

**BYTE Conference presentation – Feb 25, 2011
(2:10 – 3:05)**

(basic outline – see handout for detailed outline)

Topic: **4P – Making Your SMART Board Work for You: Audio and Video Recording of Your Lessons with Microsoft Office**
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Demonstration of techniques and tips for using SMART Board recording software with Microsoft Office to record lessons. Recordings can be posted online and viewed at a later time. Discussion and ideas will be presented on “inverted classroom” concept. For explanation and preparation, Google “inverted classroom”.

Prerequisite Knowledge/Skills: General SMART Board usage, Office 2007 or later

Audience: Senior Years general application, presentation will focus on science and math

Area of Focus: Educational Technologies, Innovation

1. Introduction
 - A. Who am I?
 - B. What is my background?
 - C. Who are you?
 - D. What are we going to accomplish today?

2. I need a tool (Smartboard) to work with my current methods in the classroom:
 - A. On-going class notes on Word
 - B. Ability to interact seamlessly with notes
 - C. Record information for later review

3. What's wrong with other tools?
 - A. SMART Notebook
 - B. PowerPoint

4. Advantages of Word (2007 or 2010):
 - A. InkAware
 - B. Full slate of features
 - C. Widely available

5. Limitations of Word:
 - A. Not fully InkAware
 - B. Seamless integration doesn't happen instantly
 - C. The usual Microsoft issues

6. How do you get Word and your Smartboard ready to work for you?
 - A. Develop macros for convenient access to common functions
 - B. Modify "Quick Access Toolbar" extensively with buttons for common macros and other actions
 - C. Add keyboard shortcuts for other macros, symbols, and actions that would be used mostly when seated
 - D. Solve software and compatibility glitches

7. Using the Screen Recorder:
 - A. Advantages over other screen recorders
 - B. Wireless microphone
 - C. Basic operation
 - D. Once all of your set-up is done, there is not much needed to figure out the Screen Recorder except practice!

8. Make videos available for viewing:
 - A. Locally available
 - B. Publically available

9. Where could this go next?
 - A. Inverted Classroom