

Uploading a Document to the StudentVUE Drop Box from the Calendar Menu

Complete the following steps to access an assignment from the “Calendar” menu and upload a document to the digital drop box located in StudentVUE.

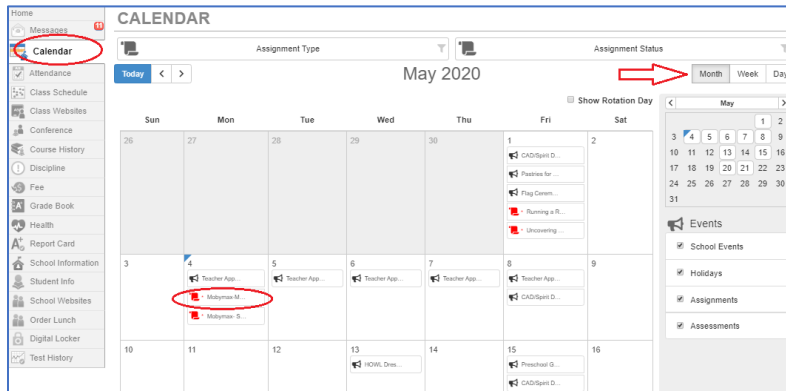
Note: Before proceeding, make sure the final document has been saved and take note of where it is located on your device.

1. Login to the **browser version** of StudentVUE => portal.dhschools.org

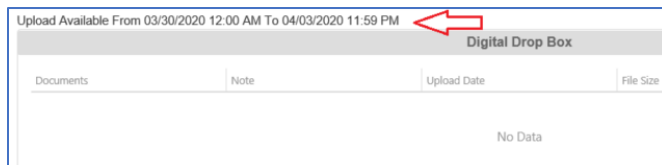
Note: The mobile app version of StudentVUE has limited capabilities to upload so the browser version is recommended. Also, drop box is not available for upload in ParentVUE.

2. Click “Calendar” from the left navigator and locate the assignment. Once found, click the assignment link to open it.

Note: The calendar can be viewed by Month, Week or Day. Change your display as needed using the option in the upper right corner.

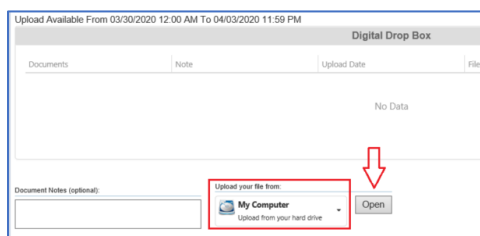


3. Once the assignment is open, scroll down to the “Digital Drop Box” section. The top of this section will identify the date and time this assignment’s drop box will be available to upload documents.

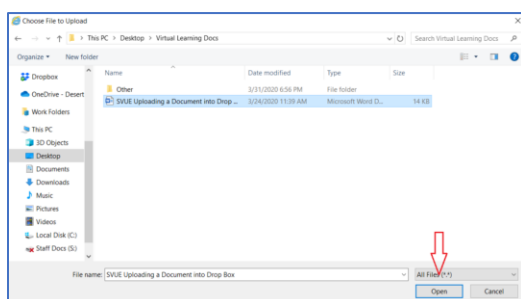


4. By default, the system is set to browse files from “My Computer”, if this is where the document is stored click “Open”.

Note: If the drop box has not been enabled for the assignment or if it is closed, this area will not be available, and you should contact your teacher for assistance.




5. Browse to the location of the stored document you want to upload, select it and click “Open” (or double click the document to add it).




6. Your uploaded document will now appear in the “Digital Drop Box” section.

Upload Available From 03/30/2020 12:00 AM To 04/03/2020 11:59 PM

Documents	Note	Upload Date	File Size	Action
 SVUE Uploading a Document into Di		3/31/2020 6:57:36 PM	13 KB	<input type="button" value="Remove"/>

7. **Click the hyperlink to check the document and ensure the correct one was attached.** If you accidently attached the wrong document, simply click on remove and repeat the above steps as needed to attach a different document.

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