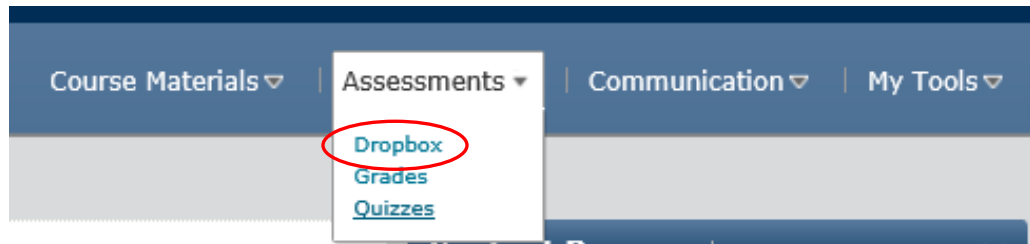


How to: Use the Dropbox Tool in Desire2Learn

1. **First**, click on the drop down menu next to Assessments. From the menu, select Dropbox.



Next, click the **Title** of the assignment in which you need to submit, like LP2 Scavenger Hunt as seen below.

2.

| Folder | Score | Submissions | Feedback |
|--------------------|--------|-------------|----------|
| No Category | | | |
| LP2 Scavenger Hunt | - / 10 | 3 | - |

Submit Files

Files to submit *
(0) file(s) to submit

After uploading, you must click Submit to complete the submission.

Add a File Record Audio

Comments



Basic

Advanced

B *I* U | [List Icons]



Add comments here if you like, note that you MUST upload something in order for the dropbox to submit.

Submit

Cancel

3. Once in the dropbox, **click** on **Add a File** to upload your assignment. In the next screen, **click** on **Upload**, select the file you want, then **click** **Open**. Finally, **click** **Add** to finish the upload.



Clicking **Add** will upload the document to your dropbox. The FINAL step then is to **click** **Submit**.

5.

Upon submitting, you will receive an email stating the file has been uploaded. Always double check this to ensure your file was uploaded.