

What did Amy show us today?

A Quick-Start Guide for using the SMART Board and its Software (Notebook 10)

(1st timers, beginner, and advanced)

1. How do I connect my computer to a SMART Board?

- Your IT/Tech person will need to install SMART Board Tools on your computer. It is required in order for your computer to “talk” to the SMART Board.
- Hook your computer to the LCD projector and to the SMART Board through the proper cables. If the SMART Board is connected correctly, a green light will appear on the side of the SMART Board.

c. Launch the SMART Board Tools application.

d. Orient (align) the SMART Board (with a portable SMART board, you might need to do this several times during a lesson). To orient:

- Click on the Control Panel in the SMART Board Tools bar.



- Click on Open>Orient

- Tap the center of each crosshair to complete the re-alignment.



- Tip: You can orient the SMART Board by 4 points, 9 points, 12 points, or 20 points. Go to the Tools application>Open>Control Panel>SMART Hardware Settings (on the left hand side).**

- Find the pull down menu, which currently reads “Pen and Button Settings”, click on it, and scroll down to “Orientation/Alignment Settings”.**

- Choose the point that you would like and click OK.**


2. How do I write on the SMART Board and how do I erase?

- Click on the Notebook button.
- Pick up the pen of the color that you wish to use from the pen tray and begin to write on the board.
- To write in a different color, place the pen that you are currently using back on its proper slot on the pen tray before picking up the next marker.
- To erase writing on the SMART Board, place the pen that you are currently using back on its proper slot before using the eraser.
- Tip: If you want to erase a large amount, take the eraser, circle around the portion you would like to erase, and tap it in the middle.**
- Tip: You can pick up a pen, but use your fingers to write.**
- Tip: You can use the erase tool to reveal an answer on your SMART Board by performing the following steps:**
 - Write a word on the screen.



- ii. Turn the pen color to white.
- iii. Color over the word so it disappears.
- iv. Then use the eraser to reveal the word.



h. Tip: The magic pen () will make whatever you write disappear after 10 seconds. However, if you draw a complete shape (i.e. a closed circle or square) with the magic pen, then it will turn that shape into a magnifying glass that you can move around the screen to magnify items on the screen.


i. Pens: Uses in the classroom:

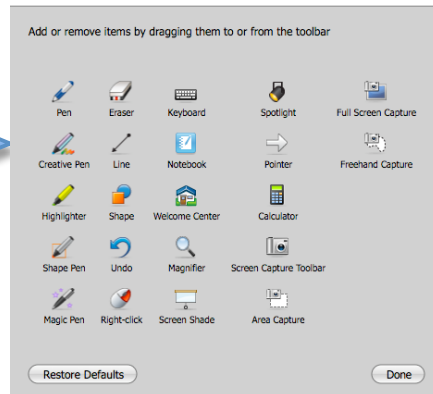
- i. Handwriting
- ii. Have students write rhythms.
- iii. Practice writing the alphabet.
- iv. Have students write responses to questions.
- v. Have students write their names, clap the rhythm, and then write the rhythm.



3. How do I customize my toolbar?



- a. Press on this button:
- b. You will see this screen. 
- c. Click and drag the items you would like on your toolbar.



4. How do I customize my pen? How do I make a shape?

- a. Click and hold down one of the pens on the toolbar.



- b. Scroll down to the customized pen that you would like to use.
- c. To make a shape, click and hold down the shapes on the toolbar.
- d. Scroll down to the shape that you would like to use.
- e. The cursor now turns into a plus sign and is ready to make a shape.
- f. **Customized pens and shapes: Uses in the classroom:**

- i. Create shapes for grouping purposes.
- ii. Use the customized pens to perform writing activities.


5. How do I turn my writing into text?

- a. Write a word on the SMART Board and put the pen back in the holder.
- b. Click on the word and a box with a gray arrow will appear.
- c. **One time only:** Click on the arrow and scroll down to “Handwriting Recognition.” This will turn on the handwriting recognition once you press “Yes, open ink preferences.”
- d. Now click on the gray box again and you will see the options for how SMART Board interprets your handwriting.

6. What other ways can I save my file?

- a. Click File>Export
- b. >Web page
- c. >Image files (such as .jpg and .tiff files)
- d. >PDF
- e. **Export: Uses in the classroom:**
 - i. Saving as image files or pdf files allows you to email your students' works to their parents.
 - ii. Saving as image files or pdf files allows you to post it on your website, blog, or wikispace.
 - iii. Saving as a web page allows you to create a new page to your existing web page.

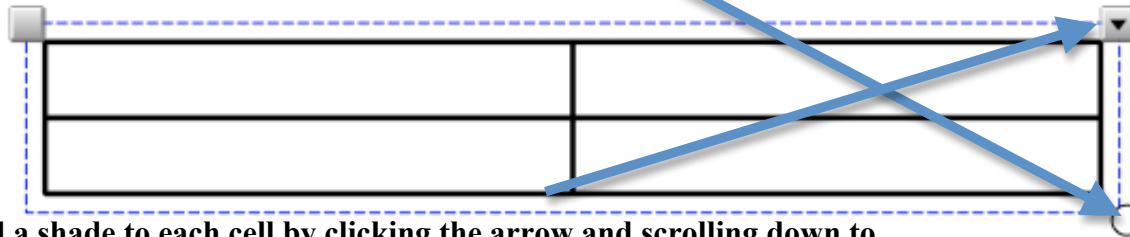
7. How do I add a chart?

- a. Click on the chart icon: 
- b. You will see this box which will let you choose how you would like to set



up your table:

- c. Once you made the table, you can resize it using the tool:



Tip: You can add a shade to each cell by clicking the arrow and scrolling down to "Add Table Shade."

d. How do I insert a row or column to the table?

- i. In the table, highlight the row by clicking and dragging over the row.
- ii. Then, you control click (MAC) or right click (PC) and scroll down to "Insert Row".
- iii. A row will now appear.
- iv. Do the same for a column, but just highlight the column.
- v. You can also delete a column or row this way too.

8. Where do I find pictures, interactive files, lesson examples, templates, and games in Notebook?

- a. Click on this icon:
- b. Utilize the "Gallery Essentials" or "Lesson Activity Toolkit 2.0"

- c. Use the search tool to perform a search for the background/paper/picture/interactive file that you would like.
 - d. Click and drag it onto a Notebook slide.
 - e. **Uses in the classroom:**
 - i. **Paper:** Practice handwriting on a variety of paper.
 - ii. **Tabs:** Self-assessment.
 - iii. **Dice:** Customize for a lesson.
 - iv. **Games:** Hangman, pairs, reveal, categories, geography, math, and more!
 - v. **Instruments:** Some are pictures and some are pictures with sound.
 - vi. The learning possibilities are endless.
- 9. I really like the slide I just made. How do I clone it?**
- a. Click on Page Sorter on the right side of the screen, click on the slide that you would like to clone, click on the gray arrow, and scroll down to Clone Page.
- 10. I would like to group two pictures or more together. How do I do that?**
- a. Click and drag over the two or more pictures that you would like to group.
 - b. Click on one of the gray arrows and scroll down to grouping>group.
 - c. These pictures are now grouped into one and you can move them together.
- 11. How do I make sure that one picture is in front of the other picture (Ordering or some call layering)?**
- a. Click on the picture that you would like in the front.
 - b. Click on the gray arrow.
 - c. Scroll down to Order>Bring to Front.
- 12. How do I lock a picture so that it does not move?**
- a. Click on the picture that you would like to lock into place.
 - b. Click on the gray arrow.
 - c. Scroll down to Locking>Lock in Place.
- 13. How do I infinitely clone a picture?**
- a. Click on the picture, then the gray arrow, and then click on “Infinite Cloner.”
- 14. How do I insert a picture?**
- a. You can click on the picture from the web or a picture file and drag it onto the SMART Board screen.
 - b. Or you can click on the insert menu at the top of the screen, scroll down to “Picture File...”, find the file to insert, and click open. The file will now appear on the SMART Board screen.
 - c. **Picture: Uses in the classroom:**
 - i. Take a picture of your student’s favorite book and insert them into pages of SMART Board.
 - ii. Scan music into SMART Board.
 - iii. Scan lyrics or poems into SMART Board and leave out words so that your students can fill them in.
- 15. How do I insert a sound file?**
- a. The file must be an .mp3 file.
 - b. Click and drag the file to the screen.
 - c. Or, use the insert menu as you did with the picture file.



d. Sound: Uses in the classroom:

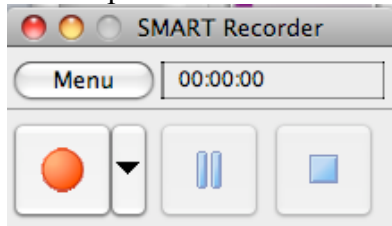
- i. With a decent pair of speakers, the possibilities are endless.

16. How do I insert a link?

- a. You can link to text boxes and pictures by clicking on the item.
- b. Then, go to Insert>Link
- c. Type in the website you are linking the item.
- d. Click Insert Link

17. Can I record sound to my SMART Board project? Yes.

- a. Click on the icon found in the SMART Board Tools.
- b. Click Open>Recorder. You will see this:



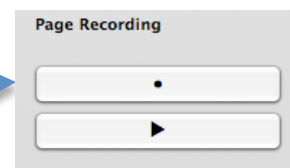
- c. Press the red record button.
- d. Have you or your students speak while you scroll through the pages of your SMART Board project.
- e. This will now save as a movie file (.mov).
- f. **Uses in the classroom:**
 - i. Post the movie file on your website, blog, or wikispace.
 - ii. Email the movie file (depending on the size of the file) to the parents.
- g. **Tip: This movie file size could be quite large. Think about the repercussions of that when trying to email the file or trying to save the file to your hard drive when your hard drive is filled to its maximum.**

18. How do I animate text or an object (i.e. make it fade in, fade out, twirl, etc)?

- a. Click on the properties button on the right side of the screen:
- b. Click on the text box or image that you would like to animate.
- c. Click on "Object Animation".
- d. You will now see pull down menus that will give you options on how to animate the text box or image.

19. How do I make one of my pages into a tutorial for my students?

- a. Click on the properties button on the right side of the screen:
- b. Click on "Page Recording" to the right of the screen.
- c. Click on the record button (the top button that looks like a dot):
- d. Perform the actions of making a page.



- e. Press the record button again to stop the recording.
- f. A play button will appear at the bottom of the screen.
- g. Press play and watch what you just did on screen.
- h. This slide now will play the steps you took to make it each time you come to that slide.

20. Can I use a website on the SMART Board?

- a. Yes. Any website can be projected on the SMART Board and used as a teaching tool.

21. Can I use a software application on the SMART Board?

- a. Yes. Any software application can be projected on the SMART Board and used as a teaching tool.

22. Do I have to create everything from scratch?

- a. No! Perform a google search and you will find numerous SMART Board notebook files that teachers have created so you can download, adapt, and use in your classroom. Here are three excellent music sites:

- i. <http://mustech.pbwiki.com/>
- ii. http://technology.usd259.org/resources/whiteboards/smart-lessons/music_lessons.html
- iii. <http://resources.mrsfriedmanmusic.com/>

- b. Here is the website setup by smarttech.com:

- i. <http://www.exchange.smarttech.com/index.html#tab=0>

23. Do I need to use the actual SMART Board to create a file?

- a. No. You just need the software installed on your computer to create SMART Board files. However, I recommend that you try a lesson with the SMART Board before you try it with your students.

24. What is the organization that is technology for music educators?

- a. TI:ME: <http://www.ti-me.org>

Contact Information:

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