

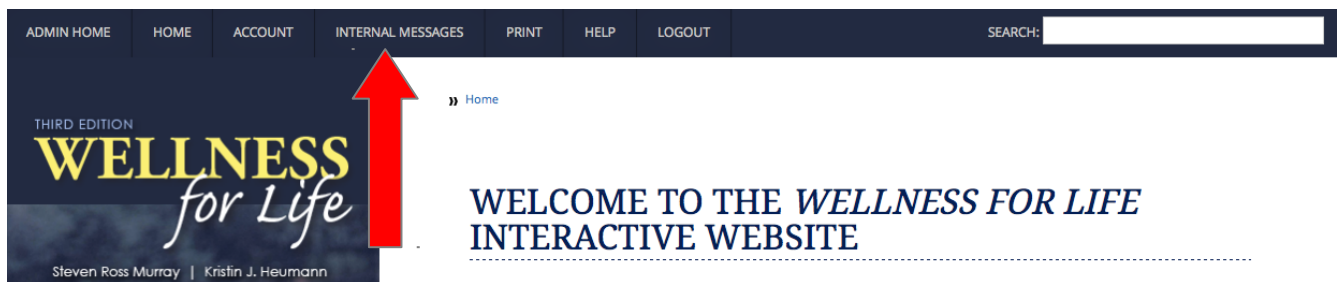
Instructions for Submitting Your Assignments



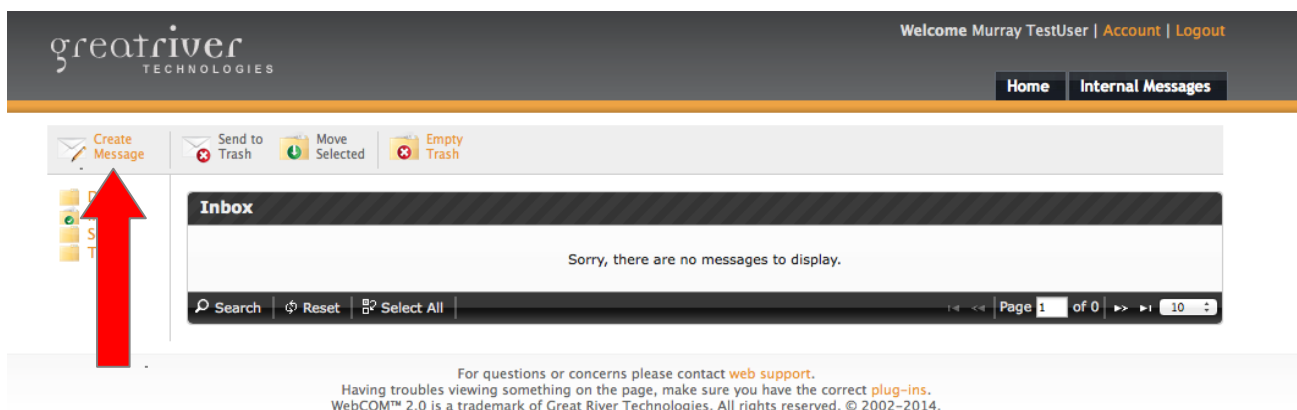
Use Google Chrome as your browser. It is available from this link: <https://www.google.com/chrome/>. Using Google Chrome ensures that your files attach properly to your messages. Even if you have Google Chrome on your computer now, make sure that you download and install the latest version.



Once you log in to your account on the publisher's website at www.grtep.com follow these steps.

Step 1. Click on the “Internal Messages” link at the top of the page in the website. The red arrow indicates where to click.



Step 2. A window will open, and then click on “Create Message.”











Step 3. Choose a recipient for your message. Here you should choose your professor's or instructor's name, and it is indicated by this icon . Click the plus sign  beside your recipient's name.



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TECHNOLOGIES

Welcome Murray TestUser | [Account](#) | [Logout](#)



[Home](#) [Internal Messages](#)

Choose Recipients

		First Name	Last Name 	Section
		Kimberley	Blosser	Fall 2014: KINE 100-001-23841: Murray (10/13)
		breanna	fluegel	Fall 2014: KINE 100-001-23841: Murray (10/13)
		Ruben	Hammer	Fall 2014: KINE 100-001-23841: Murray (10/13)
		Steve	Murray	Fall 2014: KINE 100-001-23841: Murray (10/13)
		Murray	TestUser	Fall 2014: KINE 100-001-23841: Murray (10/13)

  Select (5) 1 to 5 of 5 Page 1 of 1 10

Selected Recipients








Use the  icon from the users grid above to select recipient(s) and/or  remove all recipients.

Subject

Attachment(s)

BROWSE

Message

Send

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Step 3 Continued. When you choose the recipient, the recipient's name will display in the “Selected Recipients” rectangle. If you need to remove a recipient, simply click the “Trash Can” icon by the recipient's name.

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HomeInternal Messages

Choose Recipients

	First Name	Last Name ↑	Section
+	Kimberley	Blosser	Fall 2014: KINE 100-001-23841: Murray (10/13
+	breanna	fluegel	Fall 2014: KINE 100-001-23841: Murray (10/13
+	Ruben	Hammer	Fall 2014: KINE 100-001-23841: Murray (10/13
+	Steve	Murray	Fall 2014: KINE 100-001-23841: Murray (10/13
+	Murray	TestUser	Fall 2014: KINE 100-001-23841: Murray (10/13

SearchResetSelect (5)1 to 5 of 5Page 1 of 110

Selected Recipients

* Steve Murray

Use the + icon in the users grid above to select recipient(s) and/or remove all recipients.

Subject

*

Attachment(s)

BROWSE


* Message

B I

Send

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Step 4. Enter the name of the file that you are sending, e.g., “Graded Activities for Your Full Name,” in the “Subject” rectangle, and type a message in the “Message” rectangle such as, “Hello Professor: This is Jane Doe, and I am submitting my Graded Activities.” This process is just like typing an email.



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[Home](#) | [Internal Messages](#)

Choose Recipients

	First Name	Last Name ↕	Section
	Kimberley	Blosser	Fall 2014: KINE 100-001-23841: Murray (10/13)
	breanna	fluegel	Fall 2014: KINE 100-001-23841: Murray (10/13)
	Ruben	Hammer	Fall 2014: KINE 100-001-23841: Murray (10/13)
	Steve	Murray	Fall 2014: KINE 100-001-23841: Murray (10/13)
	Murray	TestUser	Fall 2014: KINE 100-001-23841: Murray (10/13)

Reset Select (5) 1 to 5 of 5 Page 1 of 1 10

Selected Recipients

Steve Murray

Use the icon from the users grid above to select recipient(s) and/or remove all recipients.

Subject

Graded Activities for Your Full Name

Attachment(s)

BROWSE

Message

Send

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Step 5. Click the “Browse” rectangle to add your file as an attachment. When you click the rectangle, a new window will open, and you can search for your file. Simply attach it like you would any attachment to an email.

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[Home](#) | [Internal Messages](#)

Choose Recipients

	First Name	Last Name	Section
<input type="checkbox"/>	Kimberley	Blosser	Fall 2014: KINE 100-001-23841: Murray (10/13
<input type="checkbox"/>	breanna	fluegel	Fall 2014: KINE 100-001-23841: Murray (10/13
<input type="checkbox"/>	Ruben	Hammer	Fall 2014: KINE 100-001-23841: Murray (10/13
<input type="checkbox"/>	Steve	Murray	Fall 2014: KINE 100-001-23841: Murray (10/13
<input type="checkbox"/>	Murray	TestUser	Fall 2014: KINE 100-001-23841: Murray (10/13

Search Reset Select (5) 1 to 5 of 5 Page 1 of 1 10

Selected Recipients

* Steve Murray;

Use the ☐ icon from the users grid above to select recipient(s) and/or ☐ remove all recipients.

Subject

* Graded Activities for Your Full Name

Attachment(s)

BROWSE

Message

B *I*

Send

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Step 6. Once you have added your file, make sure that its name displays beside the BROWSE button. Then, click the “Send” button in the bottom, right-hand corner of the screen.

Home - WebCOM™ 2.0 x WebCOM™ 2.0 x

cmu.grtep.com/index.cfm/wellness/dropBox/dropBox/createMessage

Welcome Joe Doe | Account | Logout

Home Internal Messages

gtr

Back to Inbox

Choose Recipients

	First Name	Last Name	Section
<input checked="" type="checkbox"/>	Steve	Murray	Fall 2014: KINE 100-001-23841: Murray (10

Search Reset Select (1) 1 to 1 of 1 Page 1 of 1

Selected Recipients

Steve Murray;

Use the ☒ icon from the users grid above to select recipient(s) and/or ☒ remove all recipients.

Subject

Graded Activities for YOUR NAME

Attachment(s)

BROWSE MurraySteve100.pdf (3.79 Mb)

When adding attachment(s), please wait until they finish uploading before sending the message.
Having trouble?

Message

Send