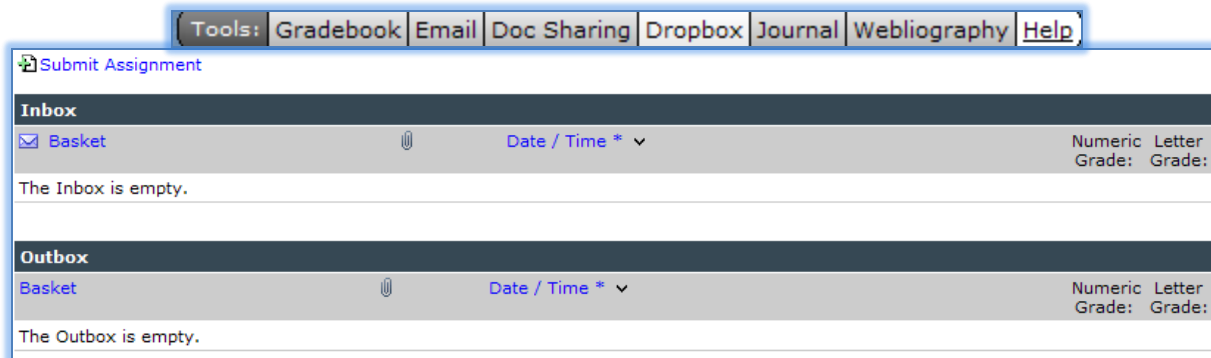
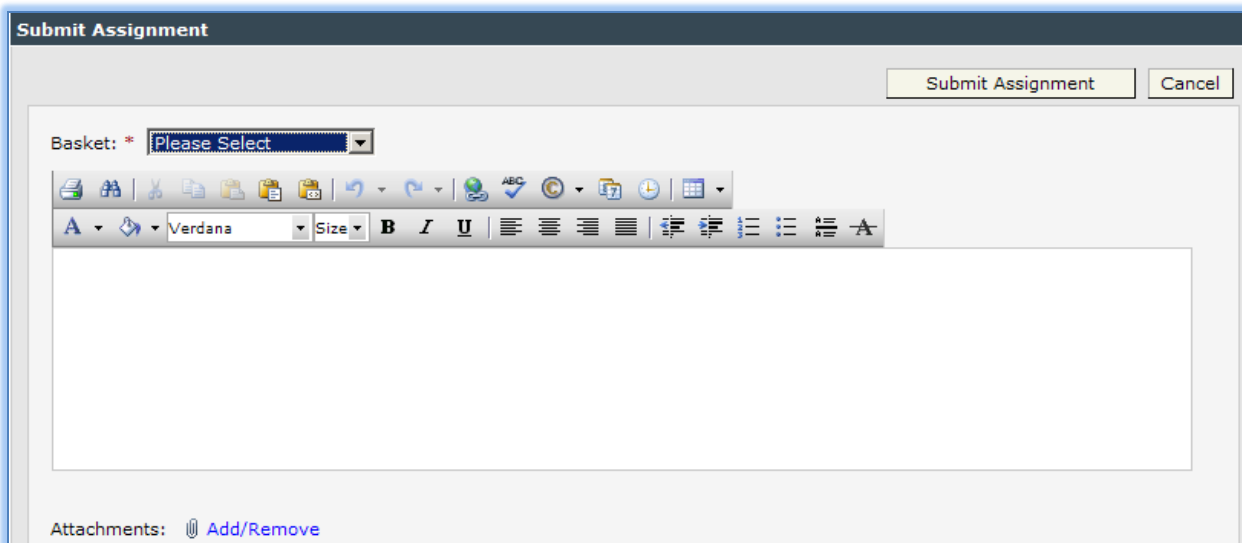


## Dropbox-Students

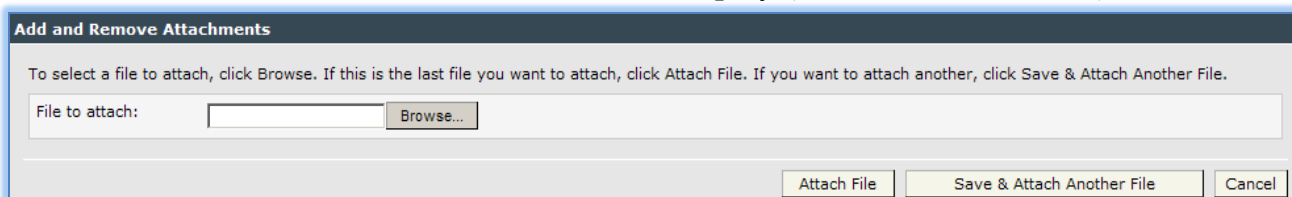
- ❖ Open **eCollege** and then go to the course where the **Dropbox** is to be used.
- ❖ On the **Tools Menu**, select the **Dropbox** option (see illustration below).



- ❖ The **Dropbox** window will display (see illustration above).
- ❖ 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 **Tutorial 1: Assignments**.
- ❖ Click the **Add/Remove** button next to the **Attachments** box.
- ❖ The **Add/Remove Attachments** window will display (see illustration below).



- ❖ Click the **Browse** button.
- ❖ The **Choose File** 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).

| Outbox                                             |                                                                                                                                                                                                                                                                                                                                         |                    |
|----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| Basket                                             |                                                                                                                                                                                                                                                                                                                                         | Date / Time * ▾    |
| <a href="#">Week 8: Final Project (Not Graded)</a> |                                                                                                                                                                       | 1/7/2009 8:56 AM   |
| <a href="#">Week 8: Assignments (Not Graded)</a>   |     | 10/16/2008 9:21 AM |

- An icon for each document submitted will appear beside the basket name.
- The **Date and Time** the document 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).

|                                                                                                                                                                                                                                                             | Date/Time *        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
|                                                                                       | 1/7/2009 8:56 AM   |
|    | 10/20/2008 4:58 PM |

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