

Seaport: Create a Dropbox

1. After logging in and selecting your course, click **Dropbox** from the left navigation menu (Figure 1).

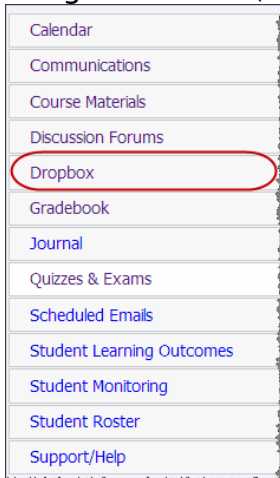


Figure 1

2. Click **Add New Drop Box** (Figure 2).

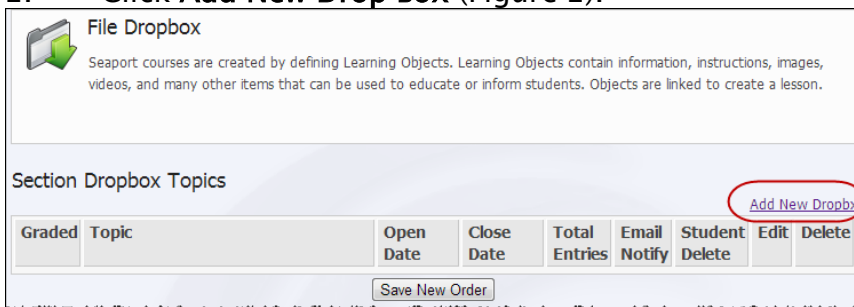


Figure 2

3. In the **Drop Box Details** window, you will enter in the name of the dropbox in the **Topic** textbox (Figure 3)

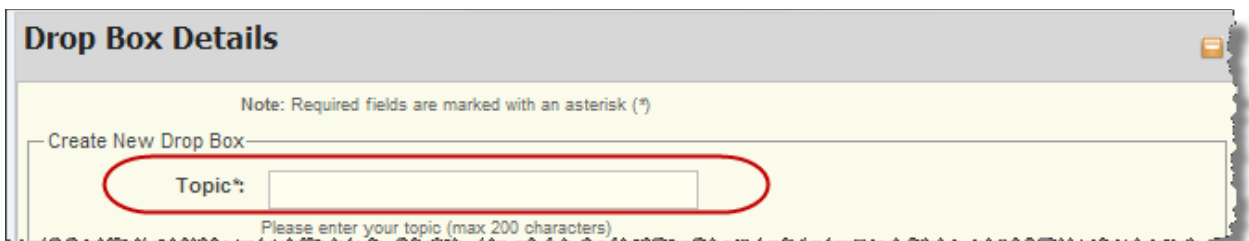


Figure 3

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- The **Open** and **Close** dates, are already populated with a default date. To change the dates, click inside the date text field. A calendar will open into which you may click the desired date (Figure 4). To adjust the time, manually type in the time along with AM or PM.

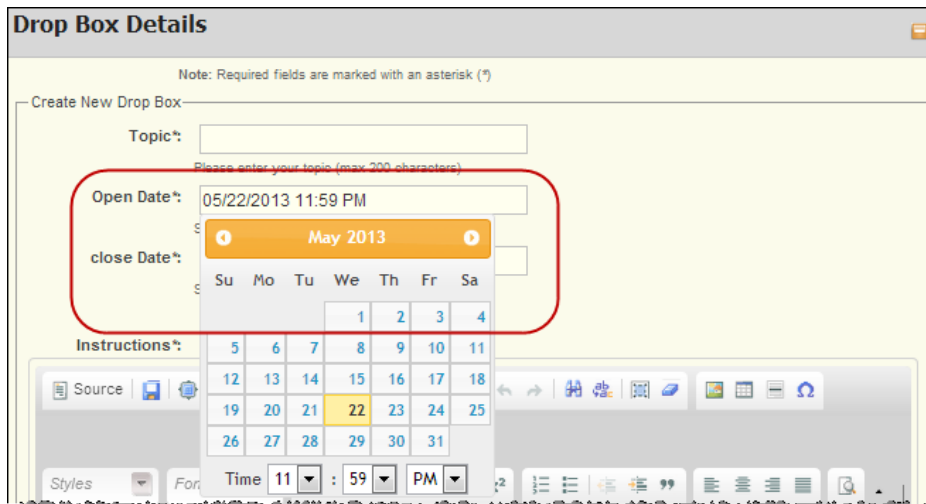


Figure 4

- Enter your drop box **Instructions** (Figure 5)

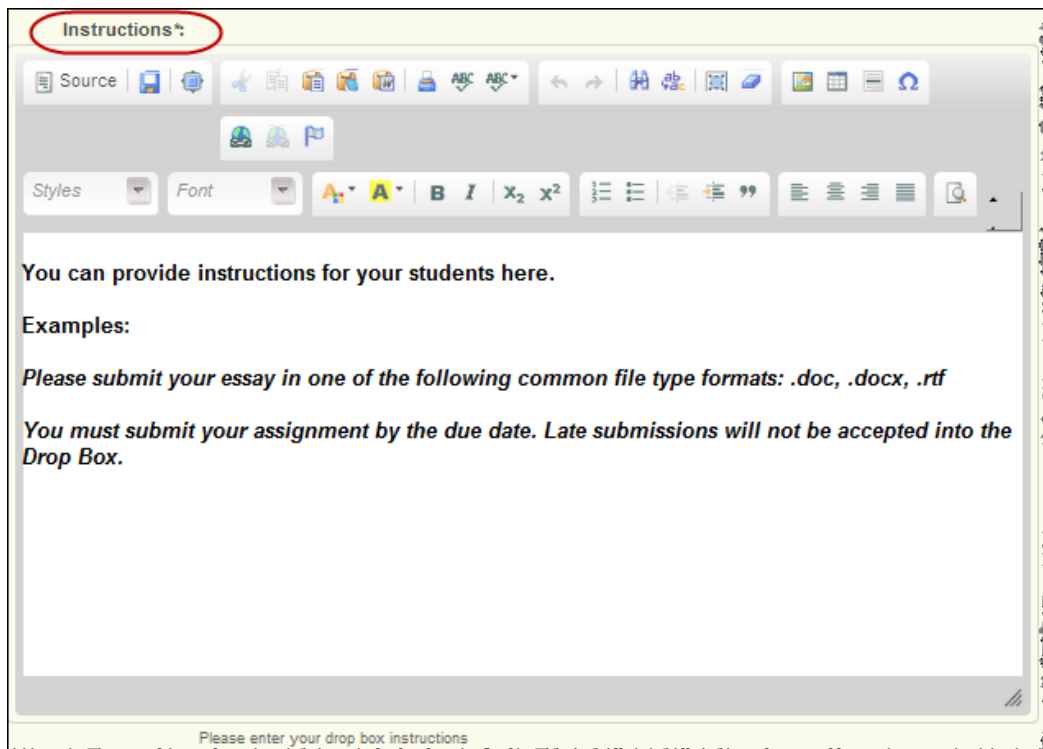
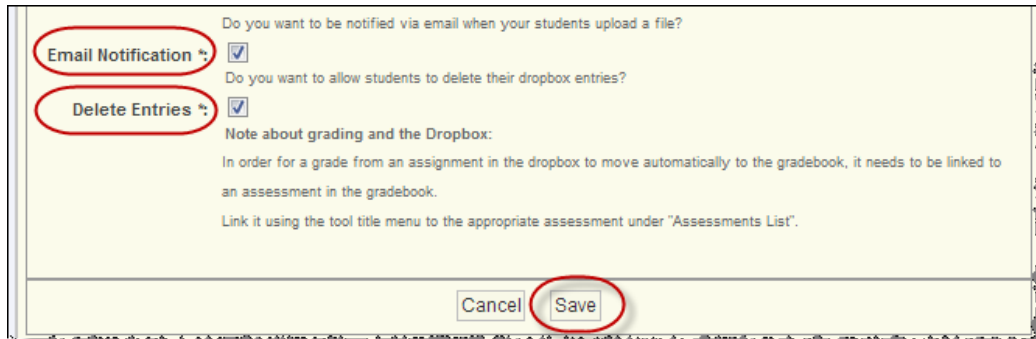


Figure 5

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6. Use the check box to turn on/off **Email Notification** and turn on/off the ability for students to be able to **Delete Entries** (Figure 6).
7. When finished, click **Save** (Figure 6).



Do you want to be notified via email when your students upload a file?
Email Notification

Do you want to allow students to delete their dropbox entries?
Delete Entries

Note about grading and the Dropbox:
In order for a grade from an assignment in the dropbox to move automatically to the gradebook, it needs to be linked to an assessment in the gradebook.
Link it using the tool title menu to the appropriate assessment under "Assessments List".

Cancel **Save**

Figure 6

Once you have created a dropbox, you need to link it in a lesson and connect it to your gradebook. Refer to the following How-to guides for further instructions:

- Link a Tool to a Lesson
- Assessments List: Setting It Up