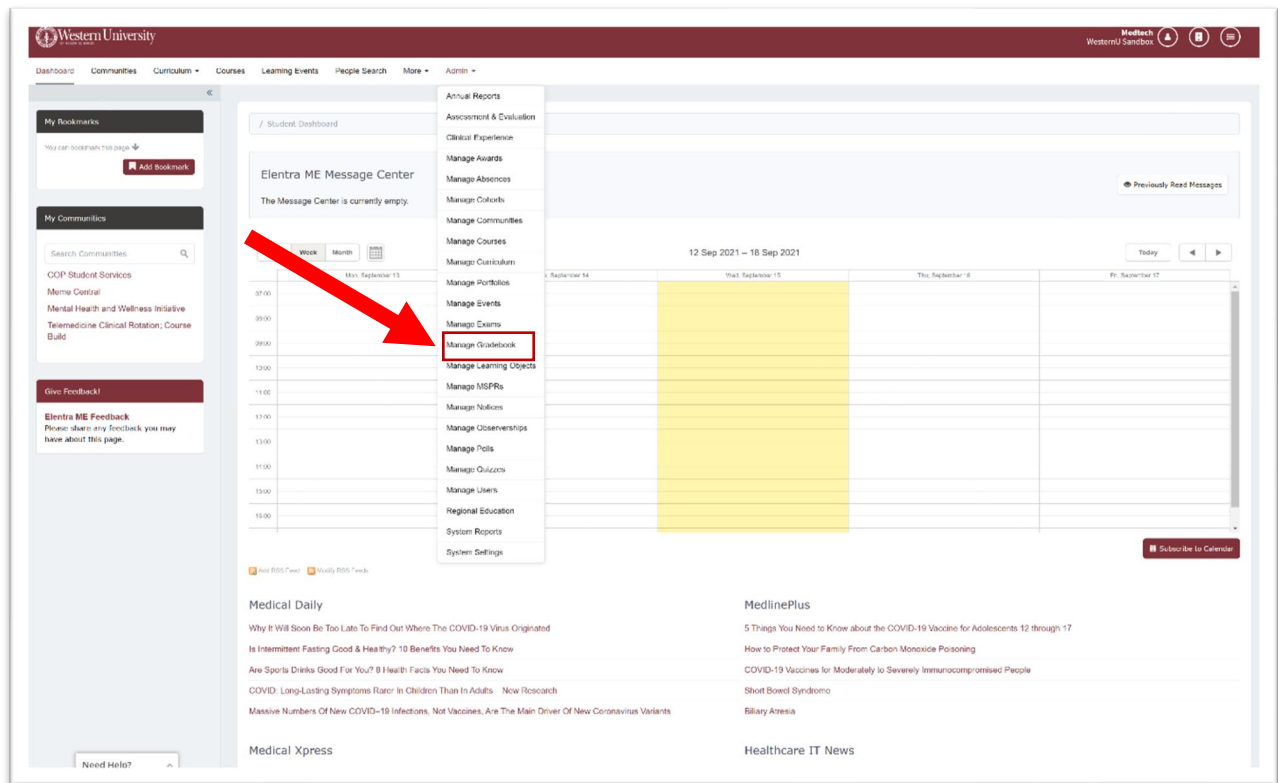


## How To | Creating a Drop Box in Elentra

### How to:

The Drop Box is used if the faculty wish to have students submit a document for grading. The following steps will walk users through creating a Drop Box for the assignment.

- From the Dashboard, navigate to **Admin** and in the dropdown, menu select **Manage Gradebook**



- Manage Gradebook** will now display a list of courses and their gradebook.

# How to: Creating a Drop Box in Elentra

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/ Courses

## Manage Gradebooks

Search Gradebooks...

Category	Code	Name
Semester 1	005	Test Course 1
Semester 2	2100	Test
Semester 1	400	Vet Med
Semester 2	8675300	CETL Test Course 3
Semester 1	CVM 5000	Veterinary Basic and Medical Sciences I
Semester 2	CVM 5001	Vet Med Intro
Semester 1	CVM 5040	Veterinary Issues I
Phase 1	HSCI 5020	Grant Proposal Writing
Phase 1	HSCI 5100	Learning theories and student behaviors
Phase 1	HSCI 5102	Principles of Instructional Design

Showing 10 of 10 total gradebooks

- Click on the course you would like to add a Drop Box to and you will be taken to the course gradebook.

/ Courses / CVM 5001 / Gradebook Assessments

## Semester 2: Vet Med Intro

Setup Curriculum Tags Content Enrollment Groups **Gradebook** Reports

### Gradebook Assessments

Period: Spring 2020 - January 6th, 2020 to May 18th, 2020

Search Assessments  
Type here to begin to search...

Add New Assessment

Assessment	Points	Weight	Due Date	Assignment	Edit
Reflections		30%	Tue Jul 20/21 11:59pm		
Reflection #1	10	-100%	Tue Jul 20/21 11:59pm	View Drop Box	
Quizzes		30%	Mon Dec 07/20 3:00pm		
Orientation Quiz		-33.33%	Mon Dec 07/20 3:00pm	Add Drop Box	
Quiz 1		-33.33%	Mon Dec 14/20 12:00am	Add Drop Box	
Quiz 2		-33.33%	Fri Dec 18/20 12:00am	Add Drop Box	
Projects			Sat Dec 12/20 12:00am		
Reflection Paper #1		-25%	Fri Dec 12/20 12:00am	View Drop Box	
Final Paper		-25%	Fri Dec 12/20 12:00am	View Drop Box	
Project		-25%	Wed Dec 09/20 12:00pm	Add Drop Box	
Paper		-25%		Add Drop Box	
Discussion Board	5	20%	N/A	Add Drop Box	

Total Weight: 130%

Delete Selected Copy Selected Add to Collection Grading Scale: None Grade Spreadsheet Export Grades

- Select the assessment/assignment you would like to add a Drop Box to and click **Add Drop Box**



The screenshot shows the 'Add Assignment Drop Box' configuration page in Elentra. The breadcrumb trail is '/ Courses / CVM 5001 / Gradebook / Add Drop Box'. The course is 'Semester 2: Vet Med Intro' for 'Spring 2020 - January 6th, 2020 to May 18th, 2020'. The 'Gradebook' tab is selected. Under 'Assignment Drop Box', the 'Submission Options' section has three checkboxes: 'Allow learners to upload more than one file.' (unchecked), 'Add a dashboard notice for learners who are required to submit' (unchecked), and 'Allow learners to upload new revisions after their initial upload.' (checked). The 'Allow graders to see the name of the learner they are grading.' checkbox is also checked. The 'Due Date' is 'Wed Dec 16/20 12:00pm (from gradebook assessment due date)'. The 'Turnitin' section has an unchecked checkbox 'Enable Turnitin for this assessment to check submissions for plagiarism'. The 'Time Release Options' section has two checkboxes: 'Viewable Start' (unchecked) and 'Viewable Finish' (unchecked), each with a time selector set to '12:00 AM'. A 'Cancel' button is on the bottom left and a 'Save' button is on the bottom right.

You will now find a list of settings you can enable or disable.

1. **Submission Options:**
  2. **Allow Learners to upload more than one file:** can be useful if students are submitting pictures or documentation of an experience. The maximum number of files a student can upload also limits how many files can be handed back.
  3. **Add a dashboard notice for learners:** this will generate a Dashboard notice, including the assessment due date and a link to the drop box, and display it to the learners responsible for the assessment.
  4. **Allow Learners to upload revisions:** will allow students to replace an existing file with a newer one.
  5. **Allow graders to see the names of learners they are grading:** can be unchecked if you wish graders to work without knowing learners' identities.
  6. **Submission due date:** If you have set an assessment due date, the submission due date for the drop box will match it. If you change the assessment due date, the assignment submission due date will automatically be adjusted.
  7. **Turnitin:** If your institution has an agreement with Turnitin and is using Elentra's Turnitin integration, you can optionally add additional settings to your drop box.
  8. **Time Release Options:** Set the time release for a Viewable Start and Finish, which will control when the drop box will be visible to users. The default setting causes the drop box to be immediately visible to learners and does not set finish date. This setting does not impact the visibility Dashboard notice; it only impacts the availability of the link to upload the assignment in the learner's My Assignments listing.
- Click **Save**.