A picture containing shape

Description automatically generatedThe Dropbox tool allows you to submit assignments by uploading them to the appropriate Dropbox folder.

*Submitting Assignments using the Dropbox*

**Accessing a Dropbox Folder**

1. **Click** Assessments (**1**) on the course navbar and **select** Dropbox (**2**) from the dropdown menu.

A screenshot of a checklist

Description automatically generated

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 (under the name of the folder) which indicates the last day you can submit an assignment to a folder.

A screenshot of a computer

Description automatically generated

**Upload an assignment file**

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

1. **Enter** a Dropbox folder and click on the Add a File button.

A screenshot of a video

Description automatically generated

1. **Click** on My Computer (**1**) and then **click** the Upload button (**2**).

A screenshot of a computer

Description automatically generated

1. Locate your saved file (**1**), **click** on it once to select it, and then **click** the Open button (**2**).

A screenshot of a computer

Description automatically generated

1. **Click** the Add button.

A screenshot of a computer

Description automatically generated

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.

A screenshot of a computer

Description automatically generated

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.

A screenshot of a computer

Description automatically generated

**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.

1. To view your grade for the assignment, look in the Score column. To read you instructor’s feedback or view your graded rubric feedback (if available) **click** on the View Feedback link in the Evaluation Status column.

A screenshot of a computer

Description automatically generated

1. You can view your graded rubric feedback for a dropbox assignment via your gradebook by clicking the View Graded Rubric link for it (only if your instructor used a rubric to grade your dropbox assignment).

A white background with black text

Description automatically generated