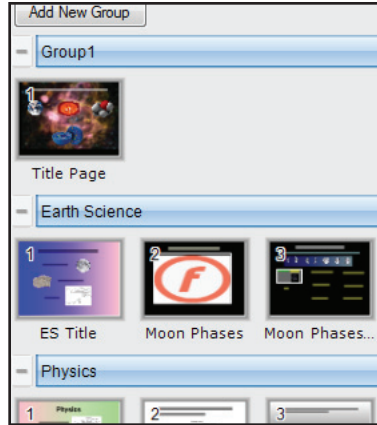# TeqSmart Usability 103: Key Points to Review

Groups

In the **Page Sorter**, **Groups** allow you to place pages into specific groups that will be able to access directly.

This is great to use when you are working with a file that has many pages. To create a group, click on the **Groups** button in the **Page Sorter** view and choose to **Edit Groups.** You can choose to show a particular group by clicking on the **Groups** button and choosing the group you would like to jump to. Groups can be renamed within the **Edit Groups** mode. Use the "**X**" in the upper right corner of the Groups view to return to your working screen. Be sure to deselect **Auto Hide** when working in the **Edit Groups** interface.

Themes

You can use a **Theme** contained in the Gallery or create your own, to customize pages, groups or the entire notebook file.

To use a Theme from the Gallery:

Press the **Gallery tab**

Choose the **Themes** folder

Use the drop down menu to insert the theme into your Notebook file or drag and drop the theme to your workspace

You can also edit a pre-made theme by choosing **Edit Theme** from the drop down menu

To create a Theme:
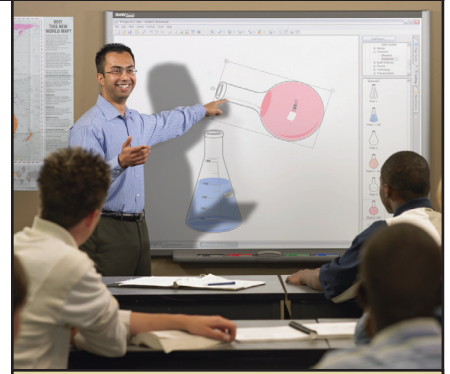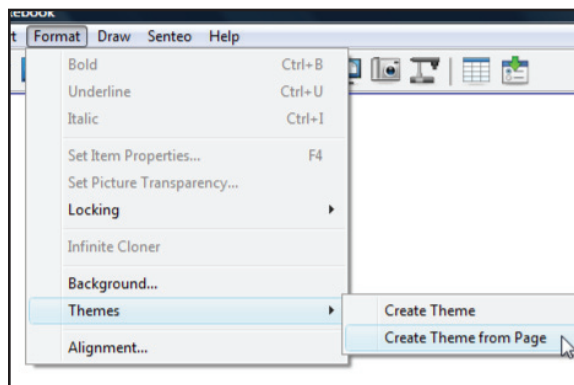
Press the **Gallery tab**

Press the **Theme folder** and choose **Create New Theme** from the drop down menu

Type a name for your new theme

Set the background for the theme using the **Properties Tab**

Add objects if to the page if desired

Press **Save** in order to save your new theme to the **Gallery**

Usability 101-103 is a sequenced professional development program.

Usability 101: (Hands-on, 2-hour session) Learn the basic operations of the SMART Board for immediate classroom implementation. You will have the opportunity to physically setup all necessary equipment, navigate the web, and employ applications, such as Microsoft Word, PowerPoint, and Excel, along with implementing SMART tools in real life scenarios. After this professional development course, you will have the confidence and foundation needed to start using your SMART Board on a daily basis.

Usability 102a: (Hands-on, 2-hour session) Explore in more depth SMART Notebook software's interactive capabilities to make learning come alive. Learn how to create engaging activities with a variety of interactive lessons, templates and Galley items using Drawing Tools, Gallery content, and adding links within a SMART Notebook lesson. After this professional development course, you can create interactive SMART Notebook activities that increase student engagement and support your students' diverse learning styles.

Usability 102b: (Hands-on, 2-hour session) Learn how to create interactive activities designed to enhance lessons and further accelerate student learning. Create activities, taking advantage of the latest design tools within the new Notebook 10 software—learn how to integrate tables, animate objects, use the magic pen, make page recordings, create links and more. After this professional Fully integrate Notebook software's resources into your teaching repertoire.
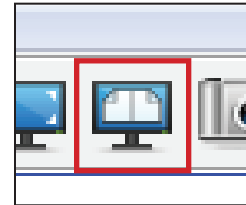
Usability 103: (Hands-on, 2-hour session) Fully integrate Notebook software's resources into your teaching repertoire.

Dual Page

View two SMART notebook pages on the SMART Board simultaneously.

Select the **Dual Page button**, this will now show two concurrent pages in notebook. You can move through the notebook to view all pages using the blue arrows. To go back to single page view, select the button again.

Pin Page

While in dual page you can lock, or "pin," the left hand page and continue moving through the notebook pages on the right had side. Right click on the toolbar at the top of the Notebook. Select the **Pin Page button** and add this to the toolbar. Once this button is added, select it to pin the Notebook page, select it again to un-pin the page.

SMART Recorder

You can record all the actions performed on the computer. If there is a microphone attached to your computer, you can also record your voice explaining what is occurring.
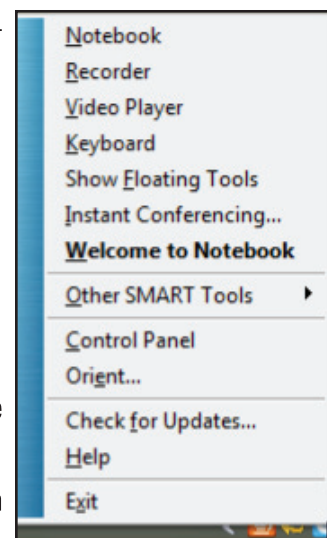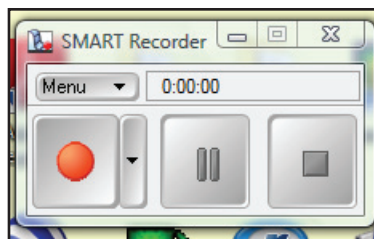
Press on the **SMART Board icon**

Select **Recorder**.

Press on the button with the red circle to record the entire screen.

Press on the drop down menu beside the record button to record a selected area or record a window.

After you press the record button, everything that you see on the screen or the SMART Board, and any audio picked up by your computer's microphone, will be recorded, until you press Stop -- the button with the gray square.

Once you press the stop button, you will be prompted to save your recording. Choose the file in which you wish to save your recording.

Video Player

The **SMART Video Player** allows you to play videos already on your computer.

When playing a video in the **SMART Video Player**, you are able to pick up a pen and write over your video. As soon as a pen is activated, the video will pause. Use the **Photo Capture button** to capture a specific frame, with or without notes, to Notebook software. Other button options include using a cursor as a pen tool, changing the thicknesses of digital ink lines, viewing the video in full screen mode as well as looping the video clip.