




Files Library

Steps


1 Open the Files Library

On the Home screen, tap **Files Library** .

2 Rename files

Press and hold a file until the background becomes black. Tap the file's name. Use the on-screen keyboard to rename the file. Tap anywhere on screen when you're done.

3 Create and move files into folders

Tap and hold a file until the background becomes black. Tap  to create a new folder. Name the folder. **Note:** You can create folders within folders.

To move a file into a folder, tap and hold a file until the background turns black, select additional files (if you want), and drag them into a folder. Tap anywhere on the screen when you're done.

4 Sort folders and files for easy access

Sort content by type, name, or the date when it was last modified. In the upper-right corner, tap the drop-down to select the sort order.

5 Export files to a USB drive

You can export whiteboards, SMART Notebook files, and screenshots to a USB drive as PDF files. Connect a USB drive to the display, tap **Files Library**, tap and hold a file until the background becomes black, select files to export, and tap **Export to USB**.



Instructional ideas

- Create a folder for each subject for better organization. Add whiteboard, SMART Notebook files, screenshots, and browser shortcuts for easy class transitions.
- Create a folder for each content area that you teach. Add folders for each unit of study within the content folder to stay organized.
- Create a folder for each student in the class. Use the whiteboard spaces, browsers, and collect screenshots of their learning as evidence of growth. Let students contribute to their folder.
- Create a folder of websites that students can use as activities or rotations at the board. Tap the star on the folder to pin it to Favorites so students can get to the folder from the Home screen.
- Challenge: Create tiered folders for differentiation. Tell groups of students which folder they will work from.