



# Using Your Pulse Smartpen



## Preview of your Pulse Smartpen

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### How will you be using the Smartpen in your online course?

The Smartpen will be used to record what you handwrite. The recorded handwriting will be converted to a PDF file that can then be uploaded through your online course to your teacher. For example, your math related coursework can be recorded using the Smartpen.

## Smartpen Components

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Use the diagram below to learn about the Smartpen components

1. Power button
2. Headset/Audio jack
3. Built-in microphone
4. Organic Light-Emitting Diode (OLED) display
5. Built-in speaker
6. USB connector
7. Infrared camera
8. Replaceable ink tip
9. Rechargeable lithium battery (non-removable)
10. Pulse smartpen cap (purchased separately)



## Livescribe Desktop Software

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### How will you be using Livescribe Desktop software in your online course?

You will use your Smartpen for handwritten homework (such as math problems) and upload your work to the Livescribe Desktop software. From the software, you will create a PDF that can be uploaded to Moodle that will go to your teacher. We will go through the steps throughout the rest of this guide using an example assignment.

## Smartpen Assignment Example

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### Steps to receive, complete, and send (upload) your assignment

1. Let's begin with your online course. Let's say that you are taking an Algebra I course.



*Click on Assignment 1-1 from your online course*

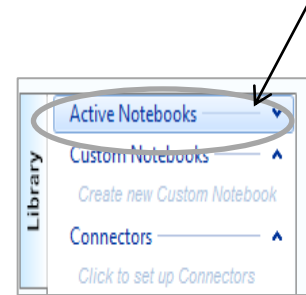
- Your assignment with instructions will appear on the page.



- You will use your provided Livescribe dot paper notebook and Pulsepen to perform your assignment. You will not need to use the voice recording feature for your assignments. Only the captured written portion is required.

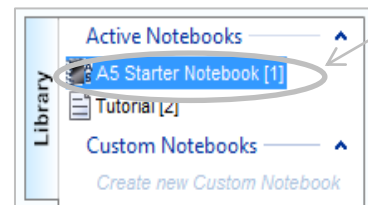
Remember to place your first and last name at the top of the notebook page that you are using. Additionally, if you are performing math problems, it is advisable to re-write the problems that the teacher has assigned.

- When your assignment has been completed in your notebook, you will connect your Pulsepen in the USB cradle. The Livescribe Desktop software will start automatically and download your assignment. The process may take a minute or two.



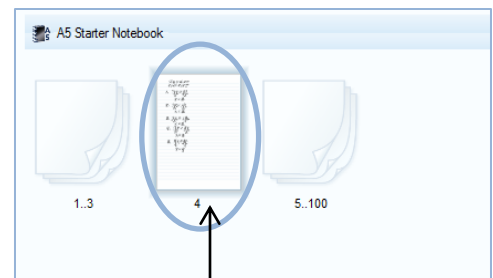
You will then first click on the Active Notebooks dropdown on the left side:

- Click on the Notebook provided for your online course:

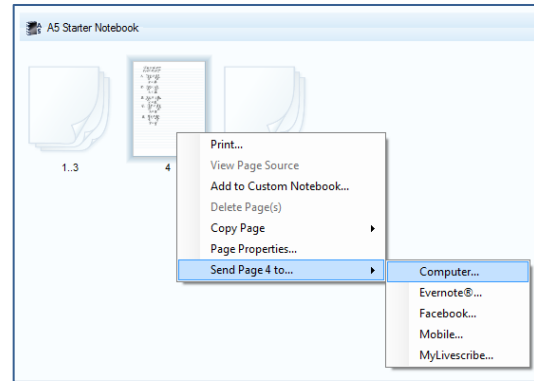


- In the content pane of the Livescribe Desktop you will see the page that you have used from your notebook.

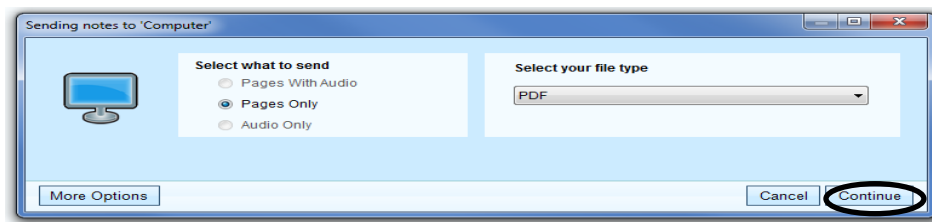
You will notice the number 4 below the page of the work that you performed. This means that you used page 4 of the notebook. The blank pages to the left and right of active page depict that the blank pages 1 through 3 and 5 through 100.



- To convert your homework page to a PDF that you will send to your teacher, right click on the thumbnail image. Hover your cursor over “Send Page 4 to...” and then hover over “Computer.”

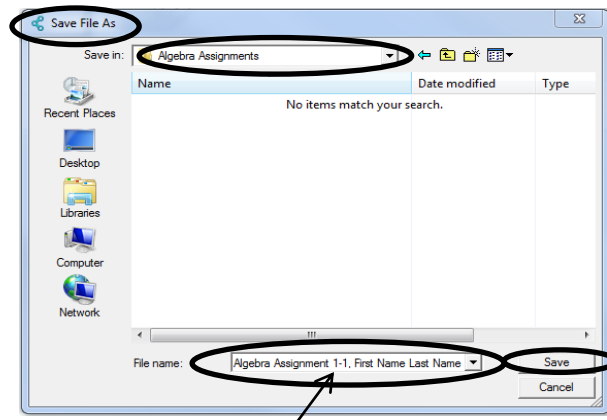


- After clicking “Computer” you will see a pop up that says “Sending notes to Computer.” Keep the “Select your file type” as PDF. Click Continue.



- You will be prompted with a “Save File As” box.

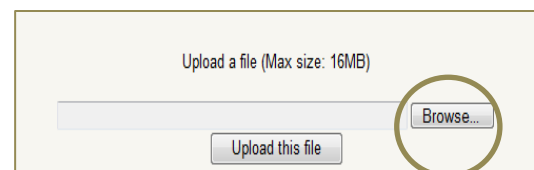
Under the “Save in:” area you will select where you would like to save your assignment file. You can have a pre-made folder that you already created or you can save it to your desktop.



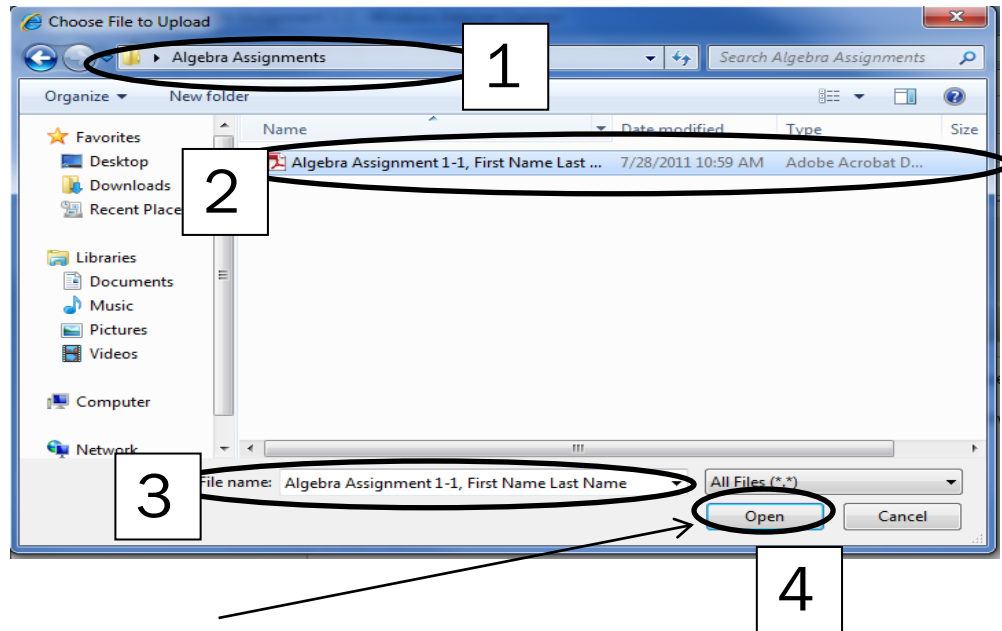
It is highly advisable to create a folder for, in this example, Algebra Assignments. You can create a new folder by right clicking on the computer desktop, clicking New and then Folder. You will then be given the opportunity to name the folder.

Be very specific while naming the file. In this example, the file is named “Algebra Assignment 1-1, First Name Last Name”. Placing your name in the file will ensure that you get proper credit for your work. Click Save for your final step.

- Now it is time to upload and send your homework file to your teacher through the online course. On the assignment detail page you will click the Browse button to look for the assignment file.

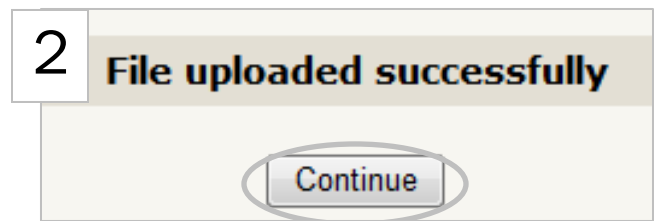
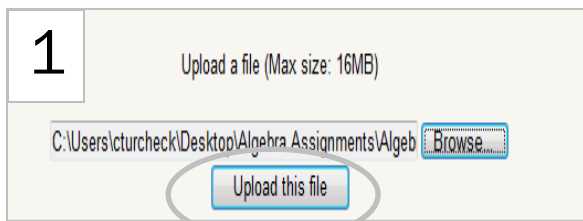


You will use first find the folder where you have stored your assignment. In this example, the folder “Algebra Assignments” was selected. The next step is to locate the assignment and click on the assignment file.



You will then click “Open” at the bottom of the box.

You will then click the “Upload this file” button at the bottom.



If your file has been uploaded it will say “File uploaded successfully.” Click Continue.