



Educational Technology Student Orientation to D2L

Submitting Assignments via the Dropbox

Step 1

To access the Dropbox SELECT the **Dropbox** link on the course home navigation bar to view a list of dropbox folders created by your instructor.

The screenshot shows the D2L course home page. At the top, there is a navigation bar with links: My Home, Email Locker, Calendar, FAQ, Links, Quizzes, Help, Surveys, and Logout. Below this, the course title 'D2L103F - Basic D2L Training' is displayed. A secondary navigation bar contains links: Course Home, Content, Discussions, Chat, **Dropbox** (highlighted with a red box), Classlist, Glossary, Checklist, and Grades. The main content area includes a 'Welcome' section with a search bar and a news item titled 'Welcome - Jun 20, 2006' with the text: 'This is a news item specific to this course. It is totally controlled by the course management team.' There are also sections for 'Events' (No Events) and 'Updates' (5 New Email Messages, 0 Unread Discussion Messages, 0 Quizzes Available).

Step 2

SELECT the **assignment name** link to the destination folder (for example, selecting Assignment 1).

Folder List		
Folder	Submitted Files	Feedback
Assignments		
Assignment 1	0	-
History		

Step 3

CLICK the **Browse...** button and locate the assignment file that you want to upload.
 ENTER a **description** for the assignment file.
 CLICK the **Upload** button.

File Submission

Folder: Assignment 1

Instructions: Please submit your first assignment here.

File: C:\Documents and Settings\Assignme...

Description: Assignment 1

Click Browse to locate the assignment you wish to upload.

Enter a description (optional).

Click Upload

A summary screen will appear. CLICK the **Done** button to return to the Dropbox folder list page.

Step 4

The submitted column now indicates with a "1" beside it that you have submitted 1 file (see below).

Folder List

Folder	Submitted Files	Feedback
Assignments		
Assignment 1	1	-

NOTE: To view feedback from an instructor on an assignment, CLICK the **New icon** in the feedback column (in yellow) on the Dropbox Folder List page: The feedback page displays.

Folder List

Folder	Submitted Files	Feedback
Assignments		
Assignment 1	1	New