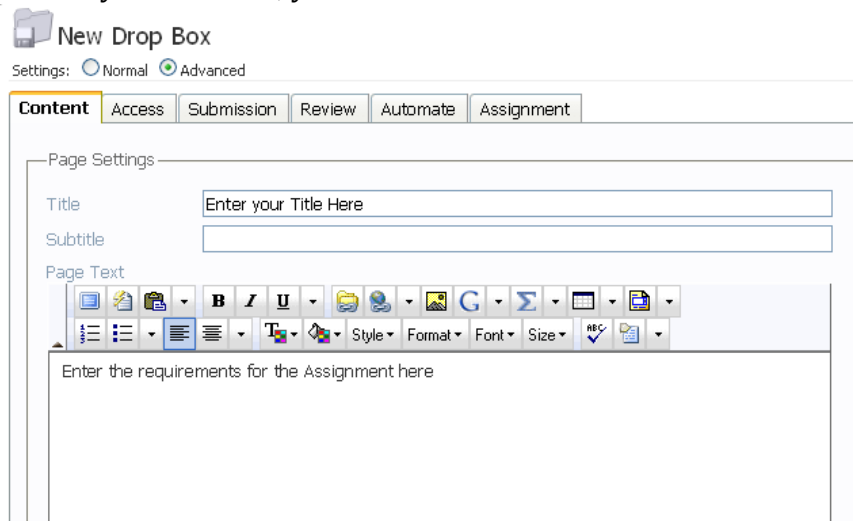
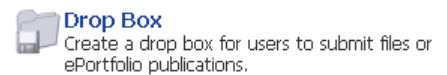


## How to use the Drop Box

Some assignments require a student to submit an assignment to the instructor, and the best way to do so within eLearning is with a Drop Box. First, log into eLearning and open your course space. Next, go to the Lessons tab and go to the folder in which you want to add the Drop Box. Once you have done so, click **Add Content**.



Next, select **Drop Box**. The next page is the basic page for creating an object in eLearning. You enter the title next to **Title**, and the assignment text under the area **Page Text**. Once you are done, you may change the access time for the assignment, change submission settings, and attach it to a gradebook category. Once everything is the way you want it to be, click **Save** in order to save the Drop Box.



Once students have started submitting assignments, the next step is to check the submissions. To do so, find your drop box, hover over it, and click on **submissions**. Next, click **View, Grade or Delete Submissions** to view the submissions. This next page shows all of the submissions for the assignment. This page shows the **User's** name, the **Subject** name, the **Submission Score**, when it was submitted and the **IP Address** from which it was submitted.



You can click **View** to view the submission, **Grade** to grade the submission or **Delete** to delete the submission. If you click **Grade**, you can also view the submission rather than having to go back and forth between View and Grade. When grading, all you have to do is enter the grade number beneath where it says **Grade**, add any necessary remarks, and click **OK**.



Display Filters

View: 25

	User	Subject	Submissions Score (100 pts)	Submitted	IP Address
View Grade Delete	[REDACTED]	Submission		[REDACTED] 1:25:20 PM	[REDACTED]