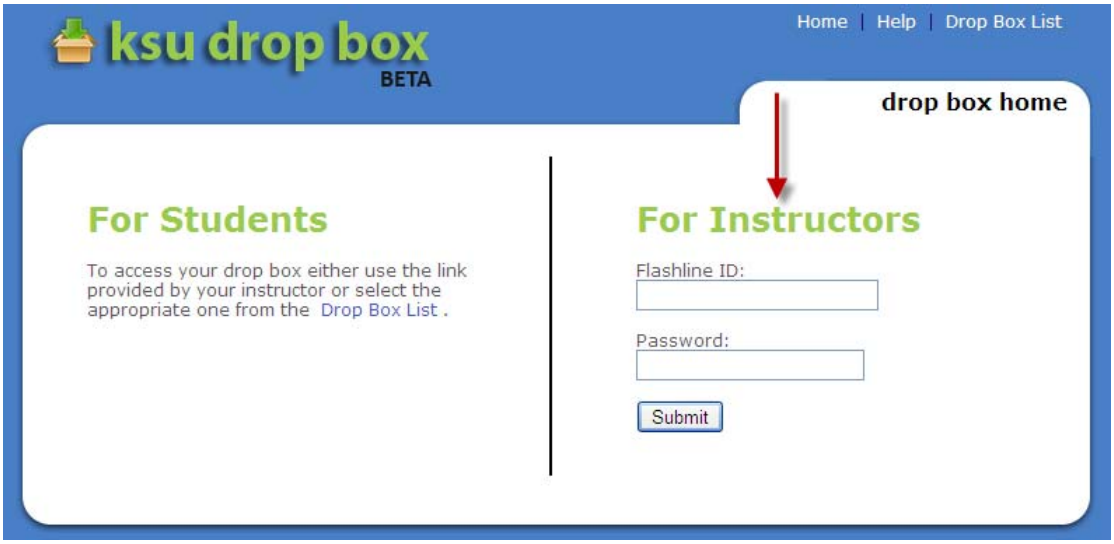
KSU Drop Box: A Guide for Instructors

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. You can create and manage your own Drop Boxes, including student permissions. As long as you have a Drop Box, you will receive notification of any improvements and upgrades to the system.

How To Login

1. Go to https://dropbox.kent.edu and login with your **Flashline ID** and **Password** under the **For Instructors** section.



How To Create A Drop Box

1. After you have logged in, click the **Create a New Drop Box** button on the **drop box settings** page.

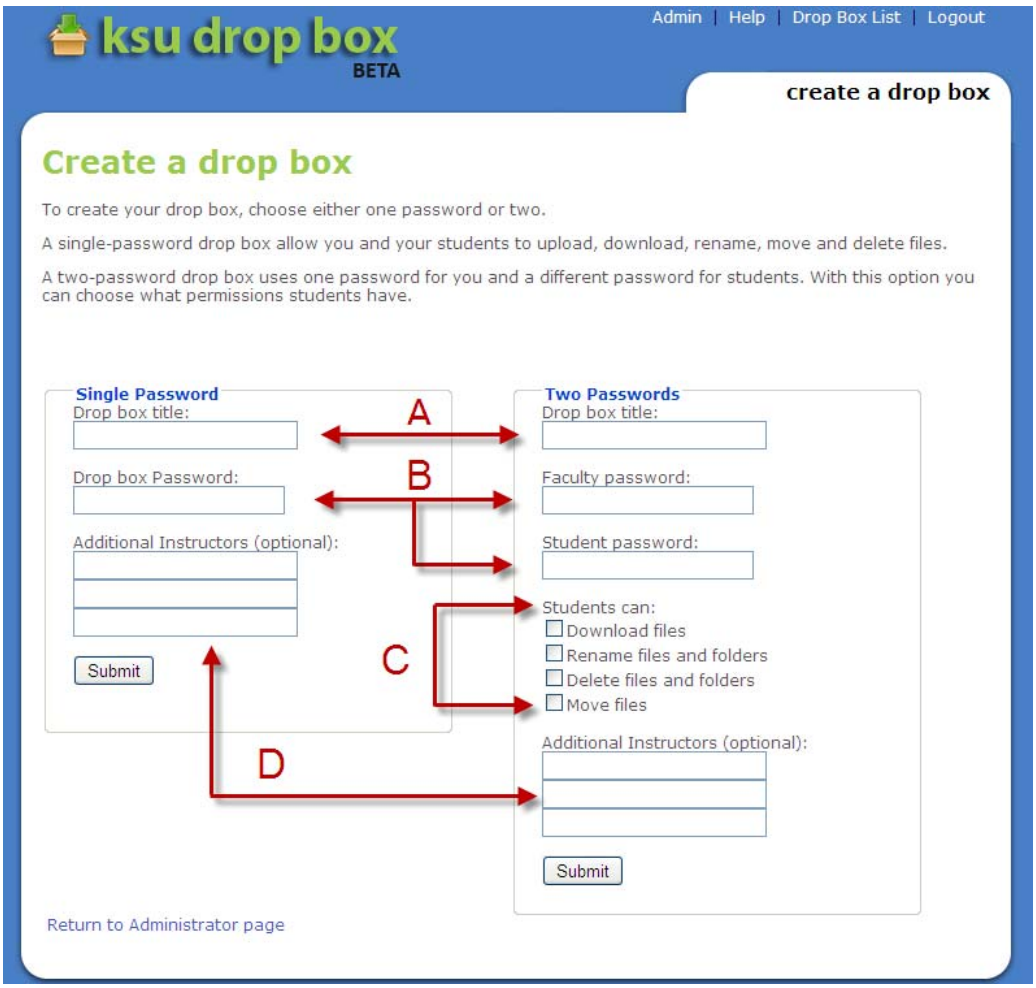
2. Choose a Drop box type, fill out the appropriate form and then click the **Submit** button.

   a. **Drop box title** – This is a required field that will appear as the title of your Drop box.

   b. **Drop box password** – This is a required field. For a **Single Password** Drop box, this password will be used by both faculty and students, who will all have full access to upload files, create folders, download files, rename files and folders, delete files and folders, and move files to and from folders. For a **Two Passwords** Drop box, the **Faculty password** will be used only by instructors who will have full access to the Drop box features mentioned above. The **Student password** will be used by students and will restrict their access to the Drop box features based on the permissions set in the **Students can** section.

   c. **Students can** – This section is only available for a **Two Passwords** Drop box. Add a check to the Drop box features you would like your students to have access to. If you do not add a check to any of the four listed features, students will only be able to upload files and create folders. These permissions can be changed after the Drop box is created through the **drop box settings** page.

   d. **Additional Instructors** – This is an optional section that allows you to add the Flashline ID's of up to three additional instructors to your Drop box. These instructors will be able to edit and manage the created Drop box.



How To Manage A Drop Box

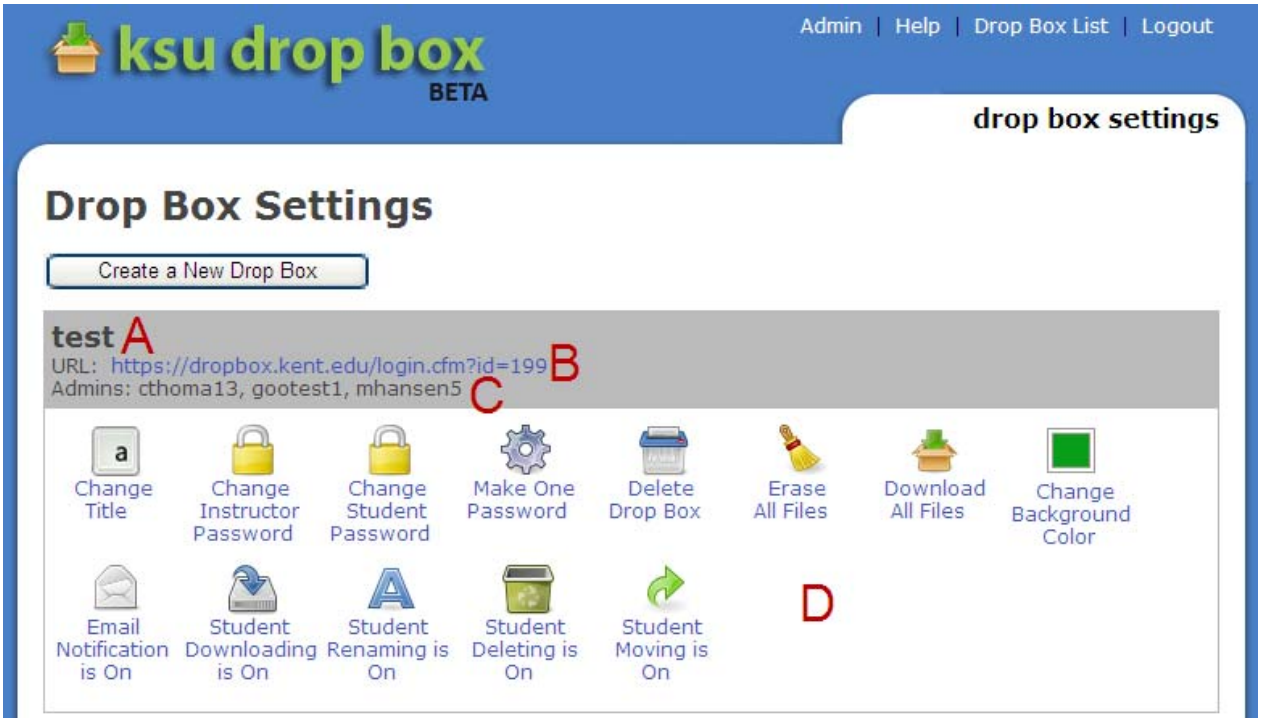
1. Once a Drop box is created it will appear on the **drop box settings** page.

    a. The current title of your Drop box.

    b. The **URL** for this specific Drop box. Share this link with your students by e-mail or posting it in Blackboard Vista. You may click on this link to navigate to the Drop box instead of going through the **Drop Box List**.

    c. The list of **FlashLine IDs** that belong to the **Admins** of this Drop box. **Admins** have access to this Drop box's settings and can make updates or changes.

    d. The buttons that allow you to edit your Drop box settings. The appearance of buttons is based on your current Drop Box settings.



2. You may manage the following settings from this page:

    Change Title – You will be prompted to enter a new title for your Drop box.

    Change (Instructor/Student) Password – You will be prompted to enter a new password for your Drop box. In the case of a Two Password Drop box, you have the option to change both/either the Instructor and/or Student Password.

    Make One/Two Password – You will be prompted to enter new password(s) for your Drop box based on the type you are changing the Drop box to.

Delete Drop Box – Clicking this button will delete your Drop box and all the folders/files it contains. Deleted Drop boxes **cannot** be retrieved.

Erase All Files – Clicking this button will delete all the folders and files contained in the Drop box. Deleted folders and files **cannot** be retrieved.

Download All Files – Clicking this button will allow you to save the entire contents of the Drop box as a .zip file.

Change Background Color – Clicking this button will allow you to change the background color of your Drop box.

Email Notification is On/Off – Clicking this button will change the **Email Notification** status. If **Email Notification** is **On**, you will receive an email to your **@kent.edu** address each time a file is uploaded to the Drop box.

Student Downloading is On/Off – Clicking this button will change the **Download** student permission. An "**On**" status indicates that the student currently has permission to **Download** and clicking the button will remove this access, changing the status to "**Off**".

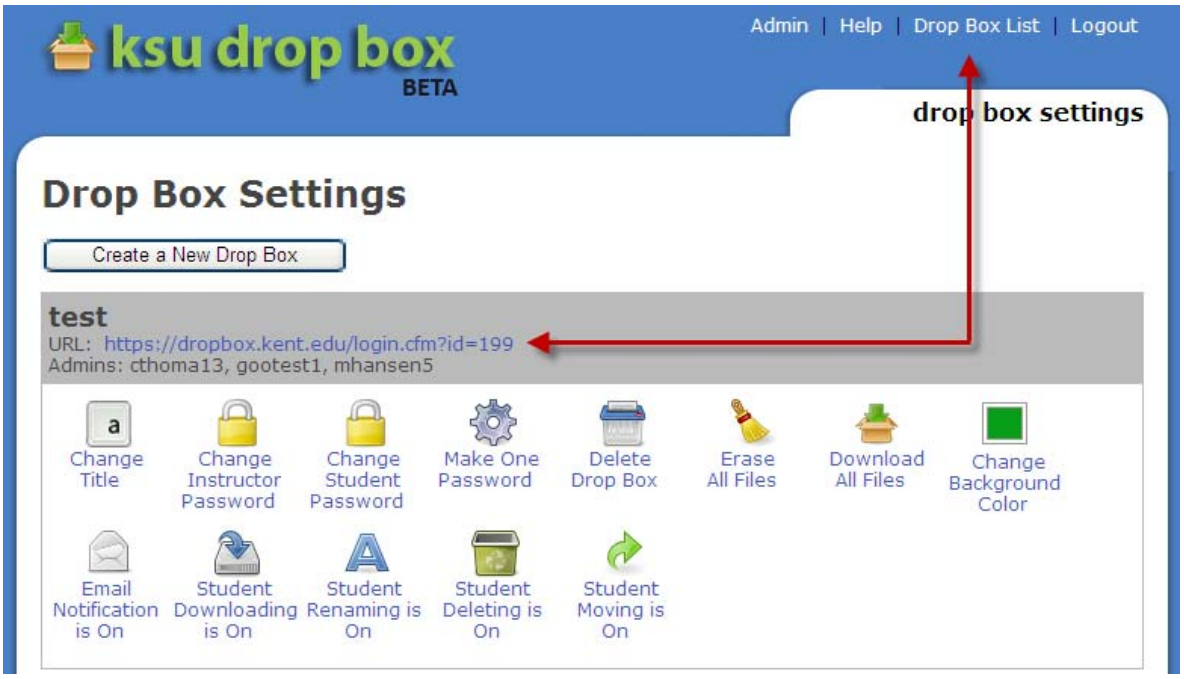
Student Renaming is On/Off – Clicking this button will change the **Rename** student permission. An "**On**" status indicates that the student currently has permission to **Rename** and clicking the button will remove this access, changing the status to "**Off**".

Student Deleting is On/Off – Clicking this button will change the **Delete** student permission. An "**On**" status indicates that the student currently has permission to **Delete** and clicking the button will remove this access, changing the status to "**Off**".

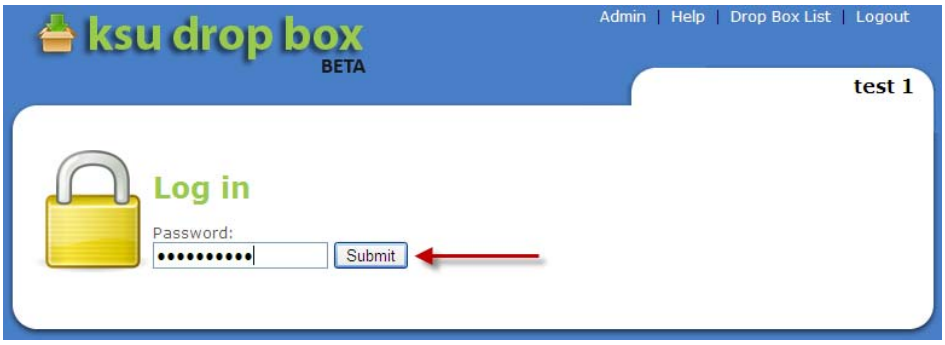
Student Moving is On/Off – Clicking this button will change the **Move** student permission. An "**On**" status indicates that the student currently has permission to **Move** and clicking the button will remove this access, changing the status to "**Off**".

How To Use A Drop Box

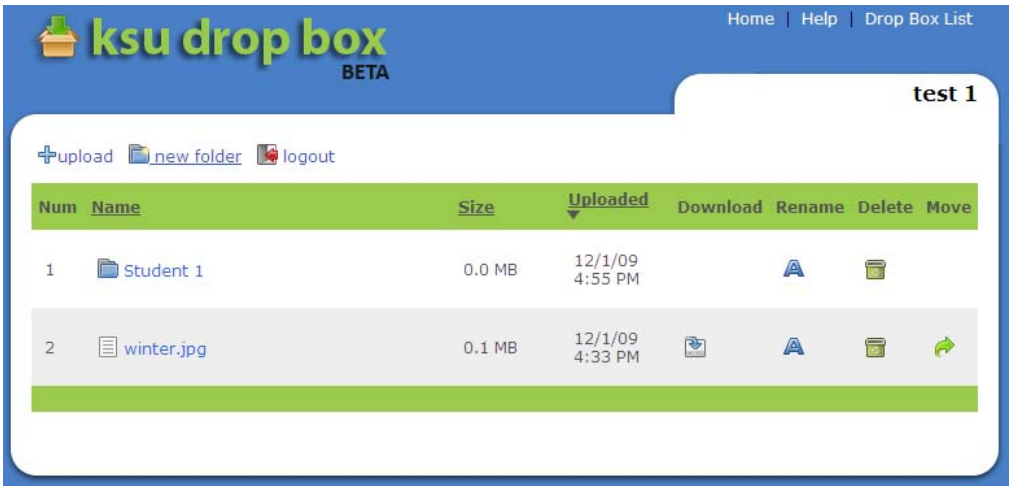
1. Find and click your Drop box **Login URL** in the **Drop Box List** or click the **URL** from your **drop box settings** page.



2. Enter the **Password** or **Instructor Password** you created and click the **Submit** button.



3. You are now logged into your Drop box.



4. 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.

Download Folder – When you are inside a folder, this button appear at the top between **Upload** and **Record**. It allows you to download the folder you are currently in as a .zip file to the place you indicate on your computer when you click the **Save** button.

Note: In a **One Password Drop box, the **Download Folder** button is available to all users. In a **Two Password** Drop box, the **Download Folder** button is available to **only** those logging in with the **Instructor Password**.*

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.