



**DOMINICAN  
UNIVERSITY**  
of CALIFORNIA  
*School of Liberal Arts and Education*

## **Smart Board for Beginners**

**EDUO 9121 2 Semester Credits/Units**

Instructor – Lisa Johnson-Bowers

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### **Public Syllabus**

*Note: This is a Public syllabus of the course. For a fully detailed syllabus, please email the instructor.*

#### **Course Overview**

Gain proficiency with fundamental Smart Board skills. Begin creating highly interactive lessons! This course offers a step-by-step learning experience to help take new users through the basics of the SMART Notebook software. Learn how to use all of the basic tools in order to create activities, insert images and videos, record presentations and more!

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

#### **Course Objectives**

In this course the participants will have the opportunity to learn the following skills:

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

## **Course Relation to CCS or other Professional Standards**

This course aligns to the ISTE Standards:

1. Facilitate and inspire student learning and creativity
  - A. Promote, support, and model creative and innovative thinking and inventiveness.
  - B. Model collaborative knowledge construction by engaging in learning with students, colleagues, and others in virtual environment.
2. Engage in professional growth and leadership
  - A. Participate in local and global learning communities to explore creative applications of technology to improve student learning.
  - B. Contribute to the effectiveness, vitality, and self-renewal of the teaching profession and of the school and community.
3. Design and develop digital age learning experiences and assessments.
  - A. Customize and personalize learning activities to address students' diverse learning styles, working strategies, and abilities using digital tools and resources.
  - B. Design and adapt relevant learning experiences that incorporate digital tools and resources to promote student learning and creativity.

## **How to Submit Coursework**

Each completed assignment in this course is submitted to the instructor for review. Follow directions at the end of each assignment on how to prepare and in which Moodle Dropbox to place completed work. Name each file submitted with your last name and assignment number (i.e. BrownAssignment3. Make sure you place your full name, course number and assignment number at the top of each document page. You will receive feedback from your instructor within 5 days indicating successful completion of the assignment or the need for revision. Assignment grades will be averaged for the final course grade.

Grading assessment rubrics for written projects and for presentation projects are found in this document.

## 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.

· All Exercises should be placed in a folder, zipped, and then emailed to the instructor at [ljb@dominicancaonline.com](mailto:ljb@dominicancaonline.com)

## EDUO 9121 Grading Rubric

<b>EXCELLENT</b> Meets or Exceeds Course Objectives: A to A-	<b>ACCEPTABLE</b> Majority of Work Meets Course Objectives; B+ to B-	<b>NOT ACCEPTABLE</b> Needs Considerable Improvement: Resubmit Work Suggested: C or below
All work is very well organized.	Most work is generally well organized.	Work shows little or no organization.
Answers are well thought out and demonstrates reflection on the material.	Answers are complete and demonstrate some reflection on the material.	Answers are brief and do not demonstrate any reflection on the material.
Assignment use specific examples or references from multiple sources.	Assignment use specific examples or references from just a few sources.	Assignment do not use specific examples or references from the readings.
All assignments are completed using complete sentences.	The majority of the assignments are completed using complete sentences.	Assignments are not completed in complete sentences.
Work is free of spelling and/or grammatical errors.	Work has few spelling and/or grammatical errors.	Work has numerous spelling and/or grammatical errors.

- You are allowed 9 months to complete the course. Course questions? Contact your instructor by email.
- For questions involving your registration please contact us at [support@dominicanCAonline.com](mailto:support@dominicanCAonline.com) or call (800) 626-5080. To change your address, link to your Dominican Store account at [https://www.dominicanaonlinestore.com/store/index.php?main\\_page=login](https://www.dominicanaonlinestore.com/store/index.php?main_page=login)
- For Dominican Self-Guided course information, link to <http://dominicancaonline.com/Dominican-CA-Online-FAQ>