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2. Regal Education Platforms
 - 2.1. Test and Quizzes
 - 2.2. E-Books
3. Presentation Tools.
4. SmartBoard Tools.



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Manage Rubrics Assessments

View Standards Assessments

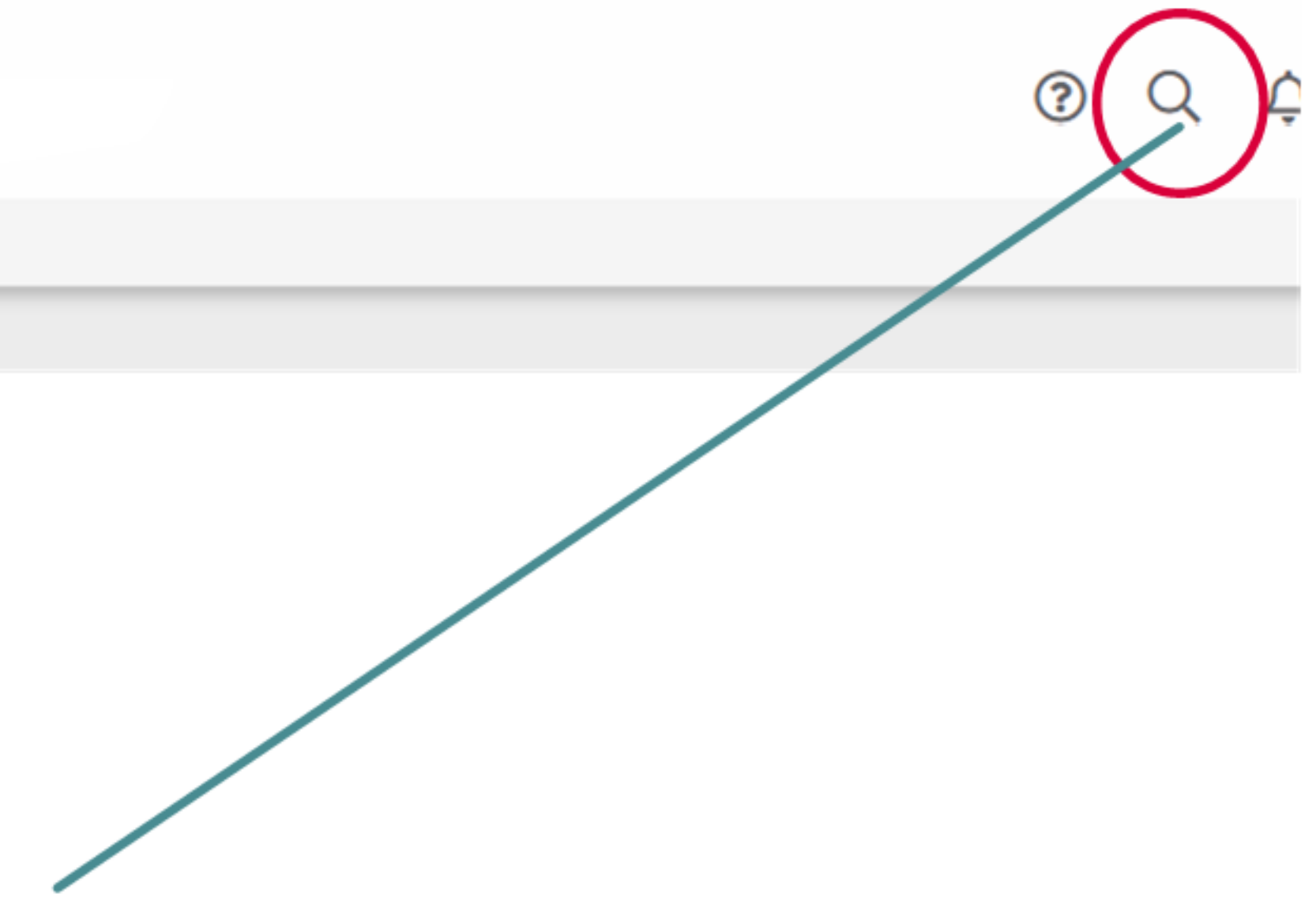
View Questions Questions

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Classes

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Active Classes

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Filter Classes

Name:

Grade:

Subject:

Section:

Term:

Location:

Tags:

Multiple tags may be separated by commas. Example: Algebra 1, Grade 6, Seahorses

Class Students: 1	Demo Class 2 Students: 4	Fajr Demo Class Section: Fajr Students: 1
-----------------------------	------------------------------------	--

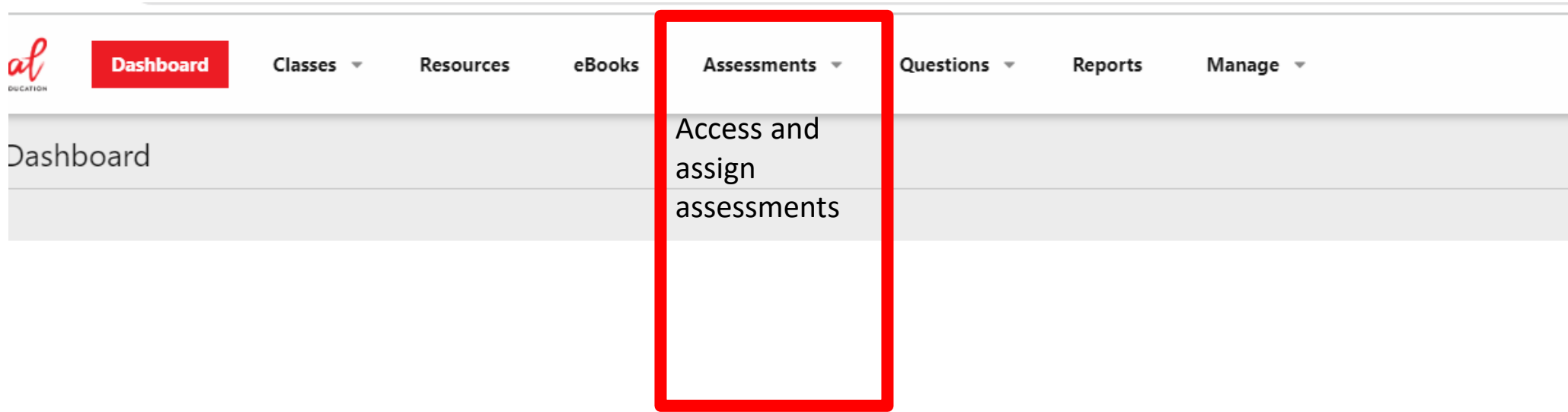
Showing all items

Existing classes

create your own class

join a class using a code





<https://drive.google.com/file/d/10vHF7XKyBJVEVTtTdtoaGjaGtEqRdfkS/view>

Manual on how to access, assign and grade the assessments.



Summative Assessments



Available Reports

Single Assessment Reports

Assessments ▼

Search Assessments

Performance Bands

Rubrics

Standards

existing grading rubrics
create your own rubric

NGS

Common Core
key words search



					Create Rubric
Name	Created By	Access Level	Status	Points	
English Sentence Writing	Classify Learning on Jun 22, 2023	Public	Published	9	
English Writing Grading	on Jun 22, 2023	Public	Published	15	
Showing 1 to 2 of 2 entries					1

Standards Search	
Filter Standards	
Search: verb	
Region: CCSS	
Document: Common Core State Standards	
Subject: Language Arts	
Grade: Grade 2	
Topic: Select a topic...	
Filter Results	
CCSS.ELA-Literacy.L.2.1.d • Grade 2 • Language Arts (2010) • Common Core State Standards Form and use the past tense of frequently occurring irregular verbs (e.g., sat, hid, told). Last Updated: Jun 29, 2020 AB GUID: 7E50C774-744D-11D9-93FA-01F09CFA82	
CCSS.ELA-Literacy.L.2.1.e • Grade 2 • Language Arts (2010) • Common Core State Standards Use adjectives and adverbs, and choose between them depending on what is to be modified. Last Updated: Jun 29, 2020 AB GUID: 7E51496A-744D-11D9-93FA-01F09CFA82	
CCSS.ELA-Literacy.L.2.5.b • Grade 2 • Language Arts (2010) • Common Core State Standards Distinguish shades of meaning among closely related verbs (e.g., toss, throw, hurl) and closely related adjectives (e.g., thin, slender, skinny, scrawny). Last Updated: Jun 29, 2020 AB GUID: 7E5A0ED6-744D-11D9-93FA-01F09CFA82	
CCSS.ELA-Literacy.L.2.6 • Grade 2 • Language Arts (2010) • Common Core State Standards Use words and phrases acquired through conversations, reading and being read to, and responding to texts, including using adjectives and adverbs to describe (e.g., When other kids are happy that makes me happy). Last Updated: Jun 29, 2020 AB GUID: 7E5A05A4-744D-11D9-93FA-01F09CFA82	



MOZAIK



Filter by the standard

Filter by the Grade

Filter by Subject

Sort by

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Regal EDUCATION

Assessments

Search Assessments Performance Bands Rubrics Standards

Filter Assessments

Standards: No standards selected.
Use our [standards selection tool](#) to find one or more standards to search for assessments.

Library: Select [All](#) | [None](#)

☐ Private
☐ Site (Regal Education School)
☐ District (Regal Education District)
☐ Public

Name:

Grade:

Subject:

Tags:
Multiple tags may be separated by commas. Example: Algebra 1, Grade 6, Seahorses

Sort:

Grade 11 Unit 1

Type: **Advanced**

Question Count: **10**

Total: **95**

Created By: Regal Education (ItemBank)
Created: Mar 1, 2023 • Updated: Jul 12, 2023
Grade: 11th Grade • Subject: ELA

Grade 11 Unit 10

Type: **Advanced**

Question Count: **11**

Total: **12**

Created By: Regal Education (ItemBank)
Created: Mar 1, 2023 • Updated: Jul 12, 2023
Grade: 11th Grade • Subject: ELA

Grade 11 Unit 11

Type:

Question Count:

Total:





Grade 11 Unit 1

Type:
Advanced

Question Count:
10

Total Points:
95

Created By: Regal Education (ItemBank)
Created: Mar 1, 2023 • Updated: Jul 12, 2023
Grade: 11th Grade • Subject: ELA

Internal Has
Learnosity Referen

Grade 11 Unit 10

- Overview
- Details
- Breakdown
- Questions
- Administrations
- Results
- Preview
- Print
- Duplicate
- Report an Issue

View the result of administered assessment

Print out/ paper copy

Copy the assessment to CHANGE it

Deploy Assessment online for the class (Administer)

Duplicate Assessment

We have multiple ways to duplicate an assessment. Please review the options and select which way works for you.

Assessment: Grade 11 Unit 1

How do you want to duplicate this assessment?:
Required

☒ Duplicate with Original Questions

☐ Duplicate with Copied Questions

This will use all the original questions from the current assessment. You will be able to add, remove and reorder questions. However, you will not be able to modify the question content. *Estimated Duration: Instant*

This will create a copy of all the questions from the current assessment. You will be able to add, remove and reorder questions. Furthermore, you will be able to modify the question content. *Estimated Duration: 1 minutes and 31 seconds*

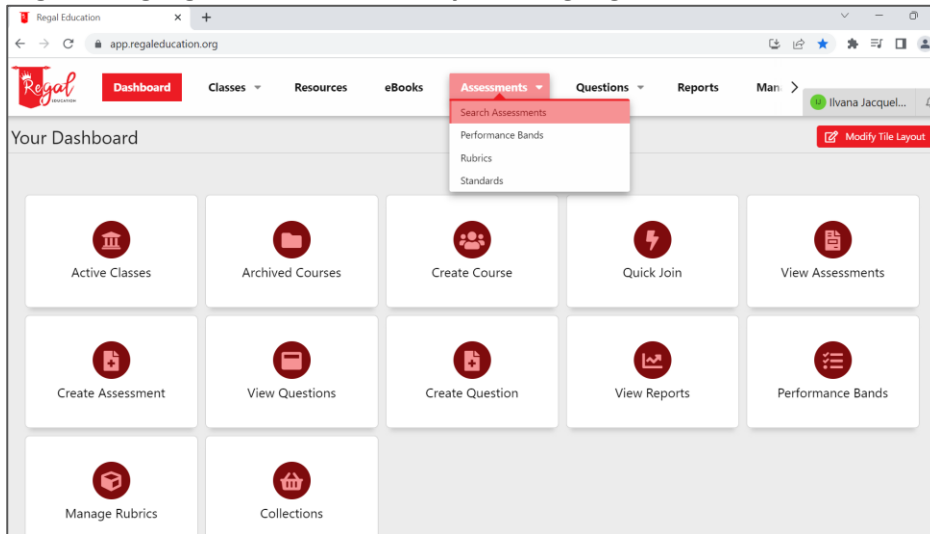
allows to delete questions

allows to change ANY question

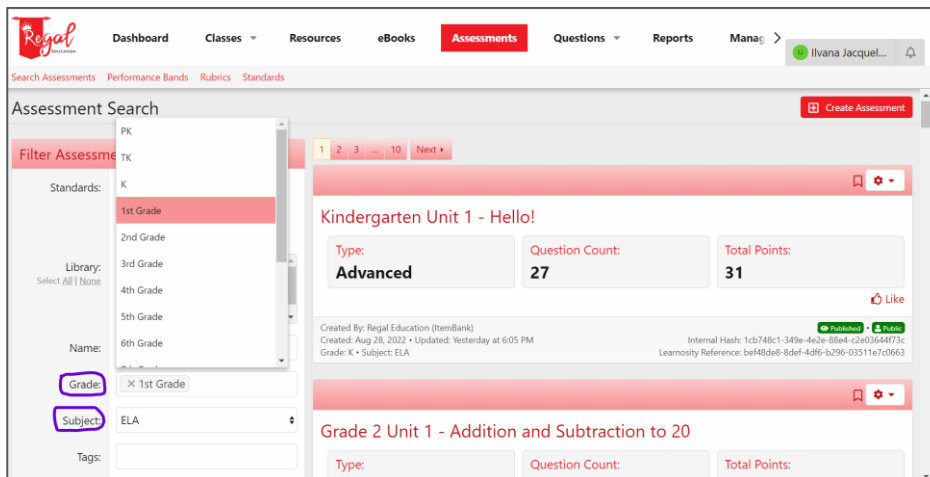




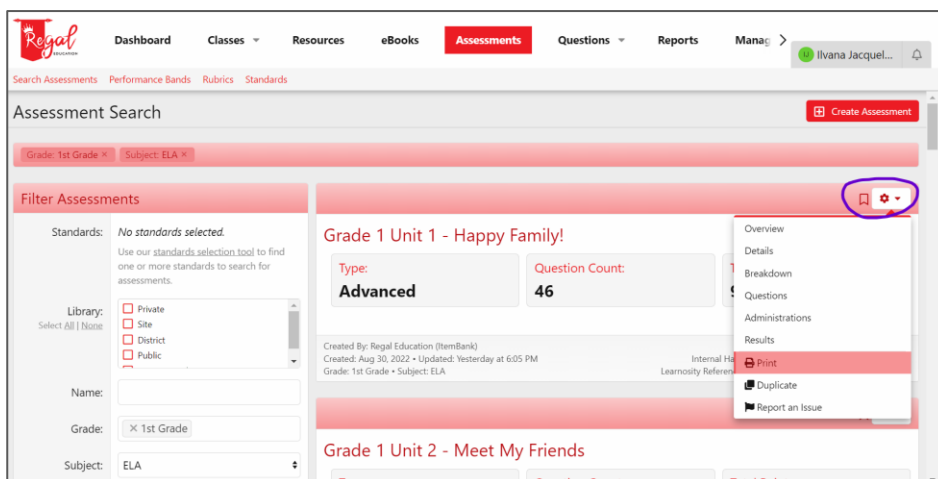
Accessing & Printing End-of-Unit Assessments English Language Arts, Textbook – *Beyond Language*



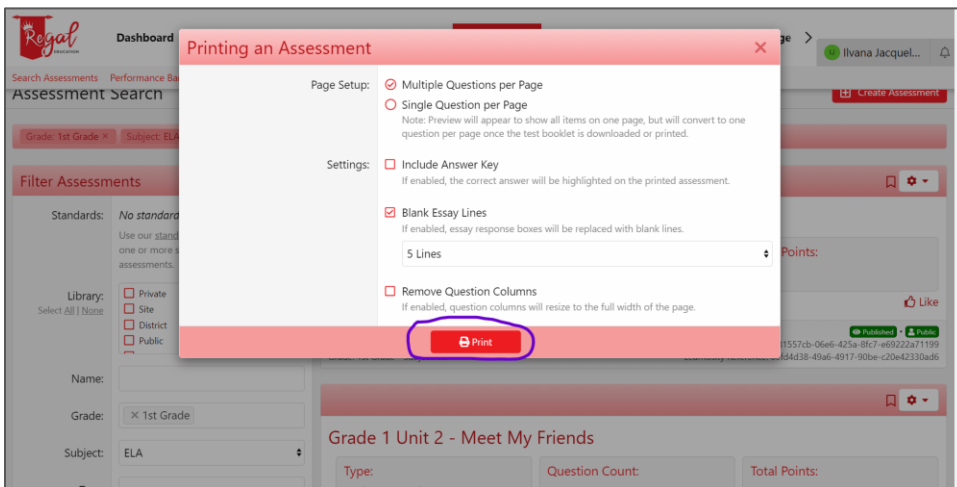
Step 1. Go to the *Assessments* tab and select the drop-down arrow. Click on *Search Assessments*. Alternatively, you can click on *Assessments* and it will automatically take you to the assessments page.



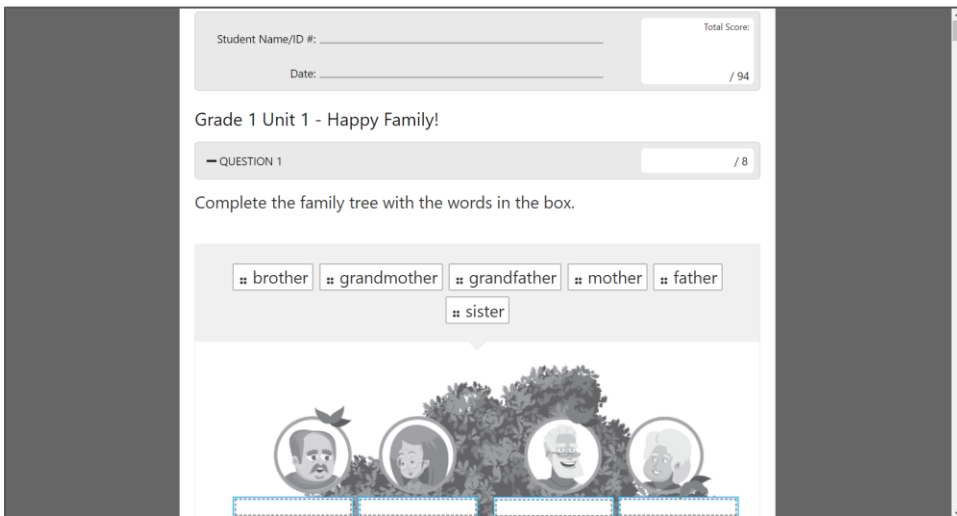
Step 2. Select the *Grade* and *Subject* of your choice. For English (Language Arts), select ELA. Click on Search.



Step 3. A list of assessments will appear for all units. Find the unit of your choice and at the top right corner of the unit click on the *gear icon*. A list of options will appear. Click on Print.



Step 4. Confirm assessment settings and click on Print.



Step 5. The assessment will appear and you will be able to save and/or print the assessment from this page.



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Reports

Available Reports

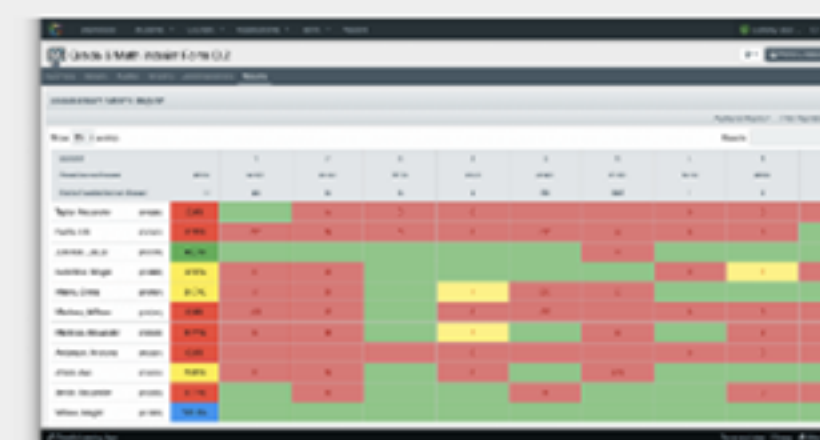
Single Assessment Reports

Overview Report



View Report

Student Response Report



View Report

Item Analysis Report



View Report

Peer Analysis Report



View Report

Adaptive Report



View Report

Extract Report



View Report

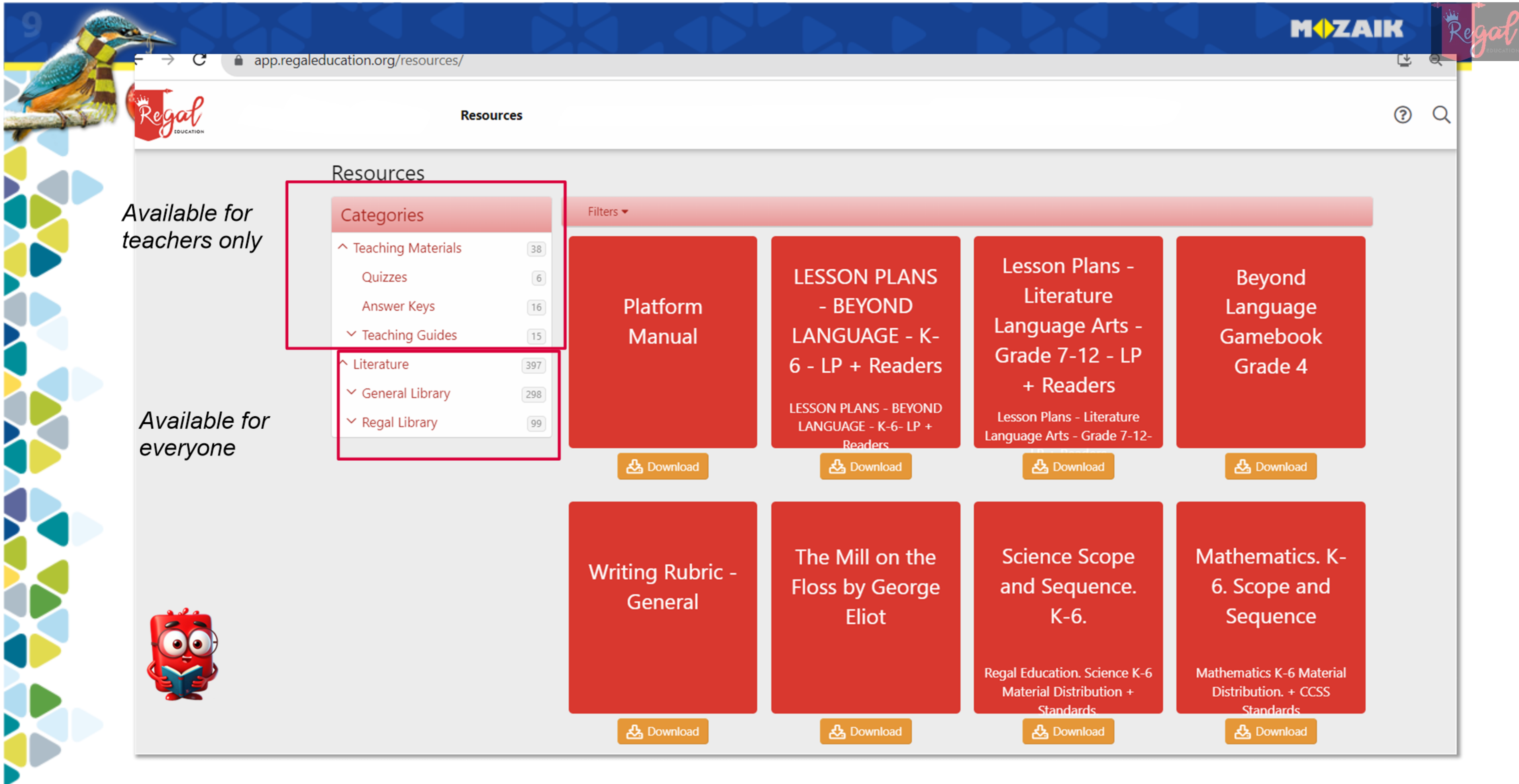
Multi Assessment Reports

Matrix Comparison Report

Comparison Report

Extract Report





Available for
teachers only

Available for
everyone



Resources

Categories

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Platform
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Resources



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 - Answer Keys 16
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 - Science 3
 - English 9**
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Lesson Plans
Alignments



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General

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G7-G12

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v Literature by Authors	47
v Leveled Readers (ESL)	122
v Books for Kids	129
^ Regal Library	99
Gamebooks	15
Popular Readers	55
The Earth and Space Tour	3
Adventures of Robtech	3
Graded Readers (9-13)	11
Graded Readers (7-9)	5

Additional readers

- Recommended readers aligned with lesson plans
- Hyperlink provided in E-books
- Reader for Advanced students - stated in Lesson Plans.

UNIT 2

A Fishy Story

— Jerome K. Jerome

IN THIS LESSON, WE WILL BE ABLE TO

- Read a short story to enhance our reading and comprehension skills.
- Appreciate humor in writing.
- Learn about intransitive and transitive verbs.
- Write a humorous short story.

Interesting Facts

About the author

Jerome Klapka Jerome was an English writer and humorist. He was born on 2 May 1859 in England as the fourth child of Marguerite Jones and Jerome Clapp. His father renamed himself as Jerome Clapp Jerome before Jerome was born.

Jerome K. Jerome is famous for his comic travelogue *Three Men in a Boat (1889)*, from which the following extract is taken. It was also known as *To Say Nothing of the Dog*. It is claimed that the book became an instant success and has never been out of print. Due to the work's success, Jerome wrote a sequel titled *Three Men on the Bummel* (1900) eleven years after the first work was published.

Jerome has numerous works to his credits. He had written and published several collections of essays, novels, short stories, and plays. Some of his other works are the collections of essays known as *Idle Thoughts of an Idle Fellow* (1886) and *Second Thoughts of an Idle Fellow* (1898), an autobiographical novel titled *Paul Kelver* (1902), a play titled *The Passing of the Third Floor Back* (1908), and memoirs titled *My Life and Times* (1926). Jerome had also acted in plays under the stage name Harold Crichton.

Jerome, at the age of 55, had volunteered to serve his country during the World War I. However, he got rejected due to his age. Later, he volunteered as an ambulance driver for the French Army. Following a paralytic stroke and a cerebral hemorrhage, Jerome died on 4 June 1927 in Northampton, England.

Recommended Readers - Regal Education Series

- ✓ "Rip Van Winkle", abridged from Washington Irving
The book includes:
- information about the author,
- pre-reading and post-reading activities for each chapter.
- ✓ "Alice in Wonderland", abridged from Lewis Carroll
The book includes:
- information about the author,
- pre-reading and post-reading activities for each chapter.
- ✓ "Through the Looking Glass", abridged from Lewis Carroll
The book includes:
- information about the author,
- pre-reading and post-reading activities for each chapter.
- ✓ "The Water Babies", abridged from Charles Kingsley
The book includes:
- information about the author,
- pre-reading and post-reading activities for each chapter.
- ✓ "Peter Pan", abridged from James Matthew Barrie
The book includes:
- information about the author,
- pre-reading and post-reading activities for each chapter.
- ✓ Aesop's Fable-3
The Fox Who Had Lost His Tail
The Fox and the Leopard
The Fox and the Crane
The Fox and the Mosquitoes
The Farmer and the Stork
The Donkey and the Mule
The Eagle, the Cat, and the Wild Sow
The Donkey and the Shepherd
The Mule
The Fox and the Woodcutter
The Flea and the Wrestler
The Old Man and Death
The Mules and the Robbers
The Raven and the Swan

Beyond English - Lesson Plans - Grade 3

Day 1	Textbook	p. 2-3 - Thank You for Everything; p. 4-5 "An Honest Driver"
	Skill book	Ex. 1
	Use book	Ex. 1-2
	Gamebook	
Day 2	Textbook	p. 6-7 - Thank You Note
	Skill book	Ex. 2-3
	Use book	Ex. 3-4
	Gamebook	
Day 3	Textbook	p. 8-9 - Auxiliary Verbs
	Skill book	Ex. 4-5
	Use book	Ex. 6-7
	Gamebook	
	Levelled Reader:	Aesop's Fable 3 - "The Fox Who Had Lost His Tail" / "The Fox and the Leopard"
Day 4	Textbook	p. 10 - Singular & Plural Nouns
	Skill book	Ex. 6
	Use book	Ex. 8-10
	Gamebook	
Day 5	Textbook	p. 11-13 - Irregular Nouns
	Skill book	Ex. 7-9
	Use book	
	Gamebook	
	Levelled Reader:	Aesop's Fable 3 - "The Fox and the Crane" / "The Fox and the Mosquitoes"
Day 6	Textbook	p. 14-15 Phrasal Verbs
	Skill book	
	Use book	Ex. 11
	Gamebook	

Teachers are ADVISED to recommend student to read up to their liking as well.

12





eBooks



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79My books

0My exercise books

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All publications











MozaWeb - works in Browser (Chrome).
Allows to view the 3D, videos, audios and other extra.

MozaBook Application for Teachers.
Allows to make presentations on the go.
EDIT the book.
Create Homework and formative assessements.



Table of contents

1	Unit 1 - Classification of Organisms	
	Characteristics of Life	4
	Cells	6
	Organism Classification	14
	Review	27
2	Unit 2 - Plant Structures and Functi...	
	Plant Structures	30
	External Structures	32
	Internal Structures	42
	Review	49
3	Unit 3 - Animal Structures and Fun...	
	Animal Structures	52
	External Structures	54
	Internal Structures	68
	Animal Senses	76
	Review	85
4	Unit 4 - Human Body Systems	
	Your Amazing Body	90
	Human Senses	106
	Review	109
5	Unit 5 - Ecosystems	

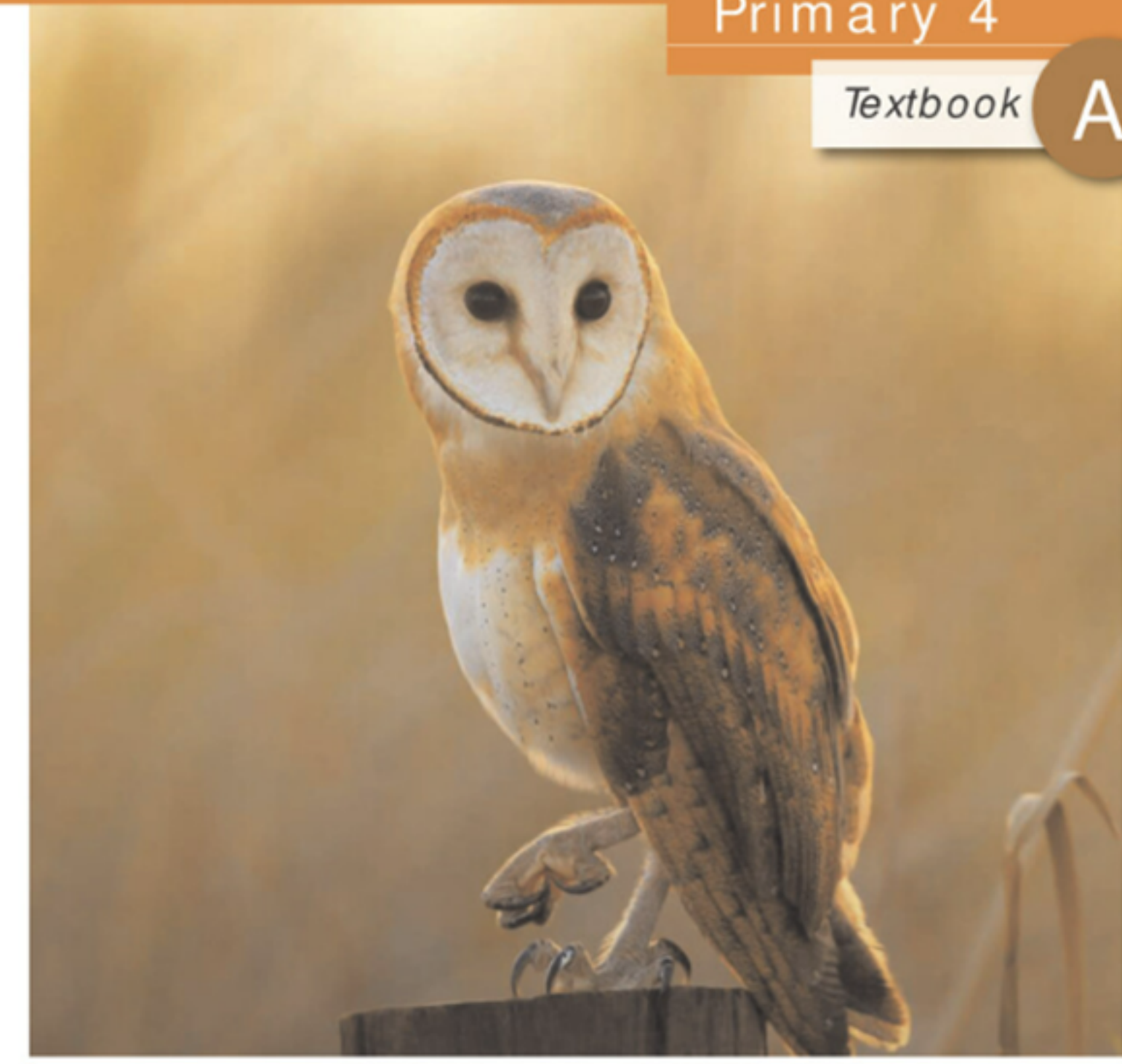
Extras

- Search
-  Living and Non-living Things – Can you tell the difference? Page 3
 -  Characteristics of Organisms Page 4
 -  European ground squirrel Page 4
 -  Photosynthesis Page 5
 -  Lighthouse Lab – Needs of Plants Page 5
 -  Sunflower Page 5

Let's Do SCIENCE

Primary 4

Textbook **A**



**MOZAIK** education

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6

358

MY BOOKS



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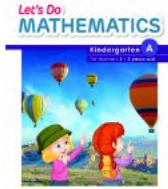
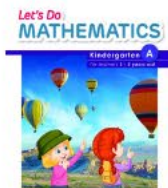
arwin's legendary voyage
MS Beagle was a **10-gun sailing ship** in the British Royal Navy. She was launched in **1820** on the River Thames. In the same year, she took part in the coronation ceremonies of King George IV during which she was the first

FEBRUARY

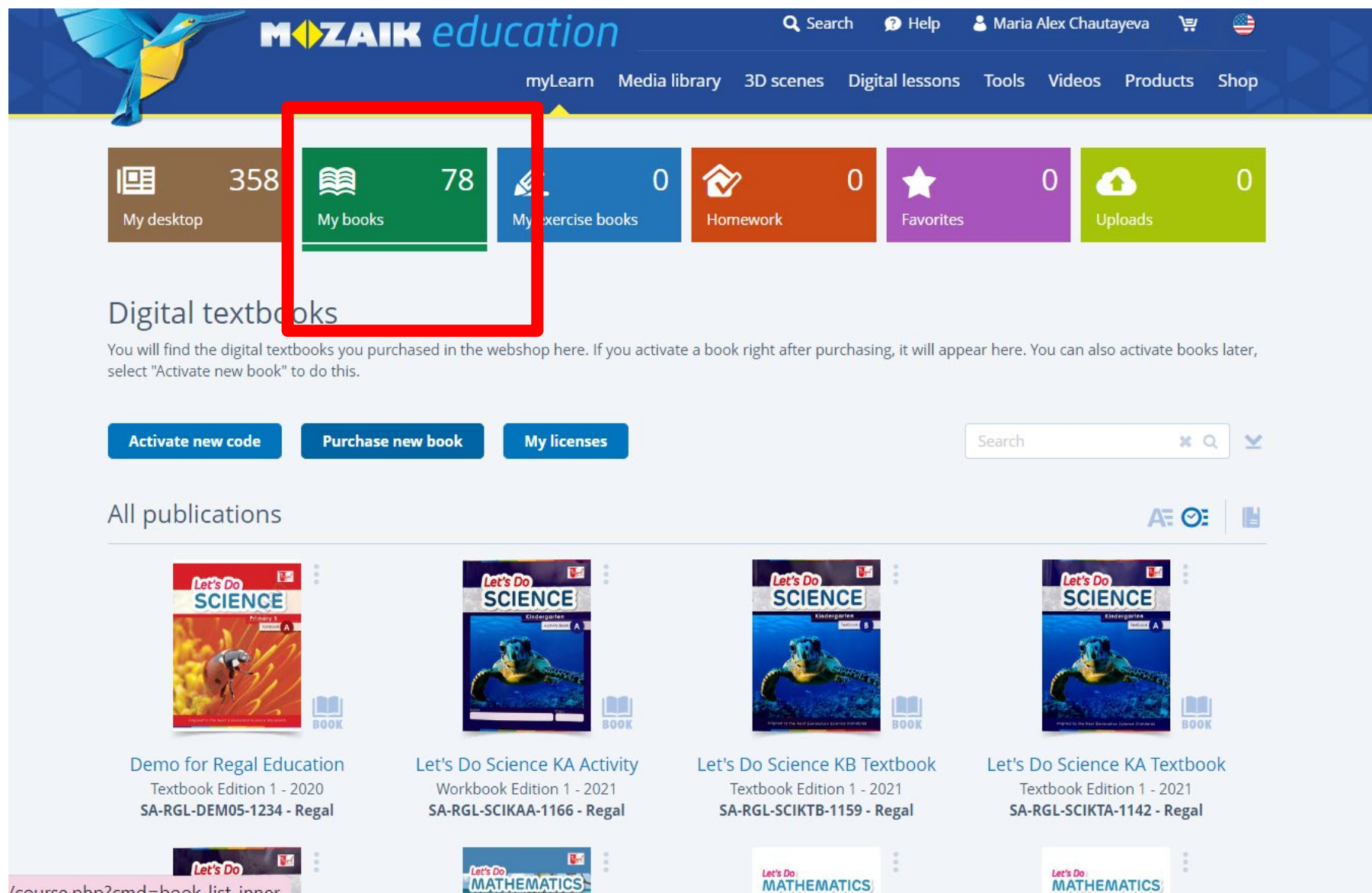
Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

HOMework

EDUtech EUROPE
10 - 11 October 2022 - DA Amsterdam

 SA-RGL-MATKA-1005	Open ✓ 1-year access Valid until: 12/28/22 - 1/10/24	Digital book activation code: MOZ-IB- ... -3918
 SA-RGL-MATKA-1005	Open ✓ 1-year access Valid until: 12/29/22 - 1/10/24	Digital book activation code: MOZ-IB- ... -3918
	MozaiK Teacher	MozaiK Teacher licence code: MOZ-PT- ... -OAAH

Access your books

The screenshot shows the Mosaic Education website interface. At the top, there's a blue header with the "MOZAIK education" logo and a navigation bar with links like "myLearn", "Media library", "3D scenes", "Digital lessons", "Tools", "Videos", "Products", and "Shop". Below the header, there's a row of six colored boxes representing different sections: "My desktop" (358), "My books" (78), "My exercise books" (0), "Homework" (0), "Favorites" (0), and "Uploads" (0). The "My books" box is highlighted with a red rectangle. Below this row, there's a section titled "Digital textbooks" with a brief explanation and three buttons: "Activate new code", "Purchase new book", and "My licenses". A search bar is also present. At the bottom, there's a section titled "All publications" showing a grid of book covers. The first row includes "Let's Do SCIENCE" for Primary 3, Kindergarten A, Kindergarten B, and Kindergarten A. The second row includes "Let's Do MATHEMATICS". Each book cover has a "BOOK" icon and a title below it.

MOZAIK education

Search Help Maria Alex Chautayeva

myLearn Media library 3D scenes Digital lessons Tools Videos Products Shop

My desktop 358 **My books** 78 **My exercise books** 0 **Homework** 0 **Favorites** 0 **Uploads** 0

Digital textbooks

You will find the digital textbooks you purchased in the webshop here. If you activate a book right after purchasing, it will appear here. You can also activate books later, select "Activate new book" to do this.

[Activate new code](#) [Purchase new book](#) [My licenses](#)

Search

All publications

Book Title	Edition	Code
Let's Do SCIENCE Primary 3	Textbook Edition 1 - 2020	SA-RGL-DEM05-1234 - Regal
Let's Do SCIENCE Kindergarten A	Workbook Edition 1 - 2021	SA-RGL-SCIKAA-1166 - Regal
Let's Do SCIENCE Kindergarten B	Textbook Edition 1 - 2021	SA-RGL-SCIKTB-1159 - Regal
Let's Do SCIENCE Kindergarten A	Textbook Edition 1 - 2021	SA-RGL-SCIKTA-1142 - Regal
Let's Do MATHEMATICS		
Let's Do MATHEMATICS		

Activity 1.1

What Are Living Things?

1. Check the living things.
Cross the non-living things. ✓✗

The first days in school

3D



2. Go into your schoolyard.
Draw two living things.
Name each living thing you draw.

3D

Living Thing 1

Living Thing 2

3D

Activity 1.1

What Are Living Things?

1. Check the living things.
Cross the non-living things. ✓✗

The first days in school

3D



2

2. Go into your schoolyard.
Draw two living things.
Name each living thing you draw.

3D

Living Thing 1

Living Thing 2

3D

3

Activity 1.1



What Are Living Things?

1. Check the living things.
Cross the non-living things. ✓✗

The first days in school

3D



2

2. Go into your schoolyard.
Draw two living things.
Name each living thing you draw.

3D

Living Thing 1

Living Thing 2

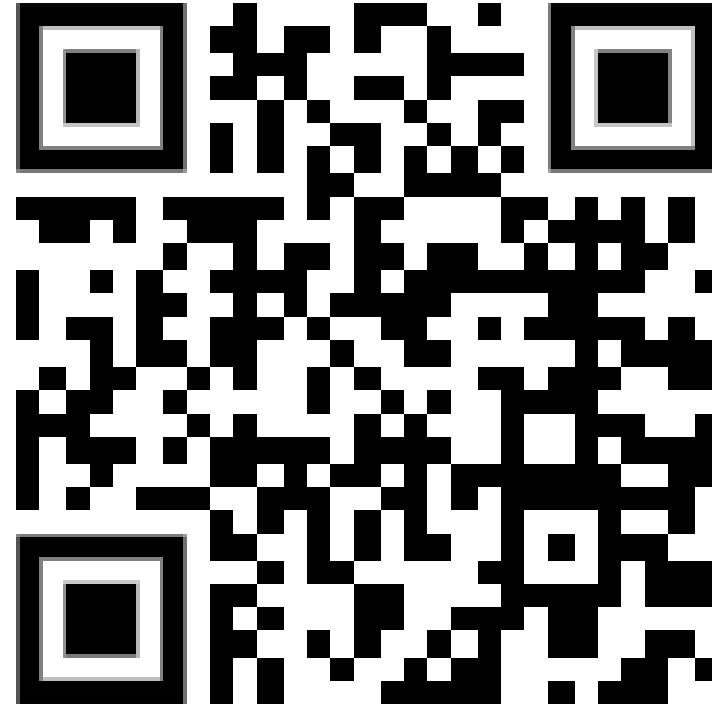
3D

3



Video Manual

- <https://www.youtube.com/watch?v=bn-DmV1YMIE&feature=youtu.be>



SCAN ME

What is mozaBook?

mozaBook is a presentation software suite for easy-to-teach, eye-catching classes.



You can display digital textbooks within mozaBook and supplement them with digital content (videos, audio clips, 3D scenes and exercises) with just a few clicks. You can even get recommendations from the software.

You can make exciting presentations, lesson plans and worksheets to attract students' attention and help them better understand the topic.

What features does the software offer?

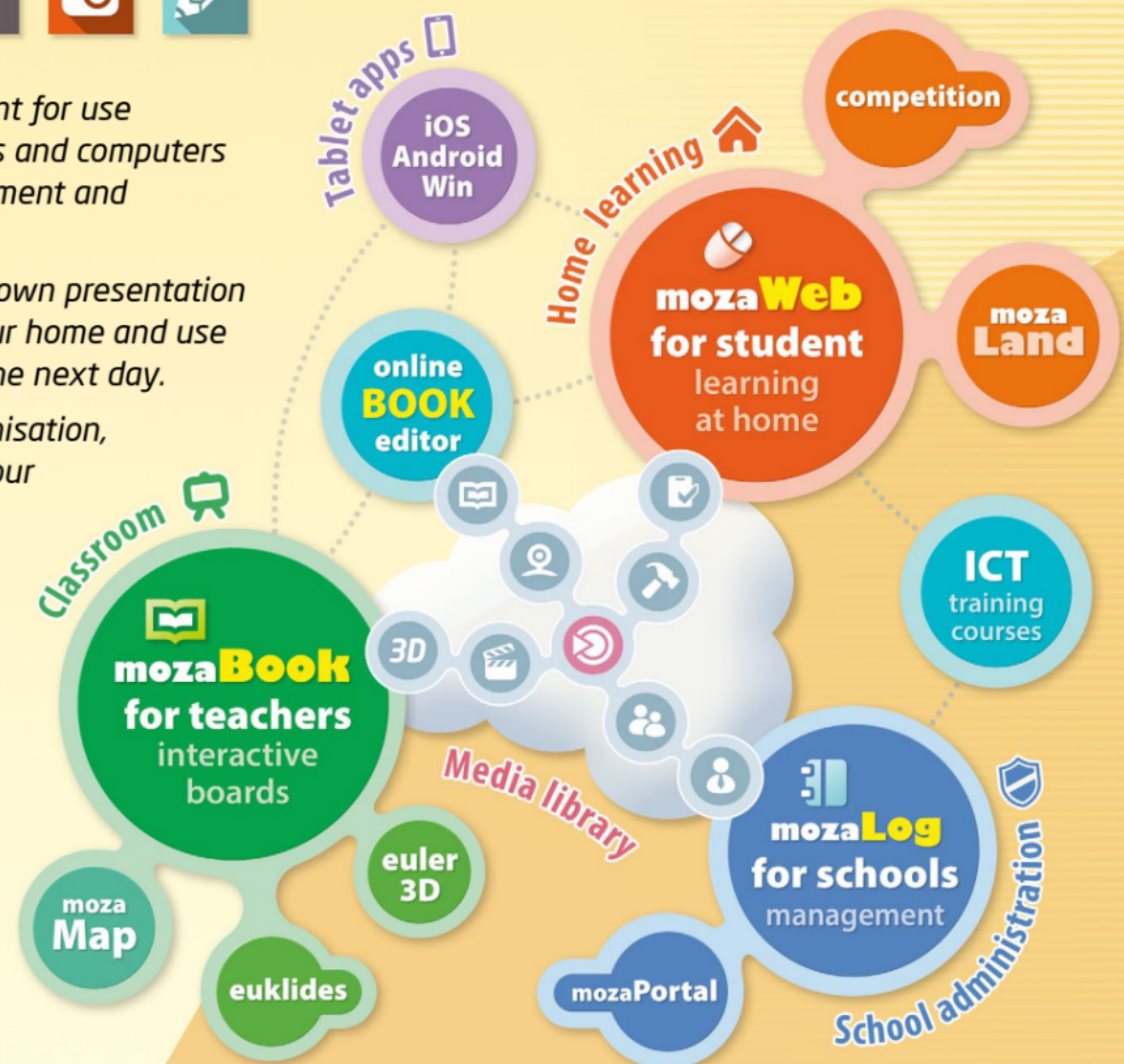
You can create your own exercise books within the software, and you can even import PDF files. You can write or draw in them and easily make them even more exciting with the Media library's interactive content. You can also animate your presentation.



mozaBook is excellent for use on interactive boards and computers - in a school environment and from home.

You can create your own presentation in the comfort of your home and use it in the classroom the next day.

With online synchronisation, you can access all your content with any computer that has mozaBook installed.



Simple installation

Download the mozaBook installer from the website of Mozaik Education. Run the installation software and follow the instructions ①. Once the installation is complete, you can start the program by clicking on the icon on the desktop.



Tip

The first time you start mozaBook, enter the licence code ② you received when you purchased the software. If you do not have a licence code, choose Demo mode ③. An Internet connection is required for the verification of the licence code.

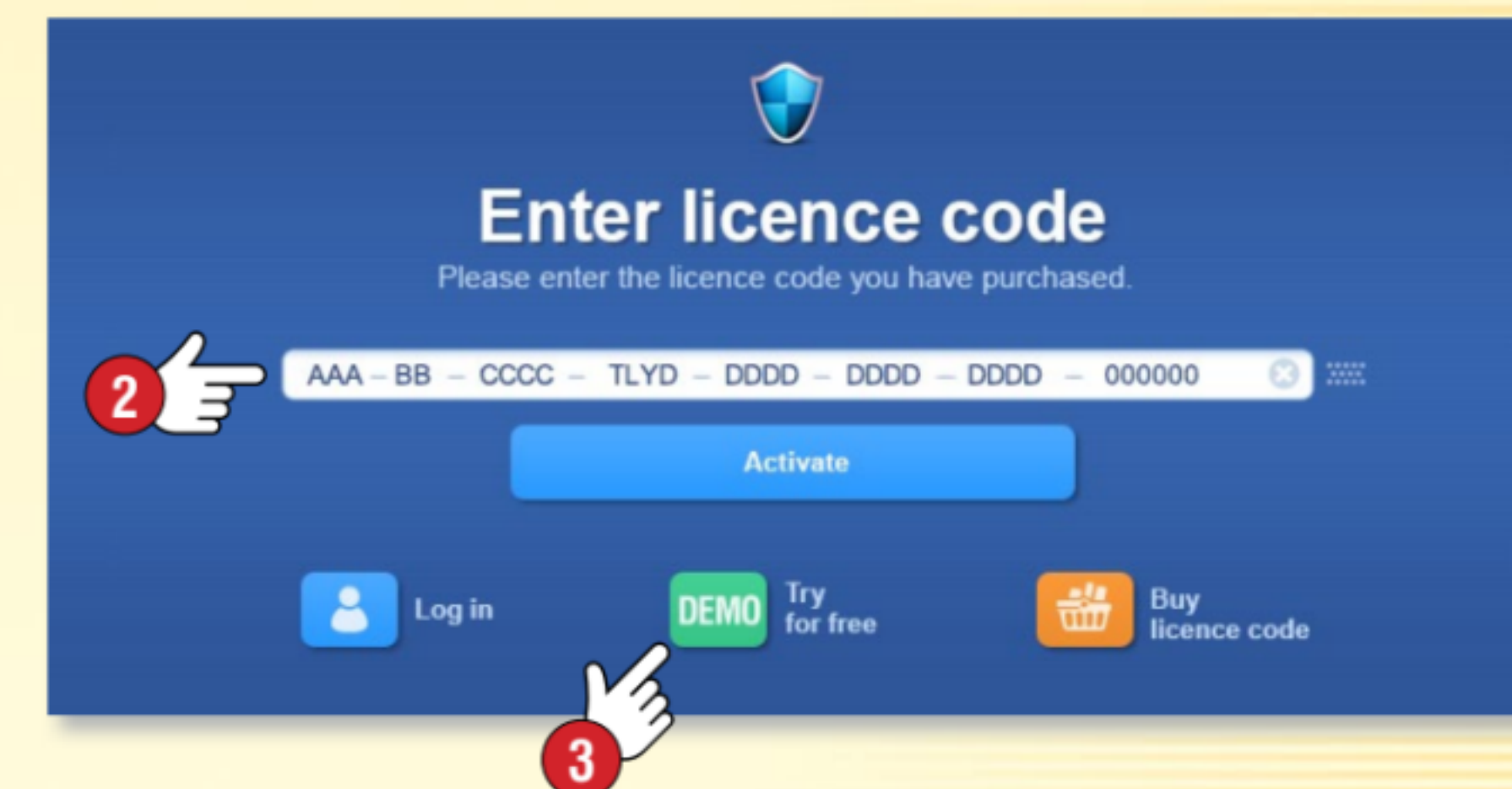
System requirements

mozaBook

- Desktop PC or Notebook computer
- OS: Microsoft Windows 7 or later
- 2 GB free disk space without the books (digital book packages with online extras require a further 20-80 MB per book; packages with offline extras require 1-2 GB per book)
- 4 GB of memory at least (recommended: 8GB RAM)
- CPU: Intel Pentium 4 or later, AMD Athlon or later
- GPU: graphics card for 3D, 256 MB
- Display resolution: min. 1024 x 768

mozaBook licence code

The licence code serves to verify that you are an authorised user. With one licence code, you can only run mozaBook on one computer a time. (For more information, see page 59.)



What is the mozaWeb account?

A mozaWeb account is an online user account which enables you to access the media library's interactive content within mozaBook (3D scenes, videos, sounds, images and interactive exercises) and share your content created on multiple computers.

You can use your account to log in to mozaWeb, where you can access digital textbooks and interactive content online without using mozaBook.

If you already have a mozaWeb account, enter your user name and password ①.

If you do not have one yet, create your own mozaWeb online user account.

Tip • You can upload your own exercise books to your mozaLearn web account and open them on any computer that runs mozaBook. You can set the software to save your changes automatically in your user account so your exercise books will always be synchronised.



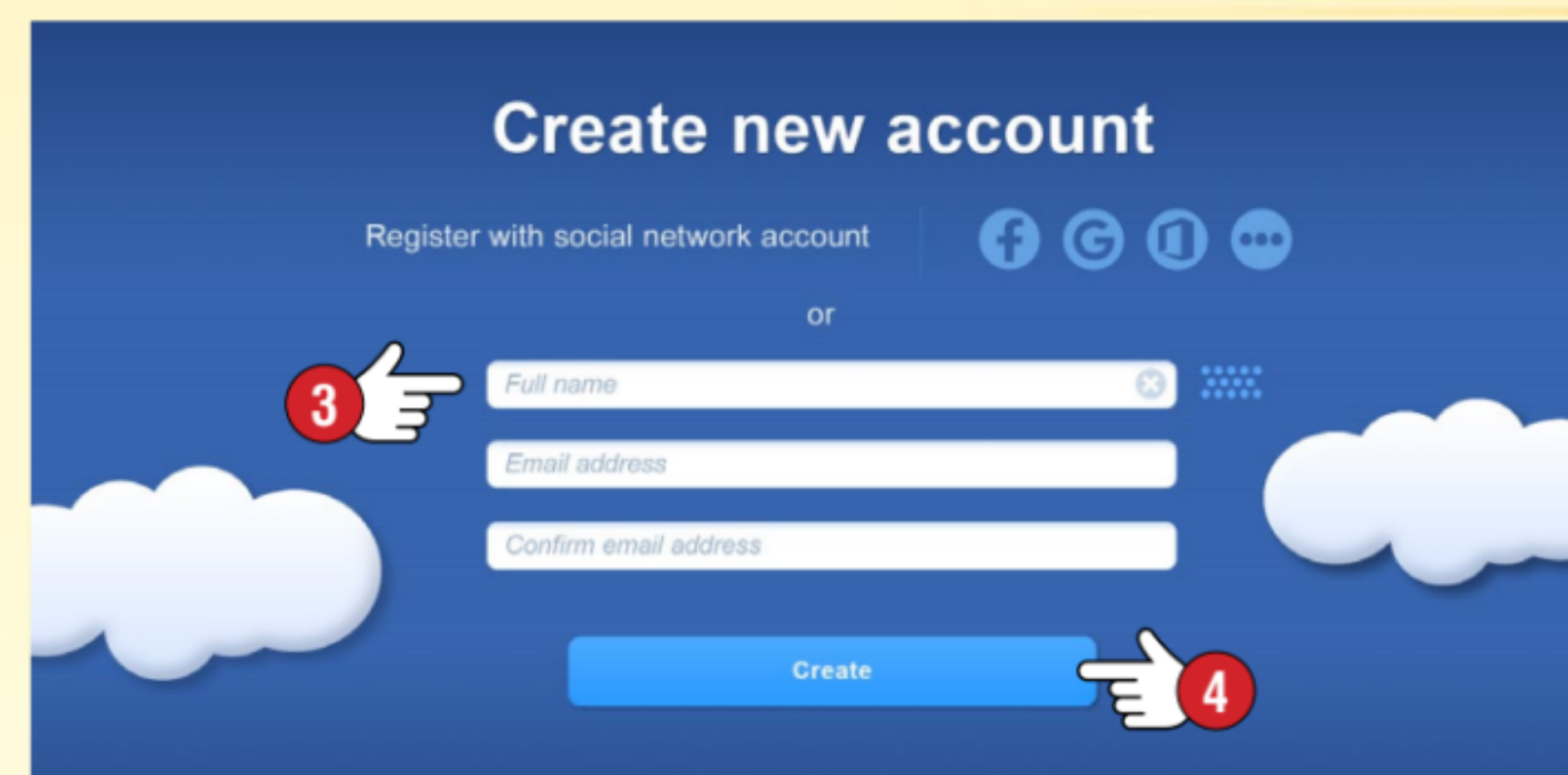
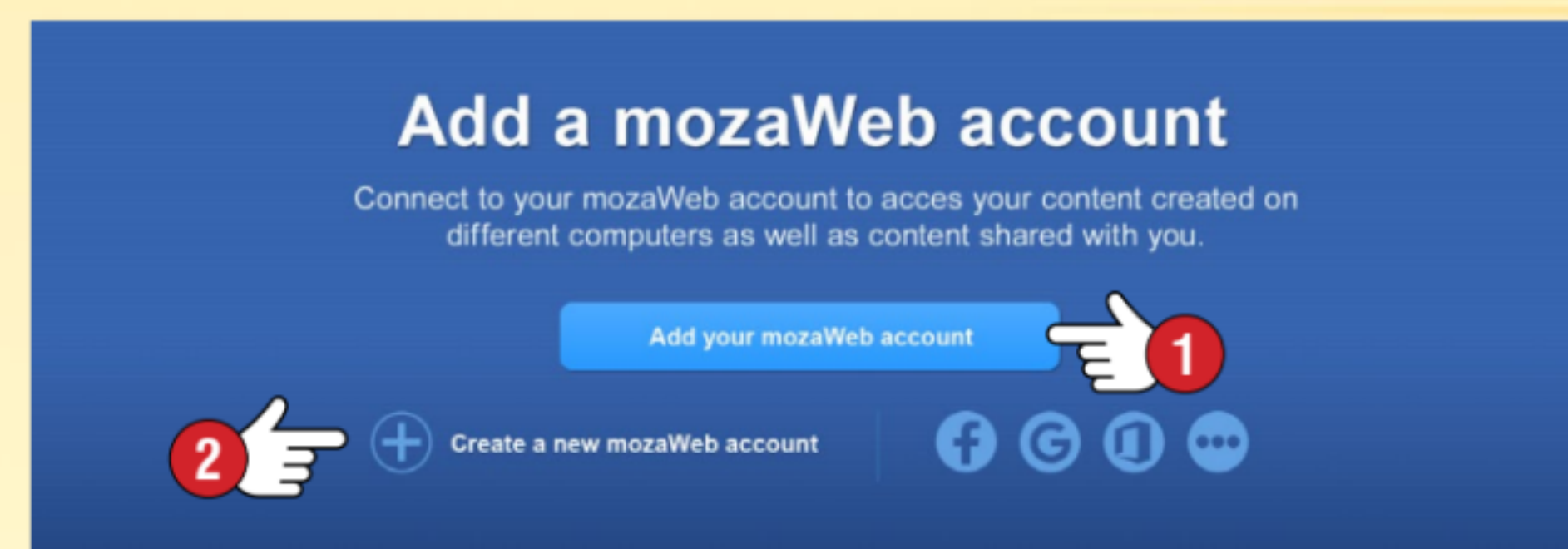
Creating a mozaWeb account

The first time you start mozaBook, click on the Create new user account button ② to create your own mozaWeb account.

Enter your personal data ③ and then click on Create ④.

You will receive your new user name and password via email. Use these to log in to the mozaWeb portal.

Your user name and password will automatically be generated, but you will be able to change your password in the Profile menu after logging in to mozaWeb.



Creating a mozaBook local user account

To be able to use mozaBook on your computer you need to create a local user account.

Use this to log in when you start the program and

- create your own exercise book,
- save the changes you have made to publications,
- customise the user interface.

Enter a user name ① and password ② and choose an avatar ③.



Multiple mozaBook local user accounts

You can create multiple mozaBook local user accounts on the same computer. You can link your user account to:

- an existing mozaWeb account ④,
- a new mozaWeb account ⑤.

But you can also skip this step ⑥. You can also enter your mozaWeb user account by selecting the mozaWeb account menu item ⑦ in the Settings menu.



Tip

If you use mozaBook on multiple computers, it is useful to link your local users to one mozaWeb account so you can see the same content on each computer.

Starting mozaBook

Signing in

Select the language you want to use in mozaBook ① and change the zoom factor to fit the screen on your device if needed ②. Choose your avatar ③ and enter your password ④.

- You can select a publication to open ⑤.
- You can create a new exercise book ⑥.
- You can continue where you left off from last time ⑦.
- If you want, you can also create a new local user account.



Choosing a publication

Choose a publication by scrolling through the available books and exercise books at the bottom of the window. If the list is too long, you can filter by subject, grade and type of publication ⑧.

To open a publication, click on the cover or on the Open publication icon ⑨. You can also choose the Create new exercise book or the Open last state functions here.

To close the program or return to the login screen, click on the x icon in the top right corner ⑩.

1. Publication tabs

You can open a number of publications at the same time. Set the active publication by clicking on the tab.

2. Tools

The thematic applications and logic and skill development games are designed for illustration and testing purposes. The textual and visual content in the tools can be imported into mozaBook publications and exercise books.

3. Settings

Use the panel to customise the program to best suit your needs. This will make your work faster and more enjoyable.

4. Toolbar

The Toolbar provides access to certain program functions.

5. New page in exercise book

Use this tool to create a new exercise book, or add a new page to an open exercise book.

6. Media library

Browse and search the interactive content: 3D scenes, images and video and audio files.

7. Multimedia recorder

Save screenshots or screen sections, make audio or video recordings.

8. Help

mozaBook Help is designed to offer support for all program functions. Use video help to learn how to manage the software and tools.

9. Active tools

The tools you select can be pinned as icons or thumbnails in books and exercise books where they can be opened.

10. Tray

You can always access open publications and windows here.

11. Pencil case

You can access Drawing tools more easily here. You can delete items you select on the screen by dragging them to the bin.

12. Creative drawing tools

Use built-in drawing tools to illustrate books and exercise books.



1. Where to find publications

Click on the Open icon ① on the Toolbar. Select the Books menu item to display available publications ②.

Use the tabs to switch between your books or exercise books ③.

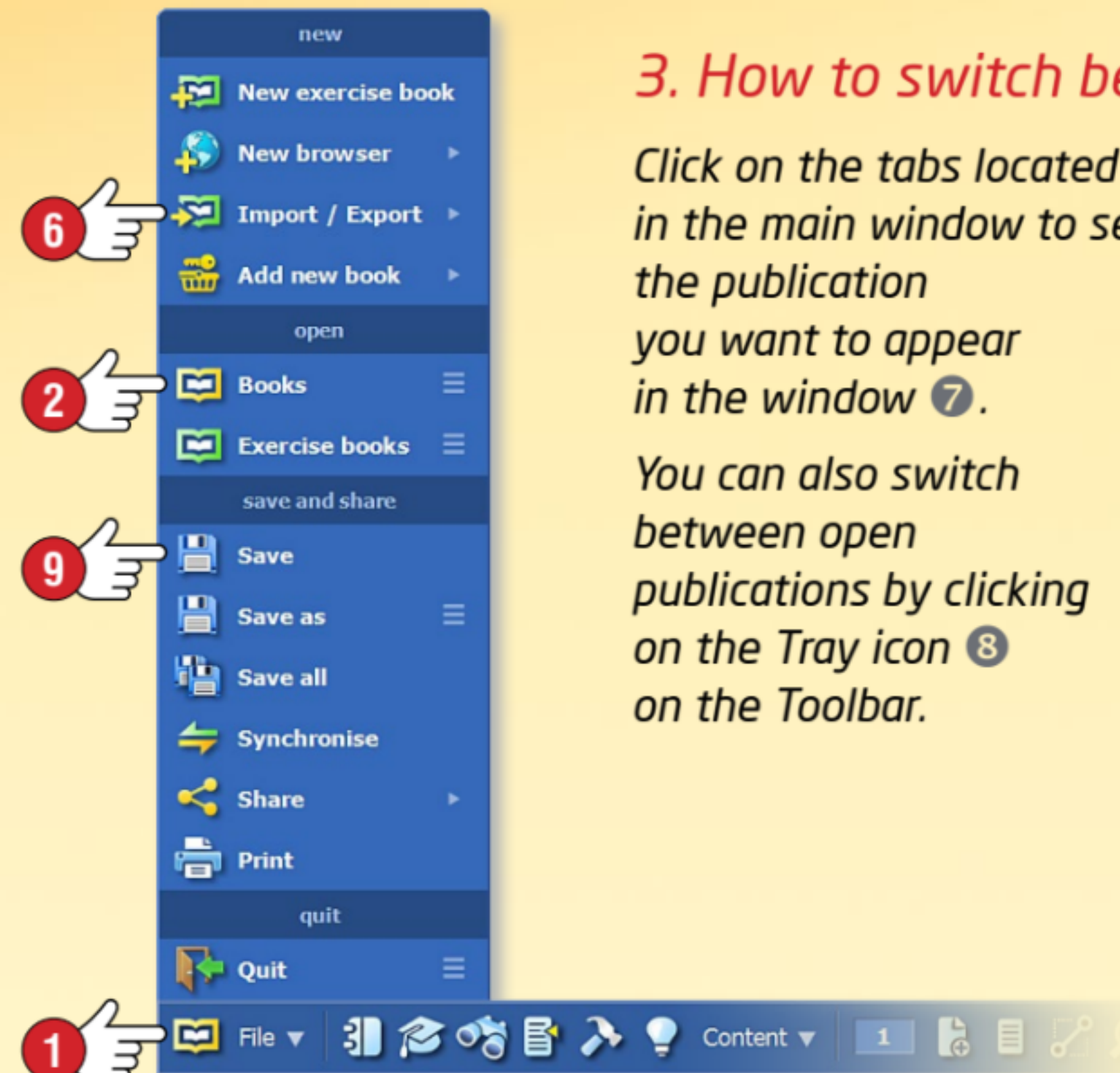
2. How to open a publication

Click on a publication to open it ④.

If the publication list is too long, use the filters located in the header to filter by subject or grade ⑤.



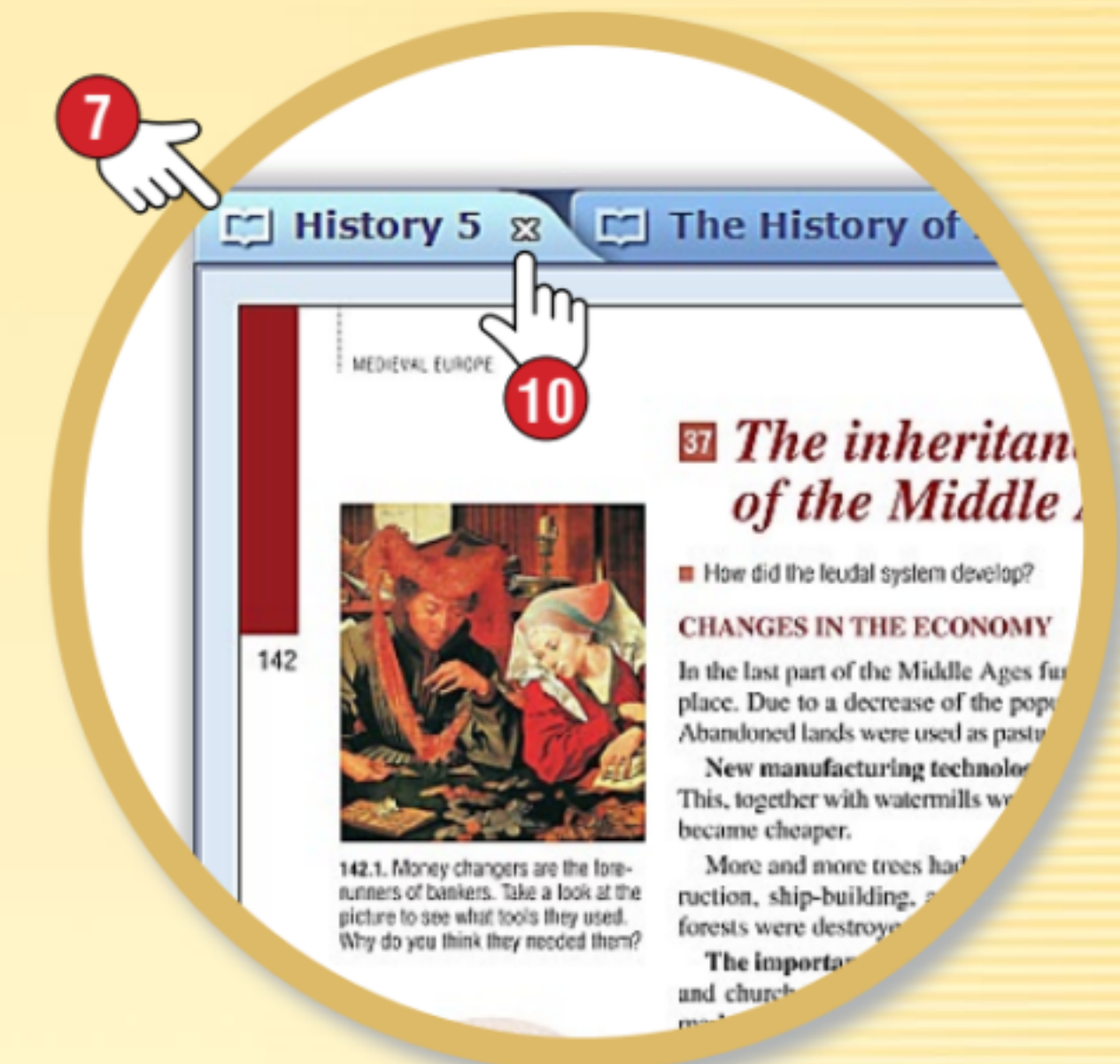
You can also open PDF files in the Import/Export menu ⑥. They can then be used like the exercise books.



3. How to switch between open publications

Click on the tabs located in the header in the main window to select the publication you want to appear in the window ⑦.

You can also switch between open publications by clicking on the Tray icon ⑧ on the Toolbar.



4. How to save your publications

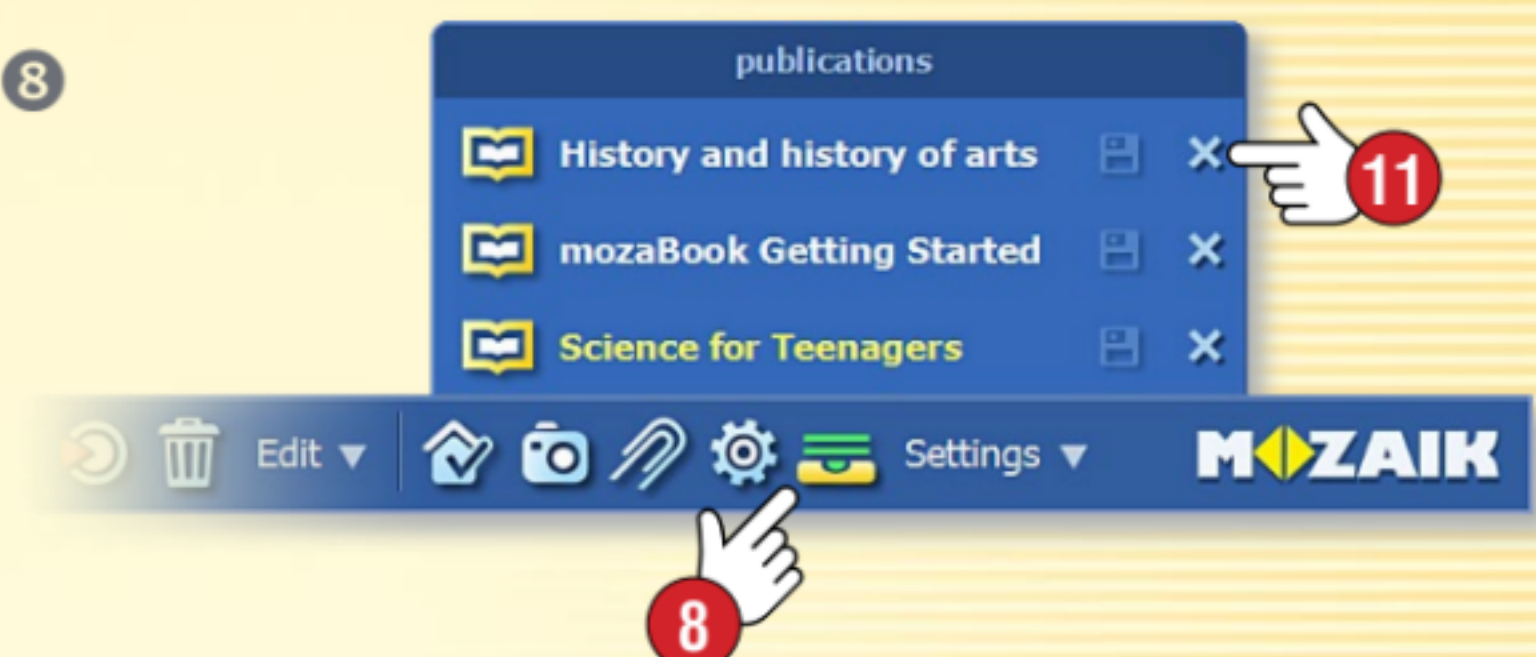
Click on the Open icon on the Toolbar and select the Save menu item in the pop-up menu ⑨.

You can also save changes by clicking on the Tray icon ⑧ and then on the Save icon next to the publication title.

5. How to close your publications

Click on the x icon located in the header next to the title of the publication's tab ⑩.

You can also close your publications from the Tray ⑪.



PDF and PPT import

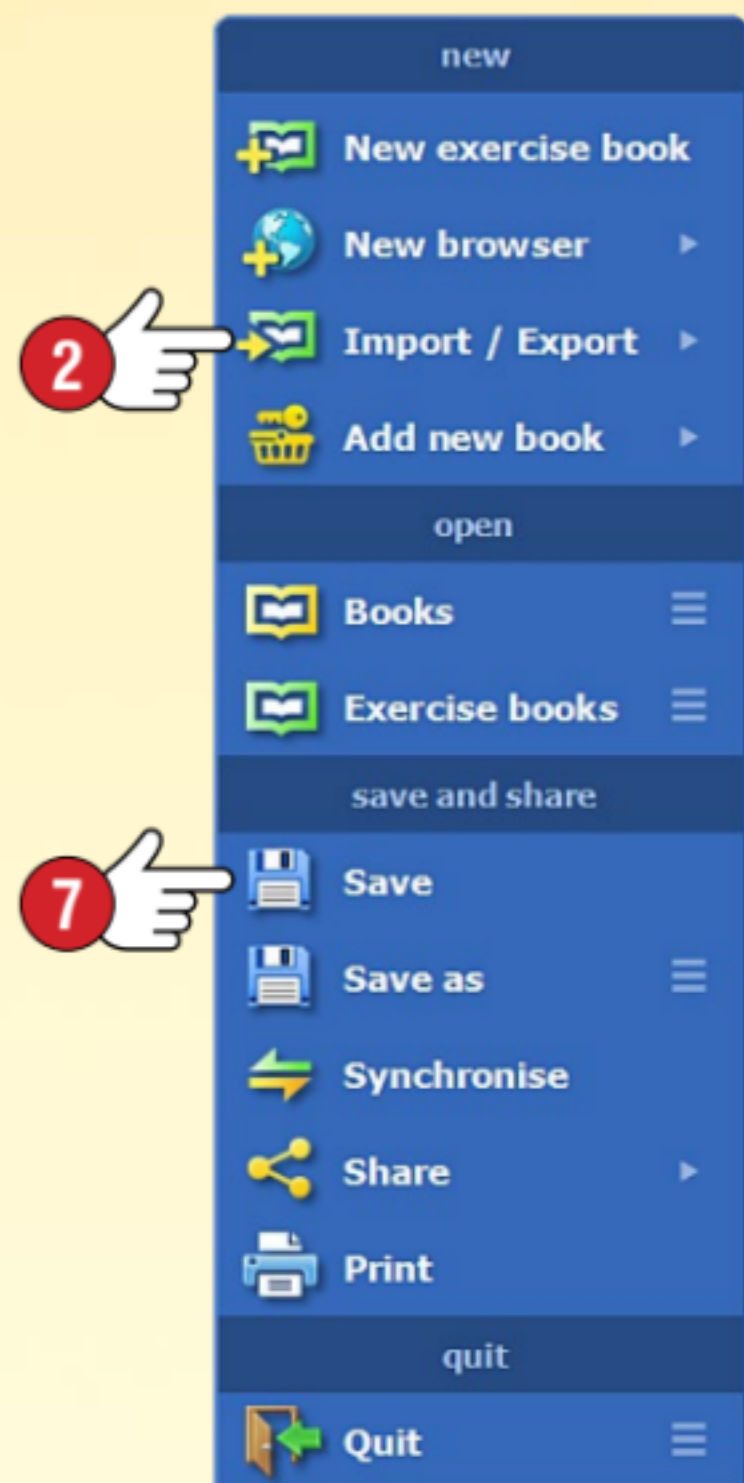
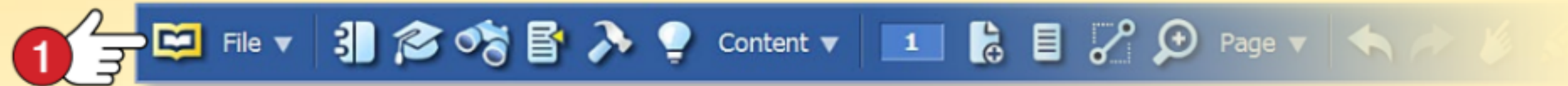
mozaBook guides 10



PDF and PPT import feature

The mozaBook software suite enables you to import PDF and PPT files. Scanned files work like mozaBook textbooks and exercise books created within the software: you can project them, turn pages and enlarge page sections. You can insert interactive content in the mozaBook Media library into the pages.

- You can make further edits of the slides (pages) in imported PPT files.
- In case, one of your commonly used textbooks is at your disposal in PDF format, it can also be used within the mozaBook framework.



PDF import

Click on the Open icon ① on the Toolbar and select the Import PDF menu item in the Import/Export menu ②.

Find the right files within the pop-up Media library window ③. You can search on your own computer ④ or even on the Internet ⑤.

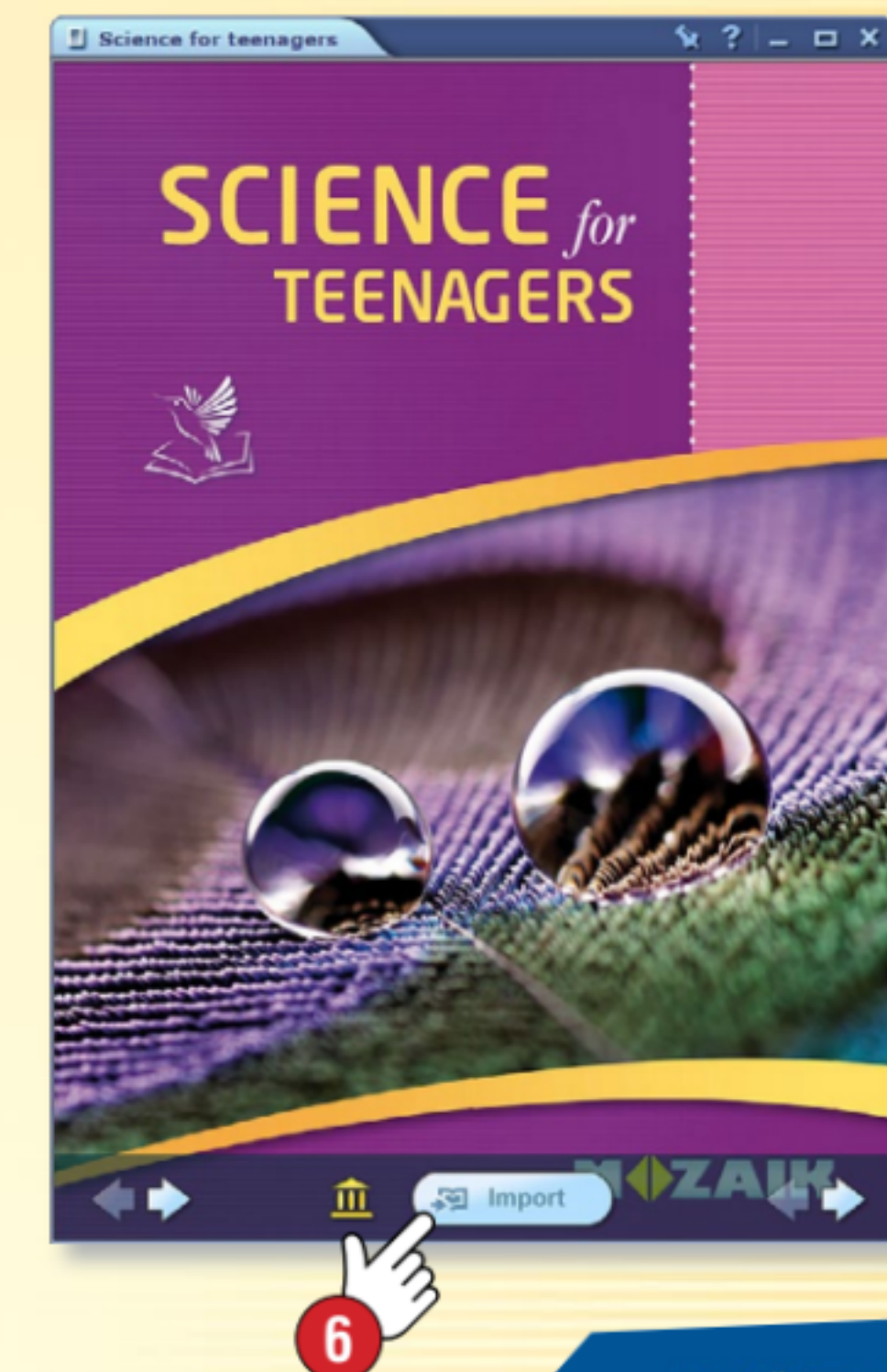
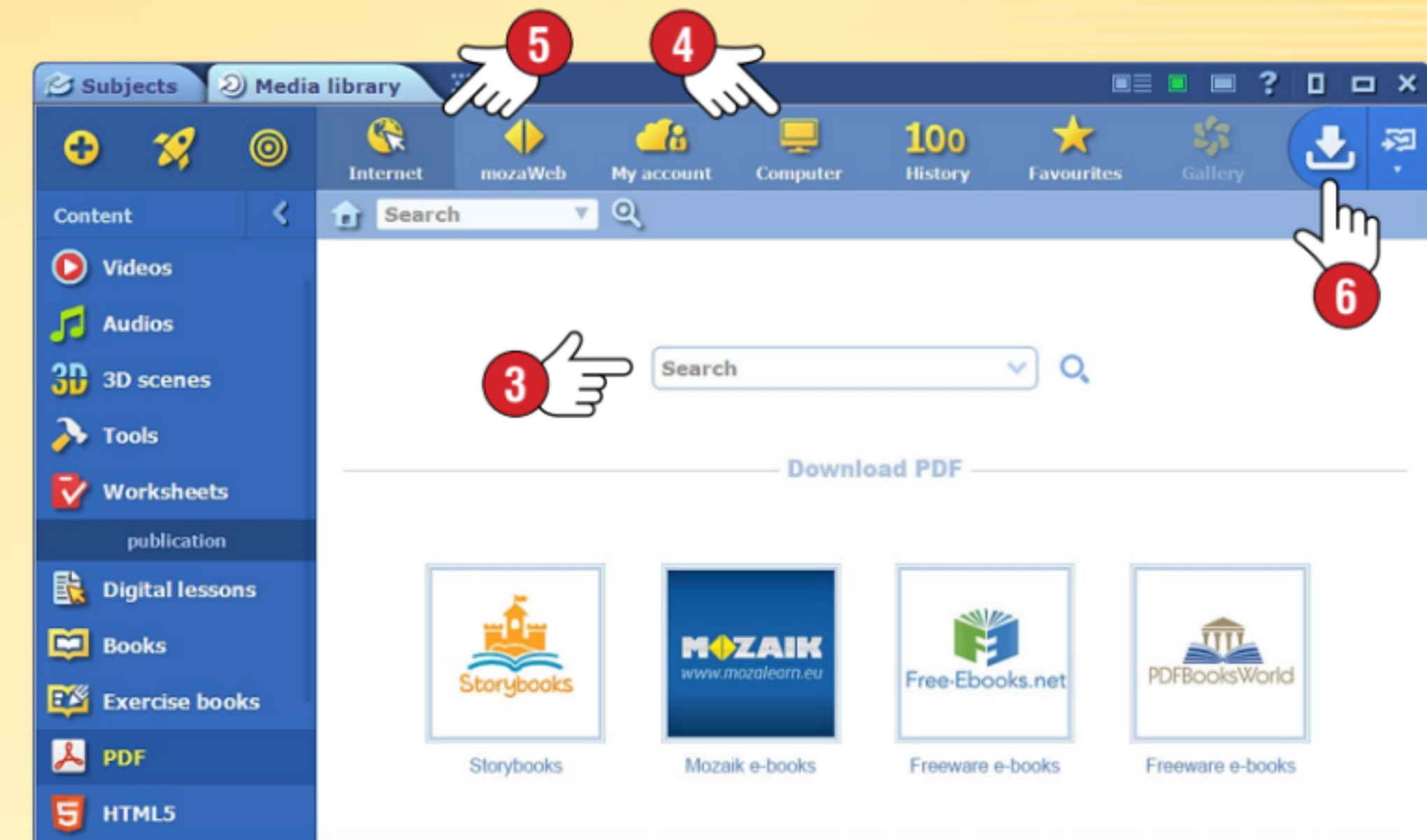
You can open the PDF file you select by clicking on the Import or the Download buttons ⑥.

Saving a PDF file as a mozaBook exercise book

Imported PDF files can be saved as an exercise book ⑦.

Name it, add a cover image, select a subject and grade and provide some details relevant to content.

You will then find the PDF file among your openable publications.



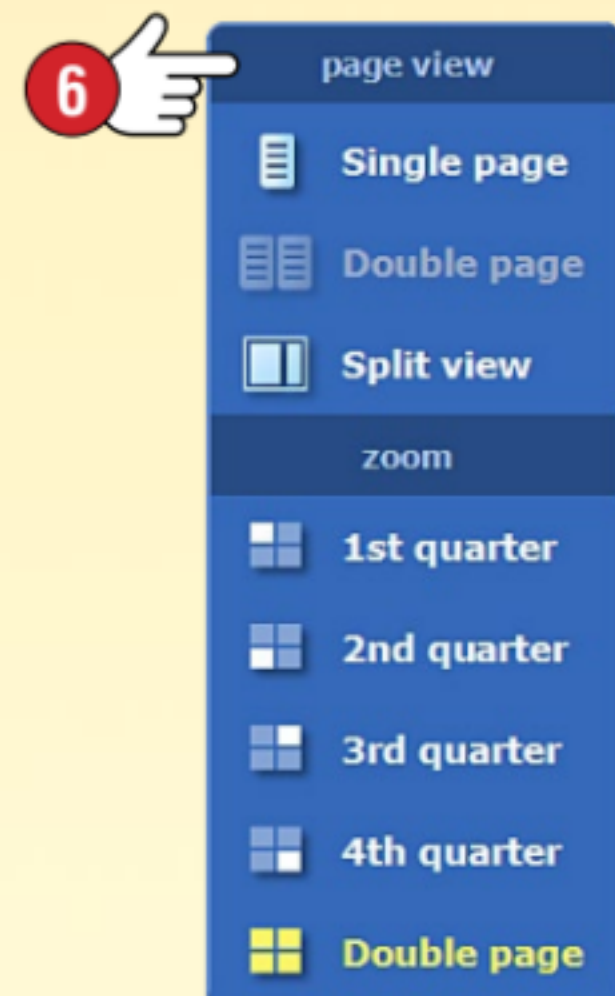
1. Basic navigation functions

After opening a publication, you can navigate between the pages using the arrows ①, or using the Page number menu ② located on the Toolbar to jump to a certain page.

2. Table of contents and page thumbnails

Click on the Table of Contents icon on the Toolbar ③ to open the Table of Contents. When you click on any chapter title, the program navigates to the right page.

Using the tabs on the header of the pop-up window ④, you can switch between the Content view and Pages view (the latter showing page thumbnails). You can click on a page thumbnail you select ⑤ to see its content.



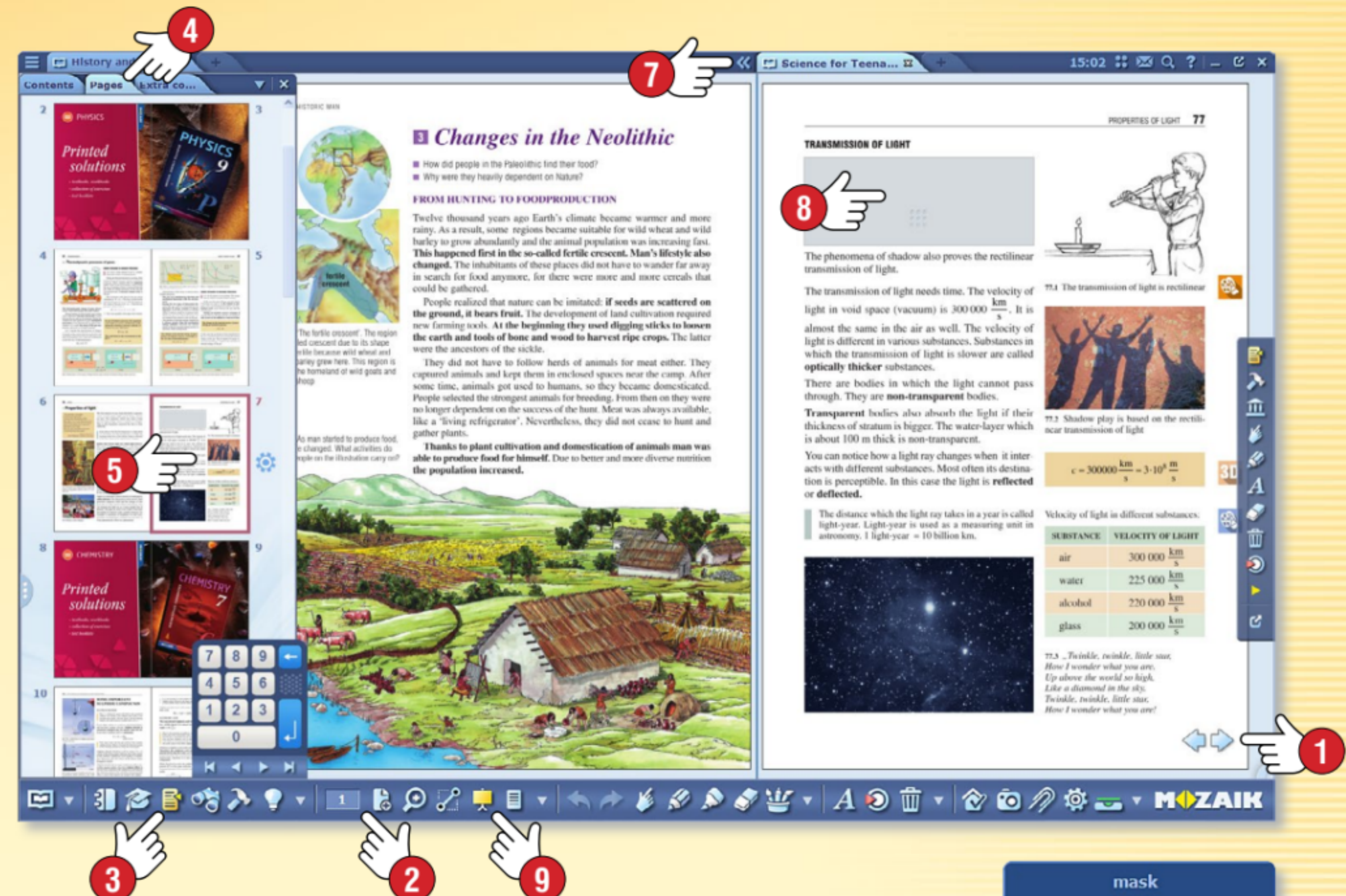
3. Views and enlargement

You can enlarge paragraphs, text boxes and images (page sections) by clicking on them.

Use the Page view menu ⑥ to:

- zoom to page parts
- switch between single-page view and double-page view
- switch to double-book view if multiple publications are open.

In double-book view, you can move the publications between the two sides of the window by clicking on the arrows located in the header ⑦. You can open as many as six publications at the same time.

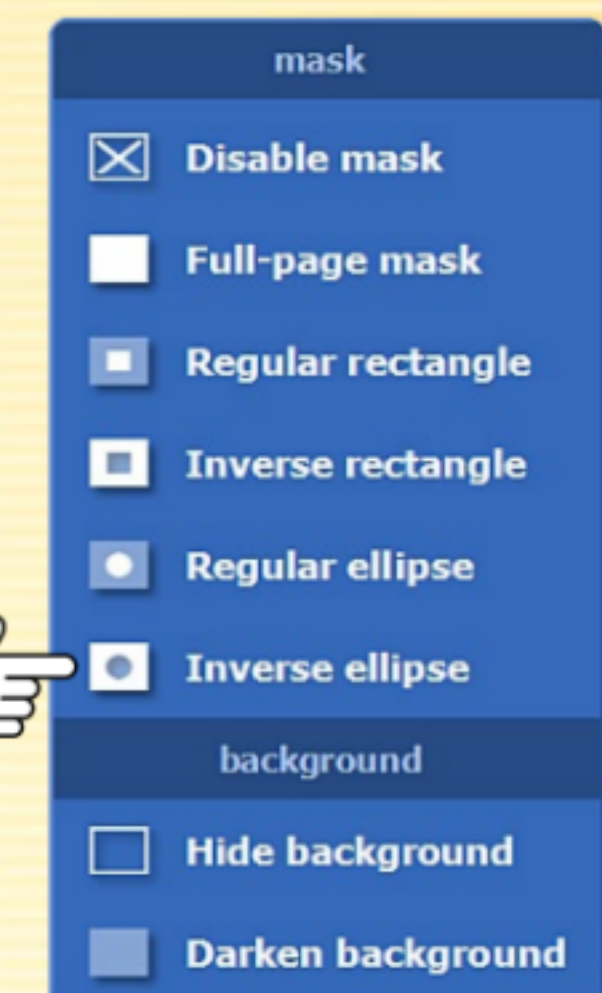


4. Masking

During your presentations you may find it useful to temporarily mask page sections or even the entire page ⑧, or to hide or darken the background.

To use this function, click on the Mask icon ⑨ on the Toolbar.

You can choose rectangular or elliptical masks, which you can resize, invert ⑩ or place anywhere on the page.



Updating publications

Updating publications

You may find that the content of certain mozaBook publications changes (for example, with new information and extras), thus making it necessary to update those publications.

After you log in to mozaBook, you will see on the book selection interface if there is an updated and downloadable version of any of the mozaBook publications found on your computer ①.

By selecting a publication and clicking on Download ②, you can easily update it.



Tip • You can monitor the current status of your publications by selecting the Books menu ③ on the Open panel. You can also manage updates and downloads there ④.

Updating exercise books (synchronisation)

If you use the synchronisation function with your exercise books, the software alerts you of an updated version of one of your exercise books in your online account, just like with book updates. That way you can always keep your exercise book in sync as well.

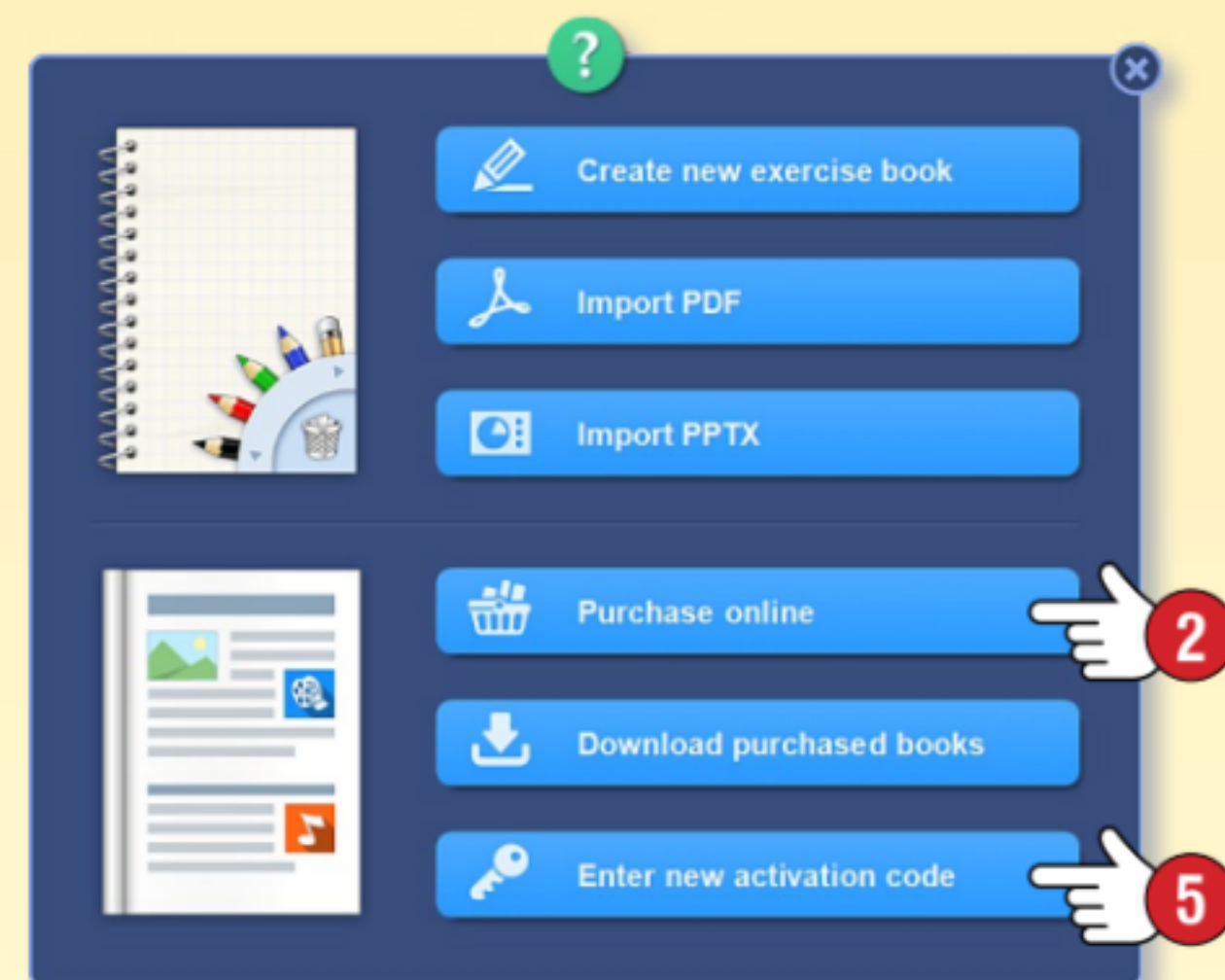
Purchasing new publications

You can purchase new mozaBook publications through the mozaWeb online shop and use mozaBook software to download them to your computer for local use.

- To purchase, log in to mozaWeb with your account user name and password.
- Select from the digital publications for purchase through the online shop and then follow the instructions to purchase them.
- After you have completed your purchase, the activation codes for your publications will be sent to you in an email.

Tip

To open the online shop within mozaBook, click on the Add new book icon ① and choose the Purchase online option ②.



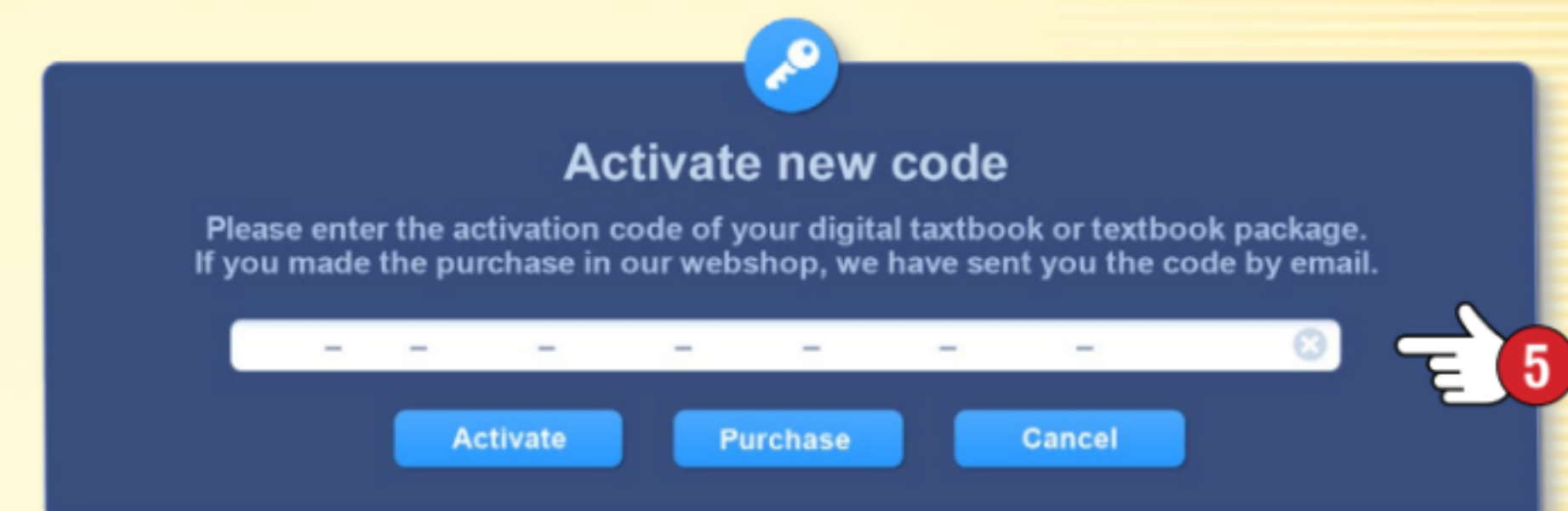
Downloading a new publication to mozaBook

- After you have made your purchase and assigned the activation code for the publication to your mozaWeb account, log in to mozaBook with the local user ID connected to the account.

As with publication updates, the software shows if there is a new publication available to you on the book selection interface ③. Select the publication and click on the Download icon ④.



- If the activation code you have received has not yet been assigned to your mozaWeb account, choose the Book activation code function ⑤ from the Add new book menu. Enter the code for the publication on the pop-up panel ⑥ and download it. The publication will then be connected to your mozaWeb account so that you can access it on another computer too.



Extra content for publications

mozaBook publications include icons for illustrative built-in content (3D scenes, videos, audio clips, images, interactive exercises, etc.). Click on these icons to access extra content ①.

- Extra content makes lessons more exciting and increases the standard of illustration, thus making the teaching process more successful.

3D scenes ②

Use the 3D scenes to learn about tools and machines from the past and present, take a walk in the past, and delve into the mysteries of the human body and the world of chemistry.

- 3D models that can be rotated and zoomed.
- Consistent user interface, which you can easily learn how to use.
- A wide range of scenes can be explored with animations accompanied by narrations.

Videos ③

Videos inserted into publications include:

- physics, chemistry and biology experiments,
- nature videos, documentaries and educational videos,
- fairy tales, literary works, film excerpts and other videos.

Publications may also include audio files, drawings, images, explanatory illustrations and interactive exercises.



Custom content and worksheets

Besides extras, the Media library also enables you to insert custom content into publications. You can easily use the Test editor or tools to create attractive worksheets, which you can insert into your publications or even set as homework ④.

Dynamic extras

mozaBook is capable of automatically supplementing the open publication and PDF files with publication-related extra content.

Click on the Extras icon ① on the Toolbar and activate the display for the Dynamic extras ② in the pop-up window.



How to choose

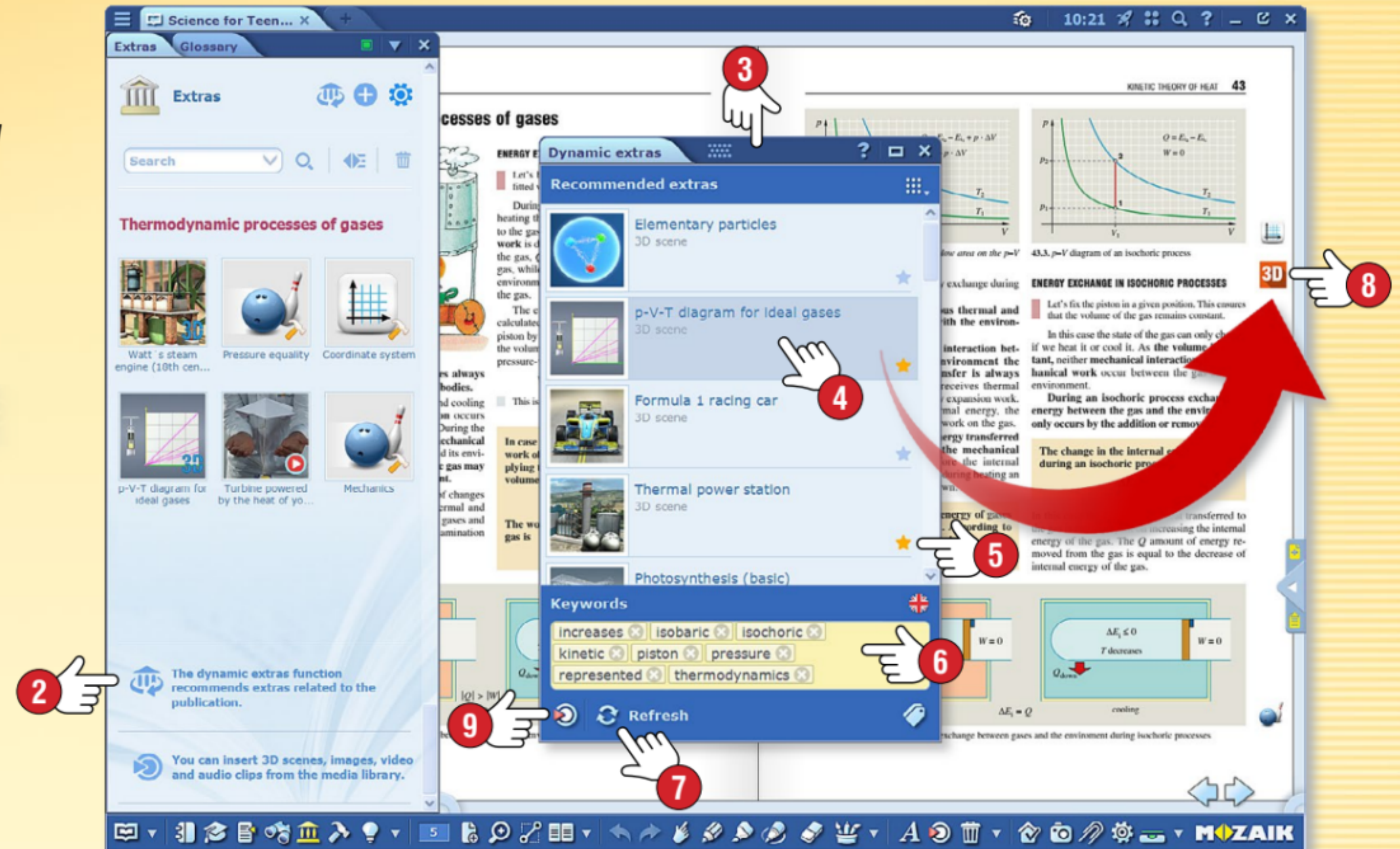
In the Dynamic extras window ③, you will see a list of extras related to the publication. Double-click on the items on the list ④ to open them; find the content you need.

How to improve search efficiency?

Improve search effectiveness

- Rate search results by changing the colour of the star next to them ⑤.
- Enter new keywords ⑥ and update the list ⑦.

The extras you select can be directly dragged and dropped ⑧ onto the pages of your exercise book and textbook, so you can open them from here.



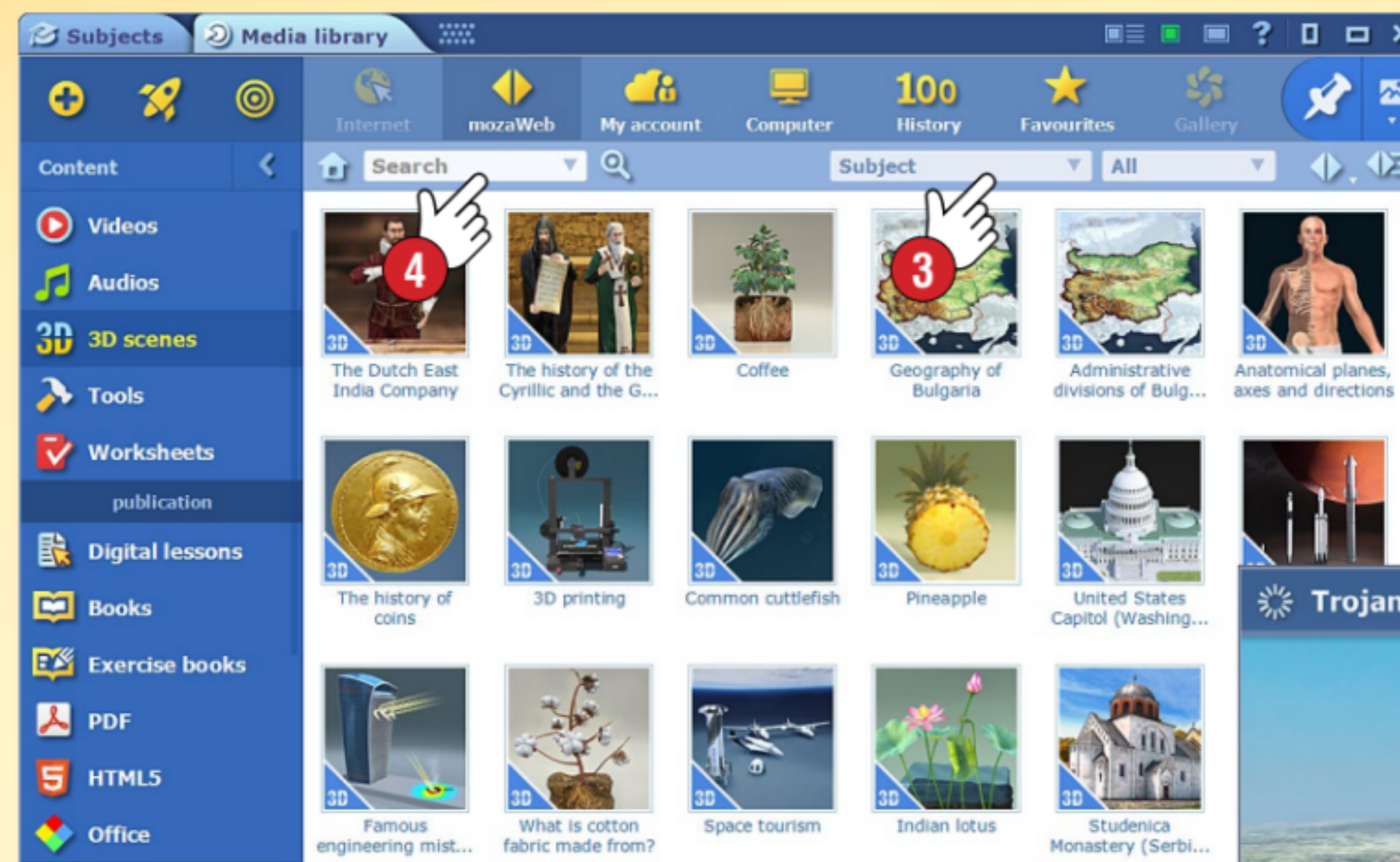
Tips

- If you happen not to find the extras you need among those available, you can open the Media library ⑨ directly on the panel and search some more individually.
- When you import PDF files, activate the dynamic extra function so you have the list of automatic extras available right after you open them.

1. Where to find 3D content

Click on the Media library icon on the Toolbar ❶ and select the 3D menu item ❷. Double-click on the selected 3D scene in the Media library window to open the 3D scene or drag and drop it directly into your open publication.

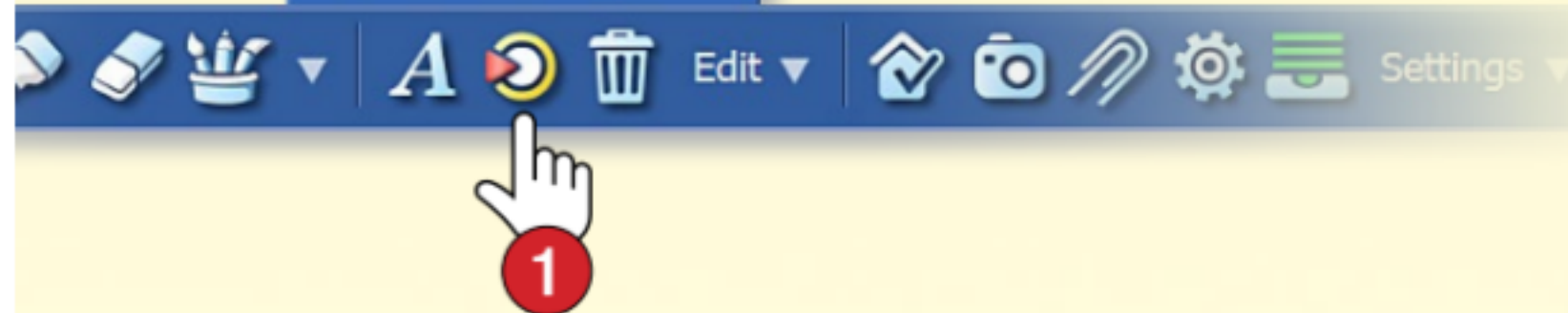
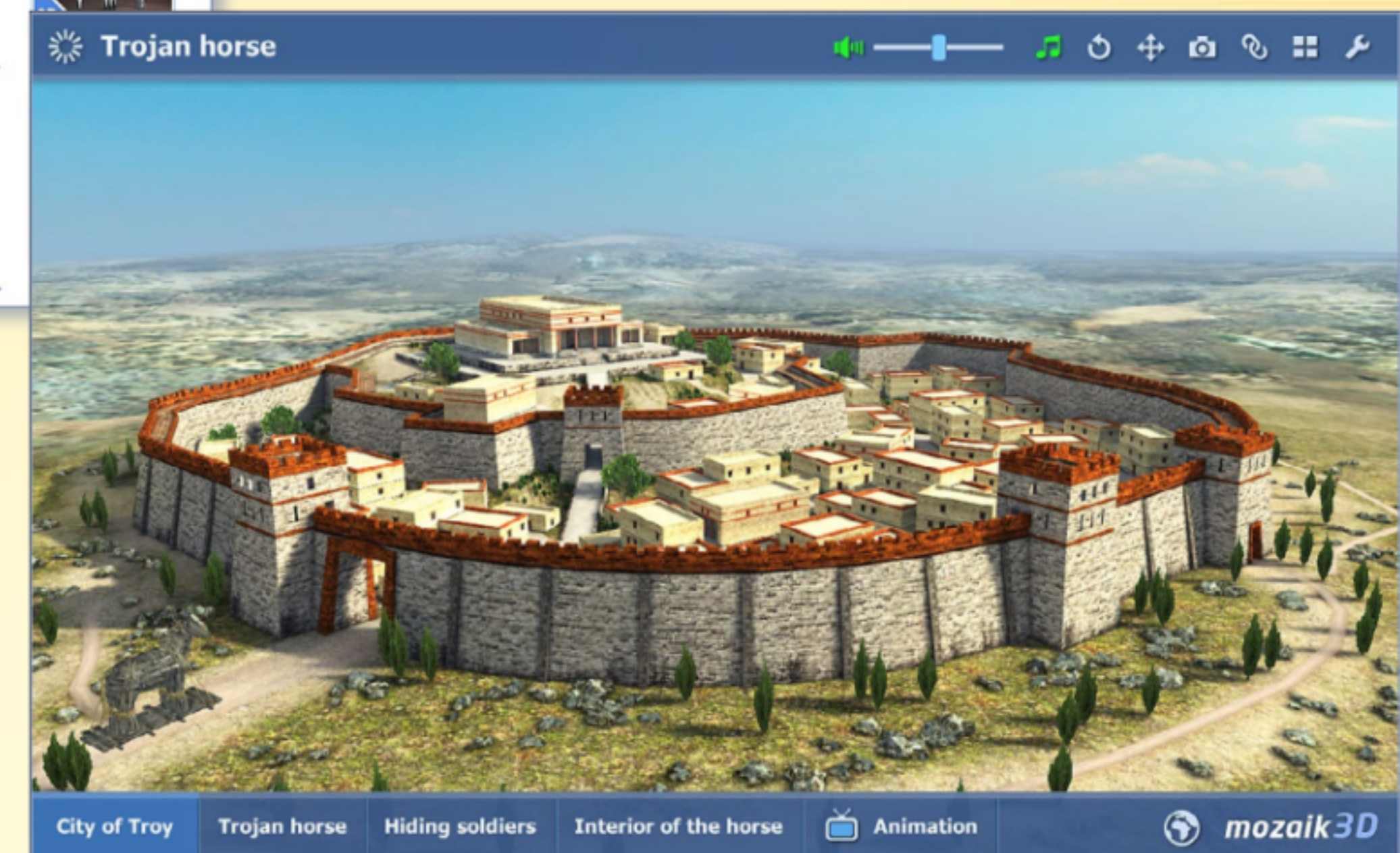
Search by subject. ❸



2. Filter and search

Filter the content you see by subject ❸ and grade within the drop-down menu.

If you are looking for a specific 3D scene, select the Search menu ❹.



1. Where to find the 3D menu

Click on the Tools icon ① on the Toolbar and select the 3D menu ②. Browse the 3D scenes by scrolling the 3D menu with your finger.

2. How to search 3D content

Use the icons at the bottom of the 3D menu to select a subject ③. The 3D menu will scroll to 3D scenes for the subject you select. Click on the name to display and select related 3D scenes ④.



Choose a subject. ③



3. Open 3D scenes

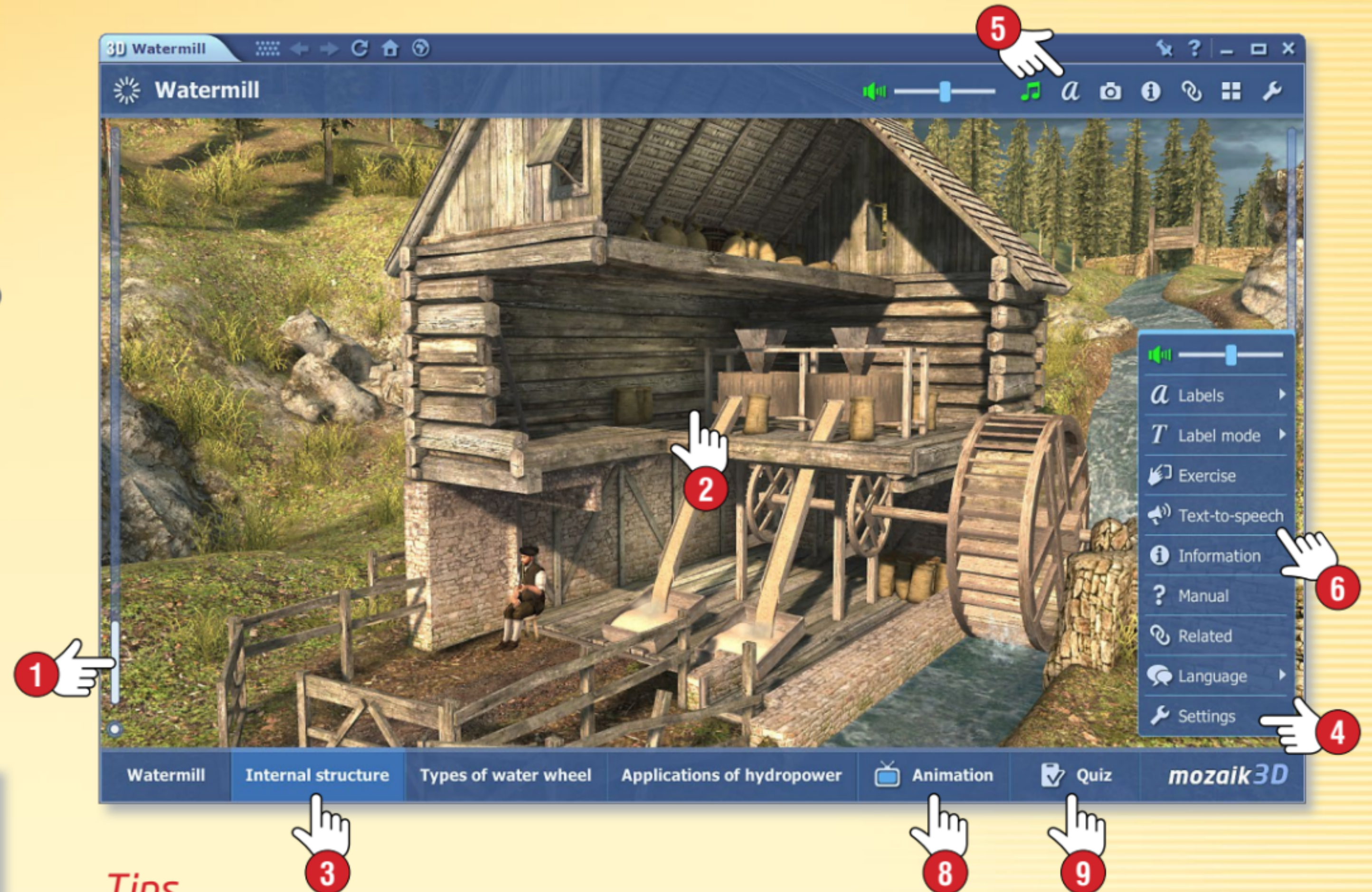
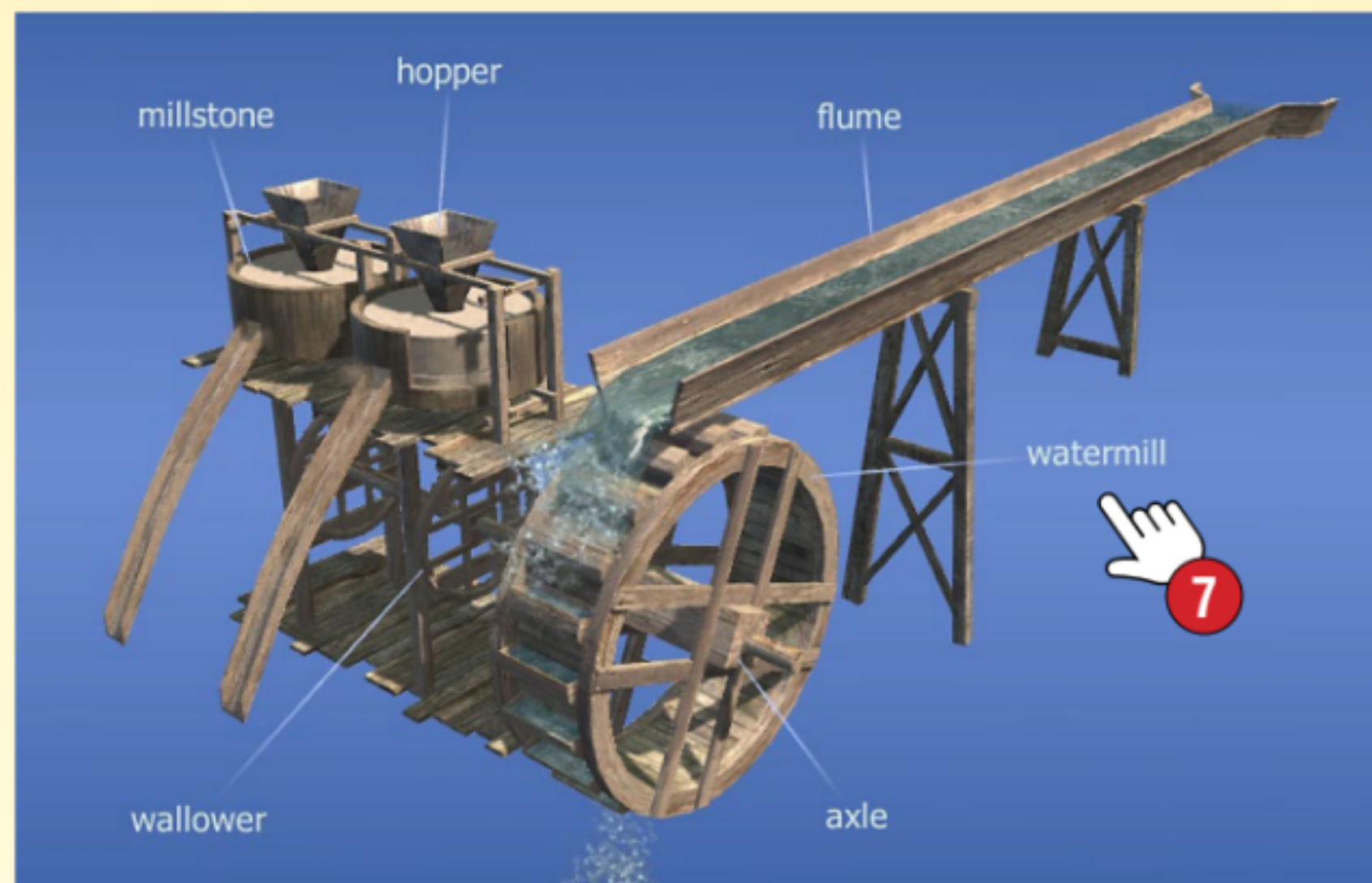
Click on the 3D scene you want to select to open an enlarged preview image and click on the Start button ⑤ to start the scene. You can return to the 3D menu by clicking on any other part of the preview image.



Wide range of settings

You can adjust settings in the 3D player.

- Zoom in and out by scrolling on the left or right edges of the scene ①, or by using two fingers.
- Rotate the scene by moving your finger on the screen ② and set the view that you like.
- You can choose from more models or pre-set views using the lower button bar ③.
- You can find other setting options in the quick menu, which you can access by clicking the bottom left or right corners of the scene or by holding your finger on any part of the scene ④.



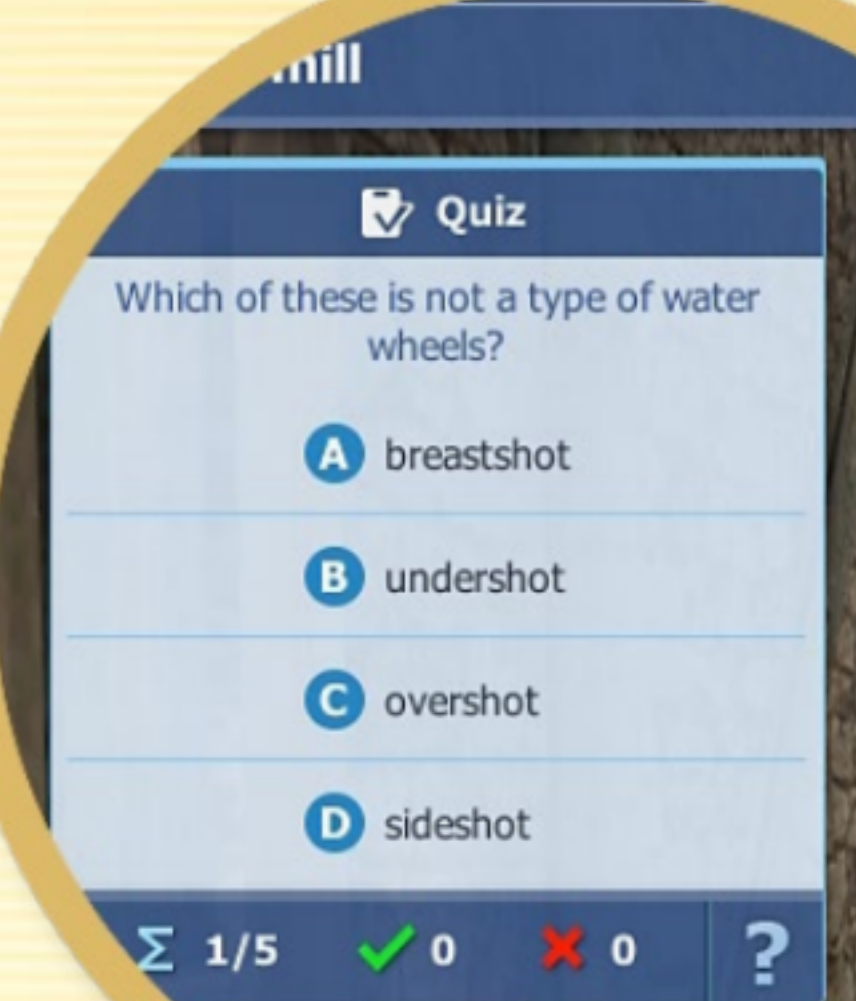
Tips

Display information and labels related to the 3D scene or browse related scenes using the upper icon bar ⑤.

Activate the text-to-speech function in the quick menu ⑥ and click on the labels ⑦ in the scene to listen to them.

Watch the built-in animation and listen to the narration ⑧.

Click on the Quiz button on the lower button bar to answer the quiz questions related to the 3D scene ⑨ and complete various types of exercises.

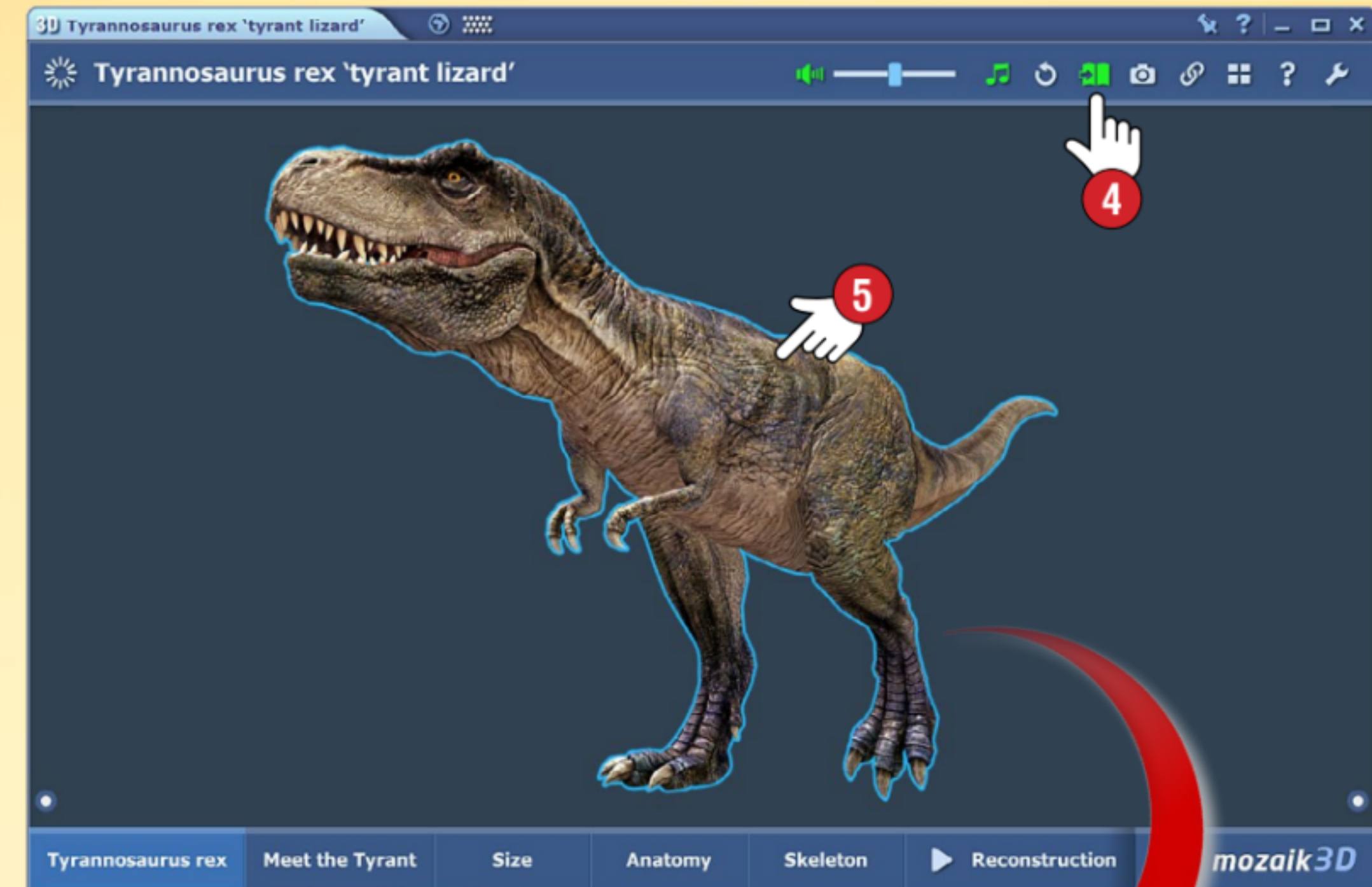


Walk function

Some scenes enable you to take a walk through the scene and explore when you click on Walk ①.

- You can roam about the Acropolis using the joystick ② at the bottom of the screen or see the view from a tower at the Bastille.
- You can also navigate in the 3D space by clicking on any point in the scene.

Tip • By clicking on the Screenshot icon ③ while the 3D scene is open, you can insert the current scene as an image into one of the pages of your exercise book or textbook. You can resize, move or open the image you have inserted in the quick menu.



Interactive models on pages in publications

You can insert selected interactive, rotating elements of 3D scenes into the pages of exercise books and textbooks. Once inserted, these elements work as independent components without a background or border.

Click on the Book icon ④ in the header of the 3D scene, and drag and drop the element you have selected ⑤ to one of the pages in your publication ⑥.



1. Where to find videos

Click on the Media icon ① on the Toolbar and select the Video menu item ② to open the Media library. Double-click on the video you have selected to play it.



2. Search and play videos

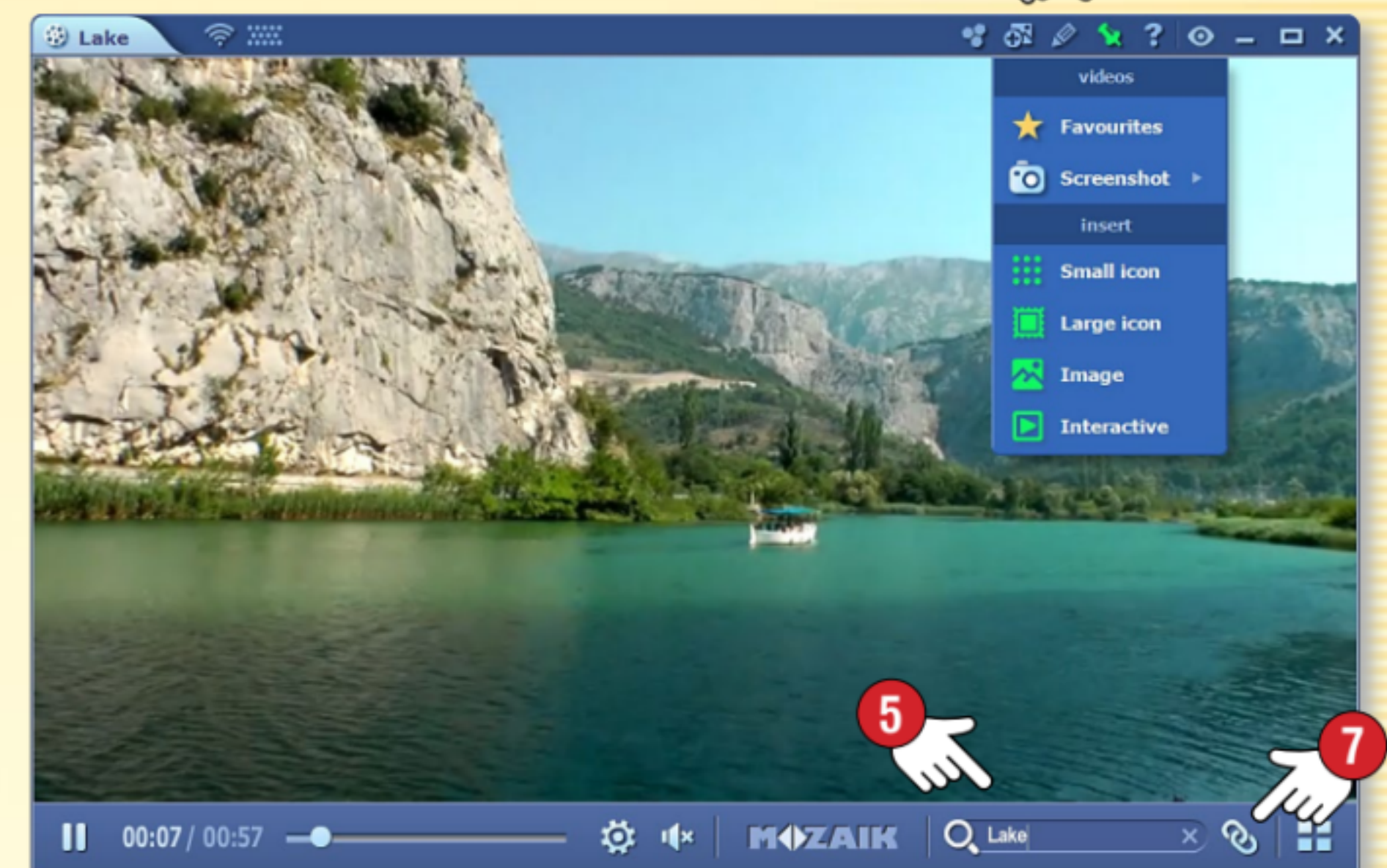
Search by subject in the 'Subject...' drop-down menu ③. If you are looking for a specific video, use the Search field in the main window ④ or in the player ⑤. Double-click on the video you have selected to play it. You can use the insert function or drag and drop to insert a video into an open exercise book or publication ⑥. Browse related videos for additional interesting content ⑦.

Search by subject



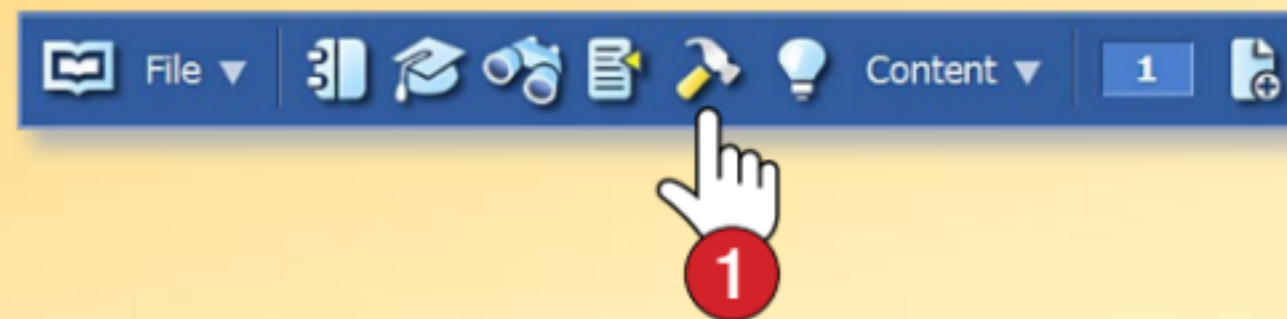
Tip

You can insert videos into your publication as a small or large icon, an image or an interactive item.

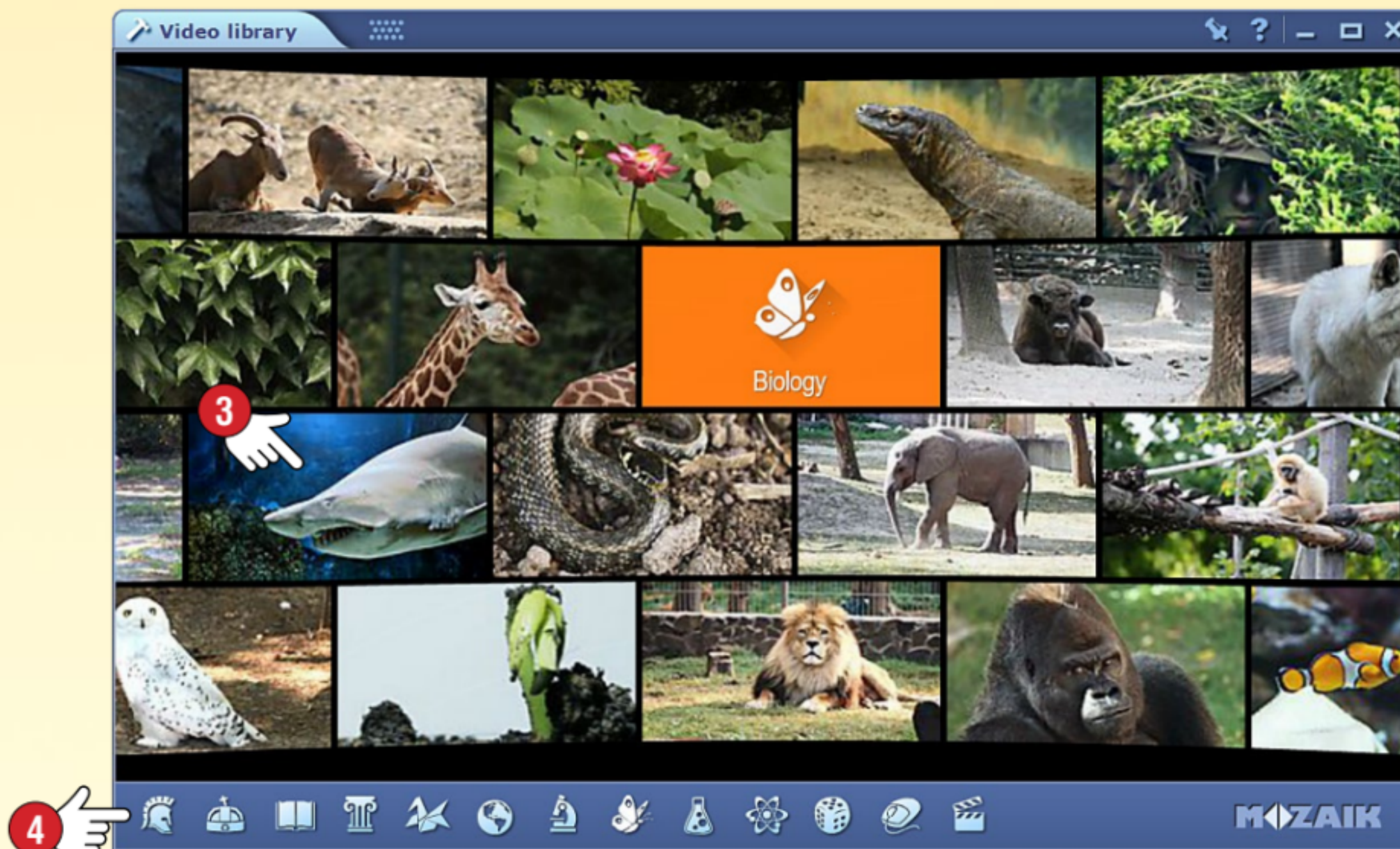
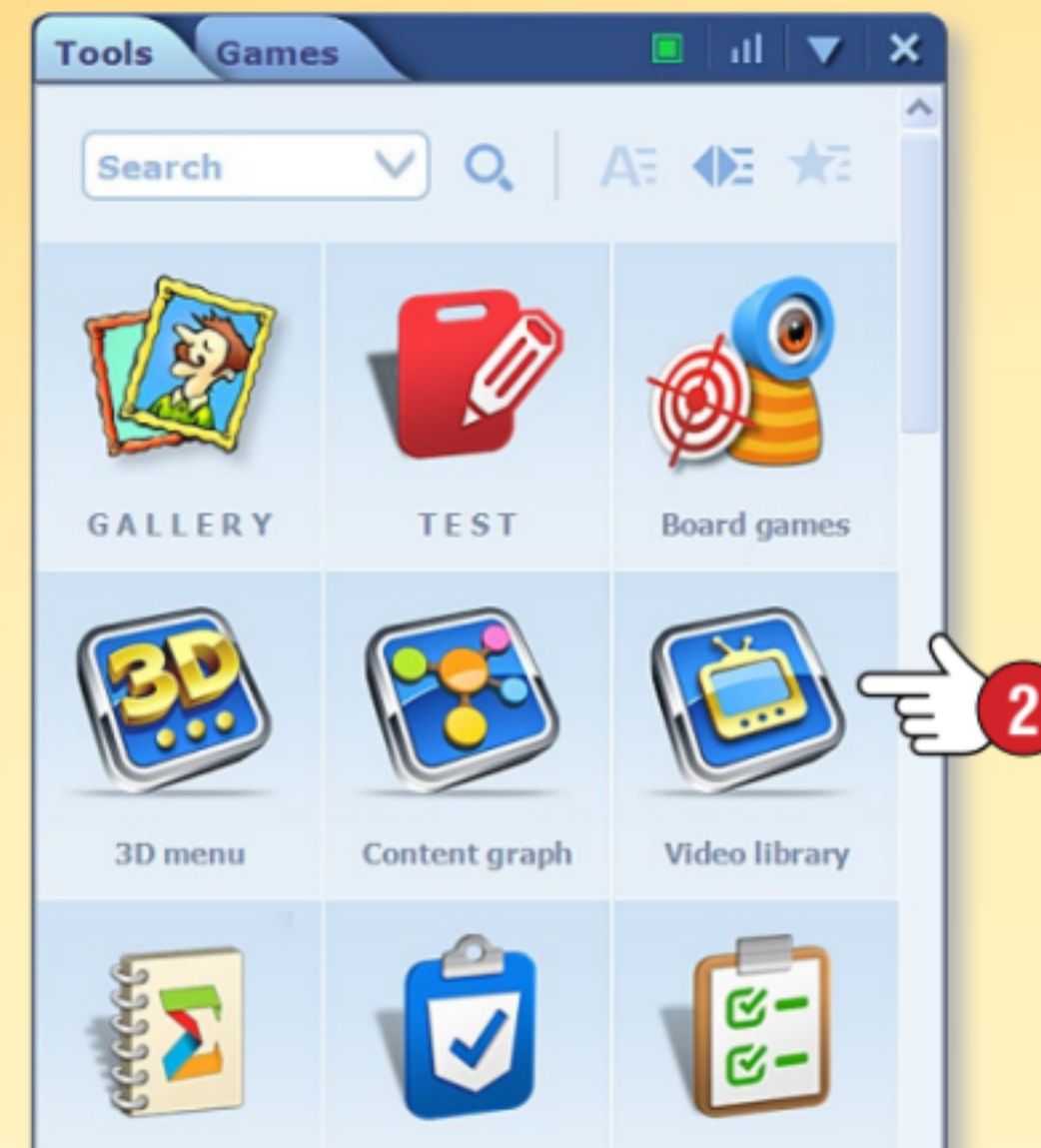


1. Where to find videos

Click on the Tools icon ❶ on the Toolbar and select the Video library tool ❷.



Browse the videos by scrolling through the video library with your finger.
Select a video and click on it to play 3.



2. Search and play videos

Use the icons at the bottom of the video library window to select a subject. The video library will scroll to videos on the subject you have selected ④. Click on the name to display and select related videos.

Click on a video to play it. Pause and restart the video by clicking on the centre of the screen 5.

Click on the right or left sides of the window to fast-forward or rewind the video 6.

Tips 7



You can switch to full screen mode.



You can display related videos.



You can return to the video library.

1. Layers in publications

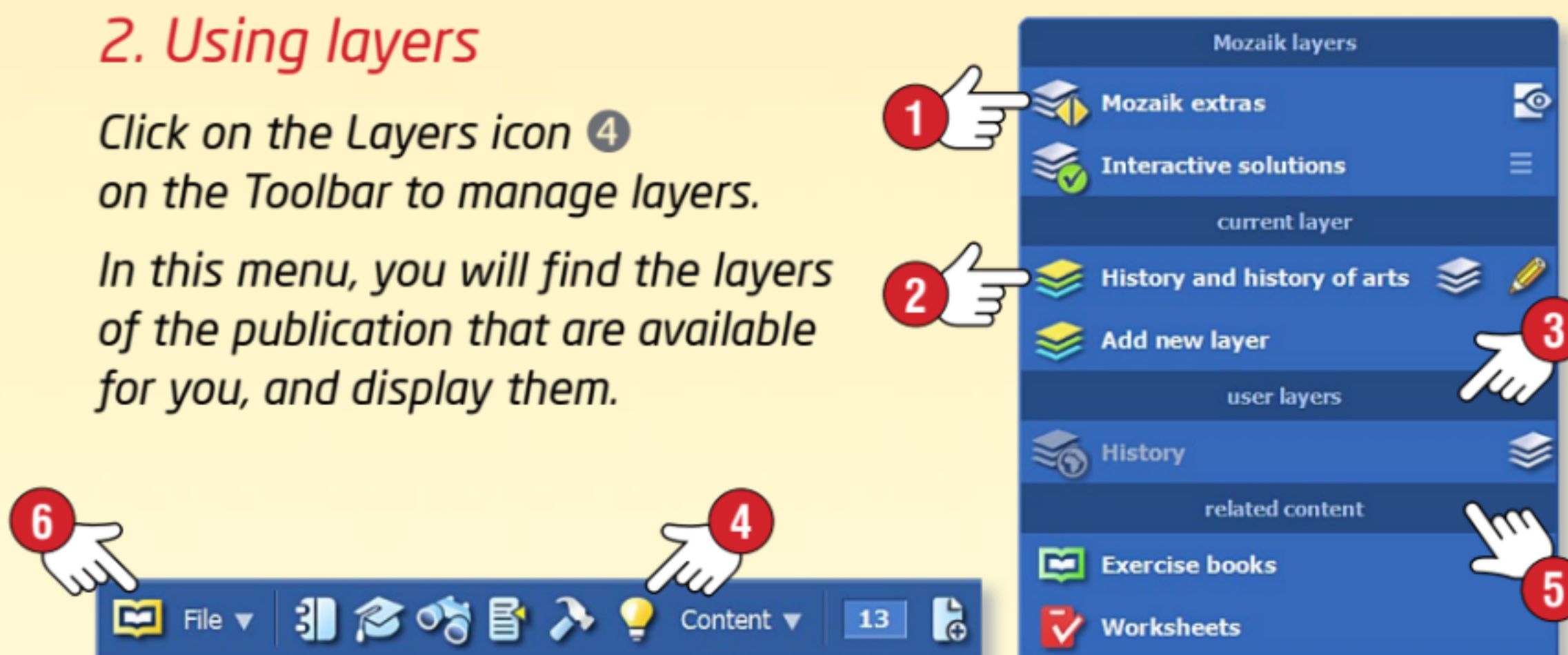
Layers are built on one another and can be switched on and off. They offer a way to enhance basic publications with a wide range of content.

- mozaBook stores different extra content (images, videos, 3D scenes, exercises, etc.) on layers in publications (Mozaik extras) ①.
- Some publications also contain solution layers (Solutions).
- By drawing or highlighting something in the publication or adding extra content to it, you can also create your own layer (My layer) ②.
- You can also use others' shared layers (User layers) ③.

2. Using layers

Click on the Layers icon ④ on the Toolbar to manage layers.

In this menu, you will find the layers of the publication that are available for you, and display them.



Tip • Use the Media library to open additional exercise books and individual exercises in the Related content sub-menu ⑤ to match publication content.



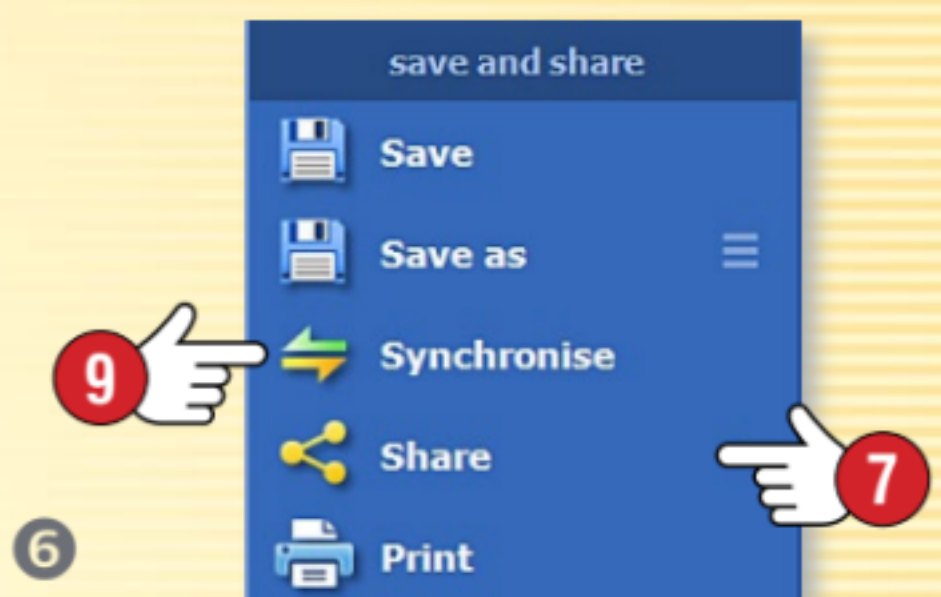
3. Synchronising and sharing

You can make your own layers accessible to others by uploading them to mozaWeb and making them public.

To do so, click on the Open icon on the Toolbar ⑥ and choose the Share menu ⑦.

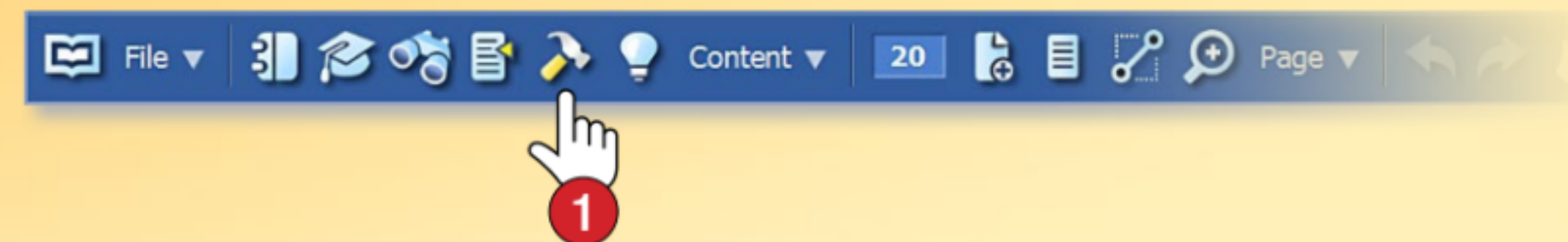
By choosing automatic synchronisation ⑧, you will save your own layers automatically to your mozaWeb online account. This will keep your publications synchronised.

If there is no Internet connection, you can also synchronise your publications from the Synchronise menu with a flash drive ⑨.

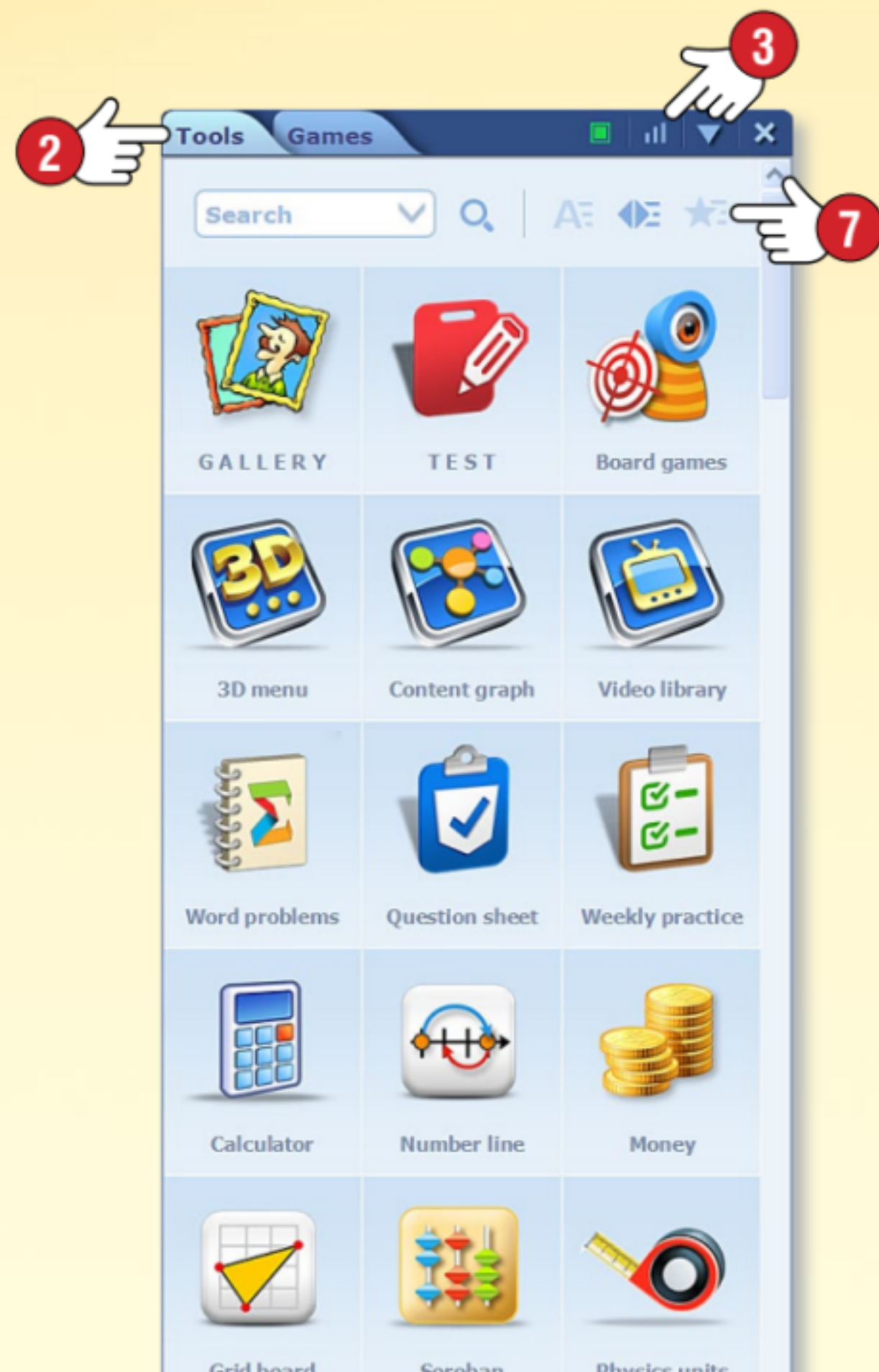


1. Where to find Tools

Click on the Tools icon ① on the Toolbar.



Use the tabs to switch between tools and games ②.



2. Find the right tool

Use the filters to sort tools by subject or grade ③.

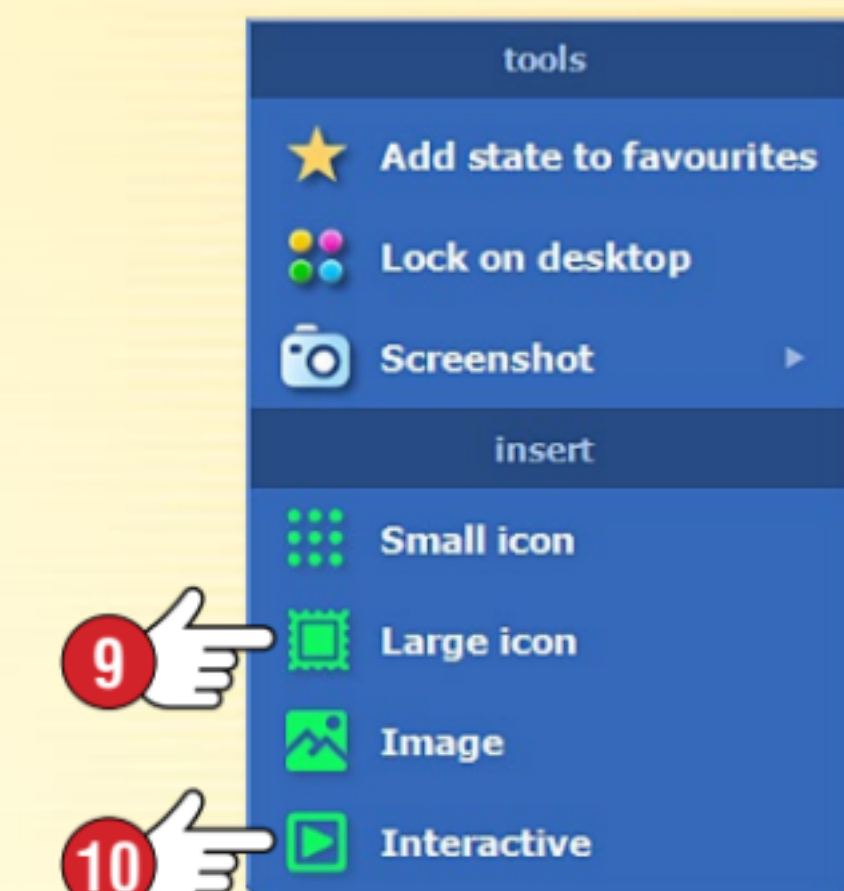
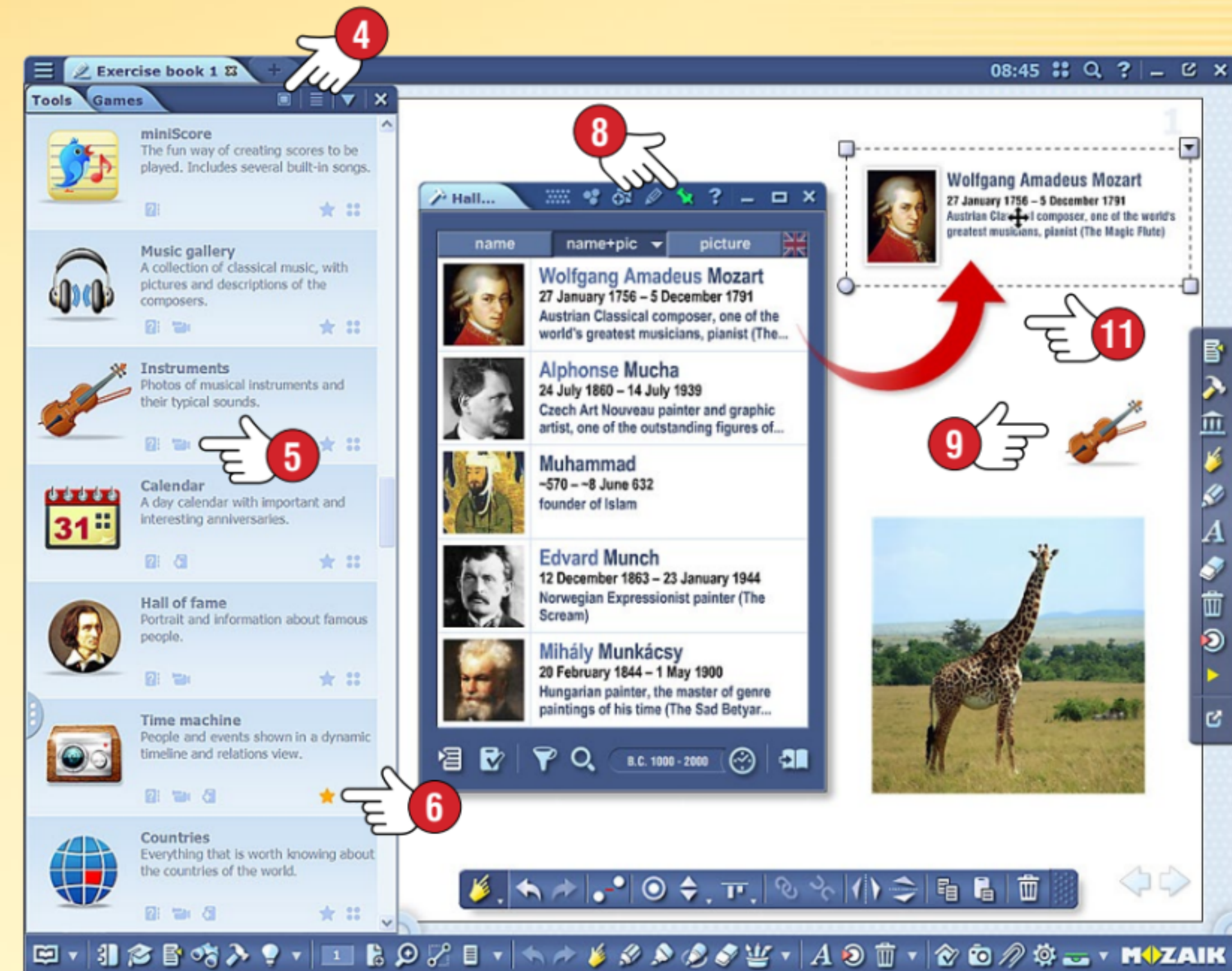
Change view ④ and use mozaBook help and the video tutorial ⑤ if you need help using the tools.

If you mark a tool as a favourite ⑥ and sort the tools as appropriate ⑦, the tool will be placed at the beginning of the list.

3. Save state and insert tools

Save the current state of a tool (e.g. a prepared experiment or a set view) by inserting it into an open publication using the Insert menu for the tool ⑧. You can insert tools into your publication as small or large icons ⑨, images or interactive items. If you insert a tool as an interactive item ⑩, you can use it within your exercise book.

Tip • Drag and drop the text and image content in the tools into your textbooks and exercise books, so that you can use that content while preparing your presentations ⑪.



Skill -development games ▼

These tools aid in developing skills in the youngest students. Raising their interest, these tools allow students to practise knowledge they have acquired in a playful way.

mozaTools
Multiplication table

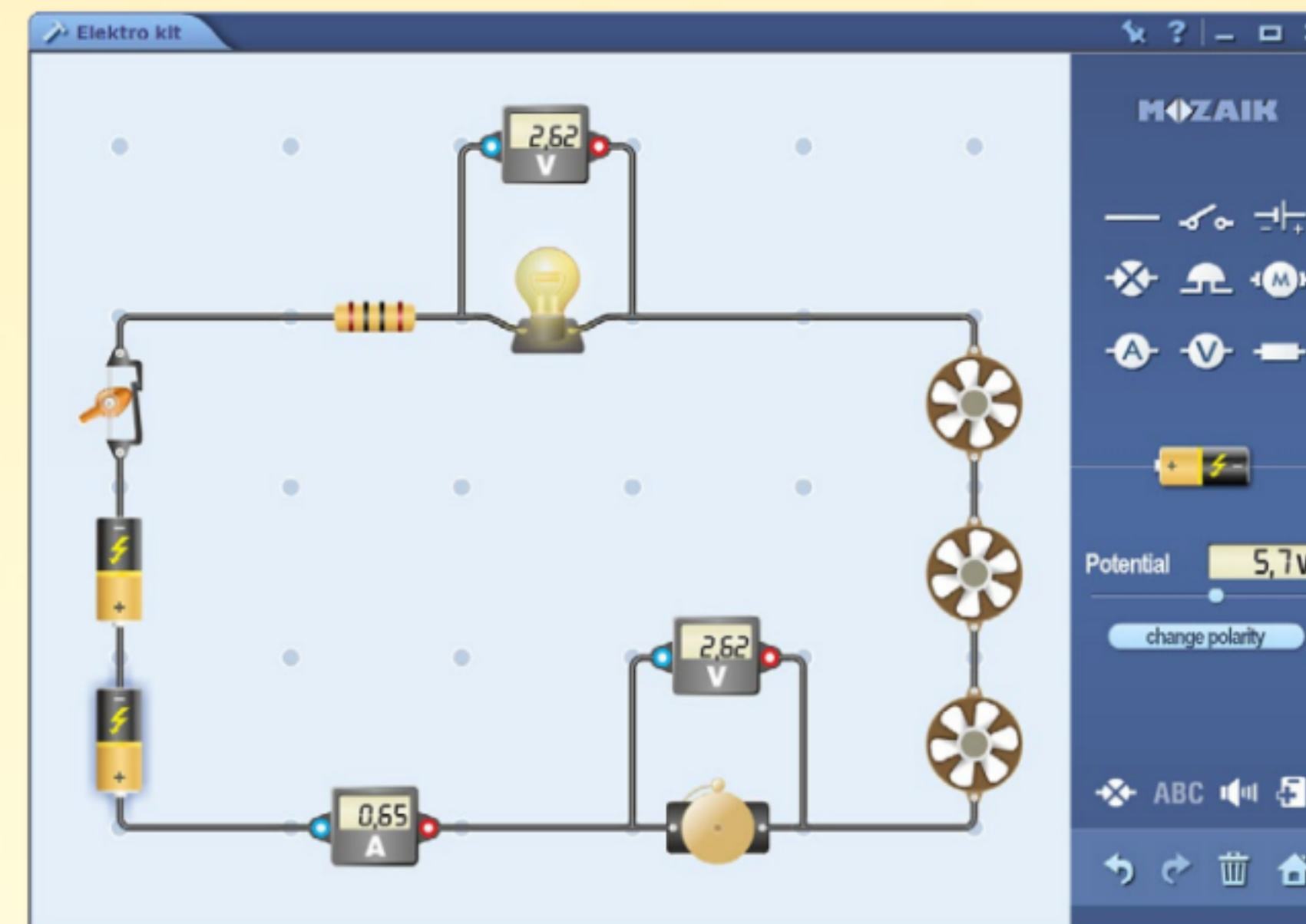
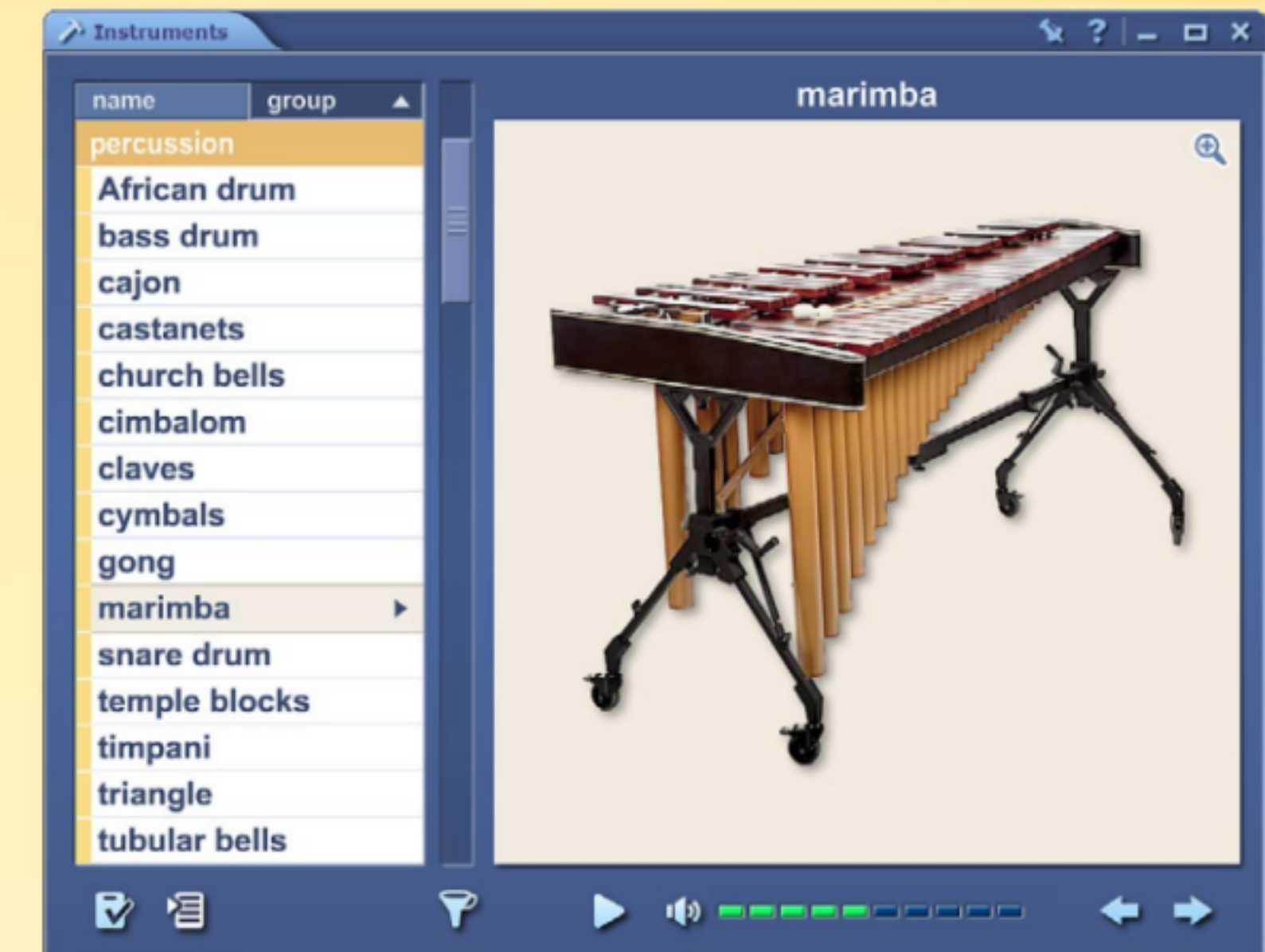


Practice tools

These tools enable students to practise and apply knowledge they have acquired through exercises. The software evaluates and stores the solutions to the exercises and provides instant feedback for students.

Visual tools ►

These collections provide the option of targeted, subject-specific use. They include all the tools necessary for teaching particular school subjects.



◀ Virtual experiment tools

These complex tools enable you to simulate real experiments on the interactive board or on the computer. You have a free hand to create the most diverse experimental layouts.

Time travel

The Time Machine tool shows famous people and historical figures in various views.

Timeline view • figures are displayed on a timeline grouped by activity ①.

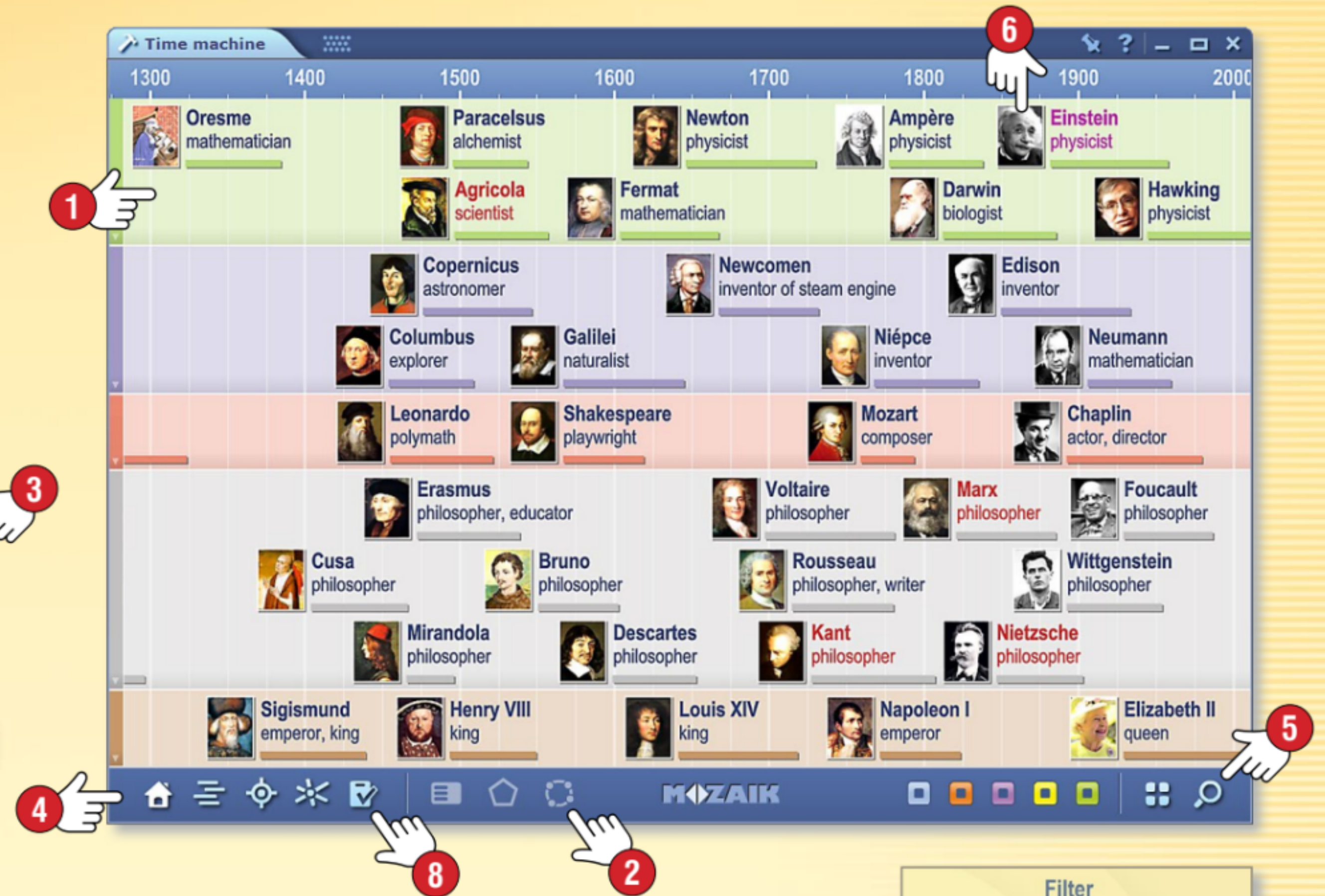
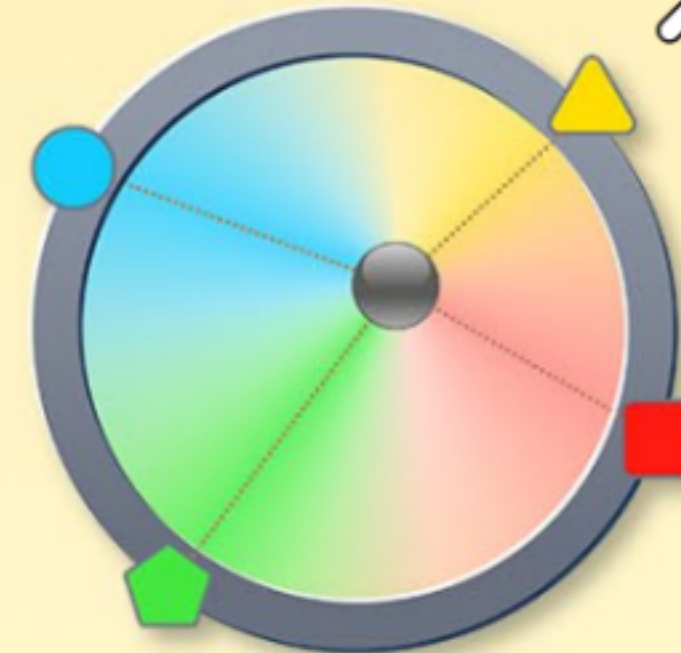
Relations view • 30-40 more figures are displayed on the basis of filtering criteria, starting from a particular figure. You can change the importance of the filtering criteria in the Settings menu ② by moving the icons ③.

How it works

Open the Time Machine tool.
Scroll the timeline to see famous figures in history.

Use the icons on the toolbar ④ to switch between views.

Use the search field ⑤ if you are looking for a specific person.

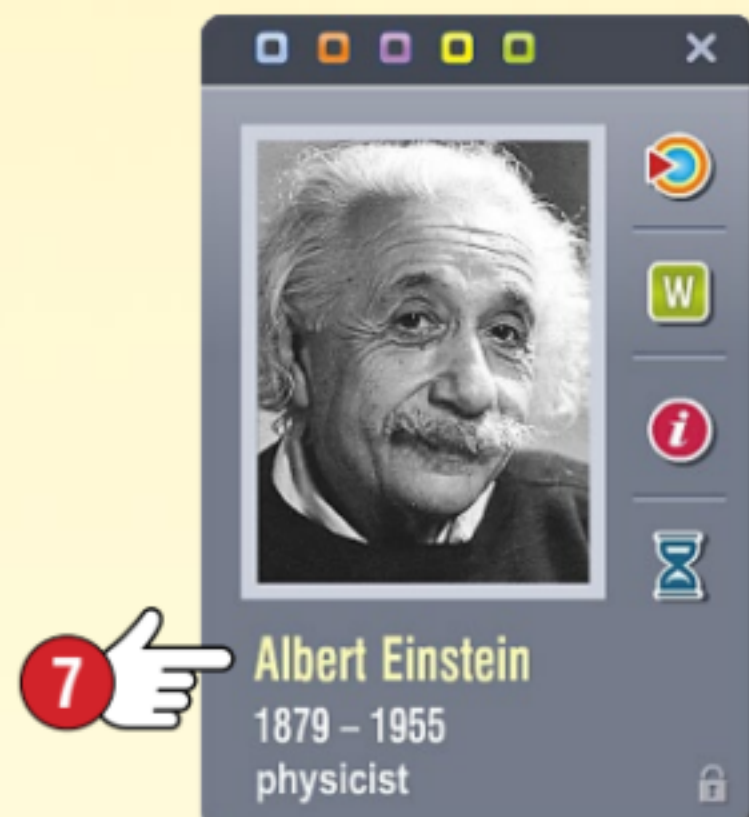
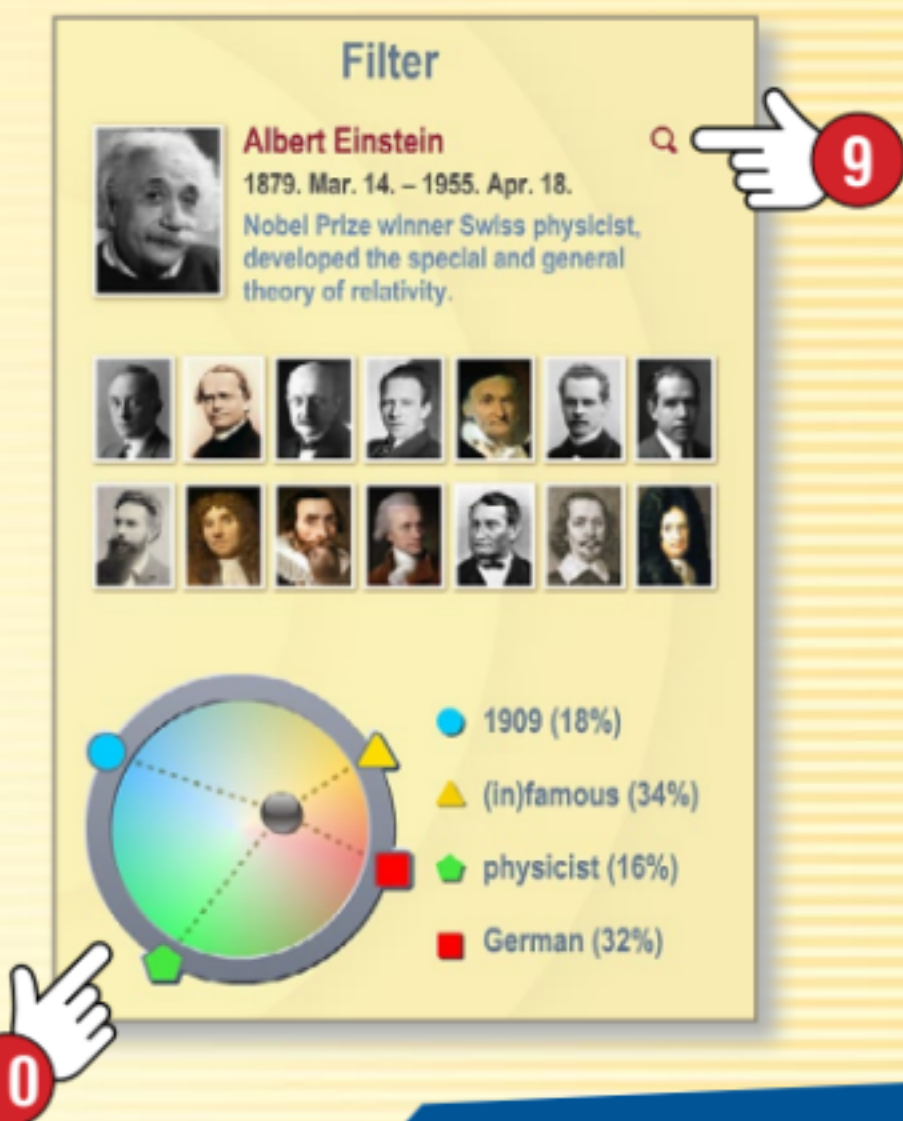


Quiz game

- Click on the Exercise button ⑧.
- Select a person for the questions to refer to (use the search ⑨ and filter ⑩ functions).
- Select a type of exercise and start the game.

You have a time limit for complete the game and only three wrong answers are allowed per game.

You can further edit the exercises in the Test editor.



Click on a person ⑥ to access other functions in the pop-up window ⑦.

- Switch to relations view with that person highlighted.
- Open the related Wikipedia article.
- Display other information and events related to the person you have selected.

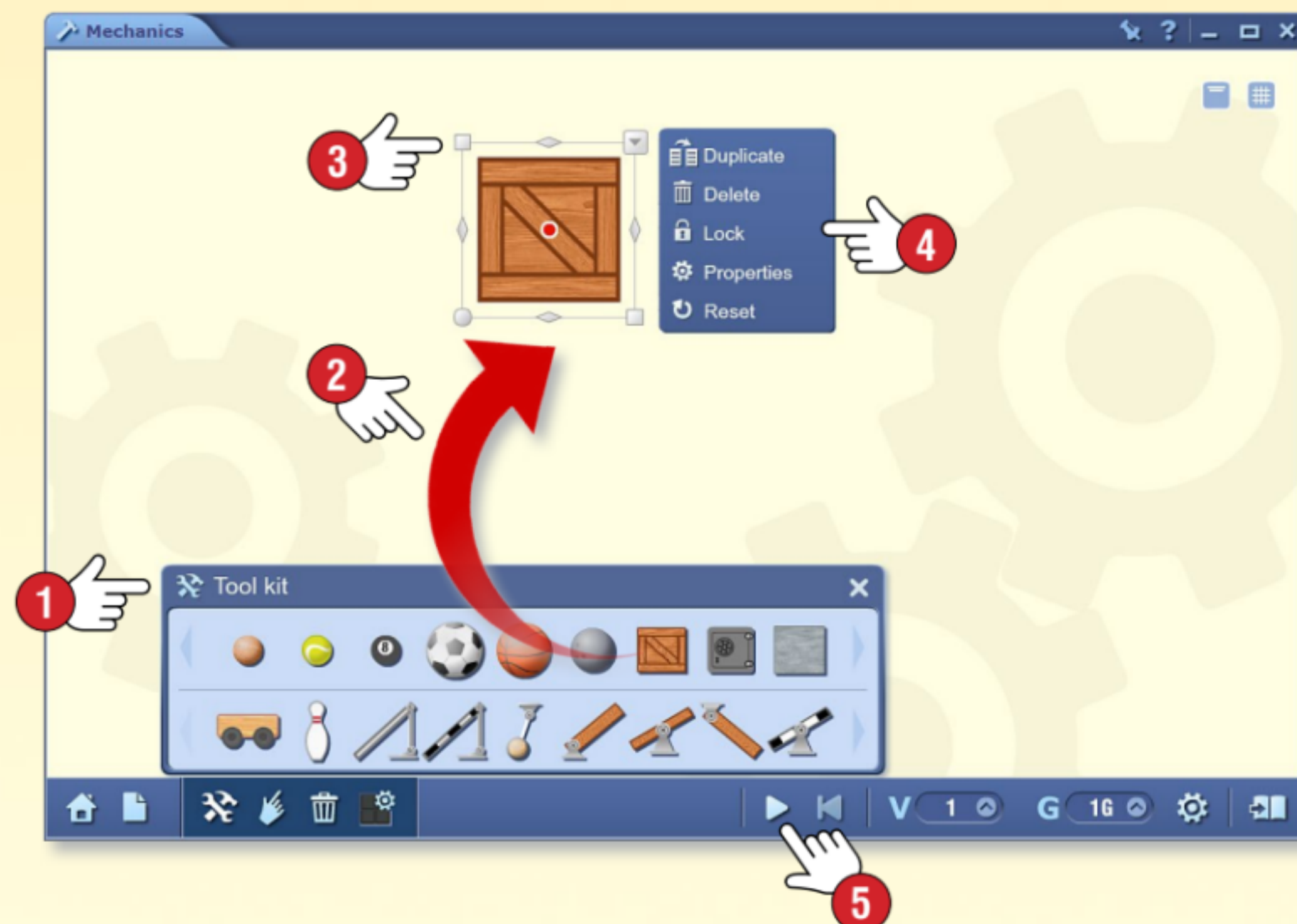
Impressive experiments and games

Use the Mechanics tool to examine the laws of dynamics and various forces and types of motion in a realistic physical environment.

Open the Mechanics tool. Use the objects in the Tool kit ① to set the initial state of your experiment.

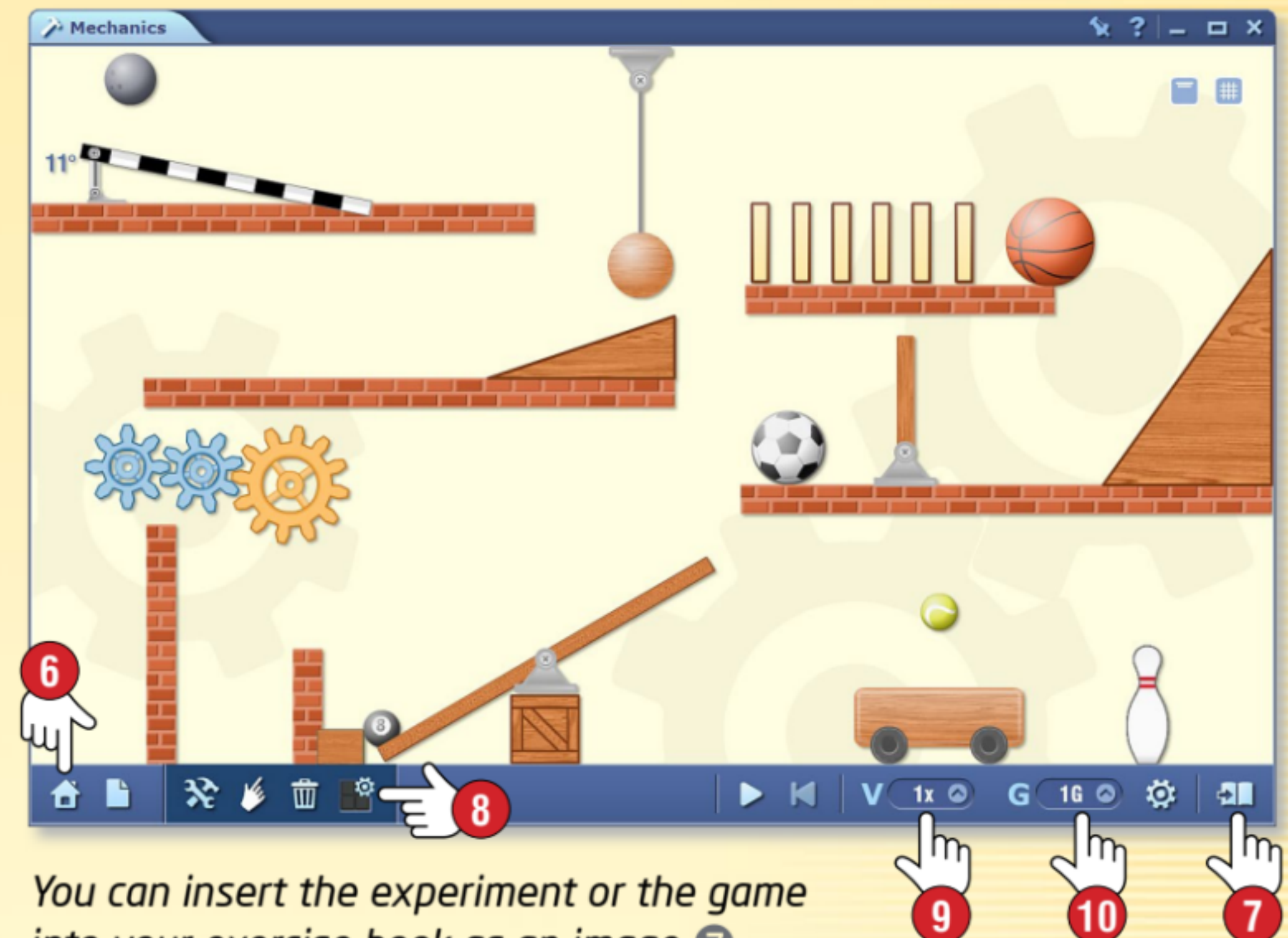
- Drag and drop ② the objects you have selected on the board
- if you like, you can resize and rotate them ③;
- you can find additional options in the quick menu for a particular object ④ (you can duplicate, delete and lock the objects or set their properties).

Click on the Play icon ⑤ to carry out the experiment.



Quick and simple

Click on the house icon ⑥ to select a pre-set experiment or game. Click on the Play icon to bring the model you have selected to life.



You can insert the experiment or the game into your exercise book as an image ⑦.

Experiment

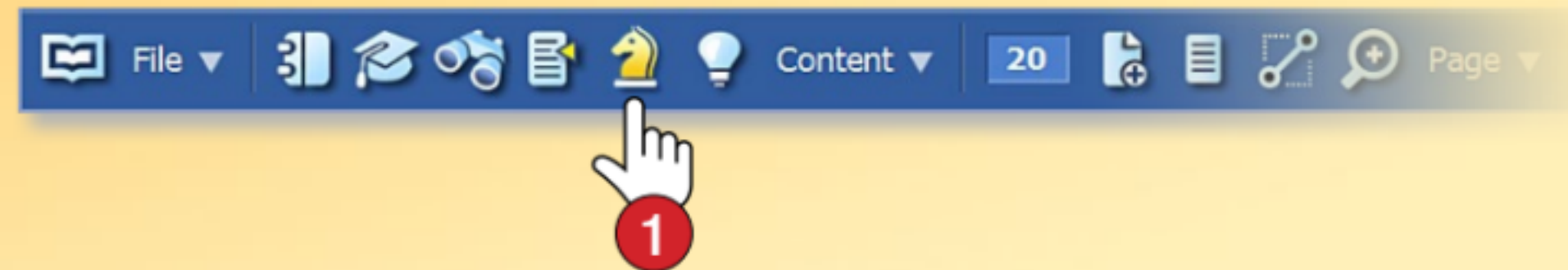
What happens if you change

- the properties of the experimental tools ⑧,
- the playback speed ⑨ or
- the magnitude of the gravitational force ⑩?

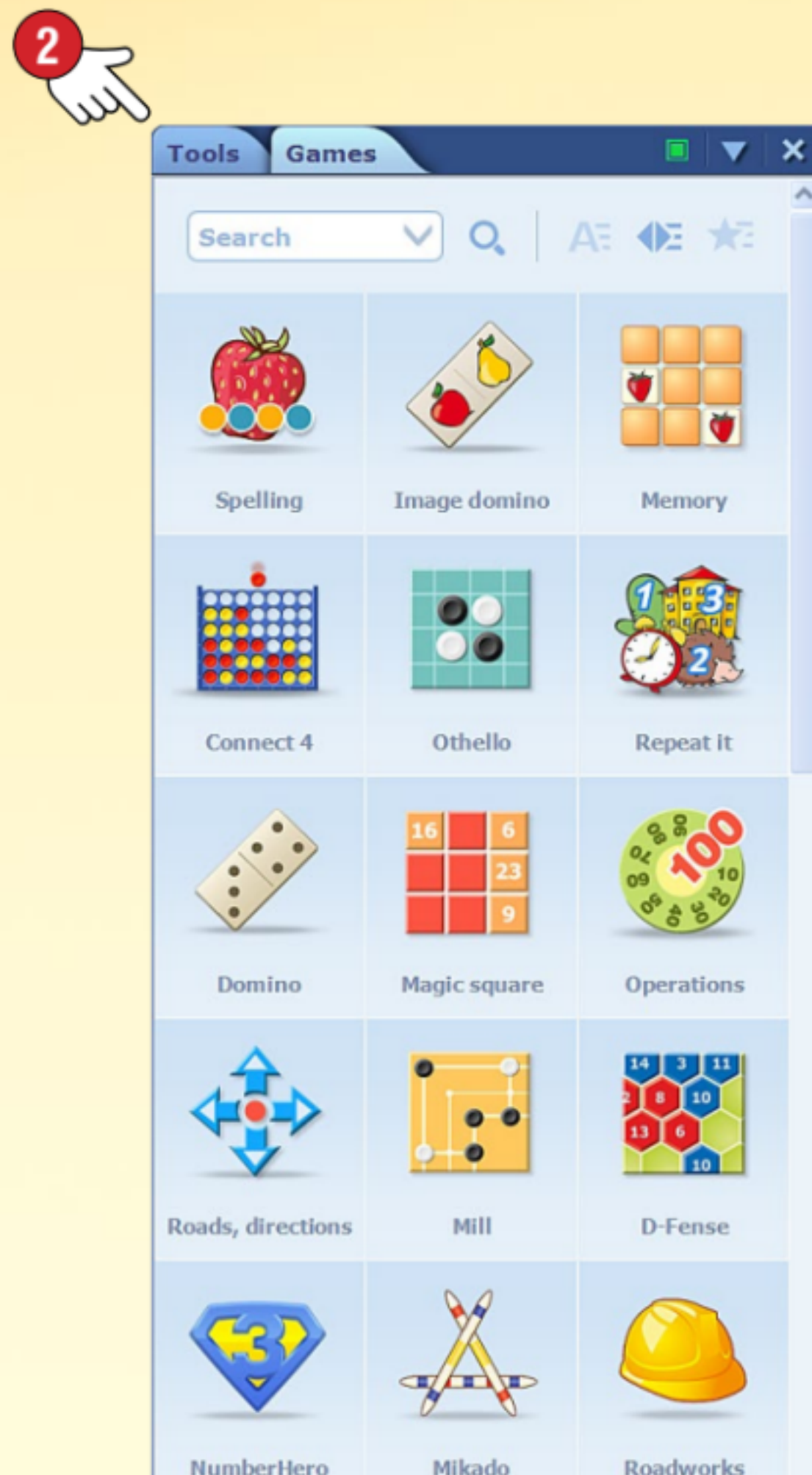


1. Where to find games

Click on the Games icon ① on the Toolbar.



Use the tabs to switch between tools and games ②.



2. Find the best games

Choose from a wide range of games that develop language, mathematical, logical and concentration skills.

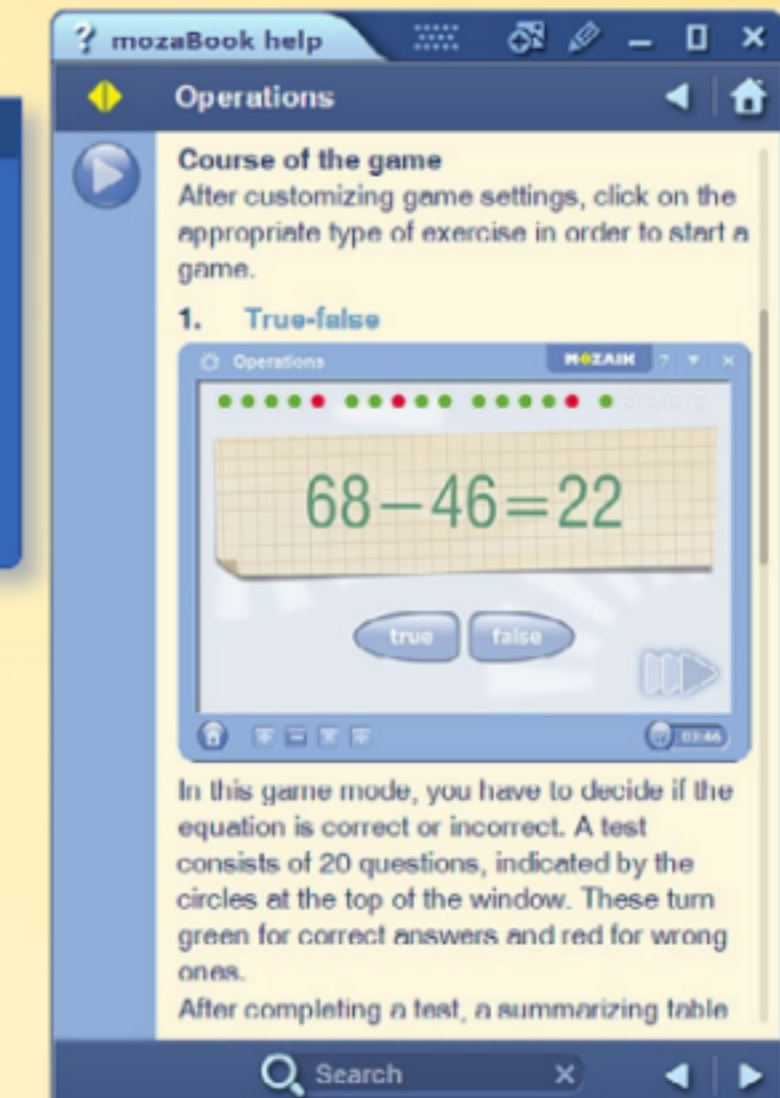
Click on a game to start.

Have fun!



3. Hints

After you open the game, click on the question mark icon ③ to read the description.



Tip

You can insert games into your publication as small or large icons, images or interactive items ④.

1. Where to find the drawing tool

You can open the drawing tool in a number of ways. Click on the Freehand drawing ① or the Pencil Case ② icon on the toolbar, or on one of the bottom corners of the screen ③.



Click on the Magic Hat ④ for more functions. You will find this icon where both simple and complex versions of a tool are available.



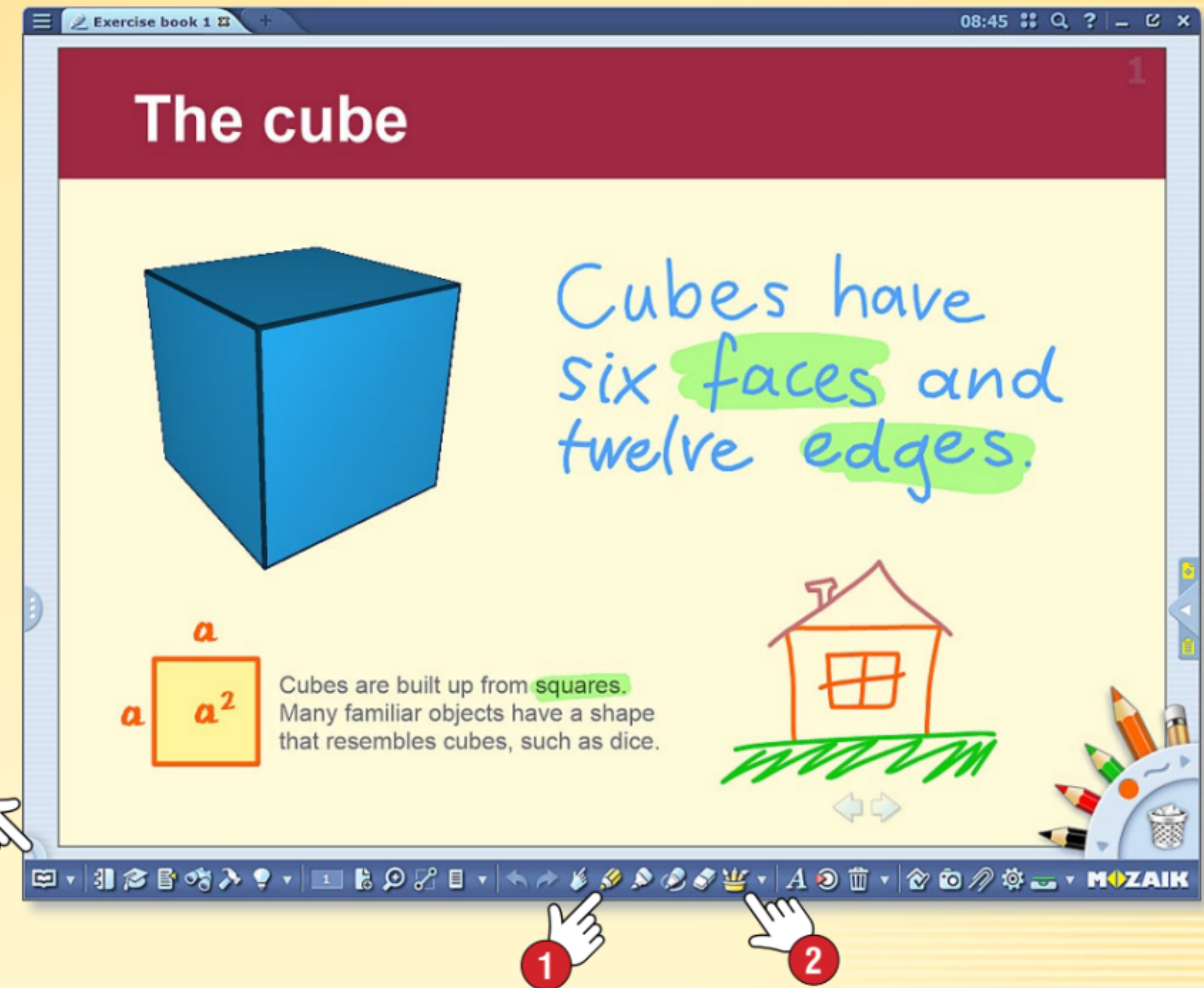
2. What to use it for

Use the built-in mozaBook drawing tools to create illustrations for your publications.

freehand drawing
draw curves
text recognition pen
highlighter pen
relations diagram
eraser
text input
fill
equation editor
table



draw line segments
shape-recognition pen
fade-out line
brush, calligraphic pen
geometric shapes
bin, delete
select, move
animate
geometry tools
media library



Tips



You can use a ruler, protractor and compass for your geometric constructions.



You can delete drawings, pictures and other objects easily by dragging them into the bin.



You can use the fade-out pen to highlight something temporarily on the interactive board.

pencil case

- Basic pencils
- Custom set
- Note-taking set
- Smart pens
- Geometric tools

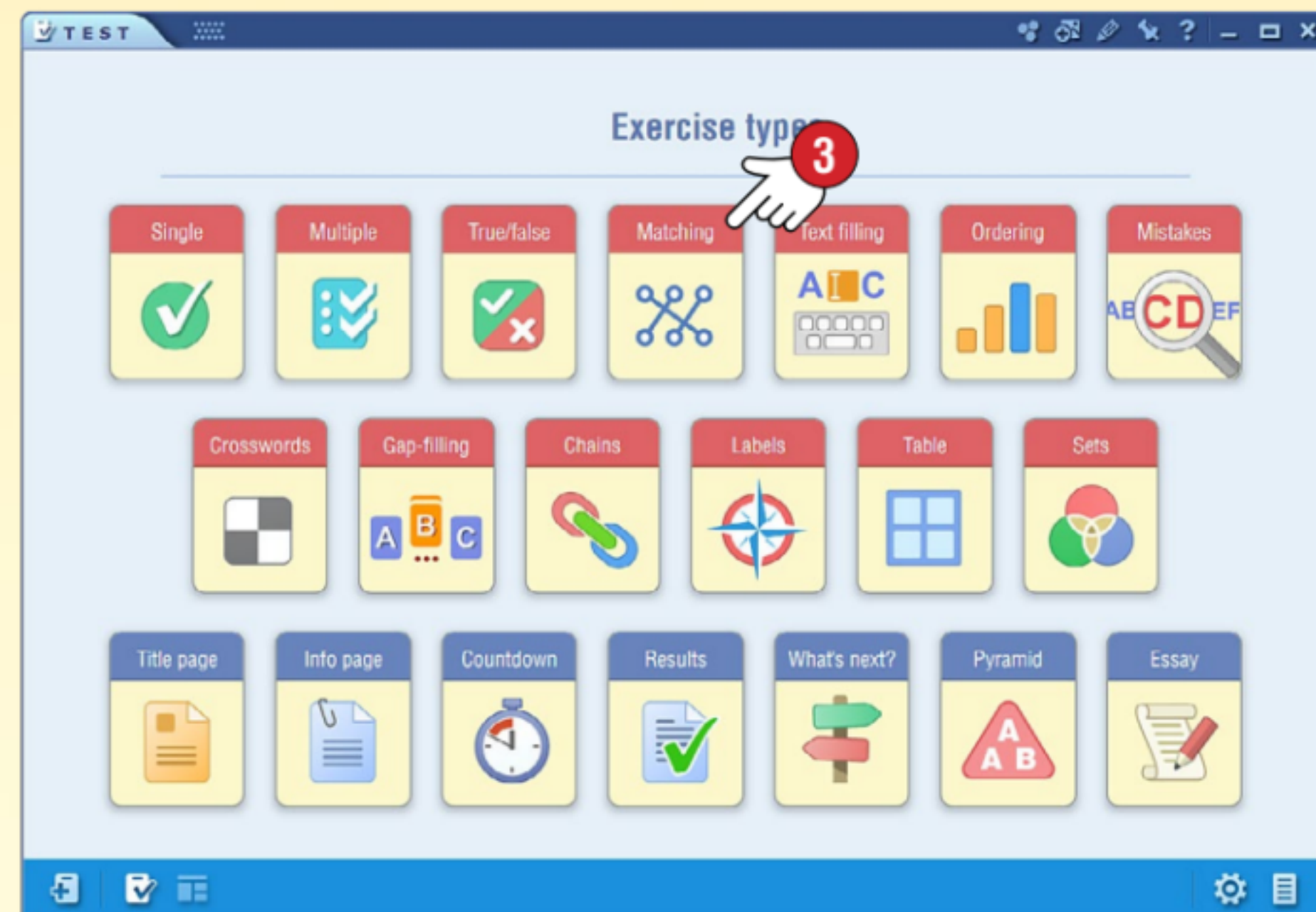
1. How to use it and where to find it

The Test editor enables you to create varied and attractive exercises and worksheets.

Click on the Tools icon ① on the Toolbar and choose the Test editor ②.

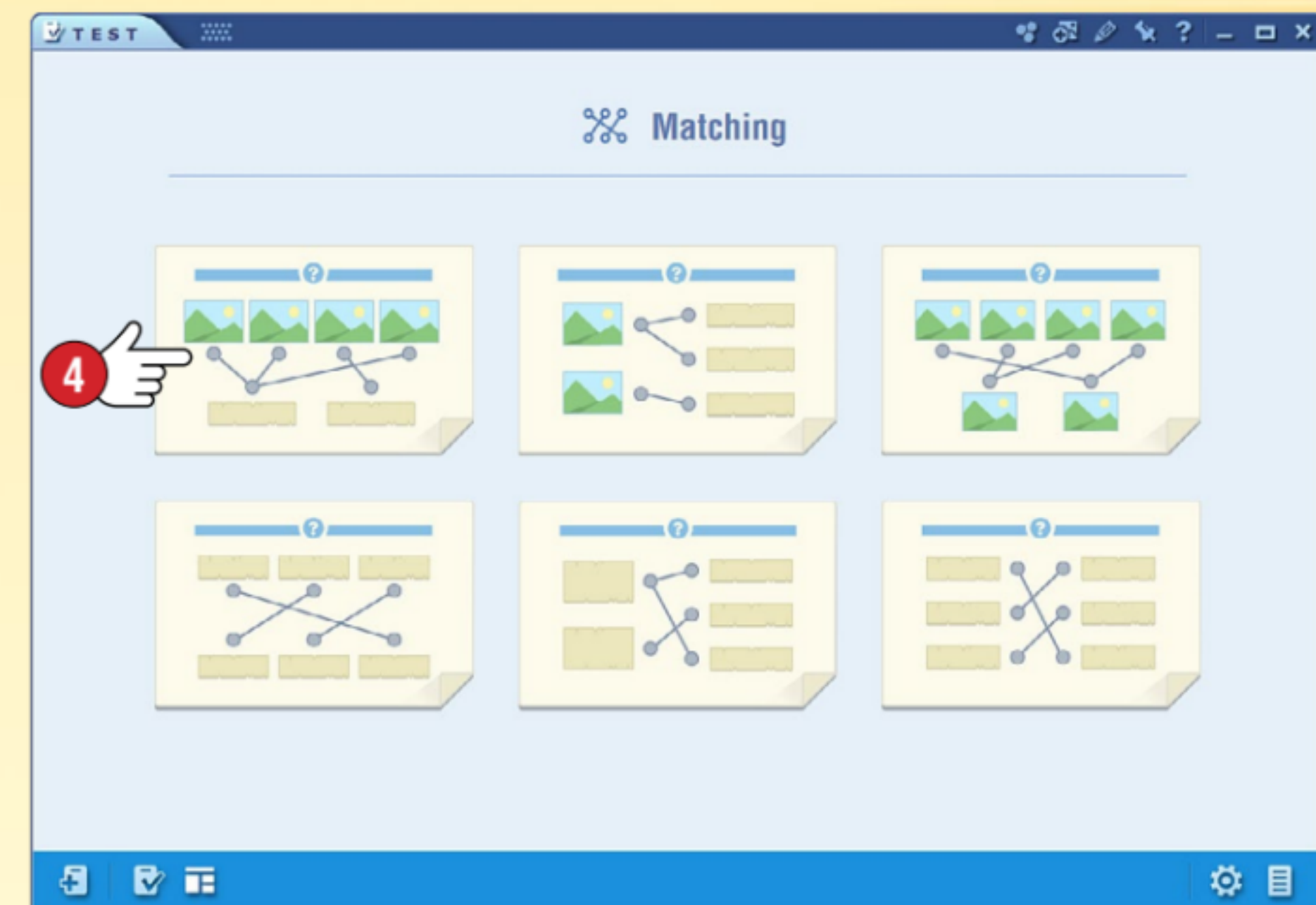


First, choose what type of exercise you would like to create ③.
The Test editor contains a variety of exercise types, ranging from multiple-choice questions to complex map exercises.



2. Templates

The software offers exercise templates with a wide variety of layouts and structures. You can create text-only exercises or insert multimedia content from the Media library. Choose a template for your exercise ④.



Tip

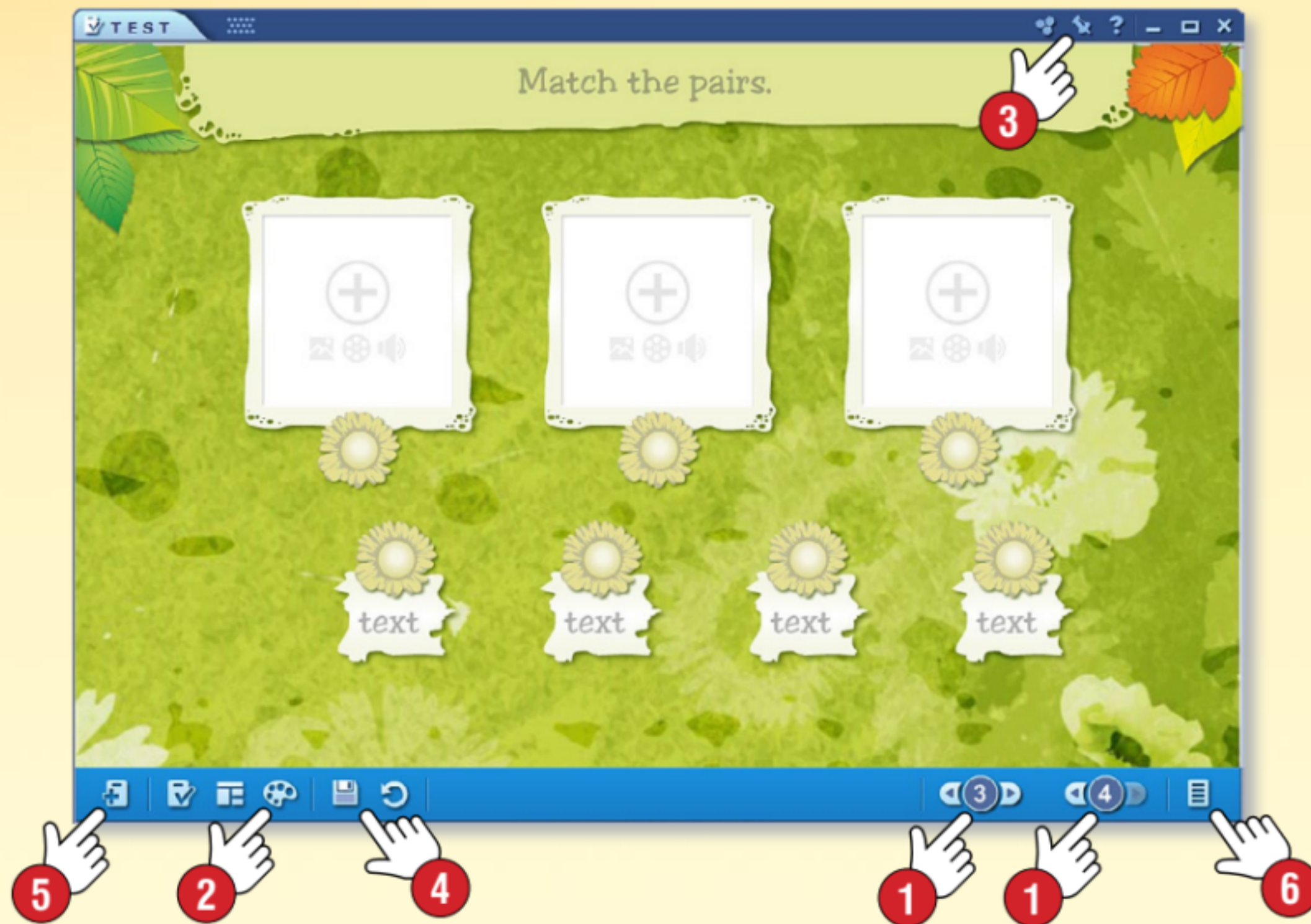
Use the Media library to insert multimedia content into your exercises, such as images and audio and video files.

1. Creating exercises

Insert text and multimedia content into the template you select and mark the correct solution.

You can change some items in the template, set the number of possible answers ① or change the layout of the exercise ②.

You can insert ③ your new exercise into your publication or add new exercises to it to create a worksheet.



To add a new exercise, close the one you recently created ④ and open a new exercise ⑤. You can access the exercises on the worksheet by clicking on the bottom right icon ⑥. When you are ready, save your work by inserting the worksheet into a publication ③.

2. Completing and checking exercises

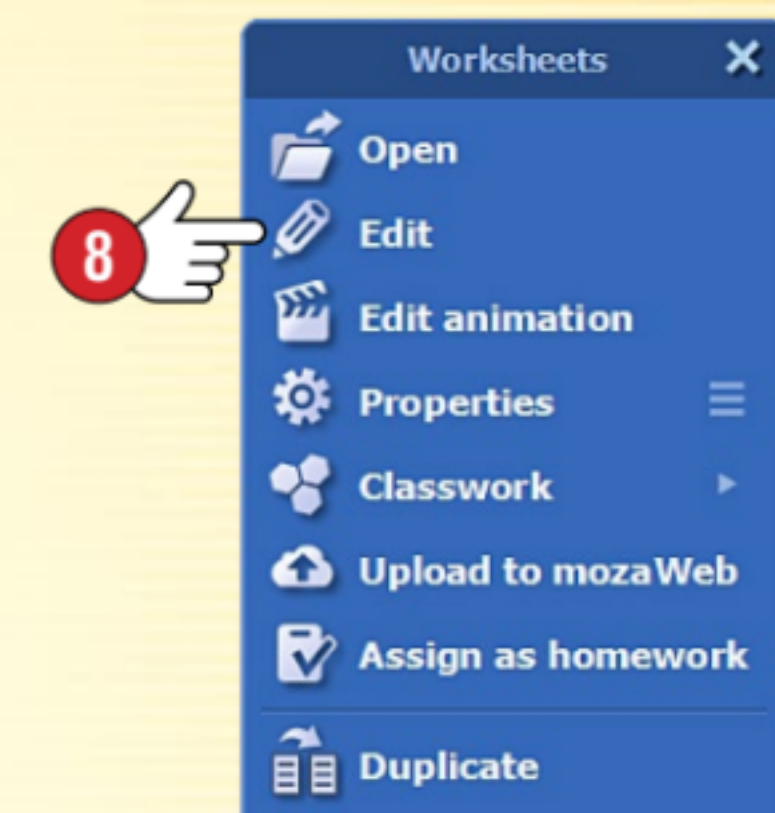
Click on an exercise icon to play it. Follow the instructions for the exercises and select the right answers, match or order answers, etc.



After completing the exercises, click on the Check icon ⑦ to check your result.

3. How to edit an exercise you created previously

If you would like to edit an exercise you have previously created, long-click the icon and choose Edit in the pop-up menu ⑧.

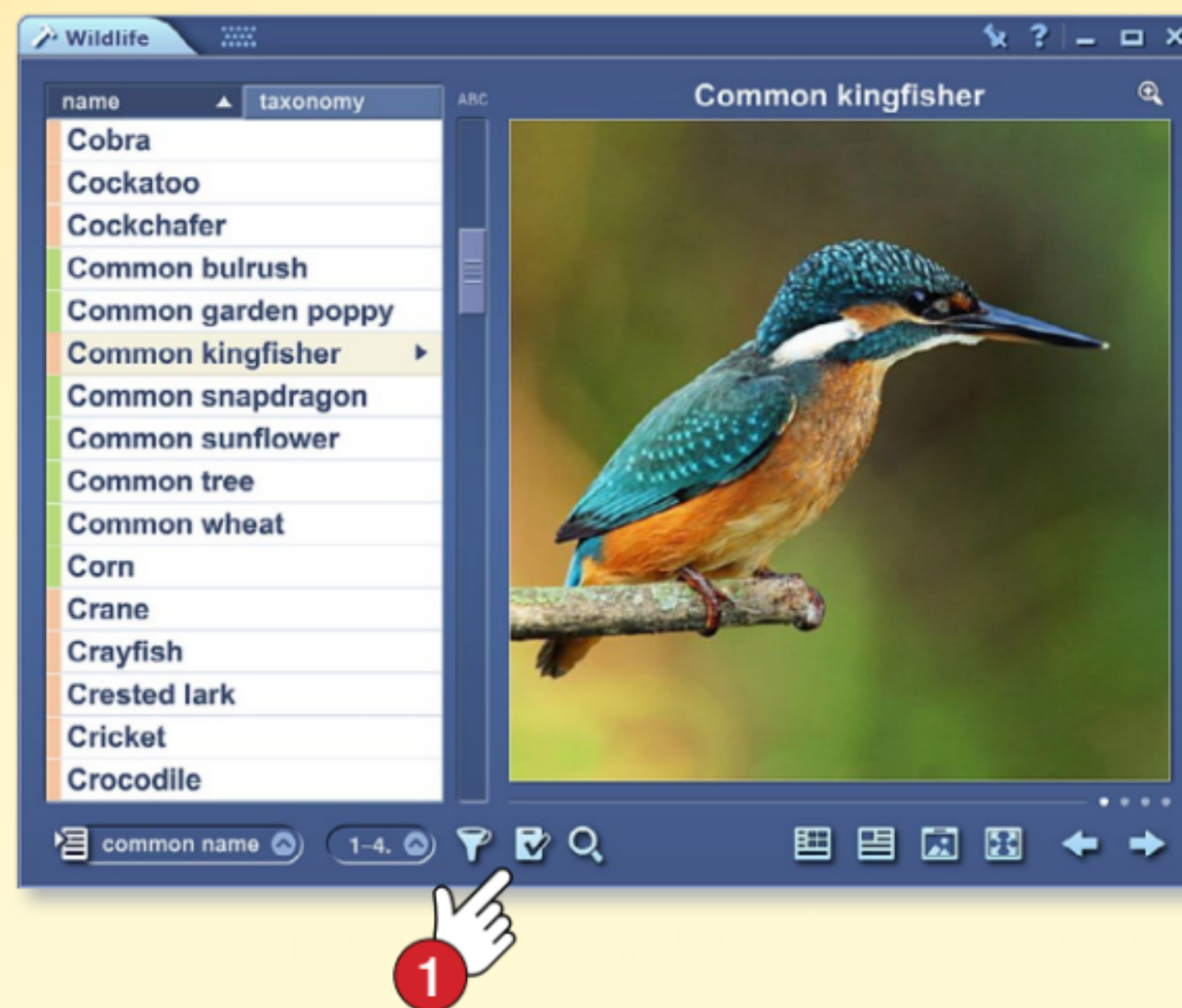


Creating exercises with tools

Certain mozaBook tools are designed to automatically generate exercises that can later be edited by the Test editor, so you can create attractive worksheets in a very short period of time.

To generate exercises, open

- the Test editor or
- a tool which can generate its own exercises.



In the tool, choose exercise mode ① and set which types of exercises you wish to create, if necessary.



If you find an exercise you would like to use, click on the automatic generation of exercises icon ②. The exercise you select is then exported to the Test editor, where you can edit it further if you wish.

Benefits

- You do not need to create your own questions
- You do not need to look for images
- Just choose a topic and the exercise is ready.

You can edit the exercise further later.

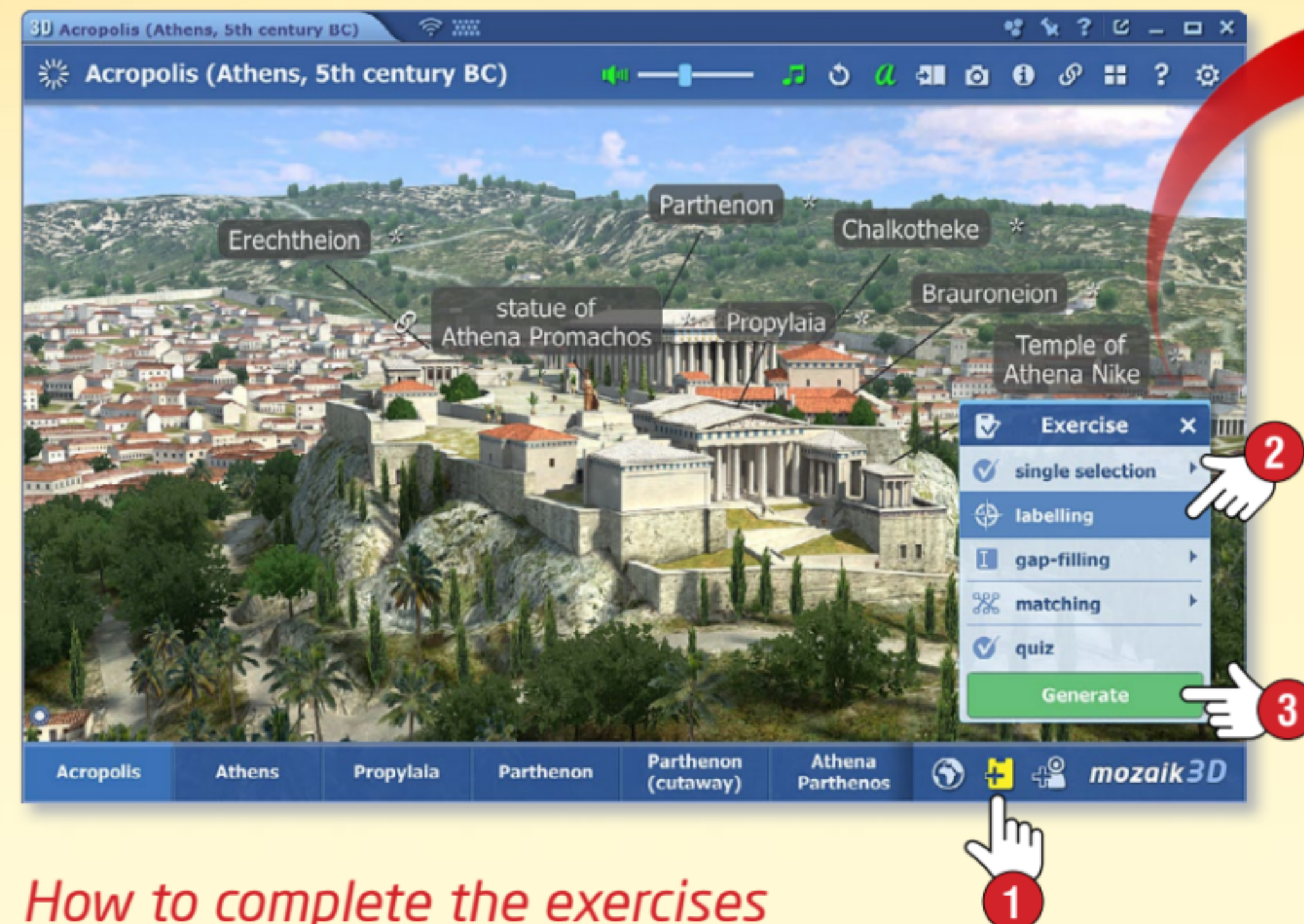


Editing exercises with 3D scenes

Numerous 3D scenes are designed to automatically generate exercises that can later be edited by the Test editor.

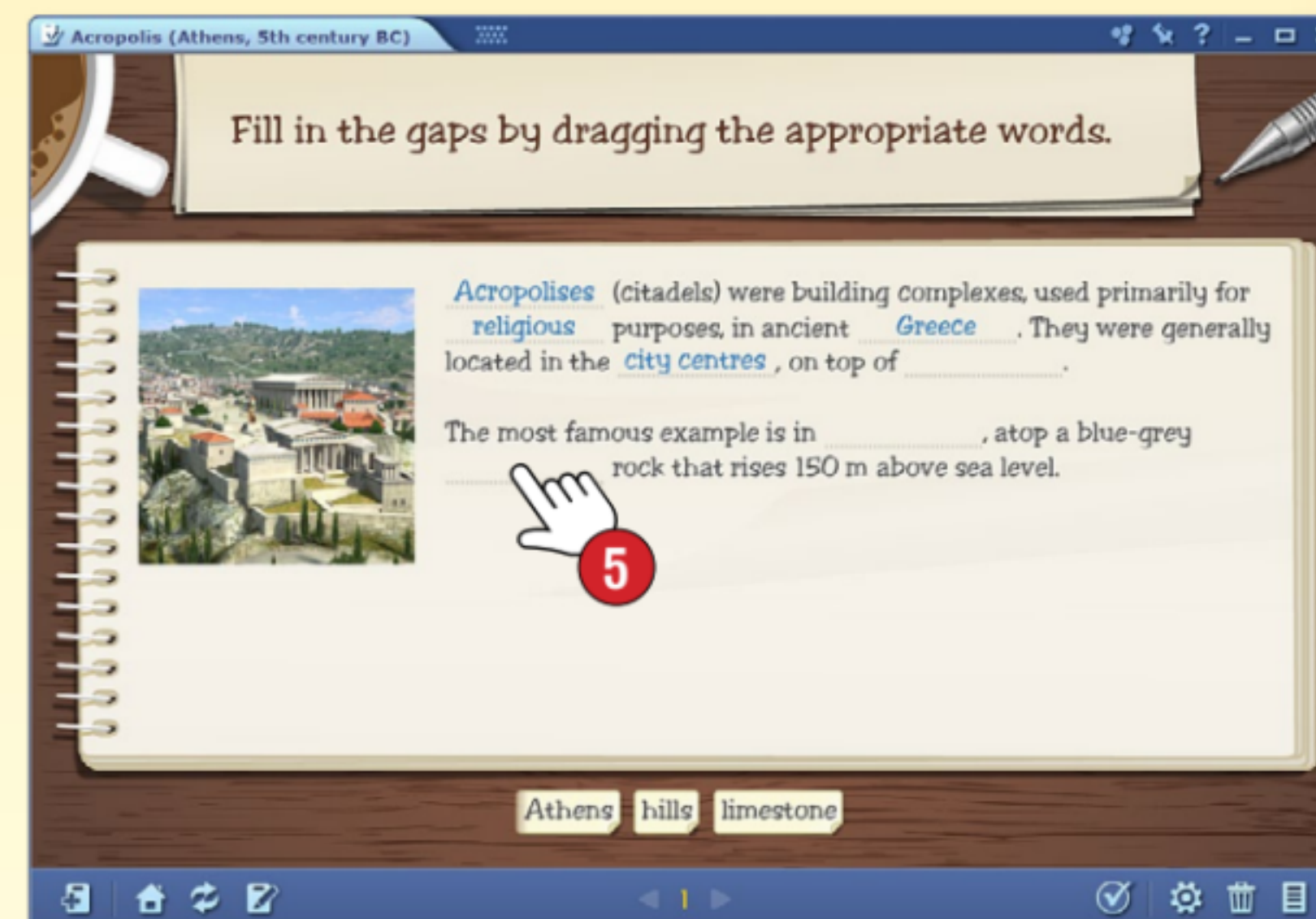
If this function can be used in the current view of the scene, click on the icon ❶ found on the lower bar. In the menu that opens, choose one of the available exercise types ❷. After clicking on the 'Generate' button ❸, the exercise will be automatically opened in the Test editor.

Various types of exercises can be generated in different views.



How to complete the exercises

- Label the pictures using the words listed ❹,
- fill in the gaps by dragging the appropriate words there ❺,
- match the pairs and select the right answer.



Find a 3D scene related to the topic of the lesson, choose the suitable view and exercise type.

You can edit the exercise even before generating it.

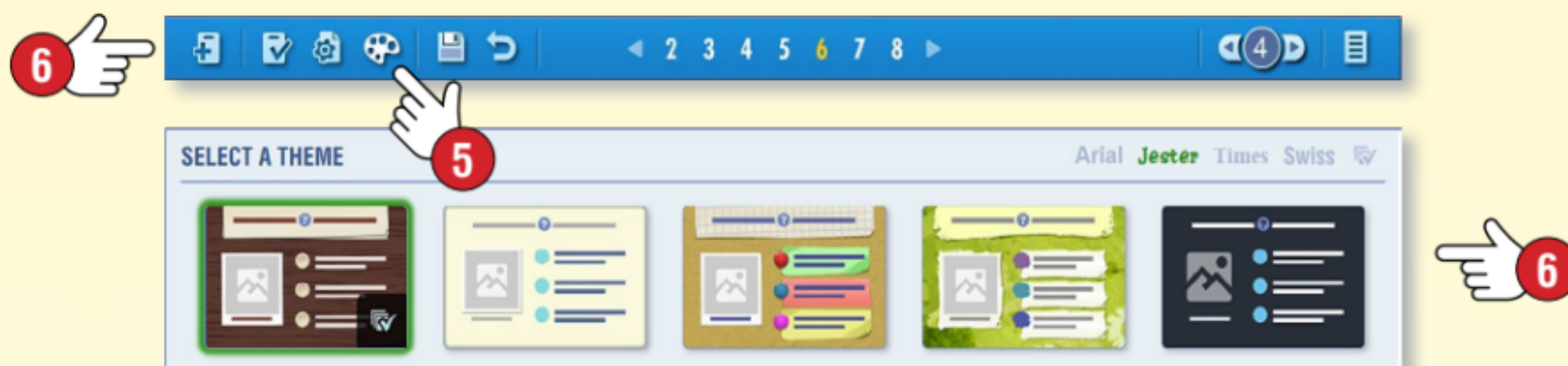
If necessary, you can make further changes to the exercise ❻ in the Test editor, so it will fit all your needs.

1. Operations with exercises

If you have a number of exercises on a worksheet, you can set the order. Open the Worksheet sidebar ①. Select the exercises you want to move and drag them to the right place ②.

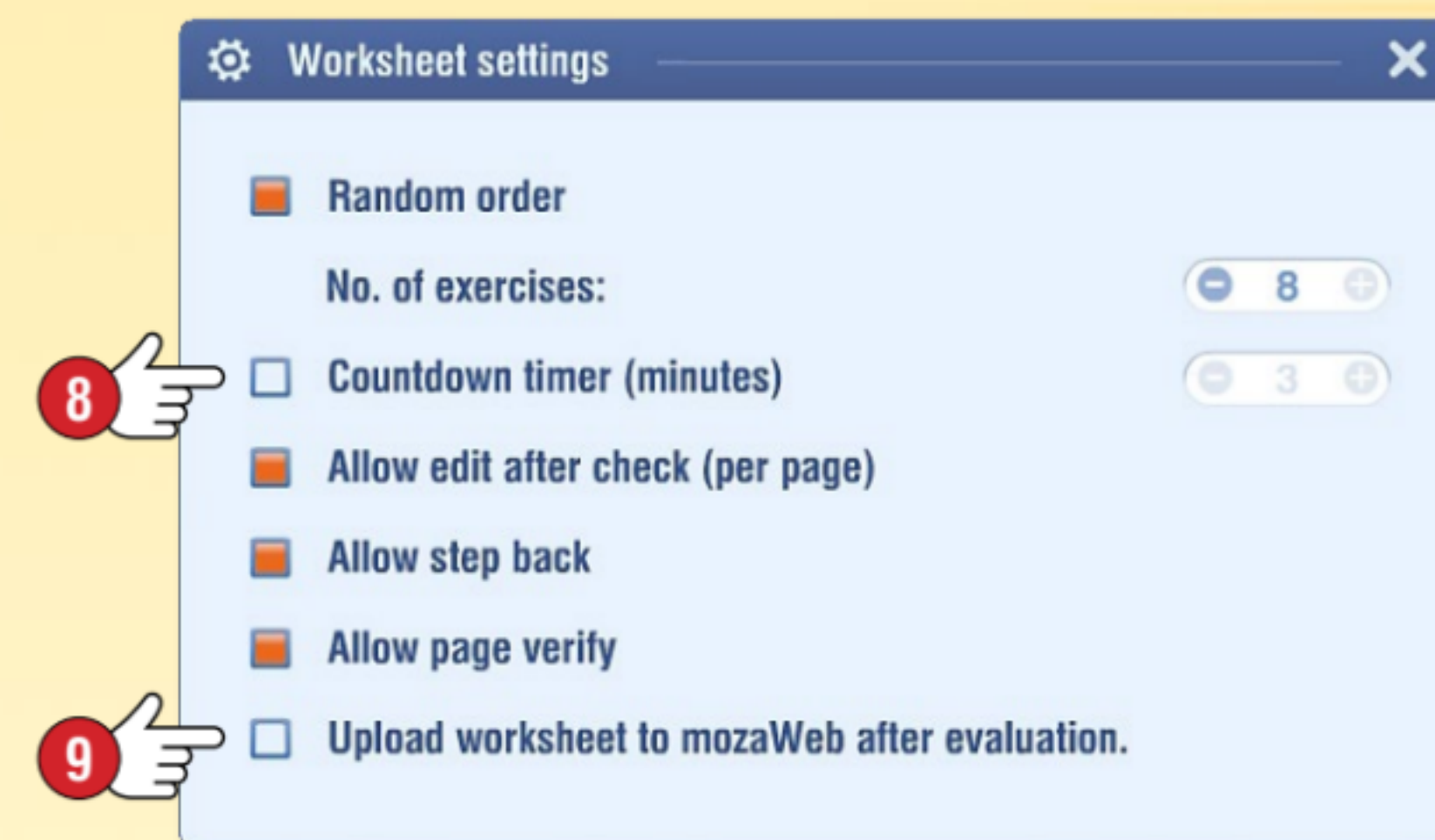


You can edit the current exercise either ③ by modifying its content (image, video, audio and text) or by changing its design ④. You can do the latter by clicking on the palette icon ⑤ on the Toolbar ⑥.



2. Worksheet settings

You can open the Worksheet settings window by clicking on the Settings icon ⑦ on the Toolbar. The settings listed here do not only affect the current exercise, but the entire worksheet as well.



Tips

- You can create a Title page, Info Page or Result page for your worksheet, and you can also set a time limit ⑧ for completing the worksheet.
- Set exercises to appear in random order and enable corrections and return.
- You can upload the worksheet you created to mozaWeb so others can access it ⑨.
- You can set exercises as homework in certain mozaBook versions.

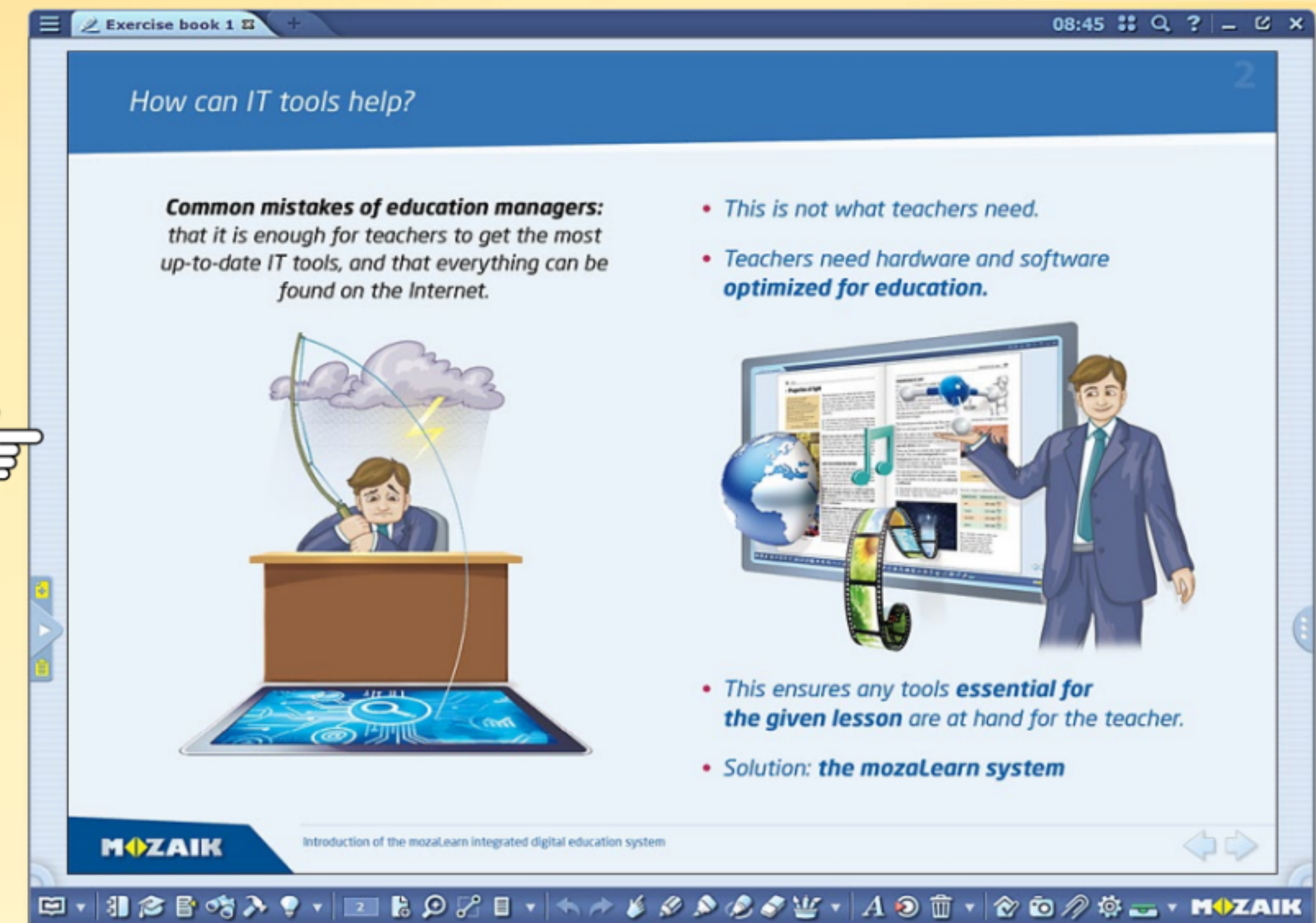
1. What to use exercise books for

You can create your own exercise books within mozaBook. You can write and draw on the pages in exercise books and insert diverse digital content (pictures, videos, audio clips, 3D scenes and exercises).

You can create impressive presentations and lesson plans and use them like your digital books ①.

You can save your exercise books and upload them to mozaWeb to make them accessible to others.

With online synchronisation, you can access all your content with any computer that has mozaBook installed.



2. How to open exercise books

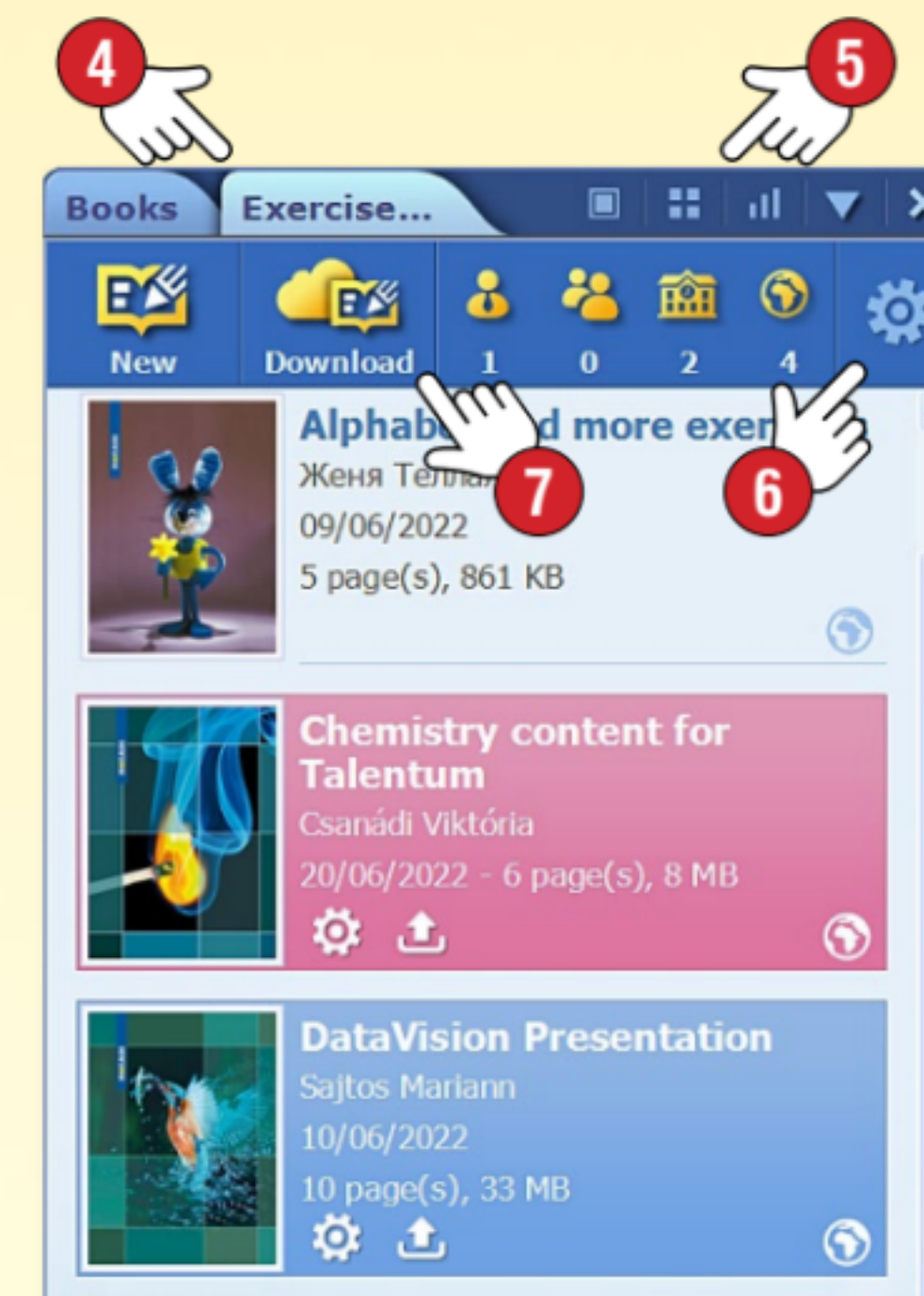
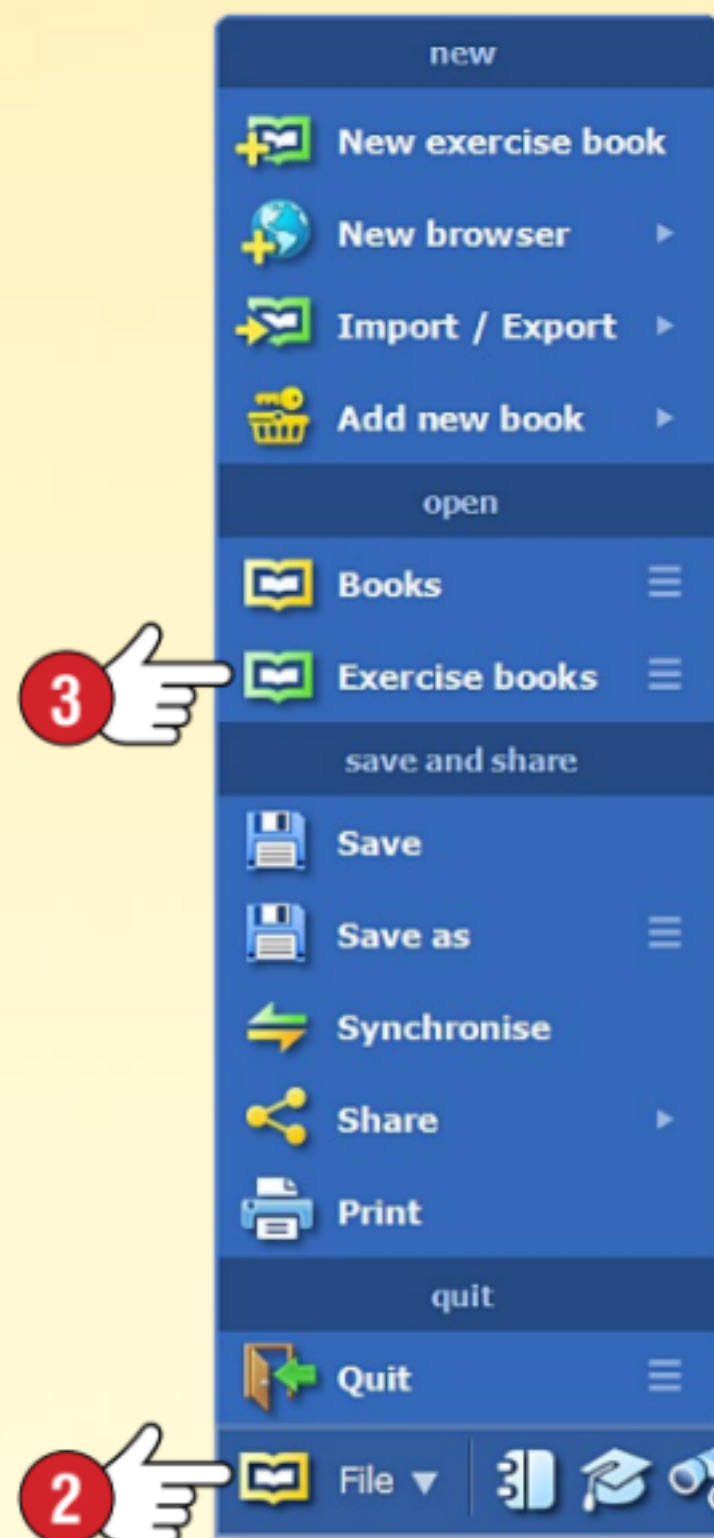
Click on the Open icon on the Toolbar ② and select the Exercise books menu ③.

In the pop-up window ④ you will find your exercise books.

Click on one to open it.

If the list is too long, use the filters located in the header to filter by subject or grade ⑤.

By clicking on the Settings icon ⑥, you can delete any of your exercise books.



Tip

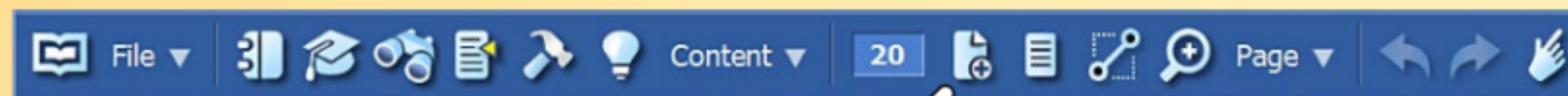
You can also access exercise books on mozaWeb.

Click on the Download icon ⑦ and select an exercise book in the pop-up Media library window.

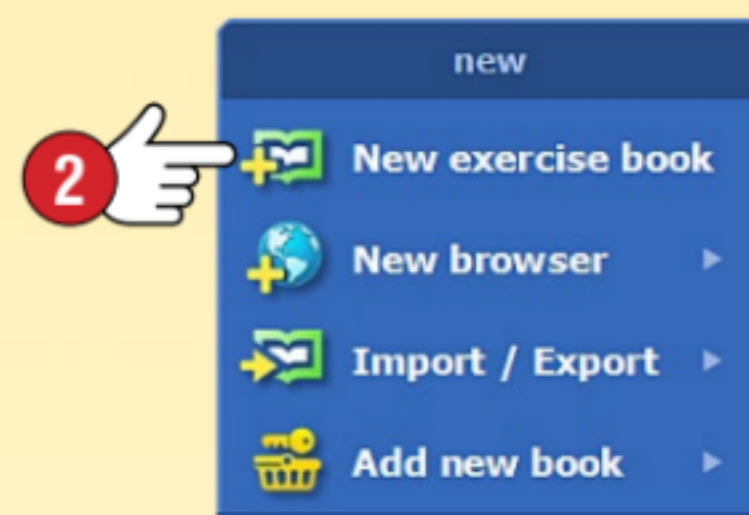
You can use the downloaded exercise book on your own computer.

1. How to create a new exercise book

If there are no open exercise books, you can create a new one by clicking on the New page icon on the Toolbar ①. You can also use this icon to add a new page to an exercise book that is already open.



If you have already opened an exercise book but want to create a new one, click on the Open icon on the Toolbar and select the New exercise book menu item ②.



3. Quick and easy with templates

With predefined layouts (templates) you can easily create exercise books to best fit your goals.

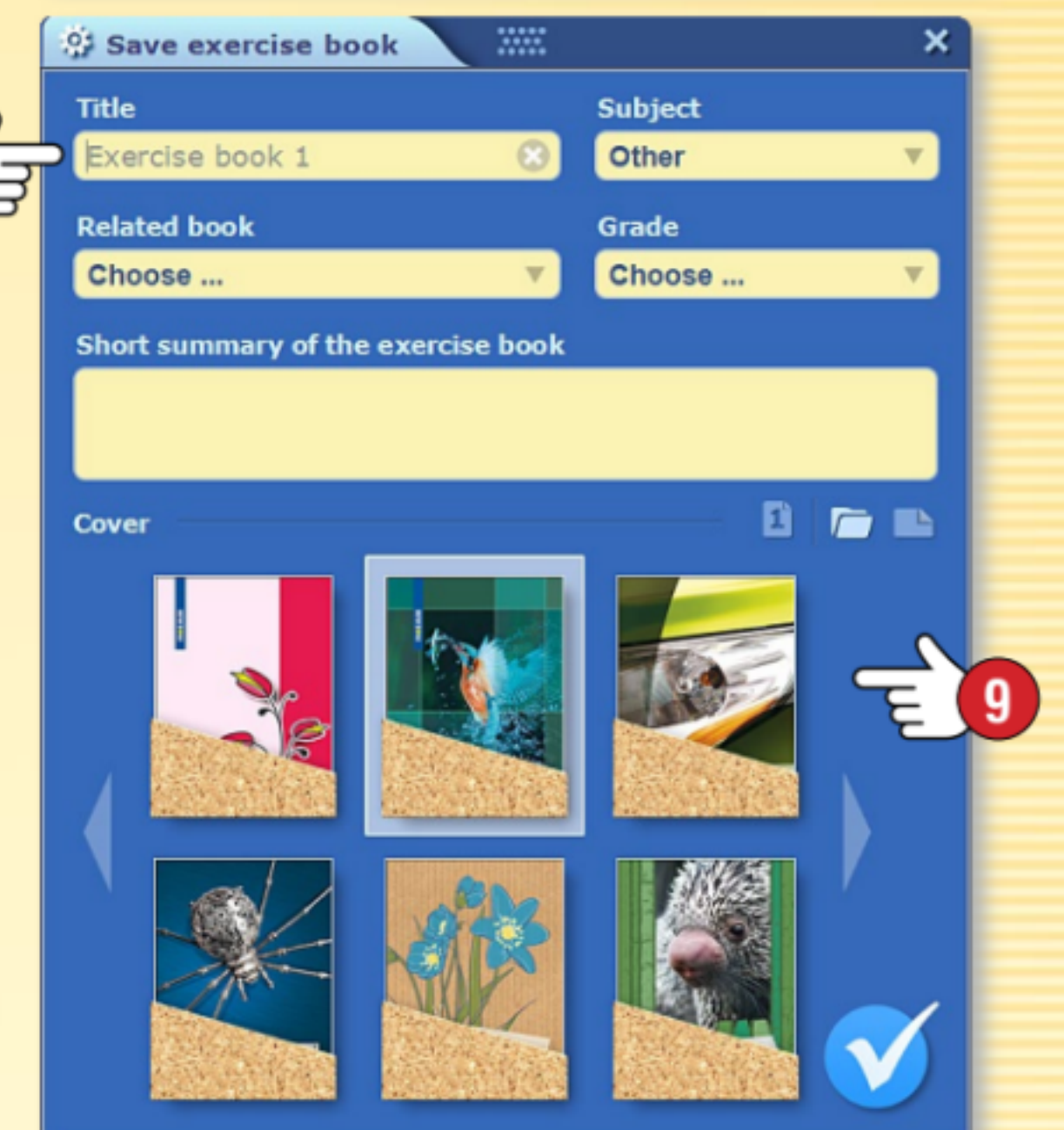
- Click on the Templates tab ⑥ to select a template ⑦ and fill the frames with content.
- You can resize or move the frames on the pages of the exercise book.



4. Saving exercise books

To save an exercise book click on the Open icon on the toolbar and select Save.

Give your exercise book a title ⑧, select a subject, grade and related publication and add a cover image ⑨. Write a brief description of the content.



Tips

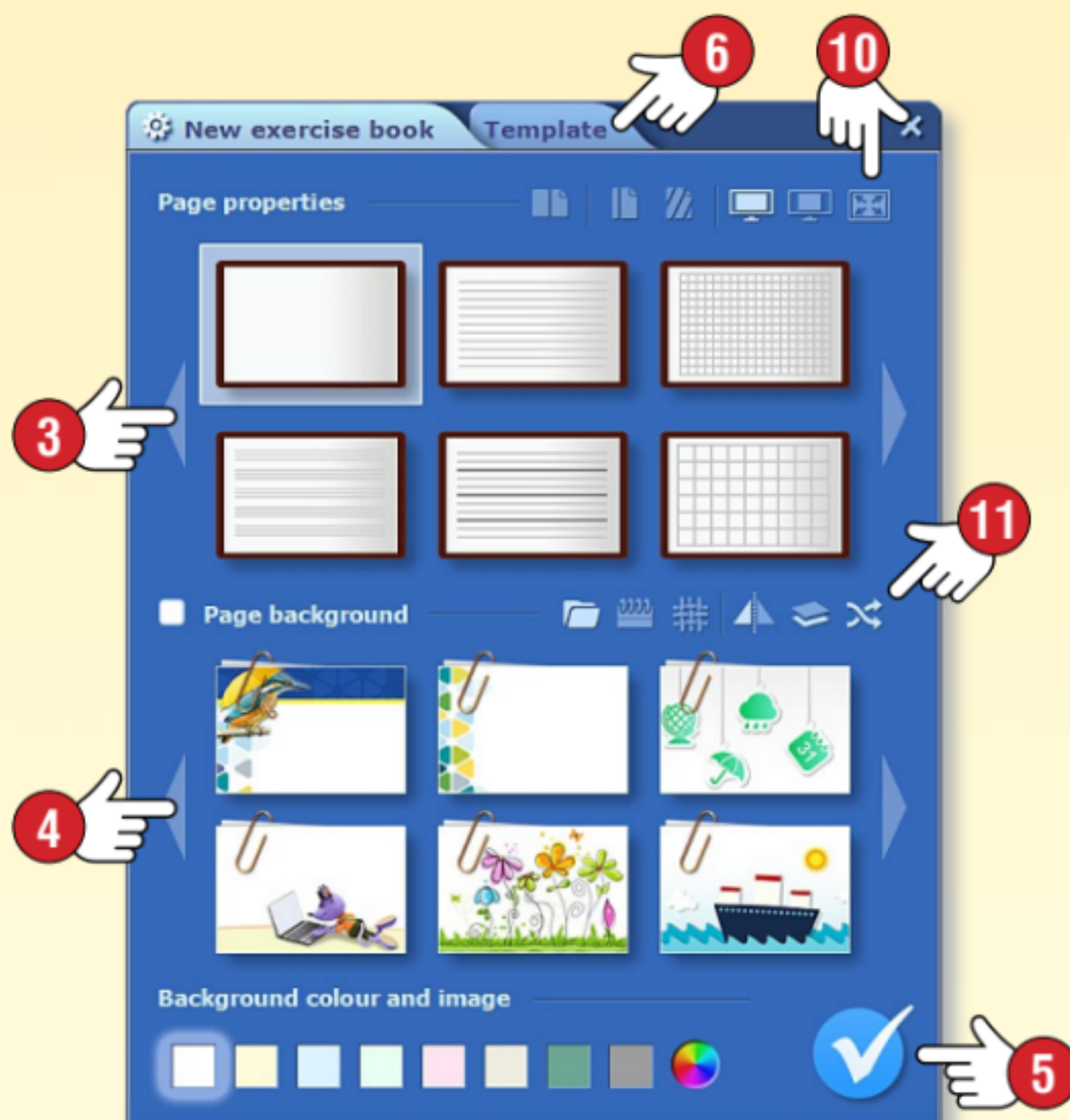
- Make an exercise book with a landscape orientation when you make a presentation and choose a double-sided format like a book for classroom use. When you create an exercise book, make sure to choose the right aspect ratio ⑩.
- You can add a random background image chosen from a group ⑪.

2. Setting properties for exercise books

Before the software creates a new exercise book, you need to set its properties:

- set landscape or portrait orientation and single- or double-page view ③,
- set page lines,
- choose a background ④,
- set page colour.

Click on this icon ⑤ when you are done.



1. How to illustrate your exercise books

You can write and draw on the pages in exercise books and insert diverse multimedia and interactive content.

2. Working on pages

Select • If you long-click on an item on the page, a frame will appear around it ① and an edit menu will open ②. The same happens if you press the Select icon ③ on the Toolbar and then click on the item. This is editing mode.

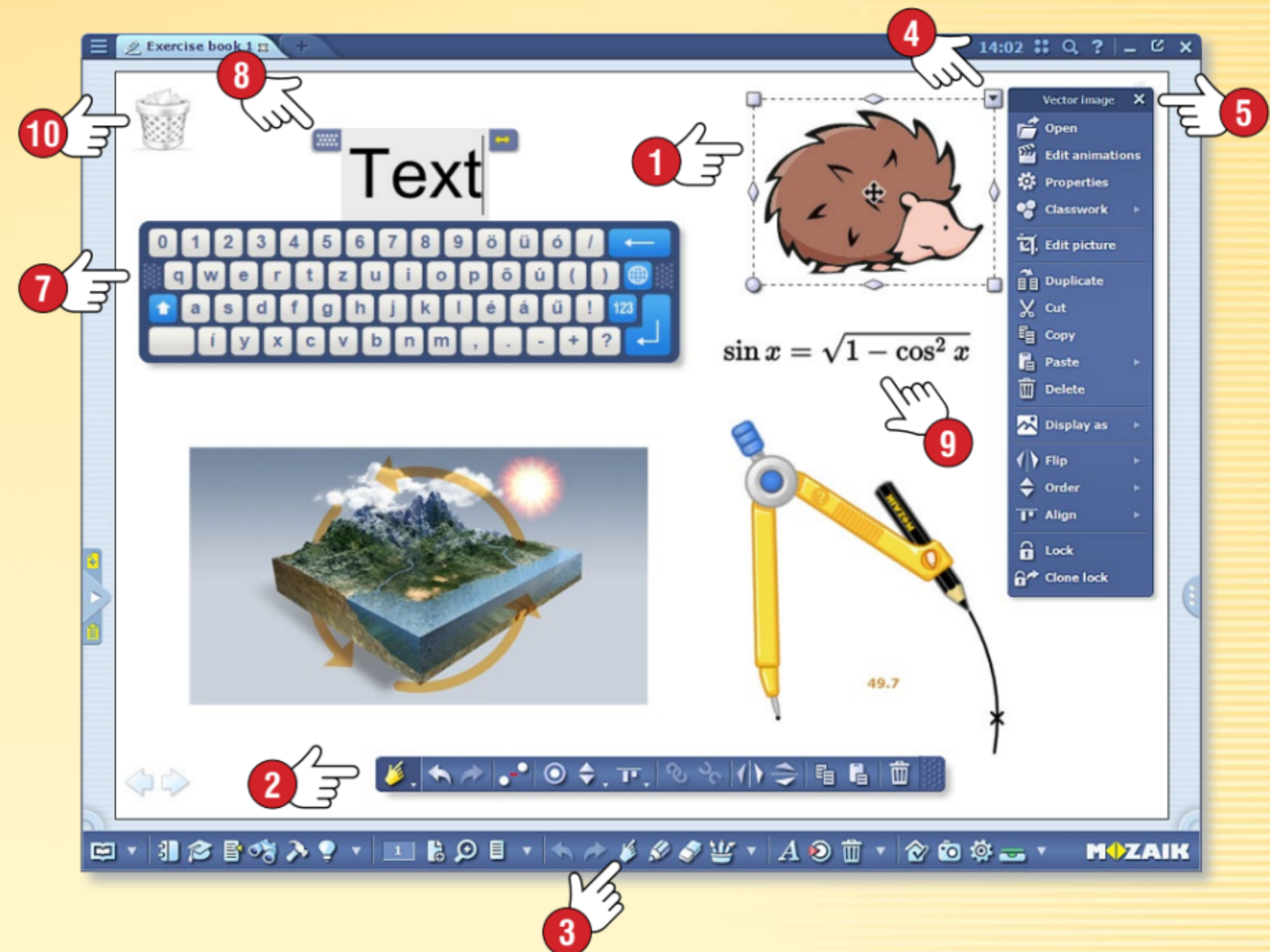
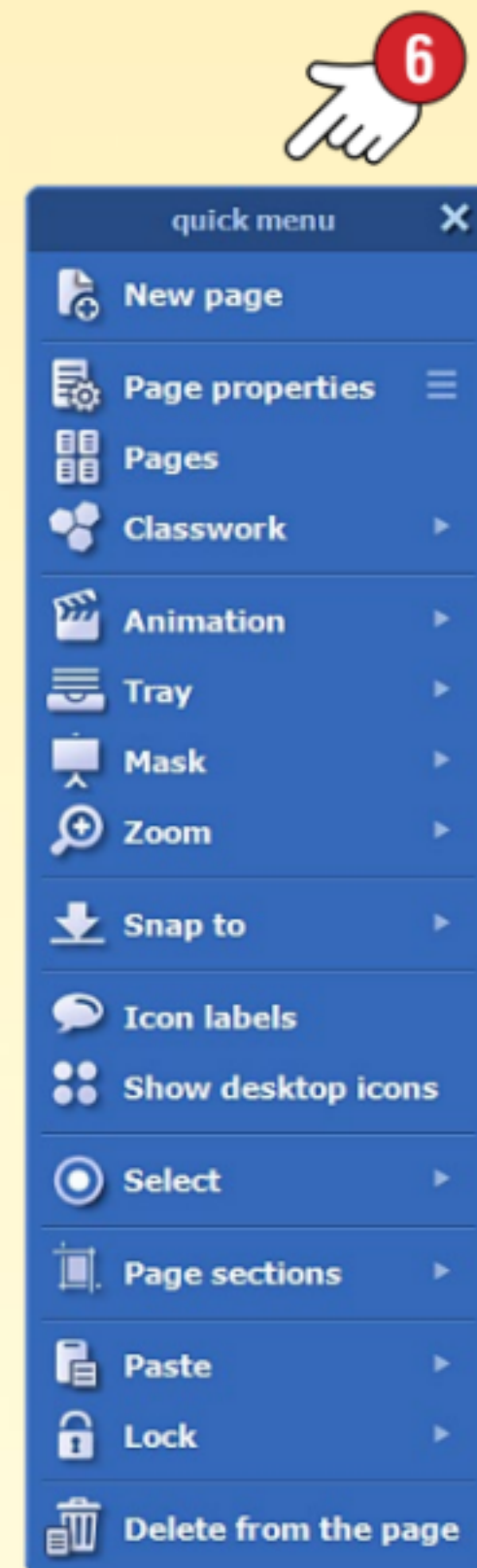
Modify • By grabbing different points of the frame, you can move, resize, cut, rotate, etc. the item you have selected.

Quick menu • Click on the top right corner of the frame ④ to open the quick menu for the item ⑤, which allows you to further edit its properties.

3. Quick menu

Long click anywhere on the page to open the quick menu ⑥, which enables you to:

- open the Animation toolbar,
- add a new page to your exercise book,
- set the properties of your exercise book,
- display pages,
- set the desired masking,
- zoom in or out,
- show guidelines,
- bookmark pages,
- select or insert items,
- lock or delete items.



Tips

You can also type in text on the screen with the keyboard ⑦. To activate or deactivate this function, click on the Keyboard icon ⑧.

You can move the editing menu anywhere on the screen or close it by double-clicking on the edge.

You can easily write mathematical expressions and formulae by using the built-in equation editor ⑨.

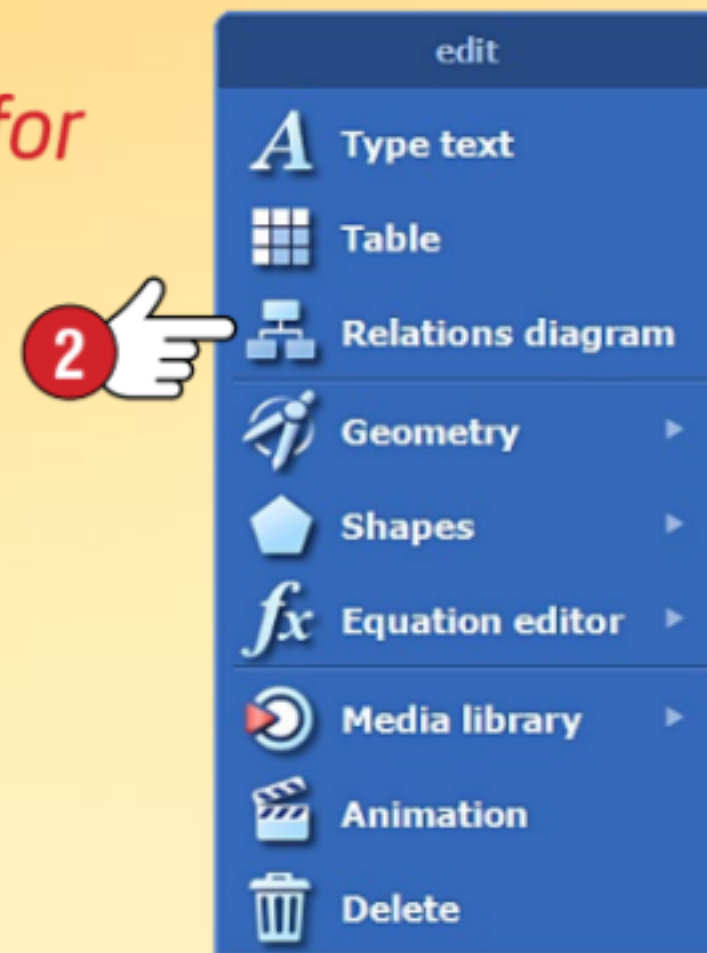
You can display icons for the most commonly used functions (Bin, Favourites, Gallery, Tray ...) on the mozaBook desktop ⑩.

Relations diagram

1. Where to find it and what to use it for

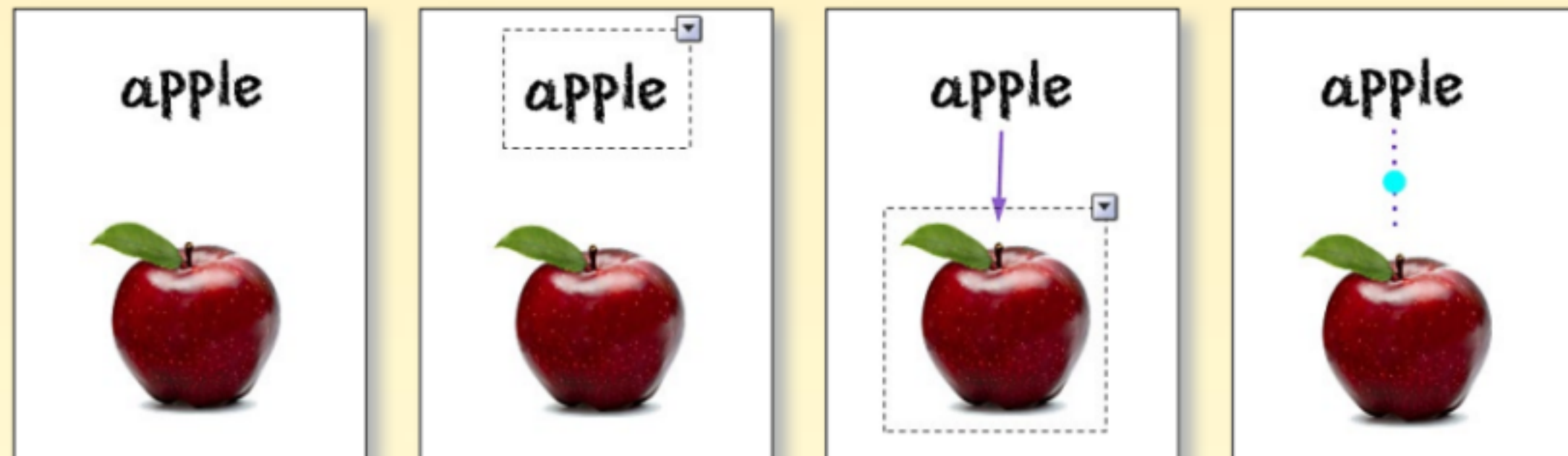
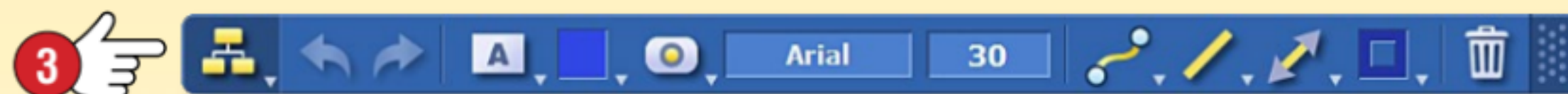
Open the Edit menu from the Toolbar ① and select Relations diagram ②.

Use it to connect objects. Relationships are maintained even if you move the objects. Use this drawing tool to show relationships and processes.

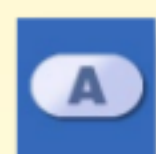


2. How to connect objects

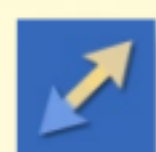
If the Relations diagram toolbar ③ is open, select and click on the objects to connect them.



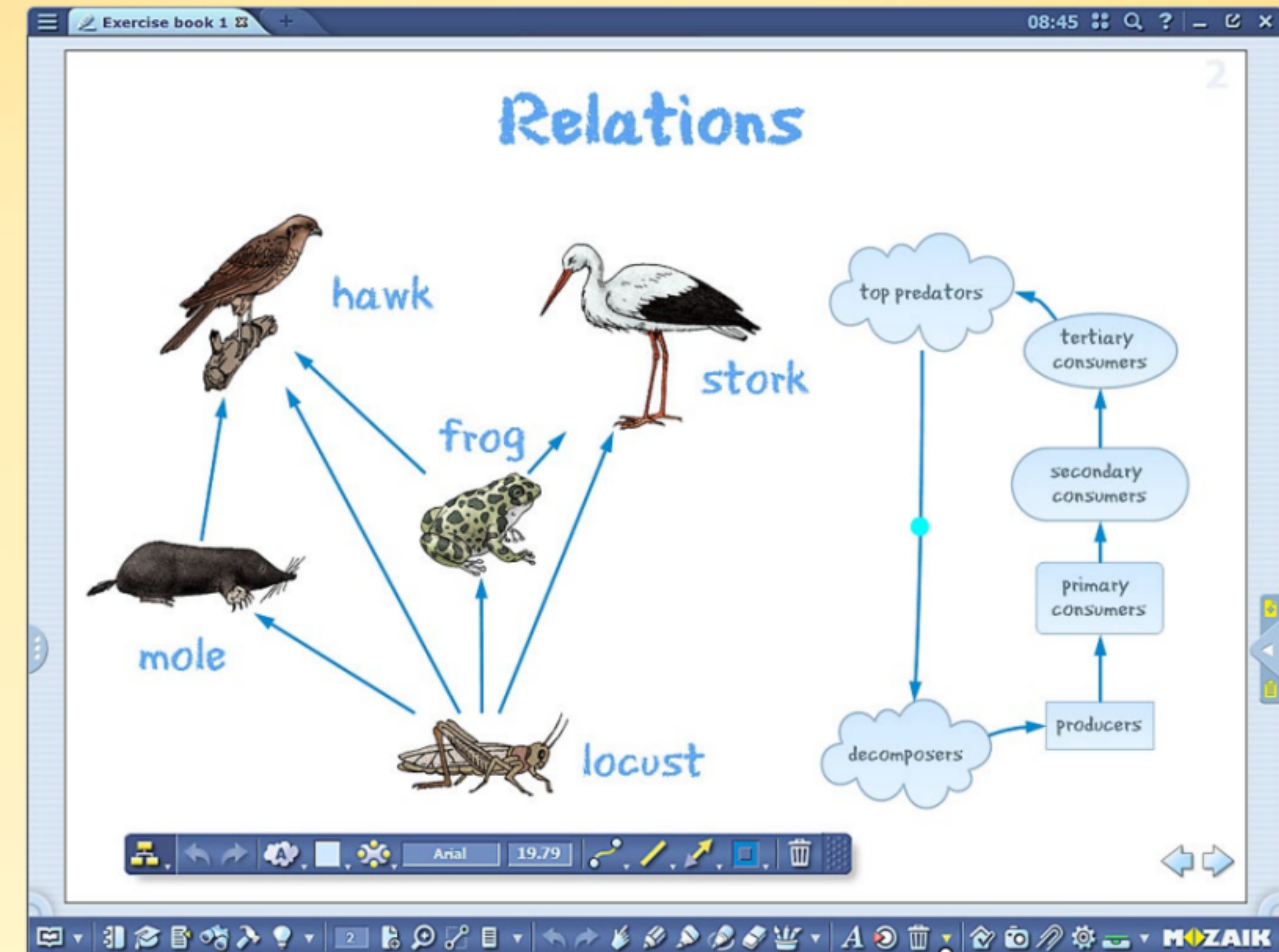
Tips



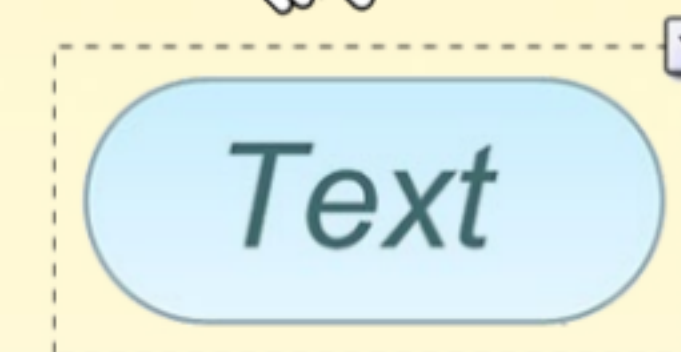
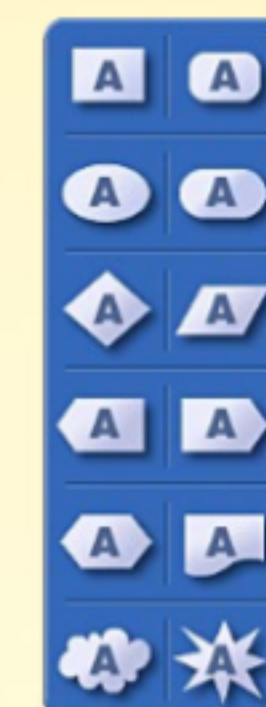
You can change the shape of the text box you select on the Relations diagram toolbar ④.



Use different types of lines and arrows to illustrate relationships ⑤.

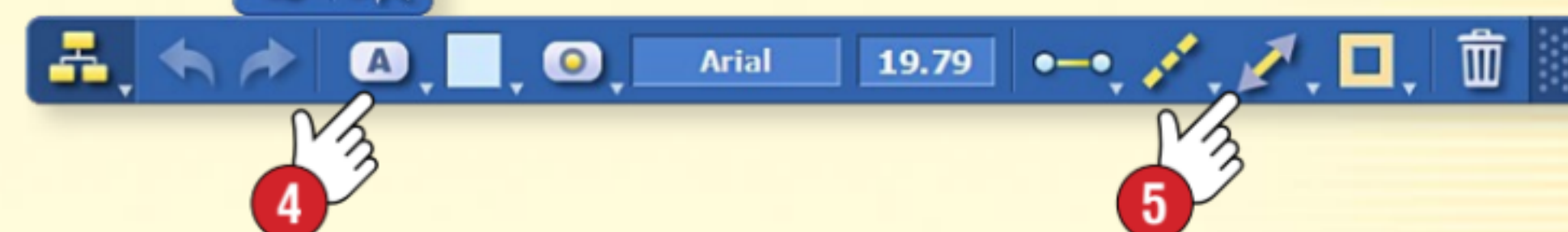


3. How to create a text box



If the Relations diagram toolbar is open, double-click on any empty area to create a text box ⑥.

Click on an existing text box to edit the content.



1. Where to find the Animation tool

Open the Edit menu from the Toolbar ① and select the Animation menu item ②.

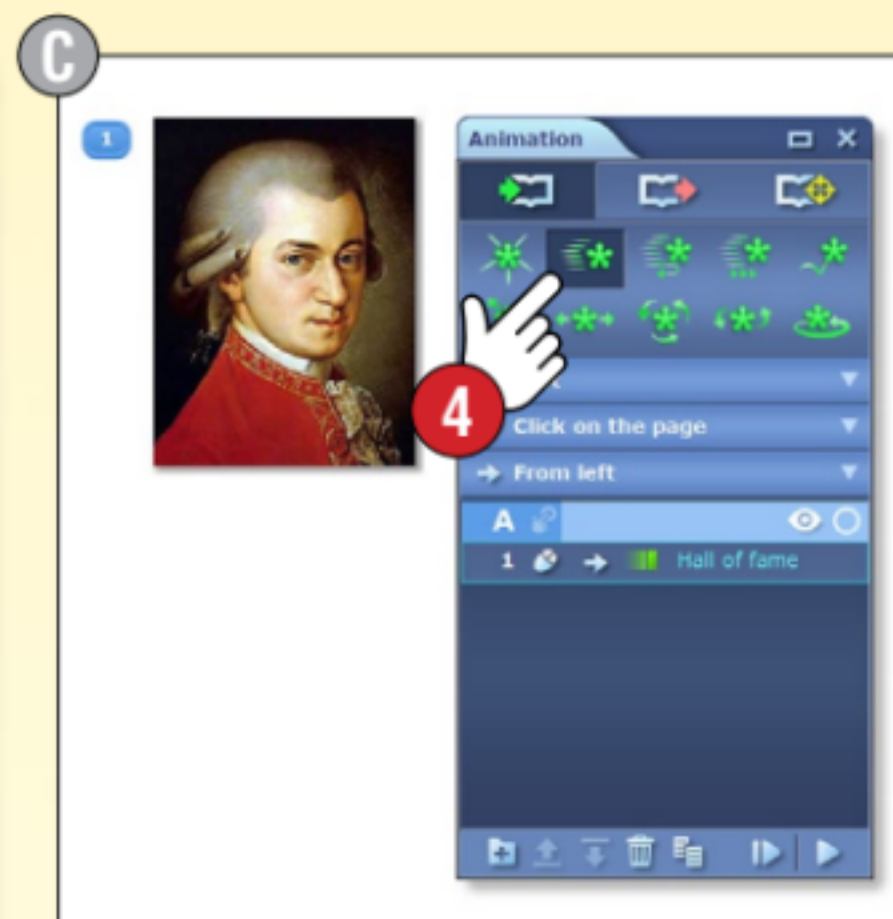
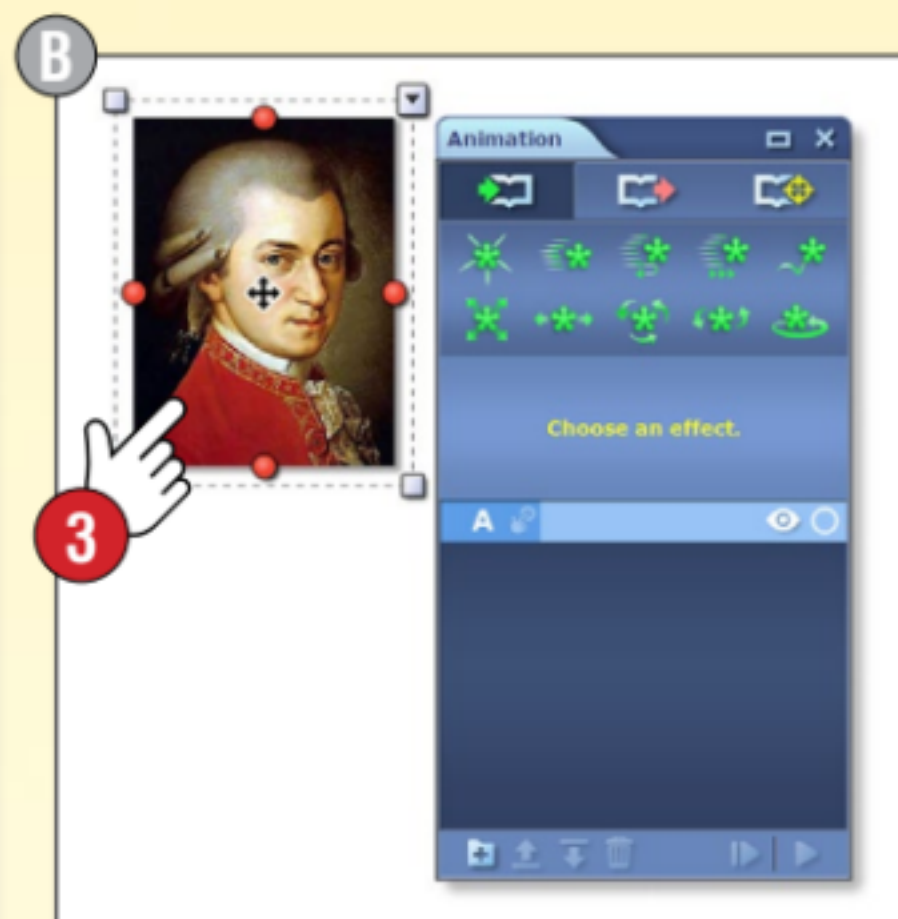
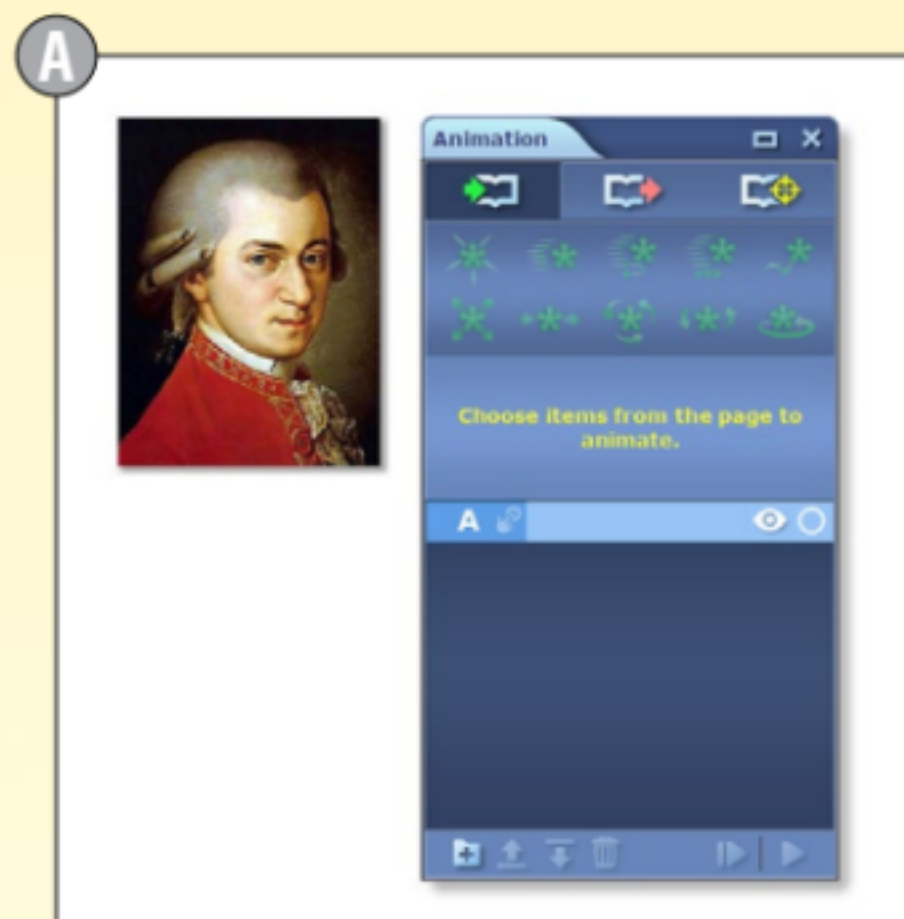
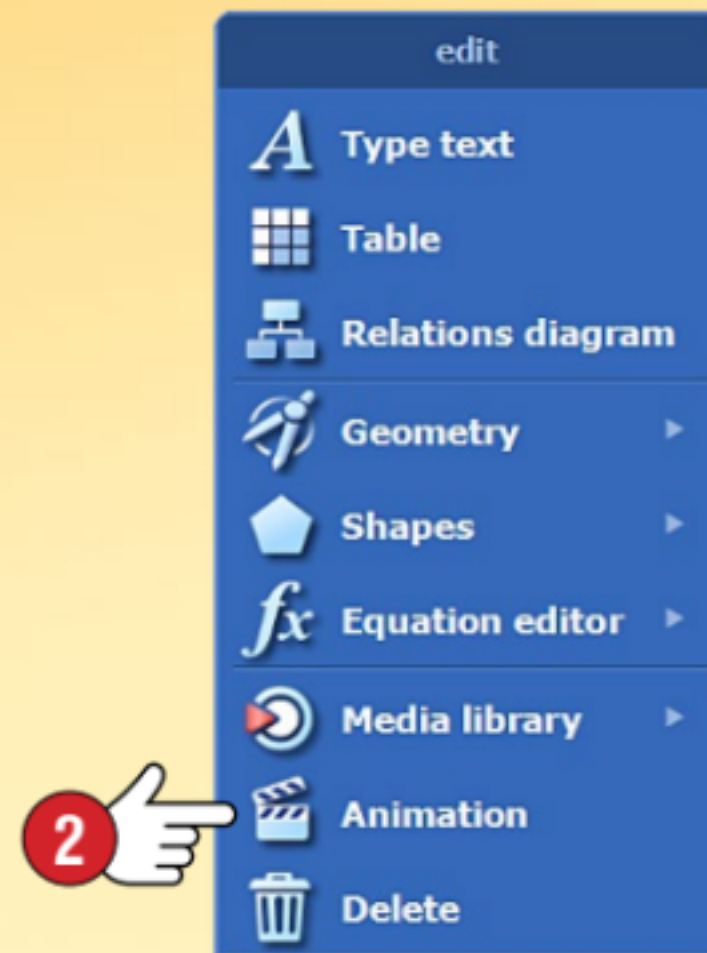
2. Preparing the animation

Step 1: Use the Drawing tools, as you have already learnt, to finish your animation: add images, tools, text and your own drawings to your page.

Step 2: Click on the Animation tool icon. Highlight items in your animation in the order you want them to appear and set animation effects for each of them.

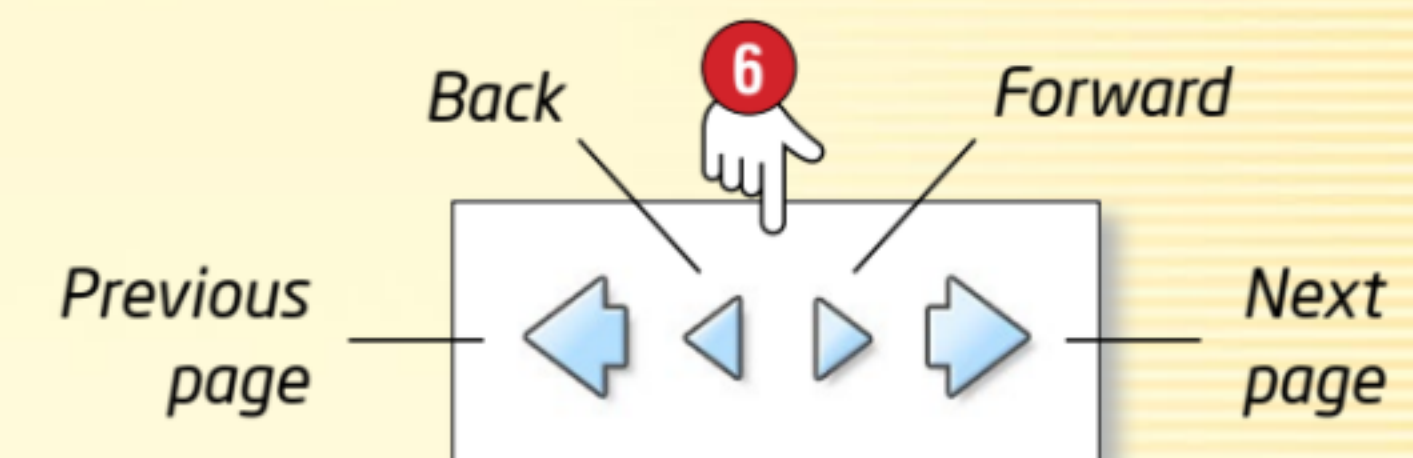
3. Animating an object (an image, in this case)

- A) Open the Animation tool dialogue box ②.
- B) Click on the object you wish to animate (here on the picture) ③.
- C) Select an animation option on the Animation toolbar ④.



4. Playing the animation

When your animation is ready, close the Animation settings window ⑤ and play the animation using the arrows at the bottom of the page ⑥.



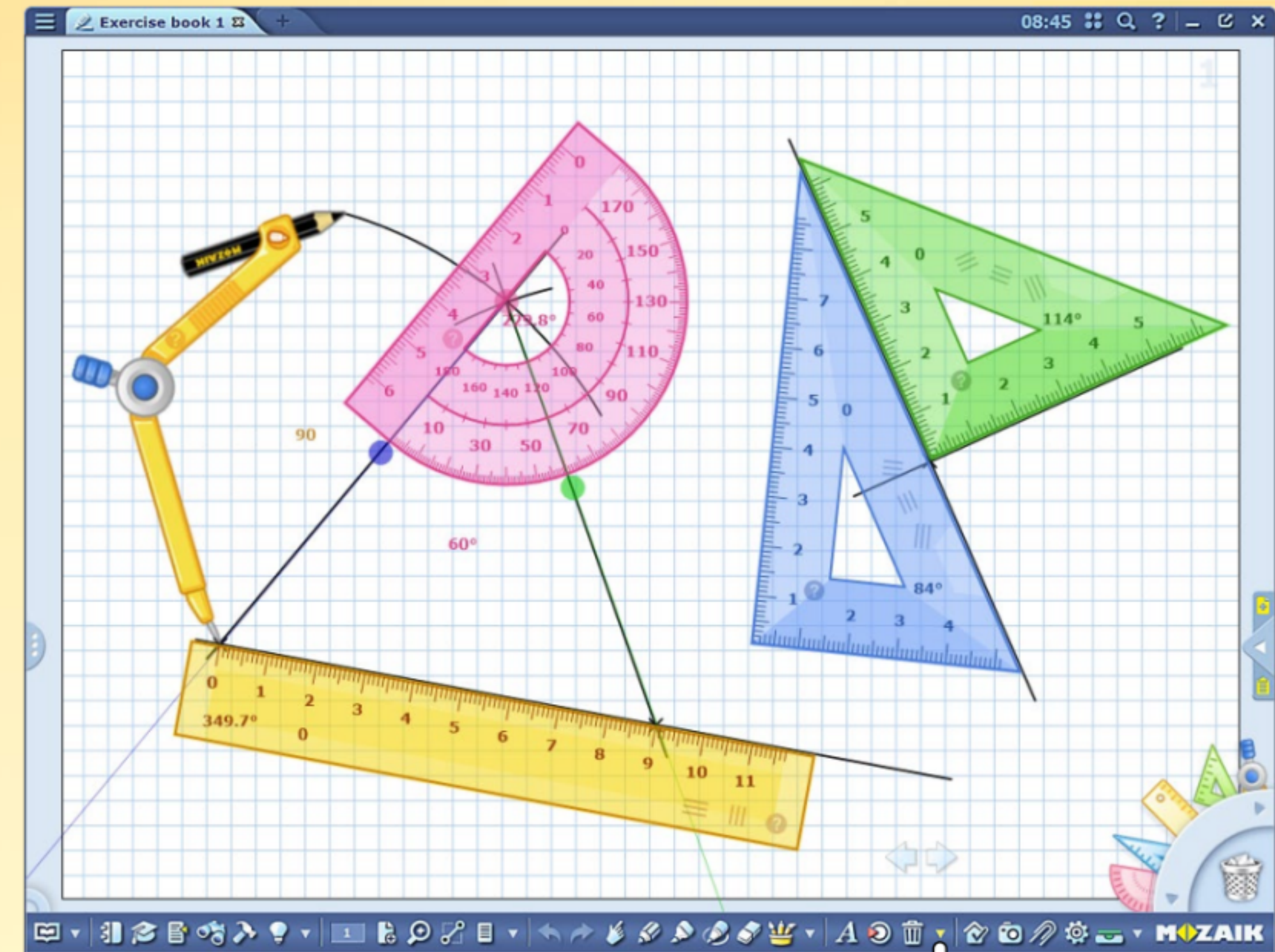
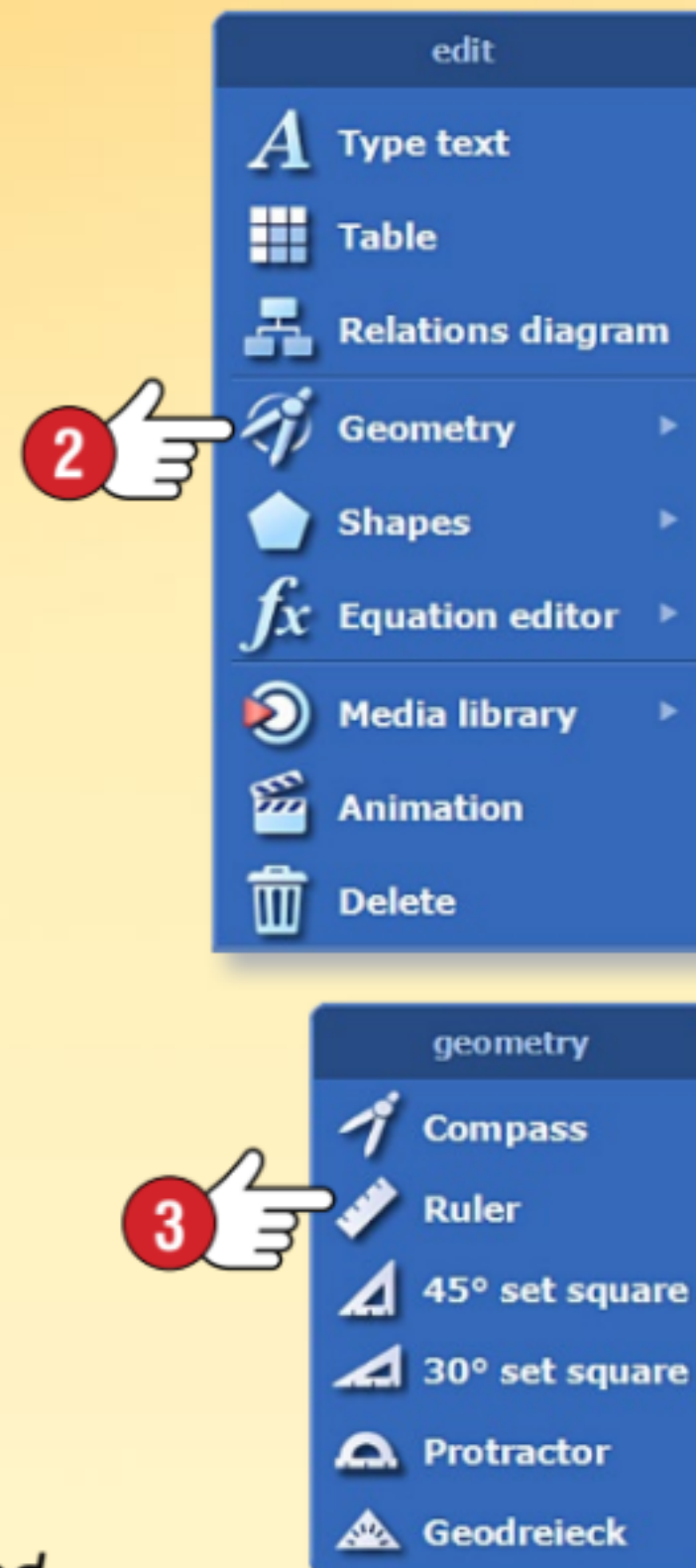
1. Where to find geometry tools

Click on the Edit icon on the Toolbar ① and select the Geometry menu item ② or click on the geometry tools icon in the Pencil case.

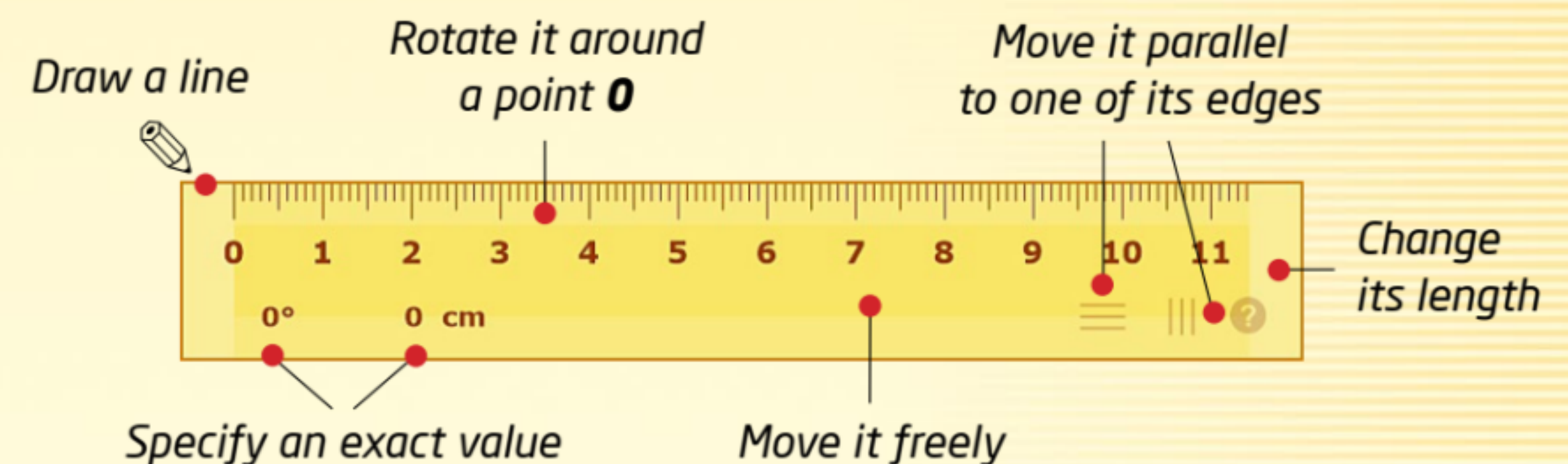
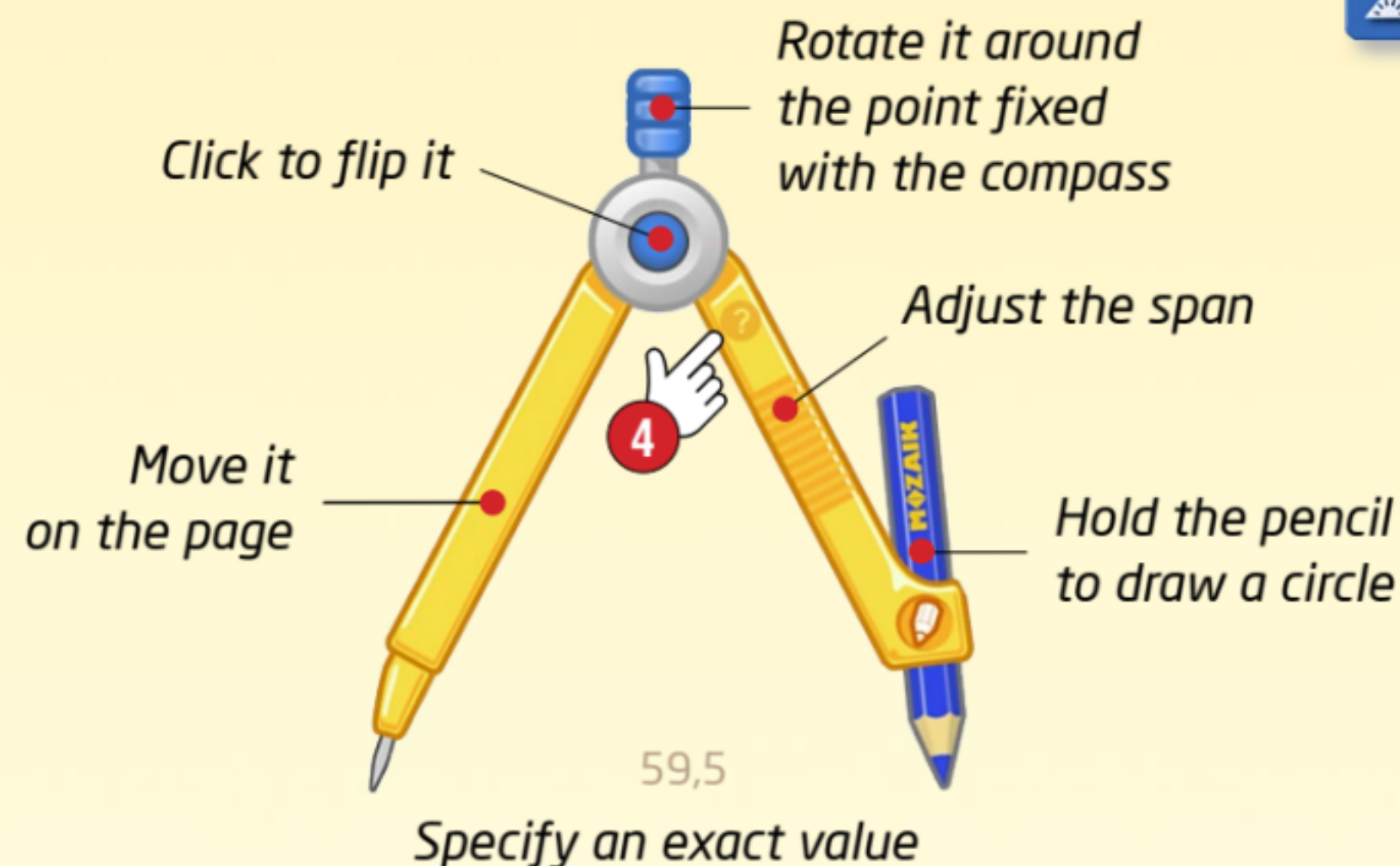
2. How to use them

Select a tool and click on the icon ③ to display it on your page.

Some tools can be held at different points. You can perform a variety of tasks, depending on what part of the tool you hold. Click on the question mark icon on the tools for help ④.



3. Using the compass and the ruler



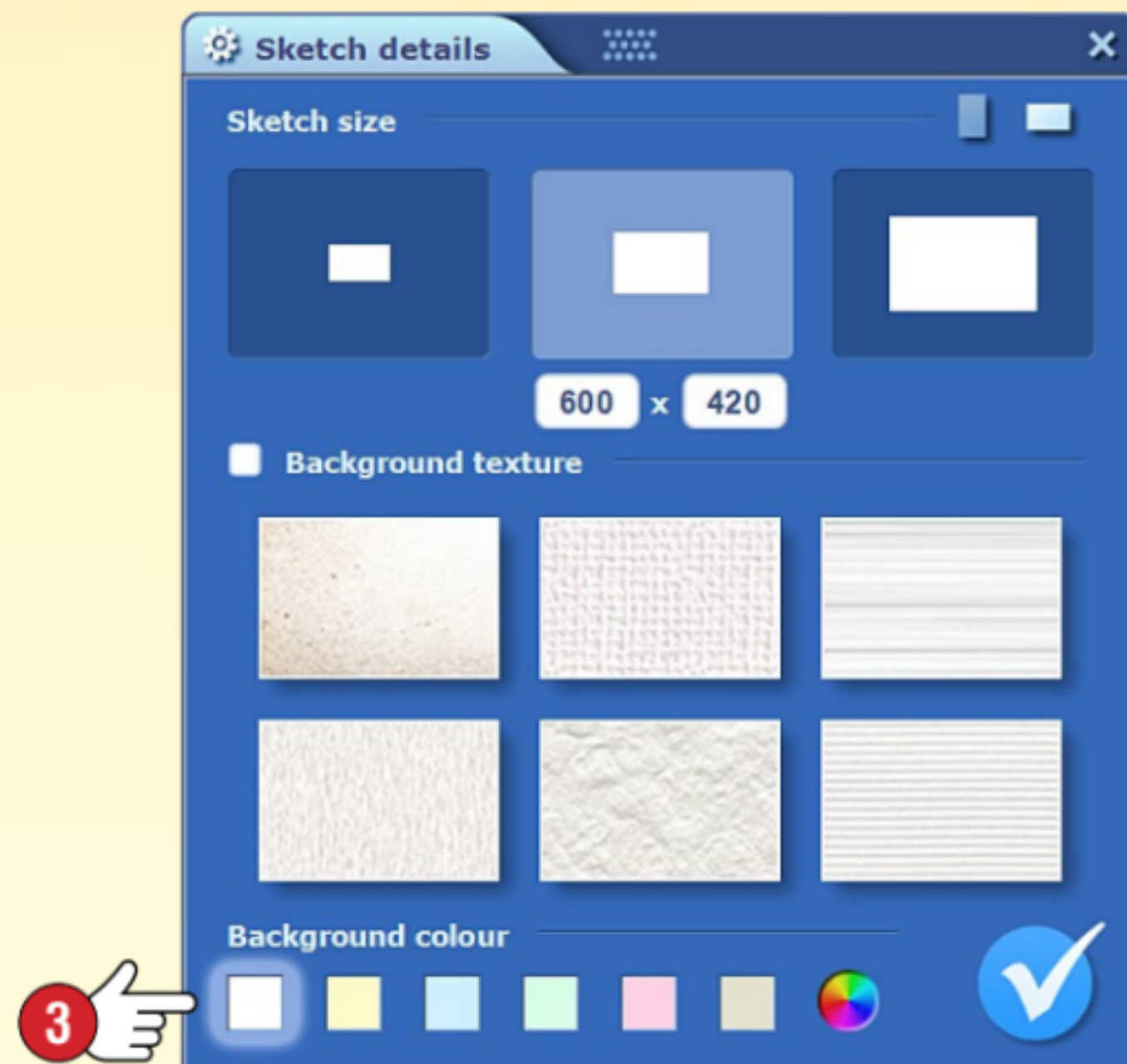


1. Insert menu

Use this menu to insert sketches, notes and links into publications.

2. Sketch and note

Choose Sketch ② in the Insert menu ①. When creating a new sketch, you need to set the page size, background texture and background colour ③.

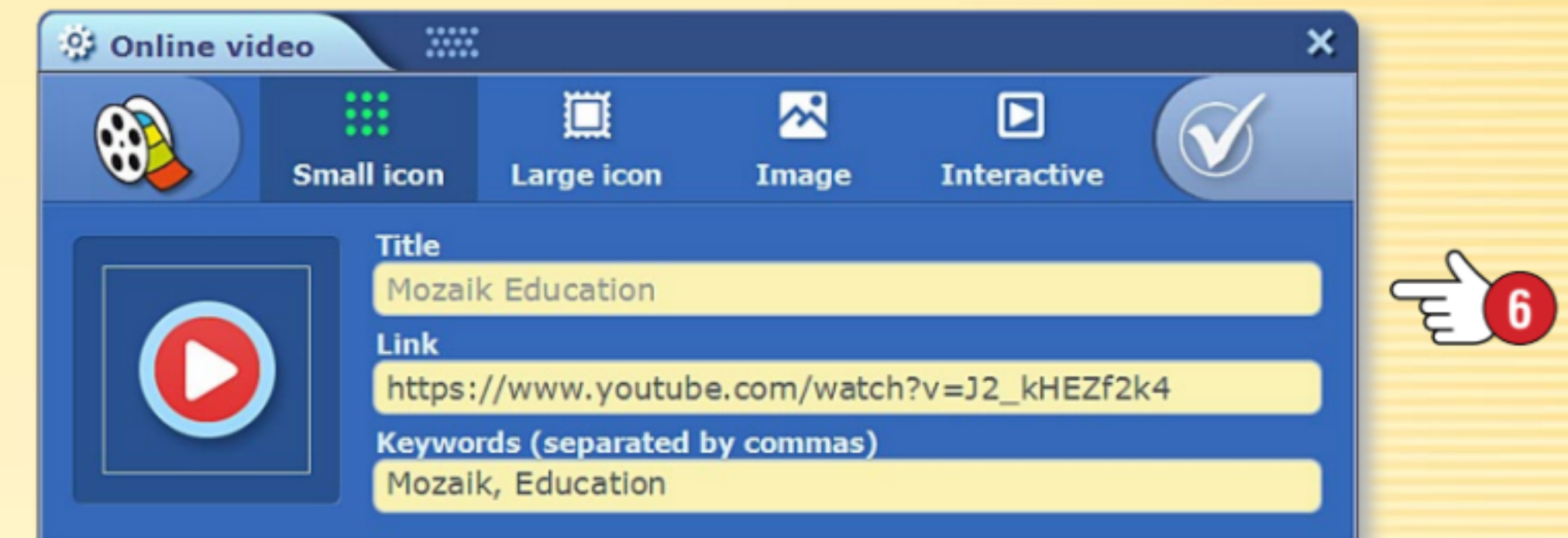


You can write and draw on Sketchbook pages, insert pictures from the Media library and create a relations diagram or animation. The finished sketch can be inserted into your publications and exercise books. If you want to insert a text-only note, choose Note in the Insert menu ④.

3. Web link and online video

You can insert web links and online videos ⑤ into publications. These will be opened by the built-in mozaBook browser.

Enter a title for the link or video and enter the correct URL. If you also enter keywords, you can find the link with the mozaBook search function ⑥.



4. Page link

You can create a special link which takes you to a particular page in the publication you have selected. First, find the page you want to be the target of the link and select Page link in the Insert menu ⑦. Return to the spot where you want to insert the link and click on the Check icon to insert.

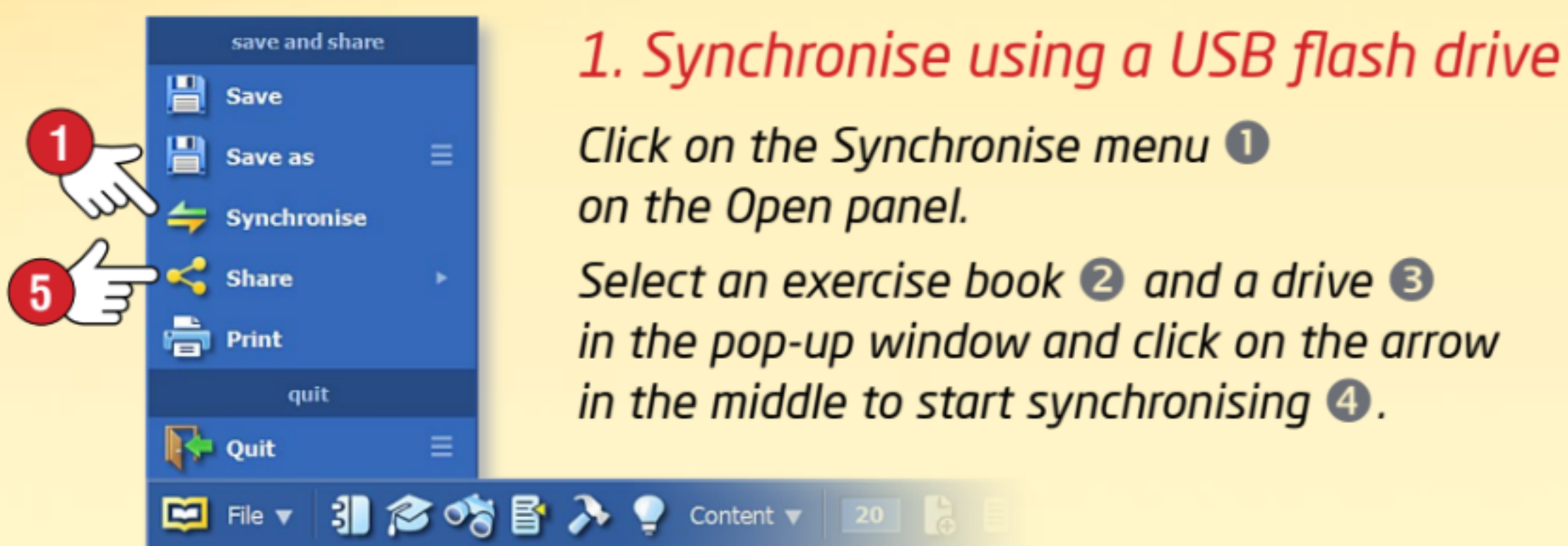
5. Bookmark

You can bookmark pages in your books and exercise books. Click on the bookmark tab to open a particular page.

How to synchronise your exercise books

If you wish to access your exercise books on multiple computers, the software offers you two ways to do this.

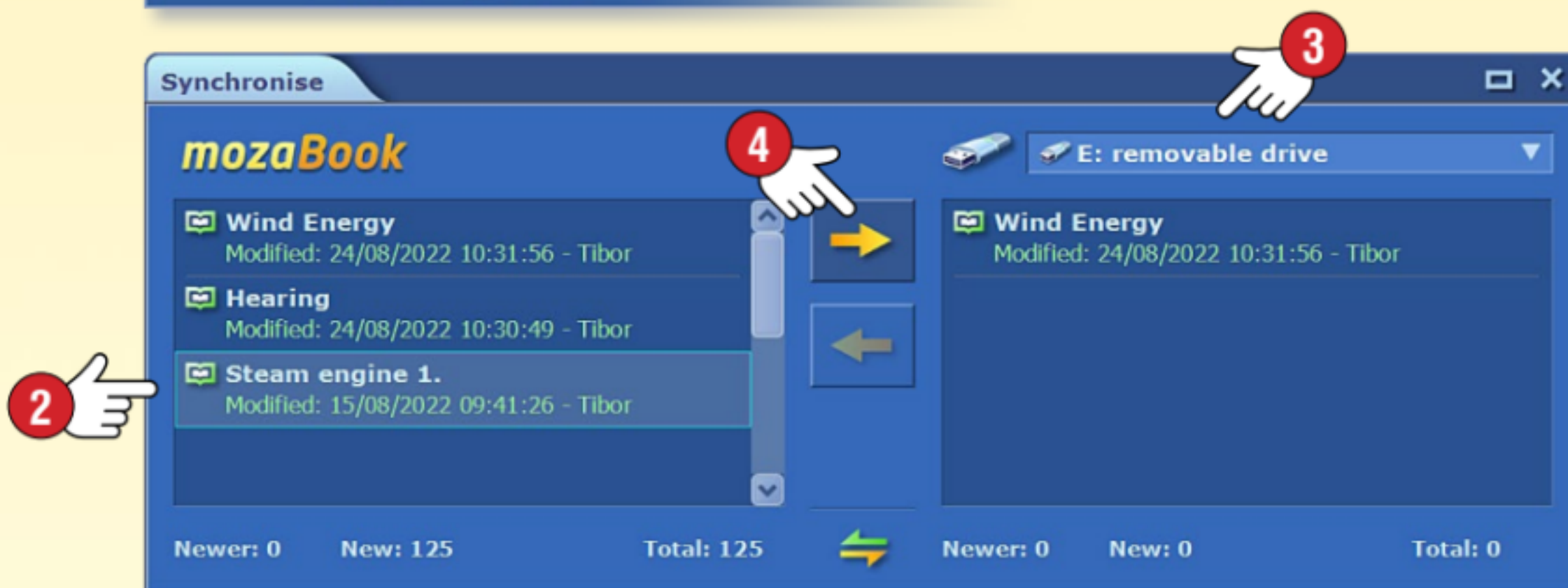
1. You can synchronise your exercise books with a USB flash drive. This enables you to open them without an Internet connection.
2. You can synchronise your exercise books with your web account, so you can open them on any computer that runs mozaBook and is connected to the Internet.



1. Synchronise using a USB flash drive

Click on the Synchronise menu ① on the Open panel.

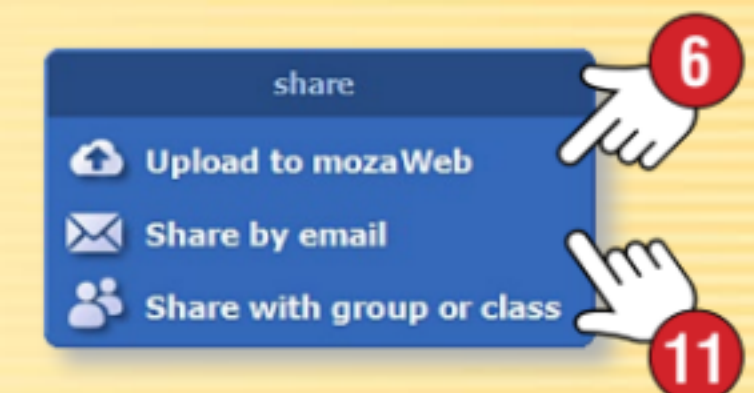
Select an exercise book ② and a drive ③ in the pop-up window and click on the arrow in the middle to start synchronising ④.



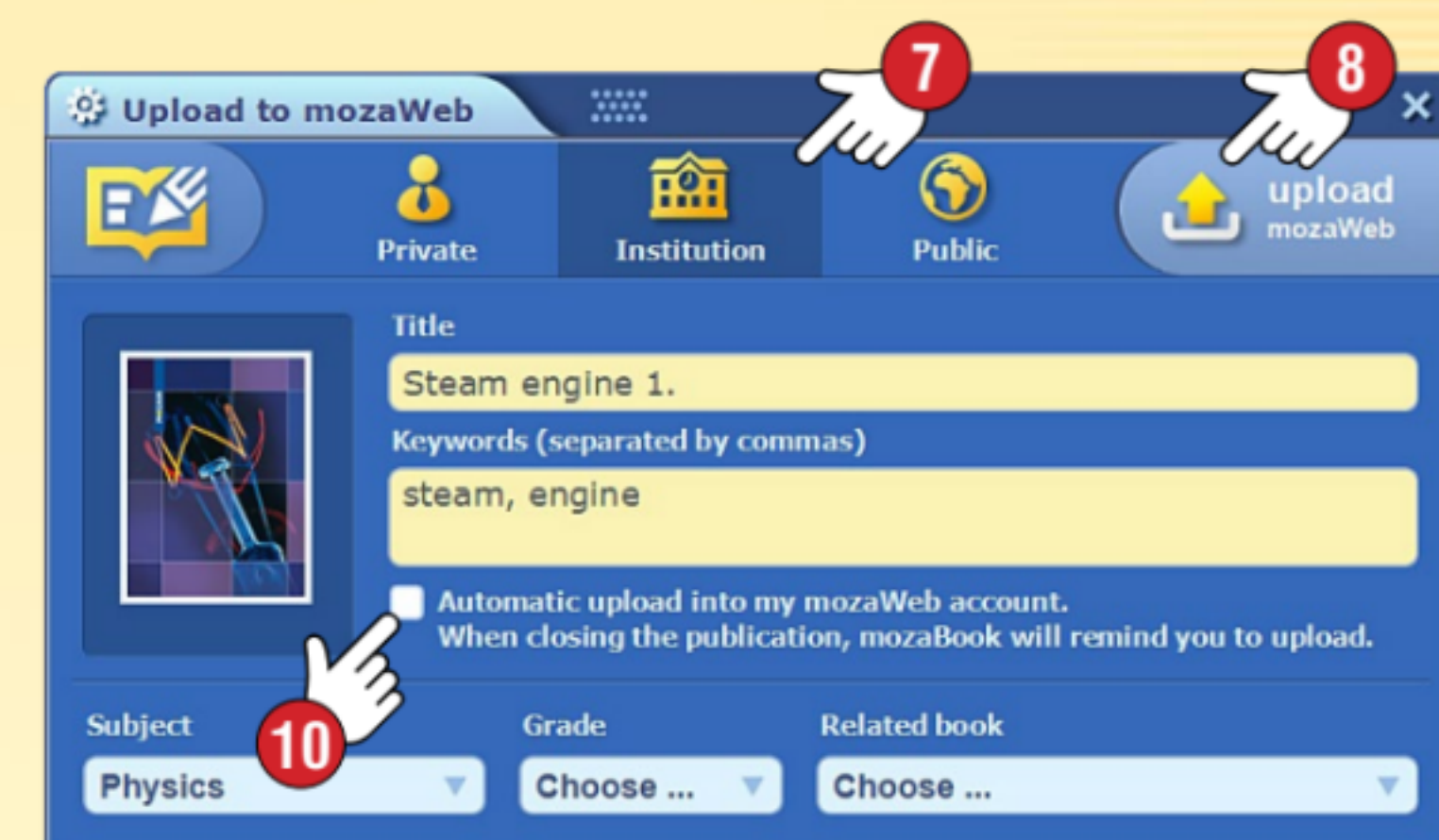
When you insert the USB flash drive into another computer, click on the opposite arrow to synchronise the exercise book.

2. Synchronise with your web account

Share • Click on the Share menu ⑤ and select Upload to mozaWeb ⑥.



Specify who can see the exercise book ⑦ and provide data necessary for future searches (keywords, subject, grade and related publications). Then upload your exercise book into your mozaWeb account ⑧.



Download • Click on the Exercise books menu on the Media panel ⑨.

Select an exercise book you want to download from the list of available exercise books, and click on Download.

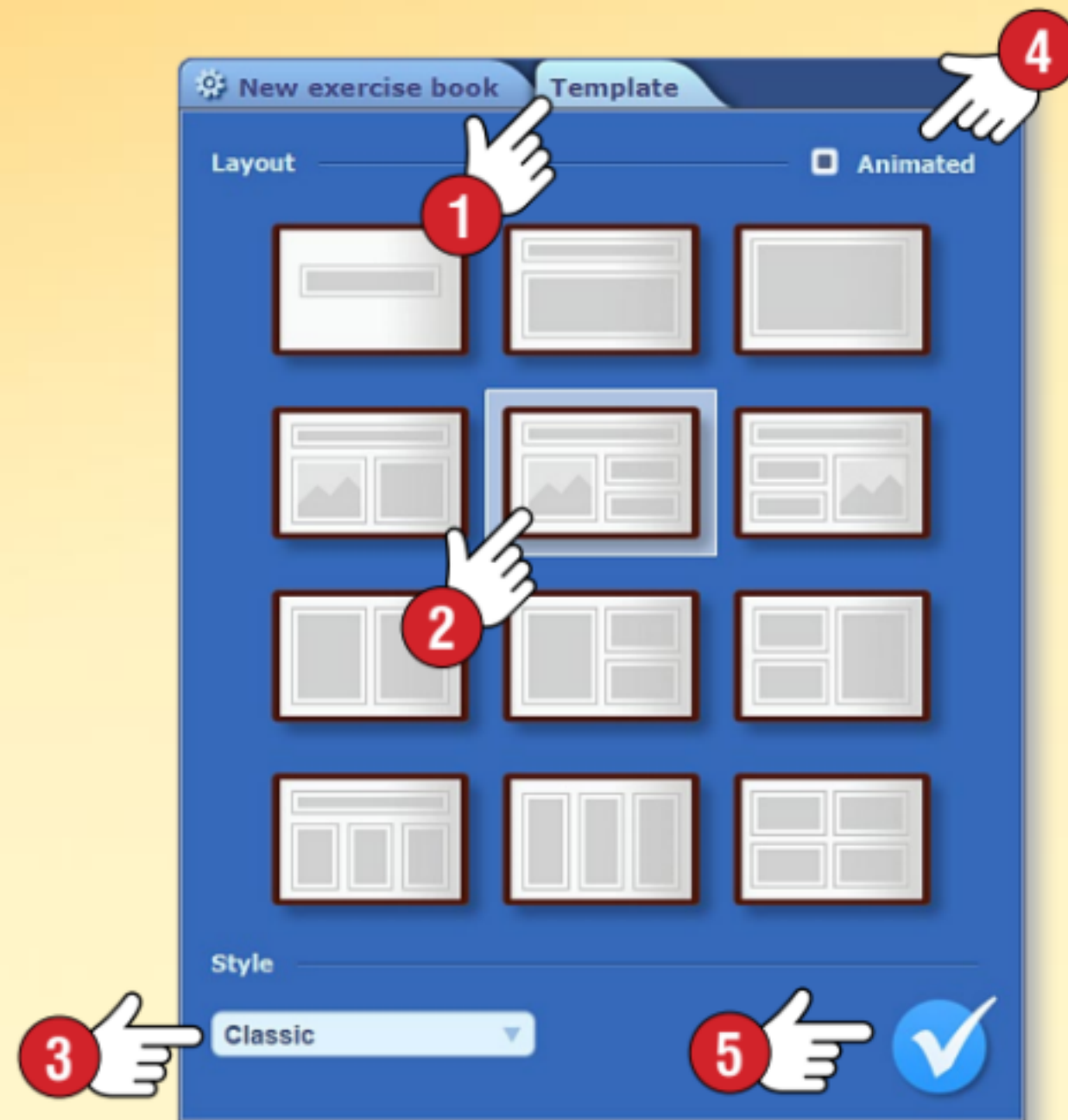


Tips

- Set mozaBook to automatically save all the changes you have made in your exercise books to your online account ⑩.
- You can also send your exercise books to your friends by email, by choosing the Share by email option ⑪.

Clear, well-organised pages

Create clearly structured exercise books and attractive presentations with animated mozaBook templates. You can move the frames on the pages in the exercise book and resize them to best fit your needs.



How to use them

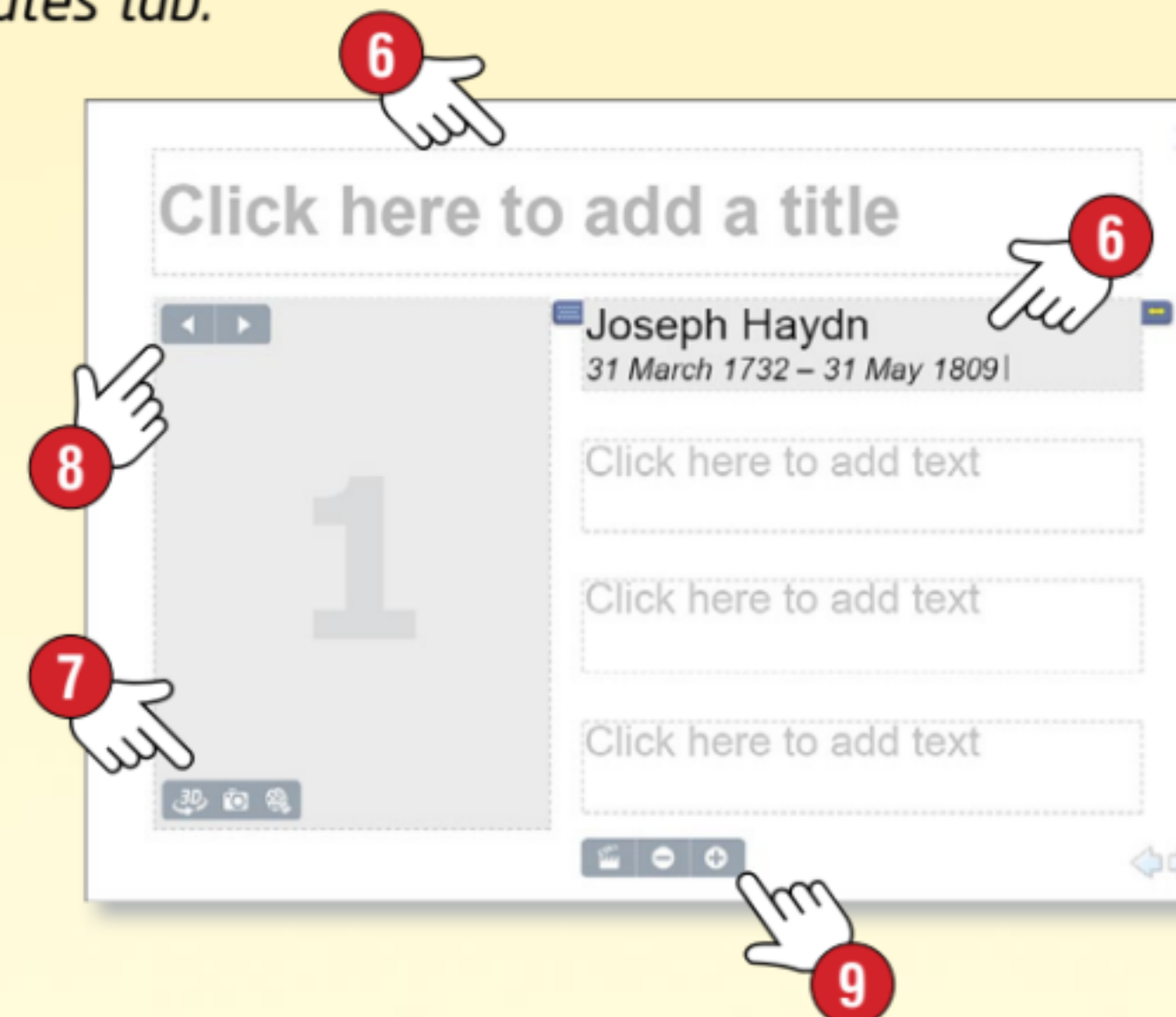
When you create an exercise book, click on the Templates tab ①. In the pop-up window, choose a template ② and a style ③ for the page in your exercise book and tick the 'Animated' checkbox ④.

Click the check mark ⑤ to save the settings.

If you already have an exercise book open, click on the Page properties menu item in the quick menu to access the Templates tab.

- Click on a text frame and write something into it ⑥.
- Drag a related image, 3D or video from the Media library ⑦ into the frame.
- You can change the size of the images ⑧, the number of text frames ⑨ and turn the animation of the template on or off ⑩.

You can use a different media item for each frame. On the finished page, click on the text to display a related image, video or 3D.



Open your exercise books on mozaWeb

You can open the exercise books you created in mozaBook and uploaded to mozaWeb also on mozaWeb ①. Like with your digital books, you can turn the pages and play the interactive extra content inserted into them.

Mozaik TEACHER and Mozaik STUDENT subscription

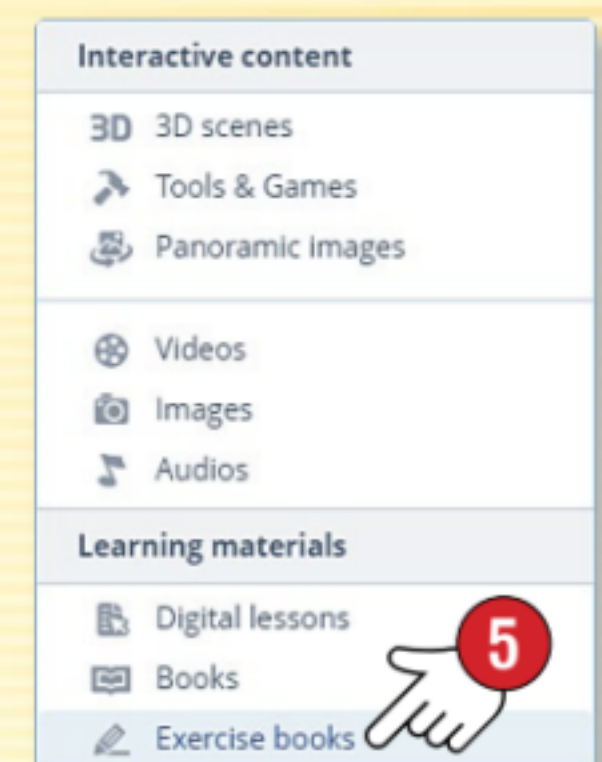
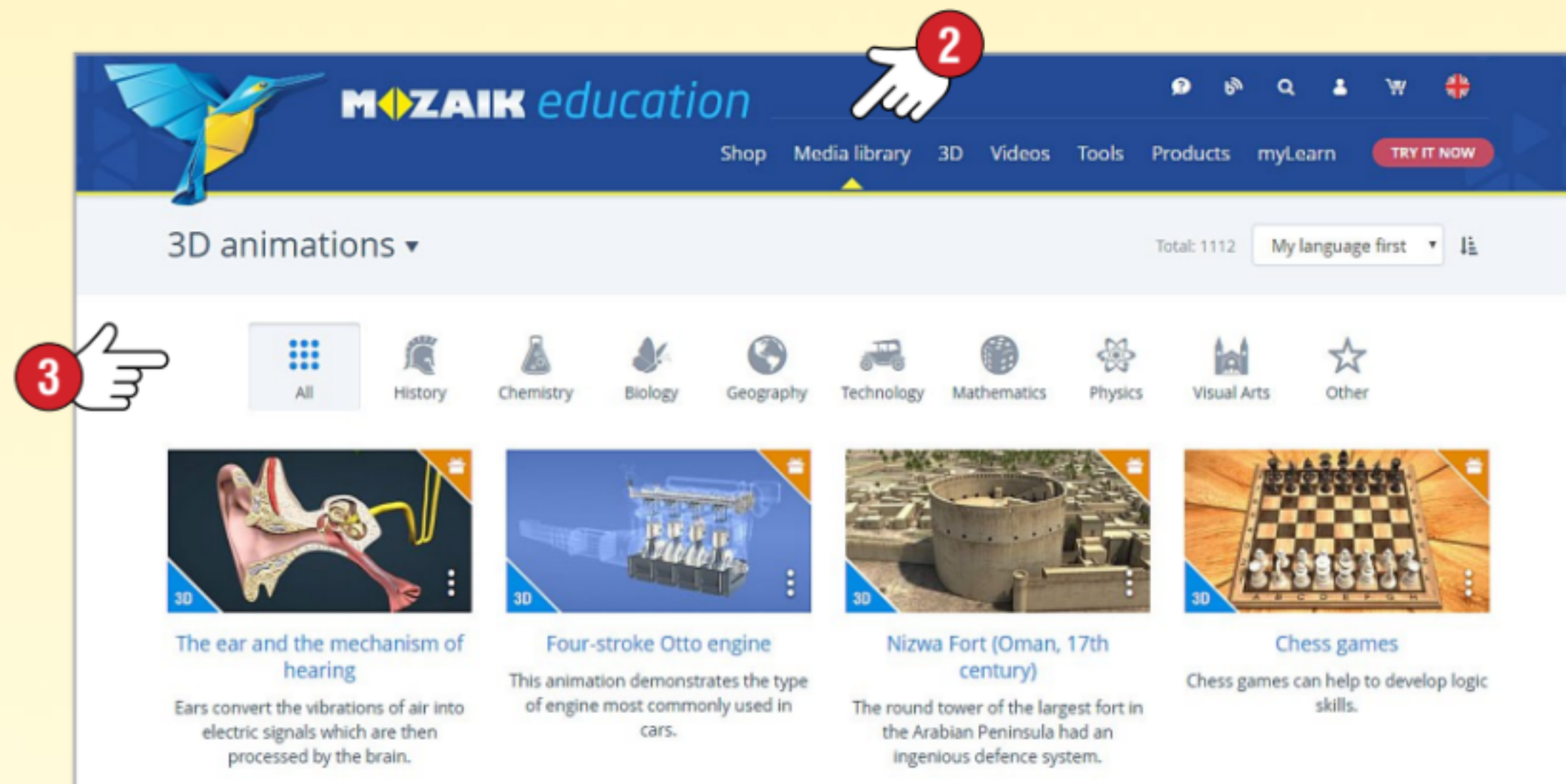
- You can access the entire content in the Media library ② which is organised by subject ③ and contains several thousand items.
- You can use the topic-based tools and games.
- With the Test editor you can also create worksheets on mozaWeb. You can set them as homework for students who can also complete the exercises on mozaWeb.
- Exercise books can be opened on several computers at the same time, in real time, so teachers can jointly edit them ④ and even write messages to each other (collaborative mode).



Where to find exercise books

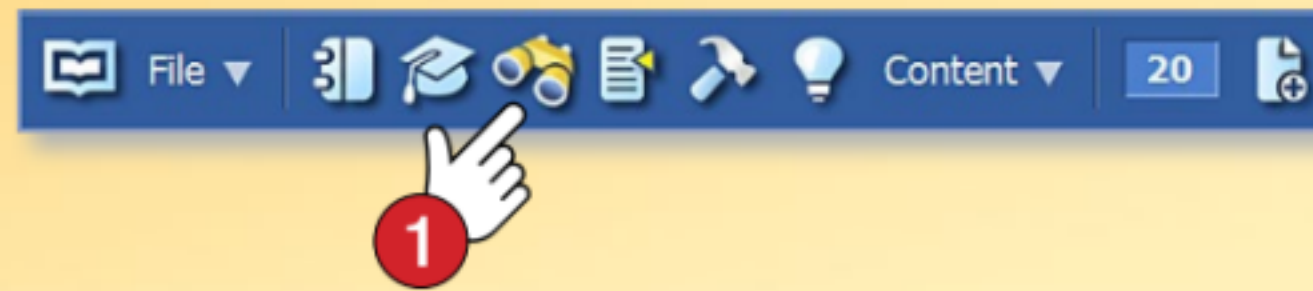
Log in to mozaWeb with your username and password for the mozaWeb online user account you use in mozaBook.

Choose 'Exercise book' ⑤ in the Media library menu to see the mozaBook exercise books you can access. Filter the results by subject or enter a keyword. Click on the exercise book you have selected to open it.



1. Finding text in publications

Select the Search icon ① on the Toolbar.



You can search for a text ② in the active publication in the pop-up menu. Results are highlighted.

If there is more than one result, you can navigate through the list with the arrows ③. You can also view all the results in a drop-down list ④.

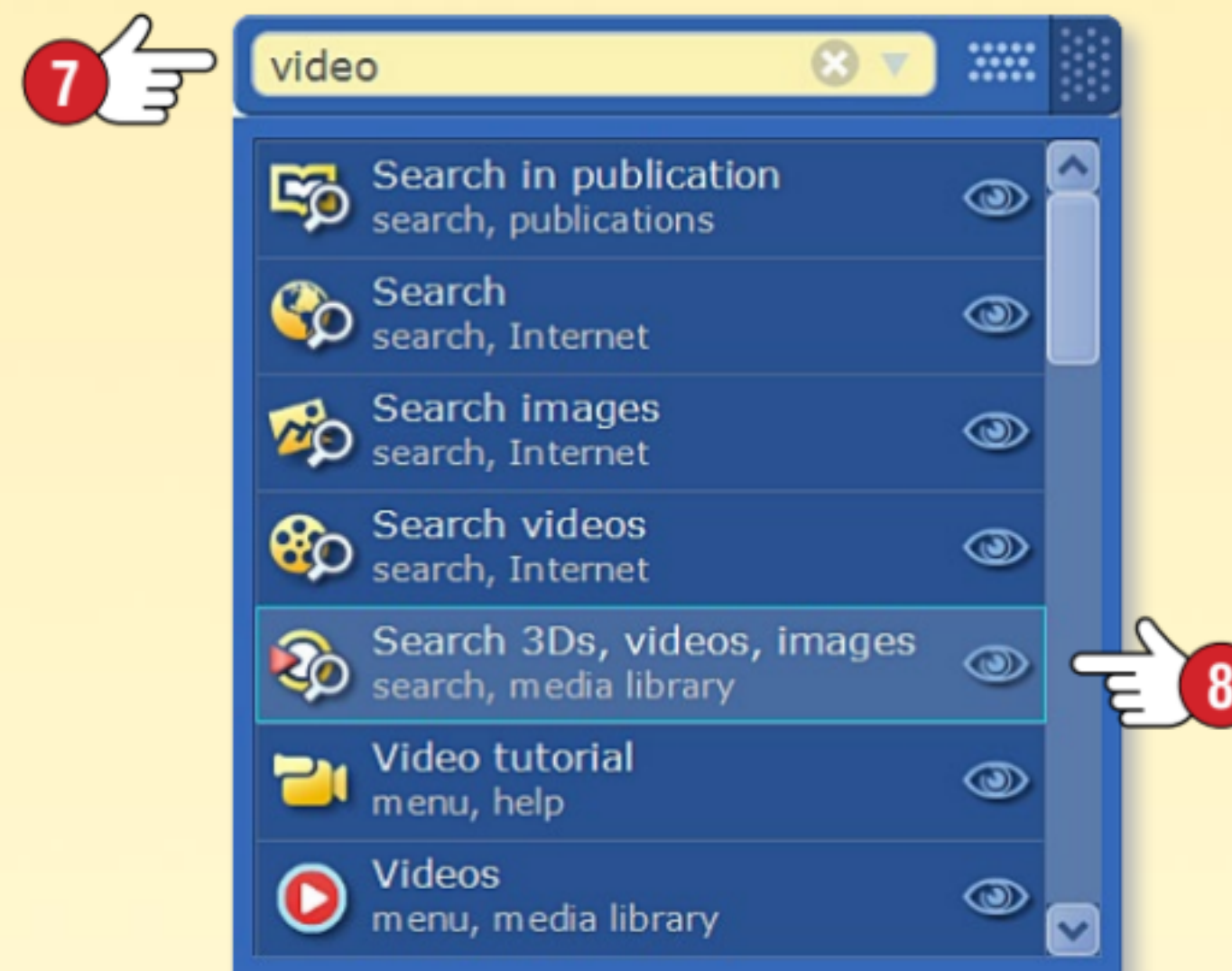
If you click on an item in the list ⑤, it will take you to the right page of the publication.



2. Find mozaBook functions and tools

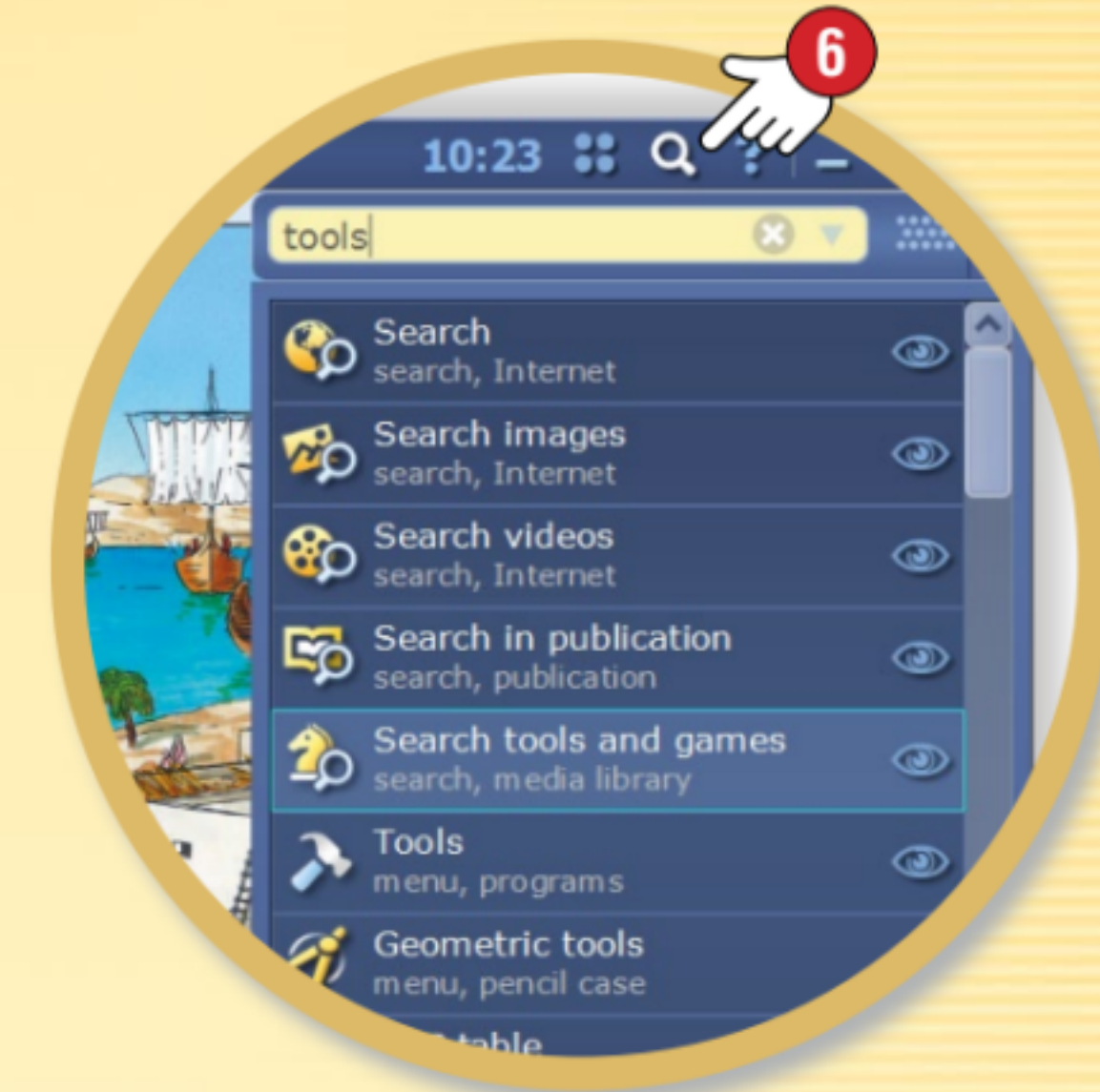
Select the magnifier icon in the main window header ⑥. Enter a keyword in the drop-down window ⑦.

mozaBook publications, functions and tools that contain the keyword will be listed below.

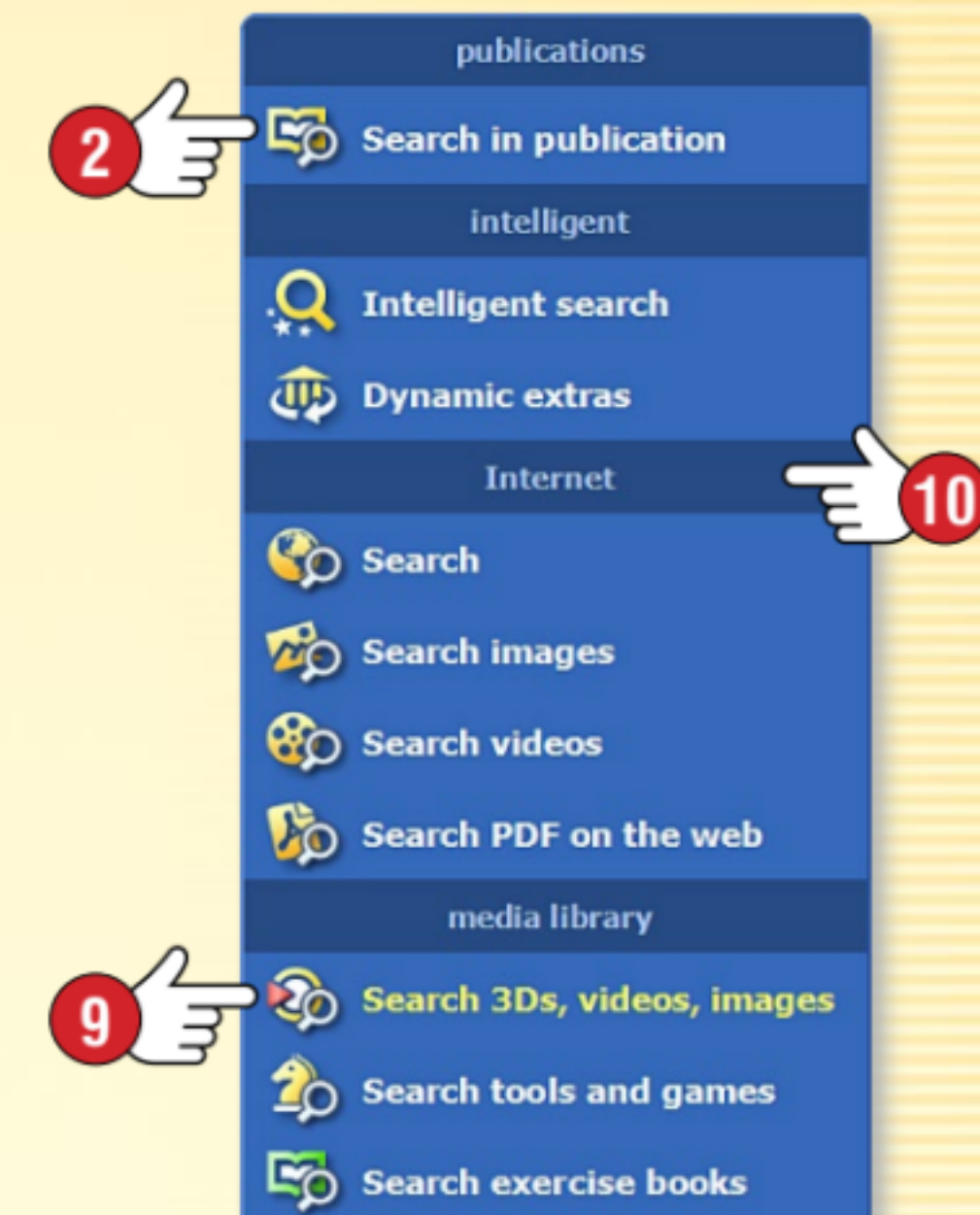


If you click on the Eye icon ⑧ next to some of the results, mozaBook will show you the easiest way to find the particular function or tool in the menu system ⑨.

If you click on an item, the function or tool will be loaded or the publication will be opened.



Tip • Use the Search panel to, search on the Internet without leaving the software itself ⑩.

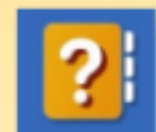


How to use help

1. Where to find help

You will find general support for all functions in mozaBook Help by clicking on the question mark icon in the window header, where you will also find other options ①.

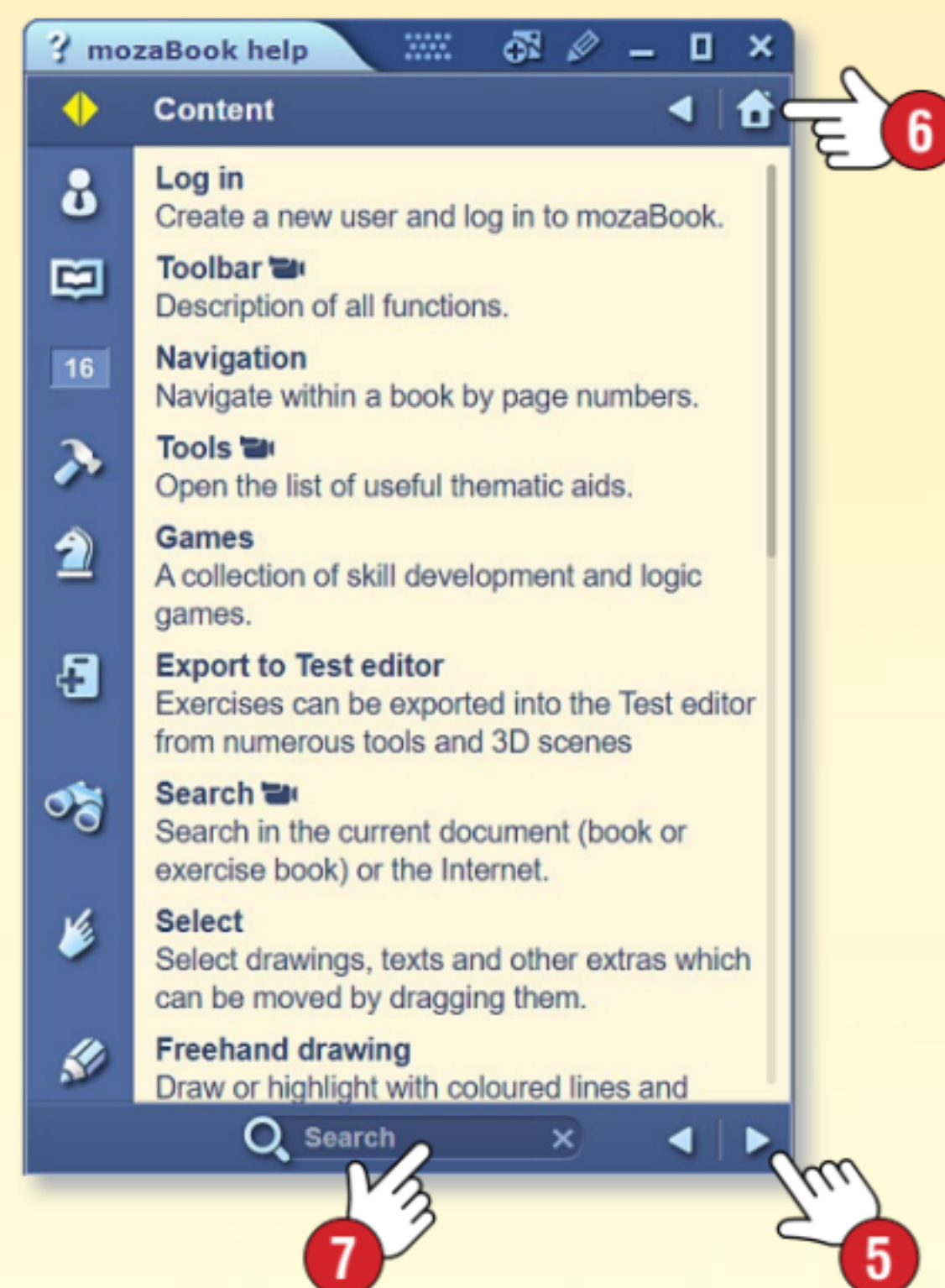
Get direct support for some tools by clicking on the question mark icon in the window header ②. You will also find other functions there.



Opens mozaBook Help ③.



Opens video help, which helps you learn how to manage mozaBook and its built-in tools ④.

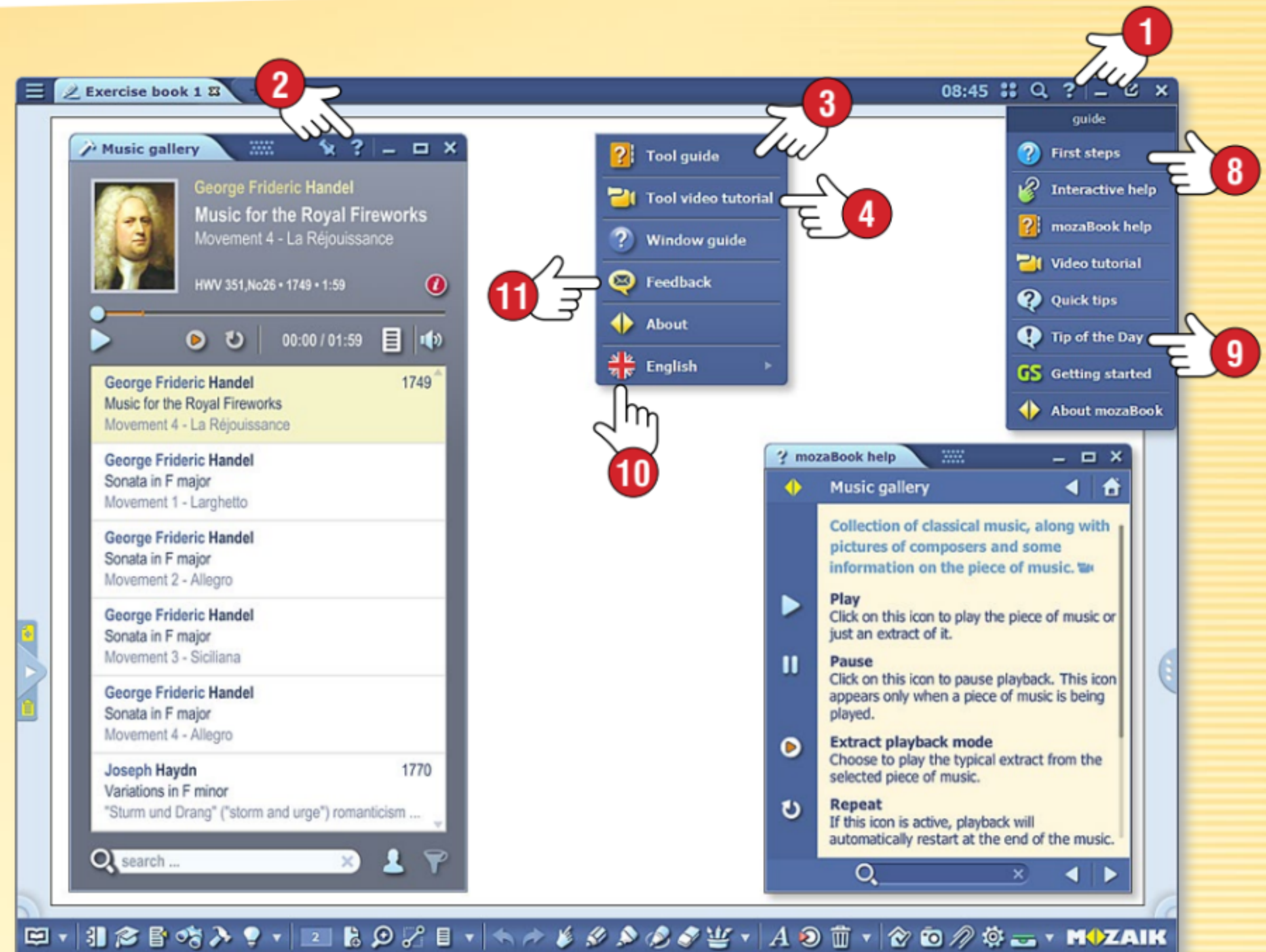


2. Search

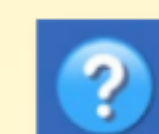
mozaBook Help is organised by topic.

You can navigate between topics ⑤ or return to the default page at any time ⑥.

You can also use the search field at the bottom of the help page to find the assistance you need ⑦.



Tips



You can get to know the most frequently used functions of mozaBook in the First steps menu ⑧.



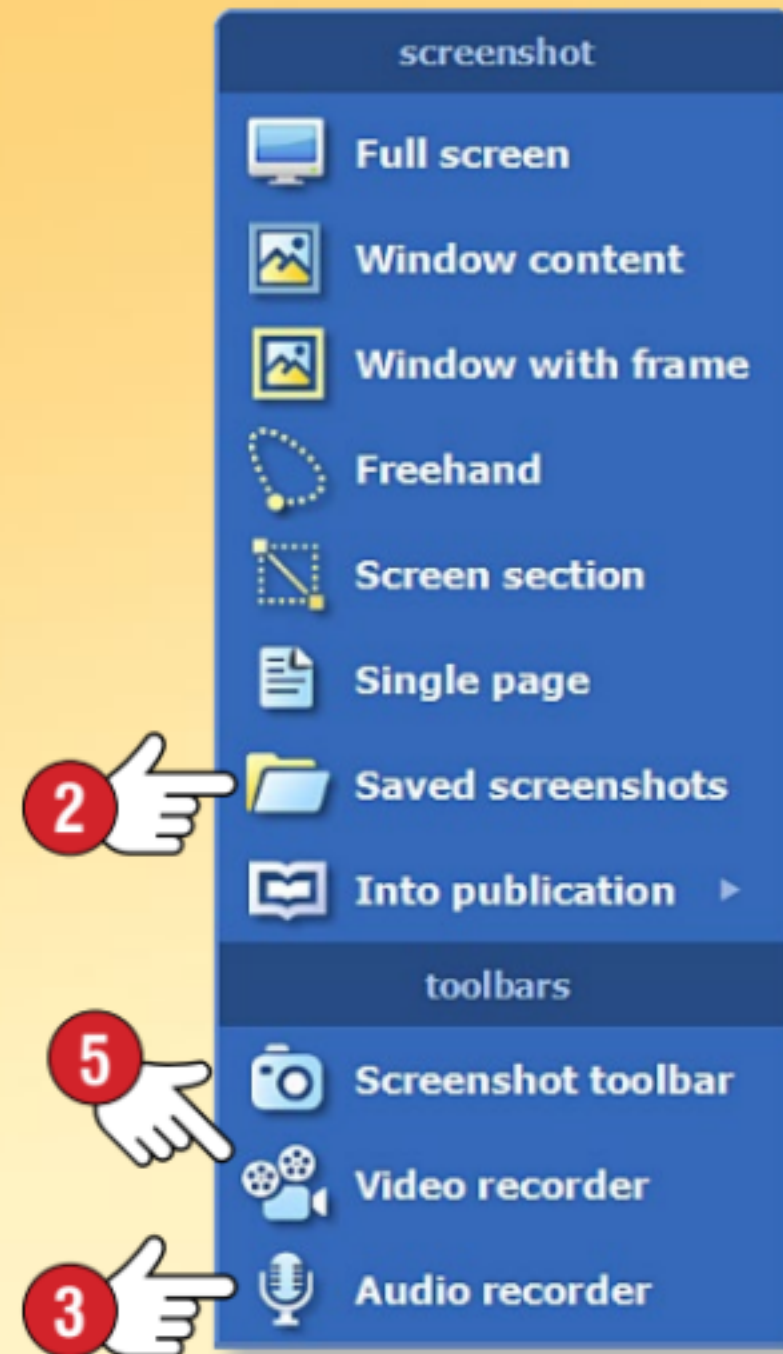
Get tips and recommendations for using the program ⑨.



If the Multilang version of mozaBook is installed on your computer, you can also change the language of the tool ⑩.

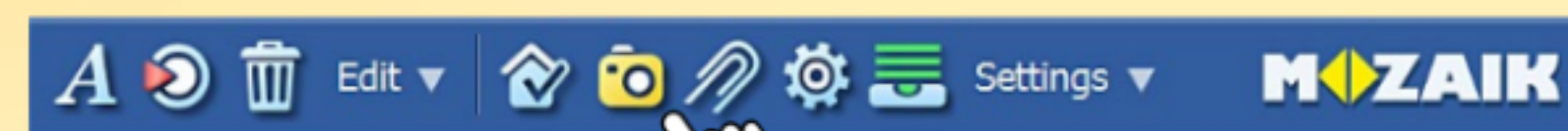


You can also send a feedback about the tool ⑪.



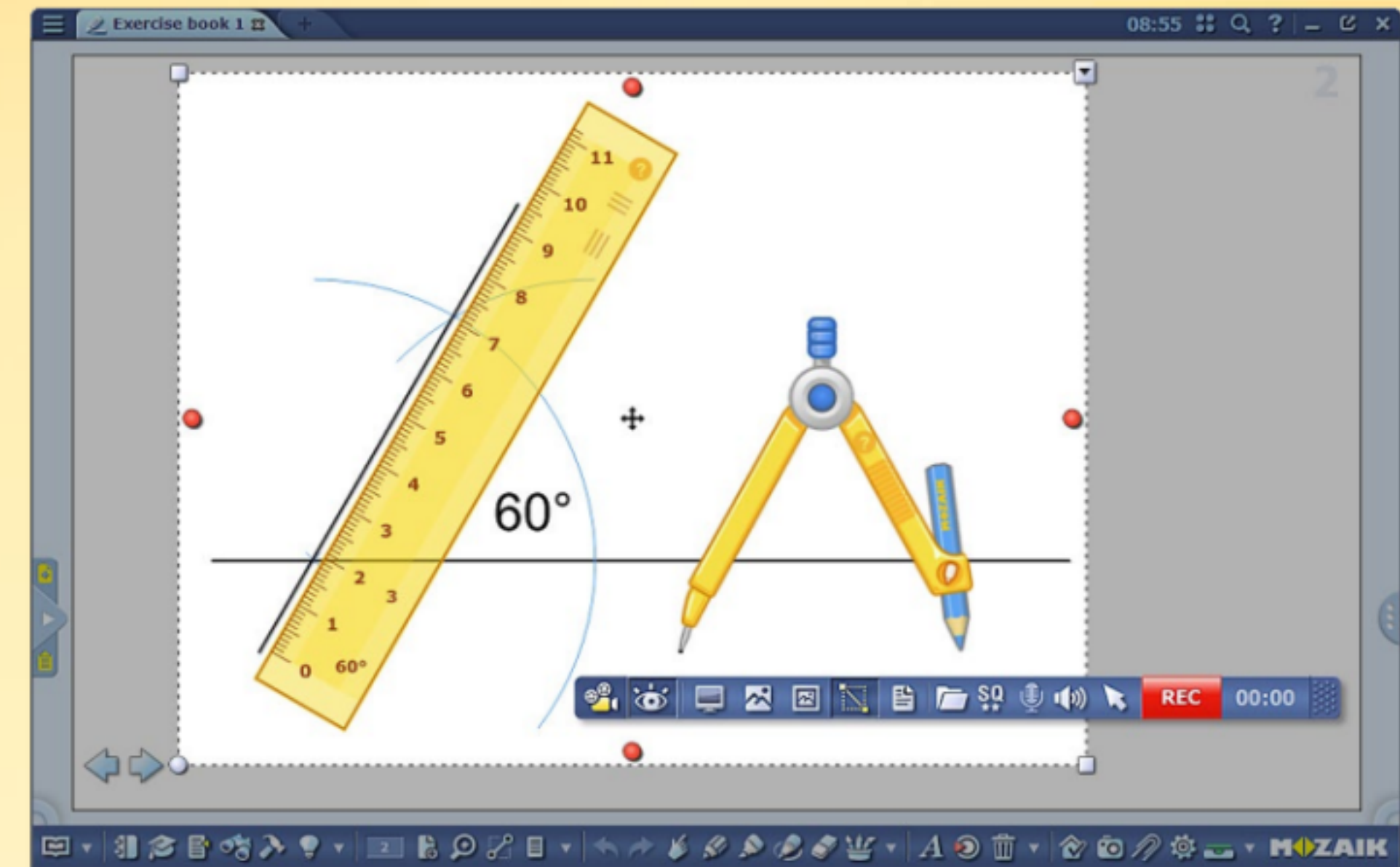
1. What is the Multimedia recorder and where can you find it?

Use this tool to save screenshots, make audio recordings and create screencasts. Click on the Screenshot icon ① on the Toolbar to start the tool.



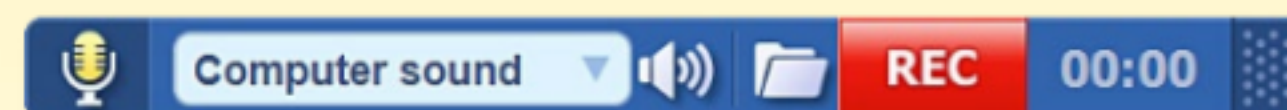
2. Saving screenshots

Use the menu to select the type of screenshot you want to save and select the area of the screen you want to save. You can insert your screenshots into publications from the Saved screenshots folder ②.

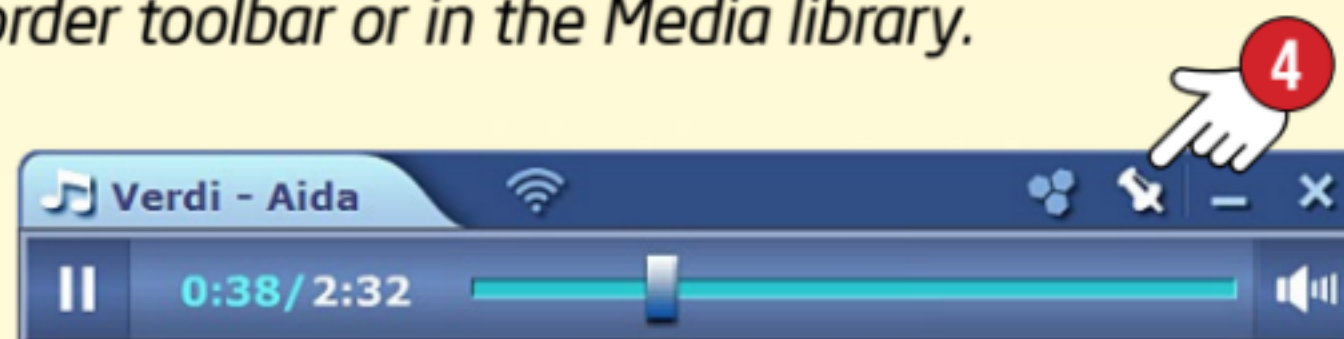


3. Making an audio recording

If your computer has a microphone, use the mozaBook audio recorder to make audio recordings. Select the Audio recorder menu ③. Click on the REC button to start the recording.

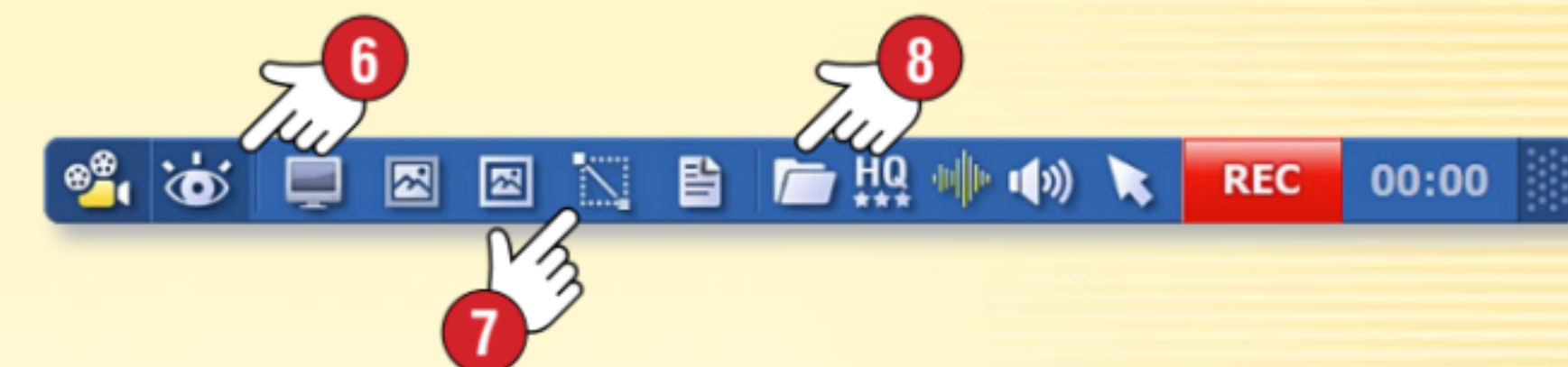


Once you stop the recording, playback will start automatically. You can insert the audio recording into your publication immediately ④. You can find it later in the folder on the Audio recorder toolbar or in the Media library.



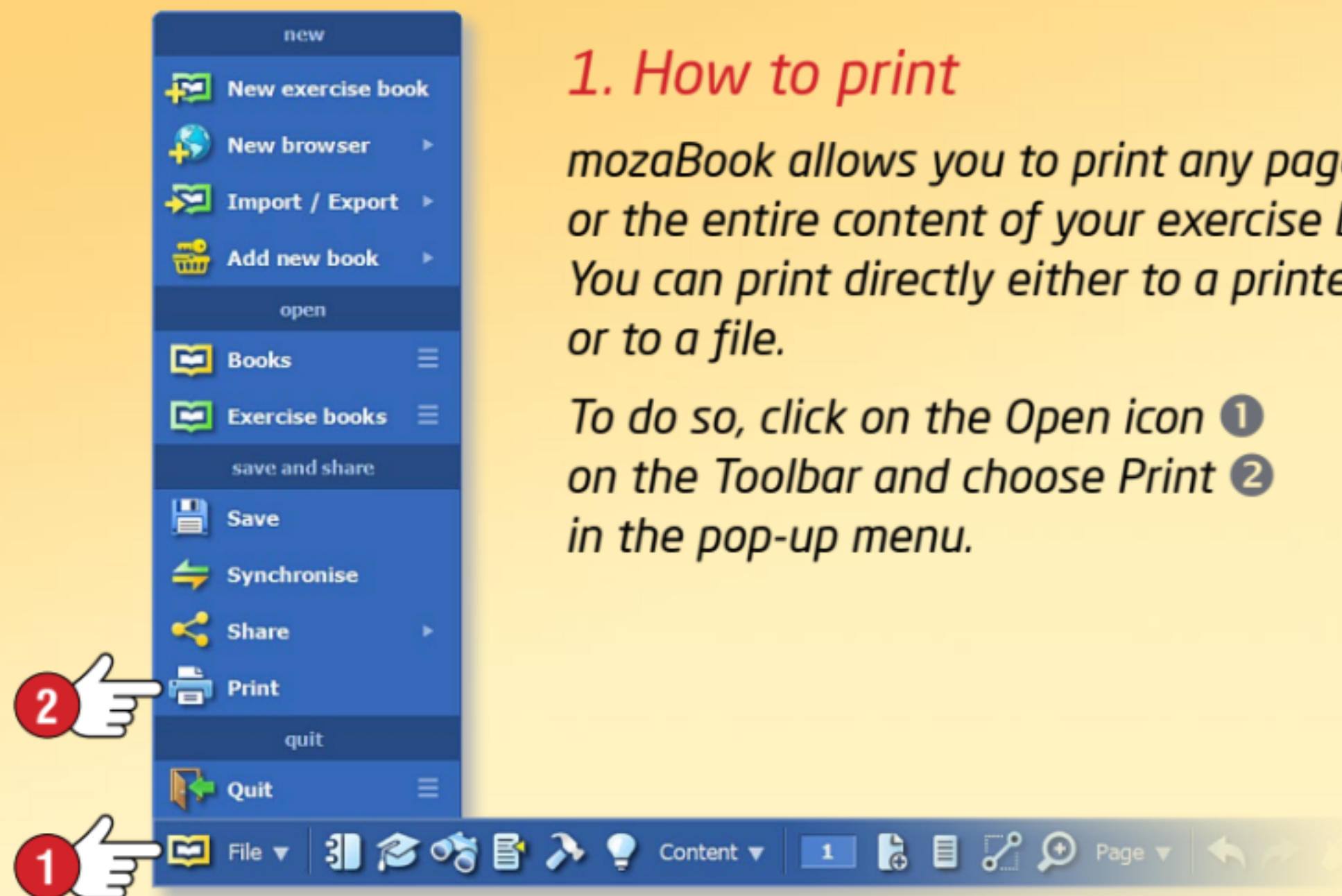
4. Creating screencasts

Use the Video recorder to record what happens on your computer screen. If your computer has a microphone, you can also record sound. Select the Video recorder menu ⑤.



Click on the Hide mozaBook icon ⑥ to choose whether you want to capture the mozaBook window or the window for another software application running on your computer. You can also choose whether you want to capture the entire screen or only a section of it ⑦.

You can access recorded multimedia content from the Media library or directly from the recorder toolbars ⑧.



1. How to print

mozaBook allows you to print any page or the entire content of your exercise books. You can print directly either to a printer or to a file.

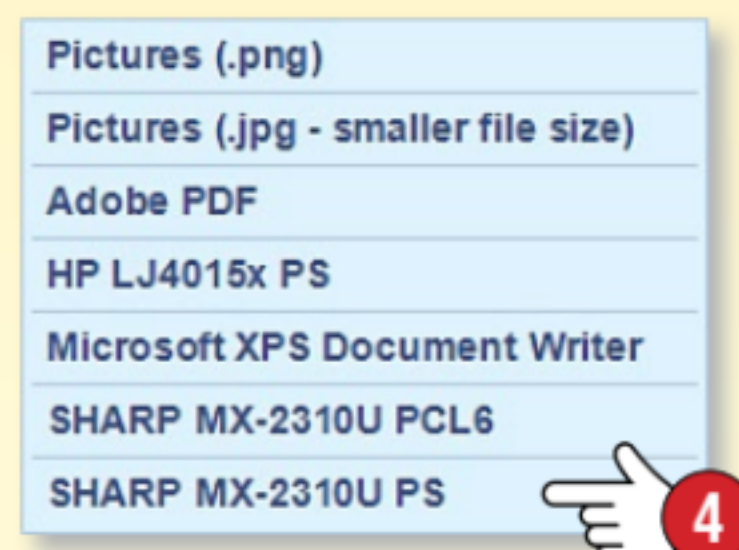
To do so, click on the Open icon ¹ on the Toolbar and choose Print ² in the pop-up menu.

2. Printing directly to a printer

If you have a printer connected to your computer, first select the printer by clicking on the name ⁴ in the drop-down list ³.

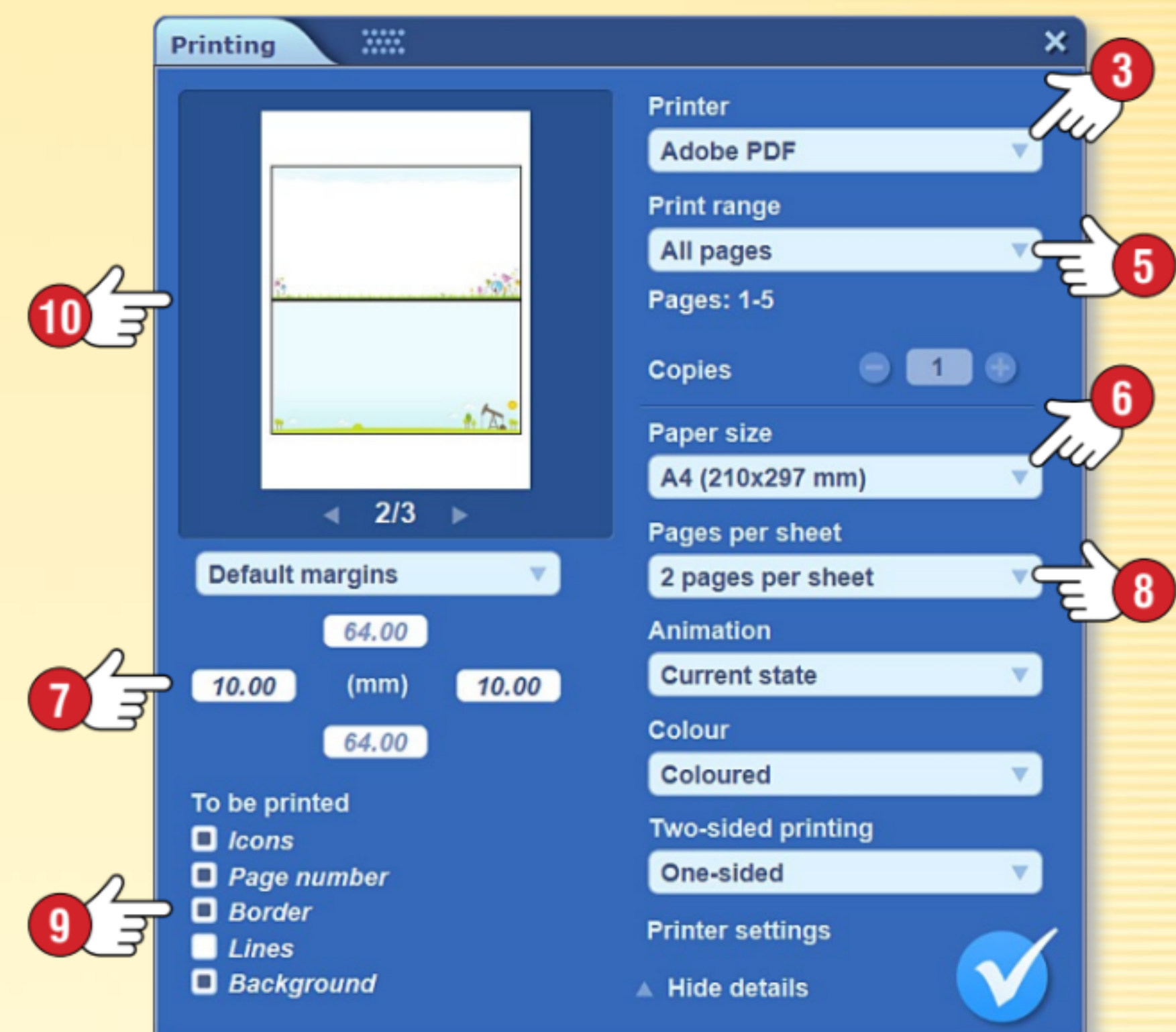
Depending on your printer model, set the following options:

- Select pages to be printed ⁵.
- Select paper size ⁶ and set margins ⁷.
- Select number of pages to be printed on one sheet ⁸.
- Set to print in colour or black-and-white.
- Set to print single-sided or double-sided.
- Set which items in your exercise book (icons, page number, border, lines and background) you want to make visible in print ⁹.



3. Printing to file

When printing to file, you can choose which file format you want to create (png, jpg, pdf or Microsoft XPS). You can insert this file into your publication or print it out later.



Tip

The Print preview window ¹⁰ in the Print menu allows you to view what the printed version will look like, according to your settings.

1. What to use it for and when

The mozaBook handwriting-recognition function enables you to use your handwriting instead of the on-screen keyboard to enter text on the interactive whiteboard.

2. System requirements

The handwriting recognition function of mozaBook is supported by Windows 7 and later versions.

The languages for which handwriting recognition is available depend on the language packages installed on your computer ①.

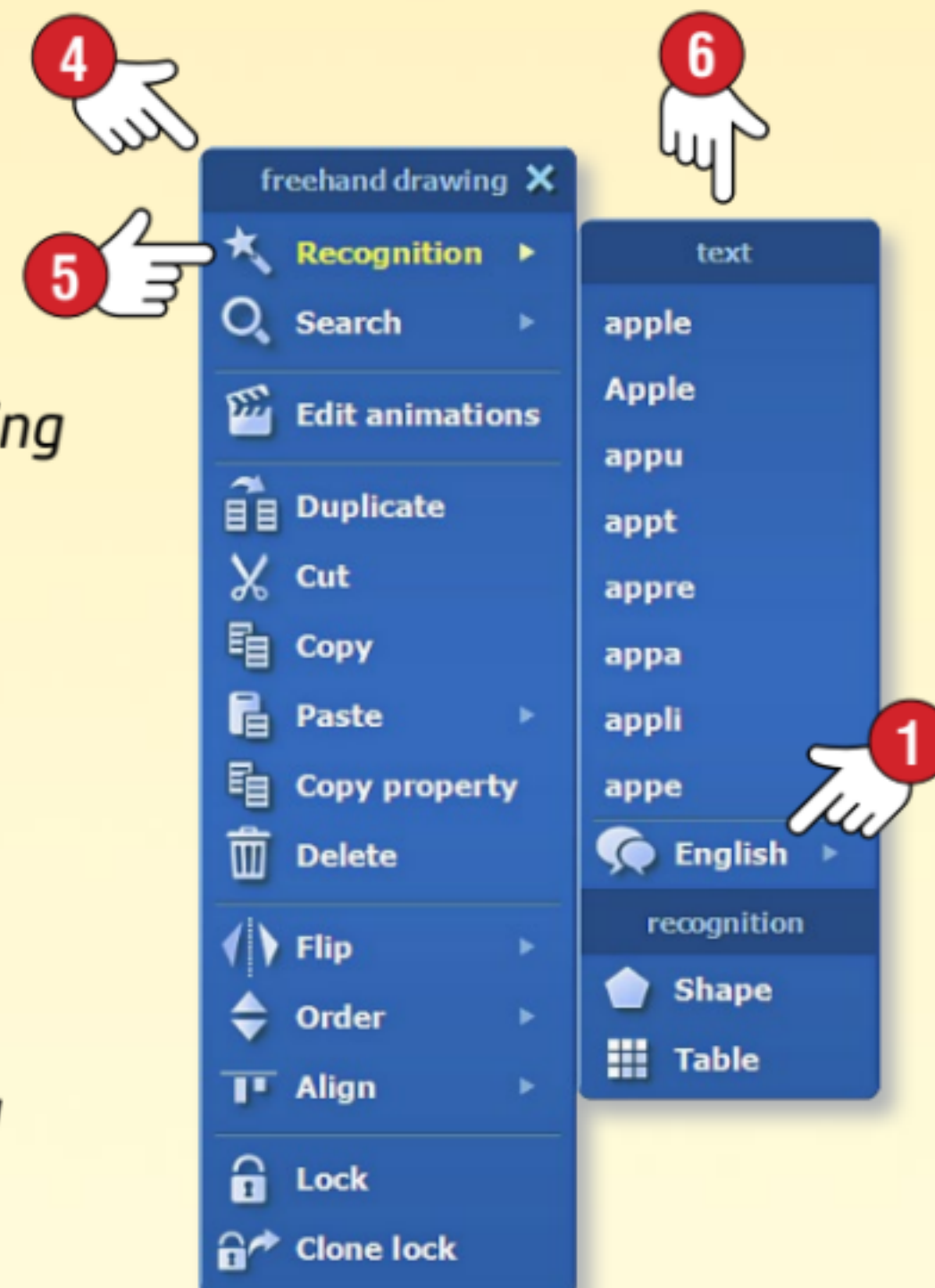
3. How to use it

Click on the Freehand Drawing icon on the Toolbar ②, and write something on the board ③.

Select what you have written and choose Recognition ⑤ in the quick menu for the object ④.

This will show a list of alternatives to the text ⑥.

By clicking on the right alternative, mozaBook converts your handwriting into typed text ⑦ and treats it as a text object.



4. Search using handwriting recognition

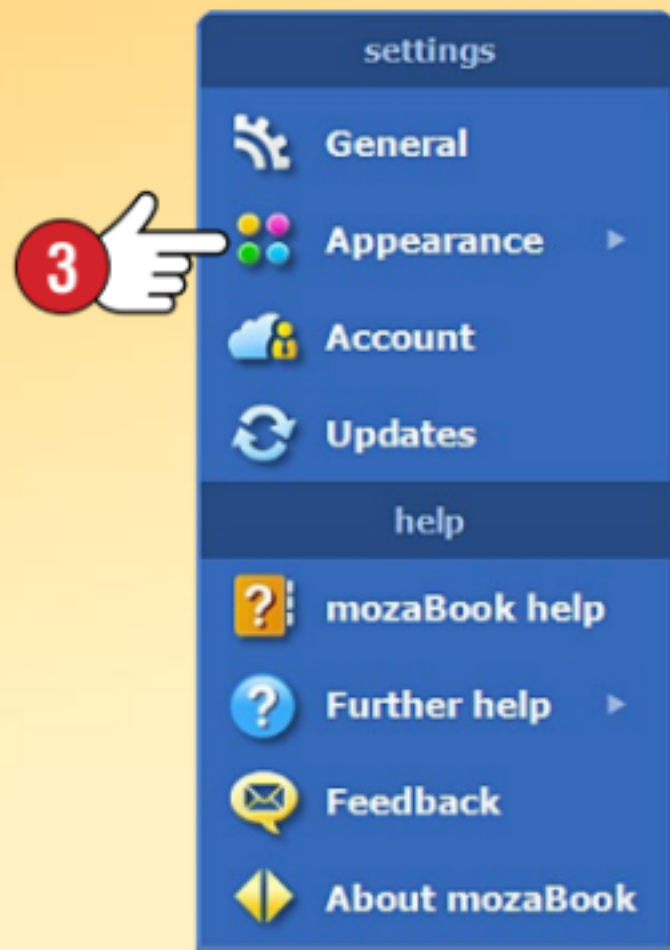
Select the handwritten text and then choose Search ⑧ in the quick menu. This will show a list of alternatives to the text. Select the text you want to search for from this list ⑨.

You can search on the web, in the gallery and in the open publication ⑩.

You can also start your search by dragging the handwriting directly into the built-in Search function in mozaBook. When you do so, handwriting recognition takes place automatically and the software starts the search on the basis of the text alternative it recognises.

Wide range of settings

You can customise the mozaBook user interface to best suit your daily workflow.



1. Desktop icons

You can set up icons anywhere on the mozaBook desktop for functions you use often (Bin, Favourites, Pencil case and Media library) and start them from there ①.

Click on the Settings icon ② on the Toolbar and select Desktop icons in the Appearance menu ③.

Select the icons ④ you want to display on the desktop.

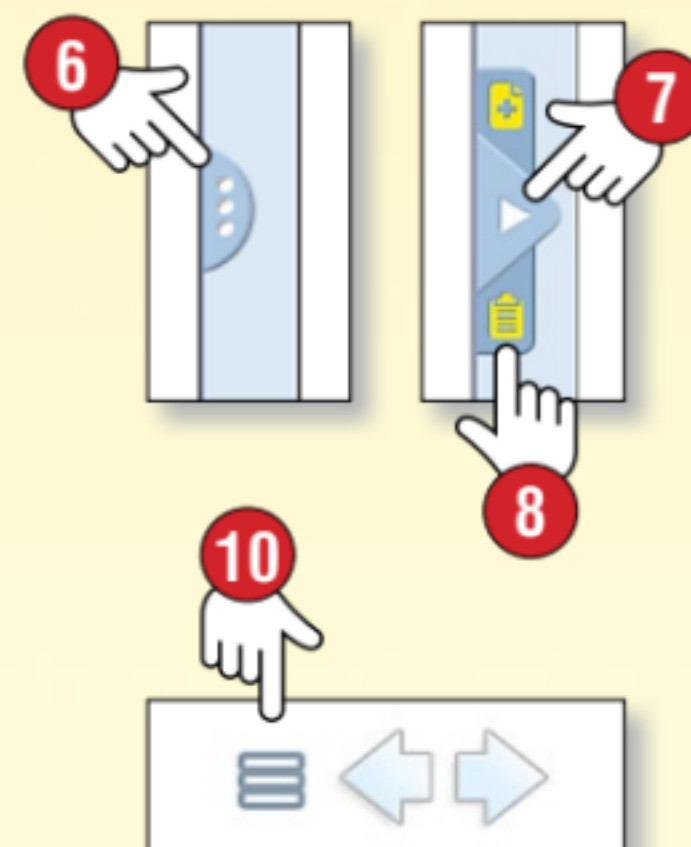
You will also find the Desktop icons menu on the main window header ⑤ and you can enable or disable the icons displayed on the Desktop.

2. Sidebar and full screen mode

Use the tabs ⑥ on both sides of the window to open the Sidebar ⑦, a sketch ⑧ or create a new exercise book.

The Sidebar is also designed for quick access on the whiteboard during presentations. Use the small triangle to close the menu.

You can also switch to full screen mode ⑨. In this mode, access the menu or exit the full screen mode using the small icon next to the navigation arrows ⑩.



3. Settings menu ⑪

- Display - Menu, Toolbar, Sidebar, Pencil Case display, Menu position, turn page, header, background, setting buttons and icons, window scale.
- Operation - mozaWeb, extras, browser, save.
- Mouse and touch - Mouse and whiteboard settings.
- Desktop icons - Enable and disable desktop icons.
- Languages - mozaBook and keyboard language settings.
- Account - Set login mode, change username or password, review access rights.
- Statistics - Allow or reject the collection of statistical data.
- System - mozaBook file handling, save, history.

Homework a new way

You can set the exercises created with the Test editor as homework. With mozaBook, you can record and manage the exercises you have set for the classes you teach, groups or individual students. So, there will be no more homework forgotten or left at home.



The program notifies students by email when a new homework assignment is set and lets them know the topic and the deadline for submission.



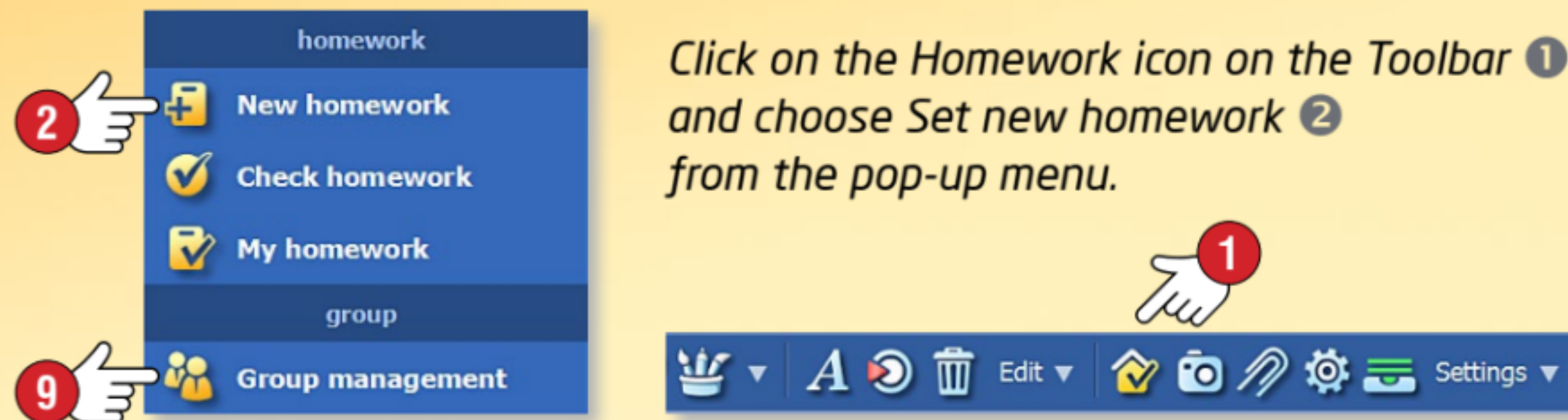
Students can open the homework by clicking on the Homework link in the notification email and solve the exercises online.

What are the benefits of the system?

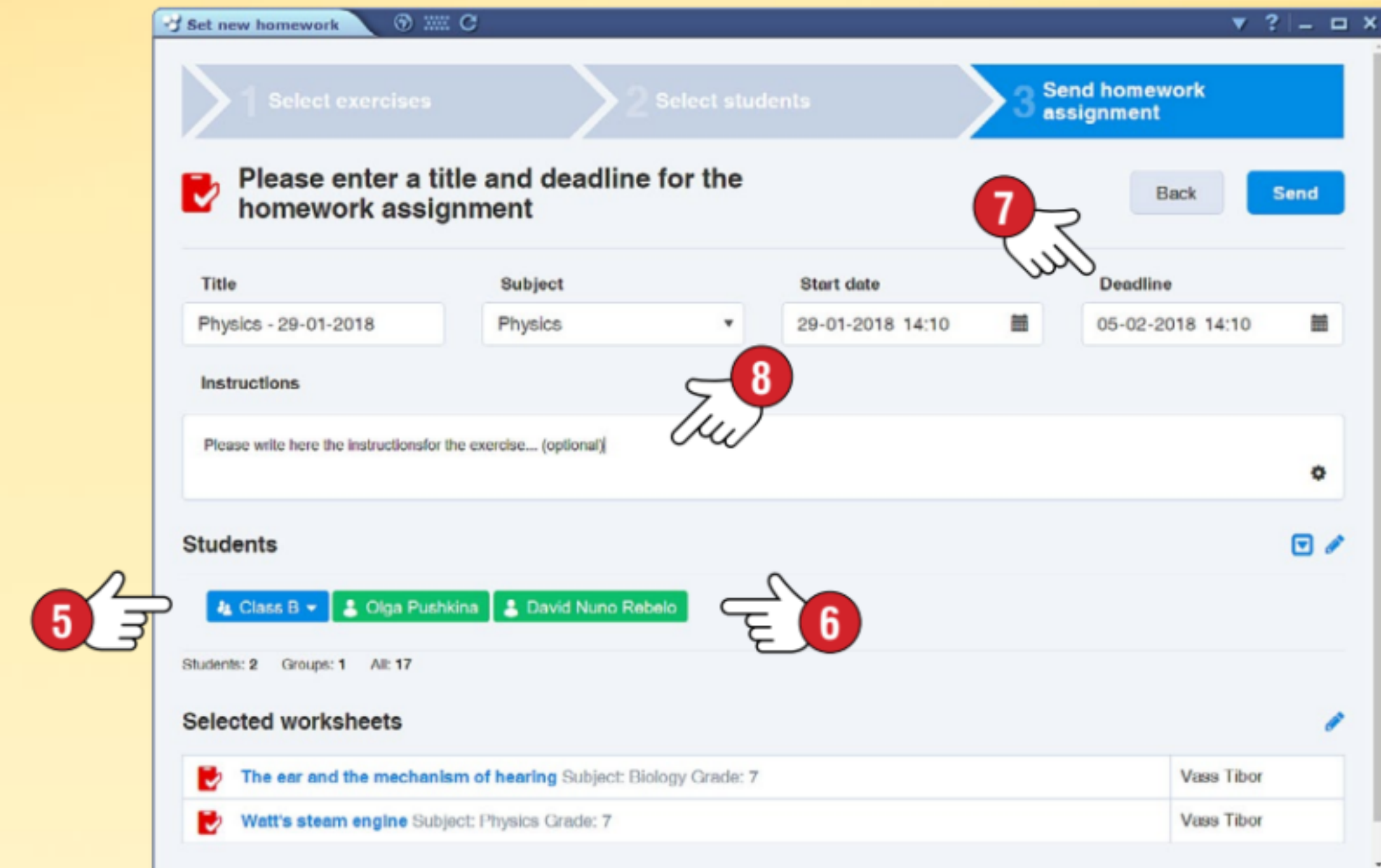
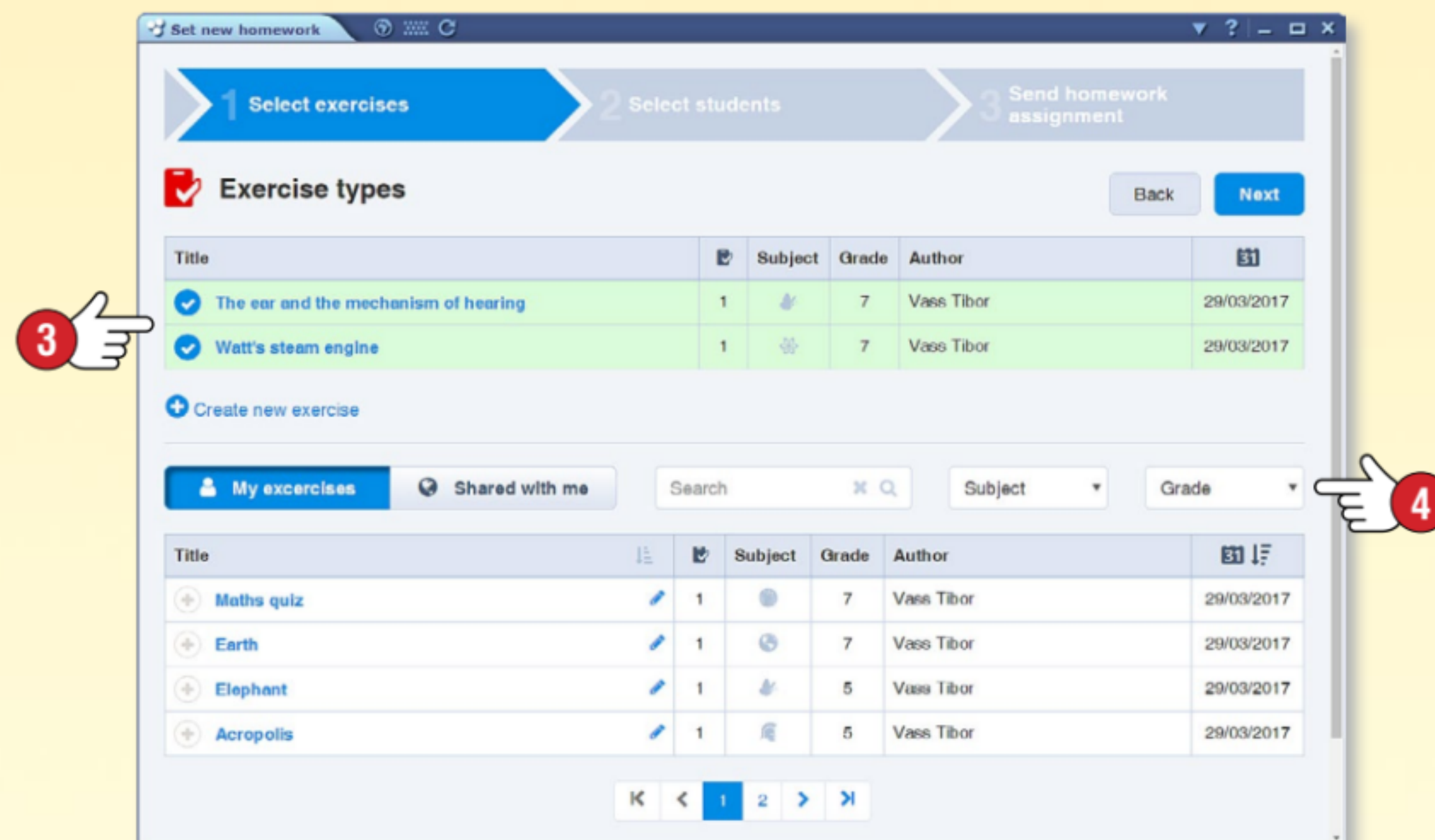
- It records the homework assignments that have been set and submitted, so you can easily evaluate and keep track of them.
- The program automatically checks the answers and creates statistics on the results, making it easy to evaluate and compare students' performance.
- The exercises can be completed online with any Internet browser.

How to set homework

mozaBook provides the option to select worksheets that have been previously uploaded to mozaWeb and set them as homework for a selected group.



You can make homework settings in the pop-up window.



Setting options

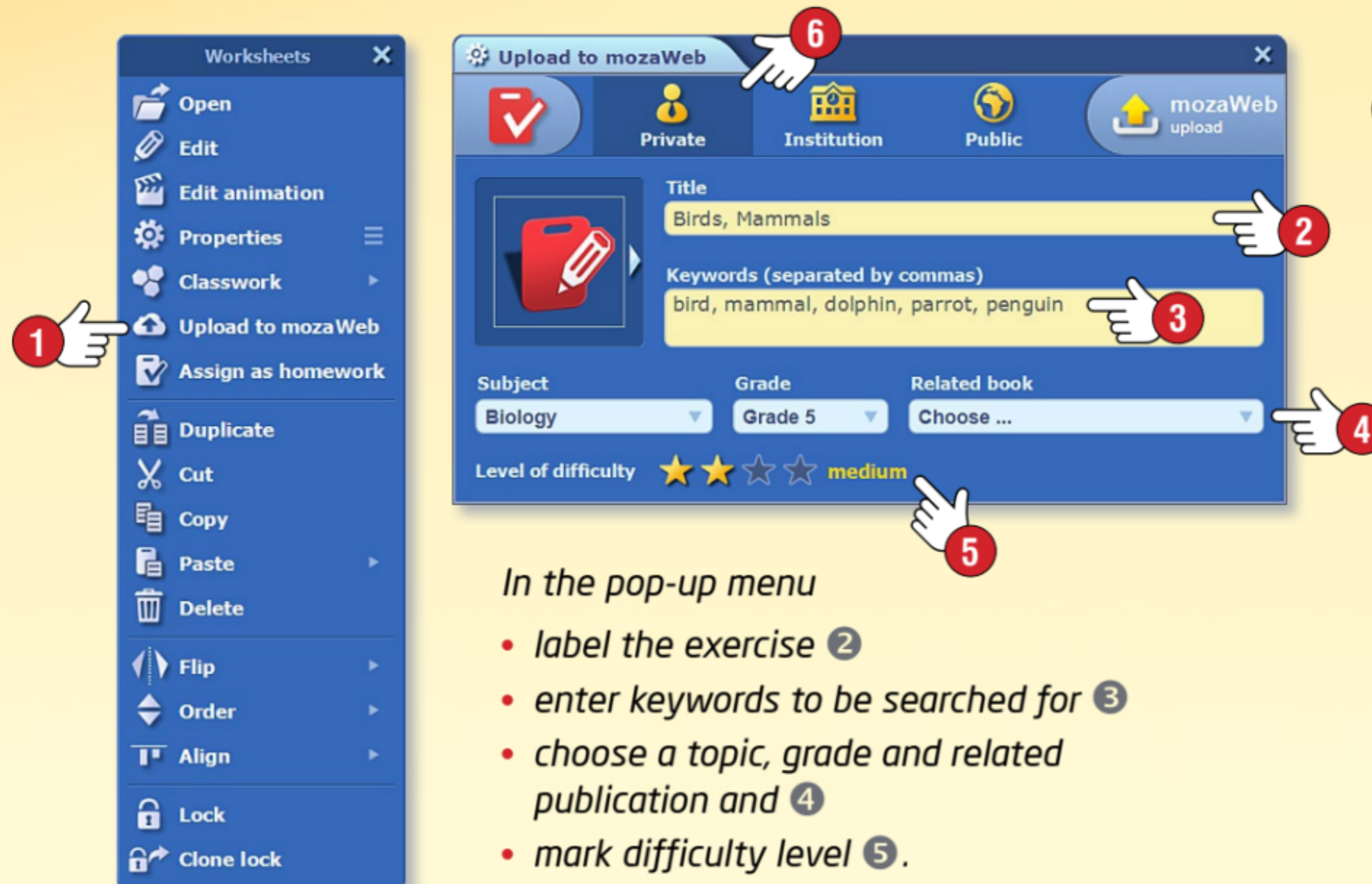
- Select an exercise or worksheet (3). Filtering by subject and grade helps you to navigate among exercises that have been uploaded and are available to you (4).
- Whom would you like to set homework for? Choose a group (5) or select individual recipients (6).
- Enter the time available to complete the exercises (7).
- If necessary, you can add extra instructions to the exercises (8).

Tip • You have the option to manage groups on the mozaWeb platform and review data on homework that has been set and completed. These functions are also directly available on the Homework panel in mozaBook (9).

Uploading the worksheet to mozaWeb

You can upload the exercises and worksheets you have created in the mozaBook Test editor to mozaWeb, make them accessible to others or set them as homework.

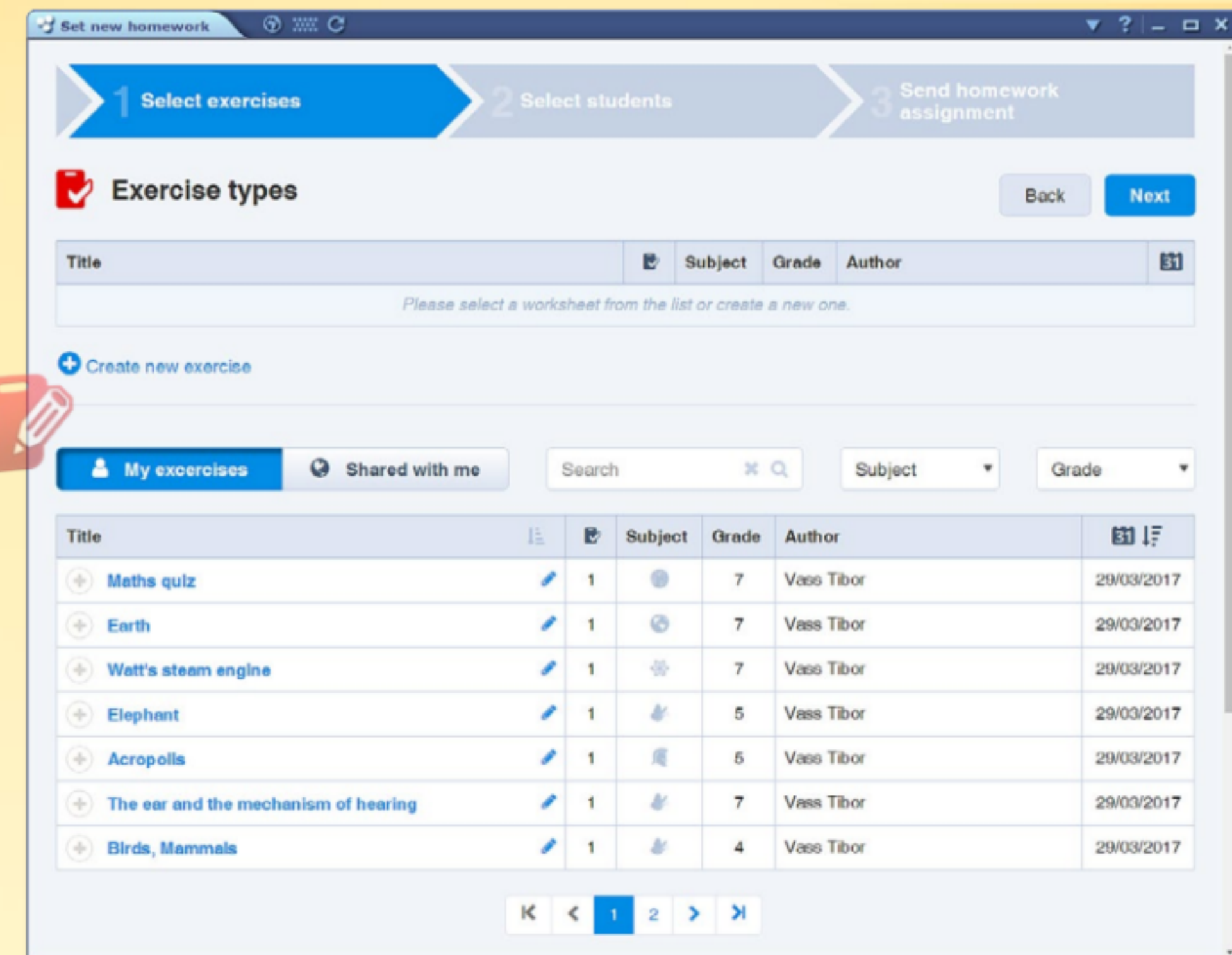
To upload an exercise, click on the icon inserted in the publication and choose Upload to mozaWeb in the quick menu ①.



In the pop-up menu

- label the exercise ②
- enter keywords to be searched for ③
- choose a topic, grade and related publication and ④
- mark difficulty level ⑤.

Before uploading, decide which groups you want to make your exercises accessible to on mozaWeb and indicate them ⑥.



Tip

If you would like to use an exercise inserted into a publication and set it as homework immediately, you can do so with a single step.

- On the Homework toolbar, choose the Set new homework menu item presented previously.
- Drag the icon for the exercises you have selected directly to the pop-up window ⑦.
- After you have made the settings described above, set the homework for the group you have selected.

On multiple computers at the same time

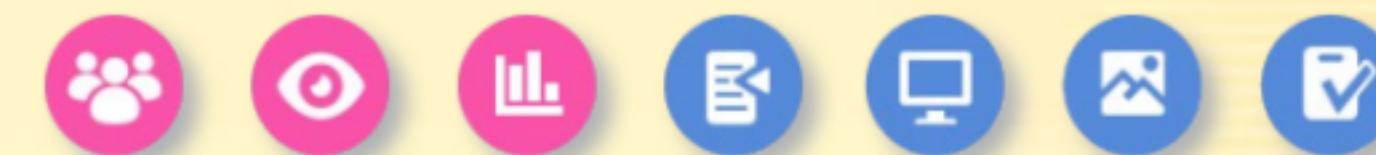
If students use PCs or tablets in class, they can connect to the mozaBook program that runs on the teacher's computer or on the interactive whiteboard.

This way students can use their own devices to solve exercises, or open and play digital content sent to them.

This can make group work even more exciting and effective.



Personalised exercises, individual and group work and targeted use of IT devices.



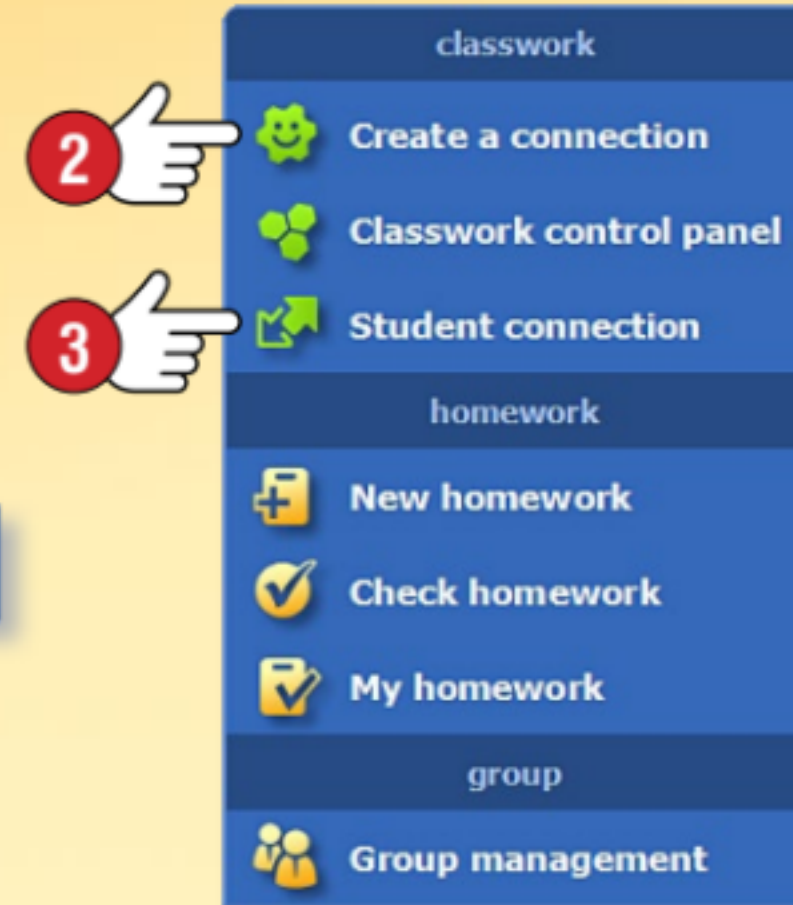
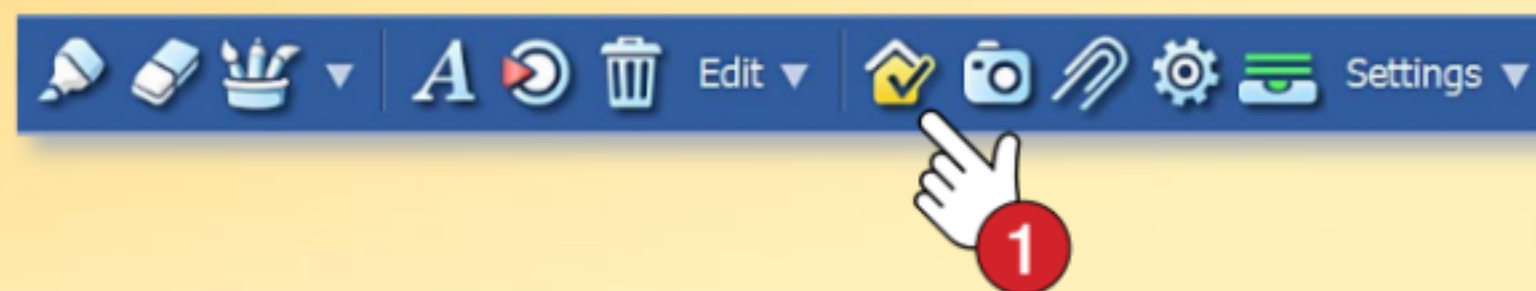
The teacher can ...

- send images, illustrations and exercise books to students' devices
- set individual or group exercises
- organise, direct and monitor the work of the groups
- keep track of completion of assignments
- see answers that have been sent and automatically checked
- receive statistics on the results



How to connect to the classwork

Click on the Homework icon on the Toolbar ① and select the Create a connection menu item ②. Create a connection and start the classwork.



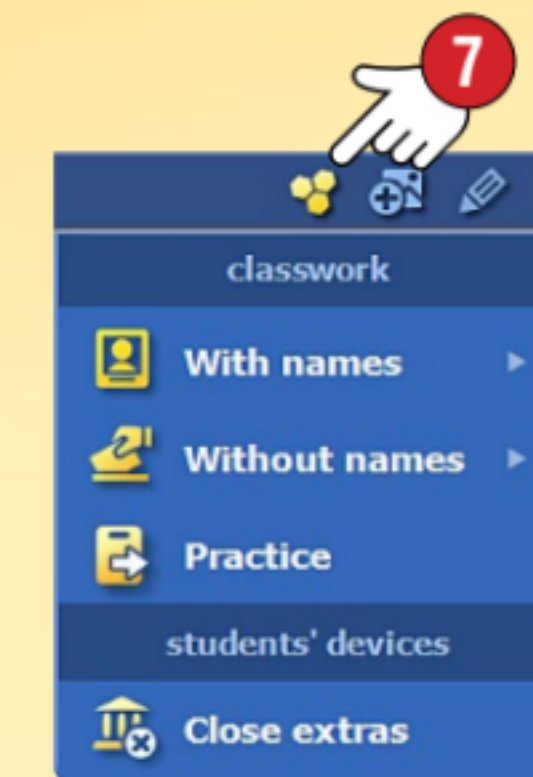
Students can connect to the mozaBook software on your computer via the local network or the Internet.

- Ask students to start mozaBook on their devices and
- select the Student connection menu item ③ so they can connect to the classwork.



Teacher's control panel

On the Classwork panel, you can check the connected students' status ④, keep track of the status of assigned exercises ⑤, or open a summary ⑥.



Sending content

You can send content and exercises to the devices of connected students using the Quick menu for images, figures, exercise books or textbooks, or using the Classwork icon ⑦ for 3D scenes and the Test editor.

Sending images and illustrations

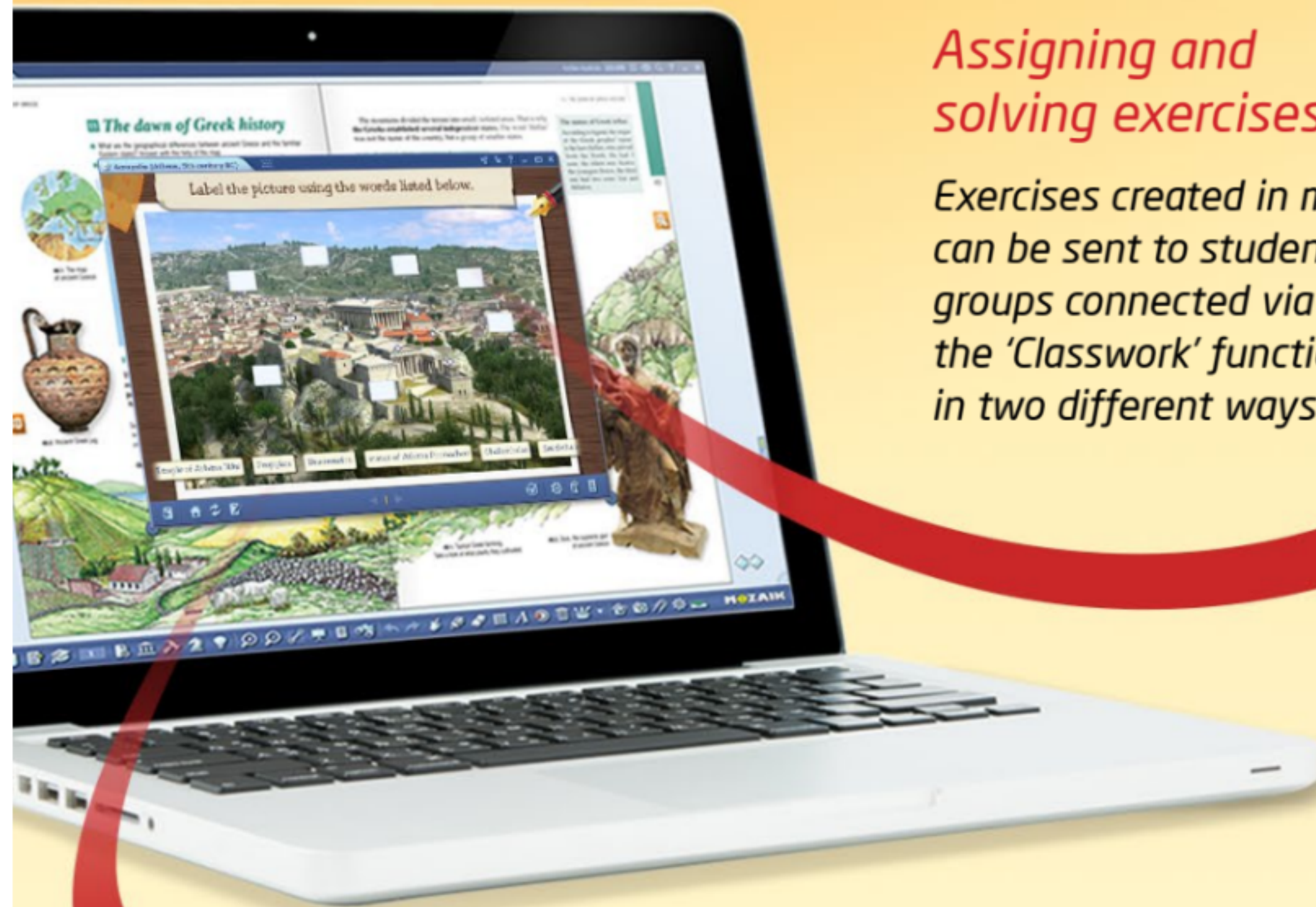
You can send an image or figure, or choose illustrative material from the Internet.



Sending current page in book or exercise book

You can display the current page in your open textbook or exercise book on students' devices, so students can immediately see what you want to show them without turning to that page.

Tip • Click on a name or an avatar to open the quick menu and check the content displayed on the device of that particular student ⑧.



Assigning and solving exercises

Exercises created in mozaBook can be sent to students or groups connected via the 'Classwork' function in two different ways.

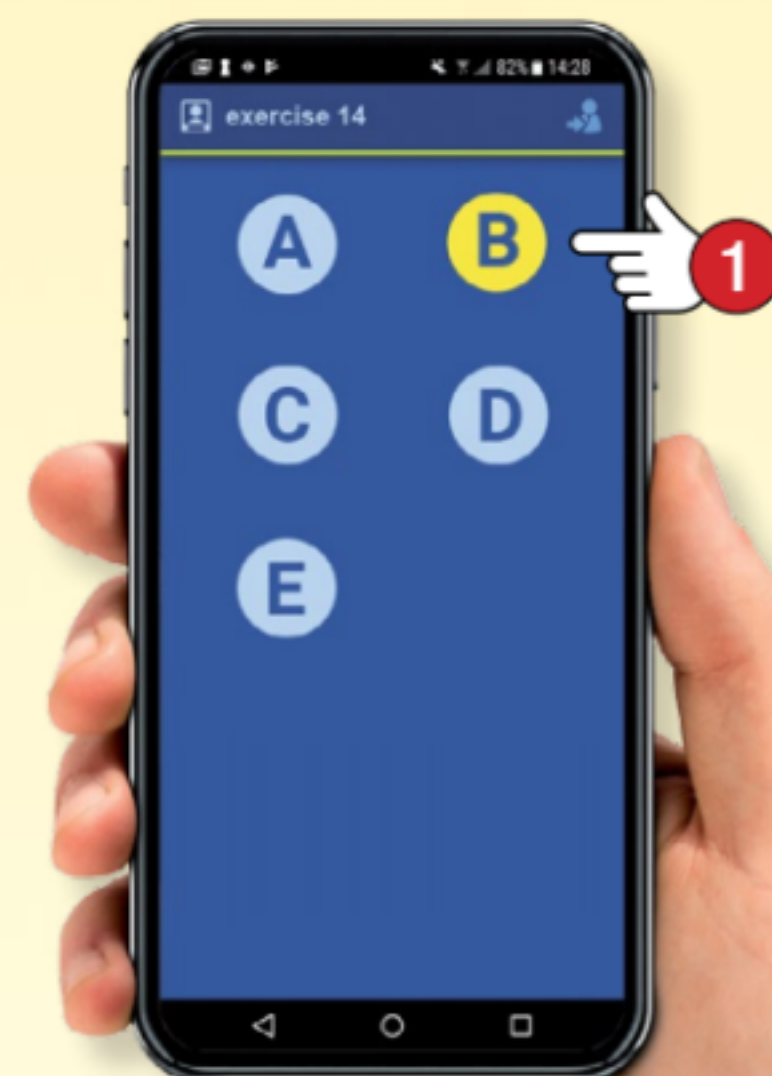


Sending the entire exercise

The entire exercise is displayed on the students' devices ②, they can solve and send back their solutions using their own devices.

Simplified assigning

Students use their devices only to answer questions ①. The questions are displayed on the board controlled by the teacher. Students solve the exercise at the same time. The entire process is controlled by the teacher. This function does not require a lot of data traffic, so classwork will not be interrupted by poor local network connection.



Evaluating solutions

In 'With names' mode ③, solutions can be evaluated by student or by exercise.

In 'Without names' mode ④, students answer the questions anonymously, so teachers only see how many students chose each answer.

	1	2	3	4	5	6	7	8	9	10	%
Abdul Ghafoor	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	80
Brooks Pulsipher	✗	✓	✓	✗	✓	✓	✓	✓	✓	✓	20
Dalton Seamster	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	100
Dania Tufford	✗	✓	✓	✓	✓	✓	✗	✗	✗	✗	50
Eddie Denn	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	40
Elias Surls	✗	✓	✓	✓	✓	✓	✓	✓	✓	✓	0
Gerard Willocks	✗	✓	✓	✓	✓	✓	✓	✓	✓	✓	0
Σ Total	50	83	83	67	50	50	33	33	17	17	48

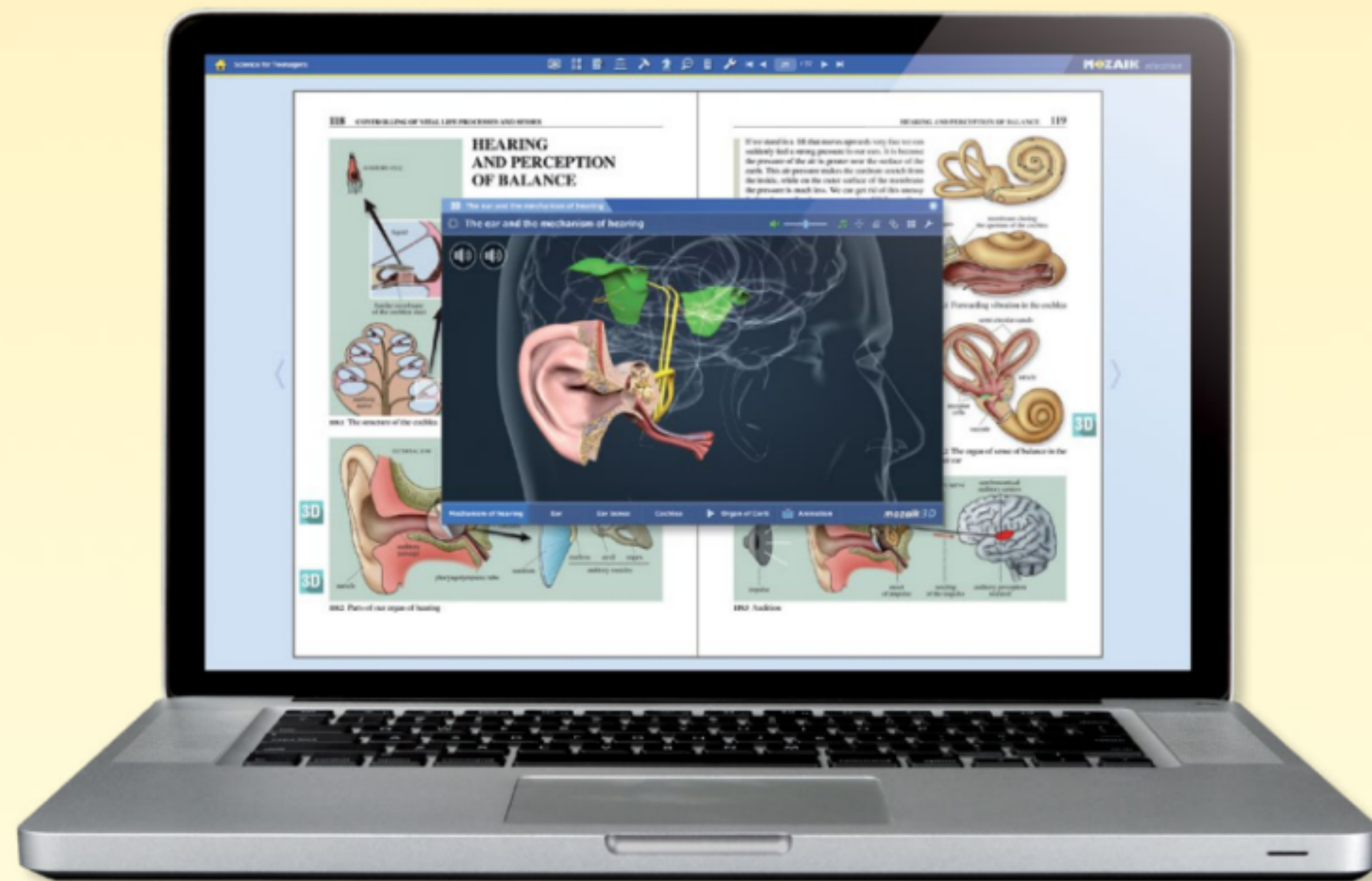
Versatile use on any platform

You can open your digital books in mozaBook and on the mozaWeb online platform. You can also read your digital books on your tablet after installing the mozaBook application.

Depending on the operating system (iOS, Android), certain interactive extras may have a limited functionality on tablets. Tablets running the Windows operating system can run mozaBook with full functionality.

mozaBook supports touchscreen devices and intelligently adapts to the screen size, so it can be used on interactive whiteboards, notebooks and tablets.

A number of mozaBook versions are accessible to students, teachers and for use in classroom in our webshop.

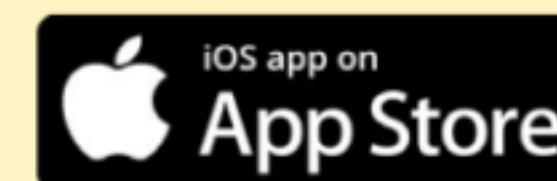
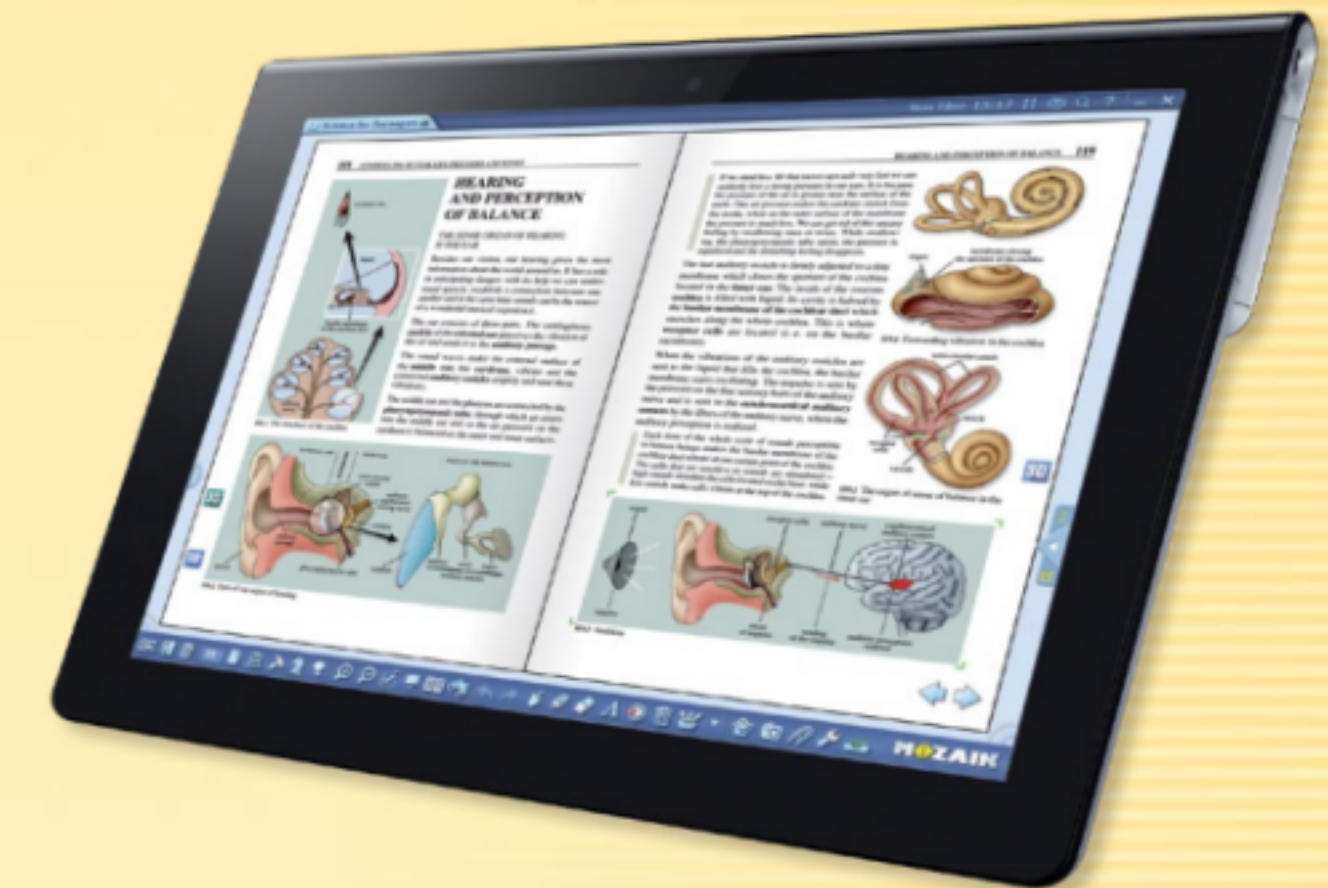


For iOS and Android users

Download the mozaBook application from the App Store or from Google Play.

Create your local username and log in to your existing mozaWeb online user account to access digital books you have purchased previously.

If you do not yet have a mozaWeb online user account, you can create one.



You can download your books to your tablet or even buy a new publication. (As soon as download is complete, you can also use mozaBook in offline mode.)



You can flip pages, enlarge page sections and play the interactive content in your digital textbooks (3D scenes, educational videos, images, audio files and exercises).



You can draw in the pages of your books, use the highlighter and insert notes.



You can connect to the mozaBook program running on an interactive whiteboard or a PC (for classwork).

Updating the software

mozaBook is a system under constant development. Its digital educational content and tool library are continually growing. This is why it is necessary to update it periodically.

If there is an updated version available of the software you are using, a warning message is displayed when you start ①.

Choose Install now ② and update the software.

Tip • The software can be updated later as well by clicking on the icon in the header ③ or by selecting the Update menu on the Settings panel ④.



Sending feedback

If you have noticed anything about the way mozaBook operates or found an error in any of our publications, please share it with us.

Choose Feedback on the Settings panel ⑤.

- Enter your name and email address,
- put down what you have noticed ⑥,
- if you spot an error, describe its exact location,
- if necessary, illustrate your message with a screenshot or video or upload the relevant publication ⑦.

