Rename your Student Folders
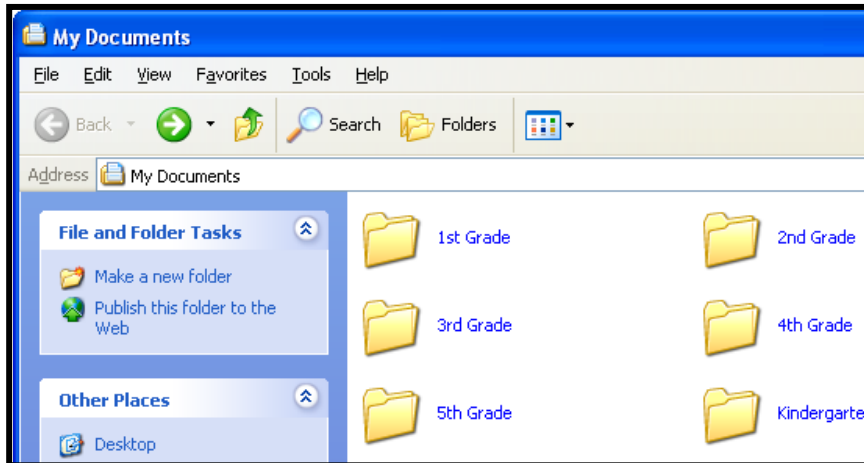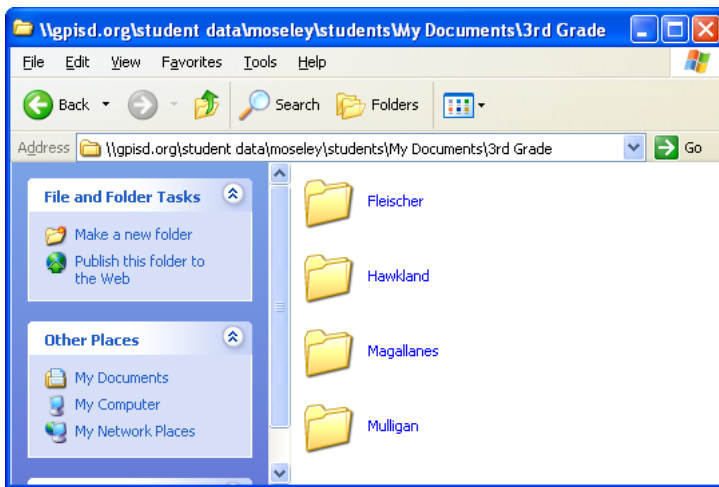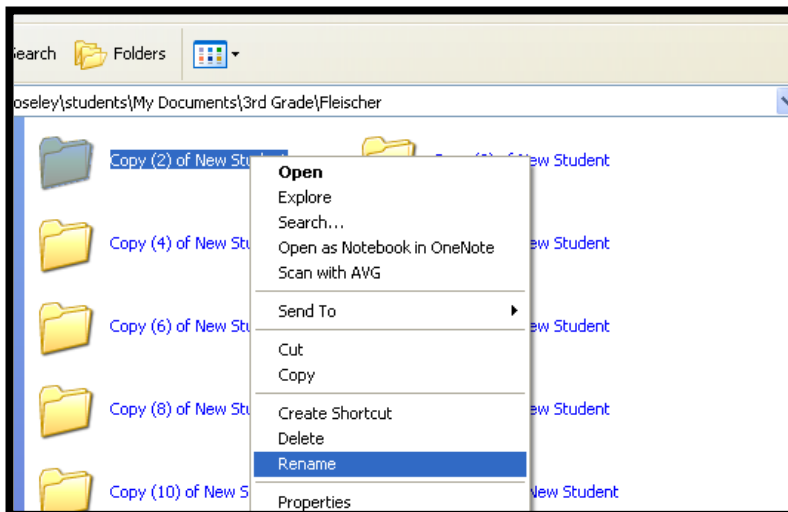
Open the My Documents folder on the Desktop.
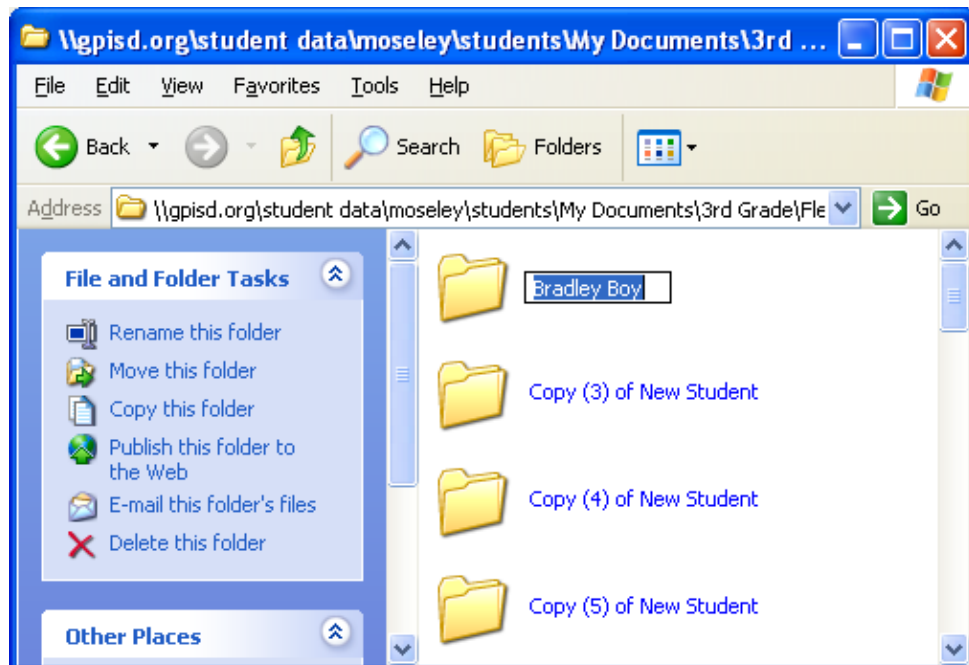
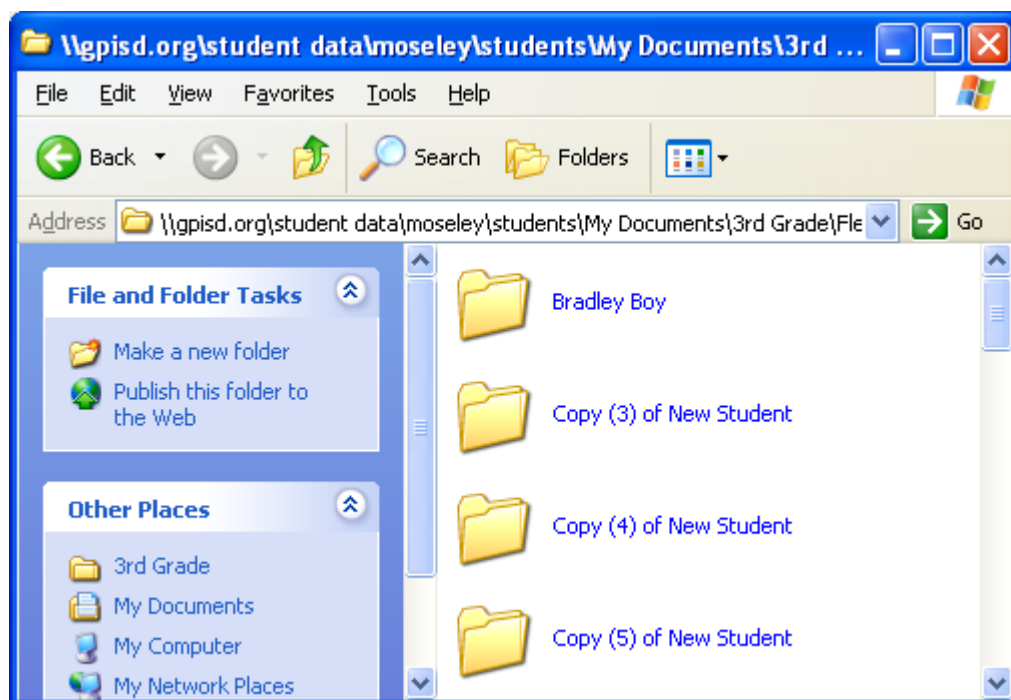Open your grade level folder

Open your teacher folder

You will see a bunch of student folders with numbers.

Right click on a folder and select **Rename**

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Type the student's name.

Important:

You must click somewhere in the white space to seal the folder, otherwise it will go back to its' previous name.

Repeat this for all of your student folders.