

# Substitute Use of the SimplicityTouch Interactive Flat Panel

These directions explain how substitute teachers will use the SimplicityTouch interactive flat panel to deliver teacher-created lessons to students.

## Sample Directions for Substitute Teacher

Thank you for substituting today!

You will be using the SimplicityTouch interactive flat panel to deliver instruction to students. I have included step by step directions on how to operate the panel. If you need help, I have given the following people additional information and training.

Student Helper(s): \_\_\_\_\_

Adult Supporter(s): \_\_\_\_\_

Everything that you will need to use with the flat panel is located on the USB drive that is on my desk.

1. Turn on the SimplicityTouch panel by pressing the **Power button** located on the bottom corner of the panel in the front. When the panel powers on, a blue light will appear.



2. Touch the **button below the house** on the bottom of the panel to get to the home screen. The Cobb County School District logo will appear.



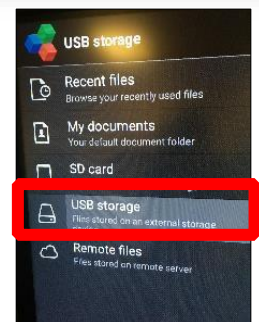
3. Tap the **Office Suite icon**.



4. Insert the **USB drive** into the front of the panel.  
*Note: If a pop-up box appears and asks if you want to open the external content, tap No.*



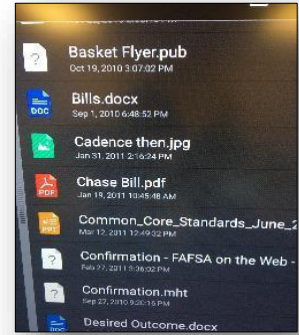
5. Once the program opens, tap the **USB storage** option on the left side of the screen to access the external USB drive.



6. A list of files and/or folders should appear. Tap the **file** named:

\_\_\_\_\_

7. Once the file has opened, scroll up or down the page or swipe left to right to navigate through slides or a document.



8. Navigate through the presentation or document. Depending on your comfort level, you can allow a student to navigate for the class.

9. Once the lesson is over, it is important to close this application. Press the **back arrow** that is located near the power button on the bottom frame of the flat panel.



10. At the end of the day, press the **Power button** to turn off the panel.



11. Remove the **USB drive** and place it back on my desk.  
Thank you!

## Support Videos

Use a QR scanner app on your phone to scan and view the instructional videos below to learn how to use the various features of the SimplicityTouch interactive flat panel.

### Accessing Files



### Annotate a PDF/Word Doc



### Opening a PowerPoint



### Clock/Alarm/Timer



### Displaying Media Files



### Using Xpress

