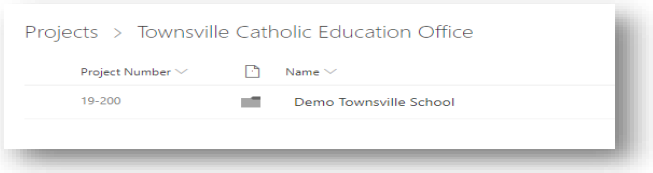
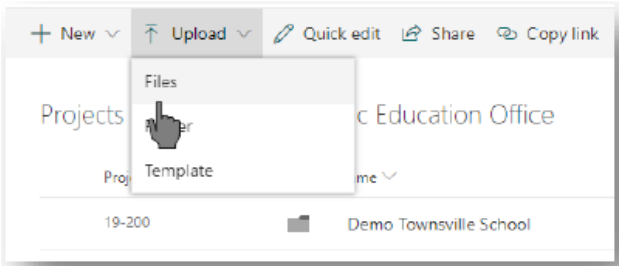
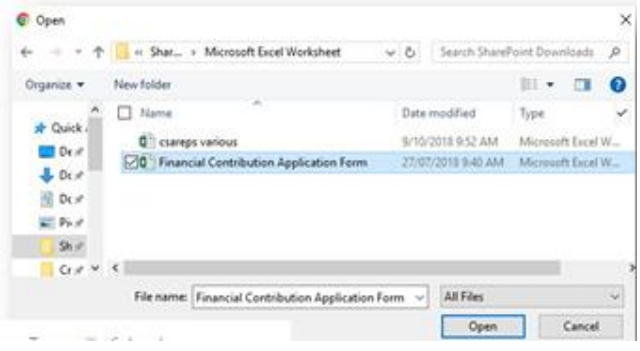
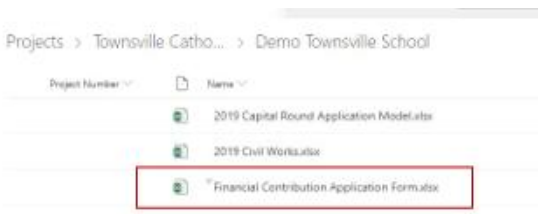
Uploading a Document to a School Project

1. Open the School project folder



2. Click "**Upload**" from Navigation bar
3. Click "**Files**"



4. File explorer will open
5. Select document you want to upload, click "**Open**"
6. The document is then uploaded to the School project folder
7. Select document(s) and drag and drop into the School project folder