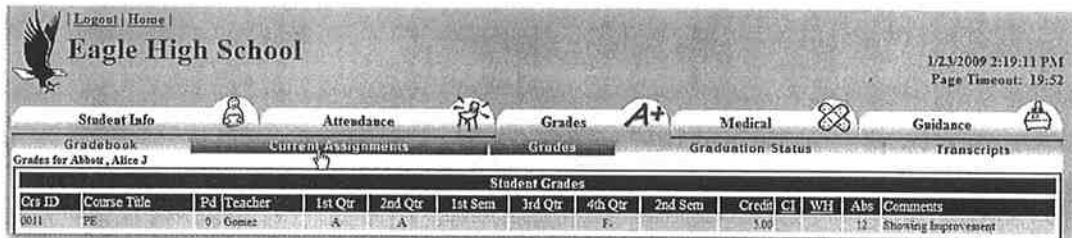
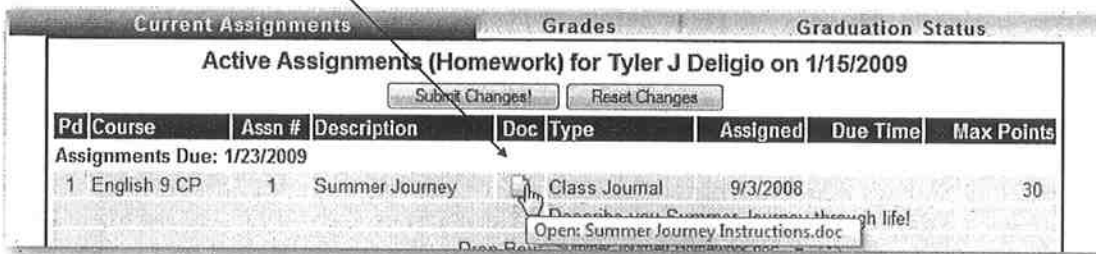


**STUDENTS
DOWNLOAD
DOC FOR
CURRENT
ASSIGNMENT**

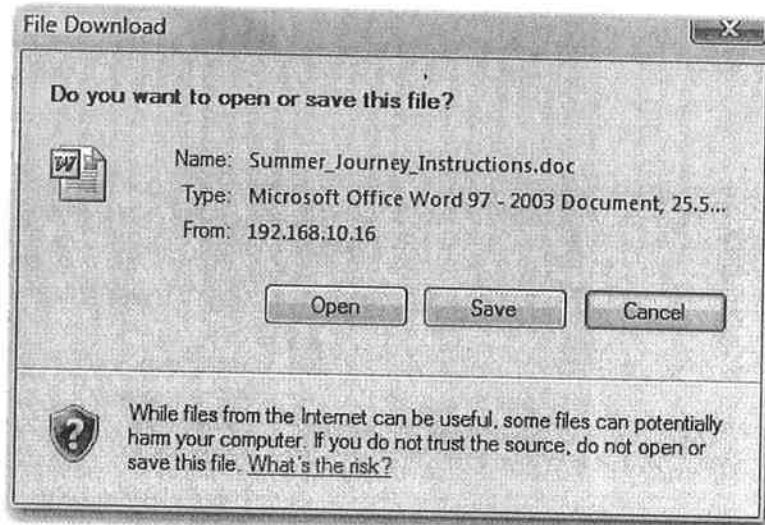
Students will log into **ABI** and from **Grades** will click the mouse on **Current Assignments**.



From **Current Assignments** the students may download the document by clicking the mouse on the **Document** icon located in the **Doc** column under their assignment.



Students can **OPEN** or **SAVE** the document.

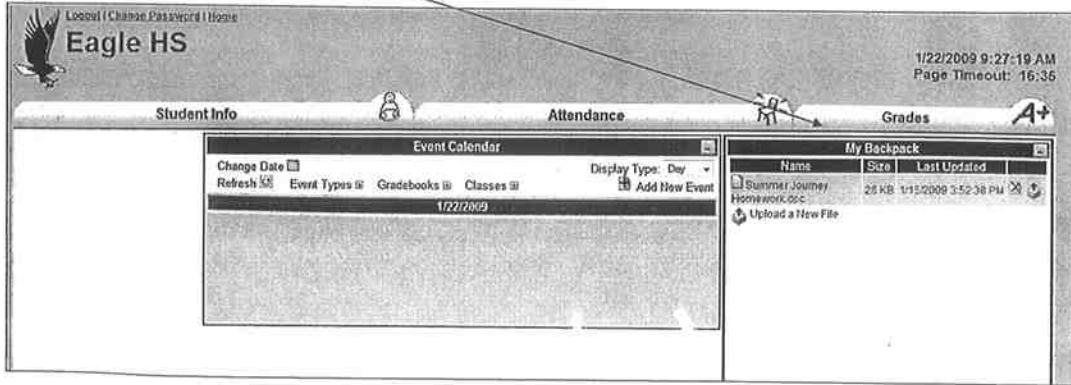


**STUDENTS
UPLOADING**

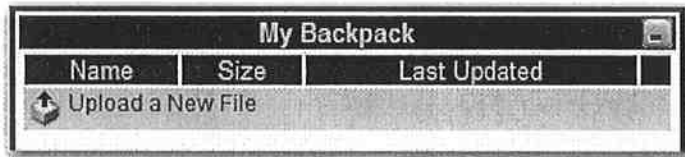
There are two ways for students to submit a file to the teachers **Drop Box**. Students can log into **ABI** and from the **Home** page they can use **My Backpack**. Or from the **Grades** tab, they can use the **Current Assignments** tab.

STUDENTS UPLOADING WITH MY BACKPACK

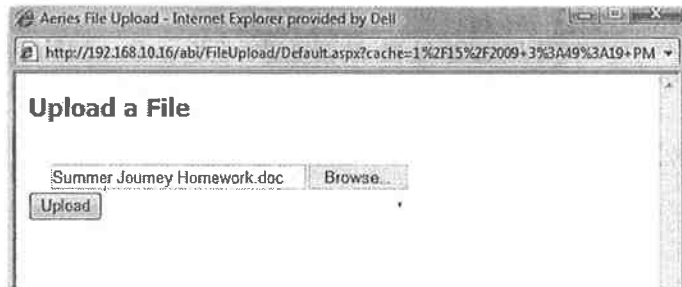
Students have the option of uploading their homework to **My Backpack** located on the **Home** page in ABI. Later these documents can be added to the **Drop Box** under **Current Assignments**.



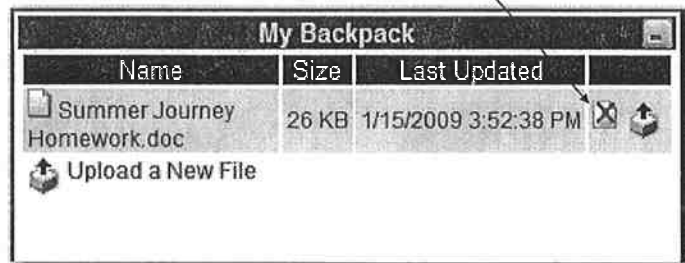
To Upload a file, click the mouse on the **Upload** icon next to the **Upload a New File** message.



Browse to your document, chose the file, click the mouse on **OPEN** and click the mouse on the **UPLOAD** button to the send it to the SQL Server.

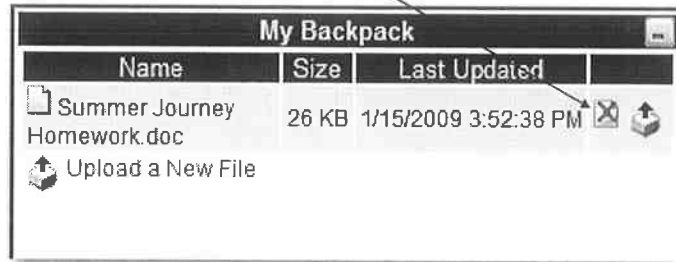


Once the document is uploaded the student will be able to **Delete** the file by clicking on the **Delete** icon.



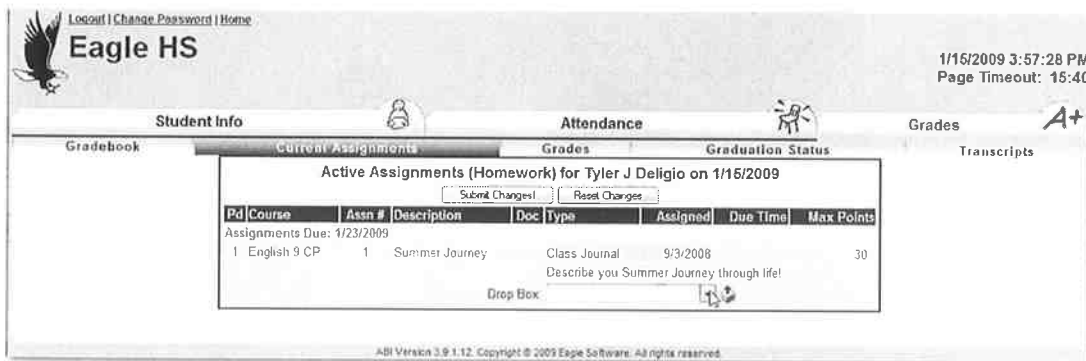
****A file cannot be deleted from My Backpack if it is associated to an assignment.**

The student can also Upload a New Version of this File by clicking the mouse on the **Upload** icon next to the **Delete** icon.

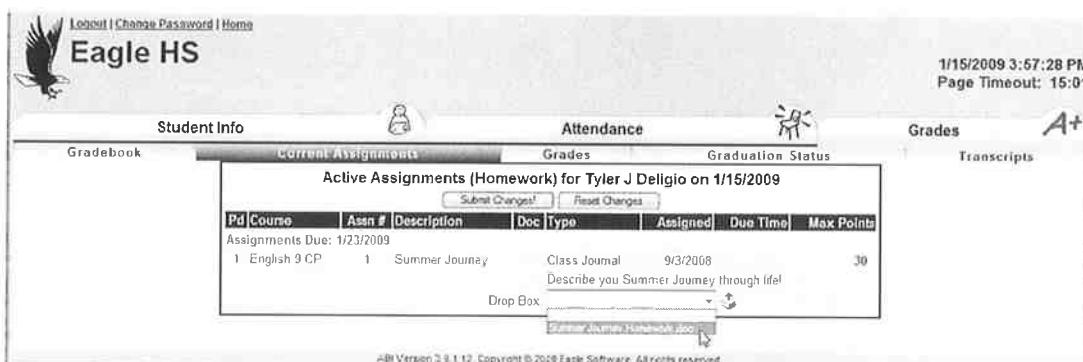


UPLOADING FOR STUDENTS – CURRENT ASSIGNMENT

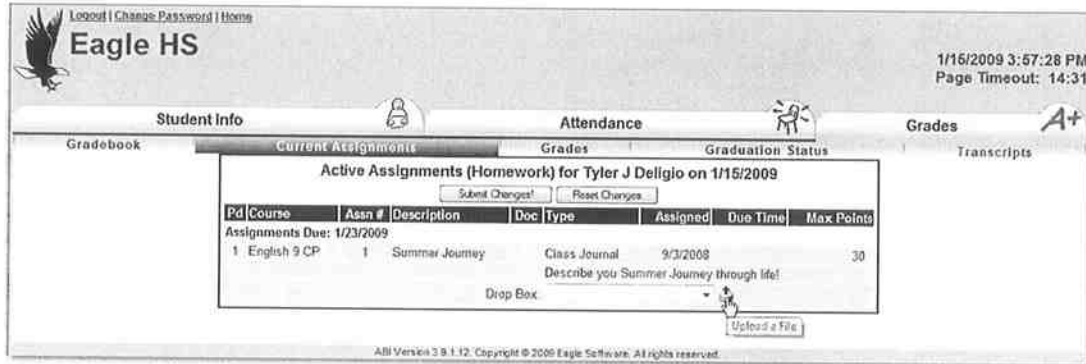
Students can upload their assignments under the **Grades** tab then by clicking the mouse on the **Current Assignments** tab. The **Drop Box** is located at the bottom of the form. All files previously uploaded to the student's **My Backpack** will show on the **Drop Box** drop down list.



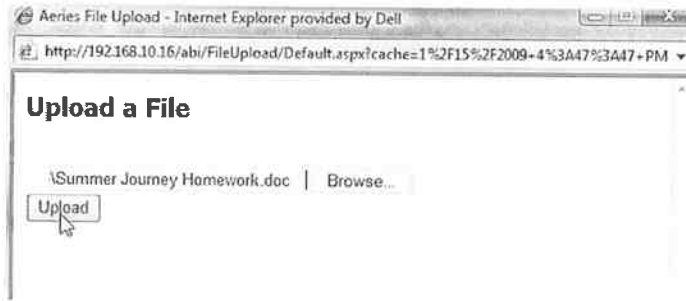
Click the mouse on the down arrow and select the desired file. Click the mouse on the **Submit Changes** button to upload.



Students can upload documents not in their **My Backpack** by clicking the mouse on the **Upload** icon.



Browse to their document, select **Open** and **Upload**.



Click the mouse on the **Submit Changes** button. Notice you will receive a message in **RED** stating **Your Changes Have Been Saved**.

