

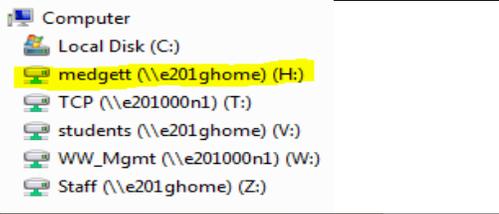
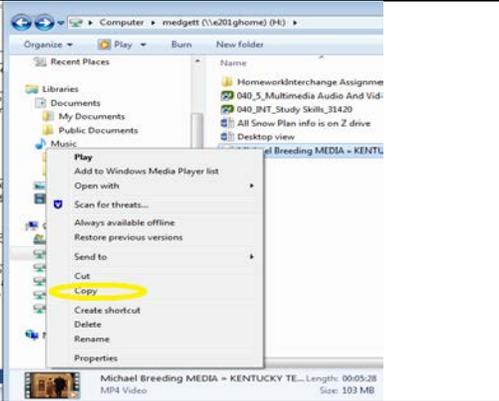
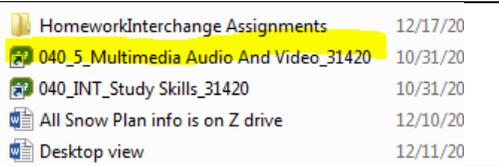
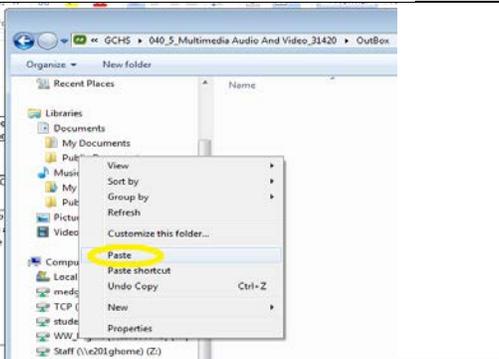
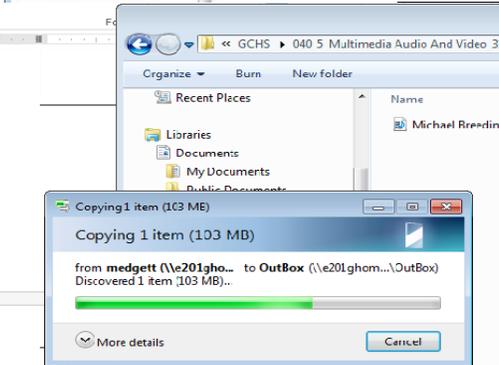
Please see an important message at the bottom of page 2!

## Quick Steps for Teachers

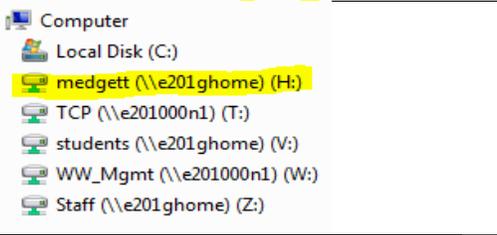
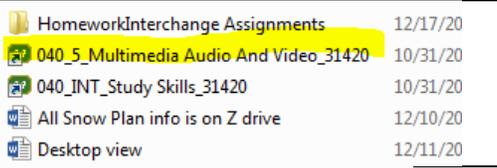
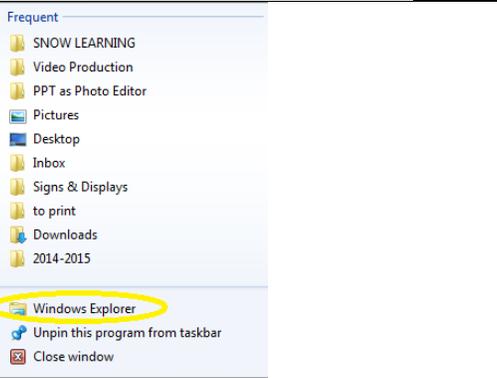
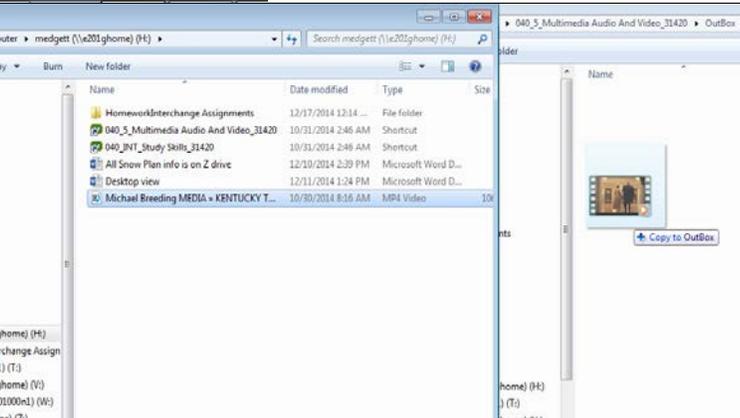
Please see an important message at the bottom of page 2!

If you are **AT SCHOOL** & want to send something to students, you will use **HomeworkInterchange** through your network folder

### Copy & Paste Method

Click on the folder icon	
Locate & open where you saved your document, for instance, in your H drive.	
Locate the document Right-click, select Copy	
Choose the class you want on the right and <u>double-click to open</u>	
Open the Outbox	
Go back to the folder icon <b>right-click and choose Windows Explorer</b> Locate the document you want to give to students	
It should copy to the folder	

## Drag & Drop Method

Click on the folder icon	
Choose your name on the left (H drive)	
Choose the class you want on the right and <u>double-click to open</u>	
Open the Outbox	
<p>Go back to the folder icon  <b>right-click and choose Windows Explorer</b>          Locate the document you want to give to students</p>	
Have both windows visible to drag & drop the assignment	

### IMPORTANT Message concerning renaming/grading documents:



When students save the document so they can work on it, they should **rename** it by adding their Last\_First to the beginning of the file name. This way you can quickly see who has turned in their assignment.

**Goes from:** EnglishIVSD1.doc

**To:** Edgett\_Mindy EnglishIVSD1.doc



After you have graded the assignment/put notes, etc. and are ready to send back to the student, you must rename the assignment as well, adding either **REVISE, PROGRESSING, OR MASTERY**.

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