



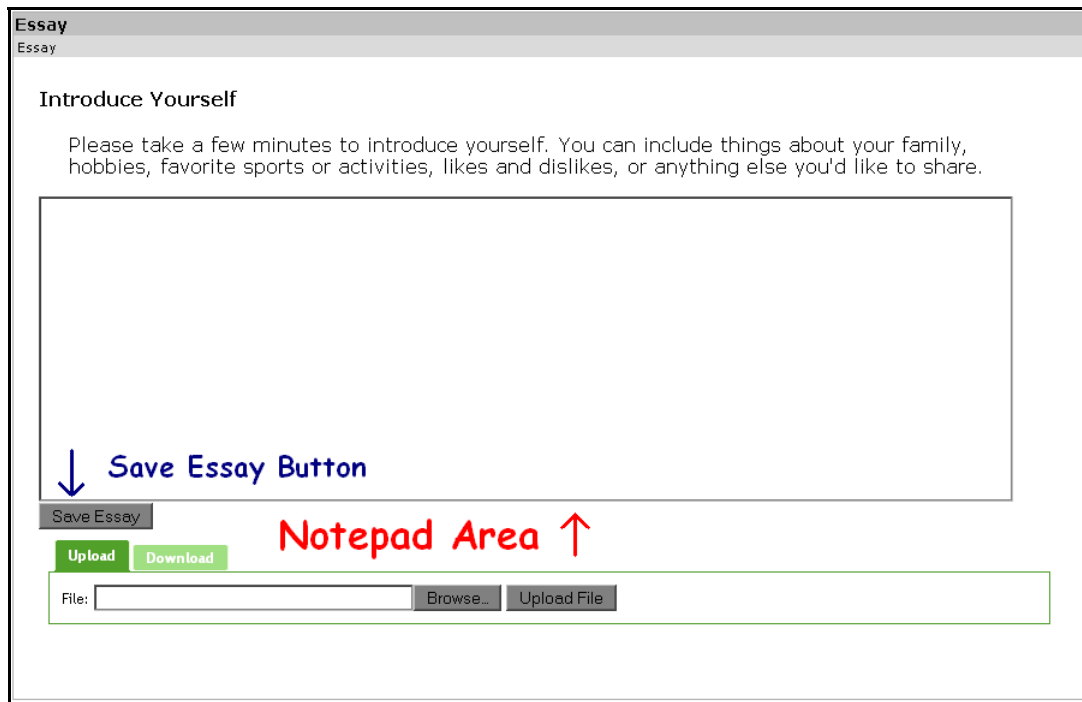
File Upload/Download User Guide

To upload or access files for essays or foreign language sound files using the Switched-On Online website, there are three points to remember.

1. For essays, students can work directly on the Assignment page or upload work created in another file.
2. Teachers can see what the student has saved (direct or uploaded) or, if it is a sound file (.mp3 or .wav), teachers can hear what the student has recorded.
3. Any changes to the work requires the page be saved or a new file be uploaded.

Essays

To begin, the student can work on any essay just by typing into the **Notepad Area** of the screen, as if using any basic text editor.



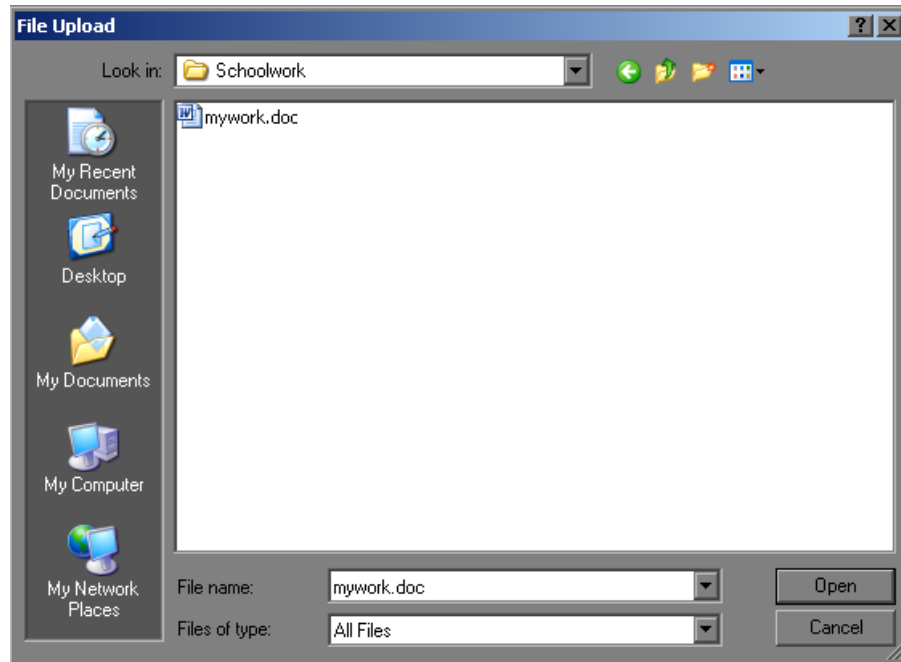
After typing in the notepad area, a small message appears above the **Save Essay** button to remind the student that the work in the **Notepad Area** has not been saved yet. By clicking the **Save Essay** button, any text in the **Notepad Area** is saved for the student and the teacher to retrieve.

For convenience, students have the ability to upload their essays using a word processor.

When uploading your work as a student, find the file to upload by clicking the **Browse...** button.



A new window appears to allow you to search for the file on your computer.



Double click the file, and the **File Upload** window disappears.



Click **Upload File** to finish. This may take a few minutes depending on the type of file you upload.



Your file has been uploaded and will be available within 24 hours. Do NOT navigate away from this page until you see this message and no longer see "Loading" on your browser tab. If you navigate away from the page before you see this, your file does not completely upload. The person trying to download the file then receives an error message instead of the file.



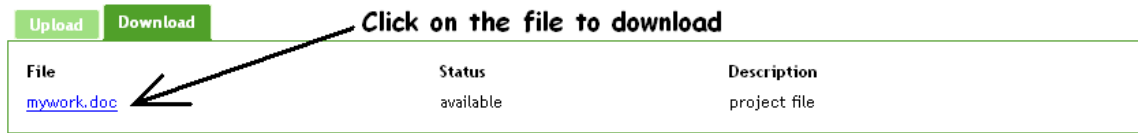
Refresh your page and click the **Download** tab to see to see that it has been uploaded.

File	Status	Description
mywork.doc	available	project file

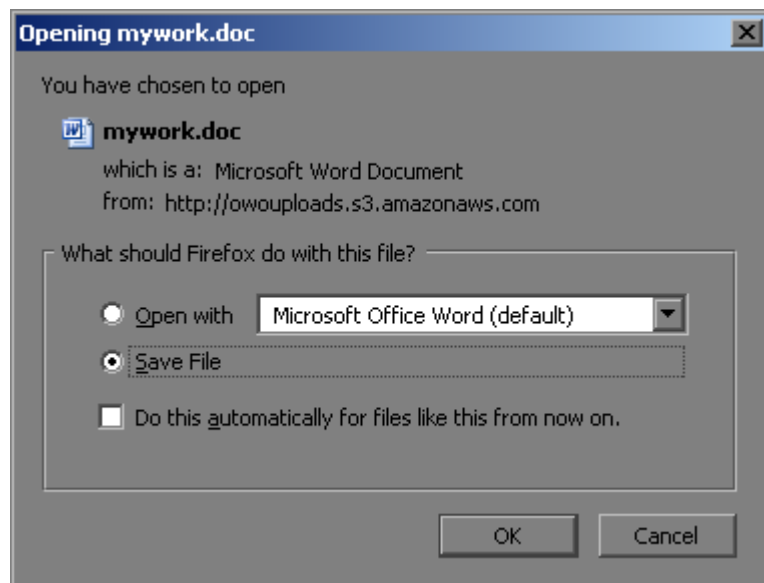
Click **Finish Assignment** if all questions are done.



Second, in Teacher, to view and grade the file the student uploaded, click the green **Download** tab and then click the name of the uploaded file (as shown below). Keep your file name short. When it is uploaded, additional information is automatically appended to the filename. If you find that a file cannot be downloaded, check the length of the filename. If it is long, try shortening it.



When the box appears, select **Save File** and click **OK**.



Save the file to a location you prefer, where you can open and edit the file; making any changes, additions, or comments as necessary. Save the work to your computer and upload using the same steps as shown above to return the work to the student.

Sound Files

Sound files are .mp3 or .wav files the student records, saves and uploads to the Odysseyware website. They are uploaded and downloaded in the same way as described above. Both the student and the teacher must have an application, such as Windows Media Player to record and listen to the file. (There are multiple media players available free to download as needed.) A microphone or a headset with a microphone is necessary to record a sound file.

To begin, the teacher uses the Special Project in any unit of a course to create the recording assignment. Next, the student responds to the project by creating a sound file (mp3 or .wav) using their microphone and sound recording application. The student saves the sound file and uploads it just as they would a word processor file.

The teacher downloads the sound file, just as for any other essay file, listens to the file, and grades it just as with any other assignment. The teacher can create and upload a sound file in the same way the student did to provide an example or send oral feedback. Use the **Note** or **Messaging** feature to send written feedback to the student.



Frequently Asked Questions:

Q: How many files can be uploaded?

A: Each student can only upload one file per assignment.

Q: What if I make changes to my work later on?

A: You can always upload a new or edited file to overwrite the old one.

Q: I uploaded the wrong file, how do I upload a new one?

A: To upload a new file, click refresh on your browser. This brings back the upload buttons.

Q: What if I can't download my file?

A: Your filename may be too long. Try shortening the filename, save it and then try to download it again. Another possibility is that the uploaded file was very large and the person uploading it did not wait until it was fully uploaded before navigating away from the page. Have the student upload the file again and be sure to wait until the browser NO LONGER says "Loading".

Q: My file is taking a really long time to upload (or it won't upload). What can I do?

A: The largest file you can upload is 10MB. This should not take more than a minute or so. If it takes longer or the file won't upload, the file name may be too long. Try shortening the name of your project file. Keep file names concise because the system automatically adds path information to the file name.