

Smart Notebook & Smart Ideas

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Date: 3/31/14

Notebook

Features

Top Menu Bar, Tool Bar, & Side Bar

- File
 - Saving and Opening
 - Import: Lets you import PowerPoint files
 - Export: Lets you save your file as a web page, picture, PDF, or PowerPoint
- Edit
 - Clear or delete a page.
- View
 - Full Screen (x out of the tool box to exit full screen)
 - Transparent Background
 - Dual Page Display
 - Screen Capture
 - define an area to capture
 - capture a specified frame
 - capture a whole screen
 - free-hand a shape to capture
 - Show Side Bar - use this get the page sorter, etc. open if you've lost it
 - Alignment: display the guides and have objects snap to them if you want perfect alignment (tip: turn these off before going full screen with a class)
- Insert
 - A blank page.
 - Pictures, sounds, video, etc., just as you would in PowerPoint.
 - Link: highlight a word or object, and turn it into a hyperlink.
 - Table: define the rows and columns
 - Measurement Tool
 - Internet Browser - advice: test it ahead of time
 - SmartResponse questions: the wizard walks you through question creation and puts each question on its own page.
- Format
 - Locking: controls how the object moves and what happens when you tap it.
 - Group: select multiple items, group them, and they will not work as 1 object. ungroup to go back to the way it was
 - Order: like stacking cards; sets what is closest to the front and so on
 - Theme: lets you quickly create multiple pages that have the same customized look. You can also just clone a page by right clicking on it in the page sorter.

- Tools
 - Pen: gives you more options than just picking up a pen from the tray.
 - Creative Pen
 - Line
 - Shape
 - Fill: With a shape selected, clicking this will fill it in with the desired color, or return it to a transparent fill.
 - Magic Pen:
 - writing will disappear gradually
 - Draw a square on a picture or object and it opens a magnification window. Click or touch the board and sweep right and it enlarges the box, left reduces.
 - Draw a circle and it opens a spotlight. You can then enlarge or shrink as you did with the magnifier.
- Help
 - Contents will open a browser window and you can search for an answer.
- Side Bar
 - Tab 1: page sorter
 - Tab 2: gallery
 - Tab 3: insert a file
 - Tab 4: text, shape, and page formatting
 - Tab 5: Activity Builder
 - Tab 6: Smart Response (need the clicker system)

Starting a New File

Deciding on the Background

- Remember general guidelines about visibility.

Inserting & Formatting Text

- Use the text icon then click on the page.
- Use the arrow tool to highlight the text box.
- Click the Properties Tab in the sidebar.
- Click on Text Style for font, size and style. (You can use the grab point on the text box to change size also.)
- Click on Line Style to change the color of the text.
- Object Animation will let you have the text fade in or out, etc. when you tap on it.

Inserting Images

Order & Locking

- Set a large picture as the background if you haven't gone through the gallery.
- Lock heading in place.
- Set text to Allow to Move to avoid the edit function starting accidentally.
- Lock text or an object in place if you're going to do a cover/reveal.

Working with Galleries

Gallery Essentials

- Expand folders to get to the content.
- Notebook Files and Pages provides the background.
- Pictures are the objects that can be placed on that background.

Making Your File Interactive

Smart Board Tips for Kids (& Adults)

- Only 1 point of contact!
- You don't have to be gentle.
- Drag, don't push.

Using the Pens

- Handwriting Recognition
- Shape Recognition

Dragging

Games

- Bean Bag Review
- Check the lesson gallery.
- Check online.

Resources at Smarttech.com

<http://exchange.smarttech.com>

- Lots of lessons, games, etc. that have been uploaded by users.

Digital Nation

- This site (<http://dn.4aplus.com/>) provides ready-made, fully customizable lessons for SmartBoards, iPad resources, Common Core aligned lessons and resources, and a wide range of interactive web-based activities. I
- All staff are entitled to accounts. In most cases the accounts are already set up. The username will be firstname.lastname and the default password is lastname1234 (substituting your first and last names, of course).

If you have any problems accessing the site, please contact Hannah Conner at A+ Educators and she will make sure you're set up. (Hannah.Conner@4apluseducators.com)

Smart Ideas

Overview of Features

Top Menu Bar

- File
 - Saving and Opening
 - Export: Lets you save your file as a web page, picture, PDF, or PowerPoint
- Edit
 - Pretty standard.
- View
 - Diagram View - self explanatory.
 - Outline View - You can move items around here to make them subsets of others. You could create your whole diagram here, then switch to diagram view.
- Insert
 - New symbol.
 - Pictures, sounds, video, etc., just as you would in PowerPoint.
 - Link
- Format
 - Fonts and colors.

- Connector
 - Format the size, color and style of your connectors.
- Symbol
 - Format the color and shape.
 - Set transparency levels.
 - Text alignment within the symbols.
 - Set a pre-made arrangement.

Starting a New File

Start from a template.

- Templates are categorized by subject.
- Some seem to be a bit buggy.
- You can modify any aspect of template to customize it to your content.

Start with a blank document.

- You can simply drag shapes from the sidebar into the diagram space to add them.
- Click in the shape to add text.
- Each Symbol has a dot at the bottom that you can hold and drag to connect to another symbol.
- In the lower right is the area to grab to resize the symbol.
 - Instead of holding and dragging, you can click on the area once to automatically size it to fit the text you have in it.
- If you have a number of symbols in the diagram that you want to look the same, don't worry about formatting each one. Instead click on the one you want the rest to look like to select it. Then press the Style Paint button. Then click on the other symbols and they will take on the formatting of the one you selected.
- The green arrow on a symbol will let you add layers to your diagram by bringing you "inside" that symbol.
 - You can create additional diagrams which will only be visible when you touch the green arrow.
- Use the Layout button to auto-arrange your symbols (you can still move them after).

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Using the Pens

- Handwriting Recognition

Create a class Organizer

- Could have students come up to add symbols and content, or (sometimes it's faster) be the recorder for them.

Let the Students be the Organizers

- Have the shapes and content ready, and let the students make the connections.

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