# UNIVERSITY OF HARTFORD

## FACULTY CENTER FOR LEARNING DEVELOPMENT

## Using SMART Boards

A SMART board works with a computer, projector, digital pens, and software called Notebook. The computer screen is displayed on the SMART Board, where the board's surface allows you to control the computer with your finger and/or annotate using a digital pen. This guide provides basic instructions for using a SMART Board but expect some slight variations classroom to classroom.

### Getting Started Using the SMART Board

You may find most items already on. If you plan to use the touch screen on the SMART Board, walk over to the SMART Board and select the power button to turn it on. In some rooms, you <u>must</u> turn it on before turning on the computer.



**Power and Calibration buttons on the SMARTBoard Tray**

- Turn on the computer located under the podium if there is one. The PC might take a moment or two to finish starting up. *NOTE: <u>Never move a podium</u> as this can disconnect or loosen the wiring inside.*

- Turn monitor on.

- Turn on the projector by pushing the Display **On** button on the console for a full one second. Please note that this may take a few moments for the projector to power up. WAIT before pressing on again. A blue light in the projector means it is warming up.

- Press the **PC** button (see image below) to send the computer display to the projector.



**Display Power (Projector) & PC Buttons on the Console**

### Working with the Digital Pens

You can write on the board using the digital pens. Digital pens work best when you write at a moderate speed with slight pressure. Give yourself time to adjust to them.

The digital pens are kept in the tray.    Pick up the pen and begin writing.
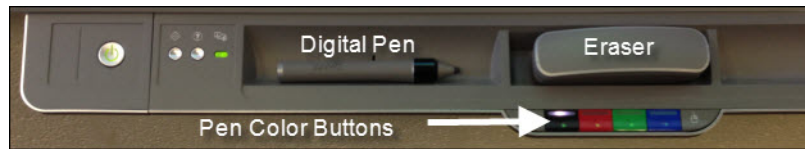


SMART Boards take the cue for what you want to do (annotate or erase) by sensing the tool you pick up from the tray.  **NOTE:  Do not use regular dry erase pens on a SMART Board.**

## *SMART Ink*

There is another set of tools related to the SMART Board; SMART Ink. These are especially useful when showing websites. These allow you to access more advanced annotation tools for presentations, such as magnifiers, spotlights, and shades. There are even recording tools.

1. Click the pen in the middle of the wheel (as shown on the right) to open up either the Pen Selection tab, the Toolbox tab, or the Favorites tab.

   If the SMART Ink wheel is in the way, you can move it to other areas on your screen by clicking, holding, and moving the wheel to the desired location.



2. Click on the pen tab to start drawing. There are more options to choose from when using the pen, such as colors, thickness, and a highlighter.
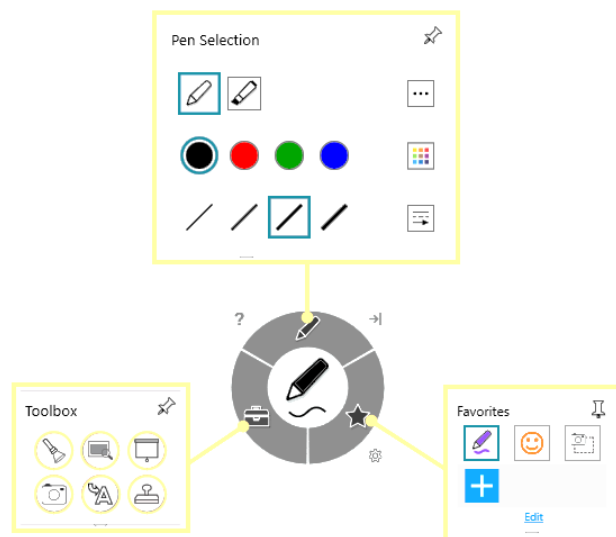
3. The Toolbox tab has six options to choose from; a spotlight tool, the magnifier tool, the screen shade tool, a camera to capture screenshots, a stamp pad, and a tool to convert handwriting to text.

The Favorites tab allows the user to add whatever settings they like for easy accessibility.

## Working with the Internet

To use the Internet or an application, use your finger as a mouse. Click twice to open the browser or application. Be sure that you use only the tip of one finger. On some SMART Boards, you can use a swiping motion to scroll up or down the screen. You can also write on the screen with the smart pens and erase using the eraser.

If SMART Ink is blocking your image, click on the wheel and *without letting go*, drag the tools to another area on the screen.

## Ink Notes: A White Board when you don't need to save your writing

If you don't need to save your writing, you can access a white board quickly. Just pick up a pen, choose a color from the SMART Board tray and begin writing. After a slight delay, a 'white board' called Ink Note will open.

To enlarge the Ink Note: Touch the bottom corner of the screen with your finger and drag.

To reposition the Ink Note: Touch the very top bar of the Ink Note with your finger and drag.

To Erase: Use the eraser from the tray.

To change pen color: Click on the buttons on your SMART Board tray.


**Writing an Ink Note**

If you decide you *do* want to save the image, click on the SMART Ink tab in the top left of the screen and select **Capture Ink**. A page will appear asking whether you'd like to open the image in Notebook or export the image to another destination. If Notebook does not open immediately, it might be minimized. Look for a blue icon in the task bar. If you don't see a slide with your annotations, go back to your Ink Note and capture it again.
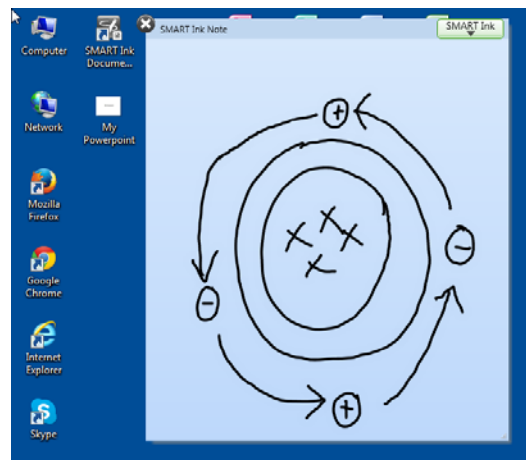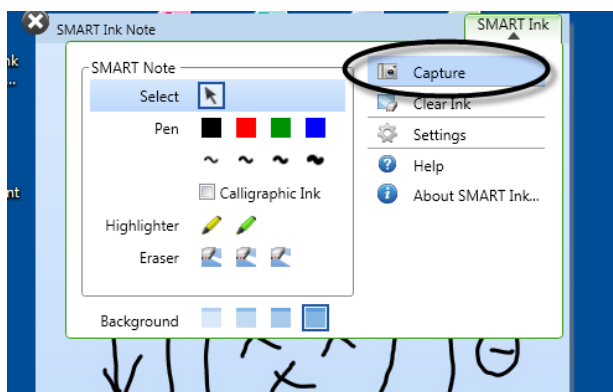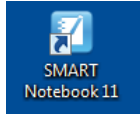

**Capturing the Ink Note using SMART Ink Menu**

## *Notebook: A White Board when you want to save your writing*

If you plan to save the notes you are writing, you will need to use the Notebook software.



Open the Notebook software and you will find a white space surrounded by menus. The whiteboard is saved as a 'slide' on the side, similar to PowerPoint.

The menus allow you to select a variety of writing utensils and colors, but you can also use the digital pens from the SMART Board tray.
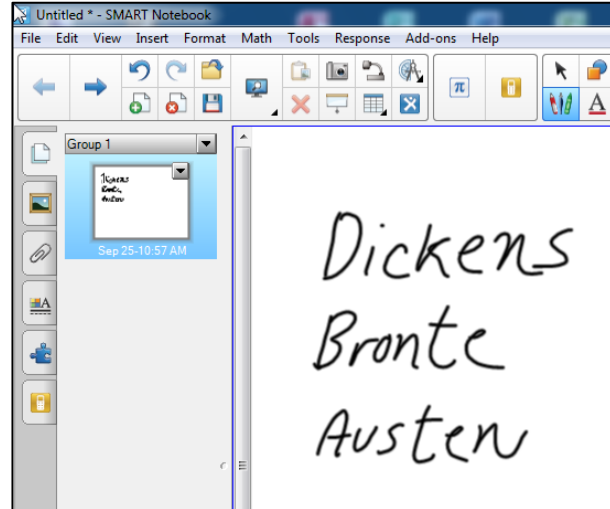


**Writing in the Notebook**

**After writing something, you can export it as an image or convert the handwriting into text**. To convert, tap your writing until a dashed square box appears around it. Click the dropdown arrow in the upper right-hand corner. Select the first option, "recognize" if you want it converted into text, as shown below.

While this example shows how to convert to text, there are other conversion options listed in the dropdown menu, such as math, shapes, etc.
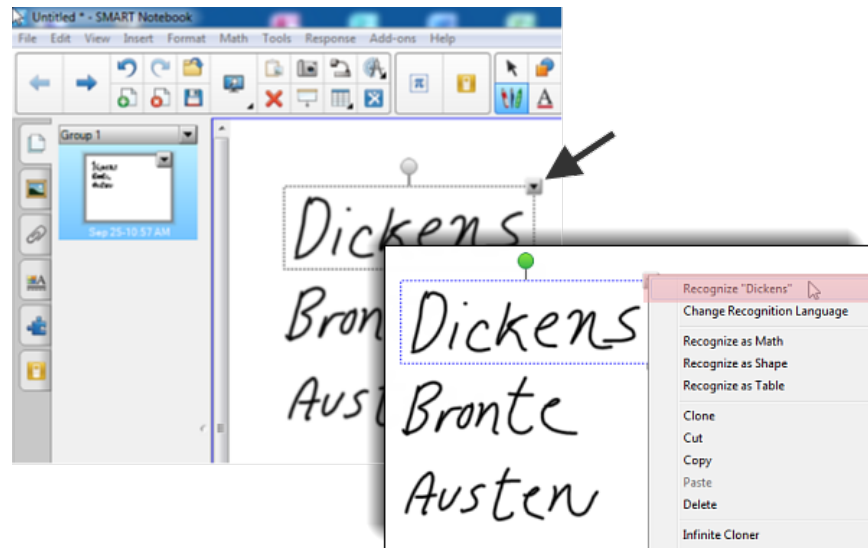


**Converting to Text**

**To save the text, choose File → Export As → PDF or PowerPoint.**

A few tips:

- Try to avoid having gaps between letters. The text recognition recognizes the overall shape of your writing. Gaps may mean your word is recognized as two separate words.

- If you don't have time to convert to text, use **File → Save As** to save the writing as a Notebook file and convert it later. You will have to download the Notebook software to your home or office computer to do so.

## Using SMART Boards with PowerPoint

To annotate a PowerPoint presentation, open up the presentation and save it under a new name. That way you will still have an original copy after annotating. If you have trouble launching PowerPoint using your finger or a digital pen, the SMART Board may need calibrating (see page 8).

You will need to be in presentation mode to annotate (use the *Slide Show* tab in PowerPoint).

Use the digital pens to annotate, but make sure your fingers never touch the board or you may end up accidentally skipping some of your slides.

Use the right and left arrows on the keyboard to move through your slides.

To exit your PowerPoint, select the icon with the 'x' on it from the Navigation Tool menu.

You can use the tray to change colors. If visible, it is also possible to use the SMART Ink menu (see page two), but you need to be sure the SMART Ink is on first. Turning SMART Ink on also allows you to use your finger to write.



**Navigation Tools for PowerPoint**
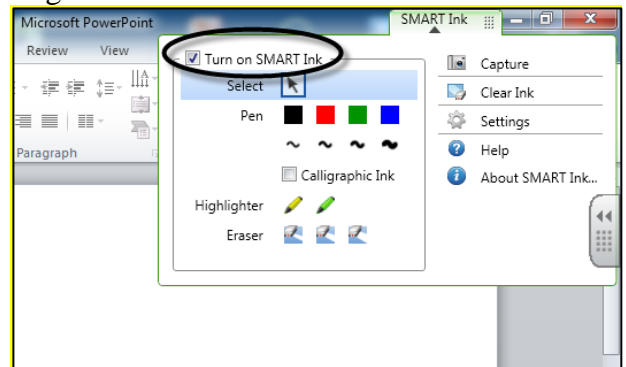


**SMART Ink Tools Turned on**

When you are finished annotating your presentation, you will be asked if you wish to save the annotations.

NOTE: If you seem to be 'stuck' in writing mode, locate and select the pointer button at the top of the floating tools or from the SMART Ink menu. This should reset your touch to a mouse pointer.

## Working with a Word Document

**NOTE:** You can open and use other Office applications as well, but this documentation will address MS Word only. Microsoft has its own ink tools and you should use those if you can. They work with MS Office 10 or later documents. If you have an older document, resave it. To do so, go to **File → File → Save As → Word Document**. This will save it as a newer version and enable the ink tools.
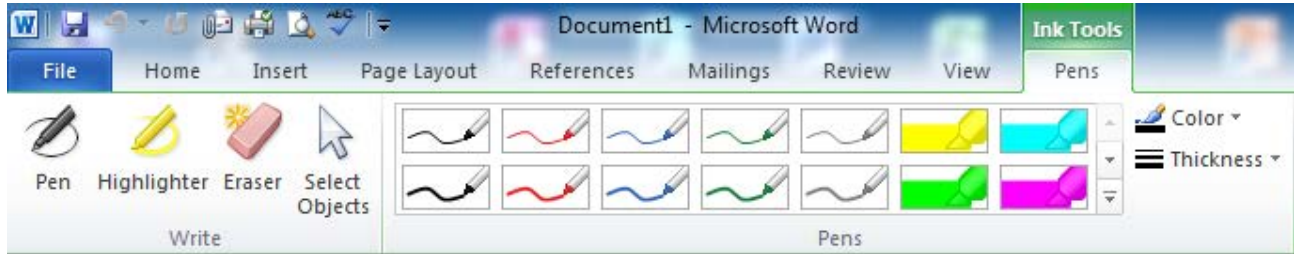
### Annotating a Word Document

Open your Word document.  Pick up a digital pen.  This activates the Microsoft Ink (look in the upper right corner of document for a tab).  Click on the arrow to open the menu.



**Closed Ink Tools Menu**

From the menu, select "Show Office Pens Tab".  The ribbon menu for Pens will open.



**The Ink Tools Ribbon Menu in Word**

Use this ribbon menu to change pen and colors, change to eraser, and to switch to the pointer.

You might find that your annotations appear to be part of the screen but are not 'embedded' into the document.  This means when you move the Word document, your annotations may not move with it.

When you are finished annotating the text on your screen, you have two choices before moving on to a new screen full of text:

1. You can clear annotations without saving.
2. You can save your annotations as a Word Document, PDF or image file to send to students later.

### Clearing Microsoft Ink Annotations in Word
To erase annotations, select the eraser in the ribbon menu and use the real eraser in the tray to clear the Microsoft Ink Annotations.  You can also use a balled fist to erase them with your hand (but eraser must be selected).  If you have a lot of annotations you can simply close the file without saving.

### Saving Microsoft Ink Annotations as a Word or PDF File
To save annotations as a Word file, go to **File → Save As** and under *Save as Type,* select **Word Document** from the dropdown menu.  You might want to save them under a new file name, so the original is untouched.

To save them as a PDF, go to **File → Save As** and under Save as Type, select **PDF** from the dropdown menu

### Saving Microsoft Ink Annotations as an Image File
If you want to save short paragraphs of annotated writing, you might want to save them as image files.  To save as an image file you must switch to the SMART Ink tools and capture it.  Since the Notebook saves in 'slides', this method is not recommended for long annotated documents.

To find these tools, look for the small tab labeled "Ink Tools" in the upper right hand corner of Word.  Tap the triangle to open the tools.
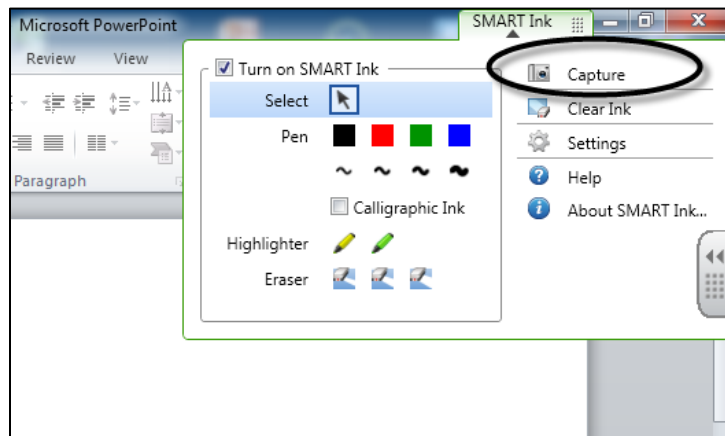
**Closed Ink Tools Menu**

This opens the Microsoft's Ink Tools menu.  Now you need to switch to SMART Ink. Select the checkbox to turn on SMART Ink tools.
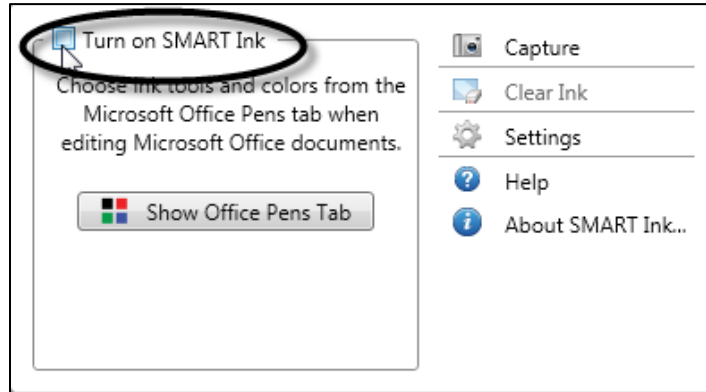

**Microsoft Ink Tools opened and showing the toggle for SMART Ink**


**SMART Ink Tools with Capture tool**

In the SMART Ink menu, select the **Capture** tool.  The Capture tool saves the annotated page to the Notebook software that comes with all SMART technologies.  NOTE:  The Notebook software is slow to open.  After it has captured the image, the Notebook application may be minimized; look for the Notebook icon in your task bar on the bottom of the screen.

To save as an image file, go to **File → Export as → Image Files.**  Select a folder to save them to and then select an image file type.   Select a folder to save them to and then select an image file type.

## *A Final Note about the Notebook*

The Notebook Software also allows you to create lessons.   You can create slides and add images, charts, questions and other content from the galleries.  Then, it runs like a slideshow.  You can download the Notebook software to your PC or laptop so you can create lessons ahead of time.

## Calibrating the SMART Board

The touch screen sometimes needs calibration, which SMART board calls orienting or aligning. Orienting the board ensures that your touch is registered accurately on the SMART Board surface. You can tell that you need to calibrate your SMART Board when you start to write with a digital pen on the board but see the notation appearing inches away from the actual pen point, or if you have trouble opening and launching applications by touch. Orientation is done standing at the SMART Board and touching a red cross that appears in a grid on the board. There are two steps to this process:

Open the calibration screen on the SMART Board by pressing the Orientation button in the tray. The board changes to the calibration screen.

With your finger or a digital pen, **touch the very center of each red cross – the white part.** Once you touch one, another will appear. When you've touched them all, the calibration screen will disappear and you'll automatically be returned to the previous image.
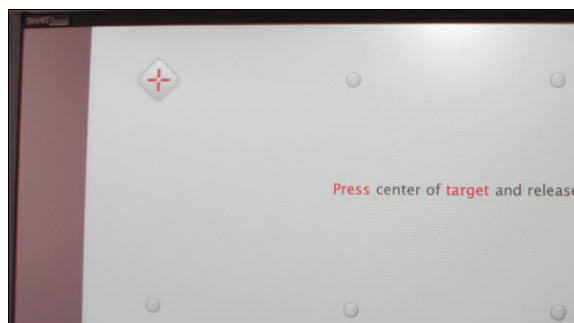


**Calibration Screen**

## Getting Help

There are a myriad of tools and techniques you may find useful to incorporate into your teaching using SMART Boards. If you are comfortable doing so, you can use Google to search "SMART Board higher education" or something similar to find lots of great instructions, videos, and input from other institutions about using SMART technology. Additional help can be found on the SMART website: http://smarttech.com/Home+Page/Support/Browse+Support

You can also download the Notebook software from the SMART support center.

Please feel free to contact FCLD (fcld@hartford.edu or 860-768-4661) to set up a one-on-one to learn more about using SMART technologies. For technical support, contact MTS.

## Turning Off Your SMART Boards

As a general rule, instructors should not turn off the SMART Board when finished. Locations with moveable SMART Boards or rooms with stand-alone SMART Boards (no console with buttons to switch to DVD, Laptop, etc.) may need to be turned off. To do so, push the power button in the tray twice. If you only push it once, you may be prompted to push it again. Turn off the other equipment, as appropriate.

## Troubleshooting

**Q. When I turn on the SMART Board, I get a message saying it can't recognize or find any SMART objects connected.**
*A. Try turning off everything and then start over, making sure you turn on the SMART Board before you turn on the PC.*

**Q. I can't seem to get a desktop icon to work right. When I click on it, it won't launch.**

*A. The SMART Board may need calibrating (see instructions at the top of the page).*

**Q. Sometimes I get 'stuck' in ink mode and can't get back to mouse mode. Every time I try to use my finger or the pen as a 'mouse', I am getting a tiny ink dot. What should I do?**

*A. This really varies from SMART board to SMART board. You can try a few things:*

- *Try selecting the mouse pointer from the Floating Tools menu.*

- *Recalibrate the Board (see page 8). Even the slightest miscalibration can interfere with your ability to close an application, launch one, or reset to the mouse pointer.*

- *Open Microsoft Ink Tools, then turn on SMART Ink and select the mouse pointer from the menu.*



**Closed Ink Tools Menu**
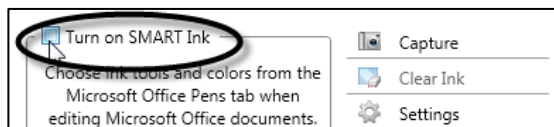
- *If you are working in an Office application and have the Office Ink tab showing, click on the tab, then select the mouse pointer from the ribbon menu.*

**Q. I tried to shut down the SMART Board using the power button, but a message pops up asking me to use the Power button to shut down. Why? I already did that…**

*A. As a general rule, instructors should not turn off the SMART Board when finished. However, locations with moveable SMART Boards or rooms with stand-alone SMART Boards (no console with buttons to switch to DVD, Laptop, etc.) may need to be turned off. To do so, push the power button in the tray twice. This turns off the Board and also the Projector.*

**Q. The Floating Tools have completely disappeared – how do I get them back?**

*A. First, look on the right hand side of the task bar for a small blue dot. Click on it to reveal dropdown menu and from the menu, select "Show Floating Tools". If you can't find the blue dot, go to the Startup Menu on the Desktop and look for SMART Technologies. Under that application, look for SMART Tools and click it to open it. The tools should appear. If you can't find it under the menu, turn off the SMART Board (power button on tray), then turn it back on. Try again.*

# Getting Help with Technology at the University of Hartford

**Faculty Center for Learning Development (FCLD)**
FCLD provides consulting and instructional support to faculty and staff who are using technology in teaching and learning.  The FCLD Faculty Lab in Mortensen 203a is available for faculty support and use and is equipped with instructional technology- related equipment including:  PCs, Macs, scanners, and projectors as well as support staff.  Faculty and Staff needing support with Blackboard or other instructional technologies, should contact FCLD.
**Phone:** (860) 768-4661          **Email:** fcld@hartford.edu
**Website:** http://www.hartford.edu/fcld

**Student Blackboard Support**
The following is student support for Blackboard only.  All other support technical support issues need to be addressed to the Office of Technology Services (below).
**Phone:** (860) 768-4636          **Email:** bbsupport@hartford.edu
**FAQ/Submit a Ticket:** http://www.hartford.edu/studentbbsupport

**Information Technology Services (ITS) Help Desk**
For general computer and Internet/network support questions (not directly related to the classroom but rather passwords, Internet/email problems, Banner/Self-Service, campus Facebook).
**Phone:** (860) 768-4357          **Email:** helpdesk@hartford.edu
**Website:** http://hartford.edu/ots

**Media Technology Services (MTS)**
Faculty should contact MTS for assistance scheduling or implementing classroom technology (2-Way interactive video classrooms, Smart Podiums,  laptops, etc.), for setting up WebEx accounts, or for scheduling and instruction for a wide variety of media equipment and resources like LCD data projectors, CD/cassette players, TVs and VCRs, digital video, and more.
**Phone:** (860) 768-4357          **Website:** http://www.hartford.edu/mts