Learn more

This guide and other resources for SMART Notebook and SMART Learning Suite are available in the Support section of the SMART website (smarttech.com/support). Scan this QR code to view these resources on your mobile device.
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Chapter 1
Introduction

This guide explains how to customize and deploy the following software:

- SMART Notebook® 19 collaborative learning software
- SMART Product Drivers
- SMART Ink®

This guide is intended for those in charge of managing software subscriptions and installing software in a school, such as technical specialists, IT administrators, and others experienced with customizing, deploying, and administering software in a networked environment.

Use of this guide requires:

- Knowledge of IT terminology, such as “registry” and “domain controller”
- Know how to complete basic administrative tasks in macOS such as working in Terminal
- Administrative privileges and access to servers
- Access to the internet

About the install components and software

This guide mentions a number of SMART software products and components that you’ll encounter when deploying or updating SMART Notebook software:

<table>
<thead>
<tr>
<th>Componenent/software</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installer</td>
<td>The Admin installer is available from the SMART website.</td>
</tr>
<tr>
<td>SMART Ink</td>
<td>SMART’s digital ink software</td>
</tr>
<tr>
<td>SMART Product Drivers</td>
<td>SMART’s software that enables touch features for SMART’s interactive products</td>
</tr>
<tr>
<td>SMART Install Manager</td>
<td>A tool you can use to customize the SMART software installation</td>
</tr>
<tr>
<td>SMART Product Update (SPU)</td>
<td>A tool you can use to manage updates for SMART software products</td>
</tr>
<tr>
<td>SMART Uninstaller</td>
<td>A tool you can use to uninstall SMART software</td>
</tr>
</tbody>
</table>
Chapter 2
Preparing for installation

Before installing SMART Notebook, make sure the computer and network meets the minimum requirements. Additionally, you’ll need to determine which activation method you want to use.

Computer requirements
Before you install the software, ensure the computer meets the following minimum requirements:

<table>
<thead>
<tr>
<th></th>
<th><strong>macOS® operating system</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General</strong></td>
<td></td>
</tr>
</tbody>
</table>
| **Supported operating systems** | macOS Catalina (10.15)  
macOS Mojave (10.14)  
macOS High Sierra (10.13) |
| **Minimum hard disk space** | 2.3 GB                      |
| **Minimum specs for standard and high definition displays (up to 1080p and similar)** |                             |
| **Minimum processor**   | Intel Core 2 Duo            |
| **Minimum RAM**         | 4 GB                        |
| **Minimum specs for ultra high definition displays (4K)** |                             |
| **Minimum graphics card** | [N/A]                      |
| **Minimum processor/system** | Late 2013 Retina MacBook Pro or later (minimum)  
Late 2013 Mac Pro (recommended) |
| **Minimum RAM**         | 8 GB                        |
| **Other requirements**  |                             |
CHAPTER 2
PREPARING FOR INSTALLATION

macOS® operating system

<table>
<thead>
<tr>
<th>Programs</th>
<th>[N/A]</th>
</tr>
</thead>
</table>
| Web Access | Safari 8 or later  
             | Internet access to download and activate SMART software |

NOTE

Operating systems and other third-party software released after this SMART software might not be supported.

Network requirements

Ensure your network environment meets the minimum requirements on this page before you install or use SMART Notebook.

SMART Notebook’s interactive activities and assessments use hellosmart.com. Use the recommended web browsers, device requirements, operating systems, and network capacity to ensure the best possible experience with SMART Notebook’s interactive activities and assessments.

Additionally, some features of SMART Notebook and other SMART products (such as SMART Board interactive displays) require access to specific web sites. You might need to whitelist those web sites if your network restricts outbound internet access.

TIP

When using activities on hellosmart.com, students may check their website access at hellosmart.com/connection/check.html.

Student device web browser recommendations

Students playing or participating in a SMART Notebook lesson’s activities and assessments should use one of the following browsers on their devices:

- Google Chrome™ 66 or later
- Safari 10 or later
- Firefox® 60 or later
- Firefox ESR 60 or later
- Internet Explorer® 11 or later
• Windows 10 Edge

NOTE
Android™ devices must use Chrome or Firefox.

Ensure JavaScript is enabled in your browser.

Student device operating system recommendations
Students who use hellosmart.com should use one of the following recommended devices:

• Any laptop running Windows 7 or later and any MacBook running OS X 10.10 or later
• Any iPad or iPhone with iOS 10 or later
• Any Android™ phone or tablet with Android version 5 or later
• Any Google™ Chromebook
• Microsoft® Surface RT2 or Pro with Windows® 10 or later

IMPORTANT
First-generation iPads or Samsung Galaxy Tab 3 tablets do not support mobile device-enabled activities.

Network capacity recommendations
SMART Notebook activities on hellosmart.com are designed to keep network requirements as low as possible while still supporting rich collaboration. The network recommendation for Shout It Out! alone is 0.3 Mbps per device. A school that regularly uses other Web 2.0 tools should have enough network capacity to run SMART Notebook activities on hellosmart.com.

If activities on hellosmart.com are used in conjunction with other online resources, such as streaming media, greater network capacity could be required, depending on the other resources.

Website access requirements
A number of SMART products use the following URLs for software updates, collecting information, and backend services. Add these URLs to your network’s whitelist to make sure SMART products behave as expected.

• https://*.mixpanel.com
• https://*.google-analytics.com
• https://*.smarttech-prod.com
CHAPTER 2
PREPARING FOR INSTALLATION

- https://*.firebaseio.com
- wss://*.firebaseio.com
- https://www.firebase.com/test.html
- https://api.raygun.io
- https://updates.airsquirrels.com
- https://ws.kappboard.com
- https://*.hockeyapp.net

The following URLs are used for signing in to and using your SMART Account with SMART products and for activating SMART software. Add these URLs to your network’s whitelist to make sure SMART products behave as expected.

- https://*.smarttech.com
- http://*.smarttech.com
- https://hellosmart.com
- https://content.googleapis.com
- https://*.smarttech-prod.com
- https://*.googleusercontent.com
- https://*.google.com
- https://login.microsoftonline.com
- https://login.live.com
- https://smartcommunity.force.com/
- https://graph.microsoft.com
- https://www.googleapis.com

The following URL is used to enable content from YouTube. If you want SMART product users to be able to insert and play YouTube videos when using SMART products, whitelist the following:

https://*.youtube.com
Managing macOS security and privacy settings

In macOS High Sierra (10.13) and later, Apple introduced security and privacy settings that affect SMART Notebook and related software:

**High Sierra (10.13):**
- Introduced User-Approved Kernel Extension Loading

**Mojave (10.14):**
- Added accessibility privacy permissions
- Added Camera and Microphone privacy permissions
- Added Automation privacy permissions

**Catalina (10.15):**
- Added Input Monitoring privacy permissions
- Added Screen Recording privacy permissions

If you want to manage these settings centrally, use an MDM solution. In some cases, User Approved MDM is required for centrally managing the settings.

Complete the following tasks for the appropriate macOS that is running on the teachers’ computers to configure macOS security and privacy settings and allow SMART Notebook and related software to work as expected:

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
<th>Applicable macOS version</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enable the SMARTBoard Kernel extension</td>
<td>Give permission to load the SMARTBoard.kext kernel extension:</td>
<td>macOS High Sierra</td>
</tr>
<tr>
<td></td>
<td>1. Open System Preferences.</td>
<td>macOS Mojave</td>
</tr>
<tr>
<td></td>
<td>2. Click Security &amp; Preferences &gt; General.</td>
<td>macOS Catalina</td>
</tr>
<tr>
<td></td>
<td>3. Select the System software from developer &quot;SMART Technologies ULC&quot; was</td>
<td></td>
</tr>
<tr>
<td></td>
<td>blocked from loading message and click Allow.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4. Restart the computer (only required for macOS Catalina).</td>
<td></td>
</tr>
<tr>
<td></td>
<td>If you’re using an MDM-based solution, see support.apple.com/en-us/HT208019 for additional details and support. You will need the SMARTBoard.kext's bundle identifier: com.smarttech.iokit.SMARTBoard</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
<th>Applicable macOS version</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assign accessibility privacy privileges to SMART applications</td>
<td>Assign accessibility privilege to:</td>
<td>macOS Mojave</td>
</tr>
<tr>
<td></td>
<td>1. Notebook (installed at /Applications/SMART Technologies/Notebook.app)</td>
<td>macOS Catalina</td>
</tr>
<tr>
<td></td>
<td>2. SMARTBoardService (installed at /Applications/SMART Technologies/SMART Settings.app/Contents/MacOS/SMARTBoardService.app)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. SMART Ink (installed at /Applications/SMART Technologies/SMART Ink.app)</td>
<td></td>
</tr>
</tbody>
</table>
## PREPARING FOR INSTALLATION

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
<th>Applicable macOS version</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Task</strong></td>
<td><strong>Description</strong></td>
<td><strong>Applicable macOS version</strong></td>
</tr>
<tr>
<td><strong>Set camera permissions</strong></td>
<td>If you’re using a SMART Document Camera with SMART Notebook, allow SMART Notebook to access the computer’s camera.</td>
<td>macOS Mojave, macOS Catalina</td>
</tr>
<tr>
<td><strong>Set microphone permissions</strong></td>
<td>If using SMART Notebook’s Record Sound Clip feature, allow SMART Notebook to access the computer’s microphone.</td>
<td>macOS Mojave, macOS Catalina</td>
</tr>
<tr>
<td><strong>Set screen recording permissions</strong></td>
<td>If you want to enable screen recording and screen capturing features that come with SMART Notebook and Ink, assign screen recording privileges to:</td>
<td>macOS Catalina</td>
</tr>
<tr>
<td></td>
<td>• SMART Tools Screen Capture (installed at /Applications/SMART Technologies/SMART Tools/Screen Capture.app)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• SMART Ink (installed at /Applications/SMART Technologies/SMART Ink.app)</td>
<td></td>
</tr>
<tr>
<td><strong>Set automation permissions</strong></td>
<td>Assign automation permissions to grant access to:</td>
<td>macOS Mojave, macOS Catalina</td>
</tr>
<tr>
<td></td>
<td>• Notebook (installed at /Applications/SMART Technologies/Notebook.app)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• SMART System Menu (installed at /Applications/SMART Technologies/SMARTSystemMenu.app)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• SMART Product Update (installed at /Applications/SMART Technologies/SMART Tools/SMART Product Update.app)</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE**

If you don’t assign accessibility privileges to these SMART applications, some features will not work correctly when the computer is connected to a SMART Board interactive display.

**NOTE**

This permission cannot be managed centrally. Each user must grant permission when prompted by macOS.

**NOTE**

This permission cannot be managed centrally. Each user must grant permission when prompted by macOS.

**NOTE**

This permission cannot be managed centrally. Each user must grant permission when prompted by macOS.

## Additional resources

For help resolving issues, see *How to resolve issues with installing and using SMART Learning Suite software on macOS Mojave* (smarttech.com/kb/171341).

For instructions on centrally managing permissions with an MDM, see *Building a Privacy Preferences Policy Control (PPPC) configuration profile payload for macOS Mojave computers with SMART Notebook 19 (or later) software installed* (smarttech.com/kb/171404) for an example of how to do this with Jamf tools.
CHAPTER 2
PREPARING FOR INSTALLATION

Setting up teacher access

Before you download and install SMART Notebook, you’ll need to determine how you want to set up access for the teacher. There are two ways to activate a teacher’s access to SMART Notebook:

- Email provisioning: provision the teacher’s email address for their SMART account
- Product key: use a product key

SMART recommends that you provision a teacher’s access using their SMART account email rather than a product key. For a comparison of the activation methods and help determining which is best for you, see Appendix A: Determining the best activation method on page 37.

NOTE
Setting up access doesn’t apply if you are using SMART Notebook in trial mode.

After you’ve determined which activation method is best for your school, sign in to the SMART Admin Portal to provision teachers or locate the product key.

The SMART Admin Portal is an online tool that allows schools or districts to easily manage their SMART software subscriptions. After signing in, the SMART Admin Portal shows you details, including:

- all the subscriptions you or your school has purchased
- the product key(s) attached to each subscription
- renewal dates
- number of seats attached to each product key and how many of those seats have been assigned to users

To learn more about the SMART Admin Portal and its use, visit support.smarttech.com/docs/redirect/?product=softwareportal.

NOTE
If you download and install SMART Notebook but don’t set up access, the basic version of SMART Notebook is installed with a bonus 45-day access to all of SMART Notebook’s subscription-based features. These features will become unavailable after the 45-day period ends. To learn more about SMART Notebook basic version and premium features, see support.smarttech.com/docs/redirect/?product=notebook&context=explainsubscription).
Adding teachers to a subscription
If you chose to provision a teacher’s email to set up access, you need to add the teacher to the subscription in the SMART Admin Portal.

You can add one teacher at a time to the subscription or use a CSV file to add multiple teacher’s at once.

To add a single teacher to the subscription

   NOTE
   When you or your school subscribe to SMART software, SMART sends you your sign in credentials and instructions for the SMART Admin Portal in an email. If you did not receive sign in credentials, contact the person at your school who purchased the subscription. If they can’t provide the credentials, please contact SMART.

2. Click the Manage users link in the Assigned/Total column for the subscription to which you want to assign users.

3. Click Add users.

4. Select Type email addresses.

5. Type the teacher’s email address and click Add.

   Ideally, this email is one provided to the teacher by their school for Google Suite or Microsoft Office 365.

   Later, after you’ve downloaded and installed SMART on the teacher’s computer, let the teacher know which email you’ve provisioned. They will use this email to create or sign in to their SMART account and activate their full access to SMART Notebook.

6. If you’re provisioning the account of a teacher at your school, let the teacher know which email address you’ve provisioned in the portal and ensure they’ve used that email address to set up their SMART account.
To add multiple teachers to the subscription


   **NOTE**

   When you or your school subscribe to SMART software, SMART sends you your sign in credentials and instructions for the SMART Admin Portal in an email. If you did not receive sign in credentials, contact the person at your school who purchased the subscription. If they can't provide the credentials, please contact SMART.

2. Click the Manage users link in the Assigned/Total column for the subscription to which you want to assign users.

3. Click Add users.


   **NOTE**

   Ensure the CSV file complies with following:
   ○ Includes a single column of email addresses, with each address on its own line.
   ○ Doesn't include titles or headers.
   ○ Doesn't include spaces, commas, or quotation marks.

5. Select the CSV file and click Open.

6. If you're provisioning accounts for teachers at your school, let teachers know which email addresses you've provisioned in the portal and ensure they've used those email addresses to set up their SMART accounts.

   **NOTE**

   Users sign in to SMART software using the email addresses you enter here.

Locating the product key for activation

If you chose the product key method to set up access, sign in to the SMART Admin Portal to locate the key.
CHAPTER 2
PREPARING FOR INSTALLATION

To locate the product key for your subscription

1. Go to subscriptions.smarttech.com and enter your user name and password for the SMART Admin Portal to sign in.

2. Locate your subscription to SMART Learning Suite and expand it to view the product key.

<table>
<thead>
<tr>
<th>Product</th>
<th>Organization</th>
<th>1/4</th>
</tr>
</thead>
<tbody>
<tr>
<td>SMART Learning Suite</td>
<td>Woodside Schools</td>
<td></td>
</tr>
<tr>
<td>NC-207BIJ2960-0LUKG-AHPYY-AAA</td>
<td>50 seats purchased</td>
<td></td>
</tr>
<tr>
<td>NC-92ECP7TX8N-1125A-ZZ4Y-AAA</td>
<td>25 seats purchased</td>
<td></td>
</tr>
</tbody>
</table>

See the SMART Admin Portal support page for complete details about using the portal (support.smarttech.com/docs/redirect/?product=softwareportal).

3. Copy the product key and email it to the teacher or save it in a convenient location for later. You or the teacher will enter this key in SMART Notebook after it’s installed.
Chapter 3

Downloading and installing

Downloading the installation files
All installation files are available for download from the SMART website.

To download the installer files

1. Go to education.smarttech.com/products/notebook/download#admin.
2. Select the latest version of SMART Notebook.
3. Select Mac as the operating system.
4. Select the Admin installer.
5. Click **DOWNLOAD - MAC**.
6. Extract and save the installation packages to a network location that's accessible to all computers on which you plan to install the software. When the third-party installation packages are extracted, you'll find them in the root of the Support folder.

Activation connectivity
When you deploy SMART Notebook software, make sure the computers can access SMART’s web activation services (see Website access requirements on page 5). Otherwise, the computers will not be able to activate product keys during or after installation.

TIP

The SMART Install Manager and Activation Wizard will test the required URLs and indicate success or failure. When you use the SMART Install Manager tool, consider that you, as an administrator, may have less-restricted access to the internet than standard users. It is important to install SMART Notebook software on a standard user’s computer and use the Activation Wizard connectivity tester to confirm connectivity.
Chapter 4

Customizing SMART Notebook software for deployment

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  Downloading the SMART Install Manager ............................................. 15
  Using the SMART Install Manager to customize SMART Notebook installations .......... 16
  SMART Install Manager controls ............................................................... 16

You can use SMART Install Manager or a variety of third-party tools to customize the deployment.

Using the SMART Install Manager

The SMART Install Manager is a tool you can use to customize the installation of SMART Notebook and its components during network deployments.

Using SMART Install Manager, you can customize SMART software installation packages by publishing PKG files. You can then deploy the SMART software to computers.

Downloading the SMART Install Manager

You can download the SMART Install Manager directly from the SMART website.

To download SMART Install Manager

1. Go to education.smarttech.com/products/notebook/download#admin.
2. Select the latest version of SMART Notebook.
3. Select Mac.
4. Select SMART Install Manager.
5. Click DOWNLOAD - MAC and then save the file to your computer.
6. Open the downloaded file
7. Drag SMART Install Manager to the Applications folder.
Using the SMART Install Manager to customize SMART Notebook installations
Use the following instructions to customize SMART Notebook installations.

**To customize a SMART Notebook installation using the SMART Install Manager**

1. Start the SMART Install Manager.
2. Drag the installer package into the SMART Install Manager window.
3. Set the controls on each page (see *SMART Install Manager controls* below).
4. Click **File > Publish**.
5. Browse to the location where you extracted the Admin installation package.
6. Type a name for the file and click **Save** to create and publish the PKG file.
7. Close the SMART Install Manager.

**SMART Install Manager controls**
Use the information in the following table to customize the installation of SMART Notebook using the SMART Install Manager.

<table>
<thead>
<tr>
<th>Control</th>
<th>Procedure</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Options: Product Selection</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SMART Product Drivers</td>
<td>Select to install SMART Product Drivers.</td>
<td>If the teacher will use the computer with a SMART Board interactive display, SMART Product Drivers is required.</td>
</tr>
<tr>
<td>SMART Ink</td>
<td>Select to install SMART Ink.</td>
<td>If you install SMART Ink, you must install SMART Product Drivers. When you select this option, SMART Install Manager selects SMART Product Drivers automatically.</td>
</tr>
<tr>
<td>SMART Notebook software</td>
<td>Select to install SMART Notebook software.</td>
<td>Required</td>
</tr>
<tr>
<td>Product key</td>
<td>Type your 25-character product key for SMART Notebook software.</td>
<td>You can type the product key with or without hyphens. The installation uses this key to activate the software. This option is only available if you chose to use product key activation instead of provisioning users in the SMART Admin Portal (recommended).</td>
</tr>
</tbody>
</table>
## CHAPTER 4

### CUSTOMIZING SMART NOTEBOOK SOFTWARE FOR DEPLOYMENT

<table>
<thead>
<tr>
<th>Control</th>
<th>Procedure</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delay activation</td>
<td>Select to register the product keys on a computer without activating them. Registered keys can be activated when users start SMART Notebook software. If you don’t select this setting, the software activates automatically during installation rather than manually after installation.</td>
<td>Delaying activation is useful for uniform deployments that include users who don’t use SMART Notebook software. Only users who start SMART Notebook software will activate registered keys and use a seat from your school’s subscription.</td>
</tr>
<tr>
<td>Disable the License Status dialog box</td>
<td>Select to prevent the software activation reminder from appearing after SMART Notebook software starts.</td>
<td>When this option is selected, the software activation reminder appears only after the SMART Notebook software trial period has ended.</td>
</tr>
<tr>
<td>Allow users to start SMART Learning Suite 45-day trials</td>
<td>Select to allow users to start a trial of SMART Learning Suite.</td>
<td>A trial provides users with access to the additional SMART Notebook features that come with the subscription.</td>
</tr>
<tr>
<td>Show SMART Learning Suite subscription expiry warnings and renewals</td>
<td>Select to enable in-product notifications when a SMART Learning Suite subscription is about to expire.</td>
<td>If enabled, SMART Notebook will display a notification for upcoming subscription expiry at 95, 55, 25, and 15 days before the expiry date. This notification is only displayed once for each time interval.</td>
</tr>
</tbody>
</table>

### General Options: Installation Options

<table>
<thead>
<tr>
<th>Control</th>
<th>Procedure</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start SMART System Menu at logon</td>
<td>Select to start the SMART System Menu when the user logs on.</td>
<td>[N/A]</td>
</tr>
</tbody>
</table>

### General Options: Network/Firewall Settings

<table>
<thead>
<tr>
<th>Control</th>
<th>Procedure</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>SMART activities</td>
<td>Adds the URLs to your teacher and student network’s whitelist. This setting confirms that the SMART activities features work correctly in SMART Notebook.</td>
<td>See the complete list of whitelisted websites provided at the beginning of this guide (see page 5).</td>
</tr>
</tbody>
</table>

### General Options: Language selection

<table>
<thead>
<tr>
<th>Control</th>
<th>Procedure</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Handwriting recognition: Language selection</td>
<td>Select the handwriting recognition resources you want to install.</td>
<td>English is selected by default. You can also select Czech, Danish, German, Hungarian, Spanish, Finnish, French, Italian, Norwegian, Dutch, Polish, Portuguese, Russian, Swedish, and Chinese (Simplified) in addition to English.</td>
</tr>
</tbody>
</table>
## Control

<table>
<thead>
<tr>
<th>General Options: SMART Product Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>Install SMART Product Update in Full mode</td>
</tr>
<tr>
<td><strong>TIP</strong></td>
</tr>
<tr>
<td>Install SMART Product Update in Dashboard mode</td>
</tr>
<tr>
<td>Do not install SMART Product Update</td>
</tr>
<tr>
<td>Check for updates</td>
</tr>
<tr>
<td>Notify users about SMART product updates</td>
</tr>
<tr>
<td>Reset per-user changes to the previous two settings</td>
</tr>
</tbody>
</table>

## General Options: Customer Experience

<table>
<thead>
<tr>
<th>General Options: Customer Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enable the Customer Experience Program on all devices</td>
</tr>
<tr>
<td>Disable the Customer Experience Program on all devices</td>
</tr>
</tbody>
</table>

## SMART Notebook: Gallery Content

<table>
<thead>
<tr>
<th>SMART Notebook: Gallery Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gallery Essentials</td>
</tr>
</tbody>
</table>
### Lesson Activity Toolkit

Select to install the Lesson Activity Toolkit widget. This widget provides teachers with objects they can use to build simple interactive activities for their lessons.

### Team Content Path

Type the path to the Team Content folder, which is a location on your school’s network where teachers can store shared content. See Appendix C: Installing and maintaining Gallery content on page 41.

### My Content Path

Type the path to the My Content folder, the location on the teacher’s computer where the teacher can store custom content. See Appendix C: Installing and maintaining Gallery content on page 41.

### SMART Product Drivers: Optional Settings

- **Start SNMP Agent services at logon**
  - Select to enable SNMP Agent services. [N/A]

### SMART Ink: Optional Settings

- **Start SMART Ink at logon**
  - Select to start SMART Ink when the user logs on to the computer. [N/A]
Chapter 5
Deploying SMART Notebook software

Deploying using Apple Remote Desktop software ............................... 21
Deploying using Terminal .................................................................. 22

After you customize the software with SMART Install Manager, you can deploy PKG files to the computers on your network.

NOTE
You might need to activate the software manually after you deploy it.

There are a number of methods for deploying software installation packages. The following are two common methods:

- Use Apple Remote Desktop software to manage your software installations.
- Use Terminal to install customized software on each computer.

NOTE
A custom PKG file created with SMART Install Manager is only compatible with the installer command line or with tools such as Apple Remote Desktop.

Deploying using Apple Remote Desktop software
Use Apple Remote Desktop software to manage your SMART software installations.

NOTE
For more information about using Apple Remote Desktop software, refer to the documentation you received with the software.
To deploy SMART software using Apple Remote Desktop software

1. Copy the PKG file that you created with SMART Install Manager to a server that is accessible to all the computers on which you want to install the software.

2. Using Apple Remote Desktop software on the server, select the computers that you want to update.

3. Select Install Packages.
   
   A dialog box appears.

4. Drag the PKG file to the Packages box in the dialog box.

5. Click Install.

   The software installs on the selected computers.

Deploying using Terminal

Use the macOS Terminal program to deploy customized PKG files for SMART software installations.

To deploy SMART software using Terminal

1. In Finder, browse to Applications/Utilities, and then double-click Terminal.

   The Terminal window appears.

2. Type the following command:

   ```
   sudo installer -target / -pkg "[Path]/[File name].pkg"
   ```

   Where

   - `[Path]` is the path to the PKG file.
   - `[File name]` is the name of the PKG file.

3. Click RETURN.

4. Type your administrator password, and then click RETURN.
Chapter 6
Activating the software

Activating by provisioning teachers ................................................................. 23
Activating using a product key ........................................................................... 24
  Activating when using the system imaging deployment ................................. 24
  Activating when using the network deployment method ............................... 24
  Troubleshooting the activation after software installation ............................. 25
Checking for and applying renewals for product keys ....................................... 26
Returning activations ......................................................................................... 28
  Returning activations when using the provision email method ....................... 28
  Returning activations when using the product key method ............................ 28

Depending on the activation method you chose (provisioning or product key), you can activate a teacher’s access either during deployment or after.

Activating by provisioning teachers
Activation is managed through the SMART Admin Portal and can take place either before or after SMART Notebook is deployed.

When performing mass deployments of SMART Notebook, activation requires minimal work if you've chosen to provision the teacher's email address rather than use product keys.

To activate a teacher’s access to SMART Notebook when their email has been provisioned

1. Provision each teacher's email address in the SMART Admin Portal before you install the software. See page 10.

2. After a teacher's email has been provisioned, give that address to the teacher and have the teacher use it to create a SMART account. See Appendix B: Help teachers set up a SMART account on page 39.

3. Have the teacher sign in to their SMART account in SMART Notebook.
Activating using a product key

If you want to activate SMART Notebook software during deployment, you can use either of the following practices, depending on your deployment method:

- System imaging
- Network deployment

Activating when using the system imaging deployment

If you are using a system imaging method to deploy SMART Notebook, do not activate the software before you freeze the image. Activation is linked to the hardware identifier of the computer on which the software is installed and activated. If you clone a hard drive image that has software which has been installed and activated, you must activate the software on each cloned computer after installation.

**To activate Notebook when using the system imaging deployment method**

1. Before freezing the image, use the SMART Install Manager’s Delayed Activation option to register your product key on the system (see Delay Activation in the table under SMART Install Manager controls, page 17).

   ![Important](image)

   **IMPORTANT**
   
   Do not activate the software before you freeze the image.

2. Deploy the image.

   After the image is deployed, SMART Notebook software will prompt you to activate the registered product key (see Delay Activation in the table under SMART Install Manager controls, page 17).

Activating when using the network deployment method

**To activate Notebook when using the network deployment method**

If you use a network deployment tool, such as Apple Remote Desktop, you can specify your product key normally in the Install Manager (see Using the SMART Install Manager on page 15).

OR

Run the following command:
ACTIVATING THE SOFTWARE

/Library/Application\ Support/SMART\ Technologies/
   Activation\ Wizard\ 2.app/Contents/MacOS/Activation\ Wizard
   --puid=notebook_14 --uipack=notebook_10 --m=4 --v=5 --pks
   "[Product keys]" --a [Optional flags]

Where

- [Optional flags] are options you can include to configure the activation wizard:

<table>
<thead>
<tr>
<th>Flag</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>--monitor=[Number]</td>
<td>Specify the monitor to display the activation wizard.</td>
</tr>
<tr>
<td>--proxy=[Host:Port]</td>
<td>Specify the proxy host and port number to use for activation.</td>
</tr>
<tr>
<td>--proxyuser=[User]</td>
<td>Specify the proxy user name to use for activation.</td>
</tr>
<tr>
<td>--proxypassword=[Password]</td>
<td>Specify the proxy password to use for activation.</td>
</tr>
<tr>
<td>--locale=[Code]</td>
<td>Display the activation wizard user interface in a specific language, where [Code] is your language code.</td>
</tr>
</tbody>
</table>

- Where [Product keys] are one or more software product keys, separated by commas.

Activation will occur during installation on each computer.

Troubleshooting the activation after software installation

There are two situations in which the software doesn't activate completely:

- **Imaging a computer:** The software was activated before the computer’s image was frozen.
- **Reverting a computer to an earlier state:** If you use system recovery or protection software that periodically restores the computer to an earlier state, you might need to activate the software before locking the computer to prevent the activation record from being cleared each time the computer is restored.

Run the activation wizard while the computer is connected to the network or complete the following procedure to activate the software on each computer.

**NOTE**

SMART Product Drivers and SMART Ink don't require activation.
CHAPTER 6
ACTIVATING THE SOFTWARE

To activate SMART software after installation

Run the following command:

```
/Library/Application\ Support/SMART\ Technologies/
Activation\ Wizard\ 2.app/Contents/MacOS/Activation\ Wizard
--puid=notebook_14 --uipack=notebook_10 --m=4 --v=5 --pks
"[Product keys]" --a [Optional flags]
```

Where

- [Optional flags] are options you can include to configure the activation wizard:

<table>
<thead>
<tr>
<th>Flag</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>--monitor=[Number]</td>
<td>Specify the monitor to display the activation wizard.</td>
</tr>
<tr>
<td>--proxy=[Host:Port]</td>
<td>Specify the proxy host and port number to use for activation.</td>
</tr>
<tr>
<td>--proxyuser=[User]</td>
<td>Specify the proxy user name to use for activation.</td>
</tr>
<tr>
<td>--proxypassword=[Password]</td>
<td>Specify the proxy password to use for activation.</td>
</tr>
<tr>
<td>--locale=[Code]</td>
<td>Display the activation wizard user interface in a specific language, where [Code] is your language code.</td>
</tr>
</tbody>
</table>

- Where [Product keys] are one or more software product keys, separated by commas.

Checking for and applying renewals for product keys

If your school has purchased maintenance or subscription licenses, SMART software attempts to renew the licenses automatically every 24 hours whenever SMART Notebook is running, or the next time SMART Notebook is started. However, you can run a command to check for renewals explicitly. Using a command line, you can renew all keys or specific keys.

**TIP**

Use SMART Product Update (SPU) to retrieve the activation status for SMART Notebook. See smarttech.com/kb/171533.
To check for and apply renewals for all keys using a command line

For unattended installations, run the following command:

```
/Library/Application\ Support/SMART\ Technologies/
    Activation\ Wizard\ 2.app/Contents/MacOS/Activation\ Wizard\ 2 --m=15 --v=5
    --renewal-mode=all
```

OR

For user interface mode, run the following command:

```
/Library/Application\ Support/SMART\ Technologies/
    Activation\ Wizard\ 2.app/Contents/MacOS/Activation\ Wizard\ 2 --m=16 --v=5
    --renewal-mode=all
    --puid=notebook_14 --uipack=notebook_10
```

To check for and apply renewals for specific keys using a command line

For unattended mode installations, run the following command:

```
/Library/Application\ Support/SMART\ Technologies/
    Activation\ Wizard\ 2.app/Contents/MacOS/Activation\ Wizard\ 2 --m=15 --v=5
    --renewal-mode=product --puid=notebook_14 --pks="[Product keys]"
```

Where [Product keys] are one or more software product keys separated by commas.

OR

For user interface mode, run the following command:

```
/Library/Application\ Support/SMART\ Technologies/
    Activation\ Wizard\ 2.app/Contents/MacOS/Activation\ Wizard\ 2 --m=16 --v=5
    --renewal-mode=product --puid=notebook_14 --uipack=notebook_10 --pks="
    [Product keys]"
```

Where [Product keys] are one or more software product keys separated by commas.
CHAPTER 6
ACTIVATING THE SOFTWARE

Returning activations
If you gave teachers access by provisioning them, use the SMART Admin Portal to remove a teacher from a subscription and return the seat to the subscription. If you used the product key method to activate a teacher’s access, you can use the command-line script to return the product key. To learn more about removing teachers from a subscription, visit the SMART Admin Portal support page (support.smarttech.com/docs/redirect/?product=softwareportal).

Returning activations when using the provision email method
Returning a teacher’s access is managed in the SMART Admin Portal. To do this, visit adminportal.smarttech.com and sign in to the SMART Admin Portal. Then, follow the instructions on the SMART Admin Portal’s support page (see support.smarttech.com/docs/redirect/?product=softwareportal&context=AddRemoveUsers).

Returning activations when using the product key method
You can deploy an Activation Wizard.app command across the network to return the activation from several computers, making the product key available for use on other computers.

You can specify multiple keys in one command by using the command format below.

To return product keys
Run the following command:

/Library/Application\ Support/SMART\ Technologies/Activation\ Wizard\ 2.app/Contents/MacOS/Activation\ Wizard\ 2 --puid=notebook_16 --m=4 --v=5 --return --pks=[Product keys]

Where [Product keys] is one or more software product keys separated by commas.
Chapter 7

Updating the software

SMART periodically releases updates to its software. These updates add new features and resolve issues.

**NOTE**

If SMART Product Update (SPU) is installed, updates appear in the SPU window and can be applied locally if the teacher has administrative permissions for the computer.

After you download an installation package and extract the update files, place the update files in a location on your network that’s accessible to all the computers you plan to update.

**To update the software**

1. Go to education.smarttech.com/products/notebook/download#admin.
2. Select the latest version of SMART Notebook.
3. Select Mac as the operating system.
4. Select Admin installer.
5. Click **DOWNLOAD - Mac**.
6. In Finder, browse to and double-click Applications/SMART Technologies/Install Manager.
   
   The SMART Install Manager window opens.
7. Open the DMG file (Admin installer) you downloaded.
8. Customize the file by setting the controls on each page (see *SMART Install Manager controls* on page 16).
9. Publish your customizations as a PKG file (see *Chapter 4: Customizing SMART Notebook software for deployment* on page 15), and then deploy the PKG file to computers on your network (see *Chapter 5: Deploying SMART Notebook software* on page 21).
Chapter 8

Uninstalling SMART Notebook

Using the SMART Uninstaller to uninstall SMART software .......................................................... 31
Using Apple Remote Desktop or Terminal to uninstall ................................................................. 32
  Using Apple Remote Desktop .......................................................................................................... 32
  Using Terminal .............................................................................................................................. 33

After installing SMART Notebook, you can use SMART Uninstaller, Apple Remote Desktop, or Terminal to uninstall the software.

Using the SMART Uninstaller to uninstall SMART software

You can uninstall SMART Notebook and other SMART software from individual computers using the SMART Uninstaller.

To uninstall SMART Notebook using the SMART Uninstaller

1. In Finder, browse to Applications/SMART Technologies, and then double-click SMART Uninstaller.

   The SMART Uninstaller window opens.
2. Select the software you want to uninstall.

**NOTES**
- Some SMART software depends on other SMART software. If you select this software, SMART Uninstaller automatically selects the software on which it depends.
- SMART Uninstaller automatically uninstalls supporting software that is no longer being used. If you choose to uninstall all SMART software, SMART Uninstaller automatically uninstalls all supporting software, including itself.
- To remove the previous **SMART Install Manager**, use the **SMART Uninstaller** found in the *Application/SMART Technologies* folder.
- The latest SMART Install Manager icon appears under the *Applications* folder, and can be uninstalled only by dragging it to the Trash can.

3. Click **Remove**, and then click **OK**.

4. If prompted, enter a user name and password with administrator privileges, and then click **OK**.

SMART Uninstaller uninstalls the selected software.

5. Close SMART Uninstaller when done.

**Using Apple Remote Desktop or Terminal to uninstall**

In addition to the SMART Uninstaller, you can use Apple Remote Desktop or Terminal to uninstall SMART Notebook and related software remotely.

**Using Apple Remote Desktop**

**NOTE**

For general information about using Apple Remote Desktop, refer to the documentation you received with the software.

**To uninstall all SMART software using Apple Remote Desktop**

1. Using Apple Remote Desktop on the server, select the computers that you want to update.
2. Click **UNIX**.
CHAPTER 8  
UNINSTALLING SMART NOTEBOOK

3. To uninstall all SMART software, type the following command:

```
"/Applications/SMART Technologies/SMART Uninstaller.app/
Contents/Resources/uninstall" --all
```

**NOTE**

This command uninstalls all SMART software from 2012 or later.

4. Under *Run command as*, click *User*, and then specify the root user.

5. Click *Send* to uninstall the software from your network computers.

**To uninstall select SMART software using Apple Remote Desktop**

1. Using Apple Remote Desktop on the server, select the computers that you want to update.

2. Click *UNIX*.

3. Depending on which software you want to uninstall, type one of the following commands:
   - SMART Notebook software
     
     ```
     "/Applications/SMART Technologies/SMART Uninstaller.app/
     Contents/Resources/uninstall" -i com.smarttech.notebook10
     ```
   - SMART Product Drivers
     
     ```
     "/Applications/SMART Technologies/SMART Uninstaller.app/
     Contents/Resources/uninstall"
     -i com.smarttech.boardDrivers.pkg
     ```

4. Under *Run command as*, click *User*, and then specify the root user.

5. Click *Send* to uninstall the software from your network computers.

**Using Terminal**

**To uninstall all SMART software using Terminal**

1. In Finder, browse to *Applications/Utilities*, and then double-click *Terminal*.

   The *Terminal* window opens.
UNINSTALLING SMART NOTEBOOK

2. Type the following command:

```
sudo "~/Applications/SMART Technologies/SMART Uninstaller.app/
        Contents/Resources/uninstall" --all
```

3. Press RETURN.

4. Type your administrator password, and then press RETURN.

   **NOTE**
   
   This command uninstalls all SMART software from 2012 or later.

To uninstall select SMART software using Terminal

1. In Finder, browse to Applications/Utilities, and then double-click Terminal.
   
The Terminal window opens.

2. Type the following command:

```
sudo "~/Applications/SMART Technologies/SMART Uninstaller.app/
        Contents/Resources/uninstall" --list
```

3. Press RETURN.

   A list of available package IDs appears.

4. Type the following command:

```
sudo "~/Applications/SMART Technologies/SMART Uninstaller.app/
        Contents/Resources/uninstall" -i [Package ID]
```

   Where Package ID is the ID of the package you want to uninstall.

   **NOTE**
   
   You can type multiple instances of `-i [Package ID]` to uninstall multiple packages in the same command. For example:

```
sudo "~/Applications/SMART Technologies/SMART Uninstaller.app/
        Contents/Resources/uninstall" -i com.smarttech.notebook10
        -i com.smarttech.boardDrivers.pkg
```
5. Press RETURN.

6. Type your administrator password, and then press RETURN.
Determining the best activation method

In the SMART Admin Portal, you still have a product key (or multiple product keys) attached to your subscription. You can use a product key to activate SMART Notebook software on a computer, but it is more beneficial to provision a teacher’s email address. Provisioning grants access to a person, allowing teachers to sign in through their SMART accounts and use SMART software on any device on which it’s installed. Using a product key activates SMART Notebook only on a specific computer.

The following table outlines the main differences between each method. Review this table to determine which method works for your school.

<table>
<thead>
<tr>
<th>Feature</th>
<th>Provisioning emails</th>
<th>Product key</th>
</tr>
</thead>
<tbody>
<tr>
<td>Simple activation</td>
<td>Teachers sign in to their SMART account</td>
<td>The product key is entered</td>
</tr>
<tr>
<td>SMART account sign in required</td>
<td>When teachers sign in to their SMART account in SMART Notebook, it activates their access to the software and popular features, such as student device contributions and sharing lessons to SLS Online.</td>
<td>Signing in does not activate a teacher’s access. Teachers must enter their product key separately. Teachers sign in to their SMART account in SMART Notebook to access to popular features, such as enabling student device contributions and sharing lessons to SLS Online.</td>
</tr>
</tbody>
</table>
| Home use                 | Assigning a user to your school’s subscription provisions that user to sign in to their SMART account and use SMART software on any device on which it’s installed for as long as the subscription is active. The activation follows the user, not the computer. To use SMART Notebook at home, teachers just download and install the software, then sign in to their account. | Activating desktop software with a product key works for that one computer. A product key follows the computer only. Although teachers could use the same product key to activate SMART Notebook on a home computer, more product key seats from your school’s subscription might be used. Activation with a product key provides no way to revoke the activation, such as when a teacher starts working for a different district or in the event of unauthorized use of a product key.
## APPENDIX A
### DETERMINING THE BEST ACTIVATION METHOD

<table>
<thead>
<tr>
<th>Feature</th>
<th>Provisioning emails</th>
<th>Product key</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Subscription renewal management</strong></td>
<td>When the subscription is renewed, you only have to manage it from the SMART Admin Portal. Also, if your organization has multiple product keys, renewals are easier to manage because provisioning is not associated with a single product key in the SMART Admin Portal. If a product key expires and is not renewed or a new product key was purchased or given to you when your school renewed its subscription, the provisioning can be moved to another active product key without requiring the teacher to change anything in the software.</td>
<td>The product key entered must be renewed. Otherwise, you must give teachers an active product key from your school's subscription and have them enter it in SMART Notebook.</td>
</tr>
<tr>
<td><strong>Activation control and security</strong></td>
<td>You can deactivate a provisioned account from the SMART Admin Portal, so there's no risk of a product key being shared or used outside your organization.</td>
<td>After you share a product key or enter it in SMART Notebook, the product key is always visible in the SMART Notebook interface. There is no way to prevent teachers sharing their key or using it to activate SMART Notebook on more than one computer. This can affect the available seats associated with a product key and subscription. There's no way to control the number of activations on a single product key.</td>
</tr>
<tr>
<td><strong>Return a departing teacher’s access</strong></td>
<td>If a teacher departs the school, you can easily deactivate the provisioned account and return the seat to the school’s subscription.</td>
<td>Before a teacher departs, you must deactivate SMART Notebook on the teacher’s work computer and home computer (if applicable). There is no way to revoke a product key on a computer that has stopped working or is inaccessible.</td>
</tr>
</tbody>
</table>
Help teachers set up a SMART account

Why teachers need a SMART Account
When using SMART Notebook, teachers need to sign in using their SMART account credentials to access premium features and use many common features, such as:

- Create interactive activities and assessments and enable student device contributions for those activities and assessments
- Keep the same class code when students sign in to play collaborative activities
- Share SMART Notebook lessons to a SMART Board with iQ and present those lessons using the embedded Player app
- Share lessons with an online link
- Upload and share SMART Notebook lessons with their students through SMART Learning Suite Online. This enables teachers to share or present their lessons from any device, regardless of operating system. This is particularly beneficial for schools that use Chromebooks.

How teacher’s can register for a SMART account
To register for a SMART account, you need an existing Google or Microsoft account profile—ideally from an account provided by your school for Google Suite or Microsoft Office 365.

If you already have a Google or Microsoft account profile linked to a SMART application, use that email address to set up your SMART account. This connects all your SMART applications through a single account.

To create a SMART account using the teacher’s existing Google or Microsoft account
1. Select an account provider—this is another organization where you already have an account. SMART will use the account you choose (and the associated email and password) to create your SMART account.
TIP

If you’re a teacher, ask an IT person at your school if your school email address is already connected to one of the account providers shown above. If it is, that’s the account and email address you should use to set up your SMART account.

Your account provider’s sign-in dialog appears.

2. Follow the on-screen instructions to sign into your account provider. You’ll be asked to enter or select your email address and then enter your password.

After you sign in to your account provider, you’re returned to SMART’s account creation wizard.

3. Enter a display name and select Next.

IMPORTANT

Your display name is publicly visible to all your students. Choose a display name that you want your students to see and use to address you.

4. After you’ve entered your display name, a confirmation message appears.
Appendix C
Installing and maintaining Gallery content

Configuring Gallery content using SMART Install Manager .................................................. 41
Updating and adding Gallery content locations ................................................................. 42

Gallery content includes the following:

- Gallery Essentials, which is a collection of educational photos, images, and audio files compatible files.
- Lesson Activity Toolkit, which contains objects teachers can use to create their own lesson activities.

Configuring Gallery content using SMART Install Manager
If you’re customizing the software using SMART Install Manager, complete the procedure in this section to configure Gallery content.

To configure Gallery content using SMART Install Manager

1. Open the software installation package in SMART Install Manager.
2. Click Product Selection.
3. Select SMART Notebook (and any other products you want to install).
4. Click Gallery Content.
   The Gallery Content page appears.
5. Select the Gallery content (Gallery Essentials and/or Lesson Activity Toolkit) to be installed on each computer:
6. Publish your changes as a PKG file, and then deploy the PKG file.
Updating and adding Gallery content locations

After you install SMART Notebook, you can make changes to Gallery content in a number of ways:

<table>
<thead>
<tr>
<th>Action</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start the software in Administration mode</td>
<td>Before you can make changes to content folders, you must start the software in Administration mode.</td>
</tr>
</tbody>
</table>
| Change the location of the My Content folder | Teachers and students can use the My Content folder to store content for their individual use.  
You can specify the location of the My Content folder during or after installation.  
If you don’t specify a location, the default location is `/Library/Application Support/SMART Technologies Inc/Gallery/My Content`. |
| Create or connect to a Team Content folder  | All users can create new content and save it in their My Content folders. To allow users to share content, you must create or connect to a Team Content folder.  
**TIP**  
If you create a Team Content folder on a computer’s hard disk, the folder is available only to users of that computer. However, if you create a Team Content folder on the network, the folder is available to all users on the school’s network with read and write access to the folder. |
| Connect to an RSS feed                      | You can connect to a public or private RSS feed to send information to your school’s SMART Notebook software through the Gallery tab.  
RSS is a format for delivering regularly changing web information. Many news-related websites, blogs, and other publishers broadcast as RSS feeds. |

**To start SMART Notebook software in Administration mode**

1. In Finder, browse to `/Applications/Utilities`, and then double-click Terminal.
2. Run the following command:

   ```
sudo /Applications/SMART\ Notebook/Notebook.app/Contents/MacOS/Notebook -admin
   ```
3. Click **RETURN**.
4. Type your administrator password, and then click **RETURN**.
To change the location of the My Content folder after installation

1. Start the software in Administration mode.
2. Click the **Gallery** tab.
3. Click the **Click here for more Gallery options** icon, and then select **Administration: Content Locations**.
   
   The **Administration: Content Locations** dialog box appears.
4. Click **Browse**.
5. Browse to and select the new **My Content** folder, and then click **OK**.
6. Click **Close**.
7. Close the software.

To create a new Team Content folder

1. Start the software in Administration mode.
2. Click the **Gallery** tab.
3. Click the **Click here for more Gallery options** icon, and then select **Administration: Content Locations**.
   
   The **Administration: Content Locations** dialog box appears.
4. Click **Create New**.
5. Browse to and select the folder you want to designate as a Team Content folder, and then click **Open**.
6. Click **Close**.
7. Close the software.

To connect to an existing Team Content folder

1. Start the software in Administration mode.
2. Click the **Gallery** tab.
3. Click the **Click here for more Gallery options** icon, and select **Administration: Content Location**.
   
   The **Administration: Content Location** dialog box appears.
4. Click the + button.
5. Browse to and select the Team Content folder, and then click **Open**.
6. Click **Close**.
7. Close the software.

**To disconnect a Team Content folder**

1. Start the software in Administration mode.
2. Click the **Gallery** tab.
3. Click the **Click here for more Gallery options** icon, and then select **Administration: Content Locations**.

   The **Administration: Content Locations** dialog box appears.

4. Select the folder in the **Team Content** list, and then click the – button.

   **IMPORTANT**

   If you installed the Gallery Essentials and Lesson Activity Toolkit collections, folders for those collections appear in the Team Content list. Do not remove these folders from the list, or users will not be able to access these collections.

5. Click **Close**.
6. Close the software.

**To connect to an RSS feed**

1. Start the software in Administration mode.
2. Click the **Gallery** tab.
3. Click the **Click here for more Gallery options** icon, and then select **Administration: Content Locations**.

   The **Administration: Content Locations** dialog box appears.

4. Type the URL of the RSS feed in the **Online Resources** box.
5. Click **Close**.
6. Close the software.