

# Create a Drop Box in Elentra: How -To

CETL: Center for Excellence in Teaching and Learning

## Summary:

This guide will walk the user through creating a Drop Box in Elentra and its settings.

## Creating a Drop Box in Elentra

1. From the Dashboard, navigate to **Admin** and in the dropdown, menu select **Manage Gradebook**

The screenshot displays the Elentra Admin interface. At the top, the Western University logo and navigation links (Dashboard, Communities, Curriculum, Courses, Learning Events, People Search, More, Admin) are visible. The 'Admin' dropdown menu is open, listing various management options. The 'Manage Gradebook' option is highlighted with a red box. The main content area shows a calendar view for the week of September 13-17, 2021, with a yellow highlight on Wednesday, September 15. The left sidebar contains sections for 'My Bookmarks', 'My Communities', and 'Give Feedback'. The bottom of the page features news articles under 'Medical Daily', 'Medical Xpress', 'MedlinePlus', and 'Healthcare IT News'.

2. **Manage Gradebook** will now display a list of courses and their gradebook.

/ Courses

### Manage Gradebooks

Search Gradebooks...

Category	Code	Name
Semester 1	005	Test Course 1
Semester 2	2100	Test
Semester 1	400	Vet Med
Semester 2	8675309	CETL Test Course 3
Semester 1	CVM 5000	Veterinary Basic and Medical Sciences I
Semester 2	CVM 5001	Vet Med Intro
Semester 1	CVM 5040	Veterinary Issues I
Phase 1	HSCI 5020	Grant Proposal Writing
Phase 1	HSCI 5100	Learning theories and student behaviors
Phase 1	HSCI 5102	Principles of Instructional Design

Showing 10 of 10 total gradebooks

3. Click on the course you would like to add a Drop Box to and you will be taken to the course gradebook.

/ Courses / CVM 5001 / Gradebook Assessments

### Semester 2: Vet Med Intro

Setup Curriculum Tags Content Enrollment Groups **Gradebook** Reports

Gradebook Assessments Period: Spring 2020 - January 6th, 2020 to May 18th, 2020

Search Assessments  
Type here to begin to search...

[Add New Assessment](#)

Assessment	Points	Weight	Due Date	Assignment	Edit
<input type="checkbox"/> Reflections	30%		Tue Jul 20/21 11:59pm		
<input type="checkbox"/> Reflection #1	10	-100%	Tue Jul 20/21 11:59pm	<a href="#">View Drop Box</a>	
<input type="checkbox"/> Quizzes	30%		Mon Dec 07/20 3:00pm		
<input type="checkbox"/> Orientation Quiz		-33.33%	Mon Dec 07/20 3:00pm	<a href="#">Add Drop Box</a>	
<input type="checkbox"/> Quiz 1		-33.33%	Mon Dec 14/20 12:00am	<a href="#">Add Drop Box</a>	
<input type="checkbox"/> Quiz 2		-33.33%	Fri Dec 18/20 12:00am	<a href="#">Add Drop Box</a>	
<input type="checkbox"/> Projects	50%		Sat Dec 12/20 12:00am		
<input type="checkbox"/> Reflection Paper #1		-25%	Sat Dec 12/20 12:00am	<a href="#">View Drop Box</a>	
<input type="checkbox"/> Final Paper		-25%	Fri Dec 18/20 9:00am	<a href="#">View Drop Box</a>	
<input type="checkbox"/> Project		-25%	Wed Dec 16/20 12:00pm	<a href="#">Add Drop Box</a>	
<input type="checkbox"/> Paper		-25%	N/A	<a href="#">Add Drop Box</a>	
<input type="checkbox"/> Discussion Board	5	20%	N/A	<a href="#">Add Drop Box</a>	

**Total Weight: 130%** Grading Scale:

[Delete Selected](#) [Copy Selected](#) [Add to Collection](#) [Grade Spreadsheet](#) [Export Grades](#)

4. Select the assessment/assignment you would like to add a Drop Box to and click **Add Drop Box**

/ Courses / CVM 5001 / Gradebook / Add Drop Box

Semester 2: Vet Med Intro

Setup Curriculum Tags Content Enrollment Groups **Gradebook** Reports

Add Assignment Drop Box Spring 2020 - January 6th, 2020 to May 18th, 2020

Assignment Drop Box

Submission Options:  Allow learners to upload more than one file.  
 Add a dashboard notice for learners who are required to submit.  
 Allow learners to upload new revisions after their initial upload.  
 Allow graders to see the name of the learner they are grading.

Due Date: Wed Dec 16/20 12:00pm (from gradebook assessment due date)

Turnitin  
Turnitin:  Enable Turnitin for this assessment to check submissions for plagiarism

Time Release Options

Viewable Start  :  :  (12:00 AM)  
 Viewable Finish  :  :  (12:00 AM)

Cancel Save

5. You will now find a list of settings you can enable or disable.
- a. **Submission Options:**
    - i. **Allow Learners to upload more than one file:** can be useful if students are submitting pictures or documentation of an experience. The maximum number of files a student can upload also limits how many files can be handed back.
    - ii. **Add a dashboard notice for learners:** this will generate a Dashboard notice, including the assessment due date and a link to the drop box, and display it to the learners responsible for the assessment.
    - iii. **Allow Learners to upload revisions:** will allow students to replace an existing file with a newer one.
    - iv. **Allow graders to see the names of learners they are grading:** can be unchecked if you wish graders to work without knowing learners' identities.
  - b. **Submission due date:** If you have set an assessment due date, the submission due date for the drop box will match it. If you change the assessment due date, the assignment submission due date will automatically be adjusted.
  - c. **Turnitin:** If your institution has an agreement with Turnitin and is using Elentra's Turnitin integration, you can optionally add additional settings to your drop box.
  - d. **Time Release Options:** Set the time release for a Viewable Start and Finish, which will control when the drop box will be visible to users. The default setting causes the drop box to be immediately visible to learners and does not set finish date. This setting does not impact the visibility Dashboard notice; it only impacts the availability of the link to upload the assignment in the learner's My Assignments listing.
  - e. Click **Save**.