

Adapted from THE REVIEW PROJECT <http://www.thereviewproject.org/>

Research & Evaluation of Interactive, Electronic Whiteboards

TIPS FOR USING YOUR WHITEBOARD:

1. Make sure there is plenty of space both in front and to either side of your whiteboard so that you can move around it and access all parts of the screen easily and so can pupils.
2. Install wall mounted speakers. This means that sound is of better quality and carries better across the classroom.
3. Use a font type and size that can be easily seen at the back of your classroom – Arial, Comic Sans and Sassoon Primary are recommended fonts for schools.
4. Try to use background colours other than white – pale pastel colours improve legibility and if you have a problem with glare from windows without blinds, try using black and using white or yellow for whiting.
5. When viewing a website, if you press F11 on your keyboard it will remove all the toolbars at the top of the page, displaying your webpage in a much larger screen, making the site more visible. To bring toolbars back, press F11 again.
6. When selecting programmes to use specifically with an interactive whiteboard consider access to the toolbars by younger children. Investigate which of the programs you currently use can be altered to place toolbars at the bottom of the screen to make them more accessible to pupils e.g. Revelation Natural Art.
7. Look at using a wireless keyboard which can be placed near your whiteboard for times when you want to add text. This saves dashing back to your computer each time you need to enter text.
8. If you are going to use a website in a lesson, add it to your Favourites/Bookmark it and then you can access it quickly and easily without typing in complex web addresses. Alternatively put it as a hyperlink in your PowerPoint presentation, Word document or Inspiration Mindmap.
9. If using a promethean ACTIVBoard with younger children, deactivate the “right mouse click” button to prevent menus appearing on the screen if children accidentally hit the barrel button. (Do this through Menu>Customise).
10. To transfer work from home to school, why not e-mail it to yourself? Attach it to an e-mail from your home address and then pick it up on your school address (you can also just email back to yourself at the same address). If you have a USB flash drive, make use of that instead.
11. Try and create documents where you do not need to scroll up and down – instead of 3 paragraphs on one page, add 1 paragraph to 3 pages. Space your work well to leave room for annotations and comments, which can be retained if you do not need to scroll up and down the document.