# KSU Drop Box: A Guide for Students

The KSU Drop Box is a web-based file sharing system that allows instructors to receive and manage student files. It is perfect for multimedia assignments that are too large for Blackboard Vista or as a central place for student assignments when not using Blackboard Vista.

HOW TO LOGIN

1. There are two ways for you to access the Drop box your instructor created:

    a. Go to https://dropbox.kent.edu, click the **Drop Box List** link under the **For Students** section or the same link in the upper right hand corner of the **drop box home** page, find the appropriate Drop box and click its **Login URL**.
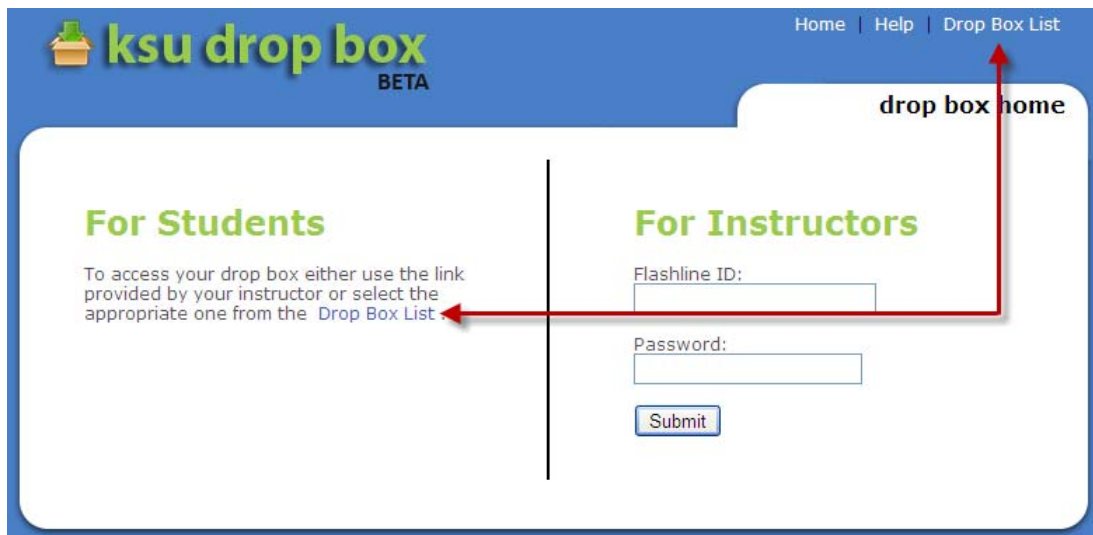
*Note: The **Drop Box List** is organized alphabetically by instructor Flashline ID.*
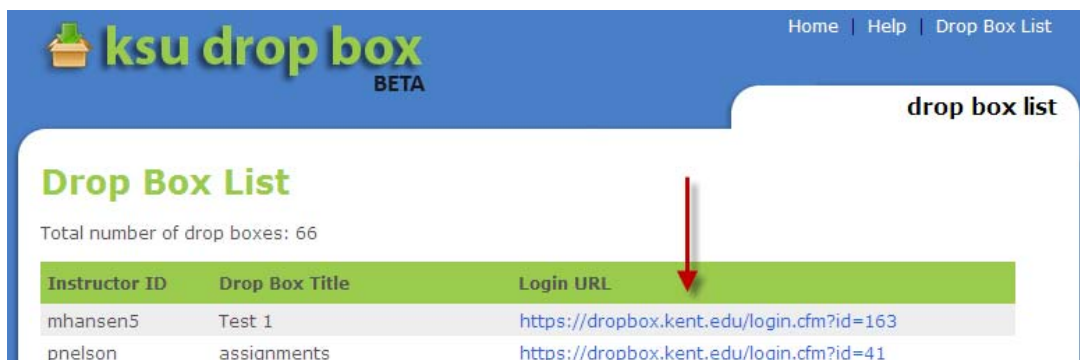
    b. Go to the **URL** your instructor has sent you or the **Web Link** your instructor has posted in Blackboard Vista.

2. Enter the **Password** your instructor has provided and click the **Submit** button. This will **not** be your Flashline password.

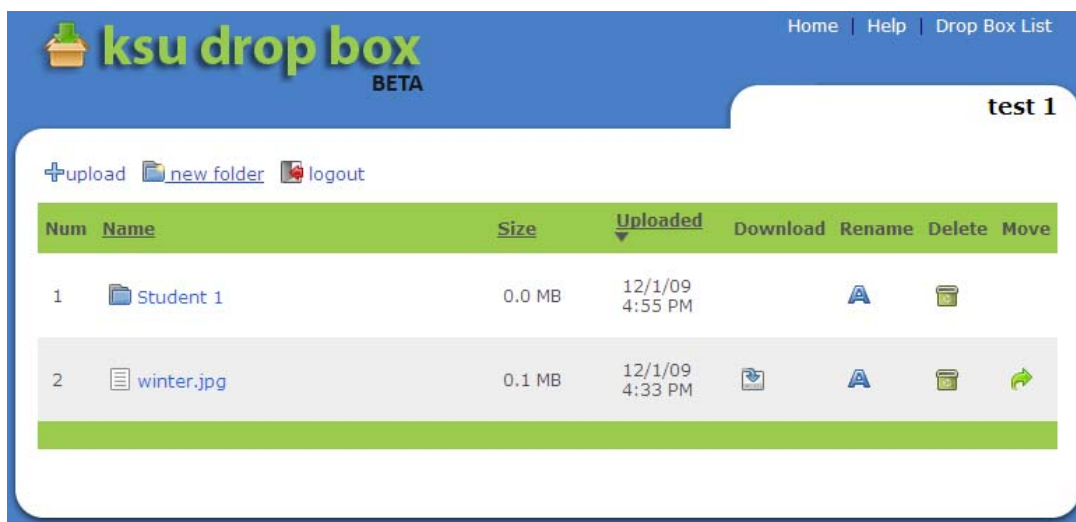3. You are now logged into your instructor's Drop box.
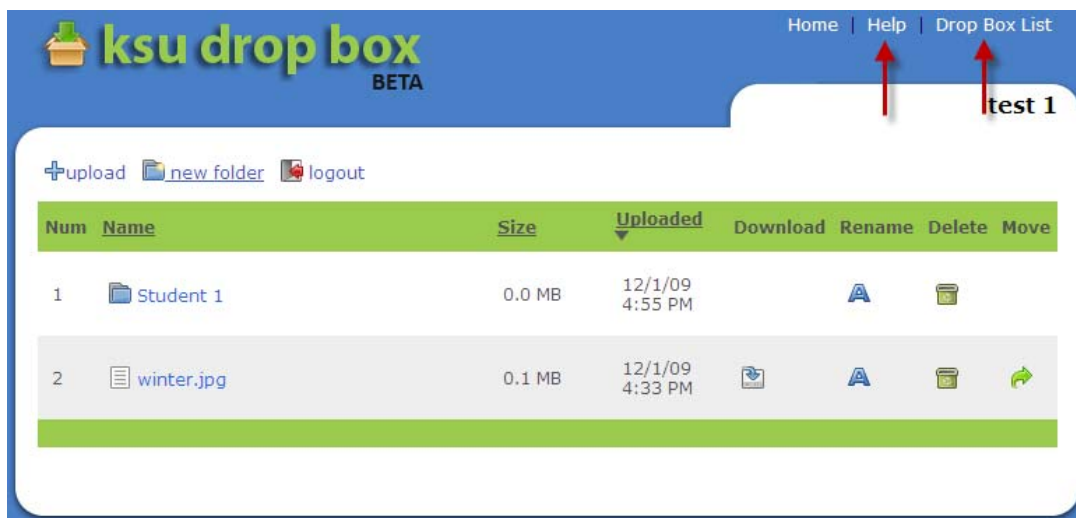
4. If you need to access another Drop box, you may access the list at anytime by clicking the **Drop Box List** link. If you are experiencing technical difficulties with the Drop box system, click the **Help** link to contact the Drop box administrators. Please contact your instructor for any course/assignment related issues.

HOW TO USE A DROP BOX

You may do the following tasks in the Drop box:

- **Upload** – This button allows you to upload single or multiple files to the Drop box. Clicking the **BROWSE** button will allow you to search for the file(s) you would like to upload. A progress bar for each file will appear in the **Upload file into folder** section and will disappear when the upload is complete. A list of accepted file types is shown on the **Upload** page. Click the **back** button to return to the main Drop box page.

- **Record** – This button allows you to record directly into the Drop box from your computer. Make sure to click **Allow** if an **Adobe Flash Player Settings** prompt appears.

- **New Folder** – This button will create a folder with the name you enter when prompted. Only alphanumeric characters and spaces are acceptable for folder names.

- **Logout** – This button will log you out of the Drop box system and return you to the **drop box home** page.

- **Sort** – You may sort the list of folders and files in your Drop box by clicking the **Name**, **Size** or **Uploaded** column headers.

- **Download** – Clicking on the title of a file allows you to download it to the place you indicate on your computer when you click the **Save** button.

- **Rename** – This button allows you to rename the corresponding file or folder. Only alphanumeric characters and spaces are acceptable for folder and file names. The rename function automatically preserves the file extension so you do not need to include it when enter the new name.

- **Delete** – This button allows you to delete the corresponding folder or file. If you delete a folder, all the files contained in the folder are deleted too. Deleted folders and files **cannot** be retrieved.

- **Move** – This button allows you to move the corresponding file into or out of a folder.

*Note: Your instructor may restrict your permissions to **Download**, **Rename**, **Delete**, and/or **Move**. If your instructor has disallowed a permission, the column for that permission will not appear.*