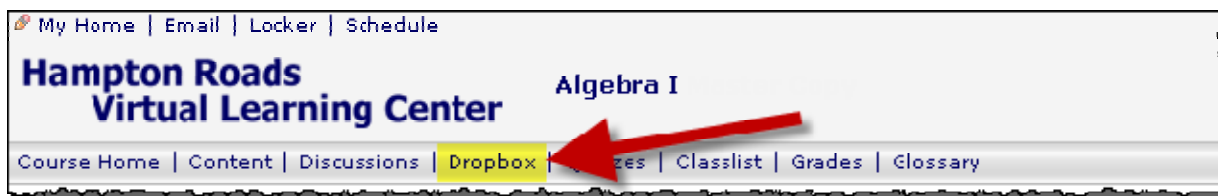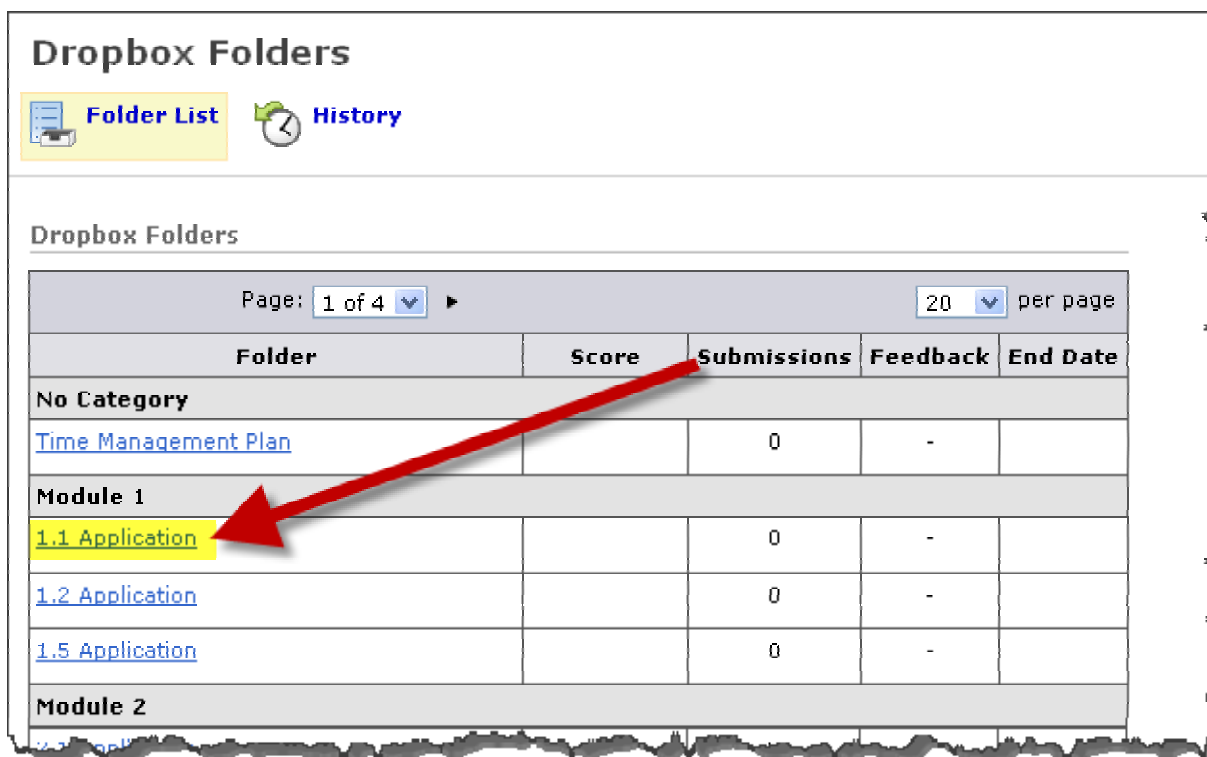# Submitting Assignments

In this course, most assignments will be submitting using the virtual dropbox provided through the course system. In order to submit items to the dropbox, please use the instructions below.
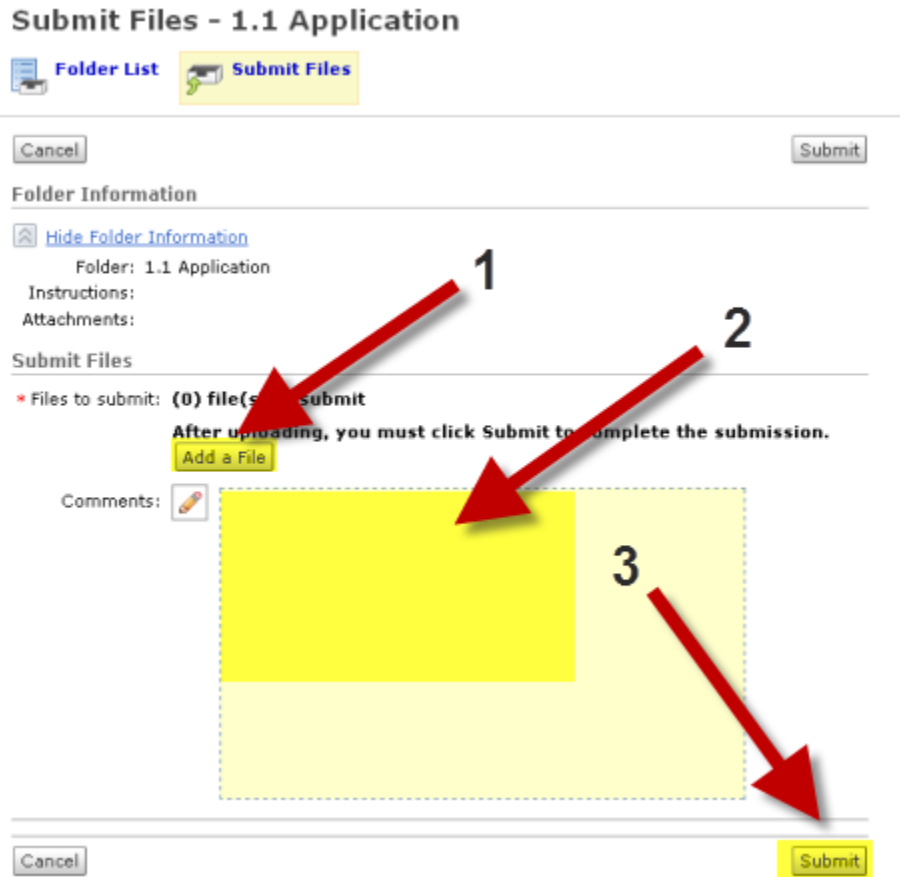
1. Once you have completed your assignment, save it to your local computer or an external storage device.

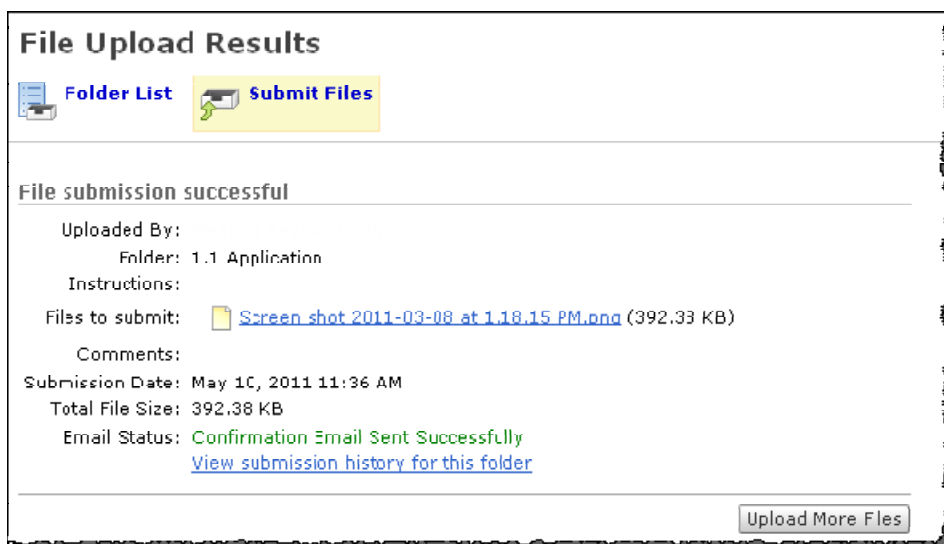2. Click on the "Dropbox" link from your course home page.

3. From the list of dropbox folders, click on the name of the assignment's dropbox.

4. From the assignment's folder, click *Add a file* to browse for the file on your local computer or external storage device. Once the file is uploaded, add any needed comments and click *Submit*.

Submit Files - 1.1 Application

Folder List   **Submit Files**

[Cancel]   [Submit]

Folder Information

⌃ Hide Folder Information

Folder: 1.1 Application
Instructions:
Attachments:

1

2

Submit Files

* Files to submit: (0) file(s) to submit
After uploading, you must click Submit to complete the submission.
[Add a File]

Comments: 🖉

3

[Cancel]   [Submit]

5. The results of your file upload will be displayed.

File Upload Results

Folder List   **Submit Files**

File submission successful

Uploaded By:
Folder: 1.1 Application
Instructions:
Files to submit: 🗋 Screen shot 2011-03-08 at 1.18.15 PM.png (392.33 KB)
Comments:
Submission Date: May 10, 2011 11:36 AM
Total File Size: 392.38 KB
Email Status: Confirmation Email Sent Successfully
View submission history for this folder

[Upload More Files]

Submitting Student-Illustrated Assignments

You may be asked to submit assignments that require you to create an illustration, label an image, or create an original work. You have several options to submit these types of assignments, including:

1. Hand-draw the assignment and then take a picture of it for submission to the assignment's dropbox.
2. Hand-draw the assignment and then scan it for submission to the assignment's dropbox.
3. Create a new file or pull a template into a paint or graphics program and utilize the software to create the image. You can then submit your work to the assignment's dropbox.

Other Types of Assignments Including Audio Submissions

Other types of assignments included in this course may require you to create a podcast/audio file, create a presentation, or provide another type of student-created work. For audio assignments, you should use software provided to you by your school or free audio recording software available, such as Audacity (http://audacity.sourceforge.net/). For any assignments, please follow any instructions provided to you by your instructor.