

Using Instructional Design Components



When you build lessons with MimioStudio software, do you sometimes have trouble knowing where to begin? Or do you sometimes get stuck in a rut, re-creating the same thing over and over?

The MimioConnect® community is dedicated to creating quality lessons, and we have some tips to share. Lessons that achieve positive learning outcomes with students are built with the following instructional design components:



Interactivity

Does the activity have numerous opportunities for the student to practice the skills they need?



Aesthetics

Are pages uncluttered, making effective use of space?
Are the activities laid out relative to the information they contain?
Is there attractive use of media, line, space, shape, texture and color?



Instruction

Are there learning objectives that are student-focused, observable, and measurable?
Is the lesson sequenced from few-to-many and easy-to-difficult?
Are the activities and feedback meaningful and relevant?



Originality

Is the lesson innovative or memorable?
Do the activities provide new or unusual experiences?



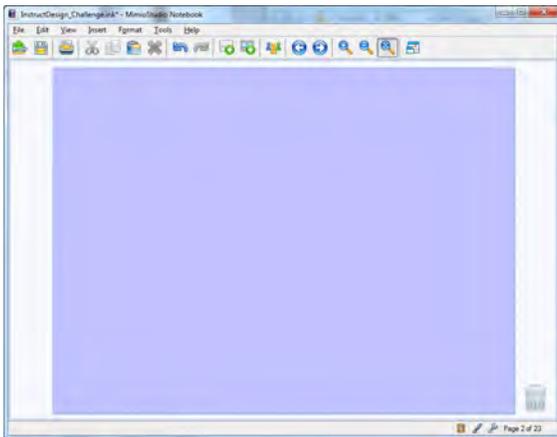
Collaboration

Does the lesson provide opportunities for multiple students to participate?

To see these instructional design components in action, watch for the “before and after” lesson examples we’ll be sharing on mimioconnect.com. And if you have ideas for increasing the level of instructional design for any lesson posted on mimioconnect.com, please post your comments to let the whole community benefit from your expertise!

Getting Started

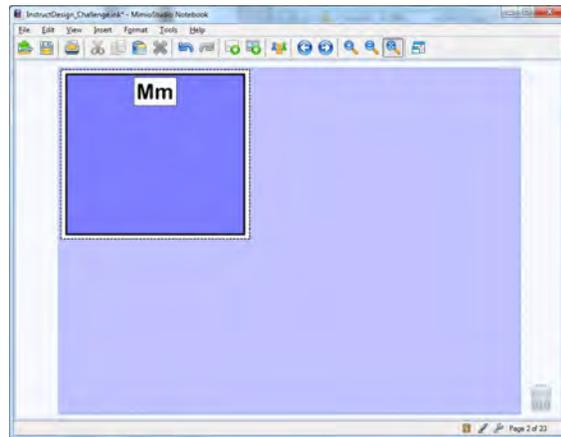
This is a step-by-step guide to assembling the sample lessons used in the *Putting Instructional Design to Work* session.



Step 1

Add background color for all pages:

Insert > Background



Step 2

Use the MimioStudio™ toolbar to create a rectangle with border and fill color.

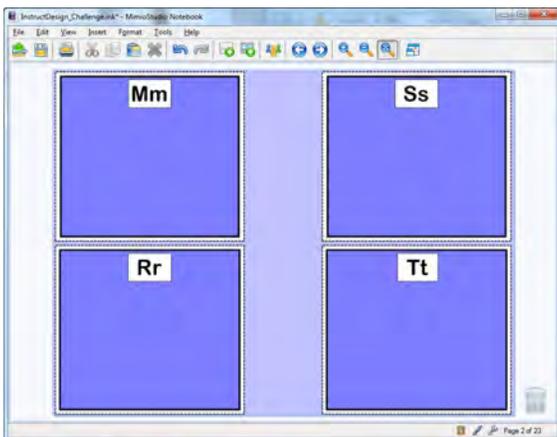
Create another rectangle of a slightly different size (for effect); add border and fill color.

Select rectangles and Group together:

Format > Grouping > Group

Using the Text tool, add a text box with text.

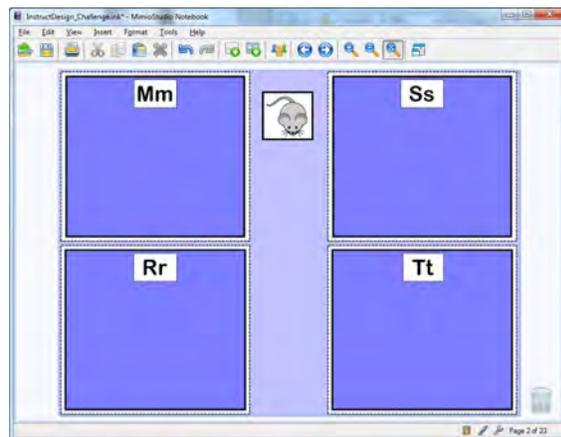
Use color palette to add border and fill color to the text box.



Step 3

Copy grouped rectangles and text box.

Paste on the page and edit to create additional components.

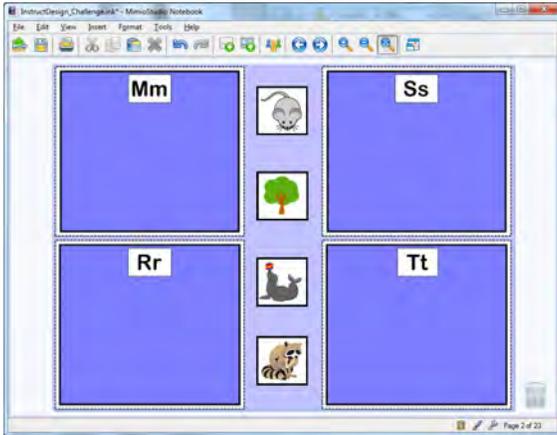


Step 4

Create a rectangle with border and fill color.

Add image from MimioStudio Gallery or other source.

Select both objects and Group together.



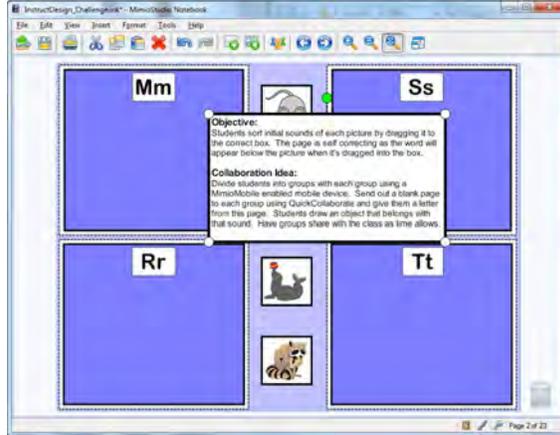
Step 5

Copy/Paste previous object and ungroup the two objects:

Format > Grouping > Ungroup

Add new image to rectangle and group both items together.

Repeat for additional objects.



Step 6

Create an objective box by adding a text box.

Add desired text to the text box.

Add a border and fill color to the text box.

Animate the objective box:

Insert > Animate > Select Animation Style > Select Trigger Options

Select and Lock all objects not intended to be moved:

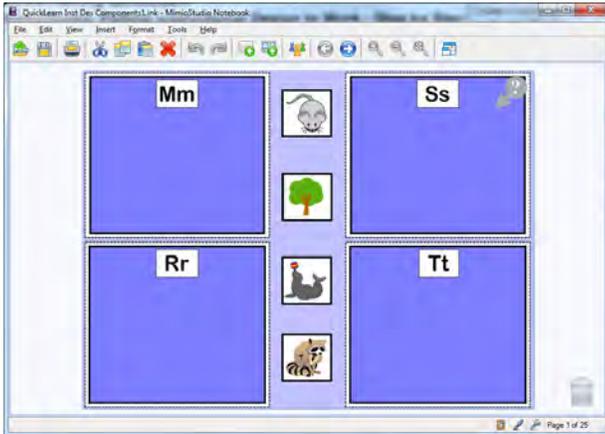
Format > Locking > Lock

Tips & Ideas

1. Align big boxes to middle, then align big boxes with text to center.
2. When placing picture boxes in the middle of the page, align groups of four to center and top.
3. Add objective box and animate.
4. Lock everything except picture boxes.



Lesson Creation



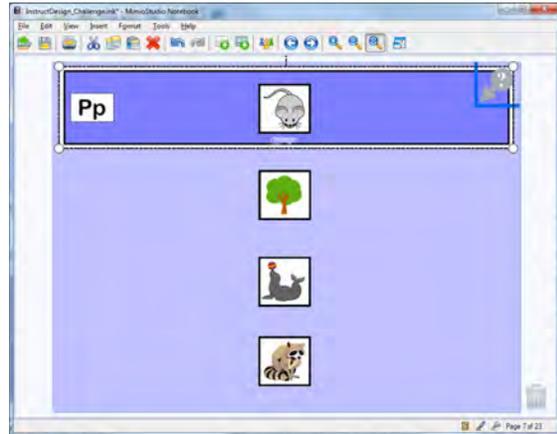
Step 1

Duplicate the previous lesson page:

Insert > Duplicate Page

Unlock all items on the page that can be used to build a new lesson:

Format > Locking > Unlock All



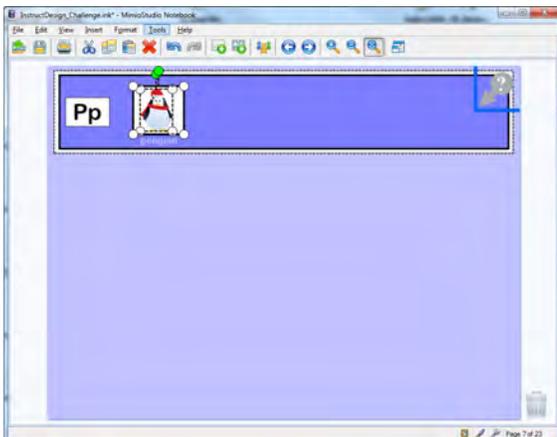
Step 2

Ungroup a rectangle object and resize it to fit across the page:

Format > Grouping > Ungroup

Edit the text box.

Delete the other sorting rectangles.



Step 3

Use one of the image boxes as a template.

Ungroup and delete the picture from the image box. Leave the text in place for now, as it will be used to create an answer key.

Add new images from the MimioStudio™ Gallery or other source.

Select the image and image box and Group objects together:

Format > Grouping > Group

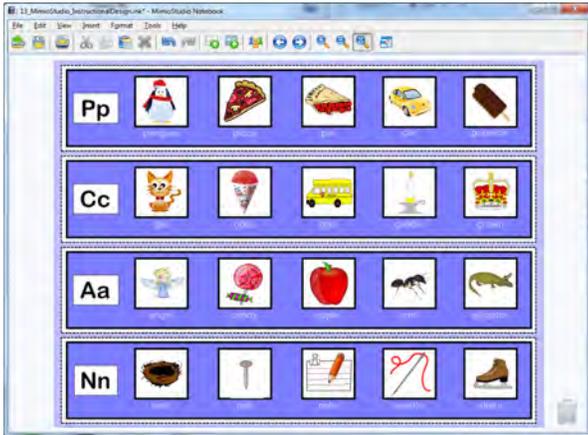
Delete the other image boxes.



Step 4

Repeat the previous step until you have five unique images across the box.

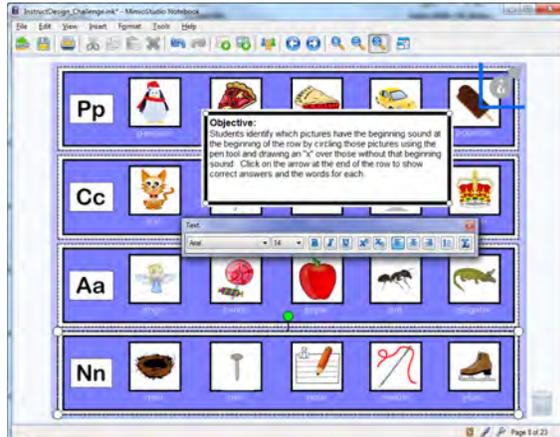
Edit the text under each image. The answers will be used in a later step.



Step 5

Copy and paste the first rectangle with text and pictures to create four more rows.

Edit text and images.



Step 6

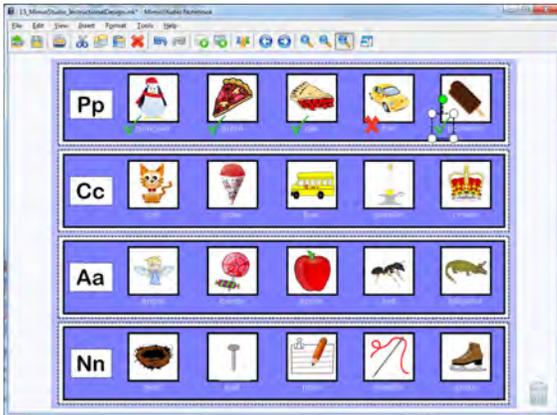
Reveal the objective box by clicking on the question mark Trigger in the top right corner.

Click on the blue border of the objective box and edit the text.

Tips & Ideas

1. Use the Duplicate Page feature to make a copy of the first page and then modify it as needed. This keeps the formatting the same for each page you create:
Insert>Duplicate Page
2. Use the Align tool to align picture boxes to the top:
Format > Align > Top
3. Delete any additional boxes from the duplicated page.

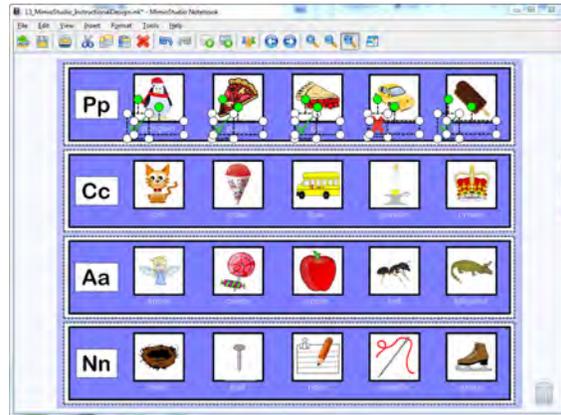
Answer Animation



Step 1

Open the MimioStudio™ Gallery and search for “checkmark” and “x-mark” images.

Add these images to the left of each respective text box under each image. These will be used to confirm the correct answers in the lesson.



Step 2

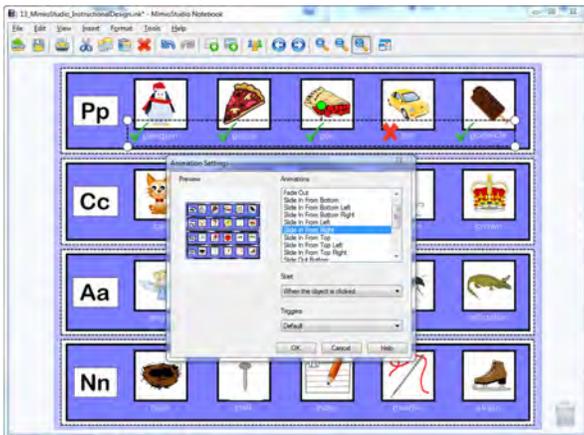
Select each answer mark and text.

Align the images and text to the middle:

Format > Align > Middle

With answer marks and text still selected, group all five answers:

Format > Grouping > Group

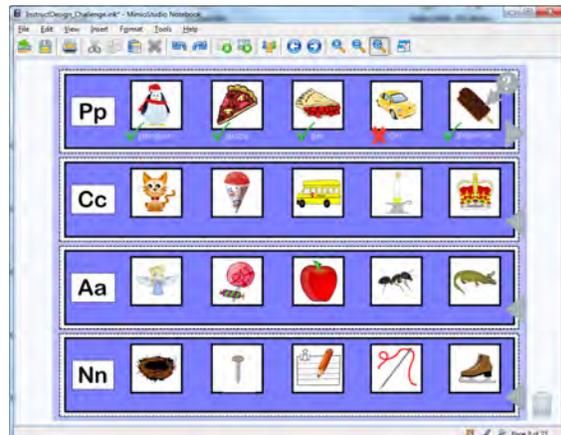


Step 3

Select the grouped object that includes the answers and text box.

Animate the grouped object so it slides in from the right.

Set the Trigger to Default.



Step 4

Repeat the process for all additional rows in the lesson.

Select all objects on the page:

Edit > Select All

Lock all objects on the page:

Format > Locking > Lock

Tips & Ideas

1. For additional lesson pages, use the Duplicate page feature.
2. Unlock and modify any of the instructional components.
3. Lock everything down on the page.

Pulling It All Together

This lesson page uses some of the same instructional components as the previous lessons. Begin by duplicating the page so the lesson pieces are available for use and modification. This lesson includes the use of fade-out animations, cloned objects, the transparency tool, and ordering of objects.

Ungroup and remove existing images.

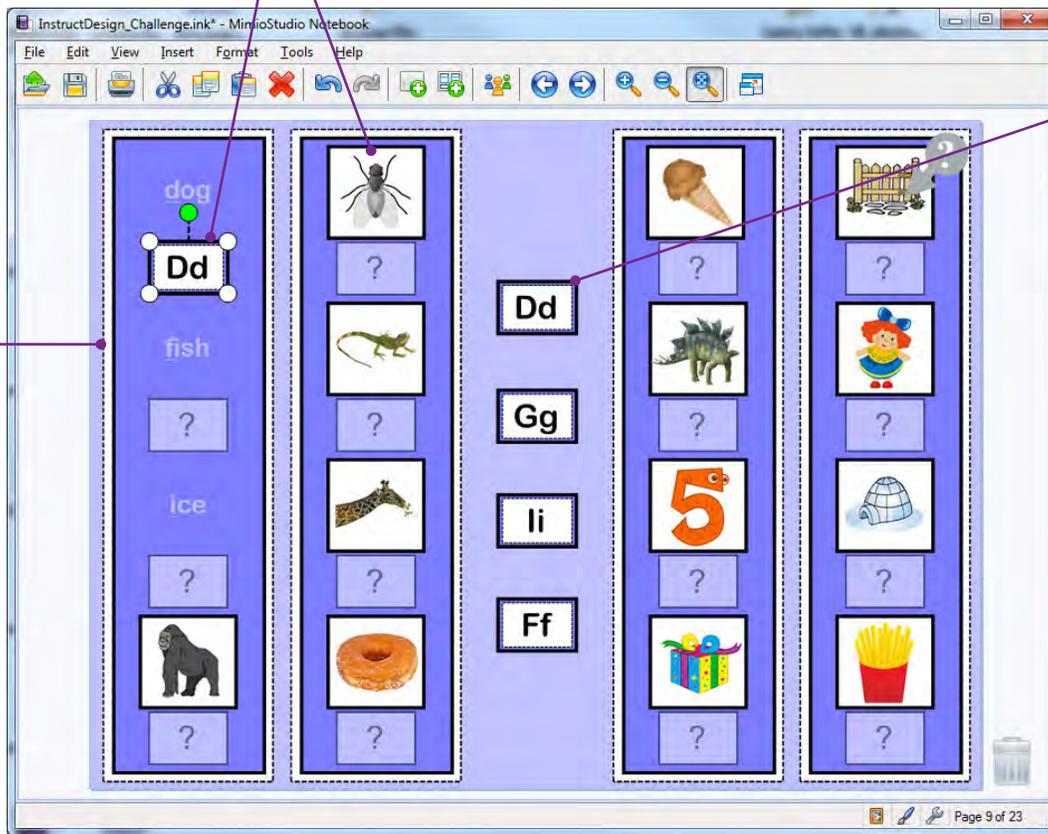
Move image name onto vertical rectangle; increase font size and edit text.

Group box/image and order to the front: **Format > Order > Front**

Animate box/image to Fade Out: **Insert > Animate > Fade Out**

Modify the horizontal rectangle from the last page to make it a vertical rectangle.

Edit text and change to smaller size font.
Add darker border box behind.
Group two boxes.
Set object to be Cloned:
Insert > Clone



Draw rectangle with border and fill color.

Add text using a text box.

Group both objects together.

Use the transparency tool to change the object transparency to 50%.

Use this object as a template to copy/paste for the whole page.

Tips & Ideas

1. Duplicate page to make a copy of the last page and then modify as needed.
2. Everything in a column can be aligned to center.
3. Copy/paste first column for the rest of the page.
4. Unlock and modify the objective box.
5. Select all objects on the page and lock them onto the page.

The screenshot shows the MimioStudio Notebook interface with the following annotated elements:

- Menus:**
 - File: Open, Save, Print, Copy, Cut, Paste, Delete, Undo, Redo
 - Edit: New Page, Collaborate, Next Page, Previous Page
 - View: Zoom In, Zoom Out, Zoom Full
 - Insert: New Activity
 - Format: (empty)
 - Tools: (empty)
 - Help: Full Screen
- Windows:**
 - Thumbnails:** A vertical panel on the left showing three slide thumbnails labeled 1, 2, and 3. Text: "Scroll through your lesson and select slides quickly using Thumbnail View."
 - File Attachment:** A vertical panel in the center listing files: 3d shapes.mcf, Certificate of Completion..., Ink Template.ink, QL Template.xls, mimio Advanced.mov, and mimio Studio Intermediat... Text: "Drag and drop files to attach to lessons."
 - Trash Can:** A trash can icon at the bottom right of the File Attachment window. Text: "Drag and drop content to Trash Can to delete."
 - Thumbnail View (Right):** A vertical panel on the right showing three slide thumbnails labeled 1, 2, and 3.
- Annotations:**
 - Arrows point from menu names to their respective icons in the toolbar.
 - Arrows point from text boxes to the corresponding windows.
 - Arrows point from the text "* Double-click icon to access." to the MimioStudio Gallery, MimioStudio Toolbar, and MimioStudio Settings icons in the bottom right corner.

Selection →

Zoom * →

- Zoom In
- Zoom Out
- Zoom Full

Pen/Brush * →

- Pen
- Brush

Text →

Line / Shapes / Shape Recognition * →

- Lines
- Rectangle
- Ellipse
- Triangle
- Right Triangle
- Five Pointed Star
- Hexagon
- Pentagon
- Shape Recognition

- Line
- Arrow End
- Arrow Start
- Arrow Both

Highlighter →

Eraser →

Insert File / Screen Clipping * →

- Insert File
- Screen Clipping

Color Picker →

Object Fill →

Border/Interior Color →
Double-Click for Color Palette

Line Thickness →

- 0% (Solid)
- 10%
- 25%
- 50%
- 75%
- 90%

Color Palette →

Transparency * →

Basic Color Options →

Line Styles * →

- Solid
- Dash
- Square Dot

Gallery Browser →

Applications * →

- Reveal
- Spotlight
- Text Tools
- Class Manager
- Control
- Quick Collaborate
- Quick Vote
- Recorder
- View
- More Tools

- Calculator
- Magnify
- Web Browser

Right-Click →

Interactive →

Mouse →

Screen Annotation →

* Right-Click or hold Left-Click to see the flyout menus.

MimioStudio Notebook	Windows/Linux	Mac
Create new page in a Notebook file	CTRL + N	Command + N
Open a file	CTRL + O	Command + O
Save a file	CTRL + S	Command + S
Print	CTRL + P	Command + P
Undo an action	CTRL + Z	Command + Z
Redo an action	CTRL + Y	Command + Shift + Z
Cut selected object	CTRL + X	Command + X
Copy selected object	CTRL + C	Command + C
Paste selected object	CTRL + V	Command + V
Select all items on a page	CTRL + A	Command + A
Delete selected object	Backspace/Delete	Delete
Create new page in a Notebook file	CTRL + M	Command + M
Duplicate a page	CTRL + D	Command + D
Open MimioStudio Gallery	CTRL + G	Command + G
Lock a selected object	CTRL + L	Command + L
Unlock all objects	CTRL + U	Command + U
Hyperlink/Action Settings for an object	CTRL + K	Command + K
Zoom in	CTRL + +	Command + =
Zoom out	CTRL + -	Command + -
Zoom full	CTRL + 0	Command + 0
Fullscreen on/off	F5	Command + Option + F
Open/Close MimioStudio Tools	CTRL + T	Command + T
Duplicate selected object when dragging the mouse	CTRL + mouse click/drag	Option + mouse click/drag
Select multiple objects with each click	CTRL + mouse click	Command + mouse click
Align selected objects left	CTRL + Shift + L	Command + Shift + L
Align selected objects center	CTRL + Shift + C	Command + Shift + C
Align selected objects right	CTRL + Shift + R	Command + Shift + R
Align selected objects top	CTRL + Shift + T	Command + Shift + T
Align selected objects middle	CTRL + Shift + M	Command + Shift + M
Align selected objects bottom	CTRL + Shift + B	Command + Shift + B
Group selected objects	CTRL + Shift + G	Command + Shift + G
Ungroup selected objects	CTRL + Shift + U	Command + Shift + U
Recognize Text - converts selected writing to text	CTRL + Shift + X	Command + Shift + X
Recognize Shapes - converts drawn objects to a shape	CTRL + Shift + S	Command + Shift + S
Hide Notebook		Command + Option + H
Hide other applications		Command + H
Quit Notebook		Command + Q
Settings/Preferences	CTRL + ,	Command + ,
Collaborate	CTRL + ALT + C	Command + Option + C

MimioStudio Gallery	Windows/Linux	Mac
Create a new folder	CTRL + N	Command + N
Copy selected object	CTRL + C	Command + C
Paste selected object	CTRL + V	Command + V
Delete selected object	Backspace/Delete	Delete
Select all objects	CTRL + A	Command + A
Export Gallery folder	CTRL + E	Command + E
Object Properties	CTRL + P	Command + P

MimioStudio Recorder	Windows/Linux	Mac
Create new recording	CTRL + N	Command + N
Save recording	CTRL + S	Command + S

MimioStudio Gradebook	Windows/Linux	Mac
Add Class	CTRL + L	Command + L
Add Student	CTRL + T	Command + T
Add Activity	CTRL + D	Command + D
Cut	CTRL + X	Command + X
Copy	CTRL + C	Command + C
Paste	CTRL + V	Command + V
Delete	Backspace/Delete	Delete

MimioView Document Camera	Windows/Linux	Mac
Cut selected object	CTRL + X	Command + X
Copy selected object	CTRL + C	Command + C
Paste selected object	CTRL + V	Command + V
Delete selected object	Backspace/Delete	Delete
Select all objects	CTRL + A	Command + A
Zoom in	CTRL + +	Command + =
Zoom out	CTRL + -	Command + -
Zoom full	CTRL + 0	Command + 0
MimioStudio Tools	CTRL + T	Command + T

Mimio Interactive Systems

- MimioStudio™ software options and updates
- Mimio interactive systems hardware review
- Connecting your Mimio interactive device to the computer
- Powering your Mimio interactive system
- Attaching your Mimio interactive system
- Using your Mimio interactive system

A Tour of MimioStudio

- Access the MimioStudio Notebook
- Access the MimioStudio Tools toolbar
- Learn about the MimioStudio Notebook menu
- Learn about the MimioStudio Tools toolbar
- Get an overview of MimioStudio Tools
- Practice using various MimioStudio Tools

Using the MimioStudio Gallery

- Access the MimioStudio Gallery
- Learn the difference between INK and MCF files
- Explore the functions of MimioStudio Gallery, including:
 - Navigating and Searching
 - Moving Gallery files within the Gallery
 - Importing Content Packs
 - Importing MCFs
- Import various file types into MimioStudio Gallery
- Export Gallery content

MimioStudio: Adding Content

- Create interactive exercises with MimioStudio ActivityWizard
- Add content using the Copy/Paste method
- Add content using the Screen Clipping method
- Import content into MimioStudio Notebook using the Insert menu and Insert File button.

MimioStudio: Formatting I

- Fixed Aspect Ratio
- Object Grouping
- Object Ordering
- Object Locking
- Object Transparency
- Object Alignment

MimioStudio: Formatting II

- Adding Animations
- Object Cloning
- Object Hyperlinking
- Object Action Settings
- Backgrounds/Templates

MimioStudio: Presenting Lessons

- Reveal Tool
- Spotlight Tool
- Calculator Tool
- Magnifier Tool
- File Attachment
- Screen Annotation

MimioStudio: Extending Lessons

- Page Transitions
- Recognize Text
- Text Tools
- Recorder

NEW

MimioStudio: Putting Instructional Design to Work

- Learn to create interactive pages in MimioStudio™ software, using various tools and techniques
- Apply instructional design components to a lesson or activity
- Maximize instructional and interactive techniques to engage students and increase their learning
- Learn methods to enhance lessons with collaboration and assessment, using the MimioMobile™ application

MimioStudio Gradebook

- MimioStudio software options and updates
- Overview of MimioStudio Gradebook
- Gradebook setup — adding classes and students
- Adding activities
- Navigating the Gradebook
- Editing Gradebook information
- Generating class and student reports
- Exporting and importing data
- Professional Development

MimioVote: Setup and Support

- How to download MimioStudio software
- MimioVote™ assessment hardware review
- Connecting to the MimioHub™ wireless receiver
- Powering the MimioVote stations
- Unit buttons
- Cleaning the MimioVote units and station
- MimioVote Toolbar and Gradebook overview

MimioVote: Creating Assessments

- Use MimioVote templates
- Create questions and answers
- Create activities
- Practice conducting activities

Mimio Goes Mobile

- MimioPad™ hardware review
- Connecting the MimioPad wireless pen tablet
- Setting up the MimioMobile application
- Control and Collaboration with the MimioMobile application
- Using MimioVote assessment with the MimioMobile application.
- Using the MimioMobile application in the classroom

For more information and to register,
please visit: mimio.com/QuickLearn.

For more info, please visit us at mimio.com or 877.MY.MIMIO.
Join our worldwide teacher community at mimioconnect.com.

MimioCapture

- MimioCapture™ ink recorder overview
- MimioCapture system hardware review
- Connecting your MimioCapture system
- Using the MimioCapture system

MimioPad

- Download MimioStudio™ software
- MimioPad hardware review
- Connecting the MimioPad™ wireless pen tablet
- Using teacher and student mode for the MimioPad tablet
- Using MimioStudio Control and Collaborate features

MimioView: Setup and Support

- MimioStudio software options and updates
- MimioView™ document camera hardware review
- Powering the MimioView camera
- Connecting the MimioView camera to your computer
- Microscope eyepiece adapter
- Using the device buttons and menu buttons
- Cleaning the MimioView camera

MimioConnect

- About the MimioConnect® interactive teaching community
- Grand tour of mimioconnect.com
- Searching for and downloading resources for your interactive classroom
- Sharing your content with the MimioConnect community

These sessions are offered as On-Demand only.

To view these sessions please visit:
mimio.com/QuickLearnOnDemand.