## Directions for uploading assignments into FOCUS

TO UPIOAD AN ASSIGNMENT INTO FOCUS, LOG INTO YOUR FOCUS ACCOUNT THROUGH

## CLasslink

Your home screen should look like this:



signments)	ssignments)								
2019-									020 V Quarter 4
SEO HUN - 04 04 - 002 Asses	ssments	Nicole Wa	rd (Not Gradeo	1) • C <u>View</u>	w Grades Summary				
ercent of Grade 80%	-	5%	15%	Classwork Weighter	d Grade				
Your Score NG		NG	NG	Not Grad	led				
urrent grade in class: N	vot Grade	a							
Assignments									line in the second second
ssignment	Points	Grade	Comments	Assigned	Due	Category	Files	Date Last Modified	Student Files
leek 1 Day 5 District acket	NG/5	Not Graded		Mon, Mar 30, 2020 04:47 PM	Sat, Apr 4, 2020 04:47 PM	Homework/Classwork			Edit/Upload
Veek 1 Day 4 District lacket	NG/5	Not Graded		Mon, Mar 30, 2020 04:46	Sat, Apr 4, 2020 04:46	Homework/Classwork			Edit/Upload
Veek 1 Day 3 District Packet	NG/5	Not Graded		Mon, Mar 30, 2020 04:45	Sat, Apr 4, 2020 04:45	Homework/Classwork			Edit/Upload
Veek 1 Day 2 District Packet	NG/5	Not Graded		Mon, Mar 30, 2020 04:44 PM	Sat, Apr 4, 2020 04:44	Homework/Classwork			Edit/Upload
Veek 1 Day 1 District Packet	NG/5	Not Graded		Mon, Mar 30, 2020 04:40 PM	Sat, Apr 4, 2020 04:40	Homework/Classwork			Edit/Upload
Received Mrs. Ward's Email	4			Mon, Mar 30, 2020 04:36 PM	Fri, Apr 3, 2020 04:36 PM	Assessments		March 31, 2020, 10:58	No Assignment Uploading
									*

once you are in the class, you will see an edit/upload button under student files.

> Click here to UPIOOID YOUR WORK to this OSSIGNMENT FOR YOUR teacher to grade!