

Instructions for Turning Electronic Work into the Server

Geology

Mr. Traeger

1. Save your work using the format lastname_firstname_name_of_assignment on your flash drive or network folder. Always use this format, as it enables me to alphabetize your work automatically.
2. EXIT out of the program that you are working in (Word, PowerPoint, etc.) THIS IS VERY IMPORTANT. IF YOU DO NOT DO THIS, YOU WILL NOT SUBMIT YOUR FILE CORRECTLY!
3. Open up the desktop and double click on My Computer.
4. Navigate to your file on the network or on your flash drive.
5. Right click on the file name. If you are using a MacBook or iMac, hold the ctrl key down while clicking for all right click commands.
6. Select Edit, Copy or ctrl c.
7. Navigate to the Studentw on \pm chsnov2\Vol1q(T:) drive and double click on it.
8. Go to the Traeger folder and double click.
9. Go to the Turn in Folder Write Only folder and double click.
10. Find the appropriate assignment folder and double click.
11. Find your period and double click.
12. Select Edit, Paste or ctrl v.
13. Verify that your file copies to the server by rolling your mouse over the file to ensure that it has a file size.
14. You cannot change or edit a file once you have submitted. You must rename your original file and re-submit it if you want to make any changes to your file.
15. Congratulations! You are done!