

A Brief Overview of SynchronEyes Software

Objecives

1. Discuss the functionality of each SynchronEyes Software toolbar option.
2. Practice using the SynchronEyes Software features.
3. Brainstorm ways to integrate the SynchronEyes Software into classroom instruction.

Topic Introduction

The SynchronEyes Software can be used to add interactivity and control to your classroom. It allows you to monitor, chat, quiz, block access, and broadcast a desktop to one or all students. SynchronEyes Software works well with other software programs such as MS Word documents, PowerPoint presentations, and the Internet.

Before we get started

1. Sign in
2. Introduce yourself and what are you teach.
3. As we proceed, think of ideas on how you may use SynchronEyes in your course.

SynchronEyes is a trademark of SMART Technologies: more information can be found at <http://www.smarttech.com/>

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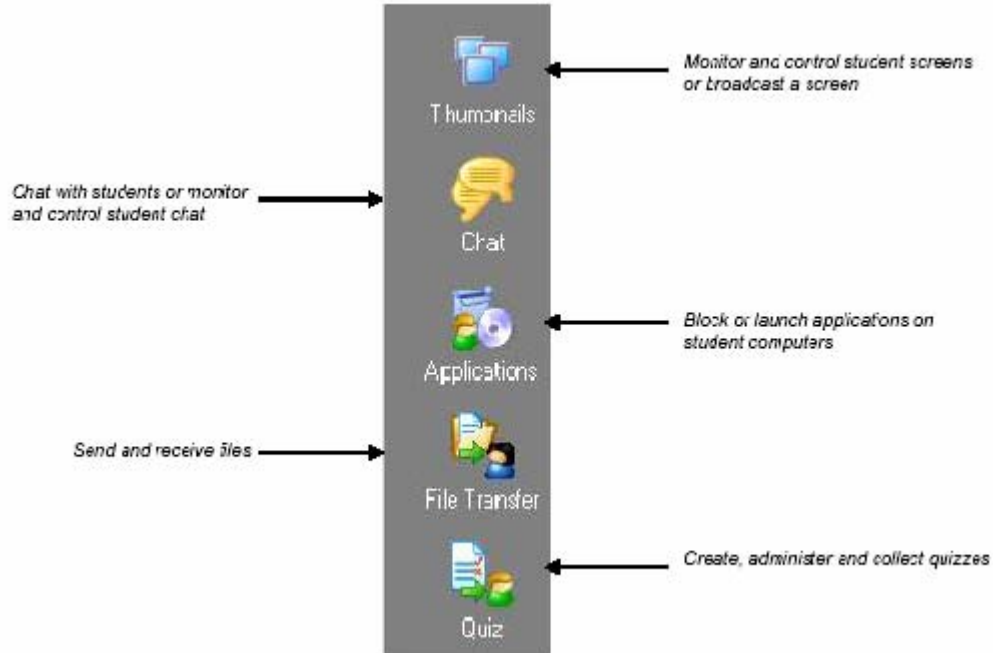
SynchronEyes® Software Toolbars (Teacher Interface)

This Quick Reference gives a brief overview of the toolbars available in the teacher interface of SynchronEyes software. The Quiz view toolbar is discussed separately in the *SynchronEyes Software Quizzes* Quick Reference. To learn more about using SynchronEyes software, please refer to the *SynchronEyes Software Basics* Quick Reference.

Sect. 1

The Views Toolbar

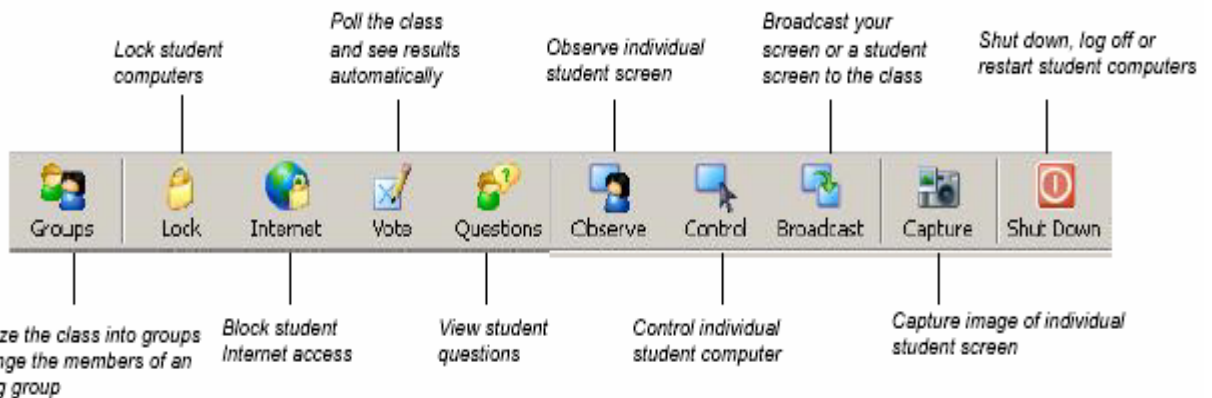
The Views toolbar appears at the left side of the teacher interface. You can use it to switch to the appropriate view for your task, as shown below. The toolbar at the top of the interface changes as you change views.



Sect. 2

Thumbnails View Toolbar

Thumbnails view is the default view for the teacher interface. It has tools for observing and controlling student screens as well as for broadcasting your screen or a student screen. Note: The Groups, Lock, Internet, Vote and Questions buttons are available in all views.

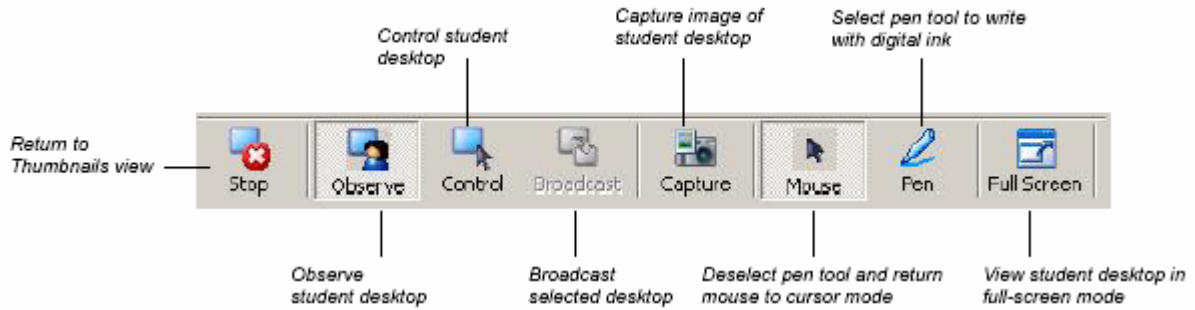


Sect. 3

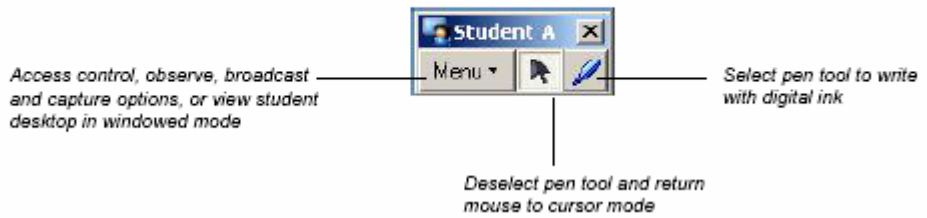
Desktop Toolbars

When you open a student desktop in windowed mode, a desktop toolbar appears at the top of the desktop window. Use it to write over the desktop in digital ink and to access the features of SynchronEyes software. When you broadcast your desktop or view a student screen in full-screen mode, a smaller, movable desktop toolbar gives you access to the same features.

View in Window Mode



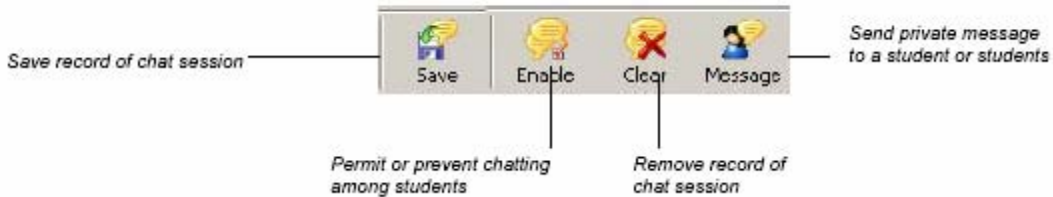
View in full Screen



Sect. 4

Chat View Toolbar

The Chat view toolbar has tools for communicating with students and monitoring and recording chat sessions.



Note: may be able to save chat session for later review.

Sect. 5

Applications View Toolbar

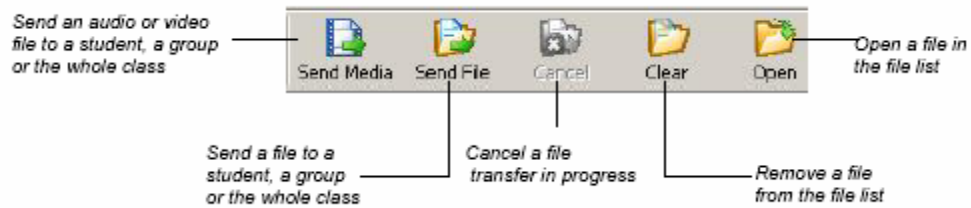
The Applications view toolbar has tools for blocking and launching applications on student computers.



Sect. 6

File Transfer View Toolbar

The File Transfer view toolbar has tools for the organization and distribution of files.



Note: Send and collect student files.

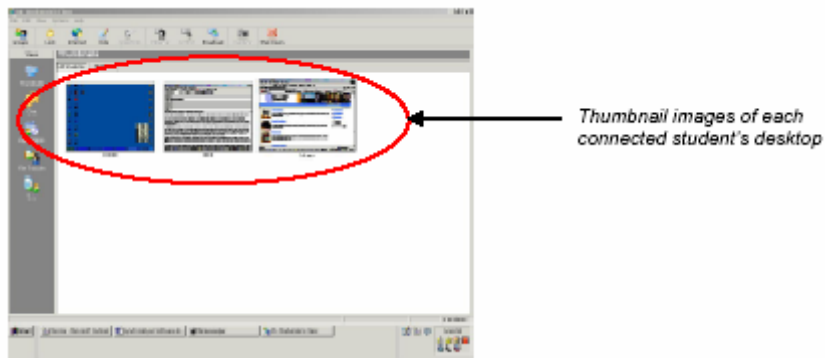
SynchronEyes® Software Basics

SynchronEyes software gives you the power to monitor and guide your students' learning in a computer lab. The intuitive interface helps you observe lab activity and give both whole-class and individual instruction.

Sect. 7

Monitoring Class Progress with Thumbnails View

In Thumbnails view, your screen displays a thumbnail image of each student's screen, allowing you to monitor what each member of the class is doing. Customize the size and the arrangement of thumbnails by selecting either Thumbnail Size or Thumbnail Arrangement from the View menu.



Sect. 8

Monitoring a Particular Student

Get a better look at a particular student screen by double-clicking on its thumbnail image. A full-screen image of the student's desktop will be displayed on your monitor. You can also choose to see the screen in a resizable window.

Sect. 9



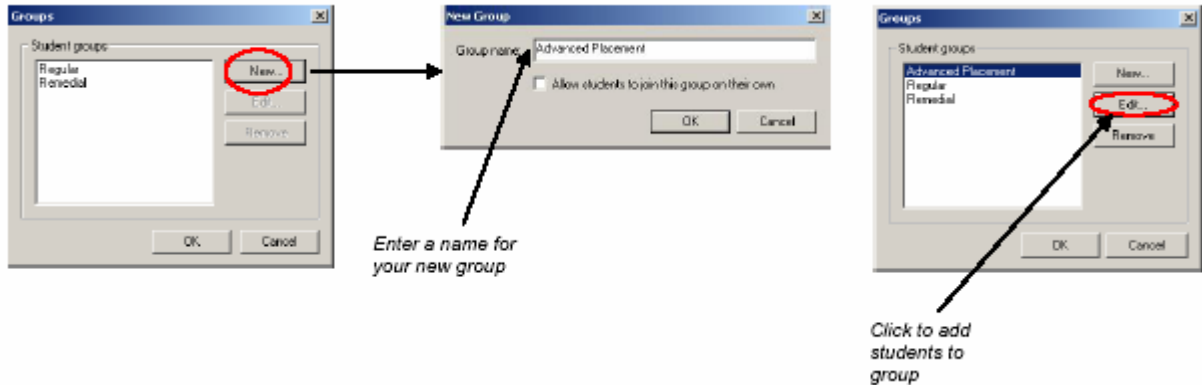
Working with Groups

Tailor your instruction for students of different ages or ability levels by dividing the class into groups. A tab for each group you've created appears at the top of each view, so you can observe the group of your choice, create and distribute tailor-made quizzes and files for each group, and chat with and poll

group members about issues of relevance to their work while leaving the rest of the class undisturbed.

To create a group:

1. Select the Groups button on the top toolbar.
2. The Groups dialog box will appear. Click the New button.
3. The New Group dialog box will appear. Enter a group name and click the OK button. You can add students to the group by clicking the Groups button, selecting the name of the group and clicking the Edit button. Creating groups, allows instructors to control information.



Sect. 10



Broadcasting a Desktop

Explain complicated procedures or give an in-depth presentation by broadcasting your desktop or a student desktop to the class or to a group. You can broadcast the desktop in full-screen mode or as a window. A desktop toolbar enables you to use your mouse to write notes in digital ink and to return to the Thumbnails view at any time.

To broadcast your desktop:

1. From Thumbnails view, select the All Students tab or a group tab.
2. Click the Broadcast button on the top toolbar. A dialog box will appear.
3. Click Yes.

To broadcast a student desktop, select a student thumbnail and follow the procedure above.

Note: if broadcasting to a selected group of student stations then create a group of student stations.

Sect. 11



Taking Remote Control of a Student Computer

Give direct instruction by remotely controlling a student's computer. Just select a student thumbnail and press the Control button on the top toolbar. You'll have sole mouse and keyboard control of the student's computer. You can also choose to share mouse and keyboard control with the student.

Whichever option you choose, you can control the student's applications as if they were your own, and write in digital ink on the student's desktop.

Note: you can only control one student station at a time.

Sect. 12



Blocking Student Internet Access

Block Internet access for all students or particular students from any view of SynchronEyes software. Select a student or group of students from the Students list and press the Internet button on the top toolbar. The Internet block renders the Microsoft® Internet Explorer browser inoperable. When blocked students attempt to open Internet Explorer, a page appears informing them that access to the Internet is restricted. You can block the use of browsers other than Internet Explorer with the blocking applications feature (see below).

Sect. 13



Blocking and Launching Applications

Restrict student access to applications from the Applications view by selecting a student or group of students from the Students list, choosing the application you want blocked and pressing the Block button on the top toolbar. You can create different lists of restricted applications for different groups. For example, for a group of students who need access to a number of applications to complete an assignment, you may not want to block any applications. For students who are completing a simpler task, you may want to limit applications to those they need to do their work. You can automatically launch applications on student computers by selecting the students from the Students list, choosing the application you wish to launch and pressing the Launch button on the top toolbar.

Note: Blocking function does not work with Netscape browser but using the LOCK option can block student station.

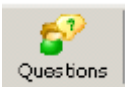
Sect. 14



Getting Student Attention

Get your students' attention by disabling mouse and keyboard input. Just press the Lock button and student screens will be blacked out with a message reading "Eyes to the front, please." or any other message of your choice.

Sect. 15

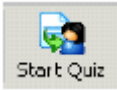


Answering Student Questions

See and answer written student questions in real time. You can view all student questions simultaneously and send a single response to multiple questions.

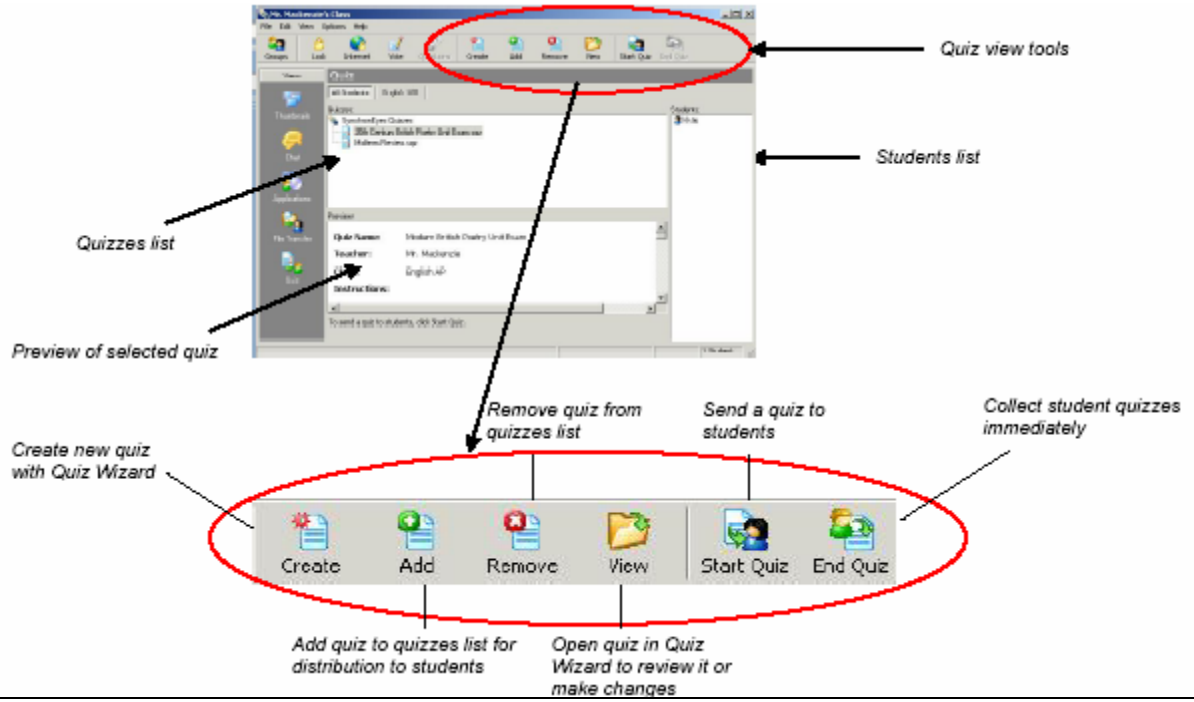
1. Click the Questions button on the top toolbar. The Questions dialog box will appear.
2. Select one or more questions.
3. Click the Chat button in the dialog box. The Answer Question dialog box will appear on your desktop.
4. Enter your response in the Message box and press the Enter key on your keyboard.

Note: To carry on an ongoing dialog with students, choose the Chat function by clicking the Chat button on the Views toolbar instead of the "Answering Student Question" option..



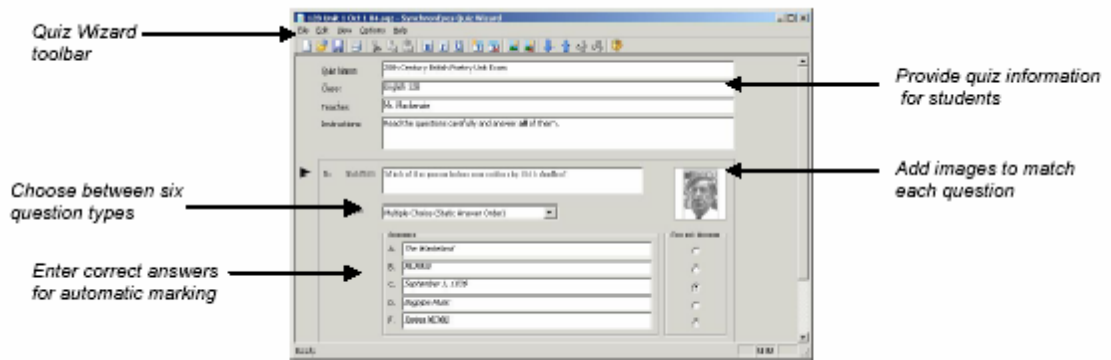
SynchronEyes® Software Quizzes

Whether you're giving a pop quiz with a handful of short-answer questions or a lengthy final exam with many multiple choice, matching and essay questions, you can use SynchronEyes software's Quiz Wizard to create exactly what you need. You can organize, deliver and collect quizzes from the Quiz view of SynchronEyes software.



Quiz View

From Quiz view in SynchronEyes software, you can access the Quiz Wizard to create and edit customized quizzes. Quiz view shows you a list of your quizzes, previews the selected quiz, and gives you tools for administering quizzes and adding or removing quizzes from the Quizzes list.



Sect. 18

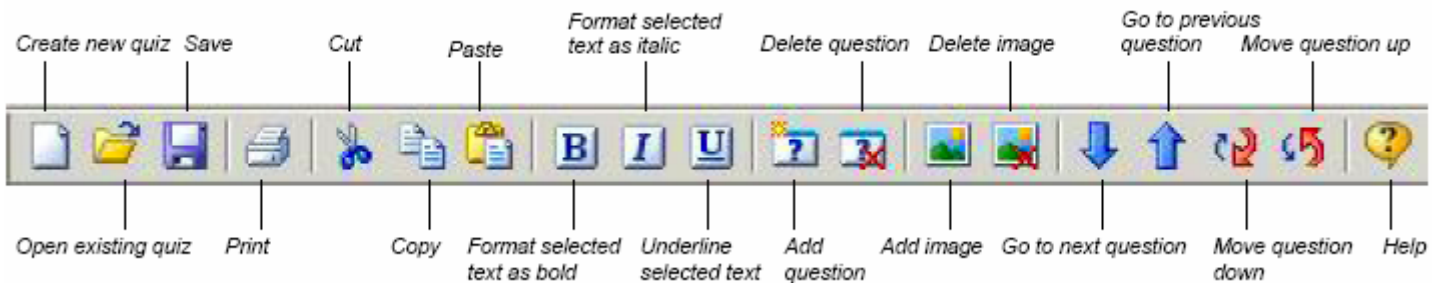
The Quiz Wizard

The Quiz Wizard gives you the ability to quickly create and edit interactive electronic quizzes. Create any combination of multiple choice, matching, ordering, short answer or essay questions, and arrange them randomly for each student or in any order you choose. You can add images to your questions, choose automatic marking, and pick grading options for matching and ordering questions. You can download the Quiz Wizard to any home computer, so you can create and edit quizzes from your office or home.

Sect. 19

The Quiz Wizard Toolbar

The Quiz Wizard toolbar features tools that make developing or changing a quiz simple. You can use the toolbar to add, delete or rearrange questions, navigate within your quiz, or add or delete images.



Sect. 20

Creating Quizzes

To create a new quiz from the Quiz view, follow the instructions below:

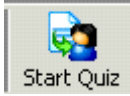
1. Click the Create button on the top toolbar.
2. Accept the default quiz location in the Create New Quiz dialogue box or click the Save in arrow to navigate to another folder.
3. Enter the quiz, class and teacher names as you wish your students to see them in the Quiz Wizard window.
4. Type the first question in the Question box, select a question type from the Type list, and enter the correct answer and any alternative responses.
5. When you've entered all your questions, click the Save button. Your quiz will appear in the Quizzes list in Quiz view. You can see a preview of the quiz as it will appear to students by clicking on its name in the list, or double-click to open the quiz and edit it.

NOTE: You can install the Quiz Wizard on your home computer to prepare quizzes at home.

Distributing and Collecting Quizzes

To distribute a quiz, follow the instructions below:

1. Click a group tab to send a quiz to a specific group, or click the All Students tab to send the quiz to the whole class.
2. Select the quiz from the Quizzes list.
3. Click the Start Quiz button on the top toolbar.



As students submit their finished quizzes, their responses and a response summary will be automatically sent as HTML files to the Response folder in the Quizzes list. You can also choose to collect all quizzes simultaneously by clicking the End Quiz button on the top toolbar. Whichever option you choose, student scores will be automatically exported to a Microsoft® Excel spreadsheet. The spreadsheet, along with the student responses and response summary, are stored in a Responses subfolder stored in the same folder to which you saved your quiz.

End of training

- **Discuss ideas of how to use SynchronEyes in teaching your course.**
 - Brainstorm ideas on using SynchronEyes.

- **Opportunity to practice using SynchronEyes at the end of the training session.**

- **Questions**