

Dropbox

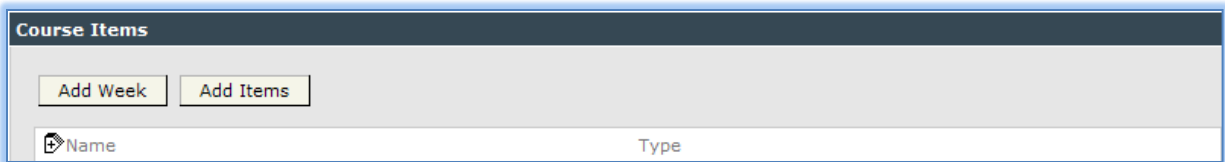
This tool provides a central location where students can submit and retrieve assignments and graded activities. It is possible for an instructor to retrieve submitted assignments from students in the Inbox and to send graded assignments back to students in the Outbox. These two boxes are linked directly to the Gradebook, which makes it easy to open the graded item, grade it, and record the student's grade all from one place. It is possible to add an attachment to assignments when they are returned to the student.

Students have the capability of opening a graded item from either the Dropbox or the Gradebook to view the grade for the item.

Before students can submit items to the Dropbox, a Dropbox Basket must be created for the Content Item. A Dropbox Basket can be created when the Content Item is created or after the item has been created.

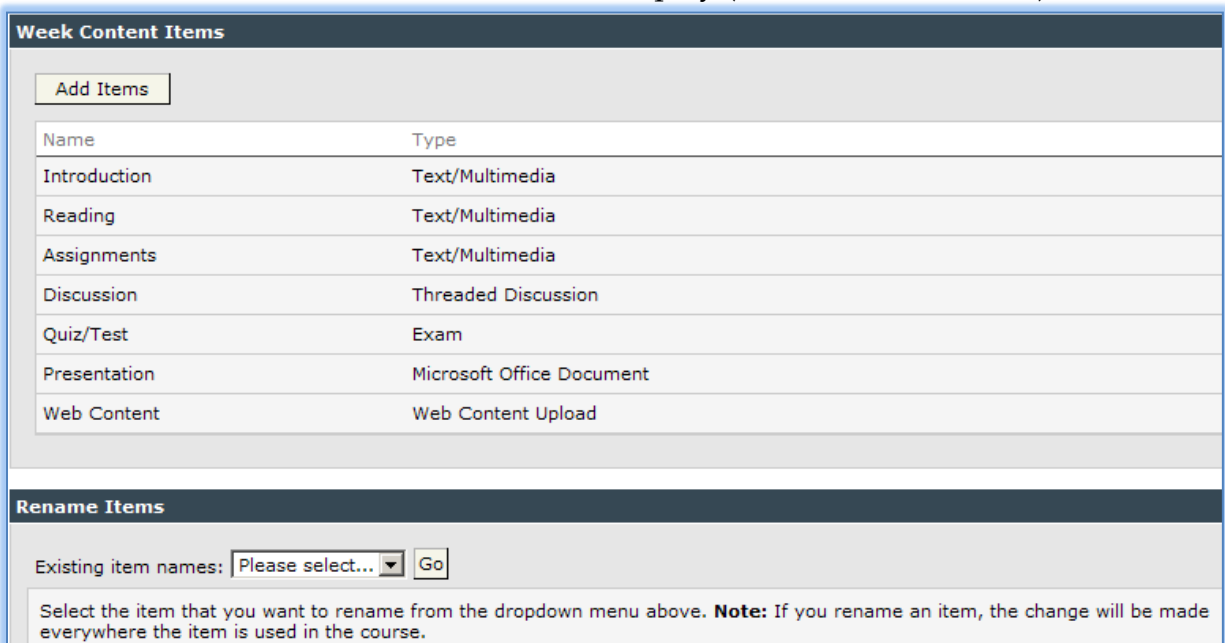
Creating a Dropbox Basket for a New Content Item

- ❖ Click the **Author** tab in the **Navigation Tree**.
- ❖ Click one of the following:
 - Course Home.
 - Click **Course Items**.
 - The **Course Items** window will display (see illustration below).



The screenshot shows the 'Course Items' window. At the top, there are two buttons: 'Add Week' and 'Add Items'. Below these buttons is a table with two columns: 'Name' and 'Type'. The table is currently empty.

- The **Week** for which the **Dropbox Basket** is being created.
 - Click **Week Content Items**.
 - The **Week Content Items** window will display (see illustration below).



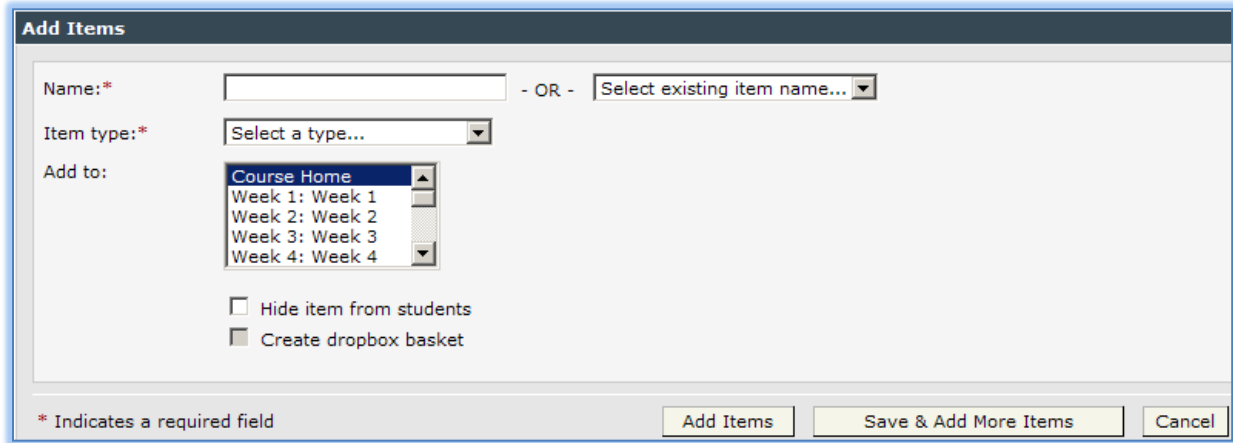
The screenshot shows the 'Week Content Items' window. At the top, there is an 'Add Items' button. Below it is a table with two columns: 'Name' and 'Type'. The table contains the following items:

Name	Type
Introduction	Text/Multimedia
Reading	Text/Multimedia
Assignments	Text/Multimedia
Discussion	Threaded Discussion
Quiz/Test	Exam
Presentation	Microsoft Office Document
Web Content	Web Content Upload

Below the table is a 'Rename Items' section. It includes a label 'Existing item names:' followed by a dropdown menu with the text 'Please select...' and a 'Go' button. Below this is a note: 'Select the item that you want to rename from the dropdown menu above. **Note:** If you rename an item, the change will be made everywhere the item is used in the course.'

- ❖ Click **Add Items**.

- ❖ The **Add Items** window will display (see illustration below).



- ❖ Click the **Create Dropbox Basket** check box.
- ❖ In the other fields provided, enter information accordingly. The table below explains the fields in this window.

Field	Explanation
Name	In this area, input a name for the new content item. When a new item name is entered, it displays in the Insert Existing Item Name list.
Insert Existing Item Name	This list displays names of previously created content items. Use this list to select an existing content item to use for the new content item.
Item Type	Use this list to select a content item type. An explanation of these items can be found in the Create Content Item document on the eCollege page of the Siena Training Web Site .
Add to	Select either Course Home or the Week to which the Content Item is to be added.
Hide Items from Students	Click the check box for this item if students are not allowed to view the item at this time.
Create Dropbox Basket	This check box should be checked when a Dropbox Basket is to be created for the item.

- ❖ Once all the options have been specified, click the **Add Items** button.
- ❖ To add more than one item, click the **Save & Add More Items** button.

Creating a Dropbox Basket for an Existing Content Item

- ❖ Click the item for which the **Dropbox Basket** is being creating.
- ❖ Click the **Toolbox** button.
- ❖ Click the **Create Dropbox Basket** link.
 - A Dropbox will be created for the selected assignment.
 - If a Dropbox has already been created, **Go to Dropbox Basket** and **Delete Dropbox Basket** will appear here instead of **Create Dropbox Basket**.
- ❖ Click **Save Changes**.