**Name of Activity:** Dropbox Assignment

**List the related Performance Objective:**

* Use Dropbox to find team documents.

**Name the location(s) where the activity will be carried out, including virtual location(s):**

* The document will be found in a Dropbox folder
* The screenshot will be uploaded via a TalentLMS Assignment unit

**Due Date:** By the end of the first week

**Time the task will take:** 5 minutes

**A successful product or process looks like:** a screenshot of the document (SOP – Submitting Service Desk Tickets) uploaded to TalentLMS

**Here are the steps you must take to successfully complete the task:**

1. Open your Dropbox desktop app.
2. Follow the file path to reach the document ***SOP - Submitting Service Desk Tickets***:

**From a PC:** C: > Users > username of account > Dropbox (Daxko) > Services Operations > 1. Internal SOPs > Salesforce > SOP - Submitting Service Desk Tickets.docx



**From a Mac:** Macintosh HD > Users > username of account > Dropbox (Daxko) > Services Operations > 1. Internal SOPs > Salesforce > SOP - Submitting Service Desk Tickets



1. Open the document: ***SOP - Submitting Service Desk Tickets***.
2. Take a screenshot of the document (a partial screenshot is acceptable):
3. Submit the Screenshot to the Dropbox Assignment unit in the TalentLMS course:
	1. Clicking Upload a File
	2. Click Upload Your Reply
	3. Browse your files and select the screenshot (gif, jpg, jpeg, png: 10MB or less) and click Open (the assignment will show as “Pending” until the course instructor has checked it.

