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.

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Dropbox Folders				🛛 Hel
View History				
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Folder	Score	Submissions	Feedback	Due Dat
Unit 1				
Assignment 1 Closed Mar 15, 2013 11:59 PM	38 / 50 - 76 %	1	View	Mar 15, 2013 11:59 PM
Assignment 2 Attachments: W Assignment 2 Template.docx (14.32 KB)	- / 50	0	-	Mar 29 2013 11:59 P
Group 1: Project 1 🚇	- / 50	0	-	Apr 12 2013 11:59 P
Unit 2				
Assignment 3	- / 50	0	-	Apr 26, 2013 11:59 Pi
Assignment 4	- / 30	0	-	May 10 2013 11:59 P
Group 1: Project 2 🚇	- / 30	0	-	May 24 2013 9:0 AM

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.