

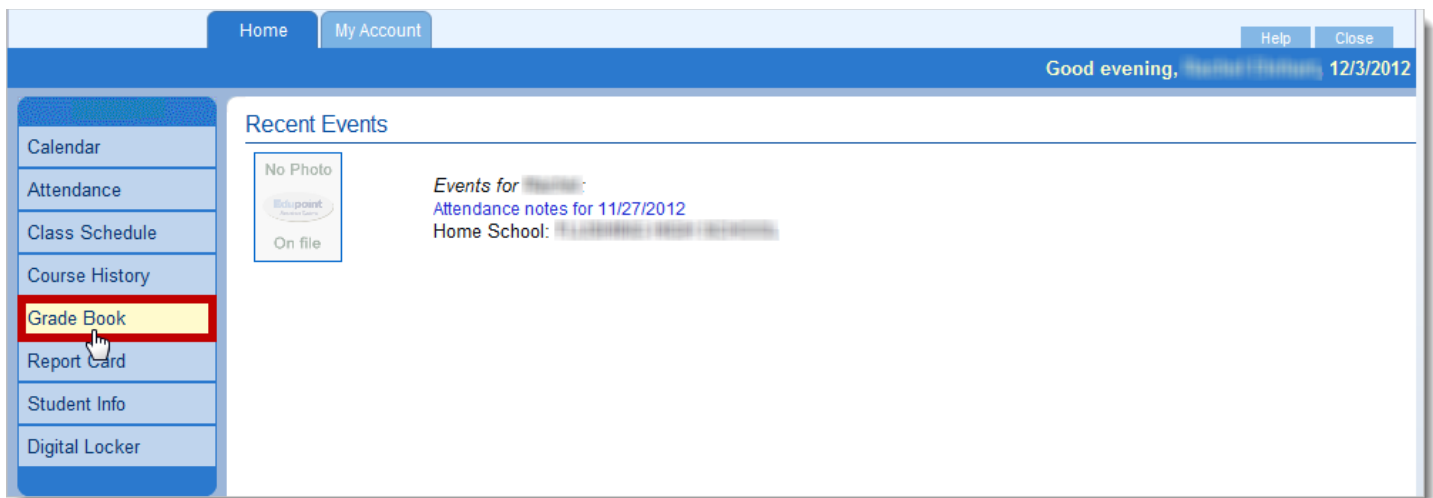


Target Audience(s): Students, Parents, Secondary Teachers, Elementary Teachers

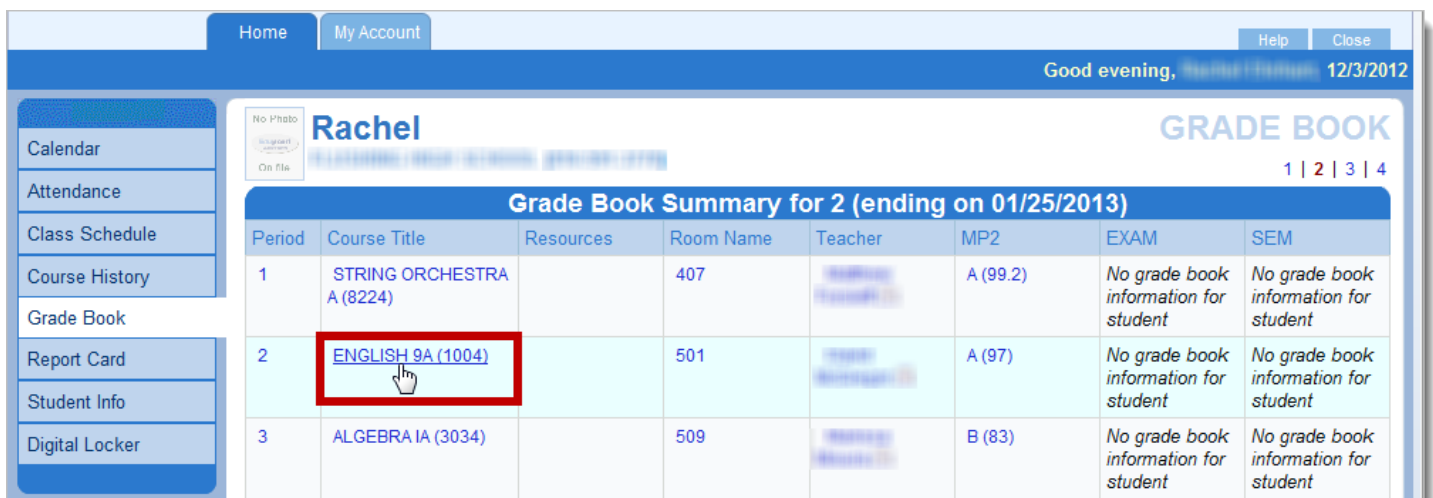
Digital Drop Box for Students

Teachers have the option of creating digital drop boxes for assignments to accept files from students. In this tip-sheet students will learn how to upload files into the digital drop box.

1. Log into StudentVUE and left click on **Grade Book**.



2. Left click on the class.



3. A detailed list of assignments appears, and a date is displayed under the **Drop Box** header if a digital drop box is available for student use. Left click on the date.

The screenshot shows a student's profile page for 'Rachael' in 'ENGLISH 9A (1004)' during 'MP2'. It features a 'Grade Calculation Summary' table and a 'Grade Book Summary for MP2' table. The 'Drop Box' column in the second table is highlighted with a red box, and a red arrow points to the date range '12/3/2012 - 12/5/2012'.

Assignment Type	Weight	Points	Points Possible	Weighted %	Calculated Mark
Assignments	60%	278.00	286.00	58.32%	A
Tests/Quizzes	40%	31.00	32.00	38.75%	A
Totals	100%	309.00	318.00	97.00%	A

Date	Assignment	Assignment Type	Resources	Score	Score Type	Points	Notes	Drop Box
12/03/2012	StudentVUE Drop Box	Assignments	0	Not Due	Raw Score	1.00 Points Possible		12/3/2012 - 12/5/2012
11/30/2012	Journal - 11-30	Assignments	0	15 out of 15.00	Raw Score	15.00/15.00		-
11/30/2012	Romeo & Juliet Act 1 SG	Assignments	0	25 out of 25.00	Raw Score	25.00/25.00		-

4. The Drop Box View opens. Left click on **Browse** to select the file to upload from your computer.

The screenshot shows the 'Digital Drop Box' interface. It includes a table with columns for Document, Notes, Upload Date, Size, and Action. Below the table is a 'NOTES:' field and two buttons: 'Browse...' and 'Upload'. A red box highlights the 'Browse...' button, and a mouse cursor is pointing at it.

5. Select the file to upload and left click on **Open**.

The screenshot shows a Windows 'Choose File to Upload' dialog box. The 'Videos' library is selected, showing several video files. A red box highlights the 'Open' button at the bottom right, and a mouse cursor is pointing at it.

6. Left click on **Upload**.

Digital Drop Box
Upload Available From 12/03/2012 12:00 AM To 12/05/2012 11:59 PM

Document	Notes	Upload Date	Size	Action
There are no documents uploaded.				
File Successfully Deleted				
NOTES: <input type="text"/>				
\\Gencstusers.gennet.us\Users\GISD\Users\dehrhart\My				<input type="button" value="Browse..."/>
				<input type="button" value="Upload"/>

7. The file has uploaded and is ready for grading.

Digital Drop Box
Upload Available From 12/03/2012 12:00 AM To 12/05/2012 11:59 PM

Document	Notes	Upload Date	Size	Action
Synergy Training Intro.avi		12/3/2012 11:43:41 PM	27 MB	<input type="button" value="Remove"/>

You have reached the maximum number of files to upload