

SMART Learning Suite Teacher Guide



Engage your class through lesson delivery, formative assessment, collaborative workspaces, and game-based activities.

#SMARTchampion

Tips for using this guide



- Use this guide **anytime, anywhere**, and on any device.
- Try one page at a time with your class. **Learn, try, and reflect.**
- **Make existing content more interactive.**
- Review a page a week with your teaching team. **Share and reflect.**
- Are you campus leadership? Email a page a week as a challenge. **Prizes help!**
- Collaborate with other teachers online **@SMARTpln**
- Connect and share on social media **#SMARTchampion**



The SMART Learning Suite

Display software

Exclusive to SMART Board interactive displays, SMART Ink® software enables teachers to write over videos and websites, and into PDFs and Microsoft Office® files, and save notes right in the file.

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Online software

With SMART Learning Suite (SLS) Online, you can create lessons, activities, and assessments anywhere, add interactive features to static lessons, and share to student devices.

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Desktop software

SMART Notebook® software for Windows and Mac comes with lesson-creation tools, subject-specific features, and endless ways to wow students of any grade level.

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SMART Ink

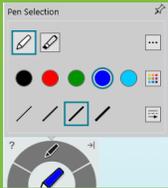
Steps

1 Pick up and write



When you pick up one of the display's pens, SMART Ink's dynamic toolbar appears. Start writing, even on the desktop.

2 Customize your pen style



Tap the dynamic toolbar and choose the pen. A window opens in which you to select a pen or highlighter, the ink color, and line thickness.

3 Use the Toolbox



Tap the dynamic toolbar and choose the toolbox. Spotlight or magnify an area or use the Screen Shade to slowly reveal the screen in any application. Easily navigate to any website using the ink-to-text tool.

4 Capture and save



In the toolbox, tap Capture  to take a screen capture of any notes. Save it to your desktop or add it directly to SMART Notebook.



Instructional ideas

- Open a piece of writing (for example, a poem), and use the toolbox's Screen Shade tool to cover your screen. Lower the shade, one line at a time, and students can highlight figurative language examples, circle rhyming patterns, and so on.
- On an image of a map, use the toolbox's Spotlight tool to shine a light on certain areas. Use the magnifier to zoom in on other areas of the map.
- Find an article online for students to read and annotate. Identify details that support the big idea of the article, highlight important vocabulary words, or identify inference evidence.
- Search the internet for an image of a graphic organizer. Zoom in. As a class or in small groups, ask students to complete the graphic organizer.
- Use the toolbox's Capture tool to grab a screen capture of student work.
- Teachers and students can make notes on Microsoft PowerPoint and Word documents—a perfect way to use lesson material you've already created!

NOTE

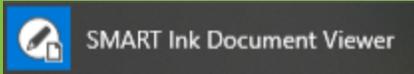
SMART Ink is available only on SMART Board interactive displays with SMART software installed.

SMART Ink Document Viewer

Steps

1 Open SMART Ink Document Viewer

Open SMART Ink Document Viewer on your computer from the Start menu (Windows) or from Finder (Mac).

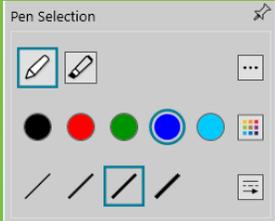


2 Open a PDF



Tap the open icon and browse to and open the PDF you would like to use in your lesson. Tap **Zoom In** **+** or **Zoom Out** **-** to fill the screen.

3 Write with SMART Ink

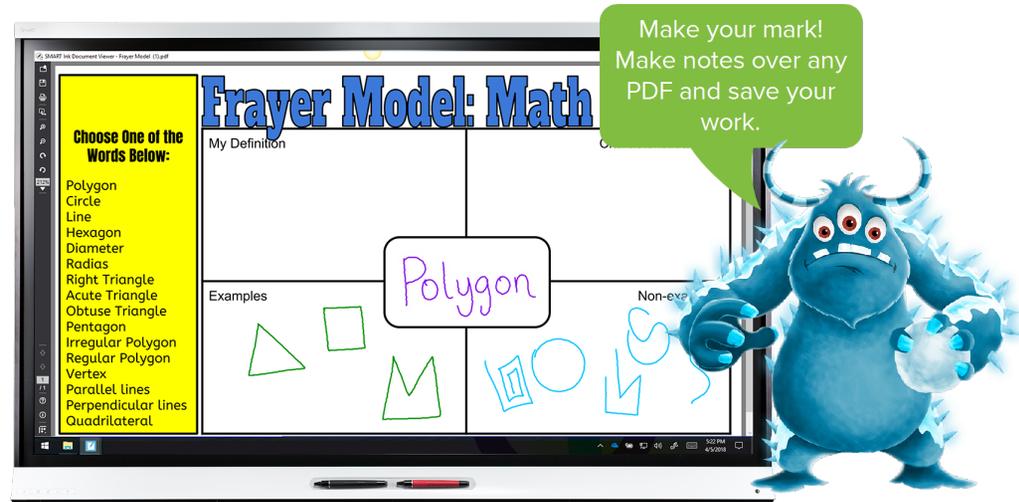


Pick up a pen and makes notes on the PDF. Tap SMART Ink's dynamic toolbar and change the pen's style (type, color, and thickness) to focus attention on learning.

4 Save your work



Save your work by tapping **Save**.



Make your mark!
Make notes over any PDF and save your work.

Instructional ideas

- Students can use SMART Ink Document Viewer in centers and group collaboration to work on PDFs on the SMART Board.
- Annotate over text and passages. Identify details, big ideas, facts and opinions, vocabulary, examples of figurative language, editing and revising, and so on.
- Students can add ink and collaborate on a graphic organizer, such as a Venn diagram, Frayer Model, T-Chart, or time line.
- Write or draw on PDF curriculum resources, such as worksheets, charts, and textbook materials.
- Find an article and have students work in teams to create a piece of Blackout Poetry by leaving only some of the words visible.
- Download a Google Doc or Google Slide as a PDF and open it in SMART Ink Document Viewer. Teachers and students can now write or draw over the PDF.
- Create a divided workspace for students to work in rotations.

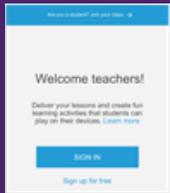
NOTE

SMART Document Viewer is available only on SMART Board interactive displays with SMART software installed.

Sign in to and set up SLS Online

Steps

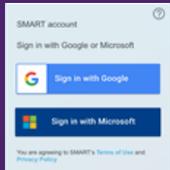
1 Create an account



Go to helloSMART.com, scroll down, click **Are you a teacher?**, and then click **SIGN IN**.

If this is your first time signing in, you'll need to set up a SMART account first.

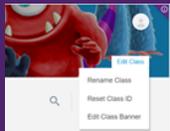
2 Sign in



Select your school Google or Microsoft account and click **Next**.

Enter your account email and password to sign in.

3 Customize your library

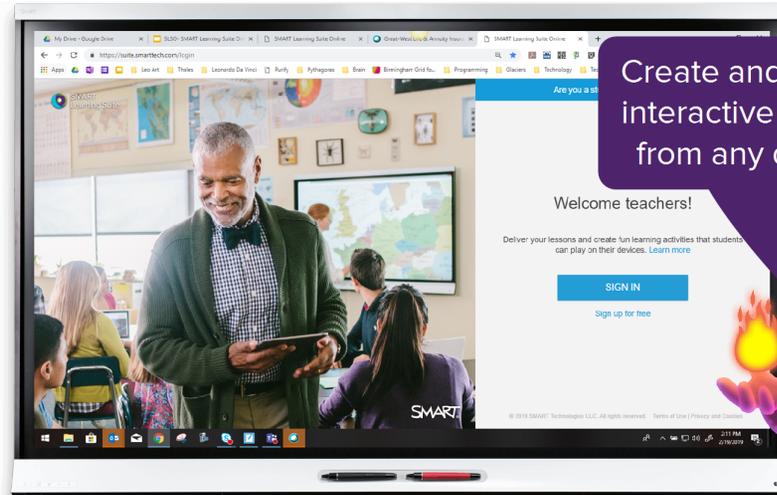


Click **Edit Class** to personalize your SLS Online lesson library by adding a fun banner. You can also reset your Class ID and change your class name.

4 Begin building



After you've signed in and customized your library, you're ready to import or create lessons.



Create and access interactive lessons from any device.



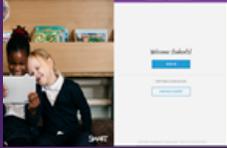
Instructional ideas

- In the lesson library, navigate to **Edit Class**. [Watch video](#).
- **Rename your class**
You can change the name that appears at the top of the lesson library when students join your class in SLS Online.
 - Capture students' attention when studying a book by naming the class after an important character, such as the protagonist or antagonist.
 - To build relationships, name the class after a student when it's a student's birthday.
 - Introduce a unit of study by naming the class after a related person, place, or topic. Students can try to guess what they will be studying.
- **Add a class banner**
You can also add and change the class banner (the background that appears behind the name).
 - Change the class banner according to the unit of study.
 - Build relationships by using a student's artwork as the banner.

Get your students signed in

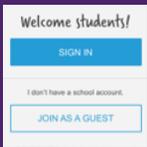
Steps

1 Open SLS Online



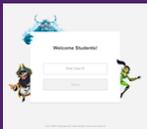
Go to hellosmart.com, scroll down, click **Are you a teacher?**, and then click **SIGN IN**. If this is your first time signing in, you'll need to set up a SMART account first.

2 Have students sign in or join as guests



Students can connect to your class by signing in with their Google or Microsoft student accounts, or they can join as guests. Then they type their names.

3 Students enter the class ID

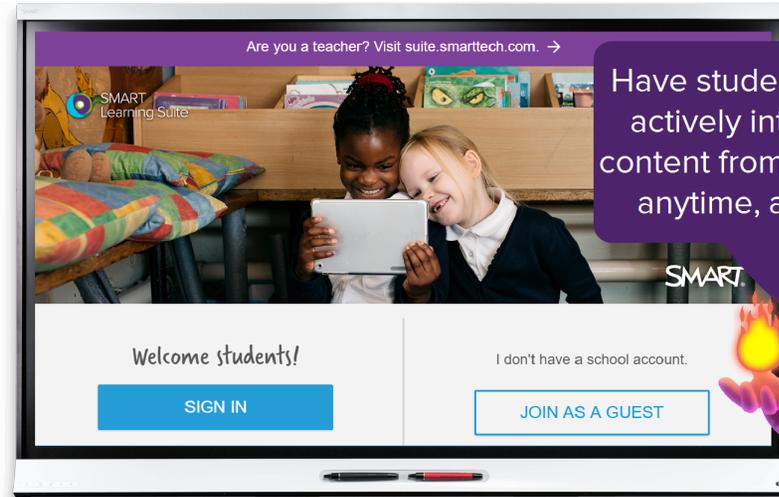


Students enter the class ID, or, if they've connected to the class before, select the class's name.

4 Students join the lesson or wait in the lobby



If your lesson is running, it appears automatically on student devices. If you haven't started the lesson, students are taken to the class lobby until you start the lesson.



Instructional ideas

Sign In: There are number of instructional uses when students sign in to SLS Online with their Google or Microsoft account ID.

- Signing in fills in students' names automatically instead of allowing the student to type any name (great for accountability on assessments).
- Signing in enables you to share a link to the lesson so students access it after class.
- When students are signed in, you can assign them to a collaborative Workspace during the class, and they can continue working on group projects virtually.

Join as a Guest: Students can join as guests by using only the teacher code.

- Ideal for younger students who don't have a Microsoft or Google account
- Requires only the class ID (great for quick access to content and activities)
- Ideal for multiple students sharing a device

Group Work: SLS Online is useful even for students who don't have a device. Be creative!

- Use one device per table, small group, or center rotation (groups can join using a team name)
- Have partners share a device
- Bring Your Own Device models

Create a game-based activity

Steps

1 Sign in to SLS Online



Go to suite.smarttech.com and sign in, and then click the **Add Content** button.

2 Open the creation wizard



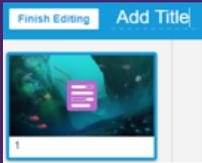
Scroll down and click **Start with an activity** to start the SMART activities creation wizard.

3 Choose an activity and start creating



For a preview of how an activity works, click the magnifying glass beside it. Select the activity you want and follow the steps to build it.

4 Name the activity and start playing



Add a title to your activity and click **Finish Editing**. Start the activity by clicking it in your lesson library.



In five minutes or less, you can create a game-based activity that students will love!

Instructional ideas

- Use SMART activities to get students' attention, spark curiosity, or introduce vocabulary for the lesson. Details and ideas: <https://goo.gl/V2Hqcx>. Example: The Fill In the Blanks activity works great as a hook. Choose a quote, poem, or definition that connects to your lesson topic. Students organize the words and reflect on possible meanings. Discuss and share.
- SMART activities are terrific as learning experiences, practice, and review. Examples: Use Match 'Em Up for vocabulary or math practice. Try Game Show for a fun review. Super Sort is also great for reinforcing learning.
- SMART activities can also be useful for giving students choice in assignments. Flip Out: Give students a variety of learning experiences and let them choose which they would like to do. Label Reveal: Give different tasks for parts of an image.
- Formative assessment and checking for understanding is vital for students and teachers in providing real-time feedback. Example: Monster Quiz gives instant feedback. The class can review and dispel misconceptions at the end. In addition, it's just plain fun!

Create a formative assessment

Steps

1 Sign in to SLS Online



Go to suite.smarttech.com and sign in, and then click the **Add Content** button.

2 Open the creation wizard



Scroll down and click **Start with an assessment** to start the assessment creation wizard.

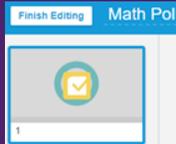
3 Add questions



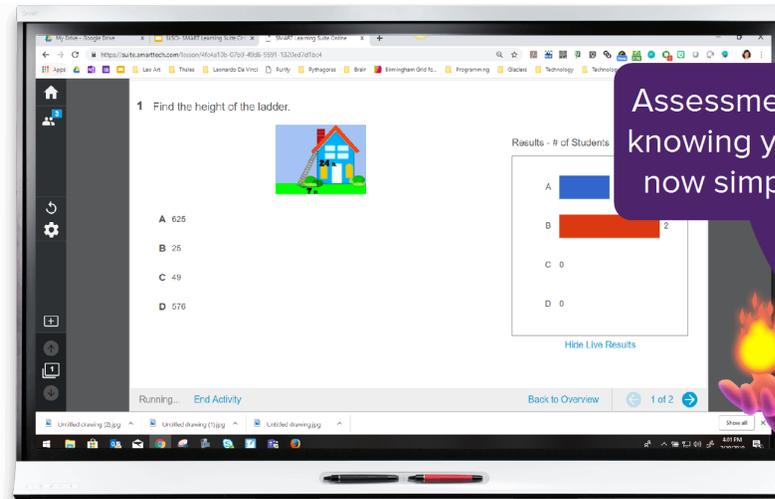
Create your question set. Choose from a variety of question types. Use images and text.

TIP: Use the menu on the right to add or edit questions.

4 Finish and launch the assessment



When you're done, click **Next**. Add a title and click **Finish Editing**. Start the quiz by clicking it in your lesson library.



Assessment made easy: knowing your students is now simpler than ever!



Instructional ideas

- The assessments tool is great for formative assessment, as you can get instant data and meet with students to give them personal and immediate feedback.
- Create a two-question pre-test. Use the short answer question type so students cannot guess. Look at the data. Students missed both? Need intervention. Got them all right? Ready for a challenge. One right, one wrong? Ready for instruction.
- Teachers can also give a pre-test that allows students to test out of material they've mastered and work on a passion project or a leveled-up assignment.
- Create a poll or a survey. This can set the stage for a great Socratic Dialogue or debate with students. Polls and surveys are also fantastic for building relationships with students and getting to know who's in your class.
- Assessments allow you to export student data as an Excel spreadsheet with a click of a button—this is a powerful feature when giving a summative assessment for a grade.

TIP

Have students enter their last name or sign in with Microsoft or Google so the spreadsheet matches your gradebook.

Create a multi-page lesson

Steps

1 Sign in to SLS Online

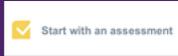


Go to suite.smarttech.com and sign in, and then click the **Add Content** button.

2 Choose your path



OR



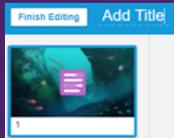
Choose **Start with an Activity** or **Start with an Assessment**, depending on how you'd like to begin your lesson.

3 Add more pages

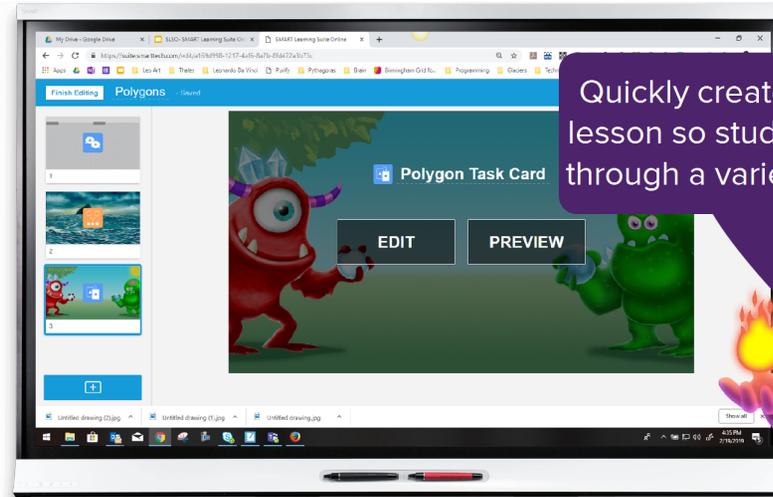


Follow the on-screen steps to build the activity or assessment. Continue developing your lesson by adding activities and assessments .

4 Finish and launch the lesson



Edit the title and click **Finish Editing**. Start your lesson by clicking it in your lesson library.



Quickly create a multi-page lesson so students can move through a variety of activities.



Instructional ideas

Add several activities or assessments to create a multi-page lesson.

- Begin with an activity that reviews important vocabulary.
- Use an assessment as a pre-test.
- Add a Shout it Out! activity to gather student connections.
- Create two leveled activities (based on results of the assessment, have students work on the activity at their level, either review or extend). Use the Student Pacing feature to allow students to work at their own pace.
- Add a Flip Out or Label Reveal activity as a choice board for higher level tasks. This is great for testing review. Assign the review task only to students who need them. The others can extend to making higher level connections and applying their knowledge.

Provide several options for students to work with the same type of material. Based on how the student learns best, they can choose how to work.

Import a PDF and add interactivity

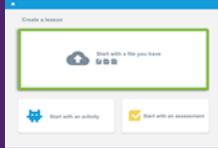
Steps

1 Sign in to SLS Online



Go to suite.smarttech.com and sign in, then click the **Add Content** button.

2 Choose your PDF



Click **Start with a File you have** and browse to and select the PDF file to upload.

3 Increasing interactivity



Add SMART activities and assessments to the PDF.

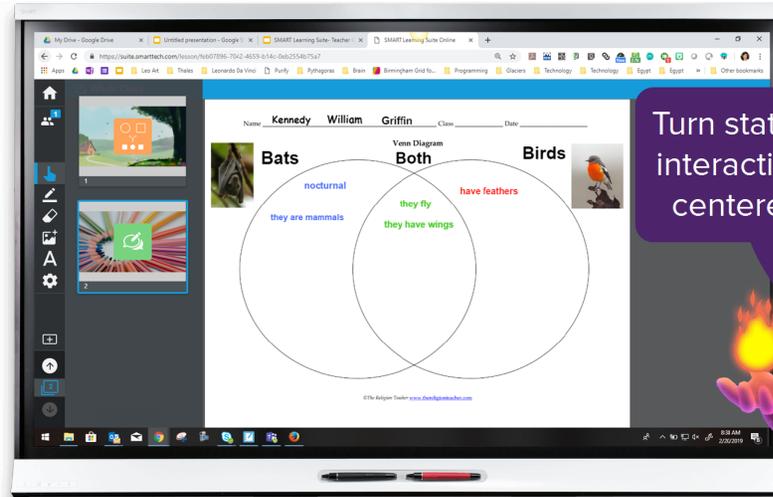


Convert PDF pages to Handout or Workspace activities.

4 Get ready to share



When you're done, click **Finish Editing** in the upper left-hand corner. Your interactive lesson is ready to share with students.



Turn static PDFs into interactive, student-centered lessons.



Instructional ideas

- Import a PDF of a graphic organizer, such as a Frayer Model, and turn it into a collaborative Workspace activity. Allow students to fill in the graphic organizer in teams and present their work. Add an activity, such as Match 'Em Up, to help students review the vocabulary words.
- Add a PDF of an image connected to material you'll share in class. Turn it into a Workspace. Have students share things they notice, questions they have, and predictions. Add a Shout It Out! activity at the end and ask students to share their thoughts or conclusions.
- Find a PDF of a historical document and or speech. Upload it and add an assessment. Ask students to summarize the document in six words using the short answer question type. Add additional questions based on the document.
- Import a PDF of a perplexing math problem. Turn it into a Workspace and divide students into teams. Have students work to solve the problem four different ways. Have the teams present their solutions.

Import a PowerPoint and add interactivity

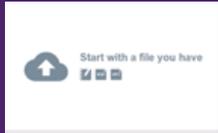
Steps

1 Sign in to SLS Online



Go to suite.smarttech.com and sign in, then click the **Add Content** button.

2 Choose your PowerPoint



Click **Start with a file you have** and browse to and select the PowerPoint file to upload.

3 Increasing interactivity



Add SMART activities and assessments to the PPT presentation.

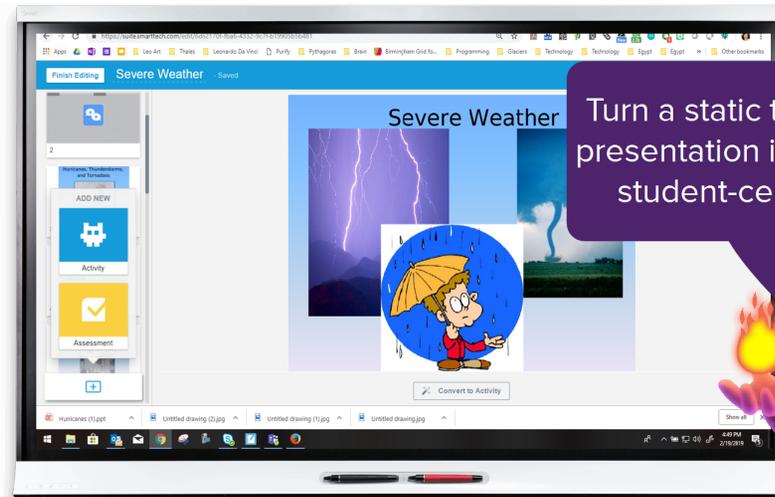
Convert presentation slides to independent Handout or collaborative Workspace activities.

4 Get ready to share



When you're done, click **Finish Editing** in the upper left-hand corner. Your interactive lesson is ready to share with students.

TIP: If part of your PPT presentation formatting isn't right, try converting it to a PDF and then uploading.



Instructional ideas

- Create an engaging lesson for students by importing a PPT file into SLS Online and adding interactivity. In Editing mode, you can browse through the PPT and delete unneeded pages, rearrange pages for a better lesson flow, make static pages interactive, and add SMART activities and assessments.
- Add a SMART activity to a PPT file to spark curiosity and grab student attention. Begin with a SMART activity, such as Shout It Out!, to tap into students' prior knowledge of the subject, which helps gauge where a student's entry point of learning begins. Discuss and share. Add other activities throughout the PPT for formative assessment and real-time checks for understanding. See [Create game based activities](#).
- Add an assessment to get instant feedback or to use as a summative assessment. Export results for grades See [Formative Assessment Ideas](#).
- Convert a page into an individual Handout activity. This allows for students to add their own knowledge and understanding on an independent page and learn at their own pace.
- Convert a page into a collaborative Workspace activity. Students can contribute to the workspace with pen, text, and images and collaborate in real time. They can also add links to reference sources. Teachers can enter each workspace and add comments and suggestions.

Import Google Slides, Docs, and Sheets

Steps

1 Import PDF, PPT, Notebook, Slides, Docs, Sheets



After you've connected Google Drive to SLS Online, go to Google Drive and select **New >**

More > SMART Learning Suite.

2 Add lessons to G Drive

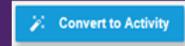


Click **Import from Google Drive** to import resources from your Drive into SLS Online, or **Import from your Device** to load resources stored on your computer.

3 Add activities



Add SMART activities and assessments to the lessons in your Drive.

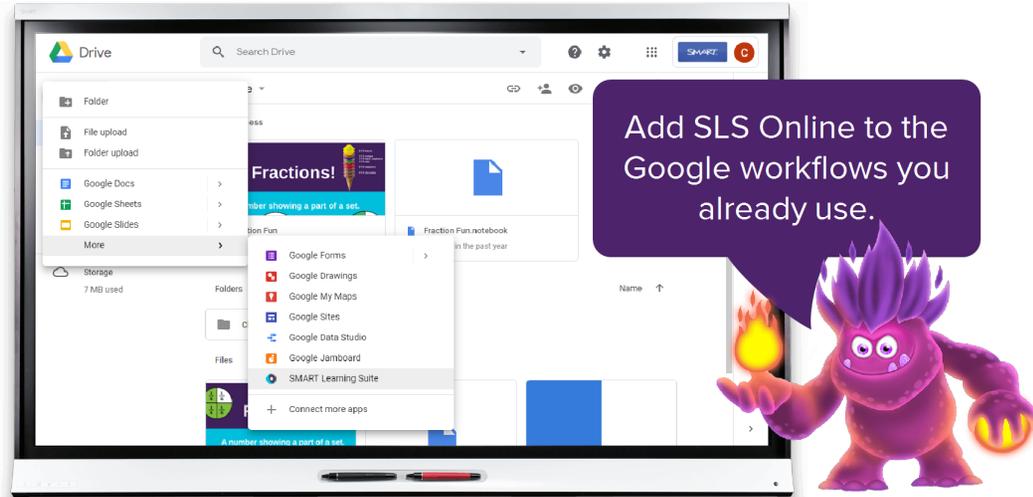


Convert a Google Slides, Docs, or Sheets page to an Independent Handouts or Collaborative Workspace.

4 Get ready to share



Click **Finish Editing** in the upper left-hand corner when you're done modifying the file. Your interactive lesson is ready to share with students.



Instructional ideas

- Create an engaging lesson for students by adding interactivity to a Google file (Slides, Docs, or Sheets). In Editing mode, you can browse through the file and delete unneeded pages, rearrange pages for a better lesson flow, make static pages interactive, and add SMART activities and assessments.
- Add a SMART activity to a the file to spark curiosity and grab student attention. Begin with a SMART activity, such as Shout It Out!, to tap into students' prior knowledge of the subject, which helps gauge where a student's entry point of learning begins. Discuss and share. Add other activities throughout the PPT for formative assessment and real-time checks for understanding. See [Create game based activities](#).
- Add an assessment to get instant feedback or to use as a summative assessment. Export results for grades See [Formative Assessment Ideas](#).
- Convert a page to a Handout activity so students can add text, images, and drawings to show their thinking and learning. They can submit their handout to the teacher when they've finished.
- Convert a page into a Workspace activity. In a collaborative workspace, students can contribute text, images and draw. They can also add links to reference sources. Teachers can enter each workspace and add comments and suggestions.

Build and save a SMART Notebook lesson

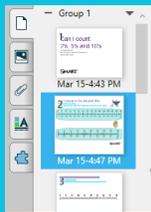
Steps

1 Open SMART Notebook



From your computer, open SMART Notebook.

2 Build your lesson



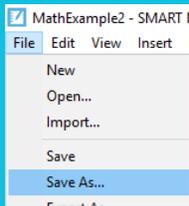
Create a new lesson from scratch or import a PowerPoint (Windows only) or PDF file. The page sorter on the side shows you the different parts of your lesson.

3 Make it interactive

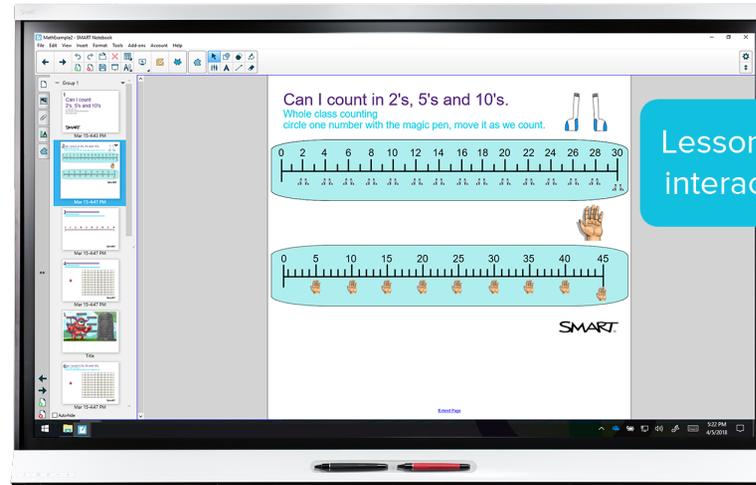
Use tools such as the infinite cloner, the Gallery's interactive tools, activities, and assessments to build engaging lessons. Click the icons below to learn about these tools.



4 Save your work



Click **Save** to save your SMART Notebook file.



Lesson creation for an interactive classroom!



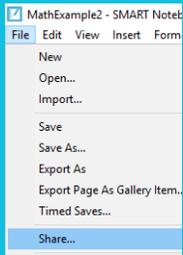
Instructional ideas

- Create a three-page SMART Notebook file with a hook, learning experience, and a check for understanding:
 - Page 1: The hook—Spark curiosity and grab students' attention.
 - Page 2: Learning Experience—Layer an engaging activity to help your students work with the subject matter.
 - Page 3: Check for understanding—Use activities or assessments.
- Introduce your lesson, the hook, by adding a [YouTube video](#) or an activity like Fill in the Blanks to spark curiosity in your students.
- Create a SMART Notebook file for use in centers or stations.
 - Use [infinite cloner](#) to build math stations, or create a variety of activities to reinforce learning.
 - Use the timer to help students know when to rotate to their next station.
- Check for understanding: Use Shout It Out!, [assessments](#), or writing on a blank Notebook page as students leave for an exit ticket or as they arrive for an entrance ticket.
- Add a quote, a picture, a short poem, or line from a song to a blank page. Have students participate in a Chalk Talk.

Share a SMART Notebook lesson

Steps

1 Save and share



Click **Save** to save your work. Click **File > Share**. SMART Notebook provides two sharing options: **Share with a SMART Board** and **Share using a link**.

2 Share to a SMART Board



If your classroom has a SMART Board with iQ, you can wirelessly share to the board and present. Click

Share with a SMART Board, choose your board, and click **Share Now**.

3 Share with colleagues

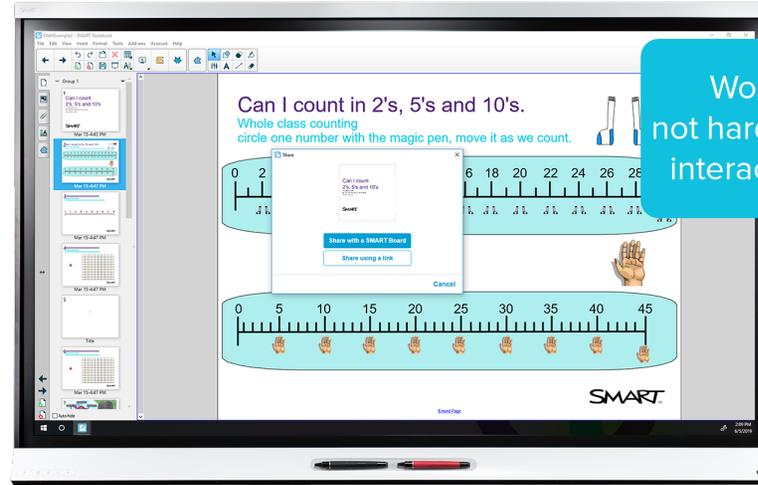


Click **Share with a link** to share your work with colleagues or to add a link to lesson plans.

4 Find the shared lesson in SLS Online



Sign in to SLS Online and you'll see your lesson there too. Now you can use SLS Online's tools to deliver the lesson.



Work smarter, not harder, by sharing interactive lessons.



Instructional ideas

- Share a SMART Notebook file with your colleagues. They can click the link to download the file and modify it to meet the varied needs of their students. This allows you and other teachers to work smarter by sharing work.
- Use the Share feature to send a SMART Notebook file directly to a SMART Board interactive display with iQ. This is great for creating substitute plans, building centers, reviewing, or small group work.
- Share with teachers at another campus. Students can work on the same material and participate in a shared Shout It Out! or Monster Quiz. Break down the classroom walls!
- Sharing a file also adds it to your SMART Learning Suite Online account, allowing you to send the file to student devices.
- Put links to Shared files directly into your lesson plan for easy access during class and to achieve.

Create a game-based activity

Steps

1 Start the activity wizard in SMART Notebook



Click  in the SMART Notebook toolbar to start the activity wizard. The activity wizard provides templates for building a variety of activities.

2 Build the activity



Select an activity and follow the instructions to add lesson material. Some activities let you add images or choose fun themes.

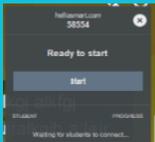
Note: If it's your first time, you're prompted to make an account using Google or Microsoft.

3 Add game elements

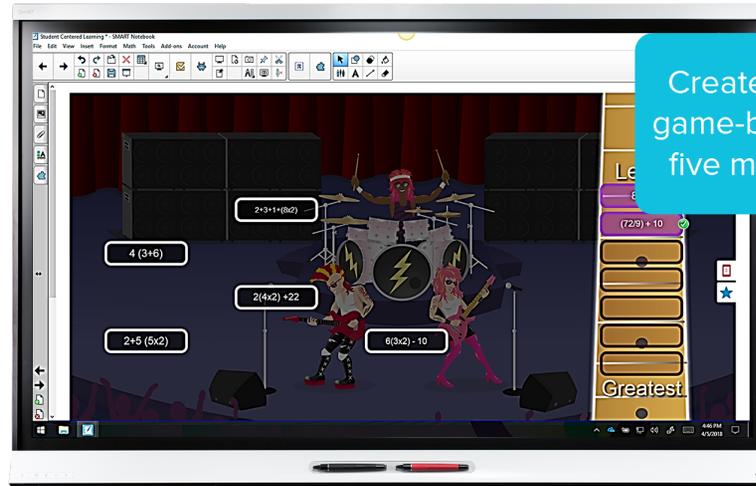


Make an activity more interesting and engaging for students: tap  to add a timer, buzzer, or randomizer to activities.

4 Play



Tap **START** to play games on the display, or tap  to send them to student devices through hellosmart.com.



Create an engaging game-based lesson in five minutes or less!



Instructional ideas

- Use activities to grab students' attention, spark curiosity, or introduce vocabulary for the lesson.
 - Fill In the Blanks works great as a hook. Choose a quote, poem, or definition that connects to the learning. Students organize the words and reflect on possible meanings. Discuss and share. For more activity ideas, visit <https://goo.gl/V2Hqcx>.
- Activities are terrific as learning experiences, practice, and review:
 - Use Match 'Em Up for vocabulary or math practice.
 - Try Game Show for a fun review.
 - Use Super Sort as a great way to reinforce learning.
- Formative assessments and checking for understanding is vital for students and teachers to provide real time feedback. Monster Quiz is a great formative assessment. Students get instant feedback, and the class can review the lesson and dispel misconceptions at the end. It's also just plain fun!

Create a formative assessment

Steps

1 Get started



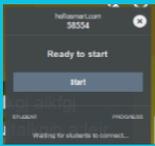
Open SMART Notebook on your computer and click the response 2 icon in the SMART Notebook toolbar.

2 Make your question set



Create your question set using a variety of question types, such as multiple choice, true/false, multiple answer, and short answer. Add images and text to questions.

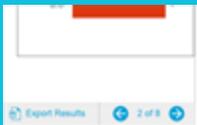
3 Start your assessment



Click  on the assessment page. Ask your students to go to hellosmart.com and enter the teacher code shown on the assessment. Click **Start**.

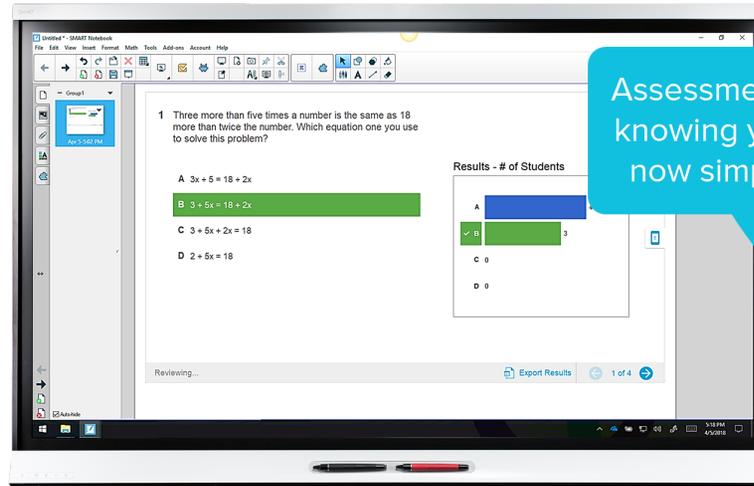
Students use their device to answer questions.

4 Review and export results



After all students have submitted their answers, tap **End** to start the review. Students get instant feedback on their devices.

You can also export your students' results by tapping **Export Results** in the bottom-right corner.



Assessments made easy: knowing your students is now simpler than ever!



Instructional ideas

- Use formative assessments give you instant data so you can then meet with students and give them personal and immediate feedback.
- Create a two-question pre-test. Use the short answer question type, rather than multiple choice, so students can't just guess. Look at the data. Missed both? Needs intervention. Got them all right? Ready for a challenge. One right, one wrong? Ready for instruction.
- Give a pre-test allowing students to test out of the current lesson and work on a passion project.
- Build relationships using a poll or a survey. This can set the stage for a great Socratic Dialogues or debates with students.
- Export student responses so you can use them as a summative assessment for a grade.

TIP

Make sure students enter their last name so the spreadsheet matches your grade book.

Insert a YouTube video

Steps

1 Get started



Open SMART Notebook on your computer, click the Add-ons tab in the sidebar, and select **YouTube**.

2 Search safely



Select **YouTube Safe Search**. Use the search to find the perfect video for your lesson.

3 Find the right video

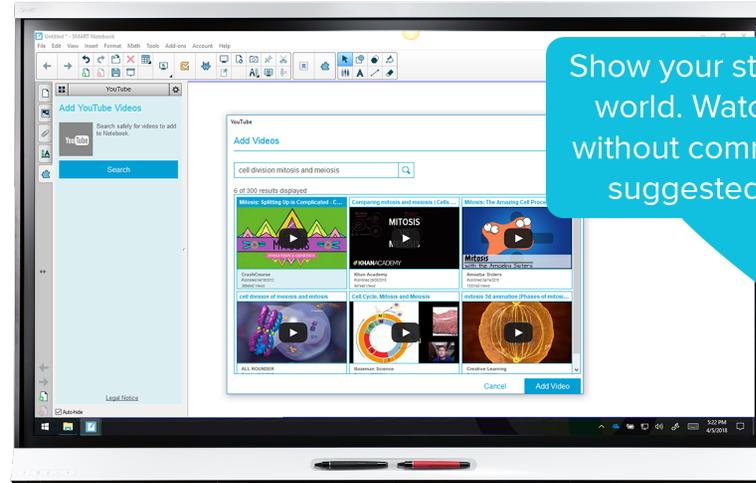


Preview the videos by clicking the play button. When you find a video you like, click its title and click **Add video**.

4 Movie time



A clean version of the video—free of ads, comments, and suggested videos—is added to the Notebook page. You're ready to hit play and share the video!



Show your students the world. Watch videos without commercials or suggested videos.



Instructional ideas

- Find a YouTube video that will build wonder and curiosity among your students. For example, share a video that shows a microscopic view of cells. Turn off the sound and allow students to watch what's happening. Encourage students to share questions, thoughts, and predictions.
- Use YouTube and [Shout It Out!](#) together: Start a Shout It Out! activity that students will use as a back channel as they watch the video. After the video is over, go back to the Shout It Out! to sort, discuss, and label student contributions.
- Make a video available for students to watch if they're stuck on a lesson. There are great tutorials available on YouTube for a variety of subjects.
- Find a video that brings the lesson together and watch it as a class to close the lesson. Have students create six-word summaries based on the lesson and video.
- While the video plays, you and your students can annotate over the video itself or students can take notes on the side as they watch.

Use SMART Notebook's pen tools

Steps

1 Get started



Open SMART Notebook and tap the pen icon in the Notebook menu.



Choose the Pen to see all available pen options. Pick a pen type and choose a color.

2 Use some fun pen examples



Convert hand-drawn shapes into clean digital shapes.



Draw a circle to shine a spotlight or a rectangle to magnify, or use disappearing ink.



Convert handwritten text to typed text and edit it with a variety of editing features.

3 Save your favorite pen style



Save a custom pen so your favorite pen is easily available. Select the pen tool and choose your settings. Open the *Properties* tab, select **Line Style** then **Save Tool Properties**.

4 Make it accessible for everyone



Click the arrows in the top-right side of the toolbar to move it to the bottom.



Write or draw with digital ink
-use crayons, watercolors,
calligraphy, and more!



Instructional ideas

- Add or open a blank SMART Notebook page. Students can use the Creative pen to write their high frequency or vocabulary words in rainbow ink.
- Use the Text pen to help students practice editing and revising. Write sentences with the text pen and have a student come to the display to edit the sentences.
- Have students partner up and use the Magic pen. One student writes a vocabulary word using the Magic pen and their partner then writes the word or definition using the regular pen. Students can take turns.
- Use the Shape pen to draw a quick Venn Diagram.
- Encourage students to use the artistic style pens (Creative, Magic, or a custom pen style) for mind mapping, illustration, and creative responses.
- Use the Magic pen to draw a circle over part of a map to spotlight that place, or draw a rectangle over a factor detail in an article to zoom in and focus attention.

Use widgets to add interactivity

Steps

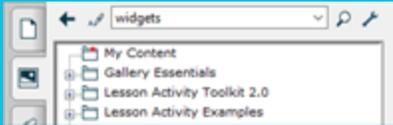
1 Get started



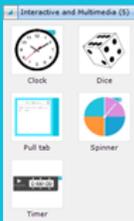
Open SMART Notebook on your computer and then open the *Gallery* tab. The Gallery includes a wide variety of searchable content, such as hundreds charts, graph and handwriting paper, 3D shapes, and more.

2 Find interactive widgets

Type **Widgets** in the search bar and click  to search for the available interactive tools.

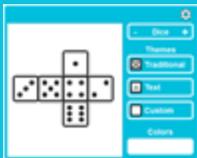


3 Select your tool

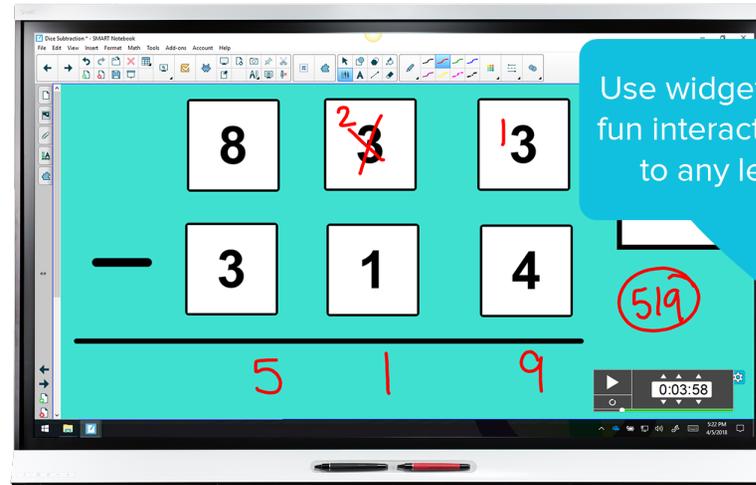


Click and drag the tool you want to use into the SMART Notebook page.

4 Customize your tool



Click  to personalize the interactive tool.



Use widgets to add fun interactive tools to any lesson.

Instructional ideas

- **Dice:** The interactive dice are customizable: add words, letters, numbers, and even images.
 - Have questions on each face, roll the die to see which question the students will answer. This tool works well with Shout It Out!.
 - Add numbers to make a math game, 3 die on top of 3 die and students practice subtraction with regrouping for centers.
 - Add letters and have students roll the die to build and record the words they make.
- **Spinner:** Add words and new sections to customize the spinner. Use to add choice to an assignment or station.
- **Clock:** Choose analog, digital, or both. Students can move the clock hands to practice telling time and to work on elapsed time problems.
- **Timer:** Use the timer to help students know when to rotate between stations.
- **Pull tab:** Use the interactive tab to hide directions, answers, or challenge questions.

NOTE

These tools are not compatible with SLS Online. If you [upload this lesson to SLS Online](#), these tools won't be available.

Working with images

Steps

1 Get started



Open SMART Notebook on your computer and click the *Add-On* tab.

2 Search for royalty-free images



Choose **Image Web Search** and find a royalty-free image and drag it onto the SMART Notebook page.

3 Set transparency

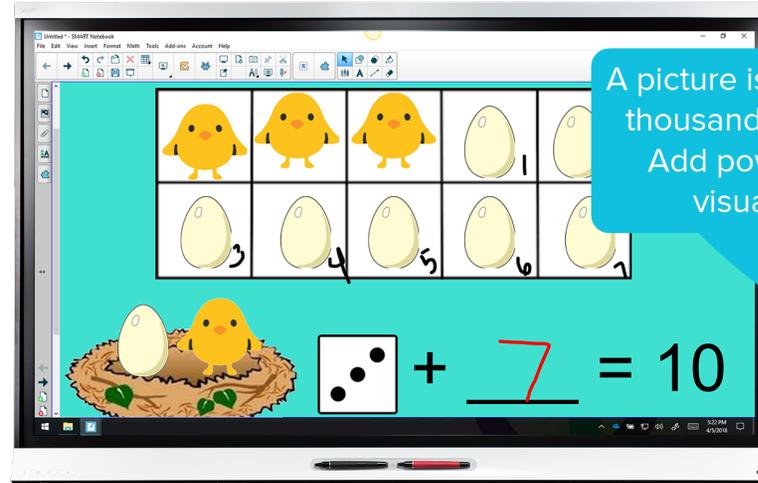


Get rid of the white rectangle around your image by selecting the image, clicking the down arrow in the top right corner, and selecting **Set Image Transparency**.

4 Crop the image



To crop an image or zoom in on one part, select the image, then click the top-right arrow and select **Mask**.



A picture is worth a thousand words.
Add powerful visuals!

Instructional ideas

- Find images that go with a story the students are reading. In stations, students can use the images to retell the story.
- Find an image that sparks curiosity and questions about an upcoming unit or topic. Have students come up and write or draw over the image. They can share what they're thinking about, things they wonder, questions they have, and connections they've made.
- Images can link to other pages in a SMART Notebook lesson or even to a website you would like your students to visit. Linking to another page within a lesson is a terrific way to differentiate stations or content for students.
- Find images of possible characters, settings, and problems. Students can work in small groups to create a story based on the images.
- Start a Shout It Out! activity, then show students an image of real-life examples of concepts. Have them record details, questions, and comments. Go back to the Shout It Out! activity and look for commonalities, differences, or interesting observations.

Use the infinite cloner

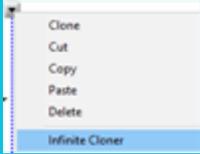
Steps

1 Get started



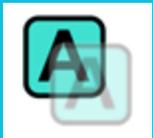
Open SMART Notebook on your computer. Using the **Image Web Search** from the *Add-on* tab, drag an image or shape from the *Gallery* tab, or paste an image from the clipboard into the SMART Notebook page.

2 Start the Infinite Cloner



Select the image or shape you want to clone, click its down arrow in the top-right corner and select **Infinite Cloner**.

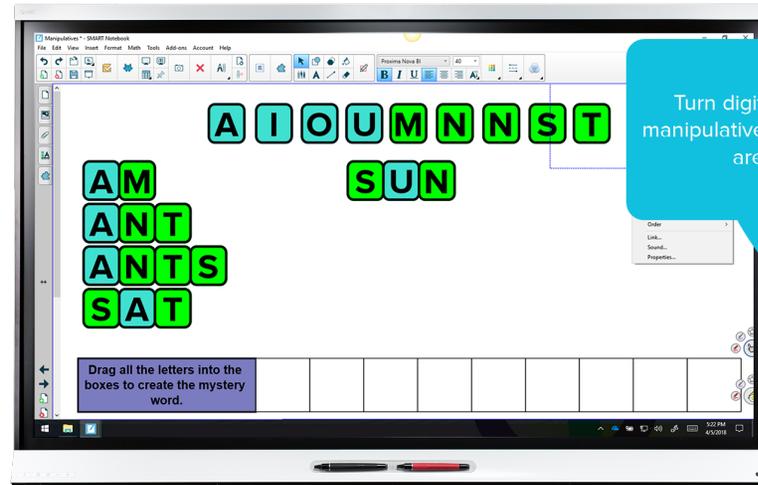
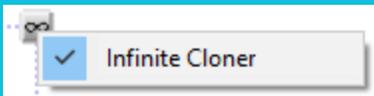
3 Clone infinitely



Click and drag the original shape or image to create a clone, which you can place it anywhere on the page. Continue clicking and dragging the original shape or image to make multiple clones.

4 Stop cloning

The original shape or image stays in clone mode until you turn the infinite cloner off by clicking the infinity symbol in the top-right corner and selecting **Infinite Cloner** again.



Turn digital images into manipulatives-the possibilities are infinite!



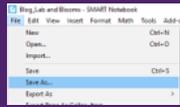
Instructional ideas

- Creating manipulatives is a great way to support students and build in interactivity in stations, whole group, and small group. The Infinite Cloner works well for base ten blocks, five and ten frames, patterns, and more.
- Add images of coins and bills. Set each to be infinitely cloned. Have students work in small collaborative groups to create various amounts of money or to solve word problems using coins and bills.
- Add a hundreds chart from SMART Notebook's Gallery tab. Create different color counters and set them to be infinitely cloned. Give students different logic problems or math problems using the counters and the hundreds chart.
- Create a "making words" lesson by turning on the Infinite Cloner for cloning letters needed to make the mystery word.
- Clone numbers and math signs, allowing students to build a variety of equations. Students can then write word problems to connect to the math equations.

Send a SMART Notebook lesson to SLS Online

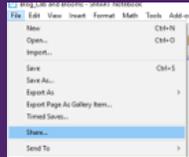
Steps

1 Save your work



Finished with your SMART Notebook lesson? Click **Save** to save your work.

2 Get ready to share



After saving your SMART Notebook file, you can now share it. Click **File > Share**.

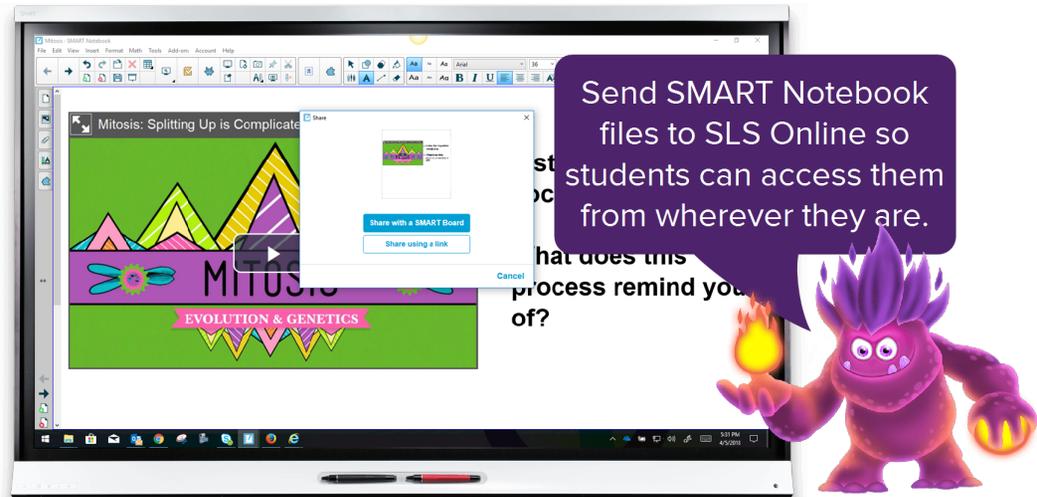
3 View sharing options



When you click **Share**, the SMART Notebook file is saved and a dialog opens, providing options for sharing to the SMART Board or sharing a link.

4 Send your file to SLS Online

Choose **Share with a link** to send your file to the SLS Online lesson library, where you can push the lesson to student devices.



Send SMART Notebook files to SLS Online so students can access them from wherever they are.

Instructional ideas

- Work smarter by sharing resources. Make a link to your SMART Notebook lesson so you can share it with your colleagues. They can click the link to download the file and modify it to meet the needs of their students.
- Connect students to your lesson. When you use the Share feature in SMART Notebook, your lesson is automatically sent to your SLS Online lesson library, where you can click it to open it in Delivery mode and share it on connected student devices.
- Break down the classroom walls! Teachers can also use links to share their lessons with teachers at another campus. Students at the campus can work on the same lesson and participate in a shared Shout It Out! or Monster Quiz activity.

Add an blank page

Steps

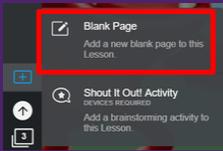
- 1 Open your lesson in SLS Online**
Start a lesson by tapping the lesson thumbnail in your library.



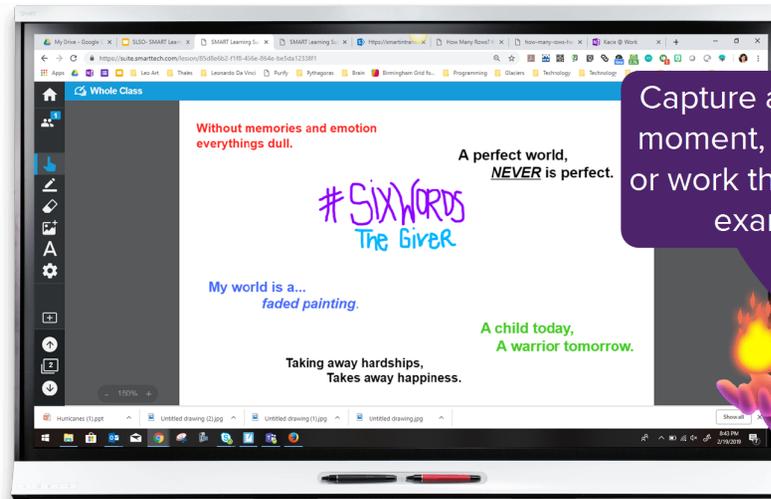
- 2 Add a blank page**
Click the + button to insert a blank page in your lesson.



- 3 Convert pages on the fly**
You can convert blank pages to a Handout or Workspace activity or leave them as-is for teacher modeling.



- 4 Use the blank page to illustrate a point**
You can write and draw on a blank page to quickly illustrate concepts for your students.



Capture a teachable moment, brainstorm, or work through more examples.



Instructional ideas

- Add a blank page to a lesson and use it to model a concept, brainstorm, or gather ideas.
- Add a blank page and have a team of students come up to model for their peers. They can also use the page as a Think Tank space.
- Turn a blank page into a Handout activity, giving students a space to work out problems, brainstorm, and so on.
- Turn a blank page into a handout and allow students to create a mindmap or sketchnote, showcasing their understanding of a lesson.
- Add a blank page, add a quote or questions, and turn it into a Workspace activity. Pull the whole class into the space and start a Chalk Talk.
- Turn a blank page into a Workspace and have students create a digital poster, showcasing their learning of a topic.
- Use a blank page as a Workspace for teams of students to make a mindmap.
- Use a blank page as a Workspace where two students can quiz each other.

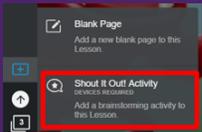
Add an Instant Shout It Out! activity

Steps

- 1 Open your lesson in SLS Online**
Start a lesson by tapping the lesson in your library. Then tap the + button in the command bar on the left.



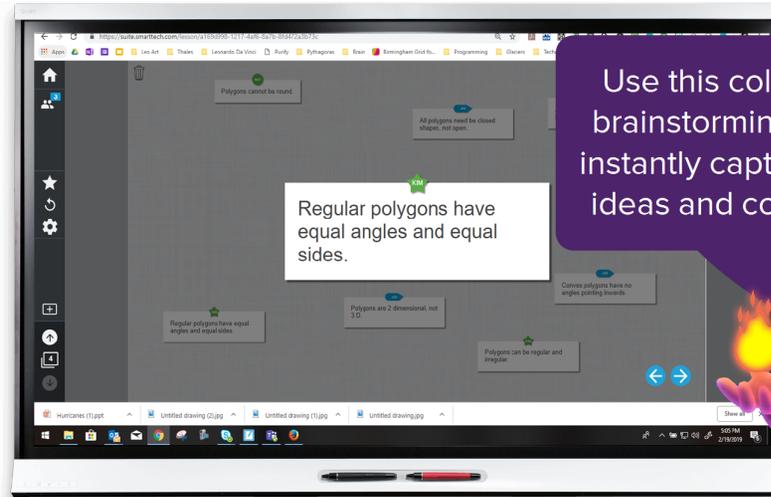
- 2 Add Shout It Out!**
Choose **Shout It Out!** to add a page where you can quickly check for understanding, create an exit ticket, or brainstorm on the fly.



- 3 Connect students**
Click the student icon in the top left corner to display the class ID and directions for joining the class. Students join the activity on their devices.



- 4 View responses**
After students join, select the arrow in the top left corner to hide the directions and see responses.



Use this collaborative brainstorming space to instantly capture student ideas and connections.

Instructional ideas

- Instant Shout it Out! is a great way to have students contribute text, connections, and questions to the lesson instantly to capture that teachable moment or check student understanding. Shout it Out! has lots of uses:
 - Students can share what they've accomplished on individual or group projects and what their plan for class is today.
 - Students can share vocabulary connected to the lesson.
 - Students can provide examples connected to a lesson's main idea. For example, they can share the first line of the book they're reading when you're discussing story starters.
 - Students can write essay question topics or complete math problems. Let students pick one from the board as an extension.
 - Students can submit potential questions for a quiz on the next day to use as an entrance ticket. Turn the student questions into an assessment or Monster Quiz and use it the next day.

Make a page a Handout activity

Steps

- 1 Open your lesson in SLS Online**
Open your lesson in Editing mode and go to the page you want to convert to a Handout.



- 2 Convert the page**
Click **Convert to Activity** at the bottom of the page.



- 3 Convert to a Handout**
Click **Make this page an individual Handout activity**.

- 4 Preview the Handout**
Preview your Handout to make sure it meets your needs, then click **X** to close the preview.



Instructional ideas

After you import a SMART Notebook file, PDF, or PPT, you can convert static pages to Independent Handout Activities. Students can then interact with the page individually on their own device.

Handout activities have many uses:

- Create a SMART Notebook file with [infinite cloners](#), a pull tab of hidden directions, or text covered with a colored shape to reveal an extension of activity. Upload this file to SLS Online. Students use infinite cloner to model their learning.
- Put an image on a page and convert the page to a Handout. Individual students create a word gallery or graffiti board of ideas that spark a dialog. Discuss and share.
- Encourage students to learn actively by keeping attention focused on the page you've converted. Students can use the pen tool to highlight important information, circle key words, draw arrows to connect similar information, and write notes in margins.
- Convert multiple pages to a Handout that has a learning menu for tiered assignments for essential practice. This increases student ownership and enables personalized opportunities to learn. Add links to videos, activities, reading passages, and more for even greater engagement.

Create a collaborative Workspace activity

Steps

- 1 Open your lesson in SLS Online**
Open your lesson in Editing mode and go to the page you want to convert to a Handout activity.



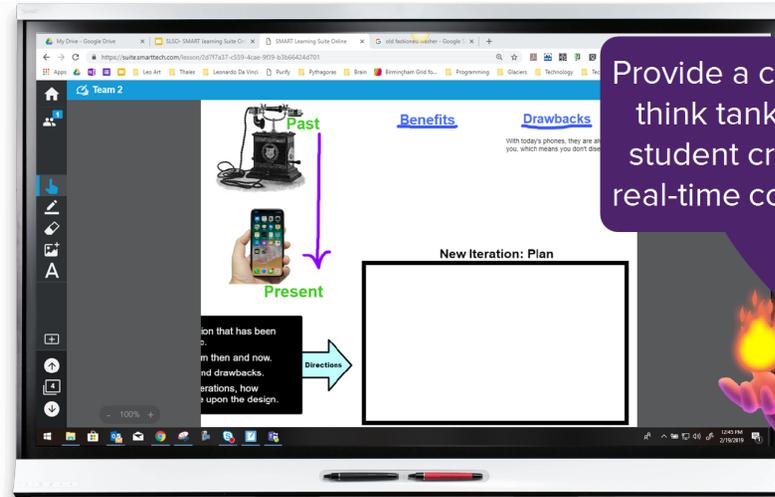
- 2 Convert the page**
Click **Convert to Activity** at the bottom of the page.



- 3 Convert to a Workspace**
Select **Make this page a collaborative Workspace activity**.



- 4 Preview the Workspace**
Preview your Workspace activity to make sure it meets your needs, then click **X** to close the preview.



Provide a collaborative think tank space for student creation and real-time collaboration.

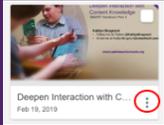
Instructional ideas

- Import a Graphic Organizer, such as a Venn Diagram, put students in teams of two or more, and have them work collaboratively.
- Import a planning page for a project. Ask students to work in groups to sketch out a plan for their project. They can include images, links of resources, and text in their plan. This is a great use for Passion Projects and Genius Hour.
- Students can create a storyboard for a multimedia project or writing piece.
- Give students a blank space on which they collaborate to create a mindmap, or sketchnote, of their learning.
- Have teams of students jigsaw parts of a novel or article. Each team reads their section and creates a page that covers the important information.
- Students can create tweets for different historical figures or characters.
- Import a page with a quote or song lyric and bring the entire class into one space for a chalk talk. Students can reflect on the quote itself but also comment on other students' perspectives.

Share student access link to lesson

Steps

1 Find the lesson editing options in SLS Online



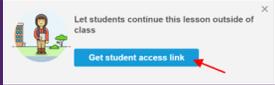
Click the ellipses on the lesson file you want to share. This reveals the Edit, Share link, and Delete options.

2 Choose Share link



Choose **Share link** to open a menu with sharing options.

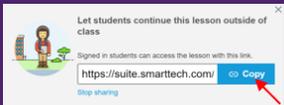
3 Generate a link for students



Click **Get student access to link**. This option creates a link that your use

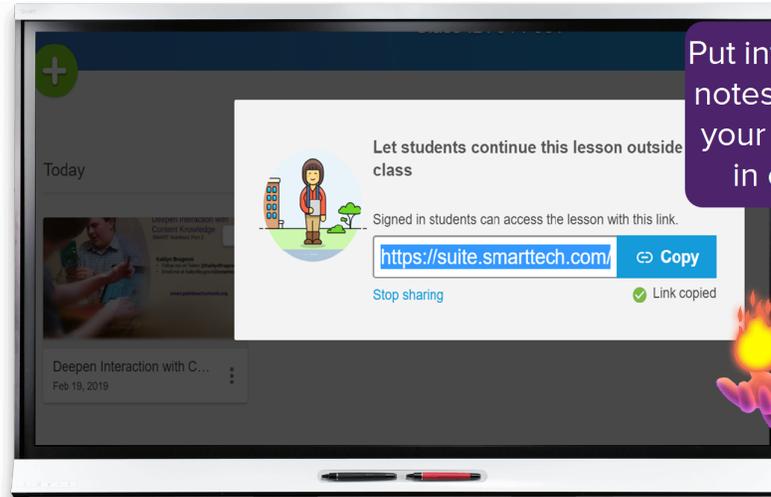
students to access and complete the lesson outside of class.

4 Copy the link to share



Click **Copy** to add the link to your clipboard. You can now share the link

with your students.



Put interactive lessons, notes, and activities in your students' hands, in or out of class!

Instructional ideas

With a lesson link, students can:

- Open review tools or play interactive review activities
- Make digital notes available outside of class
- Continue working on Handouts or collaborative Workspaces they started in class
- Use manipulatives (made with infinite cloner in SMART Notebook) to practice skills at home (especially good for "tactile" students)
- Use a blank collaborative Workspace as a homework help desk, where students help each other with questions on homework

Things to remember:

- Students or parents will need to sign in using a Microsoft or Google email to access lessons outside class.
- If you set up a collaborative workspace activity by dividing the class into teams to access the workspace, you need to assign students to teams during class so they can access the workspace outside of class.
- If you set up a single workspace for the whole class, students who weren't in class can still use the lesson link to access the workspace outside of class.