### Overview & Purpose

Teachers who have categorized themselves at the “Beginner” level proficiency with SMART Board and SMART Notebook software based on a previous survey will learn the basic operations and functions of using SMART Board and SMART Notebook. Teachers will have the opportunity to practice these functions using the SMART Notebook software at the SMART Board during the presentation in order to gain proficiency using these functions so that they may be able to incorporate this technology 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 Board teachers will be able to…

- Turn “ON” the SMART Board and projector
- Identify parts of SMART Board hardware
- Orient the SMART Board
- Manipulate the SMART Board using touch, pen, and eraser
- Gain proficiency in the basic toolbar functions of SMART Notebook

### Information/Content to be covered

SMART Board functions:

1. **Power “ON”** – Turn the SMART Board and projector “ON” using the remote
2. **Orientation** – Calibrate the touch sensor of the SMART Board screen
3. **Manipulation** – Interact with SMART Board using touch, pen, and eraser
4. **Toolbars** – Use basic functions of SMART Notebook through the toolbars
### 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 SMART Notebook as presented in this lesson, the “Intermediate” group will explore functions useful for integrating SMART Notebook into instruction (see notebook_teacher lesson plan), and the “Advanced” group will focus on additional functions, such as Magnifying Glass and Page Recorder, as well as utilizing SMART Exchange.

**To Start Lesson/Meeting:** (2 minutes)
- 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>1&lt;sup&gt;st&lt;/sup&gt; - Direct Instruction: Power “ON” (3 minutes)</th>
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<tbody>
<tr>
<td>- Instructor will use SMART Notebook presentation projected on SMART Board to go through the steps of turning the system “ON”</td>
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<tr>
<th>2&lt;sup&gt;nd&lt;/sup&gt;- Guided Practice (3 minutes)</th>
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<tbody>
<tr>
<td>- Instructor will ask for 6 volunteers (1 per question) to use Instant Checker function to label parts of the SMART Board hardware</td>
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<tr>
<td>- Students will learn the parts of the SMART Board through instant feedback provided by the Instant Checker</td>
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<tr>
<th>3&lt;sup&gt;rd&lt;/sup&gt; - Direct Instruction &amp; Guided Practice: Orientation (5 minutes)</th>
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<tbody>
<tr>
<td>- Instructor will use SMART Notebook presentation projected on SMART Board to go through the steps of “Orientation”</td>
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<tr>
<td>- Instructor will ask for 1 volunteer to practice “Orienting” the SMART Board screen</td>
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<tr>
<th>4&lt;sup&gt;th&lt;/sup&gt; - Direct Instruction &amp; Guided Practice: Manipulation (3 minutes)</th>
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<tr>
<td>- Instructor will use SMART Notebook presentation projected on SMART Board to go through the steps of “Writing &amp; Erasing”</td>
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</table>
- Instructor will ask for 1 volunteer to practice “Manipulating” the SMART Board screen

5<sup>th</sup> – Guided Practice: Aware Toolbar (4 minutes)
- Instructor will ask for 3 volunteers (1 per question) to use Instant Checker function to label parts of the Aware Toolbar
- Students will learn the parts of the Aware Toolbar through instant feedback provided by the Instant Checker
- Instructor will direct instruction regarding the use of “capture to notebook” for saving files

6<sup>th</sup> – Direct Instruction & Guided Practice: Notebook Toolbar (5 minutes)
- Instructor will use SMART Notebook presentation projected on SMART Board to go through the various purposes of the tools
- Instructor will ask for 5 volunteers to perform the given tasks using those tools on the SMART Board

Concluding Activity
- Google Drive Form (5 minutes)
  - 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.
  - 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.

Plans for students with diverse needs
- Group/Content Differentiation
  - Survey teachers based on ability level in order to determine grouping and content covered in the professional development lesson
### Alternative activities
None, the lesson is based upon the use of SMART Board and SMART Notebook. Therefore if the SMART technology fails, the meeting would need to be rescheduled in order to best serve the professional development purpose.

### Evaluation/Verification

<table>
<thead>
<tr>
<th>Objective 1: Turn “ON” the SMART Board and projector</th>
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<tr>
<td><strong>Corresponding Activity</strong>: Check for understanding, Direct Instruction #1</td>
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<tr>
<th>Objective 2: Identify parts of SMART Board hardware</th>
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<tr>
<td><strong>Corresponding Activity</strong>: Instant Checker Guided Practice #2</td>
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<tr>
<th>Objective 3: Orient the SMART Board</th>
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<tr>
<td><strong>Corresponding Activity</strong>: Guided Practice #3</td>
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<tr>
<th>Objective 4: Manipulate the SMART Board using touch, pen, and eraser</th>
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<tr>
<td><strong>Corresponding Activity</strong>: Guided Practice #4</td>
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<tr>
<th>Objective 5: Gain proficiency in the basic toolbar functions of SMART Notebook</th>
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<tr>
<td><strong>Corresponding Activity</strong>: Guided Practice #5 &amp; #6</td>
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### Materials Needed

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<tr>
<th>Instructor Needs...</th>
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<tbody>
<tr>
<td>SMART Board</td>
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<tr>
<td>SMART Notebook</td>
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<tr>
<td>Computer</td>
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<td>Handouts of Presentation for Teachers</td>
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<th>Teachers Need...</th>
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<tr>
<td>Writing Utensil (optional)</td>
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### Other Resources

<table>
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<tr>
<th>Internet access</th>
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<td>Google Drive – for teacher feedback “Form”</td>
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