

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.

Dropbox of Team Project
 Settings Reports Utilities Delete

Review: User Review, Anonymous: No

Instructions: Enter or paste your written work and/or click "Attachments" to upload your files.

Title
 Type in the title for the submission

Message
 Optional

HTML Editor

Attachments — If you are submitting a file, click on here.

Submit

Submissions

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

Attachments

Upload a File - Database and executable files must be zipped([more info](#))

Browse...

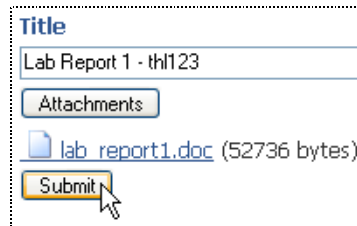
Upload File

Uploaded Files

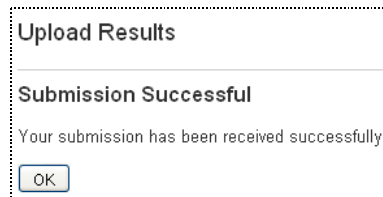
Uploaded files will be listed here.

Finished Delete

5. 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.
6. 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.
7. In the original ANGEL course's window, click the **Submit** button. **Without clicking on the Submit button, the instructor would NOT be able to see the submission even though the files had been uploaded.**



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

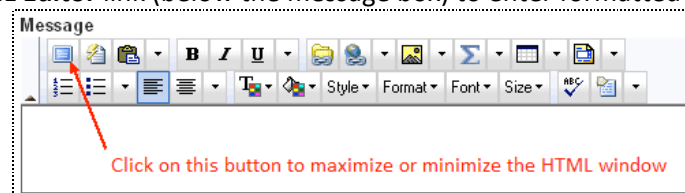


9. On the **Submission Successful** screen, click **OK**. You should see your file listed at the bottom of the screen (unless your instructor has disabled this feature).

User Review Enabled		
Subject	Grade (100 pts)	Comments
Lab Report 1 - thl123 submitted 4/6/2007 11:41:16 AM		

Submit a Message

1. Click on the drop box.
2. In the **Title** field, enter a name for your submission using any conventions suggested by your instructor.
3. 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.



4. 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.