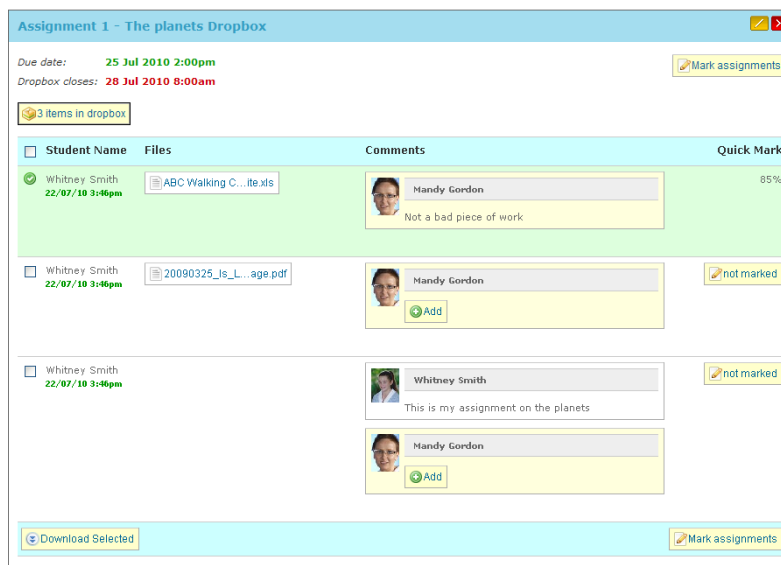


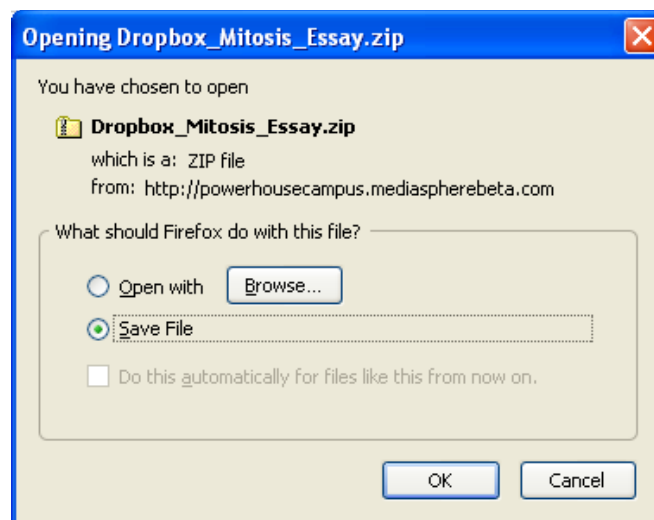
Introducing Dropbox

The assignment dropbox is the area of the class dashboard where students will upload their completed assignments and where you will download them for marking. As mentioned in the homework widget section, you can set up a dropbox when you set an assignment or you can add a dropbox by clicking on the Add dropbox button at the top of the Assignment dropbox page.

To view the dropbox for an assignment, click on the view dropbox link for the assignment in the homework widget or click on the assignment dropbox tab at the top of the class page. The selected dropbox will open.



You can download an individual assignment by clicking on the file name and choosing Save. If you want to download all of the submitted assignments in one go, select the tick box beside the Student Name text at the top of the list to select all students and then click the Download Selected button.



Click OK to download a zip file containing all of the assignments. A text file containing the details of when the assignments were submitted, the titles of the assignments and the students who submitted them will also be saved and included for your records.

The dropbox will close automatically at the time you specified when you set it up. Once closed, students will no longer be able to submit assignments. You can also choose to close the drop box at any time by clicking the Close dropbox now button above the list of submitted assignments.

After you have downloaded the assignments and reviewed and marked them you can share the marks with the students by clicking on the Mark Assignments button. The dropbox will go into mark mode. Click on the not marked button beside each student's name to write in their mark. You can also add a comment by clicking on the Add button in the comment section for each student. To upload the corrected assignments, click on the Browse button for each student and select their marked assignment. When you have added all the assignments, click on Upload Marked Files to upload all of the marked work.

To send the assignments back to the students and share their marks with them, click on the Finalise Entire Dropbox button. If you only want to send marks back to selected students, tick the box next to their name and click Finalise Selected.

When the students login into Campus and review the dropbox they will be able to see the marks and comments that you have added as well as download the marked assignment files.