

File Management



Archive

File a class/assignment away and students can no longer see/access it



Unarchive

Restore an archived class/assignment



Copy assignment

Copy the Shared Folder to a new class



Assignment lock









Students won't be able to see what's inside the assignment folder













Portfolio

Add an item to the portfolio. A yellow star means it is already in a portfolio.

Update Indicators

	Blue arrow	There's been a new change to this class/assignment
	Blue bar	New additions or changes in this assignment folder
	Red bar	New additions or changes were made after the due date
	Red circle	The teacher has given feedback to this student
	Paper clip	The student has submitted work
	Paper clip w/red clock	The student has submitted work after the due date
	Blue Pen	Document has been annotated – you can tap it on your iPad to view activity history. It turns blue when new annotations have been done.
	Red clock	Annotation was added after the assignment due date

Annotation Toolbar

	Move tool	Zoom and pan
	Pen	Write in the doc
	Eraser	Remove writing from pen tool
	Pinned comment	Add a comment bubble
	Text tool	Add and place a text box
	Pinned voice note	Place a bubble in the doc and record a voice note
	Gradebook	Add a grade to the assignment
	Layers tool	Toggle visible annotations
	Quickmark	Switch to another student's submission
	Share	Export the file via printing, email, or opening in another app