SMART Notebook® 15.2 collaborative learning software tutorial

Learn about new and improved features, and get some quick tips for getting started with the software. Press here to explore topics.

You can access this tutorial at any time.
Explore SMART Notebook 15.2 Topics

Press a topic to explore

What's New
New LAB Activities
Notebook Add-on
SMART Ink 3.2
Interface tour
Classroom Presentation Tools
Access and add a LAB activity
Add a Shout It Out! Activity
Manage Objects
Create and Manage Tables and Tools
Pens Tool
Create and Manage Pages
Create and Manage Files
Concept Mapping
Add Integrated content
Resources

Back to Welcome!
New for Notebook 15.2

Lesson Activity Builder
New themes
• Bees
• Knight and Dragon
• Simple theme

SMART Ink 3.2*
  > new Stamp Pad tool
  > new Toolbox
  > new Quick Favorites settings

* SMART Ink features are only available when connected to a SMART interactive display.

Back to Explore Topics
New LAB activities

New Lesson Activity Builder (LAB) activities

If you're new to LAB activities, go to page 14 to learn how to access and add LAB activities to your Notebook file.

Shout It Out!
There is new teacher-oriented functionality. Student contributions can be easily moved from one category to another.
New LAB activities

New Lesson Activity Builder (LAB) activities

New Speedup activity
Students race against each other by answering questions.

New Label Reveal activity
Students progressively unmask descriptive labels of an object's features.
New YouTube Notebook add-on

YouTube add-on
Safely search, preview and integrate YouTube content into Notebook.
New in SMART Ink 3.2

Stamp Pad tool
- Now you can place a stamp pad image onto any SMART annotation layer. 10 stamps are included, and you can use your own images

Toolbox
- SMART Ink 3.2 Toolbox keeps the SMART Ink Toolbar clutter free
New in SMART Ink 3.2

New Quick Favorites settings

- The first four favorite pens now display around the minimized SMART Ink toolbar, making them easily accessible at all times.
- The star icon will open the dynamic toolbar, showing the favorite pens.

The Select option appears in the Quick Favorites settings when you use the touch inking tool, or you're using a SMART product that supports touch only inking.
New in SMART Ink 3.2

New Screen Capture Toolbar
The screen capture experience has received a complete makeover. You can now choose what you want to do with your screen capture:

• Capture to Notebook
• Send image to clipboard
• Choose location to save the screen capture
• Save to an automatically created desktop folder called Capture

Select the "Do this every time" option to make an action the default for screen captures.

You can change the setting in SMART Ink Settings.
New in SMART Ink 3.2

Additional Screen Capture Improvements

• Ink toolbars are hidden when you start capturing from an ink toolbar.
• When you begin capturing, the screen will frost, and the part of the screen you select is what you will capture.
• Audio feedback is immediate.
Tour the user interface: Toolbar

- SMART Document camera
- Measurement tools
- SMART Exchange
- Add or delete pages
- View options
- Screen shade
- SMART Document camera
- SMART Exchange
- Add-Ons
- Insert equations
- Insert concept maps
- Insert GeoGebra
- Lesson Activity Builder (LAB)
- Shapes
- Regular Polygons
- Select
- Fill
- Eraser
- Lines
- Pens
- Text
- Tools
- Tap to expand
- Customize the toolbar
- Move toolbar to top/bottom of window

Back to Explore Topics
Tour the user interface: Tabs

- **Page sorter**: View, sort and manage thumbnails of all the pages in this file
- **Gallery**: Access images, backgrounds, multimedia content, files and pages
- **Attachments**: Insert attachments to this file
- **Properties**: View and change the options for the selected object
- **Add-ons**: Access SMART Notebook software add-ons

- Move tabs to the left or right edge of the window
- Move to previous or next page
- Add or delete pages
Classroom presentation tools

**Screen shade:** Tap Show/Hide Screen Shade on the toolbar to place a screen shade on the selected page. Use the resize handles to move the shade.

**Magic pen:** Tap Pens, and under Pen Types, tap Magic Pen
- Draw a square or rectangle on your screen to open a magnification window.
- Draw a circle or oval on your screen to open a spotlight.

**Text Pen:** Tap Pens, and then under Pen Types, tap Text Pen.
Write notes that automatically convert to text as you work without touching a keyboard.

**Link to Tool:** Tap Link to Tool on an object's Commands menu.
Link an object to the Select tool, Pens tool or Eraser tool to create a custom tool that you can place anywhere on the page.

**SMART Blocks:** Tap Add-ons and then SMART Blocks.
Drag and drop a SMART Block to your page, write with the Pen, and connect what you've written to the SMART Block.

**Measurement tools:** Tap Measurement Tools to insert a ruler, protractor, Geodreieck set square or compass onto a page.
Access and add a LAB activity

Accessing a LAB activity

Tap Lesson Activity on the Insert menu

OR

Tap the Lesson Activity Builder toolbar button

Adding a LAB activity to a page

1. Scroll through the available activities and tap Add this Activity.
2. Select one of the activity options (if applicable) and tap Next.
3. Add content to the content boxes, and then tap Next.
4. Add a game component if desired, and then tap Finish to add the activity to your page.

Tips

- Tap to reset the activity.
- Tap to edit the activity details and components.
More about Shout It Out!

Add a Shout It Out! activity

1. Tap the Lesson Activity Builder toolbar button. 
3. Select Arranged Randomly or Categorized under Template and Theme, and then press Next. 
4. Select the Contribution Type, enter the Maximum contributions per device, turn the Display contributor names feature Off or On, and then press Next. 
5. Select an optional game component if desired, and then press Finish. 
   Note: If you selected Categorized, you can rename the categories.

Start a Shout It Out! activity

1. Press Start Activity. The activity icon turns green. Note the classlab.com URL and the generated activity ID number. 
2. Direct students to classlab.com and ask them to enter the Activity ID number and their name, and then press Join the Activity. Students are connected to the activity and their name appears in the student list. Students' contributions appear in the Notebook LAB activities page. 
3. Press End to stop the Shout It Out! activity.

Back to Explore Topics
Manage objects

Types of objects
Shapes, polygons, text, images, measurement tools, tables, links, thumbnails, and so on.

Select objects
Tap Select and then tap any object on your page to select it.

Menu arrow > Commands menu
- Show/Hide vertices, interior angles and lengths: Use these options on certain shapes and polygons
- Divide Shape: Divide circles, rectangles and squares to illustrate fractions
- Lock: Lock an object and limit or prevent its modification, movement or rotation
- Link To Tool: link an object to the Select tool, Pens tool and Eraser tool, to create a custom tool on the page
- Sound: Add an MP3 file to an object
Create and manage built-in shapes and polygon features

Accessing shapes and polygons

- **Irregular Polygons**: Tap *Irregular Polygons* on the Tools menu.
- **Polygons tool**: Tap *Regular Polygons* on the toolbar.
- **Divide Shape** (for circles, rectangles and squares)
  1. Tap an object to select it.
  2. Tap \( \) to open the Commands menu.
  3. Tap *Divide Shape*.
  4. Select the number of sections, and then tap *OK*.
- **Show/Hide Vertices, Interior Angles and Side Lengths**
  1. Tap an object to select it.
  2. Tap \( \) to open the Commands menu.
  3. Select a *Show/Hide* option.
  4. Select the number of sections, and then tap *OK*. 

Back to Explore Topics
Create and manage tables and tools

**Tables**

Press the Table button, move the pointer over the grid to highlight the number of columns and rows, and then press the screen or click with the mouse to create the table on the page.

Tap the other tool buttons to view all the options for new content.

**Tools**

Select tool: Tap Select and then tap any object on the page to select and manage it.

**Shapes**

Options

**Lines**

Options

**Eraser**

Options

Text options

Regular Polygon options

Fill options (for Shapes, Polygons and hand-drawn shapes)
The Pens tool

Pens tool tips

**Magic Pen:** Write notes that fade after a few seconds

**Shape Recognition Pen:** Draw a shape which the software recognizes and adds to the page

**Creative Pen:** Tap **Creative Pen** and then the **Properties** tab. Select **Use a custom stamp image** and then **Browse** to locate the custom image.

Text Pen: Write notes that convert to text automatically and edit the notes with Text Pen mark-ups.

Insert text

SMART Notebook

SMART Response Software
Create and manage Pages

Tips for menu items

Insert Blank Page: Insert a blank page after the selected page.

Note: You can also use Add Page.

Rename page: Double-click a page to rename it.

Reset Page: Reset page to its last saved state.

Clone Page: Create an exact copy of the selected page.

Paste Page: Paste a cut or copied page after the selected page.

Screen Shade: Place a screen shade on selected page and use the resize handles to move the shade.

Add Page to Gallery: Copy selected page to Gallery > Notebook Files and Pages for use as a template.

Other tips

Rearrange pages: Press a page thumbnail, drag the thumbnail to a new position until you see a blue line, and then release the thumbnail.

Extend pages: Select View > Extend page and tap On to extend the page. (Select View > Zoom if you’re viewing Entire Page and change to another view.)
Create and manage .notebook files

Creating a file
Open SMART Notebook software to create a new file automatically.

OR tap File > New

Saving a file automatically

Printing a file
Concept Mapping

Accessing Concept Mapping

Tap Add-ons and select Concept Mapping to create the first node.

Creating a concept map

• Tap + to add a node.
• Double-click inside a node to add details.

Tip

Use ink or images when you add a node to your concept map. Write or draw on the page, circle the ink to create a node, and then connect it to another node. Add an image to the page, circle the image to create a node, and then connect it to another node.
Add integrated content and external features

**Attachments tab**
- Insert a copy of a file
- Insert a hyperlink
- Insert a shortcut to a file

**Gallery tab**
- **Gallery Essentials:** Access thousands of images
- **Lesson Activity Toolkit:** Access activities, games, and examples
- **SMART Exchange:** Download lesson plans and other classroom content

**Add-ons tab**

**Add-on Manager**

**Insert menu**
- Access **Lesson Activity Builder**
- Add a sound file
- Use **Measurement Tool** to add a ruler, protractor or compass
- Add an Internet browser window
Use gestures

Click each button to view the gesture
Resources

SMART Support Page resources

Browse *Software products* for SMART Notebook software support, and then choose a version to open the software support page. This support page contains a variety of useful documents:

- User guides
- System administrator guide
- Other supporting documents

SMART Training resources

Browse product names and tap the SMART Notebook icon to open the SMART Notebook Training Resources page. The page contains:

- Videos and PDF documents that demonstrate the basic use of software.
- Access to SMART Learning Space and training courses and certification training streams (*Register now* links).