

How to move a file into a teacher's DropBox

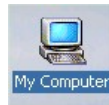
November 9, 2004 V2.0

This file is available at <http://www.npss.prn.bc.ca/howto.html>

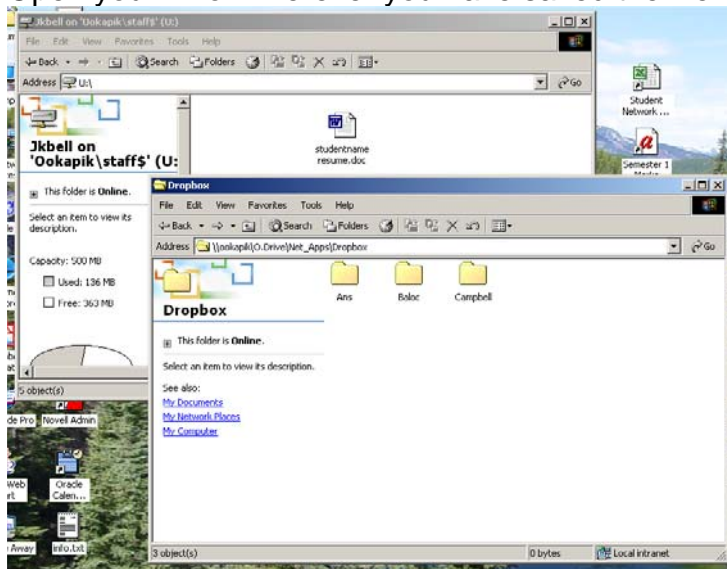
Make certain that when you use the dropbox method of handing in work that you

- ✓ Save the file with your name as part of the filename (JarrodBellresume.doc)
- ✓ Tell the teacher that you have used the dropbox to hand in your work

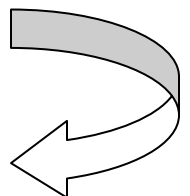
Instructions



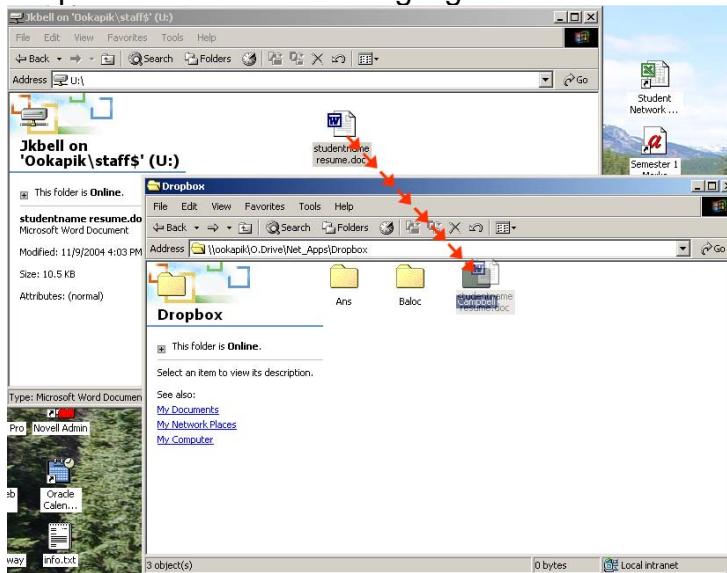
1. Double Click on **My Computer**
2. Double Click on **Dropbox on Ookapik (N:)**
3. Move the window so you can see the My Computer icon again
4. Double click on **My Computer**
5. Open your H: or wherever you have saved the file



6. Drag the file from the location where you have it saved to the teacher's name.



7. Drop it when the folder is highlighted



8. All done! Make sure that you keep a backup copy of the file in your H: