Brightspace: Dropbox – How to submit a file

The Dropbox tool enables you to submit assignments in Brightspace, eliminating the need to mail, fax, or email your work to instructors. Simply upload your submission to the appropriate dropbox folder and submit.

Due to the software limitations on our SFSC computers, the only file types that you are able to submit to SFSC Faculty members are: - .rtf (Rich Text Format) - .doc and .docx (Word Documents) - .txt (Plain Text File) - .pdf (Portable Document Format) - .ppt and .pptx (PowerPoint Presentation) - .xls and .xlsx (Excel Workbook). When naming your file, please leave out any special characters and spaces. This will increase compatibility with our SFSC Internet and computers.

To access the Dropbox tool:

1. After entering Brightspace through Panther Central, select your class from the "My Courses" widget.
2. Click **Assignments** on the navbar.
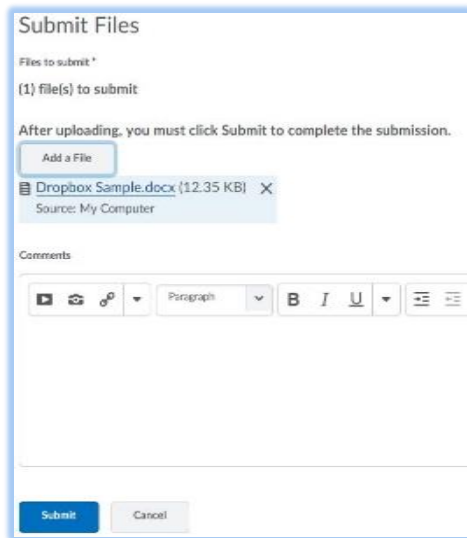3. Click **Dropbox**.

To submit to a dropbox folder:

1. On the Dropbox Folders page, click on the folder you want to submit to.
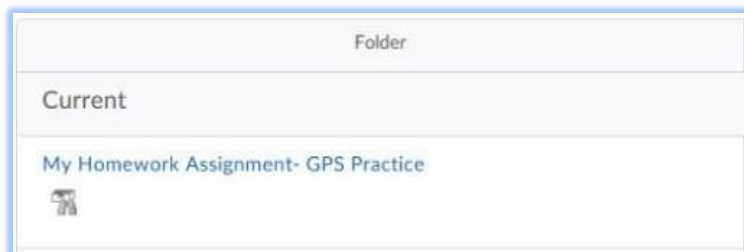
2. Click **"Add a File"** to browse for the file you want to submit.
3. The **Add a File** dialog box opens. You can attach files from your local computer or storage device or a personal locker. Click on **Upload** to search for the file. Once you have selected the file you want to send, Click Open in the lower right corner. The selected file's name will appear beneath the **Upload** button.
4. Click **Add** in the lower left corner of the screen.
5. If you receive the "**File name is invalid...**" error message, please note that when you are naming your file, limit the length of the file name. Also, leave out any special characters and spaces. This will increase compatibility with the internet.
6. Enter any **Comments** you want to submit with the file in that box. Your faculty member will be able to read them at the same time as your file. **DO NOT** type your document in this box.

7. Click **Submit** in the lower left corner of the screen.

8. Always check your Brightspace email for your "Dropbox Submission Receipt" to confirm the submission was received. If you do not receive one, your assignment was not submitted successfully. Resubmit the assignment.

To Review your dropbox folder submission history:

A list of submitted files displays on the Submission History page. You can view each file's size and submission date. To view the page, follow the steps below:

1. On the Dropbox Folders page, click **View History** in the upper left corner.
2. Select the **Folder** you want to view from the drop-down list.

To View Feedback in a Dropbox:

1. On the Dropbox Folders page, click **View** in the Feedback column beside the folder containing your submission.
2. View your grade, rubric assessment, and feedback comments.
3. Click **Download All Files** to download feedback attachments.
4. When you are finished viewing feedback, click **Done**.