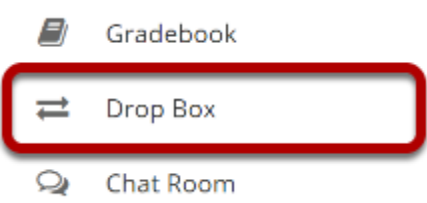


# How do students add items to the Drop Box?

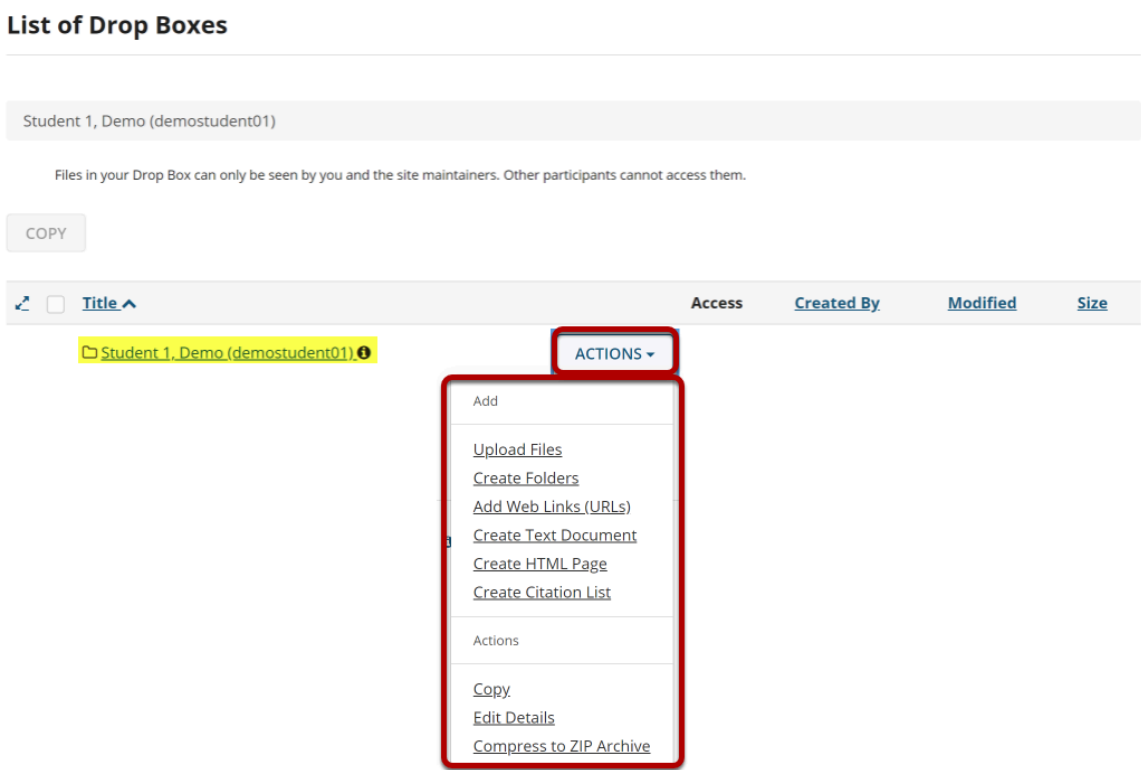
The Drop Box tool functions very much like the Resources tool. The only difference is that Drop Box is an individual folder for each student within a particular course.

## Go to Drop Box.



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

## Add or create items.



You will see a Drop Box folder with your name as the folder name. This is the location where you will add or create items in the Drop Box.

Click the Actions drop-down menu complete any of the following tasks.

- Upload Files
- Create Folders
- Add Web Links (URLs)
- Create Text Document
- Create HTML Page
- Create Citation List
- Copy
- Edit Details
- Compress to ZIP Archive

The Drop Box functions mirror the functions of the Resources tool. See [What is the Resources Tool?](#) for more information.