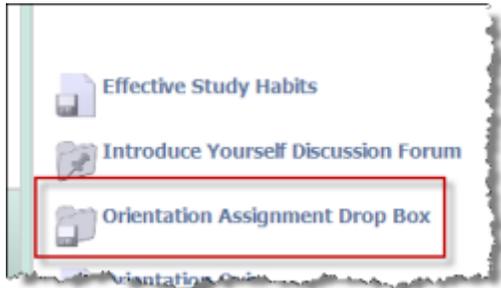# Submitting a Drop Box Assignment

Your instructor might require that you submit written assignments that are saved as a specific file type into an assignment drop box.

To submit an assignment, follow these steps:

1. **Open the Drop Box**. Click the drop box in which the assignment is to be submitted.

   NOTE: If the Drop Box is not accepting submissions because it either is not yet opened or is no longer accepting submissions, you will see a screen advising you that you cannot submit at that time:

2. **Complete the Drop Box form**. If the Drop Box is accepting submissions, continue with submitting the assignment. There are several fields to complete when submitting a drop box assignment.
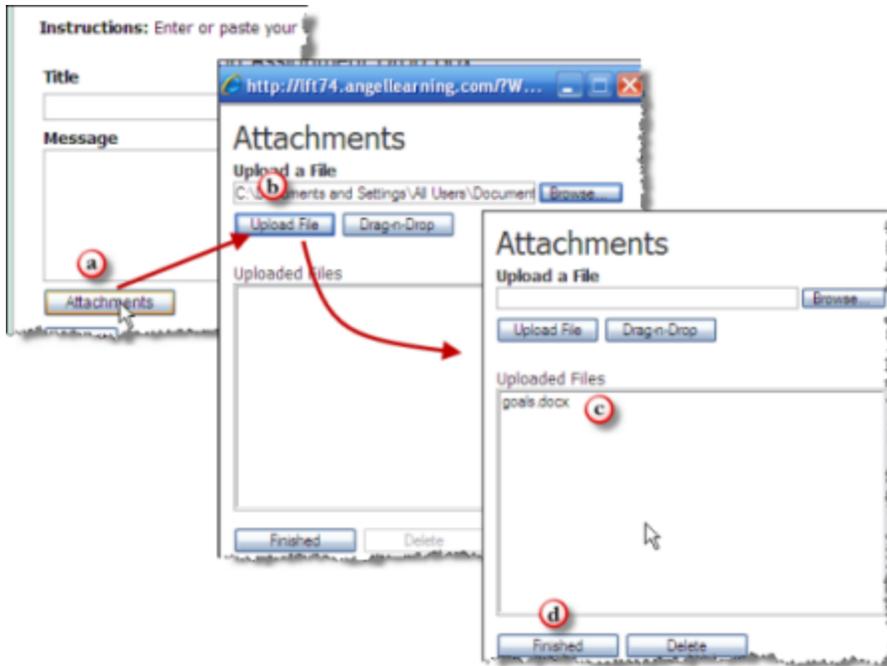

   a. **Add a title**. Your instructor may have given specific instructions as to what to use as a title, as the instructor did in this example. A title is required or else you will not be able to submit.

   b. **Message window**. If the assignment is very short, your instructor might ask you to complete it by typing your answer(s) in the Message window. The window can also be used to provide further information about the assignment you are submitting.

3. **Attach submission.** Click the **Attachments** button to upload your completed assignment file. Pay close attention to the file type of the document you are submitting. Your instructor can provide instructions as to the type of file that can be submitted.

   ⚠ **Caution:** Submitting a file that is not the correct file type might result in an unreadable assignment that cannot be graded.

a. Click the **Attachments** button.

b. In the Attachments window, click **Browse** to browse your computer and select the file to be uploaded.

c. Once the file has been selected, click **Upload File**. The file that you uploaded appears in the Uploaded Files window. You can repeat steps 2 and 3 if you have to upload more than one file.

d. Click the **Finished** button when all files have been uploaded. If you need to delete a file, highlight the file in the window and click the **Delete** button. You will be returned to the Drop Box screen and you will see all files uploaded underneath the Attachments button.

> **Caution:** Uploading a file does not complete the process. You must submit your assignment before leaving the page.

4. **Submit the assignment.** To submit your assignment, do the following:

a. Click **Submit**. Click **Submit** to submit all files into the drop box.

b. **Submission confirmation screen**. Once the files have been submitted, the **Upload Results** screen appears with a message advising you that you have successfully submitted the assignment. Click **OK** to finish.

c. **Submission Status Table**. You will return again to the drop box screen, and you will see the file that you submitted listed within a table at the bottom of the screen in the **Subject** column, as well as the date and time that the assignment was submitted. When your instructor has graded the assignment, the grade will appear in the **Grade** column and any comments made by the instructor will appear in the C**omments column.**