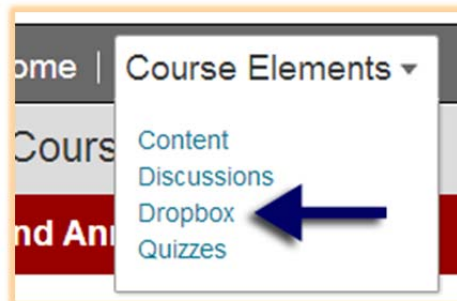


FOR STUDENTS: Submitting to the Dropbox

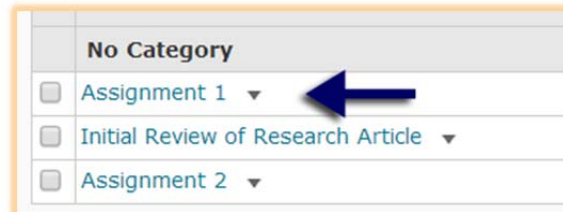
The following documentation will show students how to submit an assignment to the course dropbox.

INSTRUCTIONS:

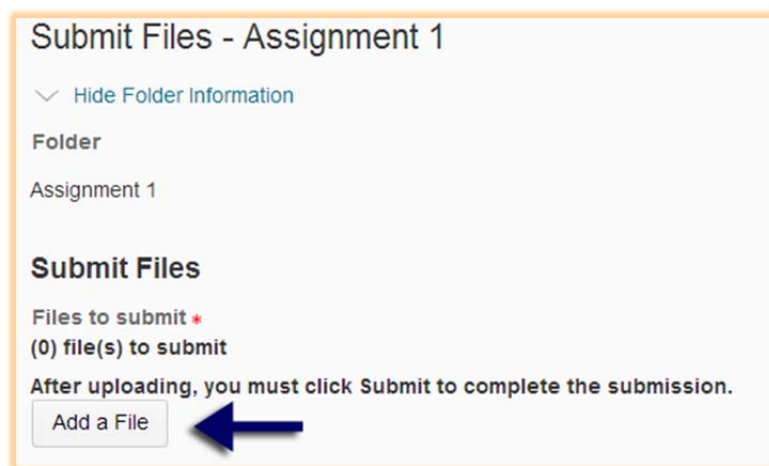
Access the Dropbox



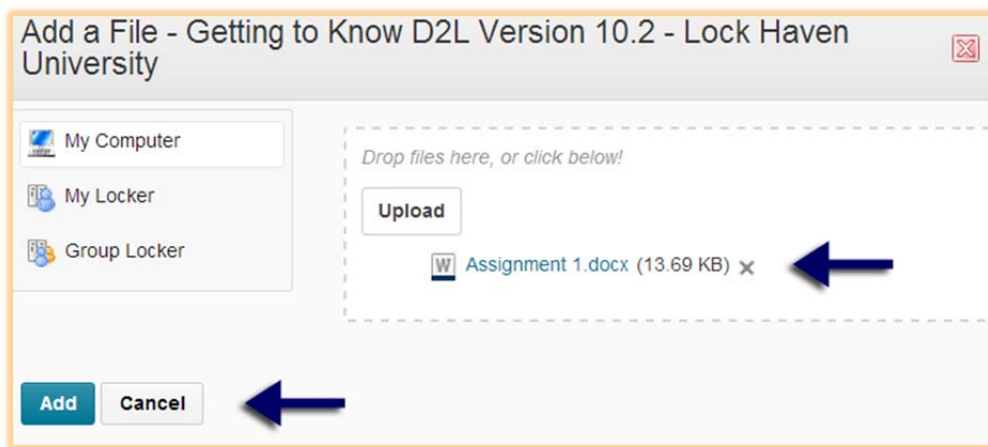
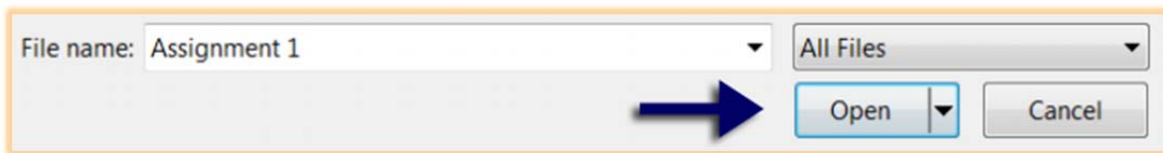
Click the name of the folder for your assignment(s).



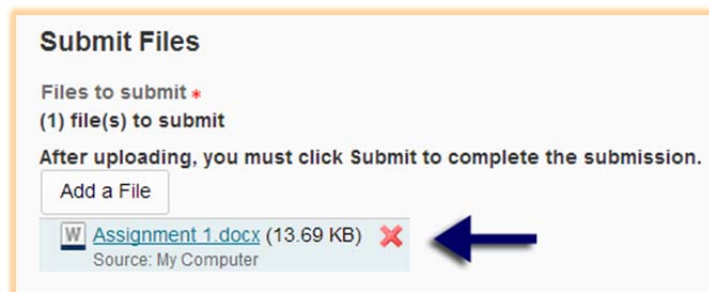
Add a file



Use the Upload button to locate your assignment file to submit, or use the Drag and Drop feature. When the file name appears, select the Add button.



After uploading, your file will appear and you must click the Submit button to complete the submission.



You will then see a confirmation and an email will be sent to you, confirming that the file submission was successful.


File submission successful

Uploaded By
Test Student

Folder
Assignment 1

Instructions

Submitted Files


 [Assignment 1.docx](#) (13.69 KB)

Comments

Submission Date
Oct 17, 2013 9:45 AM

Total File Size
13.69 KB

Email Status
Confirmation Email Sent Successfully



NOTES: Best practices for naming files to ensure they can be opened by your instructor:

- File names may contain alpha characters A-Z or a-z, numbers 0-9, underscores and hyphens.
- File names should not contain spaces. Use hyphens or underscores in place of spaces.
- File names should not contain the following special characters: * / : ; > < | ' & # { }".
- File names should only contain one period (.) and that period should be located between the text name you assign to the file and the file extension (e.g., pdf, doc, docx, xls, xlsx, pptx) assigned by the application used to create the file.