Boardmaker

Boardmaker 7 Getting Started Guide

Table of Contents

This guide is a combination of individual Quick Guides. It contains the basic step-by-step guides needed to begin using your Boardmaker 7 subscription.

Boardmaker Components

Boardmaker 7 Subscription Components 3

Create from a Blank Canvas in Boardmaker 7 4

Create Buttons on a Blank Canvas 5

Add Content to Buttons 6

Create from a Template in Boardmaker 7 8

Select a Template 8

Edit-in-Place Templates 9

Table-Based Templates 11

Customize Buttons and Pages Using the Properties Panel 14

Standard Button Properties in the Properties Panel 14

Additional Page Properties 17

Additional Symbolate Button Properties 17

Create a Multipage Activity with Multiple Boardmaker 7 Templates 18

Copy a Page in the Boardmaker 7 Editor 18

Add Pages to a Boardmaker Activity 19

Blank Page 19

New Page from Activity 20

New Page from Template 21

Add Actions to an Activity in Boardmaker 7 22

Before Using the Action Editor 22

Add an Action to a Button or Select Buttons 23

Upload Activities Created using another Boardmaker Software 25

Get Ready to Upload 25

Upload Single Files in the Boardmaker 7 Editor 25

© 2020 Tobii Dynavox. All Rights Reserved.

Upload Multiple Activities Using myBoardmaker.com 26
Access, Edit, Play, & Print Activities-to-Go in Boardmaker 7 28
Access Activities-to-Go 28
Edit, Play, and Print Activities-to-Go 30
Find Pre-Made Activities in the Boardmaker Community 33
Open the Boardmaker Community 33
Search for Community Activities 33
Manage Activities - Print, Assign, Add to Playlist and Add to Folders 35
Access Cloud Stored Activities 35
Print Activities 35
Assign Activities to Students 35
Add and Organize Activities in a Playlist 36
Create Folders and Add Activities 37
Create a Folder 37
Add Activities to a Folder 37
Delete Activities 38
Delete an Activity 38
Create and Add Student Accounts in Boardmaker 39
Create a Student Account 39
Add Students to Your Account with Instructor Only Privledges 41
View Student Performance Data in Boardmaker 42
Access Student Data 42
View Activity Completion and Basic Performance Data 42
Link Activities to IEP Goals and View IEP Specific Data 43
Download and Use the Boardmaker 7 Student Center App 46
Install the Free Boardmaker 7 Student Center 46
Connect the Student Center App to a Boardmaker Subscription 46

© 2020 Tobii Dynavox. All Rights Reserved.

Boardmaker 7 Subscription Components

Boardmaker 7 contains 3 components, an installed editor, a website, and the Student Center app. This quick guide describes the features available in each component.

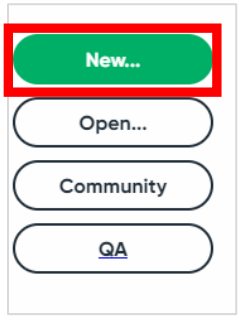
Boardmaker 7 Installed Editor	Boardmaker Website	Boardmaker 7 Student Center
Create	***Manage***	***Play***
Create activities Edit activities Access and edit Activities-to-Go	Find cloud stored activities Access Boardmaker Community Create student accounts View student data Manage Activities Access Curricula	Play student assignments Play activities in instructor playlists Play activities from myBoardmaker.com

© 2020 Tobii Dynavox. All Rights Reserved.

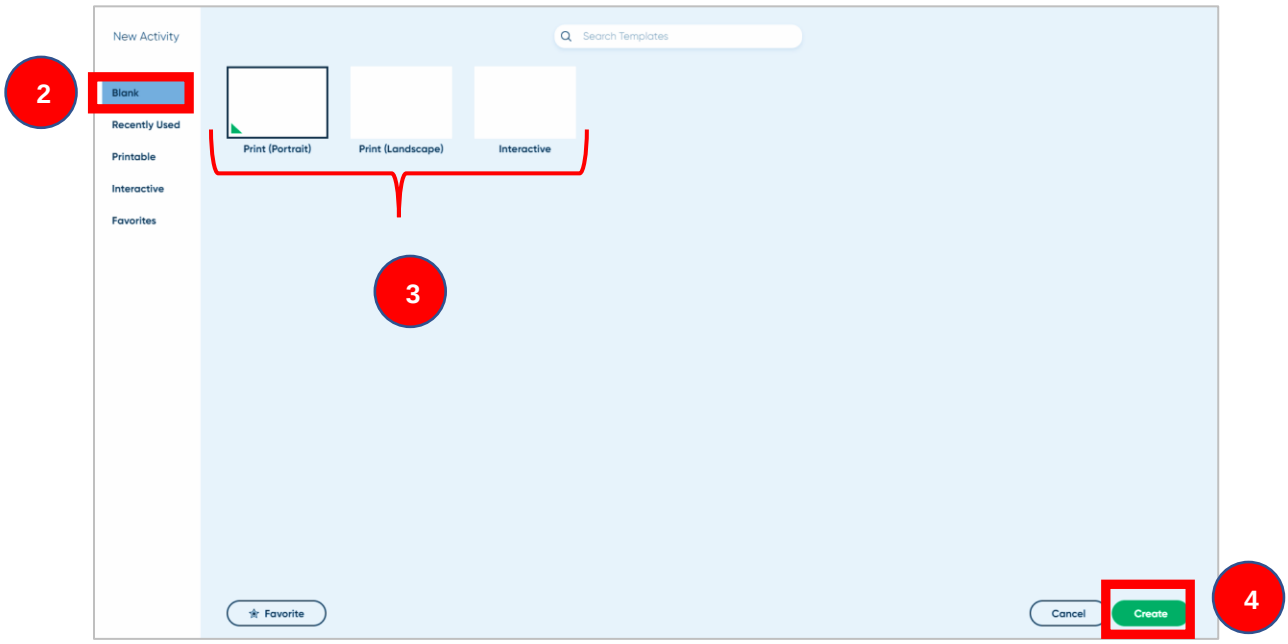
Create from a Blank Canvas in Boardmaker 7

Creating from a blank page allows you to create custom activities for your learner. This quick guide provides instructions on how to create a Boardmaker activity from a blank canvas.

1. Select **New** on the Boardmaker dashboard.



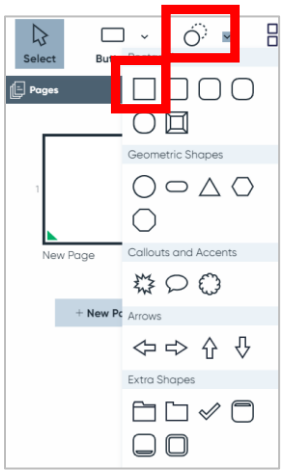
2. Select **Blank**.
3. Select the **thumbnail** for the desired orientation.
   NOTE: Interactive is for activities intended for computer display.
4. Select **Create**.



© 2020 Tobii Dynavox. All Rights Reserved.

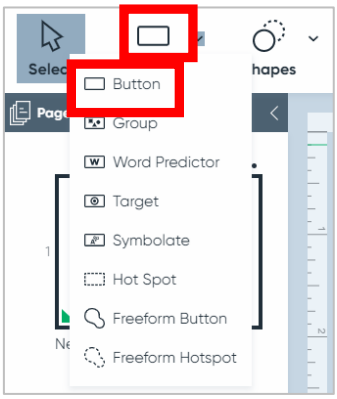
Create Buttons on a Blank Canvas

1. Select the **Shape Tool** and select a button shape if desired.



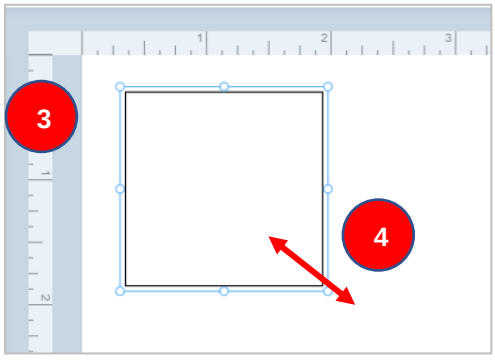
NOTE: You can also change the button shape in activity settings.

2. Select the **Button tool** from the tool bar and select a **button type**.



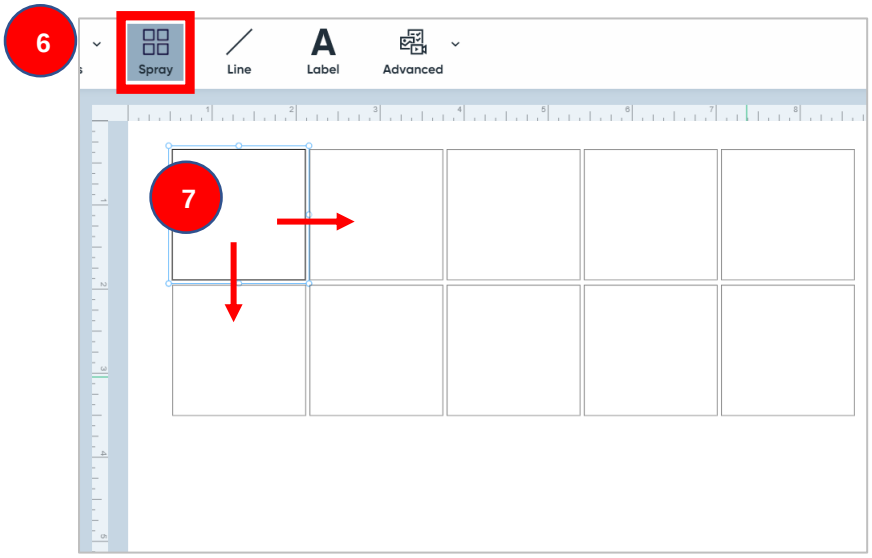
NOTE: See the Boardmaker 7 User Manual for additional information on button types.

3. Click in the white space to draw a button.
4. Drag the button handles to resize.
5. Click and drag the button to the desired place on the page.



© 2020 Tobii Dynavox. All Rights Reserved.

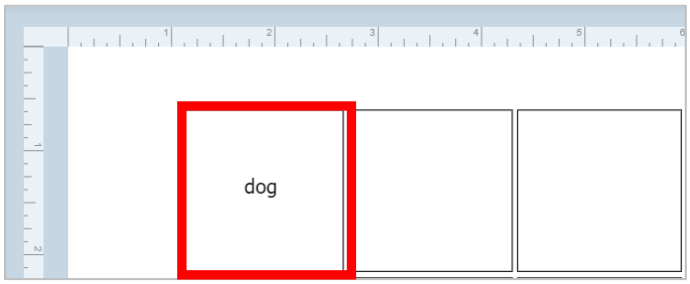
6. To duplicate the button, select the **Spray Tool** in the toolbar.
7. Place your cursor on the existing button on the page. Click and drag your mouse across the page to spray a grid of buttons.



NOTE: Buttons selected will have a blue “fence” around the button. A button must be selected to edit it.

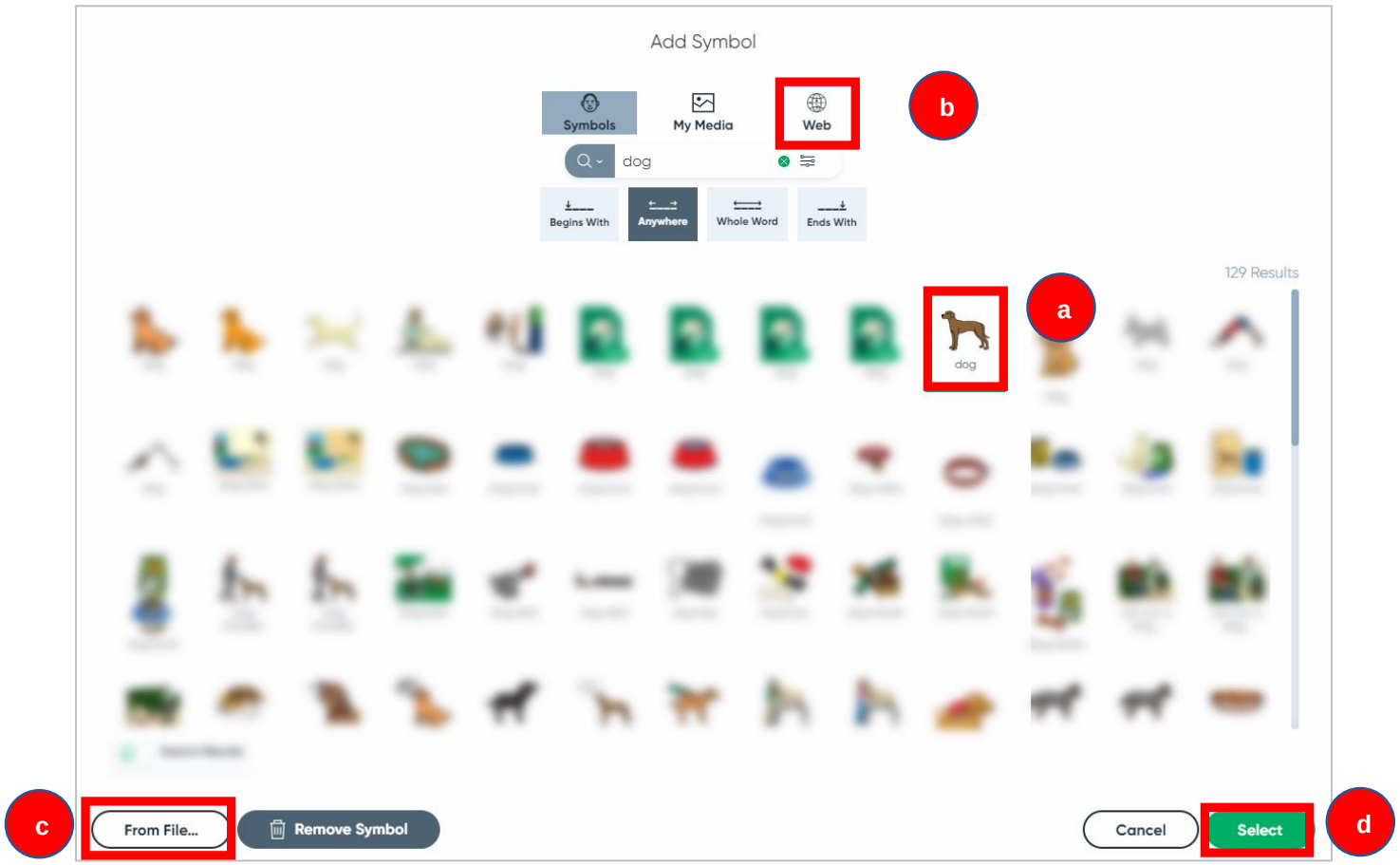
Add Content to Buttons

1. Select a **button** and type a label using your keyboard. Select **Enter/Return** on your keyboard.

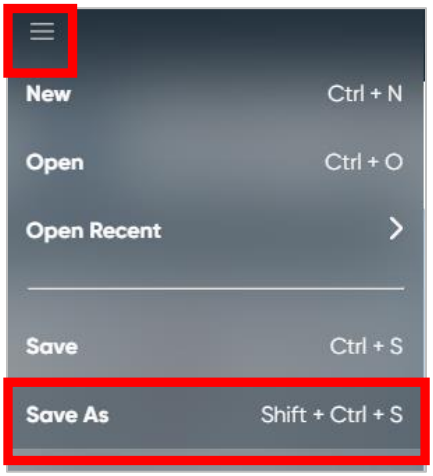


© 2020 Tobii Dynavox. All Rights Reserved.

2. Select an image to add to the button.
    a. To add a symbol to the button, select the **desired symbol**.
    b. To add a digital image from the web, select the **Web Button** and select a **web image**.
    c. To add an image from the computer, select **From File** and select the digital image from the computer.
3. Choose **Select**. This process is called edit in place.



4. Repeat steps 1-3 to fill in all buttons on the page.
5. To save your activity, select the **three bars** in the top left corner. Select **Save As**.



NOTE: See additional Quick Guides for more information on button properties, actions, and settings.

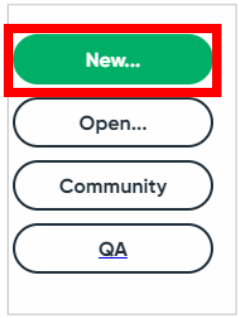
© 2020 Tobii Dynavox. All Rights Reserved.

Create from a Template in Boardmaker 7

A Boardmaker template provides the structure of the activity, including the actions that make the activity interactive. Use Boardmaker to quickly create engaging activities. This quick guide provides instructions on how to create print and interactive activities from a Boardmaker template.

Select a Template

1. Select **New** on the Boardmaker dashboard.



2. Choose a template option.

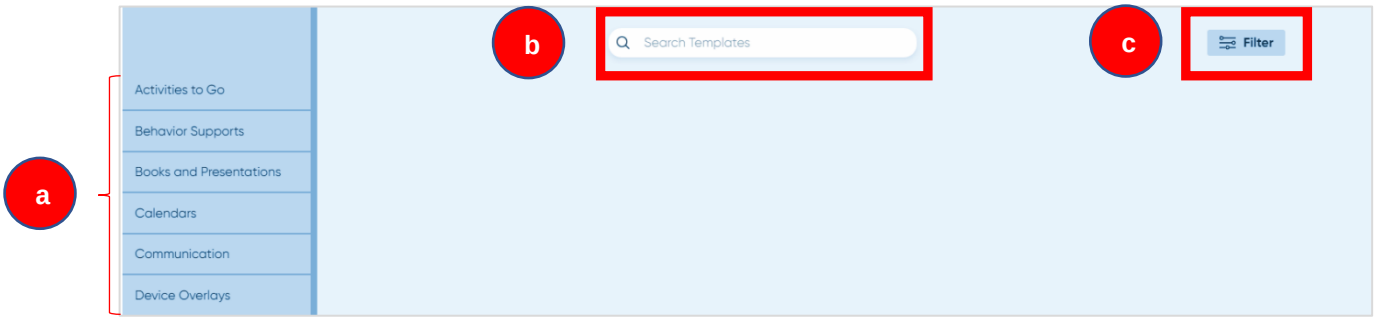
Recently Used- most recent templates used

Printable- templates designed to be printed

Interactive- templates designed to be used on the computer, interactive whiteboard, iPad, or Tobii device. Includes templates that collect data.

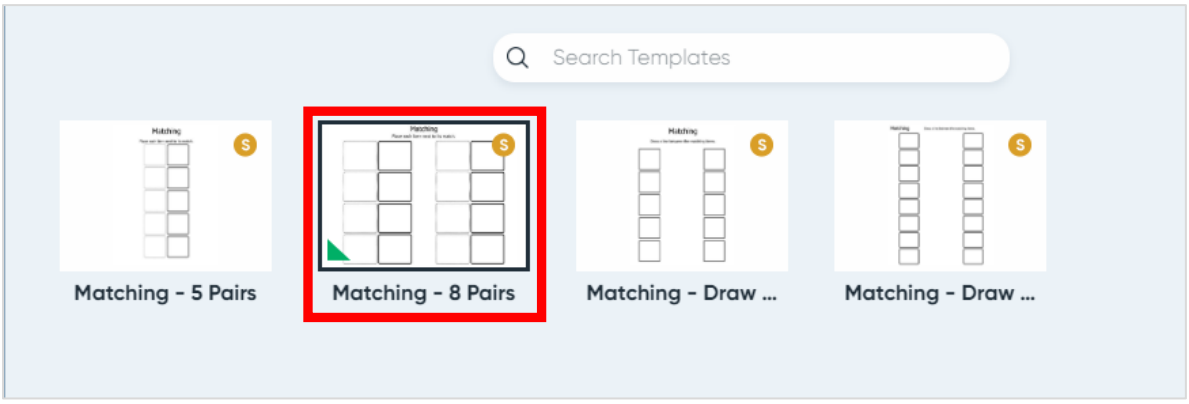
Favorites- templates you have starred

3. Narrow the template selection by
    a. Choosing a category
    b. Typing in the search bar
    c. Using the filter feature.

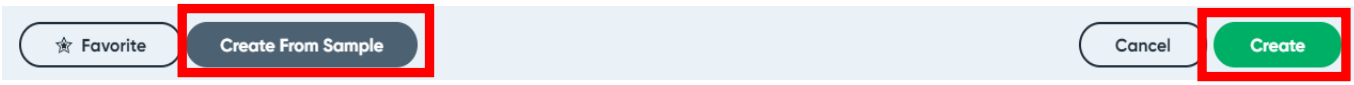


© 2020 Tobii Dynavox. All Rights Reserved.

4. Select a template.



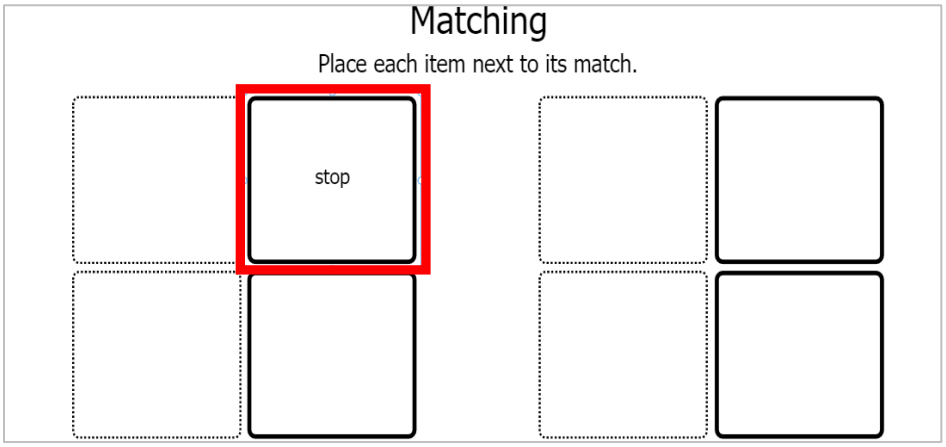
5. Select **Create from Sample** to edit a pre-made sample. Select **Create** to create from a blank template.



Edit-in-Place Templates

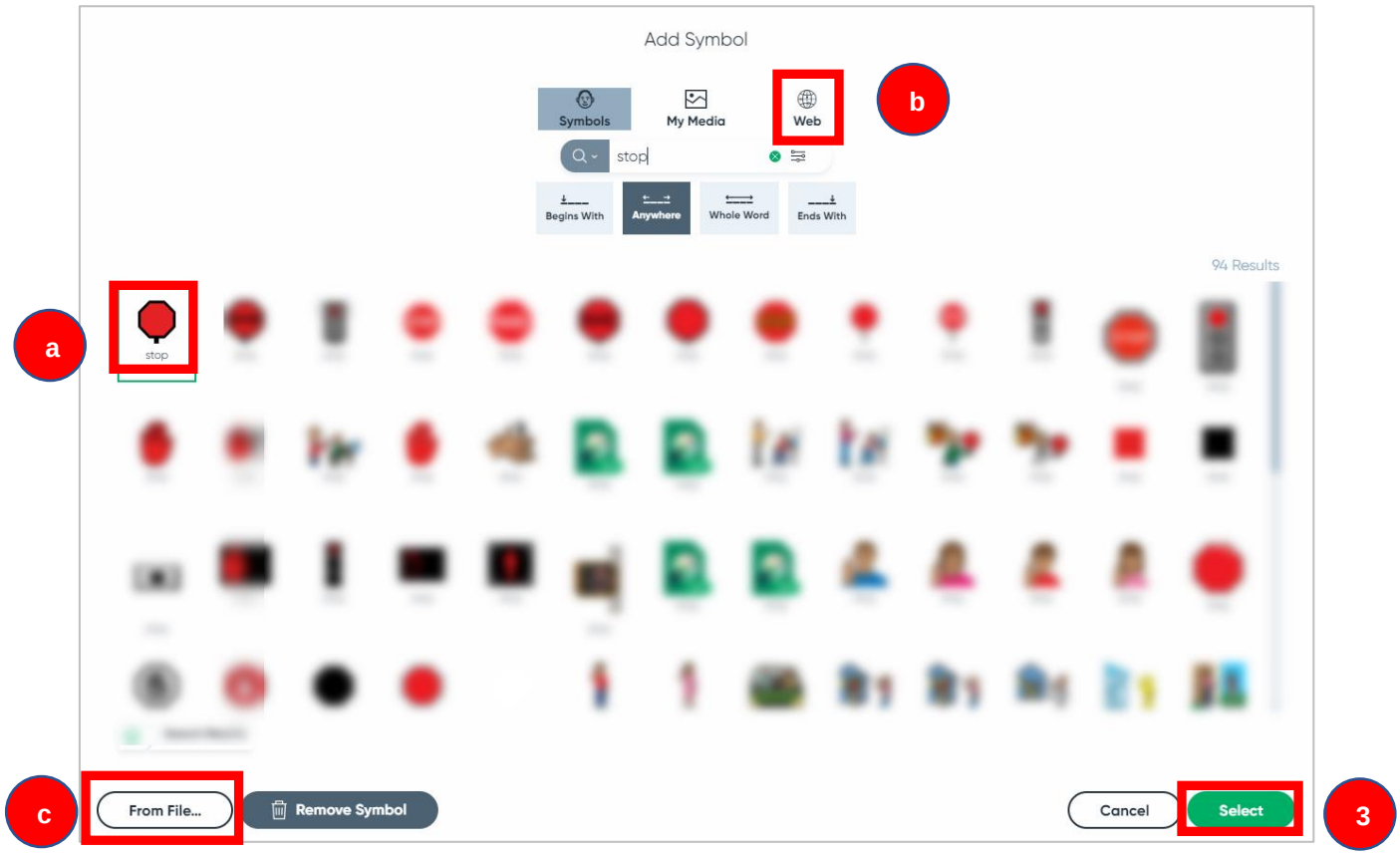
Most templates in Boardmaker are edit-in-place templates. If the template is an edit-in-place template, directions for completing the template will be visible on the template in edit mode. Follow the directions to complete the activity. If you do not see directions on the first page, select subsequent pages on the page panel to find the directions.

1. Select a button and type a label using your keyboard. Select **Enter/Return** on your keyboard.

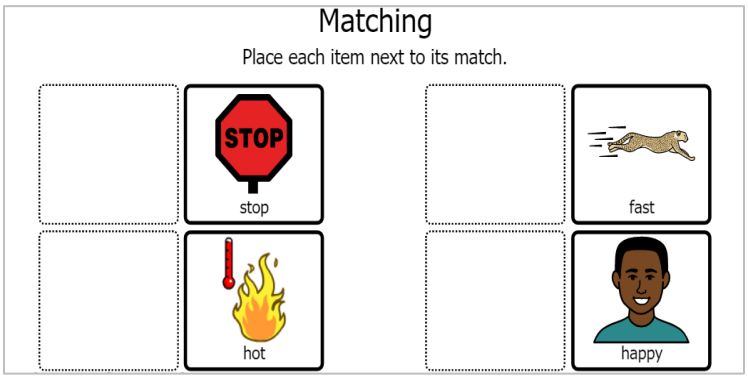


© 2020 Tobii Dynavox. All Rights Reserved.

2. Select an image to add to the button.
    a. To add a symbol to the button, select the **desired symbol**.
    b. To add a digital image from the web and select the **Web Button** and select a **web image**.
    c. To add an image from the computer, select **From File** and select the digital image from the computer.
3. Choose **Select**. This process is called edit in place.

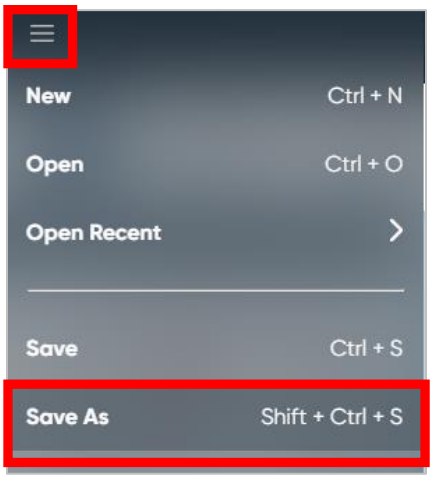


4. Repeat steps 1-3 to fill in all buttons on the template.



© 2020 Tobii Dynavox. All Rights Reserved.

5. To save your activity, select the **three bars** in the top left corner. Select **Save As**.



NOTE: See additional Quick Guides for more information on button properties, actions, and settings.

Table-Based Templates

If the template is a table-based template, the Activity Settings chart will appear when you open the template.

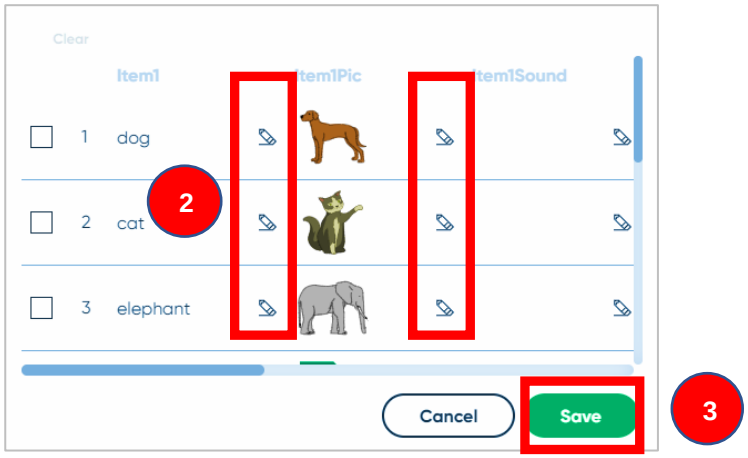
NOTE: Most table-based templates have this symbol in the thumbnail when you choose the template.

1. Select **Edit Content** to open a new table and fill in the content for the activity.

	Name	Value	Description
1	Item List:	Edit Content...	Enter the list of up to 10 pairs of pictures for the game here.
2	Show Cards Face Up:	No	Show the cards face up, like in matching game? No means the cards will be turned over in pairs, like a Concentration game.
3	Show Label:	Yes	Do you want to show the label on the face of the button? If not, just the picture or symbol will be shown.
4	Speak Label:	Yes	Do you want the name of each button to be spoken when a button is selected?
5	Show Stop Button:	Yes	Do you want the student to be able to leave the activity before completing it?
6	Highlight Color:		The highlight color that will be used for selected buttons
7	Font:	Verdana, 18pt, Regular	The font to be used on the buttons for this activity
8	Font Color:		The font color to be used on the buttons.
9	Background Color:		The background color to be used for the buttons in this activity

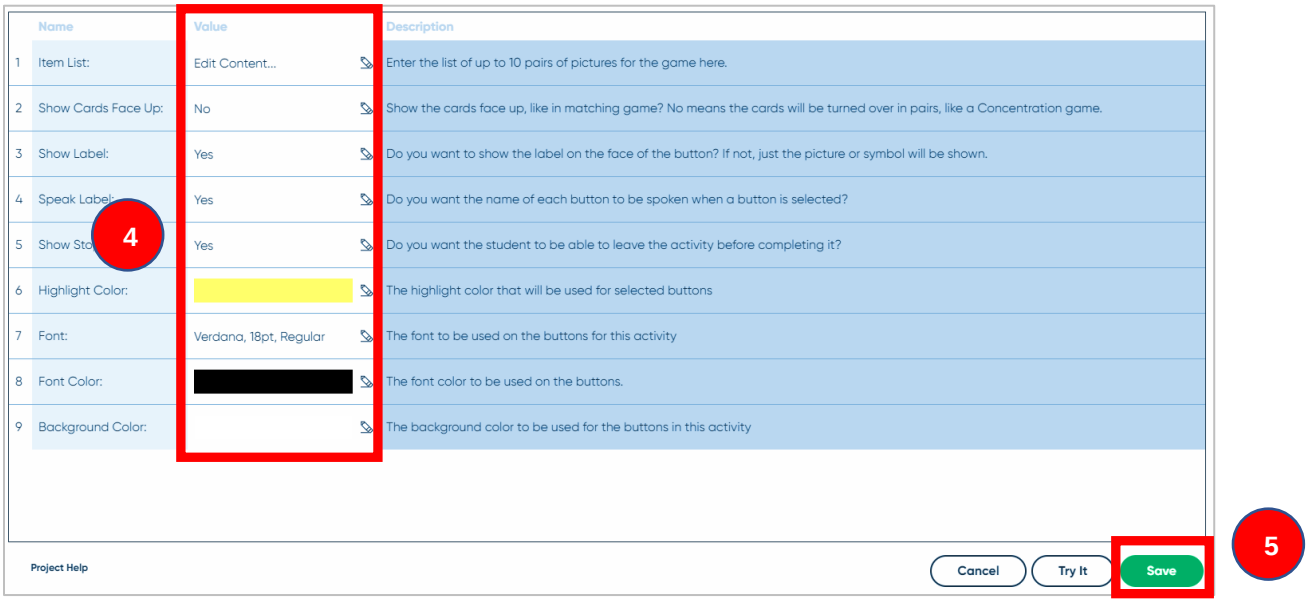
© 2020 Tobii Dynavox. All Rights Reserved.

2. Select **the pencil tool** to add a label, symbol, or sound to each section of the table. Use the column headings to determine what goes in each column of the table.
3. Repeat this process to complete the table. Select **Save** when complete.



NOTE: View the populated sample of the template to determine which columns you want to edit.

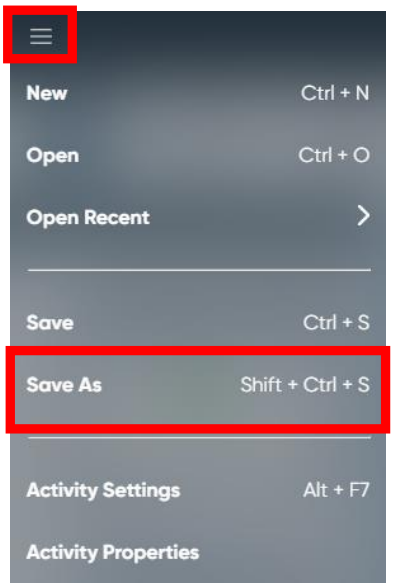
4. Select the **pencil tool** to change other settings in the table. Read the description to determine the editable settings for the activity.
   NOTE: Select **Try It** to view the activity with the edited settings.
5. Select **Save**.



NOTE: This saves the settings for the activity. It does not save the activity to a computer.

© 2020 Tobii Dynavox. All Rights Reserved.

6. To save your activity, select the **three bars** in the top left corner. Select **Save As**.



NOTE: To return to the table and make additional changes, select the **three bars** in the top left corner and select **Activity Settings.**

© 2020 Tobii Dynavox. All Rights Reserved.

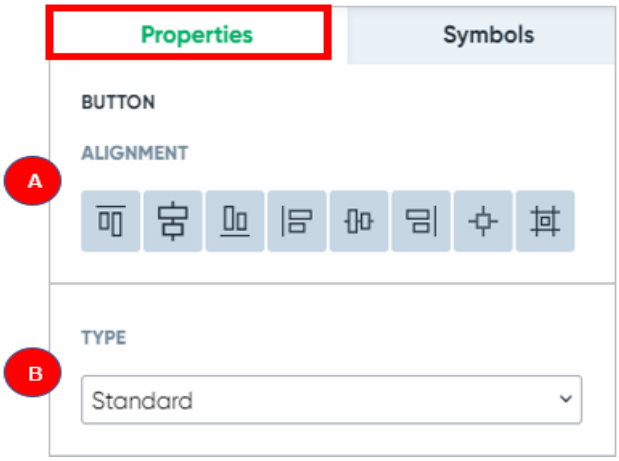
Customize Buttons and Pages Using the Properties Panel

The properties panel is a tool that allows you to customize the look, feel, and actions of your Boardmaker 7 activities. Each button type and page allow for specific properties. This quick guide provides descriptions for many of the properties in the Properties Panel.

Standard Button Properties in the Properties Panel

NOTE: The properties panel is accessible when an activity is in Edit mode in the Boardmaker 7 Editor.

Button and Type Properties

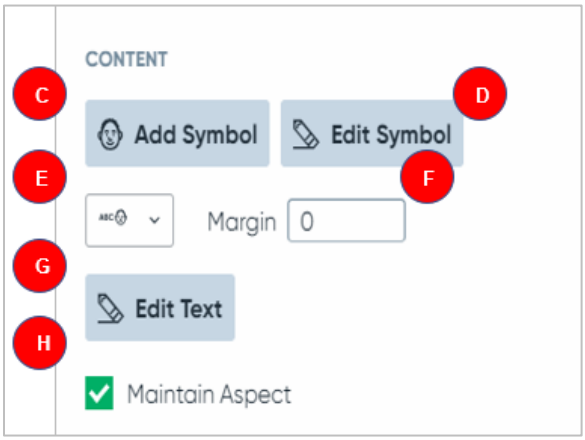


A. Alignment- Choose how the button aligns to the page. Options from left to right include top, horizontal center, bottom, left, vertical center, right, center, align to grid. NOTE: If multiple buttons are selected, the alignment is determined by the button that was selected first.

B. Type: Determine a button type.
NOTE: Each button type has unique properties.

- **Standard**: Holds a symbol and a label
- **Symbolate**: Automatically populates a symbol for each word typed in the button.
- **Word Predictor**: Predicts a word based on the previous 2 words typed. Used mainly for writing activities.
- **Group**: Holds multiple symbols and allows you to adjust the size of the symbol(s) relative to the button.

Content Properties



C. Add Symbol: Opens a symbol search.

D. Edit Symbol: Opens the Symbol Editor.

E. Symbol Layout: Choose the layout for the symbol and label. Label on top, Label on bottom, Symbol only, Label left, Label right, Label only.

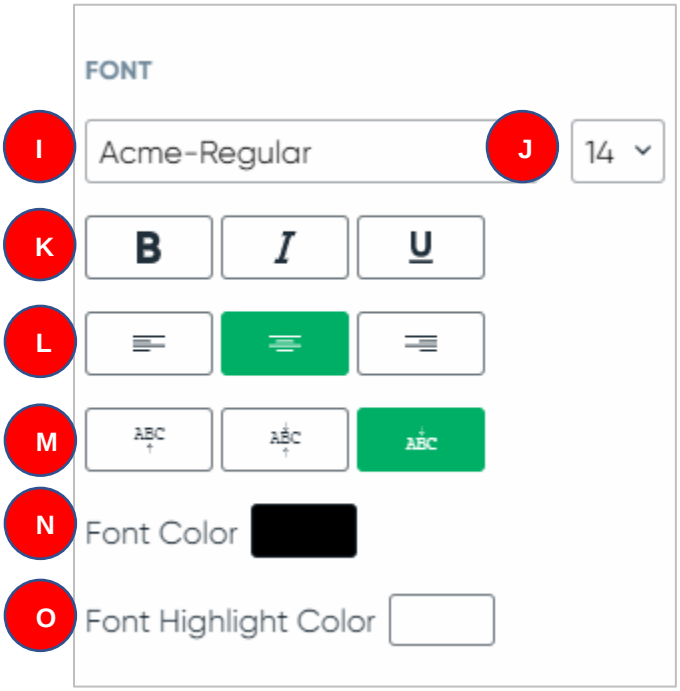
F. Margin: Type in a number to customize the amount of space between the symbol and button border

G. Edit Text: Opens a text editor with the label text.
NOTE: Text can be edited using other properties in the Properties Panel.

H. Maintain Aspect: When selected maintains the width to height ratio for the symbol.

© 2020 Tobii Dynavox. All Rights Reserved.

Font Properties



I. **Font**- Choose a font from the dropdown menu.

J. **Font Size**- Type a font size in the box or choose from the dropdown menu.

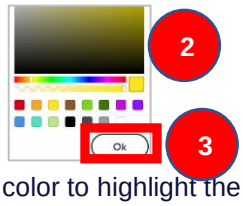
K. **Font Style**: Choose bold, italicized, and/or underlined if desired.

L. **Horizontal align**: Choose an alignment button to align text to the left, center, or right of the label button.

M. **Vertical align**: Choose an alignment button to align text to the top, center, or bottom of the label button.

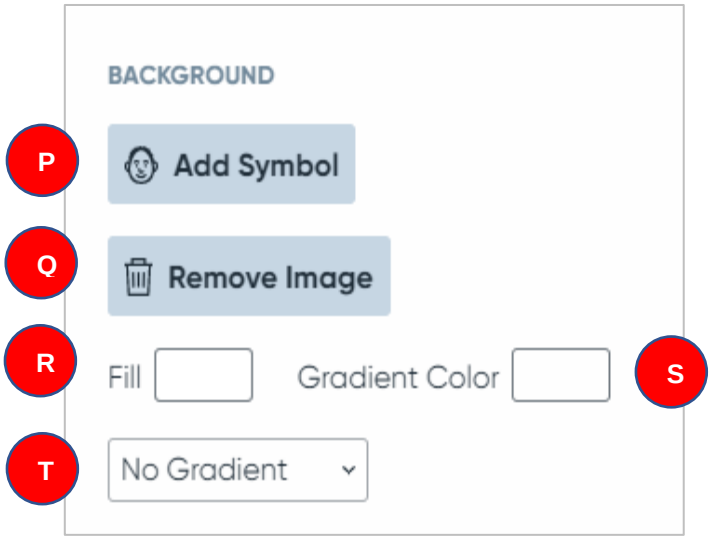
N. **Font Color**: Choose a color for the text.

1. Select the black box.
2. Select a color.
3. Select Ok.



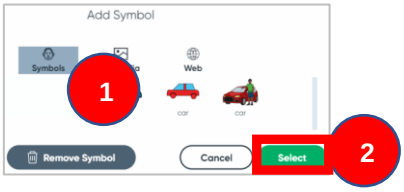
O. **Font Highlight Color:** Choose a color to highlight the text. Follow instructions for Font Color above to select a color.

Background Properties



P. **Add Symbol**: Add a symbol to the selected button background. Select to open the symbol window.

1. Select a symbol or digital image.
2. Select **Ok.**



Q. **Remove Image**- Delete a background image from the button.

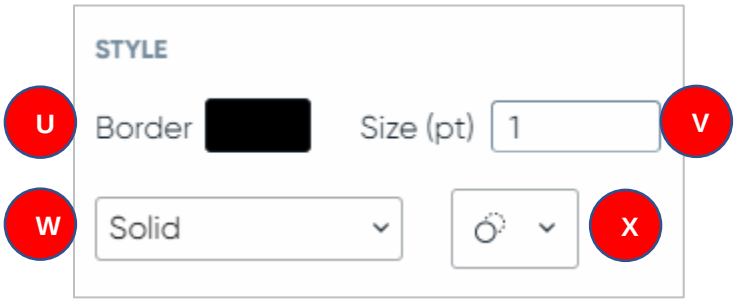
R. **Fill**: Select a color to fill the background of the button. Follow instructions for Font Color above to select a color.

S. **Gradient Color**: Select a secondary color for gradient. Follow instructions for Font Color above to select a color.

T. **Gradient**: Select from the dropdown to add a gradient pattern to the background color.

© 2020 Tobii Dynavox. All Rights Reserved.

Style Properties



U. **Border:** Select a Border color.

V. **Size:** Type a number into the text box to make the border thicker or thinner.

W. **Border Style**: Select the Solid drop down to choose dots or dashes for your button border.

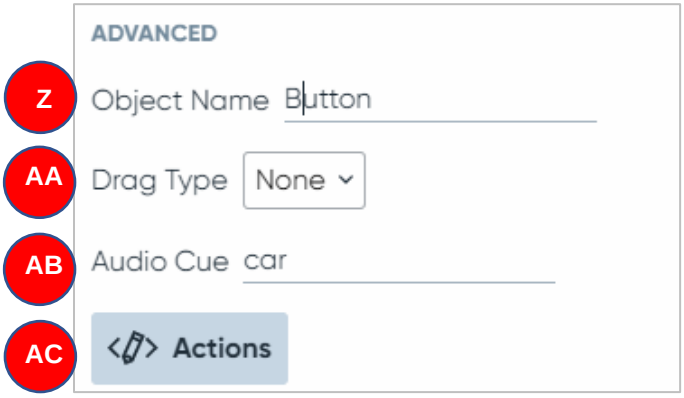
X. **Button Shape**: Select the circle dropdown to change your button shape.

State Properties

Y. State: Change how the student will interact with the button.
NOTE: Most users do not change this property. The software will auto select a state.

- Disabled: visible with a gray overlay but not selectable in Play mode
- Hidden: not visible or selectable in Play mode
- Selectable: visible and selectable in Play mode
- Locked: button is not selectable in the Editor

Advanced Properties



Z. Object Name: Used for programming. Leave as the default unless you are a super advanced user.

AA. Drag Type: Leave as the default. Movable buttons will be released in a future version of Boardmaker.

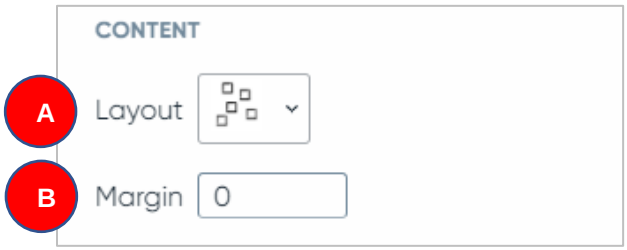
AB. **Audio Cue**: Type a short word or message that will play when the student scans the button (scanning must be enabled in User Settings) or when Audio Cue is selected in User Settings.

AC. **Actions:** Select the Actions Button to program actions for the button. See Add Actions to an Activity in Boardmaker 7 Quick Guide for detailed instructions.

© 2020 Tobii Dynavox. All Rights Reserved.

Additional Page Properties

Content

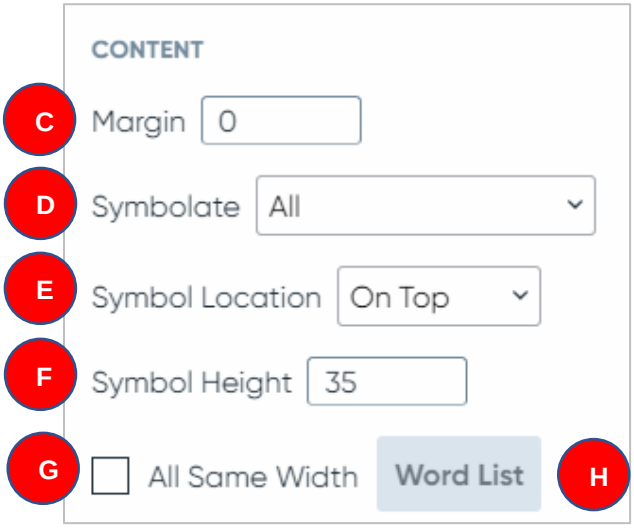


A. **Layout:** Use the dropdown to choose a layout for buttons on the page.
   - **Freeform:** auto-formatting not applied
   - **Auto-center:** arranges buttons in the center of the page
   - **Auto-grid:** arranges buttons in rows or columns starting from the top left
   - **Circular:** arranges buttons in a circle around the center of the page or group
   - **Grid:** creates a custom grid with a specified number of columns and rows

B. **Margin**: Type a number to change the amount of space between the buttons and the edge of the page

Additional Symbolate Button Properties

Content



C. **Margin**: Type a number to change the amount of space between the symbolated words and the edge of the Symbolate button.

D. **Symbolate:** Choose which words are symbolated
   - **All:** Symbolate all words with symbols
   - **Nouns:** Symbolate only nouns
   - **Verbs:** Symbolate only verbs
   - **Adjectives:** Symbolate only adjectives
   - **Content Words:** Symbolate only nouns, verbs, adjectives, and some common adverbs
   - **Words on List:** Symbolate only words indicated on the Word list (see H below)
   - **Words Not on List:** Symbolate all words not on the Word List (see H below)
   - **Non-Common Words:** Symbolate only words not on the list of common words (see user manual for a common word list)

E. **Symbol Location**: Choose if the symbols will be located on top of the word or on bottom.

F. **Symbol Height**: Type a number to make the symbols smaller or larger.

G. **All Same Width**: Select the box to space all words evenly from each other

H. **Word List**: Select to type in words that should or should not be symbolated (see D above)

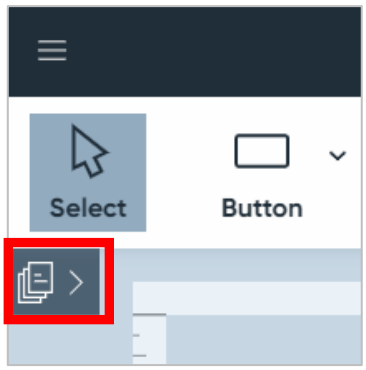
© 2020 Tobii Dynavox. All Rights Reserved.

Create a Multipage Activity with Multiple Boardmaker 7 Templates

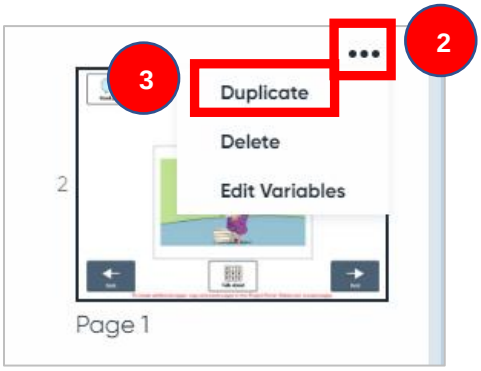
Boardmaker allows you to copy pages, add pages, and use multiple templates in the same activity. For example, while creating an interactive book, you might want to add pages to the book or add a one-page labeling activity to check for understanding. Use Boardmaker to quickly add pages and an additional one-page check for understanding activity into the book. This quick guide provides instructions on how to add pages, copy pages, and add multiple one-page templates into a Boardmaker 7 activity.

Copy a Page in the Boardmaker 7 Editor

6. From the Boardmaker editor, select the **Page Panel**.



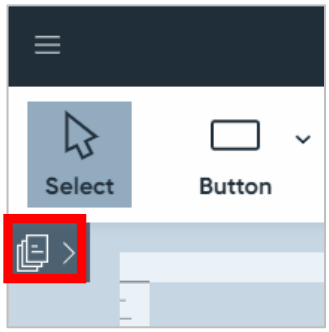
7. Hover over the page you want to copy and select the **three dots** that appear above the thumbnail.
8. Select **Duplicate.** A duplicate copy of the selected page will be added to the page panel**.**



© 2020 Tobii Dynavox. All Rights Reserved.

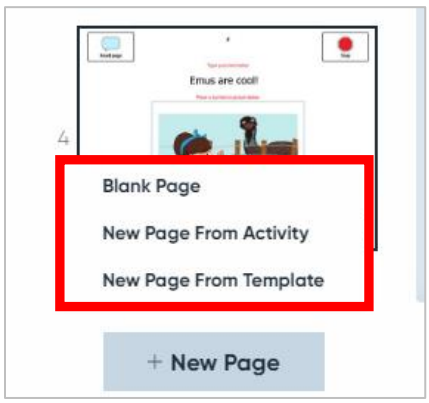
Add Pages to a Boardmaker Activity

9. Open the **Page Panel**.



10. Select **New Page** at the bottom of the screen.

11. Select the type of new page to add to the activity.



Blank Page - open a blank page

New Page from Activity - open a page from a Boardmaker activity saved on your computer

New Page from Template - open a page from a Boardmaker template

NOTE: New Page from Activity and New Page from Template allow you to bring a single page at a time into the currently loaded activity. If the activity being imported is an interactive activity, the functionality of that activity can only be guaranteed if you bring in the entire activity. Currently, this is only possible for single-page interactive activities.

NOTE: The page will appear at the bottom of the page panel. Drag the page to the desired location in the page panel.

Blank Page

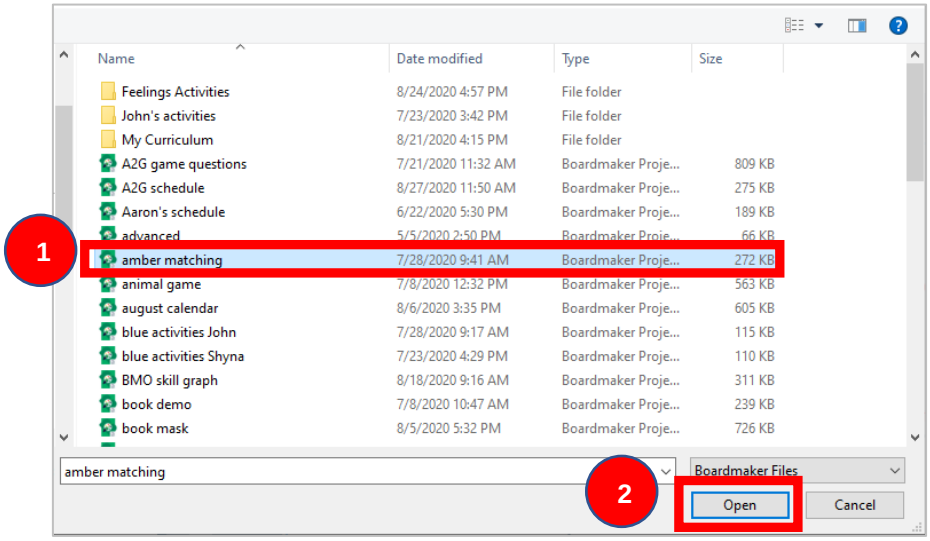
1. To populate a blank page with buttons, see the Quick Guide titled Creating from a Blank Canvas.

© 2020 Tobii Dynavox. All Rights Reserved.

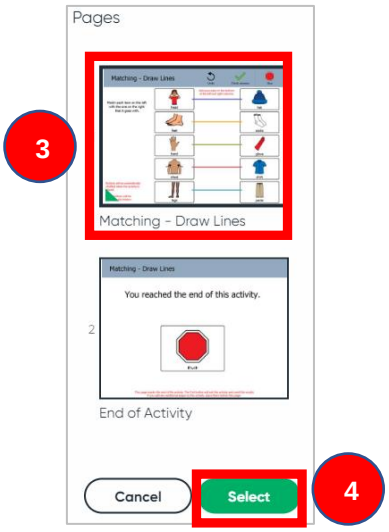
New Page from Activity

NOTE: This feature allows you to bring a single page at a time into the currently loaded activity. If the activity being imported is an interactive activity, the functionality of that activity can only be guaranteed if you bring in the entire activity, which is only possible for single-page interactive activities.

1. Select a Boardmaker activity saved on your computer.
2. Select **Open**.



3. Select the one-page activity page.
4. Click **Select**.

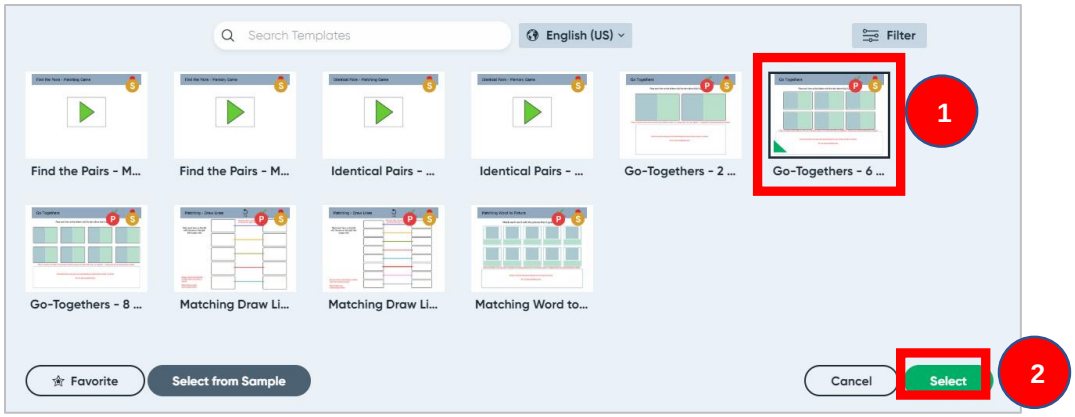


© 2020 Tobii Dynavox. All Rights Reserved.

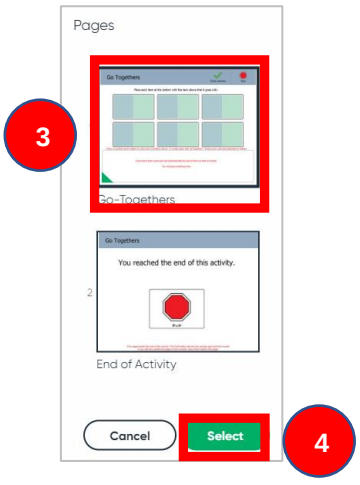
New Page from Template

NOTE: This feature allows you to bring a single page at a time into the currently loaded activity. If the activity being imported is an interactive activity, the functionality of that activity can only be guaranteed if you bring in the entire activity, which is only possible for single-page interactive activities.

1. Use the template picker to select a **template**.
2. Click **Select**.



3. Select the one-page activity page.
4. Click **Select**.



NOTE: Combining templates disables performance tracking for the activity.

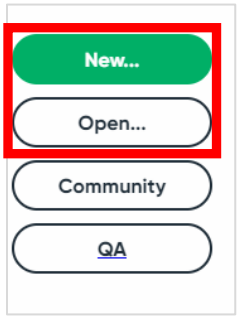
© 2020 Tobii Dynavox. All Rights Reserved.

Add Actions to an Activity in Boardmaker 7

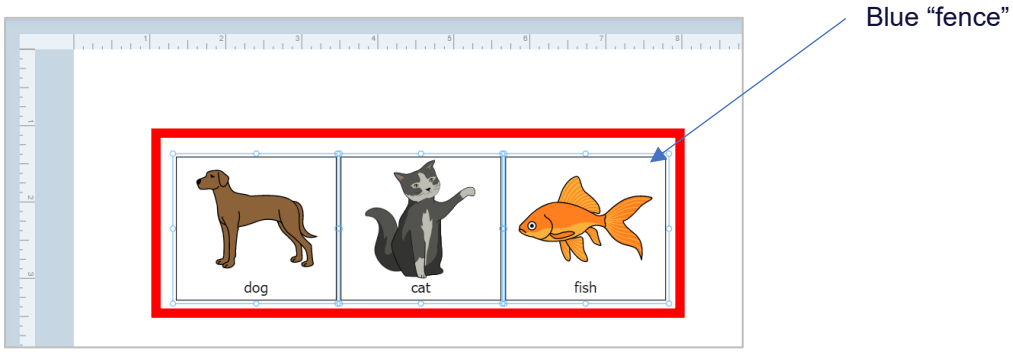
Assigning actions to a button in Boardmaker 7 allows you to make any activity interactive. Add sounds, navigation, popup windows, and more to a blank activity or template. This quick guide provides instructions on how to add actions to an activity.

Before Using the Action Editor

1. Select **New** or **Open** to open the Boardmaker 7 editor to a template, previously created activity, or blank canvas.



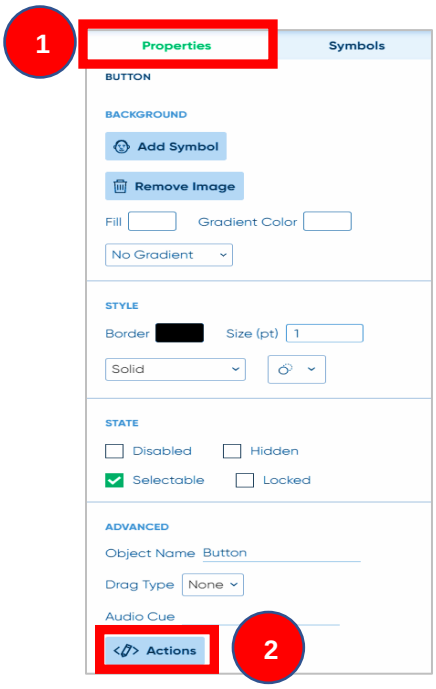
2. Draw and/or select the button or a group of buttons that will have an action assigned.
   NOTE: Selected buttons have a blue “fence” around them. Single click a button to select it or draw a square through multiple buttons using a mouse to select a group of buttons.



© 2020 Tobii Dynavox. All Rights Reserved.

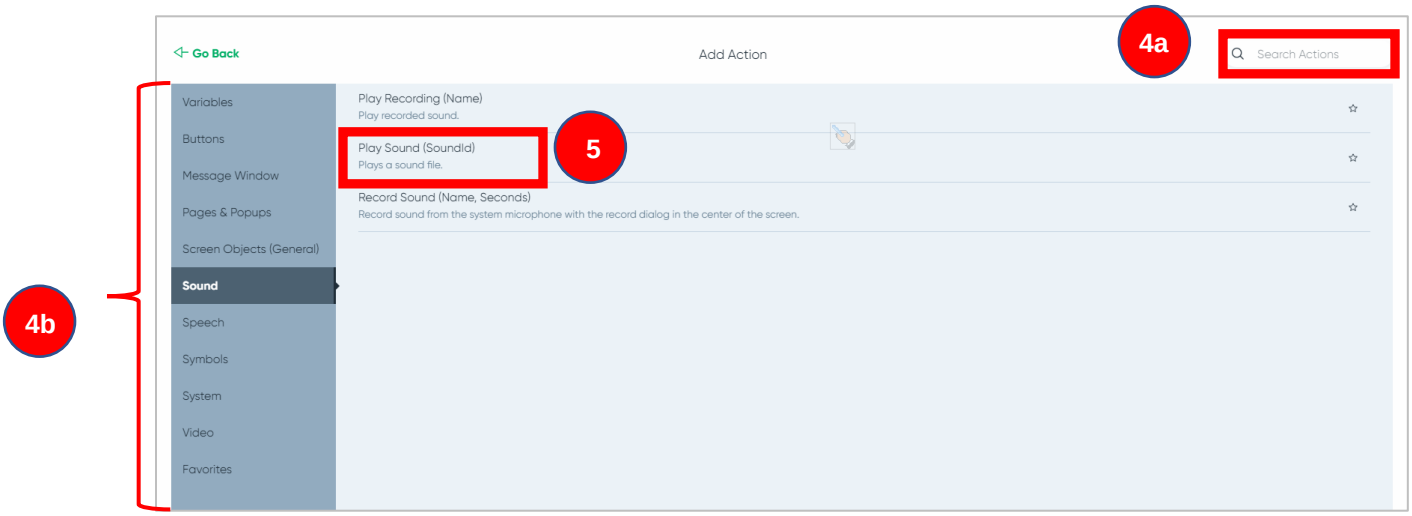
Add an Action to a Button or Select Buttons

1. Select the **Properties tab** and scroll to the bottom.
2. Select **Actions**.



3. A new window will open. Select **Add Action**.

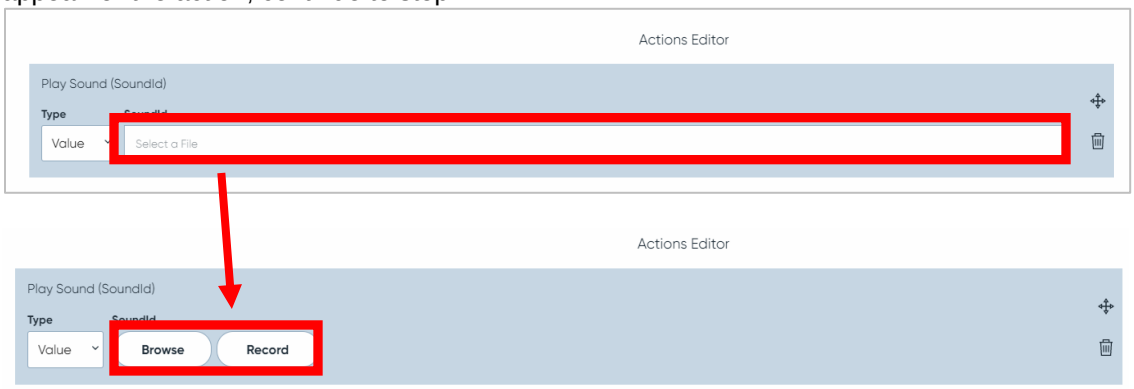
4. Find the desired action(s) by
   a. Selecting a category
   b. Searching for an action
5. Select an action. NOTE: Select the star to add the action to your favorites.



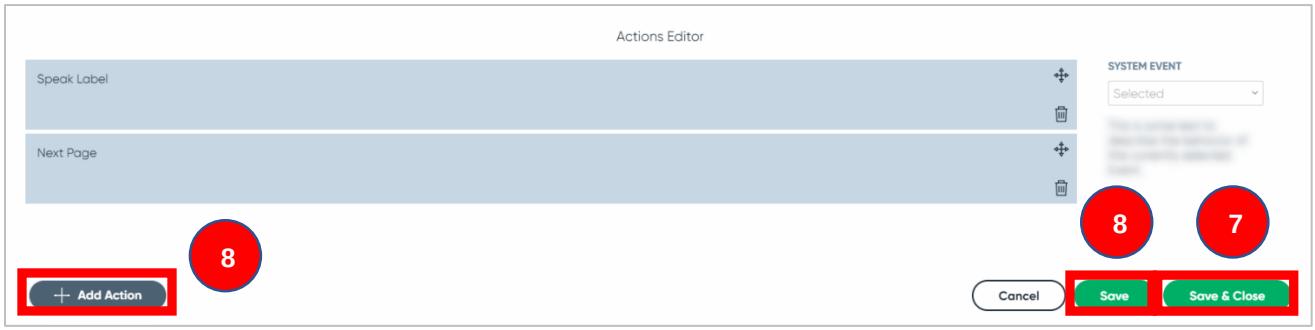
NOTE: See the Boardmaker 7 User's Manual for a list of all available actions.

© 2020 Tobii Dynavox. All Rights Reserved.

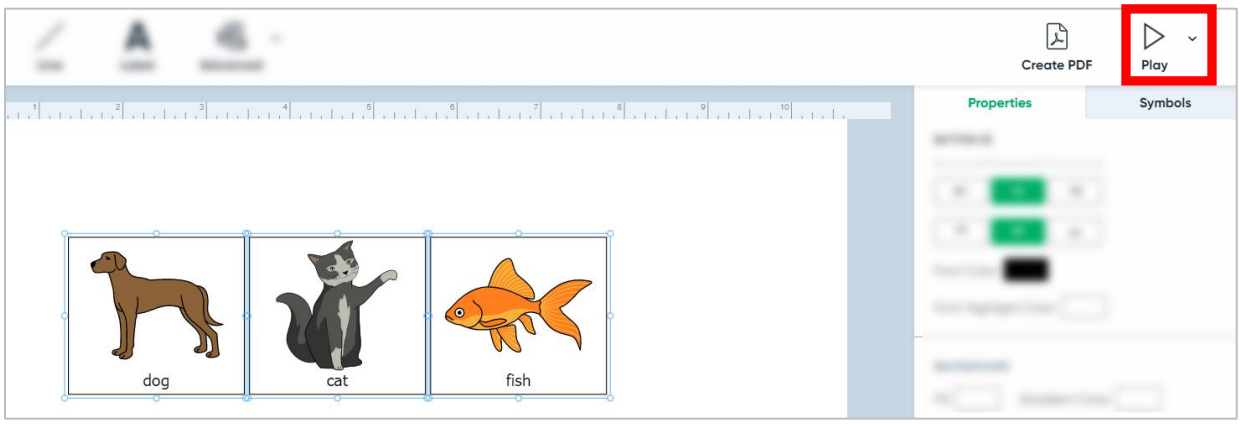
6. Select the box for the action if one appears and follow the prompts on the subsequent screens. If no boxes appear for the action, continue to step 7.



7. To go back to the editor, select **Save and Close**.
8. To continue adding actions to the button, Select **Save** and then **Select Add Action** to return to the action menu.



9. Once actions are added and you return to the editor, select **Play** to test the actions.



© 2020 Tobii Dynavox. All Rights Reserved.

Upload Activities Created using another Boardmaker Software

This quick guide provides instructions on how import and download activities created in Boardmaker v5, Boardmaker v6, Boardmaker Studio, and Boardmaker Online. Activities can be uploaded individually in the editor or in bulk through myBoardmaker.com.

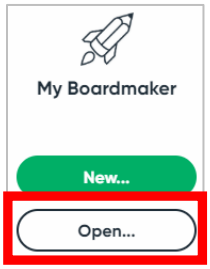
Get Ready to Upload

1. Locate the activities
   a. Use the computer where the activities were created
   OR
   b. Copy your activities from that computer to a USB or external hard drive and access the activities on any computer using the USB drive.

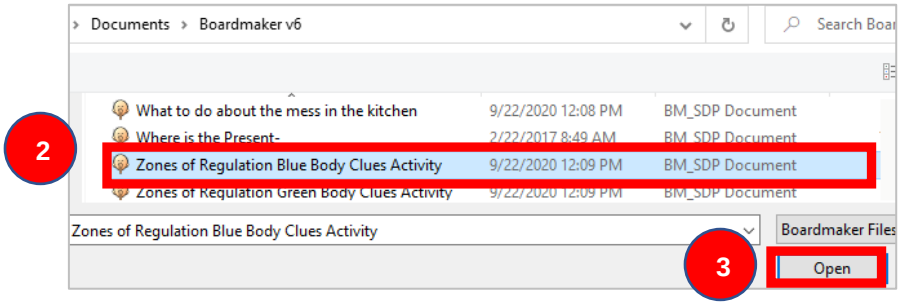
2. Combine single pages and boards into one activity if desired.
   a. Select files and create a Compressed Zip Folder with all the activity pages or boards that will be part of the single Boardmaker 7 activity.

Upload Single Files in the Boardmaker 7 Editor

1. From the editor Dashboard, select **Open**.



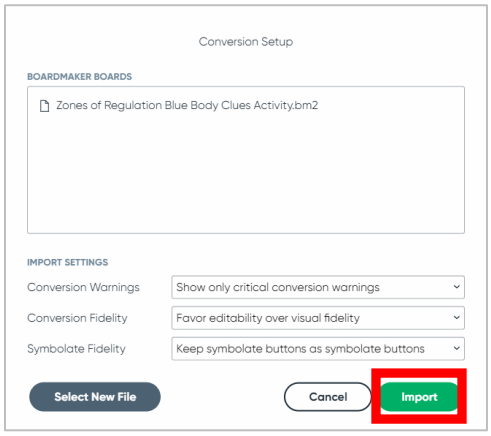
2. Navigate to the activity or zipped file you wish to upload and select the activity.
3. Select **Open**.



NOTE: By default, activities are saved as follows:
Studio: My Documents → Boardmaker Studio → Projects
Boardmaker v6: My Documents → My Boards

© 2020 Tobii Dynavox. All Rights Reserved.

4. Select **Import**.

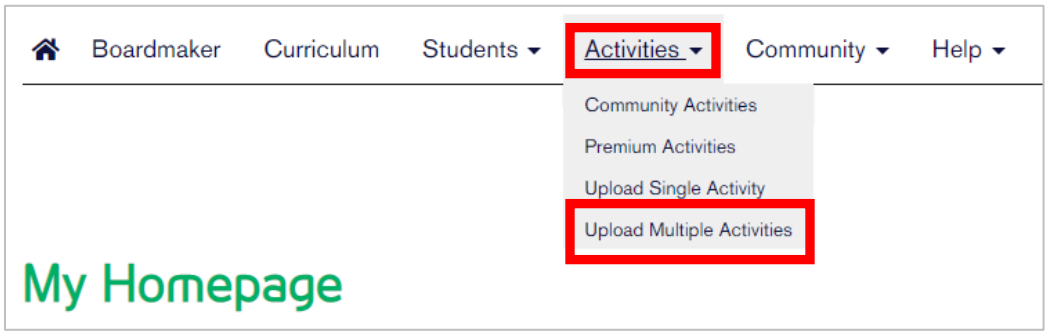


NOTE: It is recommended that import settings remain at the default for best performance and compatibility.

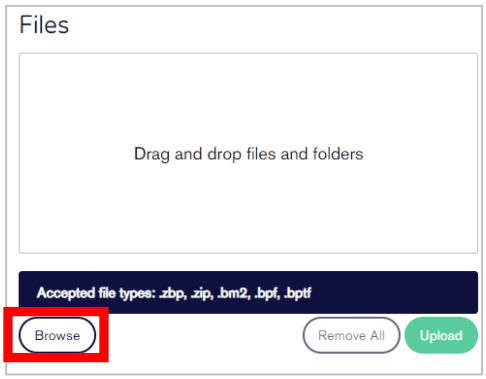
Once the file uploads, it will open in the installed Boardmaker editor.

Upload Multiple Activities Using myBoardmaker.com

1. From the myBoardmaker.com homepage, select **Activities** → **Upload Multiple Activities**.



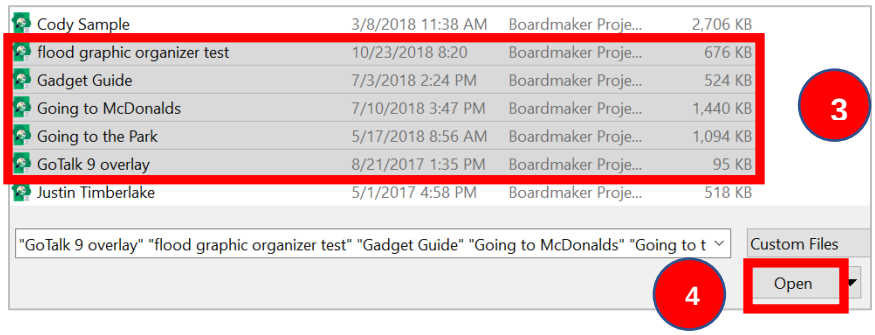
2. Select **Browse**.



© 2020 Tobii Dynavox. All Rights Reserved.

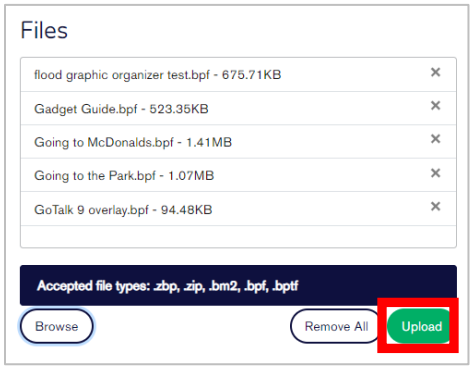
3. Navigate to the boards, activities and/or zip files that will be uploaded and select the activities.
   NOTE: Hold down the CTRL or Command key on the keyboard and click files to select multiple files.

4. Select **Open**.

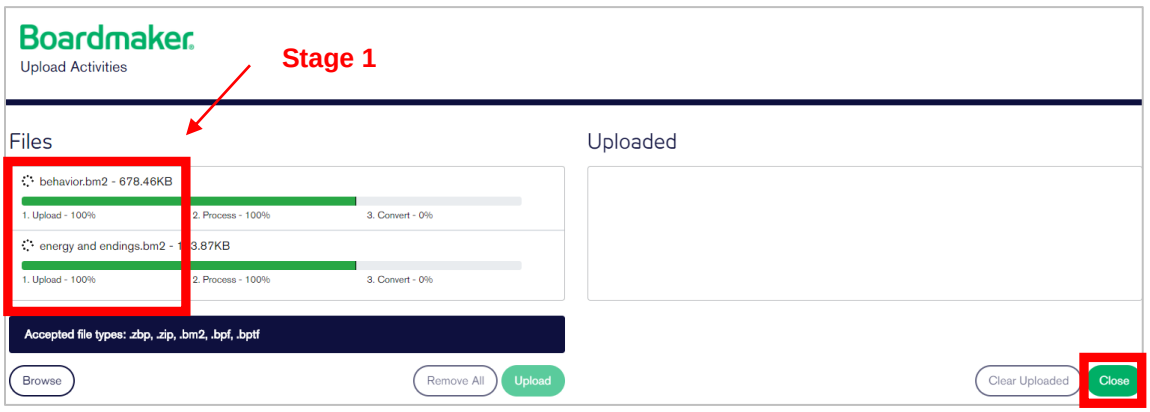


NOTE: V.6 single page files (.bm2) uploaded individually cannot be connected into one activity after upload. You must zip the files prior to upload to combine them.

5. Select **Upload**.



6. A progress bar will show for each activity as it uploads.
7. As each activity completes the process, you will see it listed in the Uploaded box. Once all activities complete the first stage of the upload process, select **Close** to continue in the software.



Activities can be found in **My Activities** on myBoardmaker.com and will download to the installed Boardmaker editor if the editor is open and the computer is connected to the internet.

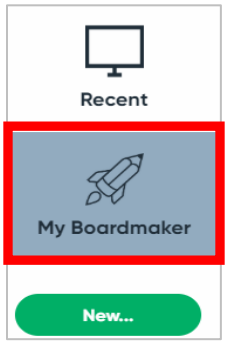
© 2020 Tobii Dynavox. All Rights Reserved.

Access, Edit, Play, & Print Activities-to-Go in Boardmaker 7

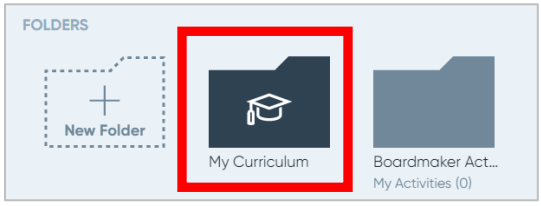
This quick guide provides instructions on how to access, edit, play, and print Activities-to-Go.

Access Activities-to-Go

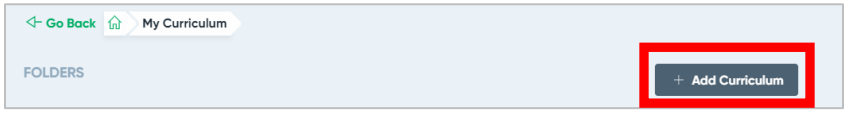
1. From the Boardmaker 7 Editor Dashboard, select **My Boardmaker**.



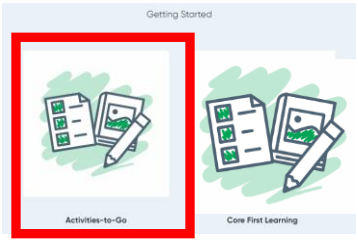
2. Select the **My Curriculum folder.**



3. Select **Add Curriculum**.



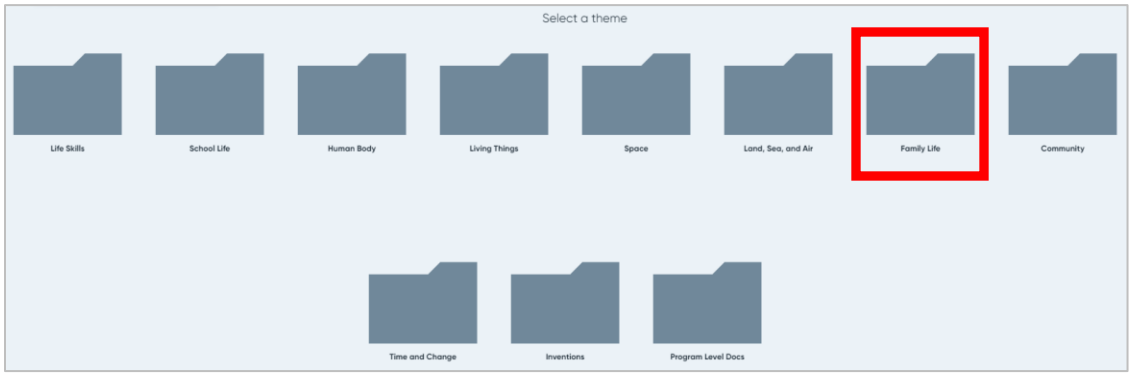
4. Select **Activities-to-Go**.



NOTE: Select Core First Learning to download the Core First Communication Book.

© 2020 Tobii Dynavox. All Rights Reserved.

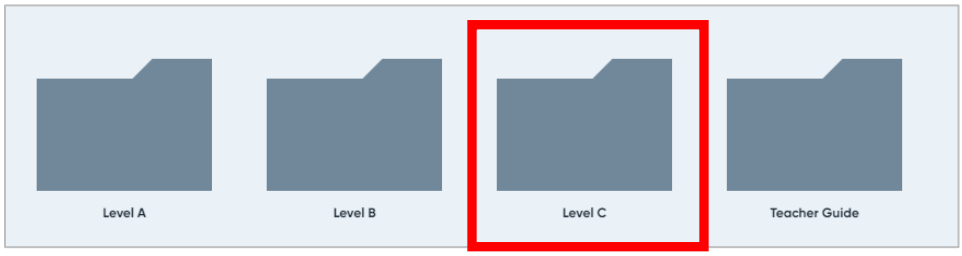
5. Select a **theme folder**.



NOTE: Select **Program Level Docs** to view Standards Alignment Documents.

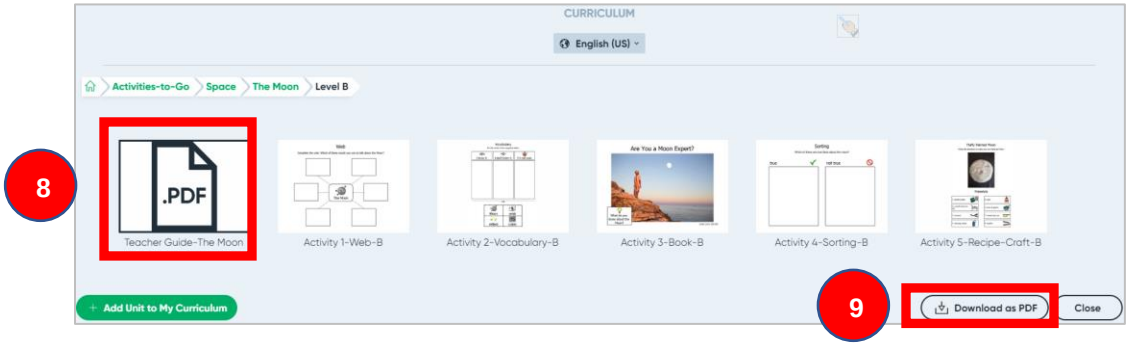
6. Select a **unit folder**.

7. Select a **Level folder**.



8. If you have not yet downloaded the Teacher Guide for the unit, select the **Teacher Guide**.

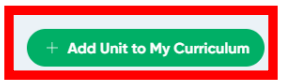
9. Select **Download as PDF** to save a copy of the Teacher Guide to your computer. By default, the file will save to Documents → Boardmaker → Activities → user email address → My Curriculum



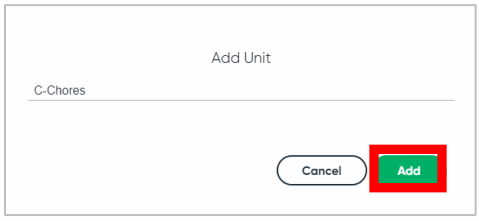
NOTE: The **Teacher Guide** contains the order of activities, big idea, vocabulary, learning tips, communication tips, and suggested books for the unit. It is the same for all three levels.

© 2020 Tobii Dynavox. All Rights Reserved.

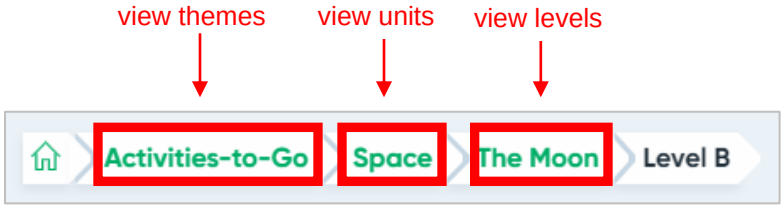
10. Select **Add Unit to My Curriculum**.



11. Edit the unit name if desired and select **Add**.



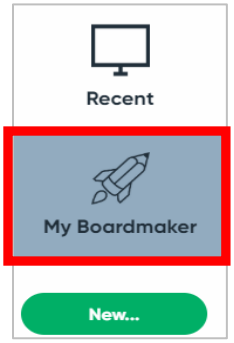
12. To view and or add additional levels, units, and themes to My Curriculum, select the file path to return to that section of the path.



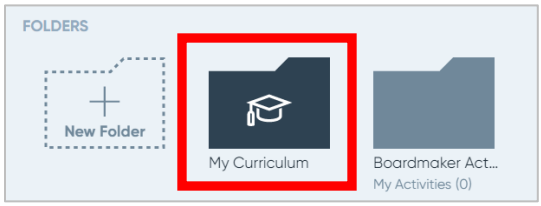
13. Select **Close** to return to the Dashboard.

Edit, Play, and Print Activities-to-Go

1. From the Boardmaker 7 Editor Dashboard, Select **My Boardmaker**.

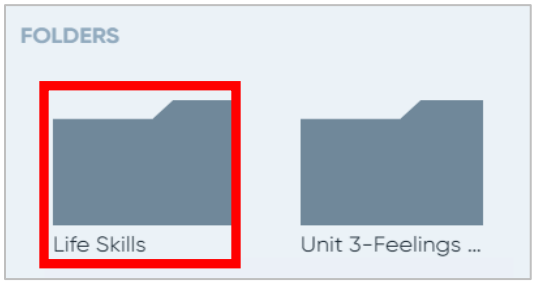


2. Select the **My Curriculum** Folder.



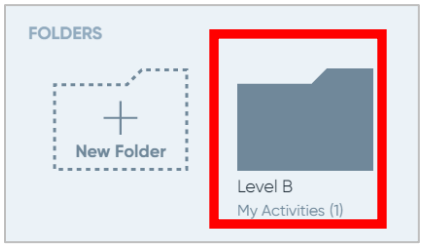
© 2020 Tobii Dynavox. All Rights Reserved.

3. Select the **theme folder**.

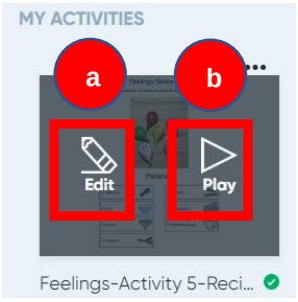


4. Select the **Unit Folder**.

5. Select the **Level folder** to access the activities.



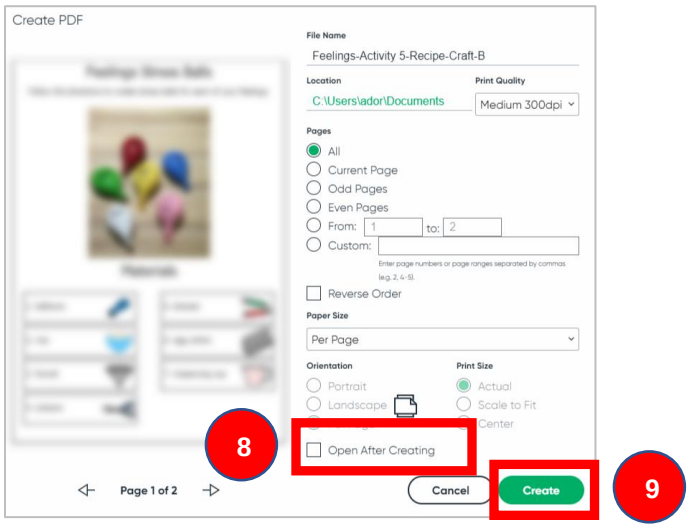
6. Hover over the activity.
    a. Select **Edit** to open the activity in the Boardmaker 7 Editor or to print the activity.
    b. Select **Play** to play the activity.



.

© 2020 Tobii Dynavox. All Rights Reserved.

7. To print the activity, when the activity opens in the editor, Select **Create PDF**.
8. Adjust PDF settings if desired and check the box next to **Open After Creating**.
9. Select **Create.**



10. The page will open in your computer's PDF reader. Follow the procedure you use to print PDF files on your computer.

© 2020 Tobii Dynavox. All Rights Reserved.

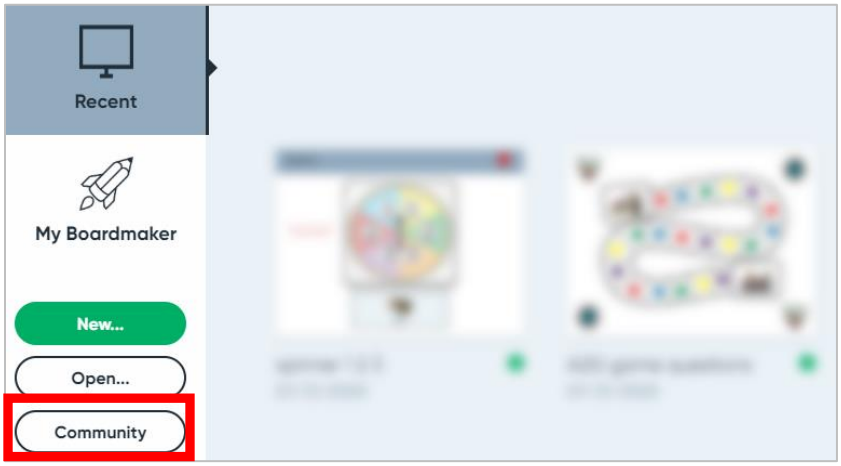
Find Pre-Made Activities in the Boardmaker Community

Boardmaker allows you to search for thousands of ready-made activities created by other Boardmaker users. These activities can be used as-is or edited to meet your specific needs. This quick guide provides instructions on how to access the Boardmaker Community, find community activities, and add community activities to manage and edit.

Open the Boardmaker Community

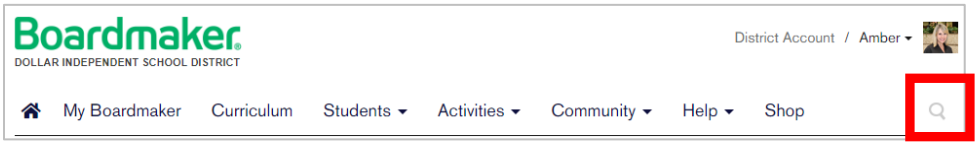
From the Boardmaker 7 Editor:

1. Select **Community** in the Dashboard. This will take you to the Community in myBoardmaker.com.



From myBoardmaker.com:

1. Select the magnifying glass icon.

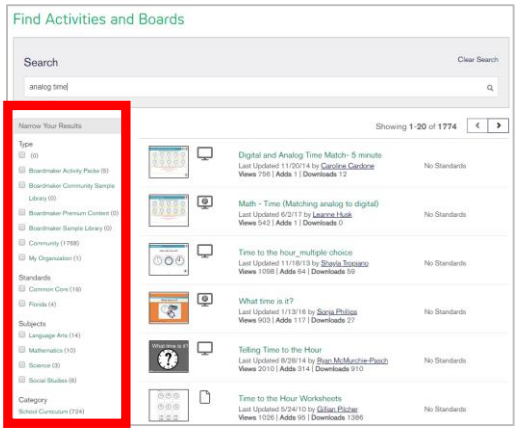


Search for Community Activities

1. Type a search term into the search bar and **Enter/Return** on your keyboard.

© 2020 Tobii Dynavox. All Rights Reserved.

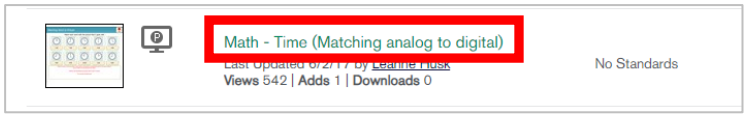
2. Use the filters in the *Narrow Your Results* column to focus your search. Scroll down to view and add additional filters.



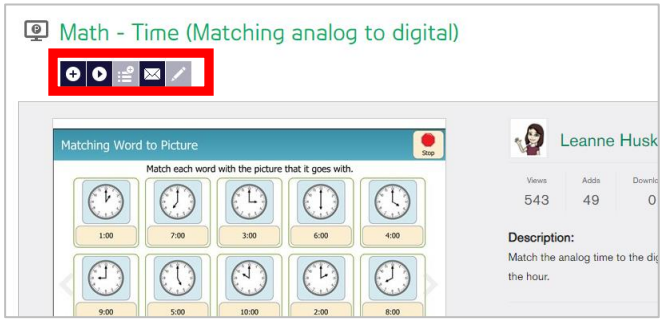
NOTE: If you would like to capture student performance data from assigned activities, select *Performance Enabled activities*, identified with this icon .

You can also find performance tracking activities by selecting **Interactive with Performance** as you narrow your search.

3. To view an activity within the results, **select the activity name**.



4. Use the tools on the **blue toolbar** above the activity to add the activity to your **My Activities**, **Play**, or **Send to a Friend**.



NOTE: Added activities can be managed from the MyBoardmaker tab of myBoardmaker.com. Activities will download to the Boardmaker 7 editor when connected to the internet.

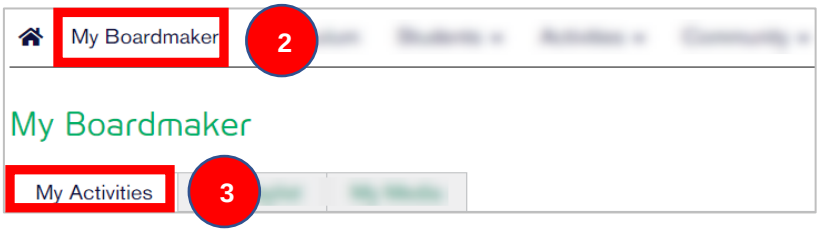
© 2020 Tobii Dynavox. All Rights Reserved.

Manage Activities - Print, Assign, Add to Playlist and Add to Folders

Each activity you create using the Boardmaker 7 editor is automatically saved in the cloud at myBoardmaker.com. Activities added from the Boardmaker Community are also stored in My Boardmaker. From the website, subscribers can not only print, but also assign activities to students, add activities to playlists, and organize activities into folders. This quick guide gives directions on how to access cloud stored activities, print activities, assign activities to students, use the playlist feature, and add activities to folders.

Access Cloud Stored Activities

14. Log onto **myBoardmaker.com**.
15. From the main menu bar, select **My Boardmaker**. Activities that are created in the editor or added from the community are stored in the **My Activities** tab.



Print Activities

1. Select the print tool on the toolbar to the right of the activity.

2. A PDF version of the activity will generate in a new tab on your browser.

Assign Activities to Students

Once student accounts are created by an instructor or an administrator, it is important to assign activities to students. Assigned activities enable data to be collected, and allow students to access the activity from anywhere through the Boardmaker 7 Student Center App.

1. Select the **Assign Activity tool** on the toolbar beside the activity to be assigned.

2. The student roster will open. Select the box next to the student(s) that will be assigned the activity.

© 2020 Tobii Dynavox. All Rights Reserved.

3. Select **Assign**. A copy of the activity is placed in the student's assignment list and can be accessed in My Classroom View or the Boardmaker 7 Student Center.

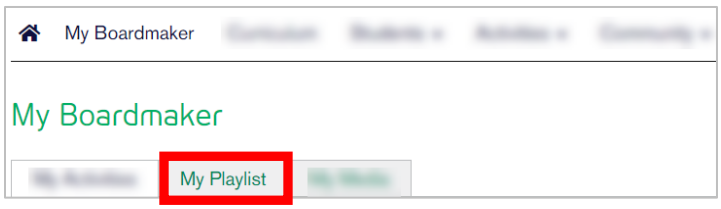
Add and Organize Activities in a Playlist

Add to a Playlist

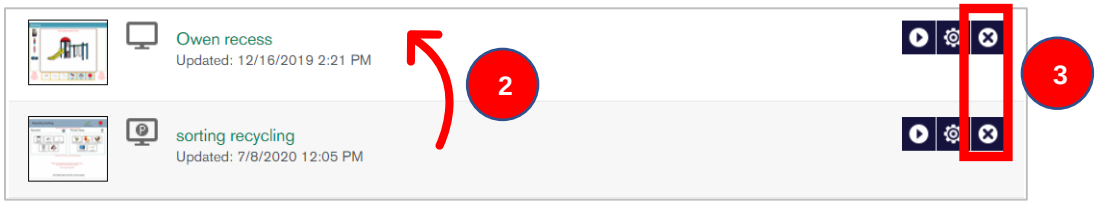
1. To put a copy of an activity or activity set in a playlist, select the **Add to Playlist** tool next to the activity.

Edit a Playlist

1. Select the **MyPlaylist tab**.



2. Drag and drop to change the order of activities.
3. Select the **Delete tool** next to the activity to delete it from the playlist.
NOTE: This does not delete the activity from the account.



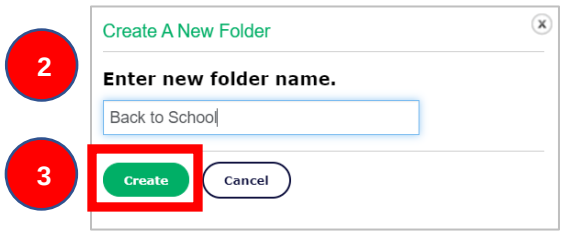
© 2020 Tobii Dynavox. All Rights Reserved.

Create Folders and Add Activities

Use of a folder allows an instructor to group like materials. For example, an instructor might group all their “back to school” activities in a folder so it is easy to find back to school activities at the beginning of each school year. It is also possible to show folders first in My Activities and to access folders in the Boardmaker 7 installed editor.

Create a Folder

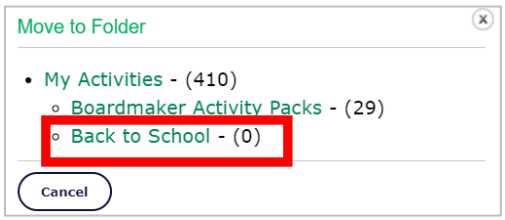
1. In the **My Activities Tab**, select **Create Folder**.
2. Name the folder.
3. Select **Create**.



Add Activities to a Folder

1. Select the **Move activity to folder tool** for the activity you wish to move**.**

2. Select the folder that will hold the activity from the list in the pop-up window.



NOTE: The activity will now live in the selected folder. Open the folder to find the activity, play, assign to students or further manage the activity.

© 2020 Tobii Dynavox. All Rights Reserved.

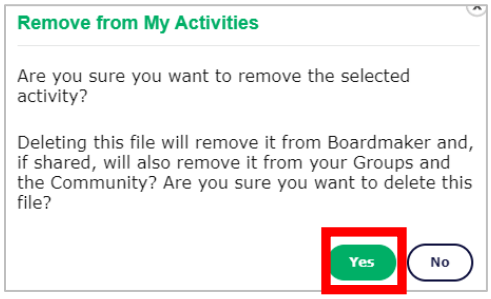
Delete Activities

If you no longer need an activity, you can delete it. **Deleting the activity will delete it from myBoardmaker.com, the installed Boardmaker editor, and your computer**. If you wish to keep a copy of the activity on your computer, save a copy to a different folder on your computer before deleting it.

Delete an Activity

1. To permanently delete an activity from your account, select the **Delete** tool on the tool bar.

2. Read the popup text. If you still want to delete the activity, select **Yes**.



NOTE: **Deleting an activity will also delete the activity in the Boardmaker editor and remove the activity from your computer.** If you wish to keep a copy of the activity on your computer, save a copy to a different folder on your computer before deleting it.

© 2020 Tobii Dynavox. All Rights Reserved.

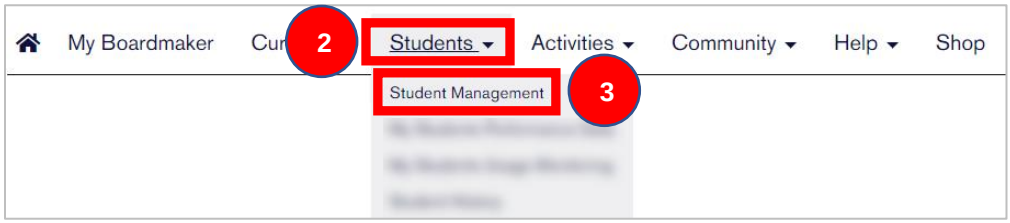
Create and Add Student Accounts in Boardmaker

Student accounts allow an instructor to assign specific activities to a student and more easily adjust the access method for each student. Student accounts are included in your Boardmaker subscription. When students play activities in their accounts, data is collected. In some situations, a district administrator may set up student accounts, but in most instances, this can be done by the instructor. This quick guide provides instructions on how to add student accounts in Boardmaker.

NOTE: An instructor must have Local Admin Privileges or Admin Privileges to create student accounts.

Create a Student Account

1. Log onto **myBoardmaker.com**.
2. From the main menu bar, select the **Students tab**.
3. Select **Student Management** from the dropdown.
   NOTE: If you have Admin Privileges, the Student Management button is found in the **Admin tab** on the main menu bar.

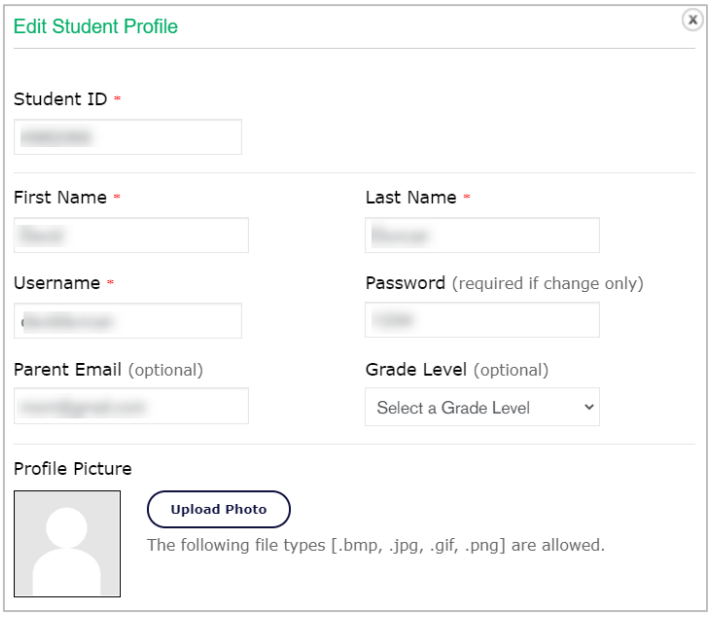


4. Scroll to the bottom to find **Add a Student**. Select **Add Now**. If you do not see this button, skip to the **Add Students to Your Account with Instructor Only Privileges** section of this quick guide.

5. Add the student ID, first name and last name. Select **Check Global Roster**. This will determine whether the student already has an account in your district. If the student account already exists, select **Add Existing Student** to edit the student profile. If the student does not have an account, the student profile screen will open.

© 2020 Tobii Dynavox. All Rights Reserved.

6. Complete the student profile.



Student ID: May be numbers, letters, or a combination. Must be unique within your district.

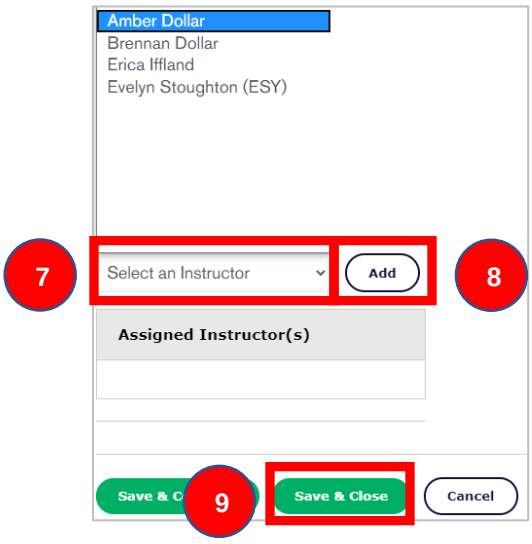
Username: Create a unique username for each student.

Password: Create a password.

Parent Email: (Optional) Adding parent email allows you to easily send information about student login to parents.

Profile Picture: Upload a picture if desired. This picture will appear when the student logs into his/her account.

7. Under assign instructors, Select the dropdown and select your name.
8. Select **Add**. Repeat and select additional instructors who share responsibility for the student.
9. When complete, select **Save & Close**.



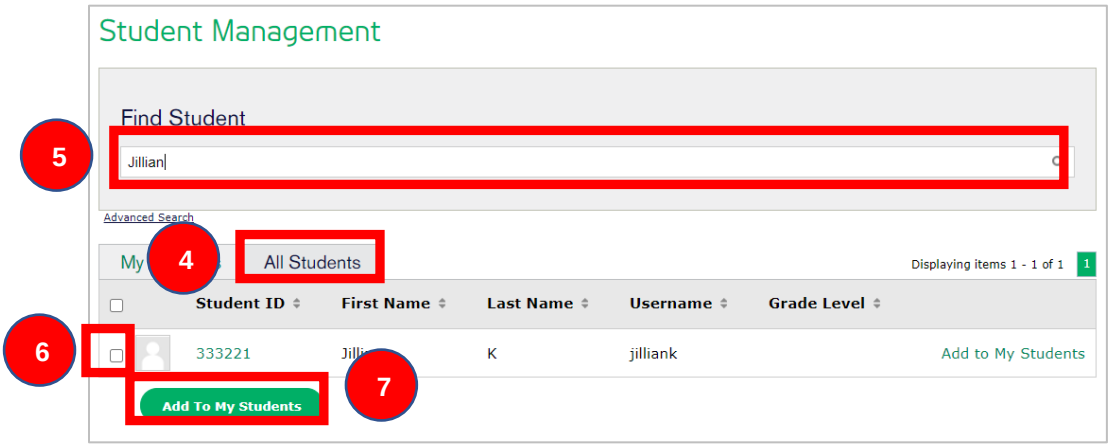
© 2020 Tobii Dynavox. All Rights Reserved.

Add Students to Your Account with Instructor Only Privileges

If your Boardmaker Administrator gave you Instructor Only Privileges, you can add students with existing accounts to your student list. This will allow you to add activities and gather data for that student.

1. Log onto **myBoardmaker.com**.
2. From the main menu bar, select the **Students tab**.
3. Select **Student Management** from the dropdown.

4. Select the **All Students** Tab.
5. Type a student name in the search bar and select **Enter/Return** on your keyboard.
6. Select the box next to the student you wish to add.
7. Select **Add to My Students**.



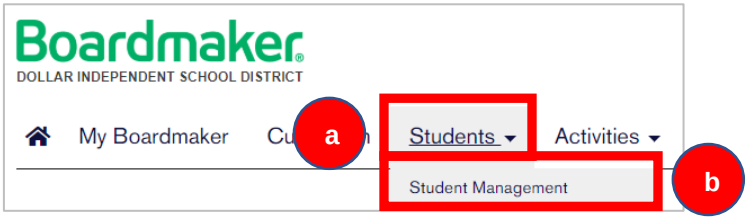
© 2020 Tobii Dynavox. All Rights Reserved.

View Student Performance Data in Boardmaker

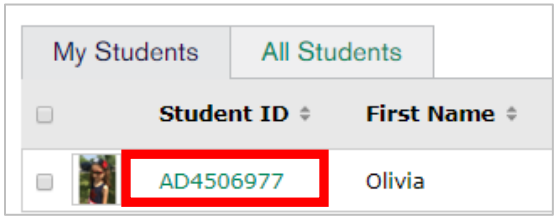
When students play assignments while logged into the Boardmaker Student Center, data is collected. Usage data is collected for all activities and performance data is collected for activities and curriculum created using Performance Tracking templates. This quick guide provides instructions on how to view student data from myBoardmaker.com.

Access Student Data

1. Select the **Students tab.**
2. Select **Student Management** from the dropdown menu.



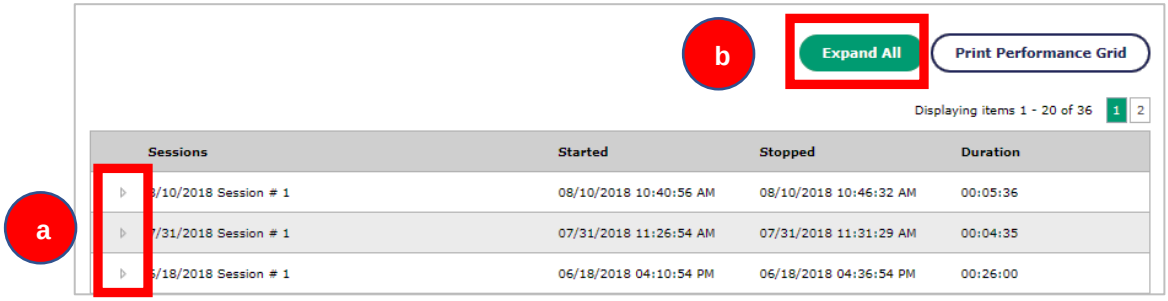
3. Select the **Student ID** from your roster.



View Activity Completion and Basic Performance Data

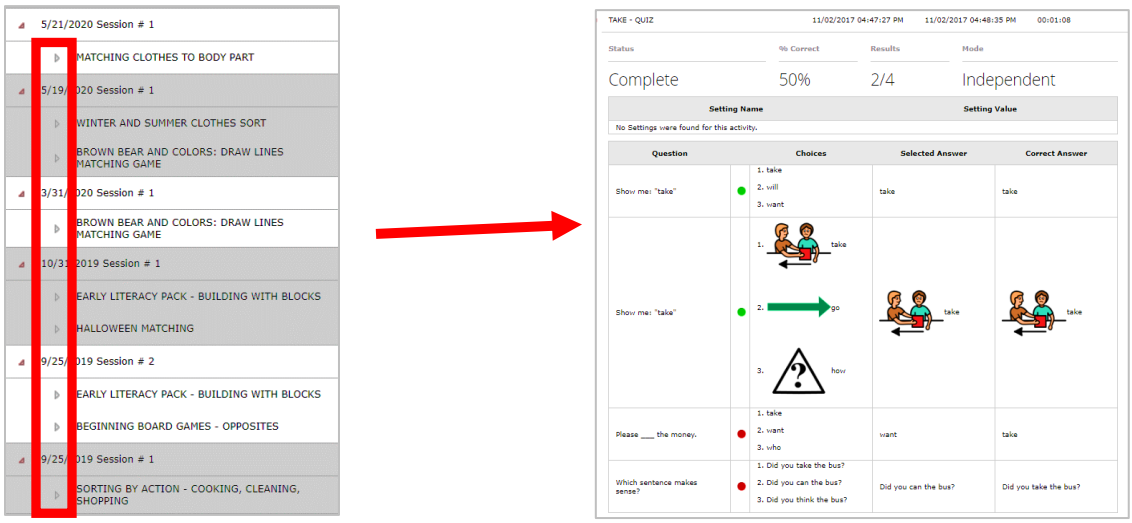
1. Select **Performance Results**.

2. Data is organized in sessions by date of login, with most recent at the top.
    a. Select the **expansion arrow** beside a date to expand one session.
    b. Select the **Expand All** button to expand all sessions.



© 2020 Tobii Dynavox. All Rights Reserved.

3. Select the **expansion arrow** beside an activity to view performance data.



NOTE: Specific data will vary based on the activity completed. Data may include a writing sample, word list, table with correct/incorrect responses, etc.

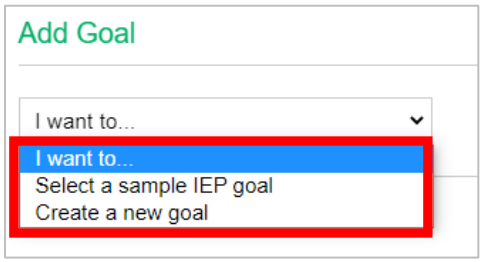
Link Activities to IEP Goals and View IEP Specific Data

Link Activities to IEP Goals

1. From the **Student Profile**, Select **IEP Goals**.

2. Select **Add Goal**.

3. Select an option from the dropdown menu.

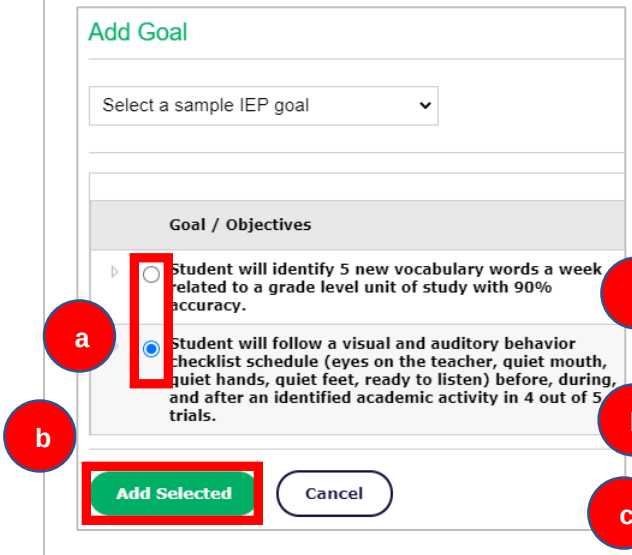
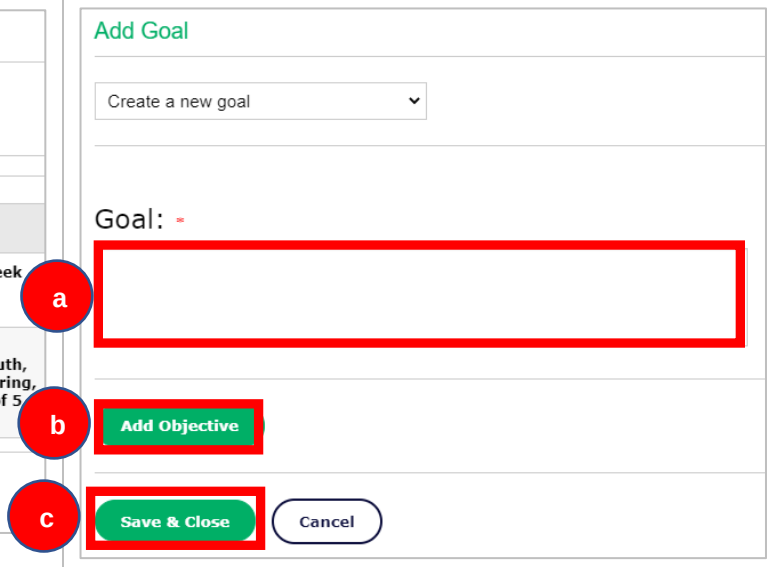


Select Sample IEP Goal- choose from a bank of goals for English/language arts, math, self-help, communication, and behavior. Customize if desired.

Create a new goal- type a goal or copy and paste from your IEP software.

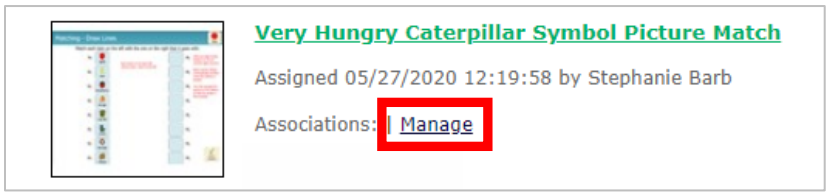
© 2020 Tobii Dynavox. All Rights Reserved.

4. Follow the steps in the chart below to add goals.

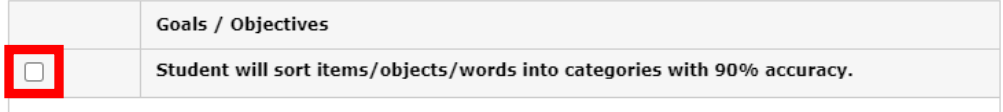
Select a Sample IEP Goal	Create a new goal
a. Select the radio button next to the goal you wish to select. b. Select **Add Selected**. Repeat to add all desired goals.	a. Copy and paste a goal from IEP software or type a goal into the box. b. Select **Add Objective** and type in the box if desired. **c.** Select **Save and Close**. Repeat to add additional goals/objectives.
	

5. When complete, select the **Assignments** tab.

6. Select **Manage** next to the activity that will be associated to an IEP goal.



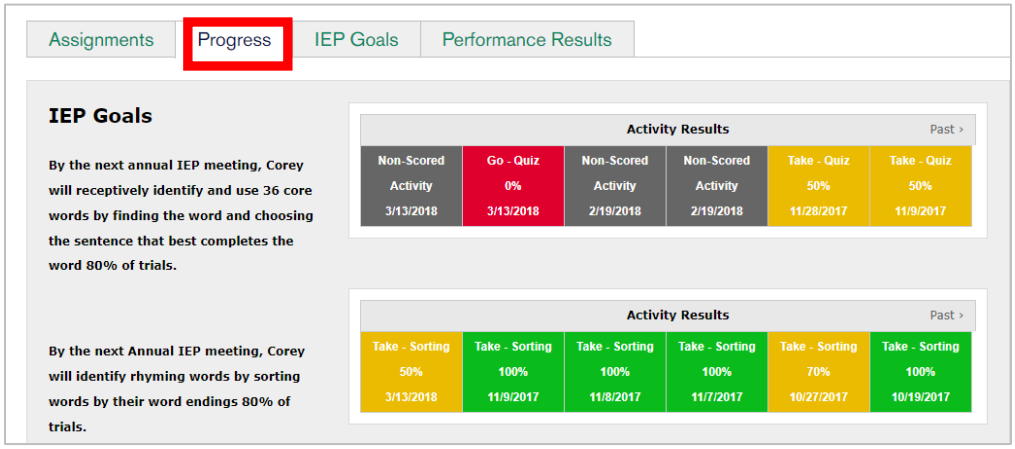
7. Select the box for the goal that is associated with that activity.



© 2020 Tobii Dynavox. All Rights Reserved.

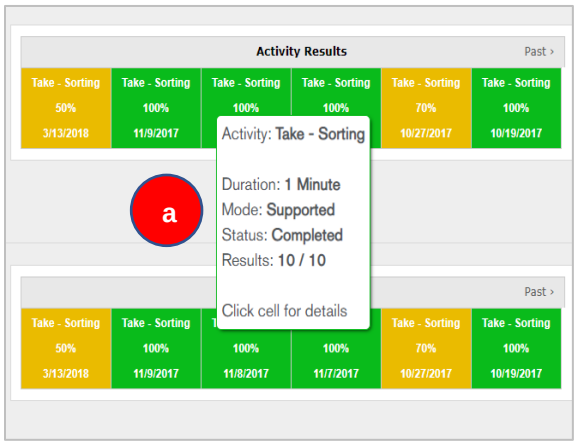
View IEP Specific Data

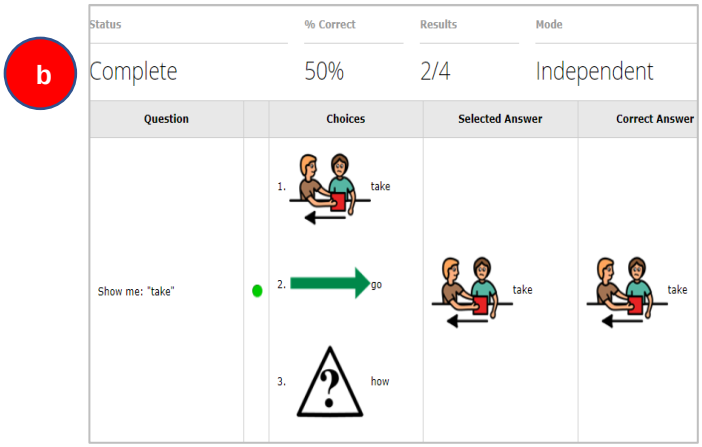
1. Select the **Progress** tab.



NOTE: Only performance tracking activities will show color coded data. Interactive and Print activities will be grey and labeled as Non-Scored.

2. Drill down data if desired.
   a. Hover over the cell to see additional information.
   b. Select the cell to see question by question data.





© 2020 Tobii Dynavox. All Rights Reserved.

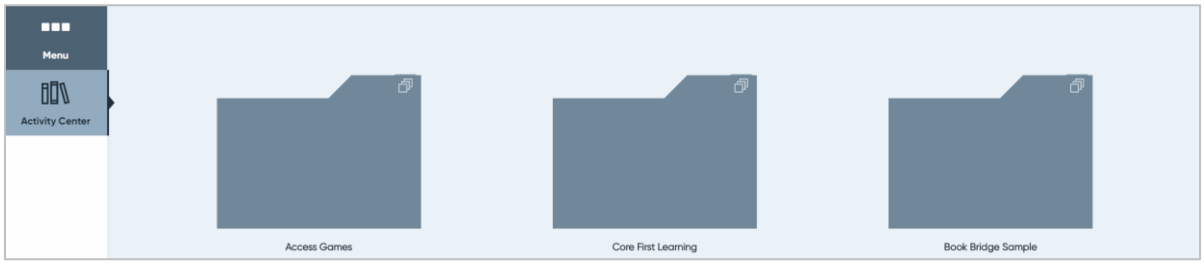
Download and Use the Boardmaker 7 Student Center App

The Boardmaker 7 Student Center App allows anyone with access to play Boardmaker activities on any computer, iPad, or Tobii device. It is a free download from the Windows store, Google Play store or iTunes. Your Boardmaker subscription includes the ability to add all the activities in your Boardmaker account to the app. This quick guide provides steps for connecting the Student Center App to a Boardmaker account and how to play activities in the app.

Install the Free Boardmaker 7 Student Center

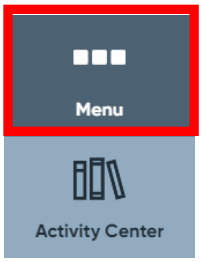
10. From the Windows, Google Play Store or iTunes Store, download the free Boardmaker 7 Student Center App.

11. Explore sample games and activities.

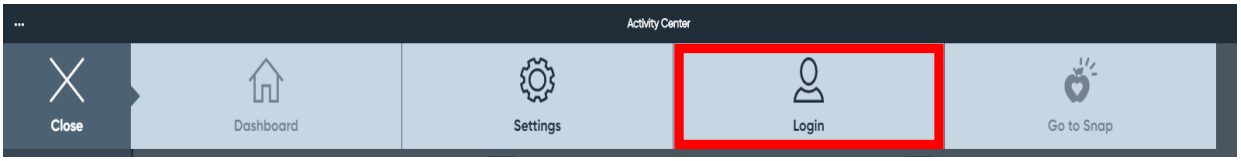


Connect the Student Center App to a Boardmaker Subscription

3. In the Student Center App, select **Menu**.



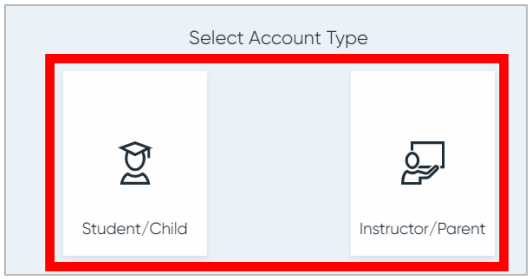
4. Select **Login**.



NOTE: To adjust access methods, voices, and interface tools, select **Settings**.

© 2020 Tobii Dynavox. All Rights Reserved.

5. Select an Account Type- **Student/Child** or **Instructor/Parent**.

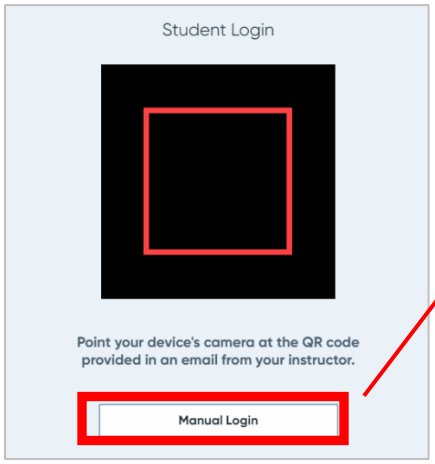


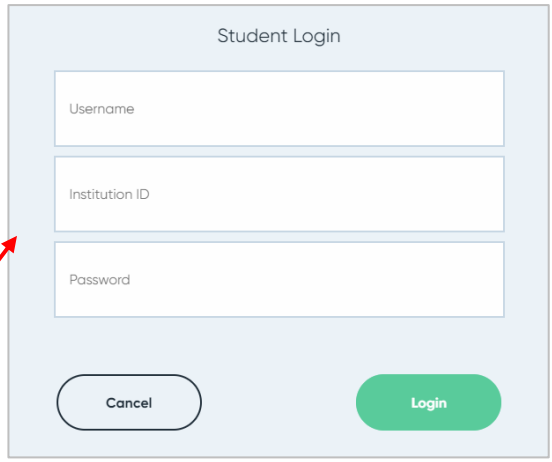
Student/Child opens activities assigned to a student account

Instructor/Parent opens activities in the instructor playlist. It also allows access to all student accounts assigned to the instructor.

The first time you log on, you will be asked to do one of the following:

A. Student/Child- Scan the QR code provided by the instructor or select **Manual Login** if a QR code was not provided. To login manually, enter information into the fields and select **Login**.



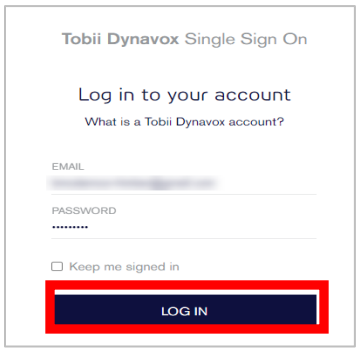


Username- assigned by the instructor when the student account was created

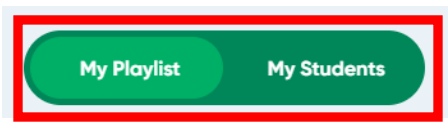
Institution ID- located on the instructor's myBoardmaker homepage

Password- assigned by the instructor when the student account was created

B. Instructor/Parent log in using your Tobii Dynavox Single Sign On account. Select **Log In**.



6. Select any activity to play it in the app. If using an Instructor/Parent account, toggle between the instructor playlist and student assigned activities using the toggle at the top.



NOTE: Data is collected for all Performance Tracking activities when logged into a Student/Child account or accessing student activities through the My Students button. Instructors will fine this data in the Student Management section of the Boardmaker website.

© 2020 Tobii Dynavox. All Rights Reserved.