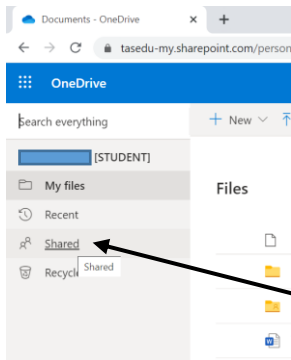
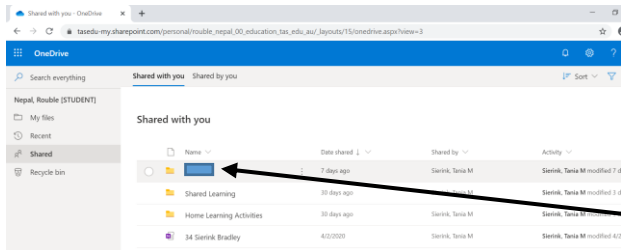


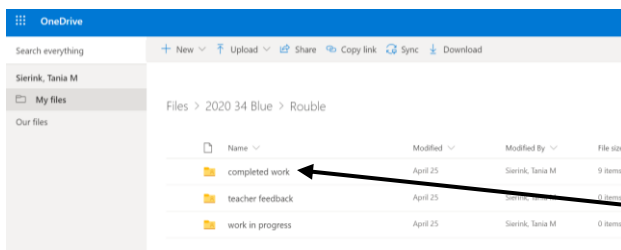
## How to upload a document into the Completed Work folder



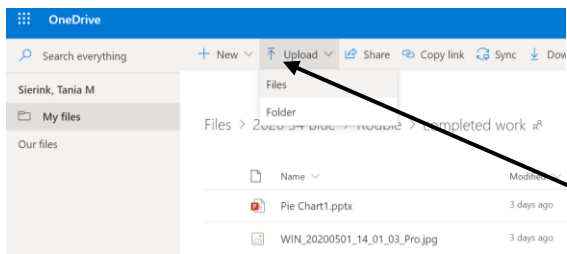
Click on Shared



Click on the student's name



Click on the Completed Work folder



Click on Upload

- Double click on the file that you would like to place in the Completed Folder.
- The file will then appear in the Completed Folder.