

Using Class/Teacher Folders

Teachers:

To create a document for student use

1. Login under teacher name and password.
2. Choose **Faculty Group**.
3. Create a document for handout purposes.
4. Save to the desktop.
5. Open **Groups** sharepoint.
6. Locate and open your teacher folder.
7. Drag and drop your document into the **Handouts** folder.

To access documents students have handed in

1. Login under teacher name and password.
2. Choose Faculty Group.
3. Open **Groups** sharepoint.
4. Locate and open your teacher folder.
5. Open the **Hand In Folder**.
6. Drag the student document to the desktop and open it.
7. You are able to make comments/suggestions on student work.
8. Go to **File** to **Save**. This will save to the desktop copy of the document.
9. Drag the desktop copy into the **Hand In Folder**. You will be prompted to Replace. Click **Replace**.

To share student work with others (as a teaching tool)

1. Drag saved document to **Shared Work** folder. You may rename the document if you don't want the student's identity known. This will allow others to see work, but not alter it. This can be used when you want to demonstrate something that was done well or something that needs to be addressed.

Students:

To use Handouts/Hand In Folders

1. Login as student.
2. Select appropriate group (e.g. – *Elementary, Middle, etc.*)
3. Open **Groups** sharepoint.
4. Open the appropriate teacher folder.
5. Open the **Handout** folder.
6. Select and drag the appropriate document to the desktop.
7. Open document and complete assignment.
8. Go to **File** to **Save As**. Students should name the document using their own name and a number (or date) identifying which draft they are submitting so the teacher can identify whose work and which draft it is. Direct the document to save to the desktop. (Example: save as JohnSmith#1.cwk or JohnSmithApr4.cwk)
9. Drag the desktop copy into the **Hand In Folder**. Students will get a message say “*You do not have permission to see the results of this operation. Do you want to continue?*” Click **OK**.

Note: Each time the student makes a change to his/her work, it must be renamed when saving or it won't be able to be put into the **Hand In Folder**.