

PRESENTATION
PRODUCTS

SMART™ Advanced Training Kit



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Advanced Design in Notebook Software

SMART Notebook Software 10 includes many new features which enable you to create lesson activities with a professional look. Tables, interactive tools, and object animation will enable you to create visually appealing SMART Notebook files.

Tables

To add a table, complete the following steps:

1. Press 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

Adding text and objects to tables

Once you have 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 on a cell. A text box will appear. 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.

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

Selecting tables, columns, rows or cells on a SMART Notebook page

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

Selecting a table is easily accomplished using the marquee selected method. Use the select tool, and drag a rectangle to encompass the entire table.

To select cells, rows or columns, press inside the table area and drag over the specific cells you would like to select.

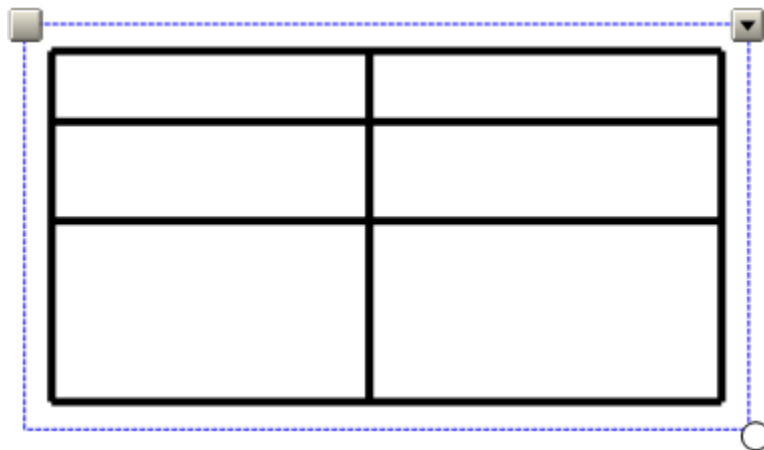
Moving and resizing

To move a table on the SMART Notebook page or to 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.

To resize a table, select the table and press 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 pressing the table lines and dragging them to adjust them to the preferred size. For example, to expand the width of the first column, press 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 the outer edge of the table to the desired height or width.



Inserting or removing columns, rows or cells

After creating your table, you can customize it by inserting or removing columns, rows and cells. To add a new column or row, select a column or row, right-click 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 a column or row, right-click 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. For example, when creating a crossword puzzle, you wouldn't want a complete grid to appear. To delete unnecessary cells, select the cell(s) you would like to delete, right-click and select **Remove Cells**.

Magic Pen



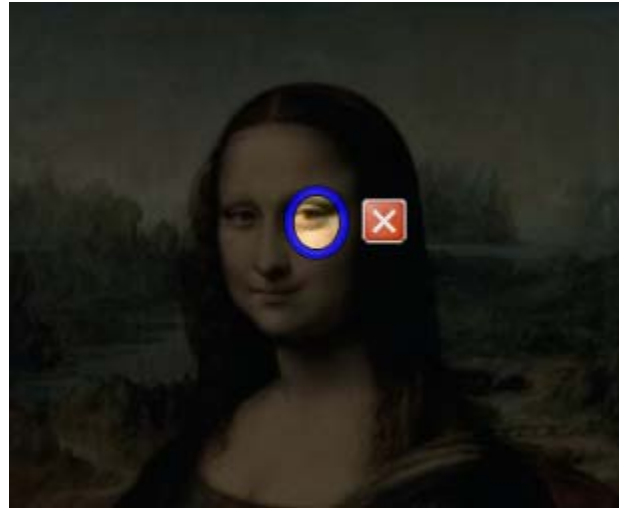
The Magic Pen icon from the SMART Notebook software toolbar allows you to highlight parts of your SMART Notebook page in a way similar to the Spotlight tool on the SMART Board interactive whiteboard.

Magic Pen Spotlight

Click on the Magic Pen icon on the SMART Notebook toolbar to activate it.

Draw a circular shape on the part of the work area you wish to highlight.

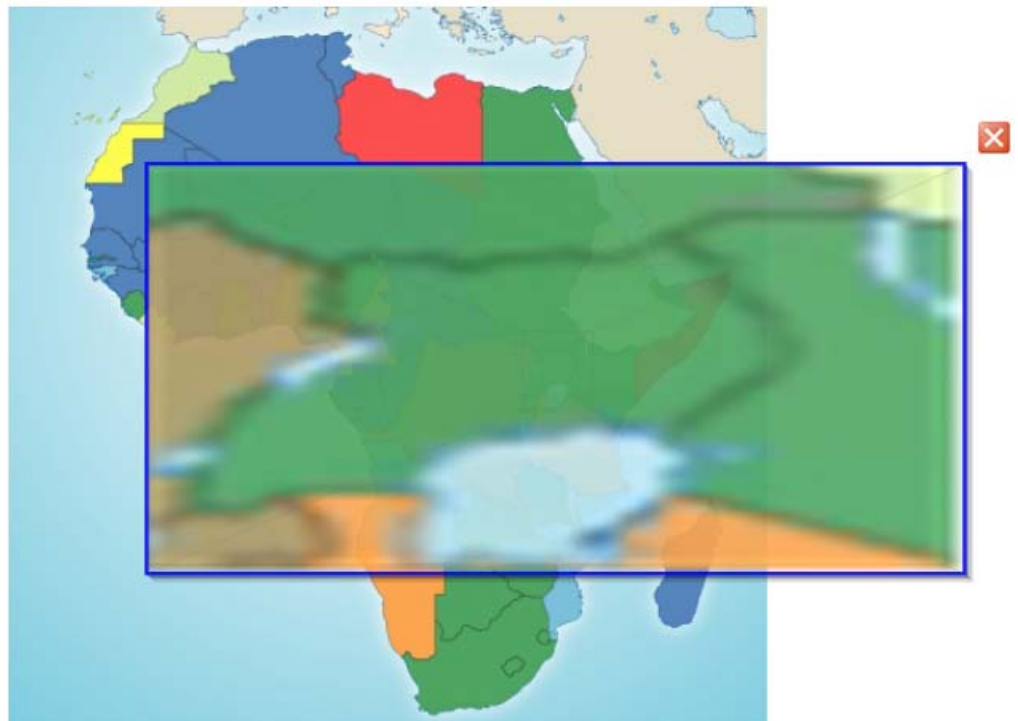
When you move your cursor over the magic shape, it turns into a double-ended arrow. This arrow allows you to make the highlighted area larger or smaller.



Magic Pen Zoom

When you use the Magic Pen and draw a rectangle around an area on your SMART Notebook page, it will allow you to zoom into that area.

When your cursor approaches the magic shape, it turns into a hand. This hand allows you to move the magic shape to zoom or highlight a different selection. The double-ended arrow allows you to resize the zoom or highlight area.



Object Animation

You can add excitement to your lesson activity and emphasis to key points by using **Object Animation**. You can animate an object to fly in from the side of the page, spin, fade in, shrink and more, choosing 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 any of the pen tools.

To animate an object, complete the following steps:

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 how many times the animation repeats from the drop-down list.



The screenshot shows a vertical stack of tabs: "Fill Effects", "Line Style", "Object Animation" (which is highlighted), and "Page Recording". Below the tabs is a panel with the following settings:

- Type: Spin
- Direction: Clockwise
- Speed: Normal
- Occurs: When the object is clicked
- Repeats: Once

Review: Advanced Design in Notebook Software

1. How do you move a table?
2. How do you add a cell or table shade?
3. What are the functions of the Magic Pen?
4. What are the features of Object Animation?

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 collaborative learning software and a SMART Board interactive whiteboard.

Using the interactive whiteboard to complete research on the Internet transforms research from an individual activity to a whole class activity. SMART Technologies even provides a list of websites that work well with a SMART Board interactive whiteboard. This list can be found at Education.smarttech.com > **Educator resources** > **Online classroom resources**.

Page Recorder

Using the Page Recorder, you can record any actions completed on the current SMART Notebook page, including writing with digital ink, adding and modifying objects, and creating shapes. This recording is saved as a part of the SMART Notebook file and can be replayed at any time from that SMART Notebook page. The Page Recorder enables you to record an example of an activity or problem to replay when using the lesson activity in class. If students are working independently at the interactive whiteboard, they can view and re-view instructions and examples without seeking the help of the teacher.

To record actions on a SMART Notebook page, complete the following steps:

1. Open the **Properties** tab
2. Press the **Page Recording** button
3. Press the **Start Recording** button
4. Complete any actions on the SMART Notebook page that you would like to record
5. Press **Stop Recording**

A page recording toolbar appears at the bottom of the SMART Notebook page, which enables you to play and pause the recording from this SMART Notebook page at any time. You can also play recordings by pressing the **Play** button found in the Page Recording section of the Properties tab.



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 you students or for those who missed the lesson. Recording can be played using SMART Video Player or Windows Media player.

To record actions on the SMART Board interactive whiteboard, complete the following steps:

1. Press the **Record** button. By default, SMART Recorder records the entire workspace, 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. Press the **Stop** button to end the recording
5. You will be prompted to save the file. Select a location, name the file, and press **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**
8. Press **OK**



Hiding the SMART Recorder

If you do not want the SMART Recorder to be visible in the recording, or you don't want it to distract your students, you can hide it in the notification area.

To do this, press the **Menu** button and select **Hide to System Tray**. Click on the **SMART Recorder** icon to access a menu providing you the same access to Record, Pause, Stop, and other features of Recorder. Select **Show** to restore the SMART Recorder to full size.



Setting the recording area

SMART Recorder has three options for the region of the workspace that will be recorded. Selecting a smaller recording area will reduce the file size and can eliminate distractions from the recording, such as the task bar 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, press the arrow beside the Record button, and select from the following three options:

- Record Desktop (Default) – Records the entire desktop
- Record Area – prompts you to select the area of the screen you would like to record
- Record Window – Prompts you to choose a window that you would like to record

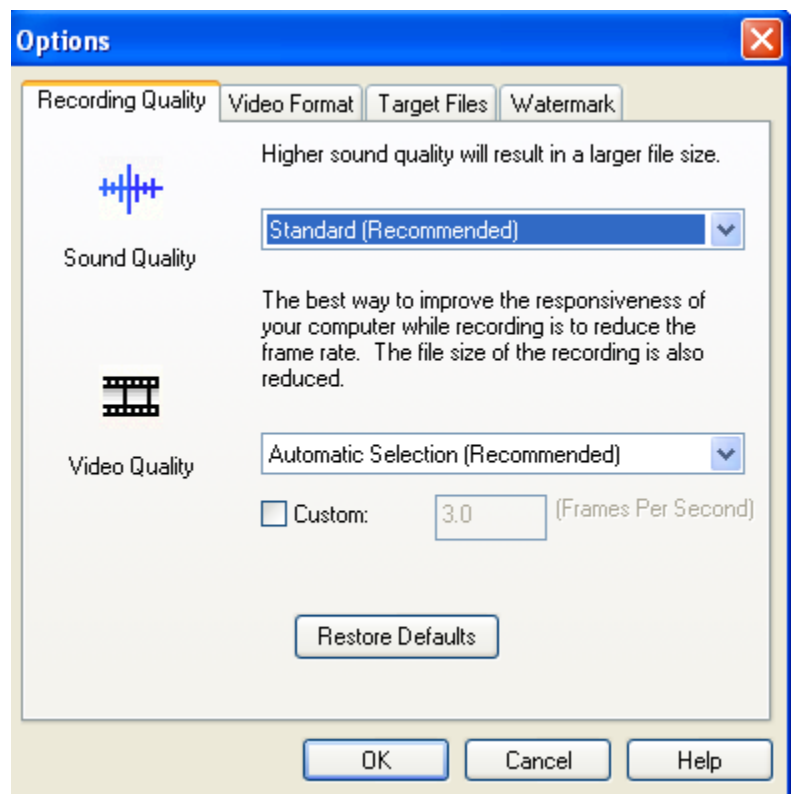


SMART Recorder Menu

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 allows 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 Recorded file is 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.

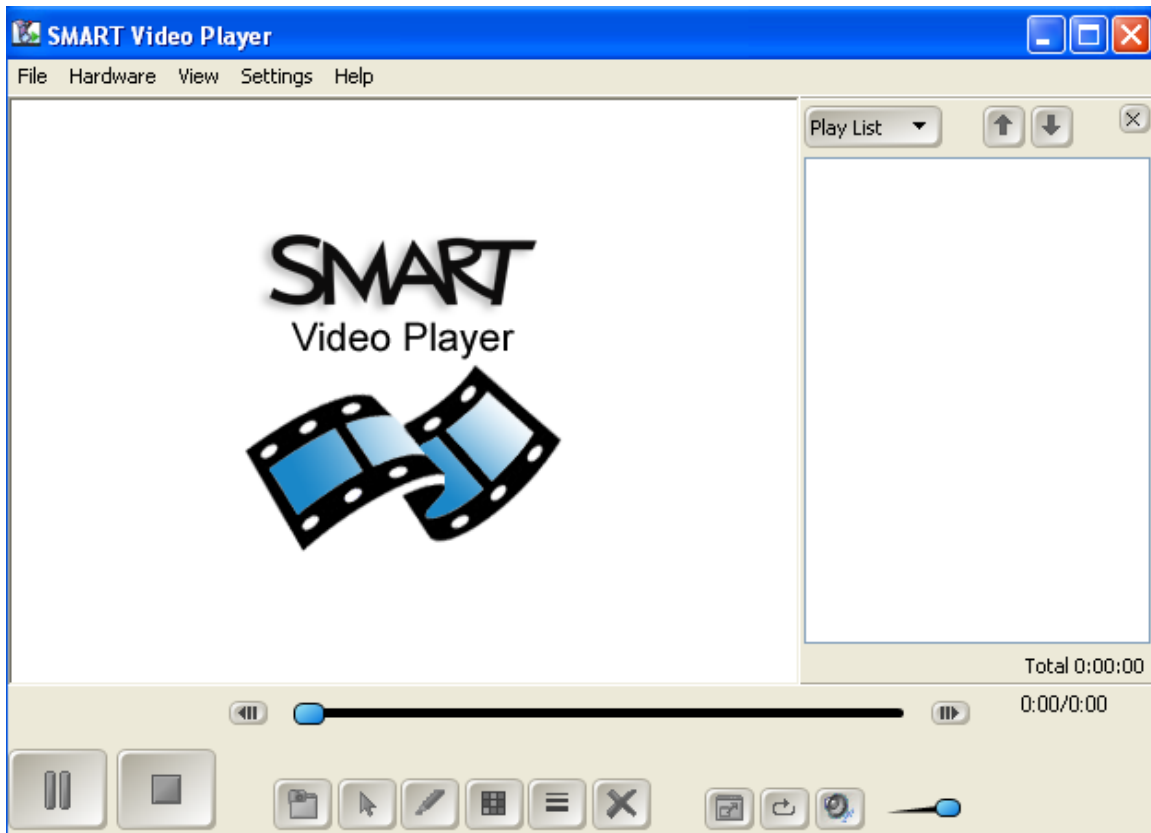
SMART Video Player

With SMART Video Player, you can play video files located on your computer or an external device, such as a camera, VCR, CD-Rom, DVD player or document reader.














Although other video players work on a SMART Board interactive whiteboard, when you are using SMART Video Player, you can write over the video, whether it is moving or still. The transparency layer does not appear over SMART Video Player when you pick up a pen tool from the pen tray. With other video players, the transparency layer appears, and the video seems to be paused while you are writing. However, it actually continues to play in the background and you miss portions of the video.

If you are writing notes you would like to save for later use, you can write over a frame of video and capture your notes to SMART Notebook software.

To launch SMART Video Player, click the **SMART Board** icon in the notification area and select **Video Player**.



SMART Video Player has an easy-to-use button interface that enables you to play and pause video, and set your preferences for using digital ink with the SMART Video Player.

Button	Use this tool to
	Show how much time is remaining in a movie
	Play or pause the movie
	Stop the movie and rewind it to the beginning. When using the pen tool, this button changes to a Clear Screen button, enabling you to remove any notes written over the video.
	Capture the current frame to SMART Notebook software
	Return the mouse to cursor mode
	Use the cursor as a pen tool
	Change the color of the digital ink
	Change the line thickness of the digital ink
	Clear any notes written over the video
	View the video in full-screen mode
	Set the video to repeat continuously
	Mute the sound
	Adjust the volume

Play list

SMART Video Player has a play list feature that enables you to prepare and save a list of videos to use in your lesson. To view the play list, select **View > Show Playlist**. To add a file to the play list, press the **Play List** button and select **Add**. You can also reorder and remove files from the play list. To save the play list for future use, press the **Play List** button and select **Save**.

Video Player Settings

As there are many different potential uses for the SMART Video Player, there are several settings that you can change to customize the way that the Video Player works and responds to your actions, including the video playback speed, what happens when you pick up a pen tool and how long any notes you make are displayed on the screen.

To access the **Video Player Settings** dialog box, select **Settings > Video Player Settings**.

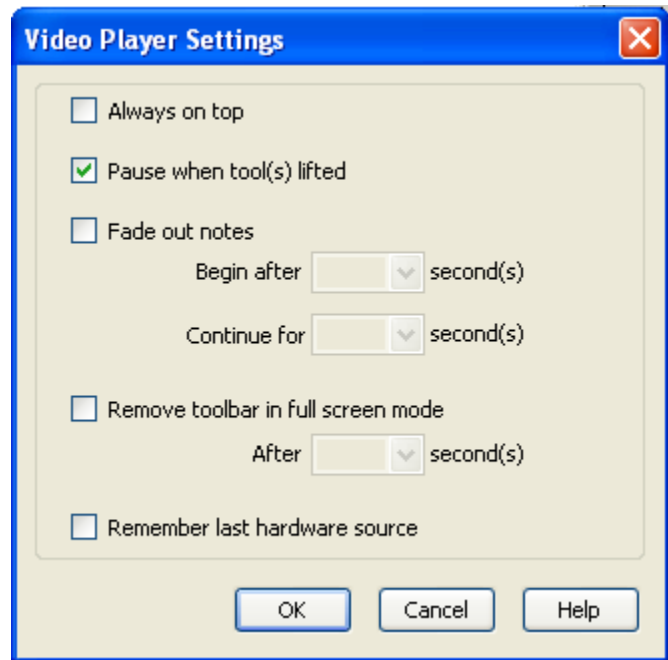
Pause while writing

The default setting for Video Player is to pause whenever you pick up a pen tool. With this setting, you can stop the video, make notes and lead a discussion with your students. When you are ready, you can put the pen down to continue watching the video. Alternatively, you can deselect the **Pause when tool(s) lifted** check box, changing the settings so that the video continues to play when you are using the pen tool. This action enables you to highlight important points on the screen without interrupting the flow of the lesson.

Fading out annotations

As the video plays, you might want your notes to disappear without having to press the Clear Screen button. To enable or disable the Fade out notes option, complete the following steps:

1. Select or deselect the **Fade out notes** check box
2. Designate the amount of time (in seconds) that should pass before the digital ink begins to fade and how long it should take to clear the screen
3. Press **OK**



Review: Integrating Rich-Media into Lesson Activities

1. List examples of how you would use the Page Recorder.
2. List examples of how you would use the SMART Recorder.
3. List examples of how you would use the SMART Video Player.
4. How do you launch the SMART Video Player?
5. What are the setting options for the SMART Video Player?

Importing a file with SMART Notebook Print Capture

SMART Notebook Print Capture is a printer driver installed with SMART Notebook software that imports a file or specified pages of a file into the SMART Notebook file. Each page of the imported file appears as an object on its own SMART Notebook page, with its original formatting and page breaks preserved. This feature is different than Capture to SMART Notebook software, because it enables you to import full pages, page ranges and files, not just the visible work area.

You can import Microsoft Word software documents or any other type of documents that you would normally be able to print. This feature is particularly useful if you have existing electronic resources, but you would like to take advantage of the interactivity that SMART Notebook software enables. You can import worksheets and documents that you would normally transfer to an overhead transparency. You can also use this feature to save examples of students' work in one convenient SMART notebook file.

To import a file using print capture, complete the following steps:

1. In the source application, select **File > Print**. The **Print** dialog box opens.
2. Select **SMART Notebook Print Capture** from the list of printers
3. In the **Print** dialog box, select a page range
4. Press **OK**

Changing the properties of the SMART Notebook Print Capture driver

When you import a file with SMART Notebook Print Capture driver, each page appears as an image on its own Notebook page. Just as with any printer driver, you can change the page orientation and additional print properties.

To change the page orientation, do the following:

1. In the source application, select **File > Print**. The **Print** dialog box opens.
2. Select **SMART Notebook Print Capture** from the list of printers
3. Press the **Properties** button. The **SMART Notebook Print Capture Properties** dialog box opens
4. Select **Landscape** orientation or **Portrait** orientation
5. Press **OK**

Delivering Lessons and Leveraging Interactive Tools

The best way to prepare yourself for delivering your lessons on a SMART Board interactive whiteboard is to create well-organized SMART Notebook software lessons.

An organized, well-designed lesson will enable the following:

- Smooth and effective navigation from page to page
- Clear and concise presentation of lessons content
- Increased flexibility to address student needs
- Clear expectations of what students or substitute teachers are to do during a lesson activity
- Lesson activities that perform as intended
- Minimal transition time between documents or activities, resulting in more effective classroom management

Customizing SMART Notebook Software for Effective Lesson Delivery

Teachers with a sophisticated delivery style don't distract their students from the lesson by searching for the tools they need. Customize the SMART Notebook interface to put all the tools you need for your unique delivery style at your fingertips.

Customize the Floating Tools toolbar

The Floating Tools toolbar provides instant access to interactive tools that will help you deliver amazing lessons whether you are using SMART Notebook software or another application on the SMART Board interactive whiteboard.

By default, the Floating Tools toolbar is anchored to the left-hand side of the interactive whiteboard. If you are right-handed and find yourself needing to access it frequently while writing and navigating, you may wish to drag this toolbar to the right-hand side of the screen before beginning your lesson.

Customize the properties of the tools that have side menus to minimize delivery time spent setting them up to be useful for your lesson. Press the **Customize** button on the side menu. The **Properties** dialog box will appear where you can change the settings for the tool.

You can save the new settings so they become the default for that tool by clicking the **Save Tool Properties** button at the bottom of the dialog box after you've set the parameters above.

Customize your Floating Tools toolbar so that it contains all the tools you find yourself using frequently in your lesson delivery.

Press the **Customize** button in the Floating Tools toolbar to choose from a variety of toolbar icons. You can choose as many icons as you like to fully customize this toolbar with the tools you need most often.



Placement of the toolbar

By default, the toolbar in SMART Notebook software is located at the top of the workspace. This is the most accessible location for teachers and older students to use the tools. If young students or students with mobility concerns are using the SMART Board, you may need to move the toolbar to the bottom of the workspace for easier reach. To move the toolbar from the bottom of the workspace, or vice-versa, press the double-sided arrow icon.

Placement of the side tabs

By default, the side tabs appear on the right-hand side of the workspace. These can be moved to the opposite side of the workspace by pressing the double-sided arrow icon. To facilitate your lesson delivery, it is best to place the side tabs on the side of the board where you tend to stand when delivering your lessons. Left-handed presenters may find the side tabs more accessible on the left side of the workspace, whereas right-handed presenters may find the side tabs more accessible on the right side of the workspace.

Presentation Tips for Delivery on an Interactive Whiteboard

Body positioning

- Face your students as much as possible while manipulating the SMART Board interactive whiteboard
- When you need to reach something on the other side of the interactive whiteboard, move to the other side of the board so that you can still reach with the hand closest to the board, maintaining an open body position
- Keep your frame as open as possible and turn to face the audience when discussing the points you have written



Touch tips

- When manipulating an interactive whiteboard, it is most effective to position your hand either above or below the object you wish to move or touch, rather than touching it straight-on.
- This hand position keeps the object you are touching visible to the audience while you are manipulating it. It also prevents your hand's shadow from blocking small items such as navigation buttons, making them hard to see and touch accurately



Writing tips

- Press with intent, applying constant pressure, when writing. Don't worry, you won't damage the board.
- Write in large letters. Users with a characteristically small writing style will be most happy with their attempts to write on an interactive whiteboard if they practice increasing the size of their text.



- Avoid resting the heel of your hand on the surface of the whiteboard while you are writing
- Don't be afraid to use different colors to enhance your delivery – that is why SMART provides you with an array of pen-tray pen tools instead of only one.
- Choose a color that will contrast with the background. On a dark background such as a video, red is a good color choice.

Ad-hoc Lesson Delivery

As a teacher, you know that it is sometimes desirable to deviate from planned lessons in order to manage your classroom as effectively as possible. The following are examples of spontaneous lesson creation that are often necessary:

- Enrichment tasks for students who finish early
- Transition activities for in-between time
- Impromptu explanations or demonstrations
- Extensions onto planned lessons
- Unplanned review of previous material

SMART Notebook collaborative learning software has a number of tools to help you with these types of ad-hoc lesson situations. This section outlines several ideas to give you something to draw upon when you need a spontaneous lesson activity or lesson component.

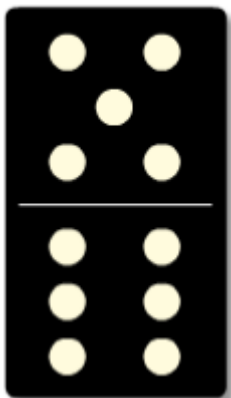
Ad-hoc Lesson Ideas for SMART Notebook software

The lesson ideas in this section have been selected based on the following characteristics of effective ad-hoc lessons:

- Minimal transition and setup time
- Set up is interactive and purposeful
- Activity furthers desired student learning outcomes

Lesson Activity Toolkit

The Lesson Activity Toolkit is included as an option when installing SMART Notebook software. This toolkit adds content to the SMART Notebook software Gallery to aid teachers in creating planned and ad-hoc lesson activities.

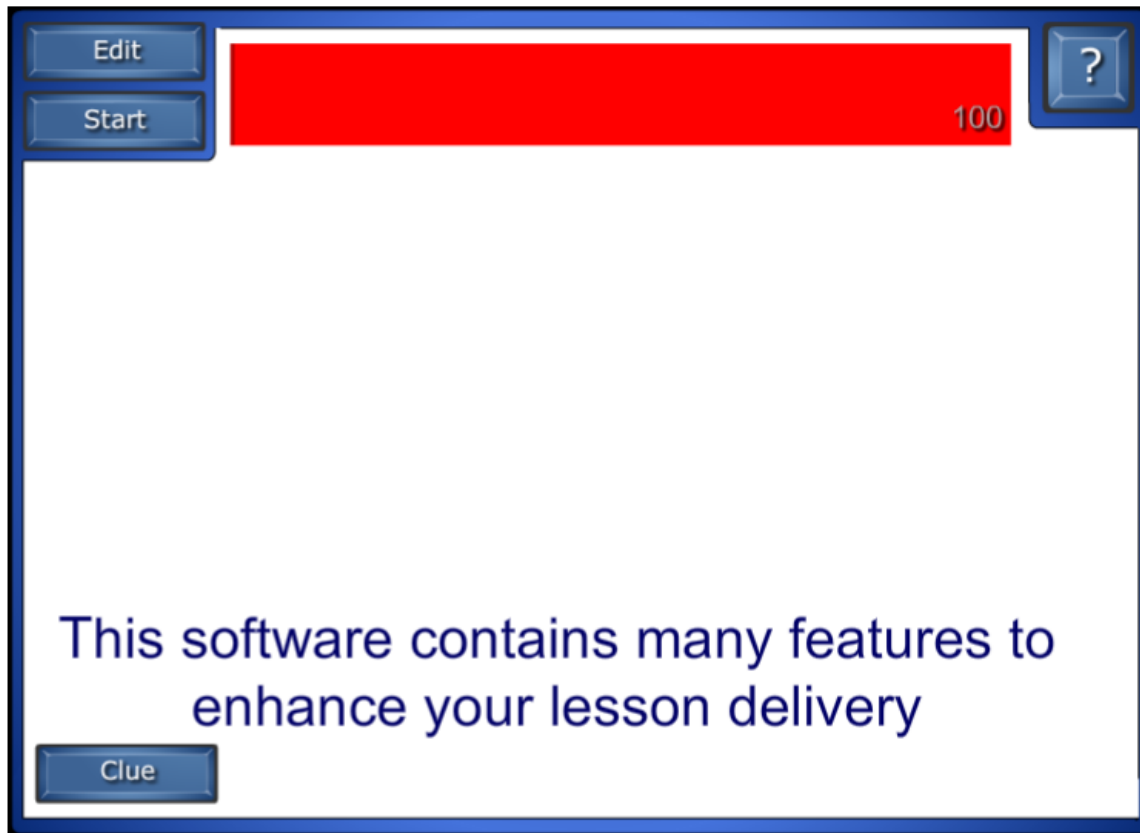


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Use of the Lesson Activity Toolkit's Random domino generator for an impromptu math activity.

Create some education games ahead of time

Make and collect a library of education games based on the topics you will be covering throughout the year. The Lesson Activity Toolkit has an array of templates for popular games and activities created in Flash software. Crossword puzzles, matching games, trivia, anagrams, word-guess games and more can be easily created by inputting your own lesson content.



Preparing these types of games requires a little bit of work ahead of time, but having a collection to draw upon as a filler activity or enrichment task is invaluable when the need arises.

Relevant education games or interactive activities are also a powerful and fun way for any age group to review material or start a lesson.

Use ready-to play strategy games

To ensure that the game-play in your classroom is relevant to your specific student learning outcomes, the majority of the education games included in the Lesson Activity Toolkit require you to add your own content. However, several ready-to-play strategy games are also included with the Toolkit to aid you with impromptu classroom activities. Sudoku, chess and checkers are useful for teaching children strategy skills and, if used judiciously, can be an effective enrichment task for small groups of students.

Develop a collection of favorite websites

Develop a page in a separate SMART Notebook software file that houses a collection of your favorite education websites. Students can browse these websites on the SMART Board interactive whiteboard in small groups, or as a class, when there is a spare moment.

The Value of Assessment

By using diagnostic, formative and summative assessment frequently and effectively in the classroom, you are able to set your students up for success.

Diagnostic Assessment

Diagnostic assessment is a way of determining the knowledge and skill levels of your students before beginning a lesson. These typically ungraded results will assist you in developing a learning plan that will work with the strengths and weaknesses of the students as reflected by this prelearning assessment.

- What forms of diagnostic assessment have you used in the past?

Formative Assessment

Regular use of formative assessments throughout a lesson will ensure that students have stayed on track with the expectations laid out in the beginning of a lesson. Rather than leaving a final test at the completion of a unit, chapter, year or semester to judge if they have absorbed the information required, conducting regular and ungraded assessments of knowledge and skill throughout a lesson will set up students for graded success. Results found by formative assessments can be addressed on a one to one basis or in a group as required and best determined by the educator.

- What forms of formative assessment have you used in the past?

Summative Assessment

A summative assessment is typically used to award a grade at the completion unit, semester or year to determine if a student's knowledge and skill level is where it would be expected to be at that point. A series of activities and questions are completed to test a variation of abilities. The results of many summative assessments are fairly high stake as they affect students' grades, but they also are used for the accountability of the school itself. By using technology in the way outlined for both diagnostic and formative assessments, students will be set up for success when the time comes for graded assessments.

- What forms of summative assessment have you used in the past?