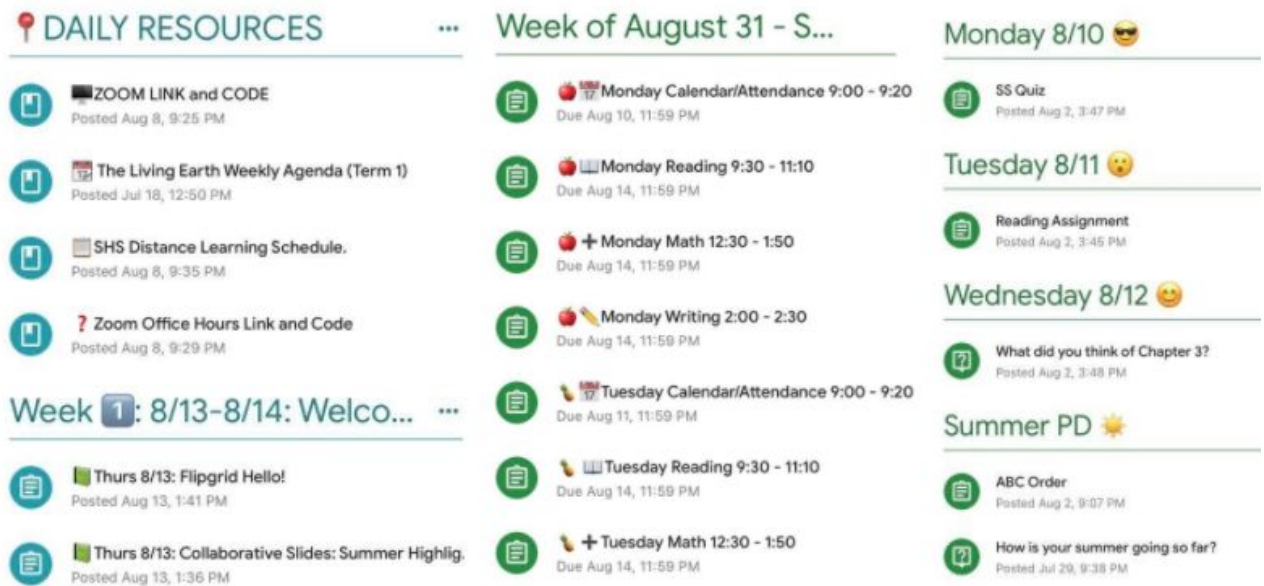


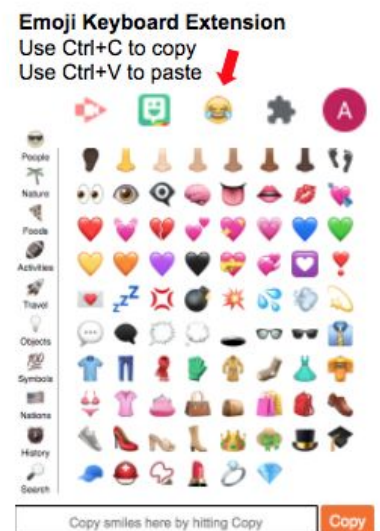
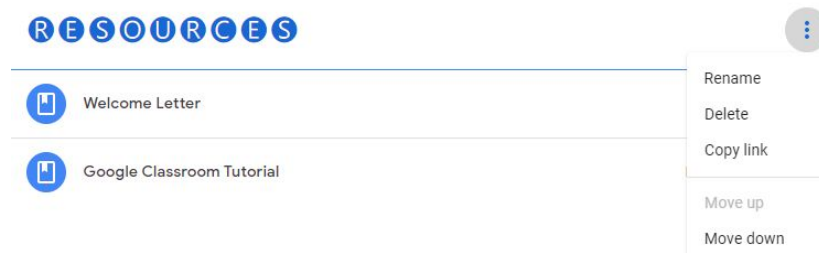
Classwork Tab Organization

1. Organize your classwork tab by creating “Topics” (headings)

- On the Classwork tab teachers can create topic headings to keep all posts organized and easy to find. Teachers can organize topics by week #, unit, chapter, assignment type, categories, dates and more. *(See examples below.)*



- Reorder your Topics & Assignments by clicking the title & dragging it to move them up or down. 3 dots (actions) has options for moving, renaming, deleting or copying the link for each topic.



- TIP:** Add the emoji keyboard extension to add symbols to topic and assignment titles to make them visual, you can also use coofonts.org to copy and paste the title in a different font.
- TIP:** Teachers can create a Resources topic at the top of the classwork page for important classroom materials and links for easy access for students.
- Filter classwork topics on the left side under “All Topics”
 - to see all posts for a topic click the topic name from the list on the left.