

SUBMITTING TO A LEARN DROPBOX

DESCRIPTION

Please note that the following instructions pertain to your specific course. If you are taking another online course those instructions may differ.

GENERAL GUIDELINES

- Ensure that the name of your file does not include special characters such as symbols or punctuation. Such characters may cause problems when uploading your file.
- **Unless otherwise instructed, please submit only ONE file per assignment (i.e., combine all documents into one file).**
- Do not zip your files.
- **Keep a copy of your assignment.**
- If your submission is successful, you will receive an **Email Confirmation Receipt** sent to your @uwaterloo.ca email address. If you do not receive an Email Confirmation Receipt, please double-check your submission and resubmit if necessary.
- Keep all Email Confirmation Receipts until the course is over as proof of submission.

HOW TO SUBMIT TO A DROPBOX

For instructions, please see [Waterloo LEARN Help: Dropboxes](#).

OPTIONS FOR MAKING PDFS FROM DIGITAL ASSIGNMENTS

Most word processing software applications will allow you to save your file as a PDF; however, if you require software to create PDFs, some free options are listed below:

- Use the [Microsoft Office 365](#) account provided to students to access Word, where you can save or download your document as a PDF.
- Use a free word processing application that can export directly to PDF, such as [OpenOffice](#).
- Download and install a PDF application, such as [PrimoPDF](#).

PREPARING HAND-DRAWN COURSE WORK FOR SUBMISSION

Step 1: Follow these guidelines if you have used pen and paper to draw/write your assignment.

- Use either a pen or an HB or darker pencil (other pencils are too light).
- Leave margins at the top, bottom, and both sides. Do not completely fill the page edge to edge.
- Use only 8.5" x 11" paper.
- Write on only one side of each page.

Step 2: Digitize your hand-drawn course work (e.g., create a PDF). Options include:

- Use a smartphone (or similar device) or a digital camera to take a picture of your assignment.
Note: Ensure you are submitting the correct file type.
- Use a scanner that has a scan-to-PDF function. If you don't have access to one, go to a library (public, school, university) or store that provides scanning services.