

Smart Board Assessment Rubric

I. Troubleshooting

- Power on the projector, Smart Board
- Locate and explain the meaning of a solid green Status light
- Locate the Orient/Align tool and successfully align the Smart Board
- Locate the Helpdesk phone number on the podium or Smart Board documentation

II. Pen Tools and Tray Functions

- Open an internet browser and navigate to your departmental website.
- Add a drawing or annotation to the website
- Take a snapshot of your annotations
- Use the on-screen keyboard to navigate to another website
- Use the right-click tool to save an image from the website to the computer.

III. Floating Tools

- Move the Floating Toolbar to the opposite side of the screen
- Use the Floating Toolbar Pen to draw a custom line with a different color and style
- Add the Screen Shade and Spotlight tools to the Floating Toolbar
- Cover the screen with the Screen Shade tool
- Uncover portions of the screen both vertically and horizontally
- Use the Spotlight tool to highlight a small paragraph on the screen.
- Move the spotlight to a different section of the screen
- Resize the spotlight to highlight a smaller section of the screen
- Change the shape of the Spotlight tool
- Change the transparency of the Spotlight tool to show more or less of the screen

IV. Microsoft Apps with Ink-Aware

- Open a sample PowerPoint presentation and navigate through a few slides.
- Use the Slide Show Toolbar to add a new blank slide
- Add notes to the new blank slide
- Insert the notes into the PowerPoint presentation as an image
- Write some additional notes on the slide and Save the Ink Notes
- Open Microsoft Word and write your name on the screen with a pen
- Use the Ink Aware tools to recognize the text
- Draw a picture on the screen and insert it as a Drawing
- Use the Snapshot tool to capture the contents of the Microsoft Word document

V. Notebook Basics

- Open the Smart Board Notebook software and Export the captured content to a PDF