

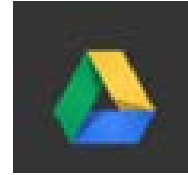


Sharing & Uploading

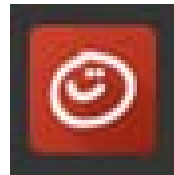
A simple guide

The Process

1. You need to share the document with your teacher, from your gDrive

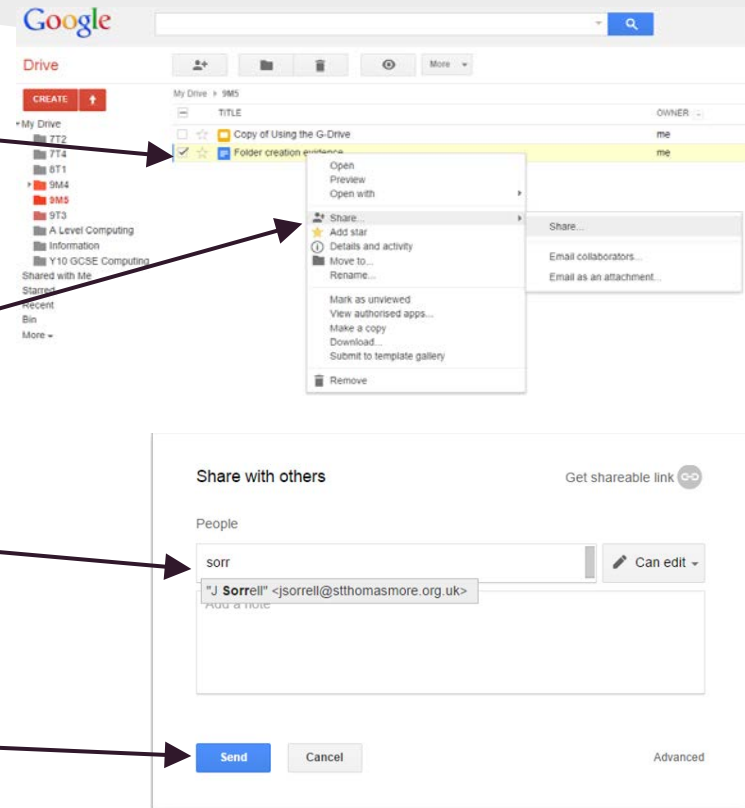


1. You then need to upload the document to the relevant section on your rafl, inRealsmart



Share your work with your teacher

1. In your gDrive, "right-click" the document you need to share.
1. Select "Share", then select "Share"
1. Type in the surname of your teacher and then select them from the list
1. Click "send"



Go to your Realsmart raf1

1. In Realsmart, select "ICT" then choose the module you are working on



1. Choose the section of that module for where you wish to upload your evidence

E-Safety & Digital... 7itt2 . ICT . E-Safety & Digital Literacy (Learner View)

1. Press the "evidence" button (the magnifying glass)

A screenshot of the Realsmart interface showing a navigation menu and a table of activities. The navigation menu includes 'Realsmart', 'Google Drive', 'Digital Literacy', and 'Esafety'. A red arrow points from the second instruction to the 'Google Drive' option. Below the menu is a table with columns: 'I CAN', 'BECAUSE I HAVE', 'GUIDANCE', 'EVIDENCE', and 'PROGRESS'. The 'EVIDENCE' column contains magnifying glass icons, and a red arrow points from the third instruction to one of these icons. A tooltip 'Upload Evidence' is visible over the magnifying glass icon in the first row.

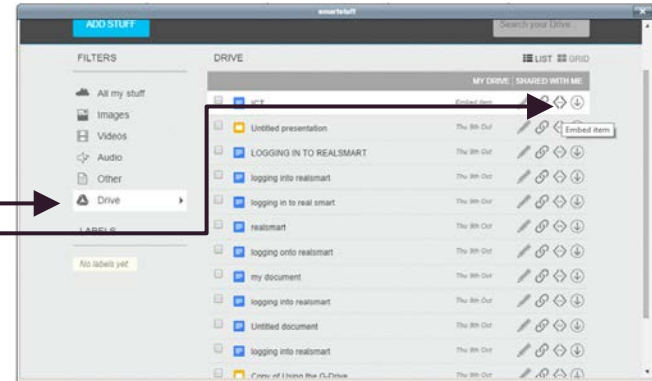
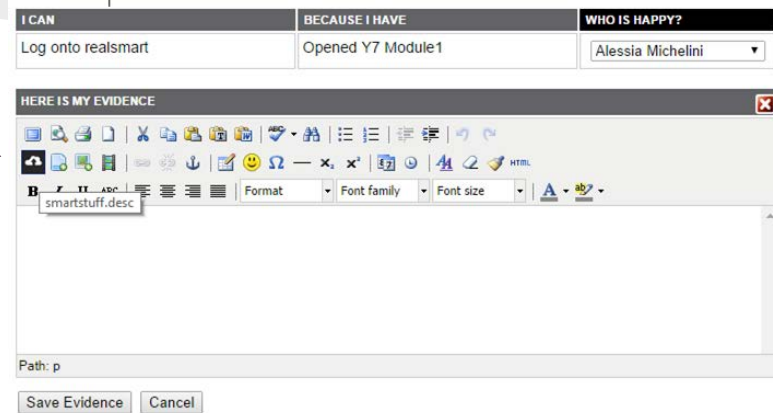
I CAN	BECAUSE I HAVE	GUIDANCE	EVIDENCE	PROGRESS
Log into google drive	logged in and set up my own folders		Upload Evidence	
Open my school e-mail	read an e-mail from my teacher			
Share my work with other people	shared worked with my friends			

Selecting your work

1. Click "smartstuff.desc" (this is a black button with a white cloud)

1. Select "Drive"

1. Search for your file, from the correct folder and select "Embed Item" (this looks like a diamond, with 3 dots inside it)



To finish...

1. Select "Save Evidence" to complete uploading your work

