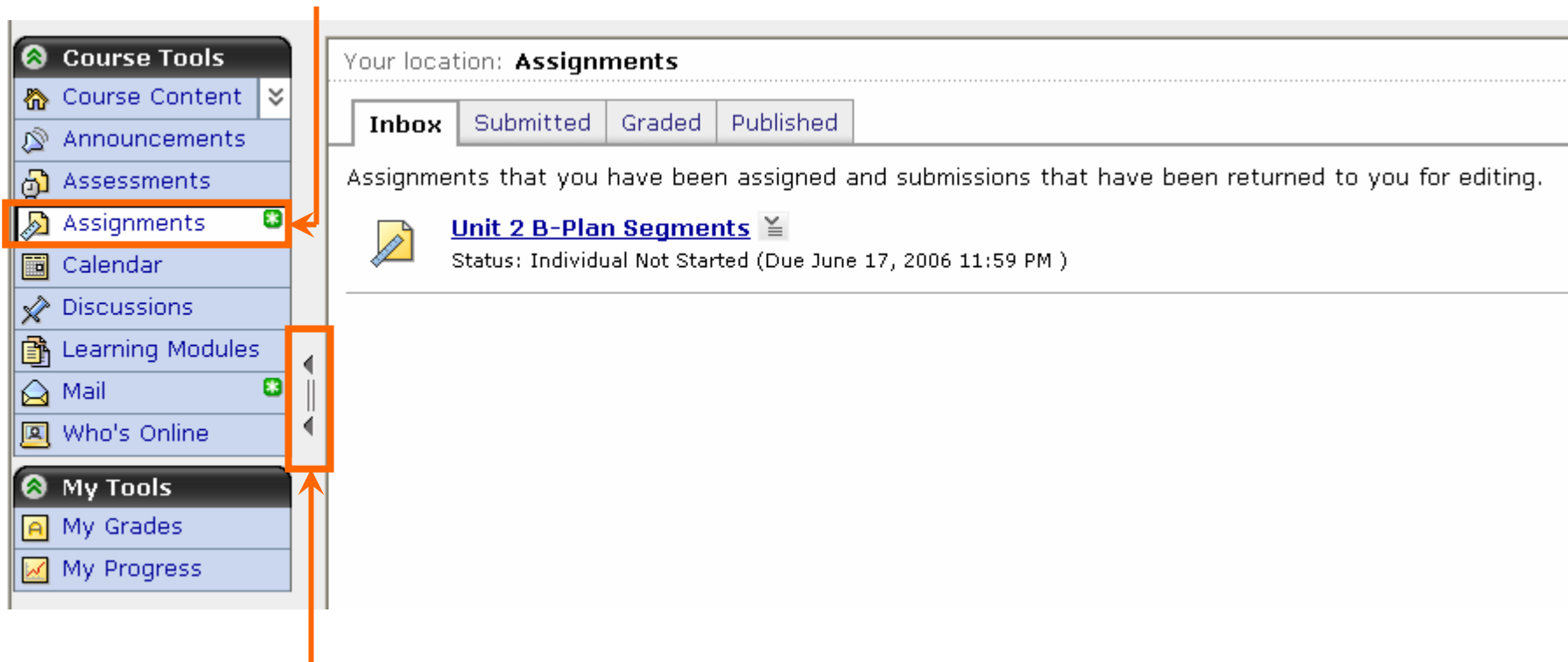


Assignment Dropbox Features



This tutorial shows the features for the Assignment Dropbox.

1.

Click the **Assignments** tab on the **Course Tools** menu.



The screenshot shows the Course Tools menu on the left and the Assignment Dropbox interface on the right. The 'Assignments' tab is highlighted in the Course Tools menu. The Assignment Dropbox interface shows the following elements:

- Your location: **Assignments**
- Navigation tabs: **Inbox** (selected), Submitted, Graded, Published
- Description: Assignments that you have been assigned and submissions that have been returned to you for editing.
- Assignment list:
 -  [Unit 2 B-Plan Segments](#) 
 - Status: Individual Not Started (Due June 17, 2006 11:59 PM)

2.

Collapse and expand the **Course Tools** menu by clicking the **black arrows**.

3. The **Inbox**, **Submitted**, **Graded**, and **Published** tabs appear in the **Assignments** area.



4. See the **Inbox**, **Submitted**, and **Graded** tutorials for instructions about these features.