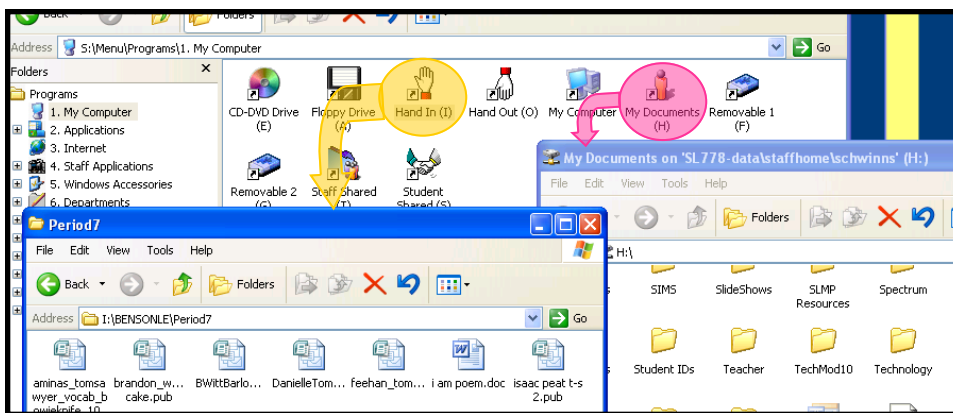


HandIn Folder *NEW* Procedures

- Make sure that your project or document is complete and saved in your MyDocuments.
- You can no longer “save” your document to the HandIn folder
- You can no longer overwrite a document already in the HandIn folder.

There are two ways to put a document in your teacher’s HandIn folder.

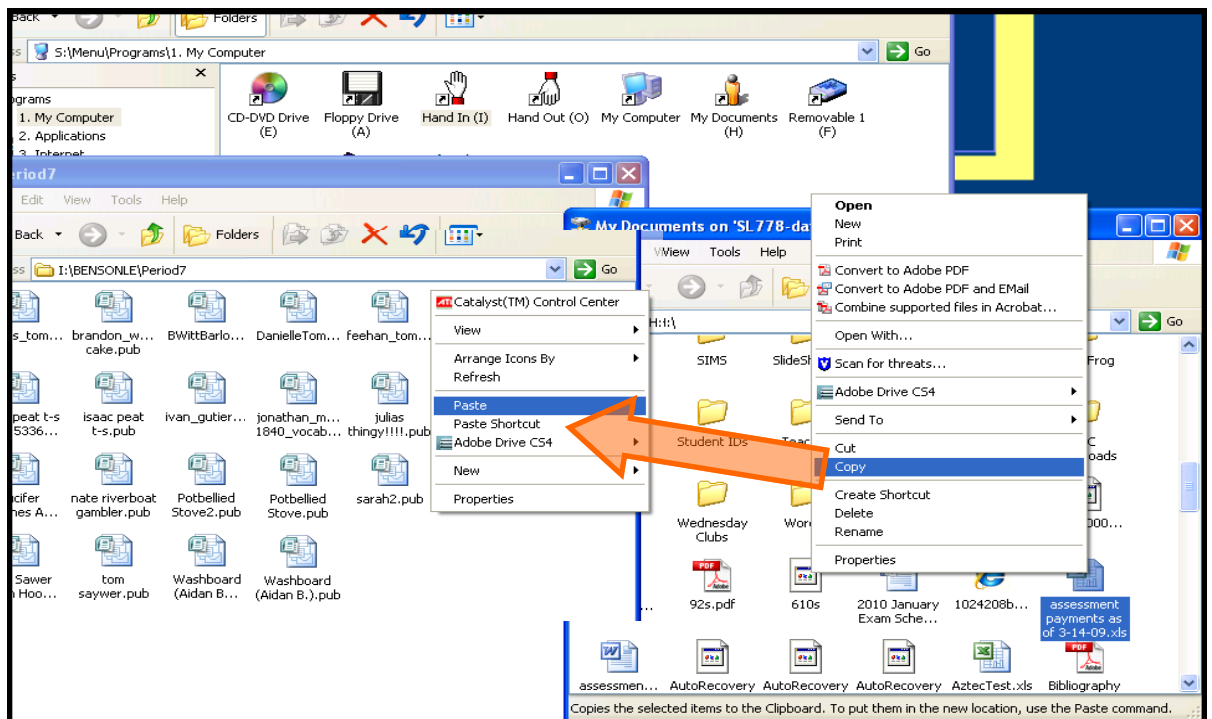
- * First open your **MyDocuments** and navigate to your **teacher’s HandIn** folder.



COPY and PASTE ~

Right-click ~ COPY from your MyDocuments

Right-click ~ PASTE in your teacher’s HandIn folder



CLICK, DRAG and DROP ~

1

Click on the document in your MyDocuments folder, hold and drag it over to your teacher's HandIn folder and let go (drop)!

