



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**.



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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.

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, or type in the six-digit code or 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.

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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 19 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 25 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 7 for more information on asking questions and viewing class reports. Students: See <i>Answering questions</i> on page 20 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.

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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.

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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 device.
 - Type a student's email address in the **Enter an email address** box, and then tap **Add**.

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.

4. Tap **Create Class**.

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

5. Tap **Back to class page**.

A class icon appears on your home page.

TIP

You can view the class dashboard at any time by tapping the class name tab 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.

The class's dashboard page opens to a list of the class participants.

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 a student's email address in the **Enter an email address** box, and then tap **Add**.

 **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.

4. Tap **OK**.

The class list is updated.

 **TIP**

You can view the class dashboard at any time by tapping the class tab on your home page or 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 13.

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.

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To create an assessment with multiple questions, see *Creating an assessment in a workspace* on page 13.

NOTES

- Questions and answers have a limit of 150 characters.
- Students aren't automatically notified or returned to their dashboards when you ask a poll question. Instruct students to leave the workspace in order 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.

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.

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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.

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.

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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 this 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.

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To create an assessment

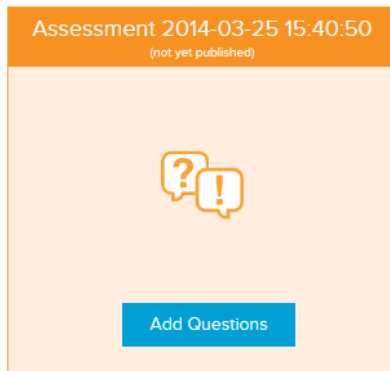
1. [Create or join a workspace.](#)

2. Tap .

The Assess pane appears.

3. Tap **Create a Question Set.**

A blank assessment object appears in the workspace.

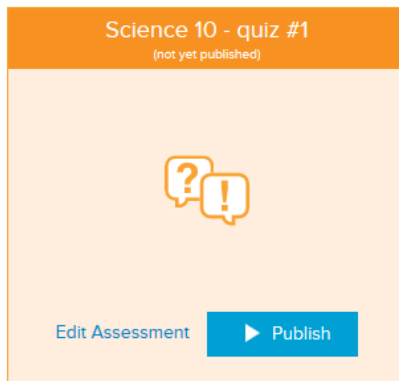


4. Tap **Add Questions.**

The assessment creation page opens.

5. Type a name for your assessment.
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.
8. When you're finished adding questions, tap **Save and Close.**

The assessment appears on the workspace with a "not yet published" message below the assessment name. The assessment isn't available to your students yet.



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Starting and stopping a workspace assessment

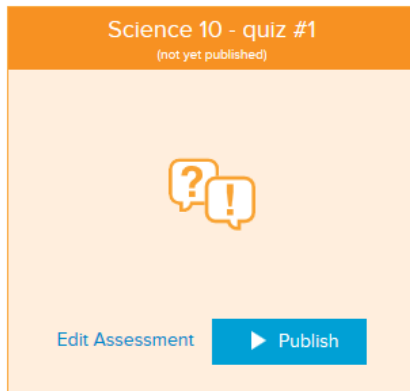
After you create an assessment, you must publish it to enable your students to answer it. You can also pause or stop the question at any time.

TIPS

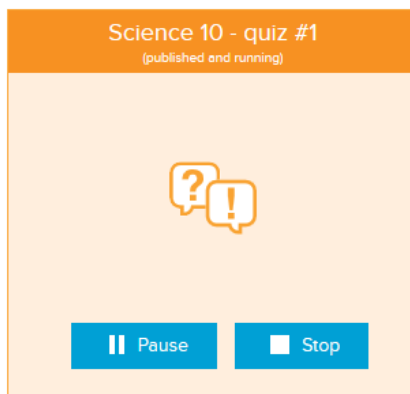
- Use the [Follow Me feature](#) to keep your students focused on completing an assessment.
- If your students are working on devices with smaller screens, enlarge your view of the assessment on your screen so that the questions are large and clear.

To start an assessment

Tap **Publish** to start the assessment.



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



To pause an assessment

1. Tap **Pause**.

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

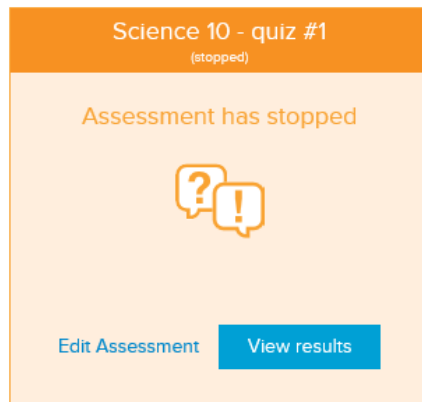
2. Tap **Resume** to continue the assessment.

To stop an assessment

Tap **Stop** 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 Assessment** 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.

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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 Results**.

Students: tap **View My Results**.

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%
Melizabeth Bennet	99%	—	31%	72%	13%	79%	94%	52%	29%
John Watson	95%	—	11%	32%	69%	53%	78%	26%	50%
Lucy Liu	64%	—	76%	11%	50%	30%	52%	16%	44%
Braham Elshady	45%	—	38%	80%	10%	31%	44%	81%	92%
Tony Stark	23%	—	23%	8%	19%	72%	68%	78%	30%
Bobby Bones	19%	—	51%	0%	61%	16%	35%	46%	31%

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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.

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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

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.

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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, press the right arrow  to proceed to the next question. Press 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.

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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 29.
Duplicating 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>Duplicating your workspace</i> on page 32.
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 31.
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 30.

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 new workspace if you aren't connected to a class

1. Tap **Create a Workspace**.

The *Select a Workspace* window appears.

2. Select a template type.
3. Tap **Create Workspace**.

The workspace is created. The default workspace name is the date it was created.

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 *Select a Workspace* window appears.

2. Select a template type.
3. Tap **Create Workspace**.

The *Share Workspace* window appears.

4. Select one of the following sharing options:

Sharing option	Description
Just for me (you can share later)	The workspace isn't shared. Only you can see it.
With all participants in the current class	The workspace is shared with everyone in the current class list.
With selected participants in the current class only	The workspace is shared only with the participants you select.

5. Tap **Share**.

The workspace is created. The default workspace name is the date it was created. To rename the workspace, see *Renaming the workspace* on page 46.

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6. If you created a shared workspace, tell participants the name of the workspace so they can open it in their **Shared with me** folder.

NOTE

If you select **Pull all selected students into the workspace automatically**, participants receive a pop-up notification that a workspace has been shared with them, and the workspace opens when they tap the **Open Now** button.


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 **Collaboration**  tab.
The *Sharing* pane appears.
3. Tap **Share** above the *Collaborators* window.
The *Share Workspace* dialog box appears.
4. Select one of the following options:

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

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5. Optionally, teachers can select **Pull all selected students into the workspace automatically**.

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.

6. Tap **Share**.

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

NOTE

Students can access workspaces shared with them through the class dashboard.


Sharing copies of your workspace

You can create copies of your workspace and share them with individual students who are online. You can also create copies of your workspace and share them with groups of students. You select the number of groups required, and then SMART amp randomly assigns students to those groups.

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 or group number.
- You must be connected to a class in order to share copies of your workspace with others.

To share your workspace with an individual student

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


The *Sharing* pane appears.

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3. Tap **Hand Out Copies** below the *Collaborators* window.
The *Hand Out Copies* dialog box appears.
3. Select **Share a copy of the workspace with each student in the current class**.
4. Optionally, select **Pull all selected students into the workspace automatically**.
5. Tap **Hand Out Copies**.
A confirmation message appears, providing the location of the workspace copies.
6. Tap **Close**.

To share your workspace with groups of students

1. [Create or open a workspace](#).
2. Tap the **Collaboration**  tab.
The *Sharing* pane appears.
3. Tap **Hand Out Copies** below the *Collaborators* window.
The *Hand Out Copies* dialog box appears.
3. Select **Share a copy of the workspace with each randomly assigned group**.
4. Select the number of groups required.
Student groups appear in the box.
5. Optionally, select **Reshuffle** to automatically redistribute the students among the groups.
6. Optionally, select **Pull all selected students into the workspace automatically**.
7. A confirmation message appears, providing the location of the workspace copies.
8. Tap **Hand Out Copies**.
9. Tap **Close**.


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 Workspace 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**.

Duplicating your workspace

When you duplicate your workspace, a copy of your current workspace is created on your Google Drive that is available only to you, even if the original workspace is shared with others. When you make changes to the duplicate workspace, the original workspace remains unchanged.

To duplicate your workspace

1. Tap the menu arrow  in the top-right corner of the workspace.
2. Select **Duplicate workspace**.

A confirmation message appears, providing the location of the duplicate workspace.

3. Tap **Close**.

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 the **New Shared Workspace** 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 **Choose Files**, and then browse to and select the image you want to add.




TIP

To select more than one image, tap the **Select** tool and draw a box around the objects you want.

4. Tap **Open**.
The image appears in your workspace.

To add an image from SMART Exchange

1. Create or join a workspace.
2. Tap .
The *Add Images* pane appears.
3. Type a keyword in the SMART Exchange search box.
4. Tap **Search**.

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The image search results appear.

5. Drag the image you want into your workspace.



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 *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.

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.
A text box opens in a new window and a toolbar appears at the top of the workspace.
4. Type your text. Use the toolbar to change the text's font, size, color, and other properties.
5. When you're finished, tap  to place your text in the workspace, or tap  to return to the workspace without keeping the text.

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To type text into your workspace

1. Tap in your workspace where you want the text to appear.
2. Begin typing using your computer's keyboard.
A text box opens in a new window and a toolbar appears at the top of the workspace.
3. Type your text. Use the toolbar to change the text's font, size, color, and other properties.
4. When you're finished, tap ✓ to place your text in the workspace, or tap ✕ to return to the workspace without keeping the text.

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.
A text box opens in a new window and a toolbar appears at the top of the workspace.



Charles Dickens was born in

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
 - Line spacing

You can also use the **Undo** and **Redo** buttons.

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


Adding shapes

You can add a shape to your workspace.


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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.

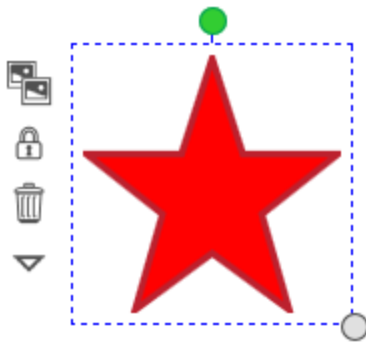
To select an object

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.

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.

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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.

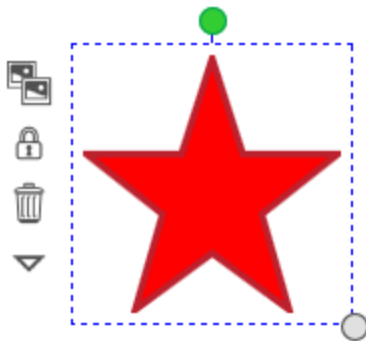
TIPS

- 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.

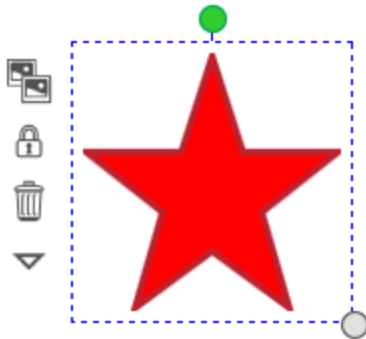
Cutting, copying and pasting objects

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

To cut an object

1. Select the object.

Options appear on the left side of the object.



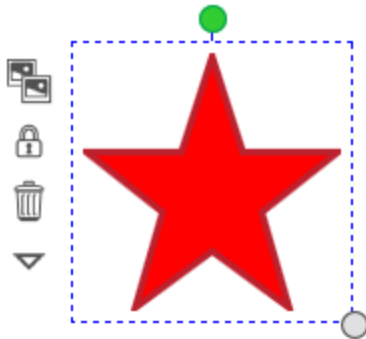
2. Tap the menu arrow , and then select **Cut**.

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, press 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 the next page).
- 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.

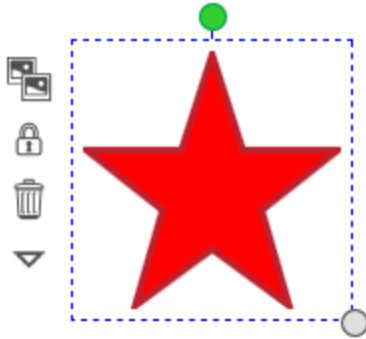
The object moves to its new position in the stack.

Deleting objects

Although you can erase your drawings, (see *Drawing and erasing* on page 33), 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.



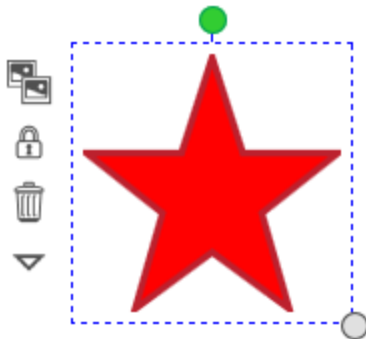
2. Tap .

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.

3.  **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


Workspaces open to the center of the available space, but they can be significantly larger than this initial viewable space.

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 include any objects. 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 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 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 100%**  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.
- 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 46.

Using the Follow Me feature

The Follow Me feature allows you to call the class's attention to a specific area of the workspace. Use it 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 **Collaboration**  tab.
The *Sharing* pane appears
3. Tap **All Follow Me** below the *Collaborators* window.

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

Students: The tools and tabs disappear from the workspace and your view changes to match the teacher's. *You are 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**.

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 Only or Edit Access.

Permissions	Description
View Only	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 **View Only** .

OR

Select **Edit Access** .

Renaming the workspace

When you create a workspace, the file is automatically named with the date it was created.

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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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