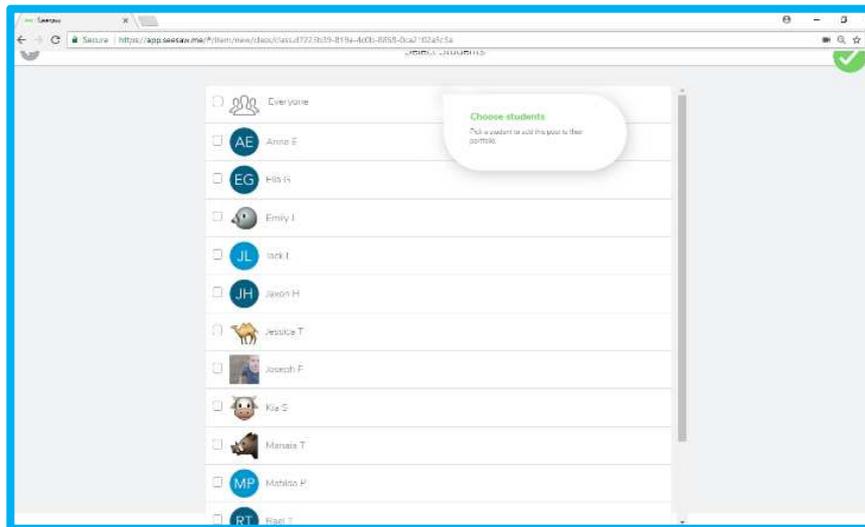


How to Save Student Work into Folders.

1. Click on the green plus sign to add an item. Select “Post to Student Journal”.



2. Select the tool you wish to use and create your item. Once you have created/loaded the item you wish to add, click on the green tick.
3. When you see the list of student names, click next to the name of your student and then click on the green tick.



4. Select the folder that the work needs to be saved into, and then click on the green tick.

