

UNIVERSITY OF HARTFORD

FACULTY CENTER FOR LEARNING DEVELOPMENT

The Faculty Center for Learning Development

The Faculty Center for Learning Development (FCLD) was established to stimulate and support the teaching and learning environment by assisting faculty with the incorporation of technology and new teaching methods into established curriculum including:

- Promoting best practices for enhancing teaching and learning.
- Teaching the application of specific instructional technologies like Blackboard.
- Providing support and learning through group and individual consultation or workshops.
- Providing faculty access to a variety of instructional technologies, including personal computers, digital cameras, flatbed and slide scanners, and digital video editors.

Seminars: FCLD offers a wide range of seminars on a variety of topics throughout the year including: Blackboard, online teaching strategies, PowerPoint, copyright, and digital video, as well as emerging technologies such as mobile learning, blogs, and wikis. In addition, FCLD offers on-site instruction and support for classroom applications, such as SMART podiums and Symposium technology. Instructional workshops and seminars may be held at FCLD or, if facilities are available at a location within a particular department, school, or college. Whatever the application or technology, all of FCLD's seminars emphasize teaching first and are designed to engage faculty from all disciplines and all technological skill levels.

Faculty Lab: The FCLD Faculty Lab, located in Room L203 of the Mortensen Library, is available for faculty support and use and is equipped with instructional technology.

FCLD Staff: Lorelle Wilson, Director
Lisa Tassinari, Educational Technologist
Kaitlin Walsh, Instructional Technologist (until August 2012)
Student Assistants, available in the FCLD lab for consulting and faculty support

Website: <http://hartford.edu/fclد>. The FCLD website includes instructions and tips for using a variety of software and innovative teaching applications, including Blackboard.

Email: Faculty and staff may send questions relating to instructional technology to fclد@hartford.edu.

Phone: Call (860) 768-4661 between the hours of 8:30 a.m. and 5:00 p.m.:

- For help or support with instructional technology-related questions
- To contact FCLD staff
- To arrange use of the faculty lab in Mortensen L203

Getting Help with Technology

Hartt Performing Arts Technology Specialist – Lief Ellis

Lief Ellis, the Performing Arts Technology Specialist, is available for student, faculty and staff consultation. Contact Lief for assistance with installing the SMART software, connecting your laptop to the SMART Board and other Hartt-specific concerns. Visit Lief's website to schedule an appointment.

Phone: (860) 768-5501

Email: rellis@hartford.edu

Website: <http://www.liefhelp.com>

Faculty Center for Learning Development (FCLD)

FCLD provides consulting and instructional support to faculty and staff who are using technology in teaching and learning. The FCLD Faculty Lab in Mortensen 203a is available for faculty support and use and is equipped with instructional technology- related equipment including: PCs, Macs, scanners, and projectors as well as support staff. Faculty wishing to use the lab may contact FCLD.

Phone: (860) 768-4661

Email: fclد@hartford.edu

Website: <http://hartford.edu/fclد/>

Information Technology Services (ITS)

ITS Help Desk – Computing Center

For general computer and Internet/network support questions (not directly related to the classroom but rather passwords, Internet/email problems, printer not working, Banner, campus facebook, and grades). Students should contact ITS with questions about Blackboard.

Phone: (860) 768-5999

Email: its@hartford.edu

Website: <http://its.hartford.edu>

Media Technology Services (MTS) – Harry Jack Gray Center 111A

Faculty should contact MTS for assistance scheduling or implementing classroom technology (2-way video classrooms, Smart Podiums, COWS, laptops, etc.) or for scheduling and instruction for a wide variety of media equipment and resources like LCD data projectors, CD/cassette players, TVs and VCRs, digital video, and more.

Phone: (860) 768-4643 (Main) or (860) 768-4662 (Tech Line)

Website: <http://www.hartford.edu/mts>

Teaching with SMART Technologies at Hartt

Six SMART Boards are now located in Hartt Fuller Fourth Floor rooms 404, 406, 414, 418, 420, and 422. You can use these boards much as you did before, or you can take advantage of the interactivity and capture capability made possible by this type of technology.

A SMART board works with a computer, projector, software called Notebook and digital pens. The computer screen is projected to the board, where the board's surface allows you to control the computer with your finger and/or annotate using a digital pen.

Some of the things you can do with a SMART Board include:

- Display staves to make musical notations with a digital pen.
- Open and explore websites.
- Work in applications like Finale or Sibelius.
- Show slideshows from PowerPoint, annotating as you teach.
- Open and annotate any other document you might ordinarily use in your teaching.
- Clear the board of digital notations to start again when necessary.
- Save pages as you teach to create a record of your lesson as a file you can send to students later for reference and review.
- Record your annotations, along with audio, throughout your lesson.

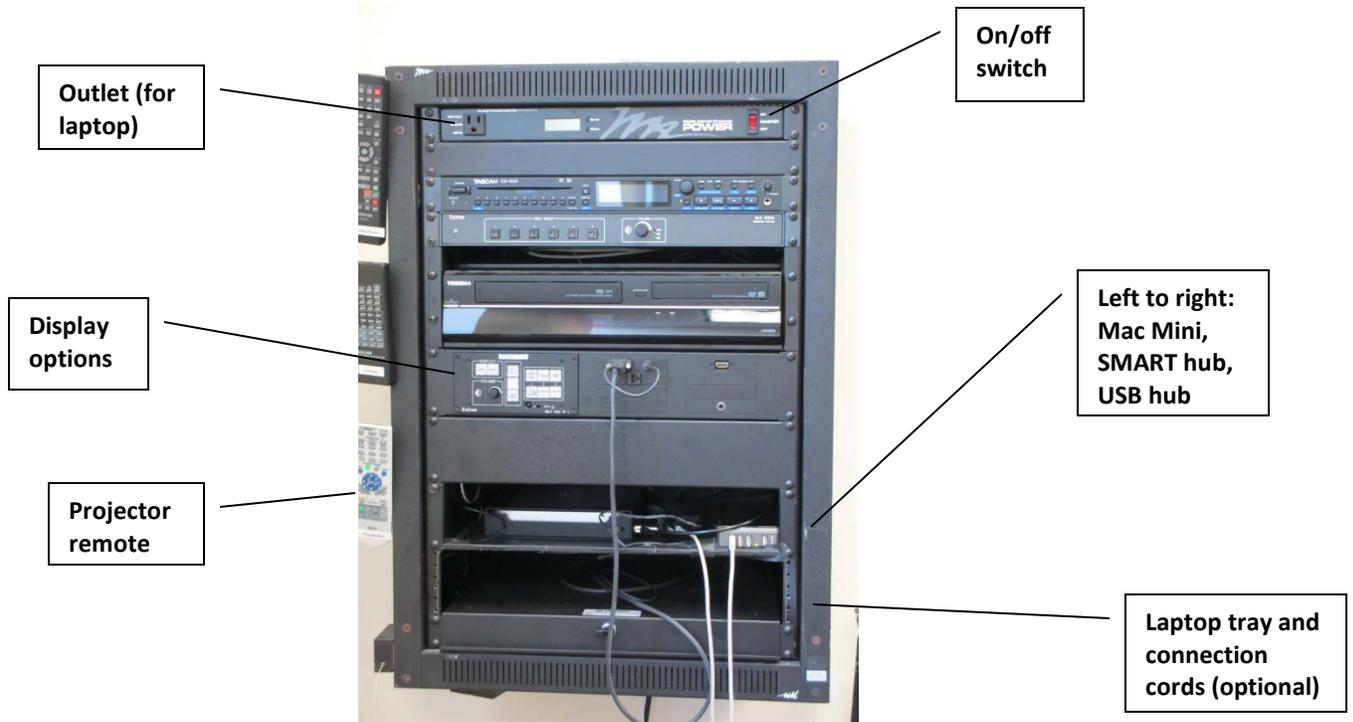
Please feel free to contact FCLD at fcld@hartford.edu or (860) 768-4661 to set up a one-on-one to learn the basics and other features of the SMART Board.

NOTE: It is also possible to use the SMART Board as a plain white board. You do not need to turn on the projector or connect your computer in this case. However, due to the special surface of the SMART Board, please **only use dry-erase markers (NOT low-odor)**, and be sure to erase the board before you leave the room. A suitable marker and eraser are generally kept on top of the black box but before using the marker found there, double-check to make sure it is a **dry-erase marker that does not have 'low-odor' on the label.**

To get started, first contact Lief Ellis (rellis@hartford.edu, 860-768-5501) in order to install SMART Notebook software and related files on your laptop, and to get a quick demo of how to connect to the SMART Board in the classroom.

Connecting to the SMART Board

Each of the SMART Board classrooms contains a control center that looks like a big black box with a dashboard. The control center is connected to a Mac Mini that you can use with the SMART Board. Here is an overview of what you will find in the control center:



Overview of "Control Center"

The SMART Board acts as a computer screen for the Mac Mini. Once you turn on the master and display switches on the black box, you can begin working on the SMART Board. Here are the steps for connecting to the SMART Board to work with the Mac Mini:

1. Turn the red master switch (in the upper right corner of the box) to the **On** position.
2. Press the **Mac** button on the panel to display the Mac Mini screen.



Selecting the Mac button on the Control Panel

3. Press the Display ON button in order to turn on the projector. **This step takes a few minutes before you see results.** You'll know it worked when you see your computer's screen projected on the SMART Board.



Selecting the On button on the Control Panel

Calibrate the SMART Board

Once you have turned on the computer, you will need to calibrate the board. Calibration ensures that your touch is registered accurately on the SMART Board surface. This step needs to be done each time you set up your computer to use with the SMART Board. You'll do this standing at the SMART Board and touching a red cross that appears in a grid on the board. You can tell that you need to calibrate your SMART Board when you start to write with a digital pen on the board but see the notation appearing inches away from the actual pen point. There are two steps to this process:

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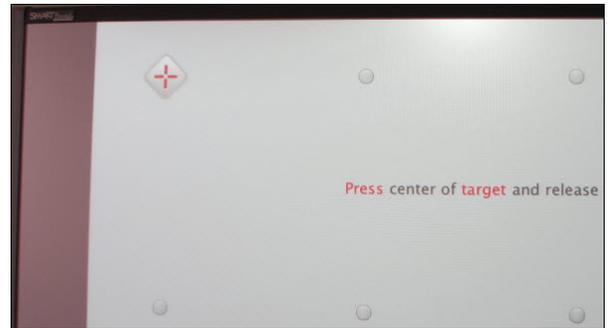
First, open the calibration screen on the SMART Board. Stand in front of the SMART Board and press the two buttons on the tray simultaneously. You'll see the board change to the calibration screen.



Opening the Calibration Screen

Second, with your finger or a digital pen, touch the very center of each red cross. Once you touch one, another will appear. When you've touched them all, the calibration screen will disappear and you'll automatically be returned to the previous image.

NOTE: If your computer gets bumped and/or moved during class, you'll need to recalibrate.



Calibration Screen

After calibrating the board, you are ready to go. If you have files saved on a USB/thumb drive, you can open them on the Mac Mini. Simply plug your thumb drive into the USB hub and follow the instructions on the screen. If you do not have files on a thumb drive, you can open up the SMART Notebook and begin writing, or open up your email or Blackboard to access files.



USB hub

Working with the SMART Board

You can use your finger to control your computer screen just as you would do with a computer mouse. Tap on a link or icon to open it. To begin writing on the SMART Board, just pick up a pen from the tray. For best results, it is recommended that you write slowly and in large letters.



To open up a white background for your writing, or to save your work or annotate an existing file, you will need to open the **SMART Notebook**. Click on the SMART Notebook icon on your desktop to begin (if you are on a Mac, you may need to search for the SMART Notebook using the Finder or the Applications folder). Once the notebook is open you can pick up a pen and start writing, or you can import existing files to annotate them.

Tip: The SMART Board uses sensors on the pen tray to recognize which pen is active. When you pick up the pen, be sure to avoid placing any items (glasses, etc.) or leaning too heavily on the pen tray – this will block the sensors. The pens may also not work if you lean on the outer edges of the board while you write.

Annotating Outside Apps with the SMART Board

In addition to building lessons in the SMART Notebook, you can also use the SMART Board tools to work in other programs or files you may use, including:

- PDFs or image scans of sheet music
- PowerPoint presentations or Word documents
- Composition or notation programs such as Finale or Sibelius
- Websites, including ones that have video
- Video and audio programs such as QuickTime or iTunes.

When you use the SMART Board to work in these programs, you can save a copy of your annotations into the SMART Notebook so your students can review it later.

This guide outlines three different ways to annotate outside apps with the SMART Board: working in Microsoft Office, dragging a PDF file into the Notebook (Mac only) or working with the Board Tools.

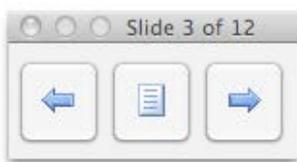
Important: This handout shows the steps and screens for working with SMART on a Mac. The PC version is very similar, but has some slight differences. Contact FCLD for assistance with working with SMART on a PC.

Working in Microsoft Office

If you work with PowerPoint presentations or Word documents, it is easy to annotate them with the SMART Board. Simply open your document or presentation and pick up a pen, and you can begin writing. SMART calls this “Ink Aware.” When you close your file, you can choose to save your annotations with it.



Ink Aware Toolbar in Microsoft Office



If you are using the SMART Board to show a PowerPoint presentation, a toolbar will open in the lower left corner of the screen. This will allow you to control the presentation from the board by using the blue arrows to move back and forth between the slides. To end the presentation, click on the center button of the toolbar.

Opening a PDF in Notebook (Mac Only)

Many computer programs and websites allow you to save your file as a **PDF** (Portable Document File). A PDF is basically a picture of document. This type of file is compatible with both Macs and PCs and allows you to share files easily with different types of computers. If you have ever scanned a copy of an article or sheet music, or if you download a document from the Internet, it is most likely in PDF format.

If you work with PDF files, you can drag them directly into the SMART Notebook to annotate and save them. Here are the steps:

1. Open the folder where your PDF is stored.
2. Open the SMART Notebook.
3. Click on the PDF file (do not open it) and drag it into the main window.
4. The PDF will open in the Notebook, with each page opening on a separate slide.

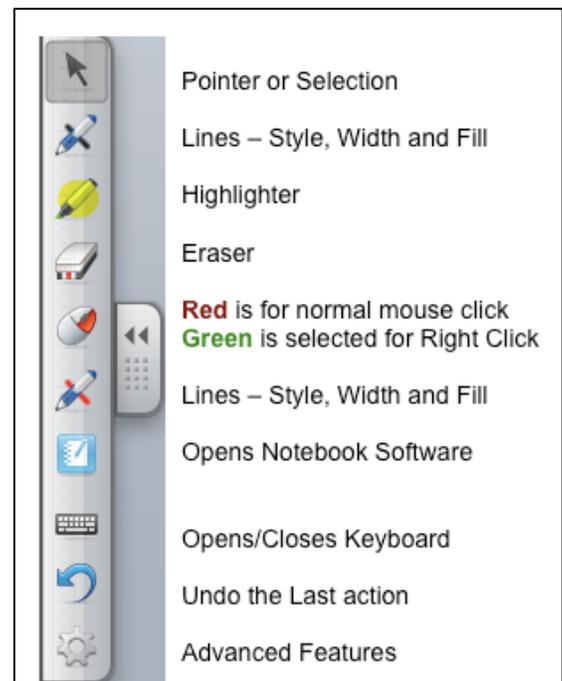
Tip: PowerPoint and Keynote files can be saved as PDFs to work with them directly in Notebook, but you may lose some of the formatting from your original file.

Working with Board Tools

The SMART Board can also be used to open and annotate websites, video or computer programs such as Finale or Sibelius. To do this, you would open the **Board Tools** toolbar. Working in Board Tools is similar to the days of using an overhead projector: you are placing a transparent overlay on top of your file so you can write on it. You can take “snapshots” of your work as you go and save them in the SMART Notebook for later use.

Here are the steps for working with the Board Tools:

1. Open the program, file or website you want to use.
2. Open up the **Board Tools**. The toolbar will appear on the left of the screen.
3. To begin writing, click on the pen icon or pick up a pen from the tray.



The Board Tools toolbar

4. To save a snapshot of your writing as you go, click on the camera icon at the top of the screen. You will hear the sound of a camera clicking when your snapshot has been saved. (**Note:** When you click the red X to close Board Tools, a snapshot of your writing will be saved automatically.)
5. To view your saved snapshots, open up the SMART Notebook.



Building Lessons in SMART Notebook

SMART Notebook software allows you to compile notes, images, and other media into files called Notebooks that you can open on the SMART Board and use over and over for teaching. You can create Notebooks at your desk on your own computer or standing at the SMART Board, and then utilize them for teaching later.

You can save a separate Notebook for each topic or lesson on your computer or flash drive. When you're ready to teach, run SMART Board, navigate to your saved Notebooks, double-click on the Notebook you need, and begin teaching. After you teach and annotate in that Notebook, you can export it as a PDF and give it to your students for later review. Your original SMART Notebook lesson stays intact for the next time you teach that topic.

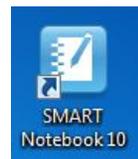
Working in SMART Notebook

If you already use a SMART Board when you teach, you may have already worked in Notebook by dragging in a PDF containing staves, for instance. Instead of doing this 'on the fly' each time, you can build lessons in Notebook and save them to use later. You can create Notebooks several ways, some of which take advantage of teaching material you may have already prepared in other programs or files including:

- PDFs, image scans and screen shots.
- PowerPoint and Keynote presentations.
- Shared Notebooks created by colleagues or found on SMART Exchange.

When you open SMART Notebook for the first time, a tutorial file opens automatically allowing you to get an overview of the software. It's a worthwhile 15 minutes to scroll through the Notebook tutorial. When you open Notebook subsequent times, a blank Notebook file opens but you can always find that tutorial again by clicking **Help** and selecting **Tutorial** from the menu along the top.

You can open SMART Notebook by double-clicking the software icon on your PC desktop or from the dock in a Mac. The icons look like this:



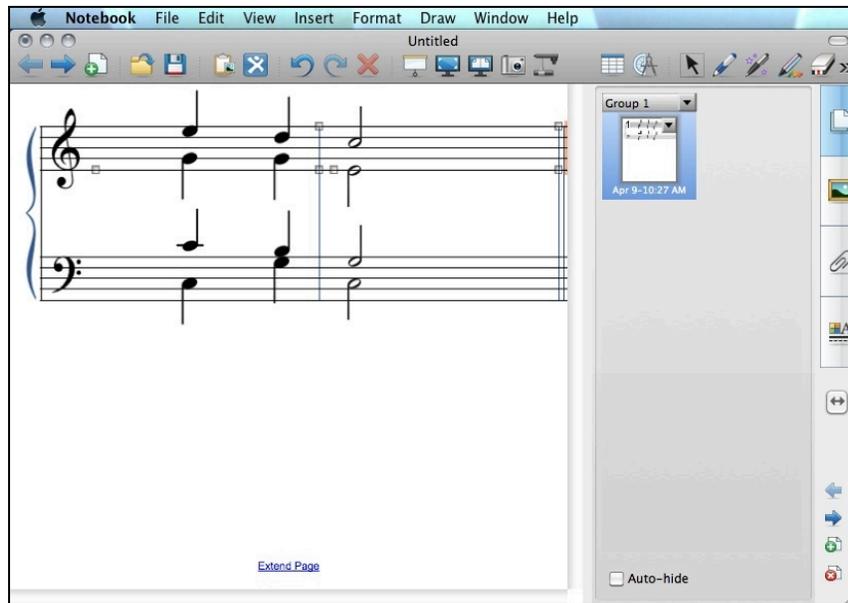
PC Desktop Icon



Mac Dock Icon

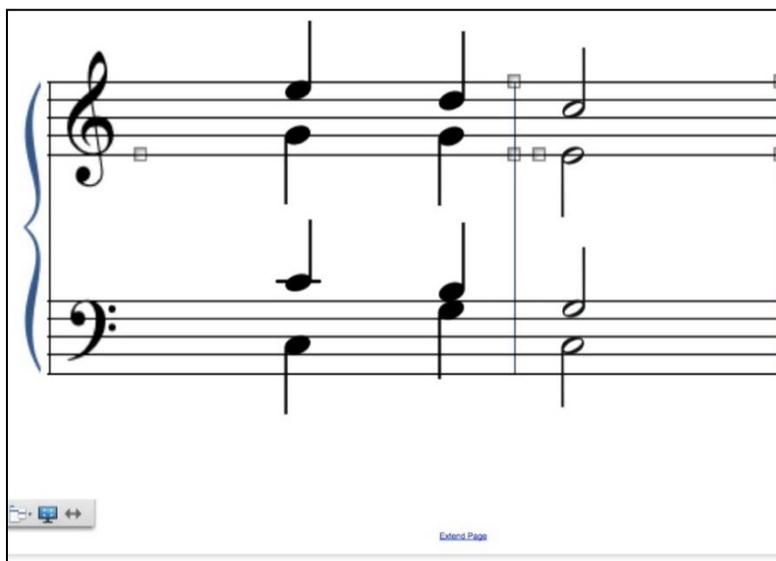
Just like other programs, once you open SMART Notebook, you can use **File**, **Open**, and navigate to your saved Notebooks to open previously saved work.

Working in Notebook is much like any other software in that you will find a set of tools that allow you to move around and work in the file. Notebook tools are situated along the top and sides of the work space.



SMART Notebook Opened to Harmony Lesson (by A. Mori)

When working at your desk in Notebook, it's beneficial to have all tools available in the view shown above, but when working in Notebook at a SMART Board while teaching, it's more beneficial to hide most tools and use the Full Screen view as shown below:



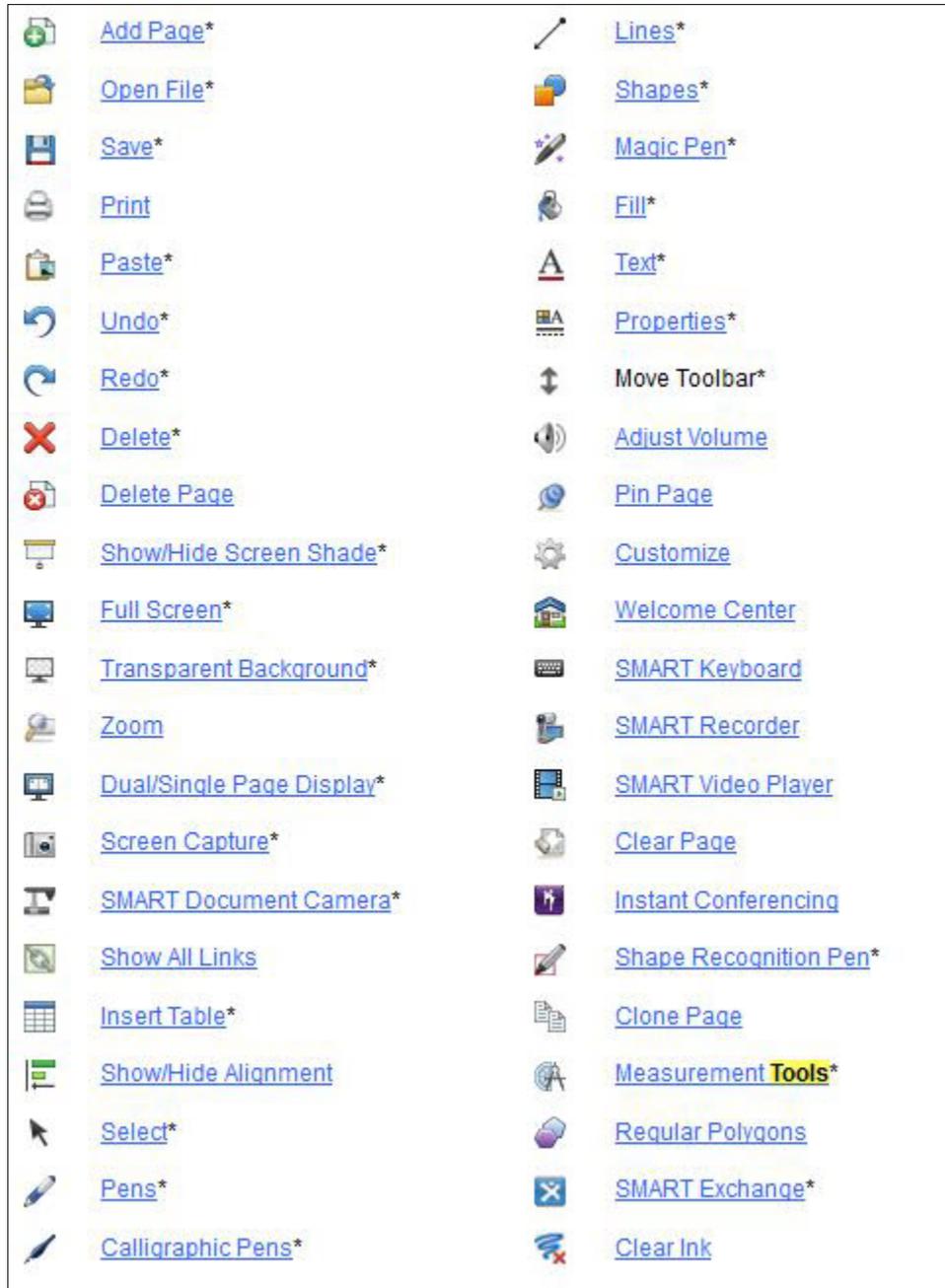
Notebook Software in Full Screen View on SMART Board showing Harmony Lesson

Help for using SMART Notebook can be found by clicking **Help** on the top row of tools.



SMART Notebook Tool Bar

See below for an overview of SMART Notebook tools.



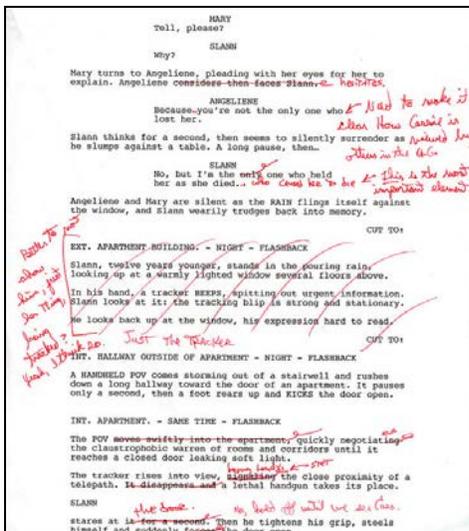
SMART Notebook Tools

Using PDFs to Create a Notebook Lesson (Mac Only)

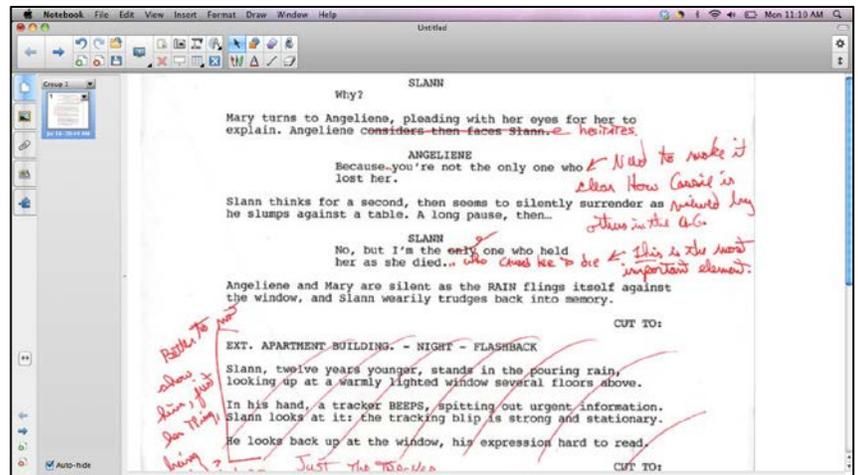
If you have teaching material in the form of PDFs that you would like to have in your Notebook, here's how to do this on a Mac:

- Find the PDF(s) you would like to use for your lesson and save them to your desktop for easy access.
- Open Notebook on your Mac.
- Use your mouse to click-and-drag the PDF into Notebook. For each PDF you click-and-drag, a separate page is created in that Notebook file.

If you are a PC user and have access to a Mac, you can use PDFs to create Notebooks on a Mac as shown above, transfer those Notebooks to your PC via flash drive or email, then use that lesson in SMART Notebook on your PC.



Scanned Script Notes as a PDF



Scanned Script Notes as a Notebook File

NOTE: File formats called “PDF” (Adobe Portable Document File) are almost universally useable on all computers, operating systems, and software applications. You can create a PDF from a digital file or paper copy in several ways. Check the original software in which your document was created, e.g., Microsoft Word or PowerPoint, and find the “Save As” or “Export” feature to create a PDF. You can also use most printers and all scanners to transform paper copies into PDFs.

Using PowerPoint or Keynote Files to Create a Notebook Lesson

If you teach using PowerPoint or Keynote, the quickest and easiest way to get those files into a Notebook on a Mac is to save them as PDFs, and then use click-and-drag to get them into Notebook as shown above. For each PowerPoint or Keynote slide, a separate PDF page is created, and for each PDF page, a separate Notebook page is created. Here's how to save PowerPoint and Keynote as PDFs:

Saving a Keynote File to PDF (From Keynote)

Open Keynote and then open the file you wish to save as a PDF. Follow the steps below to save it as a PDF:

- Click **File**, then **Export**.
- Choose **PDF**, then click **Next...**
- In the box next to **Save As**, type in a name.
- Choose a destination such as “Desktop”, and then click **Export**.
- Your PDF file will be saved on your desktop ready to be dragged into Notebook.

Saving a PowerPoint File to PDF (From PowerPoint)

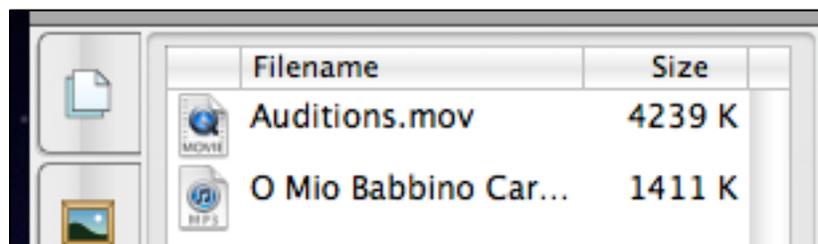
Open PowerPoint and then open the file you wish to save as a PDF. Follow the steps below to save it as a PDF:

- Click **File**, then **Save As...**
- In the box next to **Save As**, type in a name.
- In the box next to **Format**, use the drop-down menu to choose **PDF**.

Adding Sound, Video Clips and Links



If you would like to add sound or video clips to your lesson, you can attach them to your SMART Notebook. To do this, click on the Paperclip icon on the right of the screen to open the attachments window, then drag any files you would like to use into the window. To use them during your lesson, tap on the Paperclip icon and double-tap on the file name to play the movie or video file.



List of attached files

You can also create a link to the file on your Notebook page. Open the attachments window, then click on the file name and drag it into the Notebook page. Click on the speaker icon or the play button to play the file.



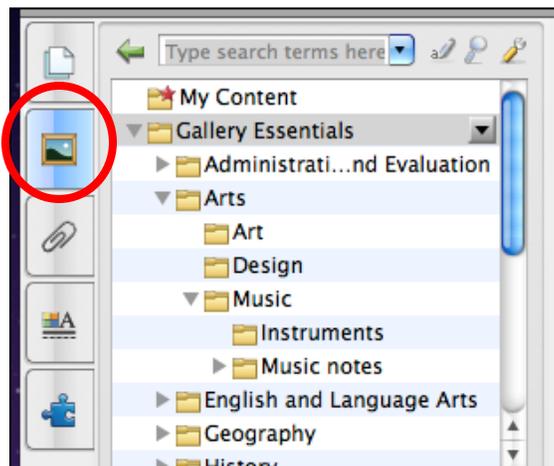
To add a link to a website, click on the globe icon at the bottom of the attachments window, then type in a web address and a name for the website. These links can be added to your Notebook in the same way as sound and video files, by dragging the file name from the attachments window to the Notebook page.

Note: Not all movie and sound files may be compatible with the SMART Notebook. If your file will not play or attach in the Notebook, use the Board Tools instead.

Working with the SMART Notebook Gallery

The SMART Notebook comes pre-loaded with a gallery of images, sounds and backgrounds that you can incorporate into your SMART Board lessons in a single click. The gallery is divided by subject, allowing you to find and add materials to your lesson quickly and easily. You can even create and save your own drawings to the gallery for later use.

To access the gallery, click on the gallery icon on the side of the screen. You can search for specific items at the top of the screen, or you can browse through the folders under **Gallery Essentials** to find what you need. (**Note:** to access music-related images, including notes, go to **Gallery Essentials > Arts > Music.**)

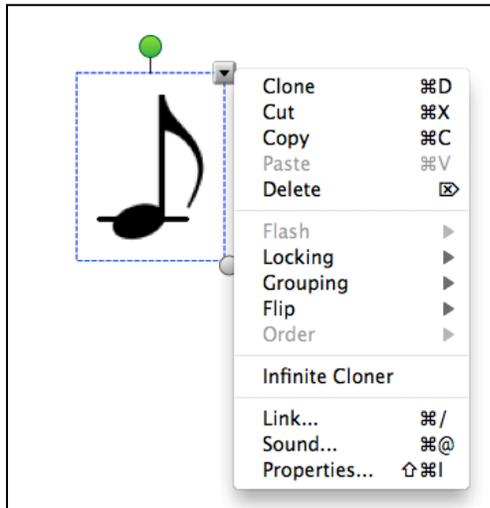


Selecting the Gallery Tab in the SMART Notebook

Once you have found an image you would like to use, click on the image (or tap it if you are working at the SMART Board) and drag it into the Notebook.

Modifying Your Image

A number of options are available to move, resize or copy your image once it is in the Notebook:



Rotate – Tap or click on the green dot above the image and drag to rotate.

Resize – Tap or click on the grey dot in the lower right corner of the image and drag to make the image larger or smaller.

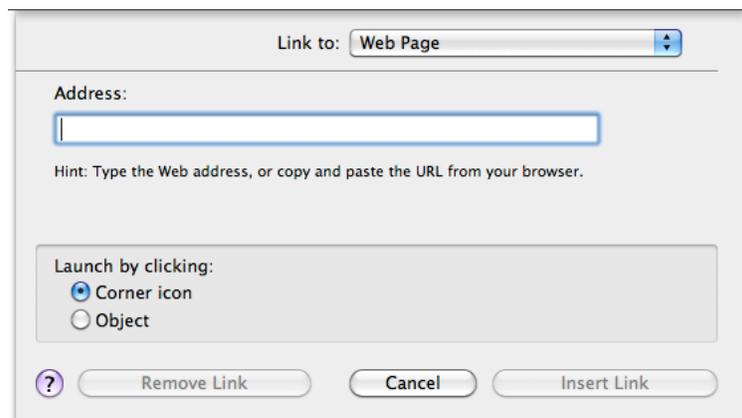
Clone – Click on the grey button in the upper right corner of the image and select “Clone” to make a copy of the image. You can drag this copy anywhere on the screen.

Infinite Cloner – Sometimes you may need to use the same image multiple times throughout a lesson

(for example, if you are working with staves and need to add images of notes). Instead of copying or clicking and dragging every time you need a certain note, you can use the Infinite Cloner. Click on the grey button in the upper right corner and select “Infinite Cloner” to activate. Now, whenever you click on the image, a new copy of the image will appear. To stop the Infinite Cloner, click on the grey button again and uncheck “Infinite Cloner.”

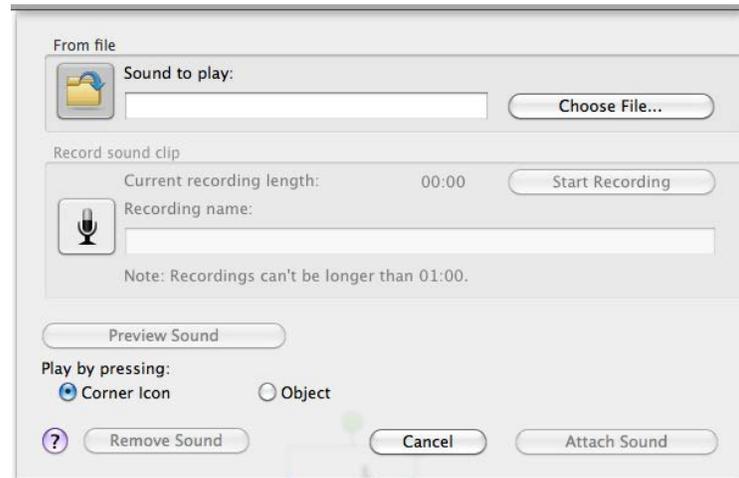


Link or **Sound** – You can have your image link to a website, another page in the Notebook or a file when you click on it. To do this, click on the upper right button and select **Link**. Select the type of link you would like to create and fill out the details. Under “Launch by clicking,” select “Object.” Click **Insert Link** to finish.



Linking your image to a website or file

To link your image to a sound, click on the grey button and select **Sound**. From here, you can either attach a sound file or record your own.



Linking your image to a sound

Saving Your Own Materials to the Gallery

If you draw or create your own images in the SMART Notebook (such as a note with extra ledger lines), you can save them in the gallery for future use so you don't have to draw them again. Here's how to do it:

- Open up the Gallery by clicking on the Gallery tab.
- Click on the My Content folder.
- Click on your image in the SMART Notebook screen and drag it into the folder. **Note:** When you reach the edge of the Notebook screen, the image will “snap” back into place. Simply keep dragging to place a copy of the image in the folder.
- To rename the image, tap or click on the name below the image and type in a new name.

Saving and Sharing Your Work

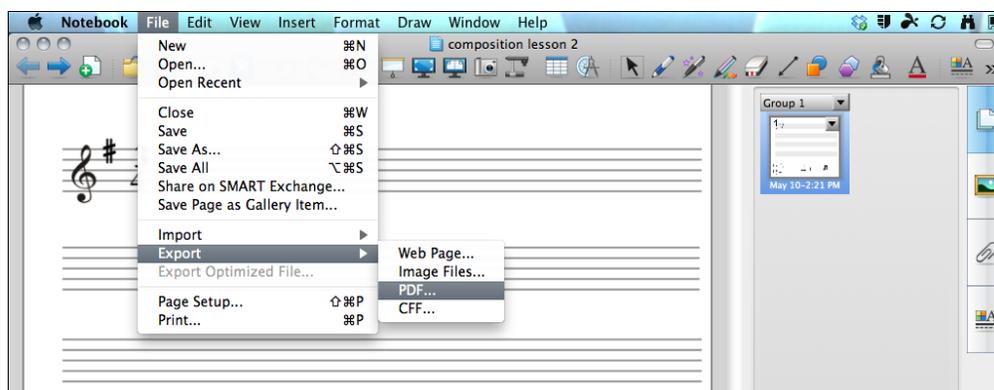
When you write, annotate or create lessons using the SMART Notebook, you can save this material to use in future classes or to share with students for review. To save your Notebook, go to **File > Save** at the top of the screen. From here, you can name your file and choose where you want to save it.

If you save your lesson using this method, the file can only be opened using the SMART Notebook software. You can open it again in another SMART Classroom to use later, but your students will not be able to open it if you share it with them. You will need to save your notebook as a PDF to share it with them.

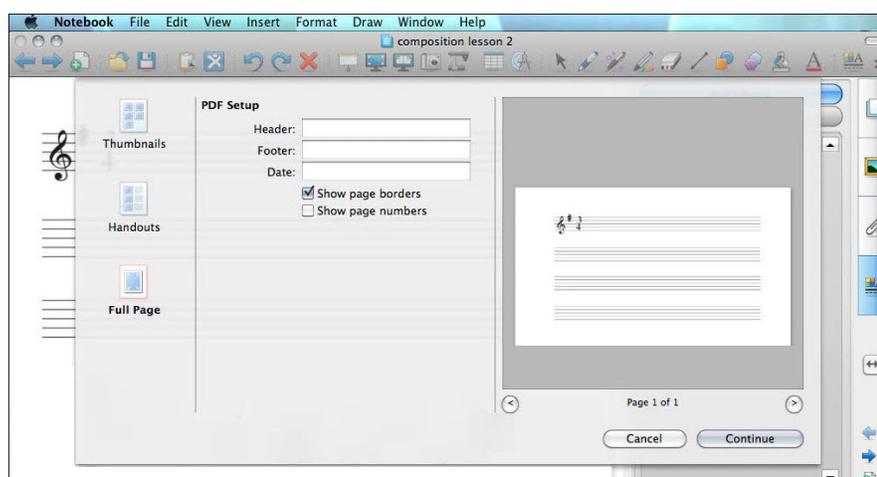
Saving your Notebooks as PDFs to Distribute to Students

When you are finished teaching your class, you will need to save your lesson and any annotations before you turn off the computer. If you would like to share these materials with your students, you will need to save the Notebook lesson as a PDF. Here are the steps:

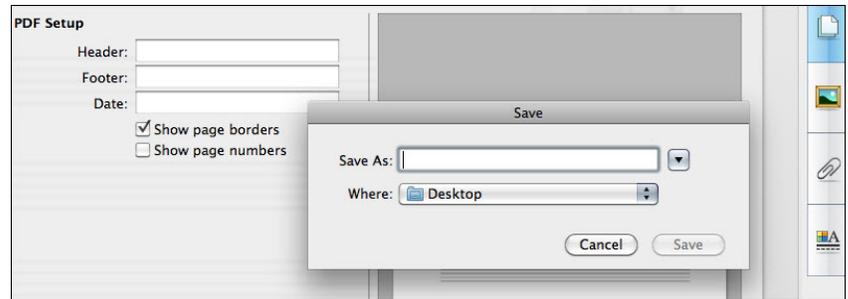
Go to **File > Export > PDF**.



On the next screen, select **Full Page**. Type a header or footer if you like (e.g. the class name and date), then click **Continue**.



In the window that pops up next, give your Notebook a name, navigate to where you would like to save it, then click **Save**. You can email the PDF or upload it to Blackboard for your students.



Sharing your Saved Notebook

Once you have saved your Notebook, you may want to share it with students for later review or for colleagues who are teaching the same course. Several options are available:

- **Email** – Open up Webmail (or another email program), and send your saved PDF as an attachment in an email.
- **Blackboard** – You can post the PDF to your Blackboard course. Enter a content area (e.g. Course Documents) and go to **Build Content > Item**. From here, you can attach the PDF just as you would do with an email message. (**Note:** If you are new to Blackboard, FCLD offers “Getting Started” workshops every Tuesday at 12:15 – email fcl@hartford.edu to register.)
- **USB/Thumb Drive** – A USB or thumb drive is a small storage drive that plugs into your computer. This is an ideal way to transport your files if you do not have access to the Internet, or if you are using a classroom computer instead of your own laptop. The USB drive plugs into your computer and can often be attached to a keychain.
- **Cloud Storage/Dropbox** – Rather than using email or a Flash drive, you might consider a cloud storage solution like Dropbox. Dropbox provides easy access and automatic synchronization of edits and changes to your files across all your computers. While there are a few tools that do this, Dropbox is one of the easiest and most popular.
- **SMART Exchange** – SMART Exchange is a website where instructors can share SMART Notebook lessons and activities they have created. You can search the website for pre-existing materials on your topic, or you can upload your Notebook files there for other instructors to use. SMART Exchange can be found at <http://exchange.smarttech.com>.

What is a SMART Classroom?

A SMART Classroom is a loose term that basically means the classroom is equipped with some form of a projection system for using computers in the classroom. There are many flavors. General purpose SMART classrooms include a SMART Podium. With a SMART podium, all your instructional technology – videos, DVDs, computer applications - can be run at the touch of a button from a panel on a podium and projected through a computer projector. If you want to connect your laptop, there are connections right on the podium that allow you to do so easily. In recent years, additional technologies have been added to the SMART Classroom. You can now use an electronic pen to add notes and annotations to your digital presentations. These interactive pens are essentially the updated equivalent of the overhead projector's grease pen.

A **SMART Board** is a whiteboard connected to a computer, so you can capture any of your writing and add some interactivity without having to go over to a podium in the corner and use a keyboard. SMART is a particular brand of interactive whiteboard. Other brands are available – you may hear people refer to these as “SMART Boards” as well. On a SMART Board, you can write with a digital pen or use your finger to control the screen. You can also open an existing file, program or website and make annotations, which can be saved and shared using the **SMART Notebook**. Other types of SMART technologies available on campus include:

- **SMART Sympodium** – These are found in many of the general classrooms on campus. This provides all of the functionality of the tablet technology, but is hard-wired into a SMART Podium. A digital pen is used to annotate documents and applications, and the annotations can be saved and shared with students. Just like the SMART Board, the Sympodium uses the SMART Notebook and Board Tools.
- **Interactive Whiteboards** - These are hanging (or standing) whiteboards that work with dry erase pens. The whiteboard is pressure sensitive, so writing on the board will show up as regular dry erase markings, but can also be captured to a computer as an image.
- **SynchronEyes** – This allows instructors to monitor what students are doing on their computers – right from the instructor's podium. SynchronEyes is a specific vendor; there are other types of applications that do the same thing.
- **Tablets** – These refer to anything from a low cost, simple handheld slate to an iPad – with costs changing accordingly. Tablets usually have a digital pen or stylus and project to the computer using a USB Bluetooth receiver system. The instructor can write on the screen while walking around the room, and can have students use them too.
- **Whiteboard Apps** – If you have an iPad, there are wide variety of apps (such as AirSketch or Splash Presenter) that can be used as whiteboards or that can be projected wirelessly in a classroom. A stylus is used to annotate over applications and the annotations can be captured, saved, and shared with the students.

For best practices or a quick demonstration of the SMART Boards and other SMART Classroom technologies, contact FCLD at (860) 768-4661. For more information about the SMART technologies available in Hartt, contact Lief Ellis at (860) 768-5501.

EXTRA: Connecting Your Laptop to the SMART Board

Each of the SMART Board classrooms comes equipped with a Mac Mini, which you can use to connect to the SMART Board. If you would prefer to use your own laptop, however, you can connect it to the board as well. The SMART Board can work with both Macs and PCs, but please note that the SMART Notebook has some slight differences between the Mac and PC versions. Here are the steps for connecting your laptop to the SMART Board:

First, turn the red master switch to the ON position. You'll find it in the top right corner of the black box. Once it's on, you'll see various buttons light up on the black box control panel.

Place your laptop, lid closed, on the sliding tray. You may need to turn the knob to pull out the tray.



Plug in the grey SMART Board USB cable. You'll recognize it as the one that comes from the little black device with the SMART logo on the top. It plugs into any USB port on your laptop.



Plug in the Laptop 1 cable to the monitor port of your laptop. If you have an Apple computer, an adapter is required.



**Laptop 1 Cable with
Monitor and Audio Connectors**



Monitor Adaptor for Mac Laptop



**Monitor Connection
on the Side of a Mac Laptop**

When the Laptop 1 cable with an adaptor is connected to your Mac, it looks like this:



Finally, plug in the Laptop 1 audio cable into your laptop's headphone jack. Then turn your laptop on or open the lid to activate it.

Press the Laptop 1 button to designate which cable is connected to your laptop.



Press the Display ON button in order to turn on the projector. **This step takes a few minutes before you see results.** You'll know it worked when you see your computer's screen projected on the SMART Board.



NOTE: Please feel free to contact Lief Ellis or an FCLD staff member to arrange a quick demo for these steps.

Once you have connected to the SMART Board, you can continue as usual by calibrating the board and opening up the SMART Notebook.

Getting Help with Technology at the University of Hartford

Faculty Center for Learning Development (FCLD)

FCLD provides consulting and instructional support to faculty and staff who are using technology in teaching and learning. The FCLD Faculty Lab in Mortensen 203a is available for faculty support and use and is equipped with instructional technology- related equipment including: PCs, Macs, scanners, and projectors as well as support staff. Faculty and Staff needing support with Blackboard or other instructional technologies, should contact FCLD.

Phone: (860) 768-4661 **Email:** fcl@hartford.edu

Website: <http://www.hartford.edu/fcl>

Student Blackboard Support

The following is student support for Blackboard only. All other support technical support issues need to be addressed to the Office of Technology Services (below).

Phone: (860) 768-4636 **Email:** bbsupport@hartford.edu

FAQ/Submit a Ticket: <http://www.hartford.edu/studentbbsupport>

Information Technology Services (ITS) Help Desk

For general computer and Internet/network support questions (not directly related to the classroom but rather passwords, Internet/email problems, Banner/Self-Service, campus Facebook).

Phone: (860) 768-4357 **Email:** helpdesk@hartford.edu

Website: <http://hartford.edu/ots>

Media Technology Services (MTS)

Faculty should contact MTS for assistance scheduling or implementing classroom technology (2-Way interactive video classrooms, Smart Podiums, laptops, etc.), for setting up WebEx accounts, or for scheduling and instruction for a wide variety of media equipment and resources like LCD data projectors, CD/cassette players, TVs and VCRs, digital video, and more.

Phone: (860) 768-4357 **Website:** <http://www.hartford.edu/mts>