

# STAINS

# **User Guide**

for Interactive Whiteboard Lessons

STAMS® series
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### Welcome to STAMS® Interactive Whiteboard Lessons

*STAMS*<sup>®</sup> Interactive Whiteboard (IWB) Lessons enhance instruction by transforming lessons into engaging visual experiences. *STAMS* IWB Lessons are available for each lesson in the *STAMS* series student books. They offer students opportunities to question and explore mathematical concepts in greater depth.

### **Accessing STAMS IWB Lessons**

STAMS IWB Lessons were created to run in a software program called ActivInspire™. The program presents a wide variety of tools that you can use to enhance and annotate the lessons. This user guide discusses some of the key tools available to you but does not offer detail about every ActivInspire tool. Refer to the ActivInspire Help system for details about the tools not mentioned in this guide.

STAMS IWB Lessons can also run in ActivStudio™, the forerunner of ActivInspire. Both ActivStudio and ActivInspire were developed by Promethean Limited. The files are compatible with a variety of hardware, including SMART™ boards and Mimio® boards.

## Integrating STAMS IWB Lessons with the Print Series

*STAMS* IWB Lessons can be used to teach new lessons or review previous lessons from any *STAMS* level. For example:

- Use the IWB lesson in conjunction with Part One and Part Two of each print lesson.
- Recap Part One and Part Two before moving on to Part Three and Part Four of the print lesson.
- Review content of a previous lesson from any level before beginning instruction on a new lesson.

### Using STAMS® IWB Lesson Content

Begin by moving through Part One of each *STAMS* IWB Lesson in order—Explore, Think, Connect, Let's Talk, Think It Through, and Your Turn. When you complete Your Turn in Part One, begin Part Two, moving through the pages in the same order. This is the order of Part One and Part Two of the print lesson. Have students follow along in their books so they will know where to find explanations and examples they may need to review later.

You can refer back to Part One and Part Two of each *STAMS* IWB Lesson when you work with other parts of the print lesson. And, of course, you can use the *STAMS* IWB Lesson as a review lesson for another lesson or grade.

### Getting to Know STAMS® IWB Lessons

Regardless of which lesson you have open, each *STAMS* IWB Lesson uses a consistent structure for identical lesson components in the print series.

### **Focus Questions**

Each *STAMS* IWB Lesson presents a Focus Question on the Notes page for **Explore.** Use the question to frame the lesson and set a purpose for learning. The question not only identifies the core concept of the lesson, but gets students thinking about the answer arrived at through **Explore**, **Think**, and **Connect**.

### **Explore**

Use **Explore** to engage your students, activating their prior knowledge of the concept introduced. Encourage them to share their knowledge and check to see that they have the proper tools to succeed. For example, be sure to review prerequisite concepts and vocabulary essential to understanding the lesson.

### Time and Pacing

Spend 2 to 3 minutes discussing the **Explore** information. The time will vary depending on the depth of students' prior knowledge, the number of vocabulary terms, and students' familiarity with the terms.

### **Think**

Think presents step-by-step interactive content to guide students' thinking about new concepts and skills. Pull-down screens offer an additional method for ensuring students stay focused, and write-on lines allow students to input answers and compare them to the answers supplied in their books. Be sure to discuss with students how they arrived at each answer.

Remind students that material from the *STAMS*<sup>®</sup> IWB Lesson appears in their books too. When you make notes or highlight elements on the page, encourage students to do the same in their books. Student notes become an additional reference for independent learning.

### **Time and Pacing**

Work deliberately through the steps in **Think**, pausing to be sure students understand why the questions or statements are completed as they are. Depending on the number of steps and amount of new vocabulary, this will take 5 to 7 minutes. This is the section where understanding is developed, so take time to manipulate and discuss the visuals so that all students are comfortable with the material before moving on.

### Connect

**Connect** presents the core content of the lesson, answering the Focus Question. Use the interactive features of **Connect** to reinforce key concepts and skills.

### **Time and Pacing**

Be sure to discuss this section in depth with students. Ask questions to check students' understanding. Interact with the onscreen features to provide a variety of examples. Expect to spend about 5 to 6 minutes in **Connect.** 

### Let's Talk

Use Let's Talk to get students thinking more deeply about what they have just learned and communicating their understanding to their peers. You can add a blank page to record the discussion or copy the original page so small groups of students can interact with it separately and present their ideas to the class. Be sure to save student work by selecting Save As from the STAMS IWB Lesson File menu.

### Time and Pacing

You'll discuss some **Let's Talk** questions longer than others. Allow more time for open-ended discussions. Allow students to discuss questions in pairs and to use the IWB to explain their thinking. As necessary, record student responses. **Let's Talk** pages will take about 4 to 6 minutes.

### Think It Through and Your Turn

Think It Through and Your Turn in each *STAMS*® IWB Lesson present problems and supporting information identical to the correlated sections of the Student Book page. Use the space on the right to write notes to show how to reason through the problems.

The Teacher Guide provides answers for the **Think It Through** and **Your Turn** problems.

### Think It Through

Think It Through keeps students engaged in problem solving. Encourage students to write in their books as the class works through and records each step of the solution on the IWB. Use the *STAMS* IWB Lesson tools to interact with the Think It Through pages. See the Teacher Guide for answers.

### Time and Pacing

Walk through the solution step-by-step as a class, using the IWB to illustrate examples, record calculations, draw diagrams, and so on. This should take approximately 5 to 6 minutes.

### **Your Turn**

**Your Turn** offers an opportunity for students to work alone or in pairs, while referring to their books. Students can share their solutions on the *STAMS* IWB Lesson page and discuss their work. Be sure to use errors as opportunities for learning. See the Teacher Guide for answers.

Again, you can add a blank page or copy the original page so small groups of students can interact separately. Be sure to save student work by selecting **Save As** from the *STAMS* IWB Lesson File menu.

### **Time and Pacing**

Allow time for students to solve the problem. The time will vary depending on the number of steps and computations involved. Generally, you can plan on 2 to 3 minutes. Then spend 3 to 4 minutes discussing the correct answer. Use white space on the page and, if necessary, return to previous pages to help struggling students apply the instruction to the **Your Turn** problem. Consider copying an existing page and marking the diagrams or tables with the information in the **Your Turn** problem.

# Teacher Tips! Making the Most of STAMS IWB Lessons

### Be Prepared!

- Be sure to review lessons before you present them to the class. You'll feel
  more comfortable with content that you're familiar with and you'll be
  ready to use the interactive features.
- Review the Teacher Notes so you know the page features for the lessons.
- Deactivate the screen saver on the computer you are using to present the *STAMS*<sup>®</sup> IWB Lesson.

### Personalize the Lessons

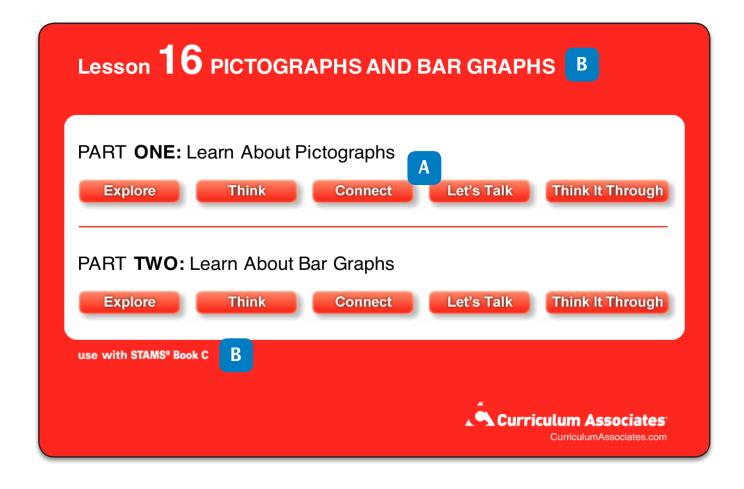
- Adjust the lessons so they have more personal meaning for your students.
   For example, you can change the pets in a chart so they reflect pets the students know.
- Extend the lesson to answer questions and give more practice. Change or add more equations to a slide. Or, use the shapes in the *Main Toolbox* to extend a geometry lesson.
- Duplicate a slide so you can adjust content but retain the original slide.
- Use the **Pen**, **Highlighter**, or other tools to emphasize page elements. You can even use the **Zoom In** feature to take a closer look at something.

### Class Participation

- Invite your students to complete activities at the IWB.
- Have students work at their seats, then come to the IWB to show how they solved a problem.
- Have students work in groups. Then invite a representative to come to the IWB to show their work.
- Have students create a presentation on the IWB to teach something to their classmates.
- If you use response devices, gather class feedback. If you don't have response devices, you can use slates or a show of hands.

### Save Your Presentations

- You can save your presentation as a flipchart or PDF and post it to your class web site where students can access it for further study.
- If a screen recorder is available, use it to capture the onscreen activities. Consider using a microphone, too.
- Open a lesson before you teach it and make any adjustments needed for your class. For example, you might want to add extra skills practice.



### Getting to Know the STAMS IWB Lesson Interface

*STAMS*® IWB Lessons offer intuitive tools for working on the lesson pages. Lessons use a standard layout and a consistent structure, so you can focus on the lesson content and your students.

Lessons are color-coded to coordinate with the color-coded levels in the *STAMS* print series.

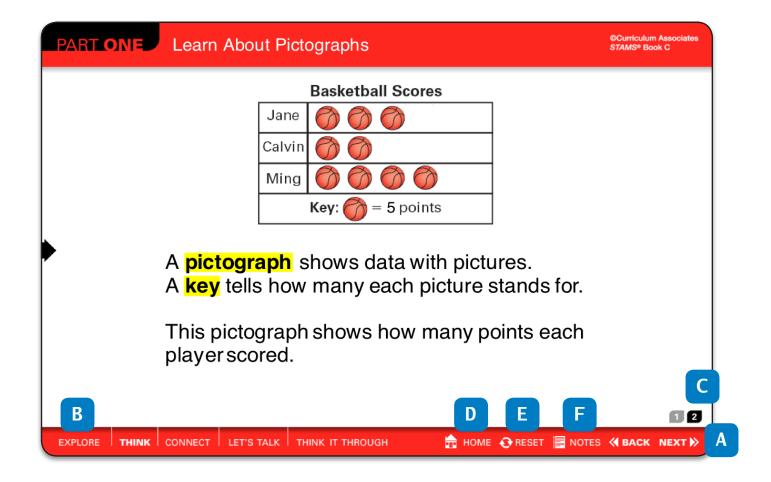
# There is one file for each *STAMS* lesson in a level. *STAMS* IWB Lessons show the lesson number and name as well as the *STAMS* book and coordinating color.

### The Home Page

The Home page offers a consistent layout.



An IWB lesson includes each section of Part One and Part Two in the Student Book. Click a button to open the *STAMS* IWB Lesson section.

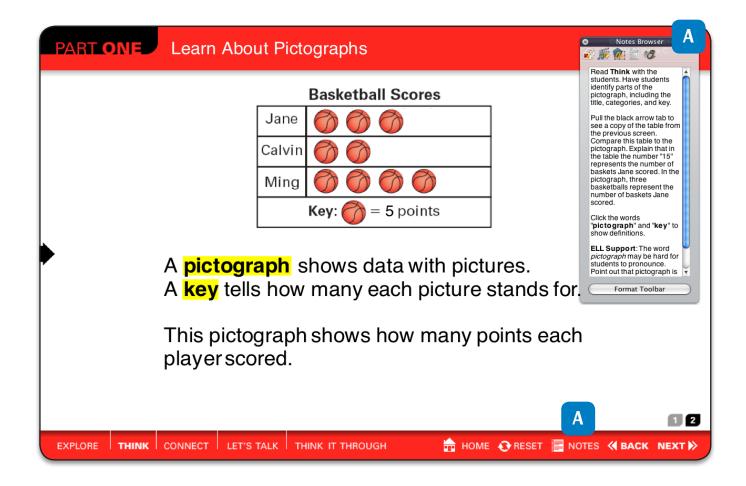


### **Navigating Lesson Pages**

Because lessons always flow across several interactive pages, *STAMS*® IWB Lessons present tools for navigating the pages.

- A Click the **Back** or **Next** button to move back or forward in the lesson, one page at a time.
- The current *STAMS* IWB Lesson section name is highlighted when it is active. You can click another section name to open a different section.
- Some sections have multiple pages. Click a page number to move directly to that page in the lesson.
- Click the Home icon to return to the Home page where the lesson content is displayed.

- Click the Reset icon to undo changes you've made to the page. The current page reverts to the original settings. The Reset feature changes only the current page. See "Lesson Tools and Features" for more information.
- Click the Notes icon to see information about how to use the current page. See "Teaching with the Lessons" for more information.



### Teaching with the Lessons

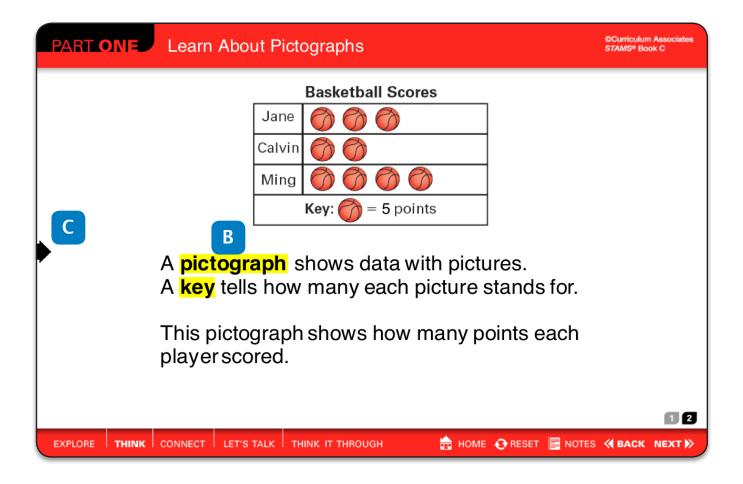
*STAMS*® IWB Lessons make use of valuable interactive elements to engage students in learning and to enhance the instructional experience. The tools available on each page vary, depending on the page content.

This user guide does not describe all on-page elements. Rather, it describes prominent features that will likely lead you to discover additional interactive features. Remember, *STAMS* IWB Lessons are filled with interactive opportunities. We encourage you to explore the pages to discover the best way to use them in your classroom. Click the Notes icon on lesson pages for tips on some of the interactive features that are available.

### A Notes

Notes offer you valuable insight into how to use the current page. Because they are derived directly from *STAMS* Teacher Guide content, you won't need to go back and forth between the book and a *STAMS* IWB Lesson. The Notes differ depending on the page from which you open them. They may identify the functionality available on the page, provide answers (in red) to questions on the student page, offer extension questions and answers, or provide reinforcement tips or ELL support.

You can add your own information to any of the Notes pages. Simply click the Notes icon and select the **Text** tool **T** in the *Main Toolbox*. Then type your own notes in the section. Be sure to preserve your changes by selecting **Save As** from the File menu.



### **Print**

Print a copy of the Notes in advance so you have them on hand when you go through the *STAMS*® IWB Lesson pages in the classroom. Select **Print** from the File menu. Then check the **Include page notes** box and the **Print notes only** box and click **Print.** 

### Pin

You can pin the Notes so they stay open, even when you move to another page. Click the pin in the upper right corner of the Notes section. When the pushpin appears with a highlight, the Notes section remains open. Click the pin again to hide the Notes section. Click the x button to close the Notes section.

### B Popup Vocabulary Words

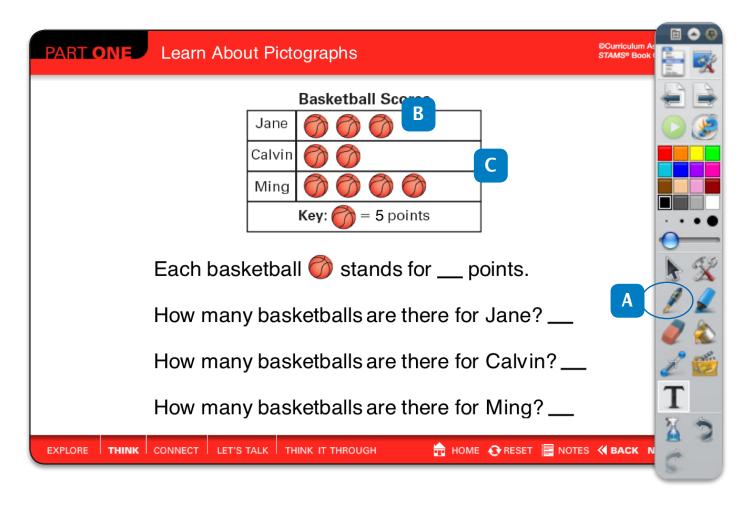
Many lessons include vocabulary terms—the same terms that are included in the Student Book. These vocabulary terms appear with yellow shading, or highlighting, around them. Click a highlighted word to open the definition. Click the **Close** button in the definition box to close the definition.

### C Pull Tabs

Pull tabs allow you to move information on and off the page. When you drag the pull-tab arrow on to the page, additional information appears. For example, the pull tab might provide the data needed to solve a problem, a formula, or the solution to a problem.

Drag the information anywhere on the page, or close the pull tab by dragging it off the page.

A Using the Pen



*STAMS*<sup>®</sup> IWB Lessons include areas where you or students can enter solutions. Click the **Pen** tool in the *Main Toolbox* to fill in answers.

If you want to change the solutions, click **Reset** or click the Eraser tool in the *Main Toolbox*. See "Lesson Tools and Features" for more information.

### B Clonable Art

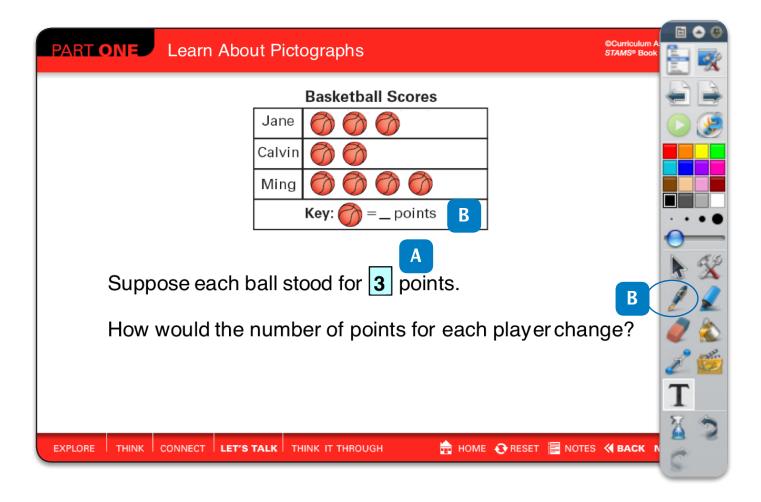
STAMS IWB Lessons allow you to clone many of the art elements. Clonable art is easy to identify. Simply move your cursor over an element. If the cursor changes to a hand with a plus sign in a green circle , you can clone the art. Each time you click a clonable element, you create a copy of the element. Drag the cloned element anywhere on the page.

### C Shifting Objects on a Page

You can move many of the objects on *STAMS* IWB Lesson pages. Simply select the object, in this case a basketball , and drag it to a new location on the page. Use drag and drop to deepen student understanding of pictographs and to examine the relationships among objects.

In most cases, *STAMS* IWB Lessons are designed so you can shift and manipulate the elements to meet your needs. For example, you can shift the height of bars in a graph, move counters from one side of the page to the other, or move elements on a single page.

Remember, the Notes section always gives you tips for working in the current lesson.

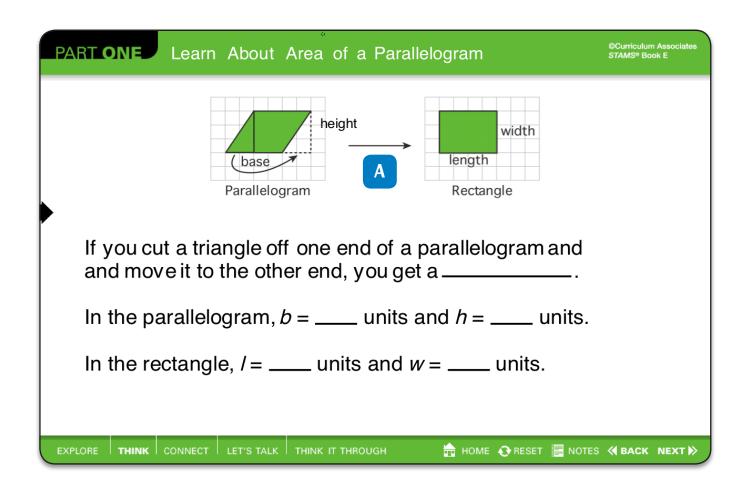


### A Click-Through Boxes

Click-Through boxes allow you to move through a set of numbers one at a time. They provide a simple way to practice a skill using a variety of numbers. When you see a shaded box, click it to change the number in the box. Continue to click the box to cycle through the available numbers.

### B Blank Lines

A blank line indicates that you can use the **Pen** tool to fill in an answer. The **Pen** tool is available from the *Main Toolbox*. See "Lesson Tools and Features" for more information.

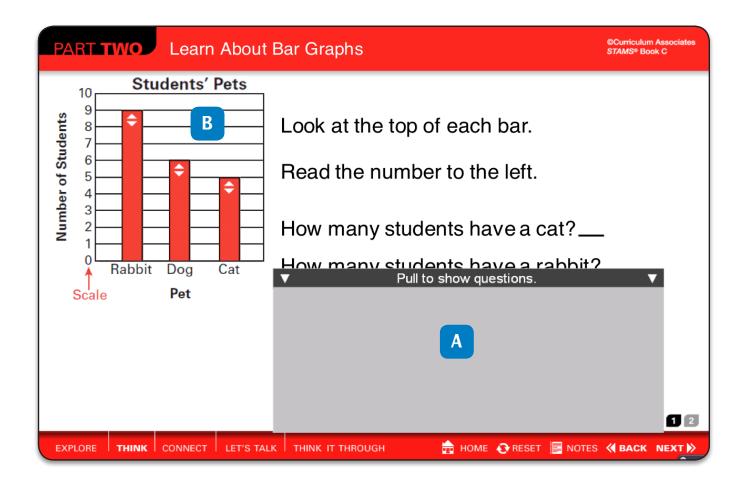


### Manipulating Shape Models

*STAMS*® IWB Lessons offer several types of models that you can manipulate to enhance the lesson.

For example, you can reshape or rotate a geometric figure, shift the rays in an angle diagram, and even drag shapes onto the page. Remember to refer to the Notes for details about the options available for manipulating models on the current page.

Before you begin a lesson, review the onscreen shape models to familiarize yourself with the actions you can perform.



### A Sliding Screens

STAMS® IWB Lessons offer sliding screens to temporarily cover some of the page content. Pull the bar of the sliding screen down to reveal content gradually. Sliding screens allow you to customize the pace of your lesson to accommodate student needs and provide a simple tool for engaging students one line at a time. Drag the arrows up to hide the content.

### B Manipulating Graphics

STAMS IWB Lessons make use of several types of models that you can manipulate to enhance the lesson. Refer to the Notes for details about the options available for manipulating models on the current page.

### Lesson Tools and Features

The Main Toolbox and the menus in ActivInspire™ present several tools you can use to enhance or edit the STAMS® IWB Lesson pages. This section describes several of the more commonly used tools. Explore the toolbox and menus to discover additional features. Open the ActivInspire™ Help system from the Help menu to learn more about any of the features.

### **Zooming In and Out**

You can enlarge or shrink a STAMS IWB Lesson page or you can zoom in or zoom out of a specific region.

To magnify a region, press Ctrl + Shift + Z. When the magnifying glass icon appears  $\mathbb{Q}$ , click the page; then press and hold the cursor. To zoom out, right-click the page, and press and hold the cursor.

You can also select a magnification setting from the list at the upper right of the page. Open the list and select a page magnification level or a general level such as Fit to Width.

### Using the Pen/Highlighter



If you prefer a pen color other than black, select a color from the color palette. Then click the **Pen** tool and drag the cursor to write or draw on the *STAMS* IWB Lesson page.

The **Highlighter** tool works in much the same way. Select a highlight color from the color palette and click the **Highlighter** tool. Then drag the cursor to create a highlighted line or shape.

Use the **Pen Width** tools to change the size of the pen or highlighter stroke.

### Eraser



You can erase any element that you've added to the STAMS IWB Lesson page. Click the **Eraser** tool in the *Main Toolbox* and move it over the area on the page you would like to remove. Use the **Pen Width** tools to change the size of the eraser.

You cannot erase elements that are included in the original STAMS IWB Lesson pages.



### Copy a Page

It's very likely that you'll want to duplicate an existing page and use it as the foundation for a new page. The Copy feature allows you to select a page to copy and to create as many duplicates as necessary. You can copy pages from the Page Browser.

Select **Browsers** from the View menu and open the Page Browser. Scroll through the thumbnail pages and select the page you would like to copy. Then right-click the page and select **Copy** from the popup menu.

In the Page Browser, right-click the thumbnail page directly before where you want to insert the copied page. Select **Paste** from the popup menu.

You can copy and paste more than one page at a time. Open the Help system from the Help menu to learn more about the Copy and Paste features.



### Save Page Changes

Because the customizations and annotations you and your students add to *STAMS*<sup>®</sup> IWB Lessons are very valuable, you can preserve them with the **Save As** command. **Save As**, available from the File menu, allows you to save your changes to a new lesson while retaining a copy of the original lesson. When you use **Save As**, supply a name for the new lesson and specify a location to store it.

### Print the Pages or Export to PDF

You can print any open *STAMS* IWB Lesson or export it to PDF format. Select **Print** from the File menu and specify settings in the print box that opens. Be sure to select **Include page notes** if you'd like to include the Notes section in the print or PDF file.

### Reset the Page

Even though *STAMS* IWB Lesson pages are meant to be annotated and customized, you might want to reset the pages so they revert to the original settings. When you click the **Reset** button, your changes are cleared and the page returns to its original state as long as you haven't saved changes.

If you want to preserve changes you've made to a lesson, be sure to use the **Save As** command before you click the **Reset** button.

A **Reset** button is available on each lesson page as well as on the toolbar.