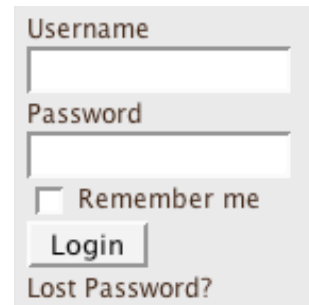


## Add Documents to a Folder on the School Web Site\*

(For document items, *not* calendar events or blog-style entries)

- 1) Visit your school web site using Firefox or Internet Explorer.
- 2) Login. (Login box is either on the Site Map page or Home page)



Username  
[text box]  
Password  
[text box]  
 Remember me  
Login  
Lost Password?

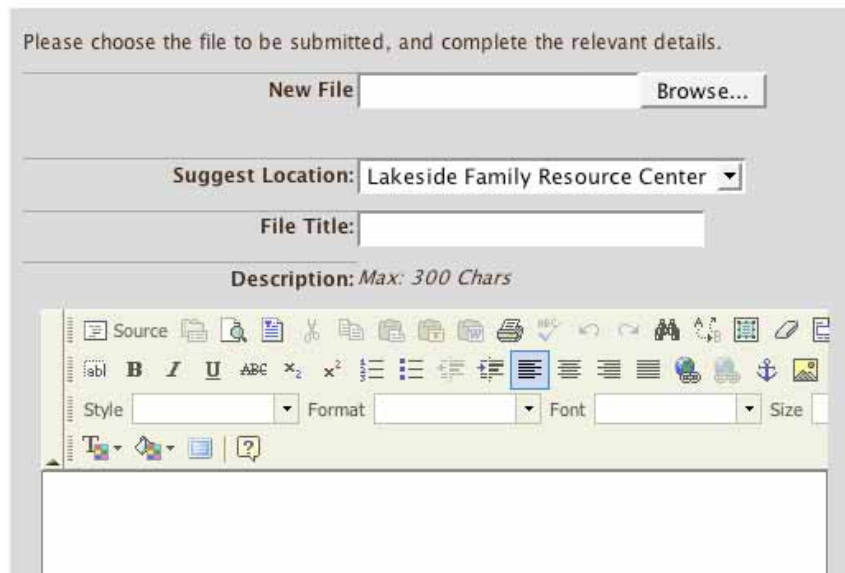
- 3) Navigate to the destination folder for your document and click



- 4) Browse you hard drive for the file. Supported file types include PDF, Word docs, Excel workbooks, plain text). PDFs are preferred Give the file a title and a description (optional). Once identified, select OK or Open.

### Upload File for Repository

Add a number of files



Please choose the file to be submitted, and complete the relevant details.

New File [text box] Browse...

Suggest Location: Lakeside Family Resource Center

File Title: [text box]

Description: Max: 300 Chars

[Rich text editor toolbar]

- 5) Generally, you can omit the rest of the info and click Submit File.

Questions? Mike Johnson [mjohnson@guhdsd.net](mailto:mjohnson@guhdsd.net) 644-8252