To Submit a Video to a Dropbox

1. Locate the dropbox to which you would like to submit
2. Click on the dropbox title
3. Once you click on the Dropbox title, you will be taken to a page which displays the instructions for the dropbox as well as options for Submitting
4. After carefully reading the directions for the assignment, click the Record button to attach your document to the Dropbox
5. Click on Video

6. Click Record

7. Record the video
   1. Click Stop to stop the video
   2. Click Play to preview the video

8. Click Add to attach the video

9. Enter a Title and Description
10. Click Add
11. Click Submit to Dropbox

You will receive a summary of your submission as well as a list of files that were attached. If you have an email associated with your account in MyCourses, you will receive an email confirmation of the submission. Make sure to keep this confirmation for your records. You can always return to an active dropbox and view your submissions prior to the End Date if one has been set by your instructor.

NOTE: If you need assistance logging in, please contact the SPC Helpdesk at 727-341-4357 or email at onlinehelp@spcollege.edu.