

TEACHER DROP BOX INSTRUCTIONS

4 ways to always save your class work:

1. Save to my **Teacher Drop box** to receive credit for class work.
2. In your **Student folder** you need to create (4) Folders and label as such:/ 1st Block, 2nd Block, 3rd Block, 4th Block. Next, always save all classwork into your student folder, just in case the teacher loses your project!!
3. Bring to class your own Flash **Drive** and follow step #2 above for Computer File Management.
4. If drop box is not working you will be required to save into my **teacher Flash Drive** and move into your class hour folder- 1st, 2nd, 3rd, or 4th hour.

LAPTOP CART LOG-IN PROCEDURES

Name: monstud

Pw: 3541mon

Next students will enter student number, password, and graduation year into the window provided. This opens up the Dropbox, Student Homes, Outbox & Teacher Box.

Important instructions for saving assignments properly:

Class hour/ space bar/ last name/ (underscore)_project Title Name

Note: Failure to save class work properly will result in your work being deleted and no credit for assignment.

Example : 2 Jackson_marketing mix

To receive credit- Always Type your full name in the upper right hand corner and include Project title name!

How exciting to know your teachers will never again lose

assignments/projects, now that you are following the Teacher Drop Box

Instructions listed above.

You are now on the road to maintaining effective File Management Skills

today and in the future.

