CONTENTS

How to Use a Smartboard for Teaching in General ........................................... Page 2

How to Open Documents on OneDrive and do Annotations on Smartboard …….. Page 7

WORD Documents and Annotations ................................................................. Page 13

How to “Duplicate” or “Extend” Screens ......................................................... Page 15

How to use a SMART Document Camera ....................................................... Page 16

Using Microsoft Teams on a Smartboard:

- How to start a Teams Meeting ................................................................. Page 18

- How to Change Device Settings (camera, microphone, speaker) ............. Page 23

- How to Share Screen / Whiteboard ......................................................... Page 24

- How to share SMART Document Camera ............................................. Page 27

- How to Switch Cameras ........................................................................ Page 28

- How to Have Two Cameras on Simultaneously ..................................... Page 29

How to Change the Mouse Pointer Size ....................................................... Page 31
How to Use a Smartboard for Teaching in General

Turn on the Smartboard if it’s off. Then press the Home Button.

Choose the option: Whiteboard, Browser, YouTube, Smart Document Camera, etc.
For the Whiteboard:

Quick Video: [https://youtu.be/Dhir-ou_TV1](https://youtu.be/Dhir-ou_TV1)

You can choose the page background:

On the left, click on the ‘pen’ tab to expand the color and thickness options.
You can also add Online Content and Widget to your whiteboard page:
You can click on the “+” sign to add whiteboard pages and the “page number” to navigate through pages.
*Remember to “clean up” your annotations on the board before you leave the classroom.*

(1) Press the Home Button of the Smartboard;

(2) Choose “Clean Up”.
How to Open Documents on OneDrive and do Annotations on Smartboard

Press the Home Button of the Smartboard and then choose “Computer”:

Sign into your school account using your NetID (that is, your hcf/hce #).
If you see the following message, choose “Got it”.

Choose “Install updates only”, then “Accept”.

By clicking “Accept” you agree to the Microsoft Office License Agreement.
View Agreement
Press “Start” and then choose “OneDrive”.

Enter your school email address.
Click on “Next”.

If you get the following message, just choose “Later”.

![Image of the OneDrive folder setup message]

![Image of the mobile app prompt]

Page 10
Besides your OneDrive folder, you can also access to the other school folders that you have the access permission, for example, employees, instructors, etc.

*Remember to “clean up” your annotations on the board before you leave the classroom.*

(1) Press the Home Button;

(2) Choose “Clean Up”.

Besides your OneDrive folder, you can also access to the other school folders that you have the access permission, for example, employees, instructors, etc.

*Remember to “clean up” your annotations on the board before you leave the classroom.*

(1) Press the Home Button;

(2) Choose “Clean Up”.
*Remember to sign out of your school account before you leave the classroom.*

(1) Press “Start” on bottom left;

(2) Choose “Profile’’;

(3) Then, “Sign out”.

![Sign out on Windows]

![Start in the bottom left corner]

![Profile in the menu]

![Sign out option]

![Profile ![Sign out on Windows]

![Start in the bottom left corner]

![Profile in the menu]

![Sign out option]
WORD Documents and Annotations

If you open a WORD document and would like to do annotations on the Smartboard, you will need to click on the floating “Pen” icon.

After clicking on the icon, press “Open Office Ink Tools”.

![Pen Selection](image)
The “Pens” tab will then appear for your WORD document on the top and you can use the Microsoft Ink to annotate your document:
How to “Duplicate” or “Extend” Screens

(1) Click on the “Notification” icon on the bottom right;

(2) Choose “Project”;

(3) You have options for “Duplicate” or “Extend” for the screen displays in the classroom.
How to use a SMART Document Camera

There are two options that you can open the SMART Document Camera app on a Smartboard:

**Option 1 – on the iQ system**

(*If you are on a Teams meeting and would like to share the Document Camera with the Teams participants, you will have to choose Option 2 below and read Page 27 for more details.*)

Press the Home Button of the Smartboard, then click on “Apps”, and then choose the “SMART Document Camera” app.

**Option 2 – on the Computer system**

(*For this option, you will need to contact IT department to add your profile to the document camera first before you can use it.*)

Sign into your school account on the computer side of the Smartboard, then click on the “SMART Document Camera” shortcut on the desktop.
Then press the Play button to start the SMART Document Camera.
How to Start a Teams Meeting on a Smartboard

Press the Home Button of the Smartboard and then choose “Computer”:

Sign into your school account using your NetID (that is, your hcf/hce #).
If you see the following message, choose “Got it”.

Choose “Install updates only”, then “Accept”.

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*First things first.*

- **Install updates only**
  
  Install important and recommended updates for Office, Windows and other Microsoft software.

- Ask me later
  
  Until you decide, your computer might be vulnerable to security threats.

This product also comes with Office Automatic Updates.

Learn more

By clicking “Accept” you agree to the Microsoft Office License Agreement. View Agreement
Click on the “Teams” shortcut on the Desktop.

Alternatively, you can also press “Start” and then choose “Teams”.

(But, using the Teams app on the Desktop as shown above is recommended as it will work better.)
Continue as your school email address.

Sign into your Teams account using your NetID and password.

For your security, please close your web browser when not in use.
*Remember to sign out of your school account before you leave the classroom.*

(1) Press “Start” on bottom left;

(2) Choose “Profile”;

(3) Then, “Sign out”.

How to Change Device Settings (camera, microphone, speaker)

(1) Click on the three-dot menu and go to the Device Settings.

(2) Make sure the following device options are selected for a Teams meeting:

- **Speaker**: Speaker 2 (top one)
- **Microphone**: Echo Cancelling Speakerphone HDL300
- **Camera**: SimpleTrack (facing the Smartboard) or Webcam (facing the students in the classroom)
How to Share Screen / Whiteboard during a Teams Meeting

Click on the “Share” tray and choose what you would like to share with the meeting participants:

- Everything on screen
- Certain window
- Document from One Drive

If you want to share a ‘whiteboard’, we suggest using the SMART Notebook.

Here are the steps:

(1) Open the “SMART Notebook” app on the Desktop.
Choose “Close”.

Again, choose “Close” for the following.
Then, go back to your Teams meeting, open the “Share” tray, then choose “Window”, select “SMART Notebook” (that will be the ‘whiteboard’ that you can share with your Teams participants).
How to share SMART Document Camera during a Teams Meeting

Turn on the physical SMART document camera (*the document camera has to be turned on first, otherwise the meeting participants won’t be able to view the camera image on their end*).

Read Page 16 (**must use Option 2**) and Page 17 to open the Smart Document Camera app on the Smartboard.

Then in your Teams meeting, open the “Share” tray, then choose “Window”, select “Preview” that is the SMART Document Camera window.
How to Switch Cameras on a Teams Meeting

There are two camera options:

1. facing the Smartboard/Presenter in the front, or
2. facing the students in the classroom.

In a Teams meeting, you can just right click the mouse on the image of yourself on the screen, an easy option will come up that you can switch between the cameras (see picture below). In order to enable this easy option, you will have to use the Desktop Teams app on the Smartboard to run the Teams meetings (please reach out to the IT department if you don't see the Teams app shortcut on the desktop after you sign into the computer on the Smartboard).
How to Have Two Cameras on Simultaneously on a Teams Meeting

You can have both camera options (facing the Presenter/Smartboard and facing the students) on at the same time by using the Share Tray on Teams.

This will be a good format for a discussion-based lesson for both in-class and virtual students. The virtual students can see both instructor in the front and the students in the classroom.

**Step 1** - Open the Camera app on the Smartboard

**Step 2** – on top right switch the camera to the USB webcam (the one facing the students)
Step 3 - In the Teams meeting, click on the Share Tray and share the screen of the Camera app.
How to Change the Mouse Pointer Size

1. Select Start > Settings > Ease of Access.

2. Select the Mouse Pointer on the left menu.

3. Move the slider accordingly to get the different size.

   You can also change the color if desired.

   ![Change pointer size and color](image)

4. Close the screen with the X in the upper right corner.