


# Upload a File

1	Click  <b>Starfish</b> in the upper-left hand corner.
2	Select <b>STUDENTS</b> and then <b>MY STUDENTS</b> .
3	Type the name of the student in the <b>SEARCH</b> box & select the <b>CONNECTION</b> and <b>TERM</b> .
4	Click on the student's name to bring up the student's folders.
5	Click on the <b>UPLOAD FILE</b> button.
6	Select <b>BROWSE</b> and find file.
7	Click <b>ATTACH</b> .