

## SMART Boards in the Classroom

Things I <b>KNOW</b>	Things I <b>WANT</b> to Know
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.

Things I <b>LEARNED</b>
1.
2.
3.
4.
5.
6.
7.

Additional Notes:

## Make a Hypothesis:

What influence or impact do you think using a digital white board in the classroom will have on 1) classroom instruction and 2) student outcomes?

1) Classroom Instruction

2) Student Outcomes


























Did any of the examples you saw today support your hypothesis?

## Notebook™ Software Toolbars

### The Notebook Toolbar




The Notebook toolbar gives you access to a number of tools for working with your Notebook file and changing the properties of objects in the file. By default, the toolbar appears at the top of the Notebook page. If you find it more convenient to have the toolbar at the bottom of the page, select an area of clear space on the toolbar and drag down.



Button	Use this tool to...	Button	Use this tool to...
	Create a new blank Notebook file		Launch the Capture toolbar. The Capture toolbar is described below
	Open a Notebook file		Select any object on the page
	Save your file		Write or draw on a Notebook page with the pen tool
	Paste clipboard object(s) into a Notebook file		Write or draw on a Notebook page with the creative pen tool
	Zoom		Erase annotations on a Notebook page
	Undo the last action you performed		Draw a line
	Redo the last action you performed		Create a shape
	Delete any selected object(s)		Create a text-entry box for typing on a Notebook page
	Display the previous Notebook page		Set the current color of a tool, shape or object
	Display the next Notebook page		Select the line width of a tool or a selected object
	Insert a blank page immediately after the active page		Set the transparency of a tool or selected object
	Show/hide the screen shade		Select the line properties of a tool or a selected object
	Launch full screen view		

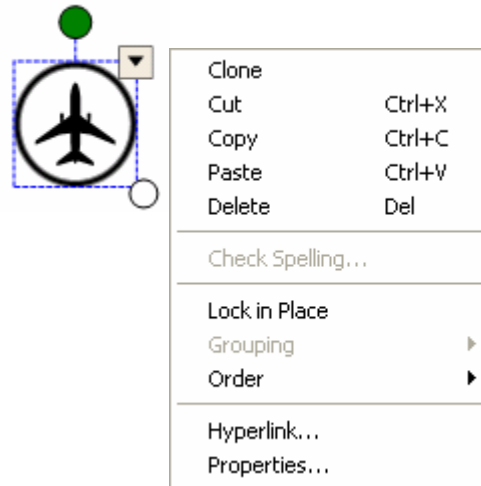
### The Capture Toolbar


The Capture toolbar allows you to capture a picture of a portion of a screen, a window or a full screen to a Notebook page. To access the Screen Capture toolbar, press the **Capture** button  on the Notebook toolbar.

Menu Item	Select this menu item to...
	Capture a portion of a screen. Press and drag diagonally to outline the area you want to capture. Release pressure once the area is selected. Your capture will be saved to a Notebook page.
	Capture an active window or a portion of an active window. Press within the window you want to capture. Release pressure once the desired window appears as a hatched area. Your capture will be saved to a Notebook page.
	Capture the entire screen. Set up your screen the way you would like it to look. Then press the Capture Screen button. Your capture will be saved to a Notebook page.

## The Object Drop-Down Menu

The Object Drop-Down Menu gives you access to the functions most commonly used when working with an object. Access the menu by selecting an object and press the arrow that appears in the top right corner of the object.



Menu Item	Select this menu item to...
Clone	Make an exact copy of the selected object.
Cut	Remove the selection from the current Notebook file and place it in the clipboard.
Copy	Copy the selection and place it in the clipboard. The original object or objects remains on the Notebook page.
Paste	Insert the contents of the clipboard in the upper-left corner of the Notebook page.
Delete	Delete the selection from the current Notebook file.
Check Spelling	Check the spelling of a selected text object.
Lock in Place	Lock the selected object to ensure its properties cannot be changed.
Grouping	Group or ungroup objects. Choose <b>Group</b> to have two or more selected objects act as a single object. Select <b>Ungroup</b> for the ability to manipulate the objects in a group individually. Ungroup will also break apart a hand-drawn or handwritten object to single pen strokes.
Order	Change which objects are in front of or behind other objects. Use the <b>Bring Forward</b> or <b>Send Backward</b> command to reorder an object one layer at a time. Bring an object directly to the top layer of the page with the <b>Bring to Front</b> command. Use the <b>Send to Back</b> command to send an object to the bottom layer of the page.
Hyperlink	Add a link to a website or file. A hyperlink button  appears in the bottom-left corner of the object. Press the button to open the web browser or application required and go to the selected location.
Properties	Modify the properties of an object. The properties available for modification depend on the type of object you have selected. The options include Outline Color, Fill Color, Line Properties, Transparency and Font.

## Special Menu Items

Some objects have special menu items not available to other objects. Handwritten text features the **Recognize** menu item. Macromedia® Flash® objects offer the **Flash** menu item.

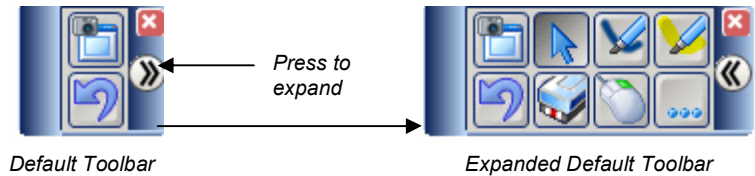
Menu Item	Select this menu item to...
Recognize	Transform your handwritten notes into typed text.
Flash	Control your Flash file during a presentation with Macromedia Flash commands. <b>Play</b> begins playing a paused Flash movie. <b>Rewind</b> brings you to the beginning of the Flash file and pauses the movie. <b>Step Forward</b> advances file slightly and pauses the movie. <b>Step Back</b> rewinds the file slightly and pauses the movie. <b>Loop</b> turns looping on or off. A looped Flash file repeats indefinitely. Flash files loop by default.

## Using the Floating Tools Toolbar

The Floating Tools enhance the options already available through the pen tray, placing the features you use most literally at your fingertips. This versatile toolbar floats over any open application on your interactive whiteboard.

### Accessing the Floating Tools

Pick up a pen from the SMART Pen Tray to launch the Floating Tools toolbar. Initially, only two buttons will be displayed – the Area Capture button and the Undo button. Press the arrow on the right of the toolbar to see the expanded default toolbar.



If you pick up a pen and the Floating Tools toolbar does not appear, press the SMART Board™ icon in the Windows® Notification Area at the bottom right of your screen, then select **Floating Tools**.



### Moving the Floating Tools

Use the border on the left side of the toolbar to move it anywhere on your desktop.

### Using the Default Floating Tools

Press any button on the Floating Tools toolbar and use your finger to control that feature.

Button	Use this tool to...
	Capture an area of the screen into Notebook™ software
	Stop using other tools and return cursor to mouse mode
	Write or draw in digital ink
	Highlight an area of the screen with translucent ink for emphasis without overwriting the object
	Undo your previous action. This tool toggles between two states, Undo and Redo.
	Redo an action you cleared in error. This is the second of the two states mentioned above.
	Erase digital ink
	Make your next press on the interactive whiteboard a right-click
	Open the drop-down menu to personalize toolbar functions

**NOTE:** If the Floating Tools toolbar does not appear when picking up a pen, the application you are working in may be Ink Aware. If the application is Ink Aware, these buttons will be available in the application's toolbar. Floating Tools do not appear when running these applications because you can already write or draw over these applications without the tools from the Floating Tools toolbar. Many popular applications, like Microsoft® Word and Microsoft Excel, are Ink Aware. When you use an application that is Ink Aware, whatever you write or draw on the interactive product can be incorporated as an actual component of the file, rather than an external note created over the file.

## Working With Notebook™ Software Gallery Collections

Gallery collections help you quickly develop and deliver Notebook files in rich graphic detail. Notebook software gets you started with several Gallery collections of graphical content. You can also create completely unique collections to suit your needs.

When navigating the Notebook Gallery it helps to think of it as an actual art gallery. When you visit a gallery, each area is organized into collections by subject or artist. The Notebook Gallery does this as well – you can tell what area of the Notebook Gallery you are in by reading the headings and subheadings.

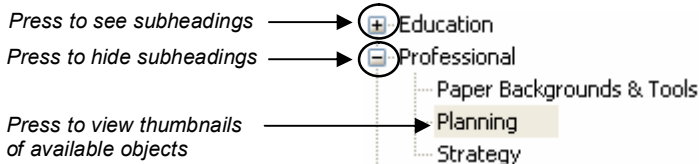
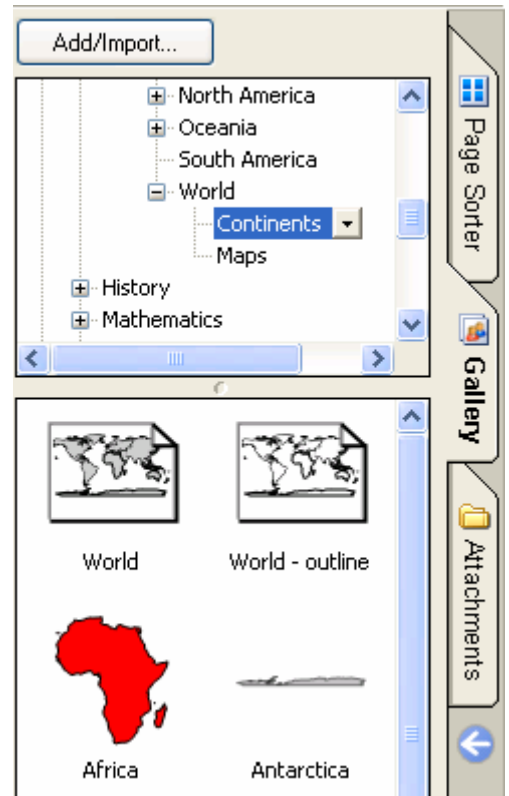
### Opening the Gallery

The easiest way to open the Notebook Gallery is to press on the Gallery tab. You can also select **View > Gallery**.

Once you have opened the Gallery you will see two windows. The top window is used to navigate to the collection you need. The bottom window shows you a thumbnail view of the objects and templates available in the selected collection.

### Navigating the Gallery

If the collection heading has an icon beside it you can press on the icon to see subheadings within that collection. If there is no icon next to the heading, simply press on the heading title to view the objects included in that collection. If an icon is located next to a collection heading, you can press on it to hide subheading titles.



### The Thumbnail View

The Gallery thumbnail view shows you all the graphic objects available in a selected collection. Press on the object you would like to use and drag it to the current page of your Notebook file.

Templates and Macromedia® Flash® files are also located in the collections. Flash files are distinguished by an “F” inside a circle in the top left corner of the thumbnail. You will recognize a template thumbnail by the folded top right corner.

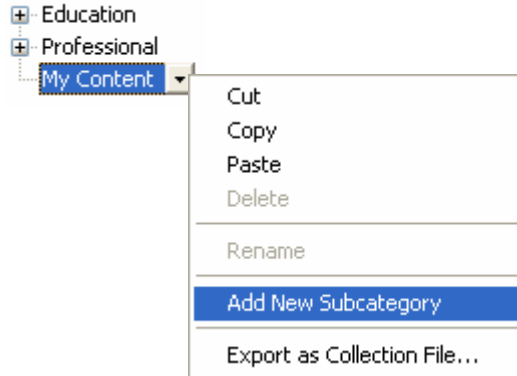


## Creating Your Own Collection

The final heading in the navigation area of Gallery tab features a heading labeled **My Content**; we recommend you use this area to create your own collections. This will make it easier to maintain the **Professional** and **Education** categories in their original form, and guarantee that future updates to the Gallery content work correctly.

### Steps

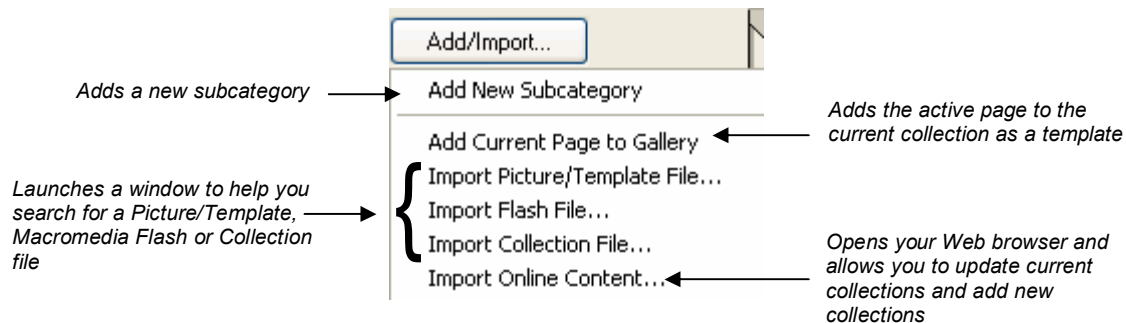
- 1 Select **My Content**
- 2 Select the down arrow (graphic)
- 3 Select **Add New Subcategory**
- 4 Select new category
- 5 Select the down arrow
- 6 Select **Rename**
- 7 Rename your new category with the keyboard and press **Enter**



You can add graphics to your new category by simply dragging an object from the whiteboard or other application directly to the thumbnail view. The object will retain whatever properties it currently has. You can also use the **Add/Import** button.


## The Add/Import Button

Selecting the **Add/Import** Button causes a drop-down menu to appear.



Using the **Add/Import** button enables you to add a graphic to a gallery.

### Steps

- 1 Select  located at the top of the Gallery tab
- 2 Select **Import Picture/Template File...**
- 3 **Browse** to the file you wish to import
- 4 Select the picture or template
- 5 Press the **Open** button




To import a Macromedia Flash or Collection file, select the **Import Flash File...** or **Import Collection File...** in step 2 outlined above, and then continue with steps 3–5.










## Your 1st Assignment with the SMART Board. (SB)

This practice session is intended to provide you experience using the basic SMART Notebook tools. Refer to the "Quick Reference - Notebook Software Toolbars" handout.

- Turn on computer and projector. Align projector with SMART board.
- Select SB icon (bottom right of Windows Notification Area) and choose "Orient...". Follow the on screen directions to orient the board with the projector.
- Again, select SB icon and choose "Notebook". You should now have a blank notebook page. Launching the Notebook may take a minute.

**NOTE: It is important to maintain constant pressure when using SB pens or your finger. This may take a little practice.**

- Pick up a pen and print your name on the SB. Pick up a different color pen and write your name in cursive.
- Select a different pen and draw a circle around your name.
- Put the pen down and pickup the eraser. Erase one of your names and return the eraser to the tray.
- Touch the down triangle next to the "Draw a line" icon .  Choose a line then draw a line on the SB.
- Select a shape from the "Create a Shape" icon  and draw that shape.
- Select the star shape. From the "set the current color...."  icon, select red from "Outline Color" and draw a red star.



- Touch the "Selection tool"  on the menu bar. Touch one of the shapes you drew.  
(you should see a dotted line around the shape. If you don't, try touching on the line of the shape.) Touch the "Delete" tool. 
- Select the "Undo" tool. 
- Insert a new blank page.  Select the text tool.  Touch the screen to make a text box. From the computer type .... something, we don't care what you type.... just type. From the SB change size, font and color of your text.
- Using your finger (not a pen from the tray) select the "Write or Draw" tool. 
- Write your first name using your finger. Select the "Select"  tool and touch your name. You should see a triangle in the upper right corner of your name box. Click on the triangle and choose which spelling is correct.
- Using your finger or pen, choose the square shape. Next click on the "Set current color" .  Choose a color for the fill color.
- Now touch the "Set Transparency"  and choose the fourth one down. Draw a box over your name. Your name should show through the "transparent box".
- That's all for now. You are due a pat on the back or a bathroom stop. Which ever you need the most.

Make notes of questions you have in using the tools in this Assignment:



- 1.
- 2.
- 3.

## Your 2nd Assignment with the SMART Board. (SB)

The words "touch", "click", "tap" are synonymous as used in this assignment. It may help to have your "Quick Reference" handouts available as you proceed.

- Turn on computer and projector. Align projector with SMART board.
- Orient the board
- Open a new SMART Notebook. Write FDLRS on this page.
- Touch the "Page Sorter" tab on the right. You should see one page with with FDLRS written on it. Now add a new page.  You should now see two pages in the "Page Sorter".
- Next you will insert a template and some clip art. Touch the "Gallery" tab on the right of the screen. (Refer to the handout - "Quick Reference - Working with..... Gallery Collections" to understand how the Gallery is set up.)
- In the Gallery, navigate to: Education/English..../Storytelling/People. Click on People to view the collection. Scroll down and notice which icons represent templates and which represent objects.
- Drag to the page or double tap on the school template. Templates can not be modified. But, you can insert objects over them and write on them.
- Next choose some objects to add to the page. Double tap or drag the objects to the "school" room.
- Touch the Select tool  and move an object around. Resize the object and rotate the object.
- Add a new page. From a different Gallery, add an object to this page. Click on the triangle in the upper right corner of the object. From the

list, choose "lock in place". This object is now part of the background and can not be moved or modified until it is "unlocked".

- Add a new page. Using a pen or your finger, write. 
$$\begin{array}{r} 4 \\ +6 \\ \hline \end{array}$$
 Write the answer to the problem.
- Below the first problem write. 
$$\begin{array}{r} 56 \\ +42 \\ \hline \end{array}$$
 Write the answer.
- Touch the "Show/Hide shade" icon.  Play with the shade. Think how this tool can be utilized as a teaching/presenting tool.
- Minimize your SMART Notebook.
- Launch your web browser software. Go to [www.smarttech.com](http://www.smarttech.com) or your FDLRS home page.
- Select the SB icon in the Windows Notification Area (Task Bar) and select "Floating Tools".
- Using the tools from the Floating Tools, highlight text, using the marker, draw lines and write some text.
- You explained a lot of information to your students and it is time to change class. You want to save this information for review the next day. Touch the Capture icon from your Floating Tools. 
- Using your finger, select the area of the web page you want to save. The capture will automatically be pasted as a new page in the SMART Notebook. Next maximize your Notebook. You should see your capture.
- If time permits, review tools you learned or experiment with new tools you have not used in the assignments.

**Note:** Refer to Quick Reference handouts: "Notebook .... Toolbars" and "Using the Floating Tools....." for additional options about the capture tools and "Floating Tools".