

How to Submit a Drop Box Assignment

Uploading electronic files to a drop box is a convenient way to submit assignments to your instructor. The Drop Box will accept virtually any type of electronic file including word processing documents, images, web pages, and more.

Note: When uploading electronic files from a Macintosh computer, it is important to add the proper file extension to the file name (e.g. .doc, .jpg, .htm, etc.) before uploading the file.

To submit an assignment to a drop box:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Navigate to your drop box and click the drop box title or icon.
3. Click the **Browse** button, locate the file you want to upload, and click **Open**.
4. Type a title for the file in the **Title** textbox.
5. Click **Upload File**. A **File Upload Successful** page will appear on the screen.
6. Click **OK**.