The Dropbox is an easy way for you to submit assignments to your instructor. The Dropbox is a one-to-one communication tool between you and your instructor. When you post an assignment to the Dropbox, your instructor will be the only one who receives or sees the assignment.

To access the Dropbox, click the Dropbox tab in the toolbar at the top of a page in your course. When you enter the Dropbox area, you will see that there is a link for you to Submit an Assignment.

When you submit your assignment, you will need to choose which basket to submit it to. You will choose the name of the basket that corresponds to the assignment you are submitting from a drop-down list. In your entry, you can both type a response for your instructor, and can attach one or more files. The type of assignment your instructor gives will determine what kind of entry you make.

Once you have submitted an entry to the Dropbox, it will appear in your Outbox. Once your instructor has reviewed, responded to, and perhaps graded your work, it will appear in your Inbox. From your Inbox, you may review the comments of your instructor, and may respond with comments and questions of your own, or with additional components of the assignment.