

Drop Box Instructions

Open the Z drive where the project is saved.

Go back to "My Computer" and open the "drop boxes (H:) folder

Open MCMS

Drag the project from your Z drive to the teacher's folder to which you are dropping your project (you will NOT be able to open the teacher's folder)

Let me know when you drop so I can check to see it made it in my box.

**Name your file with you lastname, first initial, section
(BergstromA641)**