

To submit an electronic copy of a write up, students should:

Log in to a school computer using their NBSS username and password.

Type and save their write up as **LASTNAME FIRSTNAME**.

(Alternatively, it can be typed it at home, brought in, and submitted at school.)

Click on **START** (the Windows logo), then click on **COMPUTER**. (Or one of the many other ways to see a list of disk drives.)

Open the “**STUDENT SHARE**” drive (it’s the **S DRIVE** on student accounts or the **T or Q DRIVE** on teacher accounts).

DRAG and **DROP** their **Word Document** (LASTNAME FIRSTNAME.docx) onto the folder called **Grad Write-Ups – Class of 2016**.

This is the only way that write ups can be submitted.

Students cannot open the folder, nor can they view its contents.

All files must:

- **Be in Microsoft Word format**
- **Be named as the student’s name (LASTNAME FIRSTNAME.docx)**
- **Be submitted to the shared folder as described above**