

COLLABORATORY + KNOWLEDGE TO ACTION EDUCATOR GUIDE

The **Collaboratory** is a Google hyperdoc* that serves as a collaborative workspace for Knowledge to Action teams and projects. Using the Collaboratory Hyperdoc, students explore a global issue and its local connections and create a Knowledge to Action project. The tool is based on the Design Thinking process developed at Stanford University.

The **Knowledge to Action Educator Guide** is a collection of resources for educators to scaffold and support students through the entire Knowledge to Action process. This document includes a “chapter” for each Knowledge to Action phase. Each chapter includes an overview of the phase, descriptions of accompanying tools included in the Collaboratory, and additional World Savvy and external tools and resources for students and educators.

To use the Collaboratory:

1. First **create a copy of the hyperdoc for each team.**
 - a. [Collaboratory link](#)
 - b. This is a view only link. You can create a master copy for yourself and/or a copy for each of your teams by clicking “file”, then “make a copy” or share this link with your students to make copies.
2. Then, **share with World Savvy.**
 - a. Share each team’s version of the Collaboratory hyperdoc so we can support you and your teams.
 - b. Click the share button on each Google Doc to add your representative, or put them all in a folder in Google Drive that you share with them.

TIPS:

- The **HOME button** in the upper right of each page is the best way to navigate the document. Discourage scrolling (this can get time consuming as the document grows) and encourage students to use the HOME button to navigate between tools.
- Make sure students **don’t delete sections** of the hyperdoc. Keep your own master version as reference. If this happens, contact World Savvy and we can help restore any missing pieces.
- Make sure students are viewing the Collaboratory in **“Print Layout” mode**. If this mode is not active (View → Print Layout → ✓) students will not be able to see the HOME button or page number.

To use the Knowledge to Action Educator Guide:

1. [View the document here](#). This is a live Google doc, and we will occasionally update resources.
2. Contact your World Savvy representative with any questions/feedback or if you have additional resources to share in the guide.