

Drop Boxes for Students

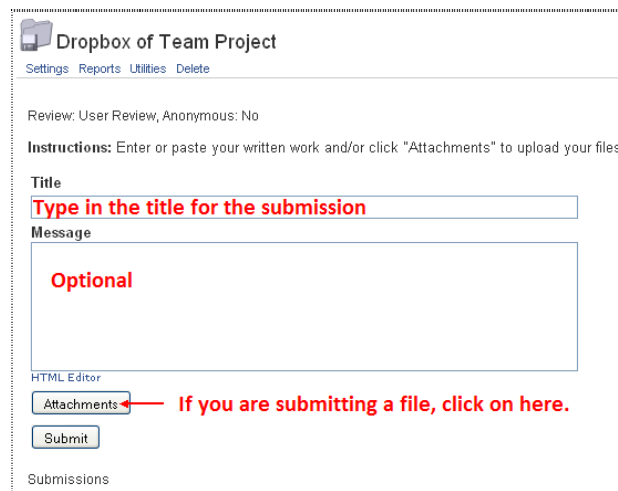
Updated on June 8, 2009

A drop box allows you to submit assignments electronically to your instructor. Depending on the instructor's setup, when you open a drop box, you may see only the **Message** field or the **Attachments** button, as illustrated below, or both of them.

***Note:** Once a file or a message has been submitted to a drop box, it cannot be edited or retrieved. Updates can only be accomplished through resubmission (if permitted by the instructor).

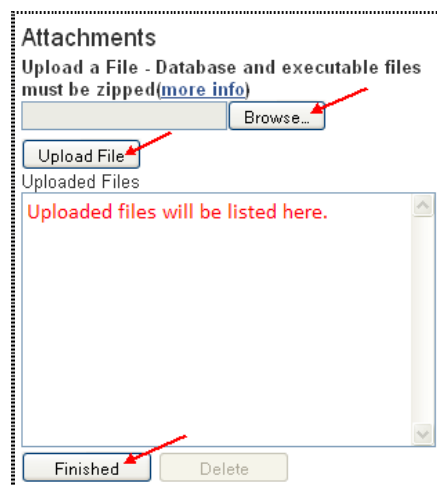
Submit a File

1. Click on the drop box icon or title.
2. In the **Title** field, enter a name for your submission using any conventions suggested by your instructor.
3. Click the **Attachments** button and an "Attachments" window will pop up.



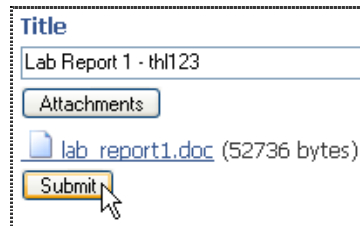
The screenshot shows a web form titled "Dropbox of Team Project". At the top, there are links for "Settings", "Reports", "Utilities", and "Delete". Below this, it says "Review: User Review, Anonymous: No". The "Instructions" section reads: "Enter or paste your written work and/or click 'Attachments' to upload your files." There are two input fields: "Title" with the red text "Type in the title for the submission" and "Message" with the red text "Optional". Below the message field is an "HTML Editor" section containing an "Attachments" button (with a red arrow pointing to it and the text "If you are submitting a file, click on here.") and a "Submit" button. At the bottom, there is a "Submissions" link.

4. In the pop-up window, click on the **Browse** button to locate the file and select it.

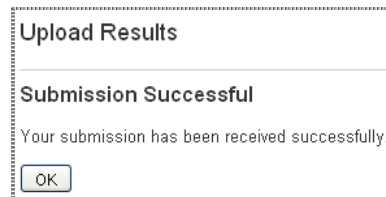


The screenshot shows a pop-up window titled "Attachments". It contains the text "Upload a File - Database and executable files must be zipped(more info)". Below this is a file input field with a "Browse..." button (indicated by a red arrow). There is also an "Upload File" button (indicated by a red arrow). Below the input fields is a section titled "Uploaded Files" with the red text "Uploaded files will be listed here." At the bottom of the window are "Finished" and "Delete" buttons (both indicated by red arrows).

- Click on the **Upload File** button and wait until the uploading is completed. The file name will be listed in the box.
 - * To attach more files, click on the *Browse* button again.
 - * To remove an attached file, select the file, and click on the *Delete* button below the box.
- When all files are uploaded, click on the **Finished** button in this window. This will close the pop-up window and bring you back to ANGEL's original window.
- In the original ANGEL course's window, click the **Submit** button. **If the Submit button is not clicked, then the instructor would NOT be able to see the submission even though the files have been uploaded.**



- Successful submission would be confirmed with a message as shown below:

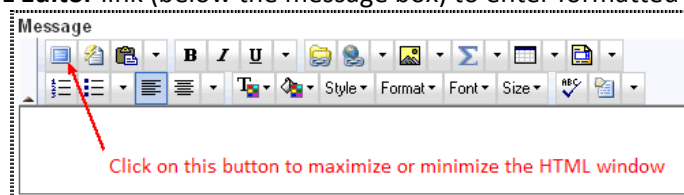


- On the **Submission Successful** screen, click **OK**. You should see your file listed at the bottom of the screen (unless your instructor has disabled this feature).

User Review Enabled		
Subject	Grade (100 pts)	Comments
Lab Report 1 - th123 submitted 4/6/2007 11:41:16 AM		

Submit a Message

- Click on the drop box.
- In the **Title** field, enter a name for your submission using any conventions suggested by your instructor.
- In the **Message** text box, type or paste your written work. You can use the plain text format, or click on the **HTML Editor** link (below the message box) to enter formatted text there.



- When you are done, click on the **Submit** button.

Drop Box Tips

- Check with your instructor to see if he/she suggests naming conventions for drop box submissions.
- Your instructor may limit the number of possible submissions you can make. It is possible that your instructor has set up a drop box to allow only one submission per student.
- If you submit the same assignment more than once, ANGEL considers each submission a separate file. The date and time are listed for each submission.
- Your instructor may either set up a drop box so that you can only view your own submission(s), or set it to **Peer Review** so that you can view the submissions of your classmates as well.