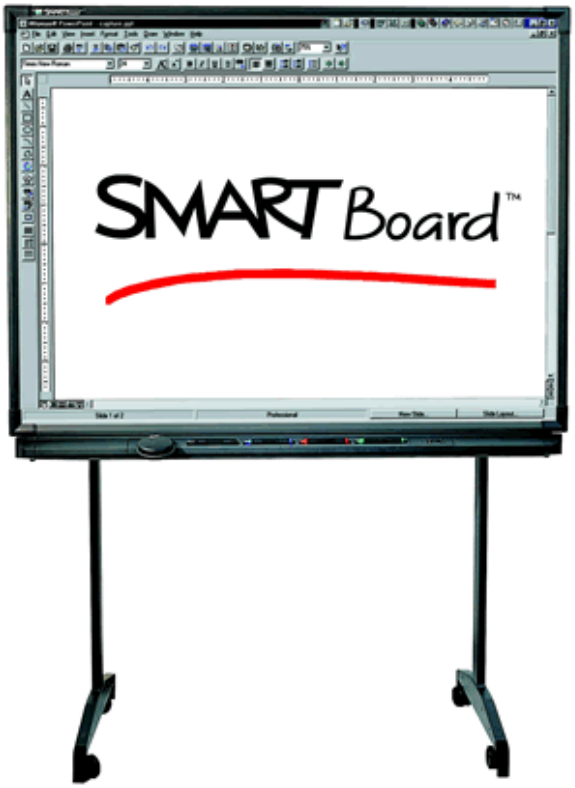
SMARTBOARD TRAINING HANDBOOK



Created by Nicki Callahan
Library Media Specialist, RLMS
Computer Resource Teacher, FWMS

Image from: Teacher Training Online, http://teacheronlinetraining.com/images/smartboard1.gif

BEGINNER SMARTBOARD TRAINING

Table of Contents

Getting Started:
- Downloading the Smartboard Software …… 1
  - Hiding the floating toolbar
- Welcome Page……2
- Orienting the Smartboard……..3
- Pen Tray……...4
  - Pens/Eraser
  - Onscreen Keyboard
  - Right Clicking
  - Help
- Smart technologies Handout: ……..5/6
  - Hardware Basics for the Interactive Whiteboard

Digital Ink Layer: **(it's a giant mouse and overhead projector)**
- Overview…….7
  - Border
  - Saving notes
- Floating toolbar……..8
- Smart technologies Handout: ……9-11
  - The Floating Toolbar
- How would I use this in the classroom…….12

Ink Aware: **(it talks to other software programs)**
- Overview…….13
- Smart technologies Handout: ……14-15
  - Using MS Office Applications with SMART software
- How would I use this in the classroom……..16

Notebook Software 10.0: **(it creates independent interactive lessons)**
- Overview and Work Interface……..17
- Smart technologies Handout: ……18-21
  - Notebook Version 10 Toolbars
- Objects…….22
- Gallery……..23
- Smart Technologies Handout……24-26
  - Working with Notebook software Gallery Collections
- How would I sue this in my classroom…….27
- Smart Technologies Handout…….28-36
- Hands-on Practice…….37

GETTING STARTED

Downloading the Smartboard Software

You do not need to have a Smartboard attached to your computer in order to use the Smartboard Software. You may download the software on your teacher computer and/or your home computer.

If you already have a Smartboard software version on your computer you need to uninstall it in order to install the 10.0 version

Installing Smartboard Notebooks Software 10.0

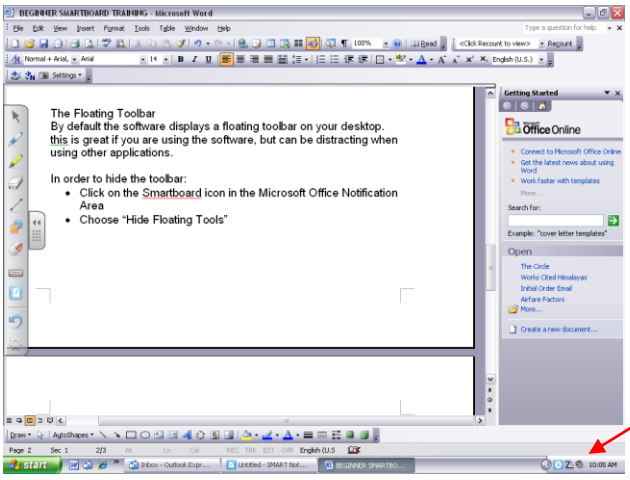
- Go to: http://smarttech.com/NB10ProductKey/Download.aspx?lang=eng-U.S.
- Choose the Software you want – usually Smartboard Notebook Software for Windows – then click on the link
- Choose "Run" then follow the prompts.
- At some point you will be asked for a product key:

  RLMS: NB-AEAA6-BIC76-49T9V-FWAIC
  FWMS: NB-AEAA2-DIB6Q-SQCJ2-NABAC

The Floating Toolbar

By default, the software displays a floating toolbar on your desktop. This is great if you are using the software, but can be distracting when using other applications.
In order to hide the toolbar:

- Click on the **Smartboard icon in the Notification Area**
- Choose **"Hide Floating Tools"**



Notification Area
and
Blue Smartboard
icon

GETTING STARTED

Welcome Page

When you launch the Smartboard software the Welcome Page will appear. You can also get to it by clicking the blue Smartboard icon in the MS Notification Area.

The Welcome Page is an easy to use menu for accessing all areas of the Smartboard Software.

GETTING STARTED

Orienting the Smartboard

Your finger is your mouse when using a Smartboard. In order to maintain accuracy you need to "ORIENT" your Smartboard.

There are two ways to get to the "Orient Page."

1. From the **Welcome Page, click on "Orient."**

OR

2. Press and hold the **"keyboard button" AND the "right click button"** on the Smartboard's Pen Tray at the same time.

To Orient:
Press the yellow dot inside each red X

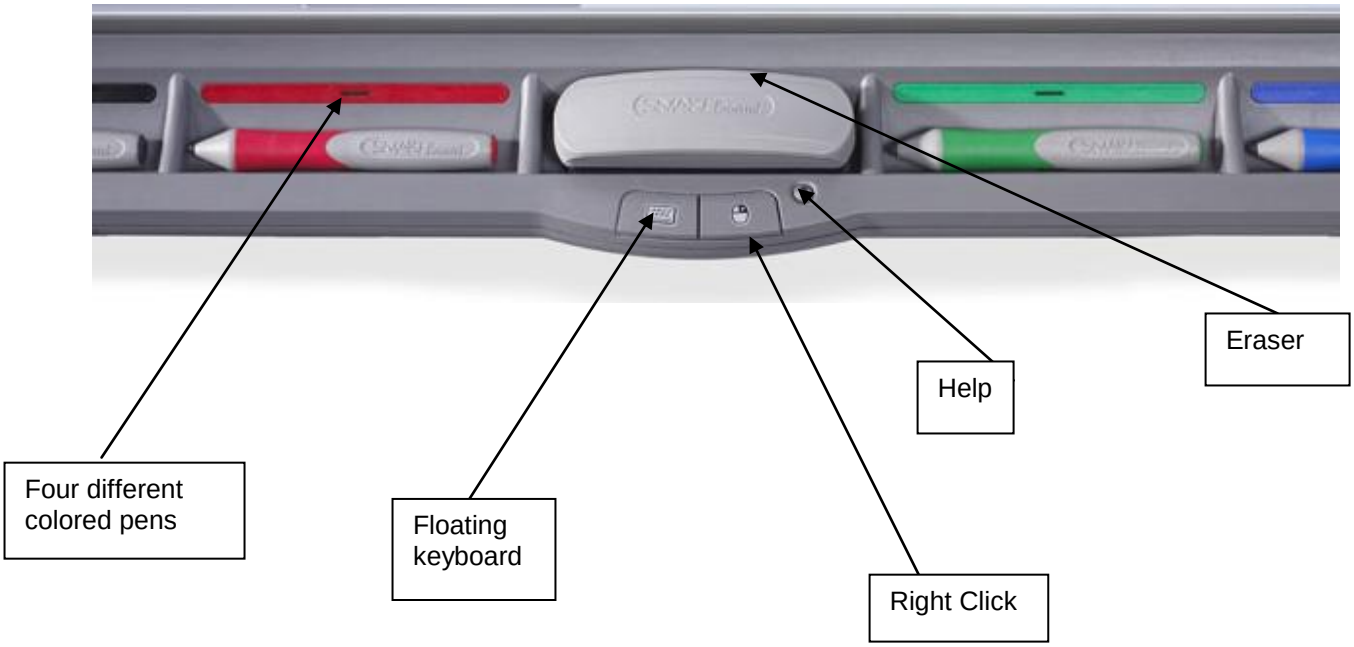
Remember: Smartboard calibrates when you **RELEASE** your touch, so slide your finger over to the right spot.

To Change Orientation levels:
Press the blue Smartboard icon in the notification area, then select **Control Panel > SMART Hardware settings > Orientation Alignment Settings** and choose the precision level you want.

GETTING STARTED

The Pen Tray

The pen tray attached to the Smartboard allows you to interact with the board



Smart technologies Handout: [Hardware Basics for the Interactive Whiteboard]

Image of Pen Tray from: Canadian International School of Beijing: http://www.cisb.com.cn/UploadFile/Illustration/image/smart_board_03.jpg&imgrefurl=http://www.cisb.com.cn/page/academic_program/smart_board.php&h=482&w=642&sz=30&hl=en&start=1&tbnid=Fxtpa7CCKYbkFM:&tbnh=103&tbnw=137&prev=/images%3Fq%3Dsmartboard%2Bpen%2Btray%26gbv%3D2%26hl%3Den%26sa%3DG

DIGITAL INK LAYER

Overview

A good resource when you are using interactive websites or other existing resources online

When you pick up a pen tool from the Smartboard two things happen:

- a border appears around your desktop
- a floating toolbar appears

You now have the ability to write on an invisible layer over whatever you have on the screen.
You also have the ability to save anything you write

The Digital Ink layer will remain active until all tools are replaced in the pen tray and you touch the board. At that point a menu will pop up and you will choose to either:

- Save Ink – save an image of the screen
- Clear Ink – clear the writing, but keep the Digital Ink Layer
- Close Ink Layer – clear the writing and close the Digital Ink Layer

If you accidentally clear your writing, you can click on the “Undo Button” to restore your work.

DIGITAL INK LAYER

Floating Toolbar

Go back to being a mouse

Pen Tool

Highlighter Tool

Eraser

Line Tool

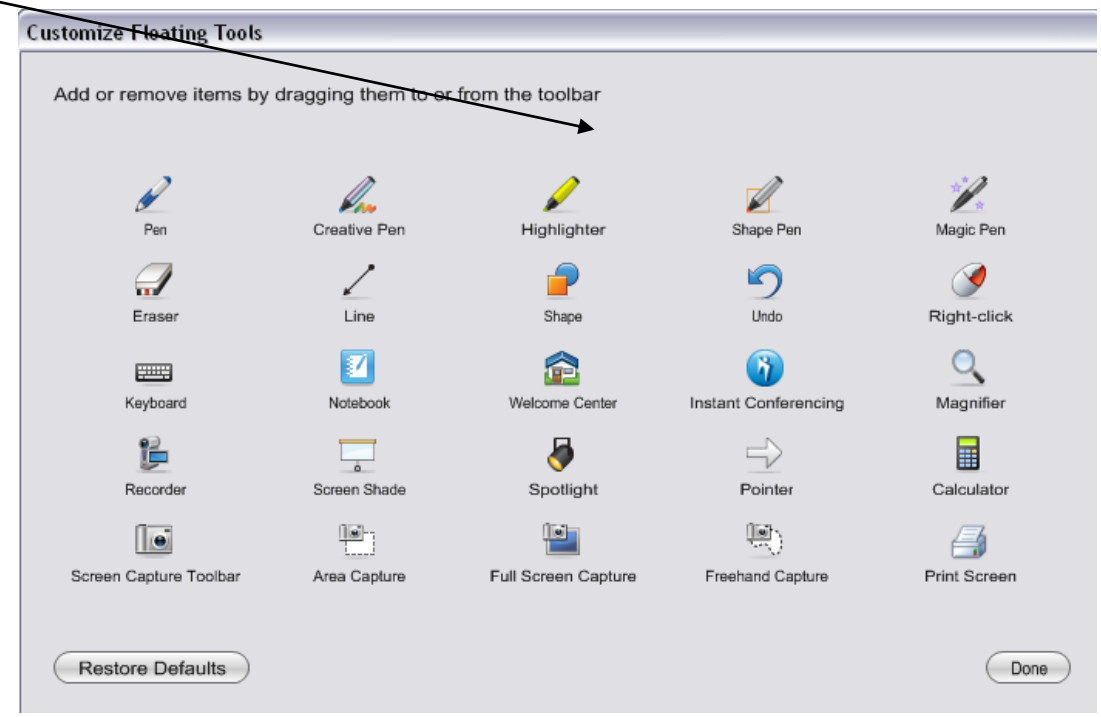
Shape Tool

Right Click

Floating Keyboard

Open Notebook Software

Undo



Smart Technologies Handout: The Floating Tools Toolbar

DIGITAL INK LAYER

How would I use this in the Classroom?

Prompts: What websites do I currently use, that may benefit from this technology?
What lessons would be enhanced by using interactive websites?

INK AWARE APPLICATIONS

Overview

The Smartboard Ink application can talk to other software applications including MS Word, Excel, PowerPoint and Adobe.

Your notes can be saved directly into the Word, Excel of PowerPoint file and will be visible the next time you open your document.

A mini-floating toolbar is incorporated into the other software application.

Smart technologies Handout:

Using Microsoft Office Applications with SMART software.

Smart technologies online tutorials:

Ink Aware
An online tutorial that reviews the Smartboard features when using Microsoft Excel and Word.

PowerPoint Software
An online tutorial that reviews the Smartboard features when using Microsoft PowerPoint

INK AWARE

How would I use this in the Classroom?

Prompts: What Word, Excel, or PowerPoint documents do I currently use, that may benefit from this technology?

What lessons would be enhanced by using Word, Excel, PowerPoint and ink aware?

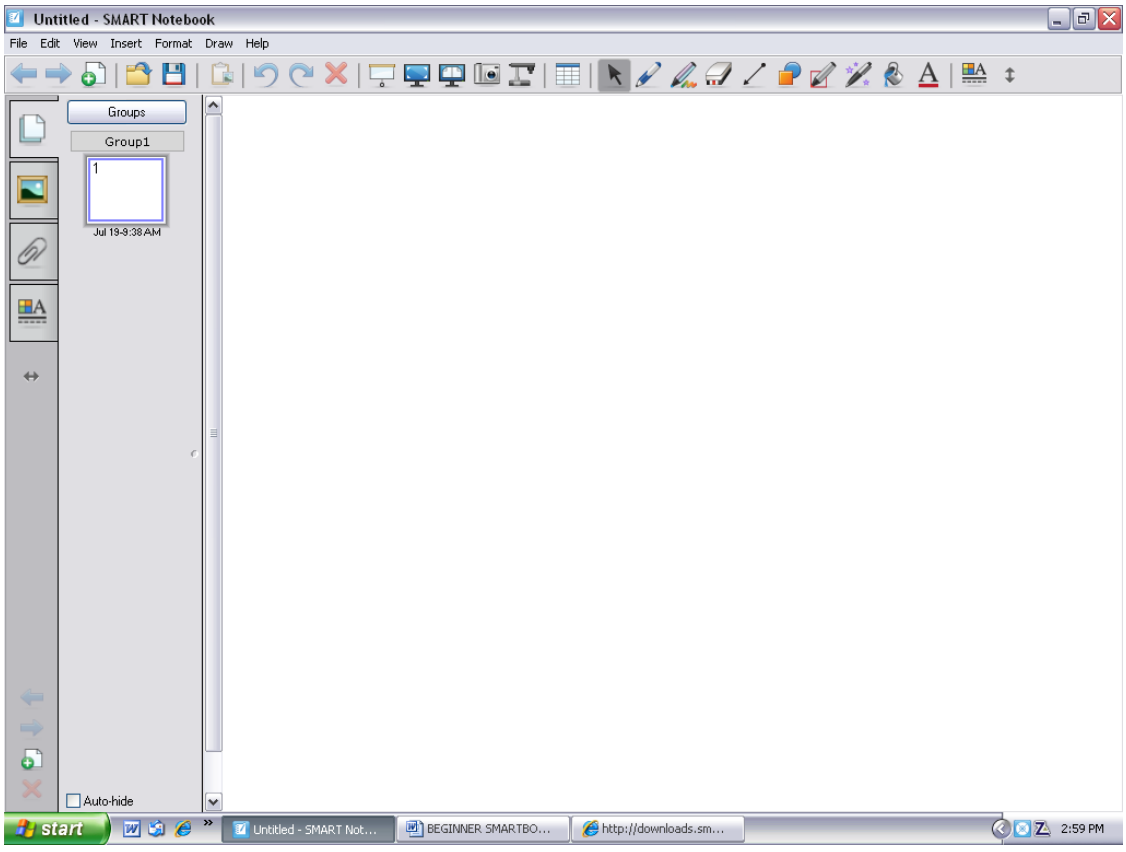
SMARTBOARD NOTEBOOK SOFTWARE 10.0

Overview and Work Interface

From the Welcome Center you can open a “New Notebook File”

- You can fill this work space with objects like text, images, video and interactive buttons.
- You can add as many pages as you need and organize them in groups
- You can access the Page Sorter, Gallery, Attachments and Object Properties as well as manage information using the toolbar.

The work interface will look like this:



Smart Technologies Handout: Notebook Software 10.0 Toolbars

SMARTBOARD NOTEBOOK SOFTWARE 10.0

Objects

All text, graphics, buttons and interactive items exist as objects on the work area.

You can do the following to objects:

Move

Resize

Rotate

Clone

Lock

Group

Order

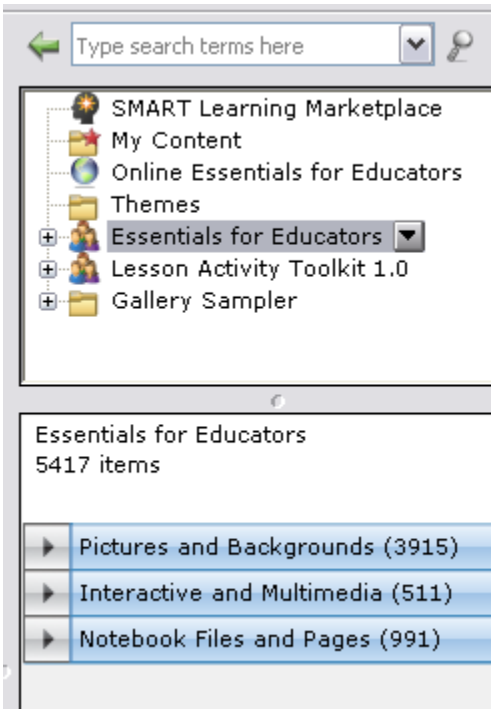
Flip

Link

SMARTBOARD NOTEBOOK SOFTWARE 10.0

Gallery

The gallery is a searchable database of graphics that you can drag into your work space. You can also save graphics in a “My Contents” folder in this section.



Smart Technologies Handout: Working with Notebook Gallery Collections

SMARTBOARD NOTEBOOK SOFTWARE 10.0

How would I use this in the Classroom?

Prompts: What lessons do I currently have that would work well in Notebook?
What lessons would be enhanced by using Notebook?

Smart Technologies Handout: Notebook Software Activity Guide

HANDS ON PRACTICE

Activities You Could Try Today

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1. Using the FPS Smartboard Tips Website, you could search for interactive websites that would work for your subject area.

2. You could create a lesson using Notebook without using the gallery and get a sense of how objects operate.

3. You could create a Notebook lesson using graphics from the gallery.

4. Using the FPS Smartboard Tips Website, you could search for Notebook lessons that would work for your subject area.

5. Using Smartboard's Lesson Activities in the gallery, you could search for and download Notebook lessons that would work for my subject area.

6. Enjoy the process. This is fun!