

## eFundi Tutorial: Drop Box tool



The Drop Box tool creates a folder for each student in the course. Students are only able to access their own folder. Students and instructors can both place files in the Drop Box folders.

The Drop Box mirrors the file management features and functionality of the Resources tool. (As with Resources, multiple files can also be uploaded using Drag and Drop.)

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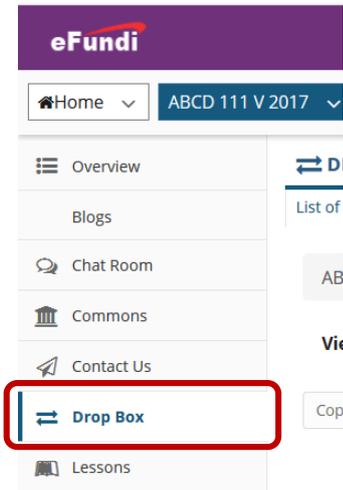
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# How to access the Drop Box Tool?

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To access this tool, select Drop Box from the Tool Menu in your site.



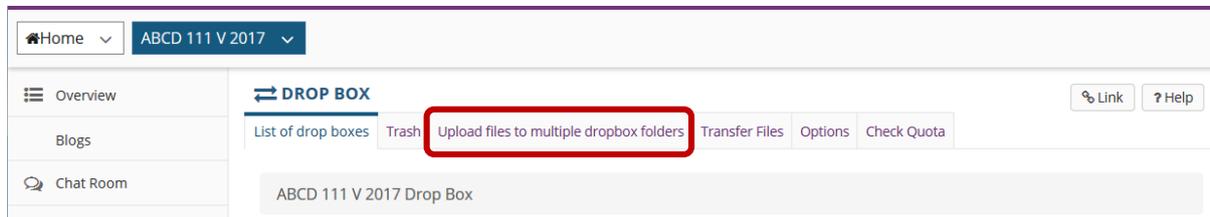
Example: Folders for each student. Folders with the plus sign contain files.

|   <a href="#">Title</a>   | Access  | Created By       | Modified          | Size    |
|--|---|------------------|-------------------|---------|
|  <a href="#">ABCD 111 V 2017 Drop Box</a>    |          |                  |                   |         |
|   <a href="#">elnevn@gmail.com</a><br><a href="#">(elnevn@gmail.com)</a>  |  Dropbox | ELNE VAN NIEKERK | 06-Nov-2018 10:47 | 0 items |
|   <a href="#">Test, Test (s80)</a>                                        |  Dropbox | ELNE VAN NIEKERK | 06-Nov-2018 10:27 | 0 items |
|   <a href="#">Test, Test (s81)</a>                                        |  Dropbox | ELNE VAN NIEKERK | 06-Nov-2018 10:27 | 0 items |
|   <a href="#">Test, Test (s82)</a>                                        |  Dropbox | ELNE VAN NIEKERK | 06-Nov-2018 10:27 | 0 items |

## How do I upload files to multiple dropbox folders?

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1. Select the **Drop Box** tool from the Tool Menu in your site.
2. Select "**Upload files to multiple dropbox folders**".



3. Click the **Browse/Choose File** button to browse for and locate the file on your local computer.

### Upload files to multiple dropbox folders

Select the files to upload and then click 'Continue' at the bottom.

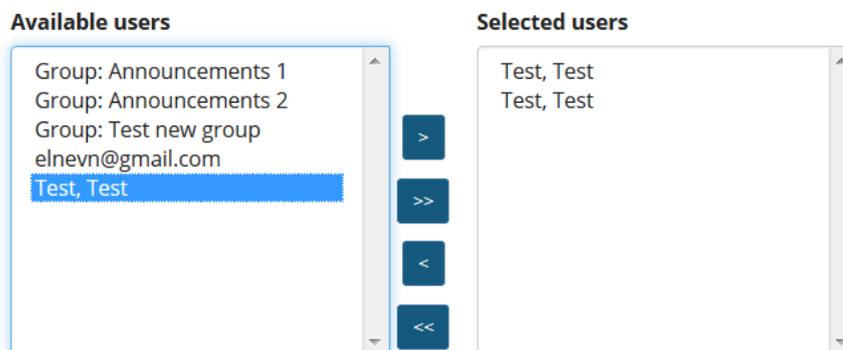
#### File To Upload

No file selected.

#### Display Name

*Optionally, you may also edit the display name of your file if you would like it to be different than the file name.*

4. You will see a list of the student folders in your course Drop Box. Select the student name or group from the list of "**Available users**" on the left and use the arrow buttons to move the name or names over to the "**Selected users**" on the right.



5. **Email notification. (Optional):** If you want students to be notified about the file upload, select the box next to **Send an email notification to the student**.

6. Click Continue.

Send an email notification to the student.

Continue

Cancel

## How do students add items to the Drop Box?

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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.

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

Each student will see a Drop Box folder with their own name as the folder name. You, as instructor, will also have a private folder and will be able to see all students' drop box folders. This is the location where they can add or create items in the Drop Box.

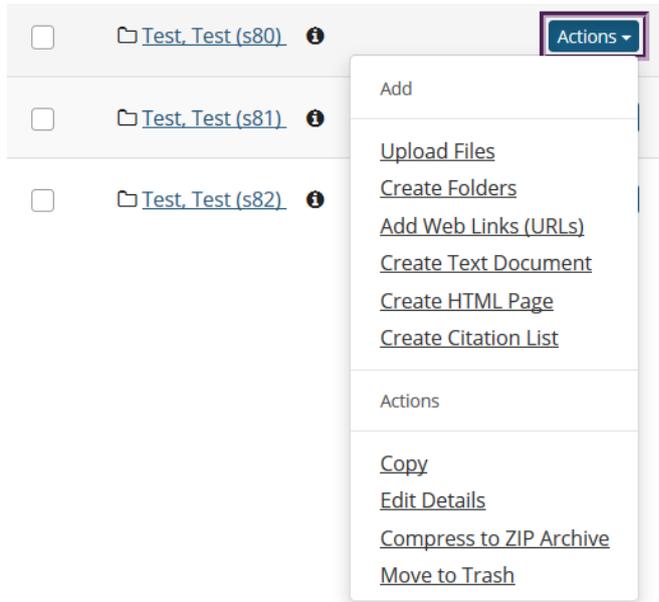
| <input type="checkbox"/> | Title ^  | Access    | Created By | Modified         | Size              |         |
|--------------------------|--|-----------|------------|------------------|-------------------|---------|
| <input type="checkbox"/> | ABCD 111 V 2017 Drop Box ⓘ   | Actions ▾ |            |                  |                   |         |
| <input type="checkbox"/> |  e: vn@gmail.com<br>(e: vn@gmail.com) ⓘ | Actions ▾ | Dropbox    | ELNE VAN NIEKERK | 06-Nov-2018 10:47 | 0 items |
| <input type="checkbox"/> |  Test_Test (s80) ⓘ                      | Actions ▾ | Dropbox    | ELNE VAN NIEKERK | 06-Nov-2018 10:27 | 0 items |
| <input type="checkbox"/> |  Test_Test (s81) ⓘ                      | Actions ▾ | Dropbox    | ELNE VAN NIEKERK | 06-Nov-2018 10:27 | 0 items |
| <input type="checkbox"/> |  Test_Test (s82) ⓘ                      | Actions ▾ | Dropbox    | ELNE VAN NIEKERK | 06-Nov-2018 10:27 | 0 items |

2. To add or create a file, click the **Actions** drop-down menu complete any of the following tasks.

- Upload Files
- Create Folders
- Add Web Links (URLs)
- Create Text Document
- Create HTML Page
- Create Citation List
- Copy a file

- Edit Details of a file
- Compress to ZIP Archive

The Drop Box functions mirror the functions of the Resources tool. See [Resources Tool](#) for more information.



## Need help?

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You can make use of the Sakai based Help resources available on all eFundi sites, or contact your site of delivery eFundi Support Desk.

OR: Please attend eFundi training or contact the eFundi Support HelpDesk:

# eFundi Helpdesk

|                     |                     |                       |
|---------------------|---------------------|-----------------------|
| <b>MC</b>           | <b>PC</b>           | <b>VC</b>             |
| <b>018 389 2312</b> | <b>018 285 2295</b> | <b>016 910 3035/8</b> |

Log a ticket: [support.nwu.ac.za](http://support.nwu.ac.za)  
Email us: [efundi-nwu@nwu.ac.za](mailto:efundi-nwu@nwu.ac.za)