AT Quick Guide

WriteOnline

Managing Students

Personal Folders - these are accessible only by you. Use them to store lesson plans, worksheets, and any other files.

School Folders - these can be accessed by any teacher in your school, college, or organization. Use school folders for documents that you want to share with other teachers.

Students

Students use their own personal folders to store work in progress and completed documents. Students cannot access the school folders, or the folders of other students or teachers.

You can access the folders of the students in your school, college, or organization. This enables you to check on work in progress and to share files with students. You can also assign a task to multiple students in order to easily deliver a file to more than one student at a time.

My Students

To manage students, open the **My Students** tab.

Note: This tab might have a different name depending on your site settings.

The My Students tab enables you to view all the students on your site and manage them by sorting them into groups. You can also view the online folders of any student by clicking the link next to their name.

Finding Students

Sorting students

- You can sort the list of students by any of the columns in the table. Click on the column heading to sort the students by that column.
- If your students have filter details added you may select them by filter type
- To find a subset of the students you can apply a filter to the list

Filtering students

1. Next to **Filter**, type what you want to find

2. Choose the filter type from the options underneath
3. Click **Search**
4. Your search results are displayed.
5. To clear the search and show all the students again, click **Clear Search**.

Adapted from Learning Grids WriteOnLine User Guide: http://www.learninggrids.com/tms/WriteOnlinePage.aspx