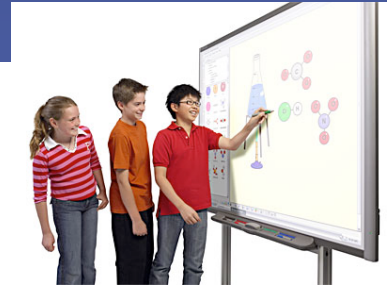


# Using the Smart Board in Your Classroom

Professional Development: Smart Board Basics and Beyond!



## Overall Unit Notes

Over 50% of our schools across the Diocese of Wheeling-Charleston have Smart Boards, interactive whiteboards, in every classroom. There is a continual need for professional development and education opportunities for teachers to learn more about Smart Boards and share ways they can be used in the classroom. With new teachers beginning each year and many teachers requesting “refresher” sessions, this unit is designed to be a resource to help learn/review the basics of using the Smart Board in the classroom.

The unit will include: an overview of the Smart Board, a review of the basic concepts of Smart Notebook program, as well as a wealth of resources and networks where learners can share ideas about how to effectively use the Smart Board in the classroom. The lessons will include some videos and tutorials as well as hands-on sessions that teachers will be able to complete in pairs or groups.

## 1. Unit Goals and Objectives

- To introduce/review Smart Board technology and the need for interactive technology in the classroom.
  - Learners will be able to identify the different parts of the Smart Board “unit”.
  - Learners will be able to share at least three reasons for effectively integrating interactive whiteboard technology into their classroom.
  - Learners will be able to share with others how the Smart Board would be best set up in their individual classroom.
- To introduce/review Smart Board Basics.
  - Learners will be able to describe the components of a Smart Board.
  - Learners will be able to calibrate the board.

- Learners will be able to open any program/file and use the pen functions to draw over or write on the program.
- Learners will be able to launch the Internet.
- Learners will be able to use their finger or the pens to navigate around the board as well as write on the board.
- To introduce/review Smart Notebook Program Basics.
  - Learners will be able to launch Smart Notebook Program.
  - Learners will be able to describe the icons and their functions in the program.
  - Learners will be able to:
    - Add new pages to a Smart Notebook file.
    - Add objects from the Gallery to a Smart Notebook page.
    - Work with objects in a Smart Notebook page- resize, flip, lock, and order.
    - Add links to objects in a Smart Notebook page (link to a website, link to open file, link to a sound file).
    - Insert an image onto a Smart Notebook page.
    - Use the Camera function to capture and add a picture from a program outside of Smart Notebook to a Smart Notebook page.
    - Save, Open and Print Smart Notebook Files.
- To offer time and resources to explore and develop ways to use the Smart Board in the classroom.
  - Learners will be able to share at least three ideas for how they will be able to use the Smart Board daily in their classroom.
  - Learners will be familiar with The Smart Exchange website and other resources that will be helpful to them when designing instruction for their classroom.

## **2. Specific ways to relate goal(s) to curriculum (team/department, system and state frameworks)**

Across the Diocese, there has been a focus on the integration of Smart Boards into the classroom as a tool for teaching and learning. Over the past three years, a main focus has been on professional development in the area of Smart Boards. This is not listed in our current Diocese of Wheeling Charleston Catholic Schools Technology Plan but will need to be a part of our new Technology Plan that is being developed.

There are many requests from schools for Smart Board in-services/workshops ranging from the basics, refresher courses, and advanced. This unit will be helpful to all schools across the Diocese and is designed to be used in schools when there is a need for a Smart Boards Basics in-service. This unit could be used with new learners or it could be used as a review at the beginning of the school year.

These goals are related to the National Technology Education standards that are listed below.  
<http://www.iste.org/standards/nets-for-learners/nets-for-learners-2008.aspx>

### **3. Design and Develop Digital-Age Learning Experiences and Assessments**

Learners design, develop, and evaluate authentic learning experiences and assessment incorporating contemporary tools and resources to maximize content learning in context and to develop the knowledge, skills, and attitudes identified in the NETS•S. Learners:

- a. design or adapt relevant learning experiences that incorporate digital tools and resources to promote student learning and creativity.
- b. develop technology-enriched learning environments that enable all students to pursue their individual curiosities and become active participants in setting their own educational goals, managing their own learning, and assessing their own progress.
- c. customize and personalize learning activities to address students' diverse learning styles, working strategies, and abilities using digital tools and resources.
- d. provide students with multiple and varied formative and summative assessments aligned with content and technology standards and use resulting data to inform learning and teaching.

### **3. Model Digital-Age Work and Learning**

Learners exhibit knowledge, skills, and work processes representative of an innovative professional in a global and digital society. Learners:

- a. demonstrate fluency in technology systems and the transfer of current knowledge to new technologies and situations.
- b. collaborate with students, peers, parents, and community members using digital tools and resources to support student success and innovation.
- c. communicate relevant information and ideas effectively to students, parents, and peers using a variety of digital-age media and formats.
- d. model and facilitate effective use of current and emerging digital tools to locate, analyze, evaluate, and use information resources to support research and learning.

### **3. Characteristics of the Learners**

This unit is designed for any K-12 teacher who is learning the basics or would like a review of using the Smart Board in the classroom. The teachers may or may not be familiar with the Smart Notebook Software Program. Users will have varying degrees of computer skills and comfort level with technology. Because of the users' varying degrees of experience in the area of technology, the unit needs to be designed to be very clear and easy to understand for everyone regardless of experience with Smart Boards and the associated software.

#### **4. Learners' Present Level of Performance and Knowledge**

Learners should have a basic understanding of computers including: how to operate a mouse, navigating the internet, and how to open and operate basic computer programs. In order to complete all of the activities in the unit, it will be helpful if the learners are very comfortable with navigating the Internet , exploring website links, having multiple tabs or windows open at a time, watching online videos, and “toggling” between different programs.

There are no prerequisites skills regarding the Smart Board since this is designed to be an introduction to using the Smart Board in the classroom.

#### **5. Classroom Layout and grouping of Learners**

Learning will take place in a classroom with a Smart Board/projector/computer set up. The room should have the Smart Board set up in the front of the room. Ideally the projector should be mounted from the ceiling or mounted from the wall (short throw projector).

The learners should be grouped in pairs or groups of three. Each pair or group of three should have their own Smart Board. It would be helpful for each teacher to have a laptop or other mobile device to watch the tutorials and explore website links individually. For the activities, the group will be working on the Smart Board.

This unit is designed as a professional development opportunity that teachers can complete on their own or as a group. If this unit is used with a group, it would be helpful to have a leader who would walk through each lesson in a classroom or lab setting. During the hands-on portion of each lesson, teachers should be divided into groups of two or three and complete the activities in a classroom with a Smart Board.

#### **6. Introductory procedures**

The unit will be introduced by sharing a few videos that demonstrate the importance of an interactive classroom (classroom of today) vs. a traditional classroom (classroom of yesterday). Below are two samples of videos that could be used as a part of the introduction.

A Vision of Students Today

<http://www.youtube.com/watch?v=A-ZVCjfWf8>

Classroom of the Future

[http://www.youtube.com/watch?v=S\\_mSowEJHF4](http://www.youtube.com/watch?v=S_mSowEJHF4)

What is a Smart Board?

<http://www.youtube.com/watch?v=0U05WeXPgIk&feature=youtu.be>

After the video/s, a discussion will be lead to share ideas /reactions about the topic. Learners should also share how they feel the interactive whiteboard fits into an interactive classroom.

Following the discussion an introduction of the Smart Board will be given as the “replacement” for the chalkboard. The basic components of the Smart Board set up will be reviewed. Board replaces the board; Pens (or your finger) replaces the chalk and the Eraser is the eraser.

The idea that the Smart Board is really a large touch screen monitor will be shared.

## 7. **Materials and Media**

- Videos/Tutorials

Smart Tech Tutorials- These tutorials and other resources will be part of the lessons to help teach main concepts.

<http://www.smarttech.com/us/Resources/Training/Training+Search?Products=SMART%20Board%20interactive%20whiteboard&Audience=All%20audiences&Budget=All%20budgets&Training%20Type=Free%20Resources>

Other helpful-Training Tutorials

Smart Boards- Why are they so easy to use?

<http://youtu.be/0U05WeXPglk>

Cleaning Your Smart Board

<http://www.youtube.com/watch?v=whmfvpQ-vyY>

The Magical Classroom

<http://www.youtube.com/watch?v=dLdHbtuClY&NR=1>

- Portaportal Resource Pages: These pages will be used in the unit to provide a place to explore resources and links for learners.
  - Elem: <http://guest.portaportal.com/smartboardselem>
  - High School: <http://guest.portaportal.com/smartboardshigh>
- Smart Exchange Website- This website will be highlighted as part of a lesson to show examples of already designed Smart Notebook files. <http://exchange.smarttech.com/>
- Google Docs
  - Design a Google Doc (will be found on the port portal) where learners will share their ideas for using the Smart Board in their classroom.
  - Design Self-Assessments using Google Spreadsheets

## 8. Visuals

### #1: Replacing the Chalkboard

This visual would share the idea that the SMART Board/projector has replaced the Chalkboard. In addition, the overhead projector is being replaced by the document camera. This visual would include a picture of a chalkboard and a SMART Board.

- Unit Objective addressed: To introduce/review Smart Board technology and the need for interactive technology in the classroom.

### #2 Smart Board Components

This visual will show that the Smart Board has three main components: a computer with the software, a projector and a Smart Board. This will help learners understand the idea that the Smart Board is part of a whole unit that consists of at least three parts. This visual will include pictures of the three components.

- Unit Objective addressed: To introduce/review Smart Board Basics.
  - Learners will be able to identify the different parts of the Smart Board “unit”.

### #3 Your Finger as the Mouse – Finger=Mouse

This visual will depict a basic concept of the Smart Board- that your finger becomes the mouse when operating the Smart Board. When a user touches the board, their finger is the mouse unless you tell the board otherwise. For example, you pick up the pen...then your finger is the pen. This visual may include a picture of a computer mouse (or a picture of mouse) with a big equal sign and a picture of a pointing finger.

- Unit Objective addressed: To introduce/review Smart Board Basics.
  - Learners will be able to use their finger or the pens to navigate around the board as well as write on the board.

### #4: Interactive Classroom Diagram

This diagram will be a sample of a classroom set up and where you should place your Smart Board in a classroom. The Board should be front and center to all instruction. The visual will include basic pictures of classroom items (teacher desk, student desks, Smart Board, work areas, current bulletin boards, etc.) placed around the classroom in a diagram format.

- Unit Objective addressed: To introduce/review Smart Board Basics.
  - Learners will be able to share with others how the Smart Board would be best set up in their classroom.

### #6: Smart Notebook Program Visual

The purpose of this visual will be to show a screenshot of the Smart Notebook Program main screen and point out important parts to the main screen. This will be an important visual to concentrate on the main functions of the program that will be important to the learners when using the Smart Board in the

classroom. The visual would include a screen shot with some of the icons enlarged and highlighted to stand out as a focus.

- Objective addressed: To introduce/review Smart Notebook Program Basics.
  - Learners will be able to describe the icons and their functions in the program.

#### #7: Important Icons: Smart Notebook

The purpose of this visual will be to share important (and typically) most used icons by learners. Each icon will be labeled and have a short description about what function the icon is within the program.

- Objective addressed: To introduce/review Smart Notebook Program Basics.
  - Learners will be able to describe the icons and their functions in the program.

#### #8 Camera Tool Visual

The purpose of this visual would be show the great flexibility of using the camera function to take pictures of literally everything that you can bring up on your computer and dropping the picture into Smart Notebook. The main concept of this visual is to help depict the idea that you can take a picture of literally anything you can bring up on your computer and take a picture of it and use it in a Smart Notebook file.

- Objective addressed: To introduce/review Smart Notebook Program Basics.
  - Learners will be able to:
    - Use the Camera function to capture and add a picture from a program outside of Smart Notebook.

#### #9: Smart Board "Wordle"

The purpose of this visual would be to share words/thoughts that describe using the Smart Board in the classroom. This will serve as a sample of one of the activities which will be to use wordle.net and design a Wordle to share with their students about their ideas regarding the Smart Board and teaching/learning. This visual would contain words in different colors and styles that describe using the Smart Board in the classroom. Words could include: interactive, fun, resourceful, students.

- Objective addressed: To introduce/review Smart Board technology and the need for interactive technology in the classroom.
  - Learners will be able to share at least three reasons for effectively integrating interactive whiteboard technology into their classroom.

#### #10 Images for Activities

The purpose of these images are to direct the learner to begin a certain activity. In each lesson, the learner will be asked to watch videos, read materials, and participate in hands-on activities. These images do not address a specific objective but help the learner prepare to complete the necessary activities listed in each lesson.

## 9. Assessment and evaluation of learner understanding

Skills Self-Assessment: Google Survey will be used to design a skills assessment. This will be a self-assessment of all of the different skills will be taken at the end of each lesson and cover each skill covered in the objectives for that lesson.

## 10. Assessments and Goal Alignment

- Self- Assessment will show which skills the learners have mastered at the end of each lesson. This assessment aligns with each objective listed above that involves a technology skill.

By using a self-assessment at the end of each lesson, the learners will have immediate feedback about how many objectives they have met as a result of the lesson.

- The creation of the Wordle will show that the learners have reflected about how the technology of interactive whiteboards fits into their classroom. The assessment will be a rubric. This assessment aligns specifically with the following goal: To introduce/review Smart Board technology and the need for interactive technology in the classroom. Through this assessment, learners will show an understanding of some positive consequences for incorporating the Smart Board into their classroom.

## References

Lohr, L. (2008). *Creating graphics for learning and performance: lessons in visual literacy* (2nd ed.). Upper Saddle River N.J., Pearson/Merrill/Prentice Hall.

Williams, R., & Tollett, J. (2006). *The non-designer's web book* (3rd ed.). Berkeley, California: Peachpit Press.