

# Crafting a SMART Lesson: A Step-by-Step Tutorial

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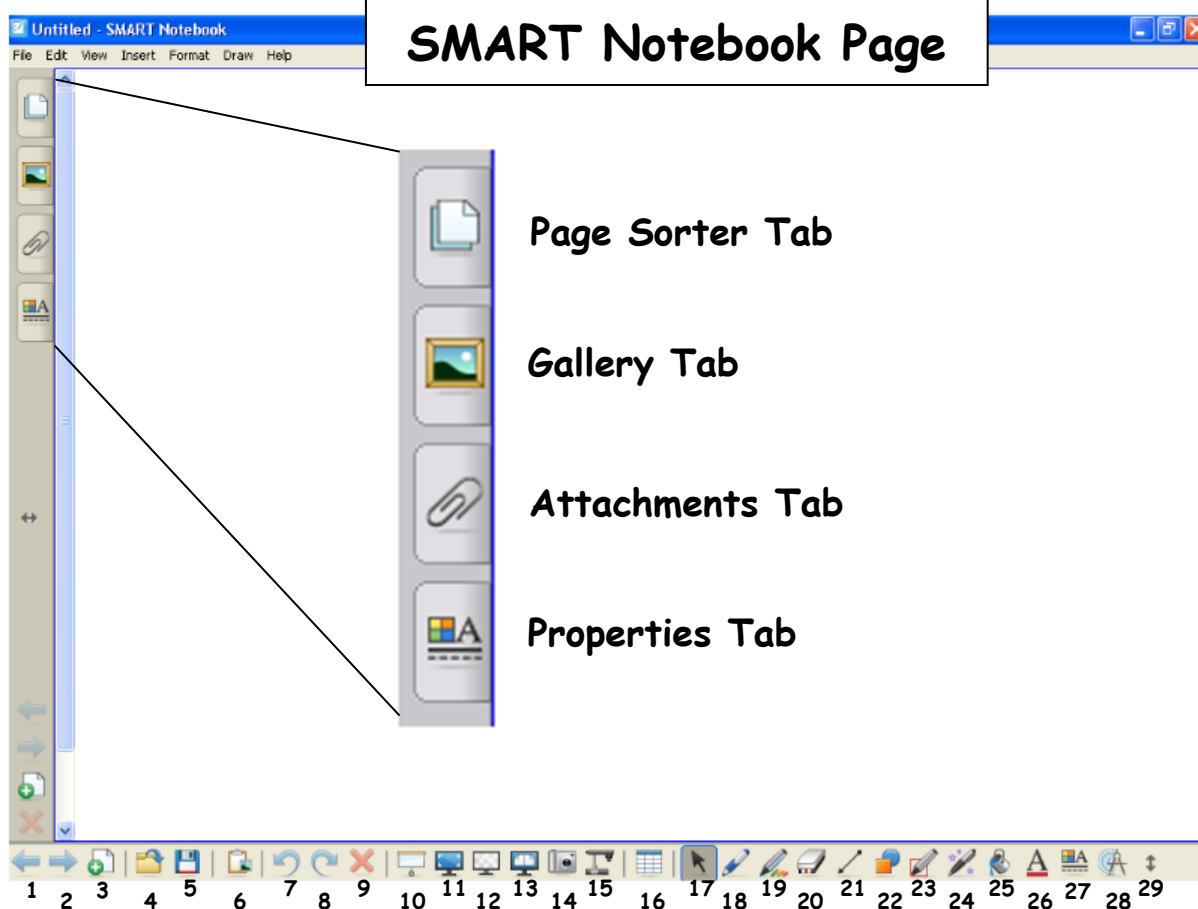
Many of the design elements utilized in this presentation come from a software package called Lesson Activity Toolkit 2.0 - a free download from SMART Technologies.

If upon returning to your classroom you discover that your Gallery Tab displays no Lesson Activity Toolkit 2.0, follow these steps to download the software to your computer.

Happy Creating! ☺

## Steps for Downloading Lesson Activity Toolkit 2.0:

1. Type or cut-and-paste this website into your browser's address window:  
<http://www.smarttech.com/us/Support/Browse+Support/Download+Software/Software/SMART+Notebook+collaborative+learning+software/SMART+Notebook+software/SMART+Notebook+for+Windows>  
Then skip down to step 4.
2. If the above address did not route you to the SMART Technologies website, google "smartboard lesson activity toolkit 2.0 download."
3. Click on the second search result which should read:  
[SMART Notebook software for Windows - SMART Technologies](#)  
To add the **Lesson Activity Toolkit** to the SMART Notebook software Gallery, ...  
[www2.smarttech.com/st/en.../Downloads/.../NBS10Linux.htm](http://www2.smarttech.com/st/en.../Downloads/.../NBS10Linux.htm) - [Cached](#) - [Similar](#)
4. Click "lesson activity toolkit downloads."
5. Under "lesson activity toolkit downloads" click the blue "download."
6. Click "Save" to save the zipfile.
7. Designate where you want the zipfile saved.  
(I selected My Documents/SMART Technologies.)
8. Click the "Save" button.
9. Right click zipfile folder and select "Extract All."
10. Double click "lesson activity toolkit.gallery collection" icon.
11. The Lesson Activity Toolkit should now be in your Gallery Tab.



	1 = Previous Slide		11 = Full Screen		21 = Draw a Line
	2 = Next Slide		12 = Transparent Background		22 = Draw a Shape
	3 = Add a Slide		13 = Screen Layout/Split Screen		23 = Shape Recognition Pen
	4 = Open a Notebook File		14 = Screen Capture		24 = "Oh, Cool!" Pen
	5 = Save		15 = Document Camera		25 = Color Fill
	6 = Paste (from clipboard)		16 = Table		26 = Text
	7 = Undo		17 = Select		27 = Properties
	8 = Redo		18 = Pen		28 = Measuring Tools
	9 = Delete		19 = Creative Pen		29 = Toggle Toolbar
	10 = Screen Shade/Hide		20 = Eraser		

## Features and Effects Utilized in This Presentation

Slide	Feature/Effect	Location
1	Timer	Gallery Tab/Gallery Sampler
2	Note reveal <sup>*</sup>	Gallery Tab/Lesson Activity Toolkit 2.0
3, 13	Shade	SMART Button 10
3	Conceal with Square	SMART Button 22
4	Links	Object Select/Right Click
5	Random Text Tool	Gallery Tab/Lesson Activity Toolkit 2.0
6	Fade Out	Object Select/Right Click/Properties/Animation
7	Sentence arrange <sup>*</sup>	Gallery Tab/Lesson Activity Toolkit 2.0
8	Table	SMART Button 16
8	Infinite Cloner	Object Select/Right Click
9	Click and Reveal	Gallery Tab/Lesson Activity Toolkit 2.0
10	Pull Tab <sup>*</sup>	Gallery Tab/Lesson Activity Toolkit 2.0
11	Random Number Generator	Gallery Tab/Lesson Activity Toolkit 2.0
12	Random Image Tool	Gallery Tab/Lesson Activity Toolkit 2.0
13	Highlight	Floating Tools/Hardware
13	Created Graphic	SMART Button 21 and 22
14	Firecracker	Gallery Tab/Lesson Activity Toolkit 2.0
15	Balloon pop	Gallery Tab/Lesson Activity Toolkit 2.0
16	Keyword match <sup>*</sup>	Gallery Tab/Lesson Activity Toolkit 2.0
17	Vortex sort <sup>*</sup>	Gallery Tab/Lesson Activity Toolkit 2.0
18	Hot spots <sup>*</sup>	Gallery Tab/Lesson Activity Toolkit 2.0
19	Timeline reveal <sup>*</sup>	Gallery Tab/Lesson Activity Toolkit 2.0
20	Multiple choice <sup>*</sup>	Gallery Tab/Lesson Activity Toolkit 2.0
21	Links	Object Select/Right Click
21	Attachments	Attachment Tab/Insert/Select File

**\* these names are preceded by the color: blue, brown, green, orange, purple, or teal**

## **Adding Features to Your Presentation**

### **Timer (1):**

1. Click Gallery Tab
2. Click “Gallery Sampler”
3. Click and drag “Timer” into SMART Notebook slide (or double click)
4. Select “Count up” or “Count down”
  - If using “Count down” set Timer using up (and/or down) arrows
  - Red Button = pause; Green Button = start; Yellow Button = reset
  - NOTE: Make sure sound is up

### **Note reveal\* (2):**

1. Click Gallery Tab
2. Click Lesson Activity Toolkit 2.0
3. Select “Interactive and Multimedia”
4. Click and drag “Note reveal” into SMART Notebook slide (or double click)
5. Select “Edit”
6. Type in notes
7. Click “OK”
8. Click “1” to reveal first note, etc.
9. Click “reset” to hide notes again

### **Shade (3, 13):**

1. Click “shade” (SMART Button 10)
2. Click button in middle of screen and lower shade to reveal background
3. Click side buttons to slide the shade horizontally

### **Conceal with Square (3):**

1. Click “shape” (SMART Button 22)
2. Select desired shape (for the slide, I chose “rectangle”)
3. Click and drag to create the desired shape
4. To change the shape’s properties (fill in, change line color, etc.)
  - a) Select shape using “select” (SMART Button 17)
  - b) Right click and select “Properties”
  - c) Select “Fill Effects”
    - Select “Solid fill” and select color
  - d) Select “Line Style”
    - Select line color and line thickness
5. To cause the computer to remember these properties, select the floating tools tab
  - If “shape” is not an icon on your floating tools tab, select “settings”
  - Click “shape” icon and drag it to the floating tools tab
  - a) Select “shape”
  - b) Select “settings”
  - c) Select desired properties
  - d) Click “Save Tool Properties”

**To Create Links (4, 21):**

1. Select the object from which you are linking in your SMART Notebook
2. Right click the object
3. Select "Link..."
4. Choose link (website, Notebook page, computer file or attachment)

**Random text tool (5):**

1. Click Gallery Tab
2. Click Lesson Activity Toolkit 2.0
3. Select "Interactive and Multimedia"
4. Click and drag "Random text tool" into SMART Notebook slide (or double click)
5. Click double arrows (upper left corner of tool)
6. Type word/text
7. Click "Next"
8. Repeat
  - NOTE: Do not click "next" after your final text entry
9. Click center of "Random text tool" to advance through your entered text
10. Press the arrow to utilize within the slide the word selected by "Random text tool"

**To Animate an Object (6):**

1. Select the object in your SMART Notebook which you wish to animate
2. Right click the object
3. Select "Properties..."
4. Select "Object Animation"
5. Choose desired animation "Type" (I chose "Fade Out")

**Sentence arrange\* (7):**

1. Click Gallery Tab
2. Click Lesson Activity Toolkit 2.0
3. Select "Interactive and Multimedia"
4. Click and drag "Sentence arrange" into SMART Notebook slide (or double click)
5. Click "Edit"
6. Enter text
7. Select or deselect "Solve button"
8. Click "Ok"

**Table (8):**

1. Click "table" (SMART Button 16)
2. Select desired dimensions
3. Select cells and enter/edit text
  - Merge cells by selecting cells, right clicking and selecting "Merge Cells"
  - Additional rows/columns can be entered
  - Change properties by selecting cells, right clicking and selecting "Properties"

**To Infinitely Clone an Object (8):**

1. Select the object in your SMART Notebook which you wish to infinitely clone
2. Right click the object
3. Select “Infinite Cloner...”

**Click and reveal (9):**

1. Click Gallery Tab
2. Click Lesson Activity Toolkit 2.0
3. Select “Interactive and Multimedia”
4. Click and drag “Click and reveal” into SMART Notebook slide (or double click)
5. Adjust size of “Click and reveal” shape by dragging arrows in lower right corner

**Pull tab\* (10):**

1. Click Gallery Tab
2. Click Lesson Activity Toolkit 2.0
3. Select “Interactive and Multimedia”
4. Click and drag “Pull tab” into SMART Notebook slide (or double click)
5. Edit “Pull tab” by clicking double arrows in upper left corner
  - Select Tab location
  - Create Tab label
  - Select “Image” or “Text”
    - i. Drag in image or
    - ii. Type in text
  - Re-size by dragging lower right corner
  - Place Tab and lock location by depressing push-pin

**Random number generator (11):**

1. Click Gallery Tab
2. Click Lesson Activity Toolkit 2.0
3. Select “Interactive and Multimedia”
4. Click and drag “Random number generator” into SMART Notebook slide (or 2x click)
5. Edit “Random number generator” by clicking double arrows below number window
  - Enter high and low range numbers
  - Re-size by dragging lower right corner
6. Click center of “Random number generator” to advance through your number range
7. Press the arrow to utilize within the slide the number selected by “Random # generator”

### **Random Image Tool (12):**

1. Click Gallery Tab
2. Click Lesson Activity Toolkit 2.0
3. Select “Interactive and Multimedia”
4. Click and drag “Random image tool” into SMART Notebook slide (or 2x click)
5. Click double arrows (upper left corner of tool) to edit
6. Drag in selected image
7. Click “Add”
8. Repeat
  - NOTE: Do not click “Add” after your final image entry
9. Click center of “Random image tool” to advance through your entered text
10. Press the arrow to utilize within the slide the image selected by “Random image tool”

### **Highlight (13):**

1. Click “highlight” (floating tools)
  - If “highlight” is not an icon on your floating tools tab, select “settings”
  - Click “highlight” icon and drag it to the floating tools tab
2. Select “settings”
3. Select highlighter color
4. Highlighter is now selected – drag across selected text to highlight

### **Created Graphic (13):**

1. This graphic was created using SMART Buttons 21 and 22
2. Once images were drawn, fill effects were used on the three circle shapes
  - a) Right click object
  - b) Select “Properties...”
  - c) Select “Fill Effects”
    - Select “Solid fill” and select color
3. Select all of the objects involved in the graphic by either
  - a) Clicking each while depressing the “control”
  - b) Clicking and dragging a box around all objects
4. Right click once all objects are selected
5. Select “Grouping”
6. Select “Group”
  - Object was now taken to the program “Paint” and shadow was added

### **Firecracker (14):**

1. Click Gallery Tab
2. Click Lesson Activity Toolkit 2.0
3. Select “Interactive and Multimedia”
4. Click and drag “Firecracker” into SMART Notebook slide (or double click)
5. Double click number
6. Enter desired time
7. Click fuse tip to begin “Firecracker”
  - NOTE: Make sure sound is up

**Balloon Pop (15):**

1. Click Gallery Tab
2. Click Lesson Activity Toolkit 2.0
3. Select “Interactive and Multimedia”
4. Click and drag “Balloon pop” into SMART Notebook slide (or double click)
5. Click double arrows (lower left) to edit text
6. Enter text
7. Click double arrows (balloon color will change)
8. Re-size balloon by dragging tab at the lower right
9. Pop balloon by clicking in the middle of the balloon
10. Re-inflate balloon by clicking in the middle of the balloon
  - NOTE: Make sure sound is up

**Keyword Match\* (16):**

1. Click Gallery Tab
2. Click Lesson Activity Toolkit 2.0
3. Select “Interactive and Multimedia”
4. Click and drag “Keyword match” into SMART Notebook slide (or double click)
5. Click “Edit”
6. Type in “Word”
7. Type in “Description”
8. Select or deselect “Solve button”
9. Click “Ok”
10. Match by dragging “Word” to match correct “Description”
11. Click “Reset” to begin again

**Vortex sort\* (17):**

1. Click Gallery Tab
2. Click Lesson Activity Toolkit 2.0
3. Select “Interactive and Multimedia”
4. Click and drag “Vortex sort” into SMART Notebook slide (or double click)
5. Click “Edit”
6. Assign labels to Vortex 1 and Vortex 2 (ex. “True” and “False”)
7. Type in associated labels
8. Select or deselect “Rotate vortices”
9. Click “Ok”
10. Match by dragging “Label” to correct vortex
11. Click “Reset” to begin again



**Hot spots\* (18):**

1. Click Gallery Tab
2. Click Lesson Activity Toolkit 2.0
3. Select “Interactive and Multimedia”
4. Click and drag “Hot spots” into SMART Notebook slide (or double click)
5. Click “Edit”
6. Select or deselect “Timer”
7. Select scoring method
8. Select graphic
  - You may use a custom image of your choosing
    - i. Drag your image into the SMART Notebook slide
    - ii. Right click your image
    - iii. Select “Send to back”
9. Click “Add”
10. Select region by clicking
11. Type label/description
12. Repeat
13. Click “Ok”
14. Click “Start”

**Timeline reveal\* (19):**

1. Click Gallery Tab
2. Click Lesson Activity Toolkit 2.0
3. Select “Interactive and Multimedia”
4. Click and drag “Timeline reveal” into SMART Notebook slide (or double click)
5. Click “Edit”
6. Select number of dates
7. Enter date
8. Enter description
9. Click “Ok”
10. Select date

**Multiple choice\* (20):**

1. Click Gallery Tab
2. Click Lesson Activity Toolkit 2.0
3. Select “Interactive and Multimedia”
4. Click and drag “Multiple choice” into SMART Notebook slide (or double click)
5. Click “Edit”
6. Type question
7. Type answers
8. Indicate the correct answer
9. Select next question tab
10. Repeat
11. Click “Ok”
12. Select correct answer

**To Create Links (4, 21):**

1. Select the object from which you are linking in your SMART Notebook
2. Right click the object
3. Select “Link...”
4. Choose link (website, Notebook page, computer file or attachment)
  - NOTE: If the Link is to an attachment, you should now see the attached file when you click your Attachment Tab.

**Attachments\* (21):**

1. Click Attachment Tab
2. Click “Insert”
3. Select
  - “Insert Copy of File” => Select File
  - “Insert Hyperlink” => Indicate Address and Select Display Text
  - “Insert Shortcut to File” => Select File