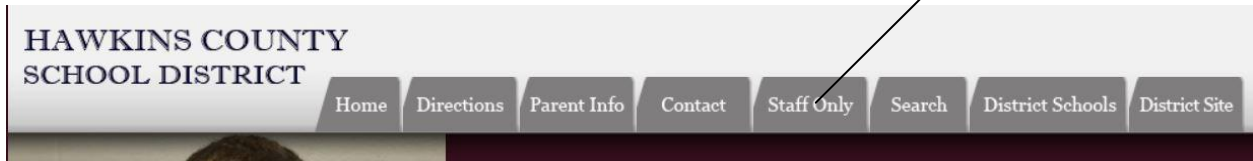


How to Upload Files to the Website

Step 1: Log in to RMS Website

Log in Here



Step 2: Go to Page Set Up to Make Sure “Syllabus and Other Documents” or “File Manager” are Checked.

Click Here First

Teachers Section

Page	Name	Status	Start Page
About the Teacher	About the Teacher	<input checked="" type="checkbox"/>	<input type="radio"/>
Custom Page	Welcome	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>
Links	Links	<input checked="" type="checkbox"/>	<input type="radio"/>
Presentations	Presentations	<input type="checkbox"/>	<input type="radio"/>
Calendar	Calendar	<input checked="" type="checkbox"/>	<input type="radio"/>
Forms	Forms	<input type="checkbox"/>	<input type="radio"/>
Assignments	Assignments	<input type="checkbox"/>	<input type="radio"/>
Projects	Projects	<input type="checkbox"/>	<input type="radio"/>
Photo Album	Photo Album	<input type="checkbox"/>	<input type="radio"/>
File Manager	Syllabus and Other Documents	<input checked="" type="checkbox"/>	<input type="radio"/>
Announcements	Announcements	<input type="checkbox"/>	<input type="radio"/>
Class Activities	Class Activities	<input type="checkbox"/>	<input type="radio"/>
Other Class Info	Other Class Info	<input type="checkbox"/>	<input type="radio"/>
Class Schedule	Class Schedule	<input type="checkbox"/>	<input type="radio"/>
Summer Reading List	Summer Reading List	<input type="checkbox"/>	<input type="radio"/>
Supply List	Supply List	<input type="checkbox"/>	<input type="radio"/>

Make Sure this box is checked.

Be sure to click “Save.”

Save

Step 3: Go to “Syllabus and Other Documents” or “File Manager.”

Click “Syllabus and Other Documents” or “File Manager.”

If a Syllabus category hasn't been added, click here to create one

Video Tutorial

Add a new Category

Categories	Ranking	active if checked	# of files	Subs
1 Classroom Expectations	1	<input checked="" type="checkbox"/> Go	1	level 2
2 Computer Tech Syllabus	1	<input checked="" type="checkbox"/> Go	1	level 2

Step 4: Upload Syllabus

TeachersSection >> LukeWade >> File Categories ::

Categories	Ranking	active if checked	# of files	Subs
1 Classroom Expectations	1	<input checked="" type="checkbox"/>	1	level 2
2 Computer Tech Syllabus	1	<input checked="" type="checkbox"/>	1	level 2

Click "Edit" next to the Syllabus Category.

EDIT File Category - Mozilla Firefox

www.rms.hck12.net/Admin/DocumentsWithMainPageAndCategoryLevels/DocumentsCategories/Update.asp?Area=TeachersSection&SubAreaID=2455

Edit Category::Computer Tech Syllabus ::

Edit Category **Manage Files**

Category Title: Computer Tech Syllabus

Teaser:

CANCEL FINISH NEXT

When this window pops up, click "Manage Files."

www.rms.hck12.net/Admin/DocumentsWithMainPageAndCategoryLevels/DocumentsCategories/Default.asp?Area=TeachersSection&SubAreaID=2455

File Category ::Computer Tech Syllabus :: CLOSE

Edit Category **Manage Files**

Files **Add New File**

Save All Delete Selected

Rank	File Information	Select
1	Title: <input type="text"/> File Name: Computer Tech Syllabus.pdf	edit <input type="checkbox"/>

Click "Add New File" next.

Files - Mozilla Firefox

www.rms.hck12.net/Admin/DocumentsWithMainPageAndCategoryLevels/DocumentsCategories/Documents/Default.asp?PageName=AddNew&Doc

File Categories Computer Test Call Log :: CLOSE

Manage Files

Files [ADD NEW FILE](#)

[Upload Multiple Files](#) [Use Upload Utility](#)

Title: No file selected.

Note: Acceptable file types are

The image shows a screenshot of a web browser window displaying a file management interface. The browser's address bar shows the URL 'www.rms.hck12.net/Admin/DocumentsWithMainPageAndCategoryLevels/DocumentsCategories/Documents/Default.asp?PageName=AddNew&Doc'. The page has a red header bar with the text 'File Categories Computer Test Call Log ::' and a 'CLOSE' button. Below the header is a dark red bar with the text 'Manage Files'. The main content area has a grey background and contains a navigation bar with 'Files' and 'ADD NEW FILE' links. Below this are two blue links: 'Upload Multiple Files' and 'Use Upload Utility'. A form section contains a 'Title:' label, a text input field, a 'Browse...' button, the text 'No file selected.', and an 'Upload' button. At the bottom, there is a 'Note:' section with the text 'Acceptable file types are'. Three white callout boxes with black borders and arrows point to specific elements: one points to the 'Browse...' button with the text 'Click here to find your file.', another points to the 'Upload' button with the text 'Click "Upload" to Finish.', and a third points to the 'Upload Multiple Files' link.