

Collaborating using SMART Sync Software

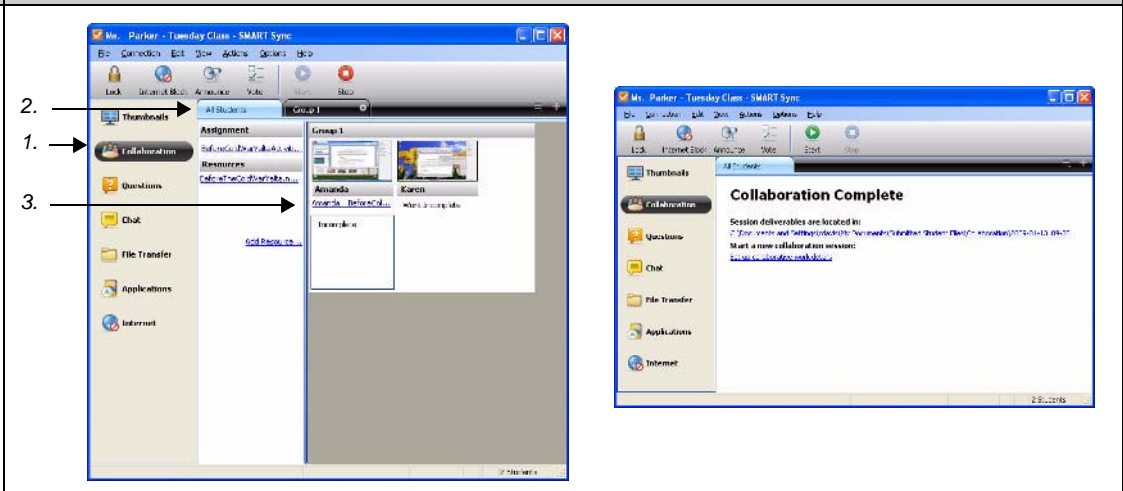
Using the Collaboration view in SMART Sync, you can separate your class into working groups of two or three students, distribute an assignment for them to complete collaboratively, and monitor their progress. Select this view by clicking the **Collaboration** button on the left side of your screen.



<p>Action</p>	<p>To start collaborative assignments:</p> <ol style="list-style-type: none"> 1 Select the Collaboration view 2 Select the group size 3 Select a collaborative assignment by clicking Browse, selecting the file location in the <i>Open</i> dialog box and clicking Open 4 Select any additional resources you want to include with the assignment by clicking Add, selecting the file location in the <i>Open</i> dialog box and clicking Open 5 Select Allow students to chat if you want to allow students to communicate while they're working on the assignment 6 Click Start
<p>What the teacher sees on their screen</p>	
<p>What students see on their screens</p>	<p><i>The Collaborative Assignment starts. Students read the instructions and click OK to begin the assignment.</i></p>

<p>Action</p>	<p>To monitor collaborative assignments:</p> <ol style="list-style-type: none"> 1 Select the Collaboration view 2 Click the group's tab you want to monitor. To monitor the whole class, click the All Students tab. 3 When a student completes the task individually and submits it to the teacher, a link to this file appears below that student's thumbnail 4 When a group sends you their final, collaborative response, the Group Work status changes from Incomplete to a link to the file 5 After all the groups complete the assignment, the Collaboration Complete screen appears and enables you to view the assignments and/or start another collaboration assignment
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What the teacher sees on their screen



What students see on their screens

After each student in the group has submitted their individual assignment:

Student Viewer

Student Recorder

*Once all Student viewers in the group have checked the **Ready to hand in** check box, the Student recorder clicks **Hand In** to hand in group work.*