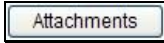
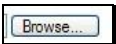


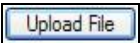




Using the Drop Box

1. To access the drop box assignment, click on the drop box assignment link.
2. Follow the instructions provided by your instructor. You will either type your message in the message box or you will attach a document. Your instructor should tell you which to do.
3. To type into the message box, click in the message box and type your message to the instructor.
4. To add an attachment, click the **Attachments** button 
 - Click Browse. 
 - Click the file you wish to attach. 
 - Click the **Open** button 
 - Click the **Upload File** button 
 - Click the **Finished** button 
5. Click the **Submit** button 
6. Click the **OK** button 