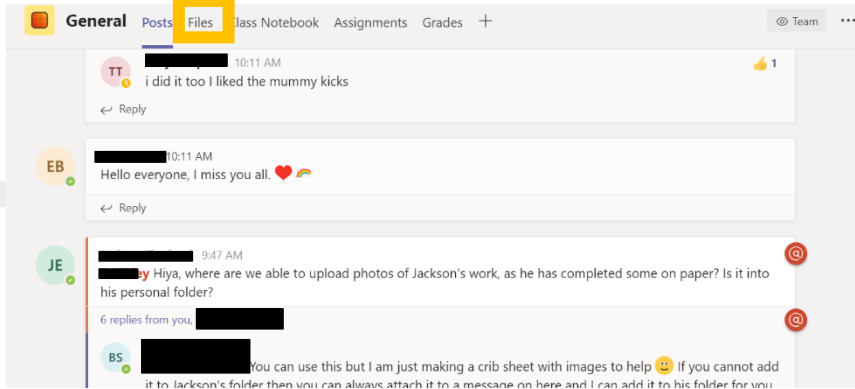
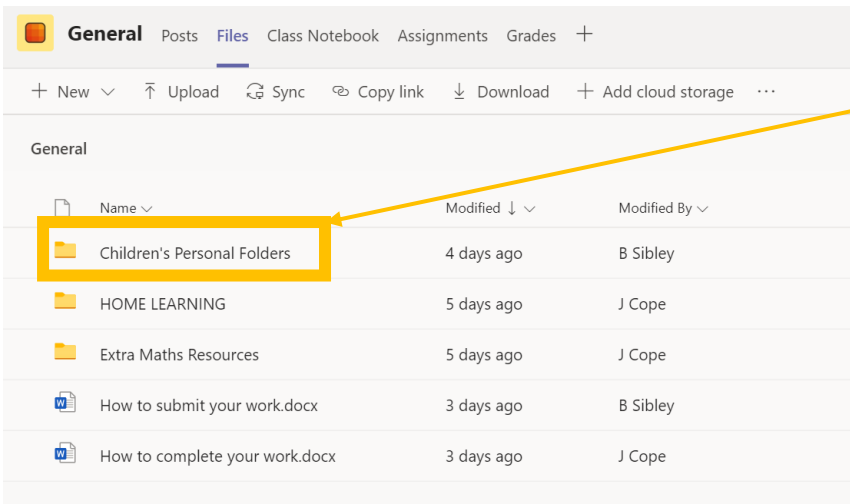


# Uploading Photos

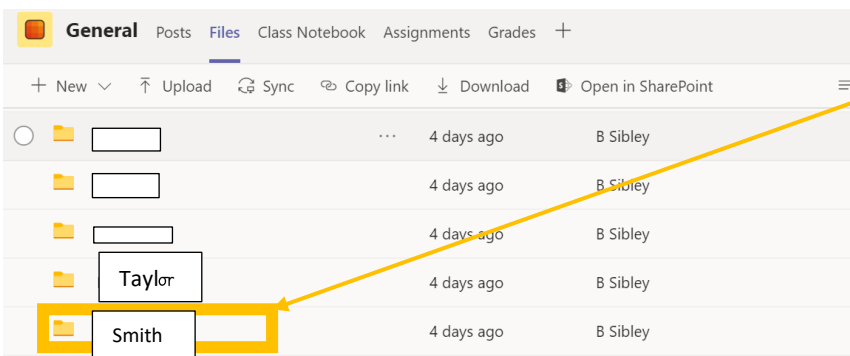
1. Click on files



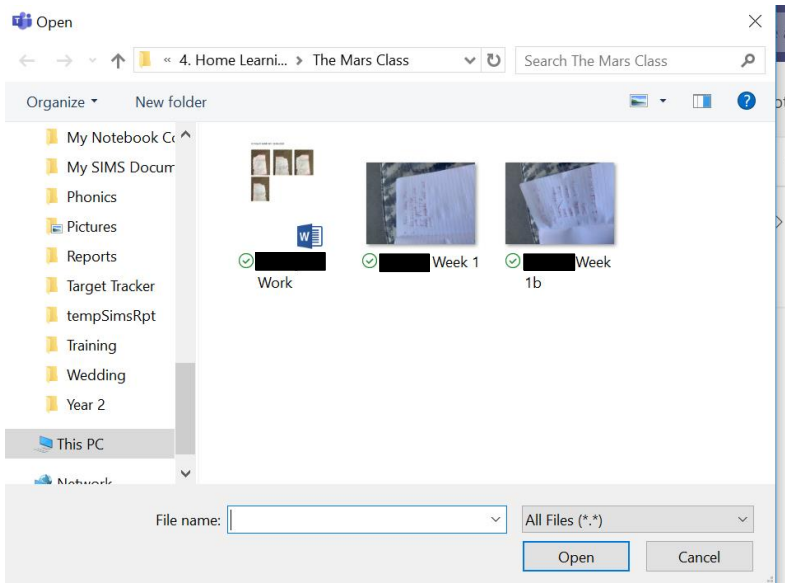
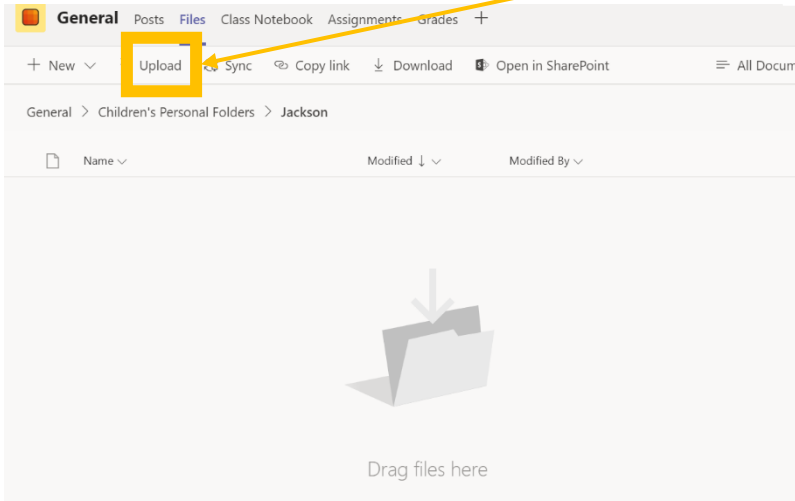
2. Click on Children's Personal Folders



3. Select your child's folder



4. Click upload



5. Select the document that you would like to upload.

6. Click open.

7. Your document should then be in your child's folder.

If the upload button is not available to you, please add the photo to a message online and then I will upload it to your child's folder for you.