

Student FOCUS Tips-Uploading

Tip #1- START on the CHILES 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 and your school password.

The screenshot shows the LEON FOCUS Portal homepage. At the top, there is a navigation bar with 'School Information', 'My Information', and 'Assignments & Grades'. Below the navigation bar, there are several sections: 'Alerts - Since you last logged in:', 'Upcoming Assignments:', 'Messages', 'Upcoming Events - View Calendar', 'Featured Programs', and 'Earned Badges'. The 'Featured Programs' section lists various courses with their respective teachers and percentages.

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 Chiles 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 LEON FOCUS Portal assignment page for 'RESEARCH 2 - 05 05 - 005 - Melissa C Ingram'. The page displays a table of assignments with columns for 'Assignment', 'Points', 'Grade', 'Comments', 'Assigned', 'Due', 'Category', 'Assignment Files', 'Date Last Modified', and 'Student Files'. A blue arrow points to the 'Assignment Files' column, and a yellow star points to the 'Edit/Upload' button.

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		[Edit/Upload]
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