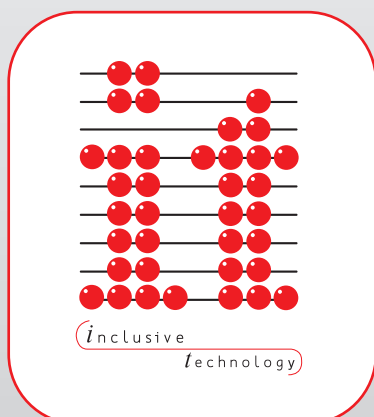


Learning Journeys

Step by Step Guide

MyBoard



Inclusive Technology

All the help you need

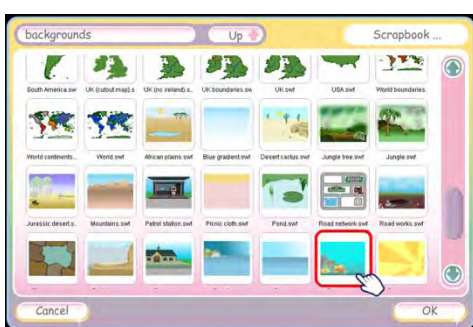
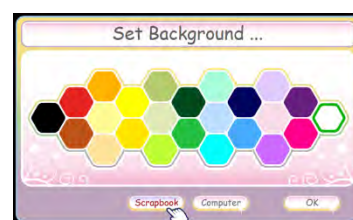
MyBoard: Step by Step



MyBoard is a program for making all sorts of drag and drop activities with pictures, text and sounds that can be used on your interactive whiteboard, interactive plasma screen, touch screen computers or with a mouse and keyboard. The program comes with lots of pre-made activities you can use with your learners, however the real strength of MyBoard is just how easy it is to make your own activities to support any area of the curriculum.

Here's how ...

We're going to make a simple activity where your learners can create their own underwater scene by adding the flora and fauna. Load MyBoard by clicking the desktop icon and from the title screen choose 'New'. From here we can select a



background colour or image. For our activity we need an 'undersea background'. Choose 'Scrapbook' and find the 'Sea' background. The scrapbook contains over 1500 pictures and photographs you can use in your activities or you can use your own. We'll be using the

scrapbook again later.

The computer will now display the normal MyBoard screen with all of the available toolbars at the bottom. Perhaps the easiest tool we can use with our learners is the Painting Tool. We're going to draw some seaweed. Choose the 'Painting' toolbar at the bottom of the screen and select 'green' from the colour bar and a brush to paint with. You can choose to use either a large or small brush. Draw some seaweed growing from the rocks. If you make a mistake either use the 'undo' button or the 'Eraser' tool to fix it. The painting toolbar is a very useful way for children to interact with activities, perhaps by drawing pictures or making annotations. Less able learners can use these tools for mark making exercises.



So now we have an undersea background together with some seaweed. All we need are some fish.



We can also use our own pictures, for example images taken with a digital camera. To use your own images, open the 'My Pictures' toolbar and click 'My Computer'. A box will open which will allow you to browse the computer to find your images. I have a folder on my computer with pictures of fish. You could try looking on your computer for suitable images to use.

MyBoard allows us to automatically save a copy of any picture we use in the scrapbook to save us having to search for it again. If you want to keep a copy of the picture, tick the 'Add to Scrapbook' box. Click the image you want to use and click 'OK'.

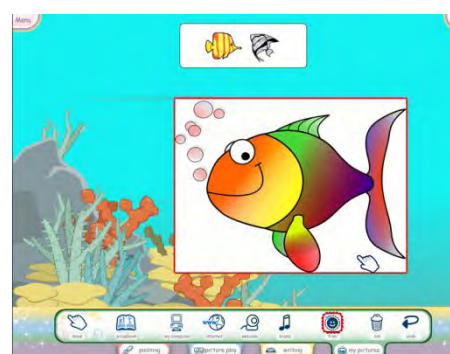
Unfortunately, the picture I have chosen has a white background which is not appropriate for my activity. Thankfully MyBoard has a special tool for removing



backgrounds such as this. Click the 'Trim' tool to highlight it then click the picture you want to trim.

MyBoard will automatically trim away all of the white background for you. This will only work if the background is a single colour. If you have

followed this step, drag your fish into the Copy Box.



For many people however the first port of call when we are looking for pictures is the internet and websites such as Google Images. MyBoard has a special feature which makes using images from the internet really simple. Open the 'My Pictures' toolbar and click on 'Internet'. A window will open linking you directly to Google Images.

Type the name of whatever it is that you want to find and click 'Search'. MyBoard will ask Google to display all of the images that it found relating the name you typed. To use one of these images in MyBoard simply select the image you want and click 'Add'. Remember to tick the 'Add to Scrapbook' if you would like to save the image in your scrapbook for another time. MyBoard will automatically download the image for you and place it on the MyBoard screen ready for you to use. If the picture is too big or too small, you can resize the image using the 'Grow' and 'Shrink' tools from the 'Picture Play' menu as before. If you have followed this step, drag your fish into the Copy Box.

If that wasn't enough, MyBoard will also allow you to use images captured directly from a web cam that is connected to your computer. You can use this to quickly add photographs of your learners or things they may have collected, for example pine cones from a country walk. Open the 'My Pictures' toolbar and click 'Webcam'. A



window will open showing you the image from the web cam. You may have to click 'allow' to enable MyBoard to use your camera. This is a safety feature which is part of the Windows operating system. Another useful way to use this feature is to get pictures directly from books or magazines as I have shown in this example. Simply hold the book or magazine up to the camera. You might need to do this near a window to make

sure there is enough light. When you are happy with the image, click 'Take Picture'. MyBoard will count down from 5 before taking the photo. The photo will then be placed on the MyBoard screen and can be re-sized or rotated if necessary. Don't forget to tick the 'Add to Scrapbook' box if you want to save a copy of the photo in your scrapbox.

If you have tried this method of entering images, drag the results into the Copy Box.

Using Text



If you want to add text to your activity, for example as a title or words for a labelling activity, MyBoard makes that easy too. Open the 'Writing' toolbar and click 'Write'. Now click where you would like the writing to appear on the screen. Don't worry, you can always move it around later. A keyboard will appear on the screen. You can move this to an appropriate place to ensure that you see the text as you type it. Now either touch or click the letters on the keyboard to enter the text. You can always use the computer's keyboard

if this is easier or if you need special characters or accents. The text will appear on the screen. When you are done click the 'OK' button. You can now use the writing tools to change the appearance of the text, for example making it bigger or smaller or changing the look to suit learners who may have a visual impairment. You can move the text by clicking the 'Move' button. In this example, I've written a title for my page.

Text can also be placed into the Copy Box and dragged out again as part of the activity. For example, you might want to create a labelling activity or even Cloze procedures

Using sound



MyBoard also gives us the facility to add sounds to images. For example when a learner touches one of our fish, the computer could say “Copper Band Butterfly Fish”. This is also useful where we might want the computer to read out the text of sentences or individual words. We can also use sound effects we have stored on our computer.

To add a sound to an image open the ‘My Pictures’ toolbar and click ‘Sound’ to highlight the tool. Now click on the image to add the sound to. I’m adding a sound to the sentence I have just written. If you’re using a microphone to record the sound, click the ‘Record sound from microphone’ button. Another window will open with the recording tools. Use the tools to record the sound you want to attach to the image. In my example, I’ve simply read out the sentence. Listen to your recording and when you are happy with it, click the ‘Add’ button. You can add sounds to any or all of your images and text. If you want to add a sound effect stored on your computer use the ‘Add sound from the computer’ button. This will open a window which will let you browse to the sound effect. MyBoard lets you listen to the sound effects before adding them. When you are happy you have right sound effect click ‘OK’ to add it to the image.



That’s just about it, except I really don’t want my learners to be able to move my title text around.



You can lock images to the background so they can’t be moved by opening the ‘Picture Play’ toolbar and choosing the ‘Lock’ tool. Click the tool to highlight it then click the

image you want to lock. This will fix the image to the background. To unlock the image simply repeat the process. I used the lock tool to lock my title to the background.

Saving your activity



All that is left to do is to save the activity we have made. Click the ‘Menu’ button on the top right of the screen. We can save this in one of two ways. First we can just save the activity in the normal way. We might want to do this to keep a record of the work our learner has done with the activity. Saving this way will also allow anyone to make

changes to your activity. Secondly we can save and protect our activity. Protected activities require a password to be entered before the activity can be saved. This ensures that the activity cannot be edited or changed by anyone who doesn't know the password. Save and protect your activity. If you're not sure what password to use, MyBoard gives you a useful clue.

Congratulations you have made your first MyBoard activity.



You'll notice that I have turned the toolbars off on my activity. You can turn off any or all of the toolbars by pressing the keys F1 to F4. Turning off the toolbars can help personalise the activity by giving the learner just the tools they need to complete it. It can also remove the on-screen clutter.

This short guide uses MyBoard in a very basic way. For more information about using MyBoard and ideas for activities you might like to make visit ...

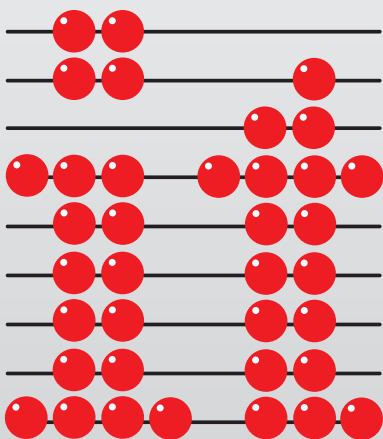
www.itmyboard.com

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