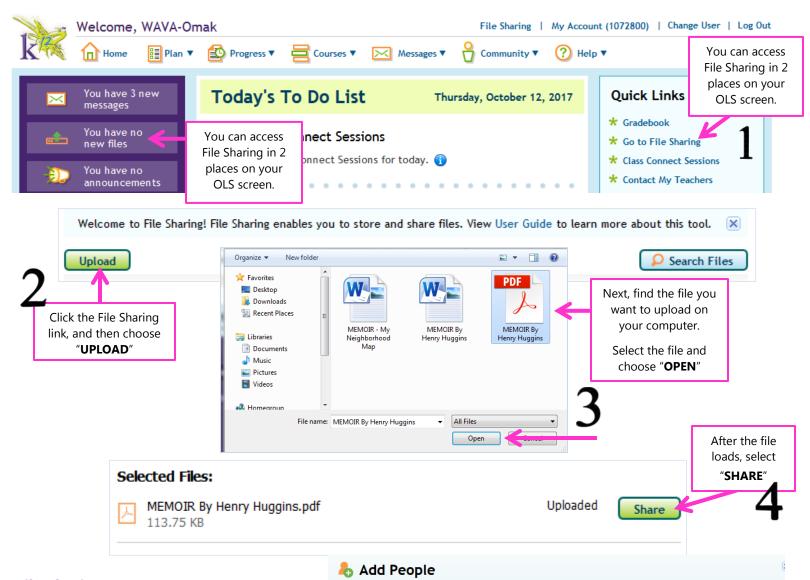
How To Use File Sharing

{to upload assignments}



File Sharing is a tool that will enable students and teachers to quickly and easily **share documents**. It is only available when logged into the **Student OLS account**. You can upload and share files in the following formats:

Word Document: doc, docx, odt

Video: wbd

Spreadsheet: ods, xls, xlsx **PowerPoint**: odp, ppt

PDF: pdf

Image: eps, gif, jpeg, jpg, odg, png, psd, tif

Audio: mp3, mpeg, wav, wma

An uploaded file can be **up to 10 MB**. You have a total of 1 GB storage space. To make room for new files, delete old or unwanted files.

