

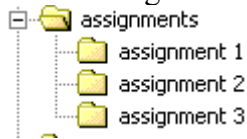
Effective Use of the Digital Drop Box – Points for Discussion

- Ensure students understand that they must use “Send File” to send files to Teachers, using “Add File” is not enough.

Digital Drop Box



- Require students to include their names in the title of any document sent to you through the Digital Drop Box. That way you won't have to rename files to save them. For example, the document title should **not** be “assignment.doc”, it should be “smith_assignment.doc”.
- Set up folders on your local hard drive **by assignment** for you to download student assignments.



- Use the Digital Drop box to **send** documents to students at the start of an assignment.

Rather than have the students download a document from, say, Course Documents, have them pick up a document that you have created and sent to all (or selected) students through the Digital Drop box. This has the advantage of having the students download and upload their assignments in the same place.

- Use Shift-Click in the Send window to select multiple users.
- You probably would want to give them a direction to rename the file to include their names as they download it, something like this:



Template for Assignment

Posted on: Fri Dec 14 03:37:43 2001

Comments: This is the template for your assignment. Please add your name to this file when you download it.