

Directions for uploading completed assignments for teacher review

Naming your file:

Name your file carefully. Make sure your initials and class number are included in the name and the name indicates clearly what the document contains.

Example: Science Fair Article Review

SFArtRevjs30 – This would tell me that this document is a Science Fair Article Review submitted by Joe Schmoe whose class number is 30.

Be sure that all your submitted documents contain a header that lists your name and number and the assignment.

- Save your document to the computer on which you are working.
- Open your backpack in Kan-ed.
- Go to your class (Science 6D, Science 6P, Science 7, Science 8)
- Click on **Complete Assignments**
- Click on **Add a File**
- **Browse** for the correct file
- Once you have the correct file you want to send, click on **Upload File**

Remember – Once you upload a file to Completed, you can no longer access that file. If you need to change something, you will need to go back to your document that was saved, make changes, and send a new copy. Be sure to indicate that the new copy is a corrected copy. (i.e., SFArtRevcorrectedjs30)