



SMART Classroom Suite™ 2011 software

Windows® operating systems

Overview guide

Extraordinary made simple™

SMART™

Trademark notice

SMART Board, SMART Classroom Suite, SMART Notebook, SMART Response, SMART Sync, SMART Document Camera, SMART Exchange, the SMART logo and smarttech are trademarks or registered trademarks of SMART Technologies ULC in the U.S. and/or other countries. Microsoft and Windows are either registered trademarks or trademarks of Microsoft Corporation in the U.S. and/or other countries. Adobe and Flash are either registered trademarks or trademarks of Adobe Systems Incorporated in the U.S. and/or other countries. All other third party products and company names are mentioned for identification purposes only and may be trademarks of their respective owners.

Copyright notice

© 2011 SMART Technologies ULC. All rights reserved. No part of this publication may be reproduced, transmitted, transcribed, stored in a retrieval system or translated into any language in any form by any means without the prior written consent of SMART Technologies ULC. Information in this manual is subject to change without notice and does not represent a commitment on the part of SMART.

One or more of the following patents: US6320597; US6326954; US6741267; US7151533; US7757001; USD616462; and USD617332. Other patents pending.

10/2011

Contents

Chapter 1: Welcome	1
About this guide	1
About SMART Classroom Suite software	1
Chapter 2: Installation considerations	5
A typical configuration	5
Installing SMART Classroom Suite software	7
Chapter 3: The teacher experience	9
Managing the class list	9
Teaching	10
Assessing students	11
Resources for teachers	13
Monitoring students	15
Fostering communication and collaboration	15
Chapter 4: The student experience	17
Managing files	18
Completing assignments and taking notes	18
Completing assessments	19
Communicating and collaborating	20
Resources for students	21

Chapter 1

Welcome

About this guide.....	1
About SMART Classroom Suite software.....	1
SMART Notebook software.....	2
SMART Notebook SE software.....	2
SMART Response system.....	2
SMART Sync software.....	2
Other components.....	2
SMART Product Drivers.....	2
Gallery content.....	3
SMART Notebook Math Tools.....	3
Mixed Reality Tools for the SMART Document Camera.....	3

SMART Classroom Suite™ interactive learning software is a suite of SMART 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's and system administrator's 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 software:

- SMART Notebook™ collaborative learning software
- SMART Response™ assessment software

CHAPTER 1

Welcome

- SMART Sync™ classroom management software
- SMART Notebook SE (Student Edition) software

The suite also includes Gallery content for teacher and student computers.

In addition to the software listed above, you can install SMART Notebook Math Tools software and try it for free for 30 days. If you have a SMART Document Camera™ 330, you can also install Mixed Reality Tools for the SMART Document Camera and try it for free for 30 days.

SMART Classroom Suite software also includes administrator components. For information, see the *SMART Classroom Suite 2011 System Administrator's Guide* (smarttech.com/kb/150907).

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 system

SMART 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.

CHAPTER 1

Welcome

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 the SMART Exchange™ website and other online resources.

SMART Notebook Math Tools

SMART Notebook Math Tools is an add-on for SMART Notebook software. 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. You can try it for 30 days without a product key.

Mixed Reality Tools for the SMART Document Camera

Mixed Reality Tools works with SMART Notebook software and the SMART Document Camera 330 to provide you with a new way to engage with digital 3D content. You can try it for 30 days without a product key.

NOTE

Mixed Reality Tools requires a 3D-capable video card with 128 MB of memory. Ensure that your video card driver supports OpenGL® 1.5 or later.

Chapter 2

Installation considerations

A typical configuration.....	5
Installing SMART Classroom Suite software.....	7
Using the installation wizards.....	7
Using the command line interface.....	7
Using SMART Install Manager.....	7

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 software • SMART Sync Teacher software	• SMART Notebook SE software • SMART Sync Student software	• SMART Administrator Tools - Classlist Manager • SMART Sync Class List Server

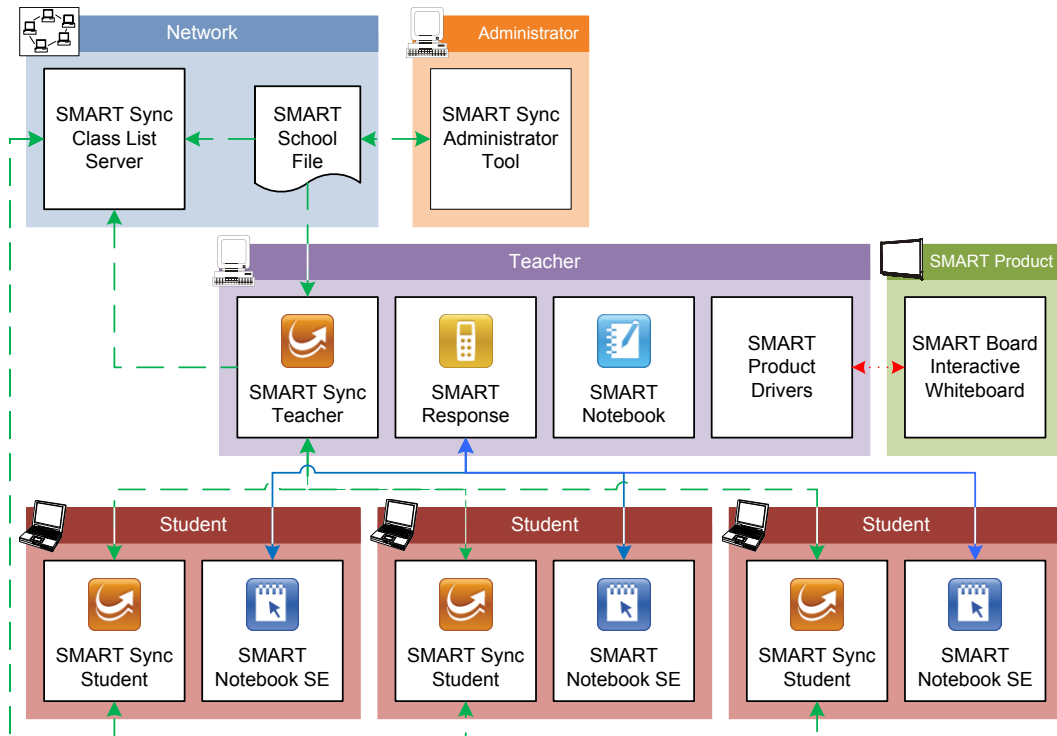
NOTE

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

CHAPTER 2

Installation considerations

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 system administrator computer configuration includes SMART Administrator Tools - Classlist Manager.

SMART Administrator Tools - Classlist Manager creates SMART School files, which contain class information for the other components of SMART Sync software and SMART Response software.

- The teacher can access the SMART School file using SMART Sync Teacher software or SMART Response software. The SMART School file isn't accessible to student computers.
- The teacher computer configuration includes SMART Notebook software, SMART Product Drivers, SMART Response software and SMART Sync Teacher software, and is connected to a SMART Board interactive whiteboard.
- The student computers' configuration include SMART Notebook SE software and SMART Sync Student 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.

i NOTE

For hardware and software specifications, see the SMART Classroom Suite 2011 release notes (smarttech.com/kb/160521).

Using the installation wizards

Download SMART Classroom Suite software from smarttech.com/software, and then install the suite on teacher and student computers. For more information, see the *SMART Classroom Suite 2011 Installation Guide* (smarttech.com/kb/160523).

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 2011 System Administrator's Guide* (smarttech.com/kb/160522).

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.

You can download SMART Install Manager from smarttech.com/software. Instructions for using SMART Install Manager are in the *SMART Classroom Suite 2011 System Administrator's Guide* (smarttech.com/kb/160522).

Chapter 3

The teacher experience

Managing the class list	9
Teaching	10
Assessing students	11
Resources for teachers	13
Content	13
Gallery Essentials	13
Lesson Activity Toolkit	14
Help and documentation	14
Monitoring students	15
Fostering communication and collaboration	15

The teacher works primarily with the SMART Notebook software, SMART Response system and SMART Sync Teacher software 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.

Managing the class list

System administrators can centrally manage the class lists using the SMART Administrator Tools - Classlist Manager.

SMART Sync software and SMART Response software can pull from one information store so that teachers and administrators can access and maintain a single file for student and class lists.

CHAPTER 3

The teacher experience

When SMART Response software is in CE mode (using SMART Notebook SE software) and SMART Sync Teacher software is configured to use a SMART School file to administer class lists, teachers can use class list information on the network instead of manually creating class lists in SMART Response software Teacher Tools.

Teachers can use Teacher Tools to make changes to the class list temporarily but those changes are written over when the system administrator updates the .school file on the network.

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 styles (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 website.

CHAPTER 3

The teacher experience

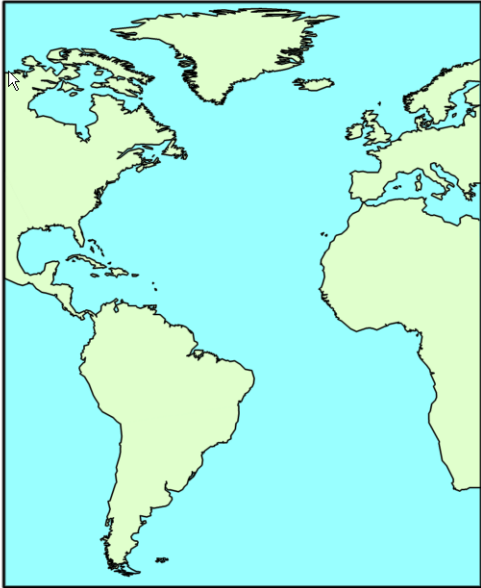
The following is an example page in which the teacher presents information on Christopher Columbus's 1492 voyage and asks students to retrace his journey using a pen from the SMART Board interactive whiteboard pen tray:

Columbus departed from Spain on August 3, 1492.

He made a stop at the Canary Islands.

He landed in the Bahamas on October 12, 1492.

Let's retrace his journey...



Assessing students

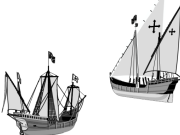
The teacher can use SMART Response CE interactive response software to evaluate student progress or to confidentially gather student responses. The teacher creates questions in SMART Notebook software by using a wizard or by importing the questions from a Microsoft® Word or Excel® file. Alternatively, 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 the questions.

CHAPTER 3

The teacher experience

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.	1 Was Columbus the first European to journey to the Americas? ☐ Yes ☐ No 
True or false	Students are presented with a statement and must determine whether it's true or false.	2 Columbus's first voyage to the Americas was in 1492. ☐ True ☐ False 
Multiple choice	Students are presented with a question and a set of possible answers and must choose one of the answers.	3 Which country sponsored Columbus's voyage? ☐ A Portugal ☐ B Spain ☐ C England ☐ D France 
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.	4 What were the names of the three ships on Columbus's 1492 voyage? ☐ A Santa Maria ☐ B Pinta ☐ C Santa Barbara ☐ D Nina ☐ E Mayflower 
Number, fraction or decimal	Students are presented with a question and must provide a numerical answer.	5 How many years passed between Columbus's first and last voyages to the Americas? Click here to type your answer 

CHAPTER 3

The teacher experience

Type	Description	Example
Short answer	Students are presented with a question and must provide a short answer (a word or phrase).	6 What was the name of the king who sponsored Columbus's 1492 voyage? Click here to type your answer 

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

The Teacher Tools Gradebook records the results.

Resources for teachers

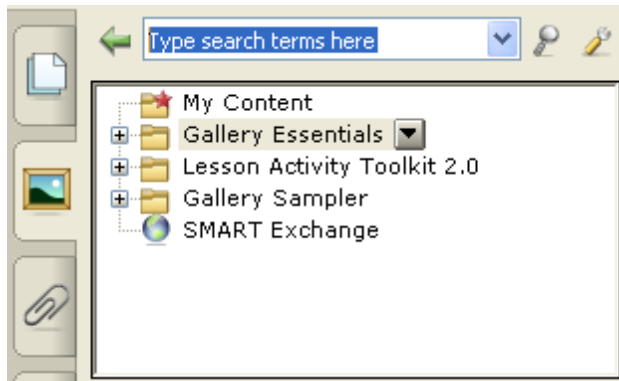
SMART Technologies offers several resources for teachers so that they can get the most out of SMART Classroom Suite software.

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.

CHAPTER 3

The teacher experience

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 Activity Toolkit

The SMART website (education.smarttech.com) includes thousands of SMART Notebook lesson activities and SMART Response 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 website (exchange.smarttech.com).

Help and documentation

SMART Notebook software, SMART 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.

You're unable to access Help by pressing F1 in Teacher Tools when you use SMART Response CE software.

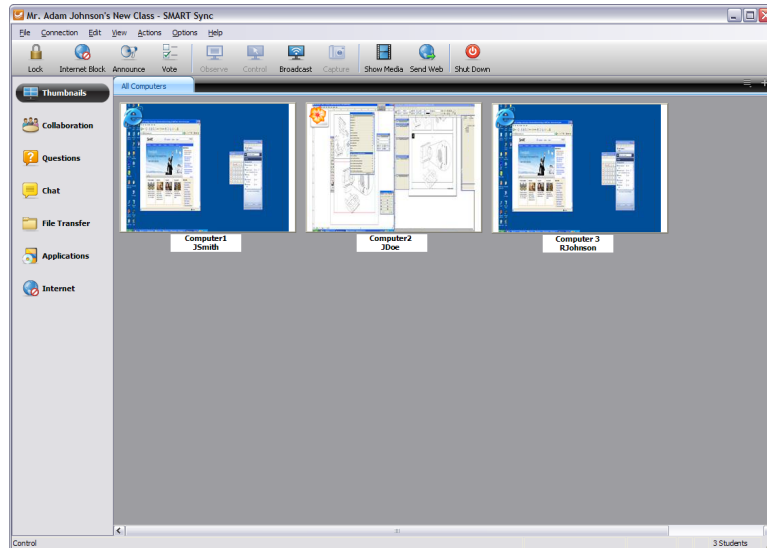
In addition, user's guides, how-to documents, troubleshooting articles and other resources are available for download from the SMART Support website (smarttech.com/support).

CHAPTER 3

The teacher experience

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 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

CHAPTER 3

The teacher experience

- Share web pages and media
- Organize students into groups to complete a collaborative assignment

If SMART Sync software is configured to use a SMART School file to administer class information, teachers can connect to an administered class using either SMART Sync Teacher software or SMART Response software, and then they are connected automatically to that class in both SMART Sync software and SMART Response software. Changes the teacher makes to class information using SMART Sync Teacher software or SMART Response software automatically appear in the other program.

Chapter 4

The student experience

Managing files.....	18
Completing assignments and taking notes.....	18
Completing assessments.....	19
Communicating and collaborating.....	20
Resources for students.....	21
Content.....	21
Help and documentation.....	21

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

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

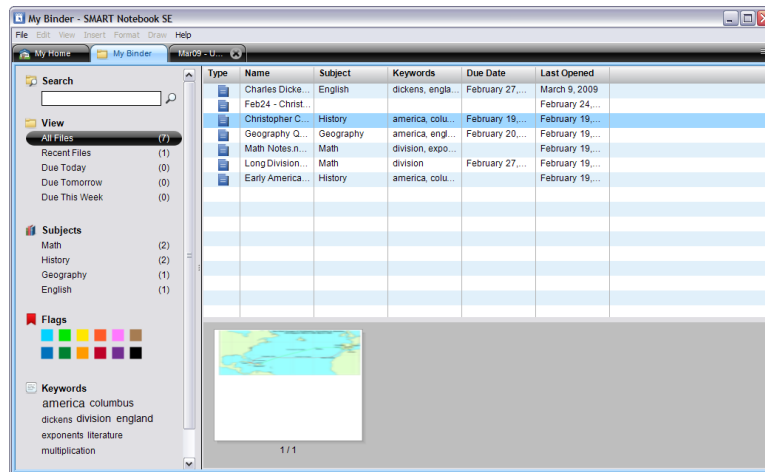
This chapter explains how students can complete these tasks with SMART Classroom Suite software. It also lists resources available to students from SMART Technologies.

CHAPTER 4

The student experience

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

i 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 writing (using the Pen tool)

CHAPTER 4

The student experience

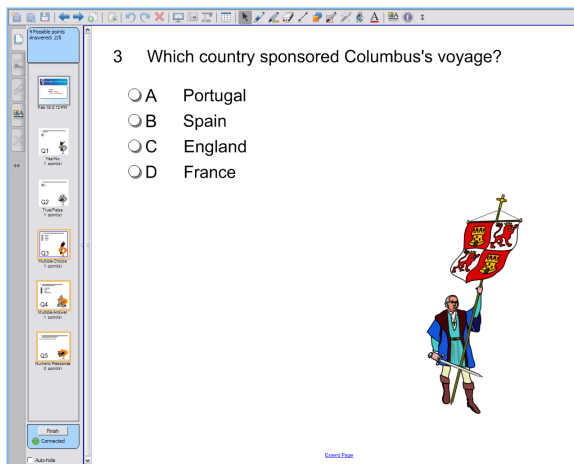
- Self-learn using lesson activities from the teacher or the Gallery

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 assessments using SMART Notebook SE software:



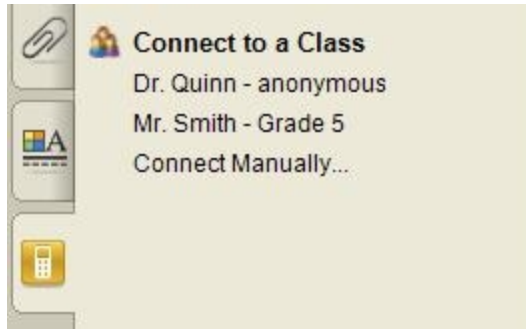
TIP

If the classroom also has SMART Response clickers and a receiver, the teacher can change modes and then ask students to use the clickers to complete assessments. However, some functionality might be lost when the students use clickers rather than SMART Notebook SE software. For more information about using clickers, see the SMART Response CE software Help.

CHAPTER 4

The student experience

Before starting an assessment, students must connect to the class. Students can click the class name in the Quick Links view of the *My Home* tab in SMART Notebook SE software:



Alternatively, students can connect to the teacher by clicking **Connect** in SMART Sync Student software.

If SMART Sync software is configured to use a SMART School file to administer class information, students can connect to an administered class using either SMART Sync software or SMART Response software, and then they're connected automatically to that class in both SMART Sync software and SMART Response software.

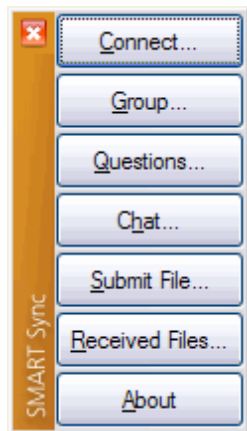
TIP

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

After finishing the assessment, students can receive feedback.

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:



CHAPTER 4

The student experience

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 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 13).

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 (smarttech.com/support).

SMART Technologies

smarttech.com/support

smarttech.com/contactsupport