SmartVET
INTERACTIVE WHITEBOARD BEST PRACTICE

20 Quick Wins:
get hands-on with IWBs.

smart VET
Interactive Whiteboards in Vocational
Education and Training

Lifelong
Learning
Programme

Supporting Continuous Professional Development of VET teachers in the use of Interactive Whiteboards.

SmartVET is a transfer of innovation project funded under the Lifelong Learning Programme of the EU.

The project is about supporting the continuous professional development of vocational teachers in the use of interactive whiteboards for teaching and learning. Seven 'Champions' were chosen to lead this exciting project, offering support and guidance to over 70 VET teachers in Co. Wicklow centres.

The associated SmartVET site at http://etuitionnetwork.ning.com contains training materials, useful links, resources, videos and more information about the project and the progress achieved.

The SmartVET project partners are:

• Fastrack to IT (Ireland)
• Irish Vocational Education Association (IVEA)
• Tell Consult (The Netherlands)
• City College Norwich (UK)
• County Wicklow VEC (Ireland)
• ENAIP FVG (Italy)
• National Council for Technology in Education (Ireland)

Teachers from the following County Wicklow VEC centres and schools are taking part in the project:

• Arklow Further Education Centre
• Blessington Further Education Centre
• Bray and North Wicklow Youthreach
• Bray Adult Education Centre
• Bray Institute of Further Education

Interactive Whiteboards
20 Quick Wins: get hands-on with IWBs.

"The mediocre teacher tells. The good teacher explains. The superior teacher demonstrates. The great teacher inspires."

These words from William Arthur Ward ring true when thinking of why the IWB is useful. Our job is to explain things as clearly as possible, and the IWB is a tool to help us to do this - nothing more, nothing less.

The Interactive whiteboard encourages teachers to work and use the technology to inspire and progress active learning. It provides students with a blended learning experience, and enables them to be more creative. For example, in their presentations to their classmates, which empowers them! It allows teachers to share and reuse materials.

The interactive whiteboard allows you, the teacher, to access your digital content from any computer. The key point is that the IWB is simply a tool. Good teaching is good teaching, and a clear explanation is a clear explanation. For a lot of teachers, and in a lot of subjects, we are explaining the same things that were explained ten, fifty or a hundred years ago, but at the same time, we are just packaging it in a different way for the modern student. People trust what they know. The people who would rather queue in the bank than use the self-service deposit machine do so because they do not trust the technology. This is what they know. They've been doing it this way for a long time. Modern students (digital natives) have been brought up with technology all around them, are comfortable with it and are, more often than not, experts in its use. As teachers we must embrace this fact by using it in our classrooms.

Written by teachers Anne McGrath and Keith Clarges

Feedback from Arklow Bootcamp: March 2013 training session on the use of Interactive White Boards

Teacher 1:
A lot of the students are visual and tactile learners and like using the interactive board. I feel I will be able to develop a lot of interesting activities to engage the students now that I have an understanding of the technology and pedagogy.

Teacher 2:
I thoroughly enjoyed the two days. It was interactive and fun. There were plenty of prizes which is always a good thing. The Smartboard staff team worked really well and their presentations flowed. Inspiring stuff!.

Teacher 3:
I really enjoyed the sessions, they were delivered in a very relaxed manner and it was perfectly ok to make a fool of yourself!

There are no magic bullets in teaching. That wonderful technique or piece of technology or whatever which transforms your teaching practice and turns all your students into genii does not exist.

The interactive while board is just another piece of kit, and it won't teach your class for you or correct students copy books while you go home. At its heart it's a more advanced version of that piece of teaching technology which has been around since the Lascaux caves, a slab of something to write on, while you, the teacher, explain and demonstrate.

However, just as Mies Van der Rohe said, the devil is in the details, and that is the case here. Teaching surfaces have advanced a little in the past 17,302 years.

An interactive whiteboard, and its software, can remember lots of pages of work. You don't have to walk further into the cave, just start a new page. It can remember what you did last week, last month, last year.

It can record. It can record a drawing as you do it and allow you to play it back, put it up on YouTube or send it to your students.

It can be a window into another class room or Niagara Falls. It can go anywhere on the web , it's a flying classroom. With a webcam, it can allow everybody to look over your shoulder as you demonstrate some intricate task.

Its also a construction kit for interactive activities. Students can sort text, play with math functions, learn vocabulary build educational games, match pictures and build their own presentations of their work.

It can allow you to share your work with other teachers, and to borrow from other teachers if you are teaching the same material.

Actually, it doesn't do any of these things, but you may choose to use it to do these things. Making good choices as to how to use it, involves thinking about why you are using it, and we hope that in the program that this guide is part of, we will give you the tools to look at how and what you are teaching in a way which will allow you to choose which, if any, of the possibilities listed above will help you.

Written by teacher Laurence Cuffe

1 Start with the basics: just replicate what you would do on a traditional whiteboard: make notes!

Using the Notebook feature is as easy as using paper on a flip chart - except you can save all of these notes electronically to re-use, amend or distribute later. To access Notebook simply follow the steps below - and then start writing.

Open Notebook software by pressing Start > Programs > SMART Board Software > SMART Notebook

2 Carrying on with getting the basics right - once you know how to use the basic tools you'll start flying.

You need to know how to use the following tools with confidence, they're the keys to success:

Pen / Eraser – You will, inevitably, be doing a lot of writing onto the IWB - it's a good idea to practice a bit first. Look for the colour palette to change the pen colour, and also the pen thickness. The eraser will rub out everything written in pen, it won't remove shapes or text - take a look at Quick Win 5 for some fun with this little fact.

Selection tool – this is an interactive tool, use it when you want to change something on screen e.g. move something on the page or make it bigger/smaller. Click on the selection tool and then tap on an element on screen, you will then be able to move, rotate and resize the object. You can also do this with groups of objects at once.

Text – Sometimes it's better to type in text that to try and write with a mouse or directly on screen. Click on the text tool and then click on the page to add a text box. IWB text has the same controls that you would have with your word processing software - and you can cut and paste directly to your textbox too.

Shapes – All IWBs have shapes available - from the standard "primitives" to more complex offerings. Use the paint bucket tool to fill them with colour. Use these to build graphs, create diagrams or flowcharts etc.

Note, trying to get used to the software can be a little laborious if you have to work on the IWB the whole time - see Quick Win 7 for ideas to combat this.

3 Sometimes you just need a little perspective - how about looking down from above with Google Earth?

You will need to have Google Earth installed on your local machine or your network for this. Access Google earth via your IWB. Use the pointer or your finger to fly round the world and zoom in to areas relevant to any part of your lesson. You can tour cities in 3D, access wikipedia entries and geo-tagged photos and examine both terrain and satellite shots. Get your students interacting with the globe and seeking out particular cities or regions.

4 Time to tidy up a little. Here's how to instantly erase multiple annotations, notes etc.

A great tip to erase lots of scribbled annotations in one quick go is to round them up and run them out... Simply trace around all the annotations you want to remove with the board rubber - making sure you trace back to the place you began from, thus closing the circle. Tap in the centre of the shape you made and voila - all gone in one.

5 A little bit of magic with Hide and Reveal - take the time to prepare this one for great class reactions.

This is a really simple little trick but it can really engage the class - and make you look like a magician at the same time.... Place the answer to any question in a text box and mark over it using a pen with the same color as the background of the presentation to hide the answer. When it is time to reveal the answer, simply use the IWB eraser to reveal the answer. Abracadabra!

6 Keep yourself on the straight and narrow - learn how to calibrate your board.

Keeping your board orientated is important for accuracy of work and so that you don't get a headache from squinting.

There are three easy ways to calibrate a SMART IWB:

1. Choose the SMART Icon from System tray - select "Orient" and follow instructions
2. In the SMART Start Centre choose Ellipsis icon and then select "Orientate Smart Board".
3. Hold down the two buttons (keyboard and right click) next to the pen tray at the same time, this will load the orientate setup.

You might want to keep a card handy, somewhere nearby, detailing these instructions.

7 This is simple, practical and very important - take your software with you, if you don't you'll regret it!

If you're running proprietary IWB software and you're working in an educational institution the likelihood is that your IT Services department has installed that software on the PC closest to the IWB - and nowhere lese. Ask for the whiteboard software to be put on your office PC, your laptop and even your home PC. This will allow you to use it wherever you are and you will quickly build confidence whilst also having the ability to create and prepare materials anywhere.

8 Seriously, we weren't kidding about the software... but if you're having trouble persuading IT Services, here's an alternative.

Don't tie yourself to the proprietary software that came with the board. There are a number of freestanding packages that work well with a touch screen. (We really like Triptico, and for maths teachers, Geogebra is great).

Have you ever thought of using your IWB as a table?

Ok, we realise this isn't going to be possible for many teachers as they tend to walk into classrooms that are already constructed as classrooms. However, during our research we did come across a fantastic use of IWBs that we want to share with you - if you ever get the chance to build a classroom from scratch it's worth thinking about.

Take an IWB with a short throw projector (the ones that stick out on a stalk close the IWB itself). Clear the area in the centre of your classroom and mount the IWB horizontally on desk legs - plug it in and you find yourself with an interactive whiteboard table.

Why would you contemplate this/ Simple, imagine your class all being able to gather around the IWB table with you n amongst them. Everyone can contribute, the teacher is no longer isolated at the front of the classroom and peer-to-peer engagement is guaranteed. Now, that has to be worth a try.

9 Attack of the Clones - there's nothing very wrong with copy and paste.

Use the clone tool when working with passages that need to be punctuated. You can have one full stop, comma, apostrophe etc, and you can drag them to wherever you require. Do it in groups, where the pressure is off the individual, and this is a great way for students to learn about grammar.

10 OK, it's all getting a little serious - time for a game - here's one that he whole class can join in with.

Let's try the Anagram game. This is a simple one to set up but should give you some great ideas for associated activities. First, make two text block with solid fill. In one of those text boxes type an anagram, in the second type the answer. Simply take the anagram box and place it over the answer box. Students can take turns to solve anagrams and you can pull the upper box away to reveal the correct answer.

An alternative version is to fill the screen with 20 text boxes, half have anagrams and the other half have the solutions. Mix them all up on screen and then get students to draw connecting lines between anagram and solution.

Want to make it harder? Use an on-screen timer and give each student 30 seconds to solve as many anagrams as possible.

11 Mind mapping software is freely available on the web and mind mapping can make for great class work.

Mind mapping is a great tool for students to structure their work or revision or to visualise complex scenarios. IWBs give the opportunity for group/collaborative mind mapping exercises. If you don't have any mind mapping software installed on your network then use one of the freely available tools on the web. We recommend bubbl (http://www.bubbl.com) as a simple, free, no sign-up software that really works.

12 Introduce your students to great works of art - and then deface them with garish colours.

This is a great one for art or history classes but substitute "work of art" for "engine" or skeleton" and you'll see that this is totally cross-curricular.

Import an image from anywhere - on your computer, online, from a visualiser and project it onto the IWB. You now have the ability to annotate, sketch or number the picture to illustrate points. Even better, get the students to do it.

Extending your IWB into every student's hands.

If you can fulfill the technology requirements your IWB can become a hugely powerful tool for enhancing the classroom. With networked PCs and the correct software a teacher can display any student's PC screen directly onto the IWB. You can switch between individual students screens or even display a number of them at the same time for comparison - and of course you or the students can annotate across the screen to explain, label or add to the content displayed.

If you don't have the software or network to handle this kind of utility there are a couple of other ways you can do the same thing.

iPads - if you have access to an iPad and Wifi you can display the iPad screen on your IWB. The iPad can be passed around the students to enhance group work and collaboration.
Take a look at www.splashtop.com/whiteboard or at https://reflectionapp.com/ for examples.

Don't have iPads but do have connected PCs? Why not get your students working online? If you have students working collaboratively or individually on Google Docs you can display their work live on the IWB - and the teacher can annotate over their work to illustrate points.

13 Drag and drop is really easy on your IWB and can get the whole class engaged with learning.

Design a drag and drop activity, either in whiteboard software, or just in word. Matching pictures to words, labelling a diagram, or categorising cheeses by country etc

Why not take the great art from Quick Win 12 and create illustrative labels that students have to drag and drop into position?

14 This one's just for SMART Notebook software users but it's too good to miss out.

SMART Notebook software has a fantastic little feature called "Pull Tabs" that can be utilised in many ways. Pull tabs are like post-it notes that sit just off your screen but can be "pulled on" with a click.

To access Pull Tabs, firstly go to the Gallery Tab (Second tab down). Click on Lesson Activity Toolkit 2.0 and then in the search bar at the top type in pull tab and click search. Next, click on "Interactive and Multimedia" - you will be given the choice of a number of different coloured pull tabs. Then simply drag the Pull Tab onto your notebook page.

Edit your Pull Tag as you wish then drag to the location you want it so only the tab section is showing. Then click on the drawing pin. This will pin your tab in

position. When you then drag out your pull tab to expose the text there will be an arrow - when you click on this it will automatically reposition your pull tab out of the way.

Pull Tags are a great way to keep Lesson Objectives, homework setting, revision objectives etc on screen but out of the way until you need them.
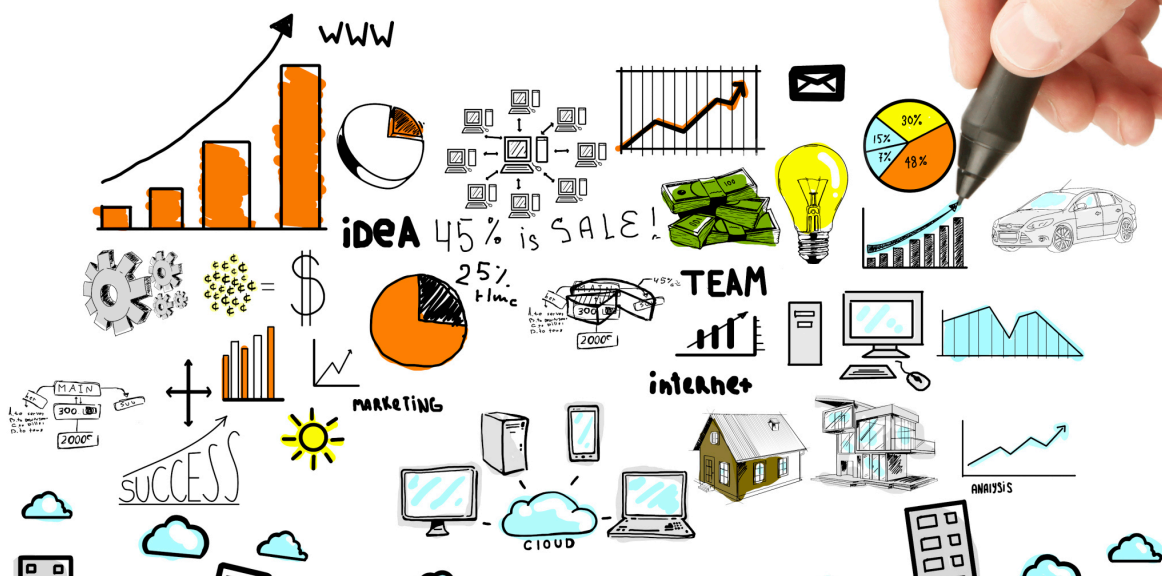
15 We've tried to keep away from 3rd party products - but Textivate is too good to miss.

Textivate is a great little online tool from TaskMagic, makers of educational games for PC and touch screen devices.

Textivate is an automatic game generator. To use Textivate you simply type or paste a chunk of text into the text box on the Textivate front page and click on the "Textivate now" button to see the available exercises that can be generated from that text. The exercises are generated automatically based on the length of your text.

Various different activities are produced, from drag and drop sorting to fill in the gaps. The activities are browser-based, and as well as your IWB should also work fine on tablet devices such as iPads.

Visit http://www.textivate.com/ and give it a try, you'll be up and running in minutes.

16 Wouldn't it be great if you could record all on screen activity and lessons for later playback...?

Of course, you can. One of the available Smartboard tools is the SMART Recorder. You can use it to capture all on screen activity e.g. to record different lessons and examples of work.

Click SMARTboard tools -> SMART Recorder
Click the red circle - Record your interactions - press stop - save it.

The resulting recordings can be embedded into other applications for students to use as they need to. And, of course, they're ideal for reflection and review of your own work too.

17 Time for a little bit more fun and games - or, as we like to call it, consolidated learning ...

We're breaking our own rules on 3rd party applications again - but this one lives on the web, has been around for many years and is great fun! Welcome to the world of Befuddlr.

Befuddlr (you'll find it at www.befuddlr.com) is a Web 2.0 visual puzzle making tool. Any online image can be imported and turned into a slider puzzle that works on an IWB. Find an image on Flickr or export any image to an online image hosting service. Paste the URL of image into Befuddler and an interactive sliding puzzle

is created. These work really well on IWBs and can be used as excellent class openers or closers.

18 Make life easier on yourself - check the Gallery for re-usable content.

Most good IWB software comes with a gallery of ready-made clip art, graphs, interactive quizzes etc. that can quickly be added to your own lessons. Explore your software and you'll find this.

You can add your own resources to the Gallery to re-use too - so, if there are objects or pages that you use time and again you can add those to existing assets.

19 Here's some from the horse's mouth - teachers' quick wins from Co. Wicklow
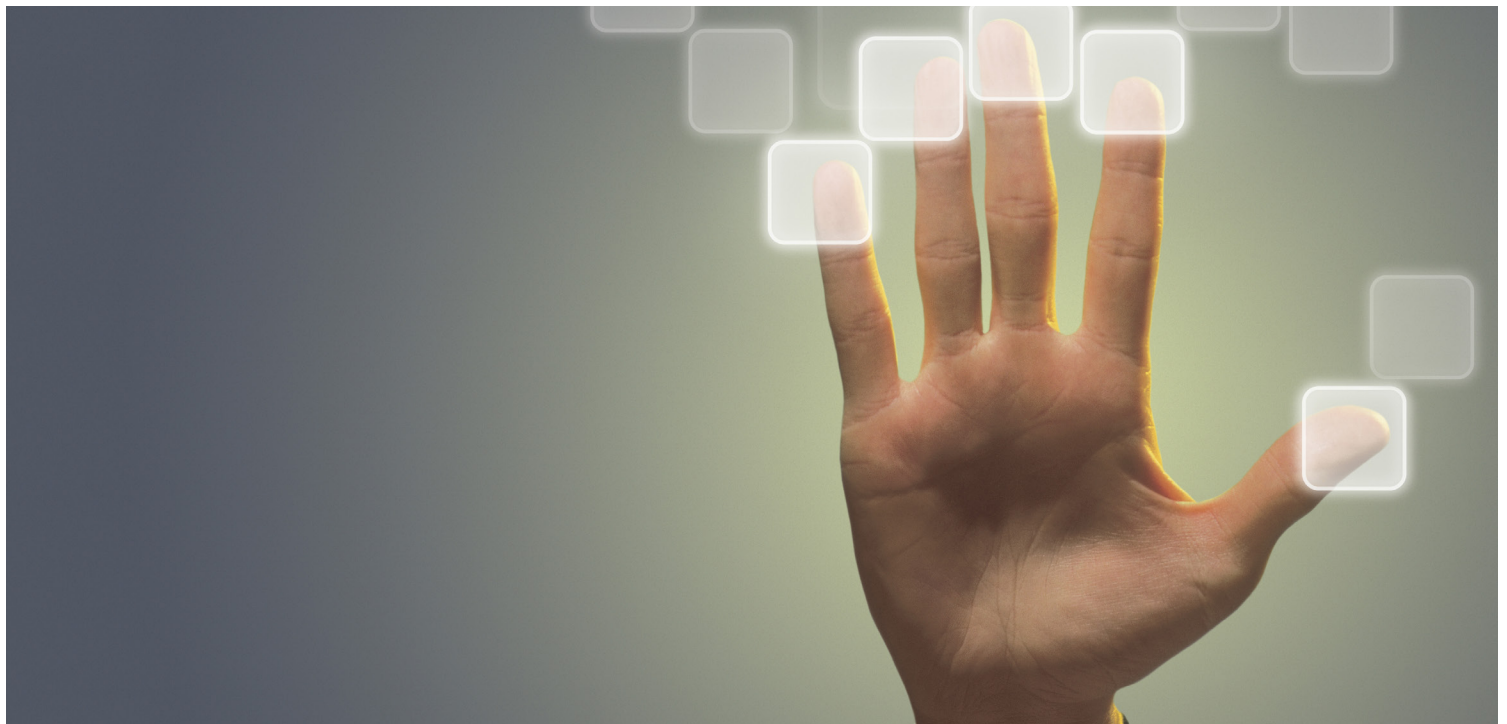
Magic Pen highlight tool.
Draw a circle with the magic pen in order to highlight a certain area of the page, website, image you are working on. Simple, useful tool.

Save and print all your work as you go along

Running out of ideas **visit SMART Exchange** for inspiration and resources at http://exchange. smarttech.com

Floating Toolbar
Have everything literally at your fingertips

Mouse Tool
It does everything a mouse does (apart from eating cheese)

Tables not just for sitting at!
Insert images, use cell shade and loads more!

Pin a page
A handy resource to lock one page in place, useful if you want to keep a lesson visible on one side whilst using other to continue with lesson!

Saving your pens and shapes
Don't like the pen currently in use? No problems. You can simply change to how you prefer it
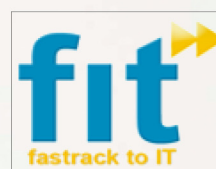
Animations – the name says it all really.

20 Join our community of practice and learn alongside your peers.

A free online network for teaching and support staff in Vocational Education and Training, helping to improve ICT competencies and build a community for creating, sharing and reusing teaching and learning materials incorporating ICT. Join a discussion, ask a question or browse through the numerous free IT resources.

You will find a bank of useful resources developed by the project team, champions and teachers. There are lots of 2 minute tutorial videos for using Interactive Whiteboards and lots of friendly participants willing to share experiences of using IWBs.

http://etuitionnetwork.ning.com/

etuition & smartvet community of practice

Use of ICT in Vocational Education and Training

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PROJECT PARTNERSHIP

FIT - Fast Track Into Information Technology Limited - Ireland

Co Wicklow VEC - County Wicklow Vocational education Committee - Ireland

IVEA - Irish Vocational Education Association - Ireland

ENAIP FVG - EnAIP Friuli Venezia Giulia - Italy

CCN - City College Norwich - United Kingdom

TELLConsult - Technology Enhanced Lifelong Learning Consult

NCTE - National Centre for Technology in Education - Ireland

www.etuitionnetwork.ning.com