

View Dropbox Items

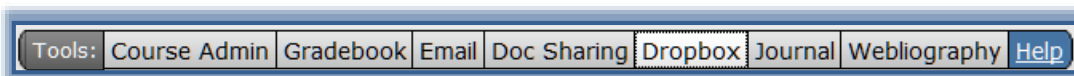
VIEW DROPBOX ITEMS

The views in the Dropbox enable the instructor to see the number of student submissions and unread items in the Inbox. The Outbox will display items to which a reply has been sent or to which grades have been distributed. It is also possible to see which students have not submitted anything to the Dropbox Basket by accessing the No Submissions box.

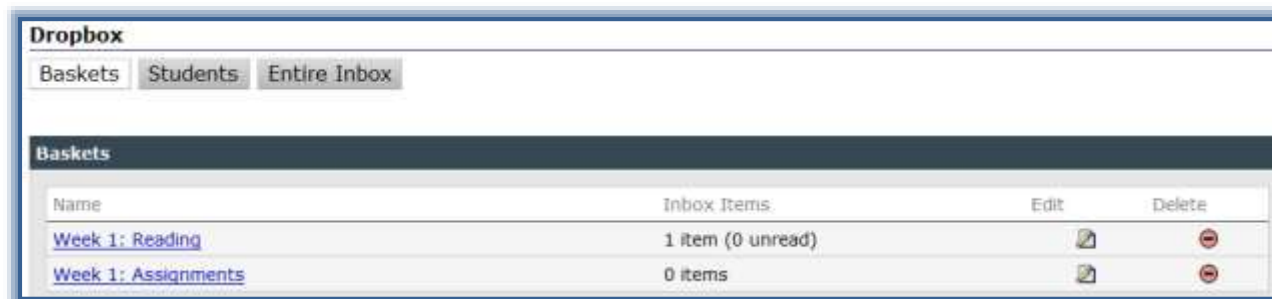
View the Inbox

The Inbox displays all submissions from students including comments, notes, and attachments. The Attachments link appears when an attachment is included with the submission. The Inbox will **only** display the **most recent** submission for an individual student in a single basket. Additional items for a particular Dropbox Basket may be viewed by clicking on the student's name.

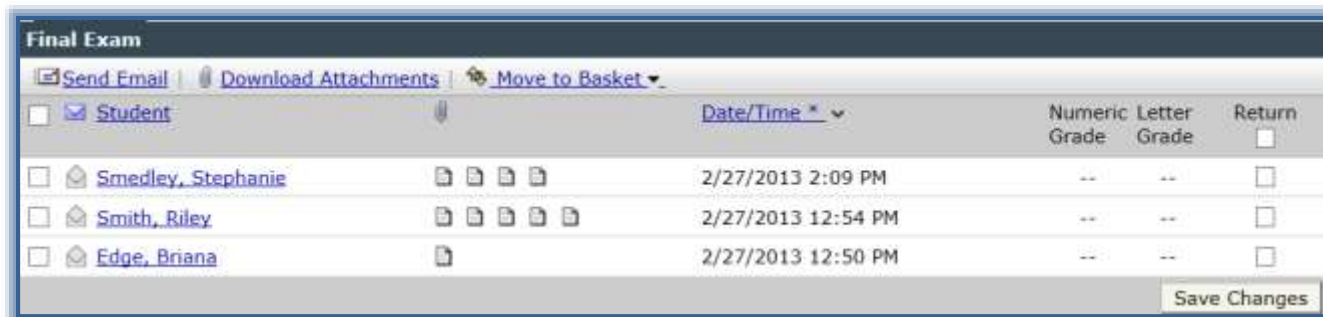
- 🖥️ Open the course where the **Dropbox** that is to be viewed is located.
- 🖥️ Click the **Dropbox** tab on the **Tools Menu**.



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



- 🖥️ Click the **Basket** for which the item is to be viewed.
- 🖥️ A list of the students who submitted an item to the **Dropbox** will be displayed (see illustration on next page).

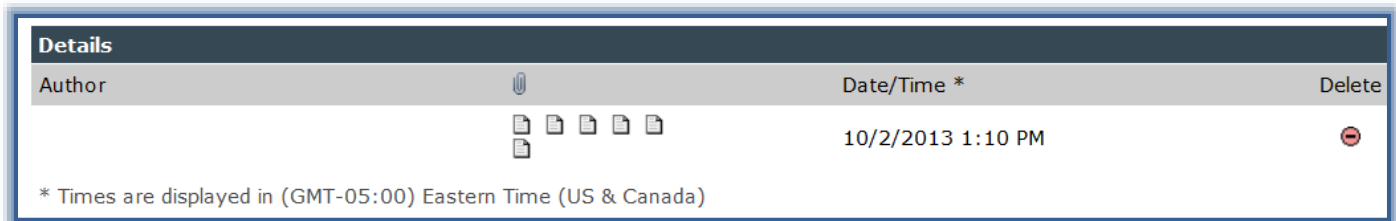


- 🖥️ From the **Inbox**, it is possible to:
 - 🖥️ **Send Email** - To open the email window, click the **Send Email** button.
 - Click the check box next to the student to whom the message is to be sent.
 - Click **Send Email**.
 - The **Email** window will display.
 - The name of the selected student(s) will display in the Recipient's List.
 - 🖥️ **Download Attachments** - Click the **Download Attachments** button to download the attachments for a group of students or a single student.

- ✦ Click the **Student** check box directly below **Send Email** to select all the students for whom a Dropbox Basket is displayed.
- ✦ To download the information for a single student, click the check box next to the student name.
- 🔗 **Move Items to Another Basket** – To move the selected student(s) information to another Dropbox Basket, click the **Move to Basket** button.
- 🔗 **Grade Submissions** – Click the **Name** of a student to open the **Gradebook Details** window for a student. You will then be able to assign a grade or insert a comment if the item is listed as a Gradable item in the Gradebook.
- 🔗 **Mark Items as Returned** – In the **Return** column, click the checkbox for any item that is being returned to a student. When this box is clicked, the item in the Dropbox Basket will be returned to the student.

View Additional Items in the Dropbox:

- 🖨️ Click the name of the student.
- 🖨️ The **Inbox** for that student will display.
- 🖨️ A listing of all the items the student has submitted to the selected Dropbox will display in the **Details** section of the window (see illustration below).

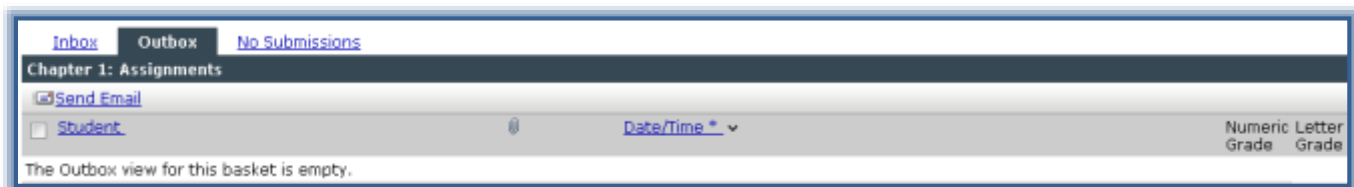


- 🖨️ Move the mouse pointer over the item to see the name of the submitted item.
- 🖨️ Click the item to either open it or to save it.

View the Outbox

The Outbox view lists all responses, attachments, and grades that have been sent to students. **When items are returned to students from the Dropbox, they are removed from the Inbox and added to the Outbox.** If any of the items have been setup as gradable items in the Gradebook, the Letter or Numeric grade for student submissions will display.

- 🖨️ Click the **Dropbox** tab on the **Tools Menu**.
- 🖨️ Click on the **Dropbox Basket** that is to be viewed.
- 🖨️ Click the **Outbox** tab (see illustration below).

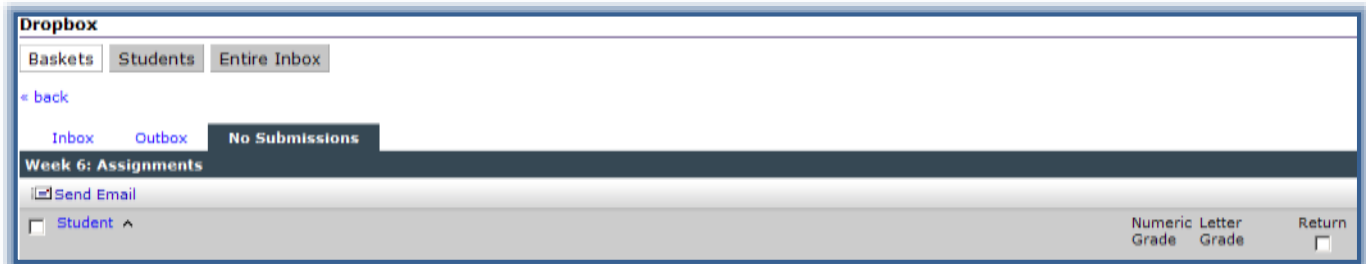


- 🖨️ From the **Outbox** it is possible to send email messages to students listed in the Outbox.
 - 🔗 Click the check box next to the student to whom the message is to be sent.
 - 🔗 Click **Send Email**.
 - ✦ The **Email** window will display.
 - ✦ The name of the selected student(s) will display in the **Recipient's List**.

No Submissions Box

This box provides a list of the students who have not submitted an item to the Dropbox Basket. If items have been set up as gradable in the Gradebook, the Letter or Numeric grade for student submissions will display.

- 🖥️ Click the **Dropbox** tab on the **Tools Menu**.
- 🖥️ Click on the **Dropbox Basket** that is to be viewed.
- 🖥️ Click the **No Submissions** tab.
- 🖥️ The **No Submissions** window will display (see illustration below).

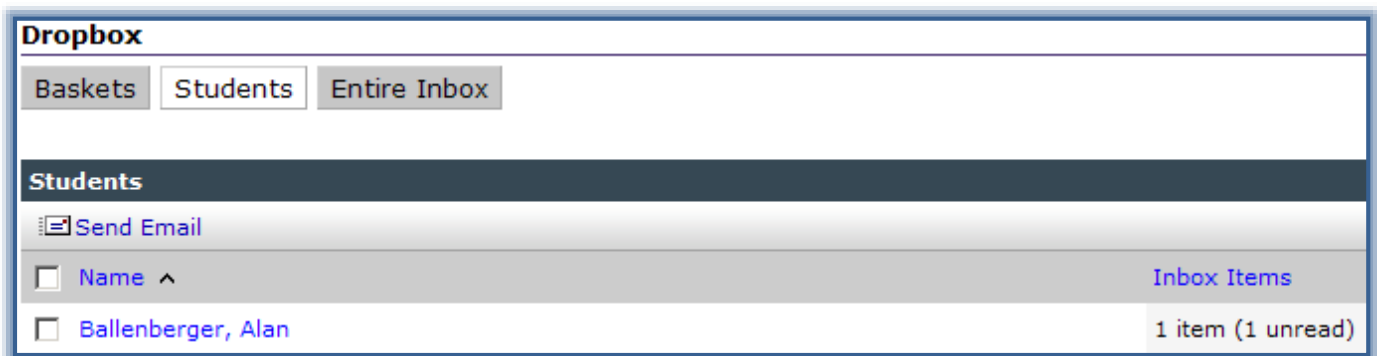


- 🖥️ A list of the students who have not submitted any items to the Dropbox Basket will display.
- 🖥️ To send email to the students:
 - 🖱️ Click the check box next to the student to whom the message is to be sent.
 - 🖱️ Click **Send Email**.
 - ✦ The **Email** window will display.
 - ✦ The name of the selected student(s) will display in the **Recipient's List**.

View Submission from All Students

It is possible to view a complete list of the students in the course. The number of items the student has submitted to the Dropbox will be displayed.

- 🖥️ Click the **Dropbox** tab on the **Tools Menu**.
- 🖥️ Click **Students**.
- 🖥️ The **Dropbox** window will display with the **Students** tab selected (see illustration below).



- 🖥️ A list of all the students in the class will display.
- 🖥️ From this view, it is possible to:
 - 🖱️ **Send Email** - Click the **Send Email** button to open the Email window. The Recipient's List will contain the name of the student who was selected.
 - 🖱️ **View Inbox Items by Student** - To view the items for each individual student, click the student's name.

View Entire Inbox

In this view, a list of all the students in the course will be displayed. The number of items that each student has submitted will display in the second column of the window. If the item has been setup in the Gradebook as a gradable item, the grade will display in the third and/or fourth column of the window.

- ☞ Click the **Dropbox** tab on the **Tools Menu**.
- ☞ Click the **Entire Inbox** tab.
- ☞ The **Dropbox** window will display with the **Entire Inbox** tab selected (see illustration below).



- ☞ From this box, it is possible to:
 - ☞ **Send Email** – To send the email to the student, click the **Send Email** button in the **Outbox** window.
 - ✦ Click the check box next to the student to whom the message is to be sent.
 - ✦ Click **Send Email**.
 - The **Email** window will display.
 - The name of the selected student(s) will display in the **Recipient's List**.
 - ☞ **View all Inbox Items** – Click the **Inbox** tab to display all the items in the Inbox.
 - ✦ Unread items are marked with a closed envelope icon.
 - ✦ Read items are marked with an open envelope icon.
 - ✦ Place a check mark in the Return column to keep track of the items that have been returned.
 - ☞ **View all Outbox Items** – Click the **Outbox** tab to display all the items in the Outbox. This box will show all the students for which assignments have been returned.
 - ☞ **Grade Submissions** – To assign a grade or input a comment, click the Name of the student in the Names column.
 - ☞ **Mark Items as Returned** – To mark the item as returned, click the check box for the student in the Returned column. When this box is clicked, the item in the Dropbox Basket will be returned to the student.

Sort Items

How the Dropbox items can be sorted depends on the Dropbox View. For example, the Inbox and Outbox can be sorted by Student and Date/Time. The No Submissions box can only be sorted by Student. The table below explains the sorts for the different baskets.

Sort Order	Description
Student	Clicking this option will sort the Inbox and the Outbox by the last name of the student. Under the Students tab, the items can be sorted by Name or by the Number of Submissions.
Date/Time	This option is used to sort the items in the Dropbox by the date and time the item was submitted.

Sort Order	Description
Items	Use this option to sort all student submissions in the Student view by the item that was submitted.
Basket	In the Entire Inbox view, this option will sort the items by the Basket.