



DAKOTA COUNTY  
TECHNICAL COLLEGE

Spring 2013

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## Dropbox

The dropbox tool is used to submit assignments in the course. Each assignment will have a folder to upload and submit electronic files such as documents to the instructor.



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TECHNICAL COLLEGE

Spring 2013

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For most assignments, you will complete work using a word processing program like Microsoft Word.

After you complete your work, save the file to your computer. Then, sign into D2L...go to your course...and click on Dropbox.



Dropbox Folders

[View History](#)

On the Dropbox Folders screen you will see a folder for each assignment.

[Help](#)

20 per page

Folder	Score	Submissions	Feedback	End Date
No Category				
<a href="#">Assignment 1</a>		0	-	Jan 19, 2013 12:00 PM

20 per page



Dropbox Folders

[View History](#)

On the Dropbox Folders screen you will see a folder for each assignment.

[? Help](#)

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Folder	Score	Submissions	Feedback	End Date
<b>No Category</b>				
<a href="#">Assignment 1</a>		0	-	Jan 19, 2013 12:00 PM

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Dropbox Folders

[View History](#)

The **Submission** column will show the number of files you have submitted to the folder for that assignment.

[Help](#)

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Folder	Score	Submissions	Feedback	End Date
<b>No Category</b>				
<a href="#">Assignment 1</a>		0	-	Jan 19, 2013 12:00 PM

20 per page



Dropbox Folders

[View History](#)

The **Score** and **Feedback** columns will have information or icons, after your instructor grades your assignment.

[Help](#)

20 per page

Folder	Score	Submissions	Feedback	End Date
No Category				
<a href="#">Assignment 1</a>		0	-	Jan 19, 2013 12:00 PM

20 per page



Dropbox Folders

[View History](#)

To submit an assignment, click on the folder name for the assignment you want to turn in.

[Help](#)

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Folder	Score	Submissions	Feedback	End Date
<b>No Category</b>				
<a href="#">Assignment 1</a>		0	-	Jan 19, 2013 12:00 PM

20 per page

## Submit Files - Assignment 1

> [Show Folder Information](#)

### 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


On the Submit Files screen:


Click on Add a File button



## Add a File - Spring 2013 - Dakota County Technical College



 My Computer

 My Locker

Select the file(s) to upload from your computer:

1.

Browse...

Add Another File

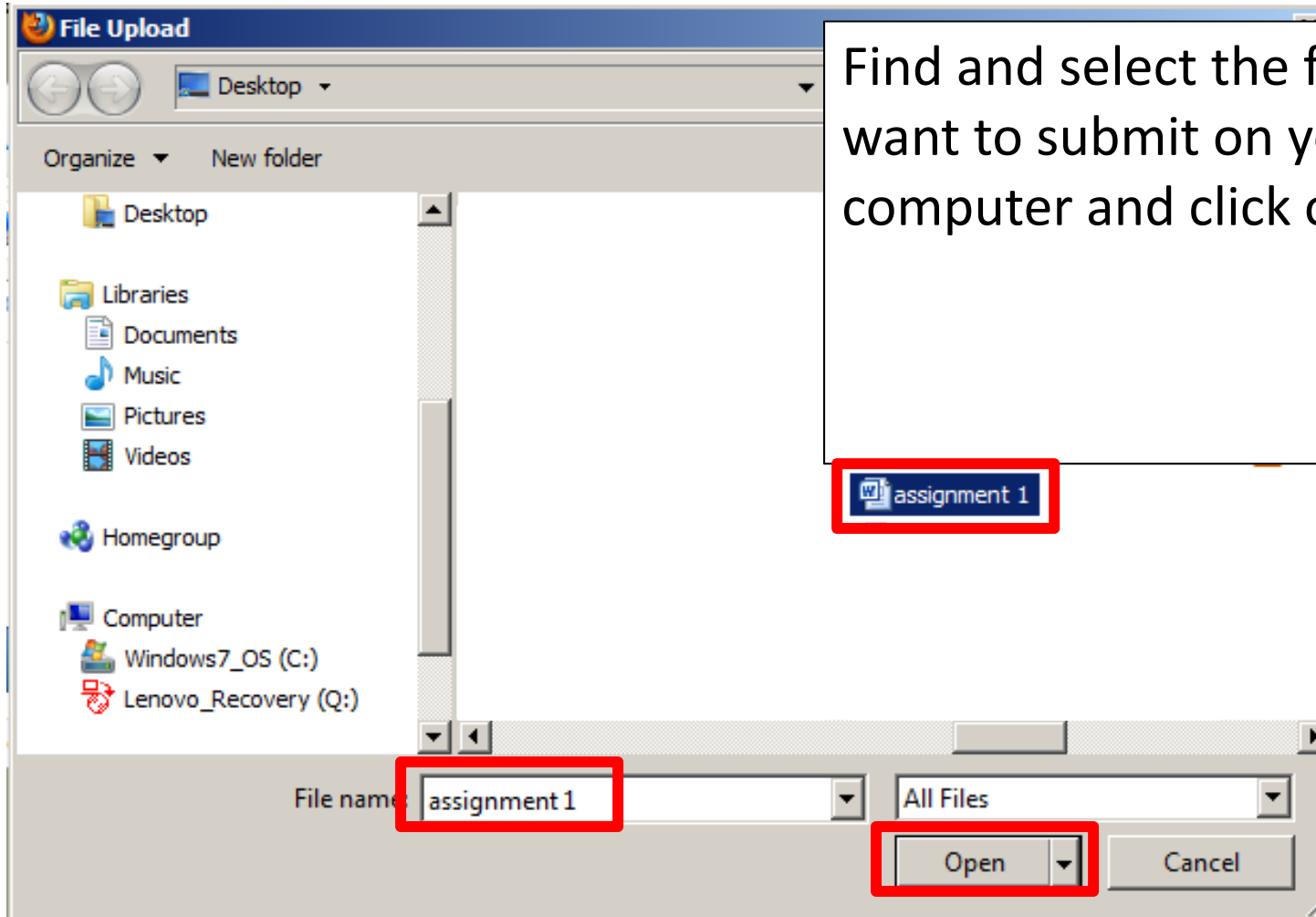
Upload

Cancel

Upload files from your computer.

On the Add a File window:

Click Browse to find the assignment file you saved on your computer.




Find and select the file you want to submit on your computer and click open


assignment 1

assignment 1

Open

## Add a File - Spring 2013 - Dakota County Technical College

 My Computer

 My Locker


Select the file(s) to upload from your computer:


1

You will see the file path displayed on the Add a File window.

Upload files from your computer.

## Add a File - Spring 2013 - Dakota County Technical College

 My Computer

 My Locker

Select the file(s) to upload from your computer:


1.


If you need to submit more than one file for your assignment, click on **Add Another File**.

Upload files from your computer.

## Add a File - Spring 2013 - Dakota County Technical College



 My Computer

 My Locker

Select the file(s) to upload from your computer:

1.

When you have chosen the 1 or more files you would like to submit ---click on the **Upload** button

Upload files from your computer.



## Submit Files - Assignment 1

> [Show Folder Information](#)

### Submit Files

Files to submit \*  
(1) file(s) to submit

After uploading, you must click Submit to complete the submission.

Add a File

assignment 1.docx (12.35 KB) ✕  
Source: My Computer



Comments box

Submit

Cancel

On the **Submit Files** screen, you will see

Files to submit  
(1) File to submit

Under the **Add a File** button, you will see the file name of your assignment

You can add comments to your instructor in the Comments box

**DO NOT STOP AT THIS STEP...**

**YOUR ASSIGNMENT IS NOT TURNED IN**

## Submit Files - Assignment 1

> [Show Folder Information](#)



### Submit Files

Files to submit \*

(1) file(s) to submit

After uploading, you must click Submit to complete the submission.

Add a File

 [assignment 1.docx](#) (12.35 KB)   
Source: My Computer



Submit

Cancel

To Submit your file for grading...Click the Submit button.

If you do not click this button, your work is not submitted to the instructor.

## File Upload Results

**File submission successful**

Uploaded By  
Linda Foster

Folder  
Assignment 1

Instructions

Submitted Files

 [assignment 1.docx](#) (12.35 KB)

Comments

Submission Date  
Jan 13, 2013 9:42 PM

Total File Size  
12.35 KB

Email Status  
Confirmation Email Sent Successfully

Done

View History

Upload More Files

The **File Upload Results**

screen will display a File submission successful message to confirm your assignment has been turned in.

It also confirms the file name you submitted and time/date stamps the receipt.

You will also get an email from [online@dctc.edu](mailto:online@dctc.edu) as a dropbox submission receipt.



## File Upload Results


### File submission successful

Uploaded By  
Linda Foster

Folder  
Assignment 1

Instructions

#### Submitted Files

 [assignment 1.docx](#) (12.35 KB)

Comments

Submission Date  
Jan 13, 2013 9:42 PM

Total File Size  
12.35 KB

Email Status  
Confirmation Email Sent Successfully

Done

View History

Upload More Files

To leave the File Upload Results screen, click on another tool in the navigation bar

Or click **Done** to return to the Dropbox screen.



## Dropbox Folders

[View History](#)

On the Dropbox Folders screen, you can also confirm your assignment submission by looking in the Submissions column which displays the number of files turned in.

[? Help](#)

Folder	Score	Submissions	Feedback	End Date
<b>No Category</b>				
<a href="#">Assignment 1</a>		1	-	Jan 19, 2013 12:00 PM

20 per page



Dropbox Folders

[View History](#)

If you want to view the submission history, or access the file you submitted, you can click on the number in the **Submission** column.

[? Help](#)

20 per page

Folder	Score	Submissions	Feedback	End Date
<b>No Category</b>				
<a href="#">Assignment 1</a>		1	-	Jan 19, 2013 12:00 PM

20 per page



Folder List

View History

## Submission History

Folder

Assignment 1

Folder Type


Individual submission folder

The **Submission History** screen displays the file that was submitted and has the time/date of the submission.

You can click on the file name and open the assignment file you submitted.

Submitted Files

Date Submitted ▼

 [assignment 1.docx](#) (12.35 KB)

Jan 13, 2013 9:42 PM