

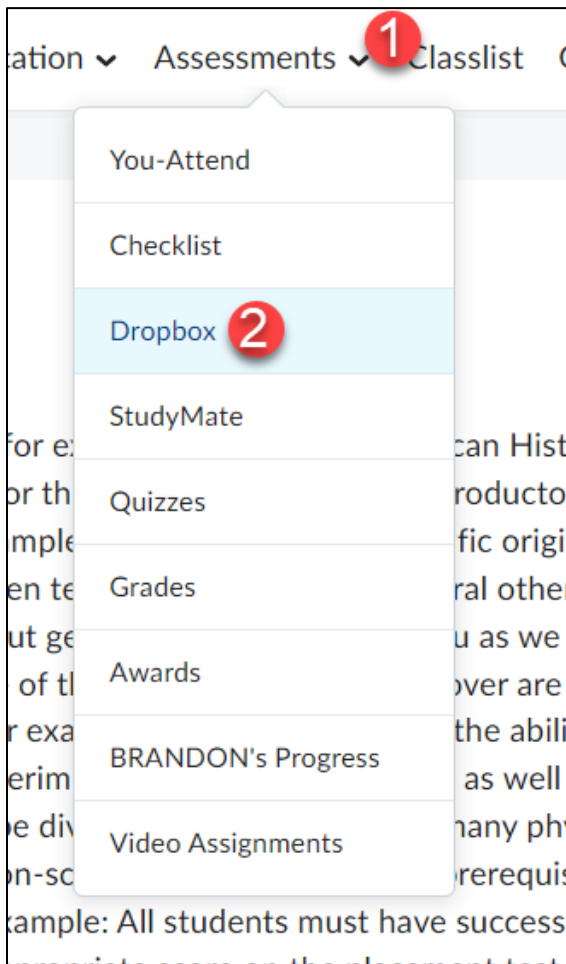


Submitting Assignments using the Dropbox

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

Folder	Completion Status	Score	Evaluation Status
No Category			
Lorem Ipsum Paper March 28 - July 12	Not Submitted	- / 100	
Assienment 1	Not Submitted	- / 10	

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.

Submit Assignment

Files to submit *

(0) file(s) to submit

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

Add a File Record Video

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

ADD FILE | Files must comply with copyright law. View Copyright@BC × (http://brazosport.edu/copyright) for policies and guidelines. Submit copyright questions to copyright@brazosport.edu. - DEMO-BLAM - Brazosport College

My Computer **1**

My Locker

Group Lock

ADD FILE | Files must comply with copyright law. View Copyright@BC × (http://brazosport.edu/copyright) for policies and guidelines. Submit copyright questions to copyright@brazosport.edu. - DEMO-BLAM - Brazosport College

Drop files here, or click below!

Upload **2**

You can upload files up to a maximum of 2 GB.

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

Open

This PC > Desktop >

Search Desktop

Organize New folder

This PC

3D Objects

Desktop

Documents

Downloads

Music

Pictures

Videos

Local Disk (C:)

Brandon's Drive

EmployeeInfo\$ (

Source Files

Stuff

Adobe Acrobat DC Shortcut 2.04 KB

Adobe Creative Cloud Shortcut 1.32 KB

Cisco IP Communicator Shortcut 1.32 KB

Create A Quiz_updates Microsoft Word Document 837 KB

Google Chrome Shortcut 2.22 KB

Html practice Text Document 2.84 KB

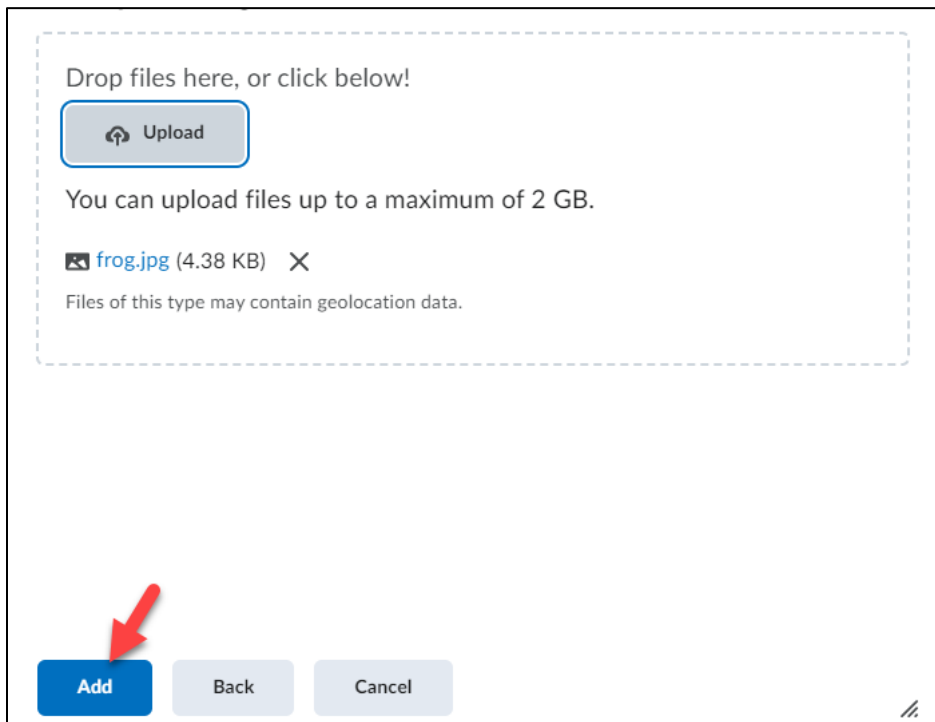
frog **1** JPG File 4.38 KB

Hello Microsoft Word Document 11.8 KB

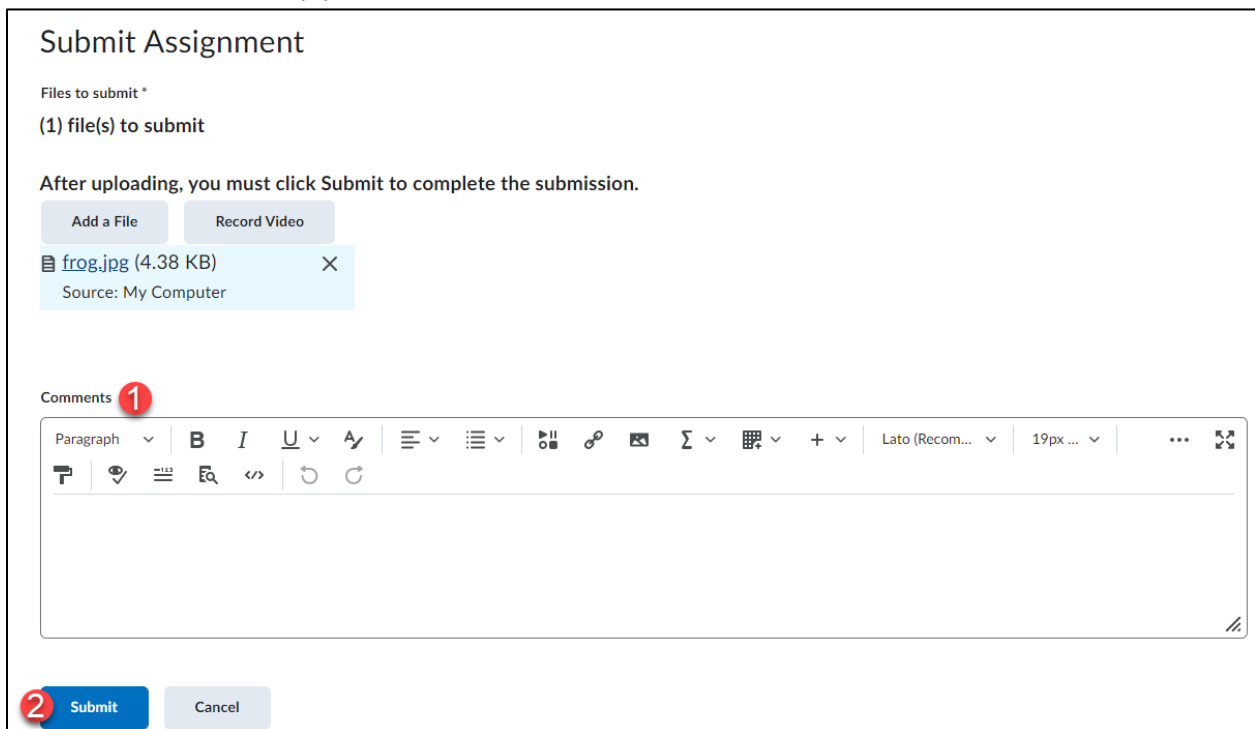
File name: frog All Files

2 Open Cancel

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.




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.

Review Assignment Submission

File submission successful

Submission ID
898871

Submission(s)
 [frog.jpg](#) (4.38 KB)

Comments

Folder
Assignment 1 (hybrid section)

Submission Date
Aug 31, 2023 10:58 AM

Submitted By
BRANDON LAM

Total File Size
4.38 KB



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
No Category			
Orientation to Course Tools Assignment Starts April 25 Attachments VC Tour Assignment.docx (117.63 KB) 224751_2017-1-13_1215.html (502 Bytes) Holidays 2021-2022.docx (43.37 KB)	5 Submissions, 7 Files	50 / 100 - 50 % 	Feedback: Read 

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).

Assignment 1	95 / 100	0.95 / 1	95 %	Overall Feedback Good Job  View Graded Rubric
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