

eSchoolBook

This training guide explains how to upload files in eSchoolBook.

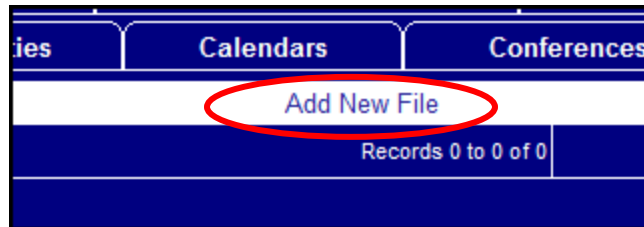
You can upload files to eSchoolBook in order to make them available for parents and students. After uploading a file, you have the option to attach a file to an assignment or to a calendar event.

To upload files in eSchoolBook:

1. Upon logging into eSchoolBook, click on the Files tab.



2. Click Add New File.



3. Enter a File Name (this does not have to match the actual file name)
4. A Category and Description/Contents is optional. If you will be uploading a lot of files, using these features will help organize.
5. Then Browse to locate your file.
6. Check the Make Public box **only** if you want the file to be available to other staff members.
7. Click Add

A screenshot of the 'Add a File to your Personal Filing Cabinet' form. The form has a dark blue header and a white body. It contains the following fields:

- File Name:** Syllabus
- Category:** IntroBus
- Contents:** A rich text editor with a toolbar and a text area containing the text 'This is the syllabus for Introduction to Business Online'.
- Document:** E:\08-09_schoolyear\IB\IntroBusOnline_Syllabus.pdf (with a 'Browse...' button)
- Additional Link:** (empty text field)
- Make Public:** File will be available to other staff members (view only - they cannot update)

At the bottom of the form are 'Add' and 'Cancel' buttons.

8. Your files will be listed like this:

Add New File			
Filing Cabinet		Records 1 to 13 of 13	
View:	My Files (13)	Category:	All My Categories
File Name	Category	Owner	Created
Business Plan Rubric	IntroBus		11/11/2009
Enroll Instructions	BusTech		01/14/2010
Enrollment Instructions	IntroBus		08/07/2009
First Week Checklist	BusTech		01/16/2010
Plagiarism Contract	IntroBus		08/07/2009
Syllabus	IntroBus		08/05/2009
Week 2 Checklist	BusTech		01/24/2010
Week 3 Checklist	BusTech		01/31/2010
Week 4 Checklist	BusTech		02/09/2010
Week 5 Checklist	BusTech		02/15/2010
Week 6 Checklist	BusTech		02/20/2010
Week 7 Checklist	BusTech		02/27/2010
Week 8 Checklist	BusTech		03/07/2010

Click on a File Name to view/update the information

9. You can add unlimited files to eSchoolBook. And these files will remain from school year to school year.

10. When you add an assignment to eSchoolBook, you can choose any files you have uploaded to be attached to the assignment. Here's an example of adding an assignment:

When you drop down the list to Attach File, you will see all of your uploaded files. Note: Currently, Office 07 files are not able to be uploaded to eSchoolBook. Use Office 03 or PDF files.