

## How to Submit an Assignment to the Drop Box in StudentVue

Hello, Now that you have “Sync’d” your OneDrive account with your device you will be able to access those files and submit them to the assignment drop boxes in StudentVue and Synergy.



### 1. Log in to StudentVue :

Class	Teacher	Room
01: 04301B CHEMISTRY-G - 04301B-01 12:00 AM-12:00 AM	Conrad, Rebecca	A117
02: 01271B ENGLISH IV-A - 01271B-02 12:00 AM-12:00 AM	Childers, Denise	A118
09: 12052T PER FIN LIT - 12052T-01 12:00 AM-12:00 AM	Julius, Michael	NOVEL

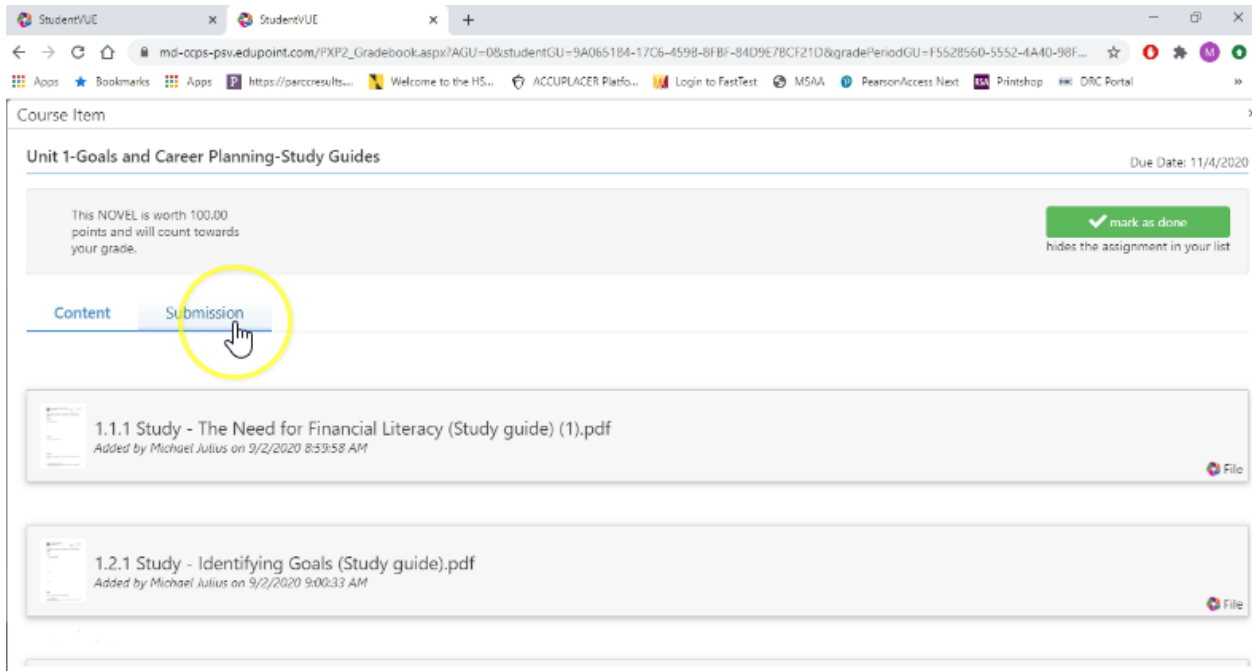
## 2. Select the Grade Book Tab:

The screenshot shows the StudentVUE interface for Charles County Public Schools. The left sidebar contains a navigation menu with the following items: Home, Synrgy Mail (129), Calendar, Attendance, **Class Schedule** (highlighted with a yellow circle), Class Websites, Course History, Course Request, Grade Book (highlighted with a yellow circle and a mouse cursor), School Information, Student Info, Office 365 & Clever Portal, Digital Locker, and Grading & Attendance Reports. The main content area displays the 'CLASS SCHEDULE' for 'Virtual B-Day' on 10/16/2020. It lists three classes: 01: 04301B CHEMISTRY-G - 04301B-01 (12:00 AM-12:00 AM) with teacher Rebecca Conrad in Room A117; 02: 01271B ENGLISH IV-A - 01271B-02 (12:00 AM-12:00 AM) with teacher Denise Childers in Room A118; and 09: 12052T PER FIN LIT - 12052T-01 (12:00 AM-12:00 AM) with teacher Michael Julius in Room NOVEL. A 'Refresh' button is located above the class list.

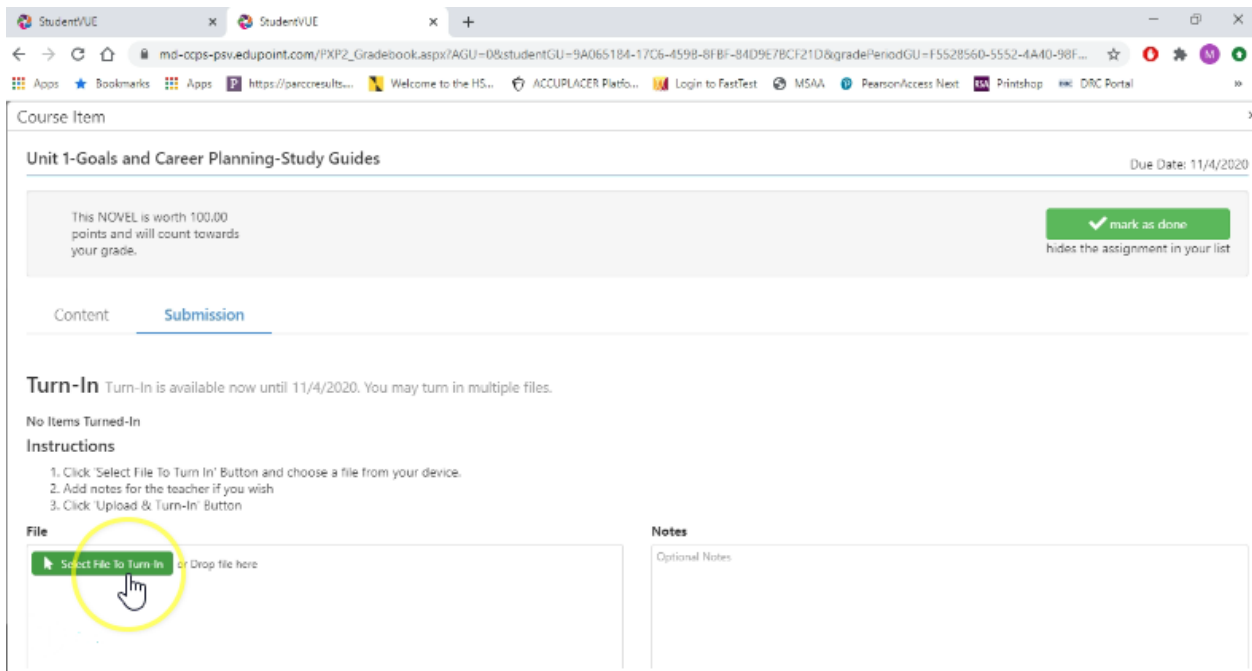
## 3. Select the class and the assignment you are submitting work for:

The screenshot shows the StudentVUE interface for Charles County Public Schools, displaying the 'GRADE BOOK' page. The left sidebar navigation menu is identical to the previous screenshot, with 'Grade Book' highlighted. The main content area shows 'Classes for Robert D. Stethem Educational Center'. It lists three classes: 1: CHEMISTRY-G (teacher Rebecca Conrad), 2: ENGLISH IV-A (teacher Denise Childers), and 9: PER FIN LIT (teacher Michael Julius). Under each class, there is a section for 'QTR 1' with a grade of 'C' and a percentage of 73.5% or 76.5%. The '9: PER FIN LIT' class and its 'QTR 1' section are highlighted with a yellow circle and a mouse cursor. A 'View Course Content' link is visible at the top right of the main content area.

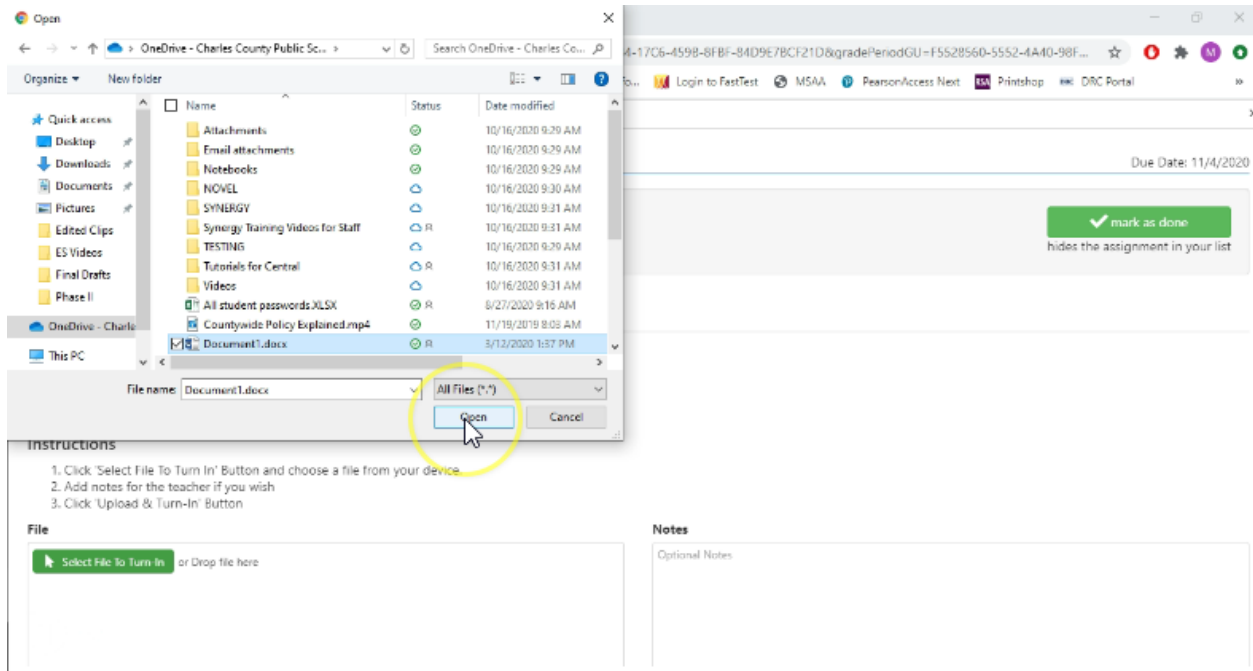
4. Once on the assignment page, click on the "Submission" tab:



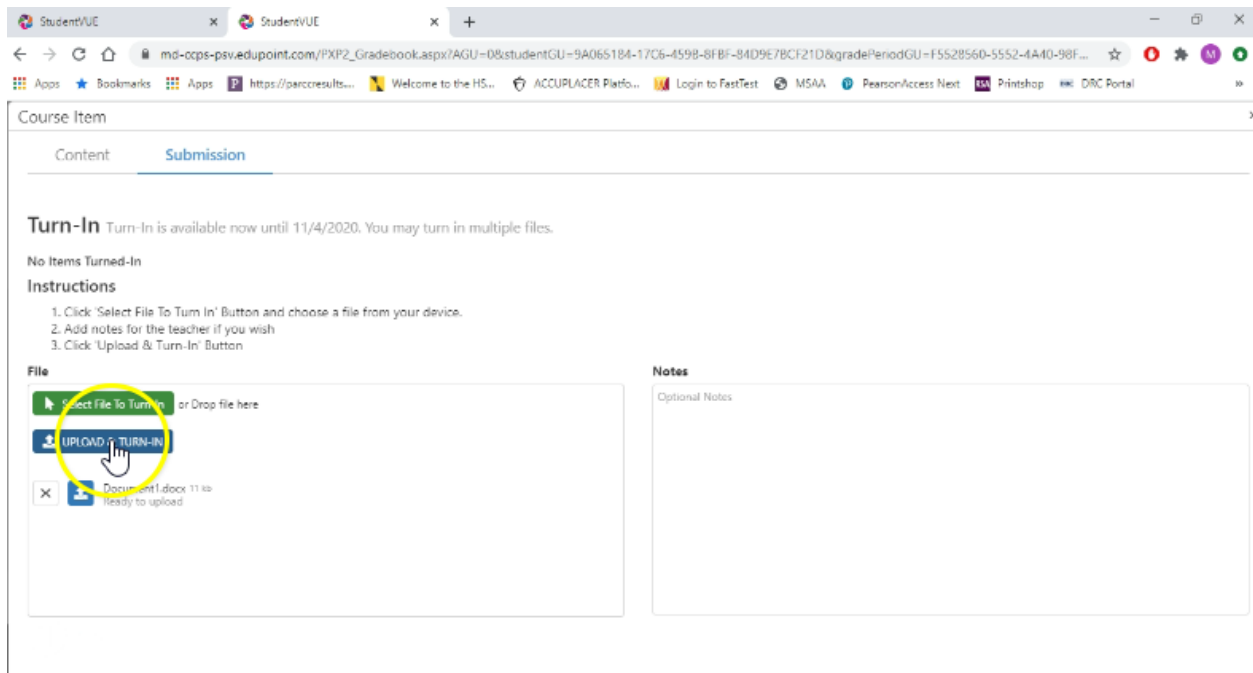
5. Click on the green "Select File To Turn-In" button:



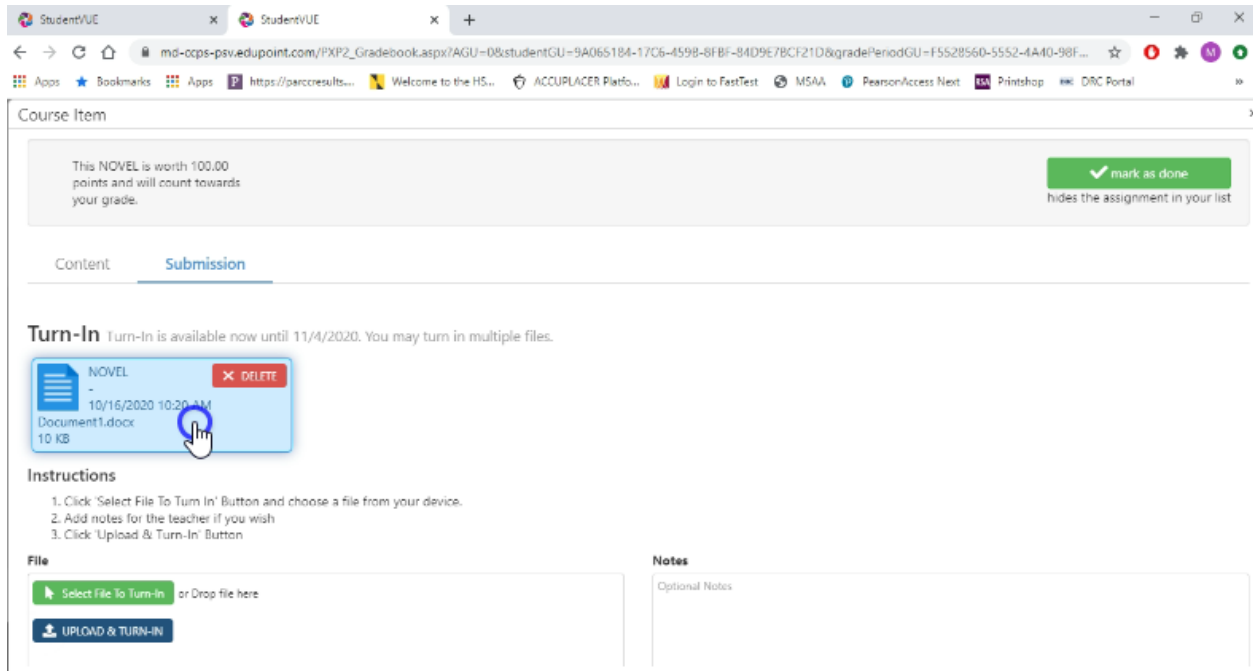
6. Select the file you would like to submit and then click on the “Open Button”:



7. Click on the blue “Upload & Turn-In” button:



8. When the file appears at the top of the screen, the document has been submitted and can be seen by the instructor:



The screenshot shows a web browser window with two tabs labeled "StudentVUE". The address bar contains the URL: `md-ccps-psv.edu/point.com/FPXP2_Gradebook.aspx?AGU=0&studentGU=9A065184-17C6-4598-8FBF-84D9E7BCF21D&gradePeriodGU=F5528560-5552-4A40-98F...`. The browser's bookmark bar includes "Apps", "Bookmarks", "Apps", "https://parccresults...", "Welcome to the HS...", "ACCUPLACER Platfo...", "Login to FastTest", "MSAA", "Pearson/Access Next", "Printshop", and "DRC Portal".

The main content area is titled "Course Item" and contains a message: "This NOVEL is worth 100.00 points and will count towards your grade." To the right of this message is a green button labeled "mark as done" with a checkmark icon and the text "hides the assignment in your list".

Below the message are two tabs: "Content" and "Submission", with "Submission" being the active tab.

The "Submission" section is titled "Turn-In" and includes the text: "Turn-In is available now until 11/4/2020. You may turn in multiple files." Below this text is a blue card representing a submitted file. The card contains a document icon, the text "NOVEL", a red "DELETE" button, the date and time "10/16/2020 10:20 AM", the filename "Document1.docx", and the size "10 KB". A hand cursor is pointing at the card.

Below the submission card is an "Instructions" section with a list of three steps:

1. Click 'Select File To Turn In' Button and choose a file from your device.
2. Add notes for the teacher if you wish
3. Click 'Upload & Turn-In' Button

At the bottom of the page, there are two sections: "File" and "Notes". The "File" section contains a green button labeled "Select File To Turn-In" and the text "or Drop file here", and a blue button labeled "UPLOAD & TURN-IN". The "Notes" section is titled "Optional Notes" and is currently empty.