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# Students: Dropbox

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## About The Dropbox Tool

The **Dropbox** provides a convenient way for you to electronically submit individual and group assignments. Your instructor can then provide feedback, assign grades, and return submissions with track changes and comments.

To access the **Dropbox** tool from your Course Home page, click the **Dropbox** link on the course navigation bar located near the top of the screen.

| Dropbox Folders   |       |             |          |
|---|-------|-------------|----------|
| Folder List   |       | History     |          |
| Dropbox Folders   |       |             |          |
| 20 per page   |       |             |          |
| Folder  | Score | Submissions | Feedback |
| <b>No Category</b>  |       |             |          |
| January 24 Discussion Questions<br><small>Closed Jan 24, 2008 12:00 AM</small>  |       | 0           | -        |
| <a href="#">January 31 Discussion Questions</a>                                 |       | 0           | -        |
| <a href="#">February 7 Discussion Questions</a>                                 |       | 0           | -        |
| February 14 Discussion Questions<br><small>Closed Sep 11, 2007 12:59 AM</small> |       | 0           | -        |
| February 21 Discussion Questions<br><small>Closed Sep 13, 2007 12:59 AM</small> |       | 0           | -        |

From the **Folder List** screen, you should be able to see:

- A list of available, past, and future folders
- Any scores you have received for submissions
- Links to any feedback that has been left by your instructor.

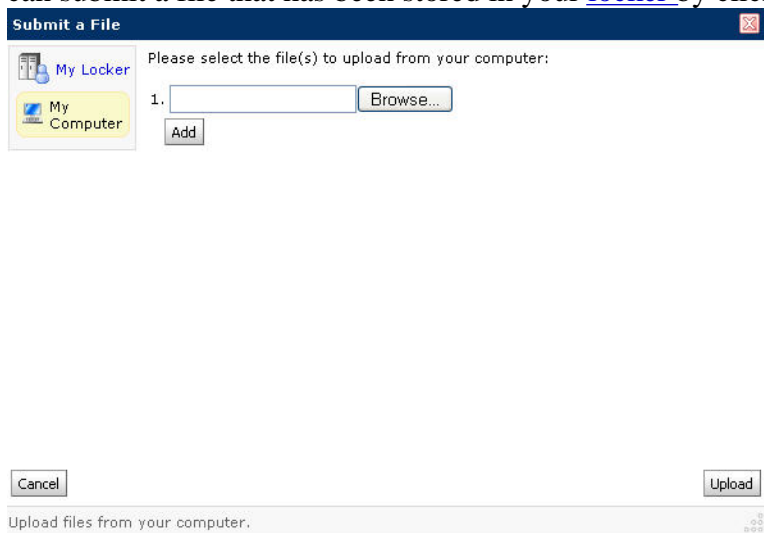
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## Submitting Assignments

You can use the **Dropbox** to submit assignments online by uploading files to designated folders. You can upload multiple files to a single **Dropbox** folder, but once a file has been submitted, it cannot be removed.

To submit assignments to the **Dropbox**:

- Click the folder name that corresponds to the assignment you are submitting the file for.
- You will be taken to a screen that confirms the folder's name and allows you to  and type in any extra comments that you may wish to tell the instructor.
- Next, **Browse** for the file you wish to submit. You can browse your computer - this is the default option - or you can submit a file that has been stored in your [locker](#) by clicking [My Locker](#).



- If you would like to submit more than one file to the folder, click **Add**. This will add another **Browse** box for your use.
- Click . You will then be taken back to that specific Folder information page.
- You must click the SAVE button in the upper or lower right corner of the screen for your file to be submitted. In addition, you can upload more files by repeating steps 2 - 5, but remember to click Save when you are done.


**Please Note:** Do not include any symbols or special characters in the file names for the files you up load. Use only numbers and letters in file names.

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## Reviewing Submissions

Submission history allows you to see relevant information regarding previous submissions. To view your **Dropbox** submission history:

- Click  [History](#) near the top of the screen.
- Use the **Folder** drop down menu to select the folder you want to look at.

**Submission History**

 [Folder List](#)
 [History](#)

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Submission History

Folder:

Folder Type: **No Category**

No files have been submitted for this folder.

- January 24 Discussion Questions
- January 31 Discussion Questions
- February 7 Discussion Questions
- February 14 Discussion Questions
- February 21 Discussion Questions
- February 28 Discussion Questions
- March 6 Discussion Questions
- March 13 Discussion Questions
- March 27 Discussion Questions
- April 3 Discussion Questions
- April 10 Discussion Questions
- April 17 Discussion Questions


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## Viewing Instructor Feedback and [Grades](#)

To view feedback that has been left for an assignment:



- Click the **View** link located in the **Feedback** column to the right of the folder name.


20 per page

| Folder                            | Score | Submissions | Feedback  |
|-----------------------------------|-------|-------------|---|
| <b>No Category</b>                |       |             |   |
| <a href="#">rr1</a>               |       | 1           |  <a href="#">View</a> |
| <b>Essay Rough Draft</b>          |       |             |   |
| <a href="#">Essay Rough Draft</a> |       | 0           | -   |

20 per page


**View Feedback**

 [Folder List](#)
 [View Feedback](#)

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**User Submissions**

Folder: rr1

| Files: | Submitted Files   | Comments | Submission Date      |
|--------|---|----------|----------------------|
|        |  <a href="#">2 steps forward and one step back.doc</a> (46 kB) |          | Jan 27, 2008 2:13 PM |

**Feedback**

Feedback Date: Jan 28, 2008 2:47 PM

Dropbox Feedback: good job!

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Source URL (retrieved on Nov 23 2009 - 6:20pm): <http://help.d2l.arizona.edu/students/dropbox>