

**Tantasqua/Union 61 School Districts**  
**Professional Development**

**Title:**

SmartBoard Basics

**Grade Levels:**

K-12 teachers of all disciplines who use a SmartBoard

**Number of Participants:**

15

**Professional Development Points:**

15 professional development points

**Contact Hours:**

Six 2 hour sessions of direct instruction and three 1 hour sessions of supported/independent creative work time

**Time and Dates:**

3:30 p.m. -5:30 p.m. on 10/25/11, 11/1/11, 11/08/11, 11/15/11, 11/22/11 and 11/29/11  
5:30 p.m. -6:30 p.m. on 11/08/11, 11/15/11 and 11/22/11

**Location:**

Brimfield Elementary School's computer lab

**Goals/ Objectives:**

Participants will be able to use and manipulate the SmartBoard Notebook software that is provided for them on their computers.

Participants will be able to create SmartBoard Notebook templates and files for use in everyday instruction within their classroom.

Participants will be able to search online and locate applicable lessons to use on their SmartBoard.

**Professional Development Need:**

To continue to implement technology into the classroom that will enrich the academic experiences of our students.

- a. Collaboration and sharing of Smart Board lessons across and within grade levels.
- b. Collaboration and ongoing training to research, gather data and create lessons to support the curriculum.
- c. Attend Smart Board Trainings to deepen understanding.

**Timeline:****Session 1: Getting started:**

Smart Pen tray, Finger = mouse, on screen keyboard, right click menu, Orientation of screen

**Session 2: Basics of Notebook Software:**

Menu Bar, toolbar, side tabs, page sorting, gallery tabs, attachments, sharing, properties tab.

**Session 3: Objects in Notebook:**

Handwriting recognition, shape recognition, typed text, drawing tools, inserting images.

**Session 4: Creating interactive Lessons:**

Design basics, adding interactivity, reveals, identify and labeling, drag and drop, infinite cloner, magic pen.

**Session 5: Lesson design & Resources:**

Targeting age/ability to Smartboard technology, student participation, clear content, special needs.

**Session 6: Formal Lessons**

Presentation of lessons created by participants. Enjoy the fruits of each others labor during the course. Identifying tricks and points made throughout the course in each lesson.

**Product:**

Participants will develop, utilize, reflect upon, and share lessons created using the SmartBoard Notebook software

**Description:**

This institute will introduce you to all of the SmartBoard components. You will learn how to use SmartBoard tools to quickly access functions that help you operate the interactive whiteboard more efficiently, and how to use Notebook software to create presentation that's enriched with graphic detail. By the end of the institute, you'll be comfortable with the SmartBoard interactive whiteboard and Notebook software, and know how to use them in your classroom.

**Evaluation:**

Each participant is required to create 2 lessons using the Notebook software that can be used in their classroom.