

**Cardinal Stritch University**  
CEOT 602 Using the SMART Board to Enhance Learning  
Grade Level: K-12, One Credit

**Instructors: Chuck Gevaert**  
**e-mail: [cgevaert@gmail.com](mailto:cgevaert@gmail.com)**

**Introduction:**

The SMART Board can be used to differentiate lessons and address a variety of learning styles. One major focus of the course will be utilizing many resources available on the Internet such as virtual manipulatives. Another focus of the course will be using existing software on the SMART Board. Participants will examine and develop activities with Word, PowerPoint, Excel and other software programs for use with their students on the SMART Board. The third focus of this will be developing activities with software from SMART technologies such as Notebook, Number Crunchers and SMART Speller for use in their classroom. At the end of this course, participants will have experience with using the SMART Board and will have developed activities for use with their students in the classroom.

In addition to class demonstrations, students will work in study groups to find appropriate websites and Notebook files for use in their classroom.

After the conclusion of this day, participants will have three tasks to complete. First, they will be expected to develop a lesson for use with their students, which utilize either a website or a Notebook file found on the Internet. Second, they will be expected to create a notebook file that they will use in a lesson with their students. Third, students will meet with their study team to share and peer-review the lessons that their teammates have created.

This course assumes that you have a working knowledge of personal computer operation and are comfortable in their use.

**Course Description**

Throughout this course participants will become familiar with using the SMART Board and ways in which this technology can be used as a learning tool. Participants will use a variety of application software and internet resources to develop classroom activities.

**Measurable Course Objectives**

The participant will:

1. Use computers and SMART Board technologies effectively as tools to develop learning, teaching and training activities. (Supports Wisconsin Teacher Standards 1,4,6,7,9)
2. Effectively integrate the use of computers and other technologies into curriculum. (Supports Wisconsin Teacher Standards 1,2,3,4,5,6,8)
3. Plan an activity for implementation that demonstrates an awareness of emerging technologies, including multimedia, communications and information access technologies,. (Supports Wisconsin Teacher Standards 5,6,9,10)

**Methods of Assessment:**

1. The student will be able to setup and make all necessary connections in order to activate a SMART Board for use in the classroom (Objective 1)

Assessment: Participant will demonstrate the ability to setup and activate a SMART Board.

Criteria: Participant will setup and activate a SMART Board.

2. The student will be able to use the SMART Board tools which can be accessed for most common software applications. (Objective 1)

Assessment: Participant will demonstrate ability to use the SMART Board tools.

Criteria: Using a SMART Board, participants will demonstrate the correct use of the following tools: Screen Shade, Spotlight, Magnifier, Calculator, Pointer, Screen Capture, Video Player, Video Recorder, Floating toolbar and the Start Center.

3. The student will be able to use the special features of SMART Board software as they relate to Microsoft Word, Excel and PowerPoint. (Objective 1)

Assessment: Participants will demonstrate the ability to use features unique to Microsoft Word, Excel and PowerPoint when used in combination with the SMART Board.

Criteria: Using a SMART Board, participants will demonstrate the correct use of the following features:

1. Word – Capturing images and annotating text
2. Excel – entering values and formulas into a spreadsheet
3. PowerPoint - presentation navigation, adding blank PowerPoint slide, adding and saving Annotations, capture to SMART Board Notebook software.

4. The student will be able to find and use appropriate websites on the SMART Board. (Objective 1, 2)

Assessment: Participants will demonstrate the use of student-appropriate websites on the SMART Board.

Criteria: Participants will find a website for use with their students, which uses features of increased utility and enhanced learning on the SMART Board.

5. The student will gain facility with and understanding of the usefulness of SMART Notebook software. (Objective 1, 2, 3)

Assessment: Participants will create a lesson that takes advantage of the SMART Board and the enhanced utility of the Notebook software.

Criteria: Participants will create a lesson (different from the Website in Activity 4 above) for their classrooms that brings together multiple features of the SMART Board and the Notebook software.

**Required text:**

There is no required text for this course.

**NOTE:**

1. All assessments are tied to rubrics/checklists.
2. Attendance is required.

**Weighted criteria for assessments:**

- |    |   |     |
|----|---|-----|
| 1. | Demonstrate board setup                 | 10% |
| 2. | Demonstrate the SMART Board tools       | 10% |
| 3. | Demonstrate the Ink-aware features      | 10% |
| 4. | Demonstrate the use with a website      | 20% |
| 5. | Create a lesson using Notebook software | 50% |

**Grading Guidelines:**

100-93=A	92-91=A-	90-88=B+	87-85=B	84-82=B-
81-78=C+	77-75=C	74-70=C-	69-67=D+	66-64=D
63-60 D-	Lower than 60=F			

**Resources**

*Wisconsin's Model Academic Standards for Information and Technology Literacy*, Bulletin No. 9002 (ISBN 1-57337-070-3), Wisconsin Department of Public Instruction, Madison/Milwaukee, Wisconsin ©1998. Available online at:

<http://www.dpi.state.wi.us/standards> (home page for Wisconsin Model Academic Standards)

<http://www.dpi.state.wi.us/standards/pdf/infotech.pdf> (pdf file of document listed above)

<http://www.learnthenet.com/> (Internet resource page)

<http://www.gseis.ucla.edu/iclp/dmca1.htm>: (Digital Millennium Copyright Act - Overview)

<http://www.funbrain.com> (Teacher resource for Web-based lessons)

<http://www.iste.org/Resources/index.html> (Technology resource page)

[http://www.medialit.org/focus/visu\\_home.html](http://www.medialit.org/focus/visu_home.html) (Center for Media Literacy)

<http://education.smarttech.com/ste/en-us/> (SMART Technologies)

<http://jc-schools.net/tutorials/interactive.htm> (Interactive Websites)

<http://its.leesummit.k12.mo.us/> (Lee Summit Resource)

<http://www.bgfl.org/bgfl/15.cfm> (White Board Resources)

<http://www.iste.org/Resources/index.html> (Technology resource page)

<http://www.ncrel.org/engage/skills/vislit.htm> (21st Century Skills)

**Topics:****Day 1 (4 hours)**

1. Introductions of instructor and participants; describe program and components
2. Registration for credit with Cardinal Stritch University
3. Familiarize with the SMART Board setup and use
4. Discuss equipment (handout)
  - a. Setup
  - b. Troubleshooting
  - c. Control panel (connection to SMART Board)
  - d. Orientation of board
5. Work Time: Assessment #1

6. Demonstrate tools (handout)
  - a. Screen Shade
  - b. Spotlight
  - c. Screen Capture
  - d. Floating Tools (handout)
7. Work Time: Assessment #2
8. Demo Ink-aware applications (handout)
  - a. Demo use with PowerPoint – Gateway file, Jeopardy
  - b. Demo use with Word – DOL and Fractured Fairy Tale files
  - c. Demo use with Excel – Slaveholder file
9. Work Time: Assessment #3
10. Demonstrate finding useful websites
11. Work Time: visit <http://www.smarttech.com> to explore internet-based resources available from SMART Tech and prepare one site for use in classroom.

## **Day 2 (4 hours)**

- 1) Demonstrate Notebook software
  - a) Demo sample files – emphasize new features
  - b) Discuss Toolbars (handout).
    - i) Previous, next and blank page, Save, paste, undo, redo and delete
    - ii) Screen Shade, Full Screen
    - iii) Object tool
    - iv) Pens, eraser, shapes, text
    - v) Modifiers: set colors, transparency, line properties
  - c) Discuss properties of objects
  - d) Discuss Expandable Tabs (Move left or right) (Hide or Unhide)
    - i. Page sorter (Move and Rename)
    - ii. Gallery (handout)
      1. Discuss contents of search window
      2. Search the gallery – 2 ways
      3. Gallery – 4 sub folders
    - iii. Attachments
- 2) Demonstrate activities created with Lesson Activity Toolkit (handout)
- 3) Demonstrate techniques for creating useful Notebook files (handout)
- 4) Post class assignments:
  - a) Assessment #4: visit <http://www.smarttech.com> to explore websites available from SMART Technologies and prepare a site for use in class
  - b) Assessment #5: Create a notebook file for use in the classroom with students
  - c) As a study team, demonstrate and peer-review website and Notebook lesson created by teammates

Course Rubrics:

**Using the SMART Board to Enhance Learning  
Rubric for Student Objective #1 Board Setup  
Assessment: 10% of Final Grade**

Name \_\_\_\_\_

Assessment: Check if acceptable:

- (Required) Identify hardware components of system
- \_\_\_ Make proper connections to hardware components
  - \_\_\_ Startup hardware components
  - \_\_\_ Set proper notebook display
  - \_\_\_ Set data projector display
  - \_\_\_ Orient SMART Board

**Each check is worth 2 points**

All aspects of the above are complete.

<b>10</b>	<b>8</b>	<b>6</b>	<b>4</b>	<b>2</b>
Comments/Feedback: _____				

**A = 10      B = 7      C = 5      D = 2      Below 2 = F**

**Score:** \_\_\_\_\_ (out of 10)

**Using the SMART Board to Enhance Learning  
Rubric for Student Objective #2 SMART Boards Tools  
Assessment: 10% of Final Grade**

Name \_\_\_\_\_

Assessment: Check if student demonstrates proper use of the following tools:

- \_\_\_ Recorder
- \_\_\_ Video Player
- \_\_\_ Screen Shade
- \_\_\_ Spotlight
- \_\_\_ Magnifier
- \_\_\_ Calculator
- \_\_\_ Keyboard
- \_\_\_ Floating Tools
- \_\_\_ Screen Capture
- \_\_\_ Start Center

**Each check worth one point.**

<b>10</b>	<b>8</b>	<b>6</b>	<b>4</b>	<b>2</b>
Comments/Feedback: _____				

**A = 10**

**B = 7**

**C = 5**

**D = 2**

**Below 2 = F**

**Score:** \_\_\_\_\_ (out of 10)

**Using the SMART Board to Enhance Learning**  
**Rubric for Student Objective #3: Ink-Aware features**  
**Assessment: 10% of Final Grade**

Name \_\_\_\_\_

Assessment: Check if student demonstrates proper use of the following features:

- \_\_\_ Insert Text (Word)
- \_\_\_ Insert graphic (Word)
- \_\_\_ Use capture option (Word)
- \_\_\_ Advance and review with touch of board (PowerPoint)
- \_\_\_ Add annotation to presentation (PowerPoint)
- \_\_\_ Insert blank slide (PowerPoint)
- \_\_\_ Insert graphic (PowerPoint)
- \_\_\_ Insert Text (Excel)
- \_\_\_ Insert graphic (Excel)
- \_\_\_ Use capture option (Excel)

**Each check is worth 1 points**

<b>10</b>	<b>8</b>	<b>6</b>	<b>4</b>	<b>2</b>
Comments/Feedback: _____				

**A = 10**

**B = 7**

**C = 5**

**D = 2**

**Below 2 = F**

**Score:** \_\_\_\_\_(out of 10)

**Using the SMART Board to Enhance Learning**  
**Rubric for Student Objective #4: Using Websites on the SMART Board**  
**Assessment: 20% of Final Grade**

Name \_\_\_\_\_

Score	4	3	2	1-0
Website	Website is appropriate for the SMART Board and content	Website content is minimal.	Website does not support the content.	Website is inappropriate for SMART Board.
Quality	Website takes advantage of more than one of the SMART Board's interactive features.	Website takes advantage of one of the SMART Board's interactive features	Website takes advantage of a SMART Board interactive feature.	Website does not use any SMART Board interactive features
Standards	Standards exactly match lesson outcomes.	Standards closely match lesson outcomes.	Standards are vaguely match lesson outcomes.	Lesson outcomes are missing.
Assessment	Evaluation addresses specific student performance(s).	Evaluation addresses student performance.	Evaluation stated in general terms.	Evaluation missing or does not relate to task.
Checklist	All Checklist items have been satisfied.	Most Checklist items have been satisfied.	Many Checklist items are missing.	Most Checklist items are missing.

20 = A      19 = A-      18 = B+      17 = B-      16 = C+  
 15 = C      14 = C-      13 = D      12 = D-      Below 12 = F

**Score:** \_\_\_\_\_(out of 20)

**Checklist for Student Objective #4: Using Websites on the SMART Board**

Assessment description contains:

- \_\_\_\_ Name of website
- \_\_\_\_ Link to website
- \_\_\_\_ Details of why website is student appropriate
- \_\_\_\_ DPI Number and title of at least 2 standards addressed
- \_\_\_\_ Details of how website will be implemented
- \_\_\_\_ Details of at least 2 SMART Board interactive features (ex. visual and tactile)
- \_\_\_\_ Details on how student learning will be assessed

## Using the SMART Board to Enhance Learning

### Rubric for Student Objective #5: SMART Notebook Lesson Assessment: 50% of Final Grade

Name \_\_\_\_\_ Title \_\_\_\_\_

Check if acceptable:

- Lesson is typed or word processed
- Format of report is clear.
- Length of report is acceptable
- Presentation is both uniform and professional.
- Mechanics of transcription (spelling, punctuation, etc.) are of graduate quality.

**Note: If any elements of this lesson are not of graduate quality, please ask student to re-submit.**

Score	4	3	2	1-0
Quality	Lesson plan, etc. are presented and clearly explained.	Lesson plan, etc. are adequate and briefly explained.	Lesson plan, etc. are vague or too short.	Lesson plan, etc. are missing or incomplete.
Quantity	Notebook file contains at least 5 pages, implements more than one technique and more than one Lesson Activity Toolkit pages. Items are complete, well developed and included in a well-organized manner.	Notebook file contains at least 5 pages, implements at least one technique and at least one Lesson Activity Toolkit page. Items are complete, well developed and included in a well-organized manner.	Notebook file contains at least 5 pages, implements one technique or one Lesson Activity Toolkit page. Items are complete, well developed and included in a well-organized manner.	Notebook file contains at least 5 pages, implements at least one technique and at least one Lesson Activity Toolkit page. Items are incomplete, poorly developed and included in an unorganized manner.
Standards	Standards are clearly stated and exactly match lesson outcomes.	Standards are stated and closely match lesson outcomes.	Standards are stated and vaguely match lesson outcomes.	Standards are missing.
Assessment	Evaluation addresses specific performance(s) and offers a means of scoring.	Evaluation addresses specific performance or offers a means of scoring.	Evaluation stated in general terms.	Evaluation missing or does not relate to task.
Materials	Includes lesson plan, Notebook file and support materials.	Includes lesson plan and Notebook file.	Includes lesson plan or Notebook file.	Most materials are missing.

20 = A      19 = A-      18 = B+      17 = B-      16 = C+  
15 = C      14 = C-      13 = D      12 = D-      Below 12 = F

Total score: \_\_\_\_\_ (out of 20)