STUDENT TEACHER DROP BOX INSTRUCTIONS

College of Education students are required in all classes to upload assignments and performance assessments to the DROPBOX feature of D2L. The same expectation is held for student teachers.

This is a very familiar process for the students so there is no need for you to provide instruction to them on how to access the system. However, as a reminder, student teachers need to login to D2L using their username and password. Once on the EDUC 4965/4966 or EDUC 6965/6966 (depending on the registration number they used) D2L site, student teachers should click on the DROPBOX and then upload performance assessments to the site.

You may need to instruct/remind student teachers of the following:

- A DROPBOX has been created for each of the student teaching performance assessments and all performance must be uploaded to D2L.

- They **must** remove their name from their performance assessments and replace it with their Marquette student identification number before uploading documents to the D2L DROPBOX.

- They **must** upload all performance assessments by **June 10, 2011**.