

Preparing the Simplicity Touch Panel for Use with a Substitute

These directions explain how to prepare files for a substitute teacher to use with the Simplicity Touch Panel and give directions for use for the substitute.

Preparing the Files

You will need a USB flash drive dedicated for files your substitute will be accessing. Remember to keep this USB drive as clean as possible, ensure only files the substitute needs to access on the specific day(s) are saved on this it. This will be left for the substitute to access the document.

1. Create a **Microsoft Word or PowerPoint document**. Be mindful of the following:
 - Font – the text should be easy to understand and read to eliminate potential issues for the substitute
 - Transitions and Animations – when creating a PowerPoint, remember that basic transitions and animations will properly display on the stand-alone mode of the flat panel
 - Simplicity – keep the content within your document/PowerPoint simple for both the substitute and your students
2. Save the document on the **USB flash drive**.
 - a. Click on **File**.
 - b. Select the **USB flash drive**.
 - c. **Name the document** clearly to ensure that the substitute can easily find the document.
(ex: March 23)
 - d. Change the file type from Word Document (.docx) to **Word 97-2003 Document (.doc)**.
*PowerPoint Presentation (.pptx) to **PowerPoint 97-2003 Presentation (.ppt)***

Preparing the Simplicity Touch Panel

1. Follow the EXACT directions, found below, that you will be providing to your substitute.
2. It is highly encouraged that you train one or two students to help the substitute, should they need assistance. In addition, best practices suggest you provide an additional copy of the file to another staff member in the building.

Sample Directions for Substitute Teacher

Thank you for substituting today!

You will be using the Simplicity Touch Flat Panel to deliver instruction to the students. Don't worry, I have included step by step instructions on how to operate the panel. If you get stuck or need help, I have already given the following people additional information/training, should you need it.

Student Helper(s): _____

Adult Supporter(s): _____

Everything that you will need to operate the flat panel is located on the USB drive that is on my desk. Here are the instructions that you will need to follow to access the file(s).

1. Turn on the Simplicity Touch panel by **pressing the Power button** located on the bottom corner of the panel in the front. Once 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 of the Stand Alone mode. The Cobb County School District logo will appear.

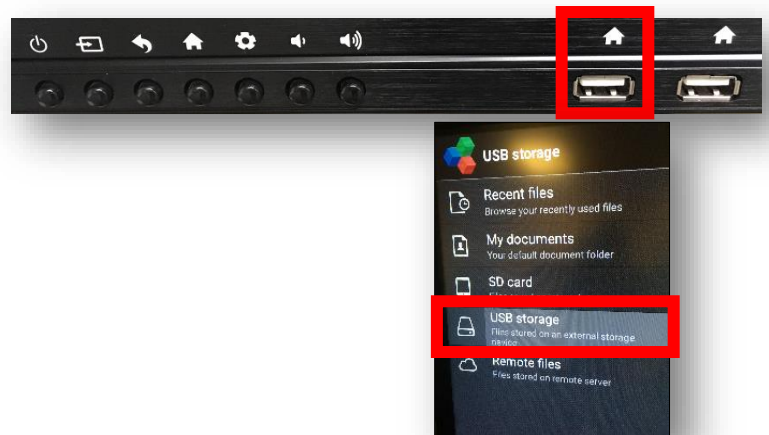


3. Tap the **Office Suite icon**.

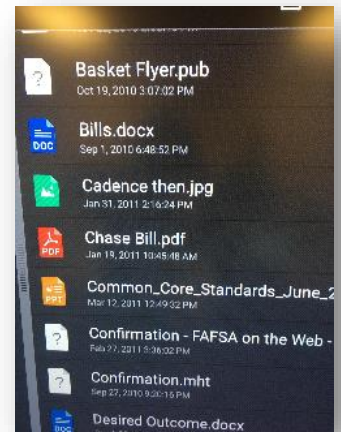


4. Insert the **USB drive** to the front of the panel.
Note: If a box appears and asks if you want to open the external content, tap the NO option.

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



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



7. Once the file has opened, you will need to **scroll up** or **down** the page or **swipe left** to **right** to navigate through slides.

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

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



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



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