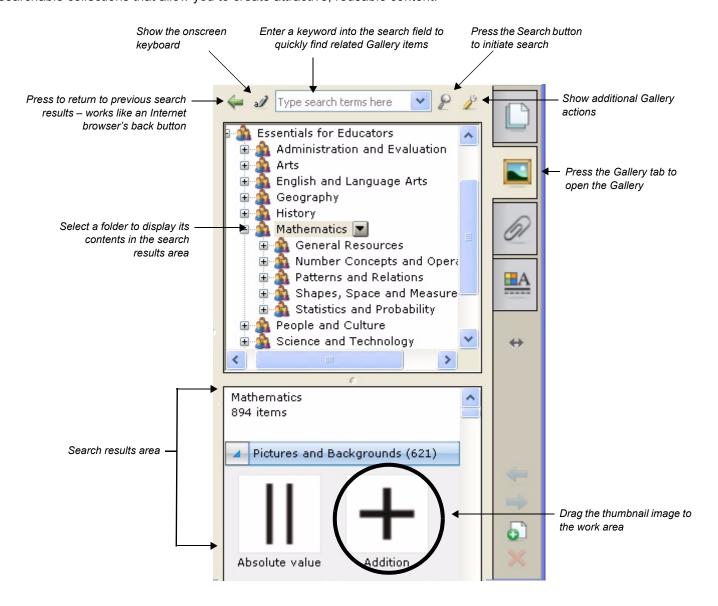


Working with Notebook Software Gallery Collections

What is the Notebook Software Gallery?

The Notebook™ software Gallery helps you quickly develop and deliver lesson activities and presentations in rich graphic detail. Thousands of high-resolution images, audio, video, Macromedia[®] Flash[®] and entire Notebook files are organized into searchable collections that allow you to create attractive, reusable content.



Searching for Gallery Content

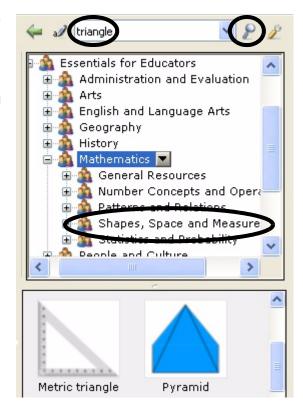
There are two ways to find Gallery content. You can browse through the Gallery collections and select a folder, or you can enter a keyword into the search field, as you would when using an Internet search engine.

If you were building a mathematics lesson activity about shapes, for example, you may decide to browse by topic for all Gallery items relating to *Shapes, Space and Measure*. However, if you were looking for a specific shape in the middle of class, you may want to type the keyword *triangle* into the search field to save time.

To look for Gallery items using the search field

- 1 Press once inside the search field
- 2 Type a keyword related to the type of object(s) you are looking for
- 3 Press the Search button to display your results

TIP: Press the icon to the left of the search field to use the On-Screen Keyboard to type your keyword.



Using Online Resources

Select **Online Resources** to access a list of Internet links to lesson activities, curriculum standards, classroom resources or additional Gallery content. Instead of interrupting the flow of your presentation by leaving Notebook software, you can seamlessly launch a Web page with supporting content at the same time you deliver your material.



NOTE: You will require an active Internet connection and a Web browser to use Online Resources.



Viewing Search Results

Search results are graphically displayed as thumbnail images that match your search criteria. These thumbnail images, or Gallery items, are organized into four content types: Related Folders, Pictures and Backgrounds, Interactive and Multimedia, and Notebook Files and Pages.

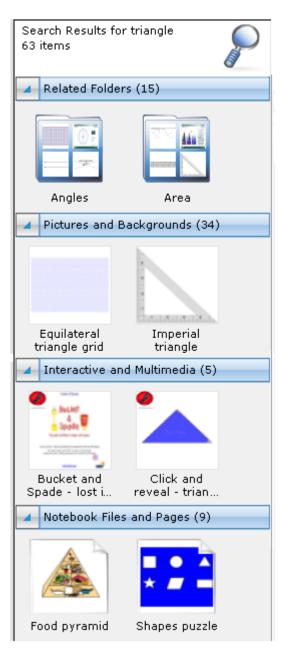
If you search for the keyword *triangle* for example, **Related Folders** will display all Gallery items associated with the keyword, providing you with additional content to help supplement learning activities. Double-press a folder thumbnail to view its contents.

The thumbnails displayed in **Pictures and Backgrounds** include clip art and photographs. Drag an item to the work area to use as part of a lesson or to modify its properties.

Interactive and Multimedia contains three types of content: Flash files, video files and objects with attached sounds. Items from this section of the Gallery are used to add rich media content to a lesson or presentation and engage reluctant learners with multimedia elements.

Additional content can be found in **Notebook Files and Pages**. Notebook file thumbnails are recognized by the coil binding on the left of the thumbnail image. Drag the thumbnail image to the work area to add a page or series of pages, such as a complete lesson activity, to your existing content. Notebook files will be inserted directly after the active Notebook page.

Notebook page thumbnails are identified by the folded edge in the topright corner. Drag the thumbnail image to the work area to create a new page with a background for students to write over, such as an exercise in identifying shapes.



The Notebook Software Activity Guide

The Notebook™ software activity guide is intended to act as a reference of the best practices for creating and presenting lesson activities using Notebook software.

This guide assumes you are already familiar with the basics of Notebook software, such as how to write in the work area, how to add new pages to your Notebook file, how to navigate from one page to another and how to select and move objects on a Notebook page.

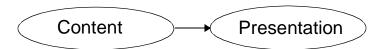


To learn the basics of working with a SMART Board™ interactive whiteboard and Notebook software, visit the SMART Training Center at www.smarttech.com/trainingcenter.

Before reading the remainder of the Notebook software activity guide, make sure you have the latest version of SMART Board software installed on your computer from www.smarttech.com/support/software.

Designing lesson activities

Lesson activities need to be designed for both content and presentation. The SMART Board interactive whiteboard is a visual and an interactive medium. Knowing a little about design and the best practices on how to integrate interactivity using Notebook software will help you create lesson activities that meet curriculum learning objectives and engage students. Creating content in Notebook software with the knowledge it will need to be presented in a classroom setting will ensure your lesson goes smoothly.



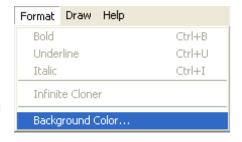
Once you have determined what content you will be teaching, create a title page and write your teacher's notes at the beginning of your lesson activity. Titles and teacher's notes focus learning objectives and provide important information to any other teachers who use the lesson activity. You can see examples of how other teachers have created these things by downloading any lesson activity from the education solutions website www.education.smarttech.com/ste/en-US/Ed+Resource.

Setting up your page

Once you have an idea for a Notebook software lesson activity, you will need to start designing your page. One of the first things you will want to do is decide on a background color. When choosing a color, keep in mind that very bright or intense colors can be distracting and draw attention from the page content to the background. A bright yellow might seem like a fun choice, but it may also distract from other elements on your page. Reserve the most vibrant colors for individual objects on your Notebook page to which you want to draw student attention.

Select a background color by selecting **Format > Background Color** from the Notebook software menu. A color palette will launch from which you can choose the background color of your Notebook page.

Next, you should choose the fonts you will want to use for the remainder of your lesson activity. When you are choosing a font, you



are choosing how your text will appear in Notebook software. For example, Times New Roman, Comic Sans and Arial all look very different.



If possible, try using only one font throughout your lesson activity. Too many fonts can be distracting to the eye and draw attention away from important points.

Consider the size and color of text you will be using throughout your lesson activity. Good choices will make it easier for all your students to read the text on your Notebook page. Once you have decided what your text will look like, make sure you keep it consistent to give your lesson a nice flow from one page to another.

General guidelines for choosing fonts for your Notebook software lesson activity include the following:

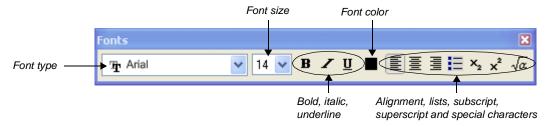
- Titles should be at least 28 point and a bold type face
- Text used for sentences and paragraphs should be the same font as the header, 22 point and in a regular type face
- Make sure the font color you choose is easy to read and see against the background color you have chosen

Using too many fonts can make your lesson activity difficult to read.

NOTE: The content of your Notebook software lesson activity is more important than the overall color scheme. It's OK to use black text on a white background if you would rather not spend time choosing colors.

Working with fonts in Notebook software

One way to set your font is to select your text and use the functions available from the Fonts toolbar. The Fonts toolbar appears whenever you are typing on the Notebook page or after you double press a text object.



If you know you will be using the same font over and over, you may want to set up a permanent font style under the Text button. To do this, press the arrow beside the Text button on the Notebook software toolbar and select **Customize Text**. The Customize Text dialog box will allow you to tailor the fonts available from the text button drop-down menu to the styles you will use most often.



Adding interactivity

One of the benefits of Notebook software is the ability to modify objects on the page. This section will focus on some of the different ways you can engage your students by designing interactive lesson plans.

Reveal

One of the quickest ways to add interactivity to a lesson activity is to hide the answer to a question behind an object on the Notebook page. The following information will provide three different methods that you can use to create reveal activities that can easily be integrated into any curriculum.

Move and reveal

One way to create a reveal activity is to hide an answer behind another object.

- 1 Type your question and answer
- 2 Draw a rectangle and fill it with color to hide the answer
- 3 Double-press the shape for the ability to add text to it ensure your text is a different color than the rectangle
- **4** Type *Move the box to reveal the answer* you are adding instructions to the shape so other faculty members or a substitute teacher will be able to work with the file. Without the instructions, someone might assume they are supposed to write the answer over the shape instead of moving it to reveal the answer.

NOTE: It is a good practice to select **Order > Bring to Front** from the drop-down menu on any object you will be using to cover an answer. This action will ensure your students don't see the answer before it is time for it to be revealed.

5 Move the shape to reveal the answer



Erase and reveal

Another way to reveal information is with the Eraser tool.



- 1 Type your question and answer
- 2 Use a pen to cover the answer with digital ink
- 3 Select the digital ink and set it to the same color as the page background. For example, if the page background is white, then the digital ink should also be white.
- 4 Select the Eraser tool, and erase the digital ink covering the answer. The Eraser tool will only erase objects created with digital ink. Anything typed with your keyboard cannot be erased with the Eraser tool.

TIP: You may want to add instructions that let the class or other teachers know that all they need to do is to use the eraser.

Complete the number sequence Complete the number sequence Use the eraser to reveal the next Use the eraser to reveal the next number in the sequence. number in the sequence. 1, 3, 5, 7, 1, 3, 5, 7, 9 After Before

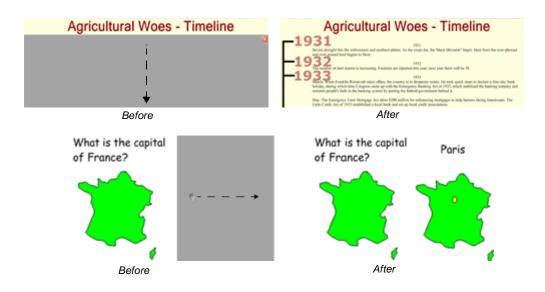
Screen Shade reveal



The third way you can reveal information is with the Screen Shade tool.

- 1 Type your question and answer
- 2 Press the Screen Shade button on the Notebook software toolbar
- 3 Drag the Screen Shade so only the answer to your question is covered
- 4 When you are ready, drag the Screen Shade so it no longer covers the answer. This action is similar to using paper to cover answers that would be displayed through an overhead projector.

NOTE: When you open a Notebook file, the Screen Shade will be covering the same area it was hiding, and you will be able to start discussing the content in your file from exactly where you left off.



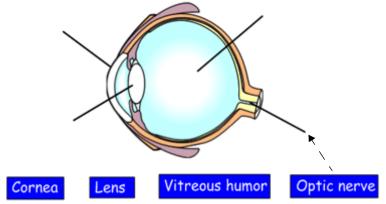
Identifying and labeling

Drag and drop

Drag and drop activities are an excellent way to determine if your class has achieved recognition about specific learning objectives.

To create a drag and drop labeling activity, add the object you want labeled to the work area. The object can come from the Notebook software Gallery, the My Content area or it might be a graphic you imported using the Insert menu. Use the object drop-down menu to lock the object that will be labeled in place. This action ensures the object won't be accidentally moved during the lesson activity.

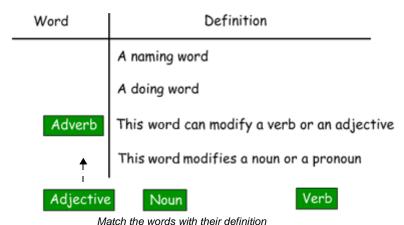
Next, make the labels for your diagram and line them up at the bottom of the Notebook page. Then you can ask members of the class to drag the labels to the appropriate area of the graphic.



Drag the labels to the appropriate part of the diagram

You may want to add a link to an object, such as the eyeball above, to another Notebook software page with an answer key. This page will help anyone you share the file with find the correct answers.

Drag and drop activities can also be used for text-based lessons. For example, you might drag events to specific dates on a timeline or define a series of words.



5

Infinite Cloner

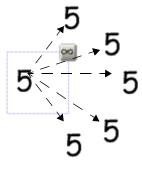
The Infinite Cloner allows you to reproduce an object an unlimited number of times, without having to select clone repeatedly from the drop-down menu. The Infinite Cloner also helps keep your Notebook file's size smaller than if you were to copy and paste the same information, making the file easier to share with your colleagues.

To set an object as an Infinite Cloner, complete the following steps:

1 Select an object

0

- 2 Press on the object drop-down menu
- 3 Select Infinite Cloner
- 4 Press on the object, then drag to create an identical object



Press and drag to create an identical object

Using the same object for multiple answers

One advantage of the Infinite Cloner feature is the ability to create a drag and drop activity without diluting the pool of available options each time a question is answered correctly.

$$2+3=5 10-5=5$$

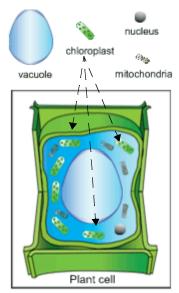
$$5\times 6=30 12+15=27$$

$$9/3=3 7\times 3=21$$

$$10 0 1 2 3 4 5 6 7 8 9 10$$

Set each number on the number line as an Infinite Cloner.

Use the same number multiple times to answer the questions.



Label graphics that need to use the same element more than once.

Keep information in context

Another benefit of the Infinite Cloner feature is that it makes it easy to keep information in context. This feature is especially useful for text-based lessons.

How many different words can you make from this word?

shakespeare

- 1. ape 5.
- 2. phase 6.
- 3. Shake 7.
- 4. Set each letter of a word as an Infinite Cloner. Drag the letter to a different

Set each letter of a word as an Infinite Cloner. Drag the letter to a different area of your page to create anagrams. The original word will remain in place. You may want to set a timer to make the lesson more challenging. An interactive timer is available from the Gallery Collections.

Using sound

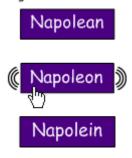
Notebook software makes it very easy to engage auditory learners by using sound within a lesson activity. It is also a good way to give students insight into a speaker's personality – listening to a historical speech, rather than reading, can be more engaging for students.

Search the Notebook software Gallery to help you find the sounds you need. Try keywords like *sound* or *phonics* to learn what content is already available. Attach an MP3 sound from your computer to an object by pressing the object drop-down menu and selecting **Sound**.

Sound as a reinforcement tool

One way to use sound is to give immediate feedback to students when they touch specific objects in Notebook software. Try recording applause to use for correct answers or the words *try again for* incorrect answers.

Which of these words is the correct spelling of the famous French leader? (Touching the correct answer will result in a sound.)



Capturing information

The Screen Capture Toolbar allows you to capture an image, such as a digital photo from the Internet, to a Notebook page. To access the Screen Capture Toolbar, press the **Capture** button (the camera icon) on the Notebook software toolbar. Always remember to respect copyright.

Button	How it's used
3	Press and drag to outline the rectangular area you want to capture. Release pressure after the area is selected.
18	Press in the window you want to capture. Release pressure after the desired window appears as a hatched area.
	Navigate to the screen you want to capture, and press the button to capture the entire screen.
	Press and drag to create a freehand shape around the area you want to capture. Release pressure after the area is selected.

Linking

You can link an object to a website, another Notebook page, a file on your computer or a file, such as a video clip or other multimedia element, residing in the Attachments tab.

Select **Link** from an object's drop-down menu, and choose the type of link you would like to add to your object from the Insert Link dialog box.

You will be given a choice to launch whatever is linked from the object via an icon on the bottom-left corner of the object or by pressing the object itself. When you make the entire object a link, it is not always clear to other teachers that a link exists. Ensure that it is obvious when an object is a link by using some type of instruction or using blue, underlined text if the text is link. You would choose to make the object a link, rather than using a corner icon, if the spacing of the objects on your page could cause issues of clarity or if touching specific objects is part of the learning objectives.

Link type	Use this to
Web Page	Link objects in a Notebook software lesson activity to a related Web page. A note stating the author and relevance of linked content gives insight to what your students can expect to see and increases the usefulness of the link for your peers who might be sharing your content.
Page in this File	Link to another page within your Notebook file. You might use this type of link when presenting a question. For example, you could ask a question, then ask a student to select from a set of objects representing potential answers. The object containing the correct answer could link to a reward screen. Objects containing incorrect answers could link to a page that encourages the students to try again.
File on this Computer	Link to a file stored on your computer that relates to your lesson or presentation. For example, you could link to a Microsoft Word or Excel file that contains information that qualifies a statement in your Notebook file.
Current Attachments	Link to a file you have stored in the Attachments tab. Some teachers store video files in the Attachments tab. By linking to these videos directly from an object on the Notebook page, you can seamlessly launch the related video without opening the Attachments tab or while presenting a lesson in full-screen mode.

Interactive and Multimedia Content

Video and Macromedia[®] Flash[®] content is easily accessible from the Notebook software gallery. Video content can be used to give students an impression of a historical event or to demonstrate how something moves, such as microscopic cells. Flash can be used when you want students to interact directly with a learning object and receive instant feedback.

When you are searching for content related to a specific topic, Flash and video Gallery items are always located under the gallery header Interactive and Multimedia.

There are hundreds of Flash and video Gallery items. To browse through the Interactive and Multimedia content available from the Notebook software gallery, type *video* or *Flash* in the Gallery

Tinteractive and Multimedia (2)

Dice - blue

Melanoma
(cancer cells i...

My Content

search field, and experiment with the Gallery items to learn how you can apply them to your lessons.

Potential pitfalls

Multimedia elements are a popular way to integrate content to your lesson activities that appeal to different learning styles. These tools are a good supplement to any lesson, but should be used with some restraint. Filling every page with animations, videos and sound can distract students from the learning objectives and direct their focus to the technology instead of to the content of your lesson.

Use and experiment with all the tools available to you, but make sure you know why you are using a specific tool – to meet a learning objective.

Get inspired

Sometimes the hardest part of creating a lesson activity is coming up with creative ideas. One place you can look for inspiration is SMART's education solutions website, an online community where educators can share resources and ideas with other educators worldwide.

Visit <u>www.education.smarttech.com</u> and select **Educator resources > Lesson activities** to browse Notebook software lesson activities created by teachers and organized by curriculum standards.





The Lesson Activity Toolkit

The Lesson Activity Toolkit is a Gallery collection of customizable tools and templates, including activities, games and graphics, that you can use to create professional-looking, interactive and engaging lessons. If the Lesson Activity Toolkit is already installed on your computer, you can access it in the Notebook software Gallery. You can also download the Lesson Activity Toolkit from www.education.smarttech.com/slat.

In the Gallery, select **Lesson Activity Toolkit** to see the contents of the toolkit. The contents of the Lesson Activity Toolkit are organized into subfolders – Activities, Games, Graphics, Help, Pages and Tools.



Activities

The Lesson Activity Toolkit contains templates for several activities that will keep your students involved and make learning fun. Nine types of customizable activities are included.

Activity	Description
Category sort	Organize keywords into two or three categories
Image match	Match up to five terms to their corresponding images or Gallery objects. To add an image to the activity, drag the image onto the work area and send it behind the activity by selecting Order > Send to Back from the object drop-down menu.
Keyword match	Match keywords to their definitions
Multiple choice	Create up to 10 multiple choice questions and specify the correct answers. During an activity, select an answer to see if it is correct, and receive an overall grade at the end of the question set.
Note reveal	Reveal five lines of text individually in your preferred order
Sentence arrange	Arrange up to eight sentences in the proper order. For example, to test understanding, students can organize the steps of an important process or a story line.
Tiles	Use between 8 and 35 tiles to hide and reveal an image, Gallery object or text. To add an image to the activity, drag the image onto the work area, and send it behind the activity by selecting Order > Send to Back from the object drop-down menu. You can also add text to the front of the tiles to create quiz games and puzzles.
Timeline reveal	Present dates in chronological order using a timeline and associated descriptions
Vortex sort	Sort items into two categories, receiving instant feedback with each attempt

For activity ideas, see the Examples folder in the Activities section of the Lesson Activity Toolkit.

To add an activity to your lesson, select a template and drag and drop the activity onto the work area. For best results, limit the number of individual Adobe[®] Flash[®] activities in your Notebook file to three or less. Each Adobe Flash activity template

has an **Edit** button that enables you to customize the activity and a **Help** button that displays detailed instructions for building and using the activity.

Press **Edit** to get started. Fill in the blanks and make any selections required to set up the activity. When editing the activity, you can add text by typing in the text fields, or by dragging and dropping text into a text field from the Notebook[™] page or another application such as word processing software or a webpage.

If you would like to ensure that others cannot edit your activity, check the **Password** box, and set a password. This action can prevent participants from accidentally accessing the edit area of the activity during class.

In class, you can lead the activity or have a student come up to the interactive whiteboard to manipulate the objects. Many of the activities include a **Check** button that will grade the activity, a **Reset** button that will clear the activity and a **Solve** button that displays the correct answers, enabling you to review the activity with the entire class.

If you prefer not to use Adobe Flash-based activities, some activities are also available in a Notebook page format. Adobe Flash activities are identified with a symbol, and Notebook pages are identified with a folded down top-right corner .

Games

The Games section of the Lesson Activity Toolkit provides game playing pieces such as cards, checkerboards and dominos. Adobe Flash tools are available to generate customized education games for your lessons, including crosswords, anagrams and word guessing games. For game ideas, see the Examples folder in the Games section of the Lesson Activity Toolkit.

Press the button on any Adobe Flash game for instructions on how to edit and use the game.



Game	Description
Anagram	Participants can rearrange letters to form a specific word. You can provide a clue, set a timer, adjust the speed of the game and include up to five anagrams in one game.
Checkers	Checkerboards, complete with playing pieces, are provided. Participants can move the pieces around on the board and group pieces together as required.
Chess	Chess boards, complete with playing pieces, are provided. Participants can move the pieces around on the board to play the game.
Crossword	Generate your own crossword puzzle by entering your Words and Clues into this tool. When completing the puzzle, participants can enter words using either the On-Screen Keyboard or a pen tool. A Solve button reveals the correct answers. This game is useful for introducing and reviewing vocabulary.
Deck of cards	Individual playing cards are available for use in a game or lesson activity



Dice	Interactive dice are available that you can roll with a single touch
Dominos	Individual dominos that you can use in a game or lesson activity are available in both black and white
Hot spots	Use one of the images that is provided, for example, the world map, a human body, a grid, a Venn diagram, or add your own image. Set hot spots and a question. Participants touch the area on the image to respond to the question. This activity can be scored. The game is good for reviewing how to label an object and geography. To add an image to the game, drag the image onto the work area and send it behind the game by selecting Order > Send to Back from the object drop-down menu.
Sudoku	Participants can complete a Sudoku puzzle, with three levels of difficulty on-screen using a pen tool or the On-Screen Keyboard. The Hint button adds a number to the puzzle, and the Solve button will show the answers. This game is a fun way to start a math class.
Word biz	Participants select letters, in the correct order, from a grid to answer a question you set in advance. This activity can be timed, and you can modify the speed. You can include up to eight words in one Word biz game, making this game a good choice for reviewing spelling and vocabulary words.
Word guess	Participants guess letters to form a pre-determined word. There are three game formats available to select from (soccer, basketball and tomato splat). You can include up to 10 words in one game, making this activity useful for review.

When editing a game, you can add text by typing in a text field, or by dragging and dropping text into a text field from the Notebook page or another application such as word processing software or a webpage. If you would like to ensure that others cannot edit your game, check the **Password** box, and set a password. This action can prevent participants from accidentally accessing the edit area of the activity during class.

For best results, limit the number of individual Adobe Flash games in your Notebook file to three or less. If you prefer not to use Adobe Flash-based games, some games are also available in a Notebook page format. Adobe Flash activities are identified with a symbol, and Notebook pages are identified with a folded down top-right corner.

Graphics

Icons and images from the Graphics folder will help you create sophisticated and engaging lessons. Title bars and pull tabs can be dragged directly onto the Notebook software page. You can add links to buttons and icons to make the lesson more interactive and engaging, and improve the flow. To add a link to an object, right-click on the object, and select **Link**. You can add a link to another file, a page within the current file, an Internet site or an attached file.













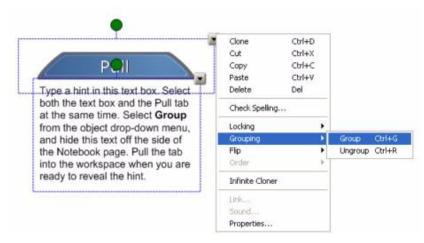






To modify the text included in a graphic, select the graphic, and select **Ungroup** from the graphic's drop-down menu. Once you have modified the text, select the graphic and the text at the same time, and select **Group** from an object drop-down menu to regroup the text and the image as one graphic object.

You can also use the grouping feature to group graphics with additional images and text. For example, group a pull tab with a hint to a puzzle. Then, move the pull tab to the edge of the Notebook page so that the text is hidden until you are ready to reveal it.



The Lesson Activity Toolkit provides all items in five colors, enabling you to coordinate with other objects on your Notebook page.

Help

The Help folder contains a link to the Lesson Activity Toolkit webpage, <u>www.education.smarttech.com/slat</u>, where you can find additional information and supporting materials for the toolkit.

Pages

Ready-made pages make it easy for you to add structure and style to your lessons. You can find templates for title pages and standard lesson activity pages – complete with title bars containing notes – in the Pages folder. To change the text on these pages, just highlight the existing text and start typing. The title pages include Teachers' notes and Lesson notes, useful tools for documenting learning objectives and lesson instructions. To create a professional looking lesson, consider selecting a colored template and using matching buttons and graphics from the Graphics folder.



Pages are available in both Adobe Flash and Notebook page format. Adobe Flash pages are identified with a **©** symbol, and Notebook pages are identified with a folded down top-right corner **\tau**.

Tools

The Tools folder includes several Adobe Flash tools that you can use to add interactivity to your lesson activities, including click and reveal tools, customizable keyword dice, random card, number and color generators, scrolling text bars and many more. Many of the tools are explained below, but be sure to browse through the folder to find tools that work for you, and creative ways to use them. The tools in the Examples folder may help you generate some ideas.



Quick Reference



When editing the Tools, you can add text by typing in a text field, or by dragging and dropping text into a text field from the Notebook page.

Tool	Use
Checker	This tool can be set to accept text from Notebook software or other applications such as word processing programs and webpages. Press the corner icon to change the text. Drag the text onto the tool and it will be absorbed by the tool. If the text matches, it will respond with <i>good job</i> .
Click and reveal	Press this tool to make an object transparent and reveal anything behind it. Press it again and it becomes opaque, hiding anything behind it. This tool is designed to be used to hide and reveal notes or images.
Dice – image or keyword	Create customized dice by adding your own keywords or images. Press the dice once to roll.
Information button	Click the arrows to open the edit mode and change the text and appearance. Use the tool to reveal notes when needed.
Pull tab	Hide an object off the side of the workspace to be revealed at your convenience. Drag an image into the box, then hide it off the side of the workspace. To change the tab label, and the position of the tab, press the >> icon in the top-left corner of the pull tab.
Question flipper	Use these tools to switch between a question and an answer
Random card, letter, domino and number generators	Press once on the object to generate a random card, letter or number. Press the arrow to add it to the work area or press the object again to generate another.
Random image or text tool	Add up to 50 images or text objects to be randomly selected when you press this tool. To add the image or text object to the page, press the arrow icon.
Voting tool	Use this tool to keep track of student votes, adding or subtracting from the total number with each touch
Word generator	Press the corner icon to set your keywords and choose the image. Press the image to reveal the keywords one at a time.

For best results, limit the number of individual Adobe Flash tools you use on a page to five or less using the default size of the tool.