



Workspace Quick Step Guide

Using Workspace to Engage Students


Workspace has a variety of tools that are designed to increase interactivity with the content being taught. Many of the tools used to create a lesson can also be used to engage a lesson.

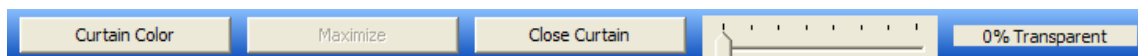
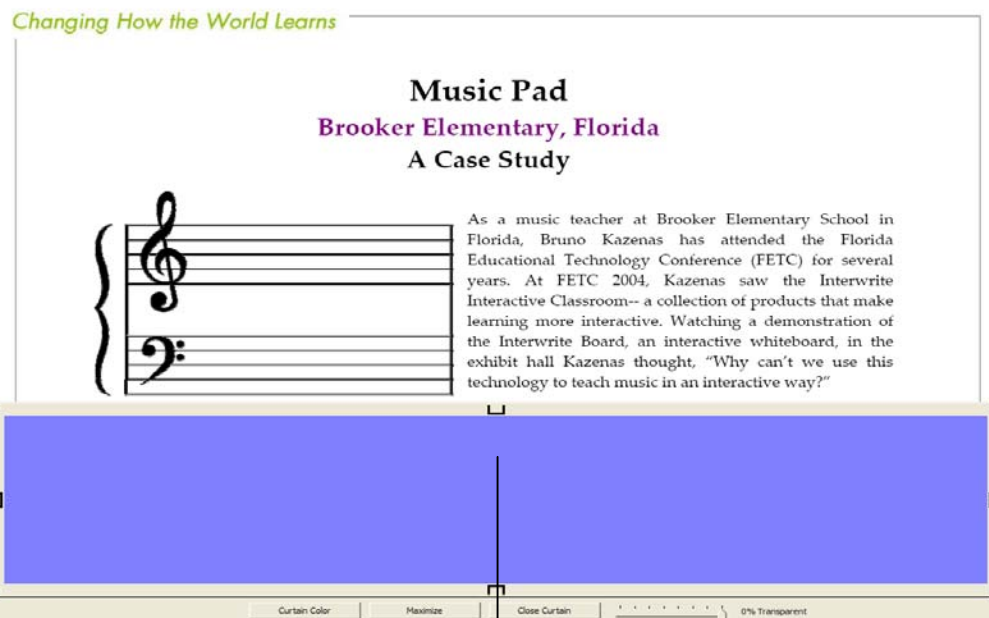
Some of the common tools already showcased in modules one and two that can be used to engage a lesson are Freehand Text, Freehand Shape, Highlighter, Multicolor Pen, Picture Pen, and Stamper. Some new tools showcased below are the Curtain, Timer*, and Spotlight*.

* These tools are located in the toolbox.

Curtain

The Curtain allows you to “hide” what you don’t want students to see. The Curtain is resizable, movable and can be made transparent.

1. Go to a document or page where you want to use the Curtain.
2. Click on the **Curtain**  icon from your **toolbar** or toolbox. The Curtain’s properties will appear in the Properties Bar.
3. Use the **handles to resize** your Curtain, or use the **cursor to reposition** the Curtain anywhere on the screen.
4. When you are done with the Curtain, click on the **Close Curtain button** at the bottom of the screen.




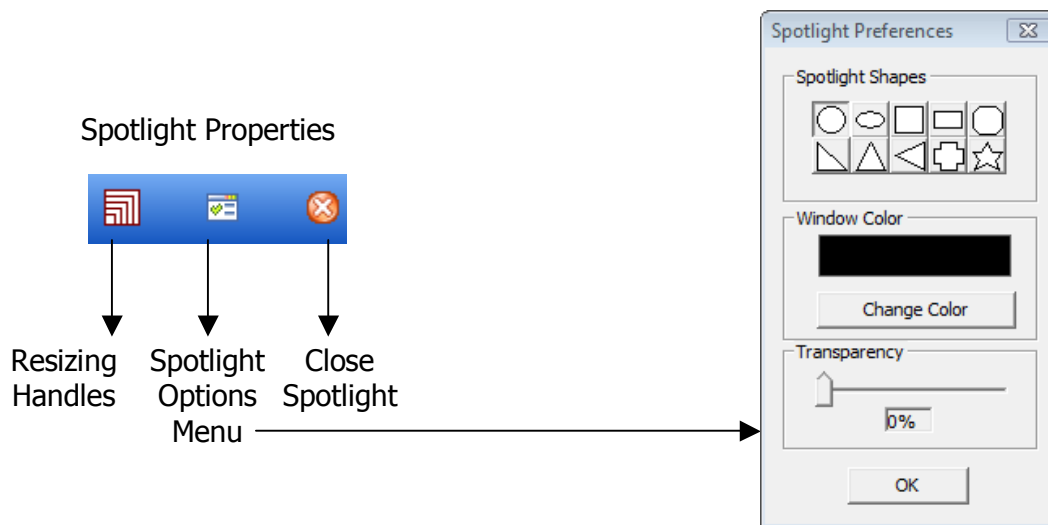


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Spotlight


The Spotlight allows you to view a small part of your screen. The Spotlight is similar to the Curtain; however, you can change the Spotlight to be a different shape. The spotlight is normally housed in the toolbox. You can use the Preferences option to add the spotlight to the toolbar.

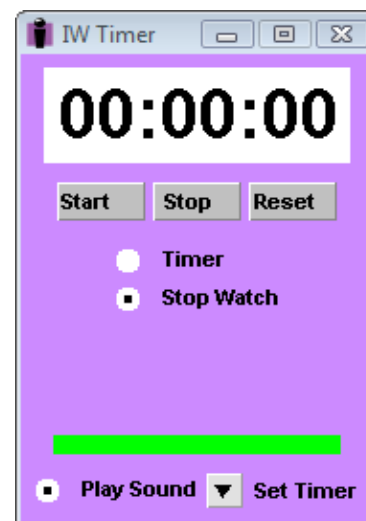
1. Go to a document or page where you want to use the Spotlight.
2. Click on the **Spotlight**  icon from your **toolbar or toolbox**. The Spotlight's properties will appear in the Properties Bar.
3. Use the **cursor to drag** the Spotlight anywhere on the screen.
4. When you are done with the Spotlight, click on the **Close Spotlight button** at the bottom of the screen.



Timer

The timer will beep and flash to indicate time is up or count time to the second as a stopwatch.

1. Click on the **Timer**  icon from your **toolbar or toolbox**.
2. Set the timer to either a **timer or stopwatch** by clicking in the radio button before your choice.
3. Click on the **Set Timer** drop-down arrow to select the length of time you need.
4. Press **Start** to begin.





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