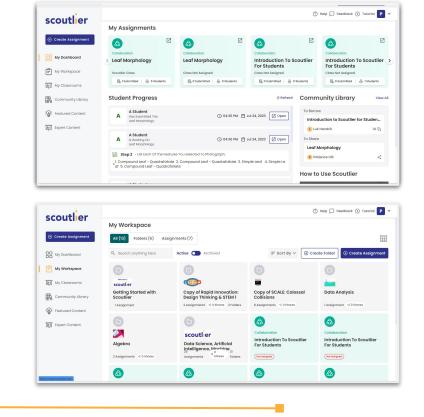
My Workspace: Tips for Organization and Collaboration

Teachers can create and share folders which will significantly help with organization and collaboration

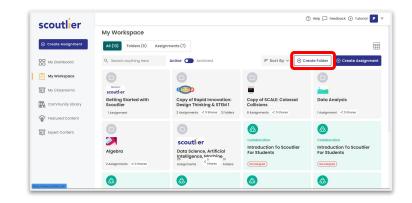
When you log into Scoutlier you are initially taken to your dashboard. Select workspace on the left to see all your assignments and folders.

Looking at your workspace you will see all your assignments and folders. Creating folders and moving assignments to folder is a great way to help you organize your work.



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Let's create some folders. One suggestion is to make a folder for each subject area you are teaching this year. Click create folder in the upper right.



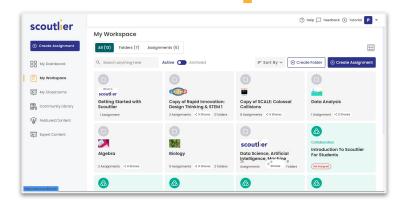
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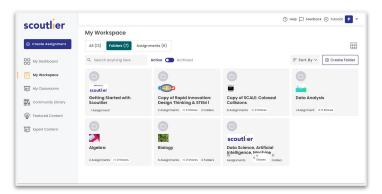
Enter a folder name and description. You can upload an image 200 x 200 pixels to help you identify the folder.

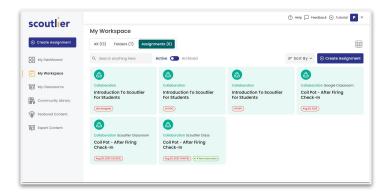
New Folder		×	
Folder Name*			
Enter Folder Name Folder name is required.			
Description (Max 1000 Characters)	(
Start typing	New Folder		×
	Folder Name*		
	Biology		
	Description (929 characters left)		ALC:
Jpload Logo	This folder contains Biology Assignments for the 2023-2024 school year.	7	
Add Resources ()			
New Resource Resource Library		Zoom	-20%
	Upload Logo	Rotate	
	Click Here To Upload		90°
	Add Resources ()		
	New Resource Resource Library		
		ſ	Cancel Greate
		L	

Here is the workspace now with the newly created folders. You can change the view of the workspace to help you locate materials more quickly.

Here there are 5 folders and 7 assignments not in folders.







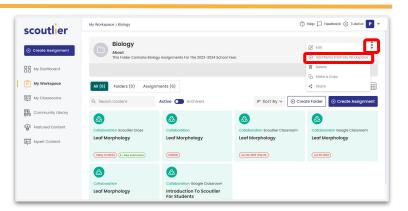
Here is the folders only view.

Here is the assignments only view.



Let's start organizing assignments in the folders. The newly create folder is empty click on actions on the upper right.

Select Add Items From My Workspace.



×

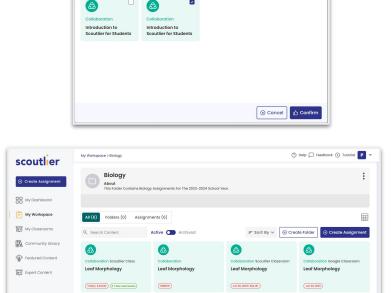
Select Assignment

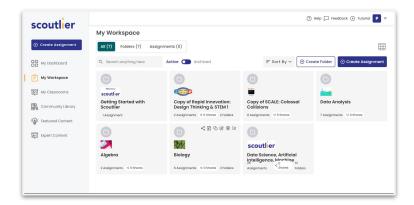
Coil Pot - After Firing Check-in

My Workspace

Select the assignments you wish to)
move then confirm.	

The assignments of	are n	ow i	n	the
folder.				





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Introduction To Scoutlier For Students

Collaboration Leaf Morphology

The work space is now more organized.

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We can do further organization within a folder.

You can create more folders to group lessons by unit topic or by week. From any folder you can create assignments in the folder.

scoutlier	My Workspace > Biology		G)Help 🖵 Feedback 🕞 Tutorial P 🔻
Create Assignment	Biology About This Folder Contains Bio	logy Assignments For The 2023-2024 School h	fear.	:
My Dashboard				
My Workspace	All (8) Folders (2) Assig	inments (6)		
मिन् My Classrooms	Q. Search Content	Active Archived	≓ Sort By ∨ 🛞 Cre	ate Folder 💿 Create Assignment
Community Library	6	6	A	8
Featured Content	E.		Collaboration Scoutlier Class	Collaboration
Expert Content	Animal	Plant	Leaf Morphology	Leaf Morphology
	<.	<0	(Today (EXURUP) (• 1 New Submission)	(1300)
		8		
	Collaboration Scoutier Classroom	Collaboration Google Classroom	Collaboration	Collaboration Google Classroom
	Leaf Morphology	Leaf Morphology	Leaf Morphology	Introduction To Scoutlier For Students

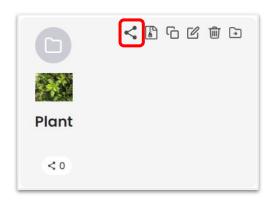
If you are collaborating with other teachers, you can share folders or assignments directly with them.

Scroll over the folder of assignment and click on the share icon .

Add their email address to share the assignments or folders. They will receive an email notifying them you shared a folder or assignment. Once they accept the folder or assignment, it will appear in their workspace ready for them to assign to students or edit as need.

Feel free to share with the Scoutlier community as well.

We hope these tips will help you get the most out of Scoutlier.



Share Folder			×
You can share this Folder w specific users.	ith the Sc	outlier community or with a few	
Share with the Scoutlier cor	nmunity:		
Click to share with every	one		
Grade*		Subject*	
Select Grade Level	~	Select Subject	~
Topic*			
Select Topic	\sim	① Add Topic	
Share with specific users: Start typing users name or o Can't find who you are looki	ing for? C	ick to invite them to Scoutlier for	r free.
		< si	hare