

Notebook™ software training for SMART Board™ users: Level 1

Increase your effectiveness with Notebook collaborative learning software at a full-day professional development session.

What to expect

- This session is led by a SMART Certified Trainer who works with SMART products every day. By the end of the session, you'll be comfortable using the SMART Board interactive whiteboard and Notebook software in your school.
- You will receive a Notebook software learner workbook that includes reference material, step-by-step activities and review exercises. The workbook is used during the session and is an excellent future reference.
- You will have time to ask questions and practice your skills under the guidance of the SMART Certified Trainer.

The modules

This session includes morning the following distinct learning modules:

- Getting started: Learn about hardware components, how the SMART Board interactive whiteboard works and the basic principles of touch, write and save.
- Working with Ink Aware applications: Learn to write directly into Microsoft® Word, Excel® and PowerPoint® software, and use these common applications with your SMART product.
- Basic design in Notebook software: Add images and interactivity to lesson activities created in Notebook software 10. Learn how to manoeuvre through the software using tabs, toolbars and menus, and discover how to customise tools, change properties and manipulate objects.
- Instructional design for interactive whiteboards: Learn design techniques for setting up lessons on an interactive whiteboard.
- Additional resources: Find out how SMART supports you with a number of resources, including free training materials.

Who should attend?

- New users of the SMART Board interactive whiteboard or Notebook software, and others who want an introduction to them.
- Teachers, lecturers and other educationalists.

Customer requirements

- All participants should have basic knowledge of Microsoft Windows® or Macintosh operating systems.

For onsite courses, the customer should provide:

- A room that will comfortably hold 6-8 participants and an instructor.
- A front or rear-projection SMART Board interactive whiteboard, Symposium™ interactive pen display or SMART Board *for Flat-Panel Displays* interactive whiteboard.
- A digital projector or plasma panel, if using a SMART Board *for Flat-Panel Displays* interactive whiteboard.
- Access to the Internet (recommended but not essential).

How can I prepare for the session?

- Visit the Training Resources section of the Steljes website at www.steljes.co.uk/training and have a look at some of the free training materials on offer – download the Quick Reference Guides, work through the hands-on practices, or watch the two-minute tutorials.
- You may also want to enrol in a free live online session on the SMART Board interactive whiteboard or Notebook software at www.smarttech.com/trainingcenter/online.

Ordering

For pricing or to arrange an on-site session, contact your reseller who sold you your SMART product. Alternatively, contact the Steljes training team at training@steljes.co.uk or call 08450 747 200 for more information.