

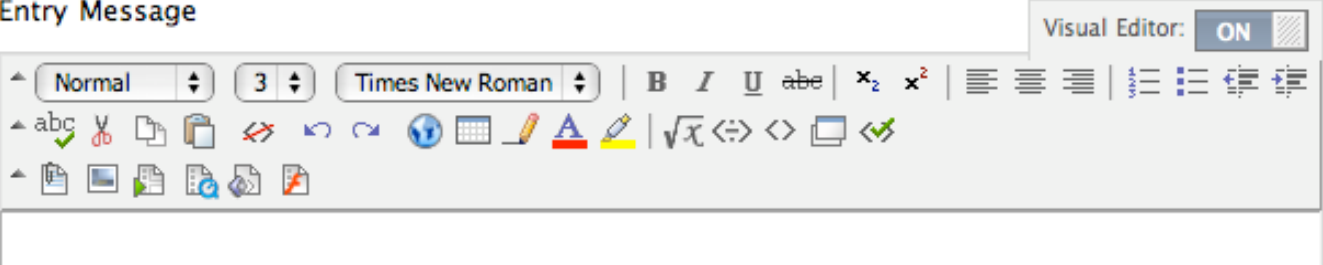
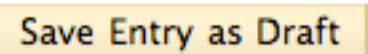
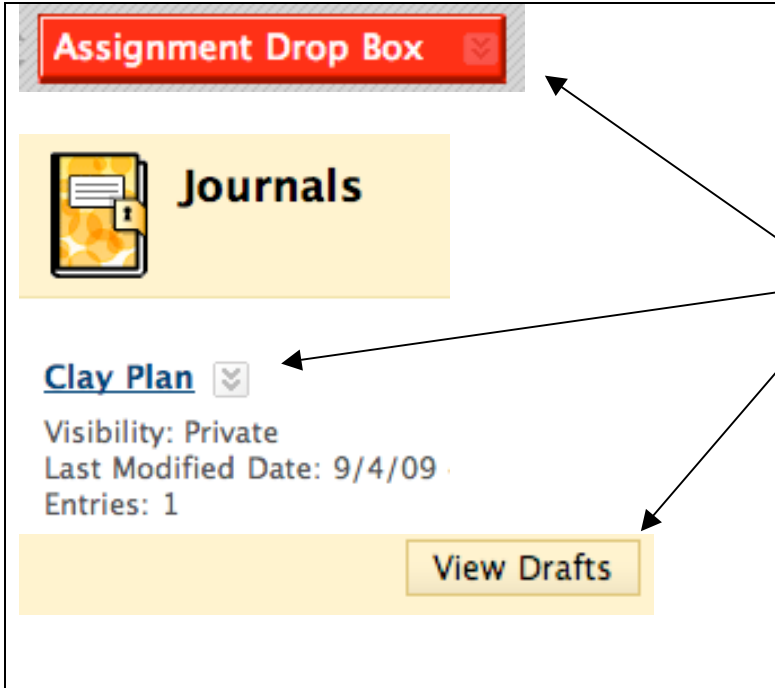


InClass Student Directions for saving a document or submitting one to your teacher:

	<p>Login to InClass and click on a class as instructed by your teacher. Click on the Drop Box button in the menu bar (your teacher may name it something else)</p>
 <p>Journals</p> <p>Clay Plan ▾</p> <p>Visibility: Private Last Modified Date: 9/4/09 Entries: 1</p>	<p>You will be directed to a content window titled “Journals.”</p> <p>The Digital Dropbox is now known as a “Journal” and the assignments will be listed below. Click on the assignment as instructed by your teacher. In this case the assignment is named “Clay Plan”</p>
	<p>Click on the button named “Create Journal Entry.”</p>
<p>Follow your teacher’s directions about how to fill out the form. You may need to put your name in the Title Field, or you may need to give your Journal Entry a specific title (depends on teacher directions) You will either enter text in the “Entry Message” box:</p> <p>Entry Message</p> 	
<p>Attach File <input type="button" value="Browse for Local File"/></p> <p>Selected File</p> <p>File Name clay_plan.doc</p> <p>Name of link to file <input type="text"/></p> <p><input type="button" value="Attach File"/> <input type="button" value="Do not attach"/></p>	<p>Or you will attach a file. Be sure to “Browse” for the file on your computer.</p> <p>Then be sure to click the “Attach File” button</p>
 	<p>If you “Save Entry as Draft” then you will be able to download the doc at home or school, and your teacher will not see it yet. If you “Post Entry” the doc will go to your teacher. You can still download it and work on it if your teacher allows.</p>

 <p>Assignment Drop Box</p> <p>Journals</p> <p>Clay Plan ▾</p> <p>Visibility: Private Last Modified Date: 9/4/09 Entries: 1</p> <p>View Drafts</p>	<p>If you saved as “Save Entry as Draft” and wish to work on your document later, go back to the same class that you saved the doc in and click on the</p> <ul style="list-style-type: none">•Assignment Drop Box•then the Journal name “in this case it is Clay Plan•then the “View Drafts” button in the far upper right of the content area. <p>You will be directed to a page that will allow you to click on your draft and scroll down to the bottom of the page to download and continue working on the doc.</p>
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