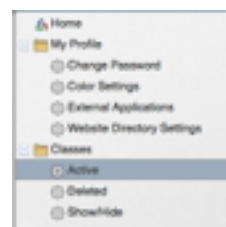


Sharing Assignments/Files

On the Macbook—website

- Click on your name at the top right
- Click My Settings,
- Click Classes, Active
- Click Add Class
 - Enter a Name
 - Allow File Sharing
 - Add Administrators, teachers who you would like to share files.
 - Save
- Teachers/Members can create and copy assignments to that shared class folder and make copies of those assignments to put in their own classes or in My Files.



On the iPad

- Tap Classes and Groups
- Tap Add Class or Group
- Enter Class Name, Allow File Sharing,
- Tap **Save**
- Tap on the Class you just created



- Tap the Wrench

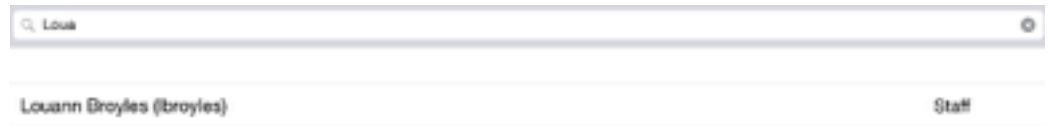


- Tap Roster



- Tap Add

- Enter Staff member in Search Bar



- Tap the Staff member name to add
- Repeat as necessary
- Tap Done
- Add Assignments, assessments, and files.
- Tap the Wrench to Copy them to your Classes