



Smart Board for Beginners (Smart Notebook 11)

EDUO 9121 (2 semester units)

Syllabus

Do you need a little help with your Smart Board Skills? SMART Notebook is interactive software that allows teachers to create high impact lessons that bring learning to life. This introductory course offers a step by step learning approach to help take new users through the basics of the SMART Notebook 11 software. Skills covered include using the all of the basic tools, creating activities, inserting images and videos, recording presentations, and more!

A free 30 day download of Smart Notebook 11 is available if you need it.

Learning Objectives

This online course is geared towards helping the participant learn the fundamentals of Smart Notebook 11 software. In the first part of the course, the participant will learn how to use the tools that are typically displayed on the screen. Once this skill is mastered, the participant will venture into the more difficult beginning skills such as creating learning objects and recording.

Part I: Introduction to Smart Notebook 11

1. Using the Toolbar Tools
2. General Toolbar Introduction
 - Actions Panel
 - Buttons Drop-Downs
 - Tools to Create
 - Tools to Modify / Edit
 - Side Tabs
 - Pens
 - Magic Pen
 - Customizing the Toolbar
 - Screen Capture
 - Opening / Editing / Saving Files

Part II: Creating with Smart Notebook 11

1. Creating Pages
2. Creating Backgrounds
3. Using Animated Objects
4. Searching for Lessons
5. Disappearing Objects, Adding sound & videos
6. Recording Lessons

Grading and Evaluation

Participants will be graded on the submission of completed assignments/activities. A detailed chart is available as a checklist. A rubric will be used to evaluate and guide the quality of the work completed. Each section of the course has exercise files that will be submitted as a final project. Graduate Credit requires a final grade minimum of 80%.

Course Assignments

Participants will follow a step-by-step downloadable Smart Notebook File throughout the course. Each section of the guide has specific assignments that help with mastery of the skill. The participant will save all assignments and submit a portfolio at the end of the course. To provide the best accessibility, both videos and printed documents are presented with each section.

Part I - Basic Introduction to Smart Notebook 11

1. Smart Notebook Survival Skills – An overview of Smart Notebook 11
2. The Action panel section of the Toolbar
3. Using the Pen features
4. Adding a chart
5. Using the Shade
6. Adding & Editing Text
7. Adding & Editing Shapes
8. Drawing Shapes
9. Taking pictures of web elements
10. Changing the background image

Part II - Beyond the Basics

1. Using the Gallery
2. Adding animated objects
3. Saving and Sharing Smart Notebook Files
4. Searching for Smart Notebook Lessons
5. Animating Text – Disappearing objects
6. Recording with Smart Notebook
7. Using the Lesson Activity Toolkit

Part III – Putting it all together

1. Read document: Best Practices of White Boards
 2. Post Reflection: Pros & Cons of Smart Boards in Classes
 3. Create a Lesson using Smart Notebook 11. Record your lesson.
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- All Exercises should be placed in a folder, zipped, and then emailed to the instructor at ljb@dominicancaonline.com