



# SMART Notebook™ Training

Intermediate session

## **Trainer Information**

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# Best practices and tools

How can I design effective and interactive lesson activities using SMART Notebook™ collaborative learning software?

*Many tools are available for creating professional looking interactive lesson activities using SMART Notebook software. Here are some tips for designing lesson activities more effectively.*

### 1 Include teachers' notes and lesson notes at the beginning of every lesson activity

Documenting learning objectives and key lesson details will help you focus your lesson activity during both design and delivery. It also provides a clear overview of the lesson to others who may use the file.

Teachers' notes	
Back	Lesson notes
Subject	Type text here
Topic	Type text here
Title	Type text here
Grade(s)	Type text here
Cross-curricular link(s)	Type text here
Prior knowledge	Type text here
Intended learning outcome(s)	Type text here

### 2 Use links to improve the flow of a lesson

You can significantly improve the flow and organization of your lesson by taking advantage of the linking capabilities in SMART Notebook software. You can link any object on a SMART Notebook page to a web page, an external file, an attached document or another page in the same file.

### 3 Attach supporting files to your SMART Notebook lesson before class

Browsing to find the files you want to show can be awkward and distracting. Your lesson can lose its momentum and students can lose their focus. To avoid this, attach files, shortcuts and Internet links to the Attachments tab of your SMART Notebook file. You can then open them with a single press. Everyone remains on track, and no time is wasted.

### 4 Use a consistent layout for lesson pages

Using a consistent layout for SMART Notebook pages helps your students know where to look for information and keeps them focused on important content. SMART Notebook software includes several themes that you can use as templates, or you can create your own incorporating school colors, logos and other objects.

## 5 Create hands-on lessons

The SMART Board® interactive whiteboard is more than a teaching tool: it's a learning tool. Students can use the interactive whiteboard to manipulate objects, complete activities, make notes during brainstorming sessions and deliver presentations.



## 6 Use the Internet and extra resources to encourage inquiry

Store links to relevant websites and additional resources as attachments in your SMART Notebook file. When students are particularly interested in a topic or have a question, these links can serve as a starting point for inquiry. Consider planning virtual field trips, or having the class compose an e-mail to an expert, an author, or another class with a question or idea about the interactive whiteboard.

## 7 Engage a variety of learning styles

SMART Notebook software includes several tools that enable you to tailor lessons to a variety of learning preferences. Auditory learners will appreciate the sound capabilities. Kinesthetic learners will benefit from manipulating Adobe® Flash® activities. Visual learners will benefit from the rich Gallery collection included with SMART Notebook software, as well as from watching processes recorded using the Page Recorder or SMART Recorder.



## 8 Record processes, instructions or examples to provide further instruction when needed

SMART Notebook software includes a Page Recorder that enables you to record all actions on a SMART Notebook page. Consider recording a process or example to be played during class if students need additional clarification on a concept.



**9 Seek existing lesson activities on the Internet**

Begin by searching the SMART Exchange™ website, which offers hundreds of ready-made lesson activities and resources. Download and modify lesson activities to suit the needs of your students.

**10 Collaborate and share resources**

Keep in regular contact with other educators who are using a SMART Board interactive whiteboard. Share experiences, ideas, challenges, lesson activities and solutions.

## Notes and ideas for designing effective lesson activities

Use this page to write notes and ideas from the training session discussions.



## **Review: Best practices and tools**

**1** List three tips for designing effective lesson activities in SMART Notebook software.

**2** Which best practice will be most helpful to you when designing interactive lessons? Why?

## Review: Best practices and tools

- 1 List three tips for designing effective lesson activities in SMART Notebook software.
  - *Include teachers' notes and lesson notes at the beginning of every lesson activity*
  - *Use links to improve the flow of a lesson*
  - *Attach supporting files to your SMART Notebook software file before class*
  - *Use a consistent layout for lesson pages*
  - *Create lessons that are hands-on for learners*
  - *Use the Internet and extra resources to encourage inquiry*
  - *Engage a variety of learning styles in each lesson activity*
  - *Record processes, instructions or examples to provide further instruction when needed*
  - *Seek lesson activities on the Internet*
  - *Collaborate and share resources with others*
  
- 2 Which best practice will be most helpful to you when designing interactive lessons? Why?

# Structuring and organizing lessons

How can I make my SMART Notebook files organized and easy to use?

*The page grouping feature in SMART Notebook software enables you to organize pages. Links, buttons and attachments can help you improve the flow of a lesson activity. Additional features, such as the My Content folder, help you keep your learning objects and SMART Notebook files well organized.*

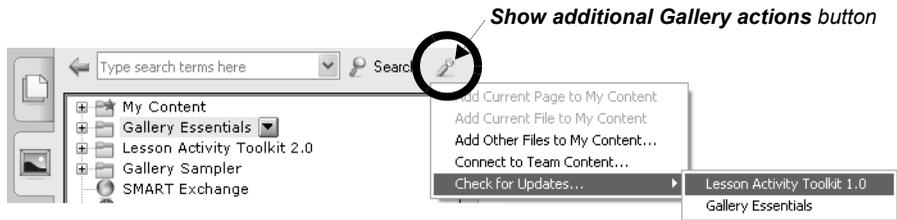
# The Lesson Activity Toolkit

The Lesson Activity Toolkit is a Gallery collection full of ready-to-use content. It provides many tools and resources that can be helpful when preparing and delivering a lesson.

You have the option of installing the Lesson Activity Toolkit when installing SMART Notebook software. However, if you did not install it at that time, you can download it by checking for updates.

To install or update the Lesson Activity Toolkit:

- 1 Click the **Show additional Gallery actions** button in the Gallery tab
- 2 Select **Check for Updates > Lesson Activity Toolkit**. The Lesson Activity Toolkit update wizard appears.
- 3 Follow the prompts to install or update the Toolkit



## **Lesson Activity Toolkit contents**

When installed, the Lesson Activity Toolkit will appear as a folder in the Gallery. It has the following six subfolders:

**Activities** – Activity templates are Flash-created objects that make it easy for you to create sorting, matching and other interactive lesson activities.

**Examples** – The Examples folder includes filled-in content from the Activities, Pages, and Tools folders. These demonstrate the many dynamic and fun ways that SMART Notebook software can help you bring your lessons to life. Many examples include instructional videos that will tell you how to create them.

**Games** – The Games folder contains classic game objects like cards, game boards and playing pieces.

**Graphics** – The Graphics folder helps give your lessons a more professional look with its array of icons, borders, labels and pull tabs.

**Pages** – The Pages folder contains pre-made pages that save you time and effort when creating title pages, questions, and other lesson pages. Its contents are similar to those of the Activities folder, but consists entirely of SMART Notebook objects and are more customizable than activities.

**Tools** – Tools are Flash-created objects that perform a variety of actions from animated answer revealers, randomizers and timers.

# Adding title pages

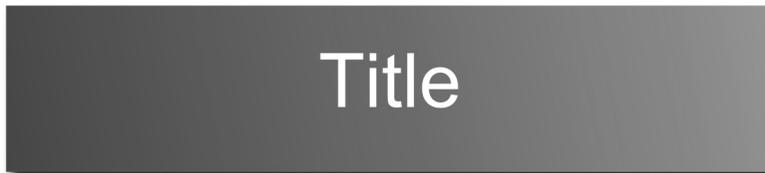
Ready-made pages make it easier for you to add structure and style to your lessons. You can find templates for title pages and lesson pages – complete with title bars – in the Pages folder of the Lesson Activity Toolkit.

To add one of these templates to your lesson, drag it onto any page of the SMART Notebook file, then fill out the pages to suit your lesson activity. To change the text on the pages and title bars, highlight the existing text and start typing.

## Title pages

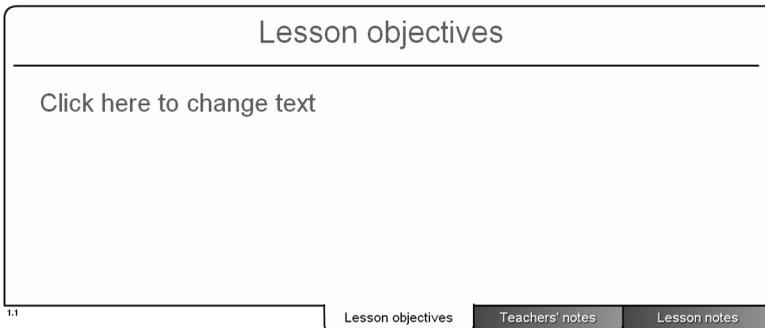
Just as you would ask your students to include a title page on a book report, lab report or research project so that you know which student and class it's for, it's a good idea to include key details at the beginning of any activity you create or use.

Documenting the subject, topic, grade level and learning outcomes at the beginning of your SMART Notebook file will help you to focus your efforts as you develop the lesson. You'll easily find appropriate lesson activities when reusing your files in future years. Including key details will also make it easier for others to get an overview of the lesson if you share your resources.

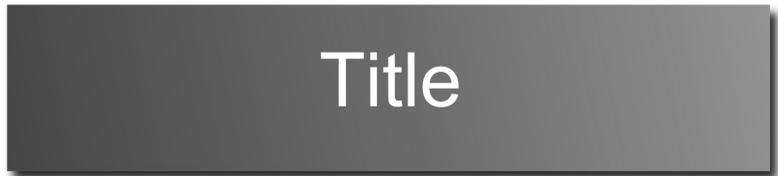


### Lesson objectives

Insert the topic and learning objectives to provide an overview of the lesson activity.



*These buttons provide easy links between the pages.*



**Teachers' notes**

Use this page to detail information about the lesson such as topic or title. This action will be useful when you are sharing or revising the lesson activity.

Teachers' notes

**Subject:** [Click here to change text](#)

**Topic:** [Click here to change text](#)

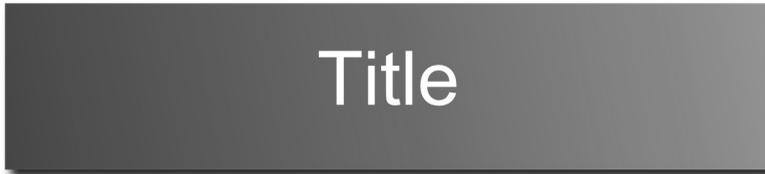
**Grade(s):** [Click here to change text](#)

**Prior knowledge:** [Click here to change text](#)

**Cross-curricular link(s):** [Click here to change text](#)

1.1

Lesson objectives
Teachers' notes
Lesson notes



**Lesson notes**

Use this page to document comments and instructions for the lesson. You can also use this page during a lesson to keep track of student questions or improvements you would like to make to the lesson activity.

Lesson notes

[Click here to change text](#)

1.1

Lesson objectives
Teachers' notes
Lesson notes

# Grouping pages

To keep your SMART Notebook files well organized, you can sort pages into groups. This is particularly useful when there are many pages in a file. Page grouping enables you to view your pages in an organized way. You can choose to show or hide specific groups, reducing the number of pages visible at a time. You can also rearrange the order of groups, quickly navigate to a particular group in the Page Sorter, and apply a theme to all the pages in a group.

As a default, each SMART Notebook file has only one group. You can add and modify groups at any time. To view and edit groups:

- 1 Open the **Page Sorter** tab
- 2 Click the **Groups** button
- 3 Select **Edit Groups**. If you have not yet edited the groups, all pages will be in the default group – Group 1. If you have already edited the groups for this file, the pages are displayed under the appropriate title bars.

The screenshot displays the Page Sorter interface with several groups of pages. Annotations include:

- Click to create a new group.** An arrow points to the 'Add New Group' button in the top right corner.
- Click to close the Groups view.** An arrow points to the 'X' icon next to the 'Add New Group' button.
- Each group is identified with a title bar.** An arrow points to the title bar of the 'Lesson introduction (2)' group.
- Click the collapse button to hide the pages in a group.** An arrow points to the collapse icon (two horizontal lines) on the left side of the 'Lesson introduction (2)' group's title bar.
- Click the Group drop-down menu to rename, move or delete a group.** An arrow points to the drop-down arrow on the right side of the 'Lesson introduction (2)' group's title bar.

The Page Sorter shows the following groups from top to bottom:

- Teacher Pages (2)
- Lesson introduction (2)
- Activity question pages (8)
- Critical Thinking (2)
- Assignment (1)
- Activity answer pages (9)

At the bottom, individual pages are visible, including 'Indentured s...', 'Owe money...', 'Male: yes', 'Male: no', 'School: yes', and '18: yes'.

To create a new group:

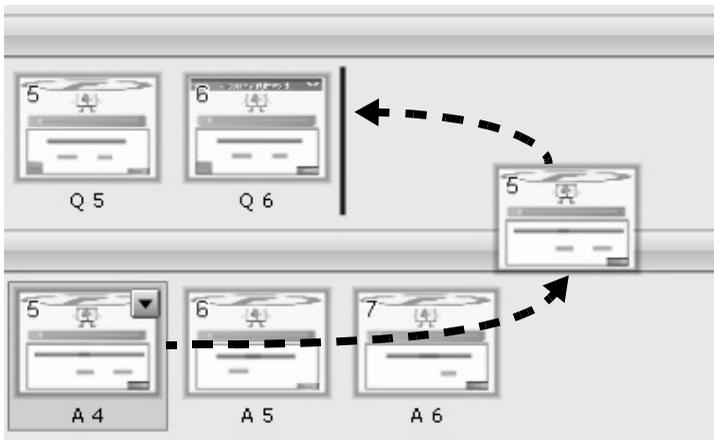
- 1 Click the **Add New Group** button. A new group title bar appears and a new blank page appears below it. Every group must include at least one page.
- 2 Click the group drop-down arrow and select **Rename Group**
- 3 Type a new name for the group

Pages and groups can easily be organized using the drag and drop method. To move a page to a different group or a different location in the same group, simply drag the thumbnail image for the SMART Notebook page to the desired location. To rearrange the order of groups, drag a group's title bar to the new location.

Alternatively, click the group drop-down menu and select **Move Up** or **Move Down**.

To delete a group, select **Delete Group** from the drop-down menu. When you delete a group, you also delete all pages in that group, so be sure to first move any pages you would like to keep into a different group. If you move all pages out of a group, the group disappears automatically.

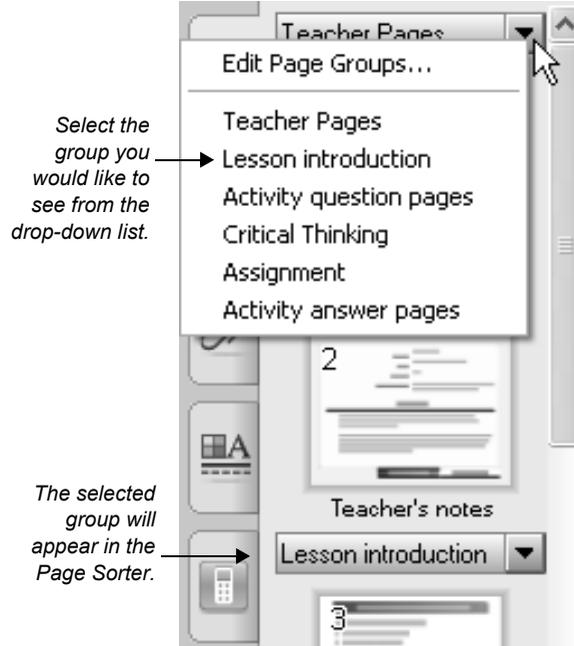
To close the Groups view, click the **Close** button in the upper-right corner, or double-click any thumbnail image to navigate directly to that SMART Notebook page.



*To move a page to a different location, within the same group or in a different group, drag it to the desired location. You can also change the order of groups using this method.*

## Structuring and organizing lessons

When using the Page Sorter tab, you can navigate between groups easily without opening the Groups view. Click the **Groups** button at the top of the Page Sorter, and select the group from the drop-down list that appears.



# Linking pages

You can significantly improve the flow and organization of your lesson by taking advantage of the linking capabilities in SMART Notebook software. You can link any object on a SMART Notebook page to a web page, an external file, an attached item or another page in the same SMART Notebook file.

Linking enables you to move between pages quickly, without using the Page Sorter. Since any object can be linked, you can create objects that serve as navigation buttons or as messages for students.

Many teachers like to write congratulatory messages or hints on specific pages, providing students with immediate feedback when they touch an object linked to that page. Linked navigation buttons on the message page enable students to return to the activity easily.

**Acid Rain Causes**

Which of these cause acid rain? Click on the image to see if you are correct.



Car



Windmills



Lightning

Extend Page



This causes acid rain.

Click here to go back

*To respond to the question, the student presses the object that he believes causes acid rain. All three objects are linked to answer pages. After pressing an object, the student will be presented with one of the two pages shown here.*

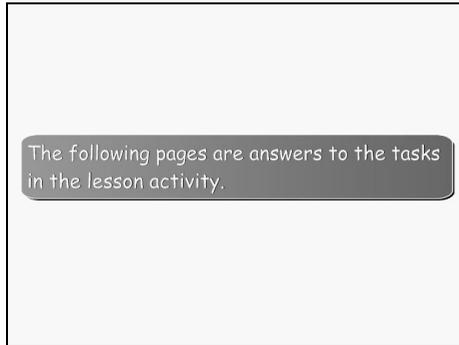


This does not cause acid rain.

Click here to go back

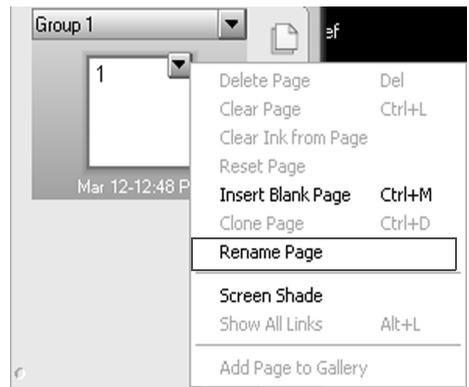
## Tips for keeping your linked file organized

To keep your SMART Notebook file well organized, add all your SMART Notebook pages before adding links. Place all answer pages at the back of the SMART Notebook file, and separate them from the lesson activity with a title page. The title page will prevent you from inadvertently displaying the answer pages to your students.



Name each page with a unique, short and descriptive name to make the pages easy to identify when you're creating the links.

To rename a page, select **Rename Page** from the page drop-down menu in the Page Sorter. Type the page name in the text box that appears.



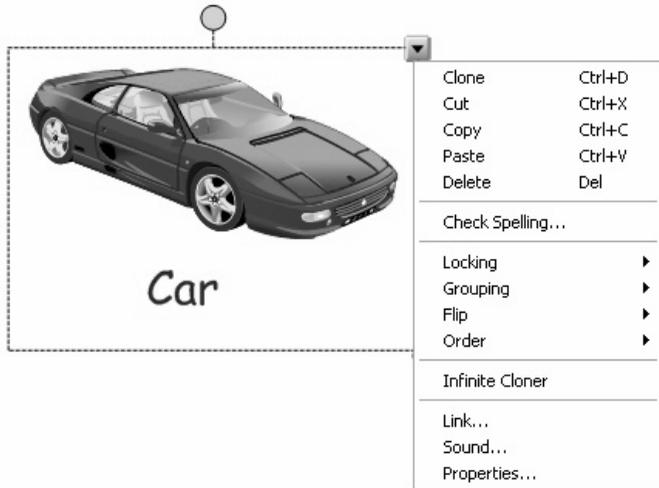
## Creating links

To link an object to another page in the same SMART Notebook file, select **Link** from the object's drop-down menu, and select **Page in this File** from the *Insert Link* dialog box.

A list of the pages in the current SMART Notebook file will appear. Select the page you would like to link to.

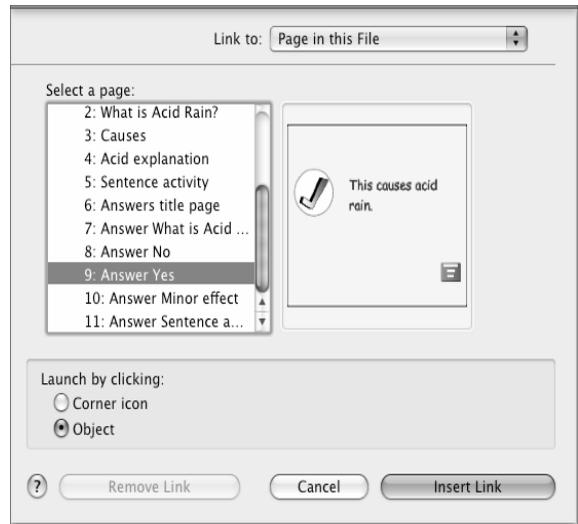
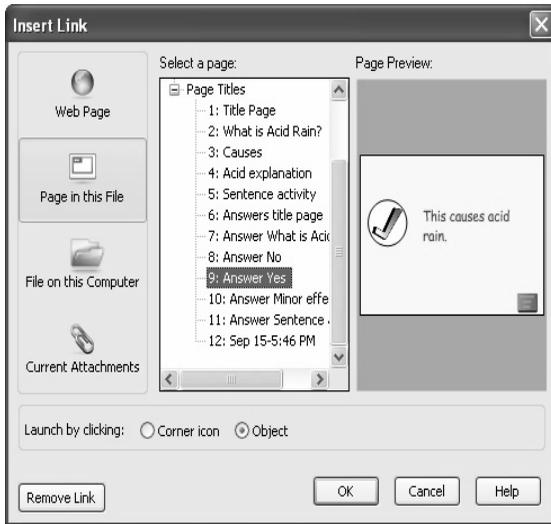
The Page Preview pane enables you to confirm your selection before creating the link.

Choose how you would like to launch the link by selecting **Corner icon** or **Object**.



## Structuring and organizing lessons

Click **OK** to create the link. If you're using a Mac<sup>®</sup> computer, click **Insert Link** to create the link.



*In this example, pressing anywhere on the object will link to a page titled **Answer Yes**, indicating that the object does contribute to acid rain. Brief but descriptive page names make it easy to select the correct SMART Notebook page for the link, and the Page Preview area confirms the selection.*

# Adding attachments

Browsing to find the files you want to show can be awkward and distracting. Your lesson can lose its momentum and students can lose their focus. To avoid this, attach files, shortcuts to files, and Internet links to the Attachments tab of your SMART Notebook file. You can then open them with a single press.

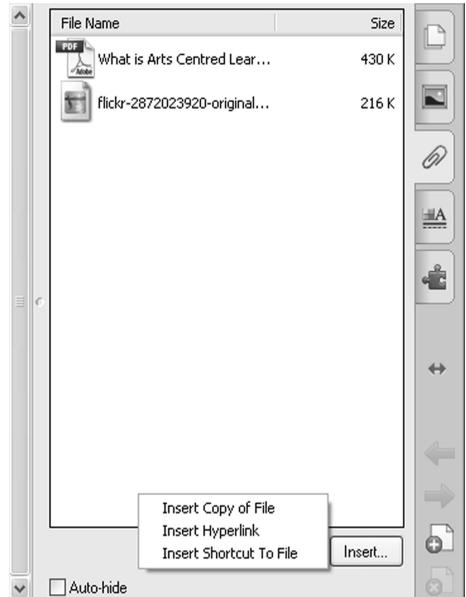
## Attaching a copy of a file

You can add a copy of a file to the Attachments tab. This step enables you to keep all resources for a lesson in one place. But remember, when you attach a file, the size of your SMART Notebook file increases. A file that is too large could cause your computer to display pages slowly.

To add a copy of a file to the Attachments tab:

- 1 Click the **Insert** button on the Attachments tab
- 2 Select **Insert Copy of File**
- 3 Browse to and select the file you would like to add and click the **Open** button

**NOTE:** When you open the file from the Attachments tab, it will be in read-only format. If you would like to save changes to a file stored in the Attachments tab, use Save As.



*Attach supporting lesson files to a SMART Notebook file to save time*

## Attaching a hyperlink

To save time and reduce distractions during your lesson, you can add hyperlinks to the Attachments tab, similar to saving bookmarks or favorites in your web browser.

To add a hyperlink to the Attachments tab:

- 1 Click the **Insert** button on the Attachments tab
- 2 Select **Insert Hyperlink**
- 3 Type the hyperlink address in the *Hyperlink* field
- 4 Type the text you would like to see in the Attachments list – for example, the website name – in the *Display name* field
- 5 Click **OK**

The hyperlink appears in the Attachments tab. To open the web page in your default browser, double-click the link.

## Attaching a shortcut or alias

A shortcut is a link to a file located outside SMART Notebook software. To add a shortcut to the Attachments tab:

- 1 Click the **Insert** button on the Attachments tab
- 2 Select **Insert Shortcut To File** (or **Alias** on a Mac computer)
- 3 Find and select the file you would like to add, and then click the **Open** button

## Organizing the My Content folder

You can add your own images, objects and entire SMART Notebook pages to the Gallery, or save your favorite items to an accessible location using the My Content folder. My Content is a Gallery collection reserved specifically for objects you have imported, captured or created. Save time and reduce extra work by adding templates or tools that you use on a regular basis, such as your school logo or a lesson template, to your My Content folder.

### Adding items to the My Content folder

Drag the item from the work area, the Page Sorter or the Gallery to the My Content folder in the Gallery.

To import additional files from your computer, including pictures you have taken with a digital camera or downloaded from the Internet:

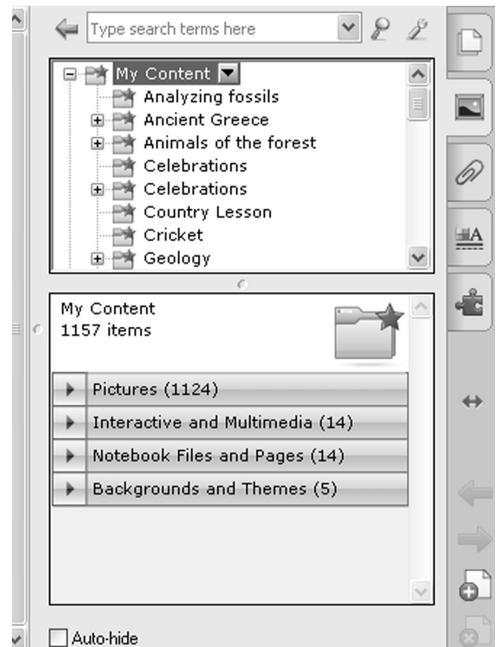
- 1 Select the **Gallery Actions** icon to the right of the Search button
- 2 Select **Add Other Files to My Content** to launch the *Add to My Content...* dialog box
- 3 Browse to and select the file you would like to add
- 4 Click the **Open** button. Your file will appear as a thumbnail in the My Content area of the Gallery.

### Organizing your content

Within the My Content folder, you can create your own folders and subfolders. Organize your Gallery content any way you like.

To add a subfolder to My Content:

- 1 Select the **My Content** menu arrow or a subfolder menu arrow
- 2 Select **New Folder**. A new folder will appear.
- 3 Type a name for this folder



*Create subfolders within My Content to organize learning objects according to grade or class.*

## Adding keywords to objects in the My Content category

The search function in the Gallery works by scanning keywords associated with each Gallery item. When you add an item to the My Content category, you can associate keywords with the item so it appears in future search results.

To add keywords to a My Content item:

- 1 Click the item's thumbnail
- 2 Click the drop-down menu arrow
- 3 Select **Properties** to launch the *Gallery Item Properties* dialog box
- 4 Type the keywords you would like associated with the item. For example, you could type *editing* and *symbol* if the Gallery item is an editing symbol you frequently use.
- 5 Click **OK**

## Exporting a Gallery Collection

Importing and exporting collection files enables you to share custom folders. When you export a collection file, SMART Notebook saves the contents of the selected folder to a single file with a .gallery extension. After you create a collection file, you can move it to another computer or send it to other SMART Notebook users.

To export a Gallery collection:

- 1 Select the folder that contains the items you want to save in a collection

**NOTE:** SMART Notebook exports the selected folder but doesn't export any of its subfolders.

- 2 Click the folder's menu arrow, and then select **Export as Collection File**. The *Save As* dialog box appears.
- 3 Browse to the folder where you want to save the collection file
- 4 Type a name for the file in the **File name** box
- 5 Click **Save**

## **Review: Structuring and organizing lessons**

**1** List two ways to use links to improve the structure and organization of a lesson activity.

**2** How do you move a page from one group to another?

**3** Name three ways you can attach items to a SMART Notebook file.

**4** Why would you add a keyword to an item in the My Content folder?

## Review: Structuring and organizing lessons

1 List two ways to use links to improve the structure and organization of a lesson activity.

- *Link an object to another SMART Notebook page, eliminating the need to use the Page Sorter*
- *Link an object to an attached file to eliminate the need to open the Attachments tab*

2 How do you move a page from one group to another?

*Open the Page Sorter, click the **Groups** button and select **Edit groups**. To move a page to a different group, simply drag the thumbnail image for the SMART Notebook page to the desired location.*

3 Name three ways you can attach items to a SMART Notebook file.

*You can add attachments as files, shortcuts to files or file aliases, and Internet links.*

4 Why would you add a keyword to an item in the My Content folder?

*You can add keywords to items in the My Content folder so that they can be located using the Search function in the Gallery.*

# Adding style to lesson activities

How can I create professional-looking lesson activities?

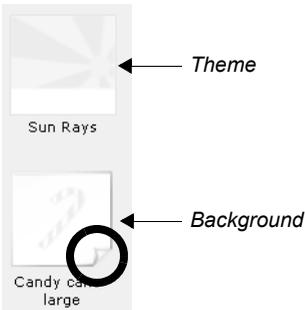
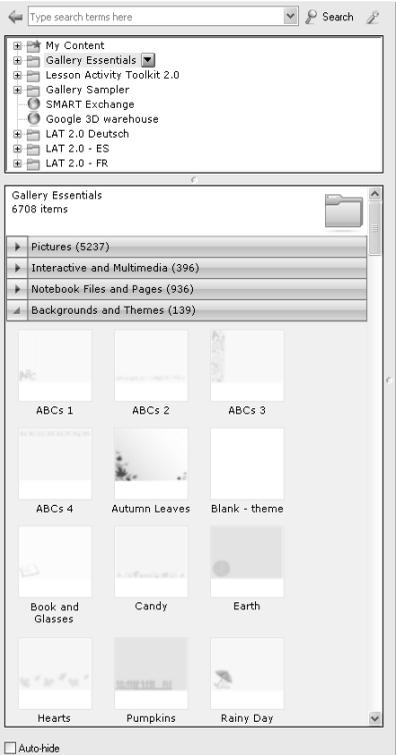
*SMART Notebook software includes many features that enable you to create lesson activities with a professional look. Themes, alignment tools and tables will enable you to create visually appealing SMART Notebook files.*

# Inserting a theme

You can use themes to apply a consistent style to pages or groups of pages in a SMART Notebook file. The Gallery includes predefined themes, and you can also create your own. To apply an existing theme to a SMART Notebook page or a group of pages:

- 1 Open the **Gallery** tab
- 2 Select **Backgrounds and Themes**. The Gallery displays thumbnails of the available themes.
- 3 Select the thumbnail of the theme you want to apply
- 4 Click the thumbnail's menu arrow and select **Insert in Notebook**. The *Insert Theme* dialog box appears.
- 5 Select which pages you would like to apply the theme to
- 6 Click **OK**

**NOTE:** The main difference between a theme and a background is that themes control the formatting of any typed text you add to the page. Another difference is that backgrounds can only be applied to single pages, whereas themes can be applied to multiple pages. You can identify a background by the folded bottom corner of the page thumbnail.



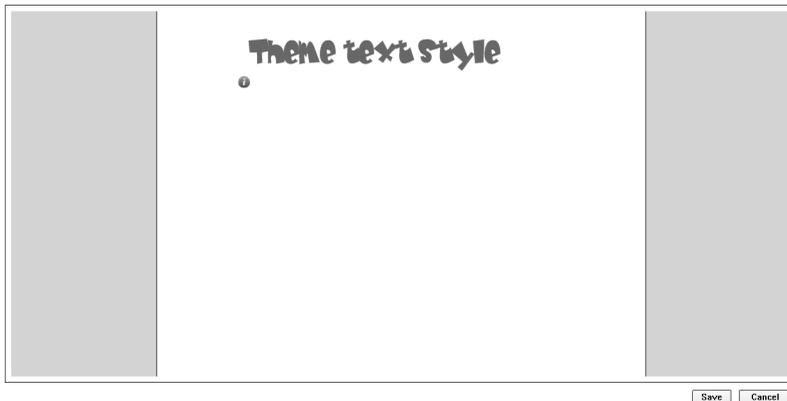
# Creating and editing a theme

You can create a theme to meet your unique needs.

To create a new theme:

- 1 Select **Format > Themes > Create Theme**
- 2 Type a name for the theme in the **Theme name** box
- 3 Select the text object that appears in the work area, and modify the text to your desired default text style for the theme. This text object will not appear in the completed theme.
- 4 Modify the work area to reflect your new theme. You may need to scroll down to set up the entire SMART Notebook page.
- 5 Click **Save**

Theme name:



*Add objects to the work area as if it were a SMART Notebook page. You can set a default font by modifying the text object that appears in the work area. When finished, click the **Save** button.*

**NOTE:** If you don't want your custom theme to include a particular text style (font style and size), delete the text object that appears in the work area.

## Deleting a theme

To delete a theme, right-click (Control-click) the work area and select **Delete Theme**. The theme will be deleted from every page it was applied to. To remove a theme from a single page only, apply a blank theme to that page.

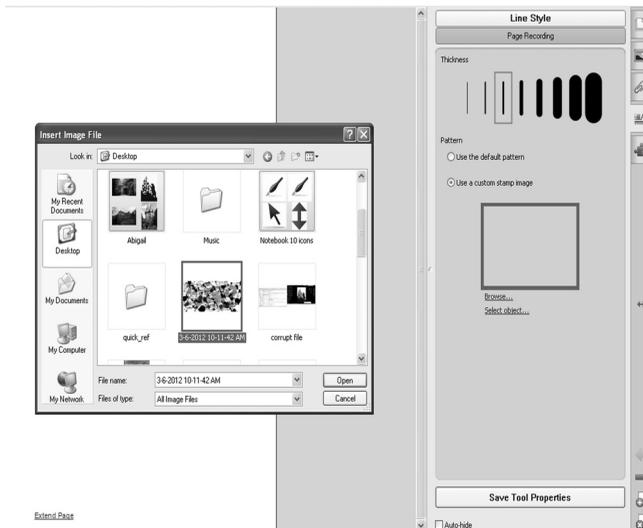
# Creating custom pen styles

By creating your own custom pen styles, you can highlight lesson material and draw students' attention. It's another way to add style to your lesson activities.

SMART Notebook software includes eight Creative pen styles. In addition to these styles, you can create your own using pictures or objects on the currently selected page.

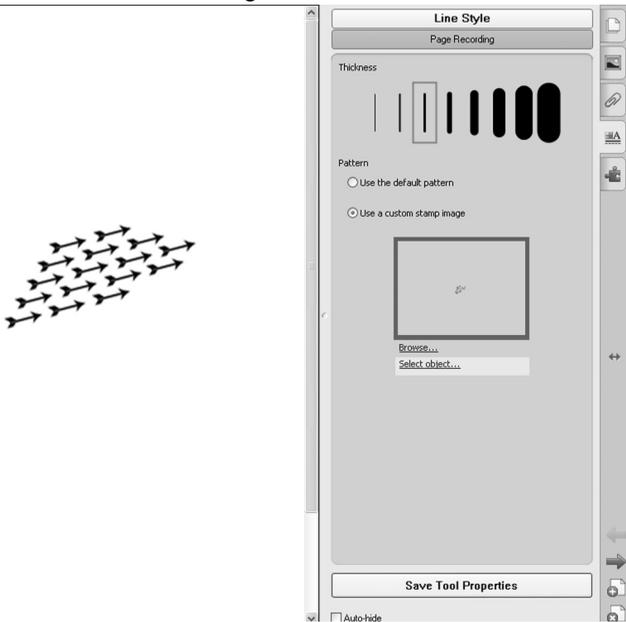
To create a custom Creative pen using a picture:

- 1 Click **Pens**. The Pens tool *Contextual* panel appears.
- 2 Click **Pen Types**, and then select the **Creative Pen**
- 3 Select a line type
- 4 If the Properties tab isn't visible, click **Properties**
- 5 Click **Line Style**
- 6 Select **Use a custom stamp image**
- 7 Click **Browse**. The *Insert Image File* dialog box appears.
- 8 Browse to and select the picture you want to use for the Creative pen style
- 9 Click **Open**
- 10 Write or draw on the work area



To create a custom Creative pen using an object:

- 1 Click **Pens**. The Pens tool *Contextual* panel appears.
- 2 Click **Pen Types**, and then select the **Creative Pen**
- 3 If the Properties tab isn't visible, click **Properties**
- 4 Click **Line Style**
- 5 Select **Use a custom stamp image**
- 6 Click **Select object**, and then select an object on the page
- 7 Write or draw in digital ink on the work area



**TIP:** To resume using the default line type, select **Use the default pattern**. If you want to save your custom Creative pen style for future use, click **Save Tool Properties**.

To enable fading ink:

- 1 Click **Pens**. The Pens tool contextual panel appears.
- 2 Click **Pen Types**, and then select **Pen**
- 3 Select a line type
- 4 If the Properties tab isn't visible, click **Properties**
- 5 Click **Fill Effects**
- 6 Select the **Enable ink to fade after you write it** check box, and then select the number of seconds between the time you write or draw the digital ink and the time it fades in the *Fade time* drop-down list
- 7 Write or draw in digital ink on the work area

# Creating and using tables

To insert a table:

- 1 Click the **Table** button or select **Insert > Table**. An eight-by-eight grid appears.
- 2 Select the number of columns and rows that you would like to include in the table by dragging over the cells in the grid
- 3 The table appears on the SMART Notebook page

## Moving and resizing tables

*Click and drag this handle to move the table.*

Tool	Use
Magic pen	To easily create a spotlight, magnifier or fading object when presenting
Shape pen	To convert free-hand shapes into proper shapes

*Click and drag this handle to resize the table.*

To move a table on the SMART Notebook page or onto another page, select it. A square handle appears in the table's upper-left corner. Use this handle to drag the table to the desired location, or click anywhere on the table's selection rectangle.

To resize a table, select the table and click the resize handle in the lower-right corner of the table. Drag the handle to increase or reduce the size of the table.

## Resizing columns and rows

You can resize rows and columns by clicking the table lines and dragging to adjust them to the preferred size.

For example, to expand the width of the first column, click the vertical line to the right of the column. A double-headed arrow appears. Drag the vertical line to the right to create a wider column.

You can use this method to alter the size of any row or column, but you are limited by the height and width of the table. If you would like to increase the height or width of the table, drag its outer edge to the desired height or width.

Tool	Use
Magic pen	To easily create a spotlight, magnifier or fading object when presenting
Shape pen	To convert free-hand shapes into proper shapes

*To adjust column width, click on the line and drag it.*

## Inserting or removing columns, rows or cells

After creating your table, you can customize it by inserting or removing columns, rows or cells. To add a new column or row, select a column or row, right-click (Control-click), or open the drop-down menu, and select **Insert Column** or **Insert Row**. New columns will appear to the right of the selected column. New rows will appear below the selected row.

To remove a column or row, select it, right-click (Control-click), or open the drop-down menu, and select **Delete Column** or **Delete Row**. The currently selected row(s) or column(s) will be deleted.

You can also delete an individual cell or group of cells from a table. This can be useful when creating a crossword puzzle. To delete unnecessary cells, select the cell(s) you would like to delete, right-click (Control-click) or open the drop-down menu and select **Remove Cells**.

## Adding text and objects to tables

Once you've created your table, you can add text and objects, including freehand objects, geometric shapes, straight lines and graphic files to the table cells simply by dragging and dropping. To add text to a table cell, double-click it. A text box appears. To add an object to a table, select the object and drag it to the destination cell. To remove an object from a table, select it and drag it out of the table.

**TIP:** Each cell can contain only one object. If you would like to add multiple objects to a cell, for example, an image and a text descriptor of the image, group the objects before adding them to the table.

## Changing the properties of tables or cells

You can select a table, a column, a row, an individual cell or a selection of cells. After you've selected a table or a part of a table, you can modify the properties of the selected area.

Selecting a table is easy using the marquee select method. Use the select tool, and drag a rectangle that encompasses the entire table.

To select cells, rows or columns, click inside the table area and drag over the cells you want to select.

## More table tips and tricks

To expand your skills, experiment with these table features.

### Splitting or merging table cells on a SMART Notebook page

To further customize the appearance of your table, you can split and merge cells. To split a cell means to turn one cell into two or more cells within the same area. SMART Notebook software provides several options for splitting cells, including *Split into 2x2*, *Split into 3 rows* and others.

To merge a cell means to turn two or more cells into one cell that then occupies the same area as the individual cells occupied. To merge cells, select the cells, right-click (Control-click), or open the drop-down menu, and select **Merge**.

## Adding cell shades

Cell shades are similar to a Screen Shade, but they cover and reveal the contents of individual cells within a table. Cell shades enable you to reveal the table content at a pace appropriate to the lesson. You can add a cell shade to an individual cell, a group of cells such as a row or column, or an entire table.

To add a shade to a cell, multiple cells or an entire table, select the cell(s). Right-click (Control-click), or open the drop-down menu, and select **Add cell shade**.

To remove a shade from a cell, multiple cells or an entire table, select the cell(s), right-click (Control-click), or open the drop-down menu, and select **Remove cell shade**.

To reveal the contents of a cell, click once on the cell shade. To replace the cell shade, click the cell shade triangle in the cell's top-left corner.

Tool	Use
Magic pen	
Shape pen	

*The answers are hidden using cell shades. To reveal the contents, click once on the cell shade.*

## Review: Adding style to lesson activities

- 1 What are two options you can use to create custom Creative pens?
- 2 How do you move a table?
- 3 What's the difference between a theme and a background?

## Review: Adding style to lesson activities

**1** What are two options you can use to create custom Creative pens?

- *Object*
- *Image*

**2** How do you move a table?

*To move a table on the SMART Notebook page or onto another page, select it. A square handle appears in the table's upper-left corner. Use this handle to drag the table to the desired location.*

**3** What's the difference between a theme and a background?

*A theme controls the formatting of typed text on the page. A background does not.*

# Building interactive lesson activities

How can I take advantage of the interactive features in SMART Notebook software in my lesson activities?

*SMART Notebook software includes many tools and features that enable you to make engaging and interactive lesson activities. Bringing students up to the interactive whiteboard provides them with a memorable hands-on experience.*

## Adding interactivity to lessons

Using an interactive whiteboard for a lesson adds a new level of interactivity, creating a stimulating and engaging learning environment. Design lessons that will bring students up to the interactive whiteboard to engage with lesson content directly.

We'll look at a few features of SMART Notebook software that will enable you to easily create more complex activities that appeal to a variety of learning preferences.

What lesson activities have you designed that bring students up to the interactive whiteboard? What have your peers created? use the table below to record your ideas.

### Interactive whiteboard lesson activities

--

# Using the Lesson Activity Toolkit

The Lesson Activity Toolkit contains several interactive resources that will keep your students engaged and make learning fun.



## Games and activities

The table below lists only some of the resources available in the Lesson Activity Toolkit, so be sure to browse through the folders to find additional activities and games that work for you. The Examples folders can help you think of some creative ways to use these resources.

Activities	Games
Category sort	Board games
Keyword or image match	Crossword
Multiple choice	Deck of cards
Sentence arrange	Dice
Tiles	Dominos
Timeline reveal	Sudoku

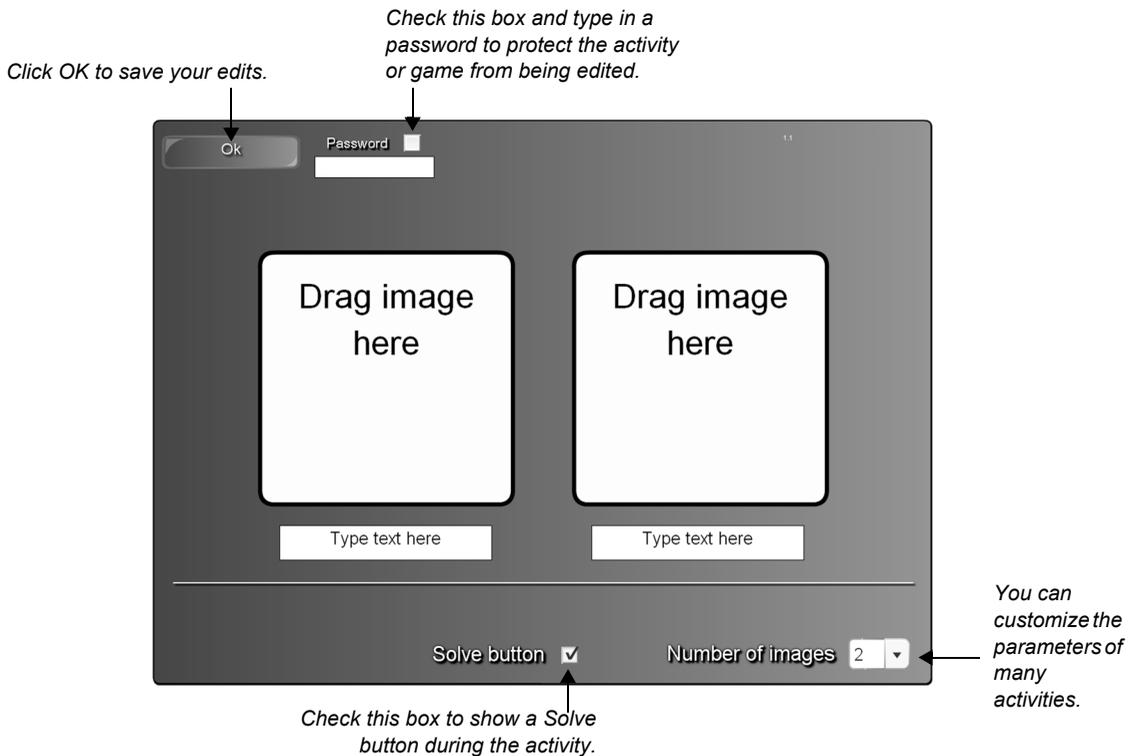
To add an item from the Lesson Activity Toolkit to your lesson, select a thumbnail image and drag it onto the work area.

## Editing an activity or game

Most interactive activity and game templates have an **Edit** button that enables you to customize the activity or game, and a **Help** button that displays detailed instructions for building and using it. Click **Edit** to get started. Fill in the blanks and make any selections required to set up the activity or game.

When editing the activities, games and tools, you can add text by typing in the text fields, or by dragging text from the SMART Notebook page, word processing software, a web page or other software program, into the text fields. For example, when creating a multiple choice activity, you can drag both the questions and answers from an existing quiz in a word processing document.

To ensure that others cannot edit your activity or game, check the **Password** box and set a password. This prevents participants from accidentally accessing the edit area of the activity during class.



## Editing lesson pages

The Lesson Pages collection in the Pages folder of the Lesson Activity Toolkit is another great starting place for interactive lesson activities.

Many of these pages function similarly to those in the Activities folder. However, because they are constructed from SMART Notebook objects, you have more control over their appearance and functionality.

To add a lesson page template to your lesson, drag it onto any page in the SMART Notebook file, then fill out the page to suit your lesson activity. Double-click the default text to edit it.

Complete the venn diagram.

Label

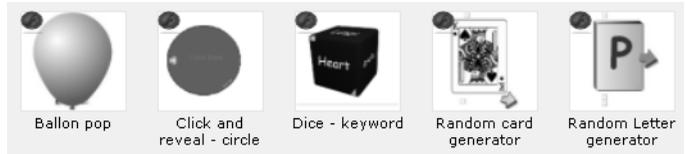
Category

Category

*Venn diagram example of a SMART Notebook lesson page template*

## Using interactive tools

The Tools folder contains several useful tools, including random number, letter, card and domino generators, image and keyword dice, a voting tool, information buttons and word generators, scrolling text bars and many others, that you can use to add interactivity to your lesson activities. The tools in the Examples folder can help you generate ideas.



When editing the tools, you can add text by typing in a text field, or by dragging text from the SMART Notebook page into a text field.

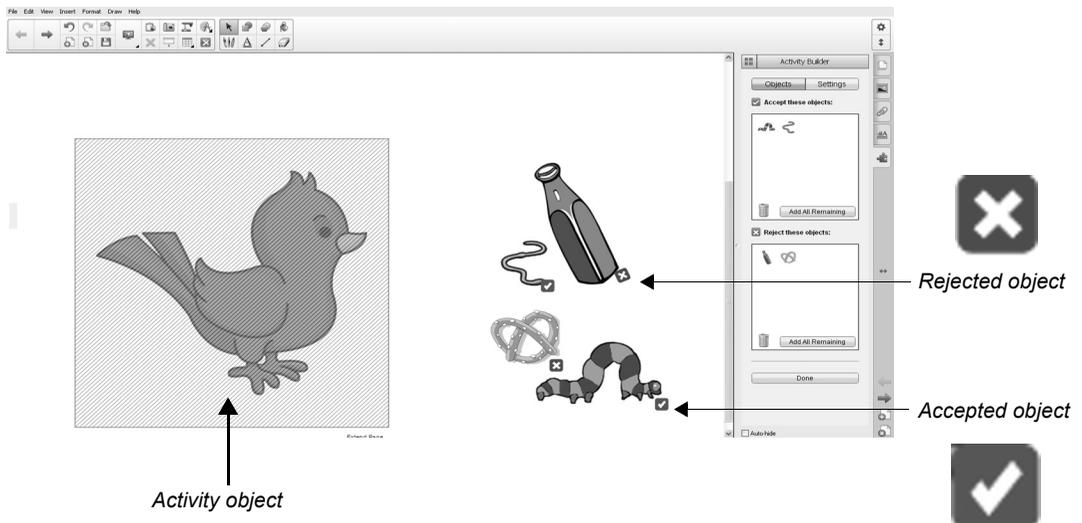
# Using the Activity Builder

The Activity Builder is located in the Add-ons tab. It enables you to create matching, sorting, and labeling activities using your own content.

Using the Activity Builder, you define one object on the page as the activity object. You then define which objects on the page will be accepted and which will be rejected when you drag them over the activity object.

To create a matching lesson activity:

- 1 Create the object you want to use as the activity object and the objects you want to accept or reject
- 2 Open the **Add-ons** tab, and then click **Activity Builder**
- 3 Select the object you want to use as the activity object, and then click **Edit**

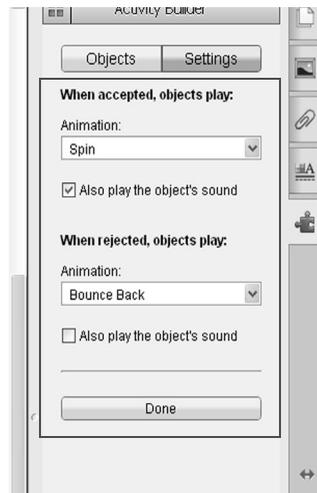


- 4 Drag the objects you want to accept to the *Accept these objects* list. A green check mark appears beside the objects you select to accept.
- 5 Drag the objects you want to reject to the *Reject these objects* list. A red X appears beside objects you select to reject.
- 6 Click **Done**

**TIP:** To remove an object from a list, drag it to the trash can icon.

To change a matching lesson activity's settings:

- 1 Open the **Add-ons** tab
- 2 Select the activity object, and then press **Edit**
- 3 Press **Settings**
- 4 Select the desired animation for accepted objects in the first **Animation** drop-down menu
- 5 Optionally, select the **Also play the object's sound** check box to play sounds attached to accepted objects when they're dragged over the activity object
- 6 Select the desired animation for rejected objects in the first **Animation** drop-down menu
- 7 Optionally, select the **Also play the object's sound** check box to play sounds attached to rejected objects when they're dragged over the activity object
- 8 Click **Done**



*You can use the settings area to customize the way accepted and rejected objects behave.*

**TIP:** If you don't know which object on the page is the activity object, click **Identify**. Blue diagonal lines appear for three seconds over any activity objects on the page.

To remove a matching lesson activity:

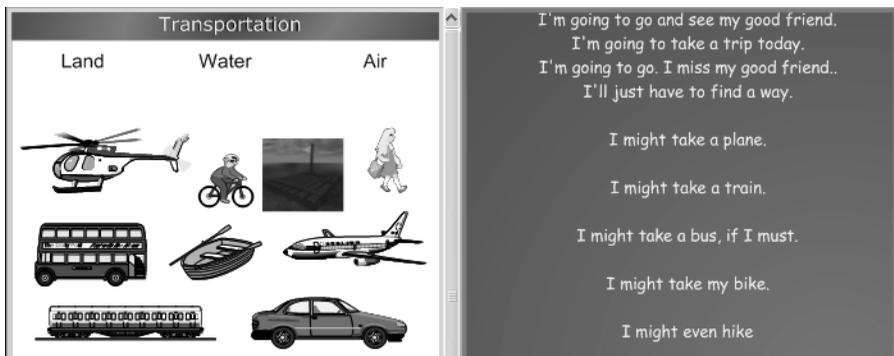
- 1 Open the **Add-ons** tab and click **Activity Builder**
- 2 Select the activity object, and then click **Clear Properties**

## Dual Page Display and Pin Page

In some lesson activities, you may want to display two pages side by side. For example, you may want to display new vocabulary words on one page and an activity on another page, or steps to solving a math problem on one page and a math question for students to complete on another. You can display both these pages at once using Dual Page Display. You can draw, make notes, import files and add links on either page just as you would on a single page, and even move objects between the two pages.

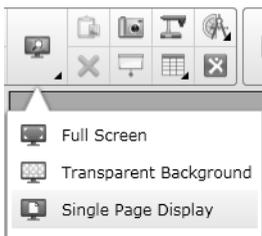
### Dual Page Display

To use Dual Page Display, click the **View Screens** button on the SMART Notebook toolbar, and then select **Dual Page Display**, or select **View > Zoom > Dual Page Display**. The work area will be split into two panes showing two consecutive SMART Notebook pages.



*Dual Page Display enables two SMART Notebook pages to be displayed at the same time.*

To close Dual Page Display, press **View Screens** on the SMART Notebook toolbar, and then select **Single Page Display**, or select **View > Zoom > Single Page Display**.

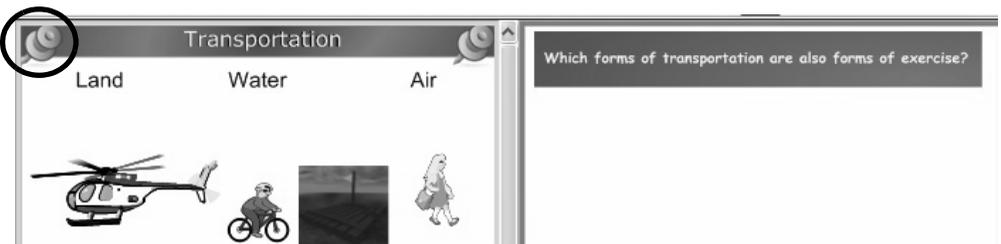


## Pin Page

When working in Dual Page Display, the Pin Page feature enables you to lock a page in place on one pane while still using the other pane to navigate through your SMART Notebook pages. For example, when introducing new vocabulary, you may want to keep a vocabulary list displayed on one pane, and display various activities in the other pane. This approach enables students to refer to the new terminology or drag the vocabulary words onto the activity pages as needed.

To pin a page, navigate to the page you want to pin – in this scenario, the vocabulary list – and select **View > Zoom > Pin Page**. Thumbtack icons appear in the top corners of the pinned page. When you click the **Next Page** button, only one of the two displayed pages – the one without the thumbtack icons – will change. You can unpin the page by following the same steps.

*The pin icons indicate that this page will remain stationary when you advance to the next page.*



# Strategic activity building

SMART Notebook software enables teachers to use a variety of techniques to build interactive lesson activities for their students.

When building interactive activities, it's important to engage your students' higher levels of thinking. Plan to integrate interactive activities contextually into your lesson. Strategically build the activities to function as assessments, or to work as tasks that meet lesson outcomes.

For example, using linking, you could create a choose-your-own-adventure style lesson activity for students, which would encompass the knowledge, comprehension, application and analysis levels of Bloom's taxonomy.

The activity consists of four sequential screens:

- Screen 1:** Titled "Activity: The 500". It contains congratulatory text: "Congratulations! You've all been chosen to become part of the 500. To take office, move to the left side of the classroom. You are now a lawmaker for ancient Athens...or are you? Click the buttons to find out if you've made the cut." A "Begin the activity" button is present, along with a cartoon character.
- Screen 2:** Titled "Activity: The 500". It asks, "You're 18 years old, right?" with "Yes" and "No" buttons. A background image of ancient Athens is shown.
- Screen 3:** Titled "Activity: The 500". It instructs: "Stay on the left side of the classroom, and take your seat in office as an official lawmaker of ancient Athens." Below is a scroll of text: "In ancient Athens, only adult men who had gone through their citizenship training were eligible to become citizens." A "Next" button is at the bottom.
- Screen 4:** Titled "Activity: The 500". It instructs: "Take five minutes to discuss these questions with the person sitting next to you. Record your answers in complete sentences." It lists five discussion questions:
  - Were you a citizen?
  - If you weren't a citizen, why were you disqualified? Was it justifiably?
  - How did being or not being a citizen make you feel?
  - If you weren't a citizen, would you want to be a citizen?
  - Citizens, would you want to be non-citizens?
  - Non-citizens, how did you feel about citizens having the power to make laws that you had to follow?
 A cartoon character is in the bottom right corner.

However, you could engage students' higher level thinking, moving into the synthesis and evaluation levels of Bloom's taxonomy, by having them create their own activities based on a series of curricular objectives.



## **Review: Building interactive lesson activities**

**1** How do you enable Dual Page Display?

**2** Where is the Activity Builder located?

**3** Explain two ways to add text to an interactive activity, game or tool from the Lesson Activity Toolkit.

## Review: Building interactive lesson activities

1 How do you enable Dual Page Display?

*Click the **Dual Page Display** button on the toolbar or select **View > Zoom > Dual Page Display**.*

2 Where is the Activity Builder located?

*The Activity Builder is located in the **Add-ons** tab.*

3 Explain two ways to add text to an interactive activity, game or tool from the Lesson Activity Toolkit.

*You can add text by typing into the text fields, or by dragging and dropping text from the SMART Notebook page, word processing software, a web page or other software program.*

# Integrating rich media into lesson activities

How can rich media add value to my lesson activities?

*Rich media files and tools appeal to a variety of learning styles, can add interactivity to a lesson and can save you time.*

# Integrating rich media into lesson activities

There are many ways that you can take advantage of various types of rich media when creating lesson activities with SMART Notebook software and a SMART Board interactive whiteboard.

## Attaching sound to objects

The sound capabilities of SMART Notebook software are an ideal tool for teaching language skills and will also appeal to auditory learners. Attaching an audio clip to an image enables students to see a word and hear it pronounced at the same time. You can also attach longer sound files, including sound effects, songs and conversations that students can listen to, repeat and discuss.

To attach a sound file to an object:

- 1 Select the object you would like to attach a sound file to
- 2 Select **Sound** from the object's drop-down menu. The *Insert Sound* dialog box appears.
- 3 Type the name of the sound file to attach to the object, or click **Browse** to locate and select the sound file
- 4 Click the **Play** button if you would like to preview the sound to ensure it is the right file
- 5 Select whether you'd like to launch the sound by clicking a corner icon or the object itself
- 6 Click **OK**. The sound file is now associated with the object and saved as a part of the SMART Notebook file.



Select whether you would like the sound file to launch when you click the object (in this case the image of the bear) or the corner icon.



Click the sound icon to hear the word "bear."

## Recording sound

If you can't find the sound you need, it's easy to record one.

To record and attach a sound to an object:

- 1 Connect a microphone to your computer and turn it on
- 2 Select the object
- 3 Click the object's menu arrow, and then select **Sound**. The *Insert Sound* dialog box appears.
- 4 Click **Start Recording**
- 5 Record the sound using the microphone
- 6 Click **Stop Recording**
- 7 Type a name for the sound in the *Recording name* box
- 8 Optionally, click **Preview Recording** to hear the sound before adding it to the object
- 9 Select **Corner Icon** if you want to play the sound file when you click the icon in the object's lower-left corner.

OR

Select **Object** if you want to play the sound file when you click anywhere on the object.

- 10 Click **Attach Recording**. Your recording is attached.

# Animating objects

You can help your students retain information and ensure that they receive immediate feedback from lesson activities by using object animation. Animate an object to fly in from the side of the page, spin, fade in, shrink and more. Choose when the animation takes place, at what speed and for how long. You can add animation to a text object or any object created with the Shapes tool or a pen tool.

To animate an object:

- 1 Select the object you would like to animate
- 2 Open the **Properties** tab
- 3 Select the **Object Animation** tab
- 4 Using the drop-down lists provided, select the animation Type, Direction and Speed
- 5 Select the animation timing from the Occurs drop-down list. You can set the animation to take place when you enter the page or when you click the object.
- 6 Select the number of times the animation repeats from the drop-down list



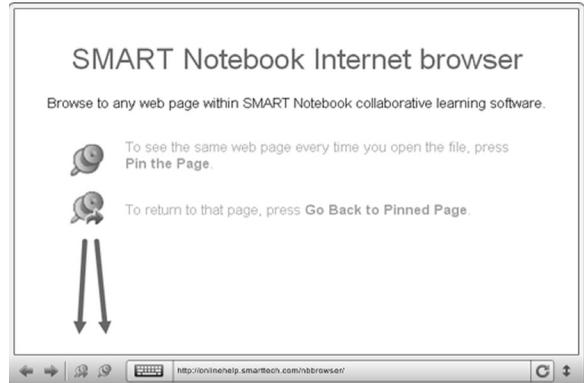
*Drop-down menus enable you to easily select and modify object animation properties.*

# Using an Internet browser in your lesson

A lot of teachers like to use websites to illustrate concepts, add context to lesson activities, or provide additional information. In SMART Notebook software, you can insert an Internet browser onto your work area to display a web page.

To insert an Internet browser:

- 1 Open the Insert menu in SMART Notebook software
- 2 Select **Internet Browser** from the drop-down menu. An Internet browser appears in the work area.
- 3 Double-click the address bar, type the address of the web page you want to browse to, and then click **Go**
- 4 Click the **Pin Page** button to pin the web page so that it appears in the Internet browser when you open the .notebook file



## TIPS:

- Select and drag text and images from a web page onto the SMART Notebook page. This is a great technique for teaching students how to collect and organize Internet research.
- Use the Internet browser to stream online videos
- Resize the Internet browser to maximize the viewable area of the page
- Insert multiple Internet browsers onto a page to compare websites to each other
- Draw, use SMART Notebook tools and use objects from the Gallery over any web content

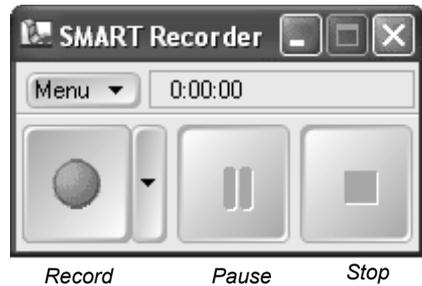
## Using SMART Recorder

With SMART Recorder, you can make a video recording of your lesson, no matter which applications you are using on the interactive whiteboard. If you have a microphone attached, you can also record your voice. For example, this feature enables you to record sample math problems, incorporating the use of the on-screen calculator or spreadsheet, then replay the file as a review for your students or for those who missed the lesson. Recordings can be played using Windows® Media® Player (available free from [windowsmedia.com/download](http://windowsmedia.com/download)). You can also use the SMART Recorder to record student work on the interactive whiteboard as a form of assessment.

SMART Recorder has a simple three-button interface that enables you to control the recording process.

To record actions on the SMART Notebook page:

- 1 Click the **Record** button. By default, SMART Recorder records the entire work area, although you can modify this setting.
- 2 Complete the actions you would like to record
- 3 Use the **Pause** and **Record** buttons throughout the recording as required
- 4 Click the **Stop** button to end the recording
- 5 You will be prompted to save the file. Select a location, name the file and click **Save**.
- 6 The *Recording Complete* dialog box appears, providing details of the recording, including file size and recording time
- 7 If you would like to immediately view your recording, check **Play Recording**. If you're using a Mac computer, check **Play Movie**.
- 8 Click **OK**



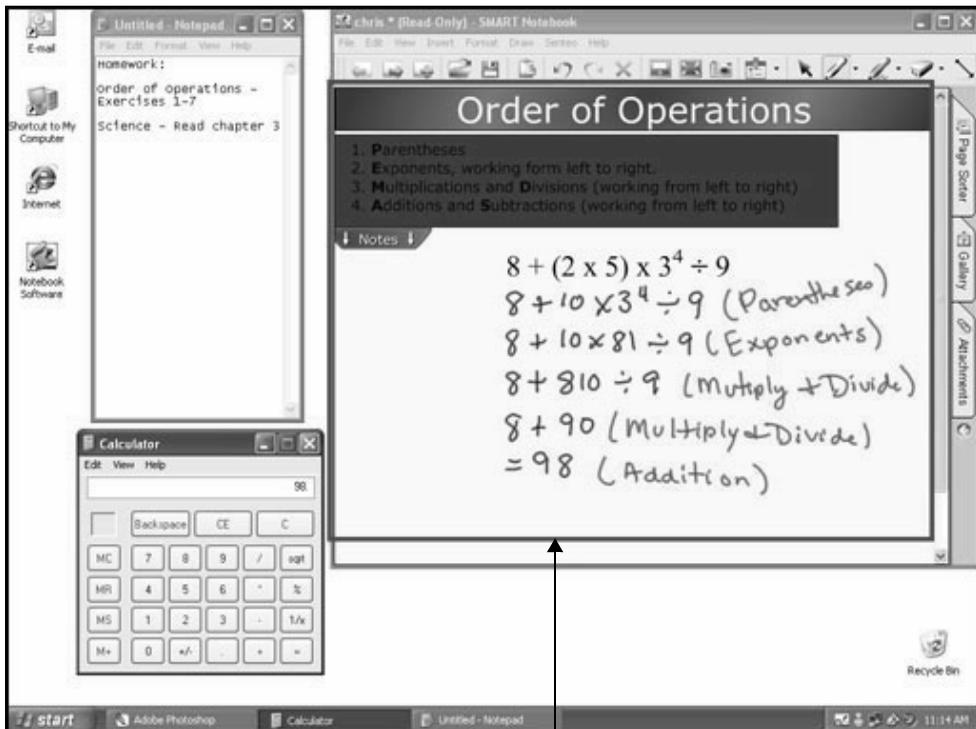
## Setting the recording area

SMART Recorder has three options for the recorded region of the work area. Selecting a smaller recording area will reduce the file size and can eliminate distractions from the recording, such as the taskbar or any applications that are open but not necessary for the lesson.

To specify the portion of your desktop that you would like to record, click the arrow beside the Record button, and select from the following three options:



- Record Desktop (Default) – Record the entire desktop
- Record Area – Select the area of the screen you would like to record
- Record Window – Choose a window that you would like to record



Record Area has been selected. Therefore, only the area within the red border will be recorded. This will eliminate distractions such as the Calculator, Notepad and desktop icons.

## SMART Recorder menu

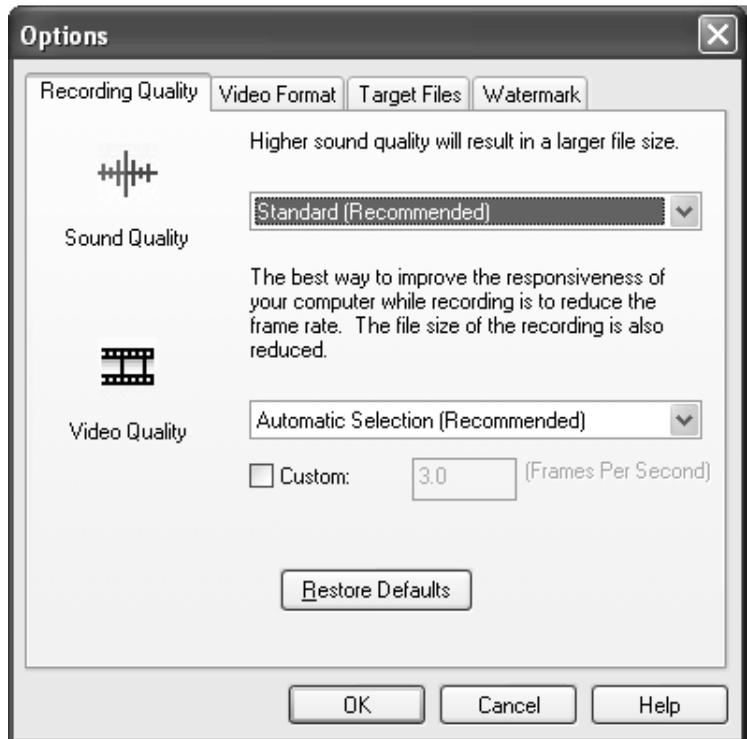
The SMART Recorder menu button provides access to several options and settings that you can modify to make SMART Recorder work best for you. To access these settings, select **Options** from the Recorder menu to launch the *Options* dialog box.

The **Recording Quality** tab enables you to adjust the quality levels of the sound and video recorded, which also has an impact on file size. For example, you can change the number of frames per second you record. Movies recorded at a low frame rate have a smaller file size than those with a higher frame rate, but the visual quality of the movie is reduced.

The **Video Format** tab enables you to choose a file format to save your movie. The Windows Media Video Files option creates a file that can be viewed with Windows Media Player. The SMART Recorder Video option creates a more compressed file, resulting in a smaller file size. This file can be viewed only if SMART Board software is installed on the computer playing the video.

Select the **Target Files** tab to change where your Recorder files are saved on your computer.

The **Watermark** tab enables you to add an image or text watermark to your recording, which would be visible anytime the file is played. You could use this feature to include course or unit titles, the date of the lesson or your school's logo. You can adjust the placement of the watermark on the recording, and the font size, style and transparency of the watermark. You can also set a standard watermark to use each time you create a recording or select *Turn off watermark when SMART Recorder closes* to revert to using no watermark.





## Review: Integrating rich media into lesson activities

### 1 How do you attach a sound file to an object?

*Select the object you would like to attach a sound file to and select **Sound** from its drop-down menu. The Insert Sound dialog box appears. Click **Browse** to locate and select the sound file. Select whether you'd like to launch the sound by clicking a corner icon or the object, and click **OK**.*

*If you're using a Mac computer, select the object that you would like to attach a sound file to and select **Sound** from its drop-down menu. A dialog box appears. Click **Choose File...** to locate and select the sound file. Select whether you'd like to launch the sound by clicking a corner icon or the object, and click **Attach Sound**.*

### 2 What settings can you change to reduce the file size of a SMART Recorder recording?

*Changing the recording area, file type and recording quality will reduce the file size.*

### 3 What are some creative ways to use an Internet browser in your classroom?

*There are many creative ways to use an Internet browser. Some ideas include:*

- *Displaying guiding questions and collecting information when modeling a research or inquiry project*
- *Viewing an online video*
- *Integrating the Internet browser into the lesson by adding content and using objects from the Gallery to interact with it*
- *Embedding learning games, maps, simulations and other Internet-specific content into the context of the lesson*
- *Using multiple Internet browsers to compare and contrast content*
- *Using the integrated Internet browser to keep a routinely-used file dynamic and current. Display daily items like current events, weather, words-of-the-day or quotes.*

# Lesson development in SMART Notebook software

How can SMART Notebook software help me to arrange my curriculum into interesting and effective lessons?

*Integrate the tools and features covered in this workbook to complete the lesson or presentation file you've been working on throughout the day.*



# Lesson development in SMART Notebook software

Complete the lesson activity or presentation file you've been creating. Ensure that your lesson or presentation file includes:

- A title page
- At least four pages
- Only copyright-clear resources (such as those from the Gallery or the SMART Exchange website)
- Answers for the lesson activity

When developing the lesson activity, try to include several of the skills you learned today:

## Structuring and organizing lessons

- Title pages
- Page groups
- Links
- Attachments
- My Content

## Adding style to lesson activities

- Themes
- Custom pen styles
- Tables

## Building interactive lesson activities

- Dual Page Display and Pin Page features
- The Activity Builder add-on
- Templates from the Lesson Activity Toolkit

## Integrating rich media into lesson activities

- Sound
- Object animations
- Internet browsers
- SMART Recorder



# Concluding activity: Presenting lessons

How can I enhance my presentation of lessons using SMART Notebook software?

*This section aims to enhance your delivery of interactive whiteboard lessons through presentation tips and hands-on practice using interactive presentation tools.*

## Concluding activity

In this course, you've learned how to make your lessons more effective by:

- Applying lesson design best practices
- Structuring and organizing your lessons effectively
- Adding style to increase the professionalism and clarity of lessons
- Building lesson activities that are interactive and engaging
- Integrating rich media into your lessons

To conclude this course, you'll learn some tips for presenting lessons effectively on an interactive whiteboard, and have a chance to practice presenting.

# Presentation tips for interactive whiteboard users

## Body positioning

Face your students as much as possible while manipulating the interactive whiteboard.

Keep your body position

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When you need to reach something on the other side of the interactive whiteboard,

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When writing on the interactive whiteboard,

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## Touch tips



The most effective hand position for moving or touching an object is

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This is because

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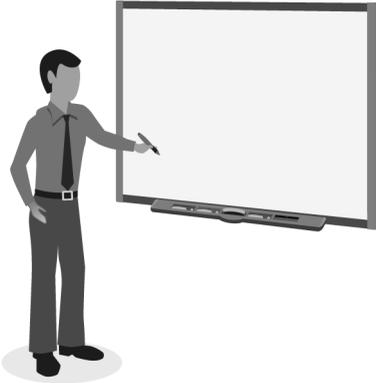
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**TIP:** Remember to orient your interactive whiteboard before every presentation to ensure an accurate reading of your touch.

## Writing tips

Writing on an interactive whiteboard involves a slightly different technique than writing on a conventional whiteboard or chalkboard. Like any skill, it takes practice. Note some tips to improve your annotations.




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### Manipulate the interactive whiteboard from the screen

One of the advantages of an interactive whiteboard is that you can instruct from the front of the room – near the projected image – and navigate your digital lesson while facing your students. If you have access to a SMART Board 800 series interactive whiteboard you can even use gestures to navigate your digital lessons. If you navigate your interactive whiteboard from the back of the room so that you can use a mouse, you are not using the technology effectively.

### Go ahead, mark up those documents

The interactive whiteboard is a great tool for highlighting and jotting notes on just about any type of application or document. So go ahead, use the tools as intended and mark up that electronic document. You can save your notes or delete them, it's up to you.

# Using interactive presentation tools

In SMART Notebook Training (Beginner and Intermediate), you were introduced to a number of tools that you can use when presenting lessons.

## Concluding activity

Independently or with a colleague, review the lesson or presentation file you worked on throughout the day. Using the list below as a guide, explain how you might use each tool when presenting a lesson.

Circle three interactive tools to use today if you're called upon to share your lesson with the group.

Interactive tools	Why/Where would I use this tool in my lesson delivery?
Circle to erase	
Creative Pen	
Dual Page Display	
Export	
Full Screen view	
Transparent Background view	
Handwriting recognition	
Highlighter	

Interactive tools	Why/Where would I use this tool in my lesson delivery?
Insert Blank Page	
Lesson Activity Toolkit tools	
My Content	
Page Recording	
Recognize Shape	
Internet browser	
Gestures (SMART Board 800 series interactive whiteboards)	

**NOTE:** A full list of gestures supported by SMART Board 800 series interactive whiteboards is included in the appendix of this learner workbook.



# Additional resources

## What's next?

*Many resources are available to help you take the use of your SMART hardware and software to the next level, including free training materials and a special online community for educators.*

## The SMART training and professional development web page

SMART's training and professional development web page hosts additional training resources and support, including free learning resources, online training sessions and self-paced courses to help you effectively use any SMART product.

Visit [smarttech.com/training](http://smarttech.com/training).

## The SMART Learning Space

The SMART Learning Space (SLS) is a virtual learning environment loaded with highly innovative interactive learning experiences that will enhance your ability to teach, support learning and improve student outcomes.

For more information, visit [learningspace.smarttech.com](http://learningspace.smarttech.com) and sign in or create a free account.

**TIP:** You can use the same e-mail address and password for both the SMART Exchange website and the SMART Learning Space. Signing in to one will keep you signed in to both.

### Teaching-centered learning

These high-impact lessons are designed by educators, for educators. You'll learn how to use SMART's interactive technology solutions to support your K–12 teaching strategies.

### Certification

Demonstrate your expertise by attaining a SMART certification and join this exclusive group of highly competent SMART users.

### On-site training

Whether you need product training, a program to develop your own trainers or comprehensive professional development planning, we'll come to your location.

### Training events

Our cost-effective, in-depth training sessions are held at scheduled times and locations across North America and around the world.

## Technical training

Are you responsible for installing or supporting SMART products? Learn about our various technical training opportunities.

## Distance learning

Don't have the time or budget to attend a face-to-face training event? Join us online for a multi-session interactive learning experience. You can choose the topic and length of your course, all you need is a computer and a telephone.

## Live online training

Get live online training in the form of free product overviews.

## Self-paced e-learning

Our library of engaging self-paced courses are available for you to complete any time, any place and at your own pace.



## The SMART support web page

SMART's support web page offers a variety of product support options. Visit SMART support to download software, find installation and user's guides, how-to and troubleshooting articles, solutions for your SMART product and answers to your questions. You can also use SMART support to contact technical support and to register your SMART product.

Visit [smarttech.com/support](http://smarttech.com/support).

# The SMART Exchange website

Explore the SMART Exchange website at [exchange.smarttech.com](http://exchange.smarttech.com) to find, preview and download over 50,000 classroom-ready resources that can be used with a variety of classroom technology products.

By joining this online community, you can quickly access subject-specific, standards-correlated content that can be modified to suit the needs of any classroom. You'll also be able to connect with colleagues locally or around the world to exchange lessons, ideas, insights and classroom success stories. Membership is free, so sign up today.

The screenshot shows the SMART Exchange website interface. At the top left is the SMART logo. The main header reads "SMART Exchange" with the tagline "Find Lesson Plans for Your SMART Board and Connect with Teachers". On the top right, it says "Fiona | Sign Out | United States". Below the header is a navigation bar with buttons for "Search", "Share a Resource", "Standards-Related Lessons", "Community", and "Training".

The main content area features a "Search All Resources" section with a search bar and the text "Lessons, images, web pages and more." To the right is a featured banner for "Engaging geometry lessons" from Macmillan, with the text "Help your students study geometry from all the right angles with this collection of lessons from publishers like Macmillan. Search the collection." and an image of a SMART board displaying a geometry lesson.

Below the search bar is a "Browse by:" section with three tabs: "Subject(s)", "Grade(s)", and "File Type". Under "Subject(s)", there are four columns of subjects: Art and Design, English Language Arts, ICT, Other; Citizenship, Geography, Mathematics, Science; Cross-curricular, Health and Physical Education, Modern Foreign Languages, Social Studies; and English as a Second Language, History, Music, Special Education.

At the bottom, there are two sections: "Top Downloads" and "Recently shared". "Top Downloads" includes: "Fraction Review SMART Notebook lesson", "Fractions SMART Table activity pack", "Telling Time (Clocks With Voices) SMART Notebook lesson", and "Telling Time SMART Notebook lesson". "Recently shared" includes: "Pentagon image" and "Scale Factor-Triangles image".

# Appendix

## **Features and functions of the SMART Board 800 series interactive whiteboard**

*Some SMART Notebook features are only available on the new SMART Board 800 series interactive whiteboards. This section references these features and functions so you can get started quickly with your SMART Board 800 series interactive whiteboard.*

## Using DViT<sup>®</sup> technology

The SMART Board 800 series interactive whiteboard uses DViT (Digital Vision Touch) technology. DViT technology uses four digital cameras to track objects that touch the interactive surface.

With DViT technology, the interactive whiteboard preserves a high-resolution, shadow-free image quality, offering the best mix of accuracy, speed, image quality and ease of use.

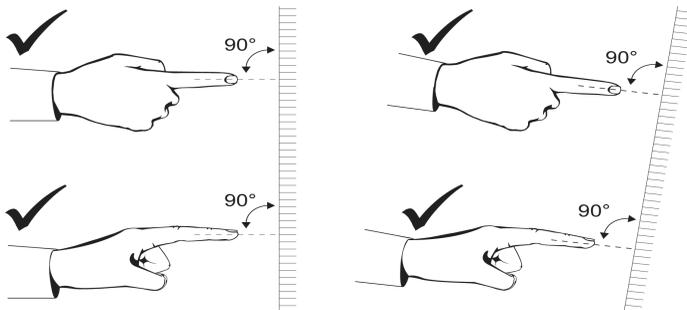
## Touch

The SMART Board 600 series interactive whiteboard, due to resistive technology, only recognizes touches with *intent*. The SMART Board 800 series interactive whiteboard, however, tracks visual rather than tactile input, which means that it recognizes even a light touch on the interactive surface as a touch with intent.

Gesture capabilities also set the 800 series apart. Gestures are touch-specific movements performed on the interactive surface to produce a specific effect such as rotating interactive content, zooming or panning. Due to the sensitivity of the digital cameras, the interactive whiteboard may recognize unintentional movements as gestures.

To achieve the best results when you use your SMART Board 800 series interactive whiteboard, ensure that you:

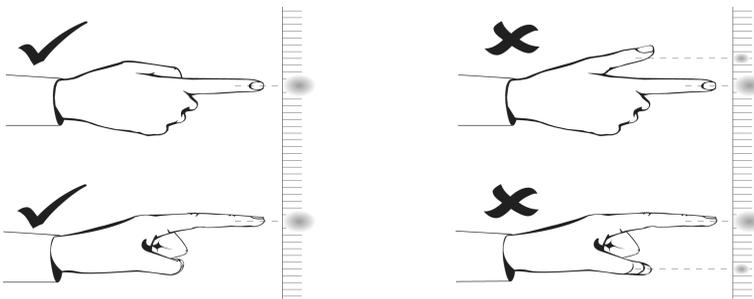
- Hold your fingers perpendicular to the interactive surface at the contact point



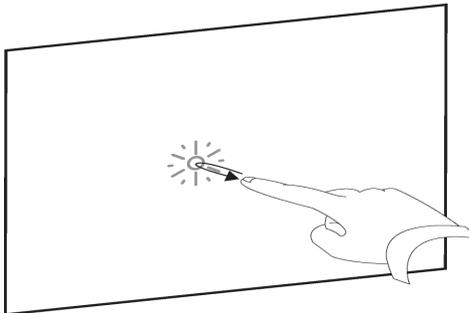
- Keep your other hand, elbows and loose clothing away from the interactive surface because they can generate unintentional commands



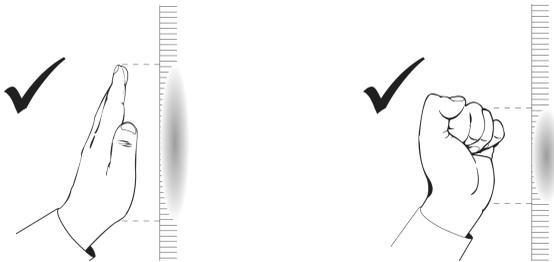
- Keep your thumb and other fingers away from the interactive surface because they can generate unintentional commands



- Quickly tap your finger on the interactive surface for *click* commands. Between presses, lift your finger away from the interactive surface so that your finger is out of the interactive whiteboard cameras' views.



- Use your flattened hand, your palm or the bottom of your fist for *erase* commands



- Use the wide surface of the pen tray's eraser for large areas, and use the smaller, angled surface for smaller areas. Don't use the edge of the eraser because this could be interpreted incorrectly.

## Writing and drawing

To write or draw on a SMART Board 800 series interactive whiteboard, you can use either your finger or the pen. Press a pen tray button to select a digital ink color before you begin writing. Once you've selected your color, press your finger or pen to the interactive surface to write or draw.

### The on-screen keyboard

Press the **Keyboard** button to open the on-screen keyboard.



### Right click

To make your next touch a right-click (Control-click), just press the **Right-click** button on the pen tray.



## Calligraphic Ink

Calligraphic Ink automatically smoothes the appearance of your writing and drawing.

**NOTE:** You only see the Calligraphic Ink button when you are connected to a SMART Board interactive whiteboard.



## Using touch recognition

A SMART Board 800 series interactive whiteboard recognizes three distinct touches. It differentiates between your finger and the pen to write and select, and your palm to erase. This means that you can pick up a pen and then write, select or erase without replacing the pen.

## Using object awareness

A SMART Board 800 series interactive whiteboard uses object awareness to recognize whether you're using your finger or the pen to write. To use object awareness, press a toolbar icon with your finger to write with your finger, or press a toolbar icon with the pen to write with the pen.

## Using the lockable pen option

If you want to interact with the interactive whiteboard using an object that isn't a pen or a finger, such as a tennis ball, pointer, or Koosh ball, you'll need to turn on the **lockable pen** option.

To turn on the **lockable pen** option, press and hold any pen color button until it flashes. This locks the interactive whiteboard into pen mode so you can use any tool as a pen, not just your finger or the pen tool. To turn off the **lockable pen** option, press another pen color button. The pen color button will stop flashing, and you can go back to using your pen, finger and palm.

## Dual users

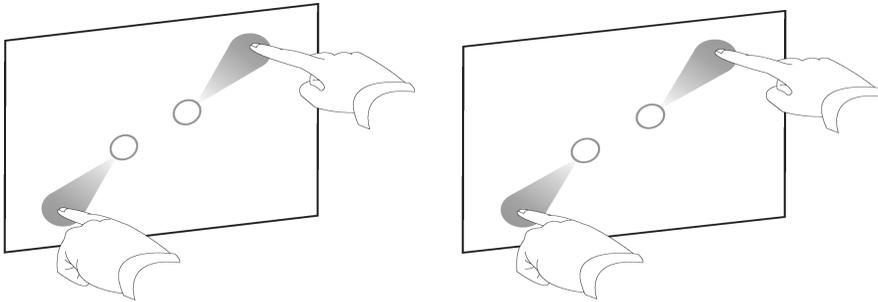
The SMART Board 800 series interactive whiteboard has dual-user capabilities, meaning that two people can write, draw and interact with the interactive whiteboard at the same time.

## Using gestures

Using gestures instead of menu commands makes your use of the SMART Board interactive whiteboard even more intuitive.

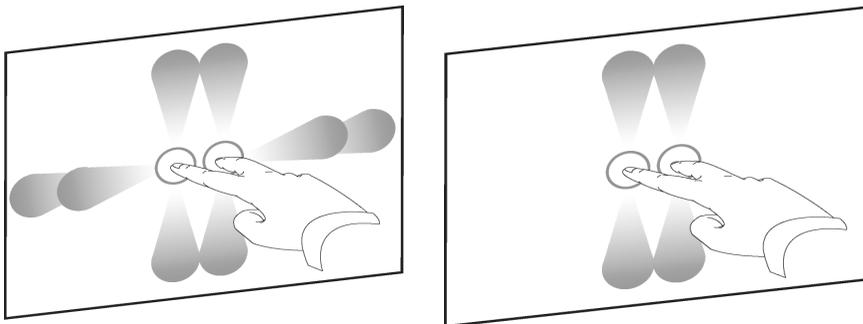
### Zoom

*Zoom* is a gesture that magnifies on-screen content. To zoom on an interactive whiteboard, place two fingers on the interactive surface and drag them in opposite directions.



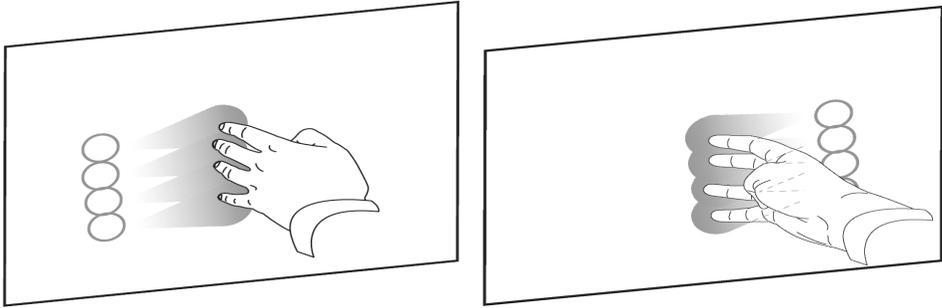
### Pan

*Pan* is a gesture that allows you to move the content in different directions on the screen. To pan on an interactive whiteboard, place two fingers on the interactive surface and move them in any direction at the same time.



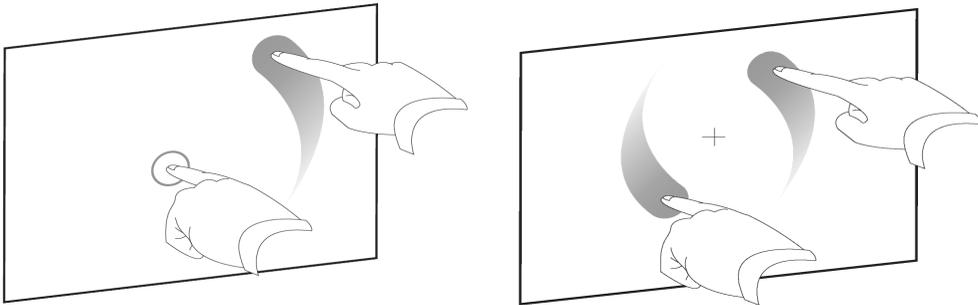
## Swipe

*Swipe* is a gesture that allows you to move from one SMART Notebook page to another. To swipe on an interactive whiteboard, drag four fingers quickly across the interactive surface.



## Rotate

*Rotate* is a gesture that allows you to turn an object. To rotate an object on an interactive whiteboard, press the object with two fingers and drag both fingers in the direction you want to turn the object. You can also rotate an object around its center.

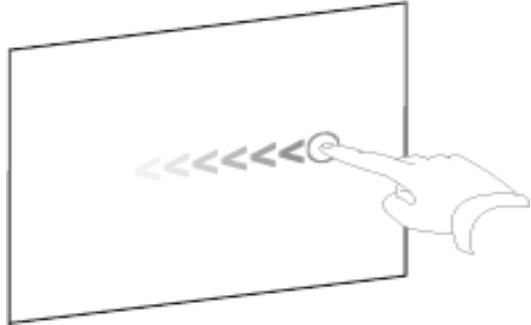
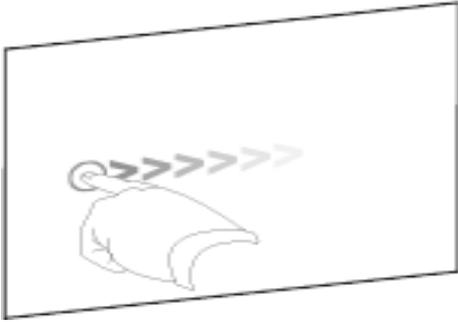


## Resize

*Resize* is a gesture that allows you to increase or decrease the size of an object. To resize an object in SMART Notebook software, press the object with two fingers and drag the fingers apart to enlarge. If you want to decrease the size of an object, press the object with two fingers and bring them closer together.

## Flick

*Flick* is a gesture that allows you to move an object in SMART Notebook software without having your finger on it – like a toss. To flick an object on an interactive whiteboard, press your finger on the object and move your finger swiftly in the direction you want to move the object. Remove your finger from the interactive surface as you complete the motion.



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## Contact

### SMART Technologies

Toll Free 1.888.42.SMART  
(U.S./Canada)  
or +1.403.245.0333

## Facebook

[facebook.com/SMARTClassrooms](https://facebook.com/SMARTClassrooms)

## Twitter

[twitter.com/SMART\\_Tech](https://twitter.com/SMART_Tech)

## Delivery formats

SMART's training options are designed to work for you. We offer a variety of formats that cater to different budgets, schedules and learning styles. Browse the information below to discover the training format that best serves your needs.

### Face to face

Whether you need product training or preparation for training others on SMART products, a SMART training specialist can help. We can come to you, or you can join us at one of our training events around the world.

### Distance education

Don't have the time or budget to attend a face-to-face training event? Join us online for a multi-session interactive learning experience. You can choose the topic and length of your course, all you need is a computer and a telephone.

### Self-paced e-learning

The SMART Learning Space is an online learning environment packed with innovative, interactive eLearning courses that you can complete at your own pace.



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