

## CREATING AN ENGAGED LESSON FROM A SMART NOTEBOOK

1. Open up website if you wish to work with a website
2. Open up a blank smart notebook
3. Open up Power Point 2010 if you desire to get fancy and place a 3D object with lettering on your smart notebook page
4. Adjust your font to a size that is adequate for what you are presenting.
  - a. Comic Sans is nice and so is Times Roman
  - b. Try to make sure your font is at the very least 28 or 36
  - c. Students in the back of the room need to view your wording.
5. Create several blank pages
  - a. Make an adjustment in background (colorful – but not to much) if you wish it to be more pleasant to the eye other than just basic white. Careful that the background does not interfere with what your wording. Make it visible to the person in the back of the room.
  - b. At this point you may wish to create a 3D shape to draw attention to what your presenting using Power Point 2010 and the camera to copy and paste it to the smart notebook.
  - c. Make sure in using the camera that you do not have the box checked that says **“capture to a new page”**.
6. IMPORTANT -- setting up your response or answers in the video
  - a. The students may watch the video and you need to hide or conceal the answer. You may do this in quite a few ways.

b. Erase and Revel	c. Magic Paper
d. Magic Box	e. Pull Tab
f. Animation	g.

    1. All of the above methods are explained with examples and videos on the website under (SMART BOARD) and (CREATE A LESSON) (TRICKS AND SEQUENCING)
    2. Some smart boards are mounted to high on the front wall and difficult for short people to reach. Try to place the area the student will be working with as close to the bottom of the page as possible. Directions and examples should be near the top.
7. Creating a second-third or fourth page.
  - a. Make sure you change the background color and provide the student with a clean clear question and answer. Again make certain the student works as near to the bottom as possible for their answers

8. Open up smart recorder
  - a. Place recorder so it is not in the area you wish to record.
  - b. Check the View button to make sure you have your setting how large or small you want it to be.
9. Plug in your microphone
10. Testing before you Start
  - a. Record the area and play back the area you wish to work with to make sure it all works.
  - b. Remember that you may hit pause and record to continue if you need to stop and go to another site.
11. Your video should not be longer than 4 – 5 minutes. If it is maybe you need to make two shorter videos. You make this decision all depends on content and subject you are creating.

**12.**

**---- IMPORTANT---**

- a. You must mention to have a student come up to the smart board prior to the lesson
  - b. You must tell the student to pick up a pen and the video will pause
  - c. You must allow at the very least 4 seconds for the student to find the pen and place it back in the tray. **(the recorder is running but you are not talking)**
    1. Remember in using the Smart Video player the video will pause so the student can really take as much time as they need.
    2. Provide the answer (methods are mentioned above)
    3. Ask for another student to come up to the smart board
    4. The first student should be asked to erase the smart board next.
  - d. Provide a few blank seconds in between to allow the transition between questions and students to be smooth. **(the recorder is running but you are not talking)**
    - 1.
13. When you are finished save your video in a folder that you have created so you know where it is.
  14. Make sure you provide an adequate title for this lesson.
    - a. If you are working on a school computer remember that the C drive will delete once the computer is turned off. You may save it there as a temporary, but move or copy it to your library.

**15.**

**21<sup>st</sup> CENTURY TEACHING GUIDE LINE**

16. Students in grades 3 on up may create their own videos allowing them to collaborate with other students. This will provide them with an outstanding opportunity to learn and also provide you with the an chance to become a facilitator.