

# My Workspace:

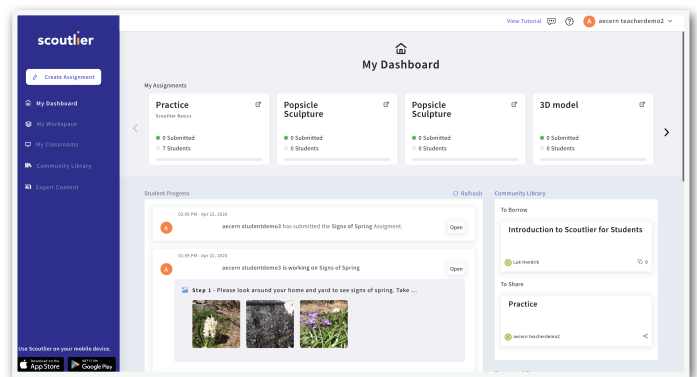
## Tips for Organization and Collaboration



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

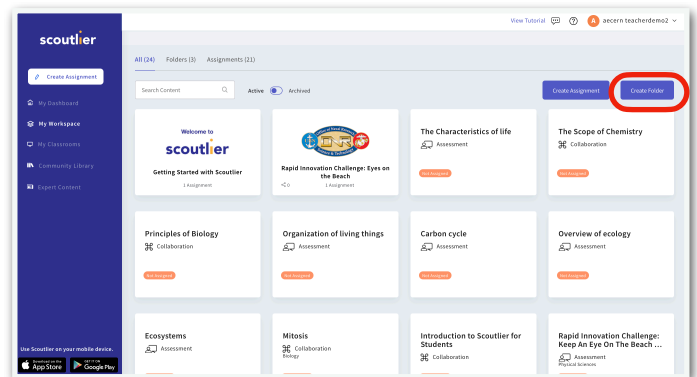
### Creating Folders

When you log into Scoutlier you are initially taken to your dash board. 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. You can use google slides, to create the cover then take a screenshot to make tile logos.

New Folder

Folder Name

Description (max 1000 characters)

Add Resources

[New Resource](#) | [Resource Library](#)

Cancel

New Folder

Folder Name

Description (940 characters left)

Add Resources

[New Resource](#) | [Resource Library](#)

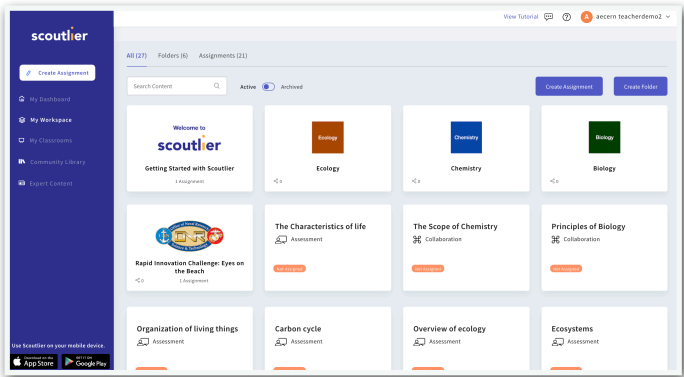
Biology

Change Logo

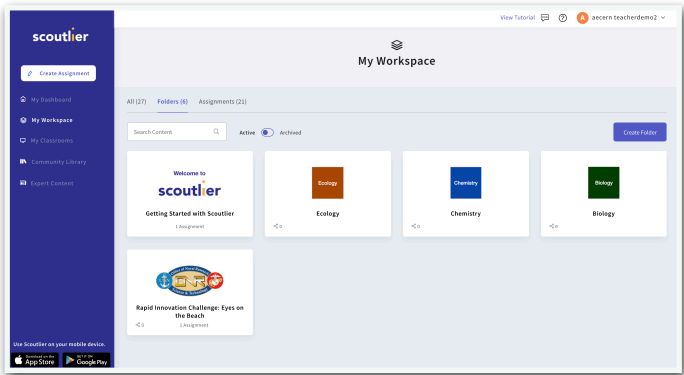
Cancel

Create

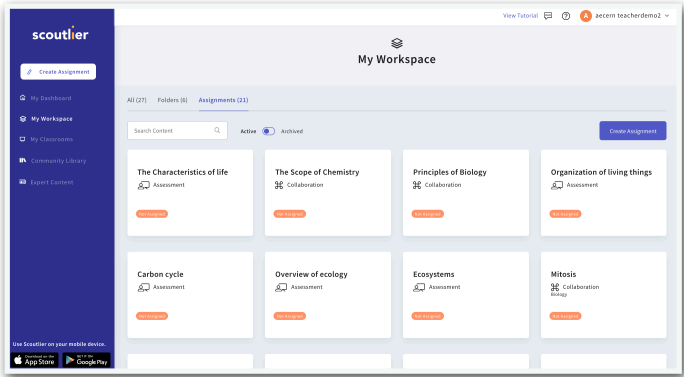
Here is the workspace now with the newly created folders. You can change the view of the workspace to help you locate materials more quickly. Here there are 6 folders and 21 assignments not in folders.



Here is the folders only view.

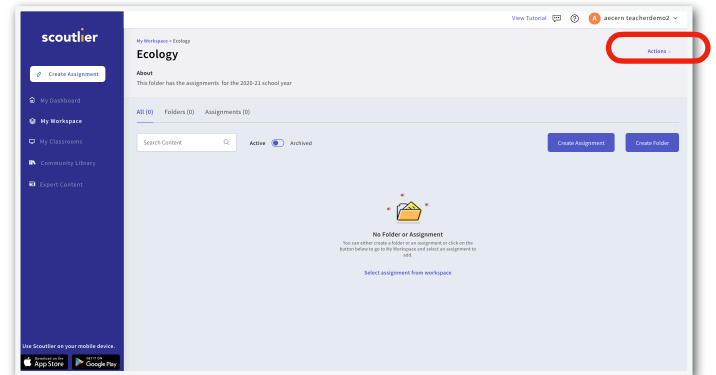


Here is the assignments only view.

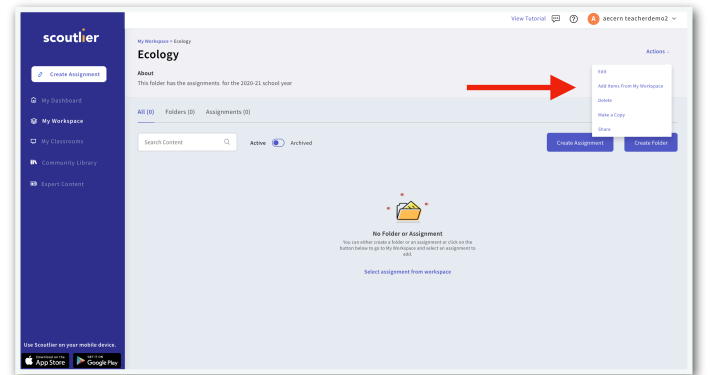


## Working within a Folder

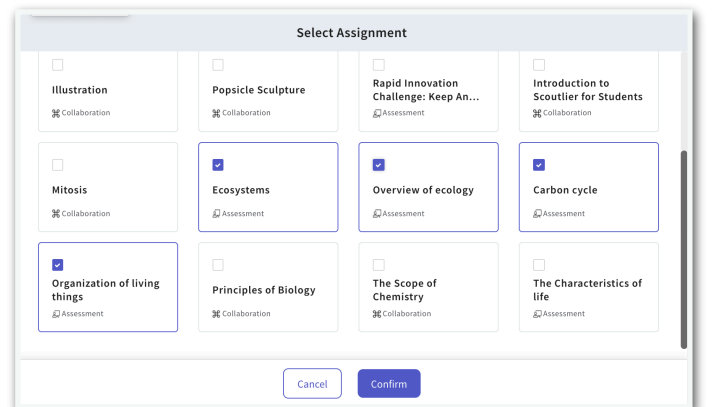
Let's start organizing assignments in the folders.  
The newly create folder is empty click on actions on the upper right.



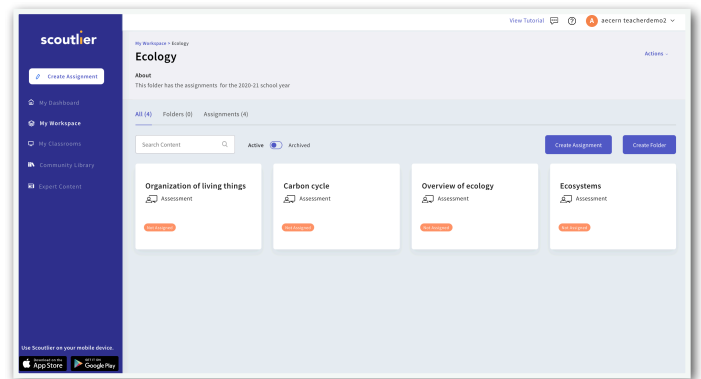
Select Add Items From My Workspace



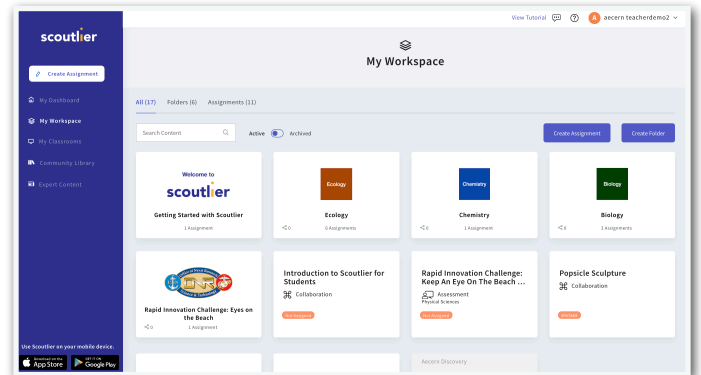
Select the assignments you wish to move then confirm




The assignments are now in the folder.

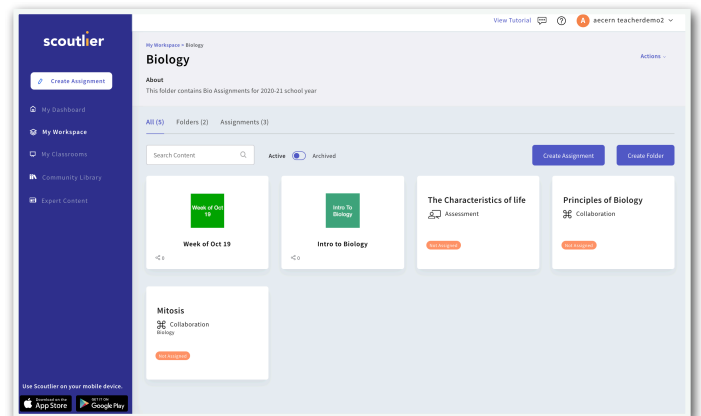


The work space is now more organized. There are 6 folders and 11 assignments that are not located in a folder.



We can do further organization within a folder. You can create more folders such as a group of lessons by unit topic or maybe organizing by week. From any folder you can create assignments in the folder. You can add folders within folders to help you be really organized.

If you are collaborating with other teachers you can create a folder with this week's assignment and then share the folder directly with them. Click on the share icon .



Add their email address to share 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 already 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.

