

### Accessing and saving files:

You will find your tasks and worksheets in your **shared files** folder. You will need to open the worksheet and click on the save button to make a copy of the worksheet in your **my files** folder. You can then add your answers and save the file, which your teacher will then find in the **pupils files** folder. To edit the document, remember to open up the same copy in the my files section so you don't have lots of copies of the same document.

Your teacher will add comments using the **learning conversation** tool:

- When the speech bubble is red, you have received a feedback comment.
- Click on the **speech bubble** and you can respond to questions and feedback about your work. You and your teacher can also add voice notes, photos and attachments using the symbols to the right of the text box.