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SMART Learning Suite 17.1

SYSTEM ADMINISTRATOR'S GUIDE

For macOS and OS X Operating System Software

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Chapter 1

Getting started

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This guide explains how to customize and deploy the following software:

- SMART Notebook 17.1 collaborative learning software
- SMART Product Drivers 12.9
- SMART Ink® 5.2
- Handwriting recognition
- SMART Common Files

IMPORTANT

If SMART Response is currently installed, updating to Notebook 17 will replace SMART Response with the new SMART response 2 assessment tool. Please review the details to ensure it will not disrupt current teacher work flows. Existing assessment data may need to be backed up. For more information see the *SMART response 2 FAQs* .

NOTE

For information on customizing and deploying previous versions of this software, see the appropriate system administrator's guides at smarttech.com/support.

This guide is intended for IT administrators and others experienced with customizing, deploying and administering software on Mac computers in a networked environment. To use this guide, you must:

- Know how to complete basic administrative tasks in OS X operating system software such as working in Terminal

- Have administrative privileges and access to servers
- Have access to the Internet

Computer requirements

NOTE

Operating systems and other third-party software released after this SMART software might not be supported.

Before you install the software, ensure your teachers' computers meet the minimum requirements:

Supported operating systems	macOS Sierra (10.12) OS X El Capitan (10.11) OS X Yosemite (10.10)
Minimum processor	Intel® Core™ 2 Duo
Minimum RAM	2 GB (4 GB for UHD displays)
Minimum hard disk space	2.3 GB
Other requirements	Safari application program 8 or later Internet access to download SMART software

IMPORTANT

Some features require access to specific websites. You might need to white list those websites if you restrict outbound Internet access.

See SMART knowledge base article SMART Notebook add-ons behave unexpectedly behind a firewall or proxy for a complete list of websites to white list.

Activation connectivity

When you deploy SMART Notebook software, make sure the computers can access SMART's web activation services. Otherwise, the computers will not be able to activate product keys, during or after installation.

The activation web services are accessible at the following URLs:

- https://activationservice.smarttech.com/IntegrationCore?WSDL
- https://activationservice.smarttech.com/flexnet/services/ActivationService?WSDL
- https://webservices.smarttech.com/products/Activation_advanced.asmx?WSDL
- https://entitlement.smarttech-prod.com/reachability

When viewed in a web browser, the first three URLs above should display a WSDL document. The last URL should display a XML document: <?xml version="1.0"?><reachable/>.

NOTE

If these sites are blocked by a proxy in your organization, add the URLs to the proxies.

SMART Install Manager and Activation Wizard will test these URLs and indicate success or failure. When you use the SMART Install Manager tool, consider that you, as an administrator, may have less restricted access to the Internet than standard users. It is important to install SMART Notebook software on a standard user's computer and use the Activation Wizard connectivity tester to confirm connectivity.

Using SMART Install Manager

Start the connectivity tester by pressing the **Check Activation Server** button. The tester will appear and show green check marks to indicate success. SMART Install Manager will also prompt you to use the connectivity tester at the time of publishing customizations.

Using Activation Wizard

In the Activation Wizard you can access the connectivity tester from the Advanced drop-down menu in the lower left of the Activation Wizard. The tester will appear and show green check marks to indicate success.

Chapter 2

Customizing the software

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You can use SMART Install Manager to customize the software.

Using SMART Install Manager

Using SMART Install Manager, you can customize SMART software installation packages by publishing PKG files. You can then deploy the SMART software to computers.

To download and install SMART Install Manager

1. Go to education.smarttech.com/en/products/notebook/download#admin.
2. Select **SMART Notebook 17.1** from *Select your version*.
3. Press **SMART Install Manager**, and then save the installer file to your computer.
4. Enter your information in the following fields:
   a. First Name
   b. Last Name
   c. Job Title
   d. Email
   e. Country
5. Select the service terms check box.
6. Click **DOWNLOAD - MAC**.
7. Double-click the installer file.
   The SMART Install Manager installation wizard appears.
8. Follow the instructions.

To customize SMART Learning Suite 17.1 using SMART Install Manager

1. Start SMART Install Manager.
2. Drag the installation package to the *SMART Install Manager* window.
3. Set the controls on each page (see *SMART Install Manager controls* below).
4. Select **File** > **Publish**.

   A dialog box appears.
5. Browse to the location where you extracted the complete installer or the installation package.
6. Type a name for the PKG file, and then press **Save**.
7. Close SMART Install Manager.

SMART Install Manager controls

Control	Procedure	Notes
General Options: Product Selection		
SMART Product Drivers	Select to install SMART Product Drivers.	[N/A]
SMART Ink	Select to install SMART Ink.	If you install SMART Ink, you must install SMART Product Drivers. When you select this check box, SMART Install Manager selects SMART Product Drivers automatically.
SMART Notebook software	Select to install SMART Notebook software.	[N/A]
Product key	Type your 25-character product key for SMART Notebook software.	You can type the product key with or without hyphens. When you type a volume product key, the software activates when you deploy it to your network computers.
SMART response 2	SMART response 2 software is now included in the installation and replaces SMART Response.	**IMPORTANT** Please review the details of the SMART response 2 update to ensure it will not disrupt current teach work flows. Existing data may need to be backed up. Learn more (https://education.smarttech.com/en/products/smart-learning-suite/smart-response-2/smart-response-2-faqs).
Delay activation	Select to register the product keys on a system without activating them. Registered keys can be activated when users start SMART Notebook software. If you don't select this setting, the software automatically activates during installation rather than manually after installation.	Delaying activation is useful for uniform deployments that include users who don't use SMART Notebook software. Only users who start SMART Notebook software activate registered keys and consume a license.

Control	Procedure	Notes
Disable the License Status dialog box	Select to prevent the software activation reminder from appearing after SMART Notebook software starts.	When this check box is selected, the software activation reminder appears only when the SMART Notebook software trial period expires.
General Options: Installation Options		
Start SMART System Menu at logon	Select to start the SMART System Menu when the user logs on.	[N/A]
SMART Technologies Error Report	SMART Technologies Error Report installs by default as part of the installation.	This application installs by default as part of the installation, but can be turned off through Install Manager.
General Options: Network/Firewall Settings		
SMART lab features operates as expected	Add the URLs to your teacher and student network's whitelist.	This setting confirms that the SMART lab features operate correctly in SMART Notebook.
Handwriting recognition: Language selection		
Handwriting recognition: Language selection	English is selected by default. You can also select Czech, Danish, German, Hungarian, Spanish, Finnish, French, Italian, Norwegian, Dutch, Polish, Portuguese, Russian, Swedish, and Chinese (Simplified) in addition to English.	[N/A]
General Options: SMART Product Update		
Install SMART Product Update in Full mode	Select to install SMART Product Update (SPU) in Full mode.	[N/A]
Install SMART Product Update in Dashboard mode	Select to install SPU in Dashboard mode.	[N/A]
Do not install SMART Product Update	Select to not install SPU.	[N/A]
Check for updates	Type the number of days (1 to 60) between SPU checks.	This option is available only if you install SPU in Full mode. By default, SPU checks for product updates every 30 days.
Notify users about SMART product updates	Select to notify users of available SMART product updates.	This option is available only if you install SPU in Full mode.
Reset per-user changes to the previous two settings	Select to remove existing **Check for updates** and **Notify users about SMART product updates** values the next time the user runs SPU.	This enables administrators to push new values for these settings to computers and ensures the new values are accepted. Individual users can still modify these settings.
General Options: Customer Experience		
Enable the Customer Experience Program on all devices	Select to automatically enable the Customer Experience Program for all users.	[N/A]

Control	Procedure	Notes
Disable the Customer Experience Program on all devices	Select to automatically disable the Customer Experience Program for all users.	[N/A]
SMART Notebook: Gallery Content		
See *Installing and maintaining Gallery content* on page 27	[N/A]	[N/A]
SMART Product Drivers: Optional Settings		
Start SNMP Agent services at logon	Select to enable SNMP Agent services.	[N/A]
SMART Ink: Optional Settings		
Start SMART Ink at logon	Select to start SMART Ink when the user logs on.	[N/A]

Updating SMART Learning Suite 17.1

SMART periodically releases updates to its software. These updates add new features and resolve issues.

Go to smarttech.com/software to download the latest updates.

To update software

1. Download the DMG file from the website.
2. In Finder, browse to and double-click **Applications/SMART Technologies/Install Manager**.

   The *SMART Install Manager* window appears.
3. Open the DMG file you downloaded (see *Chapter 2: Customizing the software* on page 5).
4. Customize the file by setting the controls on each page.

   OR

   Apply customizations that you previously created for an earlier version and saved in an XML file by selecting **File** > **Import**, browsing to the XML file, and then clicking **Open**.
5. Publish your customizations as a PKG file, and then deploy the PKG file to computers on your network.

Removing SMART Install Manager

You can remove SMART Install Manager from your computer if you no longer need it. You can do this using SMART Uninstaller or Terminal.

To remove SMART Install Manager using SMART Uninstaller

1. In Finder, browse to **Applications/SMART Technologies**, and then double-click **SMART Uninstaller**.

   The *SMART Uninstaller* window opens.

2. Select **Install Manager**, and then click **Remove**.

   A dialog box appears, prompting you to confirm the removal.

3. Click **OK**.

4. Type your administrator password, and then click **OK**.

To remove SMART Install Manager using Terminal

1. In Finder, browse to **Applications/Utilities**, and then double-click **Terminal**.

   The *Terminal* window opens.

2. Type the following command:

```
sudo "/Applications/SMART Technologies/SMART Uninstaller.app/
  Contents/Library/LaunchServices/com.smarttech.uninstallHelper" -i
  com.smarttech.instllmgr10
```

3. Click RETURN.

4. Type your administrator password, and then click RETURN.

Chapter 3

Deploying the software

After you customize the software with SMART Install Manager, you can deploy PKG files to the computers on your network.

NOTE

You might need to manually activate the software after you deploy it.

There are many methods for deploying software installation packages. The following are two common methods:

- Use Apple Remote Desktop software to manage your software installations.
- Use Terminal to install customized software on each computer.

NOTE

For more information on using Apple Remote Desktop software, refer to the documentation you received with the software.

To deploy SMART software using Apple Remote Desktop software

1. Copy the PKG file that you created with SMART Install Manager to a server that is accessible to all the computers you want to install the software on.
2. Using Apple Remote Desktop software on the server, select the computers that you want to update.
3. Select **Install Packages**.

   A dialog box appears.
4. Drag the PKG file to the *Packages* box in the dialog box.
5. Click **Install**.

   The software installs on the selected computers.

To deploy SMART software using Terminal

1. In Finder, browse to **Applications/Utilities**, and then double-click **Terminal**.

   The *Terminal* window appears.

2. Type the following command:

   ```
   sudo installer -target / -pkg "[Path]/[File name].pkg"
   ```

   Where

   - *[Path]* is the path to the PKG file.
   - *[File name]* is the name of the PKG file.

   NOTE

   A custom PKG file created with SMART Install Manager is only compatible with the installer command line, or with tools such as Apple Remote Desktop.

3. Click RETURN.
4. Type your administrator password, and then click **RETURN**.

Chapter 4

Activating and renewing the software

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Activating the software during installation

If you want to activate SMART Notebook software during deployment, you can use either of the following practices, depending on your deployment method:

- **System imaging:** If you use system imaging, do not activate the software before you freeze the image. You can use the Delayed Activation feature to register your product key on the system before freezing it. After the image is deployed, SMART Notebook software, will prompt you to activate the registered product key. (see *Delay Activation procedure* in the table under *SMART Install Manager controls* on page 6).
- **Network deployment:** If you use a network deployment tool such as Apple Remote Desktop, you can specify your product key normally in Install Manager or by using command-line parameters. Activation will occur during installation on each individual computer.

Activating the software after installation

There are two situations in which the software doesn't activate completely:

- **Imaging a computer:** Activation is linked to the hardware identifier of the computer on which the software is installed and activated. If you clone a hard drive image with installed and

activated software, you must activate the software on each cloned computer.

- **Reverting a computer to an earlier state:** If you use system recovery or protection software that periodically restores the computer to an earlier state, you might need to activate the software before locking the computer so that the activation record is not cleared each time the computer is restored.

Run the activation wizard while the computer is connected to the network, or complete the following procedure to activate the software on each computer.

NOTE

SMART Product Drivers and SMART Ink don't require activation.

Flag	Purpose
--a	Activate the product key automatically. Specify if it's an auto renew or not: --no-auto-renew or --auto-renew
--pks="*[Product keys]*"	Specify the product keys. When there are one or more product keys use commas to separate.
--pk	Specify the product key.
--v=*4*	Activation version for this release.
--puid <*Product ID*>	Specify the *Product ID*, where Product ID is notebook_14
--monitor=*[Number]*	Specify the monitor to display the activation wizard.
--proxy=*[Host:Port]*	Specify the proxy host and port number to use for activation.
--proxyuser=*[User]*	Specify the proxy user name to use for activation.
--proxypassword=*[Password]*	Specify the proxy password to use for activation.
--locale=*[Code]*	Display the activation wizard user interface in a specific language, where *[Code]* is your language code.

To activate SMART software after installation

1. In Finder, browse to **/Applications/Utilities**, and then double-click **Terminal**.

   The *Terminal* window appears.

2. Type the following command:

```
/Library/Application\ Support/SMART\ Technologies/
  Activation\ Wizard.app/Contents/MacOS/Activation\ Wizard
  --puid notebook_14 --uipack notebook_10 --m=4 --v=4 --pks
  "[Product keys]" --a <RENEW_OPTION>
```

   - *[Optional flags]* are optional flags you can include to configure the activation wizard.
   - Where *[Product keys]* are one or more software product keys separated by commas.
   - Where <RENEW_OPTION> is --no-auto-renew or --auto-renew.
3. Click RETURN.
4. Type your administrator password, and then click RETURN.

Renewing keys

If your school has purchased maintenance or subscription licenses, SMART software attempts to renew the keys automatically on a scheduled basis before and after the keys' expiry dates. However, you can choose to explicitly renew the keys at a specified time. You can also choose to disable automatic renewal in situations where you don't want the keys on a computer to be renewed (because, for example, you're planning to retire the computer).

TIP

The activation wizard user interface distinguishes between maintenance and subscription licenses:

- Maintenance licenses are labeled with "Premium features will expire on *[Date]* without an active subscription".
- Subscription licenses are labeled with "Expires on *[Date]*".

Renewing keys in unattended mode

To renew all keys

Run the following command:

```
/Library/Application\ Support/SMART\ Technologies/
```

```
Activation\ Wizard.app/Contents/MacOS/Activation\ Wizard --m=15 --v=4
--renewal-mode all
```

To renew all keys associated with a single product

Run the following command:

```
/Library/Application\ Support/SMART\ Technologies/
  Activation\ Wizard.app/Contents/MacOS/Activation\ Wizard --m=15 --v=4
  --renewal-mode product --puid=[Product]
```

Where *[Product]* is **notebook_14**.

NOTE

This command renews all keys associated with the specified product.

To renew specific keys

Run the following command:

```
/Library/Application\ Support/SMART\ Technologies/
  Activation\ Wizard.app/Contents/MacOS/Activation\ Wizard --m=15 --v=4
  --renewal-mode product --puid=[Product] --pks="[Product keys]"
```

Where

- *[Product]* is **notebook_14.**
- Where *[Product keys]* are one or more software product keys separated by commas.

Renewing keys in user interface mode

To renew all keys associated with a single product

Run the following command:

```
/Library/Application\ Support/SMART\ Technologies/
  Activation\ Wizard.app/Contents/MacOS/Activation\ Wizard --m=16 --v=4
  --renewal-mode product --puid=[Product] --uipack=[UI pack]
```

Where

- *[Product]* is **notebook_14.**
- *[UI pack]* is the corresponding UI pack for the selected product (**notebook_10**).

NOTE

This command renews all keys associated with the specified product.

To renew specific keys

Run the following command:

```
/Library/Application\ Support/SMART\ Technologies/
  Activation\ Wizard.app/Contents/MacOS/Activation\ Wizard --m=16 --v=4
  --renewal-mode product --puid=[Product] --uipack=[UI pack] --pks="[Product
  keys]"
```

Where

- *[Product]* is **notebook_14.**
- *[UI pack]* is the corresponding UI pack for the selected product (**notebook_10**).
- Where *[Product keys]* are one or more software product keys separated by commas.

Enabling and disabling automatic renewal of keys

To enable automatic renewal of specific keys

Run the following command:

```
/Library/Application\ Support/SMART\ Technologies/
  Activation\ Wizard.app/Contents/MacOS/Activation\ Wizard --m=17
  --puid=[Product] --v=4 --auto-renew --pks="[Product keys]"
```

Where

- *[Product]* is **notebook_14.**
- Where *[Product key]* is the software product key.

To disable automatic renewal of specific keys

Run the following command:

```
/Library/Application\ Support/SMART\ Technologies/
  Activation\ Wizard.app/Contents/MacOS/Activation\ Wizard --m=17
  --puid=[Product] --v=4 --no-auto-renew --pks="[Product keys]"
```

Where

- *[Product]* is **notebook_14.**
- Where *[Product keys]* are one or more software product keys separated by commas.

To disable automatic renewal on a computer

Run the following command:

```
/Library/Application\ Support/SMART\ Technologies/
  Activation\ Wizard.app/Contents/MacOS/Activation\ Wizard --m=18 --v=4
  --no-auto-renew
```

To enable automatic renewal on a computer

Run the following command:

```
/Library/Application\ Support/SMART\ Technologies/
  Activation\ Wizard.app/Contents/MacOS/Activation\ Wizard --m=18 --v=4
  --auto-renew
```

Using SMART Product Update (SPU) to retrieve activation status

You can use SMART Product Update (SPU) from the command line to retrieve information on SPU settings and activation status. You could use this in scripts with industry standard execution tools to retrieve information on your network's computers.

To use SPU to retrieve activation status

Run the following command:

```
"/Application/SMART Technologies/SMART Tools/SMART Product
  Update.app/Contents/MacOS/SMART Product Update" --query [Options] >
  OutputFile.txt 2> /dev/null
```

NOTES

- **OutputFile.txt** is the file in which you record the results. The path to this file can be absolute or relative. When specifying a path to a folder, make sure you have write permissions to that folder.
- The **2> /dev/null** command suppresses any messages that appear on the Standard Error output stream.
- *[Options]* is used for the following optional parameters:
  - --format *[Format]*

    Valid values for *[Format]* are csv, json or xml. The json and xml format provides full details, and csv formats provide basic information.
  - --key *[Key]*

    This parameter is used to narrow down the returned results. The appropriate format for this parameter is json or xml.

Returning a product key activation with a command-line script

As of version 17.0, SMART Notebook supports the return of a product key activation with a command-line script. An **Activation Wizard.app** command can be deployed across the network to return the activation from several computers, making the product key available for use on other computers.

You can specify multiple keys in one command by using the command format below.

To return product keys

Run the following command:

```
/Library/Application\ Support/SMART\ Technologies/Activation\
  Wizard.app/Contents/MacOS/Activation\ Wizard --puid notebook_16 --m=4 --v=4
  --return --pks=[Product key],[Product key]
```

Chapter 5

Uninstalling the software

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After installing SMART Learning Suite 17.1, you can use SMART Uninstaller, Apple Remote Desktop or Terminal to uninstall the software.

Using SMART Uninstaller

To uninstall SMART Learning Suite 17.1 using SMART Uninstaller

1. In Finder, browse to **Applications/SMART Technologies**, and then double-click **SMART Uninstaller**.

   The SMART Uninstaller window will appear.

2. Select the software you want to uninstall.

   NOTES

   - Some SMART software is dependent on other SMART software. If you select this software, SMART Uninstaller automatically selects the software on which it depends.
   - SMART Uninstaller automatically uninstalls any supporting software that is no longer being used. If you choose to uninstall all SMART software, SMART Uninstaller automatically uninstalls all supporting software, including itself.
   - To remove the previous **SMART Install Manager**, use **SMART Uninstaller** found in the **Application/SMART Technologies** folder.
   - The latest SMART Install Manager icon will appear under the **Applications** folder, and can only be uninstalled by dragging to the Trash can.

   TIPS

   - To select more than one software application, hold down SHIFT or COMMAND while selecting the software applications.
   - To select all software applications, click **Select All**.

3. Click **Remove**, and then click **OK**.
4. If prompted, enter a user name and password with administrator privileges, and then click **OK**.

   SMART Uninstaller uninstalls the selected software.
5. Close SMART Uninstaller when done.

Using Apple Remote Desktop

NOTE

For general information on using Apple Remote Desktop, refer to the documentation you received with the software.

To uninstall SMART Learning Suite 17.1 using Apple Remote Desktop

1. Using Apple Remote Desktop on the server, select the computers that you want to update.
2. Press **UNIX**.

   A dialog box appears.

3. If you want to uninstall all SMART software, type the following command:

```
"/Applications/SMART Technologies/SMART Uninstaller.app/
  Contents/Resources/uninstall" --all
```

NOTE

This command uninstalls all SMART software from 2012 or later.

OR

If you want to uninstall select SMART software, type one of the following commands:

- SMART Notebook software

```
"/Applications/SMART Technologies/SMART Uninstaller.app/
  Contents/Resources/uninstall" -i com.smarttech.notebook10
```

- SMART Product Drivers

```
"/Applications/SMART Technologies/SMART Uninstaller.app/
  Contents/Resources/uninstall"
  -i com.smarttech.boardDrivers.pkg
```

4. Under *Run command as*, press **User**, and then specify the root user.
5. Press **Send** to uninstall the software from your network computers.

Using Terminal

To uninstall all SMART software using Terminal

1. In Finder, browse to **Applications/Utilities**, and then double-click **Terminal**.

   The *Terminal* window opens.

2. Type the following command:

```
sudo "/Applications/SMART Technologies/SMART Uninstaller.app/
  Contents/Resources/uninstall" --all
```

3. Press RETURN.

4. Type your administrator password, and then press RETURN.

NOTE

This command uninstalls all SMART software from 2012 or later.

To uninstall select SMART software using Terminal

1. In Finder, browse to **Applications/Utilities**, and then double-click **Terminal**.

   The *Terminal* window opens.

2. Type the following command:

```
sudo "/Applications/SMART Technologies/SMART Uninstaller.app/
  Contents/Resources/uninstall" --list
```

3. Press RETURN.

   A list of available package IDs appears.

4. Type the following command:

```
sudo "/Applications/SMART Technologies/SMART Uninstaller.app/
  Contents/Resources/uninstall" -i [Package ID]
```

   Where *[Package ID]* is the ID of the package you want to uninstall.

NOTE

You can type multiple instances of **-i *[Package ID]*** to uninstall multiple packages in the same command. For example:

```
sudo "/Applications/SMART Technologies/SMART Uninstaller.app/
  Contents/Resources/uninstall" -i com.smarttech.notebook10
  -i com.smarttech.boardDrivers.pkg
```

5. Press RETURN.
6. Type your administrator password, and then press RETURN.

Appendix A

Languages

The following are the languages supported by all products in the SMART Learning Suite:

- English (U.S.)
- English (UK)
- Czech
- Chinese (Simplified)
- Danish
- Dutch
- Finnish
- French
- German
- Italian
- Hungarian
- Norwegian
- Polish
- Portuguese (Brazil)
- Russian
- Spanish
- Swedish

Appendix B

Installing and maintaining Gallery content

Gallery content includes the following:

- Lesson Activity Toolkit, which contains objects teachers can use to create their own lesson activities.

You can access Gallery content from the Gallery tab in SMART Notebook software.

Configuring Gallery content using SMART Install Manager

Complete the procedure in this section to configure Gallery content.

To configure Gallery content using SMART Install Manager

1. Open the software installation package in SMART Install Manager.
2. Click **Product Selection**.

   The *Product Selection* page appears.
3. Select **SMART Notebook** (and any other products you want to install).
4. Click **Gallery Content**.

   The *Gallery Content* page appears.
5. Select the Gallery content to be installed on each computer

   Gallery Essentials
   Lesson Activity Toolkit
6. Publish your changes as a PKG file, and then deploy the PKG file.

Working Gallery content locations

After installing the software, you can do the following:

- Starting the software in Administration mode.
- Change the location of the My Content folder.
- Create or connect to a Team Content folder.
- Connect to an RSS feed.

Starting the software Administration mode

Before you can maintain content folders, you must start the software in Administration mode.

To start SMART Notebook software in Administration mode

1. In Finder, browse to **/Applications/Utilities**, and then double-click Terminal.

   The *Terminal* window appears.

2. Type the following command:

   ```
   sudo /Applications/SMART\ Notebook/Notebook.app/Contents/ MacOS/Notebook -
     admin
   ```

3. Click RETURN.
4. Type your administrator password, and then click RETURN.

   SMART Notebook software starts in Administration mode.

Changing the location of the My Content folder

The **My Content** folder is a location where teachers and students can store content for their individual use.

You can specify the location of the My Content folder during installation. If you don't specify a location, the default location is **/Library/Application Support/SMART Technologies Inc/Gallery/My Content**.

To change the location of the My Content folder after installation

1. Start the software in Administration mode.
2. Click the **Gallery** tab.
3. Click the **Click here for more Gallery options** icon, and then select **Administration: Content Locations**.

   The Administration: Content Locations dialog box appears.

4. Click **Browse**.

   The Open dialog box appears.

5. Browse to and select the new **My Content** folder, and then click **OK**.
6. Click **Close**.
7. Close the software.

Creating or connecting to Team Content folders

All users can create new content and save it in their **My Content** folders. To allow users to share content, you must create or connect to a **Team Content** folder.

TIP

If you create a **Team Content** folder on a computer's hard disk, the folder is available only to users of that computer. However, if you create a **Team Content** folder on a server, the folder is available to all users on the school's network with read and write access to the folder.

To create a new Team Content folder

1. Start the software in Administration mode.
2. Click the **Gallery** tab.
3. Click the **Click here for more Gallery options** icon, and then select **Administration: Content Locations**.

   The *Administration*: Content Locations dialog box appears.

4. Click **Create New**.

   The Open dialog box appears.

5. Browse to and select the folder you want to designate as a **Team Content** folder, and then click **Open**.
6. Click **Close**.
7. Close the software.

To connect to an existing Team Content folder

1. Start the software in Administration mode.
2. Click the **Gallery** tab.

3. Click the **Click here for more Gallery options icon** , and then select **Administration: Content Locations**.

   The *Administration: Content Locations* dialog box appears.

4. Click the + button.

   The Open dialog box appears.

5. Browse to and select the **Team Content** folder, and then click **Open**.
6. Click **Close**.
7. Close the software.

To disconnect a Team Content folder

1. Start the software in Administration mode.
2. Click the **Gallery** tab.
3. Click the **Click here for more Gallery options** icon, and then select **Administration:Content Locations**.

   The *Administration: Content Locations* dialog box appears.

4. Select the folder in the *Team Content* list, and then click the – button.

   IMPORTANT

   If you installed the Gallery Essentials and Lesson Activity Toolkit collections, folders for those collections appear in the Team Content list. Do not remove these folders from the list, or users will not be able to access these collections.

5. Click **Close**.
6. Close the software.

Connecting to an RSS feed

You can connect to a public or private RSS feed to send information to your school's SMART Notebook software and SMART Notebook SE users through the *Gallery* tab.

RSS is a format for delivering regularly changing web content. Many news-related websites, blogs and other publishers broadcast their content as RSS feeds.

To connect to an RSS feed

1. Start the software in Administration mode.
2. Click the **Gallery** tab.

3. Click the **Click here for more Gallery options** icon , and then select **Administration: Content Locations**.

   The *Administration: Content Locations* dialog box appears.

4. Type the URL of the RSS feed in the *Online Resources* box.
5. Click **Close**.
6. Close the software.

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