



CONTENTS

Smartboard for Teaching in General	Page 2
Open Documents on OneDrive and do Annotations on Smartboard	Page 7
WORD Documents and Annotations	Page 13
“Duplicate” or “Extend” Screens	Page 15
SMART Document Camera	Page 16
Microsoft Teams on a Smartboard:	
• Start a Teams Meeting	Page 17
• Change Device Settings (camera, microphone, speaker)	Page 22
• Share Screen / Whiteboard	Page 23
• Share SMART Document Camera	Page 26
• Switch Cameras	Page 27
• Have Two Cameras on Simultaneously	Page 28
Change the Mouse Pointer Size	Page 30
How to Correct Pen and Ink Alignment on Smartboard	Page 32

Smartboard for Teaching in General

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



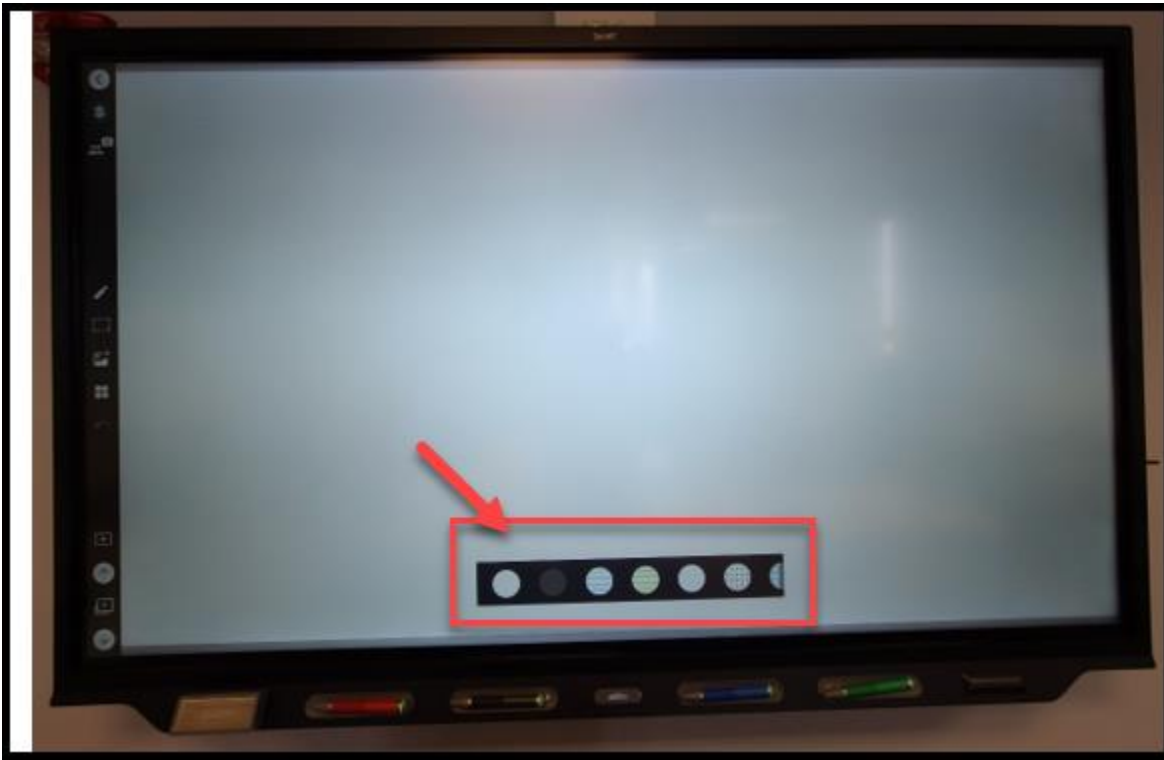
Choose the option: Whiteboard, Browser, YouTube, Smart Document Camera, etc.



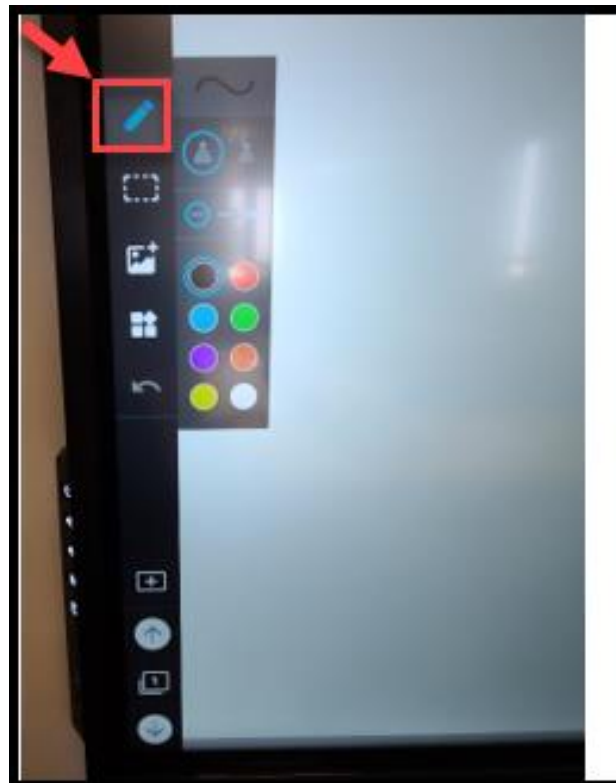
For the Whiteboard:

Quick Video: https://youtu.be/Dhir-ou_TVl

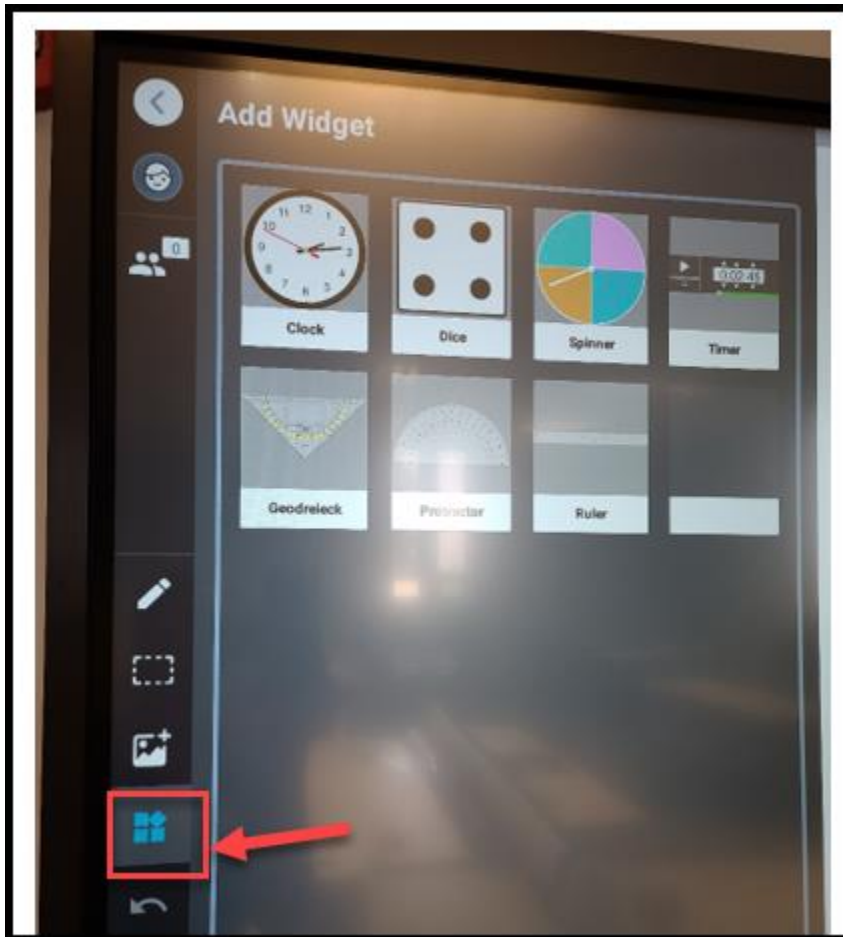
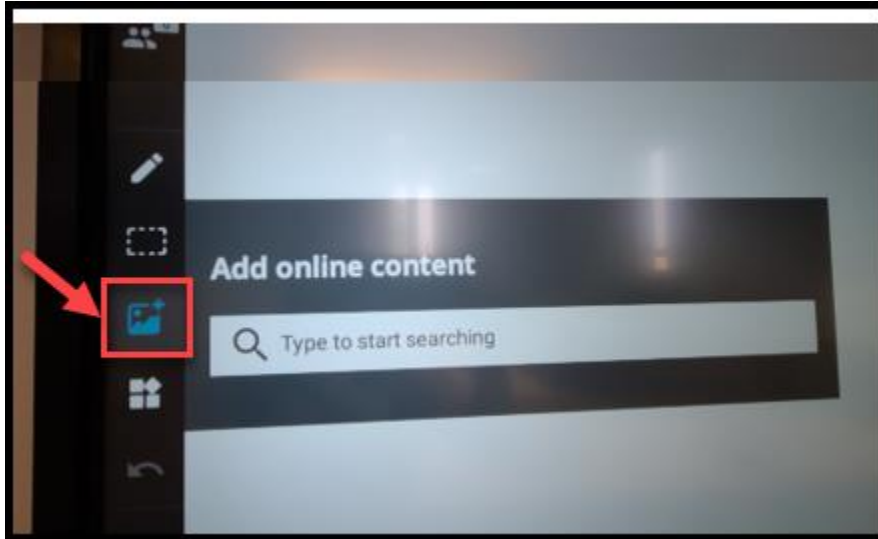
You can choose the page background:



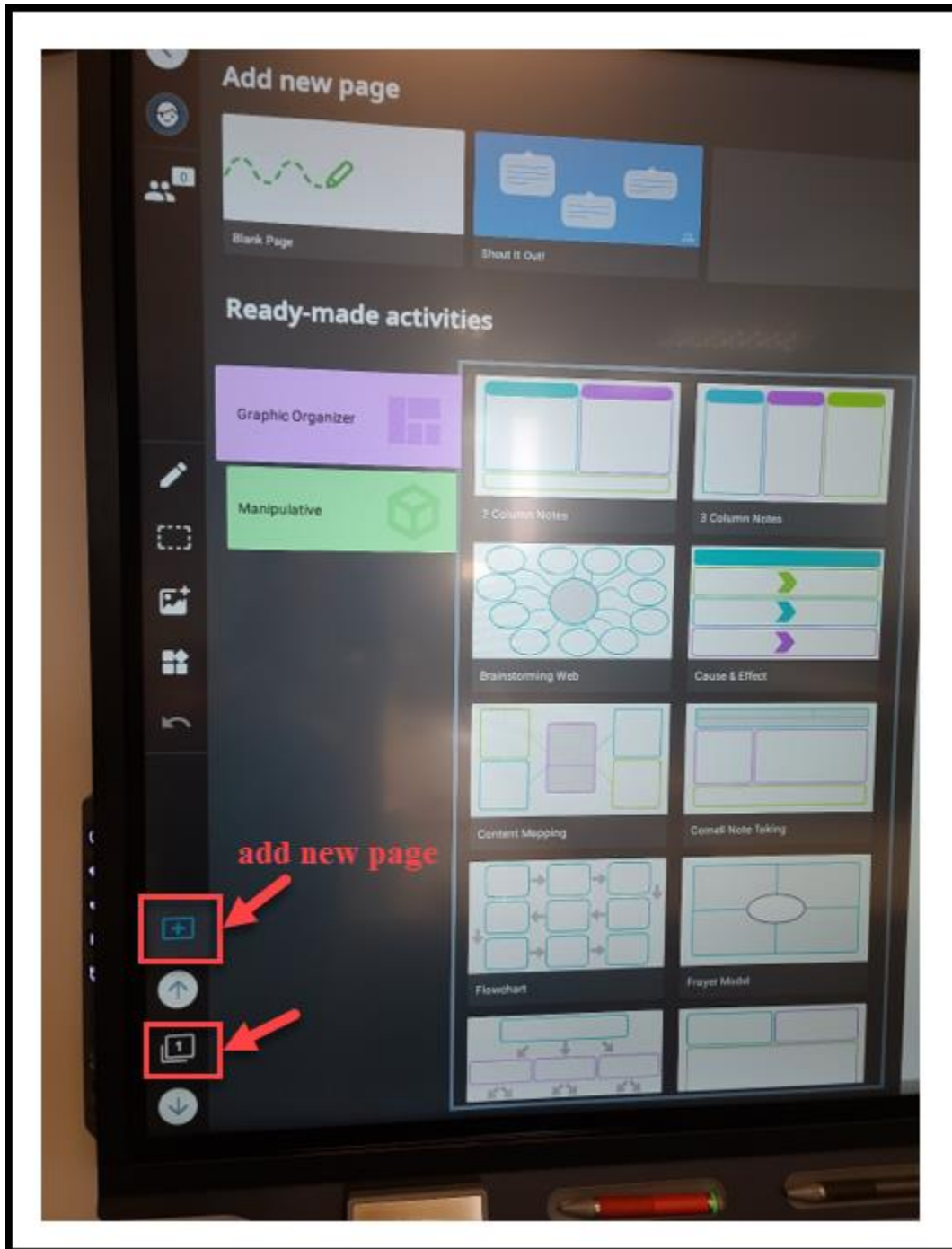
On the left, click on the 'pen' tab to expand the color and thickness options.



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



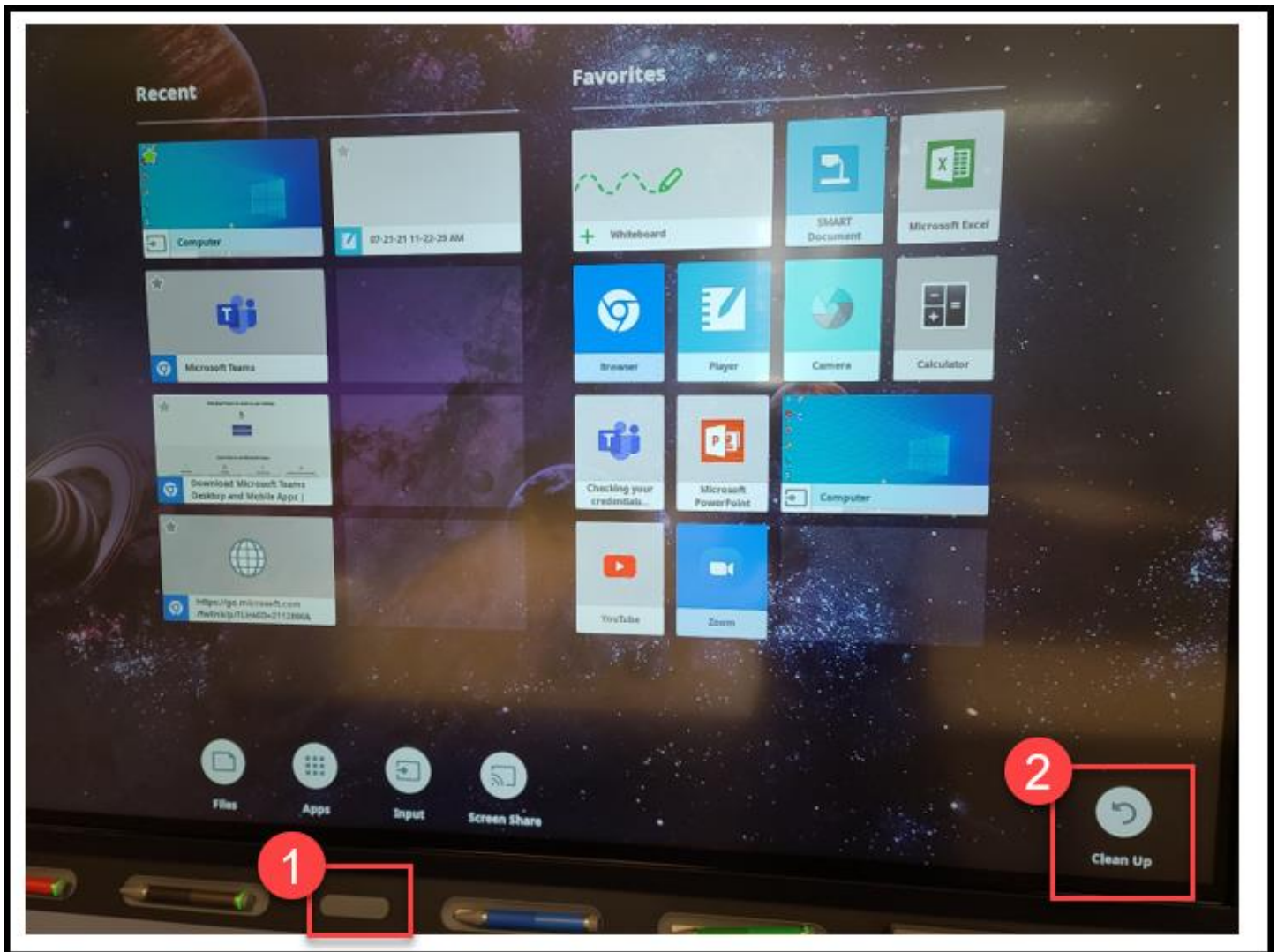
You can click on the “+” sign to add whiteboard pages and the “page number” to navigate through pages.



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

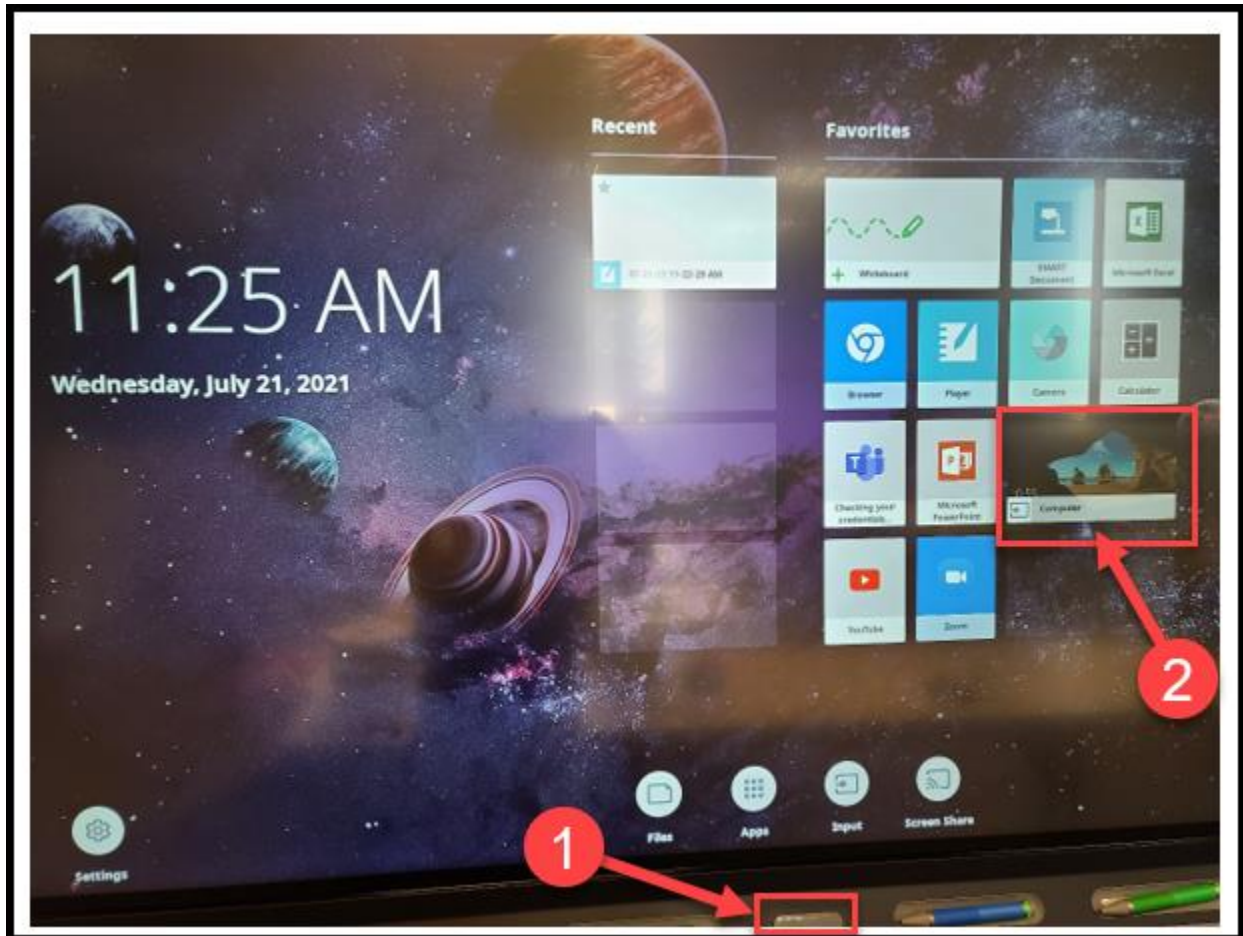
(1) Press the Home Button of the Smartboard;

(2) Choose “Clean Up”.

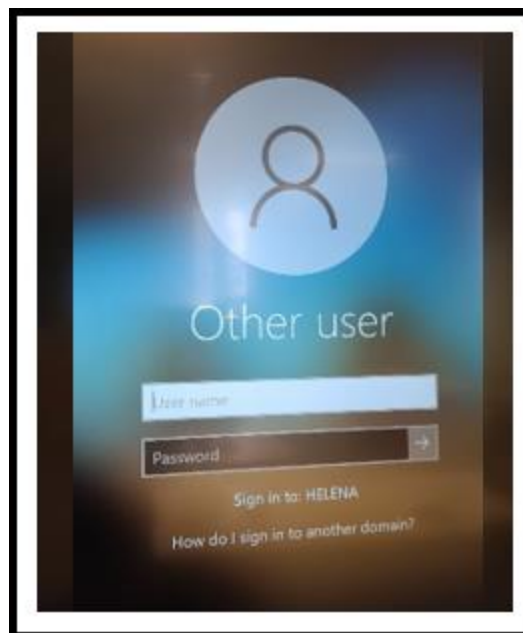


Open Documents on OneDrive and do Annotations on Smartboard

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”.

Welcome to SMART Ink ?

The next time you pick up a pen, you'll see the SMART Ink menu. Here are a few tips to help you get around.

Drag the menu anywhere you'd like on the screen.

Use the SMART Ink menu to change your pen properties.

Drag the SMART Ink menu to the side of the screen to dock it.

Push a docked SMART Ink menu off the screen to close it.

Tip: Press the Help icon in the SMART Ink menu to see this again at any time.

Learn more Got it

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

First things first.

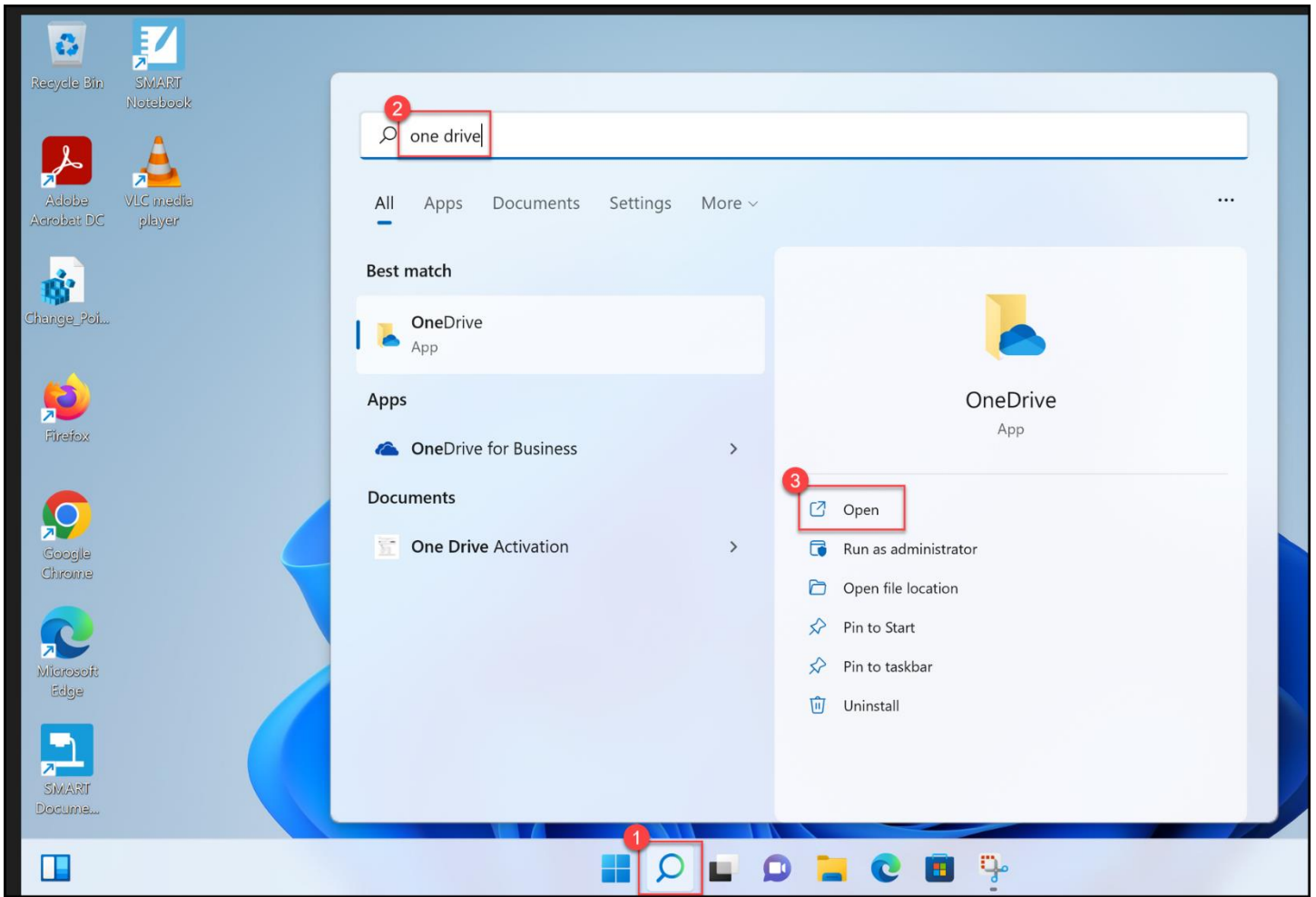
- Install updates only ¹
Install important and recommended updates for Office, Windows and other Microsoft software.
- Ask me later
Until you decide, your computer might be vulnerable to security threats.
- Office Automatic Updates

This product also comes with Office Automatic Updates.
[Learn more](#)

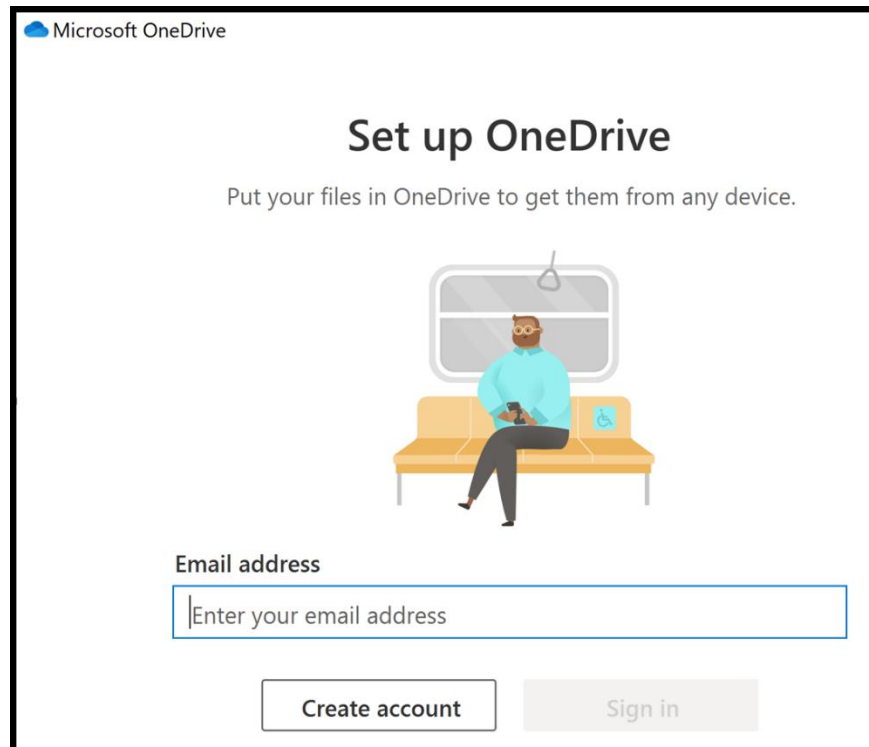
By clicking "Accept" you agree to the Microsoft Office License Agreement.
[View Agreement](#)

Accept ²

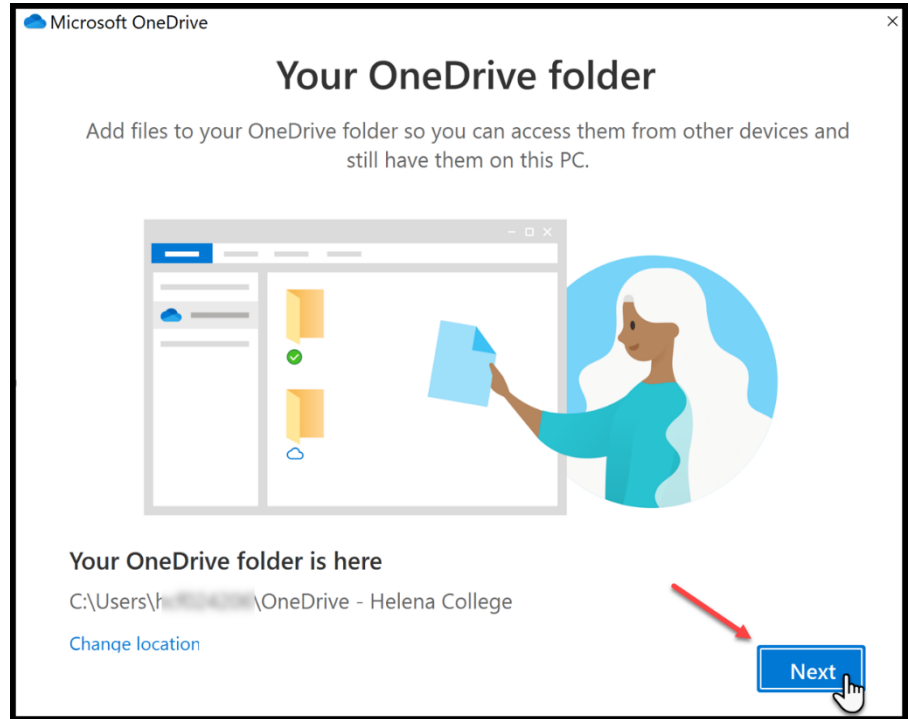
Choose “Search” on the bottom task bar, then type “OneDrive” in the search box, click on “open”.



Enter your school email address.

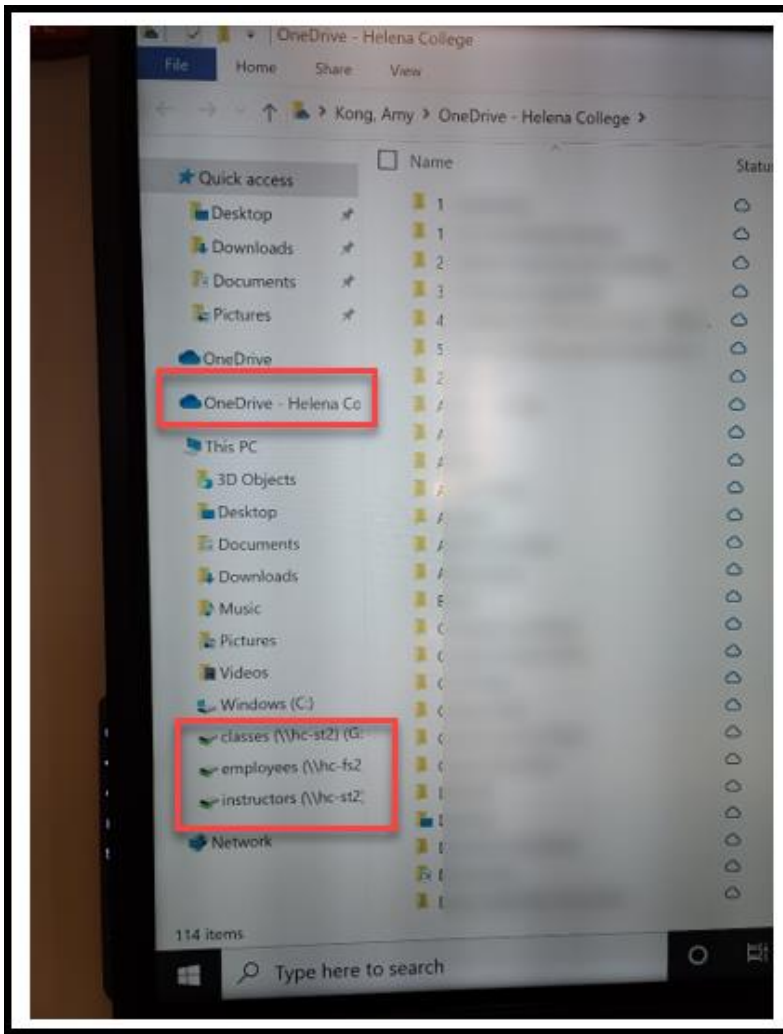


Click on “Next”.



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

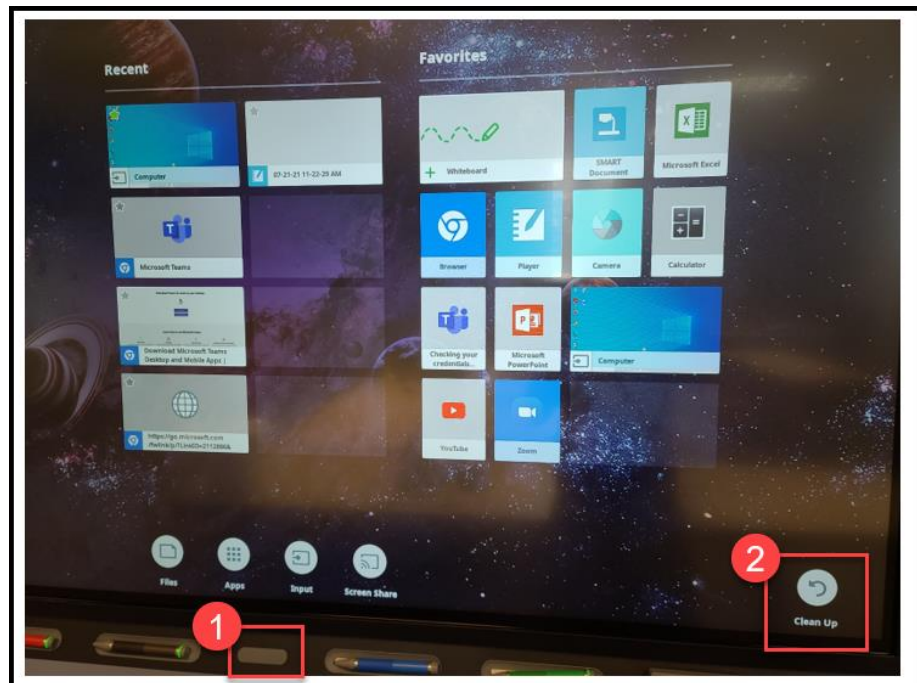




Besides your OneDrive folder, you can also access to the other school folders that you have the access permission, for example, employees, instructors, etc.

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

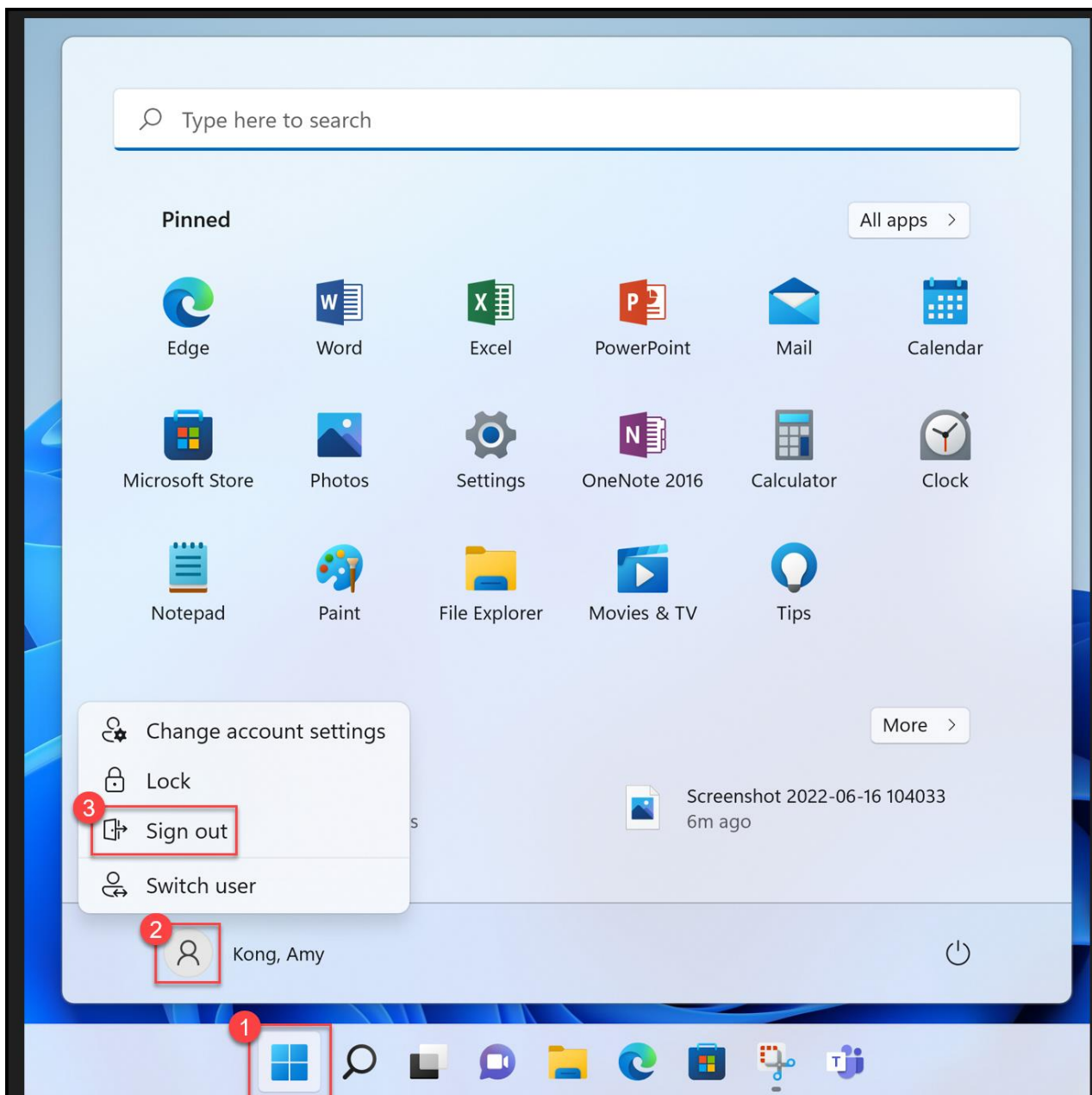
- (1) Press the Home Button;
- (2) Choose “Clean Up”.



Remember to sign out of your school account before you leave the classroom.

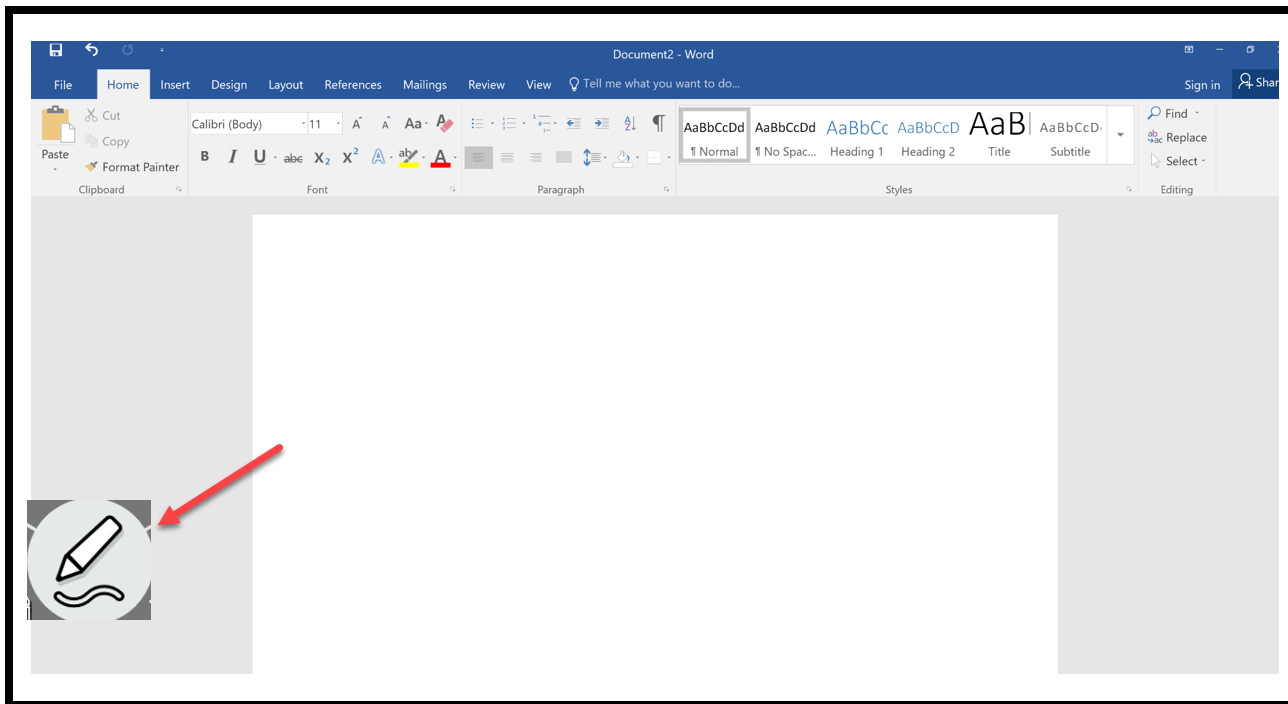
- (1) Press “Start” on the bottom task bar;
- (2) Choose “Profile”;
- (3) Then, “Sign out”.

Please do not shut down / turn off the computer.

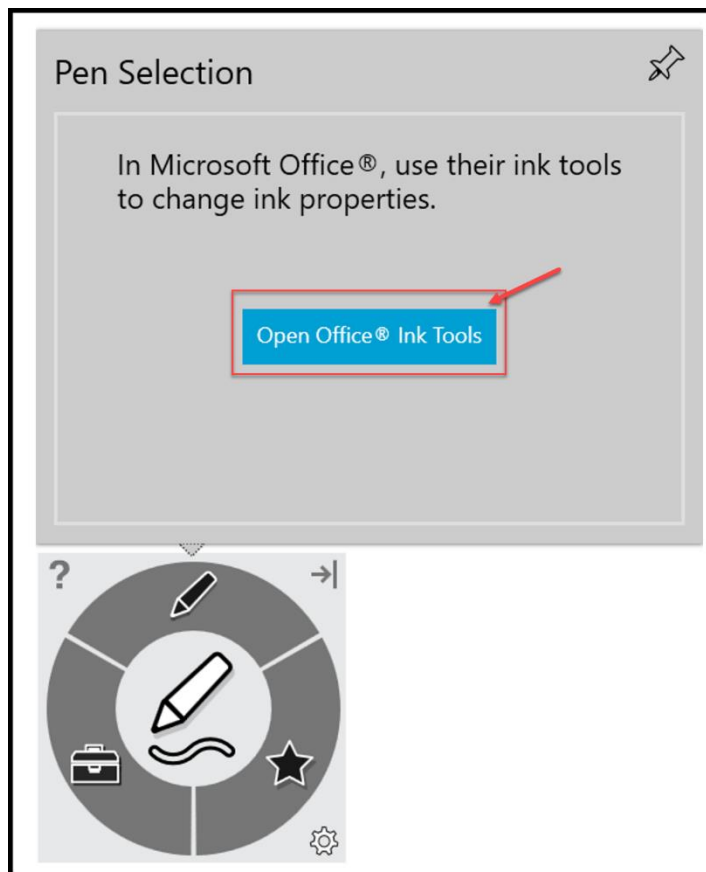


WORD Documents and Annotations

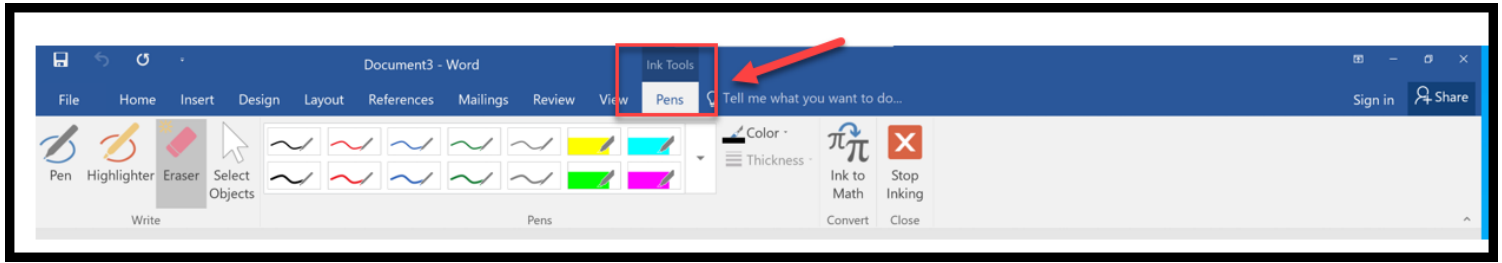
If you open a WORD document and would like to do annotations on the Smartboard, you will need to click on the floating “Pen” icon.



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:



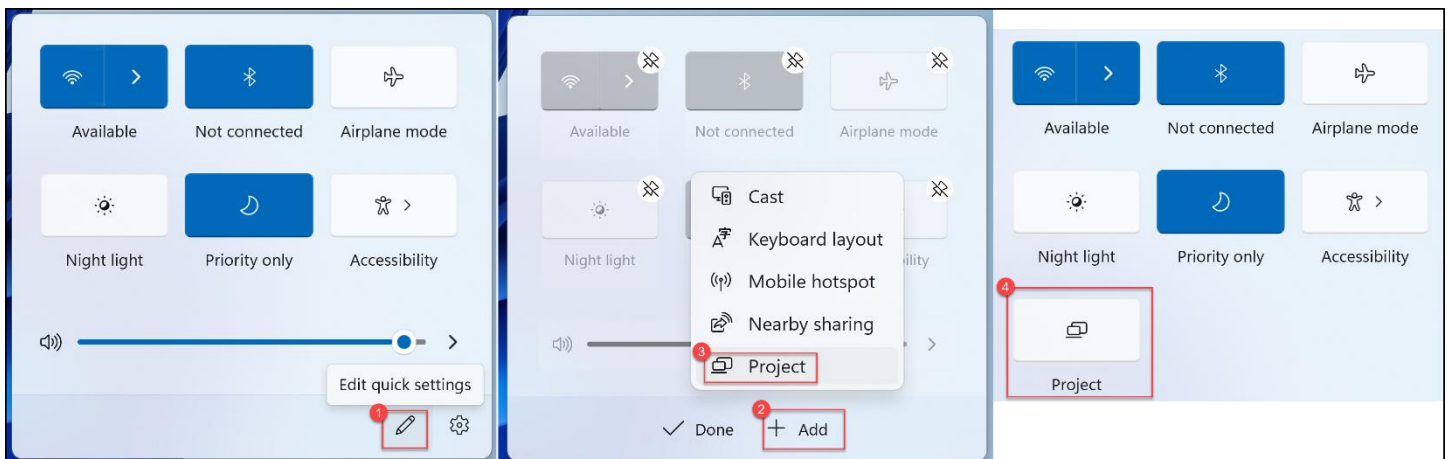
“Duplicate” or “Extend” Screens

On the classroom keyboard, press the “Windows” key and then the “A” key:



This will open the action center.

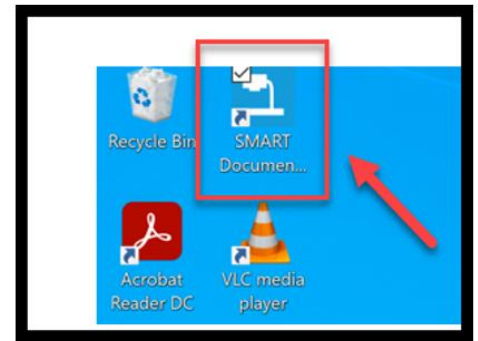
1. Select the pencil (“Edit quick settings”) at the bottom of the action center screen.
2. Select Add.
3. Select Project from the pop up. The icon will now be added and you should not have to do this again for your account. Select Done.
4. Now when you select Project, you can change between Duplicate and Extend.



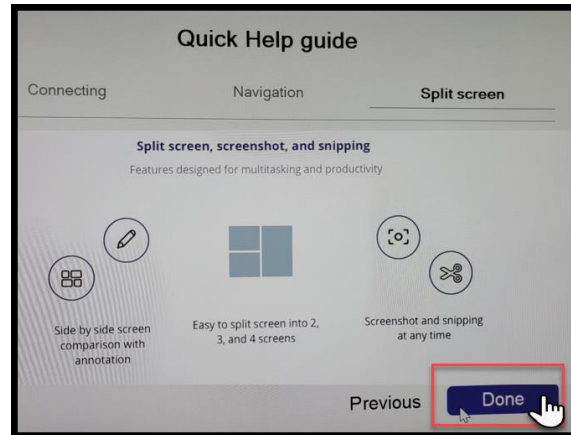
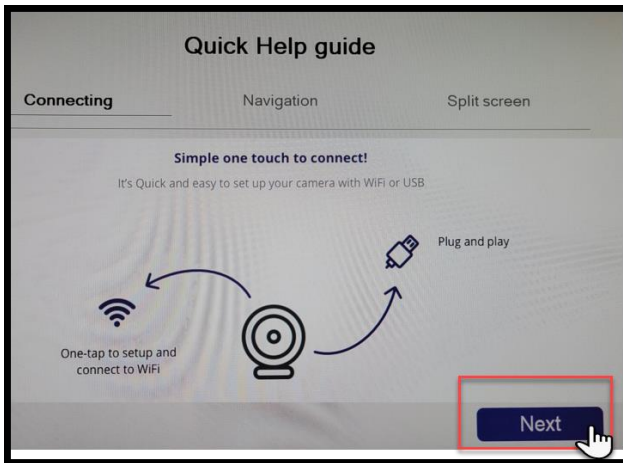
SMART Document Camera

Turn on the Document Camera.

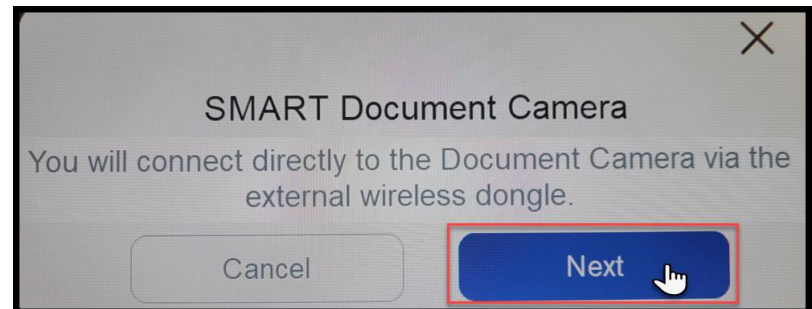
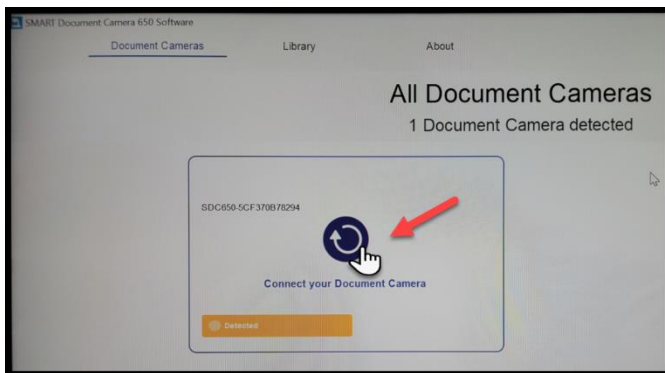
Then, on the computer side of the Smartboard sign into your school account, click on the “SMART Document Camera” shortcut on the desktop.



If the Quick Help Guide pops up, you can just click on “Next” and “Done”.



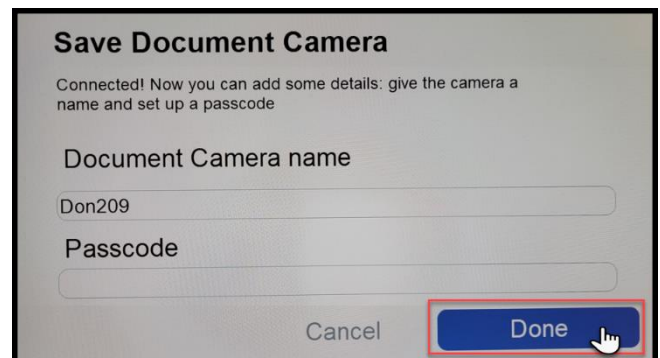
Press the “Connect your Document Camera” button and then “Next”.



Make sure the “Document Camera name” matches the room number and **no passcode is needed**. Click on “Done”.

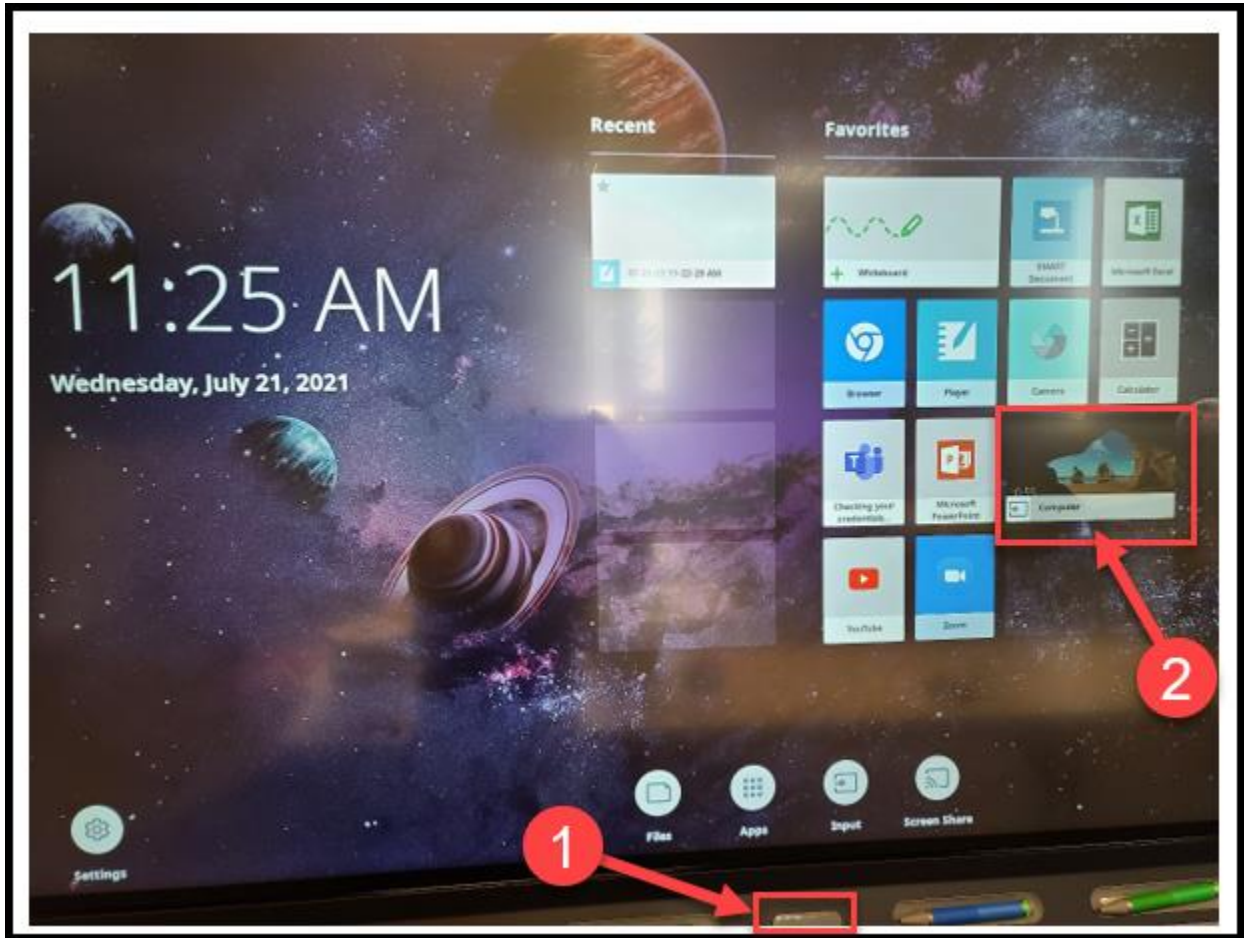
*If there are more than one Document Cameras that you are asked to select, look on the bottom of the Document Camera and find the last four digits of the MAC address – that would be the camera matching up to the room.

*When you are done using the Document Camera, please turn it off. (Thank you in advance for helping us save energy.)

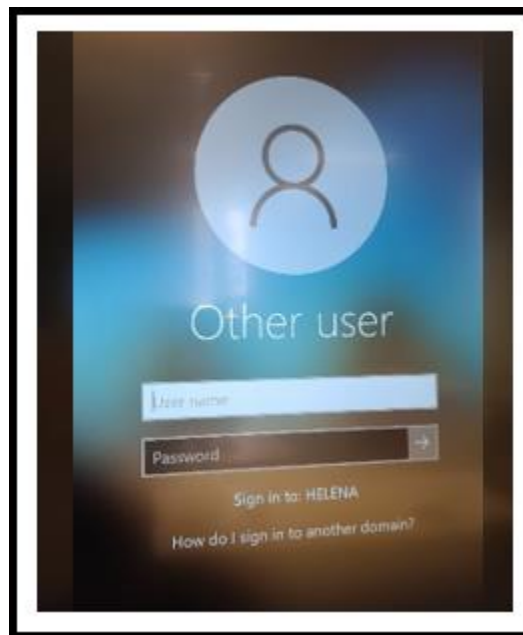


Start a Teams Meeting on a Smartboard

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



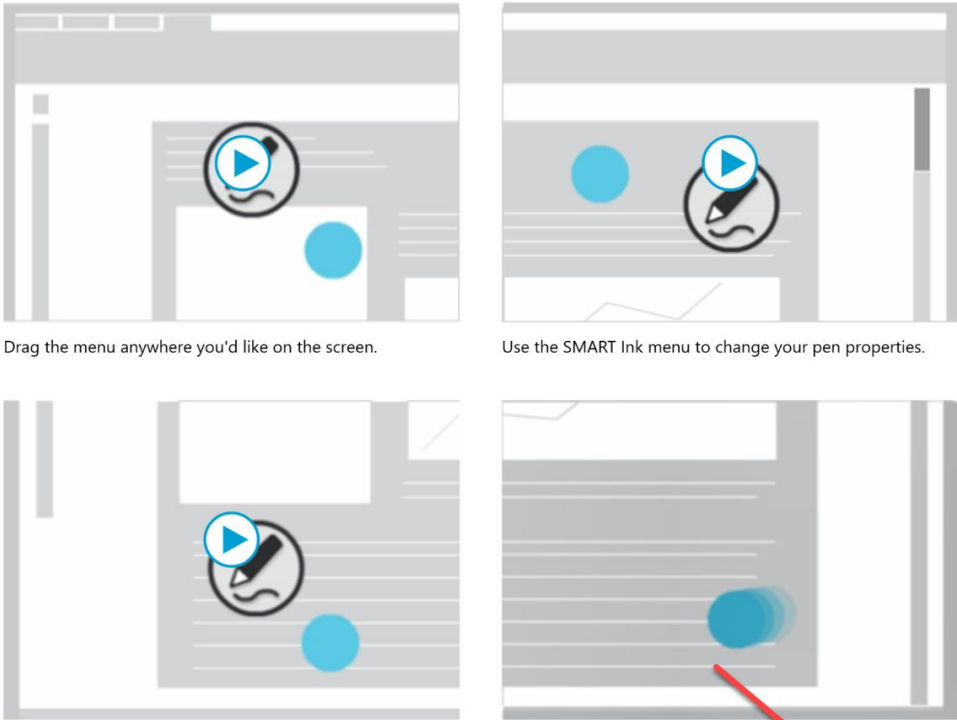
Sign into your school account using your NetID (that is, your hcf/hce #).



If you see the following message, choose “Got it”.

Welcome to SMART Ink ?

The next time you pick up a pen, you'll see the SMART Ink menu. Here are a few tips to help you get around.



Drag the menu anywhere you'd like on the screen.

Use the SMART Ink menu to change your pen properties.

Drag the SMART Ink menu to the side of the screen to dock it.

Push a docked SMART Ink menu off the screen to close it.

Tip: Press the Help icon in the SMART Ink menu to see this again at any time.

[Learn more](#) [Got it](#)

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

First things first.

Install updates only ¹

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.

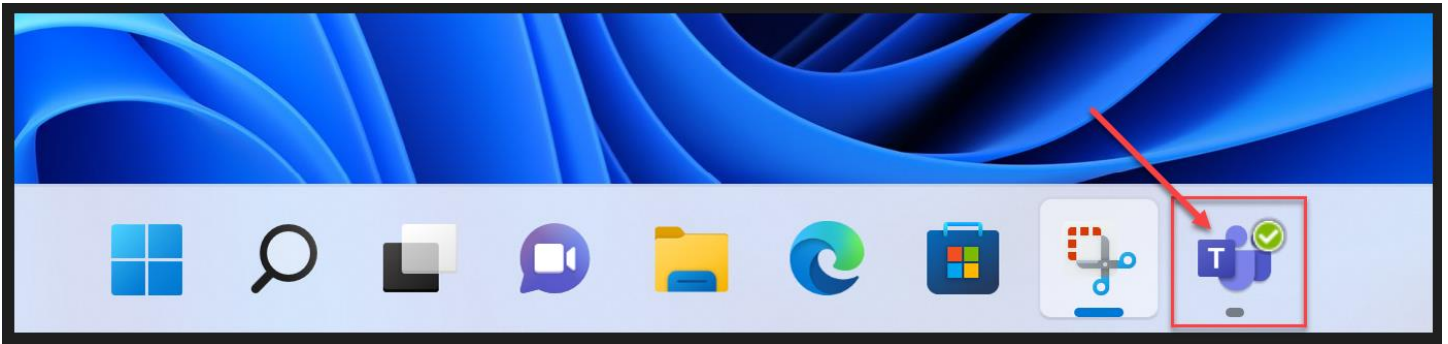
This product also comes with Office Automatic Updates.
[Learn more](#)

By clicking "Accept" you agree to the Microsoft Office License Agreement.
[View Agreement](#)

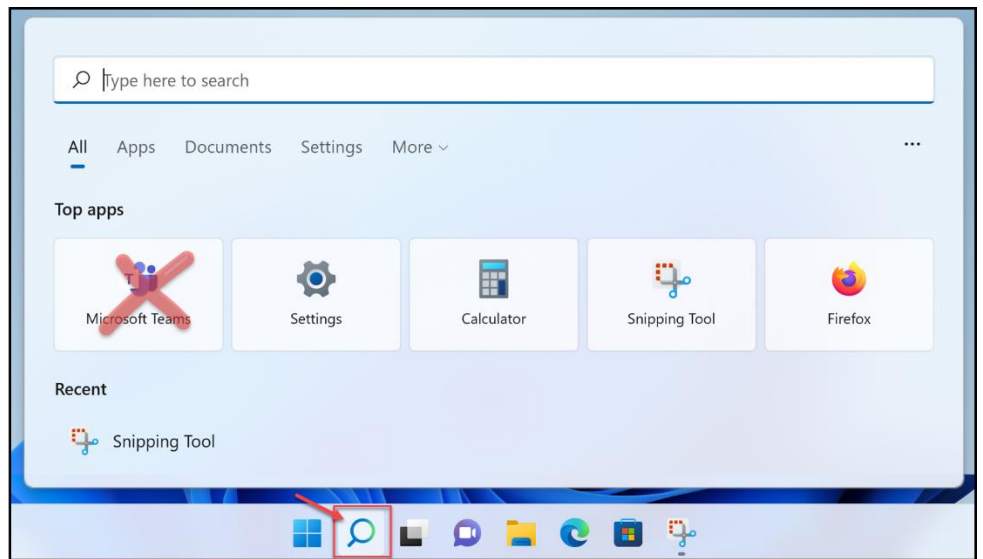
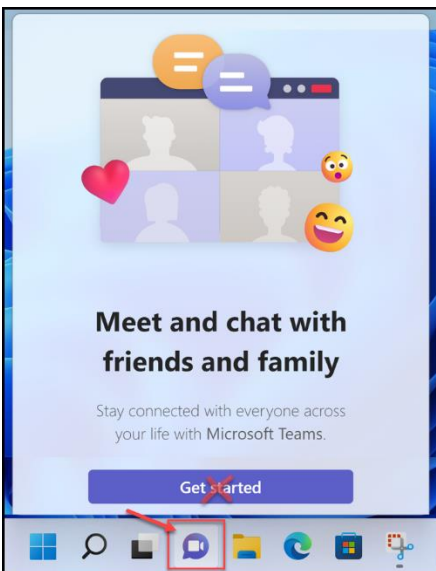
²

Click on the “**Teams**” app on the bottom task bar.

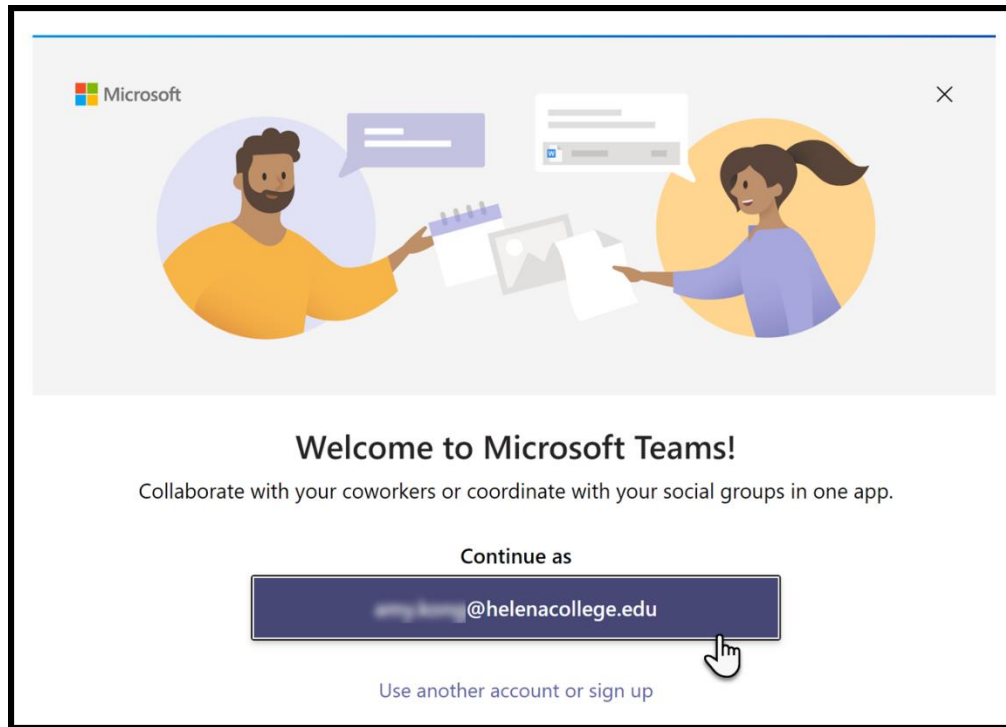
(If you don’t see this app on the task bar, please contact the IT Department at 406-447-6960.)



* Be careful **NOT** to choose “**Microsoft Teams Chat**” on the bottom task bar nor the “**Microsoft Teams**” in the search. They are for Personal Microsoft account users.



Continue as your school email address.



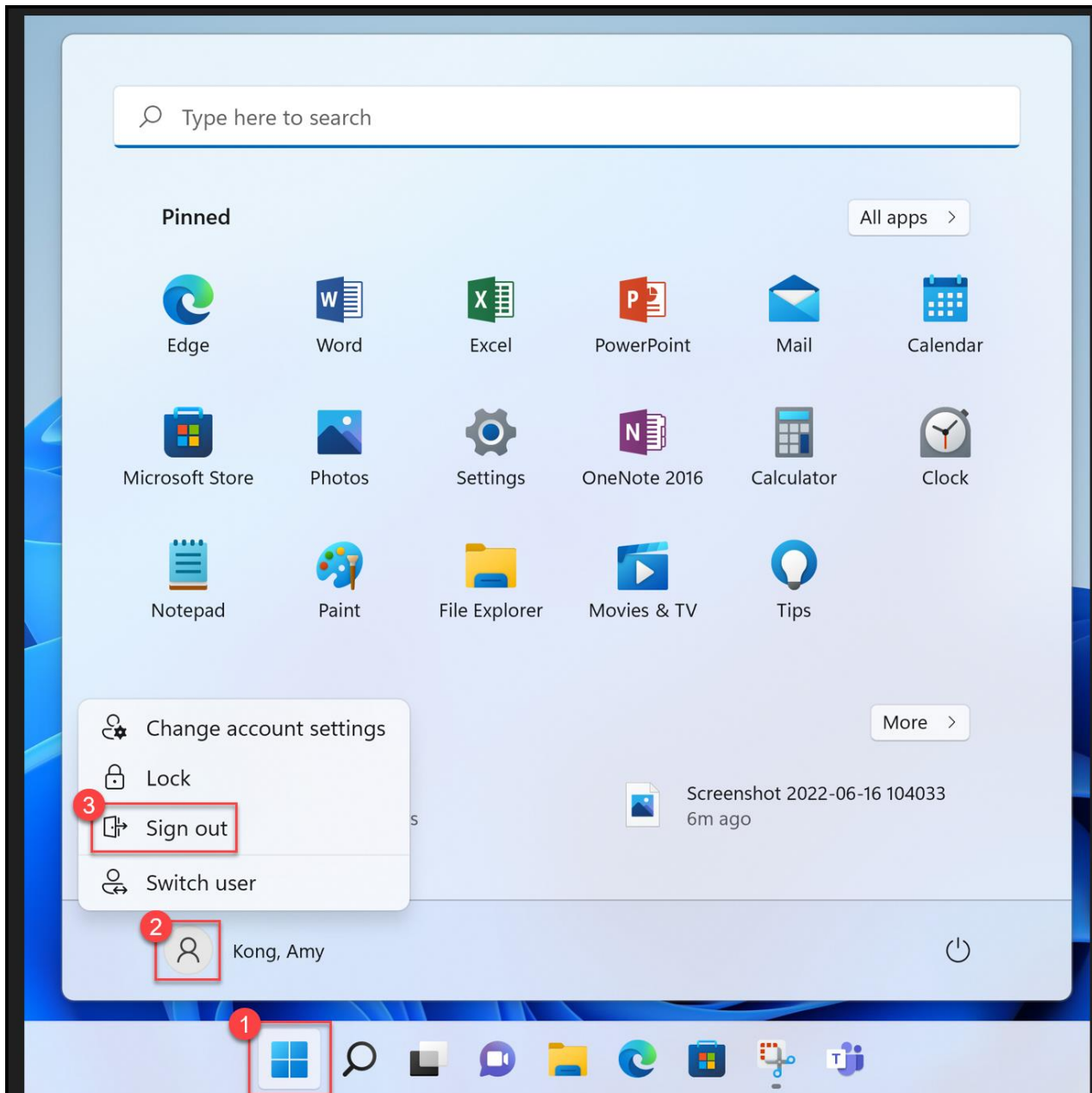
Sign into your Teams account using your NetID and password.

The image shows the login page for Helena College, University of Montana. At the top, there is a banner image of the college building with the text "HELENA COLLEGE UNIVERSITY OF MONTANA" to its right. Below the banner, a security warning reads: "⚠ For your security, please close your web browser when not in use." The login form consists of two main sections. The first is labeled "NetID" and has a text input field containing "hcf/hce#". To the right of this field is a link that says "Look up my NetID". The second section is labeled "Password" and has an empty text input field. To the right of this field is a link that says "I don't know my password". At the bottom left of the form is a "Sign In" button with a person icon.

Remember to sign out of your school account before you leave the classroom.

- (1) Press “Start” on the bottom task bar;
- (2) Choose “Profile”;
- (3) Then, “Sign out”.

Please do not shut down / turn off the computer.

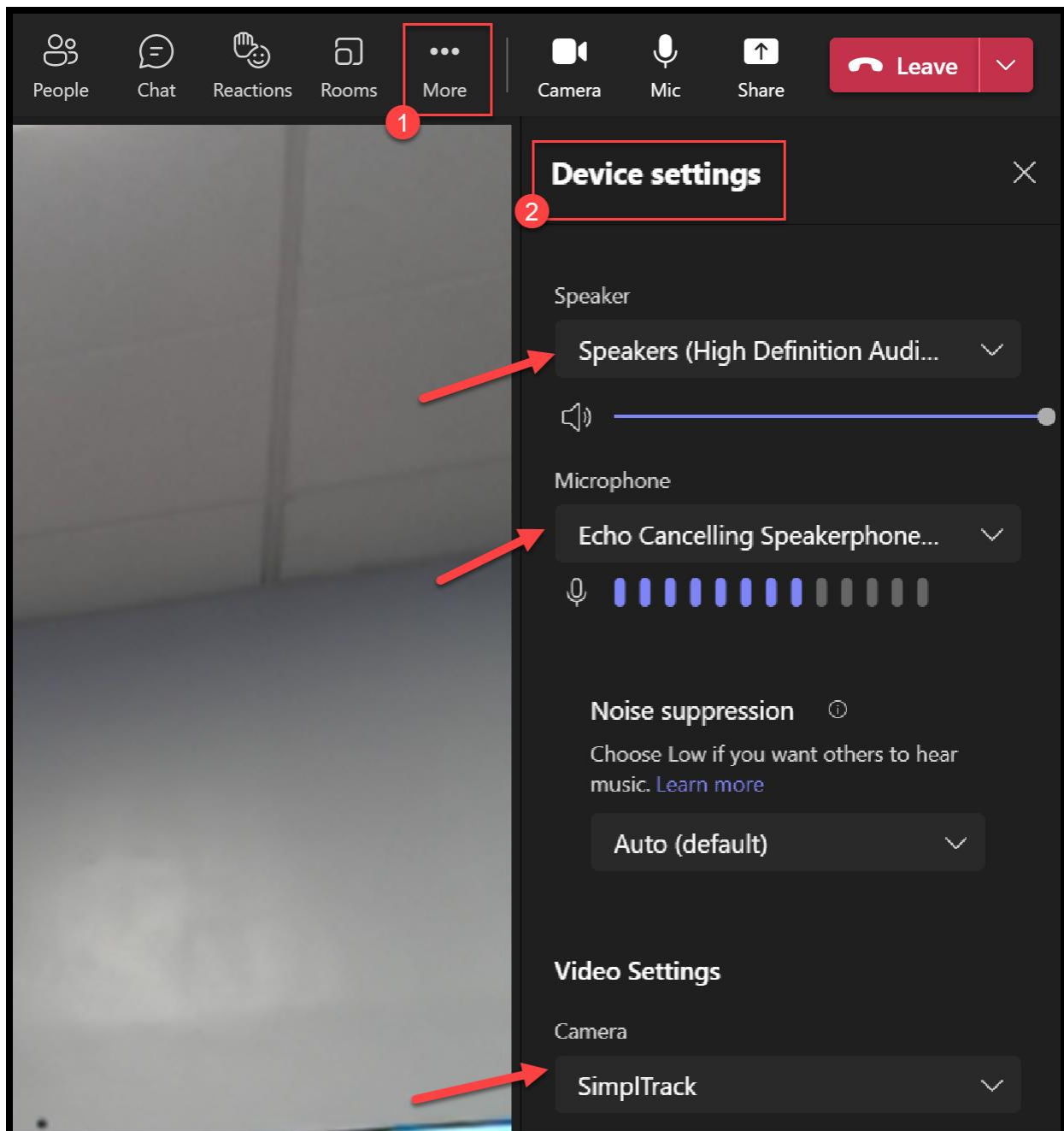


Change Device Settings (speaker, microphone, camera)

(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:

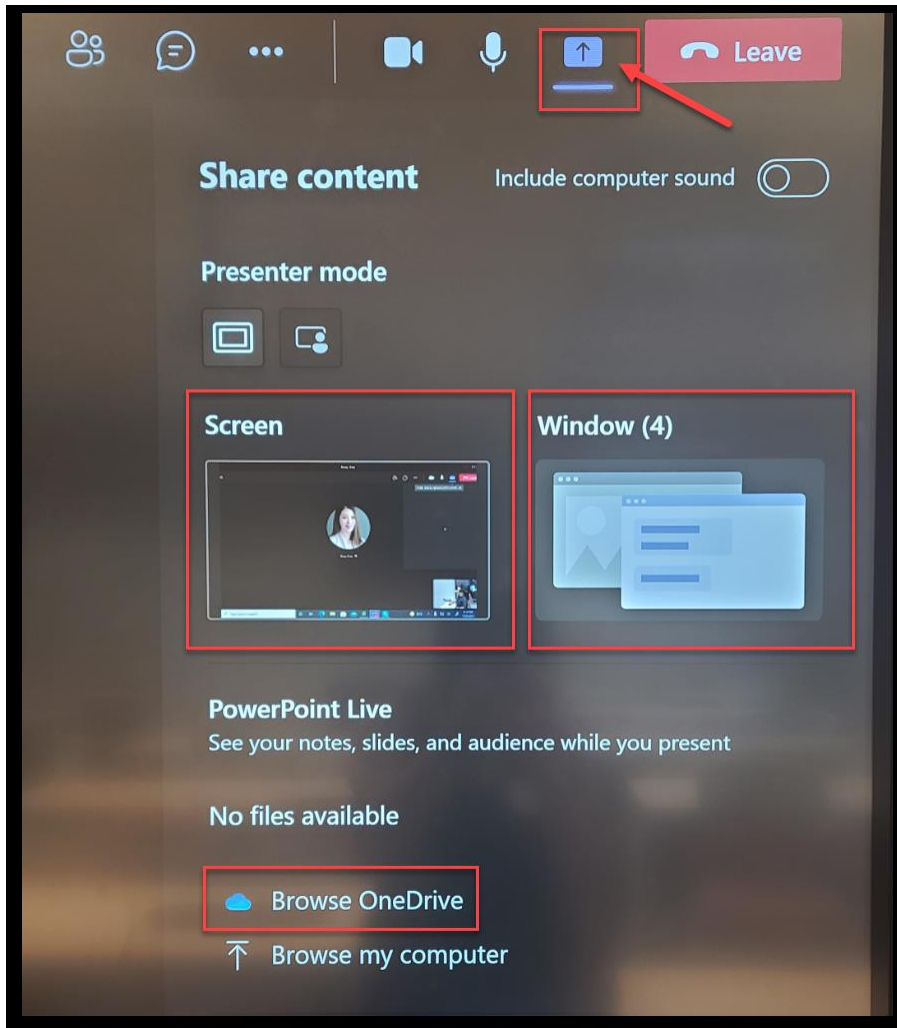
- **Speaker:** Speakers (There might be two “Speakers” to choose from. If so, pick the top one.)
- **Microphone:** Echo Cancelling Speakerphone HDL300
- **Camera:** SimpleTrack (facing the Smartboard) or Webcam (facing the students in the classroom)



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



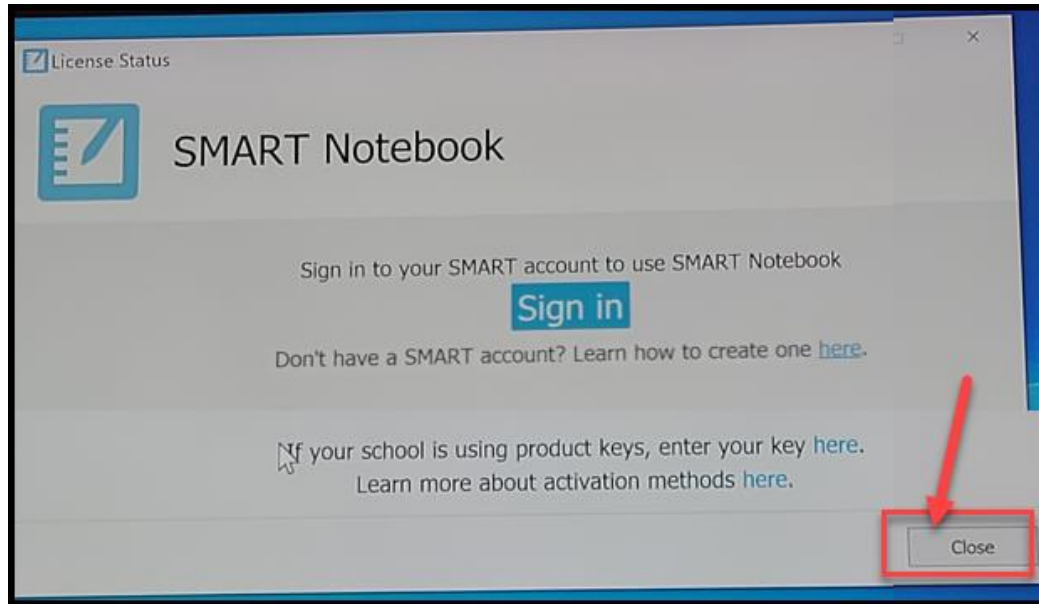
If you want to share a ‘whiteboard’, we suggest using the **SMART Notebook**.

Here are the steps:

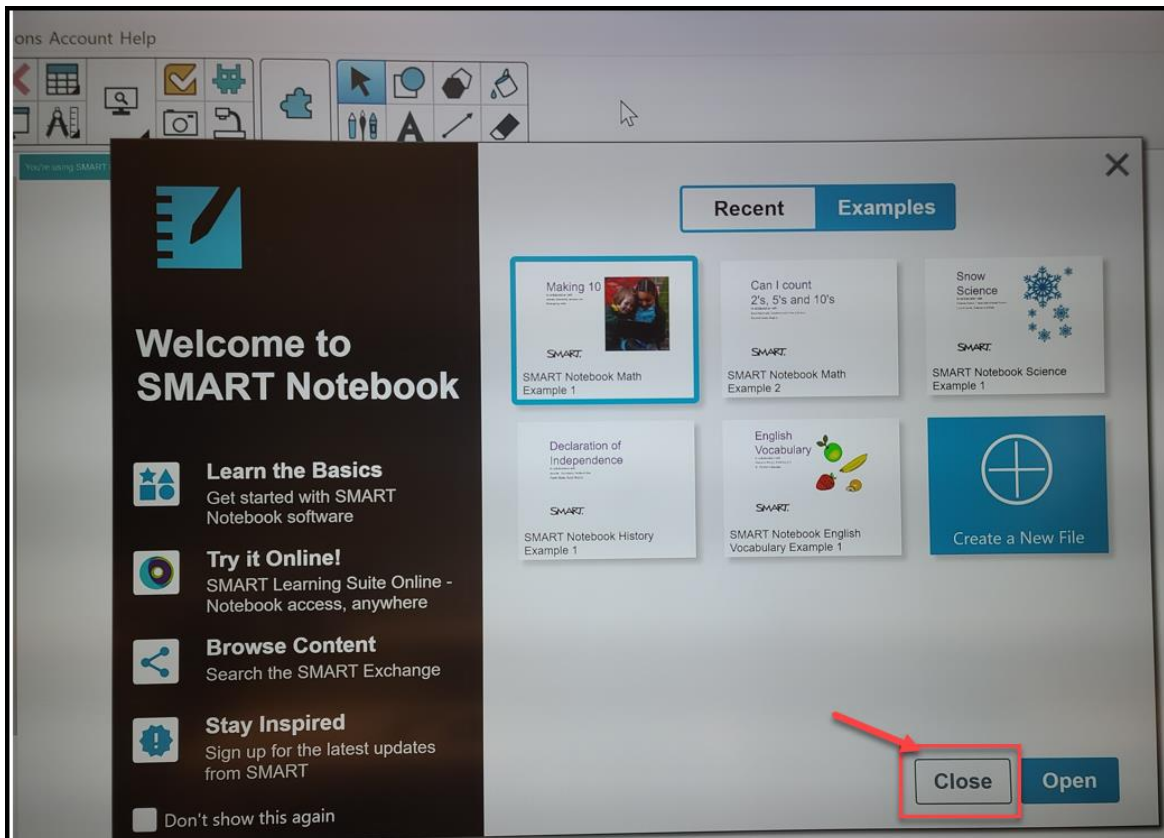
- (1) Open the “**SMART Notebook**” app on the Desktop.



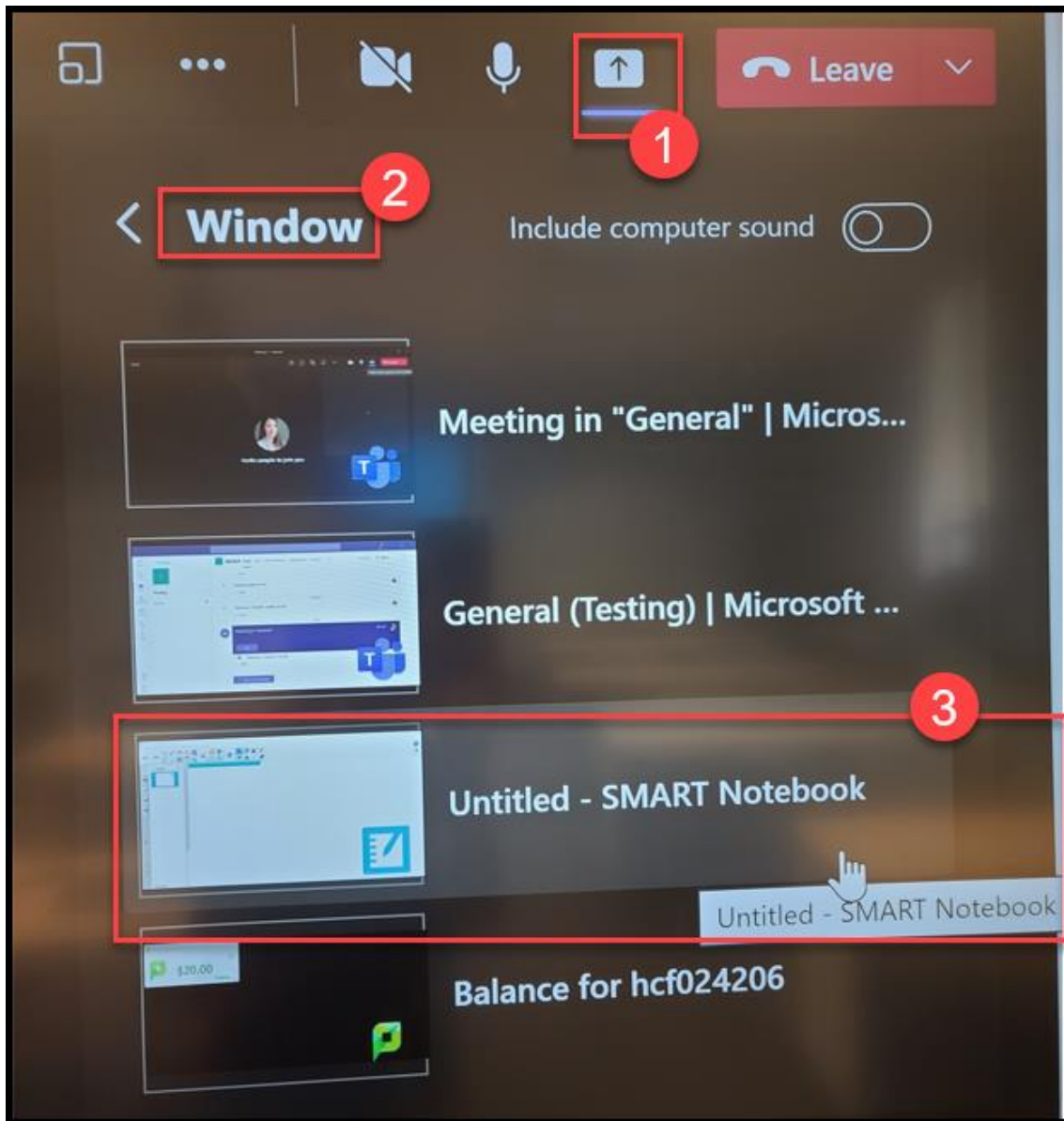
(2) Choose “Close”.



(3) Again, choose “Close” for the following.



(4) 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).

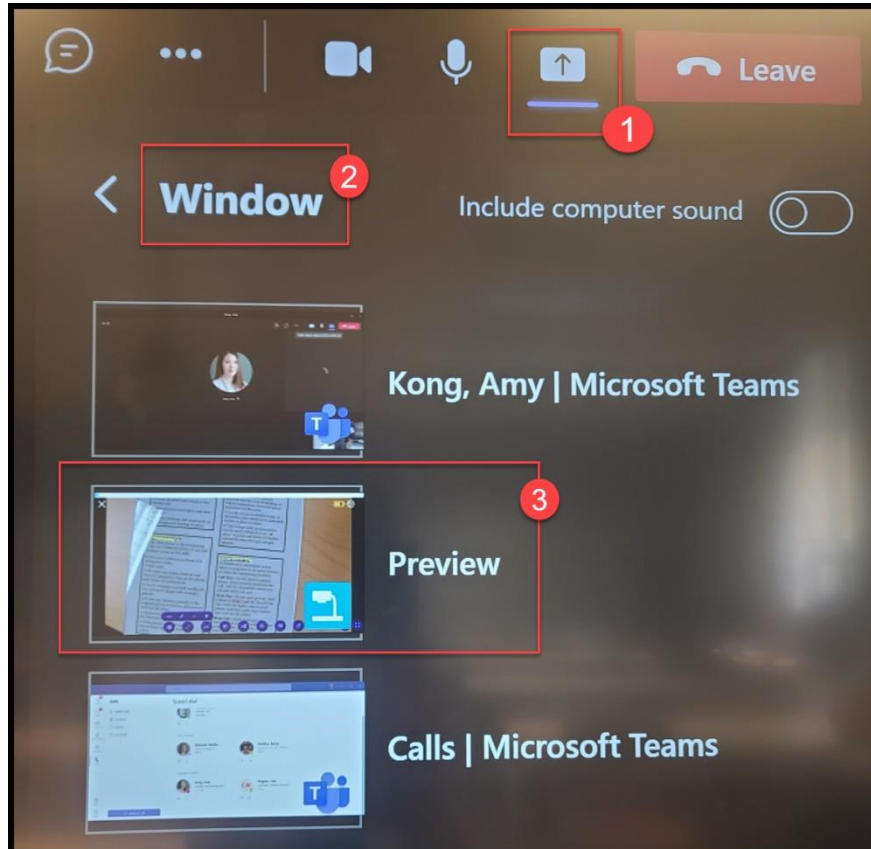


Share SMART Document Camera during a Teams Meeting

Turn on the 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** to open the Smart Document Camera app on the Smartboard.

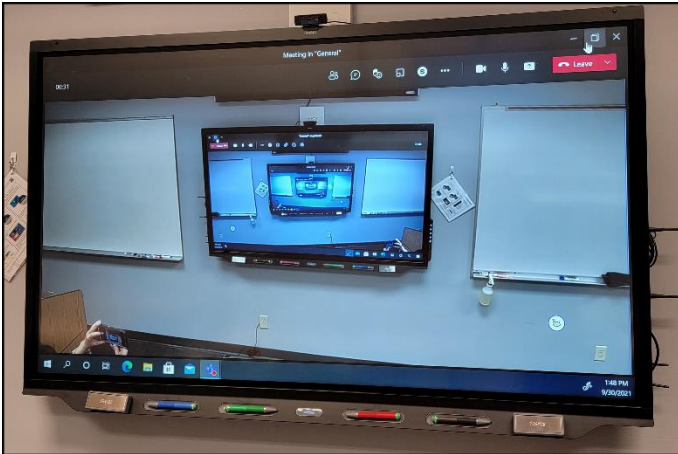
Then in your Teams meeting, open the "Share" tray, choose "Window", select "Preview" that is the SMART Document Camera window.



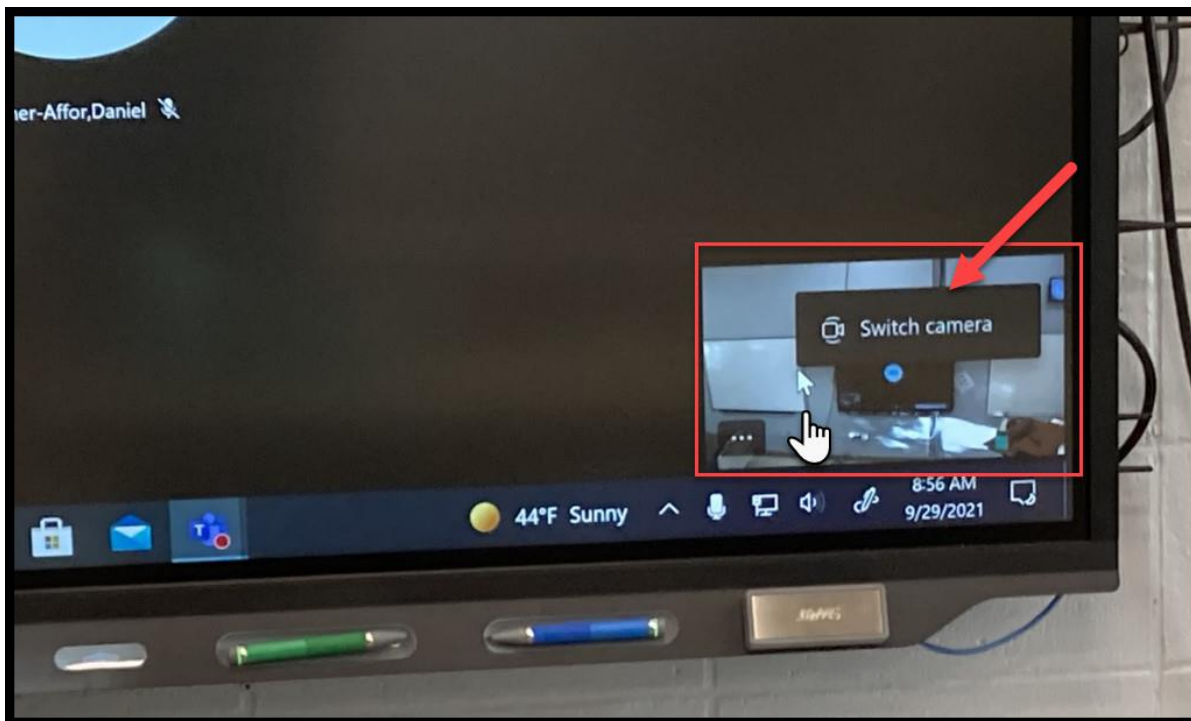
Switch Cameras on a Teams Meeting

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 **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 on the bottom task bar after you sign into the computer on the Smartboard).



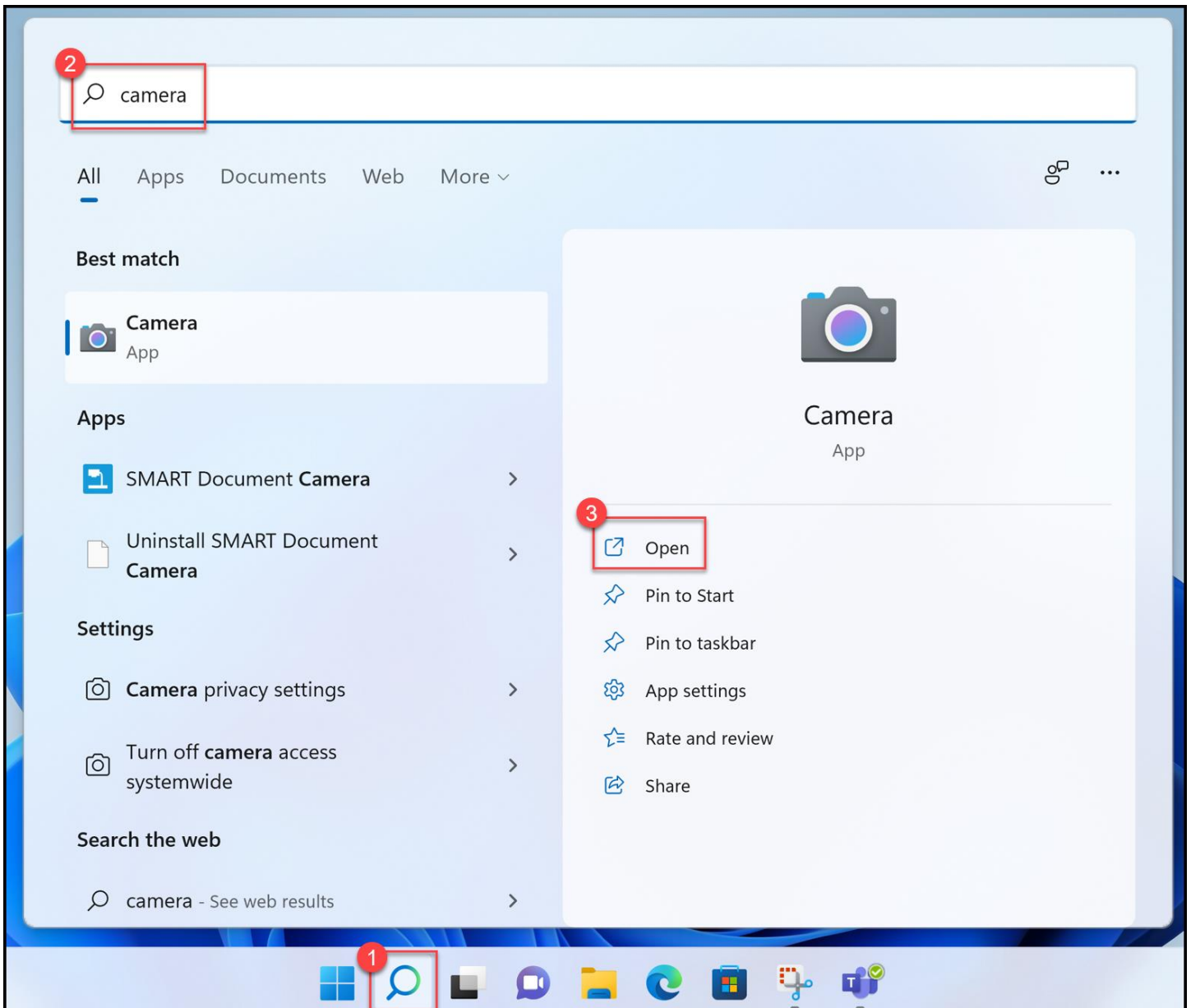
Have Two Cameras on Simultaneously on a Teams Meeting

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:

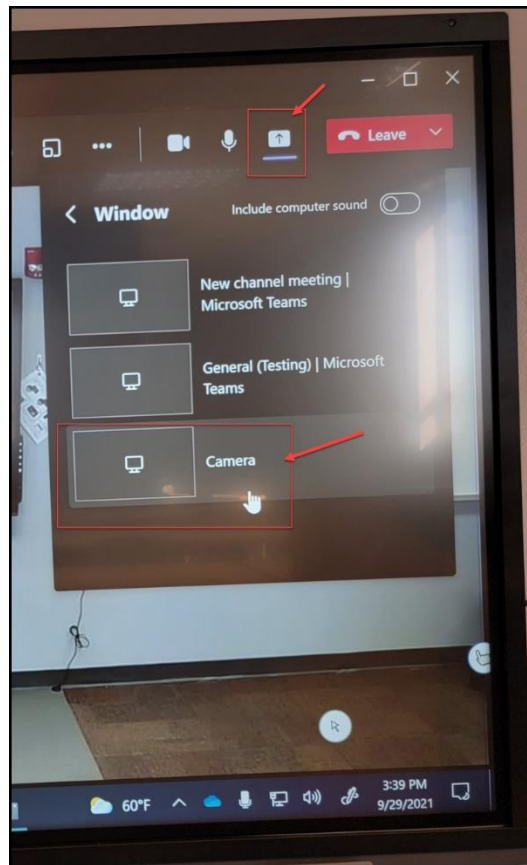
(Choose Search on the bottom task bar, type “camera” in the search box, then open the Camera app.)



Step 2 – on top right switch the camera to the USB webcam (the one facing the students)

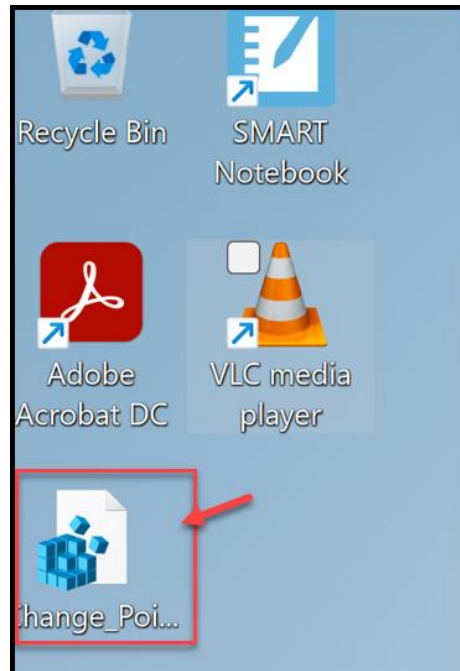


Step 3 - In the Teams meeting, click on the Share Tray and share the screen of the Camera app.

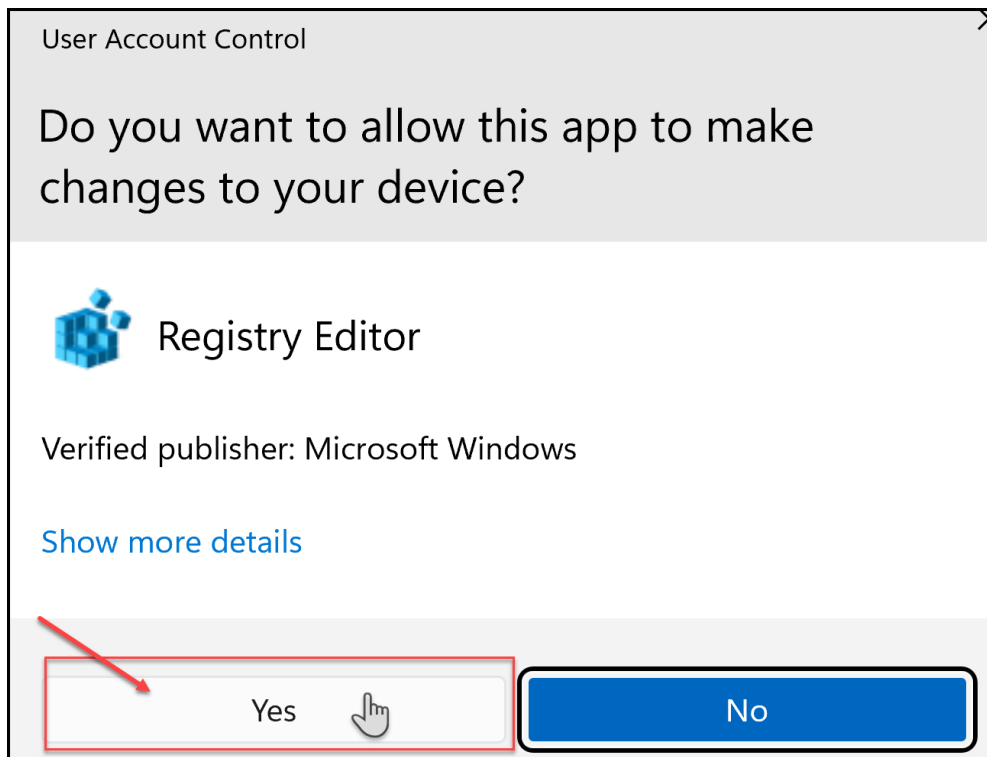


Change the Mouse Pointer Size

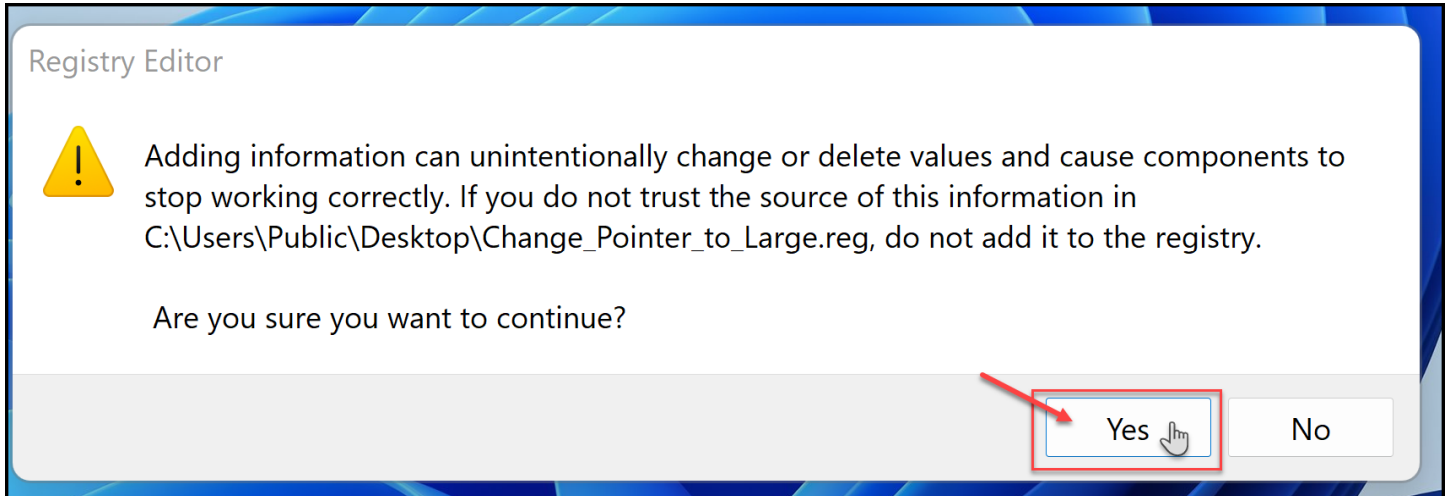
(1) Click on the “**Change Pointer Size**” shortcut on the desktop:



(2) Choose Yes.




(3) Choose Yes again.

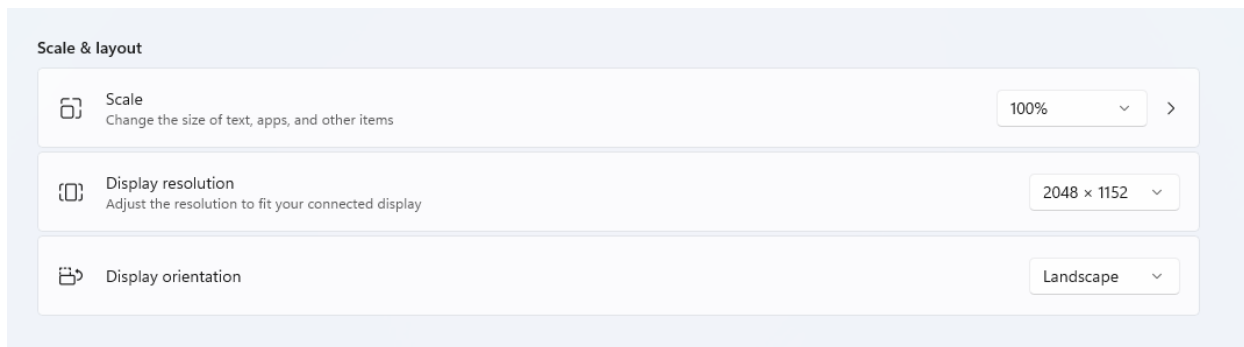


This change should only be done once and stay in your account on the Smartboard.

How to Correct Pen and Ink Alignment on Smartboard

If you are experiencing problems with the ink not aligning with the pen on the Smartboard, it may be that the scaling of the Smartboard is set too high.

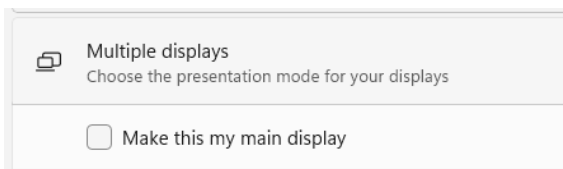
1. Click on Start > Setting 
2. Select Display.
3. The Smartboard should be the larger of the two screens showing. Click on it.
4. In the lower section, look for Scale and layout. Set the Scale and Resolution as follows:



5. Setting the Scale is the most important setting. Setting the resolution will help when opening an app on the Smartboard so the text isn't too small. It can even be set at low as 1920x1080 but the suggested setting appears to be a good medium.

If the icons are appearing on the Smartboard instead of the podium monitor in extended mode, you can change this as well.

1. From the same Start > Settings > Display section.
2. Select the smaller of the two windows.
3. Right below you will have a choice of Make this my main display:



4. Selecting this will change the icons to the other monitor.
5. If it is greyed out – the selected monitor is already the main display.