

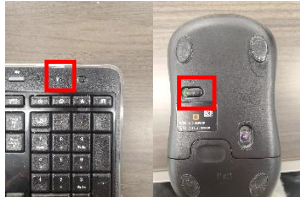

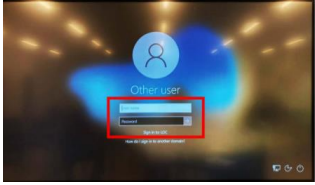
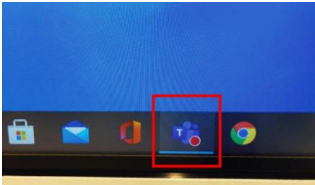
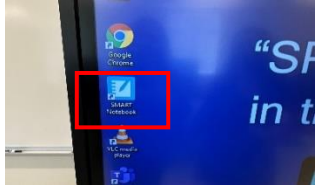
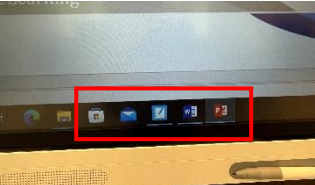
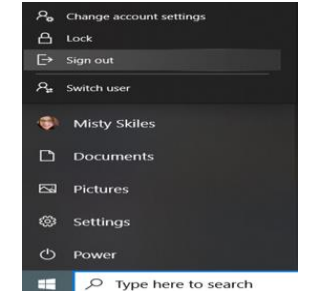


SmartBoard Technology Guide



<p>1</p>		<p>Turn on the Mini-computer on the back of the SmartBoard.</p> <p>If the Mini-computer or Smartboard is already turned upon entering the room, it is recommended that you turn them off and restart.</p>
<p>2</p>		<p>Adjust the height of the SmartBoard using the toggle switch on the back post of the Smartboard. Press the Bell, Bluetooth, and Star buttons from left to right and raise the Smartboard to the desired height.</p>
<p>3</p>		<p>Switch the Keyboard and Mouse to "On."</p> <p>If the keyboard and mouse are wired, they do not need to be turned on.</p>
<p>4</p>		<p>If the log in screen is not coming up... Select INPUT and HDMI 1.* This enables you to use the SmartBoard as a computer.</p> <p>*Note: In some classrooms, you may need to select "HDMI 2." Look for the image that looks like your regular log on screen and select that.</p>

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5		<p>Sign in to the computer using your SPCC credentials. You are now operating from your own SPCC account.</p>
6		<p>MS Teams. If logging into this classroom for the first time, you will need to download MS Teams. This is required once for each individual classroom.</p>
7		<p>Whiteboard. If using a Whiteboard, open Smart Notebook. Click “use basic Word version.” Use pens on the bottom of the SmartBoard to write notes and erase with your hand.</p>
8		<p>Multiple Programs. Open tabs for programs you are using (PowerPoint, Word, Google Chrome, Moodle) and pin them to the taskbar for easy access.</p>
9		<p>Shut down upon completion. Be sure to switch off the wireless mouse and keyboard.</p>

NOTE: If you are unable to open a website or document from Moodle on the SmartBoard, try access it through Google Chrome. The SmartBoards default to the Edge browser.