How to upload a form to a student's history:

1. Scan and email the document to yourself. Save the document to your desktop.
2. Go to the student's history.
3. Click on "Upload File" (I highlighted the area)

SpEd Forms	MA Forms	504 Forms	EL Forms	RtI Forms	History	Calendar

Upload file
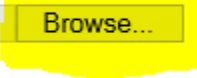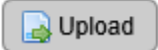
	File Type	Date Filed	Filed By	
View	Sign in page	9/17/2015	Denise Kennedy	Delete

4. Click "Browse"

Select file:
File size limit 5Mb

Browse...

Upload

5. Search your desktop for the appropriate document and click on it. This will be on the left side of your screen.

- This PC
- Desktop
- Documents
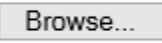- Downloads
- Music
- Pictures
- Videos
- Windows7_OS (C

6. Click on the "upload" button

Select file:
File size limit 5Mb
C:\Users\Amy\Desktop\Behavior s   Browse...

Upload

7. Name your document. Please use the words "team meeting sign in" if you are uploading the sign in sheet. You can also add notes if you like.

File notes for Behavior student example.pdf:
Name: Team meeting sign in sheet Oct 15 ×
Notes:

Save

8. Click on "Save"