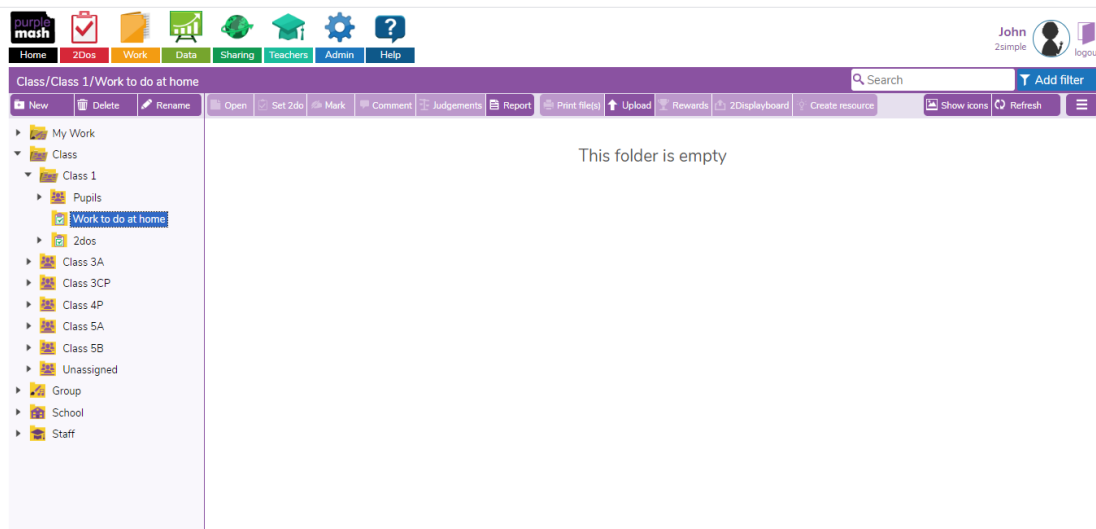
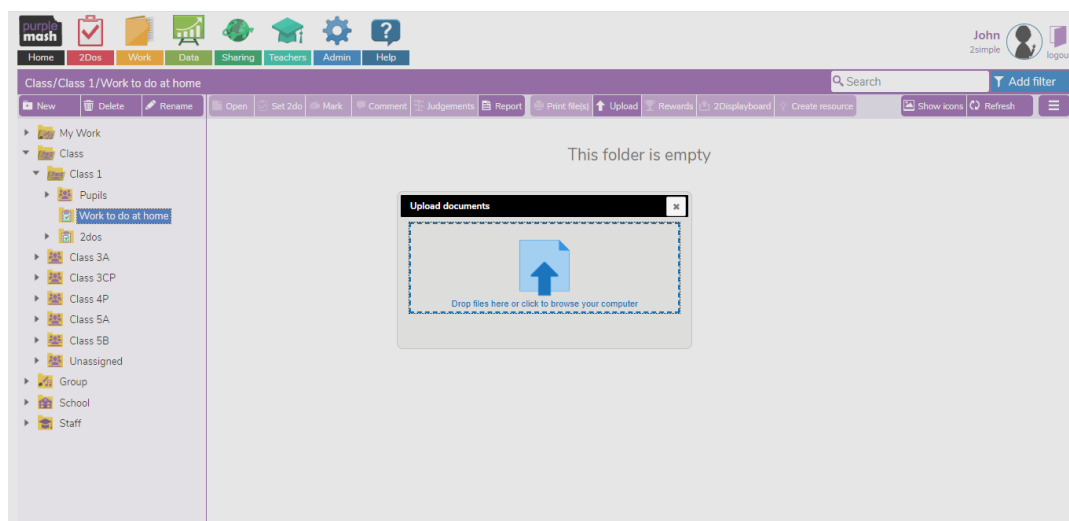


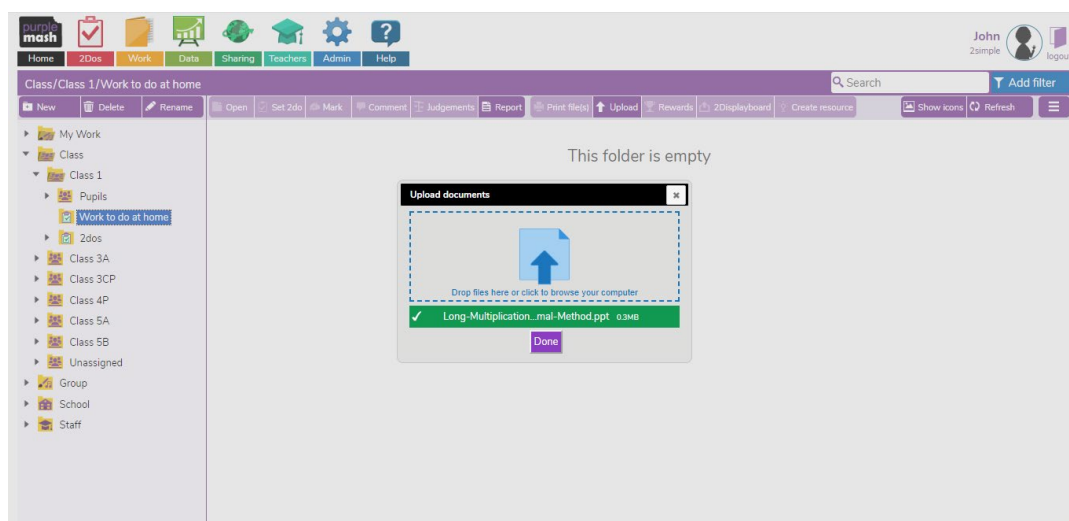
Uploading documents to the work area as a teacher for pupils to access



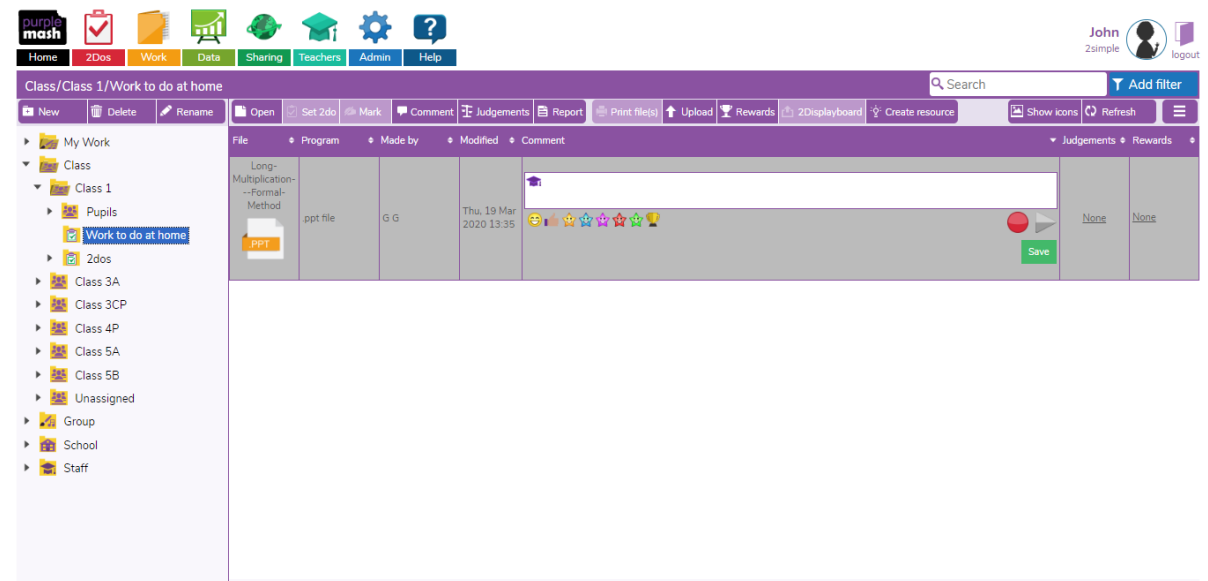
- Select a folder and click on the upload button. The teacher may wish to put the work directly into an individual pupil folder or make a shared folder.



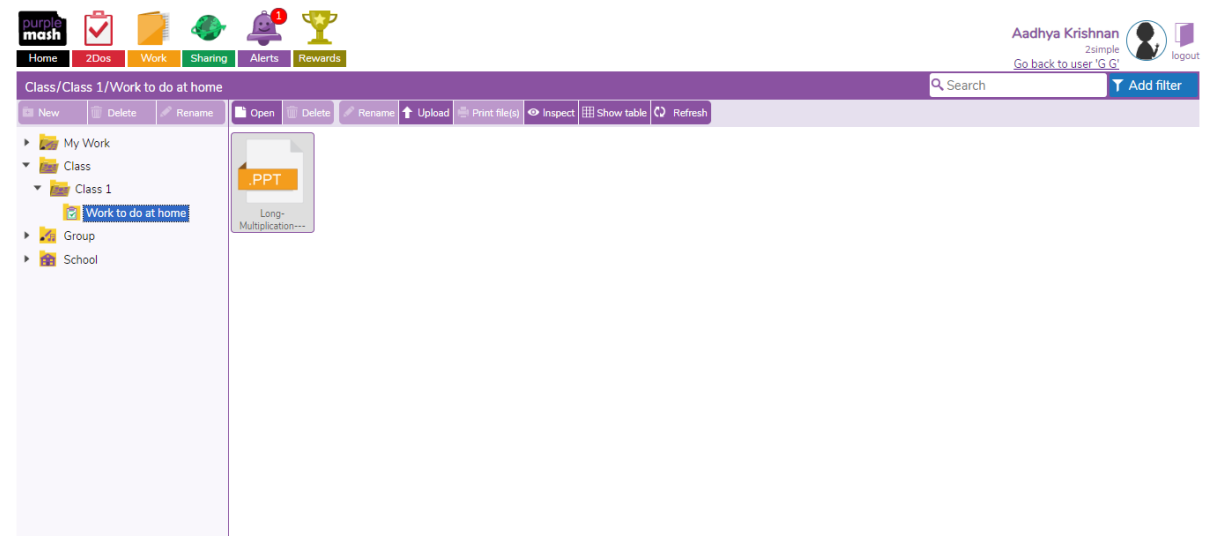
- Select a file and upload.



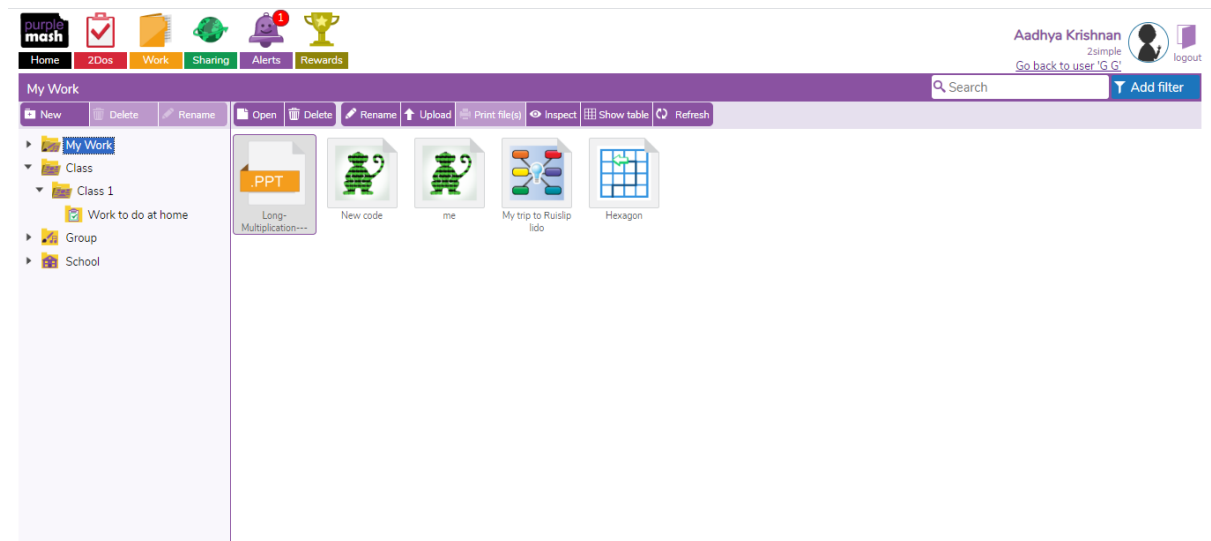
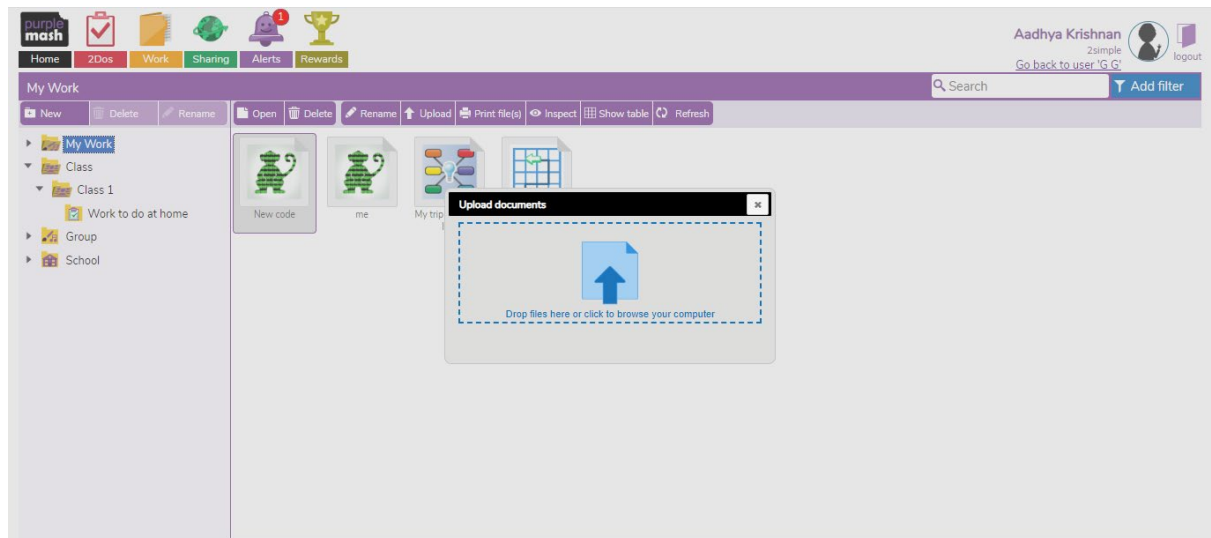
Document is now uploaded. In this example it is in a shared folder.



Pupils uploading documents



- Pupils can now access the document in either their 'My work' or in the 'shared folder', this depends on the location that the teacher has saved it in. The pupil can open this file to work on it.
- Pupils can now save that document and upload it back into their 'My Work' folder.



Teacher can now view the completed document in the pupils 'My Work' folder.

