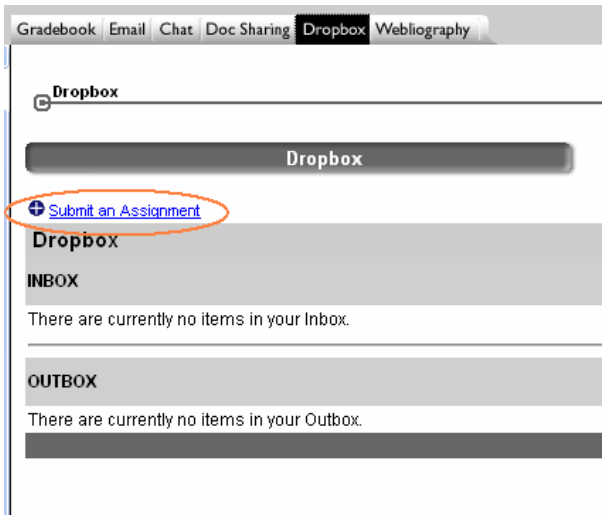
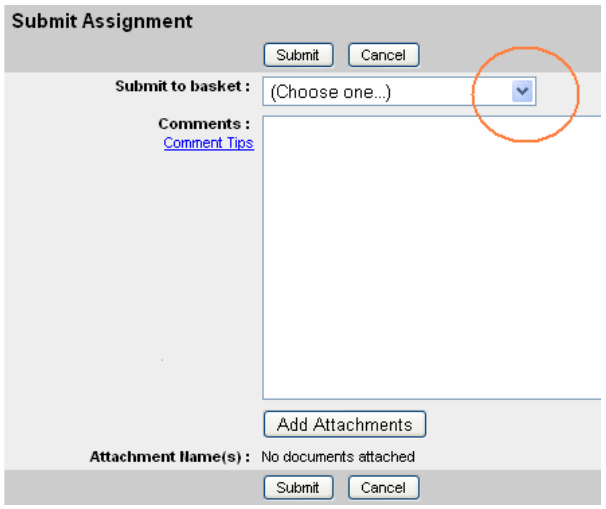
Submit an Assignment by Using the Dropbox

1. At the top toolbar, select **Dropbox**.	
2. To submit the assignment, select **Submit an Assignment**.	
3. Click the drop-down box next to **Submit to Basket**.	

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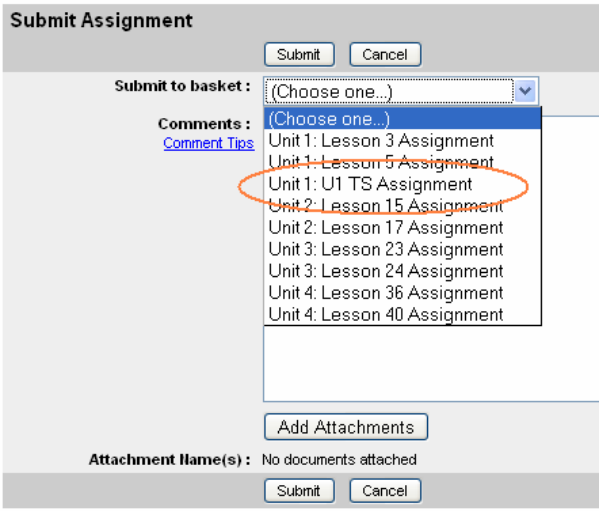
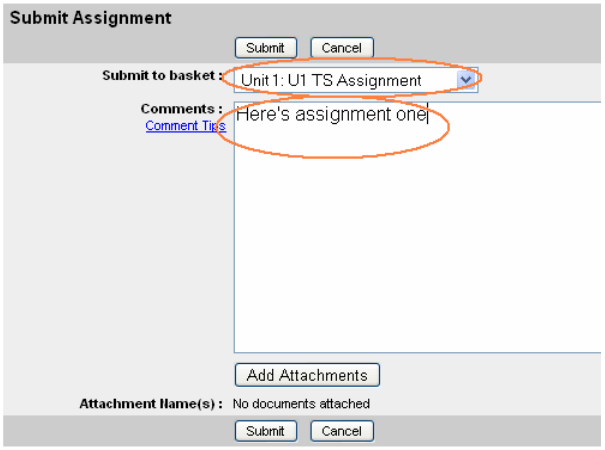
4. After you click the drop-down box next to **Submit to Basket,** select the assignment you want to submit.



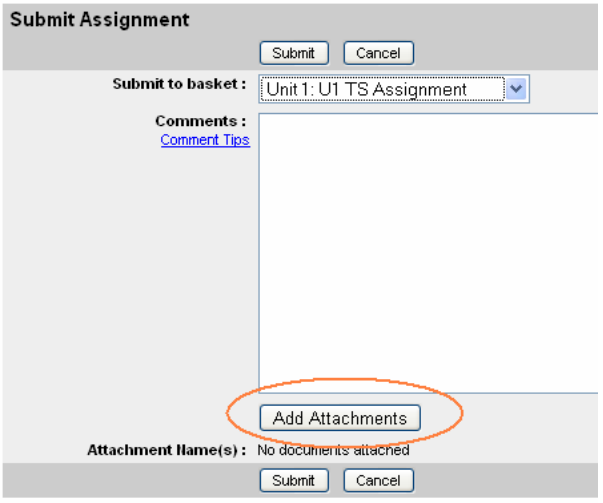
5. The assignment name appears in the **Submit to Basket** field.

6. Type in a comment if you wish. While comments are not required, they are a great way to communicate with your teacher about the assignment you are submitting.



7. To send your assignment, click **Add Attachment**.

(You can also attach other files. You may occasionally want to attach a note or a graphics file to your assignment, for example.)



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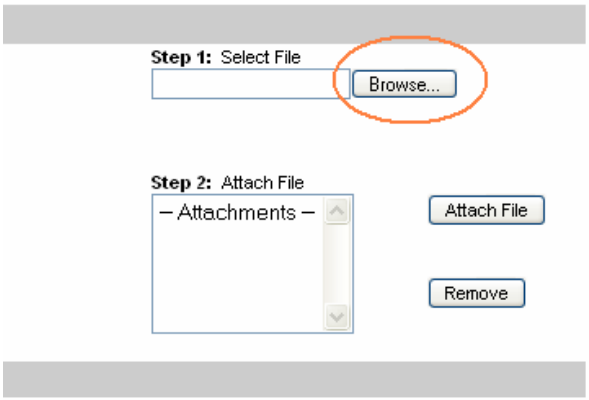
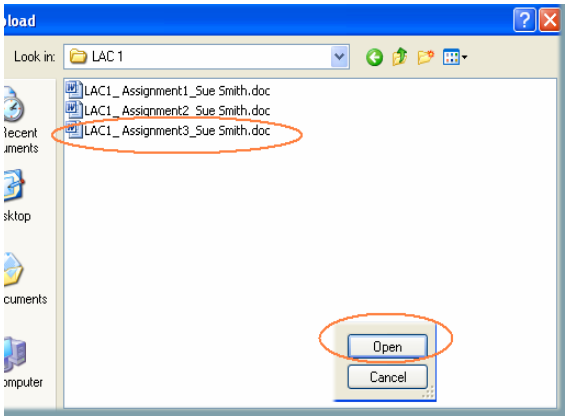
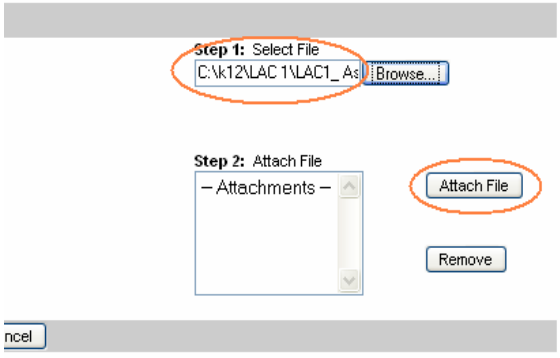
8. Click the **Browse** button to select the file that you want to attach, or type the path to the file in the box. (Browsing is usually easier).	
9. When you find the file in the folder structure you created, click the file name, and select **Open**.	
10. The file you selected is shown in the Browse **Select File** field. 11. Click **Attach File**.	

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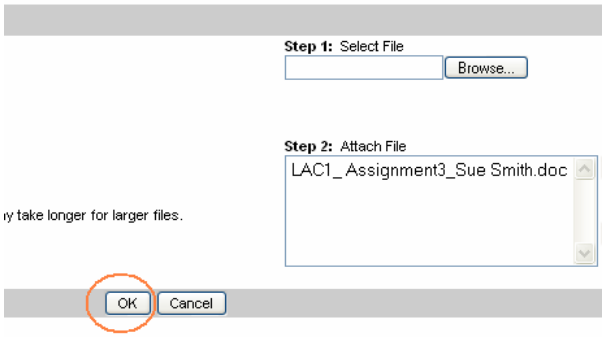
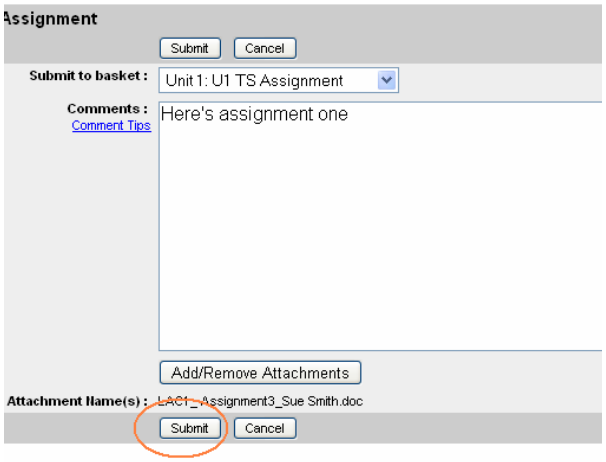
12. Click **OK**.	
13. Click **Submit** to send your assignment.	

Your file has been submitted to your teacher. You can view your grade in the Gradebook when your teacher has finished grading it.

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