



WASHINGTON LATIN
PUBLIC CHARTER SCHOOL
A Classical Education for the Modern World

Tech Support - Online Submission Issues

Handouts in Unified Classroom

Until the issue with handouts in Unified Classroom is resolved by PowerSchool, please follow these steps in order to access your files.

- 1) Click on the file in Unified Classroom to generate the handout. You may see a message saying that the handout was created, but you will only see a black screen in the middle of Unified Classroom where the handout should be.
- 2) You will see a link that looks like the Google Drive icon that will take you to the file in Google Drive. **Do not click on this link.** This link will take you to the teacher's main file, which you are not able to edit.
- 3) Instead, copy the name of the file (or write it down) and open a new tab in Google Drive. Search for the name of the file; it will have your name in parentheses after it. This is the version of the file that you can edit, and it is already shared with your teacher in Google Drive and in Unified Classroom.

It's important that you follow these steps so that you don't have to keep requesting access to files, sharing them separately, and sending tons of emails.

Google Forms (Exit Tickets, etc.)

When filling in a form online, there is a "timeout" limit with the page that you open. This means that if you take too long to type an answer into the form--such as to look up an answer on another tab or because you are typing a long answer--the form won't submit correctly. Here are some things that you can do to prevent that from happening.

- 1) If you are typing something that's really long for your Google Form, type it in a separate Google Doc first, then copy and paste it into the Google Form. Since copying and pasting doesn't take a long time, it won't result in a timeout. Additionally, even if your responses don't submit correctly, you will still have them.
- 2) Always select the check box to send your responses to your school email--note that your teacher may have turned this feature on automatically for you. This way, you can confirm that your responses were recorded correctly when you receive the email.

Please contact techsupport@latinpcs.org with any tech-related questions.