

TECHNO ©LPPH

Technology Instruction Page

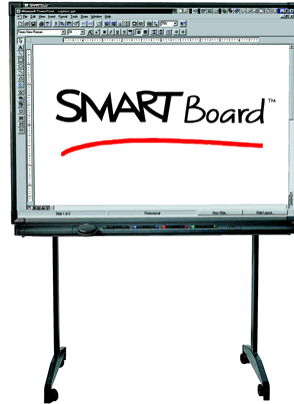


Image from: Teacher Training Online,
<http://teacheronlinetraining.com/images/smartboard1.gif>

SmartBoard

Creating a lesson in SMART Notebook:

Smart Notebook is a powerful learning application which enables teachers to create interactive and exciting lessons through its rich set of features and digital resources. It is an application which allows teachers to create lessons using images, multimedia and Internet links which sustain their student's attention. Notebook Software is the software that drives a SMART Board. It contains all the resources an educator needs to create interactive lessons that encourage student participation, boost motivation and increase learning.

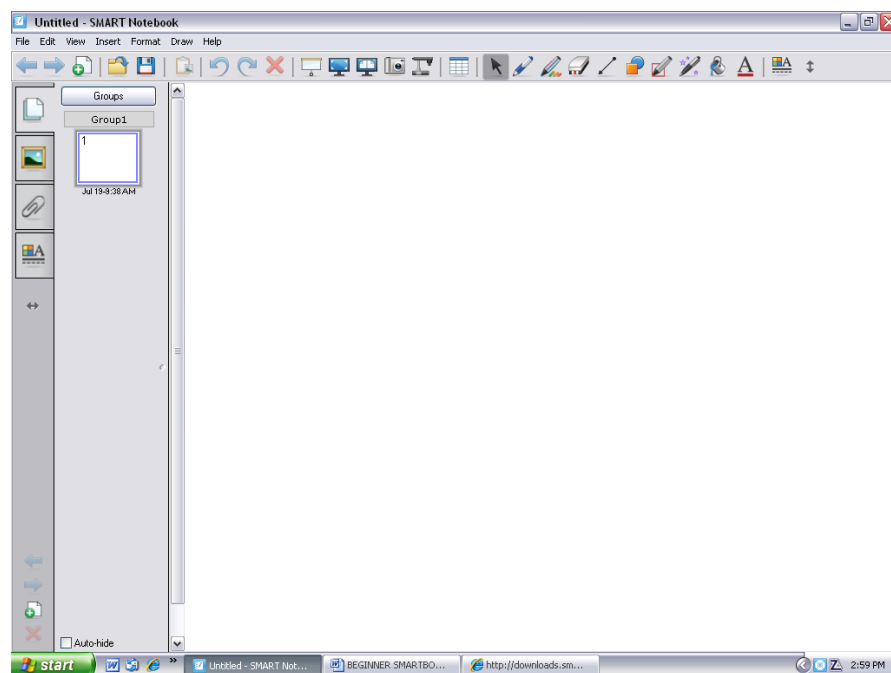
***Please note-Since the purpose of this activity is to become familiar with SMART Notebook and creating your own lesson, please do not "harvest" or borrow another lesson from the internet or elsewhere that has already been created and use it for this activity. It is our hope that you will learn some**

new techniques and skills through this activity that you can then use with your students in the classroom.

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:



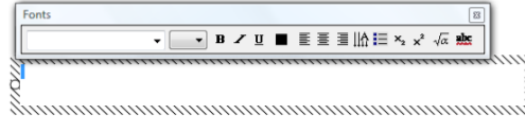
The following information will give you some basic instructions on using some of the toolbars and accessing and using the gallery.

The Basics!

Adding Text


Click on  at the top of the screen. Then tap anywhere on the screen.

A text box will open. Begin typing.




Editing Text

While text box is open adjust font style, size, or color. Choose to bold, italic, underline text, center, left adjust, or right adjust text.

Click on  to move text to a new location.

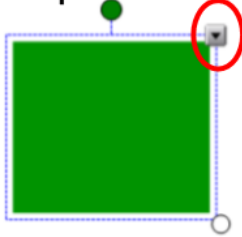
More Basics!
(click on me)

Erasing

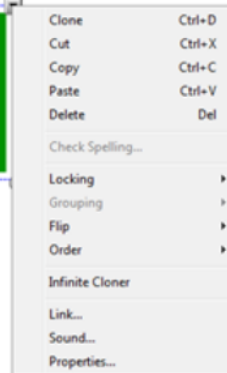
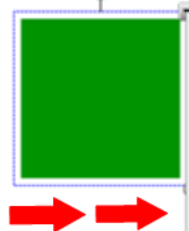
Click on  at the top of the screen. You will have an icon of an eraser on the screen. Move across screen to erase writing on the screen. The eraser will not remove typed text or objects. Only marks made with pens.

Drop Down Menu

All objects and text have a drop down menu, interactive flash files do not.



Click on the arrow in the top right corner and the drop down menu will appear.



Clone -copy and paste an object.

Locking - holds items in place they can not be adjusted.

Grouping- fix two or more objects/text together.

Flip- mirror imaging.

Order - bring objects forward or backward on the page.

WHY?

Clone - Makes and pastes a copy of what you have selected. Quicker way to make an exact copy. No need to copy and then paste. :)

Infinite Cloner - Clone an object infinitely. Great when you do not want to give away the answer by process of elimination.

Flip - Left/Right or Up/Down. Change the direction of and object.



Infinite Cloner -Allows cloning and object repeatedly until turned off.

Link - connecting files, websites, and other attachments to the page

Sound - insert sound files into a page

Properties - opens a side bar that allows color and style editing.

The Basics!

Drop Down Menu Continued

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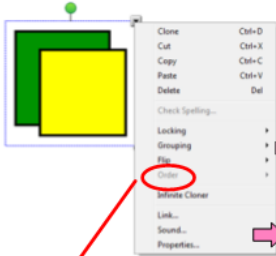
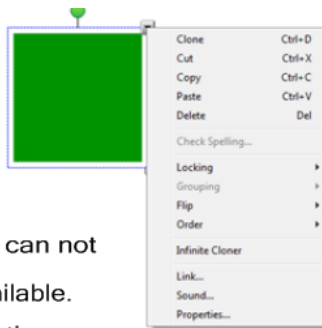
Locking - holds items in place so they can not be adjusted until unlocked. Four choices available.

Unlock - removes all of the lock functions

Lock in Place - item can not move

Allow Move - object is locked from being adjusted, however, object can change location.

Allow Move and Rotate - object is locked from being adjusted, however, object can change location and can be rotated.



Group Ctrl+G
Ungroup Ctrl+R

Click here to learn about adding sound.

Grouping - Using the Control Key (Ctrl) on your computer's keyboard select all of the objects/text that you would like grouped together. Grouping items allows you to move the objects together.

Ungroup - Use to release objects/text from being joined together.

Order - Four choices to order an object.

Bring to Front - Brings an object all the way to the front

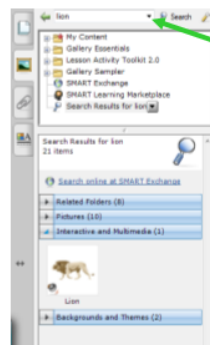
Send to Back - Brings an object to the back, but not behind the background color

Bring Forward - Brings an object one layer forward

Bring Backward - Brings an object one layer backward

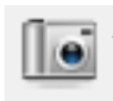
More Basics!

The Gallery!
My favorite place to visit
Tons of pre-made and adjustable activities!

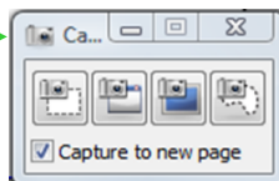


Use the search feature to find clipart, interactive flash files, backgrounds, and more!

The Capture Tool - gotta love a camera!



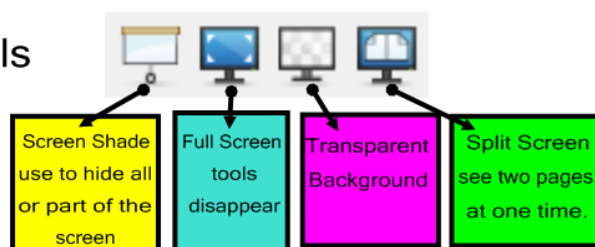
Click on the camera in the tool bar at the top of the screen and the Capture Tool will open.



Select the first icon to highlight an area to take a picture. Select the third icon to take a picture of the entire screen. Use the fourth icon to free draw an area to take a picture.

Screen Tools

Used while presenting information or when you just want to see what it looks like before you have to do it in front of the kids.



More Basics!

Save Make sure you save the notebooks that you have worked so hard to create!



Click on this icon and then save as you would any file. Make sure you know where you are saving! Other options include clicking on File (top left hand corner of the screen) then save or save as. Or CTRL +S which will open the save dialogue box.

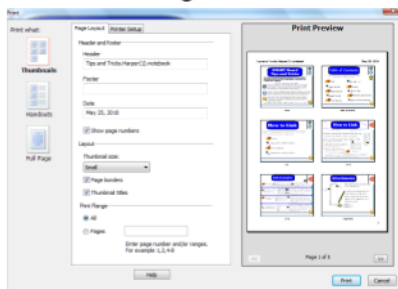
Open Ready to open a notebook that you made previously?



Click on this icon and then open as you would any file. Make sure you know where you saved the file! Other options include clicking on File (top left hand corner of the screen) then open. Or CTRL +O which will open the open dialogue box.

Print This one is a little trickier! Printing a notebook that you have made has several options.

Click on File and the
Print. The print
dialogue box will open.



Printing is similar to PowerPoint. Choose from: *Thumbnails - small screen shots; *Handouts - screen shots with spaces to write note; or *Full Page - prints each page on a sheet of paper.

How to Link

When you click on an object or text and something else opens you have created a link.
Creating a link is SUPER EASY. Below are the different ways you can link an object.
Click on one of the choices below to learn more about linking.



Website



Page within a SMART notebook



File in Computer



Attachment in SMART notebook

No matter what you link, all links start the same way!

1. Select the object or text that you want the link attached too.
In other words what are you going to tap on to make the link open.
2. Right click on the object or text. A pop up will open with a list of choices. Select "Link". See image #1
3. Another pop up will open. See image #2
4. Select what you want to link from the list on the left side of the pop up.
5. Next you will type in information or use the browse feature to select the file. Click on the lion to see examples.

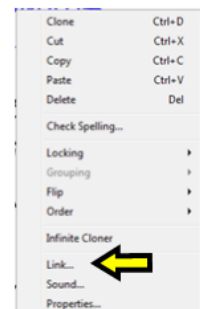


Image #1

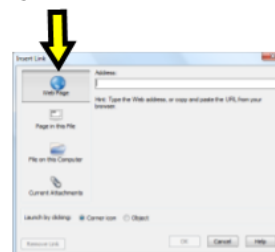


Image #2

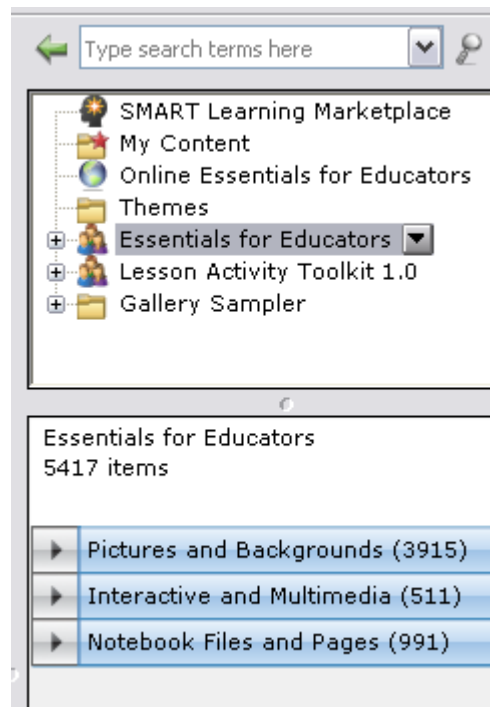
Tip: Select object to have the link open from a picture or text. Corner Icon will put an icon in the corner to open a link. See: Image #3

Launch by clicking: ☒ Corner icon ☐ Object

Image #3

The Gallery:

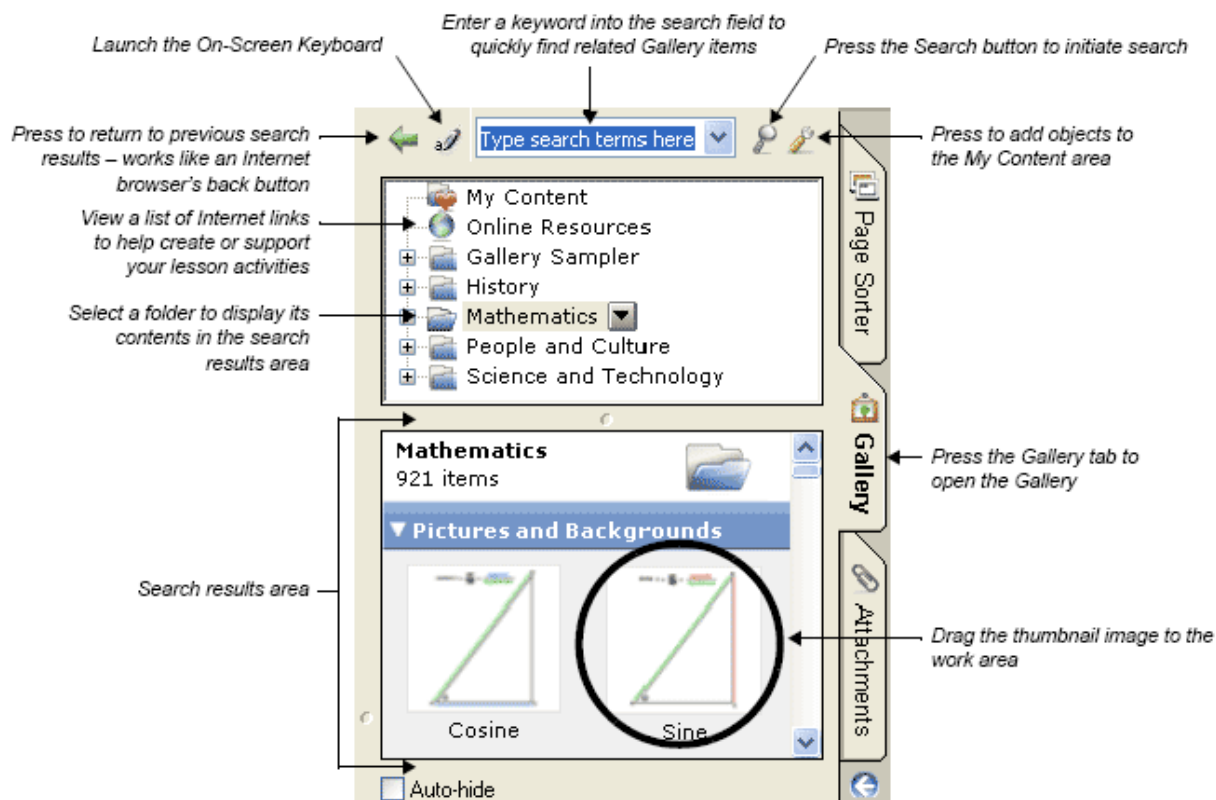
The gallery is a searchable database of graphics that you can drag into your work space. You can also save graphics in a “My Contents” folder in this section.



Working with Notebook Software Gallery Collections

What is the Notebook Software Gallery?

The Notebook™ software Gallery helps you quickly develop and deliver lesson activities and presentations in rich graphic detail. Thousands of high-resolution images, audio, video, Macromedia® Flash® and entire Notebook files are organized into searchable collections that allow you to create attractive, reusable content.



Searching for Gallery Content

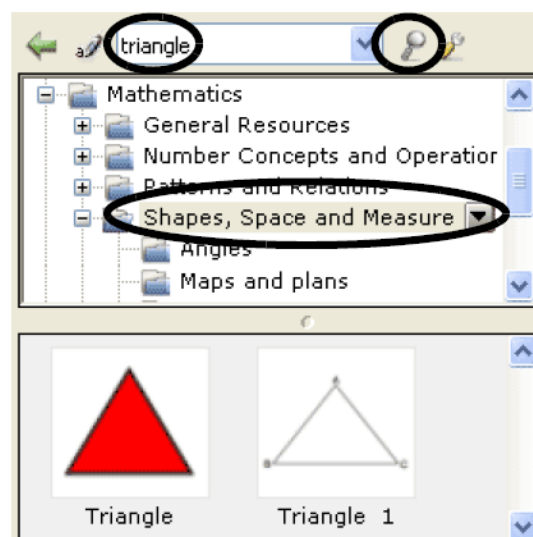
There are two ways to find Gallery content. You can browse through the Gallery collections and select a folder, or you can enter a keyword into the search field, as you would when using an Internet search engine.

If you were building a mathematics lesson activity about shapes, for example, you may decide to browse by topic for all Gallery items relating to *Shapes, Space and Measure*. However, if you were looking for a specific shape in the middle of class, you may want to type the keyword *triangle* into the search field to save time.

To look for Gallery items using the search field

- 1 Press once inside the search field
- 2 Type a keyword related to the type of object(s) you are looking for
- 3 Press the **Search** button to display your results

TIP: Press the icon to the left of the search field to use the On-Screen Keyboard to type your keyword.



Images and text from:

http://downloads01.smarttech.com/media/services/quickreferences/pdf/english/95working_with_gallery_collections.pdf

Teacher Lesson:

Now that you know some of the basics of using some of the SMART tools, it is your turn to create. Based on your curricular needs, create a SMART Notebook lesson to use with your class. Your lesson should have at least 5 pages with text and graphics. Access the Lesson Gallery and include 2 of the following Gallery items:

Balloon Pop

Category Sort

Click and Reveal

Image Match

Vortex

Question Flipper

Random Number/Letter Generator

Sentence Arrange

Word Guess

One of your pages should also include a link to either a website, a file on your computer (like a video), or a page within your SMART Notebook lesson.

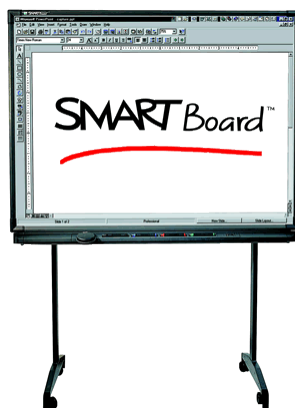
If you have any questions or need further help, contact your LMS.

Name_____Date_____

Grade Level_____

Documentation Page

SmartBoard



I have created a two teacher SMART Notebook lessons and included the required information. I have attached the "Thumbnails" -small screen shots (see printing information) to this documentation page. I have also attached documentation of using them in class with my students.

Signature_____