

US

University of Sussex

Technology Enhanced Learning

SMARTboards

About this guide

This document was created by Technology Enhanced Learning at the University of Sussex in order to provide guidance on using the interactive whiteboards that are installed in many [teaching rooms](#). As these are made by Smart Technologies they are known as SMARTboards.

Interactive whiteboards allow you to digitally capture what is written on them and share it. This reduces the need for students to copy what is written on the board and allows them to focus on discussion. This is especially useful for students with specific learning needs or for whom English is not their first language.

You can also create rich interactive multi-media classroom resources using the related software – adding images, attaching files, embedding web browsers, creating concept maps etc.

This guide will introduce the basics of using a SMARTboard but if you would like to learn more please refer to the [TEL website](#) or email tel@sussex.ac.uk

Smart Notebook software

The software for the SMARTboards is called Smart Notebook and is available on all computers in teaching rooms and on staff computers via the Software Center. You can also install the software on your own computer using the download link on the [ITS software page](#).

About Technology Enhanced Learning (TEL)

Technology Enhanced Learning support staff at the University of Sussex in effective and innovative approaches to using technology in teaching, learning and assessment.

Please contact us if you have any specific queries or visit our website for additional guides and resources:


- Website: www.sussex.ac.uk/tel
- Email: tel@sussex.ac.uk

Getting started

To open a new file go to Start / All Programs / Smart Technologies and choose Smart Notebook. The first time you do this will open a tutorial, but you can then create a new blank file by selecting File / New.

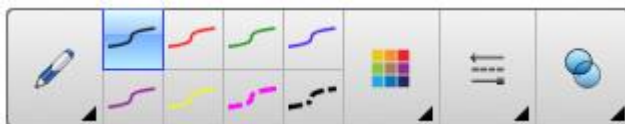
Orient


Before using the board it is important to orient the screen – this is very quick.

Press the orient button  on the pen tray or press and hold the two buttons in front of the 'eraser'. Then use one of the SMART board 'pens' to touch the centre of each target in turn.

Write, save and export

To write on the SMARTboard, open a new file as described above then pick up one of the 'pens' from the front of the board and start to write. If you want different colours or line styles select the pens icon from the tools bar.

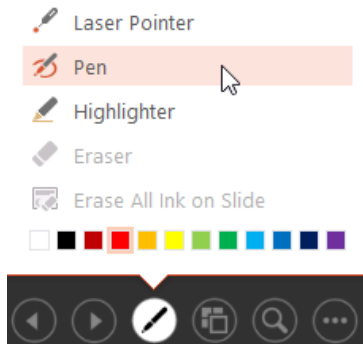


You can save your file as you go by touching the 'save' icon  or set up automatic saving at File / Timed saves.

After the session, click File / Export As and choose pdf or PowerPoint to produce a file that you can upload to Study Direct.

Annotating PowerPoint


If you want to use the SMARTboard to annotate a PowerPoint presentation it is best to use the pen tools in PowerPoint 2013. When you are presenting your slides hover over the bottom left to find the tool bar and select a pen option. Then use the SMARTboard pens to annotate or draw on your presentation.

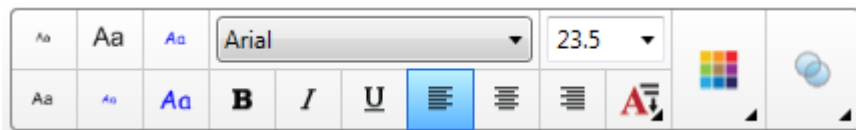



When you exit your presentation you will get the option to save or discard your 'drawing'.

Creating presentations in Notebook

You can use the Notebook software to prepare pages/slides in advance. Open a new file just as above.

To add text, select  then click anywhere on the blank page to start a text box. The text options appear in a panel on the toolbar



To move a text box – or any other items on a page use 'Select' 

To add images go to Insert / Picture and select the image from your computer.

If you are creating a diagram you will find options for shapes and lines in the Tools Panel.

