

Connecting to student folders with Internet Explorer 7 and Internet Explorer 8

Be sure to follow these steps in the order listed:

1. From the Jr. High or High School webpage click the **“Link to student folders”**
2. Click the Page menu then click **“Open FTP Site in Windows Explorer”**
3. Login: **“pv\username”** and enter your **password**.
4. Open your class folder.
5. Open your student folder.
6. To work with a file right click the file and choose copy to folder.
7. Choose the location you want to copy the file to.
8. When done editing the file then copy the file back into the student folder. It will ask if you want to replace the existing file if changes have been made.

Here is another way to connect to your student folder.

1. Open any Windows Explorer window such as My Documents
2. In the address bar type in ftp://shpt.pleasval.k12.ia.us
3. Login: **“pv\username”** and enter your **password**.
4. Open your class folder.
5. Open your student folder.
6. To work with a file right click the file and choose copy to folder.
7. Choose the location you want to copy the file to.
8. When done editing the file then copy the file back into the student folder. It will ask if you want to replace the existing file if changes have been made.