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).

- Click the Basket that is to be opened.
- Another Dropbox window will display (see illustration below).

- 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.