password when joining a session. A password is highly recommended if the content being shared is reserved for a set group of students. Without a password any student can join the session, bypassing permission from the teacher.



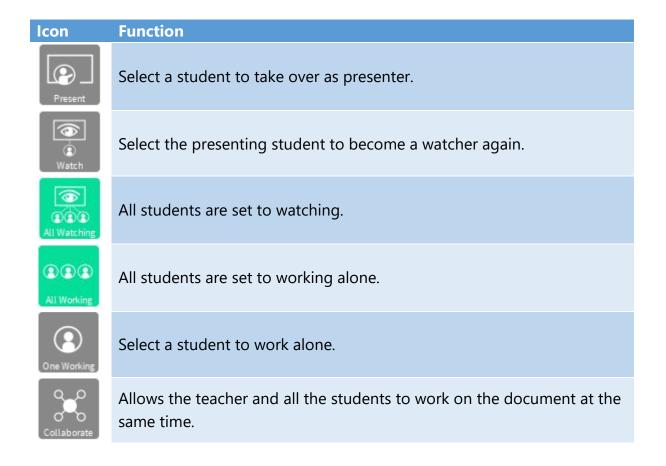
#### 4.3 Start the session



Click the Start button to run the DigiClass session allowing students to join. The teacher receives a notification when a student joins a session and appears in the session panel.



By default all students are set to "All Watching" and "All Working" because the main purpose by the session is to create a classroom like environment where the teacher presents and the students watch. However, the teacher can select individual students to "Present" and "Work Alone".



#### 4.4 DigiVote

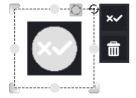


The voting panel within DigiClass is a built-in response system allowing the teacher to create a questionnaire, test or quiz and asking the students to participate. Upon completion the teacher will receive feedback immediately.

To create a DigiVote, select the following icon:



Click anywhere on the page to insert the DigiVote and select the DigiVote icon in the context menu to go into the vote settings.



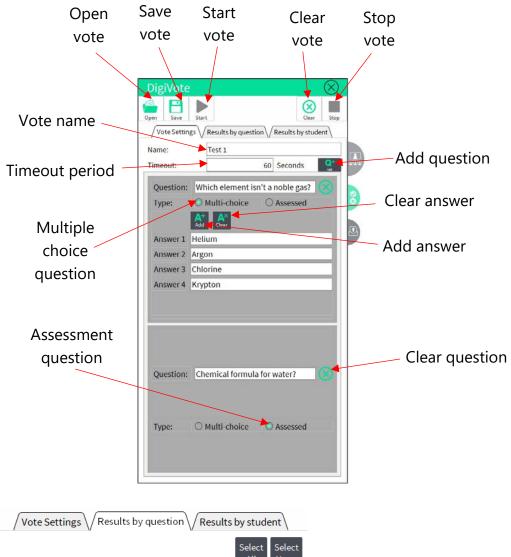


Alternatively, click the DigiClass session button to do this.



Within the session panel select the DigiVote tab to change the vote settings. This allows the teacher to gather data based on majority classroom opinion. Alternatively, it can be used to test student ability through a series of tests and quizzes as it allows the teacher to view the results of an individual student.

In the vote settings, the teacher must enter a name and timeout period to identify the vote and the length of time for the student to complete it. A minimum of one question must be entered for the vote to be activated, this can either be a multiple choice or assessment question. Click the start button to send the DigiVote to all students.



Which element isn't a noble gas?
Chemical formula for water?

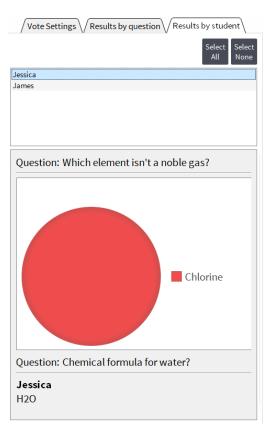
Question: Chemical formula for water?

Jessica
H2O

James
No answer has been given

The teacher will receive the results of the test upon completion and can view the results by selecting the 'Results by question' tab.

Note: If the student fails to submit the vote within the time period stated then the vote will be discarded.



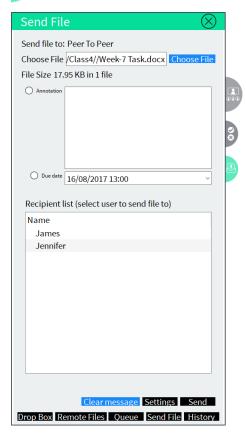
Alternatively the teacher can view the results of an individual student by selecting the 'Results by student' tab.

Note: The correctness of the answers can only be determined by the teacher.

#### 4.5 File Exchange



During a session it is likely that teachers and students will share files among themselves. Within the session panel, click the 'Send File' tab. This allows the teacher to check the files received and sent.



The send file queue determines which files have been sent and received by the teacher. The files are stored internally for security purposes. However you can send files from remote resources and the Dropbox cloud storage.

The recipient list allows the teacher to send the file to an individual student – this is useful when a teacher needs to give personalised feedback.

However, if the teacher needs to send an assignment to the whole class then they can select multiple users in the recipient list.

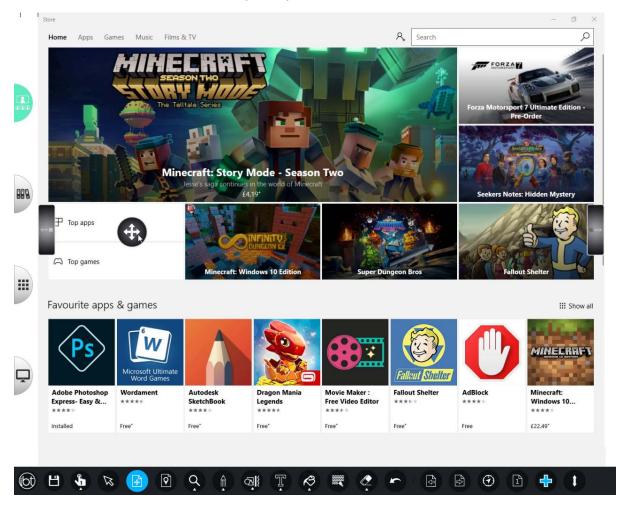
#### 4.6 ScreenShare

The teacher can share their screen with students by clicking the following icon:



This features allows the teacher to mirror the content on their screen to all the student devices allowing the teacher to demonstrate easily. However, students will not be able to interact with their devices until the process is stopped by the teacher.

Click the ScreenShare icon to stop the process.



#### 4.7 Stop the session



Click the Stop button to end the session which instantly remove the students from the session.

It is recommended to continuously save your progress during the session. However, upon ending the session you have an opportunity to save your session so you can resume it at a later date.

## 5 DigiClass Student

#### 5.1 Student Panel

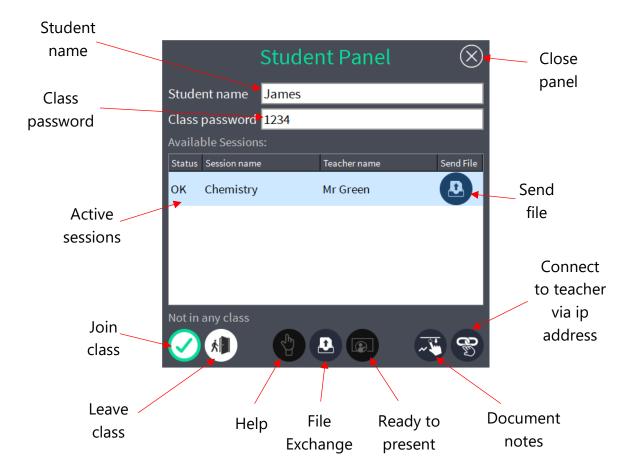


Open the DigiClass Student application which appears to be identical to IWB Pro but with the addition of a student panel. This allows the student to join a session, ask for teacher assistance, take part in classroom tests via the voting system and send files to the teacher.

#### 5.2 Join a session



Open the DigiClass Student application and select the DigiClass session button to join a session. The student will be required to enter their name and the class password. Note: Only enter a password if the teacher has set one for the class otherwise leave the field blank.

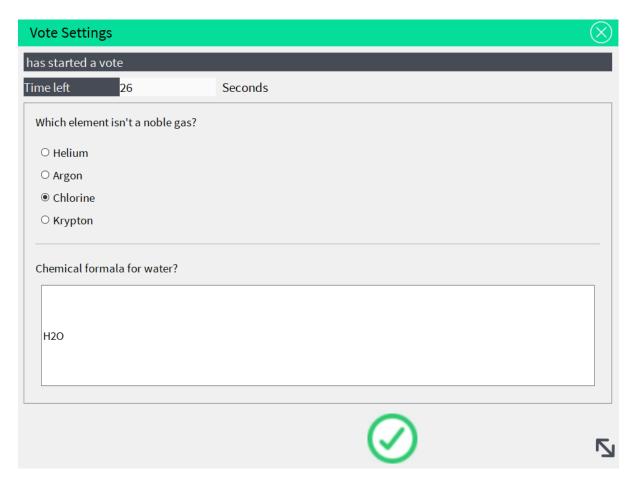


The student panel will show all the active sessions, select the session and click the 'Join class' button. Close the student panel to complete the joining process.

## 5.3 DigiVote

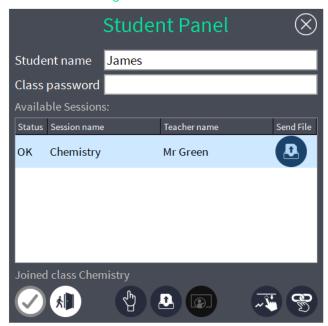
During the session the teacher will create a DigiVote which will display on the page. The student cannot click this object, it can only be accessed by the teacher. A pop up will appear once the teacher has activated the vote.





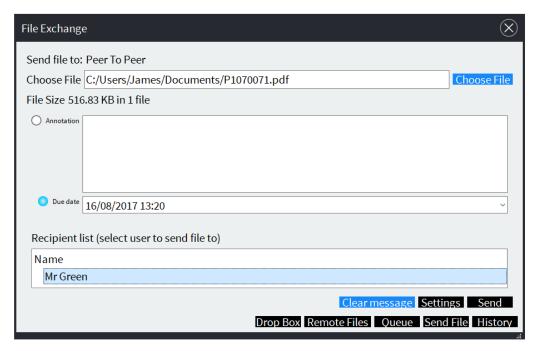
A countdown timer will be displayed above the questions. The student must submit their answers before the timer runs out otherwise their test will be classed as blank. The results of the vote will be displayed on the teachers screen.

#### 5.4 File Exchange



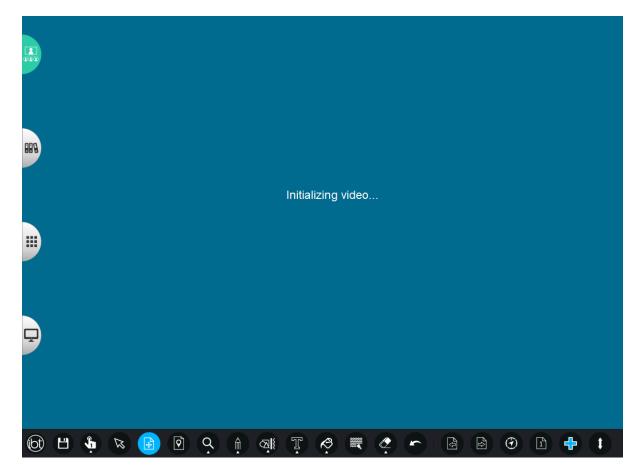
This feature allows students to send their work to their teacher for assessment. Files are stored on Dropbox cloud storage or on a remote server can be sent to the teacher.

On the student panel select the teacher and click the 'Send File' button to open File Exchange. The files are sent internally so only the student and teacher can view these.



#### 5.5 Screen Share

When in a session the teacher may decide to share their screen with the class. Once the teacher has activated the ScreenShare their screen will mirror on all the student devices without prior notice. The student will receive a notification "Initializing video..." but they will not get the option to halt the process.



Only the teacher can stop the ScreenShare. However, if the student wishes to leave the session during this process, then they can do so by accessing the student panel.

#### 5.6 Leave a session



Click the 'Leave session' button in the student panel to leave a session which instantly disconnects the student.

It is recommended to continuously save your progress during the session. However, upon leaving the session you have an opportunity to save your session so you can resume it at a later date.

## 6 Configuration

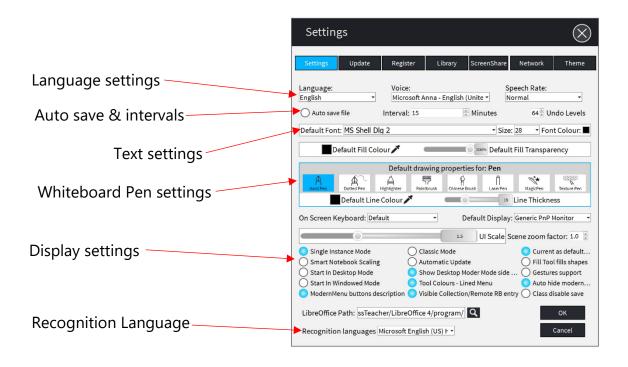
#### 6.1 About

The About option displays version and registration information regarding the software. Note: When opening a support ticket it is vital that you mention the registered users name and the current software version in order to resolve the query.



## 6.2 Settings

The Settings dialog contains user preference settings and also has tabs for managing updates, registration and theme selection.

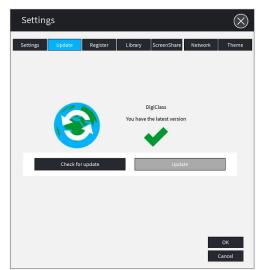


Single Instance Mode	When checked only one instance of the application can run at any time.  Un-check this if you want to have multiple documents open.
Classic Mode	When checked will run in Classic DigiClass mode. Recommended to leave this unchecked.
Current as Background	To set a default background, select the required background, then in Settings check this.
Smart Notebook scaling	When saving as a SMART Notebook format, adjusts the scaling to save the page as the default SMART Notebook page size.
Automatic Update	Enable/disable automatic update check. This merely checks if an update is available.
Fill Too fills object	When checked the fill tool will amend the object fill property. When unchecked, the fill tool will create a separate object as the fill.

Start in Desktop Mode	When checked, the application will start in desktop mode.
Show Desktop Mode	When checked, the side paddles on the desktop will appear.
Gestures support	When checked, the gesture support will be enabled. This relates mainly to the gesture eraser.
Start in Windowed Mode	Will start the Modern Mode in a window, rather than in full screen.
Tool Colours – Lined Menu	When checked shows the tool colours as a separate line.
	When unchecked, the tool colours must be clicked to reveal the colour palette.
Auto Hide Menu	When checked, the tool menu will hide automatically as the documented is edited.
	When unchecked, the tool menu will remain on until it is dismissed.
Menu Buttons Description	When checked the main toolbar icon descriptions appear:
	Home Save One Touch Select Scroll Zoom Pens Draw
Visible Collection/Remote RB entry	Enable/disable the Collections and Remote tabs in the Resource Browser.

## 6.3 Update

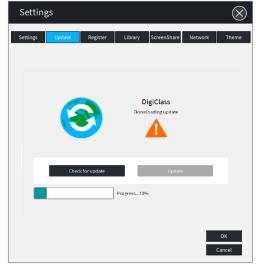
The Update tab is used to check for an updated version of DigiClass. Note: An internet connection is required for this to work.



Click 'Check for update' button to check for an updated version of the software. If the latest version is installed then you will it will state 'You have the latest version'.



However if a new version is available then it will state 'Update available'. To check the Change Log, click 'Show details' button. Click "Update" to start the software upgrade process.



The setup files will be downloaded instantly. Once the download completes the updater will run the setup file.



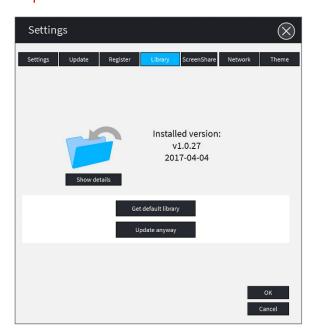
Click "Install now" to upgrade the software or alternatively click "Install later" to upgrade at a convenient time. See the <u>Installation</u> section for details. Note: Uninstallation is not required for the software update.

#### 6.4 Register

If the software was not registered upon installation then the user can register it manually by clicking 'settings' in the main menu (iBoardTouch logo) and selecting the 'Register' tab. See the <u>Registration</u> section for details.

#### 6.5 Library

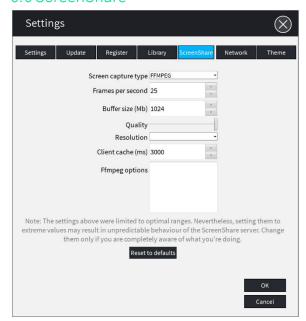
The Library tab is used to check for updates to the DigiClass Resource Bank for new items which consist of clipart, images and resources. Note: An internet connection is required for new items to be added to the library.



Click on 'Get default library' to update the installed version.

The downloaded object is a ZIP file containing resource files - images, documents etc. These get copied to the user's Windows Documents folder, under the folder that are displayed in the "My Items", covered in the section Resource Bank.

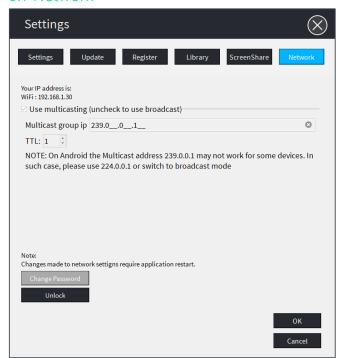
#### 6.6 ScreenShare



The ScreenShare tab allows the user to update the settings of the feature. Note: It is recommended to not change the values unless you have an understanding of screen mirror settings.

The default theme is loaded from a 'theme.xml' file which can be modified to create a distinct workspace.

#### 6.7 Network

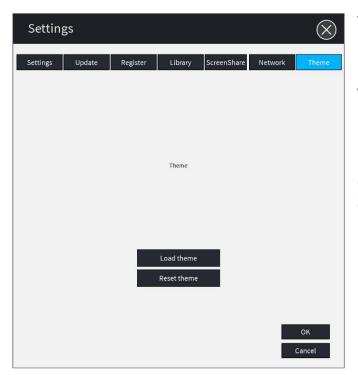


Making changes to the network settings requires the panel password.

Note: Contact Support to request an 'Unlock' code.

#### 6.8 Theme

The Theme tab is used to select alternative colour schemes for the User Interface. Alternative themes will be made available from the iBoardTouch website. Click 'Load theme' button to activate a new theme. The Windows Explorer dialog box will appear, locate the 'theme.xml file' for the theme you would like to use.



The default theme is loaded from a 'theme.xml' file which can be modified to create a distinct workspace.

Note: Contact Support if you wish to create your own theme. Knowledge of xml language will be required.