SMART amp™ Collaborative Learning Software Implementation Guide for Teachers

Introduction

This guide will help teachers get started with SMART amp collaborative learning software so students can immediately experience a more interactive and engaging learning environment. In this guide there are resources to help users:

- Understand SMART amp collaborative learning software and how it works
- Navigate training materials and learn to use SMART amp
- Get help with technical questions

This guide also includes a timeline with step-by-step suggestions for the first month using SMART amp in the classroom.

About SMART amp

SMART amp is cloud-based software that lets students use their mobile devices to create and discover digital content, answer questions for formative feedback, and collaborate and share ideas in an interactive workspace. SMART amp is web-based, requiring no installation or updating of apps, and is accessible from most internet-enabled devices, depending on computing power and screen size.

It enables teachers and students to:

- Work together or independently in a large workspace where they can consume, create and share digital content
- Ask and answer questions to provide formative feedback and stimulate discussion
- Access, share, and manage documents stored in Google Drive

SMART amp software helps educators realize the full potential of devices in the classroom because it:

- **Works on most mobile devices** providing flexibility in device implementation strategies and tying together disparate devices
- **Brings pedagogical relevance to student devices**, helping bring the full power of mobile devices to everyday learning activities
- **Requires no installation or ongoing maintenance** enabling access, creation, collaboration and sharing anytime, anywhere, on most devices with a modern browser that supports HTML5
- **Supports flexible learning models** including whole-class instruction, collaborative group work, individual student projects and presentations

Inspired Collaboration™ | SMART®

Requirements

Supported Devices

SMART amp is supported on a broad number of devices that have internet access and an up-to-date web browser compatible with HTML5 (Chrome, Firefox, Safari, and Internet Explorer 10 or 11). Supported devices include: any standard laptop or MacBook, iPad 2 or higher, iPad Air, iPad Mini, Microsoft Surface RT2 or Pro, Galaxy Tab 3 (8" & 10"), Nexus 2013 or later (7" & 10"), and Chromebooks.

Note on Installations and Upgrades

No installation is required to use SMART amp software. Once the software has been activated students and teachers log in through an online portal. All updates and upgrades are managed by SMART through the cloud so no installation or ongoing maintenance is necessary.
Google Apps for Education must be configured by a Google administrator to enable SMART amp. If the administrator requires instructions to activate the software, they can consult the technical training materials in the section on *Training Resources*.

Logging in to SMART amp

To log into SMART amp, the domain must be configured by the school or district administrator and the teachers and students must be identified for their respective accounts. Once the domain and accounts are set up, teachers and students can log in to the SMART amp environment:
1. In the web browser, navigate to: https://www.smartamp.com

2. Log in using the appropriate user ID and password

3. Teachers can now create and/or access classes; students can access classes.

Training Resources

A variety of training options are available for users of SMART amp.
Take advantage of free, self-paced online training resources. SMART has developed
SMART amp tutorials on YouTube:
http://smarttech.com/Support/Browse+Support/Product+Index/Software+Products/SMART
+Amp/Training+content

There are also fee-based online training materials in the SMART Learning Space
(powered by CoursePark – http://learningspace.smarttech.com). If this is the first time
using the SMART Learning Space, users will be asked to create an account.

For more information on joining the SMART Tech2Tech network and where to access
technical training resources go to http://info.smarttech.com/tech2tech.html or search the
Knowledge Base for technical documentation at http://knowledgebase.force.com/

For live, in-person training please contact a SMART reseller.

A month using SMART amp in the classroom

This timeline is a week-by-week, step-by-step guide to introducing SMART amp
collaborative learning software to students and incorporating it into classroom
instruction. The roadmap is based on a 30-day model, but can be followed at any pace.

Week 0 (one week before introducing SMART amp to students)

Ensure students and teachers have appropriate log-ins and are aware of log-in access
point https://www.smartamp.com

Complete the training from the Training Resources section of this implementation guide.

Set up for first day:
- Log in to the home page (ensure no other account is currently logged into Google)
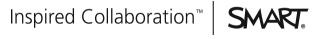- On the class page:
  - Create a class.
  - Enter into class dashboard by selecting icon.
  - *Prior to use, if practicing with a student account, do so at this stage*
- Class dashboard (specific class):
  - Edit a class list.
  - *Teachers add students by typing in emails to build a class roster and/or students can join the class using the QR code or 6-digit class ID*

Start and stop an assessment question.

Create a new workspace (notice how the file is saved in My Drive):
      Explore creating one using a template, one that is blank.
      Explore adding and modifying content within the workspace.
      Return to dashboard page by clicking the home (SMART) button.
      Review, reopen, and rename the Workspace file.
      Practice using Follow Me mode in the workspace.

Prepare a SMART amp workspace to use on the first day. Think of activities that will promote active student contribution to a workspace. By engaging multiple students in collaboration, teachers can immediately engage and inspire students with SMART amp.

Week One

This week will introduce the use of SMART amp in a classroom setting.

Day One

Take a few minutes to talk about why the school is bringing SMART amp to the daily classroom routine. Talk about how this tool will enable students to participate and collaborate more easily and more often. Let them know the expectations of their participation as well as what they can expect to experience when using SMART amp.

Teachers and students sign in to SMART amp on the SMART amp home page: https://www.smartamp.com

On the class page, students join the class using the 6-digit code or QR code.

Introduce home, class and dashboard pages to students.

Sample Lesson   Strength of Teamwork and Strengths of Individuals:

Create a new workspace:
      Rename the workspace "Teams and Individuals."
      Divide the workspace into two areas by using the line tool (or pre-created template).
      Label one area "Strengths of working in teams" and the other area "Strengths of working individually."

Pre-load a few text pieces, images, web links and other ideas that will help prompt and guide students when introducing the activity. In this activity, students will contribute content collaboratively to define the strengths of working in teams and the strengths of working individually.

Utilize this pre-created workspace (or your own lesson) in taking students through process below:

Open up a preset workspace, pull students into workspace and use Follow Me mode:
　　Describe the first activity to students in Follow Me mode.
　　Grant edit access to students by ending Follow Me mode.
　　　　Up to 15 users can actively edit a workspace at once

Students explore adding and modifying content within the workspace:
　　Provide live feedback to students within the workspace.

Transition back to Follow Me mode, make comments about the work that the students created.

Guide students to return to dashboard page:
　　Show where file is stored.
　　Change permissions to view only mode.

Ask an instant question by using the SMART amp assessment button on the dashboard toolbar and choosing "Yes/No":
　　Ask students if they are excited about being able to use SMART amp in the classroom.
　　When all students have answered, stop the question.

Rest of Week One

Think of opportunities to include student-led collaboration in the curriculum planned for the week.

Find SMART amp workspaces (pre-created templates) that help guide and support class activities.

Explore asking questions within the workspace using the embedded assessment feature Continue exploring classroom transitions within SMART amp through Follow Me mode and view only mode.

Discover different ways of managing workspace content through the use of template files, duplicates, and shared files.

At the end of the week, reflect on teacher and student experiences using SMART amp. What went well? Make any adjustments to the plan for week two activities.

Week Two

This week will establish the routine use of SMART amp and continue exploring opportunities for its use in the classroom.

Begin creating unique workspaces from scratch in alignment with curricular goals.

Create a workspace that will be shared with groups of students (by using random grouping tool or by duplicating workspaces and sharing with selective groups) in order to engage small-group collaboration.

Think about workspaces that can span multiple days with students completing the activity as a take-home task.

Begin to use pre-created assessments in SMART amp workspaces.

At the end of the week, reflect upon teacher and student experiences using SMART amp. What elements of SMART amp are enhancing collaboration within the classroom? What modifications can be made to the workspaces to engage individual, small-group, and whole-class learning?

Week Three

This week will refine the use of SMART amp based on interactions with others (including other teachers and students).

Connect with other teachers to get ideas of how they have been using SMART amp workspace and assessment tools (make use of the ability to share the links to templates within SMART amp).

Develop activities in which student-created workspaces are the focal point of content creation in the classroom and students are exploring other ways to incorporate SMART amp into their classwork.

Enable opportunities for students and groups to share their work to the front of the class and to other class members.

Continue embedding assessment using SMART amp:
   Include a combination of both pre-planned and spontaneous assessment on a regular basis.
   Begin noticing assessment trends within the student report section.

At the end of the week, reflect on how the use of SMART amp is affecting learners. What strategies will maximize its impact in the classroom?

Week Four

Now that the class has developed comfort or experience with SMART amp, use this week to explore new instructional strategies facilitated by the use of SMART amp. Explore the integration of other technologies with SMART amp in order to expand the pedagogical possibilities in the classroom.

Begin discovering ways of integrating other classroom technology resources with SMART amp:
      Integrate Notebook files.
      Share primary source documents through SMART amp Collaborate & Share.
      Incorporate other student-created digital content (YouTube, podcasts, blog spaces) through web links.

Routinize use of pre-planned and spontaneous questions throughout lessons.

Make use of the student report section to modify or guide next steps.

Reflect on how the use of SMART amp has allowed for different instructional practices in the classroom.

Experiment with different pedagogies - project-based learning, student-led learning, collaborative learning, personalized learning, inquiry-based learning, and constructivist approaches.

Technical help with SMART products

For technical training materials for SMART amp visit the SMART amp support site:

http://smarttech.com/Support/Browse+Support/Product+Index/Software+Products/SMART+Amp/Training+content

Contacting SMART

Contact SMART Technical Support:

1-866-518-6791

Via email at https://www.smarttech.com/Home+Page/Support/Regional+Contact