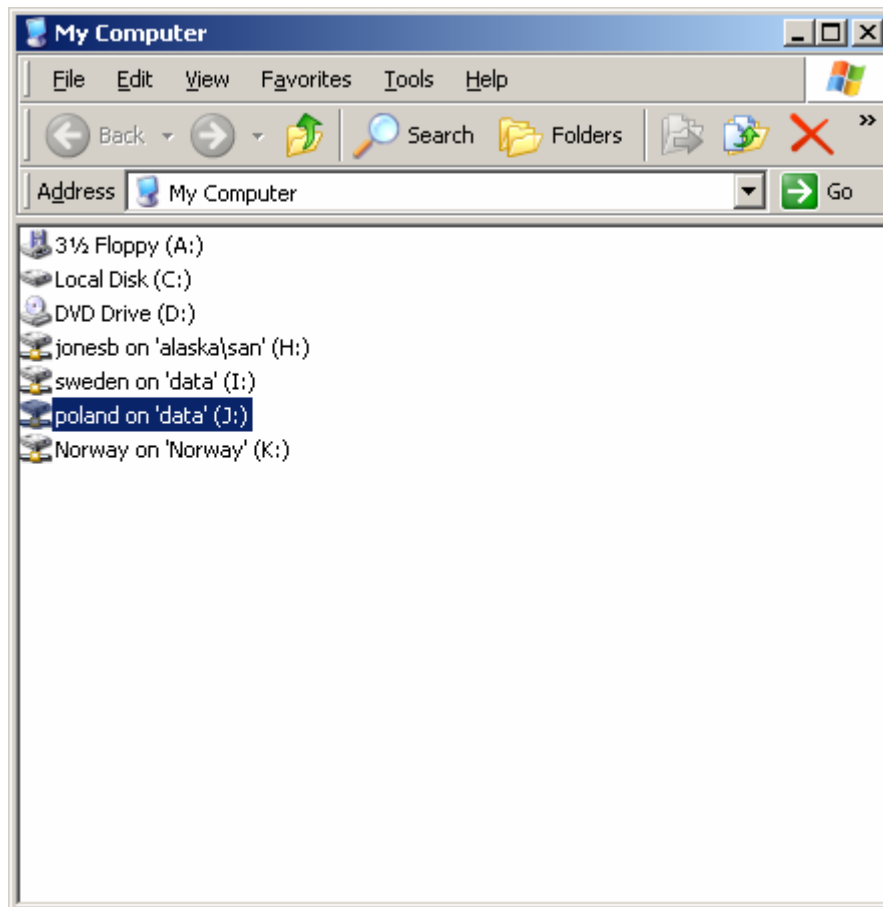


Staff Access to Student Drop Folders Instructions **(4 clicks to access)**

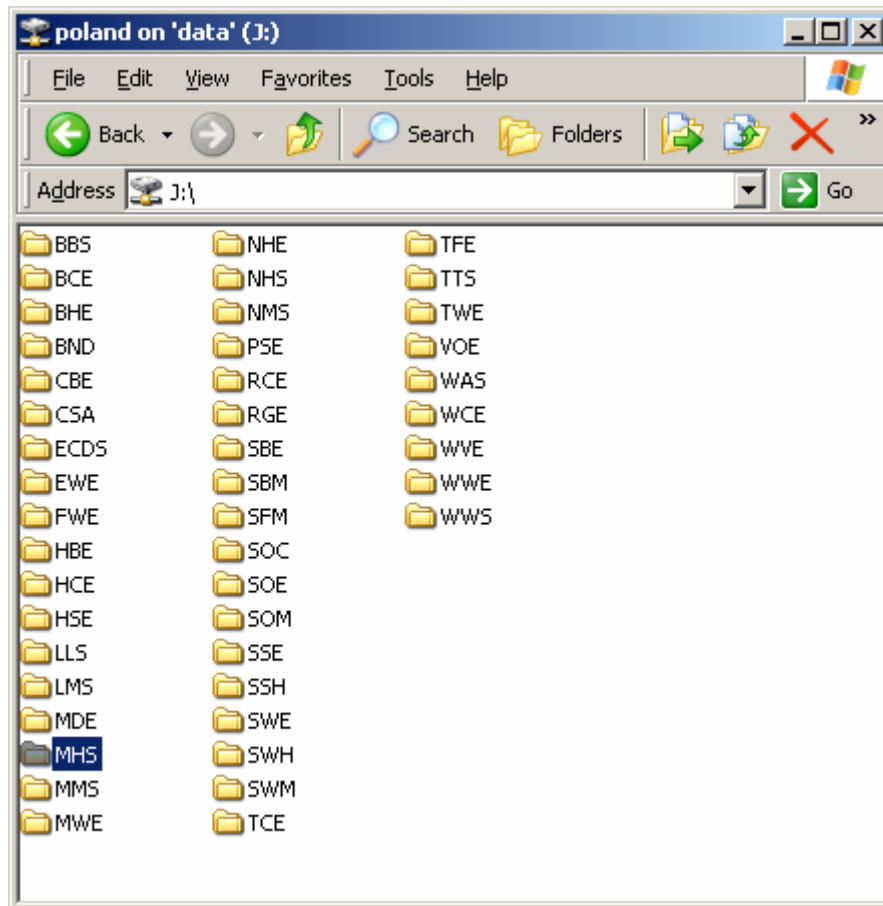
*Instructions to access **Turned-in or Dropped-off** student assignments:*

Double-click on My Computer

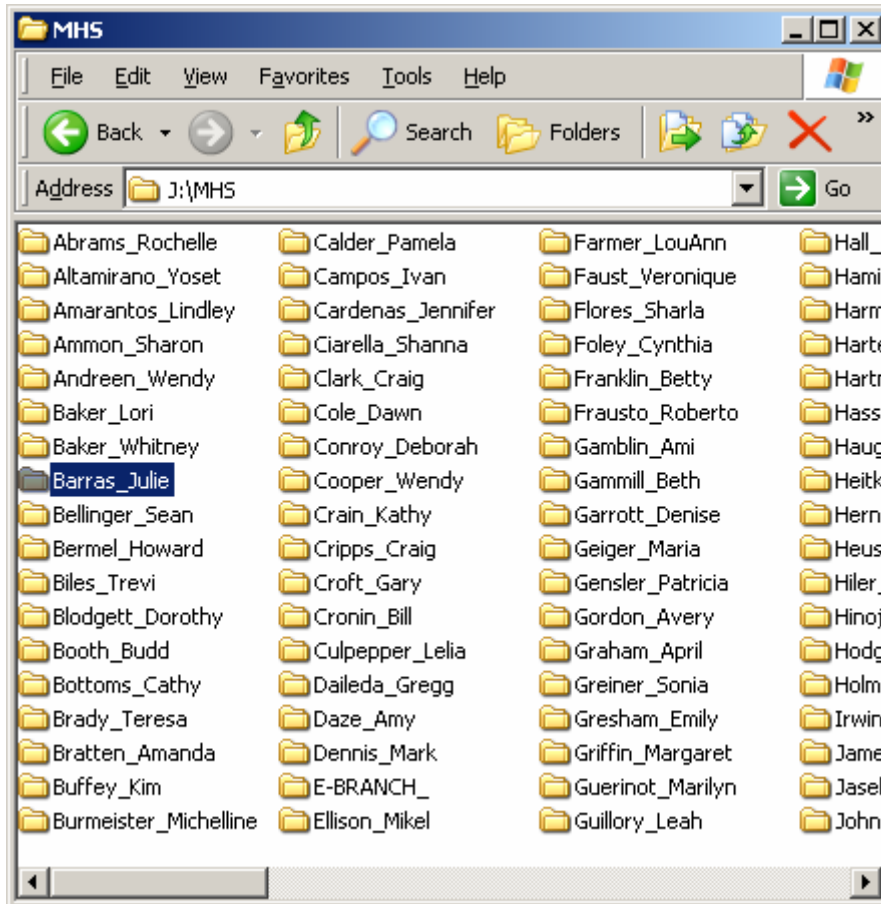
Double-click on the (J:) drive to access the ‘Drop / Pickup’ Folders



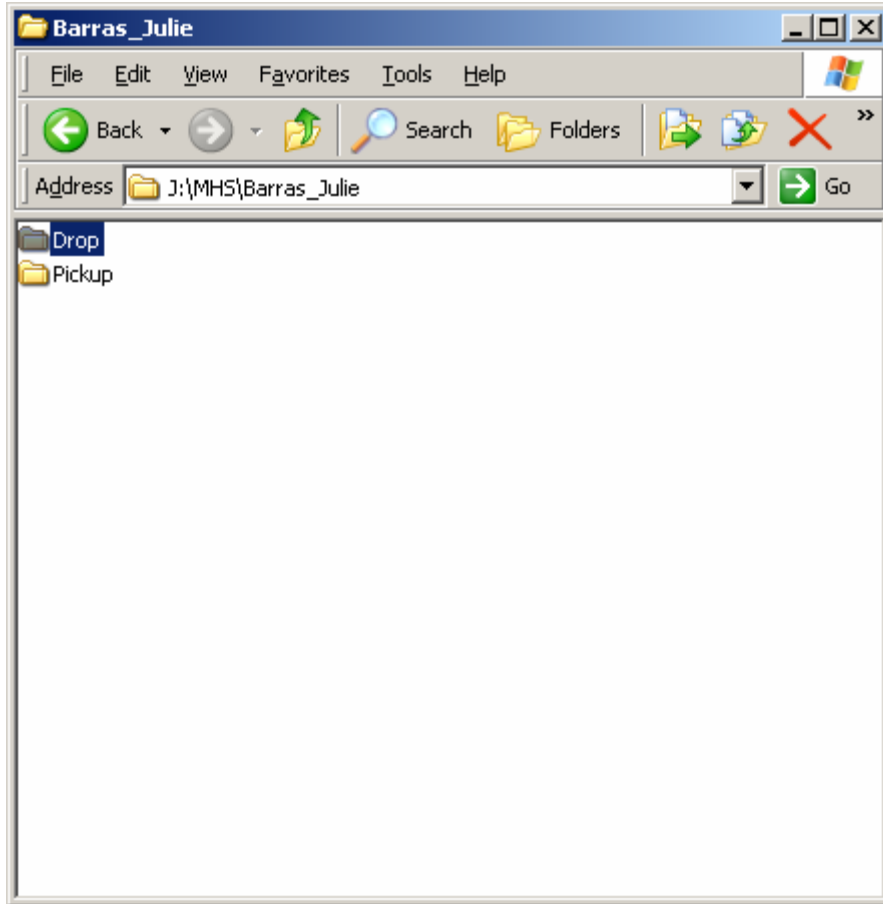
Double-click on the campus folder you wish to access
(Usually your own campus)



Double-click on the Teacher's named folder you wish to access
(Usually your own name)

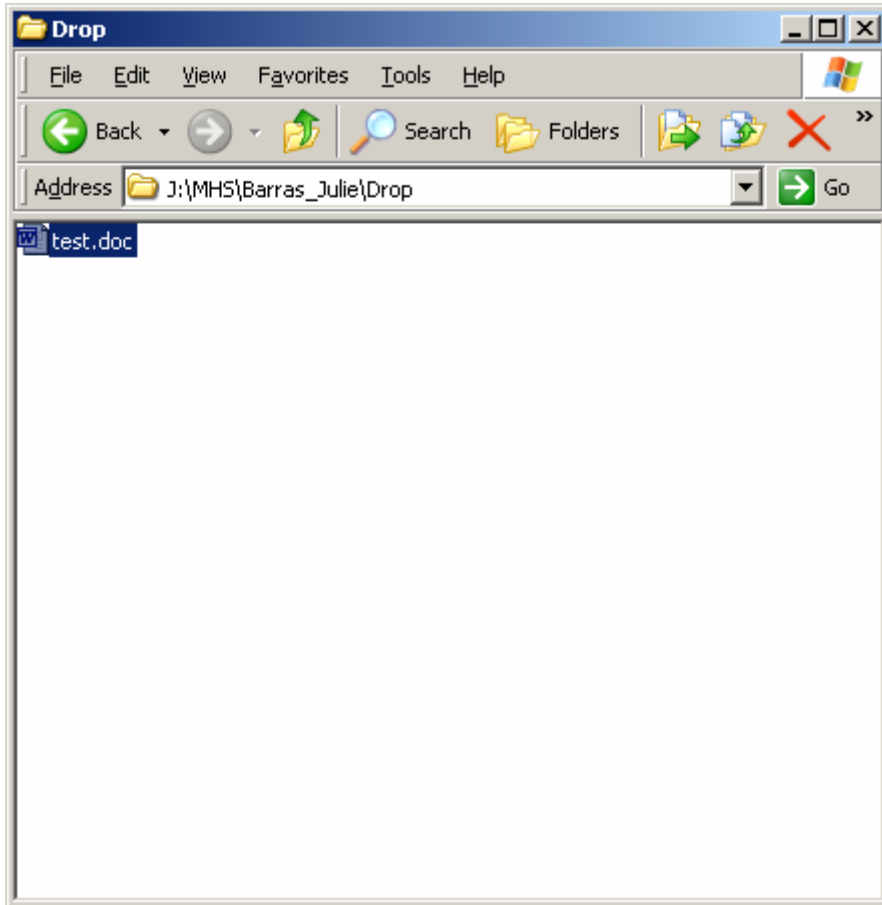


You will see a **Drop** folder and a **Pickup** folder



Double-click on the **Drop** folder

Locate files dropped off or turned in by students



Staff have modify rights to the **Drop** folder

Files may be altered, graded and deleted within the **Drop** folder

Once completed altering / grading file – Staff can Move or Copy it to the Pickup folder where students can Pickup or retrieve the graded file

* Students can *only* drop or Copy files onto the **Drop** folder
They *cannot* Open the **Drop** folder