Titusville High School — Home of the TERRIERS

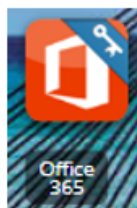## Trying to upload assignments into FOCUS?
There are two ways: (recommend Launchpad Office 365 Word version!)

1. **Save your work to Google Share/Drive as MSWord doc or Office 365 Microsoft Word.**
2. **Upload document to your FOCUS using the steps below.**
   - **Click Edit to re-upload an assignment.**
   - **Or take a picture of your work and insert the image in a Word document to upload.**
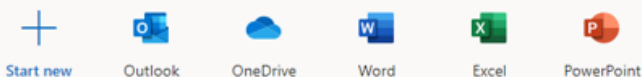
Logging into Launchpad to access …
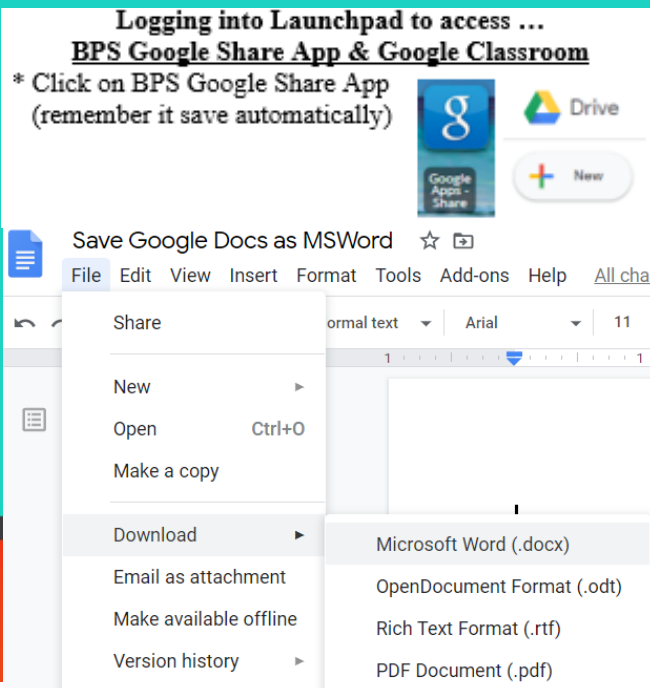**BPS Microsoft Word & PowerPoint**

* Click on Office 365

* Click on Microsoft Word or PowerPoint (remember it save automatically)

Office 365

Good morning

Start new | Outlook | OneDrive | Word | Excel | PowerPoint

Check out THS website

Logging into Launchpad to access …
BPS Google Share App & Google Classroom

* Click on BPS Google Share App (remember it save automatically)

Google Apps - Share | Drive | New

Save Google Docs as MSWord

File Edit View Insert Format Tools Add-ons Help   All char

| Share | | ormal text | Arial | 11 |

New
Open   Ctrl+O
Make a copy

Download ▶ | Microsoft Word (.docx)
Email as attachment | OpenDocument Format (.odt)
Make available offline | Rich Text Format (.rtf)
Version history ▶ | PDF Document (.pdf)

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!

WHEN YOU CLICK ON YOUR GRADE, YOU SHOULD SEE ASSIGNMENTS

Schools

School Information | My Information | Assignments & Grades

	Classwork	Homework	Labs	Notes	Participation	Tests & Quizzes	Weighted Grade		
Percent of Grade	25%	12%	20%	15%	8%	20%			
Your Score	100% A	93% A	71% C	91% A	85% B	82% B	87% B		

Current grade in class: 87% B

35 Assignments

You may download assignment files here

You may upload finished work here

Assignment	Points	Grade	Comments	Assigned	Due	Category	Assignment Files	Date Last Modified	Student Files
Phet Gravity and Orbits Simulation	NG / 40	Not Graded		Mar 11, 2020 09:03 AM	Mar 13, 2020 09:03 AM	Classwork	PhET Gravity and Orbits Activity.docx		Edit/Upload
Notebook prompts 29	NG / 25	Not Graded		Mar 9, 2020 09:02 AM	Mar 10, 2020 09:02 AM	Notes	Notebook prompts week 29.docx gravity and motion.pptx		Edit/Upload
Create a planet lab	NG / 60	Not Graded		Mar 5, 2020 09:00 AM	Mar 9, 2020 09:00 AM	Labs	CREATE YOUR OWN PLANET LAB SUBSTITUTE.docx		Edit/Upload
Notebook Prompts 28	26 / 25	104%		Mar 4, 2020 12:13 PM	Mar 6, 2020 12:13 PM	Notes	Notebook Prompts Week 28.docx Our Solar System Over Time- week 28.pptx	March 10, 2020, 1:17 pm	Edit/Upload