

The Dropbox tool allows you to submit assignments by uploading them to the appropriate Dropbox folder.

**Accessing a Dropbox Folder**

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| 1. Click Assessments (1) on the course navbar and select Dropbox (2) from the drop-down menu. |
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| 1. To access a folder, click on the Dropbox title in the Folder List (on the left). When a Dropbox is available for submissions, they become text links. Note the Due Date column (on the right) which indicates the last day you can submit an assignment to a folder. |
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**Upload an assignment file**

Your assignment must already be completed and saved as a file somewhere on your computer.

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| 1. Enter a Dropbox folder and click on the Add a File button. |
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| 1. Click on My Computer (1) and then click the Upload button (2). |
| C:\Users\bbrown\AppData\Local\Temp\SNAGHTML107b1e5f.PNG  You can drag and drop the file into the specified outline area, instead of clicking the Browse or Upload button to add it. |
| 1. Locate your saved file (1), click on it once to select it, and then click the Open button (3). |
| **Adding Multiple Files**  If your instructor requires you to upload multiple files hold down the **CTRL** key and select each file you need to add. Then click the **Open** button. |
| 1. Click the Add button. |
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| 1. Add additional comments about the assignment in the Comments text block (1) and click the Submit button (2). To remove an attached file click on the X icon next to the file name. |
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| 1. Upon submission, a confirmation email will be sent to your Desire2Learn Email. You can also click on the View History button to further confirm that your assignment has been submitted. |
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**Viewing Score and Feedback**

Once the instructor has graded your assignment, return to the Dropbox area by clicking on Assessments from the course navbar and selecting Dropbox from the menu.

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| To view your grade for the assignment, look in the Score column. To read you instructor’s feedback (if available) click on the View link in the Feedback column. |
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