Washington Latin
PUBLIC CHARTER SCHOOL
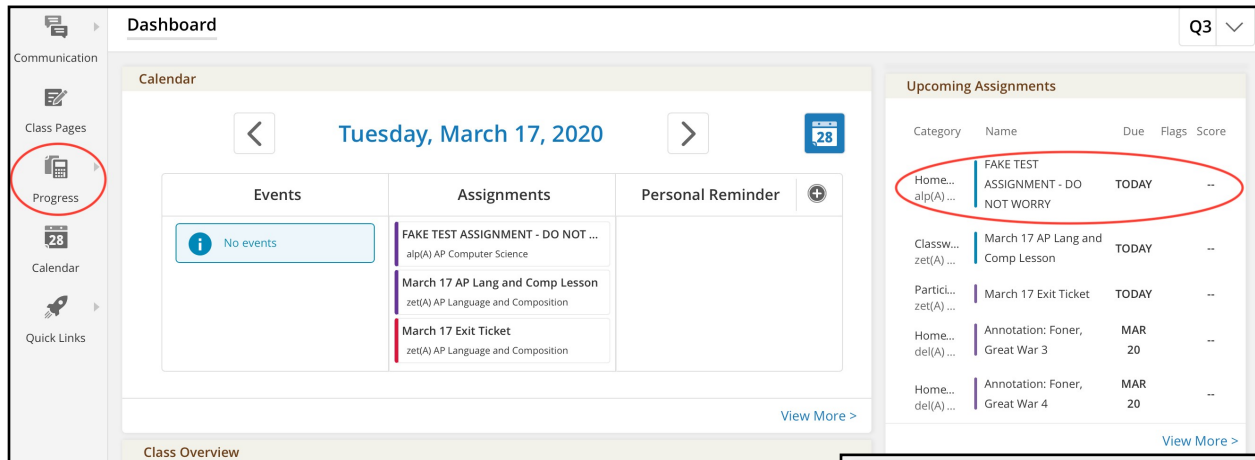*A Classical Education for the Modern World*

Unified Classroom Attachments Guide for Students

Teachers may ask you to attach files directly in Unified Classroom, where they will be able to add comments, suggestions, and other feedback directly in the grade book. Here is the guide for uploading files.

Sign in to <u>Unified Classroom</u> using your Latin email—use the option to Sign In With Google.
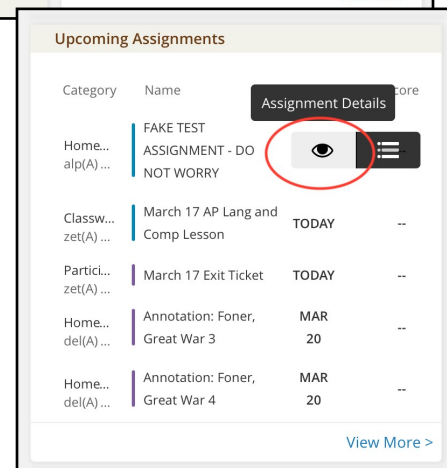
In your **Dashboard**, find the assignment that you want to add a file/attachment to. If the assignment is still in your u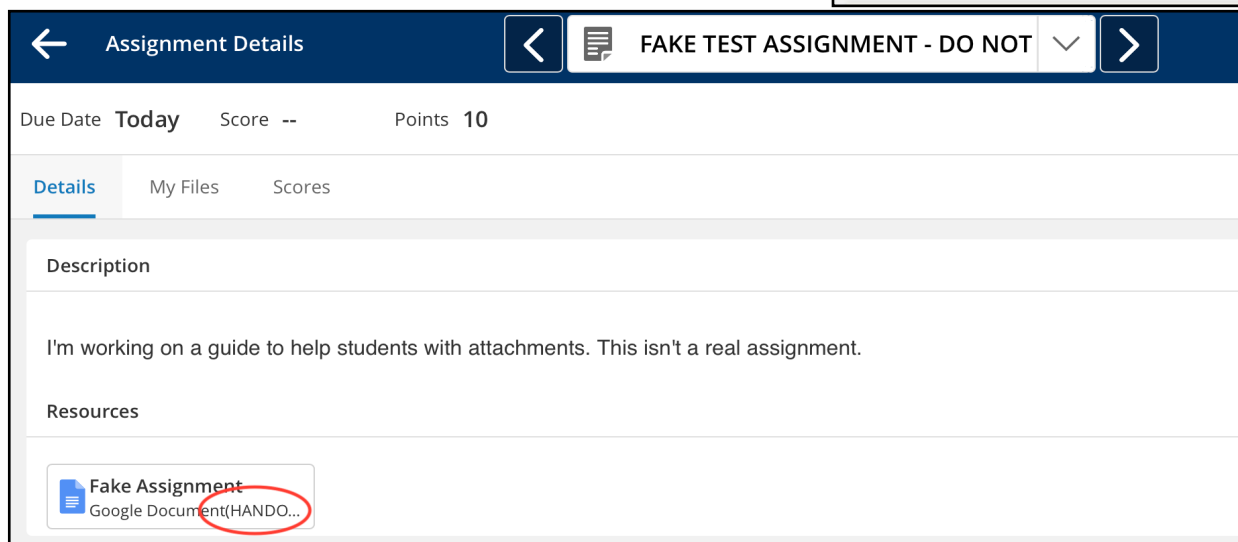pcoming or recent assignments lists, you can access it directly from the Dashboard. Otherwise, you'll need to go into your Assignments list in the Progress menu on the left.

Go into the **Assignment Details**. Here, you'll see any instructions for the assignment, as well as any files the teacher has attached. Click on a file to open it. If a file is listed as a **HANDOUT**, this means that when you click on it, Google Docs will create your own individual version of the file for you to type in and submit, which will automatically be shared with your teacher.

Due Date **Today**   Score --   Points **10**

Details   **My Files**   Scores

My Files   Upload

📄 Fake Assignment Google Document(HANDO...	Posted Today ⊗ at 8:18 AM	
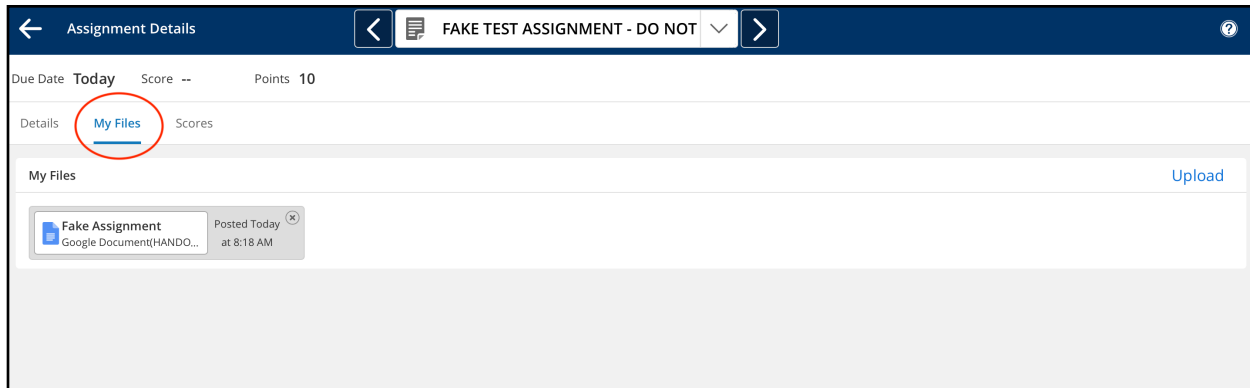
In the **My Files** tab, you'll see any files you've already uploaded. This includes any handouts you've automatically created by clicking on them in the Details tab. If your teacher did not include a handout for you to use, you may still be expected to upload a file separately—a photo you took with your phone, an essay you've typed separately, etc.

Click on the Upload link to add new files, either from your Google Drive or from your computer. Note that if you add a file from Google Drive that is not a handout, **it must have the correct sharing settings** for your teacher to be able to see them. You should create a folder in Google Drive with the correct settings and keep all of your shared files in that folder—see the instructions below.

Note that you **DO NOT need to click on Submit** in order for your teacher to see the files.

Creating a Shared Folder in Google Drive

Log into http://drive.google.com/ with your Latin email. Create a new folder with the + icon in upper left.

Name it something like "Shared Folder".

Highlight the newly created folder and click on the sharing settings icon (the person with the +) upper right.

Click on Advanced.

Under "Who has access", click on the option to "Change…" the setting.

Select "Anyone with the Link". Save your settings, and you're good to go! This means you don't have to create a separate folder for each of your teachers every year.

When you are ready to share, open the document and click on the folder icon next to its name and select the shared folder that you just created. You can also right click on the file name and select Move To. It will ask you to confirm that you want to share it in its new folder, so make sure you accept.

Now, when you upload a file into Unified Classroom, your teachers will have access to it automatically as long as it is in your shared folder.