


## Discovering D2L: Dropbox

### Navigating the Dropbox

The Dropbox is used for submitting projects, assignments, and other documents to your instructor. Each instructor will determine to what extent they would like to use the Dropbox. View the dropbox, by clicking **Dropbox** in the toolbar.

Folder	Score	Submissions	Feedback	Due Date
Research Paper	8 / 10 - 80 %	1	 <b>View</b>	Nov 28, 2013 11:59 PM
Midterm	- / 20	0	-	

**Folder:** The folder column will list all of the dropbox folders. Some professors may choose to set up a new dropbox folder for each assignment, others may use one folder for multiple assignments.

**Score:** The score column displays grades for dropbox submissions. In the example above, the final exam is worth 20 points. If your instructor uses this feature, this column will display your grade once they have graded the item.

**Submissions:** The submissions column will show how many files you have submitted for each assignment.

**Feedback:** The Feedback column will display any Feedback your professor may have provided for each assignment. A **View** button will appear if there is feedback available. Click **View** to view your instructor's feedback. The feedback may be in the form of a text comment or in an attached document.

**Due Date:** Your instructor may indicate the assignment due date in the Due Date column. Please note that some professors may leave the Dropbox open after the Due Date in order to accept late assignments. Other professors may close the Dropbox at the stated Due Date. Please consult your professor on their policies regarding late assignments.



#### Caution!

When saving a document that you plan to submit to the D2L dropbox, be careful what you name it. Certain special characters in your file names can cause errors in D2L. Avoid:

" \* / : < > ? \ | ' & ; #

Instructors will not be able to open files with these characters. If you would like to include a special character to break up file names, use a dash – or an underscore \_.



wsmith-final-exam.docx  
 Microsoft Word Document  
 11.0 KB

## Submitting a Document

To submit a document to the Dropbox:

1. Navigate to the Dropbox by selecting **Dropbox** from the toolbar.
2. On the Dropbox page, select the assignment that you wish to submit. *Note: if the assignment name is gray and not clickable, then the assignment dropbox is closed. Please refer to the due dates or consult your instructor to determine when dropboxes are open.*

Research Paper #3				20
Closed Nov 22, 2013 4:41 PM				
Midterm	- / 20	0	-	
Final Exam	- / 20	0	-	No 2013 11:59 PM

Notice that the Research Paper #3 dropbox is not selectable, since it is past the due date. However, the Midterm & Final Exam dropboxes are still open.

3. Upon selecting the appropriate assignment dropbox, you should see the Submit Files window.

### Submit Files

Files to submit \*  
(0) file(s) to submit

After uploading, you must click Submit to complete the submission.

**Add a File** Record Audio

Comments

Paragr... | ...

Submit Cancel

Use the **Add a File** button to upload a file to the Dropbox.

4. The Add a File window will open.

Drag and drop files from your computer into the box. Or, use the **Upload** button to browse your computer for a file.

Click the **Add** button to add the file(s) listed above to the dropbox.

5. You will return to the Submit Files window.

**Optional:** Use the **Comments** box to send a message to your instructor along with your dropbox submission.

Click the **Submit** button to submit your files.

6. Upon clicking the **Submit** button, a dropbox receipt will be sent to your preferred email address. The email, which will come from [tsc@depaul.edu](mailto:tsc@depaul.edu), will state that the dropbox submission was accepted and the exact time of the submission. **Note:** *Your files and comments will not be submitted to your professor until click Submit. Once you click Submit, your submission is final and cannot be removed from the dropbox.*