

Students – How to Hand In Work Electronically

Use this guidesheet to hand in your work electronically to your teachers.

NOTE: Be sure that your file name is unique so that your teacher will know that it is your file. Putting your last name in the file name would be a good idea.

Bad file name → Homework
Good file name → SmallHW3

On a Windows Computer:

1. Open My Documents on the desktop
2. Find the file that you want to hand in electronically
(Do NOT open it) but you can minimize the Documents Window)
3. Now open My Computer from the Start in lower left
(You now have two windows)
4. Find the icon labeled “submitwork32 on ‘StreamingSer(s32)’ (S:)”
5. Open it and find your teachers folder
6. Move the windows so you can see your file
7. Select and drag your file to your teacher’s folder & drop it
8. That’s it

On a Mac Computer:

Connect to S32 (Command K)

Log In and Connect with your username and password

Scroll down and Choose SubmitWork

This opens a Finder Window named Submit Work

Find the file that you want to hand in (do NOT open it), copy it

Find your teacher’s folder, select it and double click to open it

Paste your file into the folder

This will put a copy of your file inside your teacher’s folder

You will see a message “You do not have permission to see the results of this operation.

Do you want to continue?”

Click OK

That’s it