

## Storing Files in Your eChalk Account

The Files area allows you to store application files, such as Microsoft Word documents or PowerPoint presentations, in your eChalk account for easy access from any computer connected to the Internet.



Each user gets 5MB of file storage.

Remember, the files stored here are private. No one else can open or view your files unless you choose to share them. This is your personal storage area. Think of it as a locked filing cabinet for which you have the only key.

*To store a file:*

Before you start, be sure you know where the file is saved on your computer (maybe on your Desktop, or in your My Documents folder).

1. Click the **Add** button at the bottom of the page. The Add Files page appears.
2. Click the **Browse** button to select the file to add. A directory window opens.



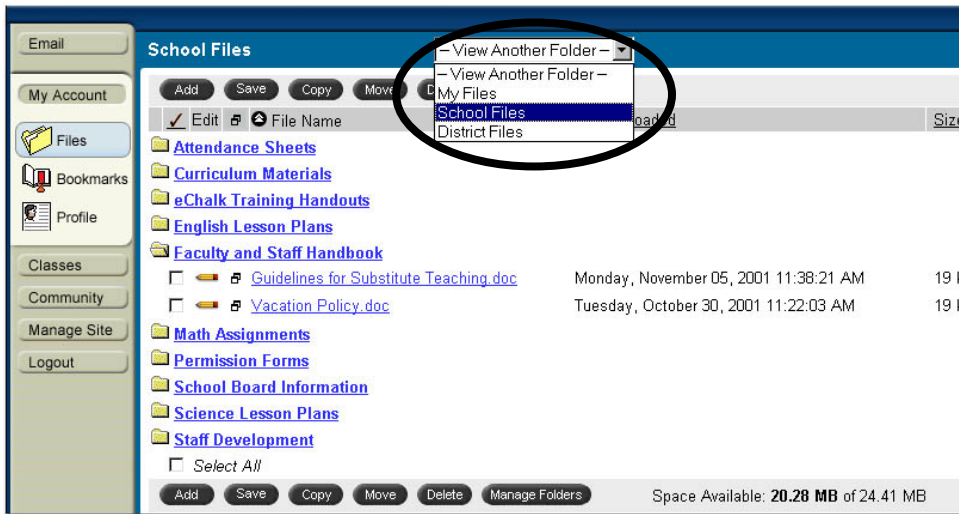
3. Navigate the directory until you locate and select the file to be stored.
4. Click the **Upload** button.
5. The main Files page will reappear when the process is complete.

To download and work with a stored file, click on the file name link and choose to either open the file or save it to your hard drive.

## Using School and District Files

Teachers and administrators can also share files with other teachers and administrators through the School Files and District Files feature. School and District Files are **only** accessible to the teachers and administrators in the school or district.

To access School Files, set the **View Another Folder** drop-down menu to School Files.



Your Site Manager will set up a directory of school file folders for you to upload and download files into. If you have a suggestion for a folder to be added to School Files, please contact your Site Manager.

To access a file from the School Files directory:

1. Click a folder name link to open the folder. The file names contained in that folder will display.
2. Click on the name of the file you would like to download.

To share a file to the School Files directory:

1. Click the folder name to which you would like to share the file.
2. Click the **Add** button at the bottom of the screen.
3. Upload the file to be shared.

*Note: Only the person who has uploaded a file (and the Site Manager) will be able to delete that file. District files are set up and maintained by the district's Site Manager.*