

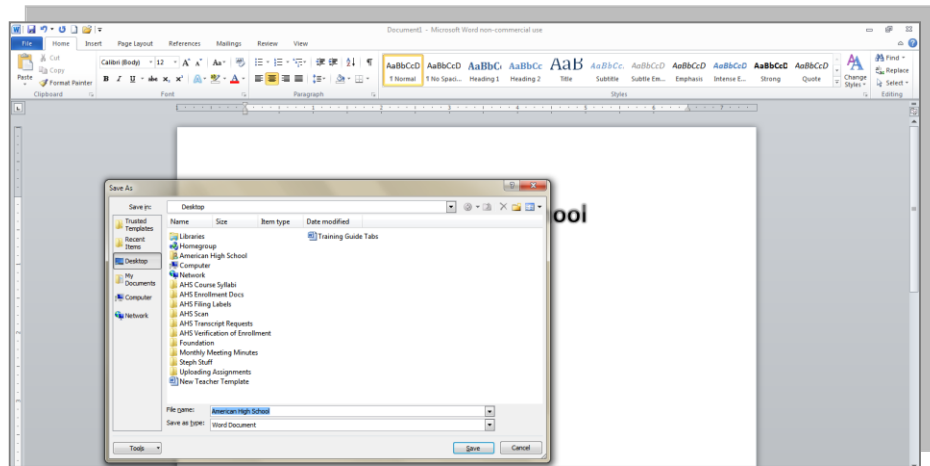
AMERICAN MIDDLE AND HIGH SCHOOL

HOW TO

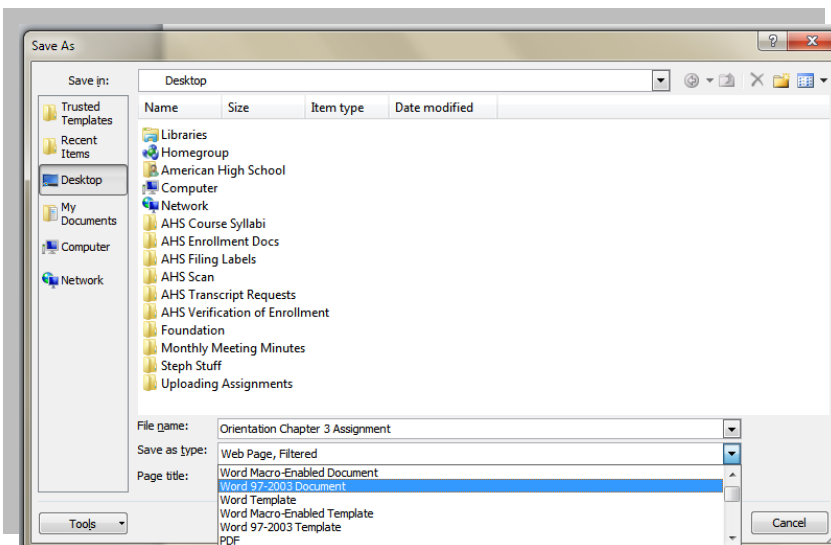
SAVE & UPLOAD ASSIGNMENTS

After completing your assignment in Microsoft Word, do the following steps to save and upload you assignment to the website.

- 1- To save your assignment properly, go to File at the top left hand corner and click on Save As.



- 2- Choose the location of where you want the file to be saved to. (ex. Desktop)



- 3- Name the file and choose the file type you want to save you work as in the “Save as Type” drop down menu. Make sure you save as .pdf (Adobe Reader), .doc (Word 97-2000 or Word 97-2003), or .txt (Plain Text). Now you are ready to upload to the website.

4 – To upload your assignment, open your course and go to the Assignments Tab. Select the assignment you just completed. Under the assignment instructions, you will find a blank window with a Browse button and a Submit Assignment button next to it.

The screenshot shows a web interface for a course. On the left, a 'Course Menu' sidebar lists 'Chapters' and 'Assignments'. Under 'Assignments', several items are listed, including 'Ch.1 - Request for Documentation', 'Ch.3 - Handbook Acknowledgment', 'Ch.4 - Academic Integrity Policy', 'Ch.5 - Career Interest Survey', 'Ch.6 - English Placement Test Results', 'Ch.11 - Personal Website', and 'Ch.12 - All About You Exercise'. The main content area is titled 'Assignment Details' and shows 'Assignment Name: Handbook Acknowledgment Code: assign3 Percentage: 5% Closing Date: 12/31/2015'. Below this, there is a section for 'Parent/Student Handbook Acknowledgment' with instructions to download and return the form. At the bottom of this section, there are two buttons: 'Browse...' and 'Submit Assignment'.

The screenshot shows a Windows Explorer window titled 'Choose File to Upload' overlaid on the course management system. The window is set to the 'Desktop' location and displays a list of files and folders. The 'File name' field is empty, and the file type is set to 'All Files (*.*)'. The 'Open' button is highlighted. The background shows the same course management system interface as in the previous screenshot, with the 'Browse...' button visible.

5 – Click on the Browse button. A window like this one will open for you to choose a file to upload.

6 – Locate your assignment. For example, if you saved your assignment to your Desktop, click on Desktop on the left hand side of the Choose File window and look for your file name.

7 – Once you locate your assignment, click on the assignment and then select the Open button on the bottom right hand corner of the window.

The window will

close and the location of your assignment will appear in the blank space next to the Browse button in your course.

Course Content

ASSIGNMENT DETAILS

Assignment Name: Handbook Acknowledgment **Code:** assign3 **Percentage:** 5% **Closing Date:** 12/31/2015

Parent/Student Handbook Acknowledgment

Please download the Parent/Student Handbook Acknowledgment Form. Please print, sign and return to American High School. Upon signing, please save the document to your hard drive and use the Browse button below to locate the file. Click Submit to send to us.

[Parent/Student Handbook Acknowledgment](#)

If you are unable to scan the documents, please make a copy and fax to the Admissions Office at 866-936-9489 or mail to:

American High School
Admissions Office
7777 Davie Road Extension
Suite 300 B
Hollywood, Florida 33024

Again, as part of our student record retention policy, we must have these documents in order for the student to continue to move forward in the program.

C:\Users\American High School\Desktop\AHS Student Counselor

Course Menu | **Course Content**

Chapters
Assignments

- Ch.1 - Request for Documentation
- Ch.3 - Handbook Acknowledgment
- Ch.4 - Academic Integrity Policy
- Ch.5 - Career Interest Survey
- Ch.6 - English Placement Test Results
- Ch.11 - Personal Website
- Ch.12 - All About You Exercise

Tests
Essays & Exercises
Worksheets

File name : AHS Student Counselor Training Guide.doc
Course code : VSC101
Student ID : 40753133
Assignment type : assign3
Date and time uploaded : 11/12/2010 10:35:03 AM

Your upload has been logged.

8 – Click on the Submit Assignment button to finish uploading your assignment. You will get confirmation that the assignment was uploaded and it has been logged.