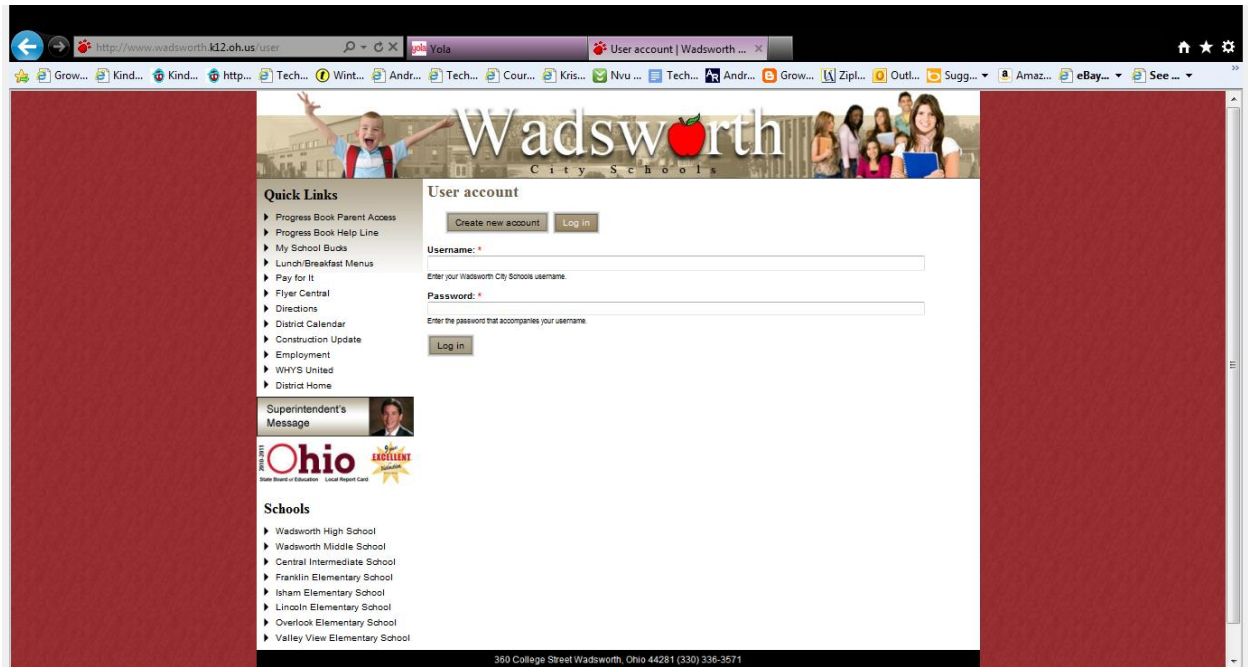


Uploading your Weekly Newsletter

1. Go to <http://www.wadsworth.k12.oh.us/> and click on *Intranet* on the bottom right of the screen.



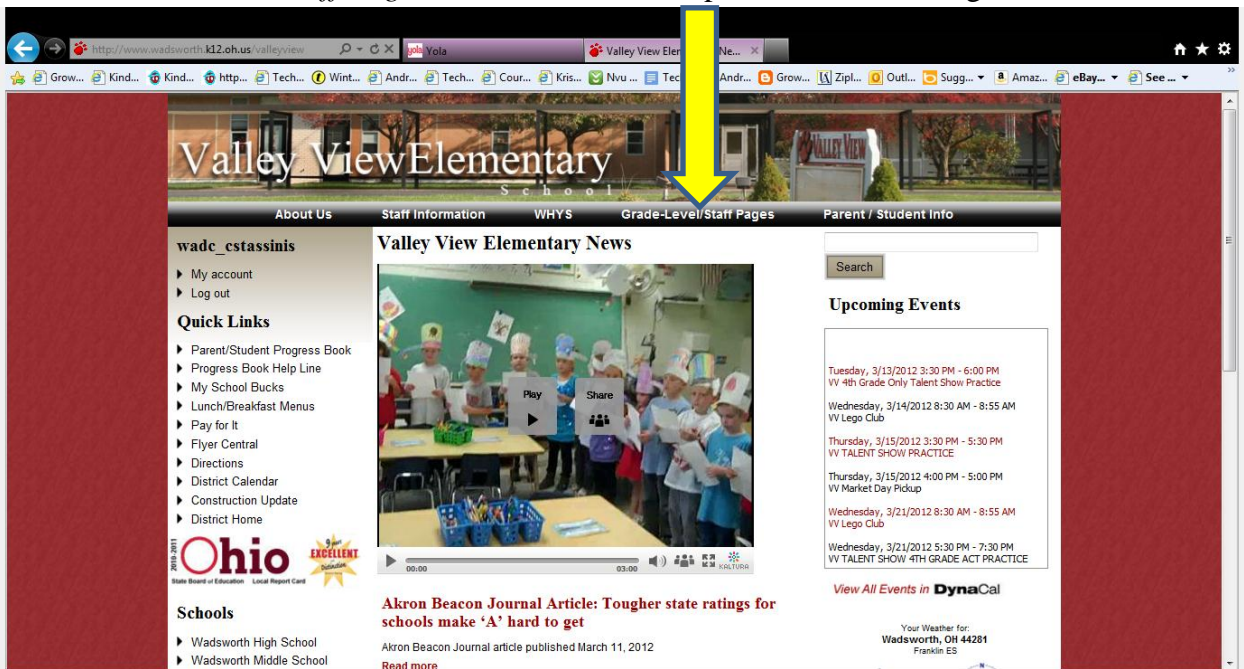
2. You will reach this page. Enter your username and password and press *Log In*.



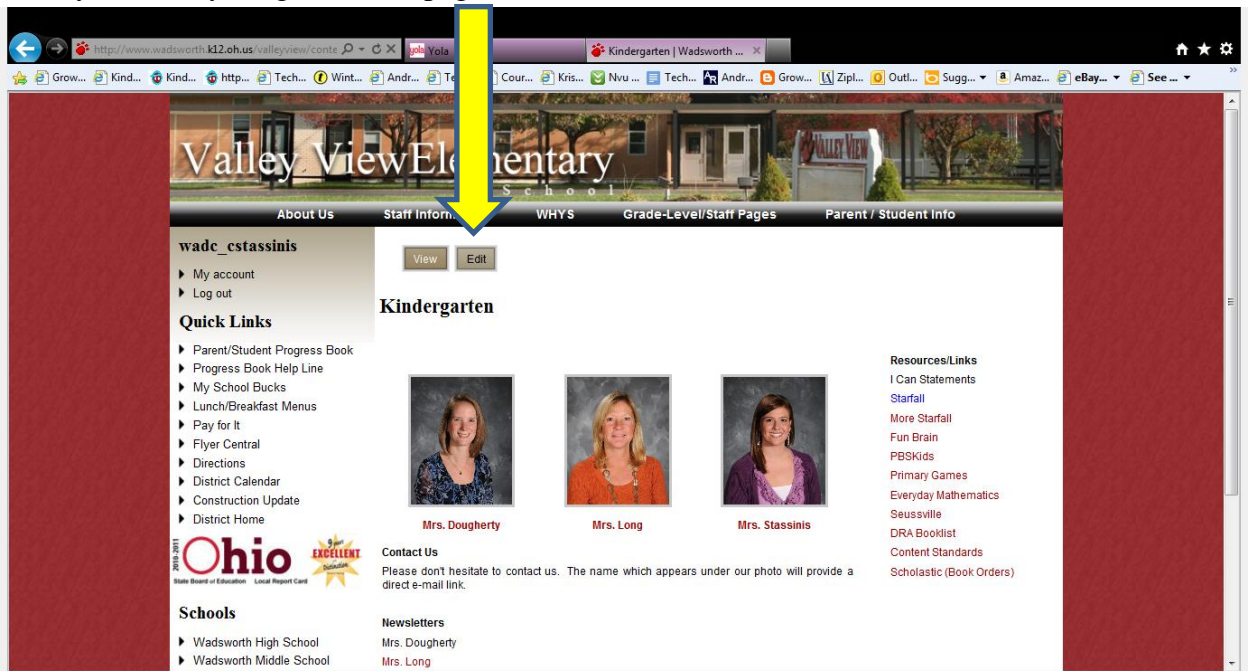
3. Click on *Valley View Elementary School*, located on the bottom left of the page.



4. Click on *Grade Level/Staff Pages*, located across the top menu, and choose grade level.



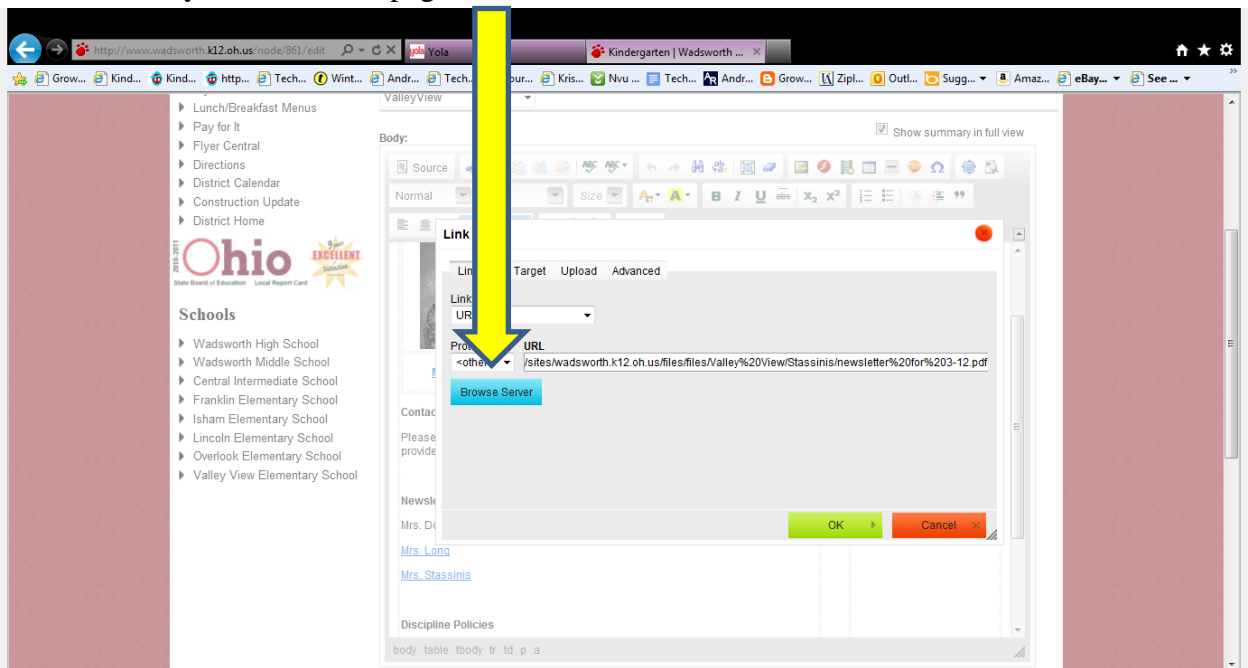
5. Once you reach your grade level page, click *Edit*.



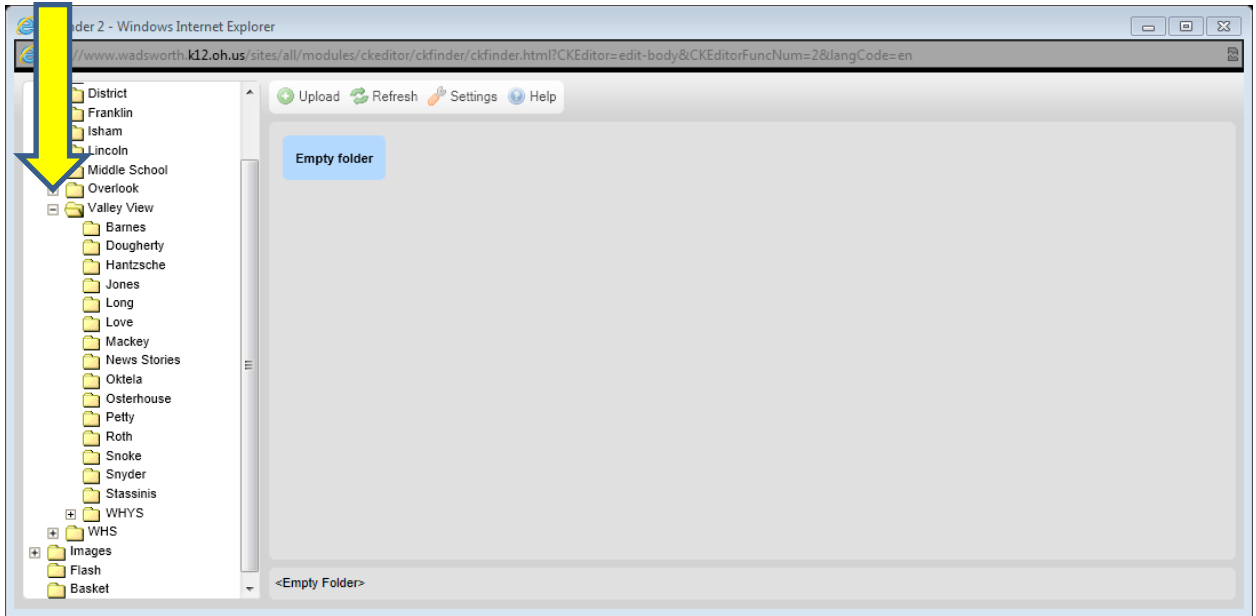
6. Highlight your name and click on *Unlink* , to “delete” the link to your past newsletter.

7. Making sure your name is still highlighted, click on *Link* .

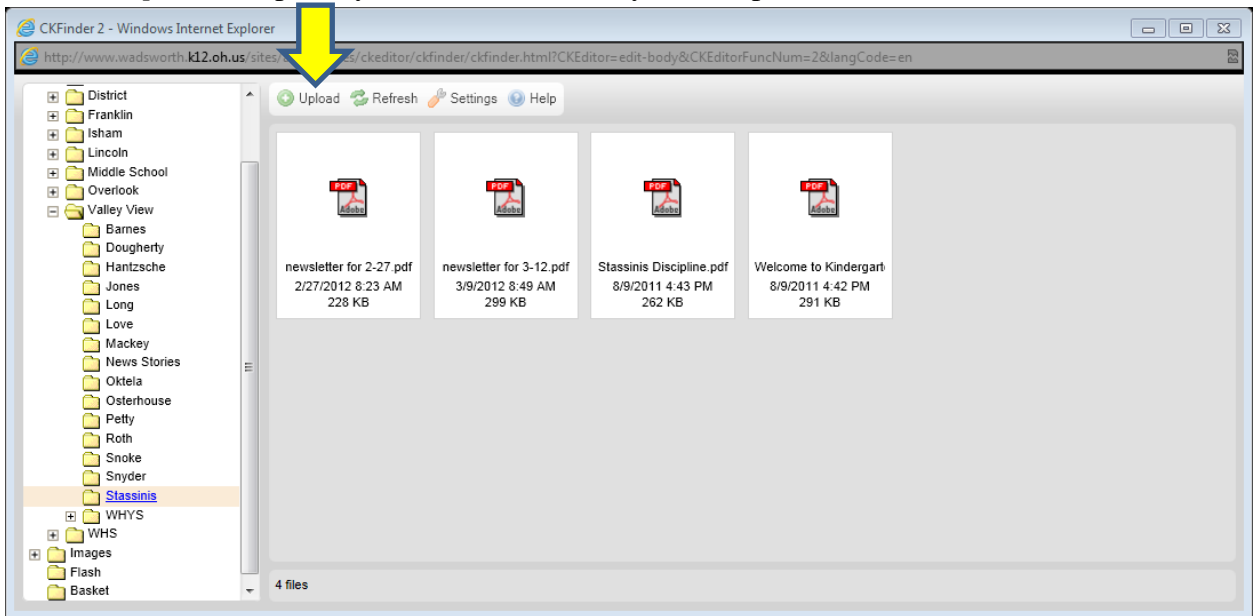
8. This will lead you to this next page. Click on *Browse Server*.



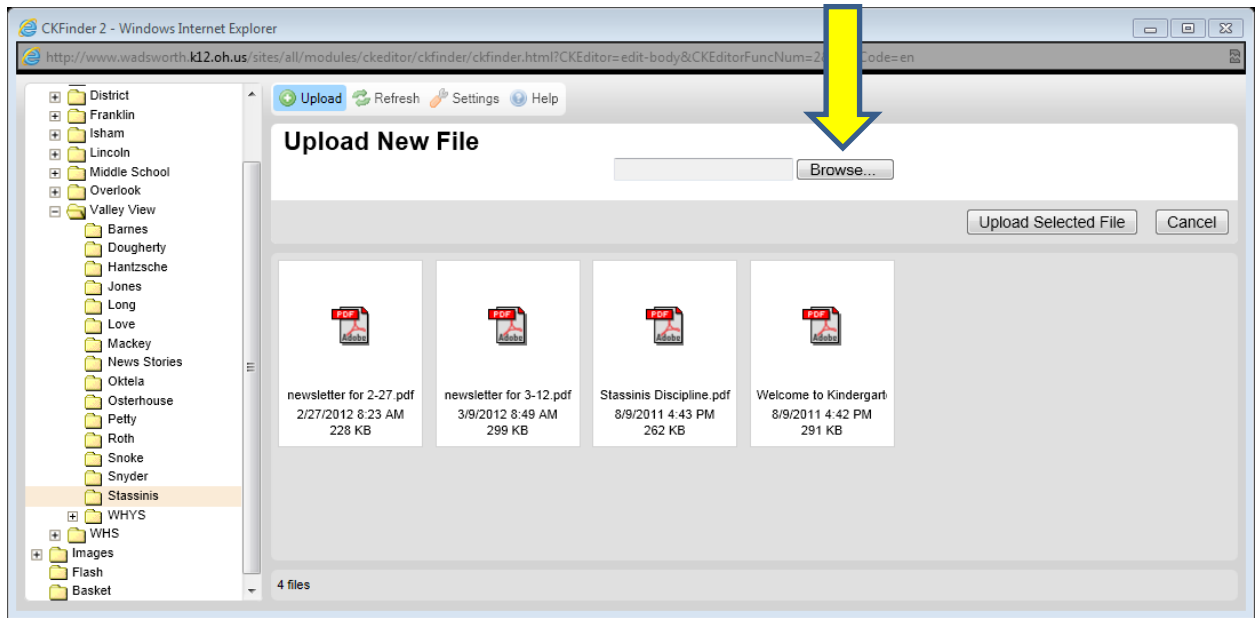
9. Click on the + next to *Valley View* to open the list of teachers and click on your name.



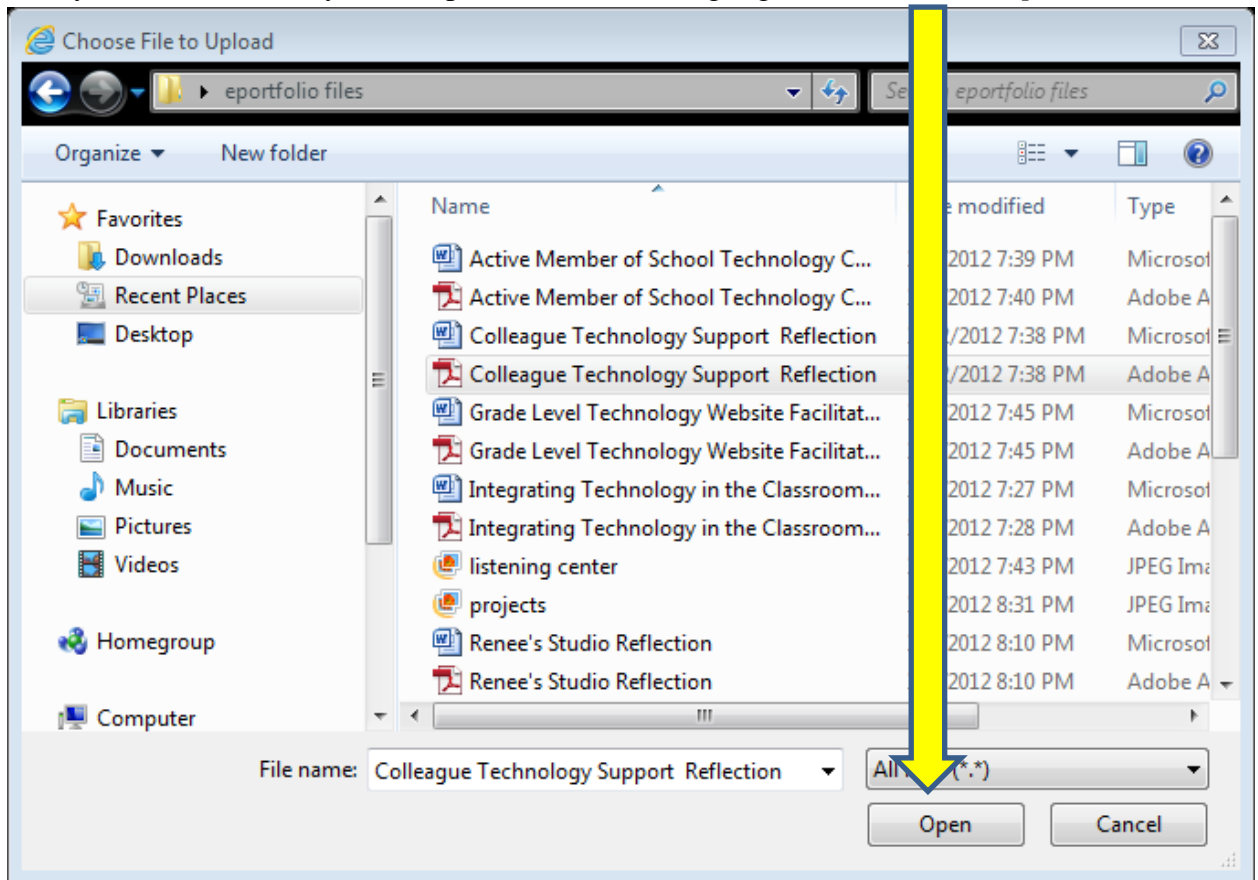
10. Click on *Upload* to upload your newsletter from your computer file.



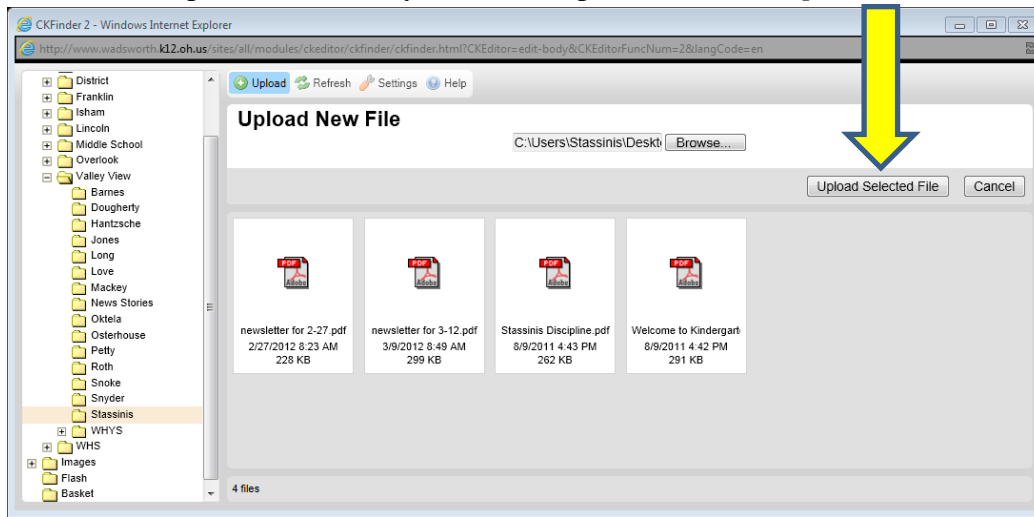
11. Click on *Browse*.



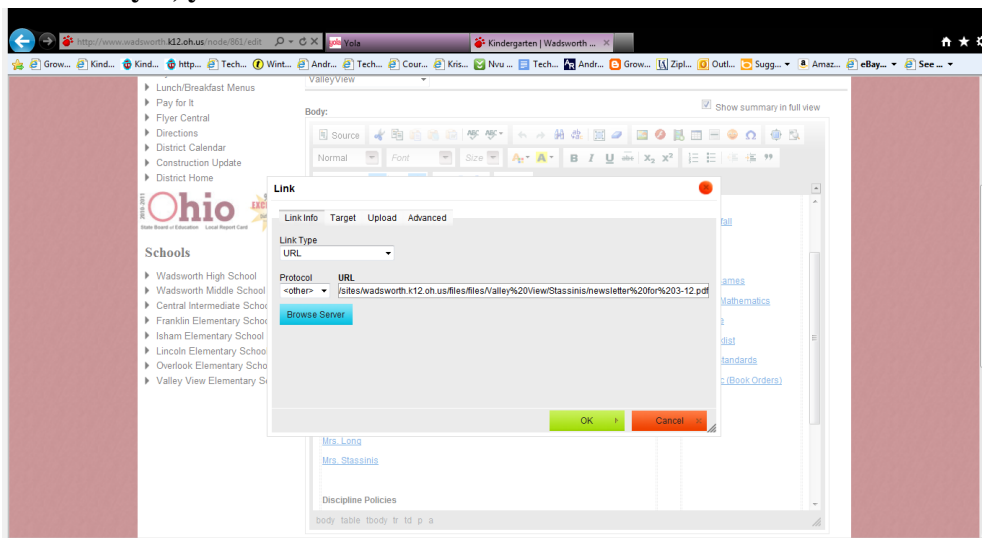
12. Find your newsletter off your computer file, click to highlight, and then click *Open*.



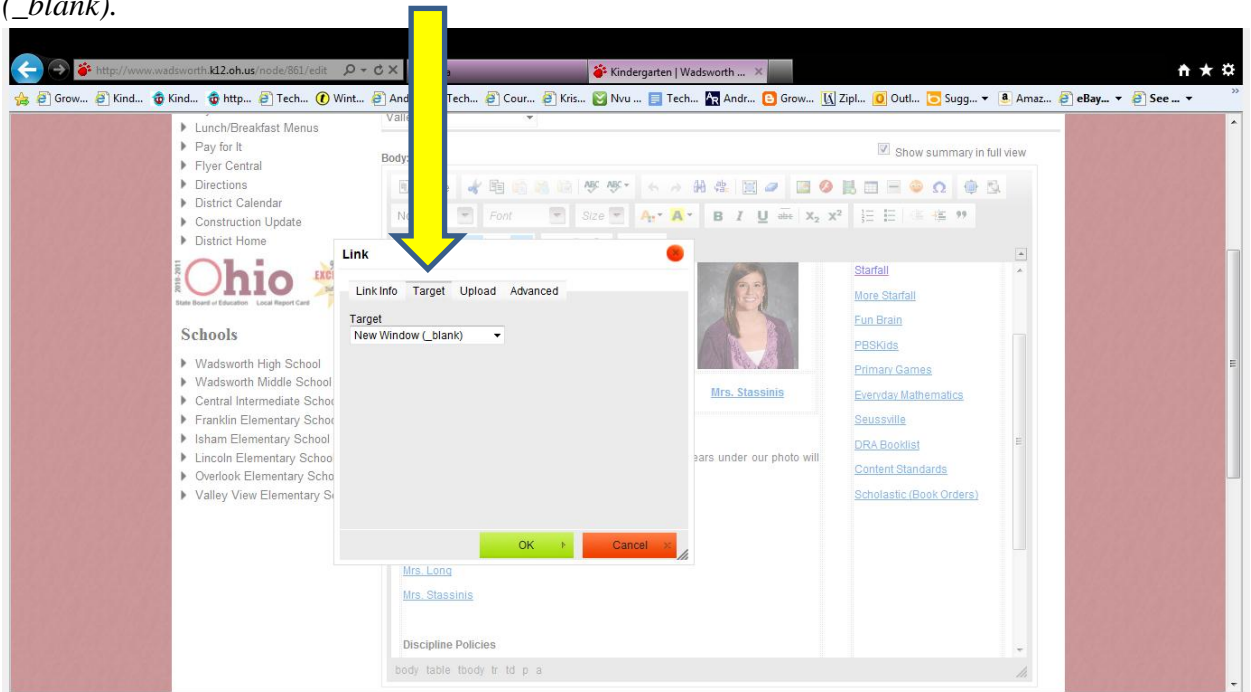
13. Click on the uploaded file that you want to upload and click *Upload Selected File*.



14. Click on the file that you want to upload **4 times**. You will be lead to this page. **Do not click OK yet, you're not done!**



15. Click on the *Target* tab and click on the drop box to select the option of *New Window* (*_blank*).



16. Now press *OK*. You'll be lead back to your grade level page. You **must** click *Save* found at the bottom of the page for all changes to be saved.

