

How to use your drop box for your class.

This will allow your students to drop papers and homework in the drop box for you to grade throughout the year.

- 1.** Enroll in drop box on the Internet. **www.dropbox.com**
2. Place the drop box also on your computer.
 - a. Once you have done this you will find it located under My Documents.
 - b. Create a folder for your class. Example: English 1st Period
 - c. In a few seconds the computer will place this same folder on the Internet in your drop box.
3. Go to your drop box on the website
4. You will find the folder you just created.
5. Place the mouse on that folder and right click and a pull down window will appear. Choose Share Link.
 - a. Type or copy and paste the emails of your students you wish to use this drop box.
 - b. You may place a comment for your students to read upon receiving this shared folder.
6. Students must create a drop box also on the Internet. The folder you created will automatically appear on their computer once they accept your email.
7. When students create their assignments.
 - a. Their name must be in the header and name of the assignment.
 - b. The name of the document should be their last name and first letter of their first name. So no two documents have the same name.
 - c. Save their work in the following folder on their computer
Example: English 1st Period which was created by you.
8. Their work will automatically appear on the Internet in your shared folder.