

Five Things Instructors Should Know about Downloading All Drop Box Submissions

Drop boxes provide an area for students to submit assignments electronically. You can then review and grade these assignments either by viewing them in your Web browser or downloading them to your desktop. However, did you know that as an alternative to downloading each drop box submission separately, you could download all drop box submissions simultaneously?

Here are five things instructors should know about downloading an entire drop box:

1. The **Download Submissions** link is located in the **Utilities** section of the drop box. Instructors have the option of downloading the entire drop box or only the submissions that have yet to be graded in the form of a ZIP file. Depending on your computer's browser and platform, you may be prompted to save the ZIP file, or it may be downloaded to your desktop. You can then open it with an "unzipping" utility such as WinZip (PC) or Ziplt (Macintosh).
2. The ZIP file contains a folder for each submission labeled with the name of the student and the submission date. Within the folder for each submission are the files the student submitted and a file named **_about.htm**. The **_about.htm** file contains the text the student entered in the drop box **Message** text area (when applicable).
3. The student cannot edit or delete a file once a file has been submitted to a drop box. Updates can only be accomplished through resubmission (if permitted). If there are multiple submissions from a student on the same date, the folder names will be numbered in the order submitted.
4. If you have added a drop box as a course gradebook assignment, you can enter grades either directly within the gradebook or within the individual drop box's **Utilities**. If you wish, you can select the **Send as mail message to user** check box, which will generate a message to the student's ANGEL mail account with the grade and remarks, as well as a link to the feedback file.
5. The College of Information Sciences and Technology has developed a tool called LitterBox that removes the extra files created when you download an entire drop box folder from

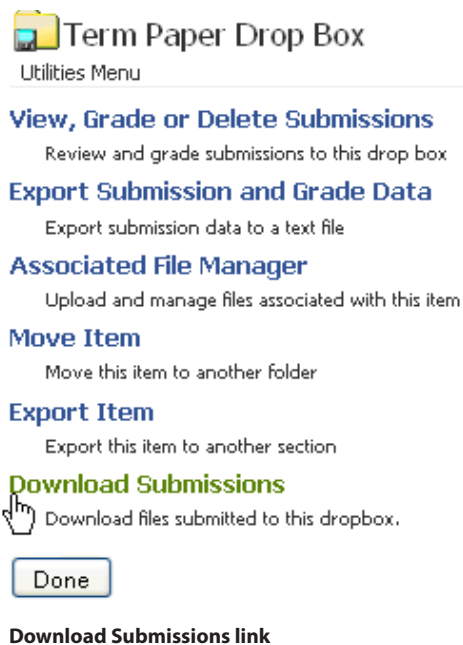
ANGEL to your desktop. This tool is extremely helpful for instructors who use this means to then upload the drop box submissions into Turnitin. To read more about it and to download LitterBox, visit <http://tlt.its.psu.edu/turnitin/DropBoxes.html>.

Check out the following links to learn more about downloading drop boxes:

Download Drop Box Submissions
<http://angelkb.ais.psu.edu/article.asp?article=1439&p=2>

Review and Grade a Drop Box Submission
<http://angelkb.ais.psu.edu/article.asp?article=1438&p=2>

To download the LitterBox tool
<http://tlt.its.psu.edu/turnitin/DropBoxes.html>



Term Paper Drop Box
Utilities Menu

- View, Grade or Delete Submissions**
Review and grade submissions to this drop box
- Export Submission and Grade Data**
Export submission data to a text file
- Associated File Manager**
Upload and manage files associated with this item
- Move Item**
Move this item to another folder
- Export Item**
Export this item to another section
- Download Submissions**
Download files submitted to this dropbox.

Done

Download Submissions link

To Find out More about Downloading All Drop Box Submissions

To learn more about this and other topics related to ANGEL, Penn State's Course Management System, check out the ANGEL Community Hub at <http://ets.tlt.psu.edu/angel/>.