

Using the Digital Drop Box

THE DIGITAL DROP BOX IS A FOLDER WHERE YOU CAN HAND IN DIGITAL COPIES OF YOUR WORK TO YOUR TEACHER!

HERE IS HOW TO USE IT...

IN FINDER
CLICK ON GO
THEN CONNECT
TO SERVER

PUT IN YOUR
USERNAME &
PASSWORD
(LIKE WHEN
YOU LOG
INTO THE
COMPUTER)

CLICK ON
"USERS"
THEN ON "OK"

FIND YOUR
TEACHER'S FOLDER
(FIRST INITIAL, LAST
NAME)

GO TO THEIR
PUBLIC
FOLDER, AND
IN THERE IS
THE DROP
BOX

MAKE SURE YOU DO NOT DELETE YOUR WORK UNTIL AFTER YOU HAVE A GRADE FOR IT. THAT WAY IF YOUR TEACHER DID NOT GET IT, YOU WON'T HAVE TO RE-DO IT. IT IS A STUDENT'S RESPONSIBILITY TO MAKE SURE THEIR WORK IS IN ON TIME.

WHEN YOU DROP YOUR WORK IN, YOU CAN'T SEE IF IT IS IN OR NOT. MAKE SURE YOU HAVE YOUR NAME ON THE FILE THAT YOU HAND IN. IF ANOTHER FILE HAS THE SAME NAME, IT WILL BE WRITTEN OVER. SO INSTEAD OF "DOG REPORT" PUT "JUSTIN DOG REPORT".

