

Dropbox-Restrict Access after Deadline

Instructors have the ability to block students from submitting late assignments to the Dropbox. A Dropbox basket is created and tied to a particular content item. To block the submission of late assignments for the Dropbox complete the steps below.

- ✦ Click the **Author Tab**.
- ✦ Click the **Content Item** to which the **Dropbox** is to be tied, such as **Assignments**.
- ✦ Click the **Toolbox** button.
- ✦ Click the **Edit Schedule** link.
- ✦ The **Edit Schedule** window will display (see illustration).

The screenshot shows a web browser window with the URL <http://coursehome.next.college.com/Common/Tools/PopupUtilHybrid/Po...>. The browser's address bar and navigation icons (home, star, gear) are visible. The main content area displays a dialog box titled "Schedule for Week 2 : Assignments".

At the top of the dialog box is a warning message: "Access by date/time is absolute (the same point in time across time zones). Dates and times will be displayed to students in the student's time zone." Below this, there are two sections for date and time selection:

- Start and End Dates:** This section has two radio buttons. The first is selected: "Use Week 2 start and end dates". The second is "Use the following dates:". Below the second radio button are fields for "Start" (7/23/2008, 8:00 AM) and "End" (7/23/2050, 11:59 PM). There are checkboxes for "Restrict access before" and "Restrict access after", both of which are currently unchecked.
- Due Date (optional):** This section has a date field (empty) and a time field (11:59 PM).

At the bottom right of the dialog box are two buttons: "Save & Close" and "Cancel". At the bottom left, there is a note: "* Times are displayed in (GMT-05:00) Eastern Time (US & Canada)". At the bottom right of the browser window, there is a zoom level indicator set to 100%.

- ✦ Under **Use the Following Dates**, select the **Start** and **End Dates** for the **Content Item**.
- ✦ Do one of the following:
 - ✦ Click the **Calendar Icons** to set the **Dates**.
 - ✦ Key the **Dates** into the boxes.
- ✦ Place a checkmark in the checkbox for **Restrict Access After** the end date.
 - ✦ When a student tries to access a **Dropbox** basket after the **End Date** for the assignment they will see that the basket is **grayed out**.
 - ✦ If the student attempts to submit an assignment to a **grayed out** basket they will receive a message stating: **You do not have access to upload to the basket. Please select a new basket and click Submit to continue.**
- ✦ Once the dates have been specified, click the **Save and Close** button to exit the window and **Save** the changes.