

eSchoolBook

This training guide explains how to upload files in eSchoolBook.

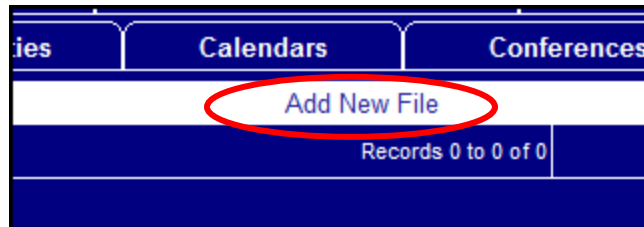
You can upload files to eSchoolBook in order to make them available for parents and students. After uploading a file, you have the option to attach a file to an assignment or to a calendar event.

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 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)
- Make Public: File will be available to other staff members (view only - they cannot update)

At the bottom, there 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.