

UNIVERSITY OF HARTFORD

FACULTY CENTER FOR LEARNING DEVELOPMENT

Teaching with Smart Podiums

SMART Podiums give you the ability to write with a digital pen (called a stylus) directly over your computer presentations, much like using a grease pen on an overhead projector. Your annotations will display on screen for students and can be saved directly into your application, (such as PowerPoint or Word) or into a separate notebook file for later use. SMART Podiums also comes with a wide range of presentation tools for controlling the way in which information is highlighted, revealed, and displayed on screen. The podiums also includes SMART Notebook software that turns your computer screen into a fully functioning whiteboard.



Older Sympodium Monitor

Accessing SMART Tools



Newer SMART Podium Monitor

SMART Podiums have several tools.

- Function buttons on the monitor – digital pens, eraser, screen capture buttons
- Floating Toolbar – Advanced annotation tools
- SMART Notebook Software – slide presentation software which runs similar to PowerPoint
- SMART tool menu – menu icon that resides in taskbar

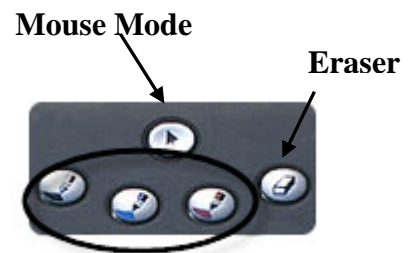
Digital Pens: From Greasepen to Digital Pen

First, make sure the podium, the monitor and the PC are on.

Find the stylus on the string (may be behind the monitor).

Use the stylus to write in electronic ink over any screen or application using the digital Pen buttons located at the top of the console. With these buttons you can change ink color quickly or activate the eraser.

To select or open applications, switch back to Mouse Mode.



Pen Tools (Older Podiums)



Pen Tools (Newer Podiums)



Eraser



Mouse Pointer

To change color: Press one of the ink colors and write with the stylus.

To erase: Press the erase button and use the pen to erase your ink.

To return to mouse mode: Press on the mouse mode button

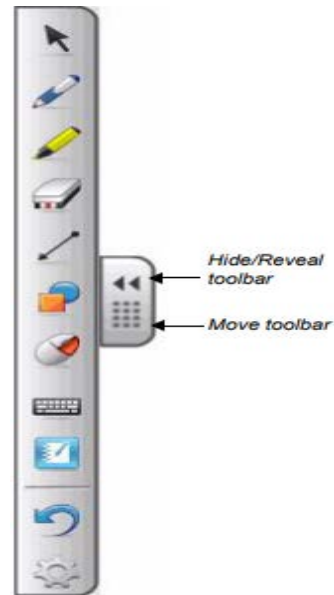
The SMART Floating Tool Bar

There is another set of tools related to the SMART Board, the Floating Tools. Used in conjunction with the digital stylus, 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 screen capture and recording tools.

1 If the tools are hidden, click on the tab to open them. If the menu is open and is in the way, you can move the bar to other areas on your screen by clicking on the dotted portion of the tab and dragging it where you wish.

2 Click on the **Customize** button to add more tools to the Floating Tools menu.

Floating Tools












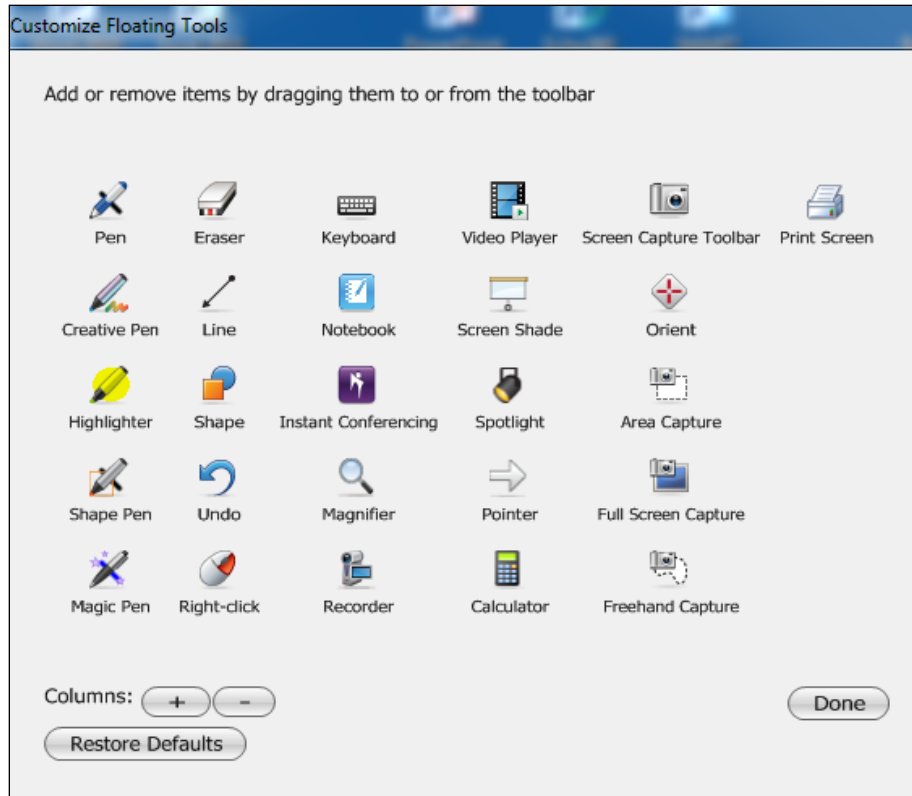
Floating Tools toolbar (default settings)

The image at right show descriptions for the basic Floating tools.

When you are finished using the tools, be sure to set the menu back to the mouse pointer (the arrow at the top of the menu).

Click on Customize to add or subtract more advanced tools to the menu. A window opens. Drag tools from the window to the menu.

Tool	Name	Action
	Select	Left-click
	Pen	Write or draw in digital ink
	Highlighter	Highlight in digital ink
	Eraser	Erase digital ink
	Right-Click	Right-click
	Keyboard	Start SMART Keyboard
	Notebook	Create or open a .notebook file
	Undo	Reverse the effect of your previous action or command
	Customise	Customise the Floating Tools toolbar



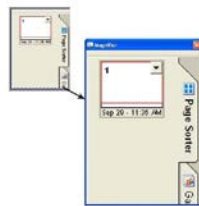
Floating Tool Options in the Customize Menu



On older podiums, the tools button on the console opens the floating toolbar.

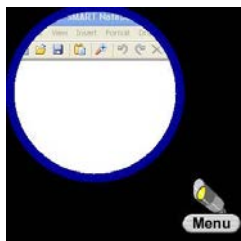
Here are some useful floating tools you might wish to try:

A Magnifier



Enlarges any part of your screen to show a more detailed view. Two windows appear when you select the Magnifier. The smaller window selects the area to magnify. Using your digital stylus, drag it anywhere on the screen. The bigger window will display an enlarged view of the area you selected.

A Spotlight



Highlight an area of your screen. Select the Menu button to change the shape of your Spotlight, set the transparency level of the shaded area or exit the Spotlight view.

Working with the Internet

To use the Internet or an application, you can use either the mouse or the digital pen in mouse pointer mode. Pick up the pen, then select the pointer button on the console.



Pointer Button

If you click on a browser or an application icon and a white “Ink Note” opens, be sure the mouse pointer is selected on the floating tools (see image at right), then try again. The pointer button resets your finger to a mouse pointer. If you have trouble getting the icon to launch or the pointer won’t reset, the board might need calibrating (see page 8).

The floating tools can also be used to highlight and annotate presentations, but should always be reset to the pointer after use.

If the floating tools are blocking your image, click on the dotted portion of the tab 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

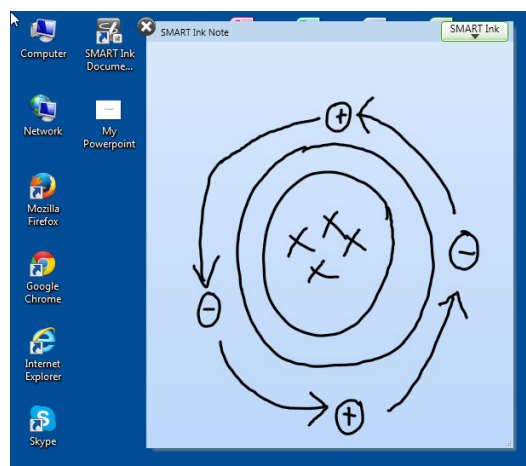
One basic function is a white board. If you don’t need to save your writing, you can access a white board quickly. Just pick up a pen, choose a color from the buttons at the top of the monitor and begin writing. After a slight delay, a ‘white board’ called Ink Note will automatically open.

To enlarge the Ink Note: Change to mouse mode, touch the bottom corner of the screen with your mouse pointer and drag.

To reposition the Ink Note: Change to mouse mode, then touch the very top bar of the Ink Note with your mouse pointer and drag.

To Erase: Select the erase button, then ‘erase’.

To change pen color: Click on the buttons at the top of the monitor.

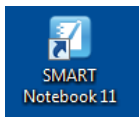


Writing an Ink Note

If you decide you do want to save the image, switch to Mouse Mode, click on the SMART Ink tab and select **Capture**. It captures to the Notebook. The Notebook may be minimized in the task bar. Open it and if you don’t see your capture, go back to Ink Note and Capture it again. It will show up as a slide in Notebook.

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.



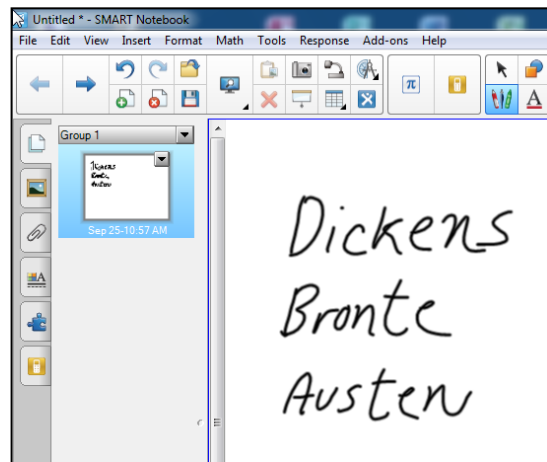
Desktop



Podium Console

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

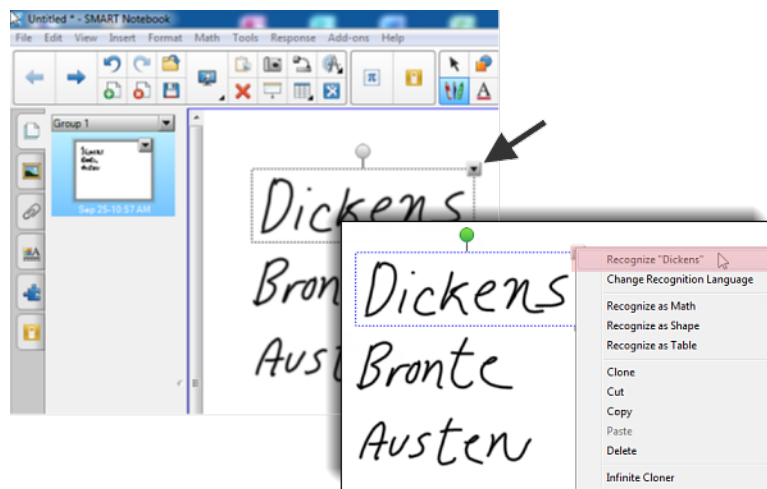
The menus allow you to select a variety of writing utensils and colors.



Writing in the Notebook

After writing something, you can export it as an image or convert the handwriting into text. To convert, use the button at the top of the screen to enter Mouse Pointer mode, then 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, some classrooms have other conversion options listed in the dropdown menu, such as math, shapes, etc.



Converting to Text

To save the text, choose File → Export → 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.

Annotating 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.

You will need to be in presentation mode to annotate (use the *Slide Show* tab in PowerPoint). Use the digital pens to annotate. For advanced tools, such as highlighting and shades, use the floating tools menu (see page two), etc.

When you are using the digital podium pen to annotate a PowerPoint Slide Show, the mouse is not available for navigation. Use the forward and backward arrows on the bottom left menu to move through your slides (see right). Use the screen with an 'x' to exit your presentation.

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

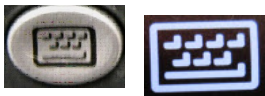
NOTE: If you seem to be 'stuck' in writing mode, press the pointer button at the top of the SMART podium monitor. This will reset the digital pen to a mouse pointer.



Navigation Controls

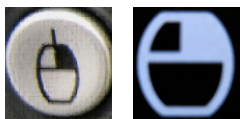
There are buttons on the console which allow more advanced functions:

Onscreen Keyboard Button



The onscreen keyboard can be used to type information into the SMART Notebook, or to demonstrate keys and key commands to students.

Right Click Button



When you press the right click mouse button on the console, the next contact you make to the screen with your stylus will function as a right click. This is a convenient way to open up shortcut menus and other right click functions without having to constantly switch between the stylus and the mouse.

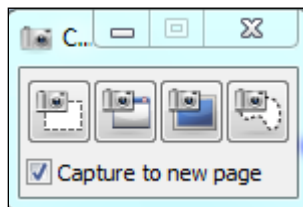
Screen Capturing Button



Pressing the Screen Capture Button on the console allows you to take pictures of your computer screen and send them to SMART Notebook. This can be done from within any application: PowerPoint, Word, Excel, etc.



Once pressed, you are presented with four different screen capture options:



Area

This option allows you to select an area of the screen to capture. Clicking on this button causes the cursor to change into a camera shape. Click and drag the mouse to select the area you want to capture.



Window

This option captures an entire window. Move the cursor to the window you want to capture. When that window becomes “hatched” or shaded, click to capture a screenshot.



Screen

This option will capture everything on monitor.



Custom

This option allows you to draw a freehand border around your capture area.

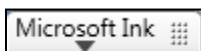
Once you have captured the desired screen image, it will automatically be sent to the SMART Notebook and saved as a ‘slide’. You can then save or export the file and distribute it to students.

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. 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 the digital podium pen. This activates the Microsoft Ink (look in the upper right corner of your 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 Office Pens 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. If 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. 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 captured images as ‘slides’, this method is not recommended for long annotated documents.

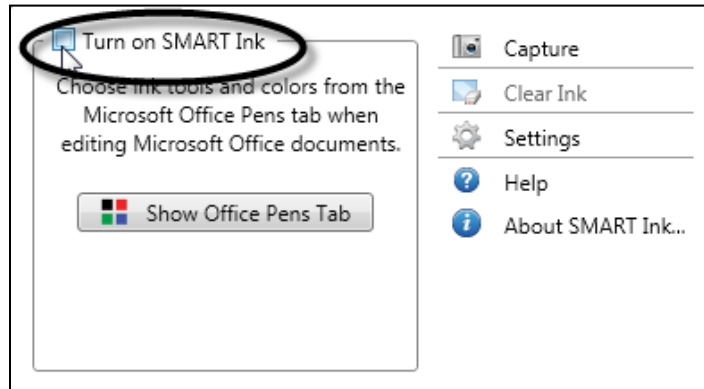
To find these tools, look for the small tab labeled “Ink Tools” in the upper right hand corner of Word. Tap the triangle to open the tools.



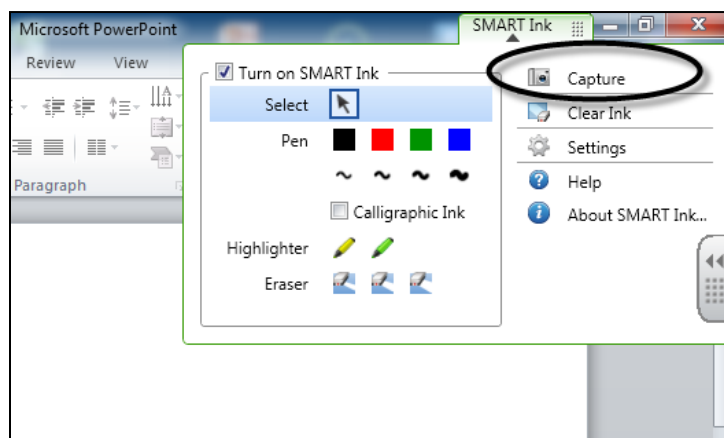
Closed Ink Tools Menu

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. The SMART Ink tools will open.



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.

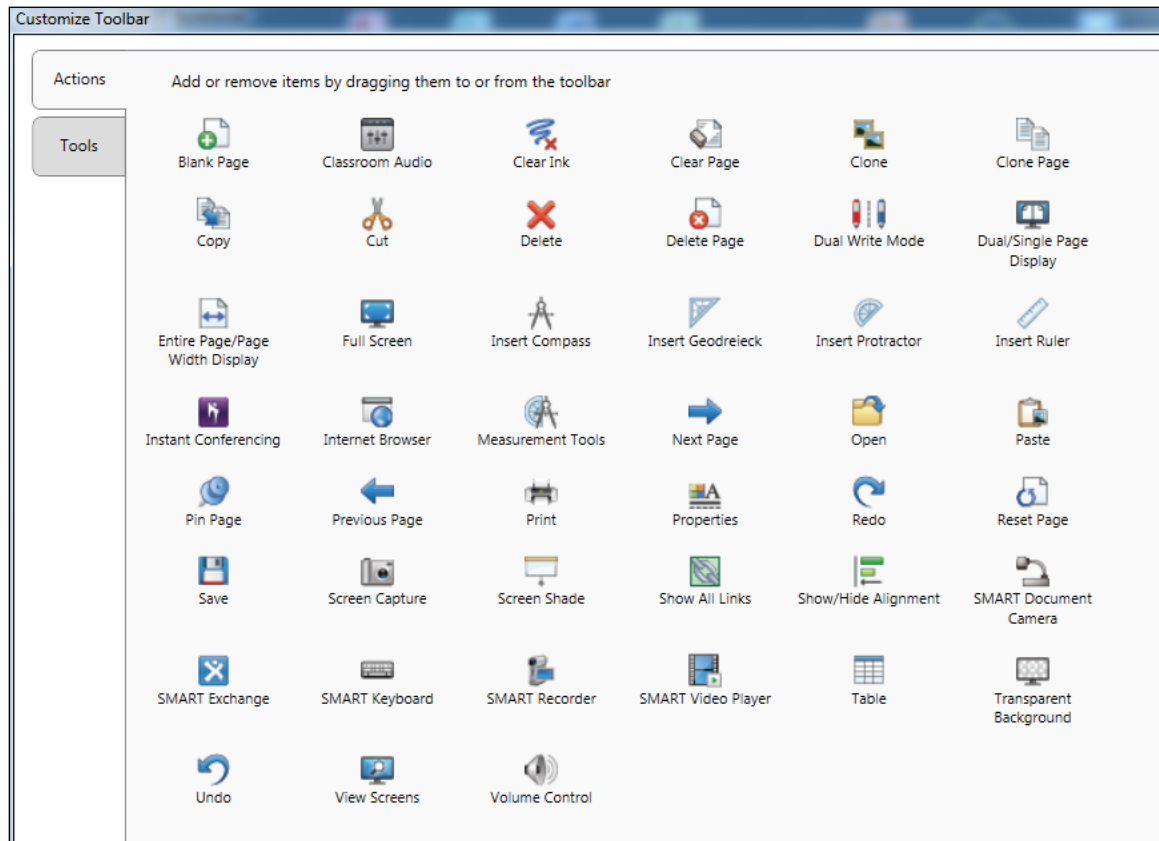
NOTE: The Notebook software is slow to open. After it has captured the image, the Notebook application may be minimized; look for the Notebook icon in your task bar on the bottom of the screen.

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.

Note: As you can see, there are many options and menus for changing pen color and switching tools. **The SMART Ink Tool Menu** mentioned earlier in this document seems to be most effective for switching between pen colors, pointer, etc., and we recommend using that tool menu unless you are simply surfing the Internet and showing websites. The Floating tools can be tricky.

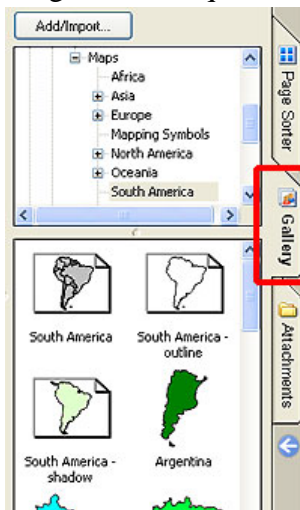
The Notebook Tools

Most of the tools you will need to work in the Smart Notebook are located on the toolbar at the top of the page. There are more in the dropdown menus. Here is the full list of tools.



Using the Notebook to Create Lessons

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.

In addition to these tools, a gallery of educational images, backgrounds and templates can be accessed by clicking on the Gallery tab on the right of the screen.

The Gallery Tab contains Educational images templates and backgrounds grouped by subject area, such as Art, Science, Math, etc. There is also a group of Professional images which include graphs, charts, etc. To use these images, simply navigate to the appropriate category, and select the image you want. Notebook inserts it into your presentation as a slide which can then be annotated.

Saving Notebook Files

You have several options for saving your Notebook presentation.

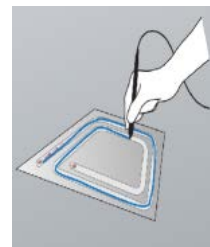
1. Save as a Notebook File (**File → Save**). This option will save your work as a file that can only be opened by the SMART Notebook software. DO NOT choose this option if you are distributing your work to students.
2. Export your file as a PDF, JPG or HTML File (**File → Export**) if you wish to distribute to your students.

Calibrating the Monitor

The touch screen sometimes needs calibration, which SMART calls Orienting. Calibration ensures that your touch is registered accurately on the SMART Board surface. You can tell that you need to calibrate when you start to write with a digital pen on the monitor, but see the notation appearing inches away from the actual pen point.



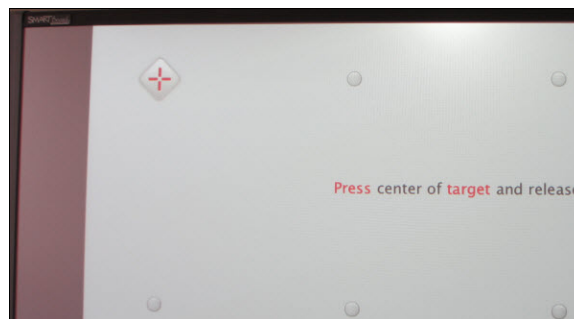
Open the calibration tool by pressing the Calibration button on the console.



Step One: Calibrating with the Digital Pen

Step One: In digital pen mode, drag the pen through the ‘maze’ that is on screen, as show at right.

Step Two: In mouse pointer mode, touch the very center of each red cross that appears on screen with the pen. 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 where you were before calibrating.



Step Two: Calibrating the Red Crosses

Troubleshooting

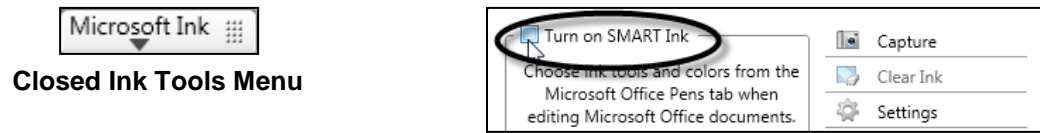
Q. I can’t seem to get a desktop icon to work right. When I click on it, it won’t launch.

A. The SMART Podium monitor 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?

- 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.*



- *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.*

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:** fcl@hartford.edu

Website: <http://www.hartford.edu/fcl>

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>