



ANGEL – DROP BOX

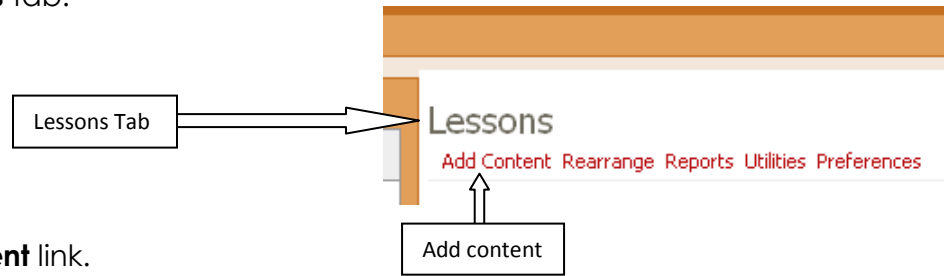
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- Deleting or Grading Single Submissions to the Drop Box
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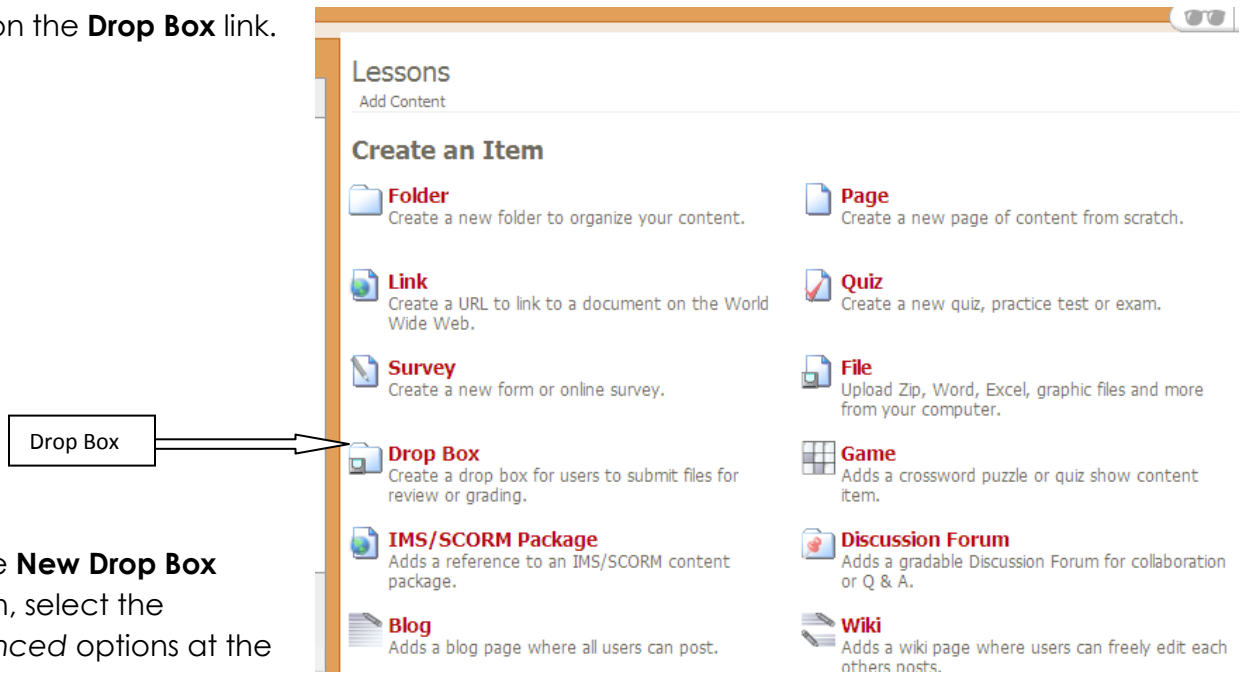
Creating a Drop Box in ANGEL

1. Click on the **Lessons** tab.



2. Click the **Add Content** link.

3. Click on the **Drop Box** link.



4. On the **New Drop Box** screen, select the *Advanced options* at the top. Then:

In the **Content** tab, type a title and, if desired, a sub-title for the Drop Box. Also, type directions if necessary.

TIP: In the Content box, give the students any necessary directions about how to format or send the submission, such as “type in Word and copy/paste” or “save as Rich Text Format.” Specify whether students should copy/paste to the message box or use the attachment function.

In the Review tab, select authorized viewers of the material in the Drop Box.

TIP: You can select Peer Review if students will read each other's work. But, you can also use a discussion forum instead of a drop box to achieve the same goal. In many ways, the discussion forum is easier to use.

In the Assignments tab, if students are earning points for the submission to the Drop Box, choose New Assignment under the Gradebook Setting. Enter a title for the assignment (this title appears in the gradebook), select its category, enter the number of points possible, and select First Submission under Calculation Type, then click Save at the bottom.

TIP: You might want to make the title short, to save gradebook scrolling. Also, you have options other than First Submission, although First Submission is the easiest and most common approach.

Your Drop Box has been created!

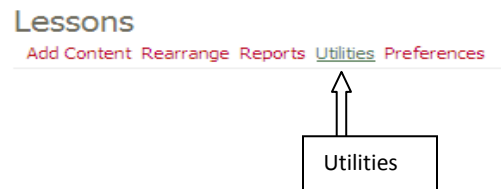
Viewing Submissions to the Drop Box

1. Click on the link to the **Drop Box** in your content area.
2. Papers submitted will be listed below the Drop Box instructions.
3. Access the papers by clicking on the linked **title** of the submission.

TIP: The student view allows each student just to see what he or she has submitted. The student can click on the link to double-check that the paper arrived and that the correct paper was sent. It pays to teach this, which will preempt many "Did you get it???" messages from students.

Deleting or Grading Single Submissions to the Drop Box

1. Click on **Utilities** under the drop box title.
2. Click on **View**, **Grade**, or **Delete** Submissions.
3. Each submission will give you view, grade, or delete options to the left.

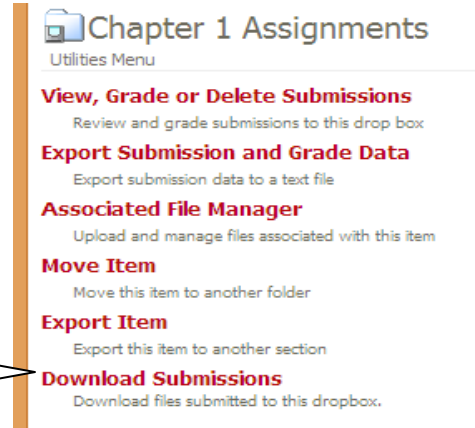


Downloading Submissions in Bulk to Grade Offline

This is a very handy feature!

1. Go to the **Utilities** menu and select **Download Submissions**.

Download Submissions



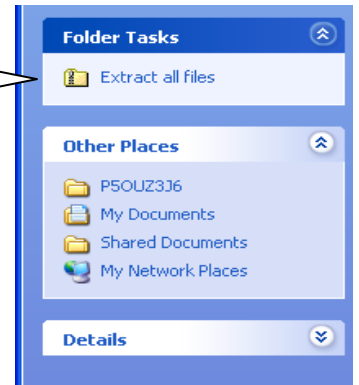
2. Choose whether to download all submissions or just **ungraded** submission.

4. Push **Download** and select *Open*.

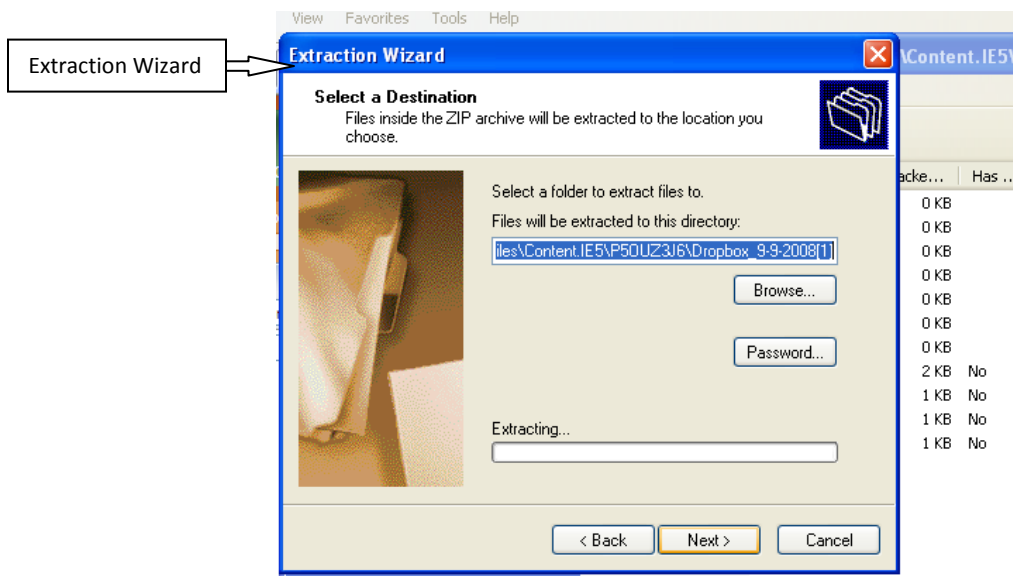
5. A window will open, showing the files within a zip file.

6. Choose **“Extract All”** in the upper left corner of the window.

Extract All



7. A wizard will open. Be **Sure** to create a new folder, name it, and choose a location for it.



TIP: The “Open” command, as opposed to the “Save” option, as listed above is very important. For best functionality open the zip file, then extract, which saves the files in a usable form. If you are downloading a second batch (because you have already graded some papers and now have some new ones to work on), you can name the folder with a 2, for clarity.

Grading Bulk-Downloaded Submissions

1. Each sub folder within the folder made during down loading will have the submission of one student. Open the student's folder, open the submission, and read the paper.
2. If you mark the paper, do a “**save as**” and give the paper a new name.
3. Do not disturb the HTML documents in the main folder or the subfolders.

TIP: If you mark the paper and “Save As” a new file put the students score right in the file name, as in “Smith34.” This will make the uploading process much easier.

Uploading Graded Papers (Returning to Students)

1. Access the HTML document labeled “**Grade**” in the main folder.
2. Each student will be listed. Fill in a score, and attach the marked paper or write comments in the comment box
3. Send the comments, attachment, and a grade announcement in one combined course mail message to the students by selecting that option at the bottom of the screen.

TIP: Upload the corrected paper, using the browse feature, first, and then the score within the document name will be easily visible for filling in the score box.