

## Adding Exam to Office Turn-In Folder

1. Create and save your exam to your own H:\ drive using **course\_name\_lastname**.
2. **If ALL teachers of a course are using the same exam save the exam as course\_name\_ALL.**
3. Open your H:\ drive and copy your exam by right-clicking on the file name and choosing copy. Make sure the exam document is closed. Do NOT use “save as.”
4. Click on the Departments Drive (Y:\).
5. Open the “1-**Office Turn-In**” folder and click paste.

**Please note:** You cannot use “save as” because the folder is set-up like a write-once folder. If you submit the file as “save as” the file will have no content and will have a zero size.