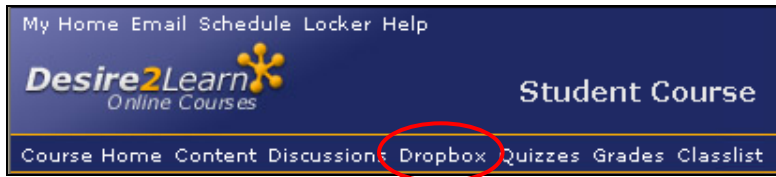


What is the Dropbox?

The Dropbox tool replaces the need for you to mail, fax, or email assignments to your instructor. You can use the Dropbox tool to submit assignments online by uploading their files to designated folders where your instructor can pick up the files for grading and post helpful information.



Select the *Dropbox* link on the course home navigation bar to view a list of dropbox folders created by your instructor.



From this page you can view:

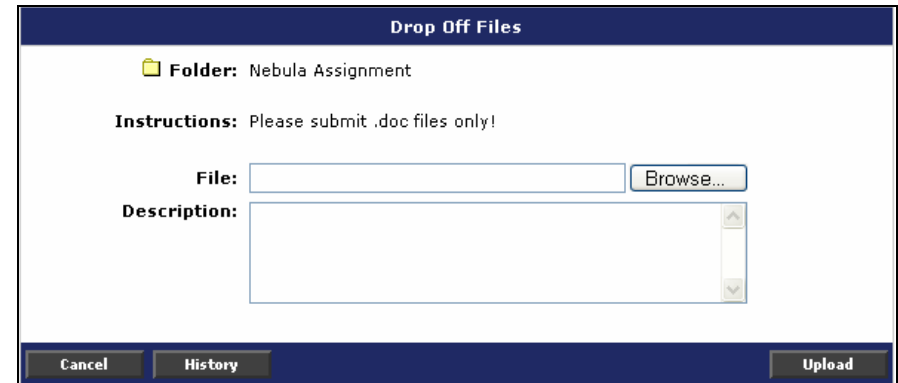
- A list of available folders
- Submission and feedback information
- Previously submitted assignments (by clicking HISTORY)

Submitting assignments

To submit assignments to the dropbox:

1. Select the assignment name link to the destination folder (for example, the course name or the section number).

2. Click BROWSE and locate the assignment file that you want to upload.



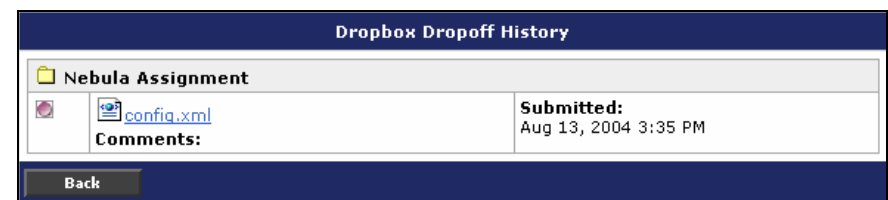
3. Type a description for the assignment file and click **UPLOAD**.



4. Click **DONE** to return to the dropbox folder list page.

The submitted column now indicates with a "1" beside it that you have submitted 1 file to the site critique folder.

Reviewing your submissions

1. Select the blue folder name hyperlink to view the associated assignment.
2. Click **History** to display any files and their comments and dates submitted with each file:



-  indicates that the file was downloaded by your instructor. You can click the **Grades** link to see if your assignment has been graded.
-  indicates that the file has not been downloaded by your instructor.

Viewing instructor feedback

To view feedback from an instructor on an assignment, click the NEW icon in the feedback column (in yellow) on the dropbox folder list page:

Folder List		
Folder	Submitted Files	Feedback
Site Critique <small>Deadline: Apr 30, 2004 5:19 PM</small>	1	 New

[History](#)

The feedback page displays.