

Offline manual: instructions to develop and use **offline** Inquiry Learning Spaces (ILSs)

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In a nutshell

This is what you need to do when you want to use an **offline ILS**:

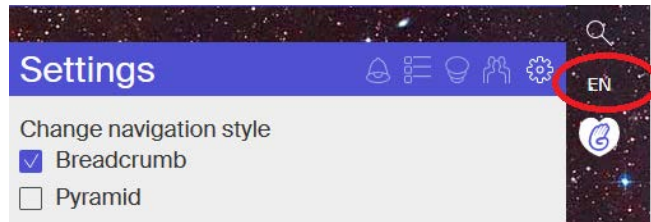
- **Online**: develop online in GRAASP the ILS for offline use.
- **Online**: download and install **online** the program/app that allows you to use the developed ILS offline (the GRAASP desktop viewer).
- **Online**: view and save the offline ready ILS into the GRAASP desktop viewer.
- **Online or offline**: copy the GRAASP desktop viewer and the ILS to a USB device.
- **Offline**: use the USB device to copy the GRAASP desktop viewer and the ILS to the computers for the students to work on.
- **Offline**: Open the GRAASP desktop viewer and the ILS on each computer and use the offline ILS.

Develop online in GRAASP an ILS for offline use

The following steps guide you to develop an ILS for offline use. You need to be **online** for this.

1. Log in on GRAASP
2. Select the language

Click on the “EN” button on the right hand side in the panel. A box will open where you can select the language of your choice. The “EN” will then change to the selected language.



3. Select the lab

Use a **lab** that can be used offline.
In GoLab this is indicated with the icon placed on the bottom right hand side of the lab in the labs repository.



Tip

You can sort the offline ready labs easily by using the sort button. In the 'labs' tab in GoLab you see on the right hand side the sort button. Set this to “Offline-ready first” and hit the sort button.



4. Select the app(s)

Use only those **apps** that can be used offline. In GRAASP these are indicated with the offline icon displayed on the right.

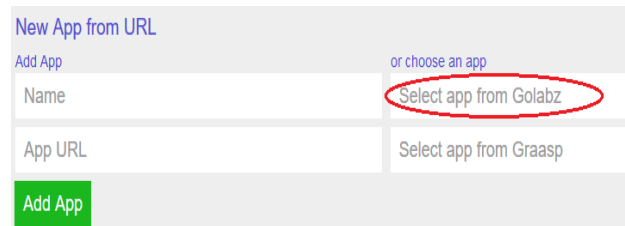
So far only the following six apps are offline ready:

- Input box
- Calculator for offline use
- Quiz tool for offline use
- Hypothesis scratchpad for offline use
- Observation tool for offline use
- Table tool for offline use



Tip

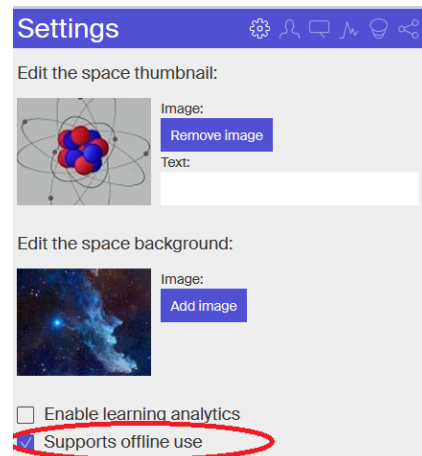
When developing an ILS in GRAASP you can easily select the offline ready apps by using the first window (“Select app from Golabz”)



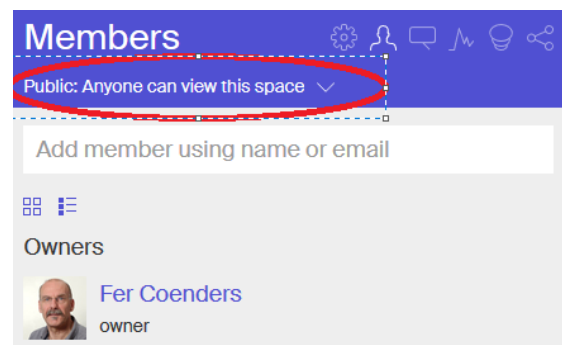
5. Enable offline use

Online in GRAASP you need to set two specific values:

- Go to “Settings” and tick the box “Supports offline use”.



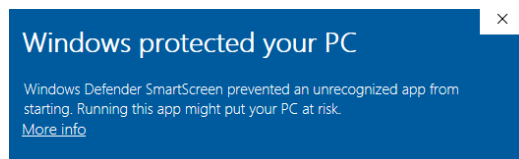
- Go to “Members” and set the first line to “Public: Anyone can view this space”.



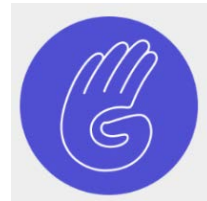
Download and install the GRAASP desktop viewer

Download and install the GRAASP desktop viewer to a computer on the internet

1. Go to GRAASP and do **not log in** (or when you are logged in log out first).
2. Scroll to the bottom of the page where you find the "Try out the new Graasp app (beta) for desktop - [Windows](#) | [Mac](#) | [Linux](#)" line.
3. Select the file for the operating system on your computer and download the file.
4. Install the program.
5. You could receive the following message:



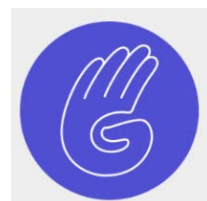
6. Click on "More info".
7. And then on "Run anyway".
8. The GRAASP desktop viewer will be installed and you will see the GRAASP icon appear.



9. Always download and use the latest version of the viewer. The version you are using can be seen under "File" and "About". For example GRAASP 0.15.2.

Download and install the GRAASP desktop viewer to a computer **not** on the internet

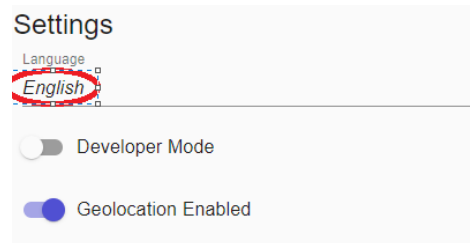
1. Save to GRAASP desktop viewer to a usb device.
When you had downloaded the program it can be found in the 'downloads' folder of your computer.
2. Open this folder and you will see the "graasp-desktop-setup" file. Copy this file to the USB device.
3. Insert the USB device with the program of the GRAASP desktop viewer in the computer.
4. Click on the "graasp-desktop-setup" file.
5. The installation will start. When completed the icon will appear.
6. Repeat the steps 3-5 to install the program on multiple computers.



Use the developed ILS in the GRAASP desktop viewer

Set the language of the desktop viewer

1. Open the GRAASP **desktop viewer**.
2. In Settings set the preference language by clicking on the “*English*” button.

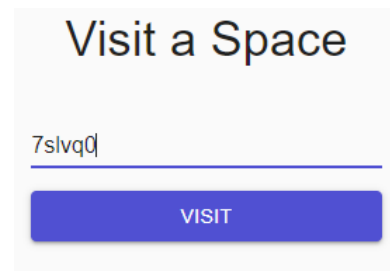


The available languages will appear.

3. Click on the preferred language.
The language of the dashboard on the left hand side has now changed.

View the ILS in the desktop viewer

4. **Connected** to the internet, you can view the ILS in the GRAASP desktop viewer through the “Visit a space” button.
5. Insert in the viewer the last six digits from the short link obtained from GRAASP (online).
6. Then click “visit”.



You can now **preview** this ILS in the desktop viewer.

Save the ILS to the GRAASP desktop viewer

7. Click on the icon on the right hand side of the panel to save the ILS to the computer.



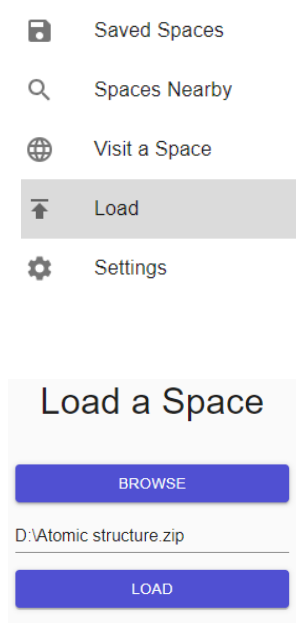
Export the ILS to a USB device

8. Click on the same icon as in 7. The file will be exported to the USB device as a ZIP file. With this USB device you can install the ILS to other (offline or online) computers.



Load the ILS

9. Insert the USB device in the (offline or online) computer.
10. Click on “Load” and a new window will open with a “Browse” button.
11. Click on “Browse” and in the window that opens you can select the USB device and the folder you had the ILS saved to. In the example the ILS called “Atomic structure” was saved on the D-drive (the USB device).
12. Click on “Load” and the ILS will be saved to the viewer on the computer.

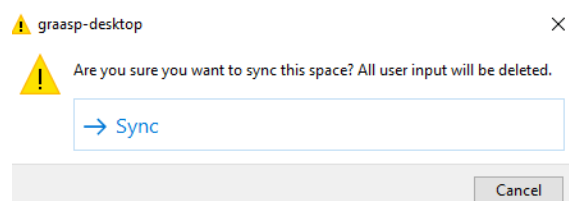


Synchronize

13. When still developing the ILS in GRAASP, **connected** to the internet, and want to use a new ILS version in the GRAASP desktop viewer, use the ‘synchronize’ option in the viewer.
14. Click on the sync icon on the top hand right side of the viewer.



You will now see the following message:



15. Click on “Sync” when you want to synchronize.

Be aware of the fact that all user input, that is all student input that was saved, is deleted after synchronizing.

Deleting input data

16. Click on the icon in red and all data, like text in an Input box, answers to questions in the Quiz tool, student data in a Table, will be erased.



You might want to use this when a student has finished an ILS and another student is going to work on the same machine on this ILS.

(When online, the use of the “Sync” button will also erase all these input data, see “Synchronize” before)

Now you are all set to let your students use the ILS.

All available spaces in the desktop viewer can be seen in the “Saved spaces” folder. Click on the space you want the students to use.

Students can click on “Start” in the “Home” page.

Special feature

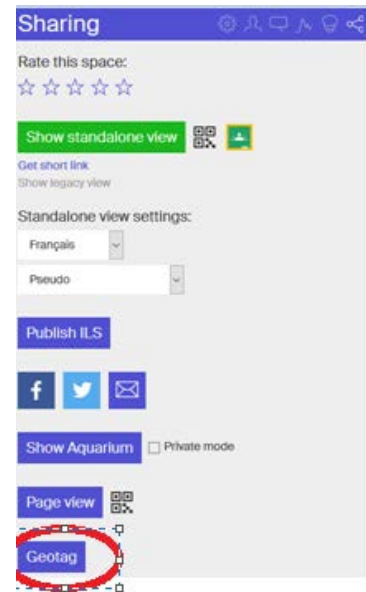
When you have an Internet connection!

The “Spaces nearby” function can only be used when you are **connected** to the internet.

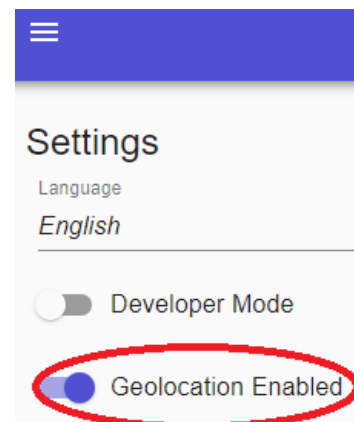
The procedure to enable this is the following:

1. Go to GRAASP online and open the Sharing tab (see the picture).
2. Click on “Geotag”.

You need to give permission to proceed.



3. Enable geolocation in the GRAASP desktop viewer in “Settings”



Now you can see ILSs on computers connected to the internet in a radius of about 50 km.