

SMART Board™ Interactive Whiteboard

Trainer's Guide



Bringing people and ideas together.™

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Introduction

This guide provides the information and resources needed to deliver SMART Board interactive whiteboard training and is designed to complement the *SMART Board Interactive Whiteboard Learner Workbook*. Participants in a SMART Train the Trainers session receive this guide as part of their materials. The *Learner Workbook* covers the setup and use of a SMART Board interactive whiteboard in projected mode, as well as SMART Board software and how to use the board with other software applications.

The *SMART Board Trainer's Guide* relates specifically to the delivery of the following modules in the *Learner Workbook*:

- *SMART Board Interactive Whiteboard Hardware Components*
- *Working with Applications on Your SMART Board Interactive Whiteboard*
- *Using SMART Notebook Software*
- *Advanced Concepts with SMART Board Tools*


More information on these topics may be found online in SMART's Training Center at www.smarttech.com/trainingcenter.

Icons Used in this Guide	
	Indicates the learning objectives for a particular module
	Indicates key points that learners need to know
	Indicates a feature or function that needs to be demonstrated
	Indicates a Trainer's Tip regarding setup or delivery of your training session

Delivery Strategies

This information will most benefit inexperienced trainers. Please take a moment to review these tips in order to most effectively deliver the material covered in the *SMART Board Interactive Whiteboard Learner Workbook*.

- S-L-O-W – D-O-W-N – You may be nervous. People have a tendency to speak and move more quickly than normal when they are nervous. Slowing down will help to make you less nervous. If your audience hasn't seen a SMART Board interactive whiteboard before, a rapid delivery will make learners miss some instructions because they are focused on the technology and how it works. For these reasons, it's a good idea to go slowly – within reason, of course.
- Above all else, strive to ensure that the training you offer is relevant. Orienting the board, for instance, may seem boring and inconsequential until learners realize that orientation is critical to get the board to perform as expected. Relating SMART Board interactive whiteboard features and functions to real-world applications will make your training session more engaging, relevant and valuable.

	<p>Trainer's Tip:</p> <ul style="list-style-type: none">• We strongly encourage you to customize this training session to make it relevant to the needs of learners. Adapting activities will make the training more relevant and prompt “buy in” on the part of learners.
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Timing


Rather than hurrying to finish the entire workbook, we suggest that you proceed at a pace that allows learners to digest the information presented. If time is at a premium, determine which learning objectives are most important to the group you're training and concentrate on those. For example, if learners never use Excel software, you can skip that part of the workbook. If you are unable to allocate as much time as you would like, we strongly suggest that you cover the following modules:

- *SMART Board Interactive Whiteboard Hardware Components*
- *Working with Applications on Your SMART Board Interactive Whiteboard*
- *Using SMART Notebook Software*

This will provide learners with the foundation they need to complete the remaining material.

The chart below shows suggested time allotments for each topic in the *Learner Workbook*:

Topic	Time Allotment
<i>Introduction</i>	5–10 minutes
<i>SMART Board Interactive Whiteboard Hardware Components</i>	25–30 minutes
<i>Working with Applications on Your SMART Board Interactive Whiteboard</i>	30–60 minutes
<i>Activity One</i>	15–30 minutes
<i>Using SMART Notebook Software</i>	30–60 minutes
<i>Activity Two</i>	15–30 minutes
<i>Advanced Concepts with SMART Tools</i>	25–45 minutes
<i>Question and Answer Period</i>	15–30 minutes
<i>Conclusion – Debrief and Discussion</i>	10 minutes
Total Approximate Time	3-6 hours

	Trainer's Tips: <ul style="list-style-type: none">• Each hour of training should contain no more than 50 minutes of content delivery• Encourage learners to relate training content to their day-to-day work and prompt them to think about how they might use specific features in the work they do
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Before You Begin

Before beginning your training session, ensure that all technical issues have been addressed and you have all the equipment you need. To present on a SMART Board interactive whiteboard in projected mode, you'll need:

- a SMART Board interactive whiteboard and cable (serial or USB) to connect the board and the computer
- a digital projector and cables (power and VGA)
- a computer with an Internet connection (to allow you to complete some of the activities)

NOTE: In most connected environments, accessing the Internet will require logging on to the local area network (LAN). Trainers without accounts on the LAN will need the network system administrator to set up an account that enables network access. Alternatively, you may ask a learner to log on to the network using his user name and password to permit network access.

You'll also need copies of the following documents to complete this training session:

- one copy of the *SMART Board Trainer's Guide* for each trainer
- one copy of the *SMART Board Interactive Whiteboard Learner Workbook* for each learner
- one copy of the applicable Quick Reference(s) per learner (optional)

NOTE: Quick References are posted as PDF files in SMART's online Training Center and can be found at www.smarttech.com/trainingcenter/windows/quickreferences.asp.


- one copy per learner of the *Post-Training Questionnaire* (optional)



Trainer's Tip:

- Provide learners with copies of all training materials ahead of time so that they can review and familiarize themselves with the material prior to the training sessions. If learners have ready access to the Internet, they can get the Quick References directly from the Training Center online at www.smarttech.com/trainingcenter/windows/quickreferences.asp.

Pre-Training Checklist

	<p>Trainer's Tip:</p> <ul style="list-style-type: none"> It is a good idea to visit the training room you'll be using the day before. If you're not able to arrange a visit, contact the technical support or administrative staff to ensure that all equipment is in place and in working order.
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This checklist will help you prepare for your training session and ensure that you have all the necessary equipment and materials.

Hardware and Connection	Quantity Required	Have	Need
SMART Board interactive whiteboard and cable (serial or USB) to connect the board to the computer			
Projector and cables (power and VGA)			
Computer with network and Internet connection			
User name and password			
Training Materials	Quantity Required	Have	Need
One copy of the <i>SMART Board Trainer's Guide</i> for each trainer			
One copy of the <i>SMART Board Interactive Whiteboard Learner Workbook</i> for each learner			
Quick References (optional)	Quantity Required	Have	Need
<i>SMART Board Interactive Whiteboard Setup with Windows Serial Cable</i>			
<i>SMART Board Interactive Whiteboard Setup with USB Cable</i>			
<i>Orienting the SMART Board Interactive Whiteboard</i>			
<i>SMART Board Interactive Whiteboard Basics</i>			
<i>SMART Board Tools</i>			
<i>SMART Board Floating Tools</i>			
<i>Notebook Software Toolbars</i>			
Other Resources (optional)	Quantity Required	Have	Need
PowerPoint sample file			
Excel sample file			
Post-training Questionnaire			

Application by Audience

Every trainer knows that knowing one's audience is a key element of delivering a successful training session. These tables provide a starting point for the development of activities and exercises for different audiences.

Type of Learner	Basic Use/Typical Applications	Key Features and Rationale
Teacher	<p>Demonstrating computer applications and searching for information on the Web</p> <p>Using the board like a blackboard</p> <p>Interactive CDs and learning games</p> <p>Marking up documents and images</p>	<ul style="list-style-type: none"> • Basic interactive use of the board • Notebook software features • Object orientation as a tool for reordering/synthesizing information for students, used in testing or for games • Print and screen capture for marked up documents and images
Engineer	<p>Diagramming on a whiteboard</p> <p>Marking up technical drawings and flowcharts</p> <p>Using engineering software such as Visio</p> <p>Use of CAD/CAM software</p>	<ul style="list-style-type: none"> • Notebook features • Print and screen capture to capture marked up drawings/charts • Annotation and saving of annotations over top of applications • Converting handwriting to text
Sales/marketing person	<p>Making presentations</p> <p>Weekly update meetings</p> <p>Software demonstrations (if technology sales)</p> <p>Walking customers through a Web site</p> <p>Critiquing design (Web site or digital version of an ad, etc.)</p> <p>Distance communication for sales presentations (possibly)</p>	<ul style="list-style-type: none"> • Annotations over applications (e.g., Web site) • Notebook basics for recording meeting ideas/brainstorming • PowerPoint in slide show mode – annotating for emphasis • In PowerPoint slide show mode, capturing annotations to a slide in Notebook to keep customer feedback • Using the SMART Board interactive whiteboard with conferencing software in a one-to-many setting

Type of Learner	Basic Use/Typical Applications	Key Features and Rationale
Accountant	<p>Consolidating financial information from more than one spreadsheet/accounting package</p> <p>Working with spreadsheets (budgeting, cost analysis, etc.)</p>	<ul style="list-style-type: none"> • Annotating over top of applications to mark what changes need to be made in each system (consolidation) • Working with applications – using Excel, including entering numbers in cells (Keyboard) • Floating Tools– using highlighter to point out specific figures • Notebook area screen capture to share bits of a confidential spreadsheet with a group if necessary
Manager	<p>Meetings</p> <p>Brainstorming</p> <p>Presentations</p> <p>Discussing documents</p>	<ul style="list-style-type: none"> • Notebook software basics for recording information/meeting notes • Object-oriented functionality for sorting ideas, creating agendas, dragging and dropping into the Page Sorter, etc. • PowerPoint in slide show mode (moving forward and backward) • Floating Tools for annotating and highlighting key points when presenting. • Screen/print capture to prepare information before a meeting • Using live applications in meetings
IS group	<p>Process flowcharting</p> <p>Meetings</p> <p>Internal software GUI design</p>	<ul style="list-style-type: none"> • Notebook software basics for whiteboarding, diagramming and meeting use • Using live applications in meetings to shorten cycle times – inputting data directly into applications, rather than transcribing following the meeting • Annotations over top of applications (for GUI and network design) • Screen capture to save parts of notes and diagrams • Object oriented functionality (for GUI and Network design)

Type of Learner	Basic Use/Typical Applications	Key Features and Rationale
Trainer	Demonstrating software applications Presentations Interactive games Online course delivery	<ul style="list-style-type: none"> • Touch sensitivity of board – working with live applications • Discussion of SynchronEyes if appropriate • PowerPoint in slide show mode • Area screen capture for developing quizzes and games (e.g., capture of a button – label needed) • Object oriented functionality for developing learning games (i.e., scrambling sequences) • Annotation and Floating Tools for use as place holders (indicators) when delivering to students in different locations
Military personnel	Briefings/Presentations Use of maps and delineating movement of troops Distance communication Training (see trainer info above)	<ul style="list-style-type: none"> • Notebook software basics for briefing notes • Object orientation for physical movement of markers over map images • Annotations for drawings over top of maps, etc. • PowerPoint in slide show mode • Using the SMART Board interactive whiteboard to link more than one location and share information/diagram, etc.

Learning Objectives Summary

Each of the training modules outlines specific learning objectives to make it easier for learners to measure their progress help you determine if the module is pertinent to the learners' needs.

SMART Board Interactive Whiteboard Hardware Components

When you've completed this module, learners will be able to:

- use the buttons and styluses of the SMART Pen Tray
- check the status of the interactive whiteboard using the Ready Light
- orient the interactive whiteboard
- edit text objects using the on-screen keyboard

Working with Applications on Your SMART Board Interactive Whiteboard

When you've completed this module, learners will be able to:

- access applications from the interactive whiteboard
- create annotations and highlight important information using the Floating Tools
- capture annotations
- insert annotations as graphics or text into Microsoft® Word and Excel files
- insert annotations as text into any application
- present a PowerPoint slide show on a SMART Board interactive whiteboard and annotate over the slide show to emphasize key information
- save slide show annotations into SMART Notebook or PowerPoint software
- take advantage of the settings shortcut menu

Using SMART Notebook Software

When you've completed this module, learners will be able to:

- use the toolbars, menus, and side sorter in SMART Notebook software to create, enhance and navigate between pages in a file
- create, move and change the color of objects within a Notebook file
- create and insert templates in Notebook software
- export the contents of a Notebook file in a variety of formats

SMART Board Tools





When you've completed this module, learners will be able to:

- access and use the SMART Board tools
- add tools to the Editable Floating Toolbar and create a user profile
- modify pen tray and board settings
- create a video with SMART Recorder
- annotate over video with SMART Video Player

Trainer's Notes

SMART Board Interactive Whiteboard Hardware Components

This module provides an opportunity to learn more about the hardware components of the SMART Board interactive whiteboard.





	<p>Learning Objectives:</p> <ul style="list-style-type: none"> • find the SMART Board Ready Light and describe what it signifies • use the buttons and styluses of the SMART Pen Tray • orient the board • edit text objects using the SMART Keyboard
	<p>Key Points:</p> <ul style="list-style-type: none"> • SMART Board interactive whiteboards are touch-sensitive • This training covers SMART Board interactive whiteboards in projected mode. Using a board in projected mode requires a computer and a digital projector • Orienting your board is important to ensure accurate tracking of your finger when you press on the board
	<p>Demonstrate:</p> <ul style="list-style-type: none"> • How touch equates to a left-mouse click • How to use the tools in the Pen Tray (i.e., styluses and eraser) • Where to find the Ready Light • Pressing and holding both Pen Tray buttons to initiate the orientation process • Default settings for the Pen Tray buttons (i.e., On-Screen Keyboard and Right-Mouse)
	<p>Trainer's Tips</p> <ul style="list-style-type: none"> • Getting learners "hands on" early in your training session will help them learn more quickly • Encourage learners to experiment with the features and functions discussed in this module

Notes

Trainer's Notes

Working with Applications on Your SMART Board Interactive Whiteboard

If the application runs on your computer, you can work with it on your interactive whiteboard.





	<p>Learning Objectives:</p> <ul style="list-style-type: none"> • use the SMART Board interactive whiteboard to access applications • use the Floating Tools to create annotations • capture annotations • inject annotations text into any application and as graphics or text into Word and Excel files • present a PowerPoint slide show on a SMART Board interactive whiteboard and annotate slides to emphasize key information • save annotations into Notebook software or PowerPoint software
	<p>Key Points:</p> <ul style="list-style-type: none"> • Access applications on a SMART Board interactive whiteboard in the same way as on a desktop computer • You can write notes over top of any application using the pen tray styluses or the Floating Tools • You can capture annotations in several ways • SMART Shortcuts can help you navigate and present PowerPoint slide shows • The Slide Show toolbar helps you move forward or backward through your slides and provides various saving and printing options.
	<p>Demonstrate:</p> <ul style="list-style-type: none"> • How to open applications • Creating annotations using a stylus or the Floating Tools • Capturing annotations using the Save/Print toolbar or the Capture/Save toolbar • Where users should look for captured content • How to navigate through a Power Point slide show using SMART Shortcuts and the Slide Show toolbar • How to save annotations and the background slide into Notebook software and how to save annotations into the original PowerPoint file • Settings features (e.g., such as Auto-Save Annotations on Slide Advance)
	<p>Trainer's Tip:</p> <ul style="list-style-type: none"> • Emphasize that “anything you can do at your desktop, you can do at the SMART Board interactive whiteboard” and “your press on the board is the same as a left-mouse click”

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Using *SMART Notebook Software*

Notebook software is a valuable tool that ships with every SMART Board interactive whiteboard. This module provides an overview of the features and functions of Notebook software.





	<p>Learning Objectives:</p> <ul style="list-style-type: none"> • use the toolbars and menus in Notebook software to create and enhance objects and navigate between pages in your file • create, move and change the color of objects within a Notebook file • insert and create templates in Notebook software • export the contents of a Notebook file in a variety of formats
	<p>Key Points:</p> <ul style="list-style-type: none"> • Notebook software can be used to create, organize and save notes • Objects can be moved on and between pages in Notebook software • Notebook toolbars and menus provide a variety of tools for working with captured information
	<p>Demonstrate:</p> <ul style="list-style-type: none"> • Adding pages to a Notebook file • Changing the color of objects • Moving items on a Notebook page, or between pages using the Side Sorter • Exporting the contents of your Notebook file • Working with templates and galleries
	<p>Trainer's Tips:</p> <ul style="list-style-type: none"> • Ask for a volunteer to help with demonstration • Getting learners "hands on" will help them learn more quickly • Encourage learners to experiment with the features and functions discussed in this module • Use a theme to demonstrate the toolbar buttons to help make the experience more meaningful for learners. For instance, you might discuss the buttons to use when recording minutes for a production meeting.

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SMART Board Tools

In this module, learners will explore the SMART Board tools in more detail, including advanced options and how to customize and save settings for the SMART Board tools.

	<p>Learning Objectives:</p> <ul style="list-style-type: none"> • access and use the SMART Board tools • add tools to the Editable Floating Toolbar • modify pen tray and board settings • create a user profile • make a video with SMART Recorder • annotate over video with SMART Video Player
	<p>Key Points:</p> <ul style="list-style-type: none"> • The SMART Board tools provide ready access to key functions and settings for the SMART Board interactive whiteboard • There are seven buttons on the SMART Board tools: Notebook, Recorder, Video Player, Keyboard, Floating Tools, Control Panel and Orient • Windows users can modify the Editable Floating Toolbar and pen tray settings, and save these settings as a user profile
	<p>Demonstrate:</p> <ul style="list-style-type: none"> • Both methods of accessing the SMART Board tools • Tabs in the Control Panel • How to customize the Editable Floating Toolbar and save settings as a user profile • Creating a video using SMART Recorder • Making and saving annotations over video with the SMART Video Player
	<p>Trainer's Tips:</p> <ul style="list-style-type: none"> • Ask for a volunteer to help with demonstration • Encourage learners to relate the learning content to the work they do

Notes

Appendix One – Program Application Activities

Activity One

These activities are intended to provide participants with a chance to apply the concepts and procedures introduced during training. Learners will be asked to share their answers and/or demonstrate the results of the activity with the rest of the group through active discussion.

Reflection Questions

Question 1: List the computer-based applications you use in your work. Some examples of applications types have been provided – in the categories below, simply jot down the names of the applications that you use.

Think about whether you use the application and its files alone at your desktop or in front of a group (when teaching, presenting, in meetings, etc.) Put a check in the appropriate column.

Applications Type (Fill in name of application)	Use Environment
Word processing software	Desktop <input type="checkbox"/> Group <input type="checkbox"/> Both <input type="checkbox"/>
Presentation software	Desktop <input type="checkbox"/> Group <input type="checkbox"/> Both <input type="checkbox"/>
Spreadsheet software	Desktop <input type="checkbox"/> Group <input type="checkbox"/> Both <input type="checkbox"/>
Project management software	Desktop <input type="checkbox"/> Group <input type="checkbox"/> Both <input type="checkbox"/>
Concept-mapping/graphical organization software	Desktop <input type="checkbox"/> Group <input type="checkbox"/> Both <input type="checkbox"/>
Computer aided design/engineering software	Desktop <input type="checkbox"/> Group <input type="checkbox"/> Both <input type="checkbox"/>
Web browser	Desktop <input type="checkbox"/> Group <input type="checkbox"/> Both <input type="checkbox"/>
CD-ROM material	Desktop <input type="checkbox"/> Group <input type="checkbox"/> Both <input type="checkbox"/>
Video material	Desktop <input type="checkbox"/> Group <input type="checkbox"/> Both <input type="checkbox"/>
Mapping software	Desktop <input type="checkbox"/> Group <input type="checkbox"/> Both <input type="checkbox"/>
Other	Desktop <input type="checkbox"/> Group <input type="checkbox"/> Both <input type="checkbox"/>
Other	Desktop <input type="checkbox"/> Group <input type="checkbox"/> Both <input type="checkbox"/>
Other	Desktop <input type="checkbox"/> Group <input type="checkbox"/> Both <input type="checkbox"/>

Question 2a: Take a moment to review the list of applications above. Are there any applications you do not currently use in a group setting, but might like to? For example, do you currently prepare your budget in a spreadsheet application, then print the information and carry it into the meeting? Do you currently refer to Internet examples during a class lesson, but not access Web sites live in the classroom?

Question 2b: While reflecting on your list, record ideas for how you might use some of the features you've just seen used on the interactive whiteboard. A list of features has been provided for you, and an example has been provided.

Feature	Application
Using your finger as a mouse	<i>Access application at front of room</i>
SMART Pen Tray tools (ability to annotate over top of live applications)	
On-Screen Keyboard	
Floating Tools – highlighter tool	
Floating Tools – screen pointer tool	
Ability to capture annotations to SMART Notebook software	
Inserting annotations as text	

Inserting annotations as graphics into Microsoft® PowerPoint®, Word or Excel software	
SMART Shortcuts for PowerPoint software (for both navigation and annotation capabilities)	
Other	
Other	
Other	

Application Activity

Based on your responses to the reflection questions above, think about how you would use a SMART Board interactive whiteboard in a group setting. Present a sequence of actions you would need to perform to the group and explain how your activity sequence is relevant to the work that you do.

Example sequence: Using the SMART Board interactive whiteboard, access your file, bring up the floating tools, make and save an annotation, then close your file.

You may use any file you brought with you, or access a file from the computer connected to the SMART Board interactive whiteboard. (Your trainer can provide you with a sample Word document, PowerPoint presentation or Excel spreadsheet.)

Activity Two

Reflection Questions

Question 1: Record ideas for how you might use some of the features you've just seen in Notebook software. A list of features has been provided for you, and an example has been provided.

Feature	Application
Unlimited whiteboard space	<i>Recording ideas in a brainstorming session</i>
Changing object properties (such as handwriting recognition, color, location)	
Drag and drop to the Side Sorter	
Screen capture tool	
Print capture	
Hyperlinks	

Export – HTML, PDF, Image Files	
Templates and Galleries	
Other	
Other	
Other	

Application Activity

Based on your responses to the reflection question above, choose one of the following activities:

- A) Create a Notebook file that represents how you would use Notebook software in a group environment in your work. Be prepared to describe to the group how you see yourself using this application.
- B) Create a template that you feel you would use frequently in classes or meetings in which there is a SMART Board interactive whiteboard. Be prepared to describe to the group how this template would be used.

Appendix Two – Post-Training Questionnaire

Please take a moment to complete this questionnaire in as much detail as possible. Your feedback is an integral part of improving our future training sessions. All comments are welcome.

- 1 How many learners participated in the training session?
 - less than 5
 - 5–10
 - 11–15

- 2 Please identify your work environment.
 - Corporate
 - Education
 - Government
 - Military
 - Other (specify) _____

- 3 Please rate your level of computer proficiency.
 - Limited
 - Basic
 - Intermediate
 - Advanced

- 4 Please describe how you feel you would use the SMART Board interactive whiteboard as a result of the training session. Check all that apply and indicate what applications and multimedia you will use. E.g. PowerPoint, Internet, Notebook.
 - To present _____
 - To use applications _____
 - To record notes _____
 - To save notes _____
 - Other _____

- 5 How important are the following interactive whiteboard features to you?
 1 = very important, 2 = of some importance, 3 = of little importance, 4 = of no importance

Ease of use	1	2	3	4
Using your finger as a mouse	1	2	3	4
Using any pen/object as a writing tool	1	2	3	4
Interacting with computer applications	1	2	3	4
Writing over top of computer applications	1	2	3	4
Saving annotations	1	2	3	4
Editing notes	1	2	3	4
Distributing notes through a network or printer	1	2	3	4
Handwriting recognition software	1	2	3	4

Please indicate the extent to which you agree or disagree with the following statements.

1 = strongly agree, 2 = agree, 3 = disagree, 4 = strongly disagree

- | | | | | |
|---|---|---|---|---|
| 6 The session was well designed (pacing, adequate time for Q & A, etc.) | 1 | 2 | 3 | 4 |
| 7 I received information from this session that I can use immediately in my job. | 1 | 2 | 3 | 4 |
| 8 The <i>Learner Workbook</i> is an effective learning resource. | 1 | 2 | 3 | 4 |
| 9 The activities helped me become familiar with the functionality of the SMART Board interactive whiteboard. | 1 | 2 | 3 | 4 |
| 10 The trainer used good presentation skills. | 1 | 2 | 3 | 4 |

11 What did you like best about the session?

12 How would you improve the overall training experience? (Please feel free to comment on the *Learner Workbook* and activities)

Thank you for taking the time to complete this questionnaire. We appreciate your feedback. Should you have any questions or concerns not addressed here, please ask your trainer or e-mail services@smarttech.com.