



SMART amp™

collaborative learning software

USER'S GUIDE

SMART®

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Chapter 1

About SMART amp

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SMART amp™ collaborative learning software is an easy-to-use cloud-based application that enables teachers and students to collaborate in real time. Use SMART amp to create classes, perform assessments and view assessment results. You can also create a collaborative workspace that enables you to work with various types of digital content from text, to images, to websites.

SMART amp software integrates with Google™ Drive, enabling you to share your workspace with others.

Teachers and students can collaborate at any time, on any operating system, from any device.

Signing in

You can sign in to SMART amp with your Google account.

To sign in to SMART amp

1. Go to www.smartamp.com.
2. Tap **Sign in with Google**.
3. Type your Google email address and password in the boxes.

OR

If your Google account already appears on the sign in page, select it and then type your



password in the box.

4. Tap **Sign in**.

To add a Google account

1. Go to www.smartamp.com.
2. Tap **Sign in with Google**.
3. Tap **Manage accounts on this device**.
4. Tap **Add account**.
5. Type your Google email and password in the boxes.
6. Tap **Sign in**.

To remove a Google account


1. Go to www.smartamp.com.
2. Tap **Sign in with Google**.
The *Choose an account* page appears.
3. Tap **Remove**.
An  appears beside each Google account name.
4. Tap the  beside the Google account you want to remove.
5. Tap **Done**.

Getting around in SMART amp

After you sign in to SMART amp, your home page opens.

Tutorial videos

The first time you sign in to SMART amp, the *Quick Start Videos for Teachers* displays. You can watch videos explaining features or tap **Start Exploring** to start using SMART amp.

To review the tutorial videos while in the class dashboard or home page, tap your photo or the  icon in the top-right of the screen, and then tap **Tutorial videos**.

Home page

Your home page displays options for creating and joining classes, or for going directly to your workspaces. Additionally, teachers can create a new class directly from their home page.

Join a class: tap the class icon, type in the six-digit code or scan the QR code provided by the teacher to access a class.




Go to workspaces: see a list of all the workspaces and workspace templates that you've created or that have been shared with you.


Create a class: create a class for your students to join any time.


Class dashboard

Once you join a class, the class dashboard opens. Use the tabs along the top of the dashboard to quickly access different features.



	View Class	Use this tab to see who's in your class or to switch classes. Teachers can also edit the class from this tab. Teachers: See <i>Creating a persistent class</i> on page 5 for more information on creating a class and connecting your classroom. Students: See <i>Joining a class</i> on page 21 for more information on connecting to classes.
	Create and Share	Use this tab to create a new workspace and to see all the workspaces you've created or that have been shared with you. See <i>Using workspaces</i> on page 27 for more information on collaborating with participants in real time.
	Assess	Use this tab to ask or answer instant poll questions or to see the results of assessments. Teachers: See <i>Asking the class questions</i> on page 8 for more information on asking questions and viewing class reports. Students: See <i>Answering questions</i> on page 22 for more information on answering questions and viewing your own reports.

Tap the SMART amp icon  in the top left of the screen to return to your home page at any time.

Tap your photo or the  icon in the top-right of the screen to sign out, to access Support or to open the online Help.

Customizing SMART amp

You can change the language of SMART amp's user interface and your avatar.

Changing the language of SMART amp's user interface

SMART amp supports English, Spanish or French. SMART amp detects your browser's language and displays the user interface in that language.

If you're using a browser, consult your browser's help to change the browser language settings.

If you're using a device, change the device's language.




Changing your avatar in SMART amp

You can customize your avatar in SMART amp.

To customize your avatar in SMART amp

TIP

To customize your avatar using the Android Google+ app, iOS Google+ app or on your device's browser, see support.google.com/plus/answer/1355890?hl=en.

1. Browse to plus.google.com and sign in using your SMART amp email address and password.
2. Under the Google+ logo, click **Home**  Home  and then click **Profile**  Profile .
3. Below your cover photo, click **About**.
4. Point to the blank face or your current profile picture and click the camera icon.
5. You can drag a photo into the *Drag photo here* box.

OR

Click **Select a photo from your computer**.

6. Crop your photo.
7. Click **Set as profile photo**.

Chapter 2

Teacher guide

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Working in a class

Teachers can create a class, and then invite students to join it.

Creating a persistent class

You can create a persistent class to connect with your students. The class appears on your home page after you create it.

To create a class

1. On your home page, tap **Create**.

The *Create a class* window appears.

2. Type a name for your class in the *Enter a class name* box.

A six-digit class code and a QR code appear in the *Add participants* section.



NOTE

You can tap the QR code to expand it.

3. Ask your students to join the class using one of the following methods:
 - Give students the class code to join the class in SMART amp. This is a temporary code and is valid only while the *Create a class* page is open.
 - Tap the QR code to expand it and ask students to scan it with their mobile devices.
 - Type one or more student email addresses or copy and paste multiple student email addresses from your email address book or other list in the **Enter or paste one or more email addresses** box, and then tap **Add**.



NOTES

- Email addresses must be either on their own lines or separated by commas or semicolons.
- SMART amp supports email addresses in SMTP format, such as **first.last<first.last@domain.com>**.
- Duplicate emails are removed automatically.
- Email addresses that are correctly formatted are black. Addresses that are formatted incorrectly are red.
- Tap an address to edit it.
- Tap the × beside an email address to remove it from the list.

4. Tap **Create Class**.

A *Yay! Your class has been created!* message appears.

If a *Your class has been created but we were unable to add the following student(s)* message appears, check the spelling of the affected email addresses, or check with your administrator that the addresses are added to your Google Apps domain.



NOTES

- As students join the class, their names appear in the participant list. This is your class list.
- If other teachers join the class, their names appear in the leftmost column and their icons appear larger than student icons.
- You can delete a participant by selecting his or her name, and then tapping **X**.
- After students join the class for the first time, or if you manually add their email addresses, they can join subsequent times by tapping the class icon on their home page.
- You can view the class dashboard at any time by tapping the class name tab on your home page

5. Tap **Back to Home Page**.

A class icon appears on your home page.

Adding students to a class

You can add students to your class or delete students at any time.

To edit a persistent class

1. Select the class on your home page, and then tap the **View Class** tab.
2. Tap **Edit Class**.

The *Edit a class* window appears.

3. Ask your students to join the class using one of the following methods:
 - Give students the class code to join the class.
 - Tap the QR code to expand it, and then ask students to scan it with their mobile devices.
 - Type one or more student email addresses or copy and paste multiple student email addresses from your email address book or other list in the **Enter or paste one or more email addresses** box, and then tap **Add**.

 **TIPS**

- Email addresses must be either on their own lines or separated by commas or semicolons.
- SMART amp supports email addresses in SMTP format, for example, **first.last<first.last@domain.com>**.
- Duplicate emails are removed automatically.
- Email addresses that are correctly formatted and part of a domain are black. Addresses that aren't part of your registered or additional domains, or that are formatted incorrectly are red.
- Tap an address to edit it.
- Tap the × beside an email address to remove it from the list.

4. Tap **OK**.

The class list is updated.

 **TIPS**

- As students join the class, their names appear in the participant list. This is your class list.
- You can delete a participant by selecting his or her name, and then tapping **X**.
- After students join the class for the first time, or if you manually add their email addresses, they can join subsequent times by tapping the class icon on their home page.
- You can view the class dashboard at any time by tapping the **View Class** tab on your class dashboard.

Asking the class questions

You can use SMART amp to ask your students various types of questions for assessment purposes.

There are two ways to ask your class questions: instant polls and workspace assessments.

Instant poll







Use an instant poll to quickly ask your class a question, to get their opinions or to gauge their understanding of a concept. These questions aren't saved and aren't available in class reports. See *Asking an instant poll question* on the next page.


Workspace assessment

Use a workspace assessment to ask your class a series of questions. Assessment results for your class are saved and are available in class reports. See *Creating an assessment in a workspace* on page 15.

Question types

SMART amp supports the following question types.

Question type	Description
 Multiple Choice	Students select the best possible answer from a list of up to eight choices. You can also choose the Clear Answer option (or don't select an answer) to allow any answer. This enables students to answer with an opinion.
 Yes/No	Students select Yes or No to answer the question. You can also choose the Clear Answer option (or don't select an answer) to allow any answer. This enables students to answer with an opinion.
 True/False	Students select True or False to answer the question. You can also choose the Clear Answer option (or don't select an answer) to allow any answer. This enables students to answer with an opinion.
 Text	Students type the answer to the question. You can also choose the Clear Answer option (or don't select an answer) to allow any answer. This enables students to answer with an opinion.
 Numeric	Students type a numeric answer to the question using whole numbers, fractions or decimals. You can also choose the Clear Answer option (or don't select an answer) to allow any answer. This enables students to answer with an opinion.
 Multiple Answer	Students select the best possible answer or answers from a list of up to eight choices. You can set more than one correct answer. You can also choose the Clear Answer option (or don't select an answer) to allow any combination of answers. This enables students to answer with an opinion.

 **NOTE**
This question type is available only in instant polls. It isn't available in workspace assessments.

Asking an instant poll question

Use the following instructions to ask your class an instant poll question in the *Assess* tab.

To create an assessment with multiple questions, see *Creating an assessment in a workspace* on page 15.



NOTES

- Questions and answers have a limit of 150 characters.
- When you ask a poll question, *New question available (Answer)* appears at the top of students' screens. Instruct students to tap the notification message, or to leave the workspace and tap the **Assess** tab, to answer the question.
- Questions asked and answered using an instant poll don't appear in class reports.

To ask a Multiple Choice question


1. Tap .

The question options appear.





NOTE

If the question options don't appear, tap  on the *Question* button to display them.

2. Tap  to increase the number of answers students can choose from. You can have up to 10 choices.

OR

Tap  to reduce the number of answers students can choose from.

3. Type your question and answers in the appropriate boxes.
4. Tap the circle  beside the correct answer.

5. Optionally, tap **Clear Answer** to leave the circles blank.

The question is treated as an opinion question if you clear the answer. Responses aren't considered correct or incorrect.

6. Tap  to start the instant poll.

To ask a Yes/No question


1. Tap .

The question options appear.



NOTE

If the question options don't appear, tap  on the *Question* button to display them.

2. Type your own question in the question box.
3. Tap the circle  beside the correct answer.
4. Optionally, tap **Clear Answer** to leave the circles blank.

The question is treated as an opinion question if you clear the answer. Responses aren't considered correct or incorrect.

5. Tap  to start the instant poll.

To ask a True/False question


1. Tap .

The question options appear.



NOTE

If the question options don't appear, tap  on the *Question* button to display them.

2. Type your own question in the question box.
3. Tap the circle  beside the correct answer.
4. Optionally, tap **Clear Answer** to leave the circles blank.

The question is treated as an opinion question if you clear the answer. Responses won't be considered correct or incorrect.

5. Tap  to start the instant poll.

To ask a Text question

1. Tap .

The question options appear.

 **NOTE**

If the question options don't appear, tap  on the *Question* button to display them.

2. Type your question in the question box.
3. Type the correct answer in the answer box.
4. Optionally, tap **Clear Answer** to clear the text box.

The question is treated as an opinion question if you clear the answer. Responses aren't considered correct or incorrect.

5. Tap  to start the instant poll.

To ask a Numeric question

1. Tap .

The question options appear.

 **NOTE**

If the question options don't appear, tap  on the *Question* button to display them.

2. Type your question in the question box.
3. Type the correct answer in the answer box.
4. Optionally, tap **Clear Answer** to clear the text box.

The question is treated as an opinion question if you clear the answer. Responses aren't considered correct or incorrect.

5. Tap  to start the instant poll.


To ask a Multiple Answer question

1. Tap .


The question options appear.

 **NOTE**

If the question options don't appear, tap  on the *Question* button to display them.

2. Tap  to increase the number of answers students can choose from. You can have up to 10 choices.

OR

Tap  to reduce the number of answers students can choose from.

3. Type your question and answers in the appropriate boxes.

4. Tap the check box  beside the correct answers.

5. Optionally, tap **Clear Answer** to clear all of the check boxes.

The question is treated as an opinion question if you clear the answer. Responses aren't considered correct or incorrect.

6. Tap  to start the instant poll.

Starting, pausing and stopping a poll question

After you create a question, you must start it to enable your students to answer it. You can pause the question at any time. You can also stop the question at any time to review instant results.


To start an instant question

Tap .

The question becomes visible for all students connected to the class.

To pause an instant question

Tap .

Students are unable to answer until you tap  to resume the question.

To stop an instant question

Tap .

Class results are instantly available to teachers. Students can also instantly review their own results.




NOTE

If you stop a question before a student finishes answering, a “skipped” message appears beside his or her name in the results.

Viewing responses to instant poll questions

The *Responses* box shows how each student answered the question. Responses are available to the teacher as soon as each student submits his or her answer to the question.

NOTE

If the responses aren't visible, tap  on the *Responses* button to display them.


Viewing poll results

As students answer the instant poll question, their results appear in the *Results* box. After you stop the question, the final results appear. Depending on the question type, results appear as a chart or as a word cloud.

NOTE

A correct answer displays only if you set a correct answer to your question. It doesn't display if you tapped **Clear Answer** to set it as an opinion question.

To display class results

1. If the results aren't visible, tap  on the *Results* button to display class results.

NOTE

Students can view their own results after you stop the question.

2. Tap  to display class results as a bar chart.

OR

Tap  to display class results as a pie chart.

NOTE

Charts aren't available for Text, Multiple Answer and Numeric questions. These question types display results as a word cloud.

Creating an assessment in a workspace

If you need to ask more than one question at a time, or if you want your students' answers to be captured in a class report, create and deliver an assessment in a workspace.

To create an assessment

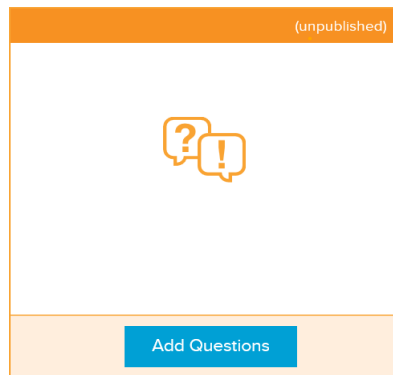
1. [Create or join a workspace](#).

2. Tap .

The *Ask and answer* pane appears.

3. Tap **Create an Assessment**.

A blank assessment object appears in the workspace.



4. Tap **Add Questions**.

The assessment creation page opens.

5. Type a name for your assessment.



IMPORTANT

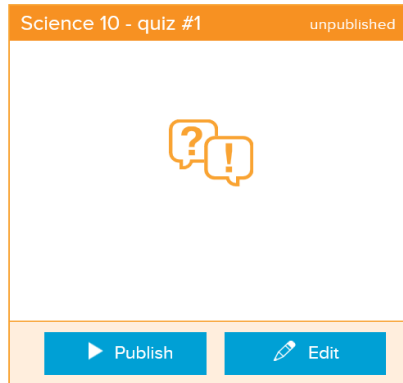
You must type a name for your assessment before you can save or publish it.

6. Select a [question type](#) and fill in the appropriate information for that question.
7. Tap **Insert a Question** to add a new question to your assessment, and then repeat step 6.

- When you're finished adding questions, tap **Save and Close**.

The assessment appears on the workspace with an “unpublished” message beside the assessment name.

The assessment isn't available to your students until you [join a class](#), [share the workspace](#) containing the assessment with the class, and [publish the assessment](#).



Starting and stopping a workspace assessment

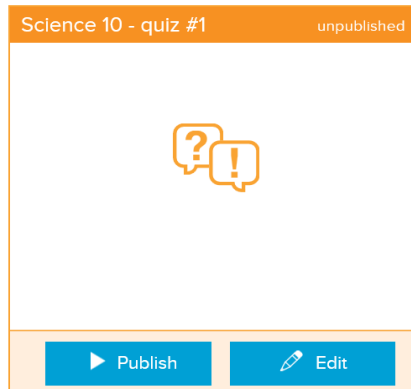
After you create an assessment, you must publish it to enable your students to answer it. You can also pause or stop the question at any time.

TIPS

- Use the [Follow Me feature](#) to keep your students focused on completing an assessment.
- If your students are working on devices with smaller screens, enlarge your view of the assessment on your screen so that the questions are large and clear.

To start an assessment

Tap **Publish** to start the assessment.

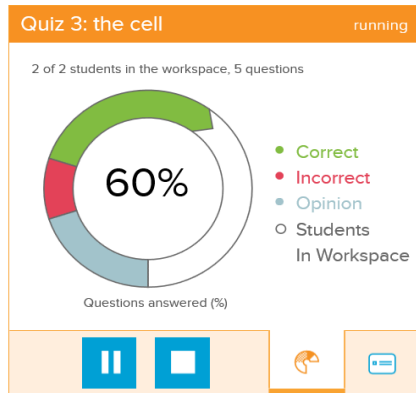



The assessment becomes visible for all students connected to the class. A “running” message appears beside the assessment name in the workspace.

 **IMPORTANT**


If your students can't see the assessment, make sure that you have [joined the class](#) and that you have [shared the workspace](#) containing the assessment with the class.

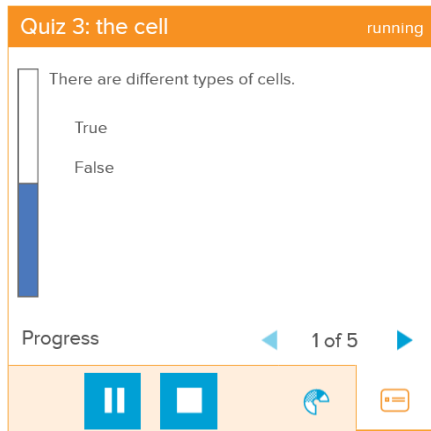
As students complete the assessment, a progress meter appears indicating opinion, incorrect and correct responses and how close the class is to completing the assessment.



 **NOTE**

The progress meter won't reach 100% if a student in the class is missing or if a student who is present chooses not to answer a question.


Tap  to see a the progress students have made on each question. The bar on the left indicates how many students have answered the question.



To pause an assessment

1. Tap .

When you pause an assessment, an “eyes to the front” message appears on the students’ assessment.

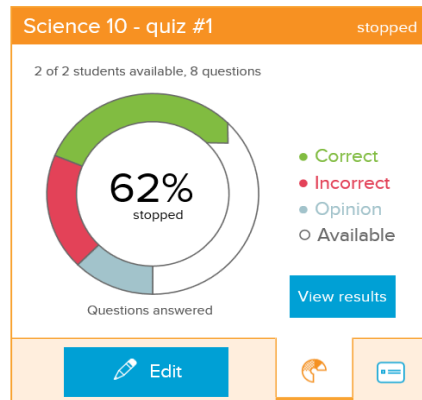
2. Tap  to continue the assessment.

To stop an assessment

Tap  at any time.

When you stop the assessment, a “stop assessment” message appears confirming that you want to stop. Once an assessment is stopped, students are unable to answer any further questions.

A **View Results** button appears on both teacher and student assessments.



NOTES

- If you stop an assessment before a student finishes answering all the questions, nothing appears under the unanswered questions in the [results report](#).
- If you tap **Edit** on a stopped assessment, you can edit, insert or delete questions. However, if you publish an edited assessment, it's treated as a new assessment and the results appear in a separate report.

Viewing assessment reports

There are two ways to view the results of workspace assessments. You can tap **View Results** on any stopped assessment in the workspace to see individual assessments, or you can use the *Assess* tab to see a list of all the assessments taken by a class.

To display individual assessment reports

1. Once the assessment is stopped, tap **View Results** to display class results for that particular assessment.



NOTE

Students can view their own results and see the class average, but they don't see the results of other students.

2. Tap a question to see a summary of student responses.

To view class reports

1. Tap the **Assess** tab on your dashboard.
2. **Teachers:** tap **View Class Report**.

Students: tap **View My Report**.

A table appears showing the results of all the assessments completed in the class. Teachers see the class average and a list of assessment scores for all the students in the class. Students see the class average and their own scores on each assessment.



TIP

If there are a lot of assessments, use the navigation arrows to scroll backward and forward through them.

Class Average	11%	77%	11%	8%	63%	49%	93%	83%	53%
Student Average	a test title0	a test title1	a test title2	a test title3	a test title4	a test title5	a test title6	a test title7	a test title8
Melissa Symancz...	66%	—	85%	45%	67%	62%	90%	92%	12%
Melissa Symancz...	84%	—	77%	86%	2%	74%	91%	49%	83%
Hermione Tang ...	97%	—	41%	5%	10%	78%	85%	59%	60%
Mitsabell Bonnet	99%	—	31%	72%	13%	79%	94%	52%	29%
John Wilson	95%	—	11%	32%	69%	53%	78%	26%	50%
Suey Liu	64%	—	76%	11%	50%	30%	52%	16%	44%
Seahm Ehsady	45%	—	38%	80%	10%	31%	44%	81%	92%
Tony Stark	23%	—	23%	8%	19%	72%	68%	78%	30%
Bobby Barnes	19%	—	51%	0%	61%	16%	35%	46%	31%

3. Tap an assessment name to see the score breakdown for each question.



NOTE

SMART amp identifies scores at or above 80% as green, scores from 60% to 80% as yellow, and scores below 60% as red.

4. Use the breadcrumb trail at the top of the *Assess* tab to return to the class report or your dashboard.

Chapter 3

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Working in a class

Teachers can create a class, and then invite students to join it.

Joining a class

You can join a class to answer instant questions from your teacher or to share files with others. Use the class code or QR code provided by your teacher to join a class.

To enter a class you've joined before or have been added to by a teacher

Tap the class icon in the top section of your home page to go directly to that class's dashboard.

To join a class using a class code

In the box on your home page, enter the class code provided by your teacher, and then tap **Join class**.

To join a class with a QR code

With your smart phone or other mobile device, scan the [QR code](#) your teacher displays .

Switching to another class

You can switch to another class directly from the class dashboard.

To switch classes from the class dashboard

1. From the *View Class* tab, tap **Switch Class**.

Your home page appears.

2. Tap the new class from your home page.

OR

Enter the class code to join a new class and tap **Join**.







Answering questions


You can use SMART amp to answer various types of questions from your teacher.

You can answer questions that are asked in an [instant poll](#) or in a [workspace assessment](#). You can [review your results](#) at any time using the *Assess* tab.

Question types

SMART amp supports the following question types:

Question type	Description
 Multiple Choice	Select the best possible answer from a list of up to eight choices.
 Yes/No	Select Yes or No to answer the question.
 True/False	Select True or False to answer the question.
 Text	Type the answer to the question.
 Numeric	Type a numerical answer to the question using whole numbers, fractions or decimals.
 Multiple Answer	Select the best possible answer or answers from a list of up to eight choices. You can select more than one correct answer.

 **NOTE**
This question type is available only in instant polls. It isn't available in workspace assessments.

Answering an instant poll question

When your teacher asks a poll question, a “New question available (Answer)” message appears at the top of your screen. Tap the notification message or leave your workspace and tap the **Assess** tab in order to answer the question. Use the following instructions to answer an instant poll question from your teacher.

NOTE

You can't answer a question if the teacher stops or pauses the question.

To answer a Multiple Choice question

1. Tap an answer.
2. Tap **Submit** to confirm your answer.
3. Optionally, tap **Change Answer** to select a different answer, and then tap **Submit** again.

To answer a Yes/No question

1. Tap an answer.
2. Tap **Submit** to confirm your answer.
3. Optionally, tap **Change Answer** to select a different answer, and then tap **Submit** again.

To answer a True/False question

1. Tap an answer.
2. Tap **Submit** to confirm your answer.
3. Optionally, tap **Change Answer** to select a different answer, and then tap **Submit** again.

To answer a Text question

1. Type your answer in the text box.
2. Tap **Submit** to confirm your answer.
3. Optionally, tap **Change Answer** to type a different answer, and then tap **Submit** again.

To answer a Numeric question

1. Type your answer in the text box.



NOTE



You can answer with whole numbers, fractions or decimals.

2. Tap **Submit** to confirm your answer.
3. Optionally, tap **Change Answer** to type a different answer, and then tap **Submit** again.

To answer a Multiple Answer question

1. Tap an answer.
2. Tap **Submit** to confirm your answer or answers.
3. Optionally, tap **Change Answer** to select a different answer or answers, and then tap **Submit** again.

Completing a workspace assessment


Use the following instructions to complete an assessment from the teacher. When you answer a question, tap the right arrow  to proceed to the next question. Tap the left arrow  to return to the previous question at any time.




NOTES

- If the teacher pauses an assessment a message appears in your assessment and you're unable to continue the assessment until the teacher resumes. If the teacher stops the assessment, you can't answer any more questions.
- You can't select or move assessments added to a workspace.

To answer a Multiple Choice question

1. Tap an answer.
2. Tap the right arrow  to go to the next question.


To answer a Yes/No question

1. Tap an answer.
2. Tap the right arrow  to go to the next question.

To answer a True/False question

1. Tap an answer.
2. Tap the right arrow  to go to the next question.

To answer a Text question

1. Type your answer.
2. Tap the right arrow  to go to the next question.

To answer a Numeric question

1. Type your answer.



NOTE

You can answer with whole numbers, fractions or decimals.

2. Tap the right arrow  to go to the next question.

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Accessing workspaces

You can access workspaces from both the *Create and Share* tab in your class dashboard and the “Go to workspaces” section of your home page. SMART amp seamlessly integrates with Google Drive, enabling you to access workspaces synced to your **My Drive** folder. You can also access workspaces that others share with you.

The following tabs appear under the *Create and Share* tab:

Tab	Description
My Drive	Displays workspaces and files stored in your Google Drive.
Shared with me	Displays workspaces and files shared with you by others

Workspaces appear with different icons depending on whether they’re shared or whether they’re templates.

Icon	Description
	Workspace isn’t shared with anyone
	Workspace is shared with others
	Workspace is a template
	Workspace template is shared with others

To access documents and workspaces in Google Drive

1. Tap the **My Drive** tab.

All workspaces saved in your Google Drive appear.

2. Tap a workspace to open it.

OR

Tap **Show all files** to display all available documents and workspaces.

To access shared workspaces

1. Tap the **Shared with me** tab.

A list of all the workspaces that are shared with you appears.

2. Tap a workspace to open it.

TIP

To return to your dashboard, tap the SMART icon in the top-left corner of the workspace screen.

Creating and sharing workspaces

Both students and teachers can create a workspace in the *Create and Share* tab. You can create objects in your workspace by writing or drawing in digital ink. You can also create objects by adding images, web content, text and shapes. Sharing your workspace with others enables you to all work together with the same objects and to collaborate in real time.

Sharing options for your workspace

Once you've created a workspace, you can make it available to others in various ways depending on your requirements.

Sharing option	Description
Sharing your workspace	This option shares your workspace with the people or groups you select. Any changes made to the file is saved with the file. See <i>Sharing your workspace</i> on page 31.
Saving a copy of your workspace	This option creates a copy of your current workspace that is available only to you, even if the original workspace is shared with others. See <i>Saving a copy of the workspace</i> on page 35.
Creating a template from your workspace	This option creates either a template that you can share with others or a fixed base copy of the workspace for use with multiple classes. Each time anyone taps the URL to the template, a new version of the workspace is created. See <i>Exporting a workspace as a template</i> on page 35.

Sharing option	Description
Handing out copies of your workspace (teachers only)	This option distributes a copy of the current workspace to each student or student group. SMART amp creates a folder and saves each copy to the folder identified by student name or group number. See <i>Sharing copies of your workspace</i> on page 33.

Creating a workspace

You can create a workspace where you can interact with digital content, such as text, shapes, images and websites. If you're connected to a class, you can create a shared workspace where you can collaborate with others in real time.

NOTE

You must be connected to a class to share your workspace with others.

To create a workspace if you aren't connected to a class

1. From your home page, tap **Go** and then tap **Create a Workspace**.

The *Create workspace* window appears.

2. Type a name for your workspace in the *Name* box, and select a template type.

NOTE

New workspaces are saved to *My Drive* by default. Tap **Change** to choose a different folder.

3. Tap **Create**.

The workspace is created. To rename the workspace, see *Renaming the workspace* on page 59.

To create a new workspace if you're connected to a class

1. Open the *Create and Share* tab and tap **Create a Workspace**.

The *Create workspace* window appears.

2. Type a name for your workspace in the *Name* box and select a template type.


3. To create an unshared workspace, tap **Create**. To share your workspace with others, tap **Create and Share**.

The *Share workspace* window appears.

4. Select one of the following sharing options:

Sharing option	Description
Share with all participants in the current class	The workspace is shared with everyone in the current class list.
Share with selected participants	The workspace is shared only with the participants you select.


5. Optionally, teachers can select **Automatically bring the selected students into the workspace**.

 **NOTE**

If you select this option, students become active in the workspace immediately after you complete the next step. If they're working in a different workspace, the new workspace opens on their screens automatically. If you don't select this option, students can access workspaces shared with them through the class dashboard.

Optionally, teachers can select **Turn on the Follow Me feature so that I can present to my participants**. This option allows you to direct students' attention to specific areas of the workspace as soon as you share it. For more information on this feature, see *Using the Follow Me feature* on page 56.

6. To allow students to both navigate and make changes to the workspace, tap **Allow Editing**. To allow students to navigate the workspace but not to make changes, tap **View Only**.


 **NOTE**

Selecting both the **Follow Me** box and **Allow Editing** means that students will be able to make changes to the workspace only after you end the *Follow Me* portion of the lesson.

The students' names appear in the *Participants* list.


Sharing your workspace

After you open or create a workspace, you can immediately share it with others. You can also share workspaces from your *My Drive* folder without having to open them.

 **NOTES**

- You must be connected to a class in order to share your workspace with others.
- You can share your workspace with any participant in the class, including other teachers.

To share your workspace for the first time

1. [Create or open a workspace.](#)
2. Tap the **Sharing**  tab.

The *Sharing* pane appears.

3. Tap **Share**.

The *Share workspace* dialog box appears.

4. Select one of the following options:

Option	Description
Share with all participants in the current class	The workspace is shared with all participants in the current class, regardless of whether they're online.
Share with selected participants in the current class only	The workspace is shared with participants you select, regardless of whether they're online.

5. Optionally, teachers can select **Automatically bring the selected students into the workspace.**



NOTE

If you select this option, students become active in the workspace immediately after you complete the next step. If they're working in a different workspace, the new workspace opens on their screens automatically. If you don't select this option, students can access workspaces shared with them through the class dashboard.

Optionally, teachers can select **Turn on the Follow Me feature so that I can present to my participants.** This option allows you to direct students' attention to specific areas of the workspace as soon as you share it. For more information on this feature, see *Using the Follow Me feature* on page 56.

6. To allow students to both navigate and make changes to the workspace, tap **Allow Editing**. To allow students to navigate the workspace but not to make changes, tap **View Only**.



NOTE

Selecting both the **Follow Me** box and **Allow Editing** means that students will be able to make changes to the workspace only after you end the *Follow Me* portion of the lesson.

The students' names appear in the *Participants* list.


Sharing copies of your workspace

You can create copies of your workspace and share them with the current classes, with individual students or groups of students who are online.

NOTES

- When students alter copies of workspace, the original workspace remains unchanged.
- The workspace copies are saved to a folder in your Google Drive. You are the owner of the original workspace and the workspace copies.
- Each copy is automatically named with the student's name.
- You must be connected to a class in order to share copies of your workspace with others.

To share copies of your workspace with individual students

1. [Create or open a workspace.](#)
2. Tap the **Sharing**  tab.
The *Sharing* pane appears.
3. Tap **Hand Out Copies**.
The *Hand out copies* dialog box appears.
4. Select **To individual students**.
5. Optionally, change where the copies will be stored.
6. Optionally, select **Allow students to view the copies of other students or groups**.

NOTE

If you select this option, students can see a copy of the handouts in the *Shared with me* tab. Students can only view the handouts but teachers are able to edit the handouts.

7. Optionally, select **Automatically bring all students into their copies**.


NOTE

If you select this option, students become active in the workspace immediately after you complete the next step. If they're working in a different workspace, the new workspace opens on their screens automatically. If you don't select this option, students can access workspaces shared with them through the class dashboard.

8. Tap **Next**.

9. Select all students or individual students to hand out copies.
10. Tap **Hand Out Copies**.

To share copies of your workspace with groups

1. [Create or open a workspace](#).
2. Tap the **Sharing**  tab.
The *Sharing* pane appears.
3. Tap **Hand Out Copies**.
The *Hand out copies* dialog box appears.
4. Select **To new groups**.
5. Optionally, change where the copies will be stored.
6. Optionally, select **Allow students to view the copies of other students or groups**.



NOTE

If you select this option, students can see a copy of the handouts in the *Shared with me* tab. Students can only view the handouts but teachers are able to edit the handouts.

7. Optionally, select **Automatically bring all students into their copies**.




NOTE

If you select this option, students become active in the workspace immediately after you complete the next step. If they're working in a different workspace, the new workspace opens on their screens automatically. If you don't select this option, students can access workspaces shared with them through the class dashboard.

8. Tap **Next**.
9. Tap **Add Group** to add more groups and then drag students into the groups.

OR

Tap the Fill groups with:  ▼ drop-down menu to randomly assign students to groups of between two to eight.

- After students have been assigned to a group, you can move individual students to different groups.
- You can assign some students to groups and then randomly assign the rest of the students.

- You don't have to assign every student to a group before you hand out copies.

10. Tap **Hand Out Copies**.


Exporting a workspace as a template

Teachers and students can export a workspace to be used as a template. You can use this feature to share duplicates of your workspace with other teachers and students, or to create a fixed base copy of the workspace for use with multiple classes. It's also useful for sharing workspaces with people not on your Google domain.

NOTE

Opening a workspace template enables teachers or students to make their own copy of the workspace. When anyone alters their copy of a workspace, the original workspace remains unchanged.

To export your workspace as a template

1. Tap the menu arrow  in the top-right corner of the workspace.
2. Tap **Export workspace as a template**.

The *Exporting this workspace as a template* dialog box appears.

3. Tap **Create Template**.

A confirmation message appears with the location of the workspace template and a link to the workspace template.

NOTE

The workspace template is saved as a .wst file in your *My Drive* tab.

4. Copy the link and send it to others.


Each time anyone taps the link, they create a new copy of the workspace.

5. Tap **Close**.

Saving a copy of the workspace

Teachers and students can save a copy of a workspace. You can use this feature to make a personal copy of a shared workspace for yourself or to save a snapshot of a workspace at a given moment.

To save a copy of your workspace

1. Tap the menu arrow  in the top-right corner of the workspace.
2. Tap **Save a copy**.

The *Save a copy of the workspace* dialog box appears.

3. Type a name for the workspace.



NOTE

New workspaces are saved to the same folder as the current workspace by default. Tap **Change** to choose a different folder.

4. Tap **Save a Copy**.

A confirmation message appears with the name and location of the workspace copy.

5. Tap **Open Copy** to open the copied workspace, or tap **Close** to return to the original workspace.

Opening a shared workspace

When someone shares a workspace with you, a pop-up notification appears enabling you to open the workspace immediately. You can also open the shared workspace later from the *Shared with me* tab.

To open a shared workspace immediately

Tap **Open Now** on the notification that appears on your screen.

To open a shared workspace later

1. From the *Create and Share* tab on your dashboard, tap **Shared with me**.

A list of the workspaces that are shared with you appears.

2. Browse to the workspace, and then tap it once to open it.

Adding objects to your workspace

You can add shapes, images, text, drawings or web content to your workspace.

Drawing and erasing


You can draw in your workspace with the Pen tool, and then erase your drawings with the Eraser tool.

To draw in your workspace

1. Tap  on the toolbar, and then select a pen tool color and line thickness.



NOTE

If you recently used the highlighter tool, you might have to tap  on the toolbar first.

2. Draw in the workspace.

To erase your drawings

1. Tap  on the toolbar, and then tap  or use the slider to select an eraser size.



2. Erase your drawings.

Highlighting


You can highlight objects in your workspace with the Highlighter tool.

To highlight objects

1. Tap  on the toolbar, and then select a highlighter color and line thickness.



NOTE


If you recently used the pen tool, you might have to tap  on the toolbar first.

2. Draw over any object in the workspace to highlight it.

Adding images


You can add an image from your computer in your workspace. You can also add an image from the SMART Exchange® website.

To add an image from your computer

1. Create or join a workspace.
 2. Tap .
- The *Add images* pane appears.
3. Tap **Select Image**, and then browse to and select the image or images you want to add.
 4. Tap **Open**.

The image or images appear in your workspace.

To add an image from the web

1. Create or join a workspace.
2. Tap .

The *Add images* pane appears.

3. Type a keyword in the search box.


To search SMART Exchange, tap the *SMART Exchange* tab. To search for images on the web using Microsoft Bing® safe search, tap the *Web Search* tab.

4. Tap **Search**.

The image search results appear.

5. Drag the image you want into your workspace.

To add an image from a URL

1. Create or join a workspace.
2. Tap .

The *Add web content* pane appears.

3. Type or paste an image URL into the link box, and then tap .

The image appears in the workspace with its source information displayed below.

TIP

If you're using the Google Chrome™ browser, you can also copy and paste images from a website directly into your workspace.


Adding web pages

You can insert a web link into your workspace.

To add a web link to your workspace

1. Create or join a workspace.
2. Tap the **Web content**  tab.

The *Add web content* pane appears.

3. Type or paste a URL into the link box, and then tap .

A link to the web page appears in your workspace.

4. Optionally, tap **Open in new tab** if you want to open the URL in another browser tab.


NOTE

If you type or paste an image's URL into the link box, the image appears in the workspace with its source information displayed below.

Adding videos

You can add a YouTube™ video to your workspace.

To add a YouTube video to your workspace

1. Create or join a workspace.
2. Tap the **Web content**  tab.

The *Add web content* pane appears.

3. Tap **Search** in the *Add videos* section.

The *Add videos* window opens.

4. Type your search terms in the *Search videos* box and then tap .

5. Tap the video you want to add to the workspace and then tap **Add**.


The video appears in the workspace.

6. Tap the video's play icon to play the video.

Adding SMART Notebook files

You can insert a SMART Notebook file to your workspace.

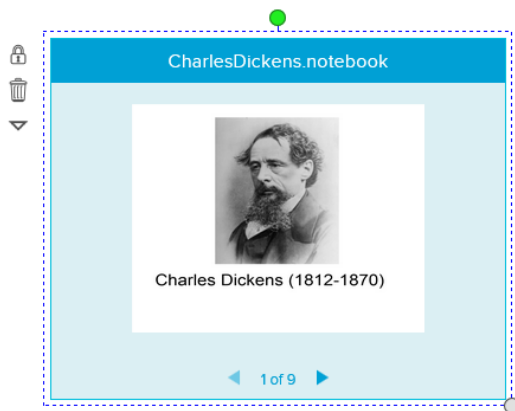
To add a SMART Notebook file to your workspace

1. Create or join a workspace.
2. Tap the **Add files**  tab.

The *Add files* pane appears.

3. Tap **Select Files**, browse to the location of the SMART Notebook file and tap **Open**.

The SMART Notebook file appears in your workspace as an object that you can [resize](#), [move](#), [lock](#), [rotate](#) or [delete](#).



IMPORTANT


- You can navigate forward and backward through your SMART Notebook file's pages, but you can't change the contents of the file itself from the workspace.
- SMART Notebook files are always positioned at the back of a stack and their order can't be rearranged.

Adding text

You can add text to your workspace by doing either of the following:



- Adding text from the *Add text* tab.
- Typing text using a keyboard connected to your computer.

To add text to your workspace



1. Create or join a workspace.
2. Tap the **Add text**  tab.
3. Double-tap or drag a text style into your workspace.
4. The text editor appears.



NOTES






- If you're using SMART amp on a computer, the toolbar appears at the top of the text editor. If you're using SMART amp on a device, the toolbar appears at the bottom of the text editor.
- If you're using SMART amp on a computer, tap  to make the text editor full screen. Tap  again to make the text editor its normal size.
- You can pan in the workspace while the text editor is open.

5. Type your text. Use the toolbar to change the text's font, size, color, and other properties.

Press  to undo the last action. Press  to repeat the last action.



TIP

- Tap  to return to the toolbar.
- Tap  to change the font, size and color.
- Tap  to add bold, italic and/or underline to your text. You can also make your text subscript or superscript.
- Tap  to change the justification, make a numbered list or make a bulleted list.
- Tap  to insert Greek characters, math symbols, fractions and arrows.
- The text editor and toolbar adjusts to fit the browser window size. If the browser window is small, the toolbar becomes compact.



6. When you're finished, tap  to place your text in the workspace.

Formatting text

After creating text, you can edit it and change its font, size and other properties.



To format text

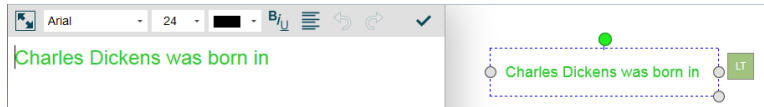
1. Double-tap the text.

The text editor appears.



NOTES


- If you're using SMART amp on a computer, the toolbar appears at the top of the text editor. If you're using SMART amp on a device, the toolbar appears at the bottom of the text editor.
- If you're using SMART amp on a computer, tap  to make the text editor full screen. Tap  again to make the text editor its normal size.
- You can pan in the workspace while the text editor is open.
- While the text editor is open, double-tap other text to select and edit it.



2. Select the text you want to edit. You can change the following properties:

- Font
- Size
- Color
- Bold, italic and underline
- Justification
- List or bullets





Press  to undo the last action. Press  to repeat the last action.

3. When you're finished, tap  to keep your changes and return to the workspace.

 **TIP**

- The text editor and toolbar adjusts to fit the browser window size. If the browser window is small, the toolbar becomes compact.




- Tap  to change the font, size and color
 - Tap  to add bold, italic and/or underline to your text.
 - Tap  to change the justification, make a numbered list or make a bulleted list
- Tap  to return to the toolbar.

Adding shapes

You can add a shape to your workspace.


To add a shape to your workspace

1. Create or join a workspace.
2. Tap the **Shapes and lines**  tab, and then tap **Shapes**.

The shapes gallery appears.

3. Double-tap a shape or drag a shape into your workspace.


 **TIP**

Tap  to pin the gallery to your workspace. Tap the push-pin again to enable auto-hide.

Adding lines

You can add lines to your workspace.

To add a line to your workspace

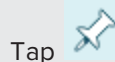
1. Create or join a workspace.
2. Tap the **Shapes and lines**  tab, and then tap **Lines**.


The lines gallery appears.

3. Double-tap a line or drag a line into your workspace.



TIP





Tap  to pin the gallery to your workspace. Tap the push-pin again to enable auto-hide.

Working with objects

When you add shapes, images, text, drawings or web content to your workspace, they become objects that you can move around and manipulate. You can select, resize, rotate and move an object or multiple objects in your workspace.

To select an object

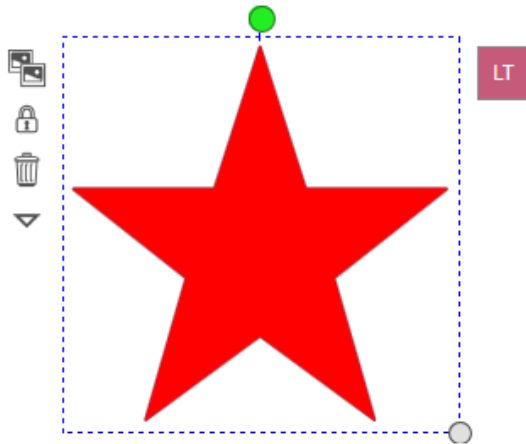
1. Tap **Select**  or **Pan** .
2. Tap the object you want to select.



TIP

To select multiple objects, tap the **Select** tool and draw a box around the objects you want.

A selection rectangle appears around the object or objects.



The gray circle in the object's lower-right corner is a resize handle.

The green circle above the object is a rotation handle.

The box in the object's top-right corner are the initials of the person who created the object.

To resize an object

1. Select the object or objects.
2. Drag the object's resize handle (the gray circle) to increase or reduce the object's size.



TIP

On devices that support touch gestures, you can use the “pinch” gesture to resize, rotate and move an object, or perform all three actions simultaneously.

To rotate an object

1. Select the object or objects.
2. Drag the object's rotation handle (the green circle) in the direction you want to rotate the object.



TIP

On devices that support touch gestures, you can use the “pinch” gesture to resize, rotate and move an object, or perform all three actions simultaneously.

To move an object

1. Select the object or objects.
2. Drag the object to a new position.



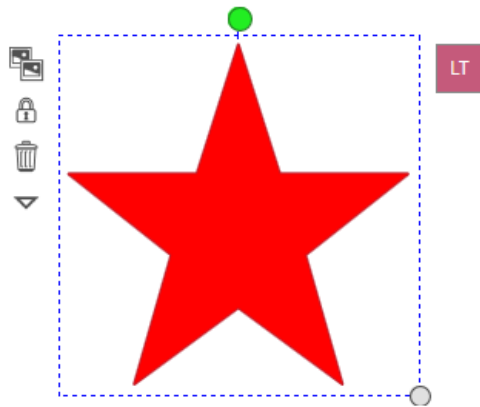
TIPS

- If you're moving a single object using the **Pan** tool, you have to tap the object first to select it. If you're using the **Select** tool, you can drag an object to a new position without tapping it first.
- On devices that support touch gestures, you can use the “pinch” gesture to resize, rotate and move an object, or perform all three actions simultaneously.

To clone an object

1. Select the object or objects.

Options appear on the left side of the object.



2. Tap the menu arrow , and then select **Clone**.

A duplicate of the object appears in your workspace.

Cutting, copying and pasting objects

You can cut and copy objects in your workspace, and then paste them to another part of your workspace.

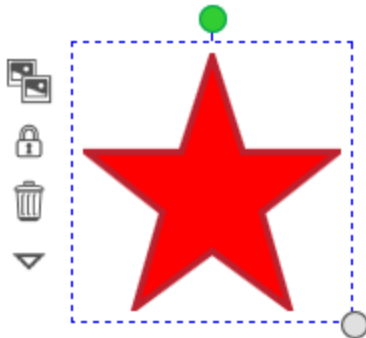
NOTE

If you have a keyboard available, you can also use keyboard shortcuts to cut (CTRL+X), copy (CTRL+C) and paste (CTRL+V) objects.

To cut an object

1. Select the object.

Options appear on the left side of the object.



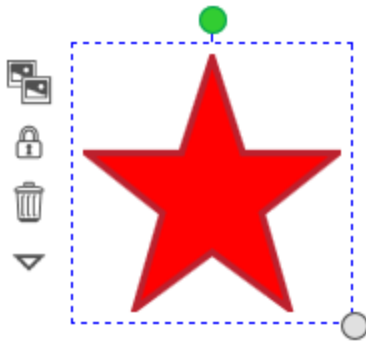
2. Tap the menu arrow , and then select **Cut**.

The object disappears from your workspace, but a copy of the object is saved to the clipboard.

To copy an object

1. Select the object.


Options appear on the left side of the object.



2. Tap the menu arrow , and then select **Copy**.

The object doesn't change, but a copy of the object is saved to the clipboard.

To paste an object

To paste an object that has been cut or copied, tap the **Paste**  icon in the top-right corner of the workspace.

The object appears on the workspace.


Rearranging stacked objects

If objects overlap on a page, you can rearrange the order of the stack (that is, you can control which objects appear in front of others).

NOTES

- You're unable to move an object in the stack if it's locked in place (see *Locking and unlocking objects* on page 49).
- Notebook files and workspace assessments are always positioned at the back of a stack and cannot be rearranged.

To rearrange stacked objects

1. Select the object you want to rearrange.
2. Tap the object's menu arrow , select **Order**, and then choose one of the following options:
 - **Bring to Front:** moves the object to the front of the stack.
 - **Send to Back:** moves the object to the back of the stack.
 - **Bring Forward:** moves the object one place forward in the stack.
 - **Send Backward:** moves the object one place backward in the stack.

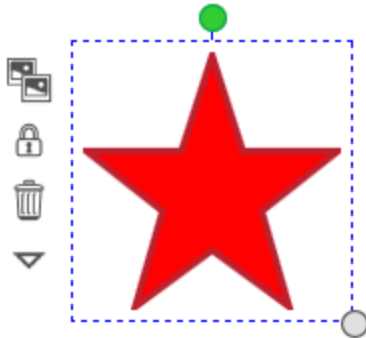
The object moves to its new position in the stack.


Deleting objects

Although you can erase your drawings, (see *Drawing and erasing* on page 36), you're unable to erase other types of objects, such as text, shapes, lines and images. To remove these types of objects from your workspace, you must delete them.

To delete an object

1. Select the object.




2. Tap . If you have a keyboard, you can also delete objects using the DELETE or BACKSPACE keys.

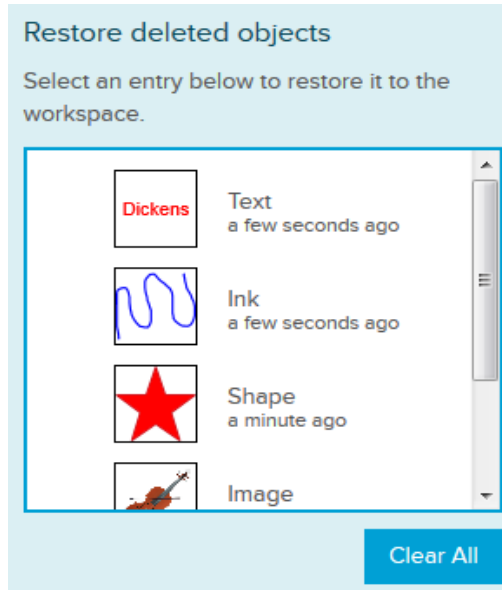
Restoring deleted objects


If an object is accidentally deleted from a workspace, you can use the Restore feature to replace it in the workspace. You can use this feature to restore any object, including text, shapes, ink and assessments.

■ To restore a deleted object

1. Tap **Restore**  on the toolbar or type CTRL+Z on your keyboard.

The *Restore deleted objects* window appears with a list of the ten most recently deleted objects and how long ago they were deleted.



2. Tap the object you want to restore, and then tap the blue arrow  that appears beside it. The object reappears in the workspace.

NOTES

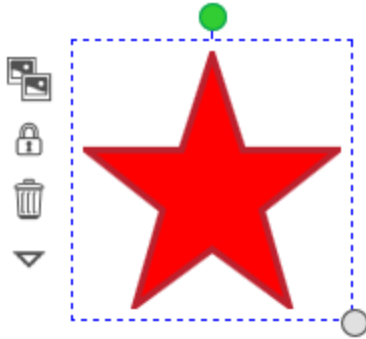
- The Restore deleted objects list can store up to 10 deleted objects, with the most recently deleted object at the top of the list.
- If you use **Cut** or CTRL+X to remove an object from the workspace, it doesn't appear in the list.
- **Teachers:** Tap the **Clear All** button to permanently delete all objects in the list.


Locking and unlocking objects

You can lock an object to prevent it from being changed, or unlock it to make changes.

To lock an object

1. Select the object or objects.



2. Tap  .

The object's selection box dims and you're unable to move, rotate or edit the object.

NOTE

You can still open a URL from a locked web link.

To unlock an object

1. Select the locked object or objects.



2. Tap  .

The object's selection box reappears and you can move, rotate and edit the object.

Viewing the workspace

When you open a workspace, the page area can be significantly larger than the area you can see. To navigate a workspace, use the Pan and Zoom tools.

Understanding the workspace area


When you open a workspace, the total workspace area is significantly larger than the initial view.

As you move around the workspace, it expands dynamically up to a size of roughly 4,000 pixels high by 6,000 pixels wide. For example, if you draw from the left to the right, the right side of the workspace expands as you draw while the available space on the left side shrinks. The boundary of the workspace is outlined in gray.

Once all users exit the file, the workspace repositions to exclude any explored areas that were left blank. For example, if you viewed the workspace to its upper limit but didn't put an object there, when you next open the file the workspace is centered on the used space, so you can now view the lower area of the workspace.

Panning

To pan in your workspace


1. Tap **Pan**  on the toolbar.
2. Tap the screen and drag to the area you want to view.



NOTE





You can also select an object with the Pan tool by tapping the object.

Zooming

Tap **Zoom**  on the toolbar to open the radar view. The blue box indicates the current viewing area.



You can change the viewing area by dragging the blue radar view box to a different part of the workspace, or by using the zoom options at the bottom of the radar view.

- Tap **Zoom In**  to zoom in on an area of the workspace.
- Tap **Zoom Out**  to zoom out.
- Tap **Zoom to Fit All**  to see the entire workspace.
- Tap **Zoom to 1:1**  to see the default zoom level.


 **TIPS**

- On devices that support touch gestures, you can use the “pinch” gesture to zoom or pan around the workspace, or perform both actions simultaneously.
- Drag the blue radar view box to navigate to a different part of the workspace.
- If you’re viewing the workspace on a device that doesn’t have touch capability, it’s a good idea to pin the radar view to your workspace so that you can more easily view different areas of the workspace. See *Pinning and unpinning the tab area* on page 58.

Adding bookmarks

If you're working in a specific area of a workspace, or find an object of interest, create a bookmark of the area so that you can go back to it at any time and locate it with a single tap, such as during a presentation.

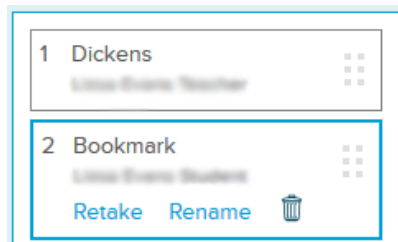
To add a bookmark to your workspace

1. Create or join a workspace.
2. Navigate to the area of the workspace you want to bookmark.
3. Tap .

The *Bookmarks* pane appears.

4. If you need to, adjust the viewing area so that you can see all the objects you want to when the *Bookmarks* pane is open.
5. Tap **Add Bookmark**.


A blue frame briefly appears around the workspace, and a new bookmark appears in the bookmarks list.



6. Tap **Rename** and give your new bookmark a unique name that you'll remember easily.



TIPS

- If the bookmark captures the wrong area, adjust the viewing area and tap **Retake**.
- To delete your bookmark, tap .
- To reorder your bookmark, use the handles to drag your bookmark up or down the list.
- If you accidentally delete a bookmark, you can restore it using the *Restore deleted objects* pane. See *Restoring deleted objects* on page 48.

7. Tap any bookmark in the list to navigate instantly to a different view of the workspace.

Sending messages to the class

After you open or create a workspace, you can use the Messaging feature to type messages to the whole class.

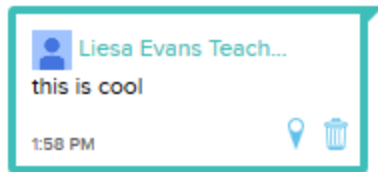
To send a message to the class


1. [Create or open a workspace.](#)
2. Tap the **Messaging**  tab.

The *Messaging* pane appears.

3. Type your message in the lower messaging pane and tap **Send**.

Your message appears in the upper messaging pane.

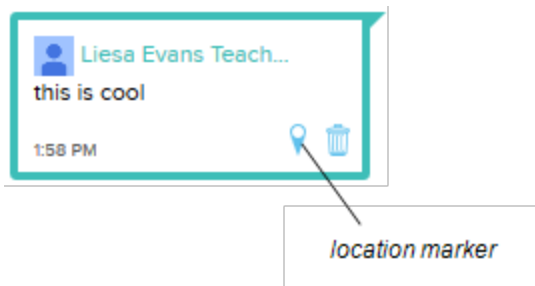


Teachers: To delete a message that has been sent, tap  in the message bubble, and then tap the check mark to permanently delete the message.

Using workspace markers

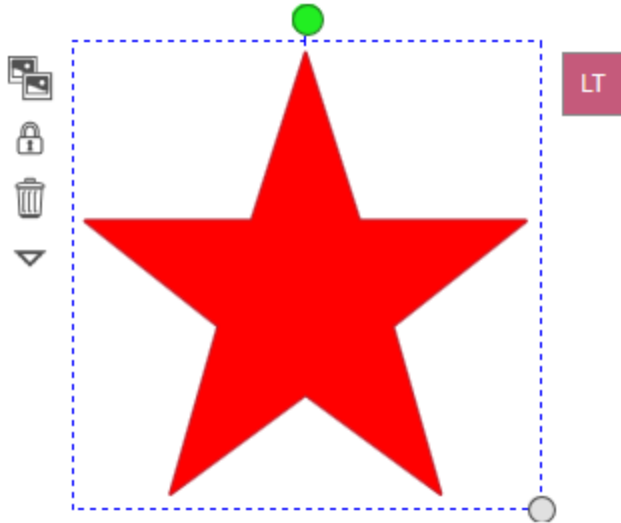
A location marker is attached to every message you send. Anyone who taps the marker in your message sees the area of the workspace you were looking at when you sent the message.

Tap the marker in any chat message to go to the area of the workspace associated with that message.



Using attributions

When you select an object in the workspace, teachers can immediately see who created that object by looking in the top-right corner for the person's initials.

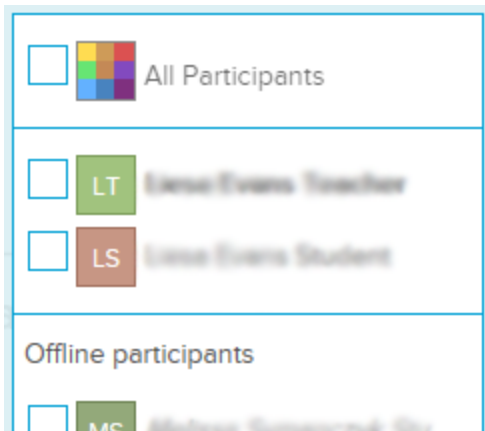


All collaborators in the workspace are assigned an icon to identify their contributions. Each icon has a unique color and contains the collaborator's initials.

 **TIP**

Tap the icon to see the collaborator's full name.

To see a list of all of these icons, tap the **Sharing**  tab.



To see the contributions made to the workspace by participants, select the checkboxes beside their names, or select **All Participants** to see everyone's attributions.

By default, only teachers can see object attributions. To allow students to see attribution icons, select the *Students can see who created objects in the workspace* checkbox at the bottom of the *Presenting* pane.

 **NOTE**


The initials in the icon are the first letter of each collaborator's first and last name. If two collaborators share the same initials, the second letter of the second collaborator's last name is used.

Using the Follow Me feature

The Follow Me feature allows you to call the class's attention to a specific area of the workspace. Students can't make changes to the workspace and see only the area of the workspace that appears on your screen. Use the Follow Me feature in the following situations:

- You're sharing a workspace with your entire class and want them all to see the same object or area.
- You want your class to focus on completing [a workspace assessment](#).

To use Follow Me

1. Navigate to the area of the workspace you want to show your students.
2. Tap the **Sharing**  tab.

The *Sharing* pane appears

3. Tap **Start Follow Me**.

Teachers: The button text changes to *All students are following*. When you return to the workspace, *All students are following* appears beside the *Sharing* tab.

Students: The tools and tabs disappear from the workspace and your view changes to match the teacher's. *Following [teacher name]* appears at the top of the window. You can't edit the workspace or view a different area of the workspace while you're following the teacher.

4. To allow students to return to another area of the workspace, tap **End**.

 **NOTE**

When you're using the Follow Me feature, students are still able to leave the workspace and return to the class dashboard, for instance, if you want them to answer instant poll questions.

Using the Pass Control feature

Use the Pass Control feature to allow individual students to control the desktop and call the class's attention to a specific area of the workspace. Neither you nor other students can make changes to the workspace, and the class sees only the area of the workspace that appears on the screen of the student who has control.

 **TIP**

To control the workspace yourself, use the [Follow Me](#) feature.

To use Pass Control

1. Tap the **Sharing**  tab.

The *Sharing* pane appears

2. Tap **Start Pass Control**.

Teachers: The *Pass control* window appears. Choose a student to pass control to and tap **Pass Control**.

When you return to the workspace, a *Following [student name]* message appears at the top of the workspace and you see the area of the workspace that the student directs the class to. You can still access the *Sharing* and *Messaging* tabs.

Students: If your teacher has given you control of the workspace, a *You have control* message appears beside the *Sharing* tab. The whole class sees whatever you focus on in the workspace.

If you don't have control of the workspace, the tools and tabs disappear from the workspace and you see what the student who's in control of the workspace sees. *Following [student name]* appears at the top of the workspace. You can't edit the workspace or view a different area of the workspace while you're following this student.

3. **Teachers:** Tap **Pause** to take control of the workspace yourself. Tap **Next** to pass control of the workspace to a different student. To allow students to return to another area of the workspace, tap **End**.

Students: Tap **End** to return control of the desktop to the teacher.

Hiding and displaying the tab area

When you initially create or join a workspace, the tab area on the right side of the workspace displays in its full, default state. You can hide the tab area to make more space visible in the workspace.

To hide the tab area

Tap **Hide tabs** .

The tabs disappear, replaced by the *Show tabs* button.

To show the tab area

Tap **Show tabs** .

The tabs appear.

Pinning and unpinning the tab area

You can pin items in the tab area so that the tab area is always expanded as you use your workspace. You can also unpin the tab area so that it automatically closes when you tap any area in your workspace.

To pin the tab area

1. Tap an item in the tab area.

The item's information pane appears.

2. Tap .

To unpin the tab area

Tap .



The tab area automatically closes when you tap any area in your workspace.

Changing student permissions

After you share a workspace, you can change student permissions to View access or Edit access.

Permissions	Description
View access	Students can see the content in the workspace but are unable to change any of it.
Edit access	Students can see and change the content in the workspace.

To change student permissions in a workspace

1. Create or open a workspace.
2. Tap the Menu arrow  in the top-right corner of the workspace.
3. Select **Give all participants View access** .

OR

Select **Give all participants Edit access** .

Renaming the workspace

You must name your workspace when you create it, but you can rename it at any time.

To rename a workspace

1. Open the workspace you want to rename.
2. Double-tap the workspace's name in the top-left corner of the workspace.
3. Type a new file name.

NOTE

You can rename workspaces you have created, as well as workspaces that have been shared with you if you have permission to edit the workspace.

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