**Directions for submitting your I-1 PART B ASSIGNMENT to the DROPBOX:**

**(1) Click on Add a File**

**(2) Browse to find your I-1-firstname-lastname.doc  FILE on your computer. After you find it and select it, click "open" to copy it into the upload bin.**

**(3) click the UPLOAD button to upload your I-1 FILE from your computer to the UPLOAD holding bin.**

**(4)  When your I-1 FILE has been added, you may also add comments to the instructor if you wish , then click on the UPLOAD button again to SUBMIT  the file at once for grading.**

**(5)  A screen message will appear saying "File Submission Successful" with a link to your files and another link saying "View submission history for this folder"**

**IMPORTANT: If you do not see the message "File Submission Successful" you have NOT YET properly uploaded your files -- so go back and carefully follow all the directions above and try again.**

**IMPORTANT:  So that we can read your assignment,   
PLEASE SUBMIT IT IN .DOC FORMAT ONLY  
(not .docx or .wps (Microsoft Works)  or .odt. (Open Office)     
Even if your word processing program is Word 2007 or   
Microsoft Works or Open Office,** it should allow you the option to "save as" so you can save your file in the **.doc format   
MAC USERS:  Please put a .doc extension on your file name.  It should look like this:  I-1-stella-student.doc**