

DropBox Instructions for Staff

1. Login to Novell using your username and password.

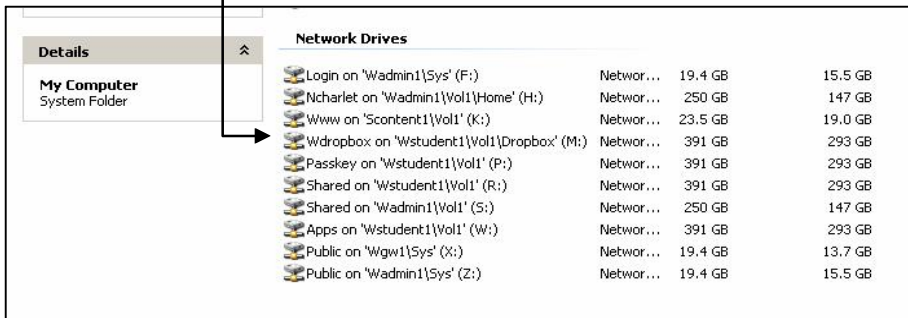
2. Double-Click on the “My Computer” icon on your desktop. →



3. Within the “My Computer” window, locate the entry that is listed as:

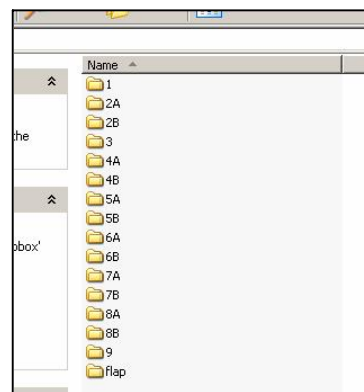
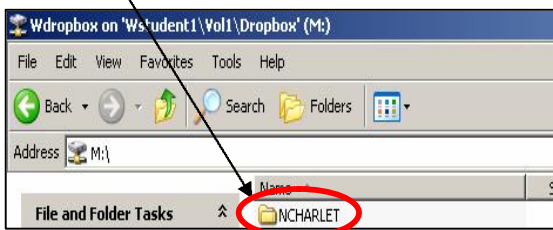
Wdropbox on 'Wstudent1\Vol1\Dropbox' (M:)

-and double-click on it



4. Double-click on your DropBox folder.

You will see a folder list arranged by period number.



5. It is within the period folders that you can locate the files that your students have placed in the drop box folder (*refer to the DropBox instructions for students*). From this point on, you may choose to open the files and view them on the screen, or possibly print them out for your hard copy records.

Other Important Notes:

The purpose of this system is to provide a secure spot for students to turn-in documents electronically.

Each teacher will have a dropbox folder in the M drive with a 250mb storage limit. The M drive is accessible for both students and teachers via the Novell client and netstorage.

How the M drive looks to a student:

- * Students can see all the teacher dropbox folders, but no contents.
- * Students can copy a file to the appropriate subfolder (i.e., period 5a) in any teacher dropbox folder.
- * Students cannot upload a 2nd copy of any file with the same name. If they want to resubmit any file it must be renamed.
- * Students cannot delete the contents of a dropbox folder.
- * Students cannot view the contents of a dropbox folder. It's as if once they drop a file into your folder, the file(s) become invisible to them.

How the M drive looks to a teacher:

- * Teachers can see only their own dropbox.
- * Teachers have full rights to their own dropbox, including the ability to delete any or all contents.