

Turn In Assignments Online Through Drop Box

Your Teachers can set up assignments to allow you to submit your work online using the **Drop Box** feature in **StudentVUE**. The instructions that follow show you how.

StudentVUE App: You cannot upload an assignment to Drop Box using the StudentVUE app to. You will instead need to sign in to StudentVUE via a web browser to upload the assignment: <https://student.tusd1.org>

StudentVUE: Grade Book Drop Box

1. Once you sign on to StudentVUE, click **Grade Book** on the Navigation Bar on the left.
2. In the **Grade Book** screen, click the **Name of the Class**. You may need to scroll down to find the particular class.

3. From the list of assignments for the class, click the assignment for which you are submitting your work. The **Drop Box** column on the right indicates the open and close dates for submitting the assignment.

Column Header Filters: You can click the **Filter** icon in a column header for options to filter the information in the **Assignments** grid.

Date	Assignment	Assignment Type	Resources	Score	Score Type	Points	Notes	Drop Box
09/21/2018	Conjunction Exercise	Assignment		0 out of 20,000	Raw Score	20,000/20,000		9/6/2018 - 9/22/2018
09/16/2018	Vocabulary Assignment	Assignment			Raw Score	40,000/40,000 Possible		
09/18/2018	Task Manager	Assignment		24 out of 24	Raw Score	24,000/24,000		

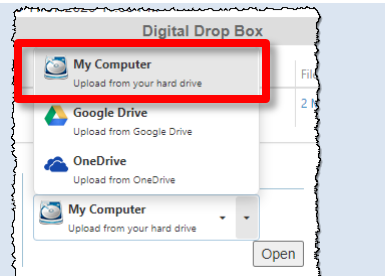
4. In the **Assignment Detail** screen, scroll down to the **Digital Drop Box** section.

The screenshot shows the StudentVUE interface. At the top left, the user profile for Daisy Sabino at Sabino High School is displayed. The navigation menu on the left includes Home, Messages, Calendar, Attendance, Class Schedule, Class Websites, Course History, Grade Book, and Health. The main content area is titled 'GRADE BOOK' and shows details for 'Albert, D English 9 -1st Semester(6)'. Below this, the 'Digital Drop Box' section is visible, with an upload availability period from 09/06/2018 12:00 AM to 09/22/2018 11:59 PM. A table lists the uploaded file 'ConjunctionExercise.docx' with a file size of 248 KB. An 'Open' button is present next to the 'My Computer' upload option.

5. With the **My Computer** option selected, click **Open**.

My Computer Option: The options to select OneDrive and Google Drive when you click on the arrow next to **My Computer** do not work. You can navigate to your OneDrive from the **My Computer** option.

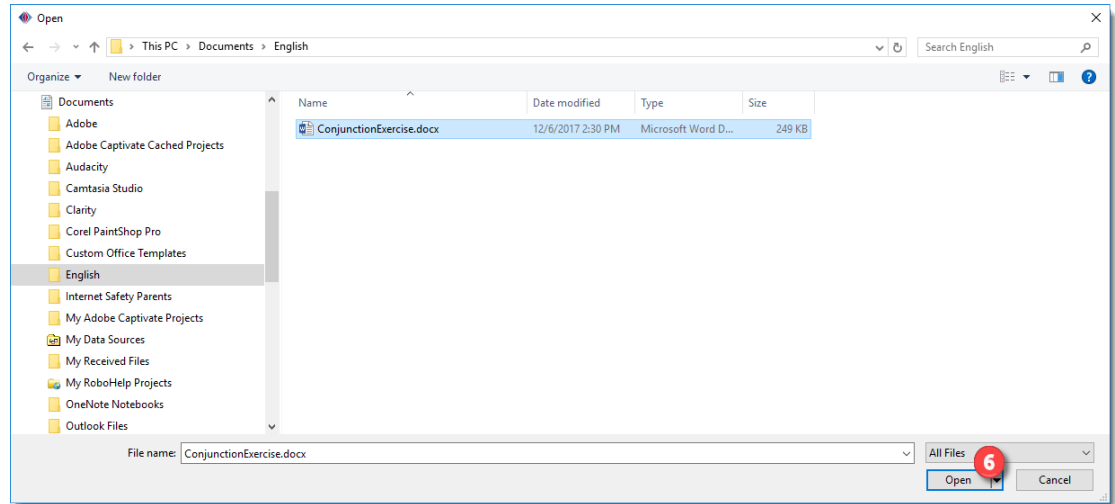
My Computer Option: The options to select OneDrive and Google Drive when you click on the arrow next to **My Computer** do not work. You can navigate to your OneDrive from the **My Computer** option.



6. Navigate to the file you want to upload, select it, and click **Open**.

File size is currently limited to 10 MB: Larger files may appear to upload but will not be saved to Drop Box. The Digital Drop Box area displays the file size. If you log out

and log back in and the file no longer appears here, it was not uploaded. For files larger than 10 MB, an alternative option is to email them to the Teacher.



7. The uploaded file appears in the **Digital Drop Box** area.
8. To remove a file, just click **Remove**.