

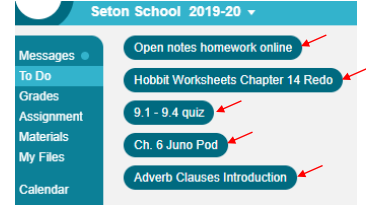
Student Tips for Jupiter Ed Online School

Message Screen

Use this screen to view any messages or forums.

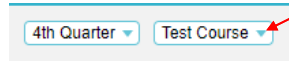
TO DO Screen

Use this screen to see an overview of all your classes on one screen. This will show you current grades in all your classes and any homework that is due soon. If you have any tests/quizzes/lessons to do they will be seen at the top of the screen (see screenshot). To see the details for any class, click on that class. This takes you to the **Grades** screen.



Grades Screen

To see the details for a certain class, switch to that class.

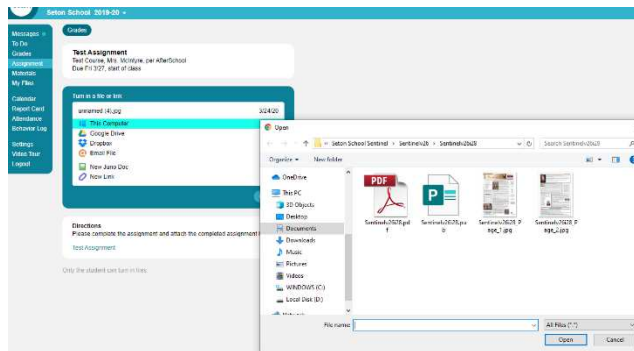
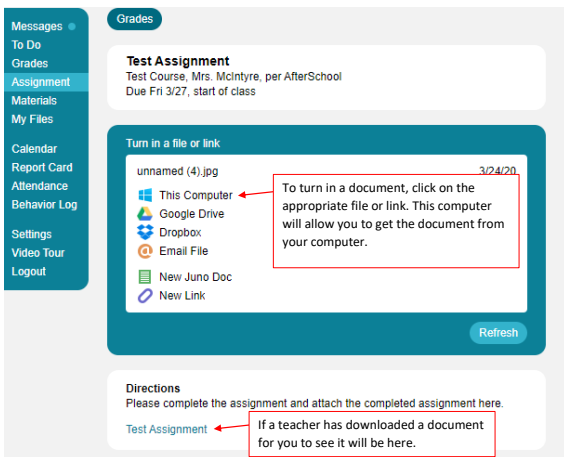


To get details for an assignment, click on that assignment. This will take you to the **Assignment** screen.

Assignment Screen

Here you can see directions, files/links and rubrics for your assignments depending what the teacher has done. When the teacher grades an assignment, it will also show up here. Some assignments will have a button to take a test/quiz/lesson (this is the same button that is shown in the TO DO screen).

To **Turn In files** to the teacher for a specific assignment, click on This Computer or Google Drive (wherever you have it saved). Select the file and click on Open. You have now turned in your assignment. If the



teacher asks you to write an essay/paragraph using **Juno Doc**, click on New Juno Doc, type or paste in your response and then click Turn In.

Materials Screen

Click on materials to see files/links from your teachers or the school office. Select the class and click on the item to open.

My Files Screen

This is another place for you to store your files. If you uploaded any files directly in an assignment from the assignment screen, it will also show up here. Click on the New/Upload button to add new documents, new Juno Doc, etc (see above screenshots). You can also **Turn In a file** to your teacher from this screen. Once you have uploaded your file, click on the file and then click on Turn In.

Calendar Screen

Click on Calendar to see an overview of what you have due. To see specific information for any date, click on that day. This will also show you the assignments that are due on that day, like the TO DO list.

For more information please click on JE Video Tutorial for Parents/Students:

https://www.youtube.com/embed/5-r-0OC99_E?rel=0&autoplay=1&loop=1

IMPORTANT: Using MS Office Lens to turn pictures of your assignments into pdf files

Pictures can be very hard for your teachers to read. It is recommended to convert those pictures to a pdf file. Download the app **MS Office Lens** (free at the app store). Once downloaded, click on the app and take a picture of the assignment, make sure Document is selected. Click Done and save to PDF. Click on Phone Storage, select the document and share with your teacher (if you're unsure how to do this, you can send yourself an email with the document and then download it to your computer and attach it to the assignment or put it in My Files in JE.).