

# Student Dropbox (Assignment Submissions)

With Online Assignment Return (Authentication Required)

1. Select the **Home -> Assignment Submissions** page.
2. Click on the pencil icon.

COURSE SITE ADMIN [x] MyGSD ENTER DESIGN VIEW  
Logged in as: John Harvard  
logout | my account | [x]  
My Links: [x] [Edit]

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Assignment Submissions  
Student Dropbox

Dropbox	Open Date	Close Date
Assignment One		

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3. Select **Create Dropbox** and enter the dropbox title. To set start and end dates, check **Timed**. Then click on **Create**.

\* Create Dropbox Order Dropboxes Edit Description View By Student

Files uploaded to the dropbox tool have an impact on the site quota. You may check if there is enough space remaining on this course iSite by viewing the Site Admin, Site Reports page. If you have questions, please contact your course iSite support contact.

Select Dropbox  View Details

Dropbox	Close Date	Actions
Assignment One		Properties Delete

4. Once a dropbox has been created you can:
  - + Edit its properties (title and display schedule) or delete it
  - + Add a description
  - + View content by dropbox or by student

Create Dropbox

Title

Timed  Is this a timed folder?

This is a minor update (notifications of changes will not be sent)

[Create] [Cancel]

To return to the default view, click on **View All Dropboxes**.

[Dropbox List] / Assignment One

Student Submissions  Show all comments

Student	File Name	Title	Size	Date	Actions
Harvard, John (jharvard1@gsd.harvard.edu)	<input type="checkbox"/> sample document.docx		9.65 KB	30 Jun 10, 15:30	* Comment Delete

\*  Download Selected  Download All

5. To download files, select individual files or files for a specific section or group and click on **Download Selected**, or click on **Download All**.
6. To return an assignment with your comments, click on **Comment**. Add your note and attach a file. Then click on **Submit**.

Add Comments

For file **sample document.docx** submitted by student Jane Harvard

Note: This space is for private communication between the instructor and student about this file.

Instructor Note

\* Interesting work, needs more development.  
Please see attached file.

File

Path: p

This is a minor update (notifications of changes will not be sent)

- Do not use these characters in your filenames: () < > { } , ; : ' ' ? & # [ ] / + %  
- No single file may be more than 100mb.  
- Zip files cannot contain more than 500 individual files and directories.