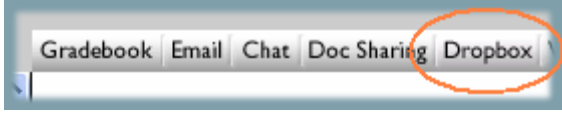
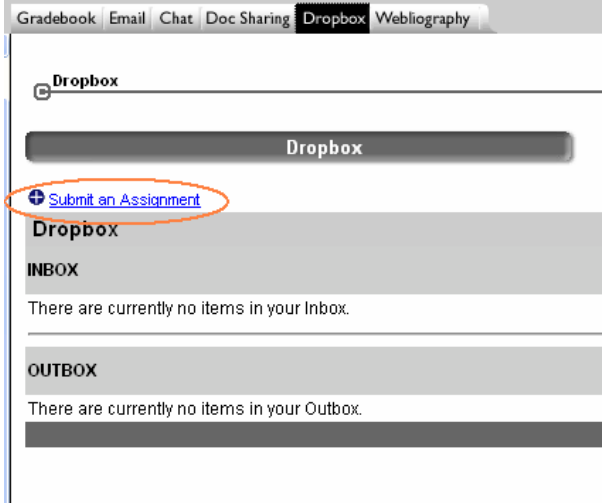
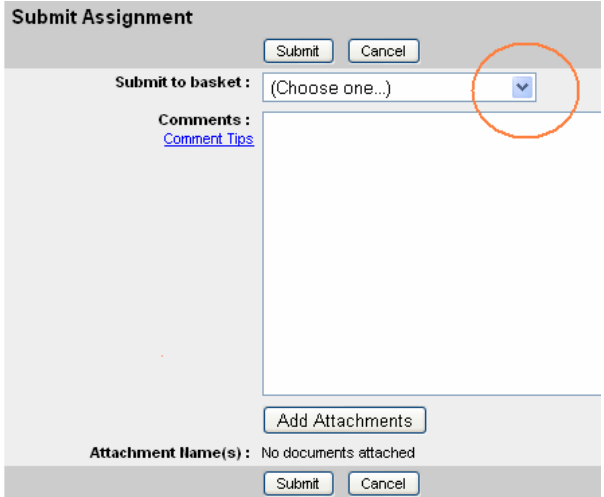


Submit an Assignment by Using the Dropbox

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

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

Submit Assignment

Submit Cancel

Submit to basket: (Choose one...)

Comments: (Choose one...)

- Unit 1: Lesson 3 Assignment
- Unit 1: Lesson 5 Assignment
- Unit 1: U1 TS Assignment
- Unit 2: Lesson 15 Assignment
- Unit 2: Lesson 17 Assignment
- Unit 3: Lesson 23 Assignment
- Unit 3: Lesson 24 Assignment
- Unit 4: Lesson 36 Assignment
- Unit 4: Lesson 40 Assignment

Add Attachments

Attachment Name(s): No documents attached

Submit Cancel

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

Submit Assignment

Submit Cancel

Submit to basket: Unit 1: U1 TS Assignment

Comments: Here's assignment one!

Add Attachments

Attachment Name(s): No documents attached

Submit Cancel

- 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.)

Submit Assignment

Submit Cancel

Submit to basket: Unit 1: U1 TS Assignment

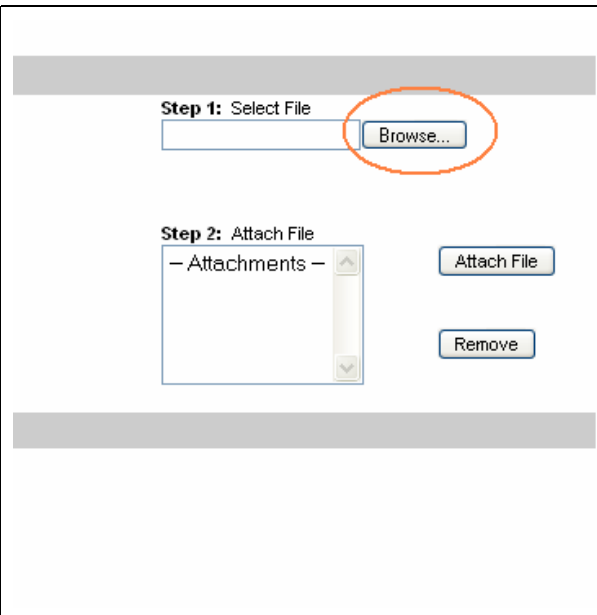
Comments: [Comment Tips](#)

Add Attachments

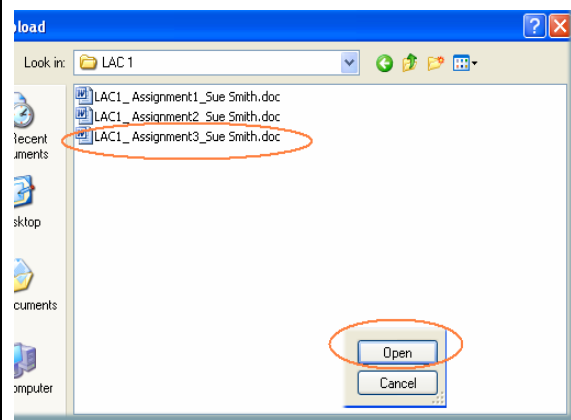
Attachment Name(s): No documents attached

Submit Cancel

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).

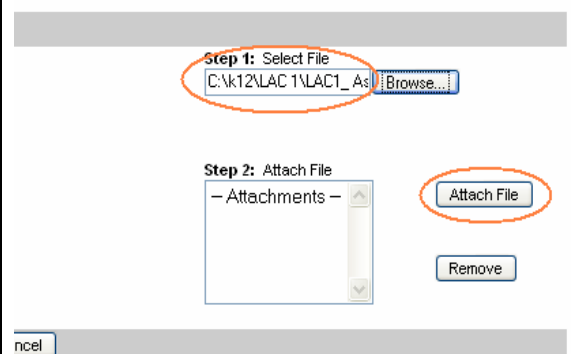


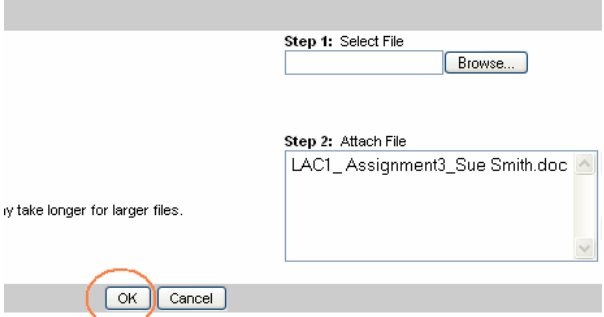
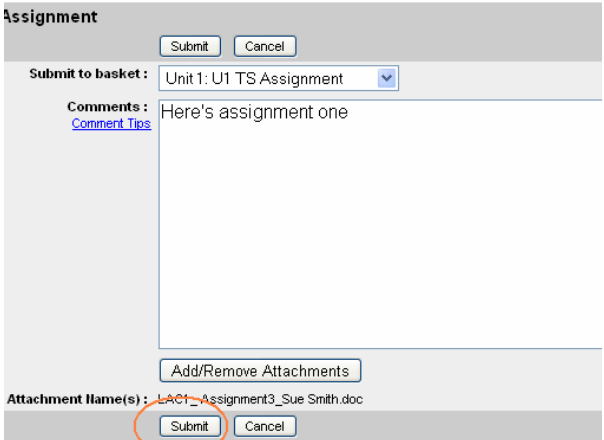
9. When you find the file in the folder structure you created, click the file name, and select **Open**.



10. The file you selected is shown in the **Select File** field.

11. Click **Attach File**.



<p>12. Click OK.</p>	 <p>The screenshot shows a dialog box with two steps. Step 1 is 'Select File' with a 'Browse...' button. Step 2 is 'Attach File' with a list box containing 'LAC1_Assignment3_Sue Smith.doc'. Below the list box is the text 'may take longer for larger files.' At the bottom, there are 'OK' and 'Cancel' buttons. The 'OK' button is circled in orange.</p>
<p>13. Click Submit to send your assignment.</p>	 <p>The screenshot shows the 'Assignment' submission interface. It includes a 'Submit' and 'Cancel' button at the top. Below is a 'Submit to basket:' dropdown menu set to 'Unit 1: U1 TS Assignment'. There is a 'Comments:' section with the text 'Here's assignment one' and a 'Comment Tips' link. Below the comments is an 'Add/Remove Attachments' button. At the bottom, the 'Attachment Name(s):' field shows 'LAC1_Assignment3_Sue Smith.doc' and there are 'Submit' and 'Cancel' buttons. The 'Submit' button is circled in orange.</p>

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