

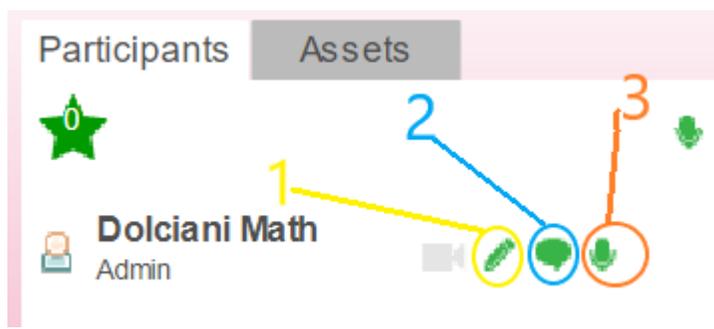
Instructions for Using Scribblar

These instructions were modified from Riverland Community College and the Scribblar website.

Scribblar is the web-based program used for real-time tutoring sessions and drop-in chat times. Please take a few minutes to review the information below to help prepare you even if you have used this before. To use the audio, right click on the microphone icon on the top right to set up the audio options before beginning.

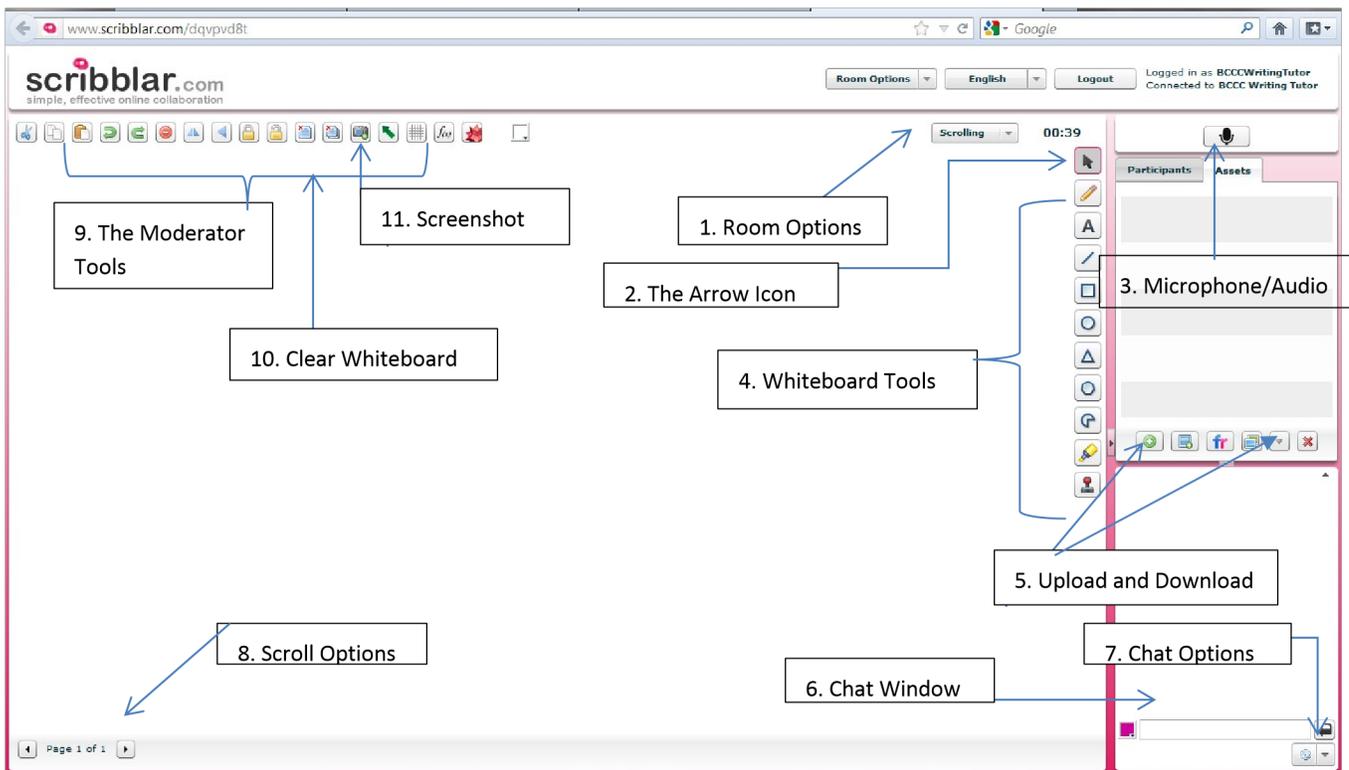
If you have trouble with Flash, we suggest that you use Google Chrome and adjust their settings to allow it.

THE SCREEN



The following settings are not something you, the student, can enable. Your tutor must enable these for you once you enter the room. If they do not, email mthtutor@hunter.cuny.edu and ask them to help you.

1. This **pencil icon** should be **green**. It means that you are now able to write on the whiteboard and add documents to the whiteboard. It should not be gray.
2. This **dialog icon** should be **green**. It means that you are now able to chat with everyone in the room. It should not be gray.
3. If this **microphone icon** is **green**, it means that you are now able to use your microphone to speak to the tutor and everyone in the room. If you do not want to use your microphone, then you do not have to. But the easiest form of communication between you and the tutor is audio.

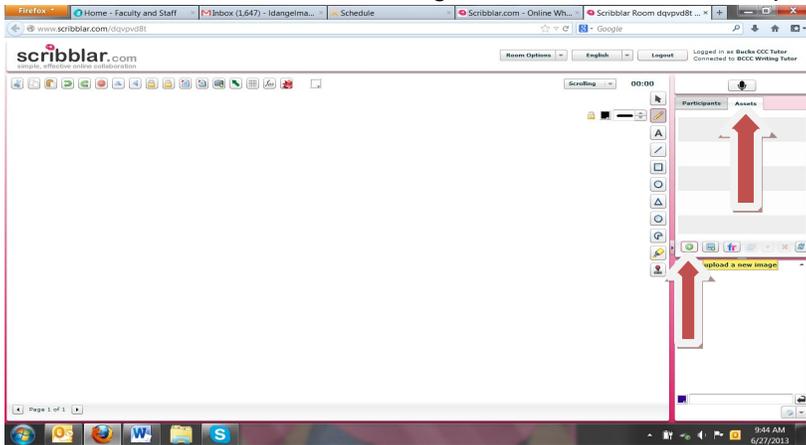


1. **Room Options** – you don't need to use this.
2. **The Arrow Icon** – This icon within the white board tools brings the user back to the primary state of the white board, allowing the opportunity to click items on the board without remaining in the last tool selected.
3. **The Microphone Icon** – This icon allows the user to set up audio preferences and equipment.
4. **The Whiteboard Tools** - This collection of tools is available and includes the highlighter, text box, and pencil tools. The order in our diagram is a little different but the tools are extremely useful. Let's go over them: pencil, smooth pencil, eraser (there is an easier way to erase a page which is further down). Then there is the text box similar to when using any Office software, and then geometric shapes, **the highlighter which is extremely useful for accenting or annotating**, the stamp and then the drag function which allows you to move further down the page.
5. **Upload and Download** - Here you can upload and download from various sources. This is where Dolciani has loaded reference materials or handouts that can be useful for students as well as review materials for tests. **Feel free to upload anything else that you might need for your tutoring session.**
6. **The Chat Window** – This is the area where participants and moderators can have written discussion.
7. **Chat Options** – By selecting this drop-down arrow, moderators and participants are able to save the contents of the chat window.
8. **Scroll Options** – By using the arrows, moderators and participants are able to scroll between additional pages of the white board when available.
10. **Clear Whiteboard Icons** – These two icons allow users to clear one page or all pages of the whiteboard.
11. **Screenshot** – This icon allows all users to select a portion of the screen to appear on the white board.
12. **Assets Tab** – This area is where students or tutors can upload documents, presentations, or images to the whiteboard. By selecting the green and white plus button, students will be brought to their file directory.

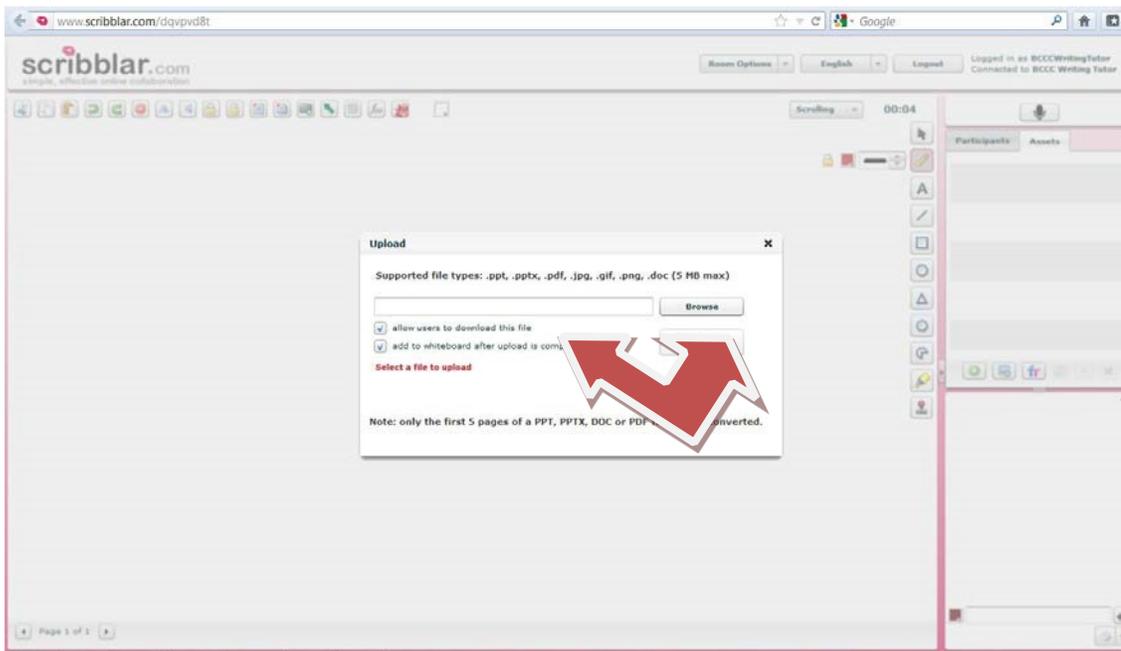
UPLOADING A DOCUMENT

Uploading files is easy. Just click on the assets tab next to the Participants list, then click the “+” button at the bottom to open the upload dialogue. Click “browse” to open your system's file explorer and select the file you want to upload.

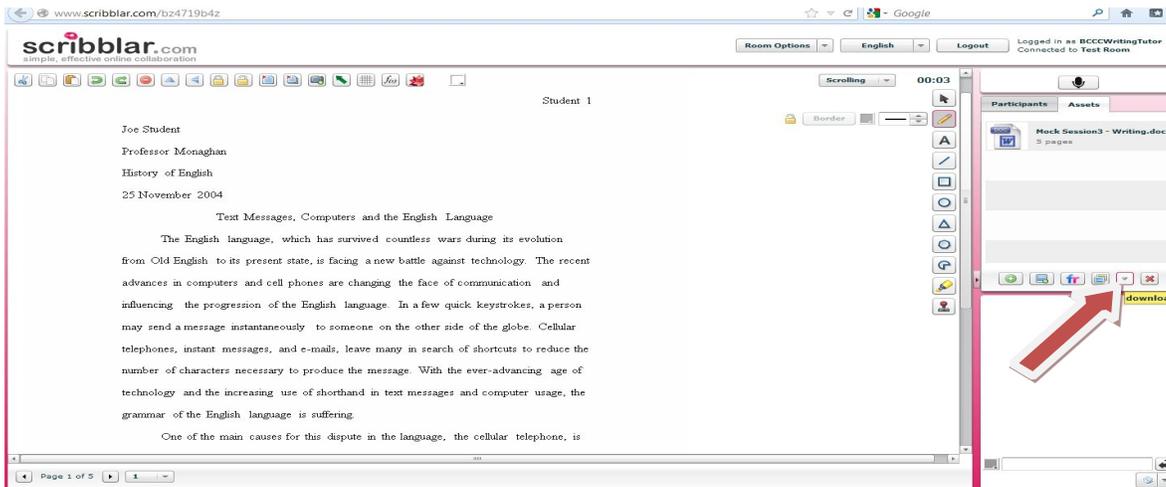
- a. Select the “**Assets**” tab to the right of “**Participants**”.
- b. Select the icon with the green circle and the white plus on it to select a file for upload.



An upload dialog box will appear, and participants can select a file from their computers to place onto the whiteboard or to be available for download. **Troubleshooting note:** If students are struggling to change the file type, they should go to “File” and select “Save As.” From there, they can change the file type.

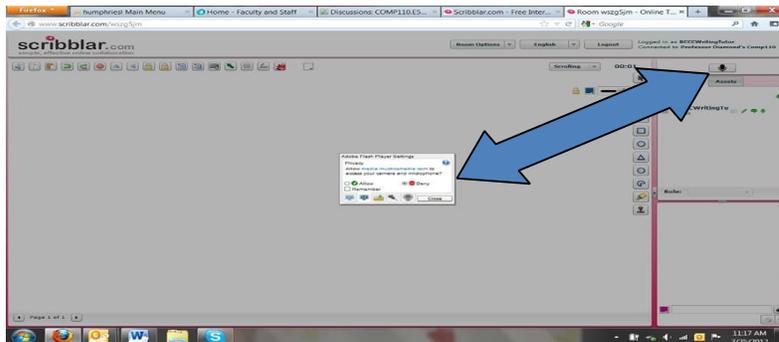


Up to the first 35 pages of a document will automatically be placed on the whiteboard. (Each page receives its own screen on the board.) The tutor and student may then review the document using the whiteboard tools, chat window, and/or audio. Use the arrows on the bottom left of the screen to scroll between pages. For more than 35 pages, there is a little more work needed, but we won't have that.



TO SET UP AUDIO FUNCTIONS

Right click on the microphone icon on the top right of the window and select “settings”. Follow the prompts to select your microphone and speakers. **Please note you may only have one audio system working at a time – so if you have another program open using sound, Scribblar sound will not work. Make sure you close it before you start. You may use an internal microphone, an external microphone or headsets.**



TO USE A STYLUS

On Mac computers these pens usually work out of the box. On Windows computers they sometimes require some changes to the settings. When the option "press and hold" for right click is activated in (pen and touch settings) the cursor always hangs for the first second of drawing a line - it appears to "wait" for the right click; this can be observed by a small circle appearing at that moment. Drawing short lines very fast will fail that way. You can fix this by disabling this option to produce really smooth writing. Even hitting the tablet with the pen very quickly produces a point or short stroke, just as you would expect.

This setting can be found under Control Panel > Hardware and Sound > Pen and Touch Input > Pen Options

Video Demonstrations:

Scribblar DEMO <https://www.youtube.com/watch?v=ByZenKhLVRg>

Scribblar Basics: https://www.youtube.com/watch?feature=player_embedded&v=XgdLJ5oAW9Q

Scribblar Beyond the Basics

https://www.youtube.com/watch?v=oPFpYt0ggQ&feature=player_embedded