

Create Dropbox

This tool provides a central location where students can submit and retrieve assignments and graded activities. It is possible for an instructor to retrieve submitted assignments from students in the Inbox and to send graded assignments back to students in the Outbox. These two boxes are linked directly to the Gradebook, which makes it easy to open the graded item, grade it, and record the student's grade all from one place. It is possible to add an attachment to assignments when they are returned to the student.

Students have the capability of opening a graded item from either the Dropbox or the Gradebook to view the grade for the item.

CREATE DROPBOX

Before students can submit items to the Dropbox, a Dropbox Basket must be created for the Content Item. A Dropbox Basket can be created when the Content Item is created or after the item has been created. A Dropbox can only be created when a Content Item has been created.

Create a Dropbox Basket for a New Content Item

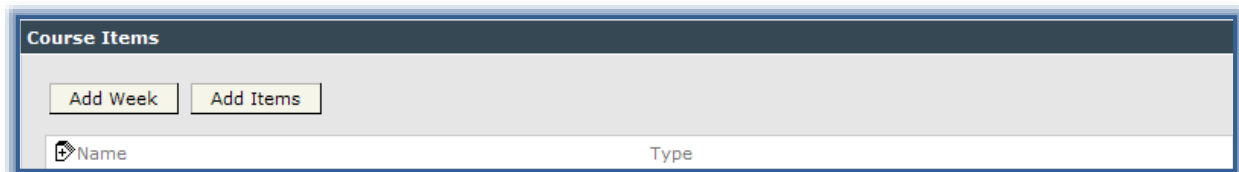
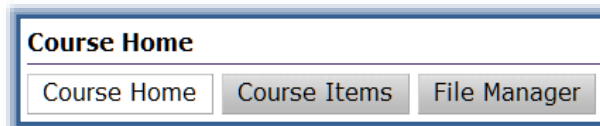
🖥️ Click the **Author** tab in the **Navigation Tree**.

🖥️ Click one of the following:

🔗 Course Home.

✦ Click **Course Items** (see illustration below).

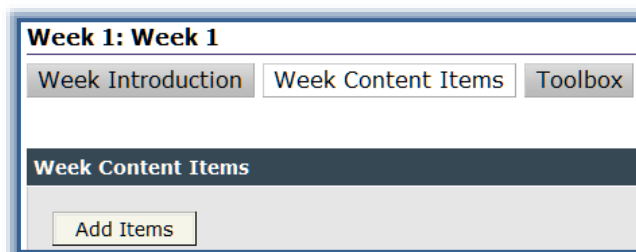
✦ The **Course Items** window will display (see illustration below).



🔗 The **Week** for which the **Dropbox Basket** is being created.

✦ Click **Week Content Items** (see illustration below). This could say Unit or Session depending on the setup of the course.

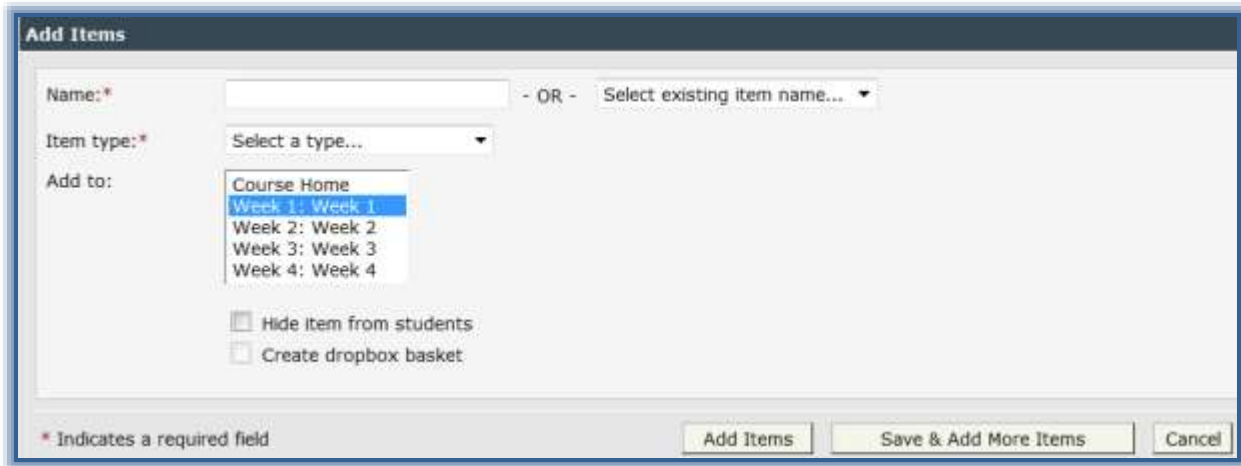
✦ The **Week Content Items** window will display (see illustration below).



🖥️ Click **Add Items**.

🖥️ The **Add Items** window will display (see illustration on next page).

🖥️ The red asterisk next to an item indicates that the item is required (something must be entered).



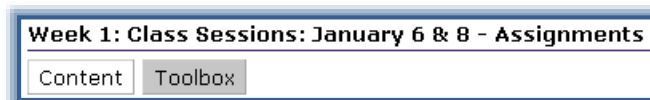
In the other fields provided, enter information accordingly. The table below explains the fields in this window.

Field	Explanation
Name	In this area, input a name for the new content item. When a new item name is entered, it displays in the Select Existing Item Name list.
Select Existing Item Name	This list displays names of previously created content items. Use this list to select an existing content item to use for the new content item.
Item Type	Use this list to select a content item type. An explanation of these items can be found in the Create Content Item document on the eCollege page of the Siena Training Web Site .
Add to	Select either Course Home or the Week to which the Content Item is to be added. If Week Content Item was used, the week where the item is being added will be selected. Additional weeks can be selected, if desired.
Hide Items from Students	Click the check box for this item if students are not allowed to view the item at this time. The Toolbox for the item can also be used to specify a specific date and time when the student will be allowed to view the item.
Create Dropbox Basket	This check box should be checked when a Dropbox Basket is to be created for the item.

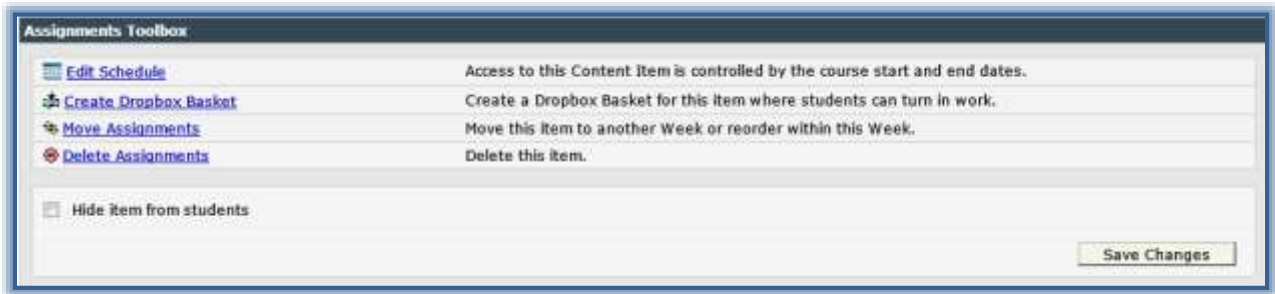
- Click the **Create Dropbox Basket** check box.
- Once all the options have been specified, click the **Add Items** button.
- To add more than one item, click the **Save & Add More Items** button.

Create a Dropbox Basket for an Existing Content Item

- Click the **Author** tab.
- Click the **Content Item** for which the **Dropbox Basket** is being created.
- Click the **Toolbox** button (see illustration below).



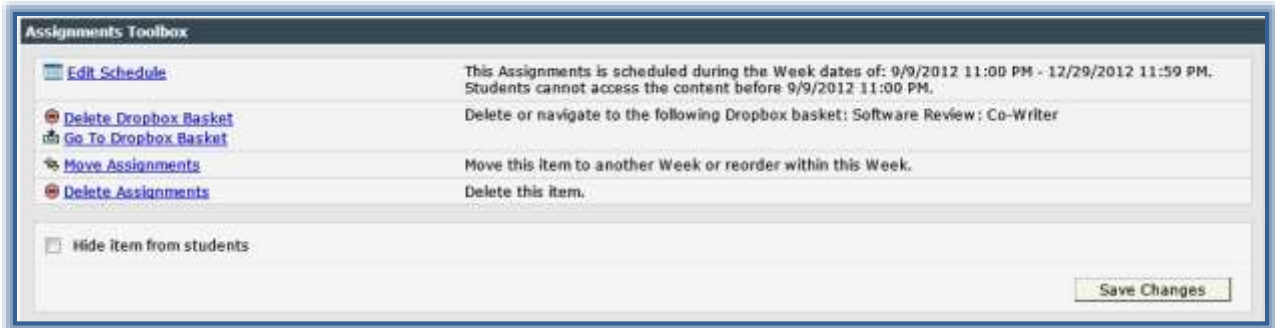
🖥️ The **Toolbox** window will display (see illustration below).



🖥️ Click the **Create Dropbox Basket** link.

🖱️ A **Dropbox** will be created for the selected assignment.

🖱️ If a **Dropbox** has already been created, **Go to Dropbox Basket** and **Delete Dropbox Basket** will appear here instead of **Create Dropbox Basket** (see illustration below).



🖥️ Click **Save Changes**.