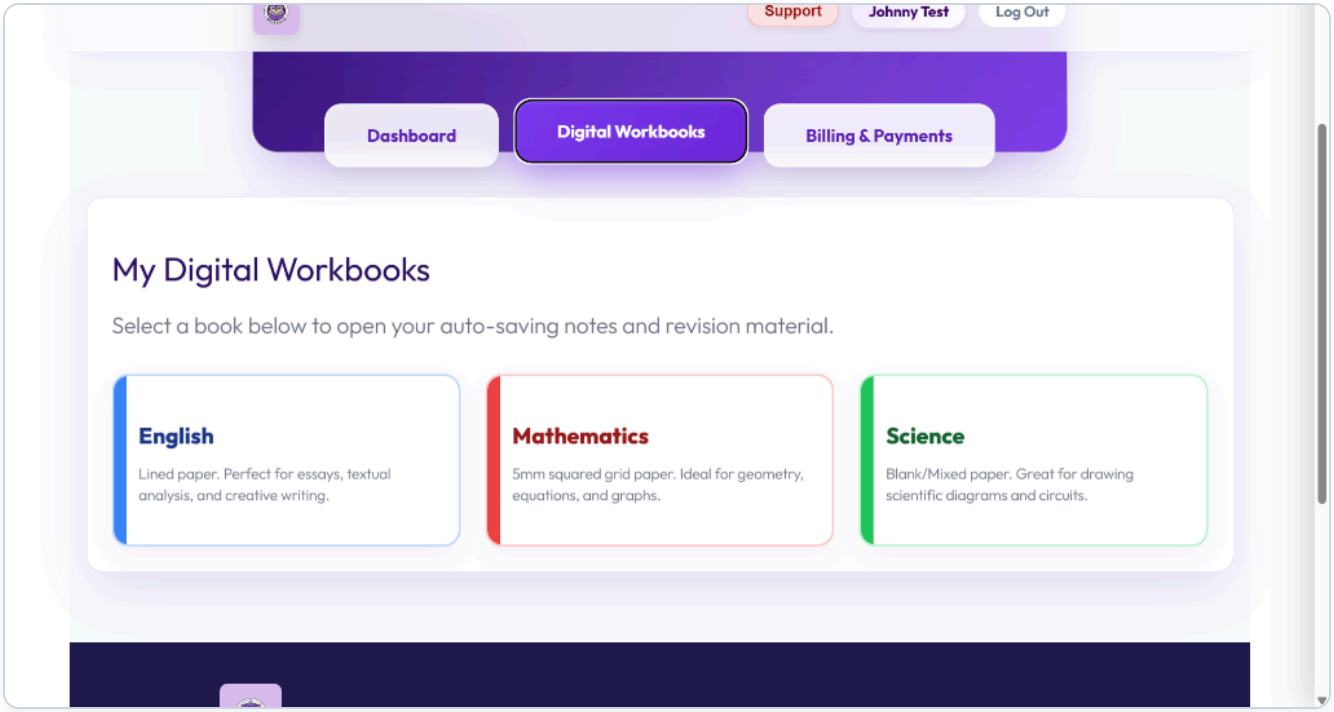
Pupil Guide: Your Digital Workbooks

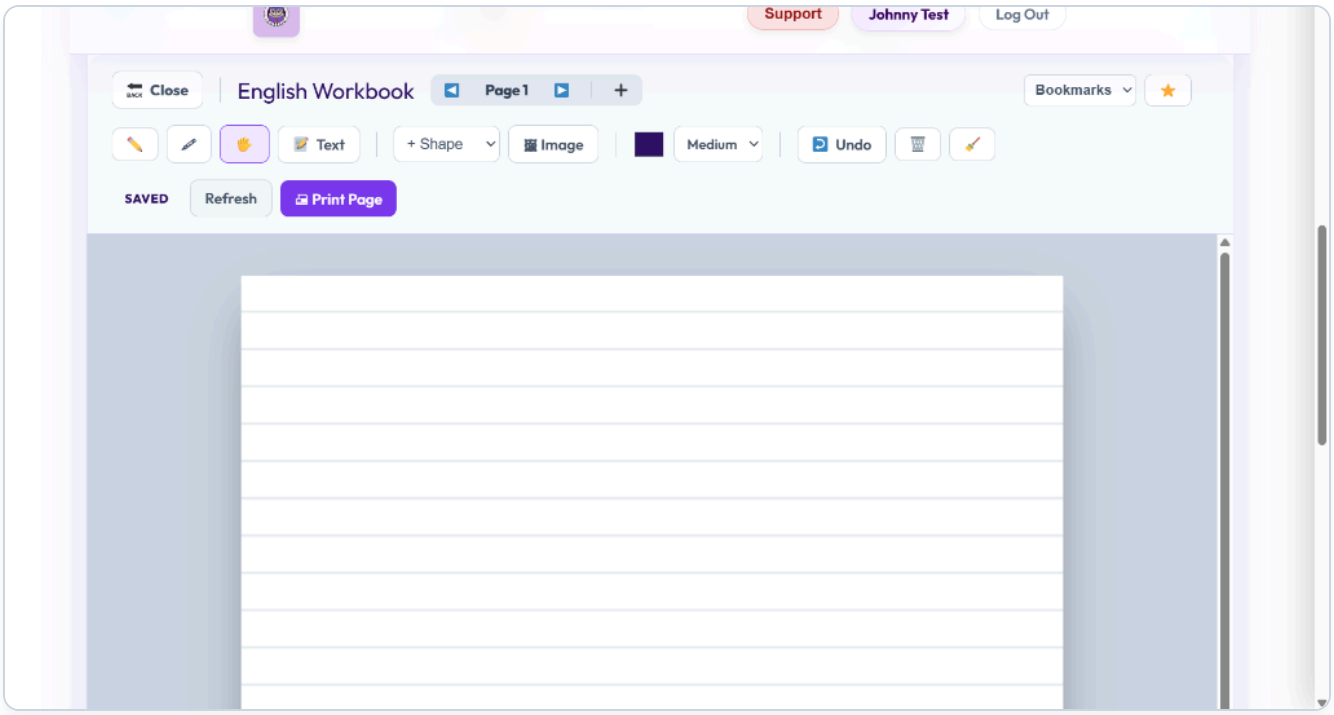
Everything you need to know about completing and reviewing your work.

1. Accessing Your Work



- Log into your portal and click on the **Digital Workbooks** tab.
- Choose a subject (English, Maths, or Science) to open your book.

2. Completing Exercises & Saving



- Use the toolbar at the top to draw, type, or add shapes onto the paper.
- **Auto-Save:** Your work saves automatically in real-time! You never have to worry about clicking a save button or losing your progress.

> **[Tip] Working During Live Lessons**
>
> When you join a live lesson, the Interactive Whiteboard will **open in a brand new tab**.
>
> This is by design! It allows you to easily switch back and forth between the Whiteboard tab (to see your tutor's video) and your Workbooks tab (to complete your exercises). You will still be able to hear your tutor speak no matter which tab you are looking at!

3. Reviewing Teacher Feedback

- If your tutor leaves you comments or grades a specific page, their notes will appear in the **Teacher Feedback** box on the right side of the screen.

4. Using Bookmarks

- As your workbook gets longer, use the **Bookmarks** dropdown in the top right corner to instantly jump to previous lessons or topics you have covered!

5. Printing Your Notes

- Want to keep a physical folder of your notes? Click the **Print Page** button in the top toolbar to generate a perfectly formatted PDF of your work and your teacher's feedback!

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