



eWorkbook Menu

Select the eWB button at the bottom of the page to open the eWB.

HOT KEY: M



Text Box

Click on the eWB page to open a new text box.

Click the X button to close the text box.

Click the TRASH button to delete the text box.

To modify a text box:

Click on the text box and make the necessary edits.

To move a text box:

Click on the text box and drag it to the preferred location.



Single Underline

Click the SINGLE UNDERLINE button to toggle on the feature.

Click on a word and drag your mouse right to underline.

Click on a word and drag your mouse left to delete the underline.

Click the SINGLE UNDERLINE button to toggle off the feature.



Double Underline

Click the DOUBLE UNDERLINE button to toggle on the feature.

Click on a word and drag your mouse right to double underline.

Click on a word and drag your mouse left to delete the double underline.

Click the DOUBLE UNDERLINE button to toggle off the feature.



Dot

Click the DOT button to toggle on the feature.

Click on the eWB page to place a dot.

Right-click on the dot to delete it from the page.

Click the DOT button to toggle off the feature.



Transfer

Click the TRANSFER icon to send the eWB page to your teacher/student.



Teacher-Specific Features



Grade

Click the GRADE icon to send the eWB page, with your notes and the grade, back to the student.



Erase All

Click the ERASE ALL icon to erase the entire eWB page.



Changing Colors

Teachers may change the color of the following features: text box font, dots, underline, and double underline.

Click the desired color from the color palette at the top of the textbox. This color is now the active color for all features.



eWB Menu: Indicator Legend

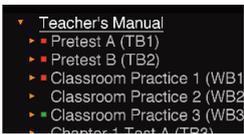
Red Dot by the Loading Icon:

A student has transferred an eWB page to you.

Red Dot by an eWB page:

This is an active stack of eWB pages.

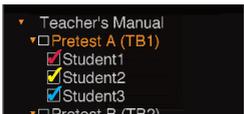
(There may be a variety of unassigned, assigned, in review, or graded eWB pages.)



Red Checkmark: Assigned

Yellow Checkmark: In Review

Blue Checkmark: Graded



Page Browsing with the Keyboard

Move up and down the eWB page by using the ARROW UP and ARROW DOWN keys.



Zoom into the eWB page by pressing the SHIFT and UP ARROW keys.



Zoom out of the eWB page by pressing the SHIFT and DOWN ARROW keys.



Page Browsing with the Mouse

Zoom in and out of the page by using the MOUSE SCROLL WHEEL.

