
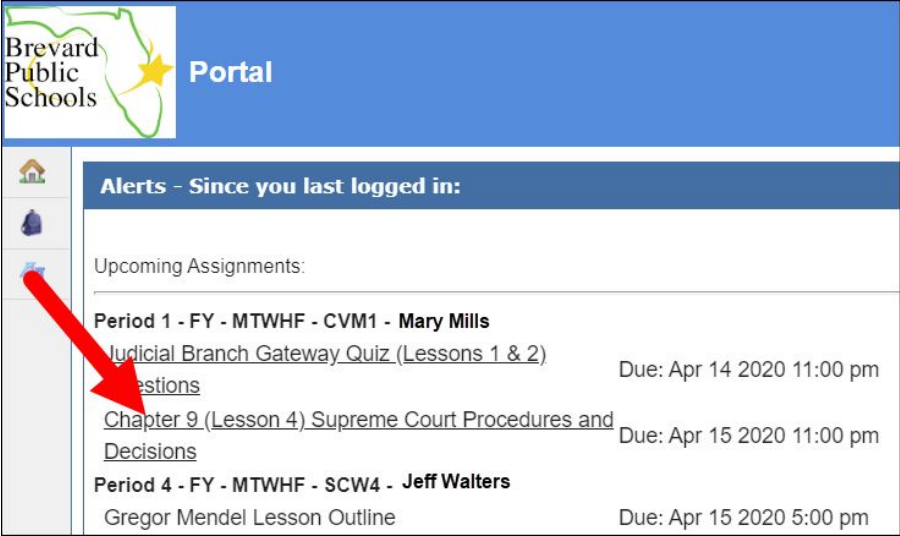


Student Focus upload documents

Link to this document: <https://bit.ly/2UhWxQG> Video Link: <https://youtu.be/0MySIYh7ONA>

Tip #1- START on the BPS HOMEPAGE and click the LAUNCHPAD cloud icon-NOT the mobile app.

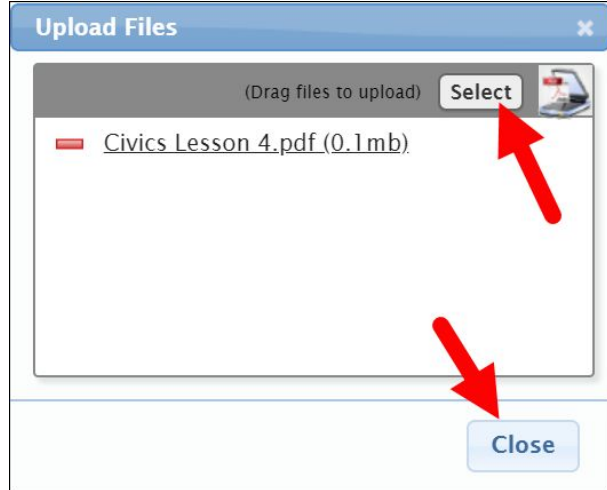
Tip #2- IF you have trouble logging in, make sure you are using your BPS student user id student#@brevardschools.org and your school password.

<p>1. Access Launchpad and Focus Live</p>							
<p>2. Click on the underlined assignment name.</p> <p>NOTE: Only assignments that are underlined are set to allow for a file upload.</p>							
<p>3. Scroll over to the right side of the screen. If there are Assignment Files, click to open. You may also download these to your computer.</p>	<table border="1"> <thead> <tr> <th>Assignment Files</th> <th>Date Last Modified</th> <th>Student Files</th> </tr> </thead> <tbody> <tr> <td><u>Judicial Branch - Lesson 4 Questions.pdf</u></td> <td></td> <td><input type="button" value="Edit/Upload"/></td> </tr> </tbody> </table> <p>A red arrow points from the underlined assignment name to the right.</p>	Assignment Files	Date Last Modified	Student Files	<u>Judicial Branch - Lesson 4 Questions.pdf</u>		<input type="button" value="Edit/Upload"/>
Assignment Files	Date Last Modified	Student Files					
<u>Judicial Branch - Lesson 4 Questions.pdf</u>		<input type="button" value="Edit/Upload"/>					
<p>4. To upload a completed assignment, click the Edit/Upload button.</p>	<table border="1"> <thead> <tr> <th>Assignment Files</th> <th>Date Last Modified</th> <th>Student Files</th> </tr> </thead> <tbody> <tr> <td><u>Judicial Branch - Lesson 4 Questions.pdf</u></td> <td></td> <td><input type="button" value="Edit/Upload"/></td> </tr> </tbody> </table> <p>A red arrow points from the 'Edit/Upload' button back to the underlined assignment name.</p>	Assignment Files	Date Last Modified	Student Files	<u>Judicial Branch - Lesson 4 Questions.pdf</u>		<input type="button" value="Edit/Upload"/>
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5. Click **Select** to choose the file to upload. Once uploaded, click the **Close** button.



6. Once uploaded successfully, you will see the document listed under the *Student Files* column.

