



SMART Sync™  
2011 classroom  
management  
software

Mac OS X Operating System Software

Quick Start Guide

Extraordinary made simple™

| SMART™

# Product registration

If you register your SMART product, we'll notify you of new features and software upgrades.

Register online at [www.smarttech.com/registration](http://www.smarttech.com/registration).

Keep the following information available in case you need to contact SMART Technical Support.

Product key: \_\_\_\_\_

Date of purchase: \_\_\_\_\_

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# Chapter 1

## Getting started

With SMART Sync™ classroom management software, you can manage your classroom and communicate with your students without leaving your computer.

SMART Sync software enables you to observe and guide your students' computer activity using the customizable Thumbnails view, which displays real-time images of your students' computer desktops. In addition to viewing their desktops, you can capture snapshots of students' screens, take control of students' desktops, temporarily lock students' computers, remotely shut down students' computers and block access to the Internet and specific applications.

## CHAPTER 1

### Getting started

This guide explains how to install SMART Sync Teacher software on your computer and SMART Sync Student software on your students' computers using the installation wizards and then how to use the core features of the software to manage your classroom.

If you want to install SMART Sync software using tools other than the installation wizards or want to learn more about other features of the software, refer to these additional resources:

The *SMART Sync 2011 User's Guide* ([smarttech.com/kb/158987](http://smarttech.com/kb/158987)) includes detailed information on SMART Sync Teacher software.

The *SMART Sync 2011 System Administrator's Guide* ([smarttech.com/kb/160492](http://smarttech.com/kb/160492)) explains how to deploy SMART Sync software components on a network.



The SMART Sync 2011 Help includes detailed information on SMART Sync Teacher software in a searchable online format.

#### **i** NOTE

The Help is available from the SMART Sync Teacher software menu (**Help > Contents**).

## Chapter 2

# Installing SMART Sync software

Install SMART Sync Teacher software on your computer and SMART Sync Student software on your students' computers using the installation wizards.

You can start the installation wizards by downloading DMG files from the SMART website.

## Computer requirements

### Teacher and student computers

- Intel® processor
- 512 MB of RAM (1 GB recommended)
- 270 MB of free hard disk space
- Mac OS X 10.5.4 or later operating system software
- 1024 × 768 or higher resolution display with 32-bit (millions) color quality

### Network

- 802.11 a/g/n wireless network (100 Mbps wired network recommended)

## Installing SMART Sync Teacher software

### ■ To install SMART Sync Teacher software

1. Go to [smarttech.com/software](http://smarttech.com/software).
2. Browse to the SMART Sync 2011 for Mac download page, and then follow the on-screen instructions to download the SMART Sync Teacher software DMG file.
3. Double-click the SMART Sync Teacher software DMG file to open it.
4. Double-click the SMART Sync Teacher software MPKG file. The SMART Sync Teacher software installation wizard appears.
5. Follow the on-screen instructions.

## Installing SMART Sync Student software

### ■ To install SMART Sync Student software

1. Go to [smarttech.com/software](http://smarttech.com/software).
2. Browse to the SMART Sync 2011 download page, and then follow the on-screen instructions to download the SMART Sync Student software DMG file.
3. Double-click the SMART Sync Student DMG file to open it.



## CHAPTER 2

### Installing SMART Sync software

4. Double-click the SMART Sync Student MPKG file.  
The SMART Sync Student software installation wizard appears.
5. Follow the on-screen instructions.

## Configuring SMART Sync Student software

After you install SMART Sync Student software on students' computers, you can configure it using the SMART Sync Student Configuration Tool if you're an administrator.

You or your system administrator can select a connection option when configuring SMART Sync Student software:

<b>Connection option</b>	<b>Description</b>
<b>Allows the student to select from a list of available teachers</b>	Students must manually connect to the correct teacher ID.
<b>Automatically connects with this Teacher ID</b>	Students automatically connect to a teacher ID.
<b>Automatically connects with this hostname or IP address</b>	Students automatically connect to a teacher through the host name or IP address. (Host names and IP addresses identify computers on a network.)

#### ■ To run the SMART Sync Student Configuration Tool

1. Open the Finder, browse to **Applications/SMART Technologies/SMART Tools**, and then double-click **SMART Sync Student Configuration Tool**.

The *SMART Sync Student Configuration Tool* dialog box appears.

2. Click **Next**.
3. Follow the on-screen instructions to configure SMART Sync Student software.

## Chapter 3

# Using SMART Sync software

After you install SMART Sync software on your computer and the students' computers, you can start SMART Sync Teacher software and connect to your students.

## Starting SMART Sync software

When you first start SMART Sync software, you'll be prompted to create a teacher ID. Students can then connect to the teacher ID (see *Configuring SMART Sync Student software* on page 5).

### ■ To create a new teacher ID

1. Open the Finder, browse to **Applications/SMART Technologies**, and then double-click **Sync Teacher**.

The SMART Sync software window and the *Welcome to SMART Sync* dialog box appear.




2. Type the teacher ID in the text box.
3. Click **OK**.

SMART Sync software displays the Thumbnails view and the *All Computers* tab.

## Observing a student's desktop

You can view a student's desktop and switch between the live image of your student's desktop and the other parts of the software.



### ■ To view a student's desktop

1. Click **Thumbnails** .  
The Thumbnails view appears.
2. Double-click the student's thumbnail.  
The student's desktop appears.
3. If the student's desktop appears in Full Screen mode, select  
**Menu**  > **View in Window Mode**.
4. Click **Stop**  to stop viewing the student's desktop.

## Controlling a student's desktop

When you're observing a student, you can share control of the student's desktop. Any changes you make while sharing control of the student's desktop are visible to the student in real time.

### ■ To control a student's desktop

1. Click **Thumbnails** .  
The Thumbnails view appears.
2. Select the student's thumbnail, and then click **Control** .  
The student's desktop appears.

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Using SMART Sync software

3. If the student's desktop appears in Full Screen mode, select

**Menu**  > **View in Window Mode**.


4. Click **Stop**  to stop controlling the student's desktop.

## Locking student desktops

You can get the attention of your class or an individual student by temporarily locking their mouse devices, keyboards and desktops and presenting them with a simple message.

When you lock student desktops, you don't delete any work. When you remove the lock, the student desktop views and control are completely restored.

### ■ To lock student desktops


1. Click **Thumbnails** .  
The Thumbnails view appears.
2. If you want to lock all students' desktops, click **All Computers**.  
If you want to lock one student's desktop, select the student's thumbnail.

3. Click **Lock** .

A lock symbol appears over the locked desktops in the Thumbnails view. Lock symbols also appear in locked students' thumbnails.

The lock-out message appears on the selected students' desktops.

 **NOTE**

To remove the lock, click **Lock** .

## Broadcasting your desktop

You can broadcast your desktop to the entire class or to selected students in either Full Screen or Window mode. In Full Screen mode, your broadcast fills the students' screens, and they can't view or use other applications during the broadcast. In Window mode, your desktop appears in a window on the students' desktops and they can switch between this window and other applications.

### To broadcast your desktop

1. Click **Thumbnails** .

The Thumbnails view appears.

2. If you want to broadcast to the entire class, click **All Computers** and ensure no students' thumbnails are selected.



If you want to broadcast to selected students, select students' thumbnails.

 **NOTE**

You must select more than one student's thumbnail.

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### Using SMART Sync software


3. Click **Broadcast** .  
A message appears asking if you want to broadcast your desktop.
4. Click **Yes**.  
Your desktop appears on the selected students' desktops. The *My Desktop* toolbar appears on your computer.
5. Select **Menu**  > **Stop Broadcasting** when you're finished.



## Broadcasting a student's desktop

You can broadcast a student's desktop to the entire class or to a group. While broadcasting a student's desktop, you can share mouse and keyboard control with the student.

You can broadcast in either Full Screen or Window mode. In Full Screen mode, your broadcast fills the students' screens, and they can't view or use other applications during the broadcast. In Window mode, the broadcast appears in a window on the students' desktops and they can switch between this window and other applications.

### To broadcast a student's desktop

1. Click **Thumbnails** .  
The Thumbnails view appears.
2. Select the thumbnail of the student whose desktop you want to broadcast.

3. Click **Broadcast** .  
A message appears asking if you want to broadcast the selected desktop.
4. Click **Yes**.  
The student's desktop appears on your computer and the other students' computers.
5. Click **Stop**  when you're finished.

## Shutting down and logging off student computers


At the end of the day, some students might log off and shut down, and others might leave applications running. You can remotely shut down, log off or restart the computers of your entire class or of a selected student.



### CAUTION

Shutting down, logging off or restarting a computer can result in the loss of unsaved data. Advise students to save their work before you perform any of these actions.

### ■ To shut down, log off or restart student computers

1. Click **Thumbnails** .  
The Thumbnails view appears.
2. If you want to shut down, log off or restart all students' computers, click **All Computers**.  
If you want to shut down, log off or restart one student's computer, select the student's thumbnail.



## CHAPTER 3

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3. Click **Shut Down** .

The *Shut Down Students* dialog box appears.

4. Select one of the following from the drop-down list:
  - Shut down
  - Log off
  - Restart
5. Click **OK**.

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