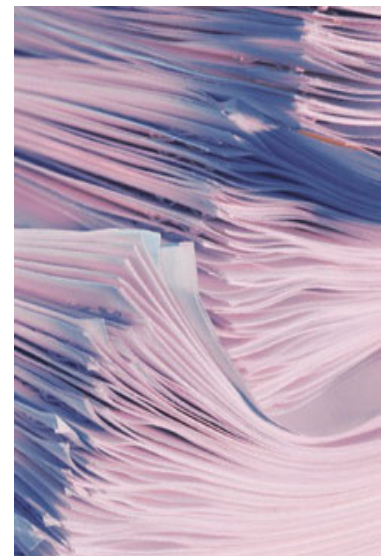




Uploading into Your Students' Notebooks

A Quick Reference for Teachers



As a teacher you have the ability to upload content into your students' notebooks. This content may be worksheets from our Study Buddy library or any file on your computer. Follow these simple steps to upload your next homework assignment into either one or your entire class's books at one time!

I. Log into Your Admin Page

On the study buddy login page, enter your registered email address and your password to be directed to your teacher admin page.

Study Buddy Login

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

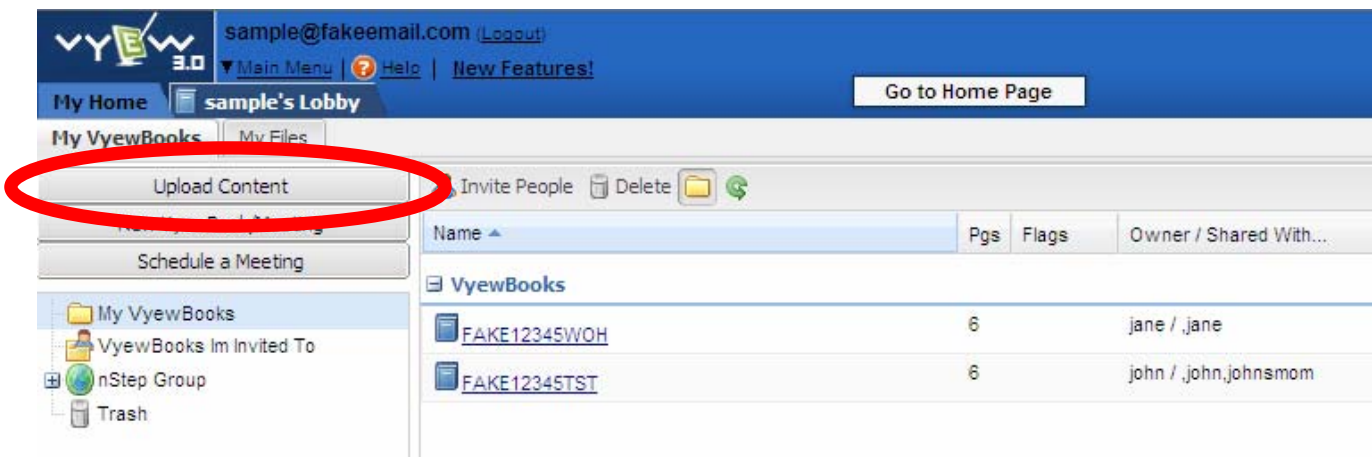
Email Address

Password

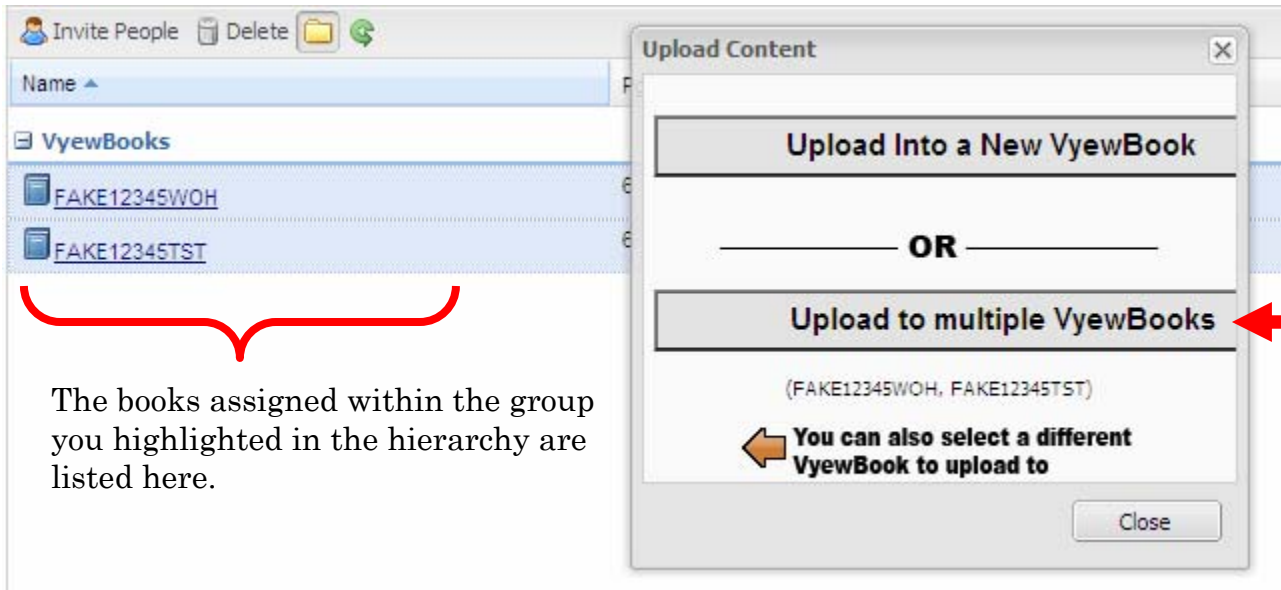
Log In

II. Upload Content

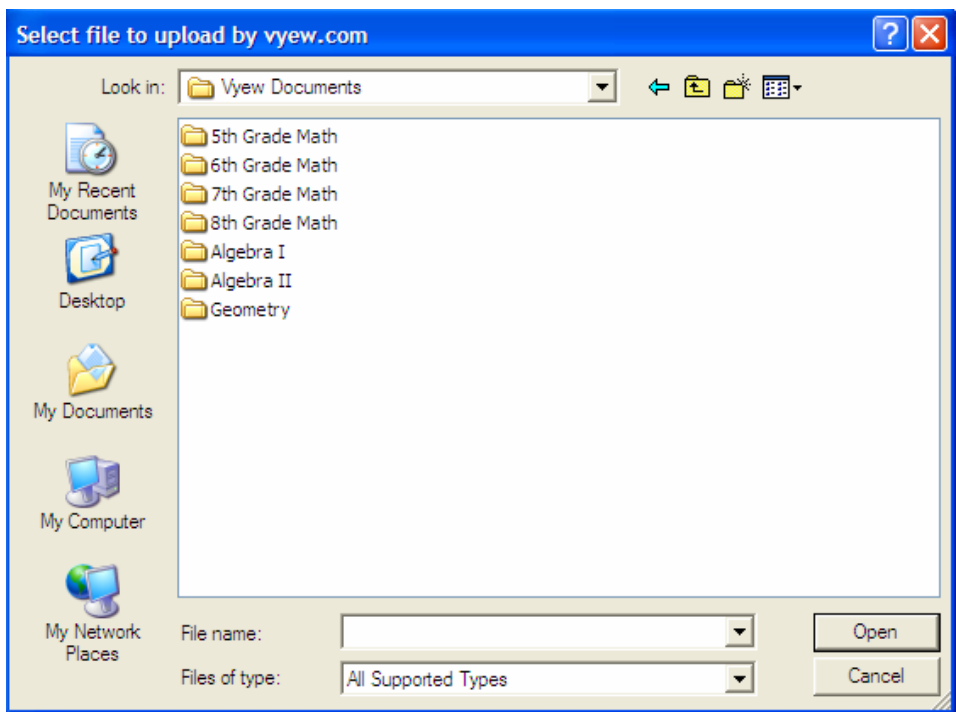
Click the button on the left side of your admin page titled "Upload Content."



An "Upload Content" pop-up window will appear (pictured below).



Hold down the **ctrl** key to highlight multiple books and then click “upload to multiple Vyewbooks”



You may now navigate on your computer to the file you wish to upload and click **Open**.



A window pops up while the document is imported into the books. This can take several moments so please be patient. Once the window disappears, the file will be added into the first empty page in each notebook you selected.

Thank you for your participation!

