

How do students add items to the Drop Box?

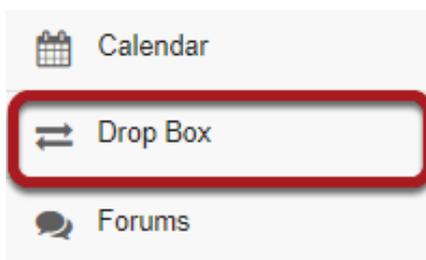
The Drop Box tool functions very much like the Resources tool. The only difference is that Drop Box is an individual folder for each student within a particular course.

Navigate to relevant module.



Select the site.

Go-to Drop Box.



Select the Drop Box tool from the Tool Menu in your site.

Add or create items.

The screenshot shows a web interface for a 'DROP BOX'. At the top, there are navigation tabs: 'List of drop boxes', 'Transfer Files', and 'Check Quota'. Below these, a header bar displays 'Demo, Student01 (student01)'. A warning message states: 'Files in your Drop Box can only be seen by you and the site maintainers. Other participants cannot access them.' Below the warning are buttons for 'Move', 'Copy', and 'Move to Trash'. The main content area is a table with columns: 'Title', 'Access', 'Created By', 'Modified', and 'Size'. The first row is highlighted in yellow and contains a folder icon, the title 'Demo, Student01 (student01)', an information icon, and an 'Actions' dropdown menu. The 'Actions' menu is open, showing a list of options: 'Add', 'Upload Files', 'Create Folders', 'Add Web Links (URLs)', 'Create Text Document', 'Create HTML Page', 'Create Citation List', 'Actions', 'Copy', 'Edit Details', and 'Compress to ZIP Archive'. The second row of the table shows a file icon, the title 'Presentation Ex...', and the file details: 'Dropbox', 'Instructor Demo', 'Dec 5, 2017 3:25 pm', and '28.6 KB'.

You will see a Drop Box folder with your name as the folder name. This is the location where you will add or create items in the Drop Box.

Click the Actions drop-down menu complete any of the following tasks.

- Upload Files (Upload files from computer)
- Create Folders (Create sub folders in the drop box)
- Add Web Links (URLs)
- Create Text Document
- Create HTML Page
- Create Citation List
- Copy
- Edit Details
- Compress to ZIP Archive

The Drop Box functions mirror the functions of the Resources tool if you were granted permission to add content to the Resources tool.