

Link Content Items to Dropbox

In eCollege, it is possible to create links to the Dropbox within the Content Area. Before this can be done, the Dropbox basket must be created. Please see the Dropbox document on the Training Web Site for information on creating a Dropbox basket. Dropbox baskets cannot be created for Exams, Threaded Discussions, or Custom Content Item types.

- ❖ In the **Navigation Tree**, click the **Content Item** that is to be linked to the **Dropbox**.
- ❖ Click the **Add a Link** button on the **Visual Editor Toolbar** (see illustration at right).
- ❖ The **Add a Link** window will display (see illustration below).



Add a Link

Select type of link:

- Link to Content or Files
- Insert an Image
- Link to a Website
- Link to a Course Tool
- Link to Course Content

Continue > Cancel

- ❖ Click the **Link to a Course Tool** option.
- ❖ Click **Continue**.
- ❖ The **Add a Link: Link to Course Tool** window will display (see illustration below).

Add a Link: Link to a Course Tool

Text to display: *

Tool to link to: *

- Gradebook
- Email
- Chat
- Document Sharing
- Dropbox
- Journal
- Webliography
- Calendar

* Indicates a required field

< Back Add Link Cancel

- ❖ In the **Text to Display** field, input the link for the text.
- ❖ This is the text students will click to open the **Dropbox** and submit the assignment.
- ❖ In the **Tool to link to** field, click the **Dropbox** option button.
- ❖ Click **Add Link**.
 - The link will be added to the Content Item.
 - When the students view the Content Item, they can click on the link to access the Dropbox.
 - Once in the Dropbox, the students must select the basket to which the item is to be submitted.
- ❖ To return to the previous window, click **Back**.
- ❖ The link will be added to the **Content Item**.
- ❖ Click **Save Changes** in the **Content Item** window to complete the process of adding the link.