SMART Board Tips for the Guest Teacher

* The SMART Board automatically turns on with the computer *
* Please don't use dry erase markers on the SMART Board - only the pens in the tray *
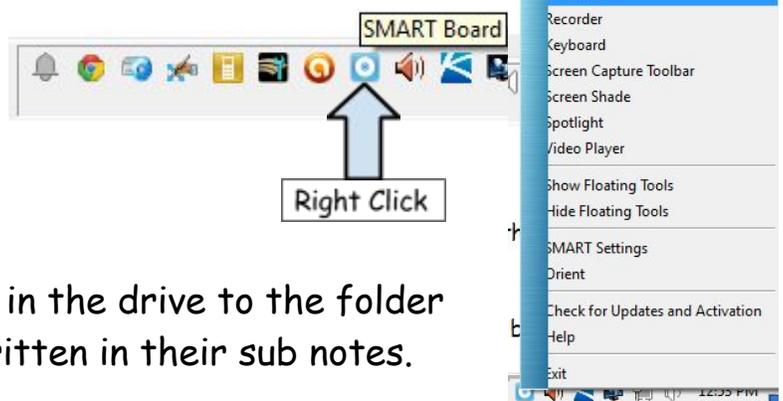
1. Turn the computer on and log in.

   Username: _____

   Password: _____

   My SMART Board expert is
   _____

2. Open Notebook by right-clicking on the icon in the bottom right corner of the screen.

   SMART Board

   Right Click

   Notebook
   Recorder
   Keyboard
   Screen Capture Toolbar
   Screen Shade
   Spotlight
   Video Player
   Show Floating Tools
   Hide Floating Tools
   SMART Settings
   Orient
   Check for Updates and Activation
   Help
   Exit

3. Go to File→Open, then browse in the drive to the folder or file that the teacher has written in their sub notes.

4. If a teacher wants more than one Notebook file opened at a time, go through the same opening process. You can access the two files from the bottom of the screen next to the Start button.

   Sample Notebook File - SMART Notebook
   Second Sample Notebook File - SMART Notebook
   Start
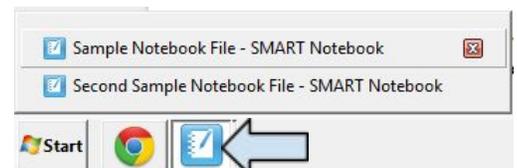
5. When finished with the file, if the teacher would like you to save what you/the class has done, click on File→Save (not Save As).

6. If the teacher does not want you to save, click on the X in the top right corner of the file. When a box appears saying, "Do you want to save the changes to…?", click on No.

   SMART Notebook
   Do you want to save the changes to Second Sample Notebook File?
   Yes   No   Cancel
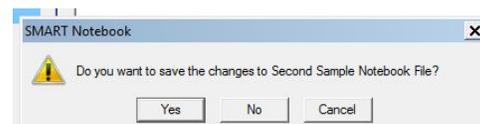
   Changes

7. When your file is open, here are some tips with labels on the picture below:
   a. To see all of the pages in the lesson, click on **Page Sorter**.
   b. Click on the active page (outside of the toolbar) to get rid of Page Sorter. If this does not disappear, click on the **auto-hide box**.
   c. To move to the next or the previous page in the lesson, click on the **blue arrows**. These arrows will also be in a **little box** that pops up when you change the file to full-screen.
   d. To change the file to full-screen, click on the **Full Screen icon** in the toolbar. It should be at the top of the screen, but may be at the bottom based on the teacher's preferences.
   e. To write on the SMART Board lesson, pick up a **pen** from the tray and write. Make contact with only the tip of the pen, and be sure to keep the side of your hand off of the board.
   f. To erase, put the marker back in the pen tray and then pick up **the eraser**. Use it to erase the desired writing.

Don't worry! If you get stuck, ask the students (they are pros!) or call the LMC for help!