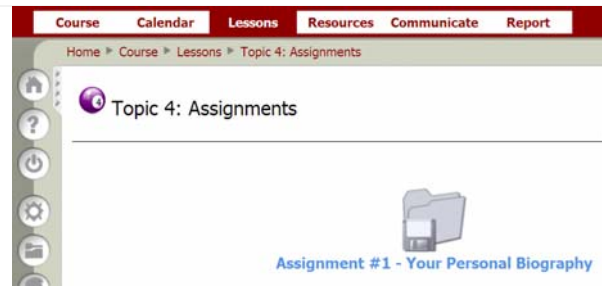


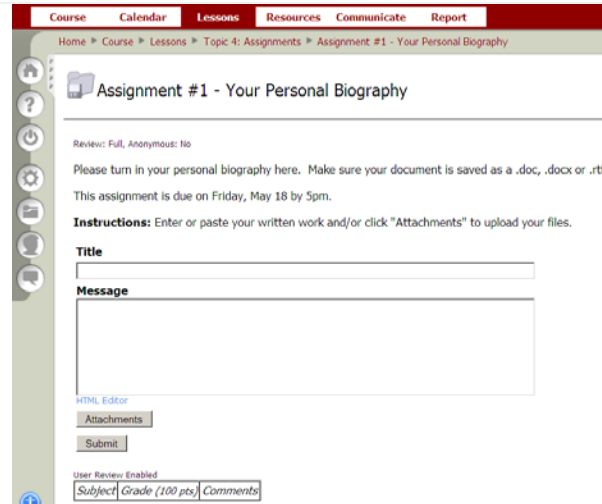
## Turning in an Assignment

Most instructors will require that assignments be submitted using a dropbox. To turn in your assignment follow the instructions below.

1. Find the digital drop box for your assignment (Lessons Tab) and click on the name of the drop box.



2. Read any instructions your teacher may provide.
3. Make sure that the document you're submitting is the correct format.
4. Fill in the **Title** – let your instructor know what assignment you're submitting.
5. Add a **Message** –any special information your teacher may need.
6. If you need to turn in a Word Document, Excel file or another file, click the **Attachments** button.
7. Another window will open. Click the **Browse** button...another window will open.
8. Locate your file on your computer, click on the file you want to submit and click the **Open** button.
9. Click **Upload File**.
10. Click the **Finished** button.
11. Lastly, click **Submit**.
12. You will get a confirmation saying:



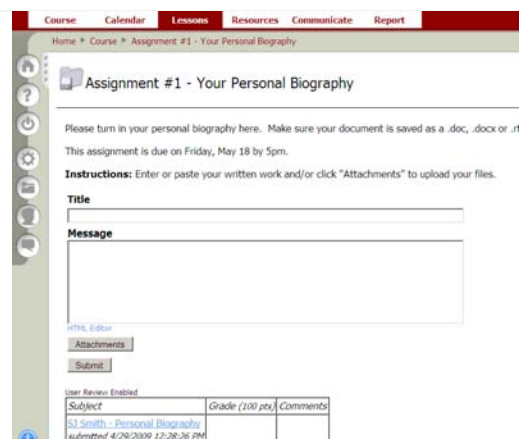
### **Submission Successful**

*Your submission has been received successfully.*

### **Confirm that it really worked!**

You can always double check to make sure your assignment has been turned in. To do this:

1. Go back to the dropbox where you turned in your assignment
2. Click on the assignment name
3. Within the digital drop box, down at the bottom, you will see the **Title** of the document you turned in.



4. Click on the title of your document and you will see a summary of your submission, including the day and time you turned it in.
5. If you do not see your file then you need to contact your instructor or the eLearning office for assistance.

