

Lesson Planning and Delivery with SMART Notebook™ Collaborative Learning Software

Before you start

Before you begin your lesson, ensure that your computer is turned on and the SMART Board™ interactive whiteboard is connected and oriented. The SMART Board icon should be visible in the Windows notification area at the bottom right of your screen, indicating that SMART Product Drivers is running.



Windows Notification Area

If the SMART Board icon is not visible, select **Start > Programs > SMART Board Software > SMART Board Tools**. The SMART Board icon appears in the Windows notification area.

For more information on how to get started with your interactive whiteboard, refer to the quick references available at smarttech.com/trainingcenter/windows/trainingmaterials.

This hands-on practice assumes you have a basic understanding of the Microsoft® Windows® operating system. You may find it useful to think of how you normally work with a computer as you go through the lesson. When working at your computer, for example, you use left-, right- or double-clicks, depending on the function you want to perform. Use the SMART Board interactive whiteboard in the same way.

What is SMART Notebook Software?

SMART Notebook™ collaborative learning software is SMART's whiteboarding software. It acts as an electronic notebook to immediately capture and save notes and drawings on the SMART Board interactive whiteboard or your desktop computer. You can import graphics, text and multimedia elements into your SMART Notebook file and export your SMART Notebook file to HTML, PDF, PowerPoint® software or as a series of images.

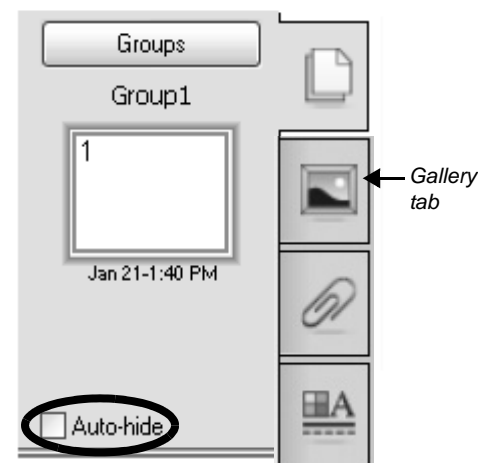
Preparing your lesson

You will prepare a geography lesson activity that asks students to match North American countries to their flags. Use the concepts outlined in here to prepare and deliver lessons in other subject areas.

- 1 Open a blank SMART Notebook file
- 2 Press the **Gallery** tab on the right-hand side of the SMART Notebook interface to search or browse collections of SMART's custom pages, clip art, Adobe® Flash® animations and video files. For this example, search for flags of North America.

TIP: Deselect the **Auto-hide** check box to keep the side tabs visible. This will provide you with easy access to the Page Sorter and Gallery tabs as you prepare and deliver your lesson.

- 3 Press the button on the pen tray to launch the on-screen keyboard



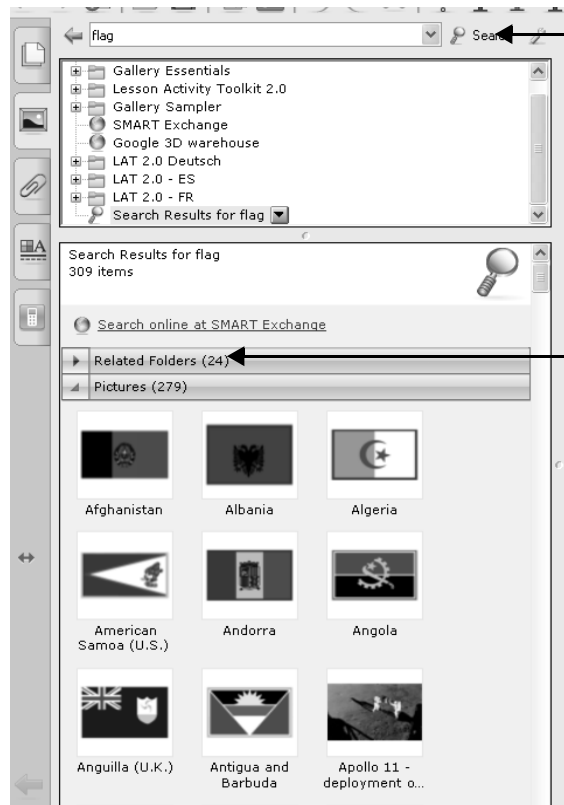
4 Type the key word *flag*, and press the **Search** icon

5 SMART Notebook software displays your search results as thumbnail images in folders. In this example, a folder named *Pictures* appears. Double-press the folder thumbnail to view its contents.

6 Scroll through the Gallery collection to find flags for the United States, Mexico and Canada. Drag each flag to the work area of your SMART Notebook file.

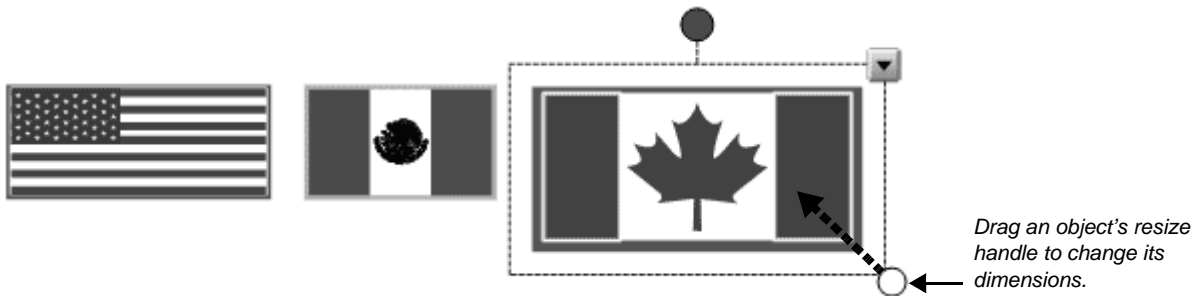
TIP: You can double-press the flag's thumbnail image to quickly add it to the work area.

7 Resize each flag by diagonally dragging the resize handle. Ensure the flags are approximately the same size.



Press to initiate search.

Double-press the folder thumbnail to view its contents.

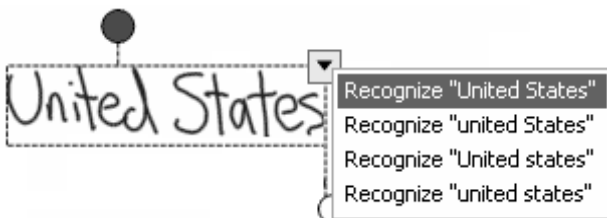


Drag an object's resize handle to change its dimensions.

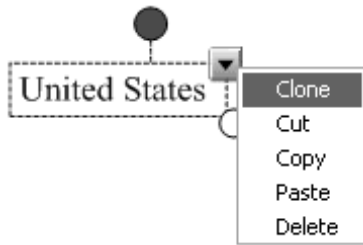
8 Align the flags horizontally

9 Using a pen tray pen, write the name of each country in a different color

10 Select *United States* and choose the appropriate typed text from the object's drop-down menu. Convert Mexico and Canada from handwritten to typed text in the same way.



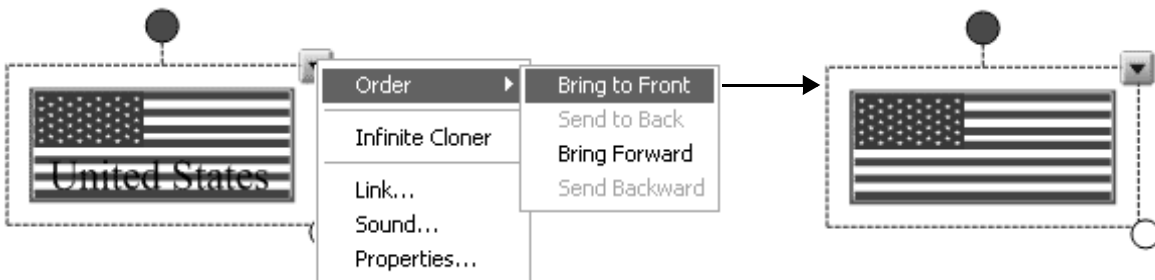
- 11 Select **Clone** from the object's drop-down menu to make a copy of the name of each country. There should be two country names for each flag.



- 12 Organize the names of each country so that one set of country names is placed in a vertical line on the work area. Drag the other country names over their corresponding flags.



- 13 Select the United States flag and choose **Order > Bring to Front** from the object's drop-down menu. The flag covers the name *United States*. Do the same for the Mexican and Canadian flags.



The United States flag is positioned behind the typed text.

The United States flag is now positioned in front of the typed text.

- 14 Press **File > Save** to save your SMART Notebook file. Give your file a name, and choose a location to save it.

Using your lesson in the classroom

After opening your saved SMART Notebook file on the SMART Board interactive whiteboard, ask your students to drag the name of each country underneath its corresponding flag. Once the exercise is completed, remove the flags to reveal the correct answers.

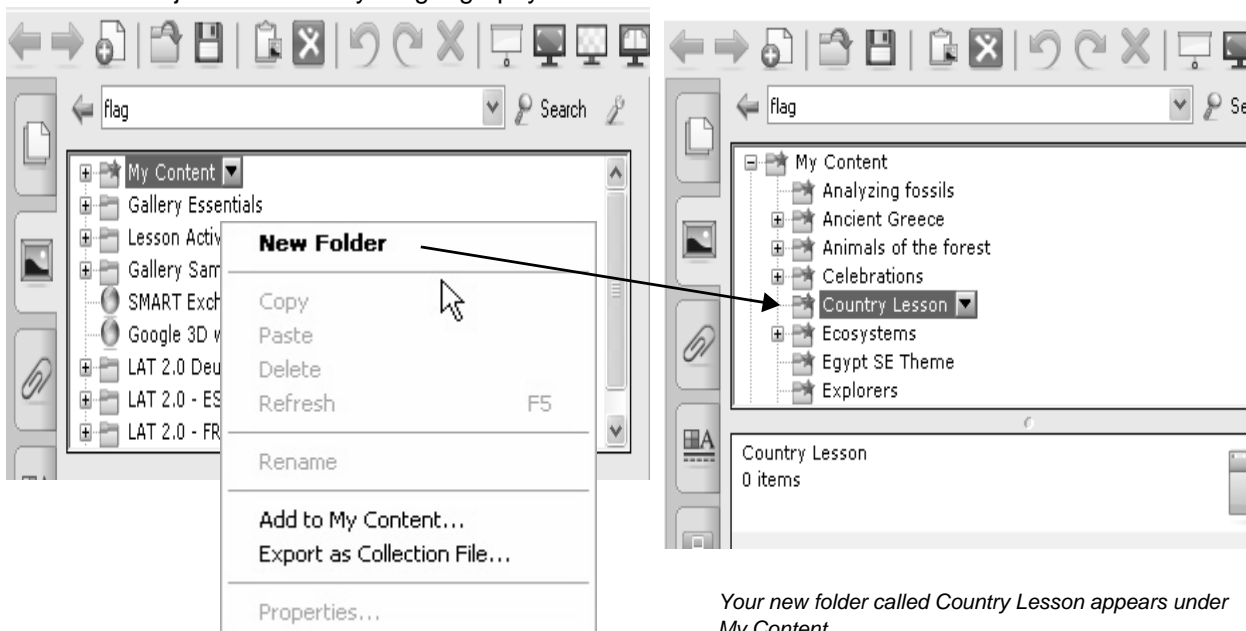
TIP: Select a fun setting from the Creative Pen menu to add check marks for correct answers.

You can add as many pages to your SMART Notebook file as you need to create additional lesson activities, such as labeling continents or identifying capital cities on regional maps.

Preparing your lesson: advanced features

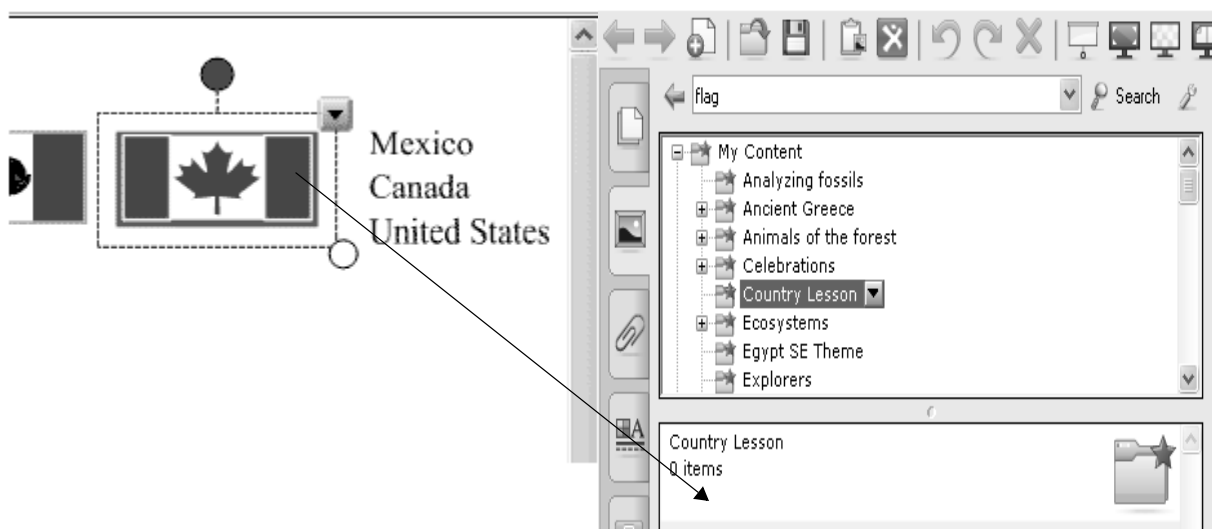
The My Content area is a Gallery collection reserved specifically for objects and lessons you have imported, captured or created, such as the lesson you just prepared. It's also a good place to store objects and lessons you use frequently or want to share with your colleagues.

- 1 Open your lesson
- 2 Select the **Gallery** tab. By default, the My Content folder is selected.
- 3 Press the My Content drop-down menu and choose **New Folder**
- 4 Launch the on-screen keyboard and type *Country Lesson*. You have now created an area where you can store all objects related to your geography lesson.



Your new folder called *Country Lesson* appears under *My Content*

- 5 Drag each flag and country name into your new Gallery collection. This collection now contains nine individual Gallery items – one flag and two names for each country.



6 Select the **Page Sorter** tab. Insert a blank SMART Notebook page by pressing the **Blank Page** button on the toolbar.



7 From the Shapes drop-down menu on the toolbar, select the rectangle. Position your cursor on the left side of the work area and draw a large rectangle.

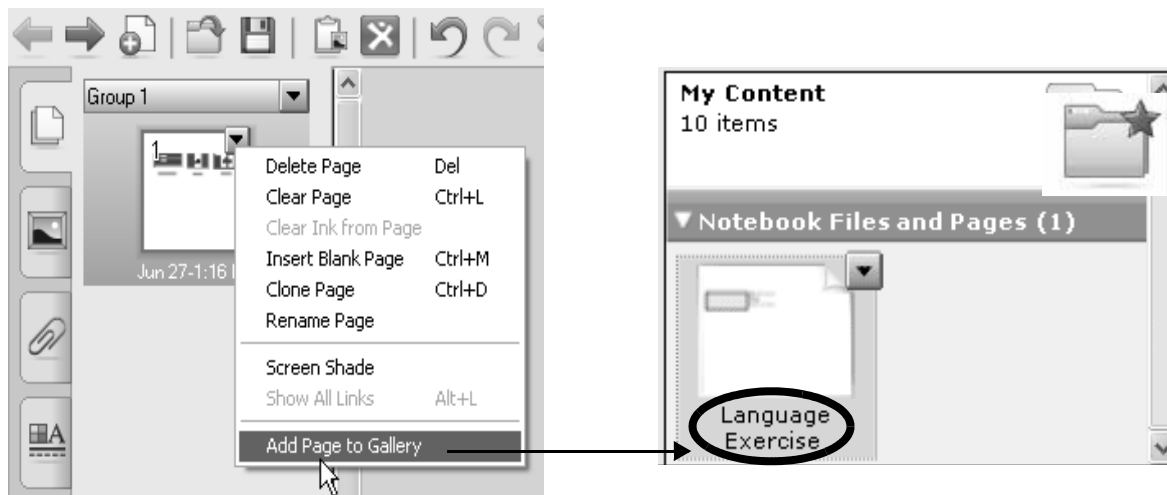


8 Select the **Pointer** tool from the toolbar. Fill the rectangle with color by selecting the rectangle, and then choosing **Properties** from the object's drop-down menu.

9 To the right of the rectangle, write or type *Official Languages:* and below this write or type *English, Spanish, English and French*

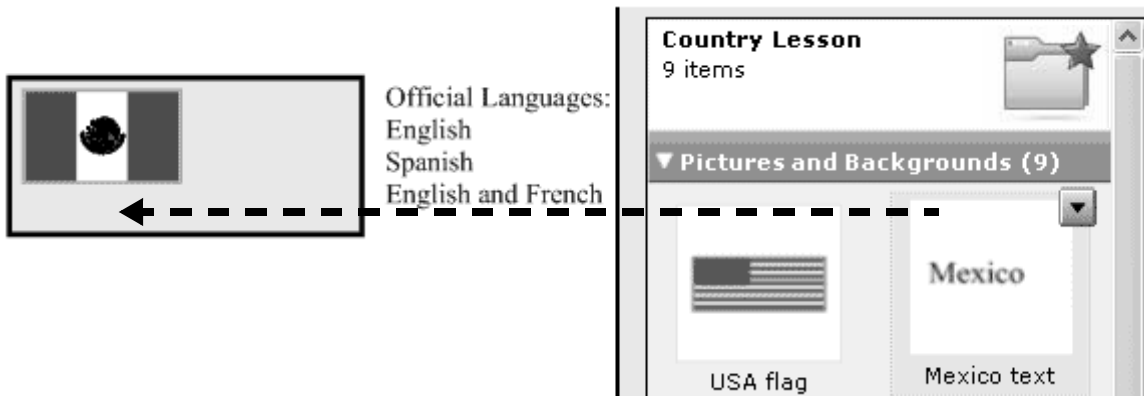


10 Press the page thumbnail's drop-down menu in the Page Sorter tab. Select **Add Page to Gallery** to place the entire SMART Notebook page into the My Content area of the Gallery. This gives you quick and easy access to SMART Notebook pages for lesson planning and delivery.



TIP: Name your new SMART Notebook page *Language Exercise* so you can organize your Gallery items into meaningful groups.

- 11 Drag the Mexican flag from the My Content area to the top-left corner of the rectangle you created in step seven. Then drag the word *Mexico* to position it directly below the flag.

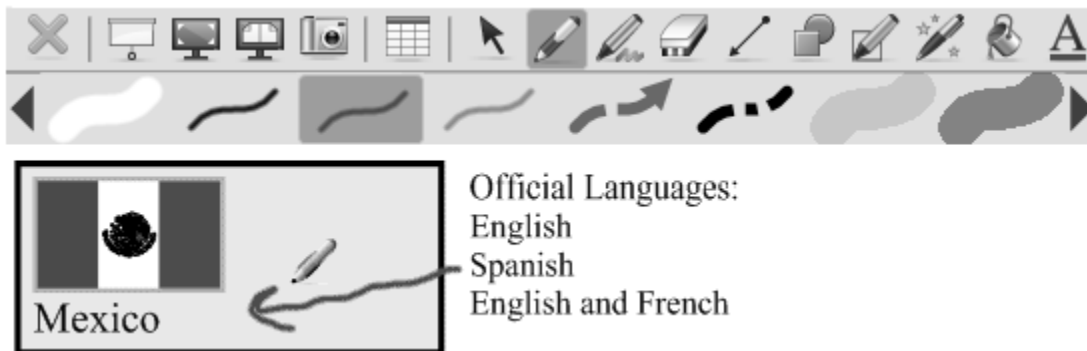


- 12 Drag the Language Exercise page you created in step 10 to the work area. This will automatically insert a new SMART Notebook page directly after the active page.
- 13 Repeat steps 11 and 12 using the Canadian and United States flags and associated text
- 14 Press **File > Save** to save your file

TIP: Share your geography lesson with other colleagues using the SMART Board interactive whiteboard in the classroom. Select **Export as Collection File** from the My Content drop-down menu to distribute your electronic file.

Using your lesson in the classroom

Invite your students up to the SMART Board interactive whiteboard to draw an arrow from the official language text to the corresponding flag using the Line tool or a pen tool from the pen tray. You can hide the correct answers behind the rectangle or flags.



Congratulations

You have completed the *Lesson Planning and Delivery with SMART Notebook Software Hands-on Practice*.