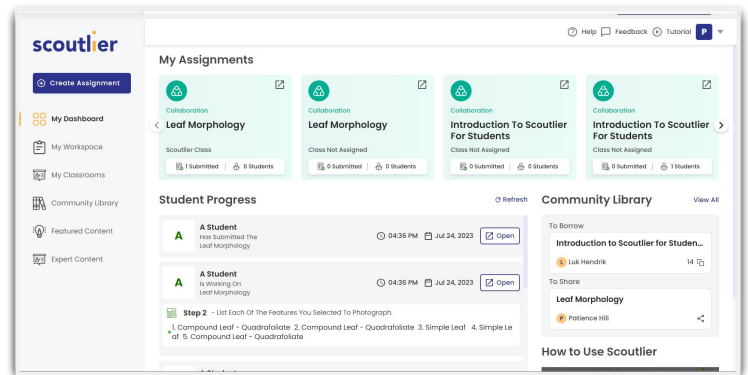




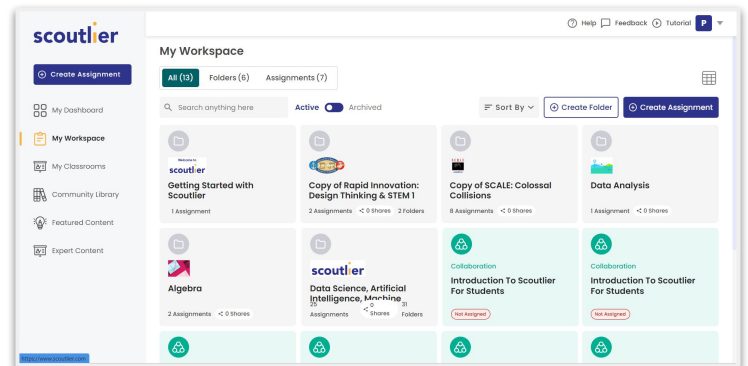
My Workspace: Tips for Organization and Collaboration

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

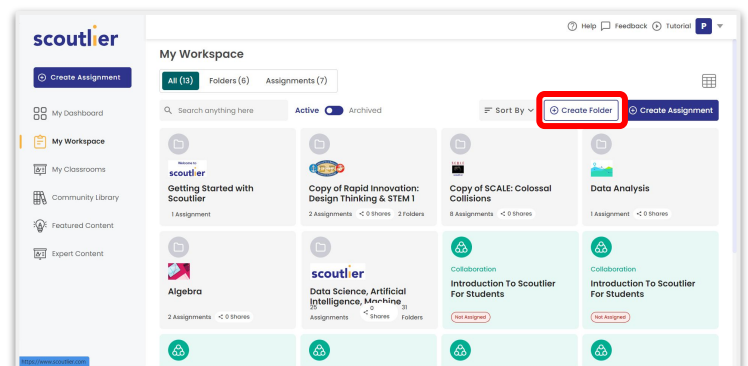
When you log into Scoutlier you are initially taken to your dashboard. Select workspace on the left to see all your assignments and folders.



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.



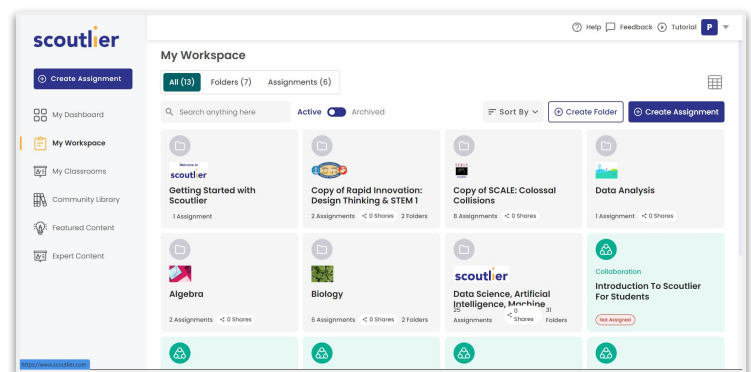
Let's create some folders. One suggestion is to make a folder for each subject area you are teaching this year. Click create folder in the upper right.





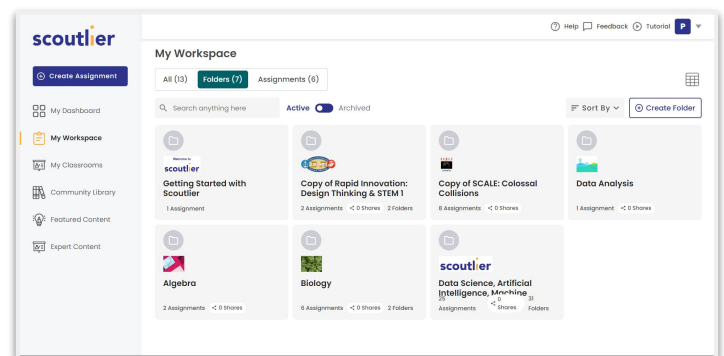
Enter a folder name and description. You can upload an image 200 x 200 pixels to help you identify the folder.

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.

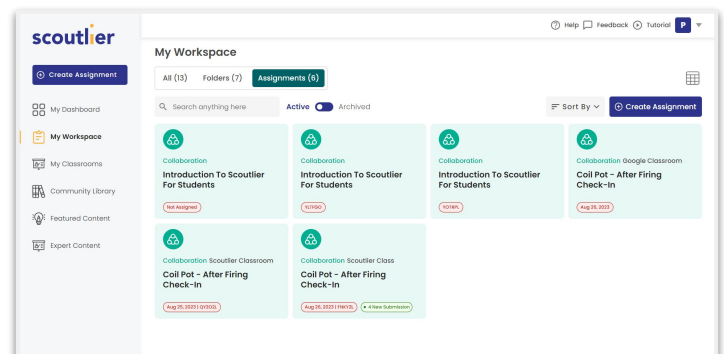


Here there are 5 folders and 7 assignments not in folders.

Here is the folders only view.



Here is the assignments only view.





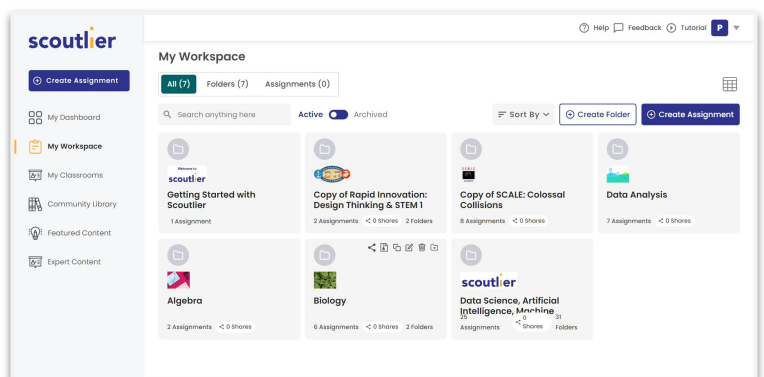
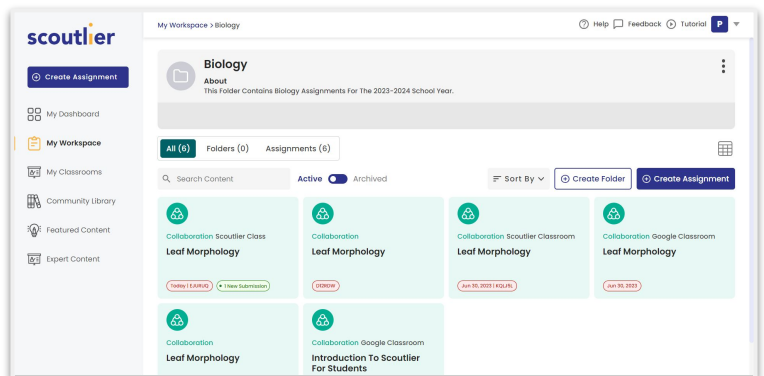
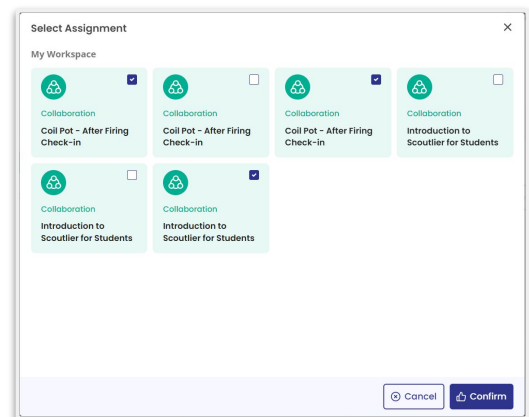
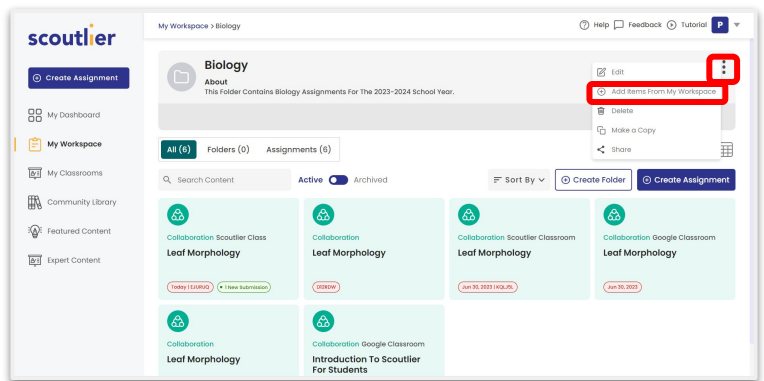
Let's start organizing assignments in the folders. The newly create folder is empty click on actions on the upper right.

Select Add Items From My Workspace.

Select the assignments you wish to move then confirm.

The assignments are now in the folder.

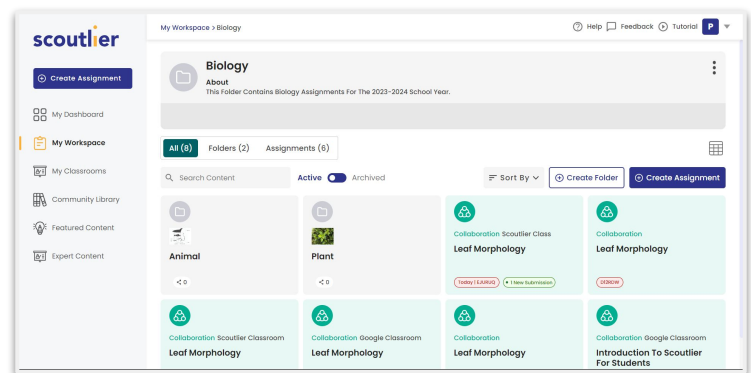
The work space is now more organized.






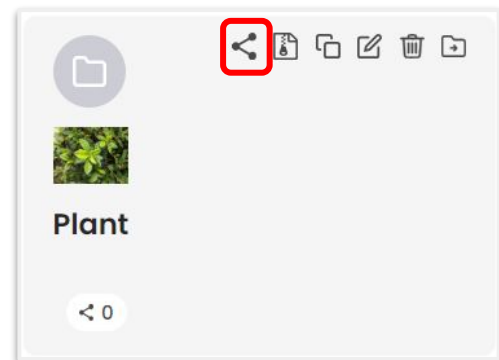
We can do further organization within a folder.

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



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 with the Scoutlier community or with a few specific users.

Share with the Scoutlier community:

☐ Click to share with everyone

Grade* **Subject***

Topic* [+ Add Topic](#)

Share with specific users:

Start typing users name or email to select users*

Can't find who you are looking for? [Click](#) to invite them to Scoutlier for free.

☐ Click to confirm permission to share with users

[Share](#)