

# Student FOCUS Tips-Uploading

Tip #1- START on the LEON HOMEPAGE and click the **CLASSLINK** cloud icon-NOT the mobile app.

Tip #2- IF you have trouble logging in, make sure you are using your userid [student#@edu.leonschools.net](mailto:student#@edu.leonschools.net) and your school password.

The screenshot shows the LEON FOCUS Portal interface. At the top, it displays the user's name, school (Chiles High-1141), and the current year (2019-2020) and quarter (Quarter 3). Below the navigation bar, there are several sections: 'Alerts' (indicating no email notifications are set), 'Upcoming Assignments' (listing tasks like 'Independent Reading Project' and 'Chapter 13 Test'), 'Messages' (with a link to 'Download Report Card'), 'Upcoming Events' (listing dates for 'End Q3', 'Spring Break', and 'Teacher Planning'), 'Featured Programs' (listing courses like 'PBE-CALCULUS HON', 'ENG 3', 'CULINARY ARTS 2', 'US HIST HON', 'RESEARCH 2', and 'CHEM 1 HON' with their teachers and progress), and 'Earned Badges' (showing 'No badges yet').

Click on the class name then scroll over to right side of the screen to see posted directions/ assignment resources to click and view.

Complete assignment and **SAVE** with your Last First Teacher Name P# to **ONE DRIVE**.

**For ease of posting, create a new folder called Leon on desktop and save files there.**

Click the gray **EDIT / UPLOAD** button to **SELECT** file-It helps to save finished work to desktop OR download and find in computer "downloads folder."

After upload, a green icon appears left of your file—Green means SUCCESS!

The screenshot shows the assignment page for 'RESEARCH 2 - 05 05 - 005 - Melissa C Ingram'. The page displays a table of assignments with the following columns: Assignment, Points, Grade, Comments, Assigned, Due, Category, Assignment Files, Date Last Modified, and Student Files. The 'Assignment Files' column is circled in blue, and the 'Edit/Upload' button is highlighted with a yellow star. The table contains three rows of assignments: 'Attendance/Participation' (NG / 100, Not Graded), 'Attendance/Participation' (90 / 100, 90%), and 'Event promotions' (60 / 60, 100%).

Assignment	Points	Grade	Comments	Assigned	Due	Category	Assignment Files	Date Last Modified	Student Files
Attendance/Participation	NG / 100	Not Graded		Feb 5, 2020 12:27 PM	Mar 13, 2020 12:27 PM	Attendance	Rubric for Attendance participation.docx		
Attendance/Participation	90 / 100	90%		Jan 7, 2020 08:55 AM	Jan 31, 2020 08:55 AM	Attendance	Rubric for Attendance participation.docx	February 4, 2020, 10:06 am	No Assignment Uploading
Event promotions	60 / 60	100%		Jan 16, 2020 10:54 AM	Jan 24, 2020 10:54 AM	Displays	Event Displays.docx	January 27, 2020, 12:10 pm	No Assignment Uploading