

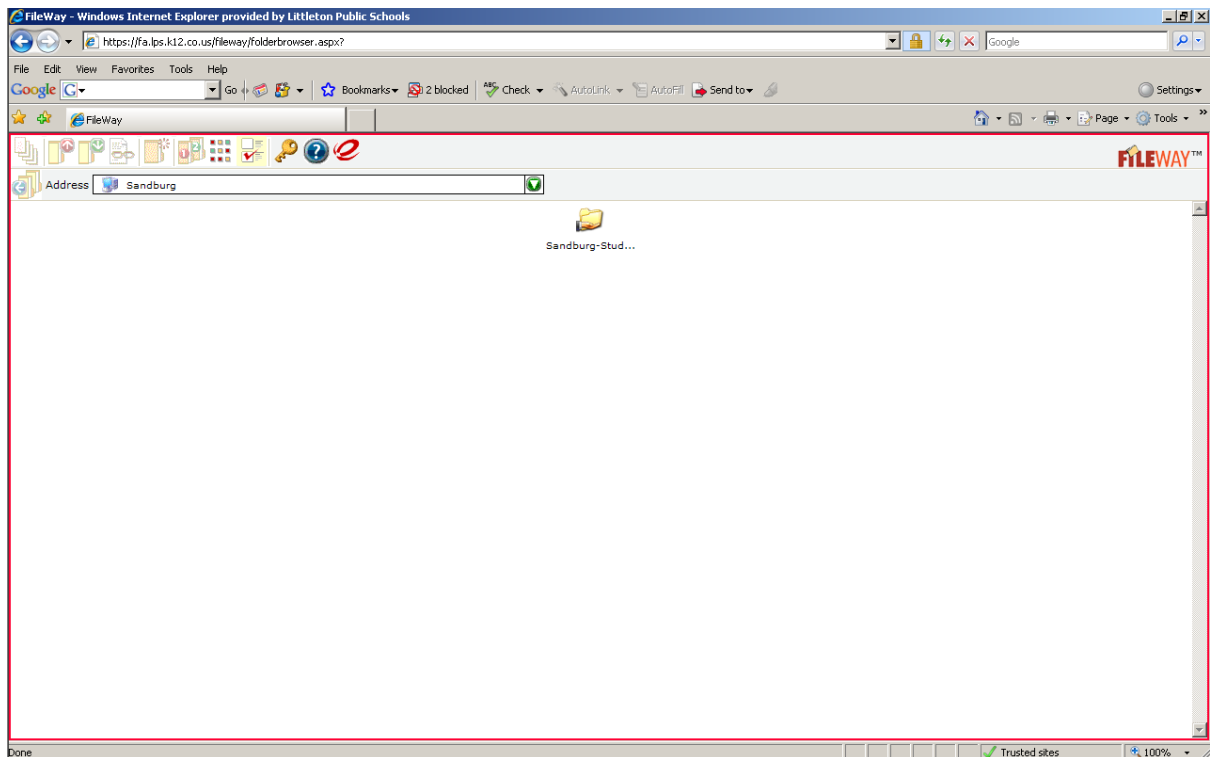
Fileway Tutorial

This is a tutorial to assist students with the use of the Fileway system. This is not intended to be a comprehensive overview of Fileway. The only topics covered here are the uploading and downloading of files so they can be worked on while away from the school.

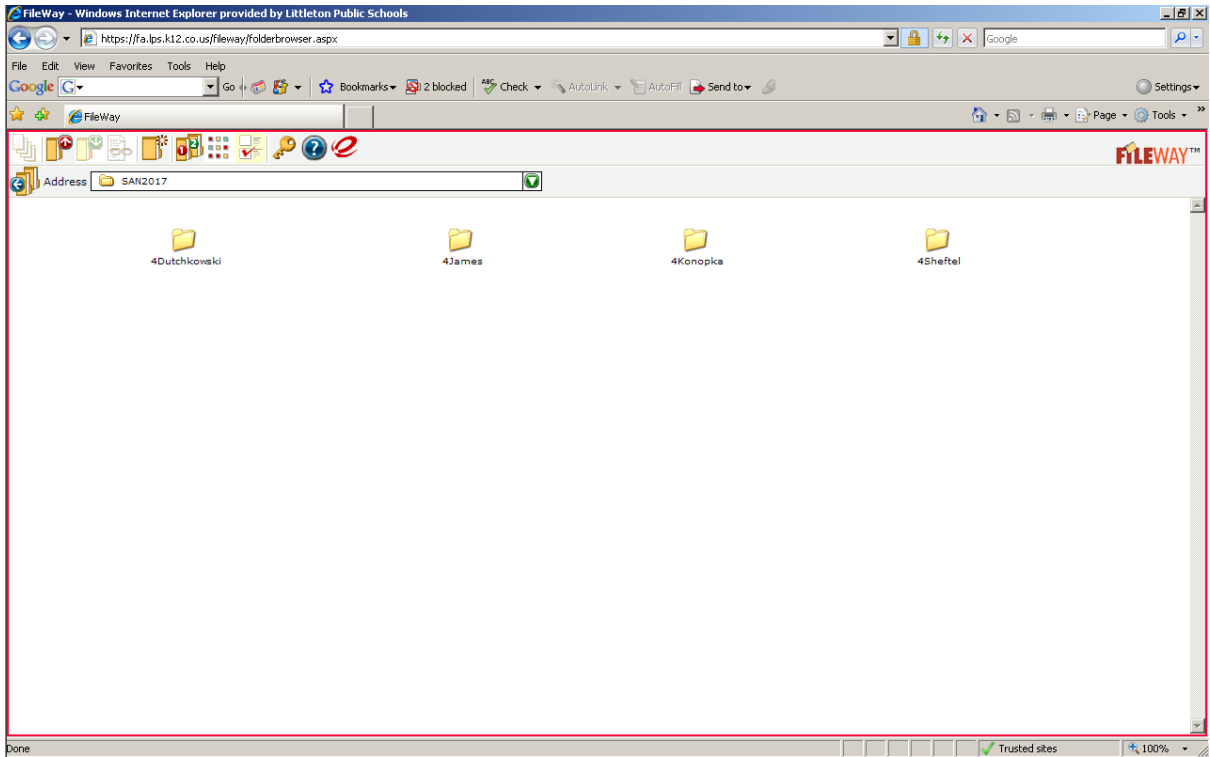
The most important thing in this regard is to remember that Fileway is **NOT** a word processor. Opening files by double-clicking them within Fileway will only allow you to view the file. You cannot make any changes to it. If you want to make a change to a file, you will need to download it to your computer. This tutorial begins after you successfully log in.

1. Navigating within Fileway.

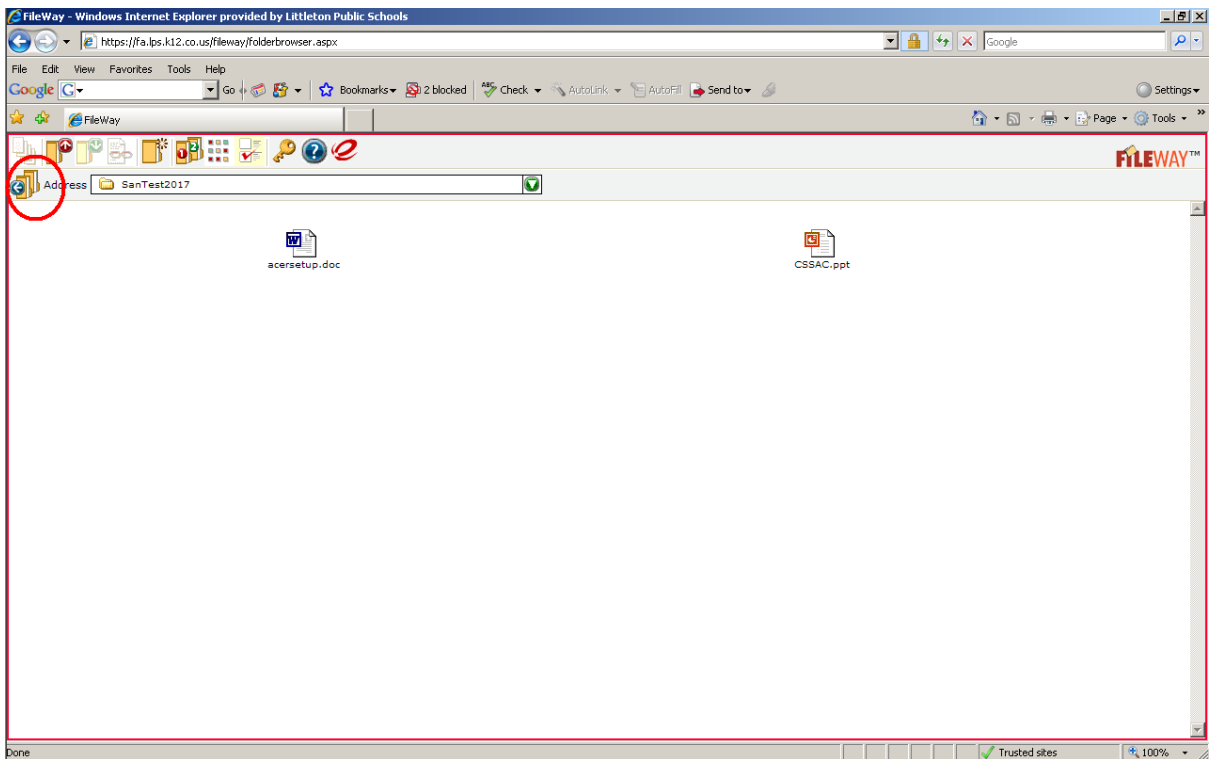
After you log in, you will see the following screen.



The **Sandburg-Students** folder will lead to three folders: **San2016**, **San2017** and **San2018**. Your folder is inside one of these, depending on which grade you are in. For example, third graders need to double-click on the **San2018** folder. Once inside there, double-click on your teacher's folder.



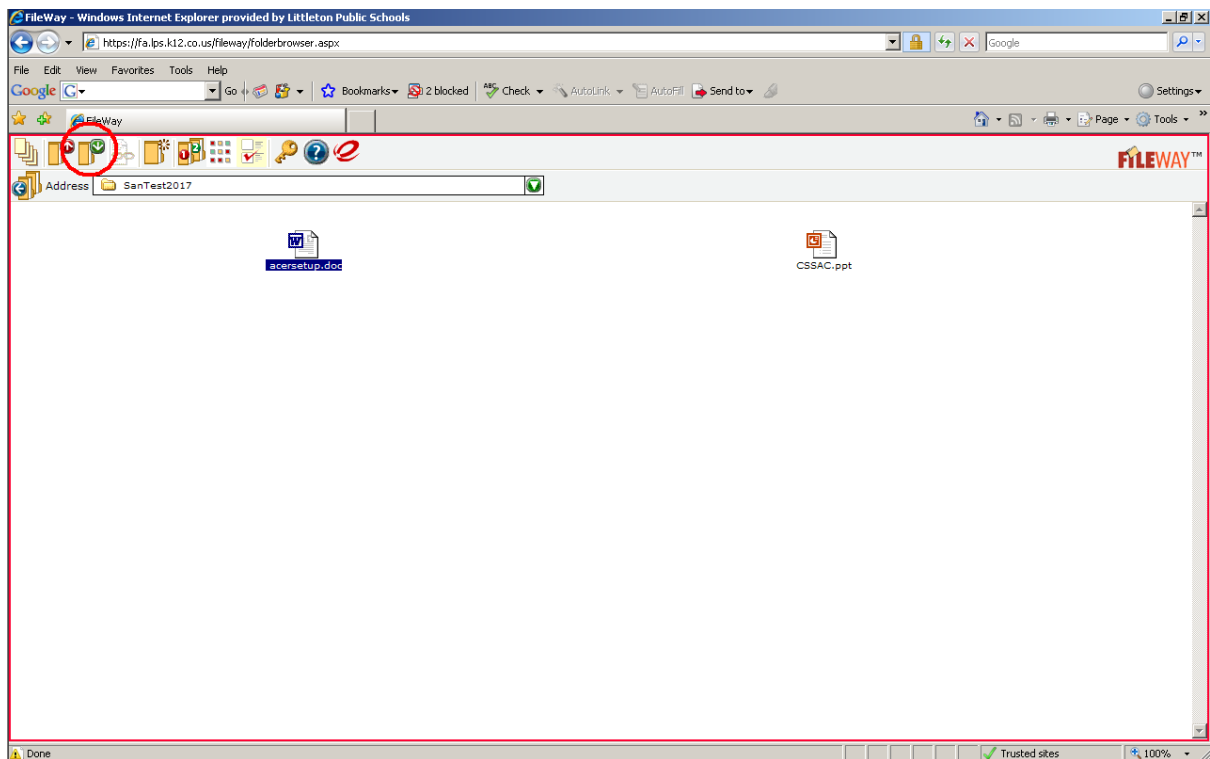
You will now see a folder with your name, which contains all of your files.



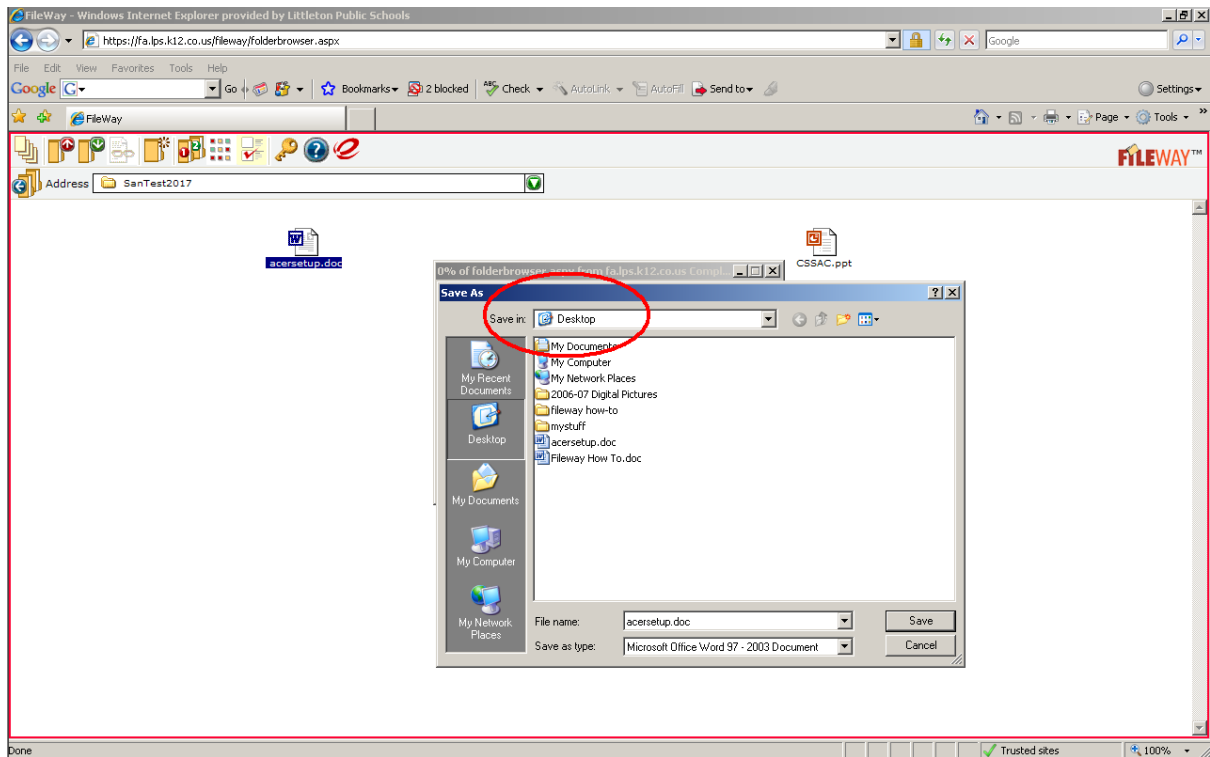
Take notice of the icon inside the red circle. If you want to go back, you should use this button, not the back button on Internet Explorer. Using the internet browser back button may cause you to timeout, which means you may have to log in again.

2. Downloading a file

In order to change a file, you must first download it to your computer. Double-clicking on a file only opens it in a viewer, allowing you to read the document, but not to save or edit it. First, highlight the file that you want to download by clicking on it once, then click the **download** button.



By clicking on the **download** button, you will cause a new window to pop up. This is the familiar window that pops up when you save something, so you should feel relieved and in good spirits, for you can now go on to the next step. You need to save the file locally (not on the network), so you can't save it in My Documents. The easiest method is to save it to the desktop, as I've done here.



3. Changing the file

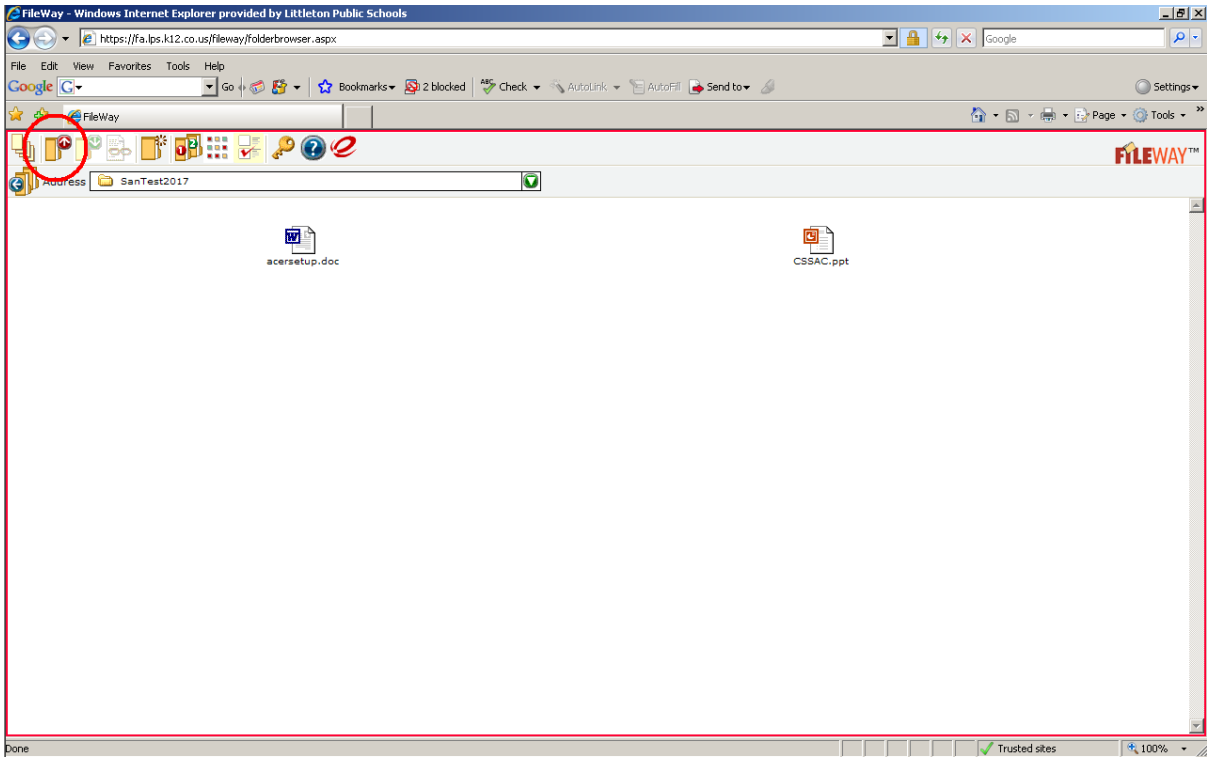
Once you click **Save** and wait for the file to actually download, you are ready to open it with **Microsoft Word** or **Photostory** or whatever program you use for the file you downloaded. If you followed my method of saving it to the desktop, you can find it there. Simply double-click to open it.

Now do whatever it is that you need to do with the file. Save your changes. I'll wait.

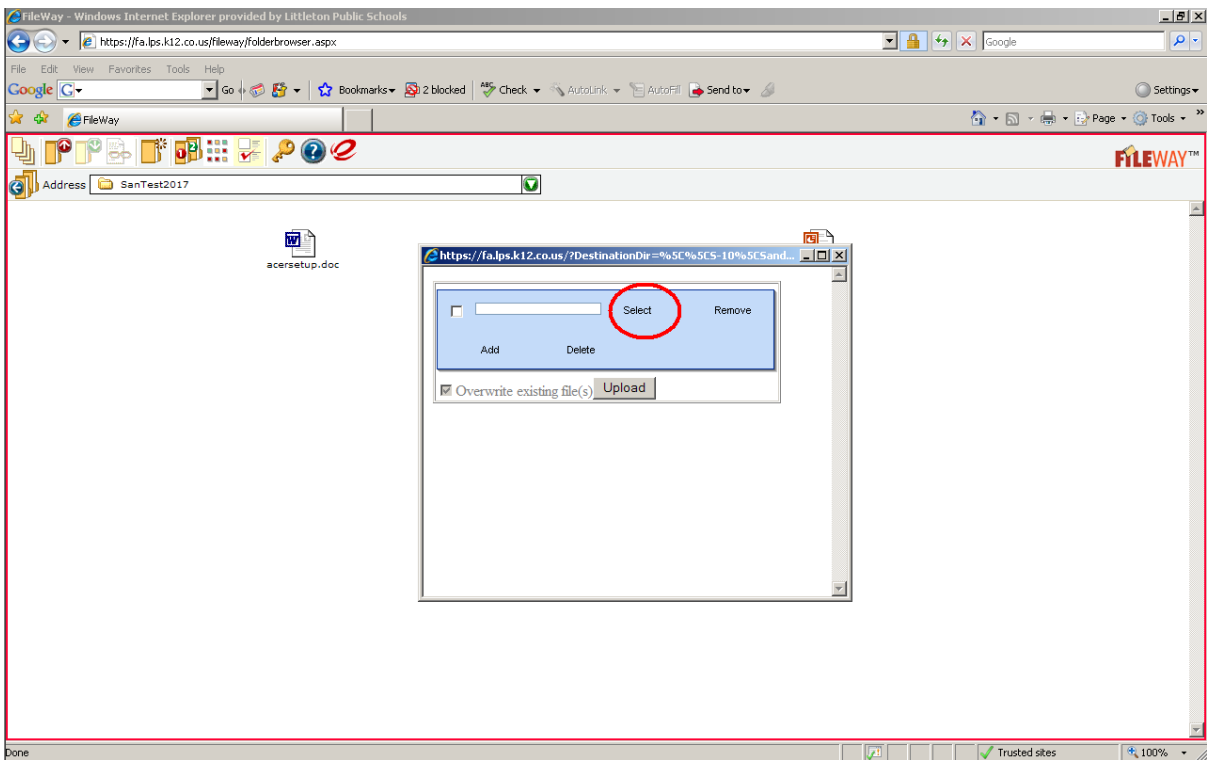
All done? Great! Now it's time to put the modified file back into your student folder.

4. Uploading a file

Log into Fileway if you happened to log out, and navigate to your personal folder. Now, click on the **upload** button, which is located right next to the **download** button.

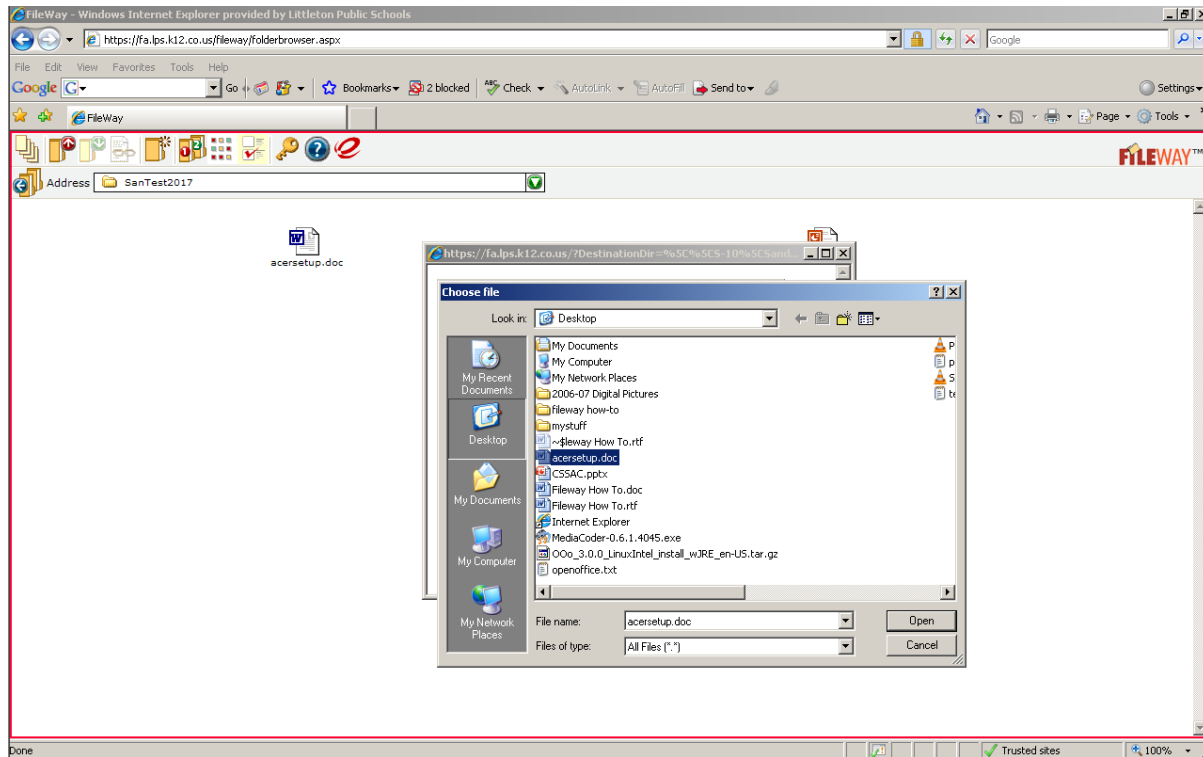


Once you click on the **upload** button, a new window will pop up. It looks like this.



Click the **select** button to put your changed file back on the school network. This will cause the familiar window to pop up. Click on your file, then **Open**.

The button you need is **Select**. Click on it, and that old familiar window pops up.



Find the file you want to put back in your student folder (H drive), select it by clicking once, and click **Open**. This will return you to the previous new window, which had the **Select** button. You now want to press the **Upload**



button.

Notice that next to the **Upload** button, it says **Overwrite existing file**. This means that every time you upload a file, it gets rid of the old version. This is important to know, because if you want to keep the old version, you need to change the filename of the file you just downloaded and changed. I recommend adding numbers to each file as you change them (samplepage1, samplepage2, etc.)

When the upload is complete, you will see the following screen.



You did it!

There is one last thing you should do when you're completely finished. You should click the **logout** button. It's the gold key. Think of it as your golden key to completing a job well done.