2014-2015

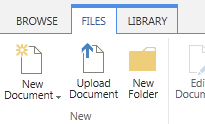
SharePoint Directions / Uploading to a Student Site

**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)

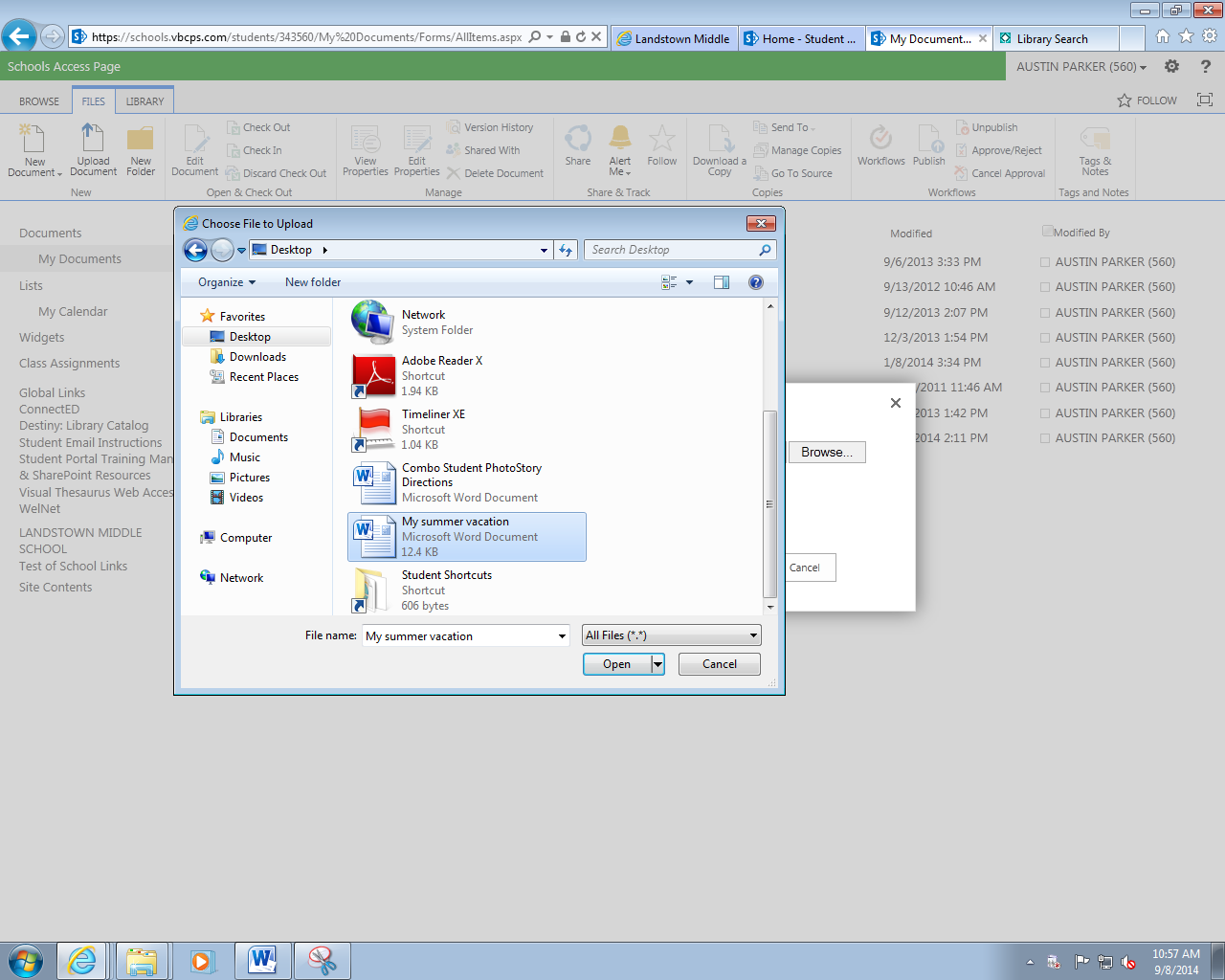
**4.** Click **My Documents** in the left column

**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!

Medusa