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Best practices and tools

How can I design effective and interactive lesson activities using SMART Notebook software?

Many tools are available for creating professional looking interactive lesson activities using SMART Notebook collaborative learning software. SMART's education solutions website provides free sample lesson plans and templates to save you time, and the SMART Exchange provides an online community enabling you to collaborate with peers using SMART products.

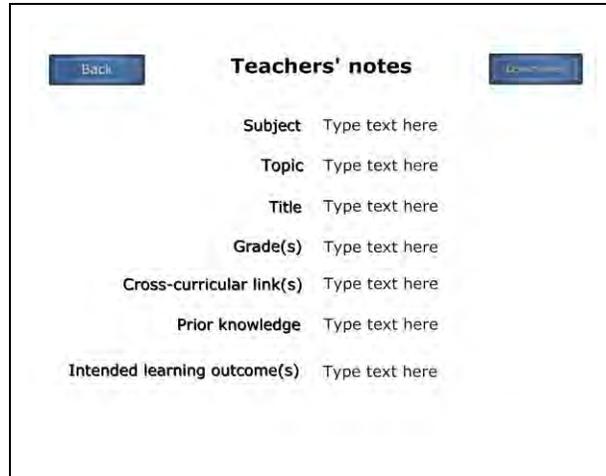
Tips for designing effective lesson activities using SMART Notebook software

1 Include Teachers' notes and lesson notes at the beginning of every lesson activity

Documenting learning objectives and key lesson details will help you to focus your lesson activity during both design and delivery. It also provides a clear overview of the lesson to others who may use the file.

2 Use links to improve the flow of a lesson

You can significantly improve the flow and organization of your lesson by taking advantage of the linking capabilities in SMART Notebook software. You can link any object on a SMART Notebook page to a webpage, an external file, an attached document or another page in the same file.



Teachers' notes	
Subject	Type text here
Topic	Type text here
Title	Type text here
Grade(s)	Type text here
Cross-curricular link(s)	Type text here
Prior knowledge	Type text here
Intended learning outcome(s)	Type text here

3 Attach supporting files to your SMART Notebook software file before class

Taking time during a lesson to navigate to files you want to show can be awkward and distracting. Your lesson can lose its momentum and students can lose their focus. To avoid this, attach files, shortcuts to files and Internet links to the Attachments tab of your SMART Notebook file. You can then open them with a single press. Everyone remains on track, and no time is wasted.

4 Use a consistent layout for lesson pages

Using a consistent layout for SMART Notebook pages helps your students know where to look for information and keeps them focused on important content. SMART Notebook software includes several themes that you can use as templates, or you can create your own incorporating school colors, logos and other objects.



5 Create lessons that are hands-on for learners

The SMART Board™ interactive whiteboard is more than a teaching tool, it's a learning tool. Students can use the interactive whiteboard to manipulate objects, complete activities, make notes during brainstorming sessions and deliver presentations.

6 Use the Internet and extra resources to encourage inquiry

Store links to relevant websites and additional resources as attachments in your SMART Notebook file. When students are particularly interested in a topic or have a question, these links can serve as a starting point for inquiry. Consider planning virtual field trips or having the whole class compose an e-mail on the SMART Board interactive whiteboard with a question or idea to an expert, an author or another class.

7 Cater to multiple learning styles in each lesson activity

SMART Notebook software includes several tools that enable you to cater lessons to a variety of learning styles. Auditory learners will appreciate the sound capabilities. Kinesthetic learners will benefit from manipulating Flash® activities. Visual learners will benefit from the rich Gallery collection included with SMART Notebook software and processes recorded using the Page Recorder or SMART Recorder.



8 Record processes, instructions or examples to provide further instruction when needed

SMART Notebook software includes a Page Recorder that enables you to record all actions on a SMART Notebook page. Consider recording a process or example to be played during class if students need additional clarification on a concept.



9 Seek lesson activities on the Internet

Begin by searching through SMART's education solutions website, which offers hundreds of ready-made lesson activities, or use a search engine to find other sources of lesson activities. Bookmark your favorite sites to save time searching in the future, and modify any of the lesson activities to suit your own needs.

10 Collaborate and share resources with others

Keep in regular contact with other educators who are using a SMART Board interactive whiteboard. Share experiences, ideas, challenges, lesson activities and solutions.

Notes and ideas for designing effective lesson activities

Use this page to write notes and ideas from the training session discussions.

TIP:

One of the quickest ways to add interactivity to a lesson is with a reveal activity, where the answer to a question is hidden on the SMART Notebook page. A great way to do this is using erase and reveal.

Type your question and answer, and then use a pen tool to cover the answer with digital ink. Select the digital ink, and set it to the same color as the page background. For example, if the page background is white, then the digital ink should also be white. To reveal the answer during your lesson, select the Eraser tool, and erase the digital ink covering the answer.

SMART's education solutions website

SMART's education solutions website, found at www.education.smarttech.com, provides numerous resources for educators, including free learning resources, SMART Notebook software lesson activities and professional development programs.



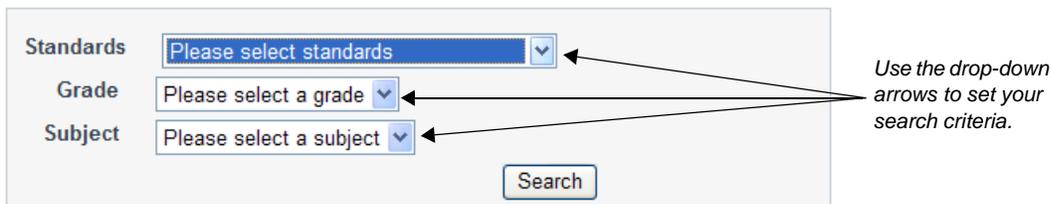
Lesson activities for SMART Notebook software

To save you time and help generate ideas for your own lesson activities, SMART's education solutions website provides an easy-to-use tool for finding and downloading free lesson activities in SMART Notebook software. Many of these lesson activities are created by SMART Technologies. They are identified by the inclusion of *SMART-created* in the title. Other lesson activities have been submitted by educators who are using a SMART Board interactive whiteboard in their classrooms.

Finding lesson activities

You can search for lessons by grade and subject, or find lesson activities that are correlated to your state or province's curriculum standards.

- 1 Open your Web browser and go to www.education.smarttech.com
- 2 Select the **Educator resources** link
- 3 Select the **Lesson activities** link
- 4 Select the **SMART Notebook software lesson activities** link
- 5 Select the **Find curriculum standards** link or the **Subject and grade level** link. If searching by subject and grade level only, the Standards option will not be available.
- 6 Select your search criteria from the drop-down menus
- 7 Press **Search**



Searching by subject and grade level

If you are searching by subject and grade level, a list of relevant lesson activities will appear in your browser window.



Correlation search results

Showing Results 1 to 25 of 82 [Next - >](#)
[back to Correlate lesson activities](#)

Search Results

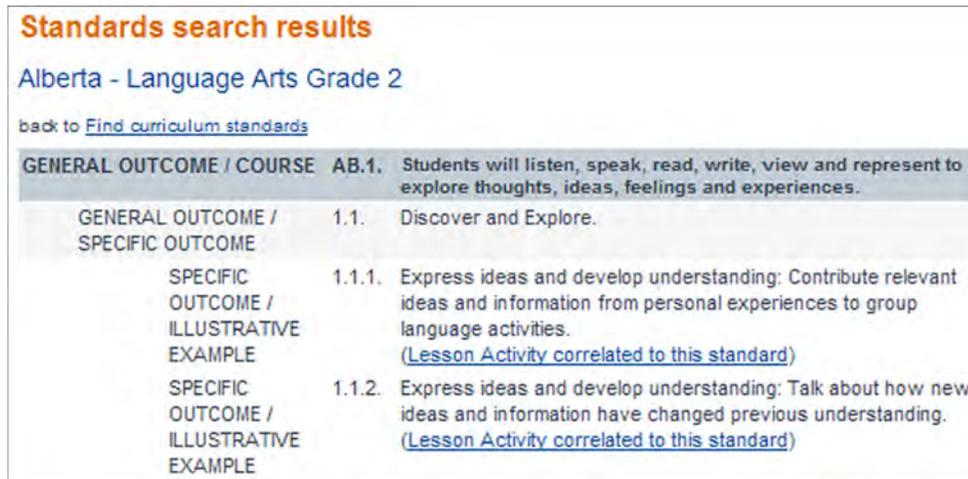
[Adjectives - Noun Riddles](#) | [View Standards](#)
 By using their knowledge of adjectives, nouns, synonyms and rhyming words, students will develop riddles with answers.

[Adjectives, Comparative and Superlative](#) | [View Standards](#)
 Students understand the terms superlative and comparative, identify comparative and superlative adjectives, and create sentences using superlative and comparative adjectives.

Click the title of the lesson you would like to use. This action will launch the lesson activity download page.

Searching by curriculum standards

If you selected the *Find curriculum standards* link, a list of curriculum standards will appear in your browser window. To find lesson activities, click the **Find correlated lesson activity** link within the curriculum standard you are interested in. If the *Find correlated lesson activity* link does not appear, no lesson activities correlated to that specific standard are available at this time.



Standards search results

Alberta - Language Arts Grade 2

[back to Find curriculum standards](#)

GENERAL OUTCOME / COURSE	AB.1.	Students will listen, speak, read, write, view and represent to explore thoughts, ideas, feelings and experiences.
GENERAL OUTCOME / SPECIFIC OUTCOME	1.1.	Discover and Explore.
SPECIFIC OUTCOME / ILLUSTRATIVE EXAMPLE	1.1.1.	Express ideas and develop understanding: Contribute relevant ideas and information from personal experiences to group language activities. (Lesson Activity correlated to this standard)
SPECIFIC OUTCOME / ILLUSTRATIVE EXAMPLE	1.1.2.	Express ideas and develop understanding: Talk about how new ideas and information have changed previous understanding. (Lesson Activity correlated to this standard)

After you click the *Find correlated lesson activity* link, a list of correlated lesson activities will appear in your browser window. Select the title of the lesson you would like to use. This action will launch the lesson activity download page.

Downloading a lesson activity

Once you have selected the lesson activity you would like to download, the lesson activity download page will load in your Web browser. Select the **Download NOTEBOOK** link, and follow the instructions.

Select to open or save this file to your computer.

Select to see a list of related curriculum standards.

Adventures with Adverbs

Students identify, sort and classify adverbs, and compare and contrast adjectives and adverbs in a lesson.

Download this lesson activity.
[\(Version 8.1.1, or higher, 2103 KB\)](#)

[View standards correlated to this resource](#)

Author:	Lori Reed
Country:	Canada
Level:	Elementary
Grade:	K-3
Subject:	Language arts



[View larger image](#)

The SMART Exchange

The SMART Exchange, found at www.exchange.smarttech.com, is a free resource center and community network dedicated to technology-enabled learning.



The SMART Exchange features a forum where you can meet colleagues, share ideas and get answers from SMART experts and it also has a calendar of events, photographs and documents that you can download.

Anyone can read postings on the forum, however, in order to contribute you need to register.

To register, follow the **Join** link found near the top of the SMART Exchange. You can then sign in to have full access to the forum.

Help and welcome center

Forums	Last Post	Threads	Posts
Welcome and announcements New to the SMART Exchange? Find out about updates and learn how to use the Exchange.	Lesson Activity... by CoralieO 04-18-2008 4:11 PM	24	52
Events Check this thread for SMART-sponsored events, including training sessions, teacher conferences, trade shows and more.	EduComm 2008 by LiseM 04-17-2008 6:01 PM	47	120

Conversations, or threads, are sorted into categories – Help and welcome center, Software and content, Programs and Support – and each of these categories is further subdivided. To see the threads in a category, or to open a specific thread, click the title.

To respond to a posting, click the **REPLY** button and type your response in the message box that appears. When you have finished composing your message, click the **Preview** tab to see what your post will look like or click **POST** to post your response.

To create a new thread click the **WRITE A NEW POST** button at the upper-left corner of the forum page. Then enter the subject and content of your post. Once you are finished, click the **Preview** tab to see what your post will look like or click **Post**. For further details on how to use the SMART Exchange and to learn about additional features, including the Calendar, searching the Forum, and sending private messages, click the **Help** tab.

TIPS:

- Search the SMART Exchange before posting. You may find that your topic or question has already been discussed.
- When asking a question, be precise and proofread it before posting. This extra step will help people understand your question better so they can provide a prompt reply.
- When posting, make sure that the subject line describes your topic or problem. Experts in your subject may skim past subject lines like *Urgent* and *Need help ASAP*. Use keywords that mention the product or issue instead.

Review: Best practices and tools

1 List three tips for designing effective lesson activities in SMART Notebook software.

2 From which website can you download SMART-created lesson activities?

3 What are two resources available on the SMART Exchange?

Review: Best practices and tools

1 List three tips for designing effective lesson activities in SMART Notebook software.

- Include Teachers' notes and lesson notes at the beginning of every lesson activity
- Use links to improve the flow of a lesson
- Attach supporting files to your SMART Notebook software file before class
- Use a consistent layout for lesson pages
- Create lessons that are hands-on for learners
- Use the Internet and extra resources to encourage inquiry
- Cater to multiple learning styles in each lesson activity
- Record processes, instructions or examples to provide further instruction when needed
- Seek lesson activities on the Internet
- Collaborate and share resources with others

2 From which website can you download SMART-created lesson activities?

www.education.smarttech.com

3 What are two resources available on the SMART Exchange?

- Forum
- Calendar
- Photographs
- Video and document downloads

Structuring and organizing lessons

How can I make my SMART Notebook files organized and easy to use?

The Page Grouping feature in SMART Notebook software enables you to organize pages. Links, buttons and attachments can help you improve the flow of a lesson activity. Additional features, such as My Content and team content, help you keep your learning objects and SMART Notebook files well organized.

The Lesson Activity Toolkit

The Lesson Activity Toolkit is a newly introduced Gallery collection. It provides many tools and resources that can be helpful when preparing and delivering a lesson.

You have the option of installing the Lesson Activity Toolkit when installing SMART Notebook software 10. However, if you did not install it at that time, you can download the Lesson Activity Toolkit from SMART's education solutions website. To download and install the toolkit, complete the following steps:

- 1 Open your browser and go to www.education.smarttech.com/slat
- 2 Click the **Download SMART Lesson Activity Toolkit** link
- 3 If prompted to open or save, select **Open**
- 4 Click **Lesson Activity Toolkit**
- 5 Click **Next**
- 6 Click **Finish**
- 7 Open SMART Notebook software
- 8 Click the **Gallery** tab. The Lesson Activity Toolkit will be listed in the Gallery as Lesson Activity Toolkit 1.0.

You have access to six new collections after installing Lesson Activity Toolkit on your computer.



Teachers' notes and lesson notes

Just as you would ask your students to include a title page on a book report, lab report or research project so that you know which student and class it's for, it's a good idea to include key details at the beginning of any SMART Notebook software lesson activity you create or use. Documenting the subject, topic, grade level and learning outcomes at the beginning of your SMART Notebook file will help you to focus your efforts on these ideas as you develop the lesson and easily find appropriate lesson activities when reusing your files in future years. It will also make it easier for others to get an overview of the lesson if you share your resources.

Teachers' notes

Subject Type text here

Topic Type text here

Title Type text here

Grade(s) Type text here

Cross-curricular link(s) Type text here

Prior knowledge Type text here

Intended learning outcome(s) Type text here

This is a SMART-created template for Teachers' notes. To use the template, select the text and overwrite the current text with your lesson activity information.

Lesson notes The templates found in the Lesson Activity Toolkit contain an additional page – lesson notes. This page is for recording lesson instructions, additional resources or improvements you would like to make to the lesson activity in the future.

Multipage teachers' notes and lesson notes templates are available from the Lesson Activity Toolkit Gallery collection, or you can create your own template.

Title pages and lesson pages

Ready-made pages make it easier for you to add structure and style to your lessons. You can find templates for title pages and lesson pages – complete with title bars – in the Pages folder of the Lesson Activity Toolkit.

To add one of these templates to your lesson, drag and drop it onto any page of the SMART Notebook file, then fill out the pages to suit your lesson activity. To change the text on the pages and title bars, highlight the existing text and start typing.

Teachers' notes

Lesson notes

Cinquain Poems

- Define cinquain poems
- Review 3 types of cinquain poems

Evaluation

Title page

Insert the topic and learning objectives to provide an overview of the lesson activity.

Press this button to record your comments and observations about the lesson activity.

These buttons provide easy links between the pages.

Teachers' notes

Use this page to detail information about the lesson such as topic or title. This action will be useful when you are sharing or revising the lesson activity.

Back

Lesson notes

Teachers' notes

Subject Language arts

Topic Literature

Title Cinquain Poems

Grade(s) 2, 3, 4, 5, 6 and 7

Cross-curricular link(s) Poetry

Prior knowledge

Intended learning outcomes Introduce and define cinquain poem forms

Lesson notes

This straightforward lesson activity is designed for use as a main lesson activity. You can go through the examples as a class and then ask your students to complete tasks using their exercise books.

Modify the examples as needed to suit the needs of the class.

Teachers' notes

Lesson notes

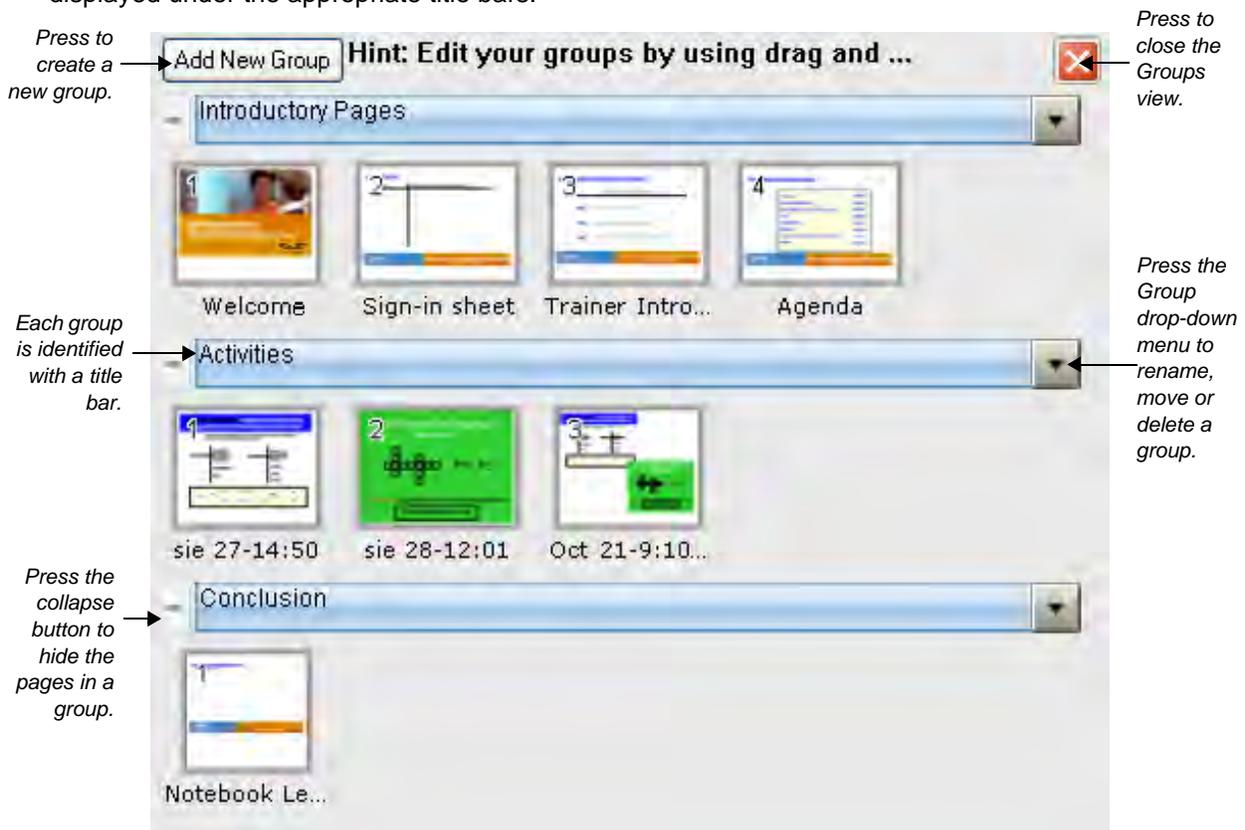
Use this page to document comments and instructions for the lesson. You can also use this page during a lesson to keep track of student questions or improvements you would like to make to the lesson activity.

Page grouping

To keep your SMART Notebook files well organized, you can sort pages into groups. This is particularly useful when there are a large number of pages within a file. Page grouping enables you to view your pages in an organized way. You can choose to show or hide specific groups, reducing the number of pages visible at a time. You can also rearrange the order of groups, quickly navigate to a particular group within the Page Sorter and apply a theme to all the pages within a group.

As a default, each SMART Notebook file has only one group. You can add and modify groups at any time. To view and edit groups, complete the following steps:

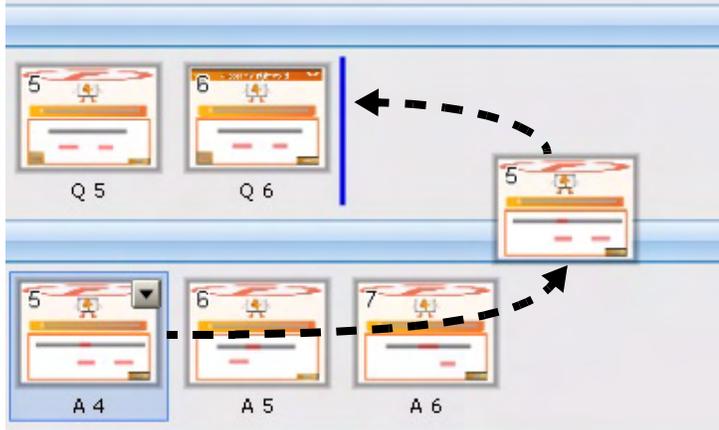
- 1 Open the **Page Sorter** tab
- 2 Press the **Groups** button
- 3 Select **Edit Groups**. If you have not yet edited the groups in the SMART Notebook file, all pages will be in the default group – Group 1. If you have already edited the groups for this file, the pages are displayed under the appropriate title bars.



To create a new group, complete the following steps:

- 1 Press the **Add New Group** button. A new group title bar appears and a new blank page appears below it. Every group must include at least one page.
- 2 Press the group drop-down arrow and select **Rename Group**
- 3 Type a new name for the group

Pages and groups can easily be organized using the drag and drop method. To move a page to a different group or a different location in the same group, simply drag the thumbnail image for the SMART Notebook page to the new desired location. To rearrange the order of groups, drag a group's title bar to the new location. Alternatively, press the group drop-down menu and select **Move Up** or **Move Down**.

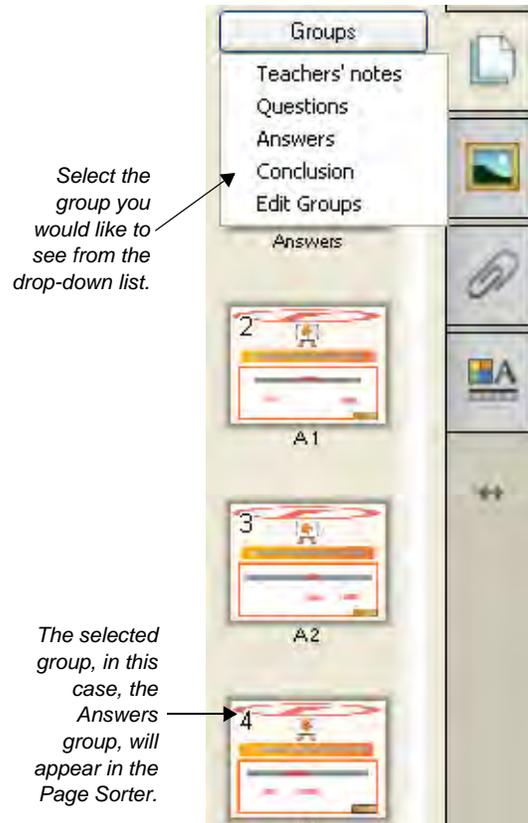


To move a page to a different location, within the same group or in a different group, drag it to the desired location. You can also change the order of groups using this method.

To delete a group, select **Delete Group** from the drop-down menu. When you delete a group, you also delete all pages within that group, so be sure to move any pages you would like to keep into a different group first. If you move all pages out of a group, the group disappears automatically.

To close the Groups view, press the **Close** button in the upper-right corner, or double-click on any thumbnail image to navigate directly to that SMART Notebook page.

When using the Page Sorter, you can navigate between groups easily without opening the Groups view. To do this, press the **Groups** button at the top of the Page Sorter, and select the group you would like to see from the drop-down list that appears.

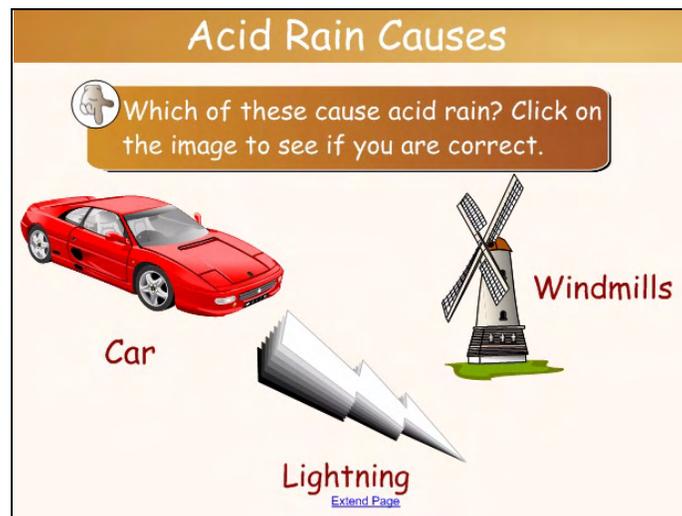


Linking

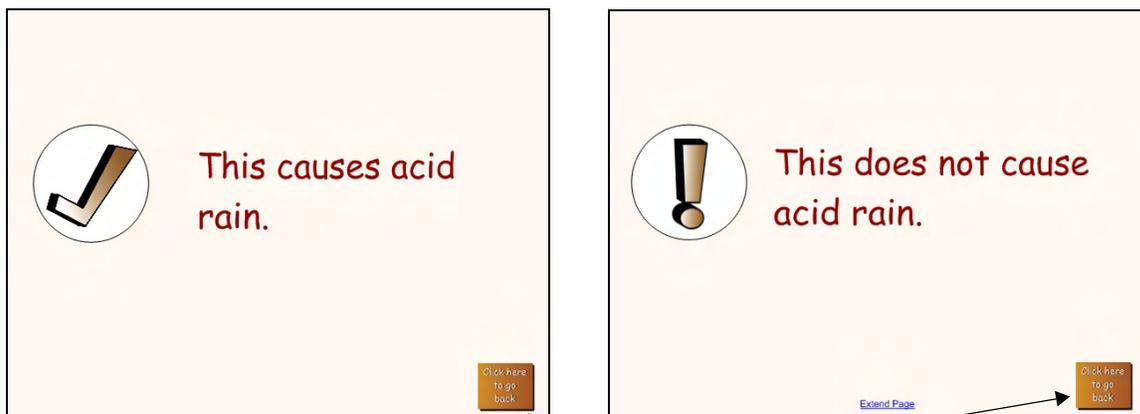
You can significantly improve the flow and organization of your lesson by taking advantage of the linking capabilities in SMART Notebook software. You can link any object on a SMART Notebook page to a webpage, an external file, an attached item or another page in the same SMART Notebook file.

The ability to link to another page within the SMART Notebook file enables you to move between pages quickly, without using the Page Sorter. Since any object can be linked, you can create objects that serve as navigation buttons or set different messages to appear based on which object you or a student touches on the SMART Notebook page.

Many teachers like to write congratulatory messages or hints on specific pages, providing students with immediate feedback when they touch an object linked to that page. Navigation buttons created with links found on the message pages allow students to return to the activity easily to try again or move on to the next activity.



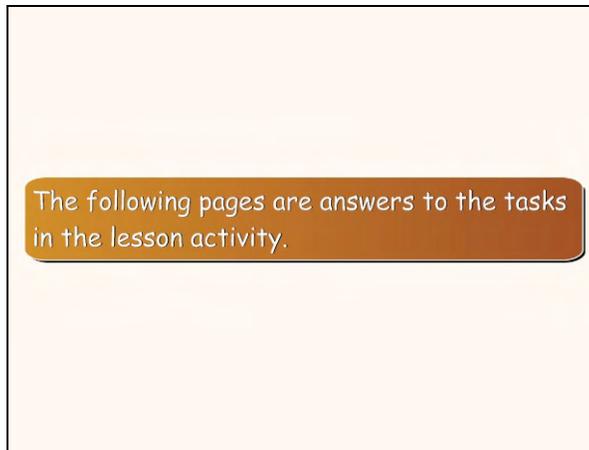
To respond to the question, the student presses the object that he believes causes acid rain. All three objects are linked to answer pages within the SMART Notebook file. After pressing an object, the student will be presented with one of the two pages shown below.



To return to the question page, the student can press the button in the bottom corner of the page, which is a link back to the question page.

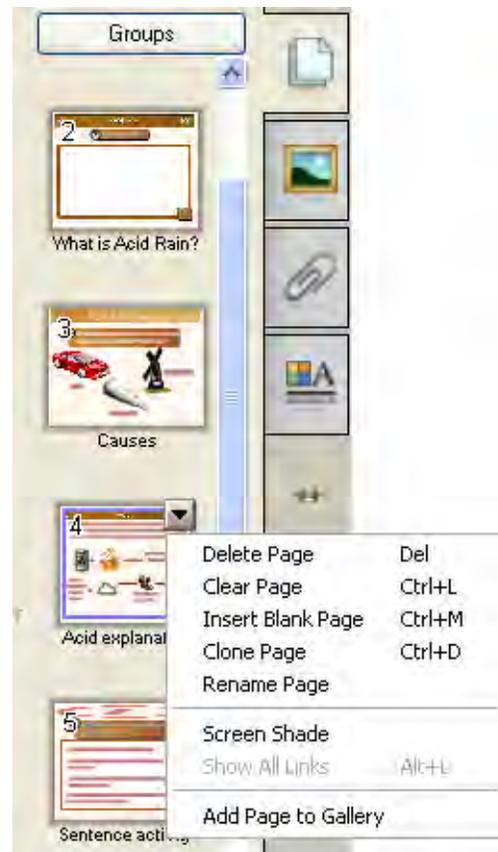
Tips for keeping your linked file organized

To keep your SMART Notebook file well organized, create the required SMART Notebook pages before creating the links. Place all answer pages at the back of the SMART Notebook file, and separate them from the lesson activity with a title page. The title page will prevent you from inadvertently displaying the answer pages to your students.



Name each page with a unique, short and descriptive name to make the pages easy to identify when you are creating the links.

To rename a page, select **Rename Page** from the page drop-down menu in the Page Sorter. Type the page name in the text box that appears.



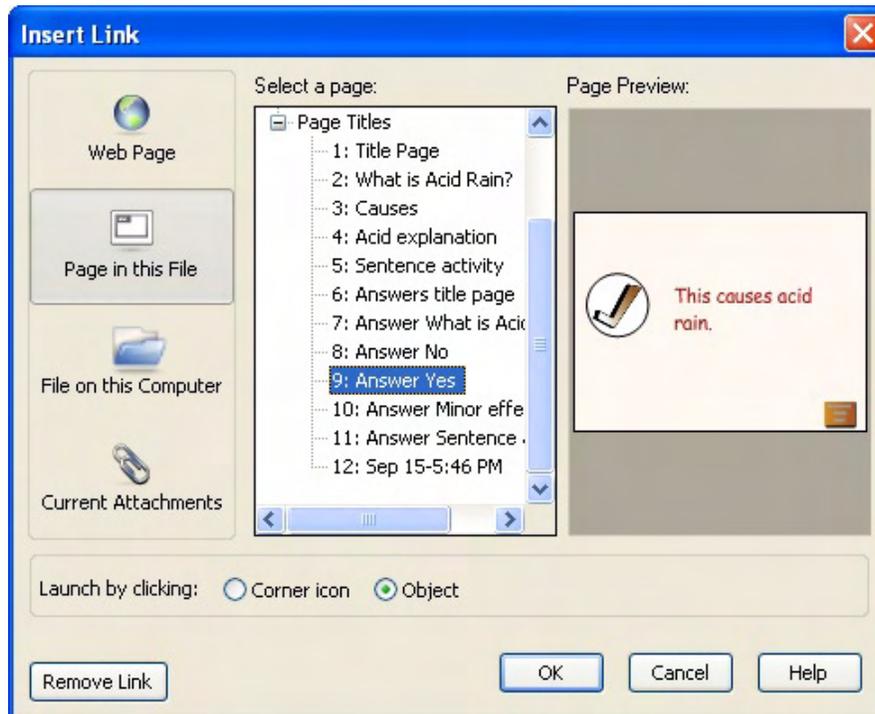
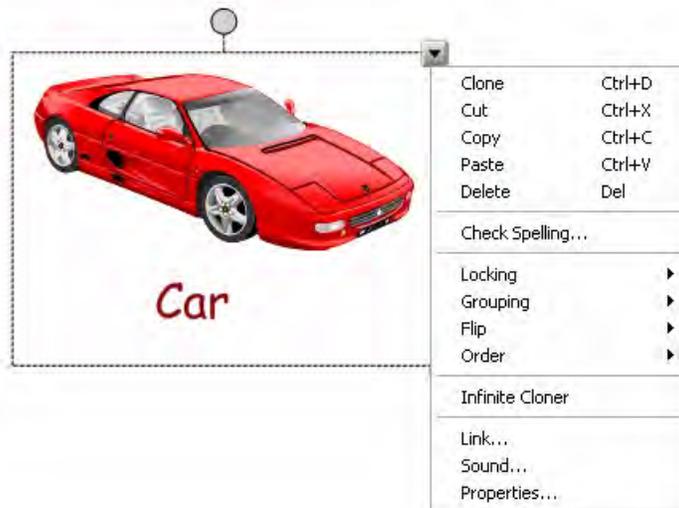
Creating links

To link an object to another page within the same SMART Notebook file, select **Link** from the object's drop-down menu, and select **Page in this File** from the *Insert Link* dialog box.

A list of the pages in the current SMART Notebook file will appear. Select the page you would like to link to. The Page Preview pane enables you to confirm your selection before creating the link.

Select whether you would like to launch the link by clicking *Corner icon* or *Object*.

Press **OK** to create the link.

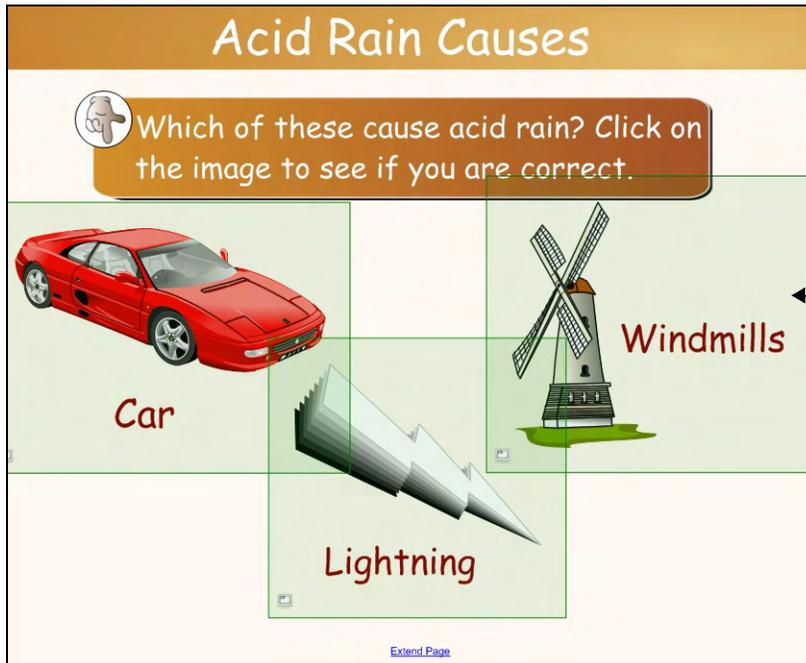
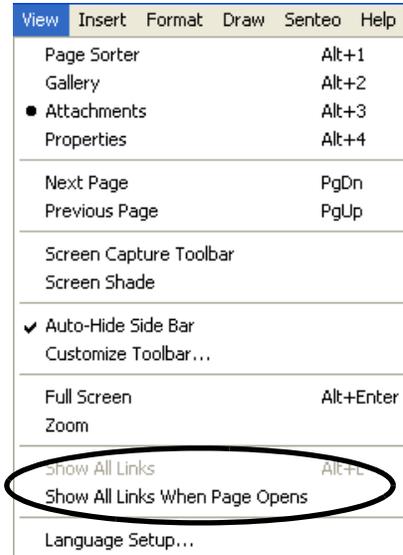


In this example, pressing anywhere on the object will link to the page Answer Yes, indicating that the object does contribute to acid rain. Brief but descriptive page names make it easy to select the correct SMART Notebook page for the link, and the Page Preview pane confirms the selection.

Show All Links

If you are working with a SMART Notebook file that contains many links that you have not recently used or that someone else created, you can use the Show All Links feature to be sure that you have not overlooked any links that are hidden by surrounding objects.

Show All Links briefly highlights all objects on a SMART Notebook page that are linked to a website, file, another SMART Notebook page or a sound with an animated box. Select **View > Show All Links** to identify the links on the current page once, or select **View > Show All Links When Page Opens** to highlight the links each time you open the page during the current session.



An animated box appears to highlight each link on the page.

Attachments

Taking time during a class to navigate to the files you want to show can be awkward and distracting. Your lesson can lose its momentum and students can lose their focus. To avoid this situation, attach files, shortcuts to files and Internet links to the Attachments tab of your SMART Notebook file and open them easily during your lesson. You can then open them with a single press. Everyone remains on track, and no time is wasted. Attachments give you ready access to the information you want to display.

Attaching a copy of a file

You can add a copy of a file to the Attachments tab. This step enables you to keep all resources for a lesson in one place, making organizing your electronic files much easier. However, when you attach a file, the size of the SMART Notebook file increases.

To add a copy of a file to the Attachments tab, do the following:

- 1 Press the **Insert** button on the Attachments tab
- 2 Select **Insert Copy of File**
- 3 Navigate to and select the file you would like to add and press the **Open** button

When you open the file from the Attachments tab, it will be in read-only format. If you would like to save changes to a file stored in the Attachments tab, use Save As.

Attaching a hyperlink

To save time finding Internet resources and reduce distractions during your lesson, you can add hyperlinks to the Attachments tab, similar to saving bookmarks or favorites in your Web browser.

To add a hyperlink to the Attachments tab, do the following:

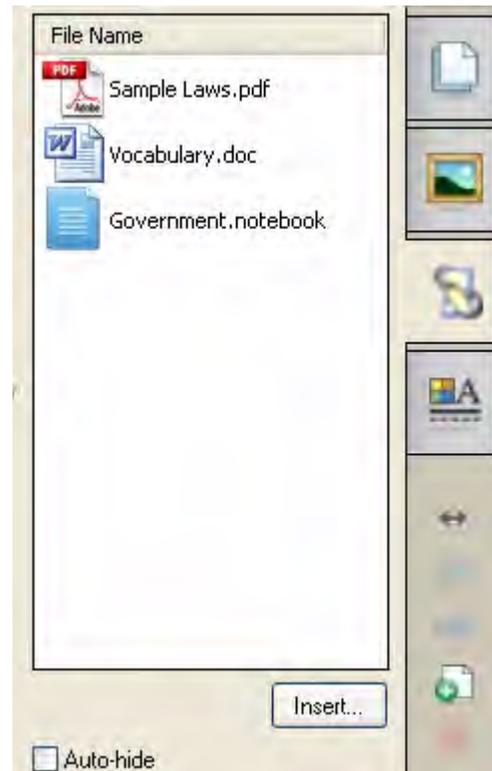
- 1 Press the **Insert** button on the Attachments tab
- 2 Select **Insert Hyperlink**
- 3 Type the hyperlink address into the Hyperlink field
- 4 Type the text you would like to see in the Attachments list – for example, the website name – into the Display name field
- 5 Press **OK**

The hyperlink appears in the Attachments tab. To open the webpage in your default browser, double-press the link.

Attaching a shortcut to a file

A shortcut is a link to a file that is stored outside of SMART Notebook software. To add the shortcut to a file in the Attachments tab, do the following:

- 1 Press the **Insert** button on the Attachments tab
- 2 Select **Insert Shortcut To File**
- 3 Navigate to and select the file you would like to add and press the **Open** button



Attach supporting lesson files to a SMART Notebook file to save time and improve lesson flow.

My Content

You can add your own images, objects and entire SMART Notebook pages to the Gallery, or save your favorite items into an easy-to-find location using the My Content folder. My Content is a Gallery collection reserved specifically for objects you have imported, captured or created. If there are any templates or tools that you use on a regular basis, such as your school logo or a lesson template, you can save time and reduce extra work by adding them to your My Content folder.

Adding items to My Content

To add an item to the My Content area, drag the item from the work area, the Page Sorter or the Gallery to the My Content folder in the Gallery.

To import additional files from your computer, including pictures you have taken with a digital camera or downloaded from the Internet, follow these steps:

- 1 Select the **Gallery Actions** icon to the right of the search button
- 2 Select **Add Other Files to My Content** to launch the *Add to My Content...* dialog box
- 3 Browse to and select the file you would like to add
- 4 Press the **Open** button. Your file will appear as a thumbnail in the My Content area of the Gallery.

Organizing My Content

Within the My Content folder, you can create your own folders and subfolders to organize your Gallery content any way you like.

To add a subfolder to My Content, do the following:

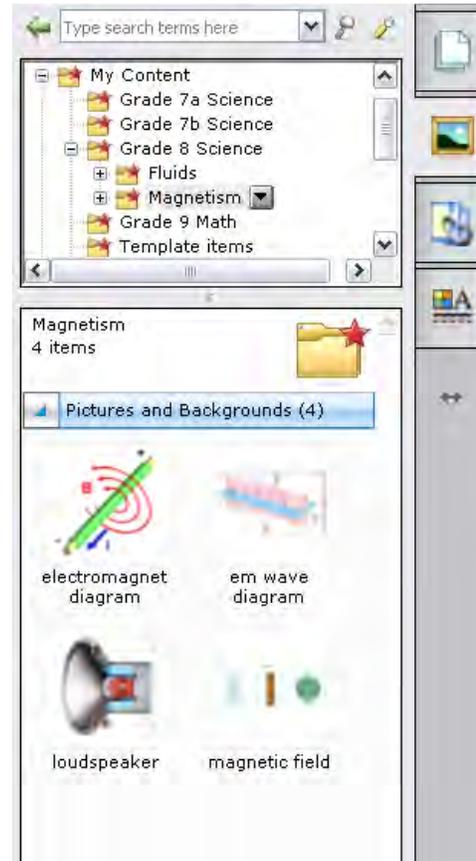
- 1 Select the **My Content** menu arrow or a subfolder menu arrow
- 2 Select **New Folder**. A new folder will appear.
- 3 Type a name for this folder

Adding keywords to objects in the My Content area

The search function in the Gallery works by scanning keywords associated with each Gallery item. When you add an item to the My Content area of the Gallery, you can provide keywords to the item so it is recognized by the search function and appears in future search results.

To add keywords to a My Content item, do the following:

- 1 Press the item's thumbnail in the My Content area
- 2 Press the drop-down menu arrow
- 3 Select **Properties** to launch the *Gallery Item Properties* dialog box
- 4 Type the keywords you would like associated with the item. For example, you could type *editing* and *symbol* if the Gallery item is an editing symbol you frequently use
- 5 Press **OK**



Create subfolders within My Content to organize learning objects according to grade or class.

Team content

You can save time and encourage teamwork by sharing lesson activities with other teachers in your school or district. If you are using the same computer network, you can save your lesson activities, SMART Notebook files, Gallery Collections, images and multimedia files in a shared team content folder on the network. Multiple users can connect to the same content location, and changes made by one user are automatically updated for the other users.

A *team content* folder can be created by your network administrator, and instructions can be found on www.smarttech.com, under the **Support** heading.

To connect to your team content folder, select the **Gallery Actions** icon to the right of the search button, then select **Connect to Team Content**. Follow the prompts to locate your team content folder.

To copy files to a team content folder, select and drag files or objects from the My Content area of the Gallery to the team content folder. If you want to save your own changes or access the files when you are not connected to the network, copy the files from the team content folder to your My Content folder.

The Gallery Actions icon.



You can select and drag the Spelling folder from the My Content area into the Humanities Team team content folder.

The entire Spelling folder now exists as a subfolder in a team content folder called Humanities Team and is accessible by others through the network.

Since multiple users can connect to the team content folder to add, update or delete content, select **Refresh** from the drop-down menu to ensure that you are always seeing the most up-to-date content.

To disconnect from a team content folder, select **Disconnect** from the drop-down menu. You can skip this step to have the folder appear in the Gallery window the next time you open SMART Notebook software.



Refresh content in the team content folder or disconnect from the network.

Review: Structuring and organizing lessons

- 1 List two ways to use links to improve the structure and organization of a lesson activity.
- 2 How do you turn on the Show All Links When Page Opens setting?
- 3 How do you move a page from one group to another?
- 4 What are the three ways you can attach items to a SMART Notebook file?
- 5 Why would you add a keyword to an item in the My Content folder?
- 6 What is a *team content* folder?

Review: Structuring and organizing lessons

- 1 List two ways to use links to improve the structure and organization of a lesson activity.
 - Link an object to another SMART Notebook page, eliminating the need to use the Page Sorter
 - Link an object to a webpage so that it automatically opens the browser to the correct location
 - Link an object to an attached file to eliminate the need to open the Attachments tab
- 2 How do you turn on the Show All Links When Page Opens setting?

Select **View > Show All Links When Page Opens** to highlight the links each time you open the page during the current session.
- 3 How do you move a page from one group to another?

Open the Page Sorter, press the **Groups** button and select **Edit groups**. To move a page to a different group, simply drag the thumbnail image for the SMART Notebook page to the new desired location.
- 4 What are the three ways you can attach items to a SMART Notebook file?

You can add attachments as files, shortcuts to files and Internet links.
- 5 Why would you add a keyword to an item in the My Content folder?

You can add keywords to items in the My Content folder so that they can be located using the Search function in the Gallery.
- 6 What is a *team content* folder?

A *team content* folder is a shared network folder for storing SMART Notebook files, Gallery Collections and other learning objects that can be accessed through the Gallery by colleagues using the same network.

Adding style to lesson activities

How can I create professional-looking lesson activities?

SMART Notebook software 10 includes many new features to enable you to create lesson activities with a professional look. Themes, alignment tools and tables will enable you to create visually appealing SMART Notebook files.

Properties tab

The Properties tab provides easy access to formatting and editing options for a selected object or objects on a SMART Notebook page. Many formatting options are accessible through the Properties tab, however only those options that are available for the currently selected object will be visible at any time. These options may include the following items:

- The color, transparency and fill effects of objects
- The color, thickness and style of lines
- The font type, size and style of text
- The animation settings for objects

The Properties tab also includes a Page Recording tool, enabling you to record actions on the current SMART Notebook page.

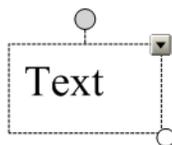
Opening the Properties tab

There are three ways to access the Properties tab:

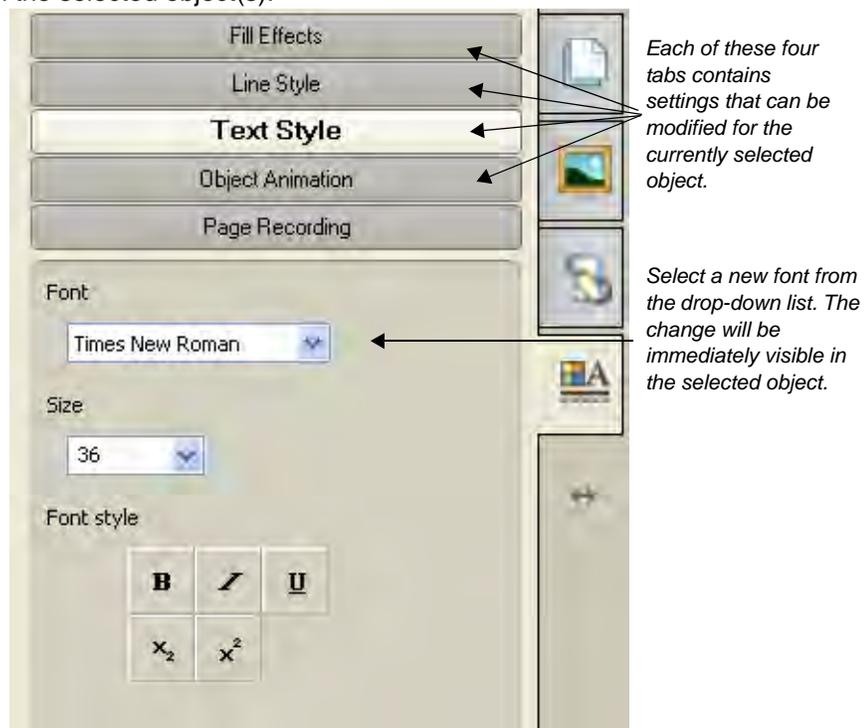
- 1 Press the **Properties** toolbar button
- 2 Press the **Properties** tab
- 3 Select the object, press the object drop-down arrow and select **Properties**

Changing an object's properties

To change an object's properties, select the object(s) and open the Properties tab. You can select several objects and change their properties at the same time. Any modifications that you make in the Properties tab will be immediately visible on the selected object(s).



A text object is selected, so any object properties that apply to text are displayed in the Properties tab.



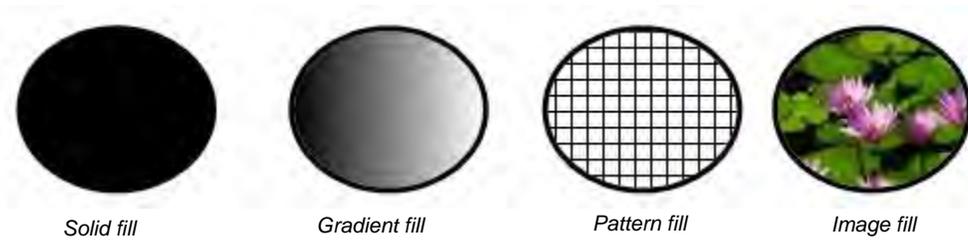
The properties that you are able to modify vary depending on the type of object that is selected.

Fill effects

In this section, you can change the transparency and fill effects of an object. Increasing an object's transparency means that the image appears lighter on the page, enabling you to see objects that are placed behind it. To change the object's transparency, drag the slider from solid to more transparent.

With many objects you can also change the color and type of fill used in the object. There are four available fill types:

- 1 **Solid fill** – Select a color from the color palette to fill the object entirely. To access more color options, press the **More...** link.
- 2 **Gradient fill** – This type of fill changes, in a gradual transition, from one color to another. Select a color from each of the two palettes. Select a style (the direction the fill transitions in) from the drop-down list. The object will change on a gradient from one to the other.
- 3 **Pattern fill** – This type of fill fills your object with the pattern that you select from the palette. You can also select foreground and background colors for your pattern by clicking the appropriate links. the palette will adjust using your selected colors, making it easier to choose.
- 4 **Image fill** – Select image fill to fill your object with an image file you have stored on your computer. Press the **Browse** link to locate your image file. The image file will be imported in its original size. If you have large files and would like to be able to see the entire image, resize the file using your photo editing software file before using it as a fill.



TIP: Whenever you are selecting colors, you have the option of using the eyedropper tool. This tool enables you to select a color from anywhere on your display and use it as the fill color. To use the eyedropper, select the object you would like to modify. Then, press the  button. Your cursor turns to an eyedropper. Press once where the color is located that you would like to use. Your object will be filled with that color.

Line Style

Press the **Line Style** tab to modify line settings for a line or the outline of an object. Select the color and thickness from the palettes provided. Next, select the line style, and start and end styles from the drop-down menus.

Text Style

Press the **Text Style** tab to modify font properties including the font type, size and style.

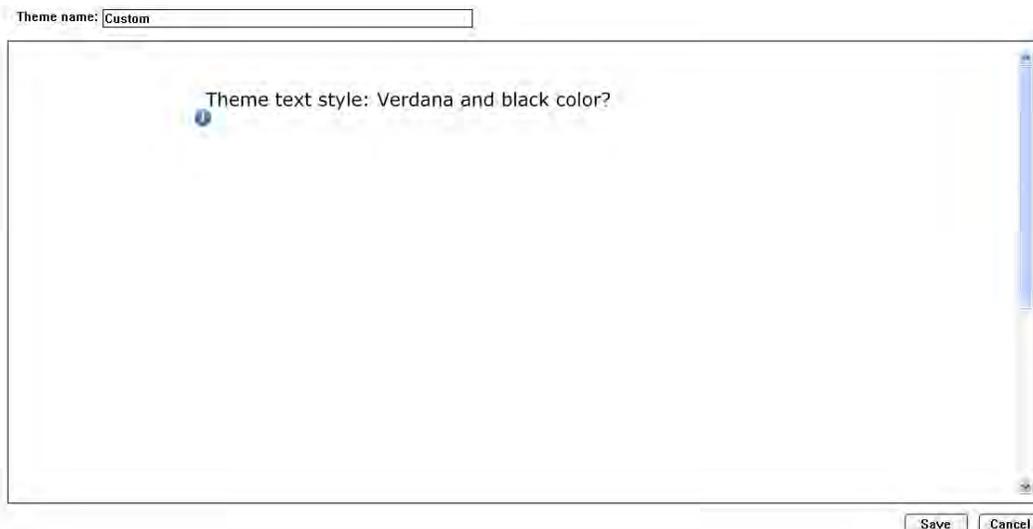
Themes

You can use themes to apply a consistent style to pages or groups of pages in a SMART Notebook file. The Gallery includes predefined themes, and you can also create your own. To apply an existing theme to a SMART Notebook page or a group of pages, complete the following steps:

- 1 Open the **Gallery** tab
- 2 Select **Themes**. The Gallery displays thumbnails of the available themes.
- 3 Select the thumbnail of the theme you want to apply
- 4 Press the thumbnail's menu arrow and select **Insert in Notebook**. The *Insert Theme* dialog box appears.
- 5 Select which pages you would like to apply the theme to
- 6 Press **OK**

To create a new theme, complete the following steps:

- 1 Open the **Gallery** tab
- 2 Select **Themes**
- 3 Press the menu arrow and select **Create New Theme**
- 4 Type a name for the theme in the **Theme name** box
- 5 Select the text object that appears in the workspace, and modify the text to your desired default text style for the theme. This text object will not appear in the completed theme.
- 6 Modify the workspace to reflect your new theme. You may need to scroll down to set up the entire SMART Notebook page.
- 7 Press **Save**



Add objects to the workspace as if it were a SMART Notebook page. You can set a default font by modifying the text object that appears in the workspace. When finished, press the Save button.

To delete a theme, right-click on the workspace and select **Delete Theme**. You can delete a theme from an individual page, but you cannot delete the theme from all the pages in a group or a file at the same time.

Active alignment

When arranging objects on a SMART Notebook page, you may want to align objects to increase clarity of your page. SMART Notebook software can display guides on the page to assist you in aligning objects with other objects, the page's vertical center and the page's horizontal center.

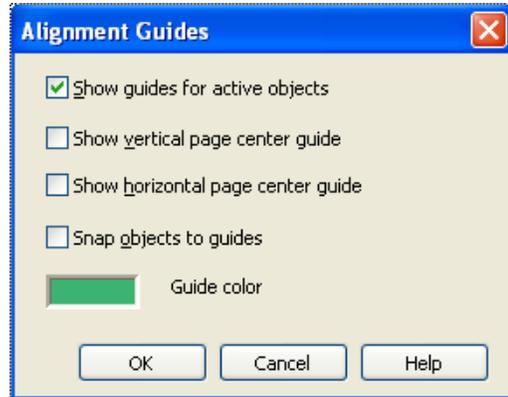
To display guidelines, select **Format > Alignment**. The *Alignment Guides* dialog box appears.

There are three types of alignment guides available. Check the Alignment Guides options you would like to use. To turn a guide tool off, uncheck it.

Select **Show guides for active objects** to display a guideline when you move an object into alignment with another object. Guides will appear on the page to assist you in aligning objects to any side or center of a nearby object.

Select **Show vertical page center guide** to display a guide when you move an object toward the page's vertical center.

Select **Show horizontal page center guide** to display a guide when you move an object toward the page's horizontal center.

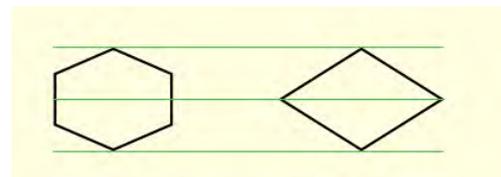
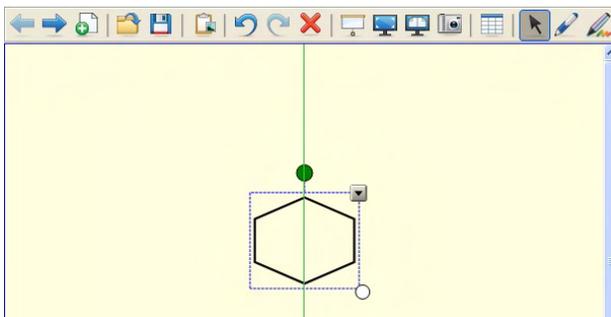


You can customize the active alignment feature by selecting only those alignment guides you would like to see when working in SMART Notebook software.

If you would like objects to snap to guidelines as you move the object on the SMART Notebook page, check the **Snap objects to guides** option.

To change the guide color, press the **Guide color** box and choose a new color from the palette.

If you have turned on any of the alignment guides, they will appear when appropriate when you are working on the SMART Notebook page. As you move an object in range of another object, or the horizontal or vertical center of the page, the guides will appear. If you selected *Snap object to guides*, your object will automatically snap into place on the guideline.



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.

TIP: Each cell can contain only one object. If you would like to add multiple objects to a cell, for example, an image and a 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

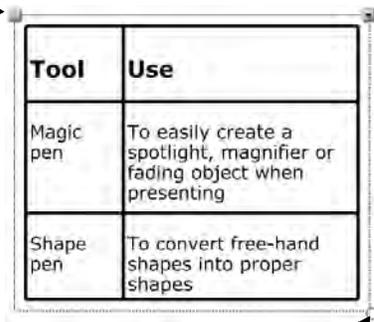
You can select a table, a column, a row, an individual cell or a selection of cells. After you have selected a table or a part of a table, you can modify the properties of the selected area.

Selecting a table is easily accomplished using the marquee select 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 tables

Press and drag this handle to move the table.



The diagram shows a table with two columns and two rows. The first row has headers 'Tool' and 'Use'. The second row contains 'Magic pen' and 'To easily create a spotlight, magnifier or fading object when presenting'. The third row contains 'Shape pen' and 'To convert free-hand shapes into proper shapes'. A small square handle is located in the upper-left corner of the table, and a small square handle is located in the lower-right corner. Arrows point from these handles to the explanatory text on either side.

Tool	Use
Magic pen	To easily create a spotlight, magnifier or fading object when presenting
Shape pen	To convert free-hand shapes into proper shapes

Press and drag this handle to resize the table.

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.

Tool	Use
Magic pen	To easily create a spotlight, magnifier or fading object when presenting
Shape pen	To convert free-hand shapes into proper shapes

To adjust column width, press on the line and drag it.

Inserting or removing columns, rows or cells

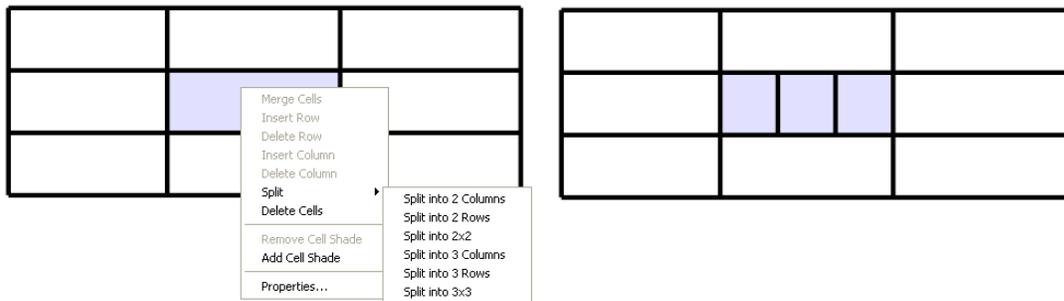
After creating your table, you can customize it by inserting or removing columns, rows and cells. To add a new column or row, select a column or row, right-click and select **Insert Column** or **Insert Row**. New columns will appear to the right of the selected column. New rows will appear below the 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**.

Splitting or merging table cells on a SMART Notebook page

To further customize the appearance of your table, you can split and merge cells. To split a cell means to turn one cell into two or more cells within the same area. SMART Notebook software provides several options for splitting cells, including split into 2x2, split into 3 rows and several other options.



To merge a cell means to turn two or more cells into one cell that then occupies the same area as the individual cells. To merge cells, select the cells, right-click and select **Merge**.

Cell shades

Cell shades are similar to a Screen Shade, but they cover and reveal the contents of individual cells within a table. Cell shades enable you to reveal the table content at a pace appropriate to the lesson. You can add a cell shade to an individual cell, a group of cells such as a row or column, or an entire table.

To add a shade to a cell, multiple cells or an entire table, select the cell(s). Right-click and select **Add cell shade**. To remove a shade from a cell, multiple cells or an entire table, select the cell(s), right-click and select **Remove cell shade**.

To reveal the contents of a cell covered by a cell shade, press once on the cell shade.

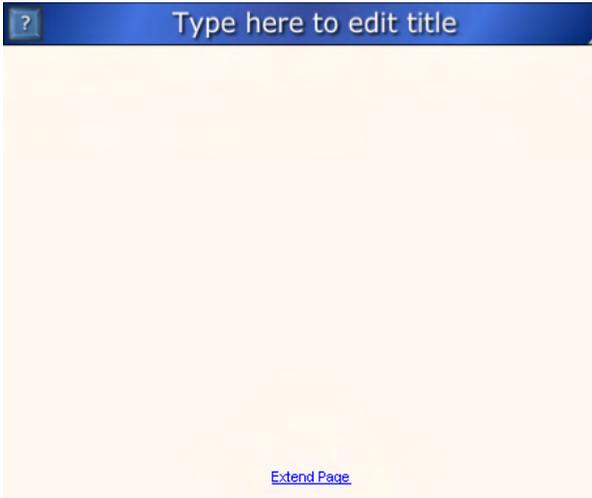
Tool	Use
Magic pen	
Shape pen	

The answers are hidden using cell shades. To reveal the contents of the cell, press once on the cell shade.

Lesson pages

Ready-made pages make it easier for you to add structure and style to your lessons, and using consistent page templates lets the viewer know where to look for information. You can find templates for title pages and lesson pages – complete with title bars – in the Pages folder of the Lesson Activity Toolkit.

To add one of these templates to your lesson, drag and drop it onto any page of the SMART Notebook file, then fill out the pages to suit your lesson activity. To change the text on the pages and title bars, highlight the existing text and start typing.



Flash version of a lesson page template. Press the ? to add notes and instructions so that they will appear in the title bar any time the ? is pressed.

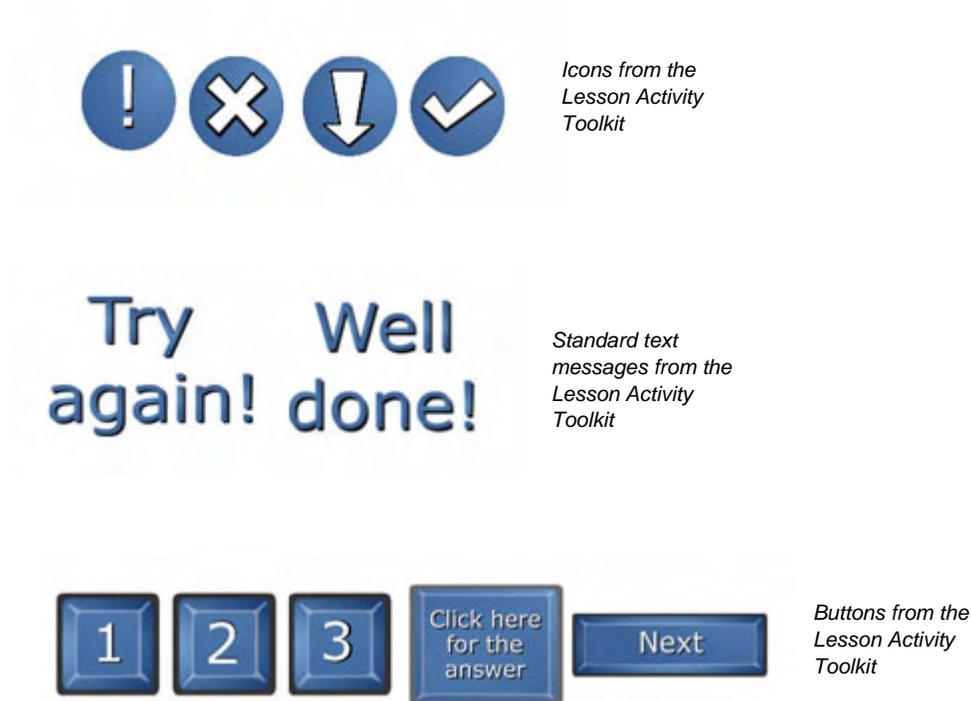


SMART Notebook page version of a lesson page template. Use the pull tab to add notes and instructions or delete it.

Lesson pages from the Lesson Activity Toolkit are available in both Flash® and SMART Notebook page format. The Flash pages include a Help button. Press this button to add important text to your page to explain the activity or provide needed information. The version for the SMART Notebook page includes a pull tab for you to add text to or delete if it is not required.

Graphics

Icons and images from the Graphics folder will help you create sophisticated and engaging language arts lessons. Title bars and pull tabs can be dragged directly onto the SMART Notebook page. You can assign page links and weblinks to buttons and icons to make the lesson more interactive and engaging, and improve the flow. The Lesson Activity Toolkit provides all items in five colors, enabling you to select a background in your preferred color, and coordinate the graphics, icons and buttons.



You can add links to buttons and any other graphic from the Lesson Activity Toolkit to improve the flow of your lesson. To add a link to an object, complete the following steps:

- 1 Select the object drop-down menu
- 2 Select **Link**
- 3 Edit the link location details in the *Insert Link* dialog box
- 4 Select whether to launch the link by clicking the corner icon or the object
- 5 Press **OK**

Review: Adding style to lesson activities

- 1 How do you turn active alignment on?
- 2 How do you move a table?
- 3 How do you add a cell or table shade?
- 4 What is a theme?
- 5 List four items you can modify in the Properties side tab.

Review: Adding style to lesson activities

1 How do you turn active alignment on?

Select **Format > Alignment**. The *Alignment Guides* dialog box appears. Check the Alignment Guides options you would like to use and click **OK**.

2 How do you move a table?

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.

3 How do you add a cell or table shade?

To add cell shades to an entire table, select the table, press the table's menu arrow and select **Add table shade**. To add a shade to a cell or multiple cells, select the cell(s), right-click and select **Add cell shade**.

4 What is a theme?

A theme is similar to a template. It is a set of predefined style settings you can add to a SMART Notebook page or group of pages in a SMART Notebook file.

5 List four items you can modify in the Properties side tab.

- The color, transparency and fill effects of objects
- The color, thickness and style of lines
- The font type, size and style of text
- The animation settings for objects

Building interactive lesson activities

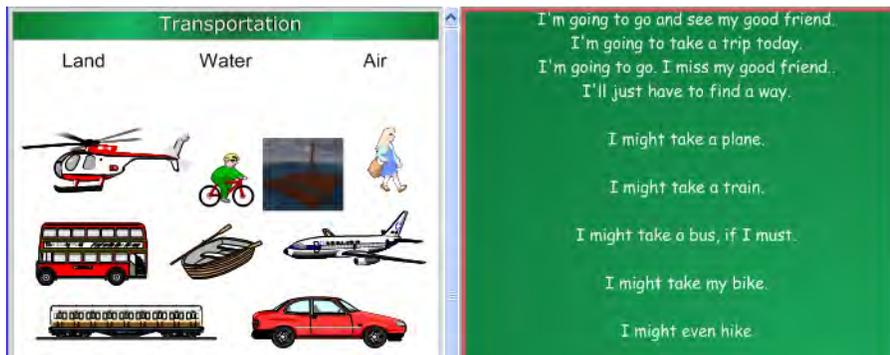
How can I take advantage of the interactive features in SMART Notebook software in my lesson activities?

SMART Notebook software includes many tools and features that enable you to make lesson activities that are engaging and interactive. Bringing students up to the interactive whiteboard provides them with a hands-on experience that they will remember.

Dual page display and pin page

In some lesson activities, you may want to display two pages side by side. For example, you may want to display new vocabulary words on one page and an activity on another page, or you may want to display steps to solving a particular type of math problem on one page and a math question for your students to complete on another page. You can display both of these pages at once using Dual Page Display. You can draw, make notes, import files and add links on either page just as you would on a single page, and even move objects between the two pages.

To use Dual Page Display, press the **Dual Page Display** button  on the SMART Notebook software toolbar or select **View > Zoom > Dual Page Display**. The work area will be split into two panes showing two consecutive SMART Notebook pages.



Dual Page Display allows two SMART Notebook pages to be displayed at the same time.

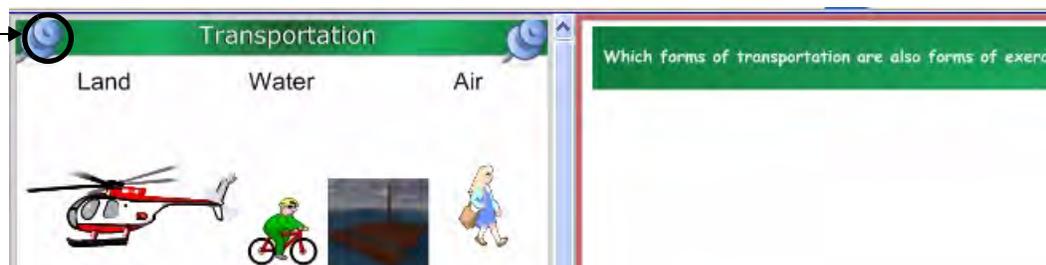
To close Dual Page Display, press the **Single Page Display** button  on the SMART Notebook software toolbar or select **View > Zoom > Single Page Display**.

Pin Page

When working in Dual Page Display, the Pin Page feature enables you to lock one page in place while still using the other pane to navigate through your SMART Notebook pages. For example, when introducing new vocabulary, you may want to keep a vocabulary list displayed on one page, and display various activities in the other pane. This approach enables students to refer to the new terminology or drag the vocabulary words onto the activity pages as needed.

To pin a page, navigate to the page you want to pin – in this scenario, the vocabulary list – and select **View > Zoom > Pin Page**. Thumbtack icons appear in the top corners of the pinned page. When you press the **Next Page** button, only one of the two displayed pages – the one without the thumbtack icons – will change. You can unpin the page by following the same steps.

The pin icons indicate that this page is locked in place.



When the SMART Notebook pages are turned, the left-hand page will remain on-screen because it has been pinned. It can be reused, but a new page – and in this case a new activity – will appear in the right pane.

Gallery content for interactive lessons

There are two ways to find content in the Gallery. The search field at the top of the Gallery tab allows you to search by keyword – much like using an Internet search engine. Use the Gallery's search function if you are looking for specific content related to a keyword, such as *speech bubble*. You can also browse the Gallery Collections by navigating through the folders and subfolders. Browse through individual folders if you are looking for all objects related to a general topic, such as *tree* or *handwriting*.

The search field

To search for objects in the Gallery using the search field, follow these steps:

- 1 Click or 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

Gallery Collections

A Gallery collection is a group of Gallery content – images, pages and multimedia items – that you can add to SMART Notebook software. SMART has created a Gallery collection specifically for educators, including curriculum-relevant templates and images for the K–12 school system. This collection is called Essentials for Educators.



To add Essentials for Educators to your Gallery in SMART Notebook software, complete the following steps:

- 1 Click the **SMART Board** icon in the notification area
- 2 Select **Check for Updates**
- 3 The *SMART Product Update* wizard appears. This update wizard checks for updates for any SMART software on your system.
- 4 Press the **Update** button next to SMART Essentials for Educators if it is available
- 5 Follow the on-screen instructions

Within the Essentials for Educators collection, there are several folders containing Gallery content. To quickly access the relevant content for your subject, follow these steps:

- 1 Open the **Gallery** tab
- 2 Select **Essentials for Educators**
- 3 Click the + sign next to a folder to expand the category and view the related subfolders

The Gallery organizes content into the following four categories: Pictures and Backgrounds, Interactive and Multimedia, Lesson Activities and SMART Notebook Files and Pages. Thumbnails within the categories provide preview images of the content and indicate the variety of content. You can easily add your own background pages, clip art, multimedia and Flash[®] content files to the My Content category.

Pictures and Backgrounds

The Gallery features thumbnails of its contents. Clip art and photographs appear as thumbnail images. Background pages are shown as pages with a dog-eared corner. Flash .swf files appear as either a Flash icon or a thumbnail of the content with a small Flash icon in the upper-left corner.



SMART Notebook Files and Pages

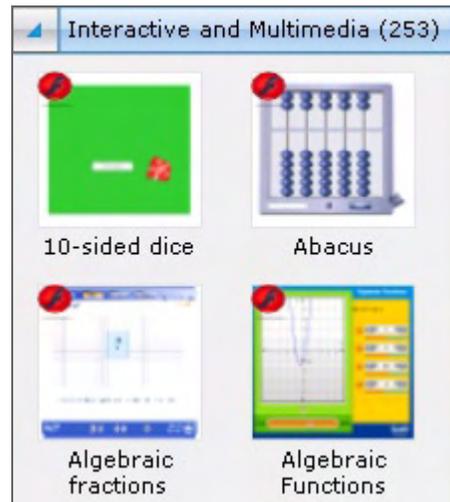
When you add a SMART Notebook page, it is inserted on a new page immediately following the current page. A SMART Notebook file is a collection of pages. If you add a SMART Notebook file, the pages it contains are inserted after the current SMART Notebook page.

Lesson Activities

The Gallery includes several complete Lesson Activities that you can use in your class, modify to suit your needs or review for ideas on how to use SMART Notebook software. Many more lesson activities are available online at www.education.smarttech.com.

Interactive and Multimedia Content

Video and Flash content is easily accessible from the Gallery. Video content can be used to give students an impression of a historical event or to demonstrate how something moves, such as microscopic cells. Flash can be used when you want students to interact directly with a learning object and receive instant feedback.



When you are searching for content related to a specific topic, Flash and video Gallery items are always located under the Gallery header Interactive and Multimedia.

There are hundreds of Flash and video Gallery items. To browse through the Interactive and Multimedia content available from the Gallery, type *video* or *Flash* in the Gallery search field, and experiment with the Gallery items to learn how you can apply them to your lessons.

Potential pitfalls

Multimedia elements are a popular way to integrate content to your lesson activities that appeal to different learning styles. These tools are a good supplement to any lesson, but should be used with restraint. Filling every page with animations, videos and sound can distract students from the learning objectives and direct their focus to the technology instead of to the lesson content.

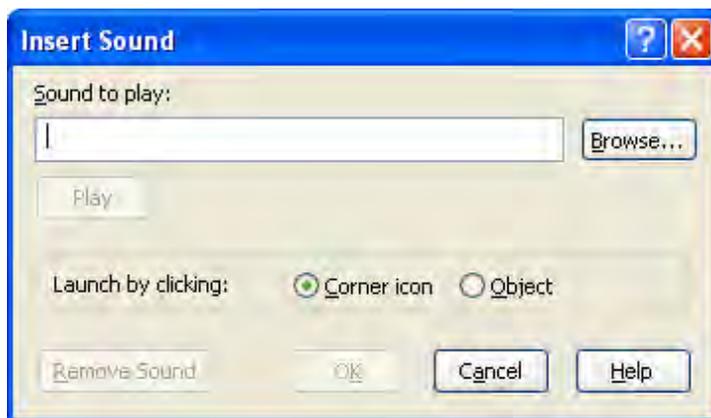
Use and experiment with all the tools available to you, but make sure you know why you are using a specific tool – to meet a learning objective.

Attaching sound

The sound capabilities for SMART Notebook software are an ideal tool for teaching language skills and will also appeal to auditory learners. Attaching an audio clip to an image enables students to see a word and hear it pronounced at the same time. You can also attach longer sound files, including sound effects, songs and conversations that students can listen to, repeat and discuss.

To attach a sound file to an object, complete the following steps:

- 1 Select the object that you would like to attach a sound file to
- 2 Select **Sound** from the object's drop-down menu. The *Insert Sound* dialog box appears.
- 3 Type the name of the sound file to attach to the object, or press **Browse** to locate and select the sound file
- 4 Press the **Play** button if you would like to preview the sound to ensure it is the right file
- 5 Select whether you'd like to launch the sound by clicking a corner icon or the object
- 6 Press **OK**. The sound file is now associated with the object and the sound file is saved as a part of the SMART Notebook file.



Select whether you would like the sound file to launch when a person presses the object, in this case – the image of the bear – or by pressing a corner icon.



Students can press the sound icon to hear the word "bear."

TEACHER TIP: An interesting way to use sound in a lesson is to place several words, each with a sound file containing the correct pronunciation of the word attached, on the SMART Notebook page. Students can rearrange the words to build sentences. After creating the sentence, they can press the words to hear the sentence and make sure it makes sense and repeat what they hear.

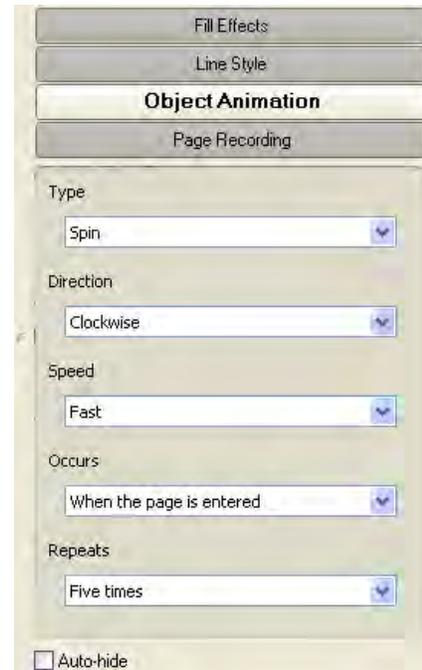
Song is also a fun way to use sound in lesson activities. Attach a verse of a song to a text object containing the lyrics. Students can listen to the song and follow along by reading or singing the lyrics displayed on the SMART Notebook page.

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



Drop-down menus enable you to easily select and modify object animation properties.

Interactive resources from the Lesson Activity Toolkit

The Lesson Activity Toolkit contains several interactive resources that will keep your students involved and make learning fun.



Games and activities

The table below lists only some of the resources available in the Lesson Activity Toolkit, so be sure to browse through the folders to find additional activities and games that work for you, and creative ways to use them. The Examples folders may help you generate some ideas.

Activities	Games
Category sort	Anagram
Keyword or image match	Crossword
Multiple choice	Dominos
Sentence arrange	Hotspots
Tiles	Sudoku
Timeline reveal	Word biz

To add an item from the Lesson Activity Toolkit to your lesson, select a thumbnail image and drag and drop it onto the work area.

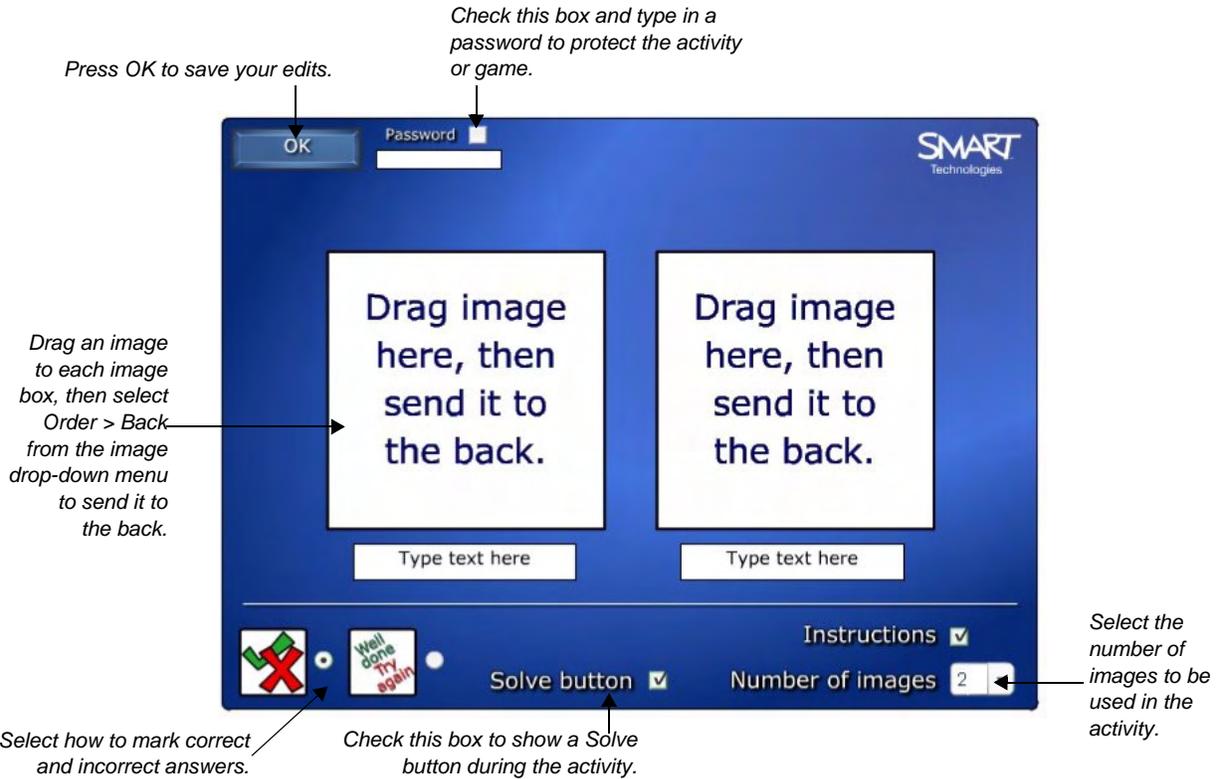
Editing a Flash activity or game

Most Flash activity and game templates have an **Edit** button that enables you to customize the activity or game, and a **Help** button that displays detailed instructions for building and using it. Press **Edit** to get started. Fill in the blanks and make any selections required to set up the activity or game.

When editing the activities, games and tools, you can add text by typing in the text fields, or by dragging and dropping text from the SMART Notebook page, word processing software or a webpage or other software program, into the text fields to speed-up activity creation. For example, if creating a multiple choice activity, you can drag both the questions and answers from your existing quiz found in a word processing document.

If you would like to ensure that others cannot edit your activity or game, check the **Password** box, and set a password. This action can prevent participants from accidentally accessing the edit area of the activity during class.

To add an image to a game or activity such as the Image match, Hotspots or the Tiles activity, drag the image onto the work area and send it behind the activity by selecting **Order > Send to Back** from the object drop-down menu.



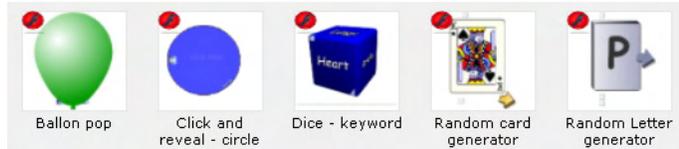
If you prefer not to use Flash-based activities, some activities are also available in a SMART Notebook page format. Flash activities are identified with a  symbol, and SMART Notebook pages are identified with a folded down top-right corner .

Using a Flash activity or game in class

In class, you can lead the activity, or have a student come up to the interactive whiteboard to manipulate the objects. Many of the activities include a **Check** button that will grade the activity, a **Reset** button that will clear the activity, and a **Solve** button that displays the correct answers, enabling you to review the activity with the entire class.

Tools

The Tools folder includes several Flash tools, including random number, letter, card and domino generators, image and keyword dice, a voting tool, information buttons and word generators, scrolling text bars and many others, that you can use to add interactivity to your lesson activities. The tools in the Examples folder may help you generate some ideas.



When editing the tools, you can add text to a field by typing in a text field, or by dragging and dropping text from the SMART Notebook page into a text field.

Pull tabs

Pull tabs are a useful tool found in the Lesson Activity Toolkit that are designed for hiding text or objects on a SMART Notebook page until you are ready to reveal them. Pull tabs can be used to detail activity instructions and provide hints. They enable you to include a lot of information on a page, without cluttering it.

If you are not using the Lesson Activity Toolkit, you can create your own pull tab object using the Shapes tool. Consider saving the pull tab in your My Content folder if you will use it often.

Creating pull tabs

- 1 Select a pull tab from the Graphics folder or create your own pull tab object
- 2 Drag the pull tab onto the work area
- 3 Add the pull tab text to the workspace using the text button
- 4 Select both the text object and the pull tab (press **Ctrl** and click on each one)
- 5 Select **Grouping > Group**. The two objects will behave as one object.
- 6 Move the pull tab until the text is hidden on the edge of the page
- 7 During your lesson, use the pull tab to reveal the hidden text or image by pulling it toward the center of the workspace

Conjugate the verb FAIRE



Place the pull tab at the edge of the workspace or object to hide the attached text.

Conjugate the verb FAIRE



Pull the pull tab to reveal the hidden text.

Help

The Help folder in the Lesson Activity Toolkit contains a link to www.education.smarttech.com/slat, where you can find additional information and supporting materials for the Toolkit.

Review: Building interactive lesson activities

1 How do you turn on Dual Page Display?

2 How do you attach a sound file to an object?

3 What are three object animation styles?

4 What are two ways to add text to a text field in an Adobe Flash activity, game or tool from the Lesson Activity Toolkit?

5 How do you create a pull tab?

Review: Building interactive lesson activities

1 How do you turn on Dual Page Display?

Press the **Dual Page Display** button on the toolbar or select **View > Zoom > Dual Page Display**.

2 How do you attach a sound file to an object?

Select the object that you would like to attach a sound file to and select **Sound** from its drop-down menu. The *Insert Sound* dialog box appears. Press **Browse** to locate and select the sound file. Select whether you'd like to launch the sound by clicking a corner icon or the object, and press **OK**.

3 What are three object animation types?

Fade in, fade out, flip around axis, fly in, fly out, shrink and grow, and spin

4 What are two ways to add text to a text field in an Adobe Flash activity, game or tool from the Lesson Activity Toolkit?

You can add text by typing into the text fields, or by dragging and dropping text from the SMART Notebook page, word processing software or a webpage or other software program, into the text fields to speed up activity creation.

5 How do you create a pull tab?

Select a pull tab from the Graphics folder and drag it onto the work area. Position it next to the object you would like to group it with. Select both the object and the pull tab (press **Ctrl** and click on each one), and select **Grouping > Group**. Move the pull tab until the text is hidden on the edge of the page.

Integrating rich-media into lesson activities

How can rich-media add value to my lesson activities?

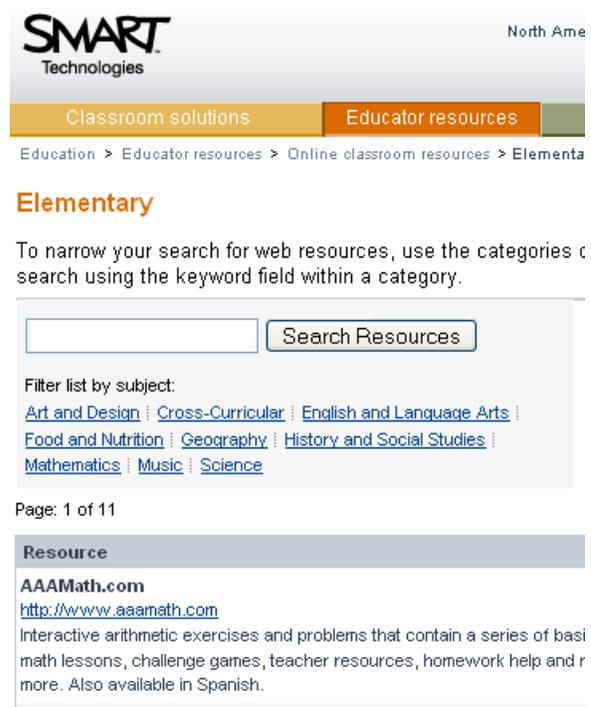
Rich-media files and tools appeal to a variety of learning styles, can add interactivity to the lesson and can save you time.

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**.

In addition to the Internet, there are several other ways that media can be incorporated into a lesson activity. You can record and replay actions with the Page Recording feature in SMART Notebook software or the SMART Recorder. You can play, pause and write over video using the SMART Video Player. You can also easily import images and documents into SMART Notebook software.



The screenshot shows the SMART Technologies website interface. At the top, the SMART Technologies logo is on the left and 'North Ame' is on the right. Below the logo are two navigation tabs: 'Classroom solutions' and 'Educator resources'. A breadcrumb trail reads 'Education > Educator resources > Online classroom resources > Elementa'. The main heading is 'Elementary'. Below this, a text box says 'To narrow your search for web resources, use the categories & search using the keyword field within a category.' There is a search bar with a 'Search Resources' button. Below the search bar, a 'Filter list by subject:' section lists various subjects: Art and Design, Cross-Curricular, English and Language Arts, Food and Nutrition, Geography, History and Social Studies, Mathematics, Music, and Science. At the bottom of the screenshot, it says 'Page: 1 of 11' and shows a 'Resource' section for 'AAAMath.com' with the URL 'http://www.aaamath.com' and a description: 'Interactive arithmetic exercises and problems that contain a series of basic math lessons, challenge games, teacher resources, homework help and more. Also available in Spanish.'

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 a recording 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 your students or for those who missed the lesson. Recordings can be played using SMART Video Player or Windows Media® player (available free from www.windowsmedia.com/download). You can also use the SMART Recorder to record student work on the interactive whiteboard as a form of assessment.

SMART Recorder has a simple three-button interface that enables you to control the recording process.

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.



The SMART Recorder icon in the notification area.

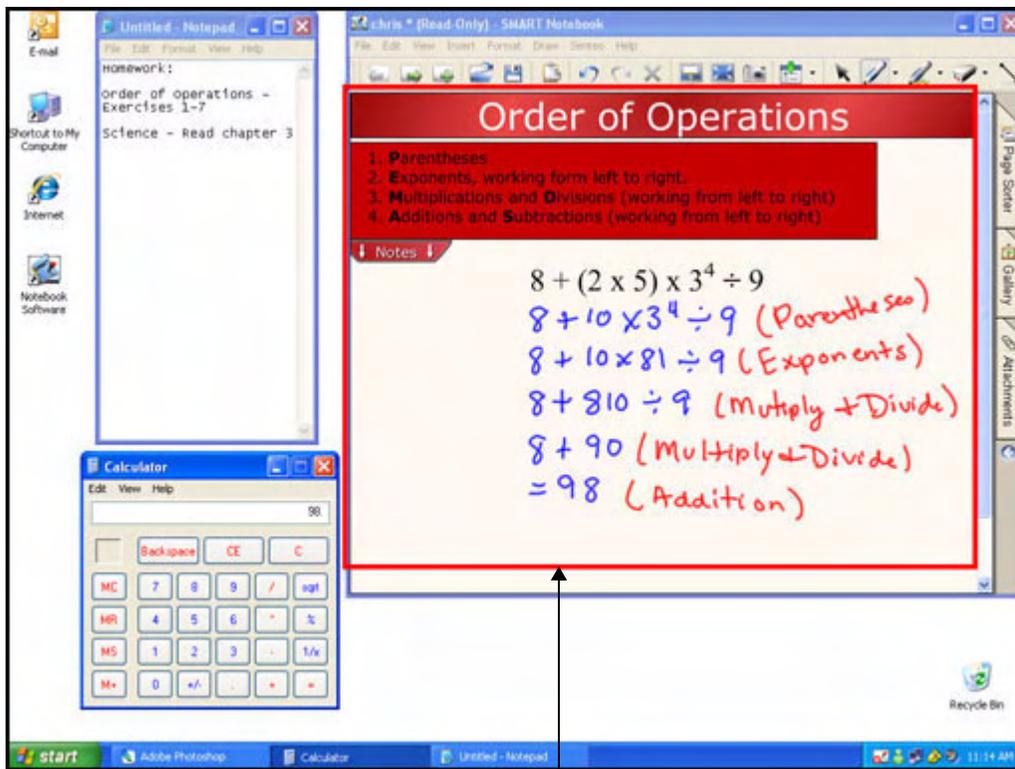
Setting the recording area

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



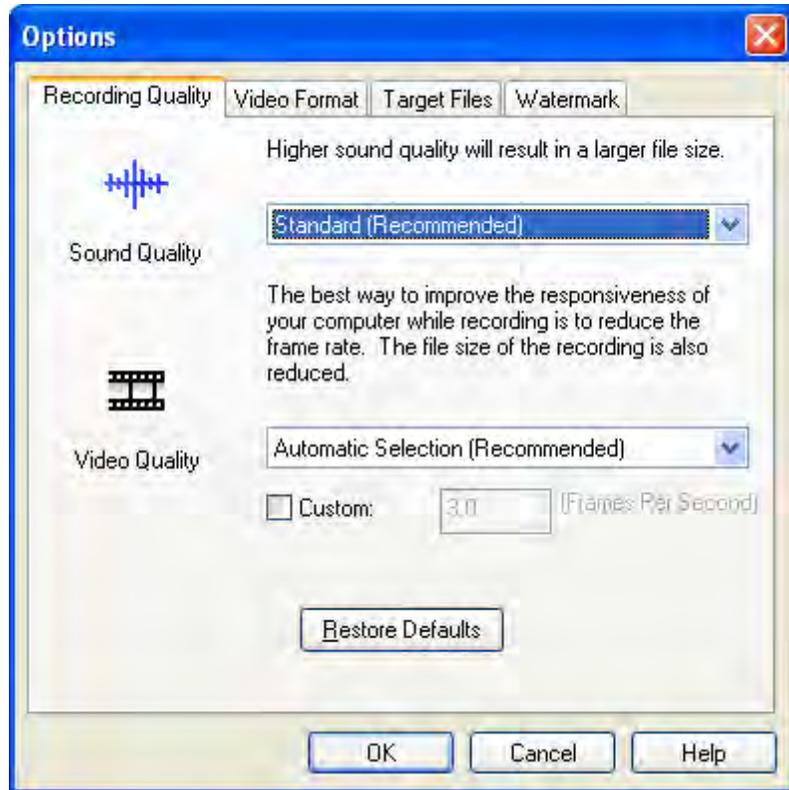
Record Area... has been selected. Therefore, only the area within the red border will be recorded. This will eliminate distractions such as the calculator, Notepad and desktop icons.

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 Recorder files are 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.

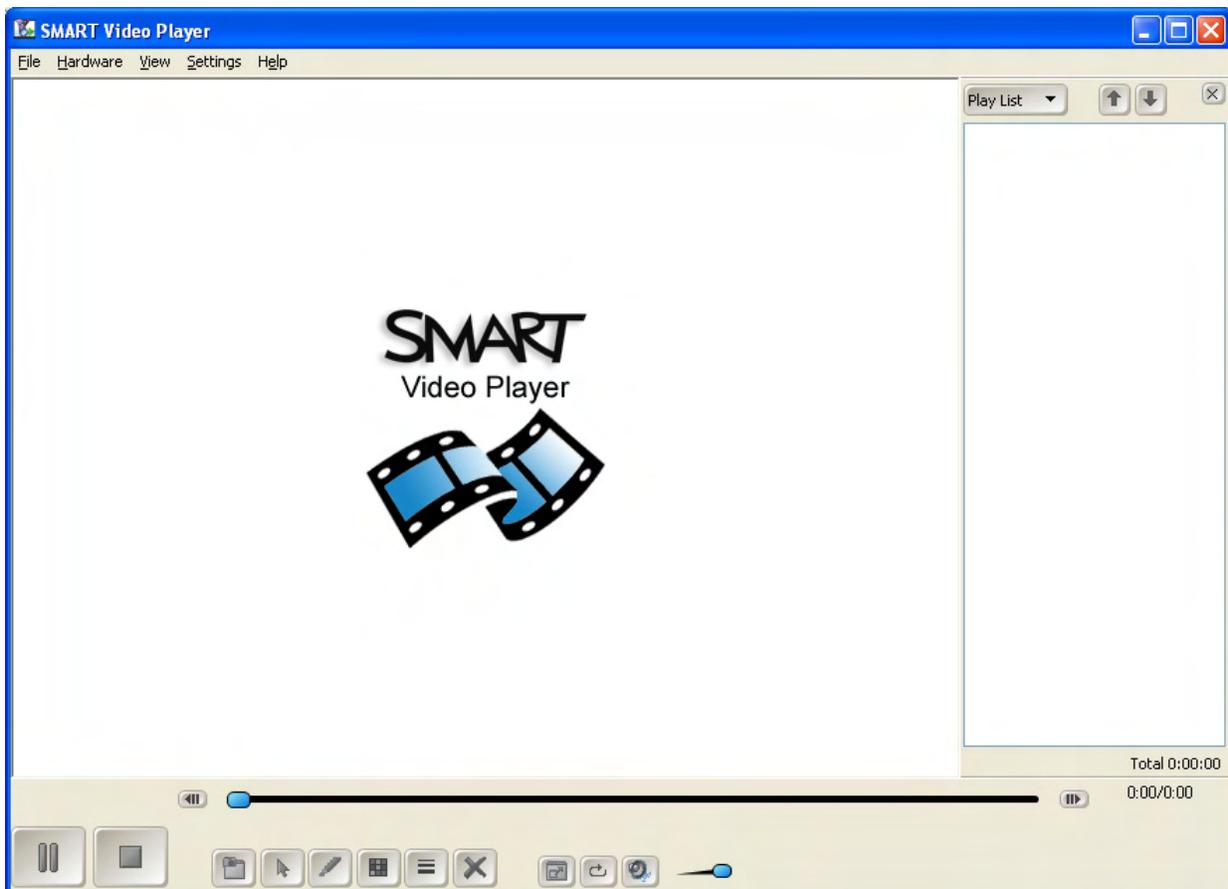
SMART Video Player

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.

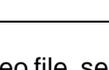
Although other video players work on a SMART Board interactive whiteboard, when you are using SMART Video Player, you can write over the video, whether it is moving or still. The transparency layer does not appear over SMART Video Player when you pick up a pen tool from the pen tray. With other video 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

To view a video file, select **File > Open** and browse to a video file on your computer. When you have located the file, click **Open**.

When you connect a video hardware device (such as a VCR, video camera or document camera) to your computer system, SMART Video Player detects the device and adds it to the Hardware menu. To view video from one of these devices, select it from the Hardware menu.

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**



Remembering the hardware source

If you frequently use SMART Video Player to display video from an external source, such as a DVD player or electronic microscope, you can save on preparation time by checking the **Remember last hardware source** option. SMART Video Player will automatically look for a video file on the last hardware source used.

Removing the toolbar in full-screen mode

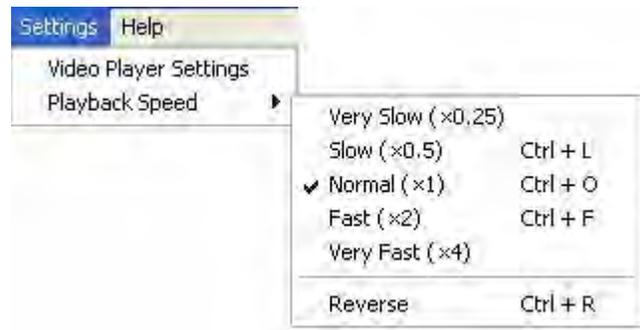
To ensure that the video is visible for the entire class, you may want to display the video in full-screen mode, using the entire interactive whiteboard. When you select the full-screen view, a different toolbar appears with buttons for playing and pausing the video, and for capturing and clearing your writing. This toolbar also includes a button for returning to normal view.



Use the Remove toolbar in full-screen mode option to set how long this toolbar remains on screen. To access the Video Player toolbar after it has disappeared, touch the interactive screen.

Video Playback Speed

You can adjust the speed of video playback by selecting **Settings > Playback Speed**. Tailor the video playback to your class needs by selecting at a slower or faster speed.



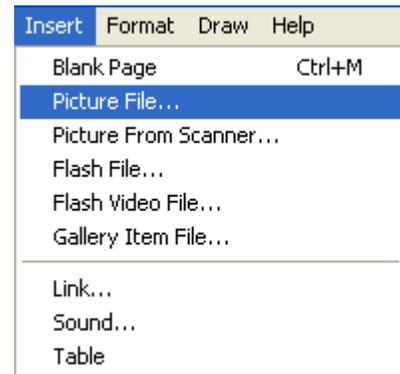
Import images

In addition to using the many images and objects included in the Gallery, you can easily import your own pictures into a SMART Notebook file. To insert a picture from a file on your hard drive or network, complete the following steps:

- 1 Select **Insert > Picture File**. The *Insert Picture File* dialog box opens.
- 2 Locate your picture file
- 3 Select **Open** to import the image into the current SMART Notebook page

You can also import printed material, such as an overhead transparency sheet, if there is a scanner connected to your computer.

- 1 Select **Insert > Picture From Scanner**. The *Insert Scanned Picture* dialog box opens.
- 2 Select a scanner from the list
- 3 Press the **Scan** button
- 4 Scan your picture and adjust it as needed, following the instructions provided by the scanner's software
- 5 When the scan is complete, close the dialog box and return to SMART Notebook software



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 document 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**

NOTE: If SMART Notebook software is already open, the pages from the source file are added to the SMART Notebook file after the current SMART Notebook page. If SMART Notebook software is not already open, it will launch.

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**

SMART Learning Marketplace

The SMART Learning Marketplace offers you over a million copyright-cleared, professionally created, relevant and classroom-safe learning resources. You can find images, manipulatives, text documents or multimedia files to create lessons on any topic, whether it's Socrates or space travel. The content is delivered through the Global Grid for Learning, as part of an alliance between SMART and Cambridge University Press, the oldest printer and publisher in the world.



The SMART Learning Marketplace integrates with SMART Notebook collaborative learning software. Once you have subscribed to the service, you can search for content through the Gallery. Once you have found an appropriate item, simply drag and drop the resource onto the workspace and the download will begin.

For details on how to access and use the SMART Learning Marketplace, select **SMART Learning Marketplace** from the Gallery.

Online classroom resources

Many software programs and websites work seamlessly on a SMART Board interactive whiteboard. Anything you can do on a computer, you can do on the interactive whiteboard, with the added benefit of hands-on interaction. Using existing websites saves you development time, and links to these websites can easily be added to any object in SMART Notebook software. You can find and search a listing of websites that work well on a SMART Board interactive whiteboard on the Education Solutions website. Follow the links for **Educator resources > Online classroom resources**.

You can use the search box to search by keyword, filter by elementary or secondary level, or move through pages in the navigation buttons.

Online classroom resources

To narrow your search for web resources, use the categories displayed in the search box below. You can further refine your search using the keyword field within a category.

If you find any broken links in this section, please e-mail us at education@smarttech.com.

Filter list by level:
[Elementary](#) | [Secondary](#)

Page: 1 of 25

Resource	Level	Subject	Date
3-D Grapher http://www.romanlab.com/3dg Easy-to-use, free data visualization and graph plotting software.	Secondary	Mathematics	8/17/2005
A More Perfect Union: Japanese Americans & the U.S. Constitution http://americanhistory.si.edu/perfectunion/experience Interactive galleries that share the story of nearly 120,000 Japanese Americans who lived in detention camps during WWII	Secondary	History and Social Studies	8/17/2005

Lesson development in SMART Notebook software

How can SMART Notebook software help me to arrange the curriculum into interesting and effective lessons?

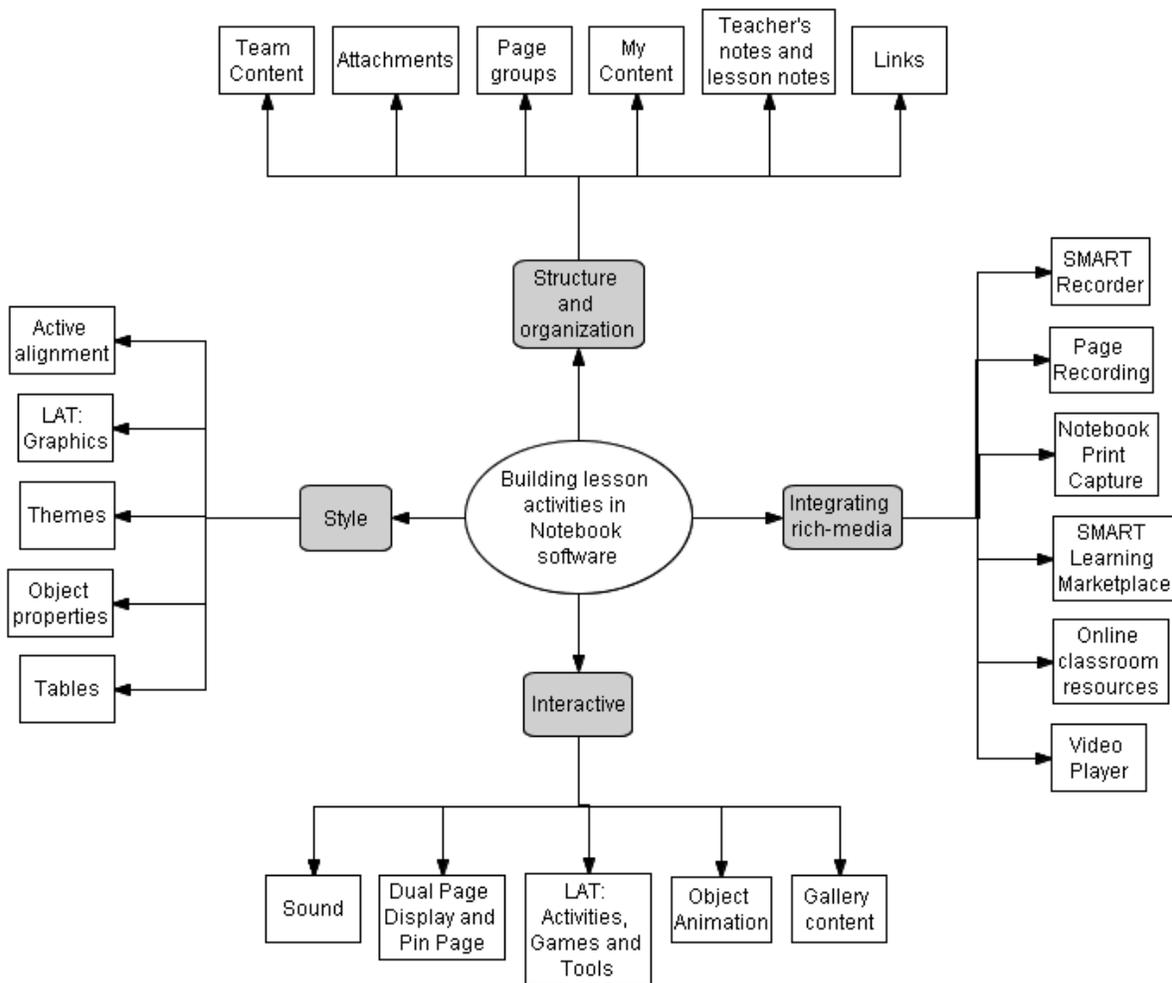
Try integrating the tools and features covered in this workbook to build a lesson activity that you can use in your classroom.

Hands-on-practice

Create a lesson activity in SMART Notebook software that you can use in your own classroom. The lesson activity should contain the following items:

- Teachers' notes and lesson notes
- At least four pages
- Objects, backgrounds and multimedia objects from the Gallery

When developing the lesson activity, try to include at least two of the following skills we learned today:



Delivering lessons and leveraging interactive tools

How can I enhance my delivery of lessons using SMART Notebook software?

This course aims to enhance your delivery of interactive whiteboard lessons through organizational best practices, customization of the SMART Notebook interface, delivery tips and hands-on practice leveraging interactive tools.

Organization and planning for a sophisticated delivery

The best way to prepare yourself for delivering your lessons on a SMART Board™ interactive whiteboard is to create well-organized, well-designed 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 lesson 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

Organization and planning notes

Please use the space provided below to note some features of SMART Notebook software that will help you organize and design your lesson for an effective delivery.

Organization and planning notes, continued**Design your lesson to be delivered interactively**

A SMART Board interactive whiteboard is different from a digital projector and screen in that it is designed to be an interactive medium. A presentation graphics program such as Microsoft PowerPoint® software can certainly be used on an interactive whiteboard, but showing pre-prepared slides in a linear format is not the only or best option for lesson delivery on an interactive whiteboard. The interactivity of whiteboards equipped with collaborative learning software allow and encourage teachers to be flexible, nonlinear and spontaneous in their lesson delivery.

If lecture-style delivery is your preferred teaching method, there are still many advantages to using an interactive whiteboard. However, to make maximum use of this tool, consider experimenting with incorporating some interactivity into your lessons. Easy places to start are question-and-answer type interactivity, diagram labeling and the use of interactive learning objects created in Flash® software.

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. This section outlines several of the customization options included in SMART Notebook collaborative learning software.

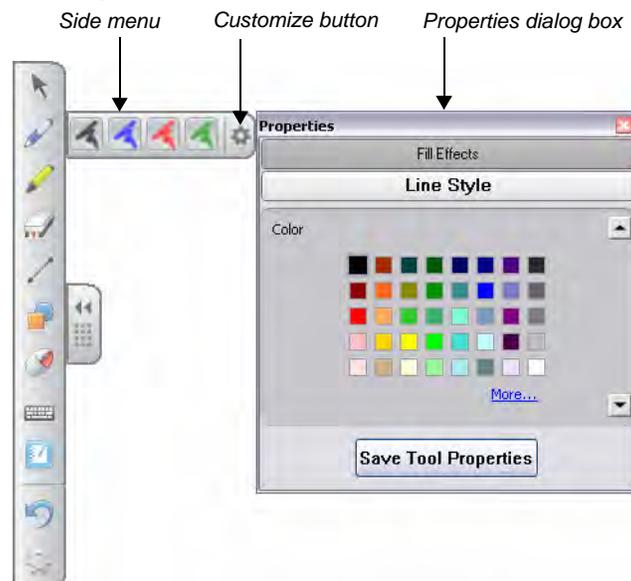
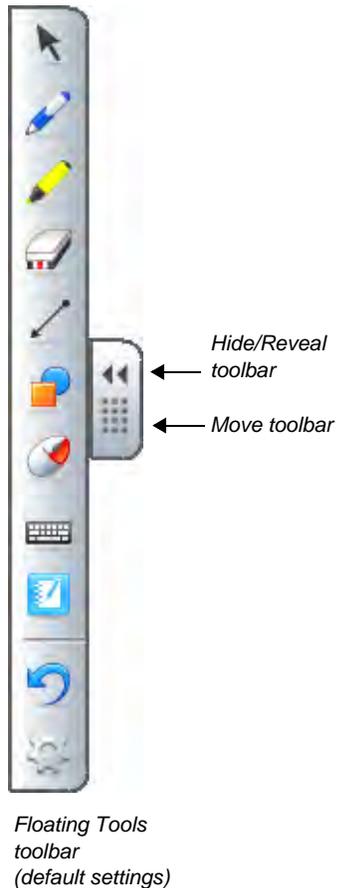
Customizing the Floating Tools toolbar

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 lessons. 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.



To add a button to the Floating Tools, drag and drop the icon onto the toolbar. To remove a button, ensure the **Customize** button has been pressed, and drag the button off the Floating Tools toolbar.

To return the toolbar to its original configuration, press the **Restore Defaults** button.

When you are finished customizing the toolbar, press the **Done** button.

Customizing the interface in SMART Notebook software

Several options are available for customizing the interface of SMART Notebook software so that it reflects your delivery style and the needs of your classroom.

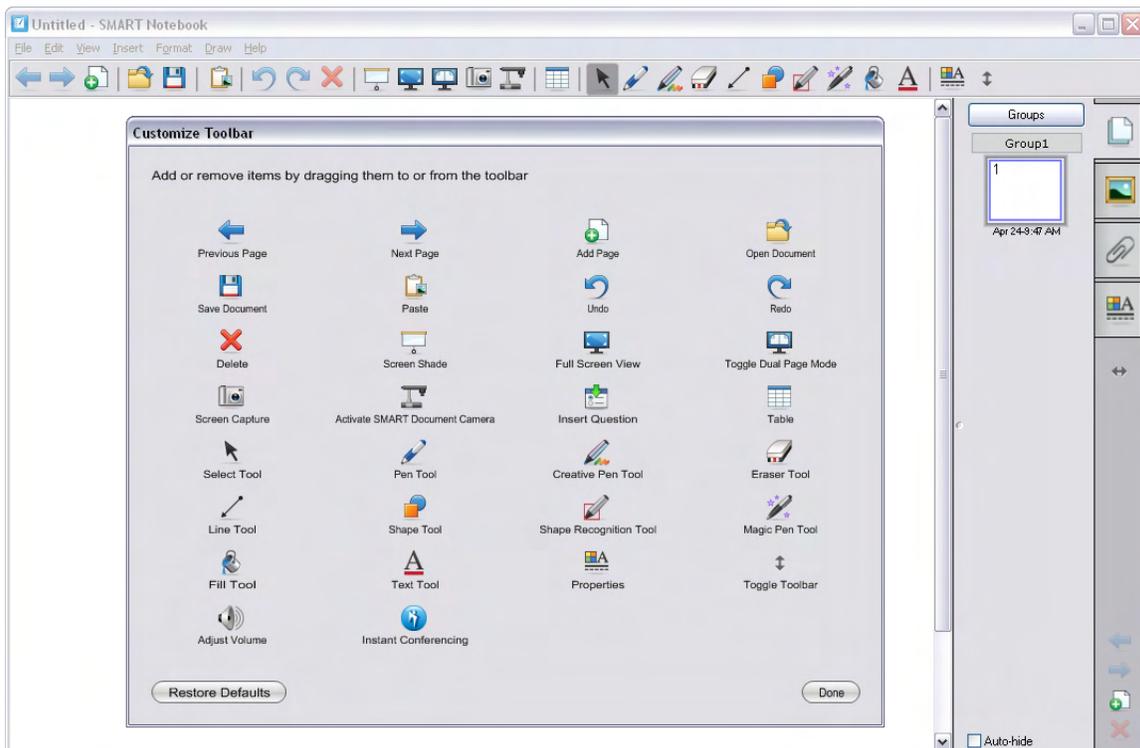
Customizing the toolbar

Arrange and customize the toolbar in SMART Notebook software so that it best suits your delivery needs. Remove tools that don't appeal to you or that you never use – this keeps your favorite tools more accessible. Place the tools that you use most often near the side of the interactive whiteboard where you tend to stand when delivering your lessons. It is a good idea to keep buttons with similar functions next to each other. For example, in the default toolbar, all of the page navigation tools such as Next Page, Previous Page and Add New Page are found in the same area of the toolbar.

Keep in mind that rearranging your toolbar regularly may confuse students and detract from the effective delivery of your lessons. It is best to decide on an arrangement that suits your delivery needs and stick with it.

To customize the toolbar, right-click on any button in the toolbar to launch the *Customize Toolbar* window. Use this window to add or remove buttons from the toolbar. Drag a button from the toolbar to the *Customize Toolbar* window to remove it from the toolbar. Drag a button from the *Customize Toolbar* window into the toolbar to add it to the toolbar. When the *Customize Toolbar* is open, you can also rearrange the buttons within the toolbar by dragging them to another location.

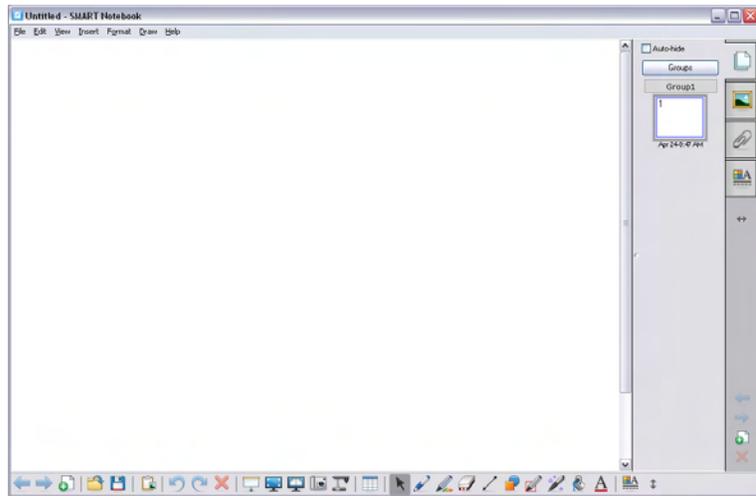
When you are finished customizing the toolbar, press **Done**.



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 interactive whiteboard, you may need to move the toolbar to the bottom of the workspace for easier reach. To move the toolbar from the top to the bottom of the workspace, or vice-versa, press the double-sided arrow icon.

Sometimes, you may wish to limit access to a toolbar during a lesson so that it is not accidentally pressed. In this scenario you might move the toolbar to the least accessible position, at the top or bottom of the workspace.

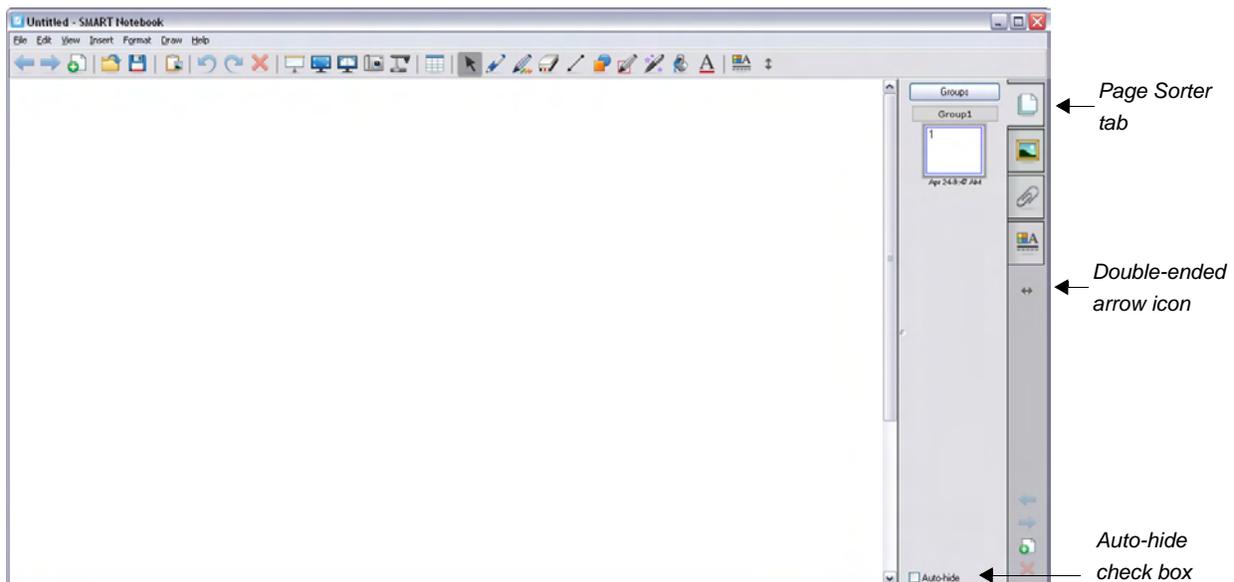


Double-sided arrow icon

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.

Check the Auto-hide check box to hide the side tabs from view and give yourself more workspace area. However, leaving the Page Sorter tab visible while delivering a lesson puts the current page into the context of the whole lesson. This approach helps some teachers organize their thoughts for a more effective delivery.



Presentation tips for delivery on an interactive whiteboard

Body positioning

Face your students as much as possible while manipulating the SMART Board interactive whiteboard.

Keep your body position

When you need to reach something on the other side of the interactive whiteboard,

When writing on the interactive whiteboard,



Touch tips



The most effective hand position for moving or touching an object is

This is because

TIP: Remember to orient your SMART Board interactive whiteboard before every presentation to ensure an accurate reading of your touch.

Writing tips

Writing on an interactive whiteboard involves a slightly different technique than writing on a conventional whiteboard or chalkboard. Like any skill, it takes practice. Note some tips to improve your SMART Board interactive whiteboard annotations.



Manipulate the interactive whiteboard from the screen

One of the advantages of an interactive whiteboard is that teachers can instruct from the front of the room – near the projected image – and navigate their digital lesson while facing their students. Teachers who navigate their interactive whiteboard from the back of the room so that they can use a mouse are not effectively using the technology.

Go ahead, mark up those documents

The interactive whiteboard is a great tool for highlighting and jotting notes on just about any type of application or document. So go ahead, use the tools as intended and mark up that electronic document. You can save these markings or delete them, it's up to you.

Leveraging interactive tools

Use the space below to note key ideas for leveraging the interactive tools included in SMART Notebook software.

Interactive tools	Why/where would I use this tool in my lesson delivery?
Circle to erase	
Creative Pen	
Dual Page Display	
Export	
Full Screen view	
Handwriting recognition	
Highlighter	
Insert Blank Page	
Lesson Activity Toolkit tools	
Magic Pen disappearing ink	
Magic Pen zoom	
Magic Pen Spotlight	
My Content	
Page Recording	
Recognize Shape	

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:

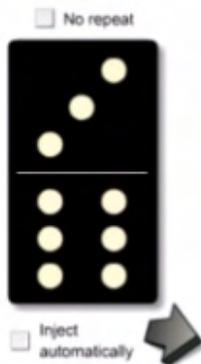
- Enrichment tasks for students who finish early
- Transition activities for in-between time
- Impromptu explanations or demonstrations
- Extensions onto planned lessons
- Unplanned review of previous material

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



$$\begin{array}{r}
 + 3 \\
 6 \\
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 9
 \end{array}$$

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

Lesson Activity Toolkit

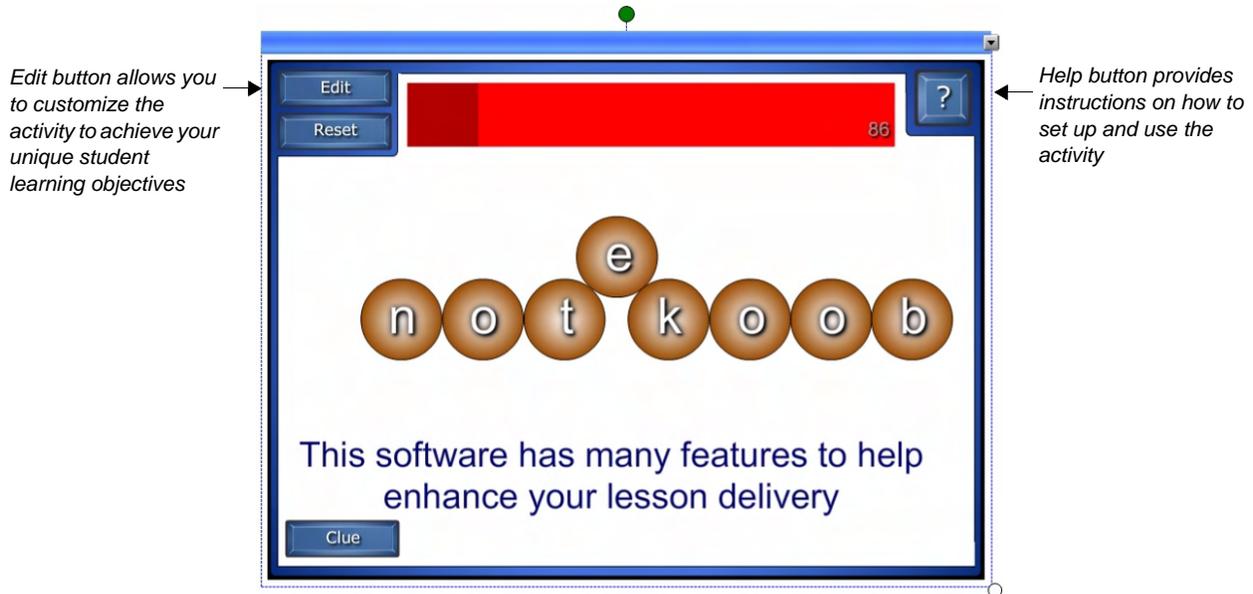
The Lesson Activity Toolkit is included as an option when installing SMART Notebook software.

This toolkit adds content to the SMART Notebook software Gallery to aid teachers in creating planned and ad-hoc lesson activities.



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.



Anagram game from the Lesson Activity Toolkit

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.

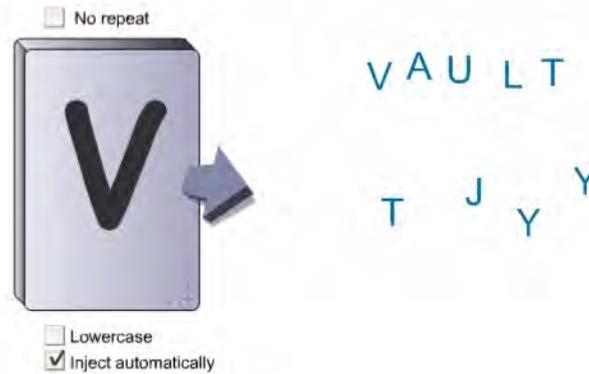
Develop a collection of favorite websites

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.

NOTE: Use caution when allowing students to play games on the SMART Board interactive whiteboard during free time. Games labeled *educational* may or may not be teaching your students useful skills, and using the SMART Board interactive whiteboard as a toy may demean its value as an education tool.

Use random generator tools to setup ad-hoc lessons interactively

Tools such as the Random letter generator, Random number generator, Random card generator and Random domino generator will help you set up ad-hoc lesson activities in a way that is intentional and interactive. Use these tools, included in the Lesson Activity Toolkit, to provide students with planned or unplanned extensions into number and word concepts.



Ad-hoc word building activity using the Lesson Activity Toolkit's Random letter generator

Leverage the power of the Internet

The Internet is a powerful source of information that youth readily turn to for answers to their questions. Planned or impromptu forays onto the Internet are easy to make during an interactive whiteboard lesson. Using the Internet with students provides you with opportunities to teach them how to use it effectively as a tool and sort valid from invalid information. The Internet is also a great way to link what you are teaching in the classroom to real-world issues and dilemmas.

Pull up past lessons whenever review is needed

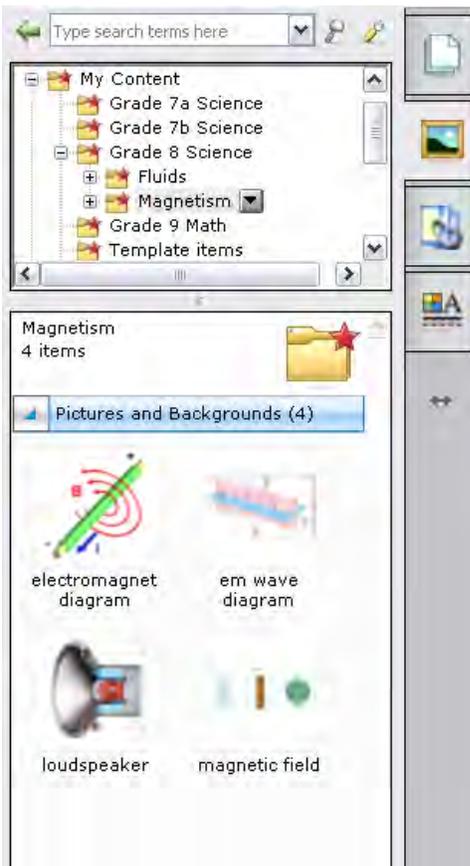
One of the nice things about regular teaching on an interactive whiteboard is the accessibility of past lesson material. Keep lessons well organized so that you can transition smoothly to a review of a particular lesson if you see that students are struggling with your current material.

Use SMART Notebook software as a course management tool

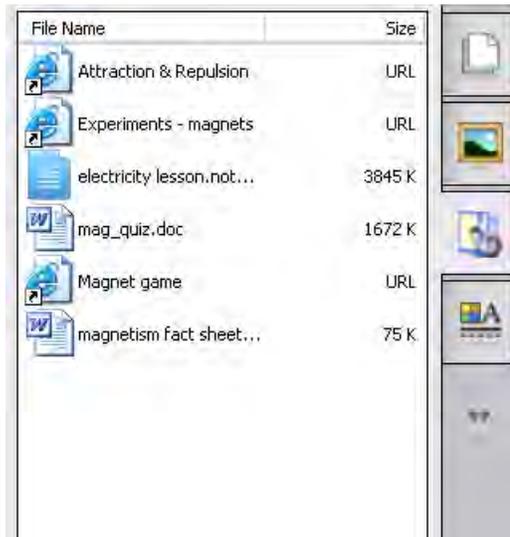
Use SMART Notebook software as a tool to collect and organize relevant documents, websites, videos, images, notes and activities. This sets you up with an easily accessible collection of information to draw on when you need to spontaneously provide further explanation for a concept or extend your lesson in meaningful ways.

The Attachments tab is one effective way to store and organize lesson material. You can also collect links on a separate page at the end of your lesson.

The My Content folder is another excellent method of storing content, for images, Flash files, SMART Notebook pages and activities. My Content can be organized into sub-folders to keep your material accessible for when you need it. If you are on a school network, you can also create a Team Content folder that allows you to share lesson material with other teachers on the same network.



Use of My Content to store and organize lesson material



Use of the Attachments tab to store lesson material

TIP: It is a good idea to back up your My Contents folder. Click on the main **My Contents** folder and select **Export as Collection File...** from the drop-down menu.

The value of assessment

Why are assessments valuable?

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. By using diagnostic assessments as a routine tool in the classroom, you will be better equipped to identify and address differentiated learning styles and multiple intelligences.

TIP: Create questions that will enable students to engage all of their senses. The questions used in this type of assessment should address the base knowledge required by students before learning a new concept or topic. The questions should not include any content that has not yet been reviewed.



When differentiated learning styles and multiple intelligences are both recognized and appropriately addressed in the classroom, learning is dramatically enhanced. Kinesthetic learners will be out of their seats, actively engaged and absorbing information while the auditory learners will be equally engaged at their seats. What if some students do not have the same level of understanding as the rest of the students in the beginning of a lesson? If this is the case, they may be lacking some fundamental understanding of a topic that is needed to allow them to progress with the rest of the class. By being aware of this situation before you begin a lesson, you will be able to take this potential roadblock into your hands and adjust your teaching to ensure that no one is left behind.

As an educator, it is essential to be flexible with your teaching style and materials. When evaluating the results of a diagnostic assessment, there may be a clear indication that the majority of the classroom may require a more hands-on approach to a new concept that will be introduced. Maybe the results indicate that only one or two of the students will require the more applied approach. Regardless of the number of students with this requirement, having the materials and flexibility to address this need and other unique requirements will be the key to their success.

Diagnostic and prelearning assessments can be done prior to a chapter, term, semester or year. It is also extremely effective conducting one at the beginning of a day or class to test the previous day's lesson to see if remediation is required prior to forging on in a lesson.

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

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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.

Even though you have prepared a lesson according to curriculum requirements and timelines, students may not be prepared to advance to the next topic. Not knowing or acknowledging this could be detrimental to students' success when it comes to high-stake exams.

By making formative assessments a regular habit, you can set students up for success by using the assessments as guidelines for the knowledge required of them during a summative exam. Students are able to reflect on their past strengths and weaknesses as revealed during the formative process. By being able to do this, students can take responsibility for their own learning and gain more teacher assistance in preparation for exams.

TIP: Create assessments that allow feedback about students' progress and include suggested steps for development and improvement.

Indicators of student progress
The ability to identify obvious differences and similarities between objects and materials
Being able to make use of several senses in exploring objects or materials
Show the ability to ensure that the results obtained are as accurate as can be reasonably obtained and can be repeatable observations
The ability to use their senses appropriately and to make a fitting decision about supporting resources to enhance their senses
Being able to take a series of observations to answer the question or test a prediction being investigated



Formative assessment is similar to diagnostic assessment in that it is not graded and it allows educators to set up effective teaching based on results which show that adjustments to content and material may be required.

Consider integrating as many of these developmental indicators in your formative assessments to gather the broadest spectrum of data. Doing this step will allow you to develop the most effective plan of action for your students' current knowledge and skill levels.

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

TIP: Often, when creating assessments, the best questions to include come directly from your students. Keep track of the questions students ask throughout a topic and incorporate them into your formative and summative assessments.

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?



SMART Notebook software and the Senteo interactive response system

What does it mean to use
assessments in a classroom that has
been equipped with educational
technology?

Create planned or spontaneous diagnostic, formative and summative assessments that can be seamlessly integrated into your interactive lesson activities.

SMART Notebook software and the Senteo interactive response system

Use SMART Notebook software to create a lesson activity. What previous knowledge will the students require in order to be successful with this topic? Once you have determined this, you can perform a diagnostic or prelearning assessment to assure that everyone is prepared to begin the lesson. SMART Notebook software and the Senteo interactive response system can then be used to perform formative assessments, knowledge checks and summative assessments directly in the lesson that you have created.

The image displays a screenshot of the SMART Notebook software interface. The main window is titled "Slope of a Line" and features a coordinate plane with a blue line passing through the origin (0,0). A red right-angled triangle is drawn below the line to illustrate the slope, with a vertical side of 4 units (rise) and a horizontal side of 2.66 units (run). To the right of the graph, the function $f(x) = 1.5x$ is displayed. Below this, there are two input fields: one for the slope m set to 1.5, and one for the y-intercept c set to 0. A "Compute Slope" button is checked, and the calculation is shown as $\text{Slope} = \frac{\text{Rise}}{\text{Run}} = \frac{4}{2.66} = 1.5$. At the bottom of the interface, there is a "ZOOM IN" and "ZOOM OUT" slider. To the right of the main window, a separate calculator window is open, showing the number 2.66 in the display and a yellow arrow pointing to the "2.66" button.

SMART Notebook collaborative learning software

SMART Notebook software provides you with endless possibilities for lesson delivery, creation and assessment. You are able to create one file with all of your activities, lesson delivery and assessments, or you can create several separate files for each.

You can do the following on a SMART Notebook page, whether it is displayed in front of the room on an interactive whiteboard or if it is on students' computers:

- Record individualized or collaborative discussion results
- Display assessment instructions or hints
- Draw concept maps that showcase concepts, variables and links
- Record independent brainstorming to observe thought processes
- Create tables and charts that gauge levels of understanding

Feature	Possible functions
Linking	<ul style="list-style-type: none"> • Link an object to an assessment or resource in another SMART Notebook file or in another application • Link an object to a document in another application that outlines students' progress • Link an object to an online view of assessments, assignments and progress • Create an assessment that links objects to possible corrections that need to be made

Step 1



Read the rubric to see what will be expected of you in this assessment

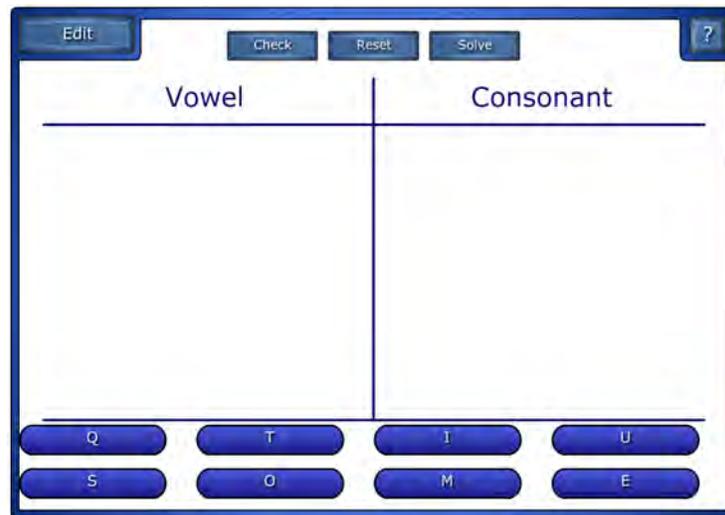
Step 2



Complete the assignment as described

Feature	Possible functions
Sound files	<ul style="list-style-type: none"> • Link objects to sound files that read out assessment instructions • Keep track of students' recorded verbal assessments

Feature	Possible functions
Flash[®] activities	<ul style="list-style-type: none"> • Multiple choice questions • Hide and reveal • Matching activities • Self-contained lesson activities with highly interactive diagnostic, formative and summative assessment that have been previously created

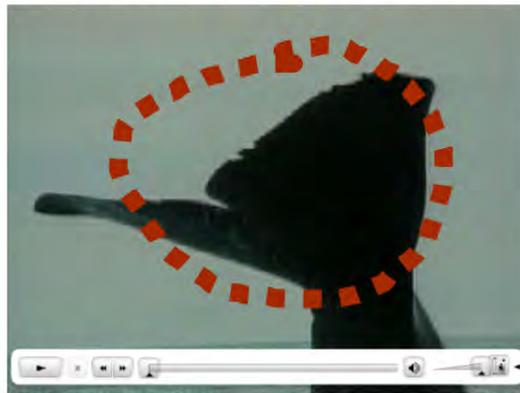


Feature	Possible functions
Hide and reveal	<ul style="list-style-type: none"> • Use Flash hide and reveal objects for one-touch reveal of items that you have hidden to assess skills • Create your own hide and reveal assessment activity by layering objects on your page appropriately • Use the Screen Shade to hide answers or hits to a set of questions laid out on a SMART Notebook page

Feature	Possible functions
SMART Recorder and Page Recorder	<ul style="list-style-type: none"> Record tasks completed by students on a webpage, SMART Notebook or in other applications. Save and review to assess speed, thought process and capability. Record helpful steps to assist in assessments of your students

Feature	Possible functions
SMART Video Player	<ul style="list-style-type: none"> Play a video for students to make and document observations Capture segments of students' work for portfolios Capture segments of videos you have viewed as a class or individually for assessments

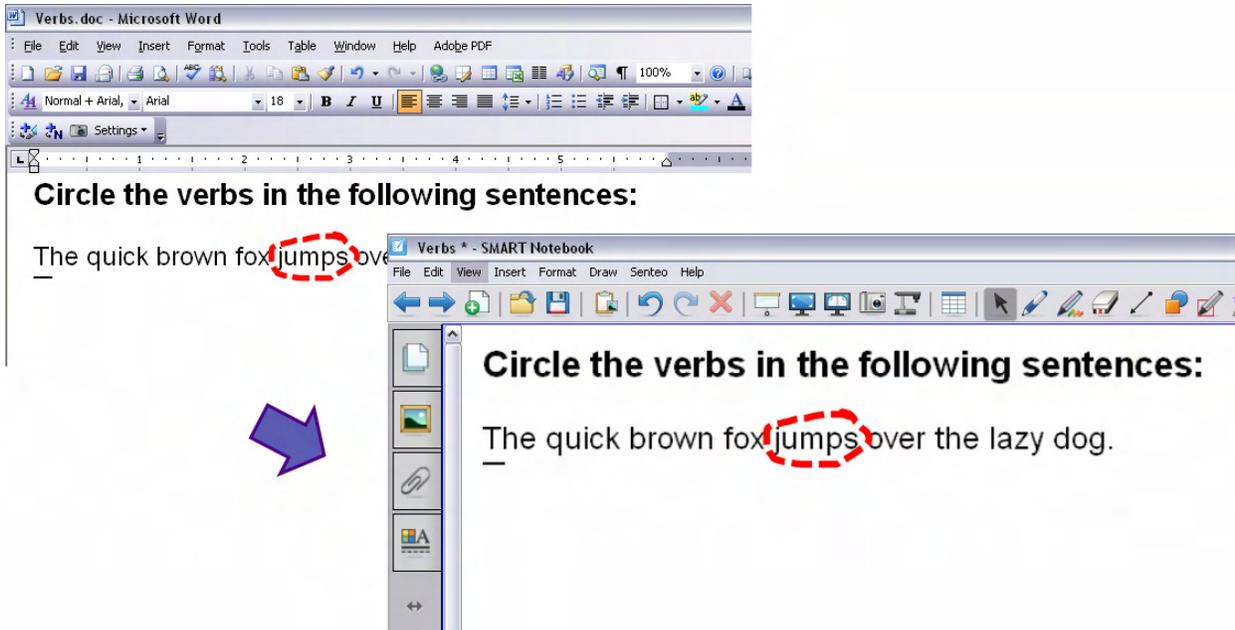
Play the video and pause it when you see the fluke of the whale.



Circle the fluke and save the file.

Feature	Possible functions
SMART Notebook Print Capture	<ul style="list-style-type: none"> Print a copy of an assessment completed in another application directly onto a SMART Notebook page Capture directions or assessment details from other applications directly onto a SMART Notebook page

Feature	Possible functions
Capture	<ul style="list-style-type: none"> • Capture pieces of work and assessments from other applications and insert the images as objects into SMART Notebook software • Capture important information and images for assessments from other applications and resources



Feature	Possible functions
Attachments tab	<ul style="list-style-type: none"> • Keep assessments created in other applications attached to your SMART Notebook file for use at any time • Attach supporting documents and resources to your SMART Notebook file that are required to complete an assessment

The Senteo interactive response system

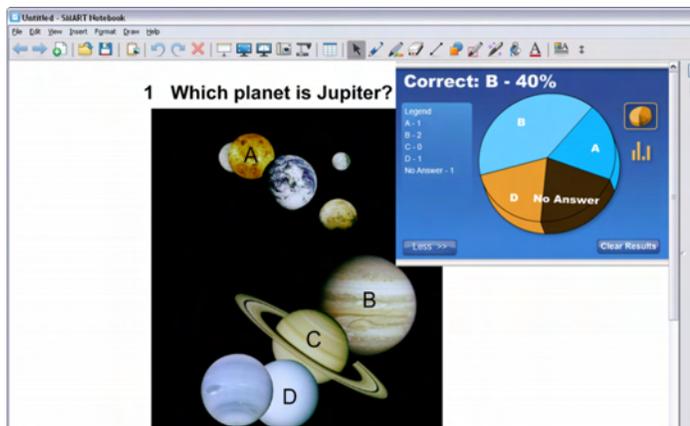
The Senteo interactive response system with Senteo assessment software or other interactive response systems can be used to conduct various types of assessment. Students can submit answers electronically to a series of on-the-fly instant questions or question sets that have been created by the teacher.

You can create question sets using the following types of questions:

- Yes or no
- Multiple choice
- Number, fraction and decimal
- True or false
- Multiple answer

The Senteo interactive response system allows you to create a fluid lesson containing information and activities with integrated assessment questions, as they are embedded directly into SMART Notebook software. Also, if you already have lessons created in Microsoft PowerPoint® software, you can add questions into individual slides as needed.

You are able to control how the responses are collected prior to beginning each set. You may want to receive a group response by gathering the responses anonymously, or you can get individualized responses by having a login assigned to each student. Regardless of the format you select, you will be given a summary of responses on the page or slide of each question and at the end of the set. This information will allow you to conduct any type of assessment that you need at any point in the lesson.



Once you have gathered the information required, what are you able to do with the data?

- Save As to keep a results file that is separate from the original
- Save the results directly into your lesson
- Clear the results without saving any of the assessment responses
- Export the results to Microsoft Excel® spreadsheet software
- Add result pages into the Gallery for future use and review

TIP: Print assessments for students to complete at their own pace rather than as a group as they are displayed in the front of the room. Results can still be collected and recorded using Senteo assessment software.

Hands-on practice: Assessment

List three forms of diagnostic assessment that you have used in the past	Explain how you could accomplish this assessment using SMART Notebook software and/or Senteo assessment software

List three forms of formative assessment that you have used in the past	Explain how you could accomplish this assessment using SMART Notebook software and/or Senteo assessment software

List three forms of diagnostic assessment that you have used in the past	Explain how you could accomplish this assessment using SMART Notebook software and/or Senteo assessment software

Bringing it all together

Building student portfolios

Bring it all together to create total student success. By compiling past assessments and assignments using SMART Notebook software, the Senteo™ interactive response system and other traditional assessment methods, you are able to create a central location to track student progress and outcomes.

Creating student portfolios

Now that a lesson has come to a completion and diagnostic, formative and summative assessments have been successfully used in the classroom, how do you bring it all together to create total student success?

By creating student portfolios, educators and the students themselves are able to track their progress and outcomes over periods of time. To describe the purpose of a portfolio in an education setting, educators in the Pacific Northwest of the United States of America (Northwest Evaluation Association, 1990) have used the following definition:

A portfolio is a purposeful collection of student work that exhibits the student's efforts, progress, and achievements in one or more areas. The collection must include student participation in selecting contents, the criteria for selection; the criteria for judging merit, and evidence of self reflection.

Student portfolios hold a strong place in the classroom and in the improvement of instruction. They are commonly used for the following:

- Showcase students' strengths in pieces of quality work
- Demonstrate challenges or weaknesses that are goals for a student to overcome
- Encourage students to consistently complete quality work that will be demonstrated to others
- Strive for results in assessments that will be used to demonstrate knowledge and skills
- Provide motivation and generate excitement in students
- Allow students to take responsibility for their own learning by reflecting on past pieces of work and identifying strengths or challenge areas
- Assessment



Bringing it all together

Feature	Possible functions
Naming pages	<ul style="list-style-type: none"> • Create one lesson activity that contains the lesson and assessments. Create the distinction by naming pages accordingly. • Use the page cloning feature to make one page with assessment questions and clone enough pages for each student. Use the page naming feature to keep track of which student completed which page. • Have an identical assessment for a student on multiple pages and name pages by month to track progress as they complete it each month
Page grouping	<ul style="list-style-type: none"> • Create separation between lessons, activities and assessments in one SMART Notebook file • Create one single file for one topic with multiple lessons and assessments • Track the progress on students' work by creating groups divided by months, years or topic
The Gallery	<ul style="list-style-type: none"> • Create individual My Content folder for each student to store pages of their progress • Create folders to store whole class work to track progress • Have students create their own My Content folders on their home computers or lab computers to track their own progress
Team content	<ul style="list-style-type: none"> • Keep a central location for rubrics, assessments and assessment instructions
Insert > Picture from scanner	<ul style="list-style-type: none"> • Scan assessments and assignments completed by hand into SMART Notebook software • Turn paper portfolios into electronic portfolios by scanning documents and work directly into SMART Notebook software
Recorder	<ul style="list-style-type: none"> • Record tasks completed by students on a webpage. Save and review to track progress. • Record tasks completed by students in other applications. Save and review to track progress. • Record tasks completed by students on a SMART Notebook page. Save and review to track progress. • Record helpful steps to assist in assessments of your students

Additional resources

What's next?

SMART supports your use of SMART products with a number of resources, including free training materials on the SMART website and a special online community for educators.

SMART's training center

SMART's training center is where you'll find additional training resources and support, including free training materials and online training sessions to help you effectively use the SMART products. Visit www.smarttech.com/trainingcenter.

Free training materials

The free training materials available from SMART's training center will help you gain practical experience with SMART products in addition to developing skills to deliver lesson activities on the SMART Board interactive whiteboard.

Quick references are simple one- or two-page overviews of the features of SMART Notebook software and other SMART products. They are formatted for printing, so you can keep them beside your computer or SMART Board interactive whiteboard to remind you of how to use some of the features.

Free online training sessions

SMART online training sessions are 30 to 45 minute computer and telephone conferences that offer a quick, no-cost overview of the basics of working with SMART products. Each session is led by a SMART trainer who uses SMART products every day. SMART's online training sessions are useful as a review and they give you an opportunity to ask questions.

The following are a few of the online sessions that SMART provides:

- SMART Board interactive whiteboard basics
- SMART Notebook software basics
- Senteo™ interactive response system
- Setting up your SMART Board interactive whiteboard
- SynchronEyes™ classroom management software

Visit <http://smarttech.com/trainingcenter/online/index.asp> for a full listing of online sessions.

We are always developing new, free online training offerings. Visit SMART's training center often to learn about the latest sessions.

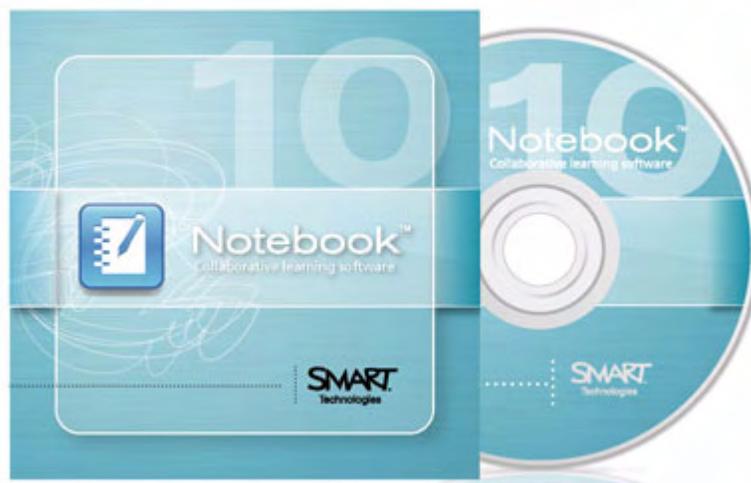
SMART support

SMART's support site offers a variety of product support options. Visit SMART's support site to download software, including SMART Notebook software, Senteo assessment software and SynchronEyes classroom management software. You'll find installation and user's guides, how-to and troubleshooting articles, solutions for your SMART product and answers to your questions. You can also use SMART's support site to contact technical support and to register your SMART product.

Visit www.smarttech.com/support.

SMART's software downloads

The latest versions and upgrades for SMART software are available on the software downloads section of www.smarttech.com. You can download SMART Notebook software and free trials for an assortment of other useful software at <http://www2.smarttech.com/st/en-US/Support/Downloads/default.htm>.



SMART's education solutions website

SMART's education solutions website is an online community where educators can share resources and ideas with other educators worldwide. The education solutions website is where you will find the following resources:

- **Free learning resources** for use with SMART products, including content collections, software applications and website resources
- **Hundreds of SMART Notebook software lesson activities** correlated to state and provincial curriculum standards
- **Professional development programs** to reward, recognize and support educators
- **Research** on the effectiveness of SMART Board interactive whiteboards in learning environments
- **Advice** for educators about using SMART products, integrating peripherals, mastering grant writing and evaluating technology

Sometimes the hardest part of creating a lesson activity is coming up with creative ideas. One place you can look for inspiration is SMART's education solutions website, an online community where educators can share resources and ideas with other educators worldwide.

Visit www.education.smarttech.com and select **Educator resources > Lesson activities** to browse SMART Notebook software lesson activities created by teachers and organized by curriculum standards.

<p>Educator resources</p> 	<p>Lesson activities Plan your curriculum by matching hundreds of interactive lesson activities to correlated standards.</p> <ul style="list-style-type: none">> Notebook software lesson activities> Notebook software 10 - Lesson Activity Showcase> SMART Ideas software activities> International lesson activities> Copyright notice> Create your own lesson activities	<p>Software resources Add images and Flash content to Notebook software, or explore the many other software options for your SMART product.</p> <ul style="list-style-type: none">> Software applications available> Essentials for Educators> Lesson Activity Toolkit
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The SMART Learning Marketplace

The SMART Learning Marketplace is a content subscription service powered by Cambridge University Press and the Global Grid for Learning. The Marketplace contains over a million images, video clips, manipulatives and audio files that you can quickly search and insert into your lesson activities.

Offering only high-quality content from the world's top education publishers, museums and technology and software educators, the Learning Marketplace ensures you'll be able to find the resources you need, when you need them.

And as a fully integrated feature of SMART Notebook software, you can search the Marketplace right in your SMART Notebook file to find copyright-cleared resources for every subject and grade level.

Visit www.smarttech.com/learningmarketplace.

The SMART Exchange

You may also find the SMART Exchange helpful. The SMART Exchange www.exchange.smarttech.com is a free resource center and community network that provides a wealth of resources for technology-enabled learning. Exchange ideas and find the information you are looking for, including recent research, best practices, success stories and daily tools.



SMART's Teachers' Hub

SMART's Teachers' Hub – it has all the resources you need to get started.

Visit www.education.smarttech.com/Hub.

SMART accredited titles

Find a wealth of multimedia content and software to enhance your classroom environment on SMART's education solutions website. SMART accredits education titles based on their level of compatibility with SMART Board interactive whiteboards and SMART Notebook collaborative learning software.

SMART offers three levels of accreditation.



Ready This is the basic accreditation level for a software or content product, indicating that SMART has approved the title for use with its products.



Enabled Products at this level meet the requirements of the *Ready* level and are also integrated with SMART Board Tools. The integration enhances interactivity because it takes advantage of a digital ink feature called SMART Ink Aware.



Select Software and content products at this level meet all requirements of the *Enabled* level and are specifically designed for use on SMART Notebook software.

To access the list of accredited software programs and details on these programs, go to SMART's education solutions website and select **Educator resources > SMART accredited software**. Accredited software is categorized by subject and grade level, enabling you to quickly find software that meets your needs.

