

SmartBoard Step By Step (JV Level)

1. There are numerous preparation steps to take care of before you begin. We have created the metaphors of JV vs. Varsity to distinguish between a basic and more advanced level of SmartBoard usage. Here is a checklist for beginners at the JV level:
 - Have you installed the SmartBoard software onto your Mac or PC?
 - Is the USB cable from the SmartBoard connected to your computer?
 - Do you have the 4 pens in their proper places in the tray along with the eraser?
 - Is the same computer connected to both the projector and the SmartBoard?
 - Have you calibrated the SmartBoard so that when you draw a horizontal or vertical line on the SmartBoard, there is 100% accuracy?
2. Some tips for helping you with the above questions:
 - You can install the full SmartBoard software from the Web site of www.summercore.com/smartboard where we have posted many other tips as well
 - The SmartBoard gets its power from your computer through a USB cable, so you should see a light on the SmartBoard once all is connected properly
 - You can orient your SmartBoard by using a menu feature within the software SmartBoard Tools (it is under the OPEN menu) but it is easier to use the QUESTION MARK button on the actual SmartBoard that looks like this:

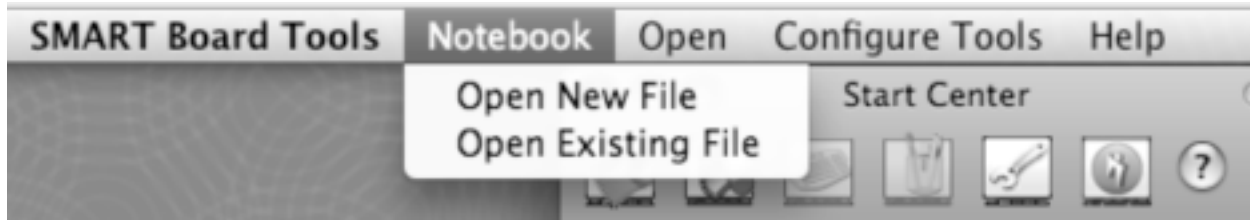


(picture from http://www.cisb.com.cn/UploadFile/Illustration/image/smart_board_03.jpg)
on the old SmartBoards, you held down the KEYBOARD and MOUSE simultaneously to invoke the ORIENT feature

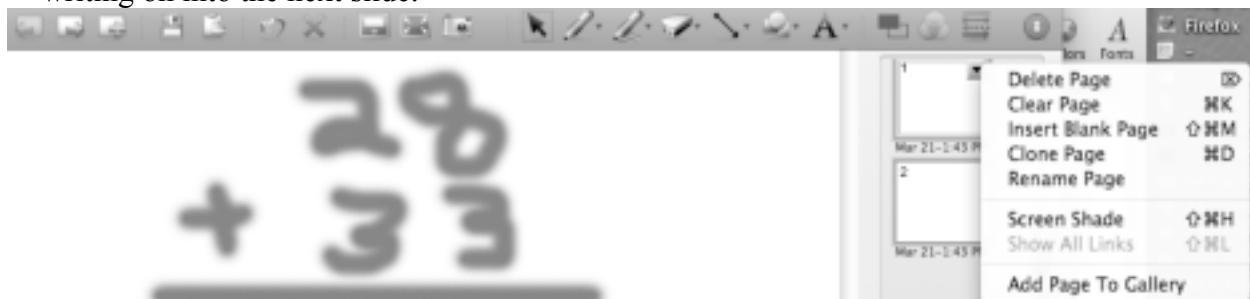
3. Here are some JV exercises to practice with the SmartBoard
 - Write your name so that each letter is a different color and you get skilled at using enough pressure so that this becomes easy
 - Write the alphabet from A to Z and make sure that your body is not causing shadows and blocking the view; try to look at the audience as you write each letter
 - Draw horizontal and vertical lines (to check the alignment) and to get comfortable with the level of pressure
 - Learn to erase all writing by clicking on the SmartBoard with all pens and the eraser back in the tray; conversely, learn to hold a pen in your hand to avoid accidental erasure
 - Use the eraser to fix some of your mistakes in the alphabet
 - Use the keyboard entry level to go to a Web site such as www.yankeesstink.com; practice this until you are skilled at the keyboard entry and can still maintain eye contact with the audience
 - Use your finger (not the marker) to write your name on the screen (the color of your finger is based on which marker is out of the tray at the moment)

•SmartBoard Step By Step (Varsity Level)

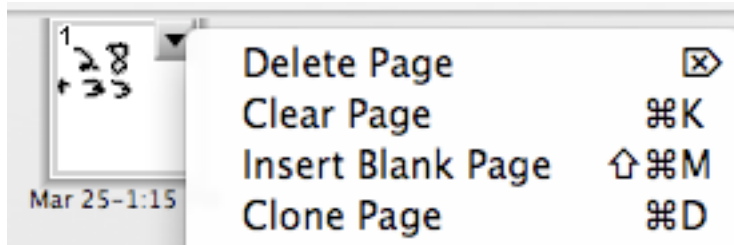
We use the metaphor of Varsity to refer to using the SmartBoard software that creates notebook files; when at the JV level, you are navigating the screen and occasionally writing on the screen but nothing is retained from session to session. When you create a SmartBoard notebook, you have a record of everything you do and can create lessons of sequential skills.



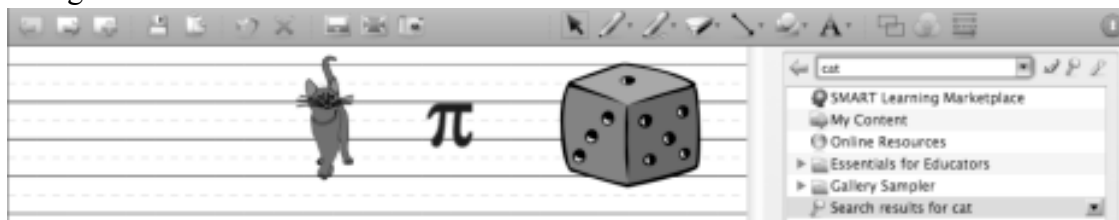
1. Try creating a SmartBoard notebook that has 3 slides with some sequential logic
 - slide one might be a math problem like $28+33$ without the answer
 - slide two might be the same problem with the answer
 - slide three might be the tips and comments that a teacher would write to a student to convey understanding and clarity about the problem
2. The CLONE feature allows you to clone slide one so that you inherit the slide you were writing on into the next slide.



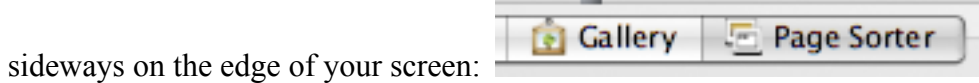
To clone, you click on the slide miniature and choose the triangle that leads to CLONE PAGE.



3. The GALLERY feature allows you to easily add graphics and backgrounds to your SmartBoard; there are thousands of graphics in the gallery that you can use and hundreds of backgrounds.



4. The right edge of the SmartBoard notebook allows you to easily go from PAGE SORTER sorter mode which is the normal mode to gallery mode where you can easily get graphics and move them into your project. You will see these ICONS



The SmartBoard gallery contains thousands of graphics for your usage. See our Web page of www.summercore.com/smartboard to view these graphics and to see how many people have posted their own customized graphics.

5. The ICONS on the top of the screen are intended to facilitate easy navigation:



6. How to save your SmartBoard file when done? When you save in regular format, you are creating a file with extension of .notebook; in contrast you can use the EXPORT feature to turn your file into either a PDF or a Web page.

