

Candidate Dropbox Guide

Introduction

The purpose of this guide is to assist candidates in understanding how to submit activities and cases for facilitator review, as well as how to access feedback on submissions.

The CPA Professional Education Program (PEP) uses the dropbox functionality within Desire2Learn (D2L) to track candidate submissions and results. Each assignment problem, practice case, and workshop pre-work has its own dropbox.

Important

Candidates must submit documents to the correct dropbox. After submitting your files, you **cannot** make edits to them. Be sure to submit your final response only.

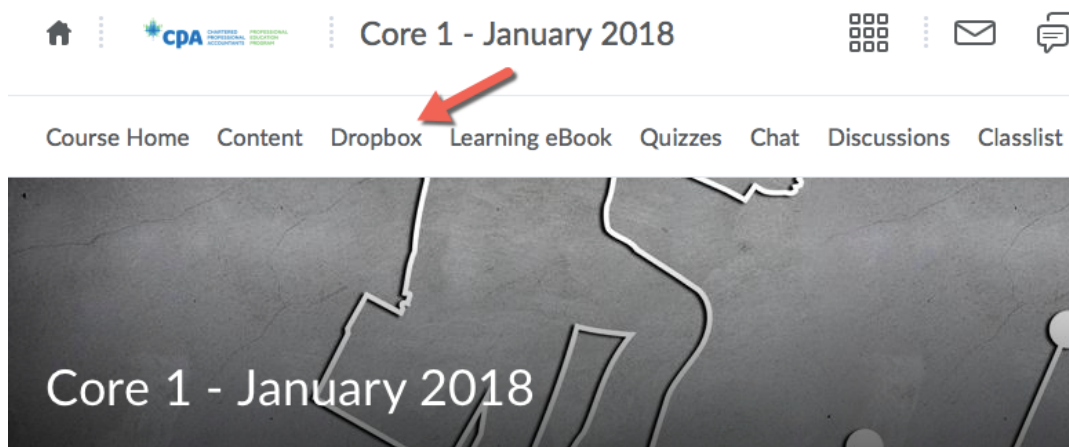
All submissions must be submitted via the dropbox by the deadline. Email submissions will not be accepted. Refer to the Calendar on your module home page for submission deadlines.

For guidance on formatting your submissions, file naming conventions, and other submission policies, please refer to the Candidate Guide.

Dropbox submissions

The following outlines the steps candidates must take to submit a problem or case for facilitator review:

1. Enter the dropbox by clicking on “Dropbox” in the bar at the top of the module home page:



2. Click on the applicable dropbox that you would like to submit to.

[Week 2 Practice Case](#)

Hint: You may need to click to the next page to find the dropbox you are looking for:

Page: 1 of 2  

Alternatively, you may wish to set your view to 100 per page.

3. Scroll down to the bottom of the dropbox to the “Submit Files” section. Click on “Add a File”:

Submit Files

Files to submit *

(0) file(s) to submit





After uploading, you must click Submit to complete the submission.


Add a File


Record Audio


Record Video







Comments



Paragraph 

B *I* U 





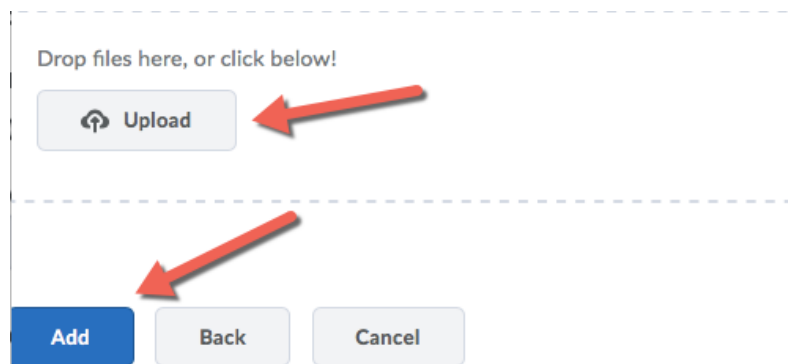
Submit

Cancel

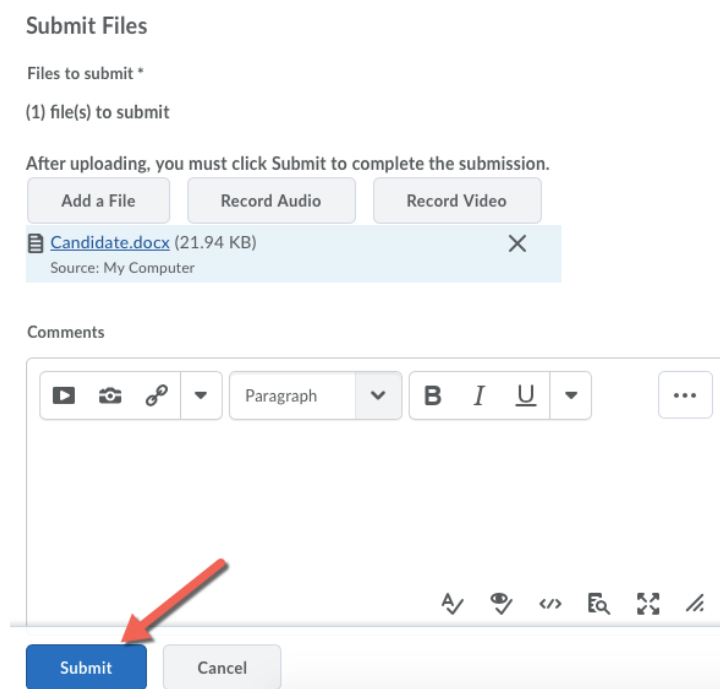
4. A pop-up window will appear for you to select the files that you would like to submit. You can either drag the files into the window (if your Internet browser supports this functionality), or you can click “Upload” to navigate to the files on your computer.

Hint: You can select more than one file at a time to upload at once.

Once you have selected all applicable files, click “Add”.



5. Click Submit to upload your submission to the dropbox:



You will receive an email notification within D2L indicating that your submission was received. If you do not receive this email, then recheck the dropbox to see if your files are there. If they are, contact the technical support portal (<https://cpacanada.service-now.com/support>). Note that Internet or other IT problems are generally not an acceptable excuse for a non-submission. If your files are not there, repeat the process to upload them.

Incorrect files or incorrect dropbox

Incorrect files:

If you upload the wrong files by accident, email your facilitator to identify this issue and include the correct files attached to your email. Your facilitator will delete the incorrect files in your dropbox and notify you when you are able to re-upload the correct files. Be sure to give your facilitator sufficient time to do this before the due date. Check your D2L email to ensure you received a notification of submission of the revised files.

Incorrect dropbox:

If you upload the correct files to the incorrect dropbox by accident, email your facilitator to identify this issue. If the issue results in you being unable to upload the correct files to the correct dropbox (because you already used up the dropbox with the incorrect files), attach the correct files to your email.

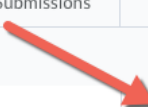
Your facilitator will delete the incorrect files in your dropbox and notify you when you are able to re-upload the correct files. Be sure to give your facilitator sufficient time to do this before the due date. Check your D2L email to ensure you received a notification of submission of the revised files.

Viewing your feedback

Once your facilitator has reviewed your submission, he/she will provide feedback to you via the dropbox. Facilitators are required to return feedback to you within 96 hours of the submission deadline. **Note that this is not within 96 hours from the time that you submit, but rather within 96 hours from the submission deadline.**

To view your feedback, in the dropbox, click on the “View” icon in the feedback column for the feedback that you would like to view:

Folder	Score	Submissions	Feedback
Week 2 Dropboxes			
Week 2 Practice Case	- / -	1	View



Refer to the attached feedback guide to view your feedback.

It is important to pay careful attention to your results. A rating of “NA” indicates that you did not submit, and a rating of “NC” indicates you did not submit a sufficient attempt. **Non-submissions and insufficient attempts impact your eligibility to write the module final exam.** Refer to the Candidate Guide for more information on this policy.