Submitting a Dropbox Assignment In SIUonline

1. Click Activities on the navigation bar.
2. Select Dropbox from the drop-down menu.
3. You will see: a list of available Dropbox folders, or assignments.

4. Click a folder to select it.
5. You will see: the Submit Files screen.

6. Click Add a File.
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7. You will see the Add a File popup window.
8. Drag and drop a file into the upload box, or click Upload to select it from your computer. Please note: Preferred file formats are PDF, .doc, .docx, or .rtf.
9. To include additional files, continue to either drag and drop or use the Upload button.

10. You will see: your files listed in the Upload box.

11. Click the Add button.
12. Type optional comments for your instructor in the Comments box.
13. Click Submit.
14. You will see: a confirmation screen with your file upload results.
15. Click *Done*.
16. *You will see:* the *Dropbox Folders* screen, with the number of your submissions in the *Submissions* column. Note: The number in the *Submissions* column is an active link. You may click on it to view your submissions history.