USING THE DROPBOX

Dropbox is a place to submit assignments and projects for grading. Your instructor organizes the dropbox into folders. Note: you may not see this page if your instructor links directly to an assignment dropbox.

Submitting an Assignment

1. Click on the **dropbox assignment**.
2. Read and follow the instructions on the assignment page. There may be rubrics or attachments for you to view. Scroll down as needed to read all of the instructions.
3. To upload a file to the dropbox:
   a. Click **Upload**.
   b. Find the file you wish to upload, and click on it.
   c. Click **Open**.
4. To record audio (you must have a microphone to use this option):
   a. Click **Record Audio**.
      i. Depending on your browser, you may have to allow the system to access your microphone and webcam.
   b. Click the **Record** button (red circle) to begin the recording.
   c. Click the **Record** button (red circle) to stop the recording.
   d. Click the **Arrow** (green triangle) to play the recording before you attach it.
   e. Click **Save** to attach it to the dropbox assignment.
5. Add any comments (as appropriate) in the **Comments** box.
6. Click the **Submit to Dropbox** button.
7. A confirmation and summary screen appears, letting you know your files have been submitted successfully.

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