

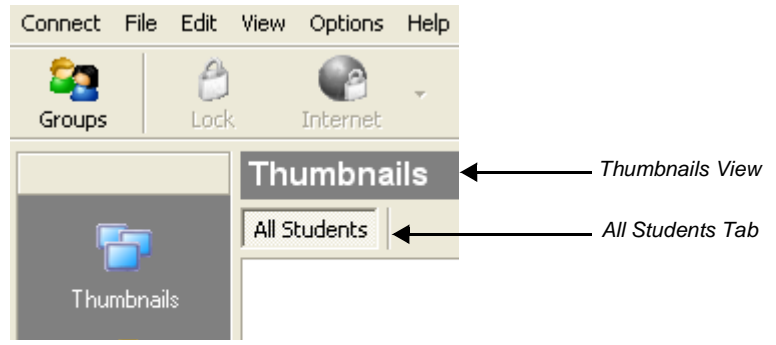
Using SynchronEyes® Software for the First Time

SynchronEyes software gives you the power to manage your classroom, guide learning and interact with students – all from your own computer. There are two versions of SynchronEyes software – one version for teachers and one version for students. The following information will help you start using the teacher version of the software and connect to students who have the student version of the software running on their computers.

Getting Started

Double-click on the SynchronEyes teacher-software icon on your desktop to open SynchronEyes software. Your screen will open to the Thumbnails view. The Thumbnails view allows you to see small images of students' desktops in your class. Don't worry if you do not see any images of student desktops because connecting to students is covered on the next page.

When you start, the All Students tab will be selected. Because this tab is selected, you can monitor all the connected students in your class at once.



Top-Left Corner of the SynchronEyes Interface

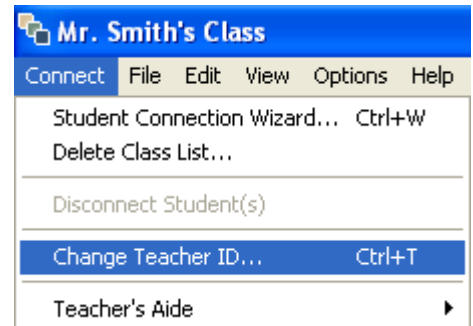
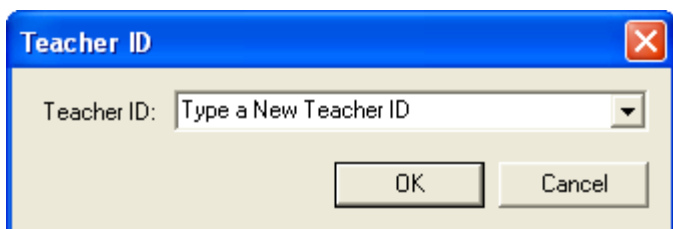
Teacher IDs

Teacher IDs allow students to determine which teacher they are connected to. They also allow multiple teachers to share a computer running SynchronEyes teacher-software without interfering with each individual's unique profile, student groups or settings.

SynchronEyes software automatically opens to the last Teacher ID used. However, you can change the Teacher ID or create a new Teacher ID at any time.

Creating a New Teacher ID

- 1 Select **Connect > Change Teacher ID** to launch the Teacher ID dialog box
- 2 Enter a new Teacher ID into the field.



NOTE: If a Teacher ID is already displayed in the dialog box, clear the ID and type in your own information. This will not delete the displayed ID, but it will allow you to switch to your own Teacher ID.

- 3 Press **OK** and the title in the top-left corner will change to reflect the new Teacher ID

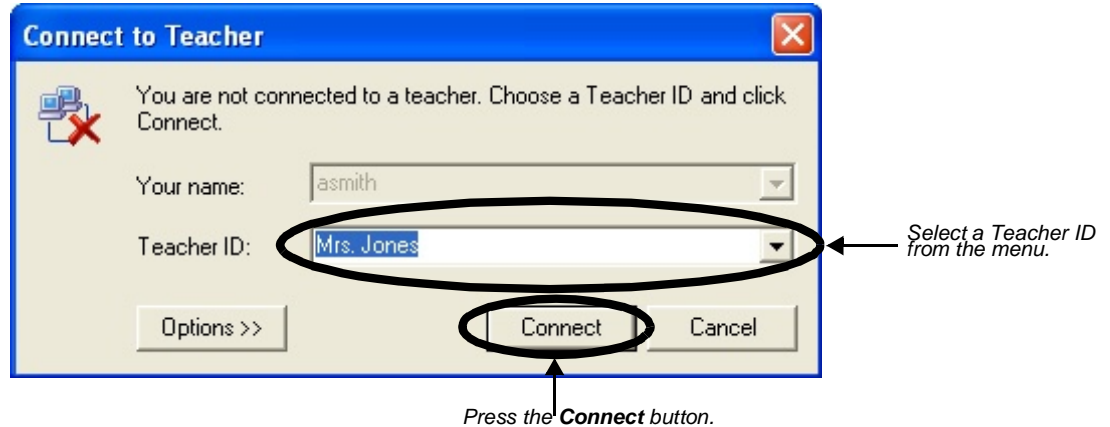
Changing a Teacher ID

- 1 Select **Connect > Change Teacher ID** to launch the Teacher ID dialog box
- 2 Type your Teacher ID into the field, or press the arrow and select your Teacher ID from the drop-down menu if it is available
- 3 Press **OK** and the title in the top-left corner will change to reflect the new Teacher ID

Connecting to Students

SynchronEyes software can be installed in three different ways. Just ask the person who installed the software which of the options below was chosen if you are unsure.

- 1 *Always connect to the same teacher.* This option ensures that the students automatically connect to the same teacher. This option does not support multiple Teacher IDs. The student version of SynchronEyes software starts automatically when students start their computer.
- 2 *Student connects to teacher.* This option allows students to choose which Teacher ID they connect to; however, it becomes the students' responsibility to connect to the correct Teacher ID. To connect to a specific Teacher ID, students double-click on the SynchronEyes Student 6.0 icon on their desktop. Then, they select a Teacher ID from the drop-down menu in the Connect to Teacher dialog box and press the **Connect** button.



NOTE: If SynchronEyes Student 6.0 is already running, double-click on the SynchronEyes icon – located in the Windows Notification area in the bottom right of your screen – and press **Connect** to launch the Connect to Teacher dialog box.

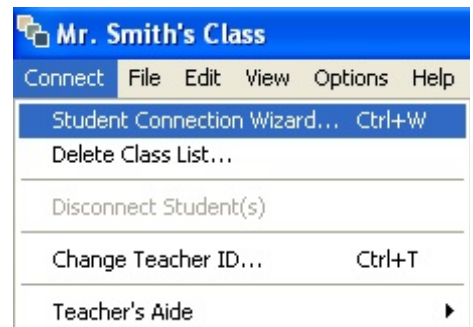


Windows Notification Area

- 3 *Teacher connects to students using class lists.* This method gives you the same flexibility as having the students connecting to a Teacher ID but with the benefit of the teacher having the power to make the connection.

To use this method select **Connect > Student Connection Wizard**. The Student Connection Wizard will guide you through either creating a new class list, connecting to an existing class list or modifying a class list.

Once the students are connected to your Teacher ID, you will be able to monitor their desktops.



Monitoring Student Desktops in Thumbnails View