

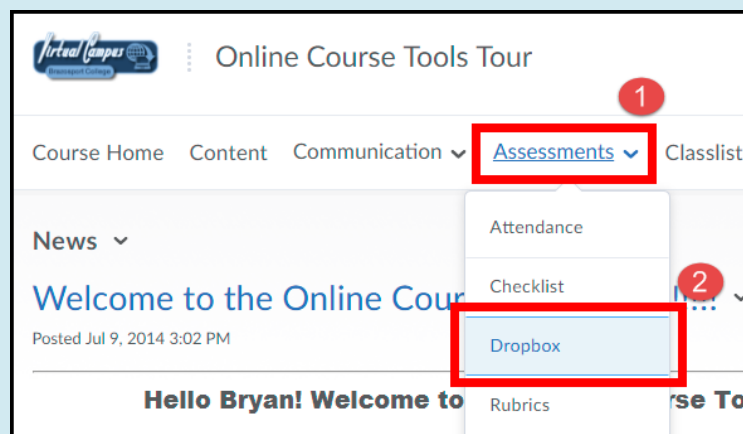
Submitting Assignments using the Dropbox



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

Accessing a Dropbox Folder

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



2. 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.

Dropbox Folders Help

[View History](#)

Folder	Score	Submissions	Feedback	Due Date
No Category				
Orientation to Course Tools Assignment Attachments VC_Tour_Assignment.docx (117.63 KB) 224751_2017-1-13_1215.html (502 Bytes)	- / 100	10	-	Nov 25, 2018 11:30 PM

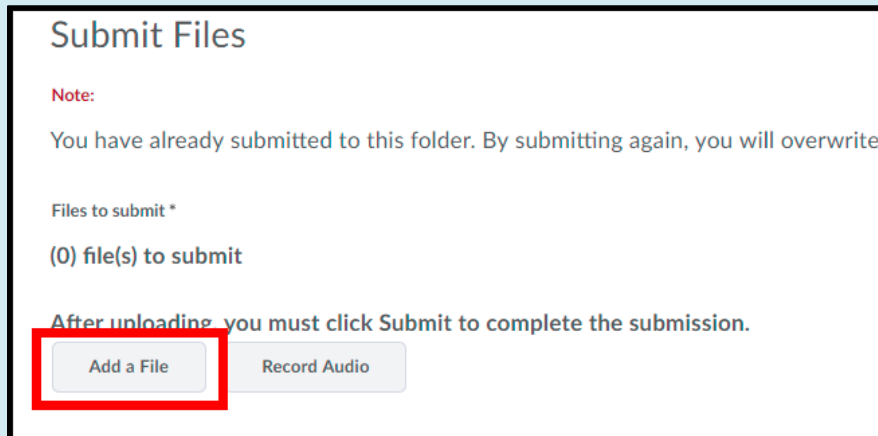
20 per page ▾



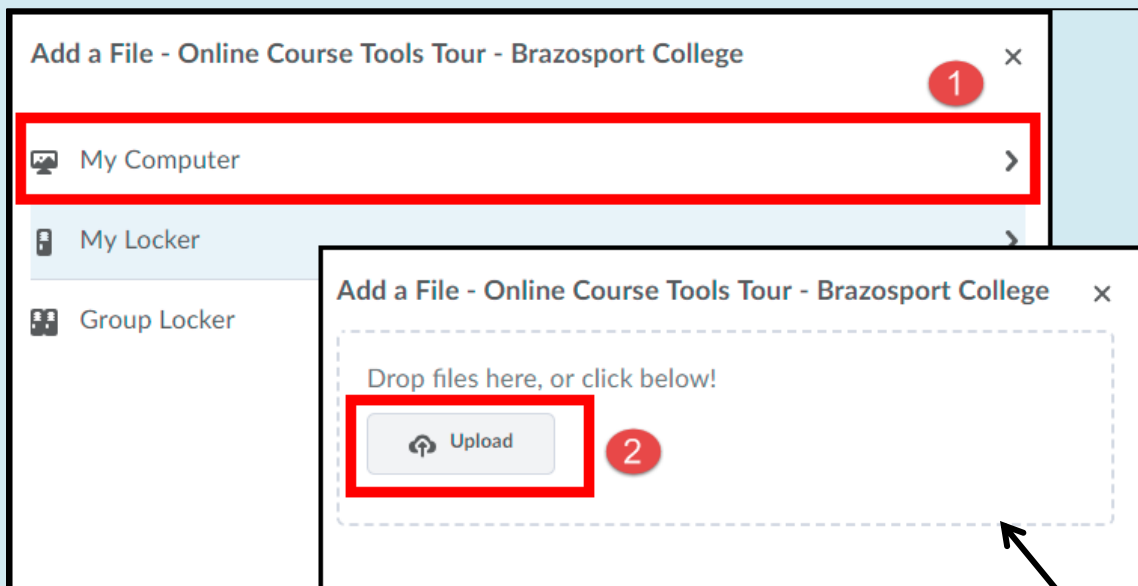
Upload an assignment file

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.



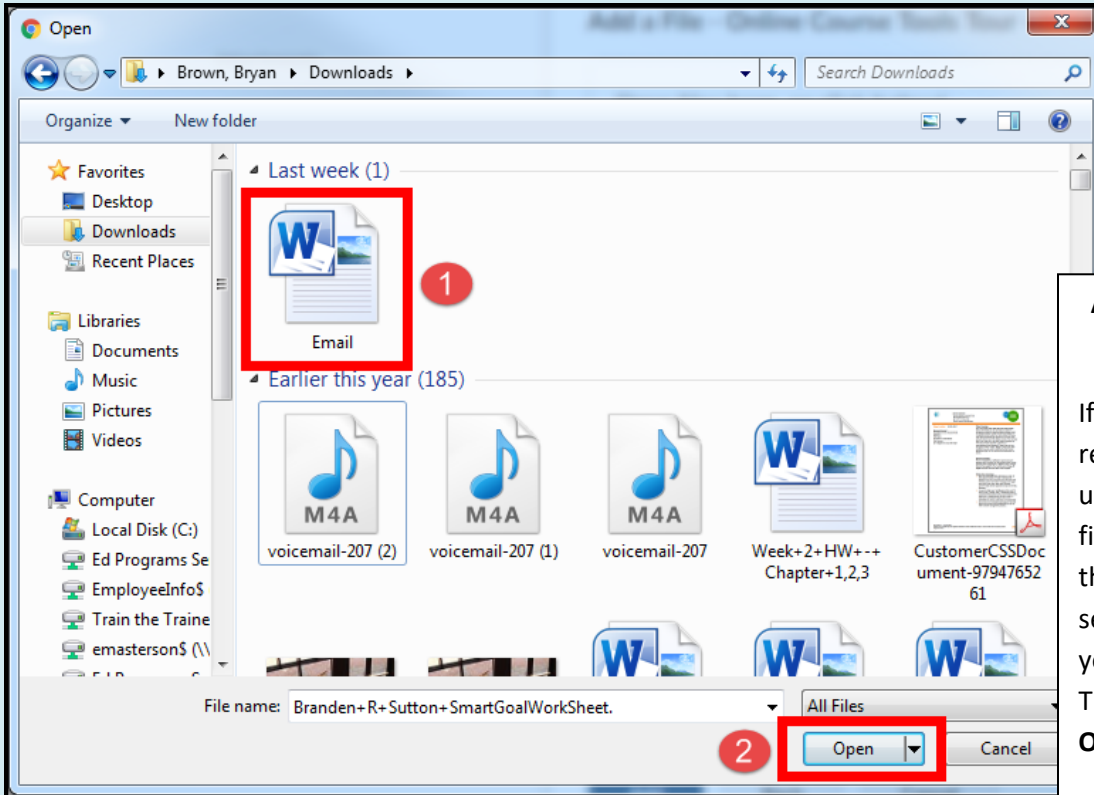
2. Click on **My Computer** (1) and then click the **Upload** button (2).



You can drag and drop the file into the specified outline area, instead of clicking the Browse or Upload button to add it.



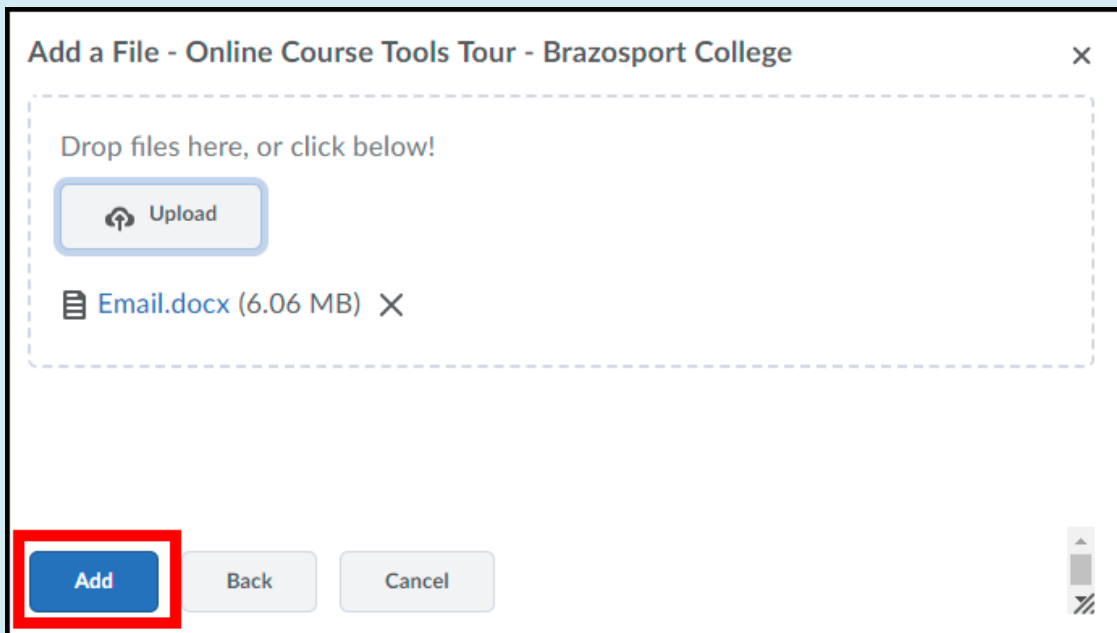
3. Locate your saved file (1), click on it once to select it, and then click the **Open** button (3).



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.

4. Click the **Add** button.




5. 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.

Submit Files

Files to submit *




(1) file(s) to submit

After uploading, you must click **Submit** to complete the submission.







 [Email.docx](#) (6.06 MB)

Source: My Computer

Comments

1

2



6. 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.

File Upload Results

File submission successful

Submitted Files

 [Email.docx](#) (6.06 MB)

Folder

Assignment 1

Submission Date

Oct 12, 2017 1:57 PM

Uploaded By

Bryan Brown

Total File Size

6.06 MB

Email Status

Confirmation Email Sent Successfully

Done

View History


Upload More Files






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 your instructor's feedback or view your graded rubric feedback (if available) click on the **View Feedback** link in the **Evaluation Status** column.

Folder	Completion Status	Score	Evaluation Status	Due Date
Introduction to Course Tools Assignment  Attachments VC Tour Assignment.docx (117.63 KB) 224751_2017-1-13_1215.html (502 Bytes)	3 Submissions, 5 Files	50 / 100 - 50 %	Feedback: Read	Nov 25, 2018 11:30

2. 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).

Grades  Print				
Grade Item	Points	Weight Achieved	Grade	Assessment
Final Test 1 	80 / 100	8 / 10	80 %	
Pretest	- / 100	- / 10	-%	
Social Issues	- / 11225	- / 0	-%	
Test 2		- / 10	-	 View Graded Rubric

