

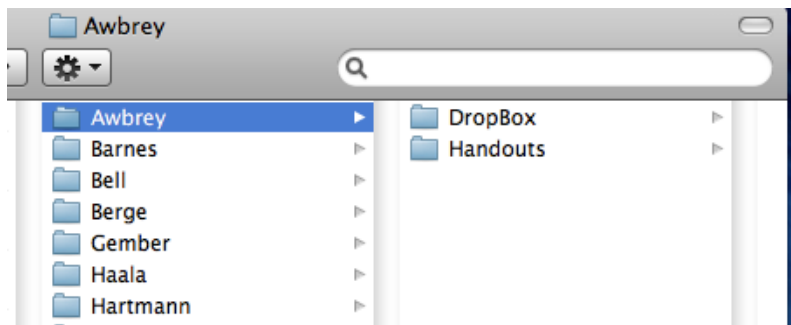
Homework Drop - Sullivan

Purpose:

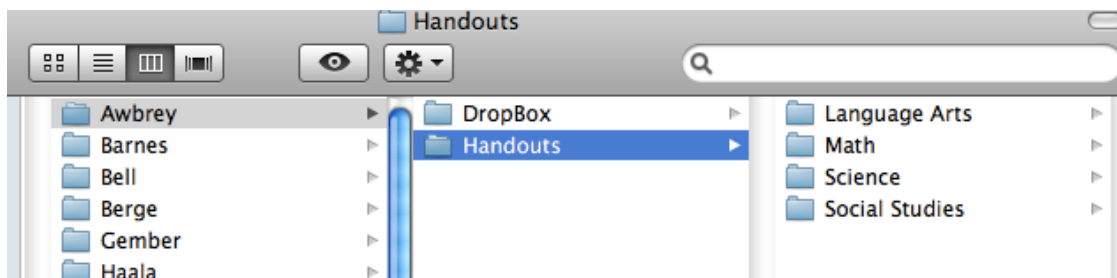
A hand-out/hand-in file structure on a server network share specifically for distribution of electronic documents and templates to students in the individual teacher's *Handouts* folder. Students can retrieve the files from the teacher's *Handouts* folder, and should be instructed to save their completed work in that teacher's *DropBox* folder when finished with the assignment. Teachers can "collect" the assignments from their individual *DropBox* by viewing or printing.

Folder Structure:

Initially, the Homework Drop is set up with a folder for each teacher. Within each teacher's folder are two sub-folders named *DropBox* and *Handouts*. An example is below:



Suggestion: You may find it easier to organize your *Handouts* folder into groups by adding folders for each of your sections where you would save or move the electronic documents and then instruct your students to go to their specific class and retrieve their assignment. An example is below:



Note: It is unnecessary to create any type of folder structure in your *DropBox* folder. Students have write-only permissions in the *DropBox* folders so they wouldn't be able to navigate to their specific class to hand-in their work. The students should be instructed to navigate to the *[teacher name] > DropBox* folder and save or move their completed work there.

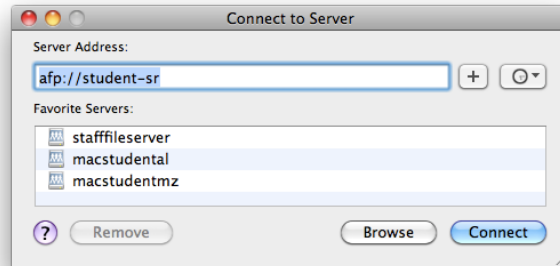
Permissions:

Teachers have full read and write ability to the entire *Homework Drop* network share. Students have permission to **read everything in the entire *Sul_HomeworkDrop* network share** and have **write-only privileges to the *DropBox*** within each teacher's folder.

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Instructions:

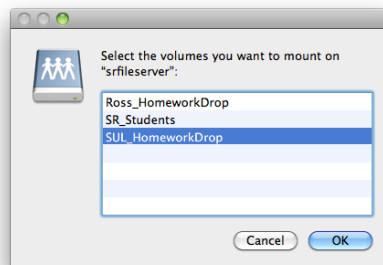
1. From the *Finder* window, navigate to **Go**, choose **Connect to Server** OR use the hotkey command key-K)
2. On the *server address* line type: **student-sr**, then click **Connect**



3. Log in with your **userid** and **password** (students use their server id and password, teachers use your network/email id and password) and click **Connect**

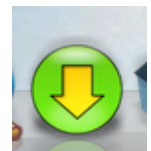


4. Select the **SUL_HomeworkDrop** volume by double-clicking on it or clicking **OK**



Homework Drop Application:

The homework drop quick link application may not have been updated on all the computers in the school yet. It will essentially take the place of steps 1 and 2 in the above instructions.



Housekeeping:

Please keep your folders organized and remove anything as it becomes obsolete in your **DropBox** and **Handouts** folders.

Remember:

Students will be able to **read everything in the entire Sul_HomeworkDrop volume** and will have **write-only privileges to the drop-boxes within each teacher's folder**.