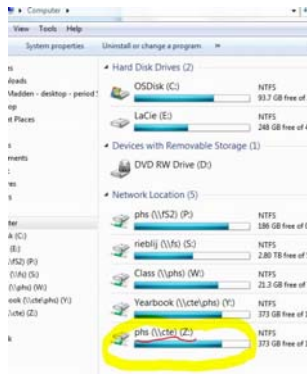


To submit most assignments

you will drag and drop them into the Turn In Folder.

Go to the start menu and select computer. If you have mapped a network drive to [\\ctc\phs](#) you will select that drive.



You will click on the class folder (CADD) for architecture and (Compaps) for Computer Applications. You will see two folders. You are interested in "Turn in".



Open a second window that takes you to the folder where your assignment file is saved. You will want to turn it in with your period, assignment name and your last name. For example, "1-Bedroom-Riebli" means first period, bedroom assignment, drawn by Riebli. You can use characters like – but you cannot use characters like \/* in the name of the file. Drag the file from the source folder by the icon to the Turn IN folder in the destination folder. If you try to open Turn In folder you lose your write privilege and the file will not transfer.

