

SMART Board: Part B

Visual & Interactive Lesson Enhancements (Galleries)

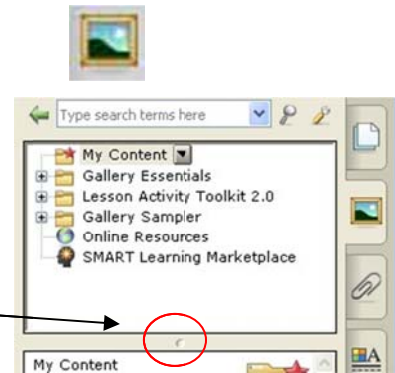
Galleries Tab: Press **Galleries** tab; **Galleries** menu will appear

1) My Content

a. Press on **My Content**: *This is used to keep a collection of frequently used galleries items*

- i. Press on down-arrow by **My Content**
- ii. Select **New Folder**; enter appropriate category name
(multiple folders and sub-folders can be added)

Tip: press circle on bar and drag vertically to resize the two windows



b. Adding content to **My Content** folders:

- i. Copy an object to be in **My Content**
 1. Press down-arrow by desired **My Content** folder; press **Paste**
 2. Object will be placed in the **My Content** folder
- ii. Use **Add to My Content** button (*use when objects are on hard drive*)
 1. Press arrow next to desired **My Content** folder, press **Add to My Content**
 2. Navigate to object to be added, press **Open**; object will be added to folder

Tips for adding objects to My Content:

- *Items from lower Gallery window can be dragged to desired My Content folder*
- *Items from Notebook pages can be dragged to desired My Content folder*
- *Notebook pages can be added...press desired page; press down-arrow; press **Add Page to Gallery***
- *Clip art, pictures and other documents can be placed in My Content folder*

Other Tips:

- *Transparency level of images can be set in two ways:*
 - *Make the entire image transparent:*
 - *Have image in main window*
 - *Press on image and press on down-arrow in upper right corner*
 - *Select **Properties**; press slider & move to desired level of transparency; press away from the image when done*
 - *Make part of the image transparent:*
 - *Pressing on image and press on the down-arrow in upper right corner*
 - *Select **Set Picture Transparency***
 - *In **Picture Transparency** window, place dropper on area to be transparent and click; area will become transparent; repeat as desired; click **OK** when done*

c. **Export as Collection File** – to make contents of gallery folder available on other computers

- i. Press **My Content** folder, or on any folder under **My Content**, and press on down-arrow next to that folder
- ii. Press on **Export Collection File**; enter desired **File name**, select saving location and press **Save** (*file can be sent or placed in “common” folder for others to access*)
- iii. To activate this file (*i.e., on another computer*), double click on it and the file becomes attached to the **My Content** folder in Notebook on that computer.

2) **Gallery Essentials:** press on + in front of **Gallery Essentials** and subjects areas will be displayed

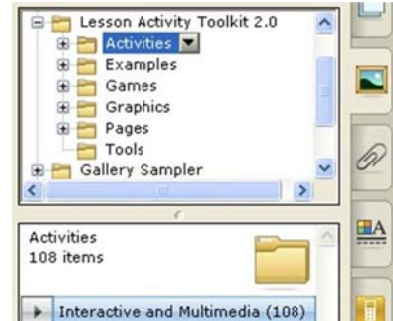
- a. Press on categories in lower window to see those available
- b. Press arrow by blue category to show objects
- c. Press & drag desired objects on to screen
 - i. Flash items: *(they have a red **f** on the thumbnail)*
 - ii. Backgrounds: *(these are not moveable and are behind objects added or writing)*
 - iii. Objects, movies, or sound files



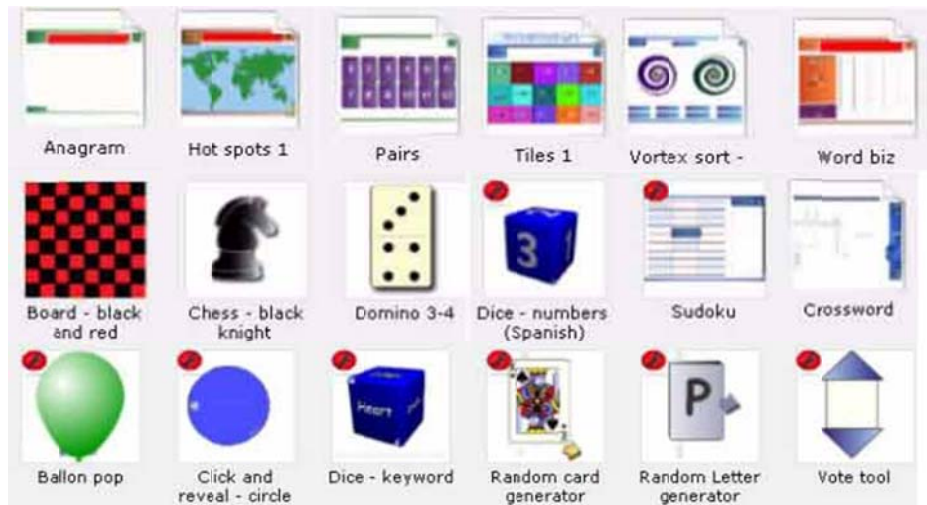
d. Search for Gallery items: enter search term in box at top; press **Magnifying Glass**; scroll to see results; press and drag items to screen

3) **Lesson Activity Toolkit:** *Tools and lessons using Flash and different graphics;*

- a. Press + next to **Lesson Activity Toolkit**
- b. Press + next to **Activities** *(this gives an idea of the activities available; these can be edited, or use blank Activities to construct ones);* On **Example** activities:
- c. Click on the following to view more activities, pages & a wide variety of tools for creating activity pages



i. Activities



ii. Games

iii. Graphics,
Pages & Tools

d. Tutorials for creating activities from Lesson Activity Toolkit

i. Tiles - [Video](#)

1. With an image – [Video](#) *(learn how to customize the Tile activity)*
2. With random selection – [Video](#) *(learn to customize the Tile activity with image)*
3. With sound links – [Video](#) *(learn to customize the tile activity with sound links)*

ii. Games

1. With hot spots – [Video](#) *(learn how to customize the Hot Spot game)*
2. With graphics – [Video](#) *(see techniques to incorporate different graphic components into a lesson activity)*

iii. Tools

1. With checker tools – [Video](#) *(learn how to create an activity with the Checker tool)*
2. With pull tabs – [Video](#) *(learn how to add text and images to the Pull tab tool)*
3. With images – [Video](#) *(learn to add images to a variety of tools)*

4) **Online Resources:** *ready-made lessons from SMART website*

- a. Under **Gallery Sampler**, press on **SMART Exchange**
- b. In lower section next to View press **exchange.smarttech.com**
(*this opens IE to search for lessons*)
- c. Search for lessons:
 - i. The initial search:
 1. Use **Search All Resources** by entering key words and press the Search icon
 2. Use **Browse by** to initially select specific **Subject, Grade** or **File Type** of desired lessons
 - ii. Then refine search by entering key words in **Search for**, selecting a **Subject** and **Grade**, then press **Search**
 - iii. Lessons will appear in a list; read about the lessons; press on **Click to Preview** to view the lesson (*click on side arrows to navigate through lesson*)
 - iv. Press X to quit lesson; press Download to download lesson (*press Save & navigate to desired location and name the lesson; press Save*)
- d. Press on **Lesson Activities**
 - i. Under **SMART Notebook lesson activities**, press **View All**
 - ii. Internet Explorer will open; press on **United States** (*or another region*)
 - iii. Scroll down to view lessons, or to sort, use one of the following:
 - iv. Enter a search term(s) and press on **Search** button
 - v. Use **Filter list by level** to pre-sort activities
 - vi. Scroll through lessons; press on desired lesson; Notebook lesson window will open
 - vii. Right-click on **Download** link; choose **Save Target As**, select desired location; press **Save**
Tip: *these lessons can be altered, deleted, or used as desired*

