

How To:

Submit Work to the Dropbox

Dropboxes are folders where you submit work to your teacher. Each assignment has a separate folder.

Step 1: Select the Dropbox link on the Nav Bar under 'My Class' and find the dropbox specifically labelled for the assignment you are working on.

Step 2: Select Add a File.

Step 3: Drag and drop your file or choose Upload (if you choose upload, browse to find the file, select it, choose open). You can also upload directly from Google Drive instead of your computer once you've connected your Google account through the integration.

Step 4: Choose Done.

Step 5: Add comments if you wish (you must have a file uploaded to be able to use the comments area); then Submit.

Once your assignment has been submitted, you will receive an automatic email receipt through the email tool in the Core indicating that your work was successfully uploaded. Your teacher will post feedback in the Dropbox when he/she has viewed it. You find that by clicking on Dropbox in the Nav Bar or under the Updates widget on the Course Home page. Whenever the word 'view' beside the dropbox is in bold, it means you haven't read it yet.

Tip: If you need to submit a link such as to a website, prezi or youtube upload, paste it in the comments area, and then upload a file such as your source list or rough work to make the Dropbox work.

Check the 'Tips for Success' page to see what formats your teacher can open. Any word processor will allow you to save a file in a different format.

Adobe Acrobat (PDF) can be viewed the most easily in the Core in both the dropboxes and discussions and saves your formatting better than Rich Text Format (rtf). See the video about changing work to PDF for programs other than Google Drive, or the video about GAFE for help with converting your Drive files to PDF.

Name that file!

Always save your file on your computer or in your google drive before uploading it using this specific pattern:

First name Last name - Course - Module # OR Unit # - Activity # - Assignment #
.extension (file type)

Example: YourName-MFM1P-M1.docx OR YourName-ENG3U-U1A1A3.pdf