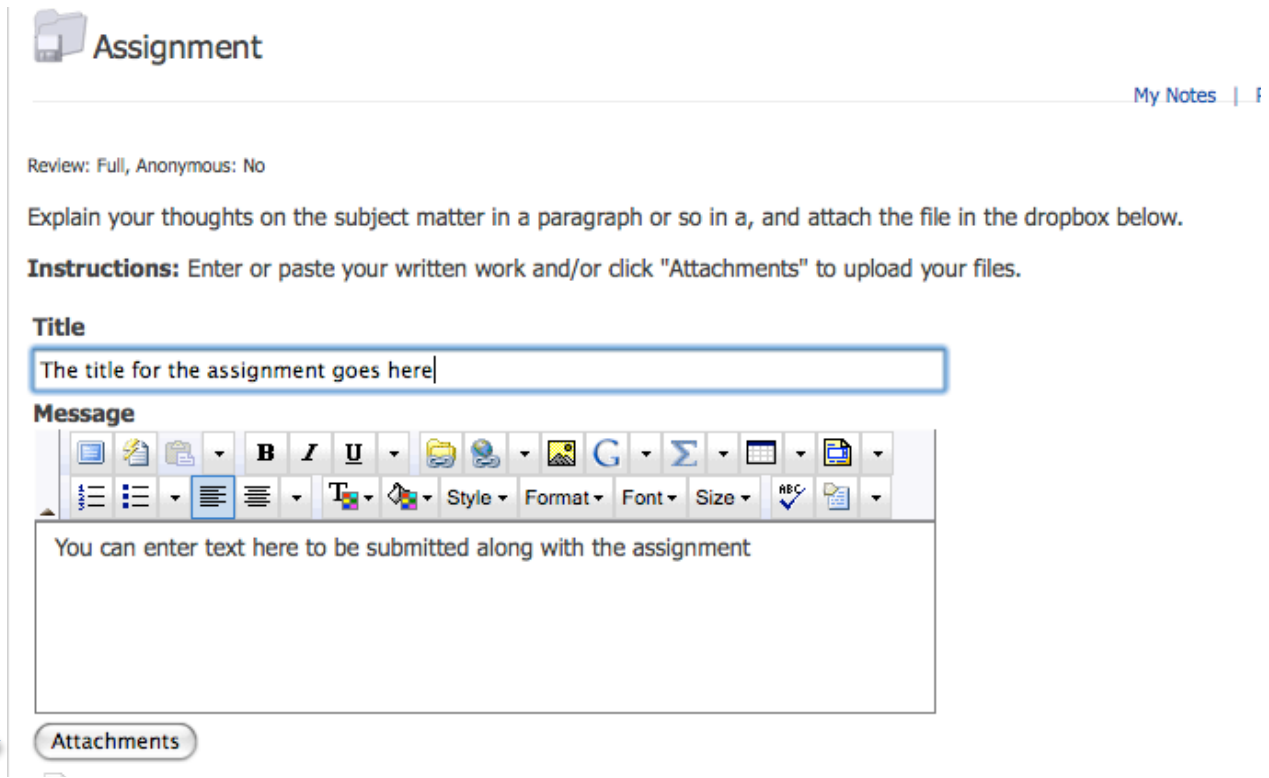


## How to use the Drop Box

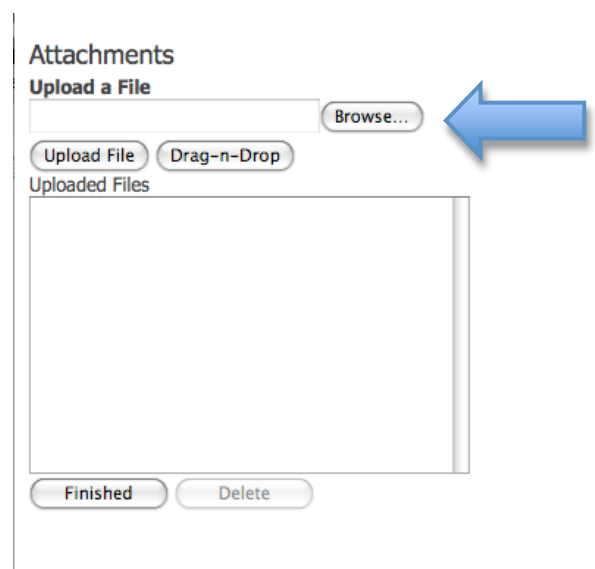
Drop boxes are where you can submit assignments to your instructor. Usually this involves uploading files as attachments. In order to attach a file, you need to give the assignment a title and then click the **Attachments** button in order to attach your file.



A separate Attachments window will open that will allow you to locate and upload attachments. Click **Browse** to locate the files that you wish to upload.

Then click the **Upload File** button to upload the file! If the file name does not appear in the Uploaded Files list it has not been uploaded!

Note that you can use **Drag-n-Drop** to drag and drop multiple items to upload more than one at a time.



Once you have selected the files that you wish to upload click **Finished** in order to close the dialog box.

**Make sure that all the file names appear in the Uploaded Files list before you click Finished!**



Attachments  
Upload a File  
Browse...  
Upload File Drag-n-Drop  
Uploaded Files  
ENG10.zip  
ENG\_11.zip  
Finished Delete

To remove a file select it and click **Delete** to remove.

After you are done attaching all files, you will be taken back to the Assignment box. The files you uploaded should appear below the Attachments button. If they do not appear you likely forgot to click the Upload File button. If the files are showing and you have entered a title and any text you want to include you can click the **Submit** button to submit.

Assignment My Notes | Previous |

Review: Full, Anonymus: No

Explain your thoughts on the subject matter in a paragraph or so in a, and attach the file in the dropbox below.

**Instructions:** Enter or paste your written work and/or click "Attachments" to upload your files.

**Title**

The title for the assignment goes here

**Message**

You can enter text here to be submitted along with the assignment

Attachments

[ENG10.zip \(129676 bytes\)](#)

[ENG\\_11.zip \(1140778 bytes\)](#)

Submit