

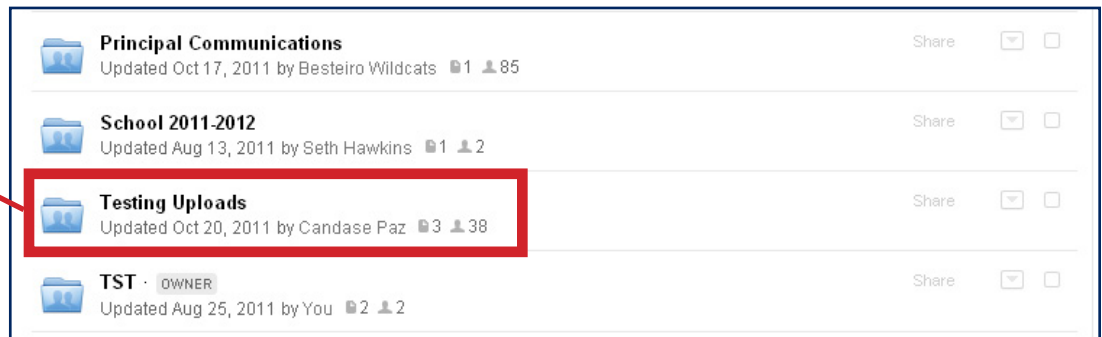
Six Weeks Test Submission

using box.net

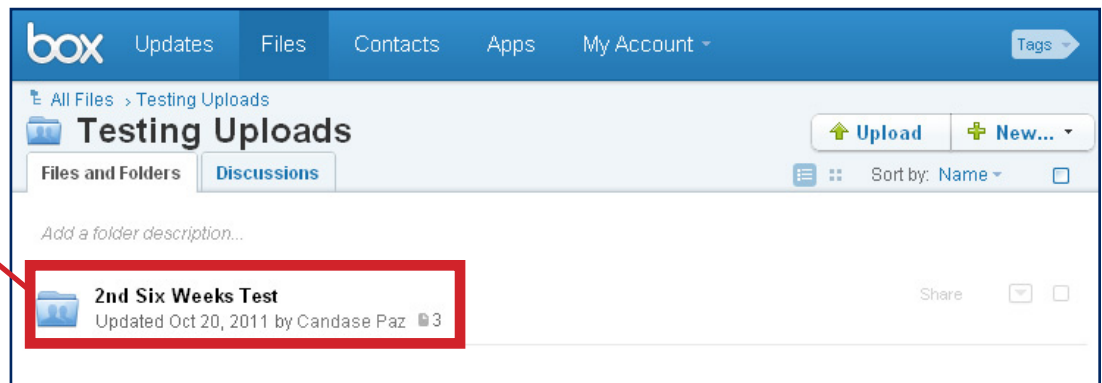
NOTE: This is the correct method to submit major tests to administration to review.

1 Login to Box.net

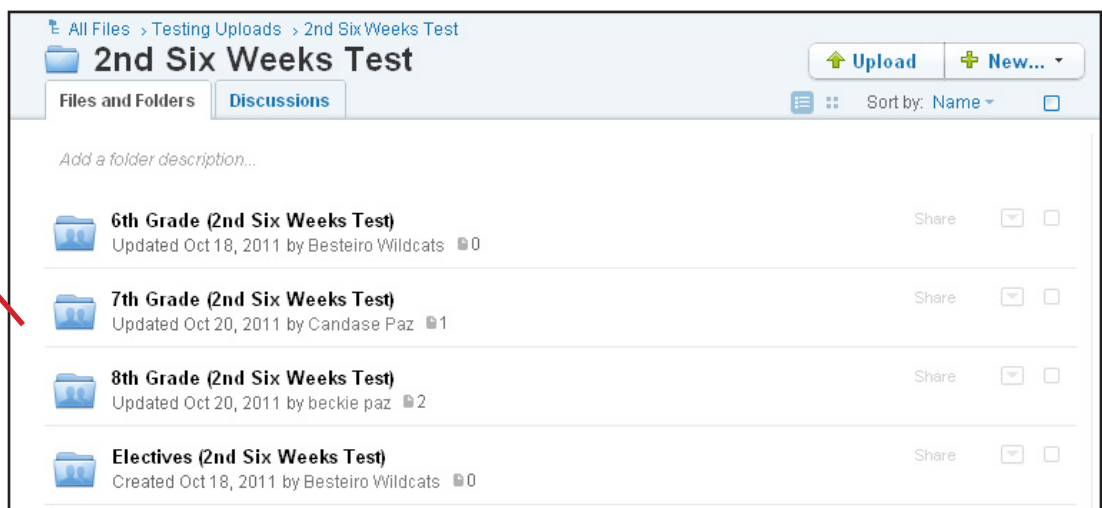
2 Find the **Testing Uploads** folder and click on it to open it.



3 Click on the **2nd Six Weeks Test** folder to open it.

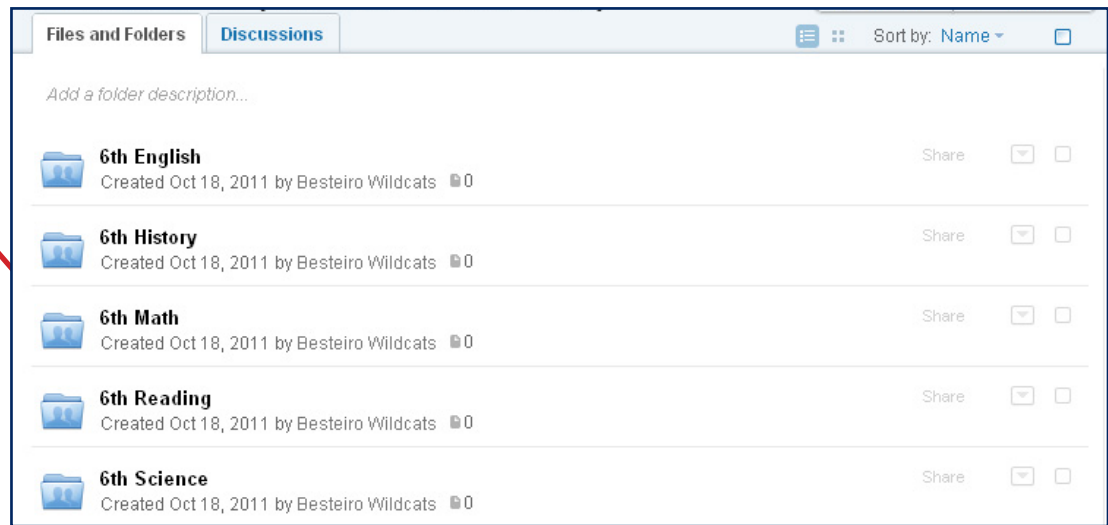


4 Click on your appropriate grade-level folder to open it.



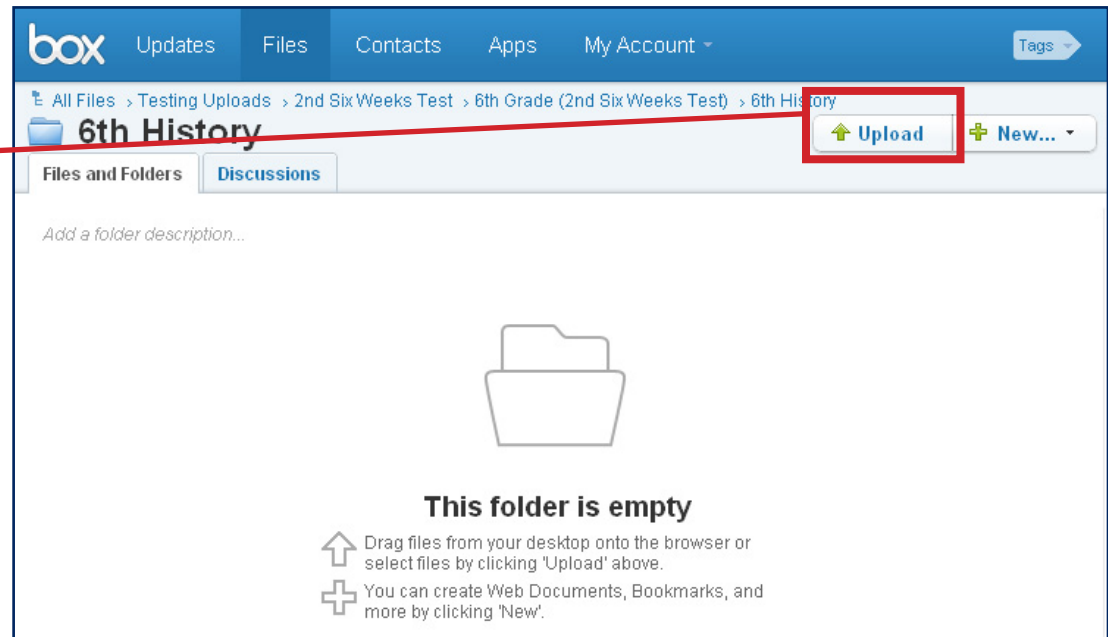
5

Click on the appropriate subject folder to open it.



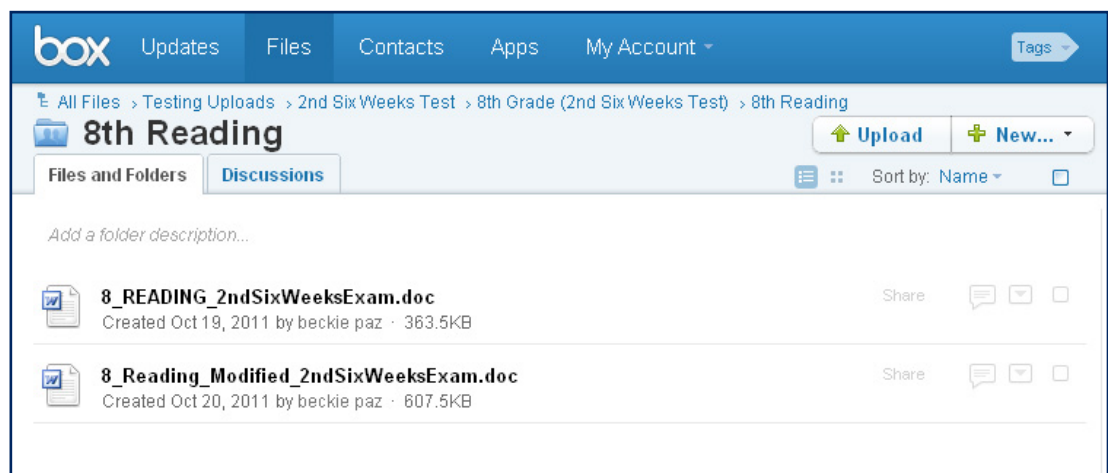
6

Click the Upload button and find the test files you desire to upload to the Box.net server.



7

You should then see your tests in this folder. Please be sure to follow the naming convention set below:



NAMING CONVENTION

Regular Test: grade_subject_2ndSixWeeksExam

Modified Test: grade_subject_Modified_2ndSixWeeksExam