

Know iO

Homework Dropbox

Opening a Dropbox

Each assignment has its own dropbox. To allow students to turn in work for an assignment, complete the following:

- ✓ Login to Gradebook
- ✓ Go to the Grades > Assignment Screen
- ✓ At the bottom left, check "Dropbox"
- ✓ Select one of the following assignment types:
 - Accept any file such as doc, ppt, xls, pages, etc.
 - Accept PDF file types
 - Accept Juno Docs

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Student Assignment Submission

- ✓ Select the "Dropbox" button located on the student Homework, Calendar, and Details screens.
- ✓ Upload files from computer/tablet, Google Drive, or Dropbox, or write a Juno Doc directly in Jupiter.
- ✓ Email files and links directly to dropbox@jupitered.com. They will appear in the Student's File Locker.
- ✓ Assignment submissions are timestamped.
- ✓ Students may attach multiple files in the same submission.
- ✓ Students may write teachers a note for each submitted item.

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Grading

- ✓ An orange dot appears next to the assignment or student on the Dashboard, Grades > Assignment, or Grades > Student screens.
- ✓ Clicking the dot takes you to the Assignment or Dropbox screen.
- ✓ To view student's notes and work, post scores and teacher comments, go to the Grades > Dropbox screen.
- ✓ Save time by utilizing shortcuts to click on a number line or grade scale to enter scores.
- ✓ Highlight text and insert comments directly when grading Juno Doc assignments.

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Help Guide

- ✓ For more information, or technical help, visit our help guide at: <http://jupitergrades.com/help/dropbox.html>

Other Important Information

- ✓ Check out the Homework Dropbox interactive demo at: <http://jupitergrades.com/demo/dropboxteacher.php>