

Turning in files is pretty basic. Name each assignment as follows:

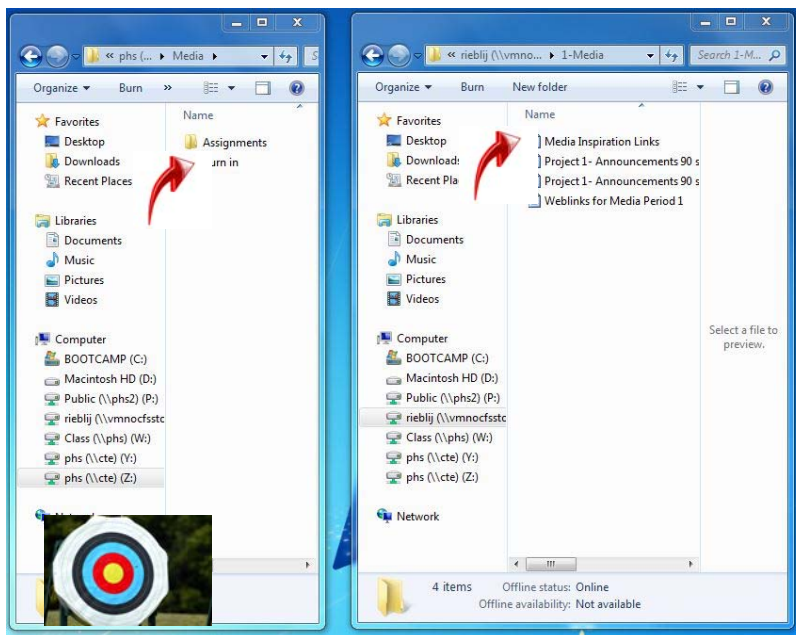
Period-Assignment-Your Last Name

For example: 1-Video Links-Riebli

That tells me what class, what assignment, and who gets credit.

Map a network drive [\\cte\phs](#)

You do this once.



When you open the class name you have two folders: Assignments and “Turn In”. To turn something in open a second window that has your work. Make sure it is properly named. Then drag the file to “Turn In” and let go. Your rights to save in the turn in box are dependent on you staying out of the folder. If you go inside the folder and try to save it either won’t work or you will save it to a folder I have named that is already corrected and you will not get credit.

In the above image I could drag “Media Inspiration Links” to the second window folder “Turn In” and let go. That would get the file successfully to the turn in box.