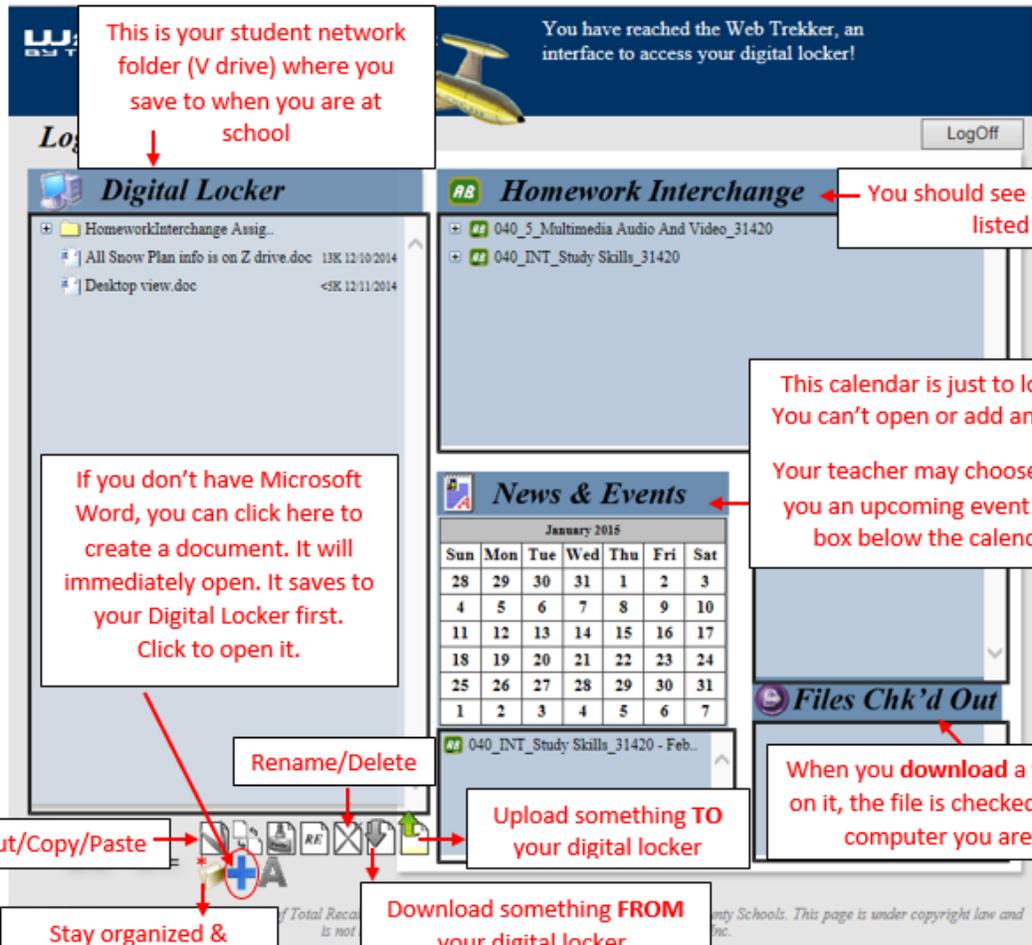


Quick Steps for Students

If you are **AT HOME** and need to complete & return assignments to your teachers, you will do this through **WEBTREKKER** accessed on the district webpage.

<p>Go to the district webpage: grant.kyschools.us</p> <p style="text-align: center;">Locate the “There’s No Learning Like Snow Learning” Info Page Click to open</p>	
<p>Click to open the WebTrekker link on the right</p> <p>Login to the page using your short username, not your email address</p> <p style="text-align: center;">firstinitiallastname</p>	

What you should see:



This is your student network folder (V drive) where you save to when you are at school

You should see all your classes listed here

This calendar is just to look at. You can't open or add anything. Your teacher may choose to tell you an upcoming event in the box below the calendar.

When you download a file to work on it, the file is checked out to the computer you are using

Upload something TO your digital locker

Download something FROM your digital locker. Click on the file and make it RED to indicate it is chosen

Stay organized & create folders for your classes in your Digital Locker

If you don't have Microsoft Word, you can click here to create a document. It will immediately open. It saves to your Digital Locker first. Click to open it.

Rename/Delete

Cut/Copy/Paste

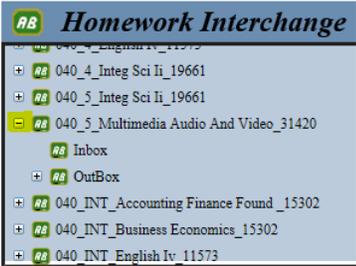
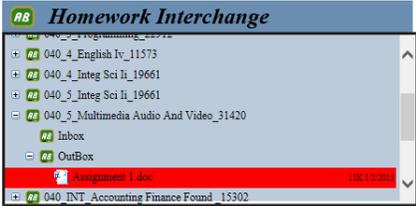
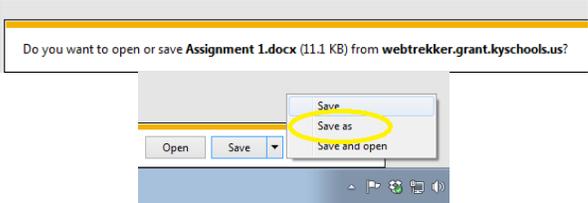
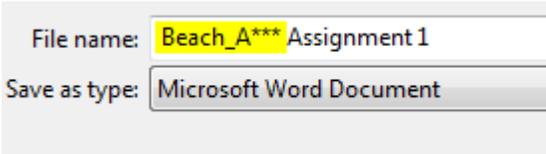
Files Chk'd Out

News & Events

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

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To locate & download a file from your teacher

<p>Locate the class and click <i>once</i> on the + for Inbox & Outbox</p>	
<p>Click the + sign for the Outbox</p> <p>Click once on the assignment to turn it red</p>	
<p>Two ways to download:</p> <p>Double-click on the assignment and answer yes to the prompt</p> <p>OR</p> <p>Click the Download File button on the bottom left</p>	<div style="display: flex; justify-content: space-around;"> <div data-bbox="821 877 1221 1100"> <p style="text-align: center;">Method 1</p>  </div> <div data-bbox="1237 877 1521 1100"> <p style="text-align: center;">Method 2</p>  </div> </div>
<p>When you get the Open/Save/Cancel prompt:</p> <p>Click on the Arrow next to Save As</p>	
<p>Save it to a location on your computer or USB</p> <p>You must add your Last_First to the beginning of the assignment name. Please put your entire first name. I put the initial for privacy purposes.</p> <p><i>If for some reason the Save As feature doesn't work, simply open the document and Save As from there.</i></p>	
<p>The document will be in PROTECTED VIEW.</p> <p>Click Enable Editing</p> <p>Work on your assignment and then Save</p>	

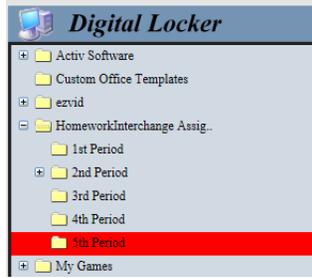
To send the file back to the teacher for grading

Return to WebTrekker. Chances are you will need to log in again.

In the **Digital Locker** area (your student network folder)

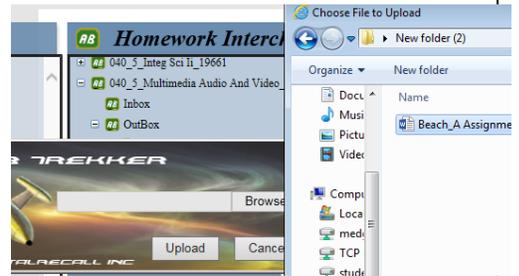
You can upload straight into your Digital Locker

If you want to be organized, choose the New Folder icon below and create a new folder and subfolders for classes

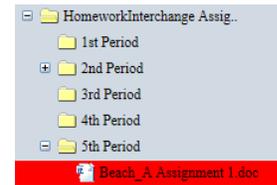


Click the Green Arrow Upload File icon below

Locate your file

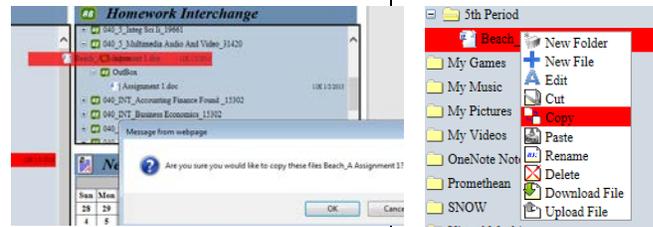


Upload the file and locate it in your folder



Two methods for turning in your assignment

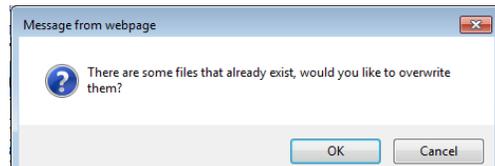
Drag and Drop to your class INBOX
OR
Copy and Paste into your class INBOX



You can't open the INBOX so...

To make sure it was delivered successfully try to Drag/Drop or Copy/Paste again.

You should get this message or something similar.



Log Off