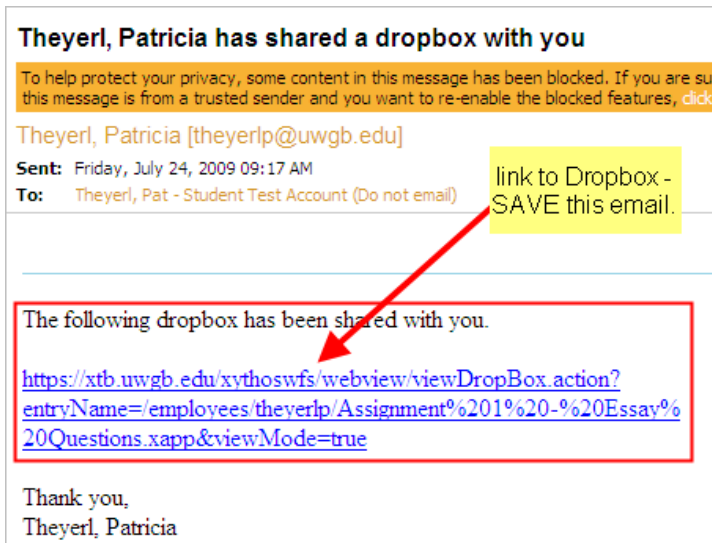
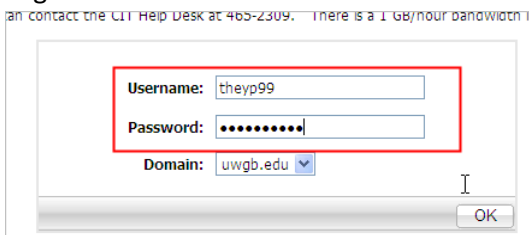


STUDENTS: Uploading Files to your Instructors Dropbox.

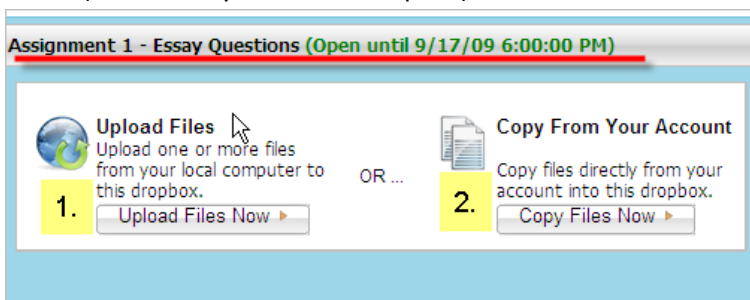
1. Navigate to the dropbox, either by using a supplied Outlook email link or through a link from an instructors website.



2. Login to GBShare.

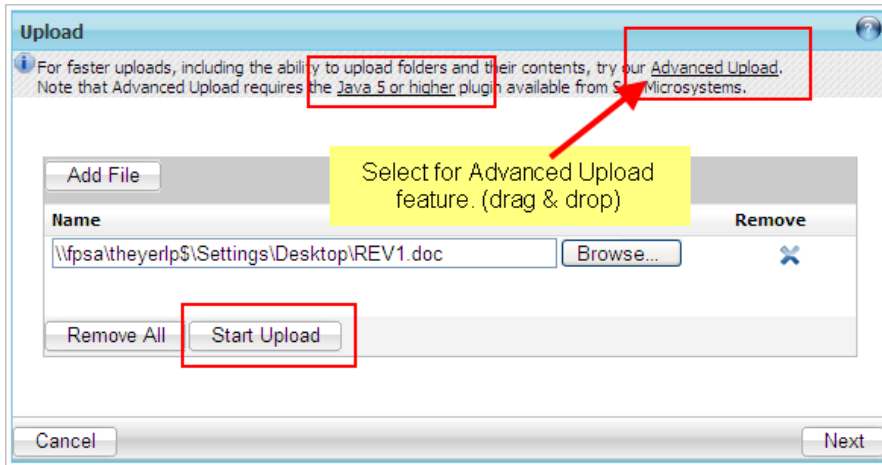


3. Select either "Upload Files Now" (files are on a flash drive or local computer) or "Copy Files Now" (files are in your GBShare space).



4. If you are using the advanced upload screen, you may drag and drop files and folders* directly from your local computer to the upload screen. If you are using the basic upload screen, click on the browse button to upload individual files; select the **Add File** button if you wish to add multiple files.



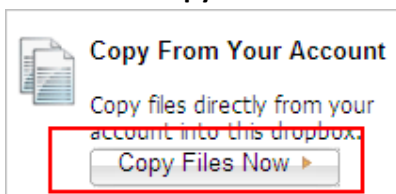


5. Click on the **Start Upload** button, then **Next**.
6. You will receive an "Upload Successful" notice, and may select **Finish** to if you do not wish to provide a description for the file. Click the **Next** button to add a description for the file.
7. Enter in the description, and then click the **Finish** button. You will see the new file(s) in the dropbox.

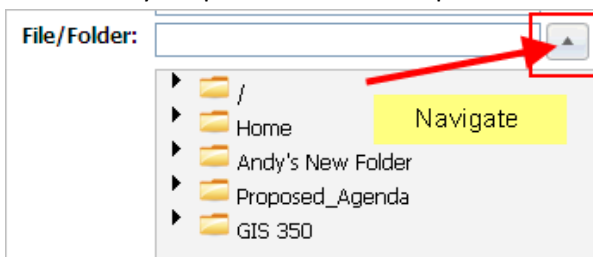
Note. If you have opted to drag **folders** into the upload screen, all files will be placed into the dropbox in a **single** location. The folder and sub-folder structure will **not** be carried through, and it's possible you may encounter a name conflict should you have multiple files with the same name.

Using "Copy Files From Your Account"

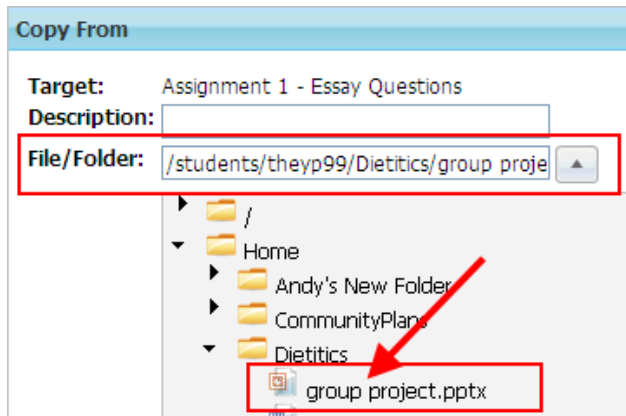
1. Click on the **Copy From Your Account** button.



2. Navigate to the file or folder you wish to copy to the dropbox using the expand icon. "**HOME**" is the root of your personal GBSHare space.



3. Click on the folder or file to place the full path in the **File/Folder** field.



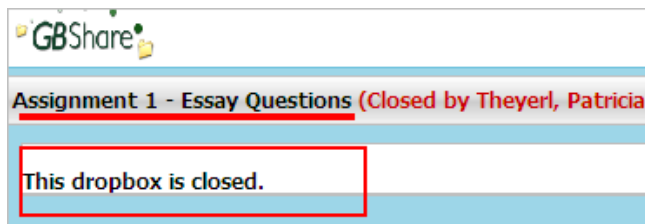
4. Click the **OK** button.
5. You will see the new file(s) in the dropbox.

Missing Files in the Dropbox

It is possible that a file you submitted to the dropbox a week, or a moment ago may no longer show up in the dropbox. Files may be moved by the dropbox administrator (instructor) at any time. Your file is not missing, but rather moved to a location in which you do not have access.

Closed Dropbox

A dropbox may be closed at any time by the dropbox administrator (instructor). If the dropbox is closed you may no longer submit content and should contact the dropbox administrator. When visiting a closed dropbox, it will be plainly displayed as "closed" and none of your content will be listed.



Other Submitters' Content

You are only able to see content which you have submitted. You may not see content added by other submitters.