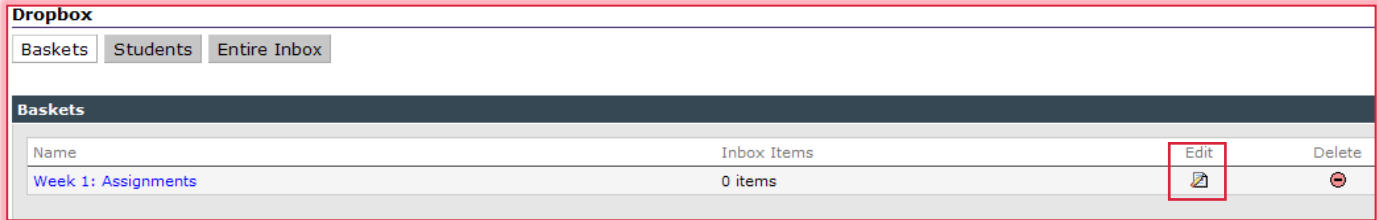


## Edit or Delete Dropbox Baskets and Items

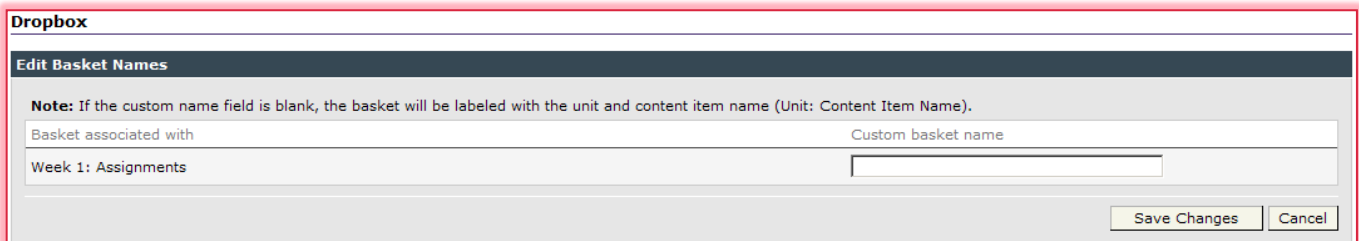
All Dropbox Baskets, by default, are created and named the same as the Unit Content name. Instructors can rename and delete Dropbox Baskets while in the Dropbox.

### Edit a Dropbox Basket Name

- ✦ Click the **Dropbox** tab on the **Tools Menu**.
- ✦ The **Dropbox** window will display (see illustration below).



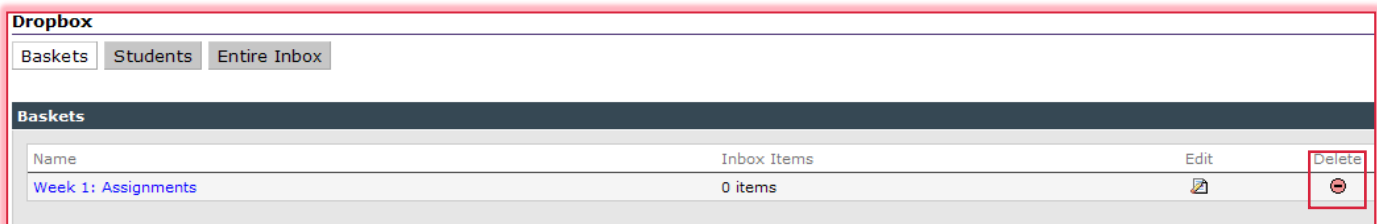
- ✦ In the **Edit** column, click the **Edit** button for the Dropbox that is to be renamed.
- ✦ The **Edit Basket Names** window will display (see illustration below).



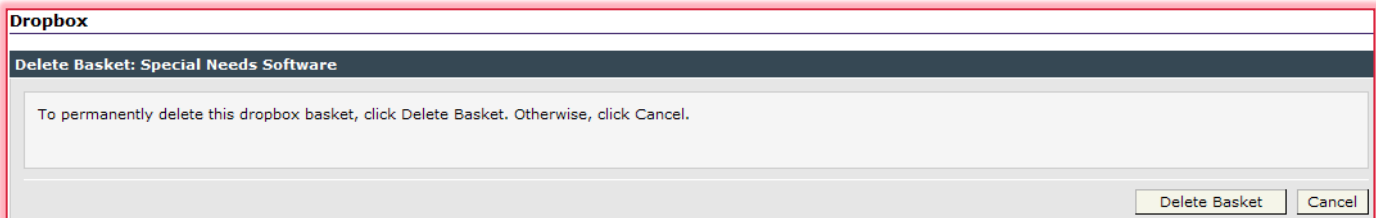
- ✦ In the **Custom Basket Name** box, input the new name for the **Basket**.
- ✦ Click **Save Changes**.
- ✦ The name for the **Dropbox Basket** will be changed.

### Delete a Dropbox Basket

- ✦ Click the **Dropbox** tab on the **Tools Menu**.
- ✦ The **Dropbox** window will display (see illustration below).



- ✦ In the **Delete** column, click the **Delete** button.
- ✦ The **Delete Basket Confirmation** window will display (see illustration below).



- ✦ Click the **Delete Basket** button to remove the basket from the **Dropbox**.
- ✦ If there are items in the **Basket**, click the **Delete Basket and All Items** button.