

Seaport: Download Files from the Dropbox

Follow the instructions below to download files from a dropbox to a zip file.

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

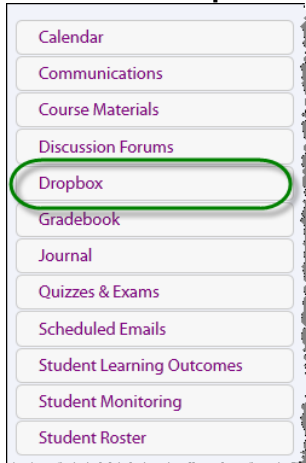
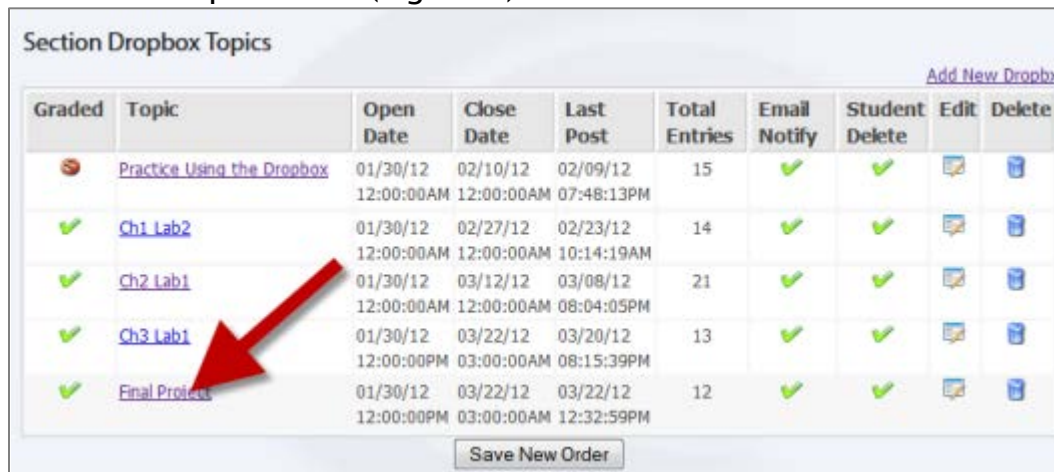


Figure 1

2. Click the Dropbox title (Figure 2).



Section Dropbox Topics [Add New Dropbox](#)

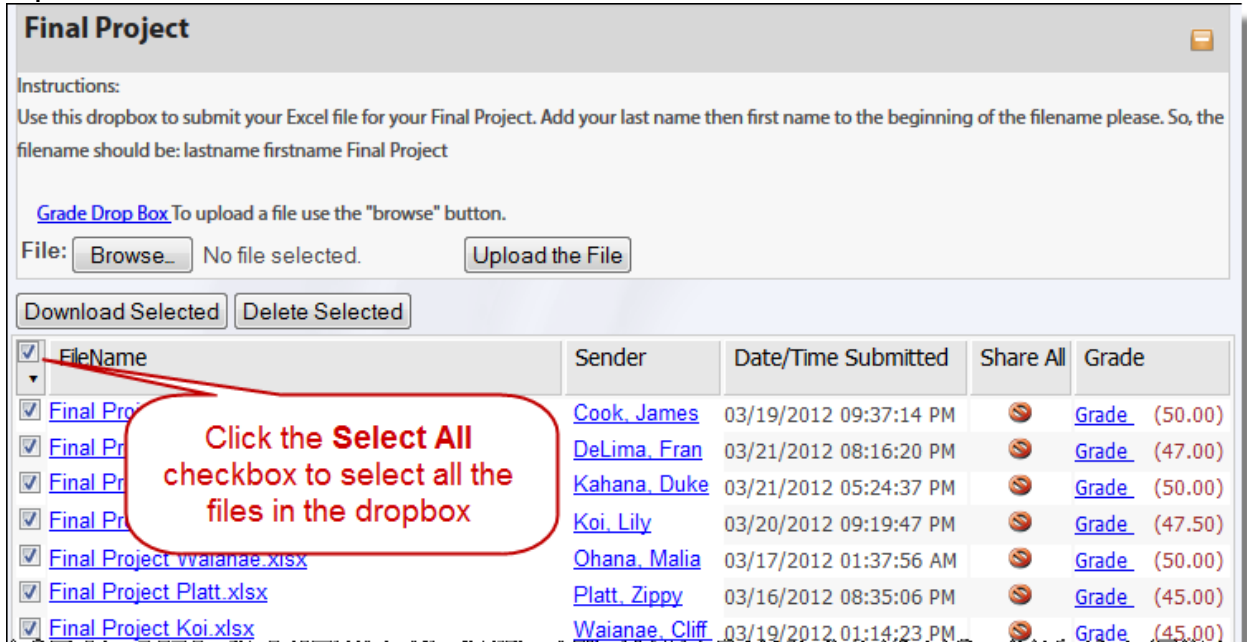
Graded	Topic	Open Date	Close Date	Last Post	Total Entries	Email Notify	Student Delete	Edit	Delete
🚫	Practice Using the Dropbox	01/30/12 12:00:00AM	02/10/12 12:00:00AM	02/09/12 07:48:13PM	15	✓	✓	✉	🗑
✓	Ch1 Lab2	01/30/12 12:00:00AM	02/27/12 12:00:00AM	02/23/12 10:14:19AM	14	✓	✓	✉	🗑
✓	Ch2 Lab1	01/30/12 12:00:00AM	03/12/12 12:00:00AM	03/08/12 08:04:05PM	21	✓	✓	✉	🗑
✓	Ch3 Lab1	01/30/12 12:00:00PM	03/22/12 03:00:00AM	03/20/12 08:15:39PM	13	✓	✓	✉	🗑
✓	Final Project	01/30/12 12:00:00PM	03/22/12 03:00:00AM	03/22/12 12:32:59PM	12	✓	✓	✉	🗑

[Save New Order](#)

Figure 2

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- If you want to download all the files, click the Select All checkbox (Figure 3), otherwise, use the checkboxes to the left of each file to select individual files. If two or more files are selected, the files will be downloaded as one zip file.



The screenshot shows a web interface for a 'Final Project' Dropbox. At the top, there are instructions: 'Use this dropbox to submit your Excel file for your Final Project. Add your last name then first name to the beginning of the filename please. So, the filename should be: lastname firstname Final Project'. Below this is a 'Grade Drop Box' link and a note: 'To upload a file use the "browse" button.' There is a 'File:' field with a 'Browse...' button, the text 'No file selected.', and an 'Upload the File' button. Below that are 'Download Selected' and 'Delete Selected' buttons. A table lists files with columns: 'FileName', 'Sender', 'Date/Time Submitted', 'Share All', and 'Grade'. A red callout bubble points to the 'Select All' checkbox in the 'FileName' column, containing the text: 'Click the **Select All** checkbox to select all the files in the dropbox'.

<input checked="" type="checkbox"/>	FileName	Sender	Date/Time Submitted	Share All	Grade
<input checked="" type="checkbox"/>	Final Project	Cook, James	03/19/2012 09:37:14 PM		Grade (50.00)
<input checked="" type="checkbox"/>	Final Project	DeLima, Fran	03/21/2012 08:16:20 PM		Grade (47.00)
<input checked="" type="checkbox"/>	Final Project	Kahana, Duke	03/21/2012 05:24:37 PM		Grade (50.00)
<input checked="" type="checkbox"/>	Final Project	Koi, Lily	03/20/2012 09:19:47 PM		Grade (47.50)
<input checked="" type="checkbox"/>	Final Project vvaianaexlsx	Ohana, Malia	03/17/2012 01:37:56 AM		Grade (50.00)
<input checked="" type="checkbox"/>	Final Project Platt.xlsx	Platt, Zippy	03/16/2012 08:35:06 PM		Grade (45.00)
<input checked="" type="checkbox"/>	Final Project Koi.xlsx	Waianaex, Cliff	03/19/2012 01:14:23 PM		Grade (45.00)

Figure 3

- Click **Download Selected** to download selected files to one zip file (Figure 4).



The screenshot shows the same 'Final Project' Dropbox interface as Figure 3. A red callout bubble points to the 'Download Selected' button, containing the text: 'Click **Download Selected** to download files to a zip file'.

<input checked="" type="checkbox"/>	FileName	Sender	Date/Time Submitted	Share All	Grade
<input checked="" type="checkbox"/>	Final Project Kahana.xlsx	Cook, James	03/19/2012 09:37:14 PM		Grade (50.00)
<input checked="" type="checkbox"/>	Final Project Ohana.xlsx	DeLima, Fran	03/21/2012 08:16:20 PM		Grade (47.00)
<input checked="" type="checkbox"/>	Final Project Cook.xlsx	Kahana, Duke	03/21/2012 05:24:37 PM		Grade (50.00)
<input checked="" type="checkbox"/>	Final Project DeLima.xlsx	Koi, Lily	03/20/2012 09:19:47 PM		Grade (47.50)
<input checked="" type="checkbox"/>	Final Project Waianaex.xlsx	Ohana, Malia	03/17/2012 01:37:56 AM		Grade (50.00)
<input checked="" type="checkbox"/>	Final Project Platt.xlsx	Platt, Zippy	03/16/2012 08:35:06 PM		Grade (45.00)
<input checked="" type="checkbox"/>	Final Project Koi.xlsx	Waianaex, Cliff	03/19/2012 01:14:23 PM		Grade (45.00)

Figure 4

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- When prompted to Open or Save, select **Save** (Figure 5).

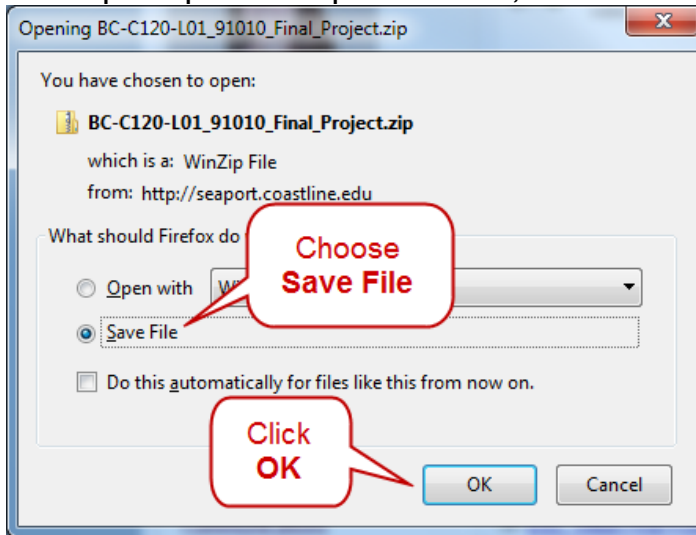


Figure 5

- Navigate to the location on your computer where you want to save the file and click **Save** (Figure 6). Notice that the file name includes the course ID, CRN, and name of the dropbox.

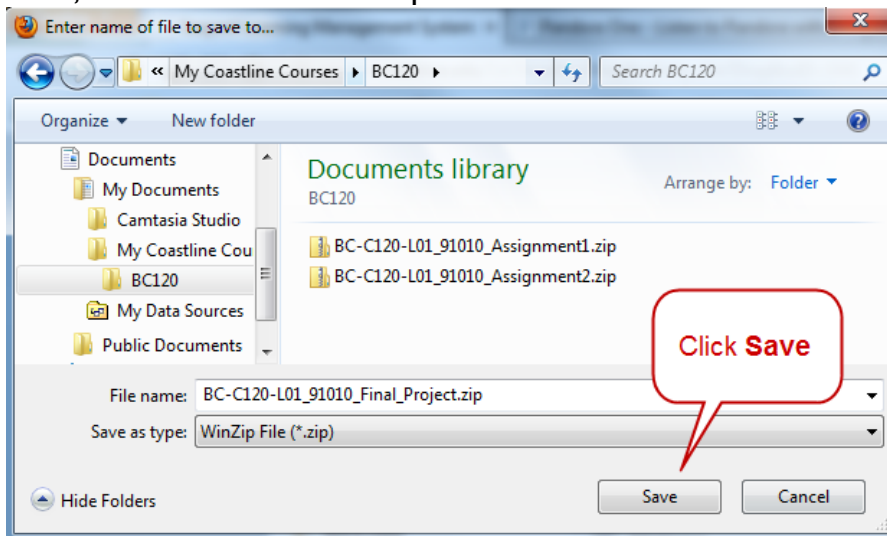


Figure 6

The selected files have been compressed into one zip file and saved to the computer.