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

Courses & Grades				
Agora Cyber Charter School, Grades 6-8				
Course Title	Teacher			
Physical Science	Erin Tainter			
Intermediate Math C	Tyler Elvey			
Lit Analysis and Comp OLS	Amanda Ion			
Intermediate World History B	Breanna Saxton			
Health 8	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.



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 Anal	ysis and Comp OLS -	Teacher: Amanda lo	n	
Assignments	Score	My Submissions	Feedback	Due Date
Sample Assignment 1 3 Attachments:		View (0)	- 🤇	Sep 05, 2014 11:59 PM

4.

Sample Assignment 1	
Instructions: Write a 3 paragraph essay describing your summer vacation. Remember to use full sent proper capitalization, punctuation, and grammar.	tences and
Add Submission:	
Attach Files: Add Files.	
Text Submission:	
$\begin{array}{c ccccccccccccccccccccccccccccccccccc$	
 Read the directions carefully. Enter your response to the question in this text box. Attach any necessary files for the assignment. Hit "Submit" to turn in your assignment. 	
body of II span strong	
Submit Cancel	

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 9			\frown
Attachments:	18.00/20	View (1)	View
Lit Analysis and Comp OLS	6 - Teacher: Amanda	alon	
Sample Assignment 1 FeedBack			
Grade: 18.00/20			
Attached Files:			
Teacher Feedback Text:			
Great work! I love the imagery you used in descril beach. I could almost feel it beneath my feet as I r	bing the look a read. ;)	nd feel of the sand o	on the
Remember to always capitalize "I" in your writing. letter.)	(I am importar	nt so I deserve a cap	ital
Please feel free to make any adjustments and resu	ıbmit.		

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 0 Attachments:	18.00 / 20	View (1)	View