

Interactive Whiteboard 2 for Windows

(Collaboration
Session 1)



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Questions

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Purpose of the Module

During this session, participants will explore new and advanced SMART Board™ and SMART Notebook™ software features. Following this session, participants will use SMART Notebook as an interactive instructional tool on a regular basis.

Expected Outcomes

- Teachers use advanced features of the interactive whiteboard and related software on a regular basis during classroom instruction.
- Teachers encourage students to use the interactive whiteboard and related software for tasks that promote thinking and learning.
- Teachers consider the use of interactive whiteboards and related software for whole group, small group and/or individual instruction.

Essential Question

How does technology affect change?

Session Questions

- How can technology support teaching and learning?
- How is an interactive whiteboard, and related software such as SMART Notebook, used effectively in the classroom?

Copyright Information

Find SMART Notebook software at the following website: <http://www.smarttech.com>.

The downloading and use of software from the SMART Technologies website is subject to the terms of the Software License Agreement that accompanies the product. Downloading and installing SMART software for use with any other manufacturer's whiteboard violates the agreement. Educators may install SMART Board and SMART Notebook software on student machines. A watermark will appear on all student work until it is opened on the SMART Board teacher workstation. Some features of SMART Board software, including SMART Recorder and SMART Video Player, may not work on student machines because they are not connected to a SMART Board.

Interactive Whiteboard – An Engaging and Interactive Tool for the Classroom

The SMART Board is an interactive whiteboard that brings together the traditional whiteboard with the power of a computer, resulting in a tool that can help improve learning. It allows teachers the opportunity to create and deliver engaging and interactive lessons in which students are excited to participate and interact. Teachers and students can work with the board in shared learning experiences—in both large and small groups—providing whole-group instruction, differentiation and individualized instructional experiences. With proper planning and preparation, the interactive whiteboard is a powerful instructional tool.

Following are ideas that illustrate how use of the SMART Board and SMART Notebook in inquiry-based classrooms can maximize student engagement and interaction.

General Ideas Applicable to All Classrooms

- Small groups of students work collaboratively to create pages in SMART Notebook that describe/explain a common topic they are studying. For example, the class could be divided into groups with each group making a page, using predetermined criteria, to teach different types of figurative language.
- Students create portfolios of work throughout the year by using the Page Groups feature to organize their work and add related files through the Attachments tab.
- Students create an end-of-year and/or end-of-chapter review by grouping together like topic pages using the Page Groups option in the Files tab.
- Students work collaboratively to create chapter review quizzes using templates from the Lesson Activity Toolkit.
- The teacher provides students with a SMART Notebook template containing different types of questions, challenges, problems, reflections, processes and so forth. Students use the “Page Recording” feature in the Formatting tab to show/record their work. Students share their recordings with a peer for feedback.

Ideas for Elementary/Intermediate Classrooms

- Given a list of basic features in SMART Notebook, student partners will demonstrate them to the class. For example, students could create a table with labels for a KWL chart and use that chart as they brainstorm what they know and want to know about a new topic.
- Students solve math problems while using the Page Recording feature found in the Formatting tab to demonstrate the steps for solving a problem. The recording is used to demonstrate understanding, check for comprehension, or to create tutorials for other students.

- Students create a game review or introduce a new concept using the Lesson Activity Toolkit. Activities that could be included are board games, crossword puzzles, input/output, guess the word, timeline reveal, sentence arrangement and so forth. Students then share the game with others to “play.”
- Students practice phonics by using the Gallery interactive elements to view and hear sight words. They can also create custom sight words with their own voice. Objects from the Gallery or personal drawings can include student voices using the sound recording feature.
- Students use the sound recording feature to record definitions or sentences for vocabulary or spelling words. The recordings are kept in one SMART Notebook file (and grouped by the weekly word list, alphabetically, by subject area and so forth) to create an “electronic Word Wall.” For example, a class could create an electronic glossary for scientific terms.
- Students use vocabulary, definitions and images to create a grouping game where players have to create “groups” to check for understanding using the grouping feature. Students share their grouping with partners to check and share their reasoning. For example, students could group the word “personification” with images of cartoon characters given actual personalities.

Ideas for Middle/Secondary Classrooms

- Students author original stories as an electronic book. SMART Notebook pages include images (drawings or photos), story text and recordings of the author's voice reading the book aloud. Pages can include buttons that link to the next page in the story or to additional content on other SMART Notebook pages, files, or even the Internet.
- Students use the Internet Browser feature in SMART Notebook to insert a direct link to a webcam. They create a daily log of what they observe and list any questions they might have. Questions can be used for further investigation or research. For example, students could view the Decorah Eagles (www.ustream.tv/decoraheagles) and record what they notice about the growth and development of the eaglets over a period of time.
- Students are given a title page, such as “How Does the Term ‘Checks & Balances’ Apply to the U.S. Government?” Students work with a partner or in small groups to research the topic and create at least two pages in SMART Notebook to explain/justify their findings. Pages might include external links and audio or video to support their ideas.
- Students create an ongoing reflection journal that includes information about what they are learning as part of a WebQuest, a unit of study, the book they are reading and so forth. The journal could contain text, photographs, drawings, links to related content, videos and more. Journals can be organized using the Page Groups feature found in the Pages tab.
- Students create interactive presentations using tools and features from the Lesson Activity Toolkit, such as the hotspots features. Presentation activities could allow the audience to have an interactive role by identifying and labeling parts of a system, making connections between concepts by completing category sorts, solidifying understandings by matching keywords to definitions or completing anagram puzzles and so forth.

- During a research project students use the Internet Browser feature in SMART Notebook to catalog credible resources they plan to use during a class project. Information they plan to use could be included on the page with the corresponding Browser window and could be used as a prewriting tool.

Ideas for Meeting Diverse Learner Needs

- Spotlight, Recorder, or Magnifying tools are used to focus on content or draw attention to key ideas.
- Teachers use SMART Exchange to find pre-made SMART Notebook files that teach life skills. SMART Notebook files can be used “as is” or adapted to meet individual needs.
- The Screen Shade tool is used to reduce the amount of visible problems or text. The screen shade is moved down as problems are solved or portions are read.
- The teacher displays a passage, demonstration or short video on the interactive whiteboard and then uses the sign language/interpreter feature to the side for hearing-impaired students.
- Teachers can provide students with a SMART Notebook file containing embedded Internet browsers of classroom resources to promote ease of access and special accommodations.
- The teacher creates a SMART Notebook file that has various levels of subject activities sorted using the Page Group feature in the Pages tab. For example, a math teacher could create a group of pages that explains multiplication with arrays and images and reviews basic multiplication facts; another group of pages could demonstrate 2-digit x 1-digit multiplication; and, a final group of pages could demonstrate 3-digit x 2-digit multiplication. Students would be directed to one group of pages for practice. This activity could also incorporate the Page Recorder feature to share and check for understanding.

SMART Notebook

The interactive nature of the SMART Board coupled with SMART Notebook software enhances a teacher’s ability to create high-impact and high-interest lessons. SMART Notebook is designed so teachers can create effective, impressionable lessons appealing to many different learning styles while seamlessly incorporating the wealth of information available to today’s teachers and students. When used effectively, SMART Notebook software can be considered a technology “mind tool” encouraging critical thinking/problem solving by going beyond the fundamentals of learning basic knowledge and comprehension. SMART Notebook can also help make a more engaging environment where users can draw, write or type and gesture on the board. Users can add objects, manipulate objects, bring in online content and create presentations using the SMART Notebook software. The creativity of the lessons and activities developed using SMART Notebook is only limited by the imaginations of the teachers and students working with it.

The default SMART Notebook layout includes a menu bar, toolbar and side tabs.

Menu Bar

The menu bar items are similar to those options found in most Windows menus. Most menu bar items can be found either in the toolbar or in the drop-down menus.

Menu Bar	Functions
File	Save on SMART Exchange Save Page as a Gallery item Export in a variety of formats including PDF, image file and webpage
Edit	Speech reads text to user Clear Page, Clear ink from Page, Reset Page and Delete Page Edit Page Groups
View	Transparent Background
Insert	Sound Table Internet Browser
Format	Font Paragraph Themes Full Screen Page Border
Draw	Pens, crayons, highlighters and creative pens (calligraphic pens) Magic Pen tool
Help	Tutorial Activate Software Check for Updates and Activation

Toolbars

The SMART Notebook toolbar includes buttons to common tasks located in three sections – the Actions Panel, the Tools Panel and a Contextual Panel that appears based on selections made in the Tools Panel. Using toolbar buttons enables quick access to various functions, enhancing efficiency.

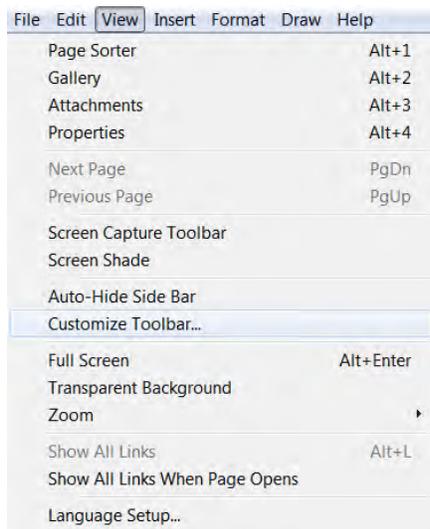
Customizing the toolbar

Putting the most frequently used tools on the toolbar can be a handy shortcut.

To **move the toolbar** to the top or bottom of the window for ease of use, click the toolbar move button. 

To **customize** the toolbar:

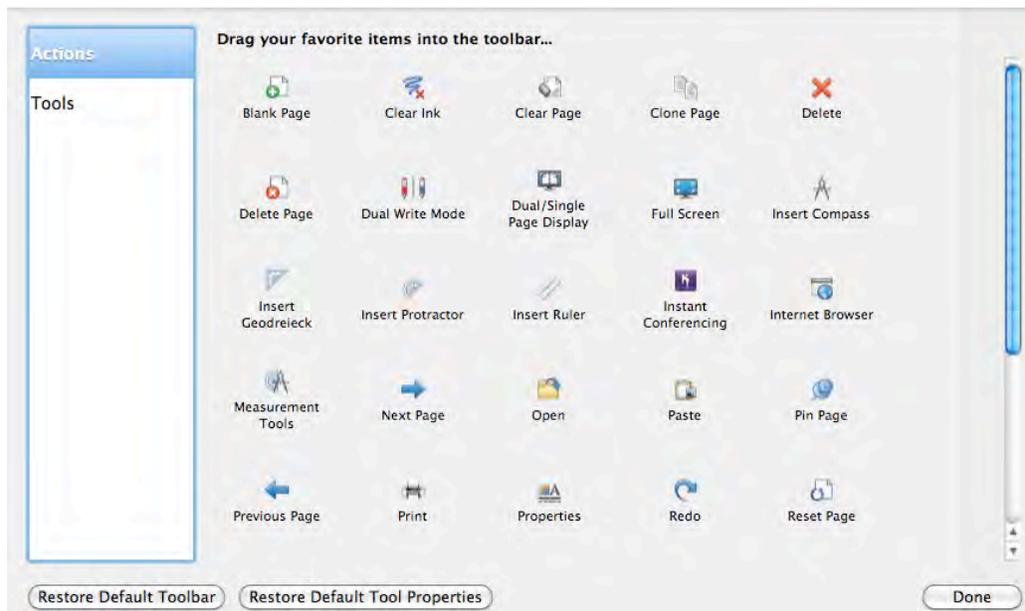
1. Select **File > View > Customize Toolbar**.



2. Choose **Actions** or **Tools** from the side tab in the *Customize Toolbar* dialog box.
3. To **add** a button to the toolbar, click and drag the icon to the SMART Notebook toolbar.
4. To **remove** a button from the toolbar, click and drag the icon to the *Customize Toolbar* dialog box.
5. To **rearrange** the buttons, press an icon in the SMART Notebook toolbar and then drag it to a new position in the toolbar.
6. Press **Done**.

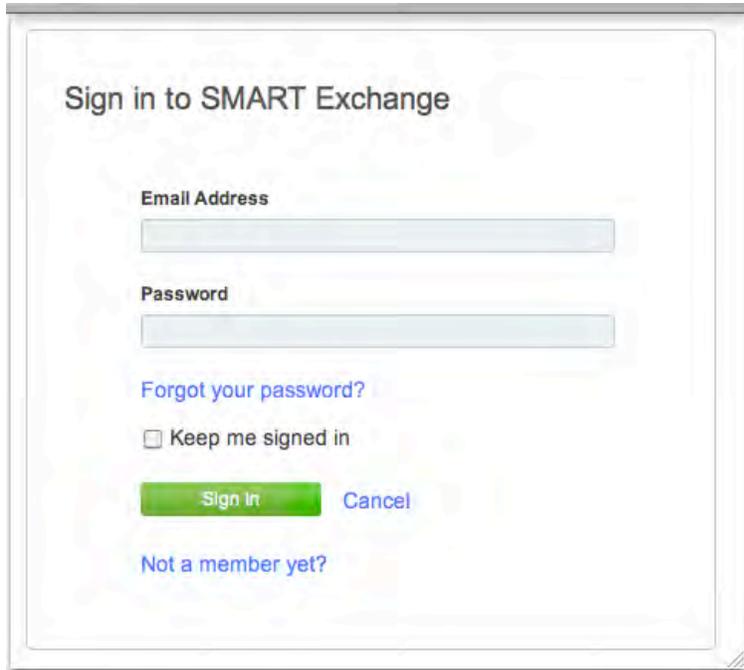
To **restore the default** SMART Notebook toolbar to its original settings:

1. Select **File > View > Customize Toolbar**.
2. Choose **Actions** or **Tools** from the side tab in the *Customize Toolbar* dialog box.
3. Press **Restore Default Toolbar**.
4. Press **Done**.

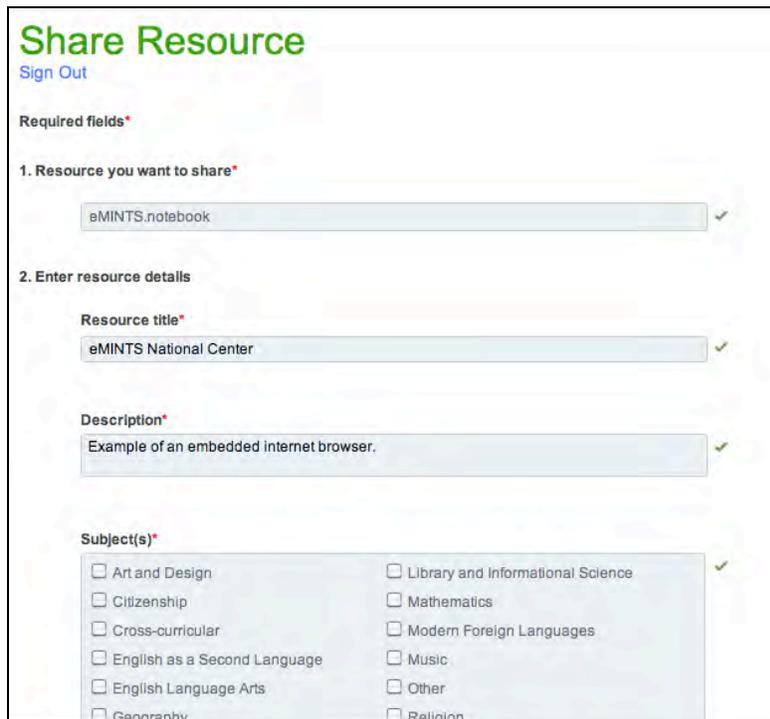


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1. Name and save the file (click **File > Save**).
2. Select **File > Share on SMART Exchange**.
3. A login box will appear in SMART Notebook that prompts users to log in to their SMART Exchange account or select **“not a member yet?”** to create an account.



4. Once logged in to SMART Exchange, complete the information about the file to assist in cataloging the file for use by other educators.



5. Agree to the terms of service and submit the file.

Grade 2 Grade 10
 Grade 3 Grade 11
 Grade 4 Grade 12
 Grade 5 Post-Secondary
 Grade 6

Search terms (separated by commas)*
 embedded browser, example, ✓

3. Agreement for sharing resources*

To submit a resource, you must review and agree to the terms in the box below and click the "Agree and submit" button located at the bottom of the terms inside the box.

DISCLOSED AND YOU HAVING TO PAY COMPENSATION TO THE AGGRIEVED PARTY. You acknowledge that SMART reserves the right to reveal whatever information it knows about you in the event of a complaint or a legal action arising from any Works you submit.

The Terms will be governed by Alberta law and the applicable federal laws of Canada as applied to agreements entered into and to be performed entirely within Alberta, without regard to its choice of law or conflicts of law principles that would require the application of law of a different jurisdiction. You also agree that such dispute may be resolved with personal jurisdiction by, and the choice of forum or venue shall be in, the provincial and federal courts of the Province of Alberta, City of Calgary, and such courts will have exclusive jurisdiction.

Clicking on the "Agree and Submit" button below indicates that I accept the above Terms and my resource will be shared.

Internet Browser

This feature allows users to display an Internet browser without leaving a SMART Notebook file.



Details for using the Internet browser are provided in the *SMART Notebook Objects* section found on pages 34-35.

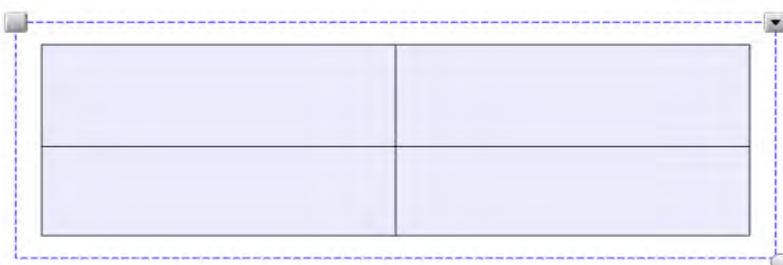
Formatting Tables

Educators can format multiple cells at the same time, format text, modify cell size and shape, and add cell shades with ease.

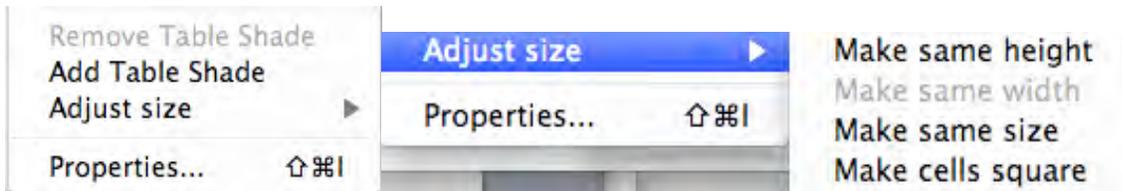
To **create and format a table** in SMART Notebook:



1. Select the Table button on the Actions Panel.
2. Select the desired table.



3. The formatting **Table Drop-down Menu** will appear in the top right corner. This menu provides access to tools for adding a shade to the entire table and adjusting the size of the table.

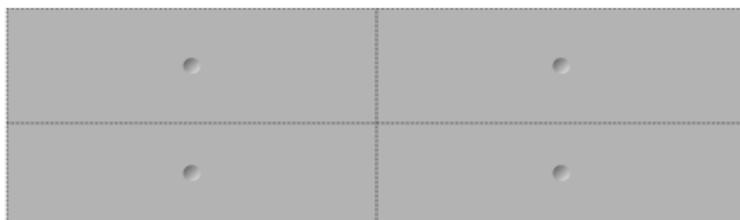


To change the **Cell Shade**:

1. Click on the cell.



2. The **Cell Shade** will move to the top left corner. This will reveal the cell to allow for changes to be made.
3. Click on the
Cell Shade in the right corner to replace the shade.

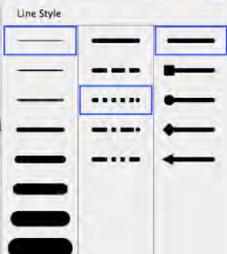


Contextual Panel

This panel displays functions related to the button selected in the Tools Panel. The Contextual Panel provides options for making changes to the table's properties, such as formatting the text, filling in cell color, changing the line style of the table and altering the opacity of the table.



<p>A Formatting Table Text has options to strike through text, use exponents and square root symbols, spell check, change text direction, add bullets/numbering and indent text.</p>	
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 <p>Color pallets provide options for changing the fill color, line color and text color of a table.</p>	
 <p>Line Style formats the table's lines.</p>	
 <p>Opacity adjusts the opacity, or color denseness, of the table.</p>	

Tools Panel

The Tools Panel offers the following options: Select, Pens, Creative Pen, Eraser, Line, Shape, Shape Recognition Pen, Magic Pen, Fill, Text Box, Regular Polygons, Crayon, Highlighter, Calligraphic Pen, Move and Customize Toolbar. Selecting a tool in the Tools Panel will open the Contextual Panel to modify the properties of the selected tool.

	Select	Select an object on the page
	Pens	Write or draw on the page using any color of pen – a selection of options appears when this button is chosen
	Creative Pen	Write or draw on the page – a selection of options appears when this button is chosen
	Eraser	Choose the width of the eraser - a selection of options appears when this button is chosen
	Line	Draw a variety of lines – a selection of options appears when this button is chosen
	Shape	Draw a variety of shapes – a selection of options appears when this button is chosen
	Shape Recognition Pen	Draw a rough outline of a shape and the Shape Recognition Pen will create a perfect shape such as a circle, square, rectangle and so forth
	Magic Pen	Write or draw in ink that will disappear, magnify an area or activate the spotlight in a specific area

	Fill	Fill an object or shape
	Text Box	Create a text box to type into
	Regular Polygons	Draw a variety of polygons – a selection of options appears when this button is chosen
	Crayon	Create crayon-style drawings – a selection of options appears when this button is chosen
	Highlighter	Highlight text or objects – a selection of options appears when this button is chosen
	Calligraphic Pen	Write with calligraphy-style writing – option only available on some boards
	Move	Move the toolbar to the top or bottom of the screen
	Customize Toolbar	Add and remove actions and tools from the toolbar

Side Tabs

In its default position, the Side Tab resides on the left side of the SMART Notebook screen. It has five tabs that show different options and methods for working in SMART Notebook: **Page Sorter**, **Gallery**, **Attachments**, **Properties** and **Add-Ons**.



Page Sorter shows thumbnails of all pages included in a SMART Notebook file.



Gallery offers a collection of clip art and templates for use in SMART Notebook.



Under **Attachments**, a user can find files linked to SMART Notebook.



Properties displays options for formatting shapes, objects and text.



The **Add-Ons** tab provides access to SMART Notebook software add-ons such as the activity builder.

Page Sorter

This displays all SMART Notebook pages included in a SMART Notebook file and enables touch-access to the SMART Notebook pages. Move among the pages by clicking on the page icons. Re-order pages by dragging and dropping the page icons. When the Auto-hide function is disabled, drag and drop objects from a displayed page

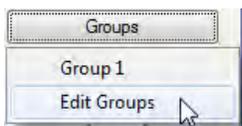
onto other pages. Click the Auto-hide check box to remove the check mark and disable the Auto-hide function.

Page Groups

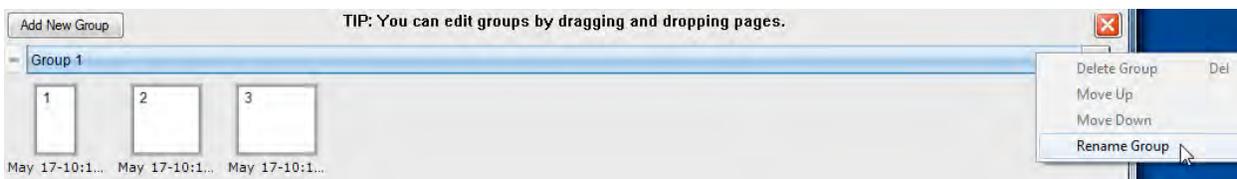
SMART Notebook pages can be organized in groups by headings. Headings might include a specific overarching category for a set of pages or they may designate different class sections for a lesson. Using groups enables the user to save categorized groups of SMART Notebook pages within one file instead of having to create and manage several different files.

To create a group:

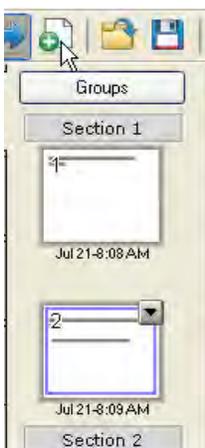
1. Click the **Groups** button at the top of the page sorter tab.
2. A drop-down menu will appear. Select **Edit Groups**.



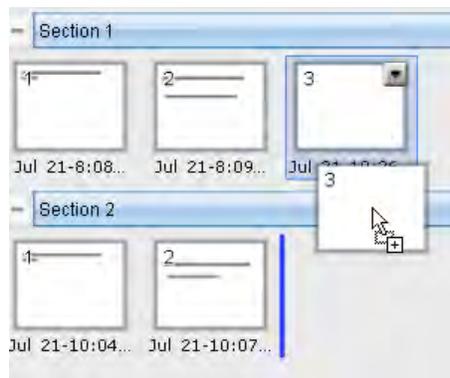
3. The Groups editing screen will appear in the work area. Rename the first group's default name by selecting **Rename Group** from the Group 1 drop-down menu.



4. Click the **Add New Group** button to add an additional group to the page sorter.
5. Use the drop-down menu for the added group to rename the group as desired.
6. Add SMART Notebook pages to each group as desired. Select the page that will precede the new page on the side tab and **click the add pages button** on the toolbar.



7. Move pages from one section to another by dragging and dropping pages on the Edit Groups workspace. When reorganizing pages, a blue vertical line will appear at the page insertion point and a + sign will appear next to the cursor.



8. Click the red X in the upper-right corner of the Edit Groups workspace to discontinue editing.

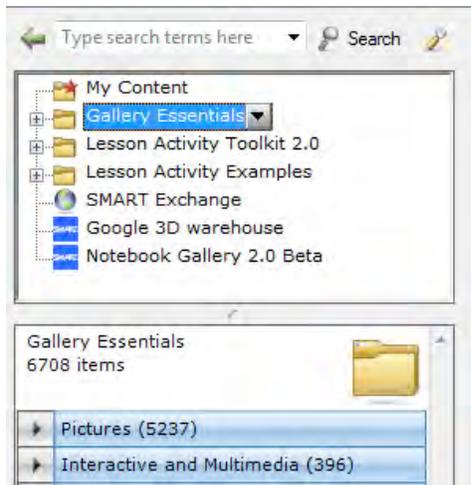
Page Sorter Drop-down Menu

The drop-down menu, located in the upper-right corner of a page in the page sorter tab, offers the following options: Delete Page, Clear Page, Clear Ink from Page, Reset Page, Insert Blank Page, Clone Page, Rename Page, Screen Shade, Show all Links and Add Page to Gallery. Click the drop-down arrow to display the menu. Click the appropriate option in the menu list.

Delete Page	Permanently removes a page from the notebook
Clear Page	Clears all content from the page
Clear Ink from Page	Removes any digital pen ink that has been added to the page
Reset Page	Resets the page to its original setting
Insert Blank Page	Adds a new blank page to the notebook
Clone Page	Creates a duplicate of the page
Rename Page	Allows for a title to be attached to an individual page
Screen Shade	Inserts a screen shade for the entire page
Show all Links	Temporarily highlights all links inserted on the page
Add Page to Gallery	Saves the selected page in the My Content section of the Gallery

Gallery

The **Gallery** can be opened in one of two ways: click on the **Gallery** tab located in the side tab or select **View > Gallery** from the menu bar. Once the **Gallery** is open, a divided window will appear in the side tab. The upper half of the side tab will display a menu list of all **Gallery** collections and the lower half of the side tab will display collection items selected in the upper portion of the tab.

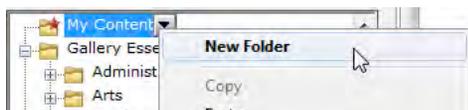


My Content

My Content is a customizable area in the Gallery for placing frequently used objects, pages, or templates for easy access.

To create content:

1. To add objects to **My Content** first create a new folder with a recognizable name.
2. Click once on **My Content** to display a drop-down arrow.
3. Click the drop-down arrow and select **New Folder**.



4. A new folder appears as a subcategory in My Content.
5. Input a folder name using the computer keyboard.

Organizing the My Content Folder

Objects can be placed into the My Content folder using several methods.

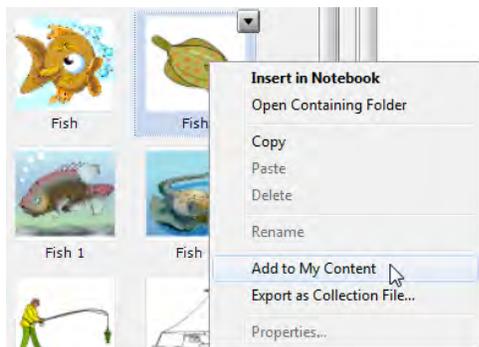
Option #1: Drag and Drop Items

1. Select any object displayed in the lower half of the side tab.
2. Drag and drop it into My Content or a customized folder.



Option #2: Right-Click

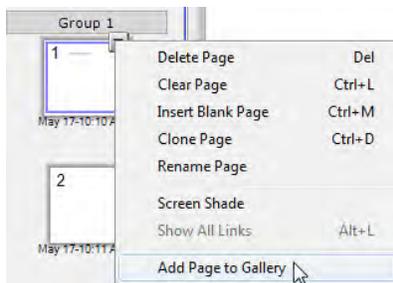
1. Right-click on the Gallery object.
2. Select **Add to My Content**.



3. A copy of the image will appear in the main My Content folder. Drag and drop it to My Content subfolders as needed.

Option #3: Add Page to Gallery (useful in creating a page template and page designs that will be used multiple times or in many different projects)

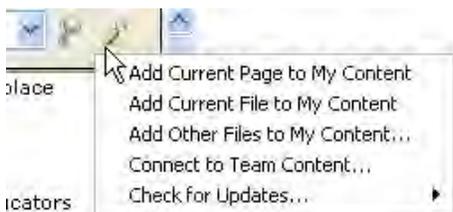
1. Create the page as desired.
2. Click once on the folder in My Content where the page will be stored.
3. Go back to the Page Sorter tab.
4. Click on the drop-down menu next to the page thumbnail found in the Page Sorter as shown below. Select **Add Page to Gallery**.



5. A copy of the page will appear in the selected My Content folder.

Option #4: Show Additional Gallery Tools (options for adding a current page, current file or other files such as flash, video, or sound to My Content)

1. Click once on the folder in My Content where the page will be stored.
2. Click the Show Additional Gallery Tools button found to the right of the Gallery Search option.
3. Select the Add Current Page to My Content menu option.



4. A copy of the page will appear in the selected My Content folder.

Renaming My Content Gallery Items

1. Click once on the file thumbnail located in My Content.
2. Click on the drop-down arrow that appears in the upper-right corner of the thumbnail.

3. Select **Rename** from the menu that appears.
4. Type a new name for the file.

Organizing Content

My Content can be organized by adding folders and dragging content between folders. Folders and their content can be renamed. Folders can be dragged to rearrange the order and nest folders inside other folders.

Exporting a Gallery Collection

Exporting collection files enables users to share custom categories. By exporting a collection file, SMART Notebook saves the contents of the selected category to a single file with a .gallery extension. Once the file has been exported, it can be moved to another computer or sent to other SMART Notebook users.

Lesson Activity Toolkit 2.0

The Lesson Activity Toolkit provides customizable flash tools and templates that can be used to create interactive lesson activities. Clicking on the activities folder will display additional folders as outlined below.

Activities Folder

The following table includes a description of tools available in the Activities folder of the Lesson Activity Toolkit.

Anagram	Vocabulary activity with scrambled words
Category Sort	Sort images and words into 2 or 3 columns
Hot Spots	Insert an image and assign locations for labels
Image Arrange	Insert images or text for students to arrange as directed
Image Match	Match images and text
Image Select	Random image selector that gives 3 choices to match
Keyword Match	Match terms to descriptions
Multiple Choice	Single flash object can hold up to 10 multiple choice questions
Note Reveal	Reveal up to 5 lines of information
Pairs	Create a memory-type activity with up to 12 “cards” of information using text or images
Sentence Arrange	Arrange information chronologically
Tiles	Place a grid of tiles over text or images – can be revealed by choice or randomly
Timeline Reveal	Include up to 10 dates with information that is revealed

Vortex	Categorize pictures or text into two groups
Word Biz	Answer questions by spelling the answer against the timer
Word Guess	Hangman-type activity with basketball, soccer or tomato splat response

Examples Folder

The Examples folder contains pre-made samples of activities, help files, examples of layering activities and tools, sample pages, as well as pre-made pages that demonstrate various tool usages.

Games Folder

The following table lists resources available in the Games folder of the Lesson Activity Toolkit.

Board Games	Provides boards and game pieces for checkers and chess
Crossword	Generates a customizable crossword puzzle that generates a new pattern with each edit
Deck of Cards	Images of all 52 cards in a deck as well as a joker
Dice	Various interactive dice that roll upon clicking the page
Dominos	Select white or black dominos
Sudoku	Generates interactive Sudoku puzzles

Graphics Folder

The table below lists resources available in the Graphics folder of the Lesson Activity Toolkit.

Bars and Boxes	Pre-made title bars, squares and rectangles
Borders	Page and activity borders
Icons	Images for customizing pages and can be linked to other content
Labels and Buttons	Pre-made labels and buttons that can be used to customize pages and link to other content
Pull tabs	Insert static or interactive pull tabs to hide and reveal content

Pages Folder

The Pages folder contains a collection of pre-made pages that could be used in multiple lessons and can be inserted into any SMART Notebook lesson.

Tools Folder

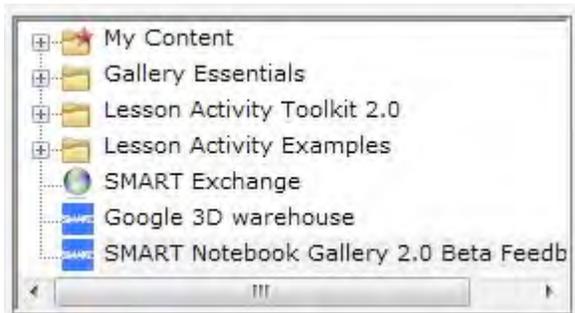
The following table includes a description of the collections available in the Tools folder of the Lesson Activity Toolkit.

Balloon Pop	An interactive balloon that pops upon a click to reveal content
Checker Tool	Interactive box that determines if an answer is correct
Click and Reveal (circle, square, star and triangle)	Solid shape that becomes transparent upon a click to reveal content
Color Chooser	Random color selector
Dice (image and keyword)	Customizable interactive dice that allow images or keywords inserted on each side
Domino Generator (black, white or custom)	Randomly select dominos in black or white, or customize a domino by adding images
Firecracker	Interactive firecracker that ignites upon a click and explodes in the set amount of time
Information Button	Interactive button that when clicked opens up to reveal multiple lines of content
Note Reveal (left and right)	Interactive button that when clicked opens up to reveal key words or phrases
Question Flipper (1, 2, or image)	Interactive object that allows text or images to be placed on one or both sides, and flips upon click.
Question Tool	Interactive text box that allows the text to disappear, tick (green check mark), or cross (red x) when clicked.
Random Card Generator	Randomly select cards from a deck
Random Consonant Generator	Randomly select consonants
Random Group Picker (image and text)	Customizable grouping tool that randomly selects groups of images or text
Random Image Tool	Randomly select an image from customized inserted images
Random Letter Generator	Randomly select a letter
Random Number Generator	Randomly select a number

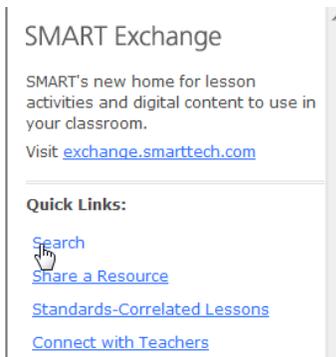
Random Text Tool	Insert word lists and select the object to circulate through the list
Random Vowel Generator	Randomly select a vowel
Random Word Chooser	Randomly select words from a customizable list
Scoreboard	Keep score for 2 teams
Scrolling Text Banner	Customizable banner that contains scrolling text
Text Splitter	Insert text and split the words or letters
Vote Tool	Track the number of votes
Word Generator	Customizable interactive tool that reveals words one at a time

SMART Exchange

SMART Tech provides online resources that can be accessed and downloaded through the Gallery side tab. Select **SMART Exchange** located in the category list at the top of the side tab.



The lower half of the Gallery side tab will display a list of headings. Click a heading to display available online resources as shown in the following example.



Search – The SMART Exchange home page will open with a search field. Educators can use the search feature to locate lesson plans, images, webpages and more.

Share a Resource – A file or webpage address may be uploaded to the SMART Exchange website using the upload tools provided.

Standards-Related Lessons – Locate grade-level, subject-specific lessons correlated to state standards.

Alternatively, click the SMART Exchange button on the SMART Notebook toolbar tools panel to open the SMART Exchange website in an Internet browser such as Google Chrome or Safari.

Attachments

SMART Notebook allows a user to import files from other applications or link them to SMART Notebook files. This flexibility eases the task of toggling back and forth between applications that deal with the same content. Attaching a file to SMART Notebook means that SMART Notebook does not have to be minimized to open an attached file.

To add an attachment to a SMART Notebook file, click on the **Insert** button located at the bottom of the **Attachment** side tab. The **Insert** button offers the following options:

- **Insert copy of file**
- **Insert hyperlink**
- **Insert shortcut to file**

Insert Copy of File – This option attaches a copy of a file from another application to a SMART Notebook file. This option works well if the SMART Notebook file and attachments will be displayed on a computer other than the one used to create the files.

1. Select **Insert a Copy**. A search window will appear.
2. Navigate to the appropriate file and select Open to attach a copy of the file to the SMART Notebook file.

Insert Hyperlink – Inserting a hyperlink on the Attachment side tab provides access to Internet websites directly from a SMART Notebook file.

1. Select **Insert Hyperlink**. A window will appear prompting for the URL and a name to display for the URL in the side tab's attachment window. It is **not** necessary to type in *http://* when inserting the URL.
2. Click OK. The URL will appear in the Attachment window.

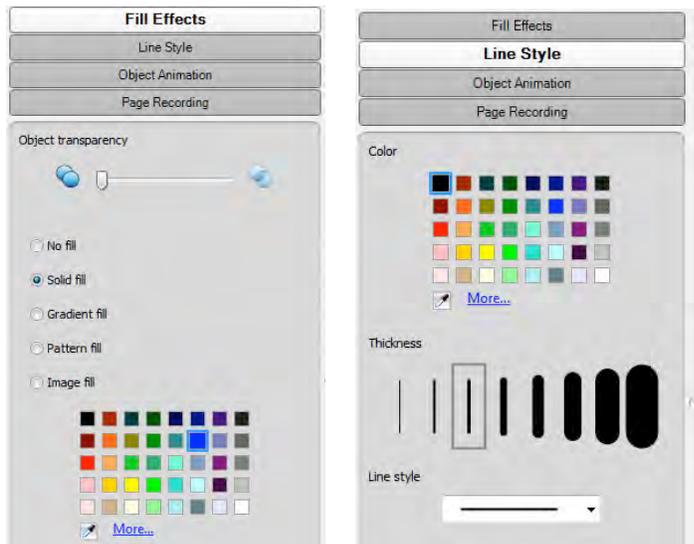
Insert Shortcut to File – Alternatively, place a shortcut to a file from another application in the side tab's Attachment tab. A shortcut provides quick access to a file when the SMART Notebook file and the attached file will both be used on the present computer.

1. Select **Insert Shortcut to File**. A search window will appear.
2. Navigate to the appropriate file and select **Open** to put a shortcut to the selected file in the **Attachment** side tab.

Properties

SMART Notebook provides additional properties that can be applied to various tools such as line thickness and fill colors on the side tab Properties panel. Each tool has a unique set of properties. For example, the shape tool includes color fill, effects and

transparency settings for the fill effects properties and color, thickness and style options for the line-style properties.



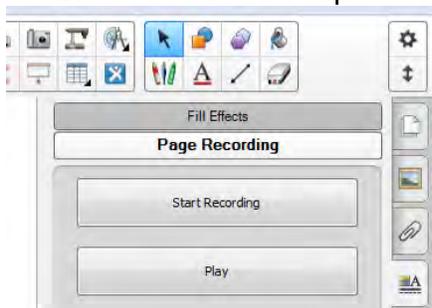
In addition, the Properties tab includes control settings for object animation and recording instructional activities in SMART Notebook (sound and video of actions performed in SMART Notebook).

Page Recording

The SMART Notebook Page Recorder enables users to reveal information gradually on a page rather than all at once. The playback toolbar allows the recording to rewind, pause, play and stop.

Creating a Page Recording

1. Open a blank page in SMART Notebook.
2. Click on the Properties tab and select Page Recording.



3. Click the Start Recording button. A recording symbol appears in the top-left corner of the SMART Notebook page.
4. Add the information to be recorded on the page.
5. Click the Stop Recording button. The recording symbol disappears and the SMART Notebook playback toolbar appears at the bottom of the SMART Notebook page.



Playing a Page Recording

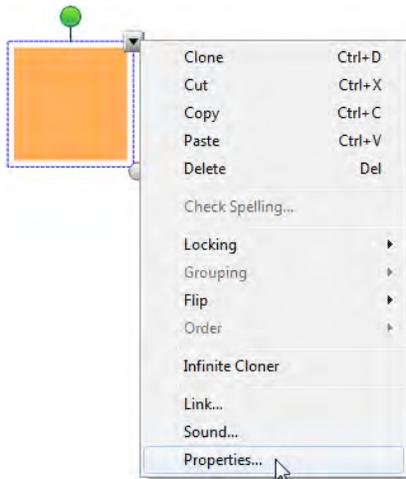
Use the SMART Notebook playback toolbar to control the playback of your page recording.

Object Animation

Objects on a SMART Notebook page can be set to appear, disappear, shrink, grow, or spin. This feature can be used to present information in chunks or to enhance information or objects.

To **animate an object**:

1. Select an object or text to be animated.
2. Click the object drop-down arrow and choose Properties.



3. The Properties tab will appear. Choose the **Object Animation** button.

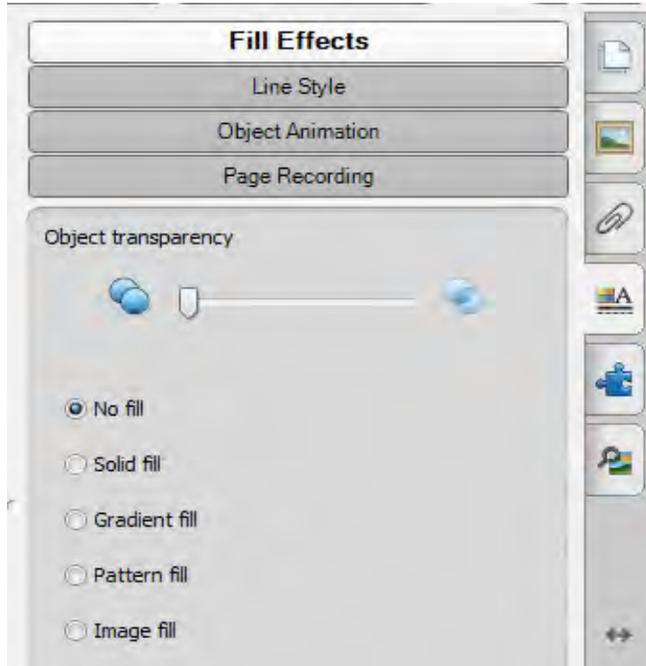


4. Select the animation type, direction, speed, occurrence and repeats from the drop-down menus.
5. Click away from the object on the page to set the animation.

If an animation change is needed, select the object, choose the Properties tab, select the Object Animation button and alter the animation settings.

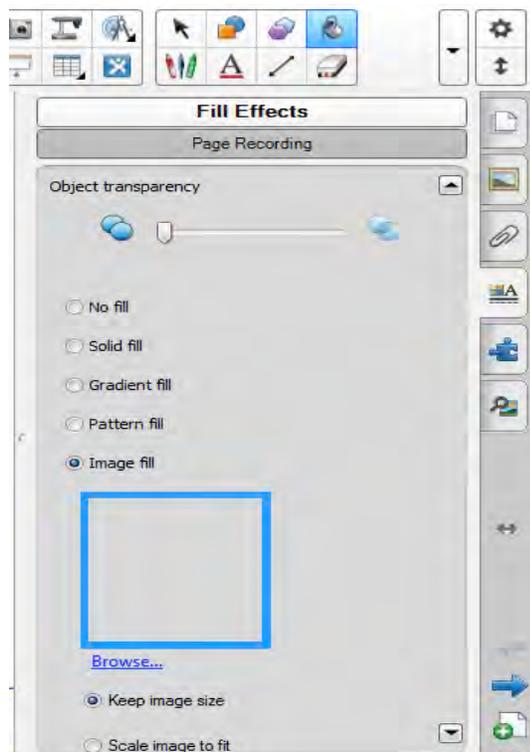
Object Fill Effects

Objects on a SMART Notebook page can be filled with color or images by selecting the object and the Properties tab. Within the Properties tab, select the Fill Effects bar.

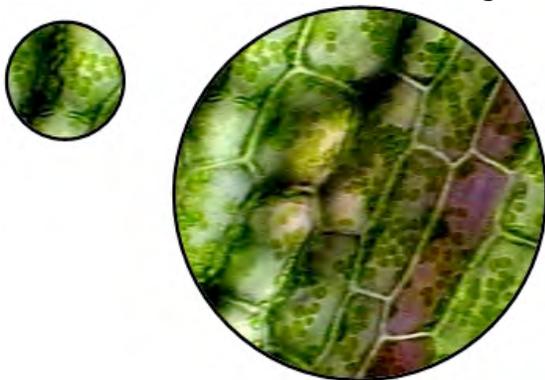


Selecting the type of fill will bring up different options for the solid color, gradient color, pattern, or image fill. The transparency of the object can be set to various levels using the object transparency slider. The image fill option allows users to browse saved images to insert within the object.

Alternatively, an object can be filled by customizing the Fill Bucket button on the toolbar.



With this option users can choose to keep the fill image the size of the original image or to scale the image to fit the object. By keeping the image size, the object can be resized to reveal or hide the image.



Scaling the image to fit the object will create an image that fills the object causing the image to be reduced, enlarged, or stretched.



Add-ons

The Add-ons tab is a place for small applications to run to help create customizable activities. Currently, the only "add-on" is the Activity Builder. The Activity Builder add-on allows users to create an object on a page that accepts or rejects other objects

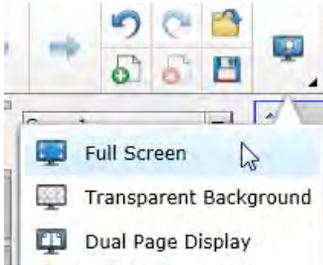
allowing students to get instant feedback on their work. New add-ons are being developed to be used within SMART Notebook.

Display Options

SMART Notebook includes additional display options that can be accessed from the toolbar.

Full Screen

For additional display space, switch the layout to full screen. Select the **View Screens** button on the toolbar's Actions Panel and click the **Full Screen** option.



In **Full Screen** mode, the menu bar, toolbar and sidebar will disappear from the layout. Press ESC on the keyboard to return SMART Notebook to normal viewing mode.

Full Screen Toolbar

An additional Floating toolbar becomes available when displaying a SMART Notebook page in Full Screen mode.



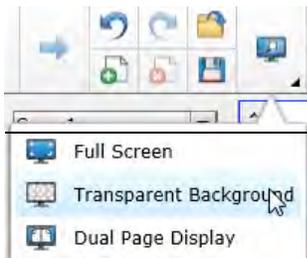
The **Other Options** button enables access to multiple SMART Notebook tools in **Full Screen Mode**, including the following:

- Insert Blank Page
- Undo/Redo
- Screen Shade
- Select Pens
- Crayons
- Highlighters
- Creative Pens
- Eraser
- Lines
- Shapes
- Fill
- Text
- Magic Pen
- Entire Page or Page Width

Transparent Background

Selecting the Transparent Background option renders the SMART Notebook page transparent so the desktop and windows behind the SMART Notebook page can be viewed. Many tools available in SMART Notebook can be used on a transparent SMART Notebook page (such as digital ink, the SMART Notebook measurement tools, screen capture and so forth). To use SMART Notebook tools on the desktop or window open behind a SMART Notebook page follow these steps:

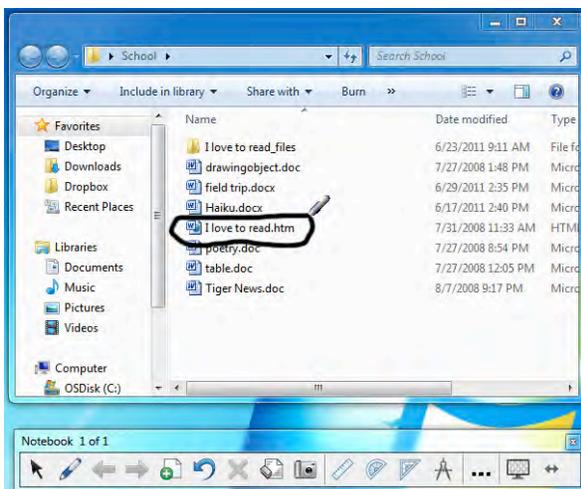
1. Open a computer application or window such as Windows Explorer or an Internet browser. Open SMART Notebook so it appears on top of the previously opened window.
2. Select the **View Screens** button on the toolbar's Actions Panel and click the **Transparent Background** option.



3. The SMART Notebook window will become transparent and a SMART Notebook floating toolbar will appear at the bottom of the screen.



4. Select a tool from the SMART Notebook toolbar for use on the transparent SMART Notebook page. In this example the Pen was selected to circle a file in the Windows Explorer window. Note that objects created on a transparent SMART Notebook page function the same as they would when placed on a SMART Notebook page in normal view.



5. Continue working with desired tools available from the SMART Notebook toolbar.
6. To exit the SMART Notebook Transparent Background view, select the Transparent tool on the SMART Notebook floating toolbar.



Dual Page Display

SMART Notebook offers a dual page display option in which two SMART Notebook pages can be displayed on the screen simultaneously. To display dual SMART Notebook pages follow these steps:

1. Select the **View Screens** button on the toolbar's Actions Panel and click the **Dual Page Display** option.
2. Files with more than one SMART Notebook page will display two pages at a time.
3. Restore a single-page display by selecting the **View Screens** button on the toolbar's Actions Panel and click the **Single Page Display** option.

Pin Page Feature

To keep one page consistently visible in a dual-page display select the Pin Page option available in the View menu bar. This feature allows the user to select different pages from the side tab to appear next to the page that has been pinned to the display.

1. Click once on the page that will be pinned to the display.
2. Select **View > Zoom > Pin Page** from the menu bar.
3. Push-pin icons will appear at the top of the pinned page.



4. Select pages to display next to the pinned page in the Page sorter by clicking on the desired page.
5. Remove pins from a page by selecting **View > Zoom > Pin Page**. The check mark next to the **Pin Page** menu item will be removed and the page will no longer be pinned to the display.

SMART Notebook Objects

Objects are items such as text, shapes, or images placed on a SMART Notebook page. An object is distinguished by a box that appears around it when it is selected. Objects are not stationary. They can be moved to different locations on a SMART Notebook page, placed on another SMART Notebook page, manipulated in various ways and have actions associated with them.

Object Drop-down Menu

The drop-down menu located in the upper-right corner of an object offers the following options: Clone, Cut, Copy, Paste, Delete, Locking, Grouping, Flip, Order,

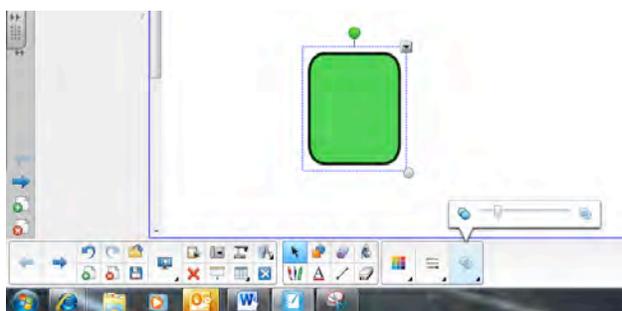
Infinite Cloner, Link, Sound or Properties. Click the drop-down arrow to display the menu. Click the appropriate option in the menu list.

Clone, Cut, Copy, Paste, Delete	Works similar to other cut, copy and paste functions
Locking	Allows restraints to be placed on how an object can be manipulated
Grouping	Groups multiple objects as a single object or ungroups a previously grouped object
Flip	Flip a desired object left to right or up and down
Order	Send objects back or forward when layering multiple objects
Infinite Cloner	Allows an object to be reproduced any number of times
Link	Allows an object to be linked to a URL or any other file
Sound	Allows a sound to be attached to an object
Properties	Opens the properties of the object

Object Transparency

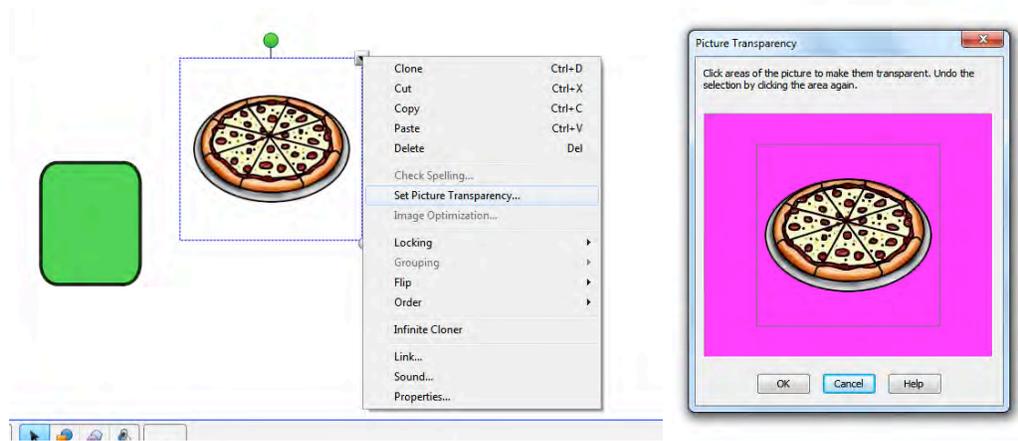
Transparency may be adjusted for an object that has been inserted onto a SMART Notebook page.

Select the drawn shape to have its transparency adjusted. The Contextual panel will appear. When the transparency option is chosen a slider control will appear, allowing the transparency of the object to be adjusted.



Picture Transparency

Select the inserted Gallery image to have its transparency changed. Once the image is selected, the object drop-down menu will appear. When the **Set Picture Transparency** option is chosen the **Picture Transparency** pop-up window will open, allowing the picture to be adjusted to create transparent areas within the picture. This is useful for removing the picture’s background, but can also be used to render any color in the picture transparent.



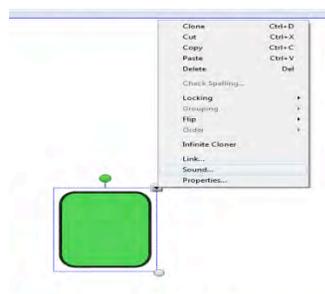
Gestures

Gestures can be used to manipulate an object in SMART Notebook.

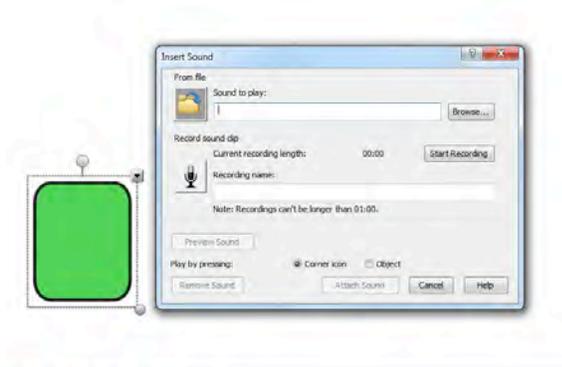
- **Circle Tap** – An object can be erased by selecting the eraser, making a circle around the area to be erased, and tapping in the center of the circle that was indicated.
- **Shake Grouping** – Objects may be grouped together using this method. A finger can be used to highlight the objects to be grouped. Select the objects to be grouped, drag a finger back and forth over the objects three times in a quick “shaking” motion and the selected objects will be automatically grouped together.
- **Object Flick** – An object can be “flicked” or re-positioned by touching the object with a finger and then making a quick “flick” motion.

Sound Recorder

Custom audio can be assigned to an object in SMART Notebook. To add audio, select the object and use the object drop-down menu that will appear to select “Sound.”



Browse for an audio clip saved on the computer or choose to record a sound clip using the “Insert Sound” pop-up window that appears. An audio clip recorded using this method cannot be longer than 01:00 minute.

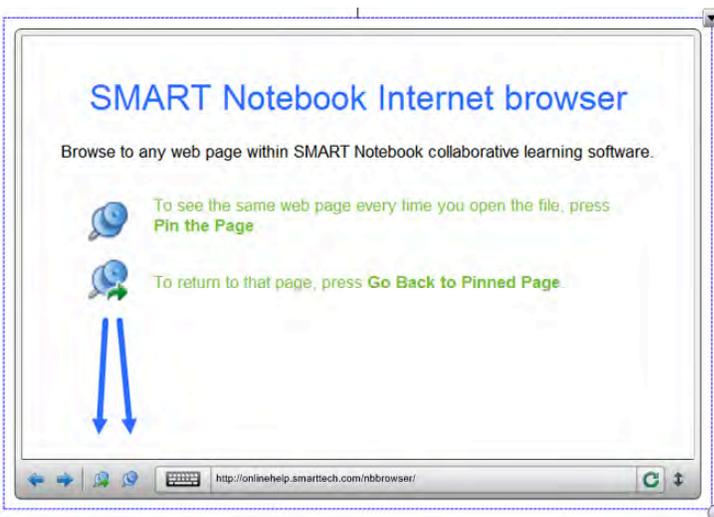


Internet Browser

An Internet browser is one object that can be inserted onto a SMART Notebook page and used to display websites. Because the Internet browser is an object on a SMART Notebook page it can be moved and resized using the same process as is used for any object placed on a SMART Notebook page.

To **Insert an Internet browser** on a SMART Notebook page:

1. Go to the menu bar and select **Insert > Internet Browser**.
2. An Internet browser will appear as an object on the SMART Notebook page.



3. Type the desired webpage URL, not a search term, in the browser address bar located at the bottom of the browser page.



4. Click the green arrow on the right side of the address bar to navigate to the website.
5. Use the Forward and Back buttons to navigate between webpages that have been accessed with the Internet browser.



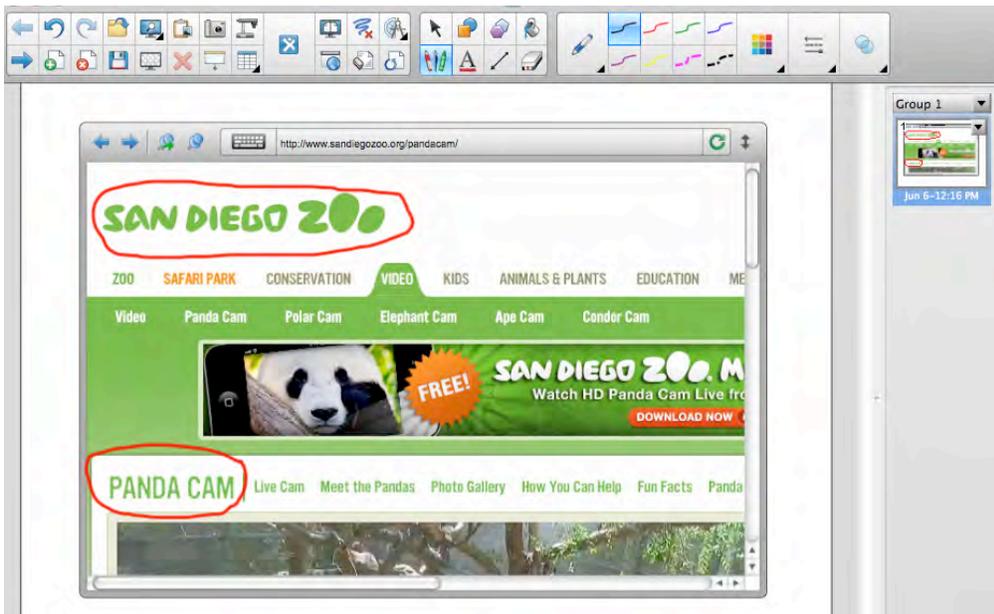
6. Set a webpage to appear in the browser window each time the SMART Notebook file is open by navigating to the page and clicking the **Pin the Page** button.



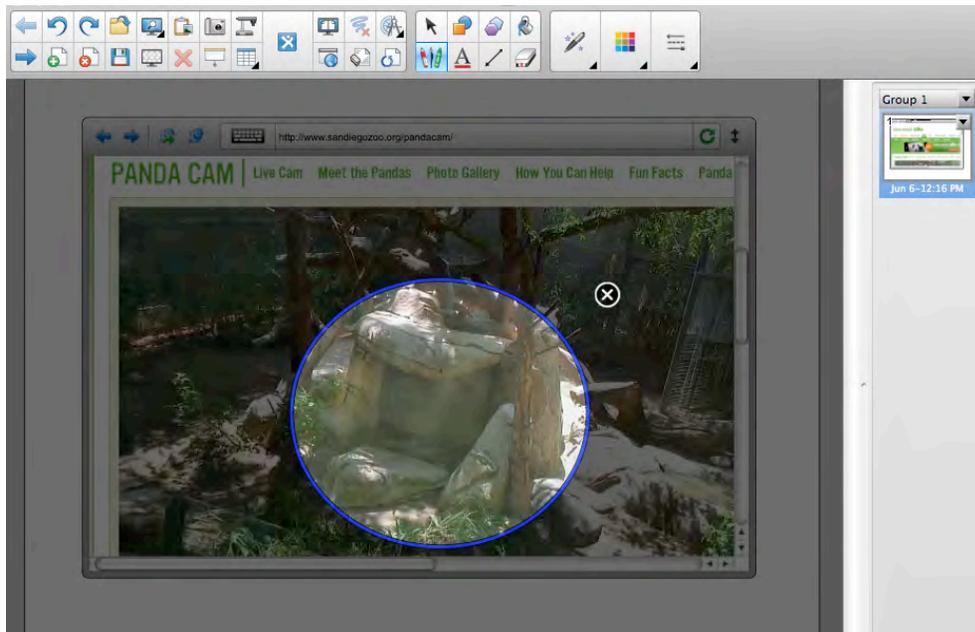
7. After visiting several webpages, return to the pinned page by clicking the **Go Back to Pinned Page** button.



To **annotate** an inserted Internet browser, use the tools found in the toolbar.



The **Magic Pen** works within the inserted browser.



Source: Amazing Animal Webcams
http://www.livebinders.com/play/play_or_edit?id=66972

SMART Recorder

The SMART Recorder records everything written on the SMART Board in the order and time it is written. If a microphone is connected to the computer, SMART Recorder will also record voice. The board and voice are recorded together into one AVI file or MOV file on a Mac. Use Windows Media Player to play back the file.

By default, SMART Recorder records the entire screen. Selecting the drop-down arrow key located next to the **Record** button (red dot) yields options for recording just a selected window or area. These options reduce the size of the recording file, making it easier to play and store.

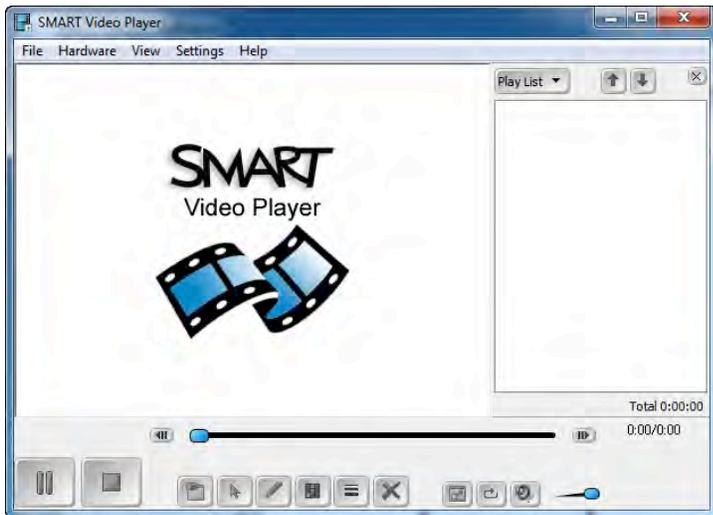


The SMART Recorder consists of three buttons: a **Record** button to begin the recording session, a **Pause** button to pause the recording temporarily and a **Stop** button to stop the recording session. The **Menu** button customizes items including **Recording Quality**, **Video Format** and **Target Files**. Under **Target Files**, a user can enable the selection of a default directory where SMART Recorder can automatically save files.

SMART Video Player

The SMART Video Player allows a user to make annotations over a video whether it is playing or paused. SMART Video Player sets the annotations made on the screen so

they disappear and do not interfere with the rest of the video. To open SMART Video Player, go to **SMART Tools** and press **Video Player**.



Once the video player is open, select **File > Open** on the video menu bar to choose a video. At the bottom of the video screen, note the video controls and drawing tools.

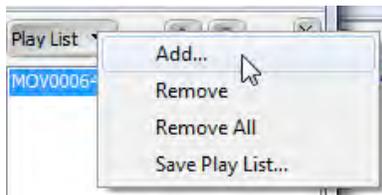
	Play, Pause and Stop	Toggles between play and pause or stops the video
	Screen Capture	Sends a picture of the screen with annotations to SMART Notebook
	Cursor	Provides a cursor arrow to point out the highlights of a video
	Pen	Enables annotation over video with a pen tool
	Color	Customizes annotation color
	Line Thickness	Sets the line thickness of the annotations
	Delete	Allows a user to select an annotation and delete it
	Full Screen	Presents the video in full screen
	Repeat	Sets the video to loop continuously
	Audio Volume	Manipulates the loudness of the sound in the video

Play List

A list of videos may be set up by using the Play List found on the right side of the video player screen.

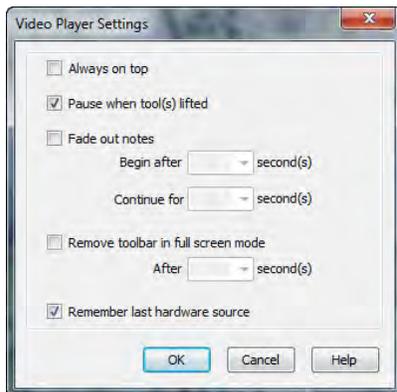


As videos are opened, they are included in the Play List. The list may be edited by clicking the Play List drop-down menu.



Video Player Settings

Selecting **Settings** in the SMART Video Player's menu bar opens the **Video Player Settings** window.



These settings customize whether or not the video will pause when annotations are inserted and whether or not the annotations will fade.

- **Pause when tool(s) lifted** is selected by default. In this setting the video will pause when anyone picks up the eraser or a stylus from the Pen Tray.
- **Fade out notes** determines how long the annotation is viewable before fading away when the video resumes playing. For immediate removal of the annotations, set both **Begin after** and **Continue for** to one second.
- **Remove toolbar in full screen mode** sets the video to cover the full screen by making the available toolbar disappear after a specified number of seconds.
- **Remember last hardware source** saves the last known video source. When a device such as a VCR, DVD player or video camera is connected, SMART Video Player will detect the device and add it to the **File** menu. To access the VCR, DVD player or video camera source, go to **File** and select the proper source. Pause and annotate videos from these sources with the same procedures used for digital sources found on the hard drive.

Putting into Practice

If desired, ask the eMINTS Instructional Specialist (eIS) to assist with the development and use of SMART Notebook software to create and implement lessons that engage students in interactive activities as part of classroom instruction. During the next classroom visit and/or professional-development session, reflect on and discuss new classroom experiences in implementing advanced SMART Notebook features and using the checklist that was created during the *Interactive Whiteboard 2* professional-development session to evaluate, modify, or create high-quality SMART Notebook lessons.

Resources

Peterson, A. *SMART Technology Sites*. University of Sioux Falls Education Department.
<http://faculty.usiouxfalls.edu/arpeterson/smartboard.htm>
Resources, tips and tricks for using SMART Boards with K-8 students.

SMART Technologies

<http://smarttech.com>

Access to SMART Technology's website to download SMART Board tools and software.

Steele, B. SMART Board Resources. *Bob's Place of Educational Links for Students, Teachers, and Parents*.

http://www.bobsedulinks.com/Smart_Board_Links.htm

Resources, activities, lesson ideas, tutorials and more for K-12.

Interactive Whiteboard Tutorials

Getting Started with SMART Notebook Express. SMART Technologies.

http://downloads.smarttech.com/media/services/quickreferences/pdf/english/nb_express_qr.pdf

Quick reference guide for using Notebook Express.

Introduction to SMART Notebook Math Tools. SMART Technologies.

http://downloads01.smarttech.com/media/trainingcenter/videos/webinar/nb_math.html

Video tutorials for SMART Notebook math tools.

Introduction to SMART Notebook Part I: Software Basics. SMART Technologies.

http://downloads01.smarttech.com/media/trainingcenter/videos/webinar/nb_11_part_1.html

Video tutorials on SMART Notebook basics.

Introduction to SMART Notebook Part II: Enhanced Skills. SMART Technologies.

http://downloads01.smarttech.com/media/trainingcenter/videos/webinar/nb_11_part_2.html

Video tutorials on advanced skills for SMART Notebook.

SMART Training Resources - Search. SMART Technologies.

<http://www.smarttech.com/us/Resources/Training/Training+Search?Products=SMART%20Notebook|Notebook%20Express|Notebook%20Math%20Tools|Notebook%20SE&Training%20Type=All%20Training%20Types&Audience=All%20audiences>

Links to "Getting Started," "Creating Engaging Lessons" and more than 20 additional resources, in both PDF and Video/Flash tutorials, to learn about doing basic and advanced things in SMART Notebook. Additional resources can be revealed by clicking the **More +** button at the bottom right of each section.

TeacherTube: SmartBoard Tutorials. Mrs. Urbach's Website.

<http://urbachc.org/teachertube-SmartBoard-tutorials.html>

Links to a variety of video tutorials from TeacherTube.

Classroom Templates and Instructional Ideas

Hollis, J. *SMARTBoard Notebook Resources*. Teachers Love SMART Boards.

<http://teacherslovesmartboards.com/>

Educator blog of pre-made lessons and templates for SMART Board users K-12.

Interactive Whiteboard Resources. Topmarks.

<http://www.topmarks.co.uk/>

Free interactive whiteboard resources and lessons for K-8.

Interactive Whiteboard Resources for Teachers. TeacherLED.

<http://www.teacherled.com/>

Instructional resources for classroom use of interactive whiteboards.

Lamb, A. (2006). *Engaging Learners the SMARTboard Way*. Eduscapes.

<http://eduscapes.com/sessions/smartboard/>

Ideas for adding engagement using interactive whiteboards.

Smartboard Lessons. Longwood Central School District, Middle Island, NY.

<http://www.longwood.k12.ny.us/longsmart3.html>

Pre-made SMART Board templates and lessons categorized by grade level and content area.

SMART Board Templates. Center School District, Kansas City, MO.

<http://www1.center.k12.mo.us/edtech/sb/templates.htm>

Pre-made SMART Board templates.

SMARTBoard Templates and Resources. The Teachers' Guide.

<http://www.theteachersguide.com/SmartBoards.htm>

SMART Board templates and resources for K-3.

SMART Exchange. SMART Technologies.

<http://exchange.smarttech.com>

Access to SMART Technology's online lesson plans, images, webpages and more.