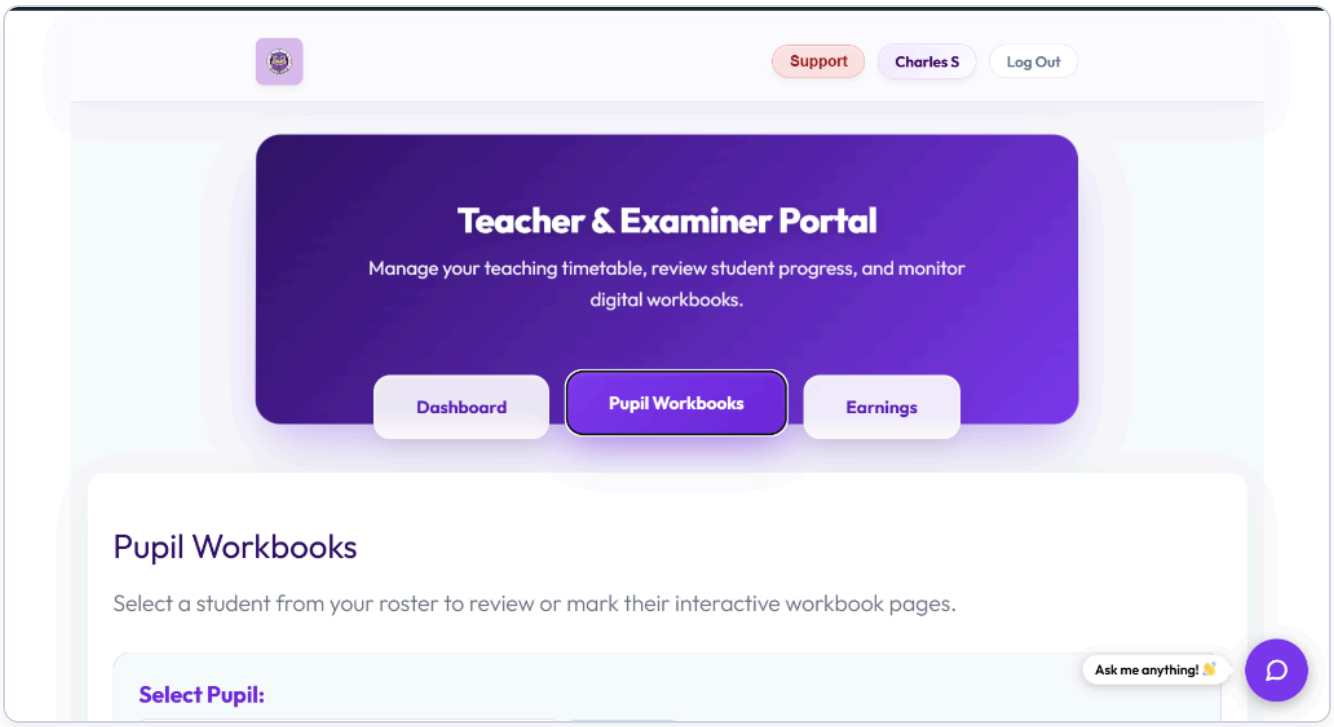
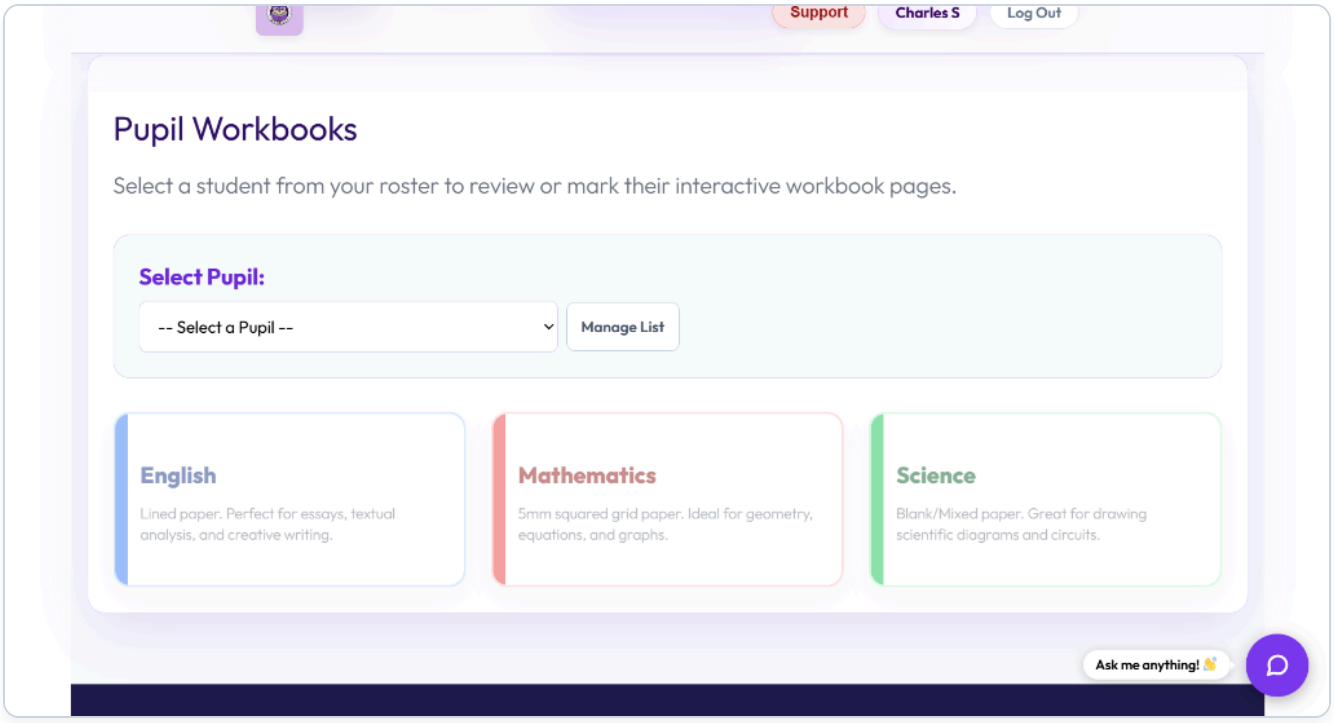
Teacher Guide: Interactive Workbooks

A quick reference guide for marking and managing digital workbooks.

1. Accessing Pupil Workbooks

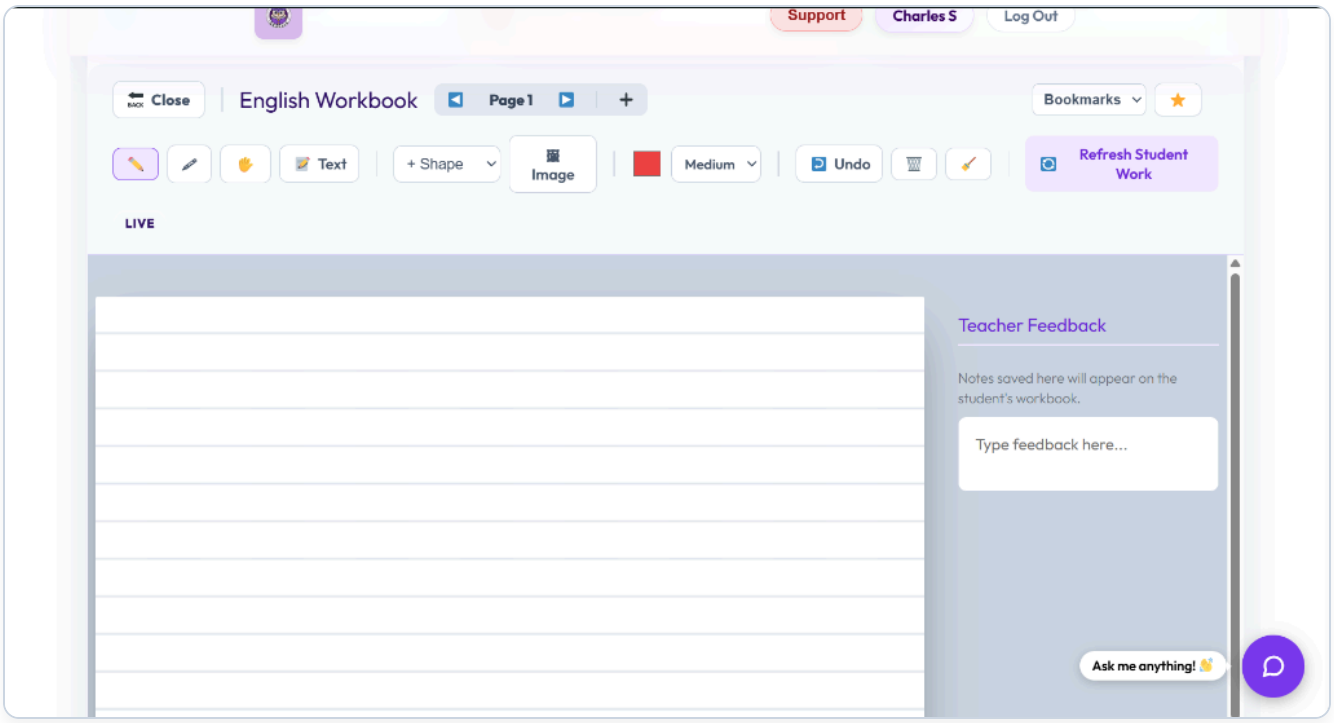


- Navigate to the **Pupil Workbooks** section on your dashboard.
- Use the dropdown menu to select a pupil. *(Tip: Use the "Manage List" button to hide pupils you no longer teach to keep your roster clean!)*



- Click on a subject (English, Maths, or Science) to open their digital canvas.

2. Marking, Feedback & Navigating



- Use the drawing, text, and shape tools in the top toolbar to annotate the canvas directly.
- **Auto-Save:** The workbook saves automatically as you draw or type. There is no manual save button.
- Type detailed feedback into the **Teacher Feedback** box on the right. This text is tied permanently to that specific page for the pupil to review.
- **Bookmarks:** Use the Bookmarks dropdown in the top right to instantly jump to previous topics, or click the Add button to bookmark a new page.

> **[!] Important: Screen Sharing & Lesson Recordings**
>
> When you launch a live lesson, the Interactive Whiteboard will purposefully **open in a new browser tab**. This allows you to keep the Workbook tab open side-by-side!
>
> To ensure your workbook marking and feedback are captured in the final lesson recording, you must **Screen Share the Workbook tab** directly onto the Whiteboard using the whiteboard's share tools.

3. Printing & Exporting

- Need a physical copy? Click the **Print Page** button in the top toolbar to generate a perfectly formatted PDF snapshot of the canvas and your feedback notes.

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