

# A Teachers Guide to... USING A SCANNER IN THE CLASSROOM

## Introduction

Using a scanner in the classroom can be an incredibly powerful. It is relatively simple to operate and can be an invaluable tool when used in conjunction with an interactive whiteboard. The scanner will turn a document in paper format into a digital format, thus enabling display, annotation and editing on an interactive whiteboard. This creates all sorts of possibilities in the modern classroom – these we will examine later on.

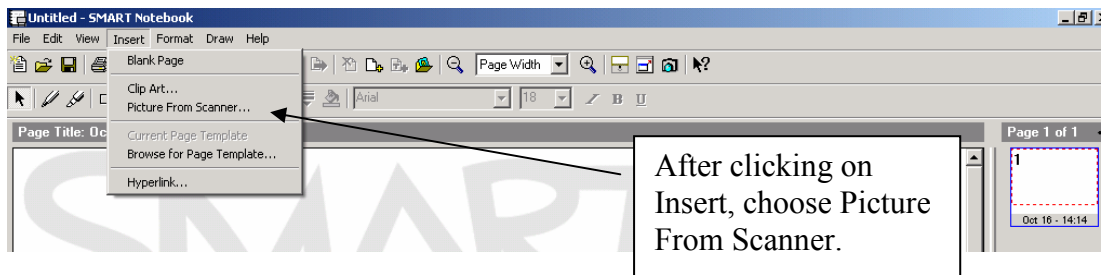
This guide is written for use with the following hardware and software:

- A PC running Windows XP
- A Canon Lide 35 Scanner
- A Smartboard running Smart Notebook
- Microsoft Word
- Easiteach

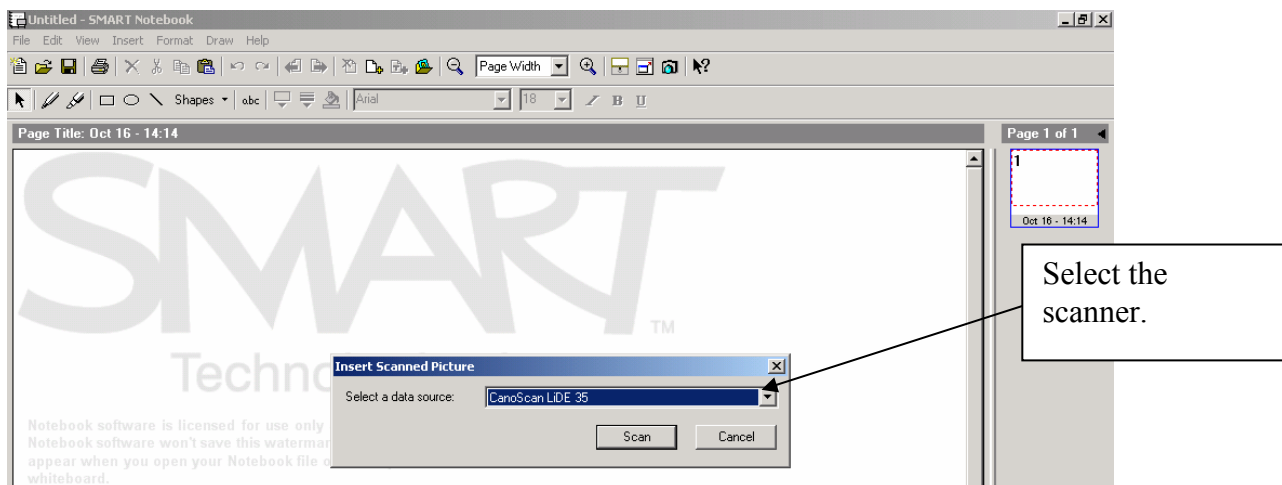
## Operating the scanner:

Before using the scanner with children it is important that the teacher is able to correctly use the software.

1. After ensuring the scanner is correctly plugged in, place the document to be scanned in the scanner.
2. For basic use with a class I suggest using Smart Notebook. Open Notebook. Click on INSERT



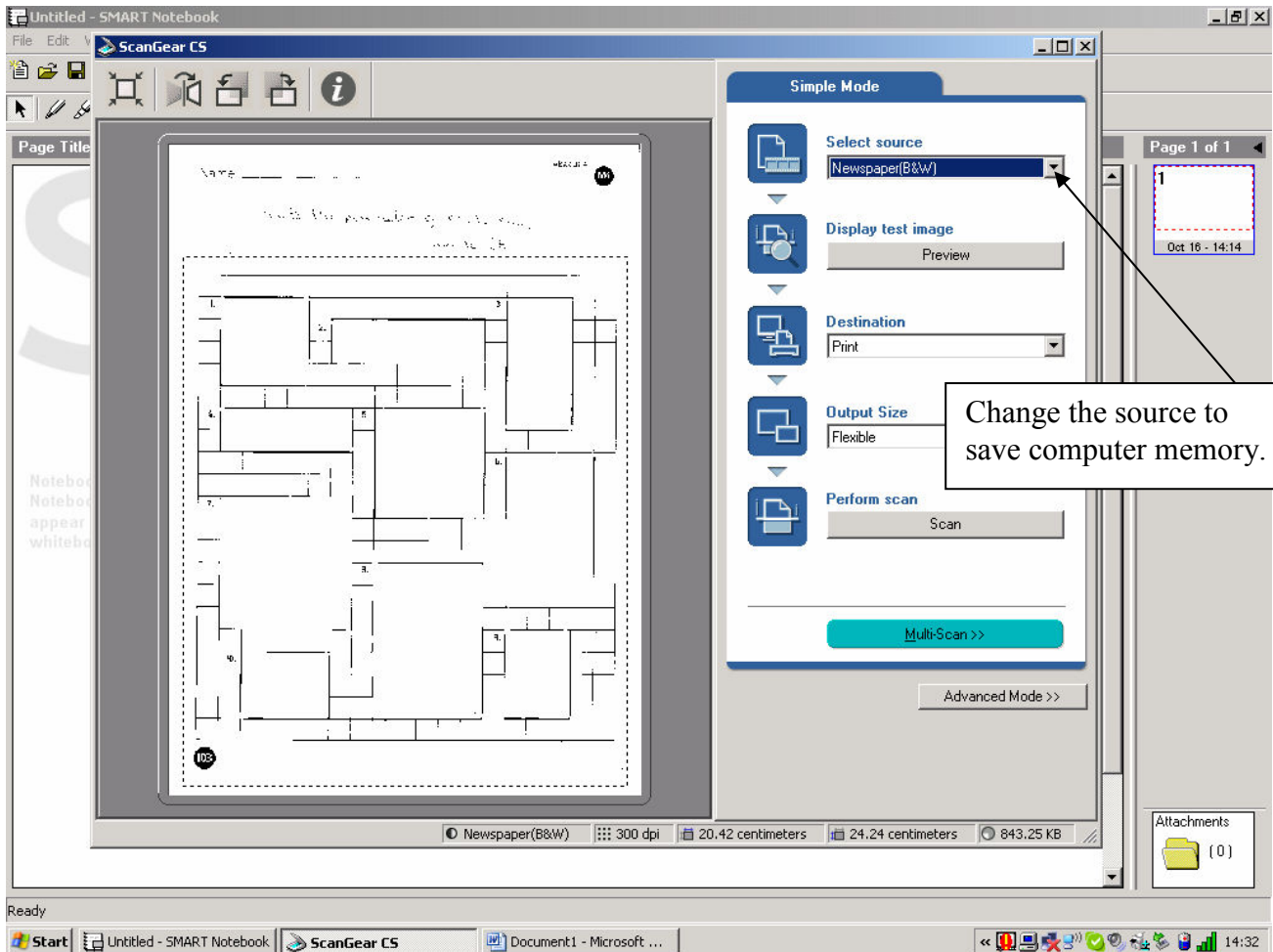
3. Then click on PICTURE FROM SCANNER



At this point the software asks you to select your scanner. *NOTE: Only installed scanners are shown.*

## A Teachers Guide to ... USING A SCANNER IN THE CLASSROOM

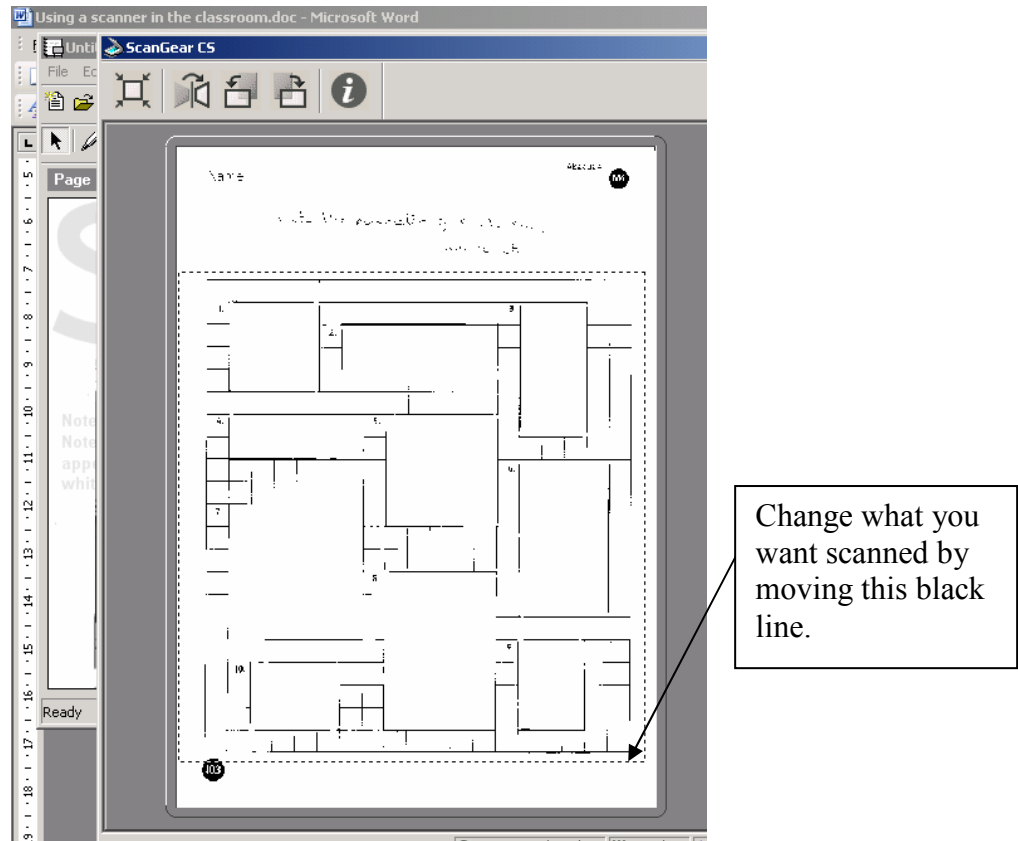
4. Once you have selected your scanner click SCAN. You will be shown the scanner software. This software will now control the scan.



5. Choose the source by clicking on the down arrow next to select source. Be careful with your choice here. By going for full colour or document greyscale you use a lot more of the computer's memory. The more memory used the slower your computer may run (or crawl!). If you are scanning a piece of text or PCM use black and white. If you are scanning pupil's work that has been written in pencil you may need to use greyscale rather than black and white.

6. Click PREVIEW. The scanner will quickly scan the image. You will then be able to change which part of the image you want scanned by moving the black dashed line.

## A Teachers Guide to... USING A SCANNER IN THE CLASSROOM



7. Once you have chosen which part you want scanned you will need to select the destination and output size. The destination is best on IMAGE DISPLAY. The output size should be FLEXIBLE.

8. You are now ready to scan. Click SCAN. You should hear the scanner make all sorts of noises.

9. At this point I became very worried as the scanner had finished and nothing had happened. Don't be. Close the scanner software by clicking on the cross in the top right hand corner. The scanner box will disappear and the image should appear in Notebook.

10. Once the image is in Notebook you can write on it / highlight it. You won't be able to delete part of it as the computer is treating it as one whole picture.

### Other software:

The instructions given above will also work when scanning into Microsoft applications such as Word, Publisher or Powerpoint.

### Initial ideas for using in the classroom:

- Scan a photocopy to go through with the pupils.
- Scan a piece of text to annotate together. Pick out types of words, punctuation, evidence to support an idea,
- Scan a piece of text to edit and improve.
- Scan a pupil's work to pick out features. This may include good features or points for improvement.
- Scan a pupil's work to mark with the class.

A Teachers Guide to...  
USING A SCANNER IN THE CLASSROOM

So why use a scanner?

- A scanner connected to an interactive whiteboard is much quicker and more versatile than a photocopied acetate.
- Once the scanner is purchased it is free to use.
- It is possible to scan pupils work during a lesson without leaving the room.
- Work can be annotated or edited over and over again as the document can be copied onto several pages without losing the original.
- If Smart Notebook is already open you can scan work in as little as 35 seconds.
- You can use the screenshade to show part of the work at a time (great for stories).

And if you are still not convinced... try it! It is highly useful and the pupils love it.