

Using the Dropbox

Finding the Dropbox

1. Go to the **Dropbox** and click on a dropbox folder

Dropbox Folders

[Folder List](#) [History](#)

Dropbox Folders

20 per page

Folder	Score	Submissions	Feedback	End Date
No Category				
Photos		0	-	

20 per page

2. Click on **Show the Folder Information** to see if the instructor has left any special messages with this folder

Submit Files - Photos

[Folder List](#) [Submit Files](#)

Cancel

Folder Information

[Show Folder Information](#)

Folder Information

[Hide Folder Information](#)

Folder: Photos

Instructions: Please drop your 2 photos into this dropbox.

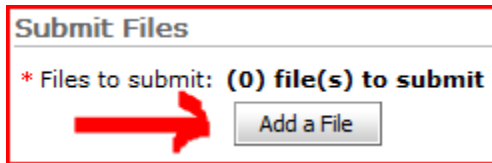
Please submit a jpg or gif or png. Most photos are saved as jpg.

Visit this site to learn [How to Download Pictures From Digital Camera to PC](#)

Attachments:

To Submit a File

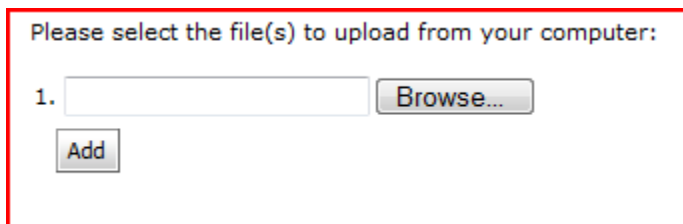
1. Click on the **Add A File** button



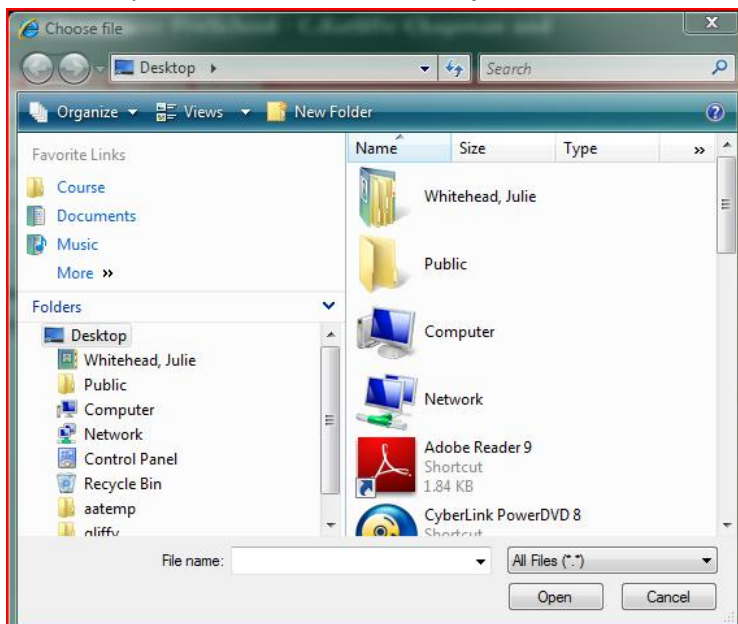
2. Choose the location where your file is located



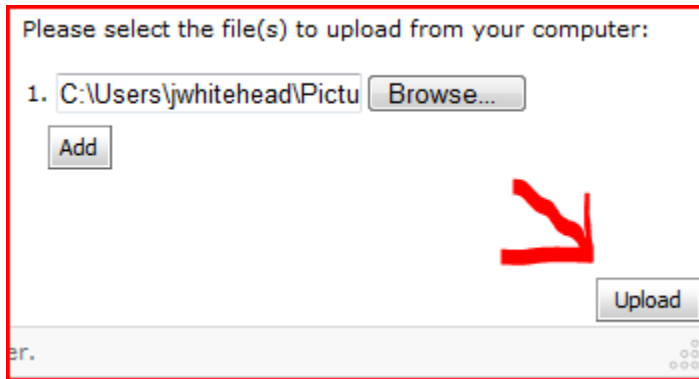
3. Click on the **Browse** button



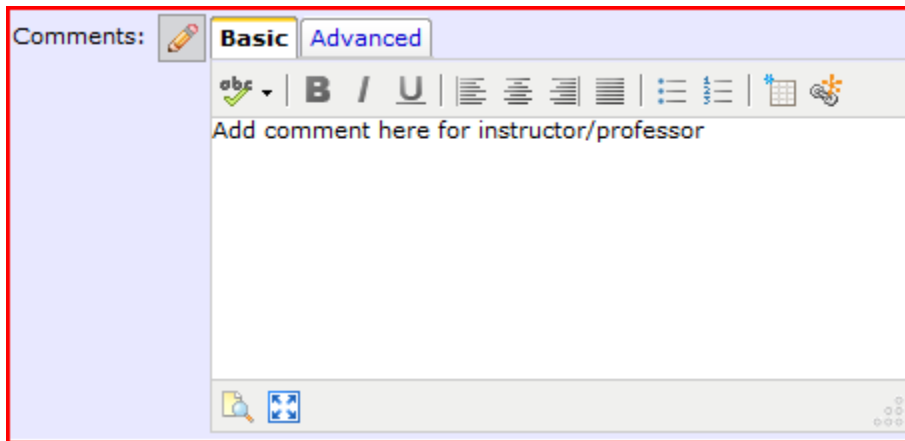
4. Browse to your file, select it and click **Open**



- The location of your file will be put in the textbox
Click **Upload**



- You can add a comment for your instructor if you wish, but it is not mandatory. You do not need to put your name or student number in the comment box. FOL puts your assignment under your name. The instructor knows it is yours.



- Click Submit



Confirmation of Submission

There are several ways you can see that your submission was successful



- Immediately after submission, FOL will confirm with this confirmation screen

File Submission Successful


Uploaded By: [REDACTED]
Folder: Photos
Instructions: Please drop your 2 photos into this dropbox.

Please submit a jpg or gif or png. Most photos are saved as jpg.

Visit this site to learn [How to Download Pictures From Digital Camera to PC](#)

Files to submit:  [dog-kate.jpg](#) (7.03 KB)
Comments: Add comment here for instructor/professor
Submission Date: Nov 11, 2009 12:24 PM
Total File Size: 7.03 KB
[View submission history for this folder](#) 

- You will receive an email with a **Dropbox submission receipt**

	From	Subject
	FanshaweOnline <FOL@fa...>	Dropbox submission receipt

From: FanshaweOnline <FOL@fanshawec.ca>
To: [REDACTED]
Subject: Dropbox submission receipt

Message

[REDACTED]

This email is to confirm that Photos has received your file submission.

Received: Nov 11, 2009 12:24 PM
Org Unit: ECED-1051 - Field Practicum: PreSchool - C.Ratliffe-Chapman and
File(s): dog-kate.jpg

- The Dropbox Folders will now show how many files you have submitted to a folder



Dropbox Folders			
Folder	Score	Submissions	F
No Category			
Photos		1	

Click on that submission number and you can see what file you submitted

Submit Files

* Files to submit: **(1) file(s) to submit**

[Add a File](#)

 [dog-kate.jpg](#) (7.03 KB) 

Source: My Computer

- The Dropbox also has a **History**.

Dropbox Folders

[Folder List](#) [History](#)

Click on **History** to see and open the file you have submitted


Submission History

[Folder List](#) [History](#)

Submission History

Folder:

Folder Type: Individual submission folder

Submitted Files	Comments	Date Submitted ▼
 dog-kate.jpg (7.03 KB)	Add comment here for instructor/professor	Nov 11, 2009 12:24 PM