CONTENTS

How to use a Smartboard for Teaching in General

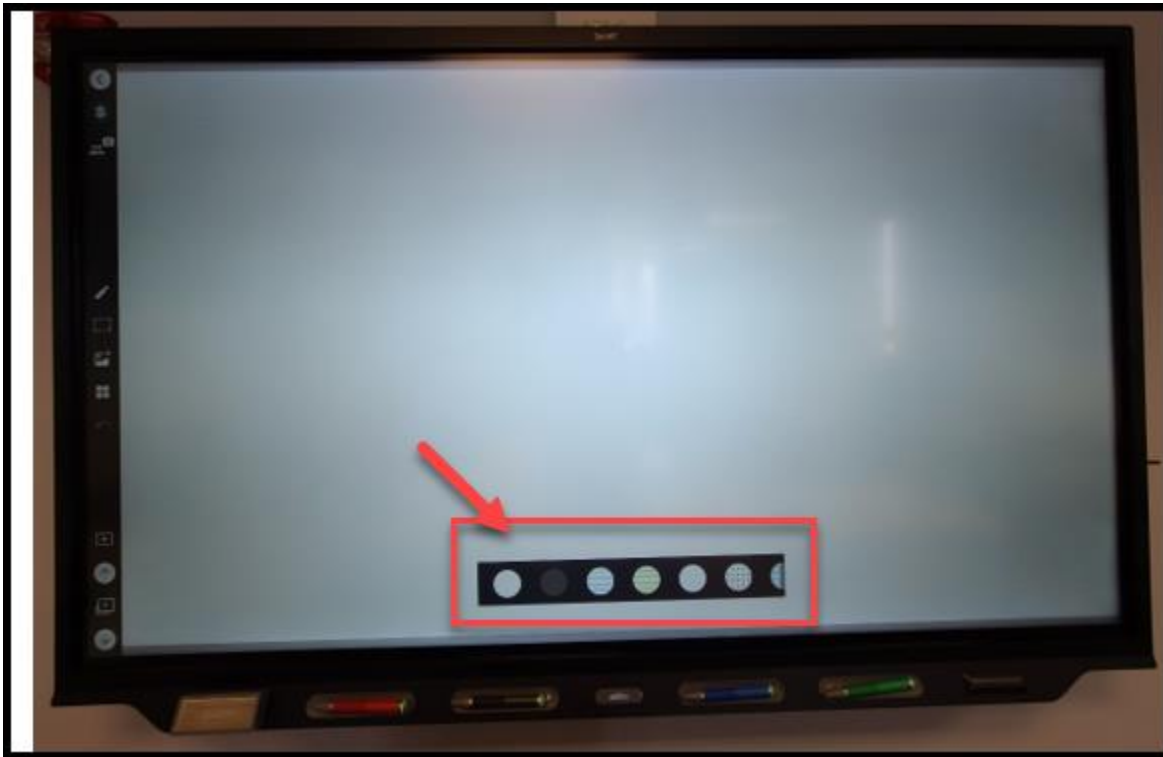Turn on the Smartboard if it's off. Then press the Home Button.

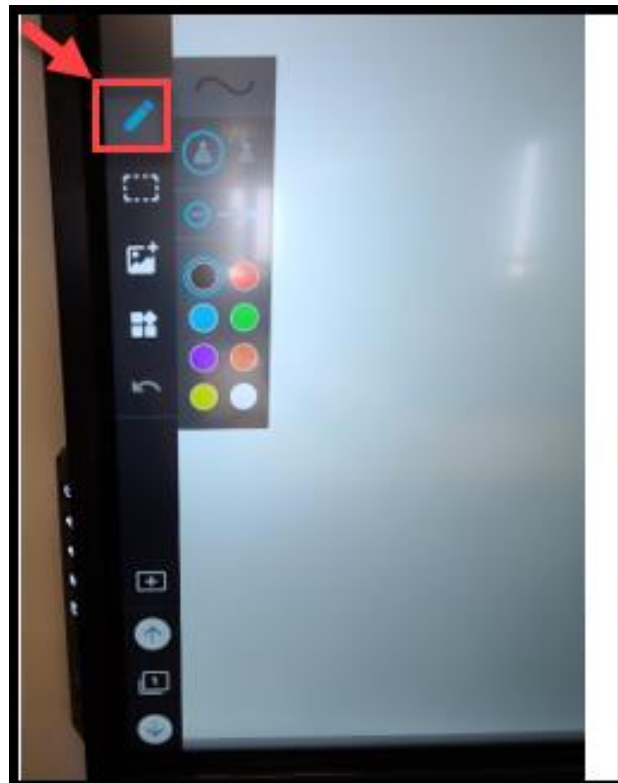Choose the option: Whiteboard, Browser, YouTube, Smart Document Camera, etc.

For the Whiteboard:

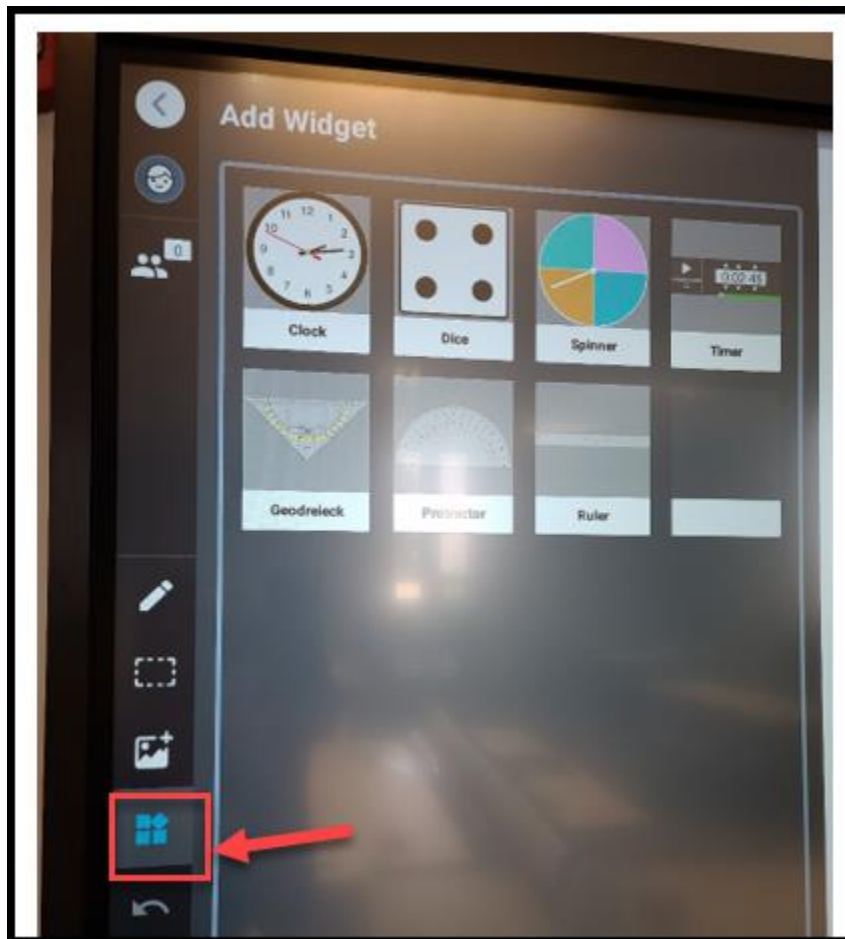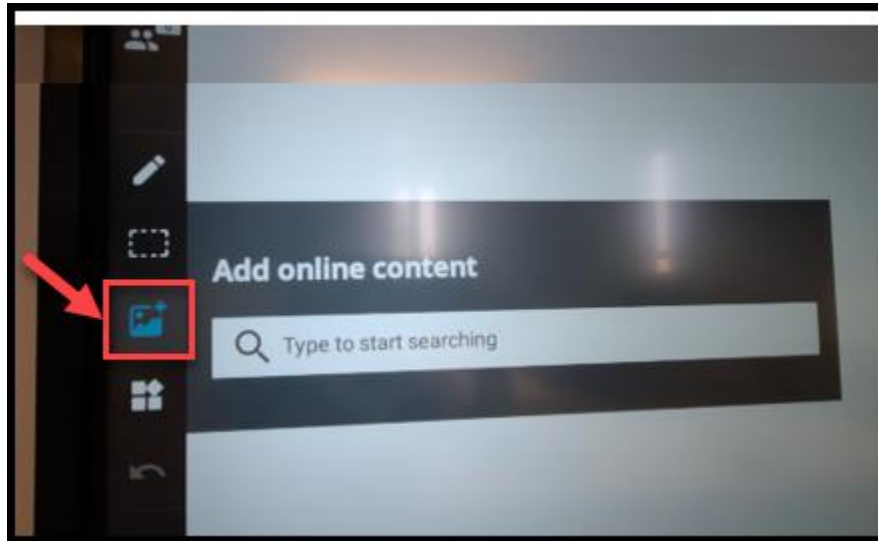**Quick Video**: https://youtu.be/Dhir-ou_TVI
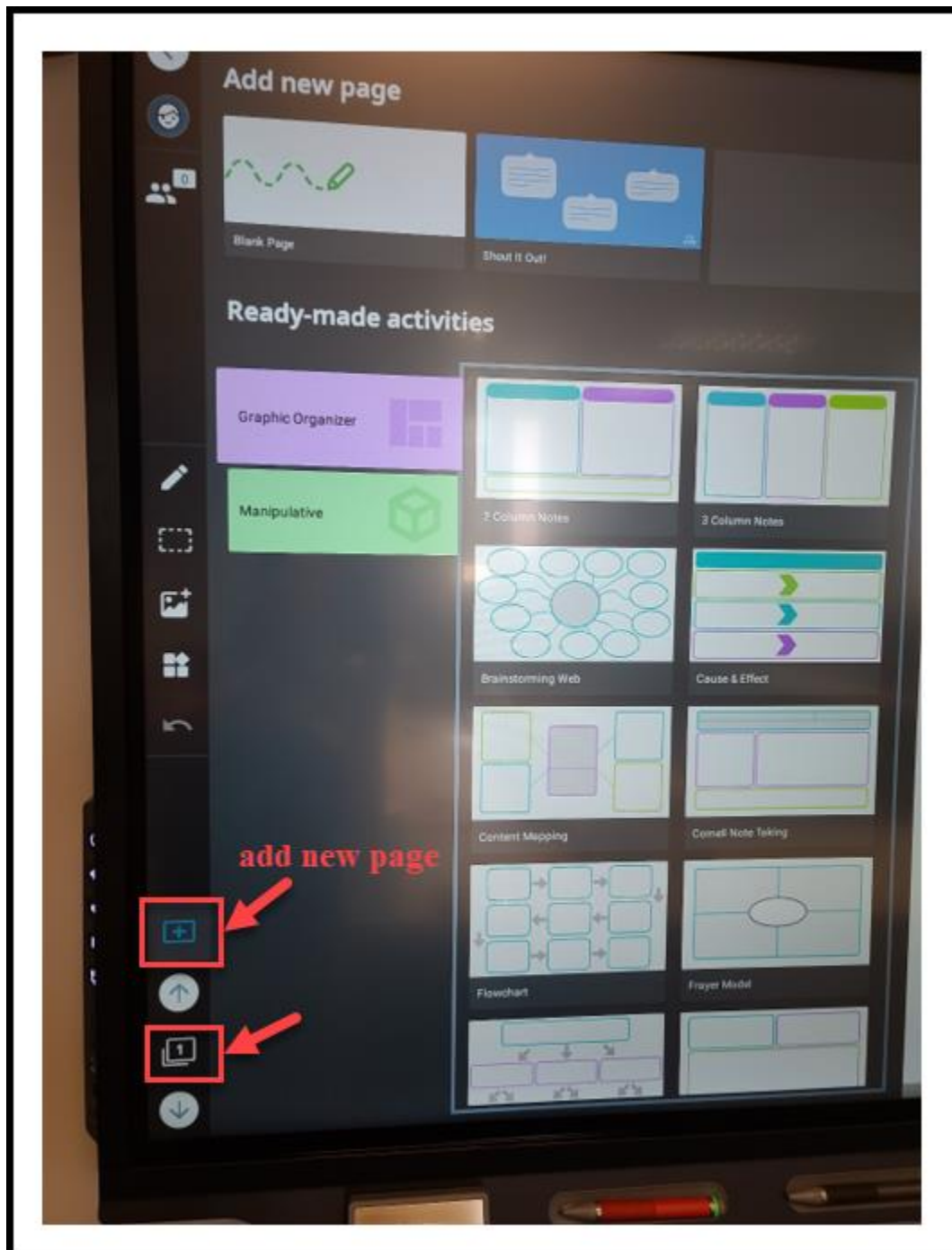
You can choose the page background:

On the left, click on the 'pen' tab to expand the color and thickness options.

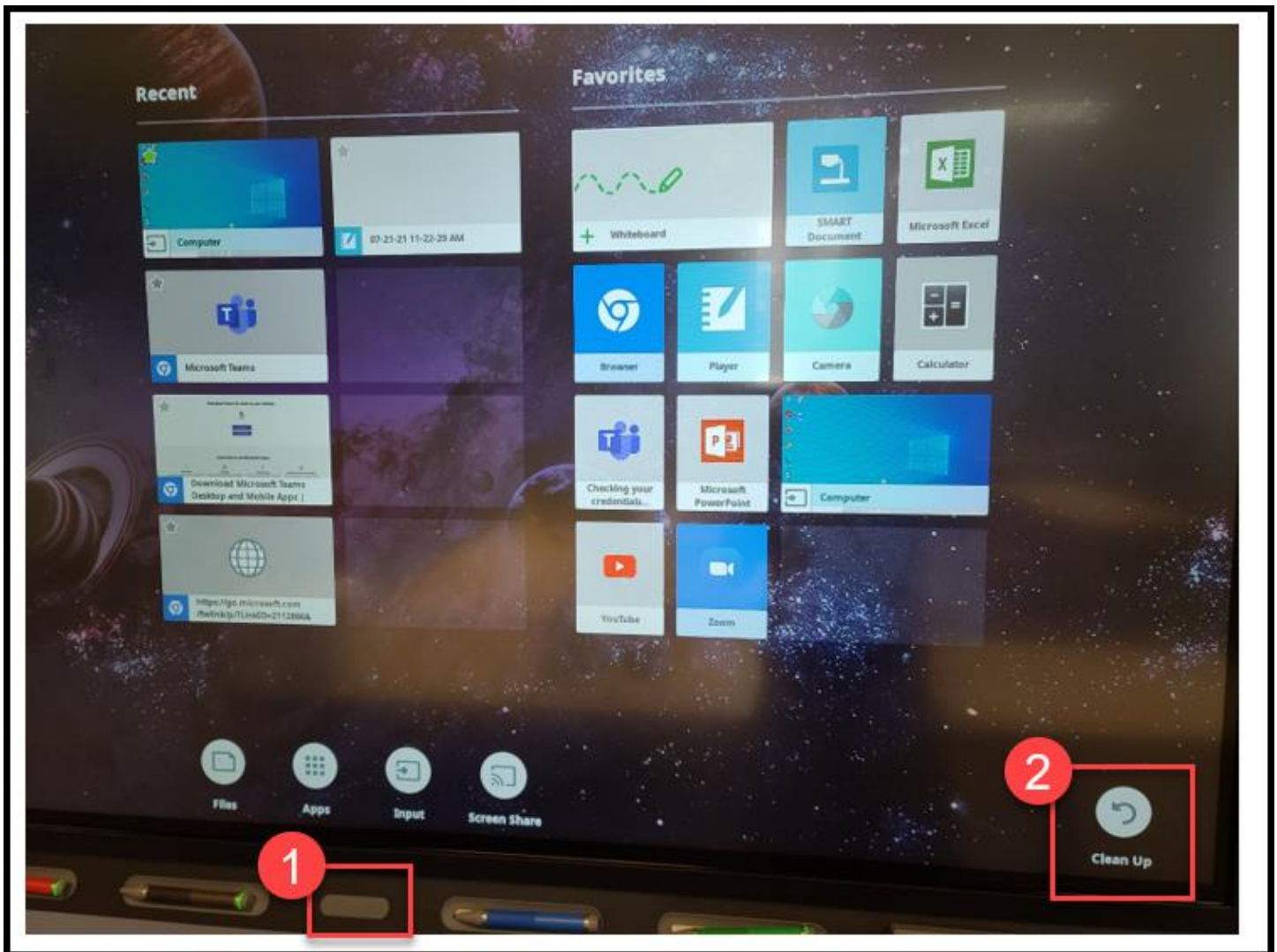You can also add Online Content and Widget to your whiteboard page:

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;
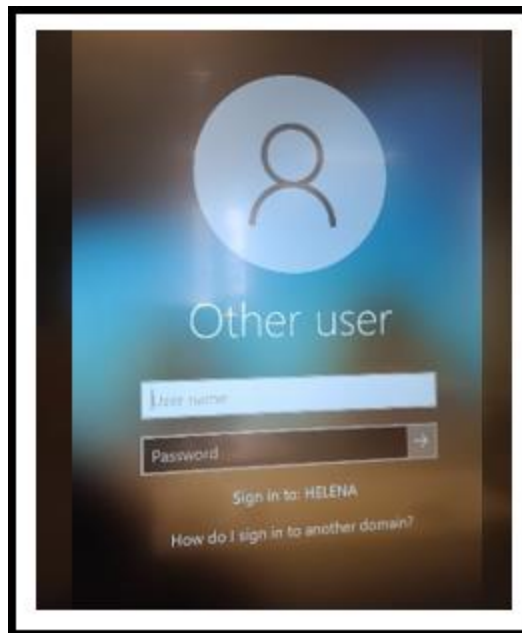
(2) Choose "Clean Up".

How to Open Documents on OneDrive and do Annotations on Smartboard
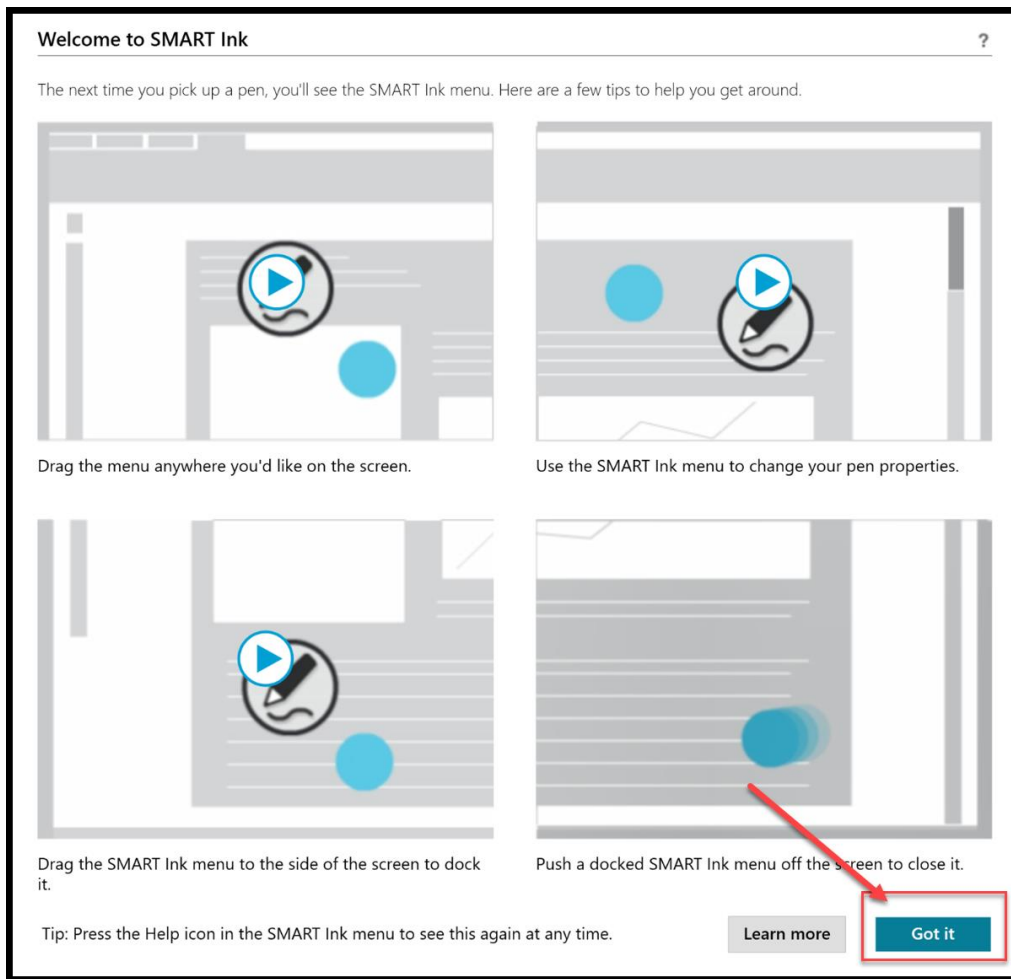
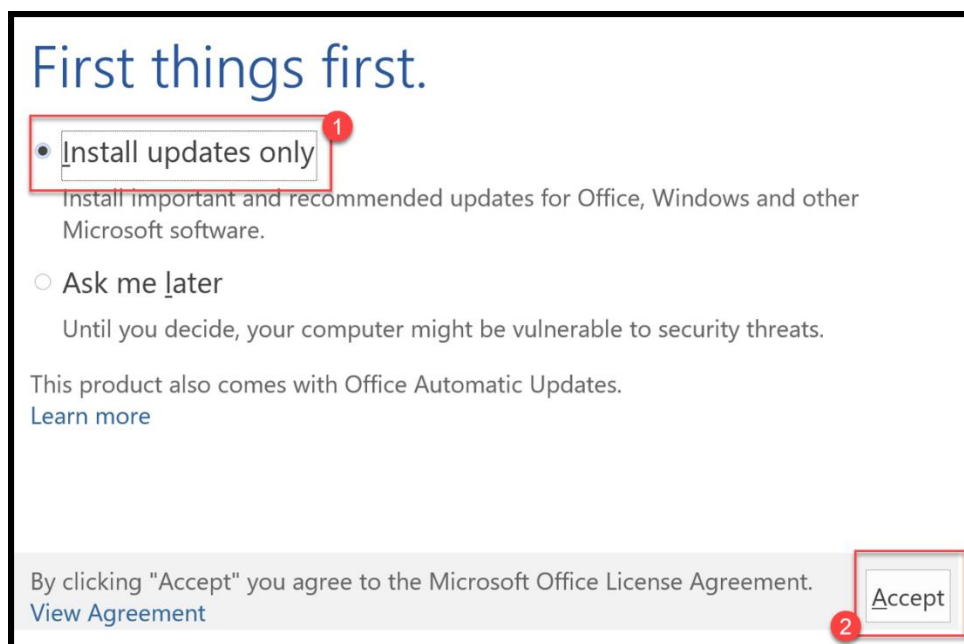Press the Home Button of the Smartboard and then choose "Computer":

Sign into your school account using your NetID (that is, your hcf/hce #).

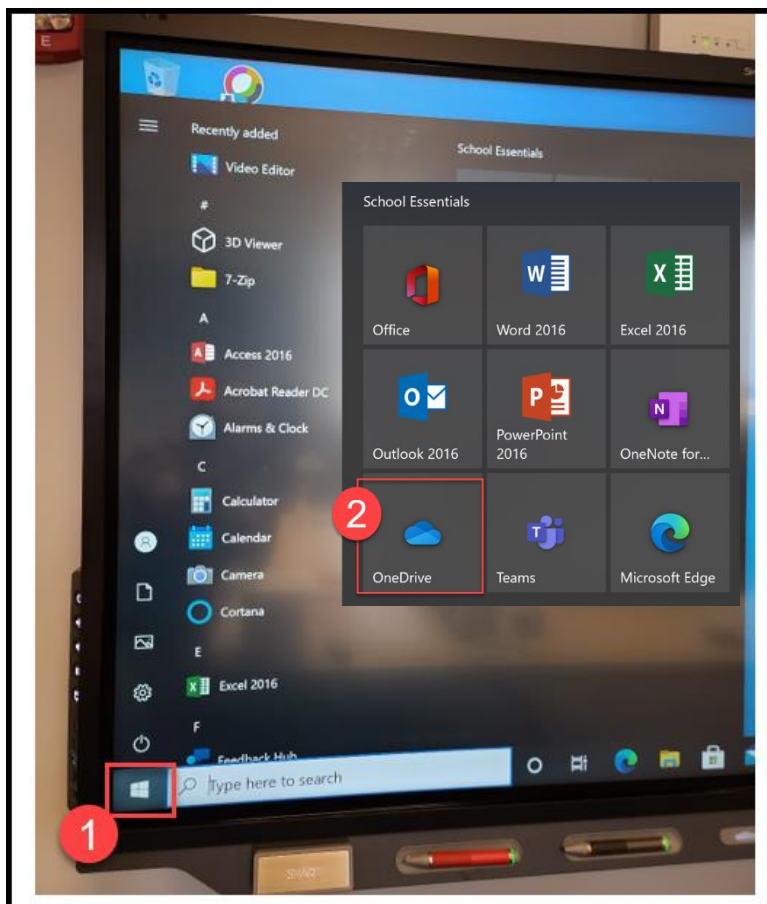If you see the following message, choose "Got it".

Choose "Install updates only", then "Accept".

Press "Start" and then choose "OneDrive".

Enter your school email address.
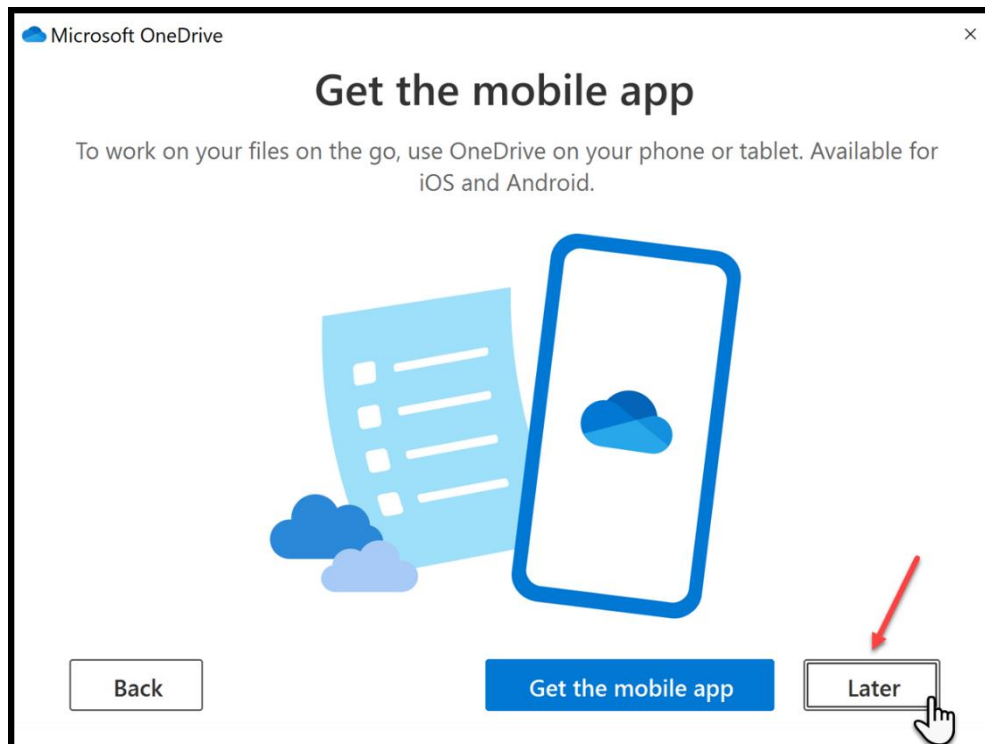
Click on "Next".
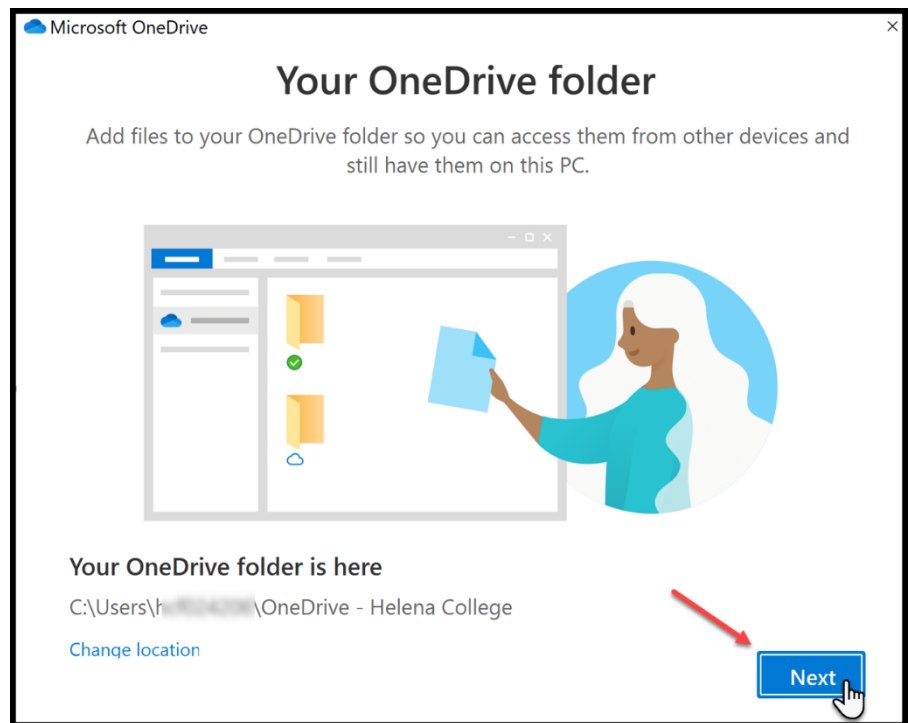
If you get the following message, just choose "Later".
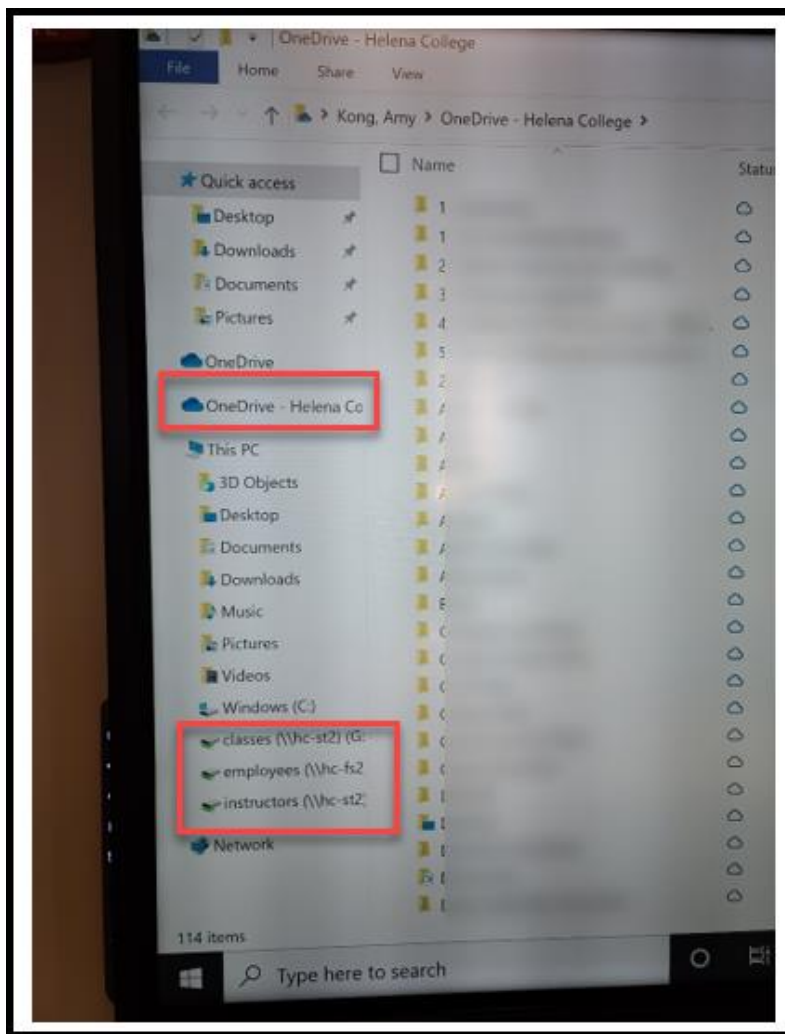
Besides your OneDrive folder, you can also access to the other school folders that you have the access permission, for example, employees, instructors, etc.

Remember to "clean up" your annotations on the board before you leave the classroom.

(1) Press the Home Button;

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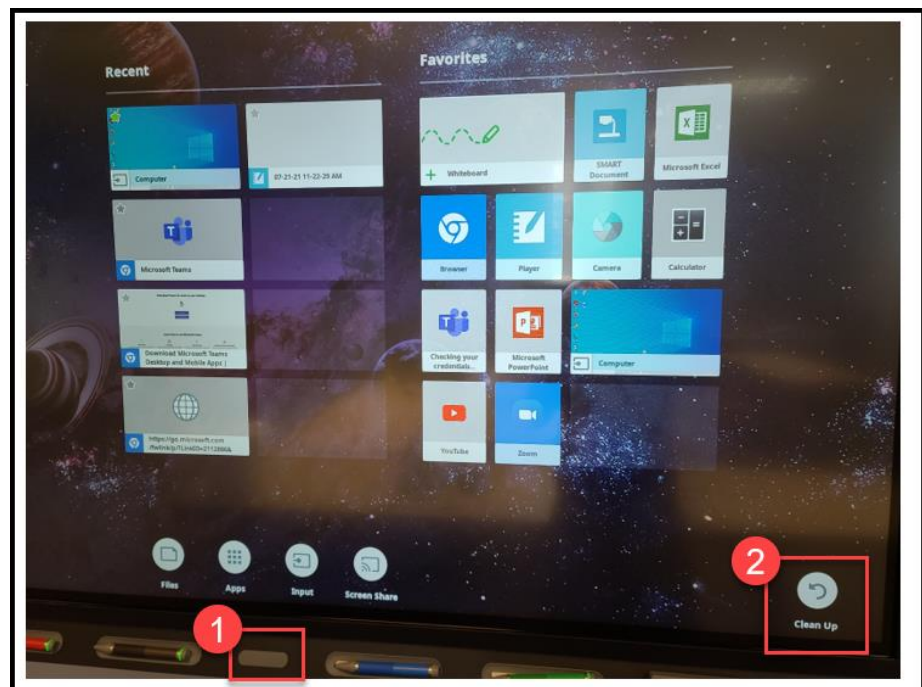
Remember to sign out of your school account before you leave the classroom.

(1) Press "Start" on bottom left'

(2) Choose "Profile";

(3) Then, "Sign out".
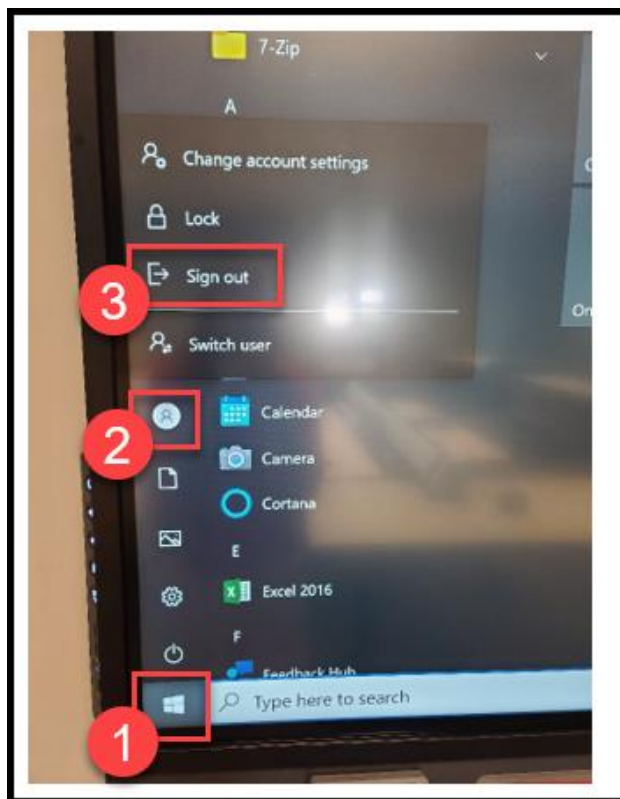
WORD Documents and Annotations

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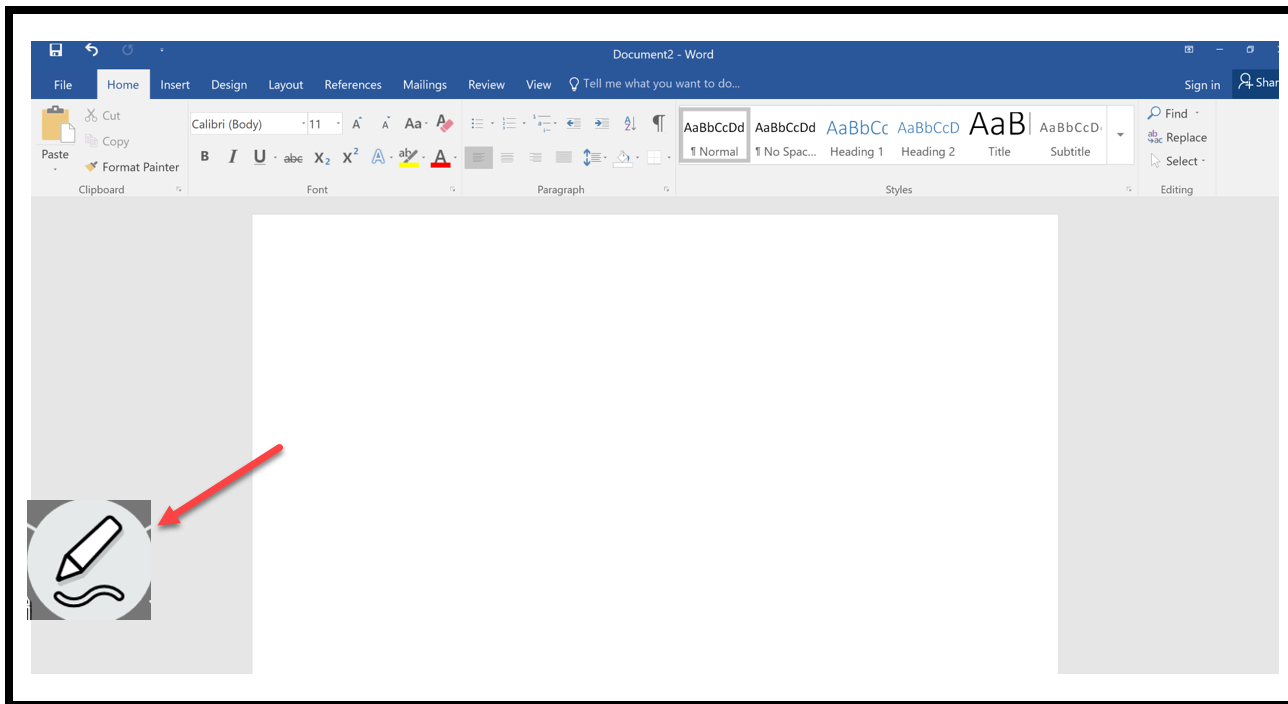
After clicking on the icon, press "Open Office Ink Tools".

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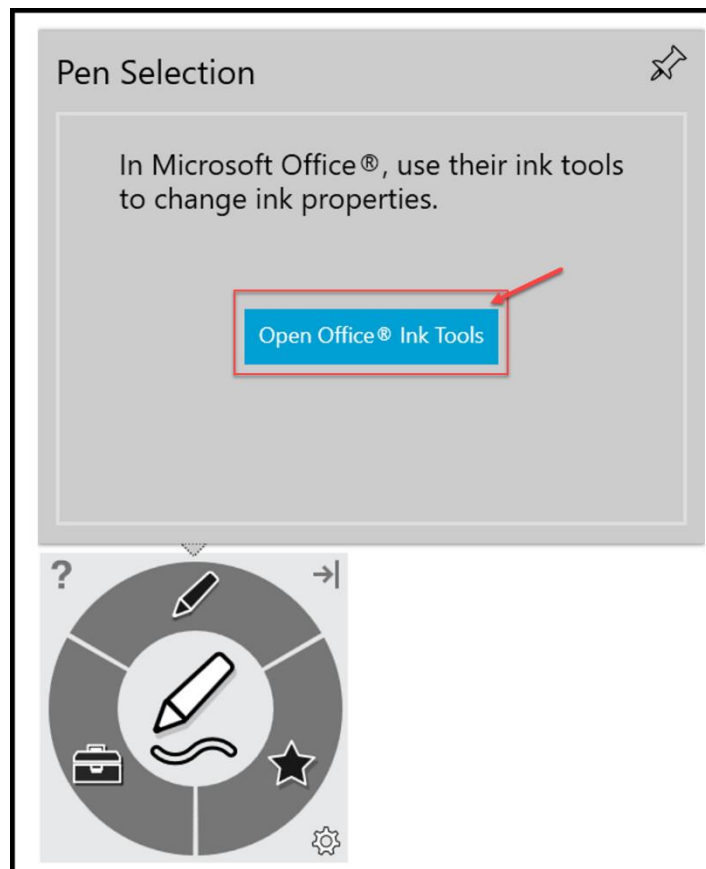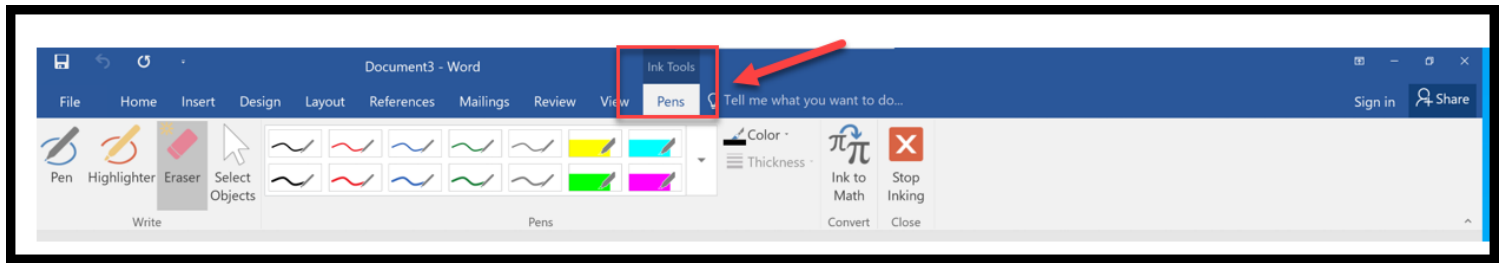
There are two options that you can open the SMART Document Camera app on Smartboard:

Option 1 – on the iQ system

Press the Home Button of the Smartboard, then click on "Apps", and then choose the "SMART Document Camera" app.
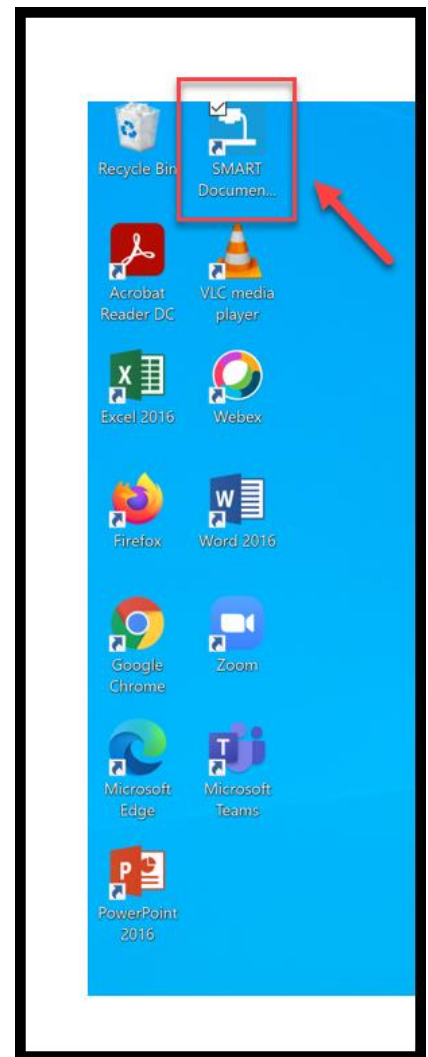
Option 2 – **on the Computer system**

Sign into your school account on the computer of the Smartboard,
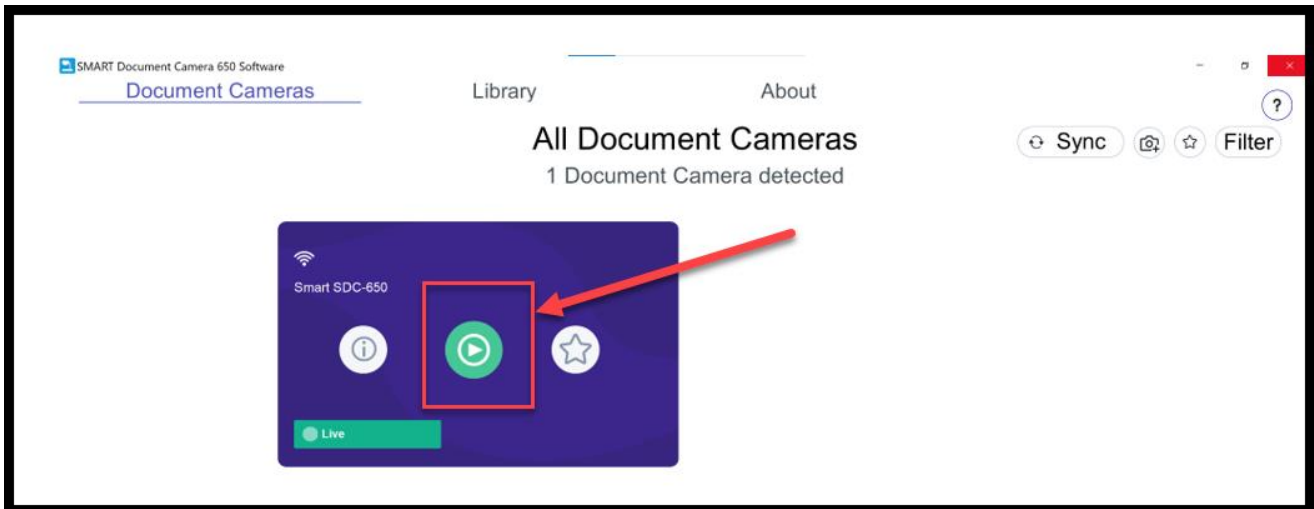then click on the "SMART Document Camera" shortcut on the desktop.
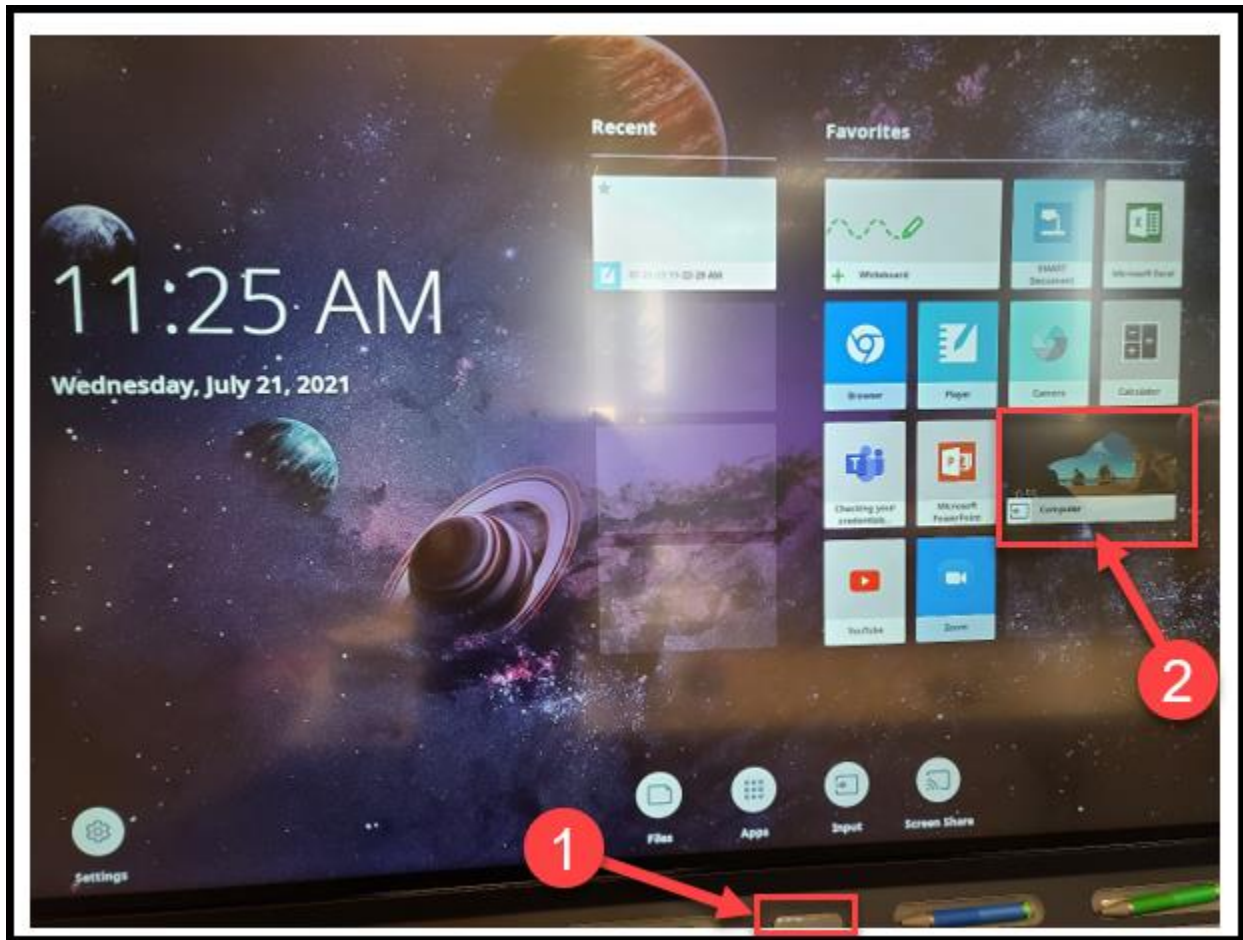
Option 2
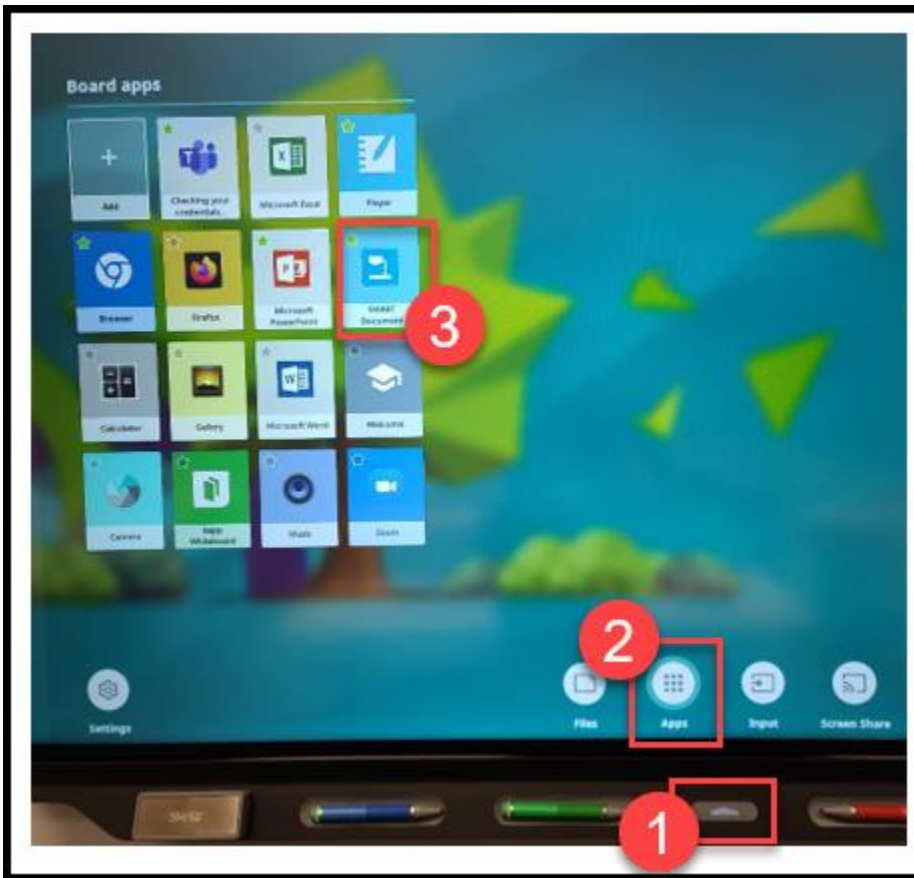
Option 1

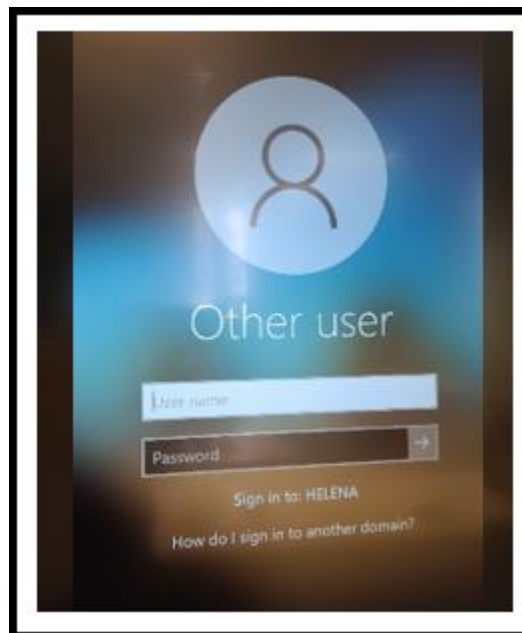Then press the Play button to start the SMART Document Camera.

How to run 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".
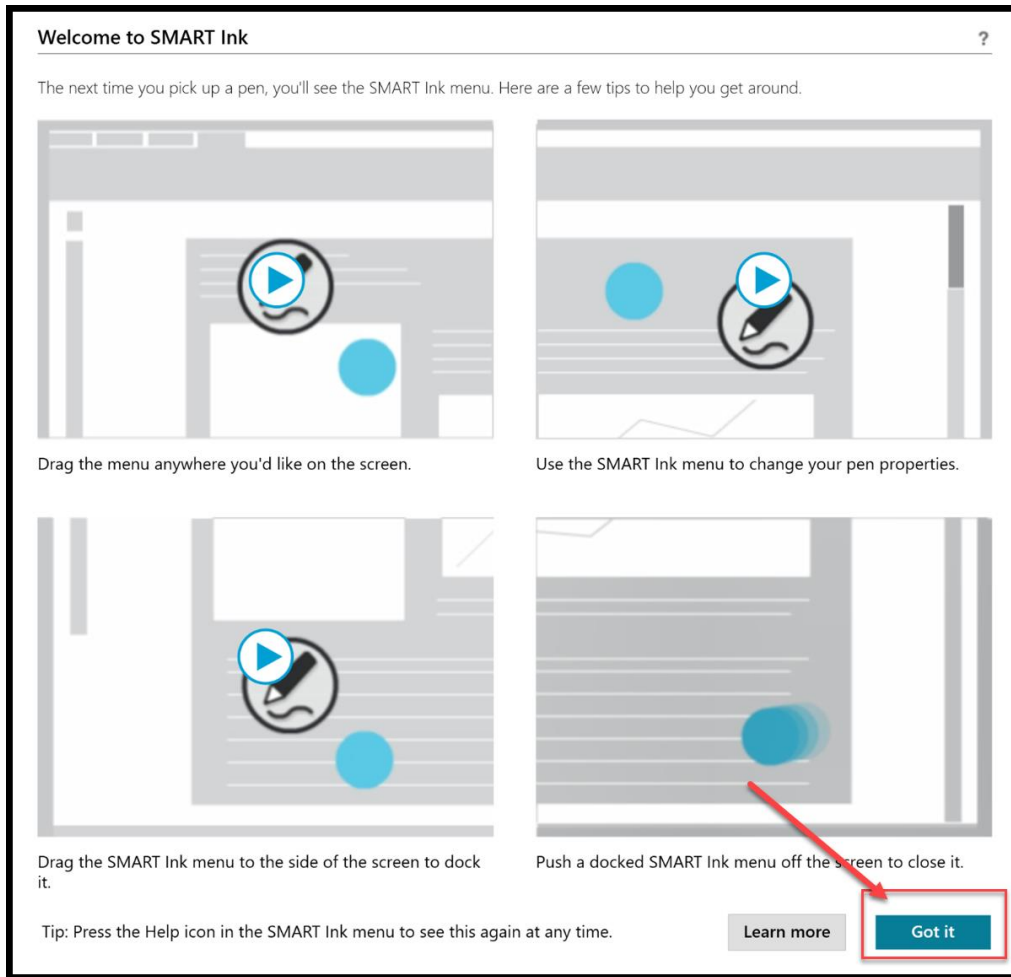
Choose "Install updates only", then "Accept".
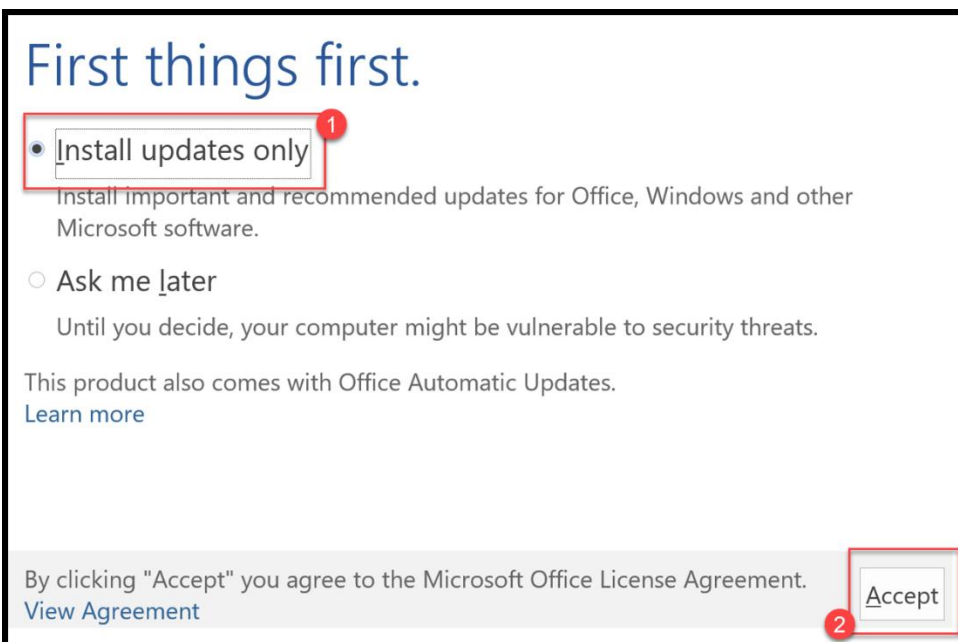
Click on the "Teams" shortcut on the Desktop.

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

(But, using the Teams app on the Desktop is recommended as it will work better.)

Continue as your school email address.
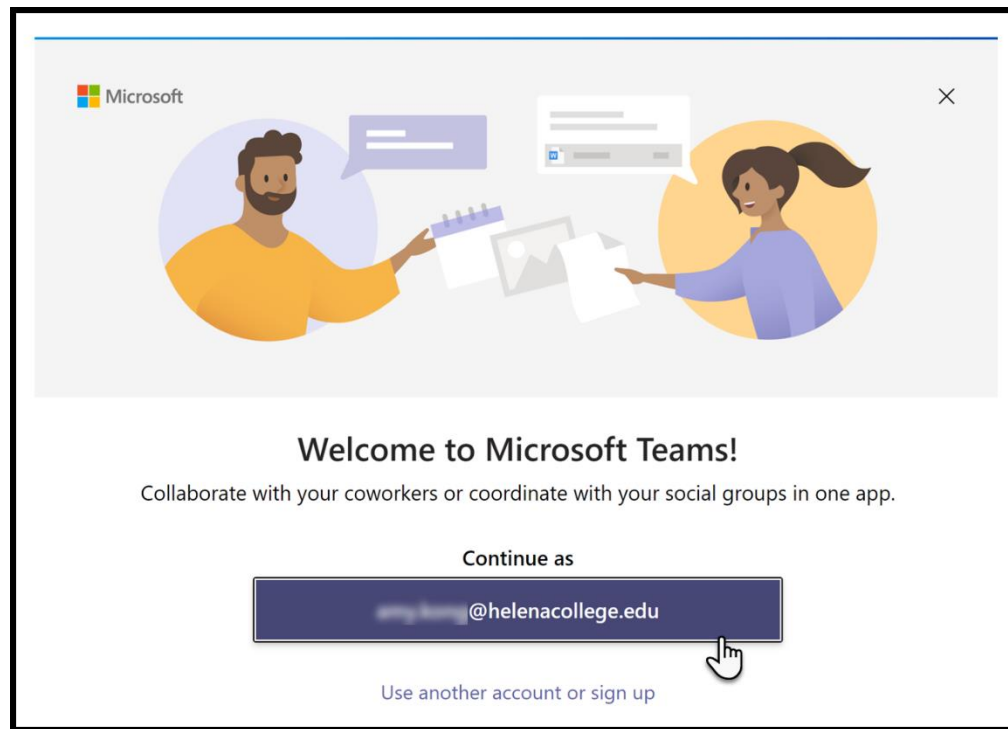
Sign into your Teams account using your NetID and password.

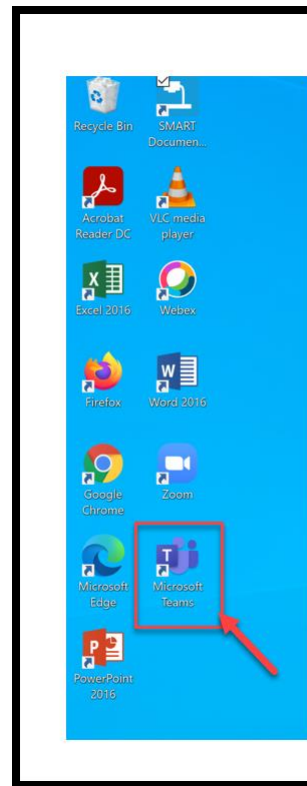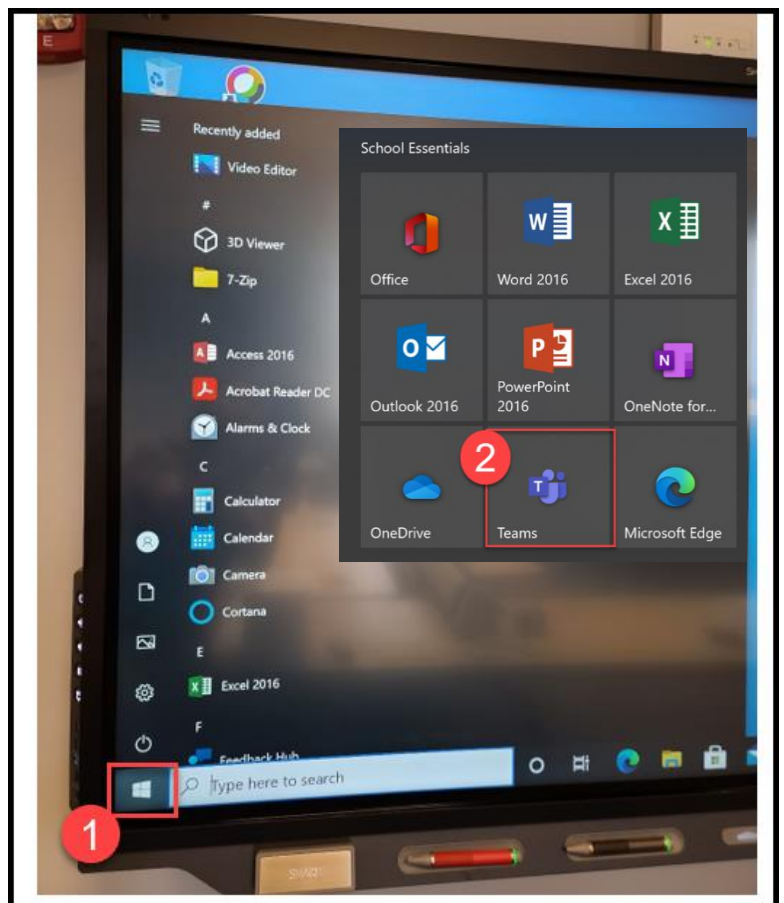Once the Teams meeting is started, click on the three-dot menu and go to the Device Settings.

Make sure the following device options are selected:

Speaker: Speaker 2 (top one)
Microphone: Echo Cancelling Speakerphone HDL300
Camera: SimpleTrack
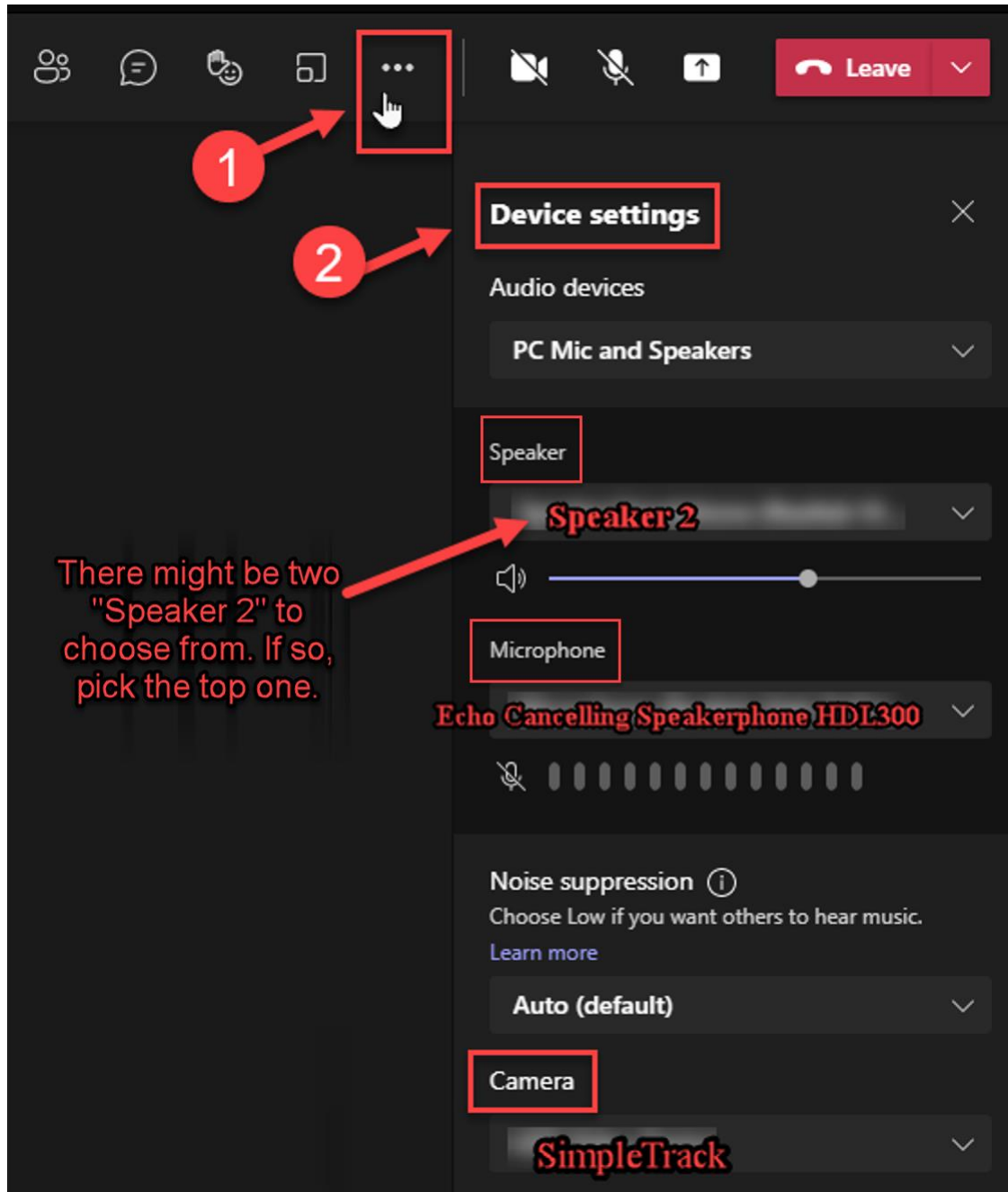
Remember to sign out of your school account before you leave the classroom.

      (1) Press "Start" on bottom left;

      (2) Choose "Profile";

      (3) Then, "Sign out".
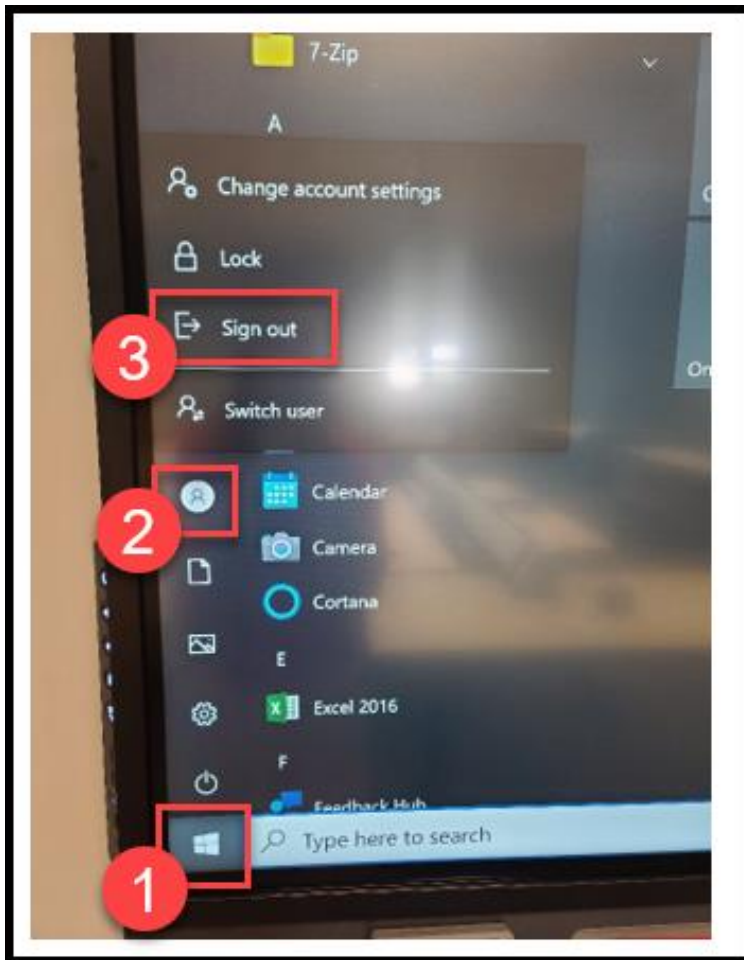
How to Share Screen / Whiteboard during a Teams Meeting

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
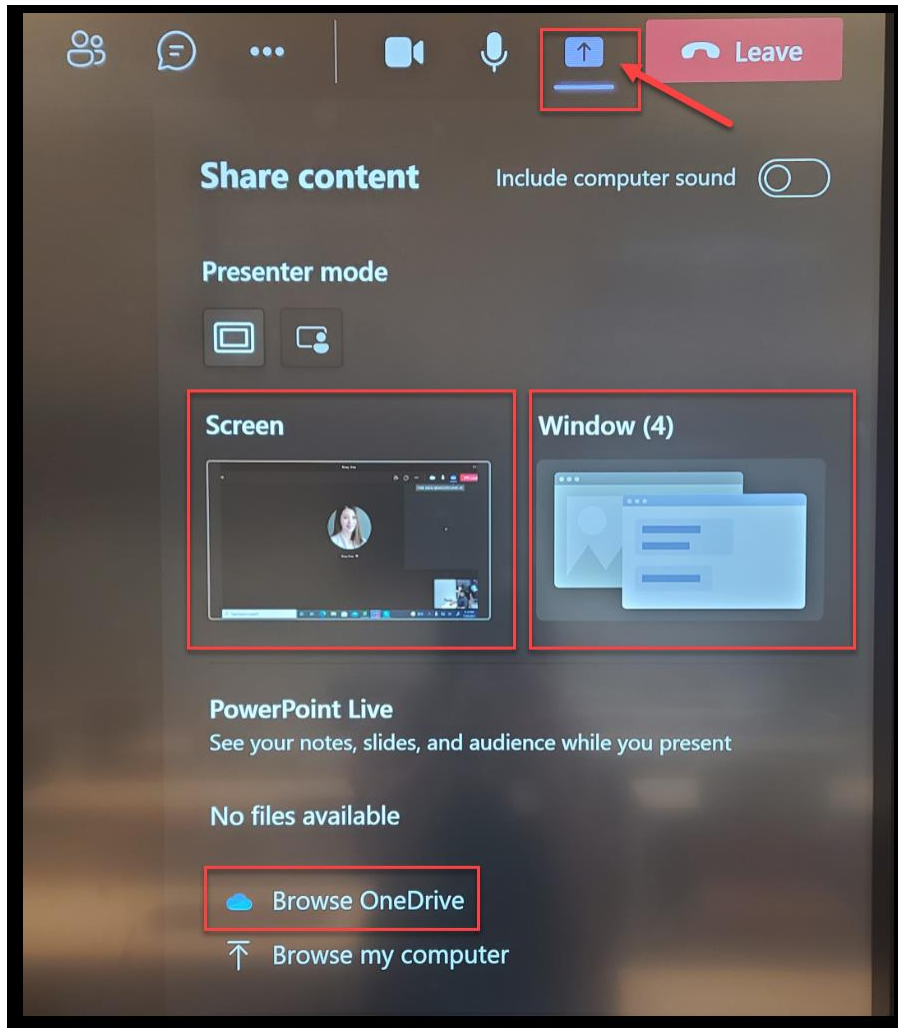
If you want to share a '**whiteboard**', we suggest using the **SMART Notebook**.

Here are the steps:

(1) Open the "**SMART Notebook**" app on the Desktop.
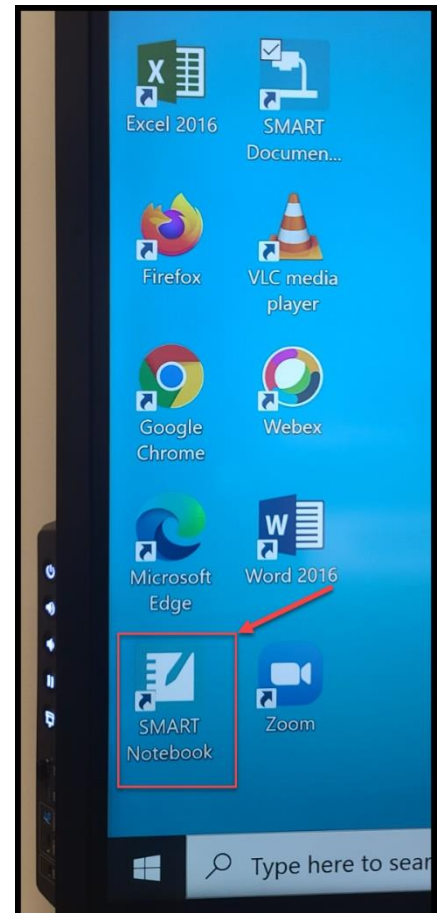
Choose "Close".

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*).
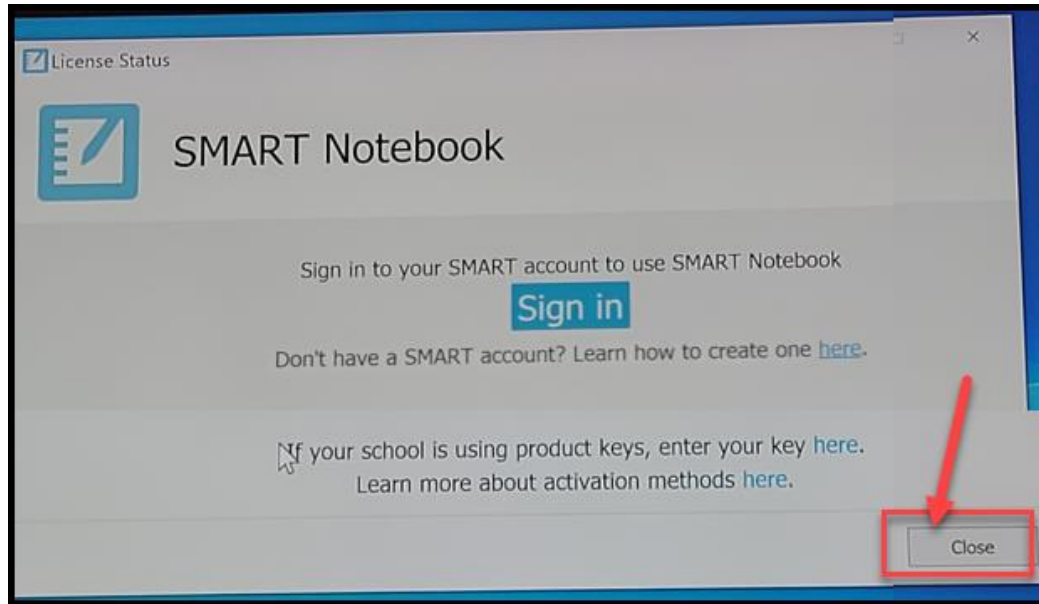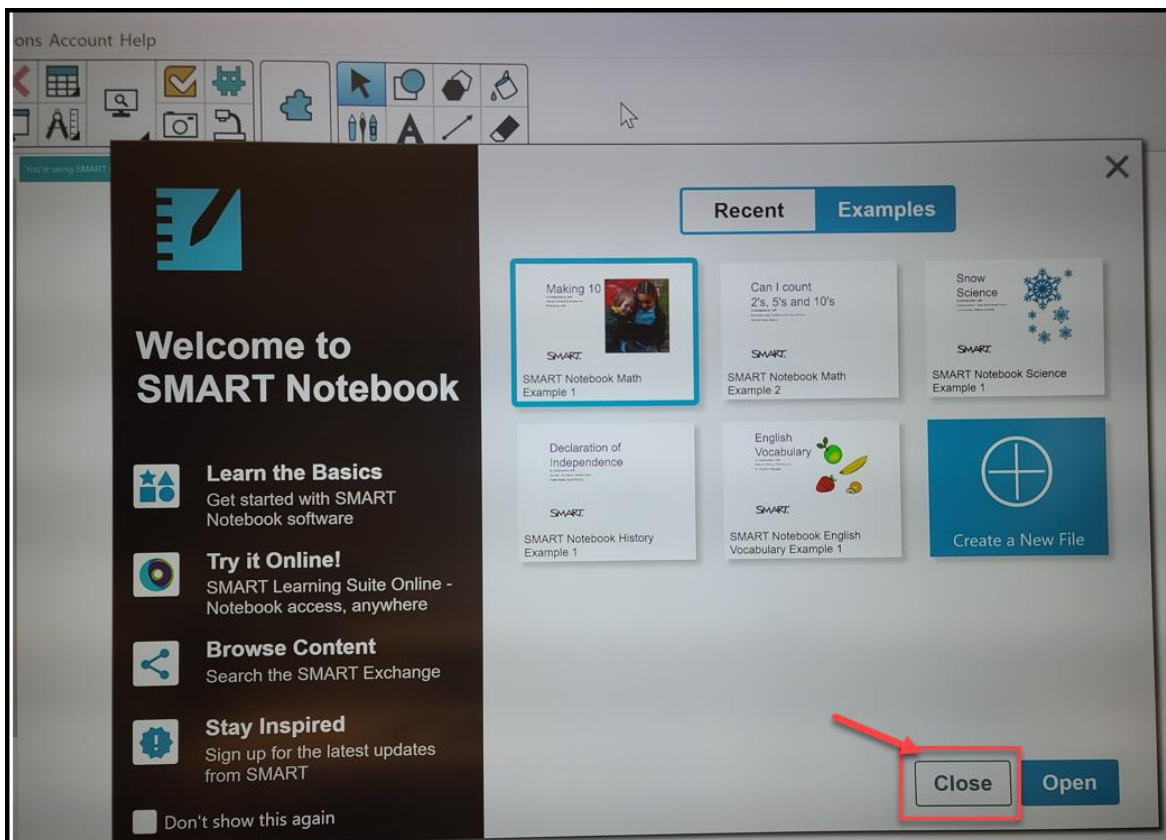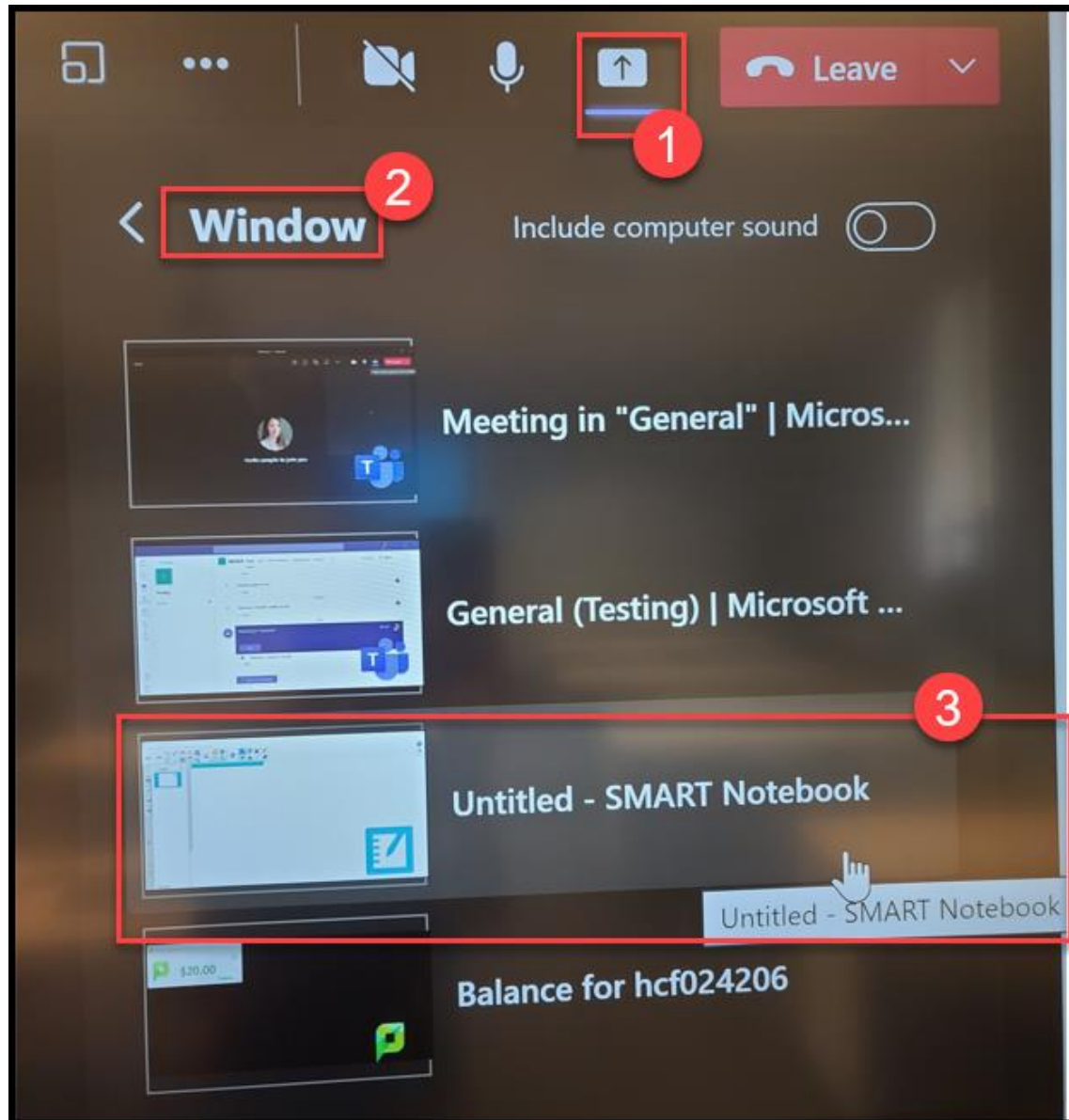
Read Page 15 (must use Option 2) and Page 16 to open the Smart Document Camera app on the Smartboard.

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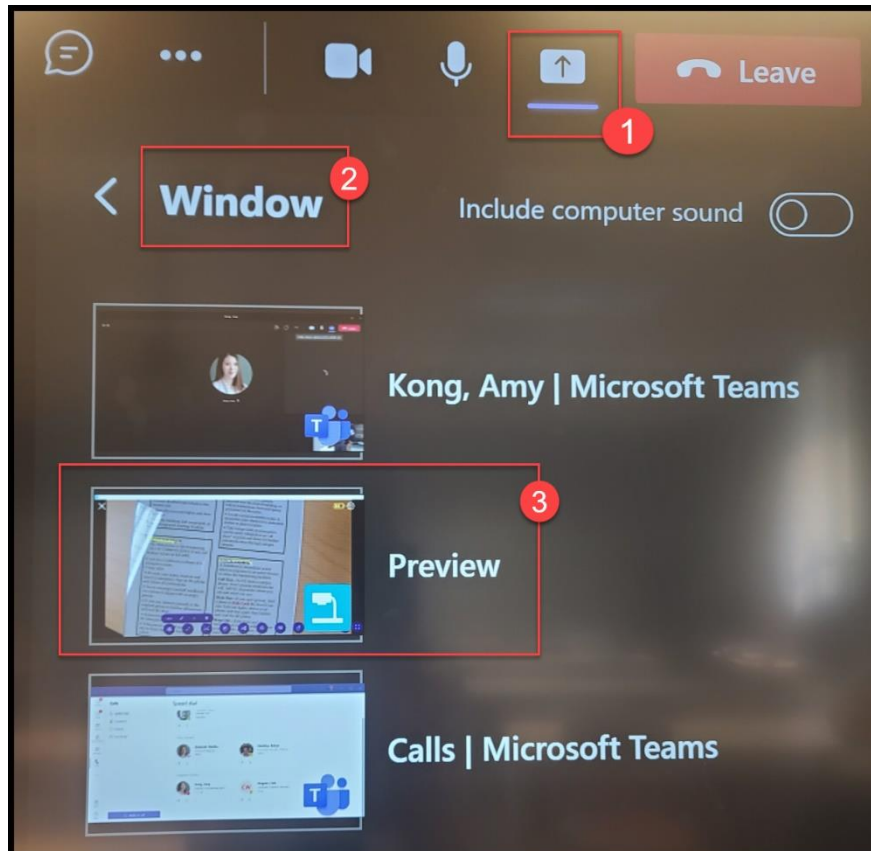
How to Switch Camera on a Teams Meeting

There are two camera options:
  (1) facing the Smartboard/Presenter in the front, or
  (2) facing the students in the classroom.
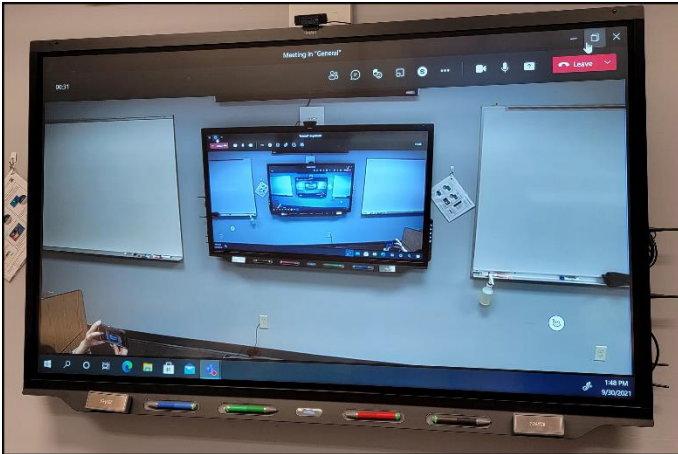

In a Teams meeting, you can just right click the mouse on the image of yourself on the screen, an easy option will come up that you can switch between the cameras (see picture below). In order to enable this easy option, you will have to use the **Desktop Teams app** on the Smartboard to run the Teams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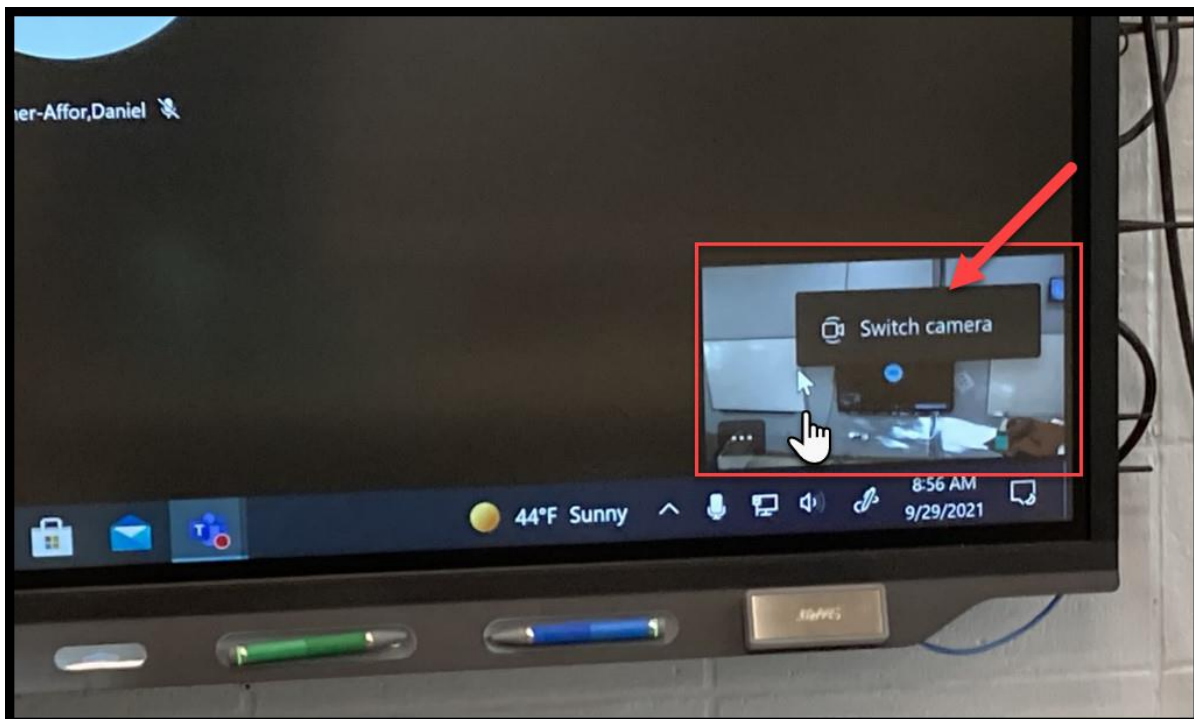
# How to Have Two Cameras on Simultaneously on a Teams Meeting

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.
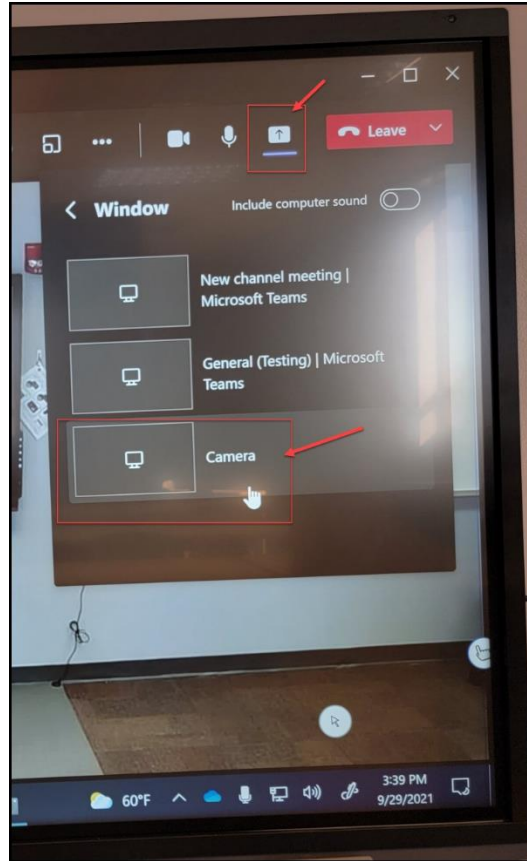
Step 1 - Open the Camera app on the Smartboard
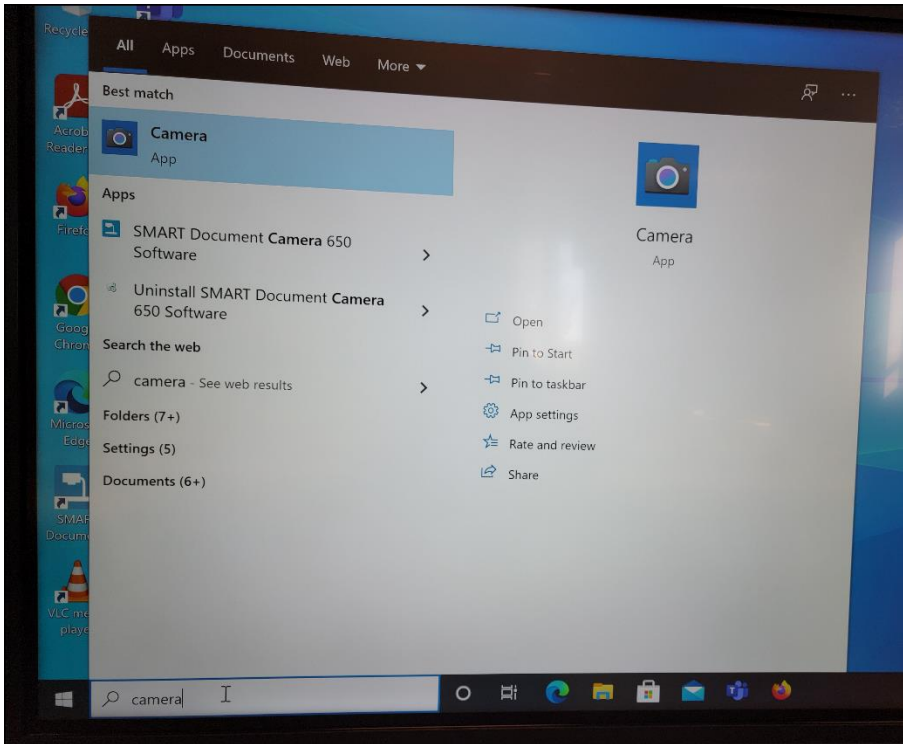
Step 2 – on top right switch the camera to the USB webcam (the one facing the students)
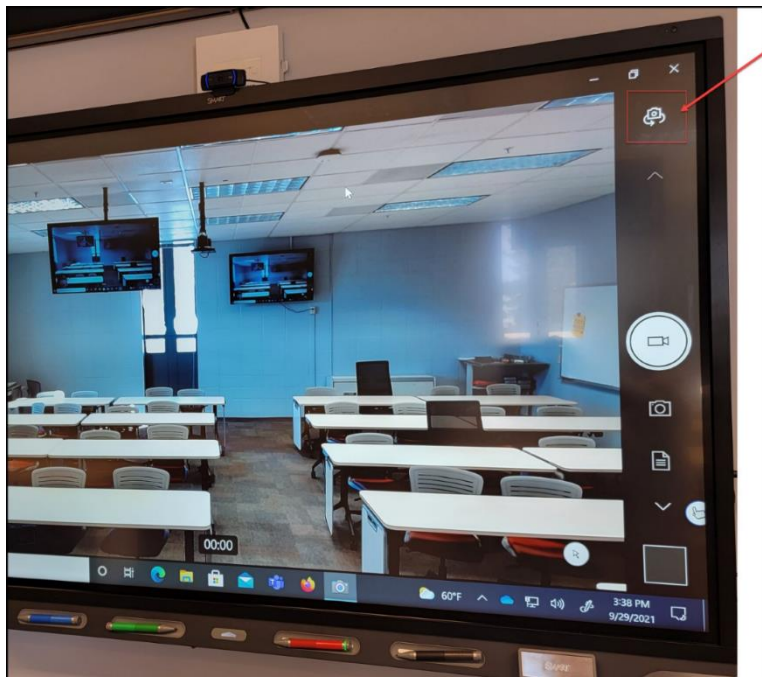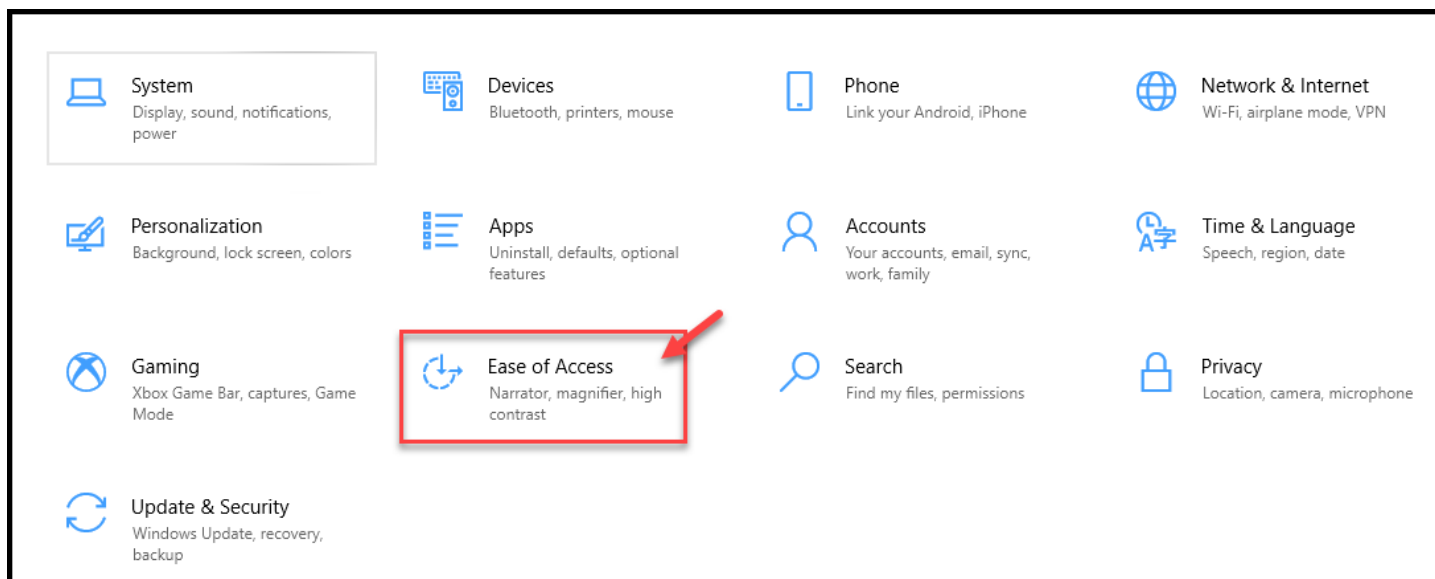
Step 3 - In the Teams meeting, click on the Share Tray and share the screen of the Camera app.
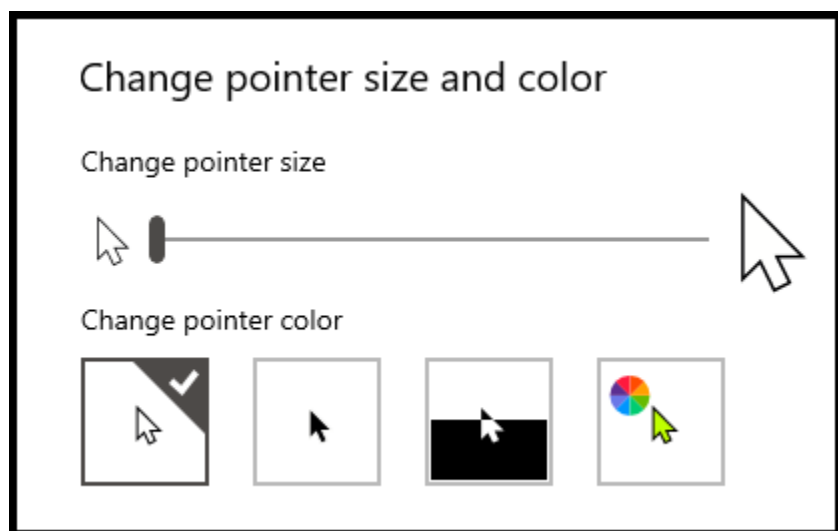
How to Change the Mouse Pointer Size

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.

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