

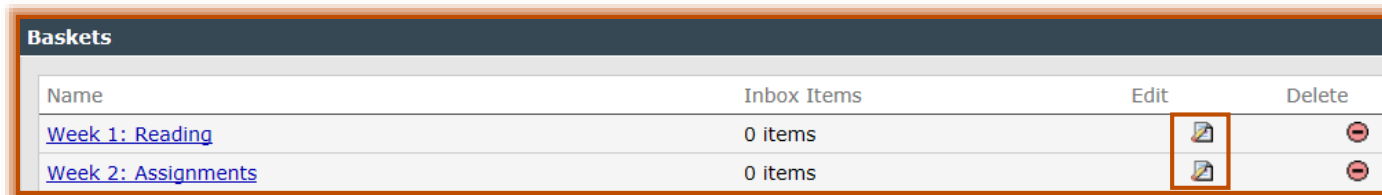
Edit Dropbox Basket Name





All Dropbox Baskets, by default, are created and named the same as the Week/Unit Content Item name. When the Edit button is selected for one of the items, a list of every Dropbox will appear. Instructors can rename Dropbox Baskets using the list that displays. When renaming a Dropbox Basket using this method, the name will not change in the Gradebook. If the name is to appear in the Gradebook it is a good idea to create a Content Item with a Dropbox.

† Click the **Dropbox** tab on the **Tools Menu** (see illustration below).



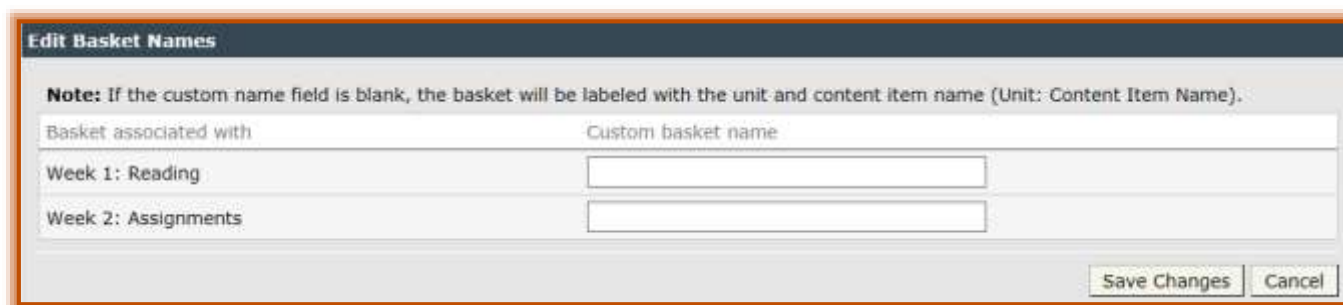
† The **Dropbox** window will display (see illustration below).



Name	Inbox Items	Edit	Delete
Week 1: Reading	0 items		
Week 2: Assignments	0 items		

† In the **Edit** column, click the **Edit** button for the **Dropbox** that is to be renamed.

† The **Edit Basket Names** window will display (see illustration below).



Edit Basket Names

Note: If the custom name field is blank, the basket will be labeled with the unit and content item name (Unit: Content Item Name).

Basket associated with	Custom basket name
Week 1: Reading	<input type="text"/>
Week 2: Assignments	<input type="text"/>

† In the **Custom Basket Name** box, input the new name(s) for the **Basket(s)**.

† Click **Save Changes**.

† The name for the **Dropbox Basket** will be changed.