

Submission of Victorian England PowerPoint Project

Your PowerPoint MUST be submitted to Mr. Dehnke's teacher folder on the shared drive by 3:00 p.m. on Friday, December 2

To do this, you must:

1. Save your PowerPoint to your student number or a flashdrive. You should save it in the following format **FirstnameLast namePeriod#**. For example, if I was in first period, my project would be saved as **BenDehnke5**.
2. Locate the PowerPoint file in your student number or on your flash drive and click on it once. This should turn it blue.
3. On the left side of the screen you should see a menu that says **File and Folder Tasks**. Under this menu, click on **Copy this File**.
4. A box should pop up that says **Copy Items**. Scroll down in the box until you see **Groups\$ on 'Ms185Fs01' (S)**:
5. Under **Groups\$ on 'Ms185Fs01' (S)**: click on **Student Work**.
6. Then, scroll down until you see **Language Arts**. Click on the **Language Arts** folder.
7. Now, scroll down until you find my name (**Dehnke**). Click on it.
8. You should now see two folders below my name. Click on the folder titled **Inbox**. This will turn that folder blue. (NOTE: you cannot open this folder)
9. Now, click the **Copy** button at the bottom of the box.
10. Your file should be submitted. Make sure to check with me to verify you have submitted correctly!

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