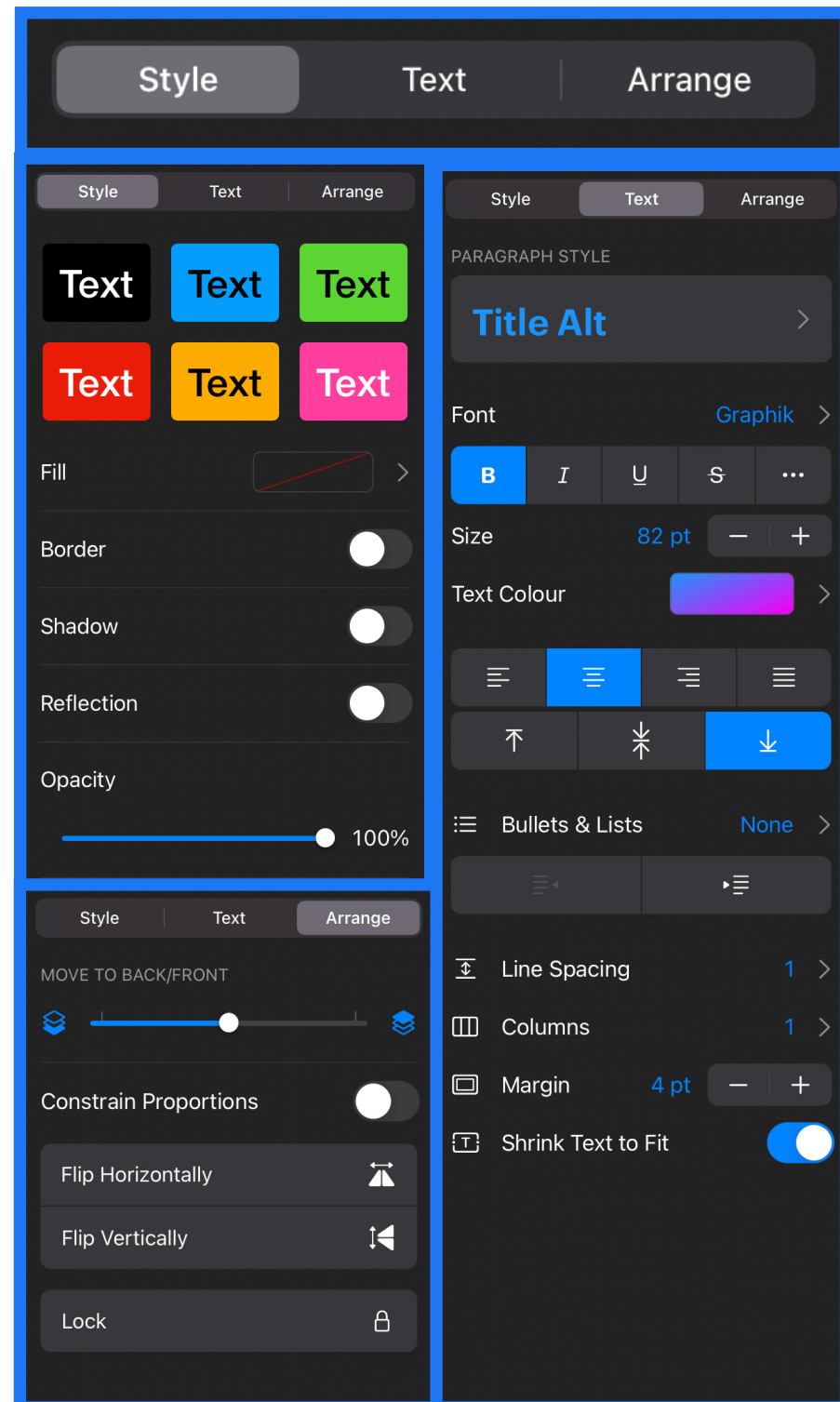




Format



Format is made up of three tabs (**Style**, **Text** and **Arrange**) which help you change the appearance of your content.

- **Style** Use this tab to change colours, add shadow etc to objects.
- **Text** Use this tab to edit font size, colour and add bullet points etc.
- **Arrange** Use this tab to lock, flip & move objects front to back.

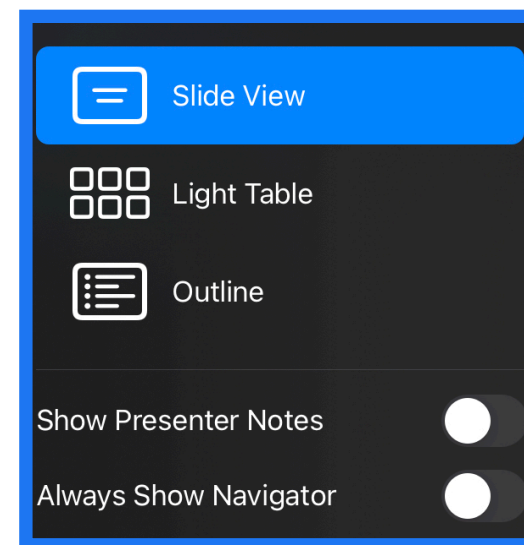


Play

The **Play** is the button used to play your presentation. Whilst presenting, you can view **Presenter Notes** and use drawing tools to write live on the presentation slides as you teach.

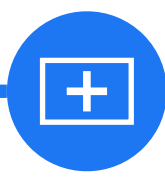
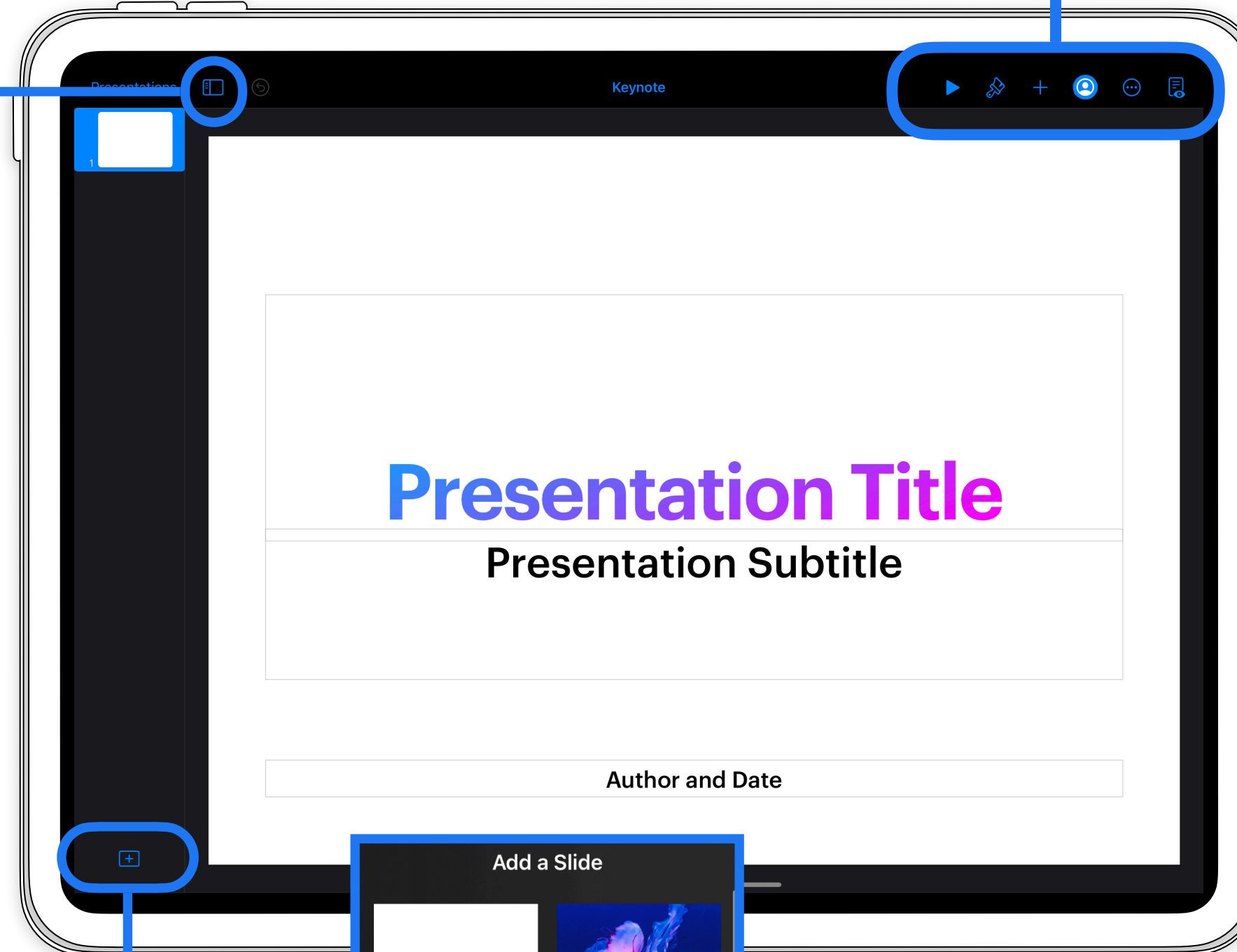


View Options

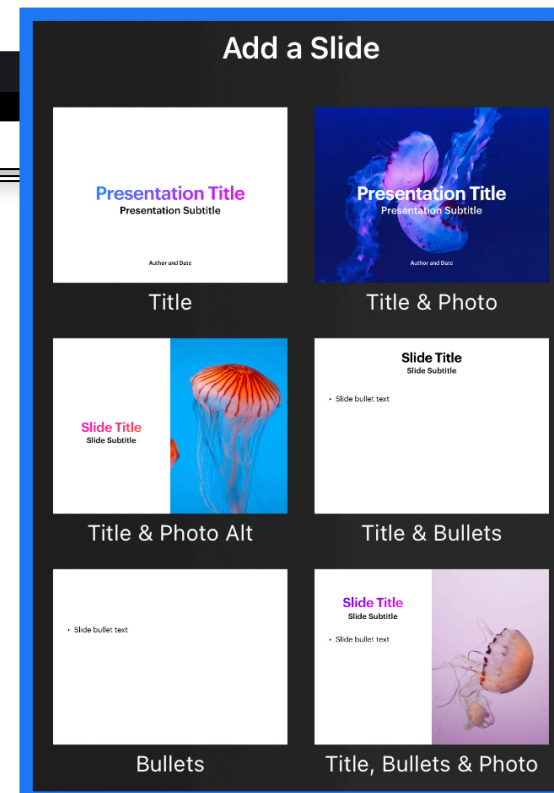


View Options allows you to see your deck in different views.

Use this tool to see an overview of your presentation and switch on **Presenter Notes**.

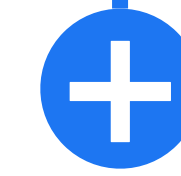


Add Slide

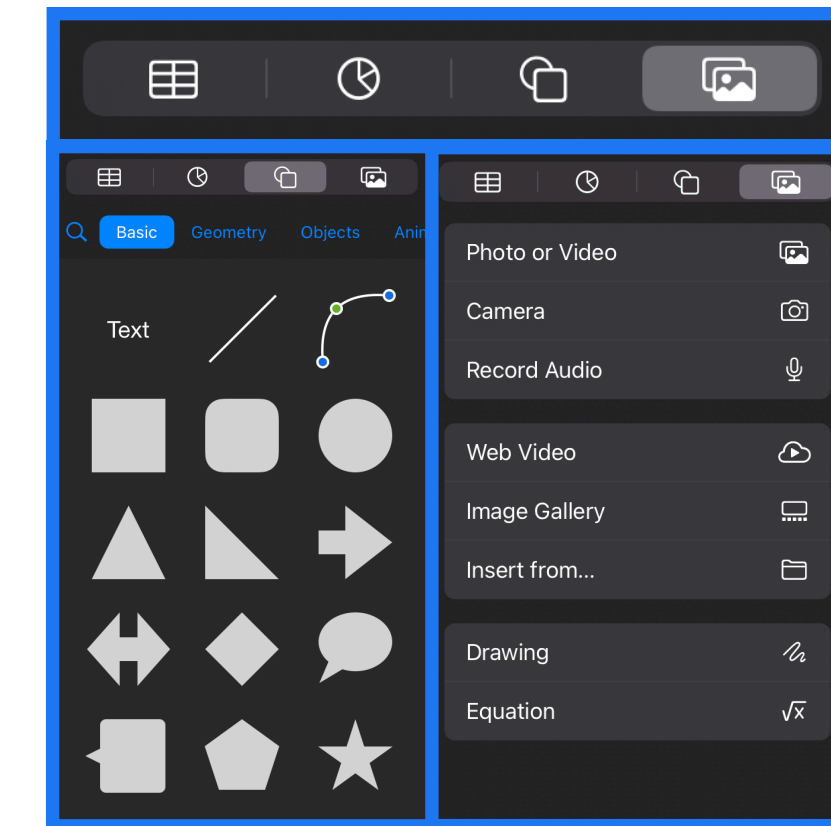


The **Add a Slide** button allows you to add master slides to your deck.

Master slides are templates you can add to your presentation quickly and easily to build your content. Master slides can also be edited and customised.



Plus

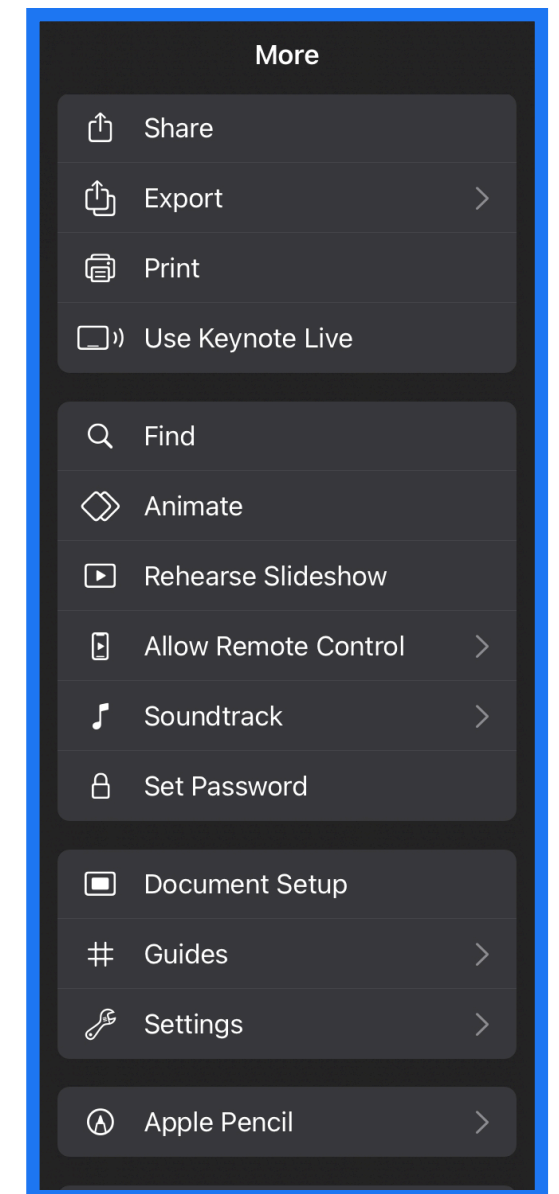


The **Plus** button is used to add media. It is made up of four tabs (**Tables**, **Charts**, **Shapes & Media**).

- **Media** Add photos, video, record audio, add drawings and insert an Image Gallery into your deck.
- **Shapes** The Shape Library has hundreds of shapes which can be edited and broken apart to create new shapes.
- **Charts & Tables** Add and present data on your slides.



More

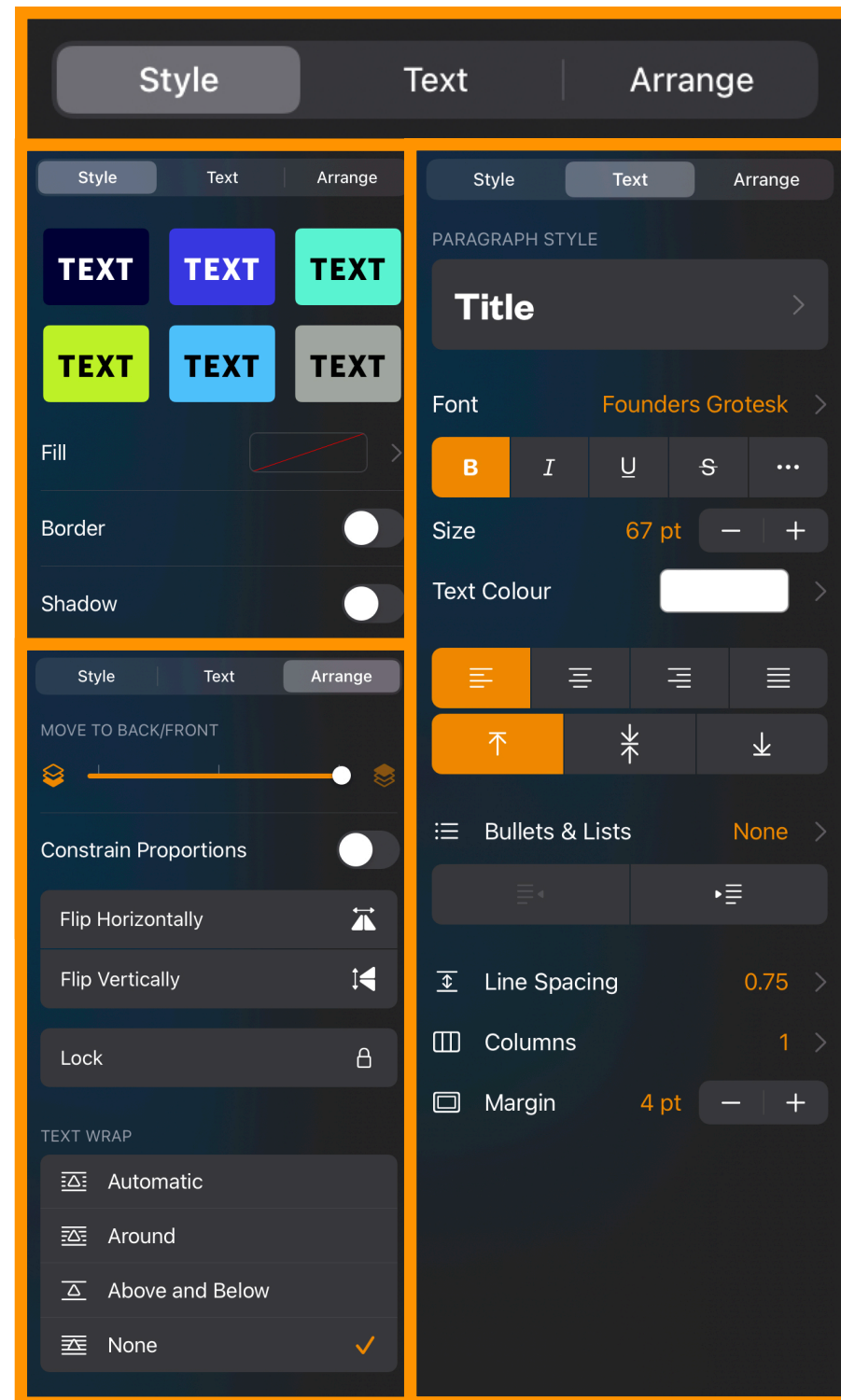


The **More** icon is used to adjust settings, publish and share your work.

- **Share Sheet** Use this function to share your work with others.
- **Export** You can export your work as a PDF, PowerPoint, Animated GIF, Image or Movie.



Format

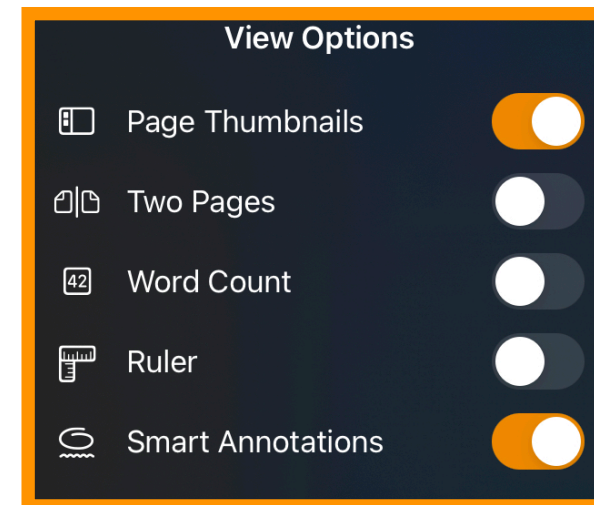


Format is made up of three tabs (Style, Text and Arrange) which help you change the appearance of your content.

- **Style** Use this tab to change colours, add shadow etc to objects.
- **Text** Use this tab to edit font size, colour and add bullet points etc.
- **Arrange** Use this tab to lock, flip & move objects front to back.



View Options

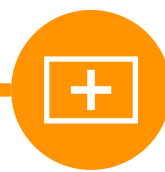
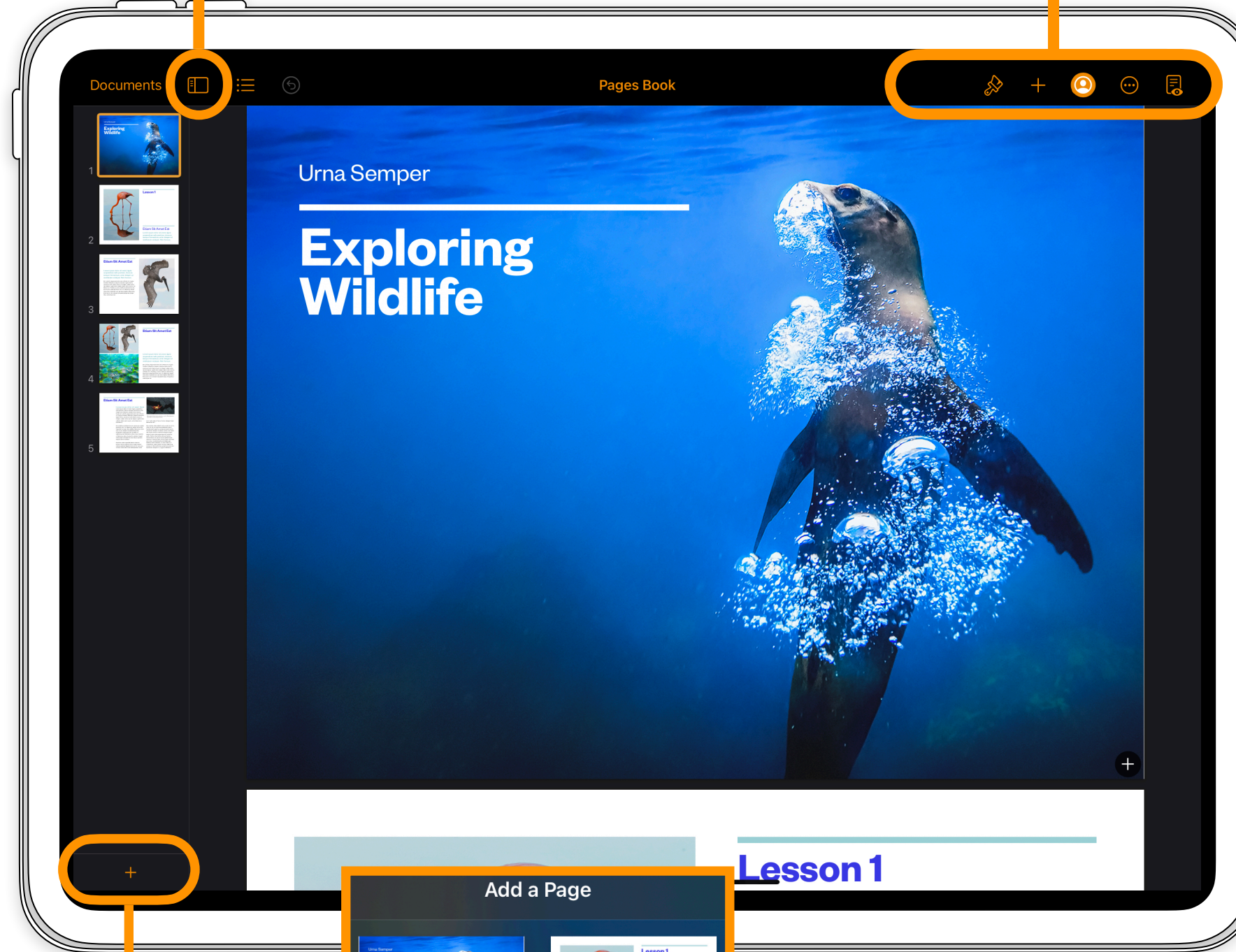


View Options allows you to turn on useful features and see an overview of your work.

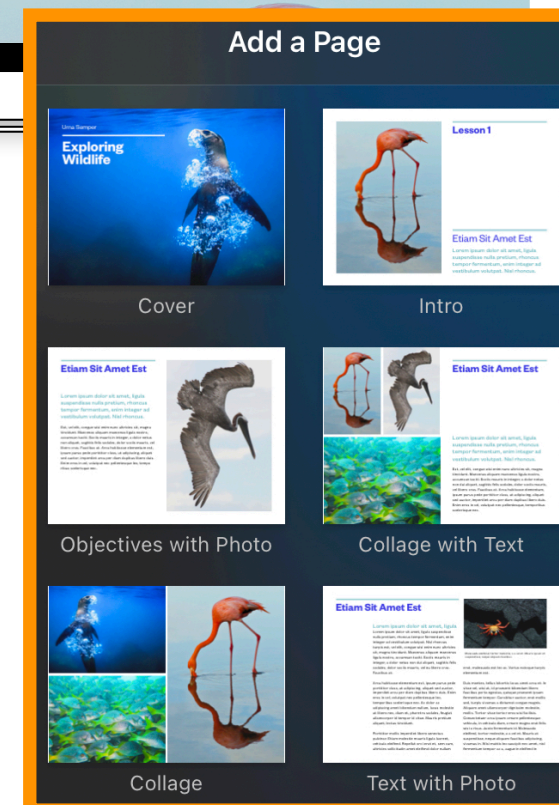
Page Thumbnails Lets you see an overview of your pages in the sidebar.

Two Pages Enables you to see more on your screen.

Smart Annotations This feature anchors your on screen annotations to typed text.



Add Page

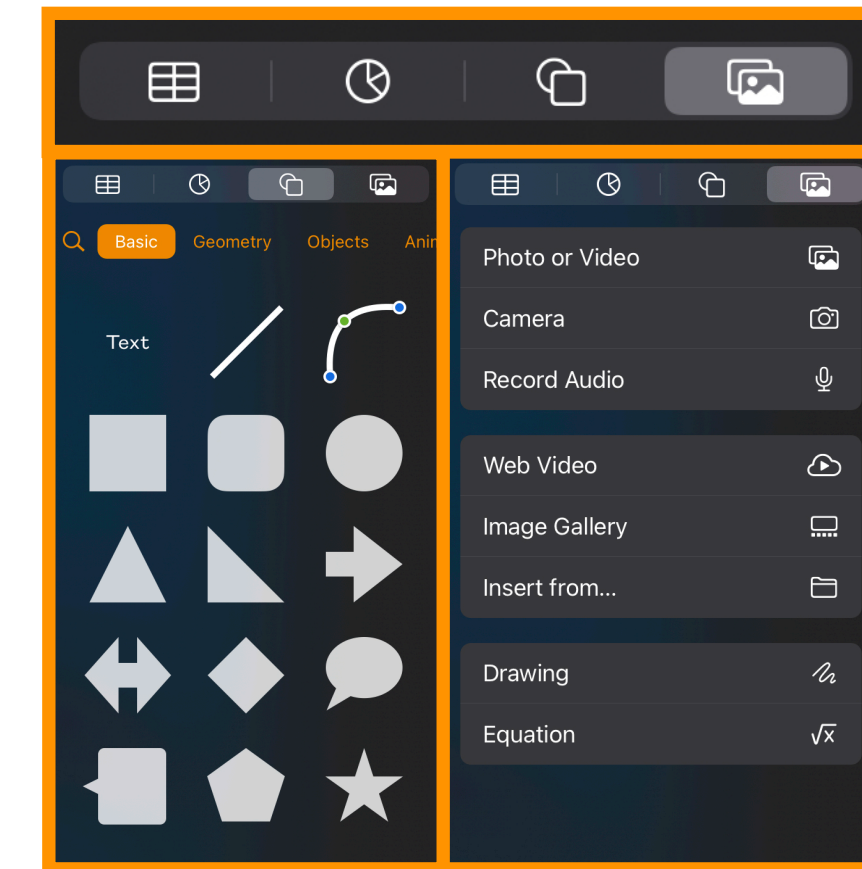


Add a Page lets you insert pre-created templates called master pages.

Master pages are templates you can add to your presentation quickly and easily to build your content. Master pages can also be edited and customised.



Plus

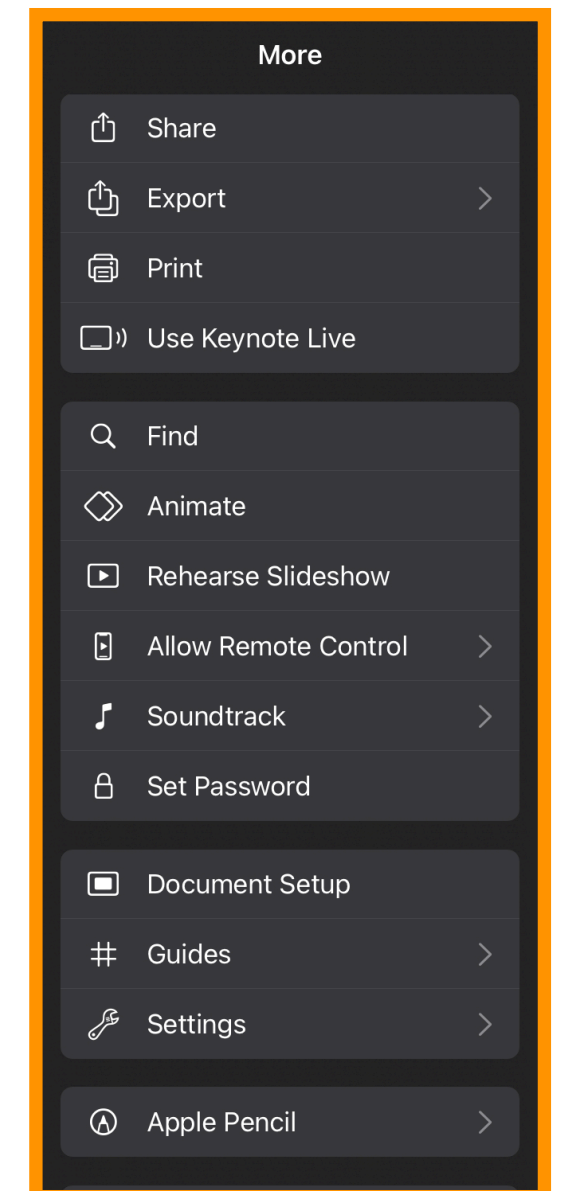


The **Plus** button is used to add media to your book. It contains four tabs (Tables, Charts, Shapes & Media).

- **Media** Add photos, video, record audio, add drawings and insert an Image Gallery into your book.
- **Shapes** The Shape Library has hundreds of shapes which can be edited and broken apart to create new shapes.
- **Charts & Tables** Add and present data in your digital book.



More

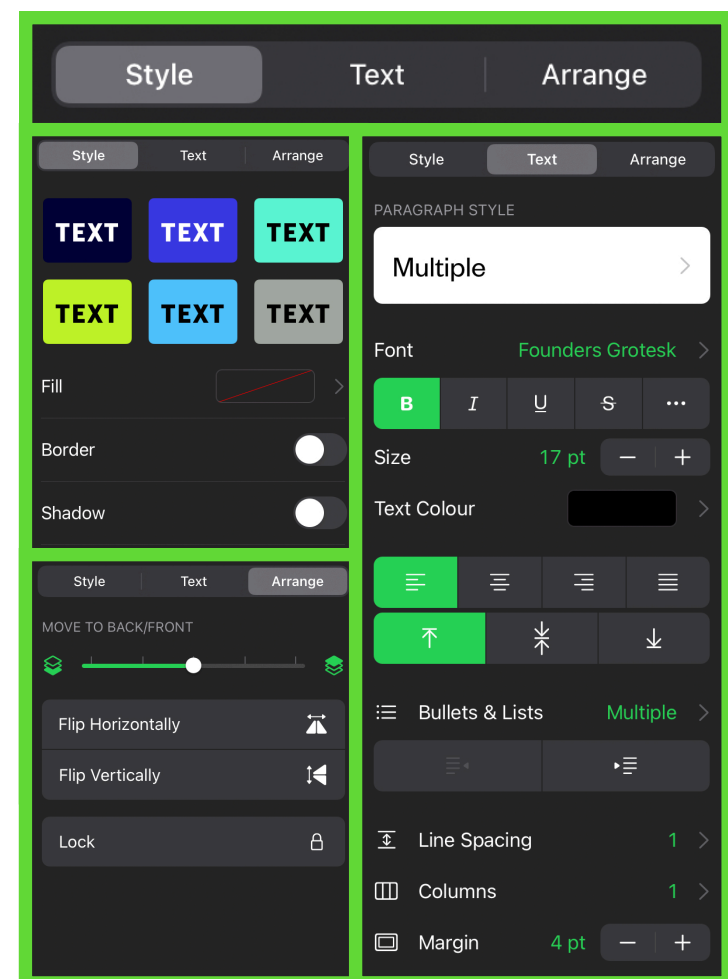


The **More** icon is used to adjust settings, publish and share your work.

- **Share Sheet** Use this function to share your work with others.
- **Export** You can export content as a PDF, Word document or EPUB.



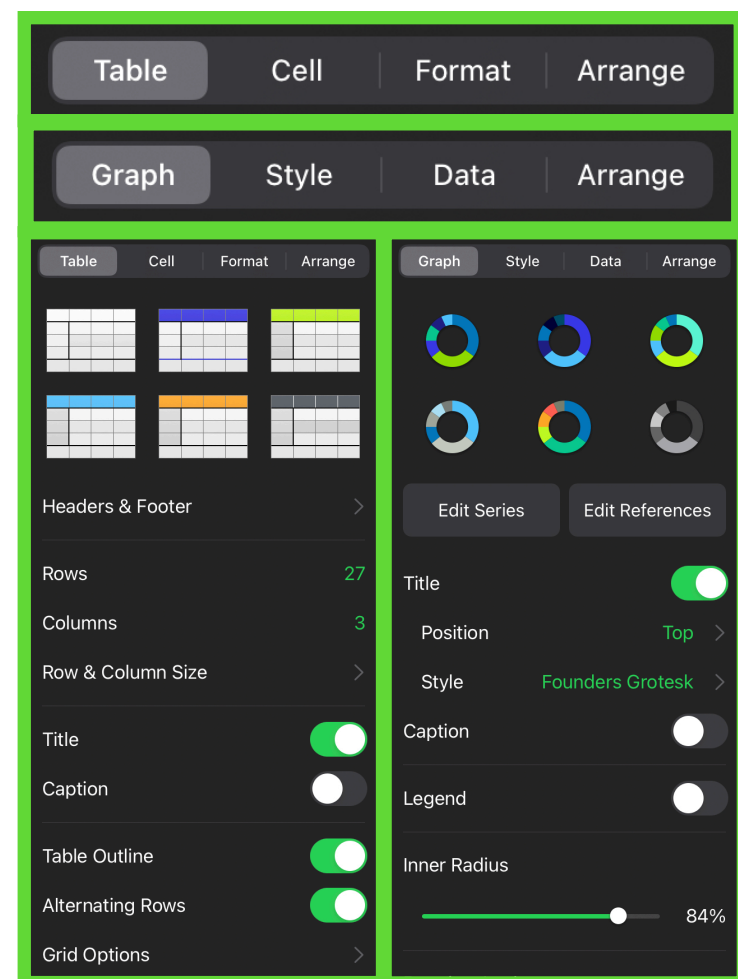
Format Text & Objects



Tap **Format** when text or an object is selected to change the appearance of the content.

- **Style** Use this tab to change colours, add shadow etc to objects.
- **Text** Use this tab to edit font size, colour and add bullet points etc.
- **Arrange** Use this tab to lock, flip & move objects around.

Format Tables & Graphs

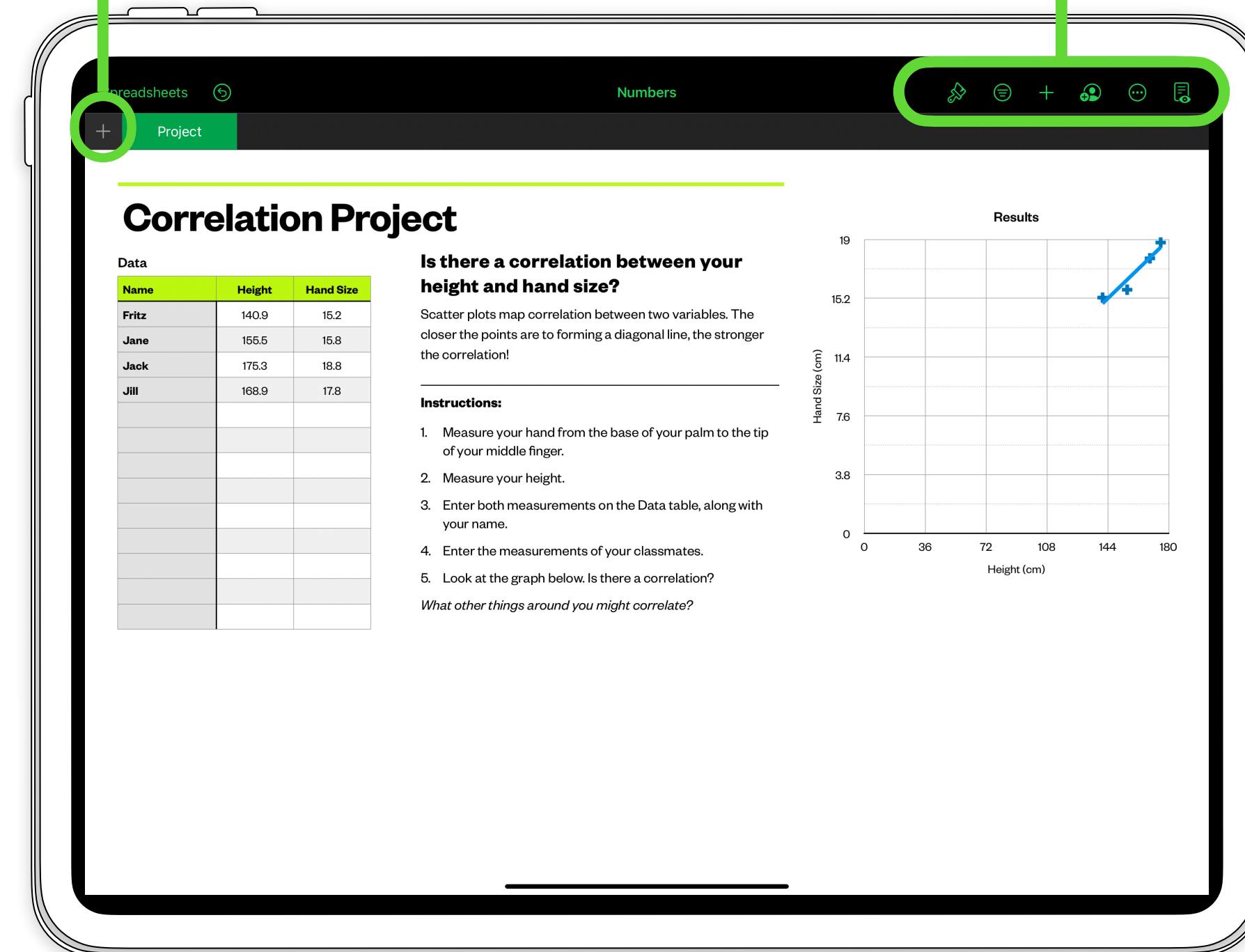


Tap **Format** when text or a table or graph is selected to change the appearance of the data.

- **Table / Graph** Use these tabs to change colour, size, title of the table or graph.
- **Cell / Data** Use this tab to edit font size, colour and visibility of labels and titles.
- **Arrange** Use this tab to lock, flip & move objects around.

Tap **+** to add a **New Sheet** or **New Form** to your document.

Sheets can help you build effective teaching scaffolds.

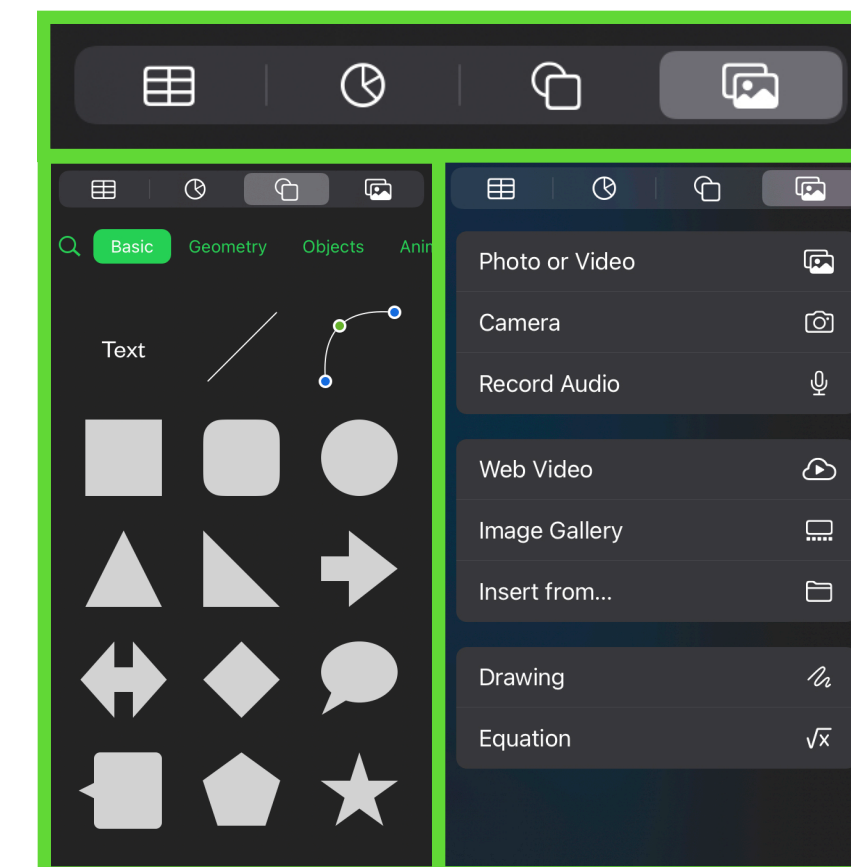


Add New Sheets to your resource to sequence an activity or assessment.

You can use Numbers to create structured work-flow templates for your students to work through at their own pace. Organising activities into tabs helps to sign-post learning and break content down into manageable chunks. The example above is taken from a Secondary Science resources where students explored and dissected the heart.



Plus

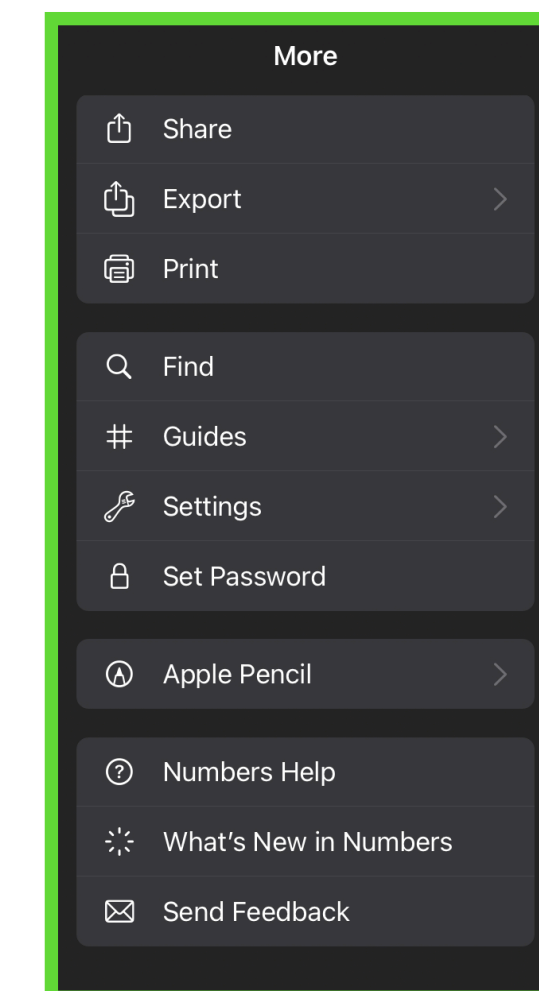


The **Plus** button is used to add media to your sheet. It contains four tabs (Tables, Charts, Shapes & Media).

- **Media** Add photos, video, record audio, add drawings and insert an Image Gallery into your resource.
- **Shapes** The Shape Library has hundreds of shapes which can be edited and broken apart to create new shapes.
- **Charts & Tables** Add and present data on your sheet.



More

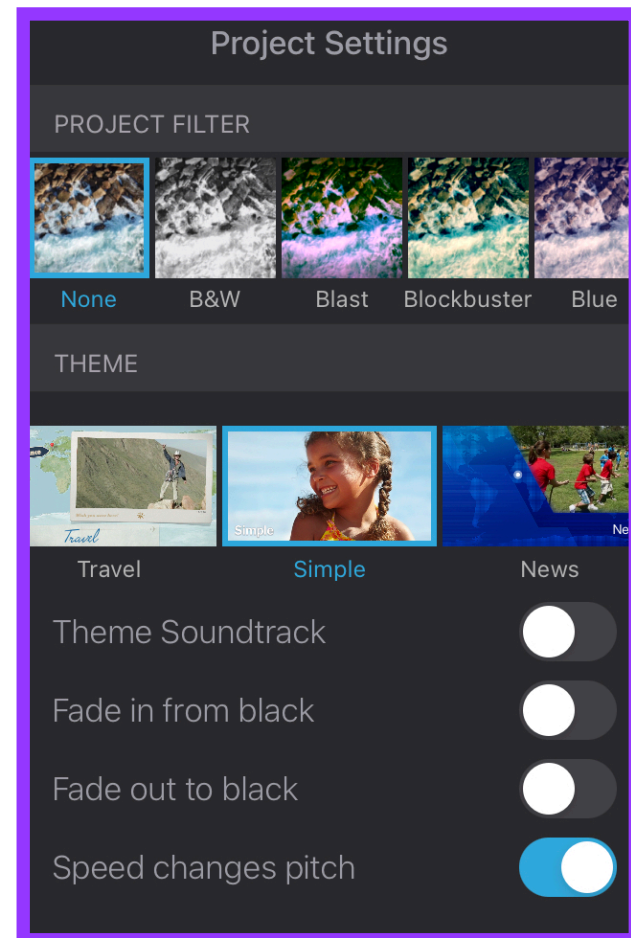


The **More** icon is used to adjust settings, publish and share your work.

- **Share Sheet** Use this function to share your work with others.
- **Export** You can export content as a PDF, Excel document or CVS file.



Project Settings

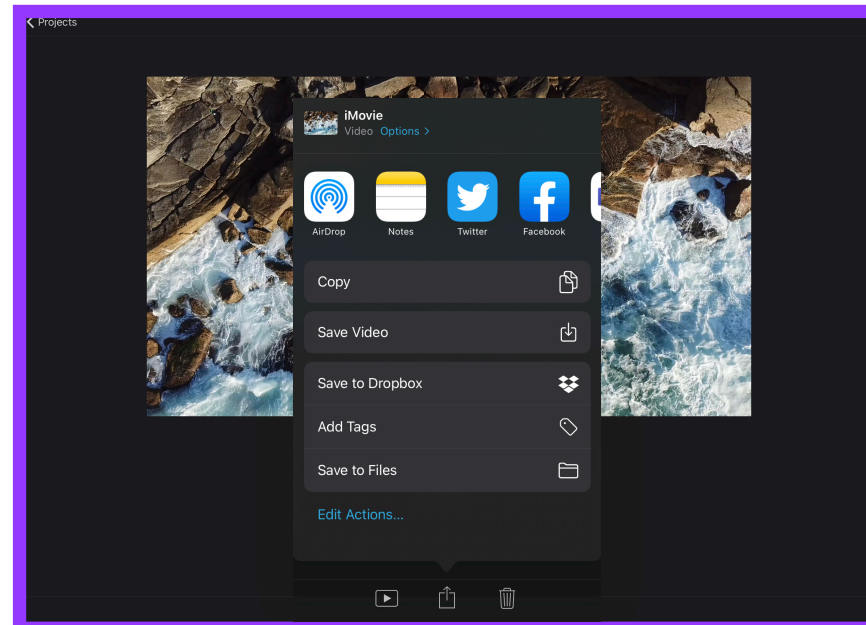


In **Project Settings** you can change the look of your movie with themes.

- **Project Filter** Applies chosen filter to whole movie project.
- **Theme** Applies stock theme soundtrack and effects to your whole movie project.



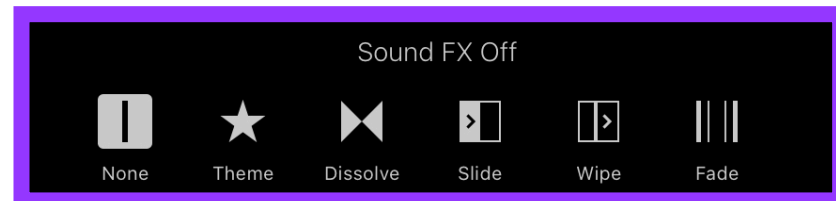
Share / Save



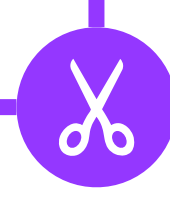
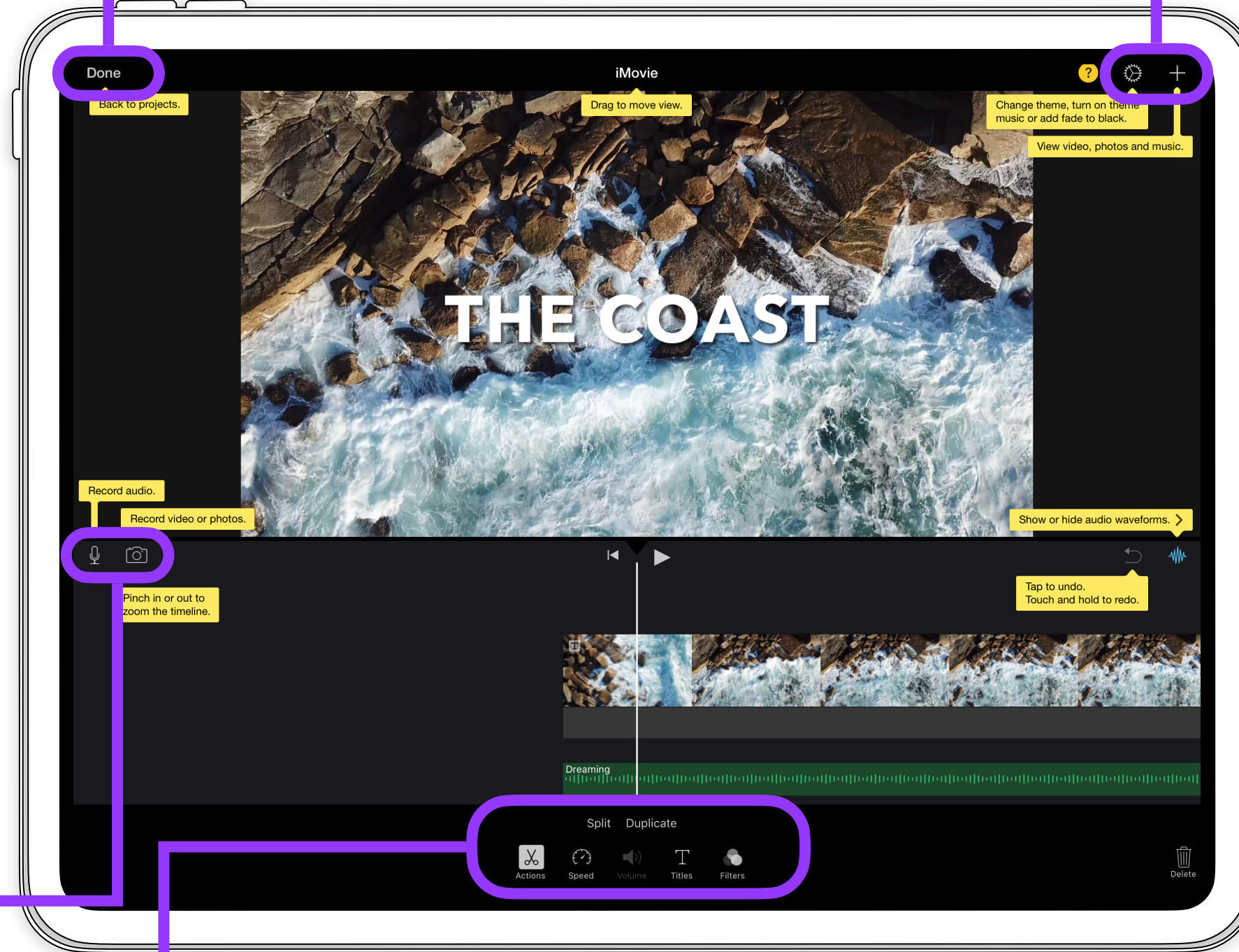
Tap **Done** to return to the project screen. Here, you can use **Share Sheet** to **Save Video** (tap **Options** to select resolution), or share it via AirDrop etc.



Direct Record Record audio or shoot video / photo right from your camera.

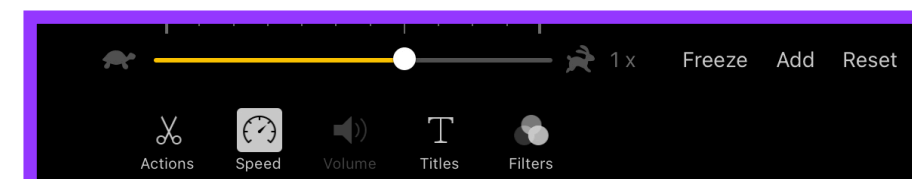


Transitions Add different types of transition between video clips - you can add Sound FX and change the speed.

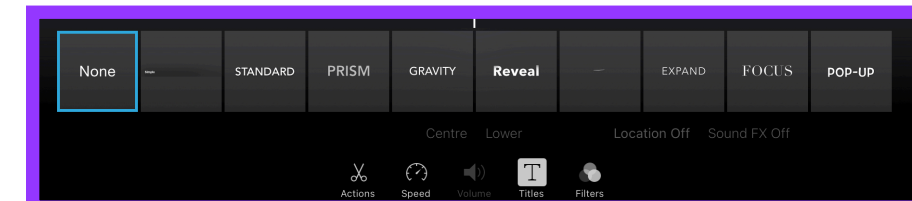


Edit

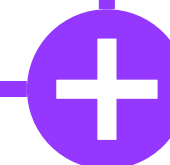
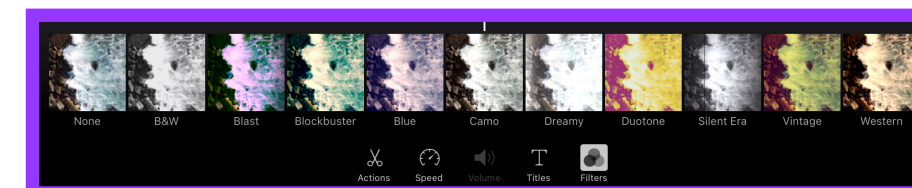
Speed



Titles

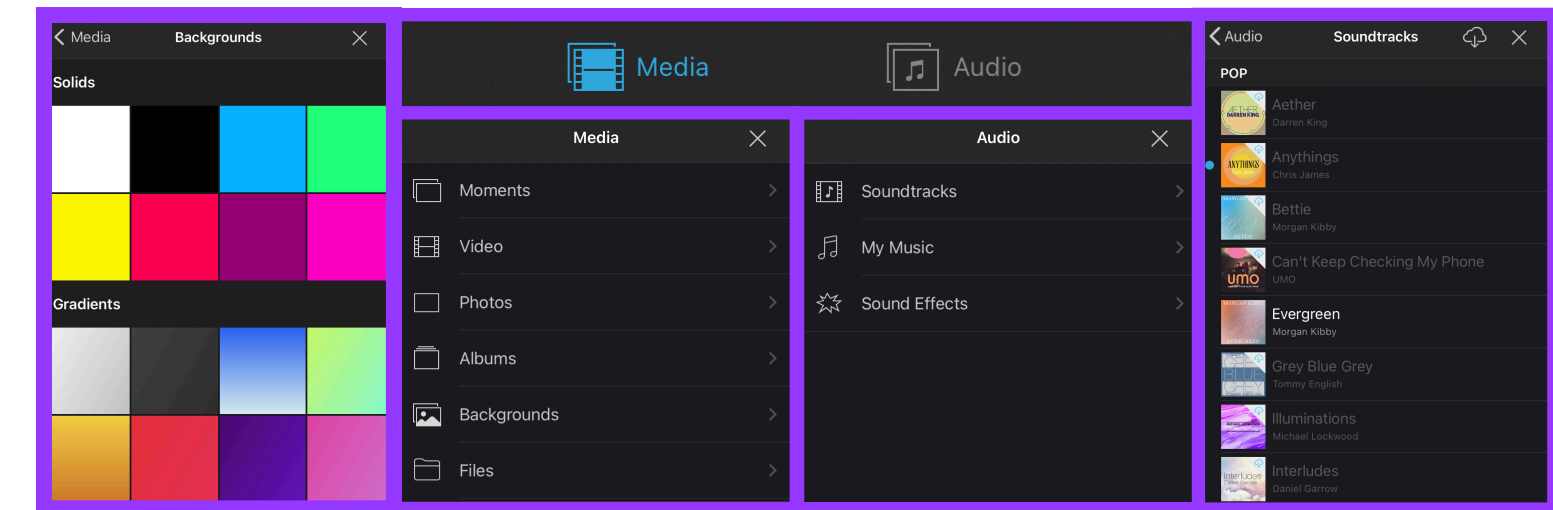


Filters



Plus

Media



Audio

The **Plus** button is used to add media and audio to your movie timeline. **Audio normally appears below your video timeline.**

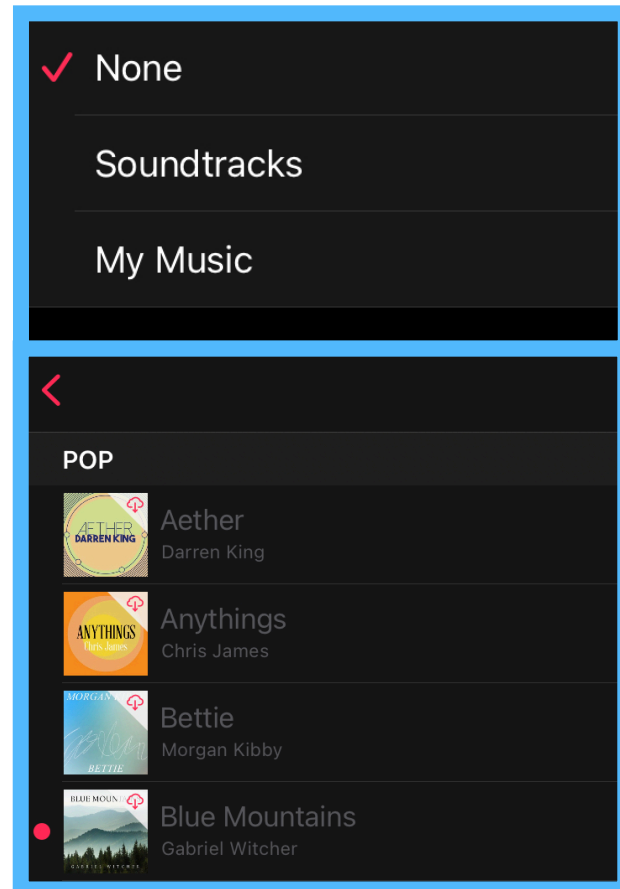
- **Media** Add videos and photos from your iPad photo library or Files. You can also add solid background colours and patterns that are perfect for title screens.
- **Audio** Add sound effects, your own music or select from a range of built-in soundtracks to add to your project. Soundtracks automatically fade in and out with your video footage!

The **Edit Inspector Bar** is used to edit the look and speed of your movie project.

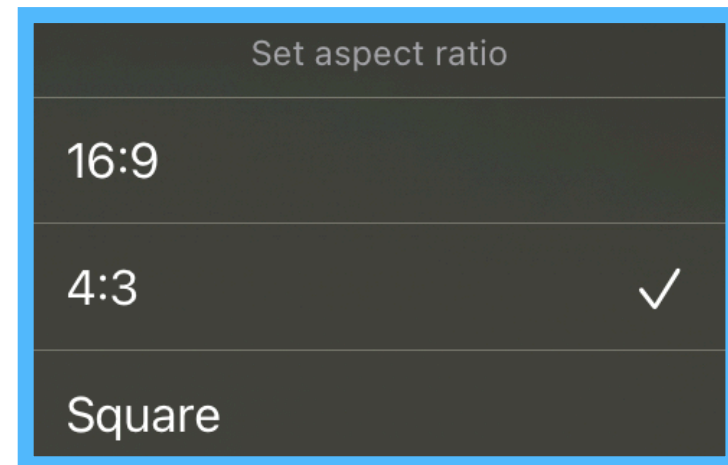
- **Action** Split or duplicate a video - you can then add transitions between each clip.
- **Speed** Increase or decrease speed of video and add a freeze frame to your video clip.
- **Titles** Select a title animation, edit and move text around the screen - pinch and pull to change the title size.
- **Filters** Add filter to your individual video clips.



Soundtrack



Aspect Ratio



Set Aspect Ratio allows you to record clips in three different ways. By default, clips are recorded in a 4:3 aspect ratio on iPad.

The **Music Note icon** is used to add audio to your clips project.

- **Music** Add your own music or select from a range of built-in soundtracks to add to your project. Soundtracks automatically fade in and out with your video footage!

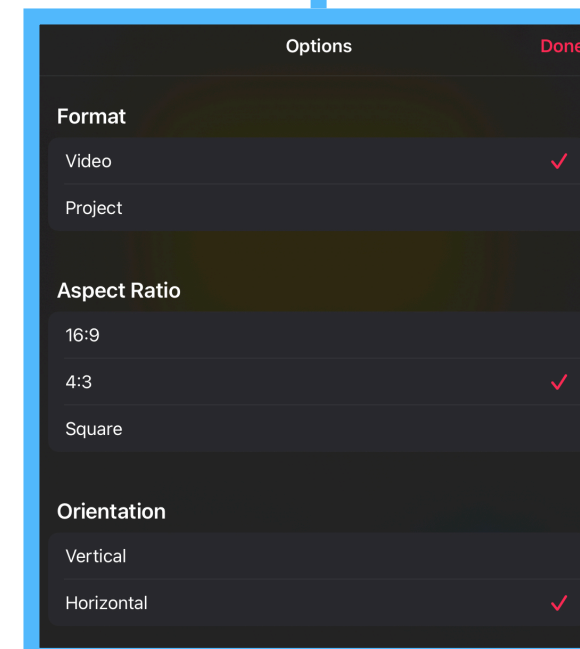
Projects



Tap the file icon to exit your current project and see your Clips **Projects** screen.



Export Once you have finished your video project, tap the **Share Sheet** and tap **Options** to export your video. You can change the Aspect Ratio, Format and Orientation.

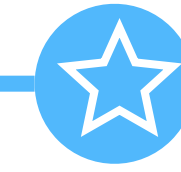


After selecting an individual clip in your project, you can use the editing panel to make changes to your video.

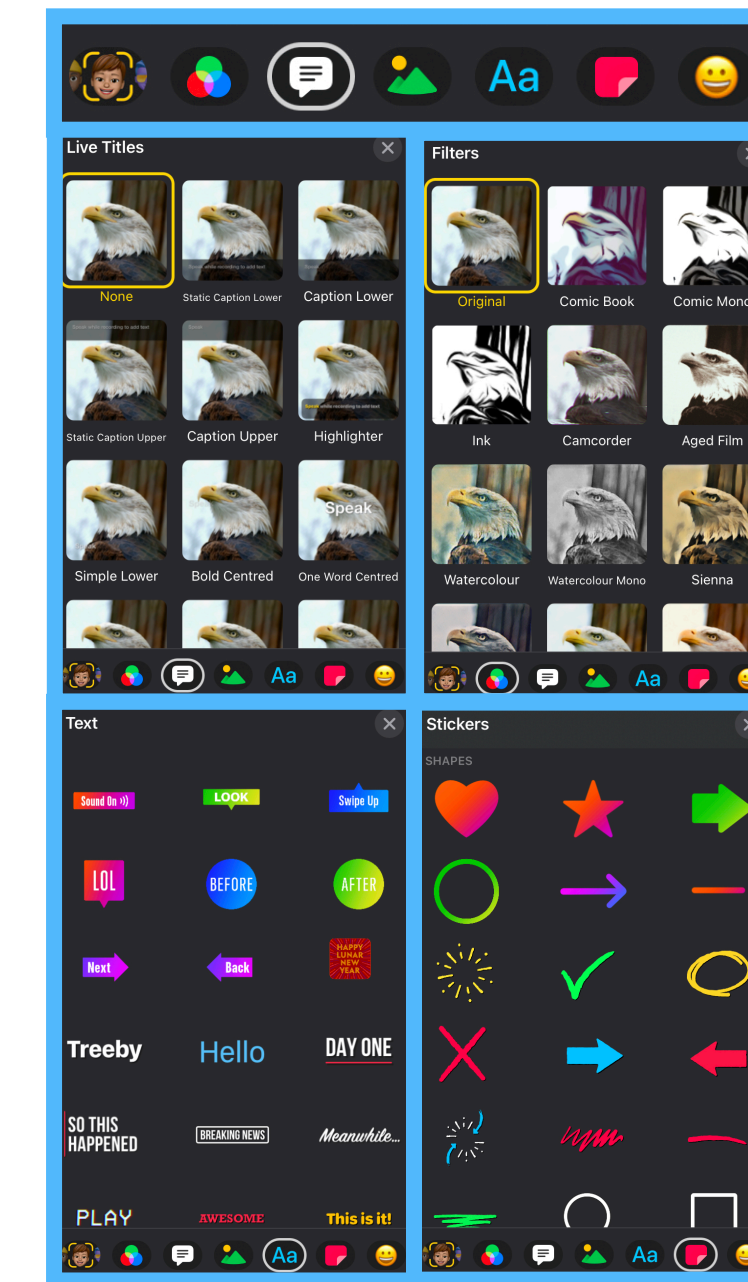
- **Edit** Refine your video project by moving, trimming, splitting, duplicating and deleting clips.
- **Mute** You have the option to mute the sound on the original recorded video and / or the sound of the soundtrack.



Touch and hold the **record button** to record clips into your project.



Effects

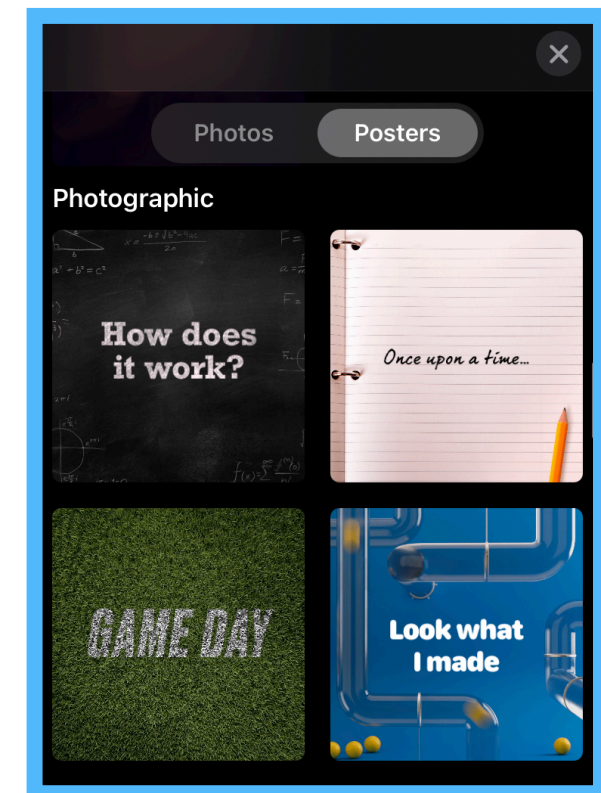


The **Effects** button is used bring your video to life with **Live Titles, Filters, Text, Stickers and Emojis.**

- **Live Titles** Live Titles are animated titles you create with your voice, in a style you choose. As you speak, text appears on the video.
- **Stickers & Text** You can add animated, customisable text labels, stickers and emoji to clips in your video.



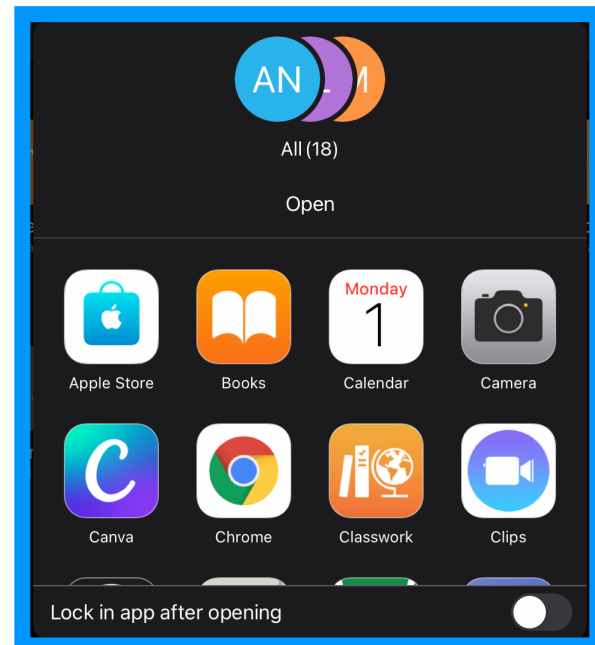
Photos / Posters



Photos / Posters Add photos or videos from your library or select customisable Posters to help signpost information in your videos.

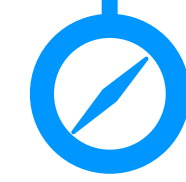


Open App

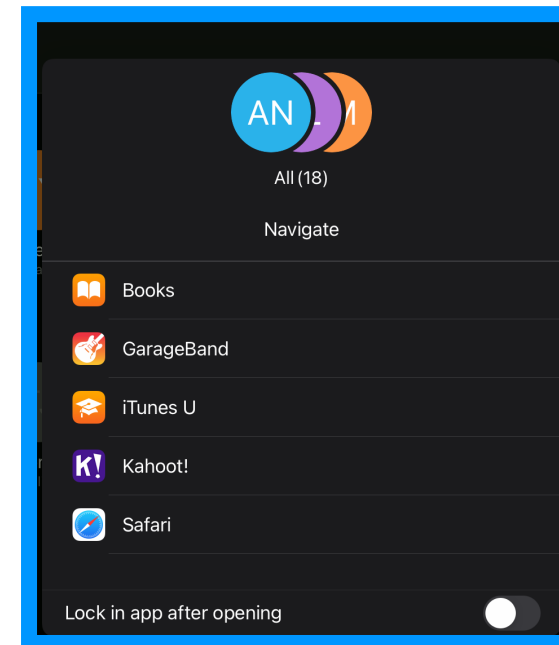


Open an app for all students.

Use this tool to guide students to specific apps and lock them in it.

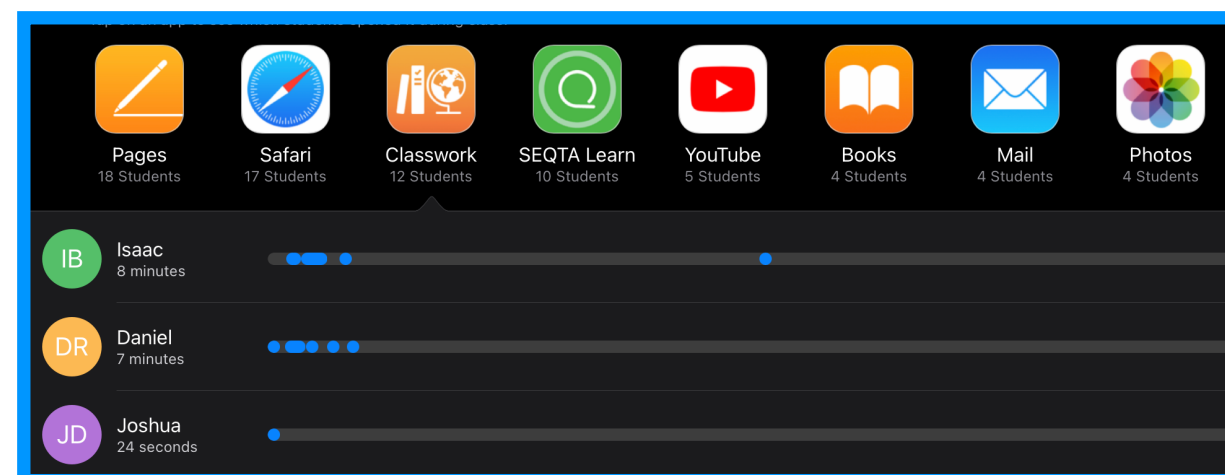


Navigate



Navigate students to specific content.

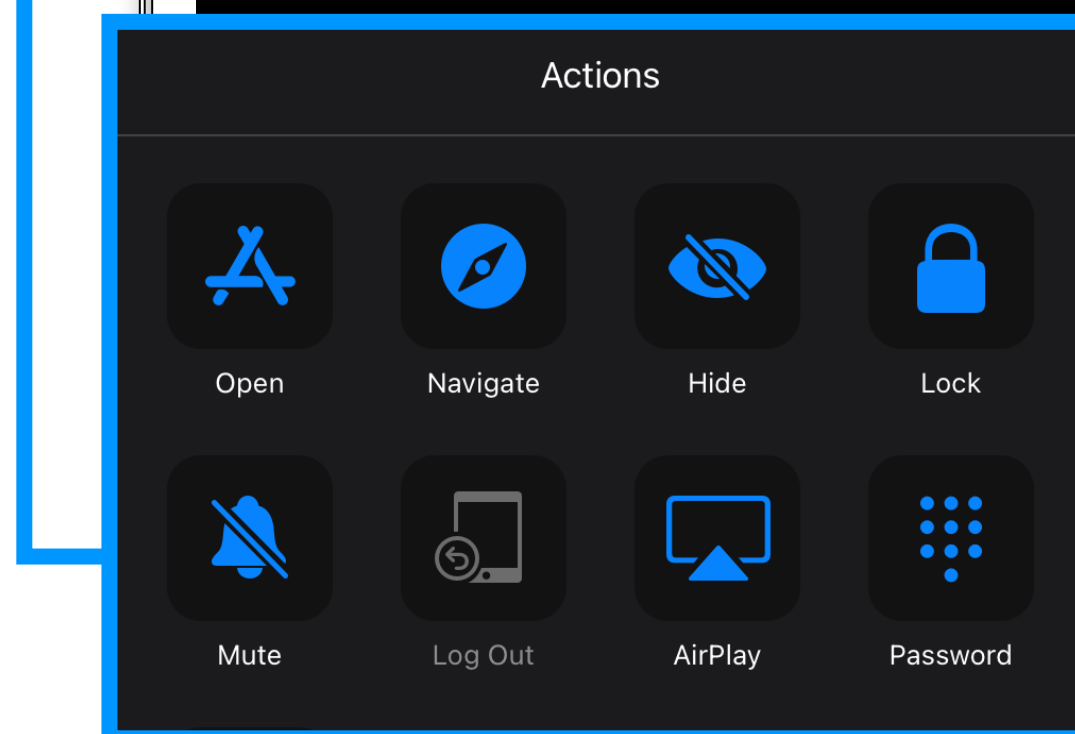
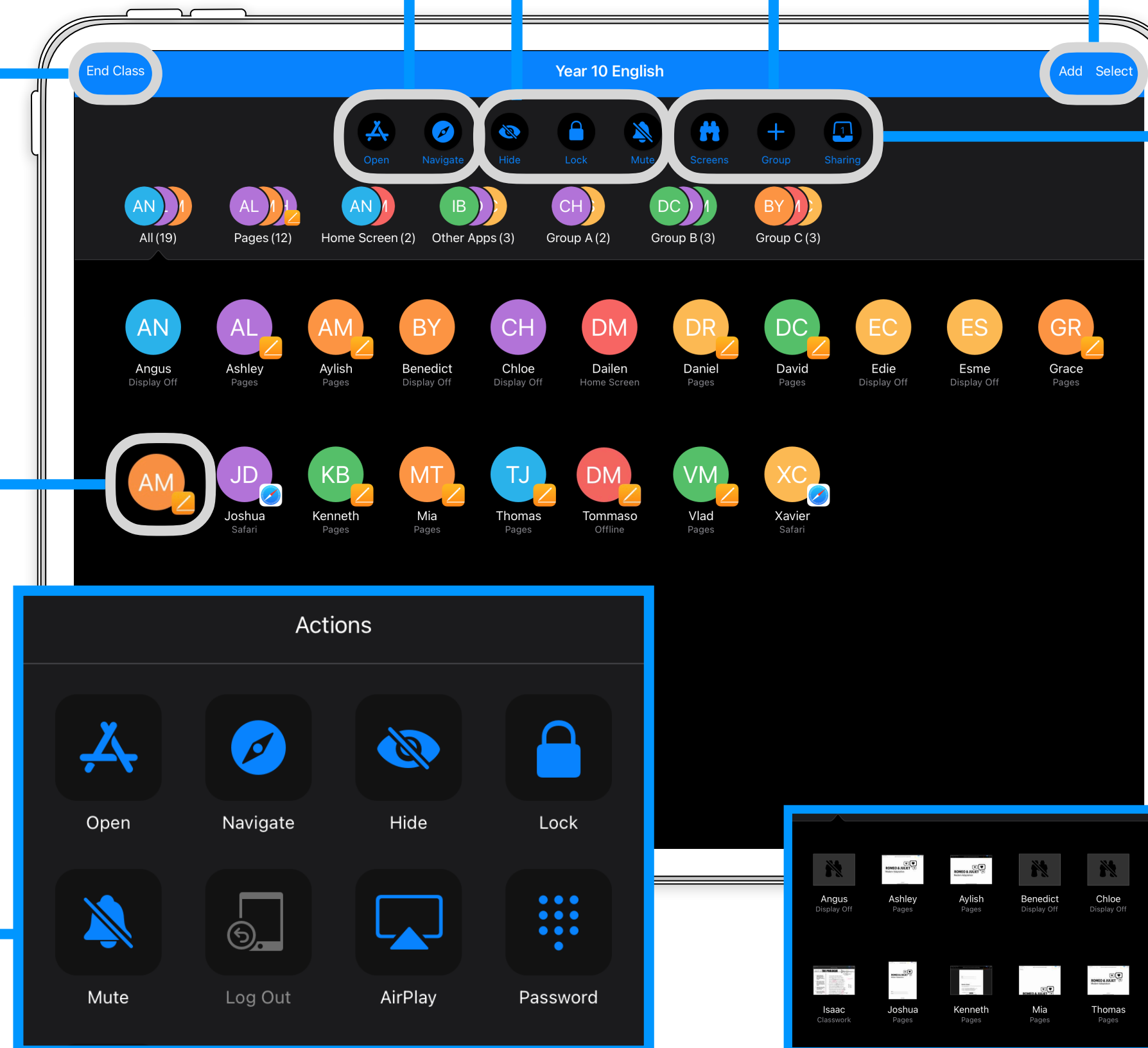
This includes, webpages EPUB books or chapters or PDF documents.



Tap End Class to see the Class Summary Pane.

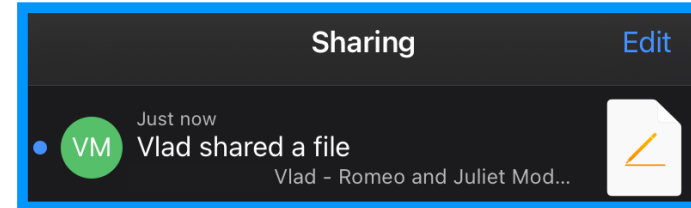
Class Summary allows you to view information about the student's use of their device during the class. The Class Summary pane appears automatically when you end a class. You can tap each app and view each students' usage.

End Class

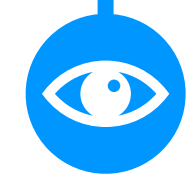


Tap on a Single Student to guide them individually.

You can open specific apps, mute, hide and lock an individual's iPad. AirPlaying a student's screen can also help to celebrate success with the class. In this panel, you can also change a student's password.



The **Sharing** indicator notifies you when a student Airdrops a file to your iPad.



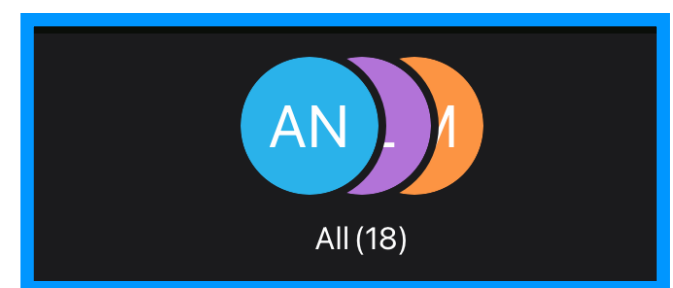
Hide



Lock

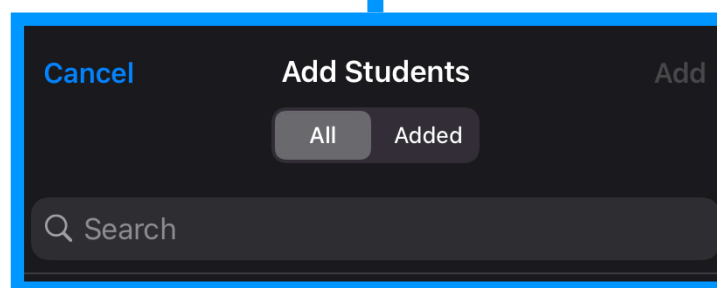


Mute

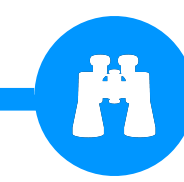


Use Hide, Lock and Mute to manage your classroom.

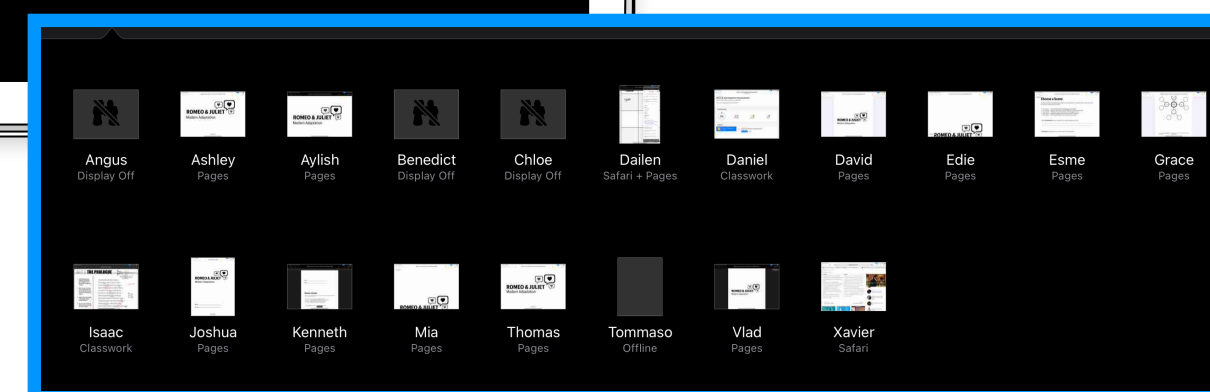
These features give you instant control of student devices so you can get their attention quickly and easily. Tap **Done** when you want students back on task.



You can Add more students to your class from your school. If your school uses Managed Apple IDs, you can add students to your Classroom session. Tap on the search bar to search for their names.

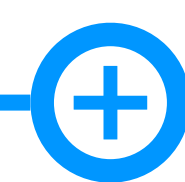


View Screens

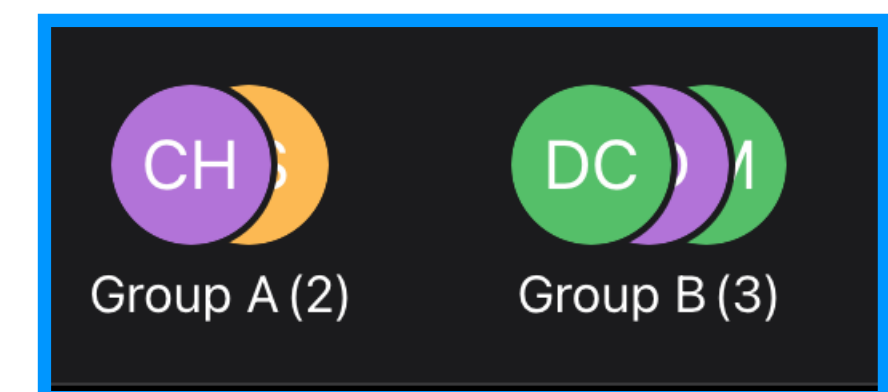


View Screens mode provides a visual overview of what students are working on.

When this mode is selected, you can tap on an individual's screen to expand it. You can pinch and pull the screen to zoom-in and out of the overview.



Groups



Create and manage Groups.

You can split your class into named groups and guide learning for each specific group just like you would for an entire class.



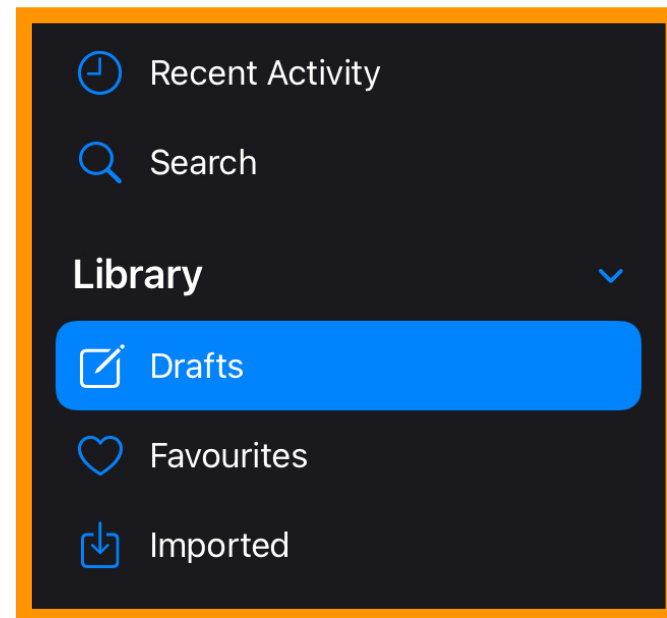
or swipe left on a class in the side bar

Edit Class



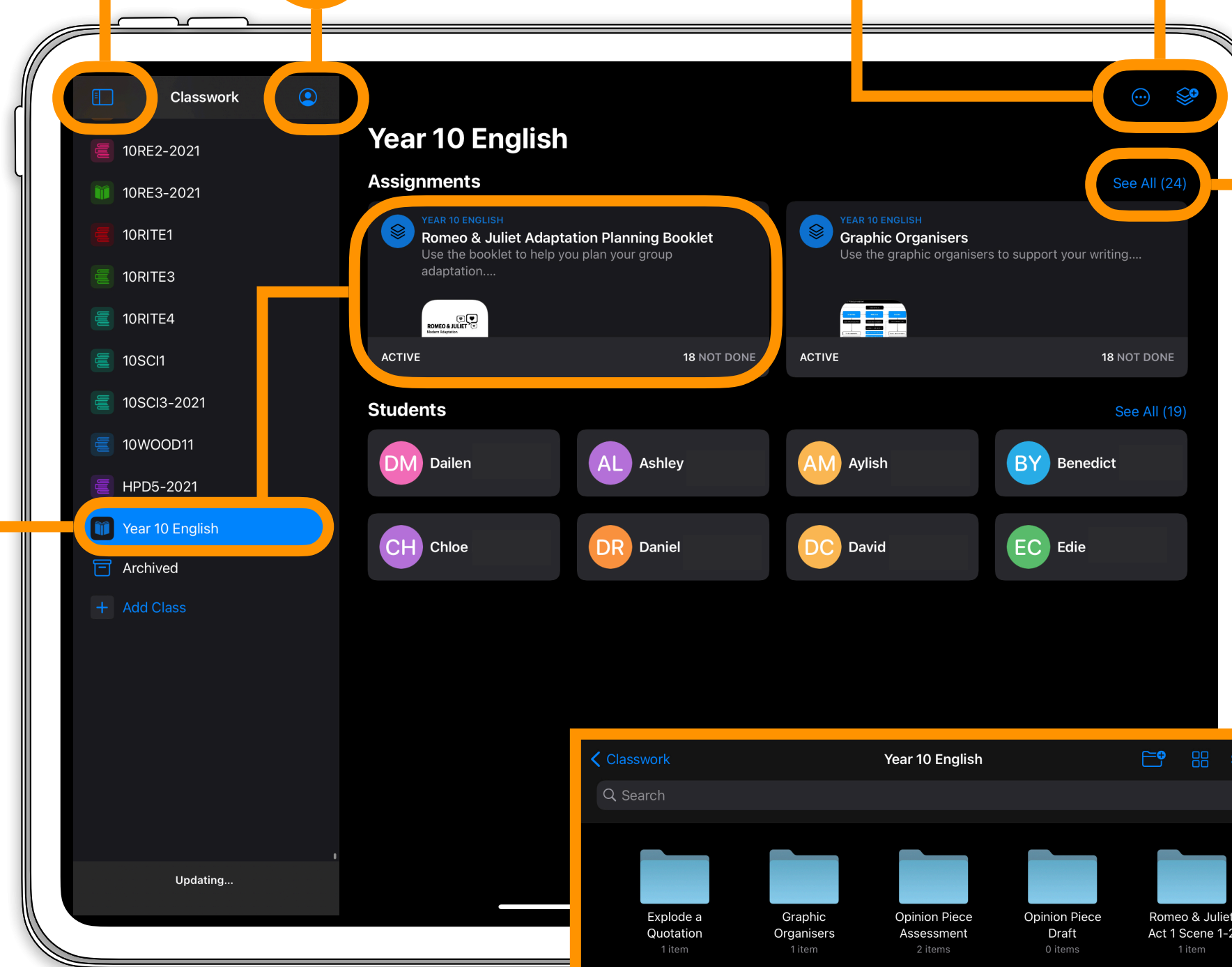
Edit Class is used to add or remove teachers & students. You can customise the class icon and colour code your class too.

Side Bar



Select classes and access your **Handout Library**. You can store Handouts in **Drafts** until later, **Favourite** or **Import Handouts**.

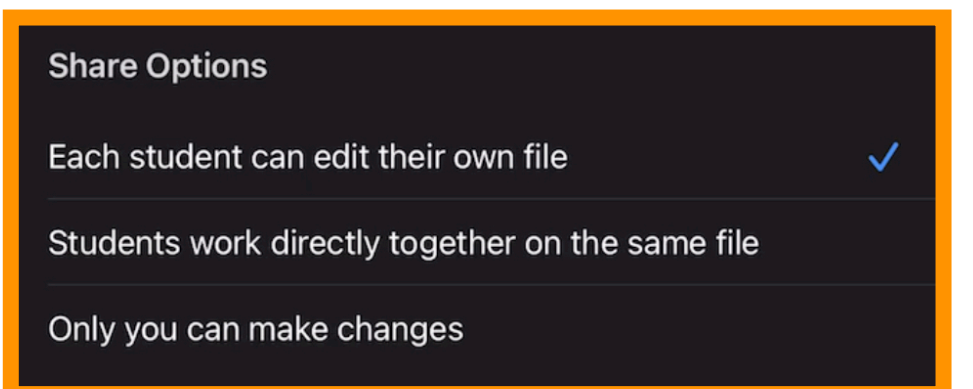
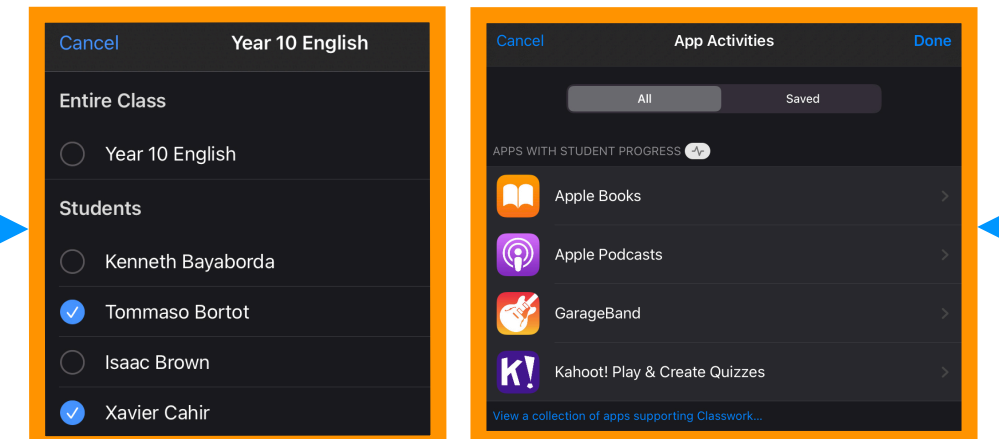
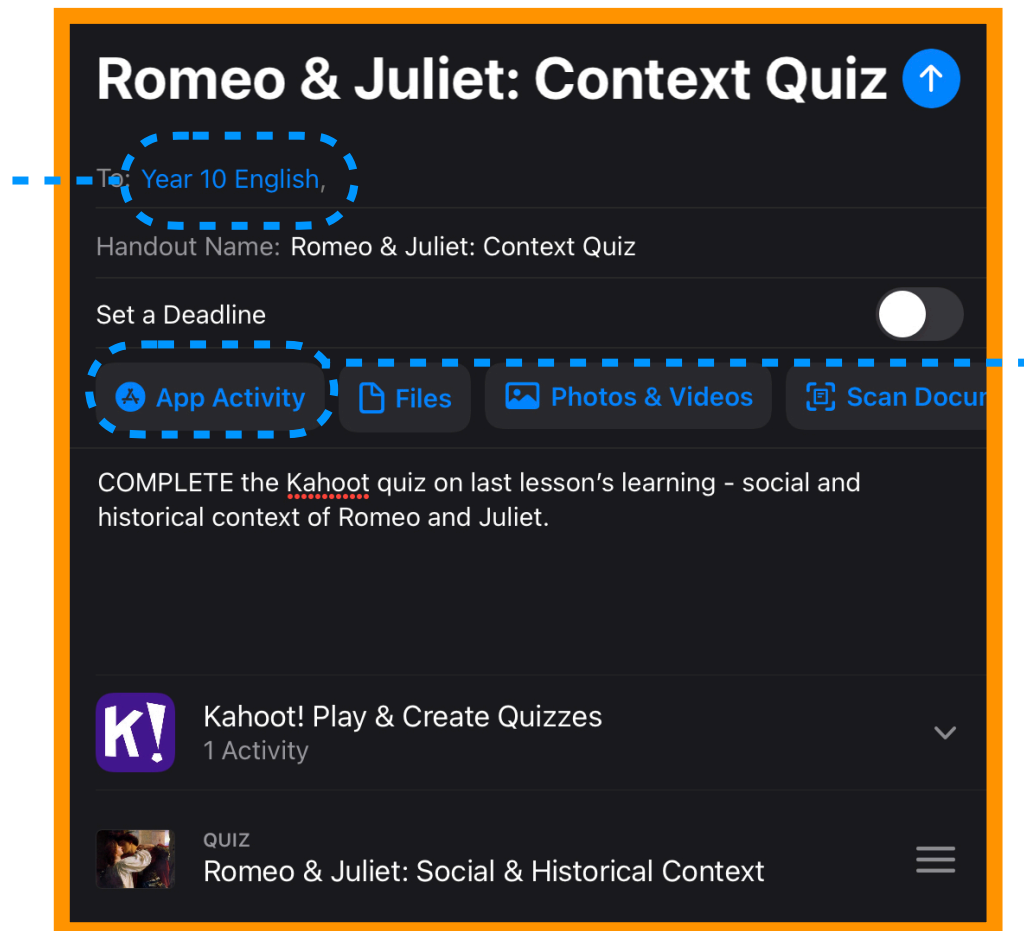
Manage your Apple ID sign in credentials here.



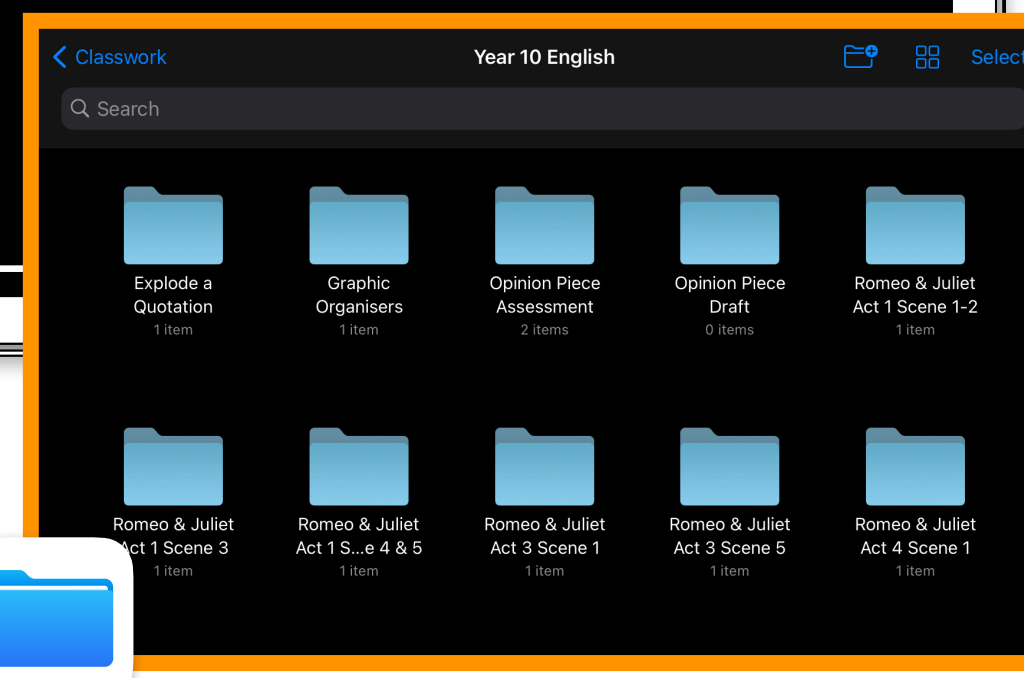
Handout Dashboard

Access the **Handout Dashboard**. In the side bar, select a class to bring up all **Assignments**. Tapping on an assignment displays the **Handout Dashboard** where you can see Live Progress and open students' work to provide live feedback.

Handouts

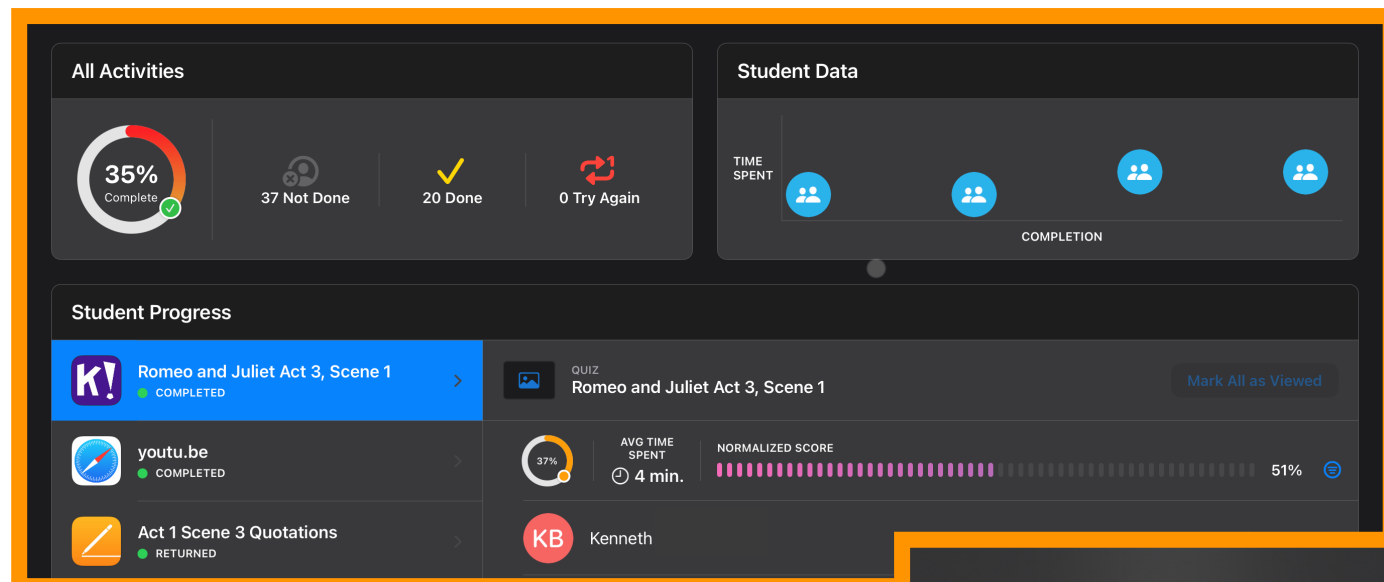


Completed Handouts



Tap **See All** to see **Due** or **Completed Handouts**. When Handouts are marked as complete, they are automatically organised into folders in the **Files** app on students' iPad. This helps them find resources and learning materials easily.

Handouts provide a way for teachers to share information or homework with students. Handouts can consist of: a list of recipients (an entire class or one or more students in a class); a title and instructions; a deadline and Activities (apps, files, photos, videos, scanned documents, links and hand-in requests). Apps with progress reporting features can help you track students' progress.



Respond to student submissions. Once submitted, you have the option to return the file to students to **Try Again**, **Mark as Viewed** or **Return to Student** when it's fully completed.

