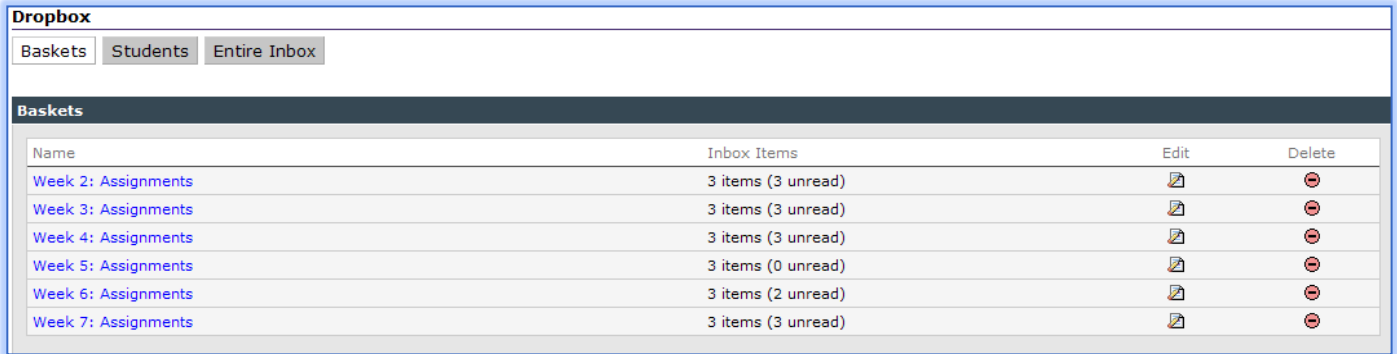


Move Items to Another Basket

If a student submits an assignment to the wrong basket, the instructor can move the item to another basket. However, it is only possible to move a student submission to a basket that does not already contain items from the student.

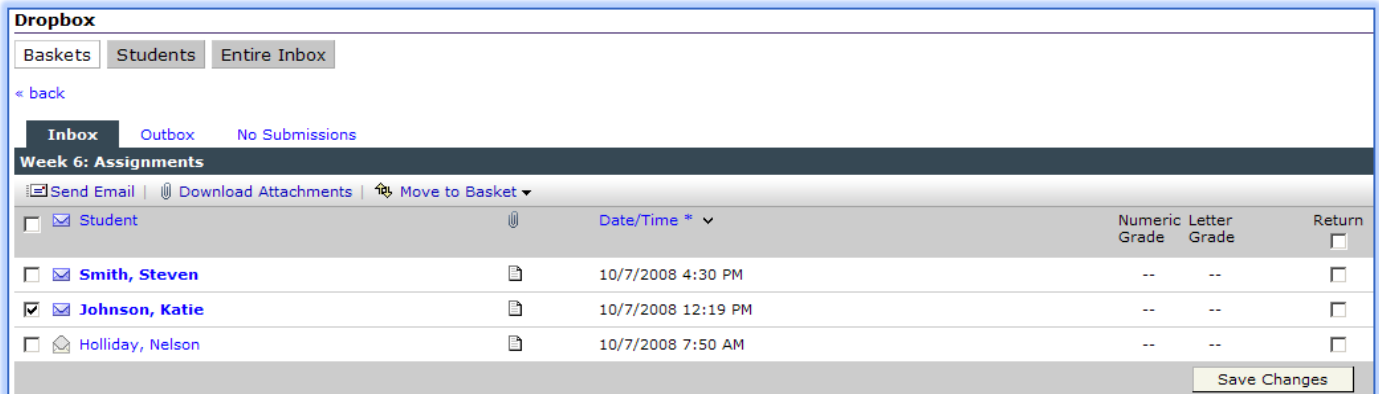
- ❖ Click the **Dropbox** tab on the **Tools Menu**.
- ❖ The **Dropbox** window will display (see illustration below).



The screenshot shows the 'Dropbox' interface with tabs for 'Baskets', 'Students', and 'Entire Inbox'. The 'Baskets' tab is active, displaying a table of baskets.

Name	Inbox Items	Edit	Delete
Week 2: Assignments	3 items (3 unread)		
Week 3: Assignments	3 items (3 unread)		
Week 4: Assignments	3 items (3 unread)		
Week 5: Assignments	3 items (0 unread)		
Week 6: Assignments	3 items (2 unread)		
Week 7: Assignments	3 items (3 unread)		

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



The screenshot shows the 'Dropbox' interface with tabs for 'Baskets', 'Students', and 'Entire Inbox'. The 'Students' tab is active, displaying a list of student submissions for 'Week 6: Assignments'.

Navigation: [← back](#)

Section: **Week 6: Assignments**

Actions: [Send Email](#) | [Download Attachments](#) | [Move to Basket](#)

<input type="checkbox"/>	Student		Date/Time *	Numeric Grade	Letter Grade	Return <input type="checkbox"/>
<input type="checkbox"/>	Smith, Steven		10/7/2008 4:30 PM	--	--	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Johnson, Katie		10/7/2008 12:19 PM	--	--	<input type="checkbox"/>
<input type="checkbox"/>	Holliday, Nelson		10/7/2008 7:50 AM	--	--	<input type="checkbox"/>

[Save Changes](#)

- ❖ 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**.