



Purpose: The **Drop Box** tool allows staff members and students (i.e. site maintainers/contributors and participants) to share documents with each other within a private folder. Each student's folder can be accessed only by the staff member (with the **maintain** or **contribute** role) and that student.

Default permissions: There is no **Permissions** link in the **Drop Box** tool, so default permissions cannot be changed. Site participants with the **maintain** or **contribute** role are able to create folders, upload files, and create new materials within any folder in the **Drop Box** tool. Those with an **access** role are able to do so in their own folder only, which is the only one they see. Note that this gives those with the **access** role much more functionality than they have by default in the **Resources** tool.

Typical use & good practice tips: Both the **Drop Box** and **Assignments** tool can be used to collect student work. The **Drop Box** can be configured to send email notifications when new items are uploaded into a drop box folder.

Use **Drop Box** when you wish to have a private repository of documents and files between the student and staff member/s. The staff view of the **Drop Box** is per student (or per group of students). **Drop Box** can also be useful as a private repository to share materials for purposes other than assignments or essays.

Use **Assignments** when you wish to have structured assignments with assignment instructions, student submissions, deadlines, and feedback/marking. The **Assignments** tool also offers integration with Turnitin, the plagiarism awareness software. The staff view of **Assignments** shows all student submissions together for each assignment.

If the **Drop Box** tool is not currently visible in your site, see the guide '**Adding tools to a WebLearn site**' to learn how to turn it on.

The **Drop Box** interface and functionality are similar to that of the **Resources** tool. This guide will show you how to add more folders, upload materials, and manage email notifications using the **Drop Box** tool's Options.

Other useful step-by-step guides to read in conjunction with this one:

- Resources
- HTML (WYSIWYG) editor
- WebDAV

All step-by-step guides are available from weblearn.ox.ac.uk/info

Using the Drop Box

An individual folder for each participant with the **access** role is automatically created as participants are added to the site. You should NOT try to create drop box folders manually. At present, participants with the **maintain** or **contribute** roles do **not** get drop boxes.

You can navigate the folders and upload/download documents just as you would with the **Resources** tool.

If don't know in advance who is going to participate in your site, then keep the site restricted to site participants only and make it **joinable** (use **Site Info** > **Manage Access** and select the option under **Joinability**: Can be joined by anyone with authorisation to log in). On accessing the site, a user will automatically become a site member and have a named drop box created.

If students are added to a site at a later stage, they will automatically get a drop box on their first visit to the site (if you remove the drop box, it will be re-created every time the student in

question visits the site). If students are removed from the site, their drop boxes and their contents will remain for archival purposes.

When you click on **Drop Box** on the left hand tools menu, you will see the list of all student drop boxes that have been automatically created. You can control the frequency for which the highlight (★) will be used to indicate drop boxes with recent changes:

LIST OF DROP BOXES TRASH UPLOAD FILES TO MULTIPLE DROPBOX FOLDERS

UPLOAD-DOWNLOAD MULTIPLE RESOURCES (WEBDAV) OPTIONS RECYCLE BIN

Basic layout Drop Box

View: All sections/groups

Files in your Drop Box can only be seen by you and the site maintainers. Other participants cannot access them.

Copy Move to Trash

Highlight (★) individual dropboxes with recent changes: 1 day

Title	Access	Created By	Modified	Size
Basic layout Drop Box				
Basic layout Drop Box	Dropbox	Jill Fresen	14-Jul-2016 16:14	1 item
Basic layout Drop Box	Dropbox	Jill Fresen	14-Jul-2016 16:14	0 items
Basic layout Drop Box	Dropbox	Jill Fresen	14-Jul-2016 16:14	0 items

Copy Content from My Other Sites

Select the time period for items to be highlighted as 'recent'.

Highlighted drop box with recent changes.

Create folders and upload materials

You can upload folders, files, and URLs to a student's **Drop Box** folder.

View: All sections/groups

Files in your Drop Box can only be seen by you and the site maintainers. Other participants cannot access them.

Copy Move to Trash

Highlight (★) individual dropboxes with recent changes: 1 day

Title	Access	Created By	Modified	Size
Jill Drop Box				
Jill Drop Box	Dropbox	Jill Fresen	14-Jul-2016 16:14	3 items
Jill Drop Box	Dropbox	Jill Fresen	14-Jul-2016 16:14	0 items
Jill Drop Box	Dropbox	Jill Fresen	14-Jul-2016 16:14	0 items

Copy Content from My Other Sites

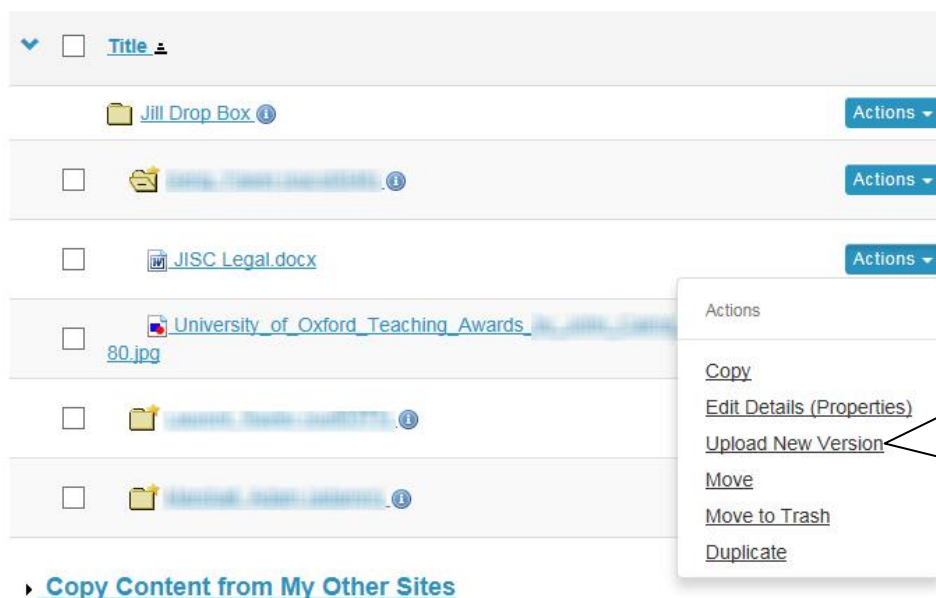
You can view the drop boxes of selected groups, if there are subgroups in your site.

Click here to open all student folders. Click again to close them all.

Folder level functions available for staff on the **Actions** dropdown menu.

The functions on the **Actions** dropdown menu are described in more detail in the **Resources** guide. The functions shown above are available to those with the **maintain** or **contribute** role. Site participants with the **access** role do not have the option **Actions > Move to Trash**.

At the file level, all site participants can **Upload New Version**, **Move**, **Remove** or **Duplicate** a file:



It is important to use **Upload New Version** if you need to update a file. This will overwrite the existing file with the new version, while maintaining the current URL of the file.

You may need to copy files from the **Resources** folders (in the current site or any other site where you are a maintainer/contributor) to the **Drop Box** folders. At the bottom of the list of drop boxes, there is a link [Copy Content from My Other Sites](#).

Click on the link and it will display the **Resources** tool in all your other sites. Select the required files from **Resources** in this or other sites and click **Copy** to copy them to your drop box folders.

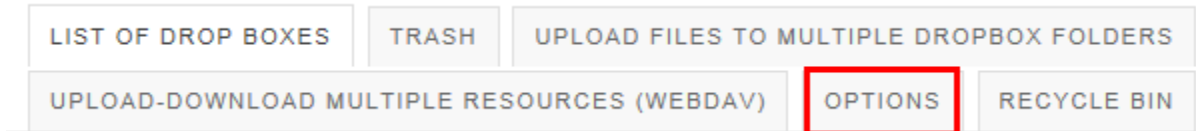




Note: Please refer to the **Resources** guide for more information about creating folders and uploading, moving, copying and pasting files.

Options (Notifications)

The **Options** button in the **Drop Box** tool is limited to setting your requirements in terms of email notifications when items are added to a drop box.



The site maintainer needs to select **Options** and manually tick a box to specify how they want notifications to be handled. This setting will apply to the whole **Drop Box** tool and all the folders in it.

Setting options for dropbox in worksite "'Jill" (408d91cf-8256-47c4-81b9-da1aac4b1423)'

Choose whether email notifications should be sent for submissions within this dropbox

Dropbox Notification Options:

- Always send email notifications
- Allow email notifications to be sent
- Do not allow email notifications to be sent

If you want email notifications to be sent to you by default, then select the first option.

If you select **Allow email notifications to be sent**, then a user of the **Drop Box** tool will be presented with the option to send an email to the site maintainer, when uploading a file:

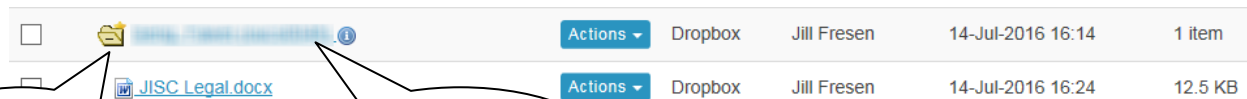
Send an email notification to the site maintainer(s).



- If the person uploading an item is the student, then the email notification will go to ALL site **maintainer(s)** and **contributor/s**. You need to emphasise this option to students so that they are aware of being able to tick the box.
- If the person uploading the item has the **maintain** or **contribute** role, then the email notification will go to the student owner of that particular drop box.

Navigate folders

Resources are organised in a folder structure, just as folders are organised on your computer hard-drive.

Open folders



<input type="checkbox"/>		Basic layout Drop Box	Actions ▾	Dropbox	Jill Fresen	14-Jul-2016 16:14	1 item
<input type="checkbox"/>		JISC Legal.docx	Actions ▾	Dropbox	Jill Fresen	14-Jul-2016 16:24	12.5 KB

Click the folder icon to open the folder and see its contents.

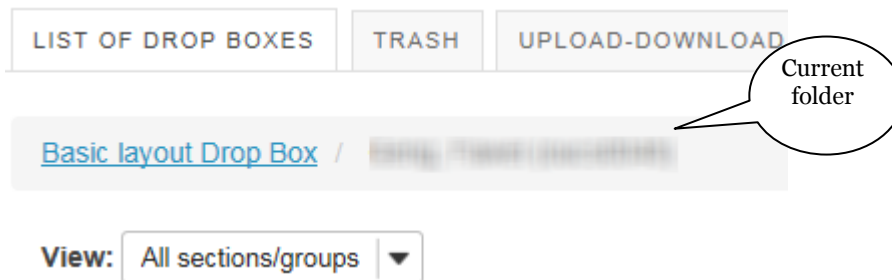
Click the folder title to navigate directly into that folder.

Click an open folder icon to close the folder, or click the parent folder to move up a level into the previous folder.

Track your location

Below the action bar is a breadcrumb trail which tells you which folder you are currently browsing.

As you go deeper into your folders, this trail will show your position and help you to navigate through your folders.



LIST OF DROP BOXES TRASH UPLOAD-DOWNLOAD

[Basic layout Drop Box](#) / [Basic layout Drop Box](#)

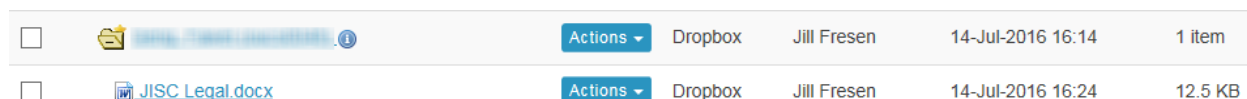
View: All sections/groups ▾



Current folder

You can also move directly to the folder you want by clicking on that folder's title in the trail.

Open and download resources

Files will display in a new window or download directly to your computer, depending on what kind of file it is and your computer's settings.



<input type="checkbox"/>		Basic layout Drop Box	Actions ▾	Dropbox	Jill Fresen	14-Jul-2016 16:14	1 item
<input type="checkbox"/>		JISC Legal.docx	Actions ▾	Dropbox	Jill Fresen	14-Jul-2016 16:24	12.5 KB

Click a file's title or icon to open it.

Sort files and folders

Items within a folder appear in a table which you can sort by any of the columns.

Click on a heading (e.g., **Title**, **Created By**, etc.) in the title bar to order your files by that heading's contents. Click the same heading again to reverse the order for that column.

Basic layout Drop Box

View: All sections/groups

Files in your Drop Box can only be seen by you and the site administrators. Other users cannot access them.

Copy Move to Trash Highlight (★) Highlight all dropboxes with recent changes: 1 day

▼	<input type="checkbox"/>	Title	Access	Created By	Modified	Size	
		Basic layout Drop Box	Actions				
	<input type="checkbox"/>	Basic layout Drop Box	Actions	Dropbox	Jill Fresen	14-Jul-2016 16:14	1 item
	<input type="checkbox"/>	Basic layout Drop Box	Actions	Dropbox	Jill Fresen	14-Jul-2016 16:14	0 items
	<input type="checkbox"/>	Basic layout Drop Box	Actions	Dropbox	Jill Fresen	14-Jul-2016 16:14	0 items

Copy Content from My Other Sites

Modify items in drop boxes

Edit items

You can edit the item's properties using **Edit Details (Properties)**.

You can edit .HTML or .txt files *in situ* (**Actions > Edit Content**). Other types of files need to be edited on your computer and then use [Upload New Version](#).



When you use [Upload New Version](#) the system-generated URL for the item will be maintained, thus avoiding any broken links if other pages or links point to it. However, the existing file will be 'silently' overwritten (i.e. without any checks or prompts if it has a different file name, or even a completely different file format).

Basic layout Drop Box

View: All sections/groups ▾ Files in your Drop Box ca

Move Copy Move to Trash

<input type="checkbox"/>	Title ⌵	Actions ▾
<input type="checkbox"/>	Basic layout Drop Box ⓘ	Actions ▾
<input type="checkbox"/>	[blurred] ⓘ	Actions ▾
<input checked="" type="checkbox"/>	JISC Legal.docx	Actions ▾
<input type="checkbox"/>	[blurred] ⓘ	Actions ▾
<input type="checkbox"/>	[blurred] ⓘ	Actions ▾
Copy Content from My Other Sites		Actions Copy Edit Details (Properties) Upload New Version Move Move to Trash Duplicate

To delete a file, select it, then click on **Move to Trash** above

Upload a new version which will overwrite the original

Edit information about the item (Properties), e.g. change its **Display Name** or find its URL

Delete items

To delete an item, click the check box to the left of the item. You can check as many boxes at a time as you like. Click the check box in the header row to check **all** the boxes.

Selecting a folder will allow you to delete that folder and all its contents (including materials and other folders which may contain materials).



Note: If you remove items from drop boxes, they can be restored later using the **Trash > Restore** function, just as for the **Resources** tool.

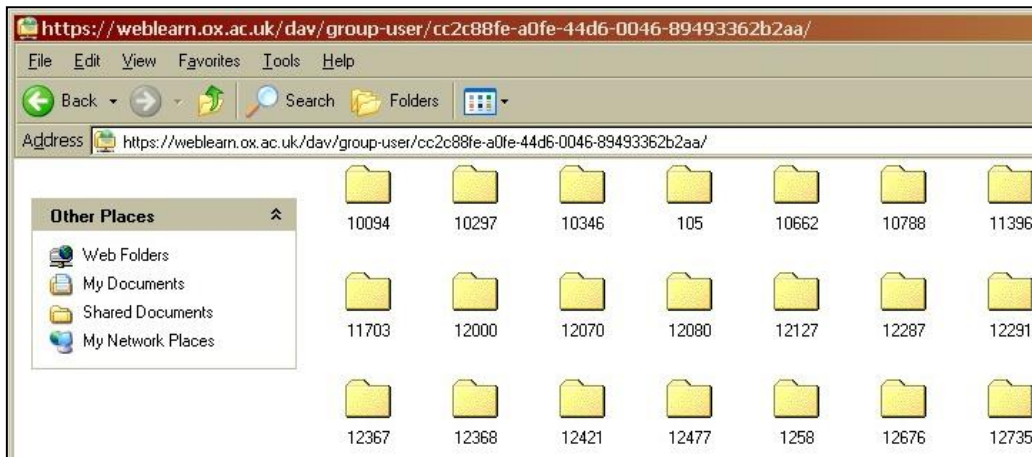
Using WebDAV to upload/download multiple items

(See separate step-by-guide on **WebDAV** for more information)

If you need to upload or download multiple files, or files larger than 60 Mb, then you can use **WebDAV** to set up your *WebLearn* site as a network place on your computer. Once you have set up **WebDAV**, your computer will treat a site's **Drop Box** and **Resources** sections like any other folder on your local system. You will be able to edit files directly and drag and drop files and folders just as you would in *My Computer* in Windows or the *Finder* on a Mac.



At present, **WebDAV** for staff members shows code numbers for student drop boxes instead of student names (this will be fixed at a future upgrade):



For students, go into the **Drop Box** tool and select **Upload-Download Multiple Resources (Webdav)**.



Basic layout Drop Box

There is a separate guide on using **WebDAV**. Alternatively, follow the instructions provided on the page:



Transfer Files

The instructions on this page show you how to create a folder on your desktop machine that will allow you to drag and drop files and folders between your computer and this site's Resources tool.

This involves using a protocol called **WebDAV**. The WebDAV setup process is different for each operating system. Follow the steps below to get started.

Note: if you simply want to upload files to the Resources tool one by one, click **Site Resources** at the top of the page, then click **Add > Upload Files** to the right of a folder.

When you upload files using webDAV, you need to check that the copyright status is set correctly for each file. Do this by using "Edit Details" from the "Actions" menu and selecting the relevant copyright status.

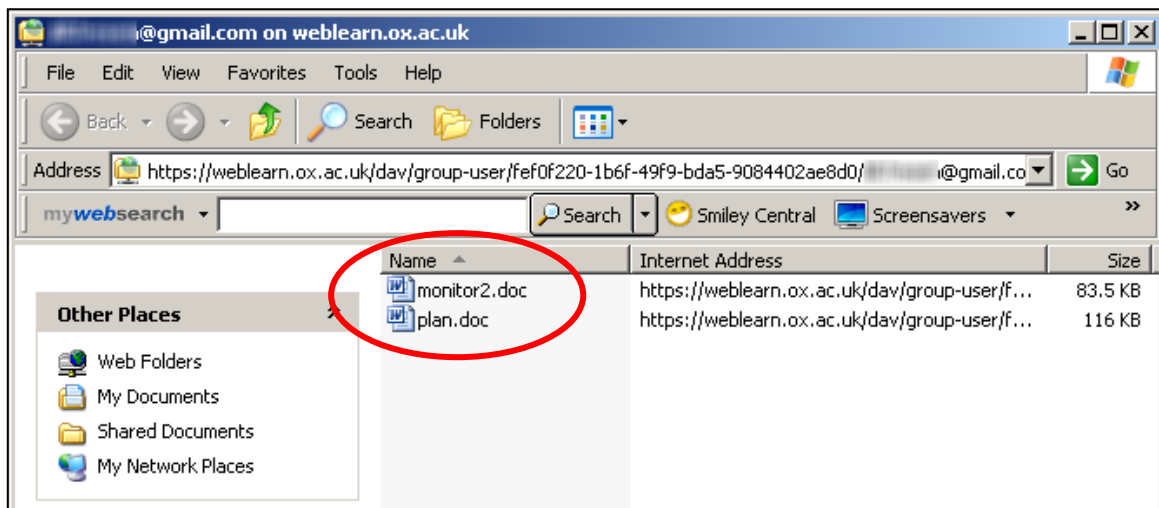
Step 1 - Select the following URL and copy it to your clipboard:

<https://wl-11.vle-test.ox.ac.uk/dav/group-user/408d91cf-8256-47c4-81b9-da1aac4b1423>

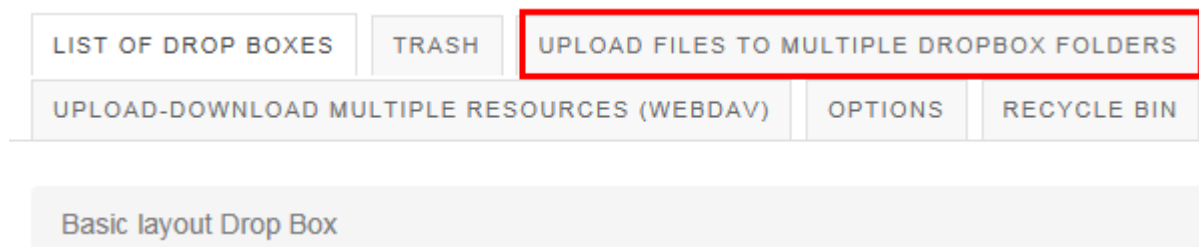
Step 2 - Select your operating system below and follow the setup instructions.

You may be asked twice for your *WebLearn* user name and password. If you are an external user and your user name takes the form of an e-mail address, the connection may not work. If this is the case, follow the instructions on the screen to request a new user name for the purposes of using **WebDAV**.

After a successful connection, you will see the contents of your drop box as a folder on your local system. This makes it easy to drag and drop several files, and/or large files between the hard drive and your personal *WebLearn* drop box:

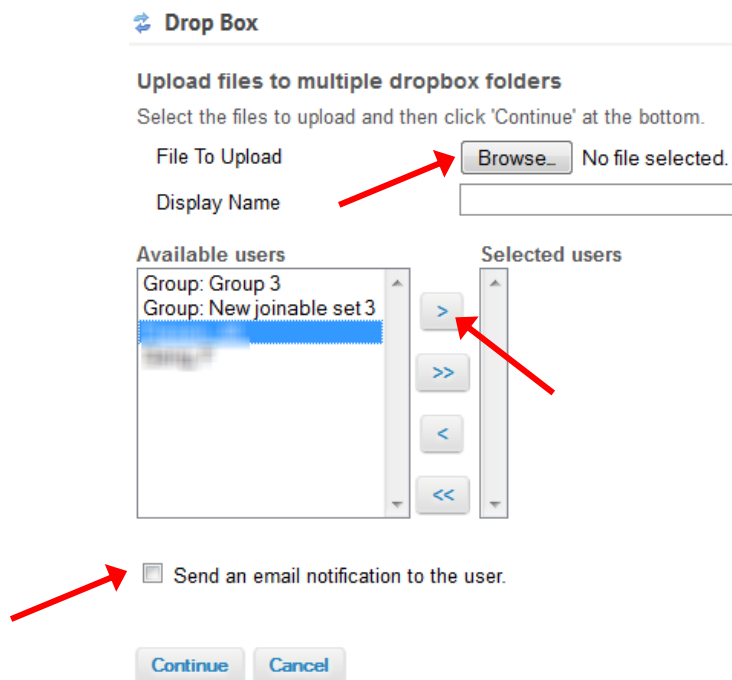


Upload files to multiple dropbox folders




You can upload a file to multiple dropbox folders in order to distribute it to all your site participants at once:

- On the Drop Box main page, click **Upload files to multiple dropbox folders**
- On the next page first click **Browse...** to choose the file to upload



- Select the users for whom the file is intended
- Click the right arrow to add these users to the **Selected users** box

- You can inform the selected users of the newly uploaded file via email: tick the checkbox next to **Send an email notification to the user**
- Finally click  to upload the file to the drop boxes of all the selected users