



## Collaborative Projects

**Small Group Projects** - 2-3 students working on the same page.

**Whole Class Projects** - each student contributes a page to class project.

## Sharing a Project

**Saving the project to your Desktop** is the first step to sharing any group project. Once saved, the project can be shared with a few or several students.

To Share a project, click on the **Share** icon.

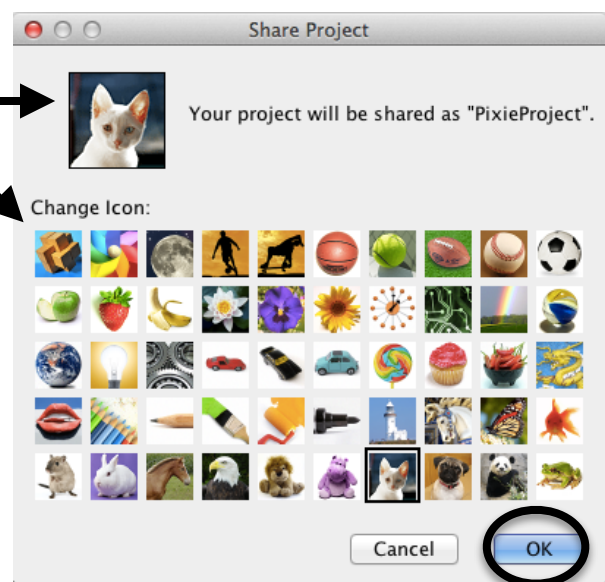


You can use the icon they suggest or change it by choosing another one.

The icon makes the project easy to identify especially if multiple projects are being shared..

Click OK.

Now, anyone on the same WIFI network can request to join your project.

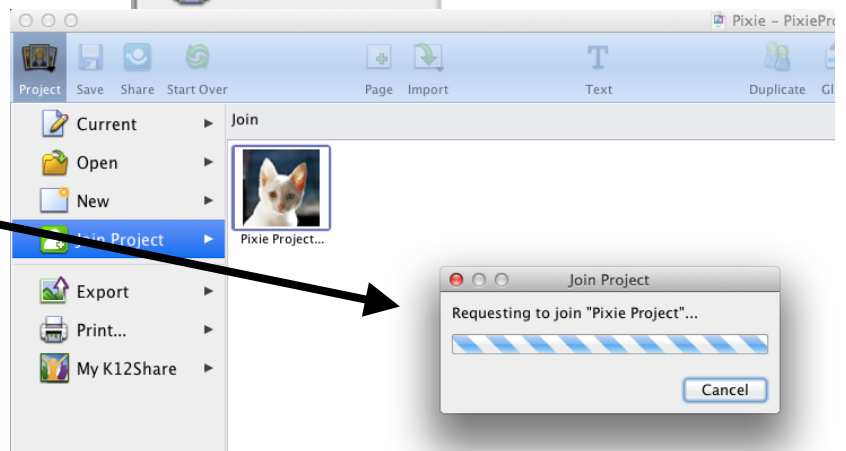
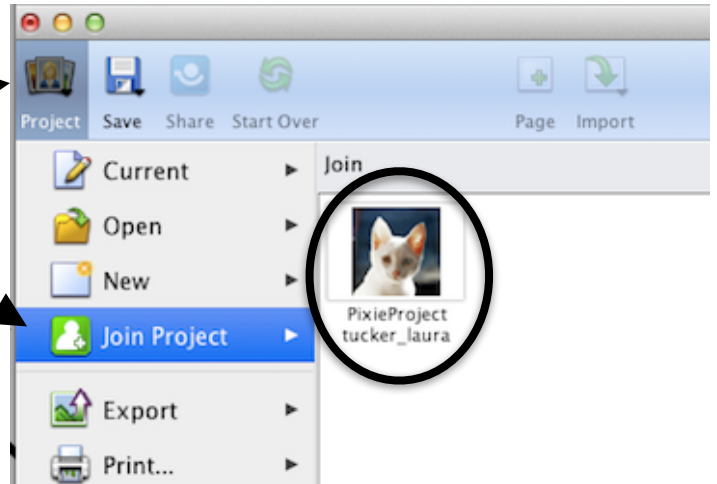


# Joining a Shared Project

Click on **Project**.

Click on **Join Project** and select the project icon.

You will see a “Requesting to join....” message.

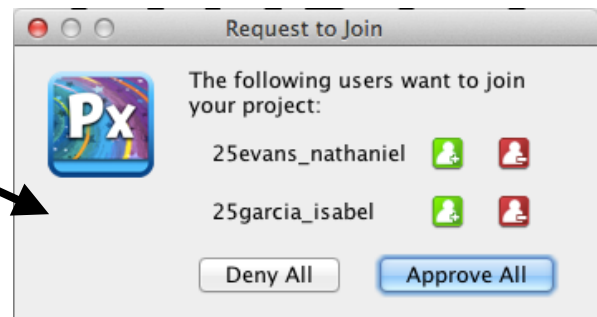
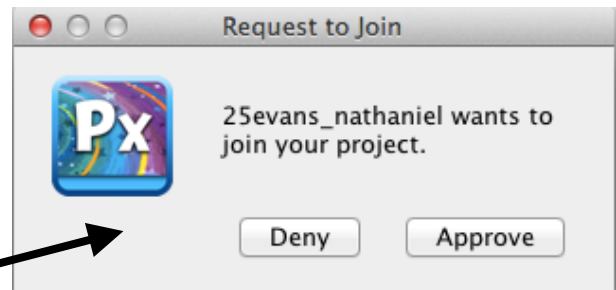


The teacher (or the person sharing the project) will then need to **Approve the request**.

The Request window for a single request looks like this.

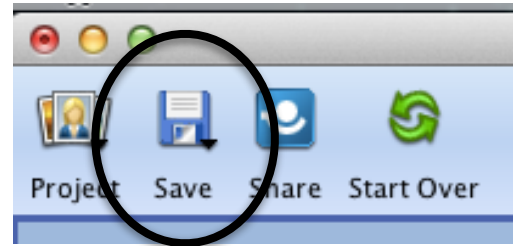
The Request window for multiple requests looks like this.

You can approve or deny single individuals or the entire group.

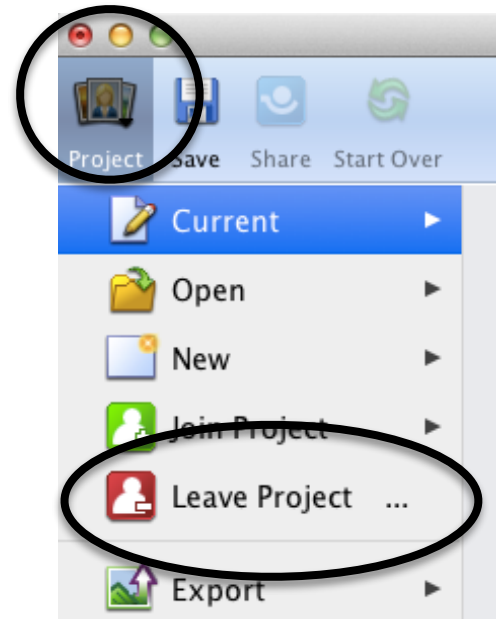


# Leaving a Shared Project

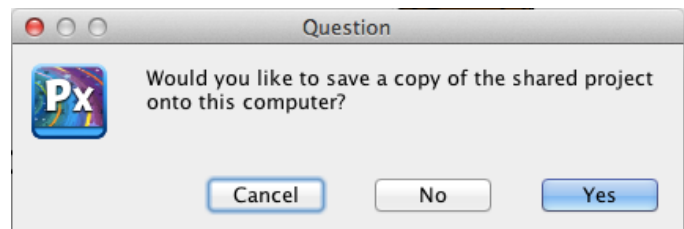
If you leave a shared project, make sure to **save** any changes that were made.



Once saved, click on “**Project**” and then click “**Leave Project....**”



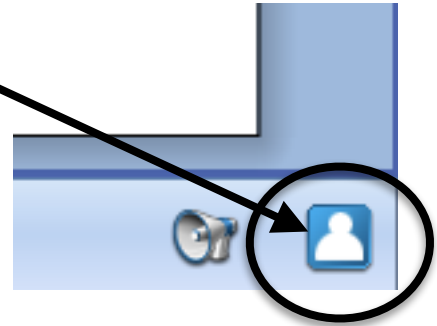
It will ask if you want to save a copy of the project. Click **Yes** or **No** depending on your situation.



# Managing Members of a Shared Project

When sharing a project, there will be an icon that looks like this at the bottom right of the canvas area.

This icon will only be available when sharing a project.



In this Team Members area, you can block any members that you had originally approved.

Click OK.

