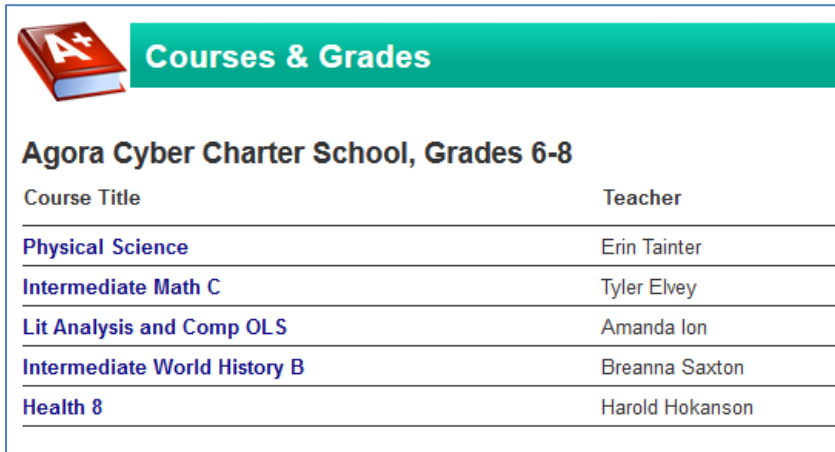


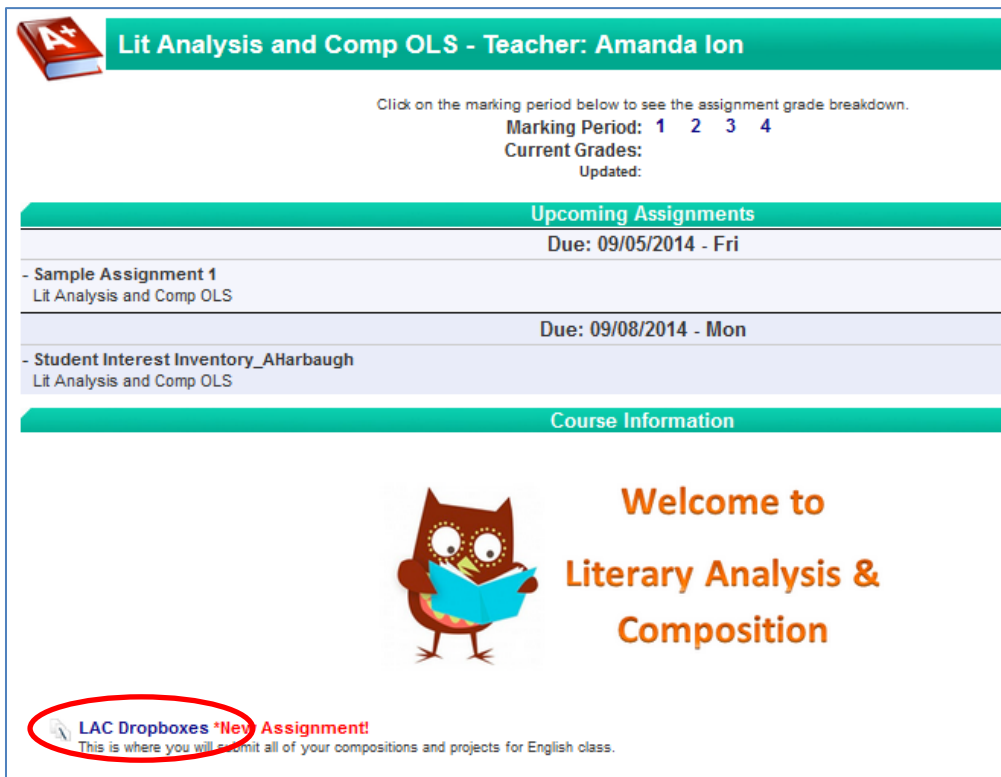
Submitting a Dropbox Assignment in Sapphire

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



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.



Click on the marking period below to see the assignment grade breakdown.
Marking Period: [1](#) [2](#) [3](#) [4](#)
Current Grades:
Updated:

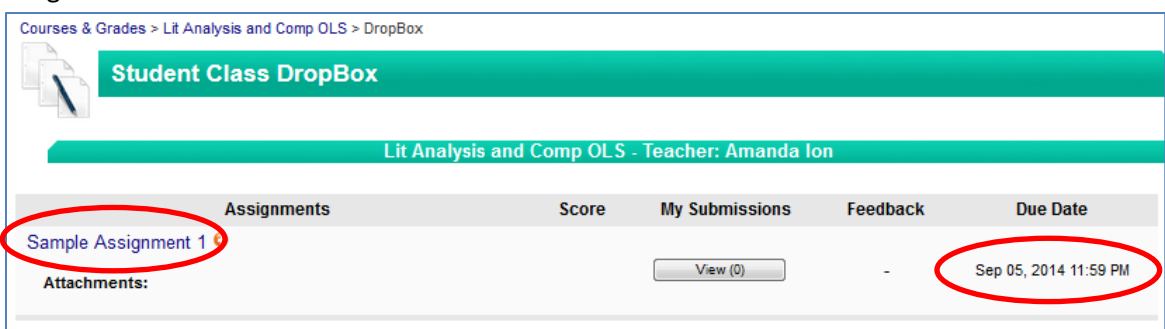
Upcoming Assignments
Due: 09/05/2014 - Fri
- Sample Assignment 1
Lit Analysis and Comp OLS
Due: 09/08/2014 - Mon
- Student Interest Inventory_AHarbaugh
Lit Analysis and Comp OLS

Course Information

 **Welcome to
Literary Analysis &
Composition**

LAC Dropboxes *New Assignment!
This is where you will submit all of your compositions and projects for English class.

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 Analysis and Comp OLS - Teacher: Amanda Ion

Assignments	Score	My Submissions	Feedback	Due Date
Sample Assignment 1		<input type="button" value="View (0)"/>	-	Sep 05, 2014 11:59 PM

Attachments:

4.

Sample Assignment 1

Instructions: Write a 3 paragraph essay describing your summer vacation. Remember to use full sentences and proper capitalization, punctuation, and grammar.

Attachments:

Add Submission:

Attach Files:

Text Submission:

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