

enVisionMATHS Online Tutorial Guide 4

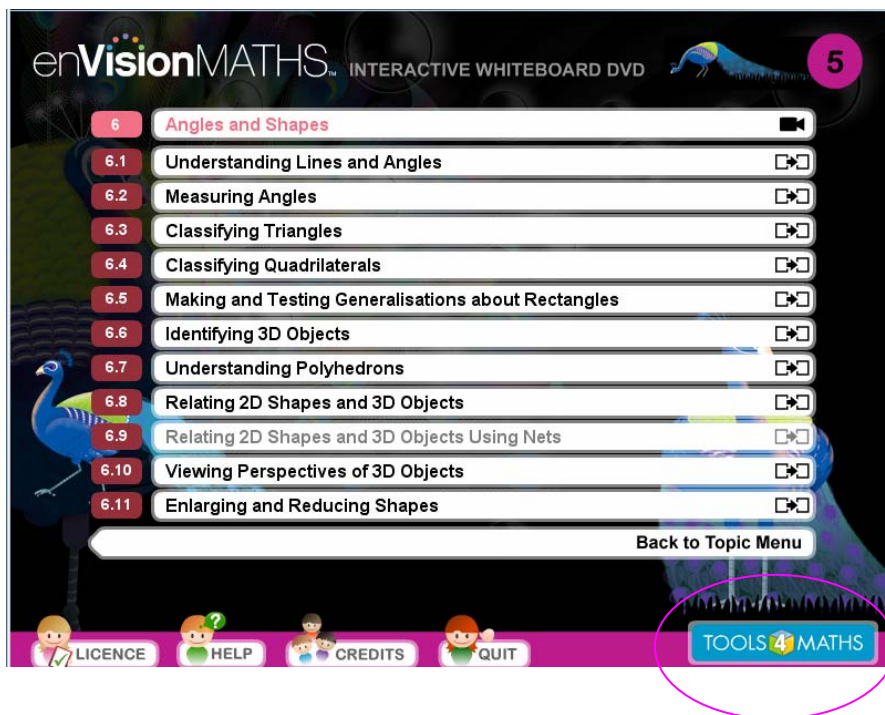
Tutorial 4.3: Tools4Maths Navigation

Introduction

This guide provides an outline of the basic Tools4Maths workspace and how to navigate Tools4Maths. This should provide you with the information you need to independently explore the tools and learn how each tool functions.

Getting Started

Tools4Maths is located on the Interactive Whiteboard DVD for each year level. To get started, click on the Tools4Maths icon at the bottom of each screen on the DVD.



The Workspace

As an example to explore the workspace layout, use Place-value Blocks. To launch Place-value Blocks click on the picture icon.



Each tool has its own unique toolbox, options and manipulatives. This guide will provide an example of the basic layout of the workspace to allow you to independently explore and learn more about each tool.

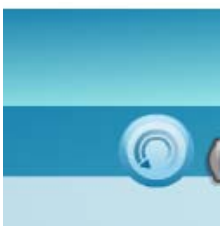
Moving around the perimeter of the workspace, here are some of the features.

Tools4Maths Logo and Maths Mate

The Tools4Maths logo located in the upper-left corner takes you to the main menu.



Move to the right across the top of the workspace and find the Maths Mate button. This provides a tally of the total quantity or value of all items on the workspaces.



By clicking the Maths Mate button, the display changes from numeric form to word form, and it may also display expanded form. When multiple workspaces are used, each workspace will have a separate Maths Mate button that tallies only the quantity or value of the items on its individual workspace.

Printer

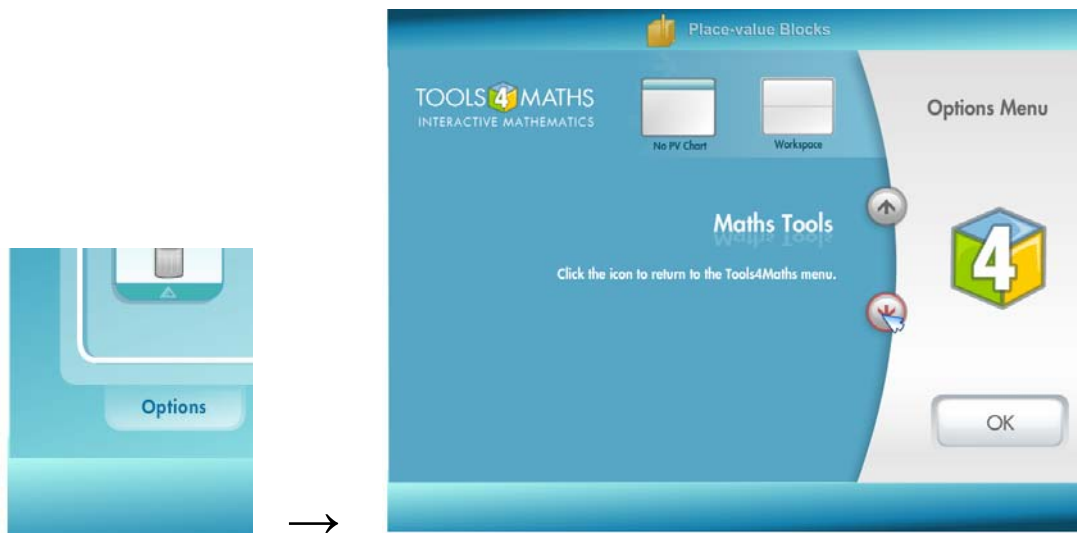


To the right of the Maths Mate button is the printer icon, which provides a printout of the current workspace. Students can use this feature to document their work before clearing the workspace or closing the application.

Remember, there is not an option to save work in Tools4Maths.

Options Menu

The Options menu is on the lower-left side of the workspace. The Options menu enables the user to change the workspace layout or select variations for a tool using the up and down arrows.

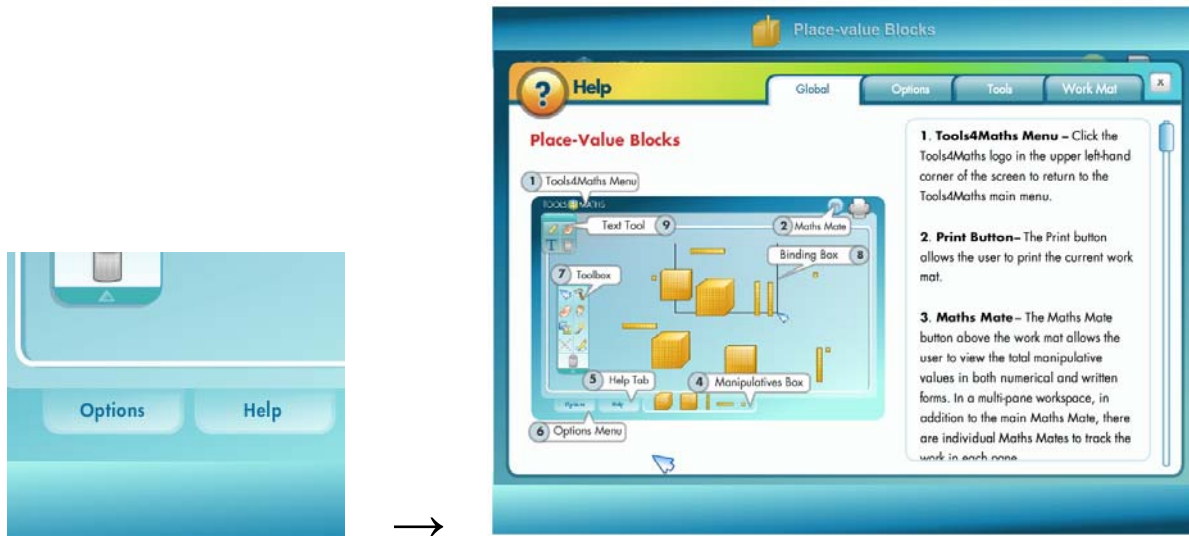


Select a tool option by clicking on the picture. This will sometimes prompt a dialogue box stating that the workspace will be cleared. Sometimes selecting a tool option provides a list of various modes of the option.

Once a mode is selected, click OK and the selected workspace appears.

Help Tab

The Help tab is especially useful when first learning about Tools4Maths. The Help tab displays images and provides descriptions of all the features and options available for each tool. The information provided in the Help tab is customised for the selected tool.



The Global tab provides a description of the workspace layout for the selected tool.

The Options tab describes the tool variations available from the Options menu in the workspace.

The Tools tab describes how the toolbox tools work.

The Work Mat tab provides information about what is available in the basic workspace for the selected tool.

Toolbox and Manipulatives Box



The toolbox is a floating toolbar containing the tools needed to interact with the manipulatives on the work mat as well as activate the menus, options and features.



At the bottom of the workspace is the Manipulatives box. What appears in this menu varies for each tool and each variation of a tool.

The Manipulatives box contains the objects available for use on the workspace. These objects can be selected and placed on the work mat using the Select tool.

Common Toolbox Actions

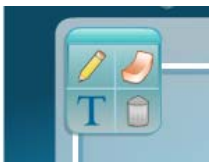
Here are some commonly used tools in the main toolbox.



- **Arrow:** The arrow is the Select tool. This allows the user to choose manipulatives and place them on the workspace. Several items can be selected and moved as a unit with this tool.
- **Glue:** The Glue tool connects like objects.
- **Hammer:** The Hammer tool breaks apart grouped objects.
- **Arrange:** The Arrange tool looks like a magic wand and it will neatly arrange the manipulatives on the workspace.
- **Erase:** The Erase tool erases objects on the workspace. Notice the tiny cross on the eraser once it is on the workspace. This cross is the target for selecting objects to be erased.

Remember that the toolbox floats on top of the workspace, so it can be closed by clicking the triangle on the bottom edge of the toolbox or moved around by clicking on and dragging the top frame of the toolbox.

Extra Text Tool



The Extra Text Tool is an extra tool that allows the user to draw lines or add text without affecting the functionality of the workspace. This does not interact with any other feature on the workspace and so any items added using this tool must be deleted using this tool. The delete tool must be re-selected each time before deleting each item.

Hopefully this tutorial has given you enough information to get started and explore Tools4Maths yourself. Remember, the Help tab for every tool will provide more information if you need it.

For further information on getting started, please see the booklet accompanying the Interactive Whiteboard DVD.

For further information about Tools4Maths, please see the other Tools4Maths tutorials on this site and the booklet accompanying each Interactive Whiteboard DVD.