

Gynzy.com[®]

www.gynzy.com



Better Together

As a teacher who is in the classroom all day, you know much better than we do about the needs of students and teachers. Which is why we strive to continuously improve Gynzy by listening carefully to your needs and translating these into solutions.

We know that it can be tricky and time consuming to work with a smart board. By developing software that makes the use of smart boards and interactive whiteboards easier, Gynzy helps teachers to get the most out of this new technology.

Best regards,

Team Gynzy

Step 1: Free trial and registration

Go to www.gynzy.com to create a free trial account. This account will give you trial access to the software and gives you the perfect opportunity to get familiar with Gynzy. After creating your trial account, go to the website and click [log in](#).

If you can't find certain information, notice any errors or see other things that catch your eye on the Gynzy site, let us know! Use the site's feedback button to help us improve the software. We take your feedback very seriously.



Try Gynzy for free!

Teacher	Admin	Student	Other	i
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Ms. ▾ Sandra

sandra@gynzy.com

I have read and agree to the [Terms of Use](#) and [privacy](#), and I certify that I'm 13 years or older.

Try Gynzy for free!

Step 2: Getting started

After logging in, the Gynzy homepage will appear. Here you can quickly look up activities (which we call tools) for mathematics, language arts, science and social studies. All tools were developed in close collaboration with teachers. If you have a good idea for a new tool or think there is something we can add to an existing tool, please let us know by using the feedback button.

You can quickly navigate to the Board, Tools, My lessons and Favorite tabs on the left hand side of the screen at any time.



Step 3: Board tab

At the bottom of the board you will find various buttons:



- Selection tool:
Use to select and move images, shapes, widgets and text.



- Pen:
Write and draw in different colors and thicknesses. You can also use the pen for highlighting.



- Eraser
To erase notes. You can erase things manually, undo the last step or erase everything with one click.



- Typing:
Add text and/or place a web link on your page.



- Shapes:
Add shapes to your lesson. You can choose different shapes, colors and borders.



- Images:
Find images for your lesson using the image library, Google images or you can import your own image.



- Widgets
Add widgets to the board. Widgets can be increased or decreased in size, moved around and locked into place. You can add as many widgets as you want.



- Extras:
Find extra tools like the PDF import tool, Glass Plate, Sound Library, Youtube, etc.



- Backgrounds:
Open 'sheets' for handwriting or mathematics. You can also change the background color of the board.



- Add a page and navigate
Press + to add a new page. Use the buttons ◀ ▶ to navigate between pages.



- Page overview
Tap on the page number for an overview of all your pages. You can copy, delete or print individual pages from here. You can also save your pages as a lesson.

Step 4: Tools tab

This tab gives you access to all of our tools. For example: when you click on [Mathematics](#), all mathematics tools are displayed. In the top left corner you can indicate which grade you teach. This way only tools that are relevant for you will be displayed. Suppose you want to use 'Bus Sums'. Click on the image and the tool will start automatically under the Board tab.

Need to switch to another tool for a language arts class? Click on the orange Tools tab, select [Language](#) at the top of the screen and choose the tool you want to use. Click on the image and now that tool will open on a new page on the board.



Step 5: My lessons tab

- 1** You can save the lessons that you have created and use them at a later time; this allows you to prepare your lessons at school or at home. Save a lesson by opening the overview of your pages by clicking the overview icon at the bottom right of the screen (under the green Board tab) and select **Save as lesson**. Name your lesson and drag it to the folder of your choice.
- 2** The tab **My lessons** offers lesson plans, the school folder and the folder with your own lessons. In the lesson plans folder you'll find lessons that have been created by Gynzy for you to use. In the school folder you'll see lessons that your co-workers have created. These lessons can be used by other teachers of the same school.





Step 5: My lessons - Sharing lessons

Want to share a lesson with a co-worker? There are two ways to do this:

- 1 At the bottom of a saved lesson you'll find the [Options](#) button. Click 'share' and fill in your colleague's email address and a brief description of your lesson. You can also use the link at the bottom of the page.
- 2 You can also share the lesson with all the teachers from your school. To do this, when saving your lesson drag the lesson to the blue School folder. Now all your co-workers will be able to access it. If a co-worker uses the lesson and makes changes, the new lesson has to be saved under a different name, so the original stays intact.



Step 6: The Favorites tab

Do you use a specific tool frequently and don't want to search for it every time? Then you can save it as a [Favorite](#) in two ways.

1 The first way is to open the tool (see step 4). At the bottom right of the screen a [purple star](#) is displayed. Click on it to add the tool that is currently open to your favorites. You will now see this tool under the purple Favorites tab.

2 Under the Tools tab all tools are displayed. Click on [more info](#) next to a tool to open a page with more information about the tool. Below the image of the tool you'll find a purple button [Mark as favorite](#). When you click on this button the tool will be added to your [Favorites](#).



Questions

If you have any questions, please feel free to contact us at:
support-en@gynzy.com

Feedback

We are continuously improving Gynzy in close cooperation with teachers like you. If you feel Gynzy can be improved, then please give us your feedback. We take your feedback very seriously!



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