

Uploading a Document to the StudentVUE Drop Box from the Grade Book Menu

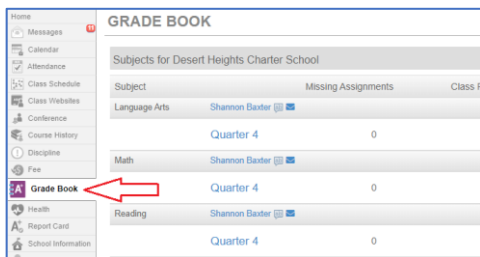
Complete the following steps to access an assignment from the “Grade Book” menu and upload a document to the digital drop box located in StudentVUE.

Note: Before proceeding, make sure the final document has been saved and take note of where it is located on your device.

1. Login to the **browser version** of StudentVUE => portal.dhschools.org

Note: The mobile app version of StudentVUE has limited capabilities to upload so the browser version is recommended. Also, drop box is not available for upload in ParentVUE.

2. Once logged into StudentVUE, click “Grade Book” from the left navigator.



3. Locate the subject/class and click on the appropriate quarter/semester.

GRADE BOOK					
Subjects for Desert Heights Charter School					
Subject	Missing Assignments	Class Resources	Points	Percentage	
Language Arts	Shannon Baxter				
	Quarter 4	0	No Data	No Data	
Math	Shannon Baxter				
	Quarter 4	0	No Data	No Data	
Reading	Shannon Baxter				
	Quarter 4	0	No Data	No Data	

4. **Kinder-4th grade students only**, when the view displays by default it will be the “Standards View”, to more easily find assignments, click “Assignment View” in the upper right.

Note: 5th-12th grade students, skip to step 5.

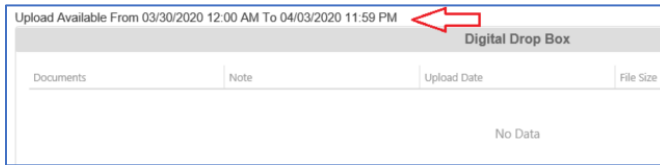
GRADE BOOK					
All Classes	Quarter 4	Mathematics	Assignment View Standards View		
Standards					
Subject	Standard	Mark	Notes	Performance Indicator	
Mathematics (expand all)	Tell and write time to the nearest minute and measure time intervals in minutes. Solve word problems involving addition and subtraction of time intervals in minutes, e.g., by representing the problem on a number line diagram.				
	Understand that shapes in different categories (e.g., rhombuses, rectangles, and others) may share attributes (e.g., having four sides), and that the shared attributes can define a larger category (e.g., quadrilaterals). Recognize rhombuses, rectangles, and squares as examples of quadrilaterals, and draw examples of quadrilaterals that do not belong to any of these subcategories.				
	Draw a scaled picture graph and a scaled bar graph to represent a data set with several				

5. From the “Assignment View” list, locate and select the appropriate assignment.

Note: This view also identifies the open/close dates of the assignment’s drop box.

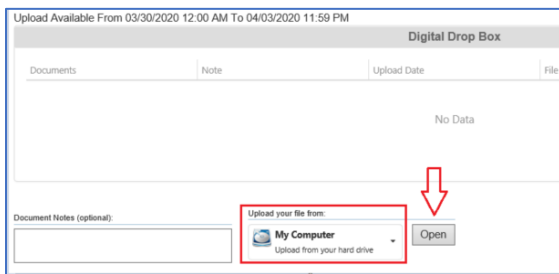
GRADE BOOK								
All Classes	Quarter 4	Language Arts	Assignment View Standards View					
Assignments								
Date	Assignment	Assignment Type	Subject	Resources	Score	Score Type	Notes	Drop Box
05/04/2020	MobyMax-Math	Formal Assessment	Math	1	Not Due	Percentage		
05/01/2020	Running a Restaurant Friday	Formal Assessment	Math	1	See Standards	Percentage		4/30/2020 - 5/3/2020
04/30/2020	Running a Restaurant Thursday	Formal Assessment	Math	1	See Standards	Percentage		4/30/2020 - 5/3/2020
04/29/2020	Running a Restaurant Wednesday	Formal Assessment	Math	1	See Standards	Percentage		4/29/2020 - 5/3/2020
04/28/2020	Running a Restaurant Tuesday	Formal Assessment	Math	1	See Standards	Percentage		4/28/2020 - 5/3/2020
04/27/2020	Running a Restaurant Monday	Formal Assessment	Math	1	See Standards	Percentage		4/27/2020 - 5/3/2020
04/24/2020	Shapes Assessment-Review	Formal Assessment	Math	1		Percentage	(Not For Grading)	

6. Once open, scroll down to the “Digital Drop Box” section. The top of this section will identify the date and time this assignment’s drop box will be available to upload documents.

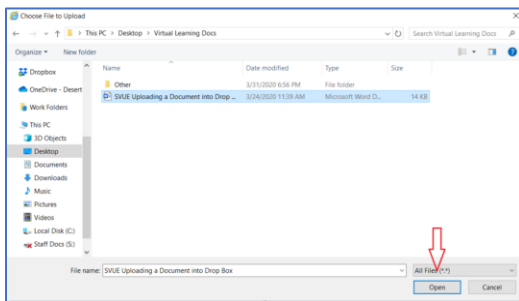


7. By default, the system is set to browse files from “My Computer”, if this is where the document is stored click “Open”.

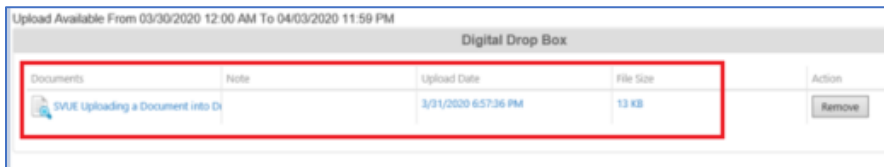
Note: If the drop box has not been enabled for the assignment or if it is closed, this area will not be available, and you should contact your teacher for assistance.



8. Browse to the location of the stored document you want to upload, select it and click “Open” (or double click the document to add it).



9. Your uploaded document will now appear in the “Digital Drop Box” section.



10. **Click the hyperlink to check the document and ensure the correct one was attached.** If you accidentally attached the wrong document, simply click on remove and repeat the above steps as needed to attach a different document.

