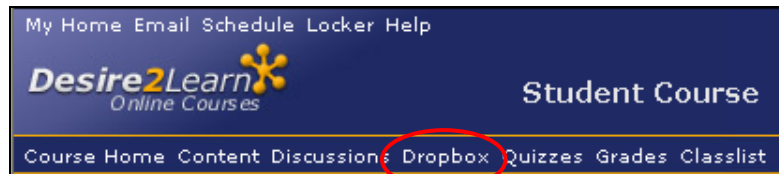



What is the Dropbox?

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 your files to designated folders. Your instructor can pick up files for grading and post helpful information in the Dropbox.



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

The Folder List page displays.

Folder	Submitted Files	Feedback
Unit 1 - Canadian Literature		
Group Assignment 1	2	 New
Group Presentation 1	1	-
Peer Evaluation Sheets 1	0	-

From this page you can view:

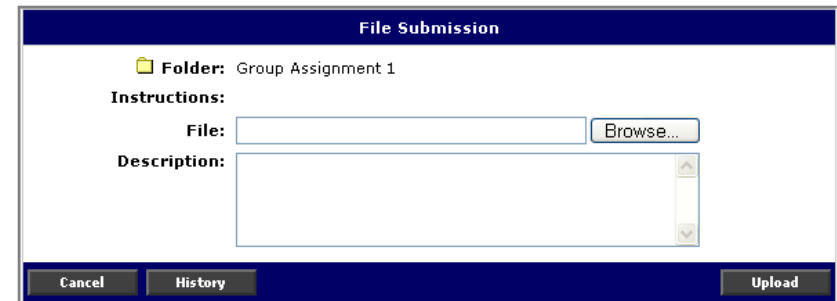
- A list of available folders
- Submission and feedback information
- Previously submitted assignments (by clicking **History**)

Submitting assignments

From the Folder List page:

1. Click the name of the folder you want to submit files to.

The File Submission page displays.



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 Dropbox Folder List page indicates the number of files you have submitted to a folder in the Submitted Files column.

An email confirming that the upload was successful is sent to your email address.

Reviewing your submissions

From the Folder List page:



1. Click on the link of the folder you want to view submissions for.

The File Submission page displays.


2. Click the **History** button to view all submitted files, comments, and dates submitted.


The Dropbox Submission History page displays.

Dropbox Submission History		
Unit 1 - Canadian Literature		
Group Assignment 1		
 Project 1.txt	Submitted: Apr 26, 2006 4:33 PM	Comments:
 Group 1 - Imagery - In the Skin of a Lion.doc	Submitted: Apr 26, 2006 4:37 PM	Comments:
Back		



-  Indicates that the file was downloaded by your instructor.
-  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 ( **New**) in the feedback column (in yellow) on the Folder List page.

Folder List			
Folder	Submitted Files	Feedback	
Unit 1 - Canadian Literature			
Group Assignment 1	2	 New	
Group Presentation 1	1	-	
Peer Evaluation Sheets 1	0	-	
History			

The View Feedback page displays.

View Feedback			
Go Back			
Submission			
Folder:  Group Assignment 1			
User: Frank Catcher			
File(s):	File Name	Comments	Submitted
	 Project 1.txt		Apr 26, 2006 4:33 PM
Feedback			
Feedback: Great work Frank. Your analysis was accurate and insiqtful.			