


## First time you use MyDropBox

You need to enrol yourself in MyDropBox so you can submit your assignments.

1. Open up MyDropBox at <http://mydropbox.com>
2. Click on New Users box  at the top of the screen.
3. Create your profile – you only need to do this the first time you use MyDropBox. You only need to fill in these 4 details, you can leave the rest blank. Note: your need to enter your name in a special way see \*\* below) -
  - Login (email) = Either your ANU email or your personal email account
  - Password = Whatever you will remember!! eg your ISIS password
  - First Name\*\* = Your ANU uni ID eg u1234567
  - Last Name\*\* = SmithSally (your whole name as one word, family name first)
4. Join code = r2388b837cb9
5. Click **submit**.

» If you have already registered your profile, click here to log in

### Create Profile

#### Personal Data

Login (email):

Password:

Confirm password:

First name:

Last name:

Street address:

City:

State:

Country:

Phone number:

#### Preferences

Receive announcements via email:

#### Join Code

To join an account, you need a key called Join Code. You can get it from the manager of the account you want to join. The Join Code will let you register with MyDropBox and receive appropriate privileges in the MyDropBox system.

Join code:

## ***Prepare your assignment***

Write your assignment as normal. When it is ready to submit:

1. Your assignment must be saved in **PDF format**. In OpenOffice, you can do this using the "export to PDF" function in the File menu. Don't submit files in OpenOffice format as MyDropBox will not understand them.
2. Your file can be named as you like: eg assignment1.pdf
3. Make sure your **full name** and **ANU number** (eg u1234567) appears at the start of the file.

## ***Draft assignments, Final assignments, and Reports***

1. You can submit files to the "draft" assignment any number of times you like. Only the most recent file is retained. The "draft" assignment is for your own experimental use and will not be marked. Probably we won't even look at it.
2. After you submit a "draft" assignment, a **report** will be produced. This can take some time—up to 30 minutes at busy periods. You will know it is finished when an icon like the one on the right appears. Click on the icon to read the report.
3. When your assignment is complete, submit it to the "final" assignment. This can only be done up to the official deadline. If you improve your assignment before the deadline, you can submit it again. Only the most recent is retained.
4. If the assignment deadline has passed but you still want to submit a file, use the "late" assignment.



Note about reports:

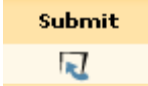
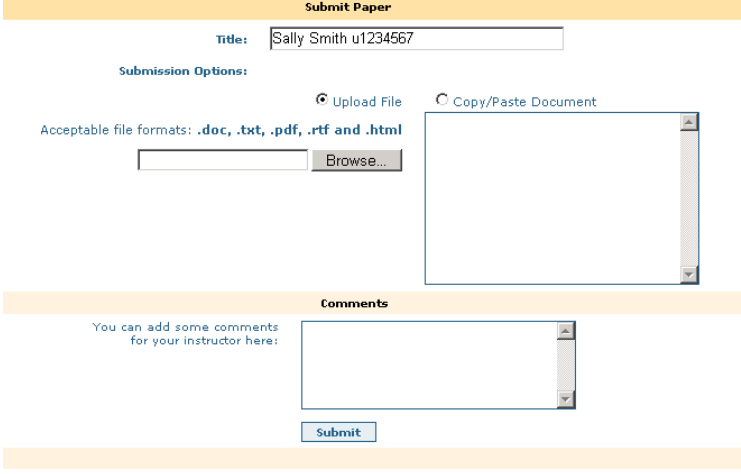
- All matching text found will be highlighted whether or not you have cited it.
- Sometimes the matching text is from a different source to where you found it and cited it.
- Read your report carefully! **A high % is not necessarily a bad thing!**
- We will discuss issues about reports and citations in class

## ***Support materials***

<http://mydropbox.com> > Training

<http://academichonesty.anu.edu.au/mydropbox>

## Submitting an assignment

1. Click on your course name	<b>COMP1200</b>
2. Click on the <b>Submit</b> icon for an assignment in the <b>Open</b> section	<b>Eg.</b> Assignment 1 - draft <b>or</b> Assignment 1 - final 
3. Title = whatever you like	
4. Browse to where you have saved the file	<b>For COMP1200, this should be a PDF file.</b>
5. Be patient while your file uploads to MyDropBox – this may take a few minutes depending on your connection and the size of the file	
6. If this is a <b>draft</b> submission, check back later for the report. It may take anything from 5 minutes to 30 minutes before the icon appears.	