



30 HANDS PRO

A technical guide for Early Childhood Educators - Version 1.0

Toys or Tools?

Educators' Use of Tablet Applications to Empower Young Students Through Open- Ended Literacy Learning

SSHRC
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Canada



Toys or Tools? Educators' Use of Tablet Applications to Empower Young Students Through Open- Ended Literacy Learning

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This project was made possible through generous support by the Social Sciences and Humanities Research Council of Canada. The project is in collaboration with George Brown College and the Peel District School Board.

Contents

- 1. Getting started 5
 - 1.1 To begin, find the 30hands icon on your iPad screen and tap to open. 5
 - 1.2 Select “skip this step” to go straight to the app..... 5
 - 1.3 Press the + button (top right corner) to create a new presentation..... 5
- 2. Adding slides 6
 - 2.1 Take Picture/Video 6
 - 2.2 From Camera Roll 7
 - 2.3 Draw a Slide (Basic Mode) 8
 - 2.3a Free hand 8
 - 2.3b Text 8
 - 2.3c Arrows 8
 - 2.3d Shape Tools 8
 - 2.3e Backgrounds 9
 - 2.3f Colour Selection 9
 - 2.3g Drawing Width 9
 - 2.3h Undo Button 9
 - 2.3i Save Changes 9
 - 2.4 Draw a Slide (Enhanced Mode) 10
 - 2.4a Select tool 10
 - 2.4b Freehand tool 10
 - 2.4c Text tool 10
 - 2.4d Add Image tool 11
 - 2.4e Shape tools 11
 - 2.4f Layers tool 11

2.4g Background tool.....	12
2.4h Colours.....	12
2.4i Drawing Width.....	12
2.4j Delete	12
2.4k Save.....	12
2.5 Add a Slide from the Web	13
2.6 Add a Slide from Dropbox	14
2.7 Add a Slide from Google Drive	14
3. Exporting Slideshows.....	14
3.1 Publishing Videos.....	15
Camera roll:	15
30 hands site:.....	15
3.2 Change Title.....	15
3.3 Exporting Projects.....	16
4. 30 hands cloud.....	16

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Getting started

1.1 To begin, find the 30hands icon on your iPad screen and tap to open.

If you have trouble finding it, try typing “30hands” into the iPad’s search bar.



1.2 Select “skip this step” to go straight to the app.

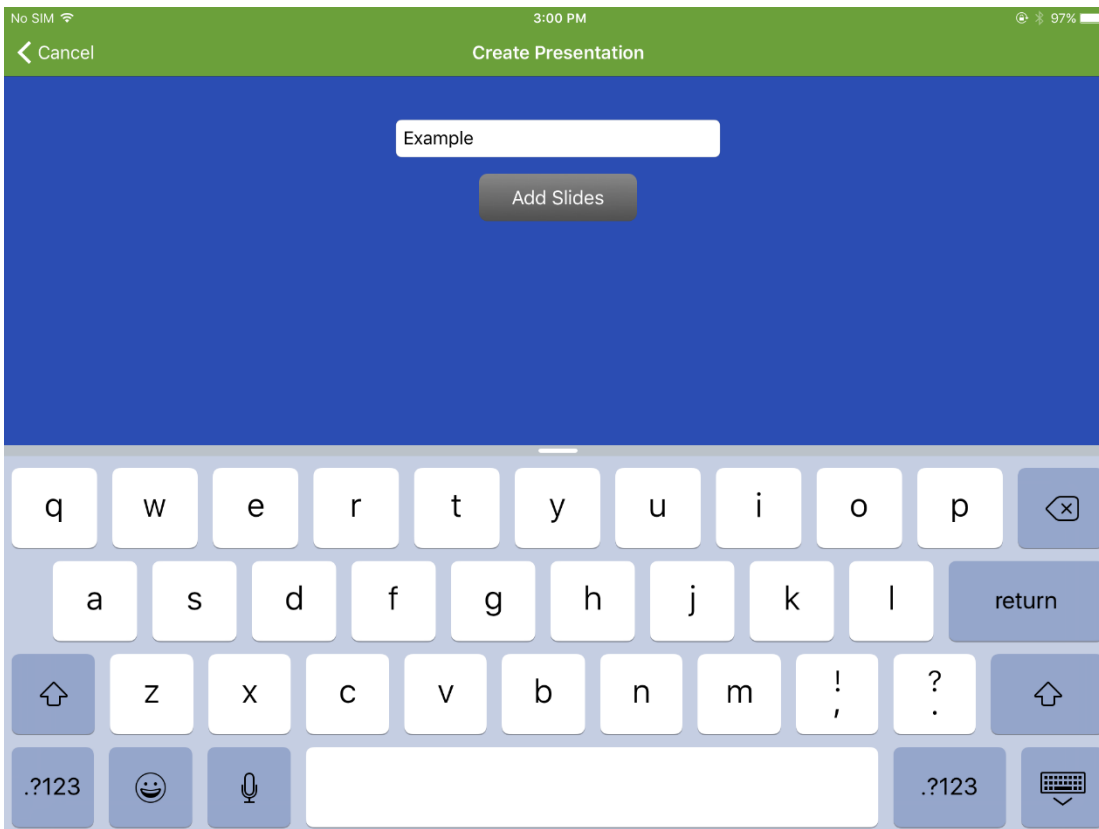
Although you can register to share presentations on the 30hands community page, this may result in children accidentally sharing their names and photos online. We recommend choosing “skip this step” to

protect privacy.

1.3 Press the + button (top right corner) to create a new presentation.

Type a title or name, then tap “Add Slides”.

You’re now ready to begin.



2. Adding slides

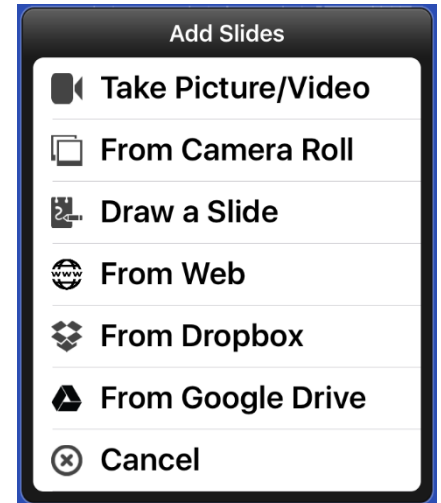
Add a new slide by tapping the + button. (Bottom left corner). A menu will appear.

2.1 Take Picture/Video

Tap the option at the top of the menu to take pictures or videos. If it's your first time using the app, tap "yes" to grant permission to use the camera and camera roll.

You can draw on saved pictures by first tapping the photo. Tap the icon of a pencil over a square, and select "Basic" or "Enhanced" mode. In our experience, this is one of the children's favourite activities.

NOTE: Videos may not be edited



Video options

- **Record:** tap "VIDEO", then tap the red button
- **Stop:** tap the red square
- **Save:** tap "Use Video"
- **Re-record without saving:** tap "Retake"
- **Play:** tap the white arrow
- **Pause:** tap the double vertical lines
- **Review frames:** move slider horizontally along top bar
- **Return:** tap "Cancel" to go back without recording

NOTE: Videos must be under 30 seconds

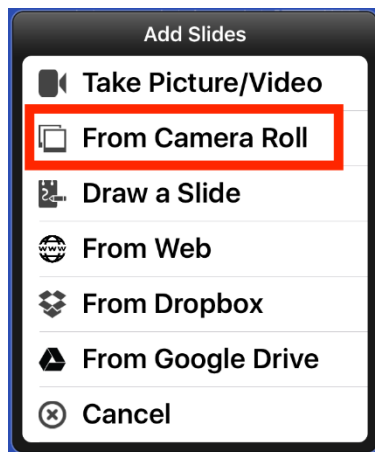
Photo options

- **Take photo:** tap white circle
- **Switch cameras:** tap camera icon (top right)
- **Exposure:** tap space on screen. When sun icon appears, tap sun. Slide vertically to lighten or darken photo
- **Save:** tap "Use Photo"
- **Retake without saving:** tap "Retake"
- **Return:** tap "Cancel" to go back without taking photo

2.2 From Camera Roll

Once you have granted permission to the app, you can add photos from the camera roll. Press the + button (bottom left corner) and tap “From Camera Roll”. Tap an album (default is “Camera Roll”), then tap up to 10 images to select. Press “Done” to add selected images to the presentation. Images will appear as separate slides.

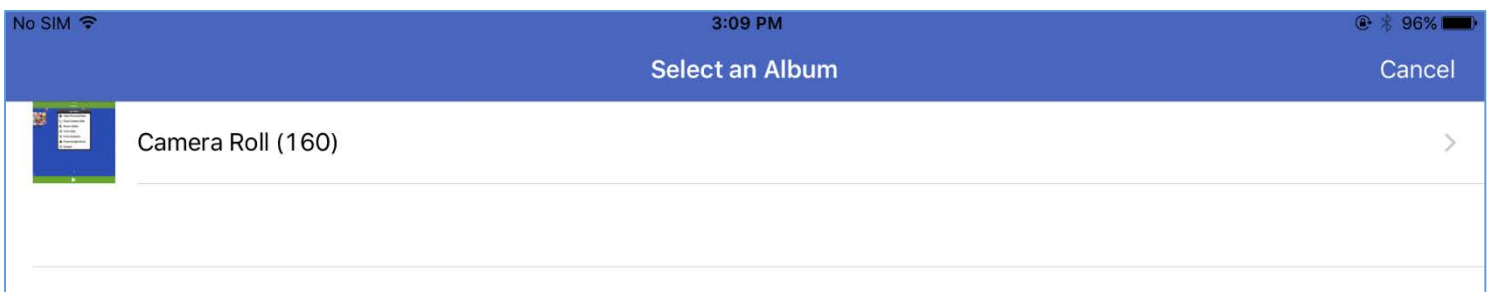
Step 1



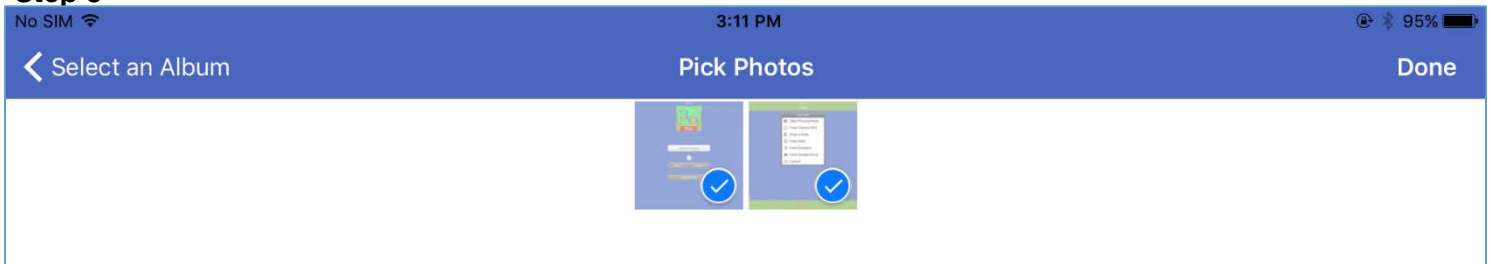
Tip:

This is useful when children accidentally delete a picture or save an edit they didn't want!

Step 2

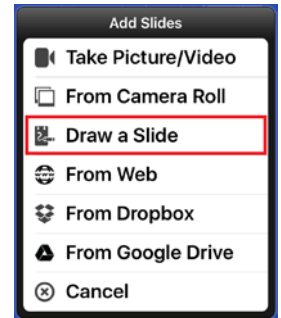


Step 3



2.3 Draw a Slide (Basic Mode)

Select “Draw a Slide” from the dropdown menu. Choose “Basic”. A selection of tool option appears along the top of the new screen.



2.3a Free hand



Free hand drawing will be selected when you draw a new slide. The colour will be red by default.

Simply tap or swipe anywhere within the white space to begin drawing.

2.3b Text

Select the capital “T” icon to switch to text mode. Tap the box labeled “Enter Text” to bring up the keyboard. Type normally. To add emojis, tap the happy face icon at the bottom of the keyboard. To switch back to text mode, tap the “ABC” icon at the bottom of the keyboard. Press “Done” to confirm text. Tap to select text and drag to desired location. The slider under the text box will change the size of the text and emojis. Tap the garbage bin icon to delete. Text will be red by default.



2.3c Arrows



Tap the arrow icon from the top bar. Tap and drag to create an arrow pointing to the desired location. Arrows will be the default red colour unless you select a different colour first.

2.3d Shape Tools

Select the rectangle, oval, or line tool to create your desired shape. Tap the space where you would like the top corner of the shape to begin. Drag to create a larger shape or line. Shapes will be red by default.



2.3e Backgrounds



Tap the picture frame icon in the top bar to bring up a selection of backgrounds. Tap the desired background, or scroll to the bottom of the pop-up menu to create a custom colour for your background.

Tip: Backgrounds can be a source of creative inspiration!



2.3f Colour Selection

Select the pencil icon from the top bar to bring up the colour menu. Select one of the default colours, or tap “Custom Color...” for more options. On the custom screen, tap anywhere within the rainbow box to select a colour. Drag the slider left or right to darken or lighten the colour. Tap “Select Color” to confirm choice. Draw or use other tools as usual.



2.3g Drawing Width



Tap the “10pt” icon to change the font size. Sizes range from 5 pt to 50 pt. A visual guide in the dropdown menu appears to help you make a selection. Pen width (font size) also impacts the shape and line tools, but not text.

2.3h Undo Button

If you ever make a mistake, simply tap the undo icon (a left-facing arrow) at the top of the menu. Several moves can be undone, but the program’s memory capacity is limited.



Tip: A slow, firm tap is more effective than rapid button pressing.

2.3i Save Changes

Tap the “Save” button in the upper right-hand corner to save changes and return to the slideshow overview.

2.4 Draw a Slide (Enhanced Mode)

Select “Draw a Slide” from the dropdown menu. Select “Enhanced”. Enhanced mode offers more choices for editing slides, but it is also more difficult for children to use. Older children who have become comfortable with basic mode may wish to explore the advanced capabilities of enhanced mode.

2.4a Select tool



When entering enhanced mode, the paintbrush will be selected by default. To the left of the paintbrush icon is the select tool. Tapping the select tool allows you to select elements for further editing. Once selected, an element will become surrounded with a rectangular outline. Tap and drag the top square to rotate the element. Tap and drag any of the other squares to stretch and resize the element. Tap and drag within the rectangle to move the element. To deselect an element, either tap it again or switch tools.

2.4b Freehand tool

Freehand drawing is selected by default when entering enhanced mode. To switch back to freehand after exploring another tool, tap the paintbrush icon on the top bar. Unlike basic mode, the default colour is black. Tap and drag within the white space to draw.



2.4c Text tool



The text icon is the black “T” in the top bar. Once selected, a keyboard and blinking cursor will appear in the white space. Begin typing as usual, or add an emoji by selecting the happy face button. Tap return to add a line break. When you are finished, tap anywhere in the white space. Tap and drag the text to your desired location. Tap and drag squares around the selected text’s rectangular outline to resize. To rotate text, tap and drag the square from the top of the rectangular outline. Text can be reversed or flipped upside down by dragging the resizing squares over the far side of the rectangle.

2.4d Add Image tool

To add an image to your slide, tap the icon shaped like a framed picture. A dropdown menu will appear with several options: “Take Picture” to add a new photo from the camera; “From Camera Roll” to add a previously-saved picture; “From Dropbox” to add a picture from a linked Dropbox account; and “From Google Drive” to access a picture from a linked Google Drive account.



Once a photo is selected, you can resize, drag, and move the photo in the same way that you would use the select tool. (See 2.4a). You can add multiple photos to create a collage, learning story, or to show a procedure. There are many possibilities!

2.4e Shape tools

To add shapes, tap the square, circle, line, or arrow in the top bar. Tap the white space where you would like the upper



corner to be, and drag to add the shape. Shapes will be black by default. **Note: to edit the shape, switch back to the select tool. (See 2.4a).**

2.4f Layers tool

The layers icon appears as two overlapping squares in the top menu. To access this icon, first switch to select mode (2.4a). Select an element and tap the layers icon. You can move the element forward or backward to create a range of effects. Additionally, you can use the layers tool to make an exact copy of the selected element. Tap and drag the copy to the desired location. Rotate and resize as usual.



2.4g Background tool



To add a background, select the icon marked “BG” from the top menu. Several choices will appear from the dropdown menu. Only one background may be selected at a time. **Note: custom colour backgrounds are not currently available in Enhanced mode.**

2.4h Colours

Colours may be changed by tapping the paint palette icon in the top menu. Tap the desired colour from the dropdown menu. Select freehand, text, or shape tools to see the effect. **Note: custom colour is not currently available in Enhanced mode.**



2.4i Drawing Width



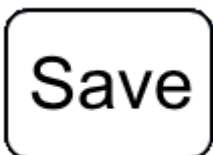
To change the drawing width, tap the icon marked “5pt” from the top menu. Tap the desired size. Switch to freehand drawing or a shape tool to see the sizing change take effect. **Note: drawing width does not affect font size.**

2.4j Delete

Enhanced mode does not have an undo button. Instead, choose an element using the select tool. Tap the garbage icon in the top menu to delete the selected element. **Note: this action cannot be undone. If the image was saved beforehand, tapping “Cancel” in the top left corner will revert the slide to its previous version.**



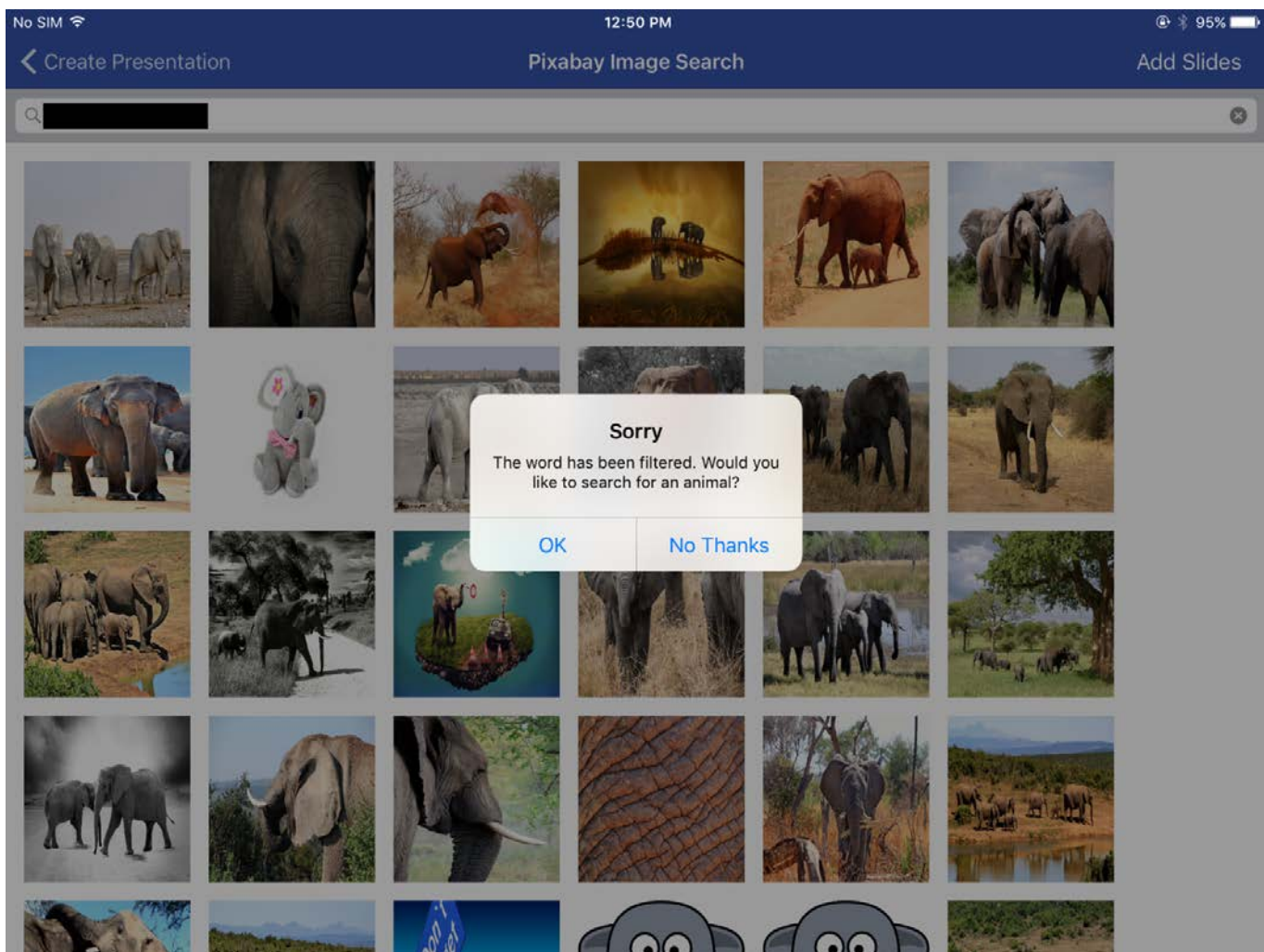
2.4k Save



Tapping “Save” in the top right corner will save all current changes to the image. 30 hands will then bring you back to the previous screen.

2.5 Add a Slide from the Web

Tap “From Web” on the dropdown menu. If you are connected to the internet, Pixabay filtered image search will appear. Type a search term and tap “Search” to bring up related images. Multiple images can be selected. Each selected image will become a new slide. **Note: search terms that are deemed inappropriate will not display results. Instead, the program redirects children to use another search term.**



2.6 Add a Slide from Dropbox

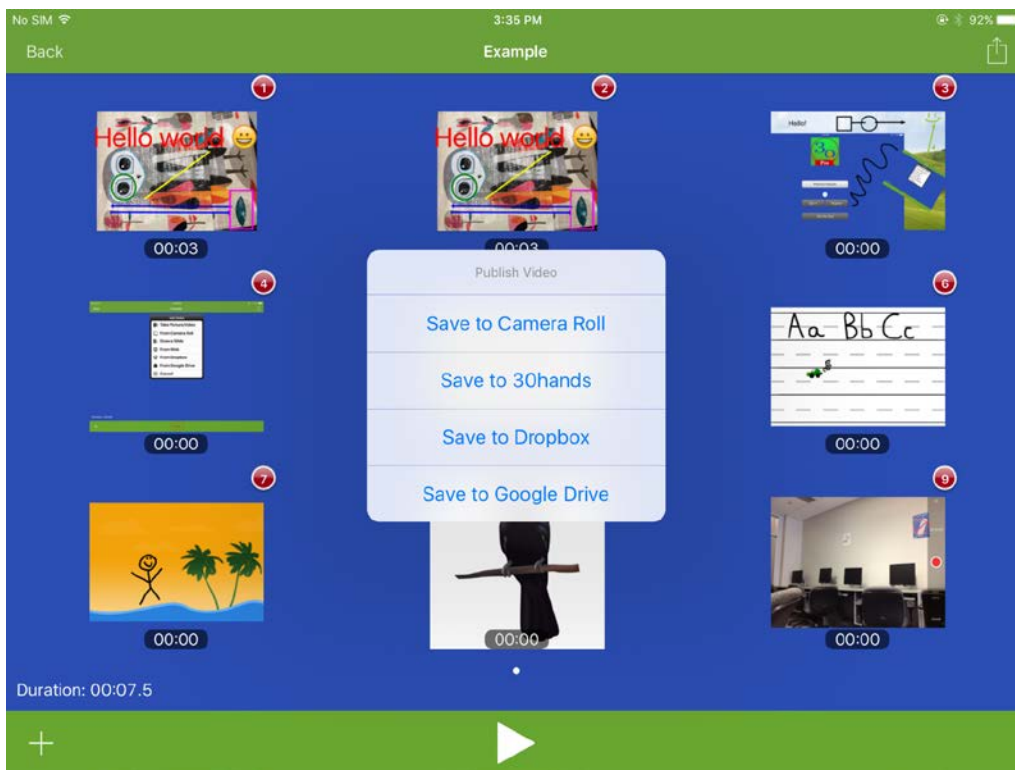
Tap “From Dropbox” on the dropdown menu. If a Dropbox account is already linked to 30 hands, it will automatically open if you are connected to the internet. If there is no associated account, a sign-in prompt will appear. **Note: this page contains a link to the app store. Guided access mode will prevent children from leaving the app. Linked accounts will still connect without leaving the app.**

2.7 Add a Slide from Google Drive

Tap “From Google Drive” on the dropdown menu. If you are connected to the internet and a Google Drive account is linked to 30 hands, the account’s home page will automatically open. Various file types can be added, including images, PDFs, and mp4 files. **Note: PDFs will be converted so that each page is a separate slide. Video files must be under 30 seconds.**

3. Exporting Slideshows

Once you have completed a slideshow, there are a number of ways you can share it. Tap the share icon in the upper right hand corner to open options.



3.1 Publishing Videos

You can choose to publish your slideshow as a video that includes all recorded audio along with picture slides. You can save this video to the camera roll, to the 30 hands website,

Camera roll: The converted video will be saved to the iPad's internal camera roll.

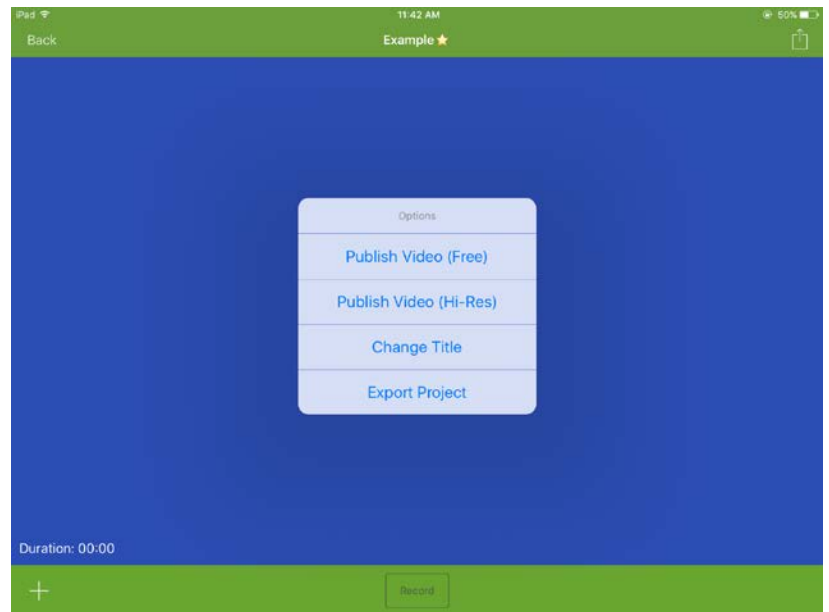
30 hands site: Once the video has been uploaded to 30 hands, you can email the link to the presentation or go directly to the presentation itself. From the 30 hands cloud, you can edit the title and description, or choose to delete it. Options to publish the video to social media are available. You can also change the status from "Published" to "Draft". Users can view and leave comments on the published video. There are also links to other areas of the 30 hands online community. Adult supervision is recommended.

3.2 Change Title

To change the title of the current presentation, tap "Change Title" from the options menu. Tap the text box to bring up the keyboard. Type the new title followed by return or the 'hide keyboard' button. Tap "OK" to save changes.

3.3 Exporting Projects

Exporting a project is another way of saving the project for future editing. You can save the work in progress on the 30 hands cloud, Google Drive, or Dropbox. **Note: other users can view and leave comments on projects saved to the 30 hands cloud.**



4. 30 hands cloud

30 hands cloud is a virtual classroom that uses slides and videos from the app. For a comprehensive guide, please see the 30 hands website: <http://www.30hands.net/>

We hope that you've found this technical guide useful. If you have comments, questions, or concerns, please feel free to contact the research team.