USING INTERACTIVE CLASSROOM MONITOR
(SMART PODIUM)

About
The interactive classroom monitor (SMART Podium) offers instructors a way to create an interactive presentation environment. Using the tethered pen that is attached to the SMART Podium, instructors can control and add annotations to any software application. In addition to this, the SMART Podium comes with a variety of SMART tools that can be used to enhance the classroom experience.

Using the interactive classroom monitor at UA
To determine if a classroom has an interactive classroom monitor, to request an interactive classroom monitor, or to report any problems with the interactive classroom monitor, contact the Classroom Resource Center at 348-6011.

Using the Tethered Pen
While most classrooms that are equipped with a SMART Podium will include a standard mouse, instructors have the option of using the tethered pen instead of the mouse.

1. To use the pen, first remove it from the dock located on the back of the SMART Podium screen.
2. Drag the tip of the pen along the screen to control the movement of cursor.
3. To perform a “double-click” to open documents or applications, tap the tip of the pen to the screen twice in quick succession.
4. To perform a “right-click,” first press either of the two mouse buttons located at the bottom of the display. Then tap the tip of the pen to the appropriate place on the screen.

Adding and Erasing Annotations
The SMART Podium pen can be used to draw on top of anything that is displayed on the screen.

1. First, open any documents or applications to which you want to add annotations.
2. Choose one of the colors from the tool bar located at the top of the SMART Podium screen.
3. Drag the tip of the attached pen across the screen to write or draw over the top of documents or applications.

NOTE to Tegrity users: The SMART podium stylus (pen) can be used to write notes that are recorded in Tegrity. However, make sure to select the pen tool from the Tegrity tool bar instead of from the SMART podium tool list. For assistance, contact 348-3532.
4. To erase an annotation, from the tool bar, press the eraser button. Drag the tip of the pen across any annotations that are to be removed.
5. To stop drawing and use the pen as mouse, press the cursor button.

Using Aware Tools to save annotations and drawings

The SMART Podium allows users to draw directly over the top of any program. Additionally, these annotations can be saved as part of a Microsoft Word or Power Point document by using the Aware Tools floating toolbar. This toolbar also allows user to capture a still image of the entire screen. The Aware Tools floating toolbar will appear over compatible applications after selecting one of the pen color options.

1. With Word or Power Point open, use the pen to draw on the screen.
2. To insert the annotation into the document, click on the button located on the Aware Tools floating toolbar.
3. Once the document has been saved, any annotations will be saved as image files within the document.

The SMART Podium’s Aware Tools also allow users to convert writing to text inside Microsoft Word or Power Point.

1. Using the attached pen, write a message on either a Power Point slide or on a Word document.
2. Click on the button located on the Aware Tools floating toolbar.
3. The SMART Podium will then recognize any characters that have been drawn on the screen and insert them as text into the document.

To capture all of the content on the screen, click on the button located on the Aware Tools toolbar. The screen capture will then be opened in the SMART Podium’s Notebook software. From there, it can be saved in a variety of formats including PDF, JPG, and as a Power Point file.
Function Buttons

The functions buttons are located at the bottom of the SMART Podium screen. These buttons can be used to open several of the tools that are associated with the SMART Podium.

The button opens the SMART Podium Notebook application. This application can be used to edit screen captures, and create interactive presentations.

The button opens the SMART Podium floating toolbar. This toolbar will typically appear at the left of the screen. It can be used to quickly access many of the more commonly used functions of the SMART Podium.

The button can be used to open the screen capture floating toolbar. This toolbar gives users options for capturing the entire screen, or selected areas of the screen. These screen captures will open in the Notebook application where they can be edited and saved in a variety of formats.
The button allows users to launch an onscreen keyboard. This keyboard can be used in conjunction with the attached pen to insert type into Word, Power Point, or Excel documents.

Other Smart Tools

The SMART Podium offers many additional tools that can be used to enhance interactive classes. These tools can be accessed by clicking on the icon located at the bottom right of the screen in the system tray and scrolling up to Other SMART Tools.

The Screen Shade can be used to block the view of certain parts of the screen. To use the screen shade, click and drag one of the four handles that are located at the top, bottom, left, and right of the shade.

The Spotlight can be used to highlight certain areas of the screen.
1. To increase or decrease the size of a highlighted area, click on the blue outline and drag to the desired width and height.

2. To move the highlighter to a different area of the screen, click and drag the spotlight icon to the desired location.

The **Magnifier** can be used to magnify certain portions of the screen. The buttons at the bottom of the Magnifier panel can be used to determine how and to what extent areas are to be magnified.

By selected **Calculator** from the Other SMART Tools menu, users can use the attached pen in conjunction with an on-screen calculator.

The **Pointer** option can be used to display an arrow on the screen. This arrow can be moved by touching the SMART Podium pen to the tip of the arrow and dragging to the appropriate location. To remove the arrow from the screen, use the pen to tap the arrow twice in quick succession.
Orienting the Screen
To ensure that the pointer appears directly beneath the tethered pen on the interactive screen, the computer needs to know the exact location of the image on the screen. To ensure the accuracy of the pointer, it may be necessary to orient the screen by using the tethered pen to touch a grid of red targets.

1. Press the SMART Notebook icon in the system tray (on PCs) or in the dock (on Macs), and choose Orient.
2. Follow the on-screen instructions.

For further opportunities to learn about instructional technology at The University of Alabama, contact the eLearning Team at 348-ELEARN (3532) or elearning@ua.edu and visit the Faculty Resource Center at http://frc.ua.edu.

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