

Submitting Assignments to a Drop Box

Instructors often request that assignments be submitted via a drop box. This is done by uploading an electronic file. The drop box accepts most types of electronic files, including word processing documents, images, Web pages, and others.

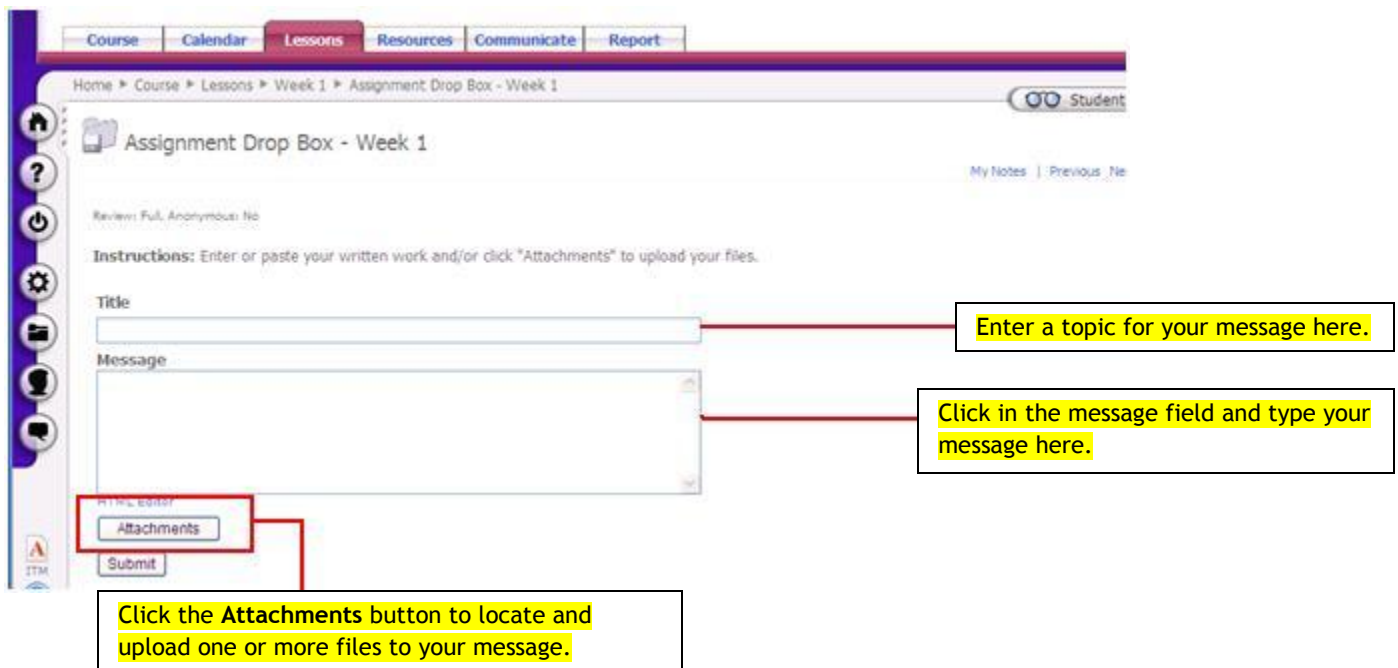
If you are using a Macintosh computer, be sure to add the appropriate file extension to the file name when uploading the file (i.e. .doc, .jpg, etc.).

To submit an assignment to a drop box:

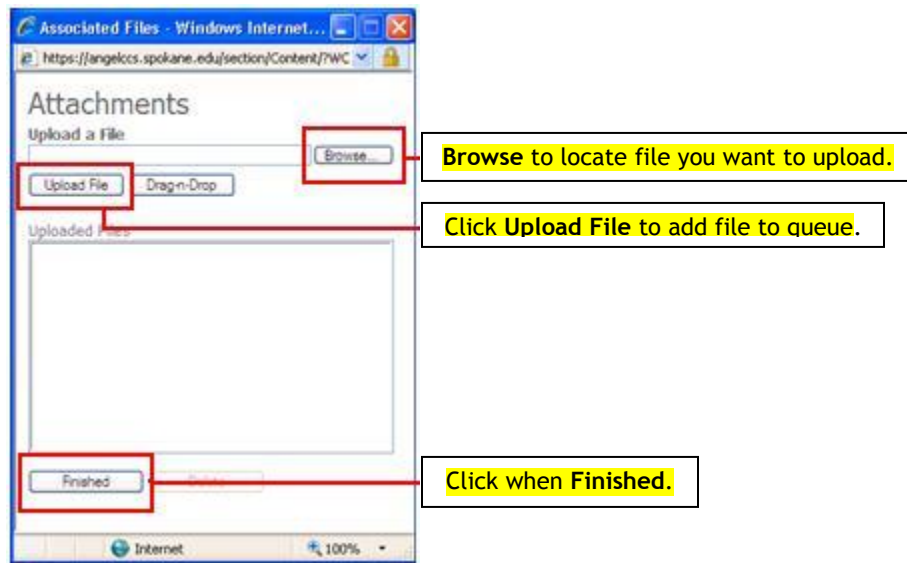
1. In your ANGEL course, click the **Lessons** tab.
2. Find the drop box and click its title or icon.



3. A drop box page appears. Enter a title for your message and type your message in the message field.



- When you click the Attachments button, the **Attachments** window opens. Click the **Browse** button, locate the file you want to upload, and click **Open**.



- Click **Upload File**. (Repeat Browse and Upload functions if you want to upload multiple files.) When all files are uploaded, click the **Finished** button.
- You will be returned to the drop box page where you will see a display of the files you have uploaded. If you are ready to turn in your work, click the **Submit** button.

