

## Creating and Using an ANGEL Drop Box

### Setting Up the Drop Box

Create the drop box and determine the settings

1. Log in to ANGEL
2. Select the desired course
3. Click on the Lessons tab
4. Click the Add Content Link under the Lessons page title
5. Click on the Drop Box link
6. Content Tab:
  - a. Name the Drop Box
    - i. Suggestions: To match the assignment name in the syllabus. Use one drop box per assignment.
  - b. Add a subtitle with other pertinent information.
    - i. Use this to include a due date
  - c. Add directions.
    - i. These directions will be viewed by the drop box users on the submission screen.
7. Access Tab:
  - a. User Tracking if you would like to run reports on who has not submitted to the drop box.
    - i. You will always be able to see a list of who did submit
  - b. Set Start and End dates.
    - i. This controls when the students will be able to view the drop box.
8. Submission Tab:
  - a. Max Submissions decides how many times a user can submit to the drop box
  - b. Message Box allows the user to type a message directly into the drop box
  - c. Attachments allows the user to attach a saved document to the drop box
  - d. Make submissions anonymous only if it isn't going to be graded
9. Review tab:
  - a. User Review = Normal. This means each student will be able to review their own submission after the document has been submitted.
  - b. User Review = Peer Review. This allows all of the material in the drop box to be viewed by everyone in the course. As stated this works well for peer reviewed papers and can be associated with a discussion board for group discussions.
  - c. User Review = Disabled. When this option is selected only a course editor will be able to review the drop box contents after submission.
10. Assignment Tab:
  - a. If this drop box item is associated with an item in the gradebook choose the correct assignment from the assignment drop down menu.
11. Press Save to complete the dropbox

## Directions for Students

### Naming Conventions

Having each student name the document a designated way will help when sorting through the results.

1. Have the file that is being dropped include the student's last name and assignment name.
  - a. Example: Smith\_Assignment\_Name
2. When the student enters the drop box he/she will need to create a drop box entry. This will require a title. Have each student use the Assignment name and the title of his/her paper for the title
  - a. Example: Assignment 1: A Comparison of Fredonia and Dunkirk

### Directions to Share

These can be placed on the syllabus, uploaded to ANGEL, and/or placed in the drop box directions field.

1. Save your file with the following name. YourLastName\_AssignmentName
2. Log in to ANGEL click on "Course Name". Then click on the Lessons tab (Give course name)
3. Click on the drop box called "assignment name." (Give drop box name)
4. In the Title field include the name of the assignment and your topic. (you may want to give an example)
5. Before uploading your file to the drop box make sure that the file name matches the naming conventions specified above.
6. To upload the saved file to the drop box press the Attachments button.
7. Press Browse, locate your file, and press Open
8. Press the Upload File button
9. Press the Finished Button
10. Review the information that you have added to the drop box. If this is the correct, press the Submit button.
11. You will then see a Submitted Successfully message. Press OK to complete the process.

## Grading

### Entering Grades in the Drop Box

Even if you are not using the gradebook you will be able to post grades and write comments that the students can view on ANGEL.

1. Select the paper to be graded
2. To read the attachment click on the link and open the file
3. Place the final grade in the Grade field
  - a. To change the point value the assignment must be entered in the gradebook
4. Add any comments and notes to the Remarks field
5. You may choose to email these results to the student. Checking the "Send as mail message to user" will send the grade, remarks, and attachments to the students ANGEL account and SUNY Fredonia email account.
6. Press OK when finished to save the grade, remarks, and attachments.

### **Downloading All Submissions**

You can download all the submissions at one time to your computer, grade them using the commenting section below, and then upload them back to the drop box.

1. Click on the Utilities link for the Drop Box
2. Choose Download Submissions
3. In the Download drop down menu choose All Submissions
4. Press Download
5. Press Save and choose where to save the zipped folder
6. Open the zipped folder and you will see a folder for each student submission

### **Commenting on the Paper**

Using Microsoft Office Word 2007's Commenting option will allow you to comment directly on a student's paper and then digitally return it to him/her. You will need to Open the file, Comment on the document, Save the file, then Attach it to the drop box entry.

1. Open the student's file
2. Highlight an area of the paper to make a comment on
3. Select the Review tab
4. Select the New Comment button in the Comments section.
5. Type the comment in the provided area.
6. Save the paper
7. Go to the students drop box entry
8. Under the Grade and Remark fields press the Attachments button
9. Press Browse, locate your file, and press Open
10. Press the Upload File button
11. Press the Finished Button
12. Press OK to complete the process.