

Dropbox

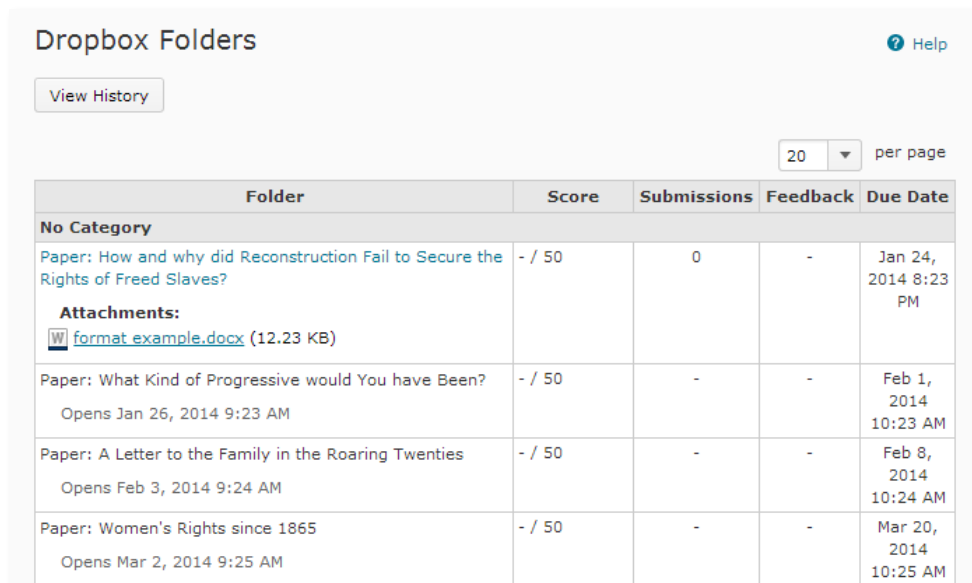
The Dropbox allows instructors and students to exchange electronic files through Online Campus. Students submit assignments by uploading files to folders in the Dropbox. Instructors can view submitted files, provide grades and feedback all from within the Dropbox. The tool also keeps track of author, submission date and time, and any feedback associated with the assignments.

Accessing the Dropbox Tool

Click the Dropbox tool on the course menu. You will be taken to the Assignment Folder list page.

From the Folder List page you can view:

- A List of assignments folders and related attachments
- Whether folders are for groups or personal assignments
- The number of assignments that you submitted to each folder.
- Whether feedback has been left for you and your score on assignments.
- View a history of files that you have submitted.



The screenshot shows the 'Dropbox Folders' interface. At the top right is a 'Help' icon. Below it is a 'View History' button. A dropdown menu is set to '20 per page'. The main content is a table with the following data:

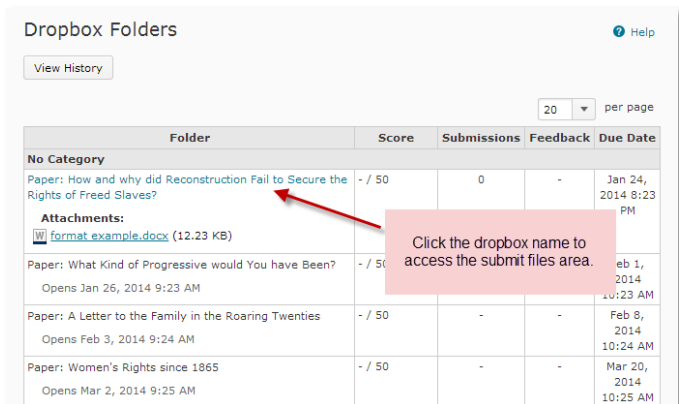
Folder	Score	Submissions	Feedback	Due Date
No Category				
Paper: How and why did Reconstruction Fail to Secure the Rights of Freed Slaves? Attachments: format example.docx (12.23 KB)	- / 50	0	-	Jan 24, 2014 8:23 PM
Paper: What Kind of Progressive would You have Been? Opens Jan 26, 2014 9:23 AM	- / 50	-	-	Feb 1, 2014 10:23 AM
Paper: A Letter to the Family in the Roaring Twenties Opens Feb 3, 2014 9:24 AM	- / 50	-	-	Feb 8, 2014 10:24 AM
Paper: Women's Rights since 1865 Opens Mar 2, 2014 9:25 AM	- / 50	-	-	Mar 20, 2014 10:25 AM

Submitting an Assignment

1. On the main Dropbox screen, click the name of the Dropbox.

Note: some Dropbox folders may have additional attachments provided by your instructor.

- a. The Submit Files screen will open



This screenshot is identical to the one above but includes a red arrow pointing to the folder name 'Paper: How and why did Reconstruction Fail to Secure the Rights of Freed Slaves?' and a pink text box with the instruction: 'Click the dropbox name to access the submit files area.'

2. Read the Instructions
3. Pay attention to the Deadline
4. Click Download All Files - This is dependent on your instructor. This would be a file your instructor uploads for you to access.
5. Click Add a File to upload your file
 - a. A dialogue box will open.
 - b. Browse for the file on your computer
 - c. Click add to add another file (optional)
 - d. Click upload
6. Add a comment if needed
7. Click Upload
 - e. The File Upload Results will be displayed
2. Click Done

Submit Files - Paper: How and why did Reconstruction Fail to Secure the Rights of Freed Slaves?

Dropbox Usage
0% 100%
> More Info

Hide Folder Information

Folder
Paper: How and why did Reconstruction Fail to Secure the Rights of Freed Slaves?

Start Date
Jan 19, 2014 7:23 PM

End Date
Jan 24, 2014 8:23 PM

Attachments
[format example.docx](#) (12.23 KB)
Download All Files

Submit Files
Files to submit
(0) file(s) to submit
After uploading, you must click Submit to complete the submission.
Add a File

Comments

Submit **Cancel**

Callouts:
 - Read Instructions (points to Folder)
 - Pay attention to the End Date (points to Start and End Dates)
 - Download the attachment (If available) (points to Attachments)
 - Click add file to upload your submission(s) (points to Add a File)
 - Add comment if needed (points to Comments)
 - Click Submit (points to Submit button)

File Upload Results

File submission successful

Uploaded By
Tiberius Kirk

Folder
Paper: How and why did Reconstruction Fail to Secure the Rights of Freed Slaves?

Instructions

Submitted Files
[qwinters Mod 1 - Assignment 1.docx](#) (25.84 KB)

Comments

Submission Date
Jan 20, 2014 6:40 PM

Total File Size
25.84 KB

Email Status
Confirmation Email Sent Successfully


Done **View History** **Upload More Files**

The Folder List will reflect your submissions.

Folder	Score	Submissions	Feedback	Due Date
No Category				
Paper: How and why did Reconstruction Fail to Secure the Rights of Freed Slaves? Attachments: format example.docx (12.23 KB)	- / 50	1	-	Jan 24, 2014 8:23 PM
Paper: What Kind of Progressive would You have Been? Opens Jan 26, 2014 9:23 AM	- / 50	-	-	Feb 1, 2014 10:23 AM
Paper: A Letter to the Family in the Roaring Twenties Opens Feb 3, 2014 9:24 AM	- / 50	-	-	Feb 8, 2014 10:24 AM
Paper: Women's Rights since 1865 Opens Mar 2, 2014 9:25 AM	- / 50	-	-	Mar 20, 2014 10:25 AM

Viewing Grades and Feedback

To see your grades and/or feedback

1. Click on the View icon  **View** under in the Feedback column.
 - a. The Feedback screen will display

Folder	Score	Submissions	Feedback	Due Date
No Category				
Paper: How and why did Reconstruction Fail to Secure the Rights of Freed Slaves? Attachments: format example.docx (12.23 KB)	49 / 50	1		Jan 24, 2014 8:23 PM
Paper: What Kind of Progressive would You have Been? Opens Jan 26, 2014 9:23 AM	- / 50	-	-	Feb 1, 2014 10:23 AM
Paper: A Letter to the Family in the Roaring Twenties Opens Feb 3, 2014 9:24 AM	- / 50	-	-	Feb 8, 2014 10:24 AM
Paper: Women's Rights since 1865 Opens Mar 2, 2014 9:25 AM	- / 50	-	-	Mar 20, 2014 10:25 AM

If your instructor has uploaded a corrected document, you will be able to download it on this screen.

View Feedback

User Submissions

Folder
Paper: How and why did Reconstruction Fail to Secure the Rights of Freed Slaves?

Submitted Files

Submitted Files	Date Submitted
gwinters Mod 1 - Assignment 1.docx (25.84 KB)	Jan 20, 2014 6:40 PM

Feedback

Score
49 / 50

Feedback Date
Jan 20, 2014 7:45 PM

Dropbox Feedback
Great Job! Had to take a point off for a few spelling mistakes.

Done