

10

Little Known Tricks for SMART Notebook 14

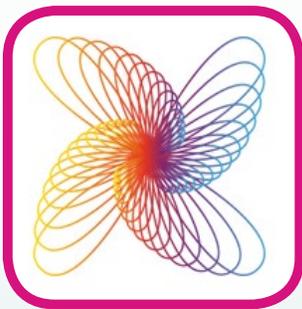
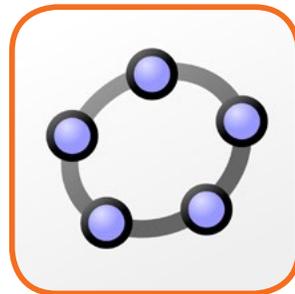
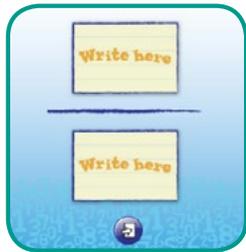


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Here at Teq, our PD team is always searching for innovative ways to ease the use of your SMART tools and design even more interactive and exciting classroom activities. With the release of SMART Notebook 2014, our team took the opportunity to create a list of 10 Little Known Tricks for SMART Notebook and add some fun to your interactive SMART Board lessons!

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10 Setting Up Your Own Personalized Defaults

Tired of seeing the same font every time you use SMART Notebook? Want to change the look of your lessons and not have to worry about it changing back each time you add a new bit of text to

your document? The solution is simple—save multiple default options! Just like the radio pre-sets in your car, you can save multiple default settings to your SMART Notebook presets—an excellent time saver when creating your lessons!

Changing Your Default Text

Head over to your dynamic tool bar. Select . This will bring you to your text options.

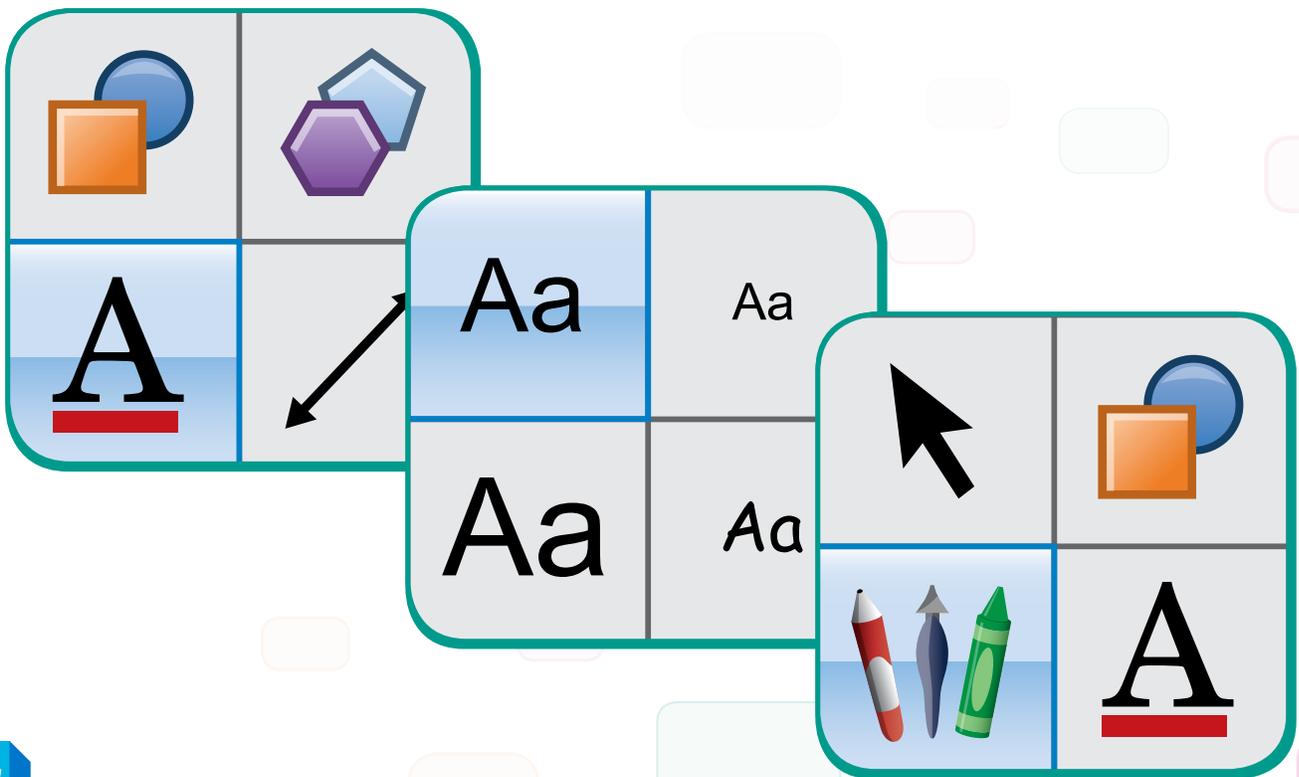
Once there, select . This will open your Properties tab, located on the left hand side of your document. From there, you'll be able to choose the font, size, and color default for your text.

To save your newly selected default, click **Save Tool Properties**.

Creating Pen Defaults

Click on . This will open up your SMART tools settings.

From there, select , and adjust however you'd like. Just remember that after every change, you must click **Save Tool Properties**.



9 Tricks with Sound

Adding sound to your Notebook lessons is an excellent way to share important information and keep students engaged. Whether you are recording your own sounds to embed, or choosing from a gallery of preloaded options, adding sound has never been easier.

Recording Sound

To record your own sound, right click on the item that you'd like to attach the sound to. Once selected, a drop down menu will appear.

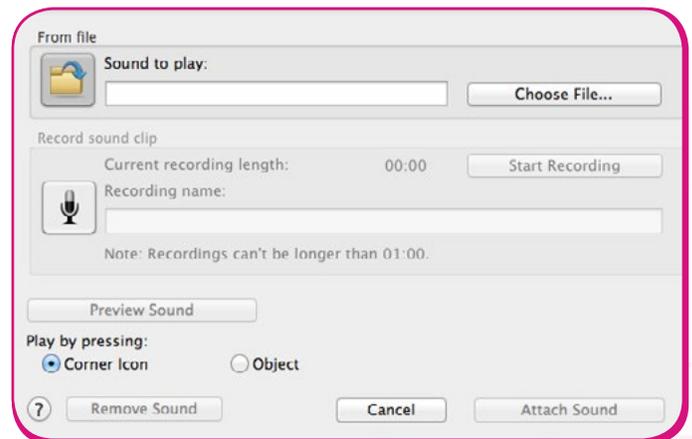
Click on the **Sound** option, and a new menu will open where you will find the option to record your own sound. Click **Start Recording** and start speaking. The microphone in your computer will pick up your voice. When you are done, select **Stop Recording**.

Set the option for **Play by pressing** to **Object**. Then click **Attach Recording**.

Reusing Your Sound

To save the object (with its newly attached sound), you can drag the image into the **My Content** folder. Now you can utilize the image (and sound) wherever you'd like.

You can also easily attach the sound to another object by clicking and dragging the saved image onto the other object. You will notice a small speaker icon appear in the corner. Right click on the object, and select sound from the drop down menu. Set the option for **Play by pressing** to **Object**. Then click **Attach Recording**. Every time you click the object, the sound will play.



Adding Sticky Sounds

If you would like to add multiple sounds to an object, (also known as sticky sounds), you must create "hot spots" where the sounds will be attached.

With your SMART Board pen, outline and then fill in the area you would like to attach a sound. Right click the newly drawn shape and allow the drop down menu to appear. Last, select the sound you'd like to attach.

Repeat this until each section you'd like to have as a "hot spot" is complete.

Make sure the original image is brought to the front in order to cover up the newly drawn "hot spots." And lastly, click **Select All** and go to the group option to make the items (shapes and sounds) one.

8 GeoGebra

GeoGebra is an interactive math and science app. Whether you're teaching geometry, algebra, statistics, or calculus, this app enables you to create easy-to-read graphs and charts.

Getting Started

To locate the GeoGebra app within SMART Notebook, click , located on the left-hand side of your screen. This will open up your add-ons. To activate, select .

Now you can begin creating your own line graphs. To create linear graphs using GeoGebra, write your math equation on your SMART Notebook page. Now drag the equation to the **Input** button (located on the bottom left-hand side of the graph), and from there, the app will create the linear line for you!



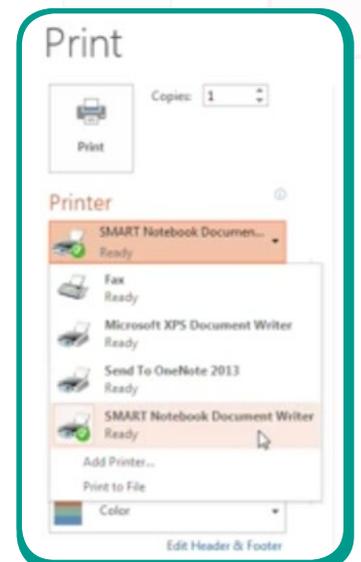
7 Import or Virtually "Print" to Software (Another Add-on)

Adding PowerPoint presentations to your SMART Notebook files has never been easier with this simple and time saving trick!

Using the SMART Notebook Document Writer

To begin, open the PowerPoint presentation you'd like to add to your SMART Notebook file, and click **Print** to open the printer options. Select the **SMART Notebook Document Writer**. Once selected, the PowerPoint presentation will "print" onto the SMART Notebook page.

Now you can add text, images, and sounds right onto the PowerPoint pages, just as you would a regular SMART Notebook file.



6 Insert Text with SMART Ink

Ever wish you could access the Internet or do a Google search in the middle of your SMART Notebook presentation, without having to run to the back of the classroom to type on your keyboard? Avoid all that running around with SMART Ink!

Transform Your Handwritten Notes into Easy-to-Move Text

To access the SMART Ink option, write on your SMART Board using your board's pen and double click the text.

Next, click the  option. Now, everytime time you touch your handwritten text, SMART Ink will recognize what you wrote and paste it as text.

This will allow you to stay active at your SMART Board while you search and access the Internet, freeing you from your keyboard.

5 Dual and Pin Page

Want your students to do a close reading of a text, but don't want your students to have to toggle between question pages and the reading? Now you can with SMART Notebook's Dual Page and Pin options!

Dual Page Display

To project two pages at once, head over to the **View** option. Once there, select **Dual Page Display**. This will allow your students to view two pages side by side.

Example: The first page has a Shakespeare sonnet. The page next to it has questions about the sonnet. Now the students can easily refer back to the text while answering the corresponding questions.

To return to the single page view, select **Single Page View** in the **View** options.

To Pin a Page

If you want to keep one of the pages in place, but change the page next to it (*example: You want to keep the Shakespeare sonnet on display, but want the page next to it to show the next set of questions about the sonnet*), use the **Pin Page** option to hold the selected page in place.

To do this, add the pin option to your customizable tool bar. Click  and select .

Now, select the page you want to pin (for this example, it would be the page with the sonnet). Once the page is selected, the page will be surrounded by a thin red border. Once you see the border, click . If done correctly, two pins will appear on the top corners of the pinned page. Now the pinned page will stay where it is, even though the page next to will be able to change.

To release the pinned page, simply click on the .

4 XC Collaboration

Encourage student participation and connect your students to your SMART Notebook lesson with XC Collaboration. This add-on allows your students to submit answers from their own devices and see their answers projected on your SMART Notebook presentation.

XC Collaboration sets up virtual classrooms for the teacher within SMART Notebook. Teachers can set up activities, monitor student participation, place student answers into different categories, and label student answers.

To Run XC Collaboration

First, download the add-on from either the XC Collaboration site (<http://www.xc-collaboration.com/download/>) or from the iTunes store. Next, locate the program in the **Add-on** section of SMART Notebook and double click .

To Allow Student Access

To enter the virtual classroom, students can scan the QR code provided. The QR code will be visible on the board. Or if their device does not have scanning abilities, simply have them type in the session id, located directly above the QR code.



The image displays the XC Collaboration interface. On the left is the teacher's control panel, which includes a 'Connect' button and a 'Start tour...' link. In the center is a QR code for student access, with the session ID '02781165' displayed above it. To the right are two student views. The top student view shows the 'Activity' settings, including 'Random position' and 'Allow text colors' checked. The bottom student view shows the 'Session ID: 02781165' and 'Students can join' checked, along with 'Stop' and 'Pause' buttons.



3 Widgets

Looking for some fun ways to improve your SMART Notebook lessons? Head over to the SMART Exchange—a place where you can find all new widgets to easily add to your lessons!

Finding Widgets on the SMART Exchange

The SMART Exchange provides a wide variety of subject and grade-specific widgets, many of which have been rated and recommended by fellow teachers.

All of the content available on the Exchange (<http://exchange.smarttech.com/>) is easy to download and install. All you have to do is download your desired widget and head to the **My Content** section of your SMART Notebook to access your new widget whenever you want!

SMART Exchange
Training, content, and community

Browse by:

Subject(s)	Grade(s)	File Type
SMART Notebook lessons		SMART Notebook dual user lessons
SMART Response question sets		SMART Table activity packs
Gallery Collections		Manipulatives
SMART Sync Collaborations		SMART Ideas
Widgets		

My Content

- Gallery Essentials
- Lesson Activity Toolkit 2.0
- Lesson Activity Examples
- SMART Exchange
- Trimble 3D Warehouse
- Notebook Gallery Beta 2.0

My Content
0 items

2 Activity Builder

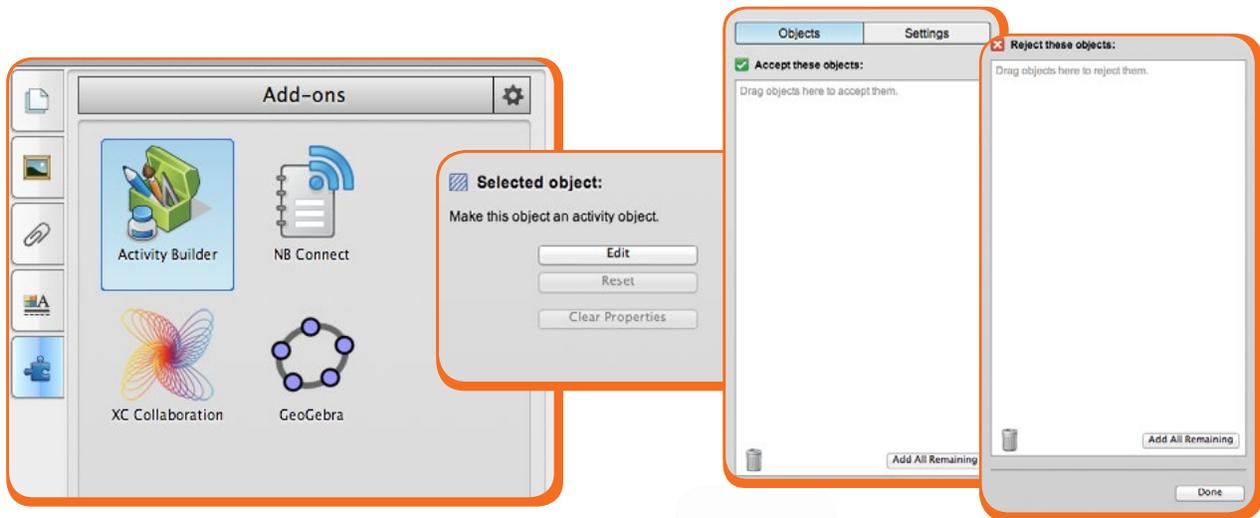
Make quick and simple activities for your students with Activity Builder—the add-on that allows you to build interactive pages in SMART Notebook, providing you with instant feedback of your students' learning.

Located in the **Add-on** section of SMART Notebook, the Activity Builder allows you to edit objects, insert sounds, and create actions for the objects (text or images) within the pages of your lessons.

To Activate the Activity Builder

Click on the Activity Builder icon located in the **Add-on** section of SMART Notebook. Then select the object you would like to add an action to. Alter it using the drop-down menu that appears when you right click the object.

Now you're ready to create cues for your students to let them know if they've answered correctly or incorrectly! Animate your objects to engage students and add sounds so that students have a multi-sensory learning experience.



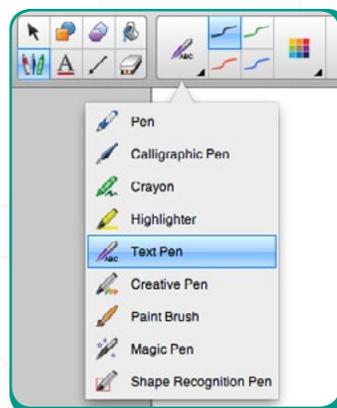
1 Text Pen

Transform any text in SMART Notebook using Text Pen! Whether the text is copied-and-pasted from another source, or handwritten by a student, you can use the Text Pen to alter it.

Insert words using a caret, or replace words by circling the word and rewriting it—the Text Pen can do it all. Dynamic text editing at its finest!

To Activate the Text Pen

Go to your **Pen Settings** and select **Text Pen**. It's that easy!



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About Teq

Teq offers a full spectrum of professional development services designed to empower educators, improve technology integration, and increase student achievement. Since 1972, we've remained one of the largest providers of interactive classroom technology in North America.

Our model fosters passion and creativity in the classroom, offering a unique blend of experienced service and support. We take a holistic approach to strengthening school goals, while differentiating the practice for individual educators.

To learn more about solutions for your district, visit teq.com or call 877.455.9369.

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