

Using the Dropbox in eCollege

The dropbox is intended for use as a repository for completed assignments that are being submitted to the instructor .

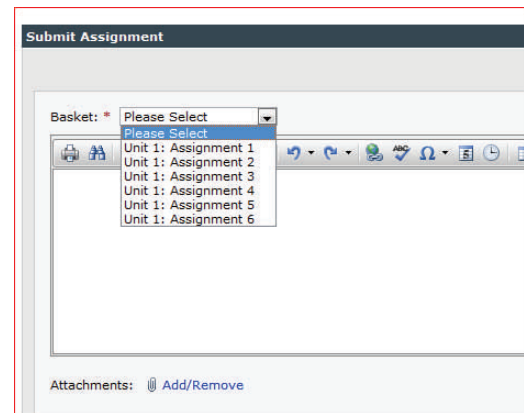
The Dropbox button is located in the upper right hand portion of the course next to 'Email'



The Dropbox field is shown below with the submit assignment link in the upper left hand area. All assignments are submitted by clicking on the 'Submit Assignments' link.



To submit an assignment click on the dropdown menu marked ' Basket '. This will show you a list of the assignments that are required for your course. From this list choose the assignment you wish to work on.



In this example Assignment 5 has been chosen to work on. After choosing the assignment complete the assignment in the visual text editor, copy and paste the assignment from a word document into the visual text editor or attach the word document to the assignment with the 'Add/Remove' link below the text editor.

When finished click 'Submit Assignment'

