

HOW TO USE STUDENT DROP BOX



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



- COURSES
 - MY CURRENT / PAST COURSES
 - ALL COURSES
- DEADLINES
- EVENTS
- RESEARCH ASSISTANT POSITIONS
- FACULTY PRACTICE GROUP HEADQUARTERS
- PERSONAL PRODUCTIVITY & EFFECTIVENESS RESOURCES
- 2016 WCL- THEMIS BAR REVIEW SUMMER BOOT CAMP
- AMERICAN UNIVERSITY

- ALL GMAIL
- CONFIGURING OUTLOOK FOR GMAIL

WELCOME

(Manage Profile)



MY REMINDERS

You have no current reminders.

NEWS & ANNOUNCEMENTS



anti-corruption internship at the Center for International Private Enterprise

International Legal Studies Program

SPRING 2018 COURSES

COURSE	LAST UPDATED	STATUS
Gend,Cult Diff, Humn Rghts (725B-001) <i>Minwalla, Sherizoon</i>	4/9/2018	Enrolled
Labor&Migrtn in Global Econ (775-001) <i>Chuang, Janie</i>	4/17/2018	Enrolled
Resp of Intl Law to Sex & Gend (978-001) <i>Socouto, Susana</i>	3/29/2018	Enrolled



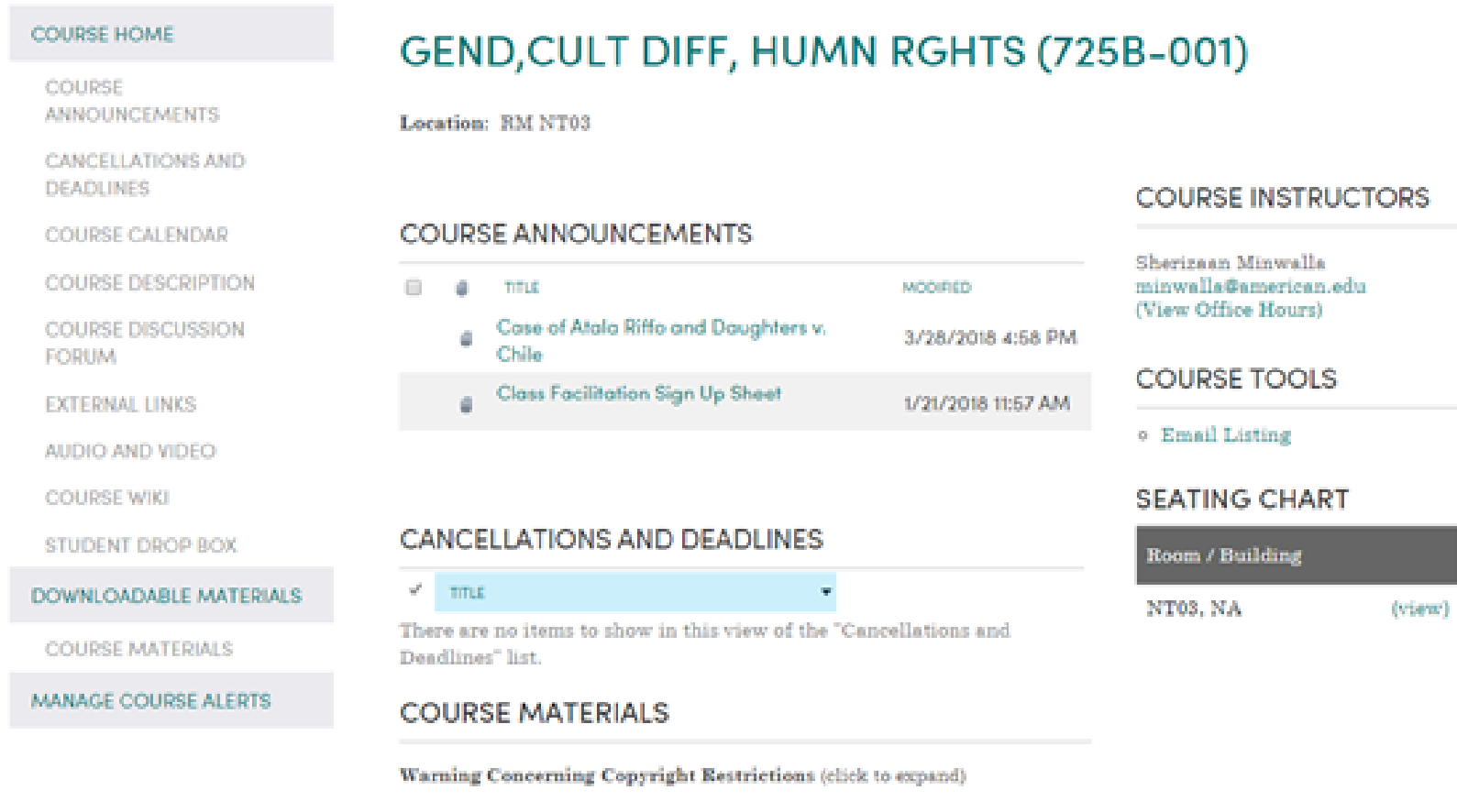
SPRING 2018 EVALUATIONS

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



The screenshot shows a course page for 'GENE, CULT DIFF, HUMN RIGHTS (725B-001)'. On the left is a sidebar menu with the following items: 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, and MANAGE COURSE ALERTS. A large red arrow points from the bottom left towards the 'STUDENT DROP BOX' link. The main content area has a title 'GENE, CULT DIFF, HUMN RIGHTS (725B-001)' and a location 'RM NT03'. Below this are sections for 'COURSE ANNOUNCEMENTS' (listing 'Case of Atala Rifo and Daughters v. Chile' and 'Class Facilitation Sign Up Sheet'), 'CANCELLATIONS AND DEADLINES' (with a message that there are no items to show), and 'COURSE MATERIALS' (with a warning about copyright restrictions). On the right side, there are sections for 'COURSE INSTRUCTORS' (listing Sherizaan Minwalla), 'COURSE TOOLS' (with an 'Email Listing' link), and 'SEATING CHART' (with a 'Room / Building' dropdown set to 'NT03, NA').

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”

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

LABOR&MIGRTN IN GLOBAL ECON (775-001)

SUBMIT YOUR DOCUMENT

You are currently viewing the "Root" folder

Location

- Root (2 Items)

You've submitted the following documents to this folder

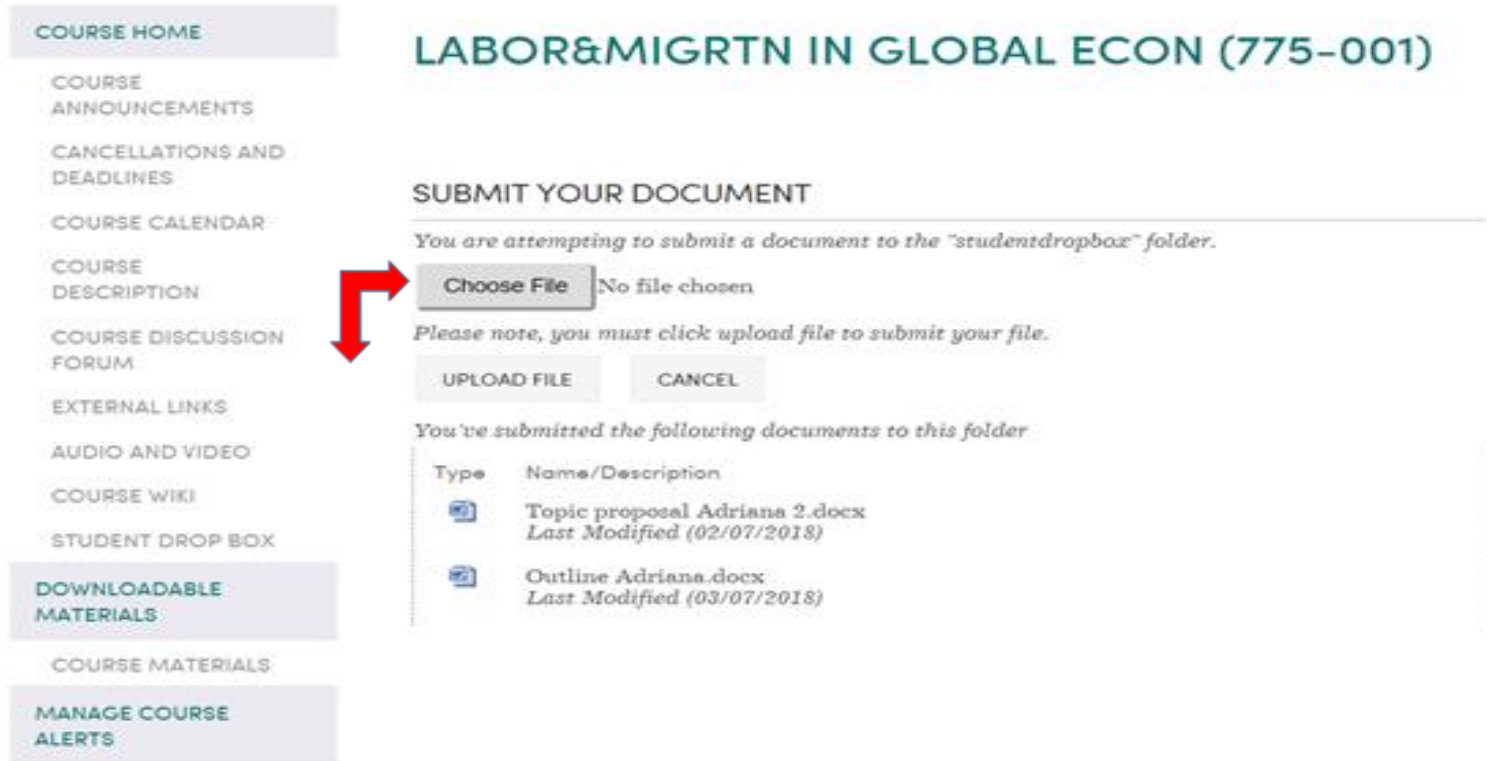
Type	Name/Description
	Topic proposal Adriana 2.docx Last Modified (02/07/2018)
	Outline Adriana.docx Last Modified (03/07/2018)

[+ Submit Document](#)



Fourth step

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

Click “Browse” Then “Upload”



The screenshot shows a course page for "LABOR&MIGRTN IN GLOBAL ECON (775-001)". On the left is a navigation menu with options like "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", and "MANAGE COURSE ALERTS". The main content area is titled "SUBMIT YOUR DOCUMENT". It includes a message: "You are attempting to submit a document to the 'studentdropbox' folder." Below this is a "Choose File" button with the text "No file chosen" next to it. A red arrow points to the "Choose File" button. Below the button is a note: "Please note, you must click upload file to submit your file." There are two buttons: "UPLOAD FILE" and "CANCEL". At the bottom, it says "You've submitted the following documents to this folder" and lists two documents in a table:

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

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

- 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

LABOR&MIGRTN IN GLOBAL ECON (775-001)



SUBMIT YOUR DOCUMENT

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

No file chosen

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

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!



AMERICAN  UNIVERSITY
WASHINGTON
COLLEGE OF LAW

ACADEMY ON HUMAN RIGHTS
AND HUMANITARIAN LAW

ACADEMIA DE DERECHOS HUMANOS Y
DERECHO INTERNACIONAL HUMANITARIO