### Overview & Purpose

Teachers who have categorized themselves at the “Intermediate” level proficiency with SMART Board and SMART Notebook software based on a previous survey will learn four functions available with SMART Notebook: Locking, Screen Shade, Instant Checker, and Pull Tab. Teachers will have the opportunity to practice these functions using the SMART Notebook software at their own computers in a computer lab during the presentation in order to gain proficiency using these functions so that they may be able to incorporate SMART Notebook into instruction.

### Education Standards Addressed

**I.S.T.E. Standards: Teacher**

2. Design and develop digital age learning experiences and assessments  
3. Model digital age work and learning  
5. Engage in professional growth and leadership

### Objectives

Using SMART Notebook, teachers will be able to…

- gain proficiency using the “Locking” function into instruction in order to create more organized slides  
- gain proficiency using the “Screen Shade” function into instruction in order to cover and reveal content on a slide as needed throughout a lesson  
- gain proficiency using the “Instant Checker” function into instruction in order to allow students instant feedback through interaction  
- gain proficiency using the “Pull Tab” function into instruction in order to hide and reveal content on a slide as needed throughout a lesson

### Information/Content to be covered

SMART Notebook functions:

1) *Locking* – lock an object/text in place so that editing is disabled and movement is restricted based on preference settings  
2) *Screen Shade* – cover and reveal content on a slide as needed throughout a lesson  
3) *Instant Checker* - allow students instant feedback through interaction  
4) *Pull Tab* - hide and reveal content on a slide as needed throughout a lesson
### Introductory Activity and Procedures

*Previous to Lesson/Meeting:*
- Teachers will be surveyed so that they may rate themselves according to their proficiency level with SMART Board and SMART Notebook software. Professional Development groups and lessons will be differentiated based on the results of the survey. The “Beginner” group will focus on learning the basics of operating a SMART Board and navigating SMART Notebook (*see* _smart_teacher lesson plan_), “Intermediate” will learn the four functions presented in this lesson, and “Advanced” will focus on additional functions, such as Magnifying Glass and Page Recorder, as well as utilizing SMART Exchange.

*To Start Lesson/Meeting: (5 minutes)*
- Teachers will individually log on to computers within one of the school’s computer labs and open up a blank SMART Notebook page in order to practice the functions learned throughout the lesson.
- Instructor will pass out handouts displaying all slides of the SMART Notebook presentation to be used for Teachers to take notes for future reference.

### Developmental Activity and Procedures

<table>
<thead>
<tr>
<th>1st</th>
<th>Direct Instruction &amp; Guided Practice: <em>Locking</em> (3 minutes)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>- Instructor will use SMART Notebook presentation projected on SMART Board to go through the steps of “Locking” and “Unlocking”</td>
</tr>
<tr>
<td></td>
<td>- Instructor will ask for 1 volunteer to practice “Locking” and “Unlocking” the object on the SMART Board</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd</th>
<th>Independent Practice: <em>Locking</em> (3 minutes)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>- Instructor will facilitate independent practice as teachers use SMART Notebook at their own computers to practice “Locking” and “Unlocking” and object/text</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3rd</th>
<th>Direct Instruction &amp; Guided Practice: <em>Screen Shade</em> (3 minutes)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>- Instructor will use SMART Notebook presentation projected on SMART Board to go through the steps of using “Screen Shade”</td>
</tr>
<tr>
<td></td>
<td>- Instructor will ask for 1 volunteer to practice using “Screen Shade” on the SMART Board</td>
</tr>
</tbody>
</table>

*Continued*...
4th – Independent Practice: *Screen Shade* (3 minutes)
- Instructor will facilitate independent practice as teachers use SMART Notebook at their own computers to practice using “Screen Shade”

5th – Direct Instruction & Guided Practice: *Instant Checker* (5 minutes)
- Instructor will use SMART Notebook presentation projected on SMART Board to go through the steps of creating and using “Instant Checker”
- Instructor will ask for 1 volunteer to practice creating an “Instant Checker” on the SMART Board
- Instructor will ask for 1 volunteer to practice using “Instant Checker” on the SMART Board

6th - Independent Practice: *Instant Checker* (5 minutes)
- Instructor will facilitate independent practice as teachers use SMART Notebook at their own computers to practice creating and using an “Instant Checker”

7th – Direct Instruction & Guided Practice: *Pull Tab* (5 minutes)
- Instructor will use SMART Notebook presentation projected on SMART Board to go through the steps of creating and using “Pull Tab”
- Instructor will ask for 1 volunteer to practice create and use a “Pull Tab” on the SMART Board

8th- Independent Practice: *Pull Tab* (5 minutes)
- Instructor will facilitate independent practice as teachers use SMART Notebook at their own computers to practice creating and using a “Pull Tab”
<table>
<thead>
<tr>
<th>Concluding Activity</th>
<th>Google Drive Form (3 minutes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Teachers are asked to log on to their Google Drive accounts where they will not only find the presentation from the lesson shared with them, but also a link to a “Form” survey in order for them to provide their feedback from the lesson.</td>
<td></td>
</tr>
<tr>
<td>- The “Form” will ask the teachers to enter 1 thing they found most useful, 1 thing they found least useful, and 1 thing they need more help with.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Plans for students with diverse needs</th>
<th>Group/Content Differentiation</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Survey teachers based on ability level in order to determine grouping and content covered in professional development lesson</td>
<td></td>
</tr>
</tbody>
</table>

**Individualized Pacing & Feedback**

- Teachers will have access to own computer during the lesson in order to practice skills learned so that they may ask specific questions and the teacher may give individualized, immediate feedback
<table>
<thead>
<tr>
<th>Alternative activities</th>
<th>None, the lesson is based upon the use of SMART Notebook. Therefore if the SMART Notebook technology fails, the meeting would need to be rescheduled in order to best serve the professional development purpose.</th>
</tr>
</thead>
</table>
| Evaluation/Verification | • **Objective 1**: Teachers will gain proficiency in using the “Locking” function of SMART Notebook  
  ○ **Corresponding Activity**: Independent Practice #2  
  • **Objective 2**: Teachers will gain proficiency in using the “Screen Shade” function of SMART Notebook  
  ○ **Corresponding Activity**: Independent Practice #4  
  • **Objective 3**: Teachers will gain proficiency in using the “Instant Checker” function of SMART Notebook  
  ○ **Corresponding Activity**: Independent Practice #6  
  • **Objective 4**: Teacher will gain proficiency in using the “Pull Tab” function of SMART Notebook  
  ○ **Corresponding Activity**: Independent Practice #8 |
| Include links to the objectives |  |
| Instructor Needs... | SMART Board (or interactive projector)  
  Computer with SMART Notebook installed  
  Handouts of Presentation for Teacher notes  
  Internet Access  
  Google Drive |
| Teachers Need... | Computer with SMART Notebook installed  
  Writing Utensil and Paper to take notes if needed  
  Internet Access  
  Google Drive Log-in Information |
| Other Resources | N/A |