



DOCUMENTS

LP+365

HELP GUIDE
VERSION 2.1

1. Overview.

The **Documents** tile is located on the **Class/Subject Dashboard** and allows Teachers to upload documents, files and resources relevant to each class.

The tile displays the latest document with title and can be added by the Teachers who are permitted to the **Class/Subject Dashboard**.

2. Uploading Documents.

1. Navigate to the Class/Subject dashboard from where you wish to upload a document.

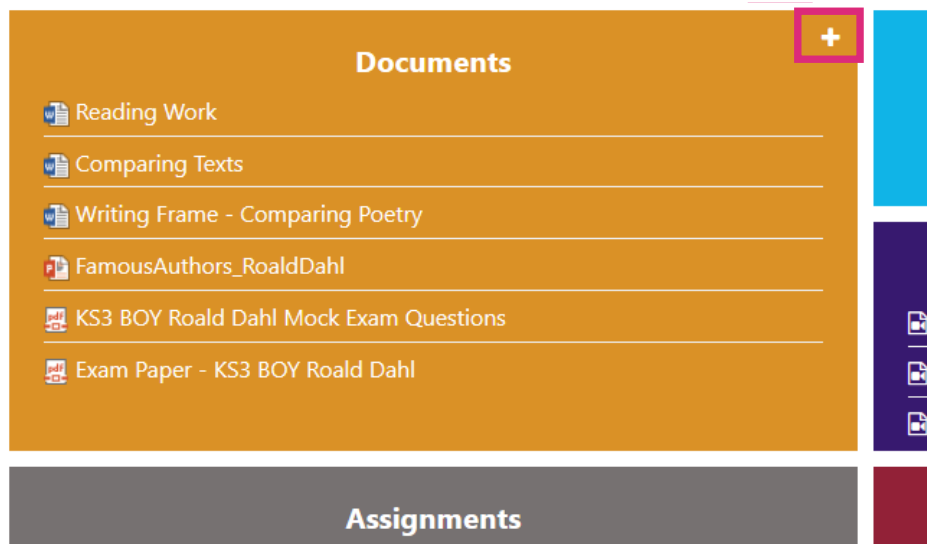


FIGURE 1. THE DOCUMENTS TILE ON CLASS DASHBOARD

2. On the **Documents** tile click on the plus **+** symbol as shown in Figure 1 in order to launch a pop up window: **Add a Document** as shown in Figure 2.

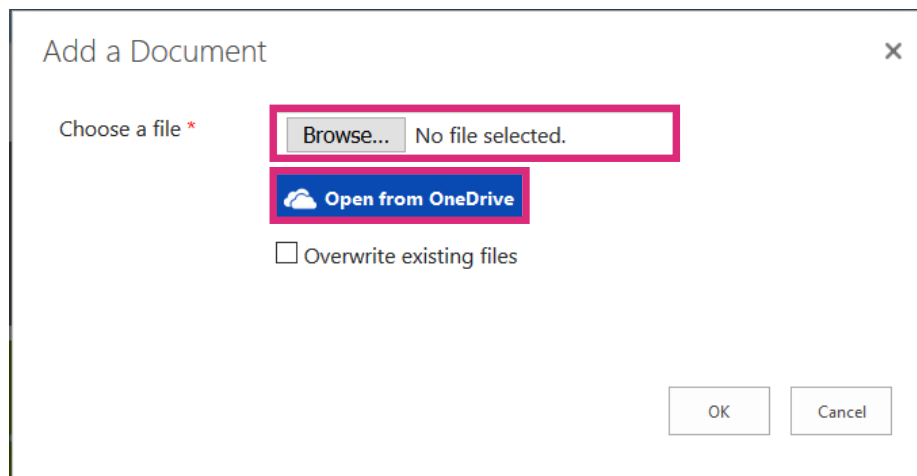


FIGURE 2. ADD A DOCUMENT

3. You can upload a single file from your local drive or from your own OneDrive.
4. Selecting **Open from OneDrive** will launch a pop up window as shown in Figure 3, and display all your files that are available from your OneDrive.
5. Select the file you wish to upload. **Note:** a single file must not exceed 240MB.

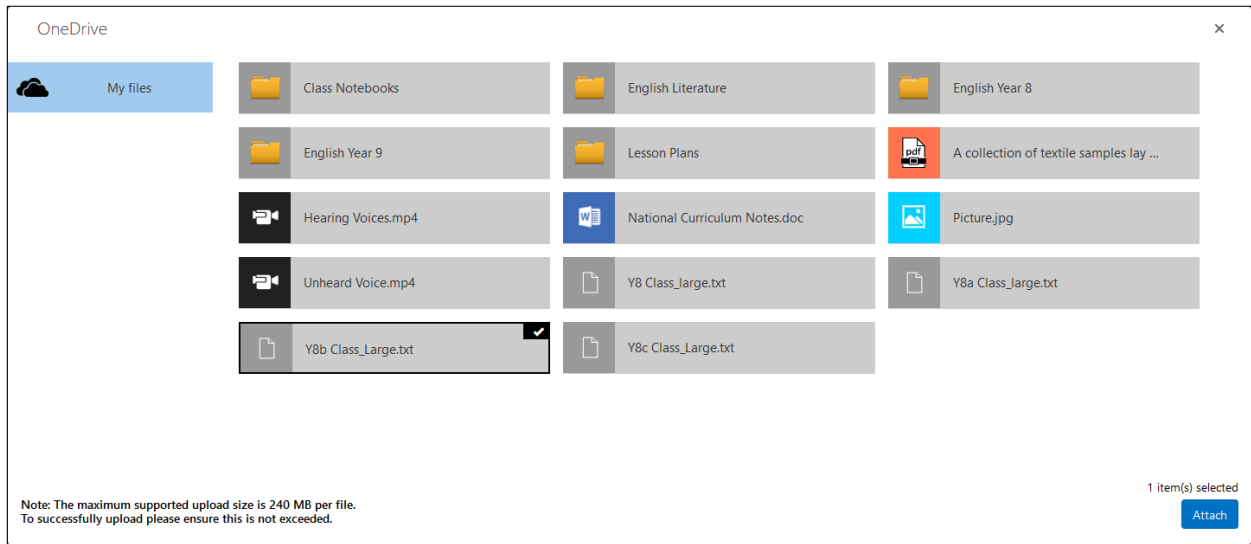


FIGURE 3. OPEN FROM ONEDRIVE

6. Once selected it will close the pop up window and appear on the **Add a Document** pop up window as shown in Figure 4, where it can be removed if required by clicking on the bin icon next to it.

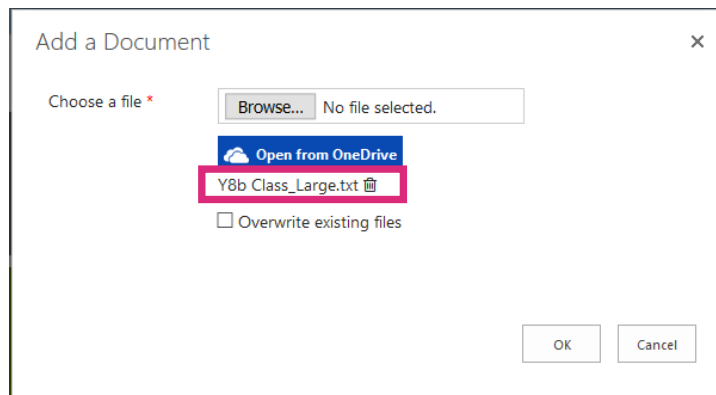


FIGURE 4. ADD A DOCUMENT FROM ONEDRIVE

3. Viewing Documents.

Once a document has been uploaded, you can click on a document to launch the document in a new browser tab as shown in Figure 5.

Microsoft Office Documents will be editable based on your permissions: other documents such as pdf will be readable.

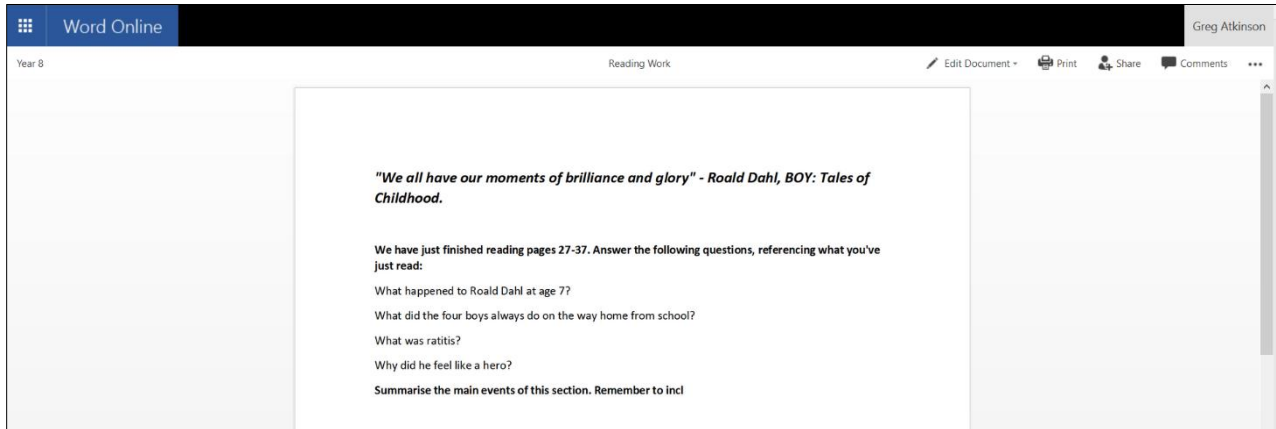


FIGURE 5. MICROSOFT OFFICE DOCUMENT OPENING IN BROWSER

4. The Documents Library.

Clicking on the title of the **Documents** title will launch a new browser tab to display a list of all your documents as shown in Figure 6.

You can add document(s), edit or manage the documents from this view and the changes will appear on the appear on the **Documents** tile on your Class/Subject Dashboard. Multiple files can be dragged and dropped from your file explorer view to this library.

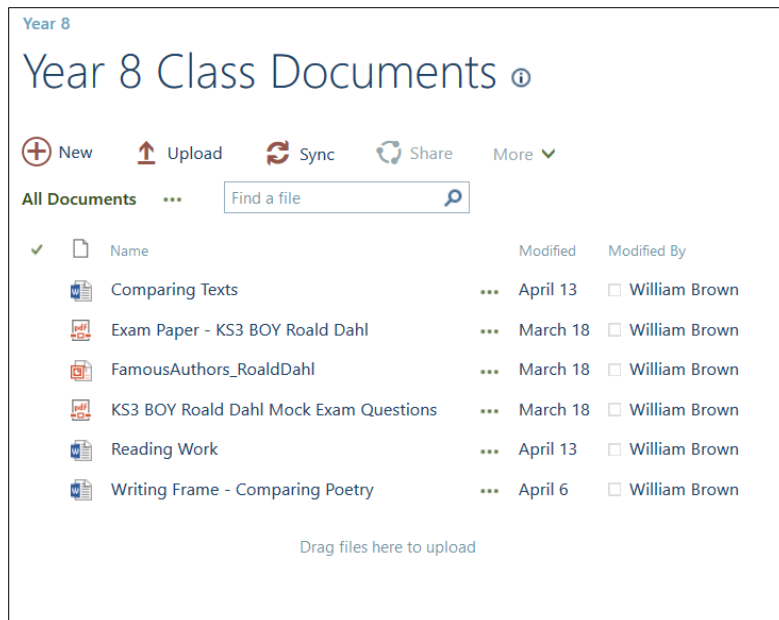


FIGURE 6. DOCUMENT LIBRARY

4.1. Deleting a document.

Documents can be deleted from the same documents library view:

1. Select the document(s) that you wish to delete.

You can do this by hovering over the title of an announcement, and clicking on the tick icon that will appear to the left hand side of the announcements title. This is illustrated in Figure 7.

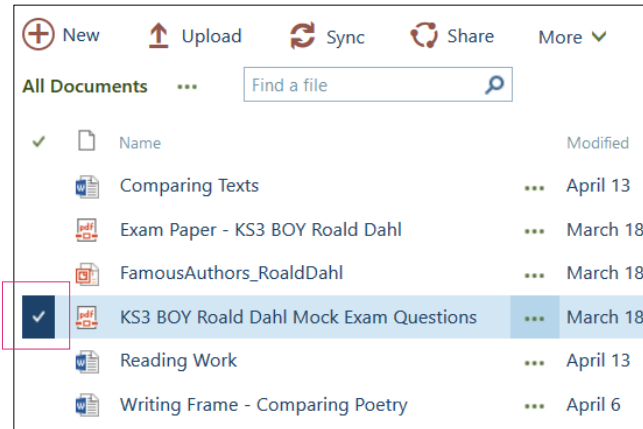


FIGURE 7. SELECTING DOCUMENTS

2. Having selected the document(s) that you wish to delete, click on the ellipses (series of three dots) and select delete item from the dropdown menu that appears as shown in Figure 8.

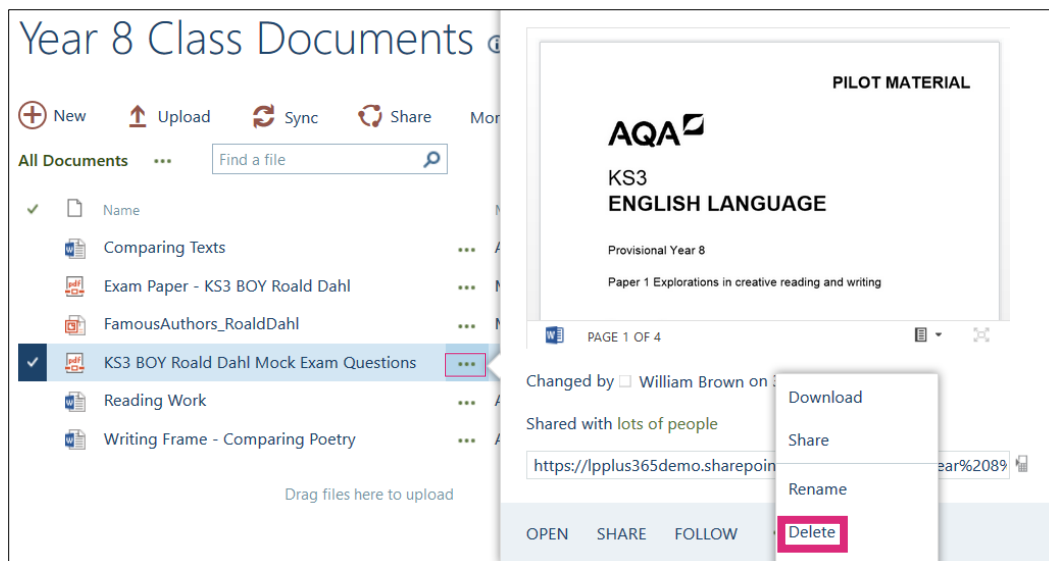


FIGURE 8. DELETING AN ANNOUNCEMENT

3. A new popup window will appear, asking you to confirm that you want to delete the document.

Click on **OK** if you are sure that you wish to delete this document as shown in Figure 9. The document can be restored from the Recycle Bin by the site administrator.

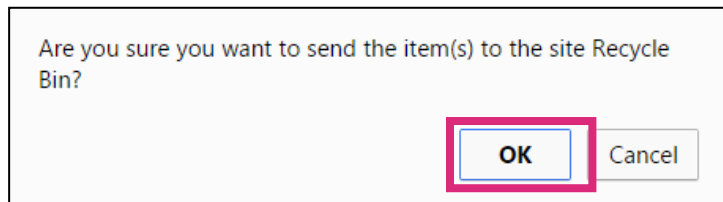


FIGURE 9. CONFIRMATION MESSAGE

5. Additional Guides.

For more information, please see below online tutorials from Microsoft:

- [Introduction to libraries](#)
- [Viewing and editing files in a library](#)
- [Renaming, deleting and adding files within a library](#)

Free Online Support: <http://lpplus.com/support-home>

Get in touch by email: lp365support@lpplus.com