HOW TO SUBMIT A DOCUMENT TO DROPBOX

1. Enter username and password to login to your account at D2L.VCCCD.EDU
2. Use the dropdown menu to select your class.
3. To access the Dropbox folder, click on “Assignments.” This will either be on your navbar and will look like this: 🗂 Assignments, or it will be a link located under the “Assessment” tab on your navbar.
4. Select the folder that you are submitting your assignment to.
5. Click on "Add a File"
If you are submitting a file that will later be shared in TurnItIn, make sure to save and submit the file as a Word Document (.doc).

6. Click “Upload” to choose the file you would like to submit. Most file types are accepted. The most commonly submitted file types for written assignments are .PDF and Word files (.DOC).
7. Click “Add” once the file has been uploaded (it will no longer be green).
8. Finally, click “Submit” which is located in the bottom left hand corner. You will receive a confirmation e-mail showing the date and time your file was submitted.