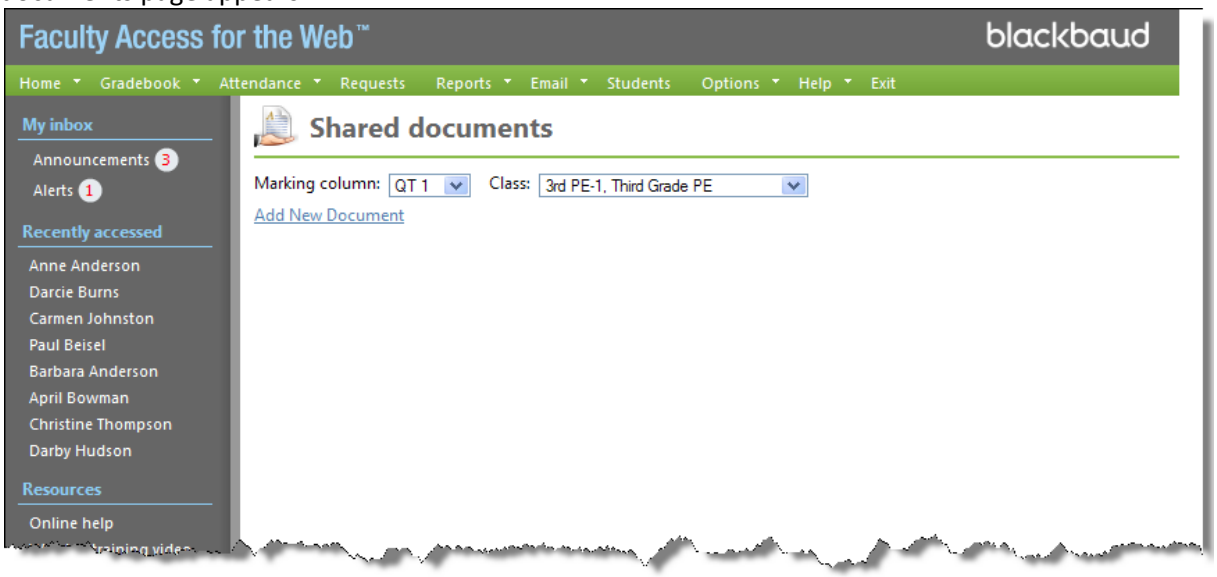
Faculty Access for the Web 7

Teacher Tutorial: How to Add Shared Documents

In *Faculty Access for the Web*, you can quickly upload documents for classes. You upload documents on a per marking column and class basis. You can also associate the new shared document with an assignment. In *NetClassroom*, users can download the documents. You can upload files of any type, such as Microsoft *Word*, Adobe *Acrobat PDF* files, and image files.

1. On the Home page, in the **My Classes** grid, click **Settings** to select the academic year and session to which you want to add shared documents.
2. From the navigation bar, under **Gradebook**, click **Add shared documents**. The Shared documents page appears.



3. Select the marking column and class.
4. Click **Add New Document**. The **Shared documents** grid appears.
5. Add as many documents as you need for the class.

Assignment	To associate documents with a specific assignment, select an assignment. If you do not select an assignment, the documents associate with the class and *NetClassroom* users can access the document when they view class information.
Name	Enter the name of the document. This name appears in *NetClassroom*.
Description	Enter more information about the document, such as instructions on how to complete the assignment document. This description appears in *NetClassroom*.
File	To search for and select your document for upload, click **Browse**. You can upload files of any type, such as Microsoft Word, Microsoft Excel, Microsoft PowerPoint files, Adobe Acrobat PDF files, and image files.

	Click **Open** to add the file.

6. To upload the shared documents to the web server and return to the Shared documents page, click **Save**.