



Office of Online Learning

Indian Hills Community College

Computer Tutorial:

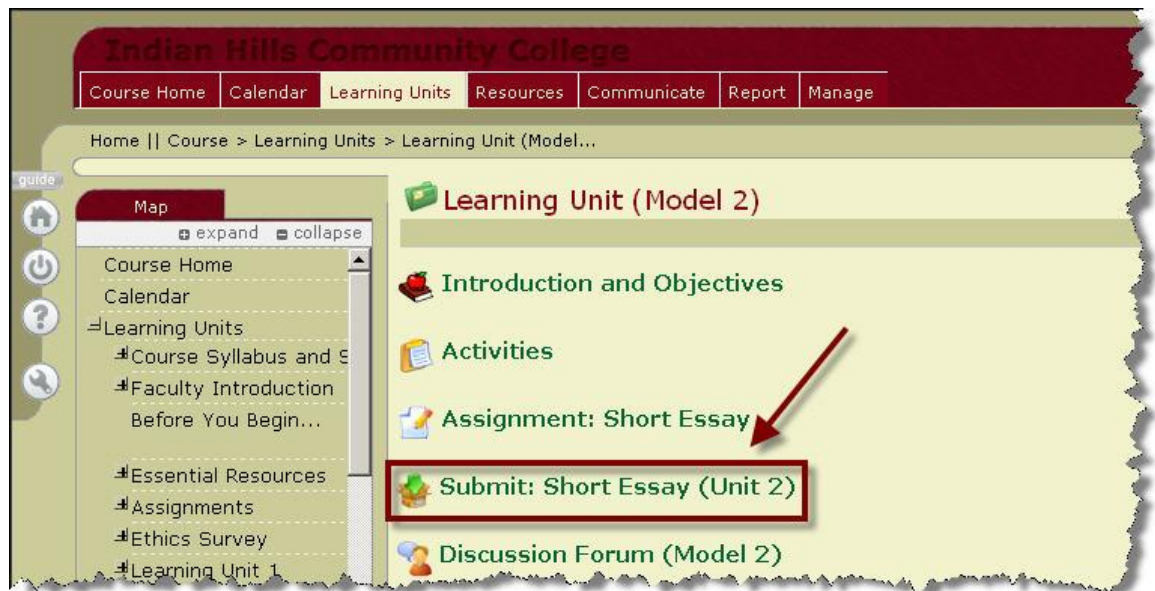
How To: Use a Drop Box in MyHills

Purpose: This tutorial demonstrates how a student can use a drop box to upload course materials in MyHills.

Use a Drop Box in MyHills:

You may need to use a drop box to submit materials to your instructor.

1. Click on the **drop box** link.



2. Click on the (1) **Title box** and type in a title that matches your assignment. Click the (2) **Message box**. Type in a message to your instructor. (This is optional.) Click the (3) **Attachments button**.



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Submit: Short Essay (Unit 2)

Review: Full, Anonymous: No

1 **Instructions:** Enter or paste your written work and/or click "Attachments"

2 Learning Unit 2

Title

Message

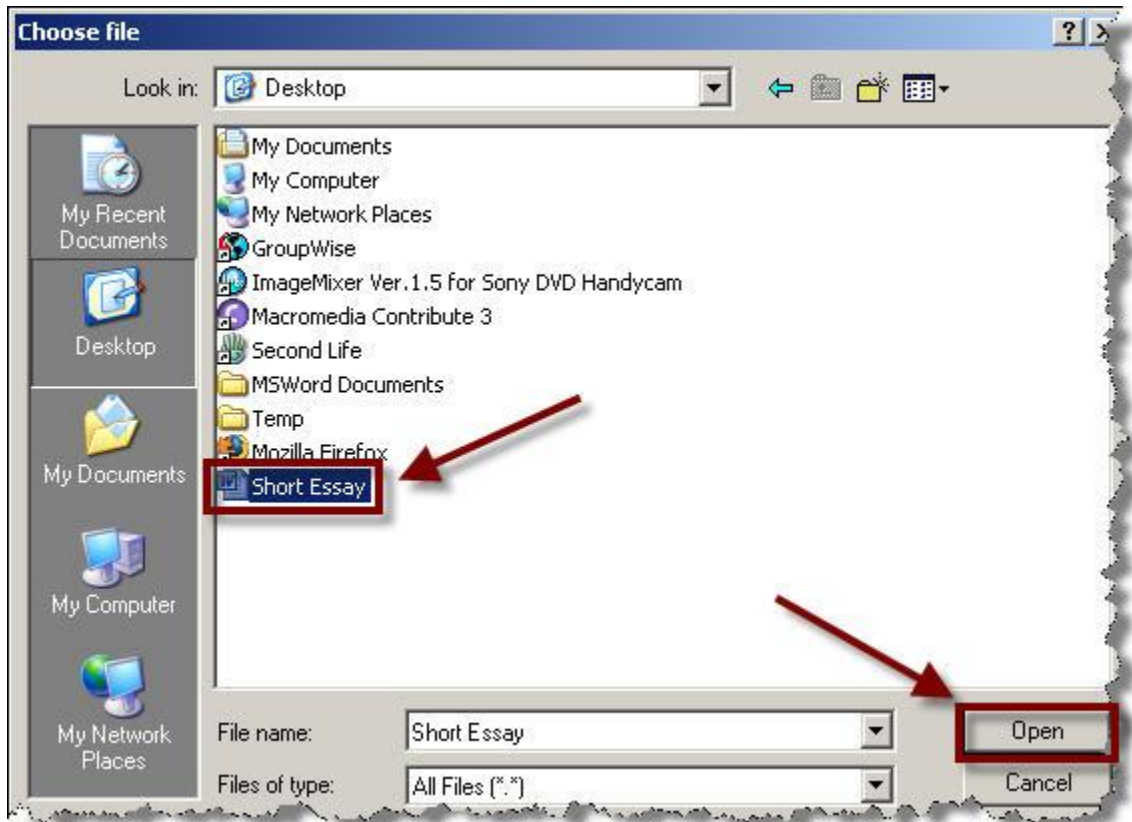
3 Attachments

Submit

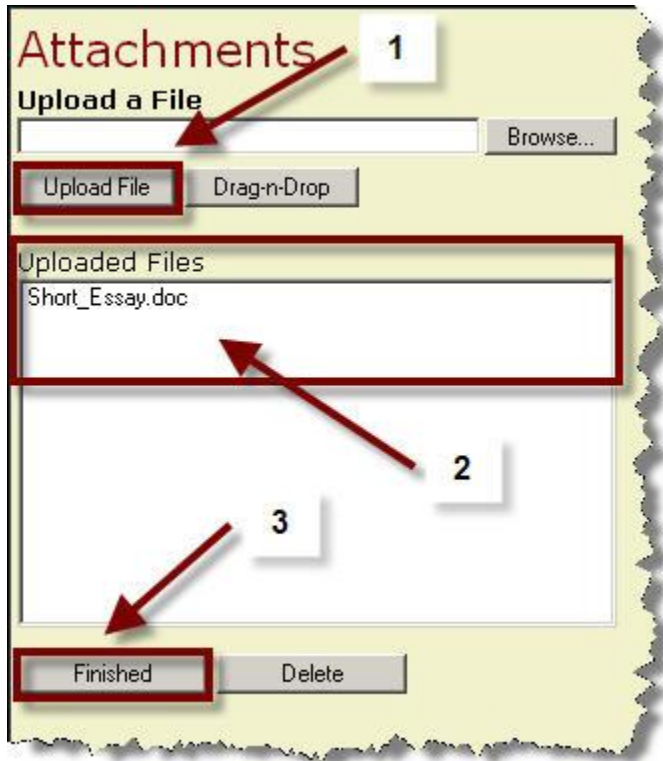
3. In the attachments pop-up window, click the **Browse** button.



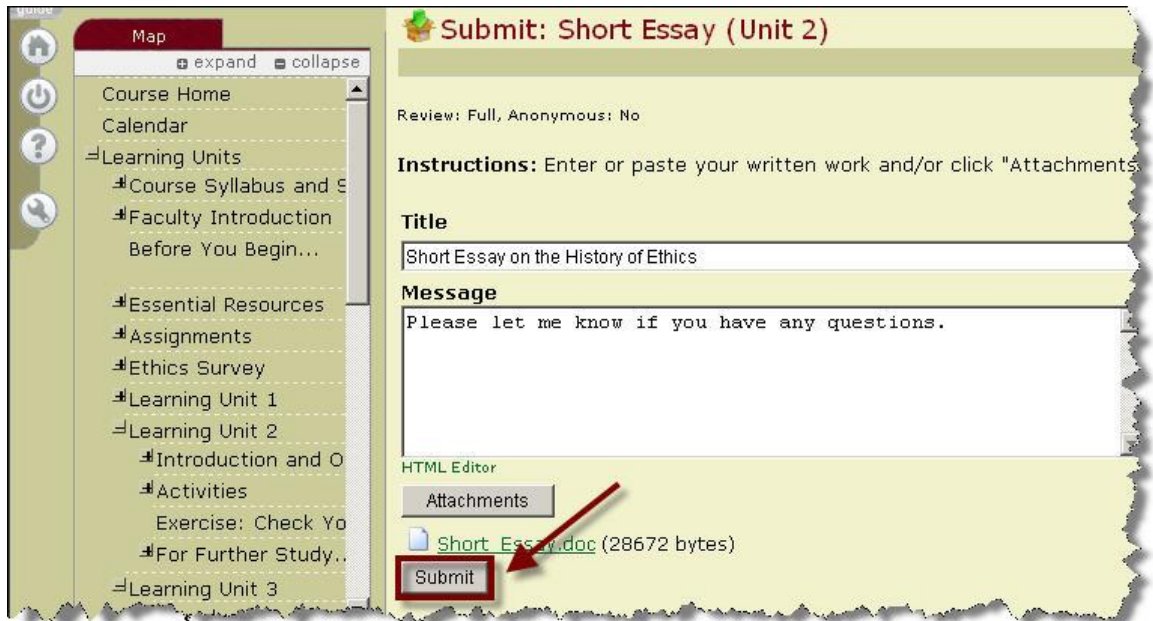
4. Use the drop-down menu to find your assignment. Click on it and click the **Open** button.



5. Click the (1) **Upload File** button. (2) Your file will be listed in the box. If you need to upload additional files, repeat the upload process. (3) Click the **Finished** button.



6. Click the **Submit** button.



7. The Submission Successful screen appears. Click the **OK** button.



8. Your assignment has been uploaded successfully.



Please work through the other tutorials available on the Indian Hills Community College web site to find out more about how to use MyHills.

For further assistance, please contact:

IT Help Desk

Phone: (641) 683-5333

E-Mail: helpdesk@indianhills.edu

Web: www.indianhills.edu/helpdesk