What is a dropbox?

In **FoxFiles**, professors and administrators can set up a dropbox so that students can upload files but cannot see other students' files.

Note: In **FoxTALE**, professors can also set up a drop box by creating an assignment with type **Advanced Uploading of Files**. FoxTALE allows students to upload a file with a maximum file size of 30MB. FoxFiles allows larger files.

Setting up a Dropbox

1. Log in to FoxFiles (foxfiles.georgefox.edu), and click the **New Dropbox** button.

2. Enter a title for the dropbox, and enter an optional description. You can designate automatic open and close dates and times for the dropbox. To leave the dropbox open always, don't enter open or close dates and times.

    Click **Next**.

3. There are two permissions levels for dropboxes: **administrators** and **submitters**.

    This screen allows you to add submitters (students). You can do this later if you prefer.

    Type in part of the person's first or last name, and click **Find**. Click the person to select him or her, and click the **Add User/Group** button.

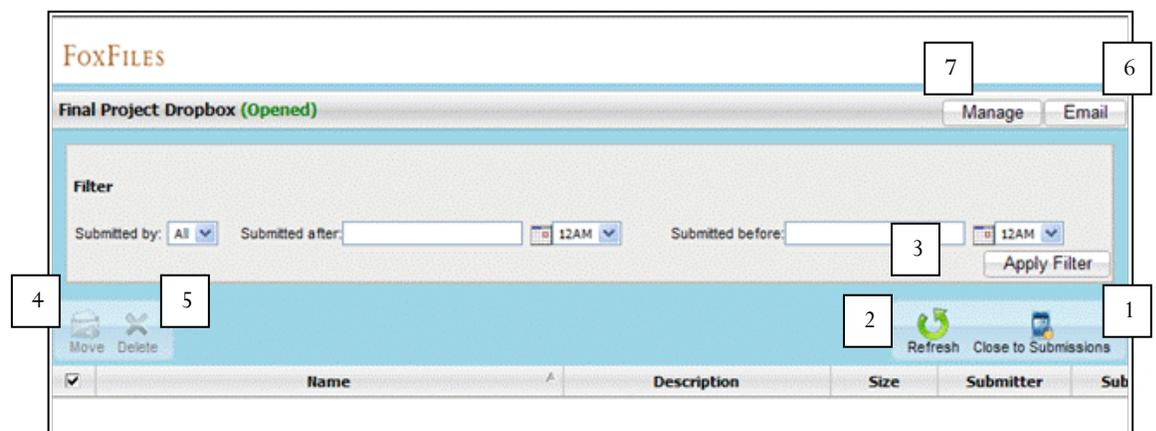   Continue to add as many submitters as needed, and then click **Finish**.

4. You'll see a message that the dropbox was created successfully. Click **Launch** to open it.

5. The **Launch** button opens the dropbox in a new browser tab or window. You'll see any files that have been submitted.

   You can also open the dropbox at any time in FoxFiles by double clicking the dropbox name.

In the dropbox, you can:
1. Manually close or open it to submissions.
2. Refresh the dropbox file list.
3. Apply a filter to view a particular student's work or to filter on submission date. Once you have selected your filter options, click the **Apply Filter** button to view the results.
4. Move any files in the dropbox to another location.
5. Delete any files in the dropbox.
6. E-mail a link by clicking the **Email** button.

7. Use the **Manage** button to:
    o Change the dropbox title or description (under **Details**)
    o Change the automatic open or close date and time (under **Details**)
    o Add or remove **submitters** (students)
    o Add or remove **administrators** (you and others who can view, move, modify, or delete any submitted content)

Managing and Administering the Dropbox

After you have set up your dropbox, you can continue to make changes as needed.

Managing the Details

1. Log in to FoxFiles, and navigate to the dropbox you wish to manage.
2. Double-click the selected file (e.g. my_dropbox.xapp) to launch the dropbox.
3. Click the **Manage** button.
4. Click the **Details** link.
5. Change the **Title** of the dropbox. A title is required.
6. Create or modify the optional **Description** of the dropbox.
7. The **URL** of the dropbox is listed and may be copied to an email or for other use.
8. The dropbox is listed with a status of opened or closed.
9. Change or create the **Auto open date and time** using the calendar icon and drop down menu.
10. Change or create the **Auto close date and time** using the calendar icon and drop down menu.
11. Click the **Apply** button to save applied changes, or click the **Exit** button to

exit.

Adding Submitters

1. Log in to FoxFiles, and navigate to the dropbox you wish to manage.
2. Navigate to the dropbox you wish to manage.
3. Double-click the selected file (e.g. my_dropbox.xapp) to launch the dropbox.
4. Click the **Manage** button.
5. Click the **Submitters** link.
6. Click the **Add User/Group** button to add submitters.
7. Click the **Apply** button to save applied changes, or click the **Exit** button to exit.

Removing Submitters

1. Log in to FoxFiles, and navigate to the dropbox you wish to manage.
2. Navigate to the dropbox you wish to manage.
3. Double-click the selected file (e.g. my_dropbox.xapp) to launch the dropbox.
4. Click the **Manage** button.
5. Click the **Submitters** link.
6. Click the checkbox associated to the user or group you wish to remove.
7. Click the **Delete** button.
8. Click the **Apply** button to save applied changes, or click the **Exit** button to exit.

Adding Administrators

1. Log in to FoxFiles, and navigate to the dropbox you wish to manage.
2. Navigate to the dropbox you wish to manage.
3. Double-click the selected file (e.g. my_dropbox.xapp) to launch the dropbox.
4. Click the **Manage** button.
5. Click the **Administrators** link.
6. Click the **Add User/Group** button to add administrators.
7. Click the **Apply** button to save applied changes, or click the **Exit** button to exit.

Removing Administrators

1. Log in to FoxFiles, and navigate to the dropbox you wish to manage.
2. Navigate to the dropbox you wish to manage.
3. Double-click the selected file (e.g. my_dropbox.xapp) to launch the dropbox.
4. Click the **Manage** button.
5. Click the **Administrators** link.

6. Click the checkbox associated to the user or group you wish to remove.
7. Click the **Delete** button.
8. Click the **Apply** button to save applied changes, or click the **Exit** button to exit.

Emailing Users and Administrators of a Dropbox

1. Log in to FoxFiles, and navigate to the dropbox you wish to manage.
2. Navigate to the dropbox you wish to manage.
3. Double-click the selected file (e.g. my_dropbox.xapp) to launch the dropbox.
4. Click the **Email** button.
5. Click the checkbox associated to the user or administrator you wish to email.
6. You may modify the email contents, however, the dropbox location is provided within the email for convenience.

What Students See

You can e-mail a link to the dropbox to students, or add a link to your FoxTALE course site. When students click the link, they will be prompted to log in to FoxFiles. In FoxFiles, students will see the dropbox and the date and time when the dropbox closes (if you have set one):
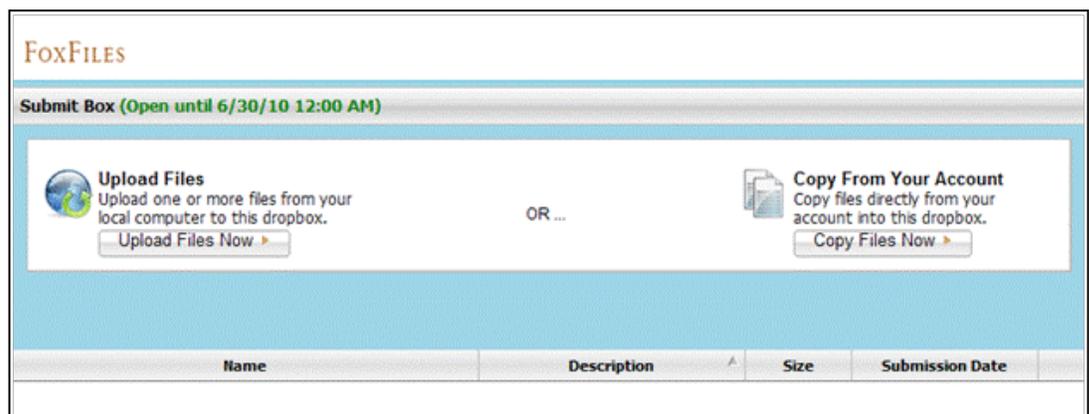
Students can **upload files** from their computer or **copy files** from their FoxFiles accounts. They can also enter an optional description for each file.

After uploading or copying files, students will see their own submissions but not submissions from any other students. Students may view any content they have added to the dropbox; however, they may not modify or delete the content.

Different students can upload files with the same name, and there is no naming conflict. However, if one student wants to replace his or her content, he or she will have to upload a new file with a new name.

As the administrator of the dropbox, you will be able to view, modify, or delete all files submitted. You may also move any files in the dropbox to another location.