

SMARTBOARD FUNDAMENTALS

VERSION 11

EDUTECH
education technology services

An EduTech Workshop

Copyright EduTech, 2012

All rights reserved. This document may not be reproduced or redistributed by any method, including electronically or by photocopying without the written permission of EduTech.

TABLE OF CONTENTS

TABLE OF CONTENTS	1
SMARTBOARD FUNDAMENTALS.....	1
GETTING STARTED WITH THE SMART BOARD	1
STARTING THE SMART BOARD.....	1
SMART TOOLS MENU.....	1
SMART SETTINGS (FORMERLY SMART CONTROL PANEL).....	1
ORIENTING THE SMART BOARD.....	1
BASIC OPERATION	2
THE SMART BOARD PEN TRAY	2
PEN AND BUTTON SETTINGS	2
SMART BOARD TOOLS.....	3
SOME TOOLBAR BUTTONS EXPLAINED.....	3
WORKING WITH OBJECTS	6
SELECTING OBJECTS.....	6
OBJECT'S DROPDOWN MENU.....	6
FORMATTING OBJECTS.....	6
HANDWRITING RECOGNITION	7
SAVE A NOTEBOOK	7
EXPORT A NOTEBOOK	8
SCREEN CAPTURE.....	9
CUSTOMIZING THE TOOLBAR	10
CREATING LINKS	10
LINKING PAGES & FILES	10
LINKING FLASH & MOVIE FILES	10
SHOWING LINKS	11
CREATING AND USING TABLES	11
INSERTING A TABLE.....	11
ADDING IMAGES IN TABLE:	11
SPLITTING CELLS:.....	11
DELETING CELLS.....	11
SHADING CELLS.....	12
OTHER NOTEBOOK FEATURES	12
PAGE SORTER	12
GALLERY	12
ATTACHMENTS.....	12
PROPERTIES.....	12
ACTIVITY BUILDER.....	12
FLOATING TOOLS	13
PRESENTATION TOOLS	13

SPOTLIGHT.....	13
SCREEN SHADE	14
MAGNIFIER.....	14
POINTER	14
SMART RECORDER	14
SMART VIDEO PLAYER	14
WRITING TEXT ON VIDEO OR OTHER APPLICATIONS	15
CONTROLLING A POWERPOINT PRESENTATION.....	15
SMART BOARD WRITING TIPS:	15
APPENDIX A.....	16
WORKING WITH SMART RESPONSE	16

SMARTBOARD FUNDAMENTALS

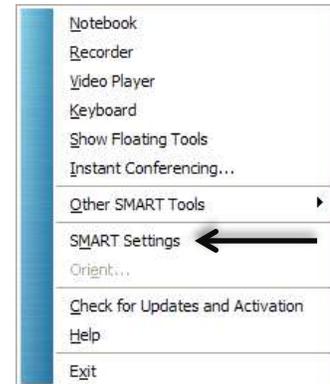
Getting Started with the SMART Board

The SMART Board is an interactive whiteboard that turns a computer and projector into a powerful tool for teaching, collaborating, and presenting. Use the SMART Board to interact, create, focus, capture, and simplify.

STARTING THE SMART BOARD

With the SMART Board and projector connected to the computer, turn on the projector and then the computer.

The SMART Board draws power from the computer and will automatically become active. The SMART Board has power when the Ready Light on the right side of the SMART Pen Tray turns a steady green.



SMART SETTINGS

SMART TOOLS MENU

The SMART Tools menu provides quick access to the functions that help you operate the SMART Board more effectively. To access SMART Tools, click the SMART Board icon in the Windows Notification Area at the bottom right of your screen. The SMART Tools menu will appear. On the Mac, control-click the Board Tools icon on the doc.

SMART SETTINGS (FORMERLY SMART CONTROL PANEL)

In the SMART Settings, you can configure a variety of hardware and software options for the SMART interactive whiteboard. We will focus on the following:

- *Orient/Align the SMART Board*
- *Pen and Button Settings including Calligraphic pen*



MAC SMART SETTINGS

ORIENTING THE SMART BOARD

In order to provide an accurate and appropriate response to touch, the SMART Board will need to be orientated. This process allows the SMART Board Software to know exactly where the projected image from the computer is located on the SMART Board surface. There are many ways to orient the board. The easiest way is to,

1. Click the *question (?) key*, on the SMART Board Pen Tray.
2. Click the *Orient/Align* button. 
3. Press your forefinger on the yellow center of each red cross in the order specified.



? KEY

Note: If the SMART Board or projector that is bumped or moved may need to be re-orientated. A permanently mounted SMART board and projector require fewer orientations.

BASIC OPERATION

Use your finger instead of the mouse to control applications on the SMART Board.

- Touch the screen with your finger and move it to control the cursor on the screen
- For tasks that require double-clicking, tap the SMART Board twice.
- Press the **Right Mouse** button on the Pen Tray, for tasks that require a right-mouse click.
- To write on the SMART Board, pick up one of the pens from the Pen Tray and write on the board.
- To erase any notes, put the pen down and pick up the eraser. Use it just like a traditional hand-held eraser to erase the annotations on the SMART Board.



KEYBOARD & RIGHT CLICK

THE SMART BOARD PEN TRAY

Write over any computer image by picking up one of the four colored pens from the Pen Tray. To write in a different color, place the pen back in its slot and select another.

Note: The color recognition comes from the slots in the Pen Tray rather than the pens themselves.

PEN AND BUTTON SETTINGS

By default, the pens in the pen tray are black, red, green and blue. It is possible to change several things about their functionality and appearance for increased effect with certain projects or age groups.

To customize features of the pens in the Pen Tray:

1. From the **Control Panel**, select **SMART Hardware Settings**.
2. Select the pen you wish to modify.
3. Change the settings and click **OK**.

You can control the following features:

- Pen Color
- Line/Eraser Thickness
- Line Start and End style
- Line Style
- Transparency of the line



ACTIVITY 1:

1. Launch SMART Notebook software.
2. Write your name using a pen from the Pen Tray or your finger.
3. Erase your name by wiping across the board with the eraser.

Note: The eraser will not work for objects created with line, ellipse or rectangle tools. These objects must be selected and deleted.

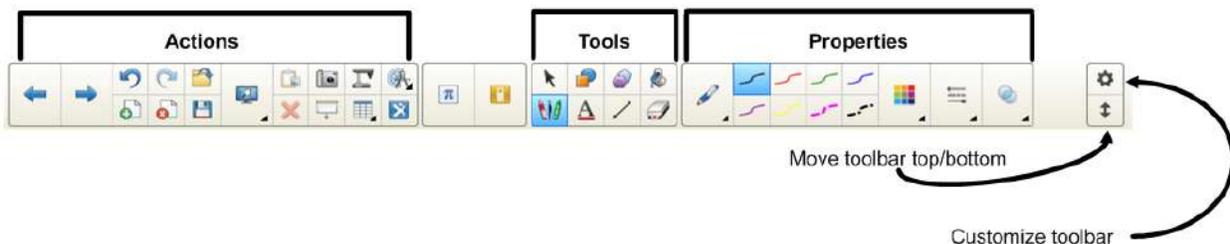
SMART Board Tools

The SMART Notebook toolbar is divided into groups of buttons to make Notebook easier to work with. The groups are **Actions**, **Tools** and **Properties**.

- Actions include common operations like page navigation, add and delete a page, and save or open a file. However, actions also include things like inserting a table, screen capture, deleting objects, etc....
- Tools are for creating shapes, drawing lines, pens for freehand writing and drawing, adding text, etc.... One of the most important tools is the black Select arrow. Anytime you want to work with an object on a page, first click the Select arrow and then select (click on) the object you want to work with.
- Properties allow you to change the look of objects that you create with the tools. Clicking a tool automatically shows the corresponding property options for that tool. Additional property options may be available by clicking the properties tab.

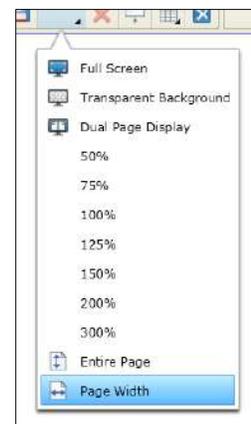
By default, the toolbar appears at the top of the Notebook page. When you are working with young students, it may be more convenient to move the toolbar to the bottom of the page. To do this, click the double-ended, vertical arrow on the far right of the toolbar.

Scrolling over a button on the toolbar gives a brief description of what the button does.



SOME TOOLBAR BUTTONS EXPLAINED

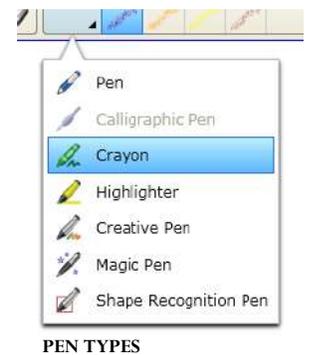
- To paste an item, select the **Paste**  icon.
- Undo or redo the last actions you performed, select the **Undo**  or **Redo**  icons.
- To delete an item, select it, and click the **Delete**  icon.
- The **Screen Shade**  allows gradual reveal of information to create suspense or hide text and graphics by dragging the shade left or right, up or down.
- There are several View Screen options that include:
 - Select **Full Screen** option, a Full Screen toolbar will appear. To exit the Full Screen mode, click on the **Red X** in the upper right corner of the toolbar.
 - Transparent Background, using Transparent Background, you can view the desktop and windows behind the SMART Notebook window and continue to interact with the open, transparent file. You can draw on a



VIEW SCREEN OPTIONS

transparent page and save your notes in the file. You can also display measurement tools, take screen captures, etc. . . . If an area of the screen does not include any SMART Notebook objects, you can interact with the desktop and applications behind the SMART Notebook window.

- Use the **Dual Page Display**  option to display two Notebook pages at a time from the same notebook. This is a great way to compare and contrast the content on two pages.
- Entire Page: Select to show entire page in the display.
- Page Width: Select Page Width to set the page's width to the same width as the display.
- Screen Capture, the **Screen Capture**  tool allows you to take a snapshot of what is on the computer screen and save it to a Notebook page. We will explore the screen capture feature later in this workshop.
- The **Document Camera**  requires a document camera.
- Use the Internet Browser button to insert a browser window on a page. Great for showing web videos.
- Use the **Select** tool  to select objects for editing, moving or copying.
- The **Pen** tool offers seven different pen types. Of special note are:
 - The **Shape Recognition Pen**  tool allows you to draw perfect circles, squares, triangles as well as other shapes. Draw a shape to understand how it works.
 - The **Magic Pen**  tool is actually three tools in one.
 - Draw a straight or curved line and the ink from the Magic Pen will slowly disappear. All pens now offer
 - Draw a circle to create a spotlight.
 - *To move the spotlight or magnifier, click and drag outside of the spotlight or magnifier.*
 - *Click and drag in the center of the spotlight or the magnifier window to increase its circumference or perimeter.*
 - Draw a rectangle to create a magnifier
 - The **Creative Pen** has several default image stamps. You can make a custom stamp by clicking the properties tab then choosing Line Style and selecting "Use a custom stamp image".
 - Apply the **fade effect** to the Pen tool by clicking the pen then clicking the properties tab, selecting Fill Effects and checking the box next to *Enable ink to fade after you write it*, be sure to set the *Fade time*.
- Use the **Eraser**  tool to erase items created by the pens. Some eraser options include:
 - Use the physical whiteboard eraser to erase items.
 - Click the eraser tool on the toolbar. Note the size options available for the eraser.
 - Draw a circle around several objects with the eraser and then tap in middle of the circle.
- The **Line**  tool contains a variety of line options. Choose a line and then click and drag on the SMART Board to draw it.
- The **Shapes**  and **Regular Polygons** tools contain a variety of shapes. Choose a shape and then click and drag on the SMART Board to draw it.
- The **Fill**  tool allows you to "fill" an outlined shape with a **Solid fill**, **Gradient fill**, **Patterned fill** or **Image fill**. To fill an area:
 - a. Select the **Fill** tool
 - b. Choose the desired **Fill property**.



- c. Click in the center of the area you wish to fill.
- Use the **Text**  tool to create a text box. Enter text from the computer keyboard or click the keyboard button on the tray of the SMART Board to load the on-screen keyboard.

Using the on-screen *Keyboard*

You have the option to switch between the *Classic*, *Number Pad*, *Write*, *Shortcut* and *Simple* or *Simple Caps* view.

- The **Settings** button allows you to select **Sound**, **Number of keys**, **Conversion time**, **Location** and **Keyboard transparency**.
- Touch the desired location for your text and begin typing.



ON-SCREEN KEYBOARD BUTTON

To edit text after closing the **Font** toolbar,

1. Click on the **Select** tool.
2. Double click on the desired text. The **Font** toolbar will open to allow for editing on the selected text.
3. Click anywhere outside of the textbox to close the **Font** toolbar.

Create and store Custom fonts by selecting the **Text** tool and then clicking on the **Properties** menu. To do so,

1. Select the font you wish to change from the **Text** drop box.
2. Open the **Properties** menu.
3. Select the **Line Style** tab.
4. Choose the desired **Color**.
5. Select the **Fill Effects** tab to modify the font's **Transparency**.
6. Select the **Text Style** tab to modify the **Font**, **Size** and **Font Style**.
7. Select the **Save Tool Properties** button.



ACTIVITY 2:

Add the following tools to the toolbar using the *Customize the toolbar* button:

- **Clear Ink:** Deletes any annotations from a page.
- **Clear Page:** Deletes all objects from a page.
- **Reset Page:** Reset page to its starting point.
- **Transparent Background:** view the desktop and windows behind the SMART Notebook window and continue to interact with the open, transparent file
- **Internet Browser:** Browse the Internet without leaving your SMART Notebook file.



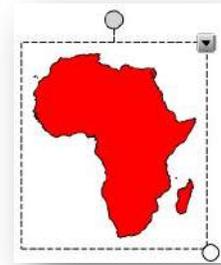
Take some time to work with the tools, especially the creativity tools. Make sure to include some formatting as well as adding additional pages to the project.

Working with Objects

SELECTING OBJECTS

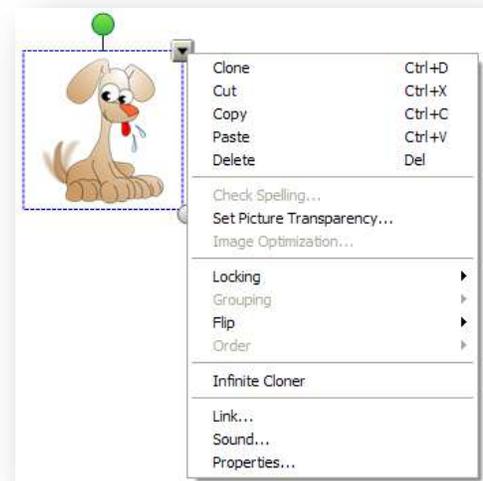
To select an object, click the **Select**  tool.

1. Tap or click on the object and a selection box with handlebars appears around it.
2. To select multiple objects, touch the board with your finger and drag it across the objects you want to select.
3. Select all objects by "right clicking" on the page and choosing **Select All**.



OBJECT'S DROPDOWN MENU

- **Clone**-One step copy and paste
- **Cut, Copy, Paste** and **Delete** behave as they do in other applications
- **Locking**-Locks objects in place so they can't be moved
- **Grouping**-Merge objects to form a single object. Group and ungroup using shake gestures.
- **Flip**-Objects can be flipped both horizontally and vertically
- **Order**-Allows one object to be moved behind another
- **Infinite Cloner**-Set Infinite Cloner and create multiple copies of an object by clicking on an object and dragging to another part of the page.
- **Link**-Allows an object to become a link to a web page, another page in Notebook, a file on the computer or an attachment
- **Sound**-Allows sound to be added to an object
- **Properties**-Allows the object to be formatted
- *Note: some options are only usable if you have purchased the Math tools.*



FORMATTING OBJECTS

Select an Object and its **Properties** options appear on the toolbar. Additional options may be available by clicking the property tab. Also, click the objects drop-down menu for editing, format and draw options. The following are general rules and may not apply in all cases.

- **Drawn Object**- You can usually format outline color, line properties and transparency
- **Gallery Object**- You can only format outline color and transparency
- **Text Object**- You can usually format text color, transparency, font and style

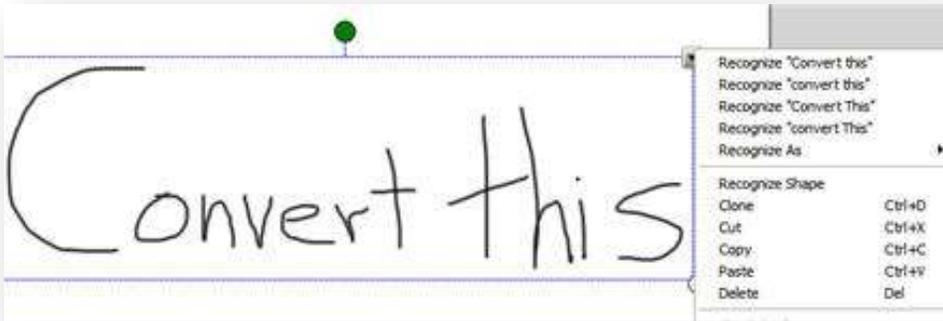
Note: The formatting tools on the toolbar may also be used.

HANDWRITING RECOGNITION

SMART Notebook can recognize hand written text and convert it to a typewritten font.

To convert the drawn object to text:

1. Select it by dragging the **Select** tool across the entire handwritten text area.
2. Choose the desired **Recognize** option from the pull-down menu.



SAVE A NOTEBOOK

The first time you save a Notebook file you are prompted to **Save As**. A saved notebook file is given the file extension **.notebook**. You can also open and save files by using the File menu. You can open a previously saved Notebook file by selecting the **Open File** icon. There are several options for saving a Notebook session.

Save as a Notebook File

1. Go to **File** on the Main Menu
2. Select either **Save** or **Save As**

Share on SMART Exchange

This option allows you to log into your SMART Exchange account and submit your notebook as a SMART Exchange resource for others to use. The process includes filling out a form on the type of resource it is and agreeing to the terms of the site, which include copyright compliance on the contents of your Notebook.

Save as a Gallery Item

To use your notebook page as an as a template or Gallery item,

1. Go to **File** on the Main Menu
2. Select **Save Page as Gallery Item**

EXPORT A NOTEBOOK

Export notebooks in several different file formats that include:

Export as Web Page

Use this command to generate a series of HTML files for viewing in a Web browser. A separate HTML page is created for each page of the Notebook file.

1. Go to **File** on the Main Menu
2. Choose **Export**
3. Select **Web Page**

Export as Image File

Saving the Notebook file as an image will allow others to view the file content without installing Notebook Software. There are many different formats to choose from: JPEG, PNG, GIF or BMP.

1. Go to **File** on the Main Menu
2. Choose **Export**
3. Select **Image Files**

Export as PDF

Use this command to generate a file that can be read using Acrobat Reader software, available free of charge from Adobe's Web site at www.adobe.com/products/acrobat .

1. Go to **File** on the Main Menu
2. Choose **Export**
3. Select **PDF**

Export as CFF

CFF (InteractiveWhiteboard Common File Format) file that can be used by other whiteboard programs.

1. Go to **File** on the Main Menu
2. Choose **Export**
3. Select **CFF**

Export as PowerPoint

Use this command to generate a file that can be used as a PowerPoint slideshow.

1. Go to **File** on the Main Menu
2. Choose **Export**
3. Select **PowerPoint**

Printing

You can also print a copy of your Notebook session.

1. Go to **File** on the Main Menu.
2. Select **Print**.

SCREEN CAPTURE

The **Screen Capture** tool allows you to "take a picture" and save it to a Notebook page. When you select this tool, a **Screen Capture** toolbar appears.

Capture options			
<i>Area Capture</i>	<i>Full Screen Capture</i>	<i>Window Capture</i>	<i>Freehand Capture</i>
			

Example: Capture an area

1. Click the **Area Capture** tool
2. Then click and drag to outline the area to capture.
3. Switch to the SMART Board Notebook software to view and/or edit.



SCREEN CAPTURE TOOLBAR

ACTIVITY 3:

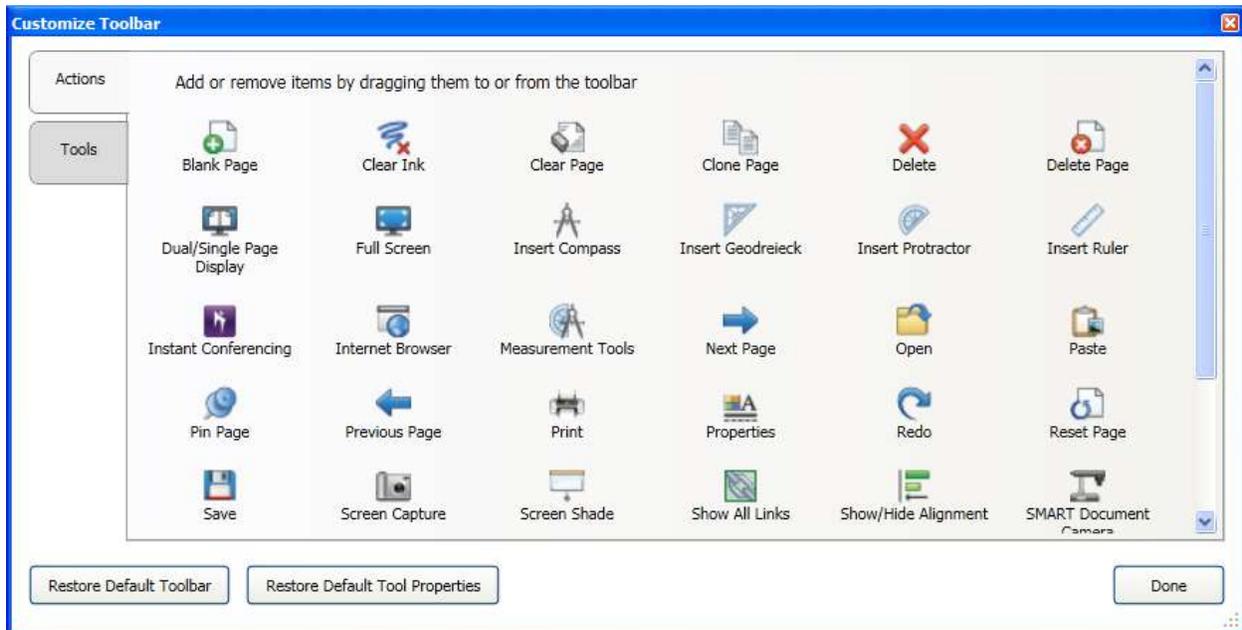
1. Open a Web browser.
2. In the address bar, type: <http://chiron.valdosta.edu/mawhatley/writing.htm>
3. Click the link: **Poor Writing Examples**.
4. Pick up a pen. Make sure you have the screen capture toolbar open. Alternately, add the area capture icon onto the floating toolbar when you customize it.
5. Click the **Area** button
6. Select one of the sentences in the list by clicking and dragging a box around it. Once the mouse is released, the captured text will appear on a new Notebook page.
7. Select two more sentences by repeating steps 5 and 6.

Go back to the SMART Notebook and make the corrections to the sentences.

CUSTOMIZING THE TOOLBAR

Click **Customize** the toolbar or right-click on an open area of the toolbar to add new tools.

1. Drag items from the **Customize Toolbar** window onto the **Notebook Toolbar** to add them.
2. Drag items off the **Notebook Toolbar** to remove them.
3. Click on the **Restore Defaults** button to revert to the original toolbar.



CUSTOMIZE TOOLBAR WINDOW

Creating Links

Hyperlinks to Webpages, other pages in a Notebook session, documents or files are easy to create.

LINKING PAGES & FILES

1. Select the text or object you wish to link.
2. Click the drop down arrow and select **Link**.
3. Choose either a **Web Page**, **Page in this File**, **File on this Computer**. The linked file will appear in **Current Attachments**.
4. Depending on which option you chose above, you will need to enter a Web address, select a Notebook page or browse for a file on your computer.
5. Choose to **Launch by clicking** either a **Corner** icon or **Object**.
6. Click **OK**.
7. To remove a link, follow steps 1-2 and click **Remove Link**.

LINKING FLASH & MOVIE FILES

1. Select the text or object you wish to link.



CUSTOMIZE TOOLBAR

2. Go to **Insert** on the **Menu**.
3. Choose either **Flash File** (.swf) or **Flash Video Fil** (.flv).
4. Locate the file on your computer.
5. Click **Open**.

Note: You must first have the flash or movie file downloaded and available in a folder on your computer.

SHOWING LINKS

The **Show All Links** feature briefly highlights all objects linked to a website, file, another Notebook page, or a sound with an animated box. To show the links in your current Notebook session,

1. Click on **View** on the menu bar.
2. Click on **Show All Links** to show links at this time.
3. Click on **Show All Links When Page Opens** to show links each time a page opens during the current session.

Creating and Using Tables

Create a custom table to insert data, objects, and graphics into the cells. You can apply shading to any cell within the table, allowing for even more interactive lessons.

INSERTING A TABLE

To insert a table:

1. Click the **Table**  tool. A table grid will appear.
2. Drag across the table grid to select the amount of cells desired. The table will now appear in the center of your Notebook page.
3. To move the table to a different location, select it and click and drag on the gray square in the upper left of the table.

ADDING IMAGES IN TABLE:

1. Select an image from the gallery.
2. Drag the image into the desired cell. (The image will automatically resize to fit the cell.)

SPLITTING CELLS:

1. Click a cell until it's shaded.
2. Right-click on the cell again.
3. Select **Split** and then one of the six splitting options.

DELETING CELLS

To delete cells in your table,

1. Click and drag across the desired cell(s).
2. Once the desired area is highlighted, right-click it.
3. Select **Delete Cells**, or if you are deleting a column or a row select that option.

SHADING CELLS

1. Select the desired cell(s).
2. Once the desired area is highlighted, right click it.
3. Select **Add Cell Shade**. (To "open" the shade, click on the cell.)

Other Notebook Features

PAGE SORTER

Page Sorter is a view option which allows you to easily see and navigate between pages contained in the current Notebook session. Once a page has been selected, you can access a pull-down menu to create, rename or delete pages. Within **Page Sorter** you can organize your content into groups.

GALLERY

The **Gallery** contains a variety of objects that can be used in Notebook including some animated Flash objects. There is a search field for finding a specific gallery item as well as tree style navigation. The gallery can be updated from Smart Tech's website by clicking on the update button.

ATTACHMENTS

This feature allows you to add and manage attachments. You can add web links, pdf files, flash files, and all types of Microsoft office files. This allows easy access to resources that relate to the current Notebook session. When you insert a pdf file it creates an image of the first page of the file on your notebook.

PROPERTIES

The Properties tab shows the full range of options for a tool. To use this tab, select an object or click on a blank area of the page, THEN click the Properties TO see Property options for whatever you clicked.

ACTIVITY BUILDER

Create interactive lesson activities easily by using the Activity Builder. To start, click the Add-ons tab, and then click the Activity Builder thumbnail and follow the instructions.



Floating Tools

The floating toolbar is a portable, customizable palette of tools that float over any application used with your SMART Board. With the *Floating Tools* open, you have access to the same configurable pens and erasers as the *Pen Tray*. To move the Floating Toolbar, click on the handle "dots".

1. By default *Floating Tools* appear when you open Notebook.
2. Select the desired tool from the palette and use it over any open application.
3. Add tools to or remove tools from the current toolbar by selecting the *Customize Floating Tools* icon.
4. To return the *Floating Tools* to its default state, click on the *Restore Default Toolbar* button at the bottom.
5. To customize the pen properties, choose the *Properties* icon on the right of selected pen.

Handle



To hide the Floating Tools completely:

1. Click on the SMART Board icon in the Windows Notification. On Mac, control-click the Board Tools icon on the doc.
2. Select *Hide Floating Tools*.

ACTIVITY 4:

Add the following icons to the Floating Tools palette:

- Spotlight
- Screen Shade
- Magnifier
- Pointer

Take some time to use Floating Tools over several different applications.

Presentation Tools

SPOTLIGHT

Use the *Spotlight* to draw attention to a particular area of the screen, just as a spotlight draws attention to a portion of a stage. Move the spotlight to different areas of the screen.

- To move the Spotlight, click an area of the screen outside the spotlight and drag the spotlight.
- To resize the Spotlight, click and drag on the border.
- To change the transparency of the spotlight, click on the drop box and select the appropriate amount of transparency.
- To close the Spotlight, click on the spotlight icon to turn off.

SCREEN SHADE

The *Screen Shade* allows the user to cover information and reveal it slowly. To turn on the Screen Shade, click on the Screen Shade icon. Initially, the screen covers the entire screen and includes handles on all sides. Click on a handle and drag from the edge to reveal. To turn off the Screen Shade, click the close button or click on the Screen Shade icon.

MAGNIFIER

Use the *Magnifier* to enlarge an area of the screen. Click on the *Magnifier* icon and two boxes appear on the screen, a small one and a large one. Drag the smaller box over an area of the screen for that area to appear enlarged in the larger box. To close the Magnifier, click the *Close* button in the upper left corner.

POINTER

The *Pointer* is a useful tool that displays a large arrow on the screen to help the presenter in drawing attention to the screen. Drag the arrow at the back half to move the arrow. Drag on the arrowhead to change the direction or rotate. To put the Pointer away, double click on the arrow.

SMART Recorder

The SMART Recorder allows you to record and play back an entire lesson. Create a video of every action on the SMART Board with the SMART Recorder. Attach a microphone and record audio with the video. Use SMART Video Player on the PC or QuickTime on the Mac to view the recorded movies.

1. Click on the SMART Board icon in the Windows Notification Window or on a Mac, control-click the Board Tools icon on the doc.
2. Select Recorder to open the SMART Recorder controls.
3. Click the red **Record** button in the SMART Recorder toolbar to record the whole screen or from the pull-down menu next to the **Record** button, select **Record Area**.
4. To end the recording, click the **Stop** button. The **Save As** dialog box will appear.
5. Select a destination to save the file in the **Where** drop down list.
6. Name the file in the **Save As** box.
7. Click **Save**.
8. Click **OK**.



SMART RECORDER CONTROLS

SMART Video Player

You can view movies on your SMART Board with the SMART Video Player on a PC or (use QuickTime on a Mac). With the SMART Video Player you can write or draw over video during a presentation and capture a single video frame into Notebook software. Use SMART Video Player to play video files located on your computer or view content from a camera, VCR, CD-ROM or DVD. Smart Video Player is only for the PC. Video annotation is not available on the Mac.

To access the SMART video player (PC only):

1. Click on the SMART Board icon in the Windows Notification Area in the lower right (near the time).
2. Select **Video Player**. (A SMART Video Player window will open.)
3. Click on **File** and select **Open** to access a video on your computer. (You can also access video footage directly from your camera by selecting **Hardware**.)
4. Browse for the desired video.
5. Click **Open**.
6. Click the **Play** button.
7. Lift a pen from the Pen Tray to stop the video.
8. Adjust settings as desired.

WRITING TEXT ON VIDEO OR OTHER APPLICATIONS

You can write notes on your movie using any of the pens in your floating tool bar or by simply writing on the movie with a pen from the Pen Tray. You can right click after you have written and select **Clear Ink**, or you can select **Save Ink** and a screen shot of your writing will appear in Notebook. You can also select the Ink Aware Screen shot icon (2) at the top right hand corner of the page, and your notes will be saved as a screen shot on Notebook. To close ink aware, click the red X (3).

ACTIVITY 5:

Take some time to create a movie using SMART Recorder. Save the file and play it using SMART Video Player, Windows Media Player, and or QuickTime Player.

Controlling a PowerPoint Presentation

Control a PowerPoint presentation on the SMART Board using a three-button control bar.

1. Open the PowerPoint presentation and click on the **Slide Show** icon.
2. Move from slide to slide using the left and right arrows located in the lower left of the screen.
3. Hover the mouse in the lower left hand corner to bring up an options menu or pick up a pen from the Pen Tray and write over top of the slide.

Note: If you return the pen to the Pen Tray without saving the note, the note will disappear the next time the screen is touched.

SMART BOARD WRITING TIPS:

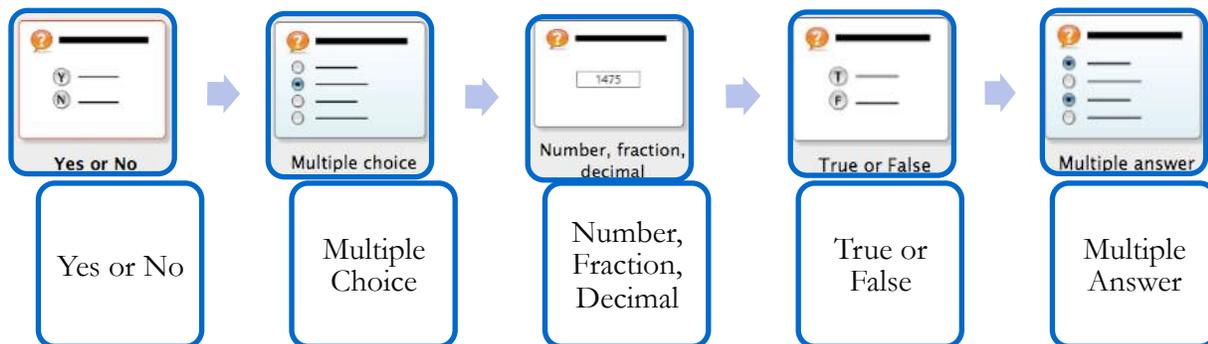
- Write in big letters and not small ones.
- Write in a straight line.
- Write left to right, not vertically or right to left.
- Constantly click the interactive screen to ensure contact points
- Remember that the pen tray color is the line color unless customized to another color.
- Put pen back in the tray when finished. Until put back, the computer will interpret screen touches as pen strokes.

Working with SMART Response

Having a SMART Response system connected to your SMART Board allows you to tally student responses, record attendance, or post test results. Each response is recorded and then can easily be displayed on your SMART Board along with classroom statistics to individual responses.

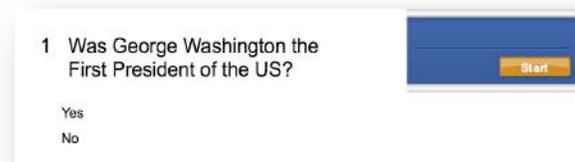
To include a SMART Response question set to your lesson,

1. Go to **Insert** on the Menu.
2. Scroll down and select **SMART Response Title Page**.
3. Go back to **Insert** and select **Insert SMART Response question**. You will have the option of entering Yes or No, Multiple Choice, Number, Fraction, Decimal, True or False, or Multiple Answer questions.



ACTIVITY 6:

1. Go to **Insert > SMART Response Title Page**
2. Type in a **Title** and **Type**.
3. Click **Add**.
4. Go to **Insert > SMART Response Question**
5. Select the **Yes or No** question type.
6. Click **Next**.
7. Type: **Was George Washington the first President of the United States?**
8. Click **Next**.
9. Select the correct answer as **Yes**.
10. Select the number of Points to be **5** and click **Finish**.



Note: Repeat steps 1-10 in order to practice with other Question type selections.