



Student Process



STUDENT UPLOADS

For assignments where uploads are permitted, students can click on the button EDIT/UPLOAD and either drag and drop the desired file into the box OR search their computer files for the desired completed assignment.

Eng 1 - Period 1 - 14BENGL1 - Melissa Bright										
Class Work/Participation Homework Present non grade Project Quizzes Tests Weighted Grade										
Percent of Grade	0%	20%	0%	30%	10%	30%				
Your Score	80% B	80% A	NG	NG	NG	100% A	70% C			
Current grade in class: 70% C										
All Assignments										
Assignment	Points	Grade	Comments	Assigned	Due	Category	Standards	Assignment File	Student File	Answered Questions
Participation Grade	NG / 20	Not Graded		5 Apr. 2014 12:00 AM	6 Apr. 2014 12:00 AM	Class Work/Participation				No Assignment (uploading)
Term Paper	NG / 10	Not Graded		17 Oct. 2014 02:47 PM	18 Oct. 2014 02:00 PM	Project	LAFS.190.WHST.2.6, LAFS.190.WHST.2.5, LAFS.190.WHST.1.2			Edit/Upload
Shakespeare Discussion	NG / 10	Not Graded		28 Sep. 2014 12:00 AM	15 Oct. 2014 12:00 AM	Homework				Edit/Upload
Question 1 Test	NG / 10	Not Graded		10 Oct. 2014 12:00 AM	11 Oct. 2014 12:00 AM	Tests				No Assignment (uploading)
Chapter 1 Test	NG / 18	Not Graded		8 Oct. 2014 02:00 AM	8 Oct. 2014 02:00 AM	Class Work/Participation				No Assignment (uploading)
New Test	NG / 100	Not Graded		7 Oct. 2014 02:42 PM	8 Oct. 2014 02:42 PM	Tests				No Assignment (uploading)
Chapter 11 Test	NG / 100	Not Graded		7 Oct. 2014 02:32 PM	8 Oct. 2014 02:32 PM	Tests				Edit/Upload

To upload completed student work/documents to FOCUS

1. Save the assignment.
FOCUS does not play well with Microsoft so before you upload your work to FOCUS you may need to move from the online version of the app to a central folder on your Desktop on your computer. Make sure that your last then first name are in the title of your project.

Example: Sullivan_Lauren_Story_Plot_Assignment

2. Open FOCUS. The assignment should show on the home page with an underline. Click the assignment title.
3. Your gradebook for the class will open and you will see a button on the right side that says, "Edit/Upload". Click this button.
4. A pop- up box will have a SELECT button. Click SUBMIT, then browse to your DESKTOP to find the assignment that you saved.
5. Double click it. It should load quickly on the pop-up box. Once you see a red line, you have successfully uploaded your assignment to FOCUS, and your teacher can open it and grade it!