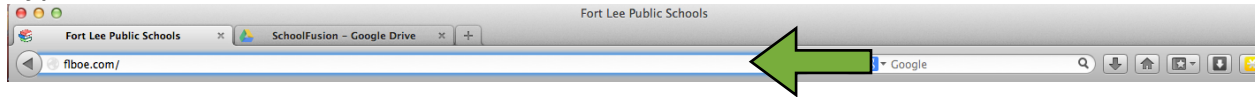


# How to Upload Files in SchoolFusion

Go to the internet

Type [www.flboe.com](http://www.flboe.com)

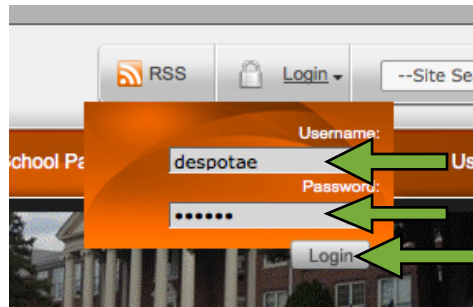


Hover over Login

Enter your username

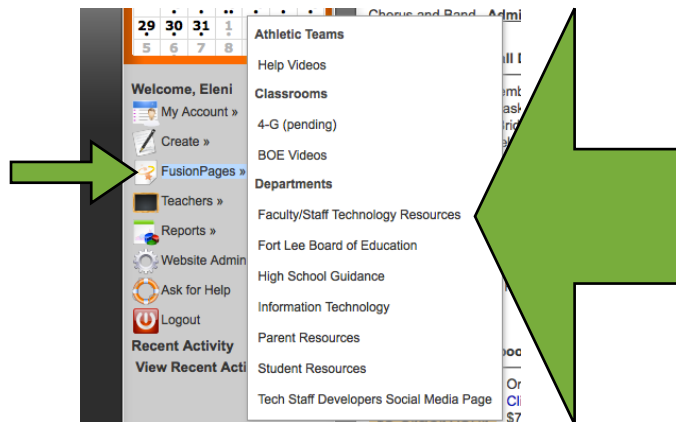
Enter your password

Click Login

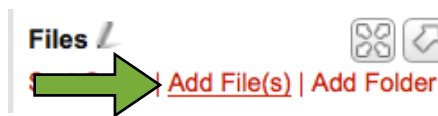


Click on Fusion Pages

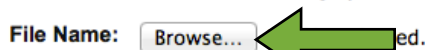
Select your class



Under Files Click Add File



Click on Browse

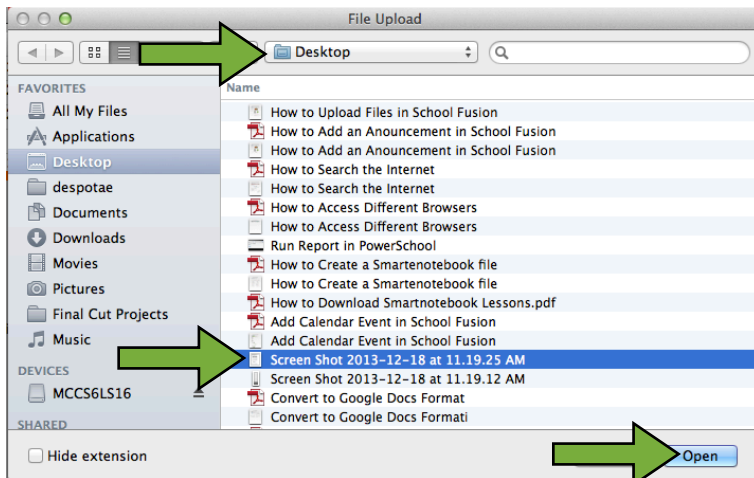


*If you use a Macintosh computer, be sure to add a file extension to the name of the item before you click on 'Upload.' If it is a JPEG, add '.jpg' to the end of the name (e.g., a JPEG photo named 'cowbell' would be renamed 'cowbell.jpg'). If you have a Microsoft Word document, add '.doc' to the end of the name.*

Find the file

Click on the file


Click Open




Select the Parent Folder if applicable


Select the Group you want the file displayed

Click Add File

Active :

Parent Folder:  

**Attach the file to your groups below.**

- 4-G
- BOE Videos
-   Faculty/Staff Technology Resources
- Fort Lee Board of Education
- Help Videos
- High School Guidance
- Information Technology
- Parent Resources
- Student Resources
- Tech Staff Developers Social Media Page

