

## How Students Submit an Assignment in the Dropbox

1. Log on to *myWebCT* (<http://webct.graceland.edu>)
2. Select the class you want to access then go to your *Homepage*
3. Click on *Evaluation Tools*
4. Click on *Assignments* or *Dropbox*.
5. Click on the highlighted link for the specific assignment to submit
6. Click on the button *Student Files*
7. Click *Upload*
8. Specify the file name and path or click on *Browse* and search for your file. You may have saved the file on a floppy disk or on your hard drive.
9. *Choose File* window appears. Select your file and click *OK*
10. Click *Upload* to upload your file
11. After all assignment files are uploaded click *Return to Assignment* hyperlink toward the top of the page.
12. When the new window appears click the *Submit Assignment* Button
13. Your assignment file has been submitted to the WebCT server.

VERY IMPORTANT!! WebCT cannot read filenames that have spaces in them. Either name your files with no spaces (e.g., assignment1.doc) or create spaces using the underscore character (e.g., assignment\_one\_for\_math.doc) to create the “look” of spaces. When you try to upload files with filenames having spaces in them, the program will give you an “invalid filename” error.