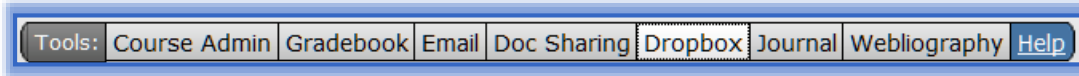


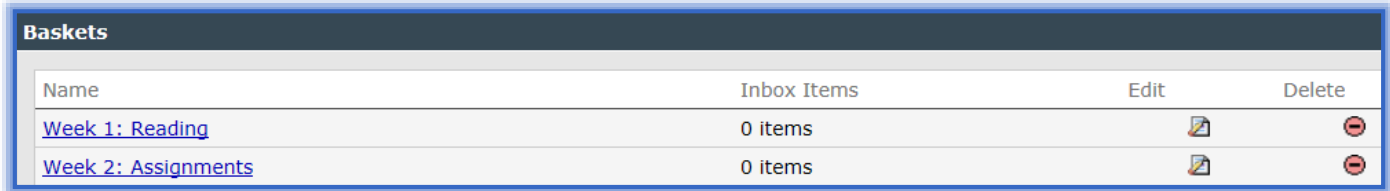
Move Items to Another Basket

If a student submits an assignment to the wrong basket, the instructor can move the item to another basket unless the student has already added an item to the other basket. It is only possible to move a student submission to a basket that does not already contain items from the student.

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



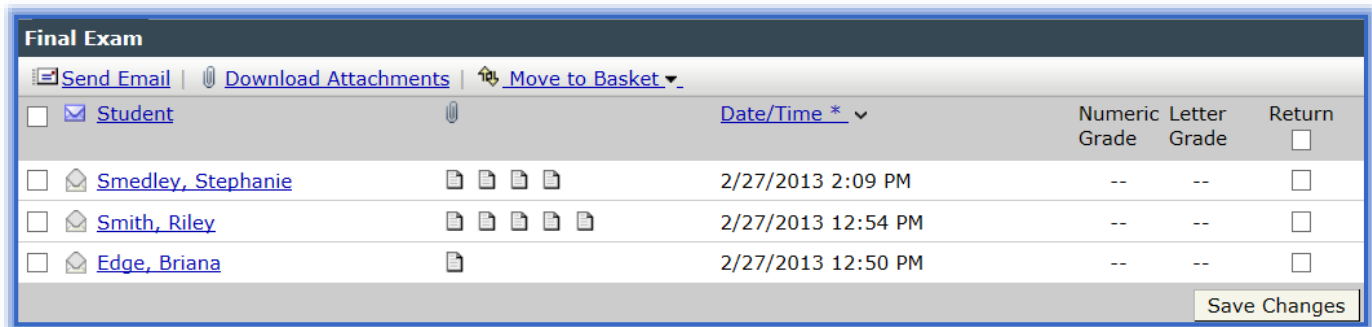
The **Dropbox** window will display (see illustration below).



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

Click the **Basket** that is to be opened.

Another **Dropbox** window will display (see illustration below).



Final Exam						
Send Email Download Attachments Move to Basket ▾						
<input type="checkbox"/>	Student		Date/Time * ▾	Numeric Grade	Letter Grade	Return <input type="checkbox"/>
<input type="checkbox"/>	Smedley, Stephanie		2/27/2013 2:09 PM	--	--	<input type="checkbox"/>
<input type="checkbox"/>	Smith, Riley		2/27/2013 12:54 PM	--	--	<input type="checkbox"/>
<input type="checkbox"/>	Edge, Briana		2/27/2013 12:50 PM	--	--	<input type="checkbox"/>

[Save Changes](#)

In the **Student** column, click the check box next to the student(s) whose submission is to be moved.

Click the **Move to Basket** link.

In the list of items that appears, select a **Basket** destination for the submission.

The item will be moved to the specified **Basket**.

- ▲ If a Dropbox basket for the designated item or student already exists in the targeted area, an error message will appear.
- ▲ An item cannot be moved to a Dropbox where the designated student previously submitted an item.