

Drop Box Tool

At the end of this tutorial, you will be able to answer the following questions:

What is the Drop Box tool?	1
How do I upload files to multiple dropbox folders?	2

Note:

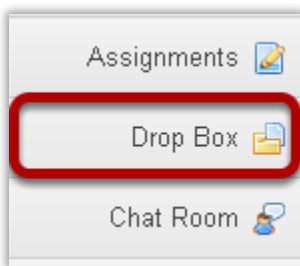
- The terms **Instructor**, **Maintainer**, and **Owner** refer to the same role in Coursar. They are used interchangeably in this document.
- The terms **Student**, **Participant**, and **Member** refer to the same role in Coursar. They are used interchangeably in this document.
- **Course & Project** sites both refer to a **worksite** or a **site** in Coursar's terminology. They are used interchangeably in this document. Anything that is used in a Course site can be used in a Project site, and vice versa.

What is the Drop Box tool?

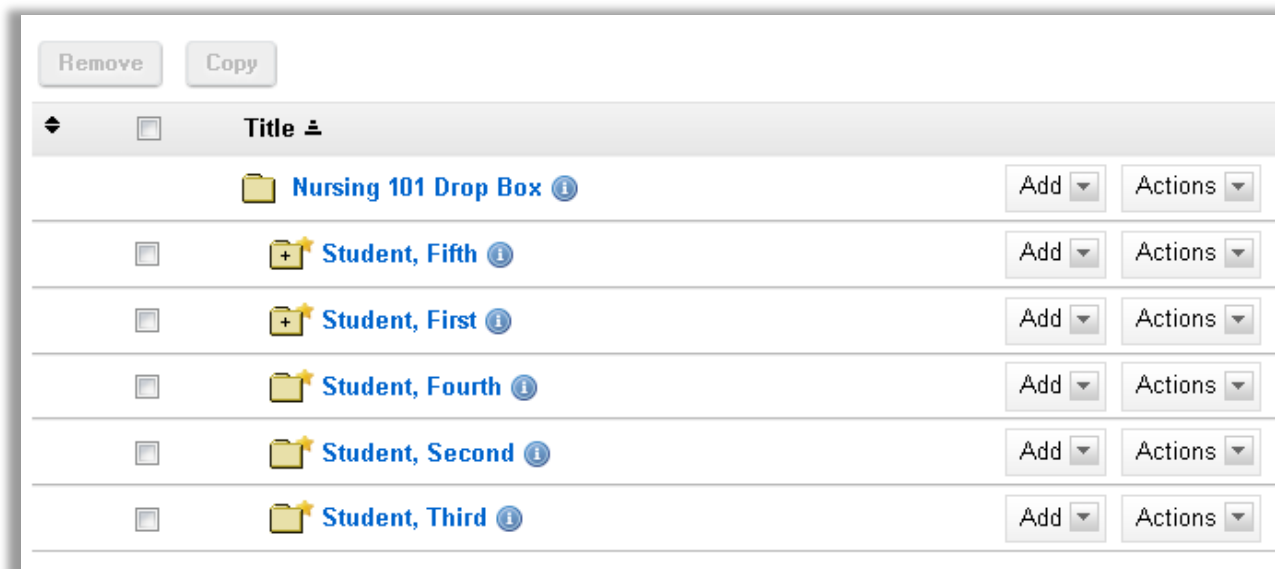
The Drop Box tool creates a folder for each student in the course. Students are only able to access their own folder. Students and instructors can both place files in the Drop Box folders.

The Drop Box mirrors the file management features and functionality of the Resources tool. See **What is the Resources tool?** for more information on how to add, upload, edit, and delete files and folders within Drop Box. (As with Resources, multiple files can also be uploaded using **Drag and Drop.**)

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



Example: Folders for each student



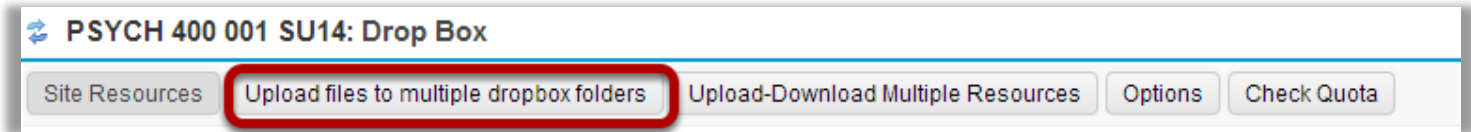
Folders with the plus sign contain files.

How do I upload files to multiple dropbox folders?

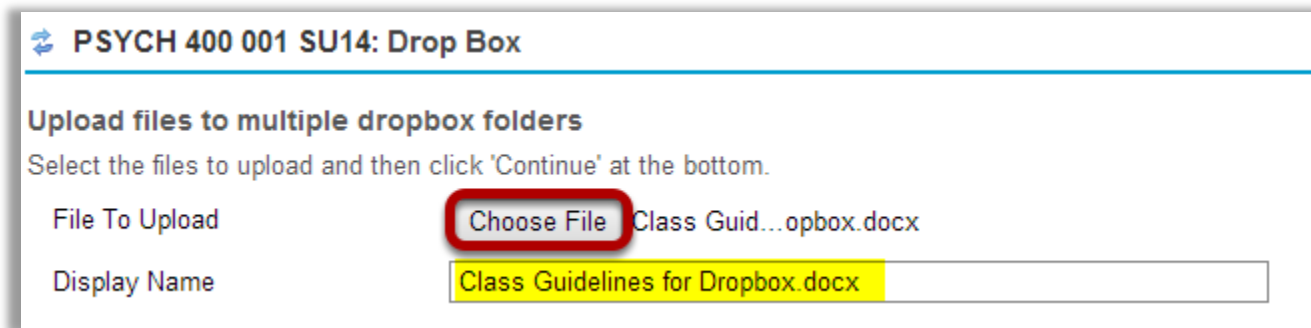
Go to Drop Box.

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

Select Upload files to multiple dropbox folders.



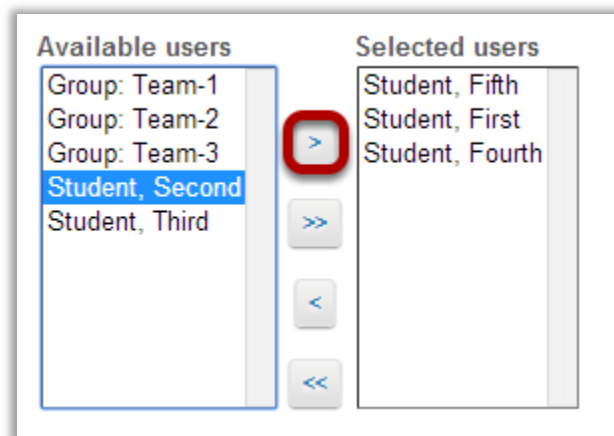
Select the file to be uploaded.



Click the **Choose File** button to browse for and locate the file on your local computer.

Optionally, you may also edit the display name of your file if you would like it to be different than the filename.

Select the destination folders for your file.



You will see a list of the student folders in your course Drop Box. Select the student name or group from the list of "Available users" on the left and use the arrow buttons to move the name or names over to the "Selected users" on the right.

Email notification. (Optional)

 Send an email notification to the student.

If you want students to be notified about the file upload, select the box next to **Send an email notification to the student**.

Click Continue.