HOW TO USE STUDENT DROP BOX

AMERICAN UNIVERSITY

WASHINGTON

COLLEGE OF LAW

What is the student Drop Box?

- Drop box is a tool which functions as a storage space for student files (such as papers). The WCL drop box provides a shared area where students and professors can store and exchange digital documents. Through this tool students are able to send files to the professor; the professor can receive and review them and then return them to the student.

Steps to use Drop Box

- **The first** step is to log on to MyWCL

Find the Course
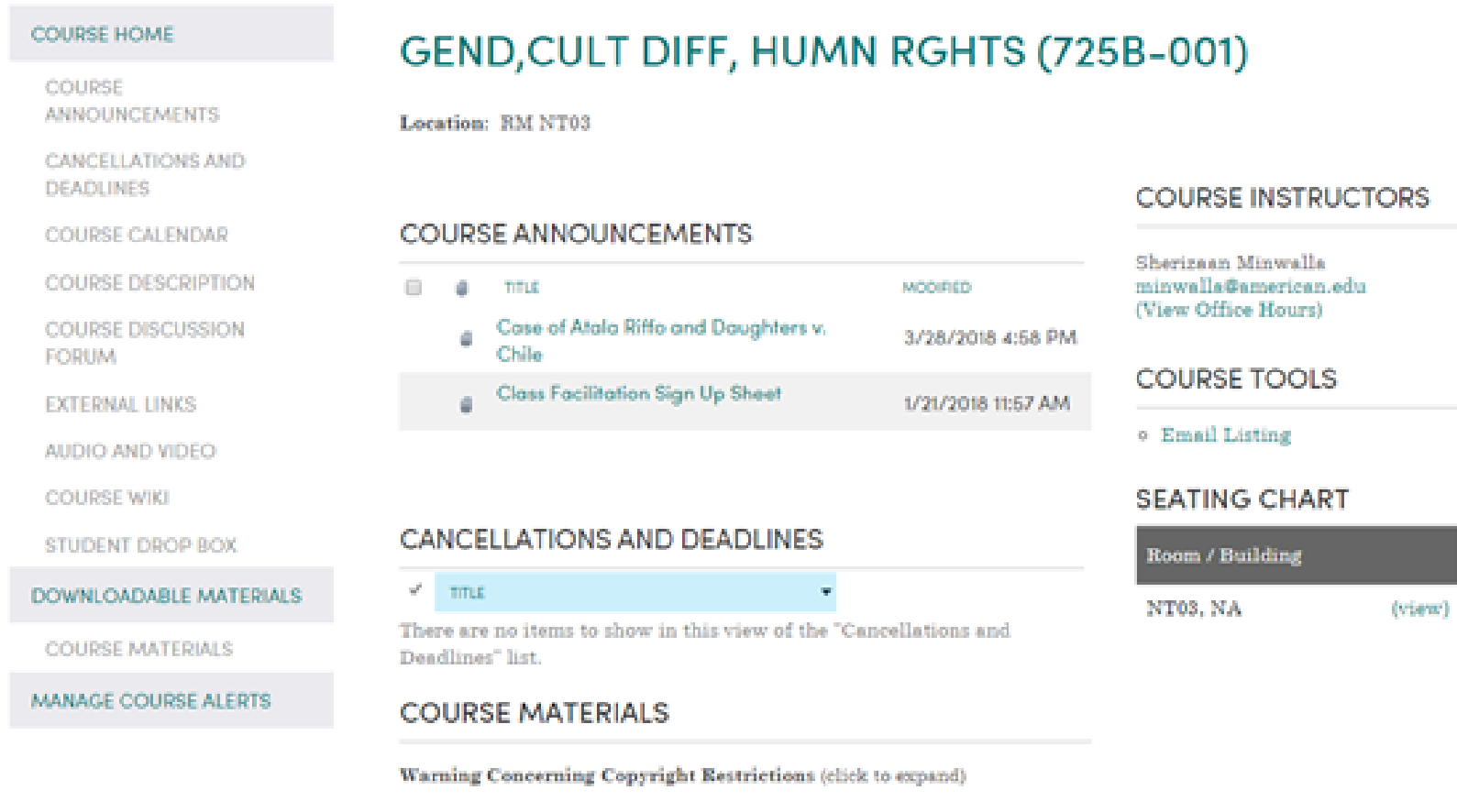

Second step

Once on your home page, click on the course for which you want to upload a document

Click on the course to access to your course information and your course Drop Box

Click on Student Drop Box

COURSE HOME

COURSE ANNOUNCEMENTS

CANCELLATIONS AND DEADLINES

COURSE CALENDAR

COURSE DESCRIPTION

COURSE DISCUSSION FORUM

EXTERNAL LINKS

AUDIO AND VIDEO

COURSE WIKI

STUDENT DROP BOX

DOWNLOADABLE MATERIALS

COURSE MATERIALS

MANAGE COURSE ALERTS

GEND,CULT DIFF, HUMN RGHTS (725B-001)

Location: RM NT03

COURSE ANNOUNCEMENTS

		TITLE	MODIFIED
☐		Case of Atala Riffo and Daughters v. Chile	3/28/2018 4:58 PM
		Class Facilitation Sign Up Sheet	1/21/2018 11:57 AM

CANCELLATIONS AND DEADLINES

✓ | TITLE

There are no items to show in this view of the "Cancellations and Deadlines" list.

COURSE MATERIALS

Warning Concerning Copyright Restrictions (click to expand)

COURSE INSTRUCTORS

Sherizaan Minwalla
minwalla@american.edu
(View Office Hours)

COURSE TOOLS

○ Email Listing

SEATING CHART

Room / Building

NT03, NA   (view)

Third step

Once on the course page, you will see a link with the title "Student Drop Box" in the menu on the left side of the screen. Click on it to start.

Click "Submit Document"

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LABOR&MIGRTN IN GLOBAL ECON (775-001)

SUBMIT YOUR DOCUMENT

You are currently viewing the "Root" folder

Location

📁 Root (2 Items)   ✛ Submit Document
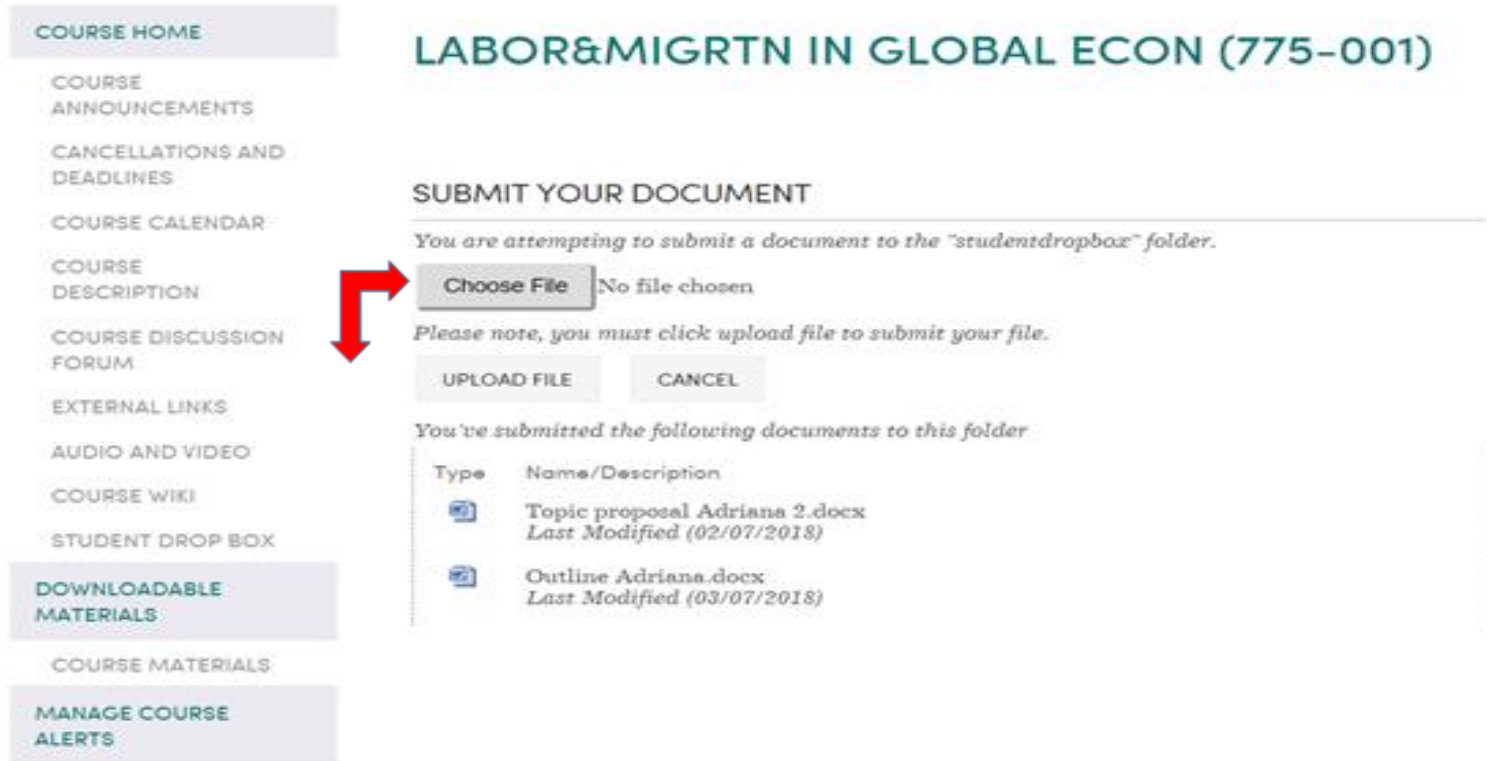
You've submitted the following documents to this folder

Type	Name/Description
📄	Topic proposal Adriana 2.docx *Last Modified (02/07/2018)*
📄	Outline Adriana.docx *Last Modified (03/07/2018)*

Fourth step

Once on your Student Drop Box page, click on "Submit Document" to upload your files

Click "Browse" Then "Upload"

Fifth step.
After clicking on "Submit Document", the page will provide you the option to browse for the document you want to submit and once you have found it, click "Upload File".

Confirmation

LABOR&MIGRTN IN GLOBAL ECON (775-001)

SUBMIT YOUR DOCUMENT

You are attempting to submit a document to the "studentdropbox" folder.

Choose File | No file chosen

Please note, you must click upload file to submit your file.

UPLOAD FILE   CANCEL

You've submitted the following documents to this folder

Type	Name/Description
📄	Topic proposal Adriana 2.docx Last Modified (02/07/2018)
📄	Outline Adriana.docx Last Modified (03/07/2018)

After you upload your document, you will be able to see whether your document was successfully uploaded or not. If successful, you will see your document name stated in your Drop Box page

Thank you!