

## Notebook™ Software in the Classroom

### Before You Start

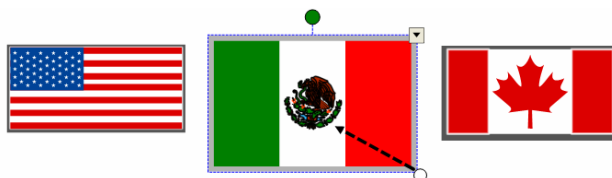
This module assumes that your computer is running, that the SMART Board™ interactive whiteboard is connected and that you have already oriented the whiteboard. A Quick Reference Guide to help you orient the whiteboard is available at [www.smarttech.com/trainingcenter/windows/quickreferences.asp](http://www.smarttech.com/trainingcenter/windows/quickreferences.asp).

This module assumes that you have a basic understanding of the Microsoft® Windows® operating system. You may find it useful to think of how you normally work with a computer as you go through the lesson. When working at your desktop, you use left-, right- or double-clicks, depending on the function you want to perform. You use the SMART Board interactive whiteboard in the same way. If you get stuck, simply think about what you would do at your desktop and see if you can replicate those actions on the interactive whiteboard.

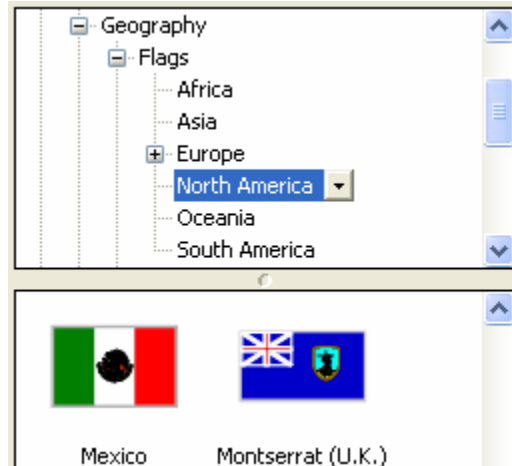
For this activity, you will be creating a lesson about North America. The same techniques used to create this lesson can easily be used to create lessons for any subject.


### Creating a Lesson in 11 Steps

- 1 Open Notebook software.
- 2 Select the Gallery tab and navigate to **Education > Geography > Flags > North America**.
- 3 Find the flags for the United States, Mexico and Canada in the Gallery collection and drag them to the whiteboard area.
- 4 Select each flag individually and resize it using the resize handle, so all the flags are all approximately the same size and can all be viewed on the page at the same time.



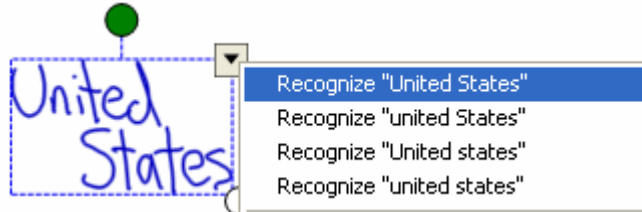
- 5 Put the flags in a horizontal line.



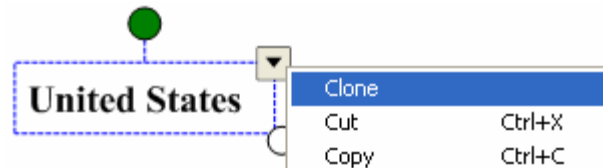
- Write the name of each country in a different color. You can use the pens from the pen tray or the Pen tool  from the Notebook toolbar.

**NOTE:** If you are creating this lesson on a desktop computer, type the name of each country using your keyboard and skip to step 8.

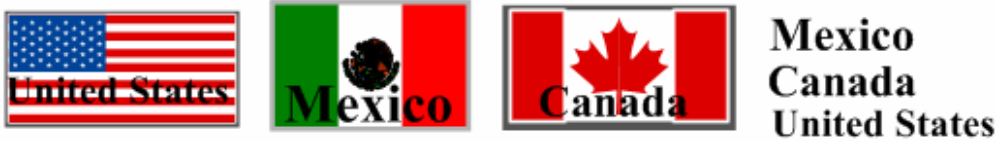
- Select the name of each country individually and recognize it as typed text using the drop-down menu.



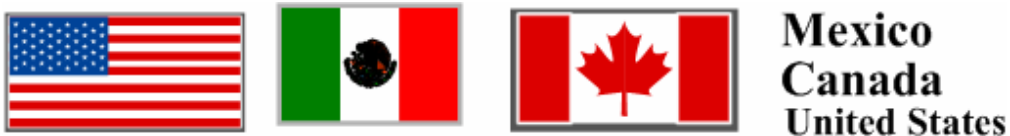
- Use the **Clone** command in the drop-down menu to make a copy of the name of each country.




- You should now have two copies of the names of each country. Organize the names of each country so that one set of names is in a vertical line in a white area of your screen. With the second group of names, drag the name of each country over its flag.



- Select each flag. Using the drop-down menu select **Order > Bring to Front** – this will cover the names of the countries.



- Press the Save icon  in the Notebook toolbar. If you have not previously saved your lesson, name it and choose a location where you will easily find it in the future.

### How would I use this?

Ask your students to drag the name of each county directly below the flag it is associated with. When your students complete the exercise, move the flags to reveal the correct answer.

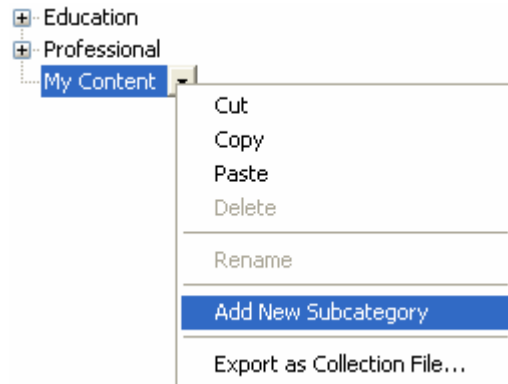
The theory behind techniques used to create this lesson will work when creating any activity. Instead of using a flag you could create a shape filled with color to hide the correct answer.

## Creating a Lesson: Advanced Features

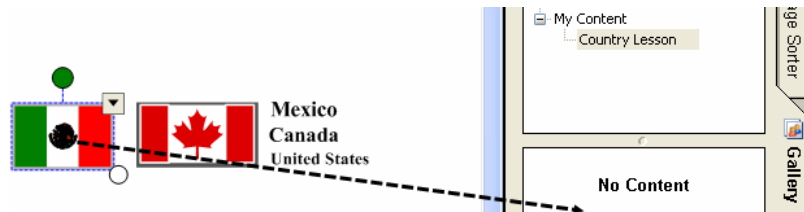
Creating your own Gallery collections and using templates will help you make graphically rich, reusable lessons quickly and easily.




Using the lesson you have just created, follow the steps below.

- 1 Select the Gallery tab and navigate to **My Content**.
- 2 Select the drop-down menu and choose **Add New Subcategory**.
- 3 Select the new category that has been added to the Gallery. From the drop-down menu select **Rename**. Using a keyboard, type "Country Lesson."
- 4 Drag each flag and country name into your new Gallery collection.



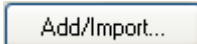
**NOTE:** Your new Gallery collection should now contain one flag and one name for each country.




- 5 Select the **Page Sorter** tab and insert a new blank page by pressing the new page icon  on the Notebook toolbar.
- 6 From the Shapes menu  select the square, then draw a large square or rectangle on the left side of your page. After drawing your square, select the **Pointer** tool  from the Notebook toolbar. If you wish, you can fill the square with color by selecting the square and choosing **Properties** from the drop-down menu.
- 7 On the right side of the page, write or type *Official Language:*. Below this, write or type *Spanish, English, English and French*.



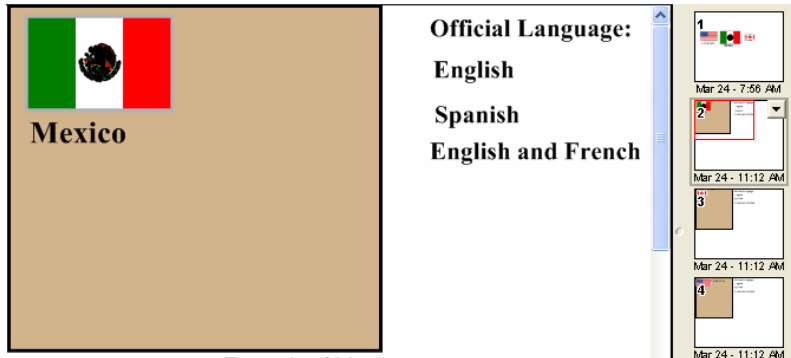
**Official Language:**  
**English**  
**Spanish**  
**English and French**

- 8 Select the **Gallery** tab and navigate to your new Gallery collection. Press the  button and choose **Add Current Page to Gallery**. Making the page a template will make future steps in this activity very easy.

- 9 Drag the Mexican flag to the top left corner of the current page. Drag the word *Mexico* directly below the flag.
- 10 Drag the template you created in step eight to the whiteboard area. This will automatically create a new Notebook page.
- 11 Drag the Canadian flag and the word *Canada* to top left corner of your new page. Repeat steps 10 and 11, but use the flag for the United States and the name *United States*.
- 12 Press the Save icon  in the Notebook toolbar.




Template



Example of Mexico page

### How would I use this?

Ask your class to drag the official language of each country into the square or have students draw an arrow from the correct language to the flag using the Line tool . If you wish, you can hide the correct answer behind the box or flag.