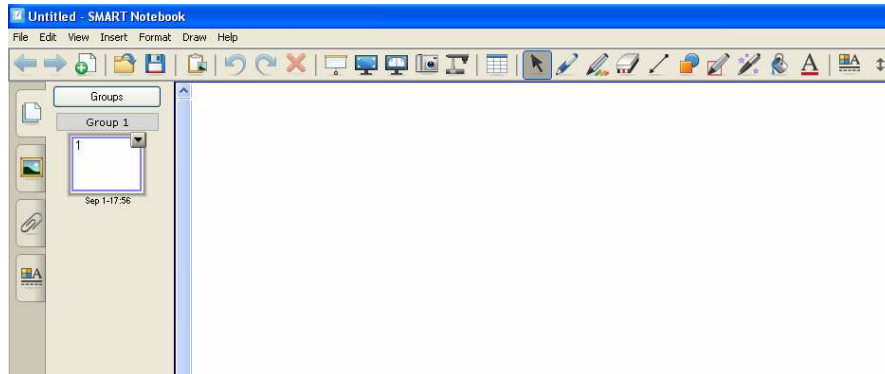


## PART 2 – “GETTING TO KNOW THE INTERACTIVE WHITEBOARD”

To get started firstly open up SMART notebook by clicking on the SMART notebook icon on the desktop.



This will then open up a blank notebook for you which looks like this:



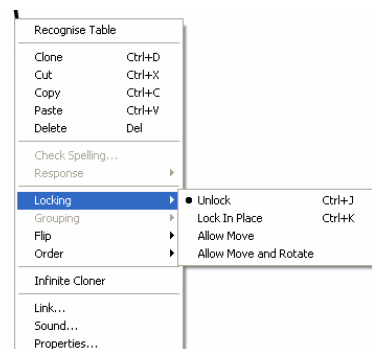
As you work through the tasks below and then start experimenting for yourself, to add a new clean page, simply click on the add a page button on the toolbar.



### **TASK 1 - CREATING A SIMPLE DRAG AND DROP ACTIVITY**

As shown in the session now try and create a simple labelling activity – choosing a diagram or picture and adding labels which students will then have to move around into the correct position.

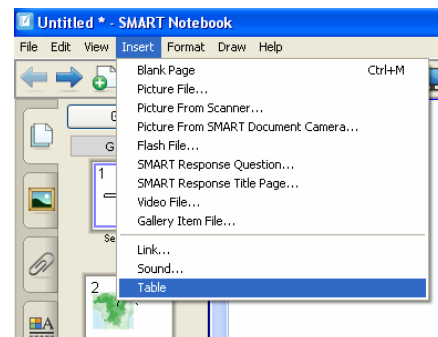
1. Insert your picture or diagram (a selection have been put under Projects\_AST\_Interactive\WhiteboardTraining) – to insert a picture you simply click on **Insert** along the top and then **Insert Picture** (and browse) or you could copy and paste one from the web.
2. Now click on the screen and type a label – now click off and type another label – each time you finish a word or phrase and click off it will become a moveable object
3. You now need to add some arrows to your diagram so students know what they need to label. To do this simply click on the arrow button on the toolbar and then click, drag to size and click again to finish where you want your arrow to appear. You can create as many of these as you like. (once you have finished adding your arrows you must click the select button to continue editing)
4. You now need to lock your arrows and picture into place so that they can't be moved accidentally by the students. To do this click on an object you want to lock down, right click on it and select 'Locking' and then 'Lock in Place'. Repeat this with other objects you do not want students to be able to move.
5. You have now created your drag drop exercise and the labels can be moved by students to the correct feature of the diagram / picture.



## TASK 2 – CREATING SIMPLE REVEAL ACTIVITIES

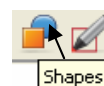
### (i) Using Table Cell Screen Shades

1. Firstly create a copy of the drag and drop activity you have just created by right clicking on the thumbnail image of the page on the left of the screen and selecting **Clone Page**.
2. Now working on your cloned page next to each arrow you need to create a table cell. To do this go to **Insert** and then select **Table**. By highlighting the squares chose a 1x1 table.
3. You now need to re-size this and position it next to an arrow. To do this, however over the side of the table box until the double arrow appears – click and drag to resize the box.
4. Make sure your box is in position – to move it simply select it until it is shaded and when you hover over it a 4 pronged arrow appears – click hold and drag into position.
5. Now drag the correct label into the box (if you have deleted the labels – simply retype them as individual labels and then drag into the box)
6. You now want to hide the label by right clicking on the box and selecting **Add Cell Shade**.
7. Repeat for your other labels and your click and reveal exercise is now ready – for the answers to show simply click on the hidden label and it will appear.



### (ii) By Changing Text Colour

1. Add a new page
2. Click on the draw a shape button on the toolbar and using the box tool, draw a box to take up one half of your page.
3. Click on the Select button to deselect the shape tool – then right click on your box and select **Properties** – select a dark colour from the palette on the side.
4. Now on the blank part of your page – write a question and either by the side of it or below it, the answer.
5. Now double click to select what you have written and highlight the answer – then change the text colour to white.
6. Click off and the answer will disappear against the white background.
7. To make the answer appear simply drag the question over to the coloured box you created earlier and the answer which is in white will now be revealed!

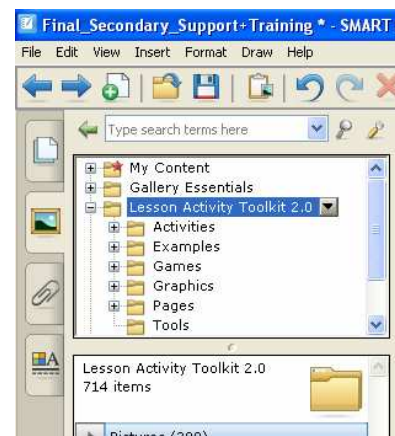


### TASK 3 – EXPERIMENTING!!! – BE BRAVE!

Ok – now time to experiment a little based on what you have seen this morning and try some things out – there are a few possible suggestions here but it is up to you what you want to do!

#### Possible Suggestions:

1. Have a go at using the magic pen (instructions in your Beginners Guide booklet)
2. Try capturing something from a web page or another application using the Capture Tool (again instructions in Beginners Guide)
3. Explore the Lesson Activity Toolkit – click on the Gallery Tab and then select “Lesson Activity Toolkit 2.0” – you can search or simply click on the folders – try inserting either an activity or game and then editing it.
4. Explore the Gallery and drag and drop images into a notebook page – add some text to improve the presentation.
5. Try adding an animation, music or video to your notebook – you can access animations, music and video files from the same Projects folder as before. To Insert them simply click Insert on the toolbar and then select as relevant: Music comes under Sound, Animation is a flash file and Video will be Flash Video File. (We will explore this a little more in the 3<sup>rd</sup> session).



ICT ACROSS THE CURRICULUM



Using New Technologies in the Classroom

Rob Chambers – Sept 2009

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