



SmartBoard workshop

I. Overview

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II. Interface and commands

- First things first: ORIENT
- Top bar
- Side-bar

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III. Few examples

- a. Writing
 - "Body parts activity"
- b. Listening
 - "Words cloud activity"
- c. Reading
 - Reading words: an activity designed to teach how to read.
 - Watching and reading: reading after watching a video.
- d. Game
 - "Snakes and ladders game-like activity" ("Jeu de l'oie")
- e. Grammar
 - Numbers

- Localization in space

IV.Resources designing

TASK 1: "How to spot French people in the street?" slide designing.

Designing this activity requires to follow few steps:

1. Changing the background color;
2. Inserting a picture from Word;
3. Drawing lines, with a dot at the beginning and an arrow at the end;
4. Drawing shapes (circles) and changing the outline from solid to dashed;
5. Looking for a magnifier and a tag in the picture gallery;
6. Writing some texts ("move me" / "un béret" / "un chandail à rayures" / "une baguette");
7. Grouping elements together (text "move me" + tag + magnifier)
8. Changing the color of the French text to the background color;
9. Organizing the different layers in order to have the magnifier under the text but on the top of the French little guy;
10. Lock the objects or allow them to move.

Task 2: "The Naked Invisible Man" slide designing.

Designing this activity requires to take the following steps:

1. Creating a gradient fill background;
2. Importing pictures from a folder or from the Internet;
3. Cleaning the pictures with the tool "Set image transparency" (right click);
4. Erasing the letters on the T-shirt by applying a thick layer of white pencil and by grouping the two objects;
5. Flipping some pictures horizontally (right click), like the one of the shoe and of the hat;
6. Drawing a rectangle with dashed lines for the big frame and a small rectangle filled with color for the censored sign.
7. Drawing an arrow and filling it with a solid color;
8. Setting an incomplete transparency for the naked invisible man;
9. Writing the title (with shadows), the directions and the indication "censuré";
10. Organizing the different layers as it should. Shoes should be under the pants, and the T-shirt above;
11. Applying a fade in effect to the Naked Man (properties). It should appear once when clicking onto it;
12. Applying a flashing effect to the top arrow. It should fade 10 times when one enters the page.
13. Embedding a sound into the "listen" icon;
14. Locking everything in place, except for the clothes that should be allowed to move.

V. Summary of the Notebook software functionalities

A. Basics

1. Writing

- 1.1 The regular keyboard vs. virtual keyboard
- 1.2 The finger
- 1.3 Erase
- 1.4 Handwriting recognition
- 1.5 Edit text
- 1.6 Fun handwritings and writing tools.

2. Layers manipulation

- 2.1 Copy / cut / paste and... clone
- 2.2 Lock / lock in place / authorize moving etc.
- 2.3 Inversion
- 2.4 Playing with the order of layers
- 2.5 Proprieties
- 2.6 Layer transparency

3. Pages management

- 3.1 Insert / clone / rename
- 3.2 Screen mask
- 3.3 Add to the gallery
- 3.4 Edit mode vs full screen mode

B. Advanced functions

1. Page properties

- 1.1 Filling effects
- 1.2 Page recording

2. Object properties

- 2.1 Fonts style
- 2.2 Objects animations

3. Tables

- 3.1 Draw tables
- 3.2 Insert object in tables
- 3.3 Using cell shades

4. Pictures insertion

- 4.1 Getting pictures from other software (Word gallery, Acrobat Reader...)
- 4.2 Cleaning your picture with transparency
- 4.3 Pictures manipulation

5. Useful tools of the side-bar

- 5.1 The "spotlight" screen mask (Ex.: *Au restaurant*, W3S2)
- 5.2 The screen capture

6. Preconfigured tools

- 6.1 Pictures gallery
- 6.2 The interactive objects gallery
- 6.3 The Notebook pages gallery
- 6.4 Backgrounds and themes

7. **The file thumbnail**
8. **The add-on thumbnail** (Smart NoteBook 11)

Getting smart with Notebook: few advices

1. Link audio files and object
2. Link other pages / Web pages to object
3. Auto evaluation using layers and colors

VI.Links

FREE SOFTWARES to install on your computer

- Gimp software : <http://www.gimp.org/>
- Audacity software : <http://audacity.sourceforge.net/>
- Free M4a to MP3 converter : <http://download.cnet.com/Free-M4a-to-MP3-Converter/>
- Balabolka - text to speech recognition software : <http://download.cnet.com/>

LINKS for resources designing

- Smartbook express software : <http://express.smarttech.com/#>
- Smart website : <http://www.smarttech.com/>
- Some help and lessons : <http://its.monroe.edu/content/smart-board-help-links-resources-and-lessons>
- Keep Video, for video embedding in Notebook : <http://keepvid.com/>
- Sound Jay - simple sounds library : <http://www.soundjay.com/index.html>

Starting Up and Troubleshooting

On control panels go to Projectors and click Both On'
 Close Panel and choose PC as the input.
 You're ready to go! Volume control is on the podium screen.

Reestablishing Connection (in case of red or blinking green light)

Search for Smart Settings
 Click on *Connection Wizard*
 (This should reset the system)

Drawing on browser

If you draw on the desktop, the Smart Ink note automatically starts up