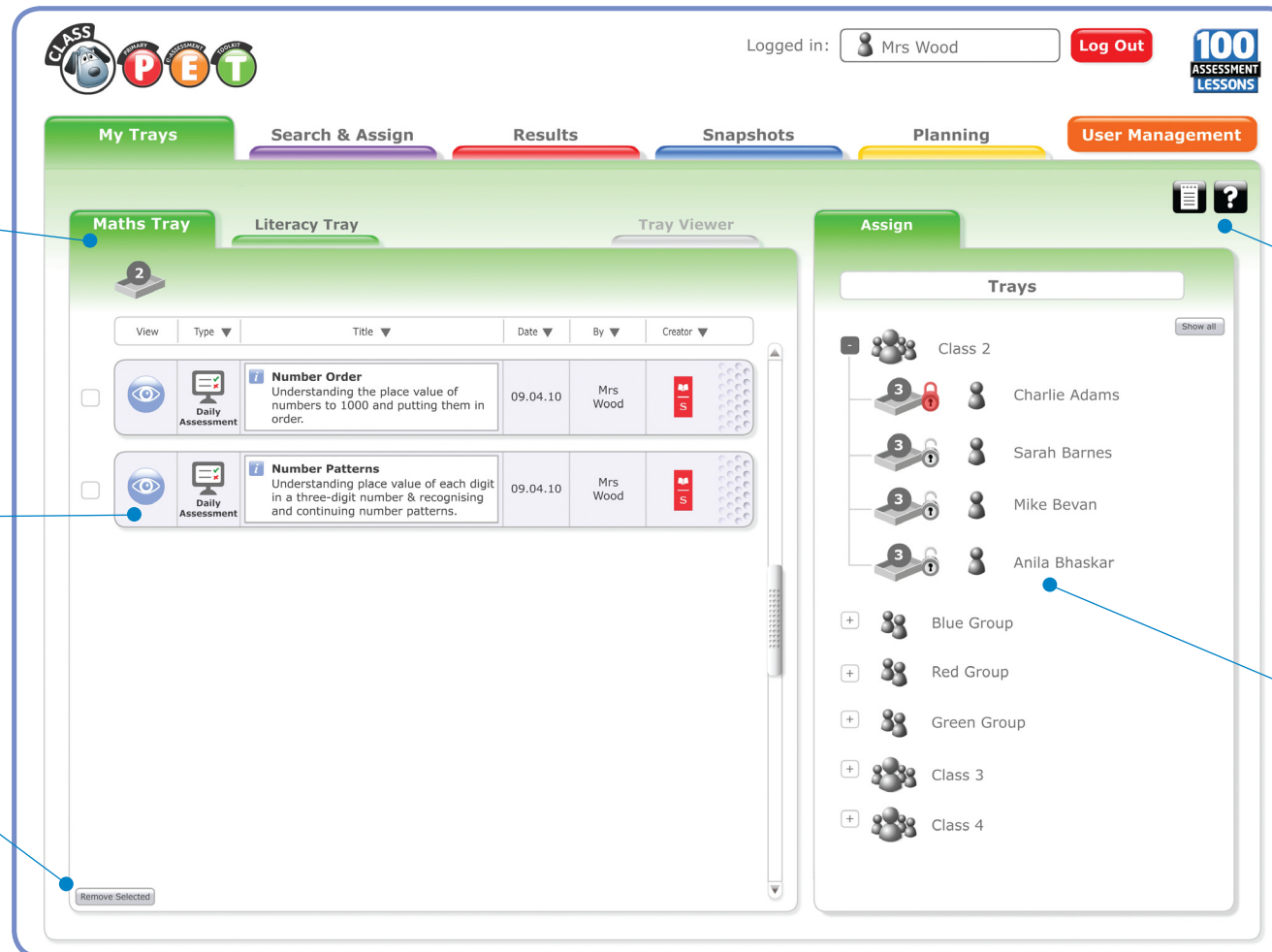


Quickly access the resources you've stored

1 Resources you have assigned to yourself (see **Search & Assign**) will appear here in your maths or literacy trays.

2 Resources are represented by these panels. Maths resources are shaded blue and literacy resources are shaded pink. Clicking on the **Eye** button will launch the resource.

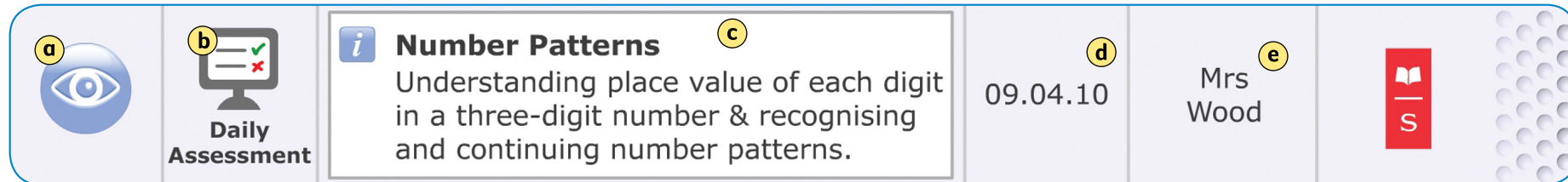
3 Remove resources from your tray by selecting the relevant check box and then clicking on this button.



4 These buttons are available on every screen. The left-hand button opens your notepad and the right-hand button gives you access to helpful information.

5 To assign a resource from your tray to a pupil, group or class, simply drag the resource panel to the corresponding icon in the user list.

2 Resource panels



The resource panels give you a lot of at-a-glance information about a resource.

- a** The **Eye** button launches the resource in a popup window.
- b** The type of resource is indicated with an icon.
- c** The title and description of the resource are shown. Additional information can be accessed using the blue 'i' (information) button.

d The date the resource was assigned is displayed.

e The name of the person who assigned the resource is also displayed.

To remove a resource from a tray, select the check box to its left and click on the **Remove** button at the bottom of the screen.

(See **Search & Assign** on page 6 for further information on resource panels.)

4 Notepad



The **Notepad** is accessible on every screen. It allows you to make notes at any time and enables you to easily access or edit them.

- a** Notes can be stored on either the **Literacy**, **Maths** or **Other** tabs.
- b** New notes can be created on any tab by clicking on the **New** button. Simply type within the text area.
- c** Notes can be deleted by selecting the relevant check box and clicking on the **Delete Selected** button.
- d** Notes can be marked as complete. They are then moved to the bottom of the list.



4 Help



The **Help** button is available on every screen and gives you quick access to useful information to help you navigate and use the interface.