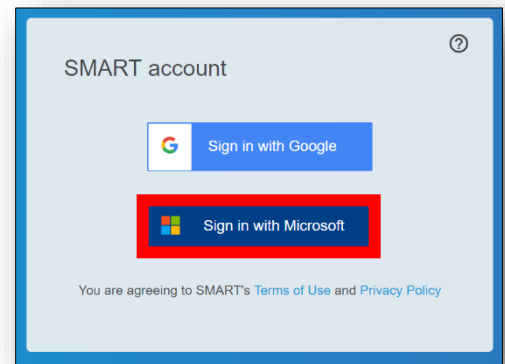


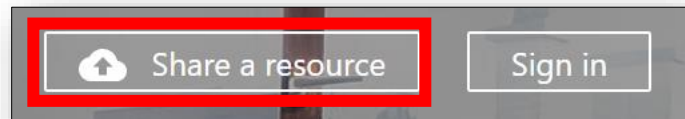
Uploading SMART Notebooks to SMART Exchange

These directions explain how to upload a notebook created in SMART software to the SMART Exchange for global sharing with other educators.

1. Navigate to <https://content.smarttech.com/>.
2. **Sign in** to SMART Exchange using your CCSD Microsoft (Office 365) account.



3. Select **Share a resource** in the top right corner of the page.



4. Read the **Terms of Use** closely before submitting your notebook.
Note: Your work should be your own as all educators must adhere to Copyright laws.

You can share a resource if:

- You're the resource's sole creator
- You have permission to share those portions of the resource not created by you, and you've credited or attributed the work of others (this includes Creative Commons open resources)

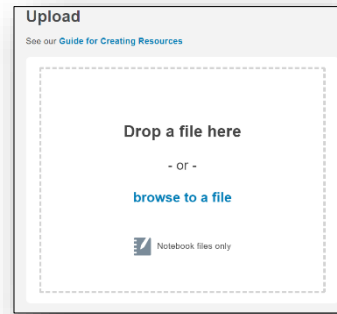
You cannot share resources that contain material you did not create and do not have permission to share

What can others do with my resources?

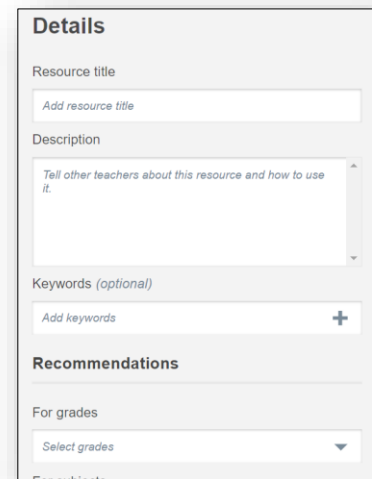
Other users can use, share and adapt resources you share, provided they credit you.

Resources share to SMART Exchange will be licensed under an **Attribution 4.0 International** Creative Commons license

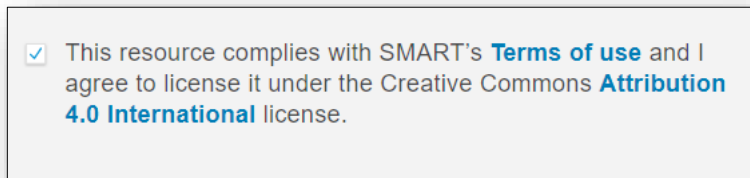
5. **Drop** the SMART Notebook file into the box on the left side of the upload page or click **browse to a file** to locate the SMART Notebook file you wish to upload.



6. **Add** details about your SMART Notebook submission on the right side of the same page.
- Note: You are required to submit additional information for the purpose of filtering searches. To help CCSD track resources created locally, use the following keywords: CobbSchools, CobbInTech.*

The image shows a 'Details' form. It has several sections: 'Resource title' with a text input field containing 'Add resource title'; 'Description' with a text area containing 'Tell other teachers about this resource and how to use it.'; 'Keywords (optional)' with a text input field containing 'Add keywords' and a plus sign button; and 'Recommendations' with a dropdown menu labeled 'For grades' and 'Select grades'.

7. Be sure to **check** the Terms of use compliance message box.

The image shows a rectangular box containing a checked checkbox followed by the text: 'This resource complies with SMART's Terms of use and I agree to license it under the Creative Commons Attribution 4.0 International license.' The words 'Terms of use' and 'Attribution 4.0 International' are highlighted in blue.

8. After all required fields are completed and the Notebook has been added, the Share button turns blue. **Click** the Share button to complete the upload.

