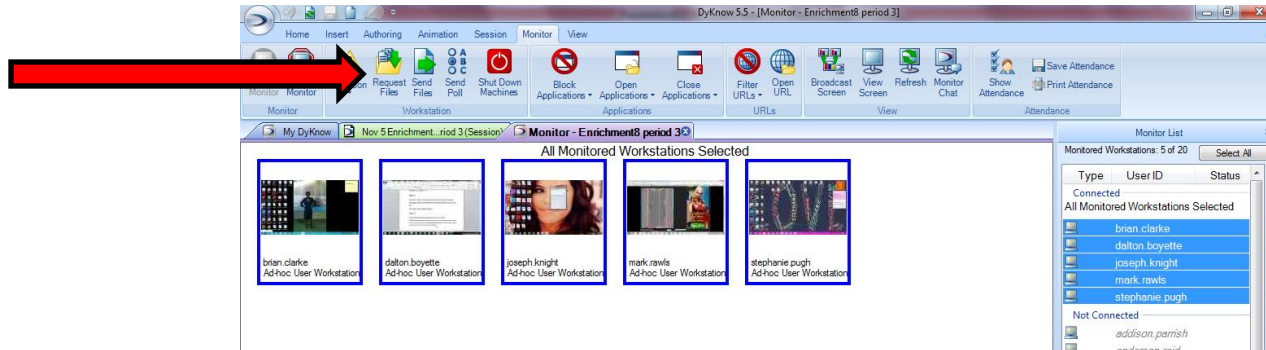
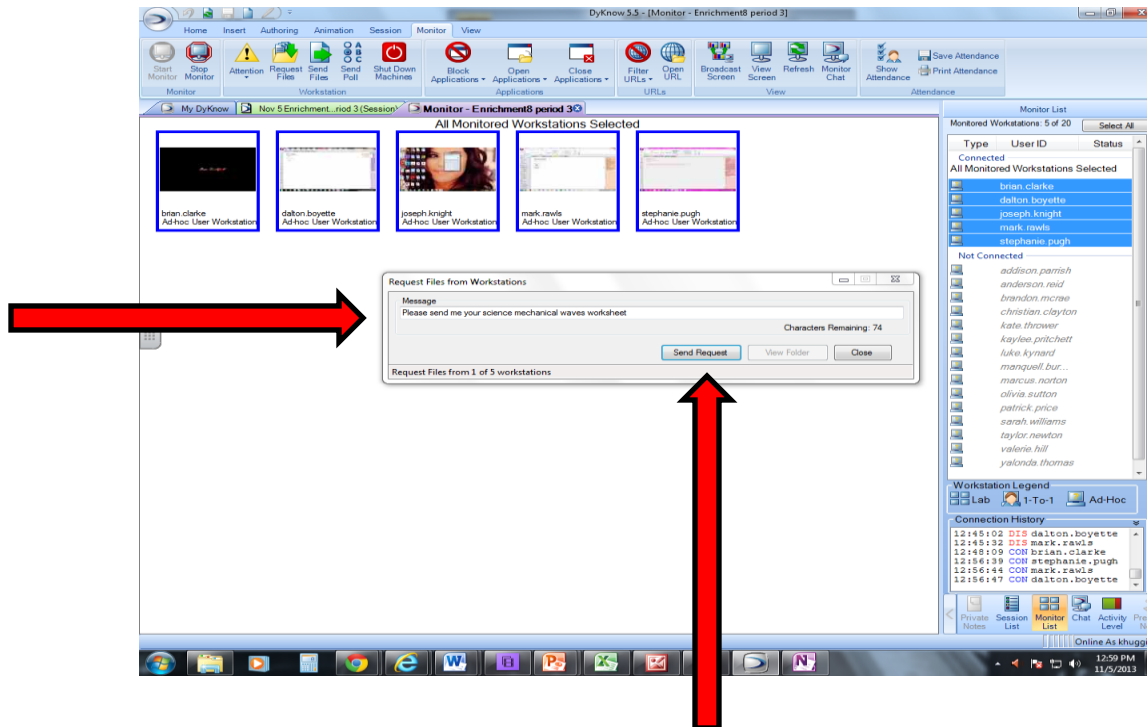


Open DyKnow and Monitoring.
Select all students in the class and click "Request Files"



Type message to students such as, "Please send me your Chapter #3 Notebook".
Click "Send Request"

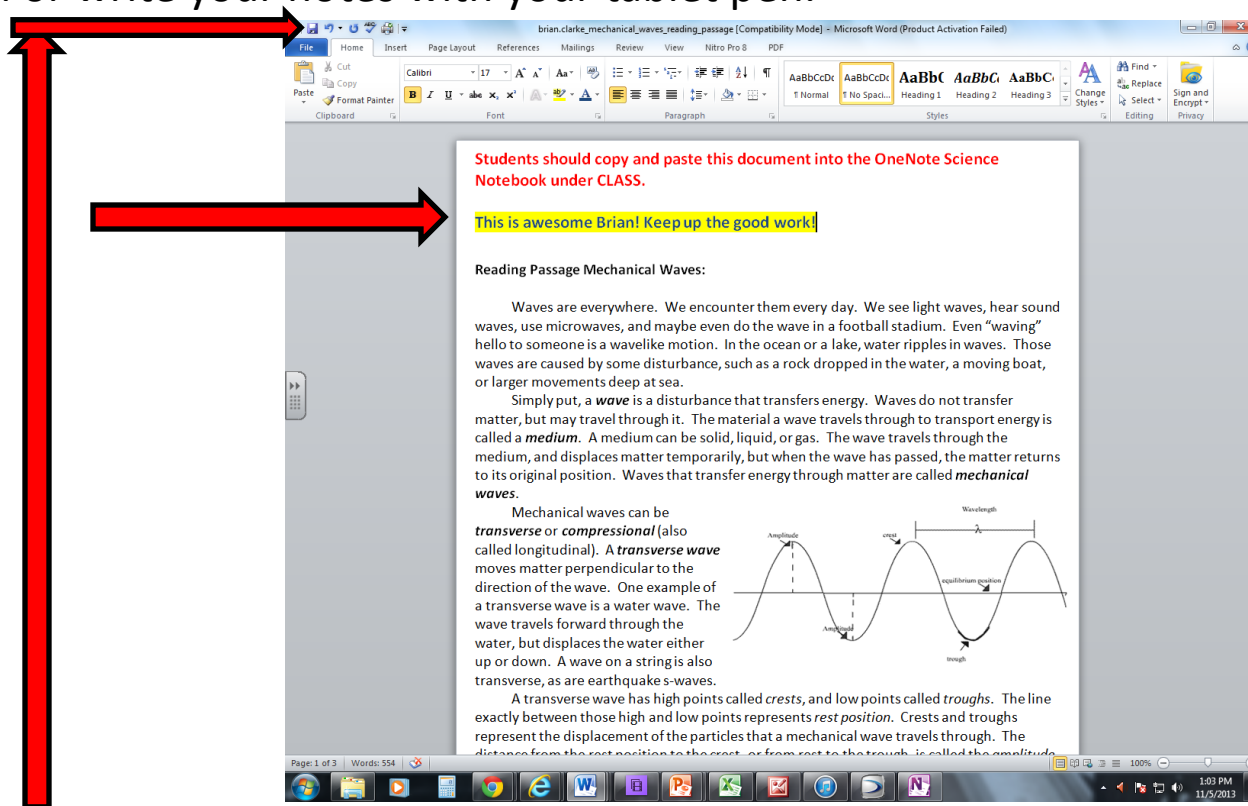


Student will see message on his/her desktop, finds the requested file, and clicks “Submit File”.

You will see on your screen as the files come in. They are automatically sent to the following place: My Documents – DyKnow Documents – Class Name and Date.

When ready to grade the files, navigate to the folder listed above and double click on a student file.

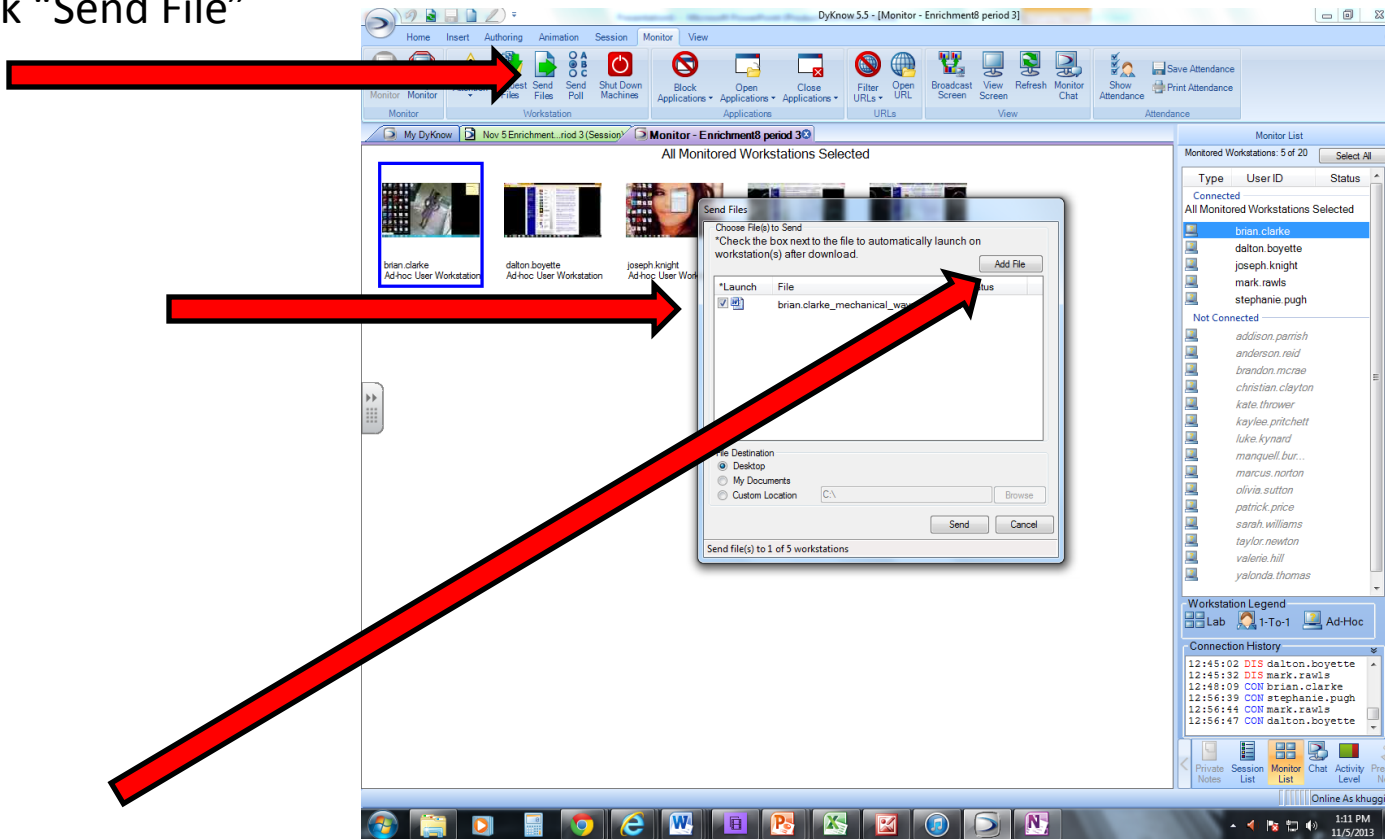
Type in or write your notes with your tablet pen.



Click “Save” at the top of the screen or in the file menu. The document automatically overwrites the previously saved file.

Back in DyKnow, select the student you want to send work to. This must be done one student at a time.

Click “Send File”

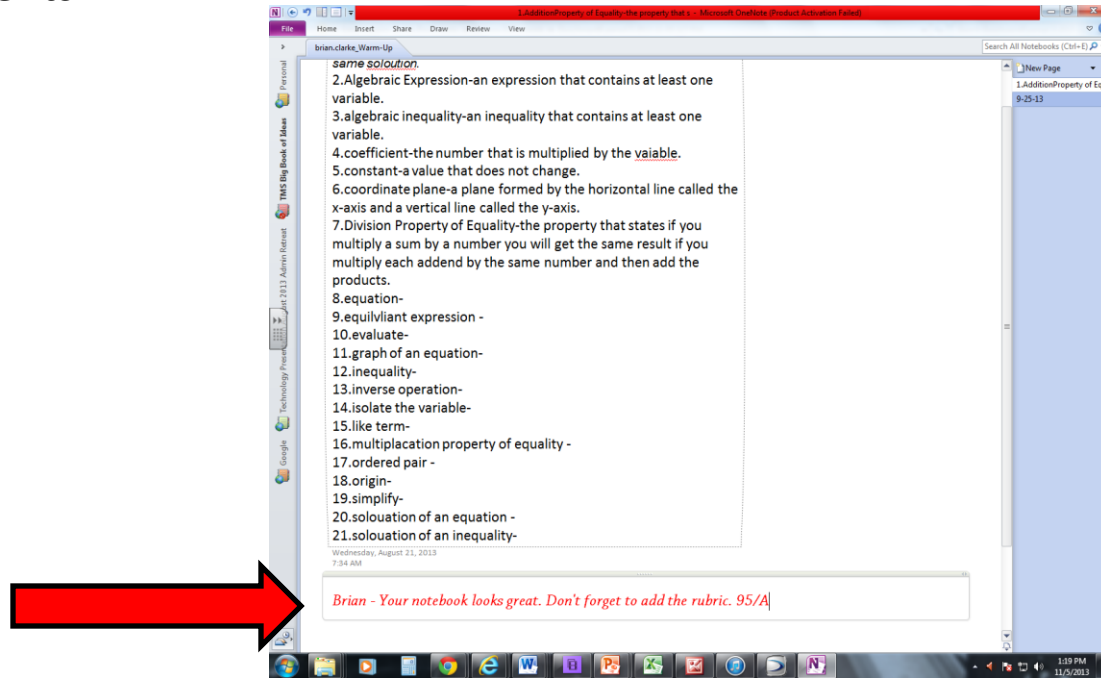


Click “Add File”, find the file in DyKnow Documents again, highlight the file and click “Open”. Place a check mark by the student’s name (located under the word “Launch”), select where you want the file to be sent to the student (I usually leave it on Desktop), and send. When students open the newly received file, your comments/grades will be there.

Open One Note Notebook from the DyKnow Documents folder.

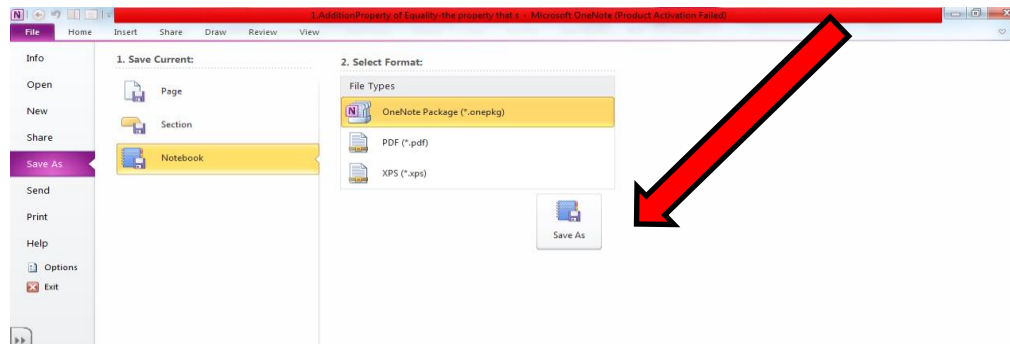
You must click “Create” .

Add your grades or comments.

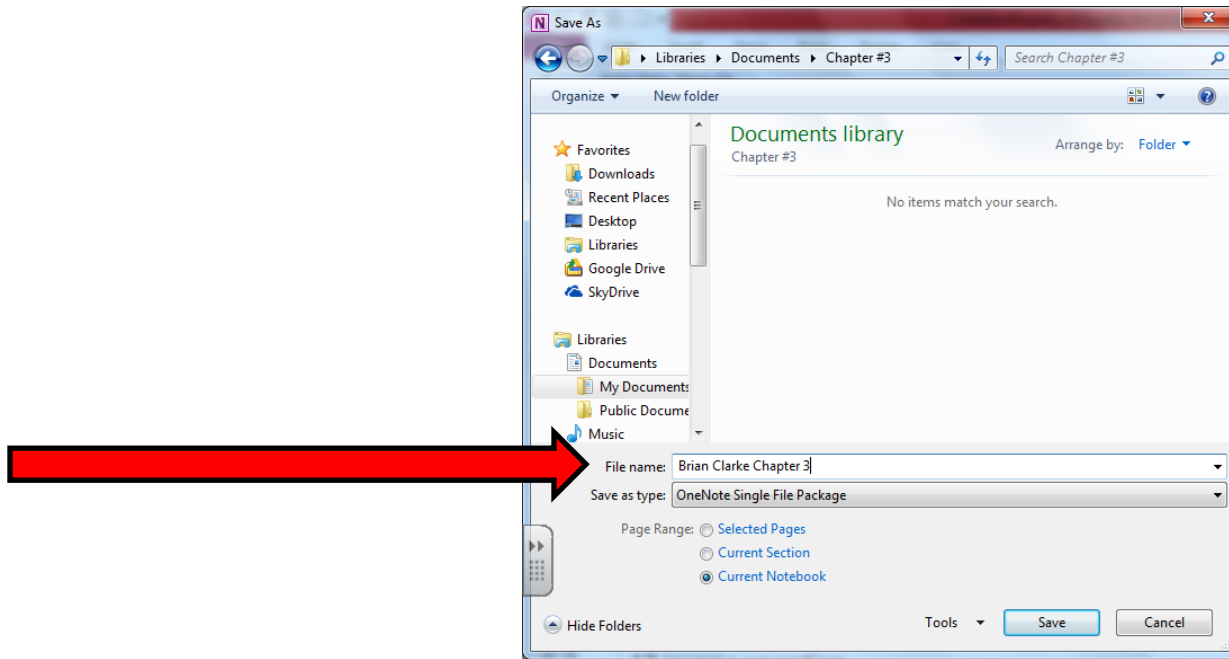


Go to File – Save As.

Select “Notebook” and “One Note Package” as shown below. Click “Save As” again.



Save in folder of choice and file name of choice. Be sure to add the student's name to the file name if they have not already. See below.



Send the file to the appropriate student.

When the file opens on the student's screen, they must click "create" just as you did.

Students should save the file with a new name. Example – Brian.Chapter3.Graded

This may seem like lots of steps, but won't once you have done it a few times!