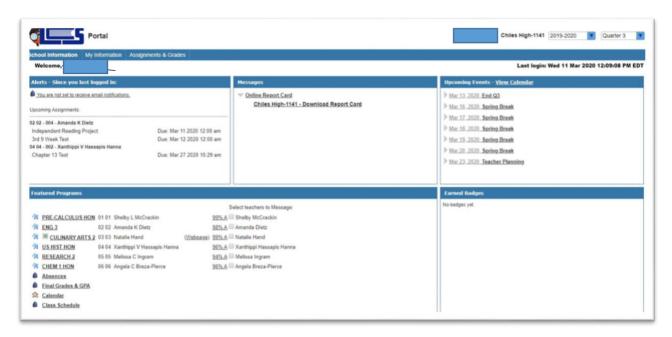
## Student FOCUS Tips-Uploading

Tip #1- START by logging on your your launchpad account.

Tip #2- IF you have trouble logging in, make sure you are using <u>your</u> user ID <u>student#@brevardschools.org\_and</u> your school password.



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#.

For ease of posting, create a new folder 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!

