2014-2015

SharePoint Directions / Uploading to a Student Site

**1.** Open Internet Explorer by clicking the blue **e** in the bottom task bar

**2.** Click **STUDENTS** in the top red bar, then select **SharePoint** from the drop down menu.

**3.**  Click **My Student Site** on the right side of the page (above the school picture)

**4.** Click **My Documents** in the left column

**5.** Click **FILES** in the top menu bar.

 **6.** Click **Upload Document**

**7**. Click **Browse**

**8**. Select the assignment you want to upload.



 **9**. Once the assignment you want to upload

 is in the **File name** box, click **Open**.

**10**. Click **OK** on the next screen.

**11**. Check that your document is now in your

 list of files! Look for the **NEW** next to your document!

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