

SMART Board Training

Module 4

Section 1: Linking to Another Page Within a Notebook File

Within a Notebook file, you have the ability to hyperlink from one page to another, creating your own interactive games. (You can also do this within the Lesson Activity Toolkit.)

Using the following example, you could create such linked pages:

- When you have a Notebook file with multiple pages, you will want to place an image or words which indicate what is to be tapped to jump to another page. For example (**PAGE 1**):

Which one is the Canadian Flag?



- Create a Notebook page indicating a correct answer (**PAGE 2**)

Example:

Congratulations! You are correct!



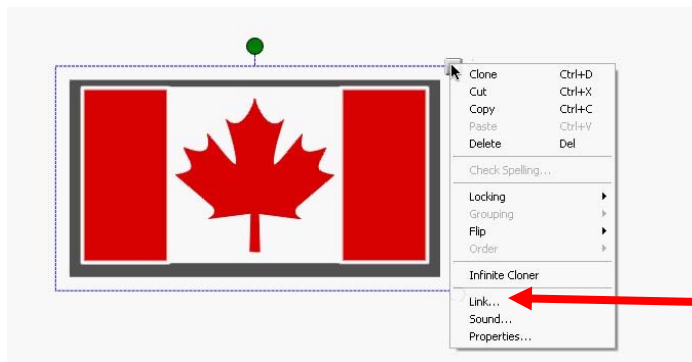
- Create a Notebook page indicating an incorrect answer (**PAGE 3**)

Example:

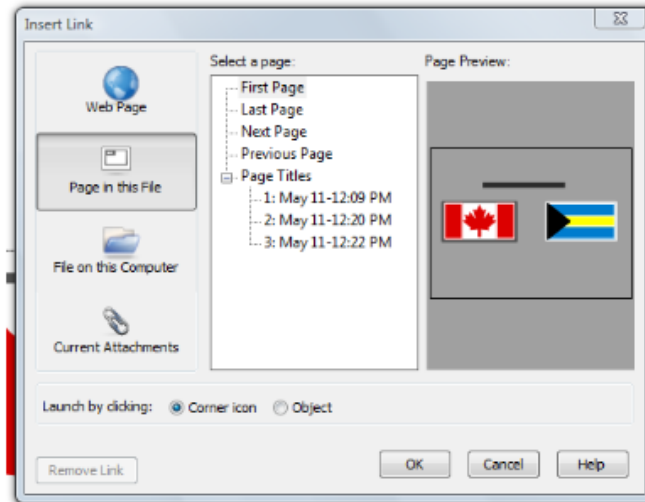
Try Again



- Go back to the question page (**PAGE 1**), and click on the picture, and choose the “LINK” option from the drop-down menu.

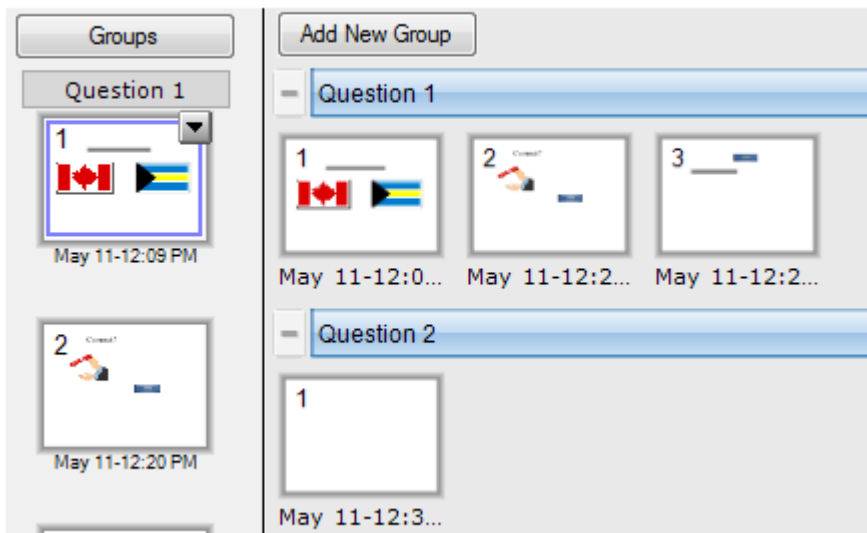


- When the menu pops up, choose “Page in this File”. Because we are linking the correct answer, link it in the ‘page titles’ to the page you created that says “CORRECT!” (**SHOULD BE PAGE 2**). You have a choice to make the link for the ‘corner icon’ or the ‘object’. Clicking the object option will make the whole flag clickable. Otherwise, only the bottom corner will be clickable.



- Click OK, and you have linked your correct answer! Repeat the process with your incorrect answer, to link to the “TRY AGAIN” page (**SHOULD BE PAGE 3**).
- Remember on your TRY AGAIN page, have a ‘back’ button so the quiz will go back to the question page so they can try again.
- On the CORRECT answer page, you can have a button for “NEXT” or more questions. This CORRECT link would link to the next question in the series (**PROBABLY PAGE 4**)

IF you are going to make more than one question, you can group each question and answer page using the GROUP button option in the PAGE SORTER tab. You can add new groups, and rename each group to keep your questions sorted.



TIP: To save time, you can save your ‘correct’ or ‘try again’ pages to My Content BEFORE you link them, so you don’t have to create them each time! Be sure to not have a link on the page when you place it in the My Content area. If you copy a page and it is already linked, the link will copy too!

Section 2: Linking a Sound, File, and/or Website

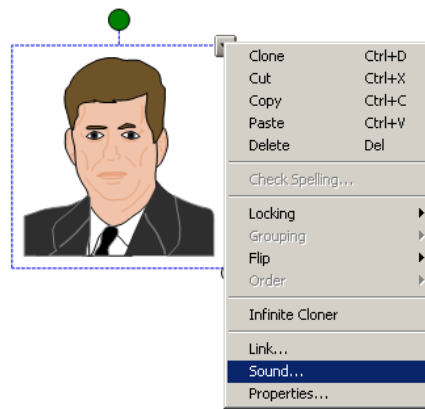
You can enrich your SmartBoard Notebook lesson by adding sounds, a file of any type that supports your lesson, or a website. Suggested files to link to:

- Word, PowerPoint, Excel, or any type of file
- A supporting website
- Safari Montage Video
- Link to/or Embed a Movie File (Flash or Swift)
- Sound/Audio File

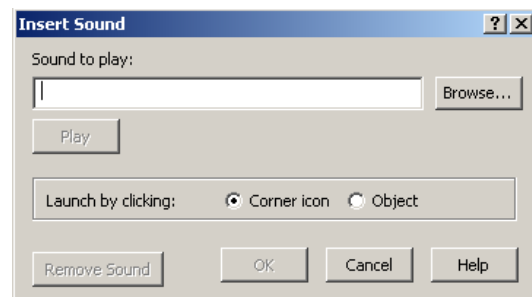
Sound can be included in your notebook lesson 2 ways, depending on how you want the sound to appear.

1. **Link as a “Sound”** – This plays the sound in the background of your notebook page. **Must be MP3 format.** (If you have iTunes loaded on your computer, if you attach a .wav file, iTunes will convert it to MP3 and play without opening another window.)

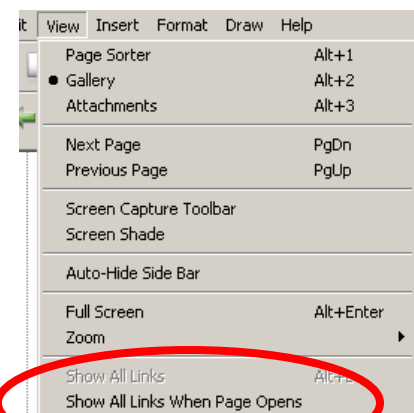
- Click on image to which you want to attach the sound
- From drop-down box, select “Sound”



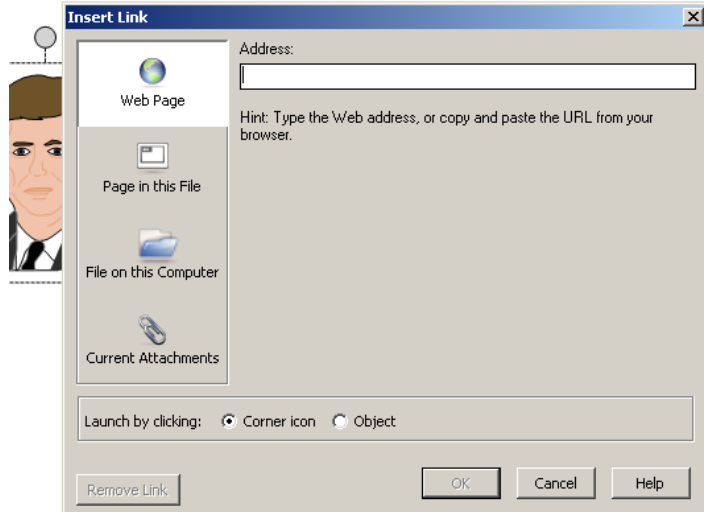
- Select “Browse” to locate the file on your computer.



- Once you locate the file, notice you have 2 options on how you want the sound to launch. If you select “Corner Icon,” a small icon will appear in the lower left corner of the image. You will have to touch that icon to launch the sound. If you select the option “Object,” touching the object will launch the sound. **When the OBJECT is linked, the only way you will know if there is a link to the object is if you have selected the option “Show All Links When Page Opens” from the View menu in the Menu Bar.**



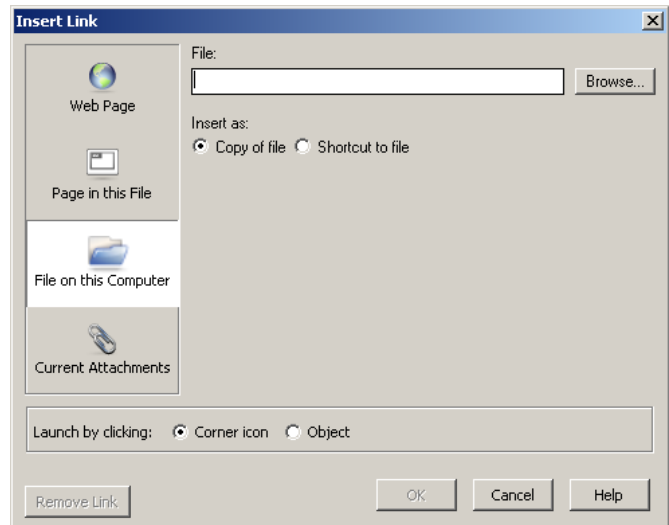
2. **Link Sound as a “Link”** – This opens another program (in another window) to play the sound. When you attach a sound using “Link,” you will have options on where to locate the sound file. Usually you wouldn’t attach a sound as a “Link” but as a “Sound.” When attaching as a “Link,” it takes a little longer for the sound file to open because it is opening in another application in another window on the computer.



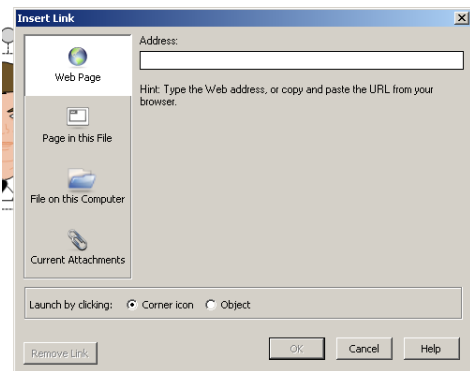
Using Another File to Support Your Lesson

Any type of file (Word, PowerPoint, Excel, etc.) can be attached to your lesson. Usually, the file you are attaching will be on your local computer. First, select “File on this Computer” at the left. **VERY IMPORTANT:** Decide if you want to insert a *copy of the file* into your Notebook file (it increases the size of your Notebook file BUT it ensures the file stays with the lesson) OR do you want to just create a *shortcut to the file* (if you delete the file on your computer, it is no longer available to the lesson). **Recommended: Copy the file unless Notebook file size is an issue.**

Once you make your selections and then click on “OK,” the file appears in the Attachment tab.



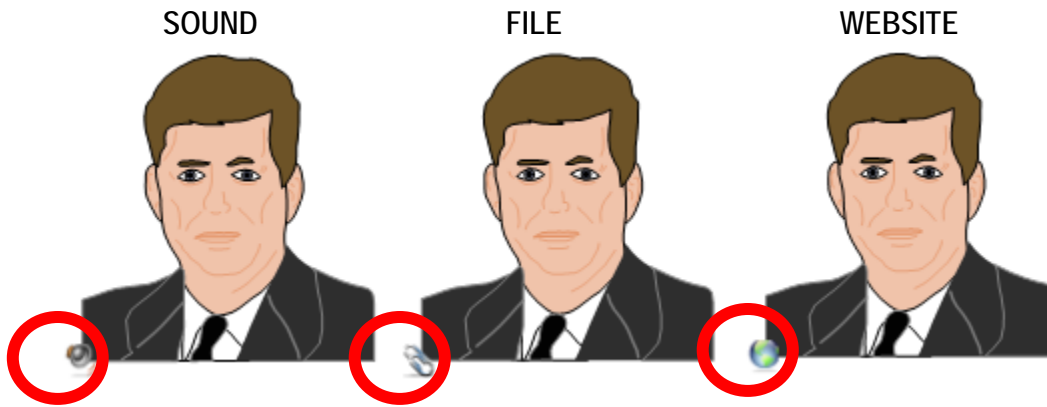
Using a Website to Support Your Lesson



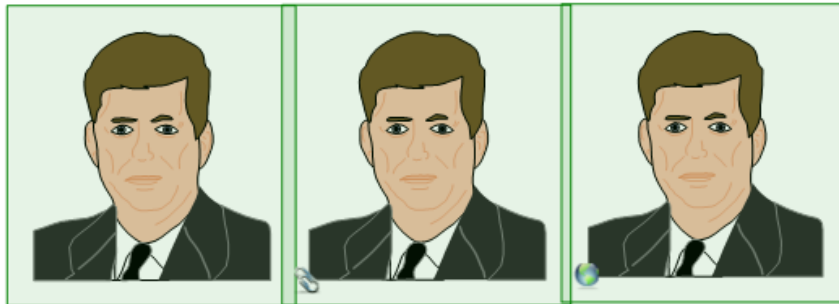
When linking a website, the web browser opens on top of your Notebook file. Once you finish with the webpage, close the browser then continue with your Notebook lesson file.

Rather than type the URL, it is safer and quicker to navigate to the website, copy the URL, then paste the URL in the Insert Link box by using Ctrl. + V or by right clicking and selecting “Paste.”

Link Indicator Icons



If you don't choose to have the icons appear, you can turn on the option to show links when you first open a Notebook page (done through the View menu). When you open the Notebook page that has links, briefly you will see flashing boxes around the linked images. Once the green boxes quit flashing, the green boxes and icons disappear.

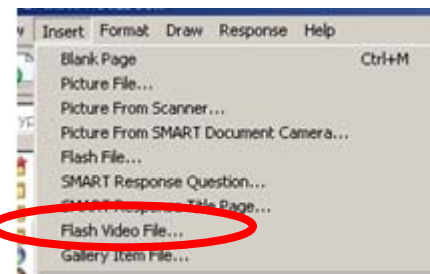


Section 3: The Attachment Tab

The Attachment tab shows all the links in the whole Notebook file. The items are automatically listed in this tab area as you make your links. You can add all attachments to this area before building your pages if you prefer. You would do this by clicking on the "Insert" button in the Attachment tab area. Then as you make your links, you would select them from the Attachment tab area.

Section 4: Inserting Flash Video Files

You can insert flash files DIRECTLY into Notebook using a program to capture them. To insert a Flash file, go to INSERT Menu Bar, "Flash Video File." You will browse to the file on your hard drive. Inserting this way EMBEDS the movie on the Notebook page. To use this technique, you have to have the actual movie file on your hard drive or flash drive. If you locate a Flash file on the web, you would have to down the file before being able to embed it on the Notebook page. The advantage of downloading the file (rather than linking to the file on the web) is you can still show the movie if you don't have access to the web. However, embedding the file makes your Notebook file size very large.



TO CAPTURE A FLASH FILE ON THE WEB—Like You Tube Movies

You can download many movie files using this website:

1. <http://www.youconvertit.com/OnlineVideo.aspx>
2. Enter the URL of the movie (You Tube videos have unique URLs)
3. After entering the URL of the movie, the download begins. The movie will be downloaded to your local computer.

CHANGING THE FILE FORMAT OF A FILE

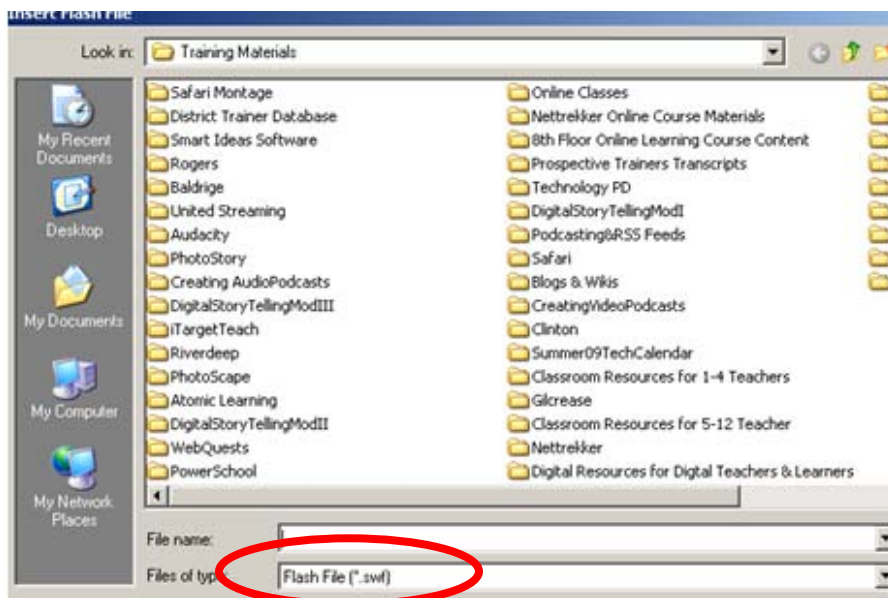
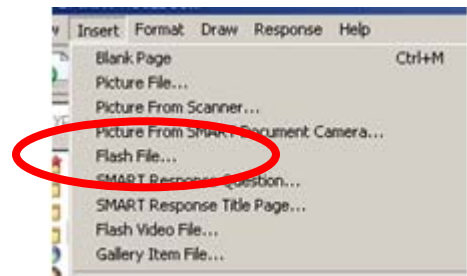
If you have a file of a certain type and you want it in a different format, you can change the format by using this website:

<http://www.youconvertit.com/ConvertFiles.aspx>

You will be notified by email when your file has been converted. You go to a location on the web and download your converted file.

Section 5: Inserting Flash .swf Files

Sometimes Flash files are NOT video files but are in .swf format. To insert a Flash .swf file, go to INSERT in the Menu Bar and select “Flash File.” After selecting “Flash File,” the pop-up window will indicate it is searching for a .swf file.



To capture .swf files from the web, you can use a free download. The advantage of capturing the file rather than linking to it is it allows easy access to web pages that could be blocked from school websites, or if the internet is not connected.

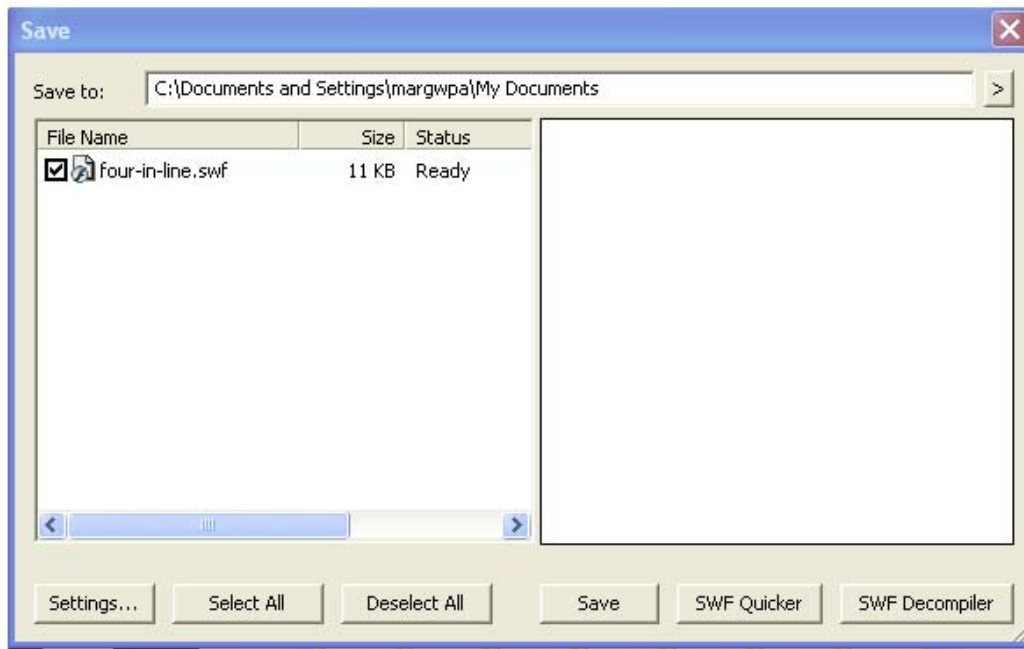
This is a free download!! Only 422 KB, called an SWF catcher

<http://www.sothink.com/product/swfcatcher/ie/index.php>

Once you download the file, this icon will appear in your toolbar



When you find a flash (.swf) to capture, you just click this button and it will ask you where to save.



Go to your Notebook file, and go to INSERT drop down menu, and insert your flash file in your notebook! It will be in your attachments.

Be careful!!! These can make your notebook file large!

Section 6: Posting Notebook Files on Your SharpSchool Website

Sharing your Notebook lessons on your website is a great service to your students. Your student then has two options to view your posted Notebook files.

Option 1

1. Download the Smart Notebook file
2. Go to the Smart Express website: <http://express.smarttech.com/#>
2. From that site, he/she can open the file they downloaded

Option 2

1. The student can download the Smart Notebook Viewer located <http://www2.smarttech.com/st/en-US/Support/Downloads/Notebook+IV/>
2. Once the student has the viewer, he/she can open the files you post on your website.