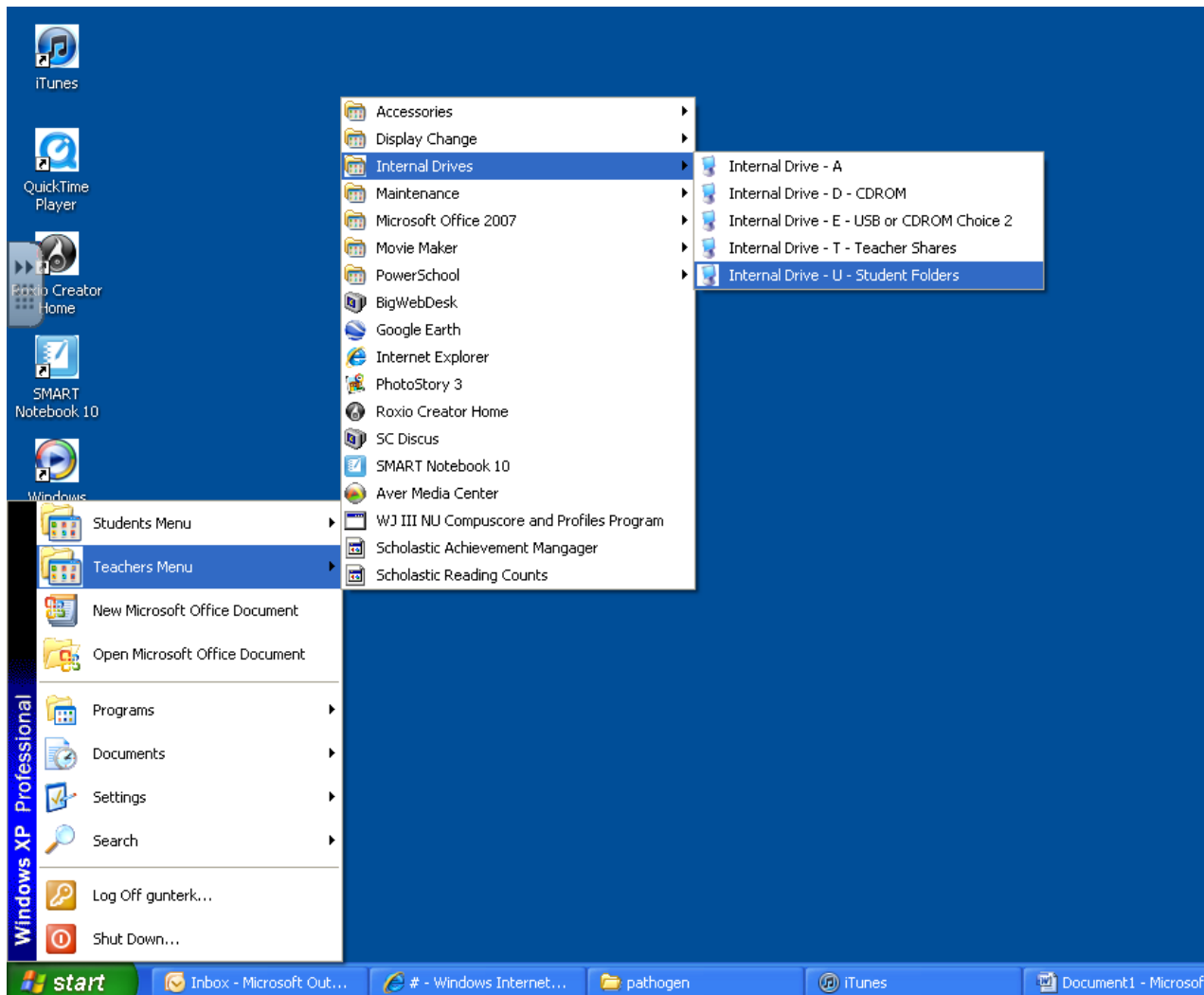


Accessing Student Folders:

1. Click Start
2. Teacher's Menu
3. Internal Drives
4. Internal Drive U: Student Folders



5. Click on the + beside the student folder. All of the students at your school should be listed.
6. Click on the student you need to access. You will have access to all of the work that is saved to their folder.