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
UNIV 111 - 037: FOCUSED INQUIRY I (Fall 2015)
Not Submitted

4. Follow step by step instructions

Step 1  Before we begin
Step 2  Compose Assignment
Step 3  Preview and Submit
Step 4  Confirmation

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