

Lesson Planning and Delivery with Notebook 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 your SMART Board software 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 will appear in the Windows Notification Area.

For more information on how to get started with your interactive whiteboard, refer to the *Quick Reference Guides* available at www.smarttech.com/trainingcenter/windows/trainingmaterials.asp.

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. If you get confused, simply think about what you would do at your computer, and then replicate these actions on the interactive whiteboard.

What Is Notebook Software?

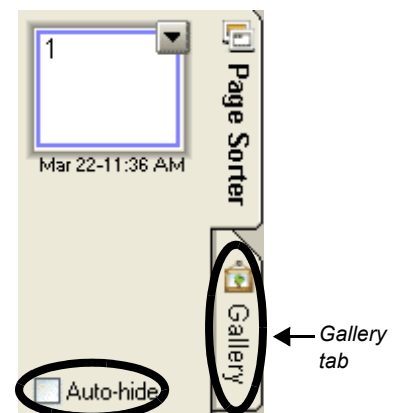
Notebook™ software is SMART's whiteboarding software. It acts as an electronic notebook to immediately capture and save notes and drawings written on the SMART Board or at your desktop computer. You can import graphics, text and multimedia elements into your Notebook file or export your Notebook file to HTML, PDF, PowerPoint 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. You can use the concepts outlined in this *Hands-On Practice* to prepare and deliver lessons in other subject areas.

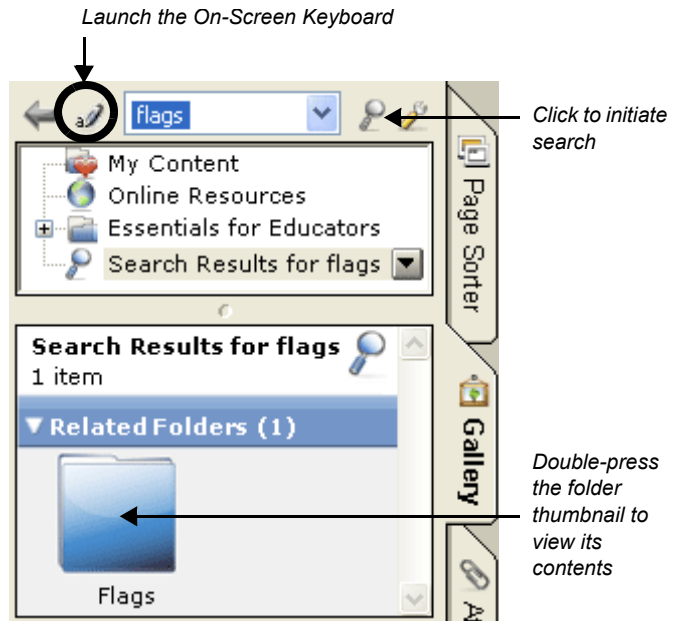
- 1 Open a blank Notebook file
- 2 Press the **Gallery** tab on the right-hand side of the Notebook interface to search or browse collections of SMART's custom pages, clip art, Flash animations and video files. For this example, you search for flags of North America.

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



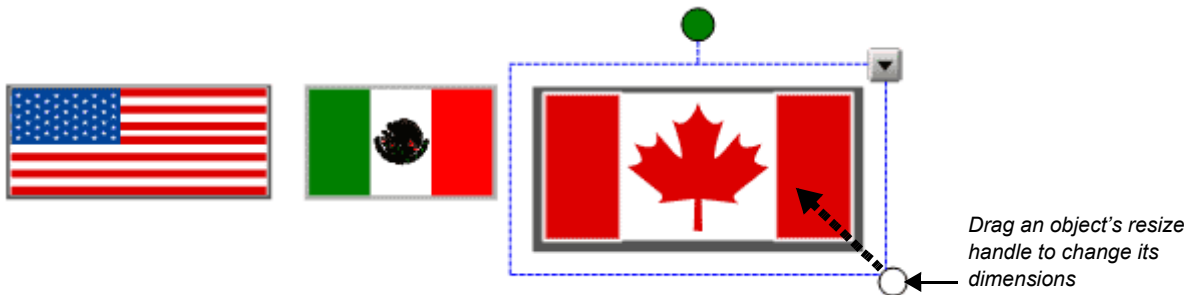
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- 3 Press the icon to the left of the search field to launch the On-Screen Keyboard
- 4 Type the keyword *flags* and press the **Search** button to initiate your search
- 5 Notebook software displays your search result(s) as a thumbnail image matching your search criteria. In this example, a folder named *Flags* will appear.
- 6 Double-press the folder thumbnail to view its contents
- 7 Scroll through the Gallery collection to find flags for the United States, Mexico and Canada. Drag each flag to the work area of your Notebook file.

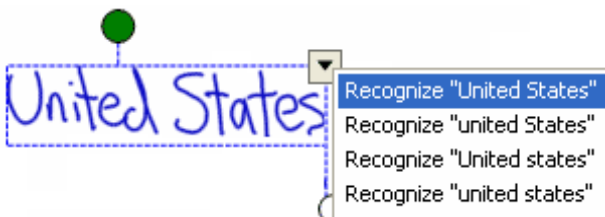


TIP: You can double-press the flag's thumbnail image to quickly add it to your work area.

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

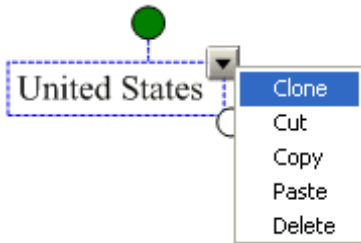


- 9 Align the flags horizontally
- 10 Write the name of each country in a different color
- 11 Select *United States*, for example, and choose the appropriate typed text from the object's drop-down menu. Convert Mexico and Canada from handwritten to typed text also.



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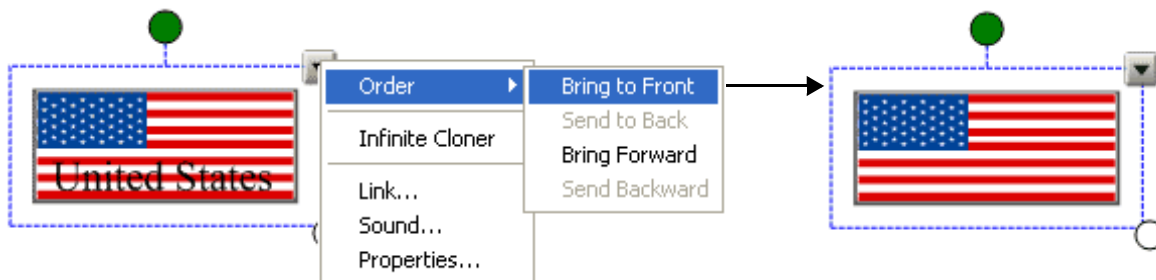
- 12 Select **Clone** from the object's drop-down menu to make a copy of the name of each country. There should be two country names for each flag.



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



- 14 Select the United States flag, for example, and choose **Order > Bring to Front** from the object's drop-down menu to cover the name *United States*. Complete this task 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

- 15 Press **File > Save** to save your Notebook file. Give your Notebook file a name and choose the location where you want to save it.

Using Your Lesson in the Classroom

After opening your saved 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.

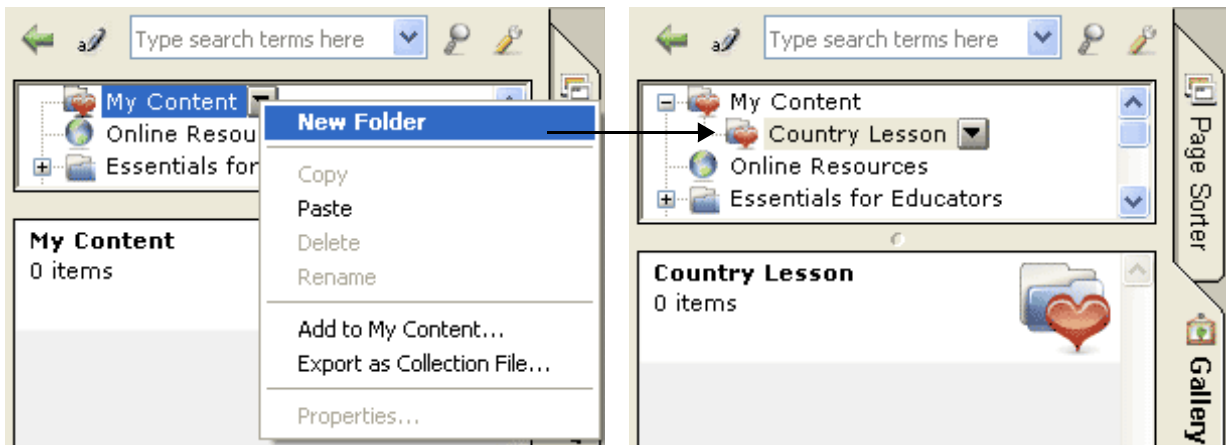
TIP: Select a fun setting from the Creative pen menu to add check-marks to correct answers.

You can add as many pages to your 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 finished preparing. It's also a good place to store objects and lessons you use frequently or want to share with your colleagues.

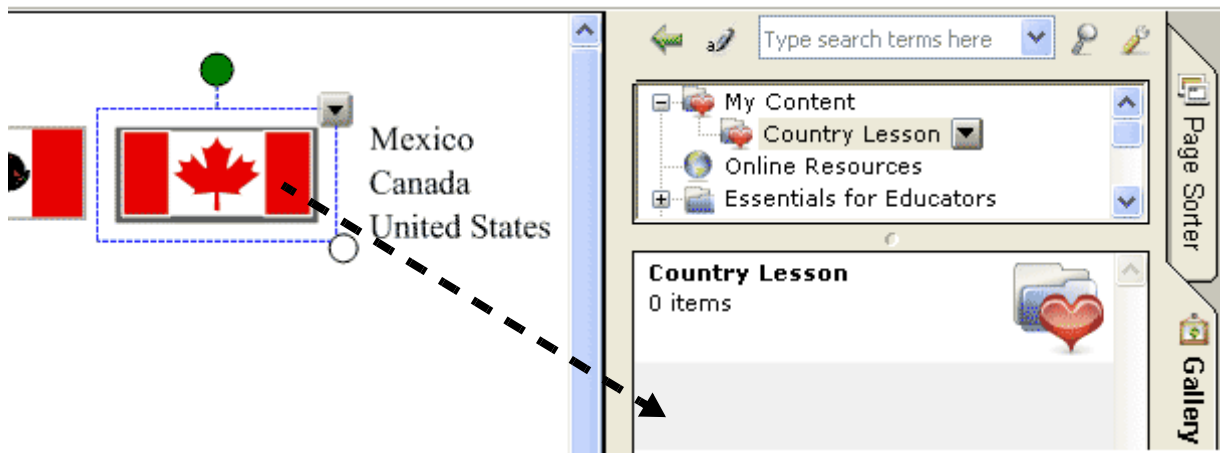
- 1 Open your geography lesson
- 2 Select the **Gallery** tab. By default, the My Content folder is selected.
- 3 Press the My Content drop-down menu and choose **New Folder**
- 4 Launch the On-Screen Keyboard and type *Country Lesson*. You have now created an area where you can store all objects related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



Create a new folder

Your new folder called Country Lesson appears under My Content

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

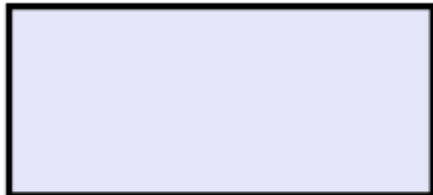


- 6 Select the **Page Sorter** tab. Insert a blank Notebook page by pressing the **Blank Page** button on the Notebook toolbar.



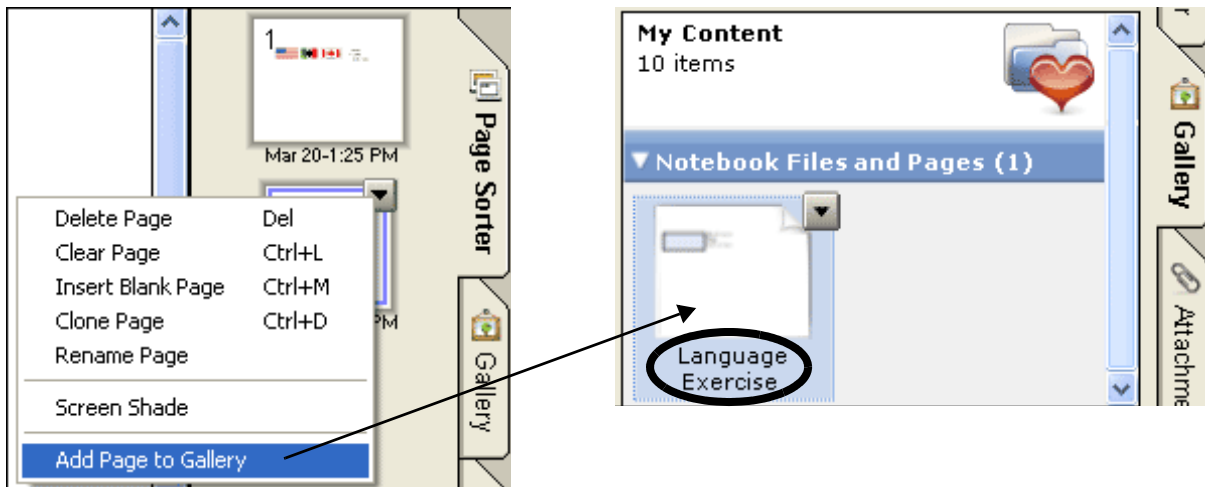
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- 7 From the Shapes drop-down menu on the Notebook toolbar, select the square. Position your cursor on the left side of your work area and draw a large rectangle.
- 8 Select the **Pointer** tool from the Notebook toolbar. Fill the rectangle with color by selecting the rectangle 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.*



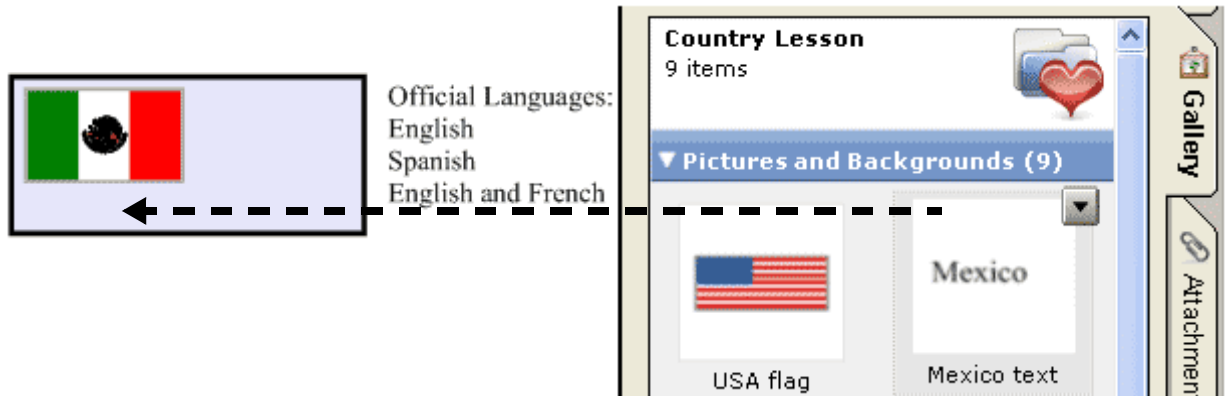
Official Languages:
English
Spanish
English and French

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



TIP: Name your new 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 sit directly below the flag.

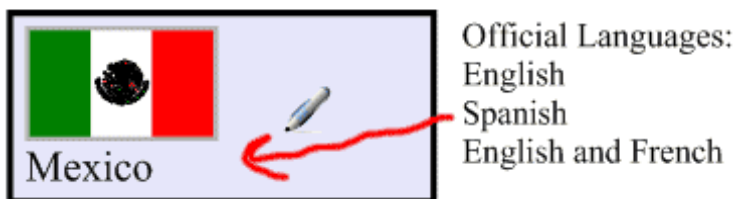


- 12 Drag the Language Exercise page you created in step 10 to the work area of your Notebook file. This will automatically insert a new Notebook page directly after the active Notebook page.
- 13 Repeat steps 11 and 12 using the Canadian and United States flags and associated text
- 14 Press **File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