

## Navigation

**Introduction** This guide gives an overview of the basic workspace and explains how to navigate the tools. This guide provides all the information needed to explore the tools and learn how each tool functions.

**Access Tools4Math** Tools4Math is located within the enVisionMATH Premium Digital System. When viewing any enVisionMATH lesson, find the Tools4Math icon at the top of the lesson window. It is also linked within the Guided Practice Problems.

Click the Tools4Math icon at the top of the window.

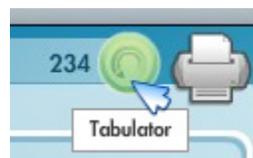
**The Workspace** As an example to explore the workspace layout, use Place-Value Blocks. To launch Place Value Blocks or any other tool, just click **Get Started**.

Each tool will have its own unique toolbox, options, and manipulatives. This will provide an example of the basic layout of the workspace to independently explore and learn more about each tool.

Moving around the perimeter of the workspace, here are some features.

**Logo and Tabulator** The Tools4Math logo located in the upper-left corner takes the user back to the main menu.

Move to the right across the top of the workspace and encounter the tabulator. This tabulator provides a tally of the total quantity or value of all items on all workspaces.



By clicking the tabulator, the display changes from standard form to word form, and it may possibly display expanded form. When multiple workspaces are used, each workspace will have a separate tabulator that tallies only the quantity or value of the items on its individual workspace.

**Printer and Min/Max** To the right of the tabulator is the printer icon, which provides a printout of the current workspace. Students can use this feature to document their work before clearing the workspace or closing the application. Remember, there is not an option to save work in Tools4Math.

Now, look at the overlapping window icon above the printer icon. Click on this icon to either minimize or maximize the Tools4Math window. Be sure to maximize the window during whole-class instruction.

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## Options Menu

The Options menu is on the lower-left side of the workspace. The Options menu enables the user to change the workspace layout or select variations of a tool using the up and down arrows. Selecting a tool option will sometimes prompt a dialog box stating that the workspace will be cleared. Sometimes selecting a tool option provides a list of various modes of the option to the left of the arrows.



Once a mode is selected, click **Done**, and the selected workspace appears.

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## Help Tab

The Help tab is a very important area. It is especially useful when first learning Tools4Math. The Help tab displays images and provides descriptions of all the features and options available for each tool. The information provided in the Help tab is customized for the selected tool.



The Global tab provides a description of the workspace layout for the selected tool.

The Options tab describes the tool variations available from the Options menu in the workspace. The Tools tab describes how the toolbox tools work.

The Work Mat tab provides information about what is available in the basic workspace for the selected tool.

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## Toolbox and Manipulatives Box

The toolbox is a floating toolbar containing the tools needed to interact with the manipulatives on the work mat as well as activate the menus, options, and features.



At the bottom of the workspace is the Manipulatives box. What appears in the Manipulatives box varies for each tool and each variation of a tool.



The Manipulatives box contains the objects available for use on the workspace. These objects can be selected and placed on the work mat using the Select tool.

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### **Common Toolbox Actions**

Here are some commonly used tools in the main toolbox. In the main menu, change to Counters to model the use of the toolbox.

The arrow is the Select tool. This allows the user to choose manipulatives and place them on the work mat. Several items can be selected and moved as a unit with this tool. The Glue tool connects like objects. The Hammer tool breaks apart grouped objects. The Arrange tool looks like a magic wand, and it will neatly arrange the manipulatives on the workspace. Remember that the toolbox floats on top of the workspace, so it can be closed by clicking the triangle on the bottom edge of the toolbox or moved around by clicking on and dragging the top frame of the toolbox. The Erase tool erases objects on the workspace. Notice the tiny crosshairs on the eraser. The crosshairs is the target for selecting objects to be erased.

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### **Review**

This guide covered how to access Tools4Math in the enVisionMATH Premium Digital System. It gave an overview of the basic workspace and explored the Options menu, where the user can select variations of a tool, the Help tab, and where the user can learn more about the features of a tool. Finally, the guide discussed common Toolbox tools and the Manipulatives box.

For more information, please watch the other Tools4Math tutorials on this Web site.