

Submitting Dropbox Assignments

- In this tutorial, you will learn how to submit Dropbox Assignments.
- First, log in to D2L and select your course using the navigation bar at the top of the page or if you have selected the course before it will appear under My Courses on your home page.



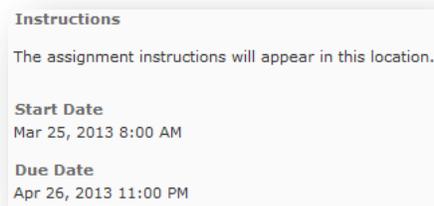
- From the Assessments menu select the link for the dropbox.



- The Dropbox Folders page will display your course assignments including your current score, how many files you have submitted, any feedback that is available and the due date for the assignment.

No Category	Folder	Score	Submissions	Feedback	Due Date
	Assignment 01	- / 10	0	-	Apr 26, 2013 11:00 PM

- Once you have selected an assignment, you will see the instructions for the assignment, the date that the assignment started, the due date, and the area where you can submit a file.

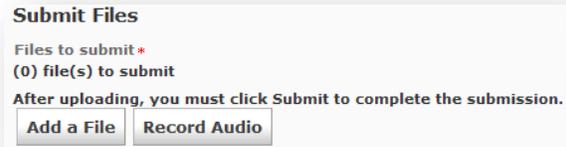


- To add a file:



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- Click Add a File, this will give you the option to upload your assignment through My Computer, My Locker or Group Locker.



- For example, click on My Computer this will allow you to browse your computer for your assignment submission. After you navigate to the appropriate file, select the file and click Open. Once your assignment is uploaded click Done. The file that you just uploaded will then display under Add a File.



- Click Submit, this will take you to a page that says File submission successful.
- At the bottom of the page you have to option to click Done, View History, or Upload More Files.



- Clicking done will take you to a Dropbox Folders page. If you want to view your history from this page click View History.
- This will take you to a Submission History Page. Clicking View History at the bottom of the File submission page will also bring you to this page.
- Here you are able to click on submitted files and review them.
- If you click on Upload More Files it will take you back to the Submit Files page and take you through the whole submission process again.