



Quick Start Guide: SMART Boards

GETTING STARTED WITH UMW SMARTBOARDS

Most classrooms at UMW are equipped with SMART Board. Knowing the basics of using them can be an important part of teaching.

Turning on the SMART Board

In general, you will find the controls for the UMW SMART Boards in one of three places. Look either on the front left or right of the SMART Board or on the right side of the screen. These controls will also switch inputs to the SMART Board and volume adjustments.



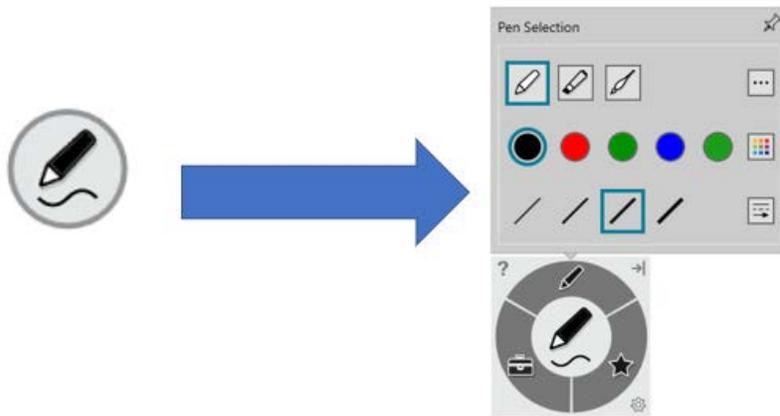
Adjusting the Height

Freestanding SMART Boards can be adjusted for height. Look for a lever in the front center or on the side of the board.



Operating the Board

SMART Boards will respond to your touch as well as the SMART Pens. To access the pen controls, look for the pen icon. Tapping on the icon will open the menu that will allow you to change pen color and type as well as a toolbox of other options. Simply tap on options you wish.



A Special Note about Pens

Be aware that some boards come equipped with simple gray pens, which default to black color. Other boards are equipped with red and black pens, which each default to writing in their respective colors.



Software

Any software can be displayed on the SMART Board; it's simply a touch-activated computer monitor. Tapping on the SMART Board with the pen or your fingers facilitates navigation.

The main "whiteboard" software is SMART Notebook. Log into the SMART Notes software with your UMW email address and password. SMART Notebook has many more formatting and highlighting options available than just the normal SMART Pen functions. You can also easily save the work and send it to yourself.

If you are working with a PowerPoint slide deck, the SMART Board may prompt you to use the mark-up tools available on the Draw ribbon within PowerPoint.

Editing Annotations

When working with SMART Notebook, tapping an object will select it, which allows it to be moved with your finger or pen. A dropdown menu in the upper-right of a selected object will allow you to delete it. Look for the eraser function in the main menu.

In Microsoft products, use the Select function on the Draw ribbon to move objects. To delete an object, you will need to first select from the Draw ribbon then use Cut from the Home ribbon.