

# Collaboration Tools

Student Guide



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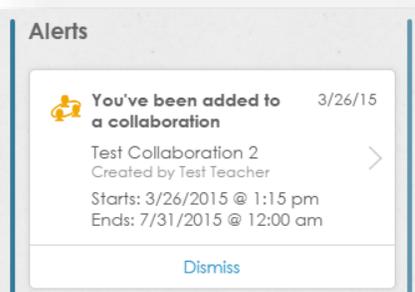


## Introduction

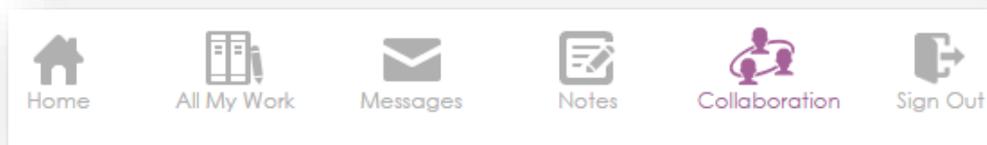
The Edmentum Collaboration Tool gives students the opportunity to interact with teachers through chat and whiteboard features. Students can use the forums to seek help with homework or ask questions. Real-time collaboration sessions may have up to 50 users at once. Students can access live or expired sessions at any time to download documents or watch videos. Teachers can prevent students from posting during times when the session is not monitored.

## Viewing Collaborations

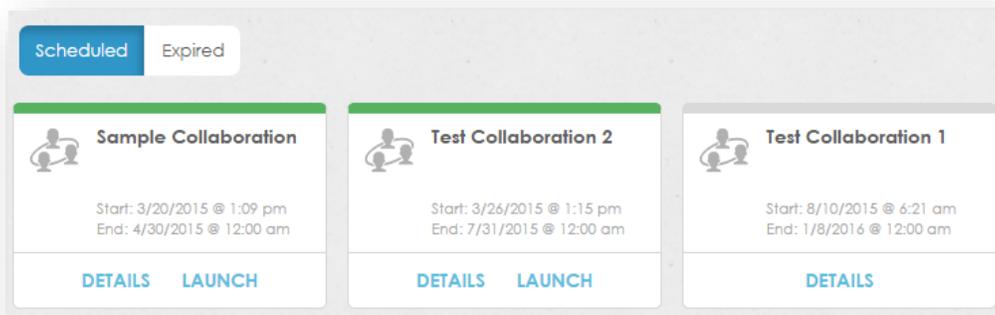
1. When students have been added to a collaboration, a notification appears in the right-hand column of the **Alerts** page.



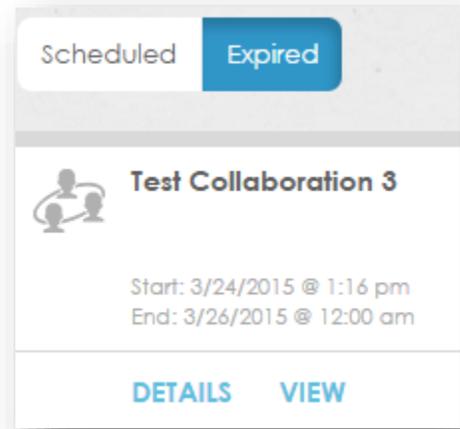
2. Click the **Collaboration** icon to access the Collaborations page.



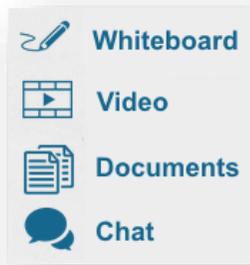
3. Live or upcoming collaborations appear on the **Scheduled** tab. Live sessions are marked with a green banner. Future sessions are marked with a gray banner. Students cannot access scheduled sessions until they are live.



- Expired collaborations appear under the **Expired** tab.
- To begin a live collaboration listed on the **Scheduled** tab, click **Launch**. To access an expired session, click the **Expired** tab and select **View**. Students cannot post anything to expired sessions; however, they can view files and posts from the session.



- Locate the tool icons in the left-hand menu.



## Using the Whiteboard Tool

- Students can use the whiteboard only when a teacher is present and the student has been assigned as the **Active Presenter**.



- Click a feature, choose from the available color or style options, and type or mouse in the whiteboard area.

- Each icon has a specific whiteboard function. Many icons have menus to choose color or other characteristics.

Feature	Tips and Directions	Sample
 <b>Draw</b>	Draw freehand using the mouse or stylus. Choose the color and line width.	
 <b>Line</b>	Draw lines and arrows. Choose the size, color, and style of line.	
 <b>Highlight</b>	Highlight the selected area in yellow. Choose the width, and choose straight or freehand lines.	
 <b>Shape</b>	Draw squares, triangles, or circles. Choose the width and color of the shape outline.	
 <b>Erase</b>	Click and drag the mouse to erase small areas of the screen. Choose the eraser width.	
 <b>Note</b>	Add a note to the screen. Choose the font size and color. Use the small triangle in the lower right corner to resize.	
 <b>Textbox</b>	Choose the font size and color for text boxes. Use the small triangle in the lower right corner to resize the text box.	
 <b>Image</b>	Choose an image file from your computer to upload. Then click <b>Insert</b> .	
 <b>Grid</b>	Click and drag to draw a grid. Choose from four quadrant and 10-by-10 grids. Choose line thickness and color.	
 <b>Math</b>	Click the font size to launch the equation editor. Click the whiteboard. Type the equation or expression in the editor, and choose a font color.	
 <b>Select</b>	Click and drag to highlight an area on the screen. Click and drag again to move the selected area. Use the delete key to delete selected content.	
 <b>Clear All</b>	Clear the entire whiteboard.	

## Viewing a Video

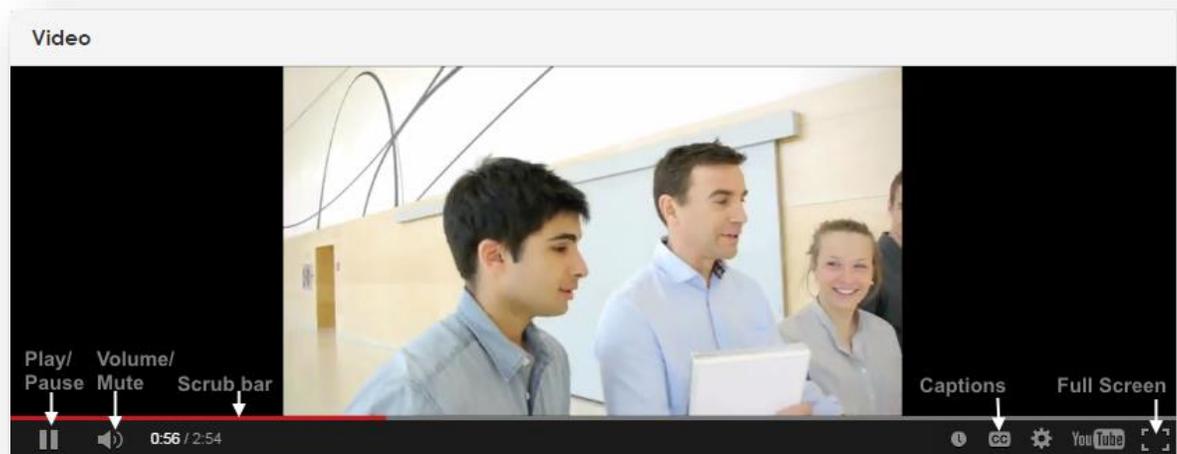
- Click the **Video** icon in the left-hand menu.



2. Hover over the video thumbnail in the playlist panel, and then click **Watch Video**.



3. In the video toolbar, students are able to play or pause the video, adjust the volume, use the scrub bar to advance or rewind, turn on captions, and view the video at full-screen size. After watching a video in its entirety, students will see a green check with the word *viewed* when hovering over the video thumbnail.

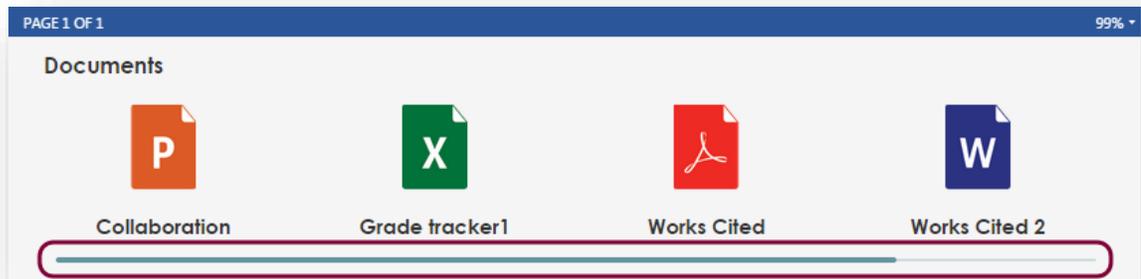


## Viewing a Document

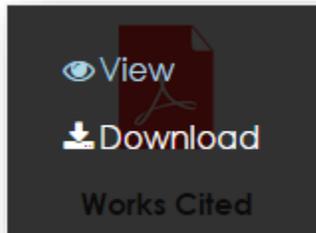
1. Click the **Document** icon in the left-hand menu.



2. Teachers upload documents to the documents panel. Use the scroll bar to view additional uploaded files.



3. Hover over the **File** icon and choose to view or download the file.



4. Click **View** to see the file in the document viewer.

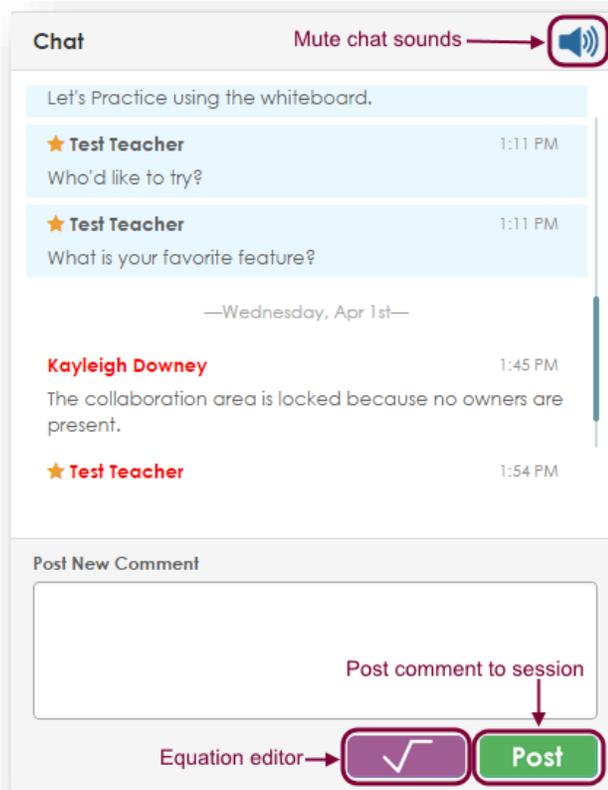


5. To view the document in the Microsoft Web App, click the **New Window** icon. Use the Web App to view, search, or print files.



## Using the Chat Tool

1. In the chat panel, type a message and click **Post**. Students can use the equation editor to enter mathematical expressions and equations.



2. Teachers can mute students. If a student is muted, he or she cannot communicate via chat. The student should email the teacher to determine why he or she was muted and what needs to be done to regain access.
3. Click the **Chat** icon from the left-hand menu to use the chat features on a full screen.

