

# USER'S MANUAL

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### What is an Interactive Whiteboard?

An Interactive Whiteboard is a type of touch-sensitive board which has the power to transform any classroom into a dynamic learning environment. It allows teachers and students to participate interactively in activities projected onto the board from a data projector which is connected to a computer or tablet.

Interactive whiteboards are very popular in schools and are considered a more lively and interesting approach than conventional teaching. They provide ways to show students anything which can be presented on a computer (educational software, videos, games, quizzes, etc). Research has shown that teaching through interactive whiteboard software has numerous advantages:

- It can accommodate different learning styles
- It is suitable for both small and large groups of students
- It helps increase students' attention span
- It facilitates the assimilation of new information.
- It dramatically increases real teaching time
- It reduces the time teachers need for preparation
- It eliminates the need for additional equipment (DVD player, CD player, etc)

All in all, it is a powerful teaching tool that will transform your lesson and your classroom!

## What equipment do I need to use the DIWB application?

- A computer, laptop, tablet or smartphone
- A projector

- An interactive whiteboard or a device that turns a plain whiteboard into an interactive whiteboard
- Speakers



ensures that users can access the application on smartphones, tablets, desktops, laptops, and other devices, providing a seamless experience across their all devices.



#### **Instant Updates:**

Express **DIWB** is an innovative and motivating way to educate (i students. Through cutting-edge technology and gamification, this interactive digital application promotes 21st century learning!

**DIWB** is a cross-platform application that is designed and developed to run on multiple operating systems\*.

The **DIWB** platform can include different operating systems like Windows, macOS, Linux, iOS, Android, and others.

\*(Check minimum system requirements for each OS (Operating System)

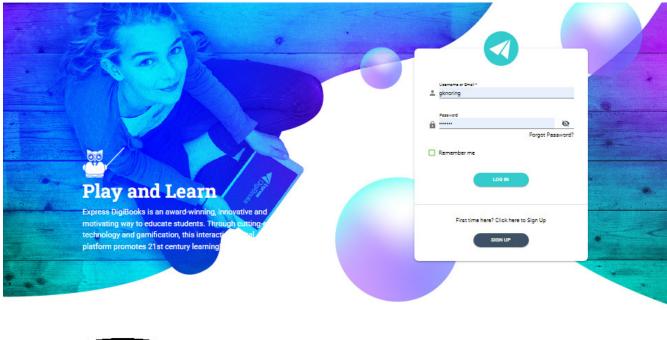
**DIWB** can be operated both **online** or **offline** (in case of Internet connection problems).

Users of the **online DIWB** benefit from automatic regular updates, and constantly upgraded new features ensuring up-to-date tools and a more secure application.

Users of the **offline DIWB** will also be able to benefit from regular updates (provided they have the auto-update feature enabled) as a notification will appear, informing for them that an updated version is em) available to download.

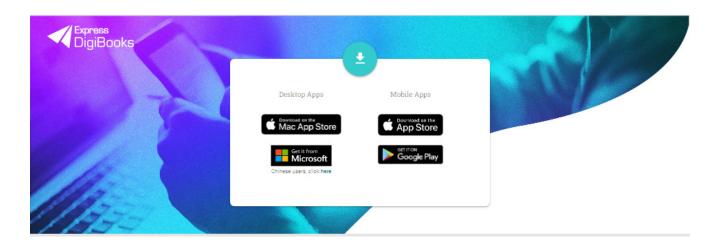
#### How to download the DIWB OFFLINE

When on the sign-in screen, before you log in, scroll down.





In the bottom left corner you can see the option Download. When you click/tap on it, three options will appear.



Choose the respective OS (Operating System) for the device you wish to download the **DIWB** for.

#### **Easier Data Synchronization:**

**DIWB** & DigiBook applications require users to create accounts or manage data. As **cross-platform** applications they therefore have seamless synchronization across devices, ensuring a consistent experience regardless of where the user accesses the application.

## Signing up & Logging in to the platform

**USER GUIDES** & **VIDEO TUTORIALS** of how to sign up, log in to the platform, create accounts\*, etc are available through the following links:

#### **USER GUIDES**

https://www.expressdigibooks.com/user-guides

#### **VIDEO TUTORIALS**

https://www.youtube.com/playlist?list=PLlrKvETH-325a1nvTaBQpr0vUwfknOoRr

\*(Maximum number of devices to connect per user is 10.)

## By signing up, logging in to the platform and creating accounts you will experience the following UNIQUE DIWB FEATURES offered:

**GAMIFICATION:** keep your students motivated, encourage friendly competition and reward competency through badges and stars.

**CROSS-PLATFORM APPLICATION:** monitor performance, assign homework, grade essays and track progress regardless of your device.

**USER-FRIENDLINESS:** show answers with a single click, customise push notifications and mass-assign homework in the most effortless way possible.

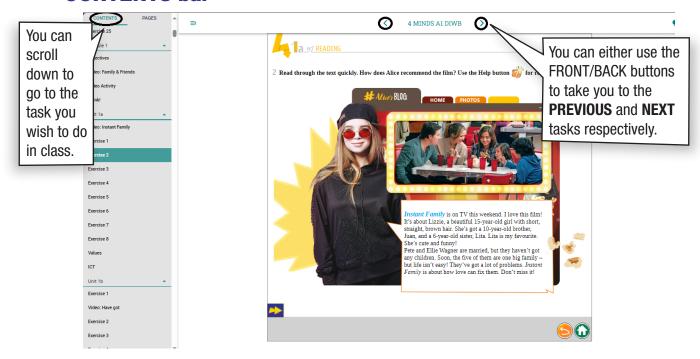
**SMOOTH WORKFLOW:** online lessons instantly redirect to third-party platforms (Zoom, Webex and GoTo).

**USER PRIVACY:** Express **DIWB**s & DigiBooks have been improved to be more aligned with GDPR guidelines.

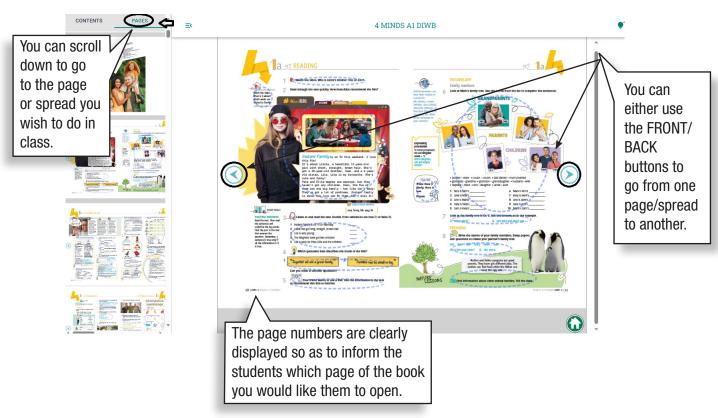
## **Navigation**

There are **two navigational tools**. Teachers may choose the most suitable for them according to their preferences.

#### **CONTENTS** bar



#### **PAGES** bar



So as to have a **FULL SCREEN VIEW** of the spread or page you simply click/ tap on the icon indicated below when either in **PAGE** or **CONTENTS** bar mode.





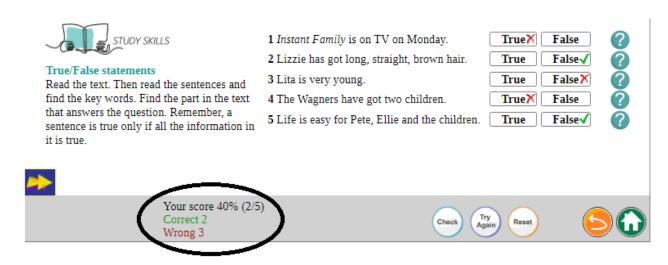
In the **PAGE** bar all of the tasks are **active** and are indicated by blue dotted circles (thumbnails-mode menu). Click/Tap on any of the tasks to enter. This allows you the flexibility to skip certain tasks or pick up from where you left off in the previous lesson.



At the bottom of each of the exercises (when you scroll down) you can see **five different buttons**.



When the exercise is solved, click/tap on this icon and the **SCORE** will be displayed at the bottom left.



When this button is clicked/tapped, the correct answers will remain on screen while students have the chance to correct their wrong answers.

When this button is clicked/tapped, all of the answers will disappear and you can do the exercise again.



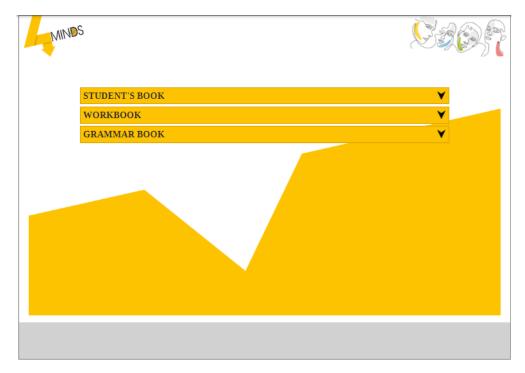
#### **RETURN** button

When this button is clicked/tapped, it takes you back to the spread you were on previously.



#### **HOME** button

When this is clicked/tapped, you will be taken to the **Home Page menu**.



When at the **Home Page menu** you will see three different **tabs**, which allow you to access **ALL** the components of the series included in the **DIWB**:

#### STUDENT'S BOOK WORKBOOK GRAMMAR BOOK

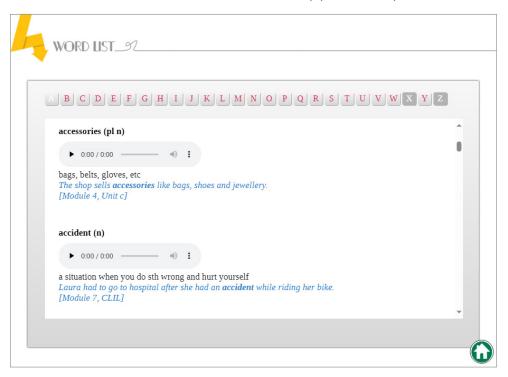
Gradually more tabs will be added. In the very near future, two more unique tabs such as Board Games and Quizzes will be also added so that gamification is further enhanced.

When you click/tap on the "accordion" button in each of the tabs, you will see all the separate units of each of the components.



The last two tabs in the STUDENT'S BOOK are of great importance.

When the **WORDLIST** tab is clicked/tapped the whole WORDLIST of the STUDENT'S BOOK will appear in alphabetical order.



Each of the headwords will display its part of speech, a PLAYER to listen to their pronunciation, their definition, an **example sentence** as well as an indication of where this headword is within the Student's Book (Module number & Unit section).

When the **IRREGULAR VERBS** tab is clicked/tapped the irregular verbs will appear in alphabetical order.

Teachers are also provided with an **extra toolbar** the **'sticky bar'** which is a **further enhanced navigation tool**.

When the 'sticky bar' is clicked/tapped, the icons of STUDENT'S BOOK, WORKBOOK or GRAMMAR BOOK appear, depending on which component of the series you are in.

For example, when in the STUDENT'S BOOK component the icons of the WORKBOOK & GRAMMAR BOOK will appear:





When in the WORKBOOK component, the icons of the STUDENT'S BOOK & GRAMMAR BOOK will appear:



When in the **GRAMMAR BOOK** component, the icons of the **STUDENT'S BOOK** & **WORKBOOK** will appear:



This **unique feature** allows teachers to navigate from one component to the corresponding section of the other two components without needing to exit the section or having to go back to the HOME menu.

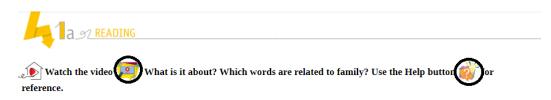
The 'sticky bar' all the information together in one place for the teacher. It also enhances the mobile/tablet learning experience as it remains visible and pinned at the bottom of the screen when scrolling up/down. The option of minimizing/maximizing the toolbar is also available.

### **Extra Assets the DIWB**

All **EXTRA ASSETS** in sections (e.g. videos, glossary, help buttons, grammar buttons & grammar owls, audioscripts, etc) are now placed together in the 'sticky bar'.



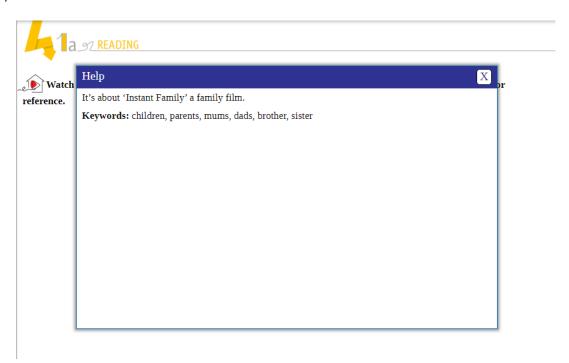
## Walkthrough a UNIT





In each rubric in the **DIWB** the **extra assets** are also clearly seen in the rubric of the exercise for the teachers' convenience.

When the HELP BUTTON is clicked/tapped, the following will appear as a model answer.



When the VIDEO BUTTON is clicked/tapped, a Video Screen will appear on screen.

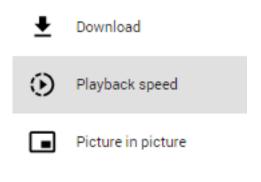


#### Video features are:

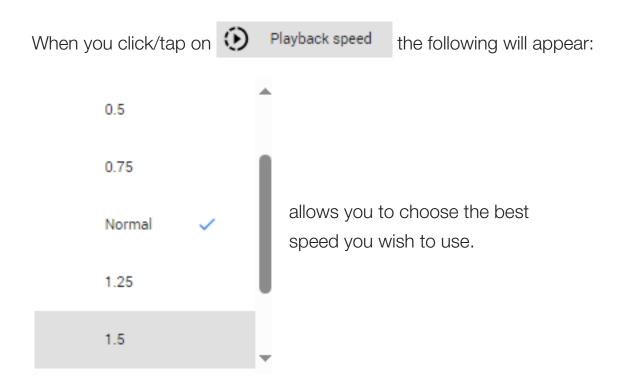
When you click/tap on ) you can adjust the volume.

When you click/tap on the video will appear **FULL SCREEN**.

When we you click/tap on the following three options will appear:



When you click/tap on 👱 Download you can download the video.

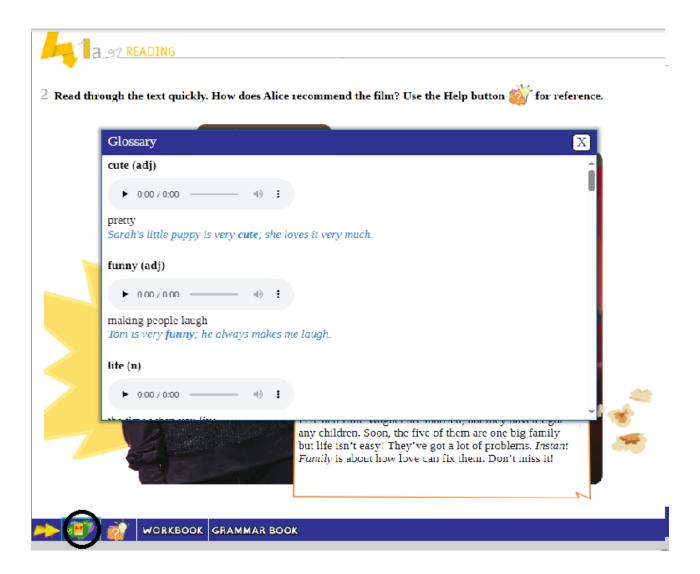


When you click/tap on Picture in picture (PiP), you can 'pop out' the video from the main interface, and it will float on top of other windows or applications on your screen, it also allows you to watch a video in a small, resizeable window while continuing to use other applications.



By dragging forward or backwards you can navigate to any part of the video you wish.

<sup>\*(</sup>Note: video features may vary depending the browser/OS that you are using.)



In SECTIONS: 1a READING/1c VOCABULARY & 1g LIFE SKILLS respectively, there is a Glossary Button that will display the WORDLIST of the respective section (headword/part of speech/pronunciation audio/definition & an **example sentence**).



3 Disten to and read the text. Decide if the sentences are True or False.



In **READING COMPREHENSION** exercises in **SECTIONS**: **1a** READING & **1g** LIFE SKILLS

5 Life is easy for Pete, Ellie and the children.

You will see the following **FUNCTIONS**:

that answers the question. Remember, a

sentence is true only if all the information in





#### KARAOKE PLAYER

When you click/tap on **PLAY**, the audio of the TEXT will be heard and the respective sentence heard will appear in **blue** (KARAOKE function).

Instant Family is on TV this weekend. I love this film!

It's about Lizzie, a beautiful 15-year-old girl with short, straight, brown hair. She's got a 10-year-old brother, Juan, and a 6-year-old sister, Lita. Lita is my favourite. She's cute and funny!

Pete and Ellie Wagner are married, but they haven't got any children. Soon, the five of them are one big family – but life isn't easy! They've got a lot of problems. Instant Family is about how love can fix them. Don't miss it!

A unique feature in the KARAOKE function is that you may click/tap on any part of the text to listen to it again. This way you may go back and forth in the KARAOKE audio of the text.



When the ? of the CHECK THESE WORDS is clicked/tapped, the following will appear next to it.

Each of the CHECK THESE WORDS will be presented with their definition, a PLAYER to listen to their pronunciation and a relevant PHOTO for their **example sentence**.

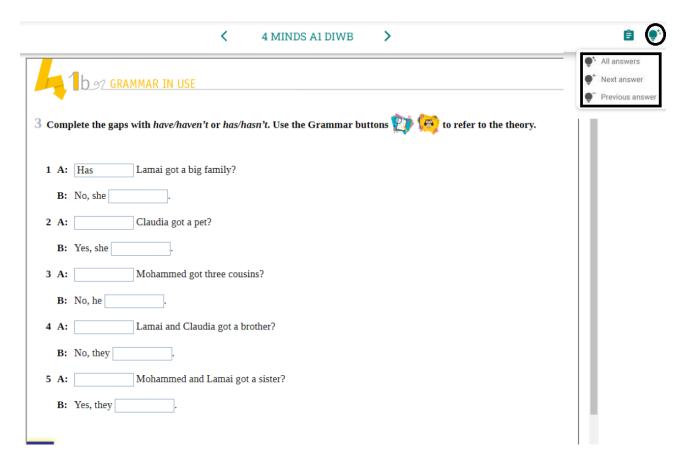


1 Instant Family is on TV on Monday.

True False ?

In each of the READING
COMPREHENSION questions,
there is a ? that when you
click/tap on it the justification of
each question within the text will
appear underlined:

Instant Family is on TV this
weekend. I love this film!
It's about Lizzie, a beautiful 15-yearold girl with short, straight, brown hair.
She's got a 10-year-old brother, Juan,
and a 6-year-old sister, Lita. Lita is my
favourite. She's cute and funny!
Pete and Ellie Wagner are married, but
they haven't got any children. Soon,



When you click/tap on ptions will appear:

When you click/tap on P All answers ALL answers will appear at once.

When you click/tap on • Next answer answers will appear one by one.

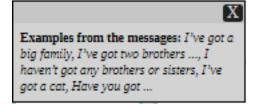
When you click/tap on Previous answer the previous answer will disappear.

In GRAMMAR IN USE exercises where there is a GRAMMAR **THEORY table**, there are **two unique functions** available to you.





When you click/ tap on the the following will appear:



The EXAMPLES of the taught grammar theory within messages/texts, etc. so that the grammar phenomenon is also taught in context.



WORKBOOK GRAMMAR BOOK

will be shown.

Hi! I'm Mohammed. m 16 and a student from Morocco in North Africa. I've got a big family. I've got two brothers and one sister. I can play football very well, but I can't speak English very well. It isn't easy, but it's interesting. Be nv e-friend.

NOTE: 's is the short form of the third person singular of  $have\ got$ and be (is). He's got a son. (has got) He's fifteen. (is)

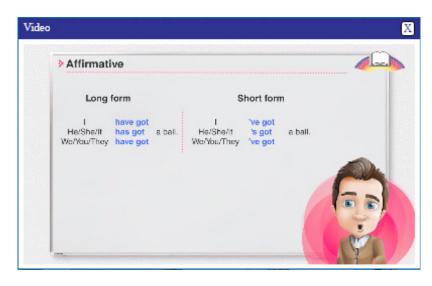
> I'm Lamai from Thailand. This is my sister, Madee. We are the same age, and our birthday is on the same day because we are twins. We are both 14 and we are also hest friends. We've got two cats. Madee's cat is Black and my cat is White. We can play the piano very well. Can you? Be our e-friend to chat!

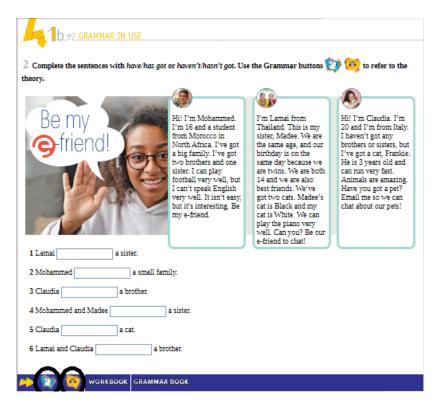
Hi! I'm Claudia. I'm 20 and I'm from Italy. I haven't got any brothers or sisters, but I've got a cat, Frankie. He is 3 years old and can run very fast. Animals are amazing. Have you got a pet? Email me so we can chat about our pets!

When you click/tap on the **VIDEO ICON** a VIDEO of the Grammar Theory



An **AVATAR** fully presents the respective grammar theory.





In the other grammar exercises the following ICONS will appear in the 'sticky bar' as well as in the rubric.

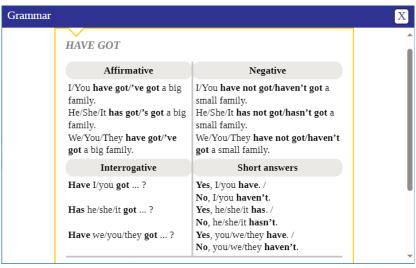
When you click/tap on the

#### GRAMMAR BUTTON 💹



the respective GRAMMAR THEORY table appears.

When you click/tap on the **GRAMMAR OWL BUTTON** the ILLUSTRATED PRESENTATION (OWL) of the respective GRAMMAR THEORY will appear.





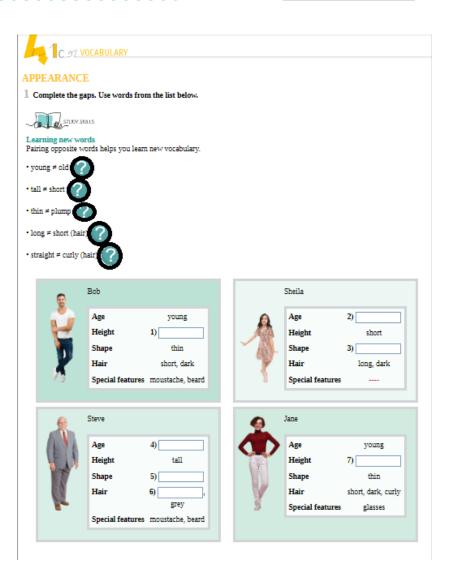
There are arrows on each side to navigate to the next or previous screen.



In VOCABULARY exercises there is a with a vocabulary Presentation that allows you to help students practise learning new phrases/words.



When you click/tap on the 'toggle view' icon ou you can display the words/phrases and when you click/tap on the HEADPHONE you can also listen to them.

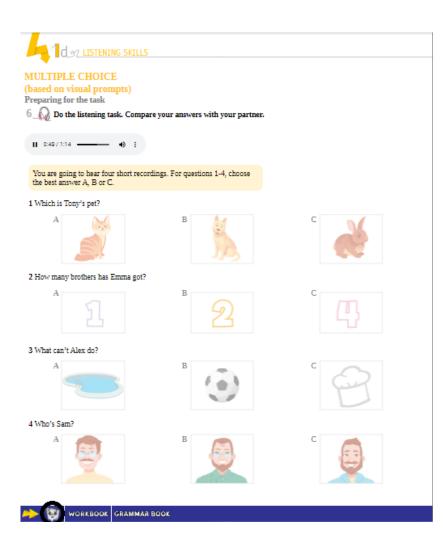


When you click/tap on ?? the following will be displayed:



NEW vocabulary items are presented along with their part of speech/ audio for pronunciation as well as an example sentence.

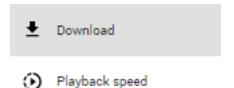
In all **LISTENING** exercises the AUDIO SCRIPT BUTTON appears in the 'sticky bar'. It is activated ONLY after the exercise is done and the (check) button has been clicked/tapped. When you click/tap on the **AUDIOSCRIPT BUTTON** of the listening exercise, its audioscript will appear along with the underlined justifications for each of the questions.





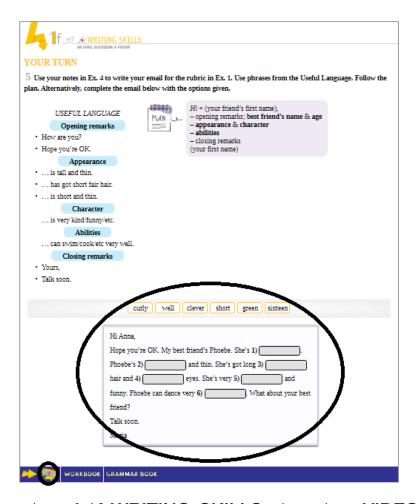


Please note that when the of the PLAYER is clicked/tapped, you are given the following options:



**Download** the audio and also choose the **Playback speed** you wish to have.

\*(Note: Audio options may vary depending the browser/OS that you are using.)



In the FINAL exercise of **1f WRITING SKILLS**, there is a **VIDEO BUTTON** which when clicked/tapped a **complete WRITING VIDEO LESSON** will be shown, which presents the **specific genre** along with any **WRITING TIPS** necessary for the student to produce their own piece of writing. The VIDEO also contains **full RUBRIC & MODEL analysis** following the task in the Student's Book.



At the end there is also a scripted

exercise of a MODEL answer to
further assist students produce
their own piece of writing.
More exciting, educational
tools and functionalities will be
continuously implemented in the
current application as EXPRESS
PUBLISHING has proven all these
years in the production of the
BEST interactive applications.

## **Contact support**

In case you have any queries on the use of the **DIWB**, please contact us at

inquiries@expresspublishing.co.uk

FOR TROUBLESHOOTING ISSUES VISIT:

support@expressdigibooks.com