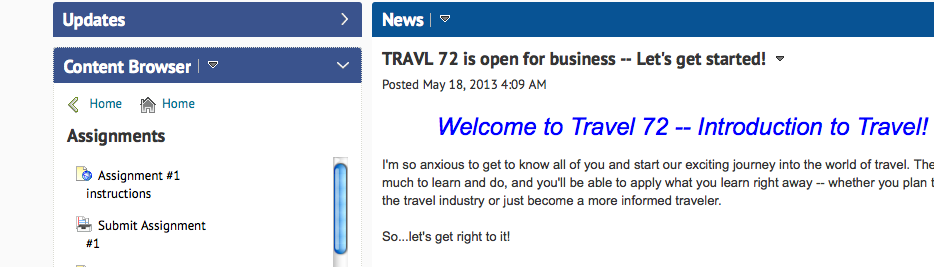
Assignments and the Dropbox

If you have not already done so, you should create a module called “Assignments” that will appear under the Content Browser menu. To create a new module, go to “Edit Course,” select “content,” and from the pull down menu for “Add Content,” click on “New Module.”

All instructions for written assignments will reside as topics under the “Assignments” module. Under each instruction topic will be a corresponding link to the Dropbox; e.g., “Submit Assignment #1”, which is where students will submit the assignment. The Dropbox item will also need to be associated with a grade item. The following instructions will describe how to set this up.



# 1. Create instructions for an assignment

## How to create a New Topic with instructions for an assignment (when instructions exist as an HTML course file):

* On the drop down menu for “Course Materials,” select “Content,” which will take you to “Manage Content.”
* Locate the parent module where you want to add the topic. When you are adding instructions for written assignment, the module name will typically be “Assignments.” The parent module title will be displayed in black font. Click the down arrow for the module and choose “new course file”.
* Type in the title of the topic you want to add to the module. For assignments, this will typically be “Assignment #1 Instructions” or something similar.
* Click the Browse button, which will take you to see the list of course files from which to choose. HTML files will be underlined.
* Click the radio button for the HTML file you want to copy into the text box.
* Select the file
* Save & Close
* The new topic should be added to the list of content topics under the parent module (in the Content browser)

# 2. Next, you will associate the assignment instruction topic with the Dropbox (where the students will submit the assignment) and a Grade item.

* Click “Content” if you aren’t already on the “Manage Content” page
* On the “Manage Content” page click the drop down menu for “Add Quicklink” and select “Dropbox”
* Click “Create a Dropbox”
* Type in the name of the folder; e.g., “Submit Assignment #1”
* Click on “new grade item” (under “Grade Item”)
* Give the grade item a name; e.g., “Assignment #1”
* Type in the maximum number of points, and click the “Save” button
* You will then need to fill in the “out of” box, which is the maximum number of points for the assignment
* Type in some brief instructions; e.g., “Submit Assignment #1 in the Dropbox. Assignment #1 should be written in Word format (.doc, .docx, or .rtf)
* Click on “Save and Close” button

## 3. Finally, you will need to add a Quicklink for the Dropbox so that students can easily submit their assignment. This Quicklink will also appear as a topic in the “Content Browser” menu, just under the Instructions for the assignment. (See screen shot on page 1 of this document.)

* “Course Materials”
* “Content”
* Add Quicklink
* From the Dropbox drop down menu, choose the Dropbox you just created above
* Click the “Insert” button at the bottom of the pop up screen
* Choose the parent module (which would be “Assignments”)
* Save and Close

## After going through this process, make sure the links are all there and working as they should.

To log in as a student and test it out, make sure you have added at least one Demo Student to your class list.

Username: LMCStudent01

Password: LMCStudent01