PLEASE THINK BEFORE YOU PRINT

SMART Classroom Suite™ 2010

Overview Guide

Windows® Operating Systems

Extraordinary made simple™ | SMART™

Product Registration

If you register your SMART product, we'll notify you of new features and software upgrades.

Register online at www.smarttech.com/registration

Keep the following information available in case you need to contact SMART Technical Support.

Product Key: _____

Date of Purchase: _____

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SMART Classroom Suite™ interactive learning software is a suite of SMART Technologies software for teachers and students. By using the suite with products such as the SMART Board™ interactive whiteboard, teachers can create highly interactive learning environments in their classrooms.

About this guide

This guide introduces you to the components of SMART Classroom Suite software and provides a high-level overview of setting up and using these programs in a classroom.

This guide is intended for teachers and system administrators in schools that have purchased the suite or are considering purchasing it. After reading this guide, you can refer to user and system administrator guides, Help files and other documentation from SMART Technologies for detailed instructions on installing, configuring and using the suite.

About SMART Classroom Suite software

SMART Classroom Suite software integrates the following SMART Technologies software:

- SMART Notebook™ collaborative learning software
- SMART Notebook™ SE (Student Edition) collaborative learning software
- SMART Response™ interactive response system
- SMART Sync™ classroom management software

In addition, the suite includes SMART Product Drivers, Gallery content and a 30-day trial of SMART Notebook software Math Tools.

SMART Notebook software

SMART Notebook software enables teachers to create interactive lesson materials and present them to students using a SMART Board interactive whiteboard or other computer system. With a rich set of design and delivery features and access to Gallery content, SMART Notebook software connects teachers to content, tools and support for creating high-impact lessons for students.

SMART Notebook SE software

SMART Notebook SE software helps students complete assignments, take notes, manage due dates and organize digital material. SMART Notebook SE software offers the same creative tools and features as SMART Notebook software, so it's easy for teachers to share lesson notes and .notebook files with students.

SMART Response interactive response system

SMART Response interactive response system enables teachers to gain insight into how well students understand lessons. Teachers can ask questions spontaneously during class, or they can prepare assessments in advance using SMART Notebook software.

SMART Sync software

SMART Sync software helps teachers keep their students focused on learning. With SMART Sync software, teachers can monitor and control students' computers as well as facilitate collaboration.

Other components

SMART Product Drivers
SMART Product Drivers enables teachers' computers to work with SMART Board interactive whiteboards or other SMART products. The drivers include the Floating Tools toolbar and other software tools that teachers can use with their SMART products.

Gallery content
The Gallery, which is available in both SMART Notebook software and SMART Notebook SE software, contains clip art, backgrounds, multimedia content, .notebook files and pages that teachers and students can use. The Gallery also provides access to SMART Exchange™ online community and other online resources.

SMART Notebook Math Tools
SMART Notebook Math Tools is an add-in for SMART Notebook. It includes mathematical features, such as equation editing, handwriting recognition for mathematical terms, additional shape tools, measurement tools, graph generation and a launcher for Texas Instruments™ (TI) emulators. A 30-day trial is included, and you can activate SMART Notebook Math Tools using the product key you receive from SMART Technologies or your reseller.

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This chapter is intended for your school's system administrators. It presents a typical configuration of SMART Classroom Suite software and describes installation options.

A typical configuration

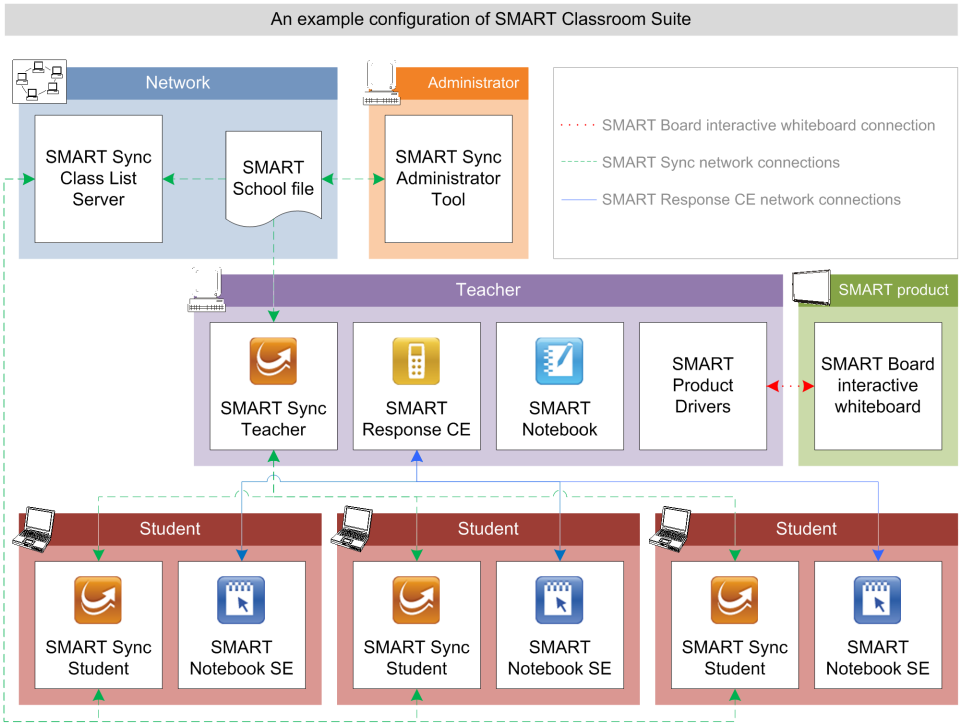
In a typical configuration of SMART Classroom Suite software, different components are installed on the teacher computer, student computers and other computers on the school network:

Teacher computer	Student computers	Other computers
• SMART Notebook software • SMART Product Drivers • SMART Response interactive response system • SMART Sync Teacher software	• SMART Notebook SE software • SMART Sync Student software	• SMART Sync software Administrator Tool • SMART Sync software Class List Server

NOTE

You can install Gallery content on individual teacher and student computers or in a central location on the school network.

The following is an example configuration:



In this example configuration:

- SMART Sync Class List Server is in a location on the school network that is accessible to the teacher, system administrator and student computers. The SMART School file isn't accessible to student computers.

  NOTE

  SMART Sync Administrator Tool creates SMART School files, which contain class information for the other components of SMART Sync software.

- The system administrator computer configuration includes SMART Sync Administrator Tool.
- The teacher computer configuration includes SMART Sync Teacher, SMART Response interactive response system, SMART Notebook software and SMART Product Drivers, and is connected to a SMART Board interactive whiteboard.
- The student computers' configuration include SMART Sync Student and SMART Notebook SE software.
- The teacher and student computers are accessible to each other through the school network.

Installing SMART Classroom Suite software

Schools can install SMART Classroom Suite software on teacher and student computers using one of the following:

- Installation wizards
- Command line interface
- SMART Install Manager (using Windows® Group Policy for deployment)

SMART Technologies recommends the installation wizards for smaller installations and either the command line interface or SMART Install Manager for larger installations.

NOTE

For hardware and software specifications, see the *SMART Classroom Suite software Release Notes* (smarttech.com/kb/136910).

Using the installation wizards

The installation wizards are included on the SMART Classroom Suite software DVD, or you can download them from smarttech.com/software. They enable you to install SMART Classroom Suite software on teacher and student computers using a graphical (rather than command line) interface. For more information, see the *SMART Classroom Suite 2010 software Installation Guide* (smarttech.com/kb/150908).

Using the command line interface

You can use the command line interface if you prefer installing software from the command line rather than from a GUI installation wizard, or if you use Windows Installer in conjunction with a third-party imaging or remote management software to automate installations across your school's network. For more information, see the *SMART Classroom Suite software 2010 System Administrator's Guide*(smarttech.com/kb/150907).

Using SMART Install Manager

You can use SMART Install Manager to customize the SMART Classroom Suite software installation package, and then use Group Policy-based software deployment to automate the installation of the suite in a networked environment.

SMART Install Manager is included on the SMART Classroom Suite software DVD, or you can download it from smarttech.com/software. Instructions on how to use SMART Install Manager are in

the *SMART Classroom Suite software 2010 System Administrator's Guide* (smarttech.com/kb/150907).

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The teacher works primarily with SMART Notebook software, SMART Response interactive response system and SMART Sync Teacher components of SMART Classroom Suite software. Using these components, the teacher can do the following:

- Teach
- Assess students
- Monitor students
- Foster communication and collaboration

This chapter explains how the teacher can complete these tasks with SMART Classroom Suite software. It also lists resources available from SMART Technologies.

Teaching

SMART Notebook software enables the teacher to create educational presentations and other materials as .notebook files and then present these files to students using a SMART Board interactive whiteboard or other SMART product.

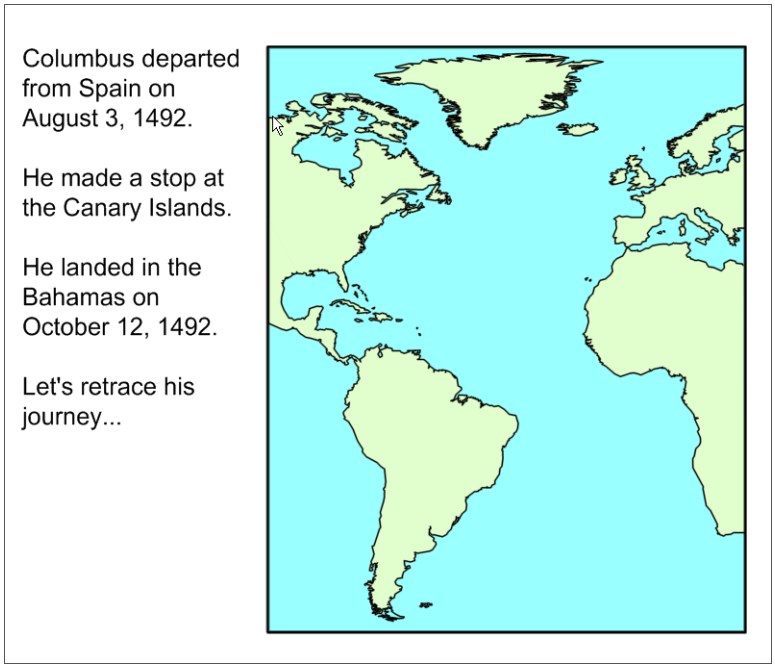
Each .notebook file contains one or more pages and each page contains objects, such as freehand objects, straight lines, geometric shapes, text, graphics,tables and Adobe® Flash® Player compatible files. Many objects contain visual, audio and interactive elements, enabling the teacher to create materials for all learning types (visual, auditory and kinesthetic).

The teacher can add objects to pages by doing the following:

- Creating objects using the tools in SMART Notebook software.

- Importing objects from the Gallery or an online source such as the SMART Exchange online community.

The following is an example page in which the teacher presents information on Christopher Columbus's 1492 voyage and asks students to retrace his journey using a pen from the SMART Board interactive whiteboard's pen tray:

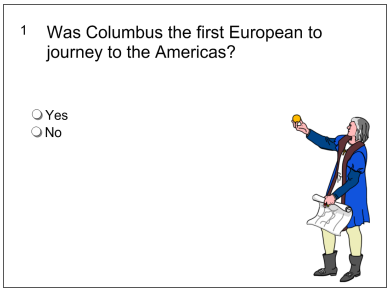
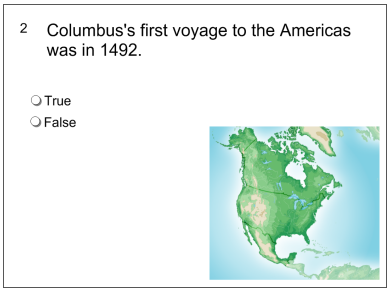
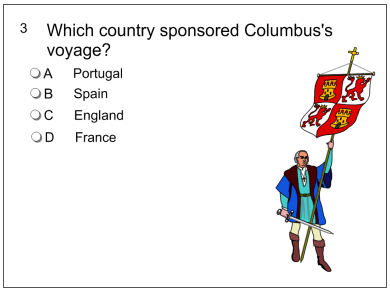
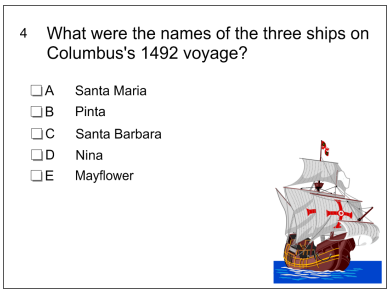
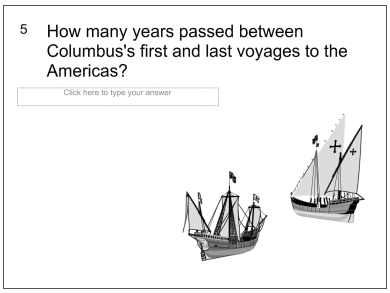


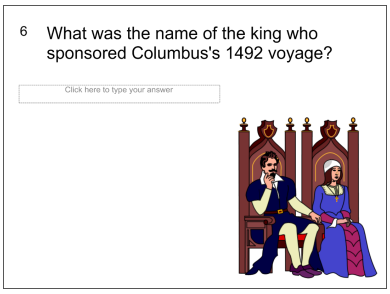
Assessing students

The teacher can use SMART Response CE software to evaluate student progress or to confidentially gather student responses. The teacher creates questions in SMART Notebook software by using a wizard or by importing the questions from a Microsoft® Word or XML file. Alternatively, the teacher can create instant questions spontaneously while teaching.

Each question appears on its own page in the .notebook file. The teacher can add graphics or other objects to each page to enhance its questions.

SMART Response CE software supports the following question types:

Type	Description	Example
Yes or no	Students are presented with a question and must answer yes or no.	
True or false	Students are presented with a statement and must determine whether it's true or false.	
Multiple choice	Students are presented with a question and a set of possible answers and must choose one of the answers.	
Multiple answer	Students are presented with a question and a set of possible answers and can choose more than one of the answers. **NOTE** The instant question feature isn't available for multiple answer questions.	
Number, fraction or decimal	Students are presented with a question and must provide a numerical answer.	

Type	Description	Example
Short answer	Students are presented with a question and must provide a short answer (a word or phrase).	

After creating the questions in SMART Notebook software, the teacher can start the assessment and have students respond using SMART Notebook SE software or SMART Response clickers.

Resources for teachers

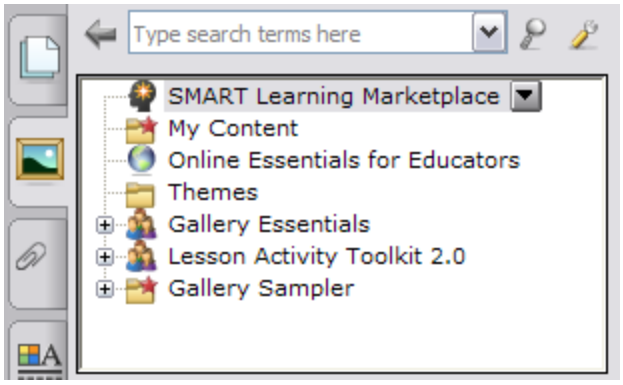
SMART Technologies offers several resources for teachers so that they can get the most out of SMART Classroom Suite software.

Content

Teachers can use content from the following sources rather than creating it themselves:

- Gallery Essentials
- Lesson Activities Toolkit

These sources are accessible from the *Gallery tab* in SMART Notebook software:



Gallery Essentials

Gallery Essentials includes educational photos and other images, audio files and Adobe Flash Player compatible files that teachers and students can include in their .notebook files.

Gallery Essentials is organized into predefined categories (Arts, Geography, History, Mathematics, and so on) to allow for easy browsing. Alternatively, teachers can enter search terms in the Gallery tab to locate the content they want to use in their files.

Lesson Activities Toolkit

The SMART Technologies website (education.smarttech.com) includes thousands of SMART Notebook software lesson activities and SMART Response interactive response system question sets that the teacher can download and use in class. These lesson activities cover curricula for all grade levels in the United States, Canada, Spanish-speaking Latin America, the United Kingdom, Europe, Australia and New Zealand.

In addition to downloading lesson activities, teachers can create them using the Lesson Activity Toolkit, and then share them with other teachers through the SMART Exchange online community (exchange.smarttech.com).

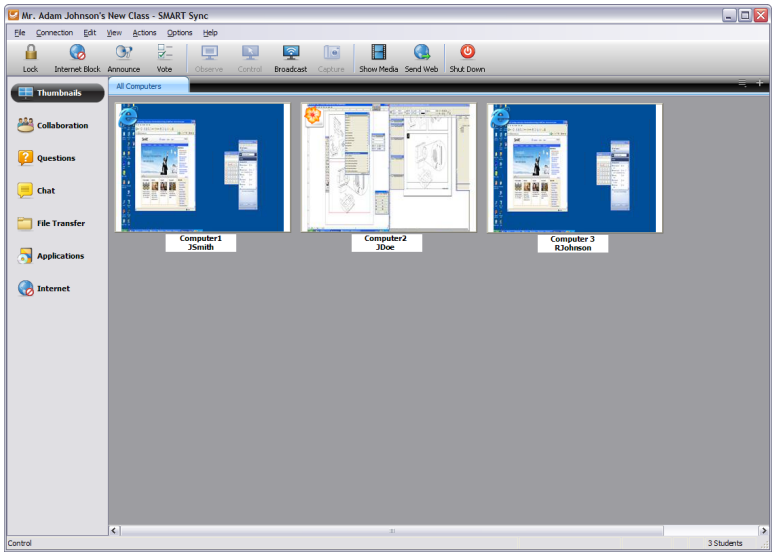
Help and documentation

SMART Notebook software, SMART Response interactive response system and SMART Sync Teacher software include extensive Help. The teacher can view the Help in these programs by selecting **Help > Contents** or by pressing F1 (not available in SMART Response CE Teacher Tools).

In addition, user's guides, how-to documents, troubleshooting articles and other resources are available for download from the SMART Support website.

Monitoring students

SMART Sync Teacher software allows the teacher to monitor student computer activity by viewing student desktops as a set of thumbnail images:



TIP

The teacher can organize the thumbnail images into groups. This allows the teacher to monitor and interact with students in groupings that reflect the structure of the class (for example, Team A, Team B and Team C, or Remedial Students, Mainstream Students and Honors Students).

With SMART Sync Teacher software, the teacher can also view a student's desktop in Window or Full Screen mode, take a screen capture of the student's desktop, take control of the student's desktop, block or allow Internet access, and so on.

Fostering communication and collaboration

In addition to monitoring students, the teacher can foster communication and collaboration in the classroom with SMART Sync Teacher software. Specifically, the teacher can do the following:

- Broadcast the teacher's desktop or a student's desktop
- Allow students to chat and ask questions
- Conduct a poll
- Send and receive files
- Share web pages and media
- Organize students into groups to complete a collaborative assignment

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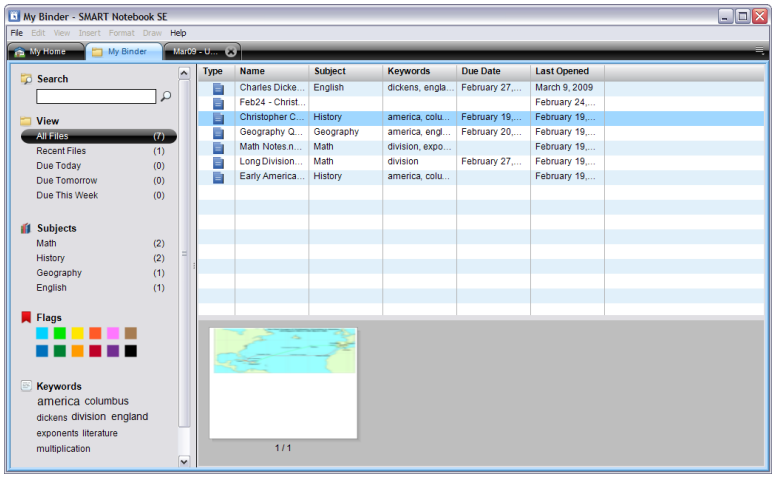
The students work primarily with the SMART Notebook SE software and SMART Sync Student software components of SMART Classroom Suite software. Using these components, the students can do the following:

- Manage files
- Complete assignments and take notes
- Complete assessments
- Communicate and collaborate

This chapter explains how students can complete these tasks with SMART Classroom Suite software. It also lists resources available to the students from SMART Technologies.

Managing files

SMART Notebook SE software includes a digital binder in which students can store their .notebook and other files, including Microsoft Office documents, graphics and audio and video files. Students view and organize the contents of their binder in the *My Binder* tab.



In the *My Binder* tab, students can do the following:

- Assign subjects, flags, keywords and due dates to files
- View files due today, tomorrow and this week
- Search for files
- Filter files by subject, flag or keyword

NOTE

When students open .notebook files from the *My Binder* tab, the files open in SMART Notebook SE software. When students open other files from the *My Binder* tab, the files open in their native programs.

Completing assignments and taking notes

SMART Notebook SE software enables students to create or edit .notebook files using the same basic tools as the teacher uses in SMART Notebook software. As a result, students can use SMART Notebook SE software to do the following:

- Complete assignments given to them by the teacher
- Record notes by typing or handwriting (using the Pen tool)

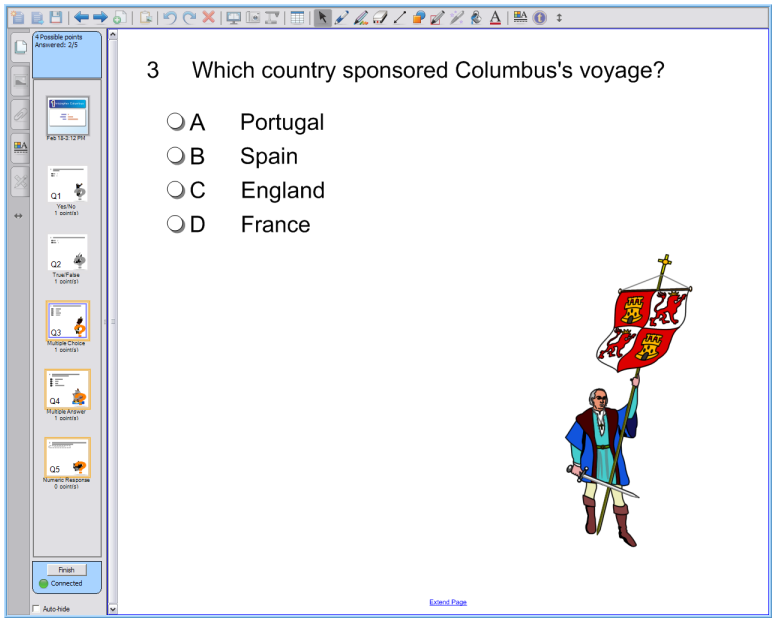
- Self-learn using lesson activities from the teacher or the Gallery

NOTE

All .notebook files that a student creates or opens in SMART Notebook SE software are saved in a single folder on the student computer or on the network. (The school's system administrators specify this folder during installation.)

Completing assessments

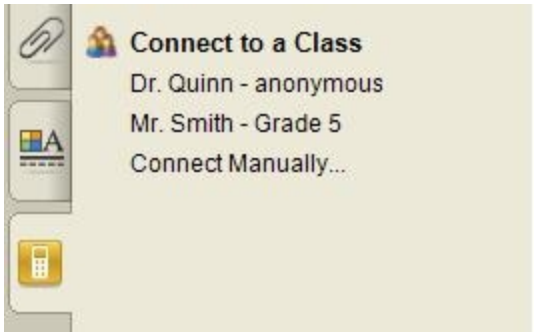
Students can complete SMART Response interactive response system assessments using SMART Notebook SE software:



TIP

If your classroom has SMART Response clickers and a receiver, the teacher can change modes, and students can then use the clickers to complete assessments.

Before starting an assessment, students must connect to the class by clicking a class name in the Quick Links view of the *My Home* tab:



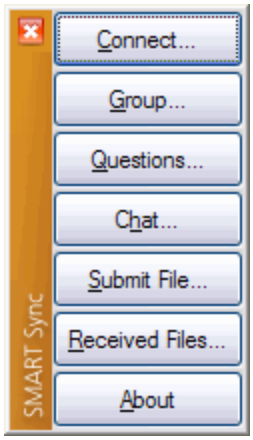
After finishing the assessment, students can receive feedback.

TIP

The teacher can choose when to give students feedback by changing the assessment's Feedback properties before sending the assignment to the class.

Communicating and collaborating

If the school's system administrators configure SMART Sync Student software to be visible to students, the SMART Sync Student software menu appears on the students' desktops:



Students can use the menu to communicate with the teacher and other students. Specifically, students can do the following:

- Ask the teacher questions
- Chat with the teacher and other students

- Send files to the teacher
- View files received from the teacher

If the teacher starts a collaborative assignment in SMART Sync Teacher software, the assignment's file and a sidebar appear on each student's desktop. The students can then work in their groups to complete and hand in the assignment.

Resources for students

SMART Technologies also offers several resources for students.

Content

Students, like teachers, have access to Gallery content. Students access content in SMART Notebook SE software similarly to how teachers access content in SMART Notebook software (see *Content* on page 12).

Help and documentation

SMART Notebook SE software includes extensive Help. Students can view the Help by selecting **Help > Contents** or by pressing F1.

In addition, user's guides, how-to documents, troubleshooting articles and other resources are available for download from the SMART Support website.

Appendix A
Customer support

Online information and support

Visit www.smarttech.com/support to view and download user's guides, how-to and troubleshooting articles, software and more.

Training

Visit www.smarttech.com/trainingcenter for training materials and information about our training services.

Technical support

If you experience difficulty with your SMART product, please contact your local reseller before contacting SMART Support. Your local reseller can resolve most issues without delay.

NOTE

To locate your local reseller, visit www.smarttech.com/wheretobuy.

All SMART products include online, telephone, fax and e-mail support:

Online	www.smarttech.com/contactsupport
Telephone	+1.403.228.5940 or Toll Free 1.866.518.6791 (U.S./Canada) (Monday to Friday, 5 a.m. – 6 p.m. Mountain Time)
Fax	+1.403.806.1256
E-mail	support@smarttech.com

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