

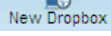
## The following is a recommended “best practice” for the GBShare Dropbox.

\*Suggestion: create a separate Dropbox for each assignment; this allows you to fully control the due date for each assignment.



Note: GBShare’s [Help Topics](#) feature has an excellent overview of the dropbox.

## Follow these steps to create and use the GBShare Dropbox:

- Create a Dropbox for the first assignment.  Select **Next**.

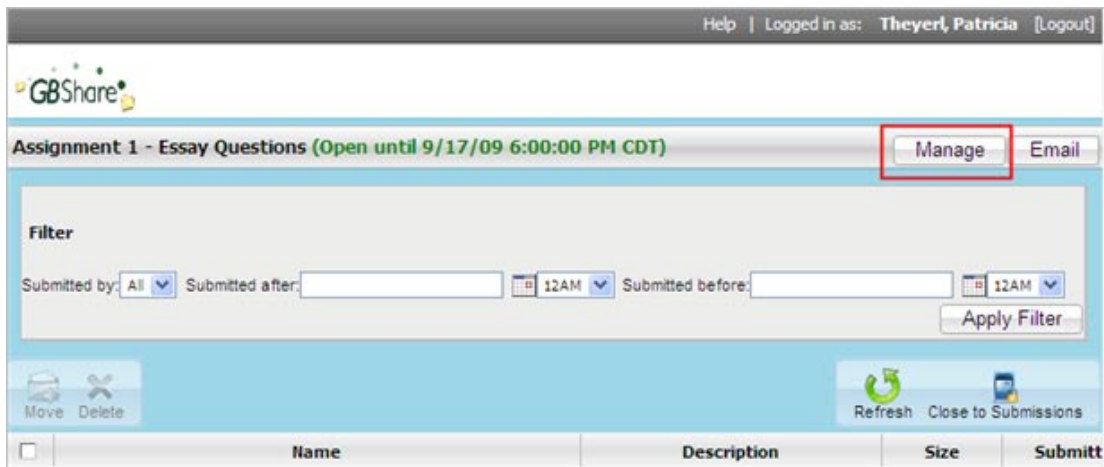
A screenshot of the 'New Dropbox' dialog box. The title is 'New Dropbox'. The 'Title' field contains 'Assignment 1 - Essay Questions'. The 'Description' field is empty. The 'Auto Open Date and Time' field is set to '12AM'. The 'Auto Close Date and Time' field is set to '9/17/2009' and '6PM'. A yellow callout box with black text says: 'Students can submit assignment immediately (blank date) but can not submit after 9/17/09 at 6PM.' Two red arrows point from the callout box to the 'Auto Open Date and Time' and 'Auto Close Date and Time' fields. At the bottom, there are 'Cancel' and 'Next' buttons.

**NOTE:** The **Open Date** and **Close Date** can be modified as class assignments are given to students.

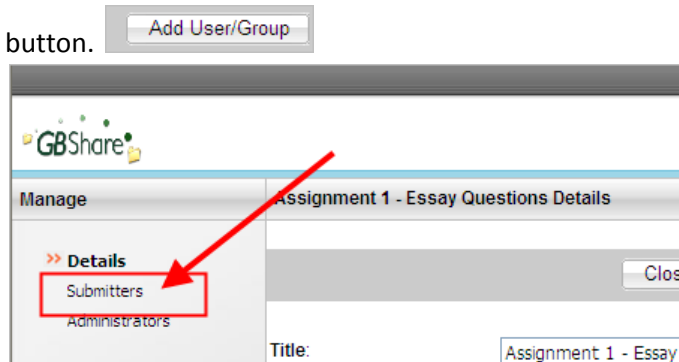
- A “New Dropbox Confirmation” appears. Now you’ll “Launch” the dropbox in order to manage it. Click on **Launch**.

A screenshot of the 'New Dropbox Confirmation' dialog box. The title is 'New Dropbox Confirmation'. The text inside says: 'The dropbox, Assignment 1 - Essay Questions, was successfully created. Click Launch to open and manage the dropbox. Or, click Exit to return to the file/folder grid.' At the bottom, there are 'Launch' and 'Exit' buttons. The 'Launch' button is highlighted with a red box.

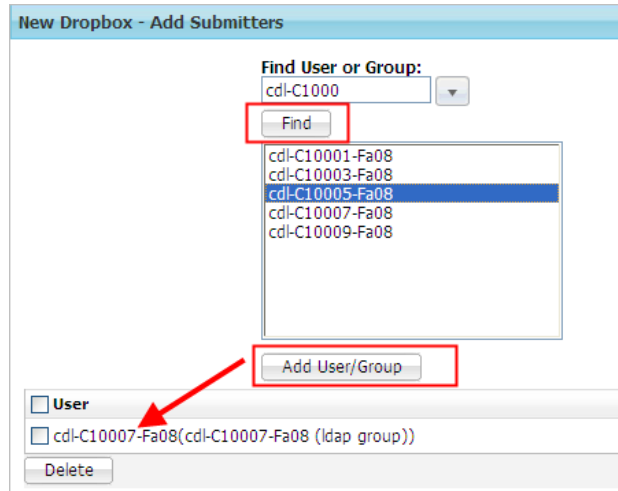
- From the Dropbox window, select **Manage**.



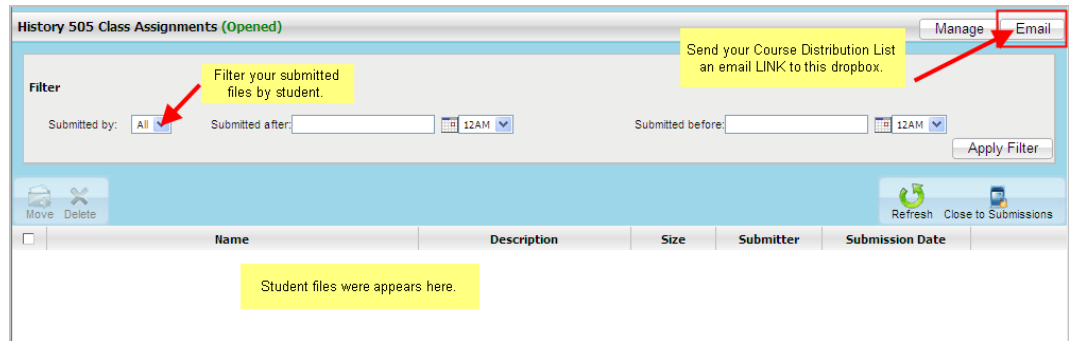
- Add submitters
  - Select “**submitters**” from the left-hand column; then click on the “**Add User/Group**” button.



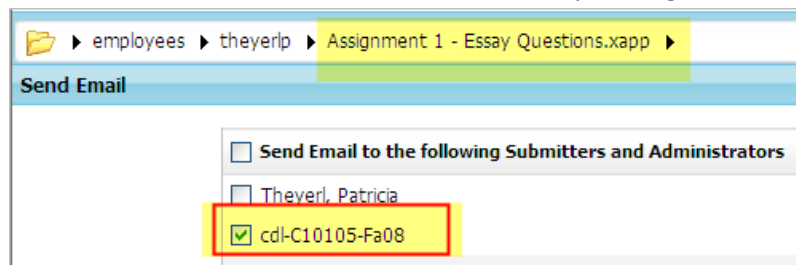
Use your class distribution list (for example: **cdl-C10008Fa09**). Start typing the **CDL** and then click on **Find**. Highlight the correct **CDL** and select **Add User/Group**. Click **Finish& Exit**.



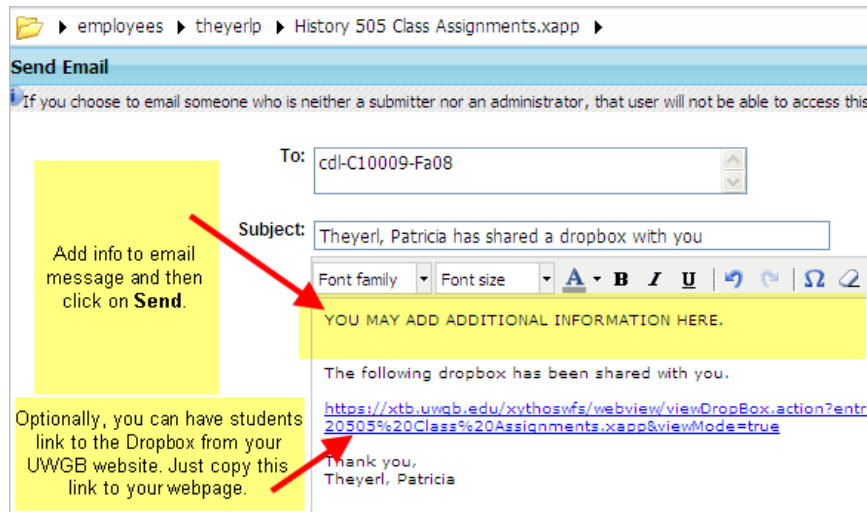
- The Dropbox Window reappears. Now the instructor can send an Email link to students to this particular assignment's dropbox. Click on **Email**.



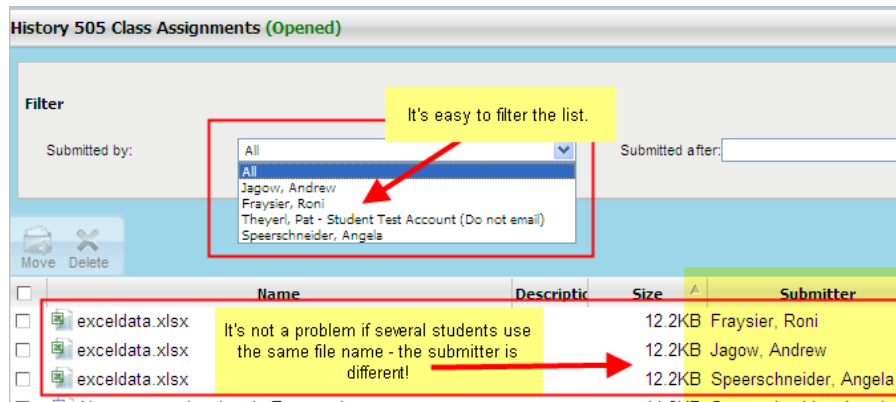
- Select the Course Distribution List that will be uploading files to this Dropbox. Click **Next**.



- The GBShare email interface opens. You can add **additional info** to the email, or you can copy the link to your website for your student's easy access.



- View the documents your students have uploaded:



- **Note:** students can only see the files they have uploaded. Students can't overwrite a file they've uploaded. (They can upload another file, but they will have to change the name.)