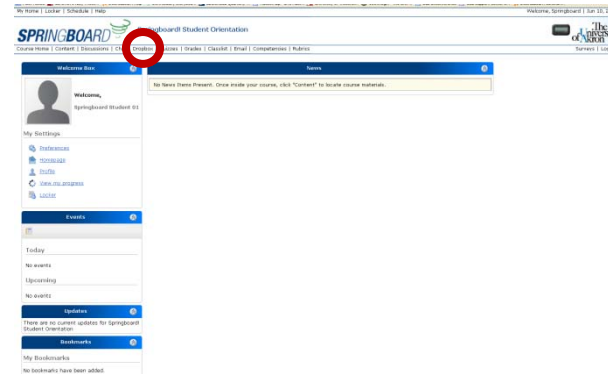


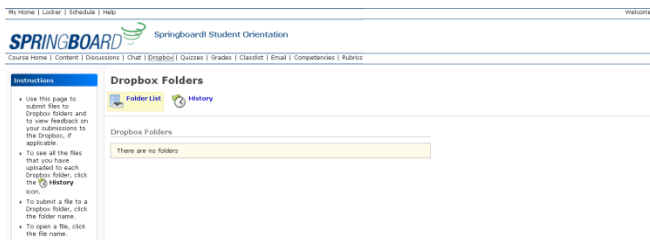
Locating the Dropbox Tool

1. Go to the Course Navigation Bar and locate the Dropbox Tool. Click on Dropbox.



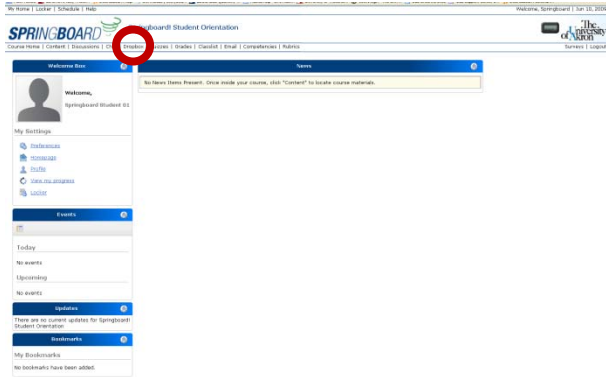
2. In this particular example, the instructor is not using the Dropbox tool. There are no folders present.

Now, let's look at this page when an instructor is using the Dropbox tool.



Accessing Dropbox Folders

1. Go to the Course Navigation Bar and locate the Dropbox Tool. Click on Dropbox.



2. The Dropbox certainly appears different with folders in place.

We have three folders in our Dropbox defined as:

- Assignment 1
- Paper 1, and
- Presentation 1

Let's click on **Assignment 1** to see what the requirements are for that Assignment.

Dropbox Folders

Folder	Score	Submissions	Feedback
Assignment 1		0	-
Paper 1		0	-
Presentation 1		0	-

3. The **Assignment 1** folder consists of Instructor Instructions and Deadline Information.

The Instructor has left instructions for Assignment 1 as follows: *"Complete the assignment as reviewed in class and submit your Word document before the deadline."*

The Deadline for submission for Assignment 1 is *June 25, 2009 at 3:38PM.*

We have our Assignment complete and are ready to upload the Word document.

Submit Files - Assignment 1

Instructions: Complete the assignment as reviewed in class and submit your Word document before the deadline.

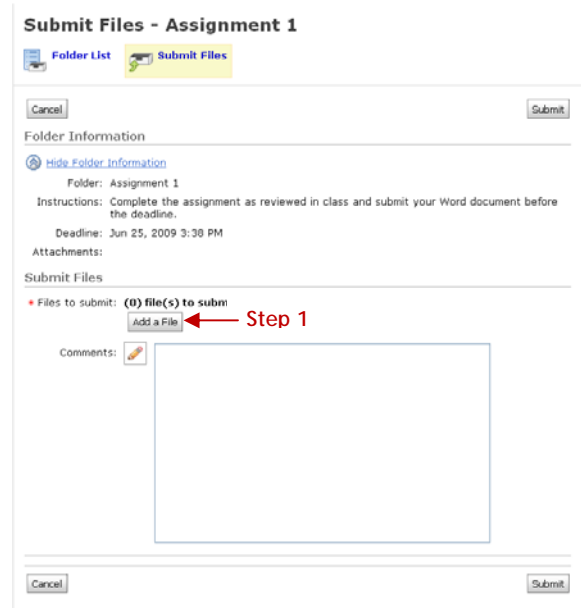
Deadline: Jun 25, 2009 3:38 PM

Files to submit: (0) file(s) to submit

Comments:

How to Upload a File to a Dropbox Folder

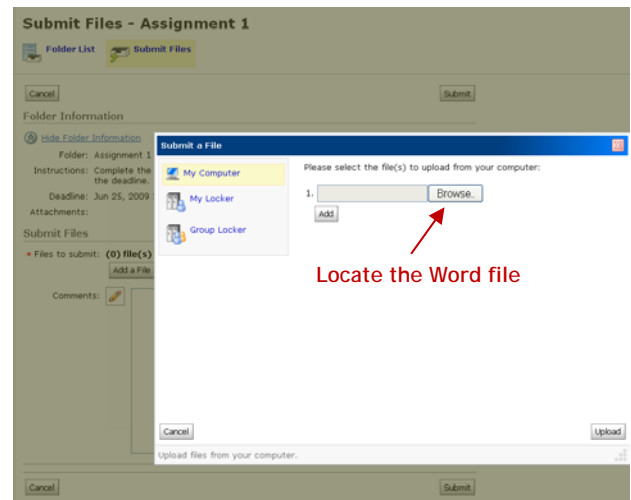
1. To upload our Word document to Assignment 1 as instructed, the first step is to click on the **Add a File** button.



2. A pop-up window will open titled, **Submit a File**.

This step requires two actions by the user. First, we need to select the location where the file to upload into Springboard! is currently located. For example, if the Word document for Assignment 1 that we are ready to submit is located on our personal computer, we would select "My Computer".

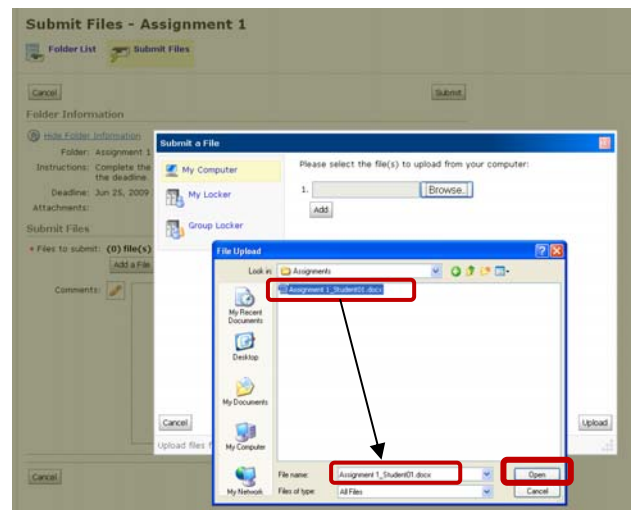
Next, we will click on the **Browse** button to locate the Word document.



- When we clicked on the Browse button, another box opened titled, **File Upload**.

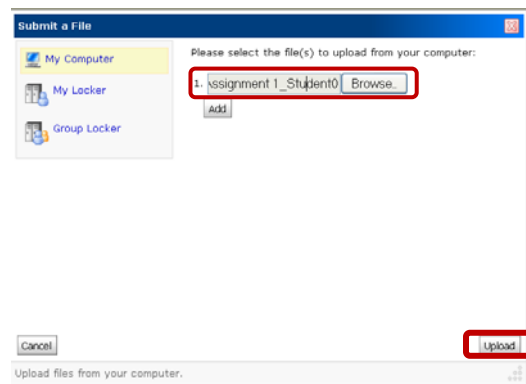
In the File Upload box, we navigate to the location on our computer where the Word document for Assignment 1 has been saved.

Select the filename which transfers it to the Filename field below and then click **Open**.



- Clicking **Open** transfers the file to the dialogue box next to our **Browse** button.

Now click **Upload** to import a copy of the file from your computer to Springboard!




- We are almost done.

Our file has now been transferred into the temporary holding area and shows on the screen as a hyperlink.

We can delete the file if we selected the wrong one by accident by clicking on the trash can icon.



- 6. We can also enter Comments for the instructor by clicking on the  pencil icon. This opens the HTML Editor and we can type a message to the instructor related to Assignment 1.

When we have verified that we have uploaded the correct file and completed the option **Comments**, we need to click on **Submit** to complete the upload process.



Confirmation of File Submission

Success!

1. We received the File Upload Results page with a recap of the process we just completed.

Our file "Assignment 1 Student 01.docx" has been successfully uploaded to the Dropbox folder titled, Assignment 1.

A date and time stamp appears confirming submission before the assignment deadline.

ITEM OF NOTE: You will also receive a confirmation email in your uakron email account. It is recommended that you print the **File Upload Results** page as well as retain the email for submission confirmation.

Let's return to the Dropbox Folder List.

File Upload Results

Folder List Submit Files

File Submission Successful

Uploaded By: Springboard Student 01
Folder: Assignment 1

Instructions: Complete the assignment as reviewed in class and submit your Word document

Files to submit: Assignment 1 Student01.docx (9.8 KB)

Comments: Student01 submission of Assignment 1. I experienced some issues with the research portion of this assignment and substituted one of my original sources with one referenced in the text.

Submission Date: Jun 18, 2009 4:45 PM
Total File Size: 9.8 KB

[View submission history for this folder](#)

Upload More Files

2. We now see that there is one file listed under **Submissions** for Assignment 1. If we click on the number 1, it takes us to the **Submission History** for Assignment 1.

This is another location to access a recap of the Dropbox transaction including the **File Name**, any **Comments** we included and the **Date and Time** our file was submitted.

Let's return to the Folder List to view our grade and any feedback left by the instructor.

Dropbox Folders

Folder List History

Dropbox Folders

Folder	Score	Submissions	Feedback
No Category			
Assignment 1		1	-
Paper 1			Submission history for Assignment 1. 1 submissions
Presentation 1		0	-

20 per page

Submission History

Folder List History

Submission History

Folder: Assignment 1
Folder Type: Individual submission folder

Submitted Files	Comments	Date Submitted
Assignment 1 Student01.docx (9.8 KB)	Student01 submission of Assignment 1. I experienced some issues with the research portion of this assignment and substituted one of my original sources with one referenced in the text.	Jun 18, 2009 4:45 PM

How to locate Grades and Feedback in the Dropbox

1. We now have a grade for Assignment 1 as well as Feedback from our instructor.

We achieved a 20 out of a possible 20 on Assignment 1.

Let's click on **View** in the Feedback column to see the comments left by the instructor.

Folder	Score	Submissions	Feedback
No Category			
Assignment 1	20 / 20	1	View
Paper 1	-	0	-
Presentation 1	-	0	-

2. This screen has familiar information. It contains the information from our **Submission History** for Assignment 1 including the **File Name**, any **Comments** we included and the **Date and Time** our file was submitted.

In addition, there is now a section at the bottom of the screen called **Feedback**. This is where any comments left by the instructor will be located.

We see our score of 20 out of 20, the date the feedback was put into Springboard! and a comment left by the instructor: *"I appreciate the clarity of your statements and the amount of research done to cover the topic thoroughly. Job well done."*

Click **Course Home** on the Course Navigation Bar to return to the Homepage of your Course.

View Feedback

Go Back

User Submissions

Folder: Assignment 1

Files to submit:	Submitted Files	Comments	Date Submitted
	Assignment 1_Student01.docx (9.8 KB)	Student01 submission of Assignment 1. I experienced some issues with the research portion of this assignment and substituted one of my original sources with one referenced in the text.	Jun 18, 2009 4:45 PM

Instructor Feedback

Feedback

Score: 20 / 20

Feedback Date: Jun 18, 2009 5:00 PM

Dropbox Feedback: I appreciate the clarity of your statements and the amount of research done to cover the topic thoroughly.

Job well done.

Submission Recap

Let's do a quick recap:

1. You located the **Dropbox tool** on the course navigation bar
2. You located the **Dropbox folders**
3. You were able to **identify, locate and upload** a document from your computer into the specified Dropbox folder
4. You were able to **verify submission** of your Assignment into the Dropbox
5. You were able to **locate your grade** on your Assignment by checking the Dropbox
6. You were able to **locate instructor feedback** on your Assignment by checking the Dropbox

Congratulations!

That's all there is to utilizing the Dropbox tool in Springboard!

