

## Introduction



Think.com is an easy-to-use, yet extremely powerful tool that teachers can integrate into any curriculum or school activity. Use it to create a webpage, send email, communicate with students and parents, and much more. There are many unique ways to use Think.com to enhance your teaching and improve student learning.

Chances are that if you don't feel comfortable with something you will not use it. This self-paced tutorial is designed to help you get comfortable and provide a few simple integration ideas so you can quickly get started using this fun, web-based application with your students.

### What's Covered in this Tutorial?

This tutorial covers the following topics:

- An [overview](#) of Think.com.
- A [tour](#) of the system.
- An overview of the [content tools](#) used for building a webpage.
- Instructions on how to [build](#) a Think.com webpage.

Throughout the guide, you will be provided with integration examples, safety tips, troubleshooting help and, many time-saving ideas.

### How Long Will This Tutorial Take?

The answer depends on your interest and ability level. The intent is that a user will not read the entire tutorial. Rather, users will look at the page that addresses a specific interest, question or concern. Since most of the pages are designed to take no more than five to ten minutes to read, a user can quickly get the help they need and move on.

### Getting Around the Tutorial

The most effective way to move around the tutorial is to use the navigation links located on the left side of every page. There are several other ways to navigate this tutorial.

>>	<b>Moves forward one page.</b>
<<	<b>Moves backward one page</b>
<a href="#">webpage.</a>	<b>Links directly to a specific topic</b>
<a href="#">Print</a>	<b>Provides a printer friendly copy of the page.</b>

Remember to bookmark pages that are particularly interesting.

For a complete printout of all tutorial pages, please click [here](#).

## What is Think.com?

### Websites & Email

Think.com takes advantage of two powerful Internet components - websites & email - and makes them simple to use. You can do many wonderful things with Think.com, from leaving a simple sticky note to creating an innovative Project-Based Learning activity. As dynamic as Think.com can be, in its simplest sense, it is all about web pages and email.

The Think.com web page [builder](#) is an easy way to build content-rich websites. In minutes a page can be created with [text](#), [lists](#), [pictures](#), and other forms of content. Since Think.com is template driven, there is no need to know HTML or any other programming language. Typing skills and imagination are all that is needed. Think.com email is web-based and can be accessed anywhere there is Internet access.

### Why use Think.com?

Think.com is a useful tool that can meet a number of teacher and student needs. Listed below is a sample of the benefits that are possible to achieve through the use of Think.com.

### Security

The Internet can be a dangerous place for students. Think.com offers a safer environment for students to learn about web

pages and email.

### Efficient Communication

Teachers can quickly and easily create an online newsletter for parents, email their students, and share ideas with teachers around the world.

### Sense of Audience

With Think.com, students can share their work with peers located in their city or around the world.

### Interaction

With built-in collaborative [tools](#), students can interact and work on school projects with peers near or far.

### Portability

Since Think.com is web-based, access is can be obtained anywhere there is an Internet connection. This makes Think.com a great place for an e-portfolio.

### Flexibility

With the ability to [upload](#) anything from your computer, Think.com encourages you to continue to use your favorite computer programs.

### Motivation & Excitement

Working with useful technology can be a great motivator for both teachers and students. This can potentially increase student time-on-task.

### Integration

There is an increasing expectation that teachers and students utilize technology on a regular basis. Think.com makes this easy and fun.

### It's Free

Perhaps the best benefit of Think.com is that as part of Oracle Education Foundation's philanthropic initiative, Think.com is FREE. Schools do not need to buy any special computers or software to use Think.com. Internet access is all that is required. Oracle Education Foundation's hope is that Think.com becomes an integrated part of daily learning and other school activities.

## Safety & Security

### Student Safety

Student safety is important to everyone. Think.com promotes student safety in a number of ways.

### A Protected Environment

Although accessed via the Internet, student webpages are located within the protected Think.com environment. A user name and password are required to view any student content on Think.com. (Teachers can post external content by using the Parents Page.)

Accounts are not given away freely. Students receive accounts directly from their teachers and teachers receive their accounts after their schools have gone through an application and verification process. This helps to ensure that only teachers and students at real schools have usernames and passwords.

### Protected Email

Students can receive messages from other Think.com members (remember, these are all real teachers and students) or from people whom they have included in their Address Books. All other email is sent back, so students will not receive any unsolicited email or spam.

As a teacher, you'll be able to review student Address Books to ensure that email is being used appropriately. An additional security option allows individual schools to turn off external student email. When this option is selected, students can still learn how to use email but only within the protected confines of Think.com. Additionally, schools can completely opt out of email for their students.

### Student Accountability

Students are accountable and responsible for content they create. That includes postings on another user's page. All content is attributable to its author. Think.com displays the **first name and last initial** of every student as well as an easy way to contact that student's teacher.



I like dogs too! You have a really great web page!



[DREW D](#)

## Teachers See Everything

There is little that students can do that their teachers cannot see. Be sure to remind students of this fact, before allowing them to use Think.com. Even teachers from other schools can see most student content and can "Flag" anything deemed inappropriate. A flag removes the content from view and notifies the offending student and his or her school.

## Admin Tools

All teachers have access to some special Think.com tools known as the Admin Tools. These tools allow teachers to create student accounts, reset student passwords, and monitor student content. Every teacher should familiarize themselves with these tools.

## The Rules

Every student must agree to the following Think.com rules the first time they log into Think.com. We encourage all teachers to cover these rules with their students. Please teach students to be safe when using Think.com and the surfing the Internet.



### Keep it Clean

Do not swear or use inappropriate language or pictures that glorify violence or racism.



### Do Not Share Personal Information

Never share your full name, home address or email, phone number, or a picture of yourself.



### Beware of Strangers

Never agree to meet a new online friend in the real world unless you are with a parent.

## Quick Tour

Learn how to navigate your way in Think.com. Let's go!

### Overview

The screenshot shows the Think.com user interface for a user named Pearl V. The interface includes a top navigation bar with tabs for 'My Site', 'People', and 'Groups'. Below this is a sidebar with sections for 'Create Tools' (Write, Media & More, Interact), 'My Pages', and 'My First Page'. The main content area displays 'My First Page' with a sticky note that says 'This is your first sticky. Have fun! Herald the Dog'. The interface is annotated with numbered callouts: 1 points to the top navigation tabs, 2 points to the sidebar, 3 points to the 'My First Page' title, and 4 points to the sticky note.

### 1 Navigation

The three large tabs along the top of each page are the primary way to navigate in Think.com. For teachers, these tabs are called My Class, People, and Groups. For students, the first tab is called My Site. Directly below these large tabs, there are links to different areas within that section. For example, while in the My Class area, teachers have access to a Preferences link to set up their site. In addition to the three main tabs described below, the top right corner provides links to Email, Admin Tools (for teachers only), the Help files, and Support.



### My Class

This tab provides teachers with access to My Site, My Students, Review Content, My Preferences, and Announcements. If there's an announcement, you will arrive on the Announcements page when you log in. Click on My Site to build your pages and post homework and resources for students. The My Students area allows you to create and manage individual student accounts, and make lists of students for managing your classes. Review Content allows quick review of the content your students have created.



### People

To find another user and visit their pages, People is the place to go. You can search for someone by name or school, or search for a certain subject. You may also create and manage a Buddy List and Student Lists from this page.



### Groups

Go to this area to create collaborative work groups. There are Assigned Groups in which only those assigned by a teacher can participate, and Open Groups where anyone who is interested can add to the discussion.

### Email

#### Email

Schools decide whether their students receive email accounts. Those with email can access it from the link in the top right corner of the screen. Since Think.com email is web-based, you can send and receive email from anywhere you have Internet access.

## 2 Create Tools & My Pages

### Create Tools



### Media & More



### Interact

### My Pages

#### My First Page



Martin Luther King



### Create Tools

The tools needed to create your pages are located on the left side of the page. Use the three buttons under Create Tools to access [the easy-to-use content creation tools](#).

### My Pages

Your webpages will be listed here. Clicking on the page title will open that page. Clicking the  button located at the bottom of the list creates a new page, while clicking the  button allows you to delete a page. Each user can create up to 10 pages. Teachers also have one Parents Page, which is available outside of the protected Think.com environment so parents can access it without a login.

## 3 Your Page

This is where your content will be placed once it is created. Every page has a title and can hold up to 6 items. When you create a new piece of content, it is placed at the top of the page. Under each item, you will see buttons that allow you to edit, delete or move the item. Visitors to your page do not see these edit buttons. To see your page as they will, click on the Preview link in the upper right corner of the page.

### Edit Page Info

#### Page Info

At the top of each page, there is an Edit Page Info button. Click this button to change the page title, select a colorful banner to appear below the title, change the order of the pages, and [restrict](#) who is allowed to participate on that page's published discussion forums.

## 4 Stickies & Important Links

### Stickies

I see you are a "Star Wars" fan. I am too. Come visit my site!

Derrick L

Stickies are digital notes that can be left on another user's page. They are a great way to convey short messages. Stickies are left at the bottom of a page and can be seen by any Think.com member. Your name and a link to your site is automatically added to each sticky note.

### Visiting Other Pages

When you leave your page and visit another user, you will notice some changes in the left side of the page.



**Ms. Doyle**

Oracle School

### Page Owner

This area identifies the owner of this site and their school. Click the school name to learn additional information about the school - including a link to the school's Think.com administrator.

### Visit Tools



Add to My Buddy List



Leave A Sticky

Send an Email



Flag Content



### Visit Tools

Because this is someone else's page, the Create Tools in the left menu is replaced by the Visit Tools. These buttons allow you to add the person to your Buddy List, send an email (if you both have email) or leave a sticky note. Teachers will see a button allowing them to Flag any inappropriate content, immediately removing it from view and alerting the student's teachers.

### Pages

My First Page

Australeopithecus

### Pages

The Pages list provides access to each page of content. Click the page title to navigate between pages. If the person has used any of the Interact tools, you may participate in the published discussions by clicking on the buttons within the page.

### Important Links

In the top right corner of every page are the Support and Help links. Click these to find the answers to your questions. Three more important links can be found at the bottom right corner of every Think.com page: Privacy Policy, Safety Tips and Terms of Use. Every user should familiarize themselves with the information contained in each of these links.

## The Create Tools

Think.com provides a versatile palette of tools that can be used to create content on any webpage. With these tools, you can quickly create a web page that contains [text](#), [pictures](#) and [lists](#). You might even upload [audio](#) and [video](#) to your page. In no time at all, you can [create](#) up to 10 pages on your site.

Click on **My Site** to begin creating content on your pages. On the left, you will find the **Create Tools** with three icons: **Write**, **Media & More**, and **Interact**. Clicking on **Write** takes the you directly to an edit screen for creating text. **Media & More** opens to a page of media tools, including Mini Pics, List, Pictures, Multimedia, and Files. **Interact** opens to the collaborative tools, including Message Board, Ask Me, Debate, Vote, and Brainstorm.

Let's take a quick look at each tool. Click on the Icon or the tool name to learn more and see some examples that illustrate how the tool can be used. There are about 40 examples that can be readily used or adapted into any classroom activity.



**Write**

The best way to get text onto your page.



**List**

Create colorful lists with text and links.



**Pictures**

Quickly add pictures to your site.



**Multimedia**

Upload audio, video and other multimedia files.

**Files**

Upload any computer file to your pages.

**Message Board**

Invite people to post a message on your page.

**Vote**

Create an election or poll on your page.

**Ask Me**

Answer questions that have been asked by other users.

**Brainstorm**

Invite others to share their ideas on your page.

**Debate**

Host a lively online debate about any topic.

## Write

Think of the Write tool as a basic word processor. Use it to write stories, publish research, create news articles, compose poetry and more. The Write tool provides five different text options: **Article**, **Poem**, **Report**, **Story** and **Text**. While the creation process is the same for each, the icon that gets displayed on your page will reflect the type of writing that has been created.

The examples shown below are ideas that showcase how this tool can be used. Use these ideas or modify them to fit your own learning objectives.

### Try it out

1. Go to the Think.com page where you want to add your text
2. Click the Write icon (represented by a pencil)
3. Fill in the form with your text
4. Make sure to select the icon that best represents what you wrote
5. Choose whether or not your text will be viewed by others
6. Click Save (the text will now appear on the page)
7. For more detailed information, go to: [Building a Page](#)

### Examples

#### **Article - Keeping up With Current Events -**

The Article option can be used for news events and reporting. Use this option if you are writing a class newspaper or publishing an interview.

The example shows how a student could use the Article to report on an current event.

Article | 2005-10-29

Viking Burial Site Found in England

Archaeologists in northwestern England have found a burial site of six Viking men and women. Officials said the site is complete with swords, spears, jewelry, fire-making materials and riding equipment.

The burial site, discovered near Whitton, is believed to date back to the early 10th century. Archaeologists working there called it the first Viking burial ground found in Britain.

The only other known Viking cemetery was found in Ingleby east of Whitton. It was excavated in the 1940s, but the bodies had been cremated and not buried.

#### **Poem - Writing Original Poetry -**

Poems can take multiple forms. There are traditional poem types such as haiku, cinquain, and limerick. There are also less traditional types, which include name poems and song lyrics. Poems can be about anything. Write one about a pet, car, event, or person.

This example is a name poem (acrostic) and uses some simple HTML to add bold text.

Poem | 2005-10-29

Churchill Poem

**C**ourageous during hard times

**H**eroic leader

Under tremendous stress, he was fearless  
 Revered by England  
 Child of the House of Commons  
 Heart of a Lion  
 Iron Curtain  
 Last Lion  
 Law, Language, and Literacy

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### Report - Publishing Research -

The Report option is the obvious choice for book reports, research papers, and finished science experiments.

This example shows how it could be used to write a research paper about Sir Winston Churchill.

Notice how the name poem above and the research go well together. Add a few [pictures](#) and a [list](#) for a complete Winston Churchill page. Note the addition of a web link at the bottom of the report. Add active web links to your Author text by putting in the entire web address (don't forget the http://).

Report | 2005-10-29  
 Sir Winston Churchill

British statesman, prime minister, and author. Born November 30, 1874, in Oxfordshire, England. He was the eldest son of Randolph Churchill. Winston Churchill is most notable for his parliamentary career, which spanned the reigns of six monarchs, from Queen Victoria to her great-great-granddaughter, Elizabeth II.

One of the greatest orators of the twentieth century, Churchill used words and phrases like "blood, toil, tears, and sweat" or "the iron curtain" - that have assumed a permanent place in the English lexicon.

In 1908, Churchill married Clementine Ogilvy Hozier, who survived him by nearly 12 years. Churchill died on January 24, 1965, and is buried in his birthplace of Oxfordshire.

The information for this report was found here: <http://www.winstonchurchill.org/>

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### Story - Merging Fiction and Non-Fiction -

Use the Story option for fiction and non-fiction stories. These might include the following topics: holidays, love, family, pets, or an adventure.

For this example, students might take something that happened to them yesterday and change the outcome to something more interesting. Begin with a non-fiction event and end with a fictional account of their day.

Story | 2005-10-29  
 My Interesting Day

The day started out like any other. I woke up late and rushed around the house getting my things together for school. I barely had time to eat breakfast and take a shower. I made it to school a bit frazzled, but ready to teach. I walked down the hall, hot coffee in my hand, and a smile on my face. As I approached the library, I started to get a feeling that something was not quite right. As I walked into my classroom, I immediately noticed the smell of fresh oranges. "That's odd!", I exclaimed. I looked into the classroom next to mine from where the citrus smell came. You can imagine my surprise, when I saw...

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### Text - Post Your Class Rules -

If your writing does not fit into one of the four options shown above, call it Text. Use Text for general notices, static lists, or jokes.

This example uses a small amount of basic HTML, making a nice looking and simple list of class rules. The Write tool help files can be of assistance, if you want to learn more about HTML.

Text | 2005-10-29  
 Class Rules

Our class pledges to follow these rules established September 7th, 2005:

- Rule 1: We will respect people and their belongings.**
- Rule 2: We will follow and adhere to all school rules.**
- Rule 3: We will not cheat or plagiarize.**
- Rule 4: We will work together to be good problem solvers.**
- Rule 5: We will not hurt others with our words or actions.**

### Additional Tips & Ideas

Think.com does not contain a built-in spell check program. To check spelling: type text in a word processor, check spelling, and then copy and paste the text into the Write tool template.

Save time by using the above examples with students.

Use the Write tool to communicate homework, post class news, provide assignment instructions, model writing skills, etc. Students can use this tool to create book reports, publish research, and write original poetry.

Begin to get comfortable with Think.com by incorporating multiple tools together. For example, use the Write tool and start a story, but do not finish it. Instead create a [Message Board](#) allowing students to suggest an ending to the story.

## List

Lists are a large component of school life. There are always spelling lists, vocabulary lists, class lists, and supply lists. Think.com makes it easy to put those lists online. A web address and description can accompany any item in the list, allowing the easy inclusion of web links and instructions.

This page highlights seven different ways to use the List tool. Consider the ways these lists could be incorporated into your classroom.

Try it out

1. Navigate to the page where you want to add your list
2. Click the Media & More icon (represented by a camera)
3. Select "List" from the tool choices
4. Fill in the form with your list items (add descriptions and/or links to enhance the list)
5. Click Save and your list will be placed on your page
6. For more detailed information, go to: [Building a Page](#)

Examples

### **My Favorite Things -**

This is a great activity for students to do at the start of the school year. This can be an opportunity for sharing information with classmates in a fun and dynamic way. Direct students to create a list of their favorite things: foods, sports, movies, books, TV shows, etc. Encourage students to include web links to other pages where appropriate.

List | 2005-10-29

These are a few of my favorite things

#### **Sony Playstation 2**

I love playing video games and the PS2 is the best!

#### **The Beatles**

These guys are my all-time favorite band.

#### **Pizza**

The world's most perfect food.

#### **Finding Nemo**

The funniest movie ever!

#### **Lance Armstrong**

Cycling is the best sport. Lance is the King!

#### **Frindle**

This is my favorite book.

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### **Science Definitions -**

This example indicates the basic use of the List tool. It is a list of words. The list could be included in a homework assignment requesting that students define each word. Students could define the words on a separate piece of paper or they could print the list and write the definitions there. To further integrate technology, students could create a list complete with definitions on their own Think.com pages.

Look at the two examples below. The first example illustrates the basic list while the second shows what the list could look like when completed by a student.



List | 2005-10-29  
Science Definitions Homework

**Density****Volume****Mass****Displacement****Neutral Buoyancy****Archimedes' Principle**

List | 2005-10-29  
Science Definitions Homework

**Density**

The quality of being dense, close, or thick.

**Volume**

The amount of space occupied by a 3- D object region of space. Expressed in cubic units.

**Mass**

The physical volume or bulk of a solid body.

**Displacement**

The weight or volume of a fluid displaced by a floating body. Used especially as a measurement of the weight or bulk of ships.

**Neutral Buoyancy**

means a diver or an object is neither sinking nor rising to the surface.

**Archimedes' Principle**

Any body completely or partially submerged in a fluid at rest is acted upon by an upward, or buoyant, force the magnitude of which is equal to the weight of the fluid displaced by the body.

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**Weekly Calendar -**

Keeping students up-to-date with their homework assignments and school calendars can be a challenge. Use the List tool to communicate upcoming events. Place a list on your Parents Page to communicate information to both students and parents. This can save valuable time. Simply edit this calendar when changes need to be made.

List | 2005-10-29  
This Week in School: Nov 8 - Nov 12

**Monday**

Parent Breakfast. All Parents are welcome to attend to have breakfast with the principal and the rest of the staff. (6:30 -8:00)

**Monday**

HOMEWORK DUE - weekend math assignment

**Tuesday**

HOMEWORK DUE - Descriptive paragraph due

**Wednesday**

Puppet Show in the gym @ 10:00 AM

**Thursday & Friday**

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**TEACHER WORKDAYS - NO SCHOOL**

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**Weekly Spelling Words -**

Many teachers provide a weekly spelling list for their students. The List tool makes it easy to create this list online. Use the description field to add the definition of the word or to place each in context.

In the example, each sentence contains a fact about Australia. Students could create their own spelling lists on their pages complete with their own original sentences.

List | 2005-10-29  
Australia Spelling Homework

**Continent**

Australia is a continent and a country.

**Capital**

The capital of Australia is Canberra.

**Language**

English is the primary language spoken in Australia.

**Government**

Australians use a federal parliamentary democracy, similar to the British government.

**Tourism**

The Great Barrier Reef stretches for 1,200 miles along the northeast coast and is a major source of tourism.

**Plastic**

Some Australian currency is made from plastic.

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**Books I've Read -**

Book lists are quite popular. Many teachers make lists of book recommendations or create lists of books to read over the holidays. Consider asking students to use the List tool to keep a book journal. This journal might summarize the books students have read during the course of a school year. Invite students to write a short (25-30 words) summary of each book in the description field. When other Think.com members come to visit their pages, they can leave with a book recommendation. Students might include important information such as the author, genre, or a web link to the author's official webpage.

List | 2005-10-29  
Book Journal

**September - Harry Potter & the Prisoner of Azkaban by J.K. Rowling**

This one is the best one I read so far. It had action, adventure, mystery and another great twist on the ending. It is cool that Harry finds a "family member".

**September - Charlie and the Chocolate Factory by Roald Dahl**

I heard that this was a good book from Michael's book journal. I have seen the movie but that was it. The book was really good and I read it in two days. I recommend it.

**October - Anne of Green Gables by Lucy Maud Montgomery**

This is really good. I think that Anne is a really good and positive role model for other girls. I'm glad I live in modern times.

**October - Harry Potter and the Goblet of Fire by J.K. Rowling**

I just started this book and it looks pretty thick so I'll let you know when I finish it. Probably sometime in November.

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**Useful Web Sites -**

Add external web links to any item in the list. This makes it very easy to provide a list of web resources. Teachers can assemble a list of links for their students that will take them to appropriate sites. Students can create lists of links that pertain to the relevant unit of study or research on which they are working.

List | 2005-10-29  
Egypt Websites

### **Ancient Egypt: Stayin' Alive**

Lots of good information, even a few jokes.

### **The Wonders of Egypt**

Learn about ancient Egyptian culture, houses, fashion and more.

### **Get Ready to Learn About Egypt**

Check out the section on Pyramids.

### **Ancient Egypt: The British Museum**

A nice interactive site.

### **The Ancient Egypt Site**

Another nice site with some good pictures.

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#### **Mark Twain Quotations -**

Use the List tool to organize facts, thoughts, or ideas. In this example, the List tool is used to share the wit and wisdom of one of the world's best known American authors. Notice that some of the fields have links added and others do not. The ability to add web links to facts extends the functionality of the List tool.

List | 2005-10-29

The Wisdom of Mark Twain

#### **On Education**

Every time you stop a school, you will have to build a jail. What you gain at one end you lose at the other. It's like feeding a dog on his own tail. It won't fatten the dog.

#### **On Education**

It is noble to teach oneself, but nobler to teach others -- and less trouble

#### **On Forgiveness**

Forget and forgive. This is not difficult when properly understood. It means you are to forget inconvenient duties, and forgive yourself for forgetting. In time, by rigid practice and stern determination, it comes easy.

#### **On Heaven**

Heaven goes by favor. If it went by merit, you would stay out and your dog would go in.

#### **On Procrastination**

Do not put off until tomorrow what can be put off till day-after-tomorrow just as well.

### **Read More Here**

### **And Here**

## **Pictures**

While text is important, pictures can help students understand written information more clearly. The Pictures tool makes it easy to upload clip art, photos, and other images. Pictures must be saved onto a local disk (hard drive, CD-Rom, floppy, etc.) in order to be uploaded to Think.com. Please understand and obey all copyright laws before uploading any images.

The examples on this page provide some initial ideas about how to use the Pictures tool with your students.

Try it out

1. Save the images you wish to upload to Think.com onto a local disk
2. Click the Media & More icon (represented by a camera)
3. Select "Pictures" from the tool choices
4. Enter a title for your pictures
5. Use the Browse buttons to find your pictures. (load up to three at a time)
6. Click Save (the Pictures will now appear on the page)
7. For more detailed information, go to: [Building a Page](#)

**Examples****Lesson Integration -**

Add some images that correlate to the lesson or unit your class is currently studying. Use the Describe Picture field to write about each image.

For example, a student creating a page about Greece might add a picture of a temple, a Greek village, and a Greek church. If the student does not own the copyright of the image, make sure they provide the proper citation.

Pictures | 2005-10-29

Greece



+

A typical church photo credit: Sanjiv Rawat



+

Sunset on Santorini Island by Sanjiv Rawat



+

The world famous Parthenon by Sanjiv Rawat

**Writing Prompt -**

Upload some interesting pictures and have your students write a descriptive sentence about one of them. Consider using a [Message Board](#) to collect their answers.

Another fun activity is to upload three pictures and instruct students to write a story that involves the contents of each picture. They could use the [Write](#) tool to write the stories on their personal pages. The following example illustrates this story writing assignment. Note the use of the [Write](#) tool to provide the student instructions.

Report | 2005-10-29

Story Writing Assignment

Look at the three pictures below and write a story that incorporates the details of each picture. Be specific and use descriptive words. Make sure that there is a complete beginning, middle and end. A final version will be published on Think.com, so your classmates can peer edit and make suggestions.

Pictures | 2005-10-29

A Snowy Day



+

Setting: A snowy place



+

Main Character: Stan the Snowman



+

Problem: Car buried under too much snow

**Showing Off -**

Use a digital camera to take pictures of your students while they are working or take a snapshot of their finished work. Some work can also be scanned and then uploaded. To ensure student safety, do not upload student pictures where individual students are recognizable.

Take a picture. Kids love to see their work on the Internet. If the students log in from home, this gives them something to show their parents.

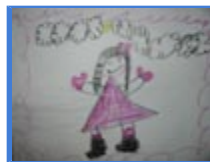
Pictures | 2005-10-29

Look @ This



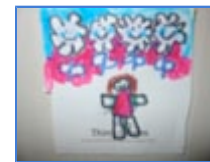
+

Working on our pictures



+

Sophia's drawing of Buttercup



+

Lily's drawing of Vanessa

**Research -**

Ask students to find pictures that go along with their research projects. If they are writing about Central Park, Nelson Mandela, or the invention of the radio, they should include some pictures.

Pictures | 2005-10-29  
New York City's Central Park



View from the park



Another view from the park



Central Park has several streams

### Photo Album -

It is easy to create an online photo album. Add some photos of family, a dog, or the swim team. A total of 18 images can be placed on each page.

Make sure to adhere to school policy when posting pictures of students on the Internet.

Pictures | 2005-10-29  
My Spring Break



My Grandma got a new car.



We went to Disney World



I had a fun picnic with my sister.

### Additional Tips & Ideas

All large pictures will automatically be scaled to a smaller size to allow for faster page loading. Clicking the image will show a larger version.

For best results, do not use pictures that are too big or too small. Some experimentation will allow you to discover what images sizes work best.

## Multimedia

This tool allows teachers and students to upload short audio and video clips to a Think.com page. While an entire movie cannot be uploaded, content up to 4 MB is allowed. Multimedia files must be saved onto a local disk (hard drive, CD-Rom, floppy, etc.) in order to be uploaded to Think.com. Please understand and obey all copyright laws before uploading any audio or video files.

Look at the following examples to gather some ideas regarding the use of the Multimedia tool.

Try it out

1. Save the multimedia files you wish to upload to Think.com onto a local disk
2. Click the Media & More icon (represented by a camera)
3. Select "Multimedia" from the tool choices
4. Enter a title for your multimedia item
5. Use the Browse button to find your file
6. Click Save (the Multimedia file will now appear on the page)
7. For more detailed information, go to: [Building a Page](#)

Examples

### Recite a Poem -

Assign students to write poetry with the [Write](#) tool. When they are finished writing, use a microphone wired to a computer and record each student reading his or her original writings. Each student can then upload his or her voice recording to the Think.com page that contains the poetry.

Multimedia | 2005-10-28

Three Haiku

I wrote three haiku poems during spring holidays. You can listen to me recite these poems here.

File Type: **Wav Audio File: 608 K**

[Download File](#)

---

### **School Pride -**

The official school song can be memorized by students, sung, and recorded. Upload the recording to a Think.com web page.

Multimedia | 2005-10-28  
Our School, Wonderful School  
Our school song.

File Type: **MP3 Audio File: 2.08 M**

[Download File](#)

---

### **Enhance a Research Project -**

If students are researching famous people throughout history, consider having them dress up as the person they researched. Film each student conducting a short biographical speech, then upload the video to his or her research page.

Multimedia | 2005-10-28  
The Real Mark Twain  
I recently did a report about Mark Twain. You can read all about him here on my Think.com page. But if you want to hear from him, take a look at the video of when he visited our classroom.

File Type: **video/mov: 3.71 M**

[Download File](#)

---

### **Student Projects -**

Many digital cameras can shoot up to 30 seconds worth of digital video. This is ideal for Internet video, since the quality of video shot with a digital camera is typically a lower resolution (much smaller in size). Consider teaching students how to take advantage of this functionality. Assign students to take video of class projects.

Multimedia | 2005-10-28  
Simple Machines  
We used the digital camera to take a short movie clip of our simple machine in action. You can see the lever action very clearly.

File Type: **video/avi: 3.69 M**

[Download File](#)

---

### **Class Trip Documentary -**

Allow students to use digital cameras on the next class trip. Students can shoot short video clips and take digital pictures documenting the trip. Once back in the classroom, they can build a page and present their experiences to another class.

Multimedia | 2005-10-28  
The Mighty Lion  
Bobby and I filmed the lions during our class trip to the zoo. He was pretty lazy and didn't move around too much, but we did get him yawning.

File Type: **video/mov: 2.45 M**

[Download File](#)

---

### **A Day in the Life of... Your Class -**

There are students from all over the world that use Think.com. Think about adopting a class from another part of the world. Use all the Think.com tools to teach your sister class about everyday life where you live. Take short video clips that illustrate aspects of your daily school life.

Multimedia | 2005-10-28  
Our Playground  
We just finished building a new playground. We are really proud of how it came out. Take a "virtual tour" by looking at this video clip. Use the message board to let us know what you think.

File Type: **video/mov: 3.89 M**

[Download File](#)

Additional Tips & Ideas

To download an audio or video clip that has been uploaded, click the Download File button. As long as the appropriate software is installed on your computer, you should be able to open the file.

Since members are limited to 4 MB of space for each video file, film videos with a low resolution. Many digital cameras have this option.

Audio and video can be uploaded in any format, but for best results use formats most commonly found on the Internet. These include: .WAV, .MOV, .AVI, .MP3, etc.

Make sure to understand and obey ALL copyright laws. If you are unsure about an audio or video clip, do not upload to Think.com.

## Files

One of the most powerful Think.com tools is the Files tool. This tool allows members to upload **any** files that are 4 MB or smaller. Members may upload Word documents, HyperStudio stacks, PowerPoint presentations, Inspiration webs, Photoshop files and more.

Because these files are stored on the Internet, they become very portable. For example, a student in a school computer lab could upload a PowerPoint presentation to his Think.com page and then access that file at a later date in the school library, at home or in a cyber cafe in New Zealand.

Uploaded files makes peer sharing and editing very easy to accomplish - even if the students are located thousands of miles apart. Teachers will also appreciate the ease with which they can access student files. Teachers will no longer need to collect disks or stacks of papers. When a teacher is ready to view a student's file, they will navigate to the student's webpage to retrieve it.

Look at the examples below to view examples of this powerful tool.

Try it out

1. Save the files you wish to upload to Think.com onto a local disk
2. Click the Media & More icon (represented by a camera)
3. Select "Files" from the tool choices
4. Enter a title and use the Browse button to find your file
5. Add an optional description of the file to be uploaded
6. Click Save (the file will now appear on the page)
7. For more detailed information, go to: [Building a Page](#)

Examples

### Presentation of Research -

Teachers often assign research projects to their students. They may have to conduct research about a famous person, an event in history, or a well-known invention. While having students research a topic, consider instructing them to present their findings to their peers. This provides students with an opportunity to practice their public speaking and written language skills. Students can upload their presentations to Think.com, allowing them to share their presentations with greater ease.

File | 2005-10-28

Australian Animal Powerpoint

Here is my presentation about the Echidna, a small animal found in Australia. It is really cute.

File Type: **MS PowerPoint Document: 587 K**

[Download File](#)

---

### Important School Forms -

Teachers can upload important school forms to any of their pages. Going on a field trip? Upload the field trip permission form for students to print from home.

File | 2005-10-28

Field Trip Form

Please print this form and have your parent or guardian sign it. I need all the forms by the end of May.

File Type: **Adobe Acrobat File: 50 K**

[Download File](#)

---

### Project Templates -

Many teachers provide students with templates created with popular software programs. Providing templates to students is

easy when using the Files tool. Simply upload the template to a Think.com webpage. Invite students to visit your page and download the template. Once students have completed the assignment, they can upload it to their own page where the teacher can assess the work.

File | 2005-10-28

Australian Research Data Organizer

Please use this template to help gather research about an animal found in Australia.

File Type: **MS Word Document: 87 K**

[Download File](#)

Additional Tips & Ideas

The correct program must be installed in order to view downloaded files. For example, if an Inspiration file is uploaded, the reader of the file must possess Inspiration to view the file.

The Files tool is a valuable resource, if you are interested in building electronic portfolios.

## Message Board

Invite participation on your webpage by adding a Message Board. Message Boards can be about anything and are useful for capturing the opinions of other members. Teachers can easily assess student writing, since names are automatically placed next to message board contributions. The Message Board tool is an easy tool to integrate into daily school life.

The following examples illustrate multiple educational uses for this tool.

Try it out

1. Navigate to the page where you want to add your Message Board
2. Click the Interact icon (represented by a speech bubble)
3. Select "Message Board" from the tool choices
4. Fill in the form with your Message Board text
5. Click Save (the Message Board will now appear on the page)
6. For more detailed information, go to: [Building a Page](#)

Examples

### Writing Practice -

The Message Board tool is great to use for daily writing activities and writing prompts. It takes seconds for a teacher to create a Message Board and since Think.com automatically adds the student name to the contribution, assessment is simple.

Message Board | 2005-10-30

A Daily Dose of Description

Please rewrite the sentence that appears below with a bit more description. Feel free to write more than one sentence.

"Chen took a bite out of the apple"

[Post a Message](#)



**Larry H**

Chen slowly wiped the juice from the corner of her mouth. This was the sweetest apple she had ever tasted and she was going to savor every bite.

2005-10-30

---

### Assess Knowledge -

At the beginning of a new lesson, it can be beneficial to see what students already know. At the end of the lesson (or during), it can be advantageous to find out what the students are learning. Use the Message Board as a tool to assess student knowledge.

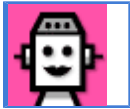
Message Board | 2005-10-30

What do you know about Egypt?

We are getting ready to study Ancient Egypt. Before we begin this unit, I want you to tell me what you already know (or think you know) about this fascinating ancient culture.

[Post a Message](#)



**Connie C**

They built the pyramids and turned their kings into mummies.  
2005-10-30

**Sheila H**

They invented all sorts of things and they wrote with pictures.  
2005-10-30

**Additional Tips & Ideas**

Note that students can also create Message Board activities on their pages to interact with their site's readers.

## Vote

The Vote tool is a unique Think.com function that allows users to conduct votes, polls, and other forms of data gathering. Use it to find out what book to read next, conduct school government elections, or find out what time people go to bed every night.

Look at the examples on this page to generate some ideas about how to use the Vote tool to meet educational goals.

Try it out

1. Navigate to the page where you want to add your Vote
2. Click the Interact icon (represented by a speech bubble)
3. Select "Vote" from the tool choices
4. Fill in the form with your vote text and options
5. Click Save (the Vote will now appear on the page)
6. For more detailed information go to: [Building a Page](#).

**Examples****Getting to School -**

The vote tool can be used to collect information about students. Once the data is collected, it can be used for Math activities ("How many more students rode the bus than walked?"); Social Studies activities ("Why do most students ride the bus?"); and Technology activities ("Take the data and import into Excel to create a Pie Chart").

Vote | 2005-10-30

Getting to School

How did you get to school today?

**Rode Bus**

44%

**Walked**

11%

**Automobile**

22%

**Bike**

11%

**Other**

11%

Total Votes: 18 | [See Who's Voted](#)

**Student Government Elections -**

The Vote tool can be used in a variety of school decision making activities. If using the Vote tool for student elections, make sure to restrict participation (by clicking Edit Page Info at the top of the page). This will keep students in other schools or classes from participating in the vote. Consider having each candidate create a Think.com page that contains a biography, their platform, and an Ask Me (for candidate Q&A).

Vote | 2005-10-30

6th Grade President

Who do you select as your representative?

**Derrick**

26%

**Al**

20%

**Sanjiv**

29%

Julie  
10%  
Lonnie

15%

Total Votes: 43 | [See Who's Voted](#)

#### Additional Tips & Ideas

Think.com members can only participate once on a given vote. The Vote button will disappear once the ballot has been cast.

## Ask Me

This versatile question and answer tool allows a Think.com member to answer questions posted by other users. Teachers can use this tool to answer student questions about homework or an upcoming field trip. Students can use the Ask Me tool to extend research assignments, be a class expert about dinosaurs, or show off their knowledge about sports.

The following examples illustrate the creative use of this tool.

Try it out

1. Navigate to the page where you want to add your Ask Me
2. Click the Interact icon (represented by a speech bubble)
3. Select "Ask Me" from the tool choices
4. Fill in the form with your Ask Me text and options
5. Click Save (the Ask Me will now appear on the page)
6. For more detailed information, go to: [Building a Page](#)

Examples

#### Homework Help -

Teachers can use the Ask Me tool to field questions from their students about any topic. One popular use for this tool is to use it as a place to answer homework questions. This allows students with similar questions to see the answers, potentially saving the teacher time.

Ask Me | 2005-10-30

Homework Questions

If you have questions about the homework assignments or our ongoing class project, please let me know here. Do not leave me a sticky or send me an email.

[Ask a Question](#)



**Mick V**

**Question:**

When is our project due?

2005-10-30



**Mr. Sitterson**

**Answer:**

All the information about the project and the due date are posted on the Parents Page.

2005-10-30

[Edit Answer](#) | [Delete Question](#)



**Mick V**

**Question:**

May I use more than 5 references for my research?

2005-10-30



**Mr. Sitterson**

**Answer:**

Yes, but please do not exceed ten references.

2005-10-30

[Edit Answer](#) | [Delete Question](#)

---

**Conduct a Quiz -**

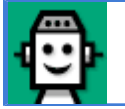
Students can create an Ask Me that will allow other students to quiz them about a topic. It could be information about sports, details from a book, or mathematical word problems (as shown in the example below).

Ask Me | 2005-10-30

Quiz Me!

Ask me a math word problem and I will provide the answer.

[Ask a Question](#)



**Bobby D**

**Question:**

Two trains leave a station heading toward each other. One train is going 80 kmh and the other train is going 100 kmh. Assuming the stations were 201 km apart, how far out of each station will the trains be when they pass each other?

2005-10-30

[Delete Question](#) | [Answer Question](#)

---

**Role Playing -**

If students are researching a famous historical figure, have them role play that person and field questions from their classmates. Encourage the students to stay in character as much as possible.

Ask Me | 2005-10-30

Ask Mark Twain

I just finished conducting research about Mark Twain, one of the world's best know and loved American authors. Since I know so much about him, I'm going to pretend to be him. So, Ask Me - Mr. Mark Twain, some questions.

[Ask a Question](#)



**Mick V**

**Question:**

Did you ever have trouble writing?

2005-10-30



**Mr. Sitterson**

**Answer:**

It took me years and years to write Huckleberry Finn. Some friendly advice about your writing- I notice that you use plain, simple language, short words, and brief sentences. That is the way to write English - it is the modern way and the best way. Stick to it; don't let fluff and flowers and verbosity creep in.

2005-10-30

[Edit Answer](#) | [Delete Question](#)



**Mick V**

**Question:**

Why don't they turn your books into any movies? I think that Tom Sawyer would be a good movie.

2005-10-30



**Mr. Sitterson**

**Answer:**

I'm not sure what a movie is, so I cannot really say.

2005-10-30

[Edit Answer](#) | [Delete Question](#)

## Brainstorm

The Think.com Brainstorm tool allows users to share ideas quickly and easily. Both teachers and students can use this tool to gather opinions from each other or from the Think.com global community.

There are several examples listed below showing how this tool might be used in a classroom setting.

Try it out

1. Navigate to the page where you want to add your Brainstorm
2. Click the Interact icon (represented by a speech bubble)
3. Select Brainstorm from the tool choices
4. Fill in the form and describe the Brainstorm text
5. Click Save (the Brainstorm will now appear on the page)
6. For more detailed information go to: [Building a Page](#)

Examples

#### Share Ideas -

The Brainstorm tool is the correct tool to use to gather ideas from your classmates about a school project.

Brainstorm | 2005-10-30

What Should We Build?

During our unit on the Seven Wonders of the Ancient World, we will be building one of the Wonders. Which one should we build and how could we build it?

[Post a Message](#)



**Larry H**

We should build the pyramids. We could use sugar cubes and then spray paint them gold.  
2005-10-30

---

#### Increase Time on Task -

Instruct students to continue classroom brainstorms online. This allows students to spend more time thinking about their answers, while providing an opportunity to write.

Brainstorm | 2005-10-30

Roman Contributions?

Ancient Rome was one of the most influential civilizations. Even today we can spot examples of items that can be traced back to ancient Rome. Please share some of these examples when you come across them.

[Post a Message](#)



**Connie C**

My Dad's watch has roman numerals instead of real numbers.  
2005-10-30

Additional Tips & Ideas

The Brainstorm tool and the Message Board tool have identical functionality but it is best to use a Brainstorm when gathering ideas.

## Debate

Conducting a debate is a good way for students to work on their persuasive writing skills. Think.com makes it easy to move debates into cyberspace. This will allow students to practice their persuasive writing skills.

The following examples suggest three unique ways to integrate the Debate tool.

Try it out

1. Navigate to the page where you want to add your Debate
2. Click the Interact icon (represented as a speech bubble)
3. Select "Debate" from the tool choices
4. Fill in the form with your debate text
5. Click Save (the Debate will now appear on the)
6. For more detailed information, go to [Building a Page](#)

Examples

#### Real Life Topic -

Make the Debate as relevant as possible, having students discuss something factual. That might include a school or

community related topic or an idea taken from a national news story.

Debate | 2005-10-31

School Uniforms

As you know, Topsham Primary School is considering mandatory school uniforms for all students. There are many pros and cons to this proposal. Please provide your opinion.

**Choose a Position:**

- 1 **School uniforms are a good idea** (1)
- 2 **Flexible school uniforms are a good idea** (0)
- 3 **No school uniforms** (0)



**Mr. Sitterson**

**School uniforms are a good idea**

I go to a school in Ohio, USA. We have flexible school uniforms and they work well. I never have to think too much about what to wear in the morning. We have enough combinations that no one really looks identical.

2005-10-31

### Weekly Debate -

Students may participate in a weekly debate for writing practice. To make an additional integration activity, create a Debate related to a current unit of study. Save time by assigning one Debate per student per week.

Debate | 2005-10-31

Debate # 5: The Power of Persuasion

Choose a position and support your argument:

**Choose a Position:**

- 1 **Year round school is a great idea** (1)
- 2 **Keep the schedule as it is** (1)



**Mr. Sitterson**

**Keep the schedule as it is**

I have a job at a summer camp. If we get rid of a long summer vacation, I cannot work. I am trying to save money for university, so I need my summer job.

2005-10-31



**Shelly D**

**Year round school is a great idea**

I can't think of any reason why this is not a good idea. After all, we will still go to school the same number of days. The best thing about this is that every eight weeks we will get a two week vacation.

2005-10-31

### Making Class Decisions -

Use the Debate tool as a classroom decision making aide. For example, which book should be given to students to read? Let the class decide. This is an ad-hoc activity that allows students an opportunity to write and to be part of the greater decision making process.

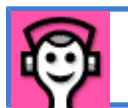
Debate | 2005-10-31

What should we read next?

We are nearing the end of Harry Potter and the Order of the Phoenix. It is time to start thinking about the next book we will read. I have put the four possible choices at the front of the room. Take a look at them and then let me know what you want to read and why.

**Choose a Position:**

- 1 **Charlie and the Chocolate Factory** (0)
- 2 **Anne of Green Gables** (1)
- 3 **Frindle** (1)
- 4 **Animal Farm** (0)



**Dave P**

**Frindle**

I heard from John that this book is good and he convinced me to vote for it.

2005-10-31

**Derrick L****Anne of Green Gables**

I want to hear this one, because I have read all the other choices. Also, this book looks really good.  
2005-10-31

### Additional Tips & Ideas

Any student can create a Think.com Debate. Instruct students to create debates on their Think.com pages. Then have those students invite others to participate. When you are ready to assess the debate writing, navigate to the students pages and look at the responses.


## Building a Page

Building a Think.com webpage is very simple. It only takes a few minutes to create dynamic pages with text, pictures, links, and discussion forums. Since Think.com's **Create Tools** are template based, you do not need to write HTML. Just type in your content and click **Save**.

### Building a Webpage in 3 Easy Steps



#### Step 1

Enter Think.com with your username and password. Once inside, you will be at the **My Class** tab. Click on **My Site**. This is your first page. You may have a total of ten pages. To add subsequent pages, select the  button under **Pages** to the left.

### Create Tools

**Write****Media & More****Interact**

#### Step 2

To place content on the page, go to the **Create Tools**: Write, Media & More, and Interact. Click on **Write**. A template will open and you can begin to type. When finished typing, choose whether you would like others to view your writing or not, and click Save. The content is now published on your page.

#### Step 3

Repeat the above step. This time, choose either **Media & More** or **Interact** to add additional content to your page. You can have a total of six pieces of content on each page. To view your page as others will see it, click **Preview**.

### Editing, Deleting & Moving Content

Content is easily manipulated once it is published on a page. You will notice a series of buttons located directly below each content item.



Use these buttons to arrange content on your page.

[Cut and Paste](#)

Remove content from one page and paste it onto a different page. [Delete](#)

Click this button to delete content from a page. A warning will appear before the content is permanently deleted. [Edit](#)

Add more information or correct an error with the Edit button.

### Who Can See My Webpage?

There are two visibility options for schools, World Community and My School Only. **World Community** is the default option, which allows a member to view users' pages in other schools. Other schools may also view your users' sites.

**My School Only** restricts the visibility of its members' pages to teachers and students within their own school. If your school has opted for this, students will not be able to view content or interact with members outside the school. Teachers are able to view other member's pages, but not interact.

### Restricting Participation

Teachers are able to restrict who is able to participate on their own class pages. This can be helpful if a teacher wants to limit interaction on a certain page to a specific group of students.

Follow the directions below to restrict participation on any of your Think.com pages. Remember, the pages are still visible to other Think.com members, but they are not able to participate in discussions or leave stickies on your page.

To restrict participation on a page, click the **Edit Page Info** button. Scroll down to **Who Can Participate?** and select the option that best fits your needs. Click **Save**.

#### Who can participate?

(Discussions are: votes, message boards, debates, and brainstorms)

- Anyone on Think.com
- Members of my school only
- Students selected in my student list. Select list(s) below.


**Anyone on Think.com**- This is the default setting and allows any user to participate on your page, including the ability to leave you a sticky.

**Members of my school only**- This restricts participation and the posting of stickies to only teachers and students who attend your school.

**Students selected in my student list**- This allows you to select the students you want to participate on your page. See more information regarding Student Lists at the bottom of this page.

These options can be changed at anytime.

Adding Students and Student Lists

Before you can create a **Student List**, the students must already have accounts. If you need to create accounts, this is a very easy task. Go to the **My Class tab**, click on **My Students**. From here, click on the  button and then select **Create Accounts**. Enter your students' names, their level (grade/year) and click **Create**.

Now that you have added your students, you can make Student Lists. These can be created to help monitor content and communicate with individual groups of students. Create a **Student List** by clicking **My Students**. Click the **New** button and title your list. Tic the names of those students you wish to add to the list. Click **Done**.

Once the list is created, it can be accessed from the **People** tab. This provides a quick and easy way to visit your students' pages. The list will also appear under **Email**, allowing a teacher to send one email to multiple students at the same time.

Additional Tips

Make sure that your first page contains the most interesting and important information, since it is what other members see first. This might be a homework assignment, the steps involved in the writing process, or a weekly debate.

You can publish up to six items of content on a Think.com page. If your page is full, create a new page.

## Projects

Welcome to the beta version of Think.com **Projects**.

Introduction

We are pleased to introduce this new space in which you can create and lead collaborative projects. Within Projects, students use the same tools available on their personal websites to co-author web pages, exchange ideas, and share information on a specific topic. Content can be limited to members of the project team only or visible to the entire Think.com community.

Teachers can assign students from their school to a project team and also have the option of opening a project so any Think.com member can join. Cross-school project teams facilitate cultural exchange, encouraging students to think globally.

Projects are organized into topic categories that align with the [ThinkQuest Library](#), making it easy to find areas of interest to explore or join.

What is the Projects space?

**Projects** replaces **Groups** as the third tab inside Think.com. Similar to Groups, the new Projects space allows Think.com members to collaborate on a project devoted to a specific topic of interest.

How are Projects different from Groups?

The Projects space includes several new features that make it easier for teachers to control membership and locate collaborators around the world. In addition, Projects provide more pages for content, allowing team members plenty of space to think and create together.

Project features:

- Each project must be created by a teacher, who acts as the primary facilitator (Lead Coach).
- A project may also have any number of additional teacher members (Coaches) to guide the learning experience.

- Coaches may assign any student from their school to a project team.
- The Lead Coach may also open a project, allowing anyone from the Think.com community to request to join. Students from other schools can only join a project team if a teacher from their school joins too.
- Project topics are organized into categories that align with the [ThinkQuest Library](#)
- Each project space has a maximum of 25 pages with 10 content items allowed per page.
- Content can be limited to members of the project team only or visible to the entire Think.com community.

What happened to the Groups that existed before?

All Groups have been migrated to the new Projects space. All content has been retained and converted to fit the maximum of 25 pages with 10 items per page.

The owner of the group is the new project's Lead Coach. However, if a student was the owner, then the teacher sponsor is now the Lead Coach. Teachers who were members of the group are now Coaches, and students from the Coaches' schools have automatically been added as members of the project team. Students without a Coach from their school must submit a new request to join the project team.

Use the navigation links to your left or click the forward arrow to take a tour of the Projects space.

## Projects Tour

Learn how to navigate around the **Projects** space.

Overview

- 1 This is the **Projects** tab. When highlighted, you are in the **Projects** space.
- 2 Projects has three subtabs: **My School**, **World**, and **Organizations**. When **My School** is selected, only projects with members from your school are displayed. **World** is the default view for all users and displays projects by all Think.com users. **Organizations** are educational institutions or groups that partner with Think.com. You may be a member of one these organizations such as WebPlay.
- 3 The most recently created projects will be listed under **New Projects**.
- 4 **Visit a School** allows you to search for projects by Country.



- 5 **My Projects** is a list of all the projects of which you are a member. Project teams can consist of teachers and students. If you created the project, you are the Lead Coach. Other teacher members are referred to as Coaches.
- 6 Click **+Project** to create a new project. A template will appear so that you can categorize your project under one of the 12 topic categories.
- 7 **Getting Started** takes you to the Project Tutorial, which will include examples of projects created by Think.com teachers once the Beta phase of Projects is complete.

## Create a Project

Creating a project is simple with Think.com's **Projects** tool.

Getting started

1. Brainstorm project ideas. If you need a little help, look at these project starters:

**Where Am I?** - Students create mini travelogues about the cities where they live, including digital photos and information on fun things to see and do.

**What's for Dinner?** - Students from around the world describe typical meals in their home countries. Project pages can include content on nutrition as well as local customs, markets, and farms.

**Where Does my Water Come From?** - Help students understand where one of life's essentials comes from, how to conserve it, and how to protect it. This project is a good environmental awareness activity for beginners.

**Nature in My Neighborhood** - Students collect digital photos and facts about local insects, birds, and other animals for comparison with students in other communities.



**How Do You Say Hello?** - Students create audio files and tutorials to help one another learn basic phrases for getting along in their different languages.

2. Once you have chosen a project topic, click on the **Projects** tab. Then, click the orange +Project button to open the **Projects** form.
3. Enter a **Project Title** and **Timeline**. Specifying a timeline will restrict student participation to dates that fall within the timeline. Coaches can participate outside of the timeline, allowing them to set up content in advance and edit content afterwards.
4. Select a **Category** that aligns with the topic of your project, and write a **Summary** of your project. Consider including an essential question or a curriculum goal. The summary is public.
5. Select the **Membership Type** for your project. Open Membership allows anyone in the Think.com community to request to join your project. De-select this option to limit membership to students that you assign.
6. Set the **Age Range** for your project. For example, if you choose 3rd to 4th Grade, only students in 3rd and 4th grades may request membership and submit contributions to your project.
7. Select options for **Publishing** and **Editing**. All project members can create content, but the owner of the project (Lead Coach) sets publishing and editing privileges.

**Publishing** - Selecting **yes** allows students to publish their work for all Think.com members to see. Selecting **no** places the responsibility of publishing on the Lead Coach.

**Editing** - Selecting **yes** allows students to edit other students' content. When **no** is selected, students are only able to edit their own content.

8. Click **Create**. You are now looking at your project. Begin building pages by clicking **+** under **Pages**. Each project includes space for a maximum of 25 pages with 10 pieces of content per page. The standard **Create Tools** are available once you have created your first page.

After you create a content item, click on the open  or closed  eye to make it visible or invisible to visitors who are not members of the project team. You can see what the page will look like to a project member or a visitor by clicking on the options in the upper right corner.

Congratulations! Now, let's add members to your project.

## Project Membership

Learn how to add members to your project and join a project with open membership.

#### Membership management

Project teams are comprised of student and teacher members. The teacher who created the project is the Lead Coach, other teachers are Coaches, and students are Members.

Coaches can assign students from their school to a project team. The Lead Coach also has the option of making a project Open Membership, allowing anyone in the Think.com community to request to join. Membership type can always be changed by editing project settings from the Project Summary page.

#### Assign students to your project

1. Click on the **Members** subtab of your project, and then click on **Assign Students**.
2. Select the checkbox next to the students you would like to assign, and click **Assign**. When you are finished assigning students, click **Done**.

#### Request to join a project with Open Membership

##### Teachers:

1. Click on the title of the project you wish to join.
2. Click the **Join** button, enter the reason you would like to join, and click **Submit**. A request will be sent to the project's Lead Coach.
3. Once the Lead Coach accepts your request, you will receive an announcement that you are now a Coach of the project team. Clicking on the link within the announcement will take you to the project. You can also click on the **Projects** tab and then refer to **My Projects** to see a list of all the projects of which you are a member.
4. If you wish to assign students to the project, follow the instructions above.

##### Students:

Please note that students cannot request to join a project if they are not within the Age Range set by the Lead Coach.

1. Click on the title of the project you wish to join.
2. Click the **Join** button and enter the reason you would like to join.
3. If there are no Coaches from your school already on the project team, you will need to ask a teacher from your school to join with you by choosing a name from the drop-down menu. When finished, click **Submit**. A request will be sent to your teacher.
4. Once your teacher accepts your request, another request will be sent to the project's Lead Coach.
5. Once the Lead Coach accepts your request, you will receive an announcement that you are now a member of the project team. Clicking on the link within the announcement will take you to the project, where you can begin creating content.

#### Approve or decline requests to join a project with Open Membership

1. If there are requests to join one of your projects, you will receive an announcement. You can also view requests to join a project by clicking on the **Members** subtab and looking at the list under **Requests**. (Remember, if your project does not have Open Membership, there will be no membership requests.)
2. Click on **Accept** or **Decline** next to each request.

#### Leave a project

1. Click the **Leave** button to remove yourself from a project team at anytime.
2. If you are a Coach and you leave a project, your students will also be removed from the project team.
3. If you are the Lead Coach and you leave a project, another Coach will become the Lead Coach. However, if there are no other Coaches on the project team, the entire project will be deleted.