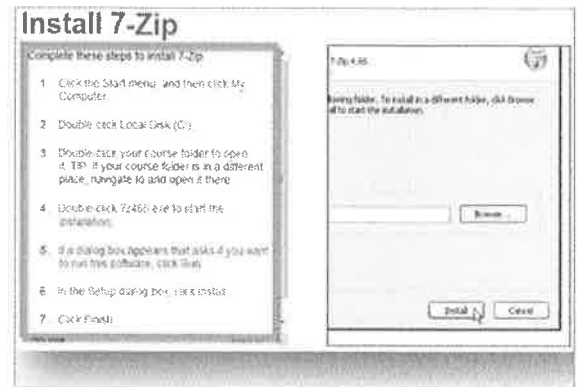# Installing Software Applications Locally

Many Career Education courses require students to install one or more software applications onto the local computer they are using. The instructions for how to successfully perform this function are provided in each course where the function is required. The general steps needed to install a basic application are found below.

1. Students click on the provided link to download the application.
2. Students are directed to save the file to a particular location.
3. Once the installation file has been saved, students are instructed to launch the file by double-clicking on it and then clicking the **Run** option when prompted.
4. Instructions are provided to the student on how to complete the installation wizard for the application in question.

Uploading Files from the Virtual Classroom

When participating in Career Elective courses, students may be required to submit documents or other files to be graded by the instructor. The instructions below outline how students can upload these files.

1. Students will click the **Add Files** button in the Virtual Classroom.
2. Students will navigate to the location of the file to be submitted for grading.
3. Students then select the file, and click the **Open** button.
4. The file name will now appear next to the Browse button in the student's activity.
5. Students will click the typical **Submit** button to submit the assignment.

It is important to note that students will always be given a score of 100% when submitting a project that does not count toward the course grade. Only scores provided by a teacher will count toward the student's course grade.