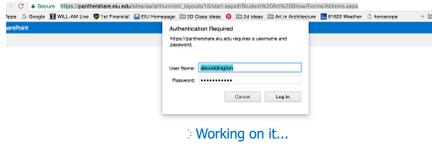


Uploading Files for the Student Show

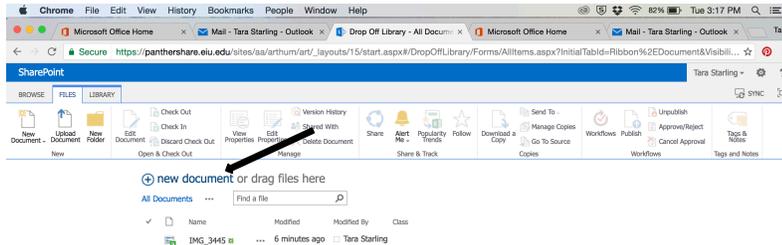
1. Click on this link:

https://panthershare.eiu.edu/sites/aa/arthum/art/_layouts/15/start.aspx#/DropOffLibrary/Forms/AllItems.aspx

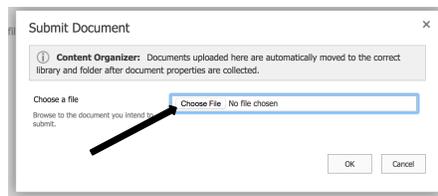
2. Sign in using your Panthermail account username and password.



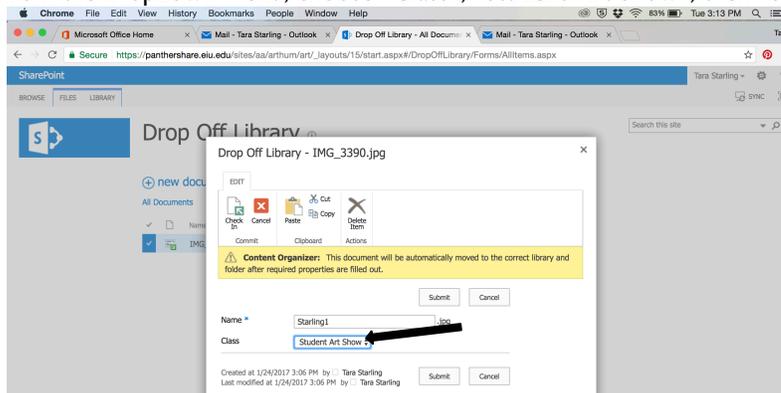
3. In “Drop Off Library”, click on “new document”



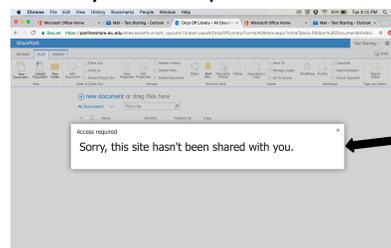
4. Upload your file by selecting “choose file”, locate the file, then click “OK”



5. From the dropdown menu, choose “Class”, “Student Art Show”, then “Submit”.



Note: **Do not worry** if you see “Sorry this site hasn’t been shared with you”, or “Access not allowed”. That just means that you cannot access the file once you have uploaded it.



This is OK!

6. Repeat for each submission.