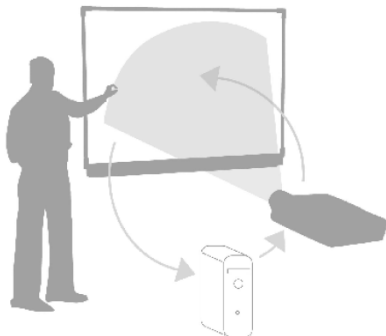


SMART Board Training

Module 1

Section 1: Connecting the Projector, Computer, and SMART Board

The SMART Board™ interactive whiteboard is touch sensitive and operates as part of a system that includes a computer and a projector.



- The computer sends an image of an application to the projector.
- The projector casts the image onto the interactive whiteboard.
- The interactive whiteboard acts as both the monitor and input device, allowing you to control any application by touching the screen.

It may help you to think of your interactive whiteboard the same way you think of your mouse or keyboard – it is an input device that enables you to control applications on your computer. Setup instructions depend on the model of SMART Board interactive whiteboard. See your Site Tech if you need assistance with set-up issues.

Section 2: Launching the NOTEBOOK Software

A SmartBoard can be used without ever opening the Smart NOTEBOOK software. However, the real power of the board comes when you operate within the software. To open NOTEBOOK software version 10.6, click on the Notebook icon on the Desktop.



You also can launch and access software tools from the TRAY ICON (blue circle similar to Desktop icon).



Starting the SMART Board Interactive Whiteboard

1. Ensure the interactive whiteboard and projector are connected to the computer.
2. Turn on the projector, then the computer. The interactive whiteboard draws power from the computer and will be activated automatically. The Ready Light, indicating the status of your interactive whiteboard, will be red while the SMART Board and the computer are establishing communication.

NOTE: Depending on the model of the SMART Board interactive whiteboard you are using, the Ready Light is either located on the right side of the SMART Pen Tray or the lower-right of the frame bezel.



Ready Light on right side of pen tray



Ready Light on lower-right of frame bezel

3. Log on, if required, using the computer keyboard. When the Ready Light on the pen tray turns green, the computer and the interactive whiteboard have established communication. The SMART Board is now touch sensitive, and you can open any application available on the connected computer.
4. If your projector is attached to a LAPTOP and you don't see the desktop image projected to the SMART Board, you may need to press the Function Key (Fn in lower, left corner of laptop keyboard) plus F8 at the same time. It is 3-way toggle so press the keys once then wait a few seconds to see if the image appears. If not, repeat the process.

Section 3: Orienting the SMART Board Interactive Whiteboard

If your equipment is wall-mounted, you should seldom have to orient your board since all equipment is fixed. If the aligned is off on a board, orient as follows:

1. Press and hold the **Keyboard** and the **Right Mouse** button simultaneously until the Orientation screen appears.
2. Begin the orientation process at the upper left corner of the Orientation screen. Press your finger or pen firmly on the center of each cross in the order indicated by the white, diamond-shaped graphic. Nine alignment points will appear. This option is also found in the icon menu on your task bar.



Pen-tray buttons



Orientation screen

Section 4: Your Finger Is Your Mouse!

A press on a SMART Board interactive whiteboard is the same as a left-click with a mouse. To open an application such as an Internet browser, double-press (double tap) the application icon with your finger. **Remember, anything you do with your mouse, you can now do with your finger as you touch operate the Board.**



Section 5: The Pen-Tray Buttons

The pen tray has at least two pen-tray buttons. One button is used to launch the On-Screen Keyboard. The second button is used to make your next touch on the interactive whiteboard a right-click. Some interactive whiteboards have a third button; this button is used to quickly access the Help Center.



Pen-tray buttons

THE PENS

The SMART Board interactive whiteboard comes with four pens (black, red, green and blue) and one eraser. Although you do not need to use the pens to write on your interactive whiteboard, the pens do make writing more intuitive. Pick up a pen from the pen tray and write on the SMART Board. To erase your digital ink, remove the eraser from the pen tray and move it in a smooth motion over your notes. Your notes will disappear.

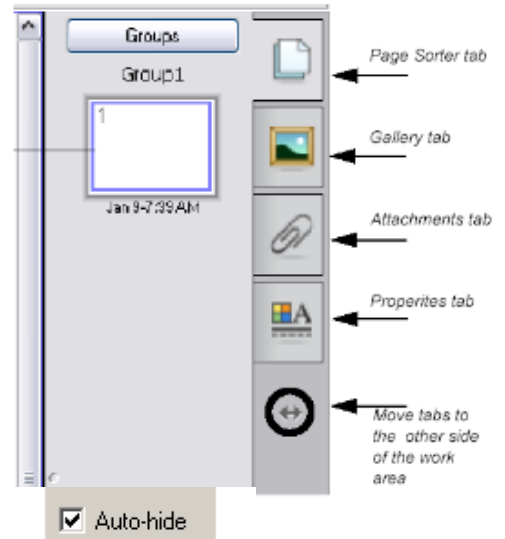
TIP: To clear a large area of digital ink, draw a circle around the area you want to erase with the eraser and tap once inside that area. All handwritten notes inside that circle will disappear.



Section 6: Side Tabs

There are four or five tabs on the right-hand side of the Notebook interface.

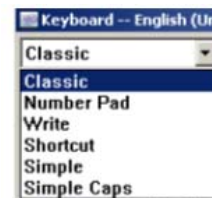
- Press the **Page Sorter** tab to allow you to see a thumbnail image of each page in your Notebook file.
- Press the **Gallery** tab for collections of SMART's custom pages, clip art, Macromedia® Flash® animations and video you can add to your Notebook file. (Covered in Module 2 training)
- Press the **Attachments** tab to add hyperlinks to or attachments from other software applications in your file. (Covered in Module 4)
- Press the **Properties** tab to change effects of background, text, and lines, or to use the recorder (Covered in Module 3 training)
- You may have a **Response** tab under the Properties tab if the student response software has been installed on your computer.
- Press the arrow button to move the three tabs to the other side of the page – often a more comfortable location for left-handed presenters.



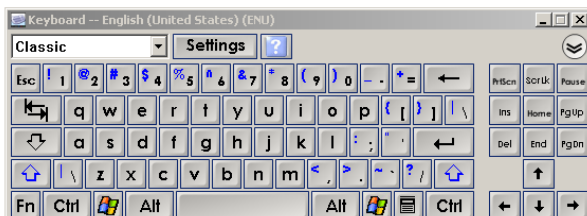
You can hide the tabs from view when you have finished working with them by checking the Auto-hide check box in the tab panel.

Section 7: On-Screen Keyboard

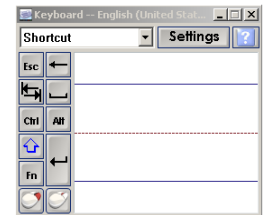
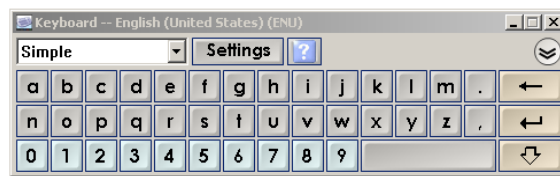
You can pull up the on-screen keyboard at any time, to be used with any application. The keyboards are normally not used for extensive keyboarding...it would be quicker to enter text on the computer keyboard. Depress the keyboard button on the pen try. There are 6 keyboard views from which to choose. Explore each keyboard.



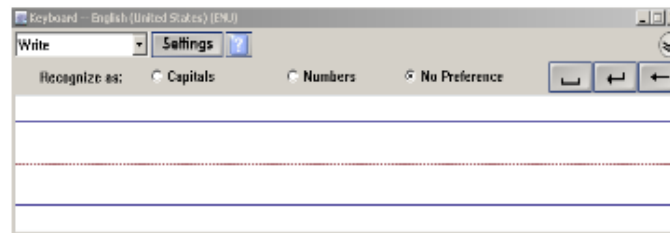
With the **Classic Keyboard**, when using with the SMART Board notebook software, once you start keying in information, a textbox appears on your Notebook page, inserting the characters you are pressing. If you want to key in the information before inserting it into a text box, you can expand the view of the keyboard using the down arrows in the upper right-hand corner of the keyboard.



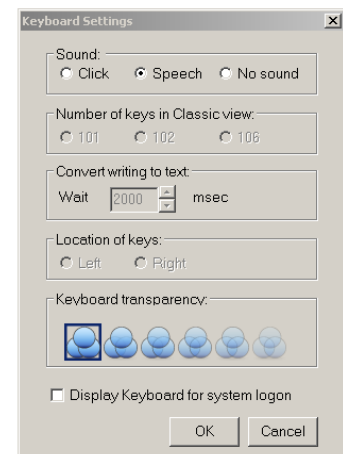
Other keyboard views are **Number Pad**, **Simple**, **Simple Caps**, **Write**, and **Shortcut**.



The **Write** keyboard, allows you to print or write in cursive on the lines. Once you stop writing, the writing is converted into text and placed in a text box on the Notebook page. You can also use the down arrows in the top right-hand corner to display what is written before sending it to the Notebook page.



On each of the keyboards, there is a “Settings” button. This allows you to determine whether you want to hear sound when using the keyboard, the number of keys in the Classic view, set the time before converting writing to text, location of the keys, and keyboard transparency. The transparency feature is handy if you want your keyboard less intrusive or if you want to temporarily somewhat hide it rather than close it totally then have to reopen it. **Note: Not all options are available for each keyboard.**



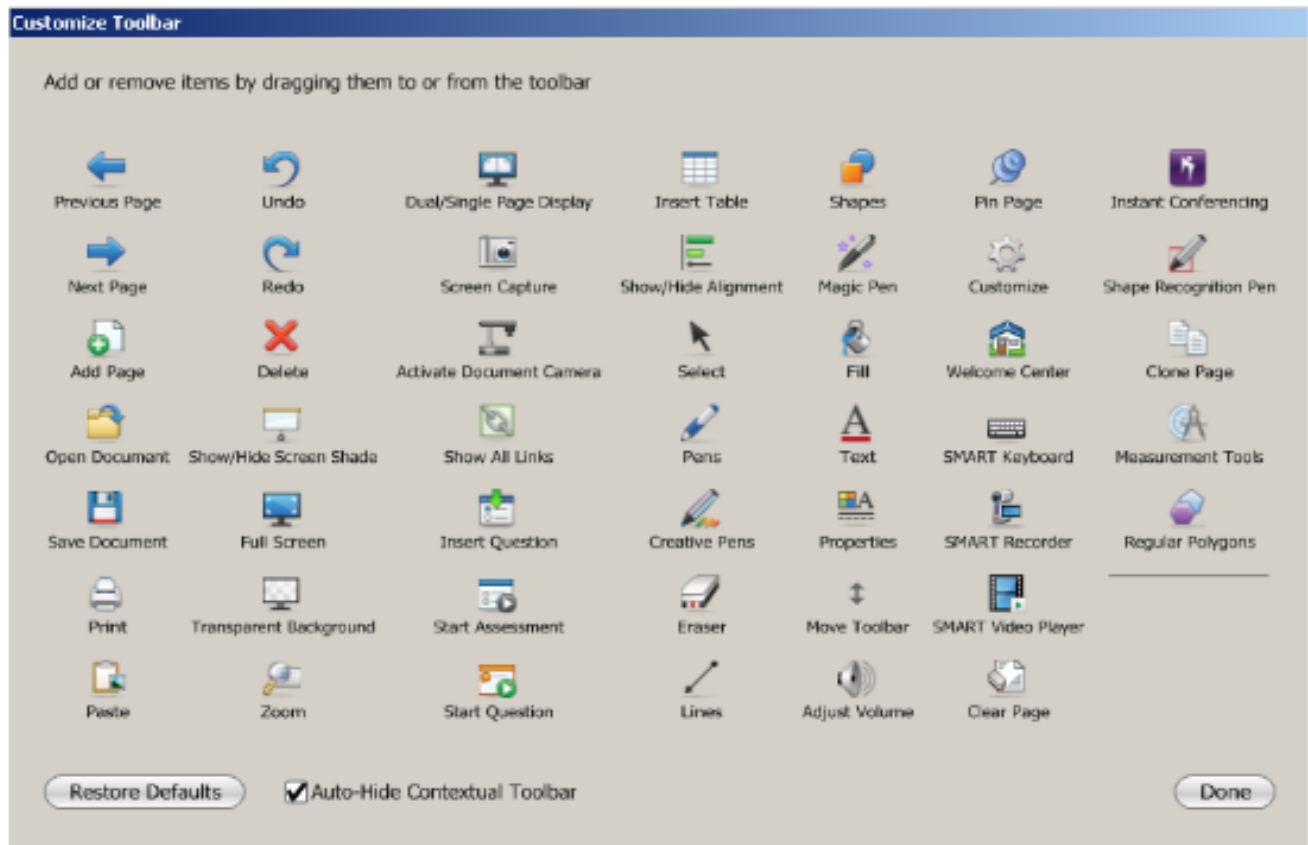
Section 8: SMART Board Notebook Toolbar

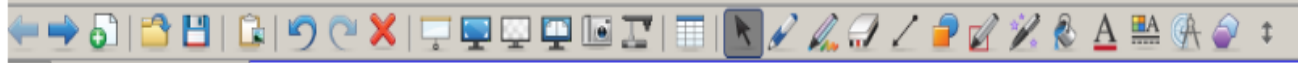
































(SEE PAGE 6 OF THIS HANDOUT FOR AN EXPLANATION OF EACH ICON ON THE TOOLBAR ABOVE)

ADDING AND REMOVING ICONS/TOOLS FROM THE MAIN TOOLBAR

Right click anywhere on the toolbar. The available tools will appear in a pop-up window. Just drag icons to and from the pop-up window. There are a number of additional tools available which are not covered in this training. Explore at your leisure.






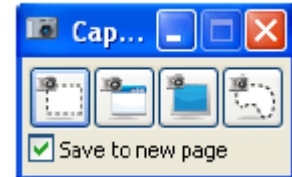
	Display the previous Notebook page	Display the next Notebook page	
	Insert a blank page directly after the active Notebook page	Open an existing Notebook file	
	Save your Notebook file	Paste	
	Undo the last action you performed	Redo the action you last performed	
	Delete any selected object	Show or Hide the Screen Shade on the current Notebook page	
	Open Full Screen view	Toggle dual page mode	
	Launch the Screen Capture toolbar	Activate SMART Document Camera	
	Select any object on the page with your mouse	Write or draw on the Notebook page with the pen tool	
	Write or draw on the Notebook page with the creative pen tool	Erase digital ink on the Notebook page	
	Draw a line	Create a shape	
	Draw a perfect shape (e.g., circle, square, rectangle, etc.)	Write or draw with the Magic Pen tool in disappearing ink, zoom and spotlight	
	Fill an object or shape	Create a text-entry box for typing	
	Launch the Properties side tab	Move the toolbar to the bottom of the Notebook page	
	Insert Question	Create a table	
	Measurement Tools	Regular Polygons	





Using the Capture Toolbar (Camera)

Use the Capture toolbar to capture a selected area of your screen, a window or a full screen of content directly into Notebook software. Your computer does not need to be attached to a SMART Board™ interactive whiteboard to use the Capture toolbar, but SMART Board software must be installed.

To capture content to the Notebook:

1. Press the Camera on the toolbar.  This activates the Capture Toolbar.
2. Navigate to the screen you want to capture, such as a Web page. The Capture toolbar will remain open over any active application or Web browser. There are four ways to capture content:



Button	Use this button to	Button	Use this button to
	Capture a rectangular area of the screen		Capture the entire screen
	Capture a particular window on the screen		Capture a freehand area of the screen

3. The captured image will appear in your Notebook file. Notice the check box entitled “Save to new Page” in the Capture Toolbar. Images can be placed on a new page every time or continually placed on the same page. You can then make these captures a permanent of the Gallery. (covered in Module 2)

Full Screen Toolbar

The Full Screen toolbar allows you to work with your Notebook file while in full screen mode.



Display the previous Notebook page



Display a menu of more options, for example the Screen Shade, shapes or pen options



Display the next Notebook page



Exit full screen

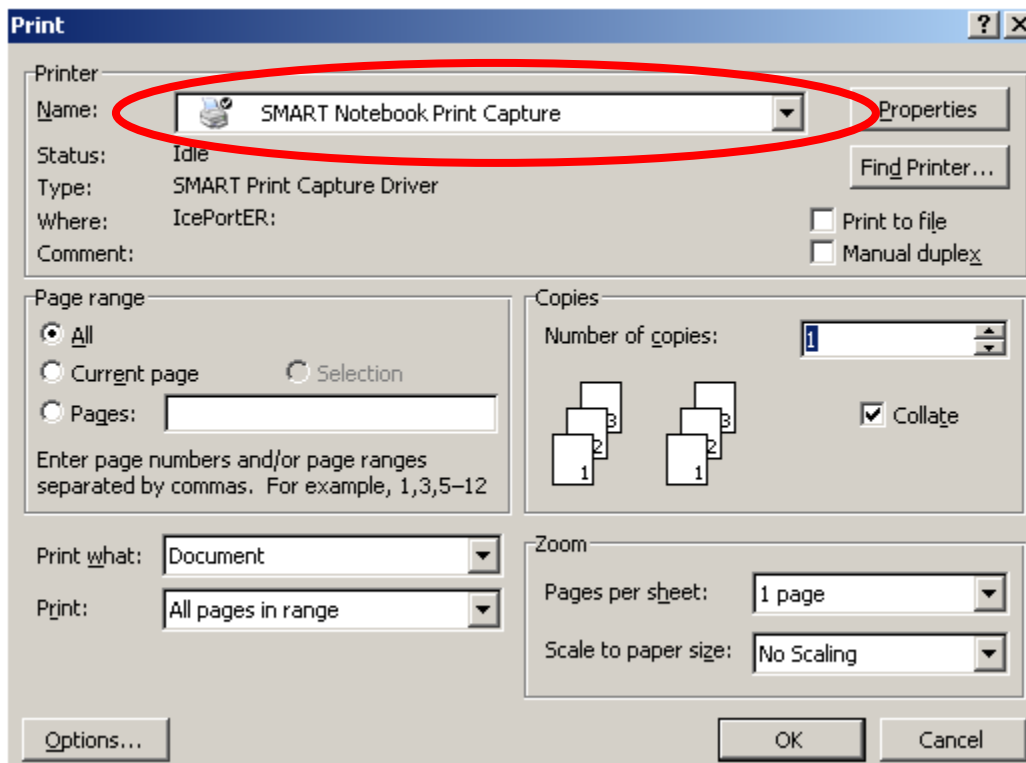
Section 9: Using the Notebook Print Capture Printer

Notebook print capture allows you to add multi-page files from other applications like Microsoft Word and PowerPoint, .pdf documents, or even a long web page, to a Notebook file. In other words, print capture is similar to printing to paper. **One printer pages is equal to one Notebook page.**

When the Notebook software is installed, a “SMART Notebook Printer” is added as a choice for a printer. To move something into a Notebook file using the Smart Notebook capture, follow these steps:

1. Open a file you want to capture into the Notebook software
2. Select **File > Print** from the application’s main menu. The Print dialog box will appear. Select **SMART Notebook Print Capture** from your list of available printers.
3. Press **Print** to capture the page as an image to a Notebook file. Notebook software will launch automatically if it’s not open.

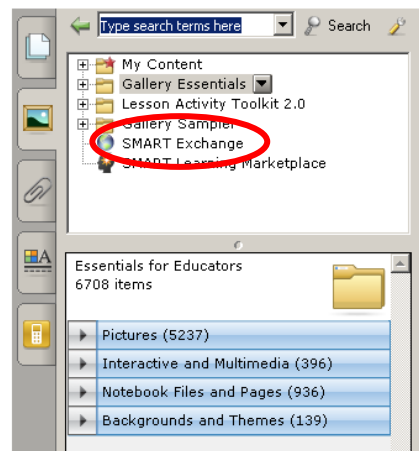
TIP: Occasionally, the image may appear blurry in your Notebook file. Select **View > Zoom > 100%** from the Notebook menu to clearly view the captured image in the Notebook work areas.



Section 10: SMART Exchange – Locating Lessons Already Created

From the **Gallery tab**, you will notice a link for **SMART Exchange** (the Smart Learning Place is subscription only) in the top box of the tab contents. You will need an Internet connection for this option. The **SMART Exchange** is a website where you can locate teacher-created materials aligned to Oklahoma PASS and collaborate with other teachers.

Explore each area to find a rich online resource of already-created lessons and helps. Explore the SmartBoard website at: <http://education.smarttech.com/ste/en-us/> Check out the Teachers' Hub and Smart Videos.



Section 11: TEACHERS Hub – Online Training and Additional Lessons

The Smart website has area specifically for educators. Here you will find high-quality Smart-created lessons as well as training materials/videos. Explore each area to find a rich online resource of already-created lessons and helps. Explore the SmartBoard website at: <http://education.smarttech.com/ste/en-us/> Check out the **Teachers' Hub** and **Smart Videos** links at the top of the page.

Section 12: Tulsa Public School's Instructional Technology Website to Support SmartBoards

For additional lessons and information on your SmartBoard, check out the TPS Instructional Technology website. From the home page, click on "Interactive Whiteboards" in the Quick Links box. <http://insttech.tulsaschools.org/>

Section 13: How to Get SMART Ideas Software

Each board purchased has a license to the SMART Ideas software. This product is similar to Inspiration – a concept mapping software. If you would like that installed on your computer, have your Site Tech place a work order to have this completed. For a description of SMART Ideas, go to <http://www2.smarttech.com/st/en-US/Products/SMART+Ideas/default.htm> .

Section 14: How Can I Get the Notebook Software on My Home Computer?

The SmartBoard software is a free download. You have the ability to create lessons on any computer, whether you are connected to a SmartBoard or not. Most of the software features are available even when you are not connected to a Board.

TO GET THE SOFTWARE ON A SCHOOL COMPUTER: Contact your Site Tech to have

TO GET THE SOFTWARE LOADED ON YOUR HOME COMPUTER:

To download the software, go to <http://www2.smarttech.com/st/en-US/Support/Downloads/default.htm>. Select the download for the Windows Operating System or the Mac Operating System. To complete the download, **you will need the Product Key. See your Site Tech for that number.**