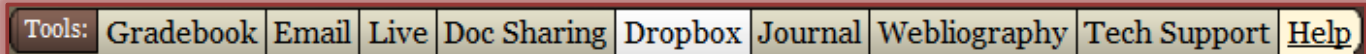


Dropbox-Students

The Dropbox is used to submit assignments for an eCollege course. The instructor must set up the Dropbox before an assignment can be submitted.

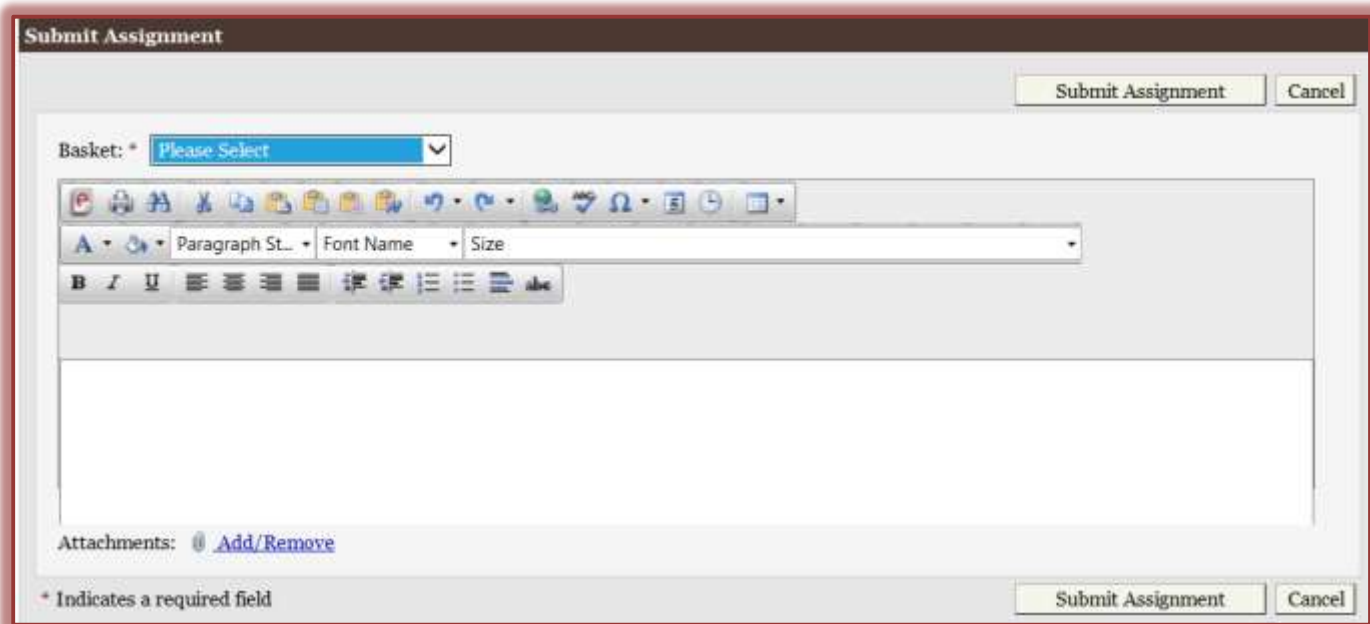
- Open **eCollege** and then go to the course where the **Dropbox** is to be used.
- On the **Tools Menu**, select the **Dropbox** option (see illustration below).



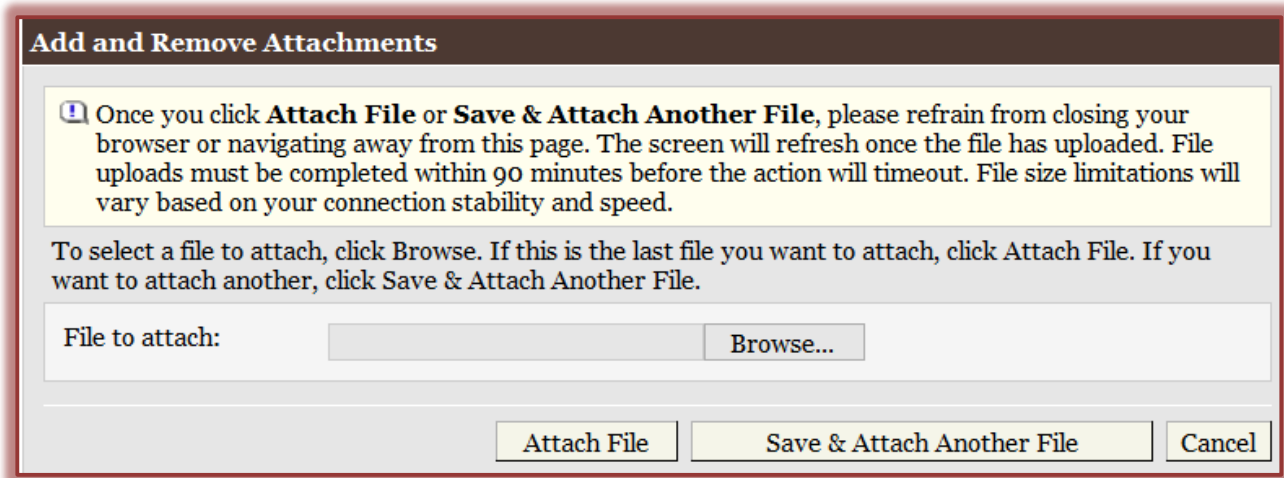
- The **Dropbox** window will display (see illustration below).



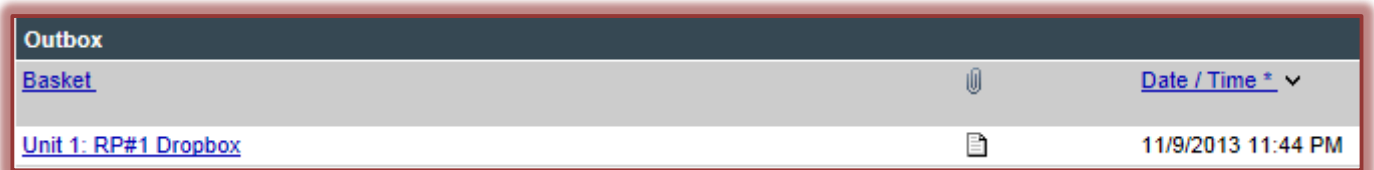
- Click the **Submit Assignment** button.
- The **Submit Assignment** window will display (see illustration below).



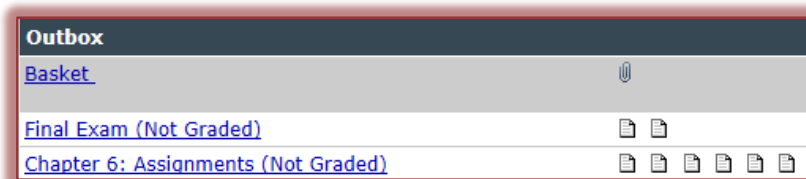
- Click the list arrow for **Basket**.
- Select the **Basket** into which the **Assignment** is to be submitted, such as **Week 1: Assignments**.
- Click the **Add/Remove** button next to the **Attachments** box.
- The **Add/Remove Attachments** window will display (see illustration on next page).
- Click the **Browse** button.
- The **Choose File to Upload** window will open.



- 📁 Locate the folder where the **Document** was stored.
- 📁 Select the **Document** and then choose **Open**.
- 📁 The path for the folder will be displayed in the **File to attach** textbox.
- 📁 Do one of the following:
 - 👁️ Click the **Attach File** button to submit one document.
 - 👁️ To add an additional file, click the **Save & Attach Another File** button.
 - ⇒ After the file is attached, the name of the file will appear in the **Attachments** list.
 - ⇒ Continue this process until all the documents for the assignment have been submitted.
 - ⇒ When the last document is added, click the **Attach File** button.
- 📁 The **Submit Assignment** window will appear.
- 📁 The name of the file(s) will appear below the **File to Attach** box.
- 📁 Input any comments into the **Visual Editor** that you might want to communicate to the instructor.
- 📁 Click the **Submit Assignment** button.
- 📁 The file should appear as an attachment in the **Outbox** (see illustration below).



- 👁️ An icon for each document submitted will appear beside the basket name.
- 👁️ The **Date and Time** the document(s) was submitted will appear next to the icon.
- 👁️ If the files are submitted at different times, only the most recent submission will appear.
- 👁️ To view additional submissions; click the link for the basket into which the documents were submitted.
- 👁️ The icon for the documents that were submitted will appear with a date and time stamp beside each one (see illustration below).



- 👁️ Move the mouse pointer over each of the icons to display the name of the document.