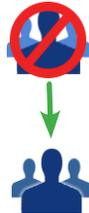




Connect

TEACHERS

1. Turn on the Pointmaker.
2. Launch the Engage Teacher app on your iPad.
3. Join your meeting
 - a. Touch the Join Group icon.
 - b. Enter the meeting name
 - c. Enter the meeting password
 - d. Select server type.
 - e. Touch "Join."



Refer to Help for details on server types.

See also our YouTube video on connecting the Pointmaker to a network and meeting at <https://www.youtube.com/user/EngagePointmaker>

STUDENTS

1. Ask students to launch the Engage Student app on their iPads.
2. Ask them to enter the same meeting name and password you did, plus their own name.
3. Tap the Students icon on your iPad to check who has joined.



All logged-in students will now show up in your Student List.

Present

IMPORT (if needed)

1. Before class, you can import photos and documents from Dropbox-like apps and e-mail attachments by pressing on the file, then choosing "Open in Engage Teacher."

ACCESS CONTENT

1. Touch the Select Add Content icon.
2. Choose your background: Template (blank chalkboard, etc), Docs, Photos, Camera, Web Browser or Dropbox.
3. If needed, select the file you want to present.



SHARE CONTENT

1. While your image is displayed in the app, touch the Share Image icon in the toolbar. Your image will be sent to student iPads and any connected display(s).



SWITCH VIDEO SOURCES

1. Touch the Pointmaker (P) logo.
2. In the Pointmaker video menu, select the video source you want. NOTE: You can edit labels to assist with switching.



Engage

SELECT A DRAWING TOOL



1. Touch the Drawing Tools icon.
2. Select your drawing tool, line size & color

DRAW OR WRITE

1. Engage your students by drawing or writing on important details of your presentation.
2. Undo, clear or save by touching those icons in the toolbar. Alternately, you can tap the eraser icon in the Drawing Tools Menu to "rub out" selected areas.

GET STUDENTS INVOLVED

1. Invite students to create their own work using the content you sent to their iPads
2. View their work discreetly or share it to the class. From the Students List select a name, then View. Use the Share icon to share or display their work to the class.
3. Select Grant to show their work and allow the student to continue annotating.
4. Or ask them to "Raise their hand" in the Engage Student app when ready to show their work
5. HONOR a student who did well.
6. Tap OK to exit the Student List.



Show / Hide
Toolbar

Students

Drawing
Tools

Undo

Clear All
Markings

Video
Switcher

Add
Content

Save

Share
Image

Join
Group

Settings

Support



Collaborate

CREATE STUDENTS GROUPS

1. **Touch the Students Info icon** on your Engage Teacher toolbar. 
2. **Touch “Create Groups.”**
Your Student List appears along with different group “colors.” Each group is able to share content only within their group.
3. **Touch a Group name**, (such as “Red Group” or “Blue Group”)
4. **Then touch all of the student names you wish to belong to that group.**
5. **Repeat Steps 3 & 4 for the next group.**
6. **Touch OK to exit** this menu and let group collaboration begin!

See also “Checking on Groups” in the panel to the right.

REVOKE ALL GROUPS

1. **When student collaboration has ended, touch the Students icon** on your toolbar.
2. **Touch “Revoke All Groups.”**
All students will be unassigned from all groups, and you will rejoin the Main Group.

Check on Students

CHECKING ON INDIVIDUALS

1. **Touch the Students Info icon** on your Engage Teacher toolbar. 
2. **Touch “Student List.”**
3. **Touch a student name** so that it is highlighted.
4. **Touch “View.”**
A smaller screenshot of that student’s work will appear on your screen. You will not be able to edit or change this screen.
5. **To exit, tap the X** in the upper right corner of the student screenshot.

CHECKING ON GROUPS

1. **After you’ve created student groups** (see panel on the left), touch “Join Group” in the Students Info menu.
2. **Select the group you want to join.**
Your app now includes a screenshot of what that group is sharing. You are able to annotate on this screenshot.
3. **To exit a group, join another group or tap Main Group.**

Settings

CONVENIENCE SWITCHES

1. **Touch the Settings icon** on your Engage Teacher toolbar. 
2. **Turn the switches at the top of the menu on or off** depending on how you’d like to share and save your content.

AUTO SAVE: When turned on, this switch automatically saves a copy of your current image and markings to the Photos folder every time you share a new image. Turned off, you must manually save each image as needed.

SHARE MARKS: When turned on, all markings you make will be shared in real time with students and any connected display. When turned off, you cannot share your content.

SHARE ERASER/UNDO: When turned on, each erasure or undo on a shared image will be displayed live. When turned off, each erasure or undo on a shared image will not be displayed.

MEETING LIST

This list recalls your most recent meetings, making it easy to join them again at a later time.

1. **To delete a Meeting Name, touch “Edit”** in the top left corner of the menu.
2. **Touch the red minus sign** next to the meeting you want to delete and **touch OK.**