

How to Drop a Signed Document to Mrs. Foster

STEP 1: Retrieve, Save and Sign the Document

- 1) Access the file from the Wiki
- 2) SAVE the document to your H: drive/Chorus folder in the following format:

PERIOD-LASTNAME-FIRSTNAME-DOCUMENT

Example: 2-Foster-Meg-Syllabus

Example: 3-Foster-Meg-CommitmentForm

*Assignments saved in the incorrect format will not receive full credit! (I'm not as concerned with what you name the document as I am putting the period, last name and first name)

- 3) RIGHT CLICK on the document in your chorus folder and choose: Open With PDFAnnotator
- 4) Using your stylus, click on the "pen" icon at the top of the page, fill out the form/get parent to sign and SAVE it!

STEP 2: Drop it to Mrs. Foster

- 1) Go to www.dropitto.me/mfoster (there is also a link on the Wiki)
- 2) Enter the password: **chorus**
- 3) Click on the "Browse . . ." button and find the document on your H: drive/chorus folder
- 4) Click Upload