

Description: The Drop Box feature allows instructors and students to share documents within a private folder for each student. The Drop Box works like the Resources tool to allow you to upload many types of files and many files at a time. Participants or students in a worksite automatically have Drop Box folders by default if the drop box tool has been selected.

Key Concepts:

Adding a Folder

Adding Items (file, URL HTML Page, Simple Text)

Editing Items

Deleting Items

Moving Items

Copying Items

Sorting Drop Boxes and Items

Navigating Through Drop Box Folders

Reordering Drop Box Items

Drop box Change Notification

NOTE: Drop boxes for participants who have dropped the course or have been removed from the site are automatically hidden from view. If you would like to see that information click the show/hide inactive participants button at the top of the screen.

Adding a Folder to a Participant's Drop Box Folder

Step 1: In course or project site menu bar, click [Drop Box].

Step 2: Click on [Add] to the right of the participants' name then on [Create Folders].

Step 3: In the form that appears, enter a name for the folder you are creating. If you would like to add additional information, click the add details for this item button.

NOTE: Fields marked with an asterisk are required.

Step 4: Click [Add another folder] if you would like to add more folders at one time.

Step 5: Click [Create Folders Now] to finish creating your folder(s) or [Cancel] to return to the previous screen.

Adding a File to a Student's Drop Box Folder

Step 1: To add a file to your Drop box, click [Add] to the right of the folder in which you want to create the item.

Step 2: Choose [Upload Files].

Step 3: Select the file on your computer and click [\[Open\]](#).

NOTE: Files with names that include special characters or accent marks cannot be accepted. If your file's name contains one of these characters, change the filename before attempting to upload it.

Special Note to Mac users: When uploading a file, make sure the file extension (e.g., .gif, .doc, .ppt) is present. If a file extension is not present, anyone attempting to download or view the file will receive an error message.

Step 4: Enter a display name for the file. If you don't add a title, the filename will be used by default.

Step 5: If you want to add additional information for the document, click the [\[Add details for this item\]](#) button. You can also add a description of the file on this screen.

Step 6: Click [\[Add another file\]](#) to upload more than one file at a time.

Step 7: Choose the appropriate email notification option if you'd like to notify the participant that you've added an item to their drop box.

Step 8: Click [\[Upload files now\]](#) to finish. Or click [\[Cancel\]](#) to exit.

Adding a URL (Web link) to a Student's Drop Box Folder:

Step 1: To add a URL, mouse over [\[Add\]](#) to the right of the folder in which you want to create the item.

Step 2: Choose [\[Add Web Links \(URLs\)\]](#).

Step 3: For each Web site, type the URL in the text box. You can also copy and paste the URL from the address bar of a browser, or from a document.

Step 4: Add a title for your link. If you leave the title field blank, the URL will be used by default. You may want to add an optional description of the site. If you would like to do so click the [\[Add details for this item\]](#) button.

Step 5: Click [\[Add another Web Link\]](#) to add more links to websites.

Step 6: Choose the appropriate email notification option if you'd like to notify the participant that you've added an item to their drop box.

Step 7: Click [\[Add Web Links Now\]](#) to create the link. Or click [\[Cancel\]](#) to exit.

Adding an HTML Document to a Student's Drop Box Folder:

Step 1: To create an HTML document, click [\[Add\]](#) to the right of the folder in which you want to create the item.

- Step 2:** Choose [\[Create\]](#).
- Step 3:** In the text box, type your content and format it using the built in tools. You may cut and paste material from an existing text file.
- Step 4:** **(Optional)** You can also copy and paste existing HTML source code. To do so, copy the HTML code. In the WYSIWYG editor, click the [\[Source\]](#) button in the upper left of the toolbar to enter source view. Paste the code. Click the [\[Source\]](#) button to return to content view.

Absolute links within the code will work. These are links that contain the entire URL, including the http://www... Linked documents or graphics will have to be uploaded to your Resources folder and then re-linked using the URL of the item from the Resources folder.

NOTE: The WYSIWYG HTML editor may not appear with certain browsers.

The following browsers are recommended for use with TRACS:

Windows:

Internet Explorer 7.0 and newer
Mozilla Firefox

Macintosh:

Mozilla Firefox

Other platforms:

Mozilla Firefox

- Step 5:** Click [\[Continue\]](#).
- Step 6:** Add a title for your HTML page and an optional description.
- Step 7:** Choose the appropriate copyright status.
- Step 8:** **(Optional)** Select the checkbox to the left of Copyright Alert to require acknowledgement of copyright materials.
- Step 9:** Choose the appropriate email notification option if you'd like to notify the participant that you've added an item to their drop box.
- Step 10:** Click [\[Finish\]](#) to create the document. Or click [\[Cancel\]](#) to exit.

Adding a Simple Text Document to a Student's Drop Box Folder:

- Step 1:** To add a simple text document, mouse over [\[Add\]](#) to the right of the folder in which you want to create the item.
- Step 2:** Choose [\[Create Text Document\]](#).
- Step 3:** In the text box, type your content. You may cut and paste material from an existing text file.

- Step 4:** Click [\[Continue\]](#).
- Step 5:** Add a title for your document and an optional description.
- Step 6:** Choose the appropriate copyright status.
- Step 7:** **(Optional)** Select the checkbox to the left of Copyright Alert to require acknowledgement of copyright materials.
- Step 8:** Choose the appropriate email notification option if you'd like to notify the participant that you've added an item to their drop box.
- Step 9:** Click [\[Finish\]](#) to create the document. Or click [\[Cancel\]](#) to exit.

Editing Items:

The Edit details option allows you to edit an item by revising or replacing it, depending on the type of item. You can revise simple text and HTML pages within the TRACS interface.

For other document types, the edit option only allows you to revise the description, copyright status and access options, OR to replace the document's contents (e.g., replace a file, picture or URL) with a file from your computer.

To Revise Simple Text or HTML Documents:

- Step 1:** Click [\[Edit Contents\]](#) next to the item that you want to replace or modify.
- Step 2:** To revise the document contents, enter your changes and click [\[Continue\]](#).
- Step 3:** Click [\[Finish\]](#) to save your changes.

To Revise Other Documents/Files:

- Step 1:** Click [\[Upload New Version\]](#) under actions next to the item that you want to replace or modify.
- Step 2:** Go to Replace with this file: and click the [\[Browse...\]](#) button.
Select the file from your computer that will replace the existing file and click [\[Open\]](#) in the dialog box.

NOTE: The file you select must be the same file type as the file that is being replaced.

The content in the new file replaces the content in the existing file. The title of the file remains the same.

- Step 3:** You can also revise the description and copyright status for the file by clicking [\[Edit Details\]](#) next to the file.
- Step 4:** Click the [\[Update\]](#) button to finish. Or click [\[Cancel\]](#) to exit.

Deleting Items:

Step 1: Select the checkbox(es) to the left of the item(s) you want to delete. The Remove Checked button above the title bar becomes active.

Step 2: Click [Remove] and a confirmation screen will appear.

Step 3: Click [Remove] to delete the item(s). Or click [Cancel] to exit.

Moving Items:

You can move one or multiple items from one folder to any other folder in the Drop Box tool within the site.

Step 1: In the menu bar, click [Drop Box].

Step 2: Find the item or items you want to move and click the checkbox to the left. The Move Checked button above the title bar becomes active.

Step 3: Click the [Move] button. Clipboard icons appear to the right of all available folders and the selected item(s) is/are highlighted.

Step 4: Click the [Clipboard icon] beside the folder to which you want to move the item(s). The item(s) are moved and appear slightly indented below the folder.

Copying Items:

You can copy one or multiple items from one folder and add them to any other folder in the Drop Box tool within the site.

Step 1: In the menu bar, click [Drop Box].

Step 2: Find the item or items you want to copy and mark the checkbox to the left. The Copy Checked button above the title bar becomes active.

Step 3: Click the [Copy] button. A Clipboard icon will appear to the right of all available folders and the selected item(s) is/are highlighted.

Step 4: Click the [Clipboard icon] beside the folder in which you want to copy the item(s). The item(s) are moved and appear slightly indented below the folder.

Sorting Drop Boxes and Items:

You can sort files in the Drop Box by Title, Created By (resource creator), Modified (last modified date), and Size.

For example, by clicking the column header labeled Title, files will be sorted alphabetically from Z to A. Clicking Title again will sort alphabetically from A to Z.

Navigating Through Drop box Folders:

An empty folder and a folder containing documents can be distinguished visually. A folder with a “+” inside indicates the folder contains one or more files.

- » To open a folder in a threaded view, click on the folder icon.
- » To close a folder in a threaded view, click on the folder icon.
- » To open a folder in a new screen, click on the folder name.

As folders are opened, a visual navigation path is generated above the Title bar. To navigate one level up, click on the folder icon containing the bent arrow. To return to a particular folder higher in the path, click on the folder name.

Reordering Drop box Items:

You can reorder items in the drop box so that they reflect the order you wish. You may also reorder items within a folder.

Step 1: Click the [Reorder] button under actions in your drop box or next to the folder in which you wish to reorder items from the Actions menu.

Step 2: Use the drop-down numbers to select the order you wish items to appear. You may also use the gray up and down arrows to move the items one place at a time.

Step 3: Once you've got the items in the order you wish, click [Save].

Drop Box Change Notification:

You may highlight individual drop boxes with recent changes by selecting the time limit (one, two, or three days, or one week) from the drop-down menu located in the right-hand corner of the drop box tool.

For questions, contact ETC Support at 245.5566. You can also email us at tracs@txstate.edu

For the TRACS website home page, go to: <http://tracs.txstate.edu/portal/login>

If your login fails and you need help with your Net ID or password, contact ITAC at 245.4822.