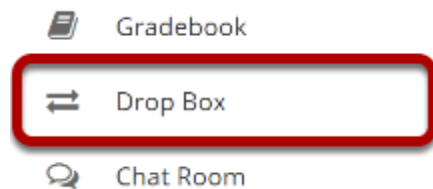


How do I upload files to multiple dropbox folders?

Go to Drop Box.



Select the **Drop Box** tool from the Tool Menu in your site.

Select "Upload files to multiple dropbox folders."

DROP BOX [LINK](#) [HELP](#) [X](#)

Trash **Upload files to multiple Drop Box folders** Transfer Files Options Check Quota

List of Drop Boxes

TEST 003 015 Summer 2020 Drop Box

View: All sections/groups Files in your Drop Box can only be seen by you and the site maintainers. Other participants cannot access them.

COPY MOVE TO TRASH Highlight (★) individual Drop Boxes with recent changes: 1 day ▼

<input type="checkbox"/>	Title ^	Access	Created By	Modified	Size
<input type="checkbox"/>	TEST 003 015 Summer 2020 Drop Box ⓘ				
<input type="checkbox"/>	★ Student 1, Demo (demostudent01). ⓘ	Drop Box	Demo Instructor	Feb 25, 2020 10:26 am	0 items
<input type="checkbox"/>	★ Student 2, Demo (demostudent02). ⓘ	Drop Box	Demo Instructor	Feb 25, 2020 10:26 am	0 items
<input type="checkbox"/>	★ Student 3, Demo (demostudent03). ⓘ	Drop Box	Demo Instructor	Feb 25, 2020 10:26 am	0 items

Select the file to be uploaded.

Upload files to multiple Drop Box folders

Select the files to upload and then click 'Continue' at the bottom.

File To Upload

Choose File Quiz Prep.docx

Display Name

Quiz Prep Unit 3.docx

Click the **Choose File** button to browse for and locate the file on your local computer.

Optionally, you may also edit the display name of your file if you would like it to be different than the file name.

Select the destination folders for your file.

Available users		Selected users
Group: T/TR Class Student 1, Demo Student 2, Demo Student 3, Demo	<div>></div> <div>>></div> <div><</div> <div><<</div>	Group: M/W Class

You will see a list of the student folders in your course Drop Box. Select the student name or group from the list of "Available users" on the left and use the arrow buttons to move the name or names over to the "Selected users" on the right.

Email notification. (Optional)

☐ **Send an email notification to the student.**

If you want students to be notified about the file upload, select the box next to **Send an email notification to the student.**

Click Continue.

