Drop Boxes

Description

The **Drop Box** tool provides faculty with a repository for assignment files to be uploaded by students, and the Drop Box can be optionally locked to prevent new uploads once the assignment period expires. Permissions can be set to allow students to view each other's files.

Purpose

Use the Drop Box tool to provide a time-sensitive, secure repository for assignment files uploaded by students. Files can be graded and added to a student's certified folder.

Figure 1

Definitions

New Drop Box allows you to add a new Drop Box.

Add File allows you to add a new file to any Drop Box.

View Drop Box: Clicking the name of a Drop Box or the button allows you to view the files in a Drop Box.

Read More: Clicking the **Read More ...** link allows you to read a full description of a Drop Box.

Edit: Clicking the button allows you to edit a Drop Box.

Delete: Clicking the button allows you to delete a Drop Box.

Adding a New Drop Box

To Add a New Drop Box

1. Click the **New Drop Box** button.
2. Complete the fields/choices as described in the following table:

Field	Function
Drop Box Name	Enter a name for the Drop Box.
Description	Enter a description/explanation for the Drop Box.
Locking	Select whether this Drop Box should lock (therefore not allowing new files to be added by students) on a certain date.
Lock Date	If the Locking option is selected, specify the date on which the Drop Box should be locked to students.
Permissions	Select whether students may view only their own files or if they may see all files added to the Drop Box.

3. When you are finished filling in the information, click the **Add** button. You will be returned to the **Drop Boxes** page where you will see a new entry for the Drop Box.

Figure 2 displays the **Add Drop Box** screen.

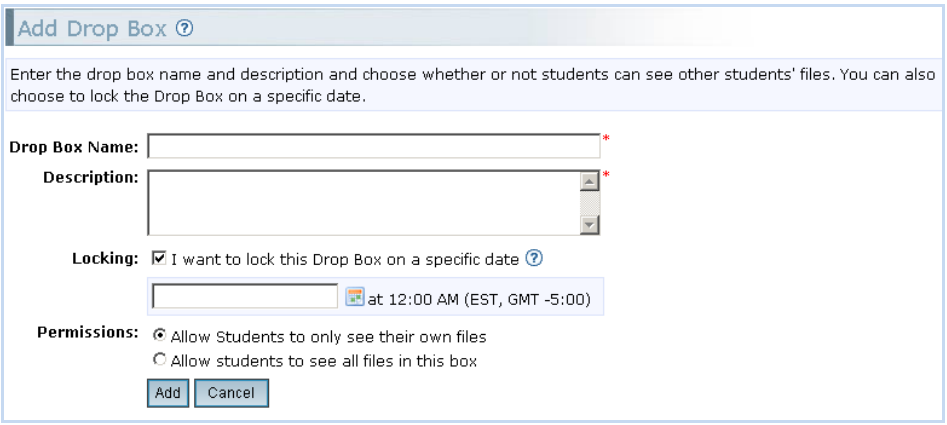

Figure 2

Editing a Drop Box

To Edit a Drop Box

1. Click the button for a Drop Box.
2. Complete the fields/choices as described in the following table:

Field	Function
Drop Box Name	Enter a name for the Drop Box.
Description	Enter a description/explanation for the Drop Box.
Locking	Select whether this Drop Box should lock (therefore not allowing new files to be added by students) on a certain date.
Lock Date	If the Locking option is selected, specify the date and time on which the Drop Box should be locked to students.
Permissions	Select whether students may view only their own files or if they may see all files added to the Drop Box.

3. When you are finished filling in the information, click the **Update** button. You will be returned to the **Drop Boxes** page where you will see a modified entry for the Drop Box.

Figure 3 displays the **Edit Drop Box** screen.

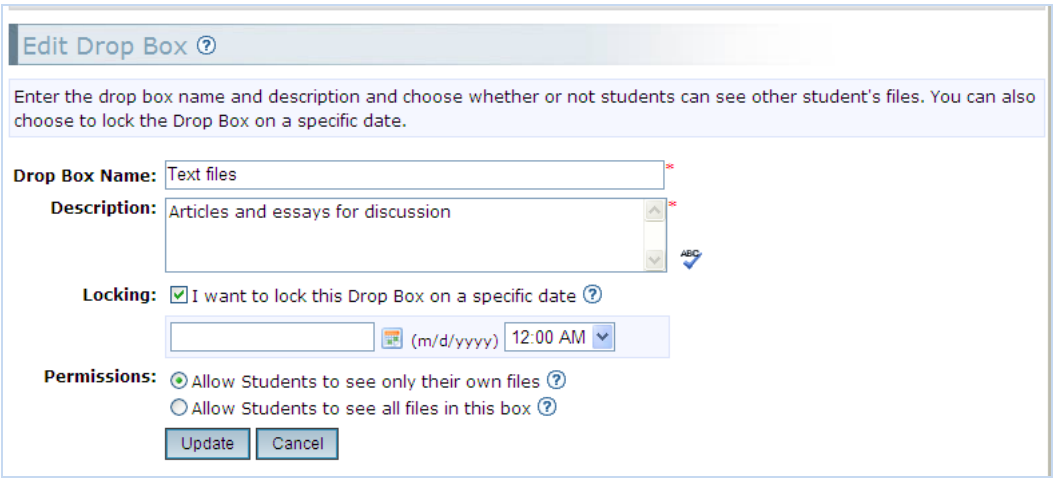

Figure 3

Adding a File

To Add a File

1. Click the **Add File** button.
2. Complete the fields/choices as described in the following table:

Field	Function
Drop Box	Select a Drop Box in which this file should be added.
Description	Enter a description/explanation for the file.
File: Upload New	Select the "I want to upload a new file" option and click the **Upload File** button to upload a new file from your computer. The file will be placed in your Files/Folders and linked within this Drop Box.
File: Select Existing	Select the "I want to transfer a file from My Epsilen files and click the **Select Existing** button to select a file from your Files/Folders. The file will remain in your Files/Folders and linked within this Drop Box.

3. When you have finished filling out the information, click the **Add to Drop Box** button. You will be returned to the **Drop Boxes** page.

Figure 4 displays the **Add File** screen.

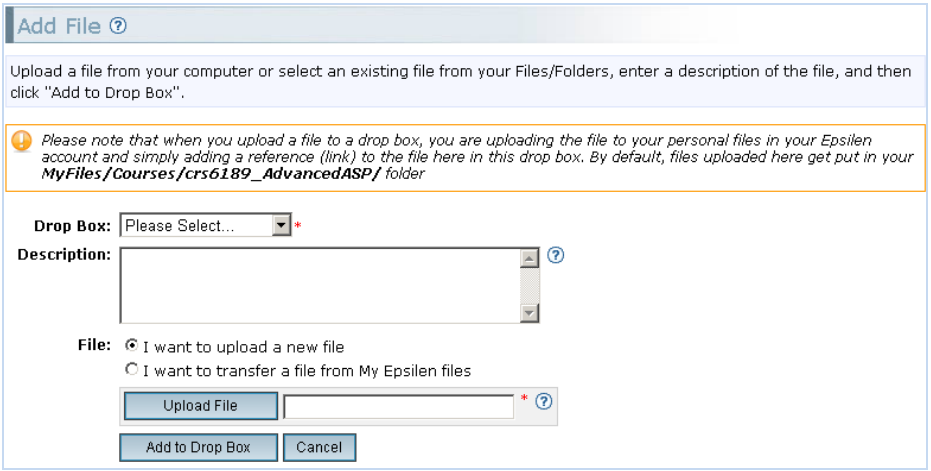

Figure 4

Viewing a Drop Box

Figure 5 displays the **Drop Box** screen.

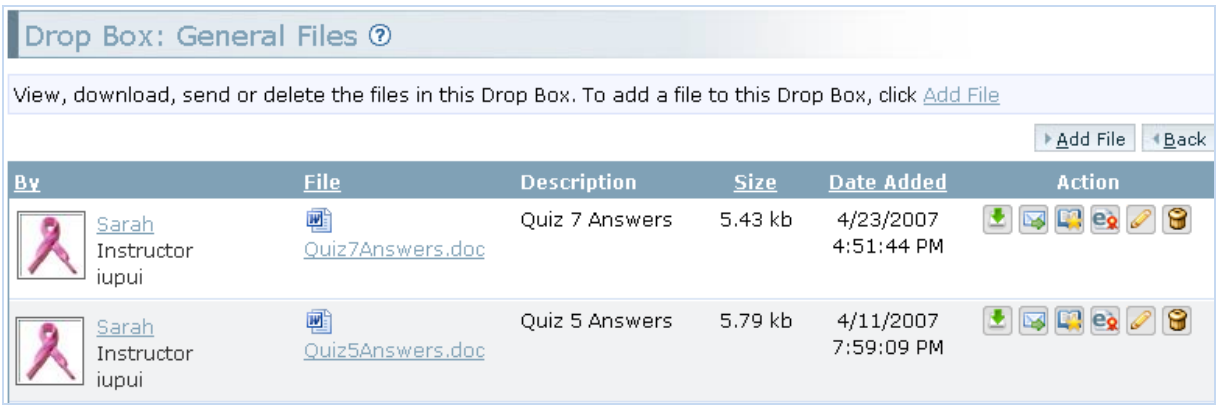

Figure 5

Definitions

Add File allows you to add a new file to any Drop Box.

Download File: Clicking the name of a file or the button allows you to download a file.

Send File: Clicking the button allows you to send a file as an attachment to an Epsilen Mail message to someone.

Assign Grade: Clicking the button allows you to grade the student who added the file.

Certify File: Clicking the button allows you to certify a student's file, thereby placing it in the student's "Certified" folder.

Edit File: Clicking the button allows you to edit the description of a file.

Remove File: Clicking the button allows you to remove a file from a Drop Box. However, removing a file does not delete the file from the Files/Folders of the member who uploaded it.

Grading a File

To Grade a File

1. Click the button to open the **Grade Assignment** popup page.
2. Complete the fields/choices as described in the following table:

Field	Function
Assignment	Select a Grade Book assignment from the list.
Points	Enter the number of points to assign to this student for the selected assignment.

3. When you have finished filling out the information, click the **Save** button. You will remain on the **Grade Assignment** page where you will see a message stating that the grade was assigned successfully.

Figure 6 displays the **Grade Assignment** screen.

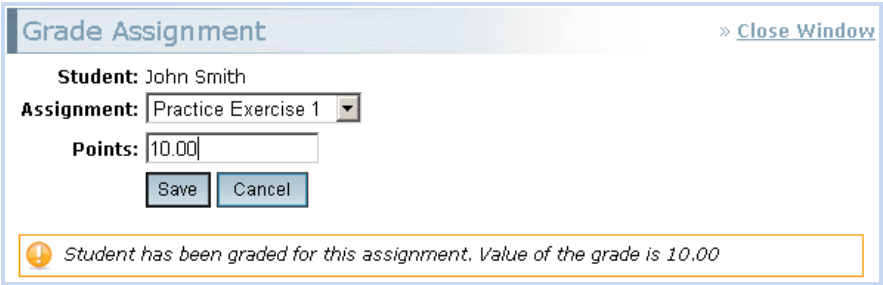

Figure 6

Certifying a File

To Certify a File

1. Click the button to open the **Add File to Student's Certified Folder** popup page.
2. Complete the fields/choices as described in the following table:

Field	Function
Grade (if any)	Assign a grade to this student's file.
Relationship to Student	Specify whether you are an instructor, advisor, etc.
Note/Comment	Include a note/comment with this certified file to explain you grade or the reason why you certified the file.

3. When you have finished filling out the information, click the **Send File** button.
4. Confirm the action by clicking the **OK** button. The popup page will close automatically, and you will be returned to the **Drop Box** page.

Figure 7 displays the **Add File to Student's Certified Folder** screen.

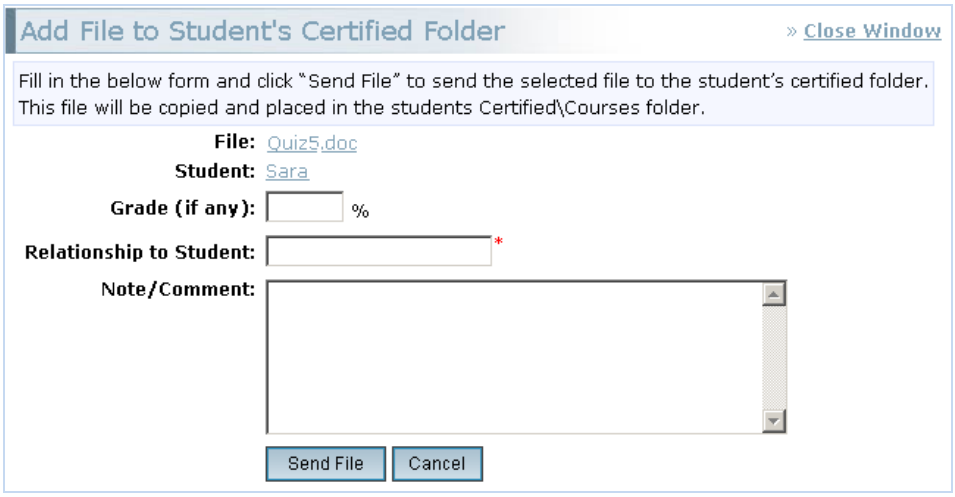

Figure 7

Editing a File

To Edit a File

1. Click the button for a file.
2. Edit the Description of the file.
3. Click the **Update** button. You will be returned to the **Drop Box** page.

Figure 8 displays the **Edit File Description** screen.

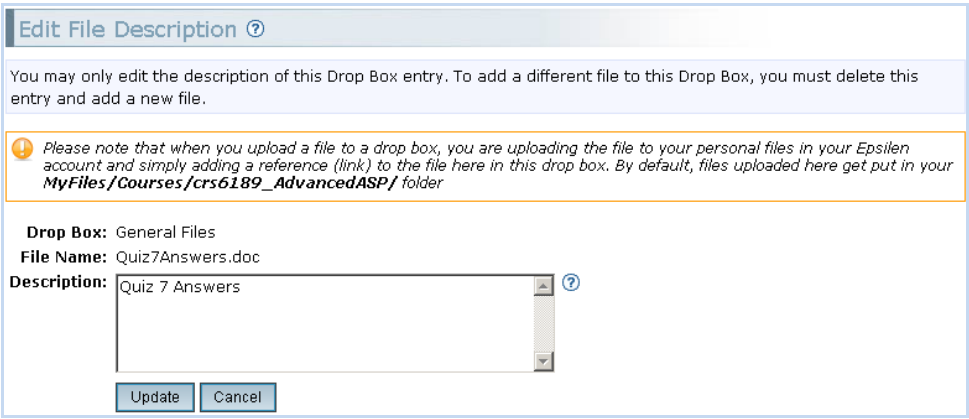

Figure 8