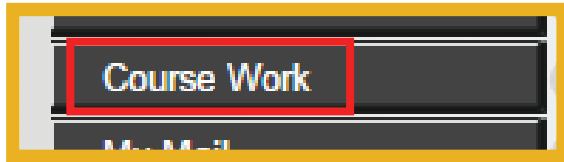
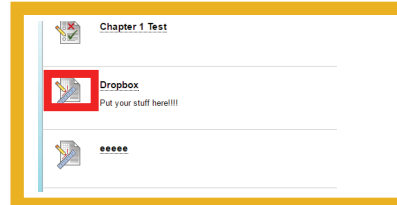




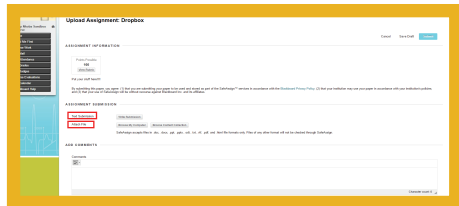
How to Upload to a Drop Box



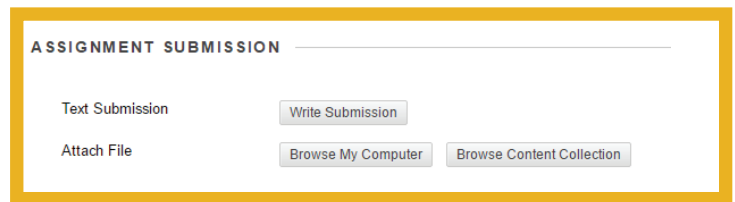
1. Click on the Course Work button. Click on the folder where the assignment is located.



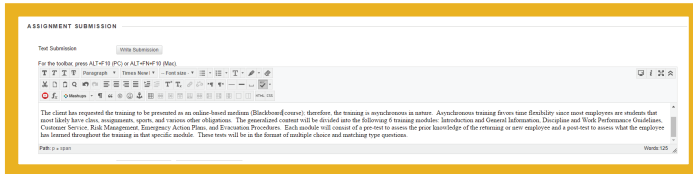
2. Click on the "Dropbox" assignment. It will always have an icon (Marked by the red box) to the left. As seen above.



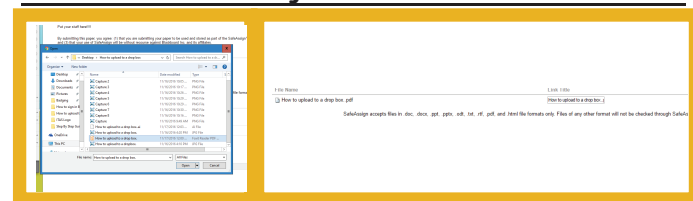
3. When inside your "Dropbox" assignment, you will have two types of submission: 1. Written Submission 2. Attach File



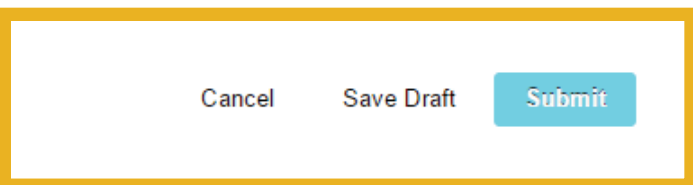
4. Follow the directions from your instructor when selecting "Write Submission" or "Attach File."



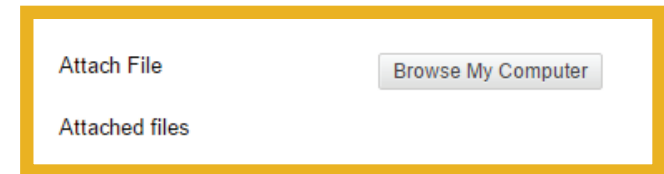
5. "Text Submission" also has a YouTube mashup tool which will allow you to submit a YouTube video. HTML tools that allow you to embed visuals.



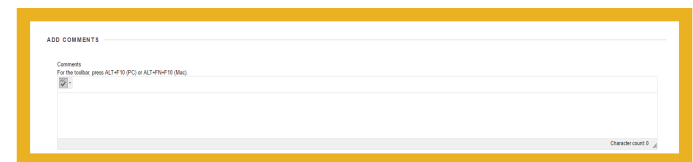
7. Click on the "Browse My Computer" button and find where the file is saved, select it and click open.



9. After writing/uploading your content, click on "Submit."



6. "Attach File" is compatible with .doc, .docx, .ppt, .pptx, .odt, .txt, .rtf, .pdf, and .html file formats only.



8. After uploading the file to be submitted. You can add a comment if needed.