

User Manual: Collaborative Sessions – Teacher

WGL v1.2

After entering in your area, you can follow these steps and create group(s) for a class, in a collaborative work session (cws).

Step 1: Select Workbench.

- Use the GeoGebra applet to create all the constructions that you want to make available in the cws;

Step 2: Select List of Constructions;

- select the construction and click on **Update**;
- click on **Push to see the construction**;
- add text on the **Description** window, to describe the task/activity;
- click on **update the construction**.

Step 3: Select Administration;

- **Class Management**, if needed:
 - △ fill in the **Class details**: name, number of students and educational level;
 - △ fill in the **Students details**: name, username. You can change the password (randomly generated);
 - △ click on **finish**.
- **Students Management**
 - △ you can **Add students**, if needed:
 - ◇ select **Default Group**, if you want the student to be part of a given group;
 - ◇ add student (with the same characteristics of the group – class);
 - ◇ click on **create_student**.
- **Groups Management**, the classes just created will appear as a group;
 - △ you can **Add Groups**, if needed:
 - ◇ in the empty field type the name of a group;
 - ◇ click **Add Group**.
- **Users to Groups Management** – used to build the groups of students to work in the cws;
 - △ **Groups, Users** and for each group, the students belonging to that group;
 - △ deselect the association between the class group and the users;
 - △ associate **User(s) to Group(s)**;
 - △ click on **Update Membership**.
- **GeoConstruction to Groups Management** – used to associate the constructions;
 - △ associate one **GeoConstructions to Group(s)**;
 - △ click on **Update Sharing**.
- **GeoConstruction Permissions Management**;
 - △ check the permissions to assign to each GeoConstruction;
 - △ click on **Update Permissions**, if needed.

Step 4: Select Collaborative Work;

- **Session Management**;
 - △ **Create Collaborative Work Session**;
 - ◇ fill in the **Name, Task Description** and the **Task Report** (to be changed later, if needed);

- ◇ click on `create_cw`;
- ◇ **Change Status to Start**. From this point on the students interface change from the normal session to the collaborative work session.
- **Groups Management**;
 - △ associate **Collaborative Work** sessions with **Group(s)**;
 - △ click on **Update Sharing**.
- **Construction Management**;
 - △ associate **Collaborative Work** sessions with **Constructions**;
 - △ click on **Update Sharing**.
- **See Students Work** – to follow the cws;
 - △ you can select a given group in order to **Show Group Construction**;
 - △ you can select a given student, of a given group, in order to **Show Student Construction**;
 - △ you can know which student is the **Lock owner**;
 - △ you can send short messages to students (in the selected group).

Step 5: When finished Collaborative Work;

- △ select **Session Management**;
- △ **Change Status to Close**. From this point on the student's interface change from the collaborative work session to the normal session.