# Drop Box Instructions for Students

1. Login to your teacher's SharePoint site (they will provide you with the web page address). Whether at home or at D11, you will have to preface your login name with the domain name. The domain name for secondary students is "instructsec"; elementary students will type "instruction" for their domain. Note the use of a backward slash \ not a forward slash. Your username is the district ID – the same one used for logging on to a district computer; use your network password, too.

2. Navigate to the appropriate class page and then click on the "Submit to Drop Box" icon at the far right.

3. You will be presented with a dialog box that prompts you for the file you wish to upload. Click on "Browse" then go to the appropriate folder to find your document. In the example below, the student is uploading a file called "test.xlsx" on the U-drive. Recommendation: Click on the square at the top right of the dialog box to enlarge it so you can see the entire box and don't have to scroll. Now click "OK."
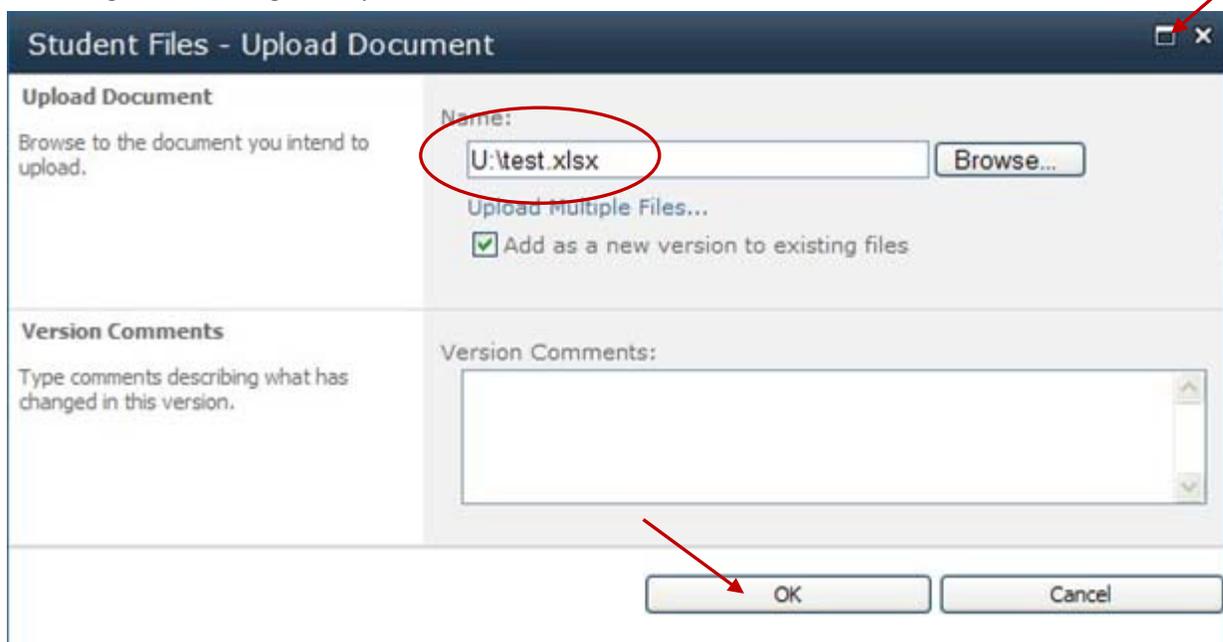
4. The system automatically adds your name to the filename as you can see in the next dialog box. This dialog box also prompts you for the assignment. Your instructor may have specified an assignment related to this drop box submission. If so, click on the appropriate assignment in the drop down menu. You may optionally add notes. Click "Save" and you have successfully uploaded your file.
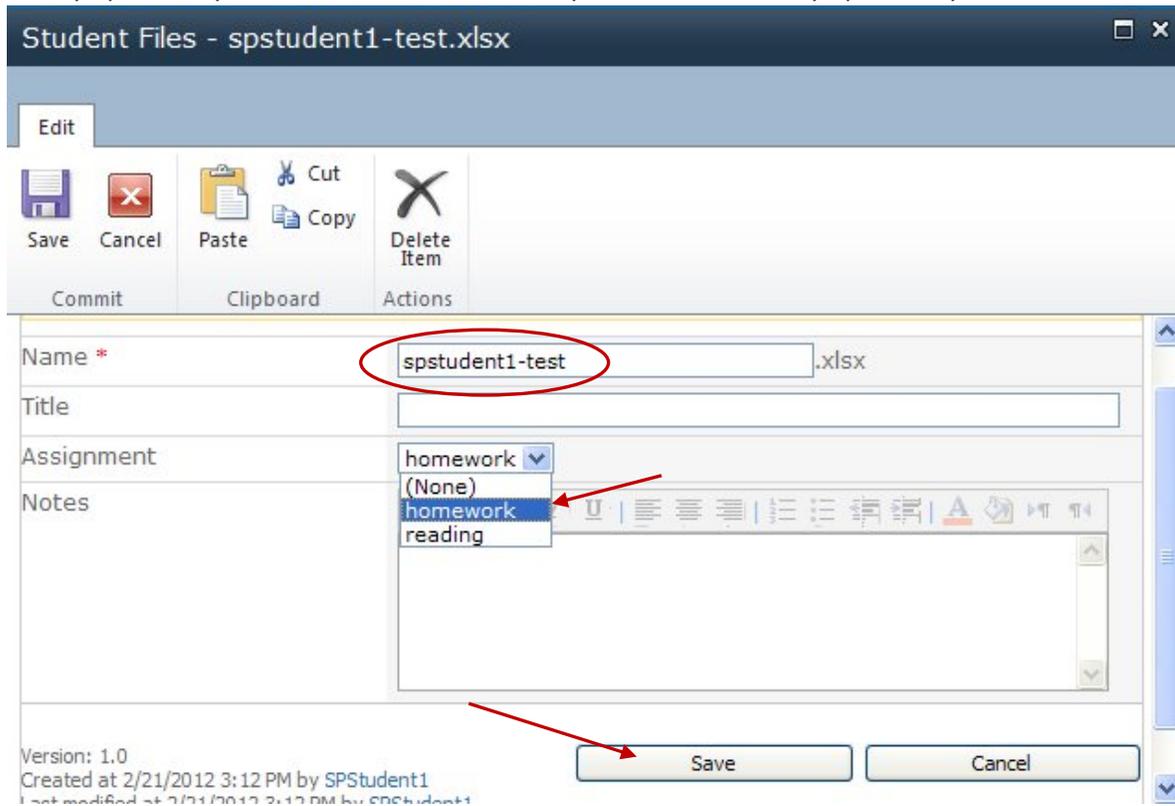
5. Click on the "Drop Box" link at the far left to see the file(s) you have uploaded to the "Student Files" area.
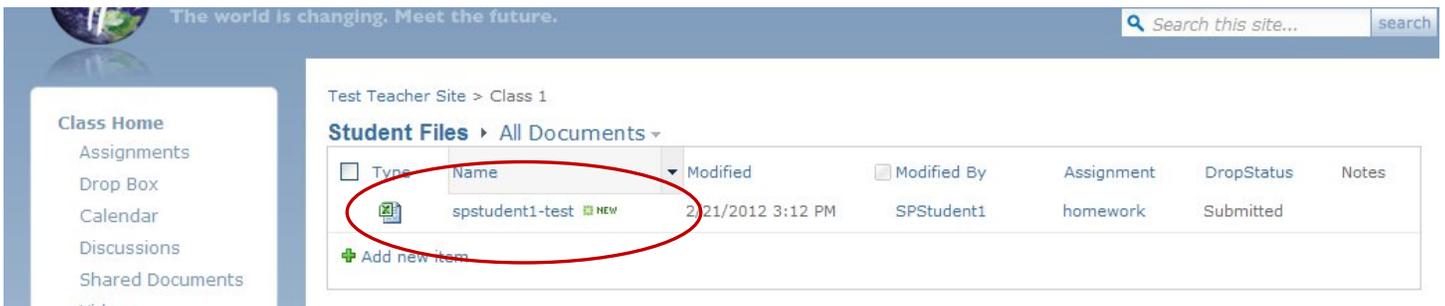
The drop box contains only your files. You cannot see other students' work; likewise, they cannot see your files. You can view, edit, and delete files you have uploaded. Your instructor can view and edit files you've submitted. If your instructor makes comments in or edits your file, just go to the Drop Box link (Student Files) to view or do more editing on your drop box file.