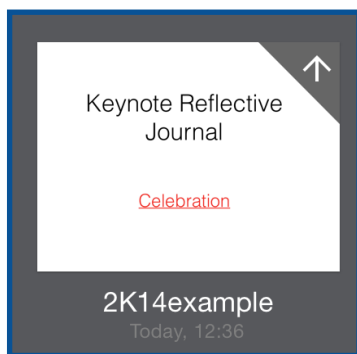# Digital Abbey Guides
iPads

Handing in your Keynote
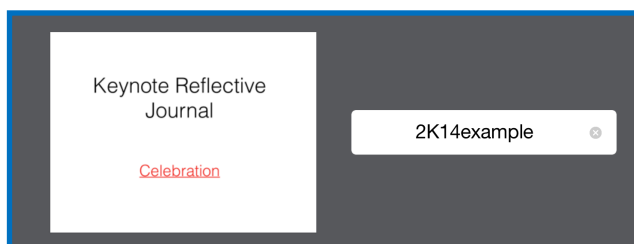
Reflective Journal for marking

> **WARNING**
>
> THIS GUIDE USES FOLDR 2.0 - PLEASE MAKE SURE YOU UPGRADE FOLDR AND COMPLETE SETTING UP YOUR ACCOUNT BEFORE FOLLOWING THIS.

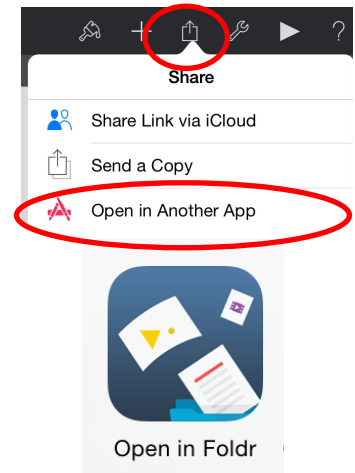**1** Open The Keynote App, and select your Reflective Journal presentation.

It's very Important that you rename your Keynote as your first and last name. If you haven't already done this, on the screen where you select your keynote, tap "edit" in the top right corner. Your keynotes will then "jiggle". Tap on the name of your Reflective Journal and you will then be able to enter a new one. Again this must be your first and last name and should be done before handing.
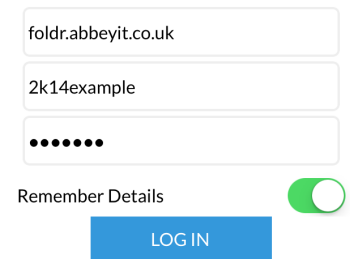
2

Once you've opened your **Keynote** you should see some options at the top right, one of which is a square with an arrow pointing upwards, select this and select 'Open in Another App'

Then Open in '**Foldr**'

Share

Share Link via iCloud

Send a Copy

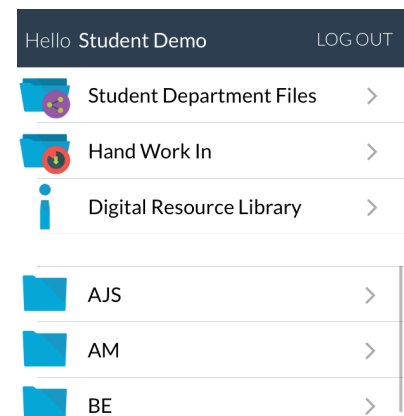Open in Another App

Open in Foldr

3

The **Foldr** app will open and ask whether you want to add your Reflective Journal to the **Plus Menu** or **favourites** section. You now need to log into **Foldr.**

foldr.abbeyit.co.uk

2k14example

••••••

Remember Details

LOG IN

4

You will need to then Navigate to the **Hand Work In** folder for the teacher that is marking your work. You will be emailed this information.

Hello Student Demo   LOG OUT

Student Department Files   >

Hand Work In   >

Digital Resource Library   >

AJS   >

AM   >

BE   >

5

Once you have accessed this folder, tap on the plus icon, then select upload here. You will be given too options, upload from plus menu or from favourites, select the correct one for you.

You will need to select your Keynote and then click upload. If you receive this tick. You have been successful

M   +

Upload Here

Create New Folder

New Whiteboard

Uploads   ≡

2K14example.key   ✓
Uploaded to AM