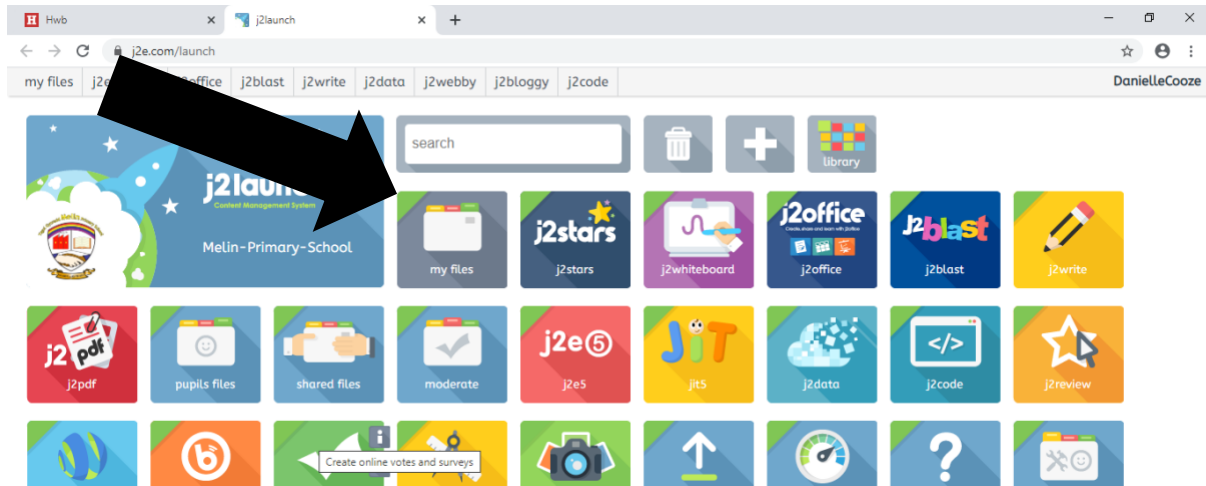


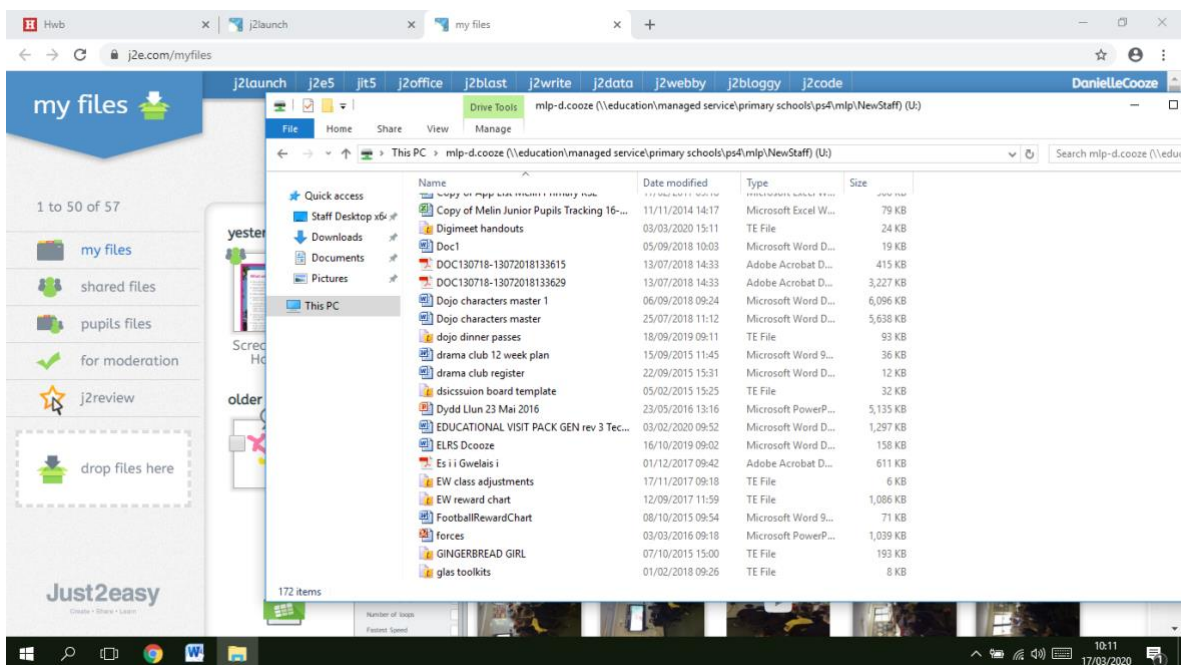


How to upload a file/photo to J2E

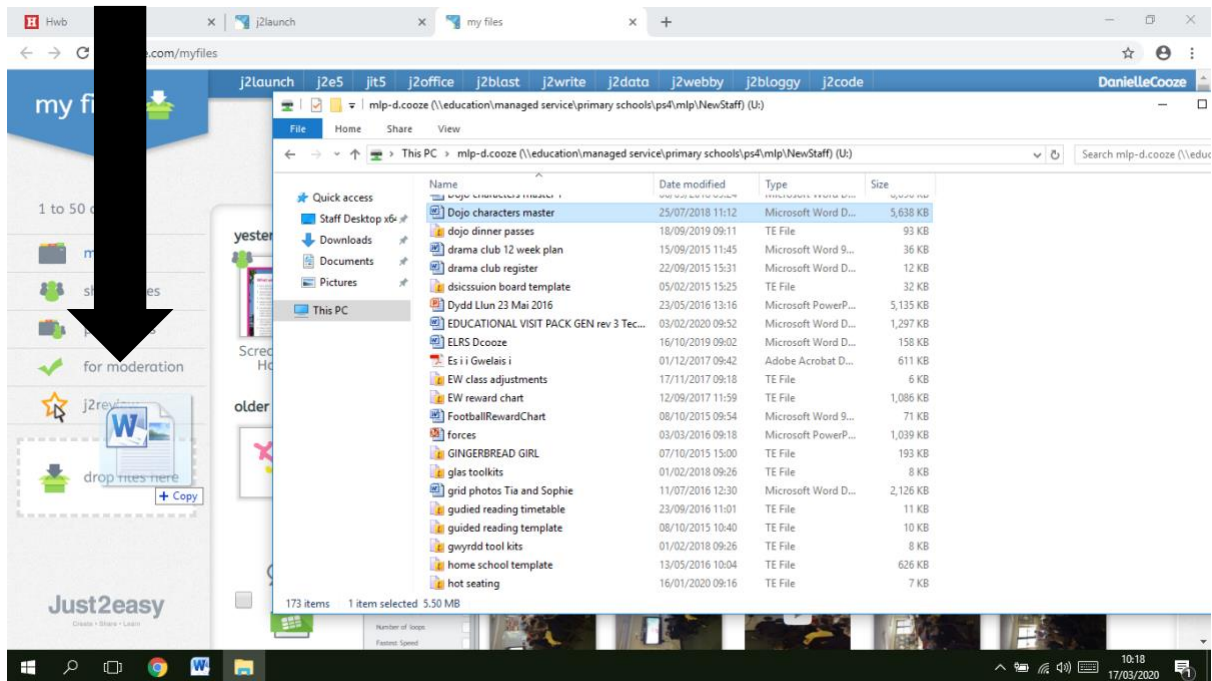
Step 1: Start at the J2 Launch homepage, click on 'my files'



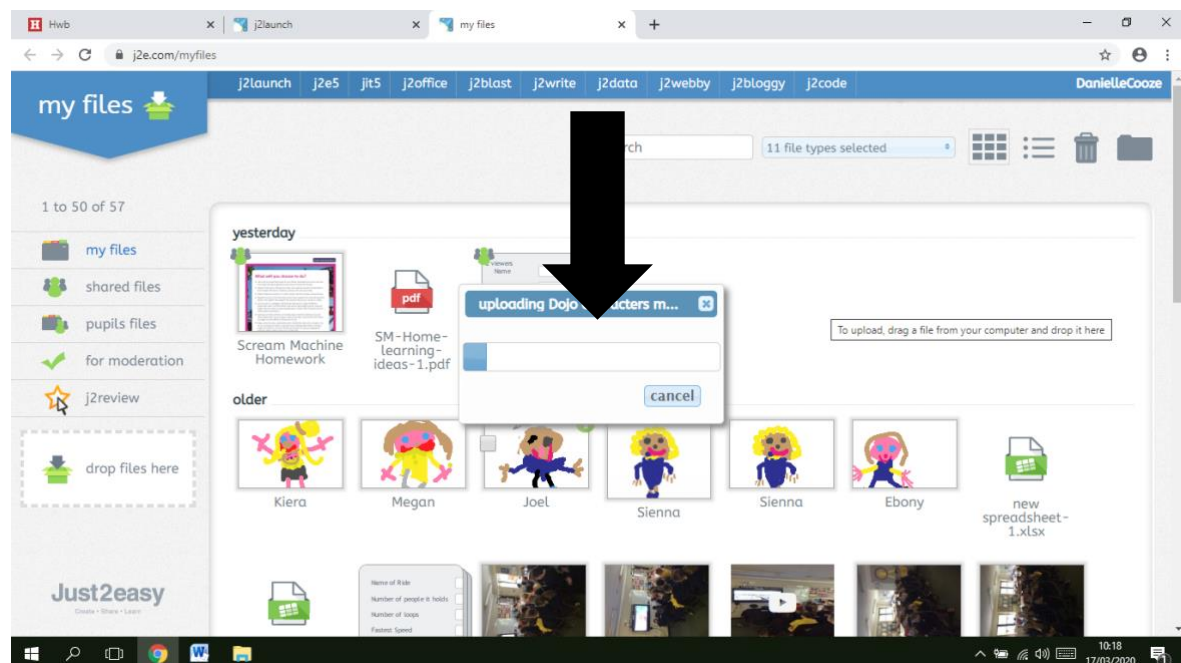
Step 2: Once in 'My files' you can now upload a document by selecting the document from your computer files or desktop and simply drag it to the icon that says 'drop files here'



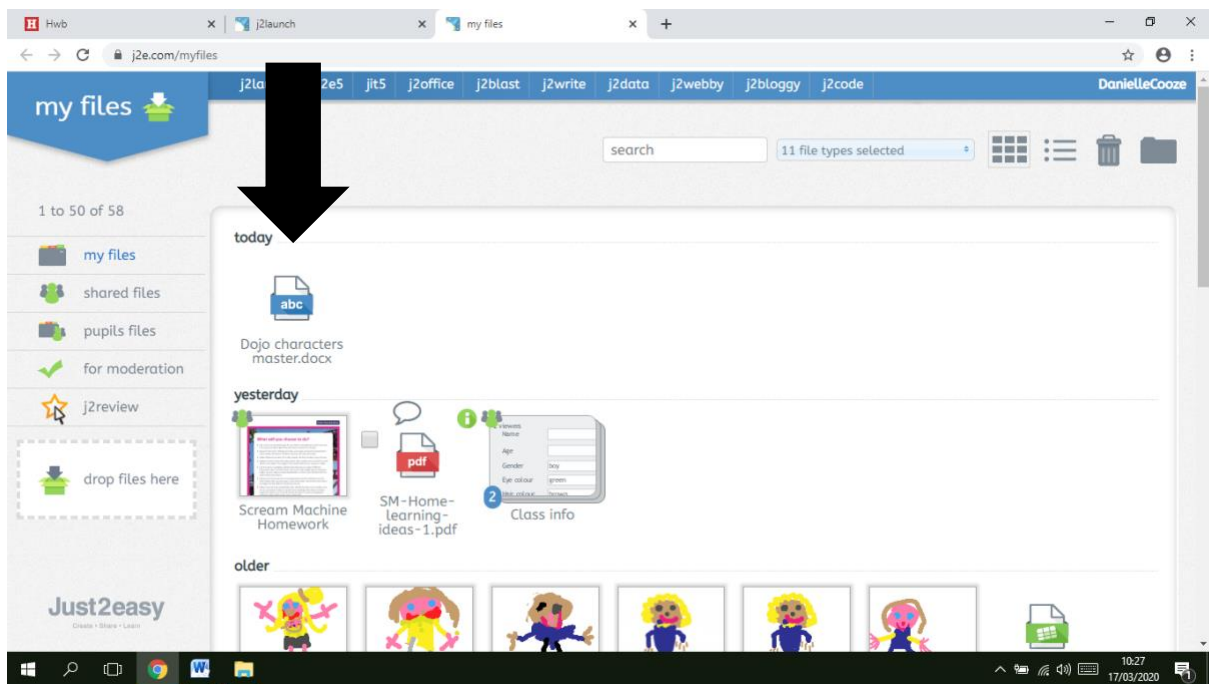
Step 3: You will see the file floating as you move it to the dropbox



Step 4: It will show the file being uploaded



Step 5: Your file will then appear in your files. Your class teacher can then view it from here.



Please note to upload a photo would be done the same way.