

## Using the Upload Document Feature in Aeries for Students

If your teacher has enabled the “Drop Box” for an assignment, you can upload your homework file from the Current Assignments tab. (Be sure to enable pop-ups for the Aeries website, if you have a pop-up blocker)

Student Info Attendance Grades **A+**

Gradebook Current Assignments Grades Graduation Status Transcripts

Active Assignments (Homework) for Justin Y. on 2/25/2008

Submit Changes! Reset Changes

Pd	Course	Assn #	Description	Type	Assigned	Due Time	Max Points
4	Testing ABI	1	Test of ABI Features	All Assignments	2/21/2008		100

Assignments Due: 2/27/2008

Drop Box: My Homework 2-22-08.doc

Open your Current Assignments, click the Upload link next to the Drop Box. This will open the Upload file window

Use the Browse button to navigate to where your file is saved and choose the appropriate file. Click the Upload button. A second window will pop up indicating that the file was uploaded. Click the Close Window button when the file has finished uploading.

Aeries File Upload - Windows Internet Explorer

http://aeries.lgsuhdsd.org/parent/FileUpload/Default.aspx?cache=2%2F21%2F2008+2%3A54%3A52+H

Upload a File

Browse...

Upload

Aeries File Upload - Windows Internet Explorer

http://aeries.lgsuhdsd.org/parent/FileUpload/Default.aspx?cache=2%2F21%2F2008+2%3A54%3A52+H

Upload a File

Upload completed successfully. The following files were uploaded:

Name	Mime Type	Length (bytes)
My Homework 2-22-08.doc	application/msword	29184

Close Window

**BE SURE** to click the “Submit Changes” button when uploading the file or the file **WILL NOT** be placed in the drop box.

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Submit Changes! Reset Changes

Your Changes Have Been Saved.

Pd	Course	Assn #	Description	Type	Assigned	Due Time	Max Points
4	Testing ABI	1	Test of ABI Features	All Assignments	2/21/2008		100

Drop Box: My Homework 2-22-08.doc

You will also see the file in your “My Backpack” section on the ABI home screen

The screenshot shows the ABI home screen with a navigation bar at the top containing tabs for Student Info, Attendance, Grades (with an A+ icon), Medical, and Guidance. Below the navigation bar are two main panels. The left panel is titled "Event Calendar" and includes options for "Change Date", "Refresh", "Event Types", "Gradebooks", "Classes", "Display Type: Day", and "Add New Event". The date "2/21/2008" is displayed in the center. The right panel is titled "My Backpack" and contains a table with the following data:

Name	Size	Last Updated	
My Homework 2-22-08.doc	28 KB	2/21/2008 2:56:13 PM	

Below the table is an "Upload a New File" button.

Your teacher will be able to open your file from their gradebook.