

## SMART Exchange

This Web site includes thousands of lesson plans, question sets, widgets, and other content. This content can be downloaded and then opened in SMART Notebook software. It is also possible to share lesson plans with other teachers through the SMART Exchange Web site.

### CREATE AN ACCOUNT OR SIGN IN

† Click the **SMART Exchange** button in the bottom right corner of the **Notebook Toolbar**.



† The **SMART Exchange** Web Site will open in the browser (see illustration below).

A screenshot of the SMART Exchange website homepage. The page features a navigation bar with links for 'Search', 'Share a Resource', 'Standards-Aligned', 'Community', and 'Training'. A welcome message states: 'Welcome to SMART Exchange! Your account has been verified. You can now access all the site's resources. Your username and password can also be used to sign in to the SMART Learning Space.' Below this is a search bar and a 'Browse by' section with filters for Subject(s), Grade(s), and File Type. The Subject(s) filter is expanded, showing a list of subjects including Art and Design, English Language Arts, ICT, Music, Social Studies, Citizenship, Geography, Library and Informational Science, Other, Special Education, Cross-curricular, Health and Physical Education, Mathematics, Religion, English as a Second Language, History, Modern Foreign Languages, and Science. The background of the page shows a collage of various educational resources.

- † If you are new to **SMART Exchange**, click the **Join for free** link and follow the instructions to create an account.
- † If you have an account, click the **Sign In** link and follow the instructions to log on to **SMART Exchange** with your account.

### FIND AND USE CONTENT

The SMART Exchange Gallery is divided into different sections. To locate lessons, click on any of the categories under any of the sections. The sections include:

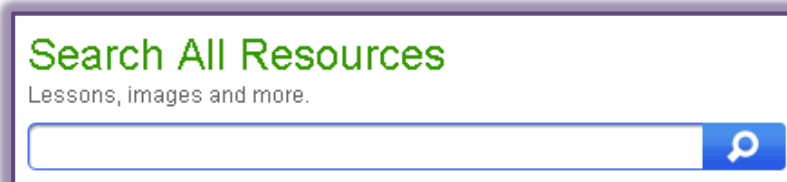
- † **Search All Resources** – In this section it is possible to search the Web site by inputting words or phrases into the search box.
- † **Browse by** – This section is used to access lessons by category. The categories include Social Studies, Special Education, Mathematics, plus many others.

- † **Top Downloads** – To display a list of the lessons that have been downloaded the most, scroll to this section.
- † **Teacher Recommended Resources** – This section contains lesson categories that are most recommended by other teachers.
- † **New Accredited Software and Content Titles** – These are lessons that are provided by different software companies.
- † **Recently Shared** – This section contains items that were recently uploaded to the Web site.

When a category or subcategory is selected, the contents for the category will appear in a new page.

### Search the Gallery

- † Type a keyword into the **Search all Resources** box (see illustration below).

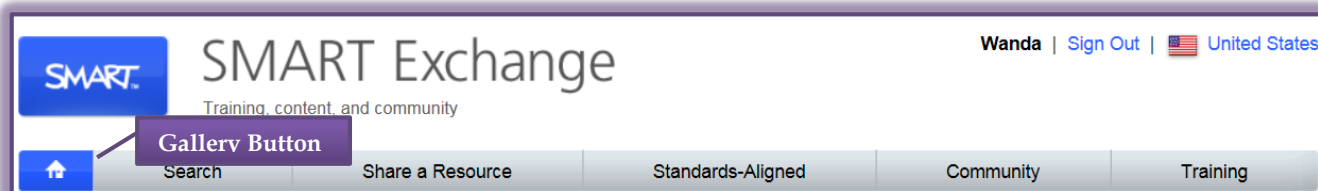


- † Click the blue **Search** button which appears at the end of the **Search** box.
- † The **Gallery** should display all the content containing the keyword.

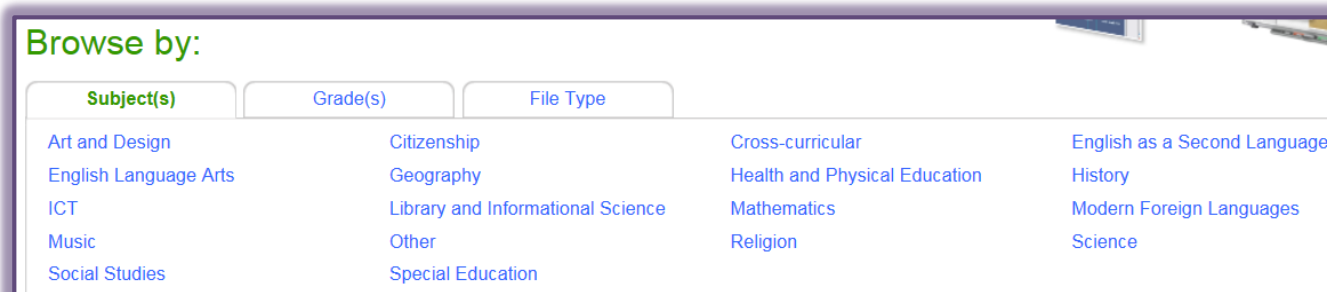
### Browse Gallery

The category list can be browsed to view the contents of each category. Thumbnails in each category provide preview images of the content.

- † If the **Gallery** doesn't display, click the **Gallery** button (see illustration below).



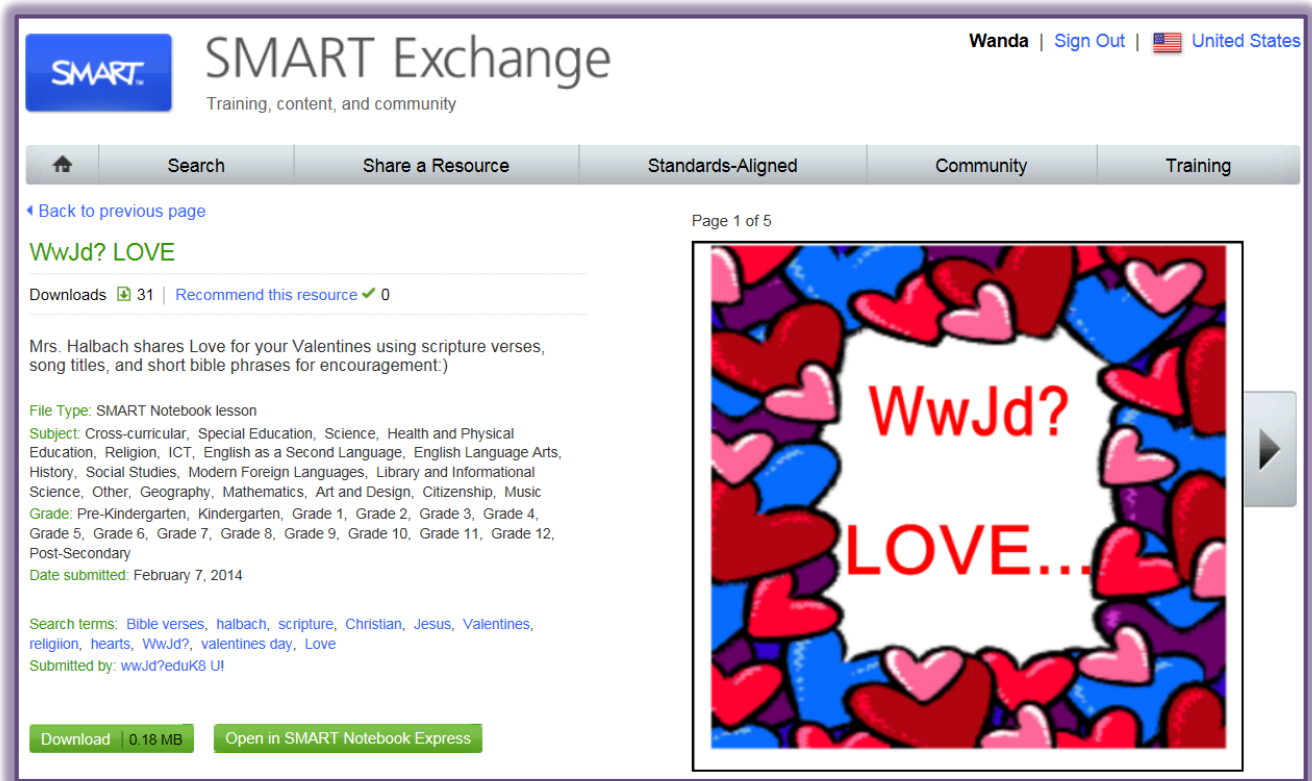
- † Categories can be selected under one of the tabs. These tabs are:
  - \* **Subject(s)** – The categories under this tab include Social Studies, Special Education, Mathematics as well as several others.
  - \* **Grade(s)** – Click this tab to select lessons for pre-K through Post-Secondary grade levels.
  - \* **File Type** – This tab is used to select lessons for different SMART applications such as SMART Notebook and SMART Table.



- † Select a category to display the contents.

## Add Gallery Item to Notebook Page

- † Browse or search for the Gallery item that is to be added.
- † Click on the item to select it.
- † The item will appear in a new browser window (see illustration below).



The screenshot shows the SMART Exchange website interface. At the top, there is a navigation bar with the SMART logo, the text 'SMART Exchange' and 'Training, content, and community', and user information 'Wanda | Sign Out | United States'. Below this is a secondary navigation bar with tabs for 'Search', 'Share a Resource', 'Standards-Aligned', 'Community', and 'Training'. The main content area displays a resource titled 'WwJd? LOVE'. It includes a 'Back to previous page' link, a 'Downloads' count of 31, and a 'Recommend this resource' button. The description states: 'Mrs. Halbach shares Love for your Valentines using scripture verses, song titles, and short bible phrases for encouragement:'. Below the description are fields for 'File Type', 'Subject', 'Grade', and 'Date submitted'. There are also 'Search terms' and 'Submitted by' fields. At the bottom of the resource page, there are two buttons: 'Download | 0.18 MB' and 'Open in SMART Notebook Express'. To the right of the text, there is a large image of a Valentine's card with a heart border and the text 'WwJd? LOVE...'. The page is labeled 'Page 1 of 5'.

- † Click the **Download** button to load the lesson into **SMART Notebook**.

## NOTE:

- † When a picture, Adobe Flash Player compatible file, video file, or sound file is downloaded, it appears on the current page.
- † If a background is downloaded, it replaces the page's existing background.
- † When a page is added from a **.notebook** file, SMART Notebook software inserts it before the current page.
- † If a **.notebook** file is added, SMART Notebook software inserts the pages of the file before the current page.

## SHARE CONTENT ON SMART EXCHANGE

With this feature, it is possible to share Notebook files with teachers from around the world.

- † Open the **.notebook** file that is to be shared.
- † Press or click **File** on the **Menu Bar**.
- † Select **Share on SMART Exchange** from the list of options.
- † The **SMART Exchange Sign In** window will display (see illustration on next page).
  - \* Input your email address and password if you already have an account. After the information is input, click the **Sign In** button.
  - \* Press or click **Not a member yet** if you are new to SMART Exchange and follow the on-screen instructions to create an account.

- \* Press or click **Forgot my password** if you don't remember your password and then follow the instructions to reset the password.
- \* Press or click the **Keep me signed in** link if you don't want to log on to SMART Exchange each time content is shared.



- † Enter the appropriate information into the form that appears. The controls and instructions for each are listed in the table below.

Control	Description
<b>Resource Title</b>	Input a title for the .notebook file that is being shared.
<b>Description</b>	This area is used to input a description of the .notebook file.
<b>Subject(s)</b>	A list of subjects is displayed under this area. Select the subject or subjects that the .notebook file is applicable to.
<b>Grade(s)</b>	This area contains a list of different grade levels from Pre-Kindergarten to Post Secondary. Select a grade level or grade levels that the .notebook file is applicable for.
<b>Search Terms</b>	Use this area to input words or phrases that other SMART Exchange users will likely enter to search for the .notebook file. The words or phrases should be separated with commas.
<b>Sharing Agreement</b>	This is the agreement between the teacher and SMART Exchange. Read the agreement and then click <b>Agree and Submit</b> to complete the process of sharing the .notebook file.