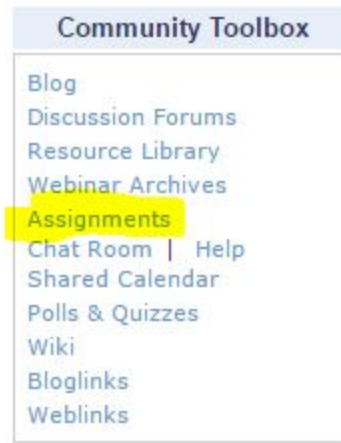# Create and Upload CE certificates

First, go to the American High School community at www.edweb.net/americanhighschool.

In the Community Toolbox, select the "Assignments" link.

From the assignments page, click the "Create My Assignments Folder" button.

A folder will automatically be created with your name. Click on the folder with your name to open it.

Once you have your folder open, choose a file to upload using the "Choose File" button. Locate the CE certificate on your computer and upload it.

Please title your certificate using the month and year you attended the webinar. If you need to change the title, press on the "edit" link once it's uploaded.

Put your assignments in this folder. Only admins and you can see the contents of this folder.

Click on edit to set the title and description, or to move or delete a file or link

		Title	Comments	Date
🖫	(edit)	February certificate.pdf (pdf)		July 8, 2016 1:15pm

In the title section, change the title so it includes month and year:

1 Filename

February certificate.pdf

The URL to this file is:
http://www.edweb.net/Communities/American%20High%20School/Assignments/Ms.%20Samantha%20Cruz/February%20certificate.pdf

Use a suffix of .html for a normal Web page.

2 Title

February certificate 2016

If you fill in a title, it will be used when this page is listed in its folder. If there is no title, the filename will be used instead.

Once this is completed, press "OK" at the bottom of the page to save changes.