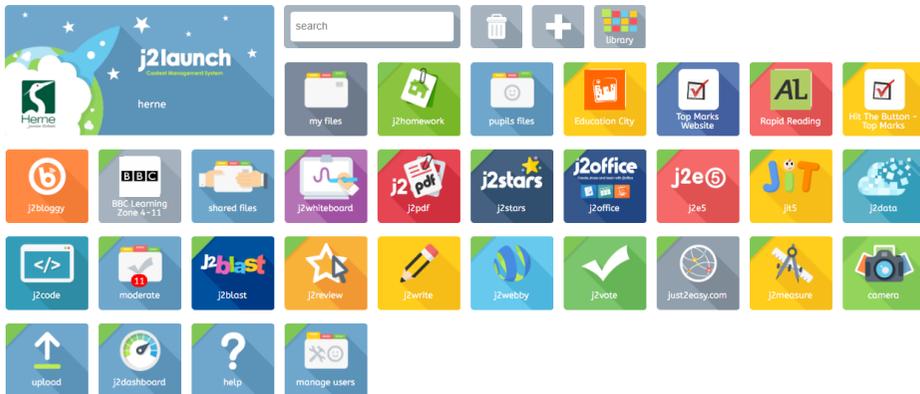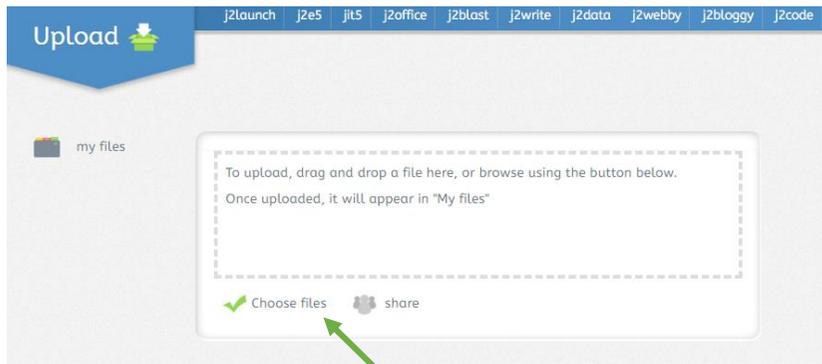# How to upload files to J2e

If you are uploading a file from **outside** of J2e

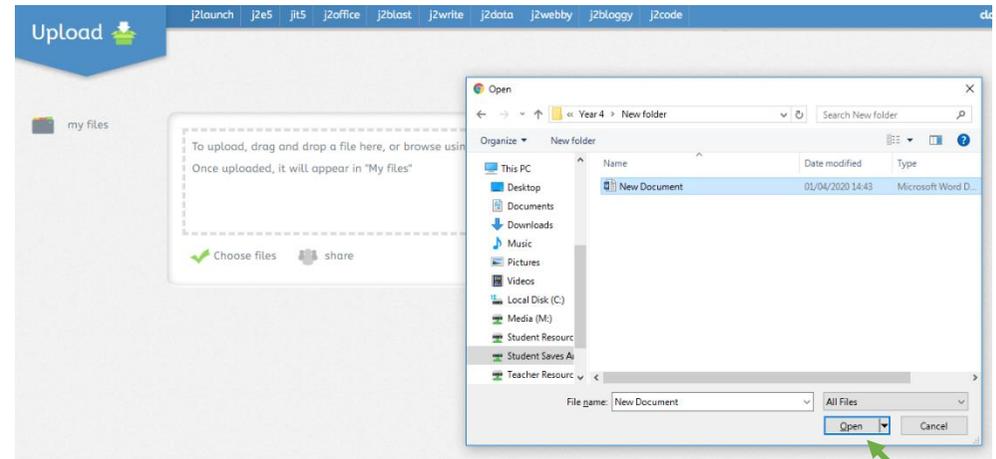1. Click on the **upload** tab





This might appear in a different location on the Home screen.

2. This page will load.



3. Click on **Choose Files**

4. The "open" file screen will load.



5. Choose your file from where ever it is saved. Click **open**. (This can be any type of document).



6. The file will now be uploaded

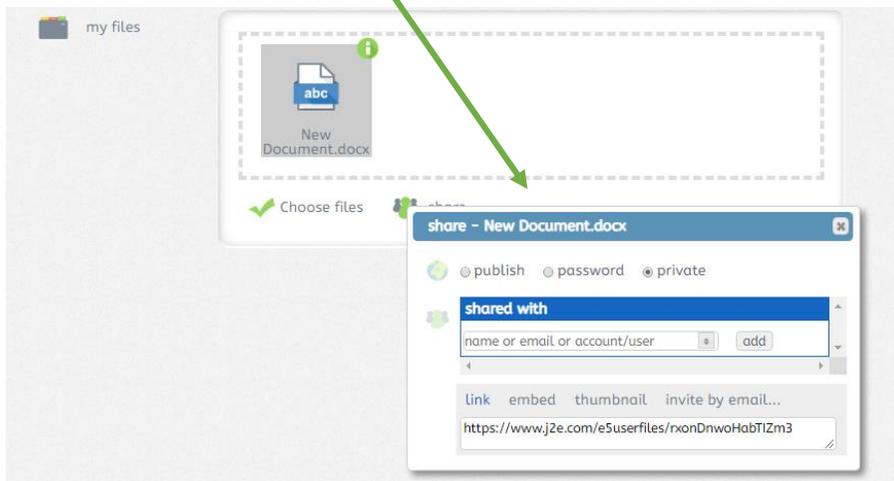## To **share** a document on J2e with your teacher

To **share** a document you have just **uploaded**.

NB: you will need to "share" documents individually, (1 at a time).
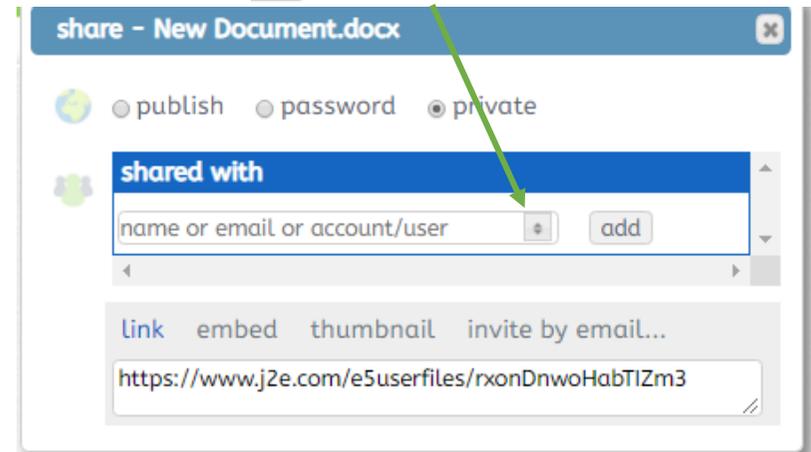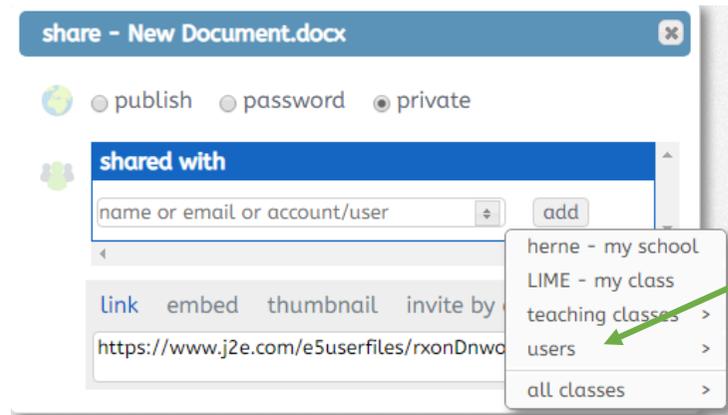
1. Click on the document you want to share.



2. Click on **share**

3. This screen will open.
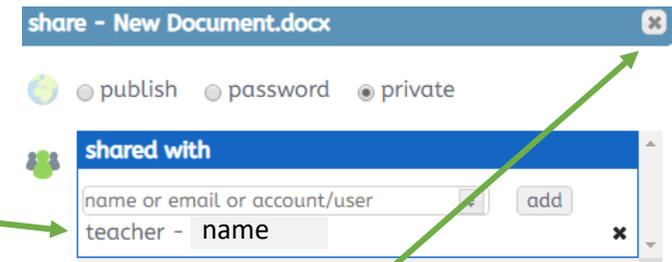


4. Click on the small [ ] arrows



5. Click on **users**



6. From this, a list of teachers will appear – select your teacher.

7. Your teacher's name will appear below the "Shared with" box.

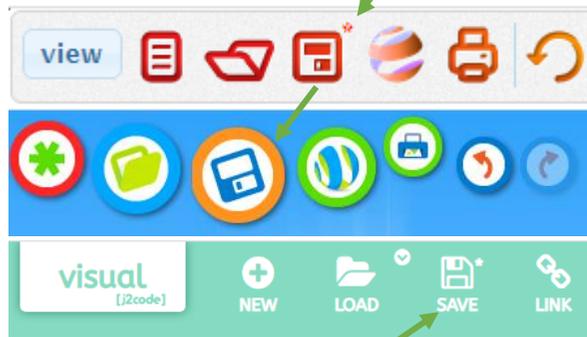8. Your document has now been shared. You can press the [ ] to come out.

## To **save** & share a document on J2e with your teacher

If you are working **within** a programme of J2e and need to **save** your work.

1. Depending which programme you have been working on in J2e, will depend on the "save" button you see.

   

   Most of the time it will be a "floppy disk" symbol top left of your screen. **Click** on it.

   

2. The **"save"** screen will appear.

3. Type in a **"title"** for your document.

   

4. It is a good idea to include your name and the objective of the work in the "title" of the document.
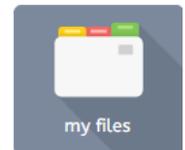
5. **Click** on Save.  Your document is now saved!

## Now, to share your saved work with your teacher!

1. You will need to return to the Home Screen.

   

2. Click on the **My Files** tab

3. Click on the 

   

4. Click on **share**

5. Now, follow steps 3-8 from the "Share Document" page.

   