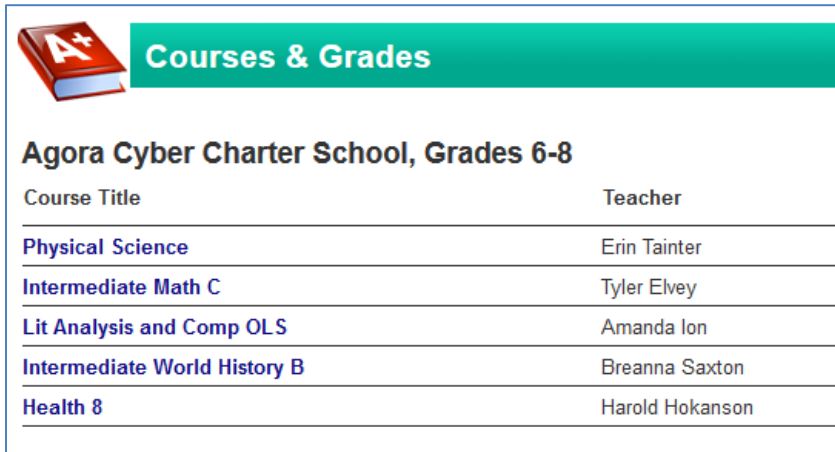


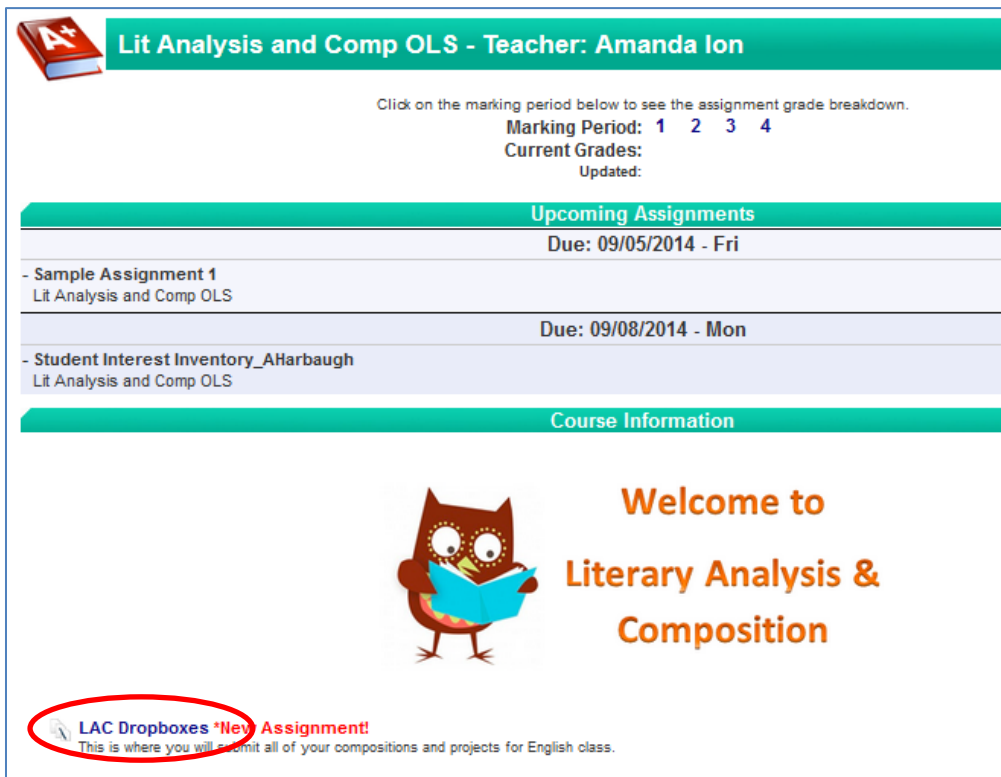
## Submitting a Dropbox Assignment in Sapphire

1. Log into your Sapphire Portal account and go to "Courses & Grades". Select the course in which you have a Dropbox assignment to submit.



| Course Title                                 | Teacher         |
|--|-----------------|
| <a href="#">Physical Science</a>             | Erin Tainter    |
| <a href="#">Intermediate Math C</a>          | Tyler Elvey     |
| <a href="#">Lit Analysis and Comp OLS</a>    | Amanda Ion      |
| <a href="#">Intermediate World History B</a> | Breanna Saxton  |
| <a href="#">Health 8</a>                     | Harold Hokanson |


2. Your course portal page will show your grade in the class, any upcoming assignments, and course information. In this example, the Dropbox shows a New Assignment! Click the Dropbox to open, view, and submit that assignment.



Click on the marking period below to see the assignment grade breakdown.  
Marking Period: [1](#) [2](#) [3](#) [4](#)  
Current Grades:  
Updated:

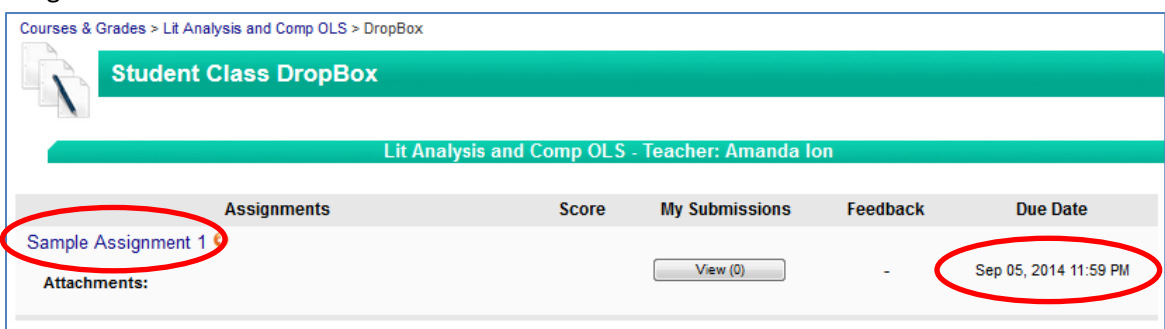
**Upcoming Assignments**  
Due: 09/05/2014 - Fri  
- Sample Assignment 1  
Lit Analysis and Comp OLS  
Due: 09/08/2014 - Mon  
- Student Interest Inventory\_AHarbaugh  
Lit Analysis and Comp OLS

**Course Information**

 **Welcome to  
Literary Analysis &  
Composition**

**LAC Dropboxes \*New Assignment!**  
This is where you will submit all of your compositions and projects for English class.

3. Find the assignment dropbox you are going to complete. Open the assignment by clicking it, and download and save any attachments. This screen also shows you the due date for the assignment.



Courses & Grades > Lit Analysis and Comp OLS > DropBox

**Student Class DropBox**

Lit Analysis and Comp OLS - Teacher: Amanda Ion

| Assignments                         | Score | My Submissions           | Feedback | Due Date              |
|-------------------------------------|-------|--------------------------|----------|-----------------------|
| <a href="#">Sample Assignment 1</a> |       | <a href="#">View (0)</a> | -        | Sep 05, 2014 11:59 PM |

Attachments:

4.

### Sample Assignment 1

**Instructions:** Write a 3 paragraph essay describing your summer vacation. Remember to use full sentences and proper capitalization, punctuation, and grammar.

**Attachments:**

**Add Submission:**

Attach Files:

Text Submission:

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1. **Read the directions carefully.**  
2. **Enter your response to the question in this text box.**  
3. **Attach any necessary files for the assignment.**  
4. **Hit "Submit" to turn in your assignment.**

body ol li span strong

5. Once your teacher has graded your work, they will give you feedback on the assignment, assign points, and return it to you. You will be able to see your grade in the gradebook, and will be able to review any feedback provided through the Dropbox Portal.

| Assignments           | Score      | My Submissions                          | Feedback                            |
|-----------------------|------------|---|-------------------------------------|
| Sample Assignment 1 📌 | 18.00 / 20 | <input type="button" value="View (1)"/> | <input type="button" value="View"/> |
| <b>Attachments:</b>   |            |   |                                     |

Lit Analysis and Comp OLS - Teacher: Amanda Ion

#### Sample Assignment 1 FeedBack

Grade: 18.00/20

Attached Files:

Teacher Feedback Text:

**Great work! I love the imagery you used in describing the look and feel of the sand on the beach. I could almost feel it beneath my feet as I read. :)**

**Remember to always capitalize "I" in your writing. (I am important so I deserve a capital letter.)**

**Please feel free to make any adjustments and resubmit.**

6. You may then make any requested changes, and resubmit if permitted by your teacher. If you would like to resubmit your assignment, you may do so by starting a new submission.

| Assignments           | Score      | My Submissions                          | Feedback                            |
|-----------------------|------------|---|-------------------------------------|
| Sample Assignment 1 📌 | 18.00 / 20 | <input type="button" value="View (1)"/> | <input type="button" value="View"/> |
| <b>Attachments:</b>   |            |   |                                     |