

How to upload any document to your ClassIn Cloud:

The screenshot illustrates the ClassIn Cloud interface with the following elements and numbered steps:

- Step 1:** The 'Drive' icon in the left sidebar.
- Step 2:** The 'Upload' button in the top navigation bar.
- Step 3:** The 'Local File' option in the upload dropdown menu.
- Step 4:** The file 'ESLEDB LV0 U1 L1.edb' being selected for upload.
- Step 5:** The file 'ESLEDB LV0 U1 L1.edb' (5.92MB) at 17% upload progress.
- Step 6:** The file 'ESLEDB LV0 U1 L1.edb' showing 'Transforming: 47%' progress.
- Step 7:** The file 'ESLEDB LV0 U1 L1.edb' fully uploaded.

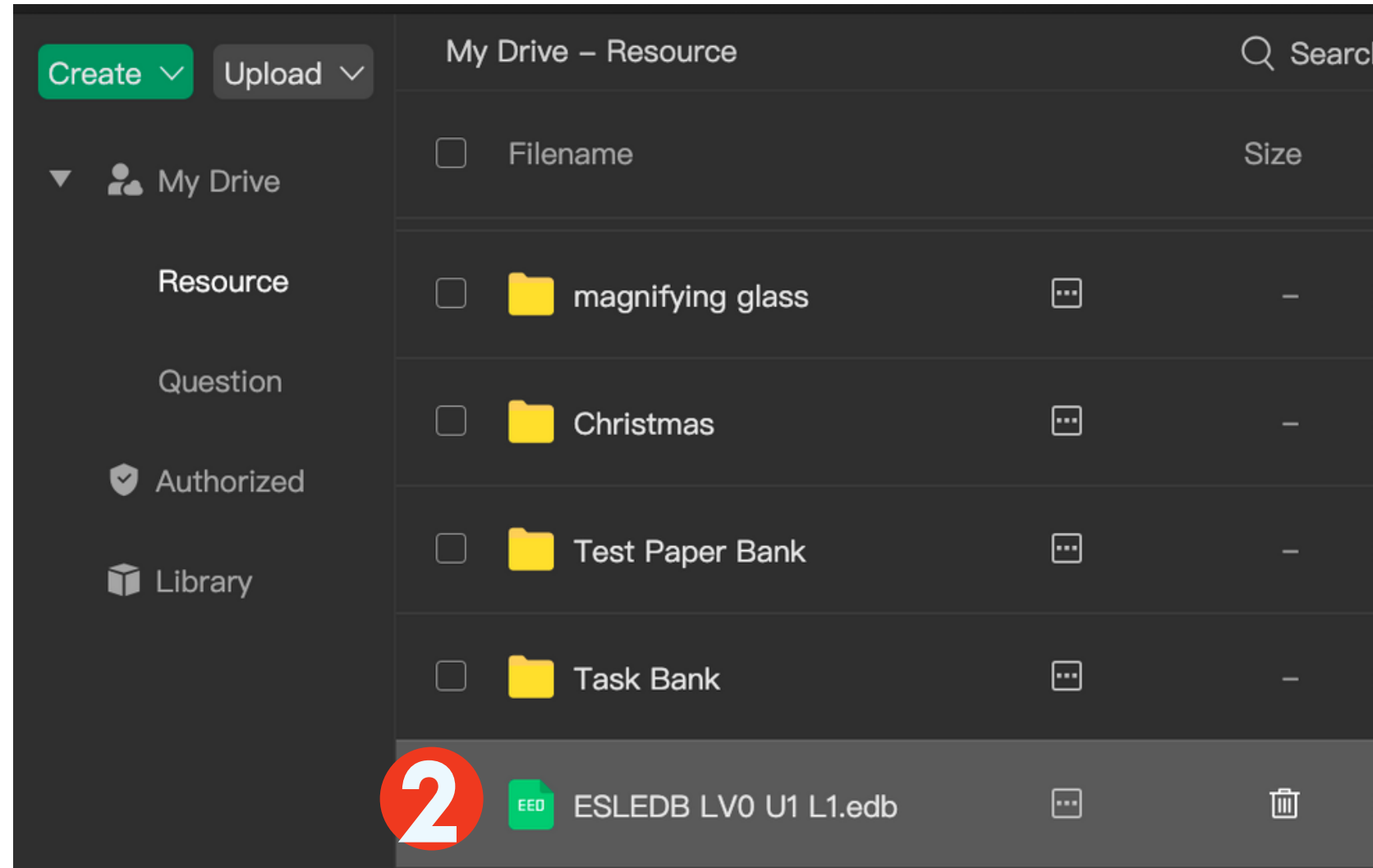
File Name	Size	Progress	Timestamp
ESLEDB LV0 U1 L1.edb	5.92MB	(17%)	
ESLEDB LV0 U1 L1.edb	5.92MB	Transforming: 47%	2022/02/08 14:02:58
ESLEDB LV0 U1 L1.edb	5.92MB		2022/02/08 14:02:58

First, unzip downloaded folder by double-clicking it. Then, follow these instructions:

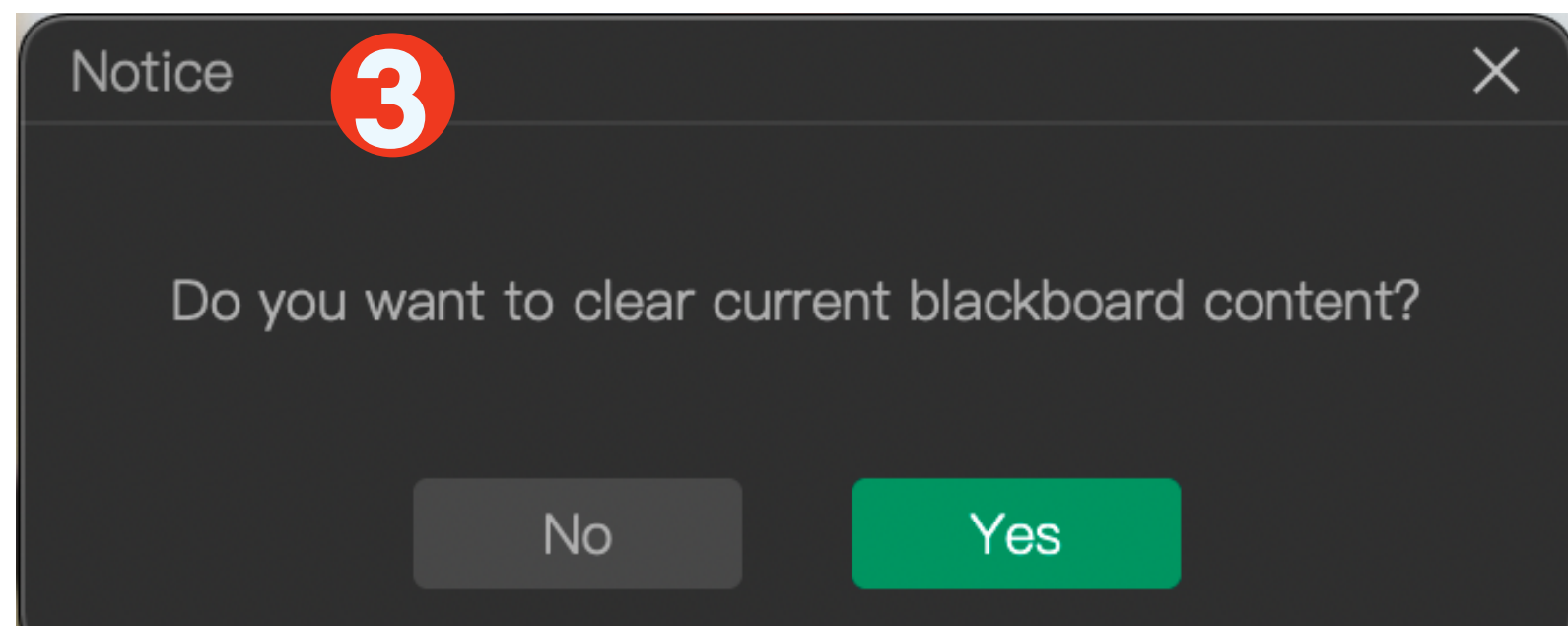
1. Click on "**Drive**".
2. Click on "**Upload**".
3. Click on "**Local File**".
4. Select the desired file(s).
5. You'll see it uploading.
6. You'll see it transform.
7. It is now in your cloud!

How to access any file from your ClassIn Cloud:

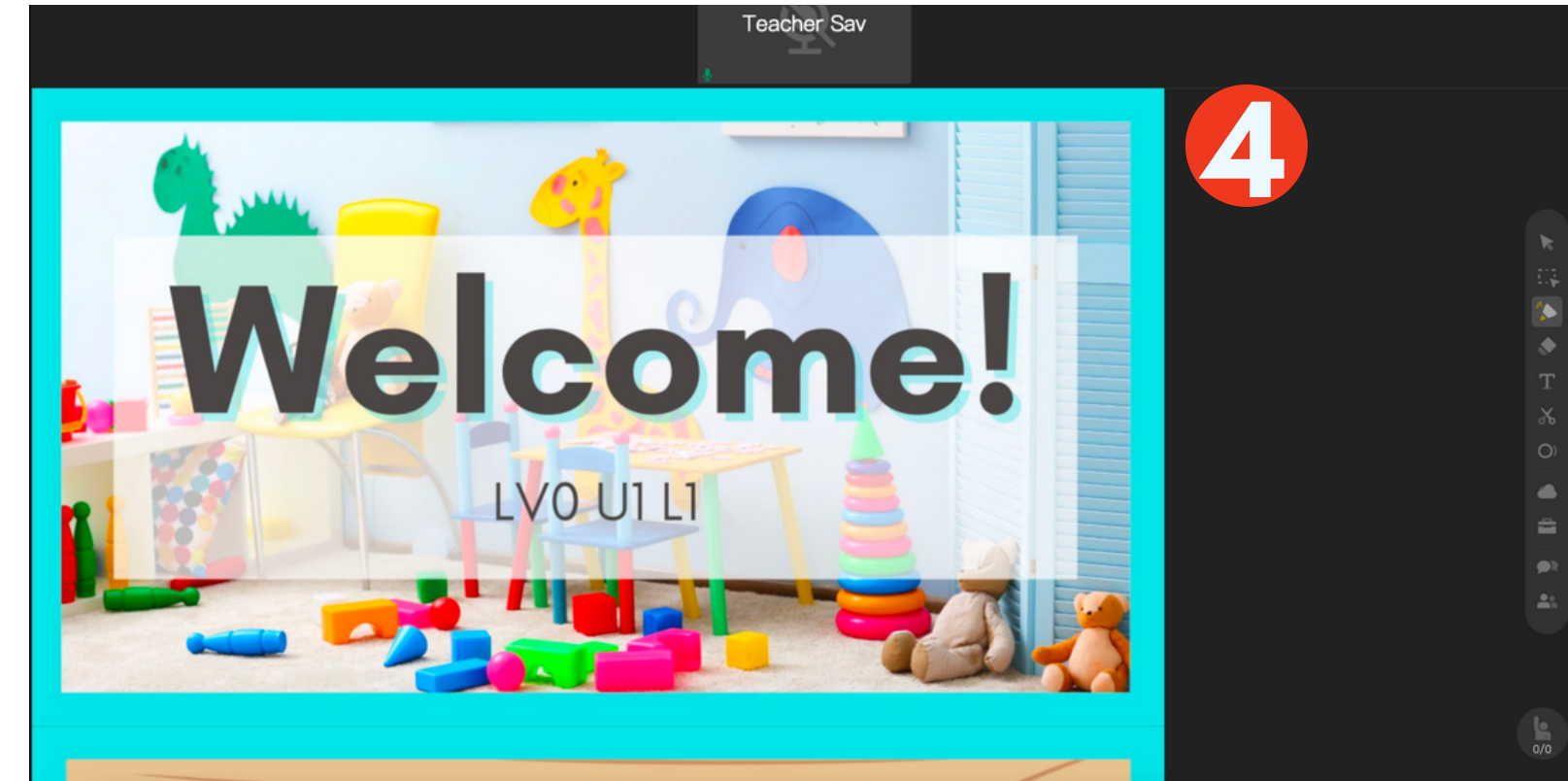
1



3



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1. Click on the "**Cloud**" icon in classroom.
2. Find and click on the desired file.

CLICK ON THE FILE NAME, NOT THE BOX NEXT TO IT!

3. Click "**Yes**".
4. File is opened and visible to you and the student!