**SMART Board Interactive Whiteboard**

**Lesson Checklist**

**Teacher Name:**

* **Each performance task checklist is broken into manageable 42-minute lessons. There are a total of 18 lessons for mastery of the SMART interactive white board integration. After each lesson, teachers are expected to post a lesson plan or Notebook file on the Wikispace that illustrates one of the performance tasks for the lesson:** [**http://mcgsmartteachers.wikispaces.com**](http://mcgsmartteachers.wikispaces.com)**.**

**Lesson 1**

**Instructor:**

**Date:**

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| --- |
| Connect the SMART Board to my computer. |
| Orient the SMART Board. |
| Locate SMART Notebook software on my computer. |
| Locate the Control Panel to troubleshoot the SMART Board setup. |
| Access and use the on-screen keyboard. |
| Change the on-screen keyboard view. |
| Use the right-click button on the pen tray to access pop-up menus.  **Lesson 2**  **Instructor:**  **Date:** |
| Write and draw with a SMART pen. |
| Erase my writing and drawing with the SMART Eraser tool. |
| Open, close and move the Floating Toolbar on my desktop. |
| Add tools to customize the Floating Toolbar.  **Lesson 3**  **Instructor:**  **Date:** |
| Open, write notes on, and close the Transparency Layer while teaching. |
| Take a screen capture of the Transparency Layer. |
| Create and save digital ink notes in other computer applications. |
| Use the Spotlight to focus on an element in the lesson.  **Lesson 4**  **Instructor:**  **Date:** |
| Add and delete pages. | |
| Clone a page or an object in my lesson. | |
| Advance forward and move backward in my lesson. | |
| Navigate between pages in the Page Sorter.  **Lesson 5**  **Instructor:**  **Date:** | |
| Rename pages in the Notebook. | |
| Group pages according to instructional content. | |
| Undo and Redo an action while teaching. | |
| Use the Full Screen view to present my lesson. | |
| Use Dual Screen Mode and Pin Page to display or reference multiple pages of a lesson.  **Lesson 6**  **Instructor:**  **Date:** | |
| Use at least three different hide and reveal techniques to slowly reveal content. | |
| Use images from the Gallery or the clipboard in my lesson. | |
| Magnify and Spotlight key content using the Magic Pen tool. | |
| Insert a table into my lesson. | |
| Select and move a table in my lesson.  **Lesson 7**  **Instructor:**  **Date:** | |
| Insert shapes into my lesson. | |
| Modify the properties of different objects using the Properties tab. | |
| Make the color of an object transparent or semi-transparent. | |
| Change the background transparency of an object. | |
| Change the Background color of my Notebook page. | |
| Rotate and resize objects.  **Lesson 8**  **Instructor:**  **Date:** | |
| Use SMART Notebook to recognize handwritten text or hand drawn shapes. | |
| Group and Ungroup two or more objects. | |
| Order objects. | |
| Lock and Unlock objects in the lesson. | |
| Create my own Themes and add them to the Gallery.  **Lesson 9**  **Instructor:**  **Date:** | |
| Attach a copy of a resource file to the lesson. | |
| Import and export files into and from my Notebook file. | |
| Record a series of steps in my lesson by using the Recorder. | |
| Link to a website, other pages in my SMART Notebook file, or other files on my computer to enhance my lesson.  **Lesson 10**  **Instructor:**  **Date:** | |

 Make use of the variety of colors, fonts, and shapes available.

 Use colors to separate information from questions.

 Create multiple columns.

**Lesson 11**

**Instructor:**

**Date:**

 Create a SMART Notebook concept map lesson.

**Lesson 12**

**Instructor:**

**Date:**

Export files as PDF, HTML, or images.

Hyperlink to a website.

Stream video from United Streaming.

Link to a Word document.

**Lesson 13**

**Instructor:**

**Date:**

 Download and manipulate a Notebook interactive resource.

 Create a graph in SMART Notebook.

**Lesson 14**

**Instructor:**

**Date:**

 Print your SMART Notebook file.

 Make a class “big book”.

 Create a class “review book”.

 Incorporate movement into the lesson.

 Use rotations for clock hands.

**Lesson 15**

**Instructor:**

**Date:**

 Download a PowerPoint template in SMART Notebook.

 Record a presentation.

 Record a short movie.

**Lesson 16**

**Instructor:**

**Date:**

 Add a digital photo to SMART Notebook.

 Incorporate clipart

 Use photos as hooks/starters

 Use photos as assessments and reviews

 Integrate an electronic manipulative

 Capture images from websites and take notes

**Lesson 17**

**Instructor:**

**Date:**

 Take students on a virtual field trip.

**Lesson 18**

**Instructor:**

**Date:**

 Have students use the keyboard/markers for prewriting activities and lists.

 Allow students to manipulate graphic organizer.

 Allow students to present information with the SMART Board.