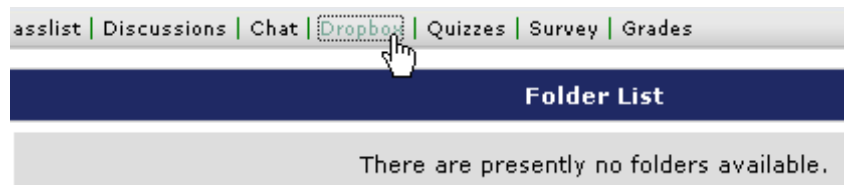


D2L Dropbox

The Basics

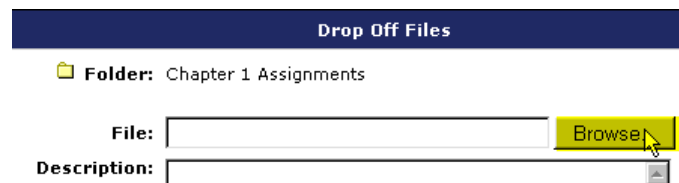
The Dropbox is where you will turn in assignments in D2L. Until your instructor has created a folder to which you can submit your work the Dropbox area will look like the graphic at right.



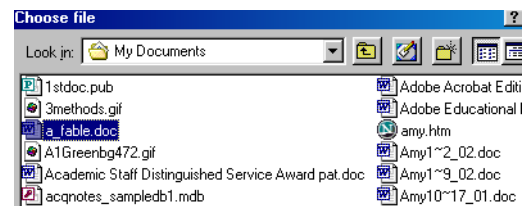
Once your instructor has created a folder, Chapter 1 Assignments for example, it would appear in the folder list. To submit your work to that folder, click on its name.



This opens a Drop Off Files window. To submit a file to the dropbox, click on the Browse button



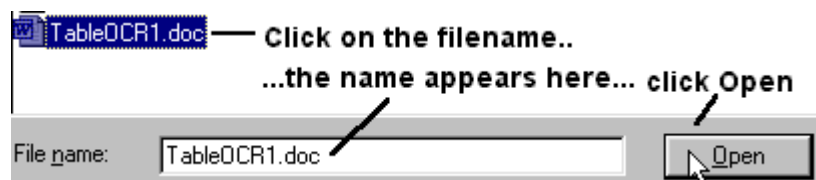
It will open a Choose File pop-up window. Choose the file you want to submit from the list.



If your file is on a floppy and is not located in the default location, the My Documents folder for example, click on the down arrow highlighted in the graphic at right and click on the 3 1/2 Floppy (A) option on the list. You must have your floppy disk inserted in the computer before you do this.



The Choose File window now displays the files on your floppy disk. Single click on the filename of the file you want to submit, then click the Open button.



This returns you to the Drop Off Files window. Note the file path in the File text box. You may add a description for the homework file.



Finish the process by clicking the Upload button.

Drop Off Files

Folder: Chapter 1 Assignments

File: A:\Student Tech Corp\TableOCR1.doc Browse...

Description:

This is my second draft.

History
Upload

An informational Results window will appear. It should say “uploaded successfully” in the bottom of the screen.

Results

Uploaded By: adamsyz

Folder: Chapter 1 Assignments

File name: TableOCR1.doc

Date : Sep 14, 2004

Time : 1:34:34 PM

File Size : 11776 bytes

TableOCR1.doc uploaded successfully.

History
Done
Upload Another File

For further confirmation you may click on the History button in the lower left corner of the

Instructions	Dropbox Dropoff History													
<ul style="list-style-type: none"> ▶ Find the file(s) you wish to retrieve in the table at right. ▶ The icon indicates that the file has been downloaded. ▶ The icon indicates that the file has not been downloaded. 	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #003366; color: white;"> <th colspan="3">Chapter 1 Assignments</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"></td> <td>Chapter 1Homework Questions.rtf Comments: i really did not understand #3.</td> <td style="text-align: right;">Submitted: Aug 4, 2004 1:56 PM</td> </tr> <tr> <td style="text-align: center;"></td> <td>lab_syllabus.doc Comments:</td> <td style="text-align: right;">Submitted: Aug 4, 2004 1:56 PM</td> </tr> <tr> <td style="text-align: center;"></td> <td>TableOCR1.doc Comments: This is my second draft.</td> <td style="text-align: right;">Submitted: Sep 14, 2004 1:34 PM</td> </tr> </tbody> </table>		Chapter 1 Assignments				Chapter 1Homework Questions.rtf Comments: i really did not understand #3.	Submitted: Aug 4, 2004 1:56 PM		lab_syllabus.doc Comments:	Submitted: Aug 4, 2004 1:56 PM		TableOCR1.doc Comments: This is my second draft.	Submitted: Sep 14, 2004 1:34 PM
Chapter 1 Assignments														
	Chapter 1Homework Questions.rtf Comments: i really did not understand #3.	Submitted: Aug 4, 2004 1:56 PM												
	lab_syllabus.doc Comments:	Submitted: Aug 4, 2004 1:56 PM												
	TableOCR1.doc Comments: This is my second draft.	Submitted: Sep 14, 2004 1:34 PM												

window. This will show all the files you have submitted, the date and time of the submission, and any comments you had made.



Once the instructor has interacted with a student’s dropbox submission

<ul style="list-style-type: none"> ▶ Find the file(s) you wish to retrieve in the table at right. ▶ The icon indicates that the file has been downloaded. ▶ The icon indicates that the file has not been downloaded. 	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #003366; color: white;"> <th colspan="2">Chapter 1 Assignments</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"></td> <td>Chapter 1Homework Questions.rtf Comments: i really did not understand #3.</td> </tr> <tr> <td style="text-align: center;"></td> <td>lab_syllabus.doc Comments:</td> </tr> </tbody> </table> <div style="background-color: #003366; color: white; text-align: center; padding: 5px; margin-top: 5px;">Back</div>	Chapter 1 Assignments			Chapter 1Homework Questions.rtf Comments: i really did not understand #3.		lab_syllabus.doc Comments:
Chapter 1 Assignments							
	Chapter 1Homework Questions.rtf Comments: i really did not understand #3.						
	lab_syllabus.doc Comments:						

the icon to the left of the filename will change from a red circle to a blue downward pointing arrow. Students cannot effect a change to these, which is very unclear, considering the content given in the Instructions box.

Feedback

After your instructor has received your work s/he may choose to leave you some feedback about it. If so you will see a New link to the right of the homework folder Click on it to read the feedback.

Folder List		
Folder	Submitted Files	Feedback
 Folder		
 Chapter 1 Assignments	3	 New

E-mail Confirmation Message



Students will receive an e-mail confirming their dropbox submission.

N 4 Sep 13 d21@uwp.edu (1,851) About your dropbox submission

```
Hi John,  
  
Course: Test Course 08  
  
You have successfully uploaded the following files to the Assignment 2 folder.  
  
File name: autoscroll_inet_options_advanced-tab(1).gif  
Date: Sep 13, 2004  
Time: 1:35:50 PM  
File Size: 22458 bytes  
  
Please keep this email for your records.
```

Graded Folders

Your instructor may create a dropbox folder that has a grade associated with it. This type of folder is identified by a folder icon that contains the letter G within it. In addition there is a “not marked” message to the right of the file name link for ungraded homework. Once your work has been graded your score is posted to the right of the assignment.

 [Assignment 1 Gradebook](#) *not marked* →  [Assignment 1 Gradebook](#) (4/5)