

# HOW TO CREATE AN ASSIGNMENT DROPBOX SECTION – Faculty

must request that students be granted permission to this section from <a href="mailto:networkservices@elcamino.edu">networkservices@elcamino.edu</a> prior to students use.

The *Assignment Dropbox* allows students to turn in class work to the instructor. By clicking on the *Assignment Dropbox* link, students can upload assignments to the instructor's drop box for that section. In addition to displaying the student's name, all submissions are date and time stamped and display a version number. Having students turn in assignments this way instead of by email eliminates issues with spam filters and attachment sizes. This will also allow faculty to view all the assignments turned in for the section in a single location.

Action	15 🔻				
Туре	Student Name	Assignment Name	Version	Created	Modified
Ð	Satish warrier	Assignment # 1	1.0	3/11/2009 3:59 PM	3/11/2009 3:59 PM

To create an Assignment Dropbox, click Site Actions→ click Create



Click Custom List under Custom Lists

Select an item to create a new fist, library, discussion board, survey, page or site. Hower ower an item to view datafas.						
Libraries	Communications	Tracking	Custom Lists	Web Pages		
<ul> <li>Document Library</li> <li>Form Library</li> <li>Wei Page Library</li> <li>Wei Page Library</li> <li>Picture Library</li> </ul>	Ansurionnents     Contacts     Discussion Board	Links     Calendar     Calendar     Tosks     Tosks     Project Tasks     Issue Tracking     Survey     DocformaLinks     # state	Datatel RSS Reader Template     Datatel RSS Reader Template     Datatel Ny Rootmarks Template     Datatel Application Template     Custom Let     Custom Let     Custom Let     Custom State     View     mont Spreadures	= Basic Page = Web Part Page = Sites and Workspaces		

If you have questions about permissions the Assignment Dropbox section, contact (x6571) networkservices@elcamino.edu.



Name it Assignment Dropbox and include a description if desired. Click Create

Name and Description	Manage
Type a new name as you want it to appear in headings and links throughout the site. Type descriptive text that will help site visitors use this list.	Assignment Dropbox
	Description:
	×
Navigation	
Specify whether a link to this list appears in the Quick Launch.	Display this list on the Quick Launch?     Yes      No

Click Settings  $\rightarrow$  click List Settings in the Assignment Dropbox area

in prices potentia		vice	
Title There are no items to	Create Column Add a column to store additional nformation about each item.	list. To create a new item, click "New" above.	
Ĩ	Create View Create a view to select columns, filters, and other display settings.		
	List Settings Manage settings such as permissions, columns, views, and policy.	•	
ustomize Assignment Droph	οx		
Name: Assignment Dropbox Web Address: https://eco-portal.elcar Description:	nino.edu/classes/engl-a-6213-cs118247/Lists/Assig	nment Dropbox/Aillems.aspx	
Name: Assignment Dropbox Web Address: https://ecc-portal.elcar Description: Seneral Settings	nno.edu/classes/engi-a-6213-cs118247/Lists/Assig	nment Dropbox/Allterns.aspx Communications	
Name: Assignment Dropbox Web Address: https://ecc-portal.elcas Description: General Settings Title, description and navigation	nno.edu/classes/engi-a-6213.cs118247/Lists/Asag	Innent Dropbox/Allients.aspx Communications # RSS settings	
Name: Assignment Dropbox Web Address: https://ecc-portal.elca Description: General Settings * Tile, description and navigation * Versionity settings - Jorvaned Settings	nno.edu/classes/engi-a-6213-cs118247/Lists/Asaig Permissions and Management © Deele this lat © Save list as template © Permissions for this lat	Innent Dropbox/Allients.aspx Communications # RSS settings	
Name: Assignment Dropbox Web Address: https://ecc-portal.eloa Description: General Settings * Versioning settings * Audience targeting settings	Permissions and Management     Permissions and Management     Orelet this fat     Save lat as template     Permissions for this lat     Workfow settings     Information management policy settings	Innent Dropbox/Alliterns aspx Communications # RSS settings	
Name: Assignment Dropbox Web Address: https://ecc.portal.elea Description: Title, description and navigation Versianity aethogs Versianity aethogs Advanced settings Advanced targeting settings	tino.eduiclassesiengi-a-5213-cs118247/Lists/Asag Permissions and Management = Oelete this lat = Save list as tempate = Permissions for this lat = Workflow settings = Information management policy settings	nnent Dropbox/Allterns aspx Communications # RSS settings	
Name: Assignment Dropbox Web Address: https://ecc-portal.elea Description: General Settings The, description and navigation Versioning actings Advanced settings Advanced settings Columns A column stores information about each item to	the edulotases/engl-a-5213-cs118247/Lats/Asage     Permissions and Management     Geter this lat     Geter this lat     Geter this lat     Geter this lat     Workflow settings     Information management policy settings	e n das lat:	
Name: Assignment Dropbox Web Address: https://ecc-portal.elea Description: General Settings * Tile, description and navigation * Versioning aetings * Audience targetings * Audience targeting settings Acourn stores information about each item a Column (click to edit) Type Tite Service	the educlosses/engl-a-5213-cs118247/Lists/Assign      Permissions and Management      Orelet this list     Save list as template     Fermissions for this list     Workfow settings     Information management policy settings      the list. The following columns are currently available     Required     Required	Innent Dropbox/Allients aspx Communications # RSS settings le in this late:	
Name: Assignment Dropbox Web Address: https://ecc-portal.elos Description: General Settings • Tak, description and navigation • Versianing actings • Audience targeting settings • Audience targeting settings Columns A column stores information about each item is Columns Column (click to edt) Type Title Single	Permissions and Management     Permissions and Management     Permissions and Management     Permissions for this lat     Save lat as template     Permissions for this lat     Permissions for this lat     Work we settings     Information management policy settings     the latt. The following columns are currently available     rest Required     Inse of text     Permission     We get Table values	ennent Dropbox/Allterns aspx Communications # RSS settings en this lot: we in this lot:	
Name: Assignment Dropbox Web Address: https://ecc-portal.elea Description: General Settings Title, description and navigation Versianing settings Audience targetings settings Columns Columns (click to edit) Type Title Column Stores information about each item is Column (click to edit) Type Title Single Parated By Perso	Into eduicitasesiangi-a-5213-cs118247Lats/Asage	nment Dropbox/Allerms.aspx Communications # RSS settings He in this lat: ame to Assignment Rame	
Name: Assignment Dropbox Web Address: https://ecc-portal.elea Description: General Settings The, description and navigation Versioning actings Address settings Address targetings Columns A column stores information about each item is Column (click to edf.) Type Med field By Perso Med field By Perso Create column A column stores information about each item is Column (click to edf.) Type Med field By Perso Med field By Perso Med field By Perso Med field By Perso	the educious sestion gives and Management     Orderet this list     Orderet thist	ern Hos Int: ern Hos Int: Inter a Ksigment Name Inter and orvains a "Student Kame"	
Name: Assignment Dropbox Web Address: https://ecc-portal.elea Description: General Settings Title, description and navigation Versaining settings Advience targeting settings Audience targeting settings Columns A column stores information about each item is Column (click to edit) Type Title Column (click to edit) Type Title Column (click to edit) Type Title Column (click to edit) Type Title Column (click to edit) Type Title Advience targeting settings Column (click to edit) Type Title Column (click to edit) Type Title Advience targeting settings Column (click to edit) Type Title Advience targeting settings Column (click to edit) Type Title Setting Settings Setting Setting Settings Setting Setting Settings Setting Setting Setting Settings Setting Setting Seting Setting Setting Setting Se	the educlosses/engl-a-5213-cs118247/Lists/Assign     Permissions and Management     Crete this list     Save list as template     Permissions for this list     Permissions for this list     in the list. The following columns are currently available     remotion management policy settings     the list. The following columns are currently available     remotion     Required     remotion     remotion     remotion	Innent Dropbox/Allients aspx © Communications = RSS settings ie in this last: ie in this last: and to Assignment Name lama and create a "Student Name"	
Name: Assignment Dropbox Web Address: https://ecc-portal.elos Description: <b>General Settings</b> The, description and navigation Versianing actings Versianing actings Audience targeting settings Audience targeting settings Column Column (click to edit) Type Trite Column (click to edit) Type Trite Column (click to edit) Parage Modified By Perso © Created Dy Perso © Create column * Ads from existing site columns * Column ordering * Indexed columns	Into eduicitasesiangi-a-5213-cs118247LatsiAsage Permissions and Management Code this lat Code this l	neent Dropbox/Allerms aspx  Communications  # RSS settings  He in this lat:  and to Assignment Name  Lum and creats a "Student Name"	

	Views			
	A view of a list allows you to see a particular selection of items or to see the items sorted in a particular order. Views currently configured for this list:			
View (click to edit) Default View				
	All Items			
•	Create view	click on Create View		

### **Change Name to Assignment Name**

۲	Title	Single line of text	<b>v</b>
	Created By	Rerson or Group	click on "Title" and rename to Assignment Name
	Modified By	Person or Group	CICK OF THE AND FERAINE TO ASSIGNMENT MATTE



Change Column: Assignment Dropbox				
Use this page to edit a column of this list.				
Name and Type Type a name for this column.	Column name: Assignment Name The type of information in this column is: Single line of text			
Additional Column Settings Specify detailed options for the type of information you selected.	Description:			
	OK Cancel			

## Add a column "Student Name"

Create column Add from existing site columns	
Name and Type Type a name for this column, and select the type of information you want to store in the column.	Column name:         Student Name         The type of information in this column is: <ul> <li>Single line of text</li> <li>Multiple lines of text</li> <li>Choice (menu to choose from)</li> <li>Number (1, 1.0, 100)</li> <li>Currency (\$, ¥, €)</li> <li>Date and Time</li> <li>Lookup (information already on this site)</li> <li>Yes/No (check box)</li> <li>Person or Group</li> <li>Hyperlink or Picture</li> <li>Calculated (calculation based on other columns)</li> <li>Business data</li> </ul>
Additional Column Settings Specify detailed options for the type of information you selected.	Description:



### **Creating the Viewing Order**

Views			
A view of a list allows you to see a particular selection of items or to see the items sorted in a particular order. Views currently configured for this list:			
View (click to edit)	Default View		
All Items			
Create view	<u>click on Create View_</u>		





Create View: Assignment Dropbox		
Use this page to create a view of this list.	OK Can	cel
Name Type a name for this view of the list. Make the name descriptive, such as "Sorted by Author", so that site visitors will know what to expect when they click this link.	View Name: Assignment View Make this the default view (Applies to public views only)	
Audience Select the option that represents the intended audience for this view.	View Audience: Create a Personal View Personal views are intended for your use only. Create a Public View Public views can be visited by anyone using the site.	]
❑ Columns Select or clear the check box next to each column you want to show or hide in this view. To specify the order of the columns, select a number in the Position from left box.	Display     Column Name     Position from L       Attachments     6 •       Assignment Name (linked to item with edit menu)     7 •       ✓     Student Name     1 •       ✓     Assignment Name     2 •       Assignment Name     2 •     •       Content Type     9 •       ✓     Created     4 •	eft

	Edit (link to edit item)	11 💌
	a a	12 💌
	Modified	5 💉 🔶
	Modified By	13 🛩
	Type (icon linked to document)	14 💌
	Version	3 💌 🍓
∃ Sort		
Select up to two columns to determine the order in which the	First sort by the column:	
Items in the view are displayed. Learn about sorting items.	None	~
	• Show items in ascending order (A, B, C, or 1, 2, 3)	
	O $\begin{bmatrix} 3\\ 2\\ 1\\ 1 \end{bmatrix}$ Show items in descending order (C, B, A, or 3, 2, 1)	
	Then sort by the column:	
	None	~
	• Show items in ascending order (A, B, C, or 1, 2, 3)	
	O Show items in descending order (C, B, A, or 3, 2, 1)	
⊒ Filter		
Show all of the items in this view, or display a subset of the items by using filters. To filter on a column based on the current date or the current user of the site. type <b>(Today)</b> or <b>(Me)</b> as the	Show all items in this view	
column value. Use indexed columns in the first clause in order to speed up your view. Learn about filtering items	Show items only when the following is true:	

Click OK when done.



## **Finished View Page**

Assignment Dropbox					
New - Actions -	Settings 🝷			View: Assignment View 🔹	
Student Name	Assignment Name	Version	Created	Modified	
There are no items to show in this view of the "Assignment Dropbox" list. To create a new item, click "New" above.					

## Advance Settings

List Advanced Settings: Assignment Dropbox	
Content Types Specify whether to allow the management of content types on this list. Each content type will appear on the new button and can have a unique set of columns, workflows and other behaviors.	Allow management of content types?
Item-level Permissions Specify which items users can read and edit. Note: Users with the Manage Lists permission can read and edit all items. Learn about managing permission settings.	Read access:     Specify which items users can read       ○ Al terms       ○ Only their own       Edit access:     Specify which items users can edit       ○ All terms       ③ Only their own       ○ None
Attachments Specify whether users can attach fles to items in this list.	Attachments to list items are: O Enabled Disabled
Folders Specify whether the "New Folder" command appears on the New menu. Changing this setting does not affect existing folders.	Display "New Folder" command on the New menu? O Yes O No
Search Specify whether this list should be visible in search results. Users who do not have permission to see these items will not see them in search results, no matter what this setting is.	Allow items from this list to appear in search results? O Yes         O No
	OK Cancel