

Drop Boxes and Naming Conventions

Statement for Students

Files sent to me via Angel email should be clearly identified. When submitting to the drop box, use the following conventions:

1. Document Title = fullname_ProjectTitle
 - a. example: JoeSmith_Project1
2. Message = any comments you'd like to add
3. File name = username_ProjectTitle
 - a. Example: smit8567_ProjectTitle

Assignments are due by midnight of the due date specified.

Please use WORD or RTF files. If you are using a Mac, you'll need to add the file extension so I can download it from ANGEL.

Submitting an Assignment to a Drop Box

1. Log in ANGEL course and select your course from your ANGEL home page.
2. Click the Lessons tab
3. Select the drop box for the Assignment you wish to submit by clicking on the drop box title or icon.
4. Similar to email, Click the 'Attachments' button. A pop-up window will appear.
5. Browse to and select the file on your computer you wish to upload. Submit your assignment as a Word or RTF file and name it as your last name, underscore, and the assignment title: smith_report1.doc. Do not paste your assignment into the text box. Click Upload File
6. Click Finished
7. Click Post
8. You will get a confirmation that the Assignment submission was successful.