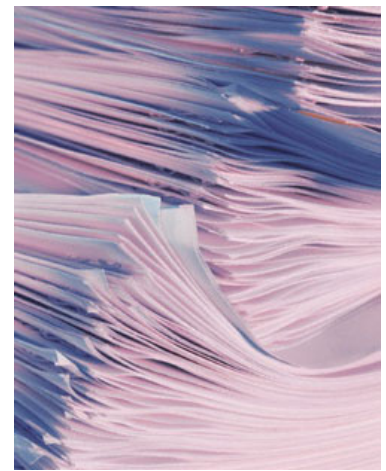


Uploading into Your Online Notebook

A Quick Reference for Tutors and Tutees



I. Log in to Study Buddy

On the study buddy login page, enter your registered email address and your password.

Study Buddy Login

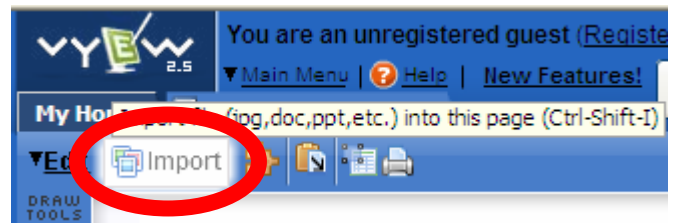
All tutees, tutors, teachers and parents login to Study Buddy online notebooks here:

Email Address

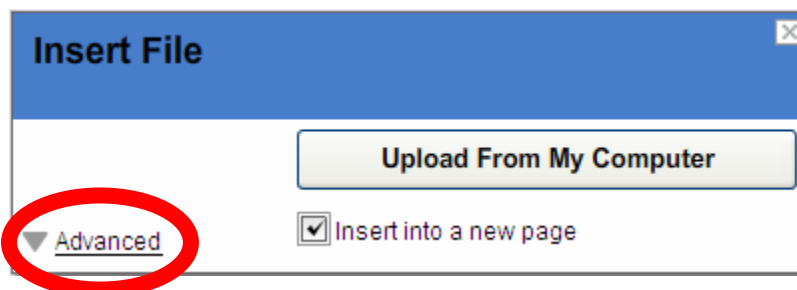
Password

II. Click Import

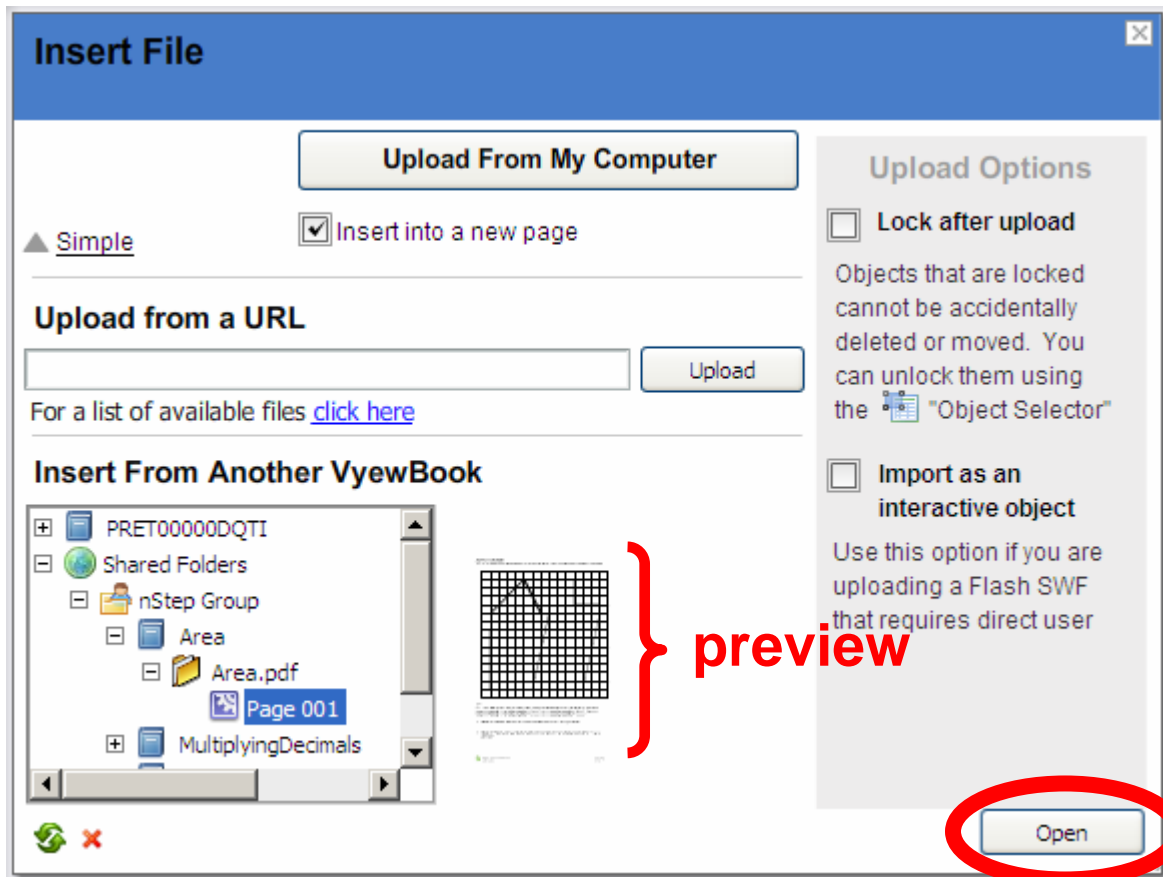
To access notes, worksheets and study guides while in an online notebook, click on the button (illustrated to the right) on the top of the white board area to import a file into the book.



The following screen opens:



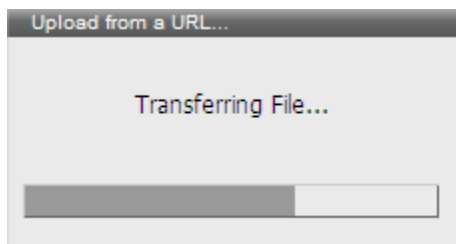
Click "Advanced" to open up the expanded screen with more options.



You can navigate through the Study Buddy shared folders in the window beneath “*Insert From Another Vyewbook.*”

Here the worksheets are organized in a hierarchical manner first by course, then subject and finally individual topic.

When you highlight one of the pages, a preview will appear next to the window. Click open on the bottom right of the Upload window and the page and PDF worksheet on it will be inserted into yours or your student’s online notebook.



The transferring file box will pop up on your screen while the file is being uploaded into the online notebook.

Thank you for your participation!

