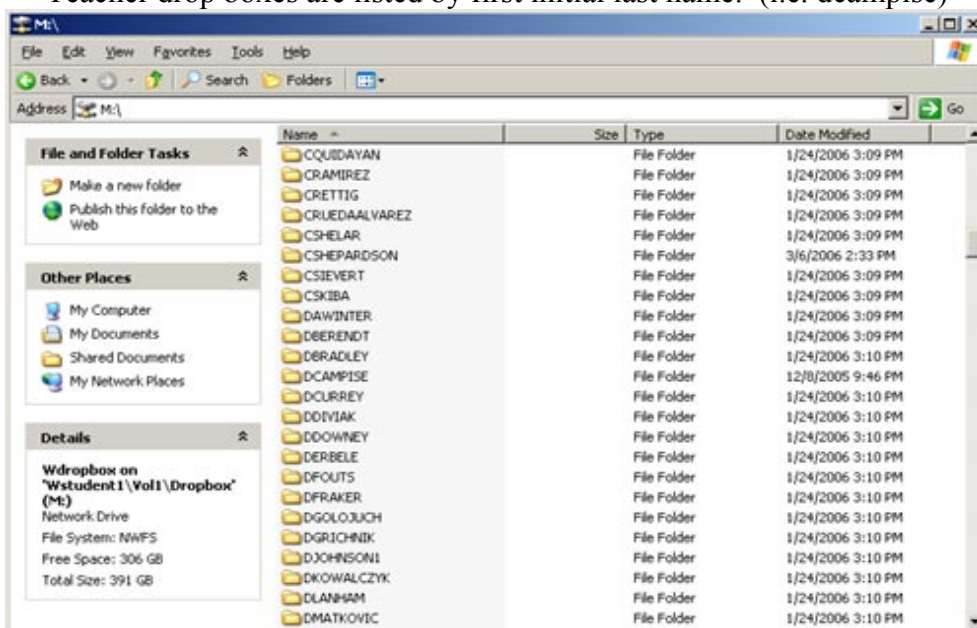
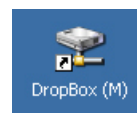
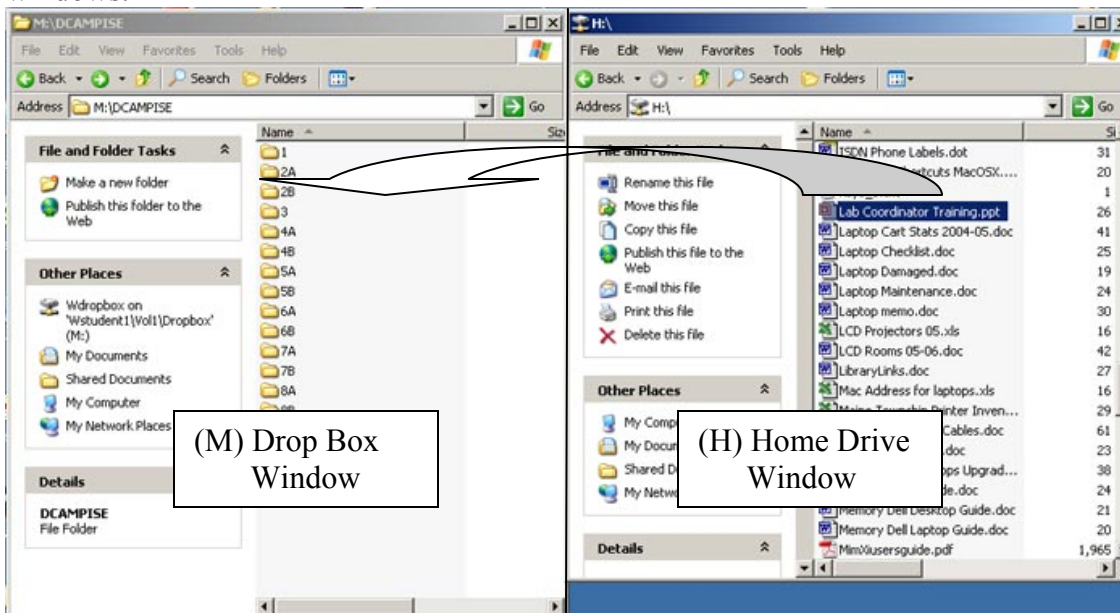


Drop Box Instructions for Students

1. Log into Novell using your user name and password.
2. Locate the “DropBox (M)” icon on the desktop and double click on it.
3. Scroll through the names of the teachers until you find your teacher.
Teacher drop boxes are listed by first initial last name. (i.e. dcampise)



4. Locate and double click on the “Home Drive (H)” icon. At this point you should have two windows open on your screen. Minimize each window so you can see both windows.



5. Click and drag your file from your H drive to the appropriate period folder for your teacher.

IMPORTANT:

- Each file in a specific folder must have a unique name.
- Should students wish to submit a revised copy of the file they must rename it, and drag it in for a second time.
- Students will not be able to see their files once they are placed in the dropbox.
- Be sure to remind students that if they choose to drop inappropriate files in any dropbox, the Technology Department will be able to find out who did it.