

Office of Educational Technology (Queens)

SMARTBoard 101

A G E N D A

July 24, 2012

8201 Rockaway Blvd, Room 201C

8:30 – 1:30

8:30	Welcome	<ul style="list-style-type: none"> * Sign in, time cards/time sheets (Collection), Internet access * Course overview and expectations * Looking at folder contents and exploring resources
8:45	Pre-Assessment	<ul style="list-style-type: none"> * Venn Diagram (Who We Are – What Do We Teach) (Skills: Using the inking features & converting script to type)
9:00	Learning Theory	<ul style="list-style-type: none"> * Gardner: Review of Multiple Modalities * We are All Blended Modalities: Examining Dominant Modalities (Skills: Moving Shapes and Resizing)
9:15	Set-Up	<ul style="list-style-type: none"> * Connecting, Projecting and Orienting the SMARTBoard * Accessing the Keyboard from the SMARTBoard
9:30	Exploring the Tools	<ul style="list-style-type: none"> * Toolbar and Tabs * Page Sorter and My Content * Gallery Essentials and Gallery Sampler * Lesson Activity Toolkit
10:00	Creating a Six Slide Lesson	<p>Creating a Cover – Using template in lesson activity toolkit – Pages – Title pages (Skills: Adding a slide, inserting template, adding text, renaming & saving)</p> <ol style="list-style-type: none"> 1. Title Slide - Creating a first slide to engage your students (Skills: Finding template, adding text box, changing color, moving & resizing) 2. Pre-Assessment– Creating Your Own KWL & Examining Pages (Skills: Adding a Line to a Page, Adding text, Locking in Place) 3. Vocabulary – Creating Your Own & Examining Pages (Skills: Creating a text box, adding a geometric shape, changing box color, changing order, creating a group) 4. Multimedia – Exploring existing lessons online (Skills: Inserting hyperlink, sound, images) 5. Writing Journal – Creating Your Own & Examining Pages (Skills: Adding Text, Inserting images) 6. Homework – Creating a Fun Page (Skills: Adding a Template, Using Decorative Pens, Inserting Images)
11:00	Independent Work	<ul style="list-style-type: none"> * Creating a Lesson to Use in Your Content Area with Your Students * Finding Additional Resources * Sharing Our Lessons * Adding Our Lessons to the Wikispace
1:15	Evaluation	<ul style="list-style-type: none"> * Accessing the OETQSummer2012.wikispaces.com site * Completing the Online Survey
1:30	Conclusion	<ul style="list-style-type: none"> * Last Minute Thoughts * Housekeeping

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