

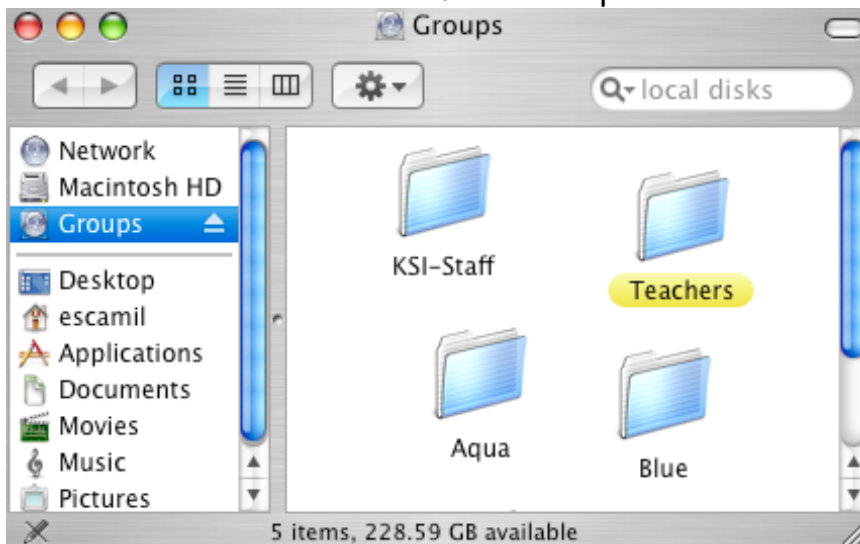
## Using Groups Folders to Share documents

- As a teacher, you have the ability to place documents in the Take OUT folder so that all your students can get a copy. This is useful to hand out photos, close activities, story starters, or Kidspiration projects.
- Students cannot place documents into the Take OUT folder - only teachers can do that.
- As a student, kids can Take IN finished documents to the teacher.

### Teachers place a document into the Take OUT folder:



- Double click on the Groups icon on the desktop to open the folders.
- Double-Click on the Teacher folder to open it.



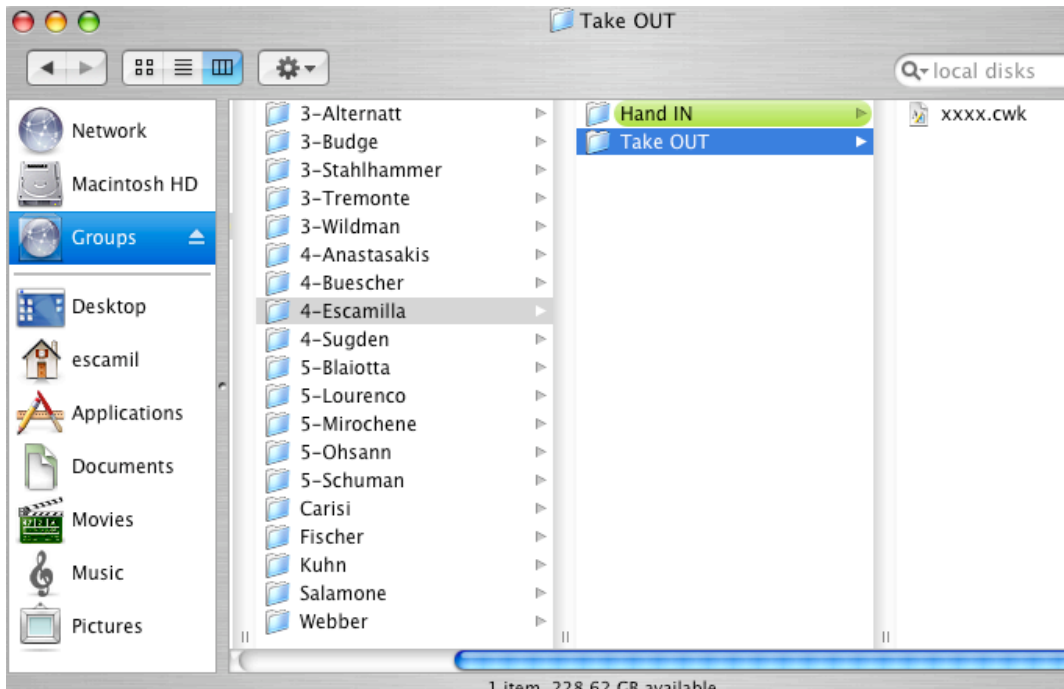
- Open the your own Teacher folder.
- Drag the document or picture INTO the Take OUT folder.
- Once the document is in the folder, students will have access to it.

### Students get a copy of the shared document:



- Groups icon on the desktop to open the folders.
- Double-Click on the Teacher folder to open it.
- Find the correct classroom t in the list and open that folder.

- You will see both a Hand IN folder and a Take OUT folder.



- Drag the document or picture OUT of the Take OUT folder to their documents folder. Change the file name to include the student name. If all the kids use the same file name, they will overwrite each other.
- Open the document and complete the assignment.
- SAVE to the student's document folder.

### Students Hand IN folder



- After a student has finished a document and saved it, he/she opens the folder.
- Open the Teachers folder.
- Open the correct classroom folder
- Drag the finished work INTO the Hand IN folder.

The teacher can then see all the student's saved work.

