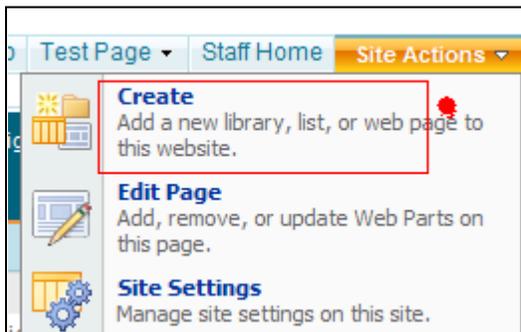


HOW TO CREATE AN ASSIGNMENT DROPBOX SECTION – Faculty must request that students be granted permission to this section from networkservices@elcamino.edu prior to students use.

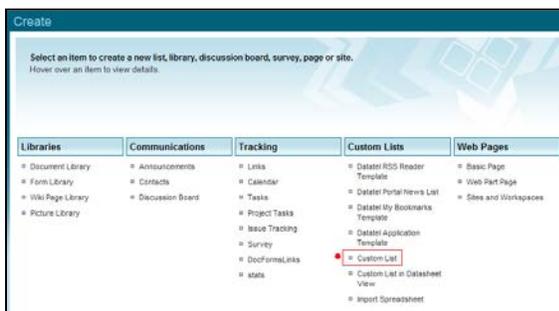
The *Assignment Dropbox* allows students to turn in class work to the instructor. By clicking on the *Assignment Dropbox* link, students can upload assignments to the instructor’s drop box for that section. In addition to displaying the student’s name, all submissions are date and time stamped and display 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.

Actions ▾					
Type	Student Name	Assignment Name	Version	Created	Modified
	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**

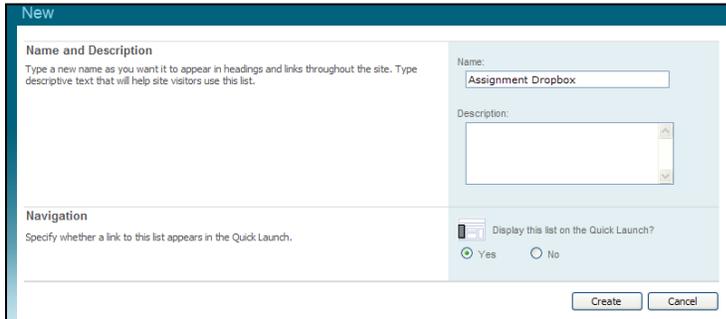


Click *Custom List* under Custom Lists

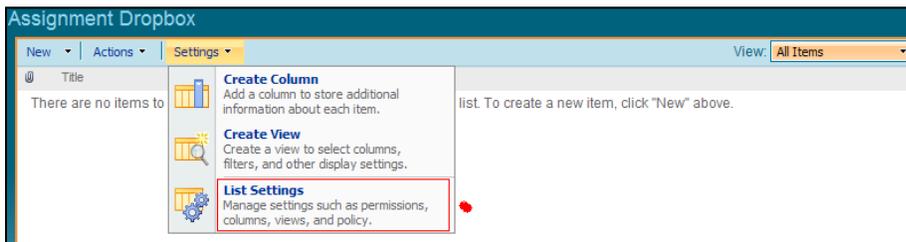
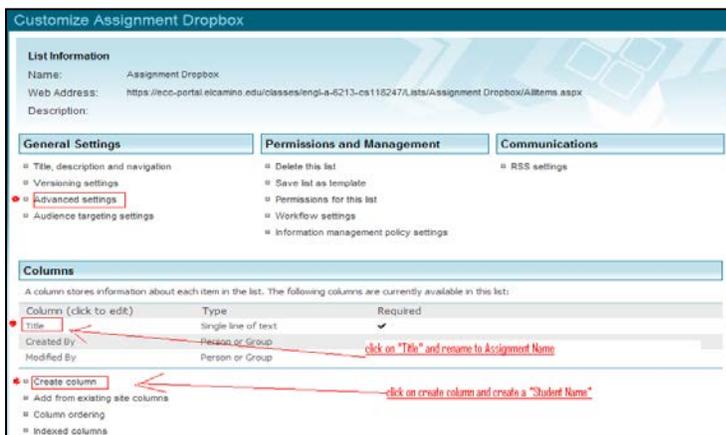


If you have questions about permissions the *Assignment Dropbox* section, contact (x6571) networkservices@elcamino.edu.

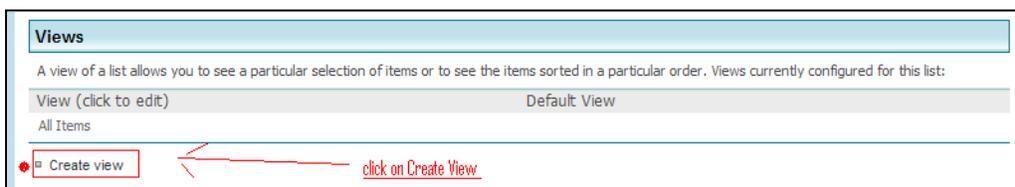
Name it **Assignment Dropbox** and include a description if desired. Click **Create**



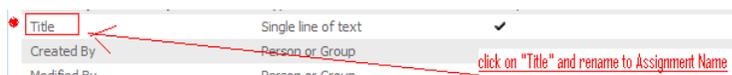
Click **Settings** → click **List Settings** in the Assignment Dropbox area

Column (click to edit)	Type	Required
Title	Single line of text	✓
Created By	Person or Group	
Modified By	Person or Group	



Change Name to Assignment Name



Column (click to edit)	Type	Required
Title	Single line of text	✓
Created By	Person or Group	
Modified By	Person or Group	

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  [click on Create View](#)

Create View: Assignment Dropbox

Use this page to select the type of view you want to create for your data.

Choose a view format

<input checked="" type="checkbox"/>  Standard View View data on a Web page. You can choose from a list of display styles.	<input type="checkbox"/>  Datasheet View View data in an editable spreadsheet format that is convenient for bulk editing and quick customization.
<input type="checkbox"/>  Calendar View View data as a daily, weekly, or monthly calendar.	<input type="checkbox"/>  Gantt View View list items in a Gantt chart to see a graphical representation of how a team's tasks relate over time.

Start from an existing view

All Items

Create View: Assignment Dropbox

Use this page to create a view of this list. OK Cancel

<p>Name</p> <p>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.</p>	<p>View Name:</p> <div style="border: 1px solid red; padding: 2px;">Assignment View</div> <p><input checked="" type="checkbox"/> Make this the default view (Applies to public views only)</p>																											
<p>Audience</p> <p>Select the option that represents the intended audience for this view.</p>	<p>View Audience:</p> <p><input type="radio"/> Create a Personal View Personal views are intended for your use only.</p> <p><input checked="" type="radio"/> Create a Public View Public views can be visited by anyone using the site.</p>																											
<p>Columns</p> <p>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.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Display</th> <th style="text-align: left;">Column Name</th> <th style="text-align: left;">Position from Left</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Attachments</td> <td>6</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Assignment Name (linked to item with edit menu)</td> <td>7</td> </tr> <tr style="border: 1px solid red;"> <td><input checked="" type="checkbox"/></td> <td>Student Name</td> <td>1</td> </tr> <tr style="border: 1px solid red;"> <td><input checked="" type="checkbox"/></td> <td>Assignment Name</td> <td>2</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Assignment Name (linked to item)</td> <td>8</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Content Type</td> <td>9</td> </tr> <tr style="border: 1px solid red;"> <td><input checked="" type="checkbox"/></td> <td>Created</td> <td>4</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Created By</td> <td>10</td> </tr> </tbody> </table>	Display	Column Name	Position from Left	<input type="checkbox"/>	Attachments	6	<input type="checkbox"/>	Assignment Name (linked to item with edit menu)	7	<input checked="" type="checkbox"/>	Student Name	1	<input checked="" type="checkbox"/>	Assignment Name	2	<input type="checkbox"/>	Assignment Name (linked to item)	8	<input type="checkbox"/>	Content Type	9	<input checked="" type="checkbox"/>	Created	4	<input type="checkbox"/>	Created By	10
Display	Column Name	Position from Left																										
<input type="checkbox"/>	Attachments	6																										
<input type="checkbox"/>	Assignment Name (linked to item with edit menu)	7																										
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<input type="checkbox"/>	Assignment Name (linked to item)	8																										
<input type="checkbox"/>	Content Type	9																										
<input checked="" type="checkbox"/>	Created	4																										
<input type="checkbox"/>	Created By	10																										

	<table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td><input type="checkbox"/></td> <td>Edit (link to edit item)</td> <td>11</td> </tr> <tr> <td><input type="checkbox"/></td> <td>ID</td> <td>12</td> </tr> <tr style="border: 1px solid red;"> <td><input checked="" type="checkbox"/></td> <td>Modified</td> <td>5</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Modified By</td> <td>13</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Type (icon linked to document)</td> <td>14</td> </tr> <tr style="border: 1px solid red;"> <td><input checked="" type="checkbox"/></td> <td>Version</td> <td>3</td> </tr> </tbody> </table>	<input type="checkbox"/>	Edit (link to edit item)	11	<input type="checkbox"/>	ID	12	<input checked="" type="checkbox"/>	Modified	5	<input type="checkbox"/>	Modified By	13	<input type="checkbox"/>	Type (icon linked to document)	14	<input checked="" type="checkbox"/>	Version	3
<input type="checkbox"/>	Edit (link to edit item)	11																	
<input type="checkbox"/>	ID	12																	
<input checked="" type="checkbox"/>	Modified	5																	
<input type="checkbox"/>	Modified By	13																	
<input type="checkbox"/>	Type (icon linked to document)	14																	
<input checked="" type="checkbox"/>	Version	3																	
<p>Sort</p> <p>Select up to two columns to determine the order in which the items in the view are displayed. Learn about sorting items.</p>	<p>First sort by the column:</p> <div style="border: 1px solid blue; padding: 2px;">None</div> <p><input checked="" type="radio"/> Show items in ascending order (A, B, C, or 1, 2, 3)</p> <p><input type="radio"/> Show items in descending order (C, B, A, or 3, 2, 1)</p> <p>Then sort by the column:</p> <div style="border: 1px solid blue; padding: 2px;">None</div> <p><input checked="" type="radio"/> Show items in ascending order (A, B, C, or 1, 2, 3)</p> <p><input type="radio"/> Show items in descending order (C, B, A, or 3, 2, 1)</p>																		
<p>Filter</p> <p>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 [Today] or [Me] as the column value. Use indexed columns in the first clause in order to speed up your view. Learn about filtering items.</p>	<p><input checked="" type="radio"/> Show all items in this view</p> <p><input type="radio"/> Show items only when the following is true:</p>																		

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

<p>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.</p>	<p>Allow management of content types?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>
<p>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.</p>	<p>Read access: Specify which items users can read</p> <p><input type="radio"/> All items <input checked="" type="radio"/> Only their own</p> <p>Edit access: Specify which items users can edit</p> <p><input type="radio"/> All items <input checked="" type="radio"/> Only their own <input type="radio"/> None</p>
<p>Attachments Specify whether users can attach files to items in this list.</p>	<p>Attachments to list items are:</p> <p><input checked="" type="radio"/> Enabled <input type="radio"/> Disabled</p>
<p>Folders Specify whether the "New Folder" command appears on the New menu. Changing this setting does not affect existing folders.</p>	<p>Display "New Folder" command on the New menu?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>
<p>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.</p>	<p>Allow items from this list to appear in search results?</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>