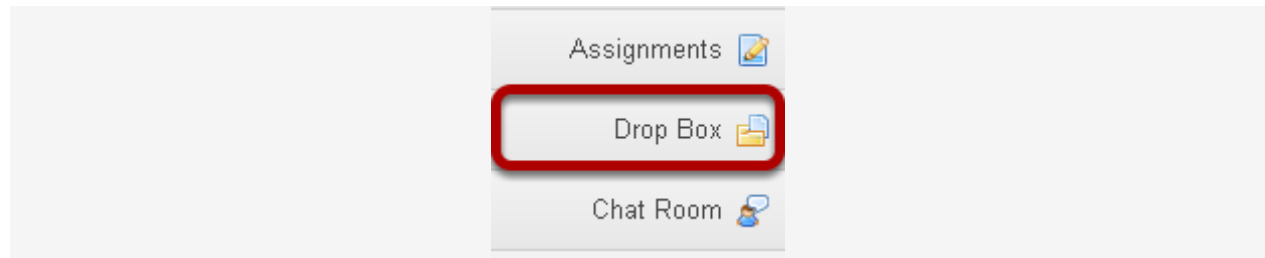


What is the Drop Box tool?

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.

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



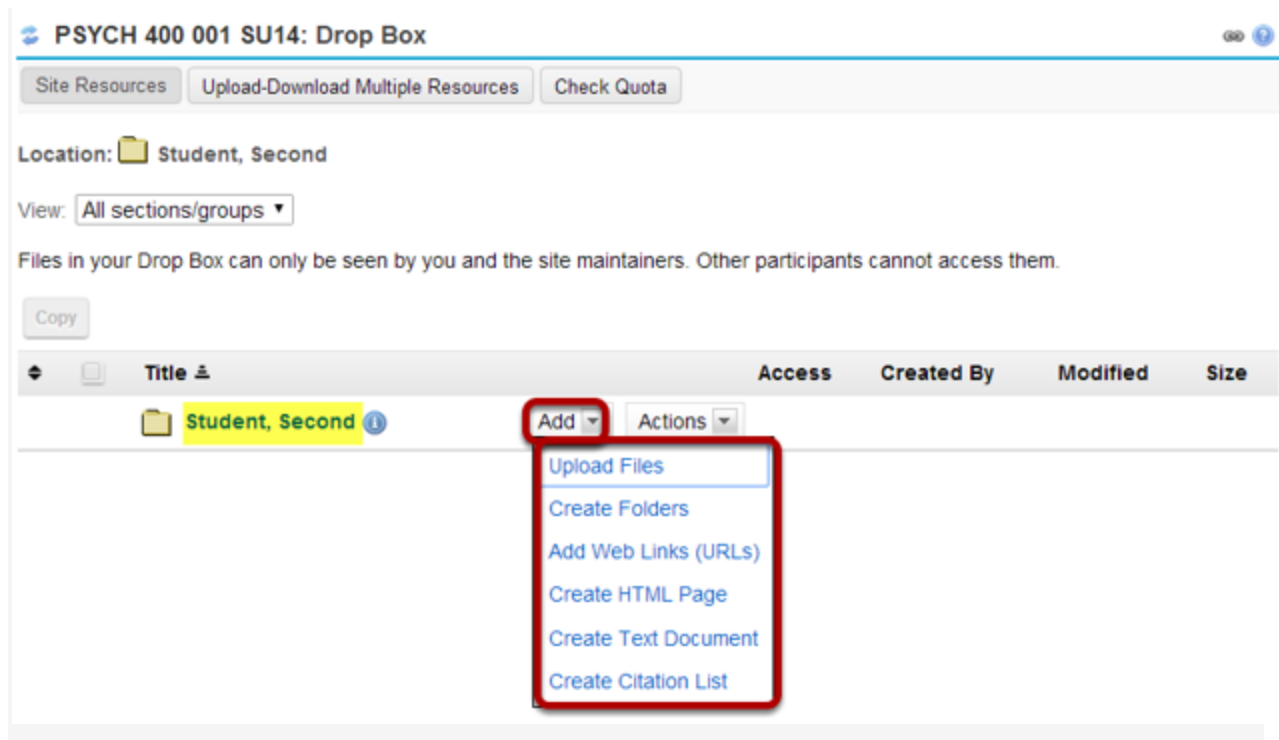
How do I add items to the Drop Box?

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.

Go to Drop Box.

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

Add or create items.



You will see a Drop Box folder with your name as the folder name. This is the location where you will add or create items in the Drop Box.

Click the Add drop-down menu to complete any of the following tasks.

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