

How to use **Assignment Box**

1. Have your assignment ready as a Word or Google Drive document
2. Go to <http://pubapps.vcu.edu/assignmentbox> and Login as Student
3. Select the assignment

Please select an assignment to submit

Diagnostic Essay Due: 9/4/2014	Submit this assignment »
UNIV 111 - 037: FOCUSED INQUIRY I (Fall 2015)	
Not Submitted	

4. Follow step by step instructions



5. Copy and paste your assignment into Assignment Box

Windows: Use **Ctrl** + **C** to copy and **Ctrl** + **V** to paste

Mac OS: Use **Command ⌘** + **C** to copy and **Command ⌘** + **V** to paste

6. Preview the assignment
7. If everything looks correct, submit the assignment