

## Drop Boxes

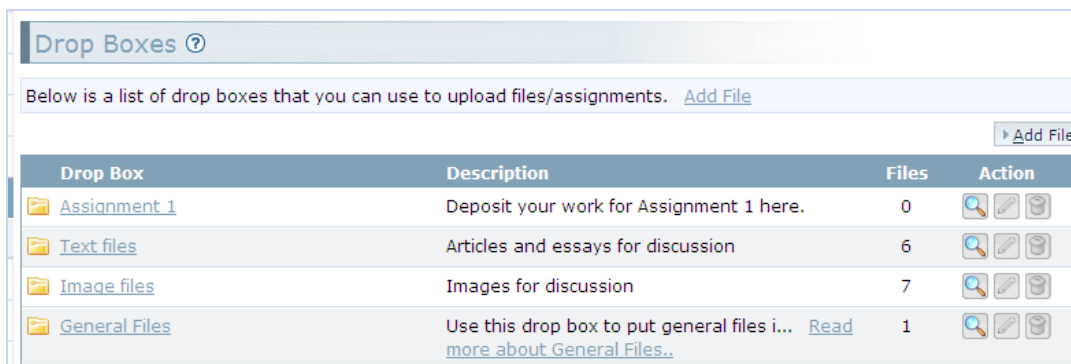
---

### 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 upload your files to a time-sensitive, secure repository. Instructors can access the files for grading.
















Drop Box	Description	Files	Action
<a href="#">Assiignment 1</a>	Deposit your work for Assignment 1 here.	0	  
<a href="#">Text files</a>	Articles and essays for discussion	6	  
<a href="#">Image files</a>	Images for discussion	7	  
<a href="#">General Files</a>	Use this drop box to put general files i... <a href="#">Read more about General Files..</a>	1	  

Figure 1

### Definitions

**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.

## 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 <b>Upload File</b> 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 <b>Select Existing</b> 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 2 displays the **Add File** screen.

**Add File** ?

Upload a file from your computer or select an existing file from your Files/Folders, enter a description of the file, and then click "Add to Drop Box".

**!** Please note that when you upload a file to a drop box, you are uploading the file to your personal files in your Epsilen account and simply adding a reference (link) to the file here in this drop box. By default, files uploaded here get put in your *MyFiles/Courses/crs6189\_AdvancedASP/* folder

Drop Box:  \*

Description:

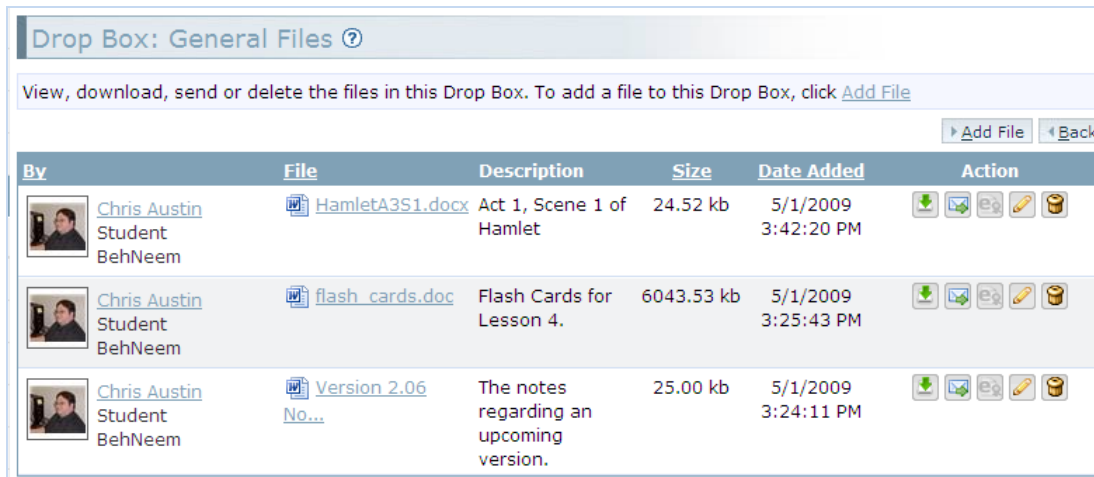
File:  I want to upload a new file  
 I want to transfer a file from My Epsilen files

\* ?

**Figure 2**

## Viewing a Drop Box

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



**Figure 3**

## 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.

**Edit File:** Clicking the button allows you to edit the description of a file (which you have added).

**Remove File:** Clicking the button allows you to remove a file (which you have added) from a Drop Box. However, removing a file does not delete the file from your Files/Folders.

## Editing a File

---

To Edit a File


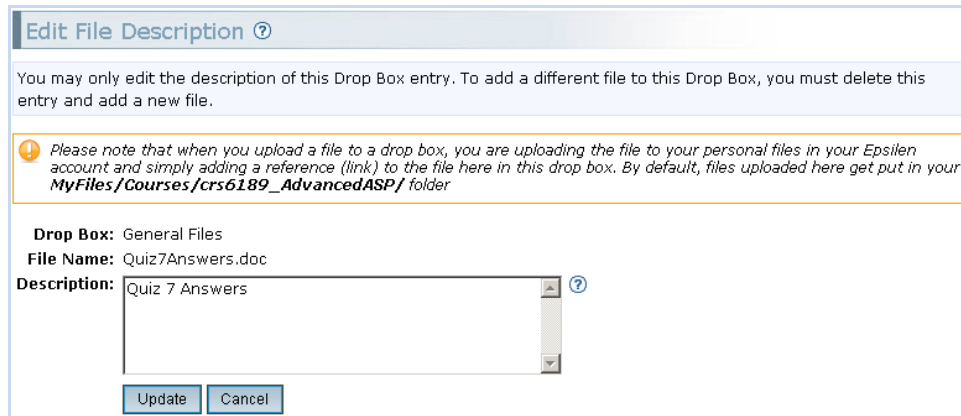
1. Click the  button for a file.
2. Edit the Description of the file.
3. Click the **Update** button. You will be returned to the **Drop Box** page.

Figure 4 displays the **Edit File Description** screen.



**Edit File Description** ⓘ

You may only edit the description of this Drop Box entry. To add a different file to this Drop Box, you must delete this entry and add a new file.

**!** Please note that when you upload a file to a drop box, you are uploading the file to your personal files in your Epsilen account and simply adding a reference (link) to the file here in this drop box. By default, files uploaded here get put in your *MyFiles/Courses/crs6189\_AdvancedASP/* folder

**Drop Box:** General Files  
**File Name:** Quiz7Answers.doc  
**Description:** Quiz 7 Answers ⓘ

**Figure 4**