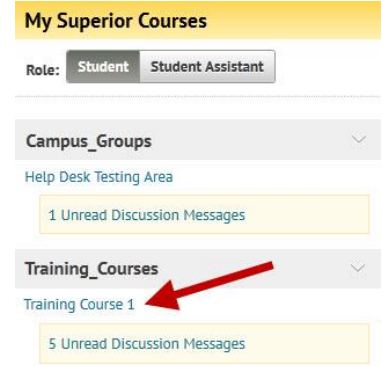
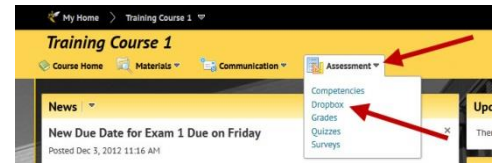


Submitting an ePortfolio Presentation to a Dropbox Folder

1. Go to the course you want to submit your presentation in.



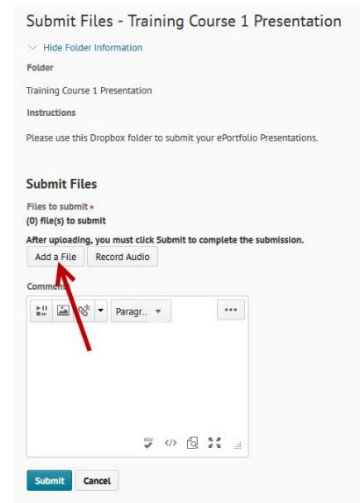
2. Click on the **Assessment** dropdown menu and select **Dropbox** from the list.



3. Click on the Dropbox folder that your instructor has set up for your ePortfolio presentation file.



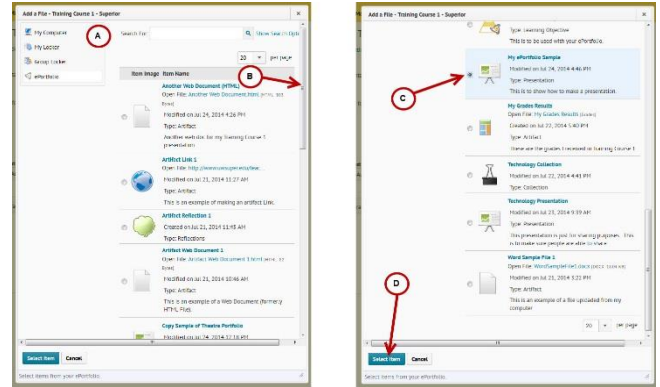
4. On the Submit Files screen, click on the **Add a File** button.



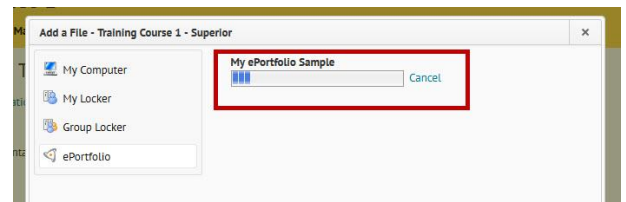
5. On the Add a File window, click on the **ePortfolio** option in the left column.



- Once you click on the ePortfolio option, all of the items in your ePortfolio will appear on the screen. Use the Search For (A) or the scroll bar (B) to find the presentation you are looking for. Click the **radio button** to the left of the presentation (C). Click the **Select Item** button at the bottom of the screen (D).

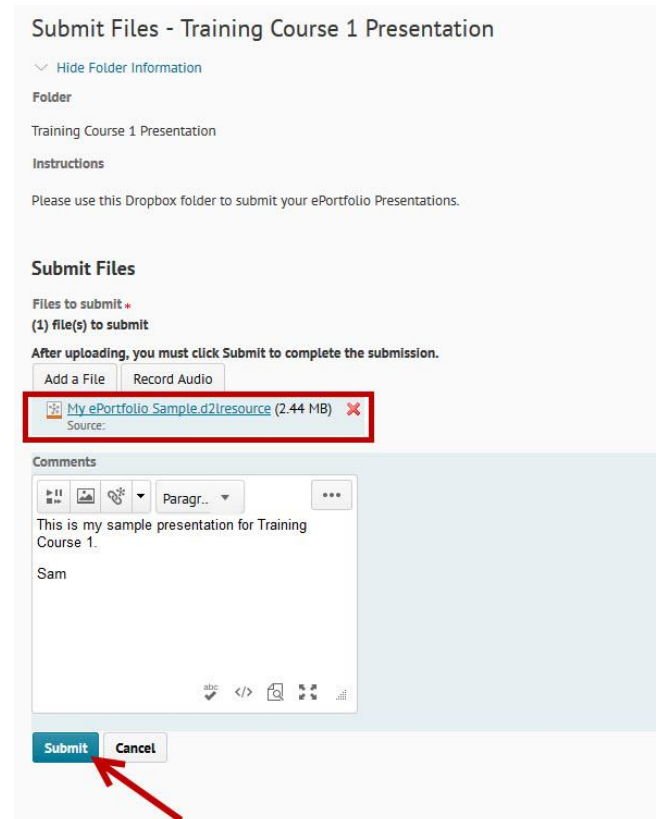


- The presentation will begin to process, this might take a minute or two depending on how large the presentation file is.



- When the presentation has been processed, you will be taken back to the Submit Files screen. If this is not the correct file, click on the red X next to the file name and start again. You can leave comments for your instructor and then click the **Submit** button.

Note: If the file size, (2.44 MB) in this handout, is small like (675 KB) it is recommended that you use the red X to remove this file and start again. This is a known issue that will result in your instructor not being able to see your presentation.



9. A File Upload Results screen will appear to confirm the presentation was submitted to the Dropbox folder. Click the **Done** button.

File Upload Results

File submission successful


Uploaded By
Sam Student

Folder
Training Course 1 Presentation

Instructions

Please use this Dropbox folder to submit your ePortfolio Presentations.

Submitted Files

 [My ePortfolio Sample.d2resource](#) (2.44 MB)

Comments

This is my sample presentation for Training Course 1.

Sam

Submission Date
Jul 25, 2014 11:09 AM

Total File Size
2.44 MB

Email Status
Confirmation Email Sent Successfully

[Done](#) [View History](#) [Upload More Files](#)