



## Getting Started with SMART Boards (for Subs)

The ICCSD began installing **interactive whiteboards**, along with **multimedia projectors** and **document cameras**, in 2010. Some schools in the district have all or some of this technology in every classroom; other schools do not yet. Our goal is to have every classroom in every school equipped with this 21<sup>st</sup> century technology within the next two years.

Our district has selected **SMART** brand interactive whiteboards. Unlike a regular whiteboard that you write on with special marker pens, an interactive whiteboard such as the **SMART Board** operates as part of a system that includes a computer and a multimedia projector. Here's how it works:

- The computer sends an image (document, picture, website, video) to a multimedia projector.
- The projector casts the image onto the SMART Board.
- The SMART Board acts as both the monitor **AND** as an input device, allowing you to control any computer application by touching the screen.

### Starting the SMART Board

1. Ensure that the SMART Board and the computer are connected. In some classrooms, this is a **wired connection**: there is a **USB cable** that runs from the lower right corner of the board to the computer. In other classrooms, the connection is **wireless**. There would be a Bluetooth **dongle** in one of the computer's USB ports. The **dongle** is a small, gray device that looks like a flash or thumb drive. (Do not remove this!)
2. Turn on the **multimedia projector**. There is likely a remote control for this.
3. Turn on the **computer** and log in. Some SMART Boards draw power from the computer, so they will automatically power on. With other models, you may need to press the power button on the SMART Board (lower center). The ready light will glow red while the computer and SMART Board are establishing communication.
4. When the ready light turns green, the SMART Board is now ready for you to use interactively—which means that it is touch sensitive, and you can control the computer from the board.

### Orienting the SMART Board

You may not need to orient the board since the last time it was used, but you may need to. (It takes only 30 seconds or less!) **Do this:** Simultaneously press and hold the **keyboard** and **right mouse** buttons located on or near the SMART Board's **pen tray**. Using one of the SMART Board pens or your finger, press firmly and precisely on the center of each of the orientation cross symbols as they appear on the screen.

### Using the interactive SMART Board

The **pen tray** consists of 4 color-coded slots for pens and 1 slot for the eraser. Each slot has a sensor which identifies when the pens and eraser have been picked up. You can write with a pen or with your finger, as long as the corresponding pen slot is empty. The lights

above the slots indicate which tool was last removed. Located on the pen tray are several buttons. The **keyboard button** will display a computer keyboard on the screen for keyboard input (e.g. to type in a web address). The other button works like the **right mouse button**—when you press it, the next touch on the board is a **right-click**.

Touching the SMART board with your finger is the same as a **left-click** on your mouse. To open a computer application, double tap with your finger the icon on the board, just as you would double click the mouse button. Or drag the scroll bar with your finger just as you would click/drag with a mouse. (Of course, you can also use the computer keyboard and mouse, if you want!)

**Try this:** Launch *Microsoft Word* so you have a new blank “document” on the SMART Board. (Double-tap the *Word* icon with your finger.) Pick up a pen from the tray, and write on the board. To erase the digital ink, remove the eraser from the tray and erase in a smooth motion over your notes. To erase a large area, draw a circle around the area you want to delete with the eraser and tap once inside that area. All digital ink inside that circle will disappear.

You can also write with digital ink on any computer image/application. **Try this:** Double-tap the Internet Explorer icon to open a webpage. Press the keyboard button on the pen tray to display the on-screen keyboard. Tap inside the browser’s address bar to select the website address. Using the on-screen keyboard, type a web address (e.g. [www.google.com](http://www.google.com)) and press the **Go** button by the address bar (or the Enter key).

To use the more advanced interactive SMART Board features, you will need to use the **SMART Notebook** software. *Notebook* version 11 is installed on all computers. Some teachers might leave *Notebook* files for you to use with their class.

To learn more about effective SMART Board use, go to [www.exchange.smarttech.com](http://www.exchange.smarttech.com). You can set up a free account and browse many lessons and ideas for using the SMART Board and *Notebook* files.

A few things to keep in mind:

- Turn off the projector when not in use. This will prolong the projector lamp life.
- Do **NOT** ever write on a SMART Board with **ANY PEN** or **MARKER or pencil or crayon or Sharpie**. Do **NOT** even use dry erase markers or water-based markers. **Only** write with one of the SMART Board pens or your finger.
- Watch to make certain the pens and eraser are not accidentally taken from the classroom!
- If the computer has a dongle to connect wirelessly (Bluetooth) to the SMART Board, ensure that it is not removed from the computer.

**If you have any questions**, see the teacher librarian at your school—or ask a nearby teacher with a similar SMART Board.