Creating a Dropbox in D2L

1. First, log into D2L by going to http://d2l.mu.edu. Log in using your Checkmarq username and password.

2. After you log into D2L and click on the name of the course in which you would like to have a dropbox.

3. Click on CONTENT in the Navigation Bar.

4. Then click on the module under the table of content where you would like to have your dropbox.

5. Then click on the “New” button and select “New Dropbox”.

![Image of D2L interface showing how to create a Dropbox](image-url)
6. Then you are directed to a new page. You need to give your dropbox a title.

7. Then once you have named your dropbox, you can type in your assignment prompt or further instructions in the “Instructions” box.

8. Then click “Create”.

To Restrict or Attach to Gradebook:

1. To put restrictions or limitations on the dropbox, you need to go to the dropbox to edit.

2. Click on Dropbox on the navigation bar. Then click the downward facing arrow next to the dropbox that you wish to edit.

3. Here you can attach it a grade item that you’ve already created (first arrow) or create one by clicking on “New Grade Item”.

4. You can attached it to a rubric you’ve created by click on “Add Rubric” or create one by click one “Create Rubric in New Window”.

5. Then you can set date restrictions by clicking on the “Restrictions” tab (circled).

6. Here you now have a new option.
There is a “Due Date” now that will be visible to students, but they can load homework after the due date and it will be marked late. The “End Date” will close the dropbox completely from student view like it had previously.